

The Executive Dashboard - An Overview

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Watch a (2:10) video tutorial on the Executive Dashboard

The Executive Dashboard is the 'starting point' after logging into Jackrabbit. It is an awesome way to help keep management aware of critical performance indicators as well as make staff aware of tasks and announcements.



Since the Executive Dashboard contains sensitive financial information, permissions may be set allowing users to only see portions of the Dashboard. Dashboard permissions for each user may be set using Tools > Manage Users & Permissions. Most Dashboard User Permissions are located under the General Category; however the permission to add tasks is located under the Tools category.

Executive Dashboard

REFRESH DASHBOARD

WEEKLY CALENDAR

The Weekly Calendar is an interactive class schedule. Enroll students, add classes, and more from ONE screen!

Alerts Settings

- 0 Wait Lists for Classes with Openings
- 0 Incomplete Time Entries
- 0 2-3 Absences in last 14 days
- 0 4+ Absences in last 30 days
- 1 Classes Past End Date To Archive
- 0 Scheduled Trials (Enroll Type=Trial)
- 0 Birthdays (Active) next 10 days
- 1 Birthdays (Not Active) next 10 days
- 1 Items at or below Re-Order Alert Qty
- 0 Classes with Incomplete Staff Portal Attendance (vs yesterday)
- 0 Scheduled Emails

Tasks Add To Do Completed Assigned To Others (View Completed?)

Due	Task	Assigned By
8-15	Update your hours in your Staff Portal before 8/15!	helpcenter



Aged Accounts Settings

0-30	31-60	61-90	> 90	Total	Balance (incl. Credits)
0.00	10.00	0.00	0.00	10.00	10.00

Refresh

Key Metrics Settings

- 1 Enrollment Total
- 1 Enrollment Category Chart
- 0.51 Enrollment %
- 0 Total Drops last 15 days
- 0 Portal Enrollments last 7 days
- 0 Class Registrations to be processed last 7 days
- 1 Active Families of 42 total
- 1 Active Students of 46 total
- 30 Active Classes of 30 total
- 1 Active Instructors of 1 total
- 0 Web Registrations last 7 days

Announcements Edit

Welcome to your Executive Dashboard!

Enhancements Settings

Release Date	Enhancement	Description
10/24/19	QuickBooks Online Authentication	In order to keep up with the the authentication supported by QuickBooks Online, we have updated our integration to the newer authentication system. You will need to reconnect your QuickBooks online account to Jackrabbit.
10/24/19	New Student Detail Report	There's a new Student Detail Report, which is a great tool to find information about students in one place. The report results includes important student information such as: <ul style="list-style-type: none"> student's name, student's birthday student's age student's gender student's classes contact info