

Navigating in Jackrabbit

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Watch a (1:51) video tutorial on Navigating in Jackrabbit

Executive Dashboard

When you login to your Jackrabbit database, the first thing you'll see is the *Executive Dashboard*. The Dashboard's features are explained in the Help article [The Executive Dashboard](#). You'll want to familiarize yourself with these features later.

The screenshot shows the Jackrabbit Executive Dashboard interface. At the top, there is a navigation bar with the Jackrabbit logo, search boxes for 'find a family...' and 'find a class...', and user information 'User: HELPCENTER'. Below the navigation bar is a menu bar with options: FAMILIES, STUDENTS, CLASSES, EVENTS, STAFF, TRANSACTIONS, STORE, REPORTS, STAFF PORTAL, TOOLS. The main content area is titled 'Executive Dashboard' and includes a 'REFRESH DASHBOARD' button and a 'WEEKLY CALENDAR' button. Two callouts are present: one pointing to the menu bar with the text 'The menu bar contains Jackrabbit's main menu options. Point your cursor over any menu to drop down its sub menus.' and another pointing to a question mark icon with the text 'Help is just a click away! Click ? to open the Support page where you can search our Help Center or contact our Support Team.'

Alerts [Settings](#)

- 0 [Wait Lists for Classes with Openings](#)
- 0 [Incomplete Time Entries](#)
- 24 [2-3 Absences in last 14 days](#)
- 0 [4+ Absences in last 30 days](#)
- 0 [Classes Past End Date To Archive](#)
- 0 [Scheduled Trials \(Enroll Type= Trial\)](#)
- 1 [Birthdays \(Active\) next 10 days](#)
- 0 [Birthdays \(Not Active\) next 10 days](#)
- 0 [Items at or below Re-Order Alert Qty](#)
- 3 [Classes with Incomplete Staff Portal Attendance \(yesterday\)](#)
- 0 [Scheduled Emails](#)

Tasks [Add](#) [To Do](#) [Completed](#) [Assigned To Others](#) [View Completed?](#)

Due	Task	Assigned By
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Revenue Summary [Settings](#)

Current vs. Prior Year Revenue

12-month trailing revenue - Bar Chart | [Current vs. Prior 2 Years Revenue](#)

Aged Accounts [Settings](#)

0-30	31-60	61-90	> 90	Total	Balance (incl. Credits)
675.00	0.00	0.00	1,812.75	2,487.75	2,370.75

Key Metrics [Settings](#)

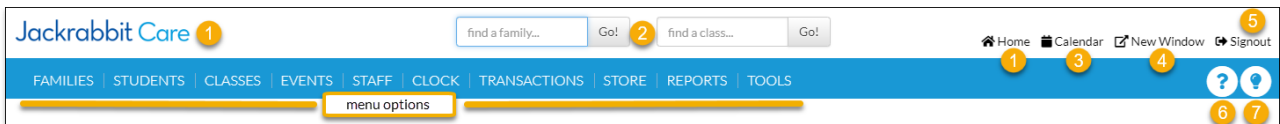
37	Enrollment Total	18	Active Families of 38 total
37	Enrollment Category 1 Chart	24	Active Students of 56 total
48.68	Enrollment %	16	Active Classes of 16 total
2	Total Drops last 15 days	3	Active Instructors of 3 total
0	Portal Enrollments last 7 days	0	Web Registrations last 7 days

Announcements [Edit](#)

Welcome to your Executive Dashboard!

Menu Bar

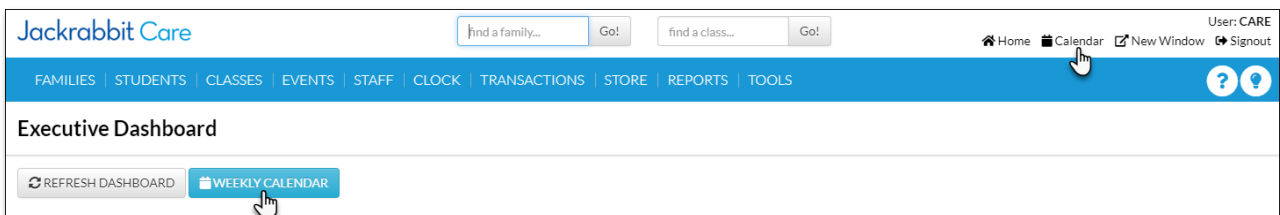
Jackrabbit's main functions are organized in the *Menu Bar*. Point your cursor to a menu name to see the menu item's choices. The *Menu Bar* is located on every screen in Jackrabbit.



1. Return to the Executive Dashboard
2. Quick Search Fields
3. Open the Weekly Calendar
4. Open a new browser window with another Jackrabbit screen
5. Sign out of your database
6. Access the Help page
7. Submit an idea

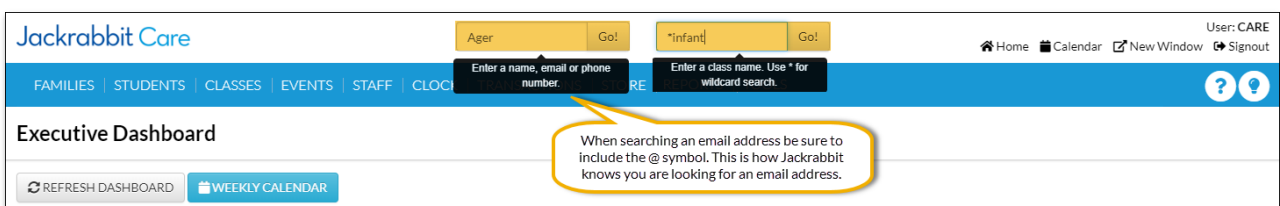
Weekly Calendar

The Weekly Calendar button on the Executive Dashboard opens a calendar view of your classes by week. This is your class command center and allows you to manage almost all areas of your classes from one screen! See [The Weekly Calendar](#) for more details.



Quick Search Fields

Jackrabbit has two *Quick Search* fields. One field allows you to search family name, email, or home or cell phone. The other field allows you to search for active classes. We also refer to them as *Global Search* boxes. See [Search for Information in your Database](#) for more details.



Buttons

Buttons are found throughout Jackrabbit. Click *a button* to perform a specific action.

Family: Ager

← RETURN **SAVE CHANGES** DELETE

Make Sale/Post Fees Payment Refund Statement Add Student Add Contact Archive Family Family Name Email Text Email Schedules Merge Family

Tabs

Tabs are located on family, student, class, and staff pages in Jackrabbit. *Tabs* are separate areas of organization. For example, clicking the *Billing Info* tab in a Family's information displays a screen specific to the family's billing details.

Family: Ager

← RETURN **SAVE CHANGES** DELETE

Make Sale/Post Fees Payment Refund Statement Add Student Add Contact Archive Family Family Name Email Text Email Schedules Merge Family

Summary **Contacts** Schedules Events Transactions Billing Info Misc

Links

Links are shortcuts to related records and are displayed in blue text and an underline. Once a *link* has been clicked, it displays purple.

Print Export Refresh 9 columns hidden Show/Hide Columns Save Columns Restore Columns

Loc	Class	Instructors	Session	Start Date	End Date	Days	Start Time	End Time	Duration	Cat1	Cat2	Open	Size Max	Tuition
Search	Search	Search	Search	Search	Search	Search	Search	Search	Search	Search	Search	Search	Search	Search
JRHC	Ballet Intensive	Camille J.	Summer 2016	7/11/2016	7/15/2016	MTWThF	9:00am	3:00pm		Dance		Mon:8 Tue:8 Wed:8 Thu:8 Fri:8	0 8	35.00
JRHC	Barre	Camille J.	Summer 2016	7/11/2016	8/31/2016							7	1 8	
JRHC	Barre - Mon - 8pm	Camille J.	Summer 2016	7/11/2016	8/31/2016	M	8:00pm	9:00pm	1:00	Dance		5	3 8	95.00
JRHC	Barre - Wed - 7:30pm	Camille J.	Summer 2016	7/11/2016	8/31/2016	W	7:30pm	8:30pm	1:00	Dance		6	2 8	95.00

Drop-downs

Drop-downs are indicated by a down arrow. When you click on the down arrow, a list of choices displays (drops down). You'll learn how to customize *drop-downs* specifically for your organization in the [Customize Drop-down Lists](#) article.

Class Name Barre - Tues - 6:30pm Status Active **▼** ?

Location JRHC **▼** ? Room **▼** ?

Session Winter 2017 **▼** ?

Class Start Date 12/1/2017 **📅** End Date 2/28/2018 **📅** ? Registration Start Date 11/1/2017 **📅**

Days Mon Tue Wed Thu Fri Sat Sun

