Working with Grids in Jackrabbit

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Throughout your Jackrabbit database you will see grids, sometimes referred to as tables. These grids display the data you have entered into your Jackrabbit system.

What is a Grid?	I	Grouping	Sorting	I	Filtering	I	Take Action	Other Customization

What is a grid?

Jackrabbit grids are very powerful - allowing you to group, sort, filter for specific information, and more. There are many features in the grids that can be used to customize and work with the data displayed. *Note: Not all features are available in every grid throughout Jackrabbit.*

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ALL	L STAFF	CERTI		tems First Aid, CPR - Adult, CPR - Infant/Cl	i Ca		C	data in other areas of ja	ackrabbit	
Sh	owir	ng 10) of 18 Staff (Certifications	③ HELP WITH THIS GRID) +
R E	Export	to Exc	el	Drag and drop to the groupin	g bar to			Perform tasks with va action icons	arious	¢
1	NAME			group your	data					
			NAME :	ТҮРЕ :	FIRST NAME	LAST NAME	EMAIL :	STAFF STATUS	CERT STATUS	CER
• N	lame: (CPR						Sort your dat	a	
		÷	CPR	REQUIRED	Stephanie	Andrews	standrews@gmail.com	Active	OVERDUE	Oct
		÷	CPR	REQUIRED	Dianne	Harris	dilinth@gmail.com	Active	EXPIRED	Aug
		÷	CPR	REQUIRED	Dianne	Harris	dilinth@gmail.com	Active	CURRENT	Dec
▼ Na	ame: Ir	nfant/O	Child				(Use the horizontal scrol		
		÷	CPR - Infant/Child	OPTIONAL	Use the paging information to navig through the data		jlintonjr@outlook.com	to see more information	OVERDUE	Oct
н	•	1	► H 50	 items per page 				•		\rightarrow

Grouping

Drag and drop column headers to the grouping bar to create groups within your report.

Stu	Student Detail								
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Sho	owing 10 of 10 St	tudents ③HELP V	VITH THIS GRID						
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Drag a	a column header and drop	o it here to group by th	at column						
	FIRST NAME		CLASSES :	AGE + E	BIRTH DATE	FAMILY NAME	CONTACT :	EMAIL :	HOME PHONE
	Cindy	Dierksen	Artistic Gymnastics L3 - Thurs 7pm(85)	17 yrs	Jun 10, 2002	Dierksen	Marlene Dierksen	jlintonjr@outlook.com	(704) 555-4446
	Dani	Ager	Ballet L1 - Mon 5pm(45), Hip Hop L2 - Thurs 7pm(67.50)	17 yrs	Jul 11, 2002	Ager	Holly Ager	hollyager41@gmail.com	(704) 374-2415
	Dave	Ager	Hip Hop L2 - Thurs 7pm(67.50)	17 yrs	Jul 11, 2002	Ager	Holly Ager	hollyager41@gmail.con	(704) 374-2415
	Shawna	Evans	Tap L1 - Mon 6pm(45)	17 yrs	Jul 30, 2002	Evans	Taylor Evans	tayevans@email.com	(704) 555-5478

- To sort your groups in ascending or descending order, click on the column header in the grouping bar.
- When multiple columns are added to the grouping bar, the first column on the left is the first level of grouping. The second column added to the grouping bar will group the rows within the first column, etc.
- Click and drag the **column headers** left or right within the *grouping bar* to change the grouping order.
- Use the X in the column header to clear a column from the grouping bar.

Sorting

The data in a grid can be sorted using a few different methods:

 Click on the column header to sort. An arrow will display to illustrate the current sorting order; no arrow indicates that no sorting has been done on the column.

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🖨 Pi	rint	Export to Excel					
Drag a	Drag a column header and drop it here to group by that column						
		FAMILY † :	BALANCE :	STATUS			
	:	Ager	276.90	Active			
	:	Brown	150.00	Inactive			

- Use the **column menu** to access the sorting options for the column.
- The grouping bar allows you to sort your grouped data by multiple columns, creating custom sort levels. Click on the column headers after they've been dragged to the grouping bar. Note: If columns are sorted using both methods, the sorting indicated in the grouping bar overrides the sorting from the column headers.

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Showing 27 of 27 Families THELP WITH THIS GRID				
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1 STATUS	↓ BALANCE			
0	FAMILY	BALANCE	STATUS	
 Status: Active 				
 Balance: 564 	4.00			
	Evans	564.00	Active	

Filter Columns

Columns in the grids can be filtered from the column menu More than one column can be filtered at a time. Click the **column menu** and select the **Filter** option.

There are several types of column filters. Some filtering will list all values in the column with checkboxes and a search field while other filters allow you to define the filter with options such as "Is equal to" or "Contains".

ALL RECORDS 📏 🛞 Category 1 Dance	• >				
Showing 4 of 6 Reco		filters display in preadcrumbs			
Export to Excel		The co	lump me	enu of a filtered	
+ SESSION ×					
CLASS/EVENT	CATEGORY 1	SESSION :	ENR	OLLMENT 12/1/2019 - 12/31	
 Session: Winter 2019 		Sort Ascending ↓ Sort Descending		Search Q	
Class in Concord	Dance	Columns	•	Select All	
Class in Davidson	Dance	▼ Filter ►		 Camp Dance 	
Hip Hop L2 - Thurs 7pm	Dance	Dance Dance		Events	
 Session: Summer 2019 				Pro Shop I items selected	
Hip Hop L2 - Thurs 7pm	Dance	Summer 2019	0	Filter Clear	

Take Action

Use the various **action icons** to work with the grids and the data in them. Some actions can be applied to multiple rows at a time by selecting the checkboxes for the rows you want included in the action (**mass actions**). Note: the action icons offered will vary between the different grids in Jackrabbit.



Use the **Save icon** to save the choices you've made (the current view) as a favorite. Favorites can be private or you can choose to share them with your team.

The **Star icon** will allow you to load a previously saved favorite. Search for a favorite or use the drop down to select.

Use the **Add icon** to create a new record, e.g., with the Add icon in the Staff Certifications grid you can add a new staff certificate.

Mass Actions

When one or more selections have been made in the selections column,**mass actions** allow you to work with multiple rows at one time. Use the checkbox in the *column header* to select all records that are currently displayed or select individual rows using their checkboxes.



Use the Send icon to open the email editor and send an email to the selected rows.

When multiple rows in a grid are selected, use the **More icon** to access actions that can be performed. The options available will differ between grids, e.g., in the Notes grid you can manage tags for selected rows. Changes will be affected to all selected records.



When you use the checkbox in the column header to select all, and the paging information in the grid shows more than one page, use the items per page drop-down to select the number that will include all of your results on one page. This will ensure the mass action is applied to all of your data.

Showing 315 of 315 Students						
Print 🛛 🖻 Export to	o Excel					
a column header and	drop it here to grou	ip by t	hat col	umn		
LOCATION	FIRST NAME	:	LAST	NAME	:	AGE :
				\bigcirc		
				10	^	
re	sults.		_	2550	d	
Select 500 to display all 315 results on one page.						
1 1 2 3	4 5 6 7		M		• 00	items per page
	Print Export to a column header and LOCATION : LOCATION :	Print Export to Excel a column header and drop it here to grou LOCATION FIRST NAME With 315 students, and the items p page set to 50, there are 7 pages of results. Select 500 to display all 315 results one page.	Print Export to Excel a column header and drop it here to group by t LOCATION : FIRST NAME : With 315 students, and the items per page set to 50, there are 7 pages of results. Select 500 to display all 315 results on one page.	Print Export to Excel a column header and drop it here to group by that col LOCATION FIRST NAME LOCATION FIRST NAME With 315 students, and the items per page set to 50, there are 7 pages of results. Select 500 to display all 315 results on one page.	Print Export to Excel a column header and drop it here to group by that column LOCATION FIRST NAME LOCATION FIRST NAME With 315 students, and the items per page set to 50, there are 7 pages of results. Select 500 to display all 315 results on one page. 100 250 500 100 101 102 103 104 105 106 107 108 109 100 101 102 103 104 105 106 107 108 109 100 100 101 102 103 104 105 106 107 108 109 100 100 101 102 103 104	With 315 students, and the items per page set to 50, there are 7 pages of results. 10 Select 500 to display all 315 results on one page. 100

Other Ways to Customize the Grids

• You can reorder the columns in a grid by clicking and dragging them to the spots you want them

in. Two arrowheads indicate where the column will drop (behind the arrowheads).

First Name	Last + Contact	Contact :
Allen	King	Bella King

• Pick and choose which columns you want displayed using the **Columns** option from any *column menu*.



• When you are working with a grid that has many columns you will use the *horizontal scroll bar* to see the information on the far right of the grid. From a *column menu* you can lock that column so that when you scroll horizontally, that column will remain in the display while the remainder of the columns scroll.

