

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.

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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.*

Staff Certifications MANAGE CERTIFICATIONS

← RETURN

ALL STAFF CERTIFICATIONS > Names: 3 Items

Showing 10 of 18 Staff Certifications HELP WITH THIS GRID

Export to Excel

NAME	TYPE	FIRST NAME	LAST NAME	EMAIL	STAFF STATUS	CERT STATUS	CER
Name: CPR							
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
Name: Infant/Child							
CPR - Infant/Child	OPTIONAL			jlintonjr@outlook.com		OVERDUE	Oct

Items per page: 50

Callouts:

- Breadcrumbs show you your currently applied filters
- Use links to quickly access related data in other areas of Jackrabbit
- Drag and drop columns to the grouping bar to group your data
- Perform tasks with various action icons
- Sort your data
- Use the paging information to navigate through the data
- Use the horizontal scroll to see more information

Grouping

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

Student Detail

← RETURN

Showing 10 of 10 Students [HELP WITH THIS GRID](#)

Print Export to Excel

Drag a column header and drop it here to group by that column

	FIRST NAME	LAST NAME	CLASSES	AGE	BIRTH DATE	FAMILY NAME	CONTACT	EMAIL	HOME PHONE
<input type="checkbox"/>	Cindy	Dierksen	Artistic Gymnastics L3 - Thurs 7pm(85)	17 yrs	Jun 10, 2002	Dierksen	Marlene Dierksen	jlintonjr@outlook.com	(704) 555-4446
<input type="checkbox"/>	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
<input type="checkbox"/>	Dave	Ager	Hip Hop L2 - Thurs 7pm(67.50)	17 yrs	Jul 11, 2002	Ager	Holly Ager	hollyager41@gmail.com	(704) 374-2415
<input type="checkbox"/>	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.

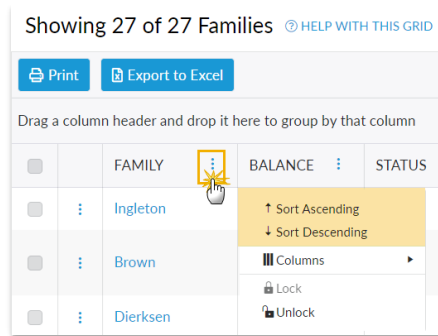
Showing 27 of 27 Families [HELP WITH THIS GRID](#)

Print Export to Excel

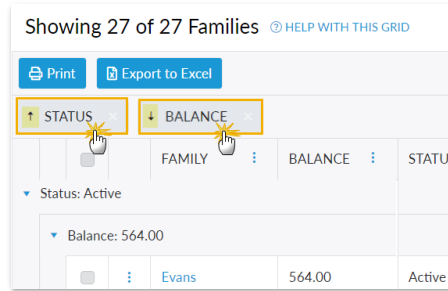
Drag a column header and drop it here to group by that column

	FAMILY	BALANCE	STATUS
<input type="checkbox"/>	Ager	276.90	Active
<input type="checkbox"/>	Brown	150.00	Inactive

- Use the **column menu** to access the sorting options for the column.



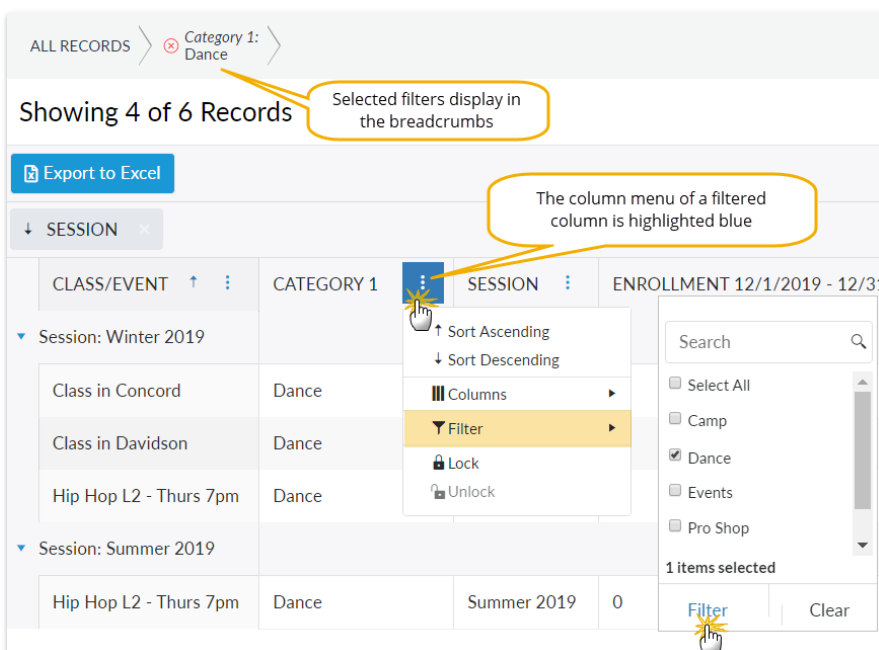
- The **grouping bar** allows you to sort your grouped data by multiple columns, creating custom sort levels. Click on the column headers after they've been dragged to the grouping bar. Note: If columns are sorted using both methods, the sorting indicated in the *grouping bar* overrides the sorting from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



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".



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.



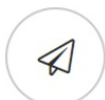
The **Star icon** will allow you to load a previously saved favorite. Search for a favorite or use the drop down to select.



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.



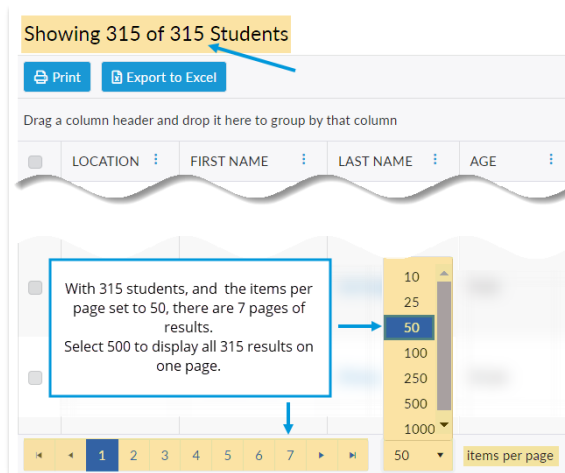
Use the **Send icon** to open the email editor and send an email to the selected rows.



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.

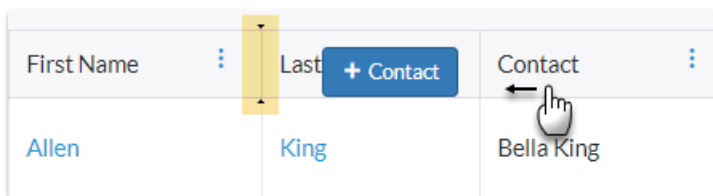


When you use the checkbox in the column header to select all, and the paging information in the grid shows more than one page, use the items per page drop-down to select the number that will include all of your results on one page. This will ensure the mass action is applied to all of your data.

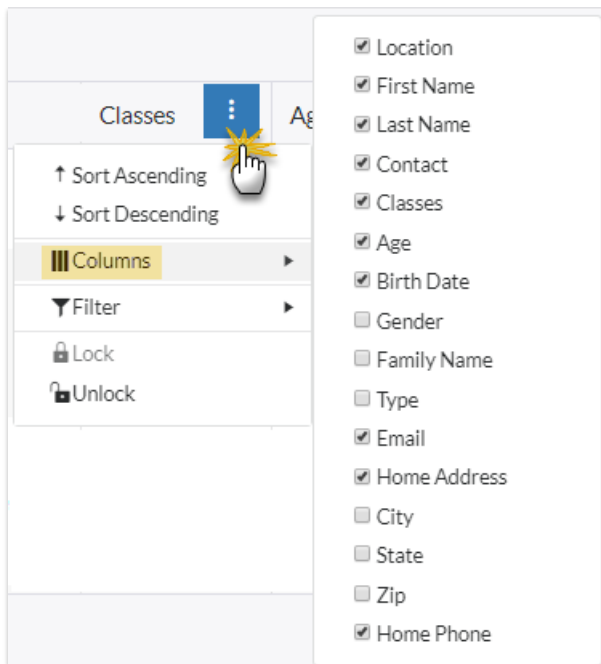


Other Ways to Customize the Grids

- 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).



- 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.

