The Family Record

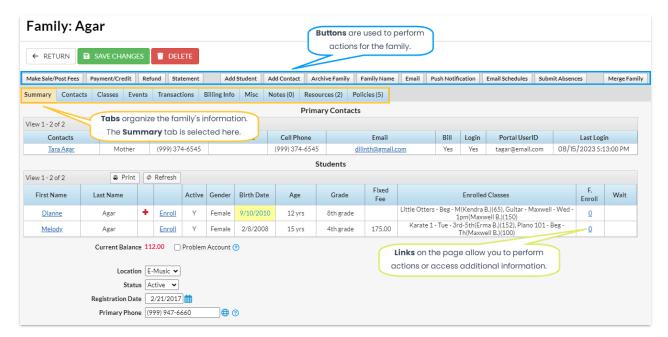
The **Family** record provides a centralized area to keep all information related to a specific family. It's like a file cabinet; it stores and organizes important information.

You can access a Family record from the following locations in Jackrabbit:

- Families (menu) > All Families and click on a family name to open the record.
- Families (menu) > All Families > row menu > View/Edit to open the record.
- Use the global search at the top of each page to find a family.

Refer to Work with All Families - View, Search, and Take Action for more information on the All Families grid.

In the Family record, the information is grouped and organized on differenttabs. Buttons allow you to perform an action for the family, for example, post a fee, and many links are provided throughout the record for convenient access to additional relevant information. Other links can be used to do things like enrolling a student.





The *Current Balance* displayed here is pulled from the *Transactions* tab. A **black** balance means a zero balance, a **red** balance indicates an amount is owed to you, and agreen balance indicates a credit. This color code feature is applied on the *Transactions* tab as well.

- **⊘** Family Tab Descriptions
- **⊘** Family Button Descriptions



If the Birth Date column is highlighted in yellow, this indicates the student's birthday is coming soon.