

Work with Grids in Jackrabbit

Throughout Jackrabbit, you will see grids, which are sometimes referred to as tables. These grids display the data you have entered into Jackrabbit; they are incredibly robust - allowing you to group, sort, filter for specific information, and more. **Note: the features available in each grid throughout Jackrabbit may vary.**

Sample Grid

The screenshot shows the 'Staff Certifications' grid. At the top, there's a title bar with a 'RETURN' button and a 'MANAGE CERTIFICATIONS' button (callout 7). Below the title bar, a breadcrumb trail (callout 1) shows 'ALL STAFF CERTIFICATIONS' with filters for 'Type: REQUIRED', 'Names: 3 Items', and 'Names: CPR, First Aid, CPR - Infant/Child'. The grid header shows 'Showing 7 of 16 Staff Certifications' and a 'HELP WITH GRIDS' link. A toolbar (callout 8) includes 'Export to Excel', a grid icon, a search icon, a refresh icon, an add icon, and a more options icon. The grid columns are NAME, TYPE, FIRST NAME, LAST NAME, EMAIL, STAFF STATUS, CERT STATUS, and CERTIF. A column menu (callout 6) is open for the 'NAME' column, showing options: Sort Ascending, Sort Descending, Columns, Filter, and Set Column Position. A row menu (callout 3) is open for the first row, showing options: Name: CPR, Name: First Aid, and a '4' icon. The grid footer (callout 9) shows a pagination bar with '1' of 50 items per page and a slider.

| | NAME | TYPE | FIRST NAME | LAST NAME | EMAIL | STAFF STATUS | CERT STATUS | CERTIF |
|-------------------|-----------|----------|------------|-----------|----------------------|--------------|-------------|----------|
| ▼ Name: CPR | | | | | | | | |
| | CPR | REQUIRED | Stephanie | Andrew | gmail.com | Active | OVERDUE | Nov 1, 2 |
| | CPR | REQUIRED | Dianne | Harris | il.com | Active | EXPIRED | Aug 15, |
| | CPR | REQUIRED | Dianne | Harris | dilinth@gmail.com | Active | CURRENT | Dec 4, 2 |
| | CPR | REQUIRED | John | Linton | jintonjr@outlook.com | Active | OVERDUE | Dec 2, 2 |
| ▼ Name: First Aid | | | | | | | | |
| | First Aid | REQUIRED | Stephanie | Andrews | standrews@gmail.com | Active | INCOMPLETE | |

- 1 Breadcrumbs display the currently selected filters.
- 2 Drag and drop a column header into the grouping bar to group results.
- 3 Click a row menu to open action options for that row.
- 4 Page number displays up to 250 items per page.
- 5 When a column filter is applied, the column menu is highlighted in blue.
- 6 Column menu offers options to sort, display, and filter the data within the column (options in this menu vary depending on the grid).
- 7 Manage Certifications opens the Drop-down List Editor to edit (for the Certifications page only).
- 8 Adjust columns, Send Message, Refresh Grid, Add New icon (action icons available will vary between grids), More (varies by grid).
- 9 Slider shows more columns in the grid.

☑ Group Your Data

Expand/Collapse
All

☑ Sort and Filter Data in the Grid

☑ Take Action

☑ Data Visuals



When you are working with the [All Families](#), [All Students](#), or [All Classes](#) grids, you can save all of your grid customizations as a favorite that you can make your default view. Learn how to [Save & Load Your Favorite View](#).
