

The Four Main Areas Where Jackrabbit Stores Your Data

Jackrabbit organizes and stores information into four main areas:

- The Family Record
 - The Student Record
 - The Class Record
 - The Staff Record
-

The Family Record

The *Family* record includes all the information related to the family. You can see information on parents and other contacts, children or adult students, and the classes in which they enroll – their current, past, and future. The information is organized under tabs: *Summary*, *Contacts*, *Classes*, *Events*, *Transactions*, *Billing Info*, and *Misc*. Above the tabs are several very handy buttons. Buttons are shortcuts to places where you can perform actions. See [The Family Record](#) for a more in-depth look.

As you will see, the *Students*, *Classes*, and *Staff* records are set up similar to the *Family* record; each has tabs to organize information and buttons for shortcuts to actions or reports relating to the record.

The Student Record

From the *Student* record > *Summary* tab, you can see the classes the student is currently enrolled in with detail about each class. The *Classes* tab shows current as well as past and future enrollments. You can track medical information, skills the student has attained, sizing, absences, and other information in the *Student* record. See [The Student Record](#) for more details.

The Class Record

The *Class* record > *Summary* tab is all about how the class is set up. The *Enroll List* tab shows who is enrolled in the class; the *Drop List* tab shows the students who have dropped the class and so on. The *Class* record has many buttons that are shortcuts for actions or reports relating to classes. For a complete overview see [The Class Record](#).

The Staff Record

The *Staff* record holds all the information regarding your staff. You are not required to set up staff to get started with Jackrabbit, however, setting them up and using our Staff Portal can help you run your

business more effectively. The [Staff Portal](#) enables staff to record their time, see their schedule and class rolls, as well as record absences and skills attained by students. Check out [The Staff Record](#) for a closer look.
