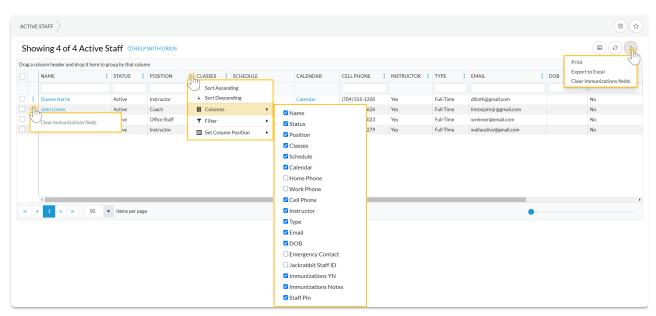# Active Staff

Active Staff, located under the *Staff* menu, is a quick way to see a list of your organization's active staff, their classes, weekly schedule, and monthly calendar. The data for this report is pulled from individual Staff records.

Go to the *Staff (menu) > Active Staff* and your active staff will populate into the grid.

- Click the staff member's name to open their Staff record.
- Click the number link in the Classes column to open the *Staff record > Classes (tab)*.
- Schedule and Calendar links open the staff member's weekly schedule and monthly calendar.
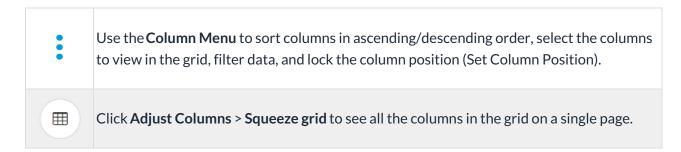- Select and adjust the columns you would like to display in the grid.

The *Active Staff* grid offers column searching, just enter a staff member's name in the search field of the **Name** column, the grid will search for that name, and the information will populate in the grid. Refer to **Work with Reports - Grid Style** for more details on sorting and how to use a grid.

Take Action in the Grid

This grid has the following built-in functionality:

⋮	Use the **Column Menu** to sort columns in ascending/descending order, select the columns to view in the grid, filter data, and lock the column position (Set Column Position).
▦	Click **Adjust Columns** > **Squeeze grid** to see all the columns in the grid on a single page.

⟳	Use the **Refresh Grid** icon to reload the data in the grid after making changes.
⋮	Use the **More** icon to select either **Print** or **Export to Excel**. Check out this short video tutorial **Print from Grids in Jackrabbit** for some helpful printing tips.

Save time and effort each time you open a grid page to view your data! After you have edited column settings and set the column widths, you can save the grid as a **Favorite**.