

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.

Active Staff

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ACTIVE STAFF >

Showing 4 of 4 Active Staff

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

| <input type="checkbox"/> | NAME | STATUS | POSITION | CLASSES | SCHEDULE | PHONE | INSTRU | |
|--------------------------|-----------------------------------|--------|-----------------------|---------|----------|-------|--------|-----------|
| <input type="checkbox"/> | Stephanie Andrews | Active | Coach | 8841 | Yes | | | Part-Time |
| <input type="checkbox"/> | Linton Jones | Active | Instructor | 2415 | Yes | | | Full-Time |
| <input type="checkbox"/> | Livy Wallace | Active | Instructor Supervisor | 2358 | Yes | | | Full-Time |
| <input type="checkbox"/> | | | Instructor | 0001 | Yes | | | Full-Time |

Columns menu:

- Name
- Status
- Position
- Classes
- Schedule
- Calendar
- Home Phone
- Work Phone
- Cell Phone
- Instructor
- Type
- Email
- DOB
- Emergency Contact
- Jackrabbit Staff ID
- Staff ID
- Immunizations YN
- Immunizations Notes

Other actions:

- Sort Ascending
- Sort Descending
- Columns
- Filter
- Set Column Position
- Print
- Export to Excel
- Clear Immunizations fields



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**.
