

The Executive Dashboard - An Overview

The Executive Dashboard is the 'starting point' after logging into Jackrabbit. Benefits for reviewing the dashboard include:

- ★ Keep management aware of critical performance indicators and **key metrics**.
- ★ Access to the **Weekly Calendar**.
- ★ Make staff aware of **tasks and announcements**.
- ★ View the most recent **Jackrabbit enhancements**.

The screenshot shows the Jackrabbit Executive Dashboard interface. At the top is a navigation bar with links: FAMILIES, STUDENTS, CLASSES, EVENTS, STAFF, TRANSACTIONS, STORE, and REPORTS. Below this is the 'Executive Dashboard' header with a 'REFRESH DASHBOARD' button and a 'WEEKLY CALENDAR' button. A callout points to the 'WEEKLY CALENDAR' button, stating: 'The Weekly Calendar is an interactive class schedule. Enroll students, add classes, and more from ONE screen!'. Another callout points to the 'Resource Center' link, stating: 'Resource Center includes the Guide Library, Latest Enhancements, News & Events, Trainings & Video Library, and Submit Your Ideas.'

The dashboard is divided into several sections:

- Alerts:** A list of alerts including 'Wait Lists for Classes with Openings', 'Incomplete Time Entries', '2-3 Absences in last 14 days', '4+ Absences in last 30 days', 'Classes Past End Date To Archive', 'Scheduled Trials (Enroll Type= Trial)', 'Scheduled Tasks next 30 days', 'Birthdays (Active) next 10 days', 'Birthdays (Not Active) next 10 days', 'Items at or below Re-Order Alert Qty', 'Classes with Incomplete Staff Portal Attendance (yesterday)', 'Scheduled Emails', 'Active Staff Certifications Due (30 days)', and 'Active Staff Certifications Overdue'.
- Revenue Summary:** A bar chart titled 'Current vs. Prior Year Revenue' showing revenue for 2021 and 2022 across months. Below the chart is a table for '12-month trailing revenue - Bar Chart | Current vs. Prior 2 Years Revenue'.
- Aged Accounts:** A table showing account balances by age range.
- Key Metrics:** A section displaying various metrics such as Enrollment Total, Enrollment Category1 Chart, Enrollment %, Total Droops last 15 days, Portal Enrollments last 7 days, Class Registrations to be processed last 7 days, Active Families of 190 total, Active Students of 279 total, Active Classes of 52 total, Active Instructors of 9 total, and Online Registrations last 7 days.
- Tasks:** A table with columns for Due, Task, and Assigned By. It shows a task 'Water the plants in the front entry' assigned to 'I Wallace'.
- Announcements:** A section with an 'Edit' button.
- Enhancements:** A table with columns for Release Date, Enhancement, and Description. It shows an enhancement 'Grids: Active Staff' released on 01/14/22, with the description 'Two new enhancements have been added to the Active Staff grid:'.

A yellow banner at the bottom of the dashboard reads: 'Today is a good day to have a good day!'.



Since the Executive Dashboard contains sensitive financial information, permissions may be set allowing users to only see portions of the Dashboard. Dashboard permissions for each user may be set under the Gear (icon) > Settings > Users & Permissions. Most Dashboard User Permissions are located under the General Category.