

Work with Reports - Grid Style

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 a 'Staff Certifications' grid. At the top right is a 'MANAGE CERTIFICATIONS' button (7). Below the header is a breadcrumb trail (1) showing 'ALL STAFF CERTIFICATIONS' with filters for 'Type: REQUIRED', 'Names: 3 Items', and 'Names: CPR, First Aid, CPR - Infant/Child'. Below the breadcrumb is a 'Showing 7 of 16 Staff Certifications' message and a 'HELP WITH GRIDS' link. A toolbar (8) contains icons for grid view, search, refresh, add, and more. An 'Export to Excel' button is also present. The grid has columns: NAME (2), TYPE (5), FIRST NAME (6), LAST NAME (6), EMAIL, STAFF STATUS, CERT STATUS, and CERTIF. A row menu (3) is open for the first row, showing options like 'Sort Ascending', 'Sort Descending', 'Columns', 'Filter', and 'Set Column Position'. The page number '1' and '50 items per page' are shown at the bottom left, and a slider (9) is at the bottom right.

NAME	TYPE	FIRST NAME	LAST NAME	EMAIL	STAFF STATUS	CERT STATUS	CERTIF
CPR	REQUIRED	Stephanie	Andrews	standrews@gmail.com	Active	OVERDUE	Nov 1, 2
CPR	REQUIRED	Dianne	Harris	diharris@gmail.com	Active	EXPIRED	Aug 15, 2
CPR	REQUIRED	Dianne	Harris	dilinh@gmail.com	Active	CURRENT	Dec 4, 2
CPR	REQUIRED	John	Linton	jlintonjr@outlook.com	Active	OVERDUE	Dec 2, 2
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**.
