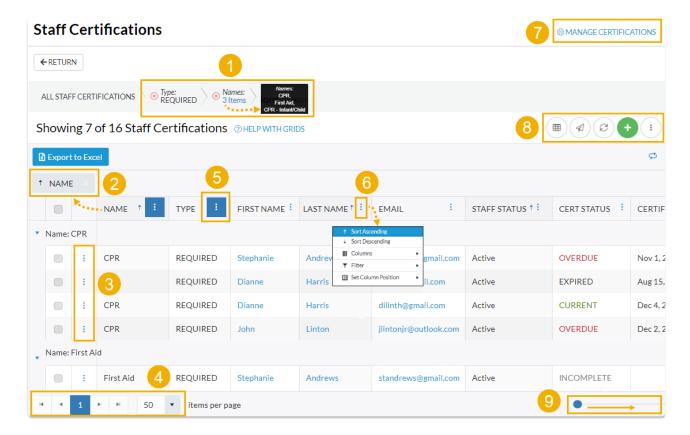
Work with Reports - Grid Style
Throughout Jackrabbit, you will see grids, which are sometimes referred to as tables. These grids
display the data you have entered into Jackrabbit; they are incredibly robust - allowing you to group, sort, filter for specific information, and more. Note: the features available in each grid throughout Jackrabbit may vary.
Sample Grid



- 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

- Sort and Filter Data in the Grid
- ▼ Take Action
- O 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.