

# 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

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# Staff Certifications

7 [MANAGE CERTIFICATIONS](#)

1 Breadcrumbs: Type: REQUIRED, Names: 3 Items, Names: CPR, First Aid, CPR - Infant/Child

2 Grouping bar: NAME

3 Row menu: Action options for a row

4 Page number: 1 of 50 items per page

5 Column filter: TYPE

6 Column menu: Sort/Ascending, Sort/Descending, Columns, Filter, Set Column Position

7 Manage Certifications button

8 Action icons: Adjust columns, Send Message, Refresh Grid, Add New icon, More

9 Slider: Shows more columns in the grid

	NAME	TYPE	FIRST NAME	LAST NAME	EMAIL	STAFF STATUS	CERT STATUS	CERTIF
Name: CPR								
	CPR	REQUIRED	Stephanie	Andrew	andrews@gmail.com	Active	OVERDUE	Nov 1, 2
	CPR	REQUIRED	Dianne	Harris	dharris@il.com	Active	EXPIRED	Aug 15,
	CPR	REQUIRED	Dianne	Harris	dilinth@gmail.com	Active	CURRENT	Dec 4, 2
	CPR	REQUIRED	John	Linton	jlintonjr@outlook.com	Active	OVERDUE	Dec 2, 2
Name: First Aid								
	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](#).

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