

# Work with the Information in Grids

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 with the following features highlighted by numbered callouts:

- 1: Breadcrumbs showing the current filter: 'Type: REQUIRED' and 'Names: 3 Items'.
- 2: A search bar with the text 'NAME'.
- 3: A row menu icon (three vertical dots) for the first row.
- 4: The page number '1' in the pagination controls.
- 5: A column header menu icon (three vertical dots) for the 'TYPE' column.
- 6: A column header menu icon (three vertical dots) for the 'LAST NAME' column.
- 7: A 'MANAGE CERTIFICATIONS' button.
- 8: A toolbar with icons for grid view, refresh, and other actions.
- 9: A scroll bar at the bottom of the grid.

	NAME	TYPE	FIRST NAME	LAST NAME	EMAIL	STAFF STATUS	CERT STATUS	CERTIF
Name: CPR								
<input type="checkbox"/>	CPR	REQUIRED	Stephanie	Andrew	...	Active	OVERDUE	Nov 1, 2
<input type="checkbox"/>	CPR	REQUIRED	Dianne	Harris	...	Active	EXPIRED	Aug 15,
<input type="checkbox"/>	CPR	REQUIRED	Dianne	Harris	dilinth@gmail.com	Active	CURRENT	Dec 4, 2
<input type="checkbox"/>	CPR	REQUIRED	John	Linton	jilintonjr@outlook.com	Active	OVERDUE	Dec 2, 2
Name: First Aid								
<input type="checkbox"/>	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.

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**Expand/Collapse  
All**

- ▢ [Group Your Data](#)
- ▢ [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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