Notes in Jackrabbit - Family, Student, Class, and Staff

With Jackrabbit's Note feature, you can create and keep detailed and searchable notes regarding your families, students, classes, and staff.
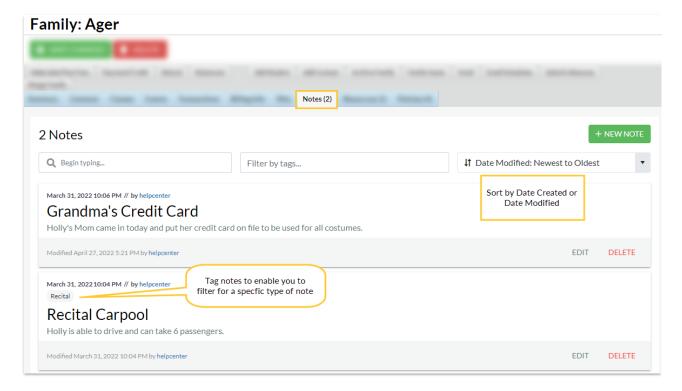
These notes are not visible in the Parent Portal or the Staff Portal.

The *Family*, *Student*, *Class*, and *Staff* records each include a *Notes* tab where you create and store your related notes, and the Notes grid allows you to work with the information in all of those records simultaneously, from one place!

- ⭐ Strengthen communication among your staff; alerts highlight new notes to ensure nothing important is missed.
- ⭐ Search, tag, and filter all of the notes in the various records and work with them as a group.
- ⭐ Notes are secure and are only viewable within Jackrabbit.

The Notes Tab

The *Notes* tab in the *Family*, *Student*, *Class*, and *Staff* records is where notes are stored. From this tab, notes can be added, edited, or deleted. You can search the notes in that record, filter the notes by **tag**, and sort the notes by the date created or by the date modified.

Family: Ager

Notes (2)

2 Notes   + NEW NOTE

🔍 Begin typing...   Filter by tags...   ↕ Date Modified: Newest to Oldest ▼

March 31, 2022 10:06 PM // by helpcenter   *Sort by Date Created or Date Modified*

Grandma's Credit Card

Holly's Mom came in today and put her credit card on file to be used for all costumes.

Modified April 27, 2022 5:21 PM by helpcenter   EDIT   DELETE

March 31, 2022 10:04 PM // by helpcenter
Recital   *Tag notes to enable you to filter for a specfic type of note*

Recital Carpool

Holly is able to drive and can take 6 passengers.

Modified March 31, 2022 10:04 PM by helpcenter   EDIT   DELETE

⌄ Create a Note in the Family, Student, Class, or Staff Record

⌄ Create a Note in the Families (menu) > All Families

⌄ Create Notes in the Students (menu) > All Students

⌄ Create Notes in the Classes (menu) > All Classes

⌄ Edit or Delete a Note

⌄ The Notes Grid

⌄ Add Tags to Notes

Jackrabbit offers several ways to take note of important information for your business. For a complete list, refer to **There are Different Types of Notes in Jackrabbit - Where can I view them**?