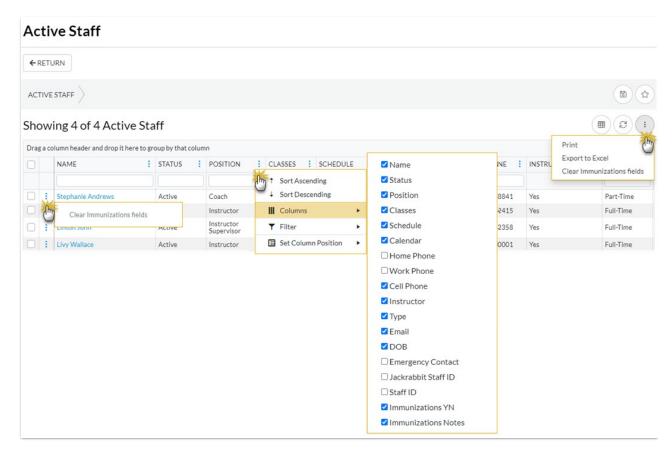


Active Staff, located under the *Staff* menu, is a quick way to see a list of your organization's active staff, their classes, weekly schedule, and monthly calendar. The data for this report is pulled from individual Staff records.

Go to the Staff (menu) > Active Staff and your active staff will populate into the grid.

- Click the staff member's name to open their Staff record.
- Click the number link in the Classes column to open the Staff record > Classes (tab).
- Schedule and Calendar links open the staff member's weekly schedule and monthly calendar.
- Select and adjust the columns you would like to display in the grid.

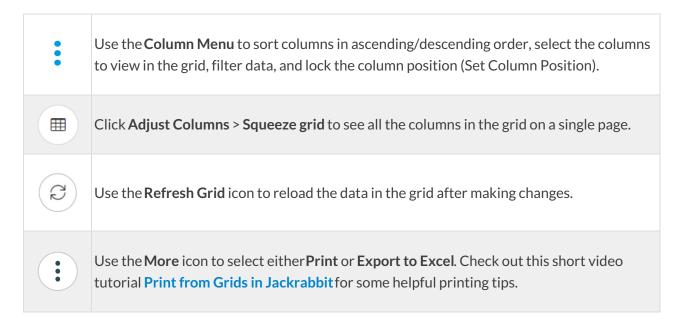




The Active Staff grid offers column searching, just enter a staff member's name in the search field of the Name column, the grid will search for that name, and the information will populate in the grid. Refer to Work with Reports - Grid Stylefor more details on sorting and how to use a grid.

## Take Action in the Grid

## This grid has the following built-in functionality:





Save time and effort each time you open a grid page to view your data! After you have edited column settings and set the column widths, you can save the grid as a **Favorite**.