

# Contact Listing Report



Last Modified on 09/13/2023 11:09 am EDT

Contacts in Jackrabbit can be a parent, a grandparent, or any caregiver. Their information is added and stored in the *Family* record. The **Contact Listing** report provides you with a list of these contacts based on the filters (Search Criteria) you select.

Get to this report from the **Families** menu > **Family Reports**.

- ★ Customize the list of contacts with several optional filters including the type of contact (Primary, Billing, Authorized), ability to log into Parent Portal, and status of mass email opt-out.
- ★ Send an email to all, or only some, of the families directly from the report results.
- ★ Use the customizable *Family ID* field, located in the *Family* record > *Summary* tab, to audit families with special financial arrangements if that is how you have used the field in the record.



Save this as a frequently used report! Click the **Heart** icon  next to a report name, the heart will change to red  and the report will be listed under the *Reports menu* > **My Reports** for quick and easy access!

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## Search Criteria

You can filter your list of contacts using any or all of the Search Criteria and Jackrabbit will compile a report of contacts who meet ALL of the criteria chosen. For this example, Family Status is set to Active, so all families with active or enrolled students will be on the report results.

# Contact Listing

Run Contact Listing Report using search criteria below.

Location:

Family Status:

Primary:  Billing:  Authorized:

Email:

City:  State:  Zip:

Contact Birth Month From:  Contact Birth Month Through:

Employer:  Employer Title:

Opted Out from Mass Email:

Date Created From:  Date Created Through:

Last Updated From:  Last Updated Through:

Date Imported From:  Date Imported Through:

Can Login to Portal:  (if Portal is active)

Member ID:

**Display Settings**

Show Employer Notes?:

## Report Results

Review the results and use the checkbox in the last column to select the students to email. Click the *Email* button to quickly generate an email to all or the selected students in the report.

- Use the active links in the report to go to the Contact or Family record.
- **Show/Hide** the columns as needed. In this example, 14 columns are hidden.
- Report results can be customized with the ability to sort columns, and modify column width.
- The **Jackrabbit Family ID** is the ID located in the lower-left corner generated by Jackrabbit.
- The **Family ID** is a customizable field located in the *Family* record > *Summary* tab

**Contact Listing**

View 1 - 50 of 198

Name	Type	Family	Status	Email	Primar	Portal UserID	Can Login	Jackrabbit Family ID	Family ID	Email All
<a href="#">Marc Prowl</a>	Mother	<a href="#">Prowl</a>	Active	<a href="mailto:MProwl44@email.com">MProwl44@email.com</a>	Yes	MProwl44@email.com	Yes	23603398		<input checked="" type="checkbox"/>
<a href="#">Linda Quincey</a>	Mother	<a href="#">Quincey</a>	Active	<a href="mailto:lquincey77@email.com">lquincey77@email.com</a>	Yes	lquincey77@email.com	Yes	23603451		<input checked="" type="checkbox"/>
<a href="#">Kay Skinner</a>	Mother	<a href="#">Skinner</a>	Active	<a href="mailto:kskinner@email.com">kskinner@email.com</a>	Yes	kskinner@email.com	Yes	23603412		<input checked="" type="checkbox"/>
<a href="#">Barbara Ashton</a>	Mother	<a href="#">Johnson</a>	Active	<a href="mailto:baplegate@email.com">baplegate@email.com</a>	Yes	Apple	Yes	12936313		<input checked="" type="checkbox"/>
<a href="#">Kimberly Clayton</a>	Mother	<a href="#">Clayton</a>	Active	<a href="mailto:kimclayton78@example.com">kimclayton78@example.com</a>	Yes	kimclayton78@example.com	Yes	12936239		<input checked="" type="checkbox"/>
<a href="#">Lori English</a>	Mother	<a href="#">English</a>	Active	<a href="mailto:lenglish@jackrabbittech.com">lenglish@jackrabbittech.com</a>	Yes	lenglish@jackrabbittech.com	Yes	21805437		<input checked="" type="checkbox"/>
<a href="#">Linda Ford</a>	Mother	<a href="#">Ford</a>	Active	<a href="mailto:jgross3@example.com">jgross3@example.com</a>	Yes		Yes	12936133		<input checked="" type="checkbox"/>
<a href="#">Jennifer Geisinger</a>	Mother	<a href="#">Geisinger</a>	Active	<a href="mailto:jgeisinger@email.com">jgeisinger@email.com</a>	Yes	jgeisinger@email.com	Yes	12936027		<input checked="" type="checkbox"/>
<a href="#">Steven Goodwin</a>	Father	<a href="#">Goodwin</a>	Active	<a href="mailto:sgoodwin@email.com">sgoodwin@email.com</a>	Yes	sgoodwin@email.com	Yes	16669439		<input checked="" type="checkbox"/>

Use this button to **Show/Hide Columns** in the report.

Click the top checkbox to select all to email.



A history of emails sent from this report is kept in the *Family* record, *Misc* tab > *View Sent Emails* for 365 days.

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