

# Active Staff

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**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.

Print from Grids in Jackrabbit for some helpful printing tips.

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**.

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