

Active Staff

Last Modified on 06/08/2022 3:15 pm EDT

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.

Active Staff

← RETURN

ACTIVE STAFF >

Showing 4 of 4 Active Staff

Drag a column header and drop it here to group by that column

<input type="checkbox"/>	NAME	STATUS	POSITION	CLASSES	SCHEDULE	PHONE	INSTRU	
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Sort Ascending Sort Descending Columns Filter Set Column Position				
<input type="checkbox"/>	Stephanie Andrews	Active	Coach			8841	Yes	Part-Time
<input type="checkbox"/>	<input type="text"/>		Instructor			2415	Yes	Full-Time
<input type="checkbox"/>	<input type="text"/>	Active	Instructor Supervisor			2358	Yes	Full-Time
<input type="checkbox"/>	Livy Wallace	Active	Instructor			0001	Yes	Full-Time

Print
Export to Excel
Clear Immunizations fields

Name
 Status
 Position
 Classes
 Schedule
 Calendar
 Home Phone
 Work Phone
 Cell Phone
 Instructor
 Type
 Email
 DOB
 Emergency Contact
 Jackrabbit Staff ID
 Staff ID
 Immunizations YN
 Immunizations Notes





Clear Immunizations fields



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 Style** for more details on sorting and how to use a grid.

Take Action in the Grid

This grid has the following built-in functionality:

	Use the Column Menu to sort columns in ascending/descending order, select the columns to view in the grid, filter data, and lock the column position (Set Column Position).
	Click Adjust Columns > Squeeze grid to see all the columns in the grid on a single page.
	Use the Refresh Grid icon to reload the data in the grid after making changes.
	Use the More icon to select either Print or Export to Excel . Check out this short video tutorial 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**.
