

The Reports Menu

Last Modified on 05/16/2024 11:57 am EDT

Jackrabbit offers great flexibility in reporting with over 100 reports for families, students, classes, staff, enrollment, financial information, and more. All reports can be accessed from the *Reports* menu.

There are a few different ways for you to navigate through the reports to find the one you are looking for:

- **Report Categories & Tabs** Reports are organized into categories based on the area of Jackrabbit they relate to.
- **Find Reports** Search by keyword to locate your report.
- **My Reports** Customize your Reports menu to create quick and easy access to your most frequently used reports.

**Expand/Collapse
All**

Report Categories & Tabs

Visible from *Find Reports*, report categories group related reports together. Additional tabs provide further breakdowns within each category.

Note: Reports may be found in more than one category or within multiple tabs in a category.

Find Reports

Find Reports, from the *Reports* menu, opens a Keyword Search.

There are three ways a keyword is matched to a report:

- **Keyword Match** - The keyword matches a tag that Jackrabbit developers add to reports.
- **Desc. Match** - The keyword appears in the report description viewable when hovering over the report title.
- **Title** - The keyword appears in the title of the report.

My Reports

Choose your most frequently used reports and save them as **My Reports!** When you click on the *Reports (menu) > My Reports* a new page opens and all selected reports are displayed with red hearts.

In addition, once a report is a designated *My Report*, it will be added to the *Reports* menu and you can select it from the *Reports* menu list.

Each User ID selects and saves their own group of reports.

There is no limit to the number of *My Reports* you can add to the menu list.

If you no longer want the report to be listed under *My Reports*, just click on the red heart to change it back to an outlined heart.

Find a Report

1. Go to the **Reports** (menu) > **Find Reports**.
2. Type in a **Keyword Search** term to find a specific report. Additionally, you can click on a category in the left menu to open a list of reports related to that category.
3. Hover over the report title to see a brief report description.
 - Click on the outlined heart at the end of the report name and the heart turns red. This means it has been selected as a frequently used report and has been added to your *My Reports* list.
4. Click on the report to open.

Add a Report to the Reports Menu

<ol style="list-style-type: none">1. Go to the Reports (menu) > Add Report.2. Select a report from the All Reports list. Or click a category from the left menu to filter reports under a specific category.3. Click on the outlined heart at the end of the report name and the heart turns red . The report has been added to your <i>My Reports</i> list.	
<ul style="list-style-type: none">• Once you have selected a report as a frequently used report and added a red heart, it will appear under the <i>Reports</i> menu.• Click on <i>My Reports</i> or select one of the saved reports in your personalized list to open and run a report.• To remove a report from your <i>My Reports</i> list, click on the red heart. The report will be removed from your <i>My Reports</i> list and removed from the <i>Reports</i> menu.	

*My Reports are different than report search criteria **Favorites** which are used to save report settings and criteria as a template for quick and consistent report creation.*
