





Owners & Admins - Navigate Jackrabbit Care

Last Modified on 09/06/2023 8:07 am EDT

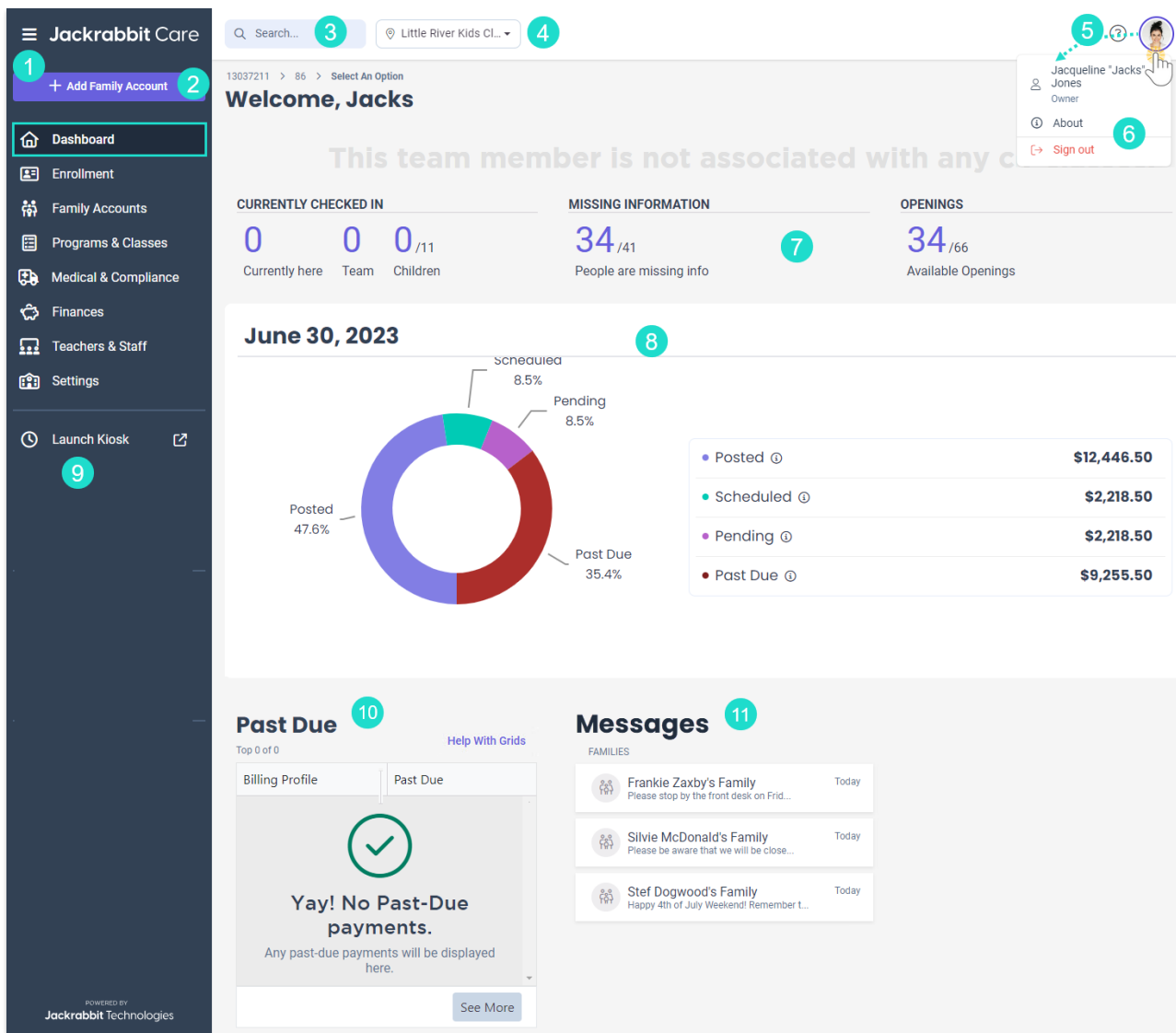
Owners and Administrators working in the Jackrabbit Care system have the same [Sign In/Sign Out](#) steps as all other roles within the system. When you sign up for a Jackrabbit Care subscription, we create the business and assign an Owner. As an Owner, you have total control of your business, which includes all of the following:

-  Create and update all Business Settings.
 -  Add your administration and additional staff members (teachers and timeclock users).
 -  View and manage all financial transactions.
 -  Assign tasks to an Admin to work with site-level settings for Medical & Safety, Programs & Classes, and School Settings for Spaces/Schedules.
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Navigate the Home Page

After signing in to Jackrabbit Care, the home page is the same for Owners and Administrators. If classes are assigned to them, the Dashboard will show the links to *Class Details* and *Enter Class Mode*.

Here is an example of a Dashboard for an Owner with one site selected. The Dashboard information is site-specific, if you change the site, different information will populate the page. You must select a site to move forward when a business has multiple sites.



- 1 - Hamburger menu. Click to collapse the left menu.
- 2 - + Add Family Account button. Click to start the workflow to add a new Family Account.
- 3 - Search is available on every page. Enter a name to locate a child, family, or staff member.
- 4 - Choose A Site drop-down. Select a site when there are multiple sites at the business.
- 5 - Resource Center link. Avatar or image access the staff member's profile.
- 6 - About Jackrabbit & Sign out.
- 7 - Currently Checked In, Missing Information, Openings, and Financial details section.
- 8 - Balances for the site.
- 9 - Launch Kiosk link.
- 10 - Past Due information.
- 11 - Messages in the Families inbox.

Dashboard Details

When an Owner or Admin signs in to Jackrabbit Care they will see a personalized Dashboard as shown above. The Dashboard is intended to show you important business data in real-time:

- **Today and Tomorrow** - this information only displays when an Owner or Admin is assigned to

classes.

- **Currently Checked In** - displays the number of children and staff currently checked in to your facility. Click this section to open the **Who's Here Now** page (*Programs & Classes > Facility Attendance card > View Who's Here Now link*).
- **Missing Information** - shows the number of children and contacts missing important information in the system. Click this section to open the **Who's Missing Information** page (*Family Accounts > Profiles card > View Missing Information link*).
- **Openings** - shows you the number of available openings on that day. Click this section to open the **Enrollment - Openings Over Time** page (*Enrollment > Openings card > Find and Create Openings link*) and shows you at a glance how many openings you have at the selected site.
- **Financial Overview** - shows you the financial data visual including Posted, Scheduled, Pending, and Past Due fees for the site. Click this section to open the **Balances** page (*Finances > Site card > Overview link*).
- **Past Due** - any families who are past due with payment will be listed in this section. It's interactive so if there are families on the list, click the name to open the Billing tab for the family's account.
- **Messages** - this section will show you messages that have been sent to families at your site.



Help is just a few clicks away! Go to [Jackrabbit Care Support - Resource Center](#) to select the help option that works best for you.
