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What is CROA?

Colleague Reporting and Operational Analytics (CROA) is a new system our district uses for all reporting needs. This manual is a preliminary tool that can assist new users on basic steps in the utilization of this new system.

Data on the reports is not real time data that is refreshed based on the COB close of business date.
Accessing CROA

A link to CROA can be located on Institutional Effectiveness & Student Success Web Page using the following link.

Accessing CROA Continued

The login to SAP Business Objects – CROA will be the district issued computer login **Username and Password**
Using the folder tab at the bottom of the page, locate the SJECCD Reports folder.
Opening an existing report

Open the Student Enrollment summary with Detail Report v3 by double clicking on the file name. Note: the data is as of Close of Business COB date: ##/##/## and displays below the report.
Note: the report may contain multiple sheets that can be found at the lower section of the page.

Query Filters
Reports can be filtered by Gender, Ethnicity Classification and by campus location, through the dropdown menus.

The drop down menu is as follows;
Refresh Data

To refresh the data select the option.
Once the refresh cycle processes you will be prompted to select values.

Values must be refreshed in order to see filter options. Once refreshed, select the filter values desired and move to the values to Current Offset using the option.
Multiple Prompts

Select and your report will refresh.
Pin and Unpin Reports

In an open report the report can be pinned to your menu bar for quick access by using the [button].

When multiple reports are pinned a dropdown list of all pinned reports can be viewed by selecting the [button] on the right side of the screen.

To unpin a report while the report is open select the [option] once again.