



# CROA

Colleague Reporting and Operational Analytics

## USER MANUAL

January 14, 2016



Institutional Effectiveness & Student Success (IESS)

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Modify Report.....	<b>Error! Bookmark not defined.</b>
Schedule Report.....	<b>Error! Bookmark not defined.</b>

## What is CROA?

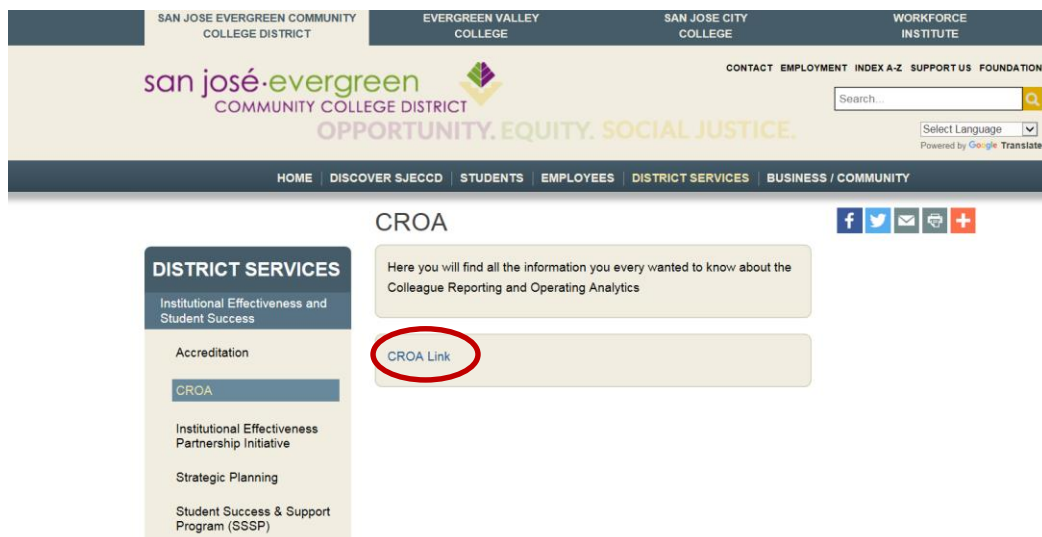
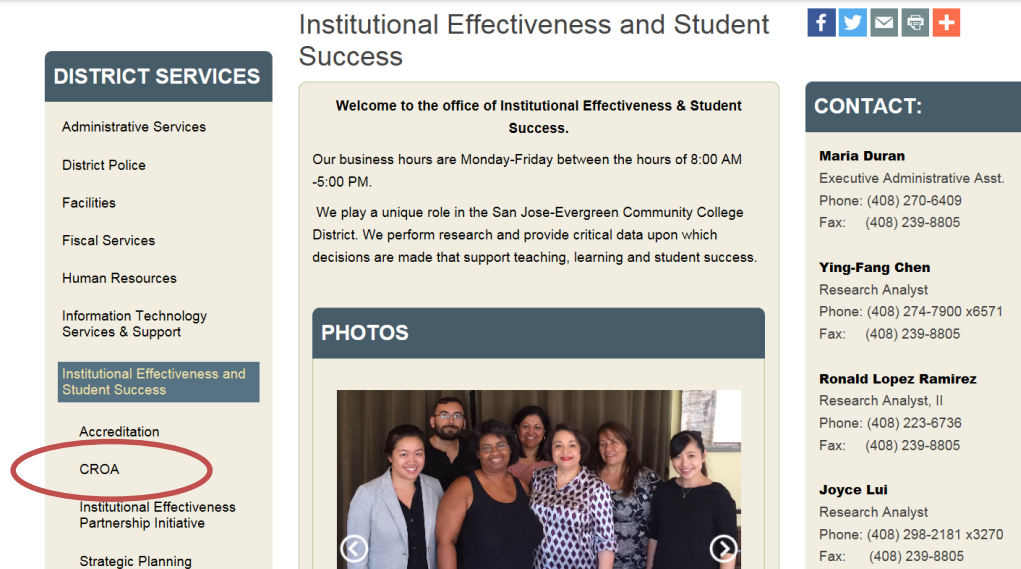
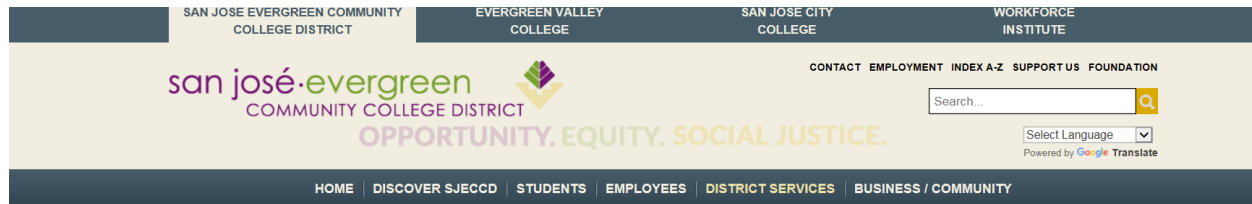
**C**olleague **R**eporting and **O**perational **A**alytics (CROA) is a new system our district uses for all reporting needs. This manual is a preliminary tool that can assist new users on basic steps in the utilization of this new system.

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.

<http://www.sjeccd.edu/district-services/institutional-effectiveness-and-student-success>



## Accessing CROA Continued

The login to SAP Business Objects –CROA will be the **district issued** computer login **Username and Password**

# SAP BusinessObjects

## BI launch pad


**Enter your user information, and click "Log On".**  
If you are unsure of your account information, contact your system administrator.

System:

User Name:

Password:

Authentication:

 [Help](#)


Using the folder tab at the bottom of the page locate the SJECCD Reports folder

The screenshot shows the SAP Documents page. The 'Documents' tab is selected. The left sidebar has a 'Folders' tab selected, indicated by a red arrow. The main content area shows a list of folders. The first folder is 'SJECCD Reports', also indicated by a red arrow. The list includes the following folders:

Title	Type
SJECCD Reports	Folder
ASR Development	Folder
ASR Validation	Folder
Colleague Analytical Report Design Documents 2.0	Folder
Colleague Analytical Reports 2.0	Folder
Colleague Reporting Applications 2.0	Folder
Colleague Sample Reports 2.0	Folder

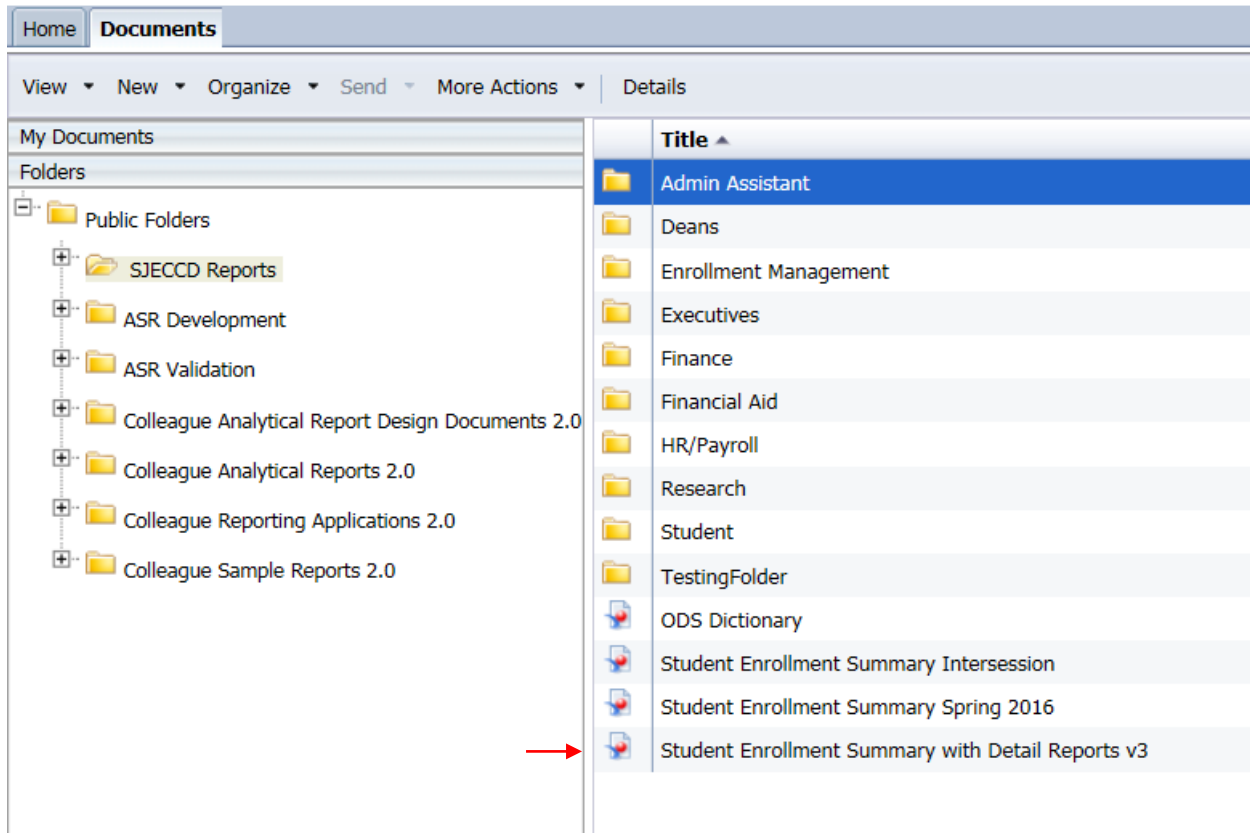
This close-up shows the 'Folders' and 'Search' tabs at the bottom of the page. The 'Folders' tab is selected, indicated by a red arrow.

This screenshot shows the SAP Documents page with the 'Folders' tab selected in the left sidebar. The 'Public Folders' section is visible below the 'Folders' tab.

Title ▲		Type
	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.



SAP Welco

Home Documents Student Enrollment S...

Web Intelligence Filter Bar Freeze Outline

Gender Desc (All values) IPEDS Race Ethnic Classification (All values) Location (All values)

### 2015FA -- Total Headcount Summary Last 5 Terms -- Snapshot: Current Offset (Fall)

Filters:

Enrollment Term	2011FA		2012FA		2013FA		2014FA		2015FA	
	Students	Pct Change	Students	Pct Change	Students	Pct Change	Students	Pct Change	Students	Pct Change
All Students										
Total Headcount	17,780		17,122	-4%	16,386	-4%	15,879	-3%	15,671	-1%
FTEs	7,171.16		6,732.84	-6%	6,265.68	-7%	6,120.86	-2%	5,688.63	-7%
Seat Count	52,755		51,255	-3%	48,410	-6%	46,264	-4%	44,242	-4%
Section Count	1,813		1,842	2%	1,837	0%	1,794	-2%	1,804	1%

Days From Start of Term	109	109	109	109	109
Snapshot Select Date	12/24/11	12/22/12	12/21/13	12/20/14	12/18/15
Enrollment Term Start Date	9/6/11	9/4/12	9/3/13	9/2/14	8/31/15
Enrollment Term End Date	12/22/11	12/20/12	12/19/13	12/18/14	12/17/15

→ Data as of COB: 1/6/16

Note: the report may contain multiple sheets that can be found at the lower section of the page.

Headcount Summary | Headcount by Attribute | Section Validation List

## Query Filters

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

Home Documents Student Enrollment S...

Web Intelligence Filter Bar Freeze Outline

Gender Desc (All values) IPEDS Race Ethnic Classification (All values) Location (All values)

The drop down menu is as follows;

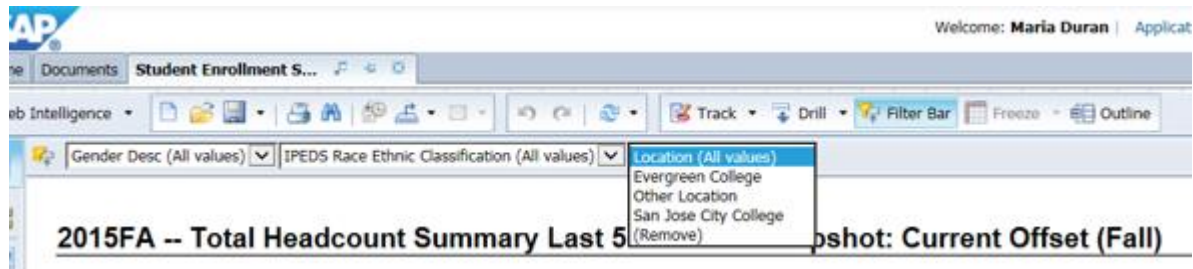
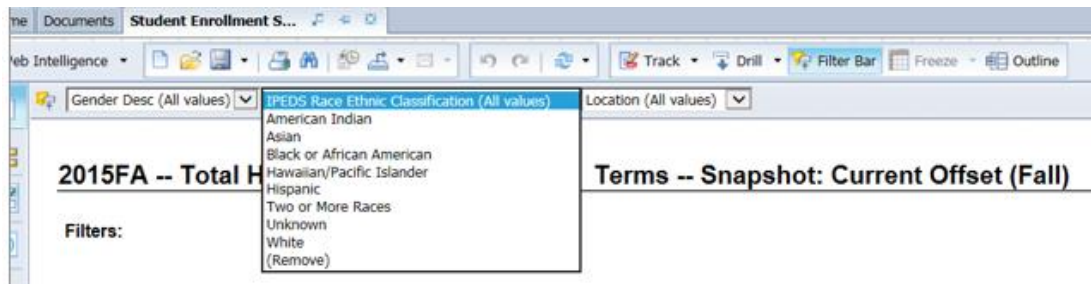
Web Intelligence Filter Bar Freeze Outline

Gender Desc (All values) IPEDS Race Ethnic Classification (All values) Location (All values)

Female  
Male  
No Value Entered  
(Remove)

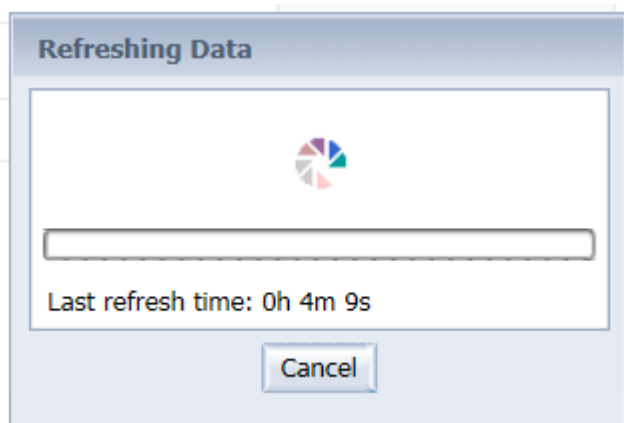
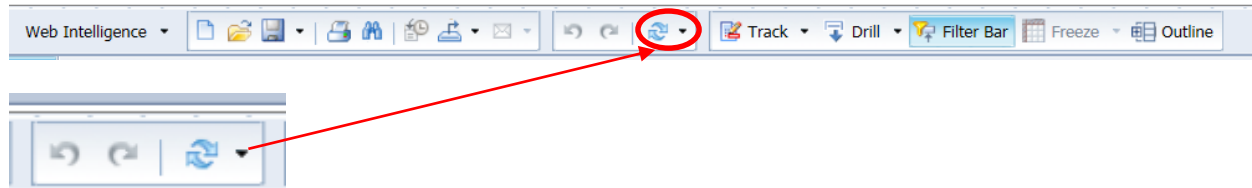
### Headcount Summary Last 5 Terms -- Snapsl





## Refresh Data

To refresh the data select the  option



Once the refresh cycle processes you will be prompted to select values

Prompts

Prompts Summary

- \* Enter Snapshot Select Filter: **Current**
- \* Enter values for Enrollment Term: **FA**

Enter Snapshot Select Filter:

Type values here

Refresh Values



To see the content of the list, click the Refresh values button.

Current Offset (Fall)

< >

\* Required prompts

OK Cancel

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.

Prompts

Prompts Summary

- \* Enter Snapshot Select Filter: **Current**
- \* Enter values for Enrollment Term: **FA**

Enter Snapshot Select Filter:

Type values here

Refresh Values

Snapshot Select Date De...

- 10 Days After End
- 75 Pct After Start
- Census After Start
- Current Offset (Fall)
- Current Offset (Spring Intersession)
- Current Offset (Spring)
- Current Offset (Summer)
- First Day of Term
- Last Day of Term

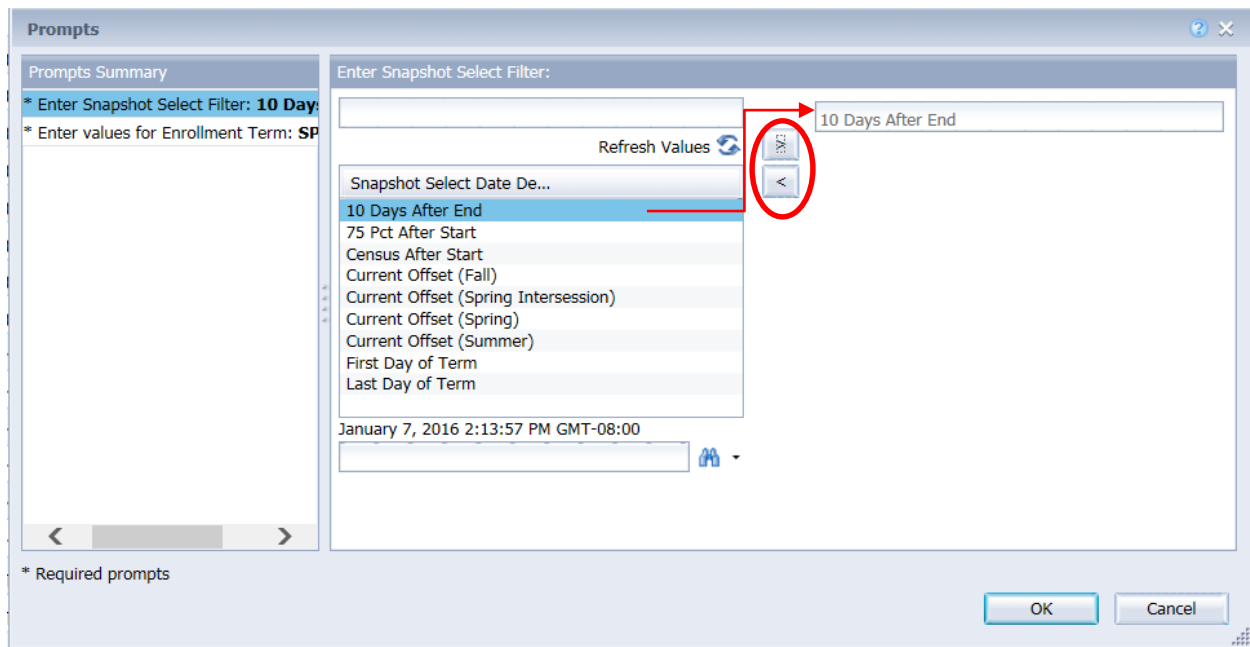
January 7, 2016 2:04:00 PM GMT-08:00

Current Offset (Fall)


< >

\* Required prompts


OK Cancel

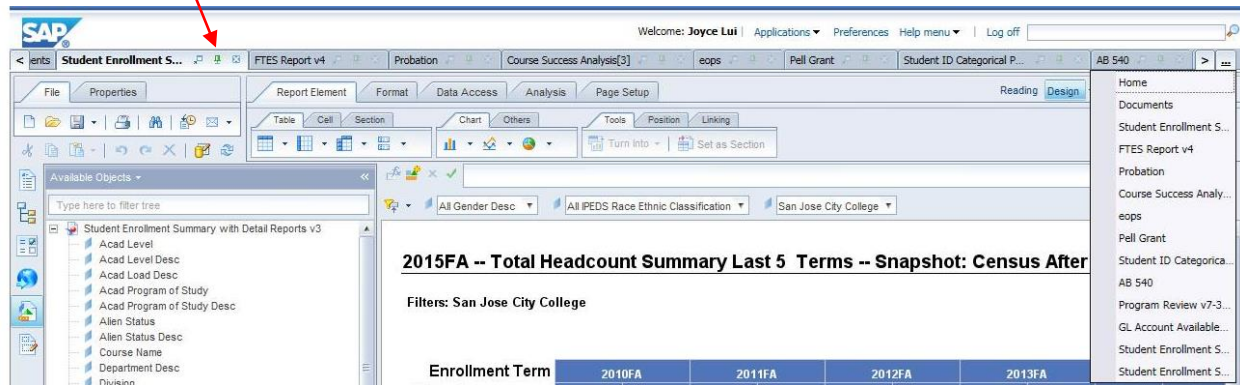



## Multiple Prompts

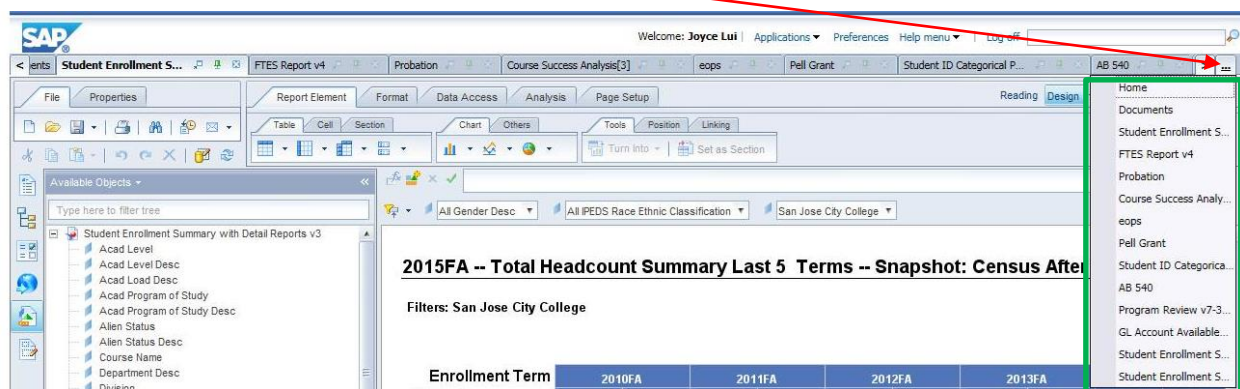
Select  and your report will refresh.


## 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.