

# Navigating CROA

CROA contains navigation tiles that consist of folders or specific reports.

## Navigating Your Tiles

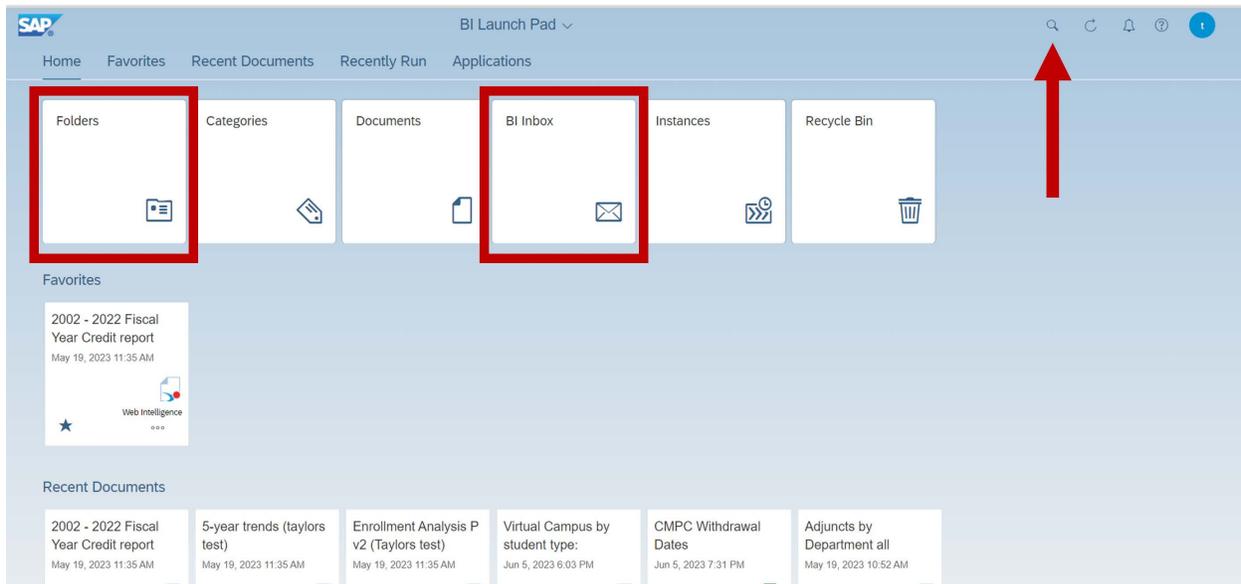
1. The Folders tile is where you will find your personal folder and the public MCCC Reports folder. You can create folders within your personal folder to organize the reports you create or use. MCCC Reports is where most people work out of.

**i** Note: All reports in this area are from Ellucian, or IT has created them.

2. In your Inbox tile, you will find reports that others share with you. You should only share reports with others via CROA since they can contain sensitive information.

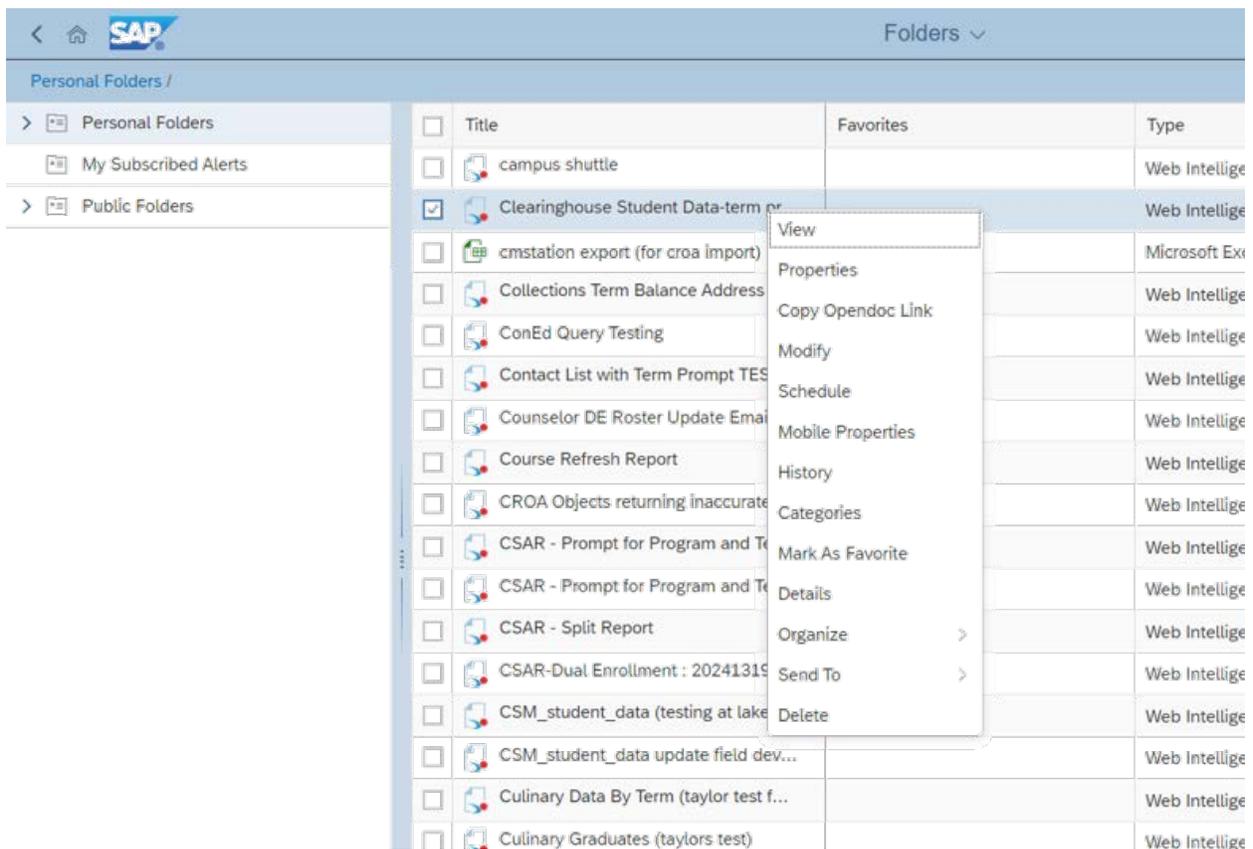
**i** Note: You are not notified when someone sends you a report.

3. There are additional tiles which aren't commonly used.
4. Use the upper right corner search bar for reports or information.



## Folder Tile Navigation

1. Click the Folder tile.
2. On the left-hand side, you'll see Personal Folders, My Subscribed Alerts and Public Folder.
3. Click Personal Folders. This is your personal folder that others can't view at the College except for administrators.
4. Right-click on a report to show a list of options.
  - View: View a report. If it opens an Excel file, this means it is a scheduled report.
  - Schedule: You can set the report to run as often as you wish. A new window will open where you can select this option. You can also modify the Prompts or Formats.
  - History: This shows you when the report was last run.
  - Organize: Copy a report. When you Copy a report, you are copying the current version of the report.
  - Create a Shortcut: Create a shortcut in your Favorites folder to get a report quickly.



Next, click Public Folders. This is the public space for CROA reports. All public reports live under MCCC Reports

The screenshot shows the SAP interface for Public Folders. The left pane displays a tree view of folders, with 'Public Folders' and 'MCCC Reports' highlighted with red boxes. The right pane shows a table of folders with columns for 'Title' and 'Favorites'.

<input type="checkbox"/>	Title	Favorites
<input type="checkbox"/>	Advisor Committ...	
<input type="checkbox"/>	Core	
<input type="checkbox"/>	Courses and Fac...	
<input type="checkbox"/>	Culinary	
<input type="checkbox"/>	Cultural Affairs	
<input type="checkbox"/>	Finance	
<input type="checkbox"/>	Financial Aid	
<input type="checkbox"/>	Foundation	
<input type="checkbox"/>	Help Desk	
<input type="checkbox"/>	Human Resources	
<input type="checkbox"/>	IT	
<input type="checkbox"/>	Marketing	
<input type="checkbox"/>	President's Office	
<input type="checkbox"/>	Publishing Reports	
<input type="checkbox"/>	Student	
<input type="checkbox"/>	Testing Reports	