Sharing A Report

You can share reports with other users. Be sure to only share reports via the CROA system. This is the most secure option.

1. Click the icon that looks like an envelope. If this option is not visible, click the ellipsis in the File section of the reports toolbar at the top to reveal the Send to icon.

2. Select Send to. This option will send the report via CROA so that it is delivered to their CROA Inbox.

🛈 *Note: You should share reports via CROA, as this is the most secure way of sharing data.*

3. Search for the user you are sending the report to; the system searches by the user's College username. You can search for partial usernames if you're unsure. You can also send a report to multiple users at once.

4. Click the check box next to each user. Then click Send.

🛈 *Note: The user you send the report to is not notified that you have sent a report. You should follow up via email to inform the person that you have shared a report in CROA.*