



Subject: SCEIS to Upgrade to Business Objects 4.1 on November 3, 2014

Audience: Business Objects Reporting Users

The SCEIS Team is pleased to announce that we are upgrading Business Objects to version 4.1 on Monday, November 3, 2014. Business Objects is a reporting tool that allows users to edit existing SCEIS reports and create their own versions by adding variables, combining queries and turning reports to graphs.

Business Objects 4.1 will have a different look from version 3.1; however, users should not see major functionality differences. Business Objects 4.1 will have a few new features, which we will outline in future communications.

Later this month, the SCEIS Team will distribute a navigation guide to help users adjust to the changes. Business Objects users should begin cleaning up their favorites folders by deleting any unused reports and job (scheduling) history. It is best practice to periodically review your Favorites folder and delete any unused documents, but this is particularly important before a system upgrade. The SCEIS Team will provide more information on the process of moving your favorites documents to Business Objects 4.1 at a later date.

If you have any questions about this message, please contact the SCEIS Service Desk at (803) 896-0001 (select option 1 for SCEIS help) or use the email form available at the following link: <http://www.sceis.sc.gov/requests/>.