

Weekly Update
Week of January 16, 2017

Subject: REP200U SCEIS Reporting with BEx and Business Objects Online Course

Audience: Agency Training Coordinators, HR Directors, FI Directors, MM Directors, Reporting Users

The REP200U SCEIS Reporting with BEx and Business Objects online course is available in MySCLearning. REP200U is a pre-requisite for the instructor-led REP200 course. Below you will find details about the online course.

REP200U SCEIS Reporting with BEx and Business Objects Online Course

Description: REP200U presents the use of both BEx and Business Objects to report data from the SCEIS system.

In the BEx section of REP200U, users will learn to:	In the Business Objects section of REP200U, users will learn to:
<ul style="list-style-type: none"> • search for existing BEx reports 	<ul style="list-style-type: none"> • navigate the Business Objects interface
<ul style="list-style-type: none"> • add, move and remove report columns 	<ul style="list-style-type: none"> • run and save a report to favorites folder
<ul style="list-style-type: none"> • suppress repeated values and results rows 	<ul style="list-style-type: none"> • add filters
<ul style="list-style-type: none"> • set and remove filters 	<ul style="list-style-type: none"> • export and schedule a report
<ul style="list-style-type: none"> • insert a second query into a workbook 	<ul style="list-style-type: none"> • modify a report
<ul style="list-style-type: none"> • email a workbook 	<ul style="list-style-type: none"> • edit a query
<ul style="list-style-type: none"> • save a report to favorites 	<ul style="list-style-type: none"> • add report sections and breaks

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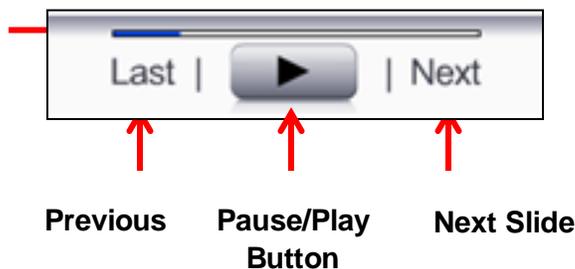
Course Lessons and Timing:

Lesson:	Length of Lesson in Minutes:
REP200U Introduction	(1:10)
Course 1 - BEx	
Lesson 1 - BEx Overview	(1:42)
Lesson 2 - Logging into BEx	(0:56)
Lesson 3 - Generating a BEx Report	(8:17)
Lesson 4 - Manipulating Report Data	(8:32)
Lesson 5 - Managing Workbooks	(5:01)
Course 1 - BEx Total:	(24:28)
Course 2 - Business Objects	
Lesson 1 - Business Objects Overview	(2:56)
Lesson 2 - Logging into Business Objects	(0:50)
Lesson 3 - Navigating the Business Objects Interface	(4:39)
Lesson 4 - Running, Exporting and Saving Reports	(11:25)
Lesson 5 - Editing and Filtering a Query	(14:32)
Course 2 - Business Objects Total:	(34:22)
REP200U Total:	1 Hour (60:00)

Note: The times above are estimates. Participants are able to pause, fast forward and rewind the course. Depending on the participant, the lesson times may be shorter or longer than those listed above.

Course Navigation: Within the course, participants can fast forward, rewind and pause using the navigation tool at the bottom of the screen.

Drag the blue status bar to fast forward and rewind



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Suggestions for Completing the Course: To get the best out of the REP200U online course, the SCEIS Team suggests:

- Watching the course in sections followed by a break to absorb as much information as possible.
- Having paper available to take notes, or printing the PowerPoint version of the course found in the “Course Documents” folder in MySCLearning. Remember, you can pause the course to take notes or rewind to listen to a slide again.
- Printing the course script, if needed in the “Course Documents” folder in MySCLearning.

Accessing the Course:

1. In Internet Explorer, use your SCEIS user ID and password to log into MySCEmployee (<https://myscemployee.sc.gov>).
2. In the upper left area of the page, click the MySCCentral tab.
3. Click the “MySCLearning” tile.
4. In the “Find Learning” tile, use the search box to type in the course ID (REP200U) and click “Go.”
5. Click “Start Course.”
6. Review the “Start Here” document for additional instructions.

Note: You must complete each component of the course in the order in which it appears. Once you complete one component, the next component will be activated.

If you have any questions about this message, please email the SCEIS Training Team at training.sceis@admin.sc.gov.