The BEX100V online course teaches you how to use BEx to report data from the SCEIS system.

In BEX100V, users will learn to:
- Search for existing BEx reports
- Add, move and remove report columns
- Suppress repeated values and results rows
- Set and remove filters
- Insert a second query into a workbook
- Email a workbook
- Save a report to favorites

### Course Modules and Timing

<table>
<thead>
<tr>
<th>Module</th>
<th>Approximate Minutes Per Module</th>
</tr>
</thead>
<tbody>
<tr>
<td>Module 1 – BEx Overview</td>
<td>2:41</td>
</tr>
<tr>
<td>Module 2 – Logging into BEx</td>
<td>1:17</td>
</tr>
<tr>
<td>Module 3 – Generating a BEx Report</td>
<td>10:06</td>
</tr>
<tr>
<td>Module 4 – Manipulating Report Data</td>
<td>11:02</td>
</tr>
<tr>
<td>Module 5 – Managing Workbooks</td>
<td>3:43</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>Approximately 28:49</strong></td>
</tr>
</tbody>
</table>
Course Navigation
The times above are estimates. In some modules, there are opportunities for participant interaction such as reviewing and practicing processes. Participants can fast forward, rewind and pause using the navigation tool at the bottom of the screen. Depending on the participant, the module times may be shorter or longer than those listed above.

Tips for Completing the Course
To get the most out of the BEX100V online course:

- Take notes or print the “BEX100V Print Version” of the course posted in MySCLearning. Remember, you can pause the course to take notes or rewind to listen to a slide again.

- Use Closed Captioning by clicking the CC button on the play bar, if needed. The “BEX100V Print Version” also contains the course script.
Accessing the Course:

1. In Internet Explorer, use your SCEIS user ID and password to log into SCEIS Central (https://sceiscentrallogin.sc.gov).
2. Click the “My Talent” tile.
3. Click the “MySCLearning” tile.
4. In the “Find Learning” tile, use the search box to type in the course ID (BEX100V) 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.