

BEX100V SCEIS Reporting with BEx

Description

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

In BEX100V, users will learn to:

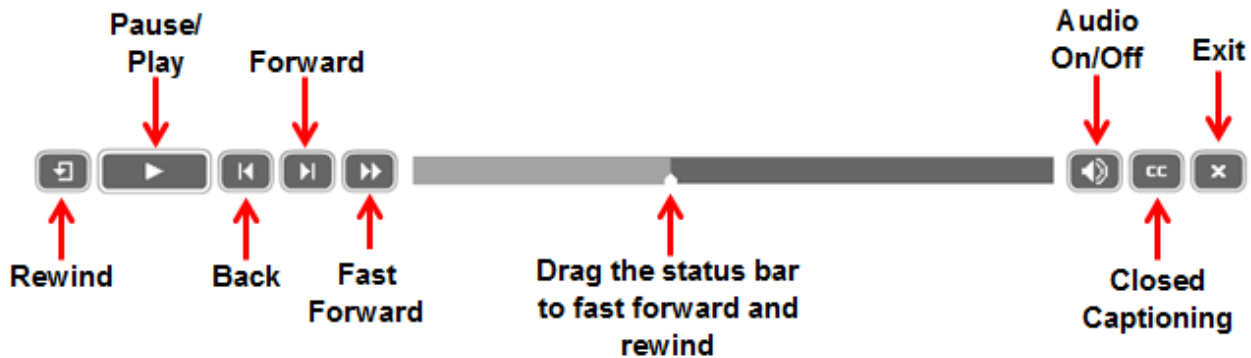
- Search for existing BEx reports
- Add, move and remove report columns
- Suppress repeated values and results rows
- Set and remove filters
- Insert a second query into a workbook
- Email a workbook
- Save a report to favorites

Course Modules and Timing

Module	Approximate Minutes Per Module
Module 1 – BEx Overview	2:41
Module 2 – Logging into BEx	1:17
Module 3 – Generating a BEx Report	10:06
Module 4 – Manipulating Report Data	11:02
Module 5 – Managing Workbooks	3:43
Total	Approximately 28:49

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 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 (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.

Learn More
at sceis.sc.gov

MySCLearning Tools

