

BOBJ100V SCEIS Reporting with BusinessObjects

Description

BOBJ100V teaches you how to use BusinessObjects to report data from the SCEIS system. BOBJ100V is a prerequisite for the instructor-led REP200 course.

In BOBJ100V, users will learn to:

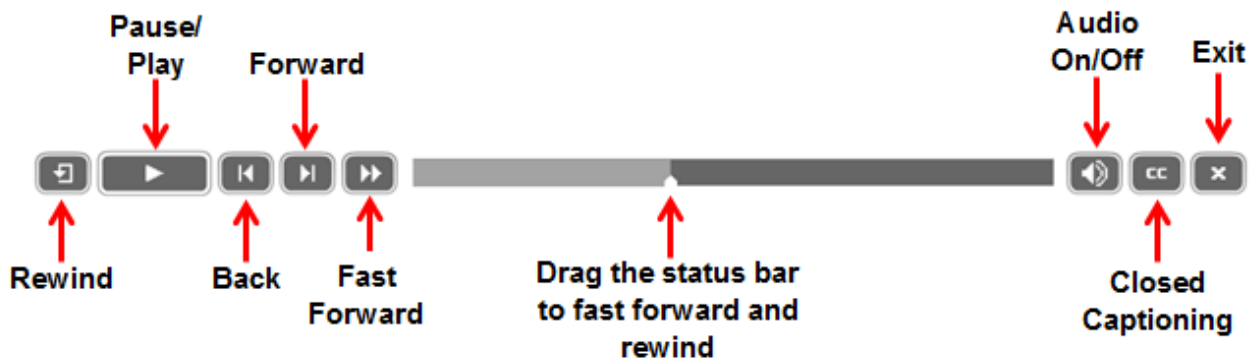
- Navigate the BusinessObjects interface
- Run and save a report to favorites folder
- Add filters
- Export and schedule a report
- Modify a report
- Edit a query
- Add report sections and breaks

Course Modules and Timing

Module	Approximate Minutes Per Module
Module 1 – BusinessObjects Overview	3:53
Module 2 – Logging into BusinessObjects	1:18
Module 3 – Navigating the BusinessObjects Interface	4:40
Module 4 – Running, Exporting and Saving Reports	19:33
Module 5 – Editing and Filtering a Report	17:12
Total	Approximately 46:36

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 BOBJ100V online course:

- Take notes or print the “BOBJ100V 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 “BOBJ100V 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 (BOBJ100V) 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

