

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

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

The SCEIS Team would like to remind users that the REP200U - SCEIS Reporting with BEx and Business Objects online course is available in MySCLearning. REP200U is a prerequisite for the instructor-led REP200 course. This course is designed to familiarize users with the reporting tools BEx and Business Objects. Users will learn to generate a BEx report, manipulate report data, save a report and email a report. In the Business Objects section of this course, users will learn to run, export and save Business Objects reports along with editing and filtering a query.

Below, you will find details about the online course including course navigation and suggestions for completing the course. Instructions on how to register and start the course in MySCLearning are also below.

**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.

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

**Course Lessons and Timing:**

<b>Lesson:</b>	<b>Length of Lesson in Minutes:</b>
REP200U Introduction	(1:10)
<b>Course 1 - BEx</b>	
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)
<b>Course 1 - BEx Total:</b>	<b>(24:28)</b>
<b>Course 2 - Business Objects</b>	
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)
<b>Course 2 - Business Objects Total:</b>	<b>(34:22)</b>
<b>REP200U Total:</b>	<b>1 Hour (60:00)</b>

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 will be able to fast forward, rewind and pause by using the navigation tool at the bottom of the screen.

**Drag the blue status bar to fast forward and rewind slide**



**Previous**      **Pause/Play Button**      **Next Slide**

**Suggestions for Completing the Course:** To get the best out of the REP200U online course, the SCEIS Team has provided the following suggestions for completing the course:

- To absorb as much information as possible, watch the course in sections followed by a break.
- Have paper available to take notes, or print 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.
- If needed, the course script can be found in the “Course Documents” folder in MySCLearning.

**Accessing the Course:**

Participants may now access SCEIS online courses in MySCLearning, your one-stop-shop for SCEIS training. You may have already completed courses in MySCLearning.

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 MySCLearning tab.
3. Beside the MySCLearning logo, click “Home” and select “Learning.”
4. In the “Find Learning” tile, use the search box.
  - a. Type in the course ID and click “Go.”
5. Hover over the title of the course and 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](mailto:training.sceis@admin.sc.gov).