

**Subject:** Four Sections of the BOBJ300 Intermediate Business Objects Training Course Offered

**Audience:** Agency Training Coordinators, AST Leads, Finance Directors, Procurement Directors, HR Directors

The SCEIS Training Team is pleased to offer four BOBJ300 SCEIS Intermediate Business Objects Reporting classes in December and January. The schedule includes two half-day classes for Finance and Materials Management users and two half-day classes for Human Resources-Payroll users. Please note, Business Objects tools and the BOBJ300 course content are the same for all functional areas; the primary difference between the classes is in the screenshots and examples presented.

This course presents an *intermediate* level view of how to use Business Objects in SCEIS. Participants should already have a basic understanding of the use of Business Objects.

Below you will find details about the course, including the name, description, target audience, date, location and registration information. **Please forward this message to appropriate staff members within your agency.**

### **BOBJ300 - Course Information**

**Course ID/Title:** BOBJ300 – SCEIS Intermediate Business Objects Reporting

**Description:** This course presents an intermediate level view of how to use Business Objects in SCEIS. Topics include editing existing reports, creating variables, combining queries, turning reports to graphs, scheduling reports and saving reports as Excel or PDF files.

**Target Audience:** Employees in live agencies who need to create custom reports using Business Objects.

**Pre-requisites:** BOBJ200 Introductory Business Objects Reporting, or a solid familiarity with the use of Business Objects. In addition, all class participants must have access to *both* Business Warehouse and Business Objects, as they will sign in to Business Objects using their own userIDs, creating reports for their own report libraries.

### **BOBJ300 - Section 10 – Fall 2013 Details**

**NOTE: This class is designed for an audience of HR/Payroll users.**

**Course Date:** Monday, December 2, 2013

**Course Time:** 9:00 a.m. to 12:00 p.m.

**Course Location:**

Training Room B, SC Department of Health and Human Services  
1801 Main Street, Columbia

**Driving Directions:** <http://www.sceis.sc.gov/location.aspx?id=28>

**Registration Link:** <https://www.surveymonkey.com/s/M5J2QZG>

**BOBJ300 - Section 11 – Fall 2013 Details**

**NOTE: This class is designed for an audience of Finance and Materials Management users.**

**Course Date:** Monday, December 9, 2013

**Course Time:** 9:00 a.m. to 12:00 p.m.

**Course Location:**

Training Room B, SC Department of Health and Human Services  
1801 Main Street, Columbia

**Driving Directions:** <http://www.sceis.sc.gov/location.aspx?id=28>

**Registration Link:** <https://www.surveymonkey.com/s/M5J2QZG>

**BOBJ300 - Section 01 – Winter 2014 Details**

**NOTE: This class is designed for an audience of HR/Payroll users.**

**Course Date:** Wednesday, January 15, 2014

**Course Time:** 9:00 a.m. to 12:00 p.m.

**Course Location:**

Room 202, SCEIS Office  
1628 Browning Road, Columbia, SC

**Driving Directions:** <http://www.sceis.sc.gov/location.aspx?id=1>.

**Registration Link:** <https://www.surveymonkey.com/s/M5J2QZG>

**BOBJ300 - Section 02 – Winter 2014 Details**

**NOTE: This class is designed for an audience of Finance and Materials Management users.**

**Course Date:** Wednesday, January 22, 2014

**Course Time:** 9:00 a.m. to 12:00 p.m.

**Course Location:**

Room 202, SCEIS Office  
1628 Browning Road, Columbia, SC

**Driving Directions:** <http://www.sceis.sc.gov/location.aspx?id=1>.

**Registration Link:** <https://www.surveymonkey.com/s/M5J2QZG>

If you have any questions about this SCEIS Training information, please email them to [training@sceis.sc.gov](mailto:training@sceis.sc.gov).