Subject: HR/Payroll Users: Remember to Register for Introductory or Intermediate Business Objects Training in May!

Audience: Agency Training Coordinators, HR Directors

The SCEIS Team has received unexpectedly low enrollment levels for the Human Resources themed BOBJ200—SCEIS *Introductory* Business Objects Reporting and BOBJ300—SCEIS *Intermediate* Business Objects Reporting classes scheduled in May. We encourage HR/Payroll users to attend one of these classes to help you get the most out of SCEIS' reporting capabilities. Complete information on both course offerings is listed below.

If you have any questions about the below SCEIS Training information, please email them to training@sceis.sc.gov.

Please note that users who are already on the Wait List for these courses will receive priority for enrollment. Additional requests will be managed on a space-available, first-come basis.

BOBJ200 *Introductory* Course Information

Course ID/Title: BOBJ200 – SCEIS Introductory Business Objects Reporting

Description: This course covers how to use the software known as Business Objects (BO) to create ad-hoc reports against SCEIS data. Topics covered include navigation, editing reports, managing documents, creating web intelligence documents, running queries, filtering reports, using calculations, formulas and variables, using tables in Business Objects and using the charts feature in Business Objects.

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

Pre-requisites: All class participants must have access to *both* Business Warehouse and Business Objects.

BOBJ200 – Section 03 Details

<u>Note for Finance Users:</u> This class is designed for an audience of HR/Payroll users. Finance and MM users may register for a morning session of the FI-themed version of the class on May 9, using the link below.

Course Date: Tuesday, May 7, 2013
Course Location:
SCEIS Office, Room 202A/B
1628 Browning Road, Columbia
Driving Directions: http://www.sceis.sc.gov/location.aspx?id=1
Course Time: 9:00 a.m. to 12:00 p.m.
Registration Link: https://www.surveymonkey.com/s/PJ5HCXG

BOBJ200 – Section 04 Details
Note for Finance Users: This class is designed for an audience of HR/Payroll users. Finance and MM users may register for a morning session of the FI-themed version of the class on May 9, using the link below.

Course Date: Tuesday, May 7, 2013
Course Location:
SCEIS Office, Room 202A/B
1628 Browning Road, Columbia
Driving Directions: http://www.sceis.sc.gov/location.aspx?id=1
Course Time: 1:30 p.m. to 4:30 p.m.
Registration Link: https://www.surveymonkey.com/s/PJ5HCXG

BOBJ300 *Intermediate* 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 is a pre-requisite course. In addition, all participants must have access to *both* Business Warehouse and Business Objects.

BOBJ300 – Section 05 Details
Note for Finance Users: This class is designed for an audience of HR/Payroll users. Finance and MM users may register for a morning session of the FI-themed version of the class on May 30, using the link below.

Course Date: Tuesday, May 14, 2013
Course Location:
SCEIS Office, Room 202A/B
1628 Browning Road, Columbia
Driving Directions: http://www.sceis.sc.gov/location.aspx?id=1
Course Time: 9:00 a.m. to 12:00 p.m.
Registration Link: https://www.surveymonkey.com/s/M5J2QZG