



Subject: New Sections of Business Objects Training Targeting Finance and HR/Payroll Users Added in April 2012
Audience: Agency Training Coordinators, AST Leads, Finance Directors, HR Directors

The SCEIS Training Team is pleased to offer several additional sections of BOBJ200, the SCEIS Business Objects Training Course, in April 2012. Please note that **this course is not designed to be a refresher course for individuals who have completed training**. Rather, it is primarily designed to target those employees who have not yet received training in Business Objects.

All of the sections below will cover the same information and users are welcome to attend any session that is a good fit for their schedule. However, **the SCEIS Team encourages users to attend a section that focuses on the functional area in which they work—Finance or HR/Payroll**—as the class presentations will use examples and illustrations selected for their relevance to the targeted functional area.

Below you will find details about the course, including the name, description, target audience, date, location and a link where potential students can request registration. **Please share this message with appropriate staff members in your agency to ensure they have an opportunity to take this important training.**

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

BOBJ200: Course Information

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

Description: This 6-hour introductory-level course covers how to use the software known as Business Objects (BO) to empower agencies with the ability to create their own ad-hoc reports against SCEIS data. Topics covered in this course includes navigation, editing reports, managing documents, creating web intelligence documents, running queries, filtering reports, using calculations, formulas and variables, using tables and using the charts feature in business objects. This is a hands-on instructor-led training class.

Target Audience:

This course is intended for designated agency employees who will be creating their own agency ad-hoc reports in Business Objects.

Course Prerequisites:

Users must have existing access to the Business Warehouse portion of SCEIS, and knowledge of BEx Analyzer reports in their functional area (Finance, MM, or HR/Payroll). Users must also have security access to Business Objects before the day of training. If you are unsure whether you meet these prerequisites, please contact the SCEIS Training Team for help at training@sceis.sc.gov.

Finance-Focused Sessions

BOBJ200 - Section 009: Finance

Course Date: Wednesday, April 11, 2012

Course Location:

SCEIS Office, Room 202-A/B, Browning Road

Driving directions: Are available at: <http://www.sceis.sc.gov/location.aspx?id=1>

Course Time: 9:00 a.m. to 4:00 p.m.

To request registration, complete the form at the following link:

<https://www.surveymonkey.com/s/PJ5HCXG>

HR/Payroll-Focused Sessions

BOBJ200 - Section 010: Human Resources/Payroll

Course Date: Thursday, April 12, 2012

Course Location:

SCEIS Office, Room 202-A/B, Browning Road

Driving directions: Are available at: <http://www.sceis.sc.gov/location.aspx?id=1>

Course Time: 9:00 a.m. to 4:00 p.m.

To request registration, complete the form at the following link:

<https://www.surveymonkey.com/s/PTCTCXV>

BOBJ200 - Section 011: Human Resources/Payroll

Course Date: Wednesday, April 18, 2012

Course Location:

SCEIS Office, Room 202-A/B, Browning Road

Driving directions: Are available at: <http://www.sceis.sc.gov/location.aspx?id=1>

Course Time: 9:00 a.m. to 4:00 p.m.

To request registration, complete the form at the following link:

<https://www.surveymonkey.com/s/PTCTCXV>

Please note that employees who have completed this training previously, and are seeking a “refresher” course will be given lower priority for admission into this section than employees who have not taken this course before.