**Subject:** One Section Each of the BOBJ200 and BOBJ300 Training Classes, Targeting Finance and MM Users, Offered in May

**Audience:** Agency Training Coordinators, Finance Directors, Procurement Directors

The SCEIS Training Team is pleased to offer one class each of the Business Objects training courses BOBJ200 – SCEIS *Introductory* Business Objects Reporting and BOBJ300 – SCEIS *Intermediate* Business Objects Reporting. Both of these classes will be tailored to the Finance and Materials Management audience, using screen shots and examples relevant to these users.

**Note for HR/Payroll Users:** BOBJ200 and BOBJ300 courses for HR/Payroll users are also offered in May. Click the appropriate link for complete details on BOBJ200 for HR/PY and BOBJ300 for HR/PY.

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.**

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 05**
**NOTE for HR/Payroll Users:** This class is designed for an audience of Finance users. HR/Payroll users may register for a morning or afternoon session of the HR-themed version of the class on May 7, using the link below.

**Course Date:** Thursday, May 9, 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

# 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 class participants must have access to *both* Business Warehouse and Business Objects.

**BOBJ300 – Section 06**
**NOTE for HR/Payroll Users:** This class is designed for an audience of Finance users. HR/Payroll users may register for a morning session of the HR-themed version of the class on May 14, using the link below.

**Course Date:** Thursday, May 30, 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