

Subject: One Section of the BOBJ200 Training Course Targeting Finance and MM Users Offered on Thurs., Sept. 19

Audience: Agency Training Coordinators, Finance Directors, Procurement Directors

The SCEIS Training Team is pleased to offer a half-day class, BOBJ200 SCEIS Introductory Business Objects Reporting. The course covers the use of Business Objects software to create ad-hoc reports against SCEIS data. **This class will be tailored to an audience of Finance and MM users.**

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.**

Please note that **users who are *ALREADY* on the wait list for this class will receive priority for enrollment. Additional enrollment requests will be managed on a space-available, first-come basis.**

BOBJ200 - Course Information

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

Description: This course covers how to use Business Objects (BO) software 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 06 – Summer 2013 Details

NOTE: This class is designed for an audience of Finance and MM users. HR and Payroll users may use the link below to request to be wait-listed for HR/Payroll classes to be scheduled at another time.

Course Date: Thursday, September 19, 2013

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

Course Location:

SCEIS Office, Room 202A/B, 1628 Browning Road, Columbia

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

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

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