

REP200U SCEIS Reporting with BEx and Business Objects

Description

REP200U teaches how to use BEx and Business Objects to report data from the SCEIS system. REP200U is a prerequisite for the instructor-led REP200 course.

In the **BEx section** of REP200U, users will learn to

- search for existing BEx reports
- add, move and remove report columns
- suppress repeated values and results rows
- set and remove filters
- insert a second query into a workbook
- email a workbook
- save a report to favorites

In the **Business Objects section** of REP200U, users will learn to

- navigate the Business Objects interface
- run and save a report to favorites folder
- add filters
- export and schedule a report
- modify a report
- edit a query
- add report sections and breaks

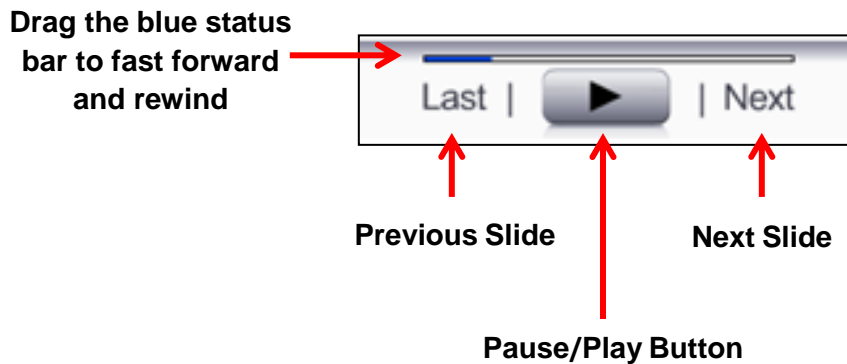
Course Lessons and Timing

Lesson	Minutes Per Lesson
REP200U Introduction	1:10
Course 1 – Bex	
Lesson 1 - BEx Overview	1:42
Lesson 2 - Logging into BEx	0:56
Lesson 3 - Generating a BEx Report	8:17
Lesson 4 - Manipulating Report Data	8:32
Lesson 5 - Managing Workbooks	5:01
Course 1 – BEx Total	24:28

Course 2 – Business Objects	
Lesson	Minutes Per Lesson
Lesson 1 - Business Objects Overview	2:56
Lesson 2 - Logging into Business Objects	0:50
Lesson 3 - Navigating the Business Objects Interface	4:39
Lesson 4 - Running, Exporting and Saving Reports	11:25
Lesson 5 - Editing and Filtering a Query	14:32
Course 2 - Business Objects Total	34:22
REP200U Total	60:00

Course Navigation

The times above are estimates. Within the course, participants can fast forward, rewind and pause using the navigation tool at the bottom of the screen. Depending on the participant, the lesson times may be shorter or longer than those listed above.



Tips for Completing the Course

To get the most out of the REP200U online course:

- Take breaks after watching one or two sections of the course to retain as much information as possible.
- Take notes or print the PowerPoint version of the course found in the “Course Documents” folder in MySCLearning. Remember, you can pause the course to take notes or rewind to listen to a slide again.
- If needed, print the course script from the “Course Documents” folder in MySCLearning.

Accessing the Course:

1. In Internet Explorer, use your SCEIS user ID and password to log into MySCEmployee (<https://myscemployee.sc.gov>).
2. In the upper left area of the page, click the MySCCentral tab.
3. Click the "MySCLearning" tile.
4. In the "Find Learning" tile, use the search box to type in the course ID (REP200U) and click "Go."
5. Click "Start Course."
6. Review the "Start Here" document for additional instructions.

Note: You must complete each component of the course in the order in which it appears. Once you complete one component, the next component will be activated.

Learn More
at sceis.sc.gov

MySCLearning Tools

