REP200 Reporting with BusinessObjects

Description

This instructor-led course further explores the features highlighted in the BOBJ100V Reporting with BusinessObjects online course. Participants learn where different types of BusinessObjects reports are located and how to customize the reports to fit their needs. A demonstration shows how other agencies and projects have used BusinessObjects to streamline and make their reporting quicker, easier and more efficient. REP200 focuses primarily on BusinessObjects. Users interested in learning BEx should register for the course REP210 Reporting with BEx.

The classes are tailored for a Finance (FI)/ Materials Management (MM) audience or a Human Resources (HR)/Payroll audience. The class discussions, examples and screenshots are tailored to the audience; however, the steps are the same for all functional areas. *You do not need to take the class twice, regardless of the range of your duties.*

Target Audience

SCEIS users who need to report data from SCEIS using the reporting tool BusinessObjects

Prerequisites

The following *must* be completed before you can register for the classroom training. Completion of prerequisites ensures that participants have the necessary knowledge for class. Material covered in prerequisite courses will not be re-taught in classroom training.

- You must have security access to BusinessObjects.
- You must have security access to relevant functional-area data.
- BOBJ100V Reporting with BusinessObjects Online Course. Click here for more information on BOBJ100V.

![SCEIS - South Carolina Enterprise Information System]

Course Information

**Learn More
at sceis.sc.gov**

MySCLearning Tools

Registration Instructions

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. Complete the prerequisite, BOBJ100V. In the "Find Learning" tile, use the search box to type in the course ID (BOBJ100V) and click "Go." Find the course title and click "Start Course."
5. After completing BOBJ100V, type the course ID (REP200) in the search box and click "Go."
6. Find the course title and click "See Offerings."
7. Scroll down and click the "Offerings" tab to view class dates.
8. Find the class date you prefer, and click "Register Now." If you do not see "Register Now," you have not completed BOBJ100V.
9. At the Scheduled Offering box, click "Confirm."
10. Receive email confirmation; view details and instructions.

If you do not receive a confirmation email, please contact the SCEIS Help Desk.