

Subject: Register Now for Introductory or Intermediate Business Objects Training Courses Offered in February and March

Audience: Agency Training Coordinators, AST Leads, Finance Directors, Procurement Directors

Last week, we announced sections of the introductory-level Business Objects (BO) training course, [BOBJ200](#) and the intermediate-level BO course, [BOBJ300](#). We encourage new and existing BO users in the areas of Finance and Materials Management to register for the appropriate BO training course. Human Resources/Payroll BO users are also encouraged to visit the registration pages for these courses (linked below), and request to be added to the wait list for upcoming HR/Payroll-focused sessions of BOBJ200 or BOBJ300.

BOBJ200 Introductory BO Course Sessions in March

BOBJ200 – 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. There are no course pre-requisites for BOBJ200.

Please note that users who are already on the Wait List for this course will receive priority for enrollment. Additional requests will be managed on a space-available, first-come basis.

BOBJ200 - Section 01 - Winter 2013 Details

NOTE: This class is designed for an audience of Finance and Materials Management users. BOBJ200 classes for HR users will be scheduled at a later date, and HR users are invited to use the survey link below to be put on a wait list.

Course Date: Wednesday, March 6, 2013

Course Location:

SCEIS Offices, Room 202
1628 Browning Road
Columbia, SC 29226

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>

BOBJ200 - Section 02 - Winter 2013 Details

NOTE: This class is designed for an audience of Finance and Materials Management users. BOBJ200 classes for HR users will be scheduled at a later date, and HR users are invited to use the survey link below to be put on a wait list.

Course Date: Wednesday, March 6, 2013

Course Location:

SCEIS Offices, Room 202
1628 Browning Road
Columbia, SC 29226

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

Course Time: 1:30 p.m. to 4:30 p.m.

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

BOBJ300 Intermediate BO Course Sessions in February and March

BOBJ300 – 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. In addition, all class participants must have access to *both* Business Warehouse and Business Objects.

BOBJ300 – Section 01 – Winter 2013 Details

NOTE: This class is designed for an audience of Finance and Materials Management users. BOBJ300 classes for HR users will be scheduled at a later date, and HR users are invited to use the survey link below to be put on a wait list.

Course Date: Tuesday, February 26, 2013

Course Location:

SCEIS Offices, Room 202
1628 Browning Road
Columbia, SC 29226

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>

BOBJ300 – Section 02 – Winter 2013 Details



NOTE: This class is designed for an audience of Finance and Materials Management users. BOBJ300 classes for HR users will be scheduled at a later date, and HR users are invited to use the survey link below to be put on a wait list.

Course Date: Tuesday, March 26, 2013

Course Location:

SCEIS Offices, Room 202

1628 Browning Road

Columbia, SC 29226

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>

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