

Subject: Reminder: Updated SCEIS uPerform Documents Are Available

Audience: All SCEIS Users

On November 25, 2013, the SCEIS Team upgraded to a new version of the uPerform training software. Along with the upgrade, the SCEIS Team updated several uPerform documents. The updated uPerform documents can be found on the SCEIS uPerform website at <https://uperform.sc.gov/gm/workplace>.

To access the uPerform website from the SCEIS homepage (www.sceis.sc.gov):

1. Point your mouse to "Training" in the left-hand navigation bar, then click "SCEIS uPerform" in the menu that appears.



2. Select one of the following options to access the training material: SCEIS uPerform documents such as Business Process Procedures (BPPs), Miniguides, Quick Reference Cards and Course Participant Guides are great training resources that guide users through SCEIS processes.

[Business Process Procedures \(BPPs\)](#)
This content area contains step-by-step instructions for performing SCEIS business processes (webpage and PDF for printing), BPP simulations (auto-playback and interactive), and a matter experts to guide successful end user performance in SCEIS systems. BPPs contain procedures, and best practices. (NOTE: SCEIS/ECC users can link to BPP documents with "Help".)

[Course Participant Guides](#)
This content area contains the Participant Guides for online and face-face courses that are new to SCEIS or who are seeking to improve their performance in particular business processes.

[Finance \(FI\) Miniguides](#)
This content area may contain user guides for performing business processes or sub-processes such as General Ledger, Grants Management, Project Systems, Public Budgeting and Reporting, and other tasks, according to a particular business process.

[Human Resources \(HR\), Time & Leave Management \(TM\), Travel \(TV\), and Payroll \(PY\) Miniguides](#)
This content area contains user guides for performing business processes or sub-processes documented by these guides may require an end user to perform multiple business processes.

[Materials Management \(MM\) Miniguides](#)
This content area may contain user guides for performing business processes or sub-processes such as Materials Management, General Ledger, Grants Management, Project Systems, Public Budgeting and Reporting, and other tasks, according to a particular business process.

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