

**Subject:** Reminder: Register Today for the BOBJ300 Intermediate Business Objects Training Course Offered in March

**Audience:** SCEIS Reporting Users

The SCEIS Team would like to remind users who have already completed the Introductory Business Objects course to register for the final presentations of the BOBJ300 SCEIS Intermediate Business Objects training course in March. Two BOBJ300 classes will be held in March, one half-day class for Finance and Materials Management users and one half-day class for Human Resources/Payroll users. Please note, Business Objects tools and the BOBJ300 course content are the same for all functional areas. Users do not need to attend both classes, regardless of the range of their duties.

This course presents an *intermediate* level view of how to use Business Objects in SCEIS. Participants should already have a basic understanding of the use of Business Objects.

Below you will find details about the course, including the name, description, target audience, date, location and registration information. **As the new REP200 SCEIS Reporting with Business Warehouse and Business Objects training course will replace BOBJ300, the class dates below are the two final sessions. (Click [here](#) for information about the new REP200 course.) Users do not need to attend both REP200 and BOBJ300. Please forward this message to appropriate staff members within your agency.**

### **BOBJ300 – Course Information**

**Course ID/Title:** BOBJ300 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:** SCEIS users who have already achieved a basic understanding of the use of Business Objects.

**Pre-requisite:** Class participants must be comfortable with basic Business Objects reporting techniques and must have security access to both Business Warehouse and Business Objects.

### **BOBJ300 – Section 07 – Winter 2014 Details**

#### **For a Finance and Materials Management Audience**

**Course Date:** Wednesday, March 26, 2014

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

**Course Location:**

SCEIS Training Room 202,  
1628 Browning Road, Columbia

### **BOBJ300 – Section 06 – Winter 2014 Details**

#### **For a Human Resources/Payroll Audience**

**Course Date:** Thursday, March 27, 2014

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

**Course Location:**



## Weekly Update

March 4, 2014

SCEIS Training Room 202,  
1628 Browning Road, Columbia

Users may *request enrollment* in these classes using the pre-registration survey at <https://www.surveymonkey.com/s/M5J2QZG>. Your survey completion is a request only. Registration is not complete until you receive an enrollment confirmation from SCEIS Training. **Users are responsible** for selecting the appropriate course and functional area. Please review pre-requisites and schedules carefully.

If you have any questions about this message, please email them to [training@sceis.sc.gov](mailto:training@sceis.sc.gov).