



Instructions for SCEIS Business Objects Solution for February 2012 SC Legislative Black Caucus Questionnaire

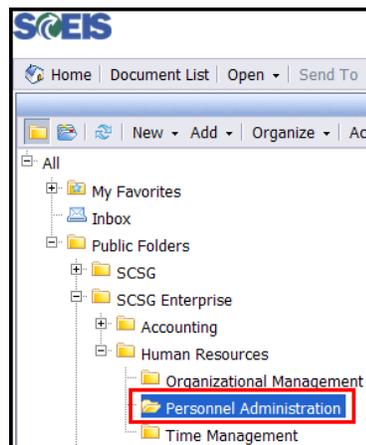
Use this solution to derive answers for the SCLBC Questionnaire distributed in February 2012.

(Click the following link for a copy of the questionnaire:

http://www.sceis.sc.gov/documents/SCLBC_Affirmative_Action_and_Civil_Rights_Committee_Memo--February2012.pdf.)

1. Login to the SCEIS Business Objects website at <https://sceisreporting.sc.gov>. Use your MySCEmployee login information to enter the system, making sure that the 'Authentication' drop-down is set to 'Windows AD'.

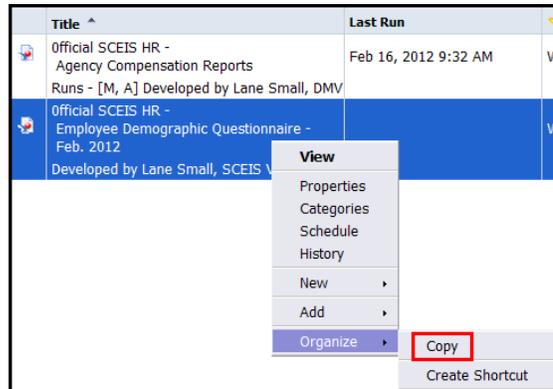
2. Once you are logged in, the report is located in the **Human Resources Enterprise folder called "Personnel Administration."** Follow this path to access the Personnel Administration folder: **SCSG Enterprise > Human Resources > Personnel Administration.**



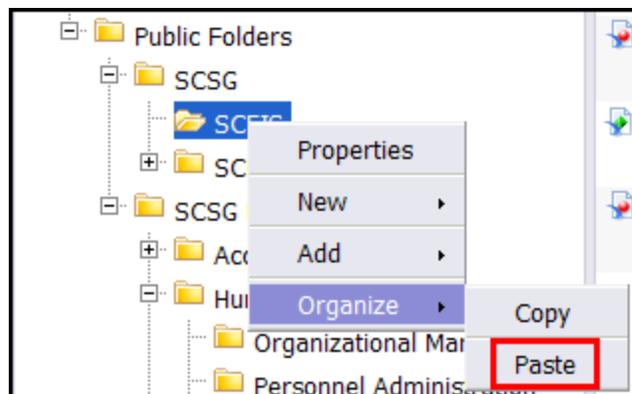


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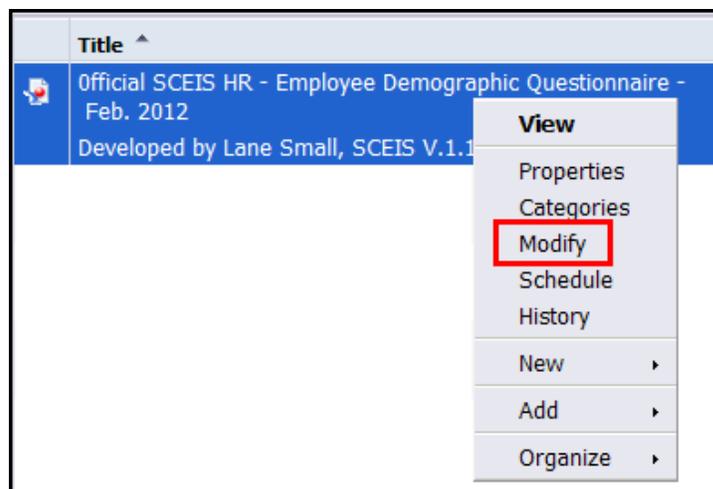
3. The Web Intelligence document is called **“Official SCEIS HR – Employee Demographic Questionnaire – Feb. 2012.”** Right-click on the report, go to **“Organize”** and choose **“Copy.”**



4. Go to your Personal folder or to your Agency’s folder. Right-click on the folder, go to **“Organize”** and choose **“Paste.”**



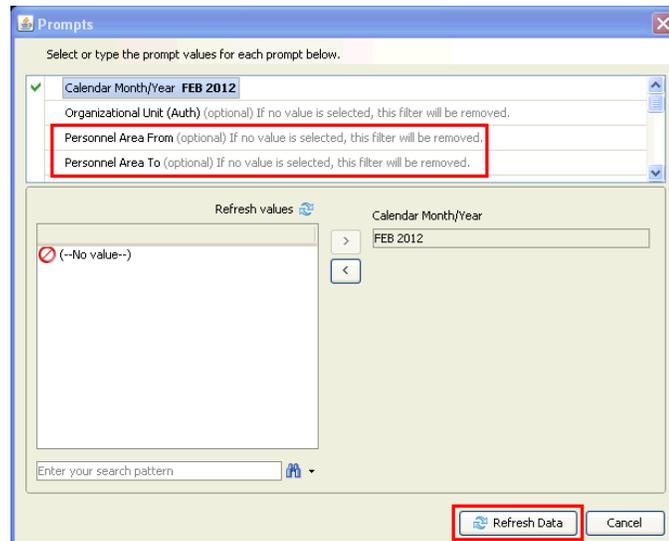
5. Right-click on the document that you pasted, go to **“Organize”** and choose **“Modify.”**



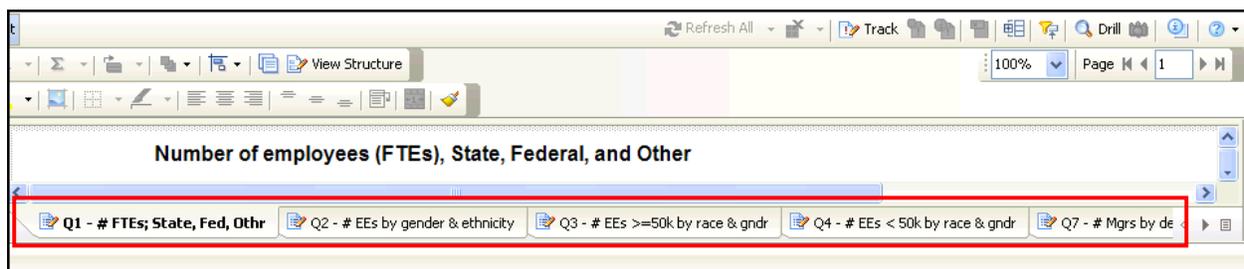


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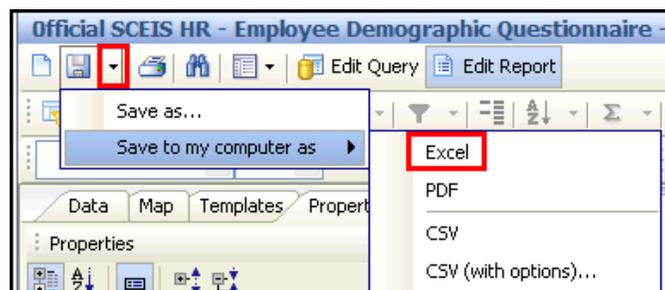
- Once the report opens it will automatically prompt you to refresh. You should only have to choose **“Refresh Data,”** but it is recommended that you also **fill in the “Personnel Area From” and “Personnel Area To” fields,** especially if you have access to more than one agency. Please note that all reports are formatted to only show FTE employees.



- This will refresh and update all of the reports in the Web Intelligence document. There are 5 reports within this document and they will answer Questions 1 through 4, and Question 7, in the questionnaire. The different reports are located in the different tabs at the bottom of the page.



- To save the entire Web Intelligence report, choose the triangle beside the diskette, then **“Save to my computer as”** and then choose **“Excel”** as the file type.



- Your report has now been saved in the requested spreadsheet format.