

Subject: Two Sections of the BOBJ200 Introduction to Business Objects Reporting Class Offered on March 6, 2013

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

The SCEIS Training Team is pleased to offer two sections of the half-day class, BOBJ200 SCEIS Introductory Business Objects Reporting. The course covers the use of Business Objects software to create ad-hoc reports against SCEIS data. Please note that the upcoming classes will be tailored to an audience of Finance and Materials Management users. Classes for Human Resources users will be scheduled at a later date, and HR users are invited to use the survey links below to request an HR-themed class.

Below you will find details about the course, including the name, description, target audience, date, location and registration information. **Please forward this message to appropriate staff members within your agency.**

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

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>

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