

Subject: Two Sections of the BOBJ300 Intermediate Business Objects Training Course Offered in March

Audience: SCEIS Reporting Users

The SCEIS Training Team is pleased to offer two sessions of the BOBJ300 SCEIS Intermediate Business Objects training course in March. The schedule includes 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. 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:

SCEIS Training Room 202,
1628 Browning Road, Columbia



Weekly Update

February 18, 2014

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.