

**Subject:** Two Sections of the BOBJ300 Training Course Offered on Monday, September 16

**Audience:** Agency Training Coordinators, Finance Directors, Procurement Directors, Human Resources Directors

The SCEIS Training Team is pleased to offer two half-day sessions of the BOBJ300 SCEIS Intermediate Business Objects Reporting training course. The course presents an intermediate level view of how to use Business Objects in SCEIS. Both sessions will be held on Monday, September 16, and each one will be tailored to a different audience:

- The morning session (Section 08) will target Finance and MM users.
- The afternoon session (Section 09) will target Human Resources and Payroll users.

Course content is identical for both classes, but the instructor will use demonstrations and discussion focused on specific functional areas. Users do not need to attend both classes.

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.**

### **BOBJ300 - Course Information**

**Course ID/Title:** BOBJ300 – SCEIS 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:** Employees in live agencies who need to create custom reports using Business Objects.

**Pre-requisites:** BOBJ200 Introductory Business Objects Reporting, and experience using Business Objects.

In addition, all class participants must have access to *both* Business Warehouse and Business Objects.

### **BOBJ300 - Section 08 – Summer 2013 Details**

**NOTE: This class is designed for an audience of Finance and MM users.**

**Course Date:** Monday, September 16, 2013

**Course Time:** 9:00 a.m. to 12:00 p.m.

**Course Location:**

SCEIS Office, Room 202A/B, 1628 Browning Road, Columbia

Driving directions: <http://www.sceis.sc.gov/location.aspx?id=1>

**Registration Link:** <https://www.surveymonkey.com/s/M5J2QZG>



**BOBJ300 - Section 09 – Summer 2013 Details**

**NOTE: This class is designed for an audience of HR/Payroll users.**

**Course Date:** Monday, September 16, 2013

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

**Course Location:**

SCEIS Office, Room 202A/B, 1628 Browning Road, Columbia

Driving directions: <http://www.sceis.sc.gov/location.aspx?id=1>

**Registration Link:** <https://www.surveymonkey.com/s/M5J2QZG>

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