

Subject: New Online Class Available: REP200U - Reporting with BEx and Business Objects

Audience: Agency Training Coordinators, HR Directors, FI Directors, MM Directors, Reporting Users

The SCEIS Team is pleased to announce a new online class, REP200U - Reporting with BEx and Business Objects. REP200U is a prerequisite for the instructor-led REP200 class. This class is designed to familiarize users with the reporting tools BEx and Business Objects. Users will learn to generate a BEx report, manipulate report data, save a report and email a report. In the Business Objects section of this class, users will learn to run, export and save Business Objects reports along with editing and filtering a query.

Below, you will find details about the online class including class navigation and suggestions for completing the class. The link to REP200U is also below.

REP200U Reporting with BEx and Business Objects Online Class

Description: REP200U presents the use of both BEx and Business Objects to report data from the SCEIS system.

In the BEx section of REP200U, users will learn to:	In the Business Objects section of REP200U, users will learn to:
<ul style="list-style-type: none"> • search for existing BEx reports 	<ul style="list-style-type: none"> • navigate the Business Objects interface
<ul style="list-style-type: none"> • add, move and remove report columns 	<ul style="list-style-type: none"> • run and save a report to favorites folder
<ul style="list-style-type: none"> • suppress repeated values and results rows 	<ul style="list-style-type: none"> • add filters
<ul style="list-style-type: none"> • set and remove filters 	<ul style="list-style-type: none"> • export and schedule a report
<ul style="list-style-type: none"> • insert a second query into a workbook 	<ul style="list-style-type: none"> • modify a report
<ul style="list-style-type: none"> • email a workbook 	<ul style="list-style-type: none"> • edit a query
<ul style="list-style-type: none"> • save a report to favorites 	<ul style="list-style-type: none"> • add report sections and breaks

Class Lessons and Timing:

Lesson:	Length of Lesson in Minutes:
REP200U Introduction	(1:10)
Course 1 - BEx	
Lesson 1 - BEx Overview	(1:42)
Lesson 2 - Logging into BEx	(0:56)
Lesson 3 - Generating a BEx Report	(8:17)
Lesson 4 - Manipulating Report Data	(8:32)
Lesson 5 - Managing Workbooks	(5:01)
Course 1 - BEx Total:	(24:28)
Course 2 - Business Objects	
Lesson 1 - Business Objects Overview	(2:56)
Lesson 2 - Logging into Business Objects	(0:50)
Lesson 3 - Navigating the Business Objects Interface	(4:39)
Lesson 4 - Running, Exporting and Saving Reports	(11:25)
Lesson 5 - Editing and Filtering a Query	(14:32)
Course 2 - Business Objects Total:	(34:22)
REP200U Total:	1 Hour (60:00)

Note: The times above are estimates. Participants are able to pause, fast forward and rewind the class. Depending on the participant, the lesson times may be shorter or longer than those listed above.

Class Navigation: In the REP200U Index, participants will begin by selecting the section they wish to view (BEx or Business Objects). On the section index, users will select the lesson they wish to view. After selecting a lesson, participants will be taken to the lesson navigation page where they can select individual topics within the lesson. After completing a lesson, click the Home button to return to the section index.

Within the class, participants will be able to fast forward, rewind and pause by using the navigation tool at the bottom of the screen.

Drag the blue status bar to fast forward and rewind slide



Previous **Pause/Play Button** **Next Slide**

Suggestions for Completing the Class: To get the best out of the REP200U online class, the SCEIS Team has provided the following suggestions for completing the class:

- To absorb as much information as possible, watch the class in sections followed by a break.
- Have paper available to take notes, or print the PowerPoint version of the class found on the Links page within the online class. Remember, you can pause the class to take notes or rewind to listen to a slide again.
- Visit the Links page of the class to print the class script and get links to additional resources such as the SCEIS uPerform site and SC Human Resources Division laws and regulations.

Accessing the Class: From the SCEIS homepage (www.sceis.sc.gov), point your mouse to “Training” on the left navigation, then click “Online Courses: Reporting” in the menu that appears. The direct link is below:

<http://sceis.sc.gov/courses/REP200U/index.htm>

If you have any questions about this message, please email the SCEIS Training Team at training.sceis@sceis.sc.gov.