



BLUMEN Beyond Advanced Training Registration Form

Program Director _____

Program TS UB EOC VUB UBMS SSS McNair Other _____

University _____

Address _____

City _____ State _____ Zip _____

Phone (____) _____ FAX (____) _____

Email _____

Training Dates: March 28th & 29th, 2011 (Monday & Tuesday) at Houston, TX.

Training Cost: \$ 799.00 per person
(Includes continental breakfast and lunch)

Name/s of Trainee/s:

1. _____ 3. _____

2. _____ 4. _____

Initial

- I understand that no refunds or credits will be issued for reservations once a training seat has been confirmed.
- Any cancellation must be requested in writing and must be received by COMPANSOL 30 days before training for full refund.
- COMPANSOL reserves the right to cancel the training. In such an event you will be notified at least 5 business days in advance and any payment for the training will be fully refunded.

Payment:

Check Enclosed. Check# _____ Purchase Order # _____

Credit Card # _____ Expiration Date: _____ CV2 Code: _____

Signature of Card Holder: _____ Amount: _____

Director's Signature _____ Date _____

Note: Please reserve and confirm your training seat with COMPANSOL before you make any travel arrangements!

Training Location:

RAC HOUSTON

1880 S. Dairy Ashford Road, Suite 220
Ashford Crossing II, Houston TX 77077
Phone: 1-800-597-8204

Beyond Advanced Training Schedule for 1st Day:

8:00am- 8:30am	Registration (Sign-In and distribution of workbooks)
8:30am-11:30am	1st Session
11:30am - 1:00pm	Lunch
1:00pm - 4:00pm	2nd Session

- You will learn:**
- ❖ How to use system preferences to your advantage
 - ❖ How to modify user rights to read only or no access level for different users
 - ❖ How to use advanced filters on existing data (Using Advance SQL Strings)
 - ❖ How to enter student information in the fastest and most efficient manner
 - ❖ How to handle errors
 - ❖ How to use the quick change wizard to maximum advantage
 - ❖ How to use the "Commander" option
 - ❖ How to prepare the Annual Performance Report with least amount of time and effort
 - ❖ Upgrade fiscal year and Copy APR Data from Previous Year
 - ❖ Calculating Prior-Experience (PE) Points

Beyond Advanced Training Schedule for 2nd Day:

8:00am- 8:30am	Registration (Sign-In and distribution of workbooks)
8:30am-11:30am	1st Session
11:30am - 1:00pm	Lunch
1:00pm - 4:00pm	2nd Session

- You will learn:**
- ❖ How to create custom reports/labels and modify existing reports
 - ❖ How to send data to MS Excel, database or other formats
 - ❖ How to create letters for a group of students -Using Blumen / MS Word (Mail Merge)
 - ❖ How to send e-mails to a group of students
 - ❖ Using the National Student Clearing House Interface
 - ❖ How to manage unlimited custom fields
 - ❖ How to manage/modify pull down lists
 - ❖ How to setup School/College lists with NCES ID #/ FAFSA ID #
 - ❖ How to use Project Summary / Project Crosstabs for better data analysis
 - ❖ How to setup and manage data in remote scenario (Laptops/Remote office)
 - ❖ Behind the curtains Tour of Blumen (Database design, structure etc.)

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1880 S. Dairy Ashford Road, Suite 220
Ashford Crossing II
Houston TX 77077
Phone: 1-800-597-8204

Make all checks payable to: **COMPANSOL**
P.O. Box 821143
Houston, TX 77282

Training location:

- ★ **RAC HOUSTON**
1880 S. Dairy Ashford Road, Suite 220
Ashford Crossing II (6 Stories Building)
Houston TX 77077
Phone: 1-800-597-8204

Area Hotel Information:

- ★ **Courtyard by Marriott**
12401 Katy Freeway
Houston TX 77079
(281) 496-9090; www.courtyard-houstonwest.com , 1-888-236-2427 (Reservations)
Mention "**RAC Houston**" for special rate
- ★ **Holiday Inn Express Houston West**
12323 Katy Freeway Houston, TX 77079
Houston TX 77079
(281) 493-5626; www.holidayinn.com; 1-888-465-4329 (Reservations)
Mention "**RAC Houston**" for special rate

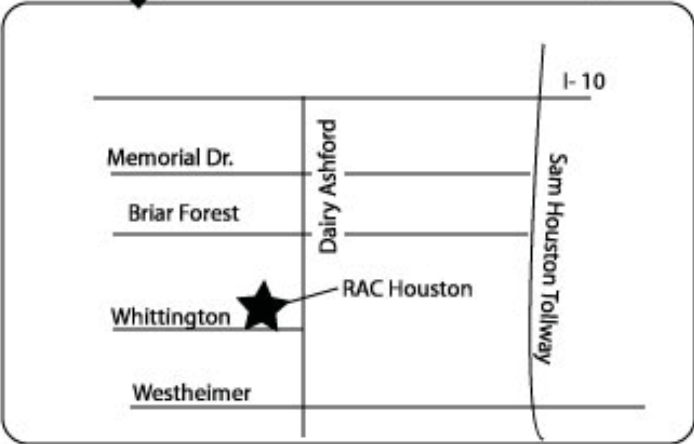
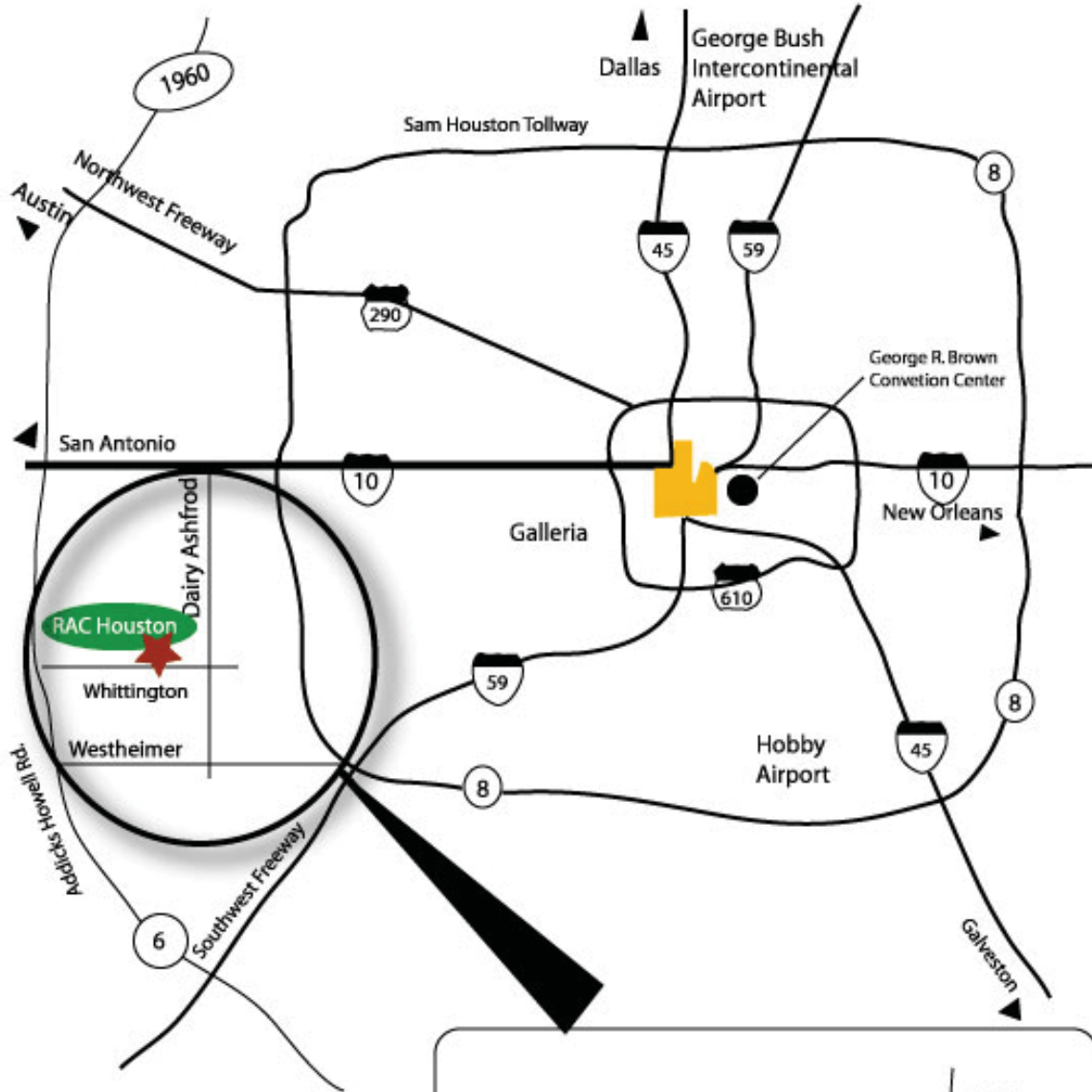
All the above hotels provide free courtesy shuttle to RAC Houston.

Transportation:

- ★ **Airport Shuttle**
Super Shuttle (281-230-7275) charges \$ 33.00 for one-way fare between Bush IAH Airport & Hobby Airport the above 2 hotels. **Prior-reservation is required.**
- ★ **Taxi / Cab**
Approximate cab/taxi one-way fare from Bush IAH Airport and Hobby Airport is \$ 40.00 - \$ 70.00



Directions to RAC Houston



Training location:

★ **RAC HOUSTON**

1880 S. Dairy Ashford Road, Suite 220
Ashford Crossing II (6 Stories Building)
Houston TX 77077
Phone: 1-800-597-8204

Directions:

★ **From George Bush IAH Airport**

Take John F Kennedy Blvd to Beltway 8; turn right on Beltway 8 West (Sam Houston Tollway); exit and turn right on Briar Forest Dr; turn left on S Dairy Ashford Rd; turn right on Whittington Dr; RAC Houston will be on your right (Building - Ashford Crossing II, 6 stories building).

Approximate Distance : 33.8 Miles
Approximate Driving Time : 55 minutes

★ **From William P Hobby Airport**

Turn left (west) on Airport Blvd; turn left on SR-35 (Telephone Road); turn right on Beltway 8 (Sam Houston Tollway); exit and turn left on Westheimer Rd; turn right on S Dairy Ashford Rd; turn left on Whittington Dr; RAC Houston will be on your right (Building - Ashford Crossing II, 6 stories building).

Approximate Distance : 32.1 Miles
Approximate Driving Time : 50 minutes

Contact Compansol at 1-800-597-8204, if you need directions from any other location/address.