



BLUMEN 10.0 Training Registration Form (Atlanta, GA)

Program Director _____

Program SSS McNair

University _____

Address _____

City _____ State _____ Zip _____

Phone () _____ FAX () _____

Email _____

Training Dates: **June 6th & 7th, 2011 (Monday & Tuesday) for SSS & MCN at Atlanta, GA.**

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

Name/s of Trainee/s:

1. _____ 3. _____

2. _____ 4. _____

- I understand that no refunds or credits will be issued for reservations, once a training seat has been confirmed by Compansol.
- Any cancellation must be requested in writing and must be received by COMPANSOL before May 6th, 2011 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 One *(Make all checks payable to COMPANSOL)*

Total Amount: _____ Check Enclosed. Check # _____ PO # _____

Credit Card. Card# _____ Expires _____ CV2 code _____

Director's Signature _____ Date _____

Note: **Please reserve and confirm your training seat with COMPANSOL before you make any Travel Arrangements !**



Training Schedule for 1st Day (Basic & Intermediate Session):

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:	<ul style="list-style-type: none">◆ Navigating around BLUMEN◆ Setting System Preferences◆ Creating New User Accounts / Setting User Rights (Access-level)◆ Browsing Student Data◆ Adding New Student◆ Using the Sidebars◆ Adding Contact Log◆ Customize User Choices◆ Change Social Security Number◆ Quick Change Wizard◆ Running Reports, Labels, Graphs◆ Generating the Annual Performance Report (APR)◆ Calculating Prior-Experience (PE) Points◆ Adding students to fiscal year, semester◆ Copy APR Data from Previous Year◆ Making a Backup of Data Files

Training Schedule for 2nd Day (Advanced Session):

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:	<ul style="list-style-type: none">◆ Using the Global Filter Screen◆ Adding New Report / Label◆ Adding New Excel Report◆ Mail Merge with MS Word◆ Adding Personalized Letters◆ Mass E-mailing◆ Managing Drop Down Lists◆ Managing Activity/Services List◆ National Student Clearing House Interface◆ Unlimited Customized Fields◆ Recalling a Deleted Student◆ Quick Edit – Student Data◆ Sending Message to Users◆ Time Clock Manager

Training Locations & Address:

Knowledge Development Centers (KDC)

7000 Central Parkway, Suite 1250

Atlanta, GA 30328

Phone: (678)507-0050 **(For training reservations call 1-800-597-8204)**

Make all checks payable to:

COMPANSOL

P.O. Box 821143

Houston, Texas 77282



Atlanta Information



Training Facility

The training will be held at Knowledge Development Centers, 7000 Central Parkway
Atlanta, GA 30328

Contact Information

KDC - Atlanta

7000 Central Parkway

Atlanta, GA 30328

(678) 507-0050 - local

(678) 507-0051 – Fax

DRIVING DIRECTIONS

From the Atlanta-Hartsfield International Airport

Approx. 33 miles by car

Take Interstate 85 North to Exit 87 - Georgia Highway 400 North (Toll Road). Take Exit 5A onto Abernathy Road NE. Turn right onto Peachtree Dunwoody Rd NE. Bear left onto Central Pk W. Bear right onto Central Pkwy NE

FROM GEORGIA 400 - North of Dunwoody/Sandy Springs

Take GA 400 South to Exit 5 Abernathy Road NE. Turn Left onto Abernathy Road Turn right onto Peachtree Dunwoody Rd NE. Bear left onto Central Pk W. Bear right onto Central Pkwy NE

FROM GEORGIA 400 - South of Dunwoody/Sandy Springs

Take Exit 5A onto Abernathy Road NE. Turn right onto Peachtree Dunwoody Rd NE. Bear left onto Central Pk W. Bear right onto Central Pkwy NE

FROM EAST OF GA 400

Take Interstate 285 West to exit 28 - Peachtree Dunwoody Rd. Turn Right off of ramp. Turn right onto Central Pk W. Bear right onto Central Pkwy NE.

FROM WEST OF GA 400

Take Interstate 285 East to exit 26 -Glenridge Drive. Exit LEFT towards Sandy Springs onto Glenridge Drive and follow to Hammond Dr. Make a RIGHT onto Hammond Drive. Turn LEFT onto Peachtree Dunwoody Rd. Turn right onto Central Pk W. Bear right onto Central Pkwy NE.

Marta Information

Hotel Accommodations



Doubletree Guest Suites Atlanta-Perimeter

6120 Peachtree Dunwoody Road
Atlanta, Georgia 30328

Reservations: 770-668-0808 or go to www.doubletreeguestsuitesatlanta.com
w/in 1/4 mile of KDC Lakeside

Amenities:

- * Freshly baked Doubletree Chocolate Chip cookies upon check-in
- * Complimentary shuttle service w/in 3 mile radius from 7:00am-10:30pm
- * 2-line cordless phones, voicemail and data ports in each suite
- * Workout facility with heated indoor/outdoor pool, whirlpool and sauna
- * Hilton Honor points and miles for your stay
- * Free wireless high speed internet in every suite



Marriott Perimeter Center

246 Perimeter Center Parkway NE
Atlanta GA 30346

Courtesy bus service to KDC® (800) 228-9290 (770) 394-6500

A great hotel in a great location! Located 2 miles from KDC® the Marriott Perimeter Center is in the most centralized location in Atlanta, with easy access to all city attractions, parks, shopping, sporting events, and historical venues. Our hotel sits right in the heart of the exclusive Corporate Offices of the Perimeter area of North Atlanta. It is located at I-285 just east of GA 400 and adjacent to Perimeter Center Mall with Bloomingdale's, Nordstrom's and Rich's/Macy's as its anchors!

Amenities:

- Located across the street from MARTA (Metro Atlanta Transit) which provides transportation to the Atlanta Airport and Metro Atlanta including Lenox/Buckhead
- Complimentary Hotel Shuttle within a 2 mile radius, Hertz Desk onsite
- Onsite Restaurant and Lounge; Room Service available
- Complimentary Health club, indoor/outdoor pool, whirlpool, and sauna
- Dozens of local Restaurants within walking distance (Cheesecake Factory, Maggiano's, and McKendrick's to name few)
- High Speed Internet Access available in all guest rooms
- Wireless available in public space and meeting rooms
- Marriott Rewards

Click below and make reservations online or call 1-800-228-9290 and ask for the KDC® Rate

<https://www.marriott.com/reservations/init.asp?marshacode=atlpc&path=marriott&cc=KDC®>



Residence Inn By Marriott Perimeter Center

6096 Barfield Road
Atlanta, GA 30328

Reservations: 800-331-3131 or 404-252-5066

www.residenceinn.com/atlpm

Courtesy bus service to KDC

Amenities:

- * Newly renovated suites with full size kitchens
- * Complimentary wireless high speed internet

- * Complimentary hot breakfast buffet
- * Complimentary evening social
- * Complimentary use of local fitness club
- * Earn Marriott Reward Points

Please call and ask for the **KDC** rate!



Atlanta Perimeter

4601 Ridgeview Road - Atlanta, GA 30338
 Phone: 678-320-0111 or 800-238-8000

The Staybridge Suites is the newest all-suite hotel in the Perimeter area located 1.5 miles from KDC® with easy accessibility to I-285, GA 400, and MARTA - Metro Atlanta Rapid Transit. We offer Studio, One Bedroom, and Two Bedroom / Two Bathroom Suites - all equipped with full kitchens and separate living rooms. The Perimeter Mall is within walking distance as well as several restaurants, a movie theater, and more. Daily shuttle transportation is provided to KDC® from 7:15am until 10pm and within a 3-mile radius of the hotel.

Hotel Amenities -

- Daily Hot Breakfast plus Evening Receptions (Tue. – Thur.) with complimentary dinner*
- High Speed Internet Access in Every Suite*
- Heated Outdoor Pool & Jacuzzi, On-site Fitness Center, plus Free LA Fitness Gym passes*
- 24-hour Front Desk Staff, 24-hour Convenience Store, 24-hour Business Center, and complimentary laundry facility*
- Priority Club Reward Program*
- Full Kitchens in Every Suite, 2-Line Direct Dial Phones with Voicemail, Cable TV with Pay-Per View Movies*

Click on the link [here](#) to make reservations online or call 800-238-8000 and ask for the KDC® rate.



Westin – Atlanta North at Perimeter

7 Concourse Parkway Atlanta GA 30328

Distance to SAP is 1 mile. Courtesy shuttle service to KDC® Concourse Athletic Center adjacent to hotel. Mall/Movies/Restaurants within 1 mile of hotel. (800) 937-8461 (770) 395-3900

M.A.R.T.A. (Metropolitan Atlanta Rapid Transit Authority) is a very safe and convenient way of commuting around the Atlanta Metro area. With ride fares that are affordable, you can commute from the Atlanta-Hartsfield International Airport to the N8 Medical Center for only \$2.00 a person which is ½ mile from our building. There are busses that run from the MARTA Medical Center station and drop off directly in front of the building or plenty of cabs as well.

You can also obtain schedule information by calling M.A.R.T.A. directly at (404) 848-4711. See Marta Map below. The cost is only \$1.75 regardless of what station you get on at.

