



BLUMEN 10.0 Training Registration Form (Chicago, IL)

Program Director _____

Program SSS McNair

University _____

Address _____

City _____ State _____ Zip _____

Phone () _____ FAX () _____

Email _____

Training Dates: September 14th & 15th, 2011 (Wednesday & Thursday) for SSS & MCN at Chicago, IL.

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 Aug. 12th, 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:

PCCTI Corporate Training
216 W. Jackson Blvd., Suite 900
Chicago, IL 60606
Phone: 312-920-8822 **(For reservations, Call 1-800-597-8204)**

Make all checks payable to:

COMPANSOL
P.O. Box 821143
Houston, Texas 77282



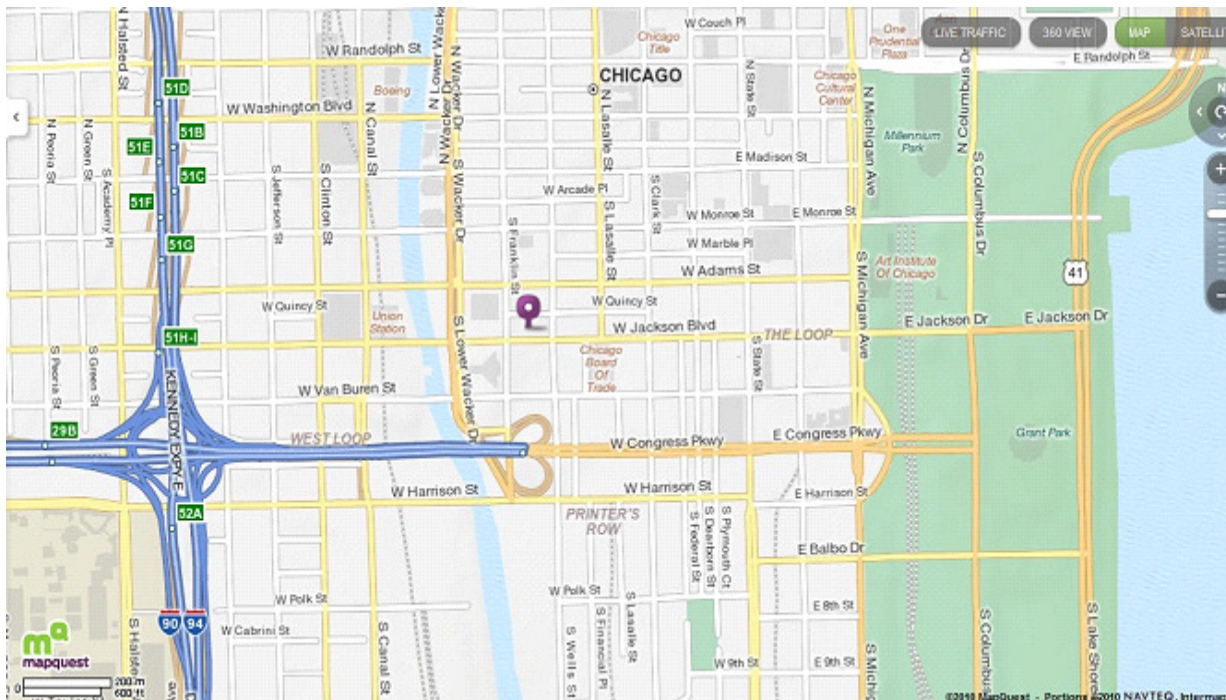
Compansol
Computer Analysis & Solutions

pccti

Room Rentals

216 W Jackson Blvd. Suite 900, Chicago, IL 60606 Ph: (312) 920-8822

Map:





Compansol
Computer Analysis & Solutions

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Room Rentals

216 W Jackson Blvd. Suite 900, Chicago, IL 60606 Ph: (312) 920-8822

Hotel Near by:

1. W Chicago City Center 0.21 Miles

172 W Adams St, Chicago, IL 60606
Reservations: (800) 621-2360
Phone: (312) 332-1200

2. Club Quarters Central Loop 0.42 Miles

111 W Adams St, Chicago, IL 60603
Reservations: (800) 444-6835

3. Allegro 0.60 Miles

171 West Randolph, Chicago, IL 60601
Reservations: (312) 922-0123
(866) 672-6143

4. Holiday Inn 0.89 Miles

506 W Harrison St, Chicago, IL 60607
Reservations: (800) 465-4329
Phone: (312) 957-9100

5. Congress Plaza 0.70 Miles

520 S Michigan Ave, Chicago, IL 60605
Reservations: (800) 444-6835

6. The Palmer House Hilton 0.50 Miles

17 East Monroe Street, Chicago, IL 60603
Reservations: (312) 726-7500