



Compansol

Computer Analysis & Solutions

BLUMEN Online For Trio (BOT) Training Registration Form

Program Director _____

Program TS EOC

University _____

Address _____

City _____ State _____ Zip _____

Phone (____) _____ Fax (____) _____

Email _____

Training Dates: April 25th & 26th, 2018 (Wednesday & Thursday) at Las Vegas, NV

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

Training Locations & Address:

New Horizon Las Vegas
7674 W. Lake Mead Blvd, Suite 250
Las Vegas, NV 89128
Ph # (702)-214-3910

Make all checks payable to:

COMPANSOL
P.O. Box 821143
Houston, Texas 77282
Ph # 1-800-597-8204

Name/s of Trainee/s:

1. _____ 3. _____

2. _____ 4. _____

- No refunds/ credits will be issued for reservations, once a training seat has been confirmed by Compansol.
- Any cancellation must be requested in writing and received by Compansol before **March 16th, 2018** 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.
- Please reserve and confirm your training seat with COMPANSOL before you make any Travel Arrangements!

Check# _____ Purchase Order# _____
(please attach copy of PO)

Credit Card # _____ Exp. Date _____ CV2 Code _____

Name of Card Holder _____ Sign. of Card Holder _____

Email of Card Holder _____ Ph # of Card Holder _____

Director's Signature _____ Date _____ Promo Code _____



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BLUMEN Hands-On Training Agenda

8:00am-8:30am	Registration (Sign-In and distribution of workbooks)
8:30am-11:30am	1 st Session
11:30am-12:30pm	Lunch
12:30pm-4:00pm	2 nd Session

You will learn:

- Navigating around BLUMEN
- Setting System Preferences
- Making a Backup of Data Files*
- Creating New User Accounts
- Browsing Student Data
- Using the Sidebar
- Adding New Student
- Adding Contact Logs
- Adding Attendances
- Adding Stipends
- Class Scheduling
- Copying classes from previous semester
- Running Reports, Labels, Graphs
- Using Global Filters
- Adding New Report
- Adding New Report Label
- Understanding Data Dictionary
- Adding New Excel Report
- Mail Merge with MS Word
- Adding Personalized Letters
- Change Social Security number
- Quick Change Wizard
- Quick Edit - Student Data
- Mass E mailing
- Mass Text Messaging**
- Blumen Online Lab**
- Set My Preferences
- Generating the Annual Performance Report (APR)
- Running PE Points
- Adding End Status (TS and EOC only)
- Upgrade to Next Fiscal Year
- Adding Students to a Fiscal Year
- Copy APR data from previous year
- National Student Clearinghouse Interface for Alumni Tracking
- Managing Activity / Services List
- Managing School / College List
- Managing Drop Down Lists
- Managing Custom Fields
- Setting User Rights*
- Setting Roles**
- Asset/Inventory Management
- Sending Message to Users
- Reading your messages
- Time Clock Manager

* Blumen (PC version only)

** Blumen Online for Trio (BOT version only)



Cross-streets: N. Buffalo Dr. & W. Lake Mead Blvd.

Phone: (702) 214 – 3910

www.nhlasvegas.com

Questions: Sales@nhlasvegas.com



Airport Information

▪ Directions from the Airport to New Horizons

- Take ramp Paradise Rd to I-215 / I-15 (1.4 mi.)
- Take Las Vegas exit on I-215 W (1.5mi)
- Take exit # 12A / Las Vegas onto I-15N (7.8 mi.)
- Exit # 42A / Reno / Martin L King Blvd. onto US 95N (6.8 mi.)
- Exit # 82B / Rainbow N / Lake Mead Blvd. W (.1 mi.)
- Right fork onto W Lake Mead Blvd. (1.3 mi.)
- Arrive SummerGate Center (on right-hand side) keep going forward to see New Horizons building

Approximately 30 minutes from the airport

Local Hotels

JW Marriot Resort / Rampart Casino

- www.rampartcasino.com
- Phone: 702.869.7777 or 877.869.8777
- Location: 221 N. Rampart Blvd.
Las Vegas, NV 89145

Suncoast Casino and Hotel

- www.suncoastcasino.com
- Phone: 702.636.7111 or 877.677.7111
- Location: 9090 Alta Dr.
Las Vegas, NV 89145

Red Rock Hotel and Casino

- www.redrocklasvegas.com
- Phone: 702.797.7777 or 866.747.7773
- Location: 11011 W. Charleston
Las Vegas, NV 89135

Hampton Inn Las Vegas / Summerlin

- www.hamptoninn.hilton.com
- Phone: 702.360.5700 or
- Location: 7100 Cascade Valley Court
Las Vegas, NV 89129

 Nearby Restaurants

- | | | | |
|-------------------|---|------------------|---|
| ▪ McDonald's |  | ▪ Osaka |  |
| ▪ Samurai Sam's |  | ▪ Baja Fresh |  |
| ▪ Buca Di Beppo |  | ▪ Chili's |  |
| ▪ Jack in the Box |  | ▪ Whole Foods |  |
| ▪ Taco Bell |  | ▪ Create Burgers |  |
| ▪ Einstein Bagels |  | ▪ Smash Burger |  |
| ▪ Starbucks |  | ▪ Which Wich |  |

 Possible Transportation

- ANLV Cab – 702.643.1041 (reservations must be made at least 2 hours ahead of time)
- Vegas Western Cab – 702.736.6121
- Desert Cab – 702.688.6000
- Gray Line Tours – 702.739.5700
- On Demand Sedan & Limousines – 702.876.2222
- Bell Transportation (Limousines, sedans, SUVs, Party Coaches) – 702.739.7990

www.taxifarefinder.com

Taxis may take from 30 minutes to 1.5 hours

NOTE: If you are sensitive to A/C, we recommend you bring a sweater or jacket.

[DISCLAIMER] These are not recommendations – strictly informational. Feel free to explore other options.