



BLUMEN Online For Trio (BOT) Training Registration Form

Program Director _____

Program SSS McN

University _____

Address _____

City _____ State _____ Zip _____

Phone (____) _____ Fax (____) _____

Email _____

Training Dates: August 6th & 7th, 2018 (Monday & Tuesday) at Los Angeles, CA
(Includes complimentary continental breakfast and lunch)

Training Cost: \$ 799.00 per person

Training Locations & Address:

Training Connection
915 Wilshire Blvd., Suite 1800
Los Angeles, CA 90017
Ph # (888)815-0604

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 **July 6th, 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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Computer Analysis & Solutions

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)



Compansol

Computer Analysis & Solutions

Training location:

LA Training Center

915 Wilshire Blvd

Suite 1800

Los Angeles, CA 90017

Phone: 888.815.0604

Area Hotel Information:

O Hotel

819 South Flower Street

Los Angeles, CA 90017

0.4 miles from the facility

Phone: (213) 623-9904

Hotel Figueroa

939 South Figueroa Street

Los Angeles, CA 90015

0.5 miles from the facility

Phone: (213) 627-8971