



## BLUMEN Online For Trio (BOT) Training Registration Form

Program Director \_\_\_\_\_

Program       UB                       UBMS                       VUB

University \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone (      )                      Fax (      )

Email \_\_\_\_\_

**Training Dates:**      **August 6<sup>th</sup> & 7<sup>th</sup>, 2018 (Monday & Tuesday) at Atlanta, GA**

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

**Training Locations & Address:**

New Horizons Computer Learning Center  
53 Perimeter Center East, Suite 185  
Atlanta, GA 30346  
Ph # (770)-270-2000

**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 6<sup>th</sup>, 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 <sup>st</sup> Session
11:30am-12:30pm	Lunch
12:30pm-4:00pm	2 <sup>nd</sup> 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)



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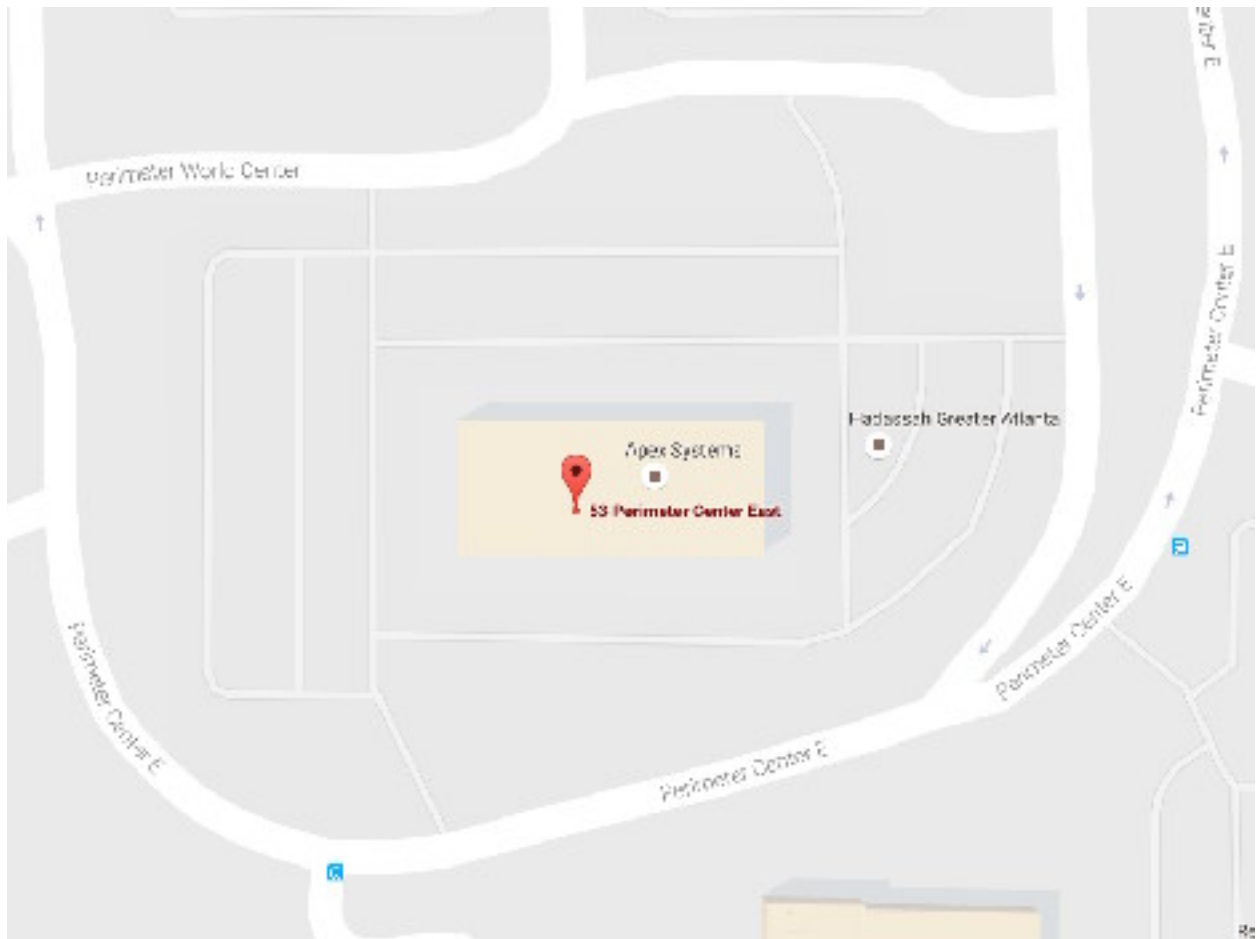
**Training location:**

***New Horizons Atlanta***

53 Perimeter Center East Suite 185

Atlanta, GA 30346

Phone: 770-270-2000





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## Area Hotel Information:

### **Hilton Garden Inn Atlanta Perimeter Center**

1501 Lake Hearn Dr.  
NE, Atlanta, GA 30319  
1.2 miles from the facility

### **Hampton Inn**

4565 Ashford Dunwoody Road  
Atlanta, GA 30346  
0.8 miles from the facility

### **Staybridge Suites**

4601 Ridgeview Road  
Atlanta, GA 30338  
1.5 miles from the facility