



BLUMEN Online For Trio (BOT) Training Registration Form

Program Director _____

Program TS EOC

University _____

Address _____

City _____ State _____ Zip _____

Phone (____) _____ Fax (____) _____

Email _____

Training Dates: June 11th & 12th, 2018 (Monday & Tuesday) at Chicago, IL

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

Training Locations & Address:

Training Connections
230 W Monroe Street, Suite 610
Chicago, IL 60606
Ph # (312)698-4475

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 **May 4th, 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 _____



Compansol

Computer Analysis & Solutions

BLUMEN Hands-On Training Agenda

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



Chicago Training Center

230 W Monroe Street, Suite 610
Chicago, IL 60606
Tel: (312)698-4475

Recommended Hotels

Training Connection has an associate membership with the Club Quarters (Central Loop) Hotel.

Room rates (excl taxes) as follows:

Club room - \$182

Standard room - \$197

This hotel is located 4 blocks away from our training center.

To book visit - <https://www.clubquarters.com> (enter password "TRAININGCONNECTION")

Other hotels to consider include

La Quita Inn & Suites Chicago Downtown (closest to our training center)
W Chicago City Center

Both these hotels can be booked on www.hotels.com

Parking:

There are several public parking bays located within easy walking distance of our training facility (see map above). These can be located at:

- Corner of Wells and Monroe.
- Corner of Wells and Madison.

Trains:

CTA - Blue and Red Lines - Monroe Station

Walk approximately 4 blocks west on Monroe Street to Franklin Street.

CTA - Orange, Pink, Purple and Brown Lines - Quincy station

Walk approximately 1.5 blocks north on Wells Street, turn left (west) on Monroe Street, and go to corner of Franklin Street.

CTA - Green Line

Swap at Clark for Blue line or Roosevelt for Orange line.

Metra - Union Station

Walk 3 blocks east on West Adams (Crossing River). Turn left (North) on Franklin and walk 1 block to Monroe Street.



Location Map:



Directions:

We are located on the corner of W Monroe and Franklin Street in Downtown Chicago. [The building's main entrance is in Franklin Street.]

By Car

From the North

Take I-90/94 South (Kennedy Expressway) to Monroe East exit.

From the South

Take I-90/94 North to Monroe East exit.

From the West

Take I-290 East (Eisenhower Expressway) and exit at Wacker/Franklin.