



## BLUMEN Training Registration Form

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

Program             SSS             McN

University \_\_\_\_\_

Address \_\_\_\_\_

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

Phone (        )                      Fax (        )

Email \_\_\_\_\_

**Training Dates:        September 24<sup>th</sup> & 25<sup>th</sup>, 2018 (Monday & Tuesday) at Houston, TX**

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

**Training Locations & Address:**

COMPANSOL  
2550 Gray Falls Drive, Suite 310  
Houston, TX 77077  
Ph # 1-800-597-8204

**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 **Aug. 24<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:

### **Compansol**

2550 Gray Falls Drive, Suite 310  
Houston TX 77077  
Phone: 1-800-597-8204

## Area Hotel Information:

### **La Quinta Inn & Suites Houston Energy Corridor**

2451 Shadow View Lane  
Houston, TX 77077  
(281) 668-1068      [www.laquintahoustonenergycorridor.com](http://www.laquintahoustonenergycorridor.com)  
Distance is 1.0 miles from our facility

### **Courtyard by Marriott**

12401 Katy Freeway  
Houston TX 77079  
(281) 496-9090      [www.courtyard-houstonwest.com](http://www.courtyard-houstonwest.com)  
Distance is 2.6 miles from our facility

### **Hilton Garden Inn-Houston Energy Corridor**

12245 Katy Freeway, Houston, TX 77094  
Phone: (281) 531-0220      [www.houstonenergycorridor.hgi.com](http://www.houstonenergycorridor.hgi.com)  
Distance is 2.7 miles from our facility

## Transportation:

### **Airport Shuttle**

Super Shuttle (281-230-7275) charges \$ 40.00 for one-way fare between Bush IAH Airport & Hobby Airport the above hotels. **Prior-reservation is required.**

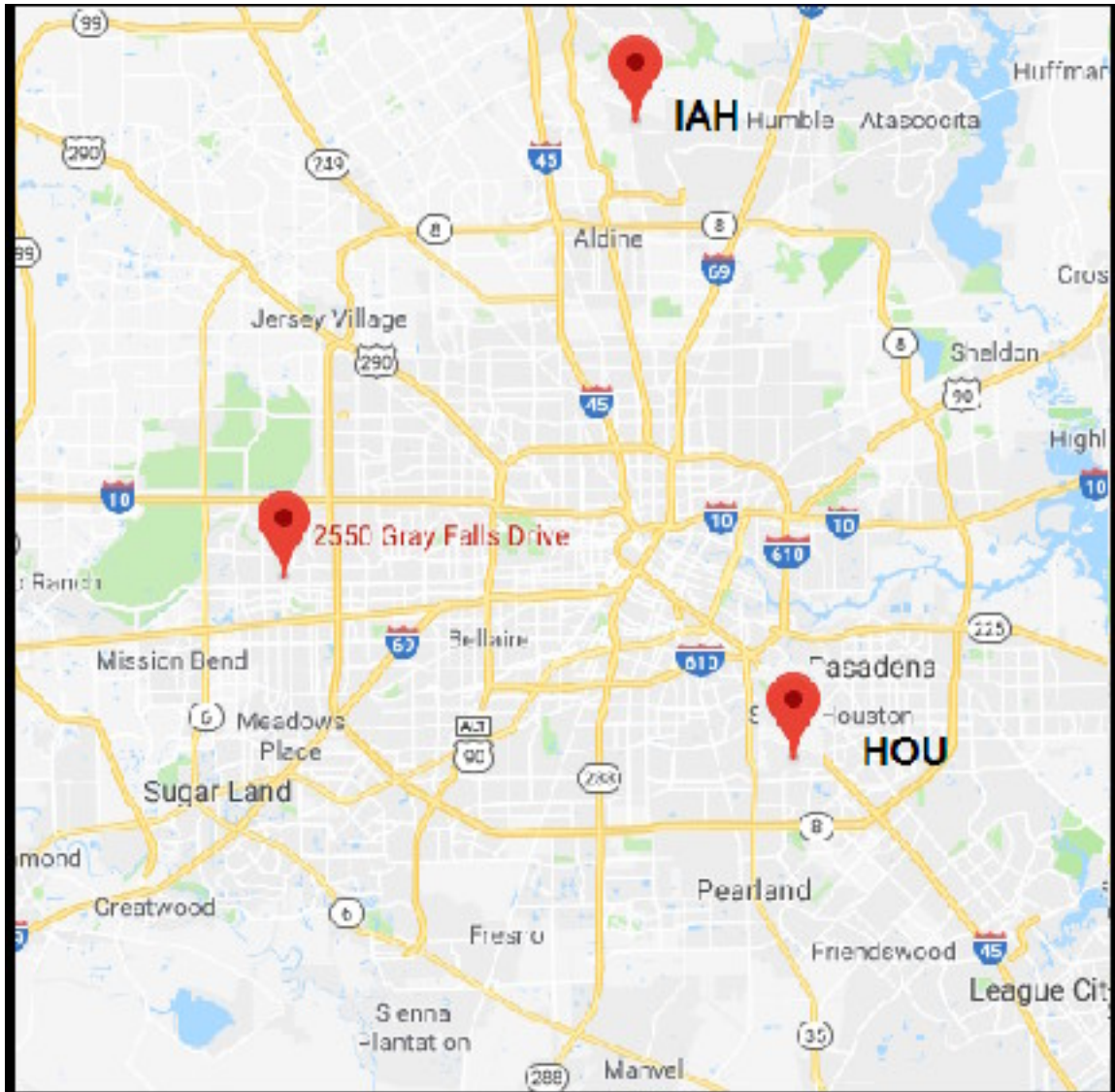
### **Taxi / Cab**

Yellow Cab (713-236-1111) approximate cab/taxi one-way fare from Bush IAH Airport and Hobby Airport is \$70.00 - \$90.00



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**Training location:**

**COMPANSOL**

2550 Gray Falls Drive, Suite 310

Houston TX 77077

Phone: 1-800-597-8204



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## **Directions:**

### **\* From George Bush IAH Airport**

Take John F Kennedy Blvd to Beltway 8; turn right on Beltway 8 West (Sam Houston Tollway); exit and turn right on Westheimer Rd; turn right on Gray Falls Drive; Compansol will be on your left.

Approximate Distance: 33.8 Miles

Approximate Driving Time: 55 minutes

### **\* From William P Hobby Airport**

Turn left (west) on Airport Blvd; turn left on SR-35 (Telephone Road); turn right on Beltway 8 (Sam Houston Tollway); exit and turn left on Westheimer Rd; turn right on Gray Falls Drive; Compansol will be on your left.

Approximate Distance: 32.1 Miles

Approximate Driving Time: 50 minutes

Contact Compansol at 1-800-597-8204, if you need directions from any other location/address.