

## **BLUMEN Web Training**

Compansol offers training sessions to all our customers at your office location through the convenience of the web. A Blumen trainer will conduct an in-depth training over the internet and phone for the benefit of your staff members. It is the most cost effective way to reduce the learning curve and to enhance productivity and maximize your return on investment.

Training is available as the schedule of the training personnel permits. Contact Compansol to verify availability.

Training session should not exceed 2 hours in duration for best results. Training can be divided into multiple 2 hours sessions if you will be placing an order for more than 2 hours in total.

All web training sessions will be recorded and a web link will be available to you for future use/view, free of charge. You have the option to opt-out of the recording, if needed.

We deliver a standard training course that is tailored to meet your day to day requirements. If you believe that the standard training does not meet your needs, we can deliver a completely customized course that addresses only issues critical to your project.

The cost for the training will be as follows:

\$ 250.00 per hour as a training fee billed to the customer, confirmed with a purchase order and the attached form signed by the Project Director.



# Compansol

*Computer Analysis & Solutions*

## BLUMEN Web Training Form

Contact Person \_\_\_\_\_

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

Program ☐TS ☐UB ☐EOC ☐VUB ☐UBMS ☐SSS ☐McNair ☐Other \_\_\_\_\_

University \_\_\_\_\_

Address \_\_\_\_\_

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

Phone ( ) \_\_\_\_\_ Fax ( ) \_\_\_\_\_

Email \_\_\_\_\_

Training Dates & Time \_\_\_\_\_

**\$250.00 / hour X \_\_\_\_\_ hour(s) = Total \$ \_\_\_\_\_**

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 \_\_\_\_\_

Note: All Services must be completed within 3 months from date of purchase.

## **BLUMEN Web Training Suggested Agenda**

**Please choose the topics that you want to include in your Training:**

- Two-Factor Authentication\*\*
- 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
- Adding Wallet Log\*\*
- 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 System Serial number
- Quick Change Wizard
- Quick Edit - Student Data
- Mass E mailing
- Mass Text Messaging\*\*
- BOLT (Student Self Check-In)\*\*
- BOT Form\*\*
- Set My Preferences
- Annual Performance Report (APR)
- Calculating 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
- 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)

**Additional topics you want to add:** \_\_\_\_\_

## **BLUMEN Web Training Setup**

### **1. BOT Setup**

- Each participant should have their own computer
- We need an additional computer for the trainer, connected to an LCD projector
- Microsoft Word and Excel needs to be installed on all computers
- Internet connection should be available on all computers
- A printer driver installed on all computers to preview the reports
- Speaker phone so everyone in the room can hear the trainer
- User should have admin rights on the training computer

### **2. PC Setup**

- Each participant should have their own computer
- We need an additional computer for the trainer, connected to an LCD projector
- Microsoft Word and Excel needs to be installed on all computers
- Internet connection should be available on all computers
- A printer driver installed on all computers to preview the reports
- Speaker phone so everyone in the room can hear the trainer
- Blumen Training demo installed on all computers
- User should have admin rights on the training computer

### **Notes:**

- If you need help with the Blumen Training demo install, please call 1-800-597-8204. Our support technicians are available for assistance.
- The above setup needs to be done at least a day before the training session.
- Each training session lasts 60-120 minutes with small breaks in between. The trainer will discuss the topics to be covered for each session.