



# Compansol

Computer Analysis & Solutions

## BLUMEN 10.0 Training Registration Form (Los Angeles, CA)

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

Program       SSS                               McNair

University \_\_\_\_\_

Address \_\_\_\_\_

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

Phone (        )                              FAX (        )

Email \_\_\_\_\_

**Training Dates:**    April 12<sup>th</sup> & 13<sup>th</sup>, 2017 (Wednesday & Thursday) for SSS & MCN at Los Angeles, CA.

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

**Name/s of Trainee/s:**

1. \_\_\_\_\_ 3. \_\_\_\_\_

2. \_\_\_\_\_ 4. \_\_\_\_\_

- ❖ I understand that no refunds or credits will be issued for reservations, once a training seat has been confirmed by Compansol.
- ❖ Any cancellation must be requested in writing and must be received by COMPANSOL before March 10<sup>th</sup>, 2017 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.

**Payment: Check One**                (Make all checks payable to COMPANSOL)

Total Amount: \_\_\_\_\_  Check Enclosed. Check # \_\_\_\_\_ PO # \_\_\_\_\_

Credit Card. Card# \_\_\_\_\_ Expires \_\_\_\_\_ CV2 code \_\_\_\_\_

Director's Signature \_\_\_\_\_ Date \_\_\_\_\_

**Note: Please reserve and confirm your training seat with COMPANSOL before you make any Travel Arrangements!**



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## SSS & MCN

### Training Schedule for 1<sup>st</sup> Day (Basic & Intermediate Session):

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
- ◆ Creating New User Accounts / Setting User Rights (Access-level)
- ◆ Browsing Student Data
- ◆ Adding New Student
- ◆ Using the Sidebars
- ◆ Adding Contact Log
- ◆ Customize User Choices
- ◆ Change Social Security Number
- ◆ Quick Change Wizard
- ◆ Running Reports, Labels, Graphs
- ◆ Generating the Annual Performance Report (APR)
- ◆ Calculating Prior-Experience (PE) Points
- ◆ Adding students to fiscal year, semester
- ◆ Copy APR Data from Previous Year
- ◆ Making a Backup of Data Files

### Training Schedule for 2<sup>nd</sup> Day (Advanced Session):

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-3:00pm **2<sup>nd</sup> Session**

**You will learn:**

- ◆ Using the Global Filter Screen
- ◆ Adding New Report / Label
- ◆ Adding New Excel Report
- ◆ Mail Merge with MS Word
- ◆ Adding Personalized Letters
- ◆ Mass E-mailing
- ◆ Managing Drop Down Lists
- ◆ Managing Activity/Services List
- ◆ National Student Clearing House Interface
- ◆ Unlimited Customized Fields
- ◆ Recalling a Deleted Student
- ◆ Quick Edit – Student Data
- ◆ Sending Message to Users
- ◆ Time Clock Manager

**Training Locations & Address:**

**Training Connection**

915 Wilshire Blvd  
Suite 1800 Los Angeles, CA 90017  
Phone Number: 888.815.0604

**Make all checks payable to:**

**COMPANSOL**

P.O. Box 821143, Houston, Texas 77282



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## Training location:

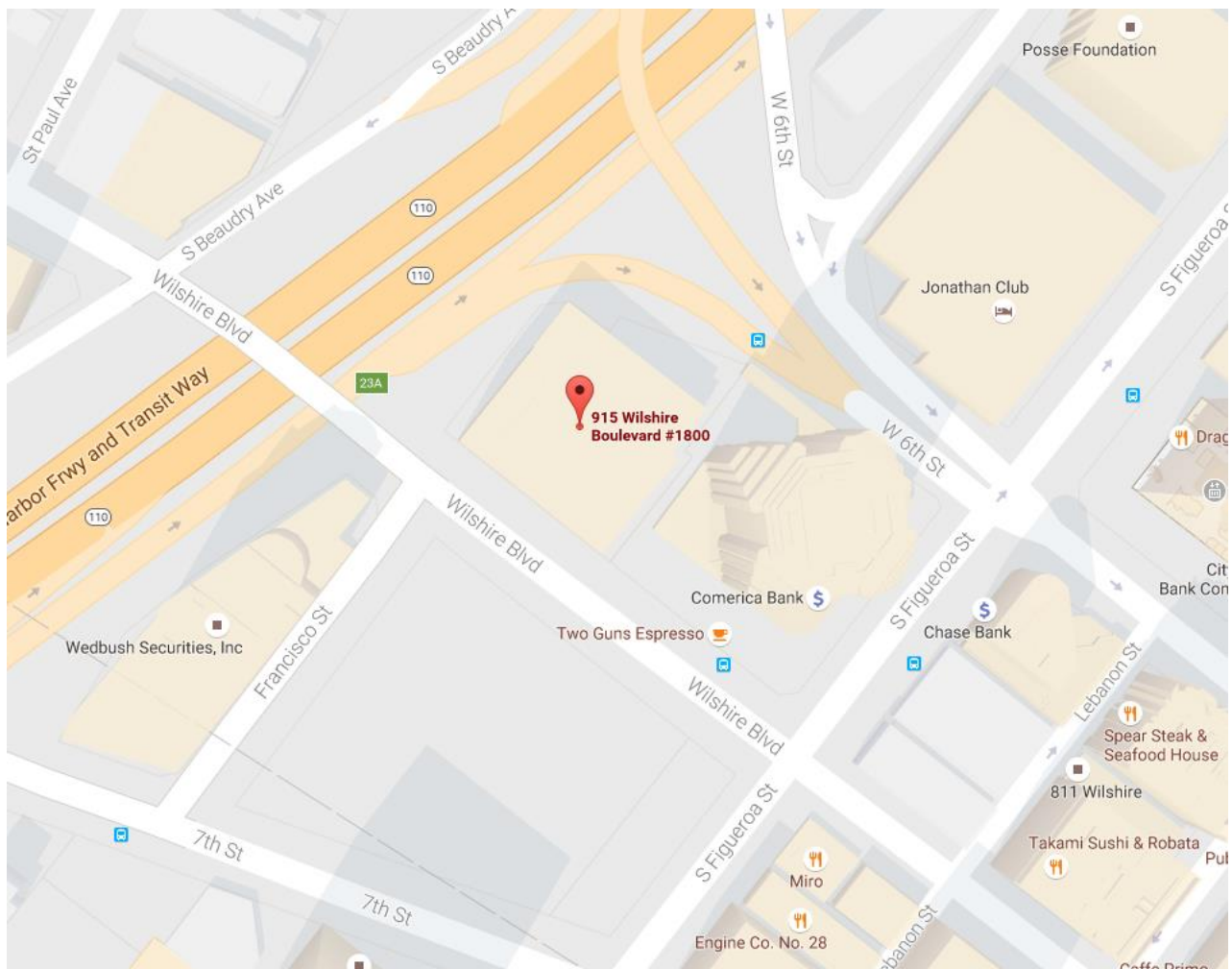
### **LA Training Center**

915 Wilshire Blvd

Suite 1800

Los Angeles, CA 90017

Phone: 888.815.0604





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## **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