



Compansol

Computer Analysis & Solutions

BLUMEN 10.0 Training Registration Form (Los Angeles, CA)

Program Director _____

Program UB UBMS VUB

University _____

Address _____

City _____ State _____ Zip _____

Phone () FAX ()

Email _____

Training Dates: April 10th & 11th, 2017 (Monday & Tuesday) for UB, UBMS & VUB 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 10th, 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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UB, UBMS, VUB

Training Schedule for 1st Day (Basic & Intermediate Session):

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
- ◆ 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
- ◆ Adding APR Subjects / Instructions
- ◆ Running Reports, Labels, Graphs
- ◆ Generating the Annual Performance Report (APR)
- ◆ Calculating Prior-Experience (PE) Points
- ◆ Upgrade to Next Fiscal Year
- ◆ Copy APR Data from Previous Year
- ◆ Making a Backup of Data Files

Training Schedule for 2nd Day (Advanced Session):

8:00am-8:30am **Registration** (Sign-In and distribution of workbooks)

8:30am-11:30am **1st Session**

11:30am-12:30pm **Lunch**

12:30pm-3:00pm **2nd 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, School / College List, Activity/Services List
- ◆ National Student Clearing House Interface
- ◆ Unlimited Customized Fields
- ◆ Recalling a Deleted Student
- ◆ Class Scheduling
- ◆ Adding Attendances / Stipends
- ◆ 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:

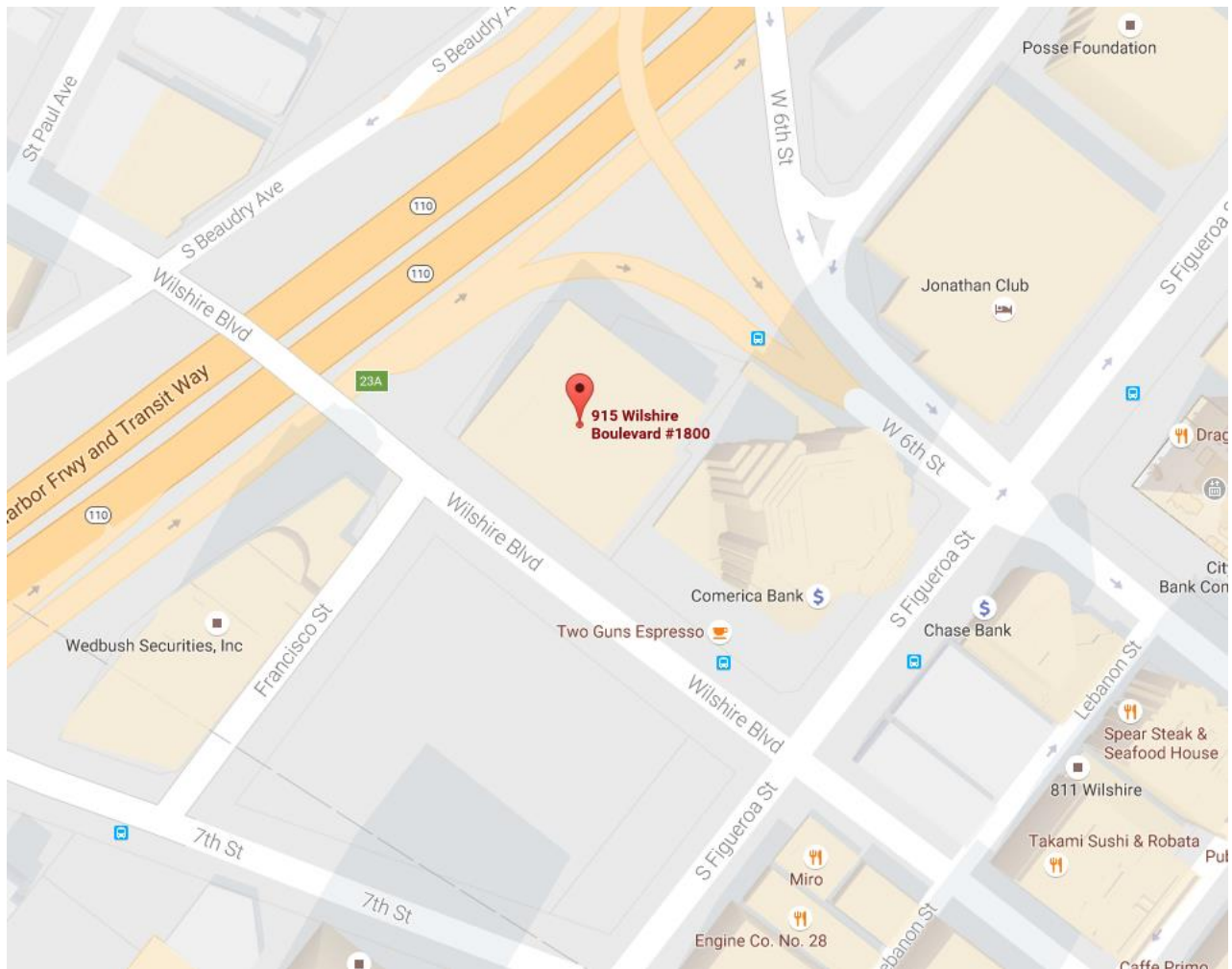
LA Training Center

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