



# Compansol

Computer Analysis & Solutions

## BLUMEN 10.0 Training Registration Form (Atlanta, GA)

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

Program       SSS                               McNair

University \_\_\_\_\_

Address \_\_\_\_\_

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

Phone (        )                              FAX (        )

Email \_\_\_\_\_

**Training Dates:**      August 1<sup>st</sup> & 2<sup>nd</sup>, 2017 (Tuesday & Wednesday) for SSS & MCN at Atlanta, GA.

**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 June 30<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:**

New Horizons Computer Learning Center  
53 Perimeter Center East Suite 185  
Atlanta, GA 30346  
Phone Number: 770-270-2000

**Make all checks payable to:**

**COMPANSOL**  
P.O. Box 821143, Houston, Texas 77282



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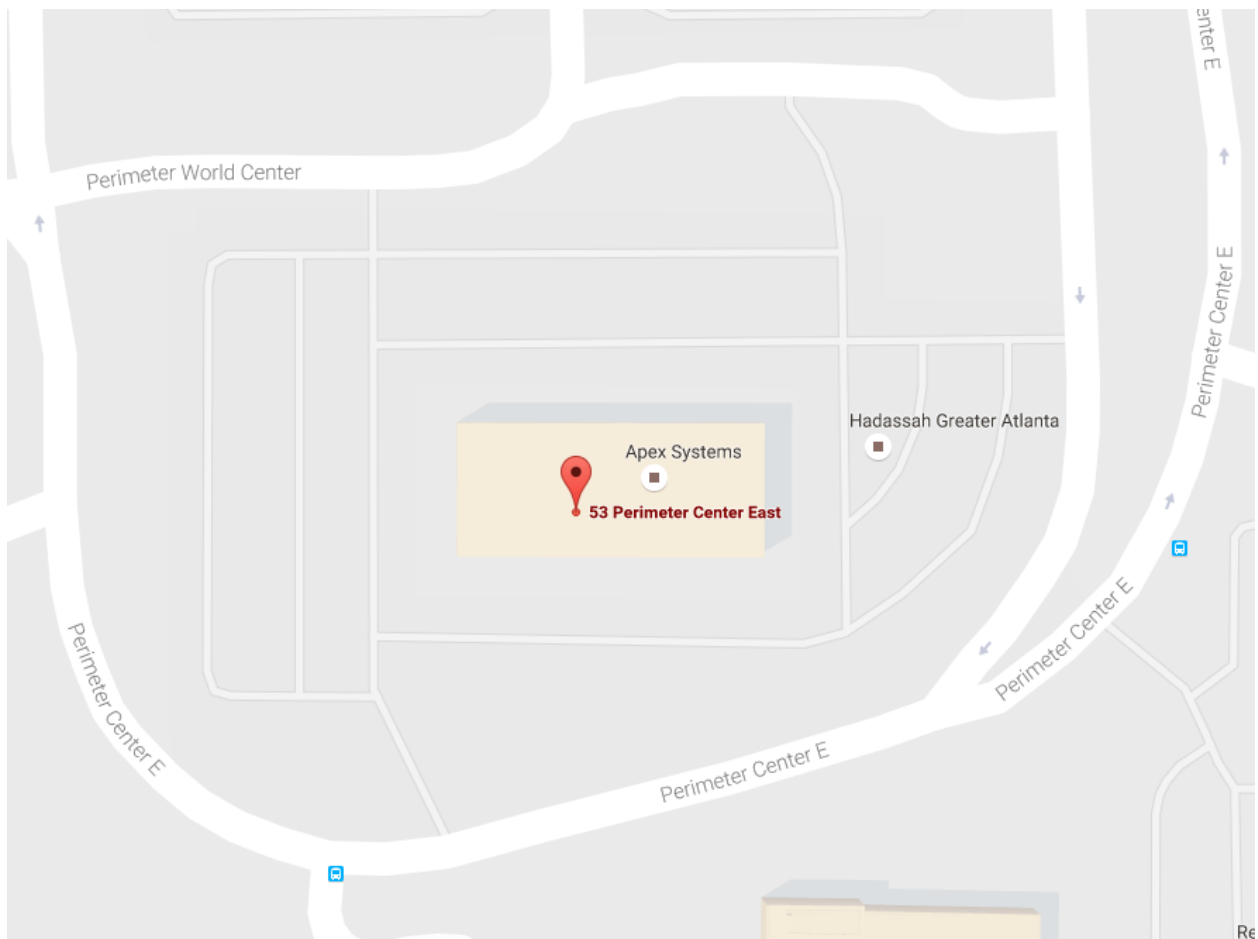
## Training location:

### ***New Horizons Atlanta***

53 Perimeter Center East Suite 185

Atlanta, GA 30346

Phone: 770-270-2000





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## **Area Hotel Information:**

### **Hilton Garden Inn Atlanta Perimeter Center**

1501 Lake Hearn Dr.  
NE, Atlanta, GA 30319  
1.2 miles from the facility

### **Hampton Inn**

4565 Ashford Dunwoody Road  
Atlanta, GA 30346  
0.8 miles from the facility

### **Staybridge Suites**

4601 Ridgeview Road  
Atlanta, GA 30338  
1.5 miles from the facility