



Compansol

Computer Analysis & Solutions

BLUMEN 10.0 Training Registration Form (Atlanta, GA)

Program Director _____

Program TS EOC

University _____

Address _____

City _____ State _____ Zip _____

Phone () FAX ()

Email _____

Training Dates: August 3rd & 4th, 2017 (Thursday & Friday) for TS & EOC 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 July 3rd, 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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TS & EOC

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 End Status
- ◆ Running Reports, Labels, Graphs
- ◆ Generating the Annual Performance Report (APR)
- ◆ Calculating Prior-Experience (PE) Points
- ◆ Upgrade to Next Fiscal 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
- ◆ 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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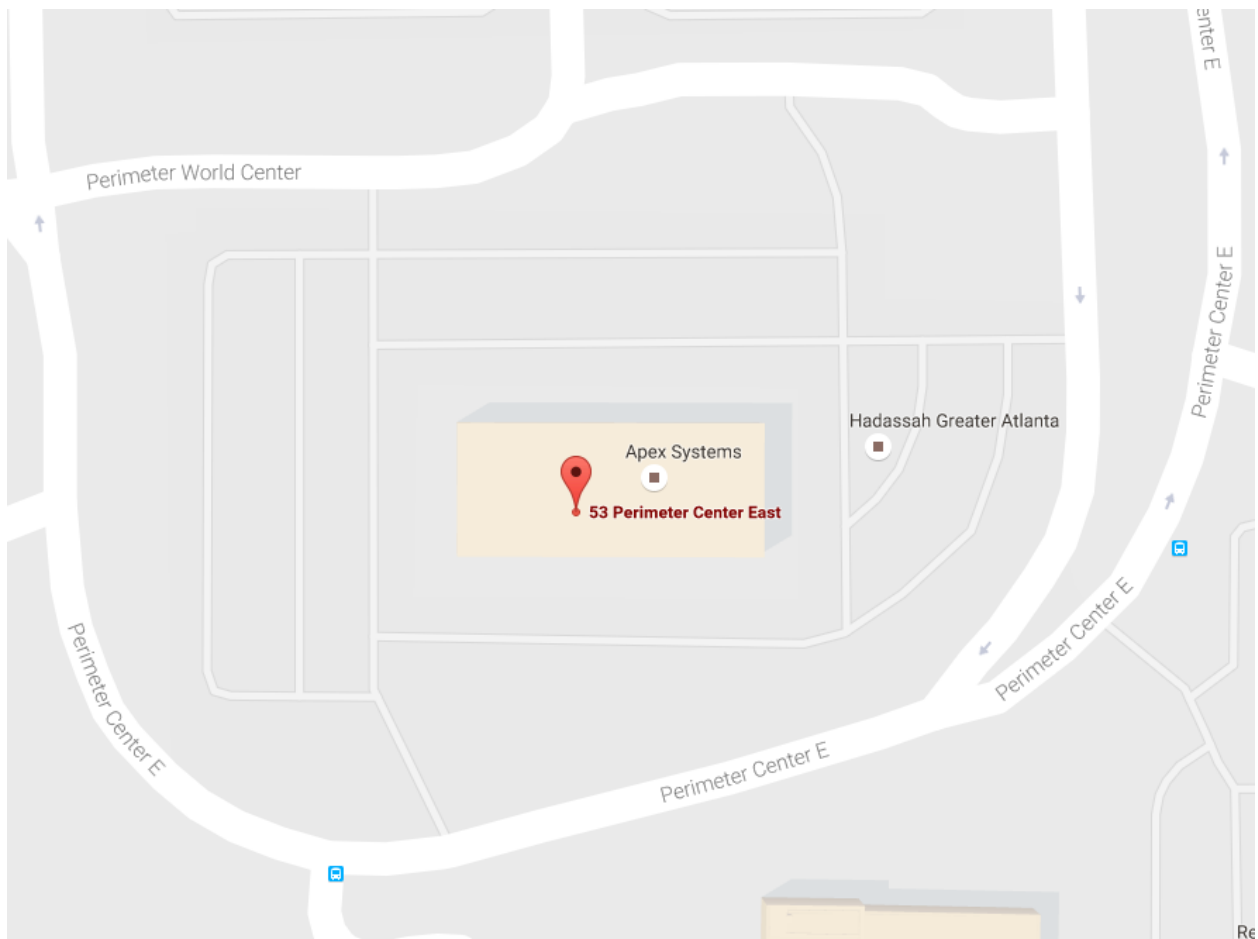
Training location:

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