



# Compansol

Computer Analysis & Solutions

## BLUMEN 10.0 Training Registration Form (Houston, TX)

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

Program       UB                               UBMS                               VUB

University \_\_\_\_\_

Address \_\_\_\_\_

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

Phone (        ) \_\_\_\_\_ FAX (        ) \_\_\_\_\_

Email \_\_\_\_\_

**Training Dates:**            August 7<sup>th</sup> & 8<sup>th</sup>, 2017 (Monday & Tuesday) for UB, UBMS & VUB at Houston, TX.

**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 7<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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## UB, UBMS, VUB

### 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
- ◆ 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 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, 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:**

**RAC HOUSTON**

1880 S. Dairy Ashford Road, Suite 220  
Ashford Crossing II (6 Stories Building)  
Houston TX 77077 Phone: 1-800-597-8204

**Make all checks payable to:**

**COMPANSOL**

P.O. Box 821143, Houston, Texas 77282



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Phone: 1-800-597-8204

## Area Hotel Information:

### **La Quinta Inn & Suites Houston Energy Corridor**

2451 Shadow View Lane  
Houston, TX 77077  
(281) 668-1068      [www.laquintahoustonenergycorridor.com](http://www.laquintahoustonenergycorridor.com)  
Distance is 1.0 miles from our facility

### **Courtyard by Marriott**

12401 Katy Freeway  
Houston TX 77079  
(281) 496-9090      [www.courtyard-houstonwest.com](http://www.courtyard-houstonwest.com)  
Distance is 2.6 miles from our facility

### **Hilton Garden Inn-Houston Energy Corridor**

12245 Katy Freeway, Houston, TX 77094  
Phone: (281) 531-0220      [www.houstonenergycorridor.hqi.com](http://www.houstonenergycorridor.hqi.com)  
Distance is 2.7 miles from our facility

## Transportation:

### **Airport Shuttle**

Super Shuttle (281-230-7275) charges \$ 40.00 for one-way fare between Bush IAH Airport & Hobby Airport the above hotels. **Prior-reservation is required.**

### **Taxi / Cab**

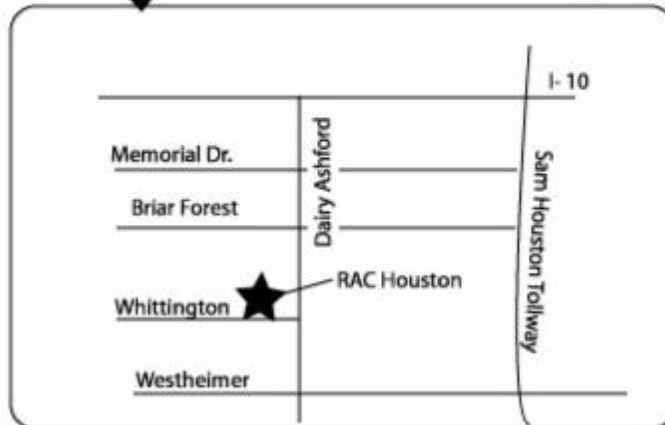
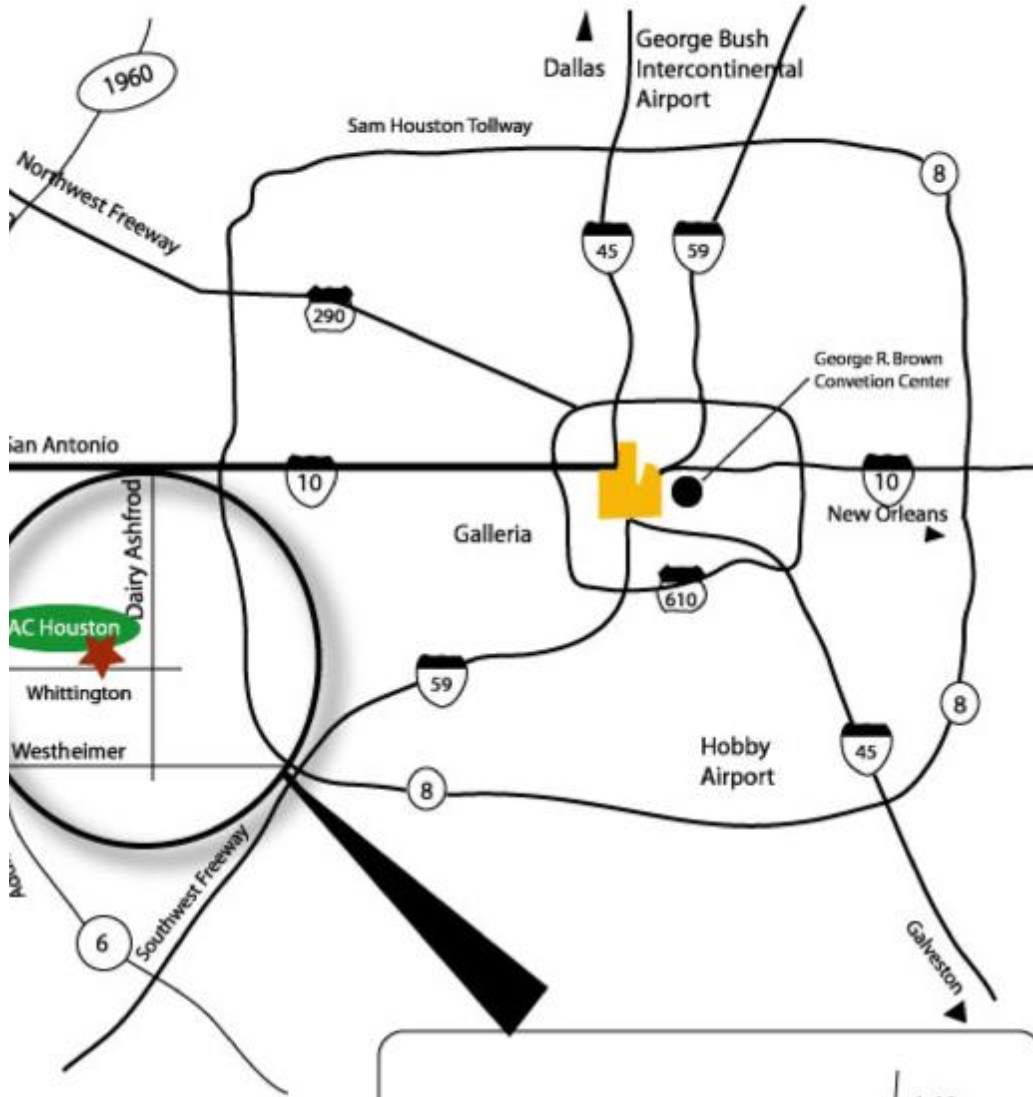
Yellow Cab (713-236-1111) approximate cab/taxi one-way fare from Bush IAH Airport and Hobby Airport is \$70.00 - \$90.00



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## Directions to RAC Houston





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### **RAC HOUSTON**

1880 S. Dairy Ashford Road, Suite 220  
Ashford Crossing II (6 Stories Building)  
Houston TX 77077  
Phone: 1-800-597-8204

## Directions:

### **\* From George Bush IAH Airport**

Take John F Kennedy Blvd to Beltway 8; turn right on Beltway 8 West (Sam Houston Tollway); exit and turn right on Briar Forest Dr; turn left on S Dairy Ashford Rd; turn right on Whittington Dr; RAC Houston will be on your right (Building - Ashford Crossing II, 6 stories building).

Approximate Distance: 33.8 Miles

Approximate Driving Time: 55 minutes

### **\* From William P Hobby Airport**

Turn left (west) on Airport Blvd; turn left on SR-35 (Telephone Road); turn right on Beltway 8 (Sam Houston Tollway); exit and turn left on Westheimer Rd; turn right on S Dairy Ashford Rd; turn left on Whittington Dr; RAC Houston will be on your right (Building - Ashford Crossing II, 6 stories building).

Approximate Distance: 32.1 Miles

Approximate Driving Time: 50 minutes

Contact Compansol at 1-800-597-8204, if you need directions from any other location/address.