



# Compansol

Computer Analysis & Solutions

## BLUMEN ONLINE (B.O.T.) Training Registration Form (Houston, TX)

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

Program       TS                               EOC

University \_\_\_\_\_

Address \_\_\_\_\_

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

Phone (        )                              FAX (        )

Email \_\_\_\_\_

**Training Dates:**      Feb 6<sup>th</sup> & 7<sup>th</sup>, 2017 (Monday & Tuesday) for TS & EOC 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 Jan 6<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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## 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
- User Roles
- Creating New User Accounts
- Browsing Student Data
- Adding New Students
- Using the Option Bar
- Adding End Status for a Group of Students (TS/EOC)
- Adding APR Subject/Instructions for a Group of Students (UB)
- Quick Change Wizard
- Change Social Security Number
- Adding Contact Log for Individual / Group of students
- Customize User Choices
- Adding log (Forms, Exams, Attendance) for Individual / Group of students
- Upgrade to Next Fiscal Year
- Generating the Annual Performance Report (APR)
- Calculating Prior-Experience (PE) Points
- Copy APR data from previous year
- Running Reports, Labels, Graphs

## 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 / Excel
- Mail Merge with MS Word
- Adding Personalized Letters
- Mass E-mailing
- Recalling a Deleted Student
- Managing Drop Down Lists / Custom Fields
- Managing School/College List (UB)
- Managing Activity/Services List
- National Student Clearing House Interface for Alumni Tracking
- Adding Attendances/Stipends (UB)
- Class Scheduling/Copy Classes from previous semester (UB)
- Using the Asset/Inventory Management
- Sending Message to Users / Reading your Messages
- 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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## Training location:

### **RAC HOUSTON**

1880 S. Dairy Ashford Road, Suite 220  
Ashford Crossing II (6 Stories Building)  
Houston TX 77077  
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**

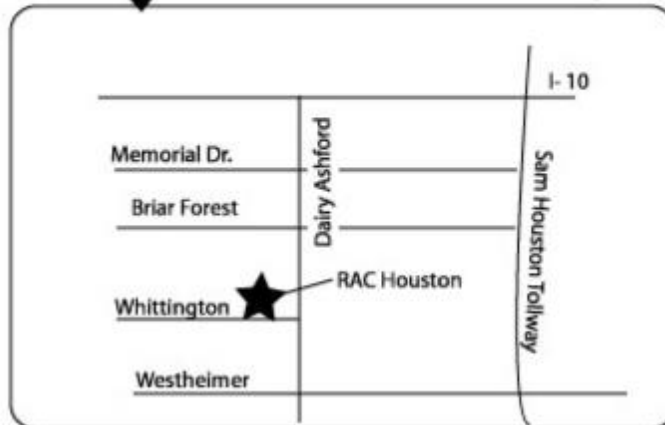
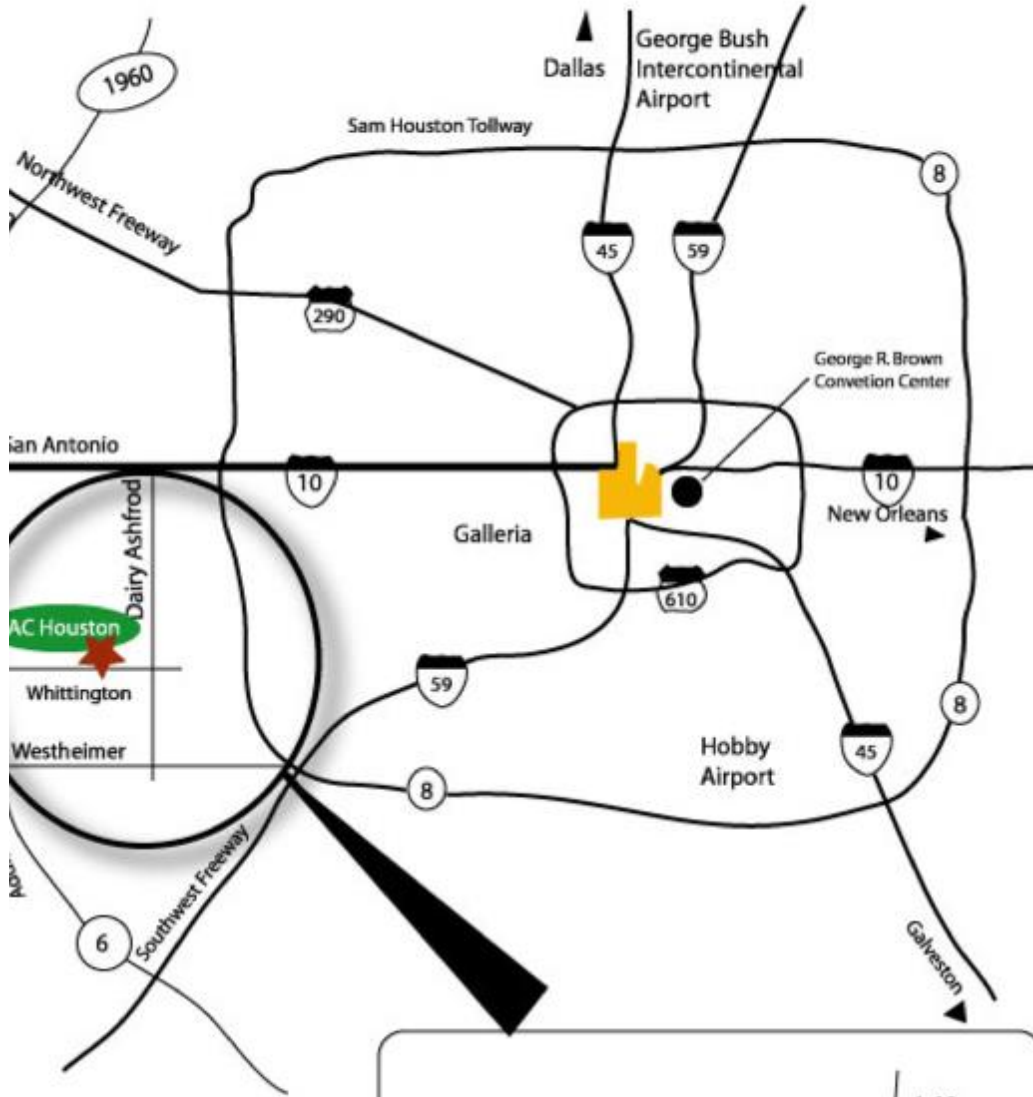
Yellow Cab (713-236-1111) approximate cab/taxi one-way fare from Bush IAH Airport and Hobby Airport is \$70.00 - \$90.00



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## Directions to RAC Houston





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## **Training location:**

### ***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.