



BLUMEN Online For Trio (BOT) Training Registration Form

Program Director _____

Program TS EOC

University _____

Address _____

City _____ State _____ Zip _____

Phone (____) _____ Fax (____) _____

Email _____

Training Dates: February 12th & 13th, 2018 (Monday & Tuesday) at Houston, TX

Training Cost: \$ 799.00 per person (Includes complimentary continental breakfast and lunch)

Training Locations & Address:

COMPANSOL
2550 Gray Falls Drive, Suite 310
Houston, TX 77077
Ph # 1-800-597-8204

Make all checks payable to:

COMPANSOL
P.O. Box 821143
Houston, Texas 77282
Ph # 1-800-597-8204

Name/s of Trainee/s:

1. _____ 3. _____

2. _____ 4. _____

- No refunds/ credits will be issued for reservations, once a training seat has been confirmed by Compansol.
- Any cancellation must be requested in writing and received by Compansol before **Jan. 5th, 2018** 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.
- Please reserve and confirm your training seat with COMPANSOL before you make any Travel Arrangements!

Check# _____ Purchase Order# _____

(please attach copy of PO)

Credit Card # _____ Exp. Date _____ CV2 Code _____

Name of Card Holder _____ Sign. of Card Holder _____

Email of Card Holder _____ Ph # of Card Holder _____

Director's Signature _____ Date _____ Promo Code _____



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BLUMEN Hands-On Training Agenda

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
- Making a Backup of Data Files*
- Creating New User Accounts
- Browsing Student Data
- Using the Sidebar
- Adding New Student
- Adding Contact Logs
- Adding Attendances
- Adding Stipends
- Class Scheduling
- Copying classes from previous semester
- Running Reports, Labels, Graphs
- Using Global Filters
- Adding New Report
- Adding New Report Label
- Understanding Data Dictionary
- Adding New Excel Report
- Mail Merge with MS Word
- Adding Personalized Letters
- Change Social Security number
- Quick Change Wizard
- Quick Edit - Student Data
- Mass E mailing
- Mass Text Messaging**
- Blumen Online Lab**
- Set My Preferences
- Generating the Annual Performance Report (APR)
- Running PE Points
- Adding End Status (TS and EOC only)
- Upgrade to Next Fiscal Year
- Adding Students to a Fiscal Year
- Copy APR data from previous year
- National Student Clearinghouse Interface for Alumni Tracking
- Managing Activity / Services List
- Managing School / College List
- Managing Drop Down Lists
- Managing Custom Fields
- Setting User Rights*
- Setting Roles**
- Asset/Inventory Management
- Sending Message to Users
- Reading your messages
- Time Clock Manager

* Blumen (PC version only)

** Blumen Online for Trio (BOT version only)



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Training location:

Compansol

2550 Gray Falls Drive, Suite 310
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
Distance is 1.0 miles from our facility

Courtyard by Marriott

12401 Katy Freeway
Houston TX 77079
(281) 496-9090 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.hgi.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:

*** 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 Westheimer Rd; turn right on Gray Falls Drive; Compansol will be on your left.

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 Gray Falls Drive; Compansol will be on your left.

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.