Compansol
Computer Analysis & Solutions

BLUMEN Houston Training Registration Form

Program Director / Contact Person_____

Program ❑TS ❑UB ❑EOC ❑VUB ❑UBMS ❑SSS ❑McNair ❑Other_____

Organization_____

Address_____

City_____State_____Zip_____

Phone_____Email_____

Training Dates (2 days):_____

Training Cost: **$ 999.00 per person** (Includes complimentary continental breakfast and lunch)

Training Locations & Address:	**Make all checks payable to:**
COMPANSOL	COMPANSOL
2550 Gray Falls Drive, Suite 310	P.O. Box 821143
Houston, TX 77077	Houston, Texas 77282
Ph # 1-800-597-8204	Ph # 1-800-597-8204

Name/s of Trainee/s:

1._____ 2._____

3._____ 4._____

- Minimum 4 people required.
- No refunds/ credits will be issued for reservations once a training seat has been confirmed by COMPANSOL.
- COMPANSOL reserves the right to cancel the training. In such an event you will be notified at least 5 Business days in advance. The training cost received by COMPANSOL will be refunded (We are not responsible of any additional expenses due to cancellation i.e. travel, lodging etc.).
- Please reserve and confirm your training seat with COMPANSOL before you make any Travel Arrangements!

Check#_____ACH_____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_____Amount_____

Director's Signature_____Date_____Promo Code_____

BLUMEN Training Agenda

Please choose your topics from below:

- Accessing and logging in to Blumen
- Overview of Command Center
- Making a Backup of the Database*[1]
- Setting Current Fiscal Year Preferences[1]
- Adding/Managing User Accounts[1]
- Setting Roles/Permissions for Users**[1]
- Adding New Staff Members[1]
- Accessing Student Information
- Adding New Students
- Entering Student Information (APR and non-APR)
- Adding Contacts (Ex.: Case notes, Contact notes)
- Adding Contacts in Bulk
- Adding Wallet Logs (Upload documents to student profiles)**
- Adding Attendance/Stipend Logs (UB and UBMS)
- Adding Exam Logs (Track test scores)
- Adding Notes
- Class Scheduling (Track student classes /print schedules)
- Copying classes from previous semester
- Courses/GPA's (Track cumulative semester GPA's)
- Running Reports, Labels, Graphs
- Creating Custom Reports
- Creating Custom Labels

- Mail Merge with MS Word
- Creating Personalized Letters
- Change Students' System Serial Number
- Updating Student Fields in Bulk
- E-Mails in Bulk
- Text Messaging in Bulk**
- BOLT (Student Check-In for services)**
- BOT Forms (Online fillable forms /applications)**
- Preparing APR for Submission
- Copy APR data from previous year
- National Student Clearinghouse Interface (Import tracking info from NSCH)
- Calculating Program Objectives (APR)
- Adding/Clearing End Status in Bulk (TS and EOC only)
- Roll Over Database to Next Fiscal Year[1]
- Managing Activities Services List[1]
- Managing School / College List[1]
- Managing Drop Down Lists[1]
- Creating Your Own Custom Fields
- Asset/Inventory Management (Log/track student loaned items)
- Navigating My Home (User settings, Favorites, sending/receiving user messages)

* Blumen (PC version only)
** Blumen Online for TRIO (BOT version only)

[1]*: Please note these topics **MAY** only be relevant to the Director or Administrator of the database. These are functions that are not accessed very often by general staff members; however, you may want to cover them for their benefit if it applies to them.*