



# Compansol

Computer Analysis & Solutions

## BLUMEN Online For Trio (BOT) Training Registration Form

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

Program  SSS  McN

University \_\_\_\_\_

Address \_\_\_\_\_

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

Phone (\_\_\_\_) \_\_\_\_\_ Fax (\_\_\_\_) \_\_\_\_\_

Email \_\_\_\_\_

**Training Dates: June 13<sup>th</sup> & 14<sup>th</sup>, 2018 (Wednesday & Thursday) at Chicago, IL**

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

**Training Locations & Address:**

Training Connections  
230 W Monroe Street, Suite 610  
Chicago, IL 60606  
Ph # (312)698-4475

**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 **May 4<sup>th</sup>, 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	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
- 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)



## Chicago Training Center

230 W Monroe Street, Suite 610  
Chicago, IL 60606  
Tel: (312)698-4475

## Recommended Hotels

Training Connection has an associate membership with the Club Quarters (Central Loop) Hotel.

Room rates (excl taxes) as follows:

Club room - \$182

Standard room - \$197

This hotel is located 4 blocks away from our training center.

To book visit - <https://www.clubquarters.com> (enter password "TRAININGCONNECTION" )

Other hotels to consider include

La Quita Inn & Suites Chicago Downtown (closest to our training center)

W Chicago City Center

Both these hotels can be booked on [www.hotels.com](http://www.hotels.com)

## Parking:

There are several public parking bays located within easy walking distance of our training facility (see map above). These can be located at:

- Corner of Wells and Monroe.
- Corner of Wells and Madison.

## Trains:

### CTA - Blue and Red Lines - Monroe Station

Walk approximately 4 blocks west on Monroe Street to Franklin Street.

### CTA - Orange, Pink, Purple and Brown Lines - Quincy station

Walk approximately 1.5 blocks north on Wells Street, turn left (west) on Monroe Street, and go to corner of Franklin Street.

### CTA - Green Line

Swap at Clark for Blue line or Roosevelt for Orange line.

### Metra - Union Station

Walk 3 blocks east on West Adams (Crossing River). Turn left (North) on Franklin and walk 1 block to Monroe Street.



## Location Map:



## Directions:

We are located on the corner of W Monroe and Franklin Street in Downtown Chicago. [The building's main entrance is in Franklin Street.]

### By Car

#### From the North

Take I-90/94 South (Kennedy Expressway) to Monroe East exit.

#### From the South

Take I-90/94 North to Monroe East exit.

#### From the West

Take I-290 East (Eisenhower Expressway) and exit at Wacker/Franklin.