



Compansol

Computer Analysis & Solutions

BLUMEN ONLINE (B.O.T.) Training Registration Form (Las Vegas, NV)

Program Director _____

Program SSS McNair

University _____

Address _____

City _____ State _____ Zip _____

Phone () FAX ()

Email _____

Training Dates: **May 3rd & 4th, 2017 (Wednesday & Thursday) for SSS & MCN at Las Vegas, NV.**

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 Apr 3rd, 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 1st Day (Basic & Intermediate Session):

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
- 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 2nd Day (Advanced Session):

8:00am-8:30am **Registration** (Sign-In and distribution of workbooks)

8:30am-11:30am **1st Session**

11:30am-12:30pm **Lunch**

12:30pm-3:00pm **2nd 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:

New Horizon Las Vegas
7674 W. Lake Mead Blvd
Suite 250
Las Vegas, NV 89128 (702)-214-3910

Make all checks payable to:

COMPANSOL, P.O. Box 821143, Houston, Texas 77282



Cross-streets: N. Buffalo Dr. & W. Lake Mead Blvd.

Phone: (702) 214 – 3910

www.nhlasvegas.com

Questions: Sales@nhlasvegas.com



Airport Information

▪ Directions from the Airport to New Horizons

- Take ramp Paradise Rd to I-215 / I-15 (1.4 mi.)
- Take Las Vegas exit on I-215 W (1.5mi)
- Take exit # 12A / Las Vegas onto I-15N (7.8 mi.)
- Exit # 42A / Reno / Martin L King Blvd. onto US 95N (6.8 mi.)
- Exit # 82B / Rainbow N / Lake Mead Blvd. W (.1 mi.)
- Right fork onto W Lake Mead Blvd. (1.3 mi.)
- Arrive SummerGate Center (on right-hand side) keep going forward to see New Horizons building

Approximately 30 minutes from the airport

Local Hotels

JW Marriot Resort / Rampart Casino

- www.rampartcasino.com
- Phone: 702.869.7777 or 877.869.8777
- Location: 221 N. Rampart Blvd.
Las Vegas, NV 89145

Suncoast Casino and Hotel

- www.suncoastcasino.com
- Phone: 702.636.7111 or 877.677.7111
- Location: 9090 Alta Dr.
Las Vegas, NV 89145

Red Rock Hotel and Casino

- www.redrocklasvegas.com
- Phone: 702.797.7777 or 866.747.7773
- Location: 11011 W. Charleston
Las Vegas, NV 89135

Hampton Inn Las Vegas / Summerlin

- www.hamptoninn.hilton.com
- Phone: 702.360.5700 or
- Location: 7100 Cascade Valley Court
Las Vegas, NV 89129

 **Nearby Restaurants**

- | | | | |
|-------------------|---|------------------|---|
| ▪ McDonald's |  | ▪ Osaka |  |
| ▪ Samurai Sam's |  | ▪ Baja Fresh |  |
| ▪ Buca Di Beppo |  | ▪ Chili's |  |
| ▪ Jack in the Box |  | ▪ Whole Foods |  |
| ▪ Taco Bell |  | ▪ Create Burgers |  |
| ▪ Einstein Bagels |  | ▪ Smash Burger |  |
| ▪ Starbucks |  | ▪ Which Wich |  |

 **Possible Transportation**

- ANLV Cab – 702.643.1041 (reservations must be made at least 2 hours ahead of time)
- Vegas Western Cab – 702.736.6121
- Desert Cab – 702.688.6000
- Gray Line Tours – 702.739.5700
- On Demand Sedan & Limousines – 702.876.2222
- Bell Transportation (Limousines, sedans, SUVs, Party Coaches) – 702.739.7990

www.taxifarefinder.com

Taxis may take from 30 minutes to 1.5 hours

NOTE: If you are sensitive to A/C, we recommend you bring a sweater or jacket.

[DISCLAIMER] These are not recommendations – strictly informational. Feel free to explore other options.