



Compansol

Computer Analysis & Solutions

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

Program Director _____

Program UB UBMS VUB

University _____

Address _____

City _____ State _____ Zip _____

Phone () _____ FAX () _____

Email _____

Training Dates: October 18th & 19th, 2017 (Wednesday & Thursday) for UB, UBMS & VUB 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 Sept 18th, 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!

Training Schedule for 1st Day (Basic & Intermediate Session):



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8:00am-8:30am
8:30am-11:30am
11:30am-12:30pm
12:30pm-4:00pm
You will learn:

Registration (Sign-In and distribution of workbooks)

1st Session

Lunch

2nd Session

- 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:

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

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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
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

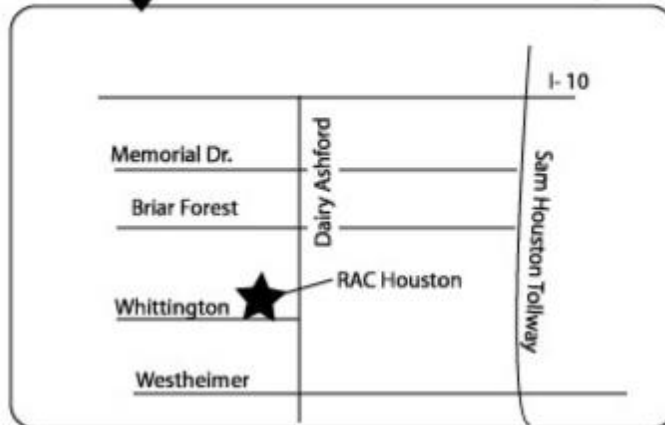
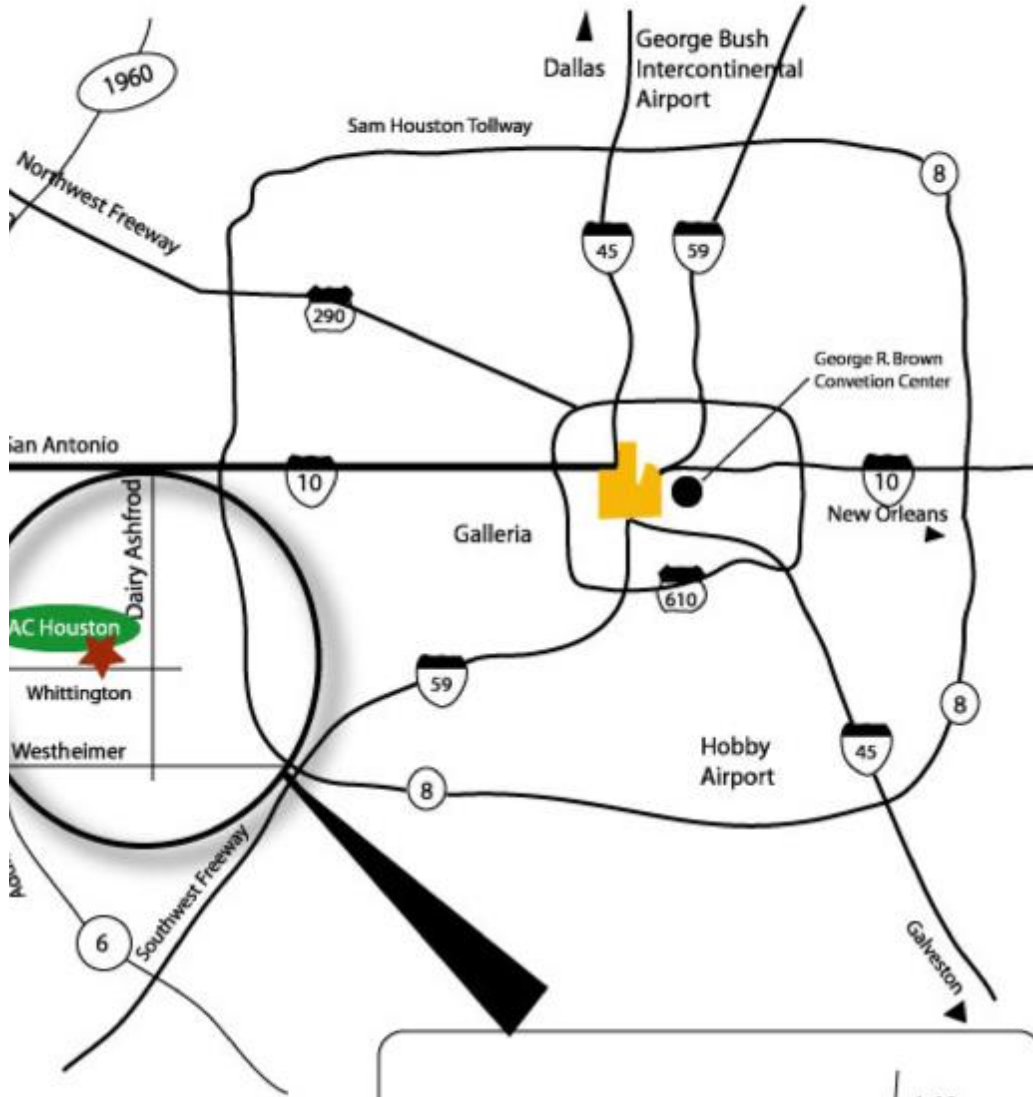
Yellow Cab (713-236-1111) approximate cab/taxi one-way fare from Bush IAH Airport and Hobby Airport is \$70.00 - \$90.00



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Directions 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.