

## **BLUMEN On-Site Training**

Compansol offers instructor-led on-site training classes to all our customers. It is a great way to reduce the learning curve and to enhance productivity and maximize your return on investment.

1. Training is available as the schedule of the training personnel permits. Contact Compansol to verify availability.
2. There would be an intensive 4 to 6 hours daily training session (regular training hours are from 9:00 AM to 4:00 PM) where the instructor will explore and show some basic and advanced features of Blumen. We deliver a standard training course tailoring content to meet your day to day requirements. Or we can deliver a completely customized course that addresses only issues critical to your project.
3. The customer may arrange for a computer classroom setup (The trainees will benefit more if they have access to individual computers).
4. The number of participants for training session is limited to 10. Contact Compansol for special arrangements.
5. The trainer can assist you setting up Blumen on Laptops, PCs, or a network environment if needed and/or check the status of your data to advise of possible problems or to suggest data input techniques. Note that additional time will be required to accomplish these tasks.
6. The on-site Training Setup check list and the participant list should be faxed to Compansol at least 1 week prior to the training.

The cost for the training will be as follows:

- \$2795.00 for 1 day as a training fee billed to the customer, confirmed with a purchase order and the attached form signed by the Project Director.
- \$3995.00 for 2 days as a training fee billed to the customer, confirmed with a purchase order and the attached form signed by the Project Director.
- \$5995.00 for 3 days as a training fee billed to the customer, confirmed with a purchase order and the attached form signed by the Project Director.
- The pricing includes travel and accommodation for the trainer (Airfare, Car rental, Boarding & Lodging).
- If Compansol is required to provide a LCD projector a charge of \$250.00 will be applied. Note: This does not include a projection screen.



## BLUMEN On-Site Training Verification Form

Contact Person \_\_\_\_\_

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

Program     TS    UB    EOC    VUB    UBMS    SSS    McNair    Other \_\_\_\_\_

University \_\_\_\_\_

Address \_\_\_\_\_

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

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

Email \_\_\_\_\_

Training Date(s): \_\_\_\_\_

Check one:

- Yes, we are interested in a One Day on-site training for my staff, counselors and administrators. We will pay \$2795.00 for the one day as training fee.
- Yes, we are interested in the Two Days on-site training for my staff, counselors and administrators. We will pay \$3995.00 for the two days as training fee.
- Yes, we are interested in the Three Days on-site training for my staff, counselors and administrators. We will pay \$5995.00 for the three days as training fee.

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 \_\_\_\_\_

## **BLUMEN On-Site Training Setup**

### **Computer Classroom Setup**

The trainees will benefit more if they have access to individual computer. One computer should be reserved for the trainer.

Note: The computer classroom may have standalone computers. A network setup is not required.

### **Blumen - Demo Version CD (Standalone setup) ( For Blumen PC only)**

The Blumen demo version CD should be installed on each one of the computers to be used by the participants and the trainer (Demo CD provided By Compansol).

### **Additional Software & Peripherals**

#### **1. BOT Setup**

- Each participant should have their own computer
- We need an additional computer for the trainer, connected to an LCD projector
- Microsoft Word and Excel needs to be installed on all computers
- Internet connection should be available on all computers
- A printer driver installed on all computers to preview the reports
- Speaker phone so everyone in the room can hear the trainer
- User should have admin rights on the training computer

#### **2. PC Setup**

- Each participant should have their own computer
- We need an additional computer for the trainer, connected to an LCD projector
- Microsoft Word and Excel needs to be installed on all computers(For graphs, reports and mail merge)
- Internet connection is not necessary but highly suggested for full use of the demo
- A printer driver installed on all computers to preview the reports
- Speaker phone so everyone in the room can hear the trainer
- Blumen Training demo installed on all computers
- User should have admin rights on the training computer

### **Others**

Provide a copy of any printed materials that you may want to discuss with the trainer, i.e. forms that you use and want to know how to input into Blumen, report formats that you may want to generate from Blumen (custom reports), Etc.

Provide the number of participants and participants list so we can deliver the correct number of training manuals and training certificates.