



# Compansol

Computer Analysis & Solutions

## BLUMEN ONLINE (B.O.T.) Training Registration Form (Chicago, IL)

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

Program     UB                                     UBMS                                     VUB

University \_\_\_\_\_

Address \_\_\_\_\_

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

Phone (        )                                    FAX (        )

Email \_\_\_\_\_

**Training Dates:**    September 20<sup>th</sup> & 21<sup>st</sup>, 2017 (Wednesday & Thursday) for UB, UBMS & VUB at Chicago, IL.

**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 August 18<sup>th</sup>, 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 1<sup>st</sup> Day (Basic & Intermediate Session):

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
- 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 2<sup>nd</sup> Day (Advanced Session):

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-3:00pm       **2<sup>nd</sup> 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:**

### **Training Connections**

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

**Make all checks payable to:**

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



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## 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:

### Mar 18 - Nov 17

Club room - \$182  
Standard room - \$197

### Nov 18 - Mar 17

Club room - \$134  
Standard room - \$149

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)



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## **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.

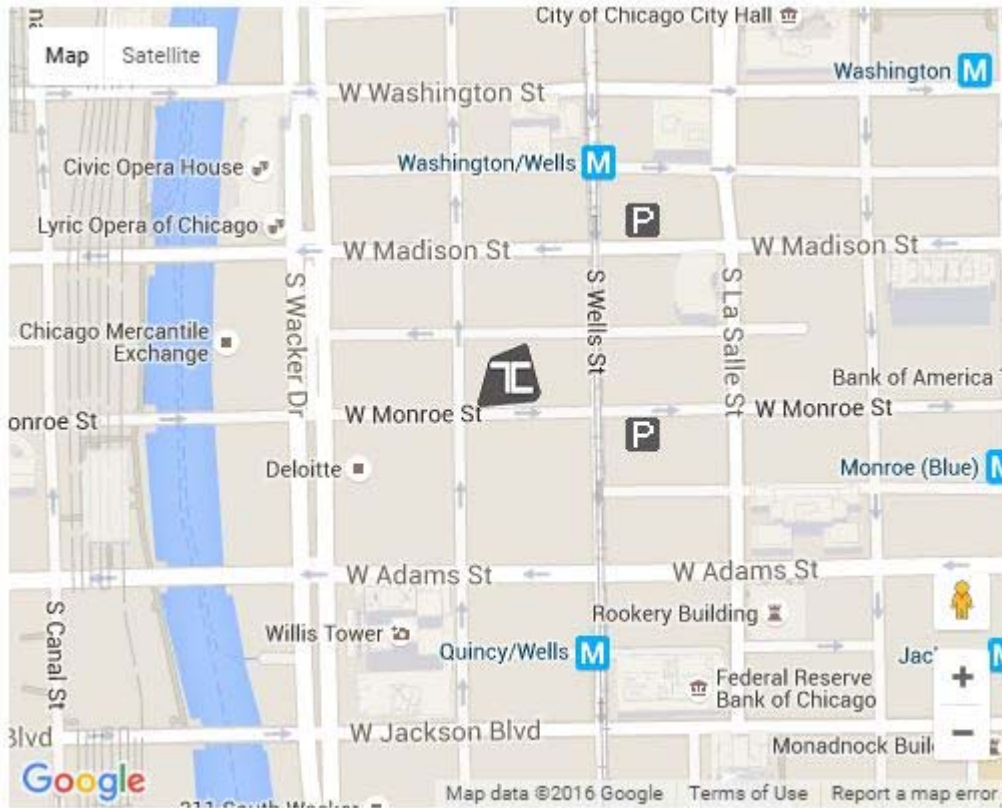
### **CTA - Green Line**

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.