



*Compansol*  
Computer Analysis & Solutions

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## **BLUMEN Web Training**

Compansol offers training sessions to all our customers at your office location through the convenience of the web. A Blumen trainer will conduct an in-depth training over the internet and phone for the benefit of your staff members. It is the most cost effective way to reduce the learning curve and to enhance productivity and maximize your return on investment.

Training is available as the schedule of the training personnel permits. Contact Compansol to verify availability.

We recommend that training session should not exceed 2 hours in duration for best results. Training can be divided into multiple 2 hours sessions if you will be placing an order for more than 2 hours in total.

We deliver a standard training course that is tailored to meet your day to day requirements. If you believe that the standard training does not meet your needs, we can deliver a completely customized course that addresses only issues critical to your project.

The cost for the training will be as follows:

\$ 250.00 per hour as a training fee billed to the customer, confirmed with a purchase order and the attached form signed by the Project Director.



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## BLUMEN Web Training Form

Contact Person \_\_\_\_\_  
Program Director \_\_\_\_\_  
Program TS UB EOC VUB UBMS SSS McNair Other \_\_\_\_\_  
University \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zipcode \_\_\_\_\_  
Phone ( ) \_\_\_\_\_ Fax ( ) \_\_\_\_\_  
Email \_\_\_\_\_  
Training Dates & Time \_\_\_\_\_

**\$250.00 / hour X \_\_\_\_\_ hour(s) = Total \$ \_\_\_\_\_**

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 Web Training Suggested Agenda

Please choose the topics that you want to include in your On-Site Training:

- |   |   |
|---|---|
| <input type="checkbox"/> Navigating around BLUMEN               | <input type="checkbox"/> Mass E mailing   |
| <input type="checkbox"/> Setting System Preferences             | <input type="checkbox"/> Mass Text Messaging**  |
| <input type="checkbox"/> Making a Backup of Data Files*         | <input type="checkbox"/> Blumen Online Lab**  |
| <input type="checkbox"/> Creating New User Accounts             | <input type="checkbox"/> Set My Preferences   |
| <input type="checkbox"/> Browsing Student Data                  | <input type="checkbox"/> Generating the Annual Performance Report (APR)               |
| <input type="checkbox"/> Using the Sidebar                      | <input type="checkbox"/> Running PE Points  |
| <input type="checkbox"/> Adding New Student                     | <input type="checkbox"/> Adding End Status (TS and EOC only)                          |
| <input type="checkbox"/> Adding Contact Logs                    | <input type="checkbox"/> Upgrade to Next Fiscal Year                                  |
| <input type="checkbox"/> Adding Attendances                     | <input type="checkbox"/> Adding Students to a Fiscal Year                             |
| <input type="checkbox"/> Adding Stipends                        | <input type="checkbox"/> Copy APR data from previous year                             |
| <input type="checkbox"/> Class Scheduling                       | <input type="checkbox"/> National Student Clearinghouse Interface for Alumni Tracking |
| <input type="checkbox"/> Copying classes from previous semester | <input type="checkbox"/> Managing Activity / Services List                            |
| <input type="checkbox"/> Running Reports, Labels, Graphs        | <input type="checkbox"/> Managing School / College List                               |
| <input type="checkbox"/> Using Global Filters                   | <input type="checkbox"/> Managing Drop Down Lists                                     |
| <input type="checkbox"/> Adding New Report                      | <input type="checkbox"/> Managing Custom Fields                                       |
| <input type="checkbox"/> Adding New Report Label                | <input type="checkbox"/> Setting User Rights*   |
| <input type="checkbox"/> Understanding Data Dictionary          | <input type="checkbox"/> Setting Roles**  |
| <input type="checkbox"/> Adding New Excel Report                | <input type="checkbox"/> Asset/Inventory Management                                   |
| <input type="checkbox"/> Mail Merge with MS Word                | <input type="checkbox"/> Sending Message to Users                                     |
| <input type="checkbox"/> Adding Personalized Letters            | <input type="checkbox"/> Reading your messages  |
| <input type="checkbox"/> Change Social Security number          | <input type="checkbox"/> Time Clock Manager   |
| <input type="checkbox"/> Quick Change Wizard                    |   |
| <input type="checkbox"/> Quick Edit - Student Data              |   |

\* Blumen (PC version only)

\*\* Blumen Online for Trio (BOT version only)

Additional topics you want to add: \_\_\_\_\_



## **BLUMEN Web Training Setup**

### **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
- 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
- Blumen Training demo installed on all computers
- User should have admin rights on the training computer

### **Notes:**

- If you need help with the Blumen Training demo install, please call 1-800-597-8204. Our support technicians are available for assistance.
- The above setup needs to be done at least a day before the training session.
- Each training session lasts 60-120 minutes with small breaks in between. The trainer will discuss the topics to be covered for each session.