



Compansol
Computer Analysis & Solutions

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.



Web Training Form

Contact Person _____

Project Director _____

Program TS UB EOC VUB UBMS SSS McNair Other _____

University/College _____

Address _____

City _____ State _____ Zip _____

Phone (_____) _____ Fax (_____) _____

Email Address: _____

Training Date(s): _____

Training Time(s): _____

\$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 _____ Promotion Code _____



Web Training Suggested Agenda

Please choose the topics that you want to include in your web-training:

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

Additional topics you want to add: _____

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.