

## BLUMEN WEB TRAINING

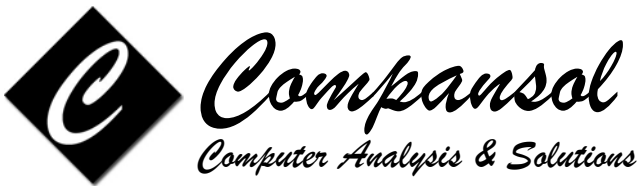
Compansol offers training sessions to all our customers at your office location through the convenience of the web. BLUMEN trainer will conduct in-depth training over the internet & phone for the benefit of your staff members. It is the most cost effective way to reduce the learning curve and to enhance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

1. Training is available as the schedule of the training personnel permits. Contact Compansol to verify availability.
2. We recommend that training session should not exceed 90 minutes in duration for best results. Training can be divided into multiple 90 minutes sessions.

We deliver a standard training course tailoring contents to meet your day to day requirements. Or 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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## WEB TRAINING VERIFICATION FORM

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

University Name: \_\_\_\_\_

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

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

Training Date: \_\_\_\_\_

Please check:

Yes, we are interested in web training for my staff, counselors and administrators.

**Training Cost:**  \$ 250.00 per hour

Please check one:

Check Enclosed.

Purchase Order Enclosed.

Credit Card

Credit Card # \_\_\_\_\_ Expiration Date: \_\_\_\_\_ CV2 Code: \_\_\_\_\_

Signature of Card Holder: \_\_\_\_\_ Amount: \_\_\_\_\_

Director's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Promotion Code: \_\_\_\_\_

## WEB TRAINING AGENDA

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

### 1st Session (Basic Introduction to Blumen)

YES

1.  Navigating around BLUMEN
2.  Using the Ratio Meters
3.  Setting System Preferences
4.  Creating New User Accounts
5.  Browsing Student Data / Using the Sidebar
6.  Adding New Student
7.  Adding Contact Log
8.  Customize User Choices
9.  Change Social Security number
10.  Quick Change Wizard
11.  Quick Edit - Student Data
12.  Adding End Status
13.  Adding APR Subjects / Instructions
14.  Running Reports, Labels, Graphs
15.  Generating the Annual Performance Report (APR)
16.  Running PE Points
17.  Copy APR data from previous year
18.  Upgrade to Next Fiscal Year
19.  Making a Backup of Data Files

## 2nd Session (Advanced Data Entry Techniques and Custom Reports)

- YES**
1.  Using Global Filters
  2.  Adding New Report / Label
  3.  Adding New Excel Report
  4.  Mail Merge with MS Word
  5.  Adding Personalized Letters
  6.  Mass E-mailing
  7.  Understanding Data Dictionary
  8.  Managing Drop Down Lists
  9.  Managing Custom Fields
  10.  Managing School / College List
  11.  Managing Activity/Services List
  12.  National Student Clearinghouse Interface for Alumni Tracking
  13.  Setting User Rights (Access-level)
  14.  Adding Attendances / Stipends
  15.  Class Scheduling / Copying classes from previous semester
  16.  Using the Asset/Inventory Management
  17.  Sending Message to Users / Reading your messages
  18.  Time Clock Manager

**Additional topics you want to add.....**

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**From:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

**University/College:** \_\_\_\_\_

**Fax Number:** \_\_\_\_\_