



TOPSpro Enterprise Order Form
California WIA, Title II 225/231 Agencies

I have completed the following steps checked below before migrating data from TOPSpro to **TOPSpro Enterprise**.

- ☐ Updated TOPSpro installation to version 5.2 Service Pack 3 (Build 39 or higher)
- ☐ Submitted all PY2011–12 end-of- year data deliverables to CASAS
- ☐ Created a backup of the PY2011-12 data in TOPSpro

TOPSpro proxy function (if applicable):

- ☐ Completed proxy for PY2012–13

Third-party attendance systems (optional):

- ☐ Completed import of beginning-of-the-year enrollment data from third-party attendance systems
- ☐ Created a second backup in TOPSpro that includes the initial data from PY2012-13

TOPSpro Installation: Ensure your TOPSpro installation is updated to version 5.2 Service Pack 3 (NEW Build 45). The new build will be provided with your TOPSpro Enterprise order.

Agency Name/ID		
TOPSpro Enterprise Implementation Choice	Desktop <input type="checkbox"/>	Online <input type="checkbox"/> <i>*Only available now for agencies interested in a complete online solution using both TOPSpro Enterprise Online (for all data entry and reporting) and eTests Online (for all test administrations) exclusively.</i>
Agency's Authorized Agent and Title (PRINT)		Telephone: Email: FAX:
Signature		Date

Please return a signed copy of this document to:

CASAS

Attn: California Accountability

5151 Murphy Canyon Road

Suite 220

San Diego, CA 92123

Or Email at capm@casas.org ; FAX (858) 292 2910.

If you need further assistance, please contact CASAS Technical Support,

By phone at (800) 255 1036 ext. 4 or by e-mail at techsupport@casas.org.