

Ordering TEOs

How to order TOPSpro Enterprise Offline (TEO) units

- Use [Online Ordering](#) with a P.O.
- Submit an [Order Form](#)

You will receive an email from the [Orders Department](#) when your TEO order is processed. Upon receiving this email, proceed with directions for adding TEOs to your Offline System.

Adding TEOs to your Offline System

Steps to use the TEO Request Wizard

1. Launch TOPSpro Enterprise, enter your login credentials, and connect to your offline system.
2. From the Menu Bar, select Tools, and then click TEO Request Wizard.
3. Click “Generate TEO request code” (selected by default), then click Next.
4. Select the State and Agency from their respective drop-down fields, then click Next.

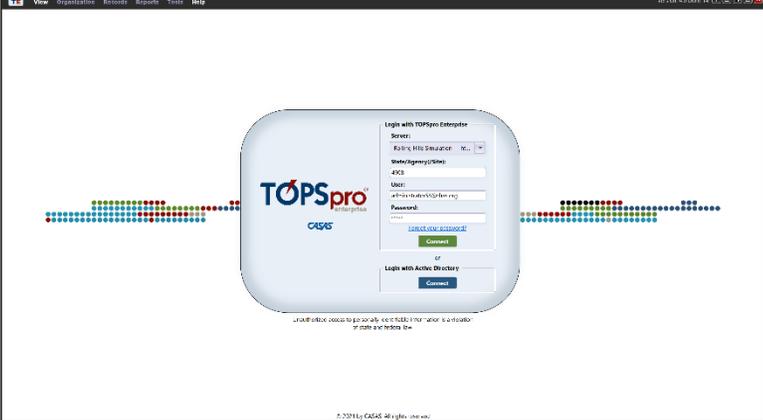
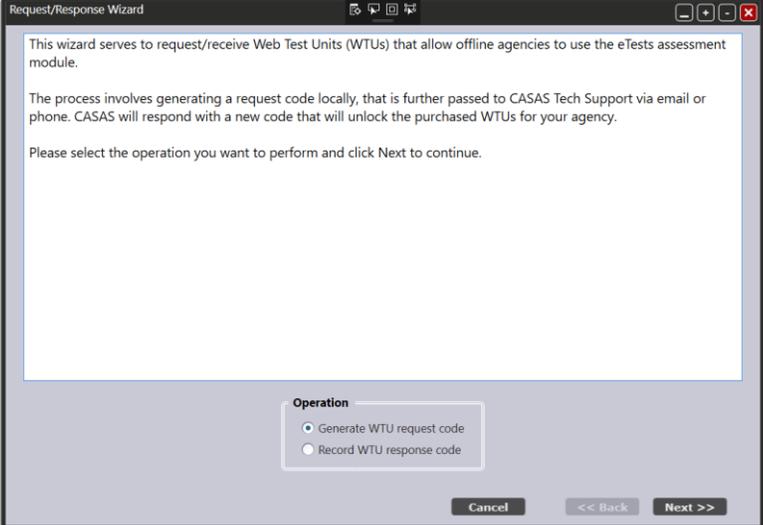
Note! A popup message will display if a request code was already generated.

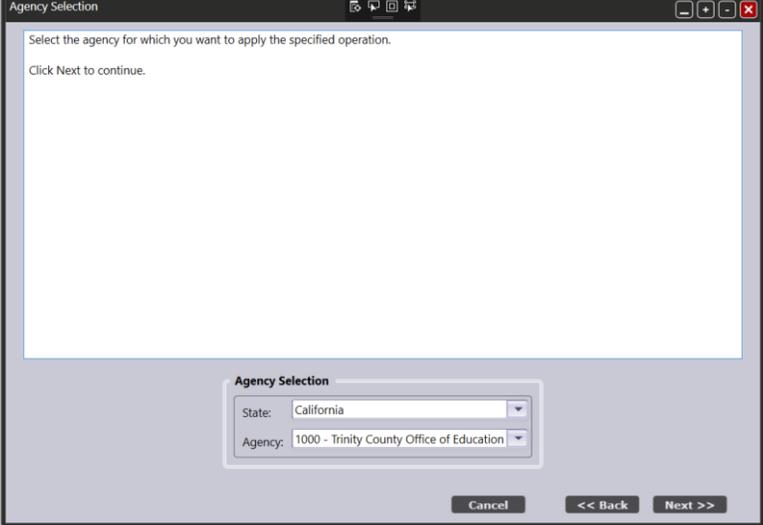
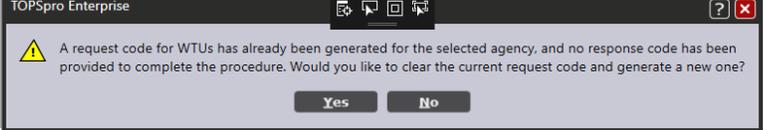
5. Enter the number of TEOs to request, then click Next.
6. The request code is generated. Click “Copy to Clipboard” to copy the code in system memory, and then click Finish.
7. Send the code to CASAS Tech Support by email at techsupport@casas.org. Include your Agency/Site ID in your email. CASAS will reply with a response code.
8. Open the TEO Request Wizard again.
9. Click “Record TEO response code,” then click Next.
10. Select the State and Agency from their respective drop-down fields, then click Next.

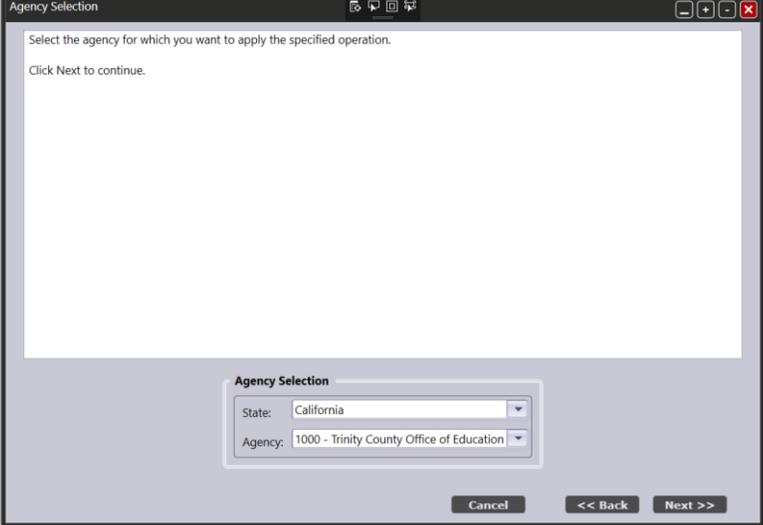
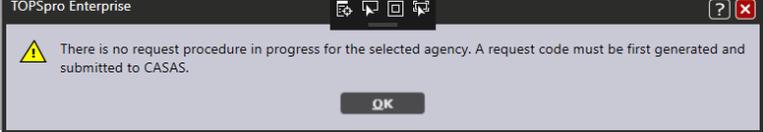
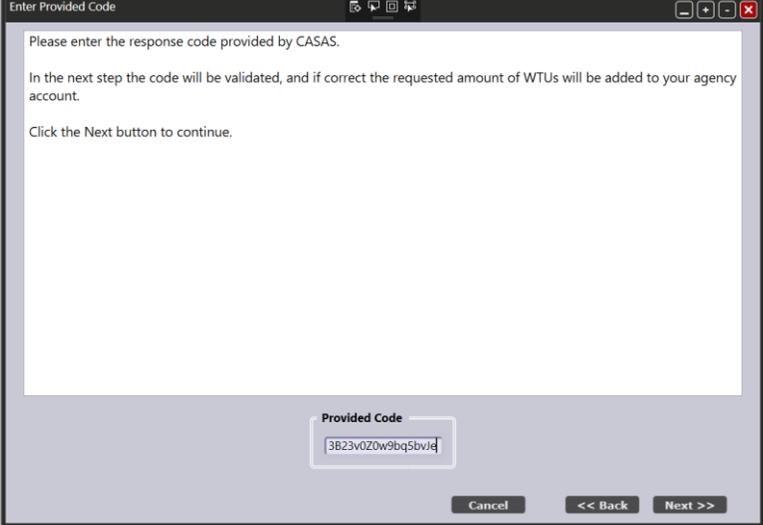
Note! A popup message will display if the selected Agency has no request in progress.

11. Enter the response code provided by CASAS Tech Support, then click Next.
12. The last screen shows a confirmation message. Click Finish.

TEO Request Wizard

Prompt	Display
<p>1. Launch – TE Client</p>	
<p>2. Open – TEO Request Wizard</p>	
<p>3. Intro – Generate Request Code</p>	

Prompt	Display
<p>4. State / Agency Selection</p>	 <p>The screenshot shows a dialog box titled "Agency Selection". The main text reads: "Select the agency for which you want to apply the specified operation. Click Next to continue." Below the text is a form with two dropdown menus: "State:" with "California" selected, and "Agency:" with "1000 - Trinity County Office of Education" selected. At the bottom right, there are three buttons: "Cancel", "<< Back", and "Next >>".</p>
<p>If request code already generated:</p>	 <p>The screenshot shows a dialog box titled "TOPSpro Enterprise" with a yellow warning triangle icon. The text reads: "A request code for WTUs has already been generated for the selected agency, and no response code has been provided to complete the procedure. Would you like to clear the current request code and generate a new one?" At the bottom, there are two buttons: "Yes" and "No".</p>
<p>5. Enter Number of TEOs to Request</p>	 <p>The screenshot shows a dialog box titled "WTUs Request". The main text reads: "Please enter the amount of WTUs you want to request. Click Next to continue." Below the text is a form with a label "Number of WTUs to Request" and a numeric input field containing the value "10". At the bottom right, there are three buttons: "Cancel", "<< Back", and "Next >>".</p>

Prompt	Display
10. State / Agency Selection	 <p>The screenshot shows a dialog box titled "Agency Selection". The main text reads: "Select the agency for which you want to apply the specified operation. Click Next to continue." Below this text are two dropdown menus: "State:" with "California" selected, and "Agency:" with "1000 - Trinity County Office of Education" selected. At the bottom of the dialog are three buttons: "Cancel", "<< Back", and "Next >>".</p>
If no request code generated previously:	 <p>The screenshot shows a dialog box titled "TOPSpro Enterprise" with a yellow warning triangle icon. The text reads: "There is no request procedure in progress for the selected agency. A request code must be first generated and submitted to CASAS." An "OK" button is centered at the bottom.</p>
11. Enter Response Code Provided by CASAS Tech Support.	 <p>The screenshot shows a dialog box titled "Enter Provided Code". The main text reads: "Please enter the response code provided by CASAS. In the next step the code will be validated, and if correct the requested amount of WTUs will be added to your agency account. Click the Next button to continue." Below this text is a text input field labeled "Provided Code" containing the alphanumeric string "3B23v0Z0w9bq5bv1q". At the bottom of the dialog are three buttons: "Cancel", "<< Back", and "Next >>".</p>

Prompt	Display
<p>12. Finish</p>	