

Proxy Wizard

> Tools > **Proxy Wizard**

The *Proxy Wizard* guides you through the process of generating proxy **Student Activity Records, Class Enrollments, Program Enrollments** and **Test Records**.

Proxy records reduce the amount of scanning, importing, online testing or manual data entry that may be required at the start of each program year for students who are returning.

One of the challenges agencies face at the start of the year is knowing which students are returning. This wizard offers multiple different ways for identifying those students.

Once the returning students are identified, then TE will generate the necessary records for you. Proxies are always given a date of July 1.

Special options let you control what and how records are duplicated.

You can use this wizard repeatedly to proxy different record types corresponding to different selection criteria.

Conversely, you can use this same wizard to remove some or all proxy records you previously created using this wizard.