PEIMS EDIT+ File Scheduling and Submission

Overview

This document is provided to assist EDIT+ users in making successful EDIT+ file submissions.

Important Recommendations for EDIT+ File Submission

To ensure adequate processing time for your EDIT+ files:

- **DO** begin your first submission process early so that you can have your file accepted at least a week before the PEIMS Collection deadline.

  ☞ **Note**: An early review of submission or resubmission data provides an advantage over districts that wait until the last minute. Districts waiting until the final week of submission to accept the PEIMS file can generate more PID errors than districts that accept early.

  ☞ **Note**: If a district marks its file **COMPLETE** and the ESC does not accept the file right away, TEA recommends the ESC PEIMS Coordinator run the district's PID and Over/Under Reports prior to accepting the district file in case new PID errors have occurred.

- **DO** correct as many errors as possible prior to submitting your PEIMS file again for validation.

  ☞ **Note**: The validation option Fatals Only provides faster validation run time, and allows the user to focus only on fatal errors prior to reviewing special warning and warning error messages.

- **DO** limit the number of times you submit your PEIMS file during the day.

- **DO** correct as many PID errors as possible prior to requesting a PID Edit.

- **DO** start your resubmission at anytime; however, please *do not* submit during the two weeks prior to the first submission due date.

- **DO** send large files (700,000+) during off hours *when the system is available* (see note below for details). Evening hours (after 5pm) and early morning hours (midnight to 7am) are generally times of low usage.

- **DO** use EDIT+ on the weekend when EDIT+ traffic is low (there are exceptions due to database maintenance and TEA System Maintenance. See note below for details).

- **DO** have your districts contact the ESC PEIMS Coordinator before sending a CSR (Customer Support Request) to EDIT+ Customer Support.

- **DO** contact EDIT+ Customer Support via email, CSR, or telephone if you have any further questions or suggestions for improvement.

☞ **Note**: Although EDIT+ is available after hours, occasional database maintenance activities may be scheduled which could impact after-hours online activity (regularly check EDIT+ and PET home pages for these and other important message postings). Additionally, due to TEA System Maintenance, EDIT+ is not available on the 2nd and 4th Sunday of every month, from 5am to 2pm.

Management of the EDIT+ Workload

TEA is committed to managing the EDIT+ workload for each collection to allow the best possible turnaround of file processing and report generation for each user. There are two ways TEA manages the workload: *Normal Processing* and *Peak Processing*.

Normal Processing. TEA performs the following day-to-day efforts to manage the workload for normal processing:

- Monitor the application throughout the day increasing/decreasing the number of processes allowed to run at one time as needed to allow optimum throughput.

Peak Processing. TEA performs the following tasks to manage the workload for heavy processing *two weeks prior to each due date* (**Note**: Peak processing measures are used only if the normal processing workload is not effective and/or if users are not following the normal processing regulations):

- Decrease the number of processes allowed to run at one time as needed to allow optimum throughput.
- The priority of certain types of processes (table downloads, PET files, PET reports, and region-wide reports) are lowered in order to allow PEIMS data file submission processes the highest priority.

☞ **Note**: Please contact EDIT+ Customer Support at *editplus@tea.state.tx.us* (or 512-936-2622) with any questions you may have about this document. A copy of this document is available on the EDIT+ website at *www.tea.state.tx.us/peims/editplus/index.html*.