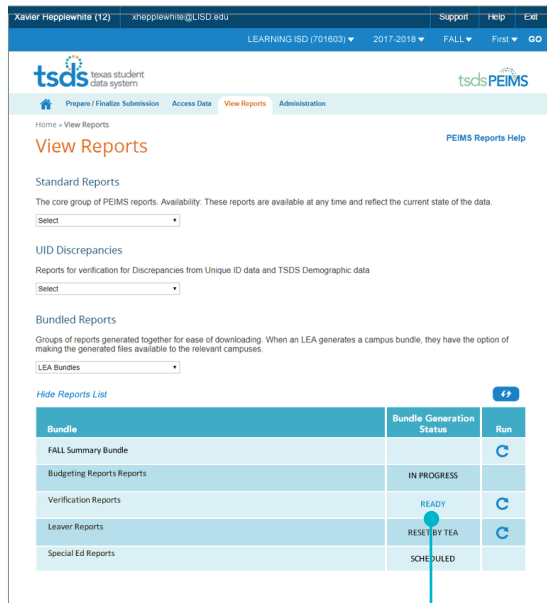


## BUNDLING OVERVIEW


The new PEIMS bundling feature will be rolled out over several phases. In the first phase, all LEA users who have the **PEIMS Generate Reports** permission will be able to generate TEA-defined Summary Bundles. Later, PEIMS Coordinators at the LEAs and ESCs will be able to define their own bundles, and LEAs will be able to define bundles for download by their campus users.



## GENERATE A BUNDLE

To generate a bundle,

1. Go to the **View Reports** page and open the **Bundled Reports** section at the bottom of the page.

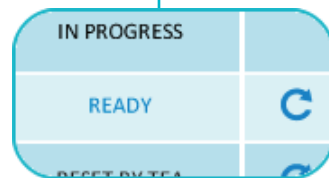
2. Click the run icon  for the bundle you wish to generate.

When all of the reports in the bundle have been completed, the Bundle Generation Status will be **READY**.

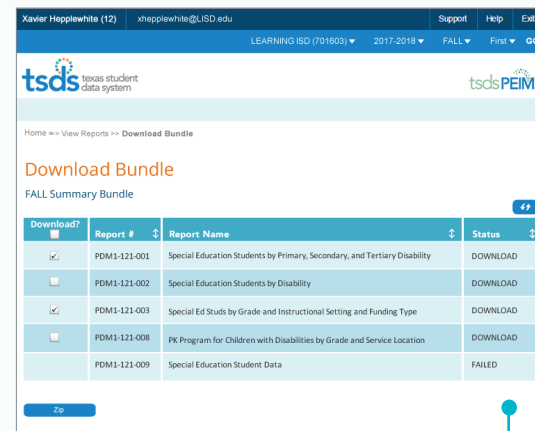
3. Click the **READY** status to access the **Download Bundle** page.

The new PEIMS bundling feature gives users more flexibility than they have ever had to share reports across their staff and campuses.

In EDIT+, you could only share bundles with users who had privileges for ALL reports in the bundle. But in TSDS PEIMS, each user sees a customized view of every bundle—this means that in any bundle, **the user will only see the reports that match his or her privileges**. And this means that one bundle can serve many more users.



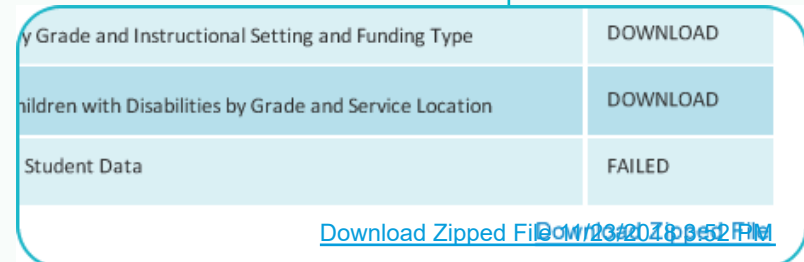
## DOWNLOAD A BUNDLE



The Download Bundle page displays all the reports in your bundle.

All reports that successfully complete are available for download.

4. Select the **checkbox** in the tableheader to include all the reports in your zipped file, or select individual checkboxes to include only certain reports.



5. When you have selected all the reports you want, click **ZIP**. You can leave this page while the bundle zips and return later by clicking the bundle's **READY** link on the View Reports screen.

6. When the file is zipped, a **Download Zipped File** link will appear on page reload: click it to download to your local system.