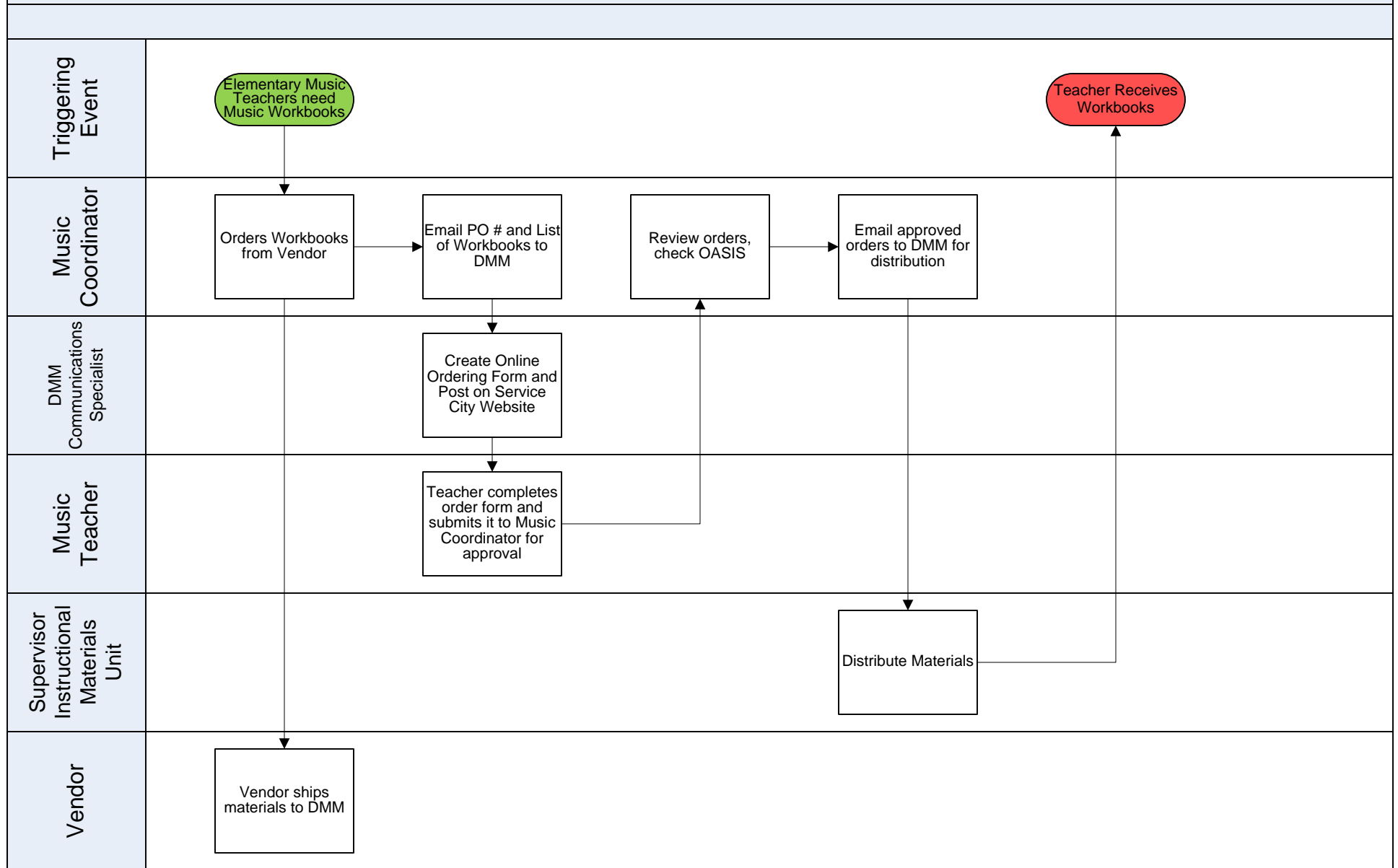
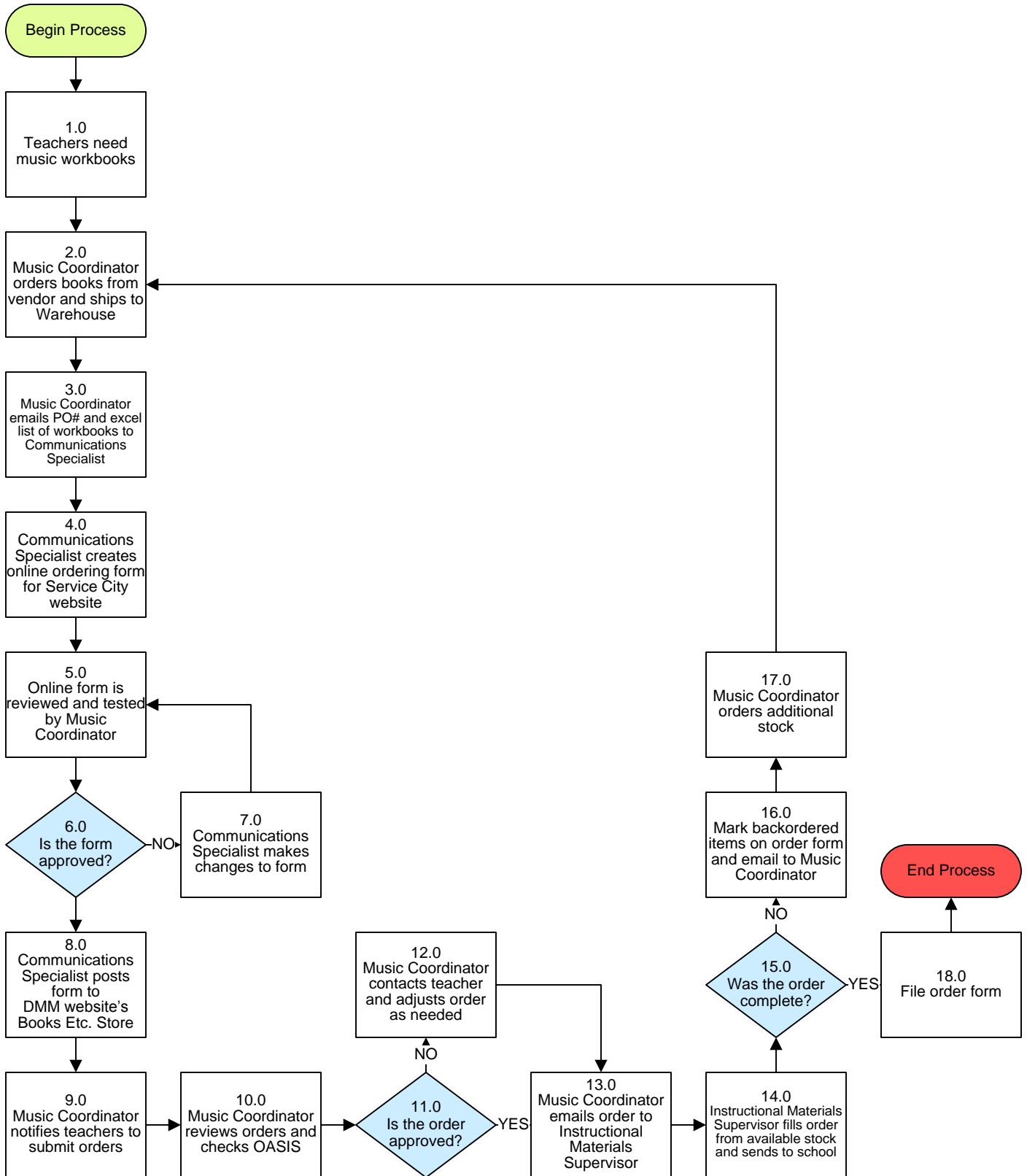


# Key Process: Distribution of Elementary School Music Workbooks



# Instructional Support Services – Distribution of Elementary Music Workbooks



To Details



Return to Key Process

## Instructional Support Services – Distribution of Elementary Music Workbook

### 3. PROCESS AREA/BUSINESS AREA DESCRIPTION

**Step 1.0: Teachers need music workbooks**

**Step 2.0: Music Coordinator orders books from vendor and ships to Warehouse**

**Step 3.0: Music Coordinator emails purchase order number and excel list of workbooks to Communications Specialist**

**Step 4.0: Communications Specialist creates online ordering form For Service City website**

**Step 5.0: Online form is reviewed and tested by Music Coordinator**

**Step 6.0: Is the form approved?**

If no, proceed to Step 7.0. If yes, skip to Step 8.0.

**Step 7.0: Communications Specialist makes changes to the form**

Once completed, return to Step 5.0.

**Step 8.0: Communications Specialist posts form to DMM website: Books Etc. Store**

**Step 9.0: Music Coordinator notifies teachers to submit orders**

**Step 10.0: Music Coordinator reviews orders and checks OASIS**

**Step 11.0: Is the order approved?**

If no, proceed to Step 12.0. If yes, skip to Step 13.0.

**Step 12.0: Music Coordinator contacts teacher and adjusts order as needed**

**Step 13.0: Music Coordinator emails order to Instructional Materials Supervisor**

**Step 14.0: Instructional Materials Supervisor fills order from available stock and sends to school**

**Step 15.0: Was the order complete?**

If no, proceed to Step 16.0. If yes, skip to Step 18.0.

**Step 16.0: Mark backordered items on order form and email to Music Coordinator**

**Step 17.0: Music Coordinator orders additional stock**

Once completed, return to Step 2.0.

**Step 18.0: File order form**

The completion of this step ends the process.



Return to Sub Process



Return to Key Process