Key Process: Distribution of Elementary School Music Workbooks

**Triggering Event:**
- Elementary Music Teachers need Music Workbooks

**Music Coordinator**
- Orders Workbooks from Vendor
- Email PO # and List of Workbooks to DMM
- Review orders, check OASIS
- Email approved orders to DMM for distribution

**DMM Communications Specialist**
- Create Online Ordering Form and Post on Service City Website
- Vendor ships materials to DMM

**Music Teacher**
- Teacher completes order form and submits it to Music Coordinator for approval

**Supervisor Instructional Materials Unit**
- Review orders, check OASIS
- Distribute Materials

**To Sub Process**
058_DMM_Instructional_Support_Services_Distribution_of_Elementary_Music_Workbooks_Package
Instructional Support Services – Distribution of Elementary Music Workbooks

Begin Process

1.0 Teachers need music workbooks

2.0 Music Coordinator orders books from vendor and ships to Warehouse

3.0 Music Coordinator emails PO# and excel list of workbooks to Communications Specialist

4.0 Communications Specialist creates online ordering form for Service City website

5.0 Online form is reviewed and tested by Music Coordinator

6.0 Is the form approved?

7.0 Communications Specialist makes changes to form

8.0 Communications Specialist posts form to DMM website’s Books Etc. Store

9.0 Music Coordinator notifies teachers to submit orders

10.0 Music Coordinator reviews orders and checks OASIS

11.0 Is the order approved?

12.0 Music Coordinator contacts teacher and adjusts order as needed

13.0 Music Coordinator emails order to Instructional Materials Supervisor

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

15.0 Was the order complete?

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

17.0 Music Coordinator orders additional stock

18.0 File order form

End Process

Is the order approved?

Is the form approved?

Was the order complete?

NO

NO

NO

YES

YES

YES

NO

NO

YES

NO

YES

NO

YES

YES

NO

NO

YES
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.