**The Process of APC workflow with new business model**

In order to streamline their new business processes, APC needs to shift from a paper-based system to digital in order to keep accurate and better track of their projects. This will help with efficiency, but also information loss which they detailed as a huge problem in their current system. Since all projects will be digital, they can be further organized and categorized by genre and trend to make decisions for the collective easier.

This technical description will be a great overall outline for the APC team to review and look through when training to use their new system that is being developed. Then when future explanation is needed more in-depth documents can be reviewed. The APC workflow description is as follows:

1. Email is sent to APC's specific email account for manuscripts with manuscript attached to it and authors personal information.
2. That manuscript attachment is then put into the manuscript system which will have a folder entitled with the manuscript title and the authors credentials by (Receptionist/Secretary).
3. An alert is then sent to (Marketing, Sales & Distribution), (Account Clerk), and (Publishing Program Manager) that a new manuscript has arrived.
4. A new publishing schedule is started for the (Publishing Program Manager) in the publishing system with the manuscript information imbedded.
5. Then (Account Clerk) will create a ledger card in the Finance system which will be tagged to the manuscript folder for future account information.
6. Then the manuscript is sent to (Collective Members) for first review. This is tracked on publishing system.
7. After interest in the manuscript is confirmed (Marketing, Sales & Distribution) will review manuscript, put marketing information plan in folder with manuscript. This is tracked on publishing system.
8. Then (Receptionist/Secretary) gets notice of confirmed interest and emails author about. This is tracked on publishing system.
9. (Collective Members) come back with reviewed copy of manuscript which is put in folder marked as reviewed/changed. This is tracked on publishing system.
10. (Contract & Office Manager) finds appropriate contract and fills out and changes details to reflect publishing offer. This is tracked on publishing system.
11. (Receptionist/Secretary) sends new revised copy of manuscript and contract offer to author pending approval. This is tracked on publishing system.
12. If author agrees then (Receptionist/Secretary) updates publishing schedule with a "confirmed interest selection". An alert is then sent to (Marketing, Sales & Distribution), (Publishing Program Manager), and (Contract & Office Manager). This is tracked on publishing system.

12a. If the author does not agree then issue is discussed by (Contract & Office Manager) or (Receptionist/Secretary) and resolved pending management approval. and then follows steps above ^ This is tracked on publishing system.

1. After this (Publishing Program Manager) will need to construct publication cost estimate breakdown and create art materials and illustrations if needed. This is tracked on publishing system.
2. Then (Marketing, Sales & Distribution) creates/files ISBN for the manuscript and stores information in manuscript folder, along with check the box on publishing schedule for such a task. An alert is sent to (Marketing, Sales & Distribution) for reviewing purposes. This is tracked on publishing system.
3. Then (Marketing, Sales & Distribution) will create a information packet based on (Publishing Program Manager) breakdown. The packet will contain the printers and distribution businesses that will be used. This is tracked on publishing system.
4. Then the entire manuscript packet that was prepared by (Marketing, Sales & Distribution) will be sent to the (Collective Members) pending their approval. This is tracked on publishing system.
5. If approved then an alert is then sent to (Publishing Program Manager), (Contract & Office Manager), (Marketing, Sales & Distribution), and (Receptionist/Secretary) who will alert the author that APC is going to be publishing their book. This is tracked on publishing system.
6. Then depending on contract details possible author compensation will be a possibility which means (Account Clerk) will be notified that manuscript publishing is happening and to contact (Contract & Office Manager) for details. This is tracked on publishing system.
7. After this (Publishing Program Manager) will finalize book construction and printing details with (Marketing, Sales & Distribution) and prepare to print copies. This is tracked on publishing system.
8. (Account Clerk) will be notified of incoming expense for printing of new published manuscript, and (Goods & Dispatch Clerk) will be alerted and to expect pre-print copies to arrive for review. This is tracked on publishing system.
9. When pre-print copies arrive (Goods & Dispatch Clerk) notes them in Inventory tracking system and then distributes to (Marketing, Sales & Distribution), (Publishing Program Manager) for review pending approval. This is tracked on publishing system.
10. If approved, then (Publishing Program Manager) contacts printing company to complete their set buy order that was outlined in the publishing outline earlier. This is tracked on publishing system.
11. When official printed copies arrive (Goods & Dispatch Clerk) notes them in Inventory tracking system, which alerts (Marketing, Sales & Distribution). This is tracked on publishing system.
12. (Marketing, Sales & Distribution) then contacts buyers of official copies and notifies (Goods & Dispatch Clerk) where to send through request to Inventory tracking system. These requests are also sent to (Account Clerk) who notes the buy order in Finance Tracking system.
13. Publishing system timeline for this manuscript is closed. Alert sent to (Publishing Program Manager)

The new workflow process that APC will utilize is entirely digital system that will allow for multi system integration. This means that there will be separate systems that are in-charge of certain smaller business processes in a digital format.

Pending testing and changes the new APC workflow system will completely change the way that they go about their day-to-day work. All files will be digital, and be exchanged, edited, and tracked digitally. This will eliminate previous problems that APC had in the pass, along with optimizing their performance for future business endeavors like electronic media.