

DSM Work Sheets Usage

Note: Replace XXX with Music Organization Initials.

1. DSM – Section Sign-up Sheet

(Setup Email Address Book - contacts distribution list)

A. Create "XXX Sheet Music" address book.

example: XXX sheet music

B. Create "XXX ID Section" folder in "XXX Sheet Music" address book.

example: XXX 21 – cornet/trumpet section

C. Enter "Name & Email Address" in "XXX ID Section" distribution list.

example: "player name" <player@somewhere.abc>

2. DSM - Master Control Sheet

Organization XXX Title XXXX Score (FS CS OS NS) file-no ###

File Count ## (## kb/mb / disk ## kb/mb) Scan Date MO-DA-YEAR

(NNNN-NNN)	k(p)e	(name number)	INST: instrument id
<u>INST-PCD</u>	<u>RESULT</u>	<u>Instrument Part</u>	PCD: part code
example: 2107-000	117(3)ED	solo trumpet	RESULT-k: kb size
2107-100	43(1)--	trumpet 1	RESULT-p: page count
2107-230	78(2)ED	trumpet 2,3	RESULT-e: EDited/--

3. DSM – Email Distribution Sheet

control: XXX, date-processed, hand-out date, notes

attachment count by section for each title

total attachments by section (match to email count)

time sent by section (HR MN am/pm)