**MIS 2101 Section 2 – Professor Pote**

**Exam 3, Case Study #2 – study guide**

**Instructions:** Read through the following narrative. Create an accompanying swimlane diagram and entity relationship diagram. Bring to class on Monday, December 7 for discussion and review.

*Purchasing an Ad at the Drexel University Student Newspaper*

The Triangle, Drexel’s student newspaper, is a weekly publication distributed around Drexel’s University City and Center City campuses. The paper has a readership in the thousands; favored by students, faculty, and visitors of the university. A large portion of the newspaper’s budget comes from advertisements from local businesses. The process by which a business purchases an ad in the newspaper is multi-faceted and requires the effort of a variety of individuals.

First, a customer reaches out to the Sales Manager at the paper, expressing interest in purchasing a full-page advertisement for the following week. One week’s notice is required for all advertisements, as the staff needs time to craft the layout of the paper prior to submitting it to the publisher. The Sales Manager receives the request and creates an invoice in QuickBooks, which is then forwarded to the customer. The Sales Manager also asks the customer for any artwork they may have.

The customer then signs the invoice, sends payment (if acceptable), and emails the artwork to the Sales Sanager. With the customer’s response in-hand, the Sales Manager takes the payment and sends it to the Accounting Team. The Accounting Team deposits the payment into the paper’s bank account, and makes note of the receipt in a dedicated Microsoft Excel file. Once the payment is confirmed, the artwork and copy for the ad are approved by the Managing Editor of the paper. If approved, the Editor places the ad into the paper to be printed, and confirms the submission to the Sales Manager. If the ad is not approved, the Managing Editor works with the client to create a new ad.

After the paper is printed, the Accounting Team sends a tear-sheet of the advertisement to the customer.