INFOhio / CatExpress Flow Chart

12/17/1999

School District
Generates PO and Profile and sends to Northern Buckeye Education Council (NBEC)

NBEC processes, scans and forwards data to:
INFOhio Cataloger and **Tech Support** and **OHIONET**

INFOhio Cataloger:

1. Notifies School district that authorized login will be provided by INFOhio once subscription is processed.
2. Directs schools to documentation on the INFOhio Website.

Tech Support:

1. Notifies DASite of their subscribing district and technical setup needed.

OHIONET:

1. Processes (enters 4th character) and forwards form to OCLC

DASite:

1. Completes instructions per Tech Support.
2. Reports completion back to Tech Support.

OCLC:

1. Processes school district order and sends, via fax or US mail, form with 3 character code to **Tech Support** and **OHIONET**.
2. E-mails authorization information to **INFOhio-oclc@noacsc.org** when account is activated.

INFOhio Cataloger:

Upon notification of:

1. OCLC authorization.
2. Tech Support and DASite readiness.

Provides:

1. The authorization login, PW, 4 character holding symbol(s) and CatExpress URL to the **school**, **Tech Support,** and the school's **DASite**.
2. Directs librarian to documentation on the INFOhio website.

Tech Support:

1. Modifies Distribution Process for new site's OCLC holding symbol after receiving the code from OCLC.
2. Provides **INFOhio Cataloger** with 4 character codes when Tech Support and DASite are ready to process records for the school.

School District | DASite | Tech Support