PR Office Service Order

Process purpose and use cases

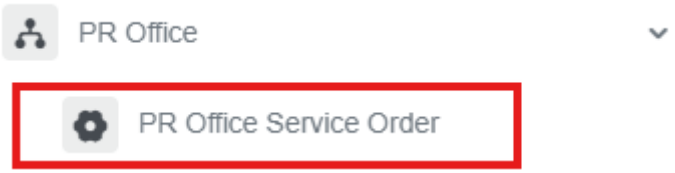
This process is used to officially request PR office services and prepare the necessary materials.

Use cases:

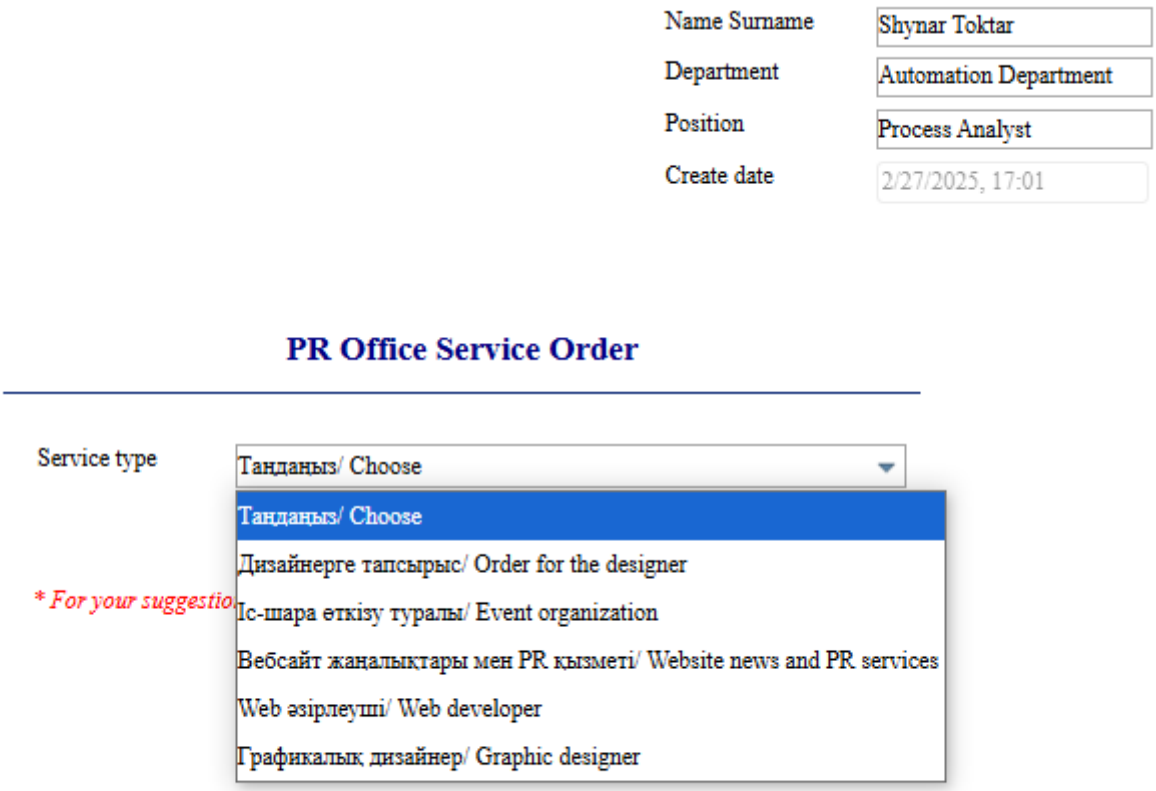
- Organizing university or organizational events with PR support
- Publishing informational materials on social media or other media platforms
- Developing design, video, or other creative content

How can I initiate the PR Office Service Order process in the DMS system?

1. Go to dms.sdu.edu.kz, navigate to the "**Start Process**" section, and proceed to **PR Office → PR Office Service Order** process**.**



2. Select the service type. Provide a description of your request based on the selected service type. You can attach additional files if needed.

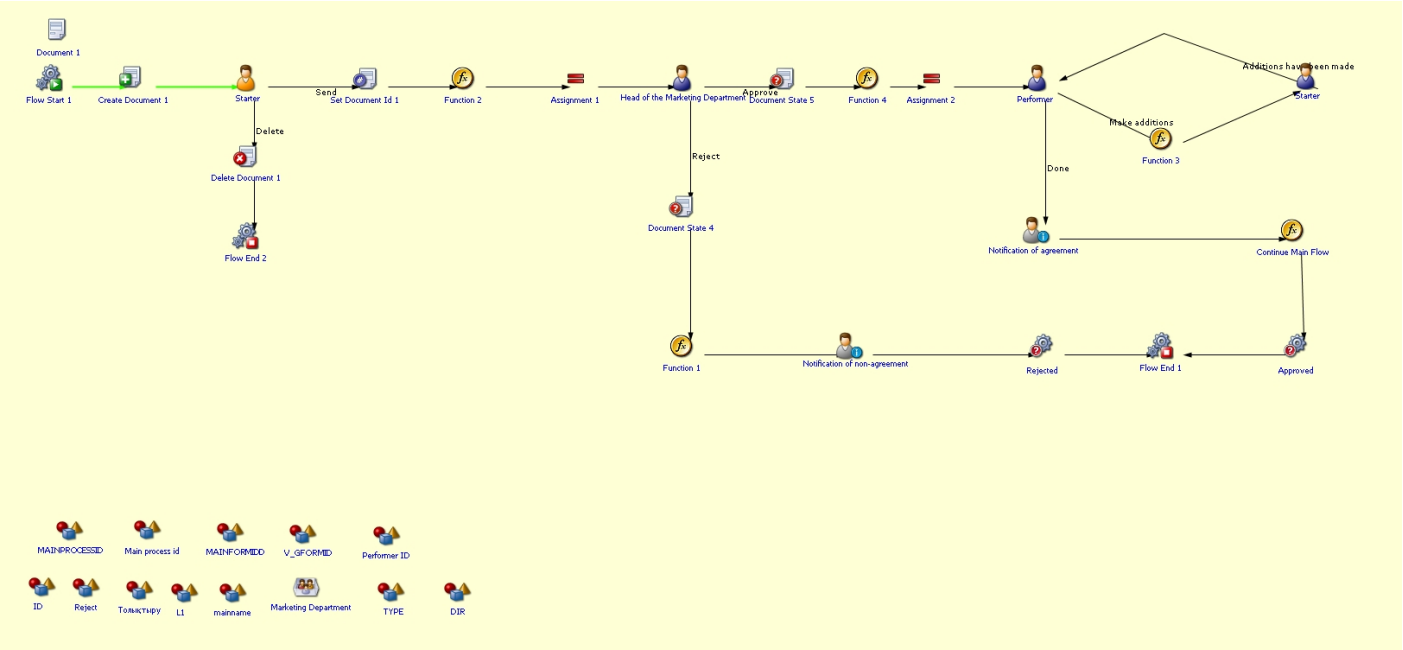


3. Once the required information is provided, click the "Send" button.



Process guidelines

You can view the process workflow in the section below.



For all inquiries, you can submit a request through helpdesk.sdu.edu.kz → "Submit a ticket" → "BPM" or contact us via email at dms@sdu.edu.kz!

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