

Picture Process Maps (PPM)

Musical Instruments

PURPOSE

The purpose of the Picture Process Maps (PPM) for Musical Instruments is to help the eCommerce department team members learn how to list and manage musical instruments for online listings. These show instructions and pictures for handling various types of instruments, ensuring everyone follows the same procedures. This helps maintain high standards, reduce mistakes, and make the listing process easier and more consistent for all team members.

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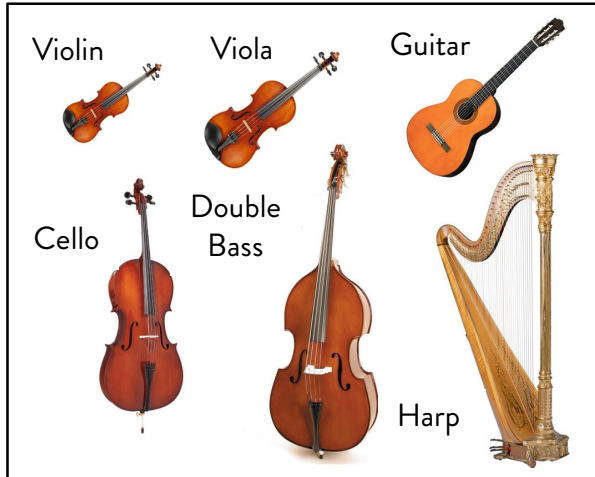
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Types of Instruments

There are five types of instruments.

Musical Instruments

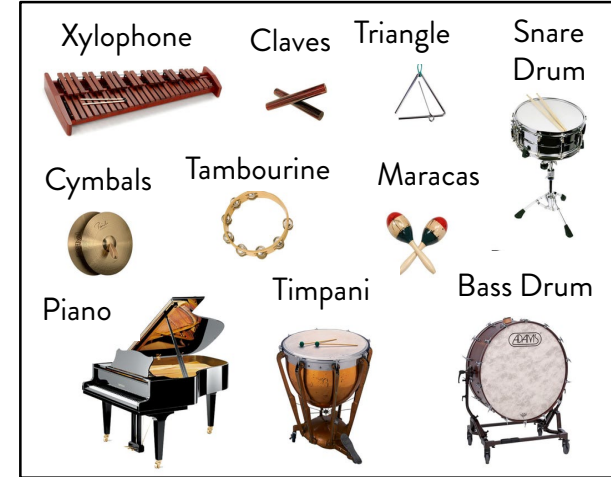
Strings



Brass



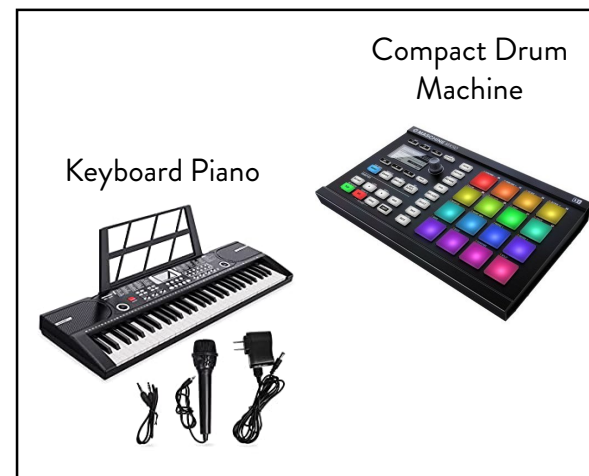
Percussion



Woodwind



Electronics

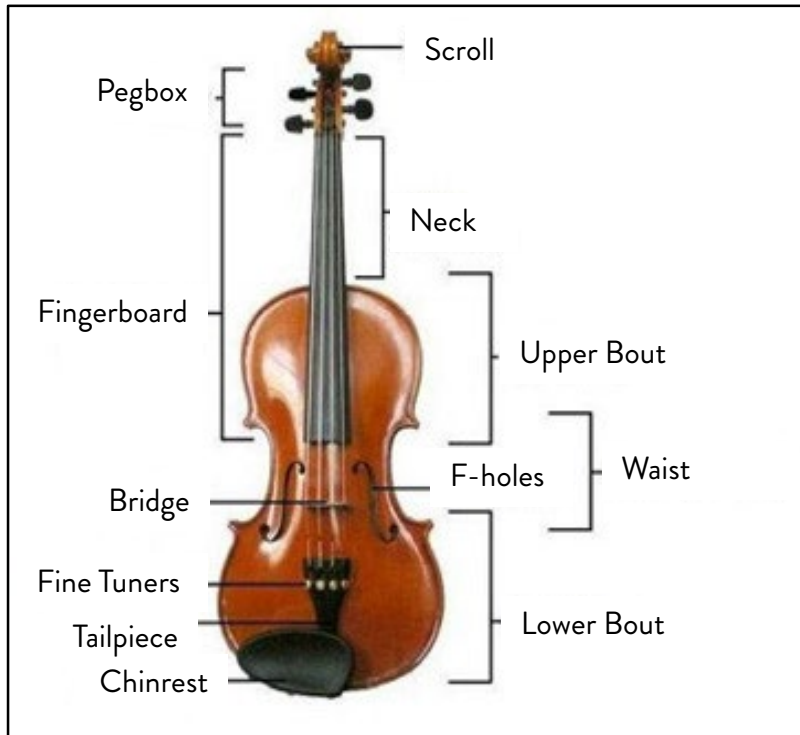


Classical String

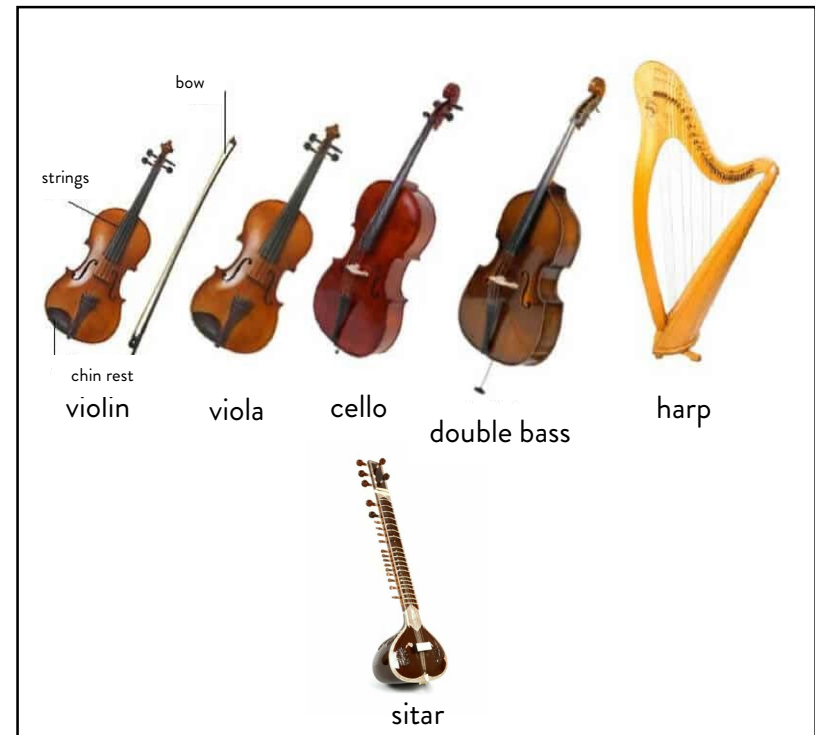
Below are examples and the anatomy of classical string instruments.

Musical Instruments

Anatomy of a Classical String



Classical String Examples



Violin and Viola Difference



Classical String

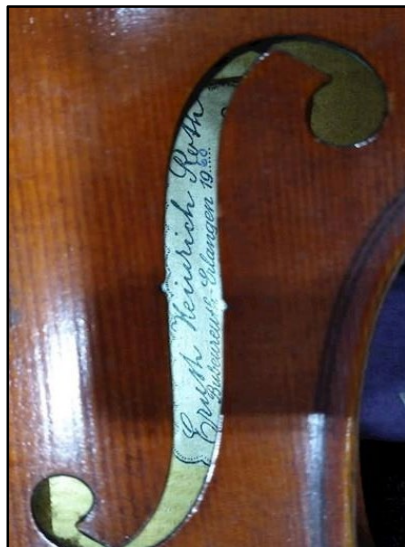
Below are the listing directions and photo requirements.

Musical Instruments

The following are the minimum photo requirements when listing classical strings:



Full photo of the instrument



A photo of the brand inside the F holes
(if applicable)



Close-up photo of any
instrument damage



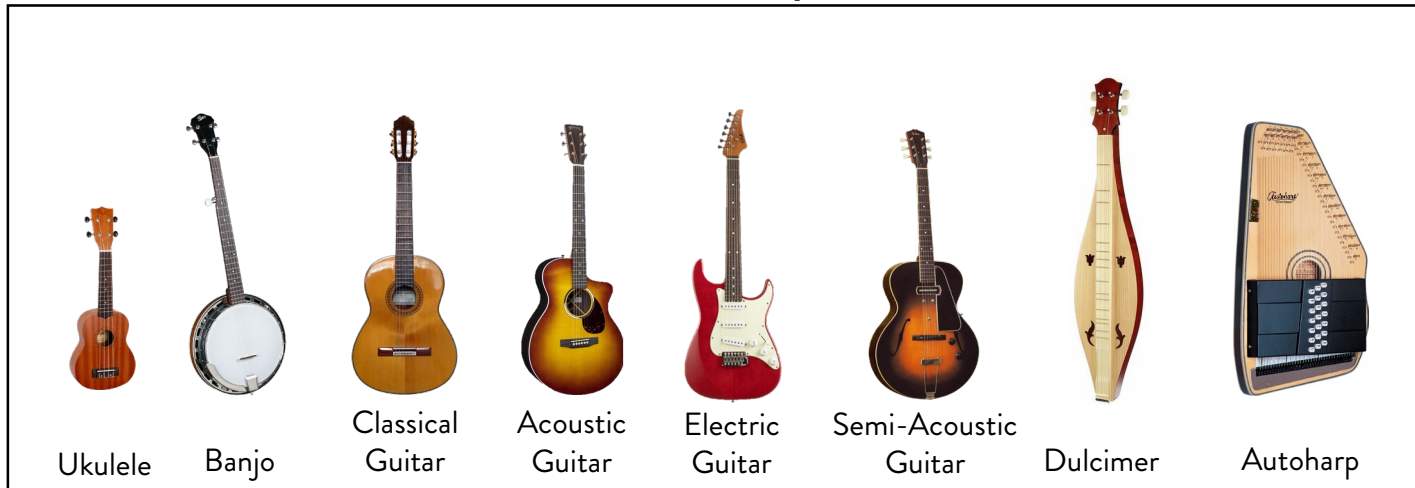
Bow

Modern String

The following are examples of modern string instruments.

Musical Instruments

Instrument Examples



Guitar and Bass Differences

Bass		Guitar
Usually four strings		Usually six strings
Thicker strings		Thinner strings
Longer neck		Shorter neck
Standard scale length- 34"		Standard scale length- 25.5"

Modern String (Continued)

The following are examples of modern string instruments.

Musical Instruments

Electric Guitar and Acoustic Guitar Differences

Electric Guitar

Eight lbs

16"x 13" x 1.8"

Average number of accessible frets: 18

Mainly solid body designs



Acoustic Electric

Four lbs

20"x 16" x 4"

Average number of accessible frets: 12-15

Has a pickup component

Hollow body designs

Pickup Component



Left-handed and Right-handed Guitars

Left-handed Guitars

Right hand on the fretboard

Left hand strumming



Right-handed Guitars

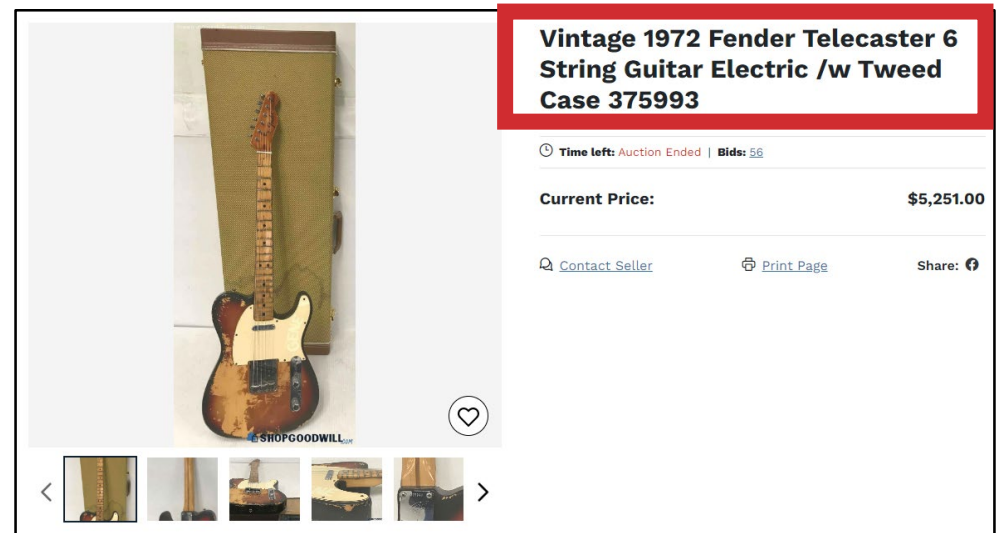
Left hand on the fretboard

Right hand strumming

Include the following information when listing modern string instruments:

- Brand
- Model
- Type of Instrument
- Serial Number
- Any damages

On the right is an example of a correct modern strings instrument listing in shopgoodwill.com.



Guitar Parts

Musical Instruments

Ensure that you can locate the following parts:

Serial Number



Whammy Bar



Head Stock/ Tuning Keys



Plug

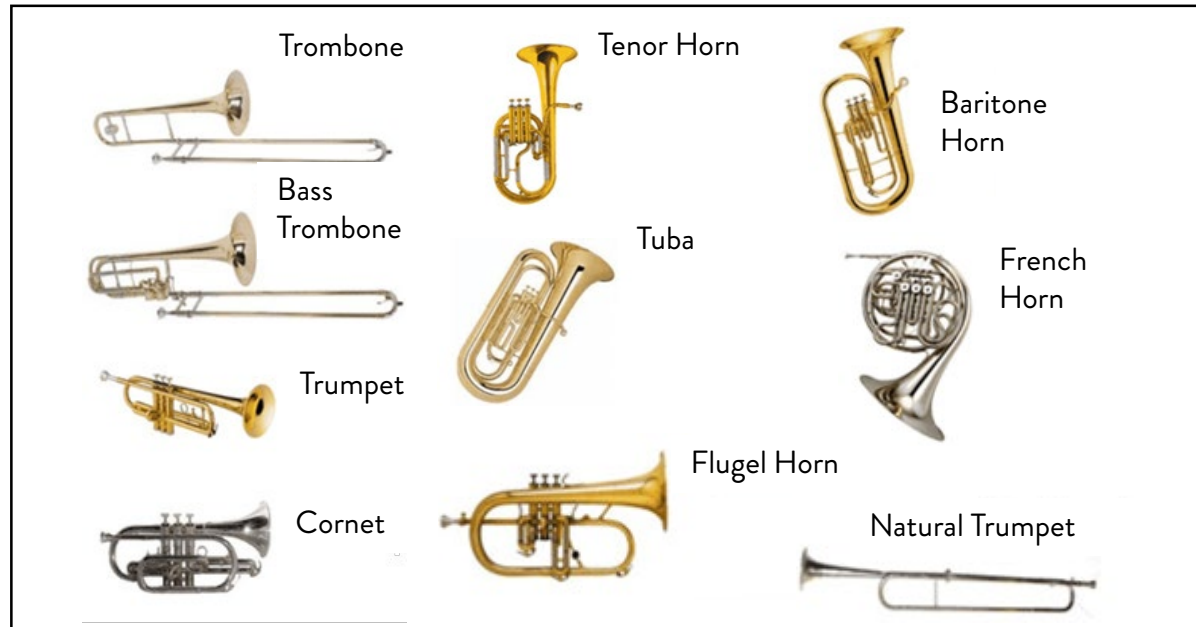


Brass Instruments

The following are examples of brass instruments:

Musical Instruments

Brass Instruments



Brass Instruments (*Continued*)

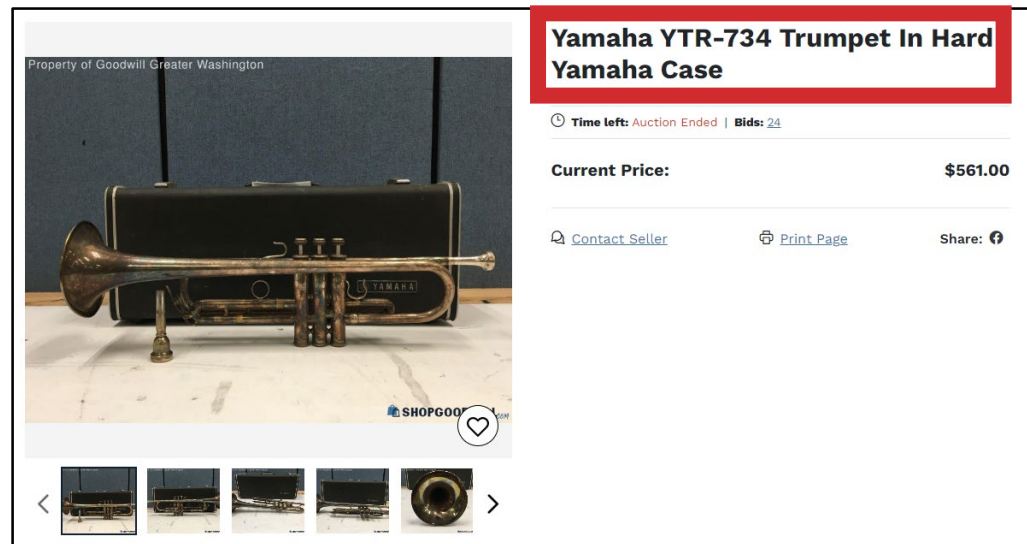
Listing instructions.

Musical Instruments

Include the following information when listing modern string instruments:

- Brand
- Model
- Type of Instrument
- Case brand

On the right is an example of a correct modern strings instrument listing in shopgoodwill.com.



Brass Instruments (*Continued*)

Musical Instruments

Listing photo requirements.

The following are the minimum photo requirements when listing brass instruments:



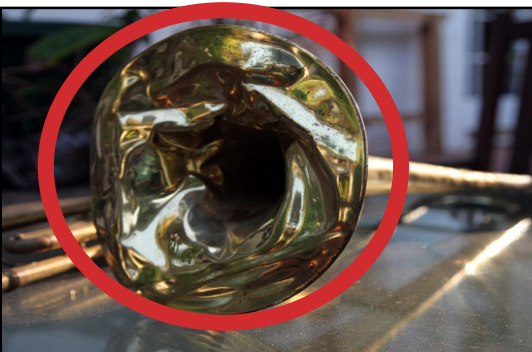
Branding



Full photo of the instrument



Bell



Close-up photo of the instrument damage



Mouthpiece

Percussion Instruments

The following are examples of percussion instruments.

Musical Instruments



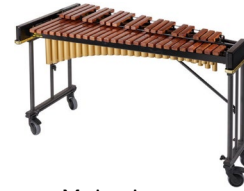
Drums Set



Congas



Gong



Xylophone



Castanets



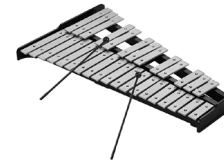
Big Drum



Timbales



Tambourine



Glockenspiel



Woodblock



Timpani



Snare Drum



Vibraphone



Tubular Bells



Celesta



Bongos



Cymbals



Marimba



Triangle



Piano

Percussion Instruments (*Continued*)

Musical Instruments

Listing Photo Requirements.

The following are the minimum photo and listing requirements for percussion instruments:



Branding



Close-up photo of any instrument damage



All parts of the instrument

Wind Instruments

The following are examples of wind instruments.

Musical Instruments

Woodwinds



Piccolo



Flute



Clarinet



Oboe



Bassoon



Recorder

Free Wind



Harmonica

Wind Instruments (*Continued*)

Musical Instruments

Below are the photo requirements and listing guidelines.

The following are the minimum photo requirements and listing guidelines for an accordion:

- Photos of external damages (cracks, chips, splitting, or bellows)
- Photos of markings (brand, model, and country of origin)
- Check for internal damage sounds (rattling or loose pieces)
- Photos of the instrument casing or straps



Below are the listing guidelines for bagpipes. The following characteristics may add value and ensure that these are indicated in the description:

- Identify if there are silver fittings
- Elaborate engraving on metal parts
- Detailed woodworking (combing and beading)
- Made by a preferred maker (e.g. McCallum, Gibson, MacLellan, Dumbar, MacRae, Naill, RG Hardie, McWilliams, AAR)
- The age of the instrument



Electronic Instruments

The following are examples of electronic instruments.

Musical Instruments



Portable Keyboard



Electric Drum Kit



Compact Drum Machine

The following are the listing guidelines for electronic instruments:

- Brand
- Model or generation
- Note if the stands or case are included
- Any damages

On the right is an example of a correct electronic instrument listing in shopgoodwill.com.

