D.L.M: CREATE AND PRINT PATRON BARCODES BY HOMEROOM



Destiny Library Manager[™] allows users with full access to create and print patron barcodes by homeroom

In this tutorial you will learn how to:

Create and Print patron barcodes

Requirements:

- PC or MAC
- ** A web browser such as:
 - *Google* Chrome 🧔
 - Internet Explorer
 - Mozilla Firefox 🧕
 - Safari
- * An Internet connection
- * An LAUSD Single-Sign On (SSO)

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<u>STEP 1</u>: LOGIN TO DESTINY

- 1. Open a web browser
 - Google Chrome 🧔
 - Internet Explorer (C)
 - Mozilla Firefox 🧕
 - Safari
- 2. In the address bar, type the following URL and press the "Enter" key on the keyboard:
 - <u>http://lausd.follettdestiny.com</u>

- 3. There are two (2) ways to find your school:
 - a. In the "Search for Site Name" field, type in the name or location code of your school.
 Press the "Enter" key on the keyboard or click on the "Go!" button OR
 - b. Click on the "Blue Bar" associated to your school group (*e.g. Middle School*). Then, find and click on your school's link.

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3)	Early Education Centers +								
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	Elementary Schools +								
	Middle Schools +								
	High Schools +								
	District Warehouses •								
	Span Schools +								
	Special Schools +								
	AEWC Sites +								
	District Facilities +								
	Music Warehouses +								
	Independent Charters +								

4. On the school's "Home" screen, click the "Log In" link located on the upper-right corner and enter your username and password to login.

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<u>STEP 2</u>: CREATE AND PRINT PATRON BARCODE LABELS

- 1. From your school's Destiny site, click on the "Reports" tab
- 2. Click on the "Patron Reports" link just to the left of the screen
- 3. Click on the "Barcode Labels" link under the heading Labels/Cards

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Library Reports	Circulation	
Patron Reports	Current Checkouts/Fines - Identify or send notices to the patrons with checkouts/fines.	
Report Builder	Fine History - View fine payments and refunds for a particular time frame. Show More	
Report Manager	Overdue Materials - List overdue copies in the order they should be shelved. Show More	
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- 4. Set the "Select by" field to "Patron Name" by clicking on the dropdown arrow
 - a. Leave the "From" and "To" fields blank
- 5. Under "Sort by" click on the second radial button then click on the dropdown arrow and select "Homeroom" and then by select "Grade Level"
- 6. Under "Include the following" make sure the "Barcode Number" box is checked.
- 7. Under "Formatted for" click the radial button "Use at circulation desk" and make sure "Start a new page for each group" is checked.
- 8. Click on the "Run Report" button. You will be taken to the Report Manager screen.

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9. Click on the "**Refresh List**" link to see if your report has completed.

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10. Once completed, click on the "View" link to view/print the report.

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