

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

In this tutorial you will learn how to:

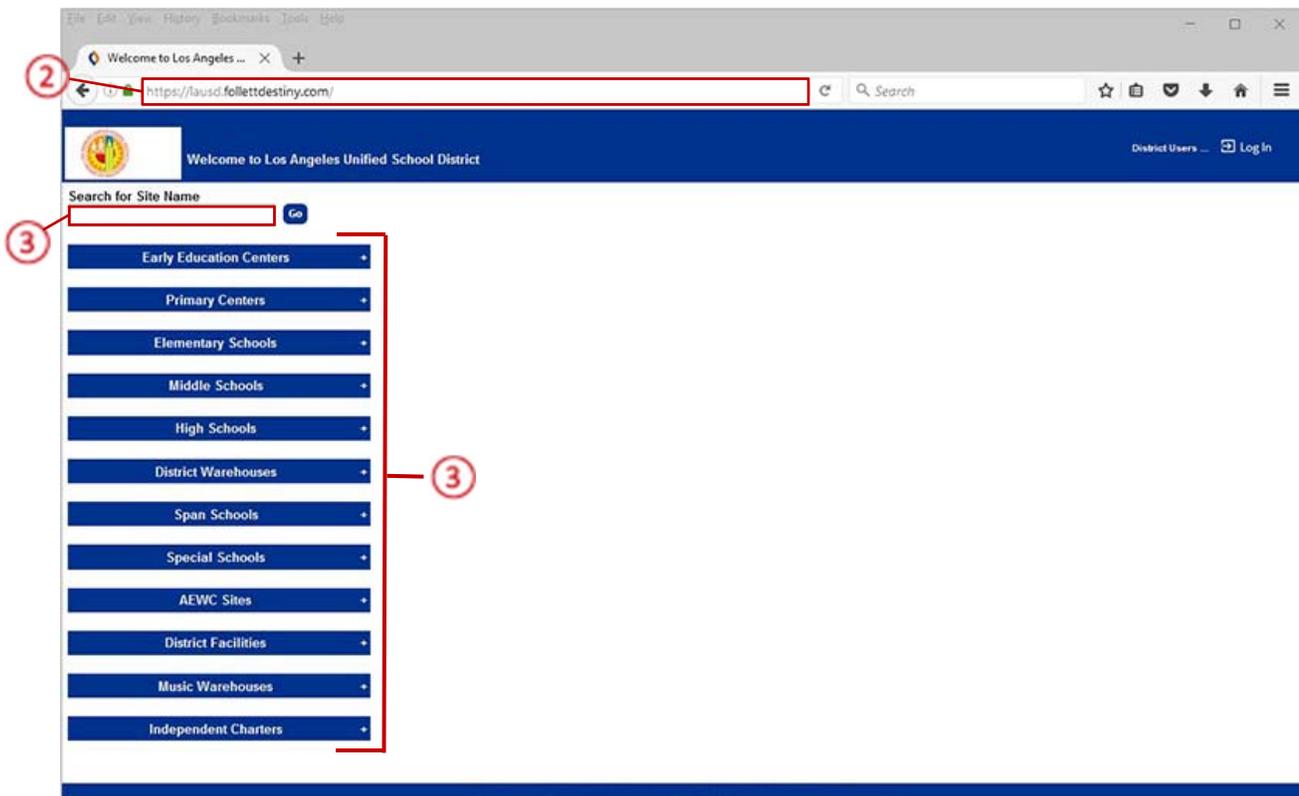
- ✧ Create and Print patron barcodes

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)

## STEP 1: LOGIN TO DESTINY

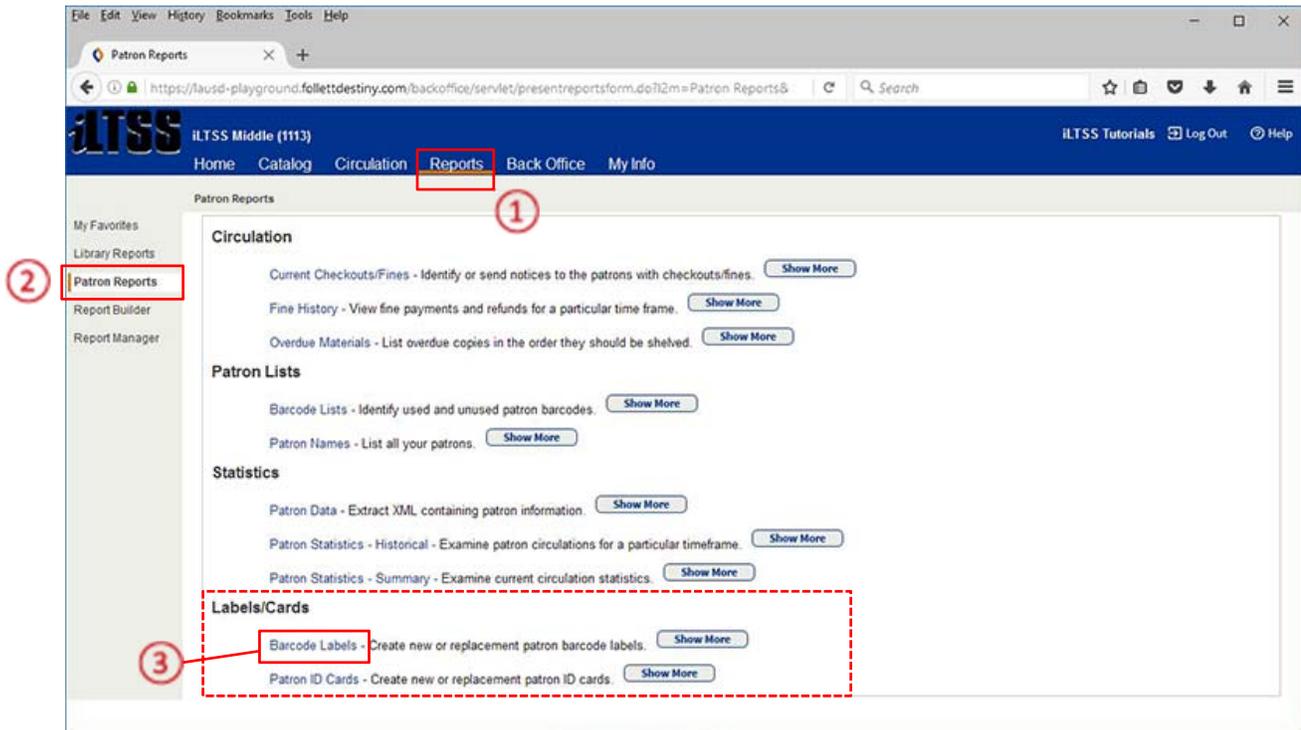
1. Open a web browser
  - Google Chrome 
  - Internet Explorer 
  - Mozilla Firefox 
  - Safari 
2. In the address bar, type the following URL and press the “Enter” key on the keyboard:
  - <http://lausd.follettdestiny.com>
3. There are two (2) ways to find your school:
  - a. In the “Search for Site 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.



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.

## STEP 2: 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



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

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.

Print used patron barcodes...

Select by: Patron Name

From: [ ] to: [ ]

Sorted by:  Patron Name  Homeroom and then by: Grade Level

Limited to patrons: Of these types: All Patron Types [Update] ...with these statuses:  Active  Restricted  Inactive

Include the following:  Barcode number

Formatted for:  Barcode labels  Use at the circulation desk

Use label stock: Avery white address labels (style 5160)

Start on label: 1

Printer offset - Horizontal: 0 Vertical: 0

Start a new page for each group

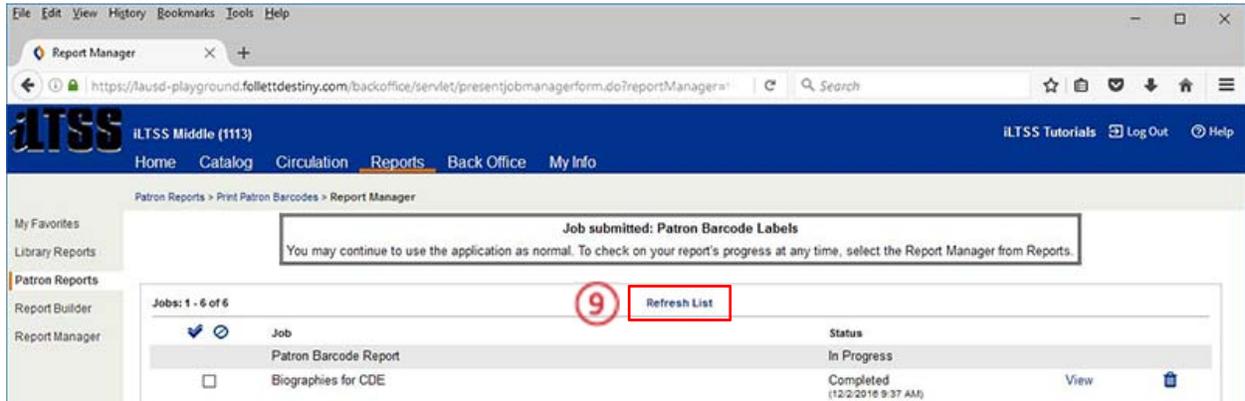
Include: Library Circulation command barcodes

In addition to adjusting your printer offsets, you must also configure Adobe Reader so that your labels are properly aligned.  
For assistance configuring Adobe Reader or the printer offsets, see Troubleshooting

[Run Report]

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

- Click on the “Refresh List” link to see if your report has completed.

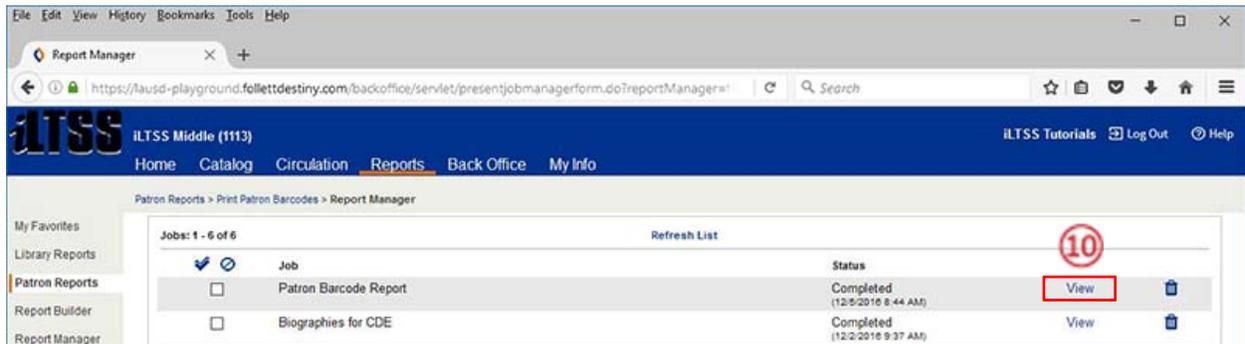


The screenshot shows a web browser window with the URL <https://lausd-playground.follettdestiny.com/backoffice/servlet/presentjobmanagerform.do?reportManager=>. The page header includes the ATSS logo and navigation links: Home, Catalog, Circulation, Reports, Back Office, My Info. A notification box states: "Job submitted: Patron Barcode Labels. You may continue to use the application as normal. To check on your report's progress at any time, select the Report Manager from Reports." Below this, a table lists jobs:

Jobs: 1 - 6 of 6	Job	Status
<input checked="" type="checkbox"/>	Patron Barcode Report	In Progress
<input type="checkbox"/>	Biographies for CDE	Completed (12/2/2016 9:37 AM)

The "Refresh List" link is highlighted with a red box, and a circled "9" is placed next to it.

- Once completed, click on the “View” link to view/print the report.



The screenshot shows the same web browser window. The notification box is no longer present. The table now shows the following jobs:

Jobs: 1 - 6 of 6	Job	Status
<input checked="" type="checkbox"/>	Patron Barcode Report	Completed (12/5/2016 8:44 AM)
<input type="checkbox"/>	Biographies for CDE	Completed (12/2/2016 9:37 AM)

The "View" link for the "Patron Barcode Report" is highlighted with a red box, and a circled "10" is placed next to it.