D.L.M: RUNNING A SHELF LIST



Allows users with Teacher Librarian or Library Aide access to create and run a shelf list report in the Destiny Library Manager

In this tutorial you will learn how to:

- Create a shelf list report
- ** Run the shelf list report
- Open the shelf list report

Requirements:

- C or MAC
- ** A web browser such as:
 - Google Chrome 🧔
 - Internet Explorer 🬔
 - Mozilla Firefox 🧕
 - Safari
- ** Teacher Librarian or Library Aide Access
- ** An Internet connection
- # An LAUSD Single-Sign On (SSO)

D.L.M: RUNNING A SHELF LIST

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:
 - <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.



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.

<u>STEP 2</u>: CREATING THE SHELF LIST REPORT

- 1. Click the "Reports" tab located on the top navigation
- 2. Click the "Library Reports" option located on the left-side of the screen
- 3. On the "Catalog Titles & Copies" section, click on the "Shelf List" link

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- 4. Under the heading "Generate a shelf list showing...." Choose the "Include Call Numbers" option and click on the "All ranges and prefixes in the collection" radial button
- 5. On the "Show" option, click on the "Publication Year" radial button
- 6. On the "Output as" drop down menu, select "Microsoft Excel" from the list
- 7. Leave all other fields blank
- 8. Click the "Run Report" button

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<u>STEP 3</u>: REPORT MANAGER

1. The new report will state "**Pending**," click the "**Refresh List**" link. After a few minutes the status should have changed to "**Completed**"

NOTE: You may need to click the "**Refresh List**" link more than once to see if the status has changed.

2. Once the report has completed, click the "View" link to view the report

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3. Click on the "Open with" radial button and select "Microsoft Excel" from the drop down list,

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4. Click the "**OK**" button

5. The shelf list report will open in Excel. Click on the "**Enable Editing**" button to allow the report to be modified

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- 6. Click on the "Home" tab
- 7. Click on the "Sort & Filter" tab. From the drop down menu, select "Custom Sort" from the list

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8. Depending on how you will be using the report, in the "**Column**" drop down menu, you can select one of the following from the list:

Column			
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- 9. Leave as is in the "Sort On" section
- 10. In the "Order" drop down menu, select either "A to Z (*ascending*)", "Z to A (*descending*)" or "Custom List"
- 11. Click "OK"

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- 12. Select, "Sort anything that looks like a number, as a number" radial button
- 13. click the "**OK**" button

