



This step-by-step video tutorial will guide end-users through the use of the Destiny Resource Manager application.

In this tutorial, you will learn how to:

- ✖✖ Login to Destiny Resource Manager
- ✖✖ Search the resource catalog
- ✖✖ Check out resources
- ✖✖ Check in resources
- ✖✖ Reset the screen
- ✖✖ Transfer resources
- ✖✖ Change the home location
- ✖✖ Run various reports: checkout and fines, item status, patron barcode report and the resource checkout summary

Requirements:

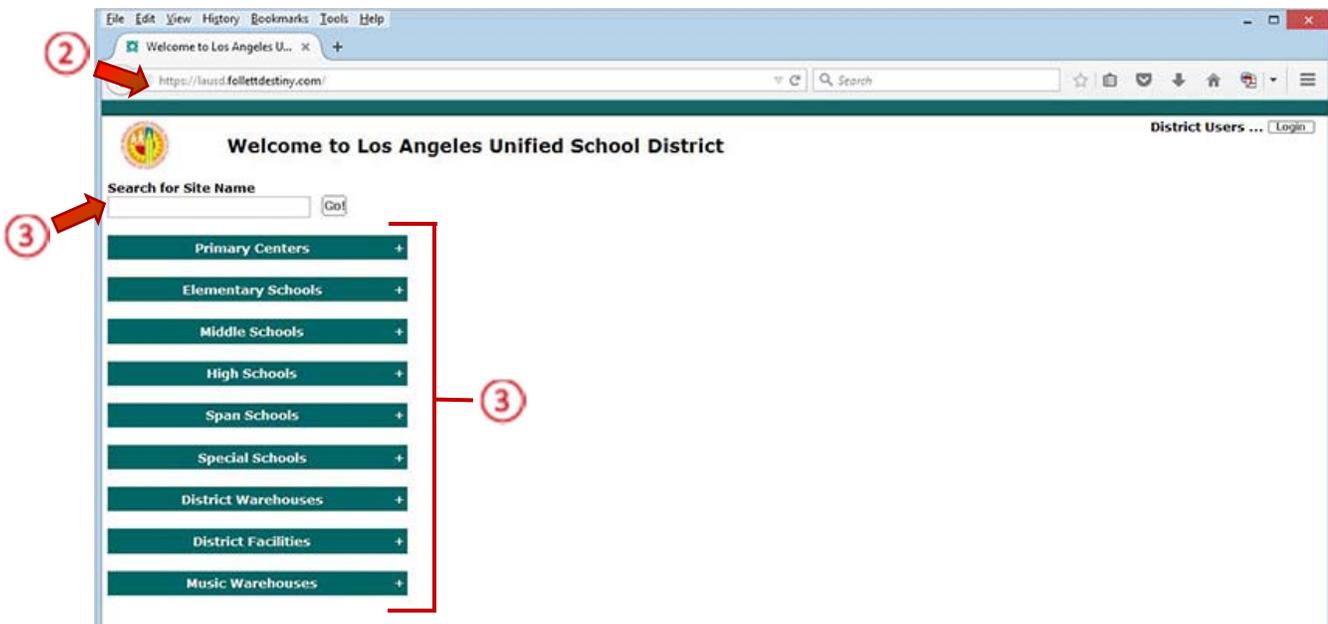
- ✖✖ PC or MAC
- ✖✖ A web browser such as:
  - Google Chrome 
  - Internet Explorer 
  - Mozilla Firefox 
  - Safari 
- ✖✖ An Internet Connection
- ✖✖ A Barcode Scanner
- ✖✖ Full Destiny Access

***NOTE:*** *If using an iPad and Bluetooth scanner, please refer to the Bluetooth Pairing Instructions before circulating.*

# DESTINY RESOURCE MANAGER: FULL ACCESS

## 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. To find your school do one of the following:
  - a. In the “Search for Site Name” field, type in the name or location code of your school and press the “Enter” key on the keyboard or click on the “Go!” button OR
  - b. Click on the “Green Bar” associated to your school group (*e.g. Middle School*)  
Locate your school’s link, click on the “Login” button, and use your LAUSD Single-Sign on (SSO)



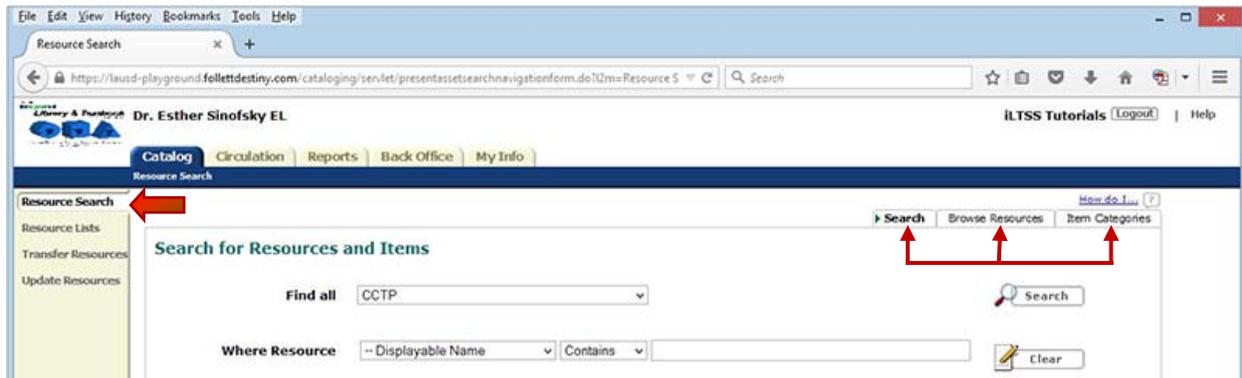
# DESTINY RESOURCE MANAGER: FULL ACCESS

## STEP 2: CATALOG TAB

- Once you've logged in, you will see five tabs: "Catalog", "Circulation", "Reports", "Back Office" and "My Info"

## RESOURCE SEARCH OPTION

- On the left-side of the screen, you will find the "Resource Search" option
- On the right-side of the screen, there are three (3) sub-tabs: "Search", "Browse Resources", and "Item Categories"

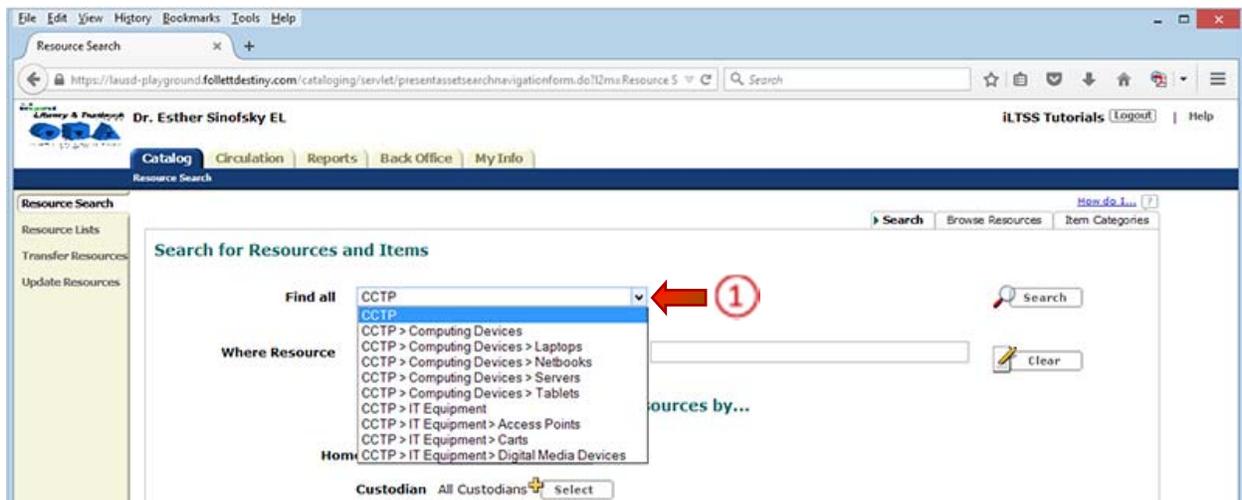


## SEARCH SUB-TAB

### A. Search for Resources and Items

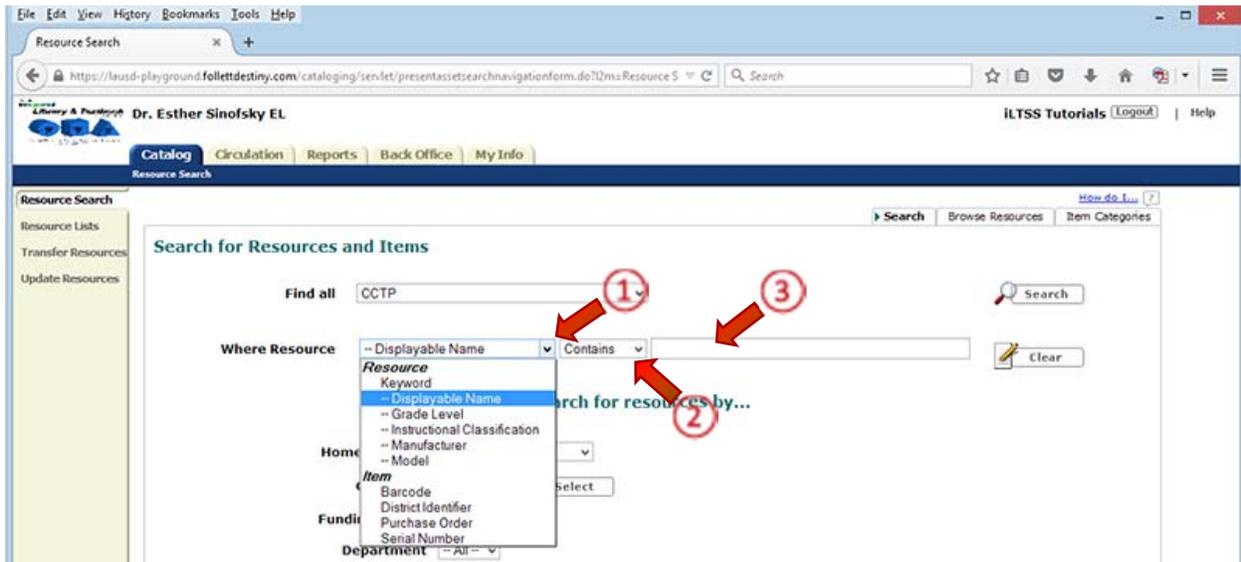
"Find all" — search all resource ITI cataloged items

1. Click on the drop-down menu to browse for and locate specific items



“Where Resource” -- allows a Boolean type search

1. Click on the drop-down menu to search for a resource or an item by using one of the following:
  - Displayable Name (*Resource*)
  - Barcode (*Item*)
  - District Identifier (*Item*)
  - Purchase Order (*Item*)
  - Serial Number (*Item*)



2. Clicking on the “Contains” drop-down menu allows you to specify the type of resource details you want to search
3. Clicking in the blank field allows you to type in or scan a specific resource to search

## DESTINY RESOURCE MANAGER: FULL ACCESS

- You have the option to further limit your resource search by selecting any of the following:
  - Home Location
  - Custodian
  - Funding Source
  - Department
  - Purchase Price
  - Date Acquired
- Once you have entered your search parameters, click the “**Search**” button

Limit your search for resources by...

Home Location --All--

Custodian All Custodians [Select](#)

Funding Source --All--

Department --All--

Purchase Price Greater than or equal to

Date Acquired to

Historical Notes Contains to

Search

### ► BROWSE RESOURCE SUB TAB

**NOTE:** The types of resources you have in your catalog will be indicated by the appearance of a clickable blue hyperlink

- Click the “**Browse Resources**” sub-tab located on the right
- To search items, you have the option to select the active hyperlinks to check the available resources.

Resource Search

Search **Browse Resources** Item Categories

For all resources under...

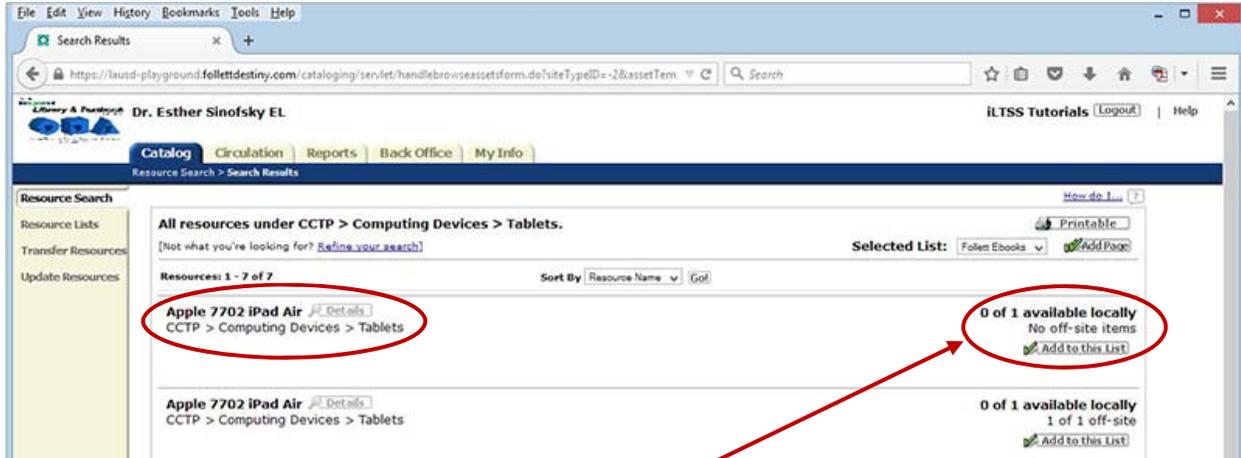
Resources

- CCTP
- Computing Devices
  - Laptops
  - Netbooks
  - Servers
- Tablets
- IT Equipment

## DESTINY RESOURCE MANAGER: FULL ACCESS

3. Once you click on the resource, you are able to view:

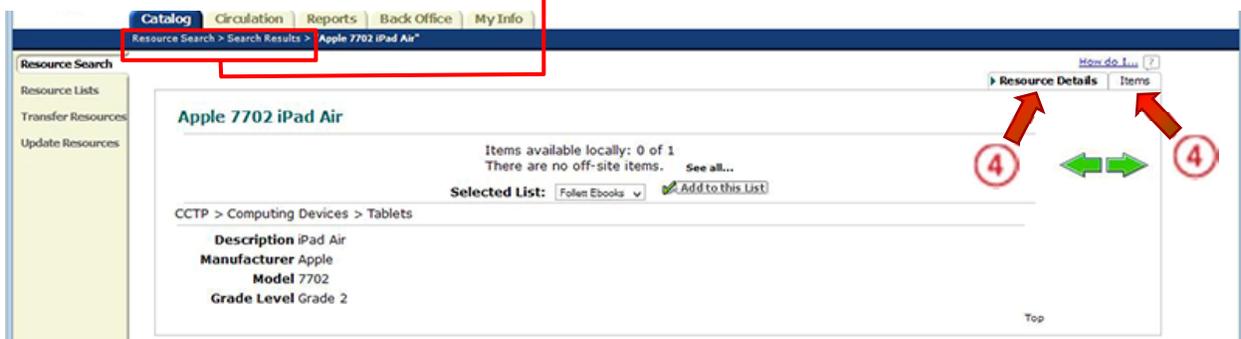
- The resource
- The number of items available



**NOTE:** The amount available should always be zero. All resources should be checked out to patrons, (e.g. student or principal) during the school year.

4. Once a resource is clicked on, you are able to view two sub tabs: “Resource Details” and “Items”
5. The “Resource Details” sub tab will allow you to view details
6. The “Items” sub tab will allow you to view:
  - Barcode
  - Status
  - Condition
  - Home Location

**NOTE:** To go back in Destiny, use the BREADCRUMBS trail—the Internet back button is not a viable option while working in the Destiny application.



## TRANSFER RESOURCES OPTION

1. Click on the **“Transfer Resources”** option located on the left-side of the screen
2. To the right-side there are three (3) sub tabs: **“Track”**, **“Upload”** and **“Notices”**
  - a. Track — Enables resource managers to track completed incoming transfers, outgoing transfers and completed outgoing transfers. For a detailed view of each of the above actions, click on the **“View”** icon to see the specific details regarding the transfer
  - b. Upload — Enables resource managers to transfer resources from one site to another by either scanning one barcode at a time OR by uploading a list of barcodes into the application.
  - c. Notices — Enables communications through the Destiny application regarding impending transfers to the receiving school

**NOTE:** To stop a resource transfer before the incoming school receives it, click on the **“View”** icon then click on the **“Stop Transfer”** button. This is done from the **“Track Resources”** page on the **“Outgoing Transfers”** section.

The screenshot shows the Destiny Resource Manager interface. On the left sidebar, a red circle with the number '1' points to the 'Transfer Resources' link. In the top right of the main content area, a red circle with the number '2' points to the 'Track', 'Upload', and 'Notices' tabs. The main content area displays a table of 'Outgoing Transfers (5)' with columns for 'To', 'Transfer Date', and 'Status'. Below the table are options to 'View Notes', 'View', and 'Remove'. At the bottom, there is a 'Customize View' section with filters for 'View transfers created', 'Limit to transfers from/to', and 'Display' options.

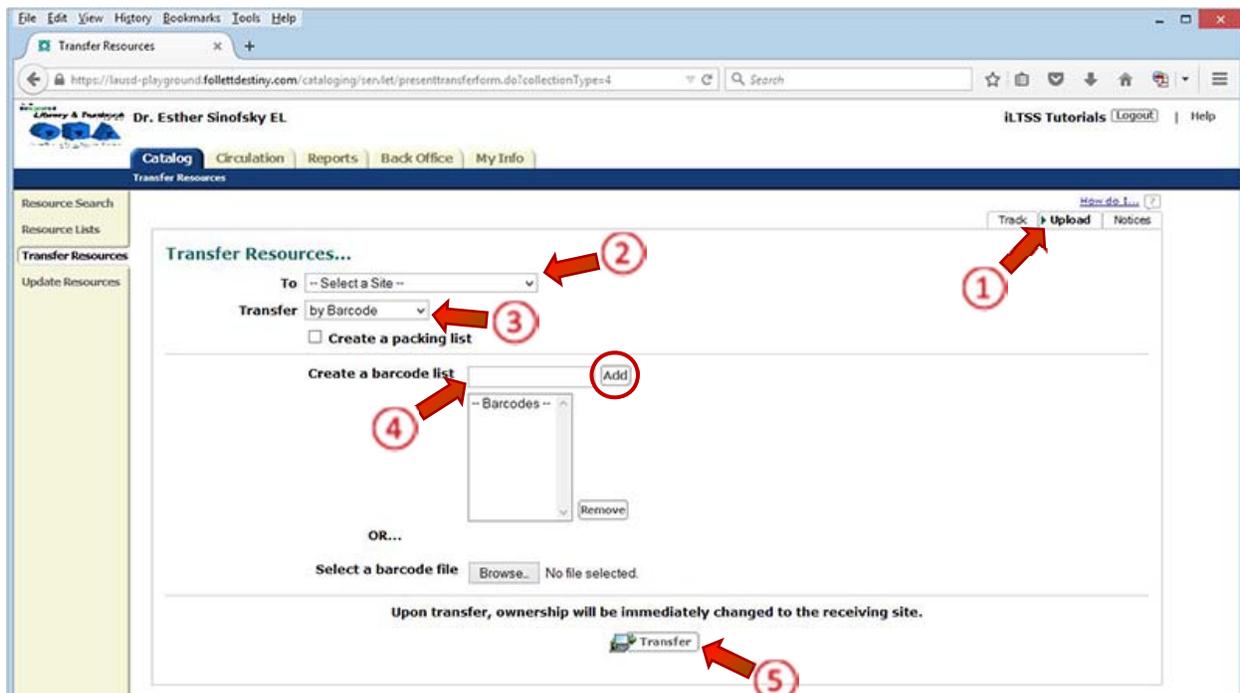
To	Transfer Date	Status
0525 (luz.reyes)	11/19/2014 3:32 PM	0 of 1 Received Apple 7702 iPad Air
0525 (luz.reyes)	11/20/2014 8:58 AM	0 of 5 Received Apple 7702 iPad Air
0784 (luz.reyes)	11/19/2014 3:37 PM	0 of 3 Received Apple 7702 iPad Air
0784 (station10)	4/14/2015 2:42 PM	0 of 1 Received Apple 7702 iPad Air
TEST13 (jschippe)	9/5/2014 10:57 AM	4 of 24 Received -- Assorted Resources --

## DESTINY RESOURCE MANAGER: FULL ACCESS

Conducting a Resource Transfer (To District Warehouse Facility ONLY)

**NOTE:** The District Warehouses are listed in Destiny as: ITAM Beaudry, ITAM Pico Rivera and ITAM Soto.

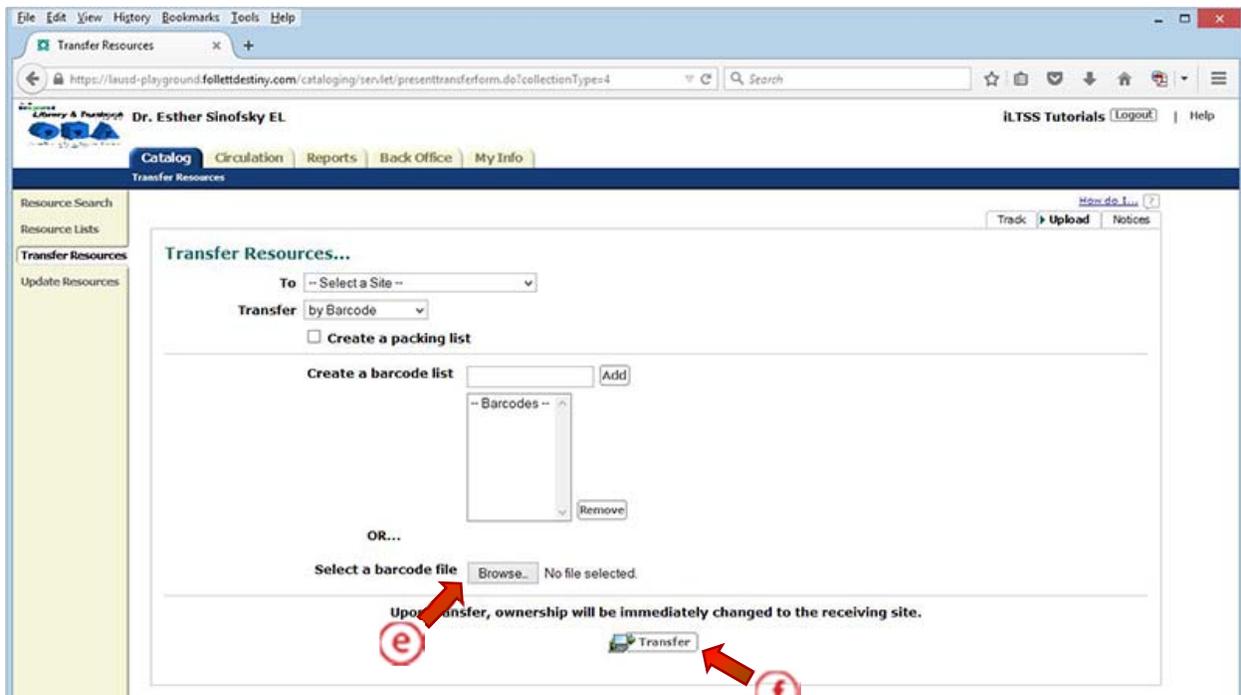
1. Click on the “Upload” sub tab
2. Click on the “To” drop-down menu and select the site which will receive the transferred items
3. Click on the “Transfer” drop-down menu and select “by Barcode”
  - by Barcode — Enables resource managers to scan one barcode at a time OR upload a list of barcodes
  - by List — Option **NOT** recommended
  - by Item Category — Option **NOT** usable
4. In the “Create a barcode list” field, type or scan the barcode of the book. (If the number was manually entered, click on the “Add” button. Scanning the barcode will automatically add it to the list.)
5. Once all the barcodes have been typed or scanned in, click the “Transfer” button to upload the resource(s)



**NOTE:** DO NOT scan too quickly when scanning one barcode at a time, as the screen needs time to refresh.

## DESTINY RESOURCE MANAGER: FULL ACCESS

6. To transfer resources in bulk, use the “**Select a barcode file**” option. Follow the steps listed below:
  - a. Open a text application such as Notepad (*PC*) or Text Edit (*Mac*)
  - b. Save the .txt file with a name associated with the transfer (e.g. *resource\_transfer\_to\_VAAS.txt*)
  - c. Scan all of the resource barcodes to be transferred into the file and save it once completed
  - d. On the “**Transfer Resources...**” screen, select the “**Browse**” button next to the “**Select a barcode file**” field
  - e. Find and select the newly created .txt file. (it will appear on the screen)
  - f. Click on the “**Transfer**” button to upload the resource(s)



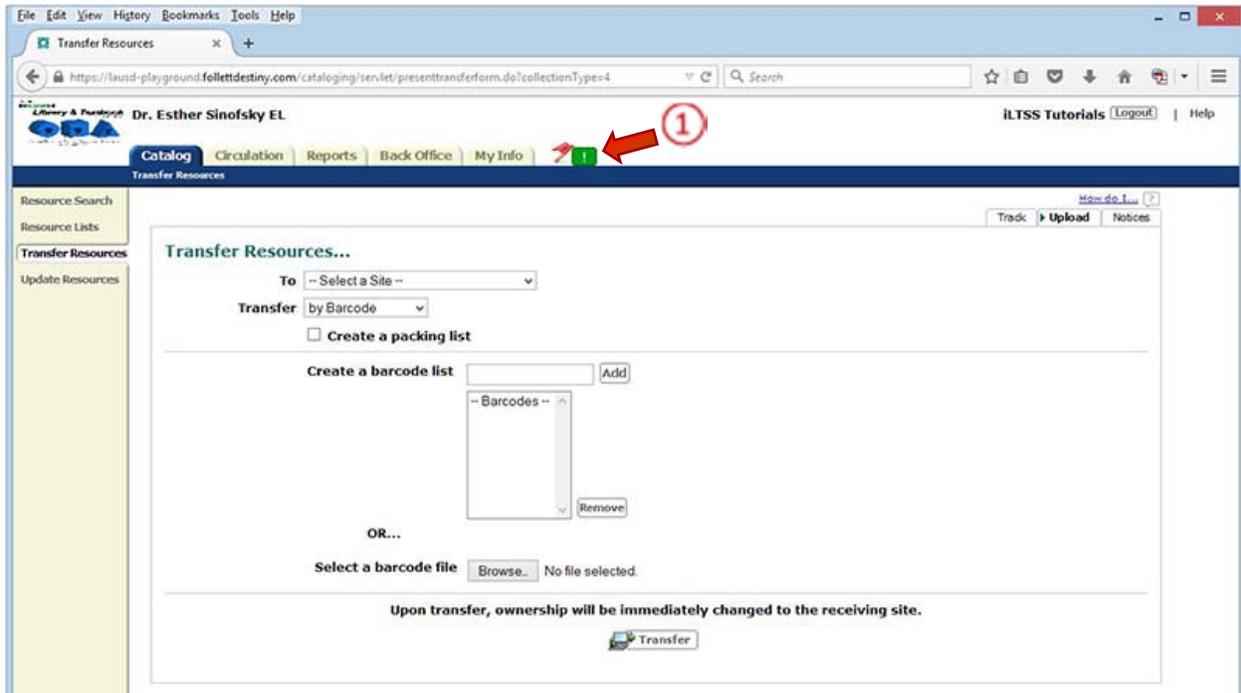
### Receiving a Resource Transfer (From one of the District Warehouse facilities)

To receive a resource transfer, you must be logged in to your Destiny site. In the upper-right corner you will see an icon of a red flag next to a button with an exclamation mark.

**NOTE:** the red flag icon denotes an incoming resource transfer in the queue.

## DESTINY RESOURCE MANAGER: FULL ACCESS

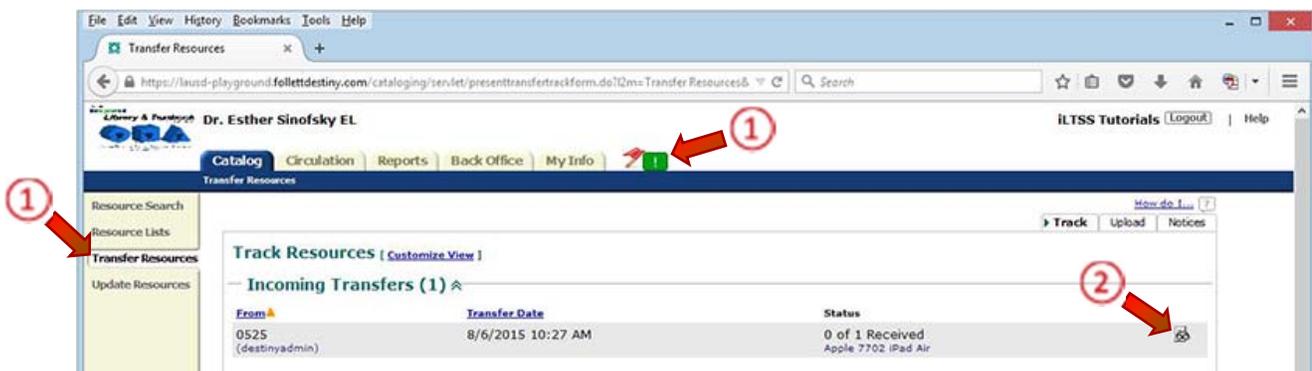
1. Click on the “Red flag” link. On the “Track Resources” screen, you will see a list of resources awaiting processing
2. Click on the “View” icon to see a detailed list of the resources in the queue and to receive the transfer



**NOTE:** Once the view icon has been clicked, a message with a red box around it will appear notifying you of the change of ownership of the devices (from the outgoing school to the incoming school)

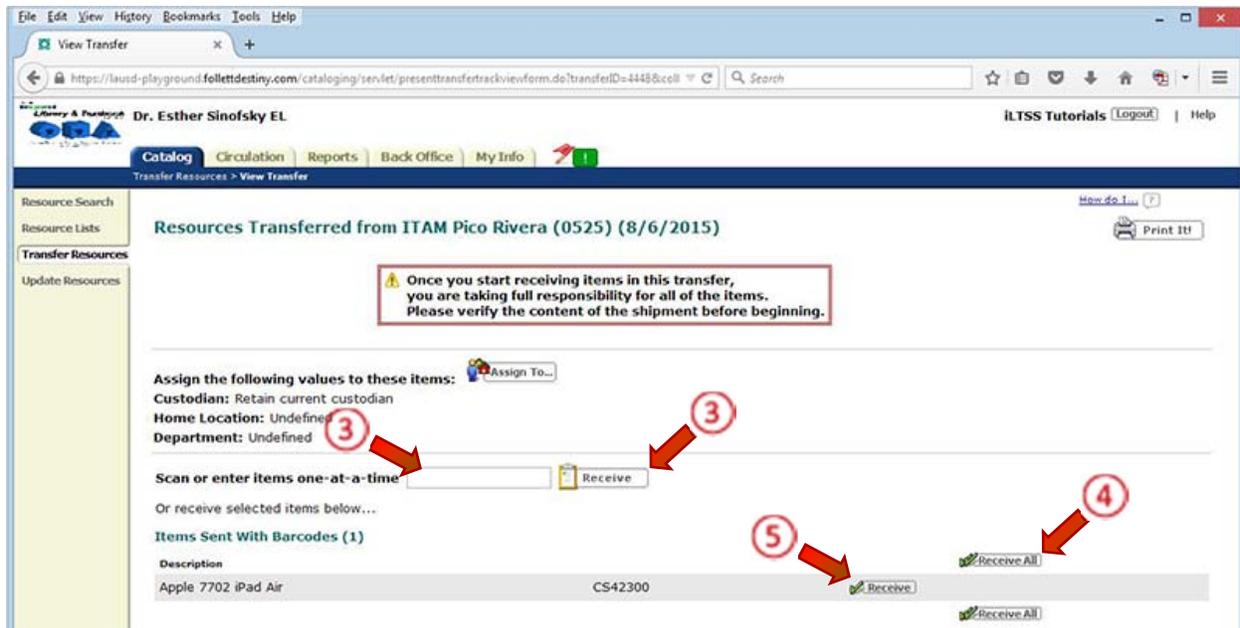
### Receiving the Resources:

1. On the “Transfer Resources” screen, click on the “Red Flag” icon located at the top of the navigation next to the “My Info” tab.



## DESTINY RESOURCE MANAGER: FULL ACCESS

2. Click on the “View” icon to see a detailed list of the resources in the queue and to receive the transfer
3. Click inside the “Scan or enter...” field and either type the resource barcode then click the “Receive” button or scan each resource barcode one at a time (This is the **Recommended** method of receiving resources)
4. Click on the “Receive All” button (This is **NOT Recommended** method for receiving resources)
5. Click on the “Receive” button to the right of the resource to accept one item at a time



### UPDATE RESOURCES OPTION

#### Changing the Home Location

1. Click on the “Update Resources” option,

**NOTE:** Be sure that you are working under the “Individual Update” sub tab.

2. Place your cursor in the “Resource Barcode” field, and either type or scan the resource barcode number
3. Click on the “Select Item” field drop-down menu and select the “Home Location” option
4. A “to” field will appear, click on the drop-down menu and select a new home location from the options

**NOTE:** At the bottom of the page, you will see the “Add Historical Note” field. Per the ITI group, this field will **ONLY** be used for students who are not currently showing in Destiny (e.g., new students to the District). If and when you encounter this, please input the following information into the field:

## DESTINY RESOURCE MANAGER: FULL ACCESS

- Patron's name (Last name, First name)
- Birthdate (mm/dd/yyyy)
- Grade level (e.g., grade 8)

Example: Doe, John, 02/20/2001, Grade 8

5. Once all the information has been entered, click on the "Update" button.

The screenshot shows the 'Update Resources' page in a web browser. The browser address bar shows the URL: <https://lausd-playground.follettdestiny.com/cataloging/ser/ser/handleindividualupdateassetsform.do>. The page header includes 'Dr. Esther Sinofsky EL' and 'iLTSS Tutorials | Logout | Help'. The main navigation bar has 'Catalog', 'Circulation', 'Reports', 'Back Office', and 'My Info'. The left sidebar contains 'Resource Search', 'Resource Lists', 'Transfer Resources', and 'Update Resources'. The main content area is titled 'Specify information to change and scan barcode' and features an 'Update' button. Below this is a 'Resource Barcode' field and a 'Home Location' dropdown menu currently set to 'Room 25'. A list of ten 'Select an item field' dropdown menus follows. At the bottom, there is a red-bordered box labeled 'Add historical note' containing the text 'Doe, John, 02/20/2001, Grade 8'. Five red callout boxes with numbers 1 through 5 and arrows point to: 1) the 'Update Resources' link in the sidebar; 2) the 'Update' button; 3) the 'Home Location' dropdown; 4) the 'Room 25' dropdown; and 5) the 'Add historical note' box.

## DESTINY RESOURCE MANAGER: FULL ACCESS

- A “Most Recently Updated” note will appear at the bottom of the screen. To check the history and verify that the changes were made, click on the “barcode number link” of the resource, which will take you to the “Resource Status” page. You will see the update made to the “Home Location” and the “Historical Notes” field.

Individual Update   Batch Update   Global Update

**Specify information to change and scan barcode...**

Resource Barcode  Update

Home Location  to

- Select an item field -  
 - Select an item field -

Add historical note

**Most Recently Updated**

Apple 7702 iPad Air (Item: [CS42300](#))

File Edit View History Bookmarks Tools Help

Copy Status

https://lausd-playground.follettdestiny.com/circulation/servelet/handle/ecopystatusform.do?copyList=x&searchOption=...

Dr. Esther Sinofsky EL      ILTSS Tutorials Logout | Help

Catalog   Circulation   Reports   Back Office   My Info

Update Resources > Item Status

**Apple 7702 iPad Air**

Barcode CS42300      Home Location Room 23

Date Acquired      Custodian Undefined

Condition Usable      Department Undefined

District ID LAUSDIOS0016004      Projected Life Undefined

Purchase Order      Funding Source CCTP

Serial Number DMPM65JCFK11      Status Available

Purchase Price

How do I...  
 Edit Item  
 Mark Lost  
 Mark Stolen  
 View History  
 Print Labels

**Current Checkout**  
None

**Previous Checkout**  
(Returned: 7/24/2015)  
User ANDREWS, GALA [Faculty]  
Barcode 00991089  
Grade Level  
Homeroom  
Checked In by diana.gubierrez3

**Notes**  
There are no notes for this item

**Historical Notes**

Date	User	Note
8/13/2015	Tutorials [7671]	Doe, John, 02/02/2001, Grade 8

**Circulation Statistics**

Current Month	0	Current Year	0	Previous Year	7	Total	7
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## STEP 3: CIRCULATION TAB

You will be able to view the following:

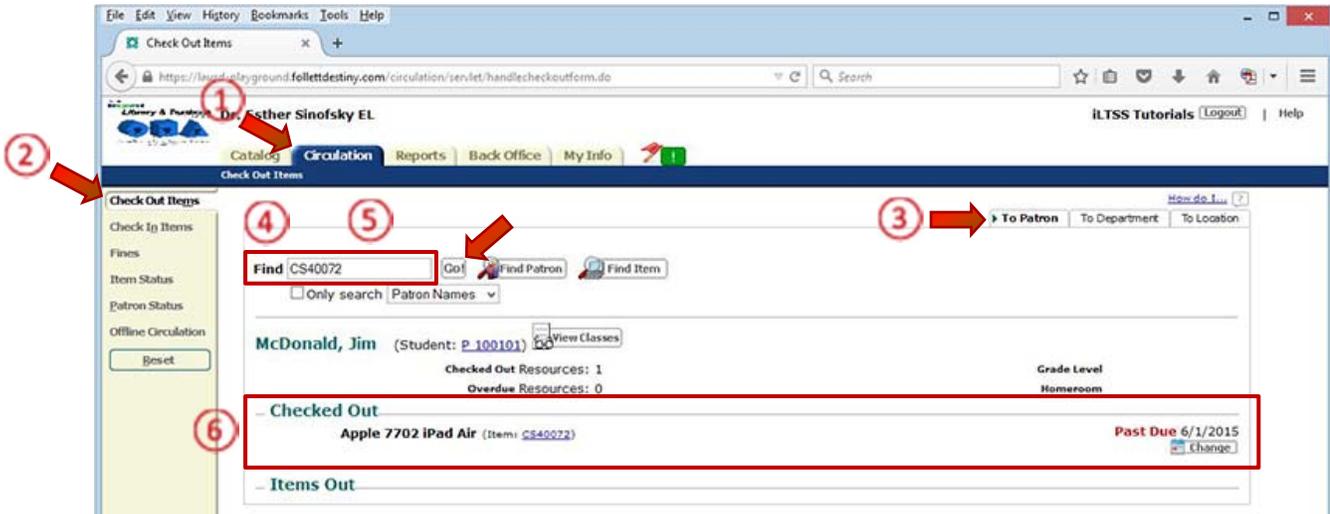
<u>Options</u>	<u>Sub tabs</u>
<ul style="list-style-type: none"> <li>● Check Out Resources</li> </ul>	<ul style="list-style-type: none"> <li>● To Patron</li> </ul>
<ul style="list-style-type: none"> <li>● Check in Resources</li> </ul>	<ul style="list-style-type: none"> <li>● To Department</li> </ul>
<ul style="list-style-type: none"> <li>● Item Status</li> </ul>	<ul style="list-style-type: none"> <li>● To Location</li> </ul>
<ul style="list-style-type: none"> <li>● Reset button</li> </ul>	

### TO PATRON SUB-TAB

#### Check Out Items:

1. Click on the “Circulation” tab
2. Click the “Check Out Items” option located on the left-side of the screen
3. Click on the “To Patron” sub-tab located on the right-side of the screen
4. Click inside the “Find” field and scan OR type in one of the following identifiers:
  - Patron Barcode ID
  - Patron Last name, First name

**NOTE:** If the name was typed in, either hit the “Enter” key on the keyboard or click on the “Go!” button. Then click on the patron’s name.



5. Click inside the “Find” field and scan OR type in the resource ID (barcode)

**NOTE:** If the ID was typed in, either hit the “Enter” key on the keyboard on click on the “Go!” button.

6. The resource will appear in the “Checked Out” section of the screen

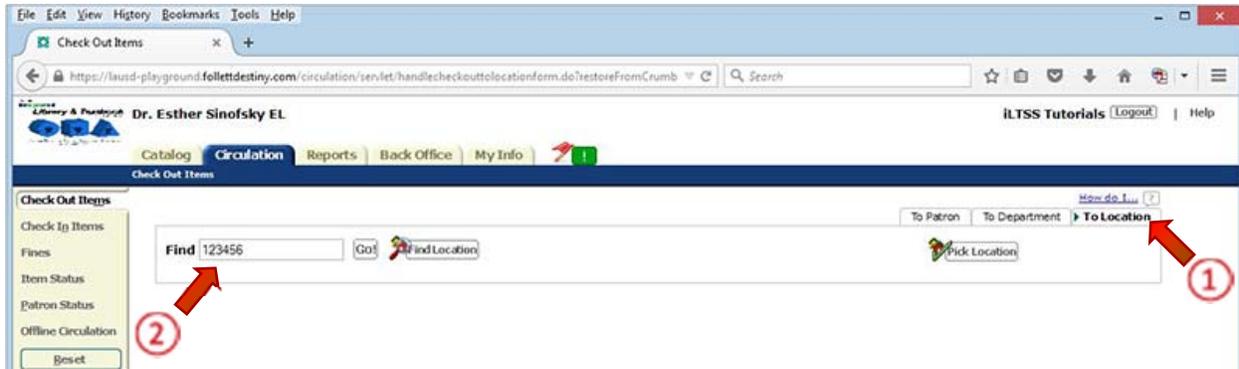
## DESTINY RESOURCE MANAGER: FULL ACCESS

To Department:

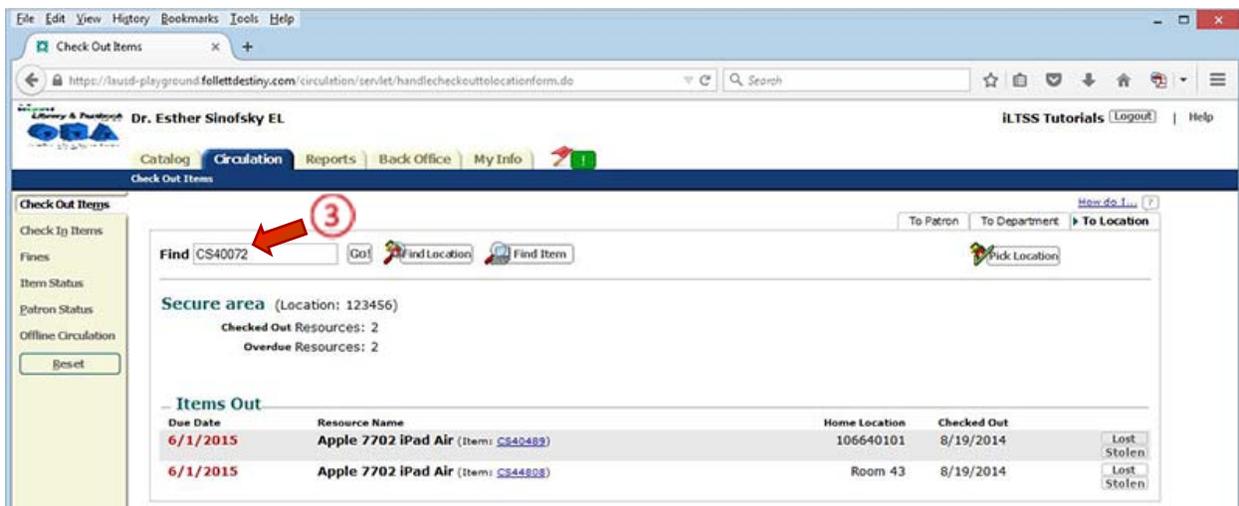
**NOTE:** This sub tab will not allow check outs.

To Location:

1. From the “Circulation” tab, click the “To Location” sub tab located on the right side of the screen
2. Click inside the “Find” field and scan OR type in the location barcode identifier (ex. 123456)



3. Once the item populates on the screen, scan or type in the resource ID



**NOTE:** If you do not have a resource ID available, you may search the resource catalog by using a keyword search, e.g. iPad.

## DESTINY RESOURCE MANAGER: FULL ACCESS

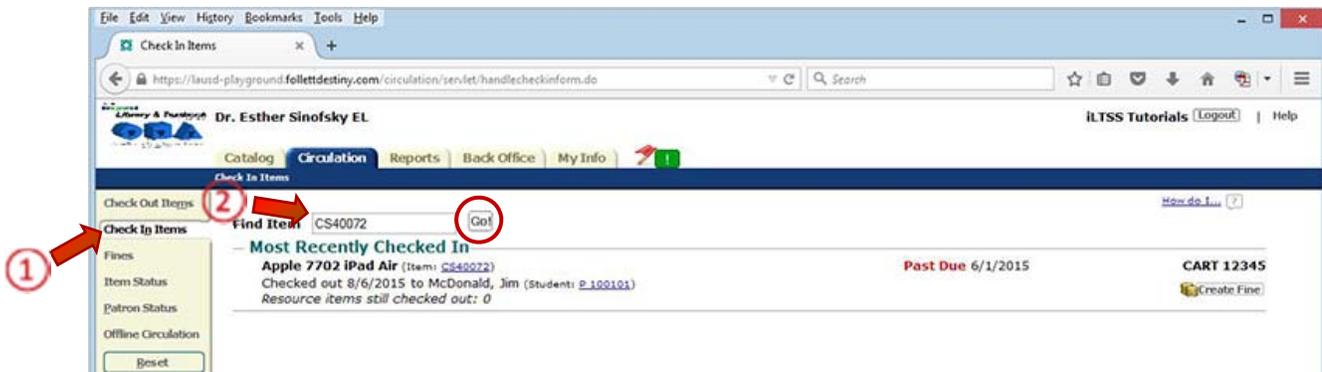
4. If a barcode for the location is unavailable, you may search for one by doing the following:
  - a. Click on the “Pick Location” button
  - b. Click on the drop-down menu, select a specific location and click the “OK” button
  - c. Follow steps 1 - 2 from the previous page



### Check In Resources

1. From the “Circulation” tab, click the “Check In Items” option located on the left-side of the screen
2. Click inside the “Find Item” field and scan or type in the resource ID for each item you would like to return to the site’s resource collection

**NOTE:** If the ID was typed in, either press the “Enter” key on the keyboard or click the “Go!” button.



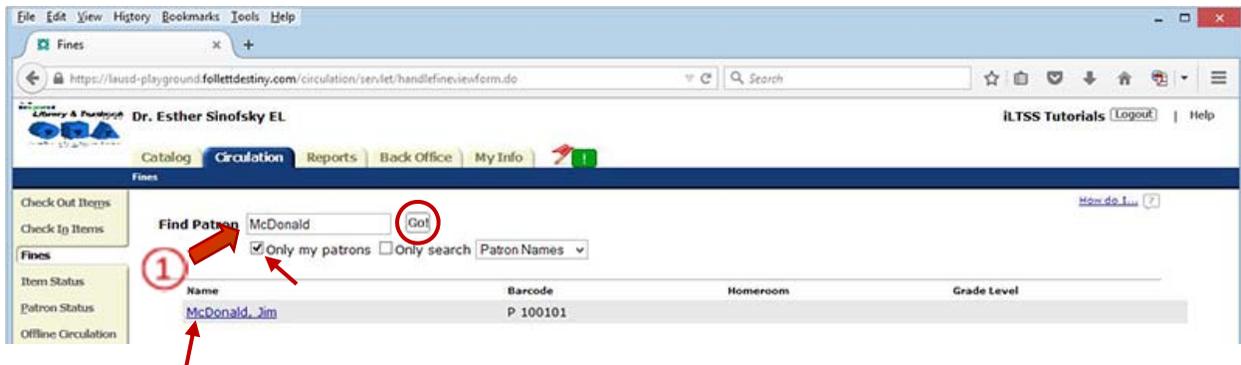
## FINES

1. From the circulation tab, click on the “**Fines**” option located on the left-side.
2. Click in the “**Find Patron**” field
3. Scan the ID or type in the patron’s name into the “**Find Patron**” field

The following options may be used as keyword searches:

- ✓ Patron names (default option)
- ✓ First name
- ✓ Middle name
- ✓ Last name
- ✓ Barcode
- ✓ Grade-level
- ✓ Homeroom
- ✓ Username
- ✓ District ID

**NOTE:** If the info was typed in, either press the “**Enter**” key on the keyboard or click the “**Go!**” button, then click on the Patron’s name link



**NOTE:** To search patrons enrolled at your school site, check the “**only my patrons**” box. To conduct a “**district-wide**” search, uncheck the box.

4. From the “**Fines**” screen, you will be able to use the following buttons:
  - Add Fine
  - View History (*fines*)
  - Print It! (*receipt: this button appears after a fine is assessed.*)

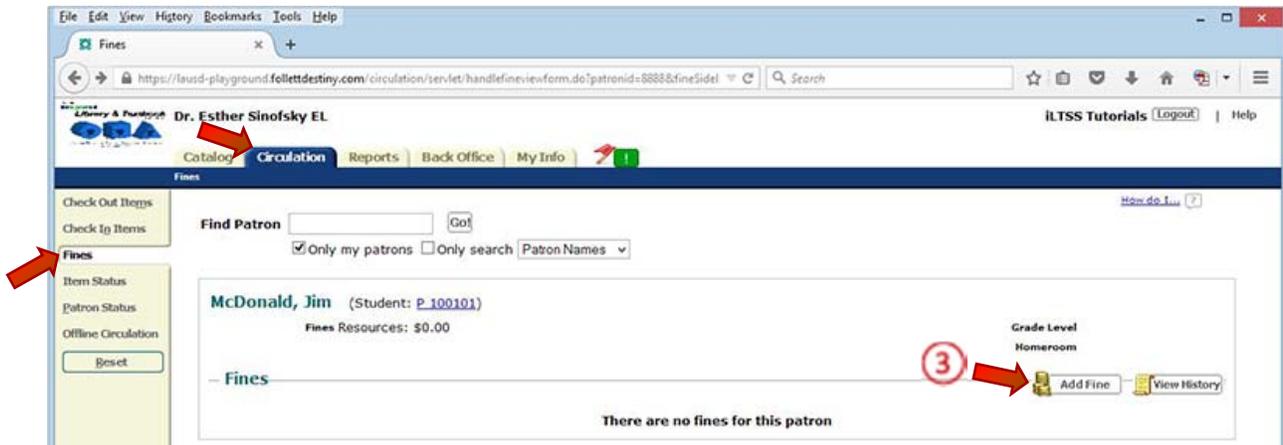
**NOTE:** Destiny Resource Manager is NOT the official financial record keeper. Please see your administrator for clarification of protocols regarding reporting financial transactions.

## DESTINY RESOURCE MANAGER: FULL ACCESS

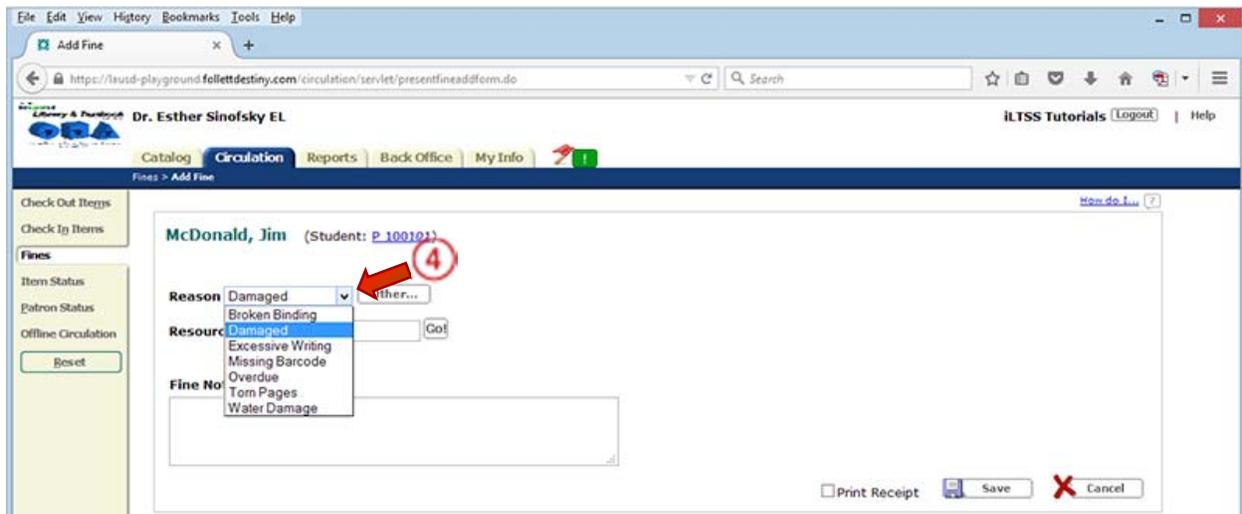
### Add Fine button

**NOTE:** If you have previously marked a resource as “lost”, a fine will be assessed.

1. From the “Circulation” tab, click on the “Fines” option located on the left-side of the screen
2. Click inside the “Find Patron” field and scan the ID or type in the patron’s name and either press the “Enter” key on the keyboard or click on the “Go!” button.
3. Click the “Add fine” button



4. Use the “Reason” dropdown, to document the reason for the assessment



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5. Click inside the “Resource item” field and type or scan the barcode of the item and press “Enter” on the keyboard or click the “Go!” button
6. Click on the “Amount” field and type a dollar amount
7. Click inside the “Fine Note” field to add one (*not mandatory*)
8. Place a check mark on the “Print Receipt” option to print a receipt (*not mandatory*)
9. Click on the “Save” button to save the fine assessed or the “Cancel” button to go back to the fines “Find Patron” screen.

McDonald, Jim (Student: P\_100101)

Reason: Damaged Other...

Resource Item: CS40072 **Go!**

Apple 7702 iPad Air (Item: CS40072) CART 12345

Amount: \$0.00  
Waive: \$0.00  
Pay: \$0.00

Fine Note

Print Receipt Save Cancel

### View History button

With full access, you may **view** all fines assessed to the student: LIBRARY/TEXTBOOK/RESOURCE and PATRON. To view the resource fine history of the student, click on the “**View History**” button.

Find Patron  **Go!**

Only my patrons  Only search Patron Names

McDonald, Jim (Student: P\_100101)

Fines Resources: \$50.00

Grade Level: Homeroom

Fines: Add Fine **View History** Print It!

Reason	Amount	Payable
RM Apple 7702 iPad Air (Item: CS40072)	\$50.00	\$50.00

Include off-site fines in totals

Amount Payable: \$50.00 Local, \$0.00 Off-site, \$50.00 Total Payable

Pay:

Print Receipt Update

# DESTINY RESOURCE MANAGER: FULL ACCESS

## Print It! Button

You have the option of printing a receipt by clicking the “Print It!” button



## Fine Management

1. To edit a fine, click on the “Edit” icon

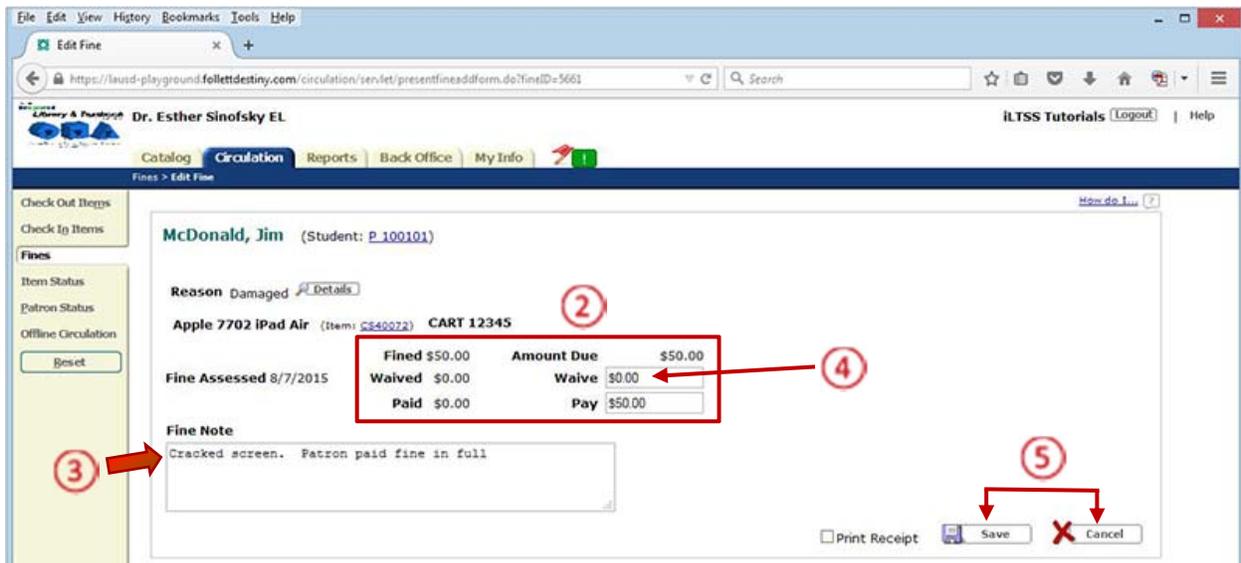
**NOTE:** The trashcan icon will permanently delete the fine and the fine history



2. On this screen, you will be able to:

- Waive a fine
- Pay the amount due OR apply a partial payment

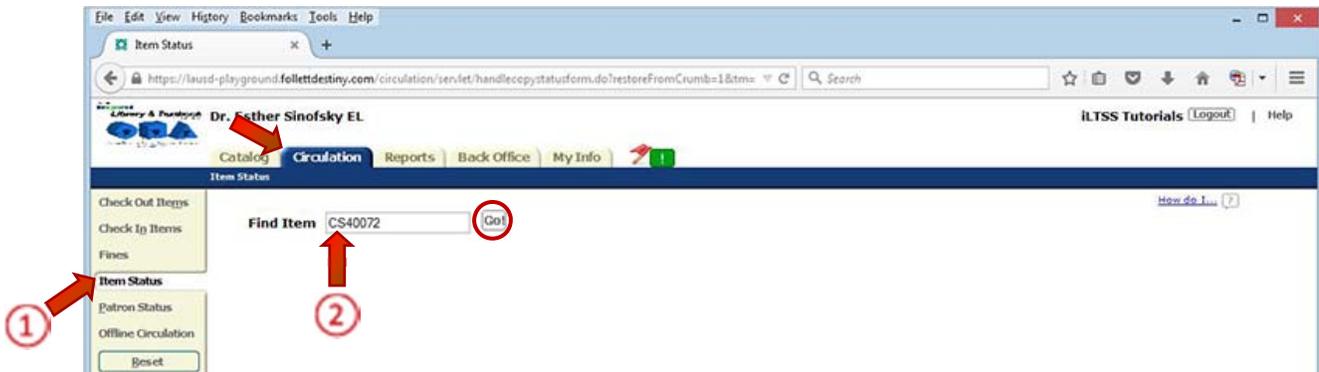
3. You have the option of adding a “Fine Note” in the field provided
4. Use the “Pay” field to apply full or partial payments
5. Click on the “Save” button to save the fine assessed or the “Cancel” button to go back to the fines “Find Patron” screen.



## Item Status

Allows an overview of a specific resource

1. On the “**Circulation**” tab, click the “**Item Status**” option located on the left-side of the screen
2. Click inside the “**Find Item**” field and scan or type the barcode ID of the item (*click the “Go!” button if the ID was typed in*)



3. This screen allows you to do one of the following:

- Edit Item button: **Please** only use this button when inputting the information necessary to update the police report, model/item field or the School Managed Inventory (SMI) field.
- Mark Lost button: allows you to mark an item lost
- Mark Stolen button: allows you to mark an item stolen
- View History button: allows you to view the history of the device
- Add Note button: allows you to add notes regarding the device



**NOTE:** You are able to add a note to the resource by clicking on the “**Add Note**” button.

## PATRON STATUS

1. On the “Circulation” tab, click on the “Patron Status” option located on the left-side of screen

**NOTE:** With full access, you will be able to view detailed information regarding the patron in question. You will be able to do the following from this screen:

- View History—this option is viable when the patron has an active/in progress checkout
- Add Fine—allows you to assess fines for various types of damage to the device
- Add Note—allows you to create and display patron notes

The screenshot shows the 'Patron Status' page for a student named Jim McDonald. The interface includes a top navigation bar with 'Circulation', 'Reports', 'Back Office', and 'My Info'. A sidebar on the left contains a 'Patron Status' link, which is highlighted with a red arrow and a circled '1'. The main content area displays the following information:

- Find Patron:** Search bar with 'Go!' button and filters for 'Only my patrons' and 'Patron Names'.
- Patron Information:** Name: Jim McDonald [Student]; Barcode: p 100101; Status: Active; Gender: Unspecified; Card Expires; Grad Year; Birthdate; District ID: P0100101; Acceptable Use Policy on File? No.
- Items Out:** Section with a 'View History' button.
- Resources:** Section with the message 'There are no resources checked out for this patron.' and a 'View History' button.
- Fines:** Section with the message 'There are no fines for this patron' and a 'View History' button.
- Current Transactions:** Table showing checked out and overdue items for Library, Textbook, and Resource.
- Library Circulation Statistics:** Table showing lifetime, previous year, current year, and current month statistics.
- Contact Information:** Fields for Address 1, Address 2, Email 1, and Email 2.
- Notes:** Section with the message 'There are no notes for this patron' and an 'Add Note' button.

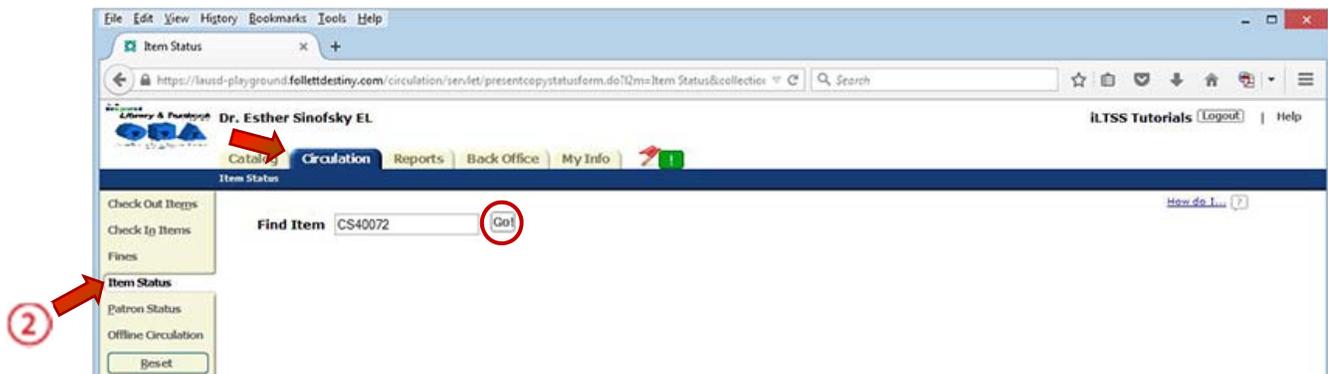
## DESTINY RESOURCE MANAGER: FULL ACCESS

### STEP 4: MARKING AN ITEM LOST OR STOLEN

#### MARKING A RESOURCE LOST

##### Resource Status:

1. On the “Circulation” tab, click on the “Item Status” option located on the left-side of the screen
2. Click inside the “Find Item” field, and type in the Barcode ID for the lost resource, then click the “Go!” button.



3. Click the “Mark Lost” button on the right-side of the screen



4. A pop-up box will be displayed on the screen. Click the “OK” button to mark the resource lost



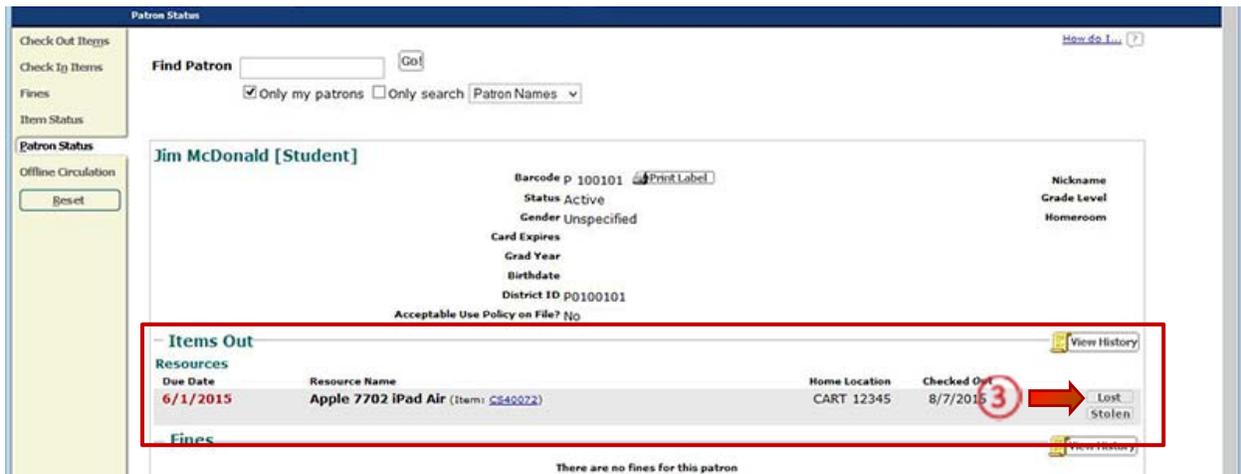
# DESTINY RESOURCE MANAGER: FULL ACCESS

## Patron Status:

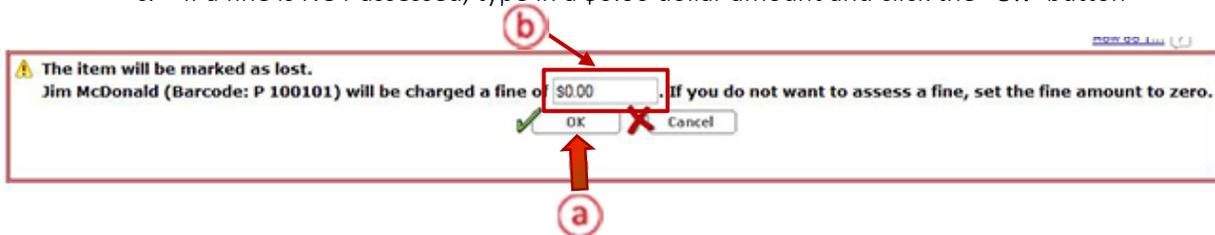
1. Click on the “Circulation” tab, click on the “Patron Status” option
2. Click inside the “Find Patron” field, and scan or type in the patron’s Barcode ID



3. The patron details will appear on the screen and the items checked out to him/her will appear on the “Items Out” section. Click on the “Lost” button



4. A pop-up box will display requesting to add a fine to the lost resource. The default fine for the resource will then display.
  - a. If the fine is correct, click on the “OK” button
  - b. If a fine is charged and is different from the default, type in the dollar amount and click the “OK” button
  - c. If a fine is NOT assessed, type in a \$0.00 dollar amount and click the “OK” button



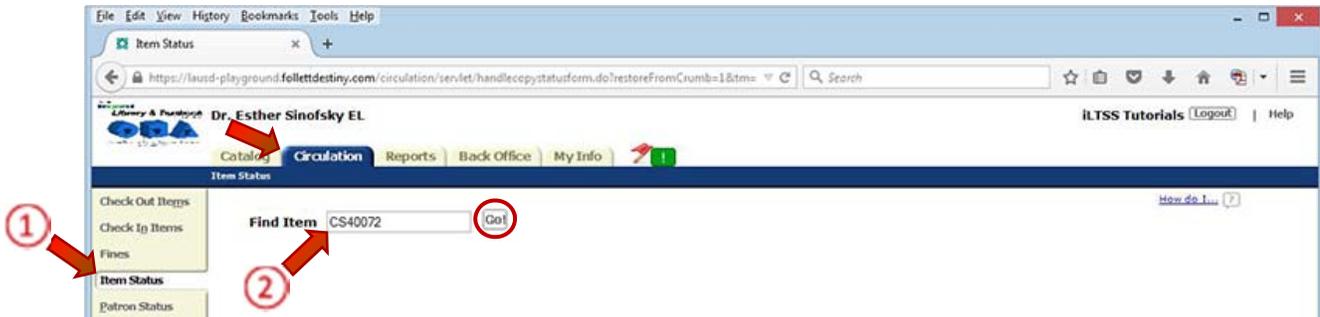
**NOTE:** If you choose **NOT** to assess a fine, and if the resource was assigned to a patron, the associated patron **will not** be assessed a fine.

## DESTINY RESOURCE MANAGER: FULL ACCESS

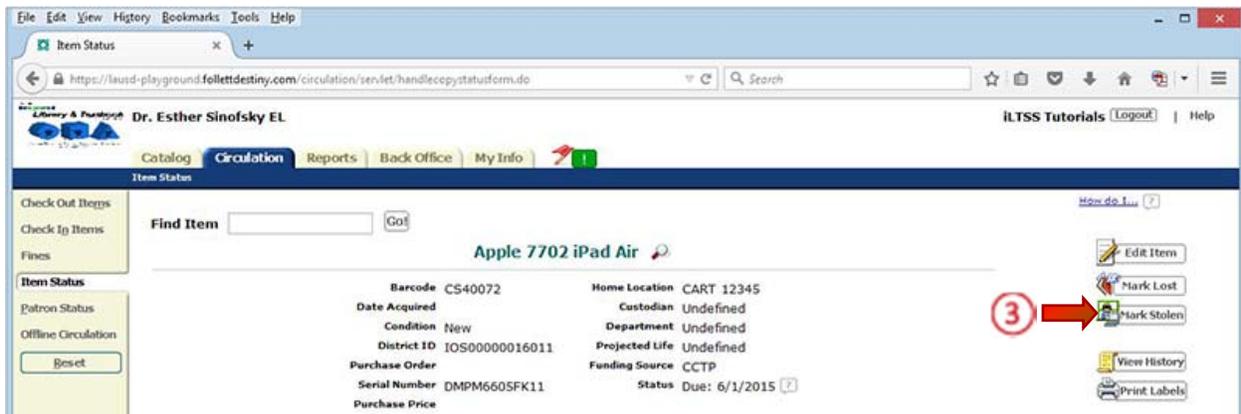
### MARKING A RESOURCE STOLEN

#### Item Status:

1. On the “Circulation” tab, click on the “Item Status” option
2. Click inside the “Find Resource” field and type in the Barcode ID of the lost resource and click on the “Go!” button



3. Click the “Mark Stolen” button on the right-side of the screen



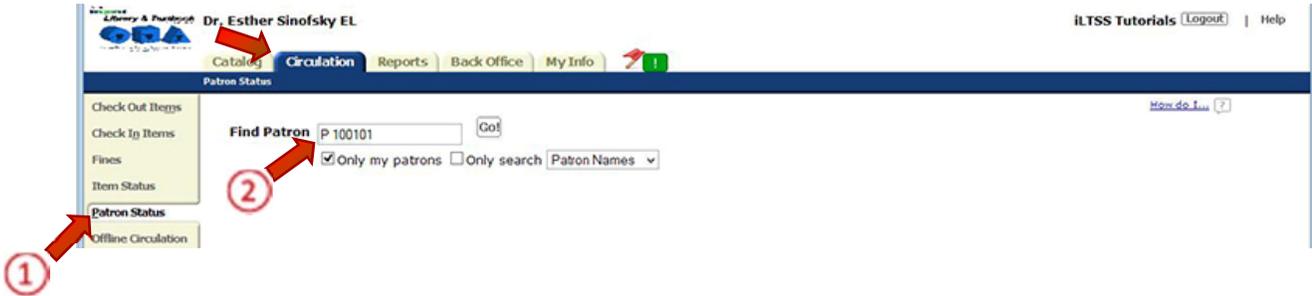
4. A pop-up box will display on the screen. Click the “OK” button to mark the resource stolen (*a fine will not be automatically assessed*)



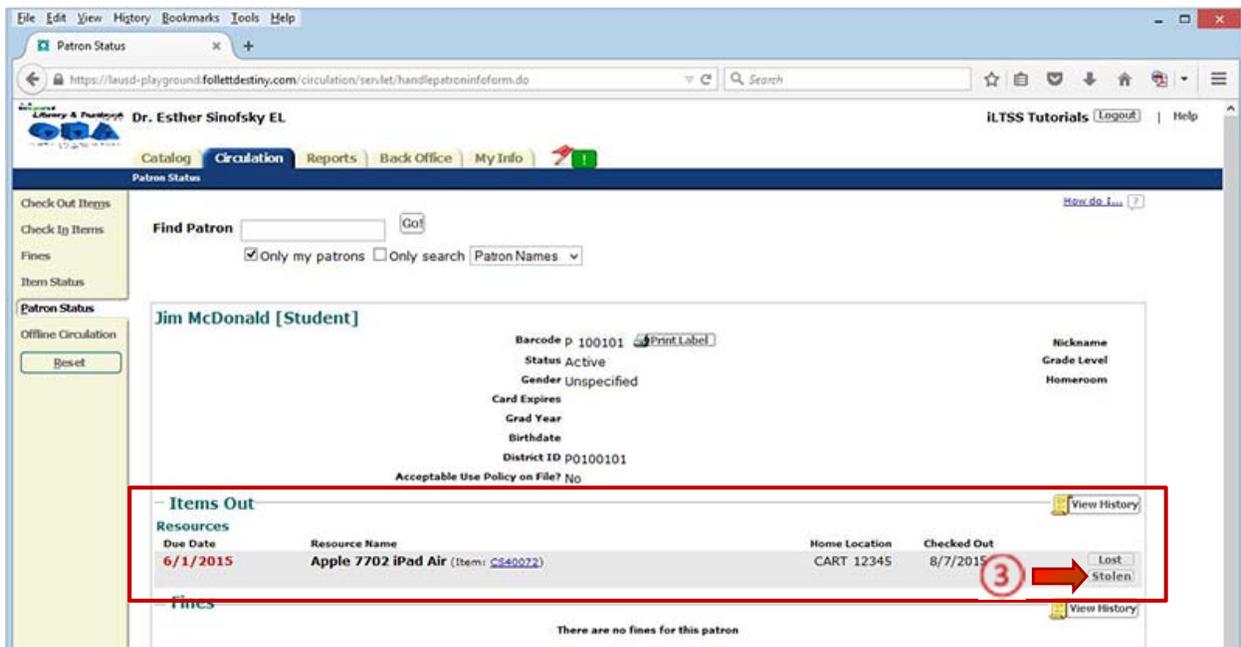
# DESTINY RESOURCE MANAGER: FULL ACCESS

## Patron Status:

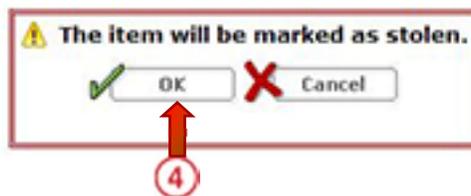
1. On the “Circulation” tab, click on the “Patron Status” option
2. Click inside the “Find Patron” field, and scan or type in the patron’s Barcode ID



3. The patron details will appear on the screen and the items checked out to him/her will appear on the “Items Out” section. Click on the “Stolen” button



4. A pop-up window will display on the screen requesting a confirmation that the resource has been stolen (a fine will not automatically be assessed). Click on the “OK” button

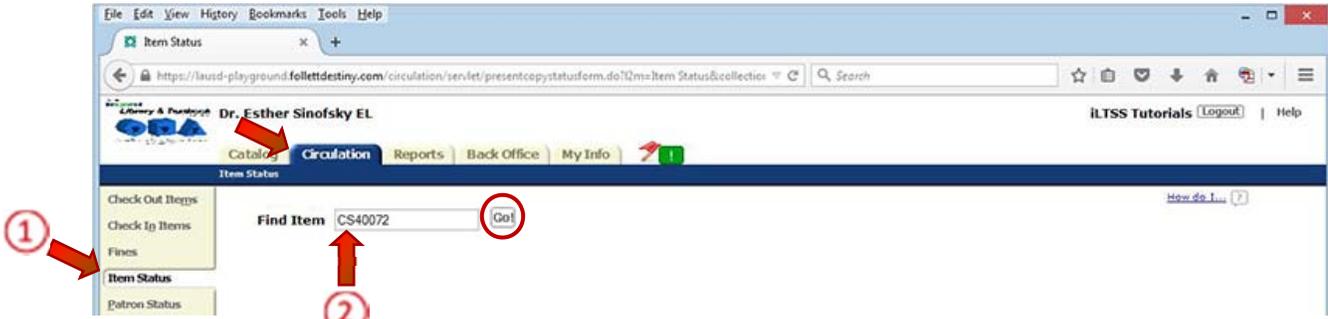


# DESTINY RESOURCE MANAGER: FULL ACCESS

View History:

**NOTE:** Use this function to view the checkout history of the device.

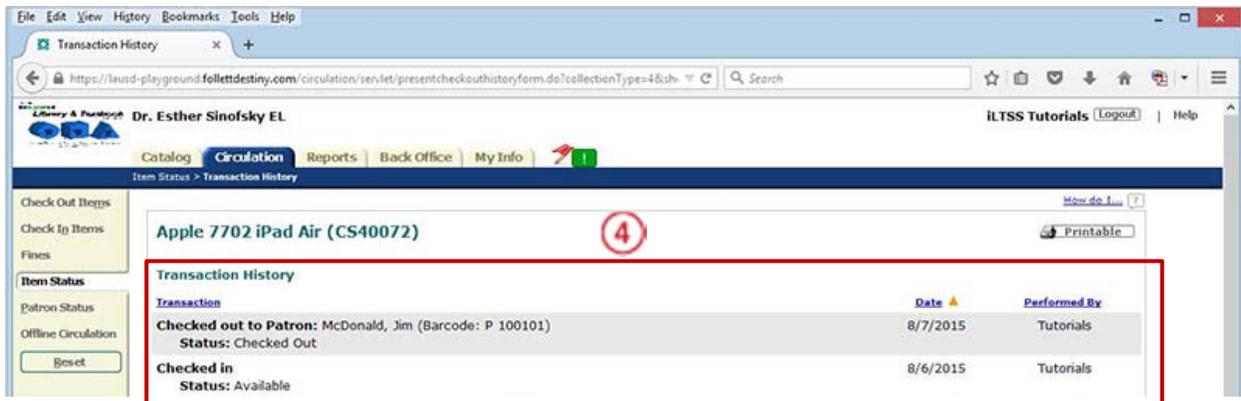
1. On the “Circulation” tab, click on the “Item Status” option
2. Click inside the “Find Item” field and type or scan the barcode ID of the item



3. Click the “View History” button



4. On this screen, you will be able to view the *Transaction*, the Date of the transaction, and who *Performed* the transaction



## DESTINY RESOURCE MANAGER: FULL ACCESS

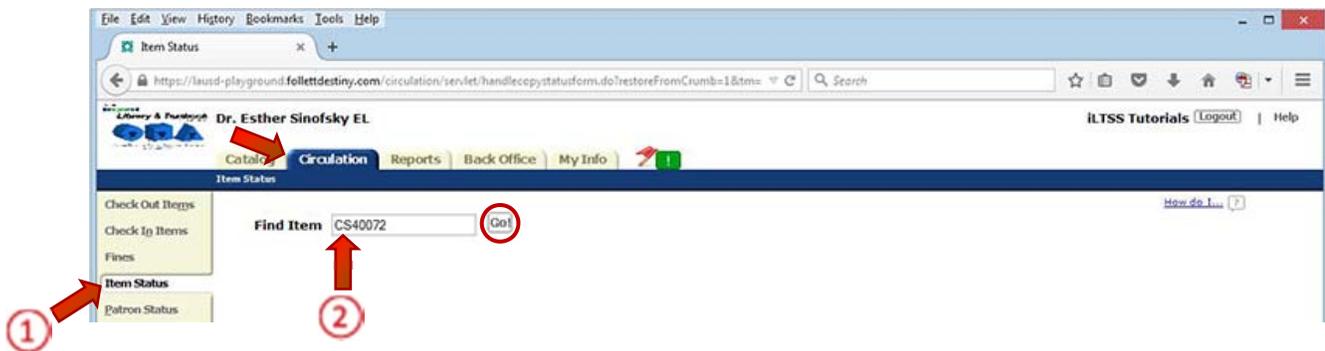
### STEP 5: DOCUMENTING THE BUSINESS PRACTICES

Once the resource has been declared “Lost” or “Stolen”, it is incumbent upon the school's resource instructional device manager (IDM) to document the following in the Destiny application:

- **Cost Center** — This number is comprised of your school’s location code plus three additional digits (see the LAUSD website for the school’s cost center number)
- **Service Request Number** — This is the number assigned to the ITD service request you generate regarding the lost/stolen resource
- **Police Report Number** — This is the number provided by the LASPD once they have been notified of the theft/loss
- **Police Report Date** — This is the date the report was filed
- **Model Item** – This is the device type
- **Grade Level (for ITI devices)** — The grade for which the device was provisioned

To notate the above fields, please follow the steps documented below:

1. On the “**Circulation**” tab, click on the “**Item Status**” option
2. Click inside the “**Find Item**” field and type in the barcode ID for the Lost or Stolen resource



3. The resource details will be displayed. Click on the “**Edit Item**” button located on the right-side of the screen



## DESTINY RESOURCE MANAGER: FULL ACCESS

4. Under the “Item Categories”, towards the bottom of the screen, enter the information into the following fields:
  - a. **Cost Center:** Type in your school’s cost center ID number into the field (this can be located on the LAUSD website on the school finder page for your site)
  - b. **Service Request Number:** Type in the service request number from the ITD Service Request you generated once the resource was lost/stolen (this can be found in the email that is automatically generated once the ticket is submitted)
  - c. **Police Report Number:** Type in the police report number in the field (this should be on the copy of the report that the reporting officer provides)
  - d. **Model Item** – Type in the type of device
  - e. **Grade Level** (for ITI devices): Type in the grade level for which the device was provisioned (this should correlate to the student’s grade)
5. Click on the “Save” button

The screenshot shows the 'Edit Item' form in the Destiny Resource Manager. The form is for an 'Apple 7702 iPad Air'. The left sidebar contains a 'Reset' button, which is highlighted with a red box and a circled '4'. The main form area has several fields: Barcode (CS40072), Status (Lost), Condition (New), Home Location (CART 12345), Custodian (Undefined), Department (--Undefined--), Funding Source (CCTP), District Identifier (IOS00000016011), Purchase Price, Date Acquired, Purchase Order, Serial Number (DMPM6605FK11), Salvage Value (\$0.00), and Projected Life (years). Below these is the 'Item Categories' section for 'iPad Test', which includes fields for Cost Center, Service Request Number, Police Report Number, Police Report Date, and Grade Level (SMI). A red box highlights these fields, with a circled '4' next to it. To the right of the main form, there is a 'Save' button circled in red with a red arrow pointing to it, and a 'Cancel' button. There is also an 'Update' button at the bottom right of the form.

### Reset button

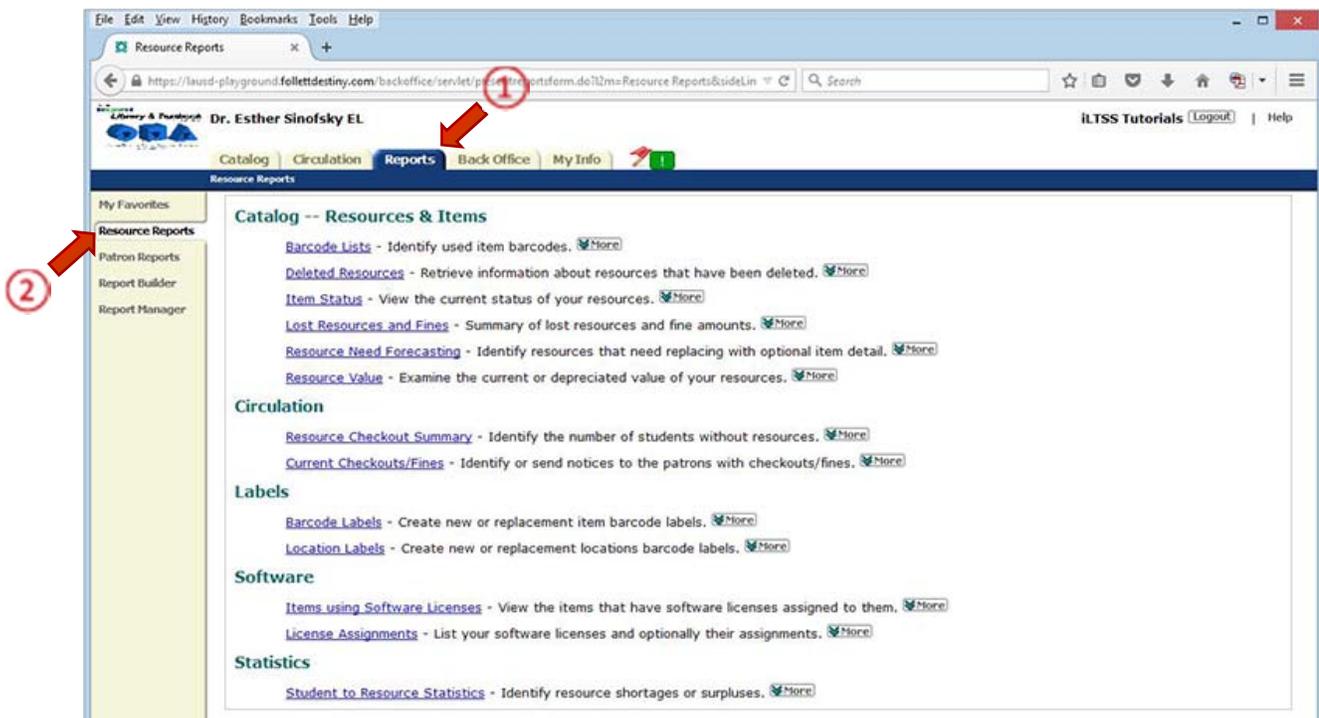
To clear the screen click on the “Reset” button located on the left-side of the screen

# DESTINY RESOURCE MANAGER: FULL ACCESS

## STEP 6: REPORTS TAB

### Resource Reports Option:

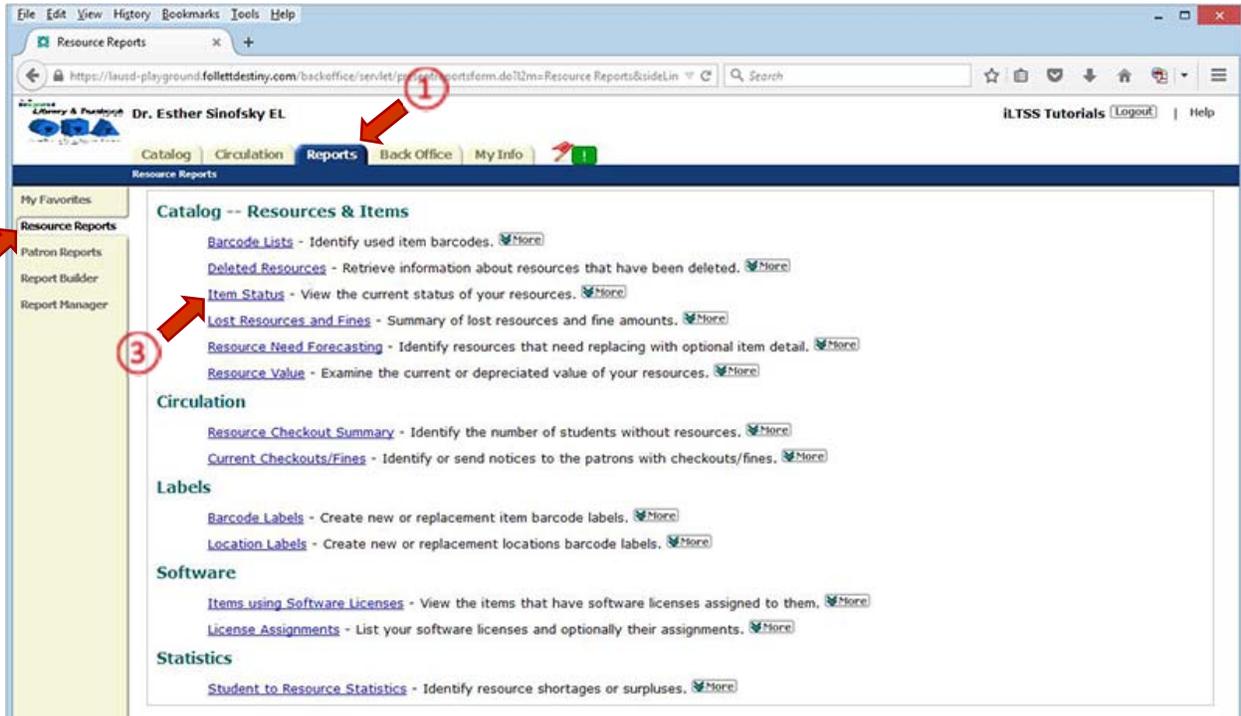
1. Click on the “**Reports**” tab located on the top navigation
2. Click on the “**Resource Report**” option located on the left-side of the screen
3. You have access to the following types of reports:
  - Catalog—Resource & Items
  - Circulation
  - Labels
  - Software (*NOT Applicable*)
  - Statistics



**NOTE:** For a detailed description of the available reports, please click on the “**More**” button

## Item Status Report

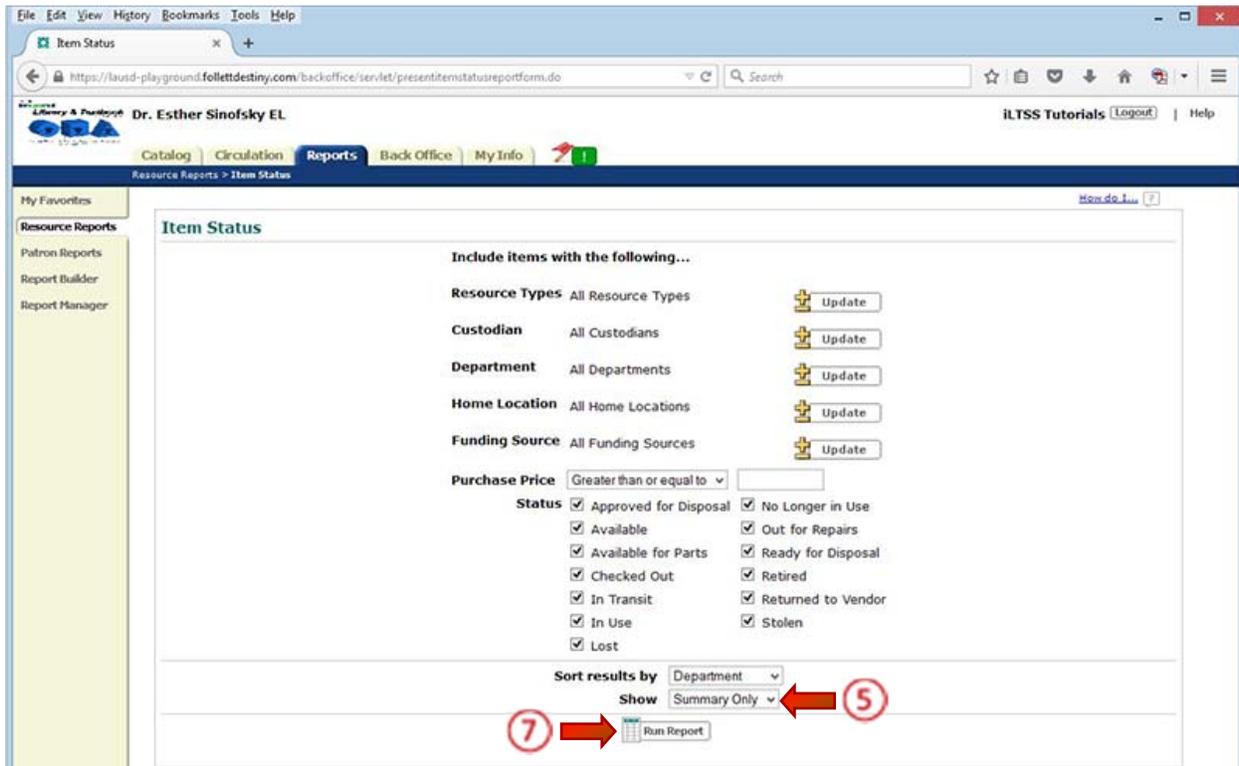
1. Click on the “Reports” tab
2. Locate and click on the “Resource Reports” option
3. Click on the “Item Status” link



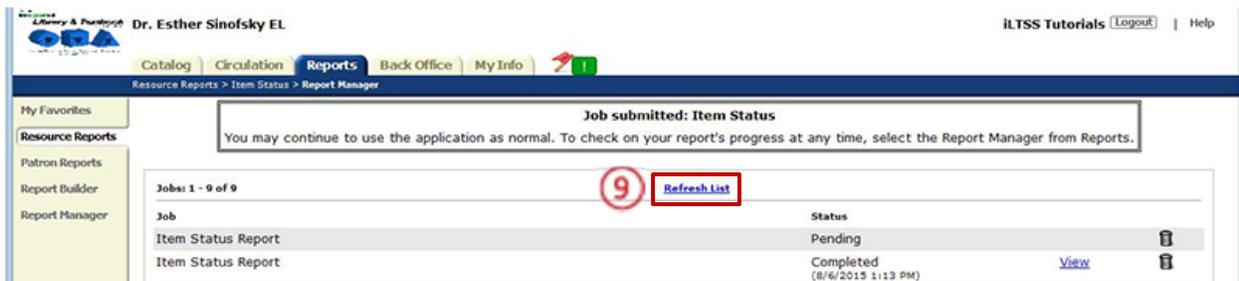
4. You will see various limiters to include by checking the “update” button next to the field:
  - Resource types — generates a “resource type” data report
  - Custodian — generates a report of items assigned to the principal
  - Departments — n/a
  - Home location — generates a report of where devices are assigned
  - Funding source — n/a
  - Purchase price — n/a
  - Status — generates a report detailing various statuses for the equipment at your site
  - Sort — organizes the report by:
    - Custodian
    - Department—n/a
    - Home Location

## DESTINY RESOURCE MANAGER: FULL ACCESS

5. Click on the “Show” dropdown menu
6. From the dropdown menu select the output of the report:
  - Summary only
  - Details (*full*)
7. Once the parameters have been set, click on the “Run Report” button



8. Retrieve your report via the “Report Manager”
9. Click on the “Refresh List” link

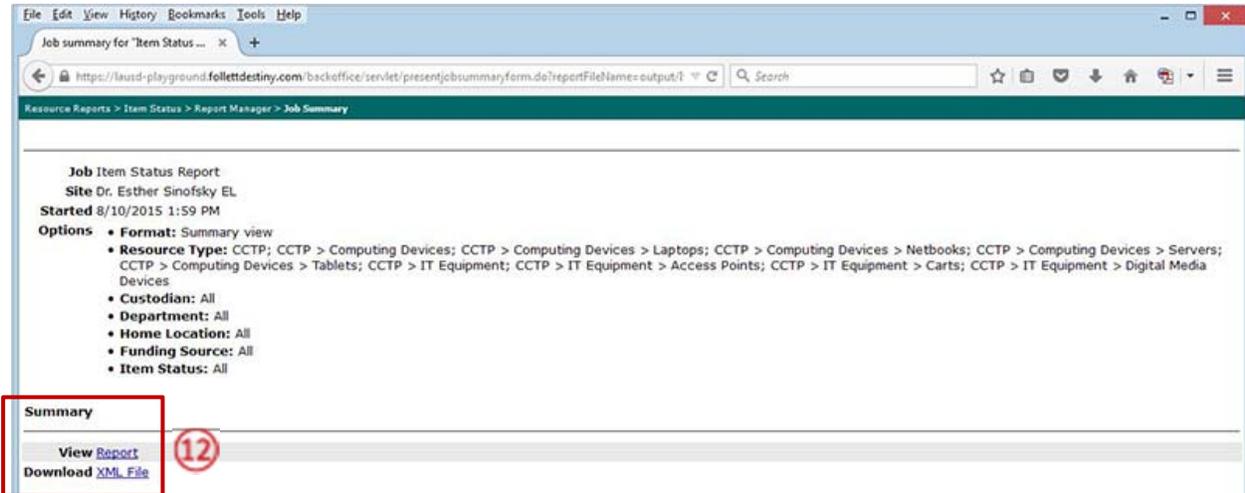


10. Once the report has been run, click the “view” link



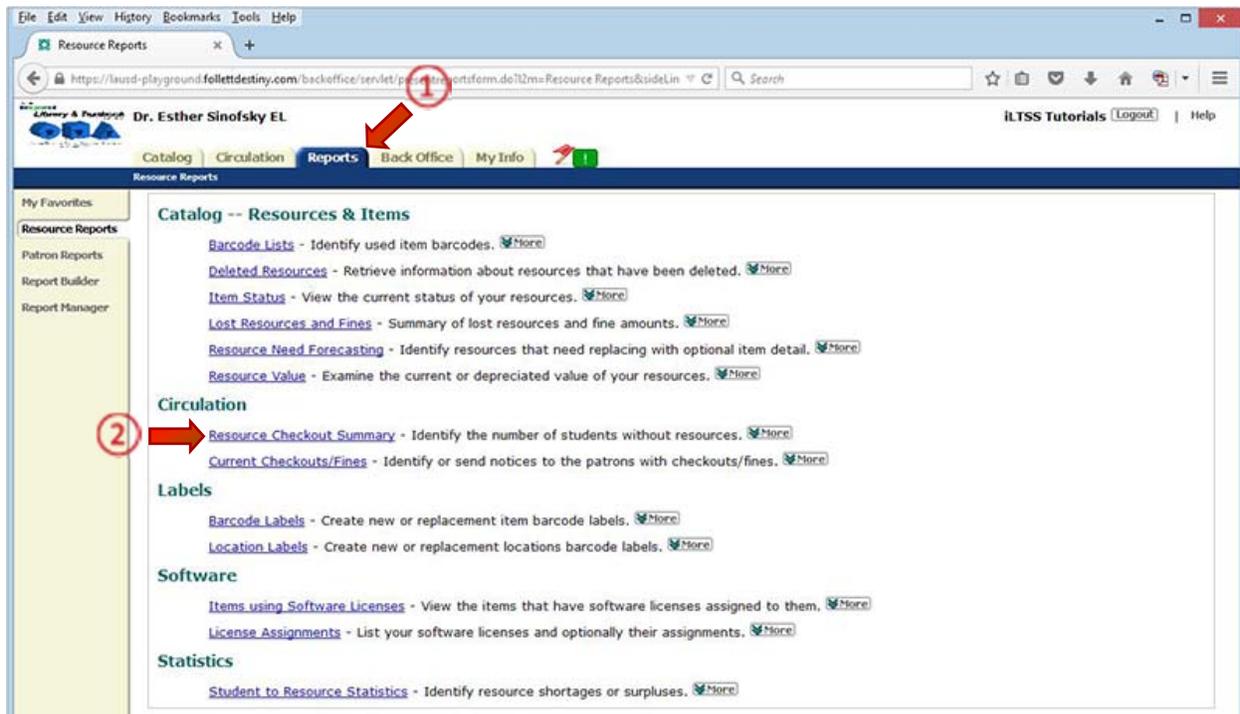
## DESTINY RESOURCE MANAGER: FULL ACCESS

11. From the Job Summary page, locate the “Summary” subheading
12. Click on the link of the format you would like to retrieve the report:
  - View — PDF
  - Download — XML File (*Excel*)

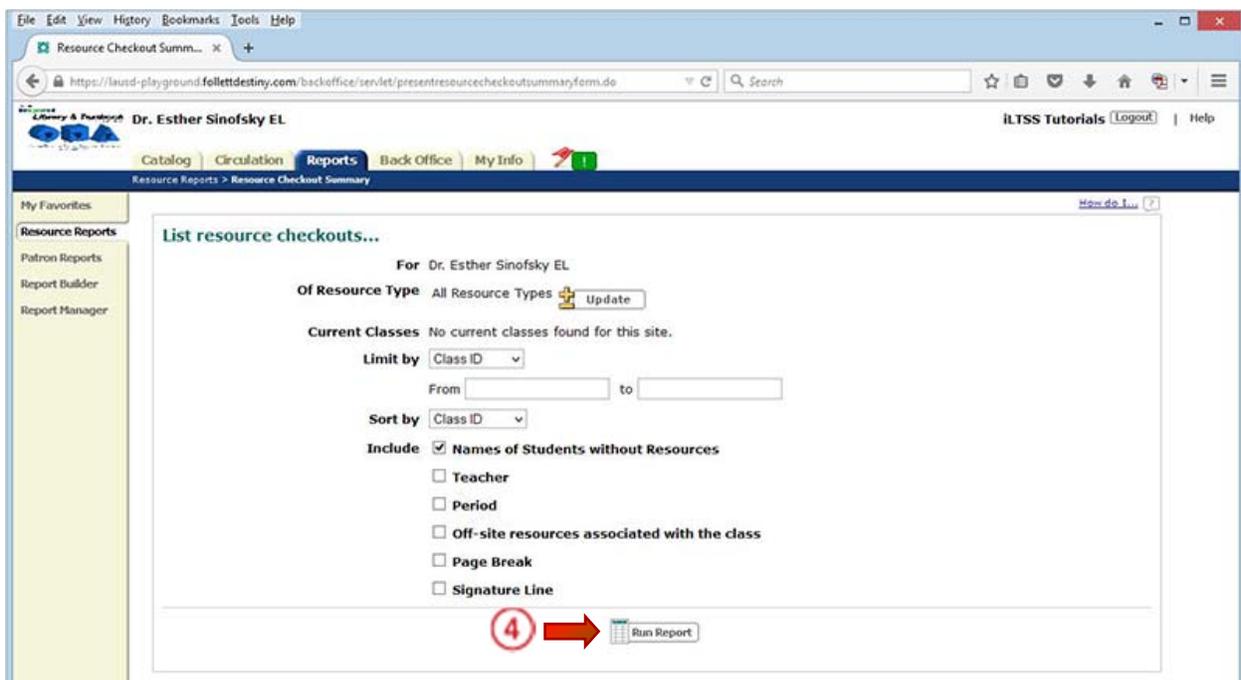


### Resource Checkout Summary

1. Click on the “Resource Reports” option
2. Locate the “Resource Checkout Summary” report link

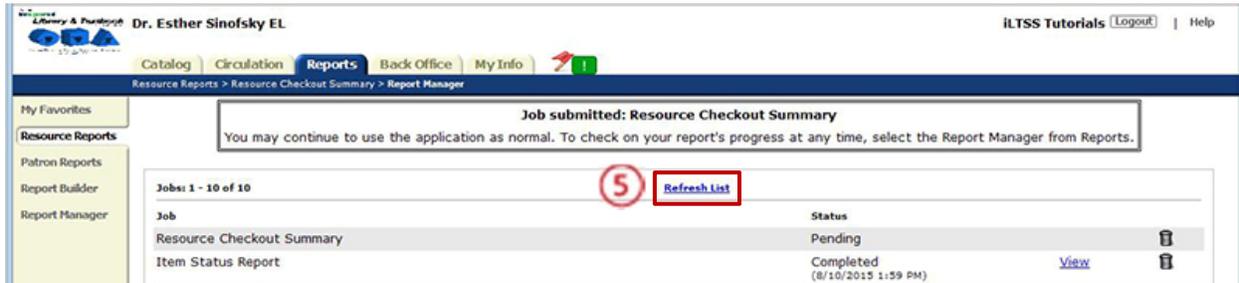


3. Under the “**List Resource Checkouts...**” subheading, you should see the following:
  - FOR — contains your school’s name
  - OF RESOURCE TYPE — Includes all resource types—by clicking on the “update” button you will be able to specify which of the devices assigned at your site will be included in the report
  - CURRENT CLASSES — populates a dropdown field detailing the classes offered at your site
  - LIMIT BY — you are given three limiters:
    - Class ID
    - Class name
    - Teacher
    - The “**from**” “**to**” fields can be used to further narrow your search
  - INCLUDE - select the fields you want included in the output of the report:
    - Names of students w/o resources (default)
    - Teacher
    - Period
    - Off-site resources associated with the class
    - Page break
    - Signature line (used for William’s certification)
  
4. Click the “**Run Report**” button



## DESTINY RESOURCE MANAGER: FULL ACCESS

5. On the “Reports Manager”, click on the “Refresh List” link



Dr. Esther Sinofsky EL

ILTSS Tutorials | Logout | Help

Catalog | Circulation | **Reports** | Back Office | My Info

Resource Reports > Resource Checkout Summary > Report Manager

My Favorites

Resource Reports

Patron Reports

Report Builder

Report Manager

**Job submitted: Resource Checkout Summary**

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.

Jobs: 1 - 10 of 10

Job	Status	
Resource Checkout Summary	Pending	
Item Status Report	Completed (8/10/2015 1:59 PM)	<a href="#">View</a>

6. Once the report has run, click the “View” link



Dr. Esther Sinofsky EL

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Catalog | Circulation | **Reports** | Back Office | My Info

Resource Reports > Resource Checkout Summary > Report Manager

My Favorites

Resource Reports

Patron Reports

Report Builder

Report Manager

Jobs: 1 - 10 of 10

[Refresh List](#)

Job	Status	
Resource Checkout Summary	Completed (8/10/2015 2:31 PM)	<a href="#">View</a>
Item Status Report	Completed (8/10/2015 1:59 PM)	<a href="#">View</a>

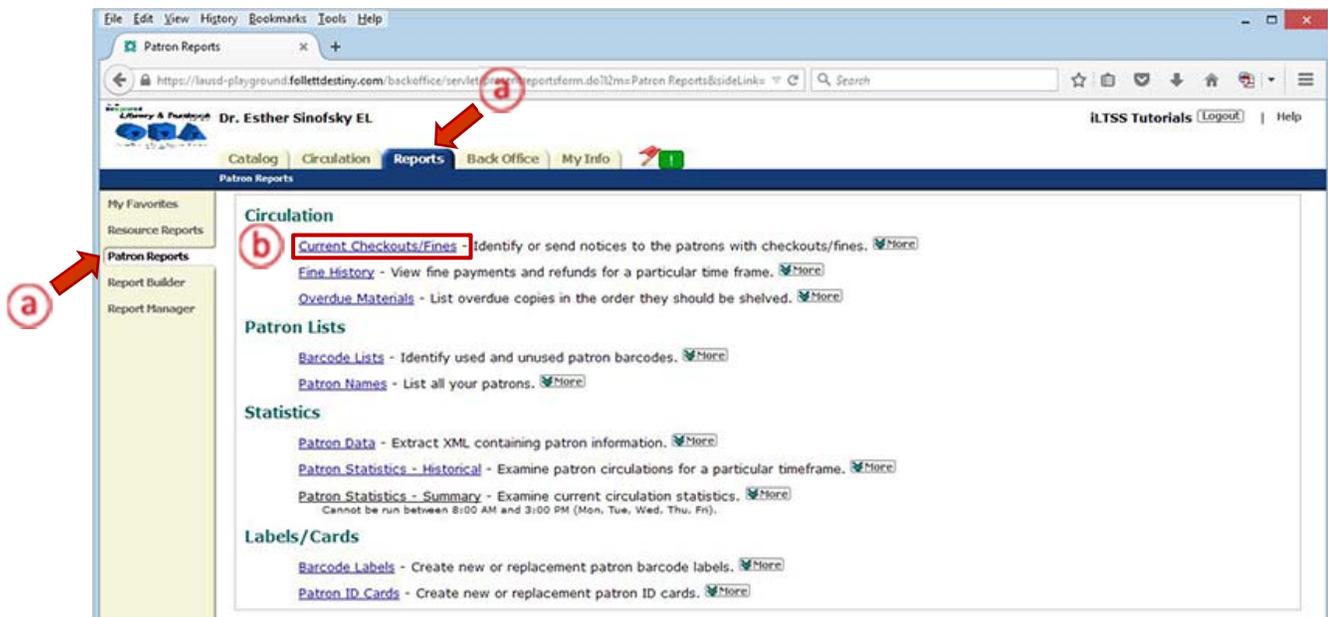
7. The report will generate in a PDF format

## PATRON REPORTS OPTION

### A: Current Check out and Fines

#### Format Section

1. **Show** section — these options determine the type of report you will generate and the basic information that you want the report to contain.
  - a. On the “**Report**” tab, click on the “**Patron Reports**” option located on the left-side of the screen
  - b. Click on the “**Current Checkouts/Fines**” link



- c. Place a check-mark on the “**Checked out/overdue materials**” option box
- d. Select one of the radial dial options:
  - **All that are currently overdue:** This option will generate report or notices of all of the resources that were not returned by the specified return date
  - **That are overdue by** (dropdown menu) **to** (*specified number*) **days:** This option allows you to generate a report/notices based upon targeted days
  - **That are due from** (calendar dates) **to** (calendar dates): This option allows you to generate a report/notices based upon targeted dates

## DESTINY RESOURCE MANAGER: FULL ACCESS

- **All that are checked out:** This option requires you to select which of the materials/fines you want to include on the report:
    - Resources assigned to custodian (principal)
    - Unpaid Library Fines
    - Unpaid Textbook Fines
    - Unpaid Resource Fines
    - Unpaid Patron Fines
2. **Format** section — these options allow you to determine the output of the data.
- a. Select “**Report -- Output**”
- **Report** — the user (patron), for reference data purposes, typically uses this format. The output options are in either PDF or Microsoft Excel formats.
3. Once your options are selected, click the “**Continue**” button

The screenshot displays the Destiny Resource Manager interface for Dr. Esther Sinofsky EL. The top navigation bar includes 'Catalog', 'Circulation', 'Reports', 'Back Office', and 'My Info'. The 'Reports' section is active, showing 'Patron Reports > Current Checkouts/Fines'. A sidebar on the left contains 'My Favorites', 'Resource Reports', 'Patron Reports', 'Report Builder', and 'Report Manager'. The main content area is titled '1. Format' and contains a table of saved reports and notices. Below the table, there are options to 'Set up a new report or notice'. The 'Show' section includes radio buttons for 'Checked Out/Overdue Materials' (with sub-options for 'All that are currently overdue', 'That are overdue by', and 'That are due from') and checked boxes for 'Resources Assigned to a Custodian', 'Unpaid Library Fines', 'Unpaid Textbook Fines', 'Unpaid Resource Fines', and 'Unpaid Patron Fines'. The 'Format' section has a dropdown for 'Report -- Output' set to 'PDF' and a dropdown for 'Notices -- Language' set to 'English'. A 'Continue' button is at the bottom right. Red arrows and circles labeled 1, 2, and 3 point to the '1. Format' tab, the 'Format' section, and the 'Continue' button, respectively.

Saved Report / Notices	Last Run	
Scheduled Daily 8:00 AM	8/10/2015 8:00 AM	Run
Debt Notification Letter	7/13/2015 11:08 AM	Run
Overdue Resources	6/10/2015 8:22 AM	Run

Set up a new report or notice

**Show**

Checked Out/Overdue Materials

All that are currently overdue

That are overdue by  to  days

That are due from  to

All that are checked out

Resources Assigned to a Custodian

Unpaid Library Fines

Unpaid Textbook Fines

Unpaid Resource Fines

Unpaid Patron Fines

**Format**

Report -- Output: PDF

Notices -- Language: English

Continue

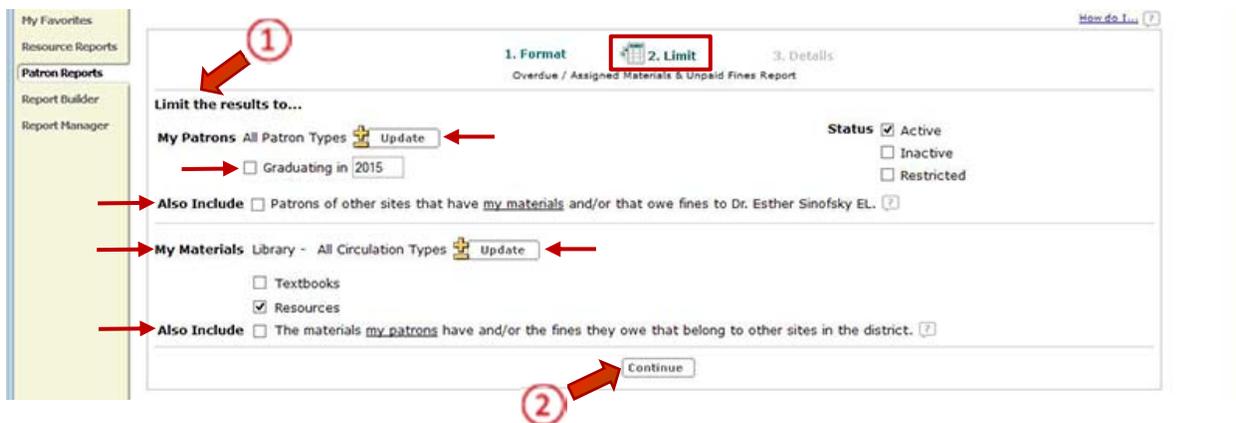
## Limit Section

You may limit results to various patron types by appropriately selecting the patron to whom you would like to distribute.

1. The following options can be selected under the “**Limit the results to...**” section:

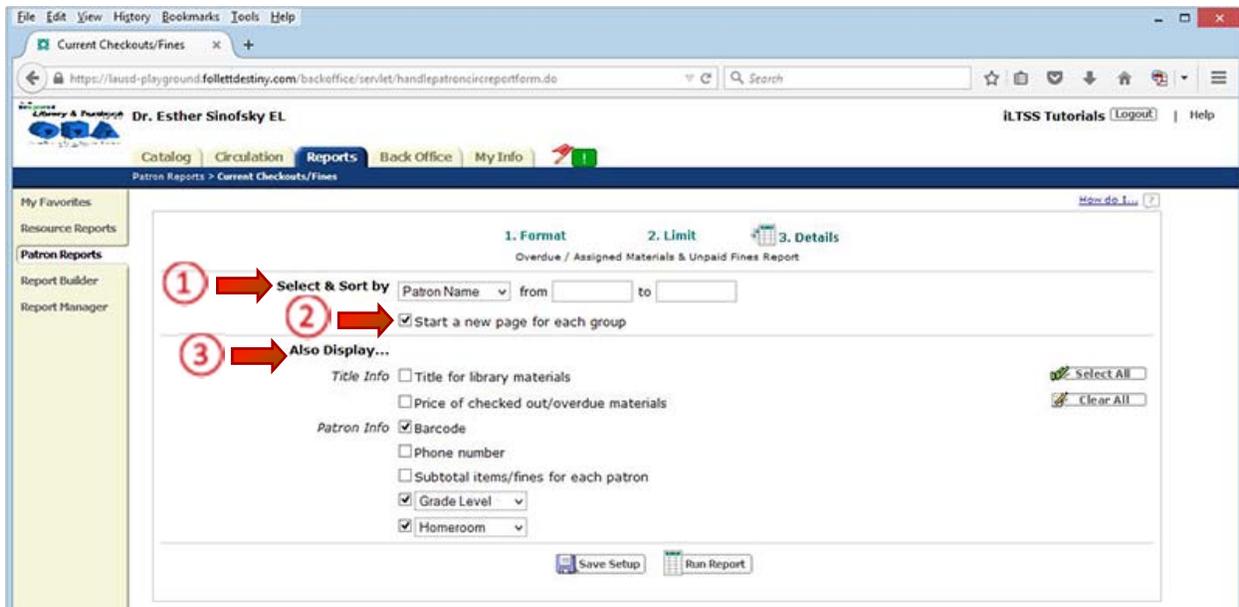
- **My Patrons** — Patron types will typically include *faculty* and *students*.
  - To uncheck a patron type, click on the “**Update**” button
  - Options on the “*Update*” screen are “**Select All**” or “**Clear All**”. Once you have selected the patron types, click the “**OK**” button
  
- **Graduating in...** field — This option is NOT functional in Destiny \*(please see the “*Details*” section to run grade-level reports)
  
- **Also Include** check box — If you decide to view obligations that your patrons owe to *OTHER* schools, you have the ability to include this on your data report, if you check the box.
  
- **My Materials** — This will include materials from ALL three of the Destiny modules: Library, Textbook and Resource. For the purposes of generating Resource manager data, it is recommended that you do the following:
  - **Library** — Click on the “**Update**” button and Select the “**Clear All**” circulation types and click the “**OK**” button to return to the “*Limit*” screen
  - **Textbooks** — Uncheck the box next to this item
  - **Resources** — Check the box next to this item
  
- **Also Include** check-box — If you **only** want to focus on the materials that your patrons owe to your site, you may **uncheck** the box next to this item

2. Once your options are selected, click the “**Continue**” button



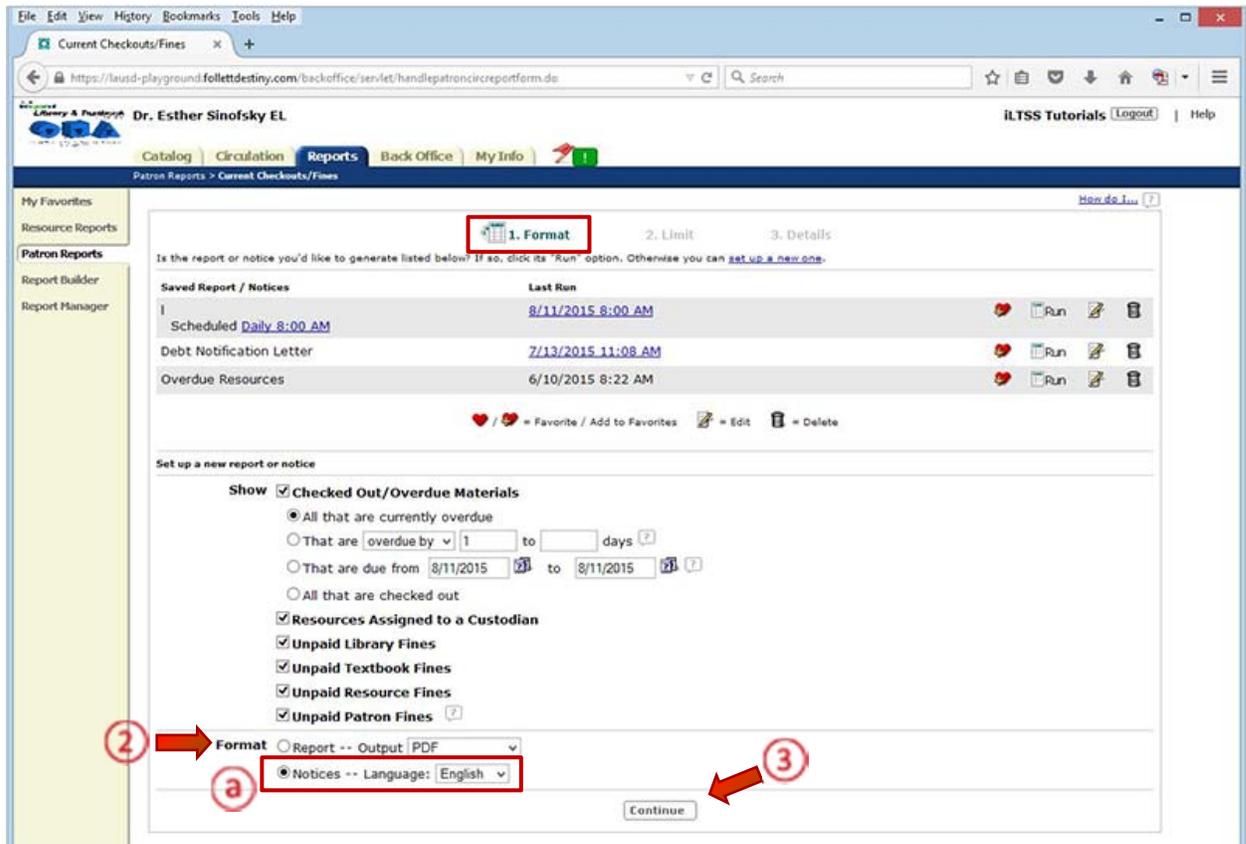
## Details Section: Steps for Generating a Report

1. On the **“Select & Sort by”** section, click on the drop-down menu and select how the report should be sorted:
  - Patron Name — generates an alpha list of all of the patrons at your site
  - Grade level — generates grade specific reports *\*(this is where you can run reports for the “graduating in...”)*
  - Homeroom—generates homeroom reports
  
2. Check **“Start a new page for each group”** (optional)
3. On the **“Also Display...”** section
  - Title Info
    - Uncheck *“Title for library materials”*
    - Uncheck *“Price of checked out/overdue materials”*
  - Patron Info
    - Check *Barcode* item
    - Uncheck *Phone number* item
    - Uncheck *Subtotal items/fines for each patron* item
    - Check the *Grade Level* drop-down option
    - Check the *Homeroom* drop-down option



B: Create Notices

1. Repeat Form Section on “**STEP 6: REPORTS TAB**”
2. **Format** section — These options allow you to determine the output of the data.
  - a. Select “**Notices -- Language:**”
    - **Notices** —The user will select this format as a means to communicate delinquencies to patrons. Language options available are English, Spanish and French.
3. Once your options are selected, click the “**Continue**” button



1. Repeat Limit Section, #1 - 2 (See “**STEP 6: REPORTS TAB**”)
2. Once your options are selected, click on the “**Continue**” button

## Details Section: Steps for Generating Notices

1. On the “**Select & Sort by**” section, click on the dropdown menu and select how the notices should be sorted (*Patron Name, Grade level or Homeroom*)
  - a. On the “**Distributed**” option, using the radio button, select either
    - **Internally** — To be distributed in house (*usually through homeroom*)
    - **Mailed** — To be sent home via US mail (this will require an envelope with two windows)
  - b. **Page layout** — Determine how you will print the notices:
    - Print 1 notice per page
    - Print 2 notices per page
    - Print 4 notices per page
  - c. **Message** — Decide if you will use the Destiny generic language OR if you will utilize parts of the LAUSD Restitution Policy Bulletin
  - d. **Address Label** — Check the “**To Parent or Guardian...**” option if you selected the mailed item above
  
2. On the “**Also Display...**” section
  - *Title Info*
    - Uncheck *title for library materials*
    - Uncheck the *price of checked out/overdue materials*
  - *Patron Info*
    - Check the *Barcode* item
    - Uncheck the *Phone number* item
    - Check the *Grade Level* dropdown option
    - Check the *Homeroom* dropdown option

The screenshot shows the '3. Details' tab of the Destiny Resource Manager. It features several configuration sections:

- Select & Sort by:** A dropdown menu is set to 'Patron Name', with a red arrow and the number '1' pointing to it.
- Distributed:** Radio buttons for 'Internally' (selected) and 'Mailed'.
- Page layout:** A dropdown menu set to 'Print 1 notice per page'.
- Message:** A text area containing a generic notice: 'Dear Patron's Name: The following items are overdue. Please return them as soon as possible.'
- Address Label:** A checkbox for 'To the Parent or Guardian of: Patron's Name' which is unchecked.
- Also Display...:** A section with checkboxes and dropdowns:
  - Title Info:* 'Title for library materials' and 'Price of checked out/overdue materials' are unchecked.
  - Patron Info:* 'Barcode', 'Grade Level' (dropdown), and 'Homeroom' (dropdown) are checked. 'Phone number' is unchecked.

Buttons for 'Save Setup' and 'Run Notices' are located at the bottom of the form.

# DESTINY RESOURCE MANAGER: FULL ACCESS

## STEP 7: SAVE SETUP AND/OR RUN REPORT/NOTICES

### Run Report/Notices button

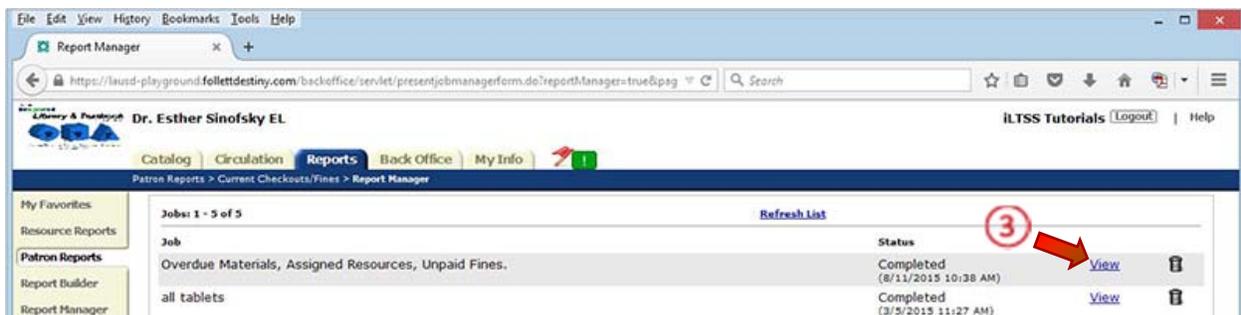
1. To Run the report click on the “Run Notices” button



2. On the “Report Manager” the status of the report will indicate “In Progress”, click on the “Refresh List” link to refresh the page



3. Once the status indicates “Completed”, click on the “View” link to view the report



# DESTINY RESOURCE MANAGER: FULL ACCESS

## Save Setup button

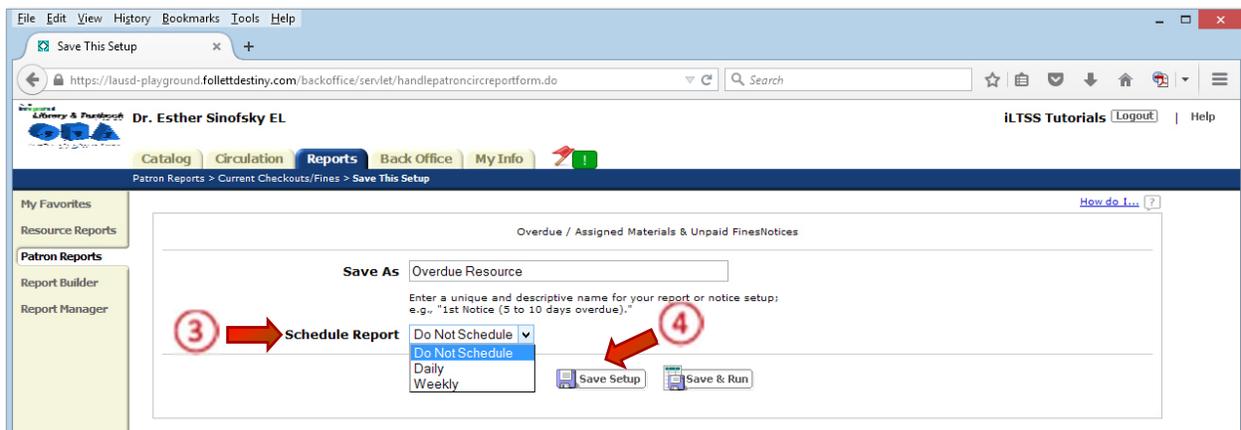
1. To save the setup for the next time, you need to run the report then click the “**Save Setup**” button



2. In the “**Save As**” field, type in a name for the report, e.g. *Overdue Resources*
3. To automate this report, click on the “**Schedule Report**” dropdown menu, and select one of the following options:

- *Do Not Schedule*
- *Daily*
- *Weekly*

4. Click “**Save Setup**” button. The *Format* screen will display along with all of the saved reports/notices



**NOTE:** This view will allow you to mark the reports/notices as follows:

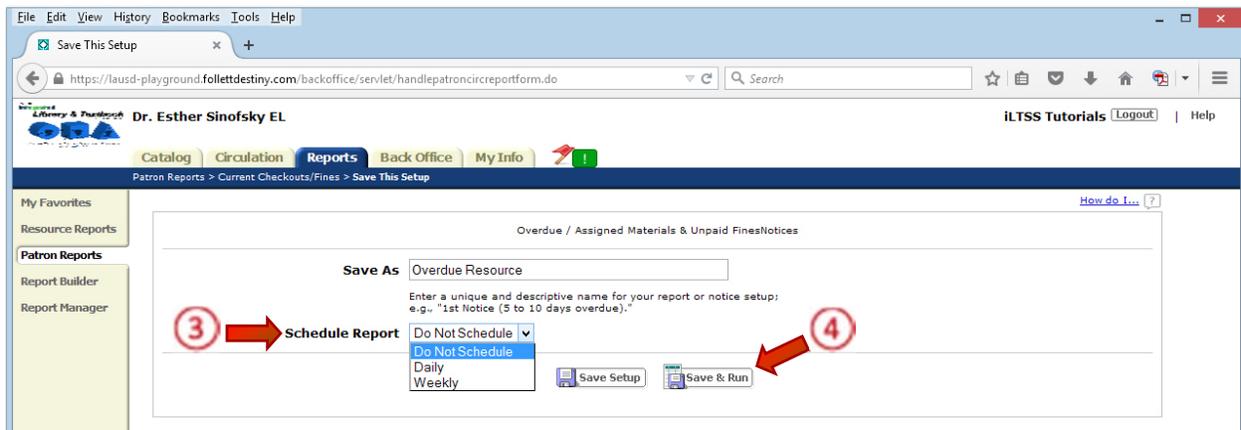
- *Add to Favorites, Run, Edit, and Delete*



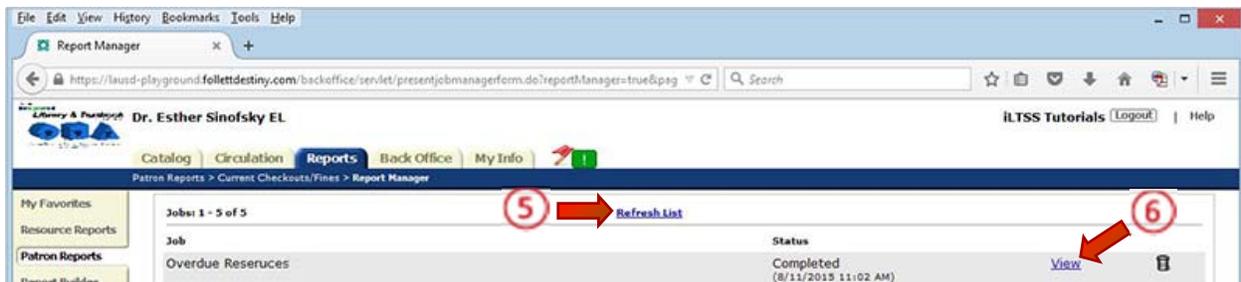
## Save & Run button

## DESTINY RESOURCE MANAGER: FULL ACCESS

1. To save the setup for the next time you need to run the report, click the **“Save Setup”** button
2. In the **“Save As”** field, type in a name for the report, e.g. Overdue Resources
3. To automate this report, click on the **“Schedule Report”** dropdown menu and select one of the following options:
  - Do Not Schedule
  - Daily
  - Weekly
4. Click the **“Save and Run”** button. The *Report Manager* screen will be displayed



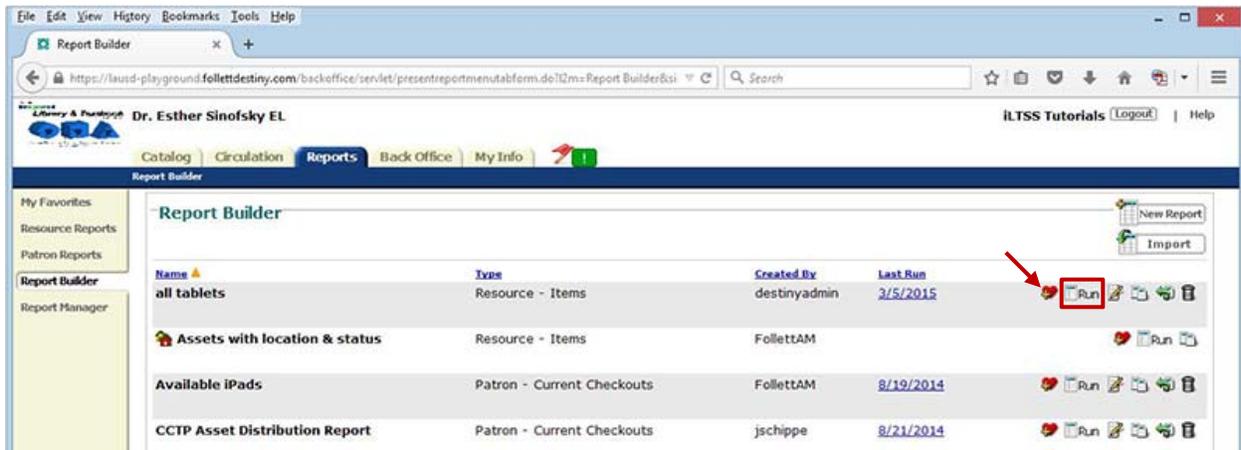
5. Click on the **“Refresh List”** link to refresh the page
6. Click on the **“View”** link to view the report



Report Builder Option: Allows you to view resource reports that the Destiny Resource Administrator (*District Access*) has pushed down to the schools

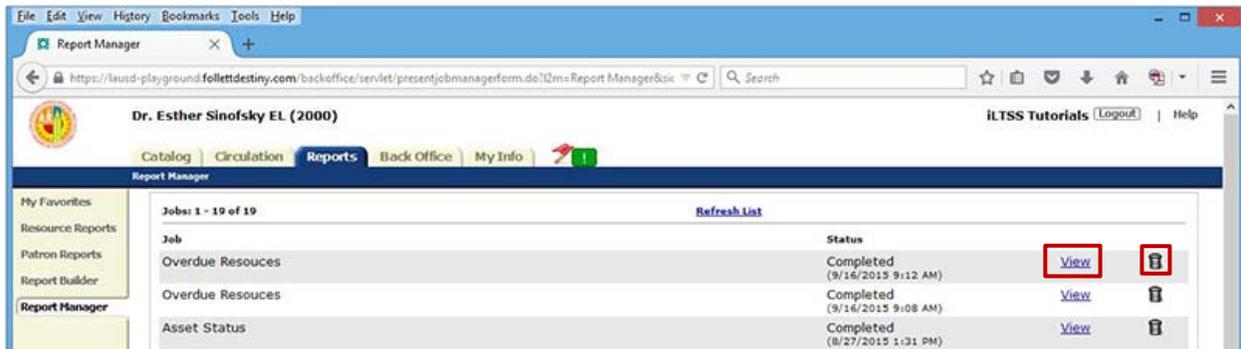
## DESTINY RESOURCE MANAGER: FULL ACCESS

1. Click on the “**Report Builder**” option located on the left-side of the screen
  - To run a report, click on the “**Run**” icon
  - To make a report a “favorite”, click on the “**Heart**” icon



Report Manager Option: Allows you to view any report run for your site

1. Click on the “**Report Manager**” option located on the left-side of the screen
  - To access a report, click on the “**View**” link
  - To permanently delete a report, click on the “**Trash**” icon



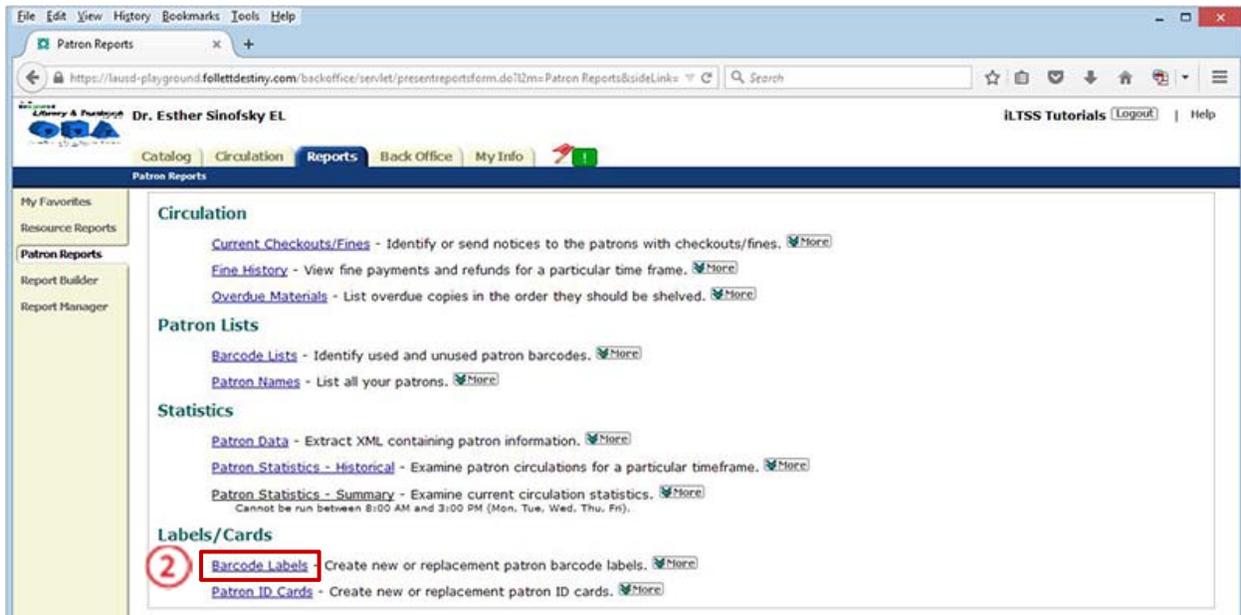
**NOTE:** If a generated report is not on the list, click on the “**Refresh List**” link to update the list

## BARCODE LABELS REPORT

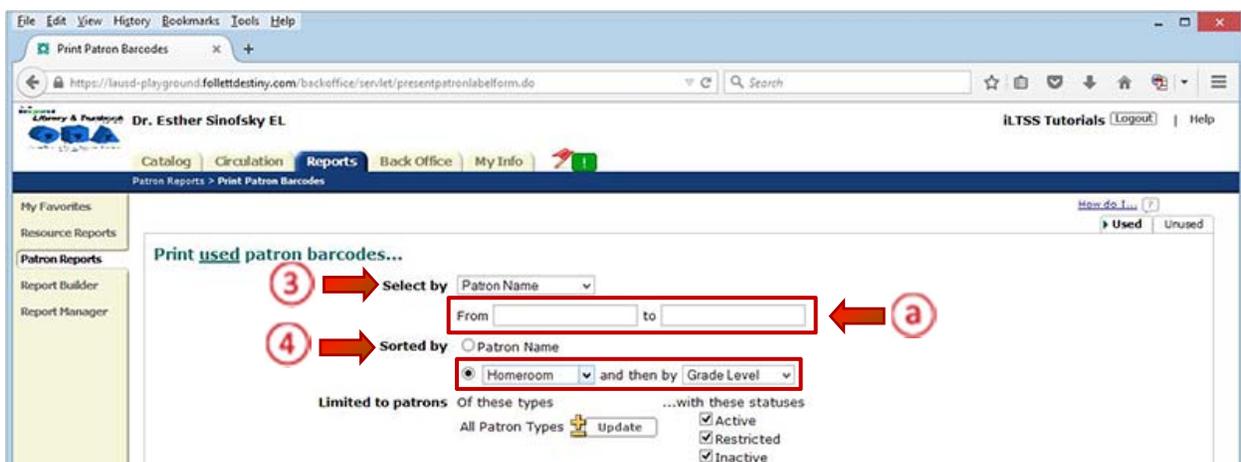
# DESTINY RESOURCE MANAGER: FULL ACCESS

## Patron Barcode Report

1. On the “**Reports**” tab, click on the on the “**Patron Reports**” option located on the left-side of the screen
2. Click on the “**Barcode Labels**” link under the heading “**Labels/Cards**”



3. On the “**Select by**” field, click on the dropdown menu and select to “*Patron Name*”
  - a. Leave the “**From**” and “**To**” fields blank
4. Under “**Sort by**”, click on the second radio button then click on the dropdown arrow and select “*Homeroom*” “**and then by**” select “*Grade Level*”



5. Under “**Include the following**”, make sure the “**Barcode Number**” box is checked

## DESTINY RESOURCE MANAGER: FULL ACCESS

- Under “Formatted for”, click the radio button “Use at circulation desk” and make sure “Start a new page for each group” is checked
- Click on the “Run Report” button. You will be taken to the Report Manager screen.

5 → Include the following  Barcode number

Formatted for  Barcode labels

Use label stock  ▼

Start on label

Printer offset - Horizontal:  Vertical:

6 →  Use at the circulation desk

Start a new page for each group

include  ▼ 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](#)

7 →

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

Report Manager

https://lausd-playground1.follettdestiny.com/backoffice/servlet/presentjobmanagerform.do?reportManager=true

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Patron Reports > Print Patron Barcodes > Report Manager

My Favorites

Resource Reports

Patron Reports

Report Builder

Report Manager

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.

Jobs: 1 - 11 of 11

8 → Refresh List

Job	Status
Patron Barcode Report	In Progress
Resource Checkout Summary	Completed (8/10/2015 2:38 PM) <a href="#">View</a>

- Click on the “View” link to view/print the report

Report Manager

https://lausd-playground1.follettdestiny.com/backoffice/servlet/presentjobmanagerform.do?reportManager=true&pag

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Jobs: 1 - 11 of 11

Refresh List

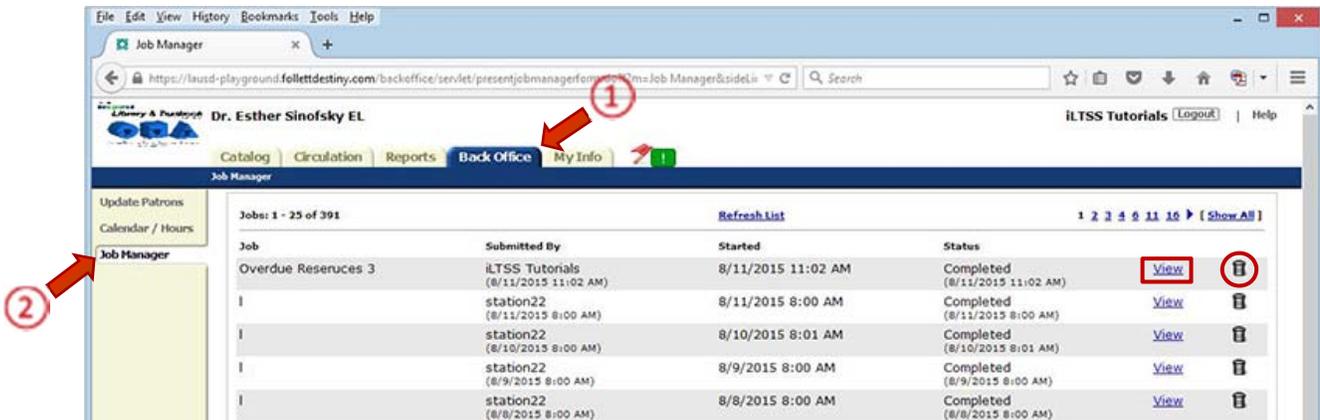
Patron Barcode Report	Completed (8/11/2015 8:14 AM) 9 → <a href="#">View</a>
Resource Checkout Summary	Completed (8/10/2015 2:38 PM) <a href="#">View</a>

### STEP 8: BACK OFFICE TAB

# DESTINY RESOURCE MANAGER: FULL ACCESS

Allows you to view or delete the reports in the queue

1. Click on the “**Back Office**” tab
2. Click on the “**Job Manager**” option on the left-side of the screen
  - To access a report, click on the “**View**” link
  - To permanently delete a report, click on the “**Trash**” icon



## STEP 9: MY INFO TAB

Destiny tracks all users and their transactions under this tab

