



This step-by-step tutorial will provide assistance in assigning and un-assigning resources to patrons. The tutorial will also guide school site Destiny users on how to run basic resource reports.

In this tutorial you will learn how to:

- ** Login to Destiny Resource Manager
- ** Search resource database
- ** Check out resources
- ** Check in resources
- ** Reset
- ** Run a basic report

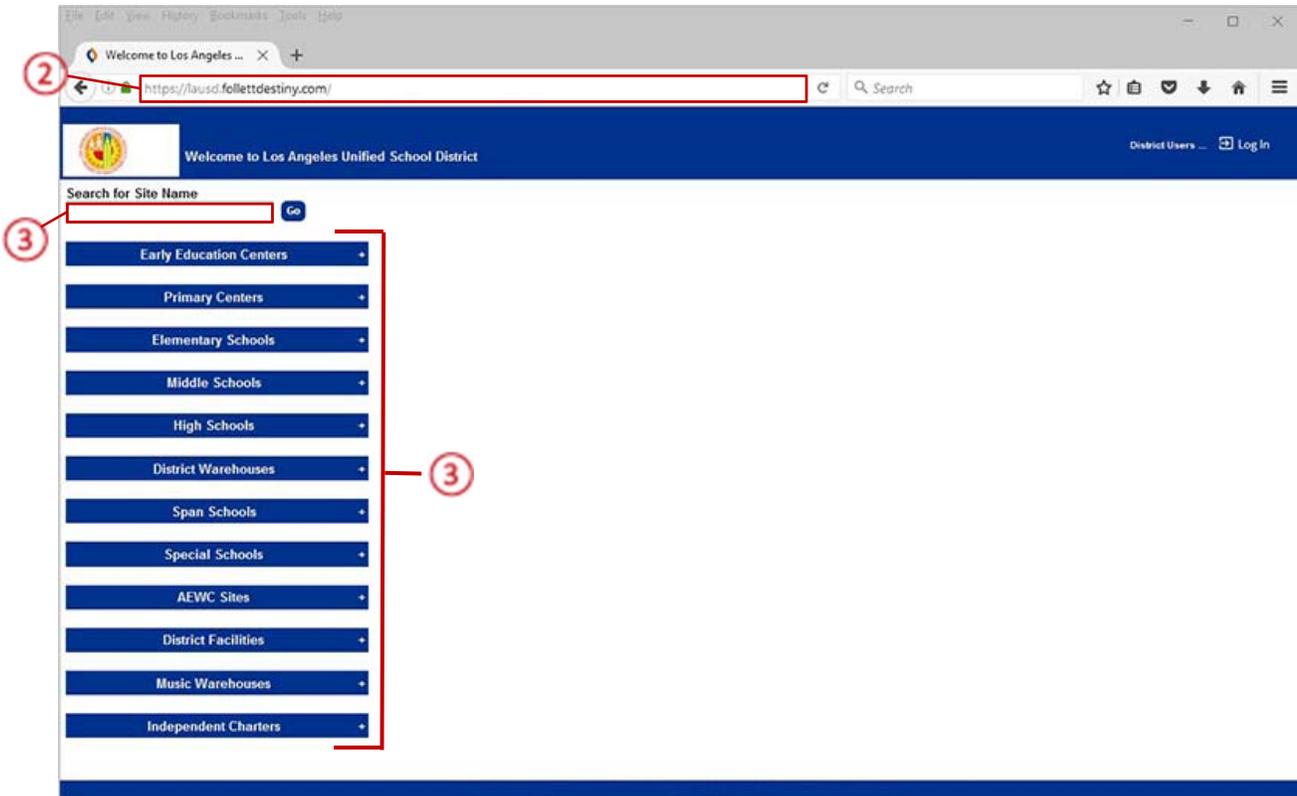
Requirements:

- ** PC or MAC
- ** A web browser such as:
 - *Google Chrome* 
 - *Internet Explorer* 
 - *Mozilla Firefox* 
 - *Safari* 
- ** Destiny Resource Manager Limited Access
- ** An Internet Connection
- ** A Barcode Scanner

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

STEP 1: LOGIN TO DESTINY

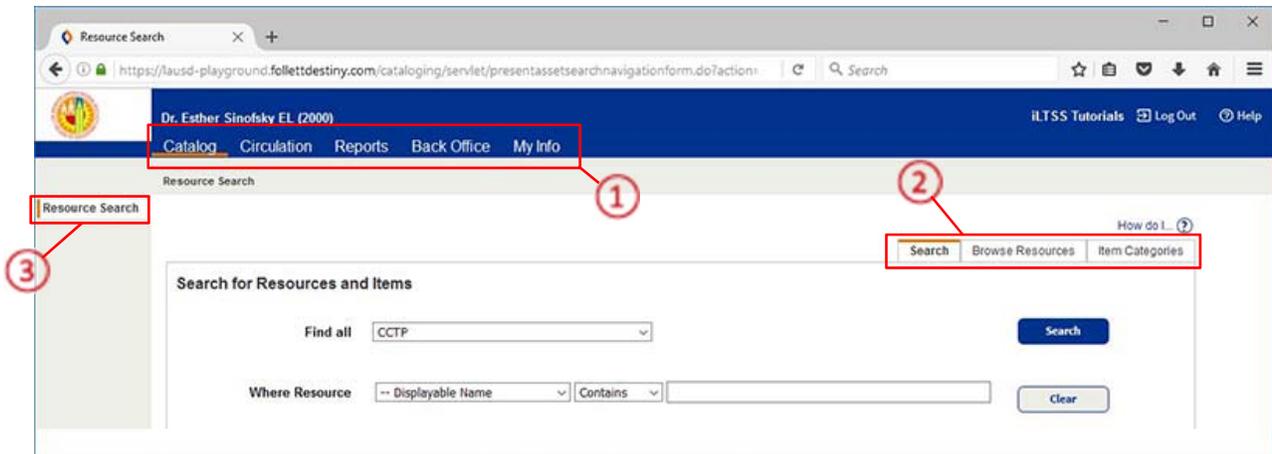
1. Open a web browser
 - Google Chrome 
 - Internet Explorer 
 - Mozilla Firefox 
 - Safari 
2. In the address bar, type the following URL and press the “Enter” key on the keyboard:
 - <http://lausd.follettdestiny.com>
3. There are two (2) ways to find your school:
 - a. In the “Search for Site Name”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

1. Once you've logged in, you will see five tabs: "Catalog", "Circulation", "Reports", "Back Office" and "My Info"
2. On the left-side of the screen, you will see the "Resource Search" option
3. On the right-side of the screen, you will see three sub tabs: "Search", "Browse Resources", and "Item Categories"

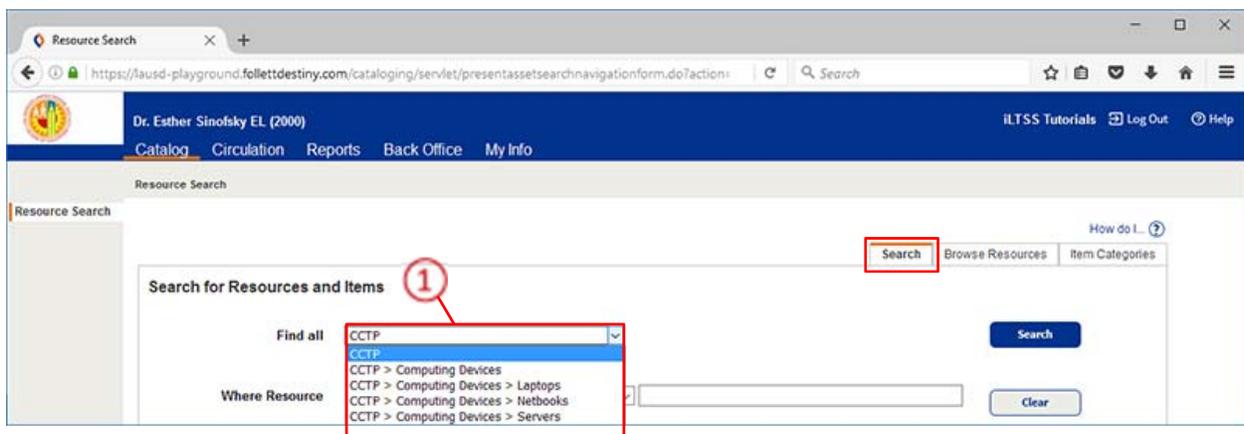


★ SEARCH SUB-TAB

A. Search for Resources and Items

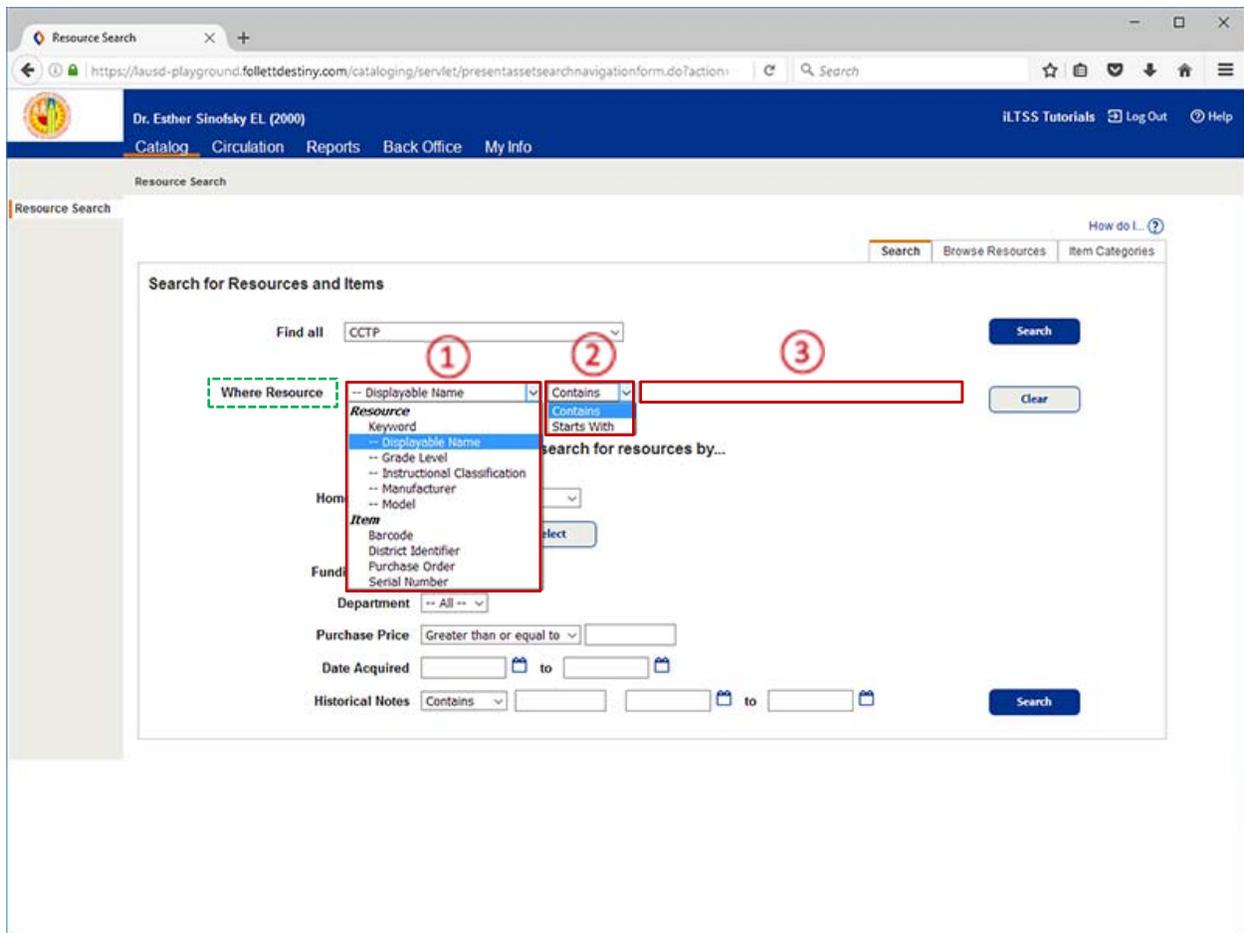
"Find all" — this will allow you to search all resources CCTP cataloged items.

1. Click on the "Find all" drop down menu to browse for and locate specific items.



B. "Where Resource" (allows a Boolean type search)

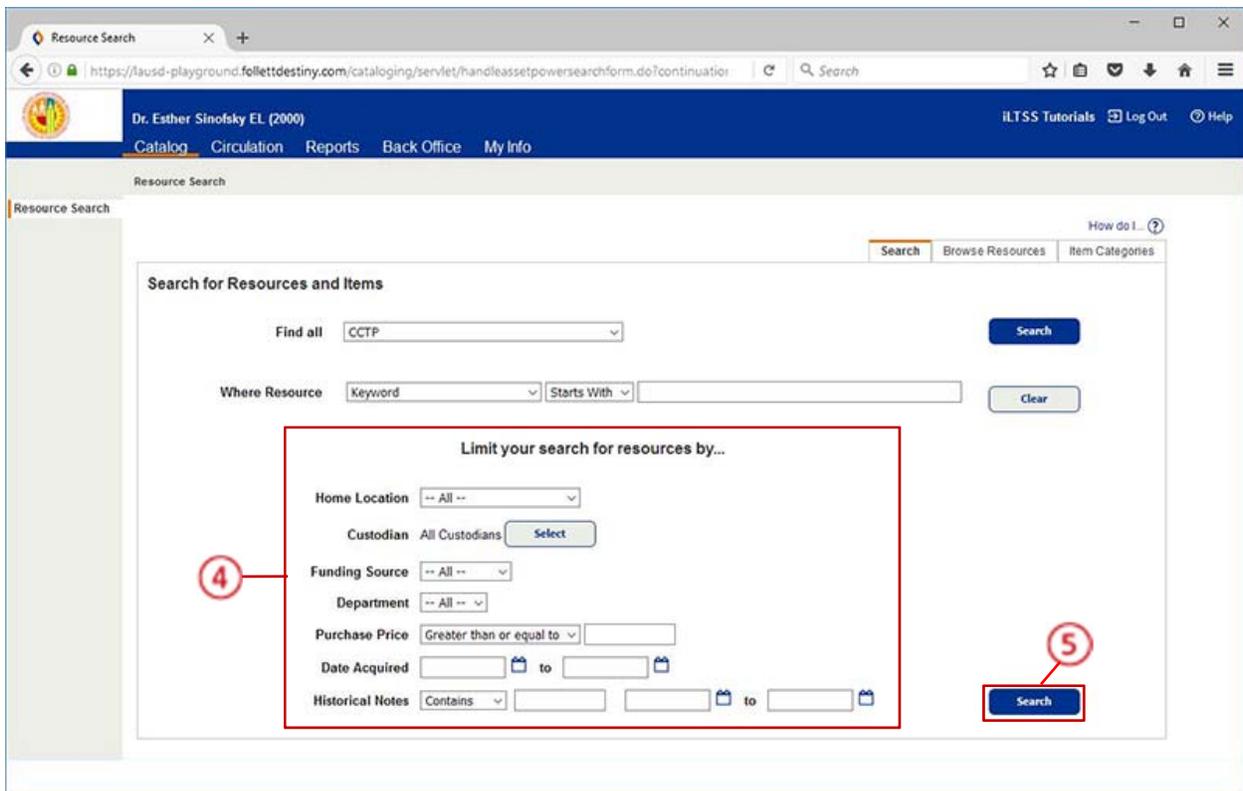
1. You may choose a Boolean search from the "Resource" or the "item" section by selecting one of the following:
 - Keyword (Resource)
 - *Grade Level (Resource) *Displayable Name (Resource) *Instructional Classification (Resource)
 - *Manufacturer (Resource) *Model (Resource)
 - Barcode (Item)
 - District 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.



4. You have the option to further limit your resource search by selecting any of the following:

- Home Location
- Custodian (*Full Access Only*)
- Funding Source
- Department
- Purchase Price
- Date Acquired
- Historical Notes

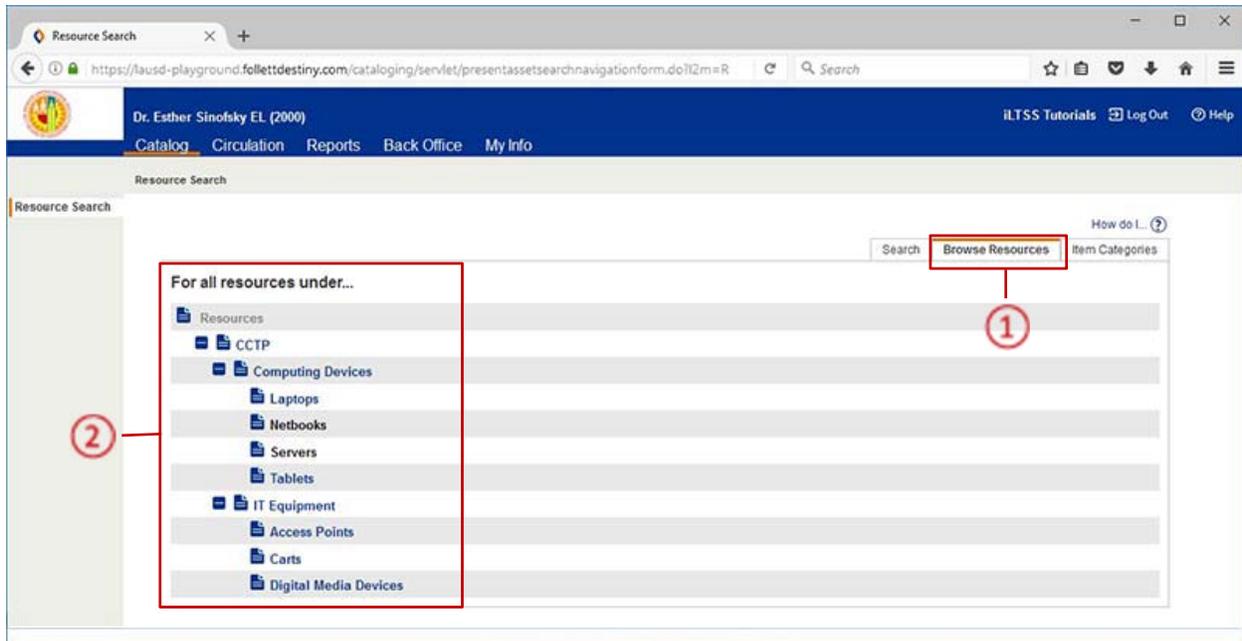
5. Once you have entered your search parameters, click the “**Search**” button



BROWSE RESOURCE SUB TAB

Section: *For all resources under...*

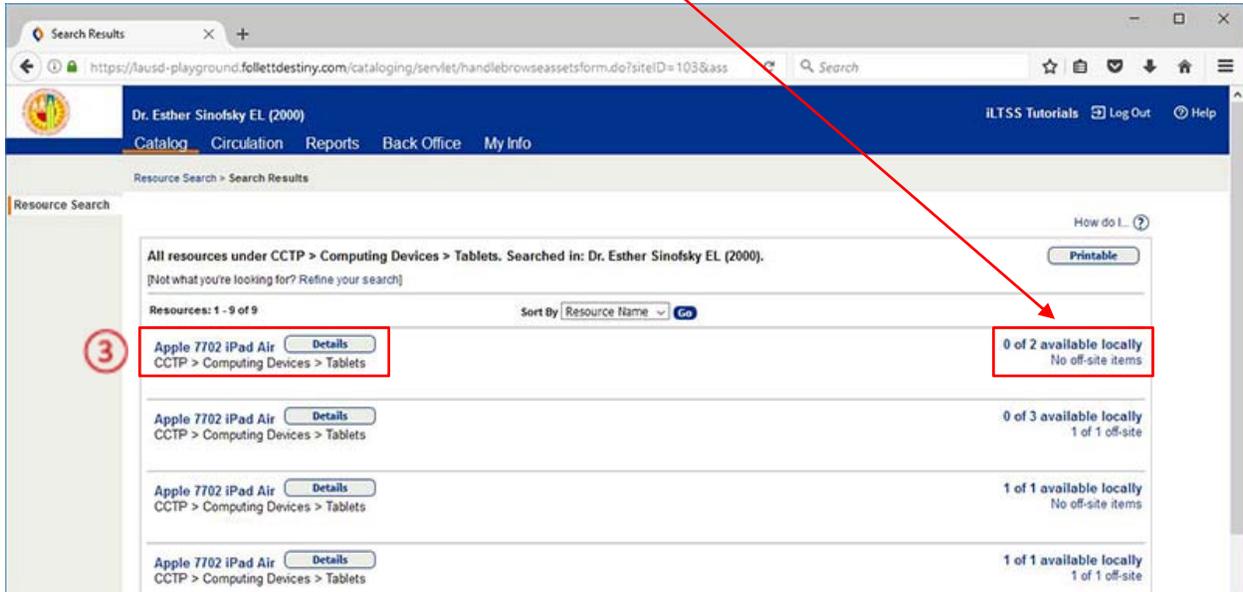
1. Click the “**Browse Resources**” sub-tab located on the right
2. To search items, you have the option to select the active hyperlinks to check the available resources.



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

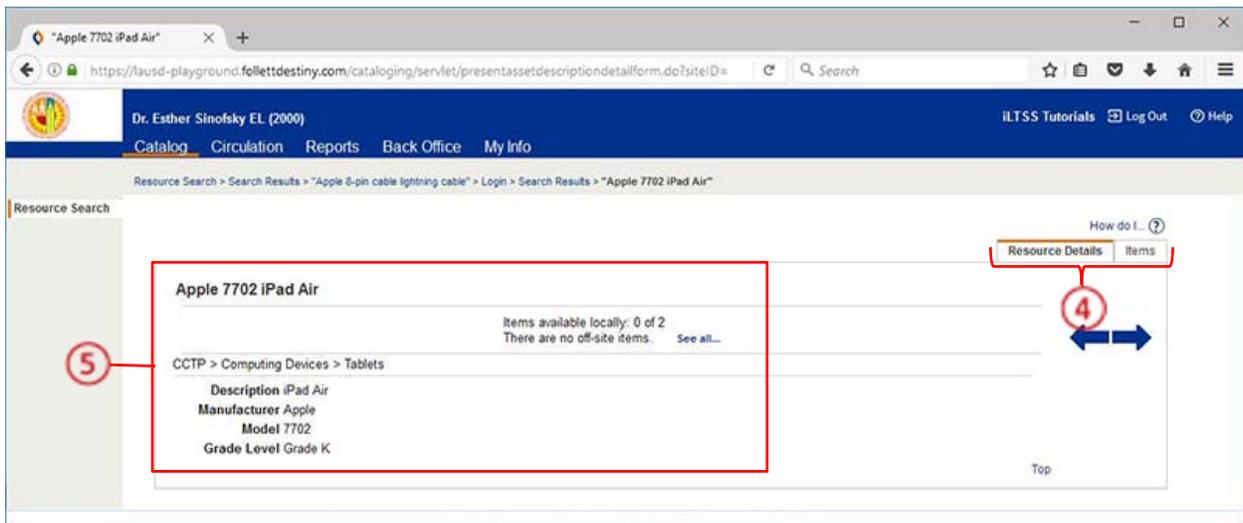
- The resource
- The amount available

NOTE: The amount available should always be zero. All resources should be checked out to patrons, (e.g. student, principal)



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

The screenshot shows the Destiny application interface. The user is logged in as Dr. Esther Sinofsky EL (2000). The breadcrumb trail is: Resource Search > Search Results > "Apple 8-pin cable lightning cable" > Login > Search Results > "Apple 7702 iPad Air". The 'Items' sub-tab is selected and highlighted with a red box. A red circle with the number '6' is placed above the table. The table lists two items:

Barcode (Serial Number)	Status	Condition	Home Location
IDM02-CS40068 (DMPM658UFK11)	Due: 6/10/2016	Usable	IDM05-ROOM-002
CS47468 (DMPM7XEHF11)	Lost	Usable	106640101

Below the table, it says: "On Order" Items. There are no "On Order" items.

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.

STEP 3: CIRCULATION TAB

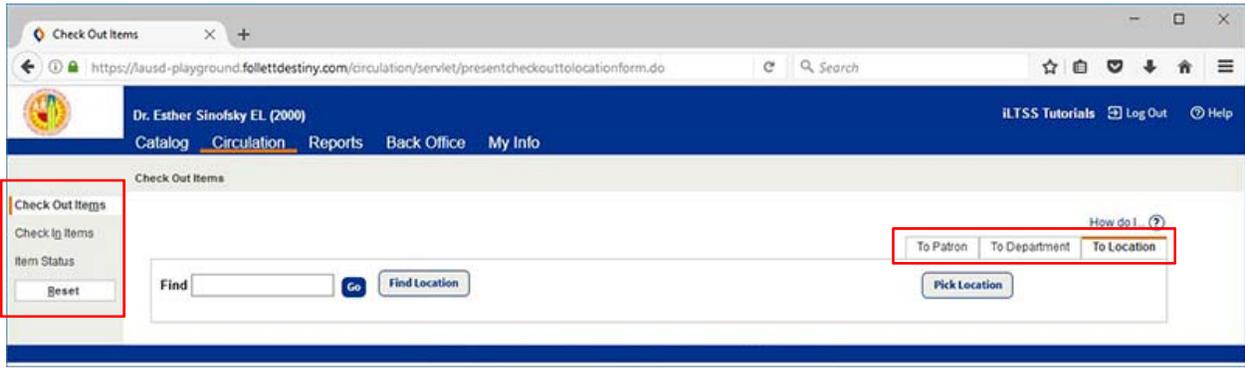
On this tab, you will be able to view the following options and sub-tabs:

Options: *Left-side of the screen*

- Check Out Items
- Check in Items
- Item Status
- Reset button

Sub tabs: *Right-side of the screen*

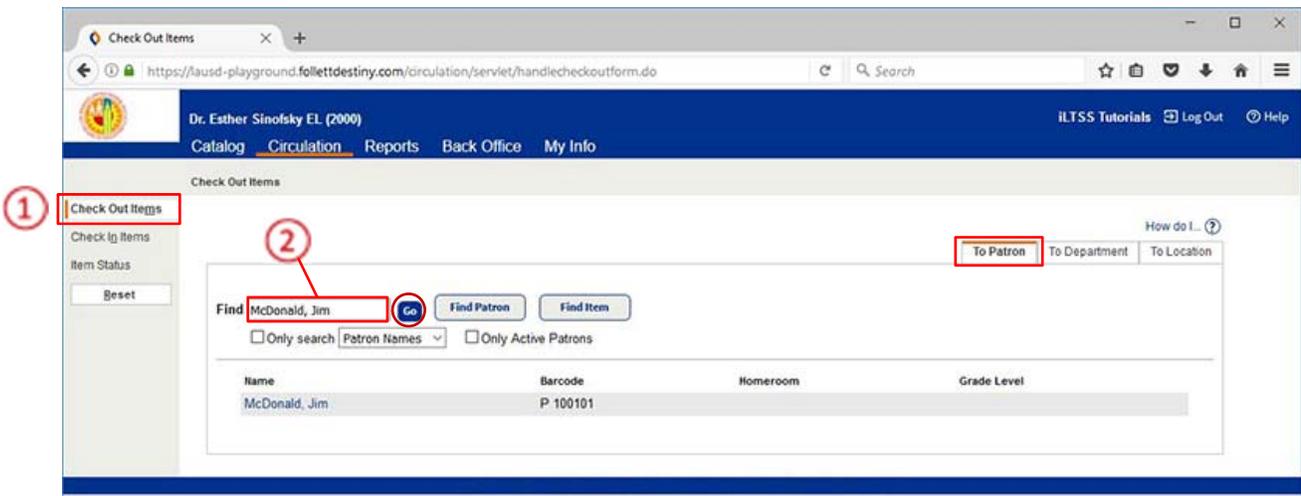
- To Patron
- To Department
- To Location



TO PATRON SUB TAB

Check Out Items:

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

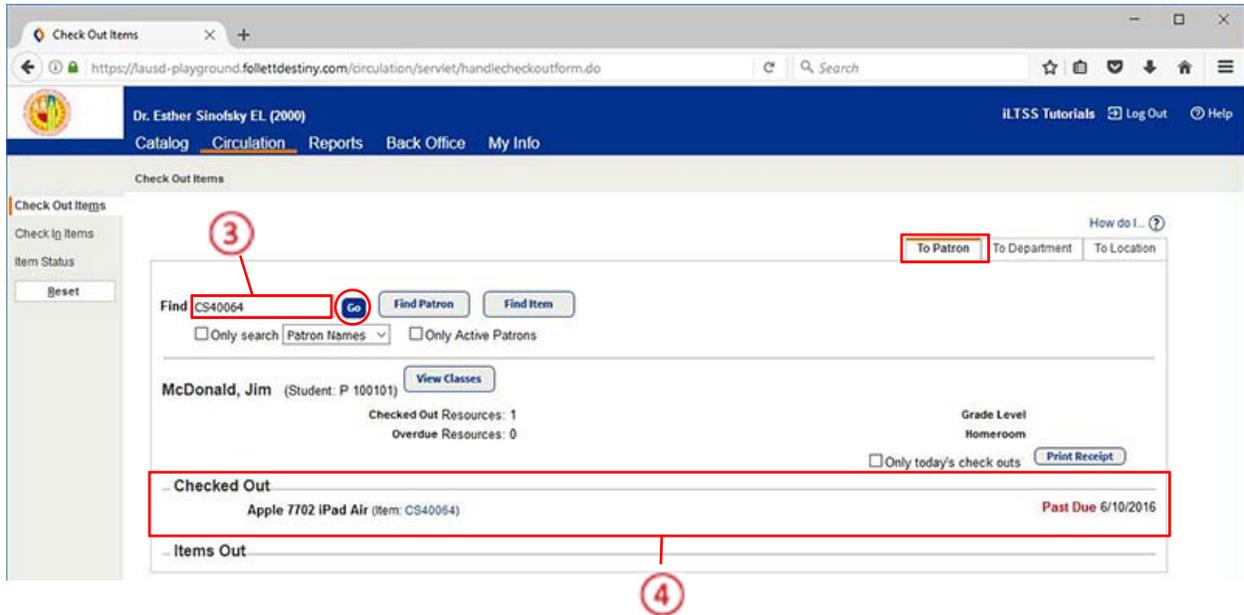


NOTE: If the name was typed in, either hit the “Enter” key on the keyboard or click the “Go!” button. Then click on the patron’s name.

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

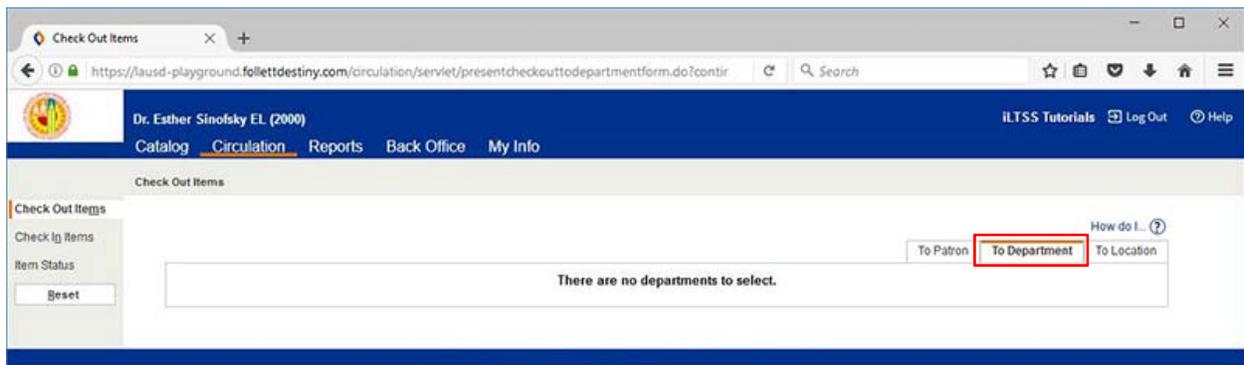
NOTE: If the ID was typed in, either hit the “Enter” key on the keyboard or click on the “Go!” button.

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



To Department:

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

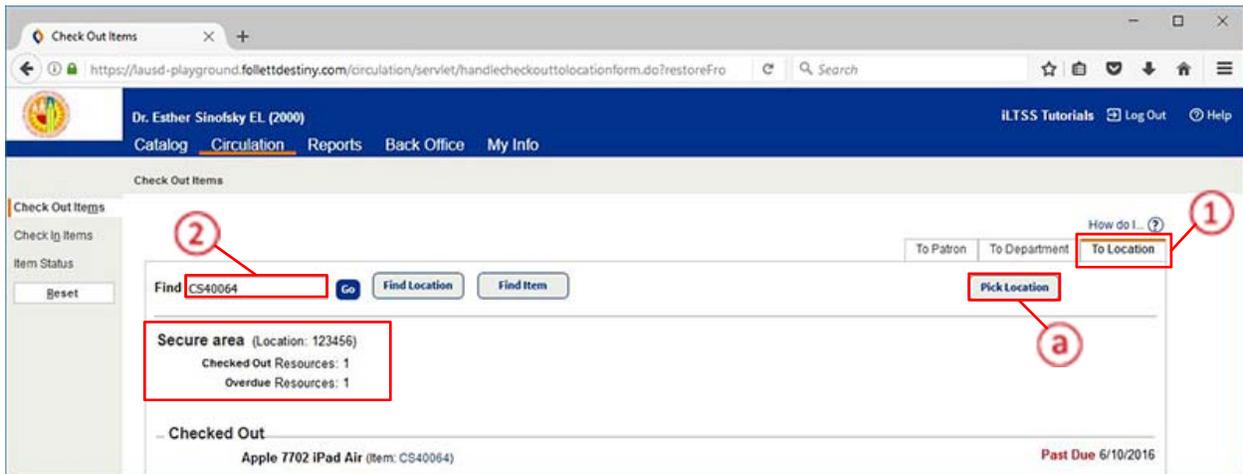


To Location:

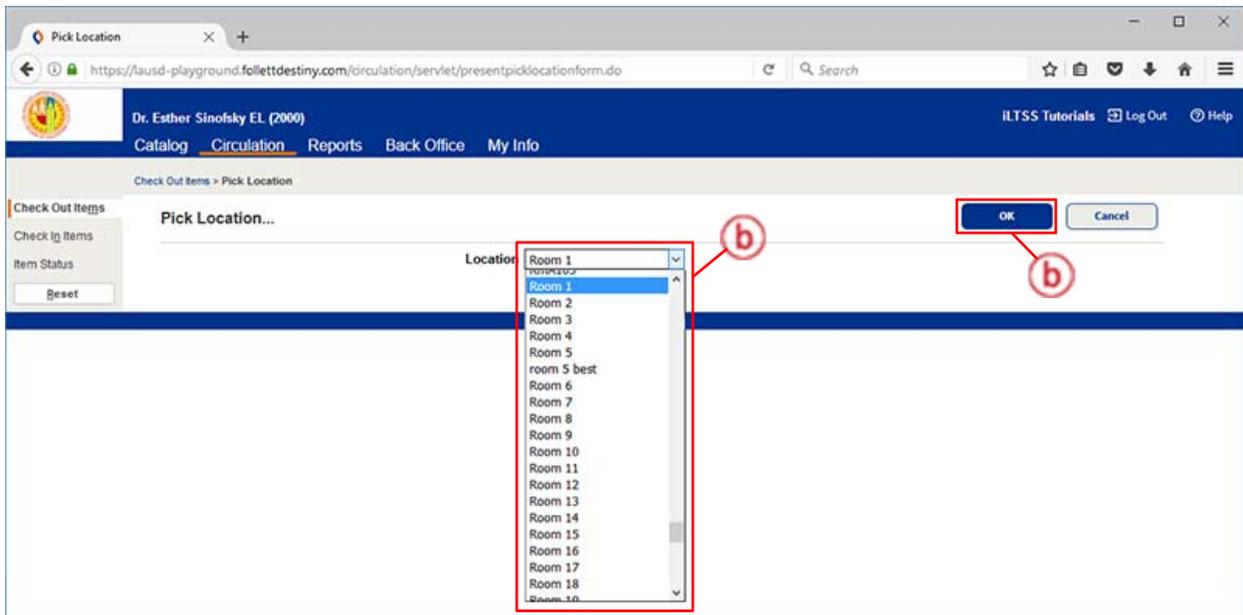
1. Click the “**To Location**” sub-tab located on the sub-navigation to the right
2. Click inside the “**Find**” field and scan OR type in the location barcode identifier (ex. 123456)
3. Once the item populates on the screen, scan or type in the resource ID

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

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



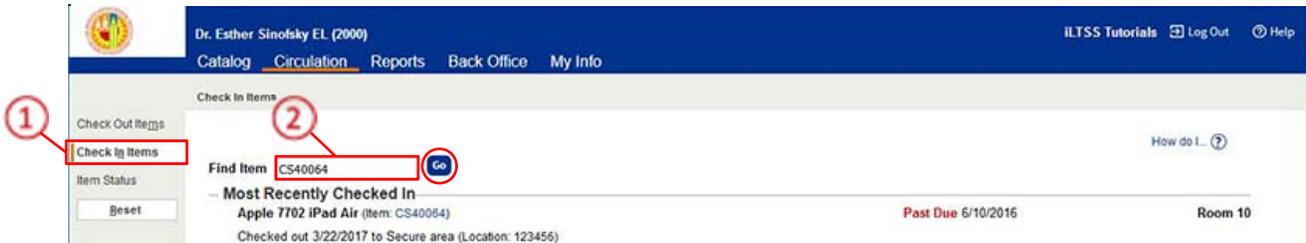
- b. Click on the drop-down menu, select a specific location and click the “**OK**” button
- c. Follow steps 1-2 above



Check in Items

1. 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 hit the “**Enter**” key on the keyboard or click on the “**Go!**” button.

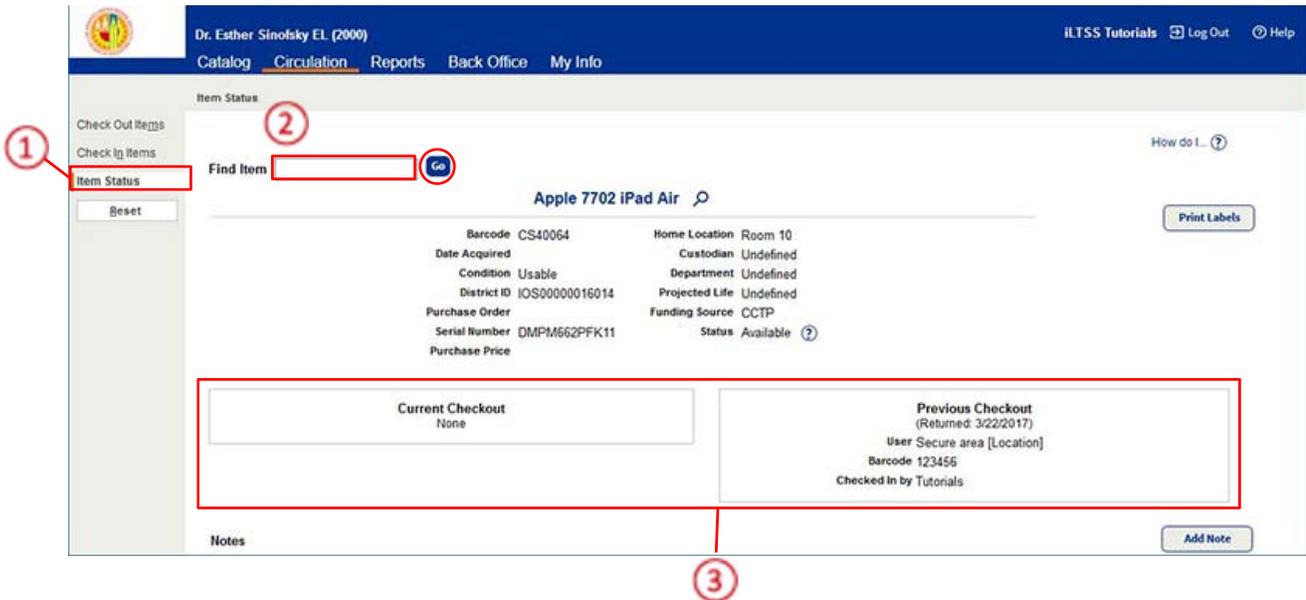


Item Status

Allows an overview of a specific resource

1. 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
3. Once the item’s information is retrieved, you will have VIEW only access to the record. On this screen, the current and previous checkout history of the resource can be viewed

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



Reset

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

STEP 4: REPORTS TABResource 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

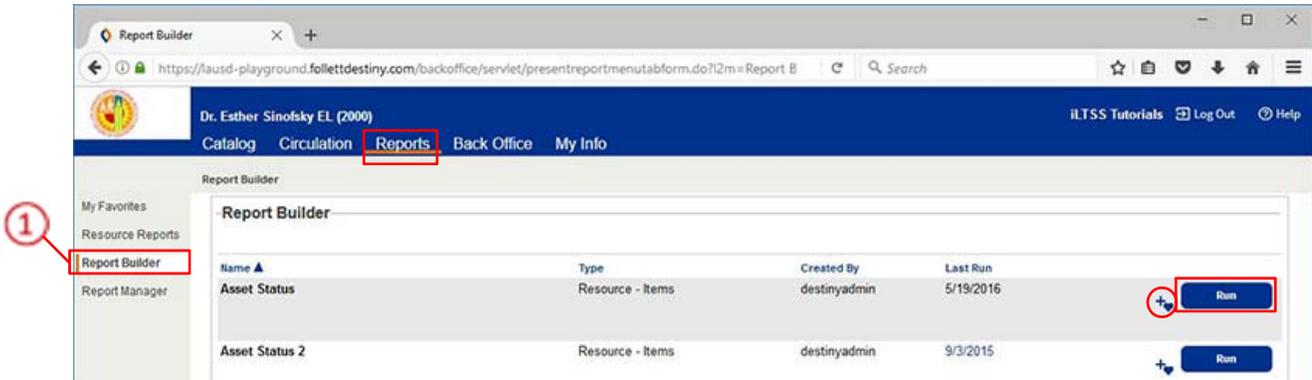
The screenshot displays the 'Resource Reports' interface. At the top, the navigation bar includes 'Catalog', 'Circulation', 'Reports' (1), 'Back Office', and 'My Info'. On the left sidebar, 'Resource Reports' (2) is highlighted under 'My Favorites'. The main content area, titled 'Catalog -- Resources & Items', is enclosed in a red box (3) and lists the following report categories with 'Show More' buttons:

- Catalog -- Resources & Items**
 - Barcode Lists - Identify used item barcodes.
 - Deleted Resources - Retrieve information about resources that have been deleted.
 - Item Status - View the current status of your resources.
 - Lost Resources and Fines - Summary of lost resources and fine amounts.
 - Resource Need Forecasting - Identify resources that need replacing with optional item detail.
 - Resource Value - Examine the current or depreciated value of your resources.
 - Textbook Adoptions - Examine where textbooks are in the adoption schedule.
- Circulation**
 - Class List - List class sections by teacher or student.
 - Outstanding Textbook Obligations - Identify books that should be returned.
 - Resource Checkout Summary - Identify the number of students without resources.
- Labels**
 - Barcode Labels - Create new or replacement item barcode labels.
 - Location Labels - Create new or replacement locations barcode labels.
- Software**
 - Items using Software Licenses - View the items that have software licenses assigned to them.
 - License Assignments - List your software licenses and optionally their assignments.
- Statistics**
 - Student to Resource Statistics - Identify resource shortages or surpluses.

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

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

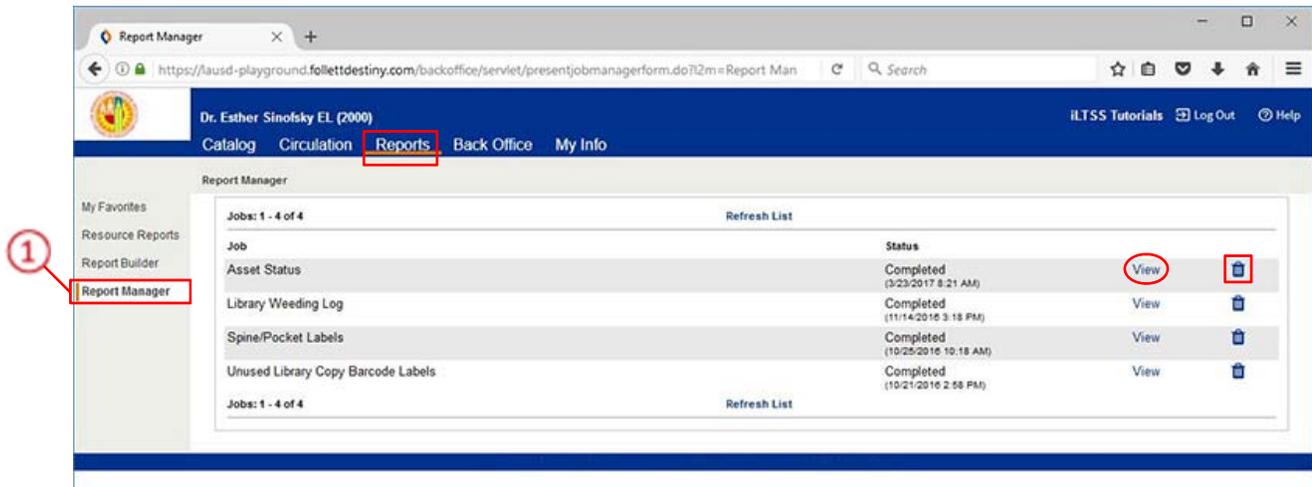
1. Click on the “**Report Builder**” option located on the left-side of the screen
 - To run a report, click on the “**Run**” icon
 - To make a report a favorite, click on the “**Heart**” icon



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

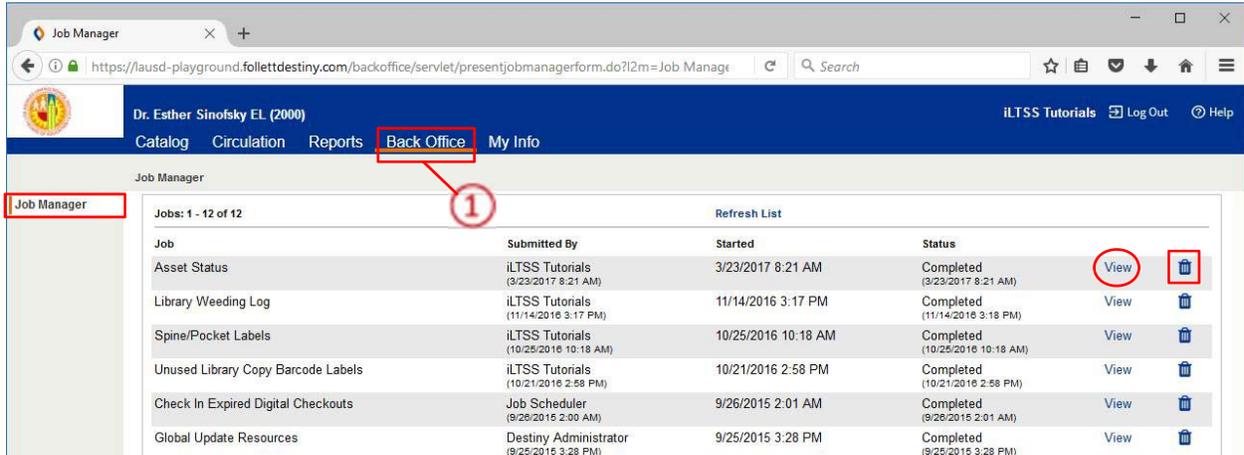
1. Click on the “**Report Manager**” option located on the left-side of the screen
 - To access a report, click on the “**View**” link
 - To permanently delete a report, click on the “**Trash**” icon

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



Back Office Tab: Allows you to view or delete the reports in the queue

1. Click on the “**Back Office**” tab located on the top navigation
 - To access a report, click on the “**View**” link
 - To permanently delete a report, click on the “**Trash**” icon



My Info Tab: Allows you to view the materials and resources checked out to the current user logged in to the Destiny Manager.

1. Click on the “**My Info**” tab located on the top navigation

