# **TITLE & COPY LIST**



Destiny Resource Manager allows users with limited and full access to generate the Title & Copy List report. This report lists all inventoried items in Destiny at your school.

#### In this tutorial you will learn how to:

• Generate the Title & Copy List report.

#### **Requirements:**

- PC or MAC
- A web browser such as:
  - Google Chrome
    - Mozilla Firefox
    - Safari
- Limited or Full access to Destiny Resource Manager
- An Internet connection
- An LAUSD Single-Sign-On (SSO)

## LOGGING IN TO DESTINY

- 1. Open a web browser
- 2. In the address bar, type the following URL: http://lausd.follettdestiny.com
- 3. There are two 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 with your school group (e.g. Middle School) then find and click on your school's link. You will be taken to your site's home page. Click on Log In, located on the top right side of the window.

	🗎 lausd.follettdestiny.com 🔷 🔿	₫ Ø +
Welcome to Los Ange	les Unified School District	District Users 🗲 Log In
Search for Site Name	33	
Early Education Centers +		
Primary Centers +		
Elementary Schools +		
Middle Schools +		
District Warehouses +		
Span Schools +		
Special Schools +		
District Facilities +		
Occupational/Physical Therapy + Program		
Music Warehouses +		
Independent Charters +		

Select the LAUSD Faculty/Staff SSO to login. Enter your full LAUSD email (e.g.

jane.doe@lausd.net) and password to log in.

Individuals granted access to Destiny for a specific site(s) or District level access and assigned a specific User Name and Password, use the Destiny account log in on the right.

	37th Street EEC (9593) Catalog		원 Log In
	Login		
	Log in using your account with   LAUSD Faculty/Staff SSO		Log in using your Destiny account
			User Name: Password:
	LAUSD Student SSO		Log In
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#### **GENERATING THE TITLE & COPY LIST REPORT**

- 1. Select the **Reports** tab.
- 2. Select the **Resource Reports** option.
- 3. Under the Catalog -- Resource & Items section, select the Title & Copy List report.

	Gage Middle S	chool (8151)					Resource View ~	
List All Sites	Dashboard	Catalog	Circulation	Reports	Admin	F200		
	Resource Report	8		~				
My Favorites	Catalog	Resource	s & Items		1			
Resource Reports					<u></u>			
Patron Reports	Barc	ode Lists - Ide	ntify used and un	used item bar	odes. Sh	ow More		
Report Builder	Deleted Resources - Retrieve information about resources that have been deleted. Show More							
Enriched Reports	Non Status View the surrent status of your recourses Show More							
Report Manager	Loet	Basourcas an	d Einee - Summa		irces and fine	amounte S	how More	
	Lost	riesources an	o rines - ourinia	ry or loat reade	inces and inte	amounta.	C Shaw Mana	
	Reso	ource Compon	ents - List your re	source related	components	and the quantiti	es. Show More	
	Reso	ource Containe	ers - List your con	tainer resource	es with their c	ontents. Sho	w More	
	Reso	ource Need Fo	recasting - Identif	ly resources th	at need repla	cing with optiona	al item detail. Show More	
	Reso	ource Value - E	xamine the curre	nt or deprecia	ed value of ye	our resources.	Show More	
	Text	book Adoption	- Examine when	e textbooks ar	e in the adopt	ion schedule.	Show More	
	3 Text	book Condition	/Status - Examine	e the condition	or statuses o	f your textbooks	Show More	
	Title	& Copy List - I	.ist your textbook	s with optional	copy detail.	Show More	)	
	Circulatio	n						

- 4. Use the Select & Sort by drop-down menu and choose Title.
- 5. Check the boxes for **Include Teachers' Editions** and/or **Include Resource Kits** if you want to incldue those items in the report.
- 6. Click on **Update** for All Resource Types

ist textbook titles & copies 4	Leave these blank
Select & sort by	Title from to
Optional 5	→□ Include Teachers' Editions
	► Include Resource Kits
Of Resource Types	All Resource Types Update 6

7. Check the box(s) for the resources you want to include in the report.

**Textbook** = includes all that is inventoried such as hardcovered barcoded textbooks (whether adopted & approved or not), novels, supplemental materials, teacher editions & teacher kits, etc.

- Adopted & Approved = only those materials that are addressed by Williams sufficiency both hardcover and consumables.
- 8. Once you make your selection, click **OK**

Select Resource Types	
Besources Select All	Clear All
Z E Textbooks Select All	Clear All
Adopted & Approved	
(2) ок	

- 8. Use the Show Titles drop-down menu and select **Only**.
- 9. Check all the boxes in the section, Include the following information.

## 10. Click on **Run Report.**

Show Titles	Only	~	]	8
Include the following information	Default Budg	et Category		
	Grade Level			
9	Instructional (	Classification		
	0	Run Repor	t	