# **TEXTBOOK INVENTORY**



Destiny Resource Manager allows users with limited and full access to perform the yearly textbook inventory.

# In this tutorial you will learn how to:

• Perform the annual Destiny Textbook Inventory

#### **Requirements:**

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

## **STEP ONE: LOG IN TO DESTINY**

- 1. Open a web browser
- 2. In the address bar, type the following URL: <u>http://lausd.follettdestiny.com</u>
- 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.

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	i ausd.follettdestiny.com ℃	Č 0 +
Welcome to Los Ange	les Unified School District	District Users 🕣 Log In
Search for Site Name	- (3a)	
Early Education Centers +		
Primary Centers +		
Elementary Schools +		
Midale Schools +		
High Schools +		
District Warehouses +	<b>←</b> (3b)	
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.

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	Login		
	LAUSD Faculty/Staff SSO	OR	Log in using your Destiny account User Name: Password: Log In
	©2002-2019 <u>Follett School Solutions, Inc.</u> 17.	_0_0_AU2-RC1	2/3/2020 11:54 AM PST

## STEP TWO: INVENTORY

The inventory process involves the scanning of **all available** (not checked out) barcoded materials into Destiny. This includes student textbooks, teacher editions, and novels (if novels were added to Destiny.) **For this year, 2022-2023**, you **do not** have to inventory student consumables. Your school is expected to achieve at least a **95% completion**, prior to the inventory end date.

- 1. Make sure Resource View is selected
- 2. Click on the Admin tab at the top navigation.
- 3. Click the Inventory option.
- 4. To the right of **Resource Inventory** you will see the name of the inventory, usually denoted by the current school year.
- 5. The percentage shown is comprised of books that are checked out (these are automatically accounted for in the inventory) and books that have been marked as lost (these are also automatically accounted for in the inventory.) Remember, it is crucial that at the end of this school year every effort is made to get back all books that are checked out.
- 6. Click inside the field to the right of Scan or enter one-at-a-time, once you see the cursor blink inside the field, proceed to start scanning the barcodes of all available textbooks. NOTE: Do not upload barcode files, only use the Scan or enter one-at-a-time method. You do not need to save, Destiny does this automatically. It is okay if you scan a book multiple times it will only be accounted for once. Books that show as being checked out will automatically be checked in and accounted for. Books marked lost will automatically be made available and accounted for.

	Gage Middle School (8151) Resource View View Oscar 🕤 Log Out @ Help 🎲 Shop 🖓 Community
List All Sites	Dashboard Catalog Circulation Reports Admin 🖓 📜 🦎
	Inventory
Manage Patrons Update Patrons Update Classes Import Patrons Export Patrons Manage Homerooms Upload Patron Pictures Resource Policies Access Levels	4     2     1     How do I ?       [View In-Progress & Completed Inventories]     Start New       Resource Inventory     SAMPLE INVENTORY 2021 - Started 10/7/2021 ~     Finalize       Items with barcodes 70.37% Complete as of 12:04 PM     Refresh     Finalize       Details     5     Account for each Barcode     Itente
Calendar / Hours Site Configuration Help Tickets Inventory	Current scanning location: Unspecified Count For Scan or enter one-at-a-time Account For 3 Or upload a file of barcodes Choose File No file chosen 6
Job Manager	Started by Oscar [ View Selections ]

10/2022 - Integrated Library & Textbook Support Services (ILTSS)

**IMPORTANT:** Once you have completed scanning all available textbooks and your percentage is below the minimum 95% completion, you will need to look for the unaccounted for books. To get a list of all the unaccounted for books, while on the inventory page, click on the **Details** button. Select the radial button for **Items that are "Unaccounted For"** and then click on, **Run Report**. The report will show the specific books that need to be found and scanned into inventory. It is possible that they are in teachers' classrooms make an announcement or send and email/memo to have teachers check their classrooms.

There is no need to let us know when you have completed your inventory. We will be monitoring it. We may reach out to your school if the percentage is not at the minimum of 95% completion. If you have questions, you can contact us at textbooks@lausd.net