

TRANSFER AND RECEIVE TEXTBOOKS



Destiny Resource Manager allows users with limited or full access to transfer textbooks to other sites and receive transfers from other sites.

In this tutorial you will learn how to:

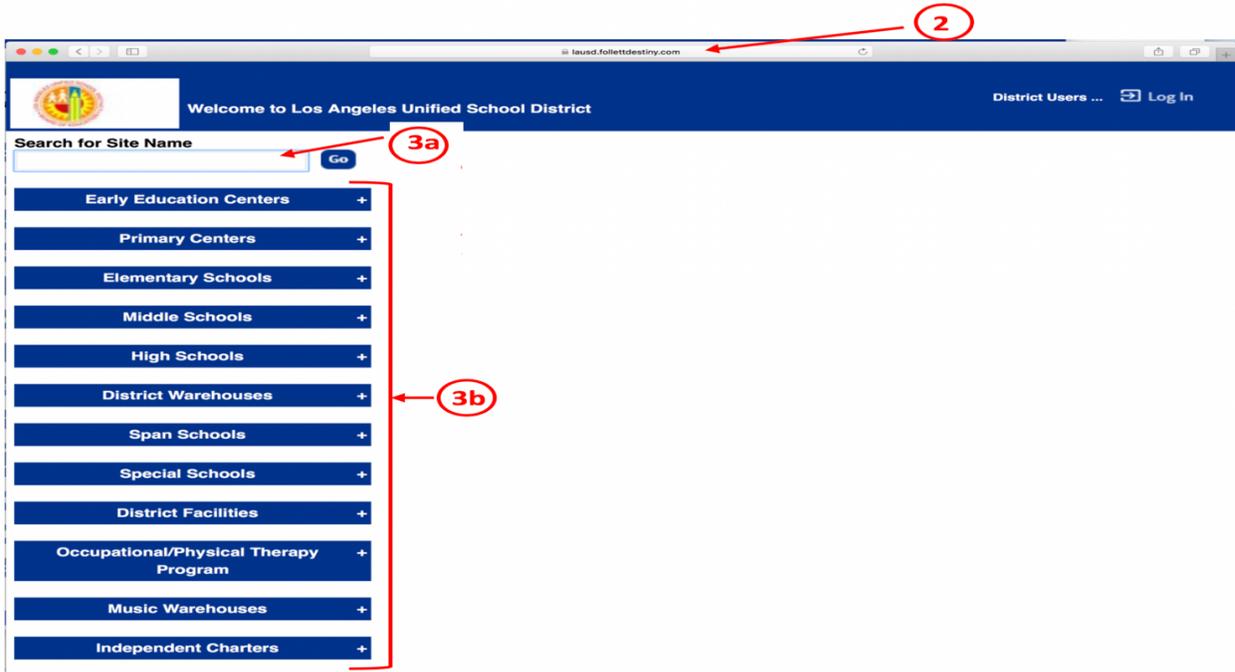
- Transfer copies with barcodes
- Transfer copies without barcodes
- Receive copies with barcodes
- Receive copies without barcodes

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)

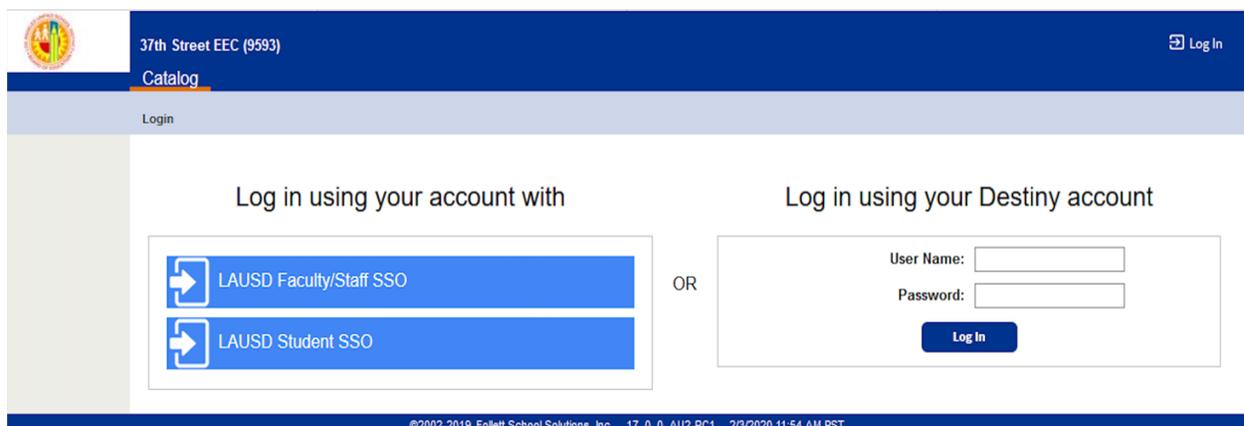
STEP ONE: LOG IN TO DESTINY

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.



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 District-wide level access to Destiny and assigned a specific User Name and Password, will use the Destiny account log in on the right.



STEP TWO: TRANSFER OF BARCODED COPIES

1. Click on the “Catalog” tab located on the top navigation.
2. Click on the “Transfer Resources” option located on the left-side of the screen.
3. Click on the “Upload” sub-tab located on the right-side of the screen.
4. Click on the “To” drop down menu and select the school to which you will be transferring the textbooks.
5. Click on the “Transfer” drop down menu and select the “by Barcode.”
6. Leave the “Order #” field blank.
7. DO NOT check the boxes for “Create a packing list” or “Track handling eSignature for this transfer.”
8. Click inside the “Create a barcode list” field and begin scanning the barcodes of the copies you will be transferring. (Multiple titles can be scanned in one transfer to the same site.)
9. After all copies have been scanned, click the “Transfer Items” button. You will be taken to the Job Manager screen. Allow Destiny to complete the task. It will put all the copies in Transit to the site you selected. Someone at that site will then need to receive them in Destiny.

NOTE: DO NOT scan too quickly, as the screen needs to refresh after each scan. As you scan, the barcode numbers will be displayed in the list box so you can track your progress.

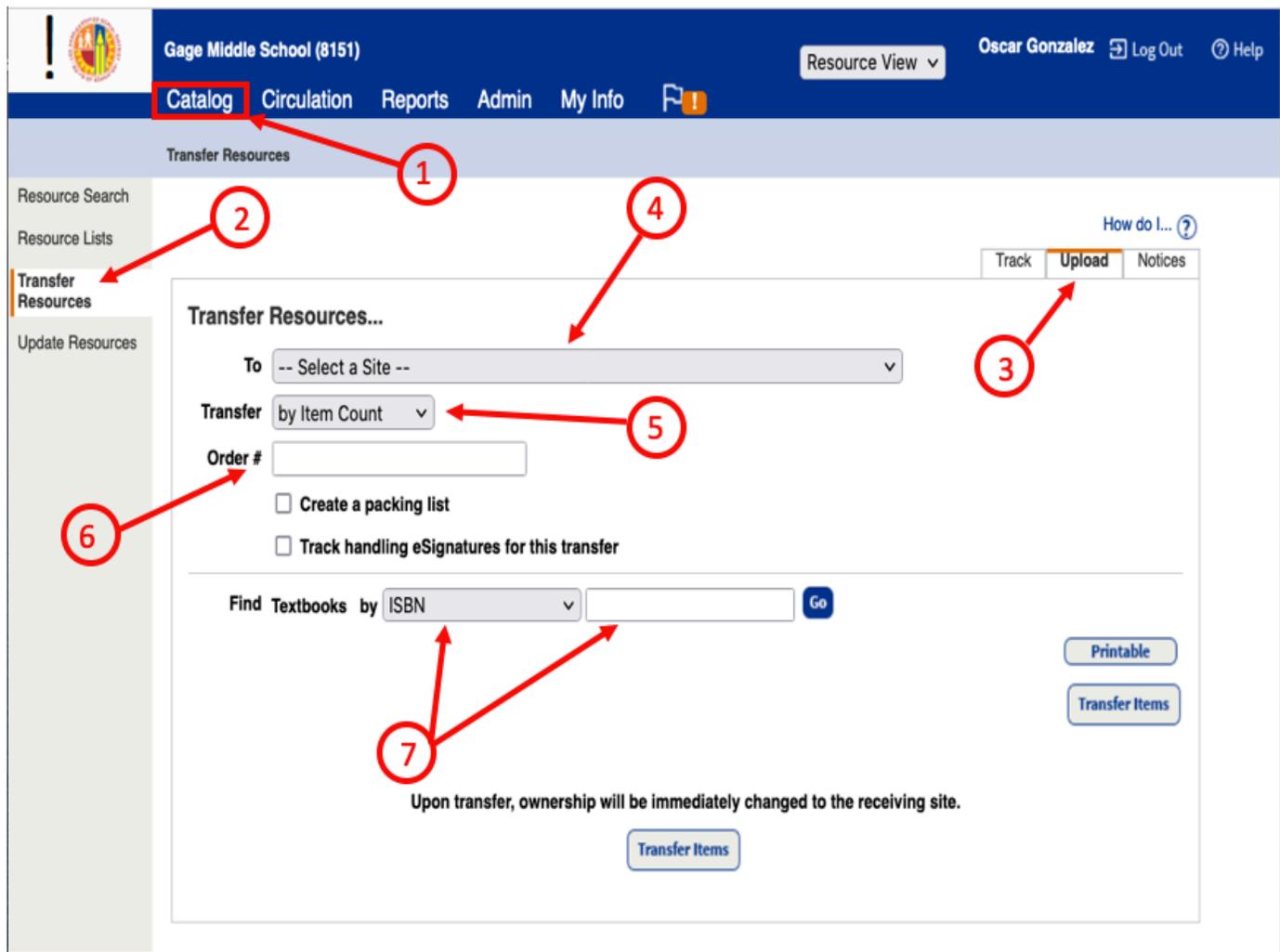
The screenshot shows the Destiny system interface for transferring resources. The top navigation bar includes "Catalog" (highlighted with a red box and arrow 1), "Circulation", "Reports", "Admin", and "My Info". The left sidebar has "Transfer Resources" (arrow 2) and "Update Resources". The main content area is titled "Transfer Resources..." and contains the following elements:

- "To" dropdown menu: "-- Select a Site --" (arrow 4)
- "Transfer" dropdown menu: "by Barcode" (arrow 5)
- "Order #" text input field (arrow 6)
- Two unchecked checkboxes: "Create a packing list" and "Track handling eSignatures for this transfer" (arrow 7)
- "Note: When transferring a container item, only scan the container item barcode. Do not scan the contents."
- "Create a barcode list" text input field with an "Add" button (arrow 8)
- "-- Barcodes --" list box with a "Remove" button
- "OR..." separator
- "Select a barcode file" section with "Choose File" and "No file chosen" text
- Bottom text: "Upon transfer, ownership will be immediately changed to the receiving site."
- "Transfer Items" button (arrow 9)

Additional interface elements include "Track", "Upload" (arrow 3), and "Notices" tabs at the top right, and a "How do I...?" help link.

STEP THREE: TRANSFER OF UNBARCODED COPIES

1. Click on the “Catalog” tab located on the top navigation.
2. Click on the “Transfer Resources” option located on the left-side of the screen.
3. Click the “Upload” sub-tab located on the right-side of the screen.
4. Click on the “To” drop down and select the school to which you will be transferring the textbooks.
5. On the “Transfer” dropdown, select “by Item Count.”
6. Leave the “Order #” field blank
7. Click on the “Find by” drop down menu and select “ISBN” option. (Note: You may select title or author which may return multiple results. You will then have to select the correct item. Therefore, the ISBN is recommended). In the field to the right, scan or enter the ISBN of the unbarcoded copy you wish to transfer and click the “Go” button.



8. The result of the search will be displayed along with the available number of items available to transfer.
9. In the “# to Transfer” field, enter the number of items you will be transferring. As an example, 25 was entered.
10. Click on “Select” button after entering the number.

The screenshot shows the 'Transfer Resources' interface for Gage Middle School (8151). The page includes a navigation bar with 'Catalog', 'Circulation', 'Reports', 'Admin', and 'My Info'. The main content area is titled 'Transfer Resources...' and contains a search form for textbooks. The search criteria are set to 'Find Textbooks by ISBN' with the value '0-07-866414-4'. The search results table shows one item: 'Glencoe Teen Health, Course 2' by Bronson, et al. (ISBN: 0-07-866414-4, Glencoe McGraw-Hill, 2005). The table has columns for 'Textbook Title', 'Available to Transfer' (50), and '# to Transfer' (25). A 'Select' button is located to the right of the row. Red circles with numbers 8, 9, and 10 are overlaid on the image, pointing to the 'Available to Transfer' column, the '# to Transfer' input field, and the 'Select' button, respectively. Below the table, a message states 'Upon transfer, ownership will be immediately changed to the receiving site.' and a 'Transfer Items' button is visible.

11. You will now see what was selected. As noted in this example, 50 copies are available to transfer and 25 of them will be sent.
12. You have an option to remove the number entered to transfer if you made a mistake. Just click on "Remove" and repeat the process to enter the correct number.
13. Once correct, click on the "Transfer Items" button. You will be taken to the Job Manager screen. The transfer job will complete on its own. It will put all the copies in Transit to the site you selected. Someone at that site will then need to receive them in Destiny.

Find Textbooks by ISBN

Searched for "0-07-866414-4"

Resources currently selected: 1

Textbook Title	Available to Transfer	# to Transfer	
Glencoe Teen Health, Course 2 Bronson, et al. ISBN: 0-07-866414-4 Glencoe McGraw-Hill 2005	50	25	Currently Selected

— Currently Selected —

Textbook Title	Available to Transfer	# to Transfer	
Glencoe Teen Health, Course 2 Bronson, et al. ISBN: 0-07-866414-4 Glencoe McGraw-Hill 2005	50	25	<input type="button" value="Remove"/>

Upon transfer, ownership will be immediately changed to the receiving site.

STEP FOUR: RECEIVE A TRANSFER OF BARCODED COPIES

1. Click on the exclamation point next to the flag **OR** click on the “Catalog” tab. Then select the Transfer Resources option. This will display the list of any **Incoming Transfers** and **Outgoing Transfers**.
2. Note: This is typically how your “Customized View” should be set up.
3. Under the “Incoming Transfers” section, click on the icon that looks like an eye to the right of the title of the books you want to receive. (You will need to have the physical copies at your school since you will need to scan their barcodes.)

Gage Middle School (8151) Resource View Oscar Gonzalez Log Out Help

Catalog Circulation Reports Admin My Info

Transfer Resources

Resource Search
Resource Lists
Transfer Resources
Update Resources

Track Upload Notices

How do I... ?

Track Resources [Customize View]

Receive Barcoded Items

Incoming Transfers (1)

From	Transfer Date	Order #	Status	eSignatures
8009 (destinyadmin)	7/6/2021 8:18 PM		0 of 40 Received Glencoe Teen Health, Course 2	N/A

Outgoing Transfers (1)

To	Transfer Date	Order #	Status	eSignatures
8009 (oscar)	7/6/2021 7:51 PM		0 of 25 Received Glencoe Teen Health, Course 2	N/A

View Notes View Remove

Customize View
Use the following options to create a customized list.

Limit to transfers created after the date [31]

Limit to transfers from/to -- Select a Location --

Limit to transfers tracking handling eSignatures

Display: Incoming Transfers Completed Incoming Transfers
 Outgoing Transfers Completed Outgoing Transfers

Update

- DO NOT Click the “Assign To” button, nothing needs to be addressed here.
- In the “Scan or enter items one-at-a-time” field, scan the barcodes of the books to be received. Scanning one-at-a-time will ensure that you have received all copies requested by your school. **This is crucial**, especially if they are new books delivered to your school directly from a vendor.
- IMPORTANT: NEVER** click on any of the “Receive All” buttons when receiving barcoded copies. If you do, all books will be received at once. If it is later determined that the vendor did not send all the books ordered, your school will not be able to identify which barcoded copies did not get delivered and Destiny will show your account was used to received them all.

Resources Transferred from Adams Middle School (8009) (7/6/2021)

How do I... ? [Print It](#)

4 ⚠ Once you start receiving items in this transfer, you are taking full responsibility for all of the items. Please verify the content of the shipment before beginning.

Assign the following values to these items: [Assign To](#) **5**

Custodian: Retain current custodian
Home Location: Undefined
Department: Retain current department

Scan or enter items one-at-a-time [Receive](#) **6**

Or receive selected items below...

Items Sent With Barcodes (40)

Textbook Title	ISBN	Publisher	Copyright	Custodian	Items	
Glencoe Teen Health, Course 2	0-07-866414-4	Glencoe McGraw-Hill	2005		40	Receive All Show More ▼ Receive All

You will see this summary as you scan the barcodes.

Items Sent With Barcodes (5)

Textbook Title	ISBN	Publisher	Copyright	Custodian	Items	
Glencoe Teen Health, Course 2	0-07-866414-4	Glencoe McGraw-Hill	2005		5	Receive All Show More ▼ Receive All

Items Received (35)

Textbook Title	ISBN	Publisher	Copyright	Custodian	Items	
Glencoe Teen Health, Course 2	0-07-866414-4	Glencoe McGraw-Hill	2005		35	Show More ▼

You will see this summary on the page showing the list of Incoming and Outgoing Transfers.

Track Resources [[Customize View](#)]

[Track](#) [Upload](#) [Notices](#) [Receive Barcoded Items](#)

— Incoming Transfers (1) ▲

From ▲	Transfer Date	Order #	Status	eSignatures
8009 (destinyadmin)	7/6/2021 8:18 PM		36 of 40 Received Glencoe Teen Health, Course 2	N/A

— Outgoing Transfers (1) ▲

To ▲	Transfer Date	Order #	Status	eSignatures
8009 (oscar)	7/6/2021 7:51 PM		0 of 25 Received Glencoe Teen Health, Course 2	N/A

STEP FIVE: RECEIVE A TRANSFER OF UNBARCODED COPIES

1. Click on the exclamation point next to the flag **OR** click on the “Catalog” tab and then select the Transfer Resources option. This will display the list of any **Incoming Transfers** and **Outgoing Transfers**.
2. Under the “Incoming Transfers” section, click on the icon that looks like an eye to the right of the books that you want to receive. (Make sure you have the physical copies at your school and count the number of copies you received.)

Adams Middle School (8009) Resource View Destiny Administrator Log Out Help Shop

Dashboard Catalog Circulation Reports Admin Messages

Transfer Resources

Resource Search Add Resource Import Resources Export Resources **Transfer Resources** Resource Orders Update Resources Update Software

Track Resources [Customize View] Track Upload Notices

How do I... ?

Receive Barcoded Items

Incoming Transfers (1) ▲

From ▲	Transfer Date	Order #	Status	eSignatures
8151 (oscar)	7/6/2021 7:51 PM		0 of 25 Received Glencoe Teen Health, Course 2	N/A

3. Note the number of items that need to be receive and verify that it coincides with the actual number of copies your school received. Then click on the “Receive” button.
4. NOTE: if these books were transferred in error to your school and/or your school no longer needs them, you can redirect the transfer of copies to another site or the LAUSD Warehouse.

Resource Search Add Resource Import Resources Export Resources **Transfer Resources** Resource Orders Update Resources Update Software

Resources Transferred from Gage Middle School (8151) (7/6/2021) Print It

Add Note eSignatures: N/A

Once you start receiving items in this transfer, you are taking full responsibility for all of the items. Please verify the content of the shipment before beginning.

Items Sent Without Barcodes (25)

Textbook Title	ISBN	Publisher	Copyright	Custodian	Items to Receive
Glencoe Teen Health, Course 2	0-07-866414-4	Glencoe McGraw-Hill	2005		25

Receive Reroute

5. DO NOT click the “Assign To” button. Nothing needs to be addressed here.
6. From the “Barcodes” drop down menu, make sure the “Receive without barcodes” is selected.
7. In the field for “Items to Receive” enter the number of copies actually received. (If you did not receive all books, you will need to contact the sending site.)
8. Click on the “Receive” button.

The screenshot shows the 'Receive Items' form in a library system. The breadcrumb trail is 'Transfer Resources > View Transfer > Receive Items'. The form title is 'Receive Items from Gage Middle School (8151) (7/6/2021)'. Below the title is an 'Assign To' button, which is circled in red with the number 5 and an arrow pointing to it. The form contains the following fields and options:

- Assign the following values to these items:** (Text label)
- Custodian:** Undefined
- Home Location:** Undefined
- Department:** Retain current department
- Description:** Glencoe Teen Health, Course 2 (Circled in red with the number 7 and an arrow pointing to it)
- Total Items:** 25
- Items to Receive:** An empty text input field (Circled in red with the number 7 and an arrow pointing to it)
- Barcodes:** A dropdown menu with 'Receive without barcodes' selected (Circled in red with the number 6 and an arrow pointing to it)
- Buttons:** 'Receive' and 'Cancel' buttons (The 'Receive' button is circled in red with the number 8 and an arrow pointing to it)