

Follett Destiny®

What's New in Destiny

Version 13.0 Including Automatic Updates



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Destiny 13.0 Features

Welcome to Destiny® 13.0. The new version incorporates many of your suggestions, and we're confident you'll find the enhanced features and functions of Destiny 13.0 meet your needs. This document introduces you to the Destiny 13.0 features available in Destiny® Library Manager™ and Destiny® Resource Manager™. We know you'll want to start using these enhancements right away.

Important: Customers who want to update to the latest version of Destiny must be on Destiny v12.0 or 12.5. If you have a version of Destiny earlier than v12.0, you must first update to Destiny v12.0 before you can update to v13.0 directly.

Important: To better serve your district and help meet future needs, Destiny now supports SQL Server 2014 Service Pack 1.

This document is updated to include auto-updates to Destiny v13.0. Features released or updated as part of an auto-update are identified by .

Library Manager

 **OverDrive® and MackinVIA™ Integration:** You can now integrate your Destiny Library Manager system with OverDrive and MackinVIA. Users logged in to Destiny can access OverDrive and MackinVIA titles from Destiny Classic or Universal Search without a separate login. Users can also access OverDrive and MackinVIA directly with their Destiny username and password.

 **Permanent Link to Universal Search Home Page:** A new permanent link gives students direct access to your school's Universal Search Home page from your school's website, learning management system, or a document.

 **Follett Shelf Update Enhancement:** You can set up Destiny to automatically remove Follett eBook titles, even if they have copies for the following: subscription-based titles that have expired, titles marked 'hidden' by the district cataloger, and 26-checkout limit titles that have reached the maximum circulation allowed.

 **Scheduled Patron Update Enhancement:** There is a new option to select input to the patron data update process from a secured FTP (SFTP) location. This eliminates the need for Follett-hosted customers to install utilities on a local machine to support patron updates.

Relevance Searching Enhancement: Library Manager offers enhanced searching to ensure the most relevant matching titles are sorted higher in search results.

Resource Manager

 **Follett 2600 UHF RFID Scanner and DRM RFID App:** Tracking your school's valuable resources has never been easier. With the new Follett 2600 UHF RFID Scanner and DRM RFID app, you can inventory a room in the time it takes you to walk around it.

Catalog Unbarcoded Resources: You can now add items of any status that don't have barcode numbers to any type of resource.

Inventory Unbarcoded Resources: To properly account for all your resources, you can include unbarcoded and consumable resources in an inventory.

Circulate Unbarcoded Resources: You can check out unbarcoded resources—including consumables—to patrons, and check them in again.

Catalog Kits and Components: You can manage kits, such as a box of beakers and flasks or a computer and its peripherals, without having to barcode or scan all of the pieces.

Transfer Enhancements: You can now transfer any resource that has a defined number of items, including unbarcoded items and digital materials. You can also request transfers to your school, and receive email notifications about incoming transfers and requests.

District Warehouse and Orders: Districts with a stand-alone resource repository can now have a specific site in Resource Manager for their warehouse. Schools in the district can place orders with the warehouse for any resources they need.

 *Digital Materials and eTextbooks*: It's easy to give your students and teachers access to digital content and resources. Resource Manager now lets you link digital content to any resource and supports digital resources, such as eTextbooks. In addition, adding eTextbook redemption codes is easier than ever, with the new option to upload a text file.

Searching Enhancement: To make finding your resources in Destiny easier, Resource Manager offers an expanded number of searchable fields.

Classes and Sections: Ensuring you have the resources you need is easy if you define classes and sections in Resource Manager and assign teachers, students, textbooks, and other resources to them.

Note: Resource Manager supports the use of Follett classic barcodes for existing textbook resources. You can also import textbook records with Follett classic barcodes. However, Resource Manager uses the preferred barcode symbology you configured in the Back Office to auto-assign barcodes to new textbook items.

Textbook Manager

Note: The addition of textbook functionality to Destiny Resource Manager does not affect Destiny Textbook Manager. Districts which have both Destiny Textbook Manager and Destiny Resource Manager will **not** see the textbook functionality in Destiny Resource Manager.

Destiny 13.0 Features

Destiny Library Manager

Library Manager

OverDrive and MackinVIA Integration

Feature Description:

Library Manager is your one-stop shop for all your physical and digital resources. Logged-in Library Manager users can access OverDrive and MackinVIA titles from Destiny Library Manager without an additional login. Users can also access OverDrive and MackinVIA directly with their Destiny username and password.

Feature Information:

You can configure Destiny Library Manager so logged-in users can access MackinVIA and OverDrive titles directly from the search results. Instructions for integrating with MackinVIA and OverDrive follow.

Note: In order to integrate, the Destiny Administrator must have identified the server as a production server, not a test server. To update or verify its status, go to **Setup > District Options > Server Identity**.

Important: The integration process requires you to contact Overdrive and/or Mackin to enable the connection.

MackinVIA Integration Process

To integrate with MackinVIA, log in as the Destiny Administrator, and complete the following steps:

1. Select **Setup > Update District Sites > Edit [district name]**.
2. To retrieve your Mackin account information, click **Run Report** in the Mackin Integration section. Destiny generates a report listing the following:
 - Whether Mackin is enabled
 - District Name
 - App ID
 - Site GUIDS
3. If you have not already done so, contact Mackin. You need to work directly with Mackin on the integration. Once Mackin confirms they have enabled your account to integrate, complete steps 4-7.

4. In the Mackin® Integration section, select the **Enable Mackin Integration** checkbox.

* = Required Field

* **District Name**

District State Identification

* **MARC Organization Code**

* **District Customer Number**

Use Alliance Plus™ Online

Use School's Interoperability Framework (SIF)

Allow Z39.50 clients to search my database

Allow Universal Search users to export citations to EasyBib

Award Winners

Last Update Submitted: [7/29/2015 3:35 AM](#)
Next Scheduled Update: 8/29/2015 3:07 AM

Days between Lexile updates

Days between Fountas and Pinnell updates

Last Update Submitted: [7/23/2015 12:08 PM](#)
Next Scheduled Update: 8/22/2015 12:08 PM

Aspen SIS Configuration Enable Aspen SIS integration

Mackin® Integration **Enable Mackin Integration**

Mackin integration will only function for the production server.

5. When the agreement appears, read it, and then enter your name at the bottom.

6. To accept the agreement and save the information, click **Sign**.

District 2015 Destiny Administrator [Logout](#) | [Help](#)

Home > Update District Sites > **Edit District 2015**

Thanks for using Follett! When you use our products and services, you're agreeing to our terms, so please take a few minutes to read over the updated Licensing Terms below.

UPDATES TO DESTINY LICENSING TERMS FOR ENABLING INTEGRATION BETWEEN DESTINY AND MACKINVIA SYSTEMS

Follett understands that privacy is tremendously important to schools and students who use our products and services.

Follett enables districts and schools to securely maintain student roster information for the purposes of provisioning accounts in our applications. As we describe below, our customers decide which data are integrated with Follett and

4. HOW TO CONTACT US

If you have any questions about these terms or the application, please contact us at technicalsupport@follett.com.

By signing this agreement, you agree to these updated terms and are instructing Follett to enable the integration of your Destiny Library Manager system with your Mackinvia system.

School District: District 2015

Name:

Date: 11/6/2015 10:36 AM CST

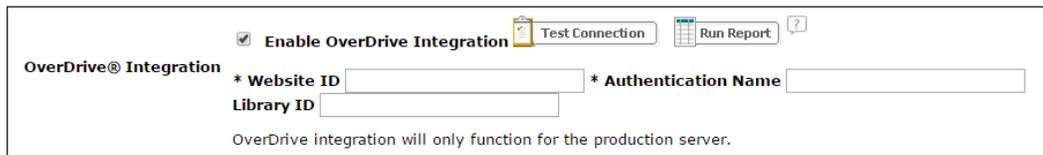
7. On the Edit District page, click **Save**.
8. Verify that the connection is working by clicking **Test Connection**. If the connection is successful, MackinVia opens in a new window.

Note: If you turn off integration by deselecting the checkbox, the following confirmation message appears: *Be aware that if integration is disabled, users will no longer be able to use their Destiny credentials to access the third-party content. You will need to work with the vendor to ensure your students and staff have accounts set up on their platform to access the content.*

OverDrive Integration Process

To integrate with OverDrive, log in as the Destiny Administrator, and complete the following steps:

1. Select **Setup > Update District Sites > Edit [district name]**.
2. To retrieve your OverDrive account information, you can generate a report by clicking **Run Report** in the OverDrive Integration section.
3. If you have not already done so, contact OverDrive. You need to work directly with OverDrive on the integration. Once OverDrive confirms they have enabled your account to integrate, complete steps 4-7.
4. In the OverDrive® Integration section, select the **Enable OverDrive Integration** checkbox.



OverDrive® Integration

Enable OverDrive Integration Test Connection Run Report ?

* Website ID * Authentication Name

Library ID

OverDrive integration will only function for the production server.

5. When the agreement appears, read it, and then enter your name at the bottom.
6. To accept the agreement and save the information, click **Sign**.
7. On the Edit District page, enter the identifiers you received from OverDrive:
 - Website ID (required)
 - Authentication Name (required)
 - Library ID (optional)
8. Click **Save**.
9. To verify the connection is working, click **Test Connection**. If successful, your OverDrive page opens in a new window.

A school can override the district configuration with their own. To configure your school's OverDrive integration:

1. In the OverDrive® Integration section, enter your school's **Website ID** and **Authentication Name** (up to 200 alphanumeric characters each).
2. Click **Save**.
3. To verify that the connection is working, click **Test Connection**. If the connection is successful, your OverDrive page opens in a new window.

Permissions:

General > Administrative Access > Update Site Information

Importance:

Integrating Mackin and OverDrive into Destiny makes it easier for students and staff to access all of your digital resources and simplifies managing student/staff accounts.

Library Manager



Permanent Link to Universal Search Home Page

Feature Description:

You can now create a permanent link to your school's Universal Search Home page.

Feature Information:

The address box of your Universal Search Home page contains a URL that can be copied and pasted to any location. You can also bookmark the Home page using the browser's native bookmark manager.

Note the following regarding patron authentication:

- The link does not include any authentication and assumes all access is as a Guest. If Guests are not allowed, the patron must log in before the Home page opens.
- If a Guest patron opens a title and is prompted to log in, after they authenticate, they remain on the page they were on.
- If the patron is already logged in through single sign-on (SSO), he or she is logged in to Universal Search.

Importance:

Previously, Universal Search was accessed by going to gofollett.com or logging in to Destiny Classic. With the permalink, you can give direct access to the Universal Search Home page from a school or class webpage, a learning management system, or a document.

Library Manager

Follett Shelf Update Enhancement

Feature Description:

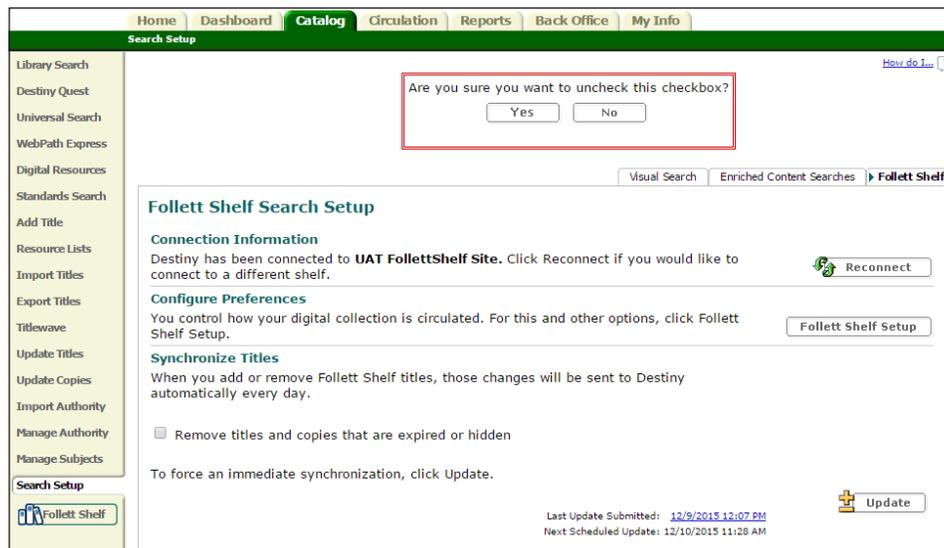
You can now set up Destiny to automatically remove the following Follett eBooks during the nightly Follett Shelf Update, even if they have copies:

- Titles whose monthly or annual subscription has expired
- 26-checkout titles that have circulated the maximum allowed
- Titles marked 'hidden' by the district cataloger in Setup > Maintenance > Title Maintenance

Feature Information:

To set up the Follett Shelf Update to automatically remove expired or hidden titles:

1. Select **Catalog > Search Setup > Follett Shelf**.
2. Select the **Remove titles and copies that are expired or hidden** checkbox.
Note: This option is not available to the district library materials manager.
3. When the pop-up appears, click **Yes** if you are sure you want to delete titles and copies.



4. To run the update now, click **Update**. Otherwise, the update runs at the scheduled date and time shown.

Permissions:

Library Materials > Administrative Access > Allow Follett Shelf administration

Importance:

With this automatic process, you no longer need to manually remove digital materials that you cannot circulate.

Library Manager

Scheduled Patron Update Enhancement

Feature Description:

The Scheduled Patron Update feature lets you define and schedule a process to update your patron records. Previously, the feature required that the patron CSV file be located on the Destiny server. Therefore, all Follett-hosted customers and some regional consortium customers could not set up the scheduling feature, because the Destiny server was not accessible for uploading the data. The Scheduled Patron Update feature now gives you the option to select a CSV file from a secured FTP (SFTP) site—eliminating the need to install command line utilities on a local district machine in order to support patron updates.

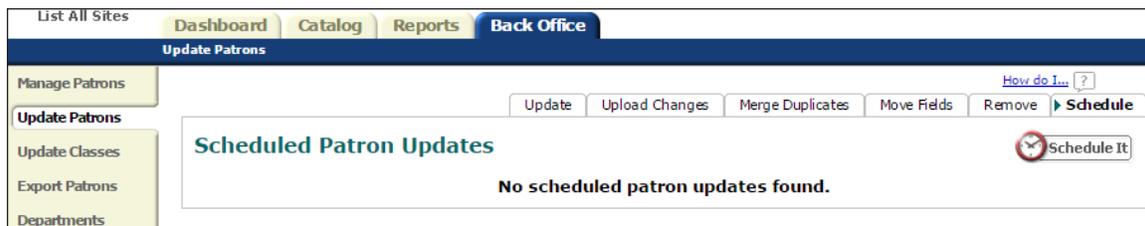
Feature Information:

To set up a scheduled patron update, you need:

- The name and location of the CSV file containing your patron data.
- The frequency and the days that your district administration creates a patron data file for use in Destiny.
- The name and location of the properties file you created with the Patron Import Converter.

To set up a scheduled patron import, log in as a district-level patron user and complete the following steps:

1. Select **Back Office > Update Patrons > Schedule**.
2. Click **Schedule It**.



3. Use the following table to complete the required fields:

In this field...	Do this...
Job Name	Type a job name for the update.
Directory (default)	Enter the path to the CSV file on the server.
SFTP URL	Enter the server name and any subfolders where the CSV file exists.
User Name	Enter the user name configured to access this server and folder.
Password	Enter the corresponding password for the user name value entered above.
File name	Type the CSV file name.
Properties file	Navigate to the location of the properties file.

4. Make any other changes to the non-required fields.
5. In the Job Schedule section, select the type of update you want to run each day as follows:

Option	Select this to...	Recommended if...
Full	Convert and upload all of the records in the CSV file that match the properties configuration.	<ul style="list-style-type: none"> Your patron population is under 50,000. Your patron population is over 50,000, and you are scheduling weekend updates.
Incremental	Convert and upload only records that are newer or have changes since the last update.	<ul style="list-style-type: none"> Your patron population is over 50,000, and you are scheduling weekday updates.

6. In the **Time** field, enter the time for the updates to run.
7. In the Patron Update Job Options section, make any changes to the non-required options.
8. When you are finished, click **Save**. The Patron Updates page opens.
9. Find your job, and then click **Run**. The Job Manager page displays the status of your job, such as In Progress. Click **Refresh List** to refresh the page.
10. Once your job status is Completed, click **View**. The Job Summary page opens.
Note: The links on this page are great tools for troubleshooting.
11. Review the job summary, and then proceed accordingly.

Importance:

The ability to automate patron updates saves you time and ensures Destiny is up-to-date with the latest patron information.

Library Manager

Relevance Searching Enhancement

Feature Description:

Destiny Library Manager searching improved to ensure that the most relevant matching titles are sorted higher in search results.

Feature Information:

To better serve customers, Library Manager improved relevance searching to ensure titles that exactly match the search term are sorted higher in search results. Additionally, Follett enhanced search algorithms to give title keywords higher relevance than keywords in other parts of the cataloging record.

Importance:

Users can more easily locate titles that match their search terms.

Destiny Resource Manager

Resource Manager

Follett 2600 UHF RFID Scanner and DRM RFID App

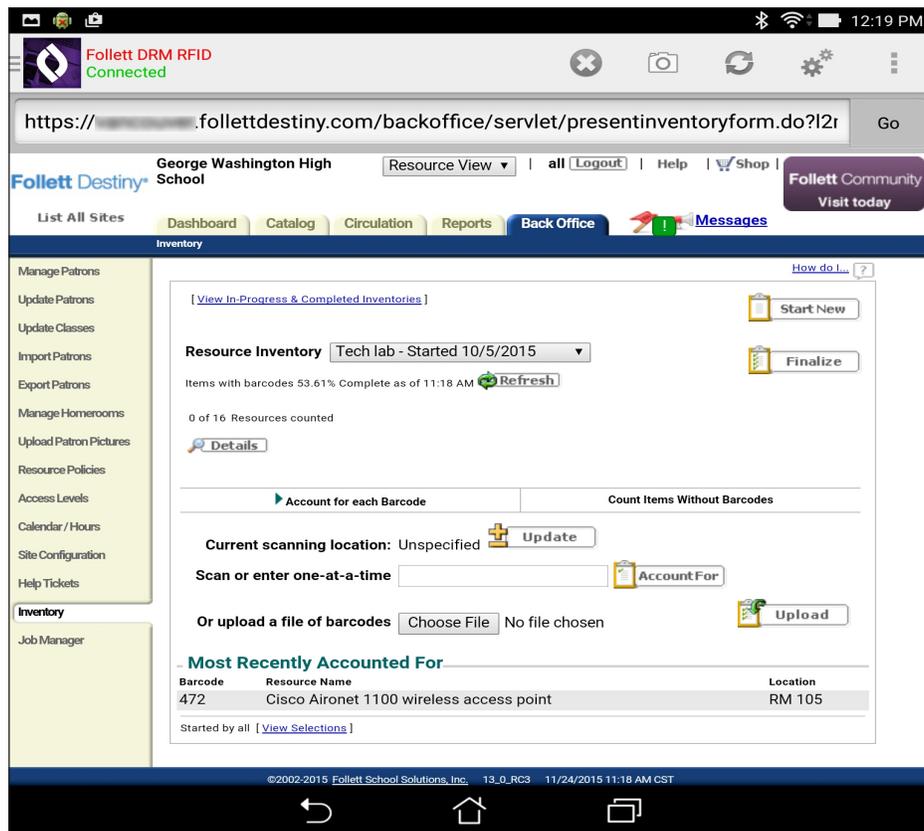
Feature Description:

The new Follett 2600 UHF RFID Scanner scans any UHF RFID tag from several feet away. You can complete an entire inventory of most rooms with a quick four-corner sweep. Scan RFID tags and barcodes with a single device. The Follett 2600 seamlessly pairs with the Follett DRM RFID app, which gives you access to Destiny Resource Manager.

Feature Information:

The Follett 2600 provides Ultra High Frequency (UHF) Radio Frequency Identification (RFID), with optional barcode scanning functionality.

The Follett DRM RFID app gives you direct access to Destiny Resource Manager. Inventory procedures are the same as if accessing Destiny Resource Manager from a browser. The app is supported on Android 4.4.3 and iOS 9.1 or later devices.



In addition to inventory functions, you can use the Follett 2600 UHF RFID Scanner and Follett DRM RFID app to identify an item's status. You can also use it to create a barcode list to update or delete a group of resources.

Importance:

The Follett 2600 UHF RFID Scanner and Follett DRM RFID app make your job easier, save you time, and help you fully utilize Destiny Resource Manager.

Resource Manager

Catalog Unbarcoded Resources

Feature Description:

You can now add resource items without barcodes to Resource Manager.

Feature Information:

The instructional classification in a resource description record defines the type of barcoding allowed for that resource. By default, the instructional classification is set to Undefined, which makes entering a barcode number optional. Every resource template includes the new Instructional Classification drop-down.

Defining the Instructional Classification

Use the following steps to define the instructional classification:

1. Select **Catalog > Resource Search**.

2. Browse or search for and select the resource you want to define the instructional classification for.

3. Click **Edit**.

4. From the **Instructional Classification** drop-down, select the appropriate classification.

5. If none of the listed classifications are suitable, click **Other** to define a new one:

a. In the **Name** field, type a name for the instructional classification.

b. Select one of the following to determine whether these items need barcodes:

- **Can have a barcode** lets you assign, not assign, and remove barcodes.
- **Never have a barcode** prevents anyone from assigning barcodes to the items and prevents Destiny from importing or uploading items with barcode numbers. You cannot select this option if this resource has any exiting barcoded items. If checked out, these items need to be checked in through Patron Status or globally.
- **Are consumable** prevents anyone from assigning barcodes to the items. Destiny only accepts counts for these items. If checked out, they are automatically deleted on their due date.

6. Click **Save**.

7. On the Edit Resources page, use the **Instructional Classification** drop-down to select the new instructional classifications.

The screenshot shows a form for editing a resource. At the top, 'Resource Type' is set to 'Athletic Equipment'. Below that, the 'Description' field contains 'Footballs'. The 'Instructional Classification' dropdown menu is open, showing '-- Undefined --' as the selected option, with an 'Other...' button to its right. Below the dropdown, the 'Replacement Price' field is set to '\$30.00'. A small asterisk with the text '* = Required Field' is located at the bottom left of the form.

The screenshot shows a dialog box titled 'Instructional Classification'. It has a 'Name' input field, a 'Save' button, and a 'Cancel' button. Below the input field, there is a section titled 'Titles with this Instructional Classification...' with three radio button options: 'Can have a barcode' (selected), 'Never have a barcode' (with a question mark icon), and 'Are consumable' (with a question mark icon).

Adding Unbarcoded Items

Once you have resources with instructional classifications that can be unbarcoded, you can add unbarcoded items to your catalog. Use the following steps to add items without barcodes:

1. From an item's resource details, click **+Add Items**.

2. From the **Add Items** drop-down, select to add items with or without barcodes.

Note: There is no Add Items drop-down if you are adding items to a resource that never have a barcode.

3. Complete as many fields as possible.

Note: For textbook resources, the Funding Source drop-down is replaced with the Budget Category drop-down.

4. Click **Save**.

Managing Unbarcoded Items

You can add unbarcoded items to a resource description with an instructional classification that makes barcoding the items optional. If that is the case, you can add or remove barcodes, mark them lost or found, and delete them from the Items subtab of the resource description record. Use the following steps to manage your barcoded and unbarcoded items:

1. From an item's resource details, click **Items**.
2. From the **Group by** drop-down, select **Status**.
3. Next to the group you want to work with, click **Show More**.

Note: You must select **Available** to add or remove barcodes, mark items lost or found, or delete items.

[Resource Details](#) **Items**

Apple Mac Book Pro

+ Add Item

Items at George Washington High School: 8 (5 available)

Group by: Status

Status	Items	
Available	5 (4 unbarcoded)	Show Less

Items with barcodes Remove Barcodes

Barcode (Serial Number)	Status	Condition	Home Location	
000000000000359	Available	Usable		

Items without barcodes Assign Barcodes Lost

Barcode (Serial Number)	Status	Condition	Home Location	
	Available	Usable		

Status	Items	
In Use	3 (0 unbarcoded)	Show More

"On Order" Items

There are no "On Order" items.

= Create Help Ticket
 = Update Assignments
 = Edit
 = Update Digital Content
 = Duplicate
 = Delete

Off-site Items

Barcode (Serial Number)	Status	Condition	Site
654646	Available	Usable	Abraham Lincoln Elementary School

4. Use the following table to complete your task:

To remove barcodes from items	<ol style="list-style-type: none"> Click -Remove Barcodes. In the Quantity to Unassign field, specify the number of items to unbarcode. Type the first barcode number. Click Remove.
To assign barcodes to items	<ol style="list-style-type: none"> Click +Assign Barcodes. In the Items to Barcode field, specify how many items to barcode. Type the first barcode number, or have Destiny automatically assign the next available barcode. Select the Print labels checkbox to print labels. Complete as many of the remaining fields as possible. Click +Assign.
To mark items as "Lost"	<ol style="list-style-type: none"> Click Lost. In the Items to mark Lost field, type the number of items to mark lost. Note: You can only mark unbarcoded items "lost" this way. Click Mark Lost.
To delete items	<ol style="list-style-type: none"> Click . In the Items to delete field, type the number of items you want to delete. Click Delete.
To mark "Lost" items "Found"	<ol style="list-style-type: none"> Click Found. In the Items to make Available field, type the numbers of items you found. Click Found.

Importance:

Being able to add resources without barcodes makes it easier to catalog and manage resources.

Resource Manager

Inventory Unbarcoded Resources

Feature Description:

Conducting an inventory helps ensure you know the exact location, status, and condition of each of your resources. You can now include unbarcoded and consumable resources in your inventories.

Feature Information:

Use the following steps to start an inventory that includes unbarcoded and consumable resources:

1. Select **Back Office > Inventory > Start New**.
2. In the **Inventory Name** field, type a unique name for your inventory.
Note: If you are logged in to the district, use the **For** drop-down to select which schools in your district will conduct the inventory.
3. To limit your inventory to specific types of resources, such as textbooks, click **Update** next to Resource Types, and then select only the resource types you want.

The screenshot shows the 'Specify the resources to be inventoried...' form. The form is titled 'Inventory > Start Inventory' and has a navigation bar with 'Dashboard', 'Catalog', 'Circulation', 'Reports', 'Back Office', and 'My Info'. The left sidebar contains various management options like 'Manage Patrons', 'Update Patrons', 'Update Classes', 'Import Patrons', 'Export Patrons', 'Manage Homerooms', 'Upload Patron Pictures', 'Resource Policies', 'Access Levels', 'Calendar / Hours', 'Site Configuration', 'Help Tickets', 'Inventory', and 'Job Manager'. The main form area has the following sections:

- Inventory Name:** A text input field.
- Limited to:** A dropdown menu currently set to '- Unlimited -'.
- Resource Types:** A dropdown menu set to 'All Resource Types' with an 'Update' button next to it.
- Purchase Price:** A dropdown menu set to 'Greater than or equal to' followed by a text input field.
- Include:** Three checkboxes:
 - Items with barcodes
 - Items without barcodes
 - Consumables (with a help icon)
- Handling checked out items -- I want to...**
 - Include items that are checked out. Make these items unaccounted for.
 - Check in currently checked out items when scanned into inventory.
- All items meeting the above criteria will be set to "unaccounted for"...**
 - Except for items that have been seen on or after (with a help icon)
- During this inventory, if the location of an item does not match the currently specified location...**
 -

At the bottom of the form are 'OK' and 'Cancel' buttons.

4. To include unbarcoded items or consumable resources, select the appropriate checkbox(es).
Note: Unbarcoded items and consumables that are checked out are automatically accounted for. If they are checked in during inventory, they remain accounted for.
5. Select the other limiters for your inventory as needed.

6. Click **OK**, and then click **Yes** in the confirmation message to begin the inventory.

Note: Once you confirm the inventory, you cannot edit the criteria or rename the inventory.



Use the following steps to conduct an inventory that includes unbarcoded and consumable resources:

1. Select **Back Office > Inventory > Count Items Without Barcodes.**

2. Type the counts for each resource listed.

Note: Follett recommends periodically clicking **Save** to retain entered accounts. You can always update saved counts.

[\[View In-Progress & Completed Inventories \]](#)

Resource Inventory Summer 2015 - Started 6/1/2015 ▾

Items with barcodes 4.21% Complete as of 3:58 PM [Refresh](#)

0 of 6 Resources counted

[Details](#)

[Start New](#)

[Finalize](#)

[Print It!](#)

[Save](#)

Account for each Barcode ▶ Count Items Without Barcodes

Resources 1-6 out of 6

Resource	Item Count	Inventory Count
32GB USB Thumb drive	19	<input type="text"/>
Algebra ISBN: 0-7854-3568-9 Pearson Education 2004	3	<input type="text"/>
Apple Mac Book Pro	4	<input type="text"/>
Basketball	3	<input type="text"/>
Dell Precision T5400	1	<input type="text"/>
Math Richards, Thomas J ISBN: 1-57768-117-7 1997	5	<input type="text"/>

Resources 1-6 out of 6

Started by all [\[View Selections \]](#)

[Save](#)

Importance:

You can now confirm the status and location of all your unbarcoded and consumable resources by conducting an inventory.

Resource Manager

Circulate Unbarcoded Resources

Feature Description:

To make it easier to circulate all resources without barcoding them first, you can check out unbarcoded resources to patrons and check them in again.

Feature Information:

Before you can circulate unbarcoded resources, you need to configure your site to allow the circulation of unbarcoded and consumable resources. Use the following steps to configure your site:

1. Select **Back Office > Site Configuration > Circulation**.
2. To circulate consumable resources, select the **Allow consumable... checked out** checkbox.
3. To circulate unbarcoded resources, select the **Allow unbarcoded... checked out** checkbox.

Note: Selecting the **Allow unbarcoded resources to be checked out** checkbox does not allow for the circulation of consumables, use "Digital Material (never barcode)", or "Digital Material -- Auto Circ (never barcode)".

Resource Options

- Allow consumable resources to be checked out ?
- Allow unbarcoded resources to be checked out ?
- Allow resources to circulate to any patron/department/location in the district ?
- Alert during check out if patron already has current check out of the same resource ?
- Allow other sites to assign this site's software licenses to their resources
- Automatically create fine for lost resources ?

Create fines using... ?

- Replacement price from resource
- Purchase price from item

- Prorate fine amount ?
- Require explanation when waiving resource fine ?
- Require explanation when issuing resource refunds ?
- "Lost" textbook resources must be returned in a timely fashion to generate a refund ?

Calendar days from date "lost" before a paid textbook resource fine becomes non-refundable:

Once you configure your Destiny to circulate unbarcoded and consumable items, you can check them out using the To Patron checkout option. Use the following steps to check out an unbarcoded or consumable item:

1. Select **Circulation > Check Out Items > To Patron**.
2. Search for and select the patron's record.
3. Type a keyword for the resource you want to check out, and then click **Find Item**.

Note: If you are checking out a textbook or consumable, you can scan its ISBN.

4. Next to the item you want to circulate, click **Check Out**.

The screenshot shows the 'Check Out Items' interface. At the top, there are navigation tabs: Dashboard, Catalog, Circulation (selected), Reports, Back Office, and My Info. Below the tabs, there are buttons for 'To Patron', 'To Department', and 'To Location'. A search bar contains '32GB USB Thumb drive' and a 'Check Out' button is highlighted with a red box. Below the search results, the patron record for 'Ansley, Linwood Danny' is shown, including their student ID (2010001693), grade level (12), and homeroom (Ms. Gray). The interface also shows 'Checked Out Resources: 0' and 'Overdue Resources: 0'. At the bottom, it states 'There are no items checked out to this patron'.

You can now finish checking out items to the patron.

Once a patron is done with an unbarcoded resource item, you need to check it in again. Use the following steps to check in an unbarcoded item:

1. Select **Circulation > Patron Status**.
2. Search for and select the patron's record.
3. Next to the resource items being returned, click **Check In**.

Note: Destiny automatically removes consumables from a patron's record at the end of the loan period and deletes them from your inventory. If you need to, you can check consumables in early. Destiny removes them from the patron's record and makes them available in your catalog.

Linwood Danny Ansley [Student] 

Barcode 2010001693 	Nickname
Status Active	Grade Level 12
Gender Male	Homeroom Ms. Gray
Card Expires 7/31/2016	
Grad Year 2016	
Birthdate 3/3/1997	
District ID 3961000102	
Acceptable Use Policy on File? No	

Items Out 

Resources

Due Date	Resource Name	Home Location	Checked Out	
6/21/2015	32GB USB Thumb drive		6/3/2015	

Fines  

There are no fines for this patron

Current Transactions

Checked Out	Overdue	Holds/Bookings: 0	Fines: \$0.00
Resource: 1	Resource: 0		

Importance:

You can now circulate unbarcoded and consumable resource items.

Resource Manager

Catalog Kits and Components

Feature Description:

You can manage all your kits and components, such as a laptop with a charger and case, without having to barcode or scan all the pieces.

Feature Information:

A kit is a specialized type of item, in that one item or kit consists of multiple pieces that are meant to stay together. For example, a biology textbook might come with an anatomical skeleton and three posters or a bundle of a study guide, workbook, and marker. Catalogers can add components to any type of resource, including consumables. Then, whenever a kit is checked out, checked in, or inventoried, you can confirm every component is accounted for.

Important: To add components to a resource item, you need to add the components to the resource description record *before* adding any resource item records. Components *cannot* be added to a resource item record that existed before the components were added.

Use the following steps to add components to a resource:

1. Select **Catalog > Resource Search**.
2. Browse or search for the resource you want to add components to, and then click **Details**.
3. Click **Components**. The Components page appears.

The screenshot shows the 'Components' page in the Destiny 13.0 Resource Manager. The breadcrumb trail is 'Resource Search > Search Results > "Dell Latitude XT" > Components'. The page has a navigation menu on the left with options like 'Add Resource', 'Resource Lists', 'Transfer Resources', 'Resource Orders', 'Update Resources', and 'Update Software'. The main content area contains a form to add components with the following fields:

- *Component**: A text input field.
- *Quantity**: A text input field with the value '1'.
- Reference ID**: A text input field.

Below the form is a table titled 'Dell Latitude XT Components...'. The table has columns for 'Quantity' and 'Reference ID'. The table contains two rows:

	Quantity	Reference ID
Case	1	
Charger	1	

Each row in the table has edit and delete icons to its right. The form also includes 'Save' and 'Cancel' buttons.

4. In the **Component** field, type a name of up to 30 characters.
5. In the **Quantity** field, type the number of that component.
6. In the **Reference ID** field, type an identifying number for the component.
7. Click **Save** to save the component and add another component to the resource.

8. To return to the resource details, click **Cancel**. The components are listed in their own section. You can access the component list from **Circulation > Item Status > Components Included**

The screenshot shows the 'Item Status' page for a 'Dell Latitude XT'. The navigation tabs at the top are Dashboard, Catalog, Circulation, Reports, Back Office, and My Info. The left sidebar contains links for Check Out Items, Check In Items, Fines, Item Status, Patron Status, and Offline Circulation, along with a 'Reset' button. The main content area displays item details:

Barcode	50000000000365	Home Location	Math Lab
Date Acquired	3/20/2015	Custodian	Undefined
Condition	Usable	Department	Technology
District ID		Projected Life	Undefined
Purchase Order		Funding Source	Undefined
Serial Number		Status	Available
Purchase Price			

Below the details, there is a link for 'Components Included'. At the bottom, two boxes show 'Current Checkout: None' and 'Previous Checkout: None'. On the right side, there are several action buttons: Edit Item, Assignments, Mark Lost, Mark Stolen, View History, and Print Labels.

or from the **Items** subtab of a resource record description.

The screenshot shows the 'Items' subtab for a 'Dell Latitude XT' resource. The page title is 'Dell Latitude XT'. Below the title, there is a '+ Add Item' button and two green arrows. The main content area shows 'Items at George Washington High School: 10 (9 available)'. A 'Group by' dropdown menu is set to '-- None --'. Below this is a table of items:

Barcode (Serial Number)	Status	Condition	Home Location	
50000000000365	Available	Usable	Math Lab	[Icons]
50000000000366	Available	Usable	Math Lab	[Icons]

A red circle highlights the 'Add Item' icon (a green folder with a plus sign) in the table's action column.

Importance:

Adding components to a kit gives you a quick and easy way to track a resource's peripheral.

Resource Manager

Transfer Enhancements

Feature Description:

You can now transfer unbarcoded resources, including items with an instructional classification of "Digital Material (never barcode)" and "Digital Material - Auto Circ (never barcode)". The unbarcoded resource *must* have a defined number of items to be transferred in Destiny. Additionally, you can request resources be transferred to your school and receive email notifications about incoming transfers and requests.

Feature Information:

Enable email notifications to ensure you know about incoming transfers and requests as soon as they are sent. Use the following steps to set up email notifications:

Note: Your Destiny Administrator must have the district's SMTP server configured to enable email notifications.

1. Log in to your site and select **Catalog > Transfer Resources > Notices**.
2. In the **Attention** field, type the name of the person you want to receive the notifications.
3. In the **Email** field, type the email address you want to receive the notifications.

The screenshot shows the 'Notices' page in the Destiny 13.0 interface. The top navigation bar includes 'Dashboard', 'Catalog', 'Circulation', 'Reports', and 'Back Office'. The 'Catalog' tab is active, and the 'Notices' sub-tab is selected. The main content area is titled 'Resource Transfer Notice...' and contains the following elements:

- A 'How do I...?' help link.
- 'Track' and 'Upload' buttons.
- An '+ Add' button.
- A text prompt: 'When items are transferred to this site, send email notification to'.
- An 'Attention' field with a text input box.
- An 'Email' field with a text input box and a 'Test Email' button.
- A note: 'Please note, the receiver needs to have the Transfer/Receive resource/items access right.'

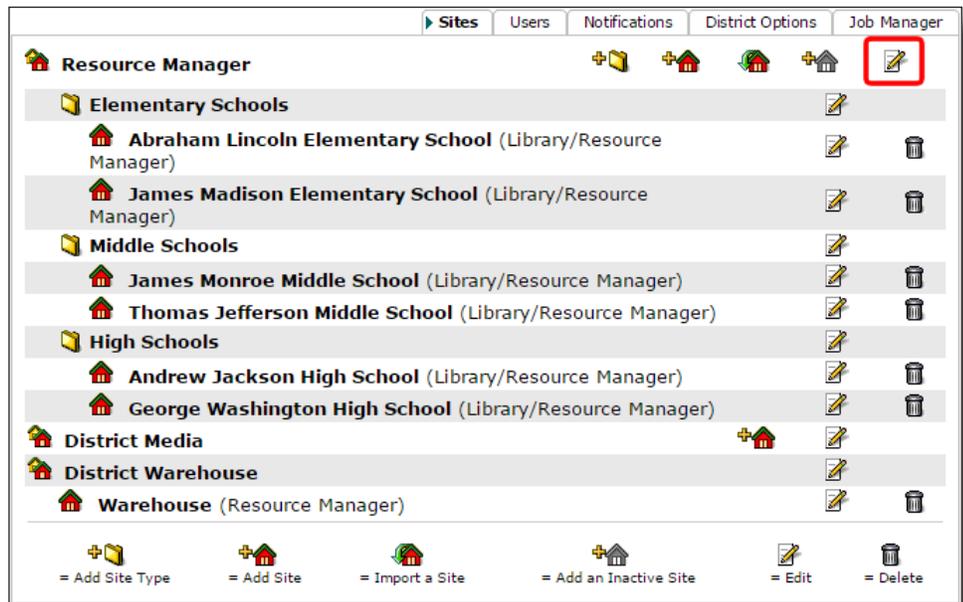
The left sidebar contains a menu with the following items: 'Resource Search', 'Add Resource', 'Resource Lists', 'Transfer Resources' (highlighted), 'Resource Orders', 'Update Resources', and 'Update Software'.

4. To send a test email, click **Test Email**.
5. Click **+Add**.

Configuring Destiny to Allow Transfer Requests

Before you can request a transfer of resources, your Destiny Administrator needs to properly configure the district. Use the following steps to configure your district to allow sites to request a transfer:

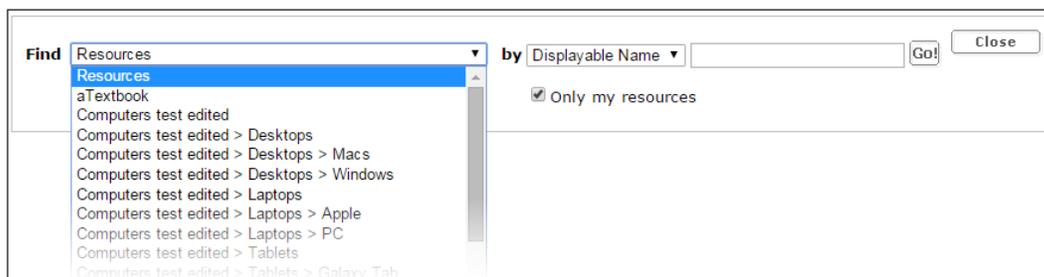
1. Log in as the Destiny Administrator.
2. From the District Welcome page, select **Setup > Sites >** .
3. Select the **Allow sites to make transfer requests** checkbox.
4. Click **Save**.



Requesting a Transfer

Once your Destiny Administrator properly configures your district's Destiny, you can request a transfer from the district. Use the following steps to request a transfer:

1. Select **Catalog > Transfer Resources > Requests > +New Request**.
2. From the **Find** drop-down, select the resource type you need.



3. Use the **by** drop-down to select how you want to limit your search.
4. Type your search term in the field, and then click **Go!**.

Note: To search for a resource that currently has no items assigned to your school, deselect the **Only my resources** checkbox.
5. Next to the resource you need, click **Request**.
6. On the New Request page, type the number of items you need, when you need them by, and a note explaining your needs. Then, click **Save**.

Processing a Transfer Request at the District

The transfer request is sent to the district. Use the following steps to process a transfer request at the district level:

1. Log in to the district.
2. Select **Catalog > Transfer Resources > Requests**.
3. In the Open Requests section, click  next to the request you want to view.

The resource type and number requested are listed at the top of the View Request page. In the Available Items section, you can see which sites have the requested resource and how many each site has.

4. In the **Request** field next to the site you want to transfer resources from, type the number of items you want.
5. To send the request to the site(s) with available resources, click **Send**.
6. Type a note for the school receiving the request from the district, and then click **Yes**.

Dell Precision T5400  Close

Items needed by Madison Middle School by 7/15/2015: 1 

 Completed

Completed Requests (Items sent: 1)

Site	Items Sent
Todd Technical School (6/3/2015)	1

Available Items  Send

Send requests to one or more sites to fulfill the need at Madison Middle School.

Sites with items	Available items	Request
District 123 Warehouse	Items available: 6 of 112	<input type="text"/>

NOTES:

Original Request:

6/3/2015 - Madison Middle School (admin100): Upgrading to meet district requirements before 2015 - 2016 school year.

Top

Replying to a Transfer Request from the District

The notice is sent to the site you chose. The site then confirms if they will transfer the requested resources. Use the following steps to reply to a transfer request from the district:

1. Log in to your site.
2. Select **Catalog > Transfer Requests > Requests**.
3. In the "Incoming Requests from the District" section, click  next to the request you want to reply to.
4. Type the number of resources you will transfer.
5. Type a note about the number or condition of resources you are sending.
6. Click **Send**.

The message is sent to the district, and you are returned to the Transfer Resources page. You now need to upload the transfer of resources as requested by the district.

When responding to a transfer request, you might have to transfer unbarcoded resource items. Use the following steps to transfer an unbarcoded item:

1. Select **Catalog > Transfer Resources > Upload**.
2. From the **To** drop-down, select where you are transferring the resources.

3. From the **Transfer** drop-down, select **by Item Count**.
4. In the **Find** drop-down, select the type of resource you want to transfer.
5. Use the **by** drop-down to select how you want to limit your search.
6. Type your search term in the field, and then click **Go!**.

Note: Search results only include resources that have unbarcoded items.
7. In the **# to Transfer** field, type the quantity of items you want to transfer, and then click **Select**.
8. Add any additional resources to the transfer.

Note: You can add barcoded items by selecting **by Barcode** from the **Transfer** drop-down and scanning the barcodes.
9. Click **Transfer**.

The items are transferred to the new site in Resource Manager.

Accepting a Transfer of Unbarcoded Items

The other site must accept the transfer to complete the process. Use the following steps to receive a transfer of unbarcoded items:

1. Select **Catalog > Transfer Resources > Track**.
2. In the Incoming Transfers section, click  next to the transfer you want to receive.
3. Click **Receive**.

Note: If something is wrong with the transfer and you do not want to accept it, click **Reroute**. Select the number of items to reroute and where to send them, and then click **Reroute**.

4. To assign a custodian, home location, or department to the incoming resources, click **Assign to...**
5. In the **Items to Receive** field, type the number of items you are receiving.

Receive Items from James Madison Elementary School (6/3/2015)

Assign the following values to these items: 

Custodian: Undefined

Home Location: Undefined

Department: Undefined

Description 32GB USB Thumb drive

Total Items 1

Items to Receive

Barcodes

Assign Barcodes Starting barcode 

Assign next barcode

Print labels

6. Use the **Barcodes** drop-down to select if you want to assign barcodes to the items.

Note: You cannot assign barcodes to items with an instructional classification of Never Barcode or Consumable.

7. If you add barcodes to the items, do one of the following:

- Type the starting barcode.
- To have Resource Manager assign the next available barcodes to the items, select **Assign next barcode**.

Note: To print barcode labels, select the **Print Labels** checkbox.

8. Click **Receive**.

Importance:

Your school and district can better manage resources across the district by requesting transfers and transferring any resources needed.

Resource Manager

District Warehouse and Orders

Feature Description:

Districts with a stand-alone warehouse for resources can now have a specific site in Resource Manager for their warehouse. Schools in the district can place orders with the warehouse for any resources they need.

Feature Information:

The district warehouse lets you manage orders for needed resources from the schools in your district. Warehouse users can review, process, and ship the orders to schools. Schools receive shipments from the warehouse the same way they receive transfers from other schools in the district.

Configuring a District Warehouse

Before the schools in your district can place orders at the warehouse, you need to configure the warehouse at the district level. Use the following steps to create a district warehouse:

1. Log in as the Destiny Administrator.
2. From the district Welcome page, select **Setup > Sites**.
3. Next to District Warehouse, click .
4. On the Add Site page, enter the required information.
5. Select whether the warehouse will manage textbooks with Destiny Textbook Manager, resources with Destiny Resource Manager, or both.
Note: Customers with both Destiny Textbook Manager and Destiny Resource Manager do not see any textbook functionality in Resource Manager.
6. Click **Save**.

Creating Warehouse Users

Once the warehouse site is created, the Destiny Administrator needs to create users. Warehouse users have a separate set of permissions from other Destiny users. The Destiny Administrator's Access Levels page designates these separate permissions. Use the following steps to create a district warehouse user:

1. From the district Welcome page, select **Setup > Users**.
2. Click . The Add District User page appears.

3. Type a user name and password for the new user.

User Name

New Password

Confirm Password

Manage Library Materials for the District

Create District Collections Stats by Library via Batch Request ?

Manage Textbooks for the District

Display Textbook Dashboard

Manage Resources for the District

Display Resource Dashboard

Manage Patrons for the District

Create Reports for the District

Allow site access ?

Access District Warehouse ?

Resource Administrator ▼ Other...

4. Select the **Access District Warehouse** checkbox.

5. From the drop-down that appears, select an access level, or click **Other...** to create a new access level.

6. Click **Save**.

Adding Bin Locations to Resources

Once your warehouse is created, you can identify the bin location of the resources in it. Adding bin locations to a resource's description record helps warehouse workers find resources quicker and more efficiently. The bin locations are only viewable at the warehouse when editing a description record and on a pick list. Use the following steps to edit a resource's bin location:

1. While viewing a resource's description record at the warehouse, click **Edit**.
2. In the **Bin Location** field, type the resource's bin number.
3. Click **Save**.

Resource Type Equipment and Furniture > Computer Equipment > Laptops ▼

* **Manufacturer** Apple

Model No.

Processor 2.4GHz Intel Core 2 Duo

Instructional Classification - Undefined -- ▼ Other...

Bin Location

Description

Replacement Price \$2,000.00

A New Description Field

Model Mac Book Pro

RAM 2GB

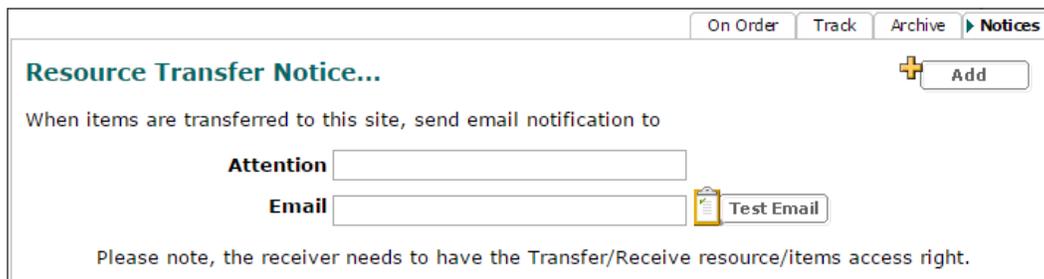
* = Required Field

Setting Up Email Order Notifications

To know about incoming orders or returns as soon as they occur, set up email notifications. Use the following steps to set up email notifications:

Note: Your Destiny Administrator must have the district's SMTP server configured to enable email notifications.

1. Log in to your site, and select **Catalog > Transfer Resources > Notices**.
2. In the **Attention** field, type the name of the person you want to receive the notifications.
3. In the **Email** field, type the email address you want the notifications sent to.

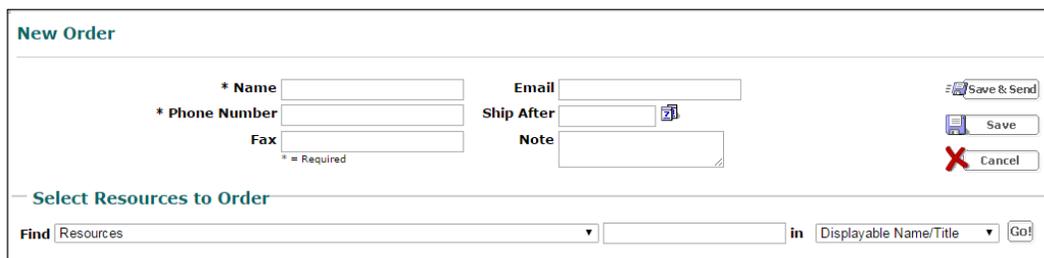


4. To send a test email, click **Test Email**.
5. Click **+Add**.

Placing an Order at the Warehouse

Now that your district warehouse is configured, the schools can place orders with the warehouse for resources. Use the following steps to place an order with the warehouse:

1. After logging into your site, select **Catalog > Resource Orders > Track > +New Order**.
2. Type your name, email, and phone number in the appropriate fields.
3. If you do not want the resources yet, type a date to ship the order in the **Ship After** field.
4. Use the **Note** field to type special instructions or requests.



5. From the **Find** drop-down, select the resource type you need.
6. Type your search term in the field, and then use the **in** drop-down to select which fields to search.
7. Click **Go!**.

8. From the search results, type the number of the resources you need in the **Quantity Requested** field, and then click **Select**.
9. After adding all your needed resources, click **Save & Send**. Or, to save the order and add more resources later, click **Save**.
Note: A school can have only one active unsent or unapproved order at a time.

Processing an Order at the Warehouse

Once the school sends an order to the warehouse, warehouse users can process the order. Use the following steps to process an order at the warehouse:

1. Select **Catalog > Resource Orders > Track**.
2. In the Submitted section, click  next to the order you want to process.
3. To approve the order, click **Approve**.
Note: To deny an order, click **Deny All**. You can also send an order back to a school for editing. To send an order back to a school, click **Revive**. This changes the status of the order from Submitted to Unsent.
4. When the confirmation message appears, click **Yes**. An order number is auto-generated.
5. To create a pick list, click . When the Job Manager opens, click **View**, and then print the list.
6. Manually fill in the **Route #**, **# of boxes**, and **Order filled by** fields.
7. Select **Catalog > Resource Orders > Track**, and then click  next to the order.
8. Select the items.
9. Click **Shipments**, and then click **+Add Shipment**.

Ship Resources...

To Madison Middle School

Ship

Order # RS15000000

Create Packing List

Create a barcode list

-- Barcodes --

OR...

Select a barcode file No file chosen

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



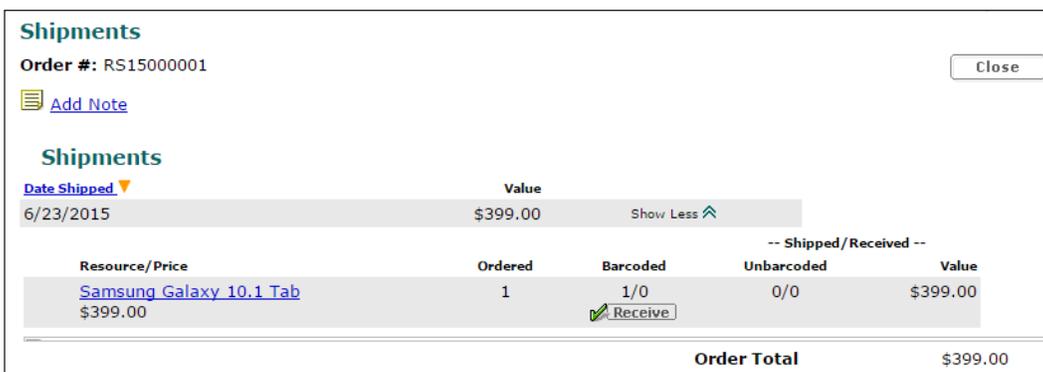
10. Use the following table to add items to a shipment:

<p>If the resource items are barcoded</p>	<ol style="list-style-type: none"> From the Ship drop-down, select by Barcode. Scan the barcodes directly into the Create a barcode list field, or click Browse to upload a file of the barcodes. To include a packing list with the shipment, select the Create Packing List checkbox. When ready to transfer the resources, click Ship It. Note: Resources from an order can be sent in multiple shipments.
<p>If the resource items are not barcoded</p>	<ol style="list-style-type: none"> From the Ship drop-down, select by Item Count. Type the number of each resource being shipped in the # to Ship field, and then click Select. To include a packing list with the shipment, select the Create Packing List checkbox. When ready to transfer the resources, click Ship It. Note: Resources from an order can be sent in multiple shipments.

Receiving an Order from the Warehouse

Once the warehouse ships the items in Destiny and they arrive at your school, you need to receive the shipment. Use the following steps to receive a shipment from the warehouse:

- Select **Catalog > Resource Orders > Track**.
- Next to the order you want to receive, click , and then click **Shipments**.
- Click **Show More**.



Shipments
Order #: RS15000001 Close

[Add Note](#)

Shipments

Date Shipped ▼	Value	-- Shipped/Received --		
6/23/2015	\$399.00	Show Less		
Resource/Price	Ordered	Barcoded	Unbarcoded	Value
Samsung Galaxy 10.1 Tab \$399.00	1	1/0 Receive	0/0	\$399.00
Order Total				\$399.00

4. Next to the resources you want to receive, click **Receive**:

If the resource items are barcoded	<ul style="list-style-type: none"> • Do any of the following: <ul style="list-style-type: none"> ▪ To assign a custodian, home location, or department to the items, click Assign To.... ▪ To receive all the items at once, click Receive All. Note: This is the only way to receive barcoded items <i>and</i> generate a job summary. ▪ To receive the items one at a time, scan each barcode into the Scan...one-at-a-time field. ▪ To only receive some of the items, click Show More, and then click Receive next to each item.
If the resource items are not barcoded	<ol style="list-style-type: none"> a. To assign a custodian, home location, or department to the items, click Assign To.... b. In the Items to Receive field, type how many resources you are accepting. c. Use the Barcodes drop-down to select if you want to add barcodes to the items. d. If you add barcodes to the items, type the starting barcode or select Assign next barcode to have Resource Manager assign the next available barcodes to the items. Note: To print barcode labels, select the Print Labels checkbox. e. If the items do not have a purchase price recorded, enter that information in the Purchase Price field. f. Select the assigned location and condition of the items. g. Click Receive.

Creating “On Order” Items

Your district and school need a way to track resources you have ordered from an outside vendor. Adding items to Resource Manager with an On Order status lets you track the items, receive them, and send them where they are needed. Use the following steps to create an On Order item:

1. Select **Catalog > Resource Search > [resource name] > Items > +Add Item**.
2. On the Add Item page, enter the number of items, and then select **On Order** from the **Status** drop-down.

The screenshot shows a web form titled "Dell Latitude XT" for adding an item. The form includes the following fields and controls:

- Add Items:** A dropdown menu set to "without Barcodes".
- *Number of Items:** A text input field containing the number "1".
- Status:** A dropdown menu set to "On Order".
- Condition:** A dropdown menu set to "Usable".
- Home Location:** A dropdown menu set to "-- Undefined --" with an "Other..." button next to it.
- Custodian:** A text input field containing "Undefined" with a "+" icon and a "Select" button.
- Buttons:** A "Save" button (top right), an "Add historical note" checkbox (unchecked), and a "Cancel" button with a red "X" icon (middle right).

3. To track the items, type an order number in the **Purchase Order** field.
4. Complete the remaining fields.
5. Click **Save**.

Managing “On Order” Items

Resource Manager lets you easily monitor your On Order items: their names; statuses; quantities; and when the order was placed. Once they are delivered, you receive them. If you are a district resource manager, you can receive them and send them to the schools that need them. Use the following steps to manage your On Order items:

1. Select **Catalog > Resource Orders > On Order**.
2. To view an order’s details, click **View** next to the order.
3. On the PO# page, click  to see a list of the items in the order.
4. When an ordered resource arrives, click  next to the resource. The View Order page opens.
5. Select one of the following:
 - To receive the resources for use at your school, click **Receive**. You can assign a custodian, home location, and department as you receive them.
 - To reroute the items to a different school, click **Reroute**.
6. After you receive all the items in an order and you no longer need the On Order information, click  to remove the resource from the PO# page.

Permissions:

Resources > Resource Management > Manage resource items > Add/duplicate

Catalog > Resource Orders > On Order tab

Importance:

The warehouse enables districts with stand-alone resource repositories to streamline the transfer of resources to and from schools, as well as track and store resources efficiently. This saves money by redistributing surplus items across the district as necessary.

Resource Manager

Digital materials and eTextbooks

Feature Description:

To provide students and teachers with convenient access to digital content, Resource Manager now supports digital resources, such as eTextbooks. Digital resources are handled similarly to unbarcoded resources in Resource Manager.

Feature Information:

You can manage your digital content in Resource Manager by adding resources and items, circulating to patrons for a specific loan period, and transferring items.

Adding Digital Content to a Resource or Item

You can add a link or upload digital content to the Destiny server and provide a link to it that appears in the resource's record. You can add digital content, such as eTextbooks, instruction manuals, and warranties, to any resource or resource type. Use the following steps to add digital content to a resource:

1. Search for and select the resource or item you want to add digital content to.
2. Complete the next step based on whether you are assigning digital content to a resource or specific item.

To add digital content to a resource	<ul style="list-style-type: none"> • In the description record, click Digital.
To add digital content to an item	<ol style="list-style-type: none"> a. From the description record, click Items. b. Next to the item you want to add digital content to, click .

3. On the Update Digital Content page, click **+Add New**.



* **Digital Content Name**

* **Upload Digital Content** No file chosen

Allow patron to view in My Info

* Required Field

4. In the **Digital Content Name** field, type a name for the content. This name will appear on the MyInfo pages for any patron who checks out the resource.
5. From the drop-down, select if you are uploading the content or entering a URL.
6. Upload the content to your Destiny server, or type the URL.
7. Click **Save**, and then click **Close**.

View and edit the resource's digital content from the resource details.

The screenshot shows the 'Resource Details' tab for an Algebra resource. The page displays the following information:

- Title:** Algebra
- Items available locally:** 110 of 110
- Items available off-site:** 1 of 2
- Selected List:** My Personal List
- Textbooks:**
 - Title:** Algebra
 - Instructional Classification:** Core
 - Replacement Price:** \$69.99
 - Copyright:** 2004
 - ISBN:** 0-7854-3568-9
 - Material Type:** Book
 - Publisher Name:** Pearson Education
 - Grade Level From:** 06
 - Grade Level To:** 12
 - Lexile Level:** 500

On the right side, there are several action buttons: Edit, Duplicate It, Delete, Add Item, Digital (highlighted with a red box), Add Image, and Components. A green arrow points to the right.

View and edit the item's digital content from the **Items** subtab.

The screenshot shows the 'Items' subtab for the Algebra resource. It displays the following information:

- Items at George Washington High School:** 110 (110 available)
- Group by:** -- None --

Barcode (Serial Number)	Status	Condition	Home Location	Action
500000000000043	Available	New		[Edit] [Digital] [Duplicate] [Delete]
500000000000044	Available	New		[Edit] [Digital] [Duplicate] [Delete]

A red circle highlights the 'Digital' button in the action menu for the first item. A green arrow points to the right.

Cataloging eTextbooks

Use the following steps to catalog eTextbooks:

1. On the Add Resource page, use the **Instructional Classification** drop-down to select **Digital Material (never barcode)**. Or, if you want to autocirculate the eTextbook, select **Digital Material – Auto Circ (never barcode)**.

Note: You cannot select either option if the resource already has any barcoded items.

2. From the **Material Type** drop-down, select **Electronic Book (eBook)**.

Note: Only eTextbooks must have this material type. Digital materials that are not eTextbooks can have any material type.

3. Complete as many remaining fields as possible.

The screenshot shows a form for adding a resource. The 'Resource Type' is set to 'Textbooks'. The title is 'Geometry 101'. The 'Material Type' dropdown menu is open, showing options: 'Core', 'Digital Material (never barcode)', and 'Digital Material - Auto Circ (never barcode)'. The 'Digital Material - Auto Circ (never barcode)' option is highlighted with a red box. Other fields include Author, Edition, Copyright, ISBN, Instructional Classification, Subject, Default Budget Category, User Defined Field, Grade Level From, Grade Level To, and Additional Information.

4. Click **Save**.

5. To provide a link to the digital resource, click **Digital** on the Resource Details page.

Note: Skip this if you have a redemption codes XML file that contains a URL.

6. From the Resource Details page, click **+Add Item**.

7. From the first drop-down, select how to identify the items:

- **Number of Items:** This is the default selection. Select it, and then enter the number of licenses that you have purchased.
- **Unlimited:** This is existing functionality.
Note: Once a number of items have been added to the resource, this option no longer appears. Customers cannot have both **Number of Items** and **Unlimited** for a single resource.
- **From Redemption Code List File:** Click **Choose File** to browse to, and upload, a text file of redemption codes. The text file should be created in a simple text editor, not a word processor.
- **From Redemption Code XML File:** Click **Choose File** to browse to, and upload, an XML file of redemption codes. Make sure it is in the required format (see the Appendix).

The screenshot shows the 'Anatomy' resource details form. The title is 'Anatomy' and the material type is 'Digital Material - Auto Circ (never barcode)'. The 'From Redemption Code File' dropdown is selected. The 'Choose File' button is next to it, with 'No file chosen' displayed. There are checkboxes for 'codes are reusable' and 'Add historical note'. The 'Status' is set to 'Available', 'Condition' is 'Usable', 'Home Location' is '-- Undefined --', 'Budget Category' is 'Science', 'Date Acquired' is '7/1/2015', and 'Purchase Price' is empty. There is a 'Save' button and a 'Cancel' button with a red X over it.

8. If you use redemption codes and want the codes saved in Destiny after the resources are checked in, select the **codes are reusable** checkbox.
9. Complete as many remaining fields as possible.
10. Click **Save**.

Depending on how you choose to identify the items, Destiny does the following:

- **Number of Items:** Destiny creates that many item records without barcode numbers.
- **Unlimited:** Destiny does not create any items. **Unlimited Local Items** appears in search results.
- **List of Redemption Codes:** Destiny creates an item record for each code you entered. The code appears on the **Items** subtab—in place of a barcode number—and in Edit Item. Once an item is checked out, the code appears on the student's Patron Status and MyInfo pages. Destiny also creates a job summary.
- **From Redemption Code File:** Destiny creates an item record for each code in the file. The code appears on the **Items** tab and in Edit Item. Once an item is checked out, the code and the URL, if included in the file, appear on the student's Patron Status and MyInfo pages. Destiny also creates a job summary.

Once the records are created, you cannot edit redemption codes and optional expiration dates. However, you can (de)select the "codes are reusable" checkbox. The redemption codes are also site-specific and do not appear at other schools.

Manually Circulating Digital Resources

Checking out a digital resource is similar to checking out an unbarcoded item. Use the following steps to check out a digital resource:

1. Select **Circulation > Check Out Items > To Patron**.
2. Search for and select the patron's record.
3. Type a keyword for the resource you want to check out, and then click **Find Item**.

Note: If you have added class schedules to Resource Manager and associated the digital resources and patron to it, you can also click **View Classes** to find the resource.

4. Next to the item you want to circulate, click **Check Out**.

The item is checked out. If you selected the "Allow patron to view in MyInfo" checkbox when you added the content, the patron will see the links in My Info. The digital resource is similar to an unbarcoded item: you can check it in early from Patron Status, or Destiny will automatically check it back in at the end of the loan period.

Circulating Digital Resources Automatically

Destiny checks out any type of resource with an Instructional Classification of "Digital Material - Auto Circ (never barcode)" that is assigned to a class section, to the students within that section.

Depending on how you configured the loan period in **Back Office > Resource Policies > Loan Periods**, Destiny

automatically checks out the digital resources to the students on the **Checkouts Start X days before class starts** date or the **Class Starts** date. If there are not enough items for every student, Destiny checks out all available items.

Destiny automatically checks in the digital resources on the due date defined for the section's loan period. Destiny generates job summaries for both the checkout and checkin.

* **Description** Added During Upload 115 Save

Make this the default Cancel

* **Checkouts Start** 30 days before class starts

* **Class Starts** 6/1/2015 Calendar

to 7/31/2015 Calendar

* **Due** 7/31/2015 Calendar

* = Required Field

Removing Redemption Codes Globally

Destiny automatically removes non-reusable redemption codes from an item's record anytime it is checked in. Additionally, Destiny's nightly job removes redemption codes when they expire and sets the item's condition to Unusable. However, if you have leftover redemption codes at the end of the year and need to clear the codes out of your Destiny, you can do a global deletion. Use the following steps to remove redemption codes globally:

1. Select **Catalog > Update Resources > Global Delete**.
2. Select **Remove redemption codes**.

Individual Delete Batch Delete **Global Delete** Individual Update Batch Update Global Update

Remove Resources without items

Preserve digital resources

Preserve resources added since 7/1/2015 Calendar

Remove redemption codes ?

Limit to expired redemption codes

This process cannot be reversed. Before proceeding, you should have a current backup of your database. Unable to detect an SQL backup.

Preview Remove

3. To remove only the expired codes, select the **Limit to expired redemption codes** checkbox.
4. To verify the expected results, select **Preview**, and then the job summary.
5. To permanently remove the codes, select **Remove**, and then select **Yes**.

Removing Redemption Codes Individually

If you only have a few redemption codes to remove, but do not want to delete all of them, you can delete redemption codes from an individual resource item. District managers can also remove all the redemption codes for a resource, or those at a single school.

1. Select **Catalog > Resource Search > [resource name] > Items.**

2. Select **Clear Codes.**

Note: If you are the district manager, select whether you want to delete all this resource's codes or only those at specific schools.

3. When the confirmation message appears, click **Yes.**

The screenshot shows the 'Items' tab for the resource 'Ice Island 3-6' by Shahan, Sherry. At the top, there is a 'Clear Codes' button. Below it, a table lists available items:

Site	Available Items	
District 123 Warehouse	0 of 2 items available	Show Less ^
Status	Quantity	
In Transit	2	
Madison Middle School	11 of 14 items available	Show More v
Todd Technical School	20 of 20 items available	Show More v

Below the table, there is a section for 'On Order' items, which states 'There are no "On Order" items.'

Transfer Digital Resources

Customers can transfer digital resources in a transfer by item count. If any of the items have redemption codes, these codes are transferred with the items. Digital resources that have Unlimited items cannot be transferred. Use the following steps to transfer digital resources:

1. Select **Catalog > Transfer Resources > Upload.**

2. From the **To** drop-down, select where you are transferring the items.

3. From the **Transfer** drop-down, select **by Item Count.**

4. Search for the digital resources you want to transfer.

5. In the **# to Transfer** field, type the number of items to transfer.

6. Click **Transfer.**

The screenshot shows the 'Transfer Resources...' interface. It includes a search bar with 'Textbooks' selected and 'language arts' entered. The search results are as follows:

Textbook Title	Available to Transfer	# to Transfer	
Language Arts Tompkins ISBN: 978-0-13-117735-2 PH 2005 State/Textbook ID: 123	32	<input type="text"/>	Select

At the bottom, there is a message: 'Upon transfer, ownership will be immediately changed to the receiving site.' and a 'Transfer' button.

The receiving site accepts the transfer of digital resources.

Importance:

You can use Resource Manager to track and circulate all your digital resources and content.

Resource Manager

Searching Enhancement

Feature Description:

Finding resources is easier than ever with expanded search capabilities. There are a variety of new fields from both resource and item records to search. Some of the new searchable fields only apply to textbook resources. The following table shows the new searchable fields:

Non-Textbook Resources	Textbook Resources
<p>Resource fields:</p> <ul style="list-style-type: none"> • Displayable Name/Title (default) • Instructional Classification • User Defined text fields 	<p>Resource fields:</p> <ul style="list-style-type: none"> • ISBN • State/Textbook ID • Keyword <ul style="list-style-type: none"> ▪ Additional Information ▪ Author ▪ Budget Category ▪ Instructional Classification ▪ Note ▪ Publisher Name ▪ Subject ▪ Title (default) ▪ Vendor Name ▪ User Defined text fields
<p>Item fields:</p> <ul style="list-style-type: none"> • Barcode • District Identifier • Purchase Order • Serial Number 	<p>Item fields:</p> <ul style="list-style-type: none"> • Barcode • District Identifier • Purchase Order • Serial Number

Importance:

Finding resources is easier with Resource Manager’s expanded search capabilities.

Resource Manager

Classes and Sections

Feature Description:

Ensuring you have the resources you need is easy if you define classes and sections in Resource Manager and assign teachers, students, textbooks, and other resources to them.

Feature Information:

Importing class schedules to Resource Manager and assigning resources, textbooks, teachers, and students to each class and section provides your district and school with better visibility of resource needs and surpluses.

Use the following steps to import your class schedule:

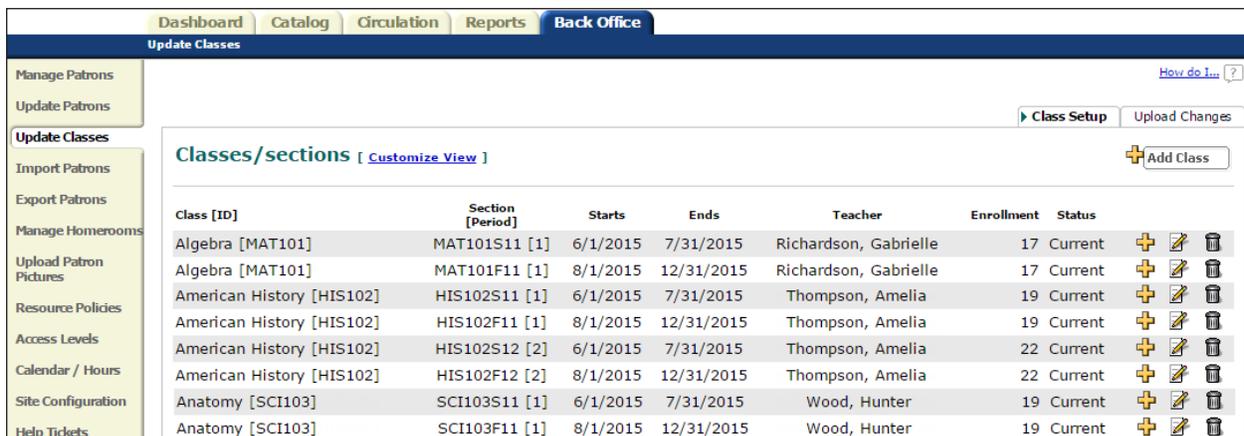
1. Export class schedule information from your student information system to a CSV text file and copy it to a working folder on your Destiny application server.
2. Configure the Converter by editing its properties file.
3. Convert the class schedule data from CSV to XML.
4. Upload the XML file to Destiny.

For more technical information on importing your class schedules, see the *Getting Started with the Class Import Converter* document in Destiny Help, or contact Follett Technical Support at 800.323.3397.

Assigning Resources to a Class or Section

After you import your classes and sections, you can assign resources to them. Use the following steps to assign resources to classes and sections:

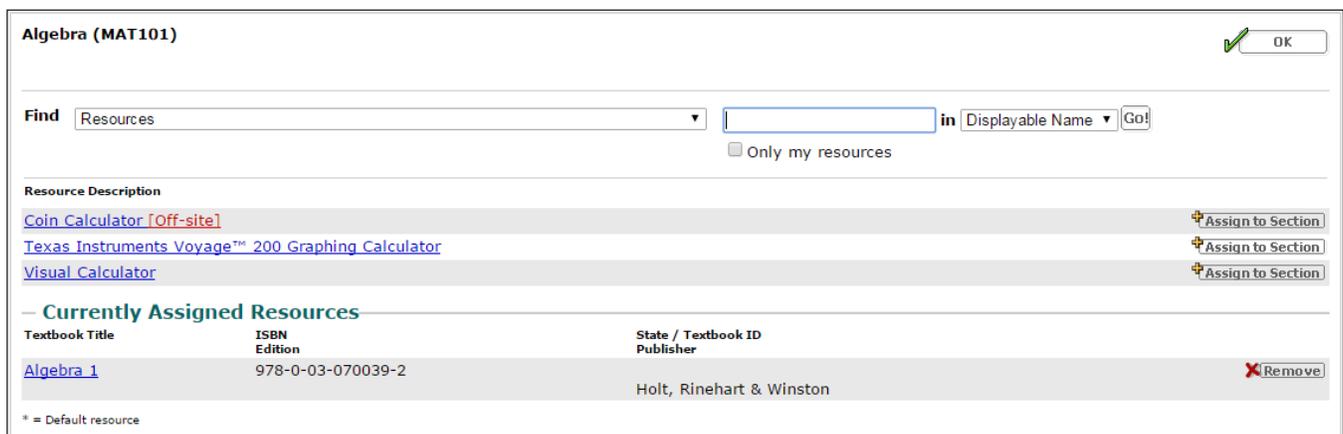
1. Log in to your site or district.
2. Select **Back Office > Update Classes**.



3. Use the following table to select the class or section to assign resources to:

If logged into a site	<p>a. Click  next to the class or section you want to assign resources to.</p> <p>b. Next to Resources, select Update.</p>
If logged into the district	<p>a. Click  next to the class you want to assign resources to.</p> <p>b. To assign resources to every section of a class, click Resources.</p> <p>c. To assign resources to a specific section, click  next to the section, and then select Update next to Resources.</p>

- From the **Find** drop-down on the **Update Resources** page, select the type of resource you want to assign.
- Type your search term in the field, and then select which field(s) to search from the **in** drop-down.
- To limit your search to only resources associated with this site, select the **Only my resources** checkbox.
- Click **Go!**.



Algebra (MAT101) OK

Find Resources in Displayable Name

Only my resources

Resource Description

[Coin Calculator \[Off-site\]](#)

[Texas Instruments Voyage™ 200 Graphing Calculator](#)

[Visual Calculator](#)

— Currently Assigned Resources

Textbook Title	ISBN Edition	State / Textbook ID Publisher	
Algebra 1	978-0-03-070039-2	Holt, Rinehart & Winston	<input type="button" value="X Remove"/>

* = Default resource

- Click **+Assign to Section** next to the resource for this class or section, and then repeat as needed.

Note: At the district level, click **+Assign to Class** to assign the resource to every section of the class.
- When you are done assigning resources, click **OK**.

Permissions:

General > Administrative Access > Update class information

Importance:

Importing your class schedules into Resource Manager and associating resources and students with them helps ensure every student has every resource and textbook they need to succeed.

Appendix

Redemption Code File

A successful upload requires a file that meets the following requirements in XML format:

Field	Required	Sample	Available from Follett Shelf	Notes
Redemption code	X	TGGNVEIKJ	X	
Due Date		12/18/2015	X	
Expires Date		12/18/2015	X	Including this date is the only way to add one.
Title		Algebra I	X	
ISBN		9780375985751	X	
URL		http://wbb12345.follettshelf.com	X	
Type		Follett eTextbook		

Sample Redemption code file

```

<?xml version="1.0" encoding="UTF-8"?>
<FSC-Destiny-RedemptionCodeImport version="1">
<ResourceEntry>
  <ResourceName><![CDATA[Ice Island 3-6]]></ResourceName>
  <ISBN><![CDATA[978-0-307-92954-9]]></ISBN>
  <item>
    <DueDate><![CDATA[2015-09-04]]></DueDate>
    <ExpiresDate><![CDATA[2015-07-04]]></ExpiresDate>
    <CreatedDate><![CDATA[2015-04-13]]></CreatedDate>
    <RedemptionCode><![CDATA[TXMCEKDSM]]></RedemptionCode>
    <URL><![CDATA[https://wbb05335.follettshelf.com]]></URL>
    <Type><![CDATA[Follett eTextbook]]></Type>
  </item>
  <item>
    <DueDate><![CDATA[2015-09-04]]></DueDate>
    <ExpiresDate><![CDATA[2015-07-04]]></ExpiresDate>
    <CreatedDate><![CDATA[2015-04-13]]></CreatedDate>
    <RedemptionCode><![CDATA[UXMCEKDSM]]></RedemptionCode>
    <URL><![CDATA[https://wbb05335.follettshelf.com]]></URL>
    <Type><![CDATA[Follett eTextbook]]></Type>
  </item>
  <item>
    <DueDate><![CDATA[2015-09-04]]></DueDate>
    <ExpiresDate><![CDATA[2015-07-04]]></ExpiresDate>
    <CreatedDate><![CDATA[2015-04-13]]></CreatedDate>
    <RedemptionCode><![CDATA[VXMCEKDSM]]></RedemptionCode>
    <URL><![CDATA[https://wbb05335.follettshelf.com]]></URL>
    <Type><![CDATA[Follett eTextbook]]></Type>
  </item>
</ResourceEntry>
</FSC-Destiny-RedemptionCodeImport>

```

Sample minimal redemption code file

```
<?xml version="1.0" encoding="UTF-8"?>
<FSC-Destiny-RedemptionCodeImport version="1">
<ResourceEntry>
  <item>
    <RedemptionCode><![CDATA[TXMCEKDSM]]></RedemptionCode>
  </item>
  <item>
    <RedemptionCode><![CDATA[UXMCEKDSM]]></RedemptionCode>
  </item>
  <item>
    <RedemptionCode><![CDATA[VXMCEKDSM]]></RedemptionCode>
  </item>
</ResourceEntry>
</FSC-Destiny-RedemptionCodeImport>
```