



What's New in Destiny 10.5

Follett[®] Software
Company

A Follett Corporation Company

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Destiny 10.5 Features

Welcome to Destiny® 10.5. This new version incorporates many of your suggestions, and we're confident you'll find that the enhanced features and functions of Destiny 10.5 meet all your database needs. This document introduces you to the Destiny 10.5 features available in Destiny® Library Manager™, Destiny® Textbook Manager™, and Destiny® Asset Manager™. The improvements include the following:

Follett Destiny Application for Mobile Devices: The new Follett Destiny Mobile app gives you access to several Library Manager, Textbook Manager, and Asset Manager circulation and administration functions on the go.

How-To Videos in Destiny Help: Quick how-to videos are available in the Destiny Help system.

Upgrades From Destiny Version 10.0 to Version 10.5: If you are on Destiny version 10.0, you can upgrade directly to version 10.5 without first upgrading to 10.1.

Call Number Limiter in Power Search: The new call number limiter allows you to narrow your search to a specified call number range.

View and Delete Holds in Destiny Quest®: Patrons can view and delete their holds and reserves when logged in to Destiny Quest.

FollettShelf Automatic Login: Logged-in Library Manager users can now go directly to FollettShelf without logging in again.

FollettShelf Integration Enhancements: Destiny 10.5 introduces enhancements to support eBook MARC records in the Destiny database.

Preloaded Databases in One Search: More than fifteen preloaded databases are automatically set up when you activate One Search for the first time.

Lexiles Added to WebPath Express: WebPath Express websites now have Lexile measures associated with them.

Assignment of Digital Resources: In Textbook Manager, districts can account for eTextbooks by adding titles and copies and checking eTextbooks out to patrons for a specific loan period.

District Warehouse: In Textbook Manager, districts can create a site that functions as a stand-alone textbook repository that receives and ships orders to and from the district's schools.

Dashboard: The new **Dashboard** tab provides administrators with a graphical view of Textbook Manager and Asset Manager reports.

Limit by Asset Group: Districts can limit users' view of specific sections of the asset hierarchy.

Date Acquired Search Limiter: In Asset Manager, the Power search now has a Date Acquired limiter.

Add Item: In Asset Manager, districts can add items from a barcode file or by scanning item barcodes.

Asset Manager Loan Policy: Districts can now have different circulation policies for patrons and for departments and locations.

This document provides a brief description, along with step-by-step instructions, if applicable, of the new and updated features and functions in Destiny 10.5. It also notes the permissions and access levels required to access the updated functionality.

Destiny (All Products)

Destiny (All Products)

Follett Destiny Application for Mobile Devices

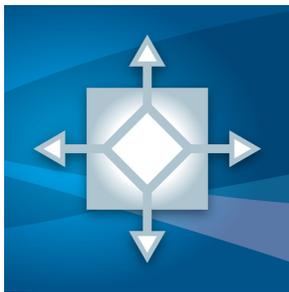
Feature Description:

The new Follett Destiny Mobile app gives you access to several Library Manager, Textbook Manager, and Asset Manager circulation and administration functions on the go. It allows you to circulate library materials, textbooks, or asset items, check a patron's status, and check the status of a copy or item from the convenience of your Apple or Android smart phone or tablet device.

Feature Information:

The Follett Destiny Mobile application is available to customers on Destiny version 10.5. This free app is available for Android version 2.1 and iOS version 4.2 devices or higher, in their respective app stores. To connect to Destiny, you must be able to access Destiny outside of school and have 3G/4G or wireless Internet connection.

Note: Barcode scanning functionality is available on Apple devices that have an auto-focus camera, which are iPhone 3GS, iPhone 4, iPhone 4S, and iPad (3rd generation).



Access Level:

The Site Administrator and staff have access to this feature by default.

Importance:

The Follett Destiny Mobile app allows you to perform single circulation or administration functions from the convenience of your smart phone or tablet device.

Destiny (All Products)

How-To Videos in Destiny Help

Feature Description:

In addition to the eLearning tutorials available on the Follett Software Company Customer Portal, we now have how-to videos available in the Destiny Help System.

Feature Information:

You can find the links to the how-to videos in the content of the topics they are associated with. The how-to videos available in Destiny Help at this time are:

- How Do I Check Out?
- How Do I Check In?
- How Do I Add a Title?
- How Do I Add a Copy?
- How Do I Use Basic Search?
- How Do I Use Quest to Search?

Access Level:

The Site Administrator and Staff have access to this feature by default.

Permission:

Access Destiny online help & support

Importance:

These videos provide quick, step-by-step instructions for performing various tasks in Destiny.

Destiny (All Products)

Upgrades from Destiny Version 10.0 to 10.5

Feature Description:

If you are on Destiny version 10.0, you can upgrade directly to version 10.5 without first upgrading to version 10.1.

Feature Information:

You can access the upgrader via the Follett Software Company Customer Portal. After logging in, the Destiny Administrator should complete the following steps to upgrade from Destiny version 10.0 to version 10.5:

1. Click the **Downloads** option.
2. Click the **Destiny** option.
3. Select the **Destiny v10.5 Upgrade Checker** link.
4. The upgrade checker runs to ensure the upgrade process will be successful. If the checker is successful, you are presented with a download link to upgrade directly from version 10.0 to 10.5.

Note: If you are on an earlier version of Destiny (prior to 10.0), you must upgrade to each version until you get to version 10.0. Then you can skip from version 10.0 to 10.5 without first upgrading to version 10.1.

Access Level:

Destiny Administrator

Importance:

The ability to upgrade to Destiny version 10.5 directly from 10.0 allows you to upgrade more quickly.

Destiny Library Manager

Library Manager

Call Number Limiter in Power Search

Feature Description:

The new call number limiter in a Power search in Destiny Classic and in an Advanced Search in Destiny Quest allows you to narrow the list of search results to a specified call number range.

Feature Information:

To limit your search by a range of call numbers in Destiny Classic:

1. Navigate to the **Catalog** tab, **Library Search** option. Select the **Power** subtab.
2. Enter the desired search term(s) in the search field(s).
3. Enter a call number range in the **From** and **to** fields next to **Call Number**.
4. Click the **Search** button.

The screenshot shows the 'Power' search tab in the Library Manager. It features three keyword search fields, each with a dropdown menu set to 'All these words'. Below the search fields are radio buttons for 'AND', 'OR', and 'NOT'. A 'Search' button with a magnifying glass icon and a 'Clear' button with an eraser icon are on the right. Underneath is a section titled 'Limit your search for titles...' with a help icon. This section contains several filter fields: 'Location' (McHenry West Elementary School), 'Material Type' (Any Type), 'Publication Year' (Any Year), and 'Call Number' (From 790 to 799). At the bottom, there is a 'Circulation Type' field set to 'All Circulation Types' and an 'Update' button.

To limit your search by a range of call numbers in Destiny Quest:

1. Navigate to the **Destiny Quest** option, **Advanced Search** tab.
2. Enter the desired search term(s) in the search field(s).
3. In the **Limit my search to...** section, choose **Call Number** from the drop-down list.
4. Enter a call number range in the **From** and **To** fields.

5. Click the **Go!** button.

The screenshot shows the 'Advanced Search' window. At the top, the search query is 'Olympics callnumber:[790 TO 799]'. A 'Go!' button is on the right. Below the query is a 'Reset' button. The main section is titled 'Show me everything that has...' and contains three rows of filters:

- 'All of these' with a 'Keywords' dropdown and the text 'Olympics' in the input field.
- 'This exact' with a 'Keyword' dropdown and an empty input field.
- 'One or more of these' with a 'Keywords' dropdown and three empty input fields separated by 'OR'.

Below this is a section titled 'But I don't want...' with a 'Keywords' dropdown and three empty input fields separated by 'OR'. The final section is 'Limit my search to...' with a 'Call Number' dropdown, a 'From:' field containing '790', and a 'To:' field containing '799'. Each filter row has minus and plus buttons on the right.

Access Level:

All access levels have access to this feature by default.

Permissions:

Power Search

Search Using Destiny Quest

Importance:

Limiting searches by a call number range allows you to narrow your search results by general subject and/or location in the library.

Library Manager

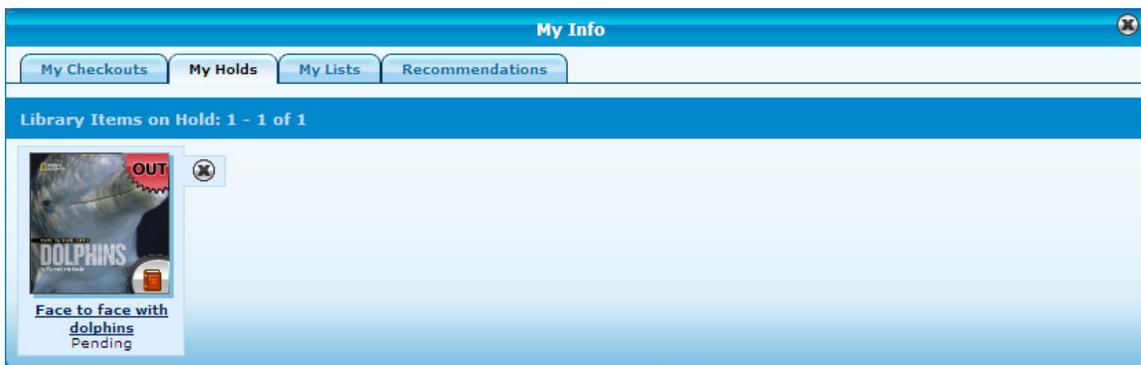
View and Delete Holds in Destiny Quest

Feature Description:

Patrons can now view the status of their holds and reserves when logged in to Destiny Quest. They can also delete pending holds and reserves with the proper permissions set.

Feature Information:

To view hold and reserve information from within Destiny Quest, click the **My Info** tab and then the **My Holds** subtab.



To delete a hold or reserve in Destiny Quest:

1. Click the **My Info** tab and then the **My Holds** subtab.
2. Delete a pending hold or reserve by clicking the **X** button next to the pending hold or reserve.

Note: Patrons cannot delete ready holds.

Access Level:

By default, all access levels can view holds in Destiny Quest. However, only the Site Administrator has default access to delete holds in Destiny Quest.

Permissions:

Search Using Destiny Quest

Place hold for self from Catalog

Delete holds and reserves for self

Importance:

This feature allows patrons to view and manage their holds and reserves in Destiny Quest.

FollettShelf

FollettShelf

Automatic Login

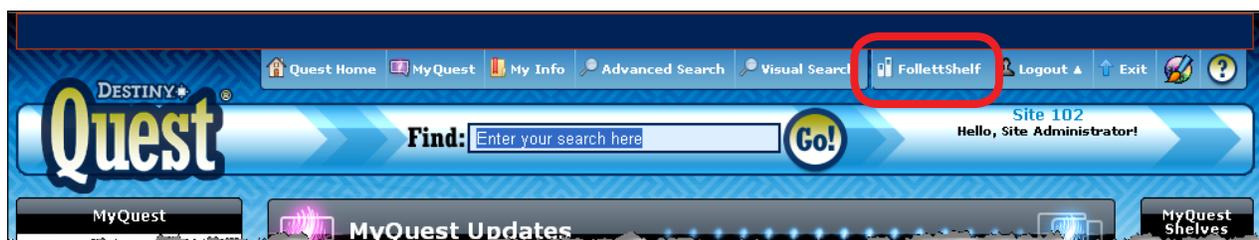
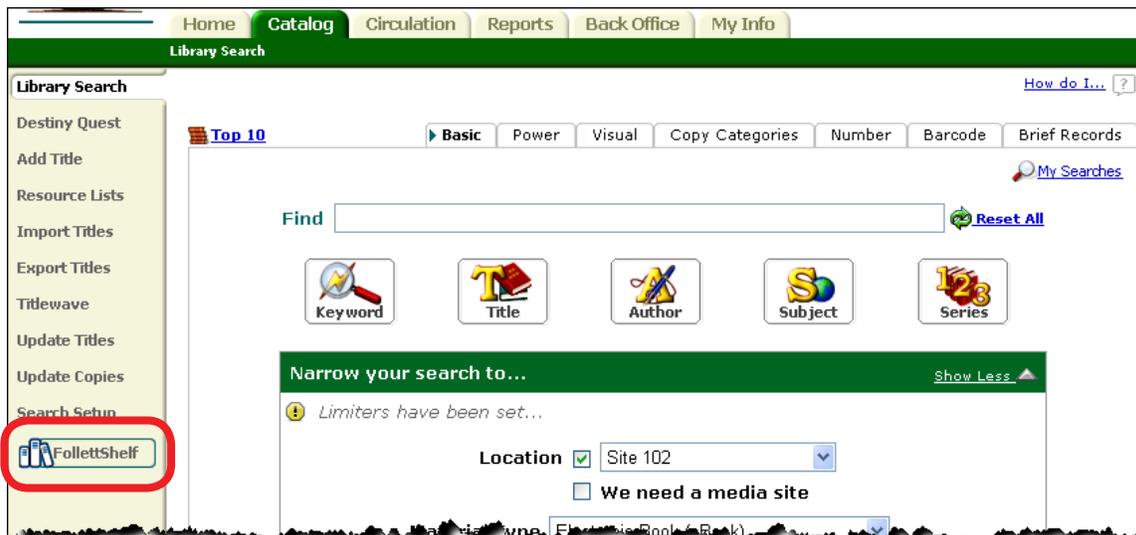
Feature Description:

FollettShelf is a hosted virtual bookshelf that provides access to eBooks purchased through Follett Library Resources. Destiny Library Manager has a seamless interface with FollettShelf, allowing users to search for eBook titles in the same manner as any other titles in Library Manager. Logged-in Library Manager users can now go directly to FollettShelf without logging in again.

Feature Information:

Logged-in Library Manager users can access FollettShelf by clicking on the Catalog tab then the **FollettShelf** button. The button is also available in Destiny Quest on the **Search** screen. Guests are still prompted to log in to FollettShelf.

Note: The FollettShelf button appears only if Library Manager is integrated with FollettShelf.



Access Level:

All users can click the FollettShelf button to access FollettShelf. Users that are logged in to Destiny are automatically logged in to FollettShelf. Guests are prompted to log in to FollettShelf.

Importance:

The ability to log in once to access both Library Manager and FollettShelf saves users time when searching for eBooks.

FollettShelf

Integration Enhancements

Feature Description:

FollettShelf is a hosted virtual bookshelf that provides access to eBooks purchased through Follett Library Resources. When FollettShelf is integrated with Library Manager, FollettShelf eBook titles appear in the results of a catalog search in Library Manager. Destiny version 10.5 has several integration-related enhancements. Most of the enhancements support eBook MARC records in the Destiny database.

Feature Information:

The integration of FollettShelf and Destiny Library Manager was introduced in Destiny version 10.0. Even if your district chooses not to integrate, you will see a few changes in FollettShelf in Destiny version 10.5. A description of the FollettShelf integration-related enhancements in Destiny version 10.5 follows for both integrated and non-integrated districts.

For additional information on Destiny 10.5 and FollettShelf, visit <http://www.aboutfollettebooks.com/wn-destiny.cfm>.

Enhancements in a Destiny–FollettShelf Integrated Environment

Upgrading to Destiny version 10.5

If your district has an integrated FollettShelf, when you update from Destiny version 10.0 or 10.1, title records for FollettShelf eBooks are added back to the Destiny Library Manager database. Copies and statistics are not added back. The new Reconciliation process, described below, contains a copy comparison and links for adding copies back to Destiny.

FollettShelf Reconciliation Job

A new Reconciliation process compares the FollettShelf eBooks in Destiny with those on FollettShelf. The Reconciliation process alerts you to any FollettShelf eBooks in Destiny that don't correspond to a book you own in FollettShelf.

The Job Summary lists the title, number of copies, and site of each FollettShelf eBook. It also lists any differences between Destiny and FollettShelf, including information on quantities of copies.

If you integrated in version 10.0 or 10.1, the Reconciliation process also adds title records back to the Destiny database. Through the links provided in the Job Manager, you can manage your local copy records so they match the FollettShelf copy counts and delete any title records you do not own.

This Reconciliation process runs when any of the following occurs:

- The server is started when the upgrade to 10.5 finishes.
- The scheduled time for the daily processing arrives. This information can be found by going to **Catalog** tab, **Search Setup** option and then viewing the **FollettShelf** subtab.
- A Site Administrator reconciles a site's collection with its FollettShelf manually. If you purchase new Follett eBooks and you do not import MARC record data manually, you can automatically start this process to add title records to the system. To start a FollettShelf Reconciliation job manually, navigate to the **Catalog** tab, **Search Setup** option. Under the **FollettShelf Updates** section, click the **Update** button.

Cataloging FollettShelf eBooks

Editing FollettShelf eBook title records is the same process as for other library materials. Catalogers can add subjects, reading program information, and any tags. The exceptions appear below.

- FollettShelf URLs in the 856 tag cannot be deleted or edited. They are hidden in both the **MARC Editor** and the **Easy Editor**, as well as in the **Title Details**.
- The material type is always Electronic Book (eBook) with no subtype.
- The only options for the form of item in position 23 of the 008 tag are o, q, or s.
- FollettShelf eBook title records cannot be duplicated.
- FollettShelf eBook title records cannot be merged.
- Cover images cannot be added for a FollettShelf eBook.
- An Alliance Plus Recon skips FollettShelf eBooks.

Editing FollettShelf copy records is also the same process as for other materials. Catalogers can maintain copy information such as call number, purchase price, funding source, and acquisition date. The exceptions appear below.

- The status is always FollettShelf eBook.
- Barcode numbers cannot be assigned to FollettShelf eBooks.
- Barcode labels cannot be printed for FollettShelf eBooks.

Note: The **Copies** subtab displays no off-site copy information for FollettShelf eBooks.

Importing and Exporting FollettShelf eBooks

When importing titles, Destiny does not ever consider a FollettShelf eBook record as a match for a non-FollettShelf eBook record. Destiny follows the normal comparison process where the better title survives and the other is deleted.

When you purchase a FollettShelf eBook, you have two options:

1. You can receive FollettShelf eBook MARC data from Follett Library Resources (FLR) in a MARC file. With this option, the MARC records can be customized by FLR on request. The MARC record can then be imported through the **Import Titles** option or the **Titlewave** option.
2. You can receive FollettShelf eBook data from FLR through the Reconciliation process. With this option, you receive title records from FollettShelf that do not contain any customization.

When exporting FollettShelf eBook records, the 856 tags are included and visible in the export file.

Searching for and Accessing FollettShelf eBooks

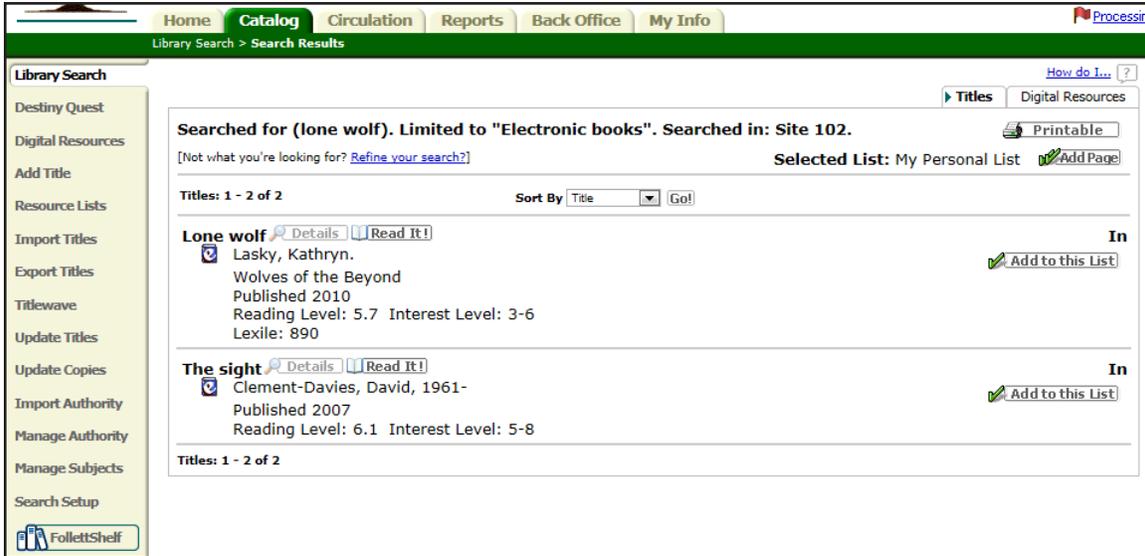
Searching for FollettShelf eBooks is the same process as searching for other library materials. The only exception is that the search results contain only FollettShelf eBooks owned by the site, even if you select a district from the **Location** drop-down list. Searching the district finds only district FollettShelf eBooks.

FollettShelf eBooks in search results appear slightly different from other library materials.

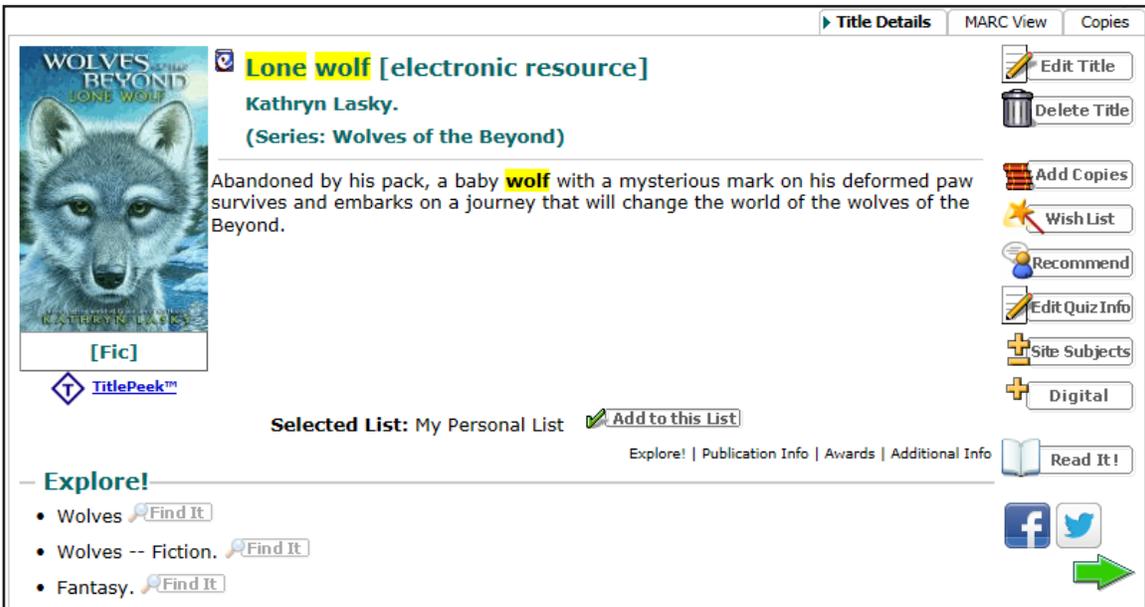
- The search results display In or Out rather than x of y available.
- Review stars and links do not appear in the search results or in the Destiny Title Details.
- Patrons can view and use the Explore links and any additional information from the MARC records on the Destiny Title Details screen.

- The Reviews subtab does not appear. Patrons can add or read reviews on FollettShelf.
- The Copies subtab does not include off-site copy information.

In a search results list, FollettShelf eBooks display two buttons: **Details** and **Read It!**.



The **Details** button takes you to the **Title Details** screen in Destiny.



Clicking the **Read It!** button takes you to the **Title Details** screen in FollettShelf and allows you to open the eBook.

Lone wolf [electronic resource]

Overview | Reviews (0) | Options

Lone wolf [electronic resource]
Lasky, Kathryn

☆☆☆☆☆ Reviews: 0
Abandoned by his pack, a baby wolf with a mysterious mark on his deformed paw survives and embarks on a journey that will change the world of the wolves of the Beyond.

Published: New York : Scholastic Press, 2010.
Format: 219 p. : ill., maps ; 22 cm.
ISBN: 978-0-545-28329-8, 0-545-28329-8.
Series: Wolves of the Beyond. Lasky, Kathryn. Wolves of the Beyond.
Subjects: [Electronic books.](#) [Fantasy fiction.](#) [Fantasy.](#) [Wolves -- Fiction.](#) [Wolves -- Juvenile fiction.](#)

Local Call Numbers:

1 of 1 available
[Checkout](#)
[Add to Wishlist](#)

[Open](#)

Circulating FollettShelf eBooks

As in previous versions, loan polices are set up in FollettShelf, not Destiny.

Reporting on FollettShelf eBooks

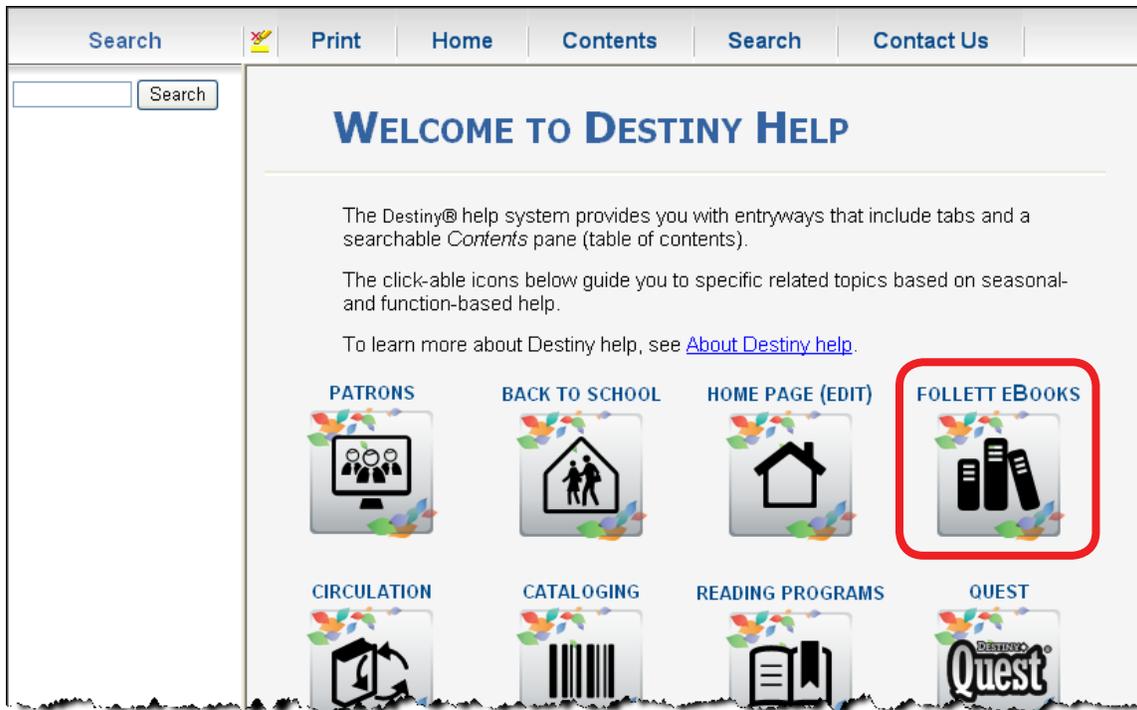
FollettShelf reports are still available by navigating to the **Reports** tab in Library Manager, then selecting the Library Reports option. Then, click the **FollettShelf** link. This opens a new window in FollettShelf with links to the FollettShelf eBook reports.

Note: The Statistics reports in Destiny do not include statistics for FollettShelf eBooks.

Enhancements in a Non-Integrated Environment

Upgrading to Destiny version 10.5

If your district upgraded from a non-integrated environment on version 10.0 or 10.1, title and copy records for FollettShelf eBooks remain in the Destiny database. If you choose to integrate, more information on the integration process can be found in the Destiny Help System. Click the **Follett eBooks** icon for integration information.



Searching for and Accessing FollettShelf eBooks

If you choose not to integrate, FollettShelf eBooks are accessible by clicking the **Details** button in the search results. Depending on the patrons' permissions, they have the option of selecting the **Read Online** button, **Check Out Online** button, or both to access the eBook. The **Download** button and the corresponding access level permission, **Check out library eBooks for self from Catalog (Download)**, were removed.

Access Level:

The Destiny Administrator can integrate FollettShelf and Destiny and the Site Administrator authorizes the connection at a particular site. When Destiny becomes integrated with FollettShelf, all patrons are configured to have access to eBooks by default.

Importance:

Destiny now supports FollettShelf eBook MARC records in the Destiny database, allowing you to catalog as you do with other library materials.

Digital Content Subscriptions

Digital Content Subscriptions

Preloaded Databases in One Search

Feature Description:

One Search allows you to perform a single search of all your online databases and many of the most common K–12 online subscription databases. In version 10.5, Destiny automatically sets up over 15 preloaded databases for customers who activate One Search for the first time.

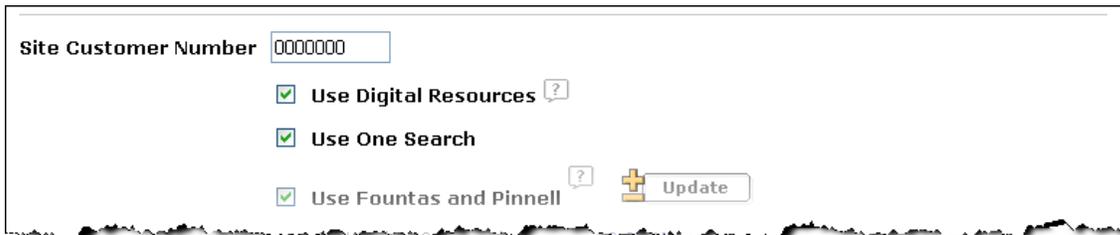
Feature Information:

Some of the preloaded databases include:

- Merriam-Webster
- CNN
- KidsClick!
- Yahoo! Kids
- Project Gutenberg

To activate One Search, the Destiny Administrator needs to complete the following steps:

1. Log in as the Destiny Administrator.
2. On the district **Welcome** screen, click the **Setup** button in the upper right corner.
3. Locate the site that will use One Search, and click its **Edit** icon.
4. Confirm that the site's customer number is correct.
5. Select the **Use One Search** checkbox.
6. Click **Save**.

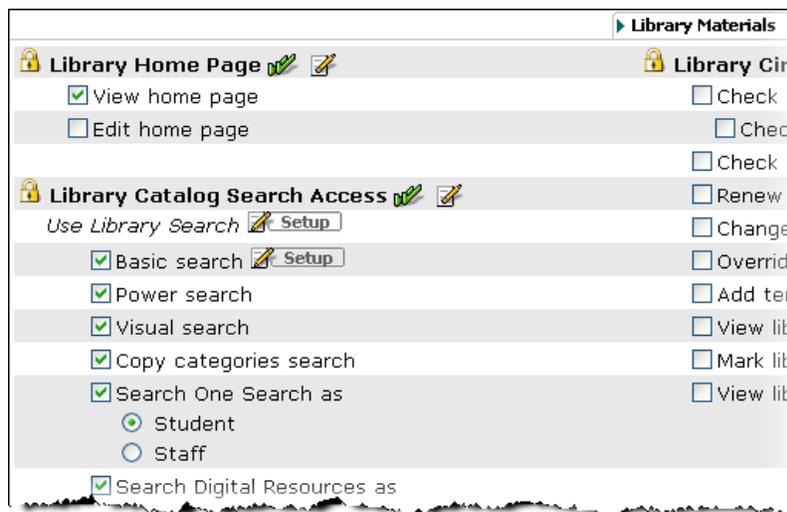


Once the Destiny Administrator activates One Search at the district level, the Site Administrator needs to complete the following steps to activate the service at the site level:

1. Click the **Back Office** tab.
2. Click the **Site Configuration** option.
3. Click the **Site Info** subtab.
4. Confirm that the site customer number is correct.
5. Click the **Use One Search** checkbox.
6. Click **Save**.

Once One Search is activated at the district and site level, the Site Administrator needs to edit the access level permissions to allow patron access to One Search:

1. Navigate to the **Back Office** tab, **Access Levels** option.
2. Click the **Edit** icon next to the access level you wish to give access to One Search.
3. On the **Library Materials** subtab, under the **Library Catalog Search Access** section, select the **Search One Search as** option. Select if you would like the access level to search as **Student** or **Staff**.
4. Click **Save** to save this setup.



Once the Destiny and Site Administrators have activated One Search and set up access level permissions, patrons will be able to search the preloaded databases. Destiny automatically searches One Search databases when patrons perform a Basic search in Destiny Classic or a Basic or Advanced Search in Destiny Quest. To search One Search databases in a Destiny Classic Power search, you must select the **Include Online Resources** option at the bottom of the **Library Search** screen. One Search search results display on the **One Search** subtab on the **Search Results** screen.

Note: For more information on activating, setting up, and searching with One Search, please review the eLearnings available on the Follett Software Company Customer Portal.

Access Level:

The Site Administrator must activate One Search access.

Permission:

Search One Search as: Student or Staff

Importance:

The preloaded databases allow you to give your patrons convenient access to K-12 focused online databases within Destiny Library Manager.

Digital Content Subscriptions

Lexiles Added to WebPath Express

Feature Description:

WebPath Express websites now have Lexile measures associated with them, and a new limiter allows you to search by Lexile measure ranges.

Feature Information:

To view the Lexile measure associated with WebPath Express websites or to filter by Lexile measure, follow these steps:

1. You can view WebPath Express search results two ways:
 - Search WebPath Express directly by clicking on the **Catalog** tab, **WebPath Express** option and conducting a search.
 - Conduct a Library Search, then view WebPath Express results on the **Web Sites** subtab of the **Search Results** screen.

The Lexile measures of the WebPath Express websites appear in the search results.

Note: Some websites may not have an associated Lexile measure.

[How the Titanic Worked](#) Grade Level:

Learn all about the Titanic in an in-depth article that contains many multimedia items. The article discusses the construction and components of the Titanic and its design. It examines the passengers who were on board and the many problems the Titanic was found to have had. You will find the incredible story of the night the ship sank, which includes the escape and the aftermath. Along with all of this information you will also find videos, an image gallery, and many related links.

Topic: Shipwrecks, Titanic (Steamship) **Language:** English **Lexile:** 1130

URL: <http://adventure.howstuffworks.com>

[RMS Titanic, Inc.](#) Grade Level:

Rmstitanic.net provides this interesting web page all about the ship, RMS Titanic. Many links to interesting facts are provided. The Ship link yields fantastic information as well as original black and white photography of the Titanic. Categories of photographs are presented, organized by the various decks of the ship. Selecting a specific deck yields photographs and text explaining what was on that deck. You can even see photographs of the engine and boiler rooms! Fascinating information here!

Topic: Shipwrecks, Titanic (Steamship) **Language:** English **Lexile:** 1150

URL: <http://www.rmstitanic.net>

2. To filter the search results by a specific Lexile measure, select a Lexile range from the **Lexile** drop-down list.

WebPath Express results for (Titanic) [\[Refine your search?\]](#) [Additional filters](#)

Topic: All topics **Grade level:** All grades **Domain:** All domains **Go!**

Format: All format types **Source:** All source types **Language:** All languages

Lexile: All lexile measures Selected List: My Personal List

Displaying: 1 - 25 of 223

- All lexile measures
- BR-190
- 400-590
- 600-790
- 800-990
- 1000-1190
- 1200-1390
- 1400-1590
- 1600-4000

1 2 3 4 5 9 [Show All](#) |

Access Level:

All access levels have access to this feature by default if WebPath Express is enabled.

Permission:

Search WebPath Express**Importance:**

Lexile measures in WebPath Express allow you to search easily for websites that match students' reading and comprehension levels.

Destiny Textbook Manager

Textbook Manager

Dashboard

Feature Description:

The **Dashboard** tab allows users with appropriate access level permissions to view six common reports:

- Textbook Checkout Summary
- Textbook Collection Value
- Textbook Condition
- Textbook Inventory Change Analysis
- Textbook Status
- Textbook Value by Status

After you configure the Dashboard to display the reports you select, full-color graphical representations or text versions of the reports appear immediately upon login. Additionally, you can integrate Textbook Manager's Dashboard with Destiny Asset Manager if you have both products. See the Asset Manager Dashboard feature for more information.

The type of display for some reports depends on whether users view the site version or the district version of the Dashboard. In the site version, Textbook Checkout Summary and Textbook Collection Value reports appear as text, while in the district version, these reports display as bar graphs and include site names. The Textbook Condition and Textbook Status display as pie charts in both the site and district version.

Feature Information:

To configure the Dashboard:

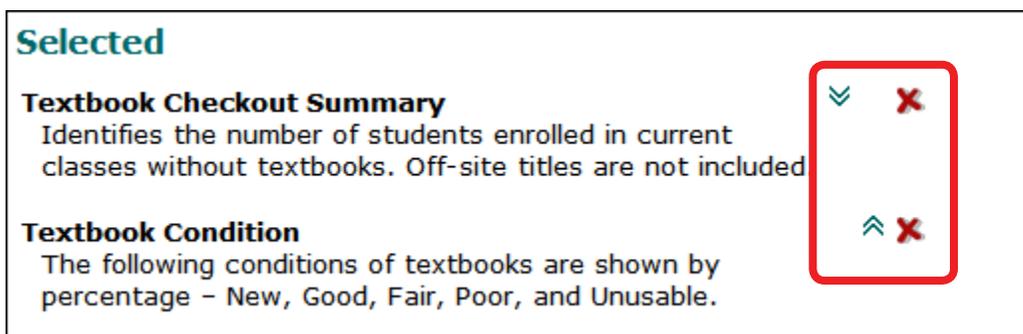
1. Navigate to the **Dashboard** tab.
2. Click the **Configure** button.
3. Click the **Add** button for each report you wish to display on the Dashboard.
4. Click the **Save** button to save the changes made to the Dashboard.

Available

Textbook Collection Value	Identifies the value of your textbook collection. The textbook replacement price is used to calculate the textbook collection value.	 <input type="button" value="Add"/>
Textbook Inventory Change Analysis	Identifies the value of textbook inventory levels caused by copies that were added, transferred in, transferred out, deleted, lost (circulation), lost (inventory), and found in the current statistical year. Replacement price is used to calculate values.	 <input type="button" value="Add"/>
Textbook Status	The status of textbooks are shown by percentage - Available, Checked Out, Lost, and Out for Repair.	 <input type="button" value="Add"/>
Textbook Value by Status	The replacement price value of textbooks are shown by status - Available, Checked Out, Lost, and Out for Repair. Your collection value totals will only reflect items with a recorded replacement price.	 <input type="button" value="Add"/>

To arrange the order of reports on the Dashboard:

1. Navigate to the **Dashboard** tab.
2. Click the **Configure** button.
3. Click the **Move** icons accompanying each report to arrange its position in the Dashboard display. Clicking the up blue arrow moves a report up one on the list, while clicking the down blue arrow moves the report down one on the list. The **Item Position** legend shows the arrangement of the reports on the Dashboard.
4. Click the red **X** remove icon to remove a report from the Dashboard.
5. Click the **Save** button to save the Dashboard changes.



To magnify the graphics or to refresh the Dashboard report data:

1. Navigate to the **Dashboard** tab.
2. Click the **Magnify** icon next to the graphic you wish to enlarge. The magnified version displays in a new window.
3. To update a report's data, click the report's **Refresh data** icon. Under the data display, the date and time of the last update appears.

Access Level:

The Destiny Administrator, District Textbook Administrator, Site Administrator, and Textbook Administrator have access to the Dashboard by default.

Permissions:

Display Textbook Dashboard

Importance:

The Dashboard provides the most current data on the value and status of the district's or site's entire textbook collection. This information is invaluable to ensure the district is properly budgeting for and maintaining its textbook collection.

Textbook Manager

Warehouse

Feature Description:

Districts with a stand-alone warehouse that acts as a textbook repository can now set up the warehouse site in Textbook Manager. This licensed site acts as a true warehouse. The warehouse site cannot circulate materials or manage patrons, but it can manage orders from specific schools, create picklists, and arrange shipments from its stock.

Feature Information:

Districts can acquire the district warehouse in two ways: by converting an existing, Textbook Manager-only site license or purchasing a new site license. As the warehouse is designed to operate as a true warehouse, converting an existing, Textbook Manager-only site deletes all the existing site's patron, checkout, fine, hold, reserve, and class information. While the warehouse has no circulation or patron management options, several features in the warehouse maximize the efficient storing, locating, and shipping/receiving of textbooks. Please speak with your sales representative if you want to acquire a district warehouse license.

Textbook ordering is a very simple, five-step process:

- Sites order textbooks from the warehouse. Each site can only have one active, unsent, or unapproved order at a time to avoid overloading the warehouse with orders.

New Order

* Name <input style="width: 90%;" type="text"/>	Email <input style="width: 90%;" type="text"/>	 Save & Send
* Phone Number <input style="width: 90%;" type="text"/>	Ship After <input style="width: 80%;" type="text"/> 	 Save
Fax <input style="width: 90%;" type="text"/> <small>* = Required</small>	Note <input style="width: 90%; height: 20px;" type="text"/>	 Cancel

Select Titles to Order

Search for Titles: Find in All 

- The warehouse can review, revive (send back to site for corrections), approve, or deny an order from a site.

Submitted Order for West Middle School

 [Add Note](#)

Name WMS - Admin **Email**
Phone Number 815-555-5555 **Ship After**
Fax

- After approving an order, the warehouse can create a picklist with details about the site, order number, and required shipping date, as well as the bin location, title, ISBN, and number of textbooks.

Order Pick List

Site: South Middle School **Order #:** RS12000000 **Phone:** 815-555-5555
Ship After: **Created By:** SMS Admin **Fax:**
Route #: _____ **Date:** 8/16/2012 **Email:**

Bin Location	Quantity	Title	ISBN	Replacement Price	Extended Price
C-25	3	Language Network (2nd Printing Or Later) 7	0-395-96737-6	\$70.10	\$210.30
D-15	5	Language Network 8	0-395-96738-4	\$70.10	\$350.50
Total Price:					\$560.80

boxes: _____ **Order filled by:** _____

- Once the warehouse collects the textbooks, it can create a shipment by barcode or copy count in Destiny Textbook Manager. When it has created the shipment, ownership of the textbooks transfers immediately to the site and the warehouse can then package and ship the order to the site.

Order Details for West Middle School

Order #: RS12000001

 [Add Note](#)

Name WMS	Email	<input type="button" value="Close"/>
Phone Number 815-555-5565	Ship After	
Fax		 <input type="button" value="Shipments"/>

Titles

Title Price / Adoption Year	State / Textbook ID Publisher	Requested	Ordered	Shipped	Received
 Prentice Hall Mathematics {Tx} Course 2 \$52.87	Prentice Hall	9	9	9	0

- Sites receive the textbooks, either with or without barcodes.

Receive Textbook Copies by Barcode

Create a barcode list

-- Barcodes --

OR...

Select a barcode file



In addition to its shipping and receiving features, the warehouse can search the district database for textbook titles and add titles to the database. To ensure quick location of textbooks in the warehouse, the warehouse can indicate bin locations in title records it creates.

Publisher Name -- Undefined -- ?

Catalog # ?

Vendor Name -- Undefined -- ?

Catalog # ?

Replacement Price ?

Bin Location

Note

* = Required Field

Access Level:

The Destiny Administrator, District Textbook Administrator, Site Administrator, and Textbook Administrator have access to this feature by default.

Permissions:

**Transfer/Receive Textbooks > Receive textbook copies without barcodes
Order Textbooks**

Importance:

The warehouse site feature allows districts with stand-alone textbook repositories to streamline the transfer of textbooks to and from schools as well as track and store textbooks efficiently. This efficiency and organization helps reduce money spent on over-purchasing textbooks by redistributing textbooks across the district as necessary.

Textbook Manager

Assignment of Digital Resources

Feature Description:

To provide students with real-world experience working with digital content, Textbook Manager now supports digital resources, such as eTextbooks. Digital resources are handled very similarly to physical textbooks in Textbook Manager. Manage your eTextbooks in Textbook Manager by adding titles and copies, checking out to patrons for a specific loan period, and transferring copies between sites.

Feature Information:

To add an eTextbook title record:

1. Navigate to the **Catalog** tab, **Add Textbook** option.
2. Conduct a search for the title to ensure you do not duplicate title records. From the **Find** drop-down list, select **Electronic books** to help narrow your search.
3. If Textbook Manager does not locate the title, click the **Add the Title** hyperlink to reach the **Add Textbook** screen.
4. On the **Text Info** subtab, from the **Instructional Classification** drop-down list, select **Digital Material (never barcode)**, and from the **Material Type** drop-down list, select **Electronic Book (eBook)**.
5. Complete as many other fields as possible.
6. Click **Save Title**.

The screenshot shows the 'Add Textbook' form with the following fields and values:

- * Title:** [Empty text box]
- Authors:** [Empty text box]
- Edition:** [Empty text box]
- Copyright:** [Empty text box]
- ISBN:** [Empty text box] with an **Add ISBN** button.
- Instructional Classification:** Dropdown menu set to **Digital Material (never barcode)**, with an **Other...** button.
- Subject:** Dropdown menu set to **-- Undefined --**, with an **Other...** button.
- Material Type:** Dropdown menu set to **Electronic Book (eBook)**.
- Default Budget Category:** Dropdown menu set to **-- Undefined --**, with an **Other...** button.
- Course ID:** [Empty text box]

To add eTextbook copies:

1. Navigate to the **Catalog** tab, **Textbook Search** option.
2. Search for the eTextbook title for which you wish to add copies.
3. In the search results, click the **Details** button next to the appropriate eTextbook title. Electronic books have an eBook icon.
4. Click the **Add Copies** button.
5. Enter the appropriate number of licenses, or select **Unlimited** if you purchased an unlimited use license.
6. Click the **Save Copies** button.

Math 54
Digital Material (never barcode)

*Number of Copies Unlimited

Budget Category

Purchase Price

Purchase Order Number

Status Available * = Required Field

To allow access to digital resources:

1. Navigate to the **Catalog** tab, **Textbook Search** option.
2. Search for the eTextbook title for which you wish to add copies.
3. In the search results, click the **Details** button next to the appropriate title.
4. Click the **Digital** button.
5. Enter an identifying name in the **Digital Content Name** field. The Digital Content Name is how a patron will identify the digital resource when it is checked out to the patron.
6. Choose an applicable file of the content to upload or enter a link to the digital content. Repeat this step as many times as necessary to add all desired content.
7. Check the checkbox if you want to allow patrons to have access to checked-out digital content in the **My Info** tab.

Note: The Resource URL field in the title record has been removed. If you entered links in the Resource URL field, they are converted automatically when you upgrade to v10.5. Now they appear on the **Add Digital Content** page.

To circulate digital content:

1. Navigate to the **Circulation** tab, **Check Out Text** option, **To Patron** subtab.
2. Conduct a search for the patron. Scan or type the patron's barcode or type the patron's last name in the **Find** field, and click **Find Patron**.
3. In the search results, click on the name of the patron who wishes to check out the eTextbook.
4. Search for digital content by title (they do not have barcodes) by typing the title in the **Find** field and clicking **Find Copy**.
5. In the search results, click the title of the digital content or the **Check Out** button next to the title. The eTextbook now appears in the Checked Out section.

Note: You can only check out eTextbooks through the To Patron option, not through the By Class or To Teacher options.

To check-in digital content early:

1. Navigate to the **Back Office** tab, **Manage Patrons** option.
2. Scan or type the patron's barcode or type the patron's last name in the **Find** field, and click **Search**.
3. On the **Manage Patrons** screen, click the **Patron Status** button.
4. Click the **Check In** button next to the appropriate eTextbook.

Earnest Chi Acton [Student] [Edit Patron](#)

Barcode 2010401010 [Print Label](#)

Status Active

Gender Male

Card Expires 7/31/2016

Grad Year 2016

Birthdate 4/13/1997

District ID 0101040102

Nickname

Grade Level 8

Homeroom Ms. Miller

User Defined 3

Primary Language 4

Lexile Measure 871L

Acceptable Use Policy on File? No

Items Out [View History](#)

Textbooks

Due Date	Title	Price	Checked Out	
7/31/2013	Earth Science Honors for Middle School		8/16/2012	Check In

Fines [Add Fine](#) [View History](#)

There are no fines for this patron.

Access Level:

The Site Administrator, Textbook Administrator, and District Textbook Cataloger have access to this feature by default.

Permissions:

Manage textbooks > Add

Manage textbooks > Set up Digital Resources for textbooks

Manage textbook copies > Add

Importance:

Digital resources are integral to providing students with a meaningful educational experience in an increasingly digital world. ETextbooks are a great way to reduce textbook replacement costs and, at the same time, help districts make the transition to a more digital environment

Destiny Asset Manager

Asset Manager

Dashboard

Feature Description:

The Dashboard tab allows users with appropriate access level permissions to view six common reports:

- Asset Status
- Asset Value
- Asset Value by Funding Source
- Asset Value by Status
- Asset Value of Lost Items
- Asset Value of Stolen Items

You can refresh reports as desired to view the most up-to-date information on your collection. The type of display for some reports depends on whether you view the site version or the district version of the Dashboard. In the site version, Asset Value, Asset Value of Lost Items, and Asset Value of Stolen Items reports appear as text, while in the district version these reports display as bar graphs and include site names. The Asset Status pie chart is the same in both versions.

Additionally, you can integrate Asset Manager's Dashboard with Destiny Textbook Manager if you have both products. See the Textbook Manager Dashboard feature for more information.

Feature Information:

To configure the Dashboard:

1. Navigate to the **Dashboard** tab.
2. Click the **Configure** button.



3. Click the **Add** button for each report you want to display on the Dashboard.
4. You can configure the **Dashboard** tab to display the reports you select in any order. Click the **Move** icons accompanying each report to arrange its position in the Dashboard display. Clicking the up blue arrow moves a report up one on the list, while clicking the down blue arrow moves the report down one on the list. The **Item Position** legend shows the arrangement of the reports on the Dashboard.

5. Click the red **X** remove icon to remove a report from the Dashboard.
6. Click the **Save** button to save the Dashboard changes.

Selected

Asset Status ⌵ ✖

The status of asset items are shown by percentage - Approved for Disposal, Available, Available for Parts, Checked Out, In Transit, In Use, Lost, No Longer in Use, Out for Repairs, Ready for Disposal, Retired, Returned to Vendor, and Stolen. Save
✖ Cancel

Asset Value ⌵ ⌶ ✖

Identifies the value of your asset collection. The non-depreciated purchase price is used to calculate the asset collection value.

Asset Value by Funding Source ⌶ ✖

Identifies the value of your asset collection by funding source based on purchase price.

Item Position

1	2
3	4
5	6
7	8

Available

Asset Value by Status +

The purchase price value of asset items are shown by status - Approved for Disposal, Available, Available for Parts, Checked Out, In Transit, In Use, Lost, No Longer in Use, Out for Repairs, Ready for Disposal, Retired, Returned to Vendor, and Stolen. Add

Asset Value of Lost Items +

The purchase price is used to calculate the value of each lost asset item. Add

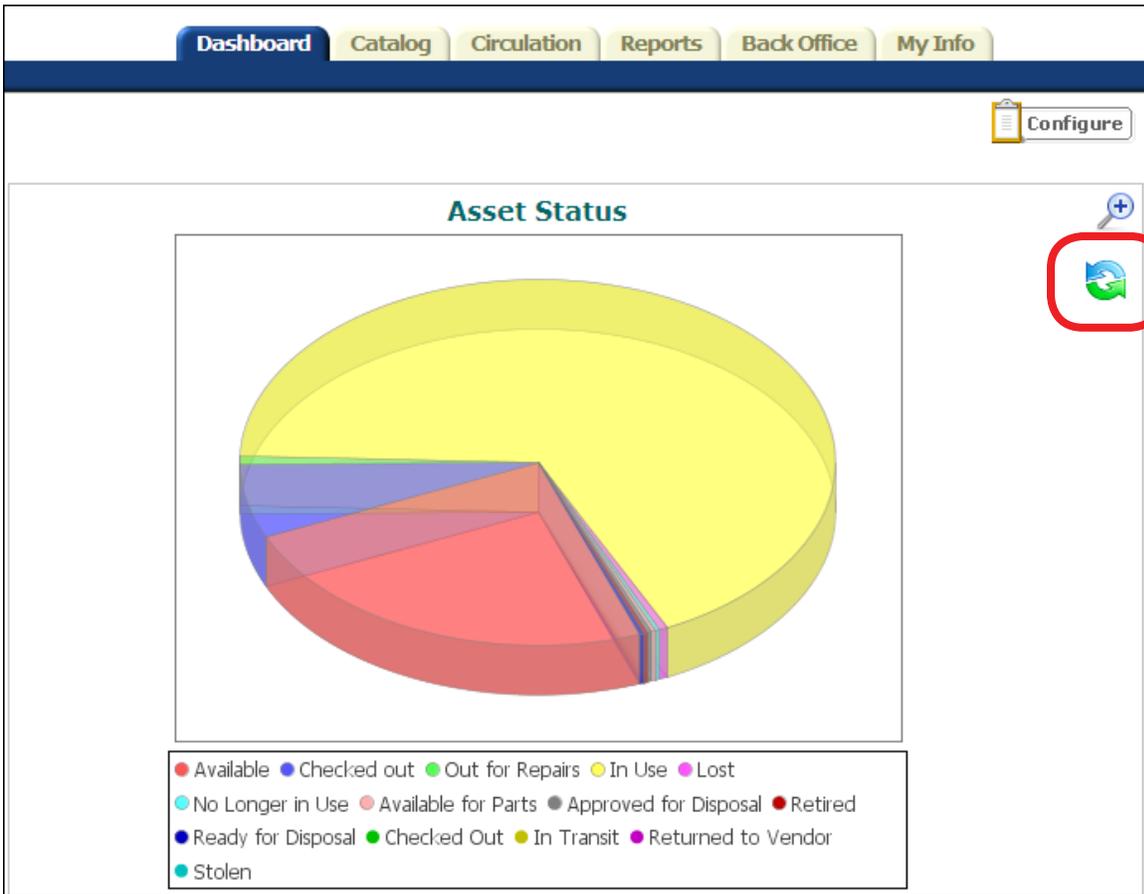
Asset Value of Stolen Items +

The purchase price is used to calculate the value of each stolen asset item. Add

To magnify the graphic display or to refresh the Dashboard report data:

1. Navigate to the **Dashboard** tab.
2. Click the **Magnify** icon next to the graphic you wish to enlarge. The magnified version displays in a new window.

3. To update a report's data, click the report's **Refresh data** icon.



Access Level:

The Destiny Administrator, Site Administrator, and Asset Administrator have default access to this feature.

Permission:

Display Asset Dashboard

Importance:

The Dashboard provides the most current data on the value and status of your entire asset collection. This information is invaluable to ensure the district is properly budgeting for and maintaining its asset collection.

Asset Manager

Limit by Asset Group

Feature Description:

Administrators can limit users' view to certain sections of the asset hierarchy by using the Asset Groups feature.

Feature Information:

The Site Administrator or Destiny Administrator defines the Asset Groups in Access Levels.

Once defined, the Administrator assigns patrons to the Asset Groups. Their existing add/edit/delete permissions control what patrons can do with the portion(s) of the hierarchy that they can view.

This limited view applies throughout Asset Manager. That is, once a user who belongs to a limited group logs in, every page in Asset Manager displays only the assets he or she has access to.

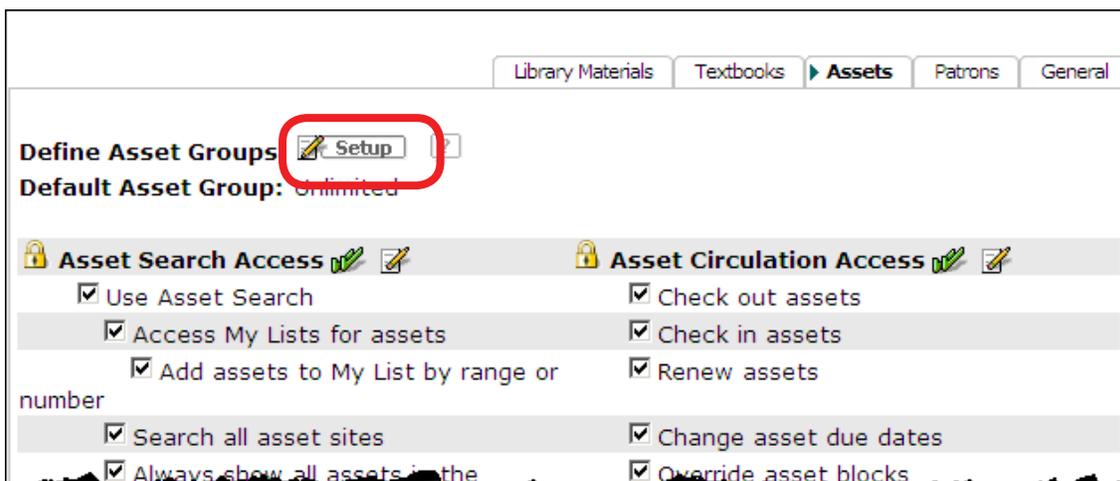
- By default, everyone belongs to the Unlimited group.
- The Site Administrator belongs to the Unlimited Group.
- District users, when in the District view, belong to the Unlimited Group. When logged in to a site, they belong to the group to which they've been assigned in Edit District User.

Note: Follett highly recommends that you do not delete the Unlimited group.

The Patron Import Converter, Edit District User, Manage Patrons, and Update Patrons' Individual/ Batch/Global Updates have all been modified to support this feature.

If an access level should only be able to manage, search, or circulate specific asset types, you can define an asset group. To define an asset group:

1. Navigate to the **Back Office** tab, **Access Levels** option.
2. Click the **Access Level** button to add a new access level or click the **Edit** icon adjacent to an existing access level.
3. Ensure you are on the **Assets** subtab.
4. Click the **Setup** button adjacent to **Define Asset Groups**.



5. Click the **Asset Group** button to add a new group, or click the edit icon adjacent to a group name to update an existing group.

The screenshot shows a web form titled "Site Information". The form contains several fields:

- * Barcode: 21104060878
- Patron Type: Faculty (dropdown)
- Access Level: Teacher (dropdown)
- Asset Group: Unlimited (dropdown, highlighted with a red box)
- Status: Active (dropdown)
- Card Expires: (empty text field)
- Homeroom: Mr. Gonzales (dropdown) with an "Other..." button

 To the right of the form, there are several labels: "User Define", "User Define", "User Define", "Primary Language", "Lexile Meas", and "Acceptable Use Po".

6. Enter an appropriate name into the **Asset Group** field, if adding a new asset group.

Important: If you use the Patron Import Converter, before you start naming asset groups, determine how you will map the new Asset Group field to a field in your CSV file. For example, if you have the faculty/staff department name in the CSV file, create an asset group with the same department name, and then map it in the Converter. You must also map—or have mapped—access levels; without an access level, the asset group has no meaning. The Converter cannot determine whether an asset group has been defined for a particular access level. The upload cannot create asset groups.

7. Check the **Make this the default** box if you want the group to be the default for this access level.
8. To select specific asset types, either click the **View** checkbox adjacent to an asset type or use the **Select All** and **Clear All** buttons to select or deselect a group of asset types.
9. After you have selected all appropriate asset types, click **Save**.

An asset group is only available to the one access level for which it was created. Access levels do not share asset groups. For example, for the Teacher Access Level, you may want to create asset groups to align with departments, creating the Music asset group for music teachers to manage band equipment, or Science for science teachers to manage lab equipment. But if you also want the Staff access level to have Music and Science asset groups, you must create those asset groups within the Staff access level as well.

Evaluate the patrons who belong to each access level, and then assign them to the appropriate asset group. Continuing the above example, you must edit each music teacher's patron record, assigning him or her to the Music asset group.

To assign a specific asset group to an individual patron record:

1. Locate the patron record and select the **Edit** or **Edit Patron** button (depending on the method you used to locate the patron).
2. Select an **Asset Group** from the drop-down list.
3. Make any other necessary changes and click the **Save** button to save all changes to the patron's record.

Site Information

* Barcode

Patron Type

Access Level

Status

Card Expires

Homeroom

User Defined 1

User Defined 2

User Defined 3

Primary Language

Lexile Measure

Acceptable Use Policy on File? Yes

It's possible to assign an asset group to multiple patron records at once through the **Back Office** tab, **Update Patrons** option, **Update** subtab. Choose from the following options:

- **Based on Individual patron**
- **Based on Barcode list or file**
- **Based on Global criteria**
- **Based on List of patrons**
- **For every patron At** (District level user chooses specific site)

Access Level:

The Destiny Administrator and Site Administrator have this permission by default.

Permission:

Define Asset Group

Importance:

Districts can now limit a department or a group to have access only to specified department or group data.

Asset Manager

Asset Import Converter

Feature Description:

The Asset Import Converter allows you to integrate third-party software such as financial packages and network detection to help you easily import and update asset data in Asset Manager.

Feature Information:

The availability of three new features improves the asset conversion/import process:

- Updating custodians (previously, you could not convert and import custodians)
- Matching asset and item
- Scheduling an import

Access Level:

The Destiny Administrator and District Assets Manager have this permission by default.

Permission:

Import assets/items

Importance:

This feature helps you import and update asset data more easily.

Asset Manager

Date Acquired Search Limiter

Feature Description:

The Power search in Asset Manager now has a Date Acquired limiter.

Feature Information:

You can limit your asset search by Date Acquired, which is a date range. For example: to find all assets added in August, search by **Date Acquired** and choose August 1 to August 31. All limiters are stand-alone, meaning you can use one, two, three, or all the limiters for your search, and you do not need to choose any search fields from the top of the screen.

The screenshot shows the 'Search for Assets and Items' interface. At the top, there are tabs for 'Search', 'Browse Assets', and 'Item Categories'. Below this, the search criteria are defined:

- Find all:** A dropdown menu set to 'Assets'.
- Where Asset:** A dropdown set to 'Displayable Name', a 'Contains' operator, and an empty text input field.
- Look in:** A dropdown menu set to 'South Middle School'.

Below these are the search buttons: a magnifying glass icon with 'Search' and a pencil icon with 'Clear'.

The section titled 'Limit your search for assets...' contains several filters:

- Home Location:** A dropdown menu set to '-- All --'.
- Custodian:** A dropdown menu set to 'All Custodians' with a '+ Select' button.
- Funding Source:** A dropdown menu set to '-- All --'.
- Department:** A dropdown menu set to '-- All --'.
- Purchase Price:** A dropdown menu set to 'Greater than or equal to' followed by an empty text input field.
- Date Acquired:** Two empty text input fields separated by 'to', each with a calendar icon.

A magnifying glass icon with 'Search' is located at the bottom right of the filter section.

Access Level:

The Destiny Administrator, District Assets Manager, Site Administrator, Asset Administrator, Staff, and Teachers have this permission by default.

Permission:

Use Asset Search

Importance:

You now have more limiters with which to search for asset descriptions and asset item records.

Asset Manager

In-Hand Transfers

Feature Description:

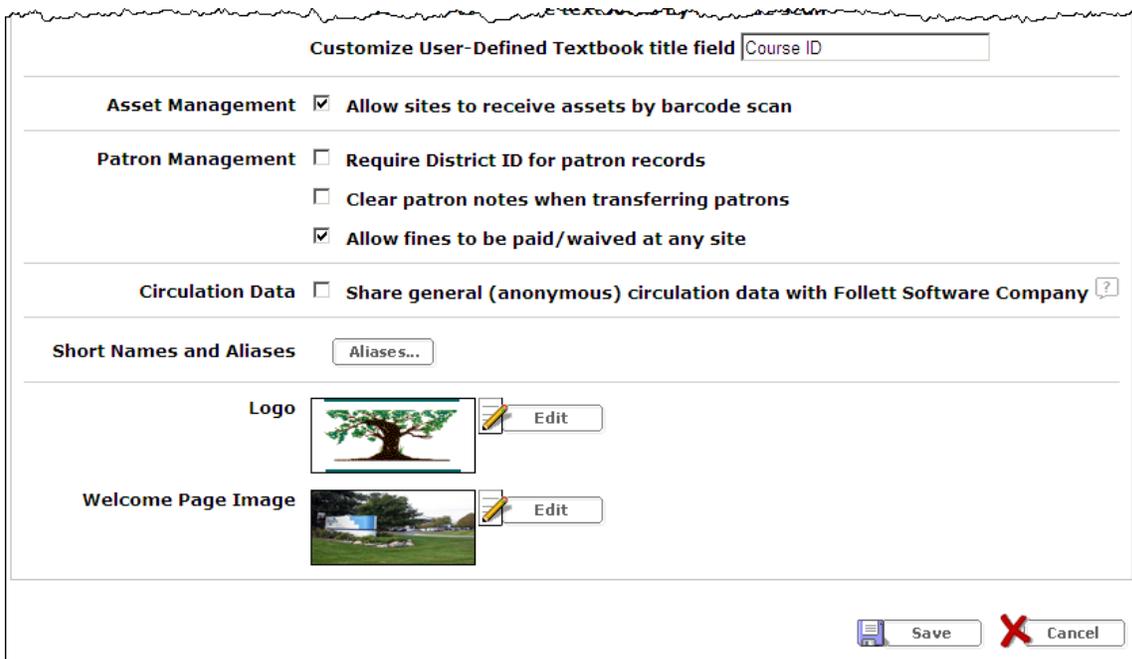
The in-hand transfers feature allows you to quickly identify and transfer items that currently do not belong to your site. When you scan an item that belongs to another site, a message appears, allowing you to transfer ownership to your site.

Feature Information:

When you receive a message alerting you that an asset item belongs to another site, you have the option to transfer the item to your current site. The message appears in the **Check In, Check Out, Asset Status, Inventory, and Asset Search, specifically Barcode Search**, features. Transferring the item also updates its **Asset History**.

This option is enabled by default upon upgrade or installation. To ensure your district allows in-hand transfers:

1. Log in as the Destiny Administrator.
2. Click the **Setup** button in the upper right corner, which opens the **Update District Sites** page.
3. Click the edit icon adjacent to the district name at the top.
4. Scroll down to the **Asset Management** section.
5. Verify that **Allow sites to receive assets by barcode scan** is selected.



Access Level:

The Destiny Administrator, Site Administrator, Asset Administrator, and Staff have this permission by default.

Permission:

Transfer assets through inventory

Note: The permissions **Transfer/Receive asset/items** and **Receive asset items without barcodes** are completely independent of in-hand transfers.

Importance:

You can now quickly transfer an asset item to your site when you scan the item's barcode.

Asset Manager

Global Update

Feature Description:

Global Update lets you search for all, or a part of, your asset collection for items containing specific information, and then replace that information. Now you can limit the global update to a certain asset type when updating item records.

Feature Information:

The Global Update feature now includes a list that allows you to select a specific asset type. The new functionality conforms to the new asset group accessibility: You can update only the assets that you have access to.

To update a certain asset group:

1. Navigate to the **Catalog** tab, **Update Assets** option, and then the **Global Update** subtab.
2. If you are a District Asset Manager, select the district or a single site from the **For** list.
3. From the **For every** drop-down list, select the asset type to update. If asset groups have been applied, you will only see the assets to which you have access.
4. From the **Whose** list, select the appropriate item field, and from the **is** drop-down list, select the information in the item record field that you want Destiny to find. These selections determine the records Destiny updates.
5. From the **Change** drop-down list, select the name of the field that you want to change in the item records.
6. From the **to** drop-down list, select the new information for the item record field.
7. If you wish to add a note to the transaction history log, enter up to 120 characters in the **Add historical note** box.
8. After making your selections, click **Update** and then **Yes** on the confirmation message.

Update Assets...

For every

Whose **is**

Change **to**

Add historical note

This process cannot be reversed. Before proceeding, you should have a current backup of your database. Your last SQL backup was on 8/15/2012 11:10 PM server time.

Access Level:

The Destiny Administrator, District Asset Manager, Site Administrator, Asset Administrator, and Staff have this existing permission by default.

Permission:

***Manage asset items* > Edit.**

Importance:

You can now select an asset type when performing a global update.

Asset Manager

Loan Policy

Feature Description:

The loan policy enhancement allows districts to have different circulation policies for patrons and for departments and locations, which provides options for better management of assets and increased accountability.

Feature Information:

You can configure loan periods for multiple patron types and, now, for departments and locations.

The subtabs in the **Back Office** tab, **Asset Policies** option have changed:

- A new **Departments/Locations** subtab allows you to designate a loan period for each asset type. The loan periods you select for each asset apply to all departments and locations and are used in **Check Out Assets: To Department** and **To Location**.
- The **Patron Types** subtab combines the former **Asset Types** and **Patron Types** subtabs and allows you to set which assets a patron type can check out and for which loan period.
- The **Loan Periods** subtab has not changed.

Asset Policies conforms to the new asset groups functionality, which means you can only assign loan periods to the assets that you have access to.

To set up asset policies:

1. Navigate to the **Back Office** tab, **Asset Policies** option.
2. Select the **Loan Periods** subtab.
3. Add or edit the loan periods as usual.
4. Select the **Departments/Locations** subtab.
5. Click **Edit**.

Asset Type	Loan Period	Save	Cancel
Assets	System Default - Days: 90		
Athletic Equipment	Inherited from Assets		
Business Machines	Inherited from Assets		
Copiers	Inherited from Business Machines		
Duplicators	Inherited from Business Machines		
Communication Equipment	Inherited from Assets		

6. Select the desired loan period for each asset type, or leave it at **Inherited from** the asset type above it in the hierarchy.
7. Click **Save** when you are done.
8. Select the **Patron Types** subtab.
9. To add a new patron type, click **Patron Type**. To edit an existing patron type, click the adjacent **Edit** icon.

Patron Type Faculty ?

Make this the default ?

Can check out...

<input checked="" type="checkbox"/> Assets ?	<input type="text" value="System Default - Days: 90"/>
<input checked="" type="checkbox"/> Athletic Equipment	<input type="text" value="Inherited from Assets"/>
<input checked="" type="checkbox"/> Business Machines ?	<input type="text" value="Inherited from Assets"/>
<input checked="" type="checkbox"/> Copiers	<input type="text" value="Inherited from Business Machines"/>
<input checked="" type="checkbox"/> Duplicators	<input type="text" value="Inherited from Business Machines"/>

10. Select the asset types this patron type can check out.
11. Select the desired loan period for each asset type or leave it at **Inherited from...**
12. Click **Save** when you are done.

Access Level:

The Destiny Administrator, Site Administrator, and Asset Administrator have this permission by default.

Permission:

Add/edit/delete asset policies

Importance:

With more schools rolling out a 1:1 initiative, ensuring that you can set different circulation policies for patrons and for departments and locations provides greater accountability for your assets.

Asset Manager

Add Item Enhancement

Feature Description:

The add item enhancement allows districts to add asset items from a barcode file or by scanning barcodes directly into Asset Manager.

Feature Information:

In addition to the **Number of items** field option, a new option to select either **List of Barcodes** or **From Barcode File** is available on the **Add Items** page. **List of Barcodes** allows you to scan in barcodes, while **From Barcode File** allows you to browse to and select a barcode file.

Assign next barcode is also a new option on the **Add Items** page; it displays the next unused barcode number in your database.

To add multiple items by scanning or importing barcodes:

1. Navigate to the **Catalog** tab.
2. Use either **Asset Search** or **Add Asset** to retrieve or create an asset record.
3. On the asset's **Items** or **Media** subtab, click **Add Items** or **Add Media**, respectively.

4. From the drop-down list, choose one of three methods for identifying the number of items you are adding:
 - **Number of Items:** Enter the quantity in the adjacent field, then either select the **Starting Barcode** option and enter the starting barcode number, or select **Assign next barcode** to have Destiny start with the next available barcode number, shown in brackets.
 - **List of Barcodes:** Place the cursor in the adjacent box that appears and scan the barcodes or type them in and click **Add**. To remove a barcode number from the list, select it and click **Remove**.
 - **From Barcode File:** If you have created a file of barcode scans, click **Browse** to locate and upload your file.
5. Enter or select the appropriate information for the other item fields.
6. Choose to print labels or add a historical note.
7. Click **Save** when you are done.

Access Level:

The Site Administrator, Asset Administrator, and Staff have this permission by default.

Permission:

Manage asset items > Add/duplicate.

Importance:

Districts can now add items from a barcode file or by scanning barcodes directly into Asset Manager. Destiny Library Manager and Destiny Textbook Manager already allow users to add items from a barcode file or by scanning barcodes so this feature also ensures consistent functioning throughout the Destiny solutions.