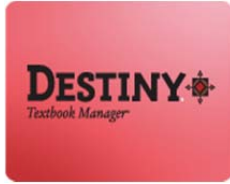


TRANSFER TEXTBOOKS FROM ONE SCHOOL TO ANOTHER







Destiny Textbook Manager™ allows users with full access to transfer Textbooks from one school to another

In this tutorial you will learn how to:





- ✱✱ Transfer textbooks

Requirements:

- ✱✱ PC or MAC
- ✱✱ A web browser such as:
 - a. *Google* Chrome 
 - b. Internet Explorer 
 - c. *Mozilla* Firefox 
 - d. Safari 
- ✱✱ Internet connection
- ✱✱ LAUSD Single-Sign on

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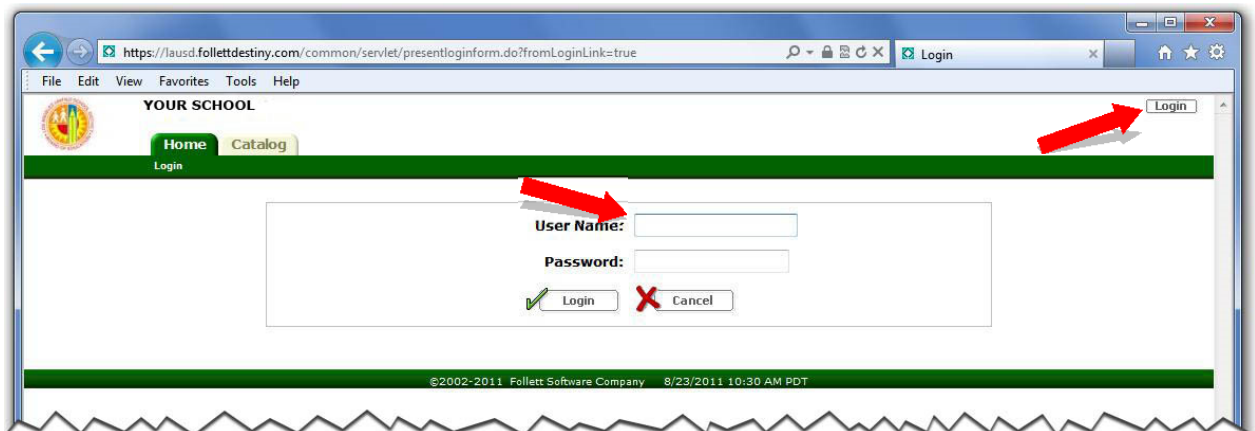
STEP 1:

1. Open a web browser
 - Google Chrome 
 - Internet Explorer 
 - Mozilla Firefox 
 - Safari 
2. In the address bar type the following URL and press the “Enter” key on the keyboard:
 - <http://lausd.follettdestiny.com>
3. To find your school do one of the following:
 - Scroll down
 - **Ctrl + F** [PC] or **⌘ + F** [MAC] and type the school name or location code and click on the link.

NOTE: Firefox search feature [PC and MAC] appears at the bottom-left-side of the browser.

STEP 2: SENDING SCHOOL

1. Click on the “Login” button located at the top-right of the browser
2. Login using your “single sign on” (SSO) as your username and password



3. Click on the “Catalog” tab
4. Click on the “Transfer Textbooks” option, then the “Upload” sub tab, and on the “To” dropdown, select the school you will be transferring the textbooks to.
5. On the “Transfer” dropdown, select “By barcode.”
6. Leave the “Order #” field blank.

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- Place your cursor in the “**Create a barcode list**” field and begin scanning the barcodes of the copies you will be transferring. (Multiple titles can be scanned in one transfer.)

NOTE: DO NOT scan too quickly, as the screen needs to refresh after each scan.

- As you scan, the barcodes you’ve scanned will be added to the list box and the number of copies you’ve scanned appears next to the box. This allows you to track your progress as you scan.
- After all copies have been scanned, click the “**Transfer**” button. You will be taken to the Job Manager screen. The transfer job will complete on its own.

Alternate to Steps 5-6: If you are transferring a large number of copies, you may want to create a file ahead of time with all the barcodes to be transferred:

- Open a text application such as Notepad (or TextEdit on Mac).
- Save the .txt file with a name associated with the transfer (*ex.: transfer_to_Marshall.txt*).
- Scan all of the barcodes to be transferred into this file and save when done.
- On the Transfer Textbooks screen in Destiny, after Step 4 above, click the “**Browse**” button next to the “**Select a barcode file**” field.
- Navigate to the barcode file you created above.
- Continue with **Step 5**.

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To initiate a transfer of unbarcoded books (consumables, etc.):

10. Repeat **Steps 3-4** above.
11. On the **“Transfer”** dropdown, select **“By copy count.”**
12. In the **“Find Textbook”** field, enter the title of the unbarcoded title you wish to transfer. (If Destiny cannot find an exact match, it may provide multiple results.)
13. A list of matches will appear. Next to each title is the # of copies available for transfer and a field to enter how many you wish to transfer. Enter the amount you are transferring and click the **“Select”** button.
14. Repeat **Steps 3-4** for all the titles you will be transferring.
15. Click the **“Transfer”** button.

The screenshot shows the 'Transfer Textbooks...' interface in a web browser. The URL is <https://lausd.follettdestiny.com/cataloging/servlet/handletransferform.do>. The page has a navigation bar with 'List All Sites', 'Catalog', 'Circulation', 'Reports', and 'Back Office'. The main content area is titled 'Transfer Textbooks...' and includes a 'To' dropdown menu set to 'Canoga Park Senior High Env/Agric Magnet'. Below this is a 'Transfer' dropdown menu set to 'by Copy Count', with a red arrow pointing to it. An 'Order #' field is also present. A search section labeled 'Find textbook title' has 'Biology' entered in the input field, with a red arrow pointing to it. Below the search, it says 'Searched for "Biology"'. There are 'Printable' and 'Transfer' buttons. A table of results is shown with columns for 'Title', 'Available to Transfer', '# to Transfer', and a 'Select' button. The first row is for 'Fundamentals of Oceanography' by Sverdrup, et al., with 13 available copies and 5 entered in the '# to Transfer' field, with a red arrow pointing to the '5'. The second row is for 'Interactive Reader for McDougal Littell Biology' with 325 available copies. The third row is for 'Study Guide for McDougal Littell Biology' with 302 available copies. At the bottom, there is a note: 'Upon transfer, ownership will be immediately changed to the receiving site.' and a 'Transfer' button with a red arrow pointing to it.

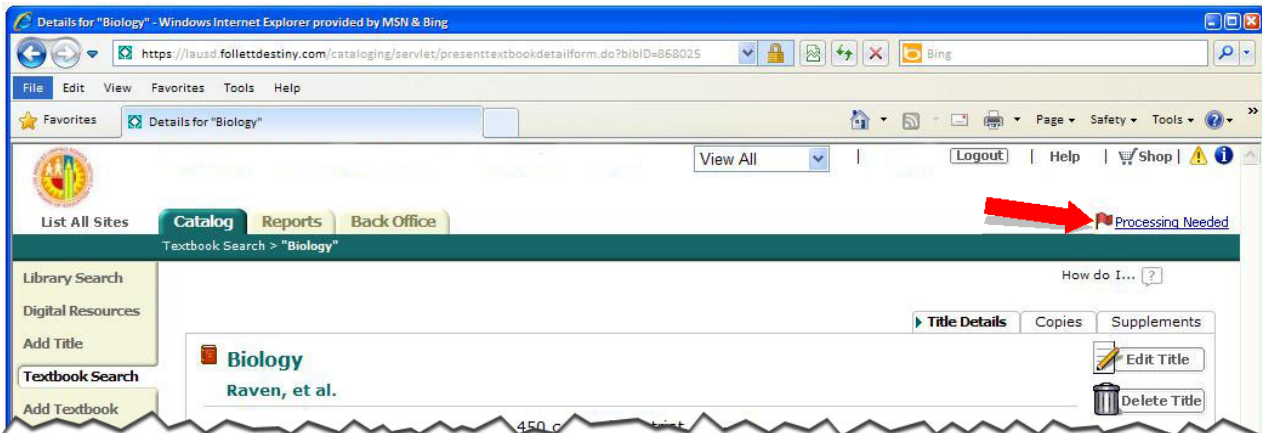
Title	Available to Transfer	# to Transfer	Select
Fundamentals of Oceanography Sverdrup, et al. ISBN: 0-07-304081-9 McGraw-Hill 2006	13	5	Select
Interactive Reader for McDougal Littell Biology McDougal Littell ISBN: 0-618-72559-8 McDougal Littell 2008	325		Select
Study Guide for McDougal Littell Biology McDougal Littell ISBN: 0-618-72560-1 McDougal Littell 2008	302		Select

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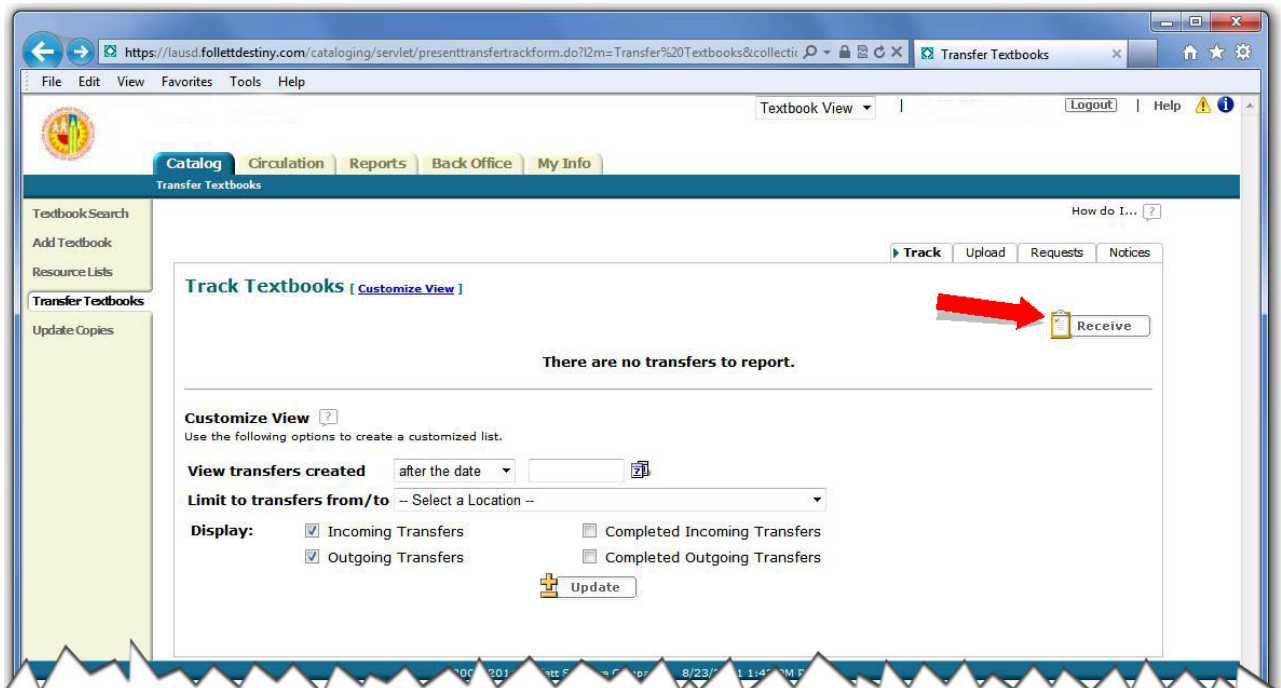
STEP 3: RECEIVING SCHOOL

To receive a transfer of barcoded books:

1. From any tab, click the **“Processing Needed”** link on the upper right of the screen. (Marked with a red flag icon). A list of incoming transfers will appear.

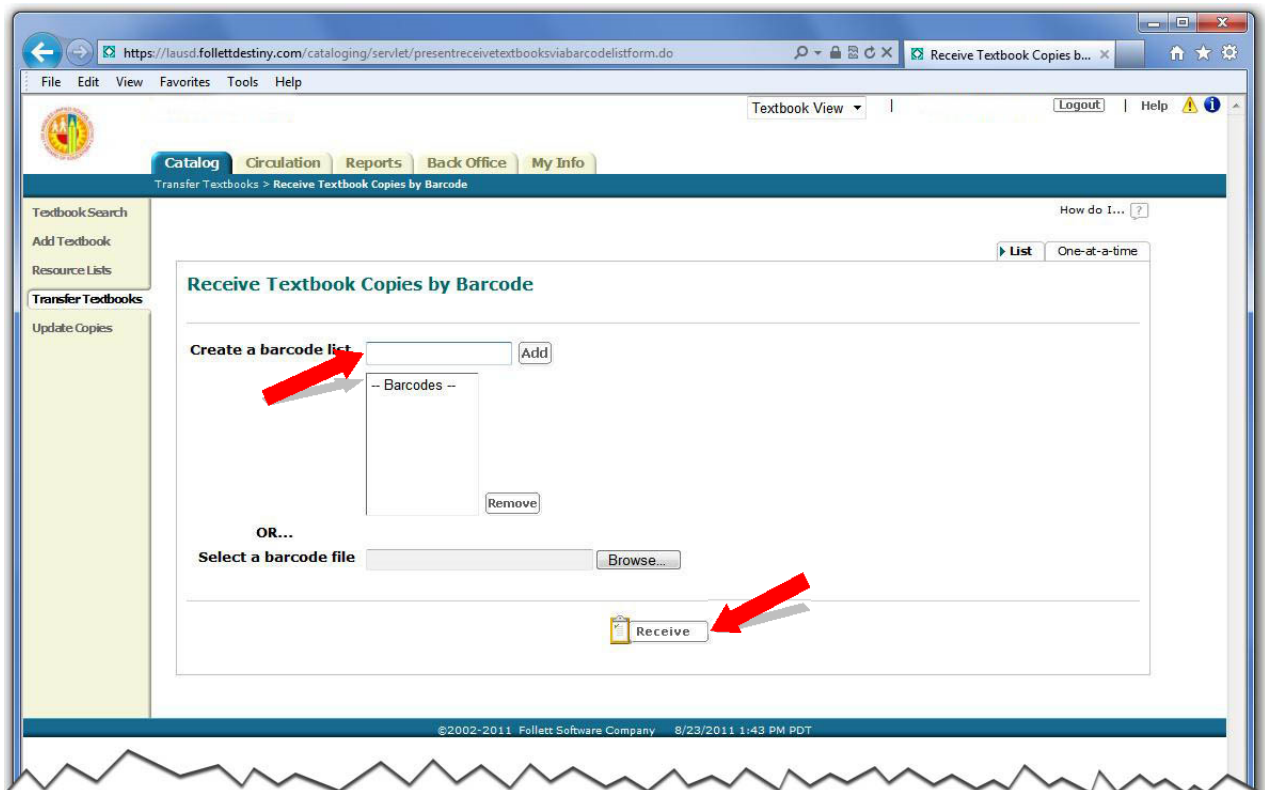


2. Click the **“Receive”** button on the right.



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3. On the “**Receive textbook copies by barcode**” screen, place your cursor in the “**Create a barcode list**” field.
4. Begin scanning the barcodes of each copy in the received shipment.
NOTE: DO NOT scan too quickly, as the screen needs to refresh after each scan.
5. As you scan, the barcodes you’ve scanned will be added to the list box and the number of copies you’ve scanned appears next to the box. This allows you to track your progress as you scan.
6. After all copies have been scanned, click the “**Receive**” button at the bottom of the screen. You will be taken to the Job Manager screen. The transfer job will complete on its own.



To receive a transfer of unbarcoded copies:

7. From any tab, click the “**Processing Needed**” link on the upper right of the screen. *(Marked with a red flag icon).* A list of incoming transfers will appear.
8. Click the “**View**” button next to the incoming transfer. *(The button looks like a pair of glasses and a piece of paper).*
9. Count all received copies to verify all were received.
10. Click the “**Receive**” button on the right. *(Marked with a green check mark).*
11. In the “**Copies to receive**” field, enter the number of copies you counted in the shipment.
12. Change the “**Barcode(s)**” dropdown to “**Receive without barcodes**”.
13. Leave the Budget Category as “**Undefined**”.
14. Click the “**Receive**” button.