

CREATE AND PRINT PATRON BARCODES BY HOMEROOM







Destiny Library Manager™ allows users with full access to create and print patron barcodes by homeroom

In this tutorial you will learn how to:

- ✪ Create and Print patron barcodes



Requirements:

- ✪ PC or MAC
- ✪ A web browser such as:
 - *Google Chrome* 
 - *Internet Explorer* 
 - *Mozilla Firefox* 
 - *Safari* 
- ✪ Internet connection
- ✪ LAUSD Single-Sign on

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STEP 1: LOGIN TO DESTINY

1. Open a web browser

- Google Chrome 
- Internet Explorer 
- Mozilla Firefox 
- Safari 

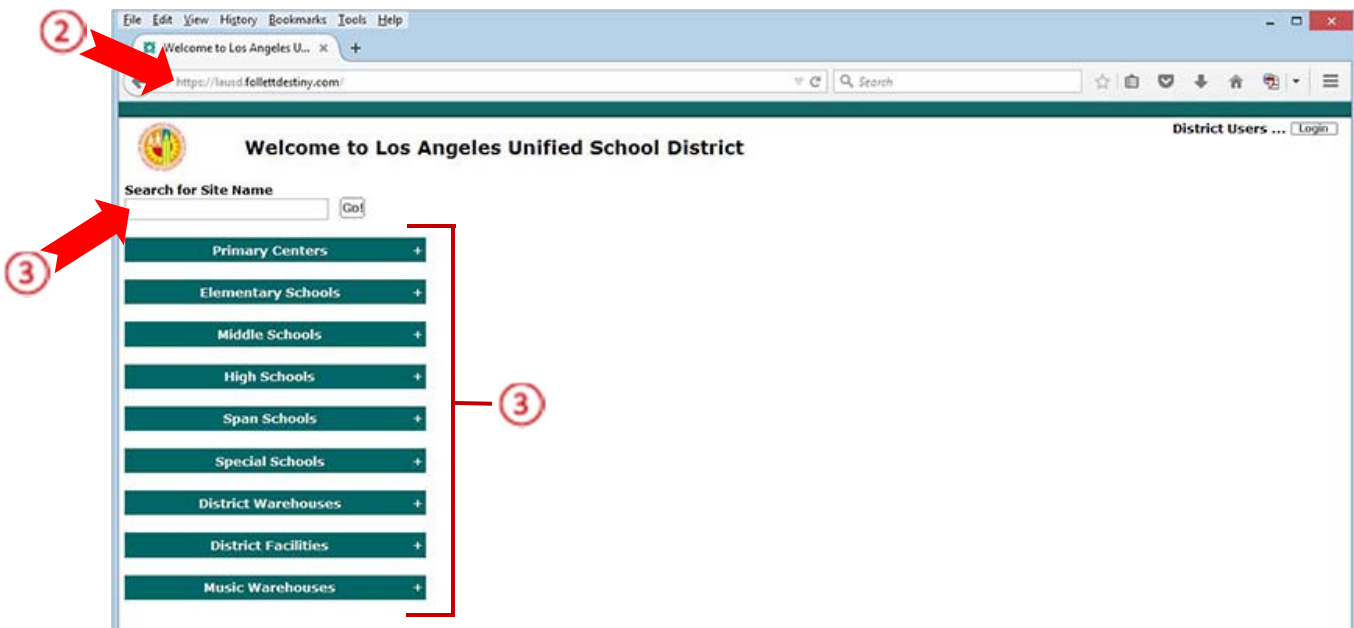
2. In the address bar, type the following URL and press the “Enter” key on the keyboard:

- <http://lausd.follettdestiny.com>

3. There are two (2) ways to find your school:

- a. In the “Search for Site Name” field, type in the name or location code of your school. Press the “Enter” key on the keyboard or click on the “Go!” button OR
- b. Click on the “Green Bar” associated to your school group (*e.g. Middle School*)

Then, find and click on your school’s link. Click the “Login” button located on the upper-right corner. Enter your LAUSD Single-Sign On (SSO) to login.



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STEP 2: CREATE AND PRINT PATRON BARCODE LABELS

1. From your school's Destiny site, click on the "Reports" tab
2. Click on the "Patron Reports" link just to the left of the screen
3. Click on the "Barcode Labels" link under the heading Labels/Cards

Patron Reports - Mozilla Firefox

File Edit View History Bookmarks Tools Help

Patron Reports

follettdestiny.com https://lausd-playground.follettdestiny.com/backoffice/servlet/presentreportsform.do?l2m=Pat

Fred Elliott Middle Librarian Library Logout | Help

Home Catalog Reports Back Office My Info

Patron Reports

My Favorites

Library Reports

Patron Reports

Report Builder

Report Manager

Circulation

[Current Checkouts/Fines](#) - Identify or send notices to the patrons with checkouts/fines. [More](#)

[Fine History](#) - View fine payments and refunds for a particular time frame. [More](#)

[Overdue Materials](#) - List overdue copies in the order they should be shelved. [More](#)

Patron Lists

[Barcode Lists](#) - Identify used and unused patron barcodes. [More](#)

[Patron Names](#) - List all your patrons. [More](#)

Statistics

[Patron Data](#) - Extract XML containing patron information. [More](#)

[Patron Statistics - Historical](#) - Examine patron circulations for a particular timeframe. [More](#)

[Patron Statistics - Summary](#) - Examine current circulation statistics. [More](#)

Cannot be run between 8:00 AM and 3:00 PM (Mon, Tue, Wed, Thu, Fri).

Labels/Cards

[Barcode Labels](#) - Create new or replacement patron barcode labels. [More](#)

[Patron ID Cards](#) - Create new or replacement patron ID cards. [More](#)

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4. Set the “Select by” field to “Patron Name” by clicking on the dropdown arrow
 - a. Leave the “From” and “To” fields blank
5. Under “Sort by” click on the second radial button then click on the dropdown arrow and select “Homeroom” and then by select “Grade Level”
6. Under “Include the following” make sure the “Barcode Number” box is checked.
7. Under “Formatted for” click the radial button “Use at circulation desk” and make sure “Start a new page for each group” is checked.
8. Click on the “Run Report” button. You will be taken to the Report Manager screen.

The screenshot shows a web browser window titled "Print Patron Barcodes - Mozilla Firefox" with the URL "https://lausd-playground.follettdestiny.com/backoffice/servlet/presentpatronlabelform.do". The page is for Fred Elliott Middle and includes a navigation menu with "Home", "Catalog", "Circulation", "Reports", "Back Office", and "My Info". The "Reports" section is active, showing "Patron Reports > Print Patron Barcodes".

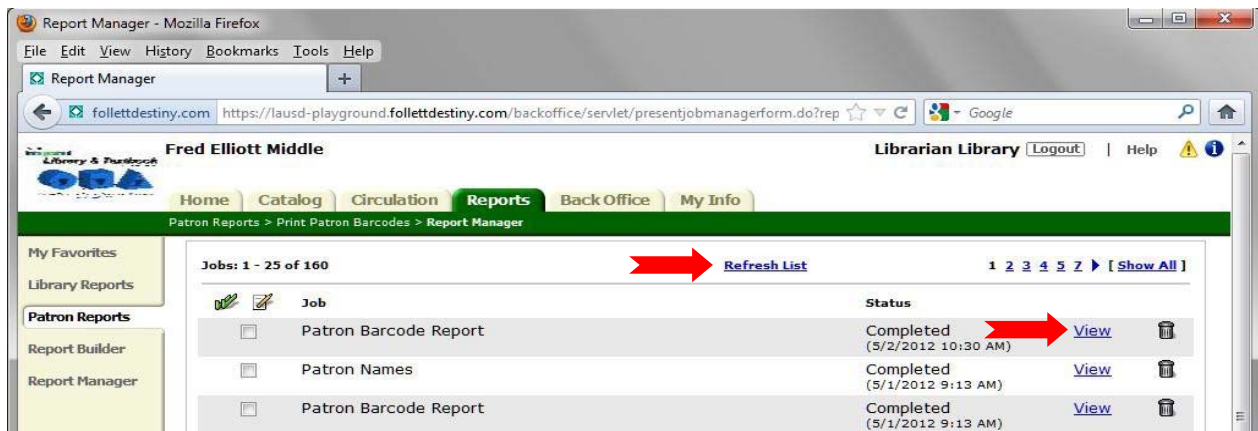
The main form is titled "Print used patron barcodes..." and includes the following fields and options:

- Select by:** A dropdown menu set to "Patron Name". A red arrow points to this dropdown.
- Sorted by:** Radio buttons for "Patron Name" and "Homeroom" (selected). A dropdown for "Homeroom" is set to "Grade Level". A red arrow points to the "Homeroom" radio button.
- Limited to patrons:** "Of these types" is set to "All Patron Types" with an "Update" button. "with these statuses" includes checkboxes for "Active", "Restricted", and "Inactive", all of which are checked.
- Include the following:** A checkbox for "Barcode number" is checked. A red arrow points to this checkbox.
- Formatted for:** Radio buttons for "Barcode labels" and "Use at the circulation desk" (selected). A red arrow points to the "Use at the circulation desk" radio button.
- Use label stock:** A dropdown menu set to "Avery white address labels (style 5160)".
- Start on label 1:** A text input field.
- Printer offset:** "Horizontal" and "Vertical" are both set to "0".
- Start a new page for each group:** A checked checkbox.
- Include Library Circulation command barcodes:** An unchecked checkbox.

Below the form, there is a note: "In addition to adjusting your printer offsets, you must also configure Adobe Reader so that your labels are properly aligned." and a link to "Troubleshooting". A red arrow points to the "Run Report" button at the bottom of the form.

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9. Click on the “Refresh List” link to see if your report has completed. Once completed, click on the “View” link to view/print the report.



The screenshot shows a web browser window titled "Report Manager - Mozilla Firefox". The address bar shows the URL: <https://lausd-playground.follettdestiny.com/backoffice/servlet/presentjobmanagerform.do?rep>. The page header includes "Fred Elliott Middle" and "Librarian Library". The navigation menu includes "Home", "Catalog", "Circulation", "Reports", "Back Office", and "My Info". The "Reports" menu is expanded, showing "Patron Reports > Print Patron Barcodes > Report Manager".

The main content area displays a table of jobs. The table has columns for "Job" and "Status". A red arrow points to the "Refresh List" link above the table. Another red arrow points to the "View" link for the first job in the table.

| Job | Status |
|--|--|
| <input type="checkbox"/> Patron Barcode Report | Completed (5/2/2012 10:30 AM) View |
| <input type="checkbox"/> Patron Names | Completed (5/1/2012 9:13 AM) View |
| <input type="checkbox"/> Patron Barcode Report | Completed (5/1/2012 9:13 AM) View |