

D.R.M: MARKING AN ITEM LOST OR STOLEN







Destiny Resource Manager™ allows users with access to the application to mark resources lost or stolen in two ways: by resource status or patron status.





In this tutorial you will learn how to:

- ✳ Mark Resource(s) Lost or Stolen

Requirements:

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

STEP 1: Login to Destiny Manager

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.

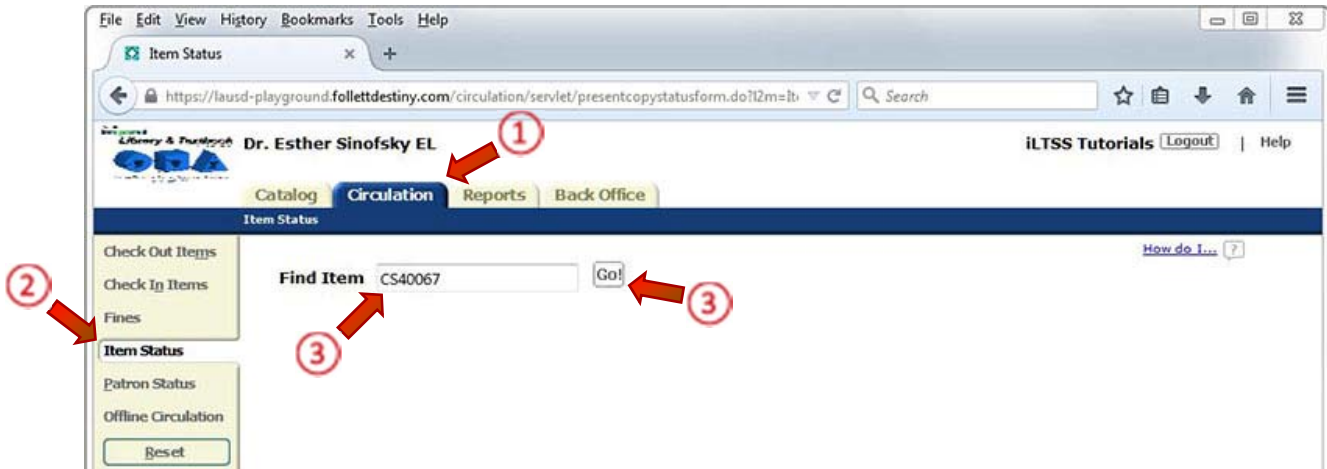
NOTE: Firefox search feature [PC and MAC] appears at the bottom-left-side of the browser.

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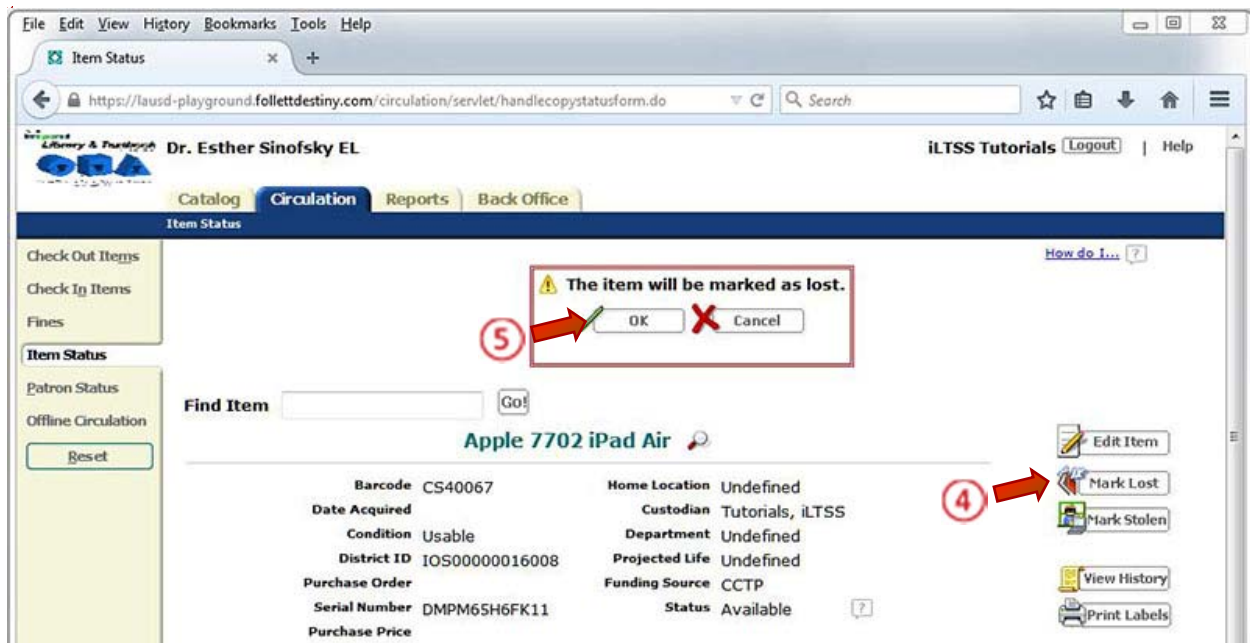
STEP 2: Marking a Resource Lost

Resource Status:

1. Click on the “**Circulation**” tab
2. Click on the “**Item Status**” option
3. Click inside the “**Find Resource**” field and type in the Barcode ID for the lost resource, and click on the “**Go!**” button.



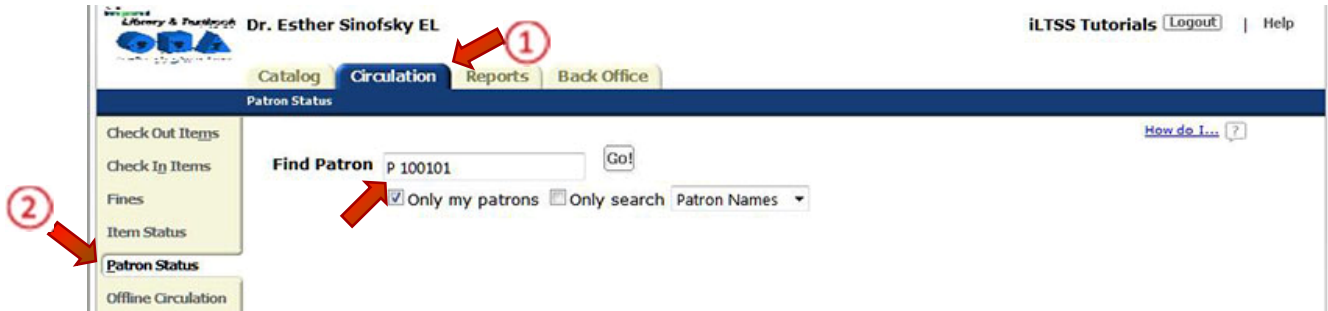
4. Click the “**Mark Lost**” button on the right-side of the screen
5. A pop-up box will be displayed on the screen. Click the “**OK**” button to mark the resource lost



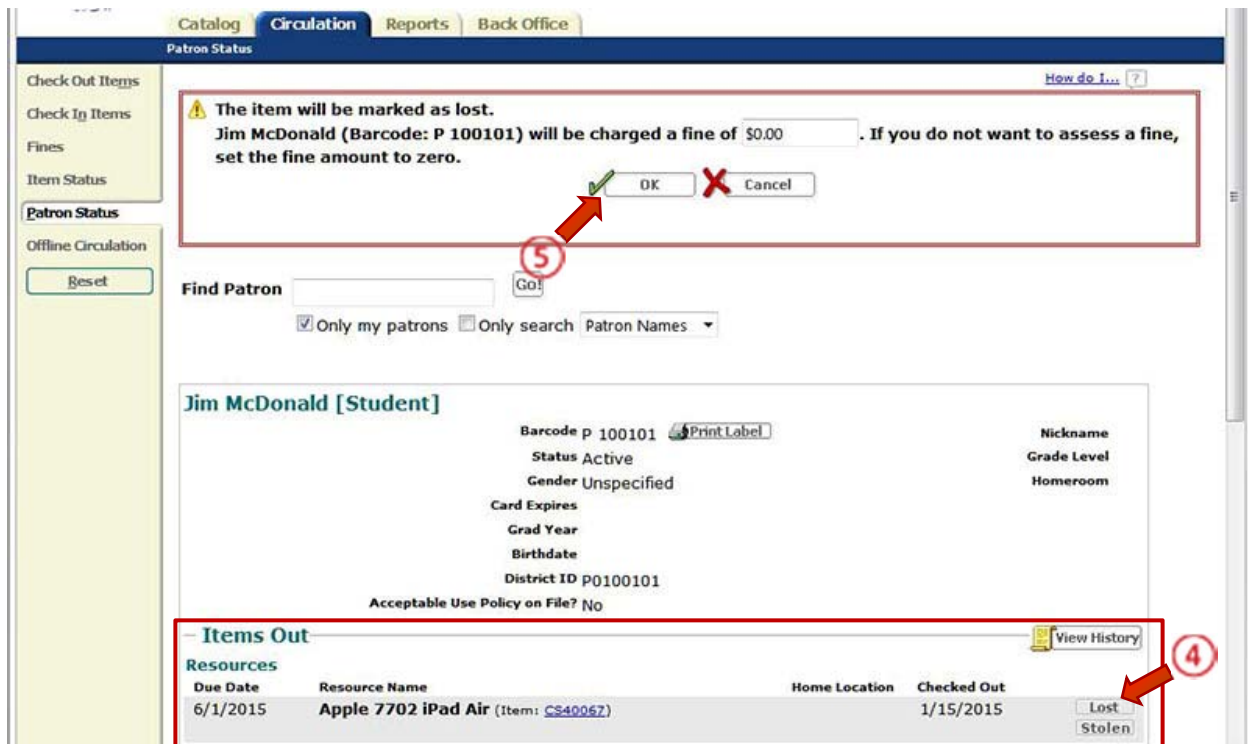
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Patron Status:

1. Click on the “Circulation” tab
2. Click on the “Patron Status” option
3. Click inside the “Find Patron” field and scan or type in the patron’s Barcode ID



4. The patron details will appear on the screen and on the “Items Out” section, click on the “Lost” button
5. A pop-up box will be displayed on the screen asking to add a fine to the lost resource. The default fine for the resource is displayed.
 - a. If the fine is correct, click on the “OK” button
 - b. If a fine is charged and different from the default, type in the dollar amount and click the “OK” button
 - c. If a fine is NOT assessed, type in \$0.00 dollar amount and click the “OK” button



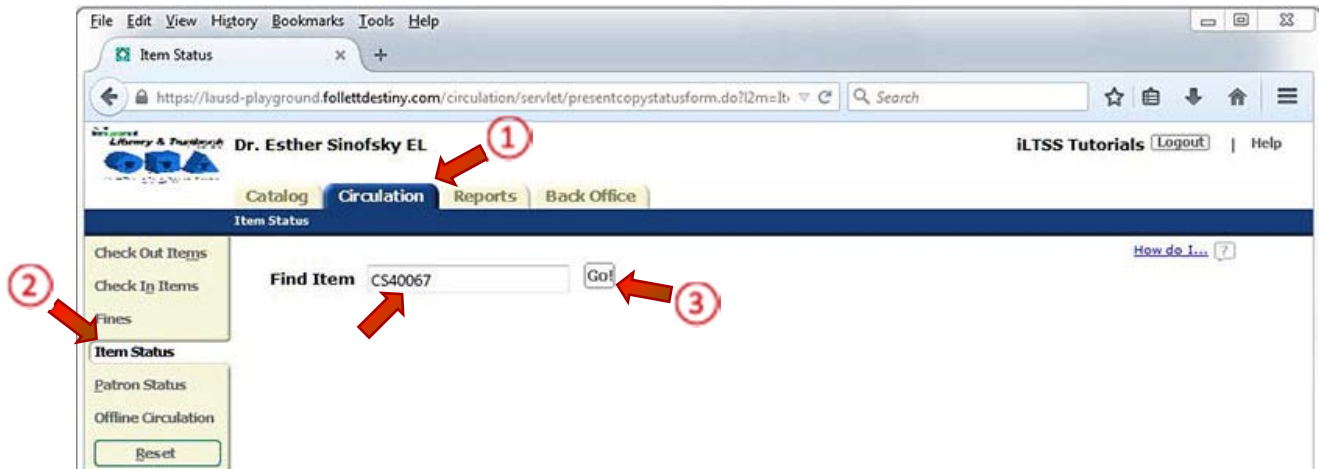
NOTE: If you choose **NOT** to assess a fine, and if the resource was assigned to a patron, the associated patron **will not** be assessed a fine.

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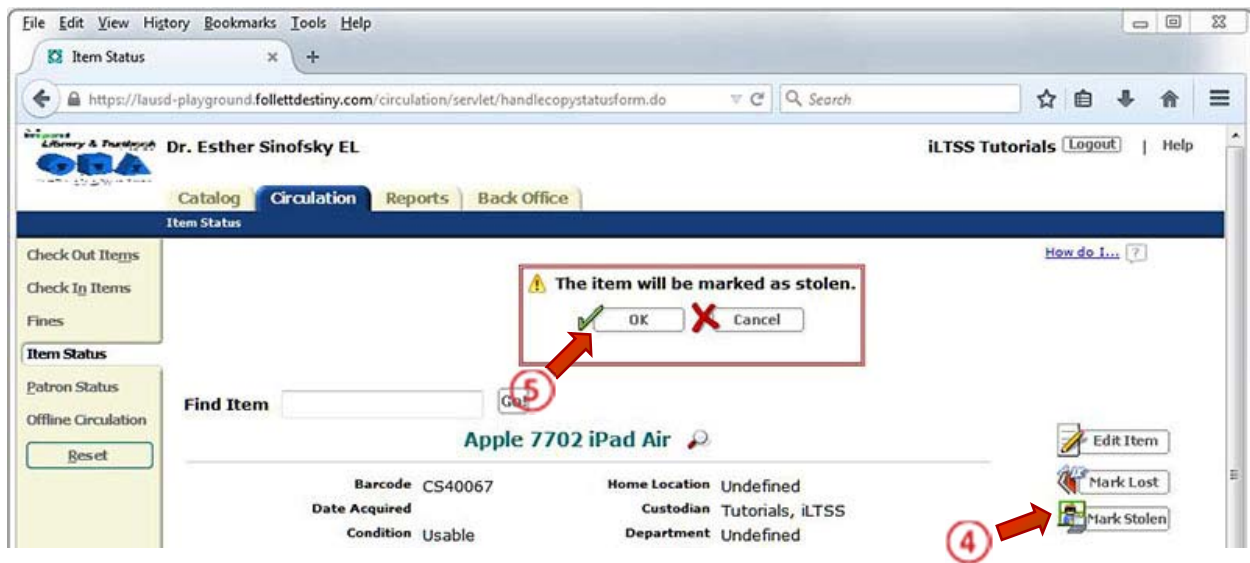
STEP 3: Marking a Resource Stolen

Resource Status:

1. Click on the “**Circulation**” tab
2. Click on the “**Item Status**” option
3. Click inside the “**Find Resource**” field and type in the Barcode ID of the lost resource and click on the “**Go!**” button



4. Click the “**Mark Stolen**” button on the right-side of the screen
5. A pop-up box will display on the screen. Click the “**OK**” button to mark resource stolen (a fine will not automatically be assessed).



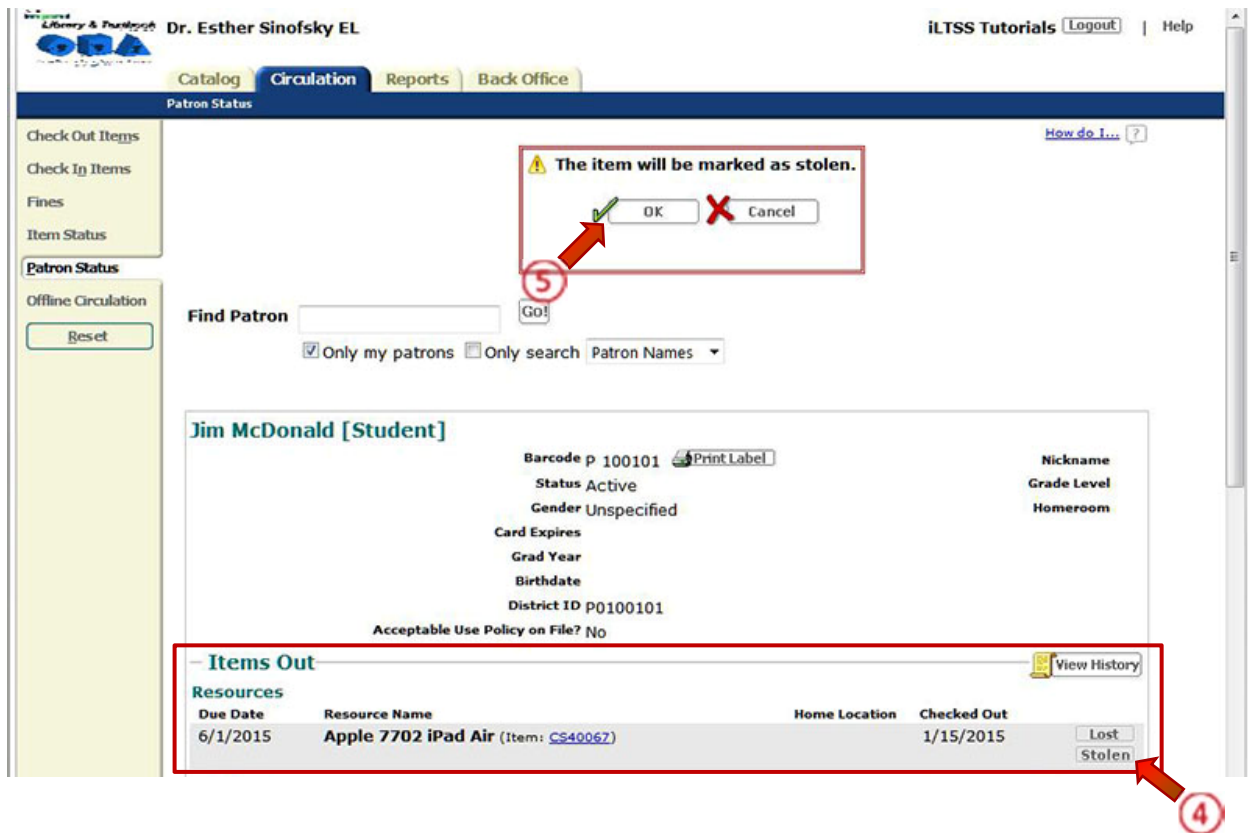
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Patron Status:

1. Click on the “Circulation” tab
2. Click on the “Patron Status” option
3. Click inside the “Find Patron” field and scan or type in the patron’s Barcode ID



4. The patron details will appear on the screen and on the “Items Out” section, click on the “Stolen” button
5. A pop-up window will be displayed on the screen requesting a confirmation that the resource has been stolen (*a fine will not automatically be assessed*). Click on the “OK” button



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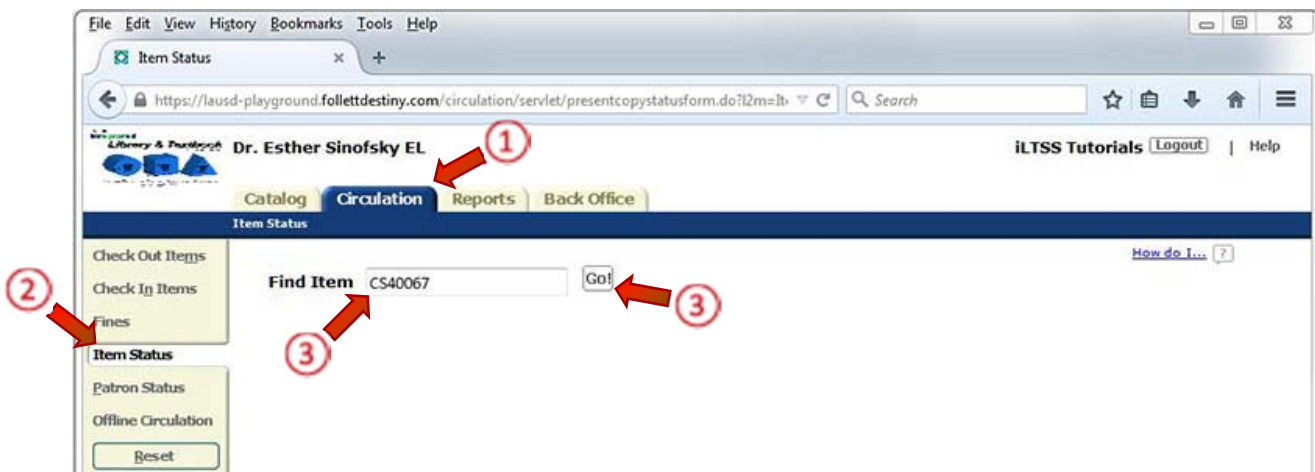
STEP 4: Documenting the Business Practices

Once the resource has been declared Lost or Stolen, it is incumbent upon the school's resource instructional device manager (IDM) to document the following in the Destiny application:

- **Cost Center** — This number is comprised of your school's location code plus three additional digits (see LAUSD website for the school's cost center)
 - **Service Request Number** — This is the number assigned to the ITD service request you generate regarding the lost/stolen resource
 - **Police Report Number** — This is the number provided by the LASPD once they have been notified of the theft/loss
 - **Police Report Date** — This is the date the report was filed
 - **Grade Level (for CCTP devices)** — The grade for which the device was provisioned

To notate the above fields, please follow the steps documented below:

1. Click on the **"Circulation"** tab
2. Click on the **"Resource Status"** option
3. Click inside the **"Find Resource"** field and type in the barcode ID for the Lost or Stolen resource



4. The resource details will be displayed. Click on the **"Edit Item"** button located on the right-side of the screen



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5. Under the “Item Categories” towards the bottom of the screen. Enter the information into the following fields:
 - a. **Cost Center:** Type in your school’s cost center ID number into the field (this can be located on the LAUSD page on the school finder page for your site)
 - b. **Service Request Number:** Type in the service request number from the ITD Service Request you generated once the resource was lost/stolen (this can be found in the email that is automatically generated upon the ticket is submitted)
 - c. **Police Report Number:** Type in the police report number in the field (this should be on the copy of the report that the reporting officer provides)
 - d. **Grade Level2 (for CCTP devices):** Type in the grade level for which the device was provisioned (this should correlate to the student’s grade)
6. Click on the “Save” button

The screenshot shows a web browser window with the URL <https://lausd-playground.foolletdestiny.com/cataloging/servlet/presentassetitemeditform.do?actic>. The page title is "Apple 7702 iPad Air". The form contains the following fields and options:

- * Barcode: CS40067
- Status: Checked Out?
- Condition: Usable
- Home Location: -- Undefined --
- Custodian: Tutorials, iLTSS (with Select and Clear buttons)
- Department: -- Undefined --
- Funding Source: CCTP
- District Identifier: IOS00000016008
- Purchase Price: [Empty]
- Date Acquired: [Empty]
- Purchase Order: [Empty]
- Serial Number: DMPM65H6FK11
- Salvage Value: \$0.00
- Projected Life: [Empty] years

The "Item Categories" section is highlighted with a red box and contains the following fields:

- Cost Center: [Empty]
- Service Request Number: [Empty]
- Police Report Number: [Empty]
- Police Report Date: [Empty]
- Grade Level2: [Empty]

Annotations on the screenshot include:

- Red arrow '6' pointing to the "Save" button.
- Red arrow 'a' pointing to the "Cost Center" field.
- Red arrow 'b' pointing to the "Service Request Number" field.
- Red arrow 'c' pointing to the "Police Report Number" field.
- Red arrow 'd' pointing to the "Grade Level2" field.

* = Required Field