



Destiny Resource Manager™ allows users to transfer items to a new location.

In this tutorial you will learn how to:

- Transfer Resources

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.

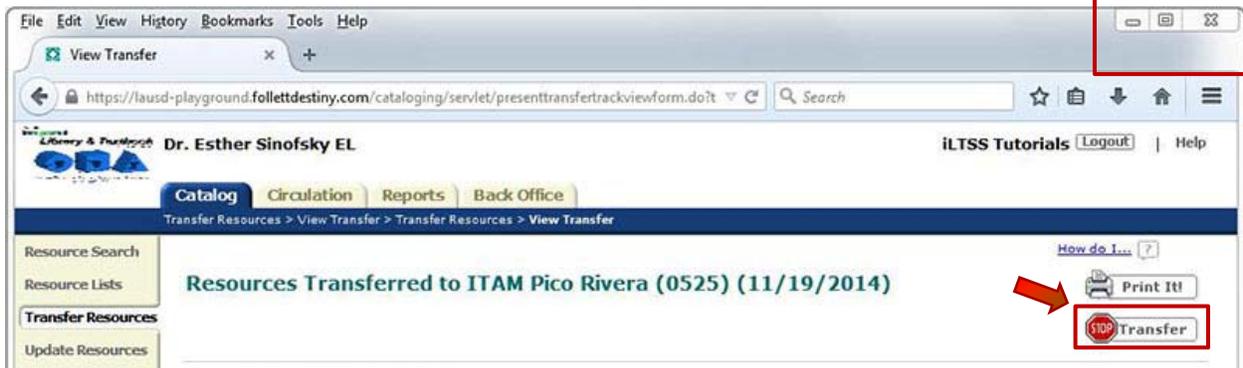
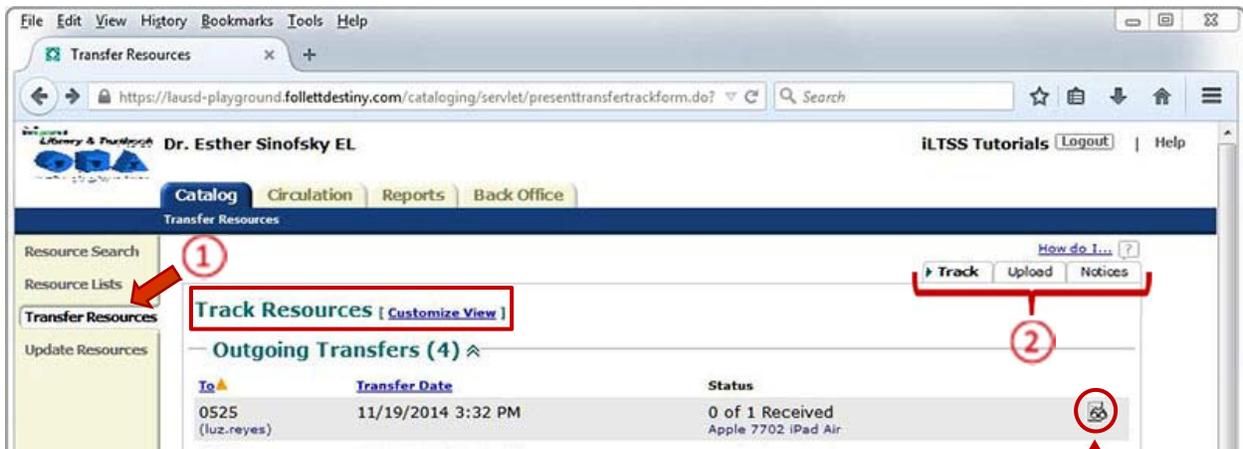
NOTE: Firefox search feature [PC and MAC] appears at the bottom-left-side of the browser.

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STEP 2: Getting Started

Once logged in, Destiny will default to the “Catalog” tab

1. Click on the “**Transfer Resources**” option located on the left-side of the screen
2. To the right-side there are three (3) sub tabs: “**Track**”, “**Upload**” and “**Notices**”
 - a. **Track** — Enables resource managers to track completed incoming transfers, outgoing transfers and completed outgoing transfers. For a detailed view of each of the above actions, click on the “**View**” icon to see the specific details regarding the transfer.
 - b. **Upload** — Enables resource managers to transfer resources from one site to another by either scanning one barcode at a time OR by uploading a list of barcodes into the application.
 - c. **Notices** — Enables communications through the Destiny application regarding impending transfers to the receiving school.



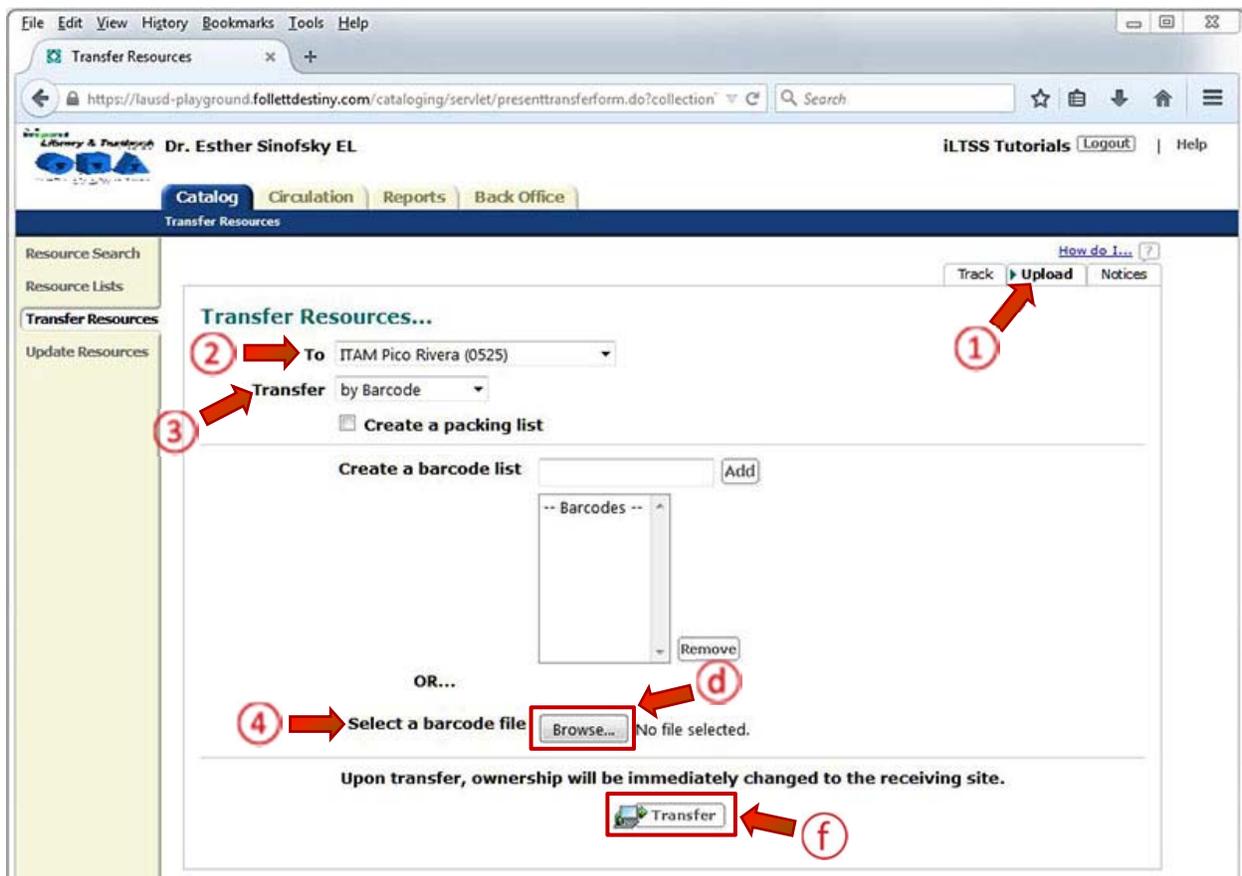
NOTE: To stop an resource transfer before the incoming school receives it, click on the “**View**” icon then click on the “**Stop Transfer**” button. This is done from the “**Track Resources**” page on the “**Outgoing Transfers**” section.

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STEP 3: Conducting a Resource Transfer (To District Warehouse Facility ONLY)

NOTE: The District Warehouses are listed in Destiny as: ITAM Beaudry, ITAM Pico Rivera and ITAM Soto.

1. Click on the “**Upload**” sub-tab
2. Click on the “**To**” drop-down menu and select a site to transfer resources
3. Click on the “**Transfer**” drop-down menu and select **by Barcode**:
 - **by Barcode** — Enables resource managers to scan one barcode at a time OR upload a list of barcodes
 - **by List** — Option **NOT** recommended
 - **by Item Category** — Option **NOT** usable



NOTE: DO NOT scan too quickly when scanning one barcode at a time, as the screen needs time to refresh.

4. To transfer resources in bulk, use the “**Select a barcode file**” option. Follow the steps listed below:
 - a. Open a text application such as Notepad (PC) or Text Edit (Mac)
 - b. Save the .txt file with a name associated with the transfer (e.g. *resource transfer_to_VAAS.txt*)

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- c. Scan all of the resource barcodes to be transferred into the file and save it once completed
- d. On the “**Transfer Resources...**” screen, select the “**Browse**” button next to the “**Select a barcode file**” field
- e. Find and select the newly created .txt file. (it will appear on the screen)
- f. Click on the “**Transfer**” button to upload the resource(s)

STEP 4: Receiving a Resource Transfer (*From one of the District Warehouse facilities*)

To receive an resource transfer, you must be logged in to your Destiny site. On the upper-right corner you will see an icon of a red flag followed by the “Processing Needed” link (*the red flag icon denotes an incoming resource transfer in the queue*).

1. Click on the “**Processing Needed**” link. On the “**Track Resources**” screen, you will see a list of resources awaiting processing
2. Click on the “**View**” icon to see a detailed list of the resources in the queue and to receive the transfer

The screenshot shows the Destiny cataloging interface. At the top right, there is a red flag icon and a "Processing Needed" link, with a red circle and arrow labeled "1" pointing to it. Below the navigation bar, the "Track Assets" section is visible, with a red arrow labeled "2" pointing to the "Track Assets" link. A table titled "Outgoing Transfers (1)" contains one row with the following data:

To	Transfer Date	Status
TEST13 (jschippe)	9/5/2014 10:57 AM	0 of 24 Received -- Assorted Assets --

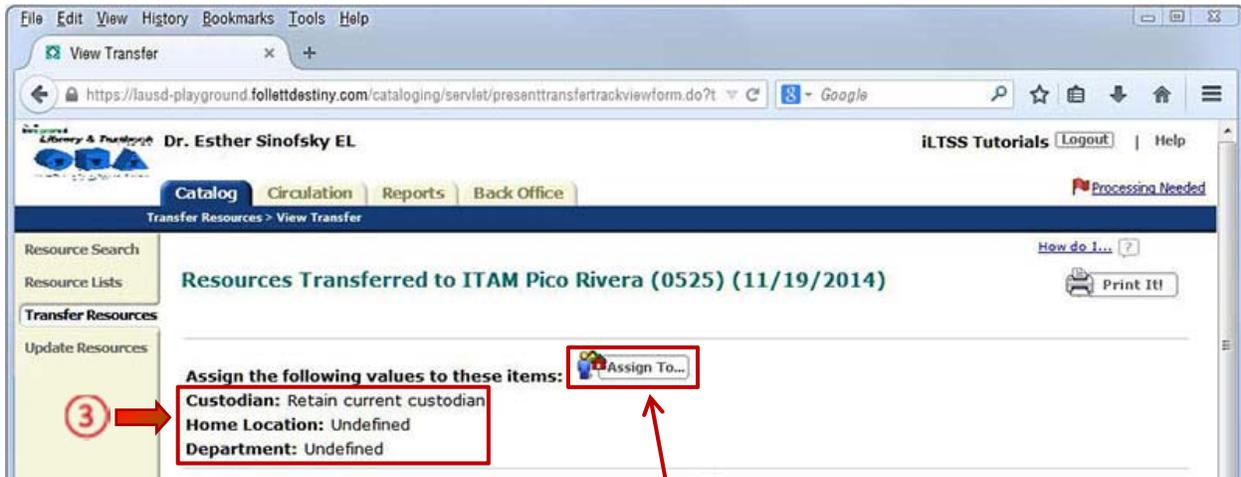
Below the table, there are icons for "View Notes", "View", and "Remove". A red box highlights the "View" icon in the status column, with a red arrow pointing to it. Below the table, there is a "Customize View" section with options for "View transfers created", "Limit to transfers from/to", and "Display" (with checkboxes for Incoming and Outgoing Transfers).

NOTE: Once the view icon has been clicked, a message with a red box around it will appear notifying you of the change of ownership of the devices (from the outgoing school the incoming school)

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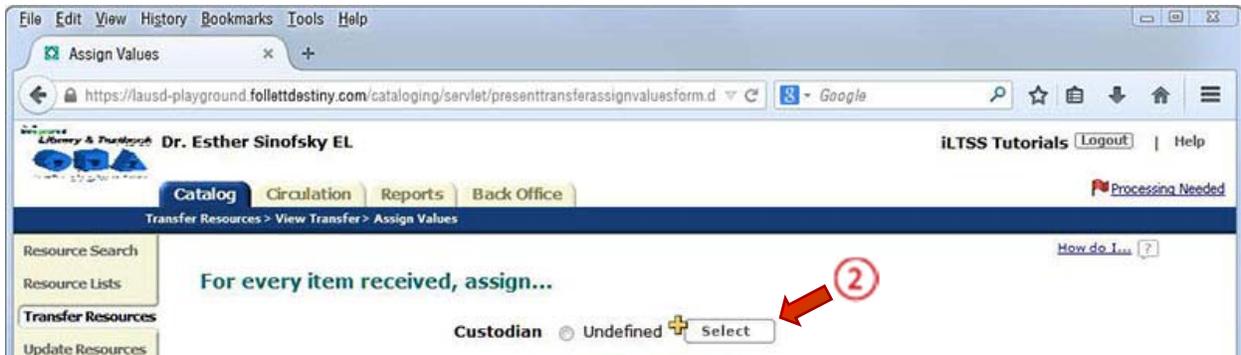
3. You will be required to assign resources to the custodian and home location:

- **Custodian** — The principal of the school
- **Home Location** — Where the resources will be stored *e.g. cart, classroom or office*
- **Department** — Leave this field blank

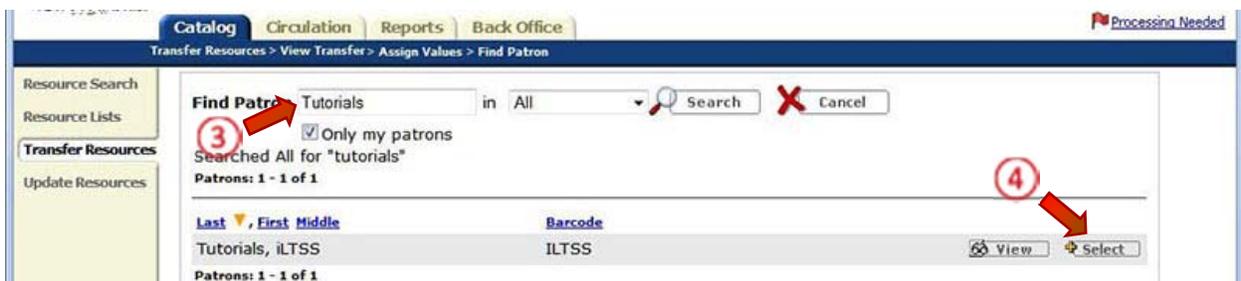


Assigning the Custodian:

1. To assign the “**Custodian**”, click on the “**Assign To...**” button, then the “**Select**” button

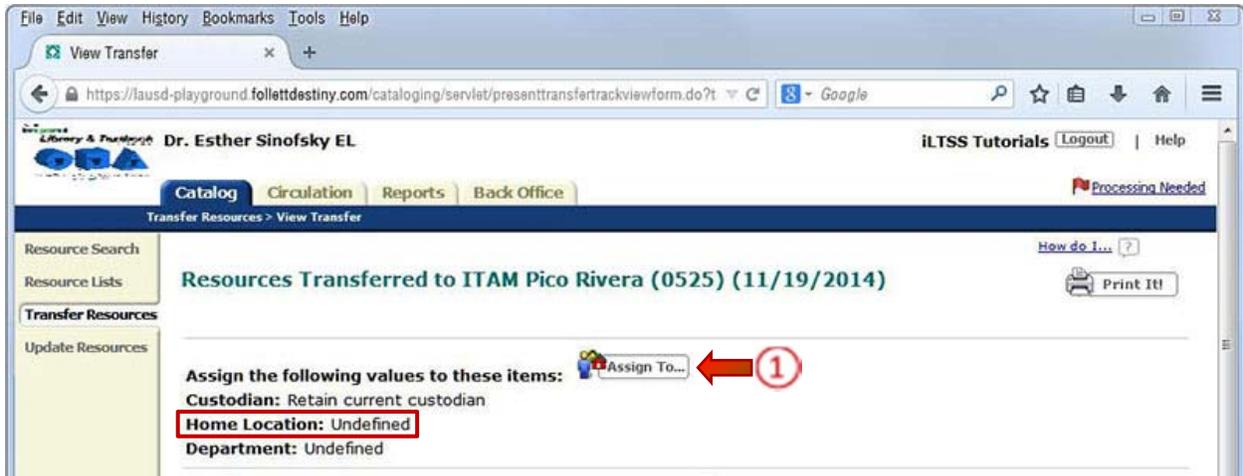


2. In the “**Find Patron**” field, type the principal’s name and click on the “**Search**” button.
3. From the list, click the “**Select**” button to assign the resource(s) to and click the “**OK**” button. This will populate his/her name in the “**Custodian:**” field

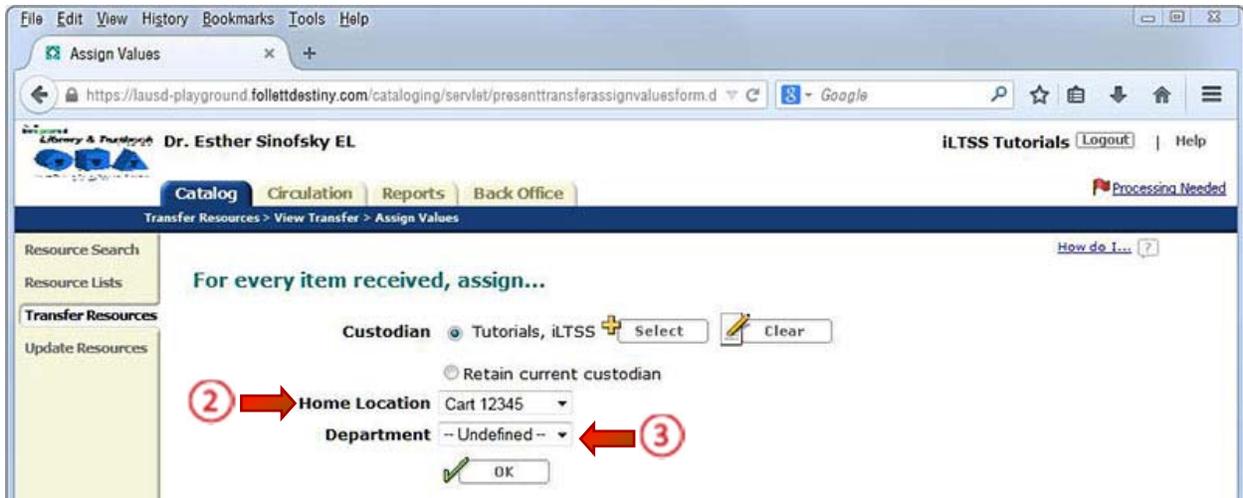


Assigning the Home Location:

1. To assign the “Home Location” click on the “Assign To...” button

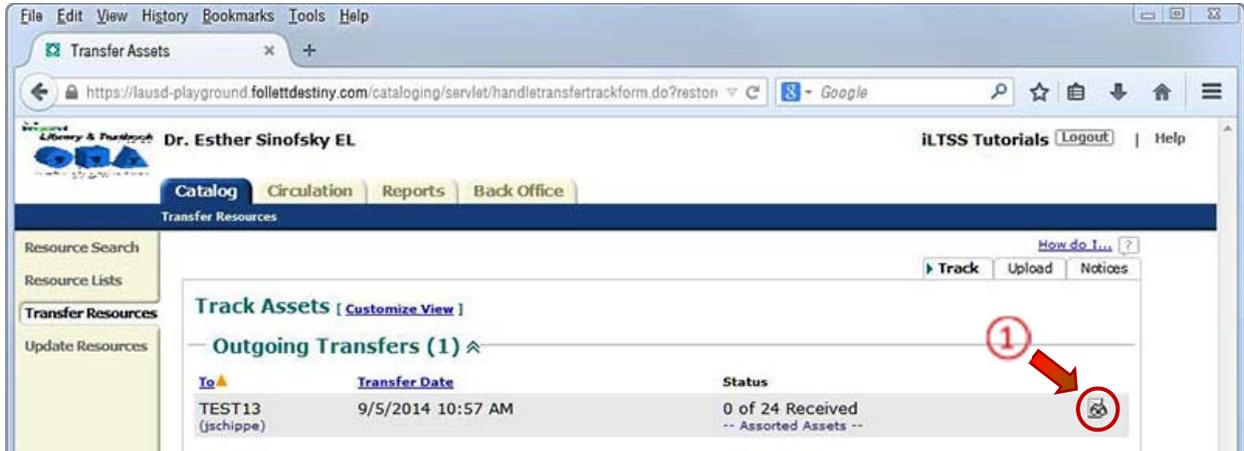


2. Click on the “Home Location” drop-down menu and select the location where the device will be stored, e.g. Cart 2B
3. Leave the “Department” field as “Undefined” and click the “OK” button. This will populate the “Home Location:” field



Receiving the Resources:

1. Click on the “**View**” icon to see a detailed list of the resources in the queue and to receive the transfer



To receive the resource(s) do one of the following:

2. Click inside the “**Scan or enter...**” field and either type the resource barcode then click the “**Receive**” button or scan each resource barcode one at a time (***Recommended method of receiving resources***)
3. Click on the “**Receive All**” button (***NOT Recommended method for receiving resources as you may not have all items on hand***)
4. Click on the “**Receive**” button to the right of the resource to accept one item at a time

