D.R.M: TRANSFERS



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

In this tutorial you will learn how to:

Transfer Resources

Requirements:

- C 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 (2)
 - Mozilla Firefox
 - Safari
- 2. In the address bar, type the following URL and press the "Enter" key on the keyboard:
 - <u>http://lausd.follettdestiny.com</u>
- 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] apprears at the bottom-left-side of the browser.

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.

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NOTE: To stop an resource transfer before the incoming school receives it, click on the <u>"View"</u> 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

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NOTE: <u>**DO NOT**</u> 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*)

- 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)

<u>STEP 4</u>: Receiving a Resource Transfer (*From one of te 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



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)

- 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

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Assigning the Custodian:

1. To assign the "Custodian", click on the "Assign To..." button, then the "Select" button

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- 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

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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

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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:

- 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 (<u>Recommended</u> method of receiving resources)
- 3. Click on the "**Receive All**" button (<u>NOT</u> 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

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