



Destiny Textbook Manager™ allows users with full access to transfer Textbooks from one school site to another and receive transfers from the warehouse

In this tutorial you will learn how to:

- ✱✱ Transfer copies with barcodes
- ✱✱ Transfer copies without barcodes
- ✱✱ Receive copies with barcodes
- ✱✱ Receive copies without barcodes

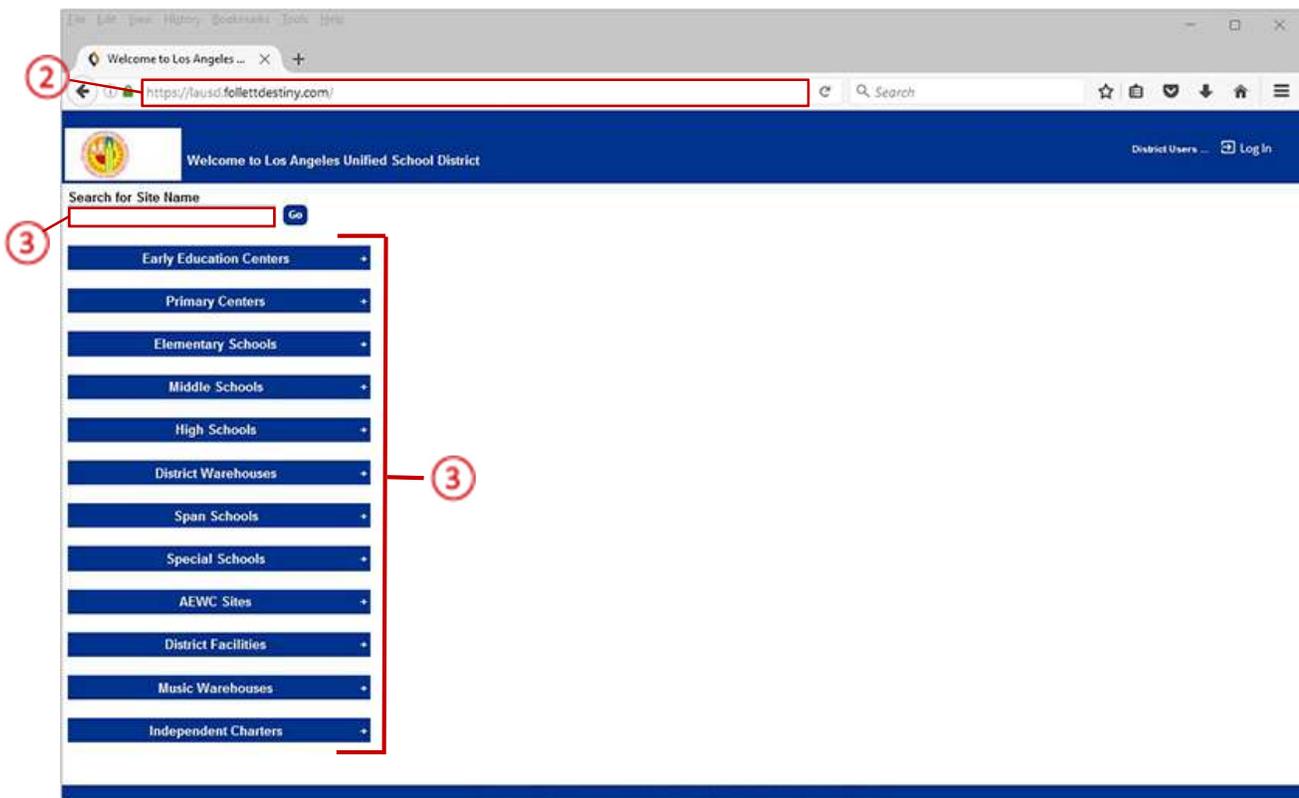
Requirements:

- ✱✱ PC or MAC
- ✱✱ A web browser such as:
 - *Google* Chrome 
 - Internet Explorer 
 - *Mozilla* Firefox 
 - Safari 
- ✱✱ Full Access to Destiny Textbook Manager [D.T.M.]
- ✱✱ An Internet connection
- ✱✱ An LAUSD Single-Sign on [SSO]

D.T.M: TRANSFER TEXTBOOKS FROM ONE SCHOOL TO ANOTHER

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 “Blue Bar” associated to your school group (e.g. Middle School). Then, find and click on your school’s link.



4. On the school’s “Home” screen, click the “Log In” link located on the upper-right corner and enter your username and password to login

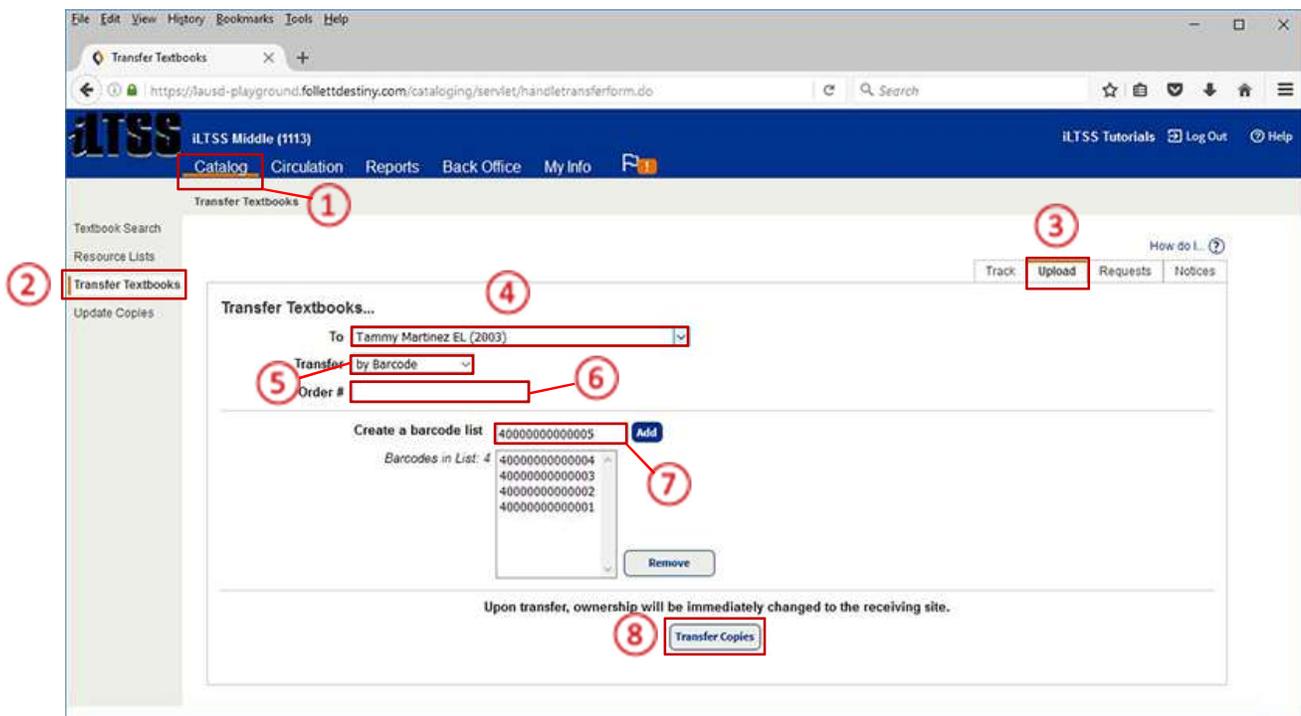
D.T.M: TRANSFER TEXTBOOKS FROM ONE SCHOOL TO ANOTHER

STEP 2: TRANSFER OF BARCODED COPIES

1. Click on the “**Catalog**” tab located on the top navigation
2. Click on the “**Transfer Textbooks**” option located on the left-side of the screen
3. Click the “**Upload**” sub tab located on the right-side of the screen
4. Click on the “**To**” drop down and select the school you will be transferring the textbooks to
5. Click on the “**Transfer**” drop down and select the “**By barcode**”
6. Leave the “**Order #**” field blank
7. Click inside 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 barcode numbers will be added to the list box and the number of copies you’ve scanned will appear next to the box. This allows you to track your progress as you scan

8. After all copies have been scanned, click the “**Transfer Copies**” button. You will be taken to the Job Manager screen. The transfer job will complete on its own



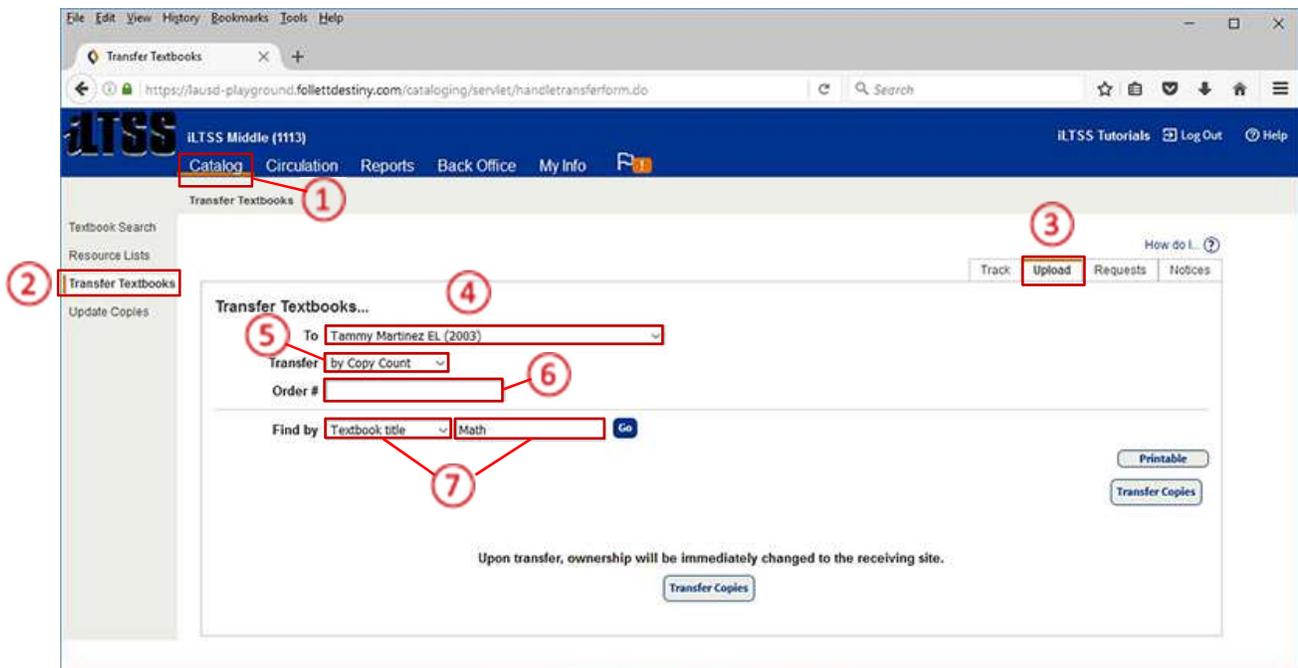
D.T.M: TRANSFER TEXTBOOKS FROM ONE SCHOOL TO ANOTHER

Alternate to bullet points 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:

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

STEP 3: TRANSFER OF UNBARCODED COPIES (*CONSUMABLES, ETC*)

1. Click on the **“Catalog”** tab located on the top navigation
2. Click on the **“Transfer Textbooks”** option located on the left-side of the screen
3. Click the **“Upload”** sub tab located on the right-side of the screen
4. Click on the **“To”** drop down and select the school you will be transferring the textbooks too
5. On the **“Transfer”** dropdown, select **“By copy count”**
6. Leave the **“Order #”** field blank
7. Click on the **“Find by”** drop down menu and select **“Textbook title”** option. Next to it, type the title of the unbarcoded copy you wish to transfer and click the **“Go”** button. (*If Destiny cannot find an exact match, it may provide multiple results.*)



D.T.M: TRANSFER TEXTBOOKS FROM ONE SCHOOL TO ANOTHER

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.

8. On the “# to Transfer” field, enter the amount of copies you are transferring and click the “Select” button
9. Repeat bullets points 3 – 6 from the previous page for all the titles you will be transferring
10. Click the “Transfer” button

The screenshot shows the iLTSS Middle (1113) Transfer Textbooks interface. The page title is "Transfer Textbooks...". The search criteria are "To: Tammy Martinez EL (2003)", "Transfer: by Copy Count", and "Order #". The search results are for "Math". The first result is "California Math, Course 3 Vol. 1" with 10 available copies and 2 copies being transferred. The "Select" button for this result is highlighted with a red circle containing the number 8. The second result is "California Math, Course 3 Vol. 2" with 10 available copies and 0 copies being transferred. The "Transfer Copies" button at the bottom of the page is highlighted with a red circle containing the number 10.

Title	Available to Transfer	# to Transfer	Action
California Math, Course 3 Vol. 1 Carter et al. ISBN: 0-02-138713-3 Glencoe/McGraw-Hill 2015	10	2	Select
California Math, Course 3 Vol. 2 Carter et al. ISBN: 0-02-138715-X Glencoe/McGraw-Hill 2015	10		Select

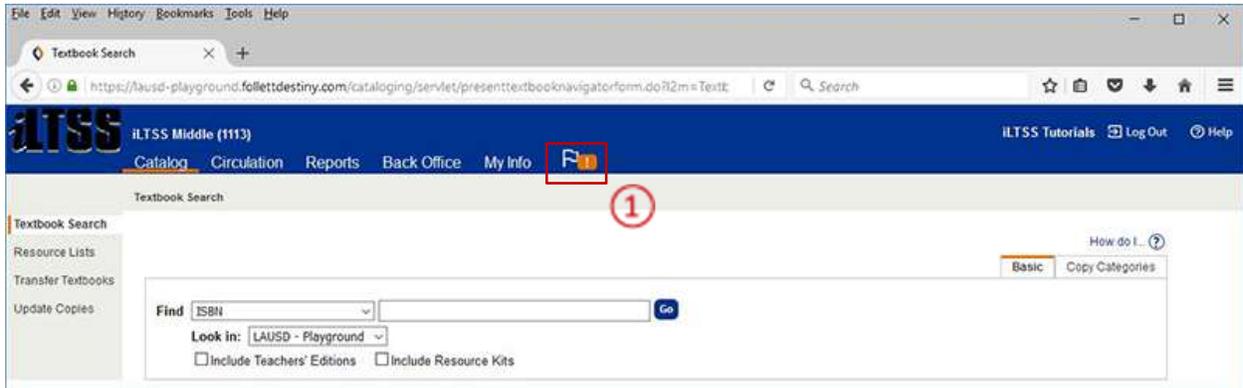
Upon transfer, ownership will be immediately changed to the receiving site.

Transfer Copies

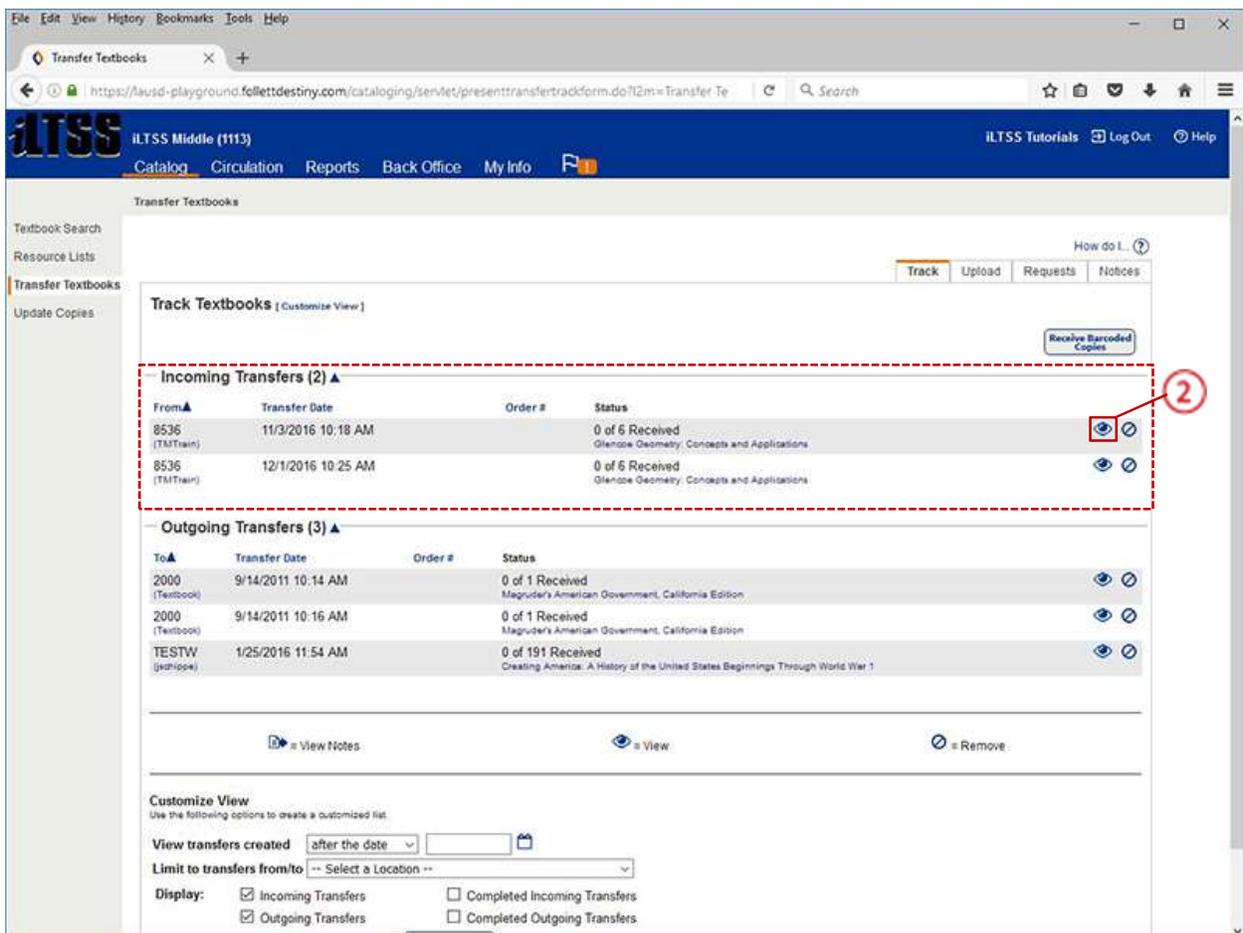
D.T.M: TRANSFER TEXTBOOKS FROM ONE SCHOOL TO ANOTHER

STEP 4: RECEIVE A TRANSFER OF BARCODED COPIES

1. Click the “Flag” icon located on the top navigation marked with an orange flag icon. A list of incoming transfers will appear



2. On the “Incoming Transfers” section, click the “eye” icon located on the right-side of the screen



D.T.M: TRANSFER TEXTBOOKS FROM ONE SCHOOL TO ANOTHER

3. Click inside the “Scan or enter copies one-at-a-time” field
4. Begin to scan the barcode(s) of each copy in the received shipment

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

Textbooks Transferred from Joshua Schippe Senior High (8536) (11/3/2016)

Scan or enter copies one-at-a-time

Or receive selected copies below...

Copies Sent With Barcodes (6)

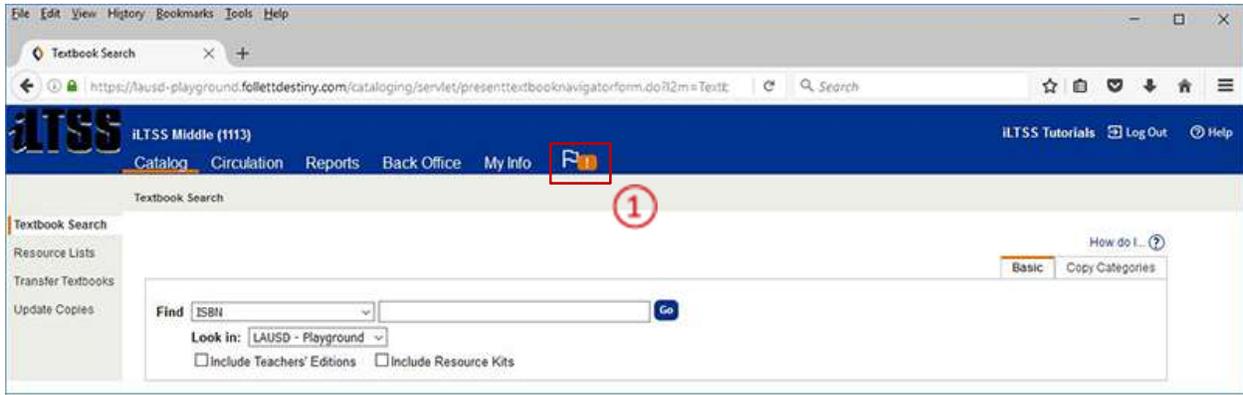
Title	ISBN	Publisher	Copyright	Copies	<input type="button" value="Receive All"/>
Glencoe Geometry: Concepts and Applications	0-07-961821-5	Glencoe McGraw-Hill	2005	6	<input type="button" value="Receive All"/>

5. When all items from the order have been scanned as received, the order will no longer appear on the list in bullet point 2 on the previous page
6. Repeat bullets points 1 – 4 from the previous page for all orders received

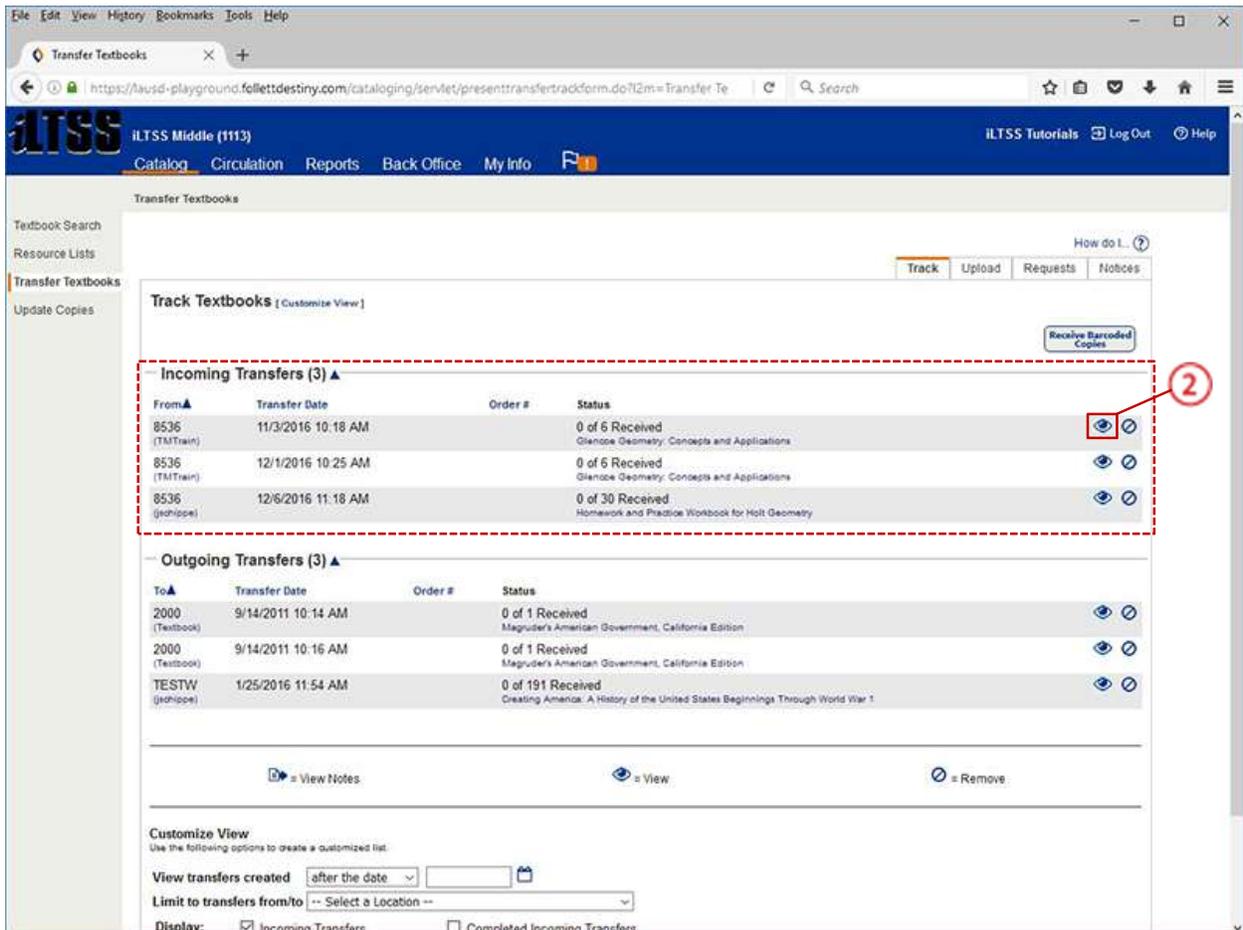
D.T.M: TRANSFER TEXTBOOKS FROM ONE SCHOOL TO ANOTHER

STEP 5: RECEIVE A TRANSFER OF UNBARCODED COPIES

1. Click on the “Flag” icon located on the top navigation marked with an orange exclamation in a box icon

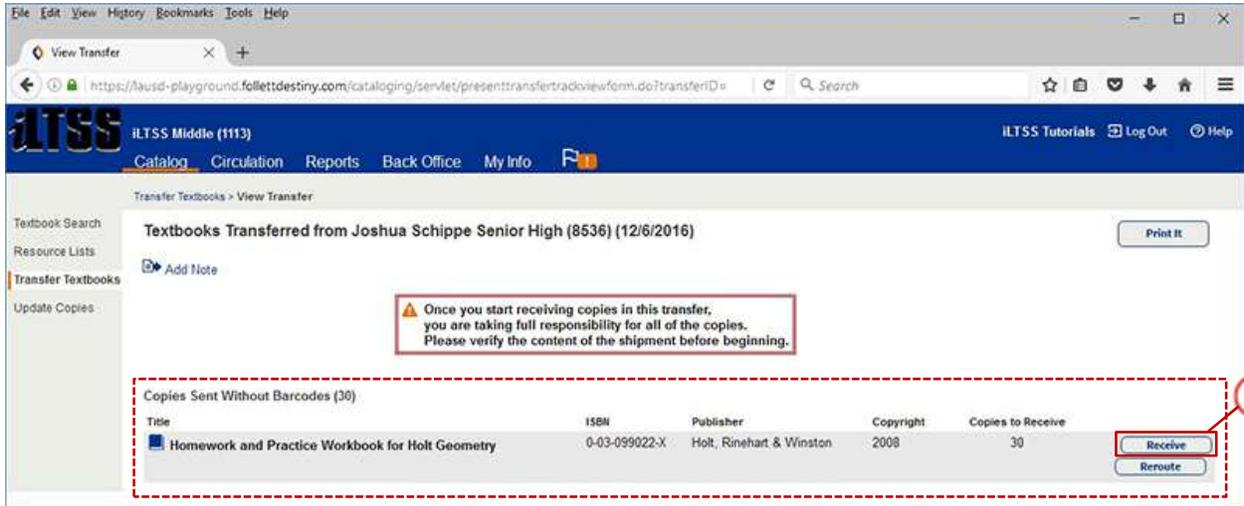


2. On the “Incoming Transfers” section, click the “eye” icon located on the right-side of the screen

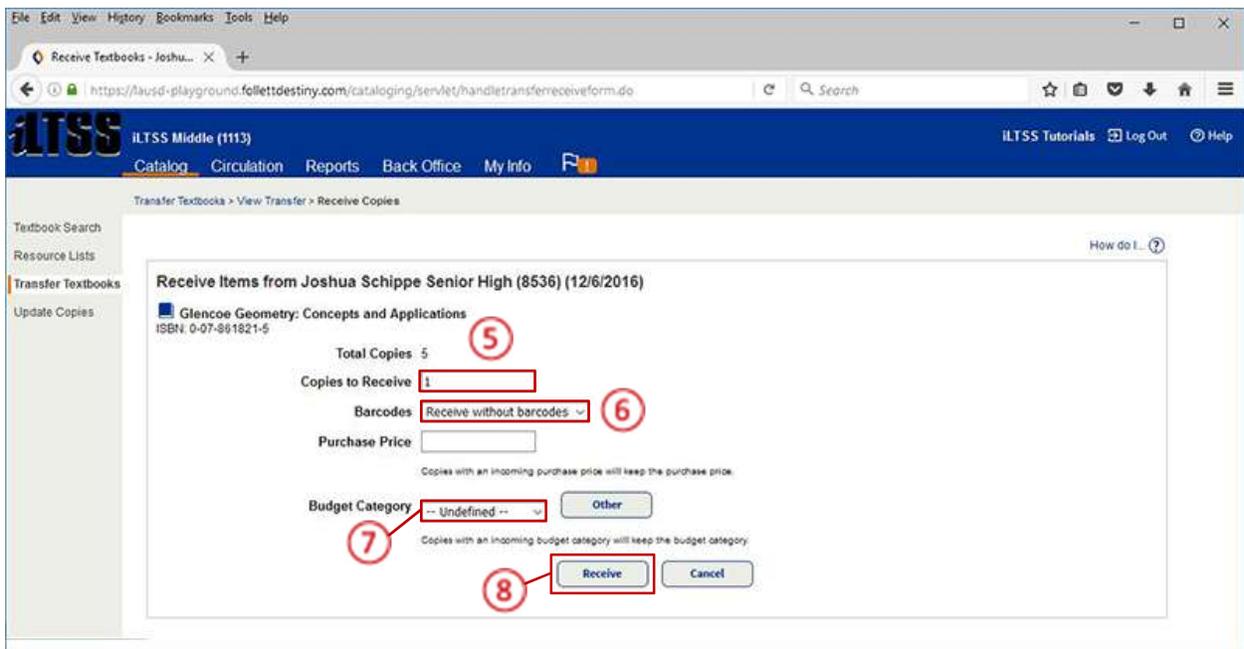


D.T.M: TRANSFER TEXTBOOKS FROM ONE SCHOOL TO ANOTHER

- Count all received copies to verify all were received
- On the “Copies Sent Without Barcode” section, click the “Receive” button



- On the “Copies to receive” field, enter the number of copies you counted in the shipment
- Click the “Barcodes” dropdown menu and select “Receive without barcodes”
- Leave “Budget Category” dropdown menu as “-- Undefined --”
- Click the “Receive” button



- Once the transfer is completed, you will be taken back to the “Transfer Textbooks” screen