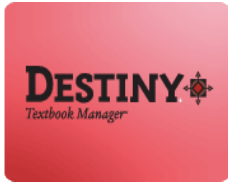


REPLACE DAMAGED OR MISSING TEXTBOOK BARCODE LABEL







Destiny Textbook Manager™ allows users to create and print replacement barcode labels for textbooks.

In this tutorial you will learn how to:





- ✱✱ Replace damaged textbook barcode label(s)
- ✱✱ Replace missing textbook barcode label(s)

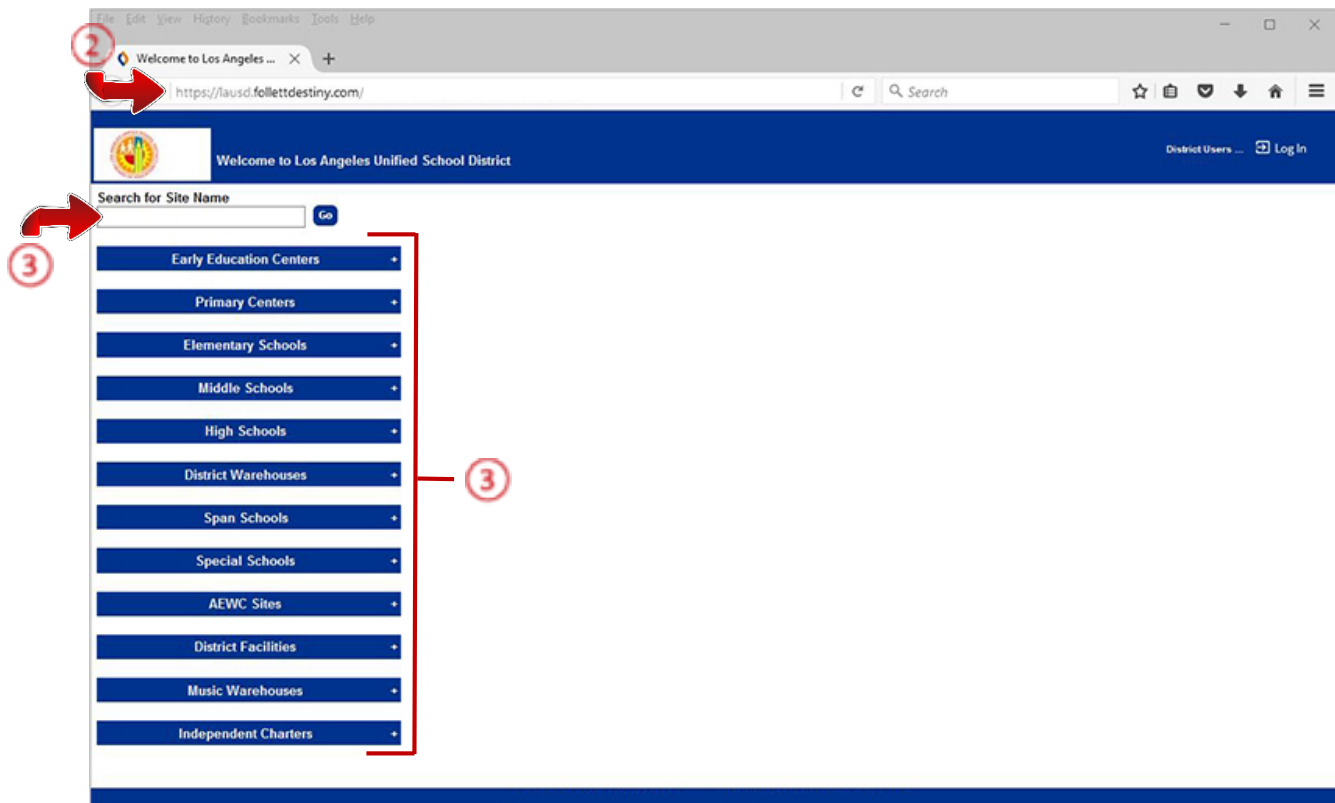
Requirements:

- ✱✱ PC or MAC
- ✱✱ A web browser such as:
 - *Google* Chrome 
 - Internet Explorer 
 - *Mozilla* Firefox 
 - Safari 
- ✱✱ iLTSS Textbook barcodes
- ✱✱ An Internet connection
- ✱✱ An 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 “Blue Bar” associated to your school group (e.g. Middle School). Then, find and click on your school’s link.



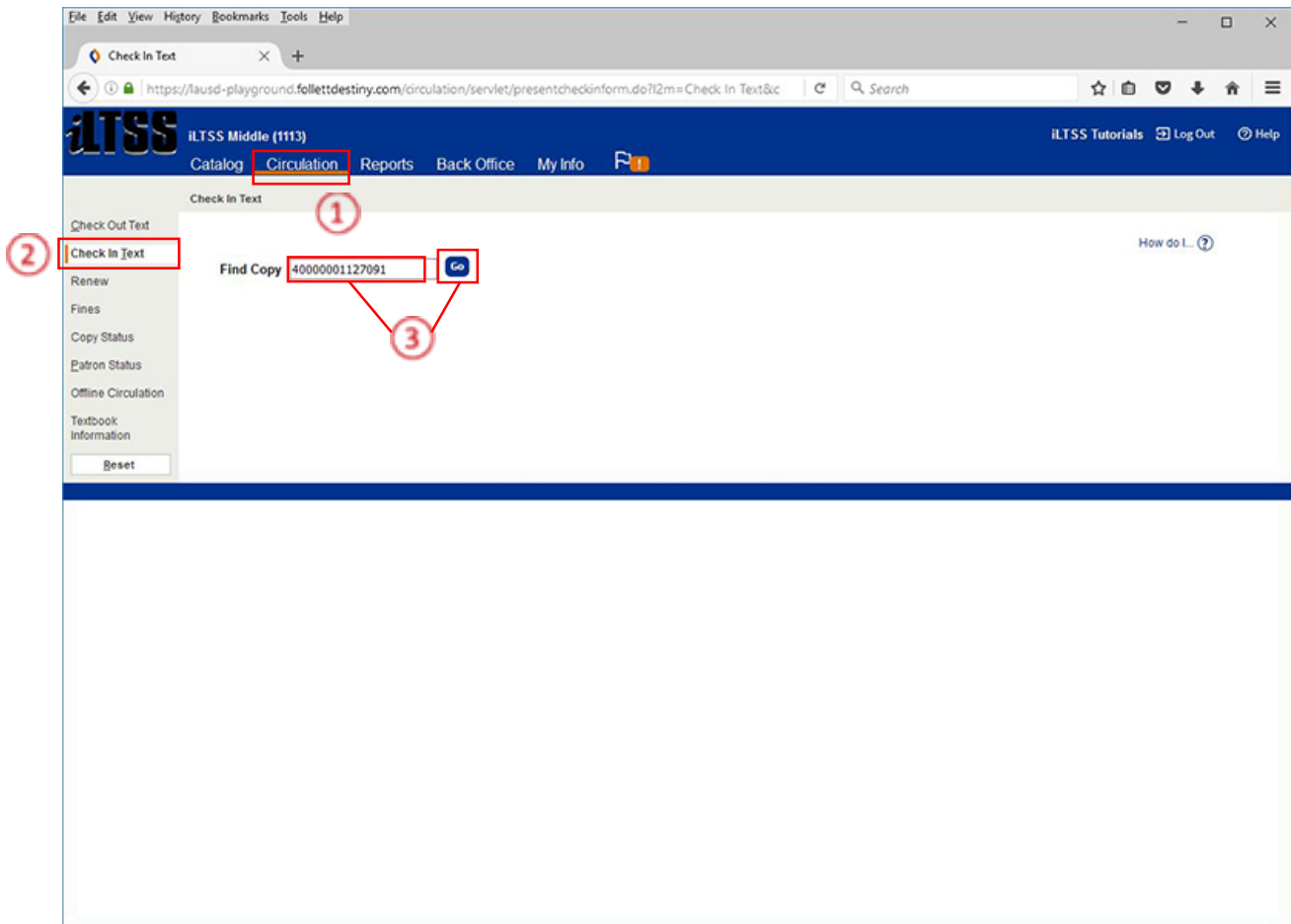
4. On the school’s “Home” screen, click the “Log In” link located on the upper-right corner and enter your username and password to login.

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STEP 2: SENERIO 1 – BARCODE LABEL IS DAMAGED, BUT STILL LEGIBLE AND/OR SCANNABLE

This will ensure the copy number is not still assigned to a student's record.

1. Click the **"Circulation"** tab located on the top navigation
2. Click the **"Check In Text"** option located on left-side of the screen
3. Click inside the **"Find Copy"** field and either scan or type in the 14-digit barcode number of the textbook. If you typed in the barcode number, click the **"Go"** button



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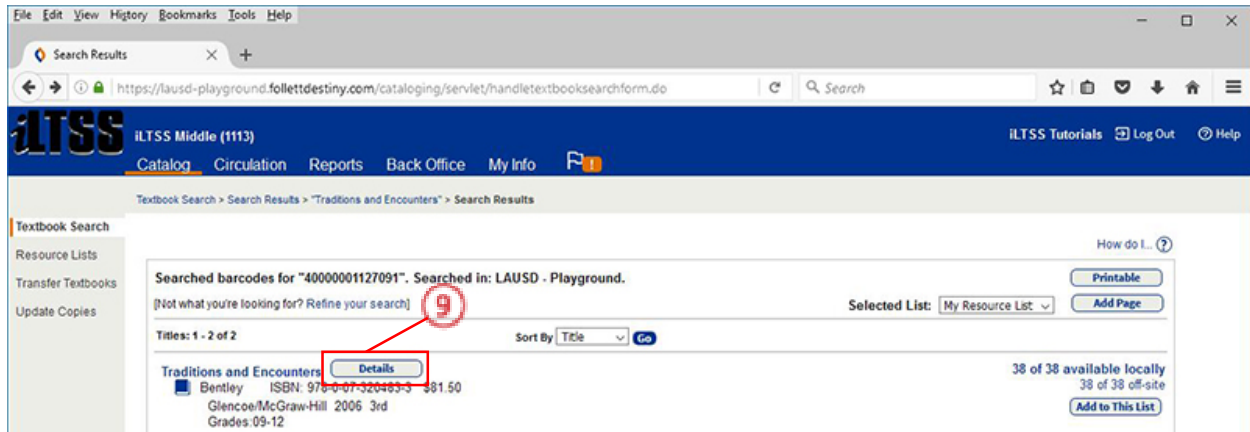
4. Click the “**Catalog**” tab located on the top navigation
5. Click the “**Textbook Search**” option located on the left-side of the screen
6. If not selected, click the “**Basic**” sub-tab located on the right-side of the screen
7. Click on the “**Find**” dropdown menu and select **Barcode** from the list
8. Click inside the “**Find**” field and scan or type the 14-digit barcode number of the textbook. You will be taken to the “**Copies**” sub-tab for the title of the book you are re-barcoding

***NOTE:** If the ISBN was typed in, either press the “**Enter**” key on the keyboard or click the “**Go**” button*

The screenshot shows the iLTSS Middle (1113) web application. The top navigation bar includes 'Catalog', 'Circulation', 'Reports', 'Back Office', and 'My Info'. The 'Catalog' tab is highlighted. On the left sidebar, 'Textbook Search' is selected. The main search area has a 'Find' dropdown menu set to 'Barcode' (callout 7). The search field contains the barcode number '40000001127091' (callout 8). A 'Go' button is to the right of the search field (callout 6). On the right side of the search area, the 'Basic' sub-tab is selected (callout 6). The interface also shows 'Resource Lists', 'Transfer Textbooks', and 'Update Copies' on the left sidebar.

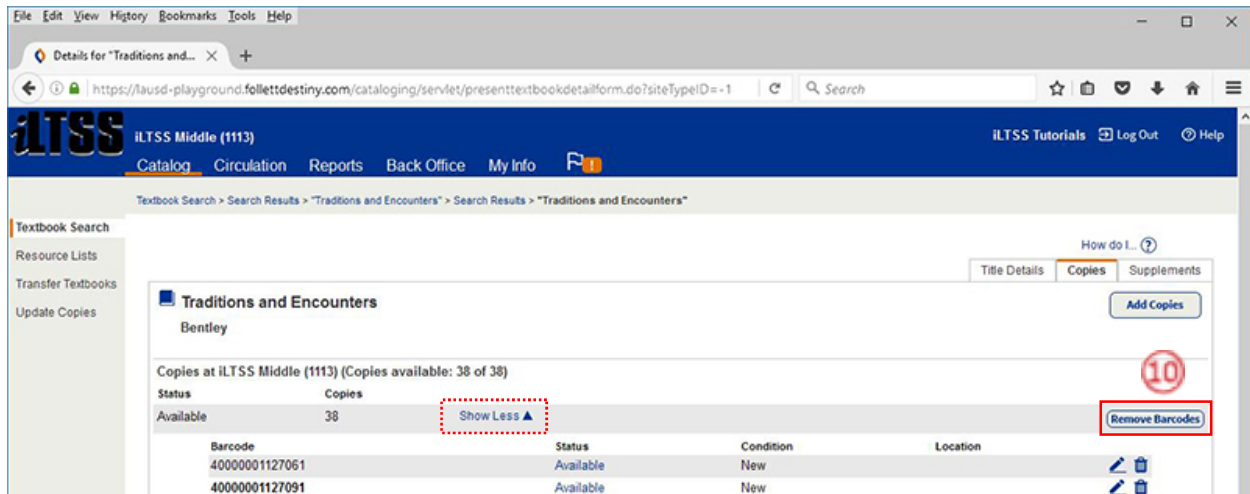
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- Click the “Details” button next to the title of the textbook



NOTE: if you do not see the “Remove Barcodes” button, click on the “Show More/Less” link.

- Scroll up a bit and click on the “Remove Barcodes” button



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11. By default, in the “Quantity to Unassign” field is set to **1**; if not, type a **1** in the field
12. In the “Starting with Barcode” field, scan or type in the 14-digit barcode number of the label you are replacing
13. Click the “**Remove**” button. When Destiny asks if you are sure you want to proceed, click the “**Yes**” button

The screenshot displays the iLTSS web application interface for removing barcodes. A confirmation dialog box is shown, asking for confirmation to remove 1 barcode starting with 40000001127061. The dialog has 'Yes' and 'No' buttons. Below the dialog, the 'Remove Barcodes from Traditions and Encounters' form is visible. The form shows 'Copies with Barcodes: 38', 'Quantity to Unassign: 1', and 'Starting with Barcode: 40000001127061'. Red circles with numbers 11, 12, and 13 are overlaid on the form, indicating the steps: 11 points to the 'Quantity to Unassign' field, 12 points to the 'Starting with Barcode' field, and 13 points to the 'Remove' button.

14. Remove any remnants of the old labels from the copy.

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15. On the “Copies” screen, you should see a listing for “Copies without Barcodes”. The amount should be 1, since you just removed a single barcode.

NOTE: If the quantity is more than 1, disregard. If you have questions about the number of copies without barcodes, contact the iLTSS Destiny Help Desk at 213.241.2734

16. Click the “Assign Barcodes” button just to the right of the number of copies without barcodes

The screenshot shows the iLTSS Middle (1113) web interface. The top navigation bar includes links for Catalog, Circulation, Reports, Back Office, and My Info. The main content area displays the 'Copies' screen for 'Traditions and Encounters' by Bentley. A red box highlights the 'Assign Barcodes' button next to the 'Copies without barcodes' section, which shows a quantity of 1. A red circle with the number 15 is also present near the 'Copies' tab. The 'Copies with barcodes' section shows a list of 15 copies with their respective barcodes, status, condition, and location.

Barcode	Status	Condition	Location
40000001127091	Available	New	
41111111111482	Available	New	
41111111111483	Available	New	
41111111111484	Available	New	
41111111111485	Available	New	
41111111111486	Available	New	
41111111111487	Available	New	
41111111111488	Available	New	
41111111111489	Available	New	
41111111111490	Available	New	
41111111111491	Available	New	
41111111111492	Available	New	
41111111111493	Available	New	
41111111111494	Available	New	
41111111111495	Available	New	

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17. By default, in the “Copies to Barcode” field is set to **1**; if not, type a **1** in the field
18. On the “Assign Barcodes”, the “Starting Barcode” radial button should be automatically selected.
In the field, scan or enter the 14-digit barcode number of the new label you are assigning **from the sheet of available barcode labels provided by iLTSS**
19. Make sure the “Print Labels” checkbox is UNCHECKED
20. Click the “Assign” button at the bottom of the screen.

The screenshot shows a web browser window displaying the iLTSS Barcode Copies form. The form is titled "Barcode Copies" and is part of the iLTSS Middle (1113) system. The form contains several fields and buttons, with numbered callouts indicating specific steps:

- 17**: Points to the "Copies to Barcode" field, which is set to 1.
- 18**: Points to the "Starting barcode" field, which contains the value 40000001127161.
- 19**: Points to the "Print labels" checkbox, which is unchecked.
- 20**: Points to the "Assign" button at the bottom of the form.

The form also includes fields for "Title" (Traditions and Encounters), "Copies without Barcodes" (1), "Purchase Price" (\$81.50), "Assign Location" (Undefined), "Assign Budget Category" (Undefined), and "Condition" (New). There are also "Other" buttons for "Assign Location" and "Assign Budget Category".

21. Apply the label(s) for the newly assigned barcode number to the copy (copies).

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STEP 3: SCENARIO 2 – BARCODE LABEL IS COMPLETELY ILLEGIBLE, NOT SCANNABLE, AND/OR REMOVED ENTIRELY

In this scenario, you will be assigning a new barcode number and label (as if you were adding a new copy), without removing the old number from Destiny. The difference will balance out when your school performs an annual textbook inventory using Destiny.

1. Click the “**Catalog**” tab located on the top navigation
2. Click the “**Textbook Search**” option on the left-side of the screen
3. Click on the “**Find**” dropdown menu and select **ISBN** from the list
4. Click on the “**Look In**” dropdown menu and select **Los Angeles Unified School District** from the list
5. Click inside the blank field next to the “**Find**” dropdown menu and scan or type the textbook’s 10 or 13-digit ISBN

NOTE: If the ISBN was typed in, either press the “**Enter**” key on the keyboard or click the “**Go**” button

The screenshot shows the iLTSS Textbook Search interface. The browser address bar displays the URL: <https://lausd-playground.follettdestiny.com/cataloging/servlet/presenttextbooksearchform.do?restoreFromC>. The iLTSS Middle (1113) header is visible, along with navigation tabs: Catalog, Circulation, Reports, Back Office, and My Info. On the left sidebar, the 'Textbook Search' option is highlighted. The main search area contains a 'Find' dropdown menu set to 'ISBN', a text input field containing the ISBN '9780618643325', and a 'Go' button. Below the input field is a 'Look In' dropdown menu set to 'Los Angeles Unified School District'. There are also checkboxes for 'Include Teachers' Editions' and 'Include Resource Kits'. Numbered callouts (1-5) indicate the steps: 1 points to the 'Textbook Search' tab, 2 points to the 'Textbook Search' option in the sidebar, 3 points to the 'Find' dropdown menu, 4 points to the 'Look In' dropdown menu, and 5 points to the ISBN input field.

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- On the book's "Title Details" screen, highlight and copy the book's "Replacement Price". You will need it when you add copies.
- Click the "Add Copies" button located on the upper right

The screenshot shows the iLTSS Middle (1113) website interface. The browser address bar displays the URL: <https://lausd-playground.follettdestiny.com/cataloging/servlet/presenttextbookdetailform.do?bibID=15251>. The website header includes the iLTSS logo and navigation links: Catalog, Circulation, Reports, Back Office, My Info, and a user profile icon. The main content area is titled "Textbook Search > 'Trigonometry'". On the left sidebar, there are links for Textbook Search, Resource Lists, Transfer Textbooks, and Update Copies. The main content area displays the details for the book "Trigonometry" by Larson. It states: "There are no local copies of this title. There are no off-site copies of this title." Below this, there is a "Selected List" section with a dropdown menu set to "My Resource List" and an "Add to This List" button. The "Publication Info" section shows: Published BROOKS COLE : 2007, Edition 07, ISBN 0-618-64332-X, 978-0-618-64332-5. The "Additional Info" section shows: Grade Level AP to AP, Subject MATH. The "Replacement Price \$141.50" is highlighted with a red box and the number 6. The "Add Copies" button is highlighted with a red circle and the number 7. The "Title Details" tab is selected, and the "Copies" and "Supplements" tabs are also visible. The "How do I...?" link is in the top right corner.

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8. On the “Add Copies” dropdown menu, select **with Barcodes** from the list
9. In the “Number of Copies” field, enter 1.
10. On the “Starting Barcode” the radial button should be automatically selected. In the field, scan or enter the 14-digit barcode number of the new label you are assigning **from the sheet of available barcode labels provided by iLTSS**

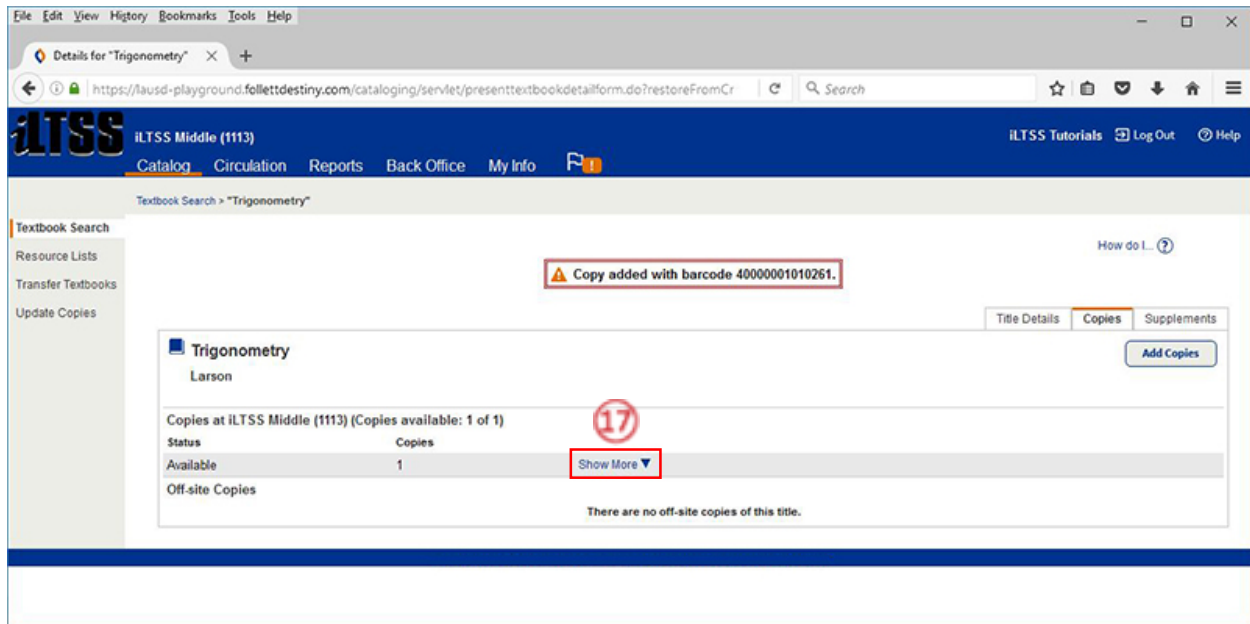
NOTE: If the barcode was typed in, either press the “Enter” key on the keyboard or click the “Go” button

11. On the “Status” dropdown menu, select **Available** from the list
12. On the “Condition” dropdown menu, select **Good** from the list
13. Leave “Location” and “Budget Category” as **Undefined**
14. **DO NOT** change the “Date Acquired” field
15. Paste the **Replacement Price** previously copied from Step 6 into the “Purchase Price” field
16. Verify that all the information entered is correct, then click the “Save Copies” button located on the upper-right of the screen

The screenshot shows the 'Add Textbook Copies' form in the iLTSS Middle (1113) system. The form is for the textbook 'Trigonometry' by Larson. The form is annotated with red circles and numbers 8 through 16, corresponding to the steps in the instructions. Field 8: 'Add Copies' dropdown set to 'with Barcodes'. Field 9: 'Number of Copies' set to 1. Field 10: 'Starting Barcode' with a selected radio button and the value 40000001010261. Field 11: 'Status' dropdown set to 'Available'. Field 12: 'Condition' dropdown set to 'Good'. Field 13: 'Location' and 'Budget Category' both set to 'Undefined'. Field 14: 'Date Acquired' set to 10/28/2016. Field 15: 'Purchase Price' set to \$141.50. Field 16: 'Save Copies' button highlighted in the top right. Other visible fields include 'Purchase Order Number', 'Copy Categories', and 'Notes'.

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17. Destiny will take you to the “Copies” sub-tab for that title. Click the “Show More” link to check for the last barcode in your added copies range



18. Apply the label(s) for the newly assigned barcode number to the copy (copies) from the sheet of available barcode labels provided by iLTSS.