



Destiny Textbook Manager™ allows users to perform an annual inventory of textbooks that are available and on shelf in the textbook room.

In this tutorial you will learn how to:

- ✪ Perform the annual District-mandated textbook inventory in Destiny. Books that are currently checked out to students are **NOT** part of this inventory. Books checked out to students and staff are considered “**accounted for**” for the purposes of this inventory. **ONLY** scan or count copies that are available on-shelf in your designated textbook room(s).

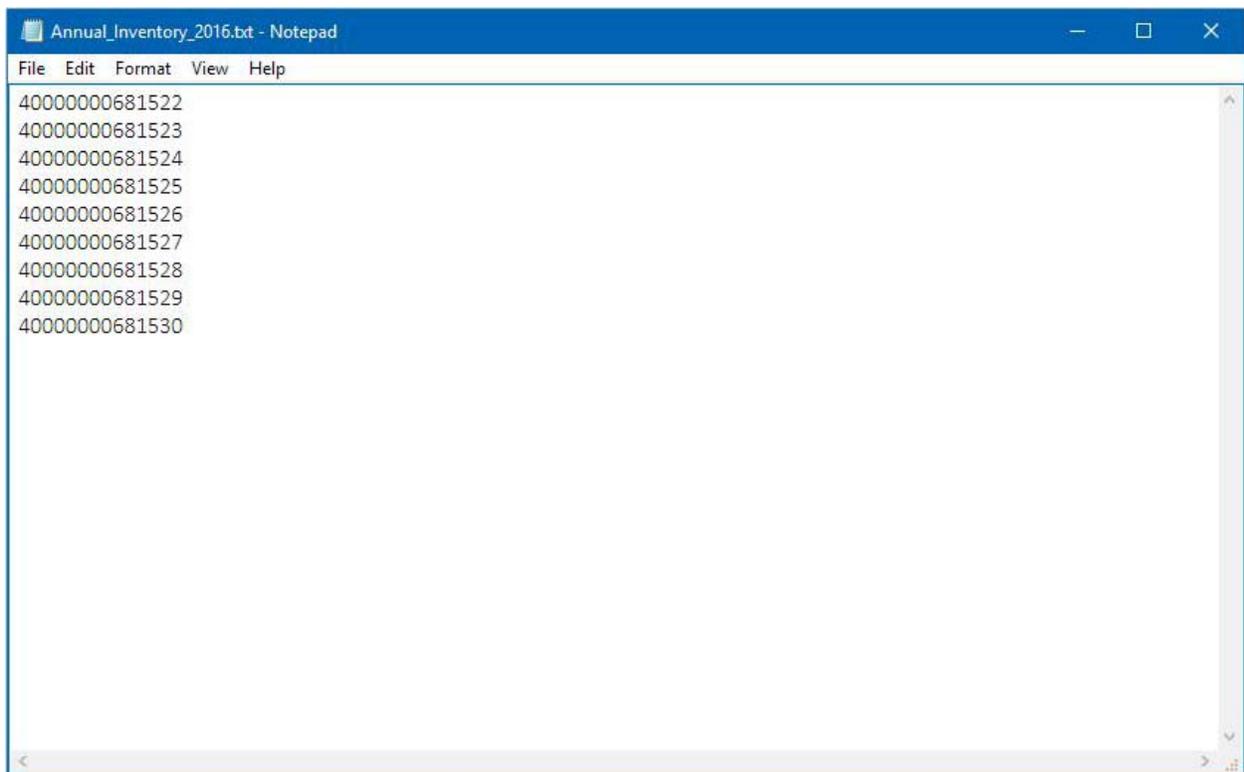
Requirements:

- ✪ PC desktop/laptop or MAC desktop/laptop
- ✪ A web browser such as:
 - a. *Google* Chrome 
 - b. Internet Explorer 
 - c. *Mozilla* Firefox 
 - d. Safari 
- ✪ Notepad [PC] or TextEdit [MAC]
- ✪ USB or Wireless barcode scanner
- ✪ An Internet connection
- ✪ An LAUSD Single-Sign On [SSO]

PART ONE: USING NOTEPAD

STEP 1: COLLECTING THE BARCODE DATA FROM AVAILABLE COPIES

1. On your desktop or laptop computer, open Notepad (or other simple text editor). Save the open file and give it a name. The file name can be anything you want (Ex. *Annual_Inventory_2016.txt* or something similar). Note where on your computer you save the file for easy access later in the process.
2. Using your scanner, begin scanning the barcodes of all the available barcoded textbook copies into the Notepad text file. Notepad will display these barcode numbers in a list format.



NOTE: If you are using a laptop, use the wired scanner. If you are using a desktop, use the wireless scanner. The wireless scanner has a range of about 90 feet.

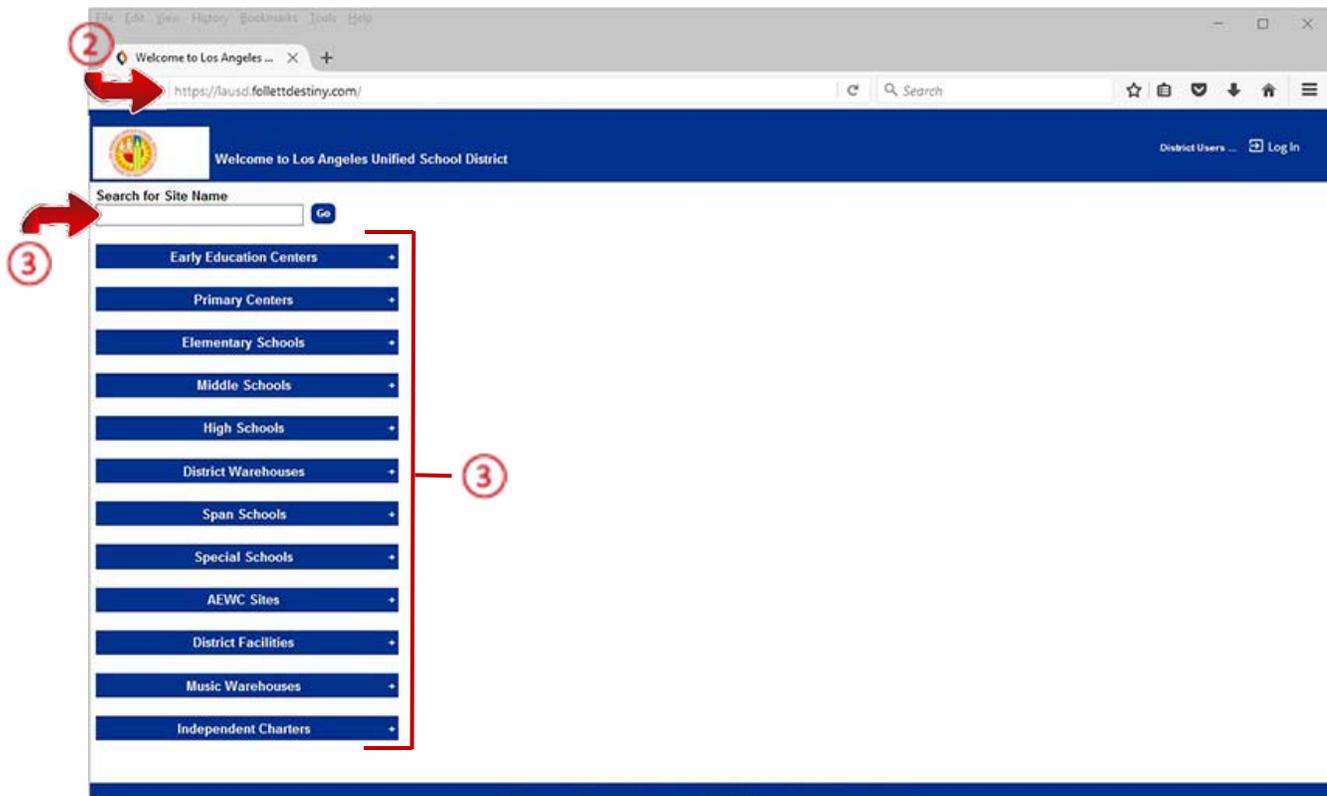
3. Save your file frequently.
4. Continue scanning until you have scanned all available barcoded copies in the textbook room(s).

NOTE: The scanning of copies does not need to be completed all at one time. It is best to mark your progress on the shelves for reference. Also, you do not need to scan all the barcodes into one file. You can have a separate file for, e.g., each shelf section, storage room, or title, if that is easier for you.

PART TWO: CONDUCTING AN INVENTORY

STEP 2: 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:
 1. 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
 2. Click on the “Blue Bar” associated to your school group (e.g. Middle School). Then, find and click on your school’s link.

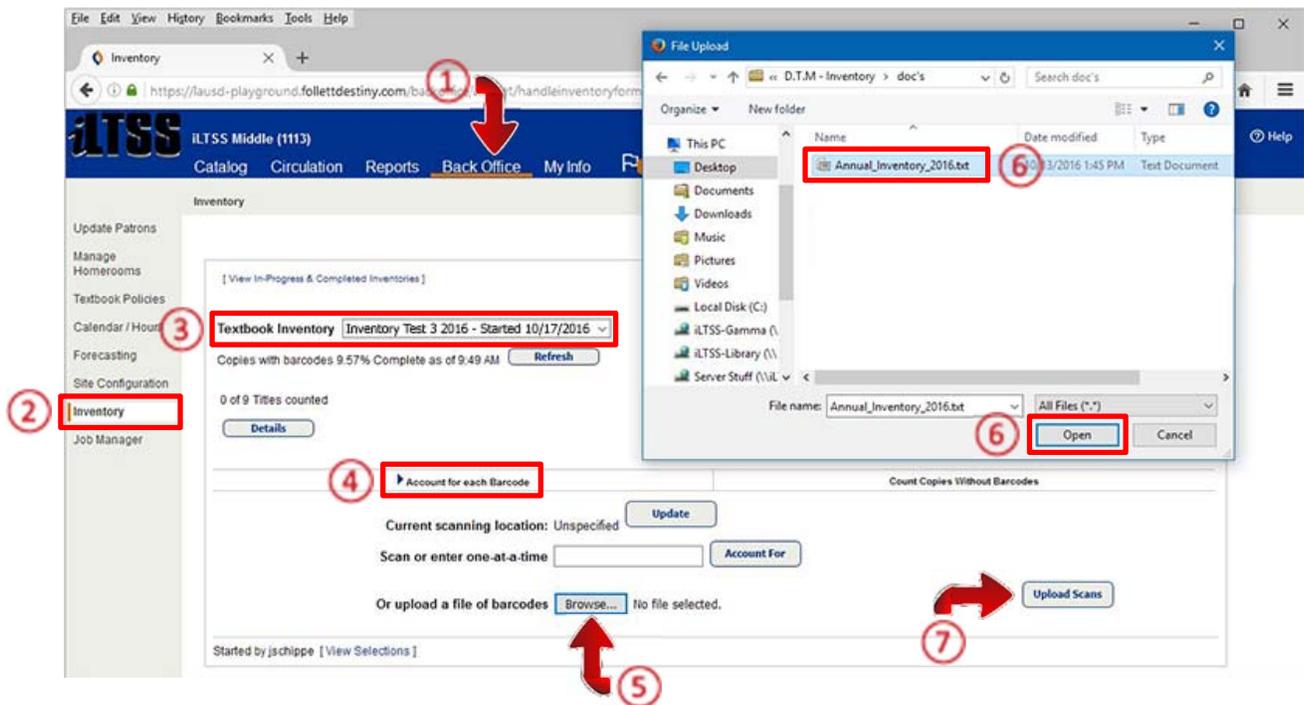


4. On the school’s “Home” screen, click the “Log In” link located on the upper-right corner and enter your username and password to login.

STEP 3: INVENTORY

1. Click on the “**Back Office**” tab located on the top navigation
2. Click on the “**Inventory**” option located on the left side of the screen.
3. On the “**Textbook Inventory**” dropdown, make sure the current inventory is selected.

NOTE: The annual inventory will be initiated by the District. The title of the inventory and the date started will be provided to you. The screen as it appears below will not be visible to you until the District starts the inventory.



4. If it is not selected, click on the “**Account for each Barcode**” tab
5. Click on the “**Browse**” button next to the field marked “**Or upload a file of barcodes**”
6. Navigate to the text file you created in **STEP 1**, select it and click the “**Open**” button
7. Click the “**Upload button**” to the right of “**Browse**” button. Destiny will take you to the *Job Manager* screen and process all of the barcodes you scanned into the text file. It will automatically mark all copies you scanned as *Accounted For*

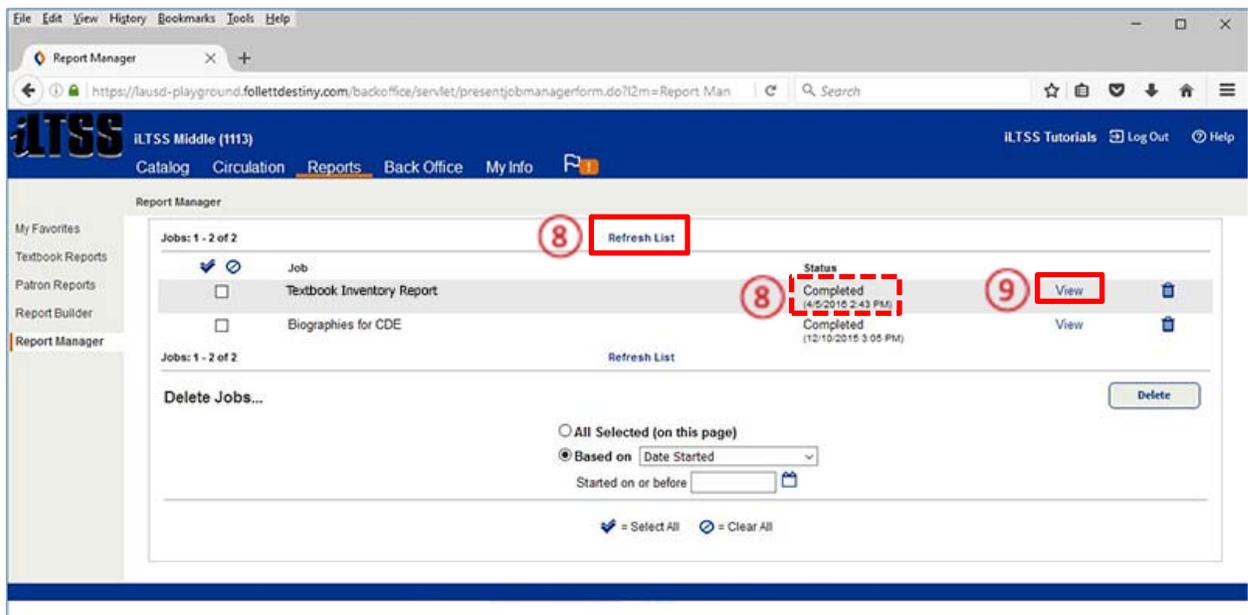
NOTE: Your Textbook Inventory job will complete on its own in the background.

DTM: TEXTBOOK INVENTORY

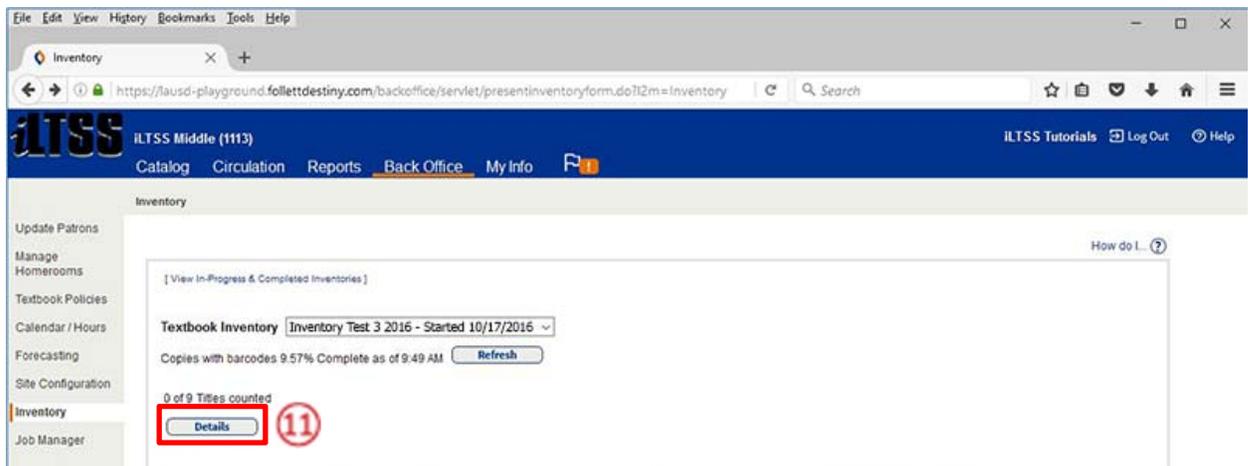
- To check if the job has completed, click the “Refresh List” link
- Once the job has completed, click the “View” link to see the results of the job.

NOTE: If you see a large number of results on the report that say **Skipped** followed by a barcode number, this means that you have copies that are not currently assigned to your school. Contact the Destiny Help Desk at (213) 241-2734 for assistance with resolving the issue.

- If you created multiple text files, repeat Steps 5-7 for each file.



- You can check the progress of your inventory by clicking the “Details” button on the Inventory screen.



12. From the Details screen, you can view a summary of your in-progress inventory. Click the “Run Report” button to create an even more detailed report.

The screenshot shows the iLTSS web application interface. The browser address bar displays the URL: <https://lausd-playground.follettdestiny.com/backoffice/servlet/handleinventoryform.do>. The page title is "Inventory Test 3 2016 - Started 10/17/16". The main content area shows the following summary:

Copies with barcodes	
Copies matching selections	1,233
Accounted for	118 <small>(Copies lost: 41 [See Details])</small>
Unaccounted for	1,115 <small>[See Details]</small>
Report on	
<input checked="" type="radio"/>	Copies in the inventory
<input type="radio"/>	Copies that have been 'Accounted For'
<input type="radio"/>	Copies that are 'Unaccounted For'
Count copies without barcodes	
Total Titles	9
Titles counted	0
Titles without counts	9

The "Run Report" button is highlighted with a red box and a circled number 12. A "Close" button is also visible in the top right corner of the summary box.

IMPORTANT!

Before you finish the inventory, ensure that you have located and scanned/entered all materials not checked out to students. Any available copies not scanned or counted will be marked as “LOST” when the inventory is completed. Please remember to check for materials in classrooms, closets, and workrooms. *Copies that are unaccounted for will count against the school’s loss rate.*

STEP 4: FINISH THE INVENTORY

You are not required to scan the novels as part of your inventory. If your school site has novels that are barcoded, you can create a Remedy ticket indicating that you “*would like your novels remotely scanned into your inventory*” and our ILTSS Help Desk staff will gladly be able to assist with this.

You will need to submit a Remedy ticket stating that your school site has completed their textbook inventory. This will communicate to the district that you have completed inventory.

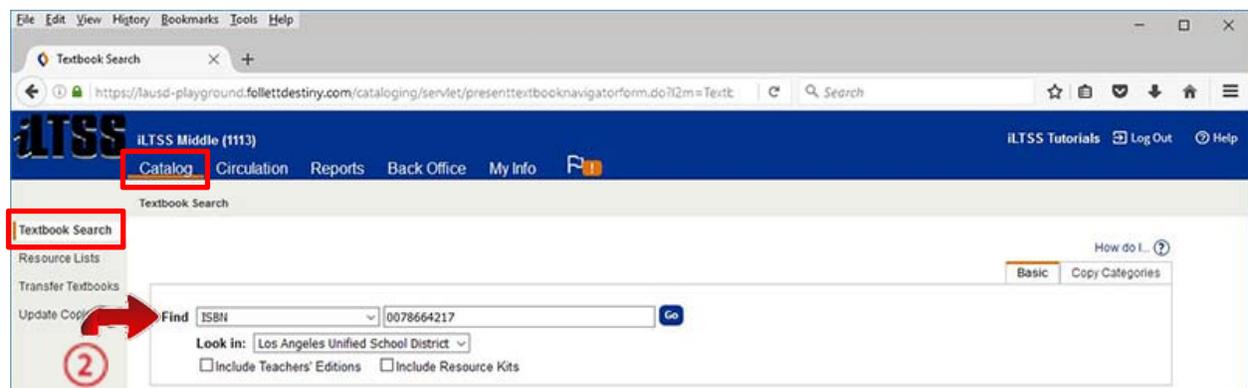
Remedy ticket link: <http://lausd.onbmc.com/>

NOTE: Completed inventories may be revived if the District determines there is an issue with the submitted counts. Be advised that you may be asked to recheck your scans/counts. The importance of an accurate inventory is very crucial.

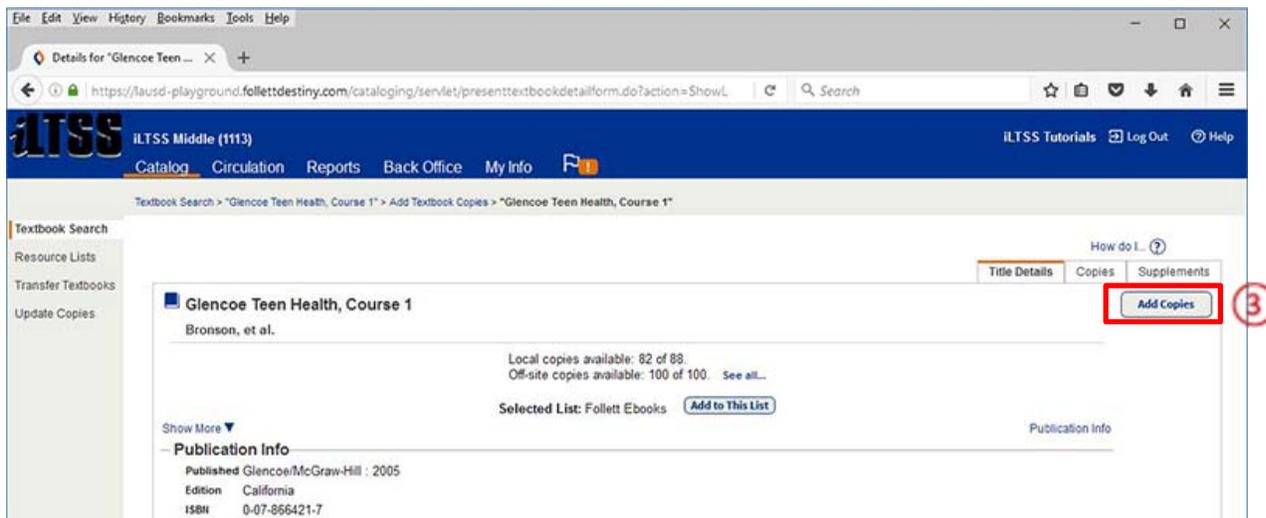
STEP 5: ACCURATE COUNTS OF CORE CONSUMABLES

NOTE: You will need to make sure that your consumable copy amounts of all Math and English Language Arts shown in Destiny accurately reflect the amounts that are available as surplus.

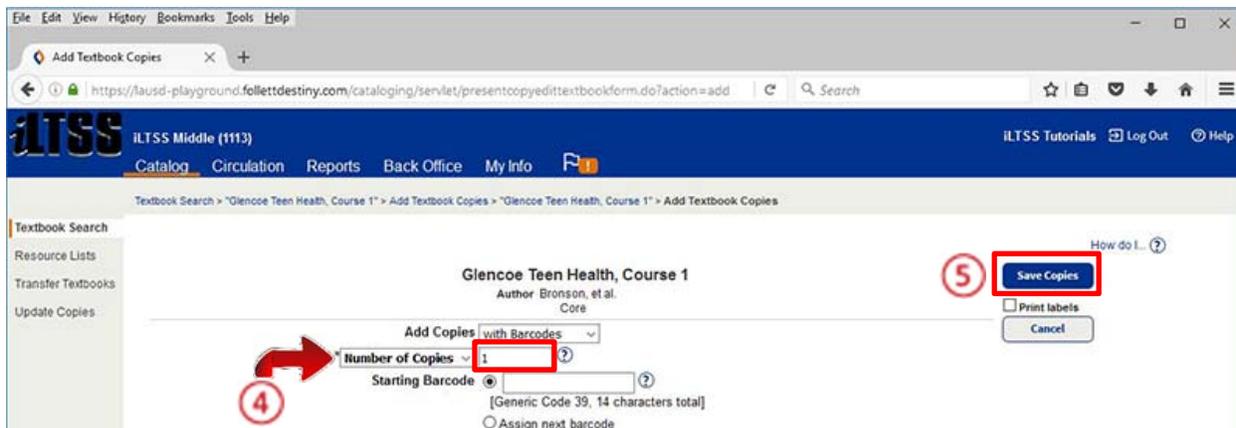
1. Conduct a hand count for the total amount of surplus Math and ELA consumables on the shelves for each title.
2. Click on “**Catalog**”, and then click on “**Textbook Search**”. Next to “**Find**”, change the drop down menu to “**ISBN**” and make sure that you are looking in *Los Angeles Unified School District*, then scan the ISBN barcode on the back of the consumable.



- On the “Book Information” page, click on “Add Copies” button located on the upper-right-side of the page.



- On the field next to “Number of Copies” type the number of copies that you have counted on the shelves.
- Click the “Save Copies” button on the right-side of the screen.

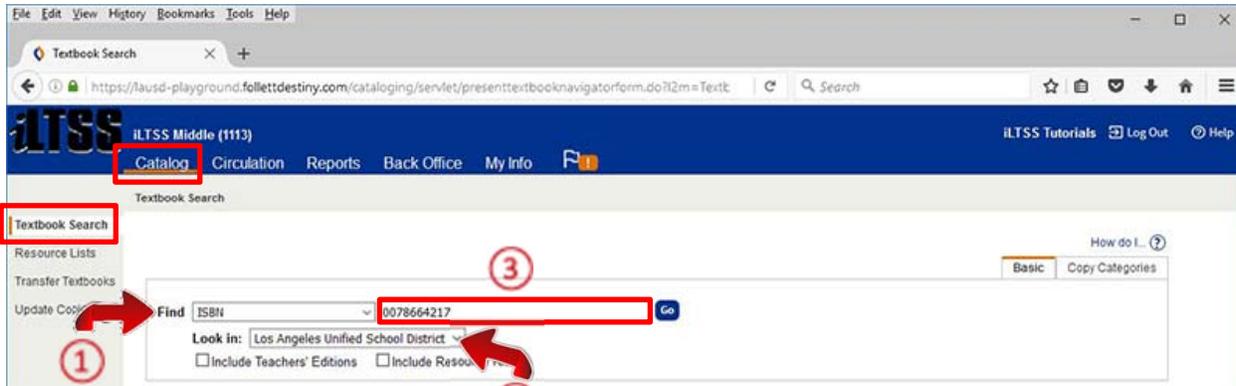


NOTE: If Destiny shows a higher count than what is actually available as surplus, delete the overage amount from the actual number to accurately adjust your copy count.

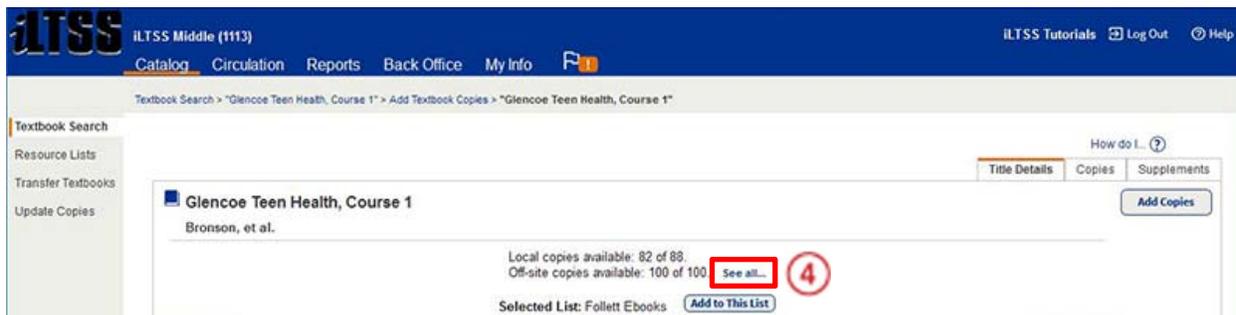
STEP 6: DELETE COPIES

1. Click on **“Catalog”** then click on **“Textbook Search”**. Next to **“Find”**, click the drop down menu and select **“ISBN”** from the list
2. Next to the **“Look In”**, click the drop down menu and select *Los Angeles Unified School District*
3. Click inside the blank field and scan or type the ISBN barcode on the back of the consumable.

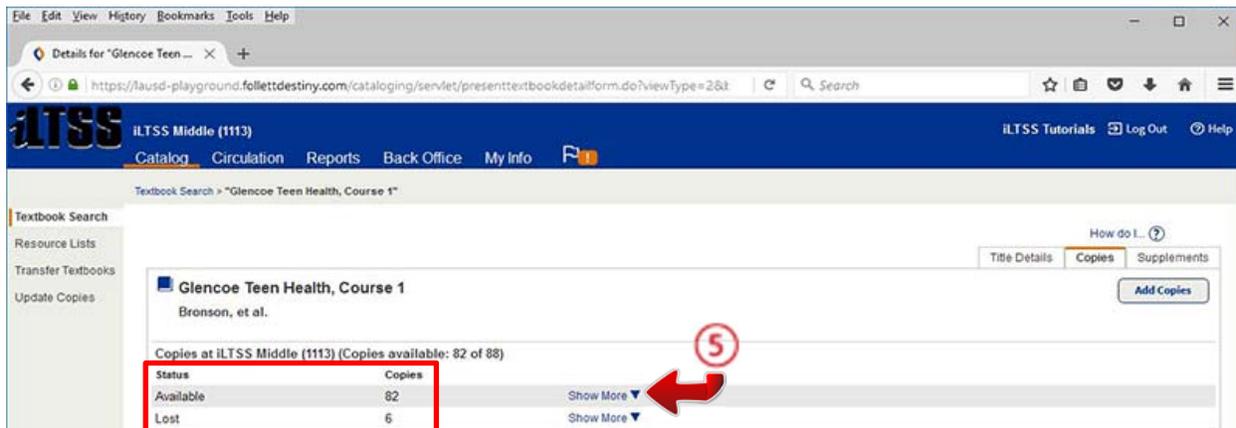
NOTE: if you typed in the ISBN number, click the “Go” button



4. On the **“Book Information”** page, click the **“See All”** link

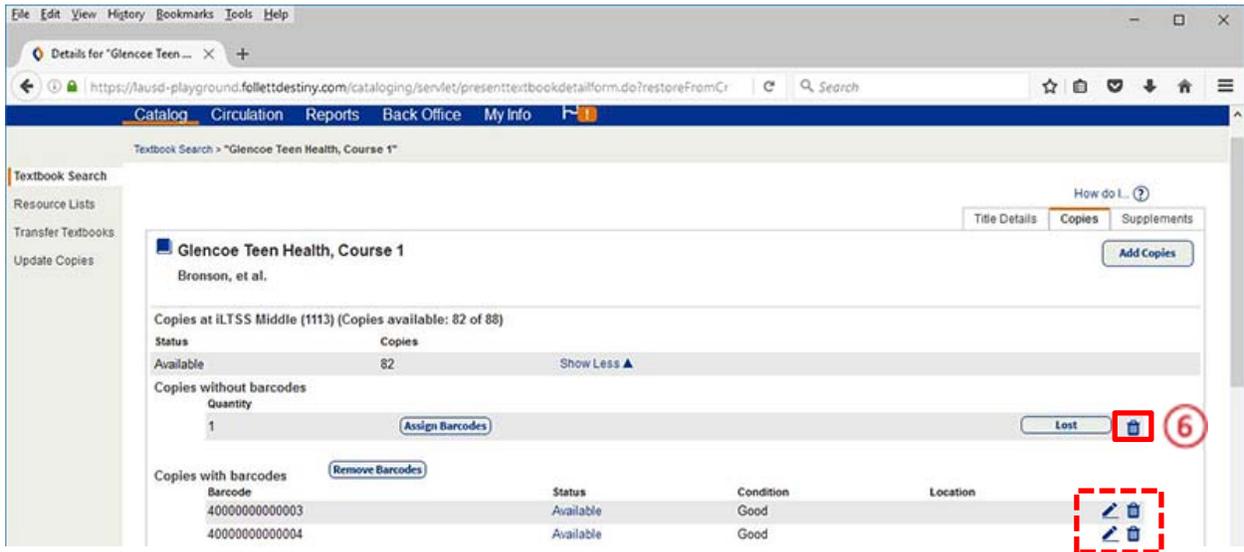


5. The next page will show the amount of copies available, click on the **“Show More”** link to expand the view

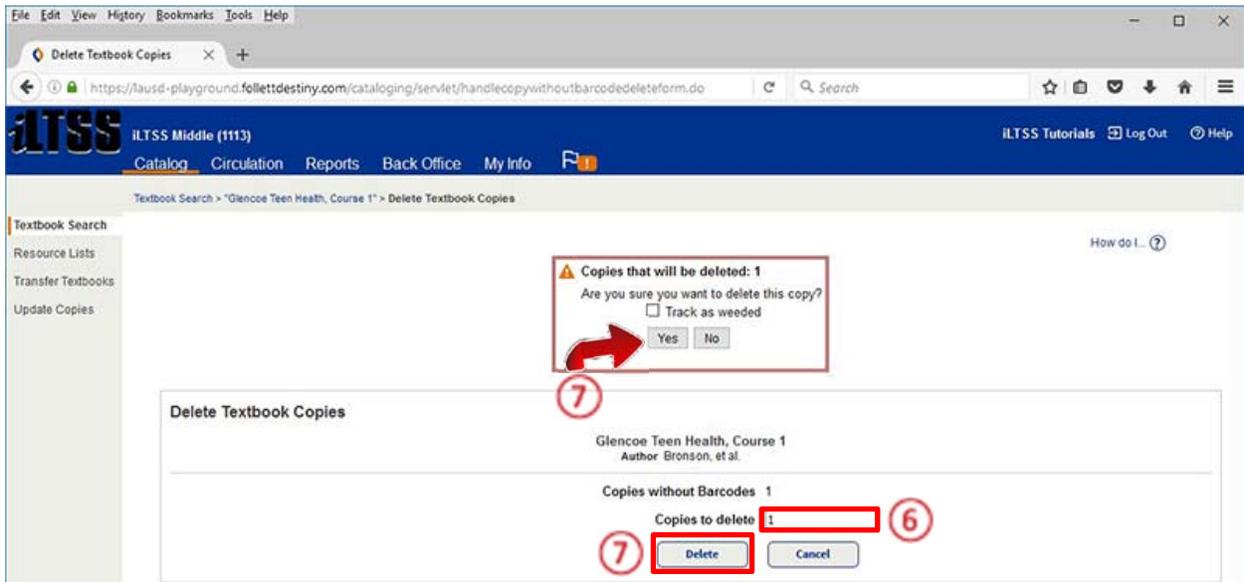


DTM: TEXTBOOK INVENTORY

- Click on the “trash can” icon and use the “Copies to Delete” section to enter the overage number for your consumable(s).
- Click “Delete” and Destiny will ask if you are sure you want to delete that amount. If correct, click “Yes”



NOTE: You can also delete and/or edit an individual textbook by clicking on the “Trasch Can” or “Pencil” icon



PART THREE: CREATING A REMEDY TICKET

NOTE: For assistance with your novels, please contact the ILTSS Destiny Help Desk by opening a Remedy ticket by following the below instructions.

STEP 1: LOGING TO REMEDY AND CREATEING A SERVICE REQUEST

1. Open a web browser
2. In the address bar, type the following URL and press the “Enter” key on the keyboard:
 - <http://lausd.onbmc.com>
3. On the “Remedy” login page, use your Single-Sign On (SSO) to sign in
4. Click on the “Library System – Student Issued Materials” option
5. Click on the “Request Now” button

NOTE: You **MUST** fill-in all of the fields by answering the required questions marked with a **red** asterisk

6. On the “Are you requesting for service...” click on the “Yes” radial button to select it
7. Next to the “Are you Certificate, Classified...” question, click on the drop-down menu and select your classification.
8. Next to the “What is your Job title?” question, type in your title
9. Next to the “Please select your issue from the menu” question, click on the drop-down menu and select one of the following options:
 - ✓ Library ✓ Textbook ✓ Assets ✓ Textbook Sufficiency (Williams)
10. Next to the “Is the issue software...” question, click on the drop-down menu and select “Software” from the options
11. Next to the “What Category is the issue...” question, click on the drop-down menu and select one of the following options:
 - ✓ Cataloging ✓ Circulation ✓ Reports ✓ Back Office ✓ Training Request ✓ Other
12. Next to the “Describe your Destiny Issue” textbox, type the description of your issue
13. Confirm that every question with a **red** asterisk has been answered then click the “Submit” button

NOTE: Once the request has been submitted, you will receive an automatic confirmation email of your service request