





Destiny Library Manager allows users with full access to email notices to patrons listing their current checkouts, fines, and overdue materials.

In this tutorial you will learn how to:

- * Login to Destiny Library Manager
- * Create a Report of student checkout
- * Send notice to Patrons' email

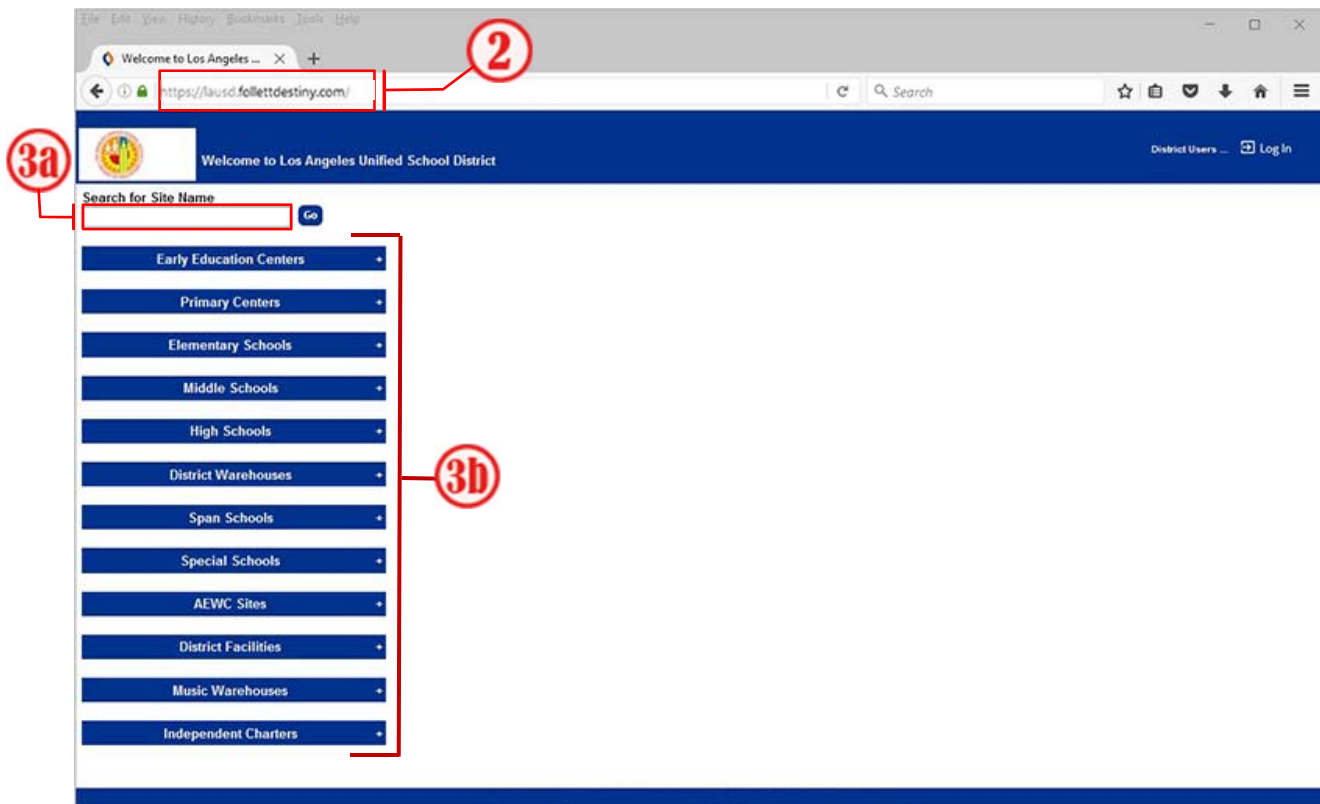
Requirements:

- * PC or MAC
- * A web browser such as:
 -  Chrome
 -  Explorer/Edge
 -  Firefox
 -  Safari
- * Full Access to Destiny Library Manager
- * An Internet connection
- * An LAUSD Single-Sign on

DLM: EMAIL CURRENT CHECKOUT/FINES NOTICES TO PATRONS

STEP 1: LOGIN TO DESTINY

1. Open a web browser
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 with 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. Enter your username and password to login.

STEP 2: CREATING THE REPORT

1. Click the **Reports** tab.
2. Click the **Library Reports** option located on the left-side of the screen.
3. On the **Circulation** section of the page, click the **Current Checkouts/Fines** link.

The screenshot displays the web interface for Integrated Library/Textbook Support Services (1113). The top navigation bar includes links for Home, Catalog, Circulation, Reports, Back Office, and My Info. The Reports tab is highlighted with a red box and a circled '1'. On the left sidebar, the Library Reports option is highlighted with a red box and a circled '2'. The main content area is divided into sections: Catalog – Titles & Copies, Circulation, Holds, and Inventory Control. Under the Circulation section, the Current Checkouts/Fines link is highlighted with a red box and a circled '3'. Each link in the interface has a 'Show More' button next to it.

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STEP 3: FORMAT

1. Make sure the **Checked Out/Overdue Materials** checkbox is checked.
2. Select the **All that are checked out** radial button.

*NOTE: You can also choose to send an email to include either **All that are currently overdue** or **That are due from** and select a date range by selecting these options.*

3. Uncheck the following checkboxes:
 - Resources Assigned to a Custodian
 - Unpaid Textbook Fines
 - Unpaid Resource Fines
 - Unpaid Patron Fines
4. Leave the **Unpaid Library Fines** checkbox checked.
5. On the **Format** section of the page, select the **Email to Homerooms** radial button.
6. Click the **Continue** button.

Integrated Library/Textbook Support Services (1113) Destiny Tutorials Log Out Help

Home Catalog Circulation Reports Back Office My Info

Library Reports > Current Checkouts/Fines

My Favorites

Library Reports

Patron Reports

Report Builder

Report Manager

How do I... ?

1. Format 2. Limit 3. Details

Show Checked Out/Overdue Materials

All that are currently overdue

That are overdue by 1 to days ?

That are due from 12/7/2018 31 to 12/7/2018 31 ?

All that are checked out

Resources Assigned to a Custodian

Unpaid Library Fines

Unpaid Textbook Fines

Unpaid Resource Fines

Unpaid Patron Fines ?

Format Report -- Output PDF

Email to Homerooms

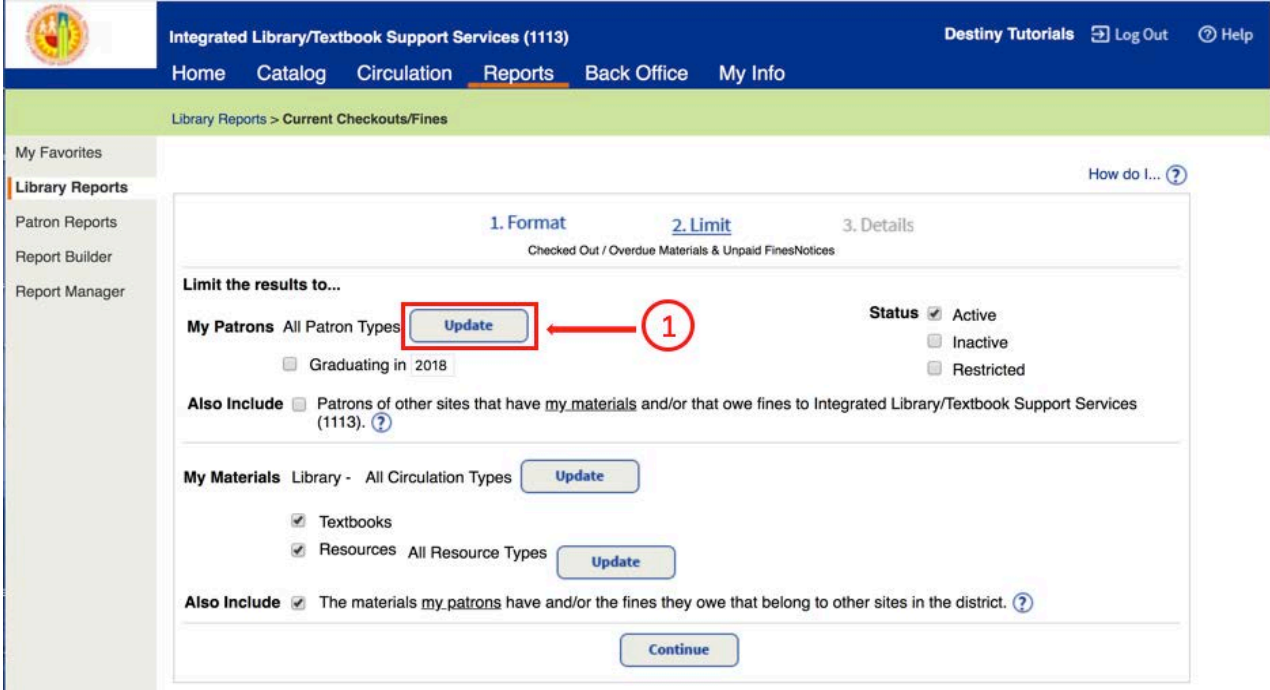
Notices -- Language: English

Continue

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STEP 4: LIMIT

1. On the **Limit the results to...** section, click the **Update** button.



2. On the **Select Patron Types...** screen, uncheck the **Contractor** checkbox.
3. Click the **OK** button to go back to the **Limit** page.



DLM: EMAIL CURRENT CHECKOUT/FINES NOTICES TO PATRONS

4. Leave the **Graduating in** checkbox unchecked.
5. Only the **Active** checkbox should be checked.
6. Uncheck the **Textbooks** and **Resources** checkboxes.
7. Check the box next to **The materials my patrons...**
8. Click the **Continue** button to go to the Details page.

Integrated Library/Textbook Support Services (1113) Destiny Tutorials Log Out Help

Home Catalog Circulation **Reports** Back Office My Info

Library Reports > Current Checkouts/Fines

My Favorites

Library Reports How do I...?

Patron Reports

Report Builder

Report Manager

1. Format 2. Limit 3. Details

Checked Out / Overdue Materials & Unpaid Fines/Notices

Limit the results to...

My Patrons Faculty Student Update

Graduating in 2019

Status Active Inactive Restricted

My Materials All Circulation Types Update

Textbooks Resources All Resource Types Update

Also Include The materials my patrons have and/or the fines they owe that belong to other sites in the district. ?

Continue

3. DETAILS

- Once on the **Details** screen, scroll down to the **Also Display...** section and uncheck the **Cover Image** option.

- On the **Send To All Homerooms** option, click on **Update** to specifically select the homeroom(s) to whom you want to send email notices.
- The **Display name** option, by default, will indicate **Destiny** you can select the name that will show in the email, as sent from.
- The **Email** field shows **do_not_reply@follett.com** by default, do not change this.
- On the **Also Display...** section, place a check on: **Title for library materials**, **Price of checked out/overdue materials**, **Barcode**, **Grade Level**, and **Homeroom**.
- Click on **Run Report**
- Once completed, in the **Job Manager**, click the **View** link to see the job summary. Note: the job summary will provide information on the following: email notices attempted, email notices sent, email notices failed, and email notices skipped.