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
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.
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, That are due by, 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 Notices radial button.
6. Click the Continue button.
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.
4. Leave the **Graduating in** checkbox unchecked.
5. Only the **Active** checkbox should be checked.
6. Leave the Also Include **Patrons of other sites** checkbox unchecked.
7. Uncheck the **Textbooks** and **Resources** checkboxes.
8. Check the box next to Also Include **The materials my patrons**.
9. Click the **Continue** button to go to the Details page.
3. DETAILS

1. Once on the Details screen, leave the Select & Sort by, to Patron and the fields blank.
2. Under Distributed, select the Via Email - Provide Sender Information radial button.
3. The Display Name field is customizable. This is what will be displayed in the email, as sent from. You can leave as Destiny or enter something that will be recognized by the individual(s) that will receive the email.
4. It is recommended that the Email field be left with do_not_reply@follett.com, however, you can include your email if you wish to receive replies.
5. For the Send To options, you can select to have Destiny send emails to either or both Students & Faculty/Staff.
6. Both Page Layout and Address Label do not apply, they can be ignored.
7. The Message is customizable, tailor it to what you need. Remember that it will be the message sent to all that fit the criteria selected so it should be somewhat generic.
8. Check the following: Title for library materials, Barcode, Grade Level, and Homeroom.
9. Cover Image and Price of checked out/overdue materials is optional.
10. Click on Run Notices, this will send off the emails and take you to the job manager where you will see a summary of what was sent. (You can select to save by clicking on "Save Setup" title the report but DO NOT schedule the report to run automatically.)
Select & Sort by: Patron Name from to

Distributed: 
- Internally
- Mailed
- Via email - Provide sender information

Display name: Destiny
Email: do_not_reply@follett.com

Send To: 
- Student Email
- Faculty/Staff Email
- Email 3
- Email 4
- Email 5

Page layout: Print 1 notice per page

Message:
Dear Patron's Name:
The following items are overdue. Please return them as soon as possible.

Address Label: To the Parent or Guardian of: Patron's Name

Also Display:
- Title Info: Title for library materials
- Patron Info: Barcode
- Grade Level
- Homeroom

Select All  Clear All

Save Setup  Run Notices