D.L.M: RUNNING A SHELF LIST

Allows users with Teacher Librarian or Library Aide access to create and run a shelf list report in the Destiny Library Manager

In this tutorial you will learn how to:

✦ Create a shelf list report
✦ Run the shelf list report
✦ Open the shelf list report

Requirements:

✦ PC or MAC
✦ A web browser such as:
  - Google Chrome
  - Internet Explorer
  - Mozilla Firefox
  - Safari
✦ Teacher Librarian or Library Aide Access
✦ An Internet connection
✦ An LAUSD Single-Sign On (SSO)
**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.
STEP 2: CREATING THE SHELF LIST REPORT

1. Click the “Reports” tab located on the top navigation
2. Click the “Library Reports” option located on the left-side of the screen
3. On the “Catalog – Titles & Copies” section, click on the “Shelf List” link
4. Under the heading “Generate a shelf list showing...” Choose the “Include Call Numbers” option and click on the “All ranges and prefixes in the collection” radial button
5. On the “Show” option, click on the “Publication Year” radial button
6. On the “Output as” drop down menu, select “Microsoft Excel” from the list
7. Leave all other fields blank
8. Click the “Run Report” button
**STEP 3: REPORT MANAGER**

1. The new report will state “**Pending**,” click the “**Refresh List**” link. After a few minutes the status should have changed to “**Completed**”

**NOTE:** You may need to click the “**Refresh List**” link more than once to see if the status has changed.

2. Once the report has completed, click the “**View**” link to view the report

3. Click on the “**Open with**” radial button and select “**Microsoft Excel**” from the drop down list,

4. Click the “**OK**” button
5. The shelf list report will open in Excel. Click on the “Enable Editing” button to allow the report to be modified.

6. Click on the “Home” tab.

7. Click on the “Sort & Filter” tab. From the drop down menu, select “Custom Sort” from the list.
8. Depending on how you will be using the report, in the “Column” drop down menu, you can select one of the following from the list:

<table>
<thead>
<tr>
<th>Column</th>
<th>Call Number</th>
<th>Title</th>
<th>Year</th>
<th>Circs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Author</td>
<td>Barcode</td>
<td>Status</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

9. Leave as is in the “Sort On” section

10. In the “Order” drop down menu, select either “A to Z (ascending)”, “Z to A (descending)” or “Custom List”

11. Click “OK”

12. Select, “Sort anything that looks like a number, as a number” radial button

13. Click the “OK” button