







Destiny Library Manager allows users with full access to setup a library inventory.

In this tutorial you will learn how to:

- \* Login to Destiny Library Manager
- \* Setup a library inventory

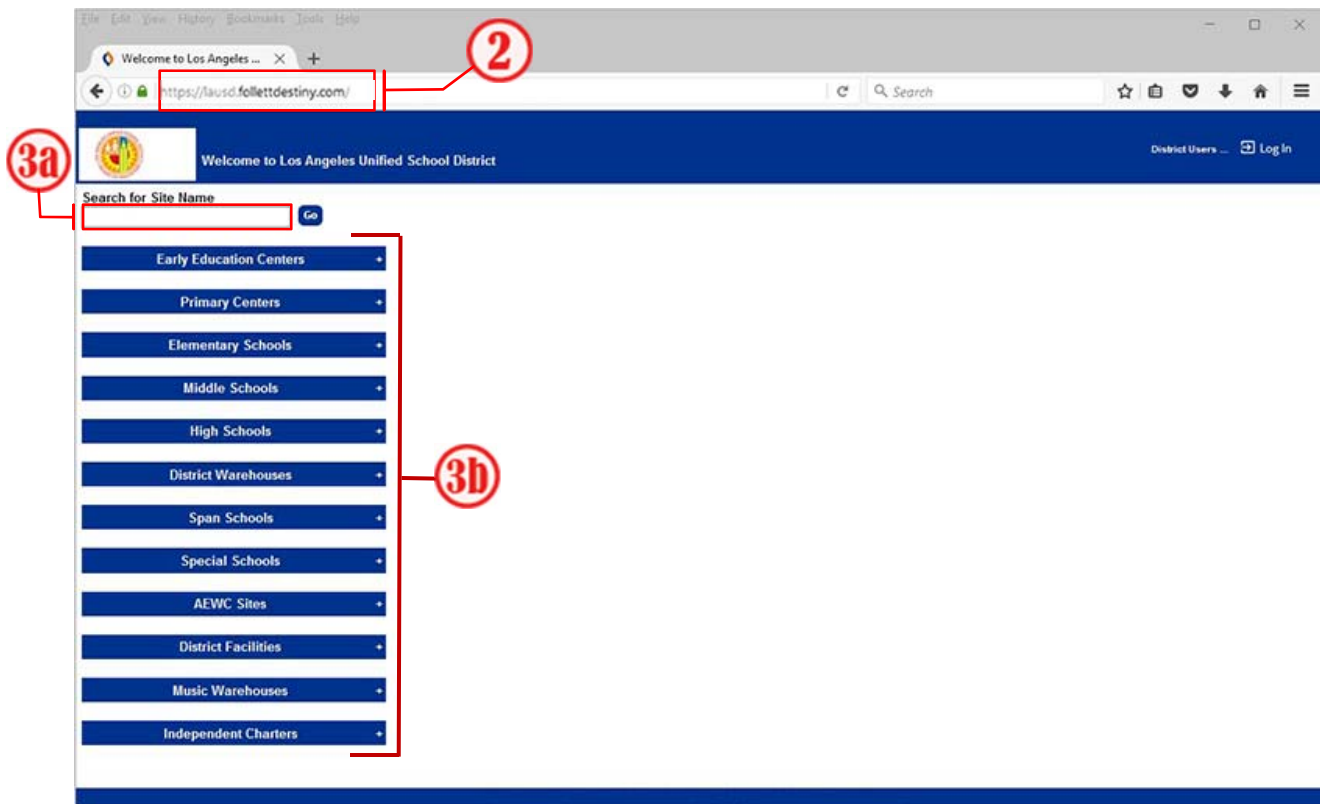
Requirements:

- \* 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: SETTING UP A LIBRARY INVENTORY

## 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

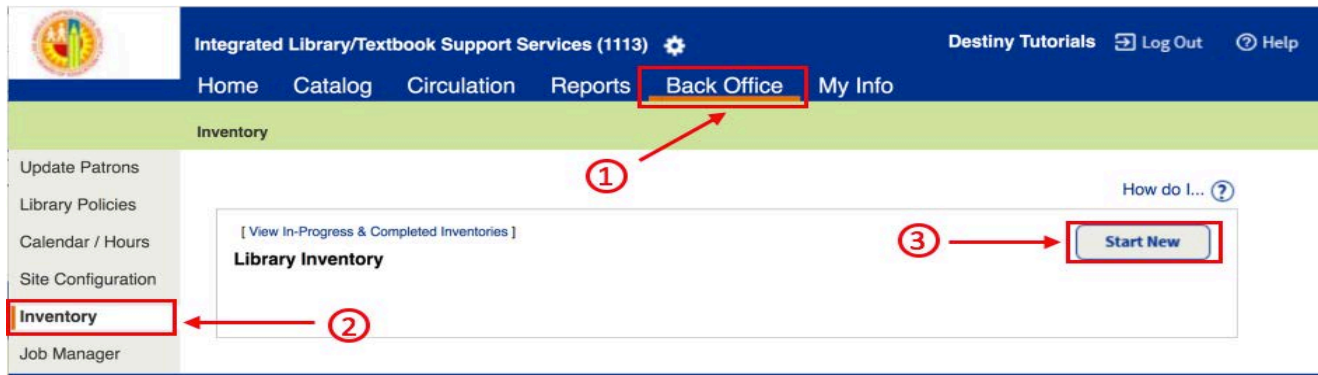


4. On the school's **Home** screen, click the **Log In** link located on the upper-right corner. Enter your username and password to login.

## DLM: SETTING UP A LIBRARY INVENTORY

### STEP 2: Setup an inventory

1. Click the **Back Office** tab.
2. Click the **Inventory** option located on the left-side of the screen.
3. Click on **Start New**



4. In the **Inventory Name** field, enter "Full Inventory" and the appropriate school year 2019-2010 SY.
5. Leave the fields for **Call Numbers from** empty and do not update the **Circulation Types** or the **Sublocations**.
6. Enter a criteria date to address "unaccounted for" materials. It should be a date between the start of the current school year and the present date.
7. Click on **OK**. You will be asked if you are sure you want to start a new inventory, click **YES**.
8. **NOTE: When you have completed the inventory, submit an Online Service Request to have ILTSS finalize the inventor for you. DO NOT DELETE ANY COPIES.**

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

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

Inventory > Start Inventory

Update Patrons  
Library Policies  
Calendar / Hours  
Site Configuration  
**Inventory**  
Job Manager

**Specify the copies to be inventoried...** How do I... ?

**Inventory Name** Full Inventory 2019-2020 SY

**Call Numbers from** to

To specify a call number range, enter at least the first 3 digits for Dewey numbers, a complete call number prefix, or a call number prefix and author cutter.

**Circulation Types** All Circulation Types **Update**

**Sublocation** All Sublocations **Update**

All copies meeting the above criteria will be set to "unaccounted for"...

Except for copies that have been seen on or after 8/13/2019 31

**OK** Cancel