






This tutorial will guide Teacher Librarians and Library Aides through the recommended steps to run and print barcode labels.

In this tutorial you will learn how to:




- ✪ Run and print barcode labels

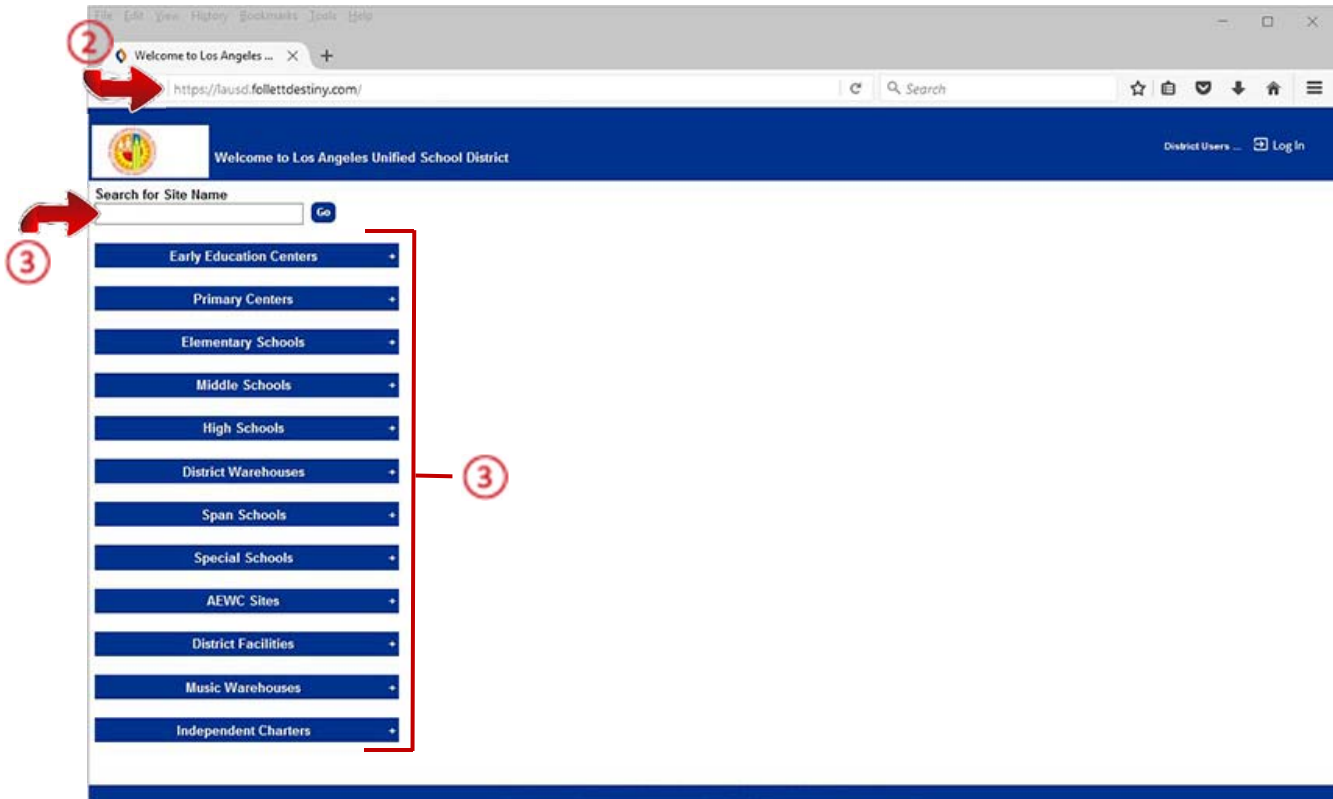
Requirements:

- ✪ Full access to Destiny (*Teacher Librarians and Library Aides only*)
- ✪ 5160 Avery Labels
- ✪ PC or MAC
- ✪ A web browser such as:
 - Google Chrome 
 - Internet Explorer 
 - Safari 
- ✪ An Internet connection
- ✪ An LAUSD Single-Sign on

NOTE: *iLTSS recommends using Internet Explorer for printing barcode labels. Please contact the Help Desk if you would like to use a different browser.*

STEP 1: LOGIN TO DESTINY

1. Open a web browser
 - Google Chrome 
 - Internet Explorer 
 - 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

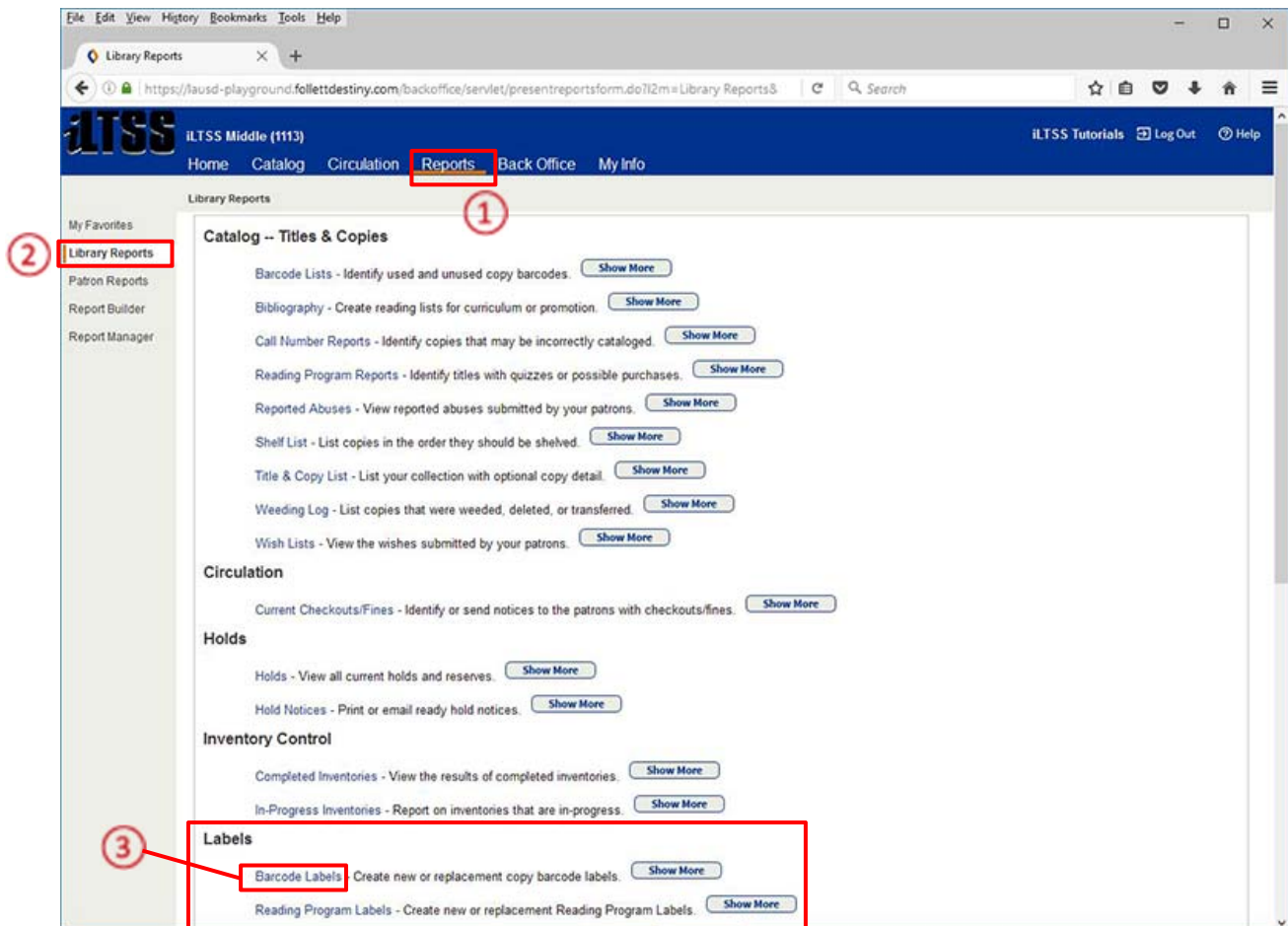
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STEP 2: CREATE RESOURCE LIST

1. In Destiny create a resource list and include all titles you want to print barcodes for

STEP 3: RUN & PRINT BARCODE LABELS

1. Click on the “Report” tab
2. Click on the “Library Reports” from the menu on the left
3. Scroll down and locate the “Labels” heading and click on “Barcode Labels” link



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- Click on the “Used” sub tab located on the upper-right
- On the “Labels for each barcode” field, change the default number to 4.
- Click the “Sort by” drop-down-menu and select “Barcode” from the list
- Click the “Select by” drop-down-menu and select “List” from the list
- Choose the list you created in [STEP 2](#)
- Scroll down to the “Include the following on each” and place a checkmark on Site Name, Title, Author and Call Number
- On the “Use label stock” drop-down-menu select **Avery white address labels (style 5160)**
- Scroll down to “Printer Offset” and change the numbers if needed.

NOTE: (Choices are: 3 and 1; or 4 and 1; or 4 and 2). If you need further assistance with this, please go to iLTSS website achieve.lausd.net/iltss, click on the Destiny Tutorial tab then click on the “Align Library Barcodes [Full Access]” link.

- Click the “Run Report” button (This will take you to the Report Manager screen)

The screenshot shows the 'Print Copy Barcodes' page in the iLTSS system. The page title is 'Print used library copy barcodes...'. The interface includes a navigation menu on the left with 'Library Reports' selected. The main content area contains several form fields and buttons, with red circles and lines indicating specific steps:

- 4:** The 'Used' sub-tab is selected in the top right corner.
- 5:** The 'Labels for each barcode' field is set to '4'.
- 6:** The 'Sort by' dropdown menu is set to 'Barcode'.
- 7:** The 'Select by' dropdown menu is set to 'List'.
- 8:** The 'My Resource List' dropdown menu is selected.
- 9:** A box highlights the 'Include the following on each' section, where 'Site Name', 'Title', 'Author', and 'Call Number' are all checked.
- 10:** The 'Use label stock' dropdown menu is set to 'Avery white address labels (style 5160)'.
- 11:** The 'Printer offset' section shows 'Horizontal: 0' and 'Vertical: 0'.
- 12:** The 'Run Report' button is highlighted at the bottom of the page.

Additional text at the bottom of the page reads: "In addition to adjusting your printer offsets, you must also configure Adobe Reader so that your labels are properly aligned. For assistance configuring Adobe Reader or the printer offsets, see Troubleshooting".

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13. Click on the “Refresh List” link to refresh the page
14. Once the report has completed, click the “View” link to see the report

NOTE: Print the labels on regular paper first to ensure the labels line up. If necessary, adjust the Printer Offset numbers using the choices above by going back to “Print Copy Barcodes” using the bread crumbs.

The screenshot shows a web browser window displaying the iLTSS Reports Manager interface. The browser address bar shows the URL: <https://lausd-playground.follettdestiny.com/backoffice/servlet/presentjobmanagerform.do?reportManager=>. The page header includes the iLTSS logo, the text "iLTSS Middle (1113)", and navigation links for Home, Catalog, Circulation, Reports, Back Office, and My Info. The main content area is titled "Library Reports > Print Copy Barcodes > Report Manager". It displays a table of jobs with the following columns: Job, Status, and a "View" link. The first job, "Library Copy Barcode Labels", is highlighted in grey and has a "View" link that is circled in red with the number 14. Above the table, a "Refresh List" button is circled in red with the number 13. Below the table, there is a "Delete Jobs..." section with a "Delete" button and a filter section for "All Selected (on this page)" and "Based on Date Started".

Job	Status	
<input type="checkbox"/> Library Copy Barcode Labels	Completed (10/26/2016 2:09 PM)	View
<input type="checkbox"/> Patron Barcode Report	Completed (4/5/2016 2:43 PM)	View
<input type="checkbox"/> Biographies for CDE	Completed (12/10/2015 3:05 PM)	View

If you need further assistance with this, please go to iLTSS website achieve.lausd.net/iltss, click on the Tutorials tab located at the top of the page, then scroll down a bit and click on the “Full Access: Aligning Library Barcodes” link.