





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

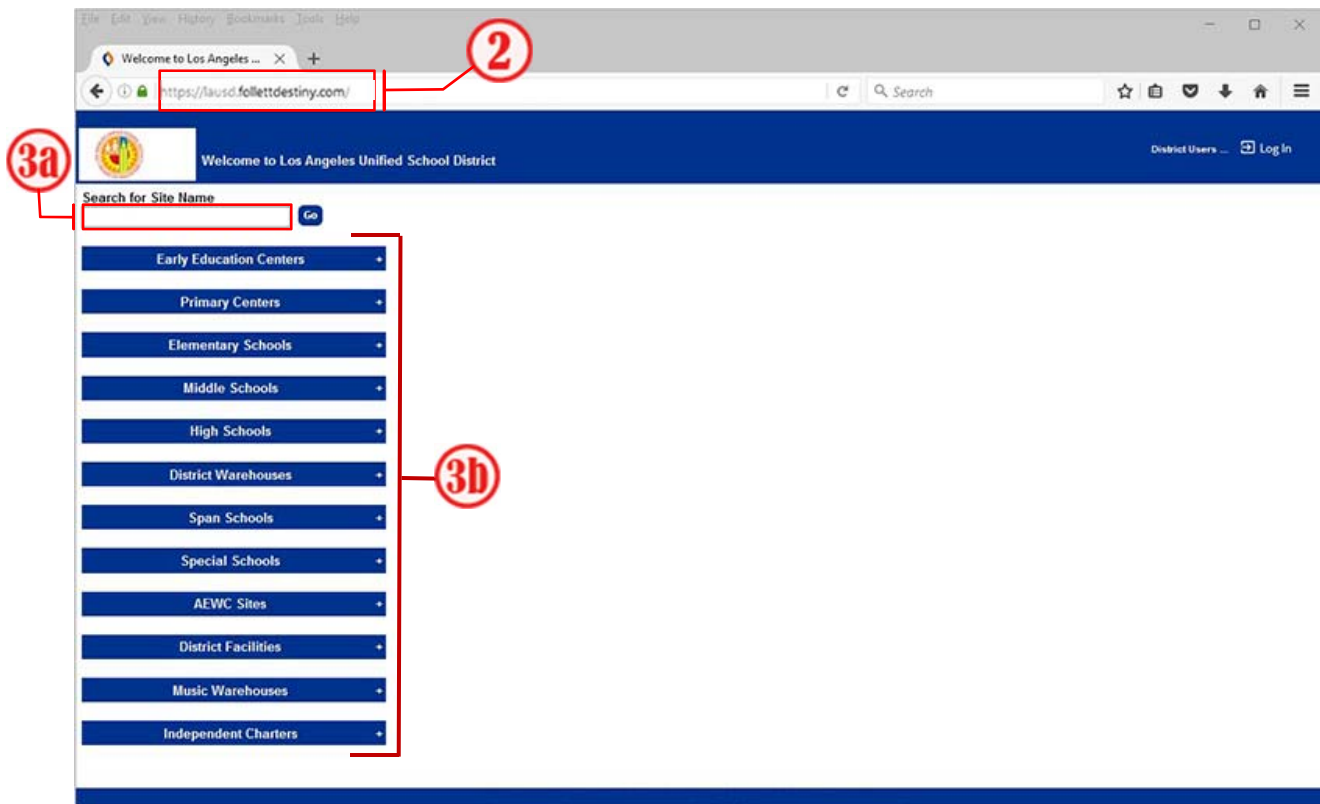
Requirements:

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

DLM: EMAIL CURRENT CHECKOUT/FINES NOTICES TO PATRONS

STEP 1: LOGIN TO DESTINY

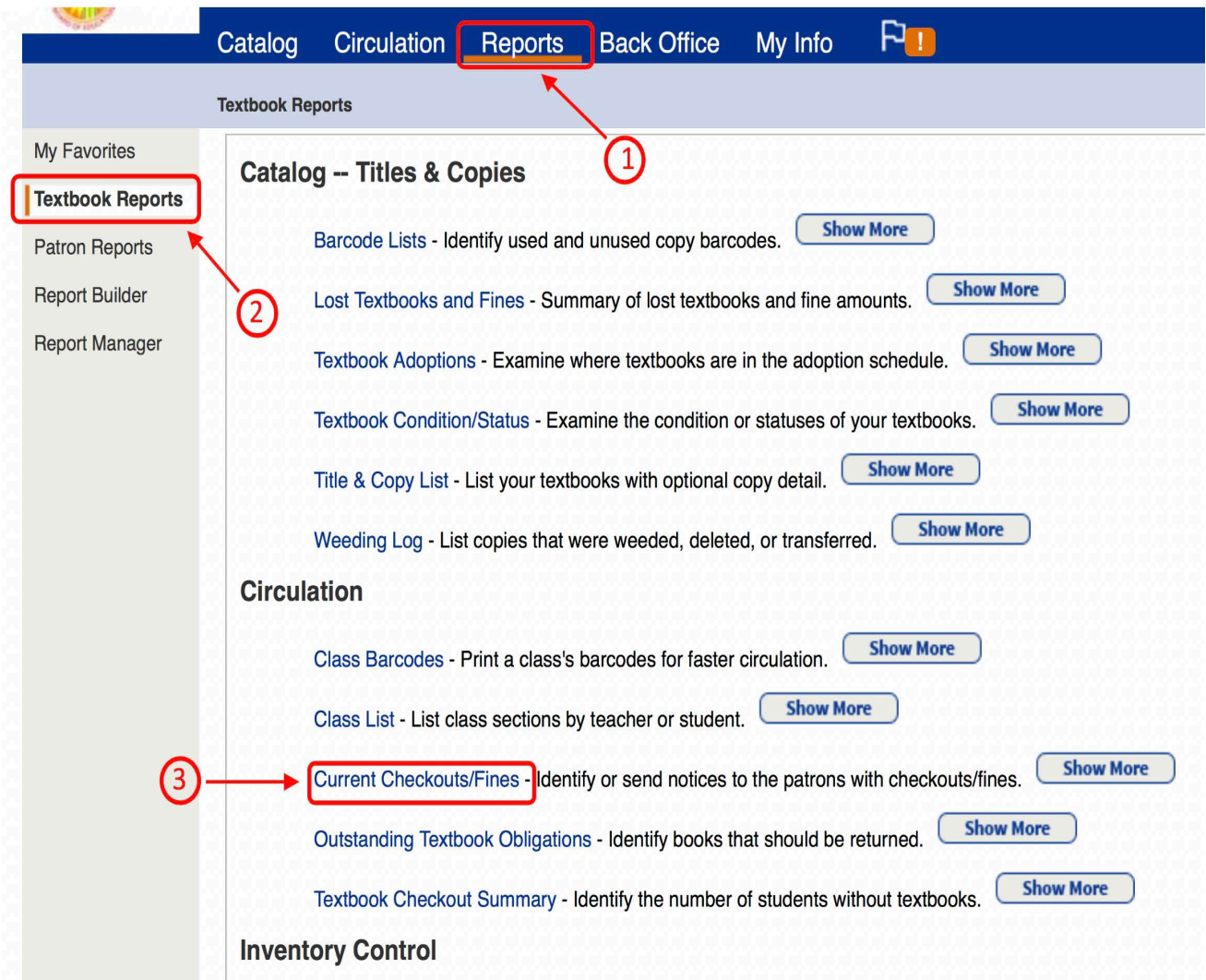
1. Open a web browser
2. In the address bar, type the following URL and press the **Enter** key on the keyboard:
 - <http://lausd.follettdestiny.com>
3. There are two (2) ways to find your school:
 - a. In the **Search for Site Name** field, type in the name or location code of your school. Press the **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 **Textbook Reports** option located on the left-side of the screen.
3. On the **Circulation** section of the page, click the **Current Checkouts/Fines** link.



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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**, **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 Library Fines
 - Unpaid Resource Fines
 - Unpaid Patron Fines
4. Leave the **Unpaid Textbook Fines** checkbox checked.
5. On the **Format** section of the page, select the **Notices** radial button.
6. Click the **Continue** button.

Textbook Reports > Current Checkouts/Fines

My Favorites

Textbook Reports

Patron Reports

Report Builder

Report Manager

How do I... ?

1. Format 2. Limit 3. Details

Set up a new report or notice

Show Checked Out/Overdue Materials

All that are currently overdue

That are overdue by 1 to days

That are due from 11/19/2019 31 to 11/19/2019 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

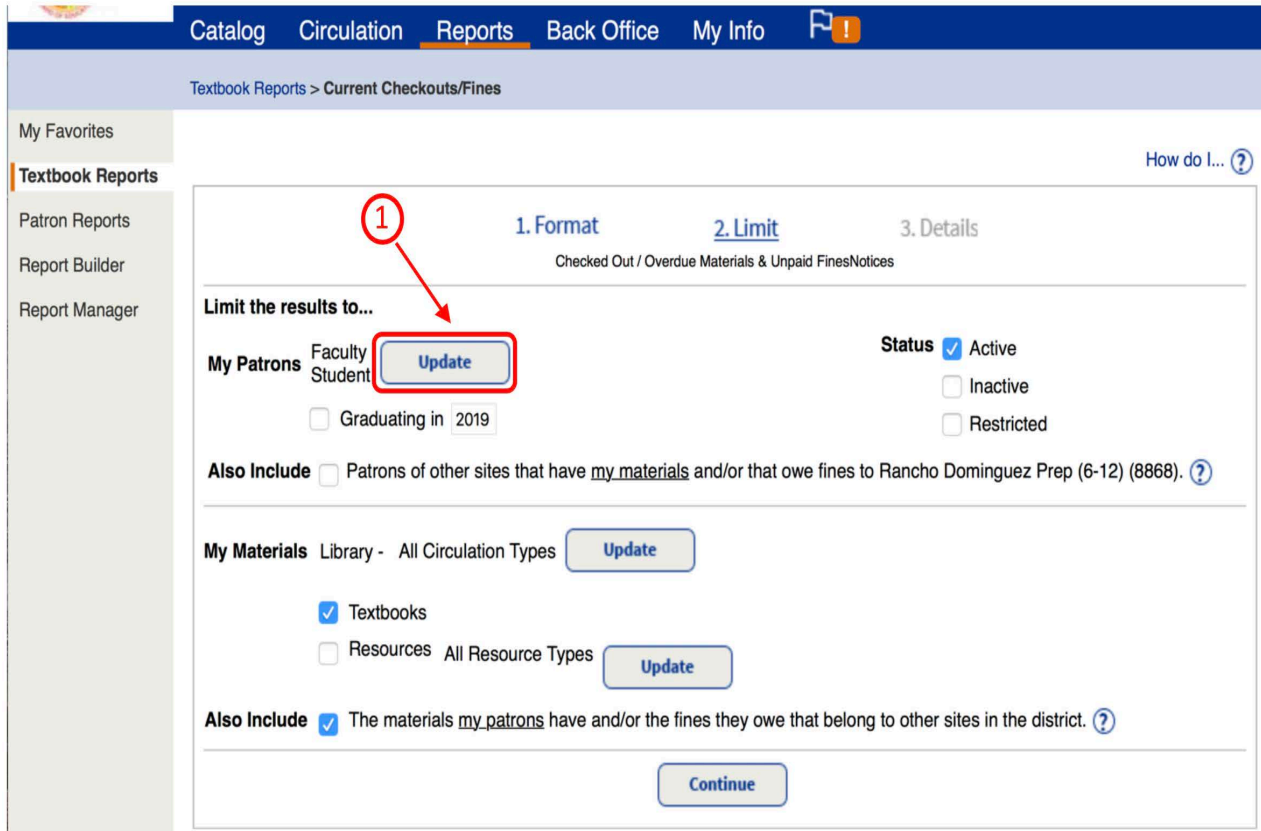
Notices -- Language: English

Continue

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STEP 4: LIMIT

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



Catalog Circulation **Reports** Back Office My Info

Textbook Reports > Current Checkouts/Fines

My Favorites

Textbook Reports

Patron Reports

Report Builder

Report Manager

How do I... ?

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

Also Include Patrons of other sites that have my materials and/or that owe fines to Rancho Dominguez Prep (6-12) (8868). ?

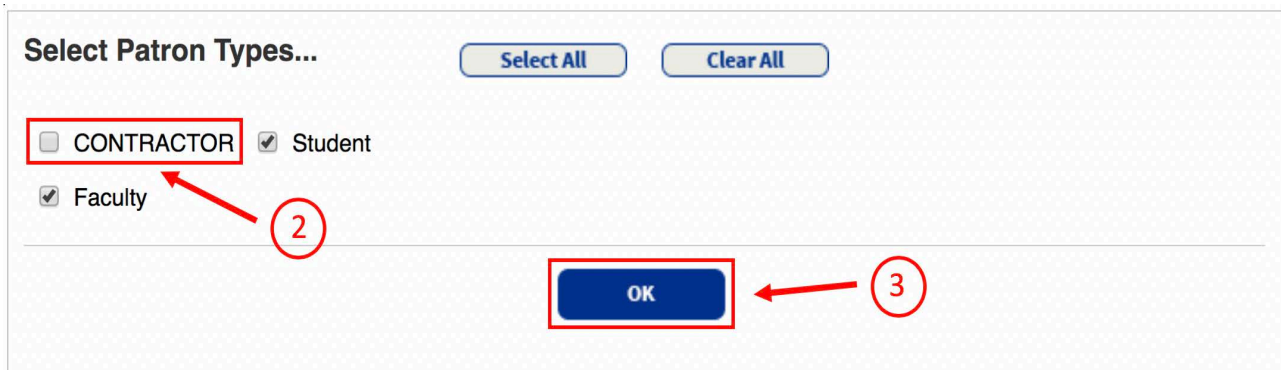
My Materials Library - All Circulation Types **Update**

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

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



Select Patron Types... **Select All** **Clear All**

CONTRACTOR Student

Faculty

OK

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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. Check the **Textbooks** checkbox.
8. Uncheck the **Resource** checkbox.
9. Check the box next to Also Include **The materials my patrons...**
10. Click the **Continue** button to go to the Details page.

The screenshot shows the 'Current Checkouts/Fines' configuration page. The page has a navigation bar with 'Catalog', 'Circulation', 'Reports', 'Back Office', and 'My Info'. Below the navigation bar is a breadcrumb trail: 'Textbook Reports > Current Checkouts/Fines'. On the left is a sidebar with 'My Favorites', 'Textbook Reports', 'Patron Reports', 'Report Builder', and 'Report Manager'. The main content area has three tabs: '1. Format', '2. Limit', and '3. Details'. The '2. Limit' tab is active, and the page title is 'Checked Out / Overdue Materials & Unpaid Fines/Notices'. The 'Limit the results to...' section includes: 'My Patrons' (Faculty/Student) with an 'Update' button; a checkbox for 'Graduating in 2019' (callout 4); 'Also Include' a checkbox for 'Patrons of other sites that have my materials and/or that owe fines to Rancho Dominguez Prep (6-12) (8868)' (callout 6); 'My Materials' (Library - All Circulation Types) with an 'Update' button; a checked checkbox for 'Textbooks' (callout 7); an unchecked checkbox for 'Resources All Resource Types' with an 'Update' button (callout 8); and 'Also Include' a checked checkbox for 'The materials my patrons have and/or the fines they owe that belong to other sites in the district.' (callout 9). A 'Status' dropdown menu is set to 'Active' (callout 5). At the bottom, a 'Continue' button is highlighted with a red box and callout 10.

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 **Homerroom**.
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.)

1. Format

2. Limit

3. Details

Checked Out / Overdue Materials & Unpaid Fines/Notices

Select & Sort by Patron Name from to

Distributed Internally

Mailed

Via email - Provide sender information

Display name Destiny

Email do_not_reply@follett.com Test Email

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

Cover image

Price of checked out/overdue materials

Patron Info Barcode

Phone number

Grade Level

Homeroom

Select All

Clear All

Save Setup

Run Notices