





Destiny Textbook Manager allows users with access to Destiny Textbook Manager to perform an annual inventory of textbooks that are available at the school site.

In this tutorial you will learn how to:

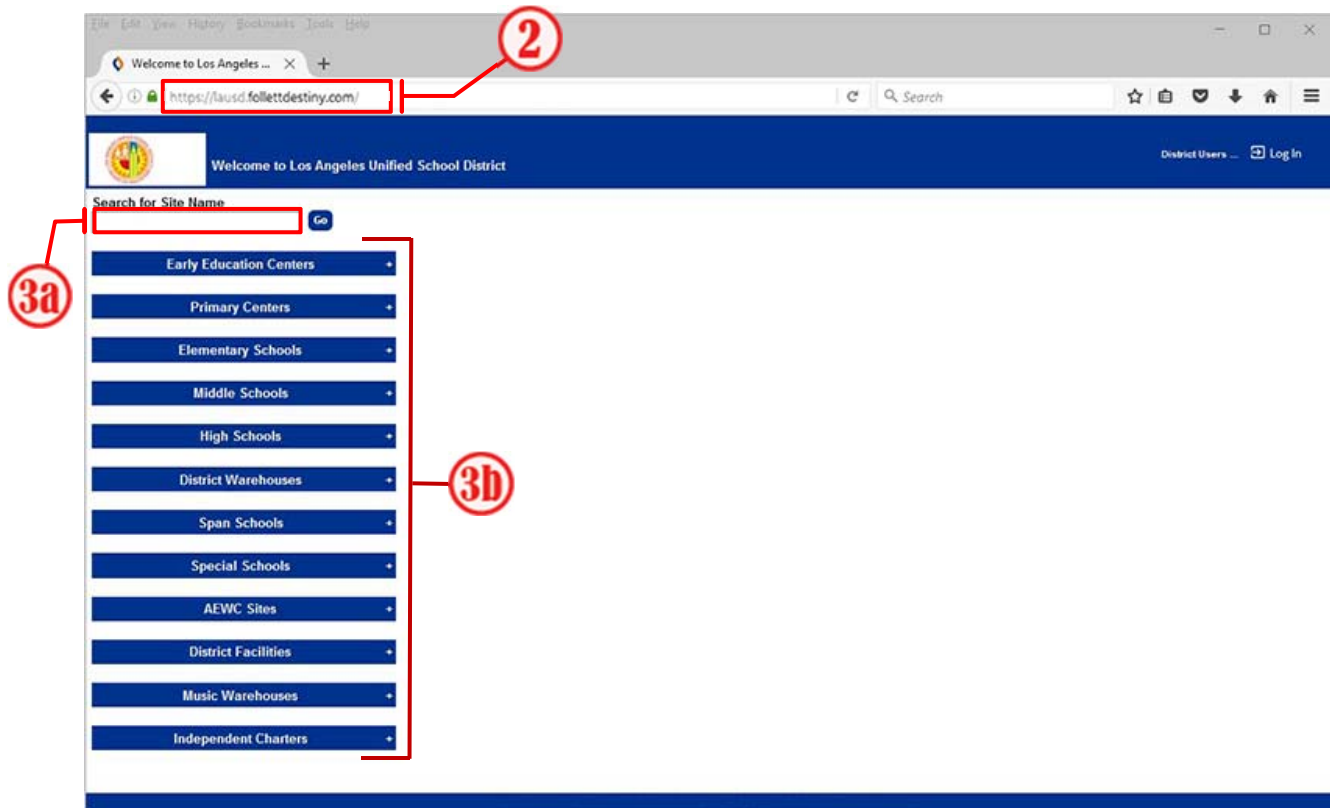
- * Log in to Destiny Textbook Manager
- * Perform the annual District-mandated textbook inventory in Destiny.
 - ✓ Books that are currently checked out to students are **NOT** part of this inventory.
 - ✓ Books checked out to students and staff are considered “**Accounted For**” for the purposes of this inventory.
 - ✓ **ONLY** scan barcoded textbooks or count the number of consumable copies that are available on-shelf in your designated textbook room(s).

Requirements:

- * PC or MAC
- * A web browser such as:
 -  Chrome
 -  Explorer/Edge
 -  Firefox
 -  Safari
- * USB or Wireless barcode scanner
- * An Internet connection
- * An LAUSD Single-Sign On [SSO]

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 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: INVENTORY

The annual inventory will be initiated by the District. The title of the inventory and the date started will be provided to you. The screen, similar to the one pictured below, will not be visible until the District starts the inventory.

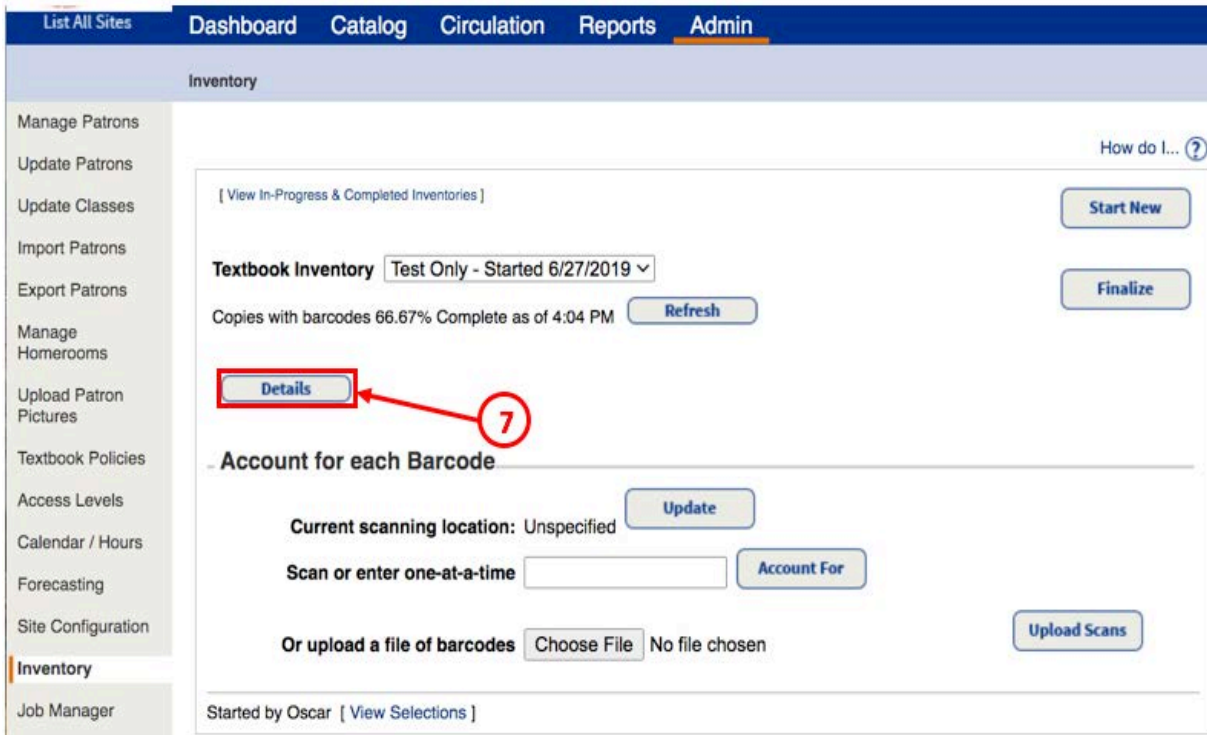
1. Click on the **Admin** tab located on the top navigation
2. Click on the **Inventory** option located on the left side of the screen
3. On the **Textbook Inventory** dropdown, make sure the current inventory is selected

The screenshot shows the 'Admin' section of a library management system. The top navigation bar includes 'List All Sites', 'Dashboard', 'Catalog', 'Circulation', 'Reports', and 'Admin'. The left sidebar contains various management options, with 'Inventory' highlighted. The main content area is titled 'Inventory' and shows a dropdown menu for 'Textbook Inventory' set to 'Test Only - Started 6/27/2019'. Below this, it displays 'Copies with barcodes 66.67% Complete as of 4:04 PM' and a 'Refresh' button. The 'Account for each Barcode' section includes an 'Update' button for the 'Current scanning location' (Unspecified), a text input field for 'Scan or enter one-at-a-time' with an 'Account For' button, and a file upload section for 'Or upload a file of barcodes' with a 'Choose File' button and 'No file chosen' text. A 'Start New' button is visible in the top right, and a 'Finalize' button is below it. The bottom of the screen shows 'Started by Oscar [View Selections]'.

4. On the **Account for each Barcode** section, click inside the **Scan or enter one-at-a-time** field and scan or type the textbook barcode. If you typed the textbook barcode, click the **Account For** button and type the next barcode
5. You will see the progress of the inventory under the **Textbook Inventory** field. To see the current progress of the inventory, click the **Refresh** button next to it

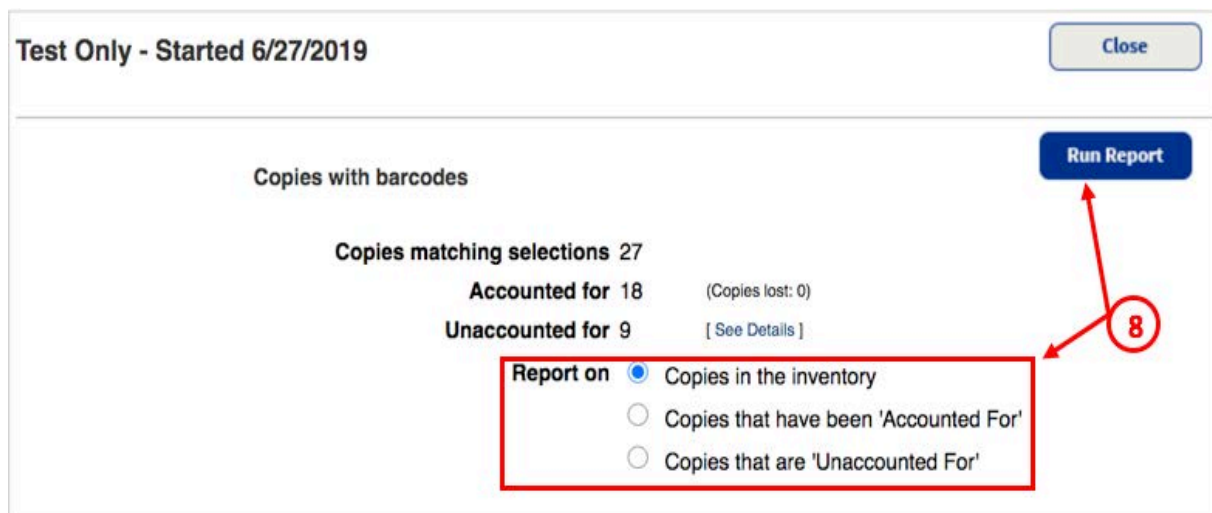
6. Continue scanning each textbook (STEP 4).

- **REMINDER:** Wait for the beep after a textbook has been scanned



7. To see the full details of the inventory, click the **Details** button, this will allow you to create a report of the inventory

8. On the *Details* screen, select one of the **Report on** radial buttons, then click the **Run Report** button to create the report



9. On the *Report Manager* screen, the report will state *Pending*, click the **Refresh List** link. Once the status of the report states *Completed*, click the **View** link to see the report

Inventory > Progress Details > Report Manager

Job submitted: In-Progress Inventory
You may continue to use the application as normal. To check on your report's progress at any time, select the Report Manager from Reports.

Jobs: 1 - 2 of 2

Job	Status
<input checked="" type="checkbox"/> In-Progress Textbook Inventory Report	Pending
<input type="checkbox"/> Biographies for CDE	Completed (3/16/2018 2:06 PM)

Refresh List

Delete Jobs...

All Selected (on this page)
 Based on Date Started
 Started on or before

Select All Clear All

Inventory > Progress Details > Report Manager

Jobs: 1 - 2 of 2

Job	Status
<input type="checkbox"/> In-Progress Textbook Inventory Report	Completed (5/25/2018 2:21 PM)
<input type="checkbox"/> Biographies for CDE	Completed (3/16/2018 2:06 PM)

Refresh List

Delete Jobs...

All Selected (on this page)
 Based on Date Started
 Started on or before

Select All Clear All

IMPORTANT!

Prior to the finalization of the inventory, please double check that you have located and scanned all materials not checked out to patrons. Any available copies not scanned will be marked as Lost when the inventory is finalized. Remember to check for materials in classrooms, workrooms, etc. Copies that are unaccounted for will affect the accuracy of the inventory, which is crucial for Textbook Roadshow and Williams Sufficiency.