

# Destiny Textbook Manager

## Access Destiny Textbook Manager

1. Log on to Destiny website <http://destiny.palmbeach.k12.fl.us> (Please add this site to your portal)
2. Select the hyperlink to your school. **DO NOT TRY TO LOGIN FROM DESTINY HOMEPAGE**
3. Select **Login** (upper right corner of the screen). A **Login** window appears.
4. Enter your user name and password. (Username/password should be your network sign-on)
5. Press **Enter** or select **Login**.
6. Change the drop-down menu to the left of your name to **Textbook View** (Upper right corner)

## Adding Textbook Copies to Your School

### Add Copies to an Existing Title

1. Select the **Textbook Search** option under the **Catalog** tab.
2. Select **ISBN** from the **Find** drop-down list.
3. Scan, or Enter the ISBN number in the search string.
4. Select the search location using the drop-down list. (If this is the first time you are adding these titles, you will need to use the drop-down and look in Palm Beach School District)
5. Include Teacher's Editions and Resources from the search.
6. Select **Go!**
7. From the **Search** Results page, select the **Details** button next to the matching title. The **Title Details** tab appears.
8. Select the **Add Copies** button. The **Add Textbook Copies** page appears.
  - Enter the number of textbooks, the barcode of the first textbook, the price, location (if using it for inventory, etc.).
  - If the items are consumable, you do not have the option of adding a barcode
9. Select **Save Copies** and one of two messages will appear.
  - If only one copy was added, the message **Copy added with barcode (number)** appears; if 2 or more copies were added, the message **(number) copies will be added, Are you sure you want to add these copies?**, appears. Select **Yes**
10. The **Copies** tab appears with the new copies listed under the site name.

## Circulating Your Textbooks

### Check Out To Patrons

#### Check out Item to Patrons with Barcodes

1. Select the **Check Out Text** option under the **Circulation** tab
2. Select the **To Patron** box
3. Enter student or teacher ID # in the **Find** field. Name will automatically populate
4. Select the **Find Patron** button. Search results will fill the bottom of the page
5. Select the **hyperlink** under the name of the desired patron. The patron's information fills the bottom of the page
6. Scan the **Barcode**, and the textbook appears in the **Checked Out** section of the page

#### Check out Consumables to Patrons under View Classes

1. Select the **Check Out Text** option under the **Circulation** tab
2. Select the **To Patron** box
3. Enter the student ID # in the **Find** field. Student will automatically populate
4. Select the **View Classes** button to the right of student number
5. Select the **Check Out** button to the right of each consumable. The textbook appears in the **Checked Out** section of the page

Or.....

### Check out Consumables to Patrons using ISBN#

1. Select the **Check Out Text** option under the **Circulation** tab
2. Select the **To Patron** tab
3. Enter the student ID # in the **Find** field. Student will automatically populate
4. Scan the **ISBN#** of book in the **Find** box
5. Select the **Check Out** button to the right of the title. Repeat until all consumables have been checked out. The textbook titles appear in the **Checked Out** section of the page

### **Check In from Patron**

#### Check in Barcoded Items

1. Select the **Check In Text** option under the **Circulation** tab
2. Scan barcode in **Find Copy** box. Item is automatically entered back into inventory

#### Check In Consumables

1. Under **Circulation** tab, go to **Patron Status**
2. Enter student # in **Find Patron** box and unclick the **Only My Patrons** box
3. Click on **Check In** buttons to the right of the title. Books are automatically entered back into inventory

## **Transferring Textbooks**

### **Transfer to Sites**

#### Transfer Textbooks by an Existing Barcode

1. Select the **Transfer Textbooks** option under the **Catalog** tab
2. Select the **Upload** tab. The **Transfer Textbooks** page appears
3. Select the receiving site from the **To** dropdown menu
4. Enter the barcode(s) in the **Create a barcode list** file and click **Add**
5. Select the **Upload** tab. The **Job Manager** appears. Select the **View** hyperlink
6. Review the **Job Summary** for errors in the import process

#### Transfer Consumables

#### **All consumables must be checked in from student before transferring to new school**

(see directions above for checking in consumables)

1. Select the **Transfer Textbooks** option under the **Catalog** tab
2. Select the **Upload** tab (far right). The **Transfer Textbooks** page appears
3. Select the receiving site from the **To** dropdown menu
4. Transfer by "Copy Count"
5. Enter student # in the Order box
6. Find by either ISBN# or State/Textbook ID (6 digit book code)
7. When titles open, enter quantity to transfer in the "# to Transfer" box... click "Select"
8. Repeat steps #6 & #7 until all books have been entered
9. Click "**TRANSFER**"
10. Outgoing transfer will automatically appear

### **Receiving Transfer from Sites**

#### Receiving Transferred Consumable Textbooks

1. Select the **Transfer Textbooks** option under the **Catalog** tab
2. Select the **Track** tab
3. Select the **View** button next to the shipment you would like to track
4. Select the **Receive** button. Enter **Copies to Receive**
5. Select the **Receive** button again. Consumables have now been entered into your inventory

## Receiving Transfer from Sites (cont'd)

### Receiving Transferred Barcoded Textbooks

1. Select the **Transfer Textbooks** option under the **Catalog** tab
2. Select the **Track** tab
3. Select the **View** button next to the shipment you would like to track
4. Enter each barcode in the **Scan or Enter Copies One-at-a Time** box. As each barcode is scanned, it is automatically entered into your school inventory

## Ordering Textbooks (NEW)



## Reports

Titles & Copies List – this report provides you with a list of textbook titles and copies, and lets you choose which copy details to include.

1. Select the **Reports** option from the **Back Office** tab
2. Select the **Textbooks** tab
3. Select the **Title & Copy List** hyperlink
4. Choose an option from the **Select by** fields' drop-down list
  - **Title**
  - **Vendor**
  - **Publisher**
5. Use **from** and **to** fields to limit the list by alpha range
6. Enable/disable check boxes to include or exclude **Teacher's Editions** and **Resource Kits**
7. Select an option from the **Show Titles** drop-down list
8. Select the **Run Report** button, and the **Job Manager** appears

For each title in the report, the list will include the following information if it is available:

- Title
- Author (6 digit book code)
- ISBN
- Edition
- Replacement price (if no replacement price is available, a double dash will appear)

The report also shows each copy's barcode number. If the book is checked out, it includes the student's name, patron status, barcode number, and the due date. If the book is lost, it includes the date marked lost.

Textbook Summary Report (this report will tell you which students do not have textbooks checked out to them)

1. Select the **Reports** option from the **Back Office** tab
2. Select the **Textbooks** tab
3. Under the Circulation section, select the **Textbook Checkout Summary** hyperlink
4. Select which classes you wish to report in the **Current Classes** dropdown
5. Select the **Run Report** button to submit the job. The **Job Manager** will appear
6. Select the **View** hyperlink after the job completes. The **Job Summary** appears

Checked Out/Overdue Materials & Unpaid Fines Report

1. Select the **Reports** option under the **Back Office** tab
2. Select the **Patrons** tab
3. Select the **Checked Out/Overdue Materials & Unpaid Fines** hyperlink. The **Format** set up page appears  
Any saved reports or notices will be shown with last run dates
4. Select the desired buttons in **Show Checked Out/Overdue Materials**
5. Select the **Report** button
6. Select the **Continue** button. The **Limit** set up page appears
7. Enable check boxes as needed
8. Select the **Continue** button. The **Details** set up page appears
9. Select an option in the **Select** and **Sort by** fields
10. Select **Additional Options** check boxes as desired
11. There are two paths to follow at the bottom of the page:
  - Select the **Run Report** button to skip *saving* the setup. The **Job Manager** appears. (View the report at this point) **OR**
  - Select the **Save Setup** button. The **Save This Setup** page appears
12. Enter a name in the **Save As** field
13. Schedule the report as desired – daily or weekly
  - Select the drop-down arrow in the **Schedule Report** area and select the frequency
  - Select the drop-down arrow in the **On** field and select the day. **OR**, select the time for a daily report
14. Select the **Save & Run** button. The **Job Manager** appears
15. Select the **View** hyperlink next to the job name. The **Job Summary** appears

## Reports (cont'd)

### Class Barcodes (Textbook Reports Tab)

1. Select **Class Barcodes** under the **Circulation** section
2. Either run for all teachers at once, or click the **±Select**
3. Enter teacher name in **Find Patron** box and hit **Enter**
4. When name appears, click the **±Select** button to the far right
5. Choose the **Section** and find which class/classes you wish to run the report
6. **Run Report...** job automatically moves to **Job Manager...** click **View**
7. List of student barcodes will automatically appear

### Teacher Barcodes - (Patron Reports Tab)

1. Select **Barcode Labels** under the **Labels/Cards** section
2. Leave everything the way it is EXCEPT **Limited to Patrons**
3. Click the **±Update** button and clear everything except **Teacher**
4. Uncheck the **Restricted** and **Inactive** boxes
5. **Run Report...** job automatically moves to **Job Manager...** click **View**

### Class Lists – (Textbook Reports Tab)

1. Select **Class List** under the **Reports** tab
2. Select Teacher in **From** box, or leave blank to print all teachers and classes
3. Check **Start a new page for each** box... choose either Teacher or Sections/Classes in dropdown
4. Select the **Teachers, Students, and any "Checked Out" textbooks**
5. Either Save Setup or Run Report... job automatically moves to **Job Manager...** click **View**

## Fines/Lost Materials

### Create a New Fine Type

Use these steps to create either a **Copy Specific** or **Patron Only** fine type.

1. Select the **Fines** option under the **Circulation** tab. The **Fines** page appears
2. Enter patron barcode in the **Fine Patron** field and select **Go!** The **Fines** section fills the bottom of the page
3. Select the **Add Fine** button. The **Add Fine** page appears
4. Select the type of fine in the **Reason** field. Make sure **Textbooks** is in the field, not Library
5. Enter Amount of Fine
6. Check the **Print Receipt** button next to **Save**
7. Select the **Save** button. The **Fines** page reappears

### Paying a Fine

Use these steps when student pays fine. The procedure assumes that the patron barcode is available.

1. Select the **Fines** option under the **Circulation** tab. The **Fines** page appears
2. Enter patron barcode in the **Fine Patron** field and select **Go!** The **Fines** section fills the bottom of the page
3. Select the **Edit Fine** button (left of trash can). The **Payment** page appears
4. Enter **Amount Paid**
5. Check the **Print Receipt** button next to **Save**
6. Select the **Save** button. The **Fines** page reappears