







Destiny Resource Manager™ allows users with full access to transfer items from one location to another.





In this tutorial you will learn how to:

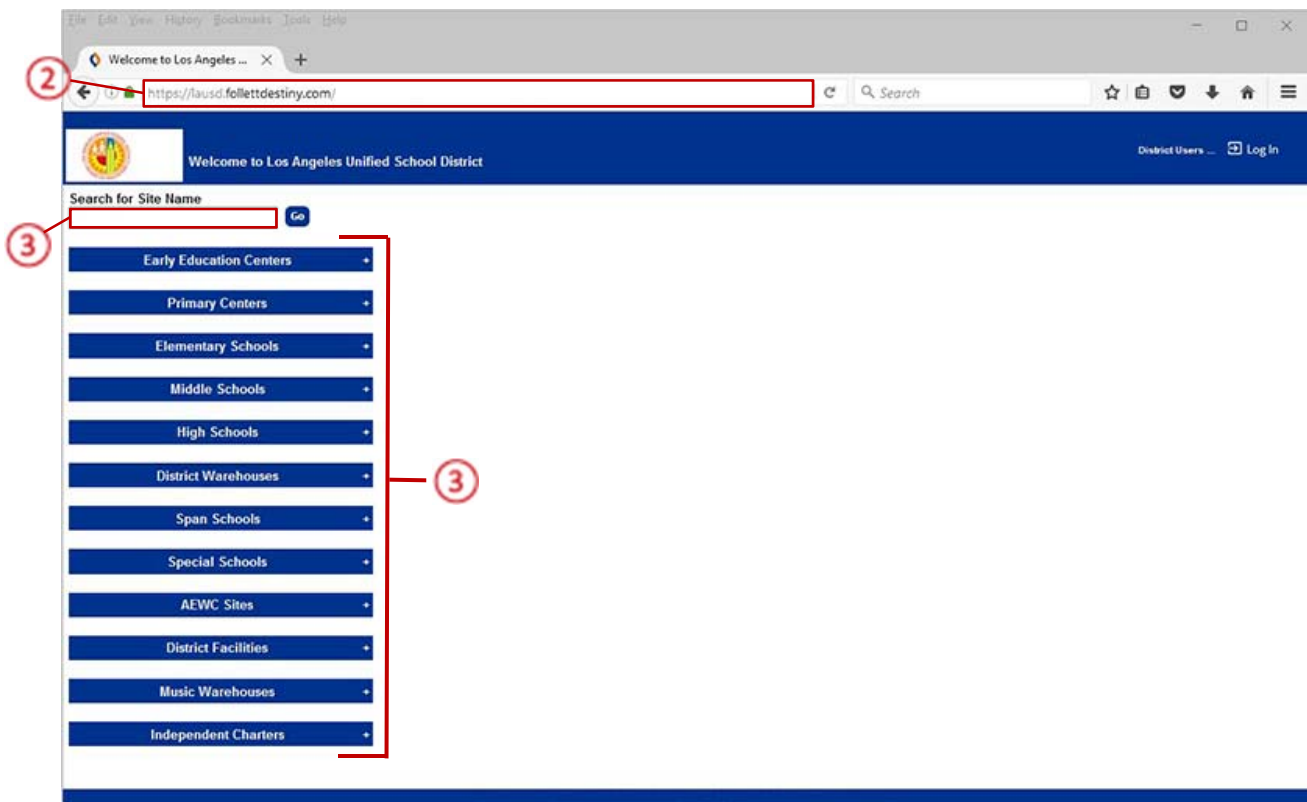
- ✧ Transfer Resources

Requirements:

- ✧ PC or MAC
- ✧ A web browser such as:
  - *Google* Chrome 
  - Internet Explorer 
  - *Mozilla* Firefox 
  - Safari 
- ✧ An Internet connection
- ✧ An LAUSD Single-Sign on

## STEP 1: LOGIN TO DESTINY

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

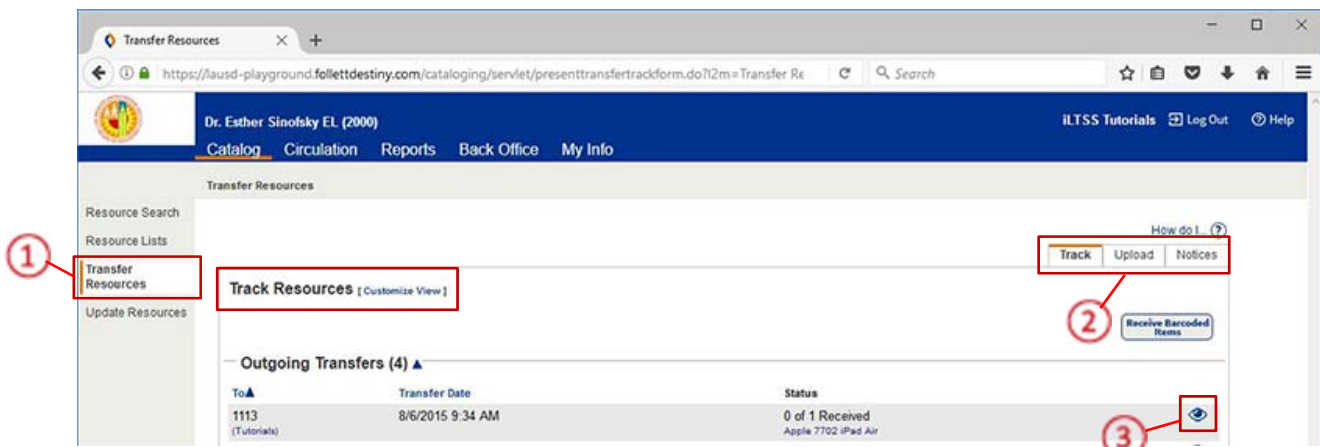


4. On the school’s “Home” screen, click the “Log In” link located on the upper-right corner and enter your username and password to login.

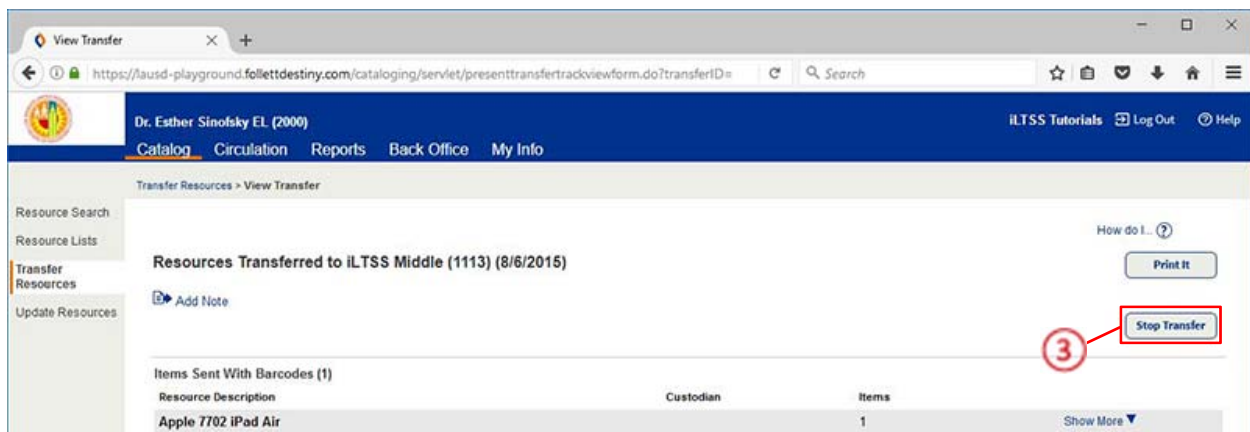
## STEP 2: Getting Started

Once logged in, Destiny will default to the “Catalog” tab

1. Click on the “**Transfer Resources**” option located on the left-side of the screen
2. To the right-side there are three (3) sub tabs: “**Track**”, “**Upload**” and “**Notices**”
  - a. **Track** — Enables resource managers to track completed incoming transfers, outgoing transfers and completed outgoing transfers. For a detailed view of each of the above actions, click on the “**View**” icon to see the specific details regarding the transfer.
  - b. **Upload** — Enables resource managers to transfer resources from one site to another by either scanning one barcode at a time OR by uploading a list of barcodes into the application.
  - c. **Notices** — Enables communications through the Destiny application regarding impending transfers to the receiving school.



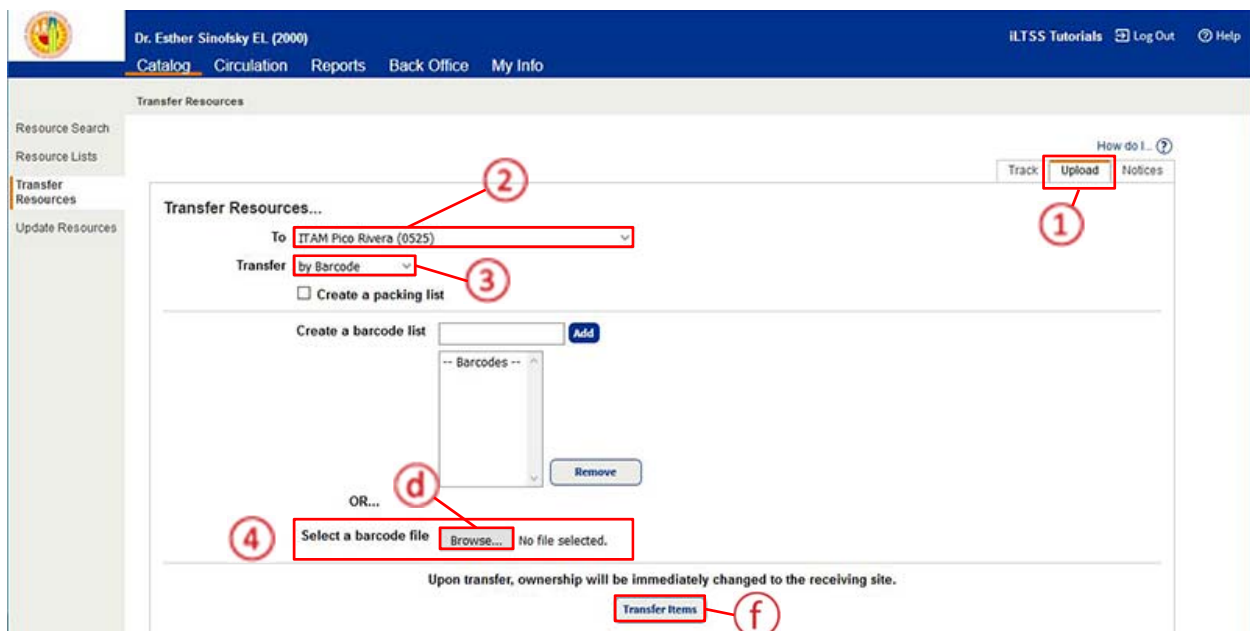
3. To stop an resource transfer before the incoming school receives it, click on the “**View**” icon then click on the “**Stop Transfer**” button. This is done from the “**Track Resources**” page on the “**Outgoing Transfers**” section.



**STEP 3:** CONDUCTING A RESOURCE TRANSFER (*To District Warehouse Facility ONLY*)

**NOTE:** The District Warehouses are listed in Destiny as: ITAM Beaudry, ITAM Pico Rivera and ITAM Soto.

1. Click on the “**Upload**” sub-tab
2. Click on the “**To**” drop-down menu and select a site to transfer resources
3. Click on the “**Transfer**” drop-down menu and select **by Barcode**:
  - **by Barcode** — Enables resource managers to scan one barcode at a time OR upload a list of barcodes
  - **by List** — Option **NOT** recommended
  - **by Item Category** — Option **NOT** usable



**NOTE:** DO NOT scan too quickly when scanning one barcode at a time, as the screen needs time to refresh.

4. To transfer resources in bulk, use the “**Select a barcode file**” option. Follow the steps listed below:
  - a. Open a text application such as Notepad (*PC*) or Text Edit (*Mac*)
  - b. Save the .txt file with a name associated with the transfer (e.g. *resource transfer\_to\_VAAS.txt*)
  - c. Scan all of the resource barcodes to be transferred into the file and save it once completed
  - d. Click the “**Browse**” button next to the “**Select a barcode file**” field
  - e. Find and select the newly created .txt file. (it will appear on the screen)
  - f. Click on the “**Transfer**” button to upload the resource(s)

# D.R.M: TRANSFERS

## STEP 4: RECEIVING A RESOURCE TRANSFER (From one of the District Warehouse facilities)

To receive a resource transfer, you must be logged in to your Destiny site.

1. Click on the “Transfer Resources” button located on the left-side of the screen
2. On the “Track Resources” screen, you will see a list of resources awaiting processing. Click on the “View” icon to see a detailed list of the resources in the queue and to receive the transfer

The screenshot shows the 'Track Resources' page. The left sidebar has a menu with 'Transfer Resources' highlighted by a red box and a circled '1'. The main content area shows a table of 'Incoming Transfers (1)'. The first row is highlighted with a red box and a circled '2', showing a transfer from '1113 (jshoppe)' on '3/29/2017 10:07 AM' with a status of '0 of 1 Received' and 'Apple 7702 iPad Air'. A 'View' icon (an eye) is visible at the end of this row.

From▲	Transfer Date	Status
1113 (jshoppe)	3/29/2017 10:07 AM	0 of 1 Received Apple 7702 iPad Air

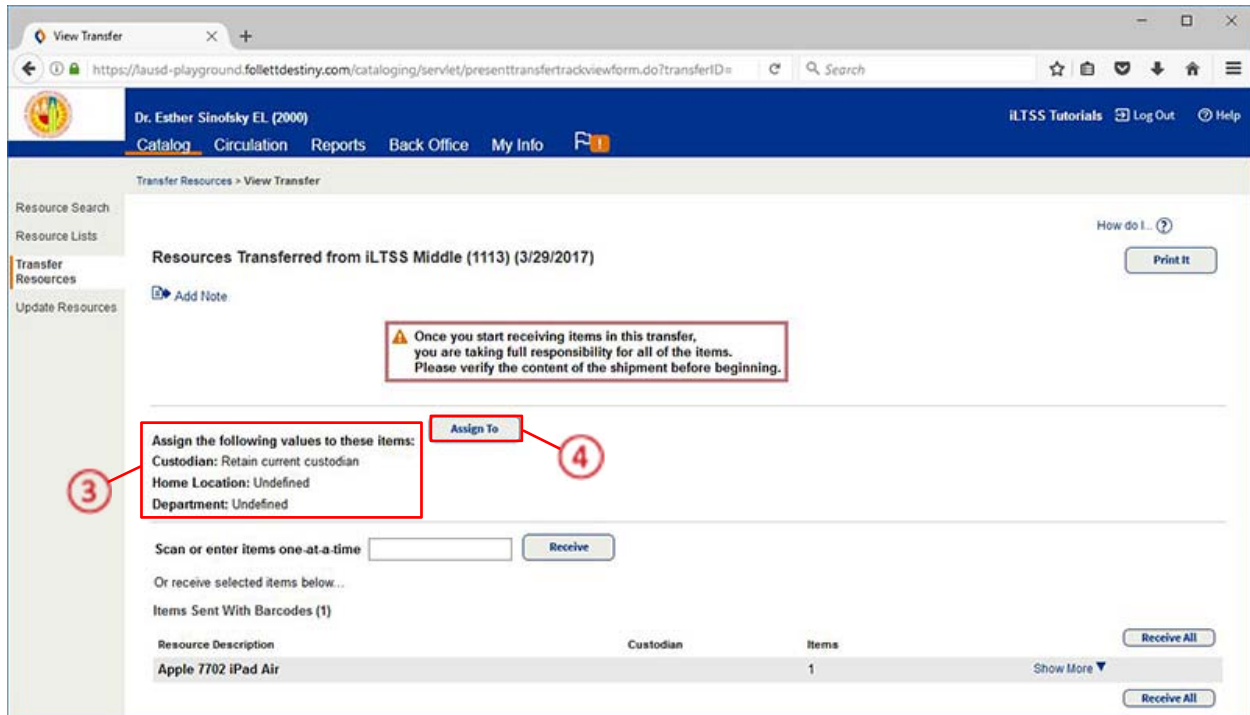
To▲	Transfer Date	Status
1113 (Tutorials)	8/6/2015 9:34 AM	0 of 1 Received Apple 7702 iPad Air
2003 (jshoppe)	9/5/2014 10:57 AM	6 of 24 Received -- Assorted Resources --
TEST14 (station18)	10/1/2015 11:27 AM	0 of 1 Received Apple 7702 iPad Air
TESTW (station30)	10/1/2015 11:26 AM	0 of 1 Received Apple 7702 iPad Air

**NOTE:** Once the view icon has been clicked, a message with a red box around it will appear notifying you of the change of ownership of the devices (from the outgoing school to the incoming school)

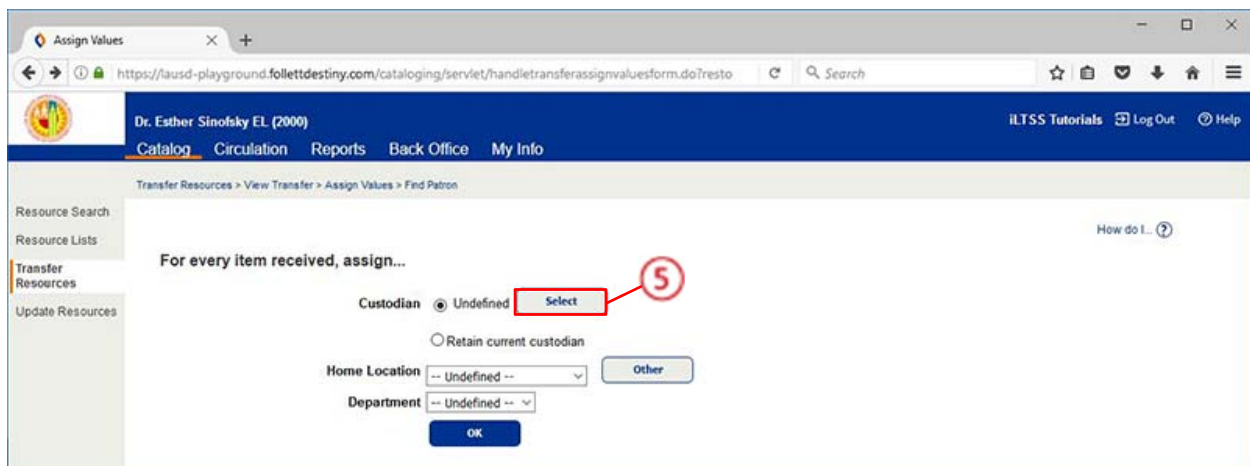
The screenshot shows the 'View Transfer' page. The main content area displays 'Resources Transferred from Central Shops: LAUSD Elementary Music Office (0751) (3/28/2017)'. Below this, there is a warning message in a red-bordered box: 'Once you start receiving items in this transfer, you are taking full responsibility for all of the items. Please verify the content of the shipment before beginning.'

## Assigning the Custodian:

- You will be required to assign resources to the custodian and home location:
  - Custodian** — The principal of the school
  - Home Location** — Where the resources will be stored *e.g. cart, classroom or office*
  - Department** — Leave this field blank
- To assign to *Custodian*, click the “**Assign To...**” button

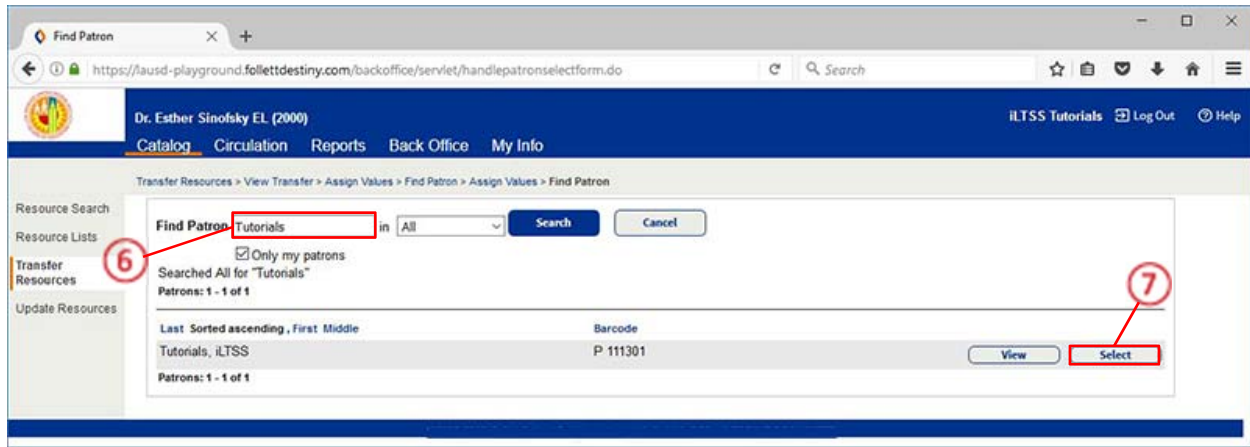


- Click on the “**Select**” button



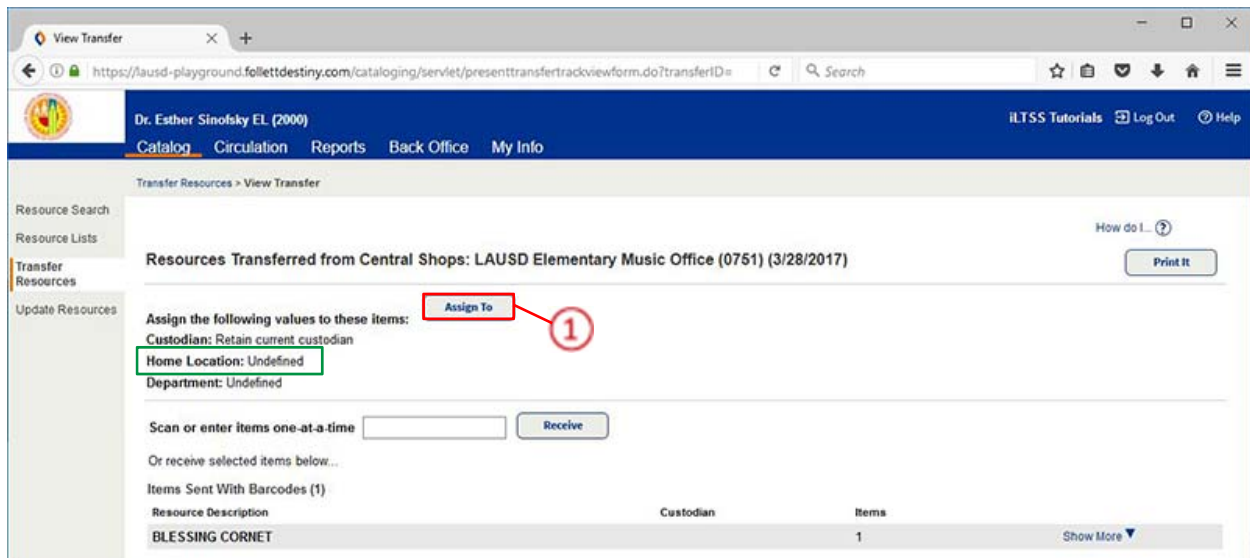
## D.R.M: TRANSFERS

6. In the “Find Patron” field, type the principal’s name and click on the “Search” button.
7. From the list, click the “Select” button to assign the resource(s) to and click the “OK” button. This will populate his/her name in the “Custodian:” field



### Assigning the Home Location:

1. To assign the *Home Location* click on the “Assign To...” button



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2. Click on the “Home Location” drop-down menu and select the location where the device will be stored, *e.g. Room 2*
3. Leave the “Department” field as “Undefined” and click the “OK” button. This will populate the “Home Location:” field

Assign Values

https://lausd-playground.follettdestiny.com/cataloging/servlet/presenttransferassignvaluesform.do?collection

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ILTSS Tutorials Log Out Help

Catalog Circulation Reports Back Office My Info

Transfer Resources > View Transfer > Assign Values

Resource Search

Resource Lists

Transfer Resources

Update Resources

How do I...?

For every item received, assign...

Custodian  Undefined

Retain current custodian

Home Location Room 2

Department -- Undefined --

### Receiving the Resources:

1. Click on the “View” icon to see a detailed list of the resources in the queue and to receive the transfer

Transfer Resources

Resource Search

Resource Lists

Transfer Resources

Update Resources

How do I...?

Track Upload Notices

Track Resources [Customize View]

Incoming Transfers (1) ▲

From▲	Transfer Date	Status
1113 (jschippe)	3/29/2017 10:07 AM	0 of 1 Received Apple 7702 iPad Air

Outgoing Transfers (4) ▲

To▲	Transfer Date	Status
1113 (Tutorials)	8/6/2015 9:34 AM	0 of 1 Received Apple 7702 iPad Air
2003 (jschippe)	9/5/2014 10:57 AM	6 of 24 Received -- Assorted Resources --
TEST14 (station18)	10/1/2015 11:27 AM	0 of 1 Received Apple 7702 iPad Air
TESTW (station30)	10/1/2015 11:26 AM	0 of 1 Received Apple 7702 iPad Air



## D.R.M: TRANSFERS

To receive the resource(s) do one of the following:

2. Click inside the “Scan or enter...” field and either type the resource barcode then click the “Receive” button or scan each resource barcode one at a time (***Recommended** method of receiving resources*)
3. The “Receive All” button (***NOT Recommended** method for receiving resources as you may not have all items on hand*)
4. Click on the “Receive” button to the right of the resource to accept one item at a time

View Transfer

https://lausd-playground.follettdestiny.com/cataloging/servlet/presenttransfertrackviewform.do?transferID=

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Catalog Circulation Reports Back Office My Info

Transfer Resources > View Transfer

Resource Search  
Resource Lists  
Transfer Resources  
Update Resources

Resources Transferred from iLTSS Middle (1113) (3/29/2017) Print It

How do I...?

Add Note

Once you start receiving items in this transfer, you are taking full responsibility for all of the items. Please verify the content of the shipment before beginning.

Assign To Clear

Assign the following values to these items:

Custodian: Tutorials, iLTSS

Home Location: Room 2

Department: Undefined

Scan or enter items one-at-a-time CS65405 Receive

Or receive selected items below...

Items Sent With Barcodes (1)

Resource Description	Custodian	Items	
Apple 7702 iPad Air		1	Show Less ▲

Barcode CS65405 Receive

Receive All

Receive All