

D.T.M: RECEIVING TEXTBOOKS FROM THE WAREHOUSE







Destiny Textbook Manager™ allows users with full access to receive barcoded and non-barcoded textbook transfers from the Pico Rivera Warehouse

In this tutorial you will learn how to:





- ✖✖ Process Barcoded Transfers
- ✖✖ Process non-barcoded transfers

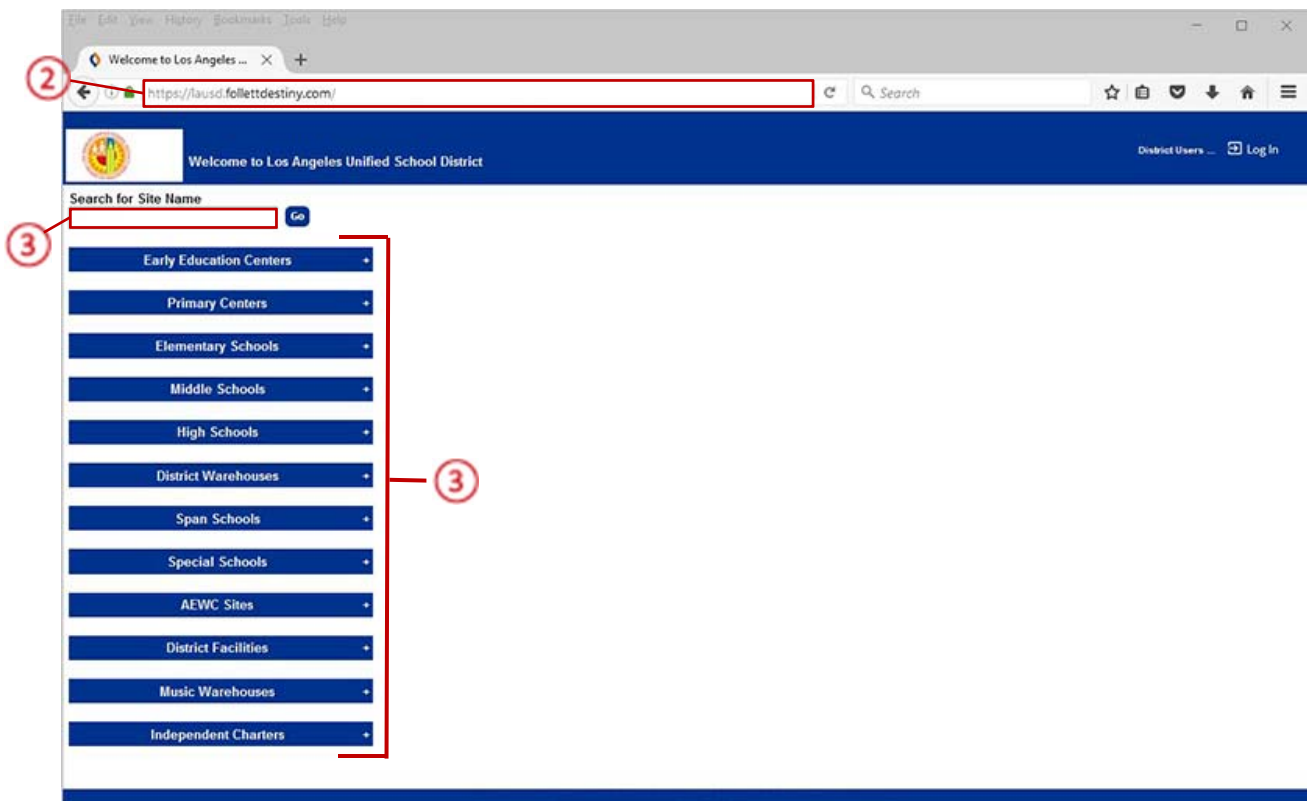
Requirements:

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

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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.

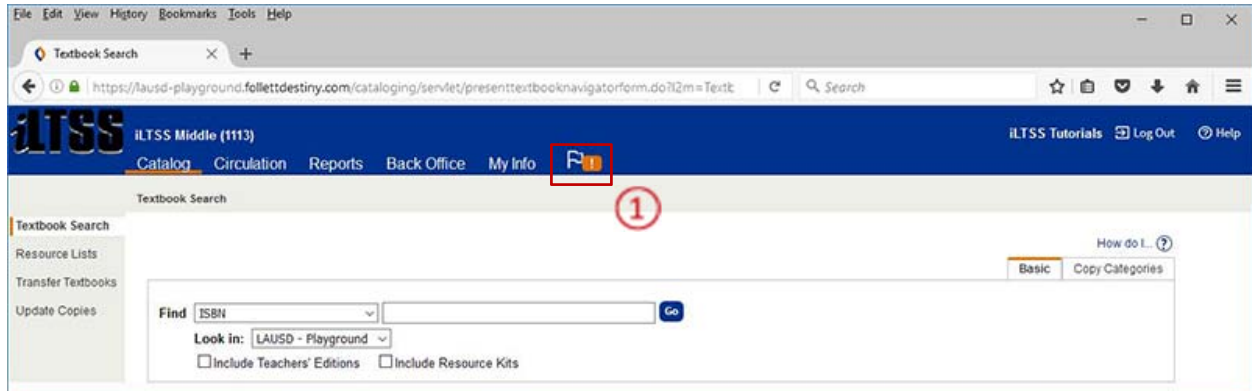


4. On the school’s “Home” screen, click the “Log In” link located on the upper-right corner and enter your username and password to login

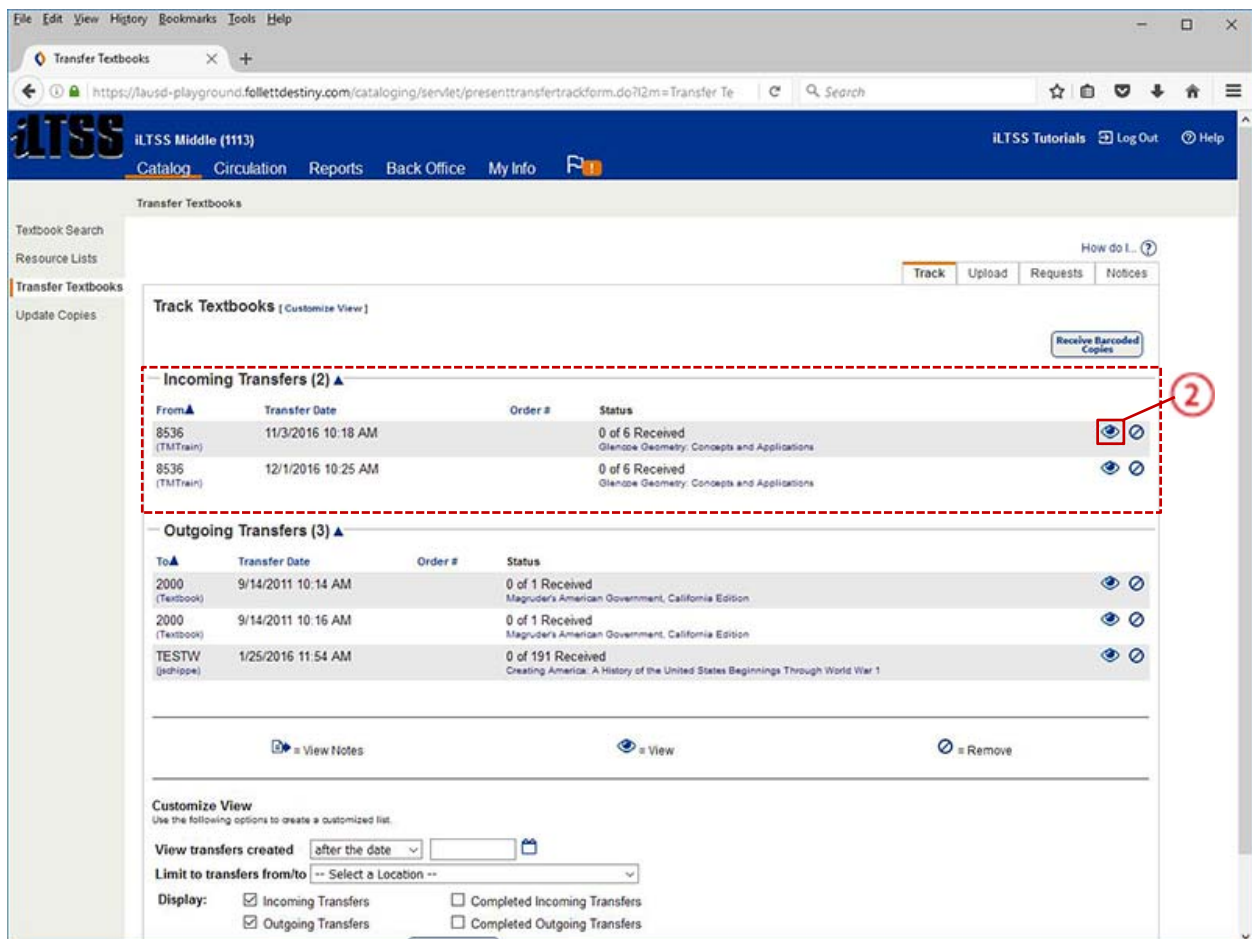
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STEP 2: RECEIVE A TRANSFER OF BARCODED COPIES

1. Click the “Flag” icon located on the top navigation marked with an orange flag icon. A list of incoming transfers will appear



2. On the “Incoming Transfers” section, click the “eye” icon located on the right-side of the screen



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3. Click inside the “Scan or enter copies one-at-a-time” field
4. Begin to scan the barcode(s) of each copy in the received shipment

NOTE: DO NOT scan too quickly, as the screen needs to refresh after each scan

Textbooks Transferred from Joshua Schippe Senior High (8536) (11/3/2016)

Scan or enter copies one-at-a-time

Or receive selected copies below...

Copies Sent With Barcodes (6)

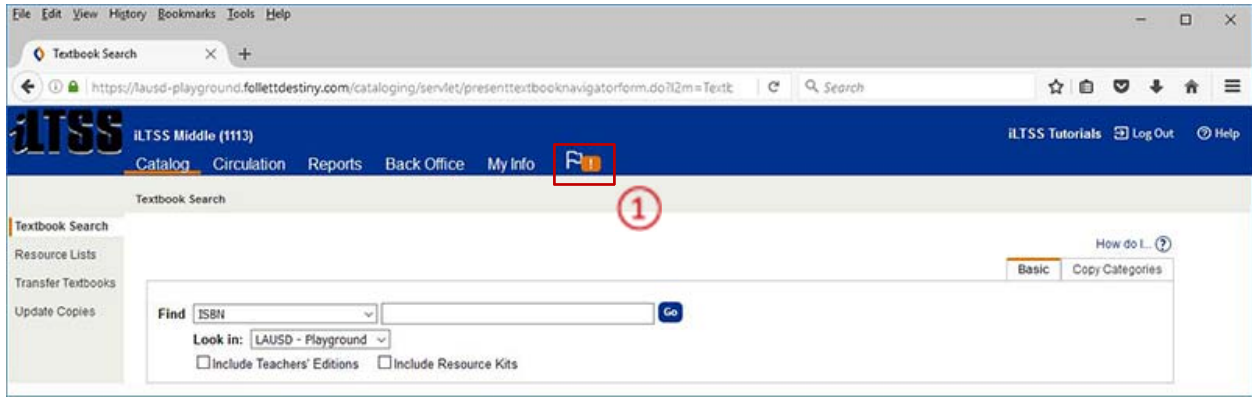
Title	ISBN	Publisher	Copyright	Copies	<input type="button" value="Receive All"/>
Glencoe Geometry: Concepts and Applications	0-07-861821-5	Glencoe McGraw-Hill	2005	6	<input type="button" value="Receive All"/> Show More ▼

5. When all items from the order have been scanned as received, the order will no longer appear on the list in Step 2
6. Repeat Steps 1 – 4 for all orders received

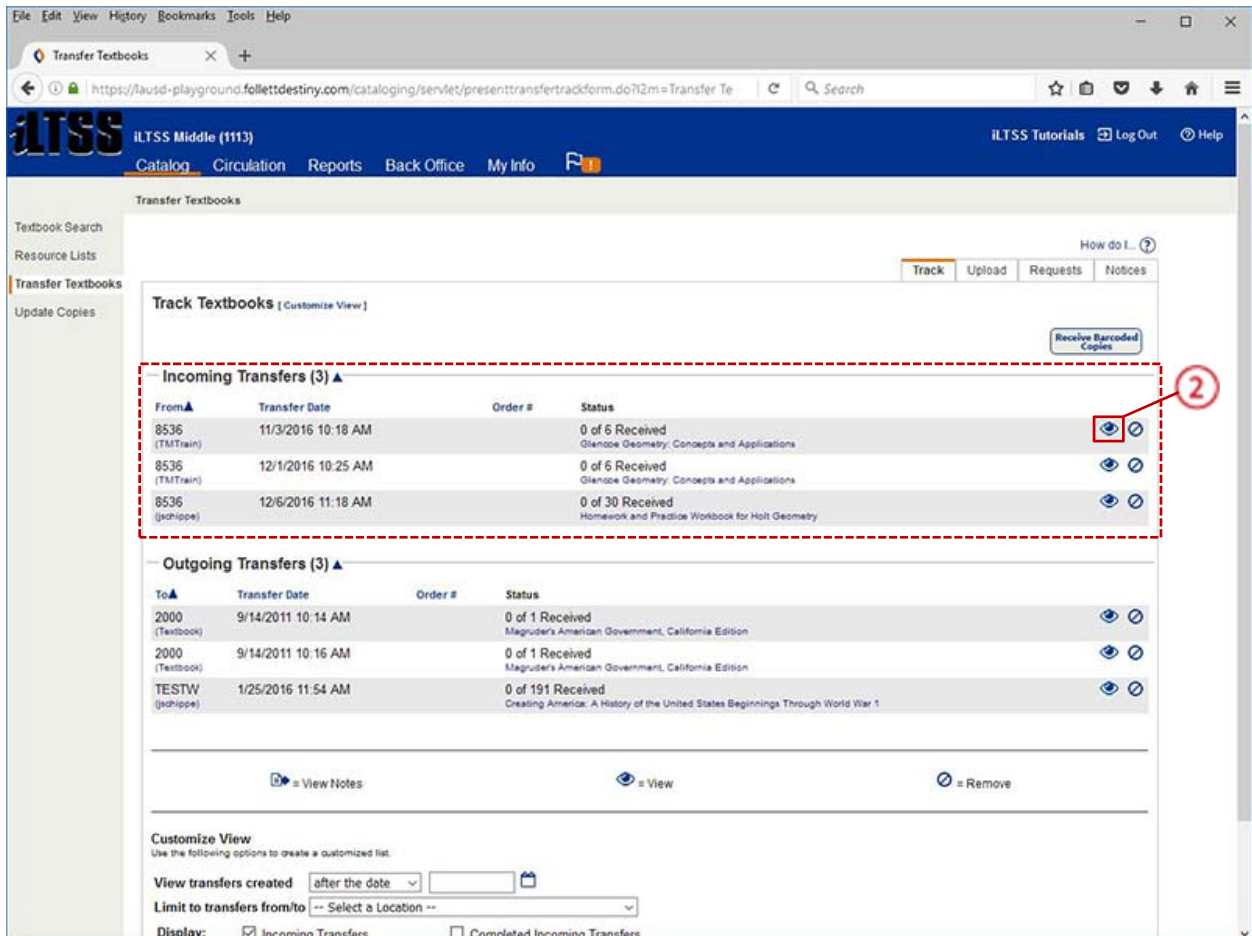
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STEP 3: RECEIVE A TRANSFER OF UNBARCODED COPIES

1. Click on the “Flag” icon located on the top navigation marked with an orange exclamation in a box icon

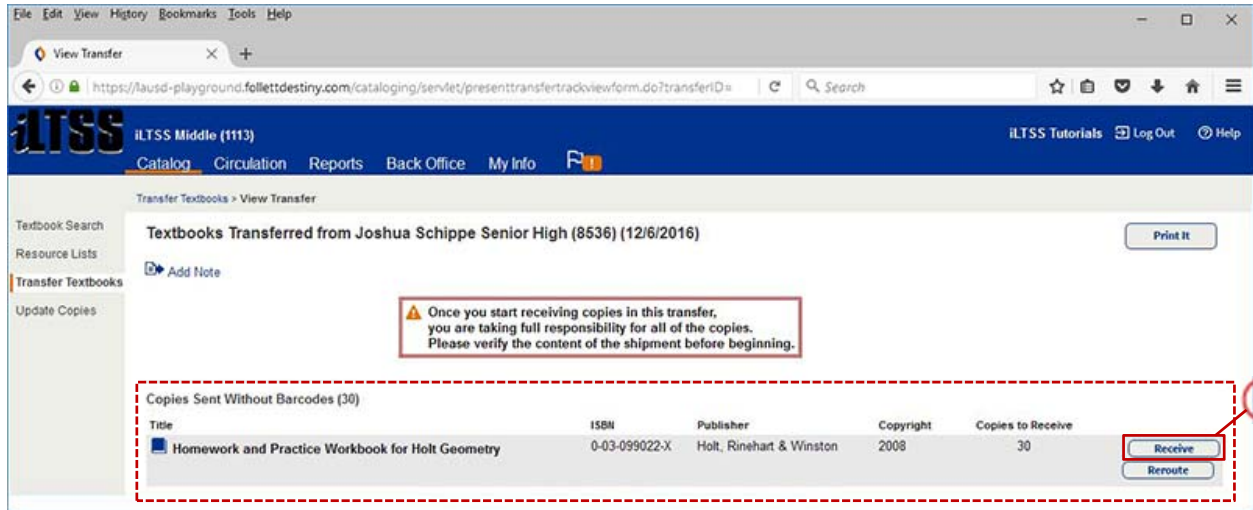


2. On the “Incoming Transfers” section, click the “eye” icon located on the right-side of the screen

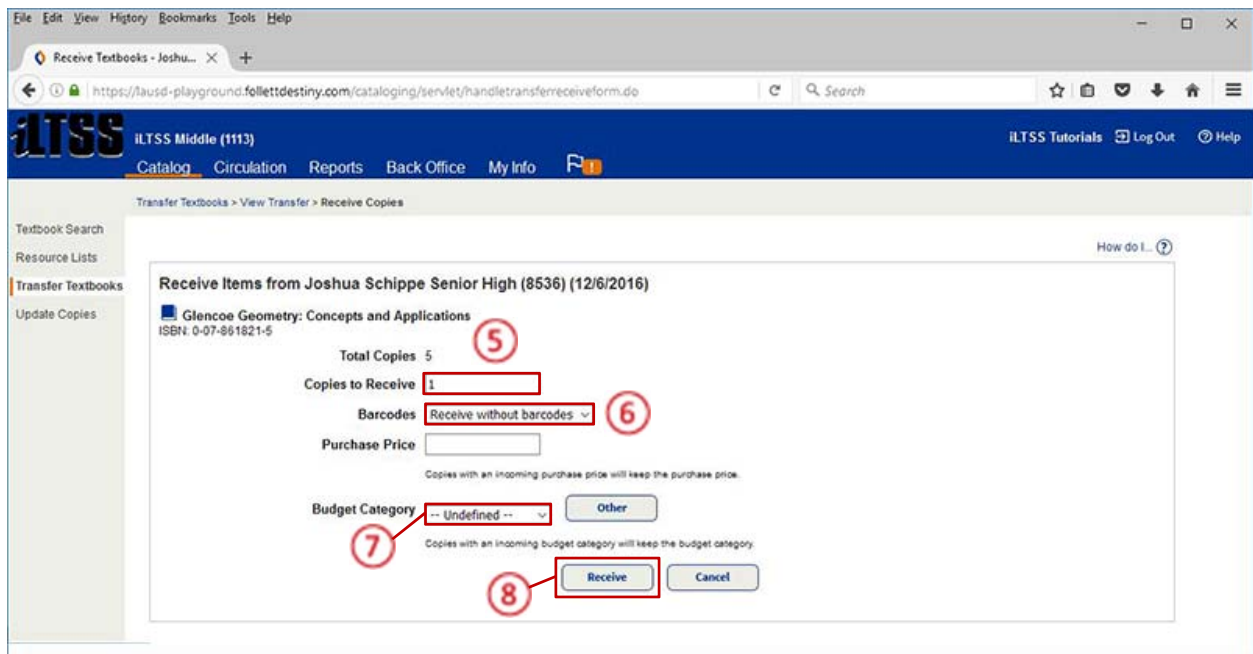


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- Count all received copies to verify all were received
- On the “Copies Sent Without Barcode” section, click the “Receive” button



- On the “Copies to receive” field, enter the number of copies you counted in the shipment
- Click the “Barcodes” dropdown menu and select “Receive without barcodes”
- Leave “Budget Category” dropdown menu as “-- Undefined --”
- Click the “Receive” button



- Once the transfer is completed, you will be taken back to the “Transfer Textbooks” screen