

TRANSFER AND RECEIVE TEXTBOOKS






Destiny Resource Manager allows users with limited or full access to transfer textbooks to other sites and receive transfers from other sites.

In this tutorial you will learn how to:

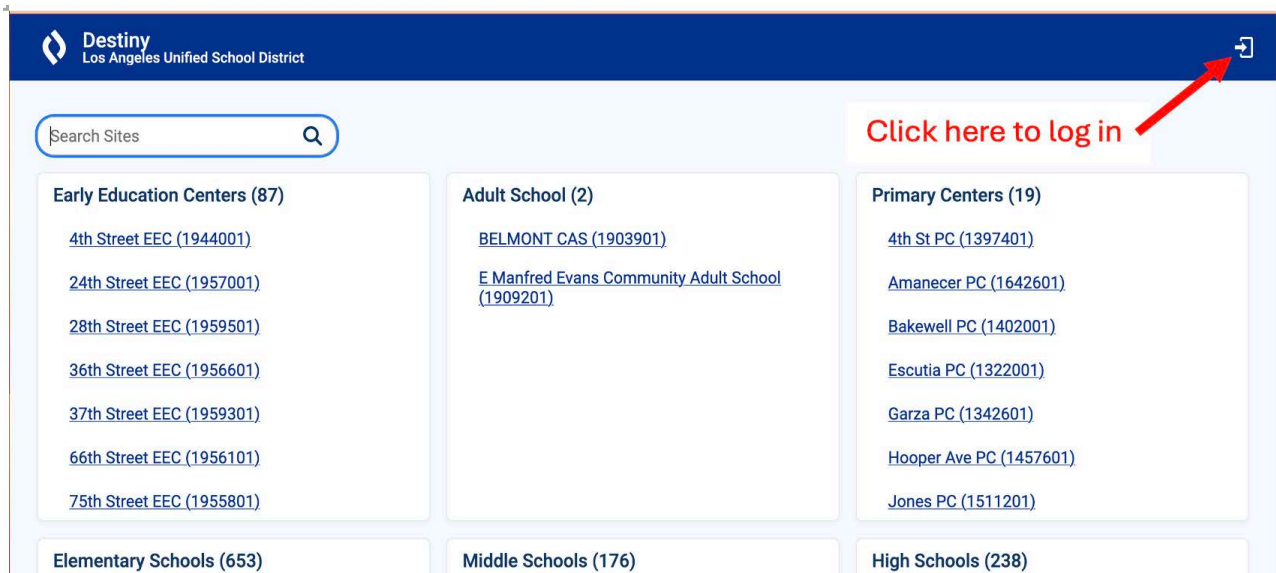
- Transfer copies with barcodes
- Transfer copies without barcodes
- Receive copies with barcodes
- Receive copies without barcodes

Requirements:

- PC or MAC
- A web browser such as:
 - Google Chrome 
 - Mozilla Firefox 
 - Safari 
- Limited or full access to Destiny Resource Manager
- An Internet connection
- An LAUSD Single-Sign-On (SSO)

STEP ONE: LOG IN TO DESTINY

1. Open a web browser.
2. In the address bar, type the following URL: <http://lausd.follettdestiny.com>
3. Click on the arrow pointing to the right, located at the upper right-hand corner of the page. **NOTE:** If you are already logged in to you LAUSD email, clicking on the arrow pointing to the right will automatically log you in to Destiny.

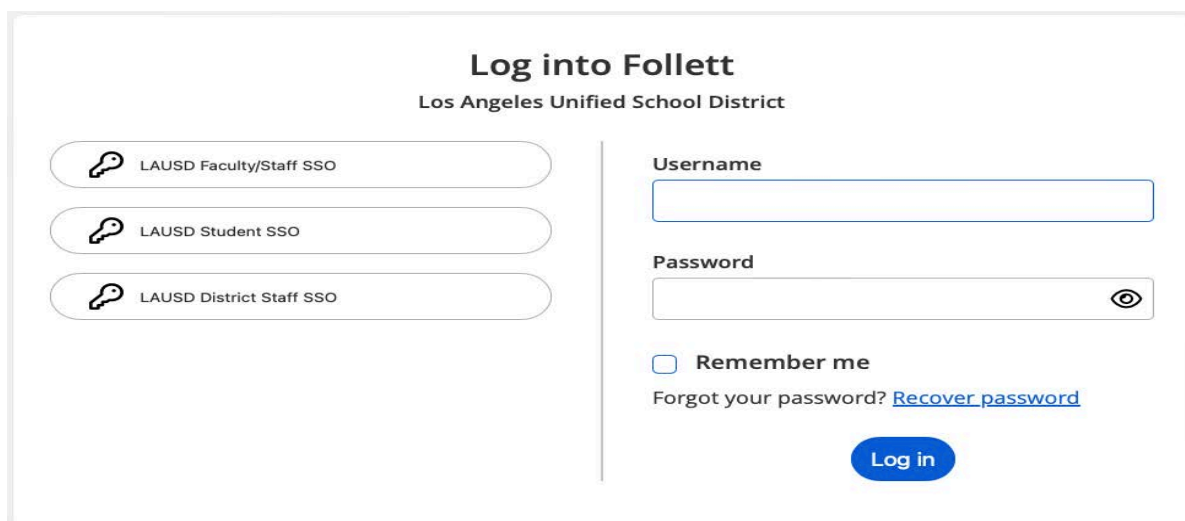


Faculty and Staff: Select the **LAUSD Faculty/Staff SSO** to log in. Enter your full LAUSD email and password to log in.

Student: Select the **LAUSD Student SSO** to log in. Enter your full LAUSD email and password to log in.

LAUSD District Staff: select **LAUSD District Staff SSO** to log in. Enter your full LAUSD email and password to log in.

Individuals granted access to Destiny for a specific site(s) or District level access, use the right side of the log in and enter your assigned Username and Password.



STEP TWO: TRANSFER OF BARCODED COPIES

1. Once logged in, use this drop-down menu and select, **Back Office**.
2. Click on the **Catalog** drop-down menu option.
3. Click on the **Transfer Resources** option.
4. Click on the **Upload** sub-tab.
5. Click on the **To** drop-down menu and select the school to which you will be transferring the textbooks.
6. Click on the **Transfer** drop down menu and select the **by Barcode**.
7. Leave the **Order #** field blank.
8. DO NOT check the boxes for **Create a packing list** or **Track handling eSignature for this transfer**.
9. Click inside the **Create a barcode list** field and begin scanning the barcodes of the copies you will be transferring. (Multiple titles can be scanned in one transfer to the same site.)
10. After all copies have been scanned, click the **Transfer Items** button. You will be taken to the Job Manager screen. Allow Destiny to complete the task. It will put all the copies in Transit to the site you selected. Someone at that site will then need to receive them in Destiny.
NOTE: DO NOT scan too quickly, as the screen needs to refresh after each scan. As you scan, the barcode numbers will be displayed in the box below so you can track your progress.

The screenshot displays the 'Los Angeles Unified School District' Resource Manager interface. The top navigation bar includes 'Back Office' and 'Resource Manager' dropdowns. The left sidebar shows a 'Catalog' dropdown menu with 'Transfer Resources' selected. The main content area is titled 'Transfer Resources...' and features a 'Track', 'Upload', 'Requests', and 'Notices' tab bar. The 'Upload' tab is active. The form includes a 'To' dropdown menu, a 'Transfer' dropdown menu set to 'by Barcode', and an 'Order #' field. Below these are two unchecked checkboxes: 'Create a packing list' and 'Track handling eSignatures for this transfer'. A note states: 'Note: When transferring a container item, only scan the container item barcode. Do not scan the contents.' Below the note is a 'Create a barcode list' field with an 'Add' button. A list of barcodes is shown below this field, with a 'Remove' button. Below the barcodes is an 'OR...' section with a 'Select a barcode file' label, a 'Choose File' button, and 'No file chosen' text. At the bottom, a message states: 'Upon transfer, ownership will be immediately changed to the receiving site.' and a 'Transfer Items' button is visible.

STEP THREE: TRANSFER OF UNBARCODED COPIES

1. Click on the **Catalog** drop-down menu option.
2. Click on the **Transfer Resources** option.
3. Click the **Upload** sub-tab.
4. Click on the **To** drop down and select the school to which you will be transferring the textbooks.
5. On the **Transfer** drop-down, select by **Item Count**.
6. Leave the **Order #** field blank
7. DO NOT check the boxes for **Create a packing list** or **Track handling eSignature for this transfer**.
8. Click on the **Find** drop-down menu and select **Textbooks > Adopted & Approved**.
9. Click on the **by** drop-down menu and select, ISBN. (Note: You may select title or author which may return multiple results. You will then have to select the correct item. Therefore, the ISBN is recommended).
10. In this field scan or enter the ISBN of the title you wish to transfer and click the **Go**.
11. Once the title is displayed, enter the number of items to be transferred in the **# to Transfer** field, for this example **25** was entered. This number cannot be larger than the **Available to Transfer** number which is displayed to the left.
12. Click on **Select**.

The screenshot shows the 'Transfer Resources' interface for the Los Angeles Unified School District. The interface includes a sidebar with navigation options and a main content area for transferring resources. Red numbered callouts (1-12) point to specific elements in the interface:

- 1. Points to the 'Catalog' dropdown menu in the sidebar.
- 2. Points to the 'Transfer Resources' option in the sidebar.
- 3. Points to the 'Upload' tab in the top navigation bar.
- 4. Points to the 'To' dropdown menu in the 'Transfer Resources...' section.
- 5. Points to the 'Transfer' dropdown menu, set to 'by Item Count'.
- 6. Points to the 'Order #' field, which is blank.
- 7. Points to the checkboxes for 'Create a packing list' and 'Track handling eSignatures for this transfer', which are unchecked.
- 8. Points to the 'Find' dropdown menu, set to 'Textbooks > Adopted & Approved'.
- 9. Points to the 'by' dropdown menu, set to 'ISBN'.
- 10. Points to the ISBN input field, containing '0-07-906340-3', and the 'Go' button.
- 11. Points to the '# to Transfer' input field, which is empty.
- 12. Points to the 'Select' button.

The main content area displays the following information:

- Transfer Resources...** section with fields for 'To', 'Transfer', 'Order #', and checkboxes for 'Create a packing list' and 'Track handling eSignatures for this transfer'.
- Find** section with a dropdown menu set to 'Textbooks > Adopted & Approved', a 'by' dropdown set to 'ISBN', and an input field containing '0-07-906340-3'.
- Searched for "0-07-906340-3"** section.
- Textbook Title** section displaying:
 - Impact Grade 8 United States History & Geography: Growth & Conflict Inquiry Journal
 - Spielvogel
 - ISBN: 0-07-906340-3
 - Glencoe McGraw-Hill 2019
- Available to Transfer** section displaying '50'.
- # to Transfer** section displaying an empty input field.
- Select** button.

At the bottom, a message states: 'Upon transfer, ownership will be immediately changed to the receiving site.' with a 'Transfer Items' button.

13. What you selected will be displayed. You will see what is available to transfer and what you want to transfer.
14. Click on **Remove** to make a change to the number to transfer that was selected.
15. If the selection is correct, click on **Transfer Items**. You will be taken to the Job Manager screen. The transfer job will complete on its own. It will put all the copies in Transit to the site you selected. Someone at that site will then need to receive them in Destiny.

The screenshot shows a web interface for transferring textbooks. At the top, a table lists available textbooks. The first entry is 'Impact Grade 8 United States History & Geography: Growth & Conflict Inquiry Journal' by Spielvogel, ISBN: 0-07-906340-3, published by Glencoe McGraw-Hill in 2019. It shows 50 copies available to transfer and 25 copies selected for transfer. A red circle with the number 13 points to this row. Below this is a section titled 'Currently Selected' which contains the same textbook entry. A red circle with the number 14 points to a 'Remove' button next to the selected quantity. Below the 'Currently Selected' section is a note: 'Upon transfer, ownership will be immediately changed to the receiving site.' A red circle with the number 15 points to a 'Transfer Items' button at the bottom.

Textbook Title	Available to Transfer	# to Transfer	Currently Selected
Impact Grade 8 United States History & Geography: Growth & Conflict Inquiry Journal Spielvogel ISBN: 0-07-906340-3 Glencoe McGraw-Hill 2019	50	25	<input checked="" type="checkbox"/>

13

14

15

Remove

Transfer Items

Upon transfer, ownership will be immediately changed to the receiving site.

STEP FOUR: RECEIVE A TRANSFER OF BARCODED BOOKS

1. Once logged in, use this drop-down menu and select, **Back Office**.
2. Click the **Catalog** drop-down menu option.
3. Select the **Transfer Resources** option.
4. Makes sure the boxes for **Incoming Transfers** and **Outgoing Transfers** are checked. *Note: This is typically how your "Customized View" should be set up.*
5. If there are any **Incoming Transfers** or **Outgoing Transfers** they will be displayed here. In this example, there are only Incoming Transfers.
6. Click on the icon that looks like an eye to receive the books for that transfer. (You will need to have the physical copies at your school since you will need to scan their barcodes.)

The screenshot displays the 'Los Angeles Unified School District' Resource Manager interface. The top navigation bar includes 'Back Office' (annotated with 1) and a user profile icon. The left sidebar shows the 'Catalog' menu (annotated with 2) and 'Transfer Resources' (annotated with 3). The main content area is titled 'Track Resources [Customize View]' (annotated with 5) and shows a table of 'Incoming Transfers (1)'. The table has columns for 'From', 'Transfer Date', 'Order #', 'Status', and 'eSignatures'. A single transfer is listed from 'TB_WHSE (LTS.bcldavis)' on '1/6/2025 9:55 AM' with status '2 of 41 Received -- Assorted Resources --'. An eye icon next to the transfer (annotated with 6) is used to receive the books. Below the table is a 'Customize View' section (annotated with 4) with options to limit transfers by date, location, and handling, and checkboxes to display or remove 'Incoming Transfers' and 'Completed Incoming Transfers'. Buttons for 'Update' and 'Remove All' are also present.

From	Transfer Date	Order #	Status	eSignatures
TB_WHSE (LTS.bcldavis)	1/6/2025 9:55 AM		2 of 41 Received -- Assorted Resources --	N/A

7. DO NOT Click the “Assign To” button, nothing needs to be addressed there.
8. In the “Scan or enter items one-at-a-time” field, scan the barcodes of the books to be received. Scanning them one-at-a-time will ensure that you have received all copies requested by your school. **This is crucial**, especially if they are new books delivered to your school directly from a vendor.
9. **IMPORTANT: NEVER** click on the “Receive All” button to receive barcoded copies. If you do, all books will be received at once. If it is later determined that the vendor did not send all the books ordered, your school will not be able to identify which barcoded copies did not get delivered and Destiny will show the user who received them.

Assign the following values to these items:

Assign To (7)

Custodian: Retain current custodian

Home Location: Undefined

Department: Retain current department

Scan or enter items one-at-a-time (8)

Receive

Or receive selected items below...

Items Sent With Barcodes (39)

Textbook Title	ISBN	Publisher	Copyright	Custodian	Items	
Impact Grade 8 United States History & Geography: Growth & Conflict	0-07-675568-1	Glencoe McGraw-Hill	2019		39	Receive All Show More ▼ Receive All

STEP FIVE: RECEIVE A TRANSFER OF UNBARCODED COPIES

1. Once logged in, use this drop-down menu and select, **Back Office**.
2. Click on the **Catalog** drop-down menu option.
3. Click on the **Transfer Resources** option.
4. Under the **Incoming Transfers** section, click on the icon that looks like an eye to the right of the books that you want to receive. (Make sure you have the physical copies at your school and count the number of copies you received.)

Los Angeles Unified School District Gage MS (1815101) ▼

Back Office ▼

Transfer Resources

Catalog (2)

- Resource Search
- Add Resource
- Resource Lists
- Import Resources
- Export Resources
- Transfer Resources** (3)
- Resource Orders
- Update Resources
- Update Software
- Digital Signature Agreements

Track Resources [Customize View]

Incoming Transfers (1)

From	Transfer Date	Order #	Status	eSignatures
8009 (Oscar)	7/16/2025 11:26 AM		0 of 25 Received Illustrative Math Algebra 1, Units 1-2	N/A

View (4)

Remove

5. Note the number of items that need to be receive and verify that it coincides with the actual number of copies your school received. Then click on the **Receive** button.

NOTE: If these books were transferred in error to your school and/or your school no longer needs them, you can redirect the transfer of copies to another site or the LAUSD Warehouse. You will then need to send the physical books to that site.

How do I... ?

Resources Transferred from Adams MS (1800901) (7/16/2025) Print It

Add Note
eSignatures: N/A

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.

Items Sent Without Barcodes (25)

Textbook Title	ISBN	Publisher	Copyright	Custodian	Items to Receive	
Illustrative Math Algebra 1, Units 1-2	978-1-64885-688-4	Learnzillion	2020		25	<div><div>5</div><div>Receive</div><div>Reroute</div></div>

6. DO NOT click the **Assign To** button. Nothing needs to be addressed there.

7. In the field for **Items to Receive**, enter the number of copies actually received. (If you did not receive all books, you will need to contact the sending site.)

8. Click on the **Receive** button.

Receive Items from Adams MS (1800901) (7/16/2025)

Assign the following values to these items: Assign To 6

Custodian: Undefined

Home Location: Undefined

Department: Retain current department

Description Illustrative Math Algebra 1, Units 1-2

Total Items 25

Items to Receive 7

Barcodes Not Applicable (consumable)

8 Receive Cancel