

CURRENT CHECKOUTS/FINES REPORTS – RESOURCE MANAGER






Destiny Resource Manager allows users with limited and full access to generate reports used to identify students with checked-out items, overdue items, and/or outstanding fines.

In this tutorial you will learn how to:

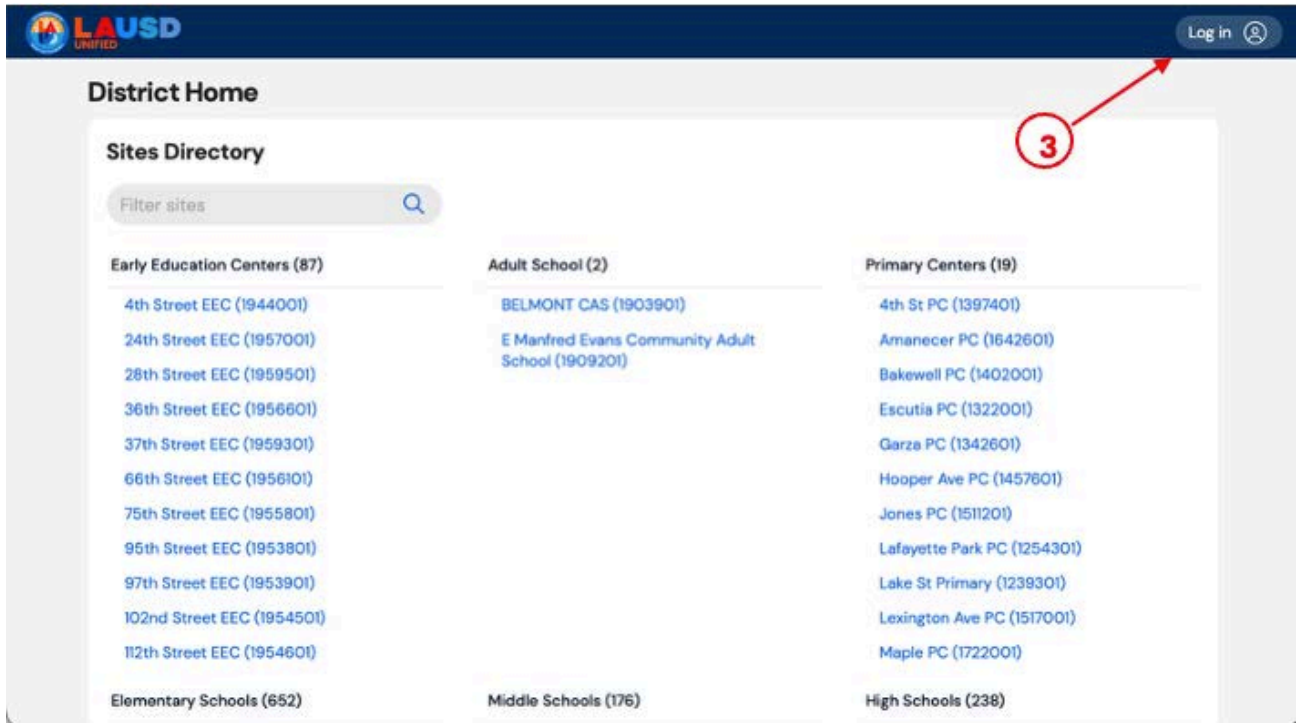
- *Generate various reports used to identify students with checked-out items, overdue items, and/or outstanding fines.*
- *The reports include:*
 - *An Excel Spreadsheet **Page 3***
 - *Email to Homerooms (A PDF is sent to homeroom teachers listing their students with checked-out items, overdue items, and/or outstanding fines.) **Page 6***
 - *Notices (to be printed and given to patrons) **Page 9***
 - *Email Notices (emailed directly to patrons via Destiny) **Page 12***

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)*

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 Log in



Select the **LAUSD Faculty/Staff SSO** to login. Enter your full LAUSD email (e.g. jane.doe@lausd.net) and password to log in. Note: If you are logged in to your LAUSD email, clicking on the **LAUSD Faculty/Staff SSO**, will automatically log you into Destiny.

Individuals granted access to Destiny for a specific site(s) or District level access and assigned a specific User Name and Password, use the Destiny account log in on the right.

Log into Follett

Los Angeles Unified School District

LAUSD Faculty/Staff SSO

LAUSD Student SSO

LAUSD District Staff SSO

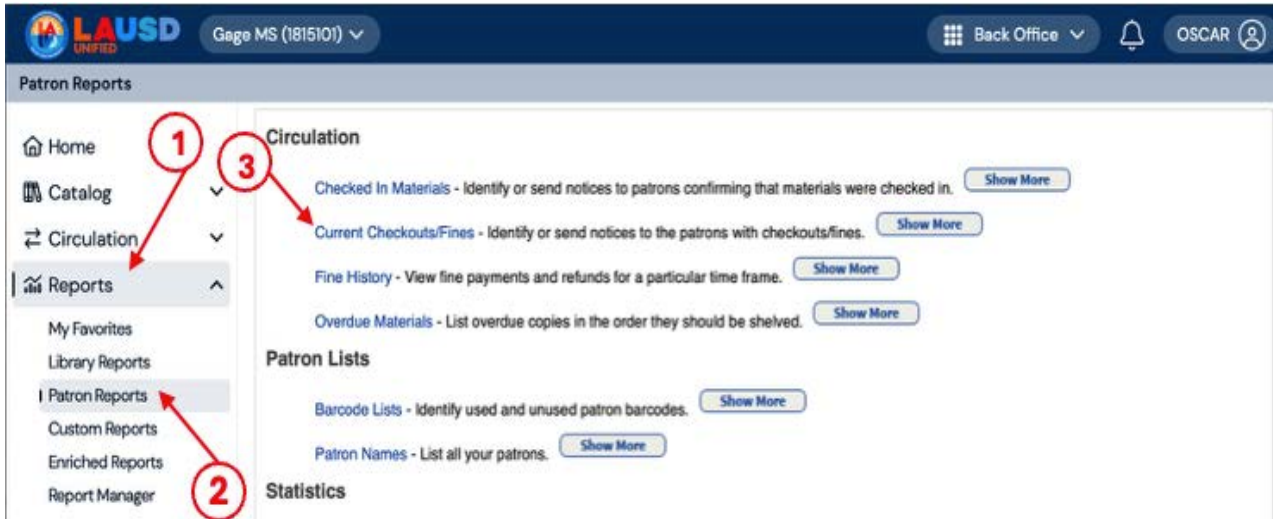
Username

Password

Forgot your password? [Recover password](#)

GENERATING AN EXCEL SPREADSHEET

1. Click on the **Reports** tab.
2. Click on the **Patron Reports** option.
3. Under the **Circulation** section, click on the **Current Checkout/Fines** report.



4. Under the **Setup a new report or notice**, in the **Show** section, select the radio button for **All that are checked out** (NOTE: You have the option to customize the report by selecting any of the other options. However, this tutorial will show how to generate a report that will include students with items checked out and overdue as well as students with outstanding fines).
5. Check the radio button for **Unpaid Resource Fines**.
6. In the **Format** section, select the radio button for **Report—Output** and use the drop-down menu to select **Microsoft Excel**.
7. Click on **Continue**.

The screenshot shows the '1. Format' section of the report configuration interface. The 'Show' section has 'Checked Out/Overdue Materials' selected. Under this, 'All that are checked out' is selected. 'Unpaid Resource Fines' is checked. In the 'Format' section, 'Report -- Output' is selected, and 'Microsoft Excel' is chosen in the dropdown menu. A 'Continue' button is at the bottom. Red circles with numbers 4, 5, 6, and 7 indicate the steps: 4 points to 'All that are checked out', 5 points to 'Unpaid Resource Fines', 6 points to the 'Report -- Output' radio button, and 7 points to the 'Continue' button.

8. Click on **Update** for **All Patron Types**. From the options, check the box for the patron types you want to include. Then, click on **OK**.
9. For **Status**, only check **Active**.
10. Leave the box for **Graduating in** unchecked.
11. Leave the box unchecked for **Patrons of other sites that have my resource materials and/or that owe fines...**
12. Check the box for **Resources**. Then click on **Update**. In the first row, click on the button **Clear All**. Then check the box for **Textbooks** and **Adopted and Approved**. Click on **OK** at the bottom of the page.
13. Check the box for **The resources materials my patrons have and/or the fines they owe that belong to other sites in the District.**
14. Click **Continue**.

The screenshot shows a web interface for generating a report. At the top, there are three tabs: '1. Format', '2. Limit' (which is active), and '3. Details'. Below the tabs is the title 'Checked Out / Overdue Materials & Unpaid Fines Report'.

The main section is titled 'Limit the results to...'. It contains the following elements:

- Radio buttons for 'My Locations/Departments' and 'My Patrons' (selected).
- A section for 'All Patron Types' with an 'Update' button (callout 8).
- A checkbox for 'Graduating in' with a text input '2026' (callout 10).
- An 'Also Include' section with a checkbox for 'Patrons of other sites that have my resource materials and/or that owe fines to Gage MS (1815101). ?' (callout 11).
- A section for 'My Materials' with a checked checkbox for 'Resources' and 'All Resource Types' and an 'Update' button (callout 12).
- An 'Also Include' section with a checked checkbox for 'The resource materials my patrons have and/or the fines they owe that belong to other sites in the district. ?' (callout 13).
- A 'Status' section with three options: 'Active' (checked), 'Inactive', and 'Restricted' (callout 9).
- A 'Continue' button at the bottom (callout 14).

15. For **Select & Sort by**, use the drop-down menu to select how you want the data sorted. You can choose between **Patron Name**, **Grade Level**, and **Homerroom**. It is recommended to sort by **Homerroom**.
16. If you want a specific **Patron Name**, **Grade Level**, or **Homerroom**, use the **From** and **to** drop-down menus to specify one or a range.
17. Check the appropriate boxes for the information you want displayed on the report.
18. Click on **Run Report**. You will be taken to the Job Manager. Once the status shows **completed**, you can click on the **View** link to access the report.
 NOTE: If you choose to save the report, click on **Save Setup**. You will be prompted to name the report in the **Save As** field. After naming your report, you can either click on **Save Setup** or **Save & Run**.

1. Format 2. Limit 3. Details

Checked Out / Overdue Materials & Unpaid Fines Report

Select & Sort by Homerroom from Any Homerroom to Any Homerroom

Also Display...

Resource Info Price of checked out/overdue materials [Select All](#)

Patron Info Barcode [Clear All](#)

Phone number

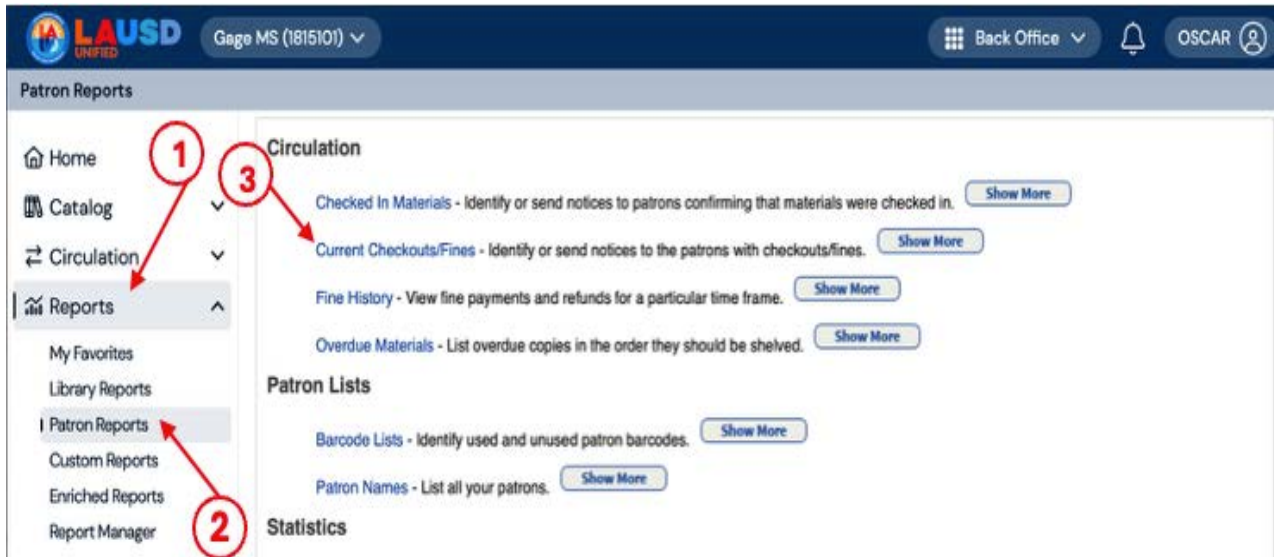
Grade Level ▾

Homerroom ▾

[Save Setup](#) [Run Report](#)

GENERATING AN EMAIL TO HOMEROOMS (When using this feature, it is recommended you first inform teachers and ask if they are willing to receive this email and inform the students of their outstanding materials and or fines.)

1. Click on the **Reports** tab.
2. Click on the **Patron Reports** option.
3. Under the **Circulation** section, click on the **Current Checkout/Fines** report.



4. Under the **Set up a new report or notice**, in the **Show** section, select the radio button for **All that are checked out** (NOTE: You have the option to customize the report by selecting any of the other options, however, this tutorial will show how to generate a report that will include students with items checked out and overdue as well as students with outstanding fines.)
5. Check **Unpaid Resource Fines**.
6. For **Format**, select the radio button for **Email to Homerooms**.
7. Click on **Continue**.

8. Click on **Update** and check the box(es) for the patron types you want to include. Then click on **OK**.
9. For **Status**, only check the box for **Active**.
10. Leave the box for **Graduating in** unchecked.
11. Leave the box unchecked for **Patrons of other sites that have my resource materials and/or that owe fines...**
12. Check the box for **Resources**. Then click on **Update**. In the first row, click on the button **Clear All**. Then check the box for **Textbooks and Adopted and Approved**. Click on **OK** at the bottom of the page.
13. Check the box for **The resource materials my patrons have and/or the fines they owe that belong to other sites in the District.**
14. Click **Continue**.

1. Format 2. Limit 3. Details

Checked Out / Overdue Materials & Unpaid Fines Report

Limit the results to...

My Locations/Departments
 My Patrons

All Patron Types **Update**

Graduating in

Also Include Patrons of other sites that have my resource materials and/or that owe fines to Gage MS (1815101). [?](#)

My Materials Resources All Resource Types **Update**

Also Include The resource materials my patrons have and/or the fines they owe that belong to other sites in the district. [?](#)

Continue

15. To include all homerooms, skip this step. Otherwise, click on the **Update** button to select the specific homerooms you want to send an email to and then scroll down and click **OK**.
16. By default, the **Display name** (sender name) will be **Destiny**. This name will be displayed on the email received by the homeroom teachers. You have the option to change this to whatever name you want displayed.
17. By default, the email displayed will be **do_not_reply@follett.com** (this prevents recipients from replying to the email). You have an option to change this to include your email, if you are willing to receive replies. It is recommended to leave the default email.
18. Check the appropriate boxes for the information you want displayed on the report.
19. Click on **Run Report**. You will be taken to the Job Manager to view a summary of the emails sent.

NOTE: If you choose to save the report, click on **Save Setup**. You will be prompted to name the report in the **Save As** field. After naming your report, you can either click on **Save Setup** or **Save & Run**.

1. Format 2. Limit 3. Details

Checked Out / Overdue Materials & Unpaid Fines Notices

Send To All Homerooms **Update**

Display name

Reply To Email **Test Email** ?

Also Display...

Resource Info Price of checked out/overdue materials **Select All**

Patron Info Barcode **Clear All**

Phone number

Subtotal items/fines for each patron

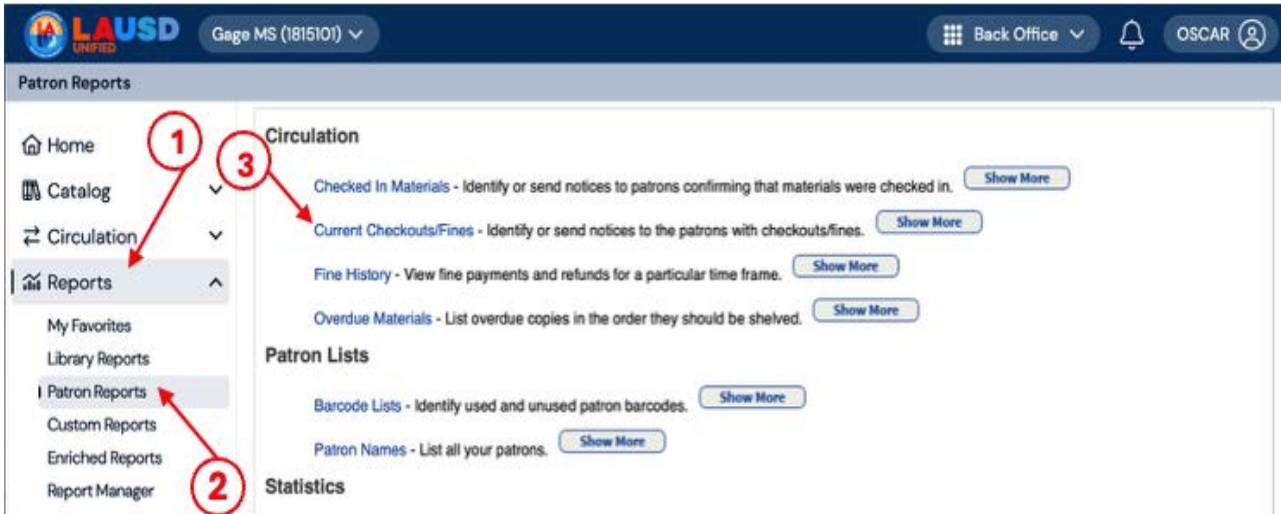
▾

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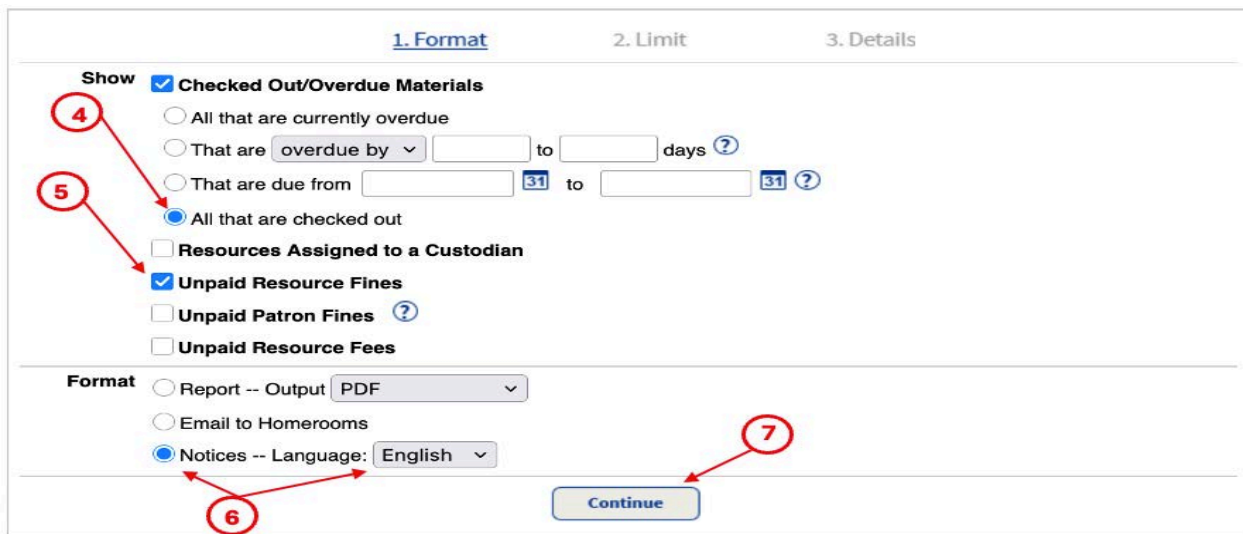
Save Setup **Run Report**

GENERATING NOTICES (These are meant to be printed and given to patrons or sent to parents).

1. Click on the **Reports** tab.
2. Click on the **Patron Reports** option.
3. Under the **Circulation** section, click on the **Current Checkout/Fines** report.



4. Under the **Set up a new report or notice**, in the **Show** section, select the radio button for **All that are checked out** (NOTE: You have the option to customize the report by selecting any of the other options. However, this tutorial will show how to generate a report that will include students with items checked out and overdue as well as students with outstanding fines.)
5. Check **Unpaid Resource Fines**.
6. For **Format**, select the radio button **Notices – Language** and use the drop-down menu to select the language to be used: **English, Spanish, or French**.
7. Click on **Continue**.



8. Click on **Update** and check the box for the patron types you want to include. Then click on **OK**.
9. For **Status**, only check the box for **Active**.
10. Leave the box for **Graduating in** unchecked.
11. Leave the box unchecked for **Patrons of other sites that have my resource materials and/or that owe fines...**
12. Check the box for **Resources**. Then click on **Update**. In the first row, click on the button **Clear All**. Then check the box for **Textbooks and Adopted and Approved**. Click on **OK** at the bottom of the page.
13. Check the box for **The resource materials my patrons have and/or the fines they owe that belong to other sites in the District.**
14. Click **Continue**.

1. Format 2. Limit 3. Details

Checked Out / Overdue Materials & Unpaid Fines Report

Limit the results to...

My Locations/Departments

My Patrons

10 All Patron Types **8**

11 Graduating in 2026

9 **Status** Active
 Inactive
 Restricted

Also Include Patrons of other sites that have my resource materials and/or that owe fines to Gage MS (1815101). (?)

My Materials Resources All Resource Types **12**

Also Include The resource materials my patrons have and/or the fines they owe that belong to other sites in the district. (?)

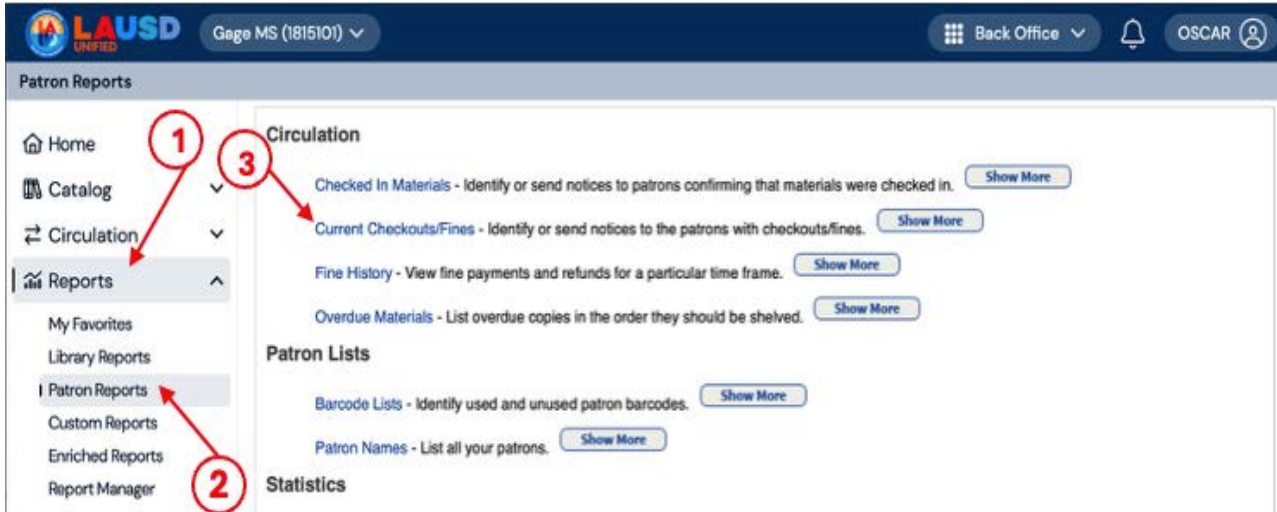
13 **14**

15. For **Select & Sort by**, use the drop-down menu to select how you want the data sorted. You can choose between **Patron Name**, **Grade Level**, and **Homerroom**.
16. If you want a specific **Patron Name**, **Grade Level**, or **Homerroom**, use the **From** and **to** drop-down menus to specify one or a range.
17. Select the radio button for **Internally**.
18. For **Page layout**, use the drop-down menu to select to print one, two, or four notices (students) per page. One or two is recommended.
19. In the **Message** field, the default greeting is **Dear**, this can be changed.
20. The message box should include something generic since the message will be going out to various individuals who fit the criteria selected. (For example: *The following items need to be returned and/or fines are due. Please return the items and/or pay the fines as soon as possible.*)
21. Check the box for **Address Label, To the Parent or Guardian of: Patron's Name**
22. Use this drop-down menu to select how to refer to the patron.
23. Check the box(es) for the information you would like the report to display.
24. Click on **Run Notices**. You will be taken to the Job Manager. Once the status shows **completed**, click on **View** to access the report. NOTE: If you choose to save the report, click on **Save Setup**. You will be prompted to name the report in the **Save As** field. Then after naming your report, you can either click on **Save Setup** or **Run Notices**.

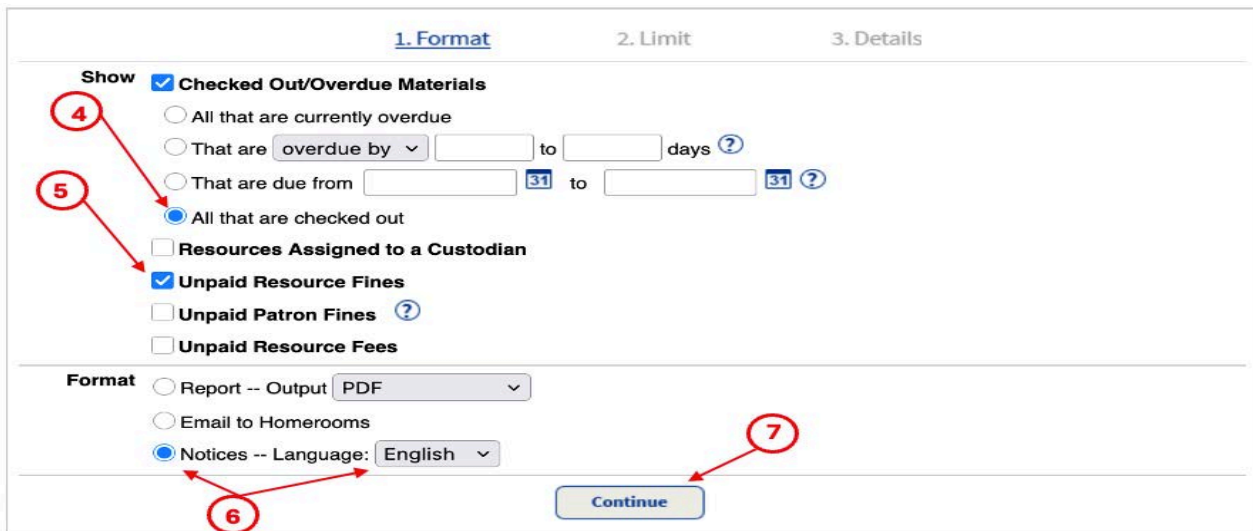
The screenshot shows a web form for configuring library notices. At the top, the 'Select & Sort by' section has a dropdown menu set to 'Patron Name' (15), with 'from' and 'to' input fields (16). Below this, the 'Distributed' section has three radio buttons: 'Internally' (17), 'Mailed', and 'Via email - Provide sender information'. The 'Via email' option is selected, showing a 'Display name' field with 'Destiny' (18) and a 'Reply To Email' field with 'do_not_reply@follett.com' (19). There are checkboxes for 'Send To' including 'Student Email', 'Faculty/Staff Email', 'Parent Email', 'Email 4', and 'Email 5'. A 'Test Email' button is also present. The 'Page layout' section has a dropdown menu set to 'Print 1 notice per page' (19). The 'Message' section has a 'Salutation' dropdown set to 'Dear' (20) and a 'Patron's full name' dropdown (22). A text area contains a sample message: 'The following materials need to be returned and/or fines need to be paid. Please return them and/or pay the fines as soon as possible.' (21). The 'Address Label' section has a checked checkbox for 'To the Parent or Guardian of: Patron's Name'. The 'Also Display...' section has checkboxes for 'Resource Info' (checked, 23) and 'Patron Info' (checked, 23), with sub-options for 'Price of checked out/overdue materials', 'Barcode', 'Phone number', and 'Subtotal items/fines for each patron'. There are also dropdowns for 'Grade Level' and 'Homerroom'. At the bottom, there are 'Save Setup' and 'Run Notices' buttons (24).

GENERATING EMAIL NOTICES (When using this feature, it is recommended you first inform patrons that they may be receiving an email and if they do, express your expectations of what needs to be done.)

1. Click on the **Reports** tab.
2. Click on the **Patron Reports** option.
3. Under the **Circulation** section, click on the **Current Checkout/Fines** report.



4. Under the **Set up a new report or notice**, in the **Show** section, select the radio button for **All that are checked out** (NOTE: You have the option to customize your results by selecting any of the other options. However, this tutorial will show how to generate a report that will include students with items checked out and overdue as well as students with outstanding fines.)
5. Check **Unpaid Resource Fines**.
6. For **Format**, select the radio button **Notices – Language** and use the drop-down menu to select the language to be used: **English, Spanish, or French**.
7. Click on **Continue**.



8. Click on **Update** and check the box for the patron types you want to include. Then click on **OK**.
9. For **Status**, only check the box for **Active**.
10. Leave the box for **Graduating in** unchecked.
11. Leave the box unchecked for **Patrons of other sites that have my resource materials and/or that owe fines...**
12. Check the box for **Resources**. Then click **Update**. In the first row, click on the button **Clear All**. Then check the box for **Textbooks and Adopted** and **Approved**. Click on **OK** at the bottom of the page.
13. Check the box for **The resource materials my patrons have and/or the fines they owe that belong to other sites in the District.**
14. Click **Continue**.

1. Format 2. Limit 3. Details

Checked Out / Overdue Materials & Unpaid Fines Report

Limit the results to...

My Locations/Departments

My Patrons

All Patron Types **Update**

Graduating in

Also Include Patrons of other sites that have my resource materials and/or that owe fines to Gage MS (1815101). [?](#)

My Materials Resources All Resource Types **Update**

Also Include The resource materials my patrons have and/or the fines they owe that belong to other sites in the district. [?](#)

Continue

15. For **Select & Sort by**, leave the drop-down menu at **Patron Name** and the **From** and **to** fields blank.
16. For **Distributed**, select the radio button for **Via email – Provide sender information**
17. By default, the **Display name** (sender name) will be **Destiny**. This name will be displayed on the email received by the patrons. You have the option to change this to whatever name you want.
18. By default, the Email displayed will be **do_not_reply@follett.com** (this prevents recipients from replying to the email.) You have an option to change this to include your email, if you are willing to receive replies. It is recommended to leave the default email.
19. For **Send To**, check the appropriate box(es) depending whom you intend the email the notices to go to; **Student Email**, **Faculty/Staff Email**, and/or **Parent Email**.
20. In the **Message** field, the default greeting is **Dear**, this can be changed.
21. The message box should include something generic since the message will be going out to various individuals. (For example: *The following items need to be returned and/or fines are due. Please return the items and/or pay the fines as soon as possible.*)
22. Use this drop-down menu to select how to refer to the patron.
23. Check the box for **To the Parent or Guardian of : Patron's Name**.
24. Check the box(es) for the information you want displayed in the email.
25. Click on **Run Notices**. You will be taken to the Job Manager to view the job summary. NOTE: If you choose to save the report, click on **Save Setup**. You will be prompted to name the report in the **Save As** field. **IMPORTANT – DO NOT SCHEDULE THE REPORT**. After naming the report, you can either click on **Save Setup** or **Run Notices**.

The screenshot shows a web-based configuration form for email notices. At the top, there's a 'Select & Sort by' section with a dropdown menu set to 'Patron Name' and two empty 'from' and 'to' input fields. Below this is the 'Distributed' section with three radio buttons: 'Internally', 'Mailed', and 'Via email - Provide sender information' (which is selected). A 'Display name' text box contains 'Destiny', and a 'Reply To Email' text box contains 'do_not_reply@follett.com'. The 'Send To' section has five checkboxes: 'Student Email', 'Faculty/Staff Email', 'Parent Email', 'Email 4', and 'Email 5'. A 'Page layout' dropdown is set to 'Print 1 notice per page'. The 'Message:' section includes a 'Salutation' dropdown set to 'Dear' and a 'Patron's full name' dropdown. A large text area contains the message: 'The following items need to be returned and/or fines are due. Please return the items and/or pay the fines as soon as possible.' Below this is an 'Address Label' section with a checked checkbox for 'To the Parent or Guardian of: Patron's Name'. The 'Also Display...' section has two sub-sections: 'Resource Info' with a checked checkbox for 'Price of checked out/overdue materials', and 'Patron Info' with checked checkboxes for 'Barcode', 'Phone number', 'Subtotal items/fines for each patron', 'Grade Level' (with a dropdown), and 'Homerroom' (with a dropdown). At the bottom right, there are two buttons: 'Save Setup' and 'Run Notices'.