

SETTING UP A LIBRARY INVENTORY



Destiny Library Manager allows users with full access to set up a library inventory.

In this tutorial you will learn how to:

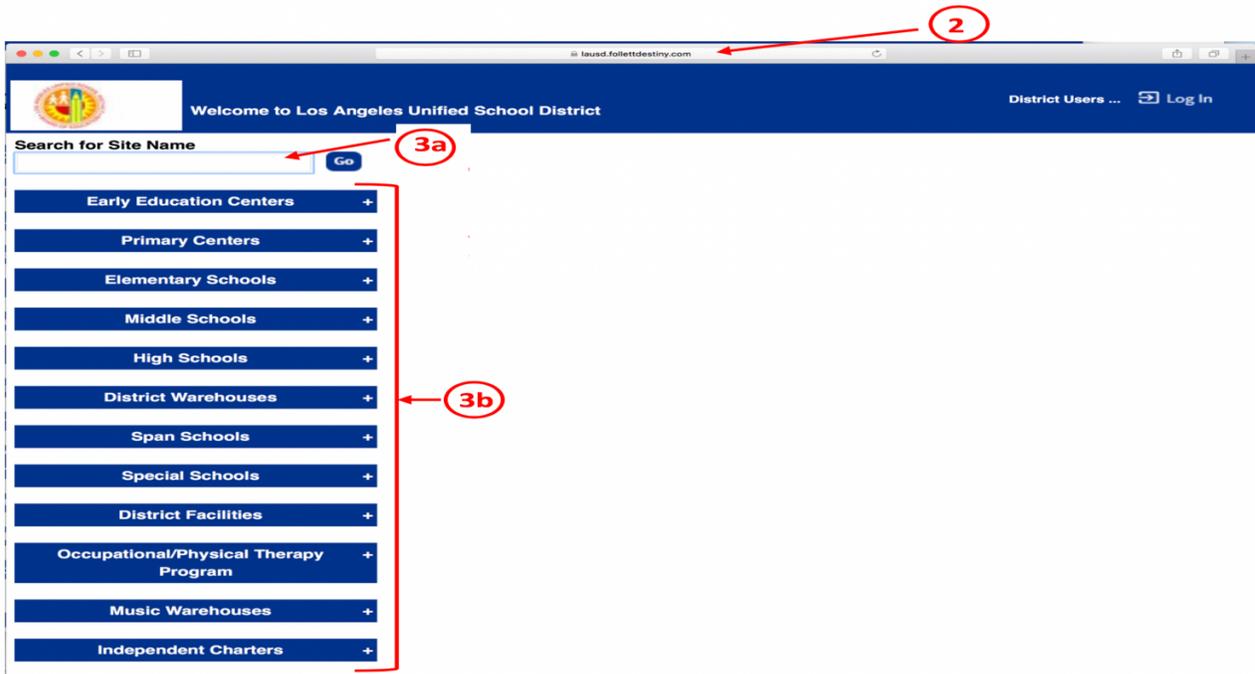
- Log in to Destiny Library Manager
- Set up a library inventory

Requirements:

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

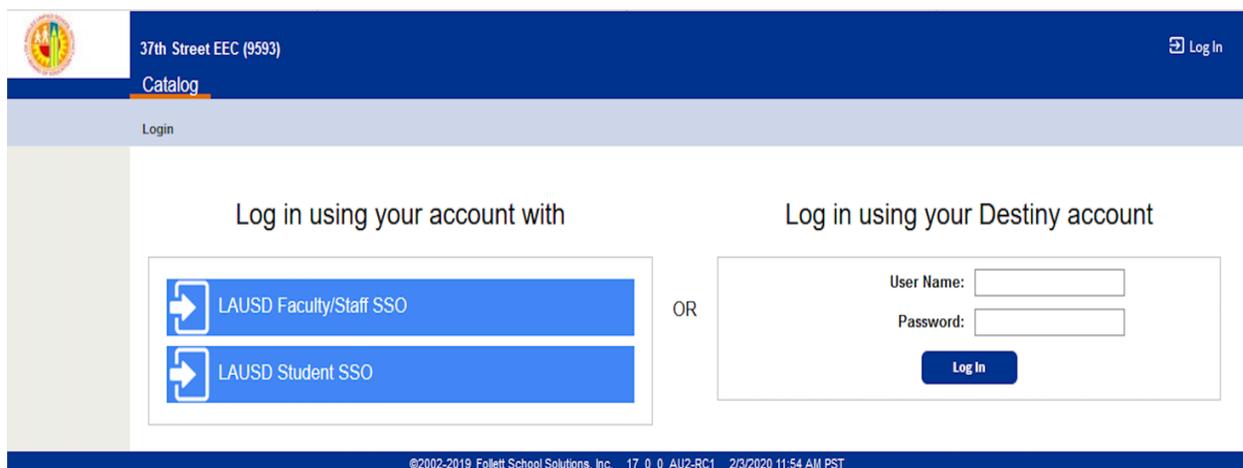
STEP ONE: LOG IN TO DESTINY

1. Open a web browser
2. In the address bar, type the following URL: <http://lausd.follettdestiny.com>
3. There are two 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 with your school group (e.g. Middle School) then find and click on your school's link. You will be taken to your site's home page. Click on **Log In**, located on the top right side of the window.



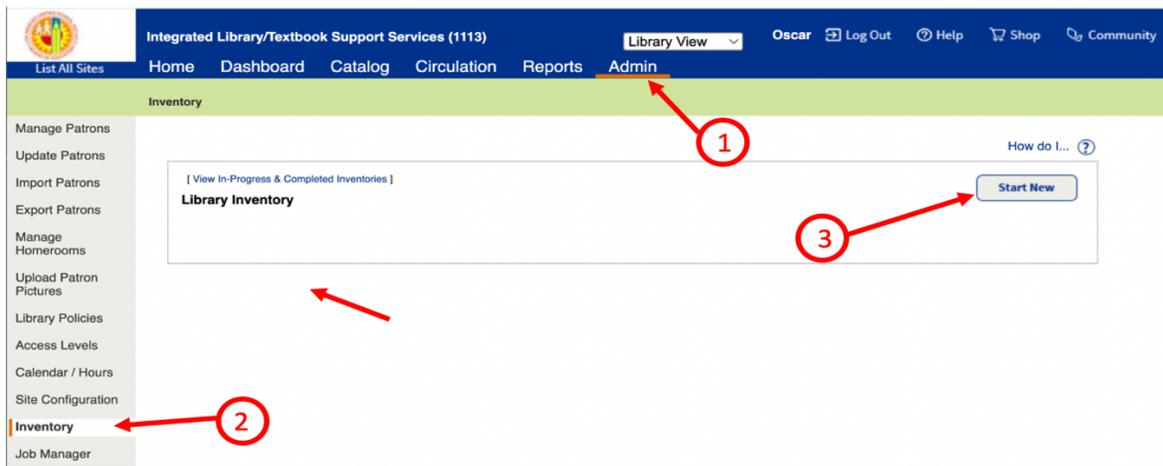
Select the **LAUSD Faculty/Staff SSO** to login. Enter your full LAUSD email (e.g. jane.doe@lausd.net) and password to log in.

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.



STEP TWO: SETTING UP THE LIBRARY INVENTORY

1. Click on the **Admin** tab.
2. Click on the **Inventory** option located on the left-side of the screen.
3. Click on **Start New**.



4. In the **Inventory Name** field, enter "Full Inventory" and the current school year, for example: 2019-2010 SY.
5. Leave the fields for **Call Numbers from** empty and do not update the **Circulation Types** or the **Sublocations**.
6. Enter a criteria date to address "unaccounted for" materials. It should be a date between the start of the current school year and the present date. It is recommended to use the current date.
7. Click on **OK**. You will be asked if you are sure you want to start a new inventory, click YES.
8. **NOTE: When you have completed the inventory, submit an Online Service Request to have ILTSS finalize the inventor for you. DO NOT DELETE ANY COPIES.**

The screenshot shows the 'Inventory > Start Inventory' form. The form is titled 'Specify the copies to be inventoried...'. It contains the following fields and options:

- Inventory Name:** Full Inventory 2019-2020 SY
- Call Numbers from:** (empty) **to:** (empty)
- Circulation Types:** All Circulation Types (Update button)
- Sublocation:** All Sublocations (Update button)
- All copies meeting the above criteria will be set to "unaccounted for"...** Except for copies that have been seen on or after 8/13/2019
- Buttons:** OK (highlighted), Cancel

Red annotations indicate the steps: 4 points to the 'Inventory Name' field, 5 points to the 'Circulation Types' and 'Sublocation' fields, 6 points to the date field, and 7 points to the 'OK' button.