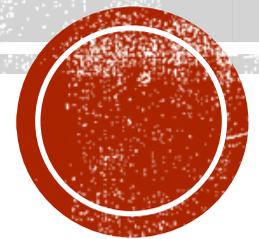


# DESTINY REPORTS

Viewing Destiny Reports from a Laptop or Desktop Computer

By Joseph Yune



# GETTING STARTED

In order to view reports from the Destiny Website, you'll need the following:

- A Laptop or Desktop Computer (It will not work from a phone, iPad, etc. unless you run it through a browser)
- LAUSD Single Sign-On Username and Password
- Your Username must be in the Destiny system
- We recommend Chrome browser for this purpose

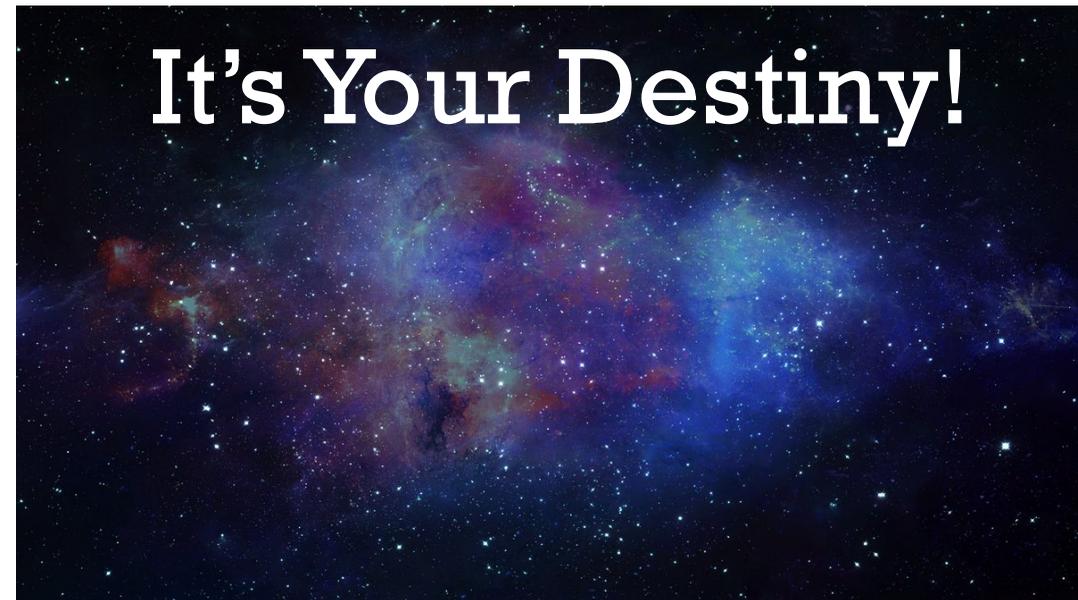


Image by Lyshashtra (used by permission)



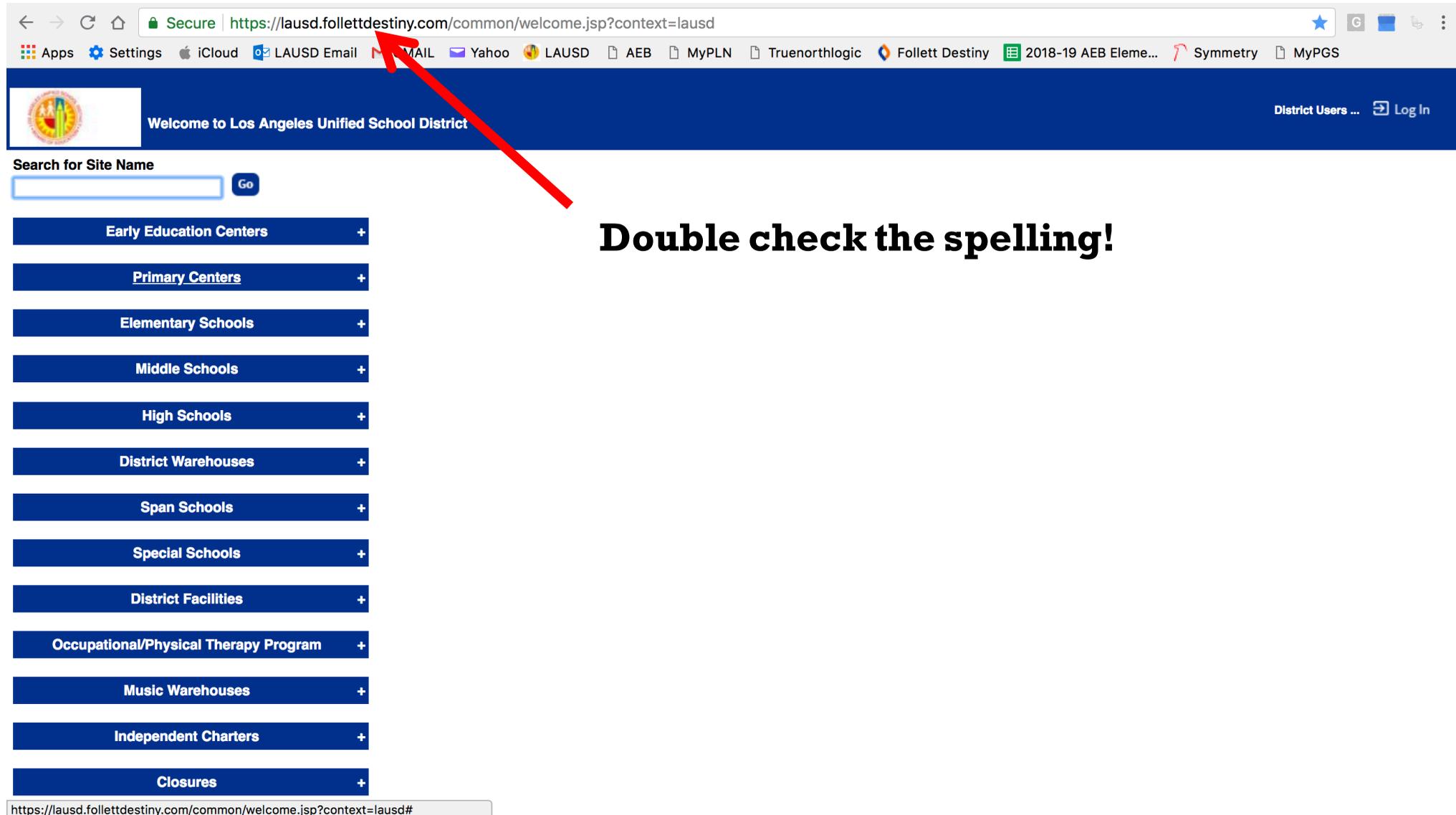
# CONTENTS

- Destiny Website ----- Slide 4
- Finding the School (Method 1) ----- Slide 5
- Finding the School (Method 2) ----- Slide 6
- Logging In ----- Slide 9
- Circulation ----- Slide 12
- Running Reports ----- Slide 13
- Running Reports by Saving it to Favorites ----- Slide 15
- Viewing Various Reports ----- Slide 22
- Downloading Excel File of Report ----- Slide 27
- Running Reports with Student Names ----- Slide 30



# DESTINY WEBSITE

- Destiny Website: <https://lausd.follettdestiny.com> (Type in the URL and press Enter)



The screenshot shows a web browser displaying the Destiny website. The address bar contains the URL <https://lausd.follettdestiny.com/common/welcome.jsp?context=lausd>. A red arrow points to the URL. The page header includes the Los Angeles Unified School District logo and the text "Welcome to Los Angeles Unified School District". Below the header is a search bar labeled "Search for Site Name" with a "Go" button. A list of site categories is displayed, each with a plus sign:

- Early Education Centers
- Primary Centers
- Elementary Schools
- Middle Schools
- High Schools
- District Warehouses
- Span Schools
- Special Schools
- District Facilities
- Occupational/Physical Therapy Program
- Music Warehouses
- Independent Charters
- Closures

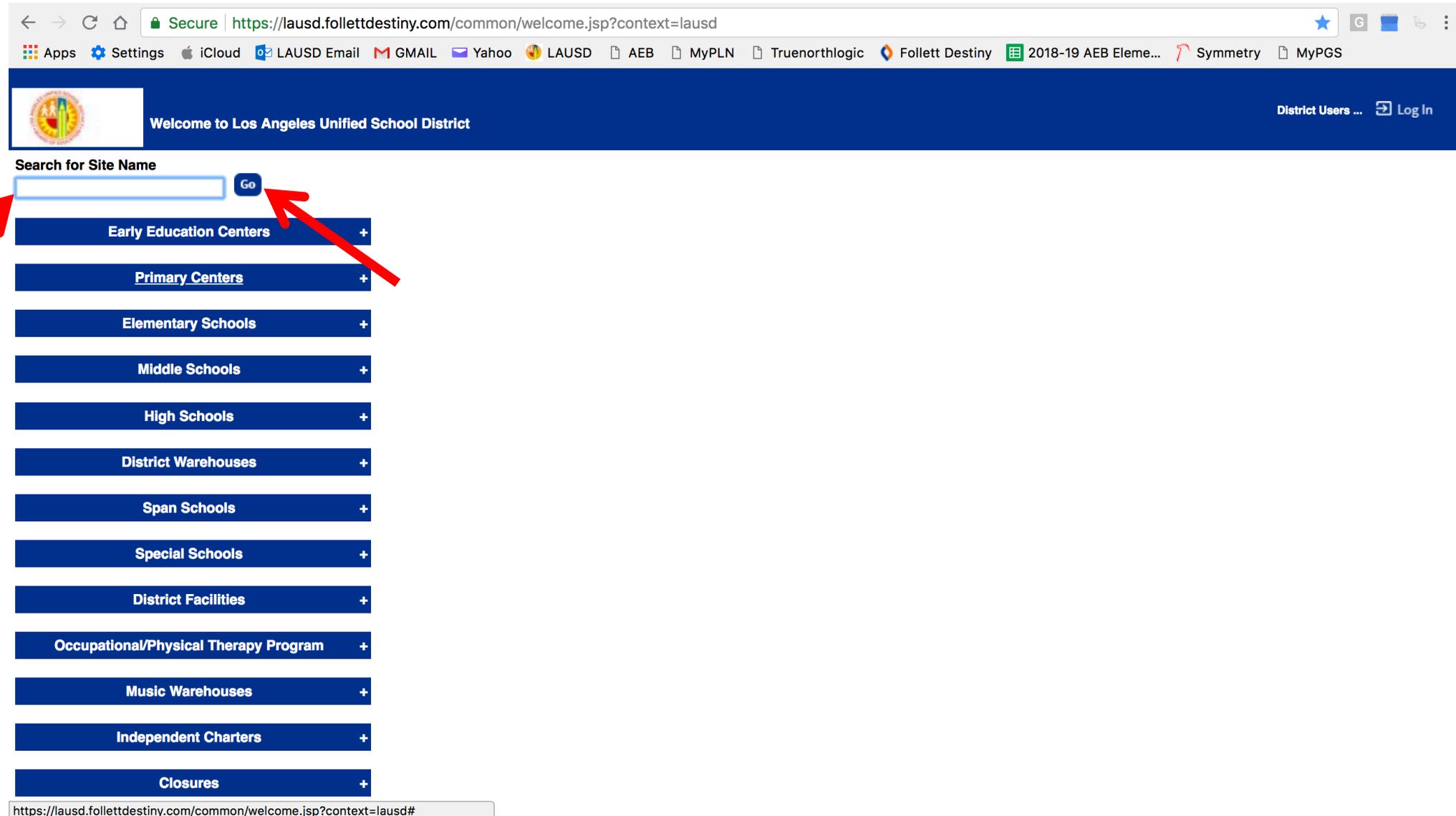
The footer of the page shows the URL <https://lausd.follettdestiny.com/common/welcome.jsp?context=lausd#>.

**Double check the spelling!**



# FINDING THE SCHOOL (METHOD 1)

- Type in the name of the school and press “Go” – then click on your school name



The screenshot shows a web browser window with the URL <https://lausd.follettdestiny.com/common/welcome.jsp?context=lausd>. The page header includes the LAUSD logo and the text "Welcome to Los Angeles Unified School District". Below the header is a search bar labeled "Search for Site Name" with a "Go" button. Two red arrows point to the search bar and the "Go" button. Below the search bar is a list of school categories, each with a plus sign to its right:

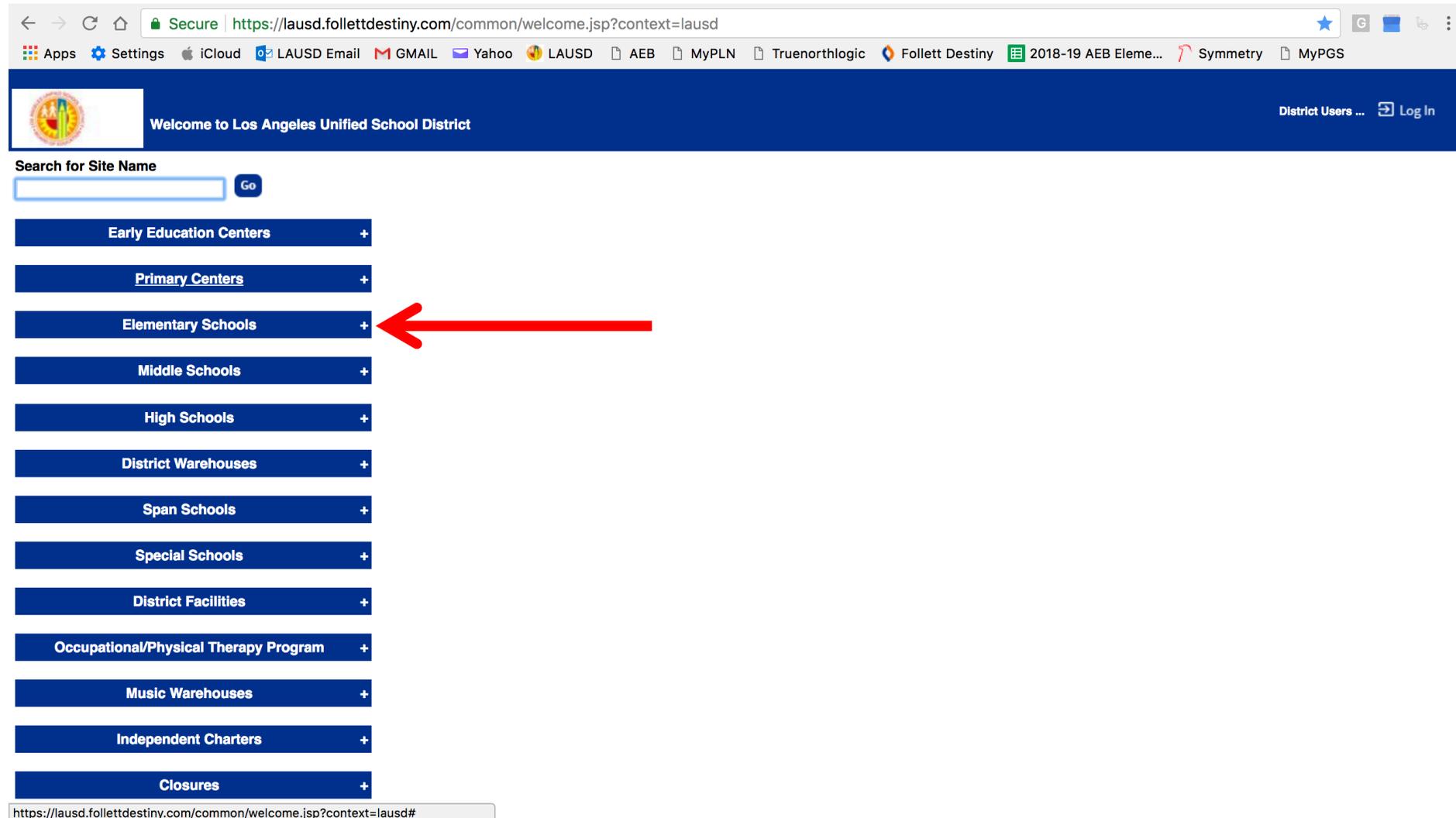
- Early Education Centers +
- Primary Centers +
- Elementary Schools +
- Middle Schools +
- High Schools +
- District Warehouses +
- Span Schools +
- Special Schools +
- District Facilities +
- Occupational/Physical Therapy Program +
- Music Warehouses +
- Independent Charters +
- Closures +

The browser's address bar at the bottom shows the URL <https://lausd.follettdestiny.com/common/welcome.jsp?context=lausd#>.



# FINDING THE SCHOOL (METHOD 2)

- Click “Elementary Schools” tab to search for Elementary Schools
- Click “Middle Schools” tab to search for Middle Schools, etc.



The screenshot shows a web browser window with the URL <https://lausd.follettdestiny.com/common/welcome.jsp?context=lausd>. The page header includes the Los Angeles Unified School District logo and the text "Welcome to Los Angeles Unified School District". Below the header is a search bar labeled "Search for Site Name" with a "Go" button. A list of school types is displayed, each with a plus sign to its right. A red arrow points to the "Elementary Schools" tab. The list includes: Early Education Centers, Primary Centers, Elementary Schools, Middle Schools, High Schools, District Warehouses, Span Schools, Special Schools, District Facilities, Occupational/Physical Therapy Program, Music Warehouses, Independent Charters, and Closures. The browser's address bar at the bottom shows the URL <https://lausd.follettdestiny.com/common/welcome.jsp?context=lausd#>.



# SEARCH FOR YOUR SCHOOL

- Scroll down to search for your school

Welcome to Los Angeles Unified School District

District Users ... Log In

Search for Site Name  Go

Early Education Centers +

Primary Centers +

Elementary Schools -

- 1st Street Elementary (3836)
- 2nd Street EI DLC Spanish (2299)
- 2nd Street Elementary (6575)
- 3rd Street EL DLC Korean (2832)
- 3rd Street Elementary (7110)
- 4th Street Elementary (3973)
- 6th Avenue Elementary (6781)
- 7th Street Elementary (6616)
- 9th Street Elementary (K-5) (5505)
- 10th Street Elementary (7082)
- 15th Street Elementary (3767)
- 20th Street Elementary (7274)
- 24th Street Elementary (7301)
- 28th Street EL DLC Spanish (2833)
- 28th Street Elementary (7288)
- 32nd Street USC Performing Arts Magnet (7137)
- 42nd Street Elementary (3959)
- 49th Street Elementary (3932)
- 52nd Street Elementary (3808)



# CHOOSE YOUR SCHOOL

- Click on your school

- [Vernon City Elementary \(7493\)](#) 
- [Victoria Elementary \(7507\)](#) 
- [Victory Elementary \(7521\)](#) 
- [Vine Elementary \(7534\)](#) 
- [Vinedale Elementary \(7548\)](#) 
- [Vintage Math/Science Magnet \(7562\)](#) 
- [Virginia Elementary \(7575\)](#) 
- [Vista Del Valle Academy \(7400\)](#) 
- [Vista Del Valle Academy DL \(2835\)](#) 
- [Wadsworth Elementary \(7589\)](#) 
- [Walgrove Elementary \(7603\)](#) 
- [Walnut Park El DLC Spanish \(2293\)](#) 
- [Walnut Park Elementary \(4640\)](#) 
- [Warner Elementary \(7616\)](#) 
- [Weemes Elementary \(7151\)](#) 
- [Weigand Elementary \(7634\)](#)  
- [Welby Elementary \(7637\)](#) 
- [Welby Way Gifted Magnet \(7638\)](#) 
- [West Athens Elementary \(7644\)](#) 
- [West Hollywood Elementary \(7649\)](#) 
- [West Vernon Elementary \(7654\)](#) 
- [Western Elementary \(7671\)](#) 
- [Westminster Computer Science/Math Magnet \(7697\)](#) 
- [Westminster El Math/Tech/Env Magnet \(7699\)](#) 
- [Westport Heights Elementary \(7712\)](#) 
- [Westside Leadership Magnet \(3311\)](#) 
- [Westwood Elementary \(7740\)](#) 
- [White Point Elementary \(7767\)](#) 
- [Wilbur Elementary \(7774\)](#) 



# LOGGING IN

- On the top right corner, click on “Log In”



The screenshot shows a web interface for Weigand Elementary (7634). The top navigation bar is dark blue and contains a logo on the left, the school name, and navigation links for 'Home' and 'Catalog'. On the far right of this bar is a 'Log In' button with a user icon. A red arrow points to this button. Below the navigation bar is a light green horizontal bar. The main content area is white and features the text 'Go Tigers!!!' followed by the heading 'Destiny Resource Homepage' in green. Below this heading are three links: 'LAUSD Digital Library', 'Digital Library', and 'Digital Library Free Sites'. At the bottom of the page is a dark blue footer bar containing copyright information: '©2002-2018 Follett School Solutions, Inc. 16\_0\_0\_RC4 8/10/2018 3:34 PM PDT'.



# LOGGING IN (CONTINUED)

- Type in LAUSD Username (without @lausd.net) & Password, then click on “Log In”

Weigand Elementary (7634) [Log In](#)

[Home](#) [Catalog](#)

Login

User Name:

Password:

©2002-2018 Follett School Solutions, Inc. 16\_0\_0\_RC4 8/10/2018 3:35 PM PDT



# LOGGING IN SAMPLE

- Type in LAUSD Username (**without** @lausd.net) & Password, then click on “Log In”

Weigand Elementary (7634) [Home](#) [Catalog](#) [Log In](#)

Login

User Name:

Password:

©2008-2018 Follett School Solutions, Inc. 16\_0\_0\_RC4 8/10/2018 3:35 PM PDT



# CIRCULATION (FYI)

- It begins with “Circulation” (in orange) to Check Out/Check In items
- Click left side to change menu items on this page
- \*This presentation does not focus on “Circulation”
- For circulation purposes, use **Destiny Manual PowerPoint**

The screenshot displays the Destiny Circulation interface for Weigand Elementary (7634). The top navigation bar includes 'Circulation' (highlighted in orange), 'Reports', and 'Back Office'. The user is identified as JOSEPH YUNE with a 'Log Out' option. The left sidebar menu includes 'Check Out Items' (highlighted with a red arrow), 'Check In Items', 'Renew', 'Item Status', 'Patron Status', and 'Reset'. The main content area features a search section with a 'Find' input field, a 'Go' button, and 'Find Patron' and 'Find Item' buttons. Filter tabs include 'To Patron' (selected), 'To Department', 'To Location', 'By Class', and 'To Teacher'. A 'How do I...?' help link is also present. The footer contains copyright information: ©2002-2018 Follett School Solutions, Inc. 16\_0\_0\_RC4 8/10/2018 3:37 PM PDT.



# RUNNING REPORTS

- To run reports, click on “Reports” (in orange)



The screenshot shows a web application interface for a library. At the top left is a circular logo. The main header is dark blue with the text "Weigand Elementary (7634)" and a gear icon. On the right of the header, it says "JOSEPH YUNE" and "Log Out". Below the header is a navigation bar with three items: "Circulation", "Reports" (highlighted in orange), and "Back Office". A red arrow points to the "Reports" item. Below the navigation bar is a section titled "My Favorites". On the left side, there is a sidebar menu with "My Favorites" selected, and other options: "Resource Reports", "Report Builder", and "Report Manager". The main content area shows a heading "- My Favorite Reports" and a message: "No reports have been marked as favorites." There is a "How do I... ?" link in the top right of the content area. At the bottom of the page, a footer contains copyright information: "©2002-2018 Follett School Solutions, Inc. 16\_0\_0\_RC4 8/10/2018 3:39 PM PDT".



# RUNNING REPORTS CONTINUED P.2

- Click on left side “Report Builder”
- \*\*You can skip the optional slides (Slides 14 to 16) and skip to Slide 17

My Favorites  
Resource Reports  
**Report Builder**  
Report Manager

Report Builder

Name ▲	Type	Created By	Last Run
EL Orchestra Instruments	Resource - Items	unknown	
Jeremy's Tablet Device Report	Resource - Items	jagrusa	
List all Tablet Device's SN SC-Device Status - Statistics	Resource - Statistics	ashih	
Summer Collection - statistics on device status SC-Devices not checked out	Resource - Items	ashih	
Summer Collection - list of devices currently not checked out to anyone. SC-Lost and Stolen Devices	Resource - Items	ashih	
Lost and stolen devices details with police report number and date (if entered)			

= Edit   = Duplicate   = Export   = Delete  
 / = Favorite / Add to Favorites   = From District



# RUNNING REPORTS CONTINUED P.3 (OPTIONAL)

- (Optional) You may choose to place the instrument report in "My Favorites" by clicking on the "+" – In "My Favorites" you'll only see your choice of reports

Report Builder

Name ▲	Type	Created By	Last Run
EL Orchestra Instruments	Resource - Items	unknown	
Jeremy's Tablet Device Report	Resource - Items	jagrusa	
List all Tablet Device's SN			
SC-Device Status - Statistics	Resource - Statistics	ashih	
Summer Collection - statistics on device status			
SC-Devices not checked out	Resource - Items	ashih	
Summer Collection - list of devices currently not checked out to anyone.			
SC-Lost and Stolen Devices	Resource - Items	ashih	
Lost and stolen devices details with police report number and date (if entered)			

Legend:  
✎ = Edit    📄 = Duplicate    📤 = Export    🗑 = Delete  
❤ / + = Favorite / Add to Favorites    🏠 = From District



# RUNNING REPORTS CONTINUED P.4 (OPTIONAL)

- (Optional continued) Notice that “+” is gone here

The screenshot shows the 'Report Builder' interface for Weigand Elementary (7634). The user is logged in as JOSEPH YUNE. The interface includes a navigation menu with 'Circulation', 'Reports', and 'Back Office'. The 'Report Builder' section contains a table of reports and a legend for icons.

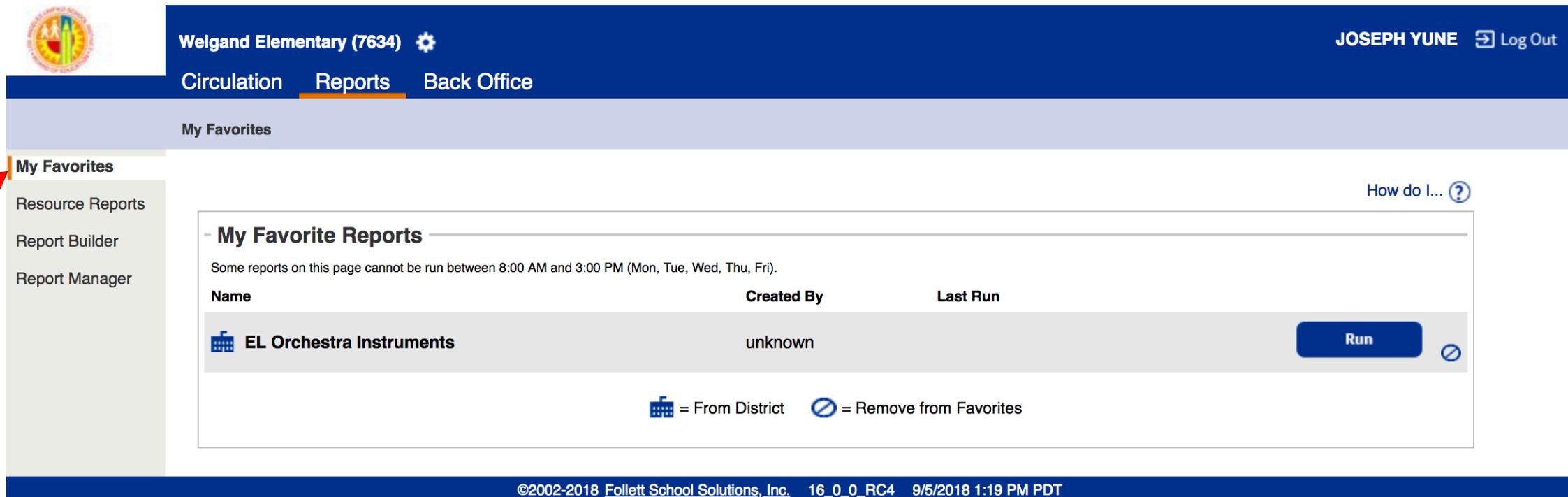
Name ▲	Type	Created By	Last Run
♥ 🏠 EL Orchestra Instruments	Resource - Items	unknown	
🏠 Jeremy's Tablet Device Report	Resource - Items	jagrusa	
List all Tablet Device's SN			
🏠 SC-Device Status - Statistics	Resource - Statistics	ashih	
Summer Collection - statistics on device status			
🏠 SC-Devices not checked out	Resource - Items	ashih	
Summer Collection - list of devices currently not checked out to anyone.			
🏠 SC-Lost and Stolen Devices	Resource - Items	ashih	
Lost and stolen devices details with police report number and date (if entered)			

Legend:  
✎ = Edit   📄 = Duplicate   📤 = Export   🗑 = Delete  
♥ / +♥ = Favorite / Add to Favorites   🏠 = From District



# RUNNING REPORTS CONTINUED P.5 (OPTIONAL)

- (Optional continued) If you click on "My Favorites," it only shows "EL Orchestra Instruments" – You can use this tab for future use and it will only show your favorite reports



The screenshot shows a web interface for a library system. At the top, there is a header with the school name "Weigand Elementary (7634)" and a user profile for "JOSEPH YUNE" with a "Log Out" button. Below the header is a navigation bar with "Circulation", "Reports", and "Back Office" tabs. The "Reports" tab is active, and a sub-menu "My Favorites" is open, with a red arrow pointing to it. The main content area displays "My Favorite Reports" and lists a single report: "EL Orchestra Instruments". The report entry includes a "Run" button and a "Remove from Favorites" icon. A legend at the bottom indicates that a building icon means "From District" and a circle with a slash means "Remove from Favorites".

©2002-2018 Follett School Solutions, Inc. 16\_0\_0\_RC4 9/5/2018 1:19 PM PDT



# RUNNING REPORTS CONTINUED P.6

- Search for “EL Orchestra Instruments” then click on “Run” tab

**Weigand Elementary (7634)** JOSEPH YUNE

Circulation **Reports** Back Office

Report Builder

My Favorites  
Resource Reports  
**Report Builder**  
Report Manager

**Report Builder** [New Report](#)  
[Import Setup](#)

Name ▲	Type	Created By	Last Run
<b>EL Orchestra Instruments</b>	Resource - Items	unknown	
<b>Jeremy's Tablet Device Report</b>	Resource - Items	jagrusa	
List all Tablet Device's SN			
<b>SC-Device Status - Statistics</b>	Resource - Statistics	ashih	
Summer Collection - statistics on device status			
<b>SC-Devices not checked out</b>	Resource - Items	ashih	
Summer Collection - list of devices currently not checked out to anyone.			
<b>SC-Lost and Stolen Devices</b>	Resource - Items	ashih	
Lost and stolen devices details with police report number and date (if entered)			

= Edit   = Duplicate   = Export   = Delete

/ = Favorite / Add to Favorites   = From District

©2002-2018 Follett School Solutions, Inc. 16\_0\_0\_RC4 8/10/2018 3:41 PM PDT



# RUNNING REPORTS CONTINUED P.7

- “Pending” will appear

My Favorites  
Resource Reports  
**Report Builder**  
Report Manager

Jobs: 1 - 11 of 11 [Refresh List](#)

Job	Status	
EL Orchestra Instruments	Pending	
EL Orchestra Instruments	Completed (6/1/2018 9:14 AM)	<a href="#">View</a>
EL Orchestra Instruments	Completed (5/29/2018 1:06 PM)	<a href="#">View</a>
EL Orchestra Instruments	Completed (5/25/2018 11:30 AM)	<a href="#">View</a>
EL Orchestra Instruments	Completed (5/25/2018 10:52 AM)	<a href="#">View</a>
EL Orchestra Instruments	Completed (1/12/2018 11:06 AM)	<a href="#">View</a>
EL Orchestra Instruments	Completed (1/12/2018 11:06 AM)	<a href="#">View</a>
EL Orchestra Instruments	Completed (1/12/2018 11:06 AM)	<a href="#">View</a>
EL Orchestra Instruments	Completed (10/10/2017 11:33 AM)	<a href="#">View</a>
EL Orchestra Instruments	Completed (10/10/2017 11:21 AM)	<a href="#">View</a>
Resource Checkout Summary	Completed (10/10/2017 11:19 AM)	<a href="#">View</a>

Jobs: 1 - 11 of 11 [Refresh List](#)

©2002-2018 Follett School Solutions, Inc. 16\_0\_0\_RC4 8/10/2018 3:43 PM PDT



# RUNNING REPORTS CONTINUED P.8

- Click on “Refresh List” until status shows “Completed” – You may need to click on it several times

My Favorites  
Resource Reports  
Report Builder  
Report Manager

Weigand Elementary (7634) JOSEPH YUNE Log Out

Circulation **Reports** Back Office

Report Builder > Report Manager

Jobs: 1 - 11 of 11 [Refresh List](#)

Job	Status	
EL Orchestra Instruments	Pending	
EL Orchestra Instruments	Completed (6/1/2018 9:14 AM)	View
EL Orchestra Instruments	Completed (5/29/2018 1:06 PM)	View
EL Orchestra Instruments	Completed (5/25/2018 11:30 AM)	View
EL Orchestra Instruments	Completed (5/25/2018 10:52 AM)	View
EL Orchestra Instruments	Completed (1/12/2018 11:06 AM)	View
EL Orchestra Instruments	Completed (1/12/2018 11:06 AM)	View
EL Orchestra Instruments	Completed (1/12/2018 11:06 AM)	View
EL Orchestra Instruments	Completed (10/10/2017 11:33 AM)	View
EL Orchestra Instruments	Completed (10/10/2017 11:21 AM)	View
Resource Checkout Summary	Completed (10/10/2017 11:19 AM)	View

Jobs: 1 - 11 of 11 [Refresh List](#)

©2002-2018 Follett School Solutions, Inc. 16\_0\_0\_RC4 8/10/2018 3:43 PM PDT



# RUNNING REPORTS CONTINUED P.9

- When the Status shows “Completed,” then click on “View”

My Favorites  
Resource Reports  
Report Builder  
Report Manager

Jobs: 1 - 12 of 12 [Refresh List](#)

Job	Status	View	
EL Orchestra Instruments	Completed (9/5/2018 10:33 AM)	<a href="#">View</a>	
EL Orchestra Instruments	Completed (8/10/2018 3:43 PM)	<a href="#">View</a>	
EL Orchestra Instruments	Completed (6/1/2018 9:14 AM)	<a href="#">View</a>	
EL Orchestra Instruments	Completed (5/29/2018 1:06 PM)	<a href="#">View</a>	
EL Orchestra Instruments	Completed (5/25/2018 11:30 AM)	<a href="#">View</a>	
EL Orchestra Instruments	Completed (5/25/2018 10:52 AM)	<a href="#">View</a>	
EL Orchestra Instruments	Completed (1/12/2018 11:06 AM)	<a href="#">View</a>	
EL Orchestra Instruments	Completed (1/12/2018 11:06 AM)	<a href="#">View</a>	
EL Orchestra Instruments	Completed (1/12/2018 11:06 AM)	<a href="#">View</a>	
EL Orchestra Instruments	Completed (10/10/2017 11:33 AM)	<a href="#">View</a>	
EL Orchestra Instruments	Completed (10/10/2017 11:21 AM)	<a href="#">View</a>	
Resource Checkout Summary	Completed (10/10/2017 11:19 AM)	<a href="#">View</a>	

Jobs: 1 - 12 of 12 [Refresh List](#)

©2002-2018 Follett School Solutions, Inc. 16\_0\_0\_RC4 9/5/2018 10:33 AM PDT



# VIEWING VARIOUS REPORTS

- Click on “Report” to view inventory status

[Report Manager](#) > [Job Summary](#)

**Job** EL Orchestra Instruments  
**Site** Weigand Elementary (7634)  
**Started** 8/10/2018 3:43 PM  
**Options** Resource - Items

## Description

[View Report](#)

[Download XML File](#)

[Download Excel® File](#)

**Process completed** 8/10/2018 3:43 PM



# VIEWING REPORT

- Sample "Report" page shows LAUSD instrument inventory at the school

## EL Orchestra Instruments

Report generated on 8/10/2018 3:43 PM

Description	Manufacturer	Size	Serial Number	Barcode	Status
CELLO		1/4	1645 LA	20258M00004751	Available
CELLO		3/4	872 LA	20258M00004955	Available
CELLO	H.K. SCHMIDT YHC-400C	3/4	759 LA	20258M00003185	Available
CELLO	SCHERL & ROTH	1/4	D013395	20258M00007138	Available
CLARINET	BUNDY		2102	20258M00004478	Available
CLARINET	BUNDY		413232	20258M00009101	Available
CLARINET	BUNDY		612045	20258M00009363	Available
CLARINET	SELMER		P0176512	20258M00004314	Available
CLARINET	SELMER		P0176522	20258M00004320	Available
CLARINET	SELMER		P0176536	20258M00004298	Available
CLARINET	SELMER		P0176611	20258M00004308	Available
CORNET	BLESSING		570905	20258M00005091	Available
CORNET	BLESSING BCR-1230		CR16051005	20258M00009865	Available
CORNET	BLESSING BCR-1230		CR16051006	20258M00009857	Available
CORNET	BLESSING BCR-1230		CR16051012	20258M00009877	Available
CORNET	BLESSING BCR-1230		CR16051046	20258M00009920	Available
CORNET	BLESSING BCR-1230		CR16051058	20258M00009879	Available
CORNET	BLESSING BCR-1230		CR16051087	20258M00009917	Available
FLUTE	BUNDY		235826	20258M00009730	Available
FLUTE	BUNDY		499749	20258M00004420	Available
FLUTE	SELMER		783775	20258M00003416	Available
FLUTE	SELMER		790356	20258M00003469	Available
FLUTE	SELMER		801215	20258M00003458	Available
FLUTE	YAMAHA		J86688	20258M00004172	Available
FLUTE	YAMAHA		J89342	20258M00004154	Available
FLUTE	YAMAHA		J89495	20258M00004158	Available
TROMBONE	BLESSING		501563	20258M00004226	Available



# PRINTING REPORT

- You can choose to “Print” this report, or copy and paste to other programs such as “MS Word” to change format for preferred printing

## EL Orchestra Instruments

Report generated on 8/10/2018 3:43 PM

Description	Manufacturer	Size	Serial Number	Barcode	Status
CELLO		1/4	1645 LA	20258M00004751	Available
CELLO		3/4	872 LA	20258M00004955	Available
CELLO	H.K. SCHMIDT YHC-400C	3/4	759 LA	20258M00003185	Available
CELLO	SCHERL & ROTH	1/4	D013395	20258M00007138	Available
CLARINET	BUNDY		2102	20258M00004478	Available
CLARINET	BUNDY		413232	20258M00009101	Available
CLARINET	BUNDY		612045	20258M00009363	Available
CLARINET	SELMER		P0176512	20258M00004314	Available
CLARINET	SELMER		P0176522	20258M00004320	Available
CLARINET	SELMER		P0176536	20258M00004298	Available
CLARINET	SELMER		P0176611	20258M00004308	Available
CORNET	BLESSING		570905	20258M00005091	Available
CORNET	BLESSING BCR-1230		CR16051005	20258M00009865	Available
CORNET	BLESSING BCR-1230		CR16051006	20258M00009857	Available
CORNET	BLESSING BCR-1230		CR16051012	20258M00009877	Available
CORNET	BLESSING BCR-1230		CR16051046	20258M00009920	Available
CORNET	BLESSING BCR-1230		CR16051058	20258M00009879	Available
CORNET	BLESSING BCR-1230		CR16051087	20258M00009917	Available
FLUTE	BUNDY		235826	20258M00009730	Available
FLUTE	BUNDY		499749	20258M00004420	Available
FLUTE	SELMER		783775	20258M00003416	Available
FLUTE	SELMER		790356	20258M00003469	Available
FLUTE	SELMER		801215	20258M00003458	Available
FLUTE	YAMAHA		J86688	20258M00004172	Available
FLUTE	YAMAHA		J89342	20258M00004154	Available
FLUTE	YAMAHA		J89495	20258M00004158	Available
TROMBONE	BLESSING		501563	20258M00004226	Available



# DOWNLOADING XML FILE

- You can choose to Download “XML File”

[Report Manager](#) > Job Summary

**Job** EL Orchestra Instruments  
**Site** Weigand Elementary (7634)  
**Started** 8/10/2018 3:43 PM  
**Options** Resource - Items

## Description

[View Report](#)

[Download XML File](#)

[Download Excel® File](#)

**Process completed** 8/10/2018 3:43 PM



# DOWNLOADING XML FILE CONTINUED

- You can choose to “Download” XML File to your computer

The screenshot shows a web application interface with a report summary on the left and a file download dialog box in the center. The report summary includes the following information:

- Report Manager > Job Summary
- Job EL Orchestra Instruments
- Site Weigand Elementary (7634)
- Started 8/10/2018 3:43 PM
- Options Resource - Items
- Description
- View Report
- Download XML File
- Download Excel® File
- Process completed 8/10/2018 3:43 PM

The file download dialog box is titled "Save As:" and shows the following details:

- Save As: CRWReportJob18801183 (1)
- Tags: (empty)
- Location: 2018-19 AEB
- Files: CRWReportJ...8801183.xml, LD 2018-19...ACHERS.xlsx
- Format: XML text
- Buttons: Hide extension (checked), New Folder, Cancel, Save



# DOWNLOADING EXCEL FILE

- You can choose to Download “Excel File”

[Report Manager](#) > Job Summary

**Job** EL Orchestra Instruments  
**Site** Weigand Elementary (7634)  
**Started** 8/10/2018 3:43 PM  
**Options** Resource - Items

## Description

[View Report](#)

[Download XML File](#)

[Download Excel® File](#)



**Process completed** 8/10/2018 3:43 PM



# DOWNLOADING EXCEL FILE

- You can choose to Download “Excel File”

The screenshot shows a web application interface with a sidebar on the left and a main content area. The sidebar contains the following information:

- Report Manager > Job Summary
- Job EL Orchestra Instruments
- Site Weigand Elementary (7634)
- Started 8/10/2018 3:43 PM
- Options Resource - Items
- Description
- View Report
- Download XML File
- Download Excel® File
- Process completed 8/10/2018 3:43 PM

The main content area displays a file download dialog box. The dialog box has the following elements:

- Save As: CRWReportJob18801183
- Tags: [Empty field]
- Navigation icons: Back, Forward, Home, Up, Down, Refresh, Search
- Current location: 2018-19 AEB
- Search: Search
- File list:
  - CRWReportJ...1183 (1).xml
  - CRWReportJ...8801183.xml
  - LD 2018-19...ACHERS.xlsx
- Format: Office Open XML spreadsheet
- Buttons: Hide extension (checked), New Folder, Cancel, Save



# SAMPLE EXCEL FILE

## Sample "Excel File"

The screenshot shows an Excel spreadsheet titled "CRWReportJob18801183". The spreadsheet contains a table of musical instruments. The columns are: Description, Manufacturer, Size, Serial Number, Barcode, and Status. The data is as follows:

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U
1	Description	Manufacturer	Size	Serial Number	Barcode	Status															
2	CELLO		1/4	1645 LA	20258M00004751	Available															
3	CELLO		3/4	872 LA	20258M00004955	Available															
4	CELLO	H.K. SCHMIDT YHC-400C	3/4	759 LA	20258M00003185	Available															
5	CELLO	SCHERL & ROTH	1/4	D013395	20258M00007138	Available															
6	CLARINET	BUNDY		2102	20258M00004478	Available															
7	CLARINET	BUNDY		413232	20258M00009101	Available															
8	CLARINET	BUNDY		612045	20258M00009363	Available															
9	CLARINET	SELMER		P0176512	20258M00004314	Available															
10	CLARINET	SELMER		P0176522	20258M00004320	Available															
11	CLARINET	SELMER		P0176536	20258M00004298	Available															
12	CLARINET	SELMER		P0176611	20258M00004308	Available															
13	CORNET	BLESSING		570905	20258M00005091	Available															
14	CORNET	BLESSING BCR-1230		CR16051005	20258M00009865	Available															
15	CORNET	BLESSING BCR-1230		CR16051006	20258M00009857	Available															
16	CORNET	BLESSING BCR-1230		CR16051012	20258M00009877	Available															
17	CORNET	BLESSING BCR-1230		CR16051046	20258M00009920	Available															
18	CORNET	BLESSING BCR-1230		CR16051058	20258M00009879	Available															
19	CORNET	BLESSING BCR-1230		CR16051087	20258M00009917	Available															
20	FLUTE	BUNDY		235826	20258M00009730	Available															
21	FLUTE	BUNDY		499749	20258M00004420	Available															
22	FLUTE	SELMER		783775	20258M00003416	Available															
23	FLUTE	SELMER		790356	20258M00003469	Available															
24	FLUTE	SELMER		801215	20258M00003458	Available															
25	FLUTE	YAMAHA		J86688	20258M00004172	Available															
26	FLUTE	YAMAHA		J89342	20258M00004154	Available															
27	FLUTE	YAMAHA		J89495	20258M00004158	Available															
28	TROMBONE	BLESSING		501563	20258M00004226	Available															
29	TROMBONE	BLESSING		501740	20258M00004227	Available															
30	VIOLIN		1/2	11007	20258M00004790	Available															
31	VIOLIN		1/2	12707	20258M00004794	Available															
32	VIOLIN		1/2	13251	20258M00004788	Available															
33	VIOLIN		1/2	1737	20258M00004789	Available															
34	VIOLIN		1/2	2899	20258M00004786	Available															
35	VIOLIN		1/2	3 LA	20258M00004793	Available															
36	VIOLIN		1/2	473	20258M00004792	Available															
37	VIOLIN		1/2	547	20258M00004787	Available															



# RUNNING REPORTS WITH STUDENT NAMES

- Click on “Reports,” then click on “Resource Reports”

The screenshot shows the library system interface for Weigand Elementary (7634). The user is logged in as JOSEPH YUNE. The navigation menu includes 'Circulation', 'Reports', and 'Back Office'. The 'Reports' menu is highlighted, and the 'Resource Reports' option is selected in the sidebar. The main content area displays a list of reports under the heading 'Catalog -- Resources & Items'.

**Resource Reports**

- Barcode Lists - Identify used item barcodes. [Show More](#)
- Deleted Resources - Retrieve information about resources that have been deleted. [Show More](#)
- Item Status - View the current status of your resources. [Show More](#)
- Lost Resources and Fines - Summary of lost resources and fine amounts. [Show More](#)
- Resource Components - List your resource related components and the quantities. [Show More](#)
- Resource Containers - List your container resources with their contents. [Show More](#)
- Resource Need Forecasting - Identify resources that need replacing with optional item detail. [Show More](#)
- Resource Value - Examine the current or depreciated value of your resources. [Show More](#)

**Circulation**

- Class Barcodes - Print a class's barcodes for faster circulation. [Show More](#)
- Class List - List class sections by teacher or student. [Show More](#)
- Resource Checkout Summary - Identify the number of students without resources. [Show More](#)

**Labels**

- Barcode Labels - Create new or replacement item barcode labels. [Show More](#)
- Location Labels - Create new or replacement locations barcode labels. [Show More](#)

**Software**



# RUNNING REPORTS WITH STUDENT NAMES P.2

- Under “Catalog - - Resources & Items,” click on “Item Status”

Weigand Elementary (7634) JOSEPH YUNE Log Out

Circulation **Reports** Back Office

Resource Reports

My Favorites

**Resource Reports**

Report Builder

Report Manager

**Catalog -- Resources & Items**

[Barcode Lists](#) - Identify used item barcodes. [Show More](#)

[Deleted Resources](#) - Retrieve information about resources that have been deleted. [Show More](#)

[Item Status](#) - View the current status of your resources. [Show More](#)

[Lost Resources and Fines](#) - Summary of lost resources and fine amounts. [Show More](#)

[Resource Components](#) - List your resource related components and the quantities. [Show More](#)

[Resource Containers](#) - List your container resources with their contents. [Show More](#)

[Resource Need Forecasting](#) - Identify resources that need replacing with optional item detail. [Show More](#)

[Resource Value](#) - Examine the current or depreciated value of your resources. [Show More](#)

**Circulation**

[Class Barcodes](#) - Print a class's barcodes for faster circulation. [Show More](#)

[Class List](#) - List class sections by teacher or student. [Show More](#)

[Resource Checkout Summary](#) - Identify the number of students without resources. [Show More](#)

**Labels**

[Barcode Labels](#) - Create new or replacement item barcode labels. [Show More](#)

[Location Labels](#) - Create new or replacement locations barcode labels. [Show More](#)

**Software**



# RUNNING REPORTS WITH STUDENT NAMES P.3

- In “Resources Types,” click on “Update”

The screenshot shows the 'Item Status' report configuration page in the library system. The page is titled 'Weigand Elementary (7634)' and is accessed by 'JOSEPH YUNE'. The navigation menu includes 'Circulation', 'Reports', and 'Back Office'. The sidebar on the left lists 'My Favorites', 'Resource Reports', 'Report Builder', and 'Report Manager'. The main content area is titled 'Item Status' and contains the following filters:

- Include items with the following...**
- Resource Types:** All Resource Types (Update)
- Custodian:** All Custodians (Update)
- Department:** All Departments (Update)
- Home Location:** All Home Locations (Update)
- Funding Source:** All Funding Sources (Update)
- Purchase Price:** Greater than or equal to [input field]
- Status:**  Approved for Disposal,  No Longer in Use,  Available,  Out for Repairs,  Available for Parts,  Ready for Disposal,  Checked Out,  Retired,  In Transit,  Returned to Vendor,  In Use,  Stolen,  Lost

At the bottom, there are dropdown menus for 'Sort results by' (Department) and 'Show' (Summary Only), and a 'Run Report' button. Two red arrows point to the 'Update' button for 'Resource Types'.



# RUNNING REPORTS WITH STUDENT NAMES P.4

- Under “Select Resource Types...,” click on “Clear All”

My Favorites

Resource Reports

Report Builder

Report Manager

Weigand Elementary (7634)

JOSEPH YUNE Log Out

Circulation **Reports** Back Office

Resource Reports > Item Status > Select Resource Types

How do I...

### Select Resource Types...

- Resources
- Arts Education
- Musical Instruments
- Audio Visual
- Business Machines
- Copiers
- Duplicators
- CCTP
- Computing Devices
- Keyboards
- Laptops
- Netbooks
- Servers
- Tablets
- IT Equipment
- Access Points



# RUNNING REPORTS WITH STUDENT NAMES P.5

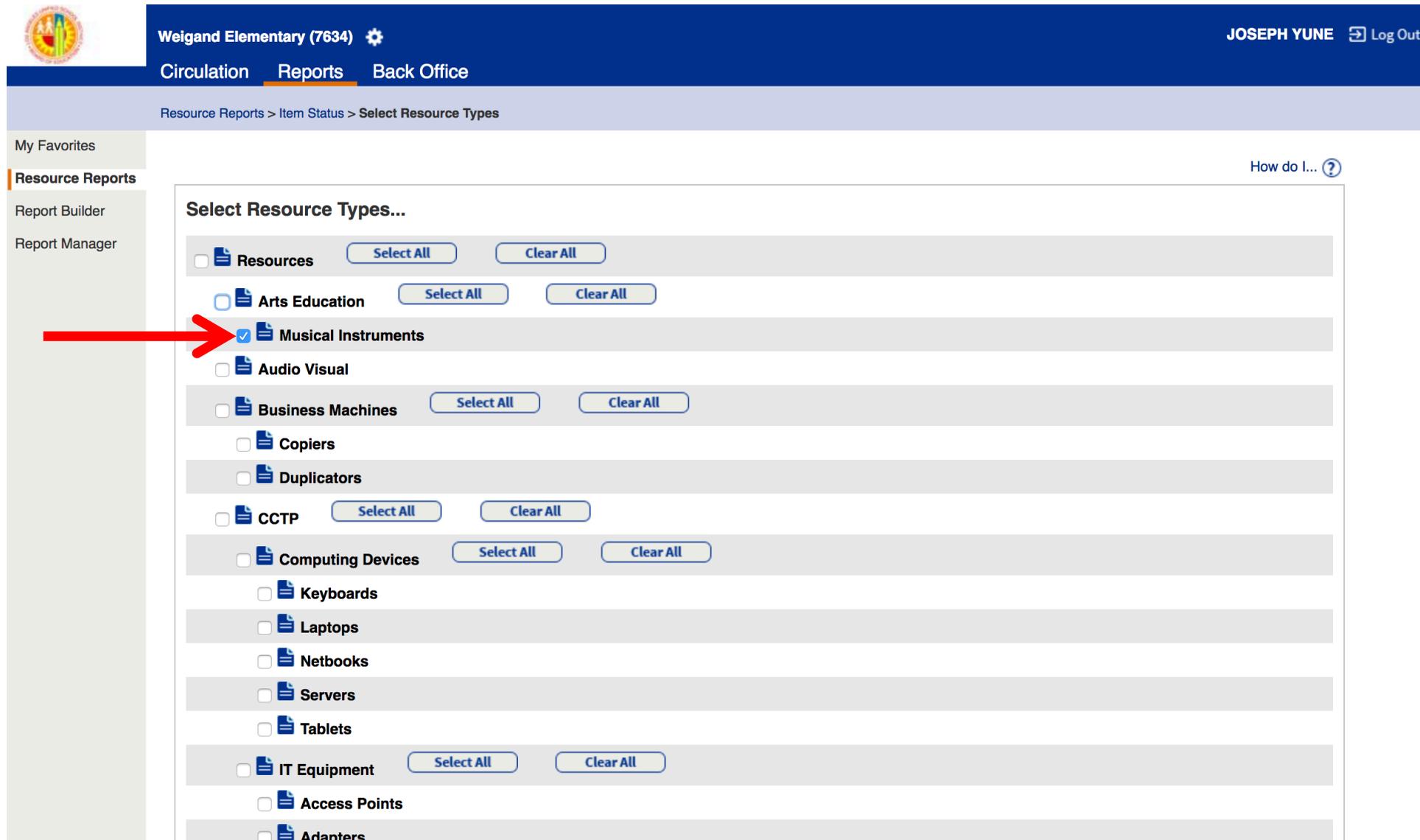
- This is a sample of the screen – Notice all items were cleared

The screenshot displays a web application interface for a library system. At the top, the header includes the school name 'Weigand Elementary (7634)' and the user name 'JOSEPH YUNE' with a 'Log Out' link. Below the header, there are navigation tabs for 'Circulation', 'Reports', and 'Back Office'. The current page is 'Resource Reports > Item Status > Select Resource Types'. On the left side, there is a sidebar with 'My Favorites' and 'Resource Reports' (which is active), along with links for 'Report Builder' and 'Report Manager'. The main content area is titled 'Select Resource Types...' and contains a list of resource categories. Each category has a checkbox and two buttons: 'Select All' and 'Clear All'. All checkboxes are unchecked, and the 'Clear All' buttons are visible for each category, indicating that all items were cleared. The categories listed are: Resources, Arts Education, Musical Instruments, Audio Visual, Business Machines, Copiers, Duplicators, CCTP, Computing Devices, Keyboards, Laptops, Netbooks, Servers, Tablets, IT Equipment, and Access Points. A 'How do I...' help link is located in the top right corner of the main content area.



# RUNNING REPORTS WITH STUDENT NAMES P.6

- Click only on “Musical Instruments” and Scroll down



The screenshot displays the 'Select Resource Types...' dialog box within a library management system. The interface includes a top navigation bar with 'Weigand Elementary (7634)' and 'JOSEPH YUNE Log Out'. Below this is a breadcrumb trail: 'Resource Reports > Item Status > Select Resource Types'. A left sidebar contains 'My Favorites', 'Resource Reports', 'Report Builder', and 'Report Manager'. The main content area shows a list of resource categories with checkboxes and 'Select All'/'Clear All' buttons. The 'Musical Instruments' category is selected, highlighted by a red arrow. Other categories include Resources, Arts Education, Audio Visual, Business Machines, Copiers, Duplicators, CCTP, Computing Devices, Keyboards, Laptops, Netbooks, Servers, Tablets, IT Equipment, Access Points, and Adapters.

My Favorites

Resource Reports

Report Builder

Report Manager

How do I... ?

Select Resource Types...

Resources [Select All](#) [Clear All](#)

Arts Education [Select All](#) [Clear All](#)

Musical Instruments

Audio Visual

Business Machines [Select All](#) [Clear All](#)

Copiers

Duplicators

CCTP [Select All](#) [Clear All](#)

Computing Devices [Select All](#) [Clear All](#)

Keyboards

Laptops

Netbooks

Servers

Tablets

IT Equipment [Select All](#) [Clear All](#)

Access Points

Adapters



# RUNNING REPORTS WITH STUDENT NAMES P.7

- At the bottom, click on “OK”

The screenshot shows a list of categories for report configuration, each with a checkbox and a document icon. The categories are: TV Studio Equipment, VCRs, Video Converters, Video Mixers, Video Rewinders, Occupational Center (with 'Select All' and 'Clear All' buttons), Assessments, Assistive Devices, Science Materials Center (with 'Select All' and 'Clear All' buttons), Artifact, Book, Equipment, Kit, Map, Video, Software Media (with 'Select All' and 'Clear All' buttons), Administrative Software, Instructional Software, Operating System, Productivity Software, and Security Software. At the bottom center, there is a blue 'OK' button, which is pointed to by a red arrow.



# RUNNING REPORTS WITH STUDENT NAMES P.8

- Under “Item Status,” look for “Status”

The screenshot shows the 'Item Status' report configuration page in the Weigand Elementary (7634) library system. The page is titled 'Resource Reports > Item Status' and includes a navigation menu on the left with options like 'My Favorites', 'Resource Reports', 'Report Builder', and 'Report Manager'. The main content area is titled 'Item Status' and contains several filter sections: 'Include items with the following...', 'Resource Types' (Arts Education > Musical Instruments), 'Custodian' (All Custodians), 'Department' (All Departments), 'Home Location' (All Home Locations), 'Funding Source' (All Funding Sources), 'Purchase Price' (Greater than or equal to), and 'Status'. The 'Status' section includes a list of checkboxes for various item statuses, such as 'Approved for Disposal', 'Available', 'Available for Parts', 'Checked Out', 'In Transit', 'In Use', 'Lost', 'No Longer in Use', 'Out for Repairs', 'Ready for Disposal', 'Retired', 'Returned to Vendor', and 'Stolen'. At the bottom of the page, there are dropdown menus for 'Sort results by' (Department) and 'Show' (Summary Only), and a 'Run Report' button.

My Favorites

Resource Reports

Report Builder

Report Manager

How do I... ?

**Item Status**

Include items with the following...

**Resource Types** Arts Education > Musical Instruments

**Custodian** All Custodians

**Department** All Departments

**Home Location** All Home Locations

**Funding Source** All Funding Sources

**Purchase Price** Greater than or equal to

**Status**

- Approved for Disposal
- Available
- Available for Parts
- Checked Out
- In Transit
- In Use
- Lost
- No Longer in Use
- Out for Repairs
- Ready for Disposal
- Retired
- Returned to Vendor
- Stolen

**Sort results by** Department

**Show** Summary Only



# RUNNING REPORTS WITH STUDENT NAMES P.9

- Un-click everything except for “Available” and “Checked Out”

Weigand Elementary (7634) JOSEPH YUNE Log Out

Circulation **Reports** Back Office

Resource Reports > Item Status

My Favorites

**Resource Reports**

Report Builder

Report Manager

How do I... ?

### Item Status

**Include items with the following...**

**Resource Types** Arts Education > Musical Instruments

**Custodian** All Custodians

**Department** All Departments

**Home Location** All Home Locations

**Funding Source** All Funding Sources

**Purchase Price** Greater than or equal to

**Status**

- Approved for Disposal
- Available
- Available for Parts
- Checked Out
- In Transit
- In Use
- Lost
- No Longer in Use
- Out for Repairs
- Ready for Disposal
- Retired
- Returned to Vendor
- Stolen

**Sort results by** Department

**Show** Summary Only



# RUNNING REPORTS WITH STUDENT NAMES P.10

- Click on “Run Report”

The screenshot shows the 'Item Status' report configuration page in the library system. The page is titled 'Weigand Elementary (7634)' and is accessed by 'JOSEPH YUNE'. The navigation menu includes 'Circulation', 'Reports', and 'Back Office'. The sidebar on the left contains 'My Favorites', 'Resource Reports', 'Report Builder', and 'Report Manager'. The main content area is titled 'Item Status' and includes the following filters and options:

- Include items with the following...**
- Resource Types:** Arts Education > Musical Instruments (Update)
- Custodian:** All Custodians (Update)
- Department:** All Departments (Update)
- Home Location:** All Home Locations (Update)
- Funding Source:** All Funding Sources (Update)
- Purchase Price:** Greater than or equal to [ ]
- Status:**
  - Approved for Disposal
  - Available
  - Available for Parts
  - Checked Out
  - In Transit
  - In Use
  - Lost
  - No Longer in Use
  - Out for Repairs
  - Ready for Disposal
  - Retired
  - Returned to Vendor
  - Stolen

At the bottom of the page, there are two dropdown menus: 'Sort results by' (set to Department) and 'Show' (set to Summary Only). A red arrow points to the 'Run Report' button.



# RUNNING REPORTS WITH STUDENT NAMES P.11

- “Pending” will appear

My Favorites

Resource Reports

Report Builder

Report Manager

**Job submitted: Item Status**  
You may continue to use the application as normal. To check on your report's progress at any time, select the Report Manager from Reports.

Resource Reports > Item Status > Report Manager

Jobs: 1 - 17 of 17 [Refresh List](#)

Job	Status		
Item Status Report	Pending		
Item Status Report	Completed (9/5/2018 2:26 PM)	<a href="#">View</a>	
Resource Checkout Summary	Completed (9/5/2018 11:29 AM)	<a href="#">View</a>	
EL Orchestra Instruments	Completed (9/5/2018 10:57 AM)	<a href="#">View</a>	
EL Orchestra Instruments	Completed (9/5/2018 10:48 AM)	<a href="#">View</a>	
EL Orchestra Instruments	Completed (9/5/2018 10:33 AM)	<a href="#">View</a>	
EL Orchestra Instruments	Completed (8/10/2018 3:43 PM)	<a href="#">View</a>	
EL Orchestra Instruments	Completed (6/1/2018 9:14 AM)	<a href="#">View</a>	
EL Orchestra Instruments	Completed (5/29/2018 1:06 PM)	<a href="#">View</a>	
EL Orchestra Instruments	Completed (5/25/2018 11:30 AM)	<a href="#">View</a>	
EL Orchestra Instruments	Completed (5/25/2018 10:52 AM)	<a href="#">View</a>	
EL Orchestra Instruments	Completed (1/12/2018 11:06 AM)	<a href="#">View</a>	
EL Orchestra Instruments	Completed (1/12/2018 11:06 AM)	<a href="#">View</a>	
EL Orchestra Instruments	Completed (1/12/2018 11:06 AM)	<a href="#">View</a>	
EL Orchestra Instruments	Completed (10/10/2017 11:33 AM)	<a href="#">View</a>	
EL Orchestra Instruments	Completed	<a href="#">View</a>	



# TO RUN REPORTS WITH STUDENT NAMES P.11

- Click on “Refresh List” – You may have to click several times

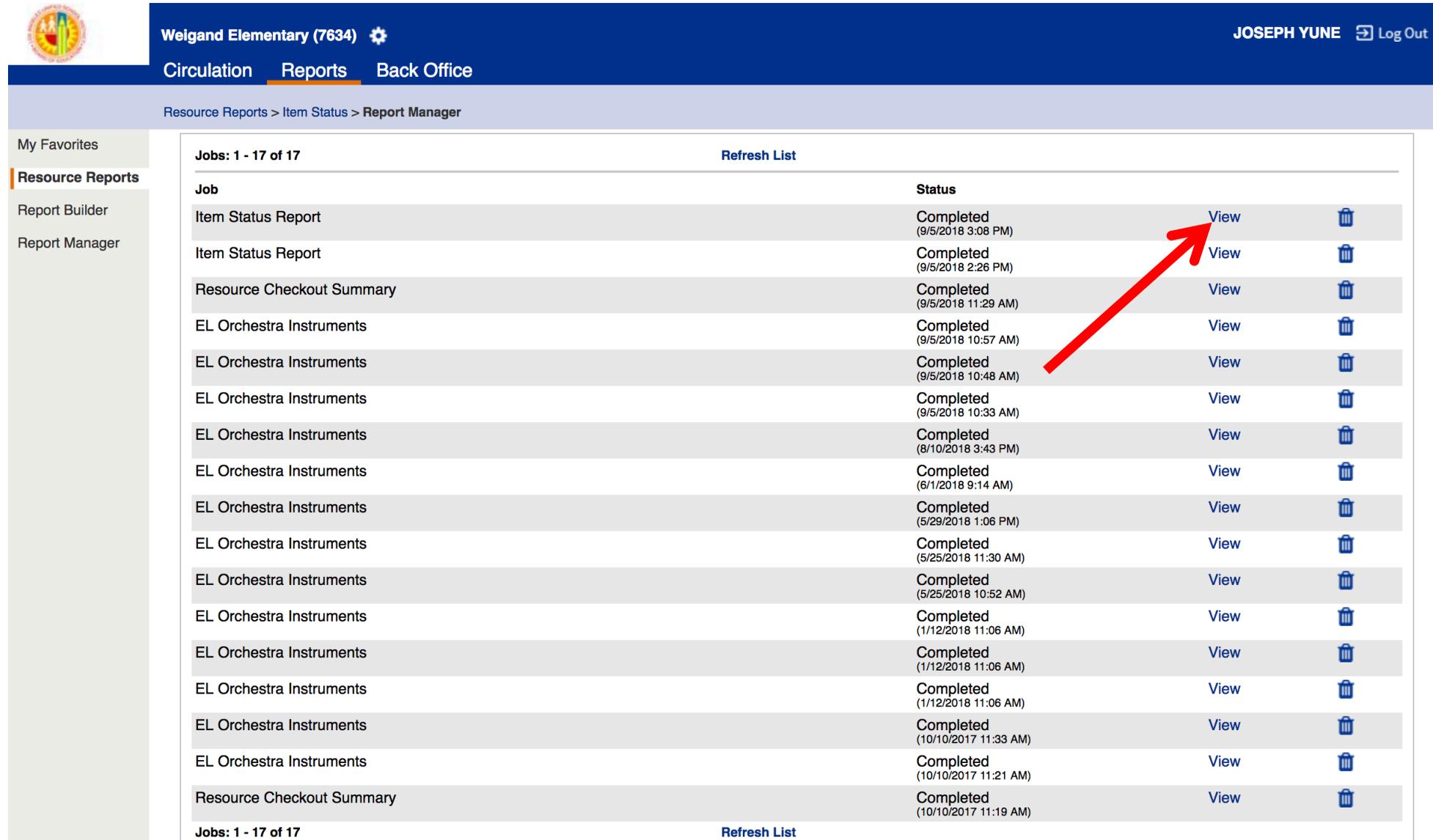
The screenshot shows the 'Reports' section of the Weigand Elementary (7634) system. The user is logged in as JOSEPH YUNE. The navigation menu includes 'Circulation', 'Reports', and 'Back Office'. The current page is 'Resource Reports > Item Status > Report Manager'. A message box states: 'Job submitted: Item Status. You may continue to use the application as normal. To check on your report's progress at any time, select the Report Manager from Reports.' Below this is a table of jobs with a 'Refresh List' link highlighted by a red arrow.

Job	Status	View	Trash
Item Status Report	Pending		🗑️
Item Status Report	Completed (9/5/2018 2:26 PM)	View	🗑️
Resource Checkout Summary	Completed (9/5/2018 11:29 AM)	View	🗑️
EL Orchestra Instruments	Completed (9/5/2018 10:57 AM)	View	🗑️
EL Orchestra Instruments	Completed (9/5/2018 10:48 AM)	View	🗑️
EL Orchestra Instruments	Completed (9/5/2018 10:33 AM)	View	🗑️
EL Orchestra Instruments	Completed (8/10/2018 3:43 PM)	View	🗑️
EL Orchestra Instruments	Completed (6/1/2018 9:14 AM)	View	🗑️
EL Orchestra Instruments	Completed (5/29/2018 1:06 PM)	View	🗑️
EL Orchestra Instruments	Completed (5/25/2018 11:30 AM)	View	🗑️
EL Orchestra Instruments	Completed (5/25/2018 10:52 AM)	View	🗑️
EL Orchestra Instruments	Completed (1/12/2018 11:06 AM)	View	🗑️
EL Orchestra Instruments	Completed (1/12/2018 11:06 AM)	View	🗑️
EL Orchestra Instruments	Completed (1/12/2018 11:06 AM)	View	🗑️
EL Orchestra Instruments	Completed (10/10/2017 11:33 AM)	View	🗑️
EL Orchestra Instruments	Completed	View	🗑️



# RUNNING REPORTS WITH STUDENT NAMES P.12

- Click on "View"



My Favorites

Resource Reports

Report Builder

Report Manager

Jobs: 1 - 17 of 17 [Refresh List](#)

Job	Status	
Item Status Report	Completed (9/5/2018 3:08 PM)	<a href="#">View</a> 
Item Status Report	Completed (9/5/2018 2:26 PM)	<a href="#">View</a> 
Resource Checkout Summary	Completed (9/5/2018 11:29 AM)	<a href="#">View</a> 
EL Orchestra Instruments	Completed (9/5/2018 10:57 AM)	<a href="#">View</a> 
EL Orchestra Instruments	Completed (9/5/2018 10:48 AM)	<a href="#">View</a> 
EL Orchestra Instruments	Completed (9/5/2018 10:33 AM)	<a href="#">View</a> 
EL Orchestra Instruments	Completed (8/10/2018 3:43 PM)	<a href="#">View</a> 
EL Orchestra Instruments	Completed (6/1/2018 9:14 AM)	<a href="#">View</a> 
EL Orchestra Instruments	Completed (5/29/2018 1:06 PM)	<a href="#">View</a> 
EL Orchestra Instruments	Completed (5/25/2018 11:30 AM)	<a href="#">View</a> 
EL Orchestra Instruments	Completed (5/25/2018 10:52 AM)	<a href="#">View</a> 
EL Orchestra Instruments	Completed (1/12/2018 11:06 AM)	<a href="#">View</a> 
EL Orchestra Instruments	Completed (1/12/2018 11:06 AM)	<a href="#">View</a> 
EL Orchestra Instruments	Completed (1/12/2018 11:06 AM)	<a href="#">View</a> 
EL Orchestra Instruments	Completed (10/10/2017 11:33 AM)	<a href="#">View</a> 
EL Orchestra Instruments	Completed (10/10/2017 11:21 AM)	<a href="#">View</a> 
Resource Checkout Summary	Completed (10/10/2017 11:19 AM)	<a href="#">View</a> 

Jobs: 1 - 17 of 17 [Refresh List](#)



# TO RUN REPORTS WITH STUDENT NAMES P.13

- Click on “Report” to view report

[Resource Reports](#) > [Item Status](#) > [Report Manager](#) > [Job Summary](#)

**Job** Item Status Report

**Site** Weigand Elementary (7634)

**Started** 9/5/2018 3:08 PM

- Options**
- **Format:** Summary view
  - **Resource Type:** Arts Education > Musical Instruments
  - **Custodian:** All
  - **Department:** All
  - **Home Location:** All
  - **Funding Source:** All
  - **Item Status:** Available; Checked Out

**Summary**

[View Report](#)

[Download XML File](#)



# TO RUN REPORTS WITH STUDENT NAMES P.14

- Sample of the report page – Notice the student name appears with the item

**Item Status**

**Weigand Elementary (7634)**

Limited by Resource Type, Item Status (for selection details, see the final page of the report)  
Sorted by Department

Resource Name Home Location	Barcode Condition	Department Custodian	Status Checked Out To
BLESSING CORNET	20258M00005091 Usable	Principal	Available
BLESSING TROMBONE	20258M00004226 Usable	Principal	Available
BLESSING TROMBONE	20258M00004227 Usable	Principal	Available
BLESSING BCR-1230 CORNET	20258M00009857 Usable	Principal	Available
BLESSING BCR-1230 CORNET	20258M00009865 Usable	Principal	Available
BLESSING BCR-1230 CORNET	20258M00009877 Usable	Principal	Available
BLESSING BCR-1230 CORNET	20258M00009879 Usable	Principal	Available
BLESSING BCR-1230 CORNET	20258M00009917 Usable	Principal	Available
BLESSING BCR-1230 CORNET	20258M00009920 Usable	Principal	Available
BUNDY CLARINET	20258M00004478 Usable	Principal	Checked Out ██████████HAM, JO██████████
BUNDY CLARINET	20258M00009101 Usable	Principal	Available



# TO RUN REPORTS WITH STUDENT NAMES P.15

- You can choose to download the “XML File” – Click on “XML File”

[Resource Reports](#) > [Item Status](#) > [Report Manager](#) > [Job Summary](#)

**Job** Item Status Report

**Site** Weigand Elementary (7634)

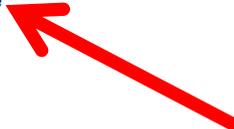
**Started** 9/11/2018 3:26 PM

- Options**
- **Format:** Summary view
  - **Resource Type:** Arts Education > Musical Instruments
  - **Custodian:** All
  - **Department:** All
  - **Home Location:** All
  - **Funding Source:** All
  - **Item Status:** Available; Checked Out

**Summary**

[View Report](#)

[Download XML File](#)



# TO RUN REPORTS WITH STUDENT NAMES P.16

- You can choose to download the “XML File” – Click on “XML File”

The screenshot displays a web application interface with a file download dialog box overlaid. The dialog box has a 'Save As:' field containing the text 'ItemStatusReportJob19176521'. Below this is a 'Tags:' field. The dialog shows a file browser view with a 'Favorites' sidebar on the left containing 'Dropbox', '1 TJ Doc', 'iCloud Drive', 'Applications', 'Desktop', 'Documents', 'Downloads', and 'OneDrive - Lo...'. The main file list shows several files, including '2018-19 SC...L6.7.18.xlsx', 'DISTRICT BU...2018-19.pdf', 'New Instrum...l Teacher List', and multiple 'Screen Shot...t' files with timestamps. At the bottom of the dialog, the 'Format:' dropdown is set to 'XML text'. There are also 'Hide extension' (checked), 'New Folder', 'Cancel', and 'Save' buttons.

Resource Reports > Item Sta

Save As: ItemStatusReportJob19176521

Tags:

Job Item Status Re  
Site Weigand Elem  
Started 9/11/2018 3:26  
Options

- Format: S
- Resource
- Custodian
- Departme
- Home Loc
- Funding S
- Item Statu

Summary

View Report  
Download [XML File](#)

Format: XML text

Hide extension New Folder Cancel Save



# TO LOG OUT

- Click on the “Report Builder” to take you to the following screen (next slide)
- Try NOT to click the top Left “Arrow” (back arrow) because sometimes it takes you out of the website

[Resource Reports](#) > [Item Status](#) > [Report Manager](#) > [Job Summary](#)

**Job** Item Status Report

**Site** Weigand Elementary (7634)

**Started** 9/11/2018 3:26 PM

- Options**
- **Format:** Summary view
  - **Resource Type:** Arts Education > Musical Instruments
  - **Custodian:** All
  - **Department:** All
  - **Home Location:** All
  - **Funding Source:** All
  - **Item Status:** Available; Checked Out

**Summary**

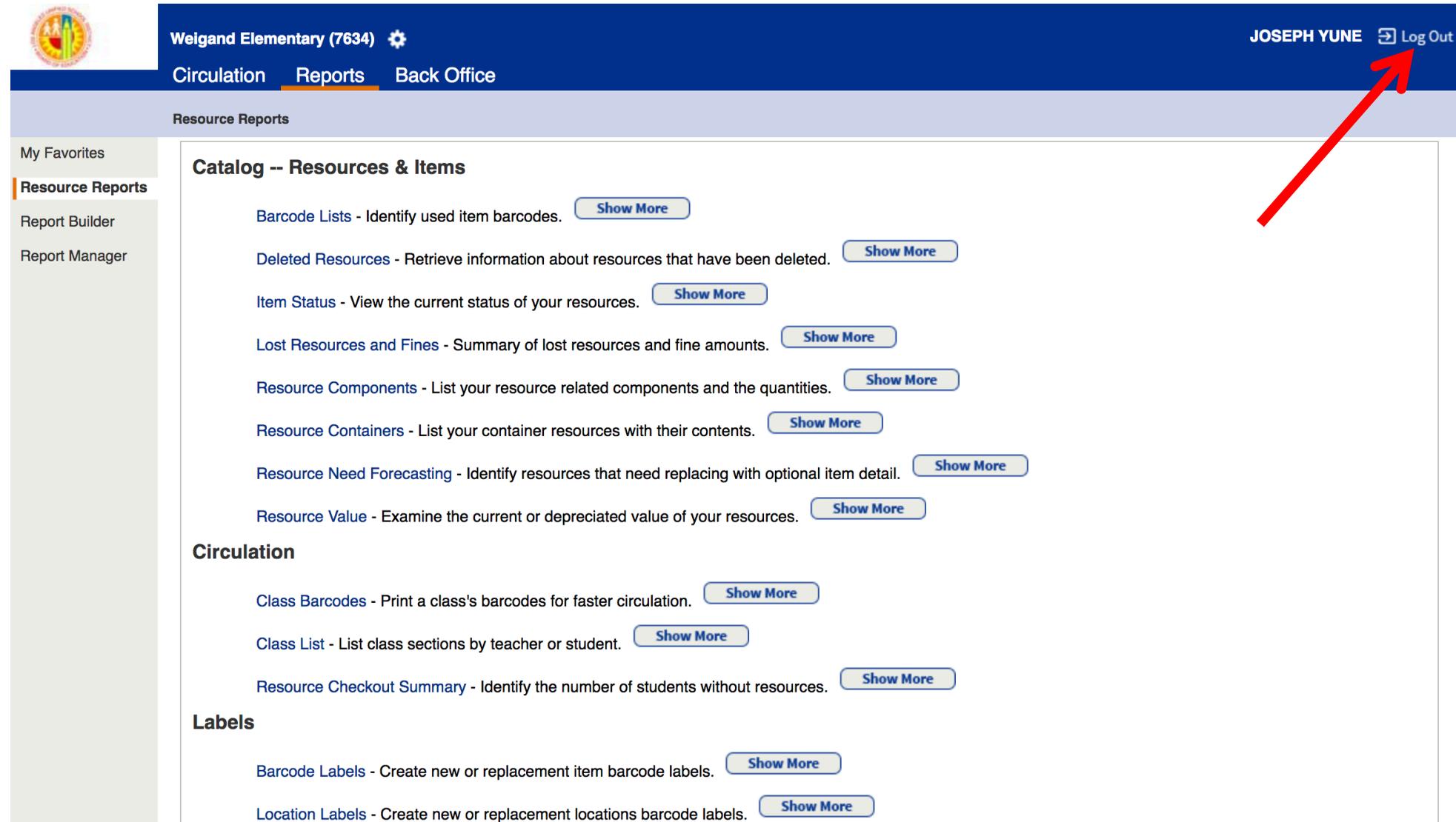
[View Report](#)

[Download XML File](#)



# TO LOG OUT

- To Log Out from the Destiny page, click on “Log Out”



The screenshot displays the Destiny system interface for Weigand Elementary (7634). The top navigation bar is dark blue and contains the school name, a gear icon, and the user name 'JOSEPH YUNE' with a 'Log Out' button. Below the navigation bar, there are tabs for 'Circulation', 'Reports', and 'Back Office'. The main content area is titled 'Resource Reports' and features a sidebar with 'My Favorites', 'Resource Reports', 'Report Builder', and 'Report Manager'. The main content area is divided into sections: 'Catalog -- Resources & Items', 'Circulation', and 'Labels'. Each section contains several links with 'Show More' buttons. A red arrow points to the 'Log Out' button in the top right corner.

**Weigand Elementary (7634)**  **JOSEPH YUNE**  Log Out

Circulation Reports Back Office

Resource Reports

My Favorites

Resource Reports

Report Builder

Report Manager

### Catalog -- Resources & Items

Barcode Lists - Identify used item barcodes. [Show More](#)

Deleted Resources - Retrieve information about resources that have been deleted. [Show More](#)

Item Status - View the current status of your resources. [Show More](#)

Lost Resources and Fines - Summary of lost resources and fine amounts. [Show More](#)

Resource Components - List your resource related components and the quantities. [Show More](#)

Resource Containers - List your container resources with their contents. [Show More](#)

Resource Need Forecasting - Identify resources that need replacing with optional item detail. [Show More](#)

Resource Value - Examine the current or depreciated value of your resources. [Show More](#)

### Circulation

Class Barcodes - Print a class's barcodes for faster circulation. [Show More](#)

Class List - List class sections by teacher or student. [Show More](#)

Resource Checkout Summary - Identify the number of students without resources. [Show More](#)

### Labels

Barcode Labels - Create new or replacement item barcode labels. [Show More](#)

Location Labels - Create new or replacement locations barcode labels. [Show More](#)



# YOU DID IT!

Congratulations!

You just learned how to run reports on the Destiny website!

Questions:

- Arts Education Branch: Joseph Yune ([jty9169@lausd.net](mailto:jty9169@lausd.net)) 213-241-3368
- ILTSS: Oscar Gonzalez ([ogonza3@lausd.net](mailto:ogonza3@lausd.net)) 213-241-0465

