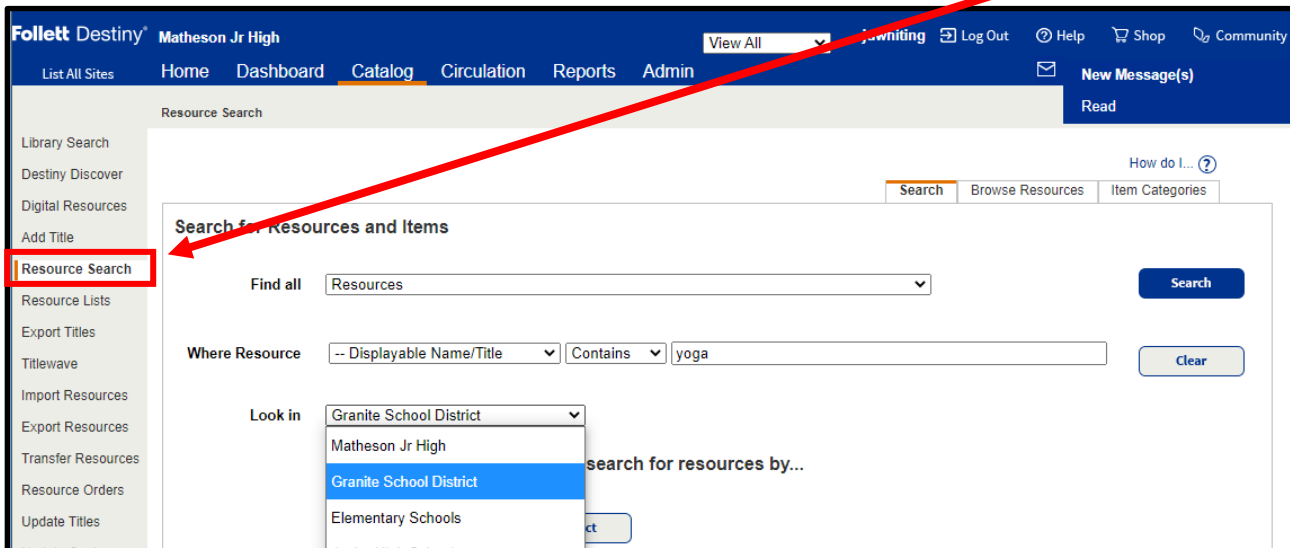


Destiny Resource Manager – Staff Tutorial – Adding Items

1. In Destiny Back Office, go to the “Catalog” tab and click “Resource Search”



Follett Destiny Matheson Jr High

View All | Logging Out | Help | Shop | Community

List All Sites | Home | Dashboard | **Catalog** | Circulation | Reports | Admin

New Message(s) | Read

Resource Search

Library Search | Destiny Discover | Digital Resources | Add Title | **Resource Search** | Resource Lists | Export Titles | Titlewave | Import Resources | Export Resources | Transfer Resources | Resource Orders | Update Titles

How do I... ?

Search | Browse Resources | Item Categories

Search for Resources and Items

Find all: Resources

Where Resource: -- Displayable Name/Title | Contains | yoga


Look in: Granite School District | Matheson Jr High | **Granite School District** | Elementary Schools

Search for resources by...

Search

Clear

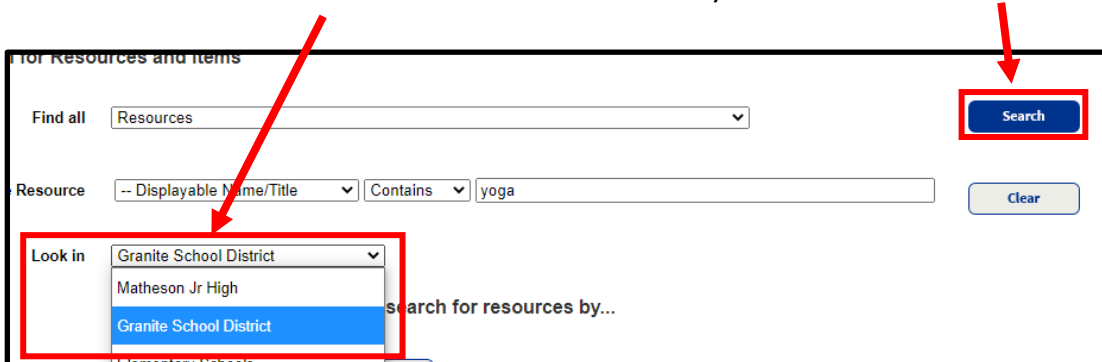
2. Destiny gives many ways to search or browse for existing resource records. A simple way is to leave the “Where Resource” dropdown options at their defaults and enter a unique keyword (such as part of the brand or model name) for your resource.



Where Resource: -- Displayable Name/Title | Contains | yoga

Clear

3. Change the “Look in” option to “Granite School District” (so that you can find all available records in the district database) and then click “Search”



Search for Resources and Items

Find all: Resources

Resource: -- Displayable Name/Title | Contains | yoga

Look in: Granite School District | Matheson Jr High | **Granite School District** | Elementary Schools

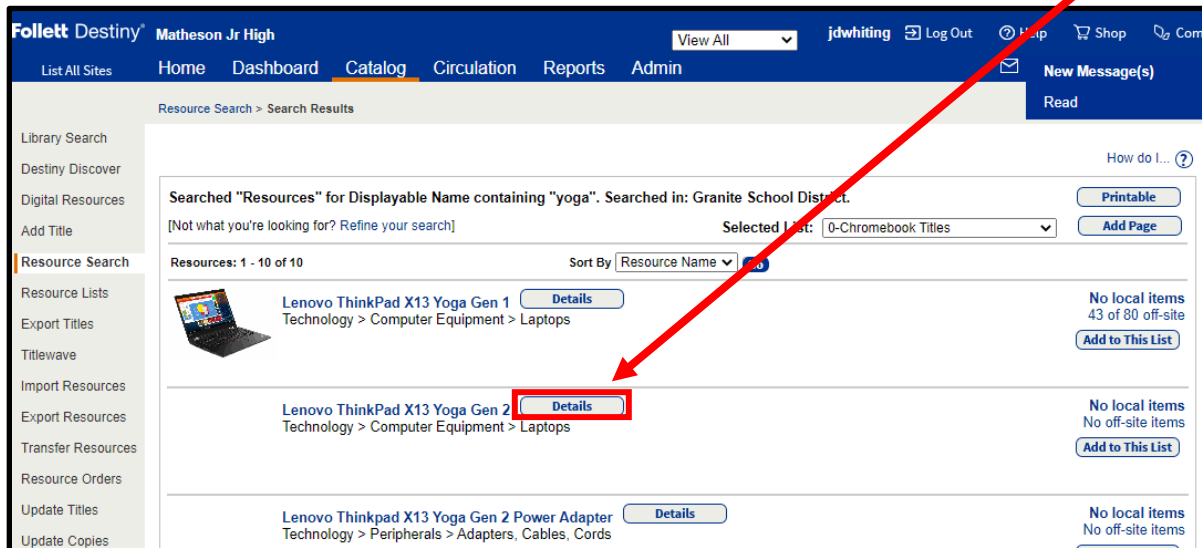
Search for resources by...

Search

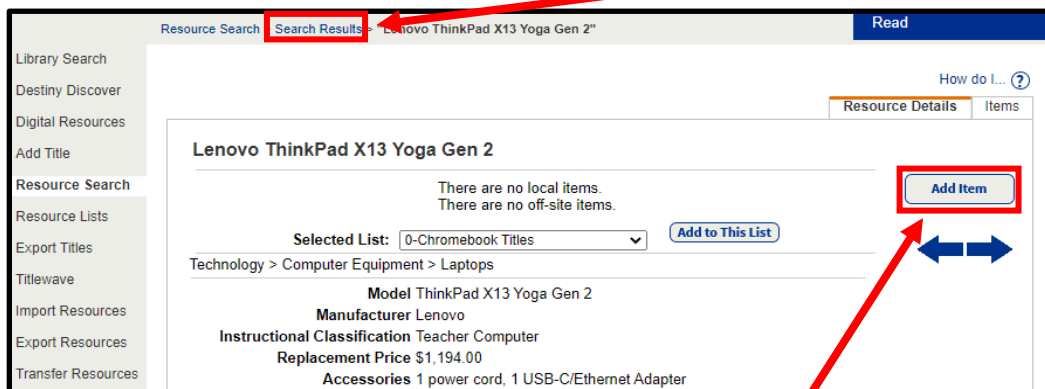
Clear

Destiny Resource Manager – Staff Tutorial – Adding Items

- Browse the Search Results for a resource record matching your item. Click “Details” to see more information about a record or to add your items to that record.



- If the details do not match your item, click the “Search Results” breadcrumb to go back.

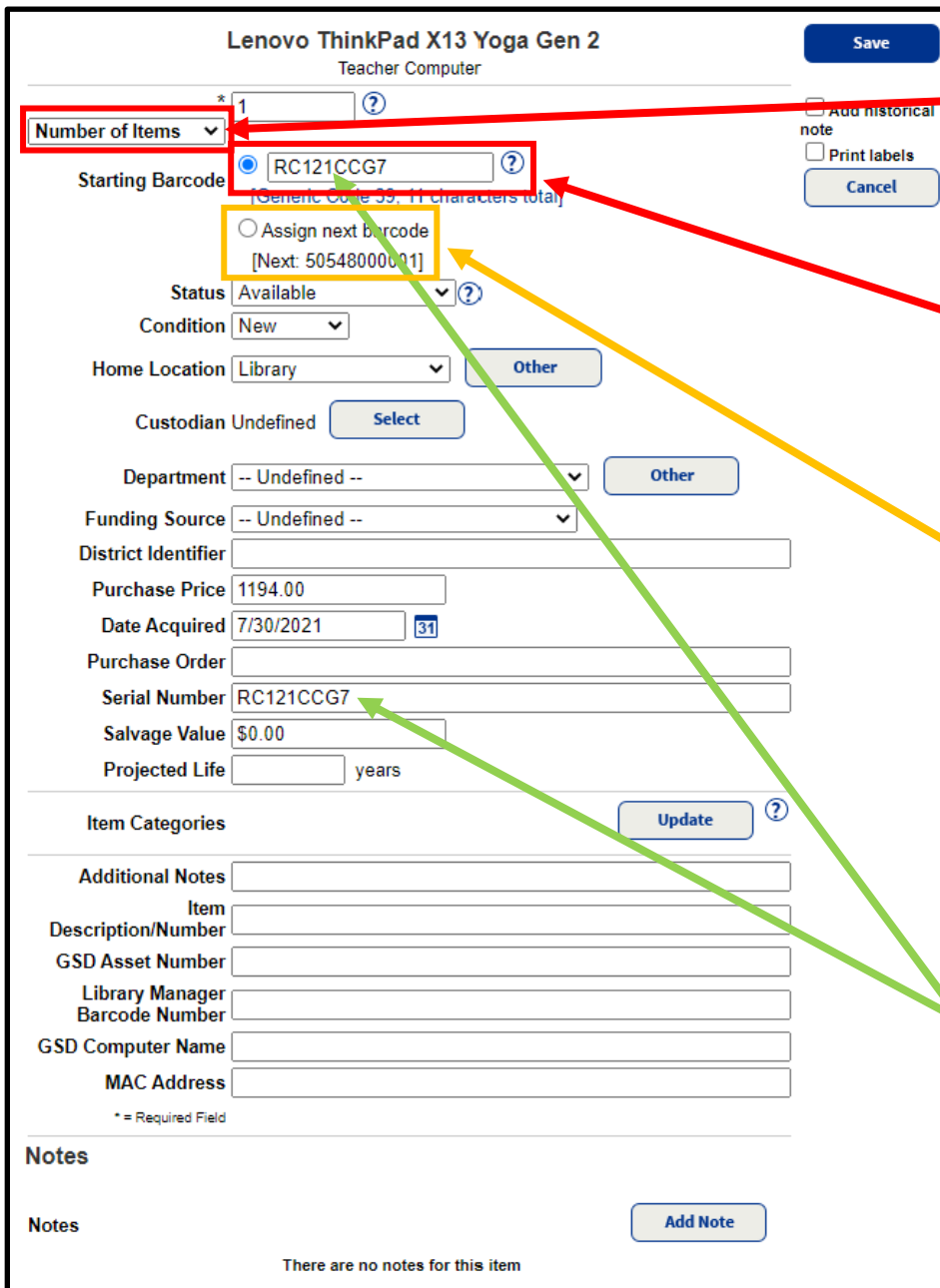


- If this resource record matches your item, click “Add Item”

NOTE: If you have searched “Granite School District” and cannot find a matching resource record for your item, please request that the resource be added to the database. You can do this via the [Resource Cataloging Request Form](#) or by contacting [Joshua Whiting](#) in [Educational Technology](#).

Destiny Resource Manager – Staff Tutorial – Adding Items

NOTE: The 'Add Item' screen provides several ways to add items individually or in batches, and many possible fields to be filled. These options and fields vary based on the type of resource. Additional field options can potentially be added upon request by contacting [Joshua Whiting in Educational Technology](#).



Lenovo ThinkPad X13 Yoga Gen 2
Teacher Computer

Number of Items * 1 ?

Starting Barcode RC121CCG7 ?
[Generic Code 59, 11 characters total]

☒ Assign next barcode
[Next: 50548000001]

Status Available ?

Condition New

Home Location Library Other

Custodian Undefined Select

Department -- Undefined -- Other

Funding Source -- Undefined --

District Identifier

Purchase Price 1194.00

Date Acquired 7/30/2021 31

Purchase Order

Serial Number RC121CCG7

Salvage Value \$0.00

Projected Life years

Item Categories Update ?

Additional Notes

Item Description/Number

GSD Asset Number

Library Manager Barcode Number

GSD Computer Name

MAC Address

* = Required Field

Notes

Notes Add Note

There are no notes for this item

7. To add a single item, choose “Number of Items” from the dropdown options.

a. If you have a pre-printed barcode label, scan the barcode label into the “Starting Barcode” field.

b. If you do not have pre-printed barcode labels, choose the “Assign Next barcode” radio button to have an available barcode assigned to the item, which can be printed out after adding the item.

c. When adding computers and other items with unique serial numbers, **we recommend using the serial number as the barcode number**, entering it in both fields. Barcode labels with the serial number as the barcode can be printed after adding items.

Destiny Resource Manager – Staff Tutorial – Adding Items

Lenovo ThinkPad X13 Yoga Gen 2
Teacher Computer

Save

* 1 ?

Number of Items v

☐ Add historical note

☐ Print labels

Cancel

Starting Barcode RC121CCG7 ?

[Generic Code 39, 11 characters total]

☐ Assign next barcode
[Next: 50548000001]

Status Available ?

Condition New v

Home Location Library Other

Custodian Undefined Select

Department -- Undefined -- Other

Funding Source -- Undefined -- v

District Identifier

Purchase Price 1194.00

Date Acquired 7/30/2021 31

Purchase Order

Serial Number RC121CCG7

Salvage Value \$0.00

Projected Life years

Item Categories Update ?

Additional Notes

Item Description/Number

GSD Asset Number

Library Manager Barcode Number

GSD Computer Name

MAC Address

* = Required Field

Notes

Add Note

There are no notes for this item

8. A few details on setting other fields:

a. The “Home Location” should be the room or area of the school where the item is stored when not checked out – click the “Other” button to edit or add to your site’s Home Locations list.

b. Click “Select” to assign a patron in Destiny as the “Custodian” for the item. An item can still be checked out to a patron in addition to having a custodian.

c. Click “Add Note” to add a custom note which can be set to appear whenever the item is circulated.

9. Once you have filled out all the relevant or useful fields, click “Save” in the top right.

NOTE: Many of these item fields can also later be added or updated for a group of items using the “Catalog > Update Resources > Batch Update” screen.