

Destiny Resource Manager – Staff Tutorial – Batch Update Item Status

NOTE: Many standard fields for resource items, such as Item Status, Condition, Home Location, Custodian, and Description can be changed for a batch of items using this process.

1. In Destiny Back Office, go to the “Catalog” tab and click “Update Resources” in the left menu, then click the “Batch Update” subtab.

Home Dashboard **Catalog** Circulation Reports Admin My Info

Update Resources

Library Search
Destiny Discover
Digital Resources
Add Title
Resource Search
Resource Lists
Import Resources
Export Resources
Transfer Resources
Resource Orders
Update Titles
Update Copies
Update Resources
Update Software

Individual Delete Batch Delete Individual Update **Batch Update** Global Update

How do I... ?

Update Resources...

Step 1 of 2: Specify the information to change.

Change

☐ Resource Description to

☐ Condition to New

☐ Custodian to Undefined

☐ Date Acquired to

☐ Department to

☐ Funding Source to

☐ Home Location to

☐ Item Category to

☐ Projected Life to

☐ Purchase Order to

☐ Purchase Price to

☐ Salvage Value to

☒ **Status to**

Ready for Disposal

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

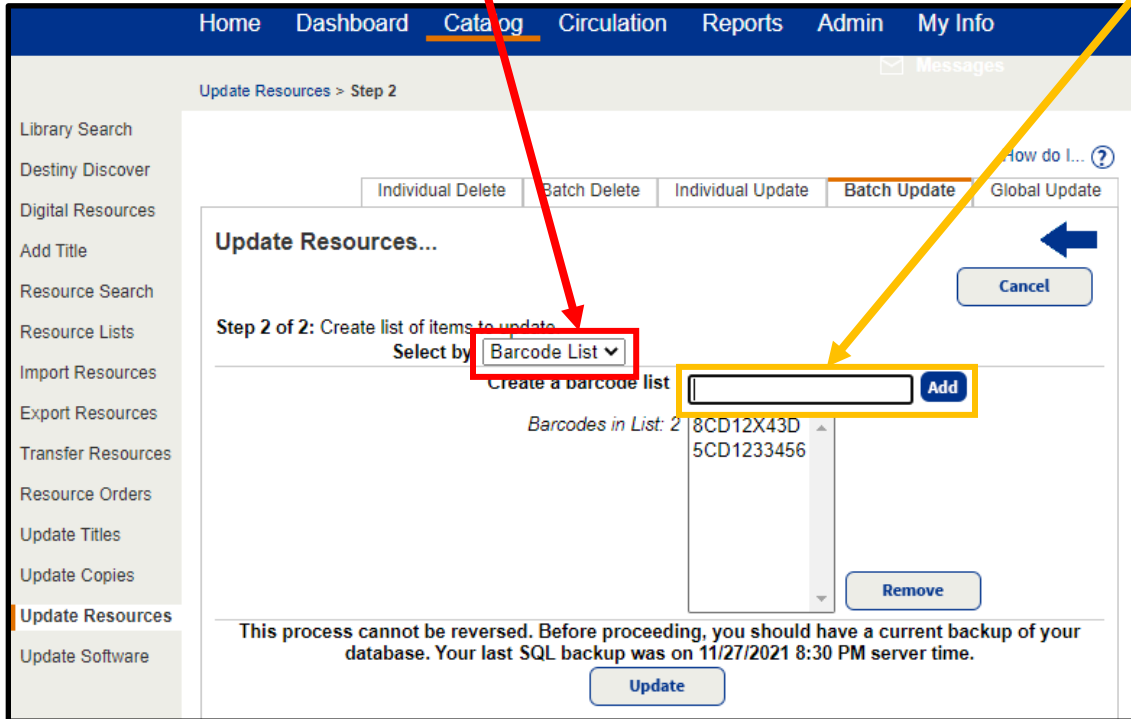
Add historical note

2. Check the box for “Status to” and choose the desired status from the drop-down menu.
3. Click the blue right-pointing arrow near the top of the screen to proceed to the item selection step.

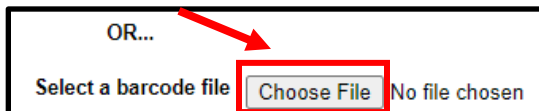


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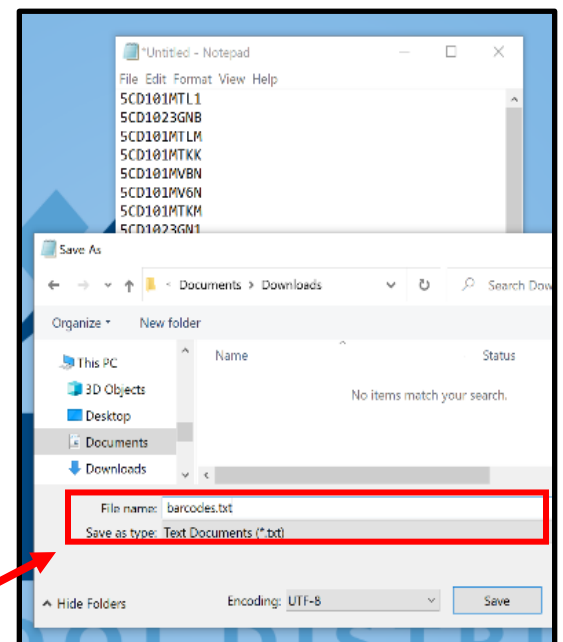
4. For “Select by” choose “Barcode List” then begin scanning barcodes into the “Add” field.



5. Alternatively, you can upload a “barcode file.” Click “Choose File” and browse to a plain text file listing the barcodes of items to be updated.



Note: A “barcode file” must be a plain text file (.txt) listing the barcodes one per line. This could be created by 1) copying a column of barcodes from a spreadsheet or Destiny report generated in Excel format; 2) Paste the copied barcodes into a blank Notepad, Excel, or Word document; 3) save the file using “Save As” and setting a file type of “.txt” or “text file.”



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6. After you have scanned in your barcodes or uploaded a barcode file, click the “Update” button.

Select a barcode file Choose File export (43).txt

This process cannot be reversed. Before proceeding, you should have a current backup of your database. Your last SQL backup was on 11/27/2021 8:30 PM server time.

Update

7. You will be redirected to the “Job Manager” screen. When the “Update Resources” job has completed, you can click “View” to see a report of the changes that were made.

[Home](#) [Dashboard](#) [Catalog](#) [Circulation](#) [Reports](#) [Admin](#) [My Info](#)

[Update Patrons](#)
[Update Classes](#)
[Resource Policies](#)
[Calendar / Hours](#)
[Site Configuration](#)
[Help Tickets](#)

Job Manager Messages

Jobs: 1 - 25 of 142 [Refresh List](#)

Job	Submitted By	Started	Status	
Update Resources	STS EdTech <small>(11/29/2021 1:24 PM)</small>	11/29/2021 1:24 PM	Completed <small>(11/29/2021 1:24 PM)</small>	View
Update Resources	STS EdTech <small>(11/29/2021 1:22 PM)</small>	11/29/2021 1:22 PM	Completed <small>(11/29/2021 1:22 PM)</small>	View
Follett Digital Update	Job Scheduler <small>(11/28/2021 4:18 PM)</small>	11/28/2021 4:18 PM	Completed <small>(11/28/2021 4:18 PM)</small>	View

Job Update Resources

Site Educational Technology

Started 11/29/2021 1:24 PM

Import ScannedList.txt

File

Options • Change Status to Ready for Disposal

Summary

Item records read: 1

- Item records updated: 1
- Item records skipped: 0

Updated Stapler (Item: 50066000000001) [[Edit Item](#)]

Process completed 11/29/2021 1:24 PM