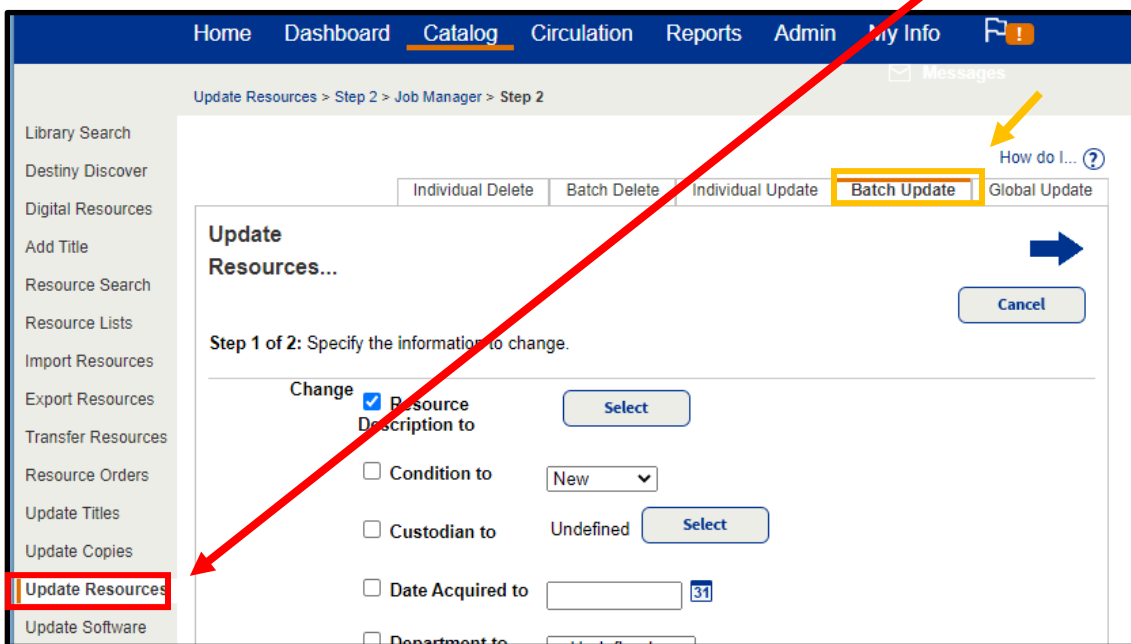


Destiny Resource Manager – Staff Tutorial – Batch Update Resource Descriptions

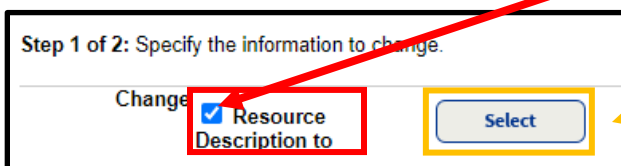
NOTE: If you have items that are not associated with the Resource Description record that matches their actual make and model, you can use this process to update their resource description.

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



The screenshot shows the Destiny Back Office interface. The top navigation bar includes 'Home', 'Dashboard', 'Catalog' (selected), 'Circulation', 'Reports', 'Admin', and 'My Info'. The left sidebar menu has 'Update Resources' highlighted with a red box. The main content area shows the 'Update Resources' process with tabs for 'Individual Delete', 'Batch Delete', 'Individual Update', 'Batch Update' (selected and highlighted with a yellow box), and 'Global Update'. A red arrow points from the 'Batch Update' tab to the 'Update Resources' menu item. A yellow arrow points from the 'Batch Update' tab to the 'How do I...?' help link. The 'Update Resources' form is titled 'Update Resources...' and shows 'Step 1 of 2: Specify the information to change.' Under the 'Change' section, the 'Resource Description to' checkbox is checked and highlighted with a red box. A 'Select' button is next to it. Other options like 'Condition to', 'Custodian to', and 'Date Acquired to' are also visible.

2. Check the box for “Change Resource Description to” and click the “Select” button.

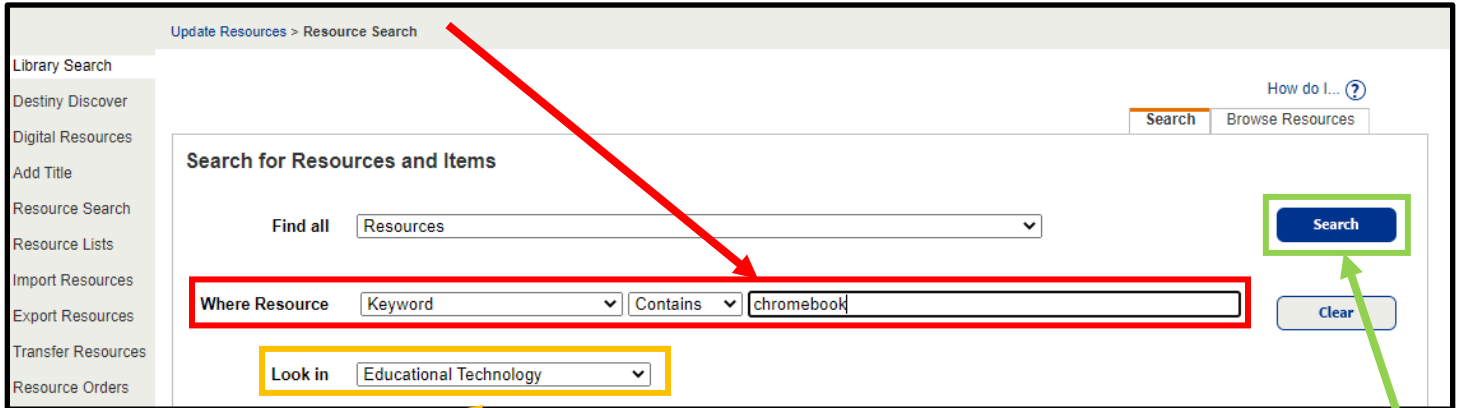


This close-up screenshot shows the 'Step 1 of 2: Specify the information to change.' section. The 'Change' section has a red box around the 'Resource Description to' checkbox, which is checked. A yellow arrow points from the 'Select' button to the 'Resource Description to' checkbox. The 'Select' button is also highlighted with a yellow box.

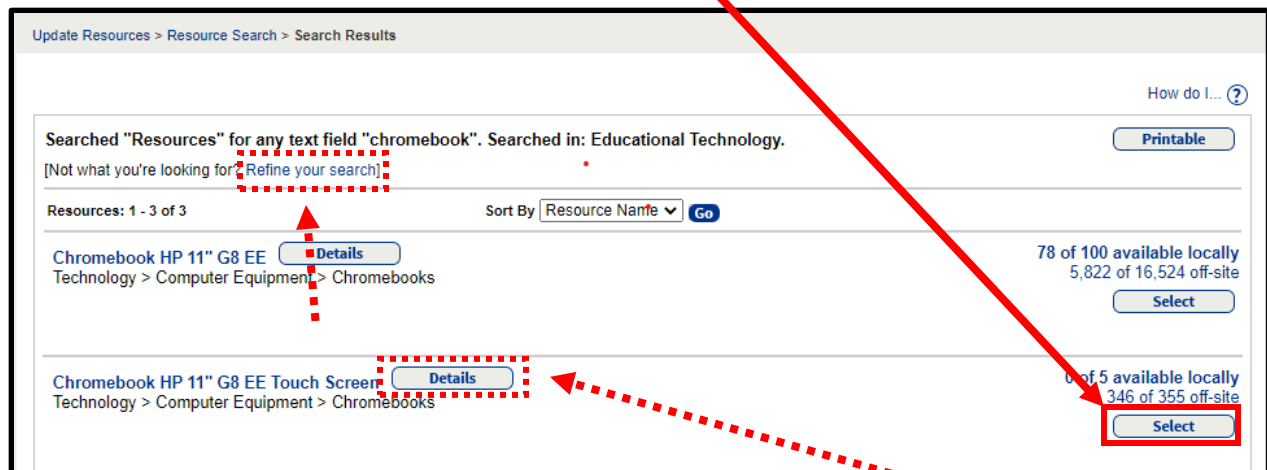
The “Select” button will redirect you to a “Resource Search” screen.

Destiny Resource Manager – Staff Tutorial – Batch Update Resource Descriptions

- Search or browse for the Resource to which these items should be linked. There are many search options, but a quick and simple method that works in most cases is to do a “Keyword” “Contains” search for the make, model name, or type of item you are looking for, such as “chromebook” or “iPad.”



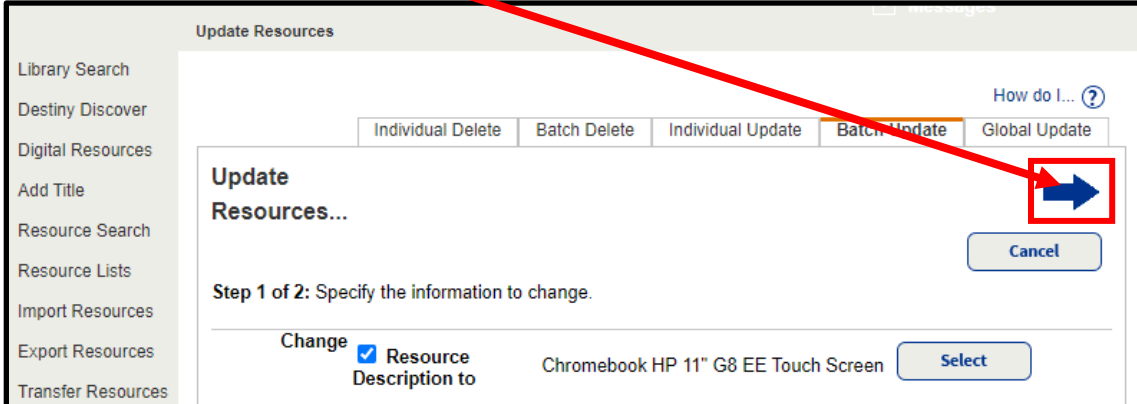
- If you are looking for a resource that has not been previously added at your school, change the “Look In” option from your site name to “Granite School District” to search all the resource records available across the district. When you have set your search options and terms, click “Search.”
- On the “Search Results” screen, click the “Select” button for the resource that matches your items.



Note: On the Search Results screen you can also click the “Details” button to see the full details of a resource record. If you cannot find a matching record, click “Refine your search” and try searching again for a different keyword or detail.

Destiny Resource Manager – Staff Tutorial – Batch Update Resource Descriptions

6. After clicking “Select,” you will be returned to the “Batch Update Resources” screen, and the resource description you have selected will be listed in the “Change” options. Click the blue right-pointing arrow near the top of the screen to proceed to the item selection step.



Update Resources

Library Search
Destiny Discover
Digital Resources
Add Title
Resource Search
Resource Lists
Import Resources
Export Resources
Transfer Resources

How do I... ?

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

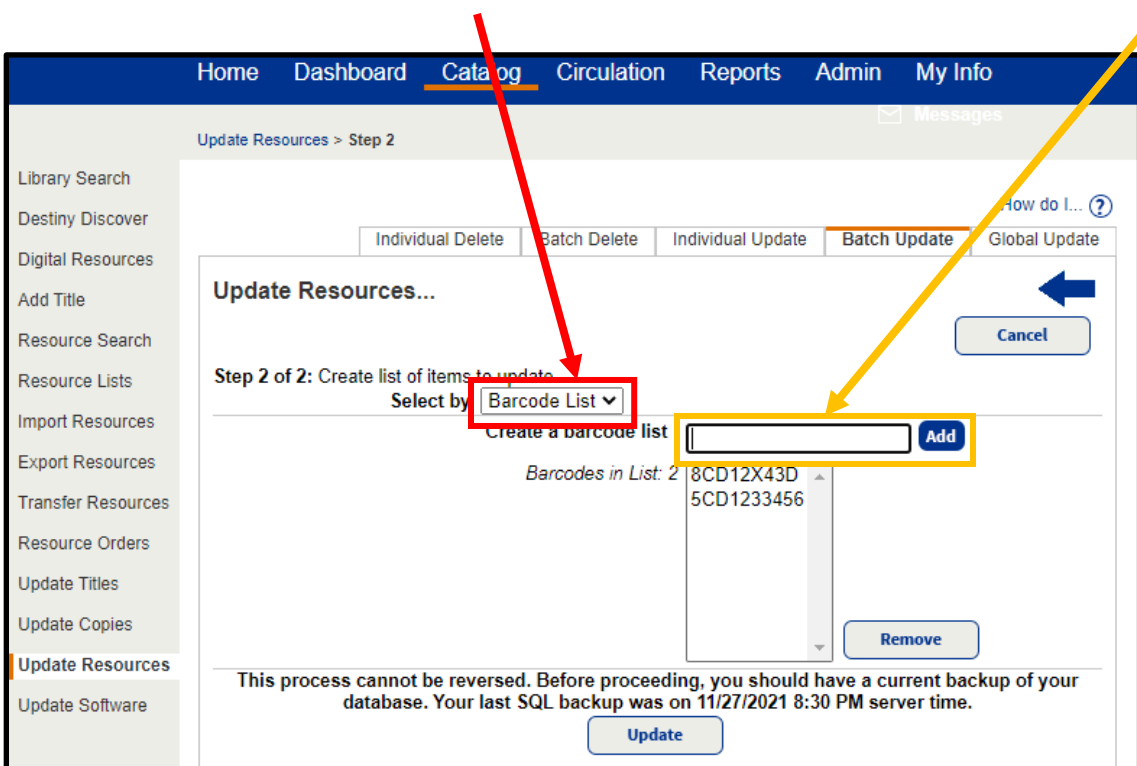
Update Resources...

Step 1 of 2: Specify the information to change.

Change ☒ Resource Description to Chromebook HP 11" G8 EE Touch Screen **Select**

Cancel

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



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

Update Resources > Step 2

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

How do I... ?

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

Update Resources...

Step 2 of 2: Create list of items to update.

Select by **Barcode List**

Create a barcode list **Add**

Barcodes in List: 2
8CD12X43D
5CD1233456

Remove

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.

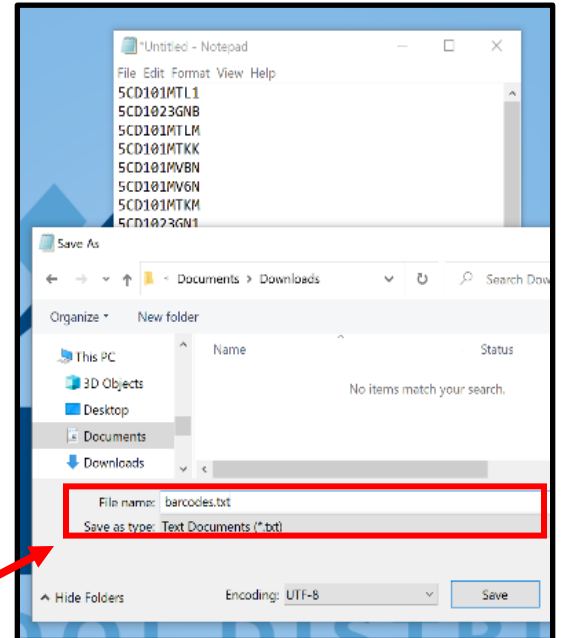
Update

Destiny Resource Manager – Staff Tutorial – Batch Update Resource Descriptions

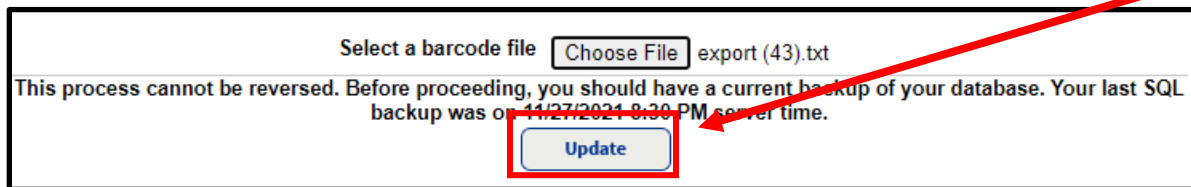
8. Alternatively, you can upload a “barcode file.” Click “Choose File” and browse to a plain text file listing the barcodes of items to be updated.



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.”



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



10. 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.

