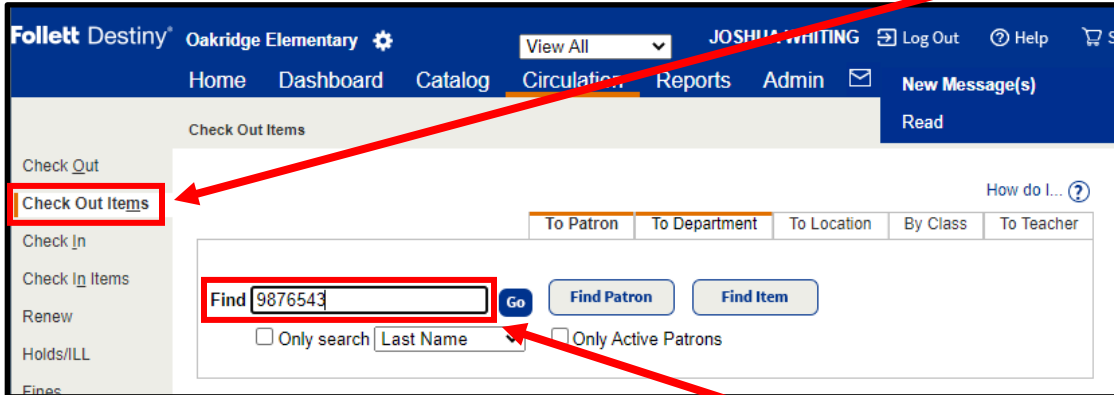


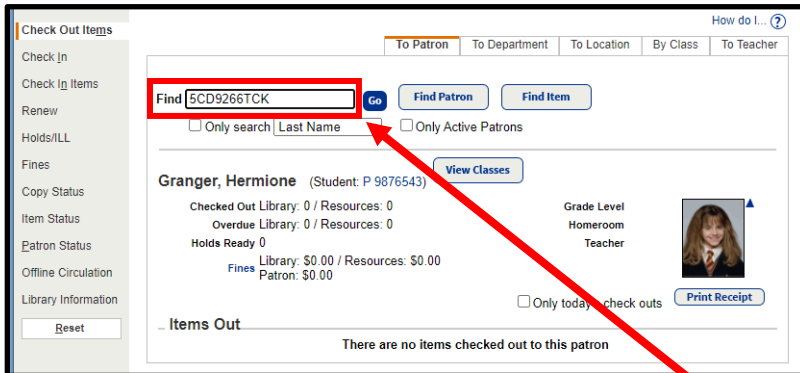
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Check Out Items

1. In Destiny Back Office, go to the “Circulation” tab and click “Check Out Items”



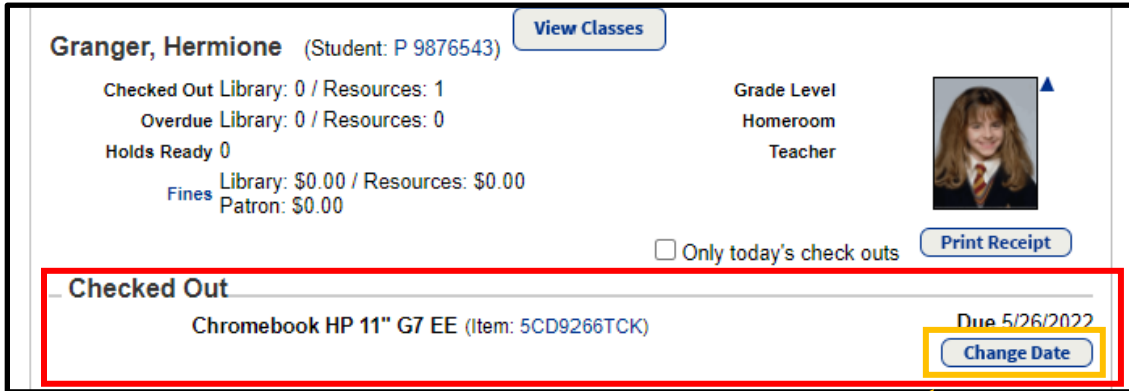
2. Scan or type the patron’s barcode number into the “Find” field. (If typing, you will need to press “Enter” or click “Find Patron” after typing the number.) Destiny will play a confirmation sound upon finding the patron.
 - a. Student patron barcodes are the student number (ex. ‘9876543’)
 - b. Staff patron barcodes are the employee ID number (ex. ‘1209999’)
 - c. If you do not know the patron’s barcode number, you can also use the “Find” field to search by “Last Name” or by many other fields of the patron record – you will be given results to browse through and select from
3. Confirm that you have the correct patron record up. (You can confirm by comparing via the patron’s picture if available, or by double-checking their name or other personal information.



4. Scan or type the item barcode number into the “Find” field. (If typing, you will need to press “Enter” or click “Find Item” after typing the number.)

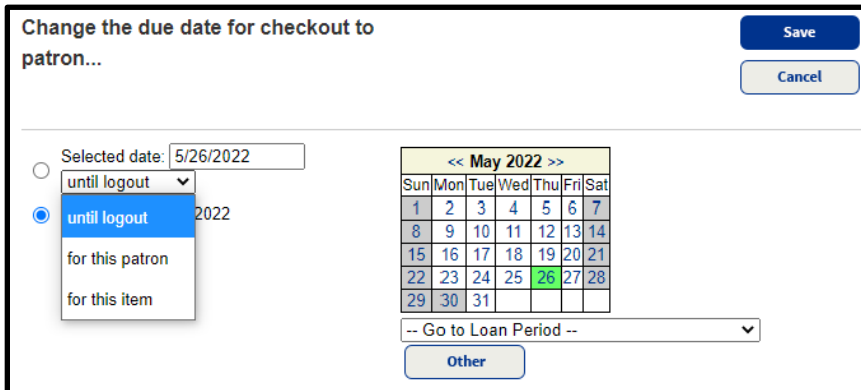
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5. After scanning the barcode, Destiny should play a confirmation sound and the item should show up in the “Checked Out” section under the patron.



The screenshot shows the profile for **Granger, Hermione** (Student: P 9876543). It includes statistics for checked out and overdue items, holds, and fines. A red box highlights the "Checked Out" section, which lists a "Chromebook HP 11" G7 EE (Item: 5CD9266TCK)" with a due date of "Due 5/26/2022". A yellow box highlights the "Change Date" button next to the due date, with a yellow arrow pointing to it from the text below.

6. To change the due date for this checkout, click the “Change Date” button. You can change the date by choosing it from the calendar or typing it into the “Selected date:” field. You can change the due date just “for this item,” for all the checkouts “for this patron,” or for all checkouts you will perform “until logout.” Click “Save” after making your changes.



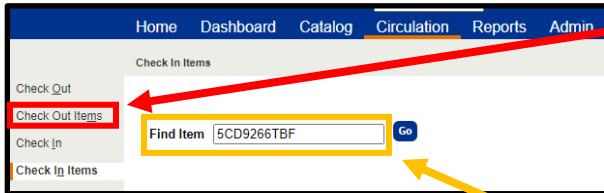
The dialog box titled "Change the due date for checkout to patron..." contains a "Selected date:" field with "5/26/2022". Below it is a radio button menu with options: "until logout", "until logout 2022", "for this patron", and "for this item". The "for this item" option is selected. To the right is a calendar for May 2022, with the 26th highlighted in green. At the bottom are "Save" and "Cancel" buttons, and an "Other" button.

7. If there are multiple items to check out to the same patron, continue to scan or type additional item barcodes into the “Find” field.
8. Scan or type the next patron’s barcode into the “Find” field to begin checking out items to that patron. (Confirm that next patron’s information is on the screen before checking out items.)
9. Click the “Reset” button to clear a patron’s information from the screen.

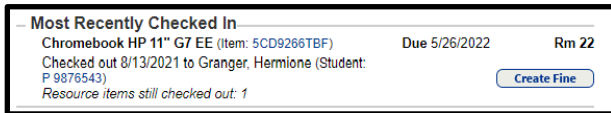
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Check In Items

1. In Destiny Back Office, go to the “Circulation” tab and click “Check In Items”



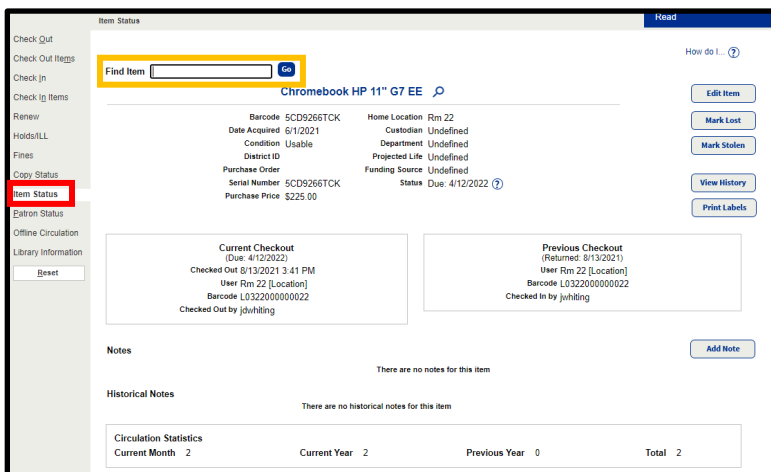
2. Scan or type the item barcode into the “Find Item” field. (If typing, you will need to press “Enter” or click “Go” after typing the number.)
3. Destiny should play a confirmation sound and the item will appear at the top of the “Most Recently Checked In” list.



Note: If a patron is returning items and also checking out items, check in their items first. Then click over to “Check Out” or “Check Out Items” and that patron will already be loaded on screen as the active patron for check outs without need for searching or scanning.

Item Status

To scan and see current information about a specific item without changing its status, click on the “Circulation” tab, click “Item Status” at left, and scan or type the item barcode into the “Find Item” field. This gives you access to all sorts of information and options for that item.

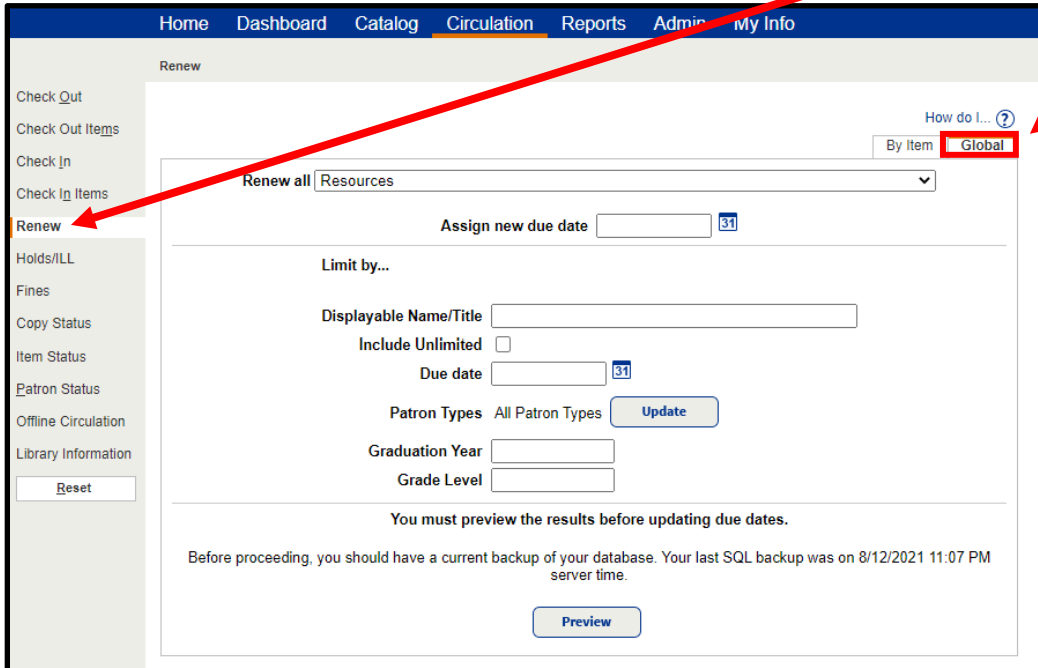


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Global Renew

There are several options to globally update the due dates for groups of resource items.

1. In Destiny Back Office, click on the “Catalog” tab and click “Renew,” then click “Global” at the right of the screen.



2. This screen provides several options for changing due dates for current checkouts by resource type, patron type, current due date, and more.

Offline Circulation

Here is general information about the possible uses of this feature. Detailed instructions will be available soon.

1. The “Offline Circulation” feature allows you to batch run patron or location checkouts by uploading a properly formatted text file.
2. If you have a spreadsheet that includes item barcodes (serial numbers) linked with patron barcodes (student numbers), you can use the “Mailings” feature in Microsoft Word to generate such a file for upload.

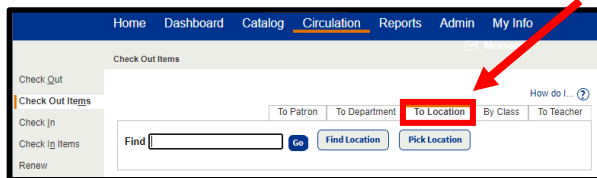
Note: If you would like to run a large batch checkout based on data collected in a spreadsheet, you can contact [Joshua Whiting](#) in Educational Technology for assistance.

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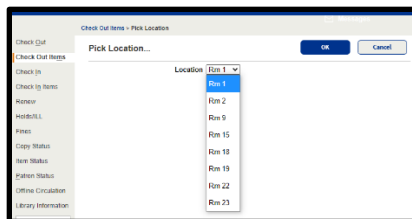
Check Out Items to Department or Location

In Resource Manager you can check out items to a department or location rather than an individual patron.

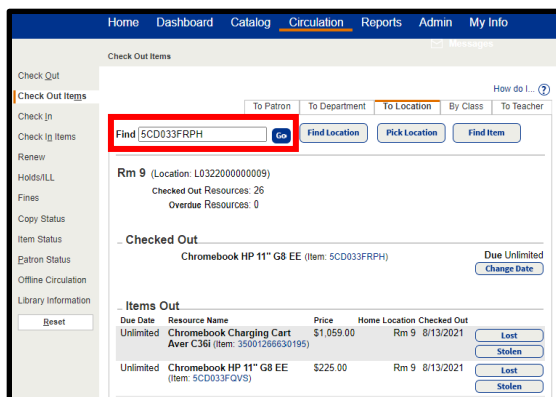
1. In Destiny Back Office, go to the “Circulation” tab, click “Check Out Items” at the left, then click “To Department” or “To Location” on the right.



2. If you have a printed barcode for the location, you can scan it into the “Find” field. Otherwise, type a search for location into the find field, or click “Pick Location” for a dropdown menu of all location choices.



3. Scan the item barcode into the “Find” field to check the item out to that location.



4. To Add or Edit Locations in Destiny, go to the “Admin” tab, choose “Site Configuration” at the left, and then choose “Site Administration” at the right. Click the “Edit” (pencil icon) link.



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