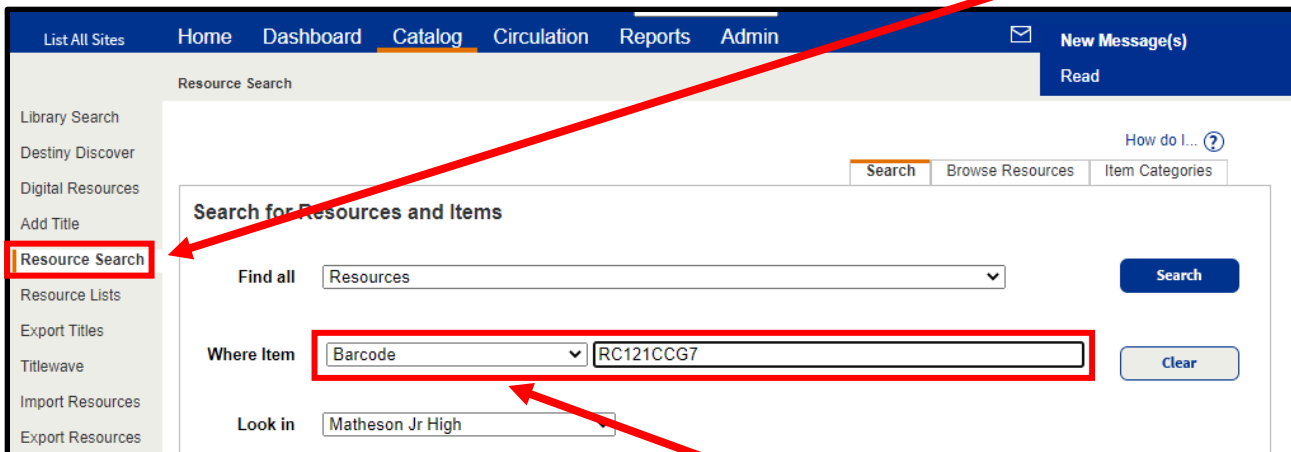


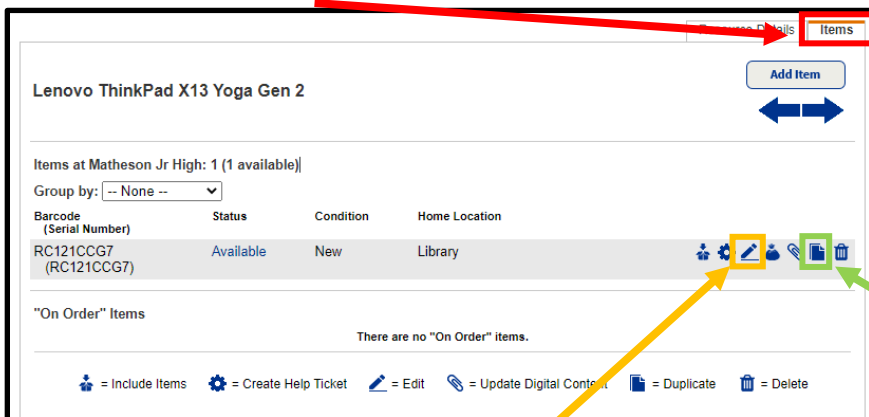
Destiny Resource Manager – Staff Tutorial – Editing and Duplicating Items

NOTE: Duplicating an item is a time-saving way to add multiple items of the same resource when each item has unique identifying information, such as a serial number.

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



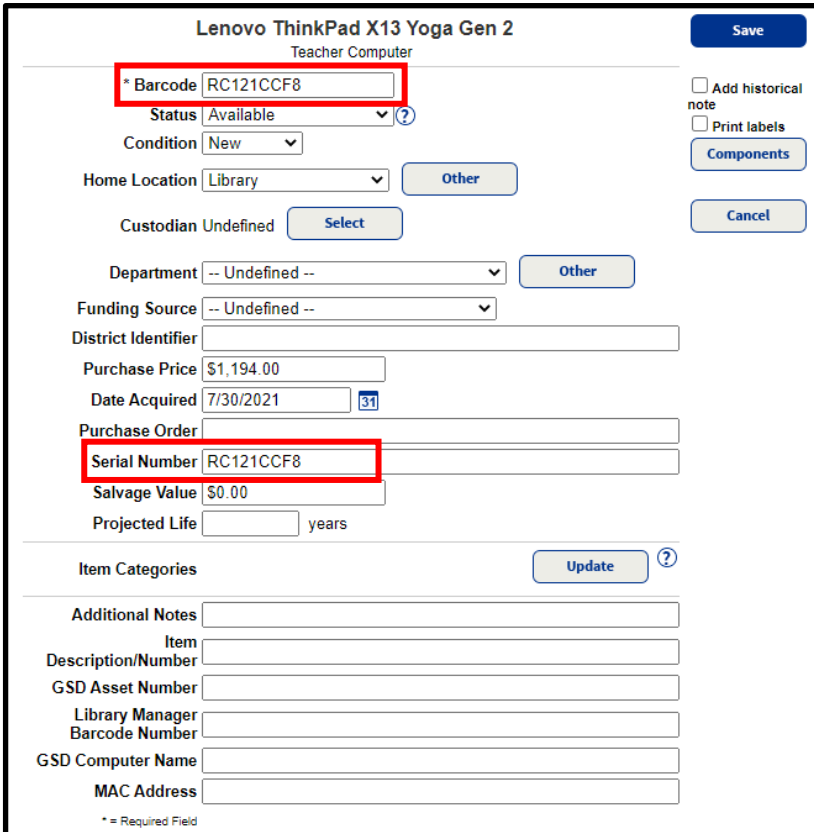
2. If you have the barcode number on hand, choose “Barcode” from the “Where Item” options and scan or type the barcode number into the search field. Otherwise, search for the resource by “Displayable Name/Title” or any other option available.
3. On the Search Results screen click the “Details” button next to the resource with items you want to edit or duplicate.
4. Click the “Items” tab on the details screen to see the list of individual items in your site.



5. Click the “pencil” icon to “Edit” the item; click the “paper” icon to “Duplicate” the item.

Destiny Resource Manager – Staff Tutorial – Editing and Duplicating Items

6. If you clicked the “Edit” icon the “Edit Item” screen opens. Make desired changes to any item fields and click “Save” in the top right. (The “Edit Item” and “Add Item” screens are nearly identical; see the “Adding Items” tutorial for more details about item fields.)



Lenovo ThinkPad X13 Yoga Gen 2
Teacher Computer

* Barcode

Status

Condition

Home Location

Custodian

Department

Funding Source

District Identifier

Purchase Price

Date Acquired

Purchase Order

Serial Number

Salvage Value

Projected Life years

Item Categories

Additional Notes

Item Description/Number

GSD Asset Number

Library Manager Barcode Number

GSD Computer Name

MAC Address

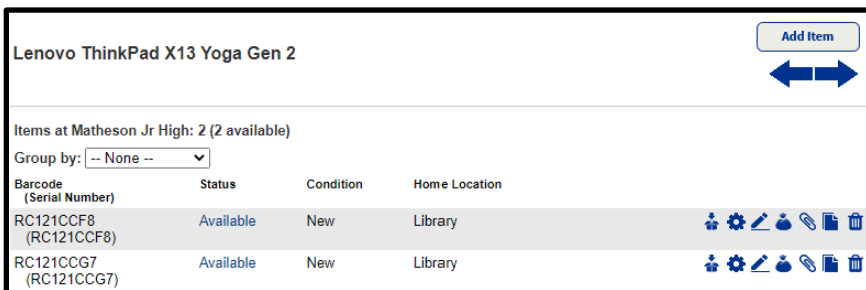
* = Required Field

7. If you clicked the “Duplicate” icon the “Add Item” screen opens. Fields that were set for the original item you are duplicating are already set on this screen, except for the Barcode and the Serial Number.

8. To add an item by duplicating, enter the unique serial number and/or barcode for the item you are adding, and add or update any other desired field information for the new item.

9. When you have added or updated all desired fields, click “Save” at the top right.

10. Your duplicated and/or edited item will now show on the Items screen. You can duplicate any similar item as many times as you wish to add more items of the same resource.



Lenovo ThinkPad X13 Yoga Gen 2

Items at Matheson Jr High: 2 (2 available)

Group by:

Barcode (Serial Number)	Status	Condition	Home Location	
RC121CCF8 (RC121CCF8)	Available	New	Library	<input type="button" value="Add"/> <input type="button" value="Edit"/> <input type="button" value="Duplicate"/> <input type="button" value="Print"/> <input type="button" value="Delete"/>
RC121CCG7 (RC121CCG7)	Available	New	Library	<input type="button" value="Add"/> <input type="button" value="Edit"/> <input type="button" value="Duplicate"/> <input type="button" value="Print"/> <input type="button" value="Delete"/>