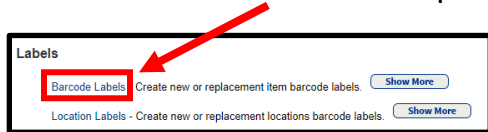
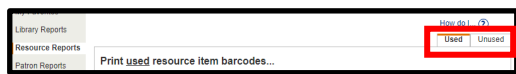


Destiny Resource Manager – Staff Tutorial – Printing Resource Item Barcodes

1. In Destiny Back Office, go to the “Reports” tab and click “Resource Reports” at left
2. Find the “Barcode Labels” report under the “Labels” heading



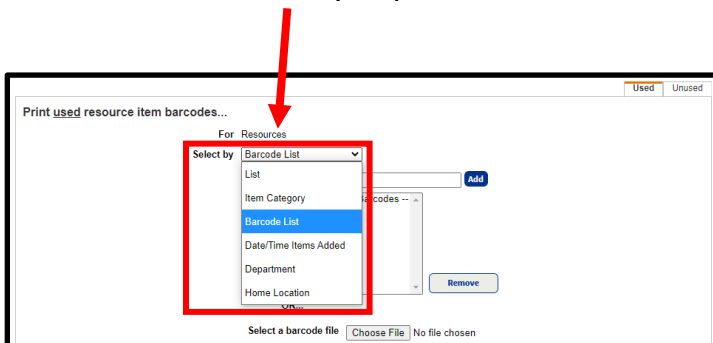
3. You can print “Used” or “Unused” barcodes. Click one of the tabs on the right to make your choice.



Used Barcodes

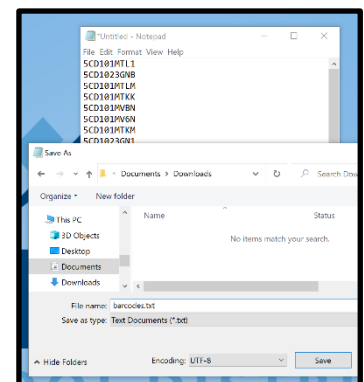
If you have already added items to Resource Manager, you can print out “used” barcodes for them. “Used” barcodes can have the Resource’s Displayable Name, Home Location, and other information included on the label. Adding items before printing barcodes is recommended, especially if you use serial numbers for your barcode numbers.

1. Choose a “Select by” option. In this tutorial we will focus on the “Barcode List” option:



Barcode List – you can upload a text file of barcode numbers, one listed per line, to have their labels printed. For example, if you added resource items using serial numbers as barcodes and have a spreadsheet listing those serial numbers-

- a. copy the column of serial numbers
- b. paste them into a blank spreadsheet or notepad file
- c. save the file as a plain text (.txt) file type
- d. click “Choose File” in the used resource label report screen and browse to the saved file



Destiny Resource Manager – Staff Tutorial – Printing Resource Item Barcodes

2. “Date/Time Items Added” – OPTIONAL - set this for the date/time range that you added the resource items for which you need labels. This is just an additional option for filtering out labels you don’t need to print.

Example times: 8:00 AM, 4:00 PM

Items Added From date: time:

To date: time:

3. Choose what information will be included on your labels by choosing from and checking the “Include the following on each” options.

Include the following on each

☒ District Name

☒ Site Name

☐ District Name

- a. Choose “District Name” or “Site Name.” **The Educational Technology Department requests that Chromebooks have clean “District Name” labels that are standard across schools.** (Additional

labels/stickers with other school-specific information can also be applied.)

Include the following on each

☒ District Name

☒ Title

☐ Author

☐ Home Location

- b. Click the “Title” checkbox to include the Displayable Name (make, model, and description) of the resource on the label.

- c. Click the “Home Location” checkbox to include the item’s assigned home location on the label. A “Home Location” is generally a room or other specific location in your school. (The Educational Technology department requests that “Home Location” *not* be included on the district barcode labels for Chromebooks.)

- d. The “Author” option appears to be vestigial from Library Manager and if checked does not display information on Resource barcode labels.

4. Choose the “Use label stock” radio to have Destiny generate a printable PDF file of the labels. Avery 5160 (30 per sheet address labels) are the most common labels used.

☒ Use label stock

Start on label

Printer offset Horizontal: Vertical:

☐ Export to Excel®

In addition to adjusting your printer offsets, you must also configure Adobe Reader so that your labels are properly aligned.

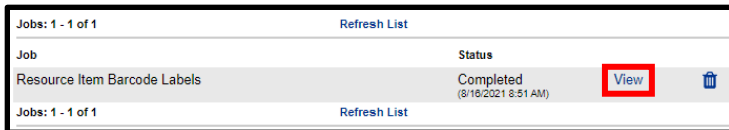
For assistance configuring Adobe Reader or the printer offsets, see [Troubleshooting](#)

5. Click “Run Report” after you have set all needed options.

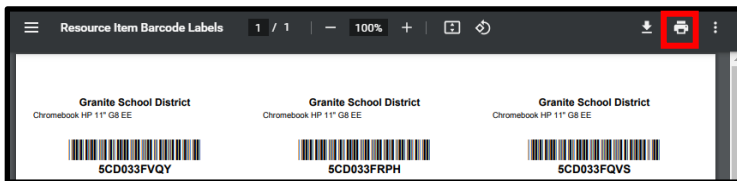
Destiny Resource Manager – Staff Tutorial – Printing Resource Item Barcodes

Barcode Label Print Settings

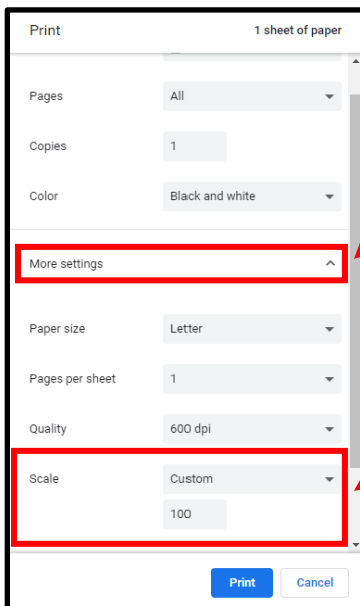
1. You will be redirected to the “Report Manager” screen. When the label report is generated, click “View.” This will either open the PDF in a new browser tab/window, or download it to your computer, depending on your browser settings.



2. If using the Chrome browser, double-check that your labels look correct, and then click the printer icon or type Ctrl-P on your keyboard.

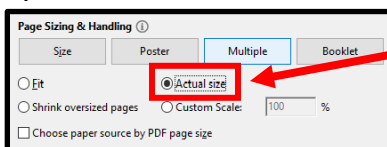


3. In the Chrome print options, click “More settings” and choose “Scale > Custom > 100”



Note: You can print a sample page on plain paper and hold it up to a label sheet in the light to ensure that the printing is aligned correctly.

4. If printing from Adobe Acrobat or Adobe Reader, choose “Actual size” in the print options.



Destiny Resource Manager – Staff Tutorial – Printing Resource Item Barcodes

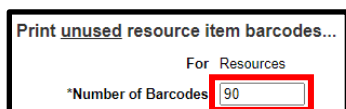
Unused Barcodes

“Unused barcodes” are labels for items that have not yet been entered into Destiny. These can be generated, printed, and affixed to items before adding them to Destiny if the items do not have serial numbers.

Note: Resource barcodes must be unique across Granite School District. When not using an item’s serial number as the barcode, resource barcodes in Granite schools should be 14 digits in length and match the following pattern:

50322000000001		
‘5’ - Destiny Prefix for Resource Items	‘0’ + 3-digit school location code	Sequential numbering

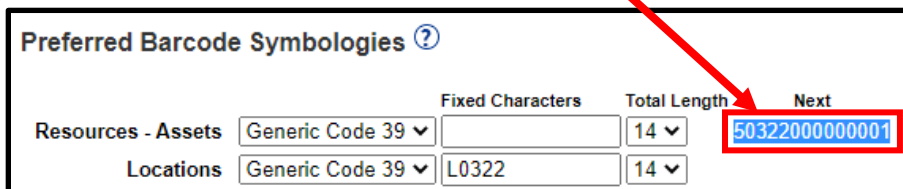
1. Enter the number of Barcodes you wish to generate. (If you are using 30-per-sheet address labels, enter a multiple of 30 based on the number of sheets to print.)



2. Enter a “Starting Barcode” – this will be the first barcode number and each number will go up sequentially.

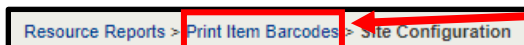


- a. To find the “next” available resource barcode, click “Preferred Barcode Symbolologies.”
- b. Highlight and copy (Ctrl+C, or Right-click > Copy) the barcode listed under “Next” for “Resources – Assets”



		Fixed Characters	Total Length	Next
Resources - Assets	Generic Code 39		14	50322000000001
Locations	Generic Code 39	L0322	14	

- c. At the top of the screen, click back to “Print Item Barcodes” in the breadcrumbs.



- d. Paste (Ctrl+V, or Right-click > Paste) the next barcode into the “Starting Barcode” field.

3. Click “Run Report” and follow the printing instructions on page 3 of this document.