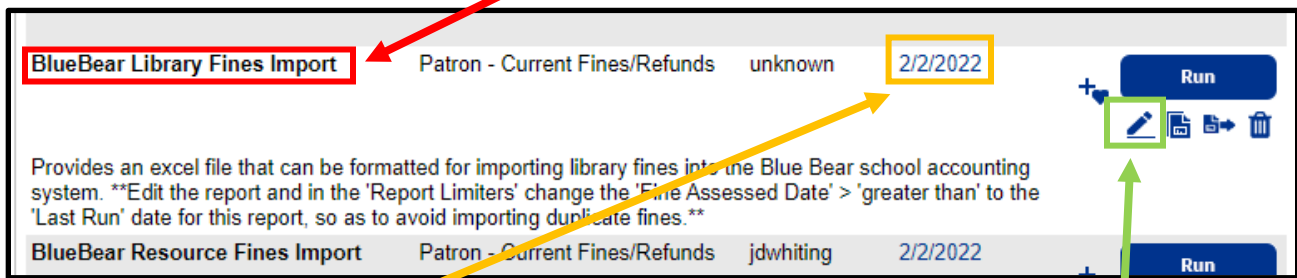
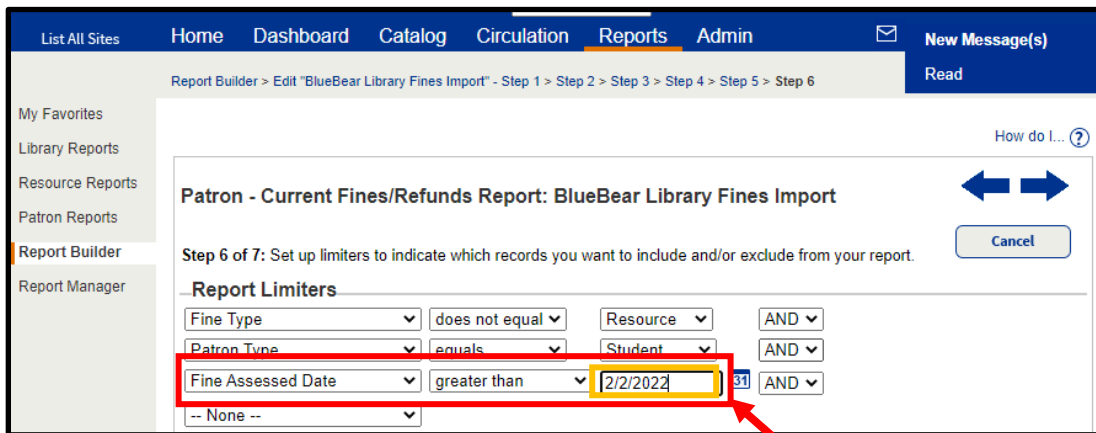


Destiny Library Manager – Staff Tutorial – Exporting Library Fines to Blue Bear

1. In Destiny Back Office, go to the **Reports** tab and click **Report Builder** on the left.
2. Find the “**BlueBear Library Fines Import**” report in the alphabetical list of reports.



3. Note the **date** that the report was last run, and then click the **pencil icon button** to edit the report settings.

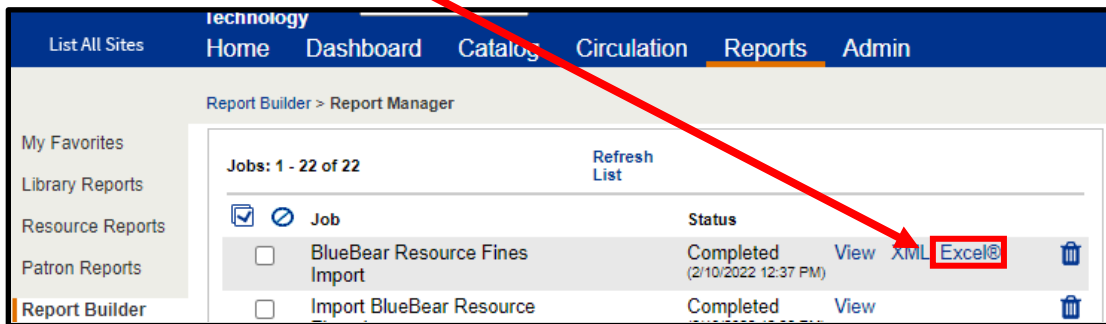


5. Add or modify the report limiter of “Fine Assessed Date” to “greater than” the last date you ran this report. (This prevents fines from being imported into Blue Bear multiple times.)

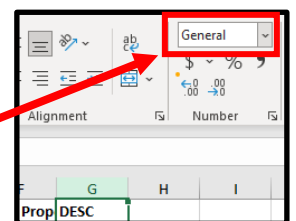
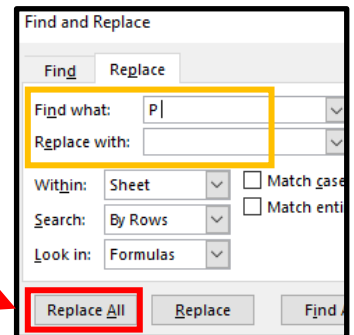


Destiny Library Manager – Staff Tutorial – Exporting Library Fines to Blue Bear

7. You will be redirected to the **Report Manager** screen where you can see the status of the report. (If you click away from this screen and need to access the report again later, go to **Admin > Job Manager** for a list of all past reports and jobs at your site.)
8. After the report is shown as “Completed” on the **Report Manager** or **Job Manager** screen, click the “Excel” link and download the file to your computer.



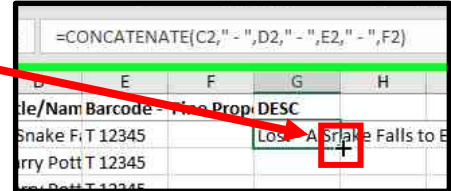
9. Open the downloaded file in **Microsoft Excel** and make the following changes to the file:
 - a. Rename Column A (Cell A1) as “**CUSTNO**”
 - b. Select Column A, then press Ctrl + H (or choose **Replace...** under the **Find and Select** button on the Home ribbon).
 - c. In “Find what:” type “**P**” [P followed by a space] and leave “Replace with:” blank [no space]. Click **Replace All**.
 - d. Rename Column B (Cell B1) as “**AMOUNT**”
 - e. Select the column listing school names (may be E or F), then press Ctrl + H (or choose **Replace...** under the **Find and Select** button on the Home ribbon.) In “Find what:” type or paste in your site’s name exactly as it appears on the report, and leave “Replace with:” blank [no space]. Select **Replace All**.
 - f. Name Column G (Cell G1) as “**DESC**”
 - g. Select Column G and change the Number format from **Text** to **General** using the Number Format drop down in the Number section of the Home ribbon.
 - h. Go to Cell G2 and type or paste in the following formula:



Destiny Library Manager – Staff Tutorial – Exporting Library Fines to Blue Bear

=CONCATENATE(C2," - ",D2," - ",E2," - ",F2)

- i. Double-click the lower right corner of cell G2 to **Fill** the other cells of the G column with the formula. (You can also click and drag the mouse down to fill the column.)



- j. Select Column G and **Copy** (Ctrl + C, or right-click menu)
- k. Select Column H and **Paste Values** (right-click menu > Paste Special > Paste Values) into column H
- l. Select Columns C through G then choose **Delete** from right-click menu

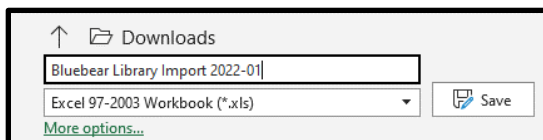
 Clear ▾

n.

10. The file should look similar to this screenshot:

	A	B	C	D	E	F	G	H	I	J
1	CUSTNO	AMOUNT	DESC							
2	9458235	0.6	Overdue - Neptune - T 7017							
3	9461218	4.1	Overdue - Shonen Jump #81 Volume 7, Issue 9 - September 2009 - T 5116							
4	9461759	0.2	Overdue - Built to last : building America's amazing bridges, dams, tunnels, and skyscra							
5	9464897	14.95	Lost - Waiting for normal - T 3126							
6	9465490	5	Overdue - Ghosthunters and the Incredibly Revolting Ghost - T 21077							
7	9465566	0.6	Overdue - Killing Mr. Griffin - T 21114							

11. Click **File** on the menu and choose **Save As**. Save the file as an .xls (Excel 97-2003 Workbook) type file.



12. Email the .xls file to your school's financial secretary, who will use it to import your library fines into Blue Bear.