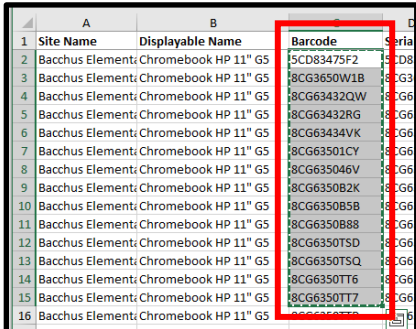


Destiny Resource Manager – Staff Tutorial – Batch Delete Items

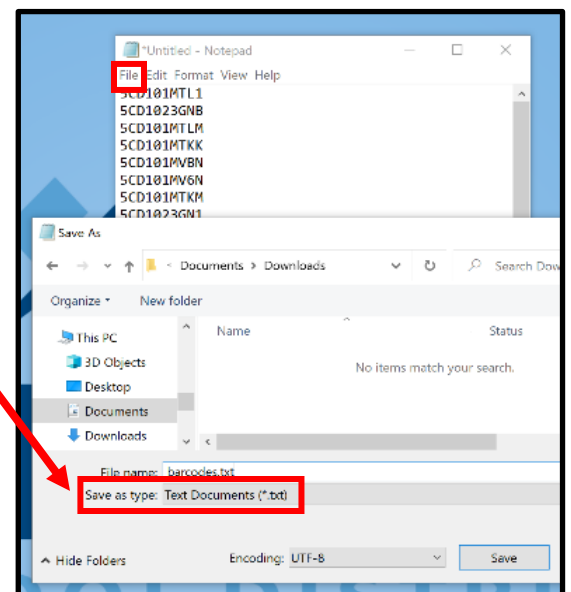
Note: Destiny retains limited information about deleted items, so before deleting items it is a good idea to run and save reports that include detailed information about the items. (Suggested reports are the “Item Status” and “Current Fines/Checkouts” reports found in the “Resource Reports” screen, or the “Chromebooks – All Fields” custom report found in the “Report Builder” list screen.)

1. If you have the items at hand for scanning, please skip to step 3.
2. If you do not have the items at hand for scanning, but have a report listing item barcode numbers, you can create a Destiny **“Barcode File”** listing the barcodes of the items to be deleted. For Destiny, a “barcode file” must be a plain text (.txt) file listing the barcode numbers one per line. There are several possible ways to create a barcode file. One method is:

- a. Highlight and **Copy** (Ctrl+C or right-click and choose “Copy”) a column of barcodes from a spreadsheet or Destiny report generated in Excel format;
- b. **Paste** (Ctrl+V or right click and choose “Paste”) the copied barcodes into a blank Notepad, Excel, or Word document;
- c. Save the file using the **“Save As”** option in the program (usually an option under the “File” menu) and set the file type to a **“.txt”** or “text file” format.

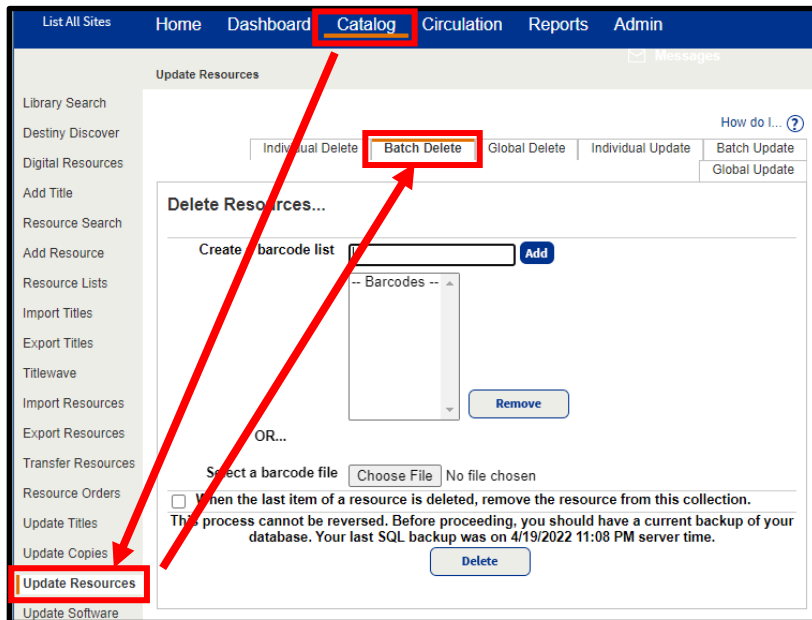


	A	B	C
	Site Name	Displayable Name	Barcode
1	Bacchus Elementi	Chromebook HP 11" G5	5CD83475F2
2	Bacchus Elementi	Chromebook HP 11" G5	8CG3650W1B
3	Bacchus Elementi	Chromebook HP 11" G5	8CG63432QW
4	Bacchus Elementi	Chromebook HP 11" G5	8CG63432RG
5	Bacchus Elementi	Chromebook HP 11" G5	8CG63434VK
6	Bacchus Elementi	Chromebook HP 11" G5	8CG63501CY
7	Bacchus Elementi	Chromebook HP 11" G5	8CG635046V
8	Bacchus Elementi	Chromebook HP 11" G5	8CG635082K
9	Bacchus Elementi	Chromebook HP 11" G5	8CG635085B
10	Bacchus Elementi	Chromebook HP 11" G5	8CG6350888
11	Bacchus Elementi	Chromebook HP 11" G5	8CG6350TSD
12	Bacchus Elementi	Chromebook HP 11" G5	8CG6350TSQ
13	Bacchus Elementi	Chromebook HP 11" G5	8CG6350TT6
14	Bacchus Elementi	Chromebook HP 11" G5	8CG6350TT7
15	Bacchus Elementi	Chromebook HP 11" G5	8CG6350TT7
16	Bacchus Elementi	Chromebook HP 11" G5	8CG6350TT7



Destiny Resource Manager – Staff Tutorial – Batch Delete Items

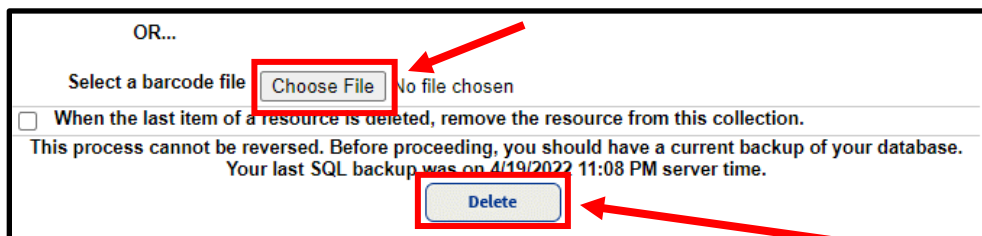
- In Destiny Back Office, go to the **“Catalog”** tab, click **“Update Resources”** in the left menu, then click the **“Batch Delete”** subtab.



- If you have the items at hand, click into the **“Create a barcode list”** field and scan the items. (If you have scannable items *and* a barcode file, you must run a separate “Batch Delete” job for each method.)



- If you have created a “barcode file,” click the “Choose File” button and browse to the location where you saved your file, then click “Open” in the file dialog.



- After you have scanned all items or chosen the barcode file, click the **“Delete”** button.
- You will be redirected to the “Job Manager” screen. When the “Delete Resources” job has completed, you can click “View” to see a report of the deleted items.