

Destiny Resource Manager – Staff Tutorial – Managing Resource Repair, Replacement, and Condemnation

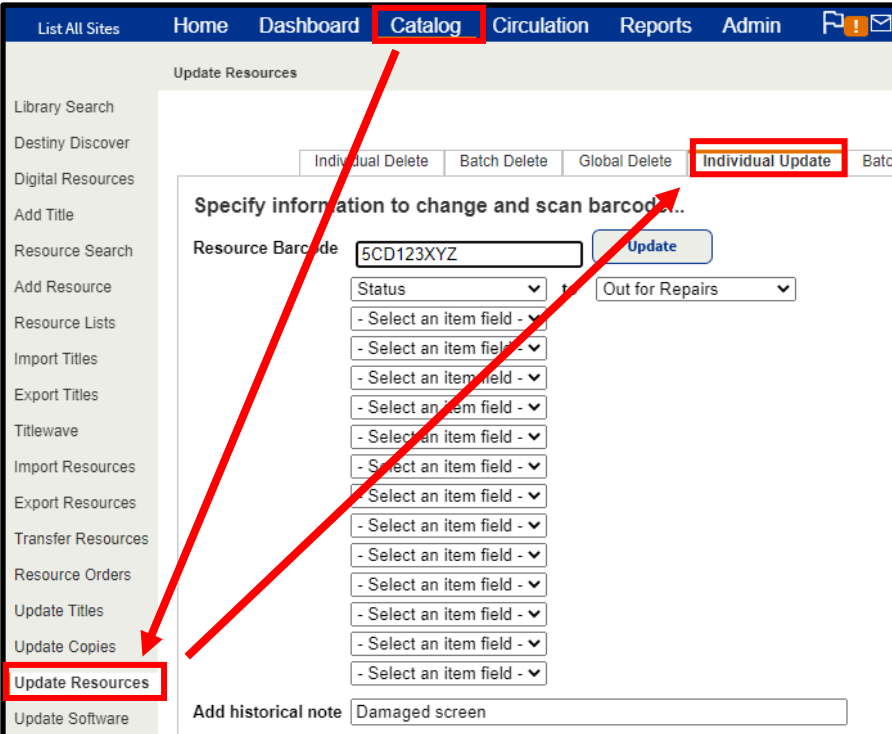
This tutorial provides instructions for managing the following situations:

- [When a Resource is Out for Repair](#)
- [When a Resource Is Repaired and Returned](#)
- [When a Resource Is “Repaired by Replacement”](#)
- [When a Chromebook Is Condemned](#)
- [When Any Other Resource Is Condemned](#)

When a Resource is Out for Repair

If an item is being sent out for repair or service, change the **Status** of the item to “**Out for Repairs.**”

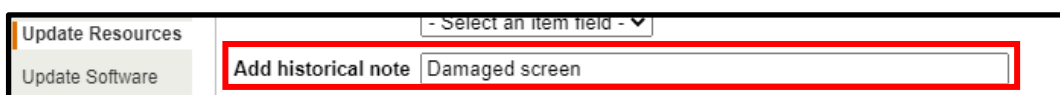
1. In Destiny Back Office, go to the “**Catalog**” tab, click “**Update Resources**” in the left menu, then click the “**Individual Update**” subtab



The screenshot shows the Destiny Resource Manager interface. The top navigation bar includes tabs for 'List All Sites', 'Home', 'Dashboard', 'Catalog', 'Circulation', 'Reports', and 'Admin'. The 'Catalog' tab is selected and highlighted with a red box. On the left sidebar, the 'Update Resources' menu item is highlighted with a red box. In the main content area, the 'Individual Update' subtab is highlighted with a red box. The 'Specify information to change and scan barcode...' section shows a 'Resource Barcode' field with the value '5CD123XYZ' and an 'Update' button. Below this, there are several dropdown menus for selecting item fields, with the 'Status' dropdown currently set to 'Out for Repairs'. At the bottom, there is a text field for 'Add historical note' with the value 'Damaged screen'.

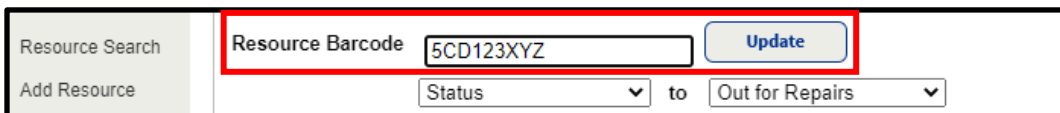
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- Click on the first – **Select an item field** – drop-down, choose **“Status”**, and then set the status to **“Out for Repairs”**
- If desired, you can include a note about this status change in the **“Add historical note”** field at the bottom of the screen about the nature of the repair or reason for the status change. This will stay permanently on the record for this item.



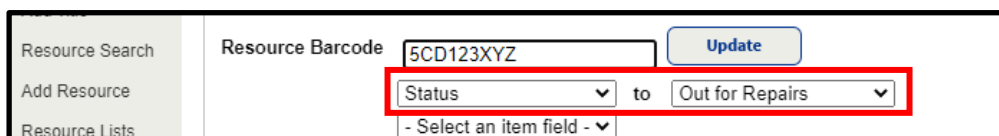
Update Resources - Select an item field - ▾
Update Software Add historical note Damaged screen

- Scan or type the barcode into the **“Resource Barcode”** field. (If typing, you will need to click the **“Update”** button after typing the barcode.)



Resource Search Resource Barcode 5CD123XYZ Update
Add Resource Status ▾ to Out for Repairs ▾

- Alternatively, you can change the status of an item by [Editing an Item](#), and you can change



Resource Search Resource Barcode 5CD123XYZ Update
Add Resource Status ▾ to Out for Repairs ▾
Resource Lists - Select an item field - ▾

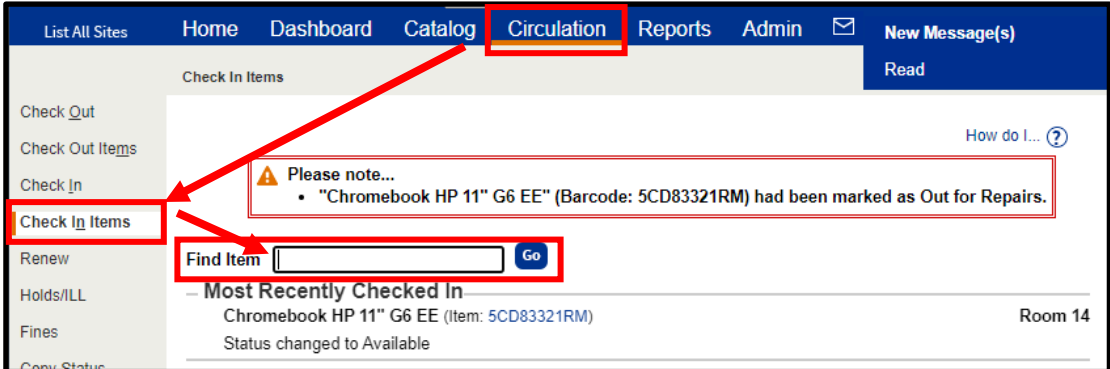
the status of a large group of items by using the [Batch Update](#) process. Find instructions for these options at resourcemanager.edtech.fun.

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When a Resource Is Repaired and Returned

When an item is *repaired and returned* to the school, you can follow the “Individual Update” steps in the [“When a Resource Is Out for Repair”](#) section above to change the status back to “Available” in Destiny, or you can set the item status as **“Available”** simply by checking in the item:

1. Go to the **“Circulation”** tab and click on **“Check In Items”** in the left menu.
2. Scan the barcode into the **“Find Item”** field.



The screenshot shows the Destiny Resource Manager interface. The top navigation bar includes tabs: List All Sites, Home, Dashboard, Catalog, Circulation (highlighted with a red box), Reports, Admin, and New Message(s). The left sidebar menu includes: Check Out, Check Out Items, Check In, Check In Items (highlighted with a red box), Renew, Holds/ILL, Fines, and Copy Status. The main content area is titled 'Check In Items'. A warning message is displayed: 'Please note... • “Chromebook HP 11” G6 EE” (Barcode: 5CD83321RM) had been marked as Out for Repairs.' Below this, there is a 'Find Item' input field (highlighted with a red box) and a 'Go' button (highlighted with a red box). A red arrow points from the 'Check In Items' menu item to the 'Find Item' input field. Below the input field, a table shows 'Most Recently Checked In' items. The table has one entry: 'Chromebook HP 11” G6 EE (Item: 5CD83321RM)' with status 'Status changed to Available' and location 'Room 14'.

3. The status of the item will be changed to “Available.”

Note: you can also check out an item with an “Out for Repairs” status directly to a patron without first changing the status. See the [Circulating Resources](#) instructions at resourcemanager.edtech.fun for check out steps and options.

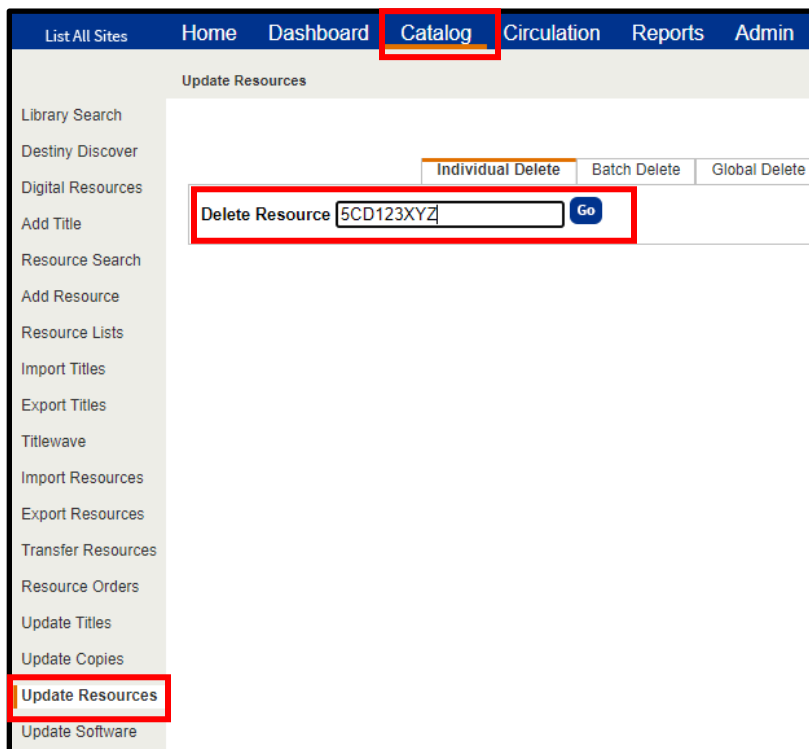
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When an Item Is Repaired by Replacement

When an item is repaired *by replacement*, delete the replaced item from Destiny and add the replacement as a new item.

Note: If you need a record of the checkout history or other details of the item, take a screenshot, run a report, or otherwise note these details before proceeding. Destiny only retains limited information about deleted items.

1. To delete the replaced item, go to the **“Catalog”** tab, then click on **“Update Resources”** in the left menu. (This should bring up the **“Individual Delete”** screen.)
2. Type the barcode number of the replaced item into the **“Delete Resource”** field and click the **“Go”** button.



3. Follow the [Adding Items](#) instructions at resourcemanager.edtech.fun to add the replacement item to your inventory.

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When a Chromebook Is Condemned

If a *Chromebook* is *condemned* (not repaired or replaced), please follow the steps below.

Note: If you need a record of the checkout history or other details of the item, take a screenshot, run a report, or otherwise note these details before proceeding. Destiny only retains limited information about deleted items.

1. In Destiny, change the status of the item(s) to **“Ready for Disposal.”** You can do this for an individual item by following the instructions for an “Individual Update” listed under the [“When A Resource Is Out for Repair”](#) section of this document above, or you can change the status of a batch of items using the [Batch Update Item Status](#) instructions found at resourcemanager.edtech.fun.
2. Fill out the [Moving or Deleting Chromebooks in Destiny & in the Google Management Systems](#) form. (URL: <https://docs.google.com/forms/d/e/1FAIpQLSfMmH3UwyjY2y9kTVdn383a9gR6s69i07wywBMdnjFtRbZeDA/viewform>)
3. Trinda Burdett or another Educational Technology staff member will remove the Chromebook from the Google management system and then delete it from your school’s inventory in Destiny.

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When Any Other Resource Is Condemned

If any other resource item (not a Chromebook) is condemned (not repaired or replaced), delete the condemned item from Destiny.

Note: If you need a record of the checkout history or other details of the item, take a screenshot, run a report, or otherwise note these details before deleting the item(s). Destiny only retains limited information about deleted items.

1. Go to the **“Catalog”** tab and click on **“Update Resources”** in the left menu. (This should bring up the **“Individual Delete”** screen.)
2. Type or scan the barcode number of the condemned item into the **“Delete Resource”** field and click the **“Go”** button.

