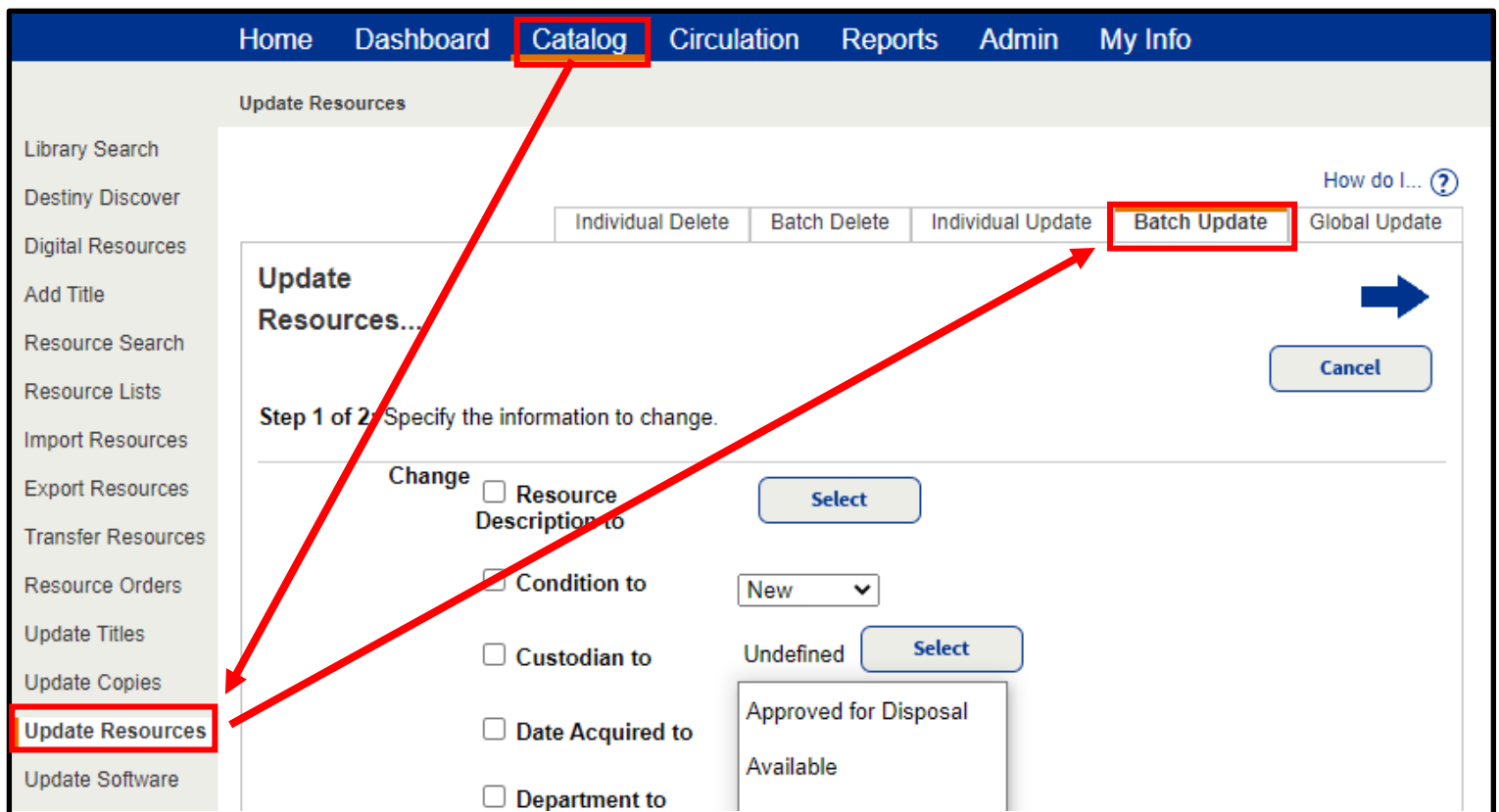


## Destiny Resource Manager – Staff Tutorial – Process for Surplus Technology

**NOTE: Please confirm that you will be disposing of items, rather than reusing or transferring items to another school, before proceeding. In the case of Chromebooks, these steps automatically trigger removal from the Google management system. After that removal, a new management license would need to be purchased for the Chromebook to be used again in Granite School District.**

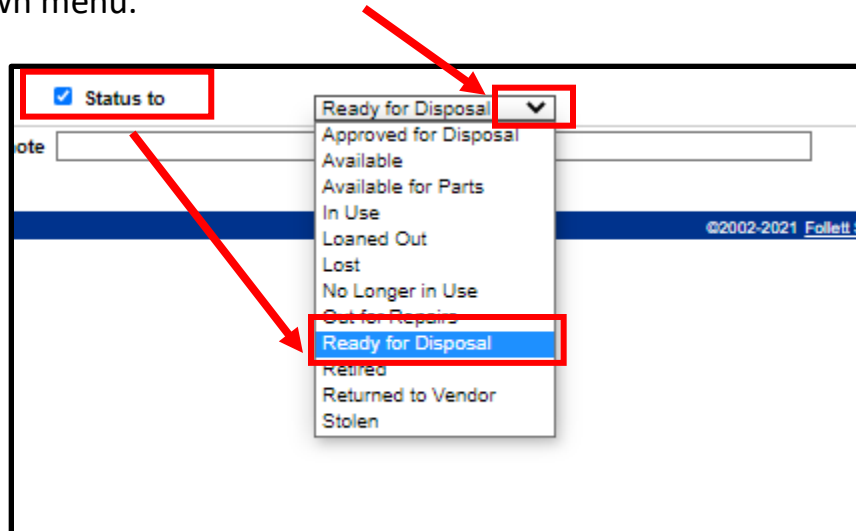
1. Begin to collect and set aside items which you intend to send to the surplus warehouse. Once you have collected a full batch of items for disposal, proceed to the next steps for all the items in the batch.
2. In Destiny Back Office, change the **Status** of the surplus items to **“Ready for Disposal.”**
  - a) Go to the **“Catalog”** tab, click **“Update Resources”** in the left menu, then click the **“Batch Update”** subtab.



The screenshot displays the Destiny Resource Manager interface. The top navigation bar includes tabs for Home, Dashboard, Catalog, Circulation, Reports, Admin, and My Info. The 'Catalog' tab is selected and highlighted with a red box. On the left sidebar, the 'Update Resources' option is also highlighted with a red box. In the main content area, the 'Update Resources' section is active, showing a 'Step 1 of 2' process. The 'Batch Update' subtab is selected and highlighted with a red box. A red arrow points from the 'Update Resources' option in the sidebar to the 'Batch Update' subtab. Another red arrow points from the 'Batch Update' subtab to the 'Update Resources' section. The 'Update Resources' section includes a 'Change' dropdown menu with options like 'Resource Description to', 'Condition to', 'Custodian to', 'Date Acquired to', and 'Department to'. The 'Condition to' dropdown is currently set to 'New' and has a 'Select' button next to it. The 'Custodian to' dropdown is set to 'Undefined' and has a 'Select' button next to it. The 'Date Acquired to' dropdown is set to 'Approved for Disposal' and has a 'Select' button next to it. The 'Department to' dropdown is set to 'Available' and has a 'Select' button next to it. A 'Cancel' button is located at the bottom right of the 'Update Resources' section.

## Destiny Resource Manager – Staff Tutorial – Process for Surplus Technology

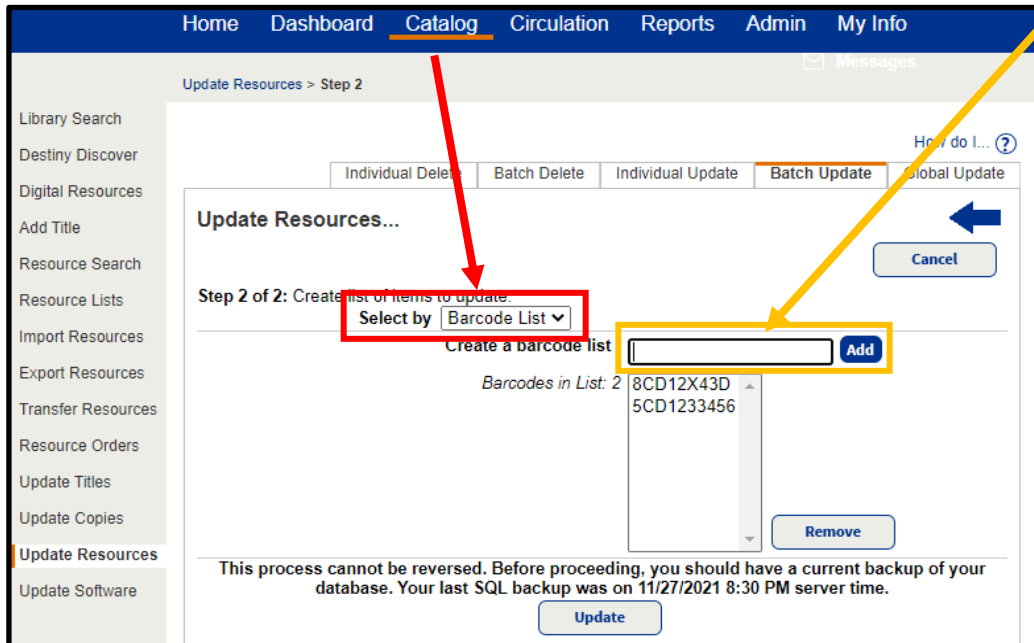
- b) Check the box for **“Status to”** and choose the **“Ready for Disposal”** status from the drop-down menu.



- c) Click the blue right-pointing arrow near the top of the screen to proceed to the item selection step.



- d) For **“Select by”** choose **“Barcode List”** and scan item barcodes into the **“Add”** field.



- e) After you have scanned in all the barcodes of items for surplus, click the **“Update”** button at the bottom of the screen.



## Destiny Resource Manager – Staff Tutorial – Process for Surplus Technology

- f) You will be redirected to the “**Job Manager**” screen, which will automatically refresh until the job is completed. When the “Update Resources” job has completed, you can click “View” to see a report and confirm that the changes were successful.

**Note: to change the status of an individual item, you can also follow our “Editing and Duplicating Items” instructions found at [resourcemanager.edtech.fun](https://resourcemanager.edtech.fun).**

3. Fill out the [Moving or Deleting Chromebooks in Destiny & in the Google Management Systems](https://docs.google.com/forms/d/e/1FAIpQLSfMmH3UwyjY2y9kTVdn383a9gR6s69i07wywBMdnjFtRbZeDA/viewform) form. (URL: <https://docs.google.com/forms/d/e/1FAIpQLSfMmH3UwyjY2y9kTVdn383a9gR6s69i07wywBMdnjFtRbZeDA/viewform>)
4. After receiving your form submission, Trinda Burdett or another Educational Technology staff member will:
  - Run reports to gather the item information from Destiny
  - Remove Chromebooks from the Google management system
  - Share with you a report of the items which you can print and attach to the district “Equipment Transfer Form”
  - Delete the items from Destiny Resource Manager