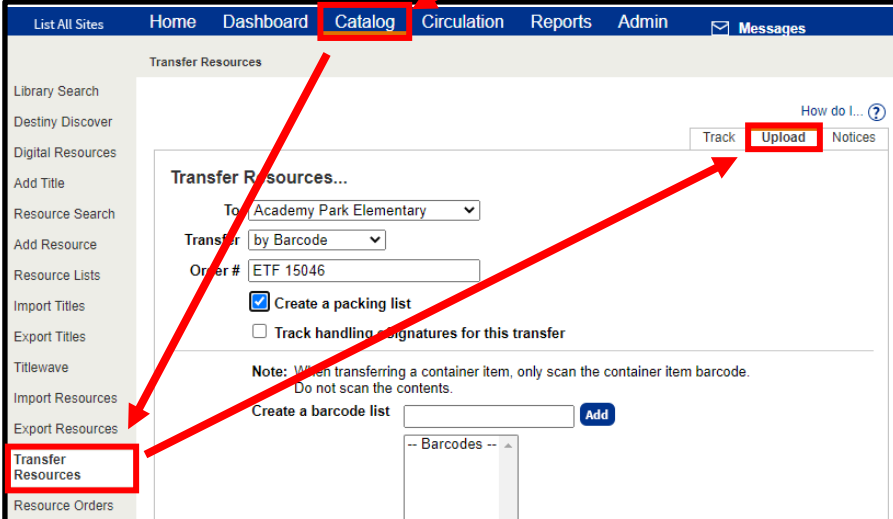


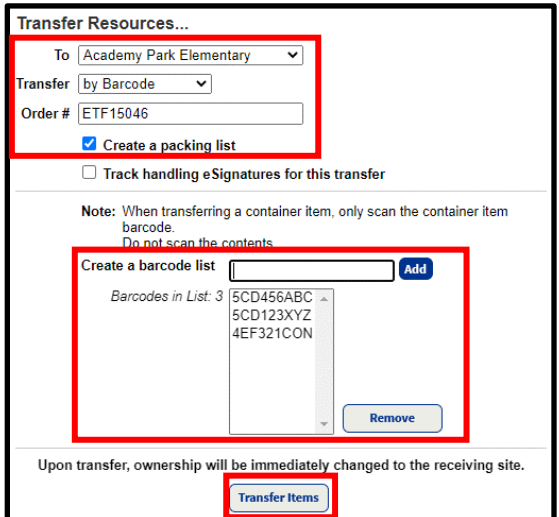
Destiny Resource Manager – Staff Tutorial – Transferring Resources to Another School

1. Set up a **‘Transfer Resources’** upload in Destiny Resource Manager.
 - a) In Destiny Back Office, go to the **“Catalog”** tab, click **“Transfer Resources”** in the left menu, then click the **“Upload”** subtab.



The screenshot shows the Destiny Resource Manager interface. The top navigation bar includes 'List All Sites', 'Home', 'Dashboard', 'Catalog', 'Circulation', 'Reports', 'Admin', and 'Messages'. The 'Catalog' tab is selected. On the left sidebar, 'Transfer Resources' is highlighted. The main content area shows the 'Transfer Resources...' form with the 'Upload' subtab selected. Red arrows indicate the navigation path: from 'Catalog' to 'Transfer Resources' in the sidebar, and then to the 'Upload' button in the top right of the form.

- b) For **“To”** - choose the site to which you are transferring these items from the drop-down menu
- c) For **“Transfer”** - choose **“by Barcode”** from the drop-down menu
- d) For **“Order #”** - enter the Equipment Transfer Form number
- e) Check the box for **“Create a packing list”**
- f) Scan the barcodes of the items to be transferred into the **“Add”** field
- g) When you have scanned all the barcodes to be transferred to this site, click the **“Transfer Items”** button.



This is a close-up of the 'Transfer Resources...' form. Red boxes highlight the following elements: the 'To' dropdown menu (set to 'Academy Park Elementary'), the 'Transfer' dropdown menu (set to 'by Barcode'), the 'Order #' text field (containing 'ETF15046'), the 'Create a packing list' checkbox (checked), the 'Add' button next to the 'Create a barcode list' field, and the 'Transfer Items' button at the bottom. The 'Barcodes in List' field shows three scanned barcodes: 5CD456ABC, 5CD123XYZ, and 4EF321CON. A note at the bottom states: 'Upon transfer, ownership will be immediately changed to the receiving site.'

Destiny Resource Manager – Staff Tutorial – Transferring Resources to Another School

- h) You will be redirected to the “**Job Manager**” screen, which will automatically refresh until the job is completed. When the “**Transfer Resources**” job has completed, click “**View**” to see the Job Summary and confirm the details of the transfer.




Transfer Resources > Job Manager

Jobs: 1 - 25 of 200 Refresh List 1 2 3 4 5 6 [Show All]

Job	Submitted By	Started	Status	Action
<input type="checkbox"/> Transfer Resources	jdwhiting (4/18/2022 3:23 PM)	4/18/2022 3:23 PM	Completed (4/18/2022 3:23 PM)	View
<input type="checkbox"/> Add Resource Items	jdwhiting	4/18/2022 3:19 PM	Completed	View

Transfer Resources > Job Manager > Job Summary

Job Transfer Resources
Started 4/18/2022 3:23 PM
Barcode ScannedList.txt
File
From Educational Technology
To Academy Park Elementary
Order # ECF15046

Summary Records uploaded: 3
 • Items in Transit - 3
 • Warnings - 0
 • Skipped - 0

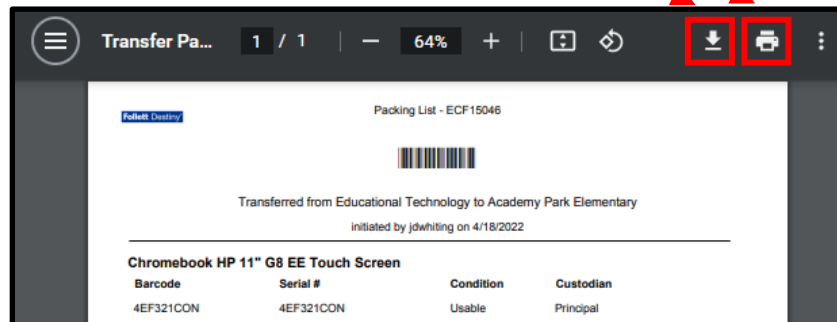
[View Packing List](#)

In Transit Chromebook HP 11" G8 EE Touch Screen (Item: 4EF321CON)
 In Transit Chromebook HP 11" G8 EE Touch Screen (Item: 5CD456ABC)
 In Transit Chromebook HP 11" G8 EE Touch Screen (Item: 5CD123XYZ)

Process completed 4/18/2022 3:23 PM

- i) On the Job Summary screen, click “**View Packing List**”

- j) The packing list will open in a new browser tab as a PDF file. **Save** and **print** the packing list.



Transfer Pa... 1 / 1 64%

Packing List - ECF15046

Transferred from Educational Technology to Academy Park Elementary
initiated by jdwhiting on 4/18/2022

Chromebook HP 11" G8 EE Touch Screen			
Barcode	Serial #	Condition	Custodian
4EF321CON	4EF321CON	Usable	Principal

- Attach copies of the Packing List to the Granite School District Equipment Transfer Form. (If you are transferring large items or a batch of items, you can contact the District Warehouse for assistance in transferring the items.)
- When transferring **Chromebooks**, 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>) You will be asked to upload a spreadsheet of the Chromebook serial numbers being transferred. Trinda Burdett or another Educational Technology staff member will move the Chromebooks to the receiving school’s containers in the Google Management System.