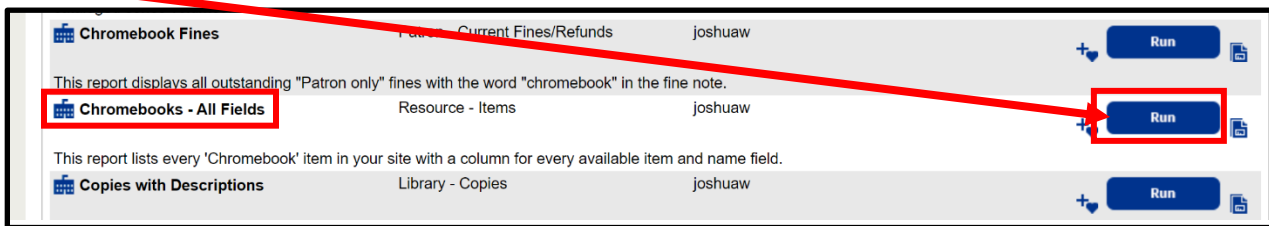


Destiny – Staff Tutorial – Running the ‘Chromebooks – All Fields’ Report

The ‘Chromebooks – All Fields’ report will give you a searchable/printable report and an excel spreadsheet listing every Chromebook item in Resource Manager at your location, with a column for every possible item field, including custom fields.

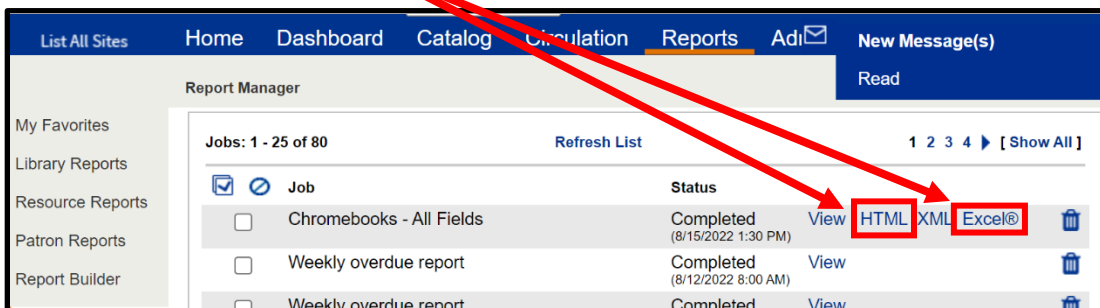
1. In Destiny Back Office, click on the **“Reports”** tab, then click **“Report Builder”** in the left menu.
2. Find the **“Chromebooks – All Fields”** report in the alphabetical list of reports and click the **“Run”** button for the report to the far right of the row.



3. You will be redirected to the **Report Manager** screen where you can see the status of the report.

Note: If you click away from this screen or need to access the report again later, click on the “Admin” tab and choose “Job Manager” from the left menu for a list of all past reports and jobs at your site.

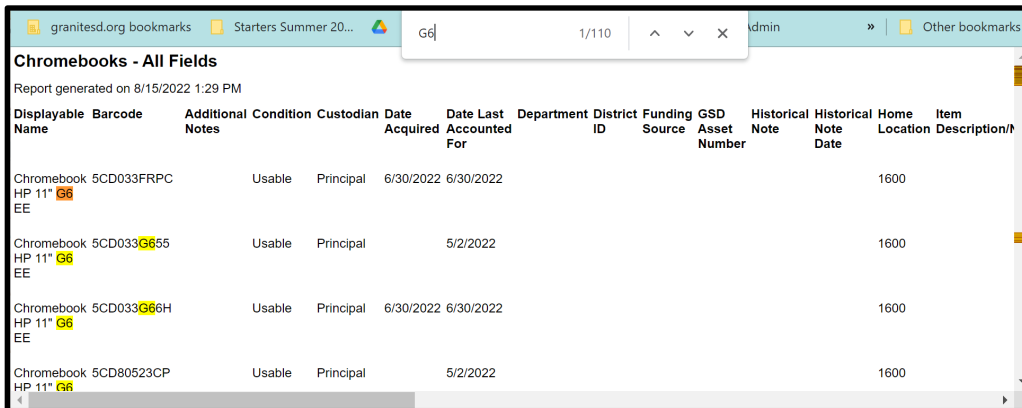
4. After the report is shown as “Completed” on the **Report Manager** or **Job Manager** screen
 - a. click the **“HTML”** link to pull up the report in your browser, and/or
 - b. click the **“Excel”** link and download the file to your computer.



Destiny – Staff Tutorial – Running the ‘Chromebooks – All Fields’ Report

HTML Report

This report is useful for quickly browsing or searching for details of certain Chromebooks in your site. With this open in a browser tab, you can press **Ctrl+F** to search for and find specific serial numbers, cart names, or other details in the records.

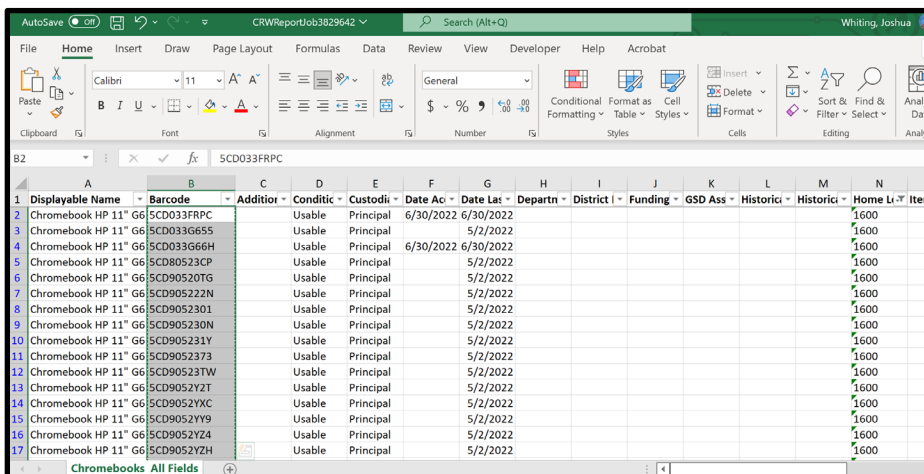


Displayable Name	Barcode	Additional Notes	Condition	Custodian	Date Acquired	Date Last Accounted For	Department	District ID	Funding Source	GSD Asset Number	Historical Note	Historical Note Date	Home Location	Item Description
Chromebook HP 11" G6 EE	5CD033FRPC		Usable	Principal	6/30/2022	6/30/2022							1600	
Chromebook HP 11" G6 EE	5CD033G655		Usable	Principal		5/2/2022							1600	
Chromebook HP 11" G6 EE	5CD033G66H		Usable	Principal	6/30/2022	6/30/2022							1600	
Chromebook HP 11" G6	5CD80523CP		Usable	Principal		5/2/2022							1600	

Excel Report

This report allows you to use the functions of Excel or Google Sheets to search, sort, filter, and manipulate the data by any field. For example, in Excel, you could:

1. Turn on the **Filter** by clicking on the **“Home” > “Sort & Filter” > “Filter”** button.
2. Click on the dropdown filter arrow for the **“Cart Number”** column and choose an option.
3. Highlight and Copy (**Ctrl+C**) the matching barcodes, then paste them into a .txt file to be used in a **“Batch Update”** or **“Batch Delete”**. (<https://resourcemanager.edtech.fun>)



Displayable Name	Barcode	Additional Notes	Condition	Custodian	Date Acquired	Date Last Accounted For	Department	District ID	Funding Source	GSD Asset Number	Historical Note	Historical Note Date	Home Location	Item Description
Chromebook HP 11" G6	5CD033FRPC		Usable	Principal	6/30/2022	6/30/2022							1600	
Chromebook HP 11" G6	5CD033G655		Usable	Principal		5/2/2022							1600	
Chromebook HP 11" G6	5CD033G66H		Usable	Principal	6/30/2022	6/30/2022							1600	
Chromebook HP 11" G6	5CD80523CP		Usable	Principal		5/2/2022							1600	
Chromebook HP 11" G6	5CD90520TG		Usable	Principal		5/2/2022							1600	
Chromebook HP 11" G6	5CD905222N		Usable	Principal		5/2/2022							1600	
Chromebook HP 11" G6	5CD9052301		Usable	Principal		5/2/2022							1600	
Chromebook HP 11" G6	5CD905230N		Usable	Principal		5/2/2022							1600	
Chromebook HP 11" G6	5CD905231Y		Usable	Principal		5/2/2022							1600	
Chromebook HP 11" G6	5CD9052373		Usable	Principal		5/2/2022							1600	
Chromebook HP 11" G6	5CD90523TW		Usable	Principal		5/2/2022							1600	
Chromebook HP 11" G6	5CD9052Y2T		Usable	Principal		5/2/2022							1600	
Chromebook HP 11" G6	5CD9052YXC		Usable	Principal		5/2/2022							1600	
Chromebook HP 11" G6	5CD9052YY9		Usable	Principal		5/2/2022							1600	
Chromebook HP 11" G6	5CD9052Y24		Usable	Principal		5/2/2022							1600	
Chromebook HP 11" G6	5CD9052YZH		Usable	Principal		5/2/2022							1600	