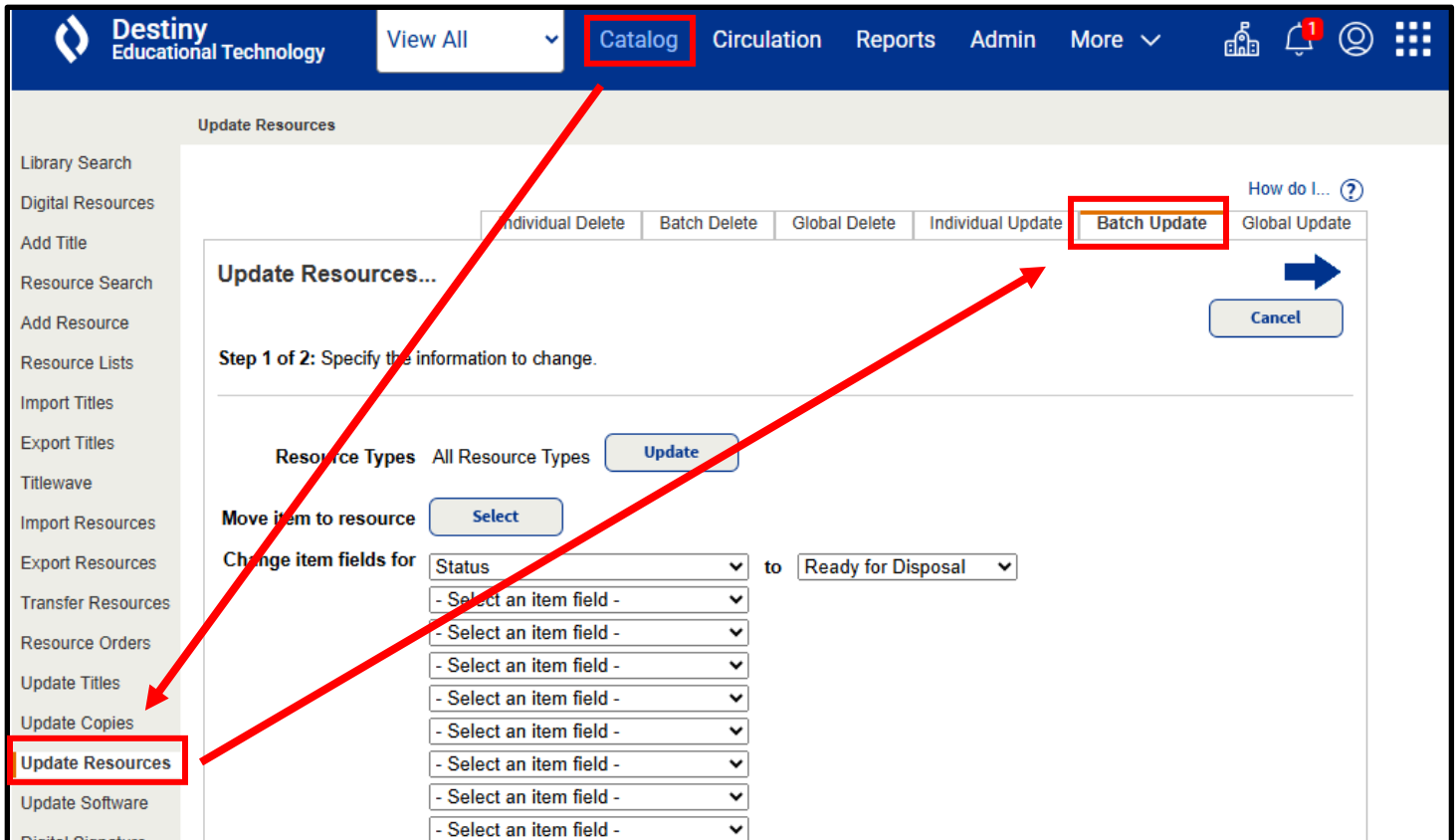


Destiny Resource Manager – Staff Tutorial – Process for Surplus Chromebooks

NOTE: Before proceeding, please confirm that you will be disposing of Chromebooks rather than reusing or transferring them to another school. These steps automatically trigger removal of Chromebooks 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.

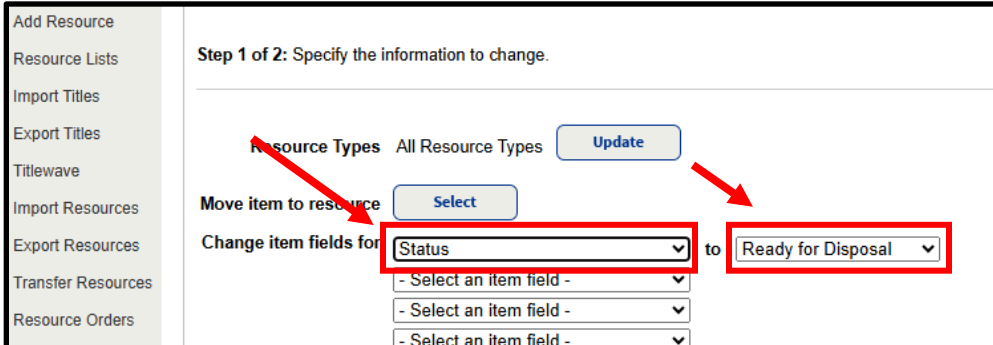
1. Begin to collect and set aside Chromebooks which you intend to send to the surplus warehouse. Once you have collected a full batch of items for disposal, proceed to the next steps for all the items in the batch.
2. In Destiny Back Office, change the **Status** of the surplus items to **“Ready for 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 Educational Technology interface. The top navigation bar includes tabs for Catalog, Circulation, Reports, Admin, and More. 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. A red arrow points from this sidebar option to the 'Batch Update' subtab in the main content area. The 'Batch Update' subtab is also highlighted with a red box. Below the subtabs, the 'Update Resources...' section shows 'Step 1 of 2: Specify the information to change.' Under 'Resource Types', 'All Resource Types' is selected. The 'Move item to resource' section has a 'Select' button. The 'Change item fields for' section shows a dropdown menu with 'Status' selected, followed by 'to Ready for Disposal'. Below this, there are several dropdown menus for other fields, each with '- Select an item field -' as the current selection. A red arrow points from the 'Status' dropdown to the 'Ready for Disposal' option. A 'Cancel' button is visible in the top right corner of the update form.

Destiny Resource Manager – Staff Tutorial – Process for Surplus Chromebooks

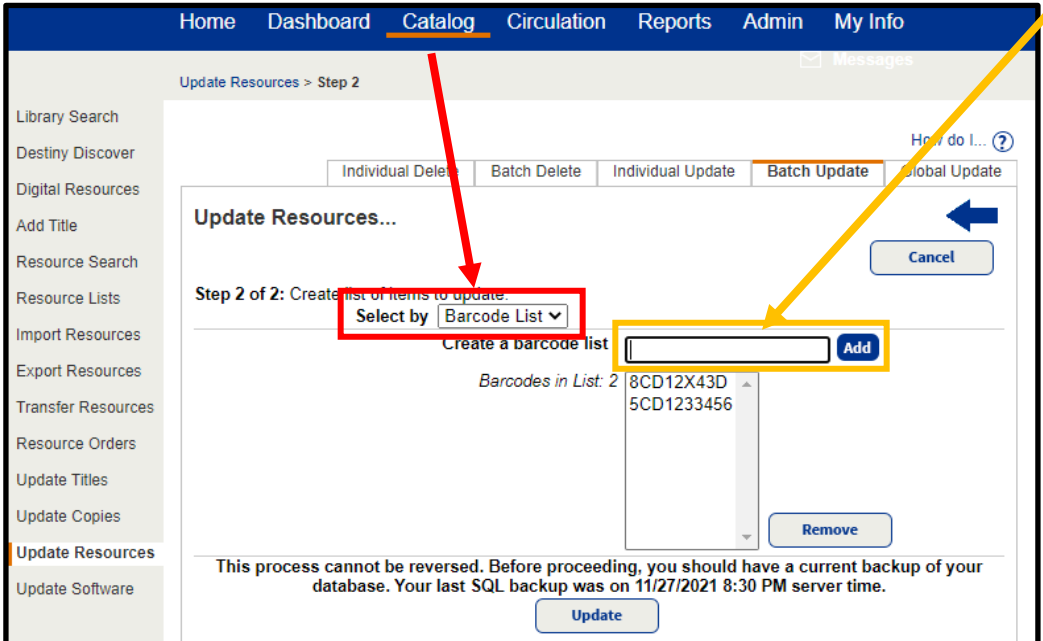
- b) Choose **“Status”** from the first “-Select an item field-” menu and then choose **“Ready for Disposal”** from the second menu that will appear.



- 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”** -- physically sort through the Chromebooks for surplus and scan their barcodes into the **“Add”** field.



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

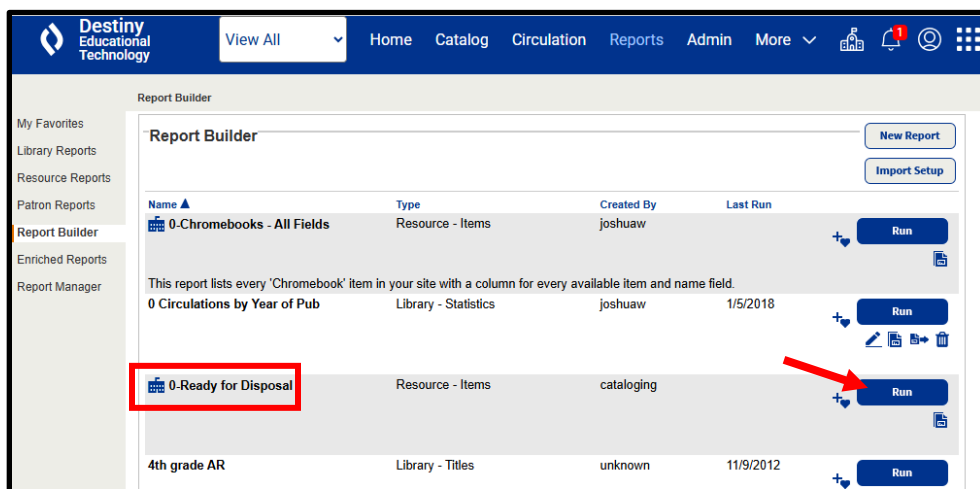


Destiny Resource Manager – Staff Tutorial – Process for Surplus Chromebooks

- 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.
- g) If the job results show that any barcodes were **skipped** or **not found**, please investigate the status of those Chromebooks in Destiny and/or the Google management system. Physically remove those Chromebooks from this surplus batch until you have successfully marked them as “Ready for Disposal” in Destiny or determined that they were never cataloged in Destiny. Serial numbers of surplus Chromebooks not cataloged in Destiny need to be shared with your team leader for removal from the Google Management system.

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

3. Share a list of the “Ready for Disposal” serial numbers with your team leader for removal from Google management. To generate a list of ‘Ready for Disposal’ items in Destiny:
 - a) Go to **Reports > Report Builder**
 - b) Find the “**0-Ready for Disposal**” report and click “**Run**” at the right of the report name.



- c) You can download the report in Excel format to share with your team leader. You can also print out this report and attach it to a district Equipment Transfer Form (ETF) for transferring the items to the Surplus Warehouse.