Qwik Start Automation Guide
Destiny 9.5

Welcome

Destiny 9.5 is an easy, user-friendly way to catalog your media center and keep track of your circulation. Having used Destiny 9.0, the migration to Destiny 9.5 should be a painless transition. If you have questions, please contact your district Library Media personnel and/or tech support prior to contacting Follett Software. Follett will be happy to help, but you may get a more prompt answer by going through your district first.

Demographics

Keheley Elementary School is within the Cobb County School District. Opened in 1984, Keheley is a community school nestled within a residential neighborhood. It is known in the area as a school where children are educated well and loved. The demographics for the school are as follows:

Ethnicities	Number of Students	Percentage of Population
White	327	66.60%
Black	58	11.81%
American Indian	2	0.41%
Hispanic	57	11.60%
Asian	23	4.68%
Multi-racial	24	4.89%
Total Number of Students	491	100%

Table 1: Keheley Elementary School demographic data   (Retrieved January 20, 2009, from the SchoolMax database.)

Student Population		Percentage of population
Number of Male Students	251	51%
Number of Female Students	240	49%
Total Student Population	491	100%

Table 2: Keheley Elementary School student population   (Retrieved January 20, 2009, from the SchoolMax database.)

Within this population, 22%(108) receive free or reduced lunch, 9.5% (47) are eligible for Special Education services, and 22% (110) are eligible for Gifted Services. There are 51 Certified Teachers on staff with an average of 9 years experience.

The Keheley Media Center houses many resources for students and staff alike.   There are over 15,000 books, plus 26 magazine subscriptions. There are 21 computer stations in the Media Center along with 27 computer stations located in the Computer Lab.

Table of Contents

Getting Started

Before you begin, please read through this Qwik Start Guide. The information included covers many areas. You will find screen shots as well as easy-to-read directions for how to do everything from checking out a book to adding a patron.

Section One: In the Beginning

1) **Setting up and importing patrons**

Patron data for CCSD students and staff is automatically imported into Destiny from the district's Student Information System (i.e., SchoolMax). Each night, the Destiny patron database is updated with new information from the Student Information System (SIS). This automatic import process does almost all of the work involved in maintaining the Destiny patron database, but each school's library media staff is still responsible for verifying that their patrons' information is being imported correctly, for collaborating with school and district SIS personnel to correct any errors, and for performing periodic

patron database maintenance. Instructions for performing these tasks are on the Library Media Education (LME) department website, listed below. All students and school staff are included in this update. However, occasionally there are other individuals who wish to borrow items from the library media centers who may not be in the SIS, such as student teachers, parents, and district staff. (CCSD patron import process, August 6, 2010).

As the system is updated nightly, the following items are configured; new students and staff are added, existing students and staff are transferred to varying schools as indicated, students who are withdrawn from school are marked with an "inactive" status, and those who are inactive are deleted from the system. However, if patrons are not added through the nightly update, media specialists can add patrons as the need arises. To do this, media specialists will follow these simple step-by -step directions:

- After logging in with your district ID, go to the back office tab, located along the top of your screen
- Search by last name for the patron, if not found, continue below
- Click on Manage Patrons
- Click on New Patron
- Add a new username, which will then add the patron.
- Other fields to be added are: district ID, first name, last name, patron type, access level, login ID and password
- Parent patrons can be added in this way, but usernames are set as school specific. Many parents want to be able to search the Destiny catalog at home, and by setting them up with a log-in is the easiest way to accomplish this task.
  (Creating a student "demo" patron, 2010)

2) **To update an existing patron, follow these steps**

- Begin by logging in to Destiny
- Go to the Check out tab
- Above the student picture, click on the edit patron button
- Proceed as necessary

Patron types allow for certain privileges within the media center. The following grid shows the patron types and what privileges it allows:

Media Staff (SLMS, parapro)	Cataloging, Destiny configuration (varies from school to school), circulation, patron management, reports, catalog searching
Student	Catalog searches, writing reviews
Faculty	Catalog searches, writing reviews

(CCSD Patron Data Import Process, August 6, 2010)

3) **Deleting patron records:**

Students who have withdrawn generally are deleted during the overnight SchoolMax database update each day. However, at the start of the school year, some students are in Destiny and never show up for school. These students need to be manually deleted from Destiny since they have likely transferred to a different school and will not be allowed to check-out materials until their records are deleted.

To delete a patron, follow these steps:
- Login
- Go to the Back Office tab
- Go to Manage Patrons
- Go to Find Patron
- Go to Edit Patron (check here for **Patron Information Last Date Saved:__;** should be different than the current date)
- Cancel (to return the patron)
- Delete*. You will receive a confirmation to delete; if the patron has items out or fines you will see that information, as well.

*Please be extremely careful with this last step, as you will also be given the option to "delete all", which may result in deleting ALL of your patrons. Obviously, this is not the step you want to take!

This will only delete one patron at a time. At the start of each school year, there will be several patrons who will need to be deleted. Follow these directions each time to delete each patron individually.

Occasionally, we are asked to clean up our database. Doing this allows for the system to run more smoothly and to ensure that students are not duplicated or not in Destiny's system altogether. Cobb County Schools suggests that we run a homeroom report at the beginning of each year and quarterly. To run this report, follow these steps:

- Go to Reports > Patron > Patron Lists > Patron Names
- Select by Homeroom, Limit to Student only
- Check "Include page breaks"
- Pass Homeroom lists to each Homeroom teacher for review. Ask them to make notations on the report for corrections and return the report to you. (If there are students without homerooms, the first page of the report will be a list of those students.)
- Review the notations and talk with your Pupil-Personnel Clerk (who manages the student data in SchoolMax) to request that the corrections be made. Allow two days after the corrections are made in SchoolMax, then verify that the corrections have been imported into Destiny. (Patron database and maintenance cleanup, 2010)

Also at the beginning of each year, a faculty report should be run for each school. It is also requested that this report is run quarterly, as faculty sometimes changes during the school year.

This report is an alphabetical list of the patrons who are currently in Destiny as Faculty members at your school.

- Go to Reports > Patron > Patron Lists > Patron Names
- Select by Name, Limit to Faculty & Media Staff only (leave all other defaults)
- Review report and correct as needed by entering a Remedy service request. (Select "Destiny Patron Data – School Staff" from the Remedy menu, then complete all of the required information.)
- NOTE: All schools will have a Site Admin and an XXXcirc user in this listing. These are required for all sites. (Patron database and maintenance cleanup, 2010)

4) **Assigning passwords and patron numbers:**

Patrons use their student identification number as their patron number, as well as their password for ease of use. Students may log-in here for more access than the general catalog,
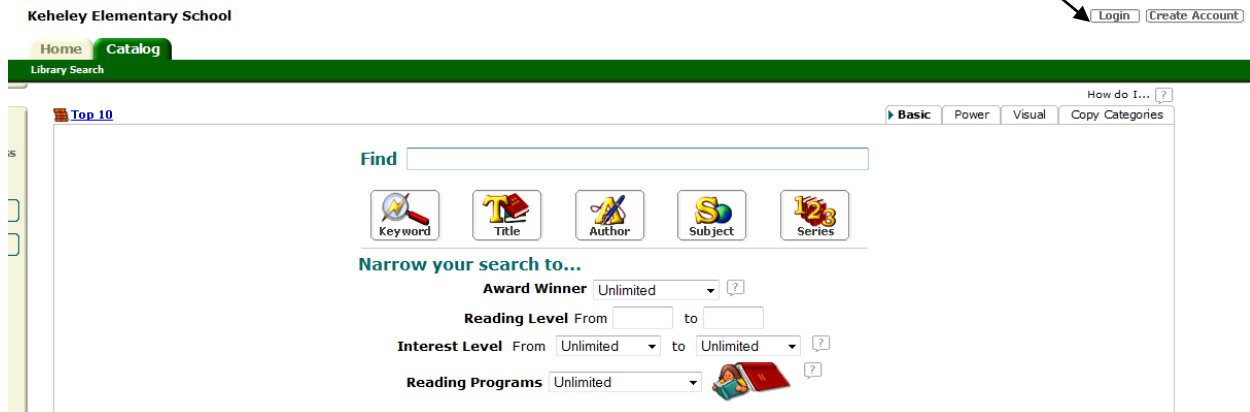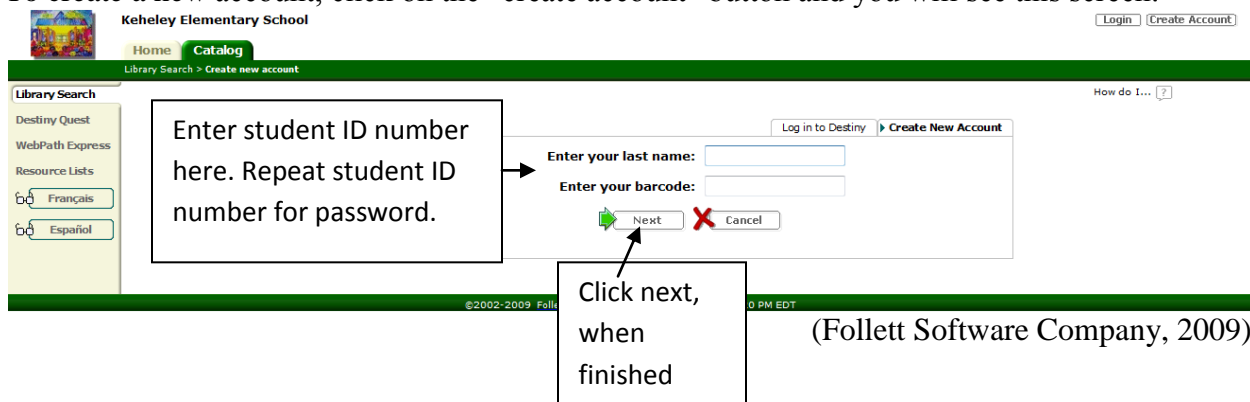

(Follett Software Company, 2009)

From here, go to the login screen which is pictured below. Students and staff can **login** or **create** a new account.

(Follett Software Company, 2009)

Then, click login at the bottom of the screen to proceed to your account within Destiny.

To create a new account, click on the "create account" button and you will see this screen:

(Follett Software Company, 2009)

Creating an account allows more access to features within Destiny. Students and teachers can request items, hold items, add to a wish list and write reviews. Having access to this is a powerful tool for both students and teachers.

Section Two: Online Patron Access Catalog
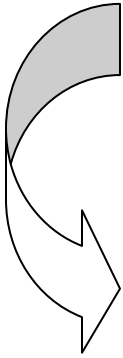
1) **How to open the OPAC:**

Opening the OPAC is a simple process. There are several steps involved, but all are easy to navigate and should be quickly learned.

- Find this logo on your school website:

(Cobb County Schools, 2010)

- Click on the logo which will take you to this screen where you are able to choose your school level; elementary, middle or high.

(Cobb County Schools, 2010)

- From here you will be taken to the main page of Cobb Virtual Library, where you can choose from Destiny and all of the other resources that Cobb County Schools and Galileo have to offer.
- Click on the icon for Destiny, which appears below.

(Cobb County Schools, 2010)

- Then use the drop-down menu to choose your school or another school if you are searching the catalog for a specific item that is not available at your school.
- This will take you to the OPAC and allow you to use all facets of the software.

2) Types of searches and how to perform them:

Searching through the OPAC is really quite simple. Using all of the aids available within Destiny, OPAC users should be able to find what they need quickly and be able to locate their items on the shelves. Since we have digital images of most of these items, the search is made that much easier.

- To search, go to the catalog tab at the top of the screen after logging in.
- Type your search criteria in the space provided and click on your parameter.
- Keyword, title, author, subject and series are all choices that can be made in the search criteria, as seen below. Additionally, searches can be narrowed to include only award winners of certain types, reading levels, interest level, or Accelerated Reader™.
- Most students will search by subject or title only, and will not always have the a keyword that fits their search. Using these times as a teaching tool on how to do a keyword search properly is of great value. For example, many students when looking for ghost stories will type "ghost" in the search field. This leads them to

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any title that has the word "ghost appearing in it as well as any item with the subject entry or keyword "ghost." Showing students how to properly search is one of our goals.

(Follett Software Company, 2009)

3) Reading an OPAC results list:

Reading the results of an OPAC search is quite straightforward. As seen below, the search for *The Lightning Thief* by Rick Riordan shows:

(Follett Software Company, 2009)

Location and call number=Fiction RIO

Author, Reading level, AR level, and Lexiles are also shown

Reviews

Digital image of the cover

Number of items available

4) Reading an OPAC item record

The amount of information included in the OPAC record is amazing. Clicking on the link on the previous search page brings the reader to the page shown here, with the same results as shown above, title, author, reading level, and call number and adds even more information: publication information, Accelerated Reader™ quiz information, other subject headings to explore on the same topic, and awards the title has won. Additionally, this can be added to a wishlist for purchase, readers can recommend this title to each other, they can write reviews and can request for the item to be held for them. The amount of information on this page is quite outstanding.

| Title |
| Summary |
| Call number |
| Publication information |
| Accelerated Reader information |
| Additional subject headings of interest |
| Awards given to this title |

How do I... ?

▶ Title Details | Reviews | Copies

The lightning thief
Rick Riordan.
(Series: Percy Jackson & the Olympians ; bk. 1)

0 of 5 copies are available locally. Estimated wait unknown (6 hold requests in queue). See all...

Percy, expelled from six schools for being unable to control his temper, learns the truth from his mother that his father is the Greek god Poseidon, and is sent to Camp Half Blood where he is befriended by a satyr and the demigod daughter of Athena who join him in a journey to the Underworld to retrieve Zeus's lightning bolt and prevent a catastrophic war.

★★★★★ (31 reviews)

F RIO

Selected List: My Personal List ✐ Add to this List

Publication Info | Quiz Info | Explore! | Awards | Additional Info

Publication Info
Published New York : Miramax Books/Hyperion Paperbacks for Children, 2006, c2005.
Edition 1st Hyperion Paperbacks ed.
Format 377 p. ; 20 cm.
ISBN 0-7868-3865-5

Quiz Info
Accelerated Reader®   Quiz Number: 89885   Points: 13.0 pts.
                         Reading level: 4.7   Interest level: MG

Explore!
- Gods -- Fiction.
- Camps -- Fiction. 🔍Find It
- Voyages and travels -- Fiction. 🔍Find It
- Titles by: Riordan, Rick. 🔍Find It WebPath Express
- Series: Percy Jackson & the Olympians ; bk. 1 🔍Find It
- Series: Riordan, Rick. Percy Jackson & the Olympians ; 🔍Find It

Awards
- Arizona - Creighton School District Battle of the Books 2008-2009: Senior 🏆Find All
- Georgia - Children's Book Award Nominees 2008-2009: Grades 4-8 🏆Find All
- Iowa - Teen Book Award Nominees 2008-2009 🏆Find All
- Literary Prizes - Book Links (A.L.A.) 🏆Find All
- Literary Prizes - Booklist 🏆Find All
- Literary Prizes - Horn Book starred 🏆Find All
- Literary Prizes - Kirkus Review starred 🏆Find All
- Literary Prizes - New York Times 🏆Find All
- Literary Prizes - Notable/Best Books (A.L.A.) 🏆Find All
- Literary Prizes - School Library Journal starred 🏆Find All
- Literary Prizes - Wilson's Junior High School 🏆Find All
- New Jersey - New Jersey - Battle of the Books 2009-2010 Grades 7-8 🏆Find All
- New Mexico - NM Battle of the Books Award Nominees 2010-2011: Elementary 🏆Find All
- New York - 3 Apples Book Award Nominees 2010: Children's 🏆Find All

⭐ Wish List
👤 Recommend
📕 Hold It!

Wish List

Recommend to other readers

Request this item to be held

Reviews shown here are written and read by students. The media specialist reads and approves all reviews prior to them being made public. Students are aware of this requirement and write reviews accordingly. Reviews are available to be read by everyone in the school district.

(Follett Software Company, 2009)

While not all results will have this much information, this one shows the vast amount that is available, should the title be popular and/or well written. Many records have a much more limited amount of information.

5) Sorting "hit" lists

"Hit" lists are the results received when a search is performed. Searching will often garner results other than what was intended. Being able to sort these lists to receive the results intended makes the searching that much easier. When searching in Destiny, results are posted by relevance to the original search. However, the user has the capacity to change how the results are shown by using the drop-down box in the middle of the search results page. Note the menu shown here:
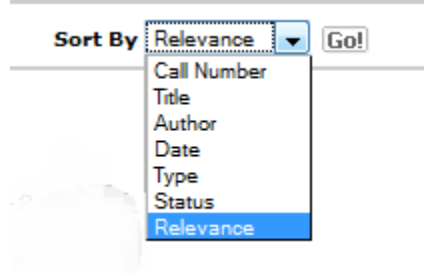
(Follett Software Company, 2009)

Clicking on each of these choices will sort the results in a different order. Sorting by call number lists all items with that call number, sorting by date puts them in descending year order, beginning with the newest item first. Type sorts by the type of material, and status includes how many of each item are available in the media center. Relevance is the default for each sort.

One important step to note; when sorting, please make sure to click the "GO" button. If that is not clicked, the way your search results are shown will not change.

Having the capabilities to sort searches ensures that students, faculty and staff will find the items they require.

6) Printing "hit" lists

Occasionally, patrons will need to print their search results to make finding the items a bit easier.
- Simply sort the results if needed, then
- click on the "printable" button that appears on the top right of the screen.
- To make this even easier, the button has a small printer icon next to it.

(Follett Software Company, 2009)

Without sorting a search result, the printable list will appear as follows:

Results are in alphabetical order by title. While six of the titles are by the same author, two are by different authors and are mixed with the others.

The battle of the Labyrinth — 1 of 1 available
[Book] F RIO   Riordan, Rick.
Published 2008
Reading Level: 5.1 Interest Level: 5-8
Accelerated Reader® Level: 4.1 / 12.0 pts.
Lexile: 590

The battle of the Labyrinth — 0 of 1 available
[Book] F RIO   Riordan, Rick.
Published 2008
Reading Level: 5.1 Interest Level: 5-8
Accelerated Reader® Level: 4.1 / 12.0 pts.
Lexile: 590

Favorite stories of the ballet — 1 of 1 available
[Book] 792 RIO   Riordan, James.
Published 1984
Reading Level: 5.7 Interest Level: 5-8

The last Olympian — 1 of 2 available
[Book] F RIO   Riordan, Rick.
Published 2009
Reading Level: 6.0 Interest Level: 5-8
Lexile: 620

The lightning thief — 0 of 5 available
[Book] F RIO   Riordan, Rick.
Published 2006
Reading Level: 4.9 Interest Level: 5-8
Accelerated Reader® Level: 4.7 / 13.0 pts.
Lexile: 740

The sea of monsters — 0 of 2 available
[Book] F RIO   Riordan, Rick.
Published 2007
Reading Level: 5.2 Interest Level: 5-8
Lexile: 740

The Titan's curse — 0 of 2 available
[Book] F RIO   Riordan, Rick.
Published 2008
Reading Level: 4.7 Interest Level: 5-8
Lexile: 630

The woman in the moon and other tales of forgotten heroines — 1 of 1 available
[Book] 398.2 RIO   Riordan, James, 1936-
Published 1985
Reading Level: 5.5 Interest Level: 3-6

(Follett Software Company, 2009)

Sorting the same list by date shows results as seen here:

The first six titles shown here are by the same author and displayed in descending date order with newest year shown first.

Titles 1 - 8 out of 8

The last Olympian   1 of 2 available
[Book] F RIO   Riordan, Rick.
              Published 2009
              Reading Level: 6.0 Interest Level: 5-8
              Lexile: 620

The battle of the Labyrinth   0 of 1 available
[Book] F RIO   Riordan, Rick.
              Published 2008
              Reading Level: 5.1 Interest Level: 5-8
              Accelerated Reader® Level: 4.1 / 12.0 pts.
              Lexile: 590

The battle of the Labyrinth   1 of 1 available
[Book] F RIO   Riordan, Rick.
              Published 2008
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              Published 2006
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              Lexile: 740

The woman in the moon and other tales of forgotten heroines   1 of 1 available
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              Reading Level: 5.5 Interest Level: 3-6

Favorite stories of the ballet   1 of 1 available
[Book] 792 RIO   Riordan, James.
              Published 1984
              Reading Level: 5.7 Interest Level: 5-8

(Follett Software Company, 2009)

Sorting results allows patrons to view and print items in a way that is specific to their needs. Many times patrons will not need to sort and print their results, but having the capacity to do so can be helpful to some patrons.

7) **Reserving materials online**

Students in 4th and 5th grades and faculty have the capacity to reserve materials online (L.Dye, personal communication, October 29, 2010). Within Destiny, students may reserve materials, but should take special care to check their home media center before reserving. Often, students will reserve the first item they see, which is housed at a different media center than their own school. When their home school holds the same item, reserving from a different school simply makes no sense. To reserve an item, do the following:
- Login
- Click the catalog tab
- Search for the item wanted
- Click on the item to access more information

- Click on on the right hand side of the screen.

  (Follett Software Company, 2009)
- When the item is turned in, a note will pop-up on the check-in screen letting the media specialist know that this item is requested and for whom.
- The media specialist will send a written note to the student letting him know that the item requested is waiting in the media center.
- Items will be held for student pickup for five days. If not picked up, the item will be returned to the shelves.

Section Three: Cataloging

1) Open Destiny Version 9.5

- Use administration username and password

2) Setting up material types and designators

- Before importing MARC records, Destiny can check for duplicate records. If you find a match you can choose to skip the incoming record, merge it with the existing records, or always add it.
- You can designate between using *Strict rules* based on ISBN, LCCN, or ISSN numbers. Or *Relaxed rules* which compares only the title, material type, author, and publication dates.

3) Deleting Materials

- **Individual Delete** lets you remove copies from your collection by scanning their barcodes one by one. Use this feature when weeding materials from your collection or retiring old textbooks.

To delete a copy:

1. If you manage both your library materials and textbooks in Destiny, choose the type in the **from** list.
2. If you manage materials for your district, select the school that owns the copies to be deleted, if desired. *Note:* This is necessary only if your district does not maintain unique copy barcodes across all schools.
3. To have information about the deleted copies added to the Weeding Log, select the **Track as weeded** check box.
4. Place the cursor in the **Delete Copy** box by clicking in it.
5. Scan the copy barcode, or type in the number and click

Repeat step 5 for all the copies to be deleted.

- **Batch Delete** lets you delete a group of copies using a file of barcode numbers:
1. Create and save a text file listing the barcodes of the copies to be deleted.
2. If you manage both your library materials and textbooks in Destiny, choose the type from the **File**

Contains list.

3. If you manage materials for your district, select the school that owns the copies to be deleted, if desired. *Note:* This is necessary only if your district does not maintain unique copy barcodes across all schools.
4. Click Browse to locate your Scan.Log or text file.
5. To have information about the deleted copies added to the Weeding Log, select the **Track as weeded** check box.
6. To delete the copies, click copy, then **Yes** to the confirmation message.

4) **Adding Materials**

a. Manually Creating MARC records

- MARC Magician is used to create MARC records (See MARC Magician)

b. Importing Records from a Vendor or other sources

- To import a record from a vendor or other source, go to Catalog and then to Add Title
- In Add Title, you can search for a record through Alliance Plus Online, or a Z39.50 server.
- Select material to Find and enter ISBN, Author, Title etc. and click Go!
- When Destiny does locate one or more matching records, a list of them appears. Destiny returns all matching records from your collection, up to 200 records from Alliance Plus, and up to 200 records from each configured Z-Source.

- Records from your collection are marked with a . Always choose one of these, if possible, to avoid having duplicate records in your collection. Remember that the schools and media centers in your district "share" title records. Copy records, however, belong to the individual schools that own the copies.

- Records from Alliance Plus are marked with a .

- Records from Alliance A/V are marked with a .

- Records from a Z-Source are marked with a and the configured Z-Source name.

If you searched for "Any [material] Type", records are also marked with their material type icon.

To view a record, click the title or .

- If the record is from your collection, you can just add a copy for your library or media center.

5) **Correcting existing MARC records**

- In Destiny click on the *Catalog* tab located at the top of the page
- Click on *Update Copies* on the right side column
- Once in *Update Copies* you can choose to individually update records, batch update records, or globally update records
- Pull records up on screen and click *edit*

6) **Using an authority file for subject headings**

- In Destiny click on the *Catalog* tab located at the top of the page
- *Click* on *Manage Authority*
- Choose subject heading needed and make changes
- Save changes

Section Four: Circulating Materials and Interlibrary Loans

1) **Opening the Circulation Module and Using Passwords**

- Open the OPAC icon on computer's desktop
- Type in *Username* and *Password*
- *Click* OK

2) **Checking out materials**

- In Destiny click on the *Circulation* tab located at the top of the page
- Click on *Check Out* on the right side column
- Scan Student ID, on enter last name of patron and click *Find Patro*
- Once patron appears scan the barcode of the book or type the barcode. (Check to see if the information about the item is correct)
- Stamp the due date in the back of the book

3) **Checking in materials**

- In Destiny click on the *Circulation* tab located at the top of the page
- Click on *Check In* on the right side column
- Check to see if the information that appears is the correct information for the material being checked in.
- Check materials for damage or personal belongings

4) **Setting up system for limited check in and check out**
- In Destiny click on the *Back Office tab* located at the top of the page
- Click on *Access Levels In* on the right side column
- To change a patron's **access** level, you must be logged in as a [site] Administrator or Destiny Administrator
- Select the first option at the top of the page.
- Adjacent to each **Access** Level, click ![icon] .
- You can also add a new (![Access Level icon]) or delete an existing (![trash icon]) **Access** Level.
- Select or clear the permissions on each tab, and then click ![Save icon] .

- Please note that a change in the inactivity timeout is not included in a push.
- If you're going to push the **Administrator Access** Level, click **Push** .
- In the message that appears, select the district, a site type, or an individual site for the push, and click **Yes**.
-

The Push **Access** Levels job summary lists the sites updated and the permissions changed.

5) Modifying due dates for special cases

To change the due date of the copy or item under **Checked Out** in **Check Out** in **Circulation**, click next to it

1) Select the **Selected date** option.
2) Enter or choose the due date using one of these methods:
- Type it in the box next to **Selected date**.
- Click the day on the calendar. To move from month to month, click the back (<<) or forward arrow (>>).
- Select a due date from the list below the calendar.
3) From the list adjacent to **Selected date**, choose the length of time you want the date to be in effect:
- until you log out
- for this patron only
- for this checkout only
4) Click **Save**

6) Entering fines, reserves and messages

1) Retrieve the patron record

2) From the **Fines** page, click **Add Fine** or . **Edit Fines**

From **Check In**, click **Create Fine** .

3) On the **Add Fine** page that appears, select the reason for the fine. If you need to create a new fine type click **Other...**

   4) If the reason is Broken Binding, Damaged, Excessive Writing, Missing   Barcode, Overdue, Torn Pages, Water Damage, or a user-defined type that is copy-specific, you'll need to identify the copy:

A. Type or scan the copy barcode in the **Copy** box.
B. Select **Library Materials** or **Textbooks** from the list, if present.

C. Click Go!

D. Verify that the correct title and copy appear.

5) Enter the fine amount and any waivers or payments
6) If desired, enter a note of up to 2000 characters under **Fine Note**. The contents of the fine note appear only on the **Edit Fine** page.
7) If desired, select the **Print Receipt** check box for a printable page.

8) Click Save

7) **Looking up materials and patrons**

a. **Materials by Title**

- From the Circulation Desk window, select your search option.

- For example, to search for a title, type the nearest title in the text box and choose Find.
- From the list of titles, highlight the desired title and choose Select. The list of titles changes to show a list of copies for the title. Highlight the desired copy and choose Select.
- You can use the up and down arrow keys to navigate through the list of titles and copies.

b. **Patron**

- In Destiny click on the *Circulation* tab located at the top of the page.
- Click on *Patron Status* on the right side column
- Enter the Patron's information and select Go!

8) **Running overdue notices**

- In Destiny click on the *Reports* tab located at the top of the page
- Click on *Library* on the right side column
- Click on *Current Checkouts/Fine* under *Circulation*
- Format the overdue report (default: All that are currently overdue)
- Limit the overdue report (default: All Patron Types)
- Click *generate report* to access PDF document

9) Printing bills, fines, and receipts. Included: Sample print out, Appendix A

Fines/Bills

- In Destiny click on the *Circulation* tab located at the top of the page
- Click on *Fines* on the right side column
- Search for patron

- *Click* on fines, or *click on* ![Add Fine button] **Add Fine**
- Fill out fine information, then
- Check the box *Print Receipt*

- *Click* ![Save button] **Save**

Receipt

- To print a receipt, click ![Receipt button] **Receipt** just above **Items Out**, on the right. The receipt appears in a new browser window and your **Print** dialog appears on top of that.
- Select your printer and click **Print**.
- Close the receipt window.

10) Using Temporary Barcodes

1) Click ![Add Title button] **Add Title**

Or

In the **Find** box, type or scan an unassigned barcode. If your patron and copy barcodes are distinct, a message appears asking you if you want to add a title.

> **Copy "<number>" is not cataloged.**

> **Do you want to check it out?**

Click **Yes**.

If Destiny cannot distinguish your patron from your copy barcodes, a message appears:

> **The search for "<number>" was unable to locate either a patron or a copy.**

Click ![Add Title button] **Add Title**

2) On the **Add Title** page that opens, enter—at the least—a barcode number and the title. To create a *temporary* title and copy record, Destiny requires only a barcode number and a title.
If this will be a permanent record, be sure to clear the **Title is deleted when checked in** check box. Then, enter a Call Number in the box that appears.

3) When you finish defining the title and copy information, click ![Save button] **Save**
4) If Destiny determines that you may be adding a duplicate MARC record when you are adding a permanent title, a message appears, giving you the option of either adding a copy to the existing title record or adding a new title and copy to your collection

Choose the appropriate option and click **OK** to save the record.

Note: If you leave the check box selected, making it a temporary item, it is marked with a ![T] in all lists and is automatically deleted upon check in.

11) Looking up circulation logs

- To access circulation logs, double click on the *reports* tab located at the top of the page.
- Click on *Library* on the right side column
- Choose the report you would like to run. *Circulation logs* are under the heading *Circulation*.

Section Five: Reports and Utilities

1) How to Backup the System

- Open a text editor such as Notepad.
- In Notepad, select File | Open.
- Change the "Files of type" setting at the bottom of the **Open** dialog to "All Files."
- Browse to the location where Destiny is installed and open the \FSC-Destiny\fsc\bin directory.
- Locate the osql_backup.bat.sample file.
- Select and open the osql_backup.bat.sample file.
- Scroll down to the section, "SET THIS VALUE:"
- Next to "SET DESTINY_BACKUP_FOLDER=," replace
- "\\servername\destiny\backups" with the drive or path to the location where you want
- the backup files stored.
- You must enter the Destiny backup path here *before* you actually create a backup.
- Next to "SET CIRC-CAT-ADMIN PW" (password), replace "makeitso" with the Destiny Administrator password that you entered during the installation of Destiny.
- Record the path and password, and store them in a secure location.
- Select File | Save As.
- Change the "Files of type" setting at the bottom of the **Save As** dialog to "All Files."
- Change the file name to "osql_backup.bat" (removing the ".sample"), and click **Save**.
- The backup program is now ready for use.

(Follett Company, 2006)

2) How to run circulation reports (statistics).

In Destiny 9.5, reports are organized under a central ***Reports*** tab, ***sub tabs*** have been converted to ***options***, and reports are grouped in alphabetical order by functional area.

To run a **Checked Out/Overdue Materials & Unpaid Fines** report.

- Select the Reports tab.
- Select the Patrons tab.
- Select the Checked Out/Overdue Materials and/or Unpaid Fines hyperlink. The format set up page appears. Any saved reports or notices will be shown with last run dates.
- Select the desired radio button in Show Checked Out/Overdue Materials.
- Select the Report radio button.
- Select the Continue button. The Limit set up page appears.
- Enable check boxes as needed.
- Select the Continue button. The Details set up page appears.
- Select an option in the Select and Sort by fields.
- Select Additional Options check boxes as desired.
- There are two paths to follow at the bottom of this page:

  -Select the Run Report button to skip saving the setup. The Job Manager appears. (View the report at this point.) OR -Select the Save Setup button. The Save This Setup page appears.

- Enter a name in the Save As field.
- Schedule the report as desired – daily or weekly:
  -Select the drop-down arrow in the Schedule Report area and select the frequency.
  -Select the drop-down arrow in the On field and select the day. OR. Select the time for a daily report.

- Select the Save & Run button. The Job Manager appears.
- Select the View hyperlink next to the job name. The Job Summary appears.
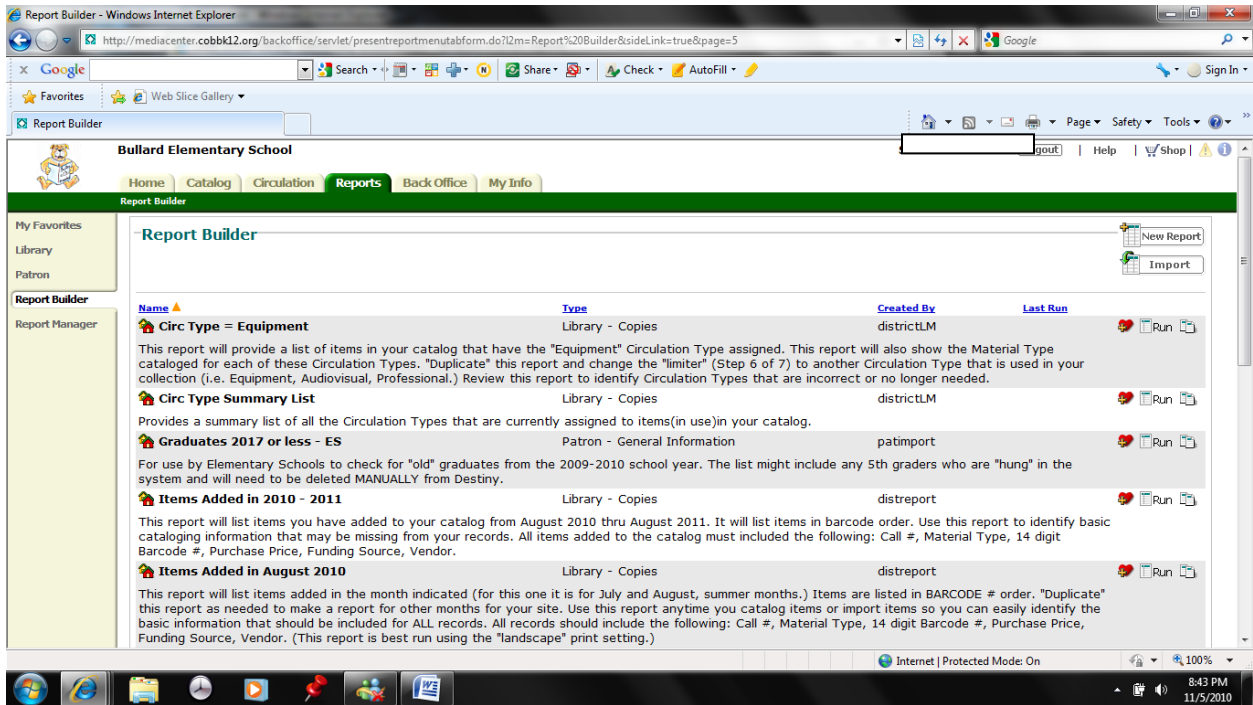
3) How to do inventory.

To complete a full Library Materials Inventory –

- From the Back Office, select the Inventory option.
- Select Start Full.
- The inventory page reappears.

Choose either Scan or enter one-at-a-time or Upload a file of barcodes.
By scanning the barcode, you account for each item automatically. Alternatively, enter the barcode number manually and select Account For.
To upload a file of barcodes:

- Create a text file of barcodes in an editor (Notepad, WordPad).
- Select the **Browse** button to locate the file.
- Select the **Upload** button to account for the items represented by barcodes.

To complete a partial Library Materials Inventory-

1. Select the Inventory option under the Back Office tab.
2. Select the Start Partial button. The Start Partial Inventory page appears.
3. Enter a call number range in the Call numbers from and to text boxes.
4. Select the OK button.
5. Select the Yes button when asked if you would like to proceed with the partial inventory. The Inventory page reappears.

6. Select the View Details link at the bottom of the page to display the Partial Inventory Progress Details page. Note the quality of Unaccounted For items within the location you specified. The purpose of the inventory is to reduce this number to zero as you account for all items in the call number range.
7. Use the bread crumbs or select Close to return to the Partial Inventory page.
8. Enter copies in the inventory by typing the copy barcodes in the Scan or enter one-at-a-time field.
9. Select Account for after each barcode is entered. The tile you just entered appears in the Most Recently Accounted For section at the bottom of the page.
10. When all the barcodes have been entered, select the Finalize button to complete the Partial Inventory. A message appears if there are unaccounted for items. There are [#] items unaccounted for in the selected location.
11. Select a radio button to: Mark all unaccounted for copies Lost or Ignore them (don't mark them lost).

4) **Printing a shelf list**
   The Shelf List presents the copies in your collection in the order they should appear on the shelves. Use this report to locate books that are out of order or to compare the items on the shelves against the results of an inventory.

To generate the list:

1. Open the Library or Media page of Reports and select Shelf List.
2. Choose whether to report on the entire collection, or just a section of it.
3. If you chose to report on a section, enter a call number range in the boxes.
   Destiny assumes that any 3-digit number you enter is a Dewey number, and anything else, a call number prefix.
   - If you leave both of the boxes blank, the list includes *all* your copies.
   - If you leave the **From** box blank and enter a call number in the **To** box, the list includes all those up to and including the call number in the **To** box.
   - If you enter a call number in the **From** box and leave the **To** box blank, the list includes that call number and all those after it.
   - If you enter the same call number in both boxes, the list is limited to copies having that one call number.
4. Enter beginning and ending dates next to Count Circulations to restrict circulation statistics to a range of dates.
5. Select the check box to include circulation statistics from in-library use, if desired.
6. Choose to include either Price or Publication Year.
7. Choose a report format from the **Output as** list, either Adobe PDF or Microsoft Excel.
   .

The list includes the call number, author, title, barcode number, price or year, status and circulations of each included copy.

Example:

(Follett Software Company, 2009)

The list is sorted by call number, then by author, then by title.

5) Running a collection age report. Include a sample print out.
- Select Reports button
- Select Library
- Choose either All ranges and prefixes in the collection or choose a specific call number range
- Choose to include circulations from in library use or not
- Choose to show price or publication or neither
- Choose to show report as a PDF or an Excel document

Example:

(Follett Software Company, 2009)

6) Printing bar codes and spine labels

- Select Reports button
- Select Library button
- Select Labels button
- Choose Barcode Labels to create new or replacement copy barcode labels or Spine/Pocket Labels to create new or replacement spine/pocket labels

7) Running custom indexes

A custom index is when you can generate a list of all books with a certain characteristic using a search field OTHER than author, title, or subject. You might do a custom index by Dewey number or reading level. Include a sample printout (1 page or so) from a custom index.

- Select Basic Search screen
- Choose Award Winners, Reading Level(s), Interest Level, and/or Reading Programs

Example:
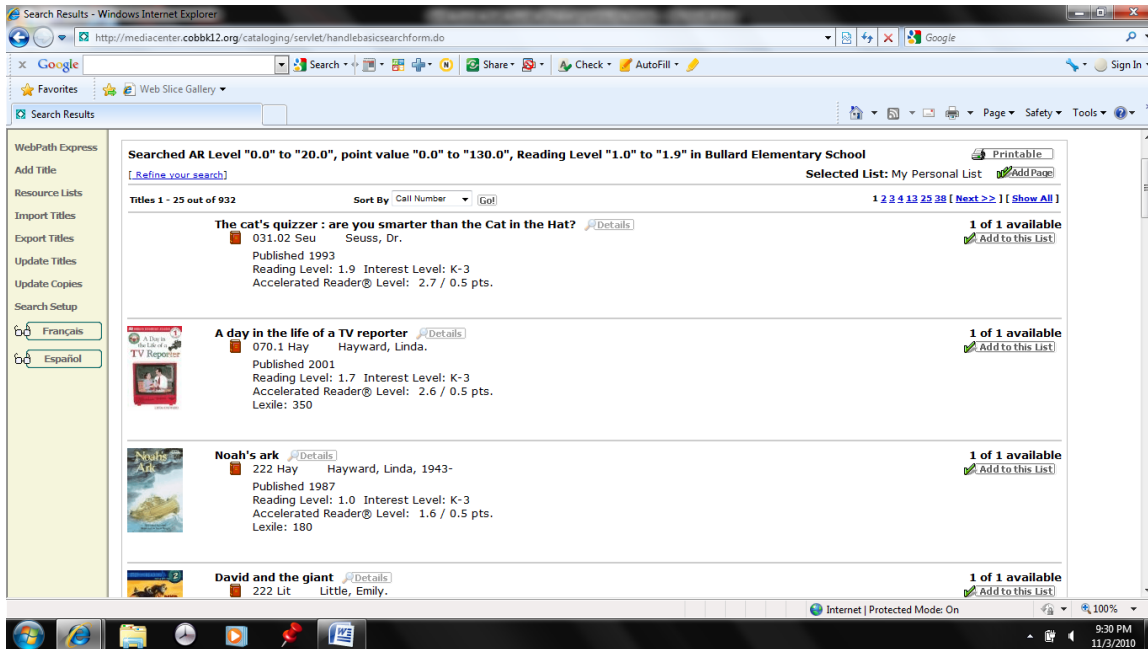
8) Running an unused barcode report

- Select Reports button
- Select Library button
- Select Barcode Lists and identify either used or unused copy barcodes and range

List copy barcodes...

Select [Unused Barcode Numbers ▼]   [Generic Code 39, 14 characters total]

Range [   ] to [   ]

[Run Report]

9) Rebuilding the system (from your backup)

- Log in as administrator on the server running the Destiny service.
- Go to the command prompt in Windows (see path above).
- In the directory where Destiny is installed, enter this command: cd Follett\fsc-destiny\fsc\bin

- Rename the bat files by entering this command: ren osql_restore.bat.sample to osql_restore.bat
- Stop the Destiny service by entering this command: stopdestiny <your Destiny administrator username> <your Destiny administrator password>
- Restore the backup by entering the following command: osql_restore <your Destiny administrator password> <path to the backup folder>\three-letter weekday\destiny_backup.dat
- Press **ENTER** to begin the restore process.
- When it is complete, the words "Restore Database successfully processed" will appear.
- To restart the Destiny service that was temporarily halted, enter this command: **rundestinyservice**
- Type the word **exit** in order to close the command prompt.
- Destiny should be restored and ready to use.

Section Six:Troubleshooting Tips

- Please be extremely careful when deleting patrons, as you will also be given the option to "delete all", which may result in deleting ALL of your patrons. Obviously, this is not the step you want to take!
- Icons that appear within Destiny are always "clickable" and allow you or your patrons to access another area of Destiny, which will garner more information.
- The question mark located in the top right corner of your screen is access to help, providing a basic overview of a topic.
- The "help" link in the top right corner of the screen permits access to a Follett database which has provides current information on Destiny.
- Follett can be accessed in three ways:
  Follett Tech Support number is 1-800-722-7424
  TechSupport@fsc.follett.com
  Or at the Follett Tech Support Log

Appendices

Appendix A
Sample Overdue Notice

Barcode: P 1092111
Homeroom:

Overdue Materials & Unpaid Fines Notice

Dear

The following items are overdue. Please return them as soon as possible. If you are
not finished with the item, bring it to the Media Center to have it renewed.

Thank you,
Mrs. Kimbrough

Library Materials

Due	Call Num.	Barcode	Title	Price
12/5/2008	E KAS	T 80091	My lucky day	$13.59

1 Item Overdue

(Follett Software Company, 2009)

Appendix B
Follett Tech Support Log

Date	#	Who	Issue	FSC Tech	Solution	Follow-up	Status

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