

Follett Destiny®

What's New in Destiny Version 12.5



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Destiny 12.5 Features

Destiny 12.5 Features

Welcome to Destiny® 12.5. This new version incorporates many of your suggestions, and we're confident you'll find that the enhanced features and functions of Destiny 12.5 meet your needs. This document introduces you to the Destiny 12.5 features available in Destiny® Library Manager™, Destiny® Textbook Manager™, and Destiny® Asset Manager™. We know you'll want to start using these enhancements right away.

Important: Customers who want to update to the latest version of Destiny must be on Destiny v12.0. If you have a version of Destiny earlier than v12.0, you must first update to Destiny v12.0 before you can update to v12.5.

Library Manager

WebPath Express Limiter Update: The search results limiter 'Topic' is now 'Related topics'.

Universal Search Updates: Universal Search continues to empower your students by including their reading history in the Universal Search Bookbag. Students also have more search limiters to find resources with.

Note: As part of the end-of-life migration process, all Catalyst Media audio books will be removed from your Destiny library collection and replaced by the Follett Audiobook equivalent.

Resource Manager

Overview of new Destiny Resource Manager: With all the capabilities of Destiny® Asset Manager™, Destiny® Resource Manager™ includes several new features that let you catalog, circulate, and report on your textbook resources.

Resources Template Textbooks Group: The resource template helps you organize your resources so you can find, inventory, and report on them easily. The template now has a default textbooks group to accurately account for your textbooks throughout the school year.

Cataloging Textbook Resources: Cataloging and tracking your print and digital textbooks ensures your students have the textbooks they need and that you get the most out of your textbook investment.

Search Resources: Additional search options for textbooks and detailed information in the search results make it easy to find your textbook records.

Fine Types: In addition to more Fine Types to choose from, you can create new Fine Types for your site.

Textbook Manager

"Lost Textbooks and Fines" Report Enhancement: You can now limit the report to textbooks that currently have a status of Lost. Also, generate the report—which includes new fields—in Microsoft® Excel® format.

Note: The addition of limited textbook functionality to Destiny Resource Manager does not affect Destiny Textbook Manager. Districts which have both Destiny Textbook Manager and Destiny Resource Manager will **not** see the textbook functionality in Destiny Resource Manager.

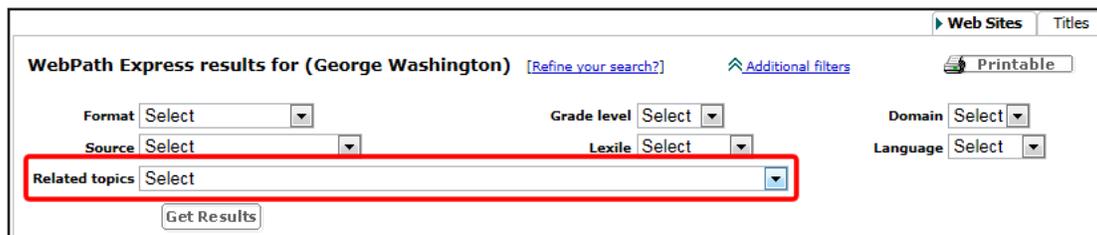
Destiny Library Manager

Library Manager

WebPath Express Limiter Update

Feature Description:

The search results limiter 'Topic' is now 'Related topics' in WebPath Express.



The screenshot shows the WebPath Express search results limiter interface. The search results are for "George Washington". The interface includes several filter options: Format, Grade level, Domain, Source, Lexile, and Language. The "Related topics" dropdown menu is highlighted with a red box. Below the filters is a "Get Results" button.

Importance:

Your patrons easily know where to go to find topics related to their original search in WebPath Express.

Library Manager

Universal Search Update

Feature Description:

From the Reading History section of your Universal Search Bookbag, you can view your previous checkouts and any Follett eBooks you have opened.

Feature Information:

The new updates to Universal Search include the following:

- Patrons can access their reading history—including any Follett eBooks they opened or checked out, as well as checked-out print books—in their Universal Search Bookbag.
- Patrons can limit search results by reading level, interest level, or reading program.

Note: Library Manager shows the status only for Follett digital materials (eBooks and audiobooks).

Importance:

Finding a resource is even easier for your patrons, and they can keep better track of resources they have accessed and checked out.

Destiny Resource Manager

Resource Manager

Overview of Destiny Resource Manager

Feature Description:

Destiny Resource Manager includes several new features to let you catalog, circulate, and report on your textbook resources.

Feature Information:

In addition to the features revolving around cataloging and tracking textbook resources, all instances of the word "asset" are now "resource". Additionally, the resource template tree now has Textbooks nested as the first group under Resources.

Note: If your district has *any* Destiny® Textbook Manager™ licenses, Destiny Resource Manager hides all textbook-related features in Destiny Resource Manager.

To handle textbooks, Resource Manager has the following new pages:

- **Catalog > Add Resource > Textbooks** (from "Find all" drop-down), **Edit Textbook**, **Add Teacher's Edition**, and **Add Resource kit pages**
- **Catalog > Add Resource > Textbooks**

Note: This page includes T2 search results. T2 is an online database, managed by Follett. It contains thousands of textbook resource description records for you to import to your catalog anytime.

- **Catalog > Resource Lists**
- **Reports > Used resource item barcodes > Textbooks**

The following pages have new fields in Resource Manager:

- **Catalog > Add Resource > Edit Templates > Edit "Resources" Template** has a new data type: Year.
- **Catalog > Add Resource > Edit Templates > Edit "Textbooks" Template** gains an additional data type: ISBN.
- **Catalog > Resource Search** has many more options and filters.
- **District Setup > Edit <school name>** gains the ability to define and assign Alternate Site Types.
- **Back Office > Resource Policies > Textbook Loan Policies** now contains new conditions for all your resources.
- **Back Office > Resource Policies > Textbook Loan Policies** lets you auto-condition your textbooks based on the number of circulations, but textbook resources cannot be conditioned as Damaged, Usable, or Unusable.
- **Back Office > Site Configuration > Circulation** lets you set the fine policies for resources.
- **Circulation > Fines > Add Fine** lets you add a fine for overdue resources and patron fines.

Permission:

See **Appendix** for more information on permissions in Destiny Resource Manager.

Importance:

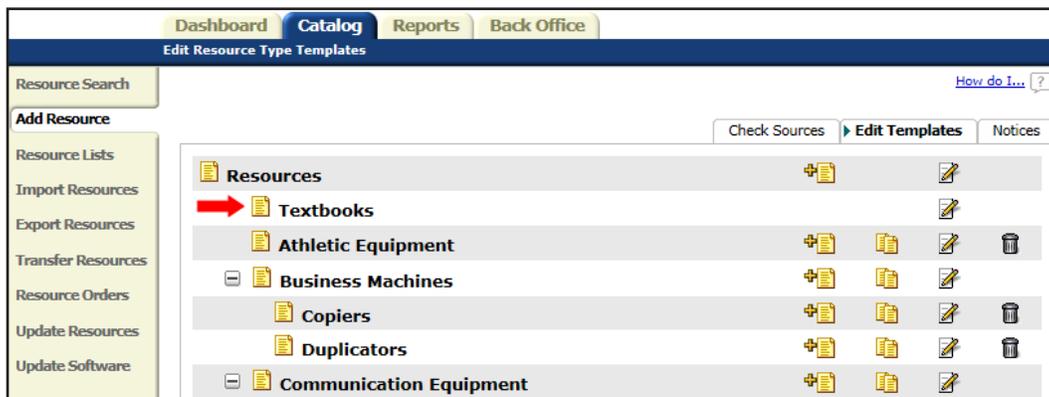
You can easily manage *all* your resources in Destiny Resource Manager, including your print and digital textbook resources.

Resource Manager

Resources Template Textbooks Group

Feature Description:

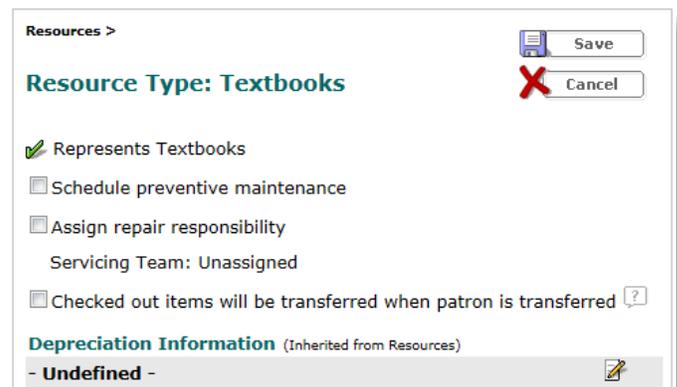
The Resources template now has a default textbooks group. Use it to accurately track, inventory, and report on your textbook resources.



Feature Information:

The textbook group is always the first resource group listed on the template. It has several options and rules that do not apply to other templates. The textbook-specific options and rules are:

- The template name cannot be edited.
- The Represents Textbooks option cannot be deselected, nor can it be used with any other resource template.
- The "Represents software..." option is unavailable for textbooks.
- The Displayable Name is the title field of the textbook description record.
- Child templates cannot nest under the textbooks group on the Resource Template.
- The default fields in the Textbooks template cannot be edited or deleted.



Importing a template does not overwrite the new default Textbooks template. Also, the import automatically creates all permanent fields in the Textbooks template. Note that the Textbooks template is included when you export a resource type template.

Importance:

School districts can now track, inventory, and report on one of their most expensive resources, textbooks.

Resource Manager

Cataloging Textbook Resources

Feature Description:

Destiny Resource Manager makes it easy to catalog and track your textbook resources with all of your other resources in one spot.

Feature Information:

Cataloging your textbook resources helps you account for each and every one. Like other resources, each textbook title has a resource description record in your catalog with corresponding item records for each of the textbook copies.

Adding Textbook Description Records

Use the following steps to add a new textbook description record to your catalog:

1. Select **Catalog > Add Resource > Check Sources**.

Note: If you do not have the 'Manage resource templates' access level permission, you only need to select **Catalog > Add Resource**.

2. Click the **Find all** drop-down to select **Textbooks**.

3. The second drop-down defaults to Books. You can choose a different option based on the material type you are adding to your catalog, such as electronic books or kits.

4. Click the **with** drop-down to select your search criteria.

Note: Follett recommends you search by ISBN to ensure you get an exact match.

5. Select the option to limit T2 database records to only those adopted by your state.

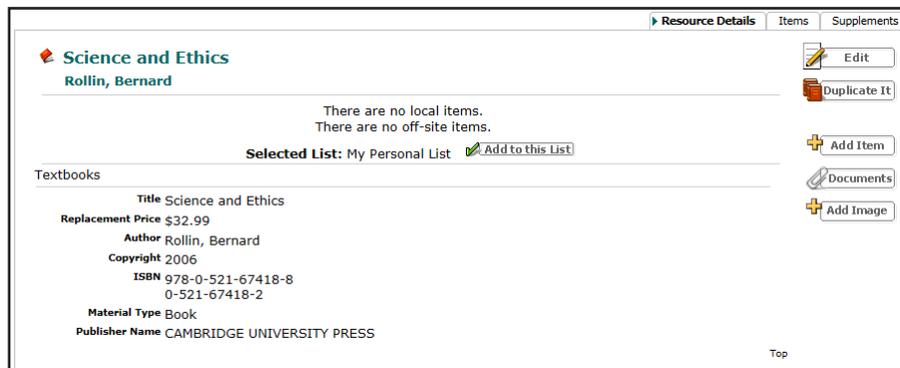
6. Enter your search term in the field, and click **Go!**.

7. From the search results, select the title of the textbook you want to add to your catalog.

Note: Search results with the  icon are already in your district's catalog. You should not re-add a description record already in your catalog; simply add textbook item records to the pre-existing textbook description record.

8. From the title details, click . The textbook description record is saved to your district's catalog.

9. Click  to update the textbook description record with the instructional classification, publisher and vendor names, adoption years, and other information.



10. After completing the fields, click . You can now add textbook item records to the textbook description record.

Adding Textbook Item Records

Once you save the textbook description record in your district's catalog, you need to add textbook item records for each textbook copy you own. Use the following steps to add textbook item records to your catalog:

1. Select **Catalog > Add Resource > Check Sources**.

Note: If you do not have the 'Manage resource templates' access level permission, you only need to select **Catalog > Add Resource**.

2. Click the **Find all** drop-down to select **Textbooks**.

3. The second drop-down defaults to Books. You can choose a different option based on the material type you are adding to your catalog, such as electronic books or kits.

4. Click the **with** drop-down to select your search criteria.

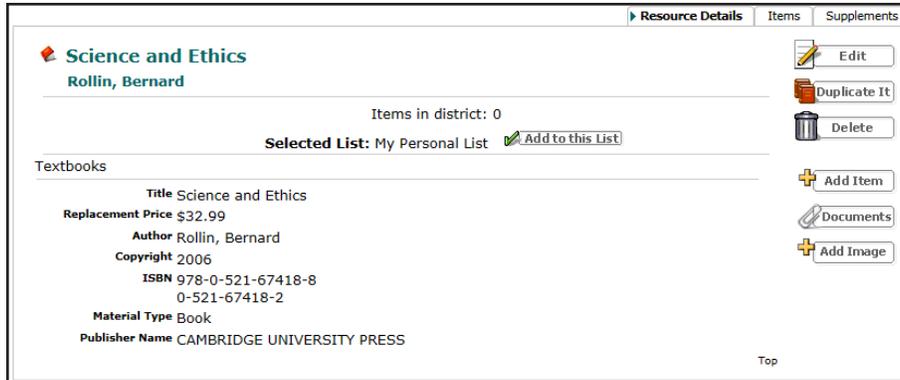
Note: Follett recommends you search by ISBN to ensure you get an exact match.

5. Select the option to limit T2 database records to only those adopted by your state.

6. Enter your search term in the field, and click **Go**.

7. From the search results, select the title of the textbook items you want to add to your catalog.

8. Click .

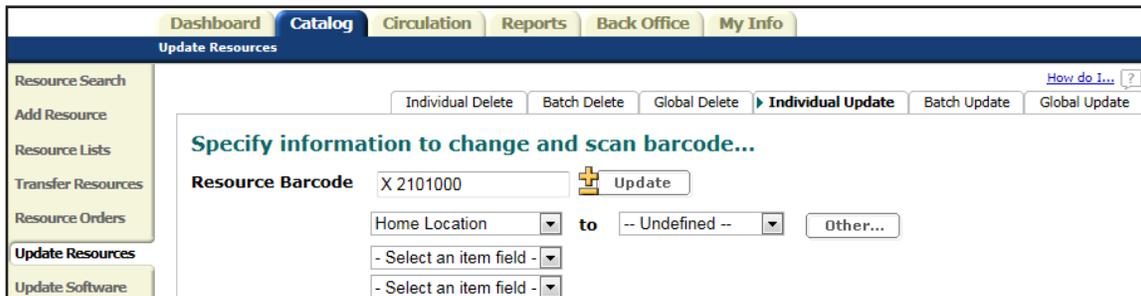


9. On the Add Item page, select whether you are adding a certain number of items, have items from a barcode list, or have items from a barcode file.
Note: If you are a district-level user, you can select the site type and site name when adding textbook items.
10. If you are adding a certain number of textbook items, enter the lowest barcode in the **Starting Barcode** field. You can also select to have Destiny Resource Manager assign the next available barcode to the first textbook item.
Note: You cannot add textbook items without assigning them barcode numbers.
11. After you complete all the fields, click **Save**.
Note: You can print barcodes by selecting **Reports > Resource Reports > Barcode Labels**.

Completing an Individual Update for Textbook Resources

There are times when you need make the same update to multiple textbook item records in your catalog. For example, you might need to update the home location of textbooks after you move them from a storage room to a classroom. Use the following steps to update a textbook resource individually:

1. Select **Catalog > Update Resources > Individual Update**.
2. Select a field to update.
3. Then, select or enter the new contents of the field in the list or box that appears.



Note: You can update up to 14 fields by repeating steps 2 and 3. To clear a field, select it from the list and leave the adjacent list at "-- Undefined --", if available, or the box blank. You can also enter a historical note that is permanently added to the textbook item's Transaction History.

4. Scan or enter each textbook resource's barcode in the **Resource Barcode** field.

The items you scanned or entered are updated. Any historical note is added to the item's permanent Transaction History.

Importance:

Accurately cataloging and updating your textbook resources helps control costs while ensuring students and teachers have the resources they need to succeed.

Resource Manager

Search Resources

Feature Description:

There are additional Resource Search options in order to include textbooks.

Feature Information:

Search

Resource Search was expanded to include the following fields for textbooks only: Title, Author, Instructional Classification, Subject, (Default) Budget Category, Additional Information, Publisher Name, Vendor Name, and Note.

Note the following:

- An ISBN search validates the ISBN and accepts both 10- and 13-digit numbers.
- A State/Textbook ID search is a Starts With search.
- New checkboxes let you include Teacher's Editions or Resource Kits, or both.

When you select Resources from the "Find all" drop-down, the search options and limiters are the same as they were in Asset Manager.

When you select Textbooks from the "Find all" drop-down, the search options increase, while the limiters stay the same. The first time you select Textbooks from the "Find all" drop-down, Title is selected in the Where Resource drop-down. Note that the "Find all" and Where Resource drop-down selections default to the last options a specific user selected.

View Search Results

Searching Resources will return all resources that match the specified criteria, including textbooks. For example, the search term "calc*" returns the textbook, *Calculus*, and calculators.

Searched "Resources" for Displayable Name/Title containing "calc*". Searched in: George Washington High School. [Printable](#)

[Not what you're looking for? [Refine your search](#)]

Selected List: My Personal List [Add Page](#)

Resources: 1 - 4 of 4 Sort By [Resource Name] [Go!](#)

Calculus Details Textbooks Larson ISBN: 978-0-547-21289-0 \$155.75 BROOKS COLE 2010 09 Grades:AP-AP	201 of 201 available locally No off-site items Add to this List
Texas Instruments Voyage™ 200 Graphing Calculator Details Equipment and Furniture > Curriculum Equipment > Calculators	57 of 63 available locally 119 of 119 off-site Add to this List

Resource Manager Search Results display more information for textbooks than for other resources. Depending on how complete your textbooks' resource description and item records are, Resource Manager shows the following information for textbook resources on the specified page(s):

Catalog > Add Resource

- Row 1: Material Type icon; Author; ISBN: (only the first if there are multiples), Replacement Price
- Row 2: Publisher Name; Copyright year; Edition
- Row 3: State Adopted:; District Adopted:; Adoption Ends:
- Row 4: State/Textbook ID:; Grades (From and To)
- Row 5: Additional Information

Catalog > Resource Search > Browse Resources**Catalog > Resource Search > Search****Catalog > Resource Lists**

- Row 1: Material Type icon; Author; ISBN: (only the first if there are multiples), Replacement Price
- Row 2: Publisher Name; Copyright; Edition
- Row 3: State/Textbook ID:; Grades (From and To)
- Row 4: Additional Information

Circulation > Check Out Items**Catalog > Resource Search > Item Categories**

- Row 1: Material Type icon; Author
- Row 2: Publisher Name; Copyright year; Edition

Permissions:

'Use Resource Search' or access to any of the pages listed

Importance:

With the increased Resource Search options and information in search results lists for textbooks, you can easily find textbook records in Resource Manager.

Resource Manager

Fine Types

Feature Description:

When assessing a fine, you can select any Fine Type, default or customer-created, for any Resource Type; or create a new type.

Feature Information:

Assessing a Fine

With a variety of Fine Types to choose from, you can assess a fine for a specific resource that best fits the situation. Use the following steps to assess a fine to a particular resource:

1. Select **Circulation > Fines**.
2. Find the appropriate patron by entering your search criteria in the **Find Patron** field and clicking **Go!**.

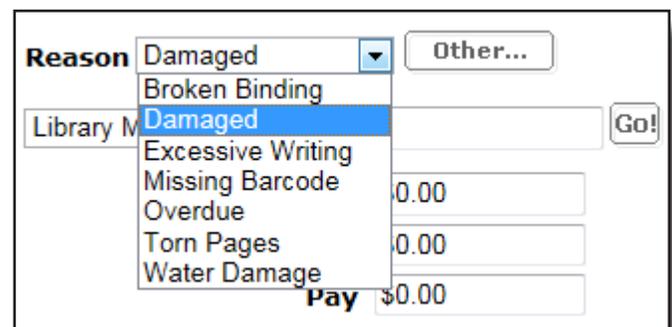
Note: Follett recommends searching by barcode to ensure you find the correct patron.

3. Click  **Add Fine**.



The screenshot shows the 'Fines' page in the library system. The top navigation bar includes 'Dashboard', 'Catalog', 'Circulation', 'Reports', 'Back Office', and 'My Info'. The 'Fines' page has a search bar for 'Find Patron' with a 'Go!' button and a dropdown menu for 'Patron Names'. Below the search bar, the patron's name 'Dassouli, Robert' is displayed along with 'Faculty: P.3' and an 'Edit Patron' link. The 'Fines' section shows a table with columns for 'Library', 'Resources', and 'Patron', all with values of '\$0.00'. A red box highlights the 'Add Fine' button, which is accompanied by a stack of coins icon. There is also a 'View History' button.

4. From the **Reason** drop-down, select the appropriate reason for the fine.
5. Scan or type the resource's barcode in the **Resource Item** field.
6. In the **Amount** field, enter the amount of the fine.
7. If you are waiving part or the entire fine, enter the amount to be waived in the **Waive** field.



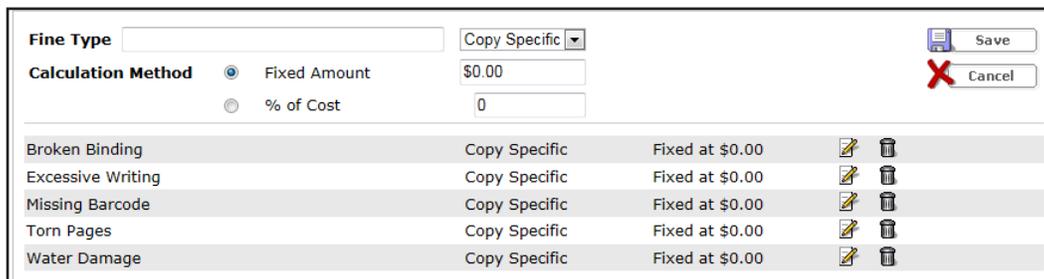
The screenshot shows a close-up of the 'Reason' drop-down menu. The menu is open, displaying a list of reasons: 'Damaged', 'Broken Binding', 'Damaged', 'Excessive Writing', 'Missing Barcode', 'Overdue', 'Torn Pages', and 'Water Damage'. The 'Damaged' option is highlighted in blue. To the right of the menu is an 'Other...' button. Below the menu, there are input fields for 'Library M', 'Amount', and 'Waive', each with a 'Go!' button. The 'Amount' and 'Waive' fields currently show '\$0.00'.

8. If the patron is paying part of the entire fine now, enter the amount paid in the **Pay** field.
9. You can enter a relevant note or description in the **Fine Note** field.
10. Click .

Adding A Fine Type

If your site needs a Fine Type that is not already in Resource Manager, you can add it. Use the following steps to add a Fine Type:

1. Select **Circulation > Fines**.
2. Find the appropriate patron by entering your search criteria in the **Find Patron** field and clicking **Go!**.
Note: Follett recommends searching by barcode to ensure you find the correct patron.
3. Click .
4. To add a new Fine Type, click .
5. In the **Fine Type** field, type the name of the new Fine Type.
6. Select if it this is a Copy Specific or Patron Specific fine from the drop-down.



Fine Type	Copy Specific	Fixed at \$0.00		
Broken Binding	Copy Specific	Fixed at \$0.00		
Excessive Writing	Copy Specific	Fixed at \$0.00		
Missing Barcode	Copy Specific	Fixed at \$0.00		
Torn Pages	Copy Specific	Fixed at \$0.00		
Water Damage	Copy Specific	Fixed at \$0.00		

7. Select the calculation method for the fine.
Note: If the fine is based on the cost of the resource, Destiny starts with either the replacement price or purchase price, depending on the setting in **Back Office > Site Configuration > Circulation > "Create fines using..."**.
8. If this is a fixed amount fine, enter the amount.
9. Click .

Importance:

You can more accurately assess a fine with new default and self-created Fine Types.

Destiny Textbook Manager

Textbook Manager

“Lost Textbooks and Fines” Report Enhancement

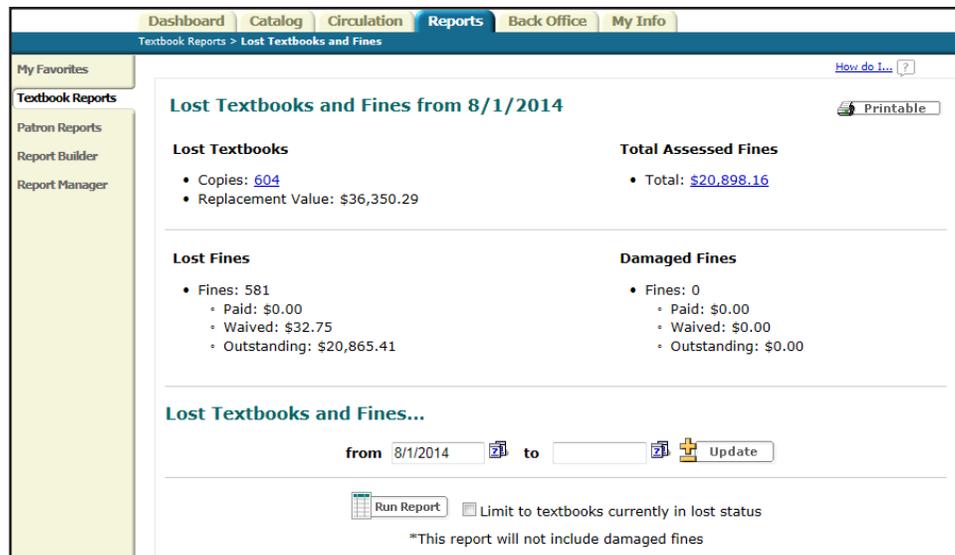
Feature Description:

You can now limit the report to textbooks that currently have a status of Lost, and generate the report in Microsoft® Excel® format. The report includes information on the patron and fines associated with the textbook.

Feature Information:

To generate the “Lost Textbooks and Fines” report in Excel format:

1. Select **Reports > Textbook Reports > Lost Textbooks and Fines.**



2. Enter the date range you want the report to cover.

Note: The date range defaults from the first day of the current loan period to today's date.

3. To limit the report to Lost textbooks, select the **Limit to textbooks currently in lost status** checkbox.

4. Click .

5. When the Report Manager opens, click **View** next to the completed Lost Textbook Fines Report Job.

Importance:

You can more accurately determine replacement needs with specific data for how many textbooks have been lost and how much has been collected in fines.

Appendix

With the transition to Destiny Resource Manager, there are some changes to the names of access level permissions and a few new permissions. The following table details the changes, permission by permission.

Key
Section heading
<i>Subheading</i>
Textbook permission added to Resource Manager
AM only permission
1:1 Asset/Resource permission

Asset Manager	Resource Manager
Tab: Assets	Tab: Resources
Asset Search Access	Resource Search Access
Use Asset Search	Use Resource Search
>Access My Lists for assets	>Search all resource sites
>>Add assets to My List by range or number	>Always show all resources in the district
>Search all asset sites	>Access My Lists for resources
>Always show all assets in the district	>>Add resources to My List by range or number
Asset Management	Resource Management
<i>Manage asset descriptions</i>	<i>Manage resource descriptions</i>
>Add/duplicate	Add/duplicate
>>Add without searching	>Add without searching
>Edit	Edit
>Delete	Delete
	Globally remove resources
<i>Manage asset description documentation</i>	<i>Manage resource description documentation</i>
>View asset description documentation	View resource description documentation
>>Add/Edit asset description documentation	>Add/edit resource description documentation
>>Delete asset description documentation	>Delete resource description documentation
<i>Manage asset items</i>	<i>Manage resource items</i>
>Add/duplicate	>Add/duplicate
>Edit	>Edit
>Delete	>Delete
<i>Manage asset item documentation</i>	<i>Manage resource item documentation</i>
>View asset item documentation	>View resource item documentation
>>Add/Edit asset item documentation	>>Add/edit resource item documentation
>>Delete asset item documentation	>>Delete resource item documentation
Add/edit/delete/assign item categories	Add/edit/delete/assign item categories
Manage software assignments	Manage software assignments
	Merge items from duplicated resources
Import assets/items	Import resources/items
Export assets/items	Export resources/items

Asset Manager	Resource Manager
Manage asset templates	Manage resource templates
Transfer/Receive asset/items	Transfer/receive resources/items
>Receive asset items without barcodes	>Receive resource items without barcodes
Approve assets for disposal	Approve resources for disposal
Add "On Order" asset items	Add "On Order" resource items
View Historical Notes	View Historical Notes
>Add historical notes	>Add historical notes
Add/edit/delete circulation notes	Add/edit/hide/delete item notes
Merge items from duplicated assets	
Asset Circulation Access	Resource Circulations Access
Check out assets	Check out resources
Check in assets	Check in resources
Renew assets	Renew resources
Change asset due dates	Change resource due date
Override asset blocks	Override resource blocks
View asset item status	View resource item status
Mark asset items "Lost" or "Stolen"	Mark resource items "Lost" or "Stolen"
Fine Management	Fine Management
View asset fines	View resource fines
>Add asset fines	>Add resource fines
>Pay asset fines	>Pay resource fines
>Waive asset fines	>Waive resource fines
>Delete asset fines	>Delete resource fines
Administrative Access	Administrative Access
Generate asset reports	Generate resource reports
>Add/edit/delete Report Builder - asset reports	>Add/edit/delete Report Builder - resource reports
Add/edit/delete asset polices	Add/edit/delete resource polices
Change asset site preferences	Change resource site preferences
Inventory assets	Inventory resources
>Start new/finalize asset inventory	>Start new/finalize resource inventory
>Transfer assets through inventory	>Transfer resources through inventory
Manage Help Tickets	Manage Help Tickets
Display Asset Dashboard	Display Resource Dashboard

Asset Manager	Resource Manager
Tab: Patrons	Tab: Patrons
	Patron Circulation Info Access
> View asset items out	> View resource items out
Tab: General	Tab: General
Historical Info Access	Historical Info Access
Access asset history	Access resource history

