**August Destiny Training**

**Go To:** destiny.adams12.org and Login

**Training:** HELP🡪Search🡪elearning 🡪web-based training

**Day 1:**

ROELS & PERMISSIONS –

* Back Office 🡪Find Patron or New Patron (give them new # or universal)
* Teacher logins already pushed out
* Student logins to be pushed out by IT thru IC next Wed. if older students want their own login

SITE CONFIGURATION –

* Check “allow library materials to be renewed by other libraries”
* Change sounds here if desired
* Change overdue notices to homeroom once homerooms are set up

CATALOG –

* Visual Search 🡪 Elementary interface
* Change theme if desired

BACK OFFICE –

* Library Policy
  + I created patron types for generic use of carts etc., so in essence the material are checked out to the cart itself or grade level research for example:
    - Created = (search MEE to find all dummy patrons created)

MEE Display Case

MEE Computer Lab

MEE ESC Cataloging

MEE Grade K

MEE Grade 1…..etc

* Patron Type PARENT?

CHECKOUT to HOMEROOM –

BOOK OFFICE 🡪Site Configuration 🡪 Site Administration

Enter Homeroom teacher names: I did all except the new .5 K and 1st grade yet to be hired

SETTING UP HOMEROOMS for checkout and printing overdue reports etc.

Update Patrons 🡪 Based on 🡪Barcode 🡪Change 🡪Homeroom 🡪select teacher

\*\*\*Use wand to scan barcodes

PRINTING ID Cards

REPORTS 🡪 Patron 🡪 Patron ID cards

* Hint: pick other paper like small Avery for example to get more per page
* Student photos can be added for cards or deleted for passes

ILLS/HOLDS

* See steps sent in Starmail from Linda Spade
* Agreed that TLs and Clerks will communicate via email or phone to CANCEL a placed hold from the asking/ordering end, there is no way to do it in Destiny.
* The hold calendar for availability for individual books: the red blocks show when that *specific* book is actually available.
* The date selected for the hold is important. The TL or clerk receiving the request will not see it until a couple of days in advance. Always put an ASAP date, because the hold is pending until right before the need is filled.

**Day 2:**

GIVING Patrons and Students LOGIN access to create lists and see their account etc.

CIRCULATION 🡪 find patron (i.e. Voll) 🡪Click on their blue number 🡪 click on Edit Patron and

enter a user name and password

SITE SUBSTITUTE:

User name = meridian

Password = meridian

CHANGE the VISUAL SEARCH:

* Go to Visual Search 🡪Search Set up, then add and delete search options
* Also, go the help and select “New Graphics” to get all of Destiny’s graphics

FOLLETT REMOTE:

The advantage of having this downloaded on the main circ. computer and another netbook is for when the server or internet is down. Items can be scanned in and kept as a file to upload later. This also works for inventory….no cords and textbooks if needed.

Help 🡪 Search for Follett Remote 🡪 Click on 1st one 🡪 How to get Follett Remote for directions

***SPECIAL NOTES:***

* Crystal Decino emailed about changing us to be able to see textbook view items like CALENDAR/HOURS etc.
* Email sent to IT about giving each staff person “TEACHER” access status. Some may already additionally have Textbook access status
* NEED to email Kim or someone about getting “VIEW Homepage Access” if desired for other access types to see the Homepage.
  + Textbook managers cannot have catalog access: Current textbook managers:
    - Jackson
    - Easterling
    - Keim
    - Leicht
    - Meier
    - Stover
    - Clark
    - Shuck
    - Tuite
    - Wagner
    - Randall
    - Dennard
    - Meighton
    - Koppenhaver
    - Hetrick
    - Weiher
    - Basile
    - Voll
    - Schott