

HOW TO RUN YOUR DESTINY TEXTBOOK COUNTS REPORT

The screenshot shows the Destiny Reports interface for Adams Elementary School. The top navigation bar includes 'Resource View', 'Chris W', 'Log Out', 'Help', and 'Community'. The main navigation bar has 'Dashboard', 'Catalog', 'Circulation', 'Reports', and 'Back Office'. The left sidebar shows 'My Favorites', 'Resource Reports', 'Patron Reports', 'Report Builder', and 'Report Manager'. The main content area displays a list of jobs under 'Jobs: 1 - 7 of 7'. The first job, 'Core SE counts for grades K-5', is highlighted in yellow, and its 'Excel@' link is circled in yellow. The status of this job is 'Completed' with a timestamp of '(8/25/2020 8:55 PM)'. Other jobs in the list include 'Core SE counts for grades K-5' (multiple instances) and 'Textbook Title & Copy List'.

Job	Status	View	HTML	XML	Excel@
Core SE counts for grades K-5	Completed (8/25/2020 8:55 PM)	View	HTML	XML	Excel@
Core SE counts for grades K-5	Completed (8/25/2020 8:25 AM)	View	HTML	XML	Excel@
Core SE counts for grades K-5	Completed (8/25/2020 7:38 AM)	View	HTML	XML	Excel@
Core SE counts for grades K-5	Completed (8/25/2020 8:38 PM)	View	HTML	XML	Excel@
Core SE counts for grades K-5	Completed (8/25/2020 7:34 PM)	View	HTML	XML	Excel@
Core SE counts for grades K-5	Completed (8/25/2020 2:34 PM)	View	HTML	XML	Excel@
Textbook Title & Copy List	Completed (8/20/2020 10:52 AM)	View			

1. Log in using your Destiny username and password.
2. Choose Resource View from the top right selection box.
3. Once in Resource View, Click on the Reports tab at the top center.
4. Choose Report Builder from the left Menu Bar.
5. Locate the report created by Chris W with the description above. The title will be similar, but may be slightly different. The description of the report you need to use will be the same as the one above titled, "Core SE counts for grades K-5".
6. Select Run by clicking the Run button on the right side of the report title.

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1. The Report Manager will automatically open and your report will be visible at the top of the list.
2. Click Refresh List at center top until report shows as Completed.
3. Choose the Excel hyperlink to download your inventory into Excel spreadsheet.
4. Save your report.

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This report can be used as a tool to complete the inventory portion of your Instructional Materials Sufficiency Survey. The data in this report shows quantities of core student textbooks and instructional materials captured in the Destiny Resource Manager and may not reflect your actual inventory. If you feel the numbers do not accurately represent your inventory, you will need to perform a physical inventory of your core student instructional materials for completing your sufficiency survey and to ensure you have sufficient quantities of materials to provide to each student.

If you have questions or need help accessing this report, please contact Roxana Garcia rgarcia4@sandi.net and she will assist you.