

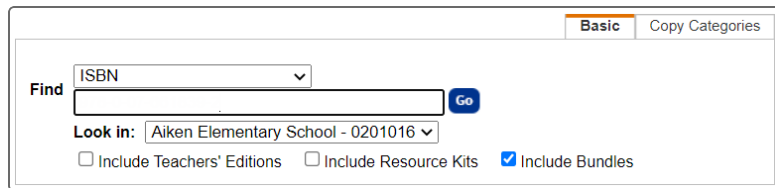
# Destiny® Textbook Manager

## Assign Barcodes to Replacement Books

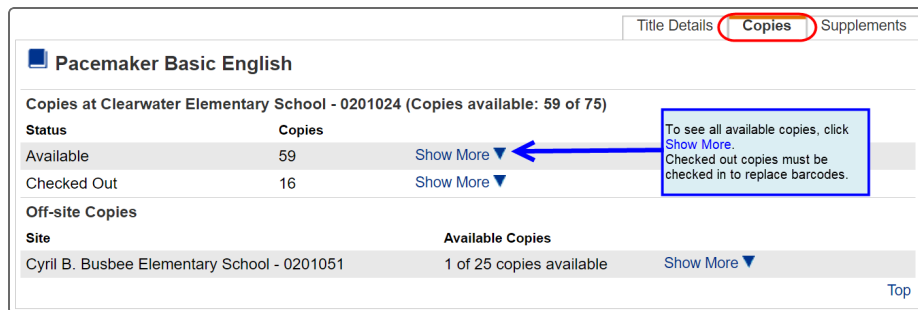
When defective textbooks are replaced by the publisher, assigned barcodes should be removed and new barcodes assigned to the replacements.

### Remove Barcodes

1. Log in to the school.
2. Select **Catalog > Textbook Search**.
3. From the **Find** drop-down, select **ISBN** or **State / Textbook ID**.

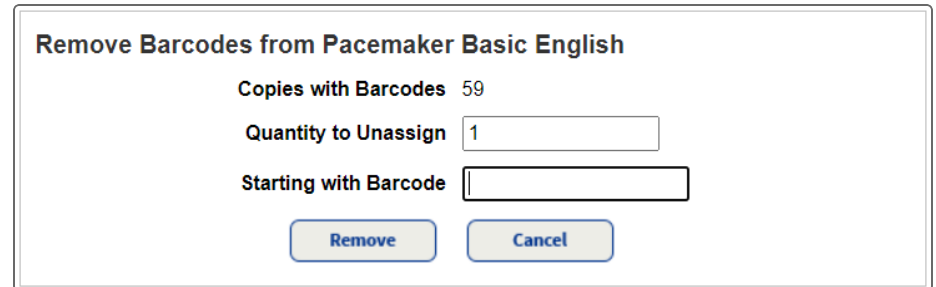


4. Scan the textbook's ISBN or ID.
5. Click **Go**.
6. The Title Details sub-tab appears, click **Copies**.



7. To see all the available copies, click **Show More**.
8. Click **Remove Barcodes**.

9. If the assigned barcodes are in numerical order, enter the total quantity to unassign and enter the starting barcode number. To unassign barcodes one at a time, enter 1 in the **Quantity to Unassign** field and enter barcode.

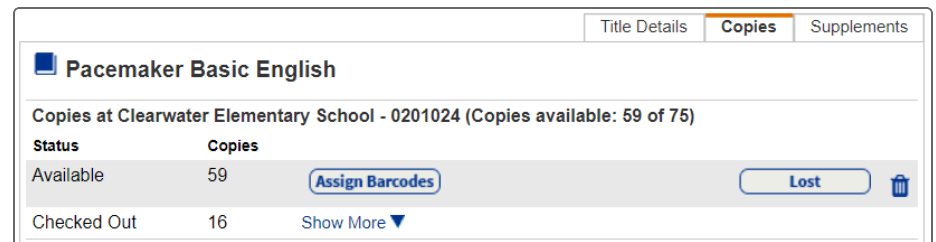


10. Click **Remove**.

Once all barcodes have been removed, the copies appear in the **Copies without barcodes** section. The publisher should provide instructions as to what to do with the defective textbooks.

### Assign New Barcodes to Replacement Books

1. Navigate to the **Copies** sub-tab.
2. Click **Assign Barcodes**.



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3. Enter the quantity of **Copies to Barcode**.

**Barcode Copies**

**Title** Pacemaker Basic English

**Copies without Barcodes** 59

**Copies to Barcode**

**Assign Barcodes**  Starting barcode  [?](#)

Assign next barcode [Next: X 56]

**Print labels**

**Purchase Price**

Copies with an incoming purchase price will keep the purchase price.

**Assign Location**

**Assign Budget Category**

Copies with an incoming budget category will keep the budget category.

**Condition**

4. Choose to manually enter barcodes by typing the **Starting barcode** or have Textbook Manager **Assign next barcode**.

5. Complete the other available fields.

6. Click **Assign**.