

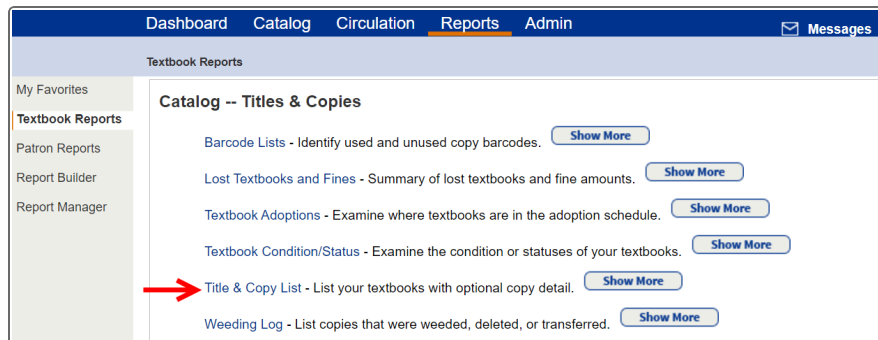
Destiny® Textbook Manager

Generate a Title & Copy List Report

The Title & Copy List creates collection reports based on all of the titles that are available in the database, as well as all copies, including teacher's editions, resource kits, or specific copy status. These reports show all the lost copies, checked out copies, and copies needing barcodes.

Create a New Report

1. Select **Reports > Textbook Reports**.
2. In the **Catalog -- Titles & Copies** section, click **Title & Copy List**.



3. Log into the district, select either the district or an individual school from the **For** drop-down.

Note: If the district is selected, the report is limited to the first 10,000 qualifying titles and copies.

4. Click the **Select & sort by** drop-down, and select a method for identifying the titles to include in the list.

The screenshot shows the configuration form for the 'List textbook titles & copies...' report. It includes a 'Select & sort by' dropdown set to 'Title', 'from' and 'to' input fields, and checkboxes for 'Include Teachers' Editions', 'Include Resource Kits', and 'Include Bundles'. The 'Show Titles' dropdown is set to 'With "lost" copies'. Under 'Include Conditions', 'New', 'Good', 'Fair', 'Poor', and 'Unusable' are all checked. Under 'Include the following information', 'Default Budget Category', 'Grade Level', and 'Instructional Classification' are unchecked. 'Save Setup' and 'Run Report' buttons are at the bottom.

- Select **Title, Publisher** or **Vendor**, enter a range in the **from** and **to** fields and next to the **Select By** drop-down.

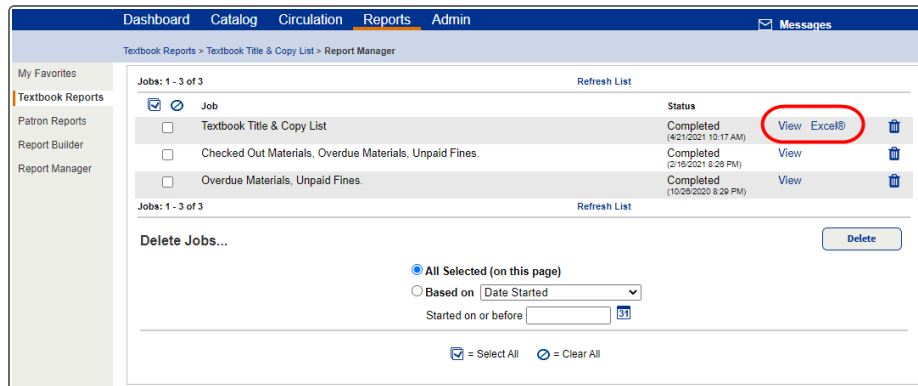
Notes:

- Leave both fields blank, the report includes all titles.
 - Or leave the **from** field blank and enter a name in the **to** field, the report includes all those up to and including the title entered.
 - Or enter a name in the **from** field and leave the **to** field blank, the report includes that name and all those after it.
 - Or enter the same name in both fields, the report is limited to that one name.
 - Ranges cannot use wild cards (?, *).
 - If running a report on a specific title in Textbook Manager, enter the name of the primary textbook, not the supplement.
- Select a **Category** or **Subject**, select from the drop-down.
 - For **Categories**, the report includes copy information for only those copies assigned to those categories.

Destiny® Textbook Manager

Note: If running the report by category for the district, note that the **Include** list is limited to district-only categories. For a school report, the list is limited to categories specific to the school.

5. Choose to include teacher's editions, resource kits, bundles.
6. To include itemized copy information in the list, select one of the options with copies in the **Show Titles** drop-down. Then, choose which conditions to include in the report.
7. Choose one, two or all three checkboxes from the **Include the following information** section.
8. To run the report now, click **Run Report**. To save the setup, click **Save Setup**. A Save Report page appears:
 - Enter a unique name.
 - To save the report, click **Save**. To save the report and run it now, click **Save and Run**.
9. If selected **Save & Run** in the previous step, Report Manager opens and displays the report at the top of the list and automatically updates its status.



When the status is **Completed**, do one of the following:

- To view the job summary, select **View**.

Textbook Title & Copy List		Aiken Elementary School - 0201016							
By Title - Only titles with checked out copies		Includes: Grade Level							
South Carolina Journeys, Grade 1 -- Student Edition, Volume 5 (State/Textbook ID: 1210010)									
Author: Baumann, et al		ISBN: 978-0-547-48913-1							
Grade: 01 - 01									
Replacement Price: \$33.05 (\$8.26 if Lost)									
Copy Info:		Total (Unbarcoded)	Available	Checked Out	Loaned Out	On Order	Out for Repairs	Incoming Transfers	Lost
		156 (0)	147	9	0	0	0	0	0
Conditions:		New	Good	Fair	Poor	Unusable			
		154	2	0	0	0			
Copies Checked Out: 9								Condition	
SDE00000612065		Checked out to Escalera, Galina Yen (Student: P 34805)						New	
		Due 6/1/2020							
SDE00006266567		Checked out to Dunlop, Lorenzo Carmelia (Student: P 70288)						New	
		Due 6/1/2020							
SDE00006266590		Checked out to Bannerman, Jaye Cortez (Student: P 45198)						New	
		Due 6/1/2020							
SDE00006266592		Checked out to Monnier, Cieta Josh (Student: P 39962)						New	
		Due 6/1/2020							
SDE00006266623		Checked out to Teamer, Neal Afton (Student: P 45072)						New	
		Due 6/1/2020							
SDE00006266633		Checked out to Machado, Matt Virgilio (Student: P 39065)						New	
		Due 6/1/2020							
SDE00006266634		Checked out to Garton, Clyde Mike (Student: P 66543)						New	
		Due 6/1/2020							
SDE00006266645		Checked out to Bannerman, Bryanna Kyle (Student: P 44593)						New	
		Due 6/1/2020							
SDE00006266674		Checked out to Morphis, Rufus Joseph (Student: P 42398)						New	
		Due 6/1/2020							
South Carolina Journeys, Grade 1 -- Student Edition, Volume 6 (State/Textbook ID: 1210011)									
Author: Baumann, et al		ISBN: 978-0-547-48915-5							
Grade: 01 - 01									

- To open or save a spreadsheet file in Excel, select **Excel®**.