

Destiny® Textbook Manager

Patron Data Clean-up

Update Delete Move Fields Excuse Fines

Delete Patron Information...

Delete Patrons

Based on Global criteria

Allow patrons to be deleted even if they have outstanding transactions

For every patron... Whose Graduation Year is 2021

...and Patron Type is Student

This process cannot be reversed. Before proceeding, you should have a current backup of your database.
Your last SQL backup was on 4/27/2021 7:50 PM server time.

Preview Delete All

Global Delete by Graduation Year (High Schools)

1. Select **Admin > Update Patrons > Delete** sub-tab.
2. Make appropriate changes.

Note: By default, patrons with outstanding transactions are preserved. **Allow patrons to be deleted even if they have outstanding transactions** can be selected.

3. To preview records before deleting them:
 - a. Click **Preview**. The Job Manager opens.
 - b. Click **View**.
 - c. If the deletions appear correct, click **Delete All**.
4. Once all changes are made, click **Delete All** to begin the update.

Update Delete Move Fields Excuse Fines

Update Patrons...

Based on Global criteria

For every patron... Whose Patron Status is Active

Change Patron Status to Inactive

This process cannot be reversed. Before proceeding, you should have a current backup of your database.
Your last SQL backup was on 4/27/2021 7:50 PM server time.

Update Patrons

Global Update to Change All Patron to Inactive (All Schools)

1. Select **Admin > Update Patrons > Update** sub-tab.
2. Make appropriate changes.
3. Once all changes are made, click **Update Patrons** to begin the update.

Destiny® Textbook Manager

[Update](#) | [Delete](#) | [Move Fields](#) | [Excuse Fines](#)

Delete Patron Information...

Delete: Patrons ▼

Based on: Global criteria ▼

Allow patrons to be deleted even if they have outstanding transactions

For every patron... Whose Patron Status ▼ is Inactive ▼

This process cannot be reversed. Before proceeding, you should have a current backup of your database. Your last SQL backup was on 4/27/2021 7:50 PM server time.

Job Patron Global Delete Preview

Started 4/28/2021 8:39 PM

Options Limited by:

- Patron Status: Inactive

Do not allow patrons to be deleted if they have outstanding transactions

Summary Patron records found: 116

- Patron records deleted: 106
- Patron records skipped: 10

Skipped Patron ADKINS, MARY J (Barcode: E000213, Type: Faculty, Grad Year:) [[Edit Patron](#)]
Patron has outstanding fines.
Patron has checkouts.

Skipped Patron ALLEN, JOSEPH KYLE (Barcode: E000257, Type: Faculty, Grad Year:) [[Edit Patron](#)]
Patron has checkouts.

Skipped Patron ALMEIDA, YVETTE (Barcode: E001190, Type: Faculty, Grad Year:) [[Edit Patron](#)]
Patron has checkouts.

Deleted Patron ANDERSON, REGINA DEANN (Barcode: E000948, Type: Faculty, Grad Year:) [[Edit Patron](#)]

Deleted Patron BAER, HOWARD L (Barcode: E000228, Type: Faculty, Grad Year:) [[Edit Patron](#)]

Deleted Patron BATES, TARA ANNE (Barcode: E000352, Type: Faculty, Grad Year:) [[Edit Patron](#)]

Deleted Patron BEIERLE, FRANCES K (Barcode: E000264, Type: Faculty, Grad Year:) [[Edit Patron](#)]

Deleted Patron BELL, ERIN LANNON (Barcode: E001149, Type: Faculty, Grad Year:) [[Edit Patron](#)]

Deleted Patron BENSON, JOANNE M (Barcode: E000274, Type: Faculty, Grad Year:) [[Edit Patron](#)]

Deleted Patron BIGLEY, KELLY MARIE (Barcode: E001028, Type: Faculty, Grad Year:) [[Edit Patron](#)]

Global Delete by Patron Status (All Schools)

This should be completed AFTER the sync for the new school year on Sunday night. The list should include students and teachers no longer at the school/district.

1. Select **Admin > Update Patrons > Delete** sub-tab.
2. Make appropriate changes.

Note: By default, patrons with outstanding transactions are preserved. **Allow patrons to be deleted even if they have outstanding transactions** can be selected.

3. Click **Preview**.
4. Click **View**.
5. If the deletions appear correct, click **Delete All**.

Destiny® Textbook Manager

The screenshot shows the 'General' tab of the Destiny Textbook Manager interface. At the top, there are tabs for 'General', 'Address', and 'Picture', along with 'Save', '+ Additional Site', and 'Cancel' buttons. Below this is a section for 'Patron Information' with a 'Last Saved' timestamp of 8/11/2020 12:19 PM. Fields include 'Last Name' (Coordinator), 'First Name' (Textbook), 'Middle Name', and 'Nickname'. A 'Site Information' section follows, showing the school as 'North Augusta Elementary School - 0201039' and 'Primary Site' checked. Fields include 'Barcode' (COORDINATOR), 'Patron Type', 'Access Level' (Textbook Administrator), 'Status' (Active, highlighted with a red circle), 'Card Expires', 'Homeroom' (Select a Homeroom), and 'User Field 1' through 'User Field 5'. A 'Transfer Patrons' button is also present. At the bottom, there are 'Print Label on Save', 'Save', '+ Additional Site', and 'Cancel' buttons, and a legend for site types: a house icon for 'Primary Site' and a location pin icon for 'Additional Site'.

Make Textbook Coordinator Patron Active (All Schools)

1. Select **Admin > Manage Patrons**.
2. In the **Find** field, type **Coordinator**.
3. Click **Search**.
4. Next to the patron, click **Edit**.
5. Change the **Status** to **Active**.
6. Click **Save**.