

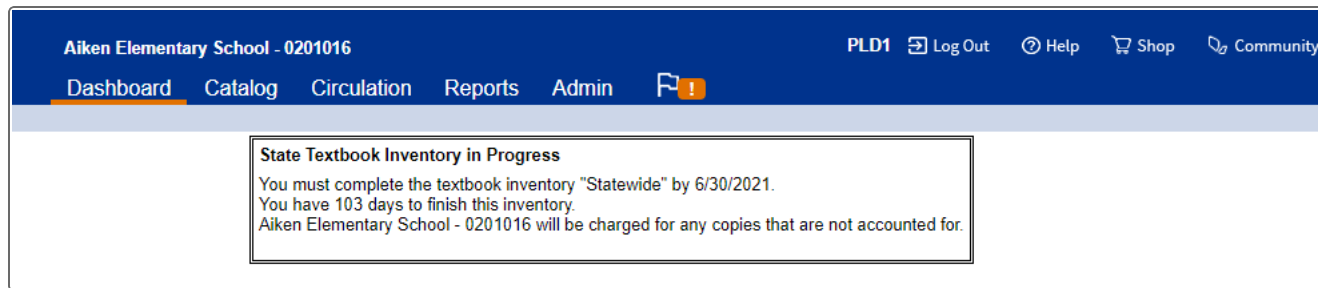
Destiny® Textbook Manager

SCDE Annual State Initiated Inventory

An inventory is a great tool to ensure schools have enough resources for students and help guide purchasing decisions. The Annual Statewide Inventory is initiated by the SCDE OIM and will open May 1st and close on June 30th each school year.

Before Starting the Statewide Initiated Inventory

Once the state starts the inventory, a reminder appears upon log in to Destiny. Destiny displays the deadline for the inventory and the number of days remaining before the deadline.



The screenshot shows the Destiny Textbook Manager interface for Aiken Elementary School - 0201016. The top navigation bar includes links for Dashboard, Catalog, Circulation, Reports, and Admin. A notification box titled "State Textbook Inventory in Progress" is displayed, containing the following text: "You must complete the textbook inventory 'Statewide' by 6/30/2021. You have 103 days to finish this inventory. Aiken Elementary School - 0201016 will be charged for any copies that are not accounted for."

If there are pending incoming transfers, receive all incoming copies before starting to scan for inventory. For more information, see the quick reference guide: *Receive transfers from the Office of Instructional Materials*.



The screenshot shows a notification box titled "State Textbook Inventory in Progress" with the following text: "You will not be able to scan or enter barcodes into inventory 'Statewide' until all incoming transfers have been received. Incoming transfers to receive: 6"

Scan Materials for the Inventory

Whether the inventory includes barcoded or unbarcoded items, the goal is to account for as many items as possible. When inventorying unbarcoded and consumable items, enter a count instead of scanning barcodes.

Important: Unbarcoded items and consumables that are checked out are automatically accounted for. If they are checked in during inventory, they remain accounted for.

Destiny® Textbook Manager

1. Select **Admin > Inventory**.
2. In the **Textbook Inventory** drop-down, ensure the correct inventory is showing.

[View In-Progress & Completed Inventories] Start New

Textbook Inventory Statewide - Started 5/1/2021 ▼

Copies with barcodes 0.04% Complete as of 12:25 PM Refresh

Started by Office of Instructional Materials [View Selections]

3. Do one of the following:

If items are...	Then...
Barcoded	<p>a. Click Account for each Barcode. Barcode fields appear.</p> <p>b. To have Textbook Manager confirm barcodes in the material's designated location are entered, click Update, and then select the site's current scanning location.</p>

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If items are...	Then...
Barcoded	<p>c. In the Scan or enter one-at-a-time field, type or scan each barcode.</p> <div data-bbox="569 326 1955 565" style="background-color: #e0f7fa; padding: 10px;"><p>Notes:</p><ul style="list-style-type: none">• If typing barcode numbers rather than scanning them, click Account For or press Enter after each entry.• When scanning or entering unaccounted-for barcodes, Textbook Manager changes the item's inventory status to Accounted for.</div> <p>Once a barcode is entered, the item appears in the Most Recently Accounted For section. The barcode links to item status.</p> <div data-bbox="569 662 1955 1019" style="background-color: #e0f7fa; padding: 10px;"><p>Notes:</p><ul style="list-style-type: none">• To view an item's status, the <i>View textbook copy status</i> permission must be enabled.• Based on how Textbook Options are configured in Admin > Site Configuration > Circulation, "Lost" textbook materials must be returned in a timely fashion to generate a refund. Textbook Manager does the following:<ul style="list-style-type: none">◦ Changes the status of a lost item to Available and deletes any fine charged to a patron for the lost textbook.◦ Creates a refund if the fine was paid.</div> <p>d. To upload a file of barcodes scanned offline with Follett Remote or another device, next to Or upload a file of barcodes, click Choose File (or Browse, depending on the browser).</p>

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If items are...	Then...												
Unbarcoded	<p>a. Click Count Items Without Barcodes.</p> <div style="border: 1px solid #ccc; padding: 10px; margin: 10px 0;"> <p>[View In-Progress & Completed Inventories] Start New</p> <p>Textbook Inventory Statewide - Started 5/1/2021 Finished</p> <p>Copies with barcodes 0.04% Complete as of 9:07 AM Refresh</p> <p>21 of 90 Titles counted Print It</p> <p style="text-align: center;">Details Save</p> <hr/> <p style="text-align: center;">Account for each Barcode ▶ Count Copies Without Barcodes</p> <p style="text-align: center;">Titles 1-25 out of 90 1 2 3 4 [Next >>] [Show All]</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Title</th> <th style="text-align: center;">Copy Count</th> <th style="text-align: center;">Inventory Count</th> </tr> </thead> <tbody> <tr style="background-color: #f2f2f2;"> <td> Art Everywhere, Grade 1 -- Big Book Package ISBN: 978-0-15-346269-6 Houghton Mifflin Harcourt Publishing Company 2006 State / Textbook ID: 0860845 </td> <td style="text-align: center;">1</td> <td style="text-align: center;"><input type="text" value="1"/></td> </tr> <tr> <td> Art Everywhere, Grade 2 -- Big Book Package ISBN: 978-0-15-346270-2 Houghton Mifflin Harcourt Publishing Company 2006 State / Textbook ID: 0860846 </td> <td style="text-align: center;">1</td> <td style="text-align: center;"><input type="text" value="1"/></td> </tr> <tr style="background-color: #f2f2f2;"> <td> Art Everywhere, Grade 3 -- Big Book Package ISBN: 978-0-15-346271-9 Houghton Mifflin Harcourt Publishing Company 2006 State / Textbook ID: 0860848 </td> <td style="text-align: center;">1</td> <td style="text-align: center;"><input type="text" value="1"/></td> </tr> </tbody> </table> </div> <p>b. In the Inventory Count field, type the count for each resource listed.</p> <div style="background-color: #e0ffff; padding: 10px; margin-top: 10px;"> <p>Note: Follett recommends periodically clicking Save to retain entered amounts. Saved counts can be updated.</p> </div>	Title	Copy Count	Inventory Count	Art Everywhere, Grade 1 -- Big Book Package ISBN: 978-0-15-346269-6 Houghton Mifflin Harcourt Publishing Company 2006 State / Textbook ID: 0860845	1	<input type="text" value="1"/>	Art Everywhere, Grade 2 -- Big Book Package ISBN: 978-0-15-346270-2 Houghton Mifflin Harcourt Publishing Company 2006 State / Textbook ID: 0860846	1	<input type="text" value="1"/>	Art Everywhere, Grade 3 -- Big Book Package ISBN: 978-0-15-346271-9 Houghton Mifflin Harcourt Publishing Company 2006 State / Textbook ID: 0860848	1	<input type="text" value="1"/>
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Track the Progress

An inventory can be done over several days. During an inventory, monitor the progress and conduct an audit. To do this, click **Details**.

[View In-Progress & Completed Inventories]

Textbook Inventory Statewide - Started 5/1/2021 ▾

Copies with barcodes 0.07% Complete as of 9:31 AM [Refresh](#)

21 of 90 Titles counted

[Details](#)

The Progress Details for the inventory appears. Check and verify this throughout the inventory to check on the progress.

[Run Report](#)

Copies with barcodes

Copies matching selections 1,748

Accounted for 1,491 (Copies lost: 1 [[See Details](#)])

Unaccounted for 257 [[See Details](#)]

Report on Copies in the inventory
 Copies that have been 'Accounted For'
 Copies that are 'Unaccounted For'

To view copies that have not been entered into the inventory, click **Unaccounted for - See Details**. It is important to verify the copies in this report to ensure all copies are accounted for during the inventory.

To view copies marked lost prior to or during the inventory, click **Accounted for - See Details**.

Count copies without barcodes

Total Titles 31

Titles counted 1

Titles without counts 30

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If click...	Then...										
<p>Accounted for - See Details</p>	<p>Use the list to view copies that have been marked Lost.</p> <div data-bbox="688 350 1913 824" style="border: 1px solid #ccc; padding: 10px;"> <p style="text-align: right;">Printable</p> <p>Copies: 1 - 1 of 1 Sort by Location <input type="button" value="Go"/></p> <p><small>To reset "lost" textbooks to "unaccounted for", use the Reset option at the end of this list. Copies without barcodes will not be reset.</small></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Barcode</th> <th style="text-align: left;">Location</th> <th style="text-align: left;">Author</th> <th style="text-align: left;">Title</th> <th style="text-align: left;">Marked "Lost"</th> </tr> </thead> <tbody> <tr> <td>SDE00006277191</td> <td></td> <td>Courtney Thomas and Ian Greaves</td> <td>The South Carolina Story, Grade 3 -- Student Edition</td> <td>4/26/2021</td> </tr> </tbody> </table> <p>Copies: 1 - 1 of 1</p> <hr/> <p>Reset all textbooks marked "lost" on <input type="text"/> <input type="button" value="31"/> Reset "Lost"</p> <p>Delete all textbooks marked "lost" on or before <input type="text"/> <input type="button" value="31"/> Delete All</p> <p><small>State owned copies will not be deleted.</small></p> </div> <p>To reset lost copies, enter a date in the Reset all textbooks marked "lost" on field, and then click Reset "Lost".</p> <p>To delete lost copies, enter a date in the Delete all textbooks marked "lost" on or before field, and then click Delete All.</p>	Barcode	Location	Author	Title	Marked "Lost"	SDE00006277191		Courtney Thomas and Ian Greaves	The South Carolina Story, Grade 3 -- Student Edition	4/26/2021
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If click...	Then...								
<p>Unaccounted for - See Details</p>	<p>Use the list to view and help locate copies that have not been entered into the inventory.</p> <div data-bbox="688 354 1913 751" style="border: 1px solid #ccc; padding: 10px;"> <p style="text-align: right;">Printable</p> <p>Copies: 1 - 25 of 2,668 Sort by <input type="text" value="Location"/> <input type="button" value="Go"/> 1 2 3 4 ▶ [Show All]</p> <hr/> <table border="0" style="width: 100%;"> <tr> <td style="width: 70%;"> Harcourt Health and Fitness, Grade 1 -- Student Edition Barcode: SDE00000118858 </td> <td style="text-align: right;"> Last Seen: 6/2/2020 [Mark "Lost"] </td> </tr> <tr> <td> Harcourt Health and Fitness, Grade 1 -- Student Edition Barcode: SDE00000516729 </td> <td style="text-align: right;"> Last Seen: 6/2/2020 [Mark "Lost"] </td> </tr> <tr> <td> Harcourt Health and Fitness, Grade 1 -- Student Edition Barcode: SDE00000516814 </td> <td style="text-align: right;"> Last Seen: 6/2/2020 [Mark "Lost"] </td> </tr> <tr> <td> Harcourt Health and Fitness, Grade 1 -- Student Edition Barcode: SDE00000612839 </td> <td style="text-align: right;"> Last Seen: 6/2/2020 [Mark "Lost"] </td> </tr> </table> </div> <p>If a copy is not found, click Mark "Lost".</p>	Harcourt Health and Fitness, Grade 1 -- Student Edition Barcode: SDE00000118858	Last Seen: 6/2/2020 [Mark "Lost"]	Harcourt Health and Fitness, Grade 1 -- Student Edition Barcode: SDE00000516729	Last Seen: 6/2/2020 [Mark "Lost"]	Harcourt Health and Fitness, Grade 1 -- Student Edition Barcode: SDE00000516814	Last Seen: 6/2/2020 [Mark "Lost"]	Harcourt Health and Fitness, Grade 1 -- Student Edition Barcode: SDE00000612839	Last Seen: 6/2/2020 [Mark "Lost"]
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Finish the Inventory

When the inventory is complete, click **Finished**. A confirmation pop-up appears.

If there are any copies unaccounted for, the system will ask to:

- Mark all unaccounted for copies as lost
- Ignore them (don't mark as lost)

Select the radio button to **Mark all unaccounted for items as lost**. Then, click the **Yes** button to confirm.

Note: If the inventory is not finished by the deadline, the Office of Instructional Materials forces it to finish. In this case, Textbook Manager marks all unaccounted for copies lost, and the school is charged for each lost copy.