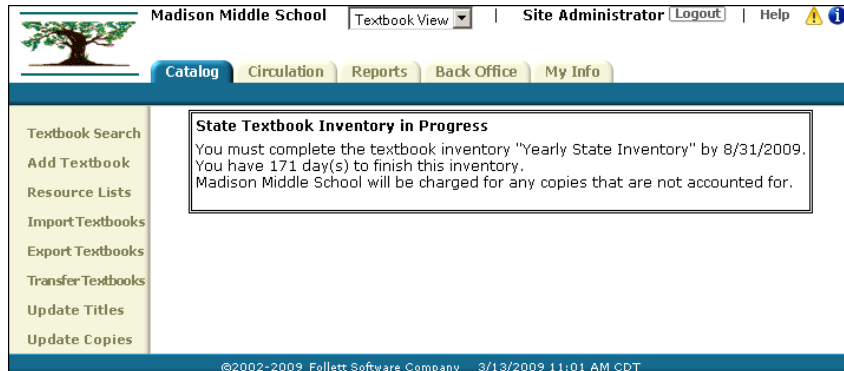


Starting your state-initiated inventory

Once the state starts your inventory, you see a reminder each time you log into Destiny. Destiny displays the deadline for the inventory and the number of days remaining before the deadline.

If you have pending incoming transfers, you need to receive all incoming copies before starting to scan for inventory.

For more information, see "Quick Help for receiving transfers from the State Textbook Office".



State Textbook Inventory in Progress

You will not be able to scan or enter barcodes into inventory "2009 State Inventory" until 1 incoming transfer has been received.

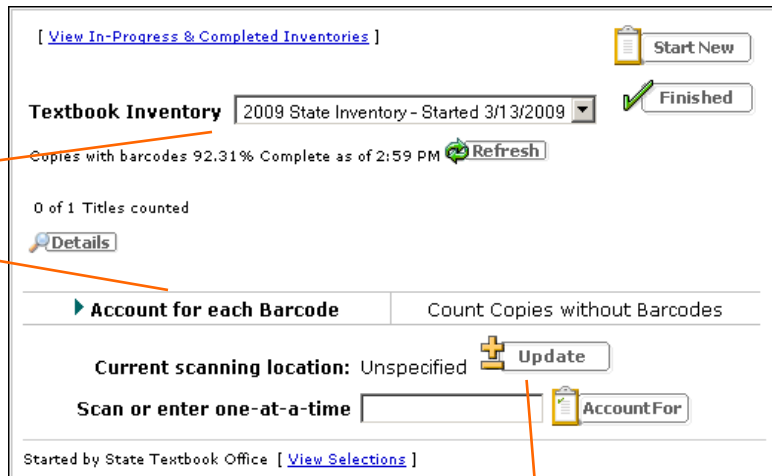
To scan items for inventory, open **Back Office > Inventory**.


Accounting for barcoded copies

You may have more than one inventory in progress. If so, choose the state inventory from the list of open inventories.

To inventory copies with barcodes, click **Account for each Barcode**.

As you scan each barcode, the most recently accounted for copies are listed below.



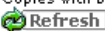
To verify or update the Location of the copies you account for, click  **Update** to select your current location

Accounting for unbarcoded copies


[\[View In-Progress & Completed Inventories \]](#)


Textbook Inventory State Inventory - Started 3/16/2009


Copies with barcodes 17.31% Complete as of 11:04 AM


 Refresh


0 of 2 Titles counted

 Details

 Start New



 Finished

 Print It!


 Save

Account for each Barcode ▶ **Count Copies without Barcodes**

Titles 1-2 out of 2

Title	Copy Count	Inventory Count
 Earth Science ISBN: 978-0-02-826908-5 GLENCOE 1995	20	<input type="text"/>
 Ethics Baidou ISBN: 978-1-85984-435-9 VERSO 2002	10	<input type="text"/>


Titles 1-2 out of 2

Started by State Textbook Office [[View Selections](#)]  Save


To inventory copies without barcodes, click **Count Copies without Barcodes**.

Enter the number of copies on hand for each title. You can enter counts for multiple titles at one time.

Make sure to enter a count for each title listed.

Click  **Save** when you're done.

Tracking your progress

To track an inventory's progress, click  **Details** on the main **Inventory** page.

In **Progress Details** you can see an overview of this inventory, broken down by barcoded and unbarcoded copies.


To view the **"Lost" Copies** in this inventory, click [See Details](#) next to the count of lost copies.


To view the unaccounted for barcoded items, click [See Details](#) next to **Unaccounted for**.


You can use the Unaccounted for list to help you locate remaining items.

If you cannot locate a copy, click [Mark "Lost"](#).

You can use the list of Lost copies to view copies that have already been marked Lost.

To reset all copies marked Lost on a specific date, enter a date in the field and click .

State Inventory - Started 3/16/2009
 Close

 Run Report

Copies with barcodes

Copies matching selections 52

Accounted for 9 (9 of which are lost [[See Details](#)])

Unaccounted for 43 [[See Details](#)]


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

Count copies without barcodes


Total Titles 2

Titles counted 0

Titles without counts 2

Copies 1 - 86 out of 86 Sort by Location  Go! [1](#) [2](#) [3](#) [4](#) Show All



Civics	Last Seen: 3/13/2009
Barcode: SDE00000000410	[Mark "Lost"]
Civics	Last Seen: 3/13/2009
Barcode: SDE00000000411	[Mark "Lost"]

Copies 1 - 2 out of 2 Sort by Location  Go!

To reset "lost" textbooks to "unaccounted for", use the Reset option at the end of this list. Copies without barcodes will not be reset.



Barcode	Location	Author	Title	Marked "Lost"
SDE00000000411			Civics	3/17/2009
SDE00000000412			Civics	3/17/2009


Copies 1 - 2 out of 2

Reset all textbooks marked "lost" on  


Finishing your inventory

[[View In-Progress & Completed Inventories](#)]


Textbook Inventory 2009 State Inventory - Started 3/13/2009  


Copies with barcodes 92.31% Complete as of 2:59 PM 

0 of 1 Titles counted



Account for each Barcode Count Copies without Barcodes

Current scanning location: Unspecified 


Scan or enter one-at-a-time 

Started by State Textbook Office [[View Selections](#)]

Once you're sure you've entered barcode numbers and counts for all the copies you can locate, your inventory is complete.

To close the inventory, click



 **You are indicating that you have finished your part of this inventory.**

When the State finalizes this inventory...

- 3 copies will be marked "lost"
- 0 consumables will be adjusted
- Madison Middle School will be billed \$52.00 (may include copies "lost" during the school year)

Are you sure that you are finished?

If there are any unaccounted for copies, Destiny displays the quantity that will be marked "lost" (or adjusted, if they are Consumables) along with the amount your school will be charged for the copies.


If you don't finish the inventory by the deadline, the State Textbook Office forces it to finish. In this case, Destiny marks all unaccounted for copies lost, and your school is charged for each lost copy.

Generating completed inventory reports

You can access information about your completed state inventory from two areas:


- By clicking [View In-Progress & Completed Inventories](#) at the top of the **Inventory** page.
- Through **Reports > Textbook > Inventory Control**.


The **Completed** inventory list shows a summary of all your finalized inventories.






To see a final report for an inventory, click  **View**.

Click on a link to view the PDF report.

Completed inventory reports always include information about all the copies in the inventory

If you click  **Remove**, the line item for the inventory is permanently removed from the completed inventory list. The link to the reports is still accessible from the **Job Manager** until you delete it.

To see a list of charges for an inventory, click  **Examine**.

Name	Completed ▼	Started by	Accounted For	Unaccounted For	Consumables Adjusted	
2009 State Inventory	3/16/2009	State Textbook Office	88	0 (Marked "Lost") Billed: \$0.00	0	 Examine  View  Remove
2009 Statewide Inventory	3/16/2009	State Textbook Office	40	48	0	 View  Remove

Job Textbook Inventory Report
Site Baltimore High School
Started 11/7/2008 9:26 AM
Options • All copies in English Textbooks

Summary



[View Barcode Report](#)
[View Title Count Report](#)

2009 State Inventory

Title	State ID	ISBN	Expected	Short*	Estimated Bill
History		978-0-922811-67-0	5	4	\$52.00
Social Studies		978-1-930556-30-0	20	0	\$0.00
Total:			4	\$52.00	

* Short may include copies that were "lost" during the school year

The **Archive** tab allows you to view a complete list of past inventories. You can view final reports and charges for each inventory just as you could from the Completed tab.

Name	Completed ▲	Started by	Accounted For	Unaccounted For	Consumables Adjusted	
2009 State Inventory	3/16/2009	State Textbook Office	59	3 (Marked "Lost") Billed: \$52.00	0	 Examine  View