



Receiving incoming transfers

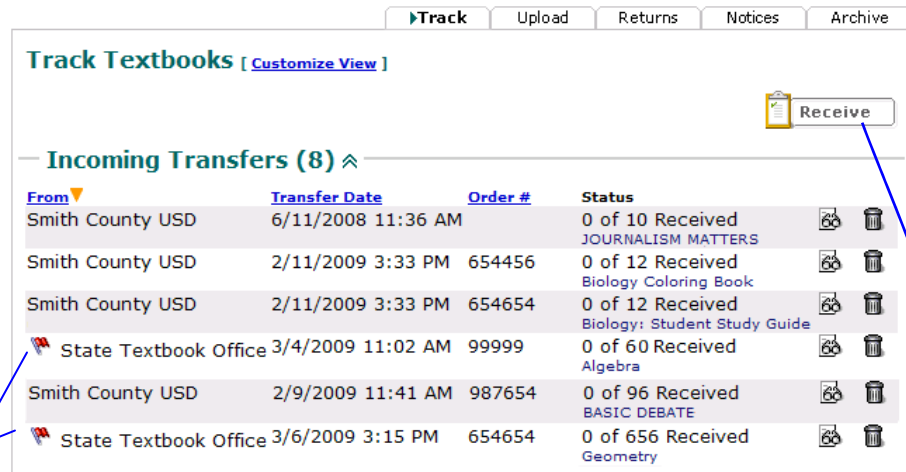
You'll find your **Incoming Transfers** on the **Track** tab of **Transfer Textbooks** in the **Catalog**.

You can see the status of each transfer at a glance. To receive barcoded books without identifying the transfer, click


 **Receive** at the top of the page.

To receive just the books in a particular transfer, click its . (See page 2.)



Note: Before you can begin accounting for copies in a state inventory, you must receive the flagged () state transfers.





Track Textbooks [[Customize View](#)]

 **Receive**

Incoming Transfers (8) ⤴

From	Transfer Date	Order #	Status
Smith County USD	6/11/2008 11:36 AM		0 of 10 Received JOURNALISM MATTERS
Smith County USD	2/11/2009 3:33 PM	654456	0 of 12 Received Biology Coloring Book
Smith County USD	2/11/2009 3:33 PM	654654	0 of 12 Received Biology: Student Study Guide
 State Textbook Office	3/4/2009 11:02 AM	99999	0 of 60 Received Algebra
Smith County USD	2/9/2009 11:41 AM	987654	0 of 96 Received BASIC DEBATE
 State Textbook Office	3/6/2009 3:15 PM	654654	0 of 656 Received Geometry

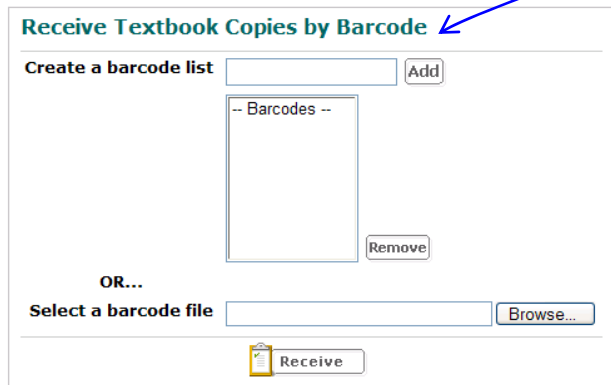
Important: Do **not** delete a transfer () until you've received all the copies and clicked  **Completed**. Deleting a transfer before it is Completed will mark any un-received copies as "Lost" at your school.

Receiving barcoded copies regardless of transfer

You can receive barcoded textbooks regardless of which transfer they are part of.

Either scan their barcodes in the **Create a barcode list** box or upload a file of barcode scans.

When you click  **Receive**, Destiny marks the copies in that transfer as received.



Receive Textbook Copies by Barcode


Create a barcode list **Add**

-- Barcodes --

Remove

OR...

Select a barcode file **Browse...**

 **Receive**

Receiving copies in a transfer

Textbooks Transferred from State Textbook Office Print It!
(3/10/2009)
Order #: 123655

⚠ Once you start receiving copies in this transfer, you are taking full responsibility for all of the copies. Please verify the content of the shipment before beginning.

Completed

Barcoded Copies Sent (12) Receive All

Title	ISBN	Publisher	Copyright	Copies to Receive
Geometry (State ID: 789789)	978-0-07-873828-9	GLENCOE	2008	12 Receive

Copies Sent Without Barcodes (86)

Title	ISBN	Publisher	Copyright	Copies to Receive
RK - Biology classroom kit (State ID: 951741)				86 Receive

Copies Sent Without Barcodes (4)

Title	ISBN	Publisher	Copyright	Copies to Receive
Algebra (State ID: 963852741)	978-0-7854-3567-9	AMERICAN GUIDANCE SERVICE	2004	4 Receive

Copies Sent with Barcodes (2)

Title	ISBN	Publisher	Copyright	Copies
Algebra (State ID: 963852741)	978-0-7854-3567-9	AMERICAN GUIDANCE SERVICE	2004	2 Receive All

Barcode

SDE00000000098	Receive	Missing
SDE00000000099	Receive	Missing

Receive All

After opening () a transfer, you'll see a summary of the titles and copies that were sent to you.

In the list, you may have any of the following:

Barcoded Copies Sent are copies with unidentified barcode numbers that you'll need to scan.

Copies Sent Without Barcodes may be any of these:

- New copies that you'll need to count. You may assign barcode numbers when receiving or later, when you need to check them out to students.
- Consumables and items that are not barcoded. You'll receive them by entering a count.

Copies Sent with Barcodes include a list of the copy barcode numbers.

(Click "Show More" to see them, "Show Less" to hide them.)

Identifies the copy as missing from the shipment.

As you receive the copies, their copy status changes to "Available". The transfer summary shows the quantities sent and received.

Once you've received all the copies in a shipment, click Completed at the top.

If you didn't receive all the copies sent:

- Any copies not in the shipment are considered "Lost", although their copy status remains "In Transit".
- The transfer moves to the **Discrepancies** section of the **Track** tab.

If the transfer is from State Textbook Office and there is a discrepancy, contact the State Textbook Office as soon as possible.

Later, when you need to assign barcode numbers to copies without them, follow the instructions in "Quick Help for Assigning barcode numbers".

Identifying barcoded copies

If the transfer contains textbooks with barcodes, you'll need to scan the copies to identify and receive them. They're listed under **Barcoded Copies Sent**.

Barcoded Copies Sent (23)						Receive All
Title	ISBN	Publisher	Copyright	Copies to Receive		
Algebra and Trigonometry (State ID: 147741)	978-0-470-22273-7	WILEY	2009	17	Receive	
American Literature an Adapted Reader 9 (State ID: 963963)	978-0-07-879468-1	JAMESTOWN PUBLISHING	2008	6	Receive	

To receive copies for all titles in the transfer, click **Receive All**.

To receive copies for a particular title, click its **Receive**.

The running totals keep track of your progress.

Identify Copies from State Textbook Office (3/10/2009)
Order #: 123456
Title: Algebra and Trigonometry
Total Copies: 17
Remaining Copies: 13

Identify Copies from State Textbook Office (3/10/2009)
Order #: 123456
Titles: 2
Total Copies: 23
Remaining Copies: 17

Identify Copies

Scan or enter one-at-a-time Receive

Or upload a file of barcodes

Received

Barcode	Title	ISBN
SDE20000003002	Algebra and Trigonometry	978-0-470-22273-7
SDE20000003003	Algebra and Trigonometry	978-0-470-22273-7
SDE20000003004	Algebra and Trigonometry	978-0-470-22273-7
SDE20000003005	Algebra and Trigonometry	978-0-470-22273-7
SDE20000003082	American Literature an Adapted Reader 9	978-0-07-879468-1
SDE20000003088	American Literature an Adapted Reader 9	978-0-07-879468-1

As you scan, the copies appear under **Received**.

If you upload a file of scans, you'll also have a job summary that lists them.

Back on the Transfer summary, you can keep track of your progress.

Click "Show More" to view the barcode numbers, "Show Less" to hide them.

Barcoded Copies Sent (23)						Receive All
Copies Received (6)						
Title	ISBN	Publisher	Copyright	Copies to Receive		
Algebra and Trigonometry (State ID: 147741)	978-0-470-22273-7	WILEY	2009	13	Receive	
Received - Barcodes Identified (4) Show More						
American Literature an Adapted Reader 9 (State ID: 963963)	978-0-07-879468-1	JAMESTOWN PUBLISHING	2008	4	Receive	
Received - Barcodes Identified (2) Show More						

Receiving copies sent without barcodes

Teacher's editions, kits, and consumables

Receive Items from State Textbook Office (3/11/2009)

RK - Biology / Campbell - classroom kit
 State ID: 963852741
 Order #: 123456

Receive Items from State Textbook Office (3/12/2009)

Investigating Biology Lab Manual
 ISBN: 0-8053-7179-6

Total Copies 30
 Copies to Receive
 Barcode(s) Not Applicable (consumable)

If the transfer contains consumables or other items that are not barcoded, just enter the quantity and click **Receive**.

Textbooks you're barcoding now

Receive Items from State Textbook Office (3/10/2009)

Algebra and Trigonometry
 ISBN: 978-0-470-22273-7
 State ID: 147741
 Order #: 123456

Total Copies 16
 Copies to Receive
 Barcode(s)

Starting barcode ?
 Assign Location

For new textbooks that you'll need to circulate soon, you can assign barcodes—and optionally, a location—as you receive them.

1. Enter the quantity you have.
2. Select **Assign barcode(s)**.
3. Enter the starting barcode number.
4. If desired, select a location from the list.
5. Click **Receive**.

Textbooks you'll barcode later

Receive Items from State Textbook Office (3/10/2009)

Algebra and Trigonometry
 ISBN: 978-0-470-22273-7
 State ID: 147741
 Order #: 123456

Total Copies 16
 Copies to Receive
 Barcode(s)

For new textbooks that you don't need right away, you just need to count and receive them now.

1. Enter the quantity.
2. Select **Receive without barcode(s)**.
3. Click **Receive**.

You'll assign barcode numbers later, when you need to check them out.

Receiving copies sent with barcodes

Scan or enter copies one-at-a-time

Or receive selected copies below...

Copies Sent with Barcodes (2)

Title	ISBN	Publisher	Copyright	Copies	
Algebra (State ID: 963852741)	978-0-7854-3567-9	AMERICAN GUIDANCE	2004	2	Show Less
Barcode					
				<input type="button" value="SDE20000005409"/>	<input checked="" type="button" value="Receive"/> <input type="button" value="Missing"/>
				<input type="button" value="SDE20000005410"/>	<input checked="" type="button" value="Receive"/> <input type="button" value="Missing"/>
<input checked="" type="button" value="Receive All"/>					

To receive the copies:

- Scan them in at the top, or
- Click **Receive All** to accept all the copies in the list, or
- Click **Receive** to receive each specific copy.

Click for copies not included in the shipment.

If the transfer is from State Textbook Office, and there is a discrepancy, contact the State Textbook Office as soon as possible.