Follett Software Company offers our customers a distinctive set of instructor-led training sessions that will help Destiny users better understand the full depth of the Destiny Resource Management Solution™ and its robust functionality. Available sessions focus on three modules from the Destiny Resource Management Solution: Destiny Library Manager™, Destiny Textbook Manager™, and Destiny Media Manager™.

Training session topics are divided into two sections:

- **Section One: Destiny for District Users**
- **Section Two: Destiny for Site-based Users**

Each session that is offered is **60 minutes in duration**. If you are interested in scheduling a web-based training session, please call **1-800-323-3397** to speak to a Follett Software customer service representative.

### Section One: Destiny for District Users

**Destiny Library Manager**

**Topic #1 - District Reports**

This training will cover the reports available to the Library Materials Manager for the school district within Destiny Library Manager. Included in these reports, but not limited to, are Headings without Authorities, Copy Call Number Reports, District Library Collection Statistics and Title and Copy List.

**Topic #2 - What’s New in Destiny Library Manager v7.0?**

Destiny Library Manager Version 7.0 is packed with your most requested enhancements such as expanded reporting, streamlined searching and improved collaboration tools. The goal of this training is to explain the new features and functionality added to Destiny Library Manager v7.0, including, but not limited to:

- Adding multiple copies to a title record
- Viewing search history
- Viewing Destiny in English, Spanish, or French
- Creating multiple resource lists
- Identifying updates added to the “Did You Mean?” functionality
- Creating customized reports to fill your special reporting needs
- Looking at the changes made to Follett’s Online Services
Destiny Textbook Manager
• **Topic #3 - District Reports**
  This training will provide an in-depth review of the reports available to you in Destiny Textbook Manager. There are several reports that you can access and may be utilized at the district-level, including inventory and patron statistical reports.

• **Topic #4 - What’s New in Destiny Textbook Manager v7.0?**
  Destiny Textbook Manager v7.0 is packed with your most requested enhancements such as expanded reporting, streamlined searching and improved collaboration tools. The purpose of this training is to demonstrate the new features and functionality added to Destiny Textbook Manager v7.0, including, but not limited to:
  • Add/update/delete classes, sections, and assign teachers or students to a class
  • Add/update/delete textbooks assigned to classes and sections
  • Create new forecasts or view, edit and delete in-progress forecasts
  • View a forecast summary
  • Provide information on the quantities and replacement prices of your textbook copies. They may be grouped by condition (new, good, fair, poor, and unusable) or by status (available, checked out, out for repair, and lost) at each school
  • Create customized reports based on the contents of the textbook information database
  • Edit existing customized reports
  • Import and export customized reports using Microsoft Excel

Section Two: Destiny for Site-based Users

Destiny Library Manager
• **Topic #5 - Access Levels: An In-Depth Look**
  The purpose of this training is to illustrate how Access Levels aid in customizing Destiny for your own site so you may have your own “look and feel.” We will discuss default access levels created at installation, creating, editing and deleting Access Levels, and assigning access levels to library users.

• **Topic #6 - Alliance Recon for Destiny Library Manager**
  In this training, you will learn how Alliance Recon makes a match, and what is considered a “miss.” Process misses allow you to examine each missed record, search Alliance Plus Online for a match, and then decide whether to enhance the individual library record. As a result of these enhancements, you can expect an increase in your collection circulation and in the effectiveness of searches conducted by your patrons.

• **Topic #7 - Circulation Desk Functions**
  This training is designed for Media Specialists and Librarians who would like to learn more about basic circulation functions in Destiny Library Manager. There are various options available for placing holds and creating fines within the Destiny products. We will also examine how to interpret the Patron Status and Copy Status options, and how to understand the wealth of information provided.
• **Topic #8 - Clean-Up Reports**  
  This training is designed for Media Specialists and Librarians who would like to use reports to clean up their library database with Destiny Library Manager. Included in these reports, but not limited to, are:  
  - Updating titles and removing title reports in catalog  
  - Checked out/overdue materials and unpaid fines reports  
  - Collection statistics summary  
  - Copy call number reports  
  - Copy barcode labels and spine/pocket labels  
  - Title and copy list in reports

• **Topic #9 - Managing Your Collection in Destiny Library Manager**  
  This training is designed for Media Specialists and Librarians using Library Manager. This session will show you how to add, edit, update and delete titles and copies in your library’s database. The result of proper and simple cataloging will be easier searching so your patrons can find the materials they need.

• **Topic #10 - Day-to-Day Reporting Capabilities**  
  Would you like to see the day-to-day reports that can be run using Destiny Library Manager? During this session, you will see what information can be obtained from accessing the reports available. Data within these reports may include, but is not limited to:  
  - View all holds  
  - Bibliography  
  - Checked out/overdue materials  
  - Unpaid fines and notices  
  - Overdue materials by call number  
  - Daily holds processing  
  - Ready holds notices  
  - Library statistics

• **Topic #11 – Using Your Falcon Scanner with Destiny Library Manager**  
  Learn how you can maximize the use of your Falcon scanner with Destiny Library Manager. You are able to quickly check out and check in books. You can even take inventory wherever the books are kept, saving you time and increasing accuracy.

• **Topic #12 - Managing Your Patrons in Destiny Library Manager**  
  This session will help you understand how you may effectively manage your patrons with Destiny Library Manager. You will discover how to enter patrons into your database and how to easily update your patron records.

• **Topic #13 - Understanding Reading Program Service**  
  If you like a deeper understanding of the Reading Program Service in Destiny Library Manager, this training is for you. We will instruct you on how to use your Reading Program Service subscription to add your Accelerated Reader®, Reading Counts!® or Lexile® information to your database. After attending this session, you will be able to easily search for items that interest your patrons and that earn the students points.

• **Topic #14 – Customizing Destiny Library Manager**  
  Learn the steps necessary to customize Destiny Library Manager for your site. Understand the options available in Site Configuration, including printing receipts and setting your library’s calendar and hours. We will then discuss library policies and creating, editing and deleting Circulation Types and Patron Types. Finally, there will be a brief discussion of the default Access Levels that are included with Destiny Library Manager.  
  ***For a more in-depth training on Access Levels, you can register for a separate instructor-led session that focuses on creating and editing Access Levels.***
• **Topic #15 - Standards Alignment**
  If you are interested in learning more about how to effectively search for Standards in Destiny Library Manager, this session may be just what you are looking for. You will become versed on how to search and browse the library collection and web sites for materials relevant to the standard you are researching. The web sites listed are relevant to the standard you are addressing. All of them are educator-approved and checked daily to ensure the content has not changed or become unavailable. The titles listed are relevant to the standard you are addressing. The list includes up to one hundred of the most relevant records in the library collection.

• **Topic #16 - What’s New in Destiny Library Manager v7.0?**
  Destiny Library Manager Version 7.0 is packed with your most requested enhancements such as expanded reporting, streamlined searching and improved collaboration tools. The purpose of the training is to demonstrate the new features and functionality added to Destiny Library Manager v7.0, including, but not limited to:
  - Identifying the find patron search results changes
  - Placing multiple copies of a title on reserve
  - Adding multiple copies to a title record
  - Viewing search history
  - Viewing Destiny in English, Spanish, or French
  - Creating multiple resource lists
  - Identifying the changes added to the “Did You Mean?” functionality
  - Setting up visual searches
  - Completing an inventory
  - Creating customized reports to fill your special reporting needs
  - Creating used patron barcode labels without eye-readable numbers
  - Looking at the changes made to Follett’s Online Services

**Destiny Textbook Manager**

• **Topic #17 - Follett’s Best Practices for Barcoding Your Textbooks**
  This training will inform textbook management personnel of the four main processes to follow as you begin to barcode your textbook collection. Learn how you may effectively prepare and plan to barcode your collection. Then we will discuss your available options for distributing textbooks to your students and faculty after your barcoding is completed.

• **Topic #18 - Circulation Options in Destiny Textbook Manager**
  When you are managing your textbooks, you need to know what options you have for circulation. This session informs you how textbooks are typically distributed at the school sites, but may vary from school to school. When you are establishing textbook distribution policies, remember that Destiny Textbook Manager is a flexible tool. It allows all your staff to distribute barcoded textbooks from their classrooms, by department, or from a central location.

• **Topic #19 - Managing Your Textbook Collection**
  Managing your textbook collection can be a challenge. This session will demonstrate how your textbooks may be added to and managed in the textbook database. Titles and copies can be added individually or imported with multiple records. Titles and copies may be exported or transferred from one school to another.

• **Topic #20 – Using Your Falcon Scanner with Destiny Textbook Manager**
  Learn how you can maximize the use of your Falcon scanner with Destiny Textbook Manager. You are able to quickly check out and check in books. You can even take inventory wherever the books are kept, saving you time and increasing accuracy.
• **Topic #21 - Reports in Destiny Textbook Manager**
  This training will cover the reports available to you in Destiny Textbook Manager. Reports available include, but are not limited to:
  • Checked out/overdue materials and unpaid fines
  • Fine history
  • Patron barcode labels
  • Patron ID cards
  • Patron name list
  • Patron statistics
  • Class list
  • Student-to-Textbook statistics
  • Textbook adoption list
  • Textbook collection statistics
  • Title and copy list
  • Weeding log

• **Topic #22 - What's New in Destiny Textbook Manager v7.0?**
  Destiny Textbook Manager Version 7.0 is packed with your most requested enhancements such as expanded reporting, streamlined searching and improved collaboration tools. The purpose of the training is to demonstrate the new features and functionality added to Destiny Textbook Manager v7.0, including, but not limited to:
  • Complete an inventory
  • Transfer textbooks during an inventory
  • Create classes and sections manually
  • Assign teachers, students, and textbooks manually
  • Upload classes, textbooks or changes using a data file
  • Create new forecasts or view, edit and delete in-progress forecasts
  • View a forecast summary
  • Provide information on the quantities and replacement prices of your textbook copies. They may be grouped by condition (new, good, fair, poor, and unusable) or by status (available, checked out, out for repair, and lost) at each school
  • Create customized reports based on the contents of the database
  • Edit existing customized reports
  • Import and export customized reports with Microsoft Excel

**Destiny Media Manager**

• **Topic #23 - What's New in Destiny Media Manager v7.0?**
  Destiny Media Manager Version 7.0 is packed with your most requested enhancements such as expanded reporting, streamlined searching and improved collaboration tools. The purpose of the training is to demonstrate the new features and functionality added to Destiny Media Manager v7.0, including, but not limited to:
  • Adding multiple copies to a title record
  • Viewing search history
  • Creating multiple resource lists
  • Identifying the changes added to the “Did You Mean?” functionality
  • Completing an inventory
  • Creating customized reports to fill your special reporting needs
  • Defining the loan periods used when booking your instructional media and limiting the number of times a booking can be extended
  • Defining whether Destiny will determine booking dates and due dates, based on calendar days or open days
  • Creating used patron barcode labels without eye-readable numbers and looking at the changes made to Follett’s Online Services

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