

Receiving Textbooks - Teachers

“Processing Needed” (The link at the top right of your Destiny screen). This link for teachers will bring up the Transfer Textbooks screen.

Textbooks will come to your school in two ways – with Barcodes and without. Textbooks without barcodes are those that are labeled as consumables or workbooks. They will not be labeled with a barcode, but will still need to be received in your building for inventory purposes.

Processing Needed – Copies without Barcodes

Click on “Processing Needed” – at the top right of your Destiny Menu



TEXT (steevcm)	11/21/2011 10:20 AM	HalfadayFergusonAune	0 of 6 Received -- Assorted Titles --	
TEXT (gruetgk)	4/27/2012 9:19 AM	sturdivant	3 of 5 Received -- Assorted Titles --	
TEXT (gruetgk)	4/27/2012 9:48 AM	sturdivant	0 of 35 Received Food for Today Student Activity Workbook	
TEXT (gruetgk)	4/27/2012 9:52 AM	sturdivant	0 of 35 Received Food for Today	

You will see a list of Incoming Transfers under the Incoming Transfers section.

Locate an order with your name on it.

Click the View button

Click Receive

Copies Sent Without Barcodes (35)

Title	ISBN	Publisher	Copyright	Copies to Receive	
Food for Today Student Activity Workbook	0-07-888451-9	GLENCOE	2010	35	

Processing Needed – Copies with Barcodes



Copies Sent With Barcodes

Copies sent with Barcodes come to you in a variety of ways:

- A box full of different titled textbooks that were ordered due to shortages in your building.
- A box of brand new textbooks, ordered for your building.
- One or two textbooks requested during the year.

Click [Processing Needed](#)

Click the View button on an Incoming Transfer

Textbooks Transferred from Textbook Media Center (4/27/2012)

[How do I... ?](#)



[Add Note](#)

Order #: **sturdivant**

Scan or enter copies one-at-a-time



Receive

Or receive selected copies below...

Copies Sent With Barcodes (2)

Title	ISBN	Publisher	Copyright	Copies	Receive All
Food for Today ExamView Assessment Suite cdrom	978-0-07-888453-5			1	Show Less
					Barcode
					4000035180 Receive
Food for Today Presentation Plus cdrom	978-0-07-888454-2			1	Show More
					Receive All

There are many ways to receive textbooks with barcodes

- a) Scan them in one at a time
- b) Print it, check the shipment, report to the librarian that you have these textbooks
- c) Click "Receive All" if you have already verified all the barcodes
- d) Click "Show More" and receive specific barcoded textbooks from this order.

No matter which way you choose – always do the following:

- Verify Barcodes
- Click "Yes" to complete transaction.
- View the report in Job Manager