

Receiving Textbooks with or without Barcodes

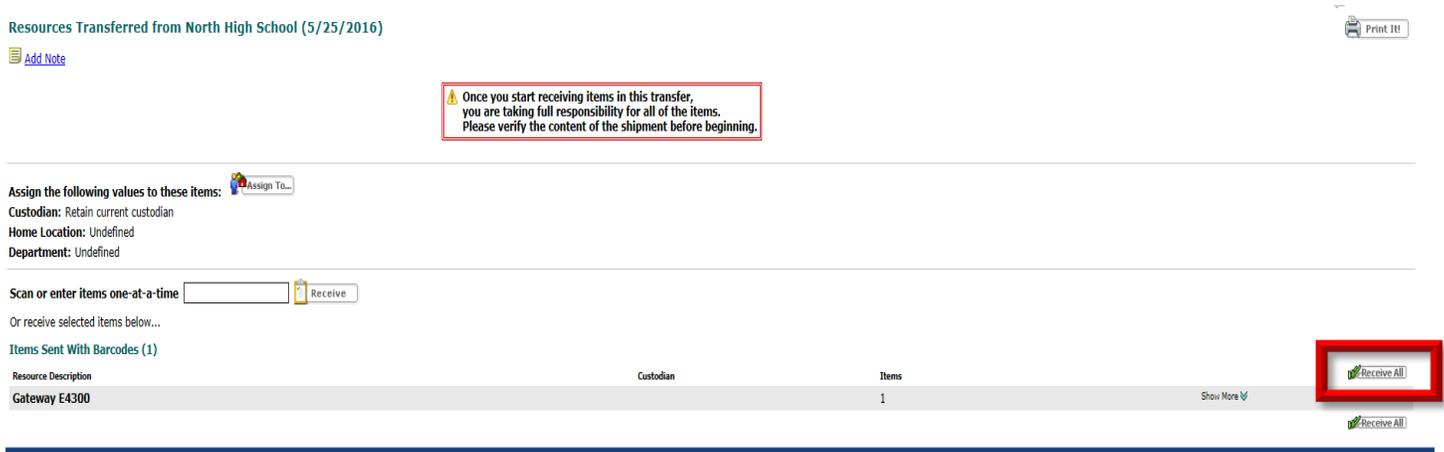
When you see this green exclamation point on your Resource View screen, you have textbooks to receive. Click on it. Then click on the eyeglasses.



With Barcodes

Click on the Assign to button and choose the room number of the teacher to whom these textbooks will be given. Click OK.

You can receive items individually by scanning the **barcode** here or you can receive all the items at once by clicking **Receive All**. Either way, make sure you have what you indicate you are receiving.



Without Barcodes

Click on the eye on the right



Click on receive on the right



Be sure you assign the items to the room they are going to if you have that information. At the drop-down menu beside barcodes choose **Receive without barcodes**. Type in the number of items you are receiving. Click **Receive**.

Receive Items from Irving Elementary (8/26/2016)

Assign the following values to these items:

Assign To

Custodian: Undefined

Home Location: Undefined

Department: Undefined

Description Go Math Stdnt Edt & Practice Book Bundle (Spanish) 1

Total Items 8

Items to Receive

Barcodes ▾

** (The first part of these instructions were done on the older version of Destiny.)