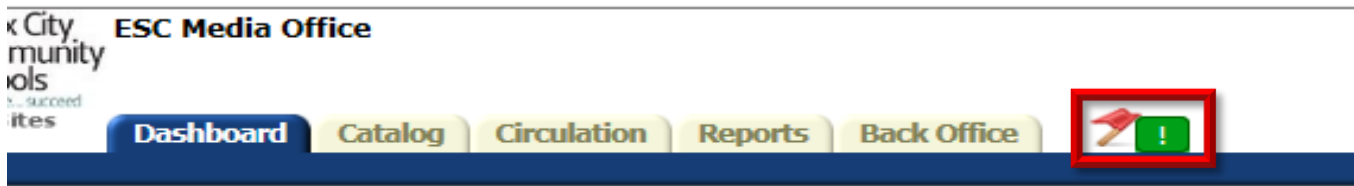


Receiving Textbooks with or without Barcodes

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.



Track Resources [[Customize View](#)]

Receive Barcoded Items

Incoming Transfers (1) ▲

From	Transfer Date	Status	
NHS (Frank)	5/25/2016 8:56 AM	0 of 1 Received Gateway E4300	

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.

Resources Transferred from North High School (5/25/2016)

Print (1)

Add Note

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

Assign the following values to these items:

Custodian: Retain current custodian

Home Location: Undefined

Department: Undefined

Scan or enter items one-at-a-time

Or receive selected items below...

Items Sent With Barcodes (1)

Resource Description	Custodian	Items	
Gateway E4300		1	

Without Barcodes

Click on the eye on the right

IR (mosek1)	8/26/2016 2:38 PM	0 of 8 Received Go Math Stdnt Edt & Practice Book Bundle (Spanish) 1	
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Click on receive on the right

Textbook Title	ISBN	Publisher	Copyright	Custodian	Items to Receive	
Go Math Stdnt Edt & Practice Book Bundle (Spanish) 1	0-547-96710-7	Houghton Mifflin Harcourt	2012		8	

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 1

Barcodes Receive without barcodes ▼

Receive

Cancel

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