Starting an Inventory in Destiny Resource Manager

Conducting an inventory is an important step in properly managing your investments and ensuring you have an accurate list of available resources. Easily account for each resource, its location, and its status using Destiny Resource Manager’s inventory function.

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1. Select Back Office > Inventory > Start New.

2. In the Inventory Name field, type a unique name for your inventory.
   
   **Note:** If you are logged in to the district, use the For drop-down to select which schools in your district will conduct the inventory.

3. From the Limited to drop-down, select how to limit the resources to include in your inventory, and then click Update to select the specific home locations, departments, or custodians.

4. To limit your inventory to specific types of resources, click Update next to Resource Types, and then select the resource types you want.

5. To limit the inventory to resources with a particular purchase price, select the range from the Purchase Price drop-down, and then type the amount in the field. Leaving the field blank includes resources of any purchase price.
6. To include barcoded items, unbarcoded items, or consumable resources, select the appropriate checkboxes.
   **Note:** Unbarcoded items and consumables that are checked out are automatically accounted for. If they are checked in during inventory, they remain accounted for.

7. To include items that are currently checked out, select the **Include items...unaccounted for** checkbox.
   **Note:** If you select this option, all items retain their checkout status when you scan them into the inventory.

8. Select the **Check in...into inventory** checkbox to have Destiny check in any checked-out items when scanned during your inventory.
   **Note:** If you have Destiny check in any currently checked-out items when scanned and you upload a barcode file with checked-out items, those items will be counted in the inventory but will remain checked out.

9. To exclude any items that have been reviewed recently (such as circulated, updated, or transferred) type a date in the **Except for items that have been seen on or after** field.

10. From the **During this inventory...currently specified location...** drop-down, select how you want Destiny to handle items not in the location specified in their item record. You can have Destiny do nothing, alert you, prompt you to change the item’s location, or automatically change the item’s location.
   **Note:** You must select the home location you are currently scanning in Destiny to use this option.

11. Click **OK**, and then click **Yes** in the confirmation message to begin the inventory.

   ![Please note...]
   - Any checked out item that is scanned into inventory will be checked in.
   Are you sure you want to start this inventory?
   - **Yes**
   - **No**

   **Note:** Once you confirm the inventory, you cannot edit the criteria or rename the inventory.