New resources may be added individually or as a group. If more than a couple of resources need to be added to the database, then the Asset Import Converter should be used to import the data into Resource Manager. The steps outlined here detail how to add an individual item.

If:

- a new type of resource needs to be added to the database, then refer to the process for creating a new template and using the Asset Import Converter.
- the resource being added is a new copy of an item that is already defined in Resource Manager, then proceed to the section Adding Items.
- the resource being added is new model of an existing resource (e.g. a new tablet model or a new Chromebook model), then first define the Resource (Add Resource) and then add the records for the individual items.

Go to [http://destiny.greececsd.org](http://destiny.greececsd.org)

Choose the site where the resource will be circulated and then Login to Destiny.

Use the drop down at the top of the screen to change “View All” to “Resource View”.

### ADD RESOURCE

1. Select the Catalog tab and then Add Resource option in the left navigation bar.
   
   ![Add Resource Screen](image)

   **A.** In the Find all field, select the resource type.
   **B.** In the Where Resource Name field, enter the name of the new model / item.
   **C.** Click Go.
   **D.** Destiny searches for all items with a similar resource name. If the model does not already exist, then click on Add the Resource. If the model/item already exists, then click on the Details button and proceed to next section for Adding Items.

2. Complete all the necessary fields (required fields are denoted by an *) and then click Save.
3. On the Resource Definition page, click Add Item and then proceed to Step 3 in the next section. If necessary, Edit may be selected to update any Resource Definition fields.
**ADDING A RESOURCE**

**ADDING ITEMS**

1. If not already on the Add Item page, search for the resource by going to Catalog > Resource Search and entering the title in the empty text field. Then click Search. Or go to Catalog > Resource Search > Browse Resources subtab. Click on the hyperlink in the tree for the type of resource you want and it will display all your Asset Description Records.

2. In the search results page, click the Details button next to the title name and then click Add Item.

3. Complete the fields on the Add Item page as follows:
   A. **Number of Items**: # of copies to be added
   B. **Starting Barcode**: starting barcode for copies to be added, must follow schema at site. Note that barcodes must be sequential if adding more than one item.
   C. **Home Location**: location where resource resides when not in circulation
   D. **Custodian**: Name of person responsible for resources at the home location
   E. **Purchase Price**: price paid for item
   F. **Serial Number**: if this is technology equipment, the serial number from the resource
   G. **Item Category**: choose Update to create/select a list to group items. Create an Item Category each time a group of items is added. If multiple resources are being added on the same date, then the same list can be used for each item.
   H. **End of Life**: if the item is a Chromebook, the end of life date defined by Google
   I. **Device Name**: if the item is a Chromebook, the device name from Google Console
   J. **Date Enrolled**: if the item is a Chromebook, the enrollment date from Google Console
   K. **MAC Address**: if applicable, the MAC address for the device

4. Click Save. If adding more than one copy, a confirmation prompt will be displayed for the Add Item action. Choose Yes in the confirmation dialog.