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

Choose the site for item transfer/receipt and then Login to Destiny.

- District Users may work at the District level and transfer items to/from any site OR work at the site level.
- Site Users may only transfer/receive items that exist at the specific site.

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

**TRANSFER ITEMS**

1. Select the Catalog tab, Transfer Resources from the left navigation bar and then the Upload subtab.

   ![Transfer Resources screenshot](image)

2. On the Transfer Resources page, set the To field to the school where resources are being transferred. NOTE, if at the District site, use the From field to select the site where resources are being transferred from.

3. In the Transfer dropdown list, select by Barcode:
   - To upload a barcode list that has already been created, click Choose File to locate and select the txt file of barcode numbers.
   - To create a list, place the cursor in the Create a barcode list field, scan or type in the barcode and then click Add.

4. Select the Create a packing list checkbox to create a list that includes the name and barcode number of items being transferred. The Packing list may be viewed/printed from the Job Manager after the Transfer is initiated.

5. Click Transfer.

6. The Job Manager page will be displayed. Click Refresh List to update the status and then click View to review the Job Summary.

Note:

- Resources that are Checked Out, Lost, In Use of Out for Repairs may not be transferred.
- When items are transferred, the Custodian is retained and the Department and Home Location fields get set to Undefined. These fields may be updated when the resource is received at a site.
RECEIVE ITEMS

1. Login to Destiny at the site to receive items.
2. Choose the Catalog tab, Transfer Resources option from the left navigation bar and then the Track subtab OR click on the Processing Required Flag in the tab menu.
3. Find the transfer in the list of Incoming Transfers and click on the View icon.
4. Optionally, click the Assign To button to update the Custodian, Home Location and Department fields. These fields will be set for all items received. Note, if the Custodian is not changed, the value from the originating site will be retained and the Home Location and Department will set to the Undefined.
5. Items may be received individually by scanning/typing the barcode in the Scan or enter items one at a time field or by clicking the Receive All button.

TRANSFER REPORTS

Transfer reports for Incoming, Outgoing and Completed Transfers are viewed on the Transfer Resources page (Catalog > Transfer Resources). Limiters may be set to customize the view and then choose the Update button to update the displayed lists.

STOP TRANSFER

A transfer may need to be stopped to correct the receiving location, list of barcodes transferred, etc. A transfer may be stopped at the originating site before it is received at another site.

1. In Destiny, choose the Catalog tab, Transfer Resources from the left navigation bar and then the Track subtab.
2. In the list of Outgoing Transfers, find the transfer that needs to be stopped, and click on the View icon.
3. In the View Details page, click on the Stop Transfer button to halt the transaction.
4. Items are returned to the original site. The Department field and the Home Location field will be set to Undefined.