

## Transfer Resources (Upload Sub-Tab)

After a site confirms they will transfer requested resources, the sending site uploads the resources in Destiny when they are ready to send them to the receiving site.

You can transfer:

- Groups of resource items or a container, such as a laptop cart, to any other school in your district. This feature lets you send resources to schools that need them from schools that have a surplus.
- Unbarcoded resources, such as digital resources or consumables, by item count. If any of the items have redemption codes, these codes are transferred with the items. You cannot transfer digital resources that have unlimited items. The receiving site accepts the transfer of digital resources.

1. Select **Catalog > Transfer Resources > Upload** sub-tab.

The screenshot shows the 'Transfer Resources...' form in the 'Upload' sub-tab. At the top, there are tabs for 'Track', 'Upload', 'Requests', and 'Notices'. The form has a title 'Transfer Resources...' and a 'To' dropdown menu with '-- Select a Site --'. Below that is a 'Transfer' dropdown menu set to 'by Barcode', followed by an 'Order #' text field. There are two checkboxes: 'Create a packing list' and 'Track handling eSignatures for this transfer'. A note states: 'Note: When transferring a container item, only scan the container item barcode. Do not scan the contents.' Below the note is a 'Create a barcode list' section with a text input field and an 'Add' button. Underneath is a 'Barcodes' list with a 'Remove' button. An 'OR...' section follows with a 'Choose File' button and 'No file chosen' text. At the bottom, there is a 'Transfer Items' button and a note: 'Upon transfer, ownership will be immediately changed to the receiving site.'

2. Use the **To** drop-down to select the school you are transferring resources to.

**Note:** If you are logged in as a district resource manager, use the **From** drop-down to select the site to transfer the resources from.

3. Use the **Transfer** drop-down to select how to identify resources for transfer based on the following table:

If you want to identify resources...	Then...
<b>by Barcode</b>	<ul style="list-style-type: none"> <li>• To upload a barcode list you already created, click <b>Browse</b> to find and select a file of barcode numbers.</li> <li>• To create a list, place your cursor in the <b>Create a barcode list</b> field, scan or type the barcodes, and then click <b>Add</b>.</li> </ul>
<b>from List</b>	<ul style="list-style-type: none"> <li>• If you have more than one Resource List, select the one with the resources you are transferring.</li> <li>• To review the contents of the list, click <b>View List</b>.</li> </ul>

If you want to identify resources...	Then...
by Item Category	<p>If you have more than one item category, select the one with the resources you are transferring.</p> <p><b>Note:</b> This option is not available for district resource managers, unless they are logged in to a specific site.</p>
by Item Count (to transfer unbarcoded items)	<p>To transfer a resource by item count, search for and select the resource, enter the number of items to transfer, and then click <b>Select</b>.</p>

**Note:** Destiny does not transfer resources with a status of Checked Out, Lost, Stolen, Returned to Vendor, In Use, or Out for Repairs.

4. To include an order number, which appears throughout the transfer process, enter it in the **Order #** field.
5. To create a packing list that includes the names and barcode numbers of the items you are transferring, as well as signature, dates, and printed name lines for the person receiving the transfer, select the **Create a packing list** checkbox.
6. To track the eSignature as the resources move through the transfer process, select the **Track handling eSignatures for this transfer** checkbox.

**Note:** eSignatures can only be completed using the VersaScan scanner device or the Follett Destiny Back Office app.

7. Click **Transfer Items**.
8. To view a Job Summary in Job Manager, click **Refresh List** to update the status, and then click **View**.

**Note:** For a site-to-site transfer, Destiny sets the Home Location to Undefined and retains the Custodian. If the Department is available in the school receiving the item, Destiny retains it.

9. To print and include the packing list with the shipment, click **View Packing List**.

For this process to be complete, the site you transferred the resources to must accept the transfer. See [Transfer Resources \(Track sub-tab\)](#).