



# Follett Destiny®

Library Manager Webinar  
Quick Reference Guide



# Table of Contents

Setting Up Circulation Policies for Follett eBooks .....	1
Importing Title Records from Titlewave .....	5
Importing Title Records .....	9
Adding Title and Copy Records from Resource Databases .....	12
Adding Title and Copy Records Manually .....	15
Customizing the Destiny Discover Homepage .....	19
Getting Started with eBooks in Destiny Discover .....	23
Setting Up One Search .....	30

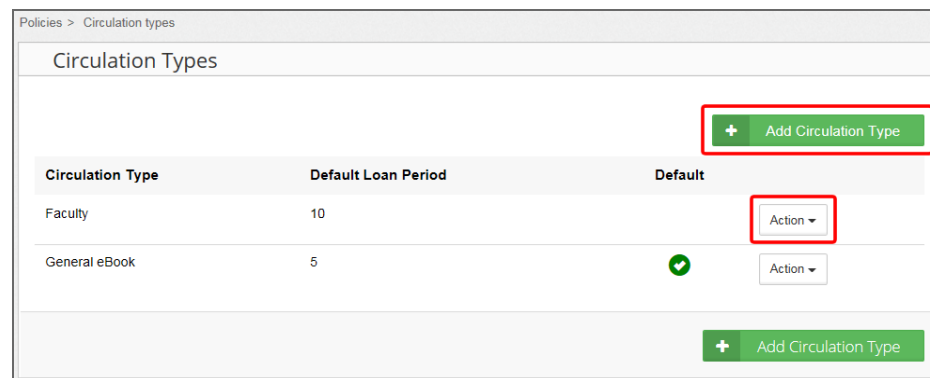
## Setting Up Circulation Policies for Follett eBooks

As with print materials, you might want to set up different circulation policies for different types of eBooks in your collection. For example, you have professional development eBooks that are only available to faculty and staff. Or, you create a circulation type with a short loan period for popular, new eBooks. With Destiny and Destiny Library Manager, you can set up Follett eBook circulation policies to best meet your patrons' needs.

### Adding or Editing a Follett eBook Circulation Type

To add or edit a Follett eBook circulation type:

1. Log in to Destiny as the site administrator.
2. Choose one of the following ways to access Follett Digital Setup:
  - Select **Back Office > Library Policies**, and then click the **To add Follett eBook Policies, click here** link.
  - Select **Catalog > Search Setup > Digital > Digital Setup**.
3. From the Circulation Types page, do one of the following:
  - To add a new circulation type, select **+Add Circulation Type**.
  - To edit an existing circulation type, click the **Action** drop-down next to its name, and then click **Edit**.
4. In the **Circulation Type Name** field, type a name.
5. In the **Default Loan Period** field, type the number of days for the loan period that will be assigned to this circulation type by default.



- In the fields next to the patron type, type the number of days each Patron Type can check out eBooks for this circulation type.
- If you have a Shared Account and do not want shared account users to access the circulation type, deselect the **Allow Access to this Circulation Type** checkbox.
- Click **Save**.
- To set a circulation type as the default for newly added Follett eBooks, click the **Action** drop-down next to the circulation type, and then select **Make Default**.

Circulation Type	Default Loan Period	Default
Faculty	10	
General eBook	5	✓

## Changing a Follett eBook's Circulation Type

New Follett eBooks are assigned the default circulation type. To change a Follett eBook title's circulation type:

- Select **Catalog > Search Setup > Digital > Digital Setup**. Follett Digital Setup appears.
- Select **Maintenance > Title Maintenance**.
- Find the title of the eBook. Note that you can click a column name to sort the titles.
- Click the **Circulation Type** drop-down, and then select a circulation type.
- Click **Save**.

**Note:** If you are changing circulation types on more than one page, make sure to save the page you made a change to before going to the next page.

Hidden	Title	Author	Material Type	Circulation Type	Interest Level	Year	Date Added
<input type="checkbox"/>			All		All		
<input type="checkbox"/>	Abraham Lincoln	Dunn, Joeming W.	Interactive eBook	General eE General eBook Faculty		2008	03/12/2014 2:31 PM
<input type="checkbox"/>	An abundance of Katherines	Green, John, 1977-	Follett eBook		Young Adult	2008	03/12/2014 1:49 PM
<input type="checkbox"/>	Adventure according to Humphrey	Birney, Betty G.	Follett eBook	General eE	3-6	2009	03/12/2014 1:55 PM
<input type="checkbox"/>	Anne Frank	Dunn, Joeming W.	Interactive eBook	General eE		2008	03/12/2014 2:31 PM

## Hiding or Un-Hiding a Follett eBook Title

If your district distributes Follett eBooks to multiple schools, new titles might appear as hidden until you un-hide them. Or, they might automatically appear in your catalog when they're added by the district and you want to hide them for your school.

To hide or un-hide a Follett eBook:

1. Select **Catalog > Search Setup > Digital > Digital Setup**. Follett Digital Setup appears.
2. Select **Maintenance > Title Maintenance**.
3. Find a title you want to hide or un-hide, and then select or deselect the **Hidden** checkbox accordingly. If you want to find all hidden titles, click the **Hidden** column name.

Hidden	Title	Author	Material Type	Circulation Type
<input type="checkbox"/>			All	
<input type="checkbox"/>	The 10 p.m. question	De Goldi, Kate, 1959-	Follett eBook	ebook
<input checked="" type="checkbox"/>	20 fun facts about dragonflies	Nelson, Maria	Interactive eBook	ebook
<input type="checkbox"/>	100 words every middle schooler should know the 100 words.	from the editors of the American Heritage Dictionaries.	Follett eBook	ebook

## Setting Up a Shared Follett eBook Account

For the best eBook experience, it is recommended that students log in with unique usernames and passwords. This gives them access to check out, place a hold, and add a review to Follett digital materials, as well as use the Notebook features. However, if your students do not have unique logins, you can set up a Shared Account as follows:

1. Select **Catalog > Search Setup > Digital > Digital Setup**. Follett Digital Setup appears.
2. Click **Access Levels**.
3. In the Shared Account section, type a **Login** and **Password** for students to use to log in to Destiny Discover.  
**Note:** Optionally, you can set up the Shared Account so that users accessing Destiny Discover from configured IP addresses will be automatically logged in to the Shared Account. To do so, refer to the *Configuring Automatic Guest Account Login* instructions in this document.
4. Click **Save**.

Shared Account

Login

guest

Password

guest

IP Authentication for the Shared Account

Users accessing Destiny Discover from configured IP addresses will be automatically logged into the Shared Account. (Shared Account login and password must be defined.)

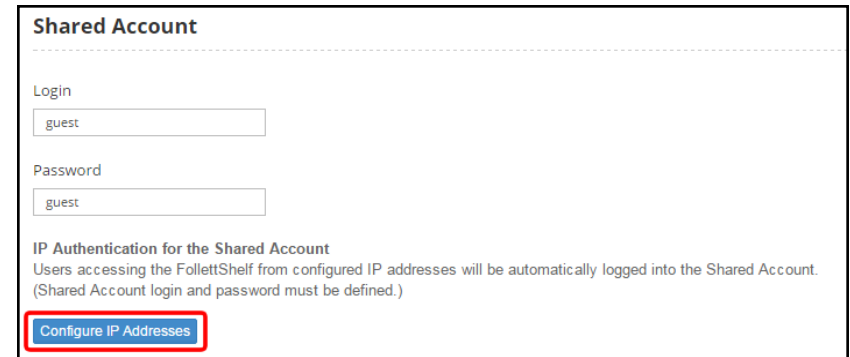
Configure IP Addresses

Save

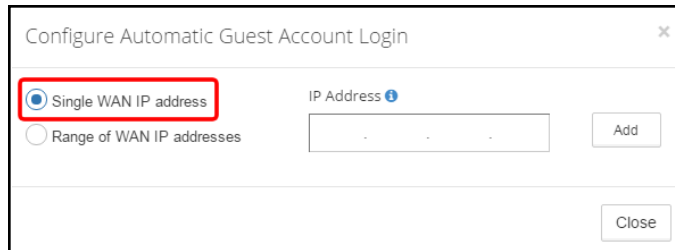
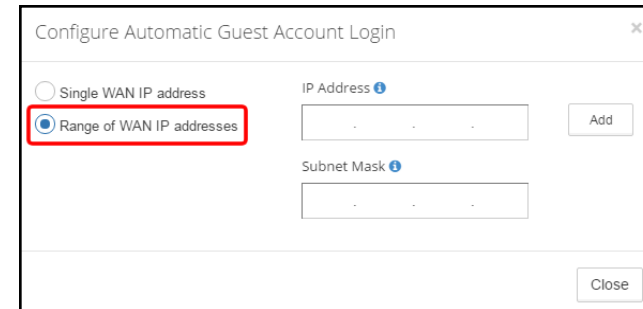
## Configuring Automatic Guest Account Login

To let students read and listen to digital materials without logging in, but also prevent unauthorized users outside of school from accessing these digital materials, you can identify IP addresses/ranges so that patrons on an identified computer are automatically logged in as Shared Account users. To do so:

1. Select **Catalog > Search Setup > Digital > Digital Setup**.  
Follett Digital Setup appears.
2. Click **Access Levels**.
3. If you have not already defined a login for the Shared Account, type a **Login** and **Password** in the appropriate fields.
4. In the Shared Account section, click **Configure IP Addresses**.



4. Select **Single WAN IP address** or **Range of WAN IP addresses**.

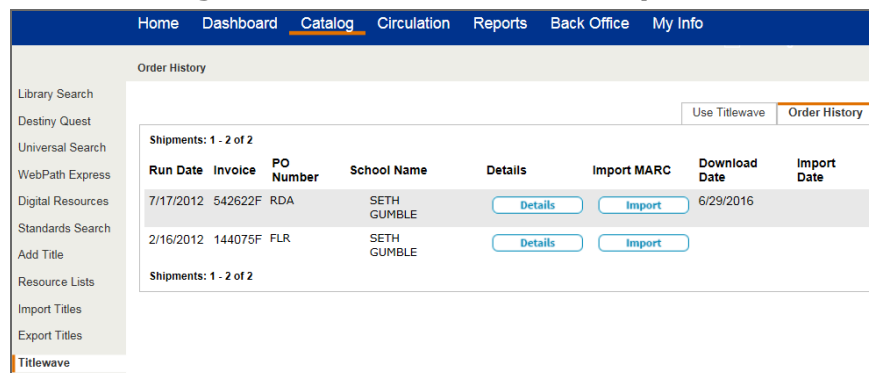
5. Type the IP addresses of the computer or group of computers for which you want to grant access. If you selected **Range of WAN IP addresses**, type the subnet mask of the network in the **Subnet Mask** field.
6. Click **Add**.
7. When you are done adding computers or ranges, click **Close**.
8. Click **Save**.

When patrons open Destiny Discover from a configured address, they can search for and open Follett digital materials but cannot check them out, place a hold, or add a review.

## Importing Title Records from Titlewave

Adding new materials to your catalog does not need to be complicated. Destiny Library Manager saves you time and effort—whenever you purchase new titles or copies from Follett, you can import the MARC records to your catalog directly from Titlewave.

1. Select **Catalog > Titlewave > Order History**.



Run Date	Invoice	PO Number	School Name	Details	Import MARC	Download Date	Import Date
7/17/2012	542622F	RDA	SETH GUMBLE	<a href="#">Details</a>	<a href="#">Import</a>	6/29/2016	
2/16/2012	144075F	FLR	SETH GUMBLE	<a href="#">Details</a>	<a href="#">Import</a>		

2. In the appropriate row, click **Import**. The Import Titles page opens.
3. In the Title Matching section, select the checkbox for how you want Library Manager to compare the incoming records for a match in your catalog: **Strict** or **Relaxed**.

**Note:** Follett recommends you use strict title matching, which requires a match on the LCCN, ISBN, or ISSN, plus the title and material type. If the author and publication dates are present, they are also compared. If an incoming record contains a 13-digit ISBN and your district collection record has the 10-digit form of that ISBN—or the reverse—Library Manager considers them the same ISBN.



- Select how you want Library Manager to handle incoming records if its MARC record data matches existing records in your catalog.

**Note:** Follett recommends you replace your existing title records with the import records if they have more information than your records. By default, Library Manager replaces the existing records but preserves and merges local tags or fields of information that apply specifically to your library.

Add / Update Update Only Recent Imports

**Title Matching** [?](#)

☒ **Strict** - Standard numbers, titles, material types, authors, and publication dates must match

☐ Remove the author requirement from the strict matching rules

☐ **Relaxed** - If no standard number is found, allow matches based on title, material type, author, and publication date

**If an incoming title matches an existing title:**

☒ Replace the existing title if the incoming title is better [?](#)

☐ Skip the incoming title

☐ Always add the incoming title (may cause duplicate titles; Strict Matching will be used) [?](#)

- In the Copy Matching section, select how you want Library Manager to handle any copy records where an incoming barcode matches a barcode already in your catalog.

**Note:** Follett recommends you skip the duplicate incoming copy. If you choose to skip an incoming copy when the barcode matches an existing copy's, the report generated at the end of the import will identify any skipped copies. You will need to add these copies manually.

**Copy Matching**

☒ Skip the incoming copy if its barcode matches an existing copy's barcode

☐ Replace the existing copy with the incoming copy if the barcodes and the titles match

☐ Always add the incoming copy record and assign it the next available barcode

**Starting Barcode** ☒

[\[Follett Classic\]](#)

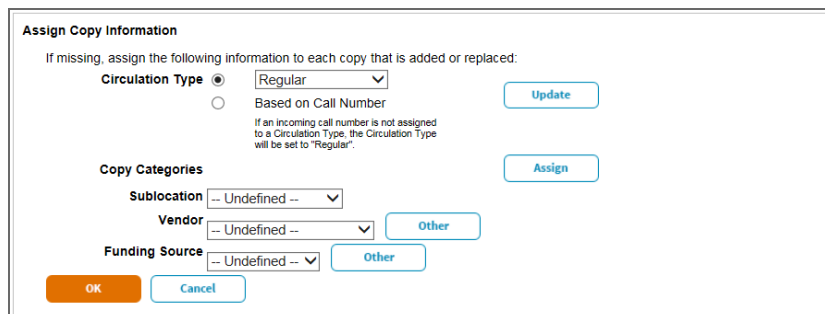
☐ Assign next barcode

**Assign Copy Information** Update

If missing, assign the following information to each copy that is added or replaced:

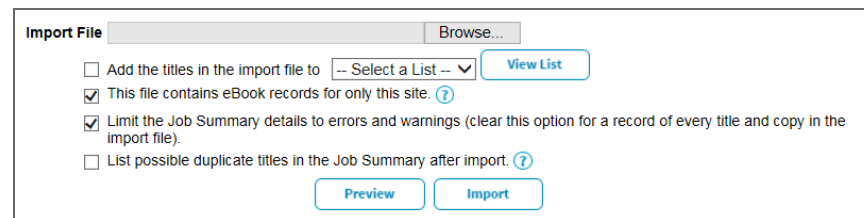
- Circulation Type: Regular

6. In the Assign Copy Information section, to assign the circulation type, copy category, sublocation, vendor, or funding source, click **Update**. Do any of the following:



- a. To assign all the copies in the import file to a specific circulation type, select the appropriate type from the **Circulation Type** drop-down.  
**Note:** Selecting this option will assign every item in the import file to the selected circulation type. Follett does not recommend selecting this option if the import file contains materials with various circulation types.
- b. To assign the copies in the import file to different circulation types, select **Based on Call Number**.  
**Note:** To review or update the library's circulation type/call number associations, click **Update**.
- c. To assign all the copies in the import file to one or more copy category that you created prior to the import, click **Assign**.
- d. Select the appropriate category descriptions.
- e. Click **OK**.
- f. To assign the copies in the import file to a specific area in your library, select the location from the **Sublocation** drop-down.
- g. To assign the copies in the import file to the vendor you purchased it from, select the appropriate vendor from the **Vendor** drop-down. You can add a new vendor by clicking **Other**.
- h. To assign the copies in the import file to a particular funding source, select the appropriate source from the **Funding Source** drop-down. You can add a new source by clicking **Other**.
- i. Click **OK**.

7. In the Import File section, do the following:
  - a. To add the incoming titles to a previously created Resource List, select **Add the titles in the import file to** and choose a Resource List from the drop-down.
  - b. If your import file contains eBook records that belong only to your school, select **This file contains eBook records for only this site**. This prevents other sites in your district from being able to view and access the eBooks.
  - c. To limit the details in your import report to errors and warnings, select **Limit the Job Summary details to errors and warnings**.  
**Note:** Deselecting this checkbox will create a record of every title and detail in the import file on the import report.
  - d. To list possible duplicate titles in the report summary after the import, select **List possible duplicate titles in the Job Summary after import**.
8. Click **Preview** to have Library Manager read the incoming records, compare them with existing records, and generate a Job Summary without actually importing the records.  
**Note:** Follett recommends that you check the results before importing the records so that you can review the report and decide whether the import settings need adjustment before you do the actual import.
9. If you are happy with the preview, click **Import** to begin the import. The Job Manager opens, and your report displays as *In Progress* at the top of the list. Click **Refresh List** until the status changes to *Completed*.
10. Click **View**.  
**Note:** If any copies show as “skipped” on the report, you will need to add them manually.



Import File Browse...

☐ Add the titles in the import file to -- Select a List -- View List

☒ This file contains eBook records for only this site. ?

☒ Limit the Job Summary details to errors and warnings (clear this option for a record of every title and copy in the import file).

☐ List possible duplicate titles in the Job Summary after import. ?

Preview Import

## Importing Title Records

Teachers and students rely on your library for up-to-date resources and information, so you need to be able to add new materials to your catalog quickly and efficiently. Whenever your vendor gives you an importable file of MARC records for new titles or copies, use Destiny Library Manager's easy-to-use title import function.

1. Select **Catalog > Import Titles > Add/Update**.
2. In the Title Matching section, select the checkbox for how you want Library Manager to compare the incoming records for a match in your catalog: **Strict** or **Relaxed**.  
**Note:** Follett recommends you use strict title matching, which requires a match on the LCCN, ISBN, or ISSN, plus the title and material type. If the author and publication dates are present, they are also compared. If an incoming record contains a 13-digit ISBN and your district collection record has the 10-digit form of that ISBN—or the reverse—Library Manager considers them the same ISBN.
3. Select how you want Library Manager to handle incoming records if its MARC record data matches existing records in your catalog.  
**Note:** Follett recommends you replace your existing title records with the import records if they have more information than your records. By default, Library Manager replaces the existing records but preserves and merges local tags or fields of information that apply specifically to your library.

Add / Update
Update Only
Recent Imports

**Title Matching** ?

- ☒ **Strict** - Standard numbers, titles, material types, authors, and publication dates must match
  - ☐ Remove the author requirement from the strict matching rules
- ☐ **Relaxed** - If no standard number is found, allow matches based on title, material type, author, and publication date

**If an incoming title matches an existing title:**

- ☒ Replace the existing title if the incoming title is better ?
- ☐ Skip the incoming title
- ☐ Always add the incoming title (may cause duplicate titles; Strict Matching will be used) ?

4. In the Copy Matching section, select how you want Library Manager to handle any copy records where an incoming barcode matches a barcode already in your catalog.  
**Note:** Follett recommends you skip the duplicate incoming copy. If you choose to skip an incoming copy when the barcode matches an existing copy's, the report generated at the end of the import will identify any skipped copies. You will need to add these copies manually.
5. In the Assign Copy Information section, to assign the circulation type, copy category, sublocation, vendor, or funding source, click **Update**. Do any of the following:

**Copy Matching**

- ☒ Skip the incoming copy if its barcode matches an existing copy's barcode
- ☐ Replace the existing copy with the incoming copy if the barcodes and the titles match
- ☐ Always add the incoming copy record and assign it the next available barcode

**Starting Barcode** ☒  [Follett Classic]  
☐ Assign next barcode

**Assign Copy Information**

If missing, assign the following information to each copy that is added or replaced:

- Circulation Type: Regular

### Assign Copy Information

If missing, assign the following information to each copy that is added or replaced:

**Circulation Type** ☒ Regular

☐ Based on Call Number

If an incoming call number is not assigned to a Circulation Type, the Circulation Type will be set to "Regular".

Update

**Copy Categories**

Sublocation -- Undefined --

Vendor -- Undefined --

Funding Source -- Undefined --

Assign

Other

Other

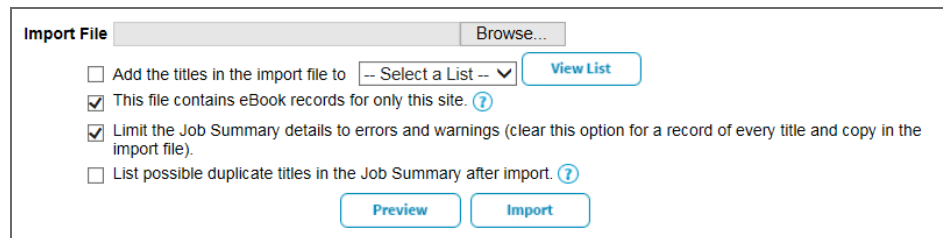
OK

Cancel

- a. To assign all the copies in the import file to a specific circulation type, select the appropriate type from the **Circulation Type** drop-down.  
**Note:** Selecting this option will assign every item in the import file to the selected circulation type. Follett does not recommend selecting this option if the import file contains materials with various circulation types.
  - b. To assign the copies in the import file to different circulation types, select **Based on Call Number**.  
**Note:** To review or update the library's circulation type/call number associations, click **Update**.
  - c. To assign all the copies in the import file to one or more copy category that you created prior to the import, click **Assign**.
  - d. Select the appropriate category descriptions.
  - e. Click **OK**.
  - f. To assign the copies in the import file to a specific area in your library, select the location from the **Sublocation** drop-down.
  - g. To assign the copies in the import file to the vendor you purchased it from, select the appropriate vendor from the **Vendor** drop-down. You can add a new vendor by clicking **Other**.
  - h. To assign the copies in the import file to a particular funding source, select the appropriate source from the **Funding Source** drop-down. You can add a new source by clicking **Other**.
  - i. Click **OK**.
6. Click **Choose File** and browse to the location of your import file.  
**Note:** If you are importing title and copy records from a vendor website, you must first download the records to a folder on your desktop.

7. In the Import File section, do the following:

- a. To add the incoming titles to a previously created Resource List, select **Add the titles in the import file to** and choose a Resource List from the drop-down.
  - b. If your import file contains eBook records that belong only to your school, select **This file contains eBook records for only this site**. This prevents other sites in your district from being able to view and access the eBooks.
  - c. To limit the details in your import report to errors and warnings, select **Limit the Job Summary details to errors and warnings**.  
**Note:** Deselecting this checkbox will create a record of every title and detail in the import file on the import report.
  - d. To list possible duplicate titles in the report summary after the import, select **List possible duplicate titles in the Job Summary after import**.
  - e. Click **Preview** to have Library Manager read the incoming records, compare them with existing records, and generate a Job Summary without actually importing the records.  
**Note:** Follett recommends that you check the results before importing the records so that you can review the report and decide whether the import settings need adjustment before you do the actual import.
8. If you are happy with the preview, click **Import** to begin the import. The Job Manager opens, and your report displays as *In Progress* at the top of the list. Click **Refresh List** until the status changes to *Completed*.
9. Click **View**.  
**Note:** If any copies show as “skipped” on the report, you will need to add them manually.



Import File Browse...

☐ Add the titles in the import file to -- Select a List -- View List

☒ This file contains eBook records for only this site. ?

☒ Limit the Job Summary details to errors and warnings (clear this option for a record of every title and copy in the import file).

☐ List possible duplicate titles in the Job Summary after import. ?

Preview Import

## Adding Title and Copy Records from Resource Databases

Maintaining accurate catalog records is vital for your students and teachers to know which information and resources are available. You can easily access and import thousands of title records from Alliance Plus and z-source databases into Destiny Library Manager.

### Searching Resource Databases

1. Select **Catalog > Add Title**.
2. Select the material type you want to search for in the **Find** drop-down.
3. Select the type of search you want to conduct from the **with** drop-down.  
**Note:** Follett recommends you search by ISBN to ensure you are not duplicating records.
4. On the Search Results page, scroll to find the item you searched for. The source of the title record is indicated by the icons adjacent to the title.



The red school house indicates the record is already in your district's catalog. If there is a district record in the search results, use that record to avoid duplication. You simply need to add your library's copies.



The "A+" indicates the record is in the Alliance Plus database. If there is not a district title record in the search results, there might be a title record in the Alliance Plus database.



The lightning bolt indicates the record is in the z-source database. If there is not a district or Alliance Plus record available, you can choose to use a z-source record. Z-source databases are owned by the host libraries, and you must set up access to them before you can find z-source search results.

The screenshot shows the 'Check/Set Sources > Search Results' page. The search criteria is 'Books with the ISBN "978-1-55858-486-0"'. The results are sorted by 'Source'. There are 4 titles found. The first result is 'Rainbow Fish to the rescue!' by Pfister, Marcus, with LCCN 95-20322 /AC and ISBN 978-1-55858-486-0, published by North-South Books in 1995. The second result is the same book with LCCN 95-20322 and ISBN 978-1-55858-486-0, published in 1995 with 26 unnumbered pages. The third result is the same book with LCCN 95-20322 and ISBN 1-55858-486-2 (trade), published in 1995 with 1 v. (unpaged).





## Adding Copies

To add copies to an existing district record, click on the title or **Details**. The Title Details page opens with additional information about the item. Select **Add Copies** to add a copy to this record.



**Rainbow Fish to the rescue!**  
 Marcus Pfister ; translated by J. Alison James.

**Call #:** FIC PFI  
 There are no local copies of this title.  
 Off-site copies available: 2 of 2. [See all...](#)

Although his friends want to ignore the new striped fish in their midst, Rainbow Fish decides to help him when a shark attacks.

 TitlePeek™

Title Details MARC View Reviews Copies

Edit Title

Convert

Duplicate It

**Add Copies**

Add to Wish List

Recommend

Update Image

Edit Quiz Info

Site Subjects

Digital Resources

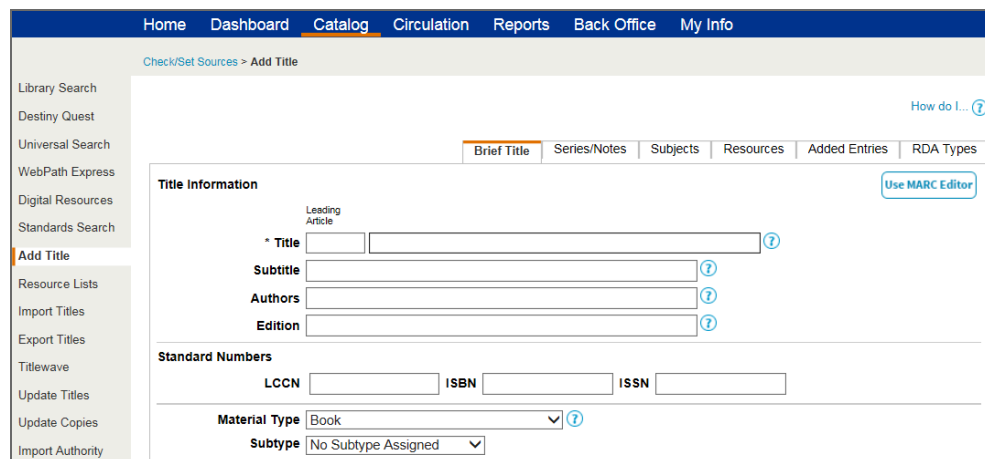
Selected List: My Personal List  [Add to This List](#)

## Adding Title and Copy Records Manually

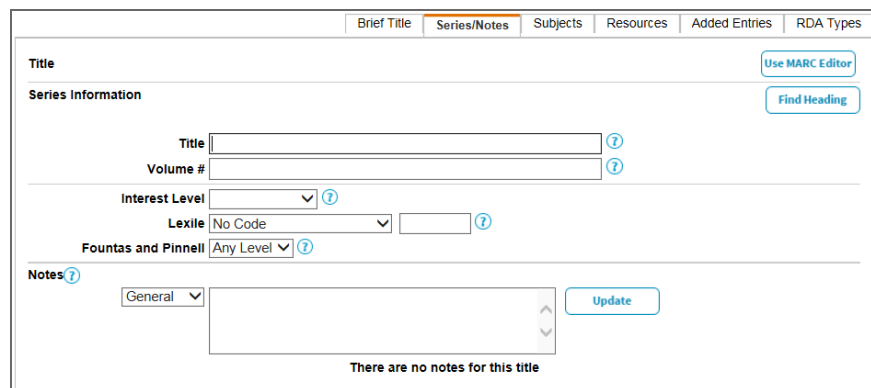
### Adding Titles

Some materials might seem challenging to catalog and add to your library's collection, such as your school's yearbook or a self-published collection of your students' work. Destiny Library Manager's Easy Editor makes manually adding any title record quick and easy.

1. Select **Catalog > Add Title**.
2. Select the material type you want to search for in the **Find** drop-down.
3. Select the type of search you want to conduct from the **with** drop-down.  
**Note:** Follett recommends you search by ISBN to ensure you are not duplicating records.
4. If a title is not available in the district catalog, Follett's Alliance Plus, or z-source databases, the Add Title page opens.
5. On the **Brief Title** subtab, enter basic information about the title you are cataloging. You can find most of this information on the item's title or copyright pages.

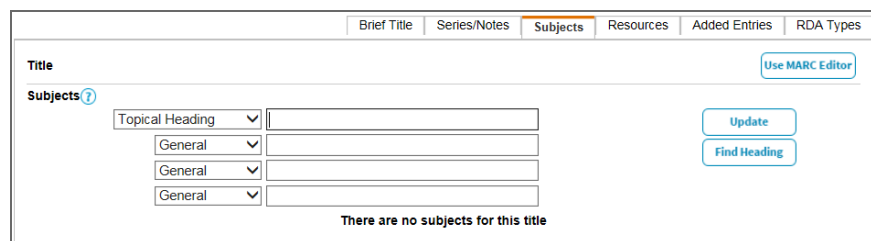


6. On the **Series/Notes** subtab, enter information about the title's series or volume, if available, and its interest level. If your school uses Lexile® Measures or the Fountas and Pinnell program, you can also enter the codes here.



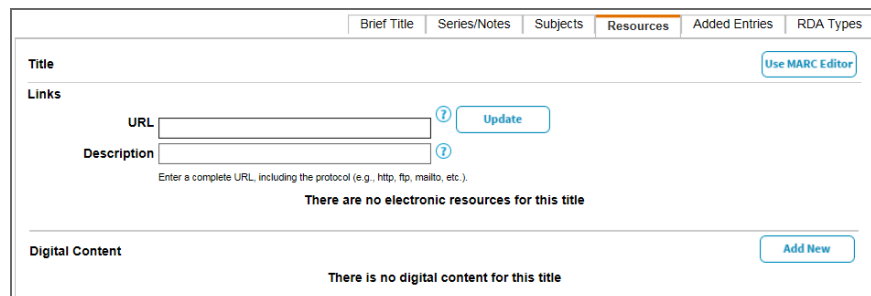
The screenshot shows the 'Series/Notes' subtab. At the top, there are tabs: 'Brief Title', 'Series/Notes' (selected), 'Subjects', 'Resources', 'Added Entries', and 'RDA Types'. Below the tabs, there's a 'Title' field with a 'Use MARC Editor' button. Under 'Series Information', there's a 'Find Heading' button. The 'Title' field is empty. The 'Volume #' field is empty. The 'Interest Level' dropdown is set to 'No Code'. The 'Lexile' dropdown is set to 'Any Level'. The 'Fountas and Pinnell' dropdown is set to 'Any Level'. The 'Notes' section has a 'General' dropdown and a text area. Below the text area, it says 'There are no notes for this title'. There is an 'Update' button.

7. On the **Subjects** subtab, enter subject headings. You can click **Find Heading** to see a list of headings previously used in your library. These headings help your patrons find titles with a common topic.



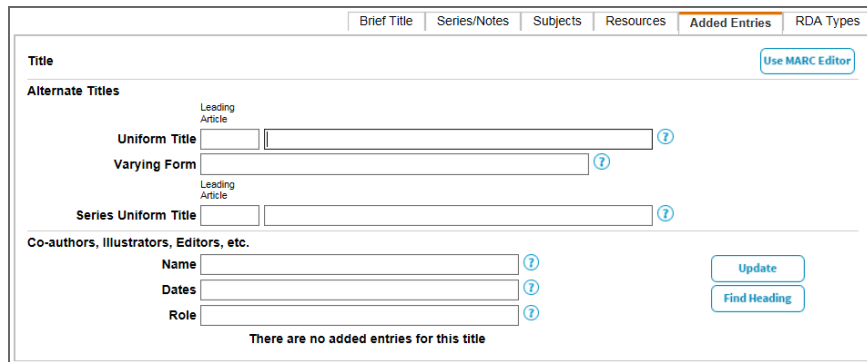
The screenshot shows the 'Subjects' subtab. At the top, there are tabs: 'Brief Title', 'Series/Notes', 'Subjects' (selected), 'Resources', 'Added Entries', and 'RDA Types'. Below the tabs, there's a 'Title' field with a 'Use MARC Editor' button. Under 'Subjects', there's a 'Find Heading' button. The 'Topical Heading' dropdown is set to 'General'. The 'General' dropdown is set to 'General'. The 'General' dropdown is set to 'General'. The 'General' dropdown is set to 'General'. Below the dropdowns, it says 'There are no subjects for this title'. There is an 'Update' button.

8. On the **Resources** subtab, you can enter links and a brief description for any related digital resources, such as websites.



The screenshot shows the 'Resources' subtab. At the top, there are tabs: 'Brief Title', 'Series/Notes', 'Subjects', 'Resources' (selected), 'Added Entries', and 'RDA Types'. Below the tabs, there's a 'Title' field with a 'Use MARC Editor' button. Under 'Links', there's an 'Update' button. The 'URL' field is empty. The 'Description' field is empty. Below the description field, it says 'Enter a complete URL, including the protocol (e.g., http, ftp, mailto, etc.)'. Below that, it says 'There are no electronic resources for this title'. There is an 'Add New' button.

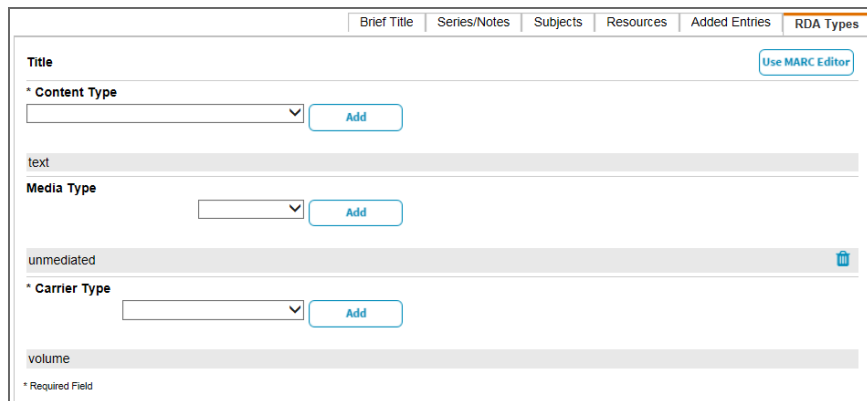
9. On the **Added Entries** subtab, you can enter a different title for the item or any co-authors, illustrators, or editors.



The screenshot shows the 'Added Entries' subtab. At the top, there are tabs: Brief Title, Series/Notes, Subjects, Resources, Added Entries (selected), and RDA Types. Below the tabs, there is a 'Title' section with a 'Use MARC Editor' button. Under 'Alternate Titles', there are fields for 'Uniform Title', 'Varying Form', and 'Series Uniform Title', each with a 'Leading Article' checkbox and a help icon. Below this is the 'Co-authors, Illustrators, Editors, etc.' section with fields for 'Name', 'Dates', and 'Role', each with a help icon. There are 'Update' and 'Find Heading' buttons. At the bottom, it says 'There are no added entries for this title'.

10. On the **RDA Types** subtab, you can select content, media, and carrier types from the drop-downs. Adding the RDA types expands your patrons' ability to find and access your library's resources.

**Note:** Your district must have RDA as the preferred descriptive cataloging form to view this subtab.




The screenshot shows the 'RDA Types' subtab. At the top, there are tabs: Brief Title, Series/Notes, Subjects, Resources, Added Entries, and RDA Types (selected). Below the tabs, there is a 'Title' section with a 'Use MARC Editor' button. Under 'Content Type', there is a dropdown menu and an 'Add' button. Below this is a 'Media Type' section with a dropdown menu and an 'Add' button. Below that is a 'Carrier Type' section with a dropdown menu and an 'Add' button. At the bottom, there is a 'Required Field' note.

## Adding Copies

To add copies to an existing district record, click on the title or **Details**. The Title Details page opens with additional information about the item. Select **Add Copies** to add a copy to this record.

THE POLAR EXPRESS



**The Polar Express**


written and illustrated by Chris Van Allsburg.

Call #:

FIC VAN

There are no local copies of this title.  
Off-site copies available: 2 of 2. [See all...](#)

A magical train ride on Christmas Eve takes a boy to the North Pole to receive a special gift from Santa Claus.

 TitlePeek™

Title Details

MARC View

Reviews

Copies

Edit Title

Convert

Duplicate It

Add Copies

Add to Wish List

Recommend

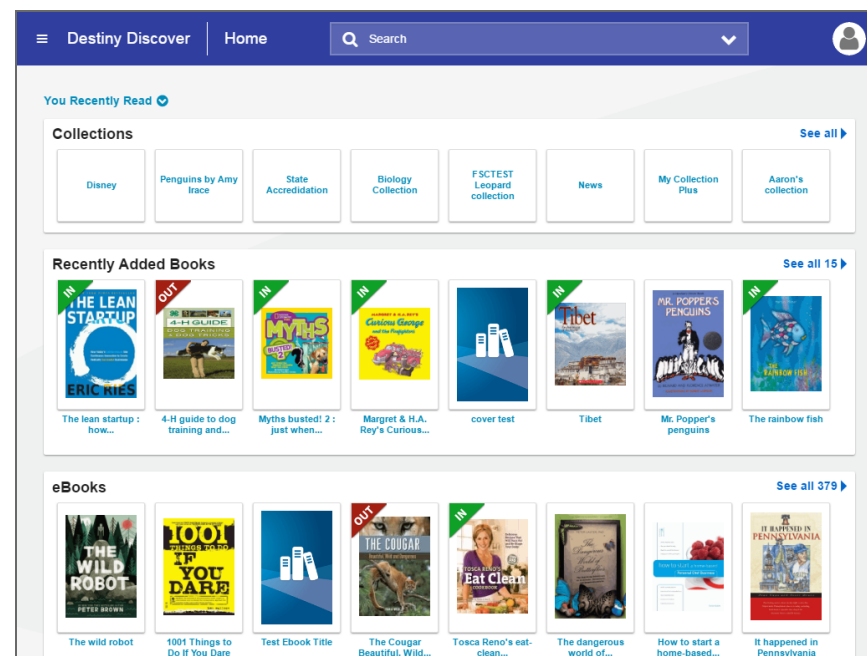
## Customizing the Destiny Discover Homepage

You can customize the Destiny Discover homepage to show the ribbons and links you want to feature, in the order you want them to appear.

**Note:** To customize the homepage, you need the access level permission, *Allow Follett Digital setup*.


These can include:

- **Recently Added Books:** Lets you view the newest 15 books on the Destiny Discover homepage that have been added to your collection.
- **Popular Titles:** Displays the 10 most popular books read at your site. See the *Configuring the Popular Titles ribbon* section of this document for more information.
- **Browse by Topic:** Lets patrons perform a predefined search on the selected topic/genre (such as fairy tales, biography, sports). "Browse by Topic" can be set up to display an elementary- or middle/high school-level of topics. See the *Customizing the "Browse by Topic" ribbon* section of this document.
- **eBooks:** Includes all eBooks in your collection.
- **Interactive eBooks:** Includes all interactive eBooks in your collection.
- **Audiobooks:** Includes all audiobooks in your collection.
- **Lightbox:** Includes all Lightbox™ titles in your collection. Lightbox is a multimedia educational space for schools that incorporates videos, Google Maps, worksheets, audio, quizzes and more to provide a full digital learning experience. For more information on Lightbox or to see the titles available, visit Follett Titlewave® at [www.titlewave.com](http://www.titlewave.com).
- **Collections:** Collections by Destiny® creates collaborative ways for librarians, teachers and curriculum staff to share free and purchased resources—with anyone, at any time. Each collection can include webpages, images, documents and much more!
- **Links:** Can include links to One Search™ databases and custom links. See the *Configuring the Links ribbon* section of this document for more information.




## Selecting and arranging the order of ribbons

### To decide which ribbons you want to appear:

1. In the Destiny Discover header, select  > **General Setup**.
2. Select **Maintenance > Setup**.
3. Under "Destiny Discover Homepage Layout", select or deselect the ribbons you want to appear on the Destiny Discover homepage.

**Note:** Ribbons only appear if that collection has content.

### To determine the order of ribbons on the Destiny Discover homepage:

1. In the Destiny Discover header, select  > **General Setup**.
2. Select **Maintenance > Setup**.
3. Under "Destiny Discover Homepage Layout", drag and drop any of the ribbon buttons to change their order of appearance on the Destiny Discover homepage.

## Configuring the Popular Titles ribbon

The Popular Titles ribbon employs the same configuration used in Destiny Classic and Destiny Quest® to determine the top 10 books read in your collection by patron and material type.

### To adjust the circulation data included in the Popular Titles ribbon:

1. Select **Back Office > Site Configuration > Catalog > Top 10 Titles**.
2. Click **Update** to change the count circulation of the patron or material type.

Top 10 Titles [?](#)

☒ Show Top 10 in Catalog and Destiny Quest

☒ Count in-library use circulations

Count circulations of these patron types: All Patron Types [Update](#)

Count circulations of these material types: All Material Types [Update](#)

☐ Count circulations of this call number range: From  to  displayed as

To specify a call number range, enter at least the first 3 digits of each Dewey number or a complete call number prefix.

## Configuring the "Browse by Topic" ribbon

To choose the elementary- or middle/high school-level "Browse by Topic" ribbons:

1. In the Destiny Discover header, select > **General Setup**.
2. Select **Maintenance > Setup**.
3. Under "Destiny Discover Homepage Layout", click on the **Browse by Topic** button.
4. Select **Elementary** or **Middle/High School**, and then click **OK**.

☐ Browse by Topic

## Configuring the Links ribbon

To show One Search databases on the Links ribbon:

1. Select **Catalog > Search Setup > Enriched Content Searches**.
2. Next to One Search Database Information, click **Edit**.
3. Click **Add Databases**.
4. Click the **Add** button next to the assignable database you are adding.
5. Under "Display in Destiny Discover Homepage Links Section", select the checkboxes for the databases you want to appear.
6. Type your **User Name** and **Password**.
7. Click **Save**.

### Add Databases

The authentication information you enter will apply to all databases selected below.

Configure Databases

EBSCO Family

User Name

Password

To configure a database for searching, check the box by its name.

Display in Destiny Discover Homepage Links Section

Preset selected in Destiny Classic

Allow Students

Allow Staff

Allow Guests

	Display in Destiny Discover Homepage Links Section	Preset selected in Destiny Classic	Allow Students	Allow Staff	Allow Guests
<b>Encyclopedias</b>					
<input type="checkbox"/> EBSCO - Funk and Wagnalls	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Reference Databases</b>					
<input type="checkbox"/> AHFS Consumer Medication Information	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Alt-Press Watch	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Audiobook Collection	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Career and Technical Education	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> CINAHL	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> CINAHL with Full Text	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> EBSCO - Abstracts in Social Gerontology	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

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21

v15.0 - 7/17



### To edit One Search databases on the Links ribbon:

1. Select **Catalog > Search Setup > Enriched Content Searches**.
2. Next to One Search Database Information, click **Edit**.
3. Click **Edit Databases**.
4. Click **Edit** next to the assignable database you want to change.
5. Select or deselect the checkboxes as needed.
6. Type your **User Name** and **Password**.
7. Click **Save**.

Edit Database

Test

Save

Cancel

Database

ABC-CLIO - African American Experience

User Name

Password

Display in Destiny Discover Homepage Links Section

☒

Preset selected in Destiny Classic

☒

Allow students to search this database

☒

Allow staff to search this database

☒

Allow guests to search this database

☐

### To add, edit or delete custom links from the Links ribbon:

1. In the Destiny Discover header, select > **General Setup**.
2. Select **Maintenance > Setup**.
3. Under "Destiny Discover Homepage Layout", click the **Tools** icon on the **Links** button.



4. Use the following table to add, edit or delete custom links:

If clicking...	Then do the following:
<b>Add Link</b>	<ol style="list-style-type: none"> <li>Type/edit the name in the <b>Display Name</b> field.</li> <li>Type or paste a link in the <b>Link to URL</b> field.</li> <li>Type/edit information in the <b>Description</b> field.</li> <li>Click <b>Ok</b>.</li> </ol>
<b>Edit</b>	
<b>Delete</b>	
	<ol style="list-style-type: none"> <li>Click <b>Delete</b>.</li> <li>Click <b>Yes</b> to confirm that you want to delete the link.</li> </ol>

## Getting Started with eBooks in Destiny Discover

With Destiny Discover™, it is easy to find, check out and read eBooks.

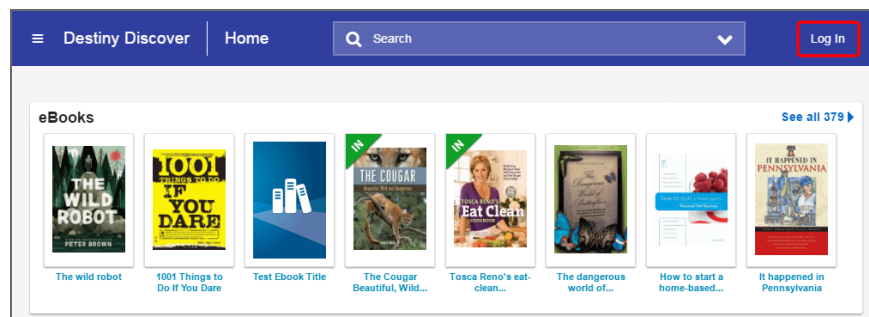
### Log in

#### Accessing Destiny Discover

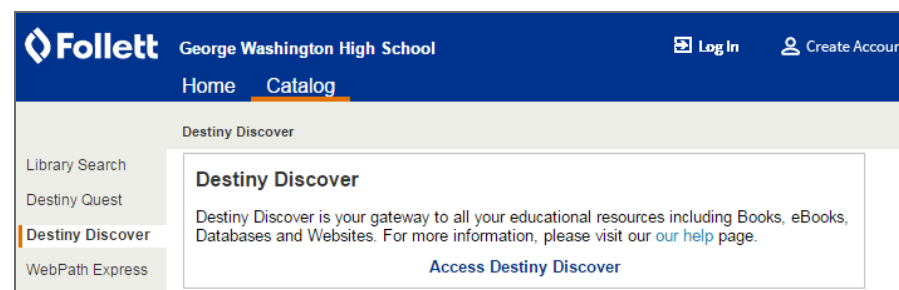
The way you access Destiny Discover depends on how it's set up at your school. Use the instructions for one of the following options.

#### Option #1: Use a link on your school, library or class webpage

1. Click **Log In**.



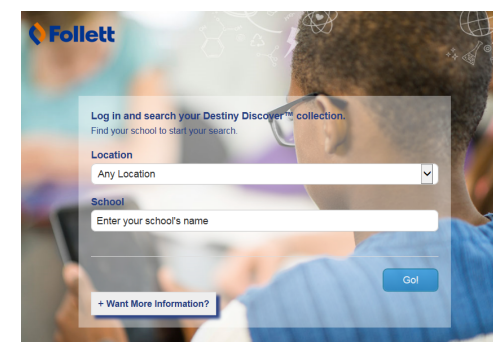
**Note:** If the link you clicked took you to the Destiny Classic interface (see image below), you need to select **Catalog > Destiny Discover** to get to the Destiny Discover Home page.



2. Type your Username and Password, and then click **Submit**.

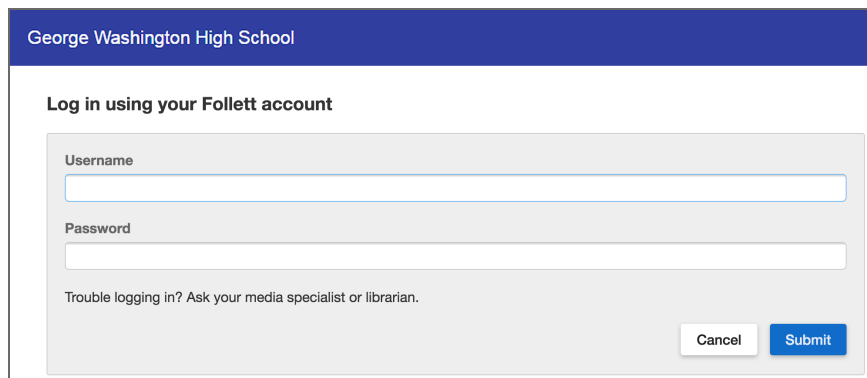
#### Option #2: Go to destinydiscover.com

1. From any browser, go to [destinydiscover.com](https://destinydiscover.com).
2. Use the **Location** drop-down to select your state or province.
3. In the **School** field, type the first few letters of your school's name. When your school appears in the suggestions, select it.
4. Click **Go!**.
5. From the top toolbar, select **Log In**.
6. Type your Username and Password, and then click **Login**.



### Option #3: Use the Destiny Discover app

1. From your mobile device (phone, tablet, etc.), launch the Destiny Discover app.
2. Use the **Location** drop-down to select your state or province.
3. In the **School** field, type the first few letters of your school's name. When your school appears in the suggestions, select it.  
**Note:** Steps 2 and 3 only need to be completed the first time you log in or if you need to select a different school.
4. If you are logging in with a username and password on a private/safe/secure device and want to automatically log in next time you open the app, select **Remember me on this device**.  
**Note:** This step is required to access downloaded Follett eBooks and Follett audiobooks when you are offline.
5. To log in with a username and password, tap **Log In**.  
**Note:** You can browse the Catalog by clicking **Browse as Guest**.
6. Type your Username and Password, and then tap **Submit**.



George Washington High School

Log in using your Follett account

Username

Password

☐ Remember me

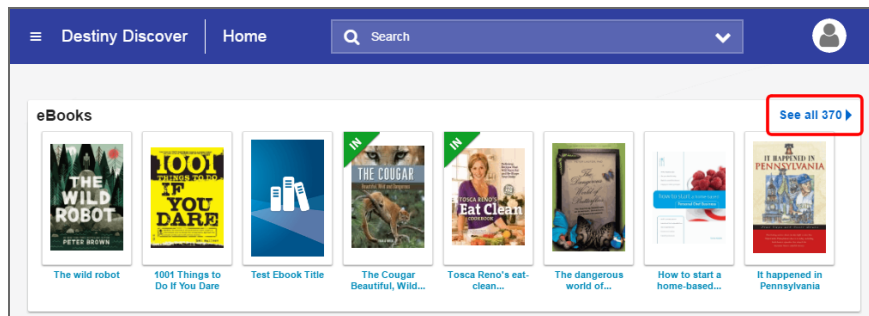
Trouble logging in? Ask your media specialist or librarian.

## Search

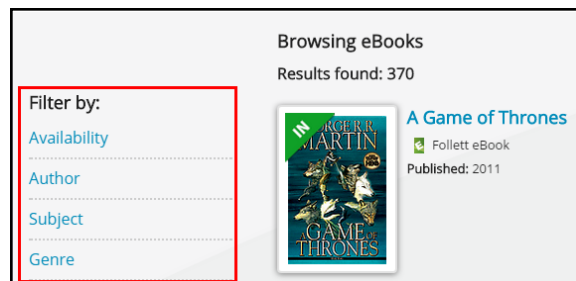
There are multiple ways to find eBooks. You can start by browsing only eBooks or performing a search of all resources.

### To browse your library's eBook collection:

1. From the eBooks ribbon on the Destiny Discover homepage, click **See all**.

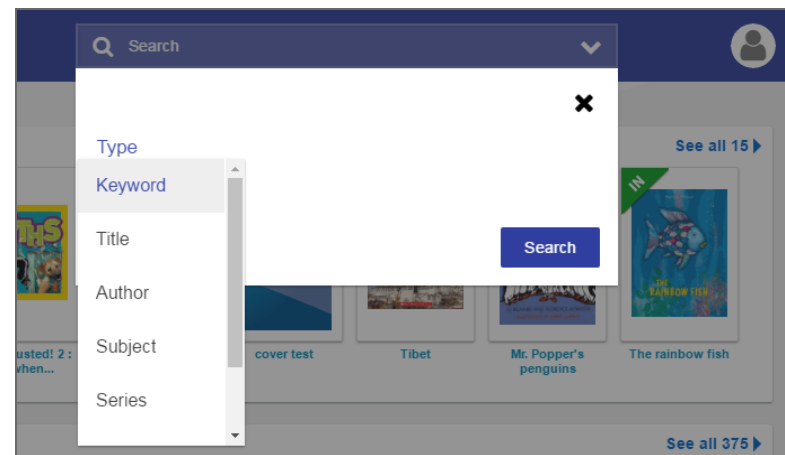


2. To narrow down the eBooks you are browsing, use the search limiters.



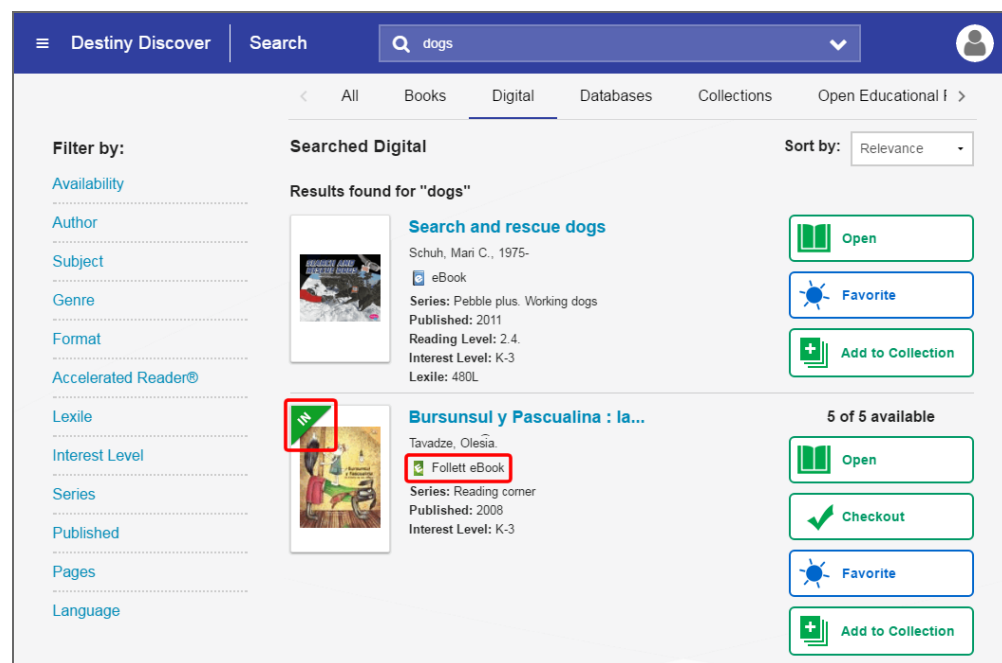
## To view eBook search results in a search for all resources:

1. From the Search field, click the drop-down.
2. From the Type drop-down, select a type of search, and then click **Search**.  
**Note:** If you skip steps 1 and 2, Destiny Discover performs a keyword search.
2. In the **Search** field, type your search term.
3. Press **Enter** or **Return**.
4. Do any of the following:
  - To see eBooks, click the **Digital** tab.
  - To view search results that are a different material type, click **See all** in the appropriate ribbon, or click the appropriate tab.
  - To narrow your search, use the search limiters.




The or icon appears when the material type is an eBook. indicates the item is a Follett eBook, which means you can use the Notebook feature.

The search results show whether there are available copies. Some eBooks have unlimited copies. Click the cover or title for more information about an eBook.



## Check out

There are two ways to check out eBooks:

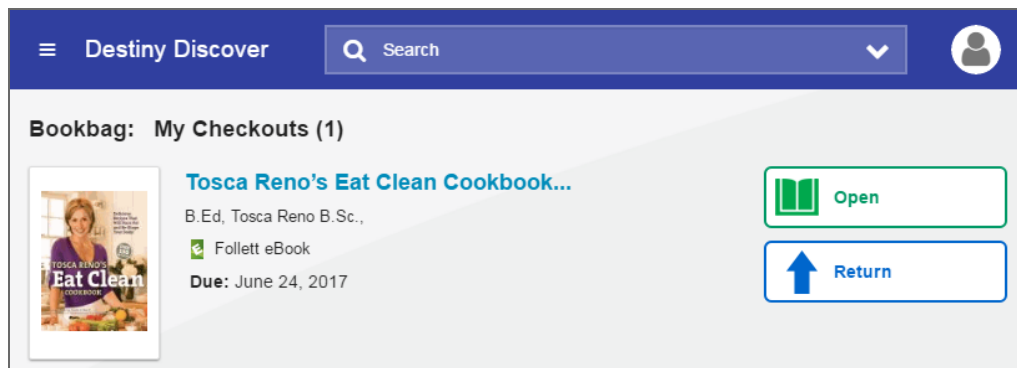
- From the search results: Click **Checkout** next to the title. **Note:** You must be logged in, and there must be available copies, for the checkout button to appear.
- From an open eBook: Click **Book** or  > **Check Out Title**.

If there are no available copies of a title and your school lets you place holds, click **Hold** to place a hold.

## Read

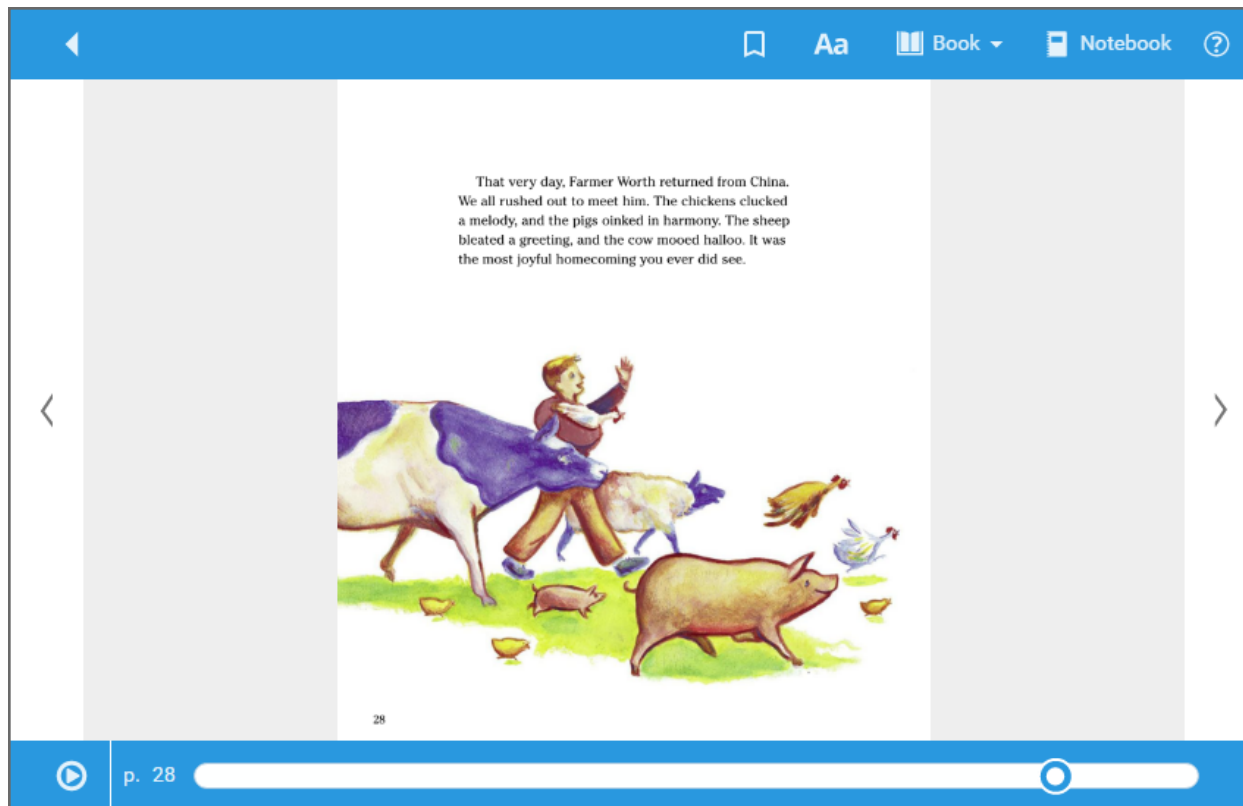
To read a checked-out eBook:

1. Select  > **Checkouts**.



The screenshot shows the Destiny Discover interface. At the top is a dark blue header with a hamburger menu icon, the text "Destiny Discover", a search bar with a magnifying glass icon and the word "Search", a dropdown arrow, and a user profile icon. Below the header, the main content area is titled "Bookbag: My Checkouts (1)". It features a book cover for "Eat Clean" by Tosca Reno. To the right of the cover, the text reads "Tosca Reno's Eat Clean Cookbook...", "B. Ed, Tosca Reno B.Sc.", "Follett eBook", and "Due: June 24, 2017". To the right of the book information are two buttons: a green "Open" button with a book icon and a blue "Return" button with an upward arrow icon.

2. Click **Open**.
3. Do the following:
  - Use the toolbar to access bookmarks, display options, information about the title, your notes and more.
  - Use the slider or the forward and back arrows to turn the pages.



**Note:** If an eBook has text-to-speech capabilities, a 'play' option appears at the bottom of the book.

## Take notes, make highlights and use the dictionary

Whether you check out an eBook or just open it, you can create and save highlights and notes. Publisher permissions determine whether these options are available.

### Bookmarks:

Click  on any page to mark a place in the eBook you want to come back to later.

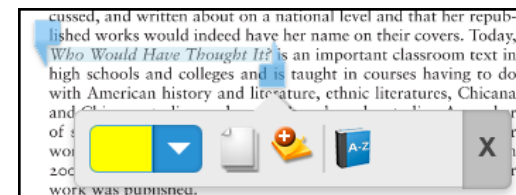
### Highlight and note tools:


To select a word, click and hold on it.

To select more than one word, click and hold on the first word you want to include. The word becomes shaded blue, and quotation marks appear. While still holding, drag your mouse over the rest of the words or sentences.


When you release your mouse button, a toolbar displays additional options:

- Click the **Highlight Selector** drop-down to select a highlight color. Then, click that color to apply the highlight.
- Click the **Copy Text** icon to copy your selection and paste it into another document.
- Click the **Add highlight note** icon to add a note to content you already highlighted.
- Click the **Dictionary** icon to look up the meaning of the selected word.



To access your notes and bookmarks, click **Notebook** or . View the notes for the current title, or click **Titles > All** to see all of your notes, even if the eBook is not available.

## Return

To return or renew an eBook from Destiny Discover, select  > **Checkouts**, and then click **Return**.

**Note:** Checked-out Follett eBooks and Follett audiobooks are automatically returned on their due date.

## Read offline from your mobile device

The Destiny Discover app lets you download an eBook while you are online that you can access later offline. It is available for iOS devices, Android devices with access to Google Play, Nook HD, Nook HD+, Kindle Fire HD, and Mac and Windows laptops.





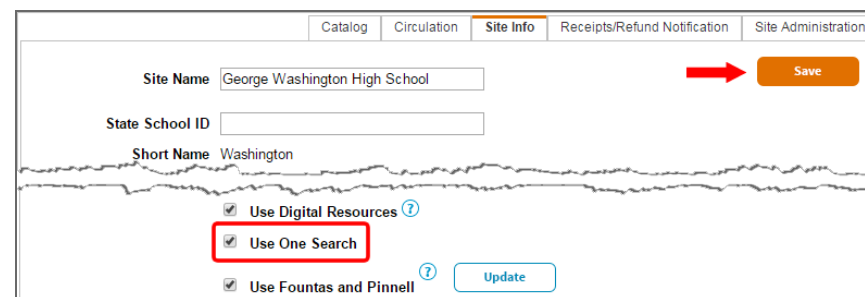
## Setting Up One Search

Your teachers and students can take advantage of your school's subscription databases all in one place through Destiny® One Search™. One Search saves staff and patrons time and effort by letting them search the catalog and multiple free and subscription databases all at one time with a single search request. In addition, patrons do not need to remember the URLs, usernames and passwords for multiple databases.

## Prepare to Set Up One Search


**Before you begin the setup process, you need the following:**

- Your customer number, which can be found in your welcome letter.
- The URL location and the version of the web-based library catalogs you want to make available to your users.
- Usernames and passwords for paid subscription databases.
- IP addresses of your library web server for IP authenticated subscription databases, if applicable.
- A custom URL, if one is required, to access subscription databases.



## Set Up Site Configuration Settings

**To set up the One Search Site Configuration setting as the Destiny Administrator:**

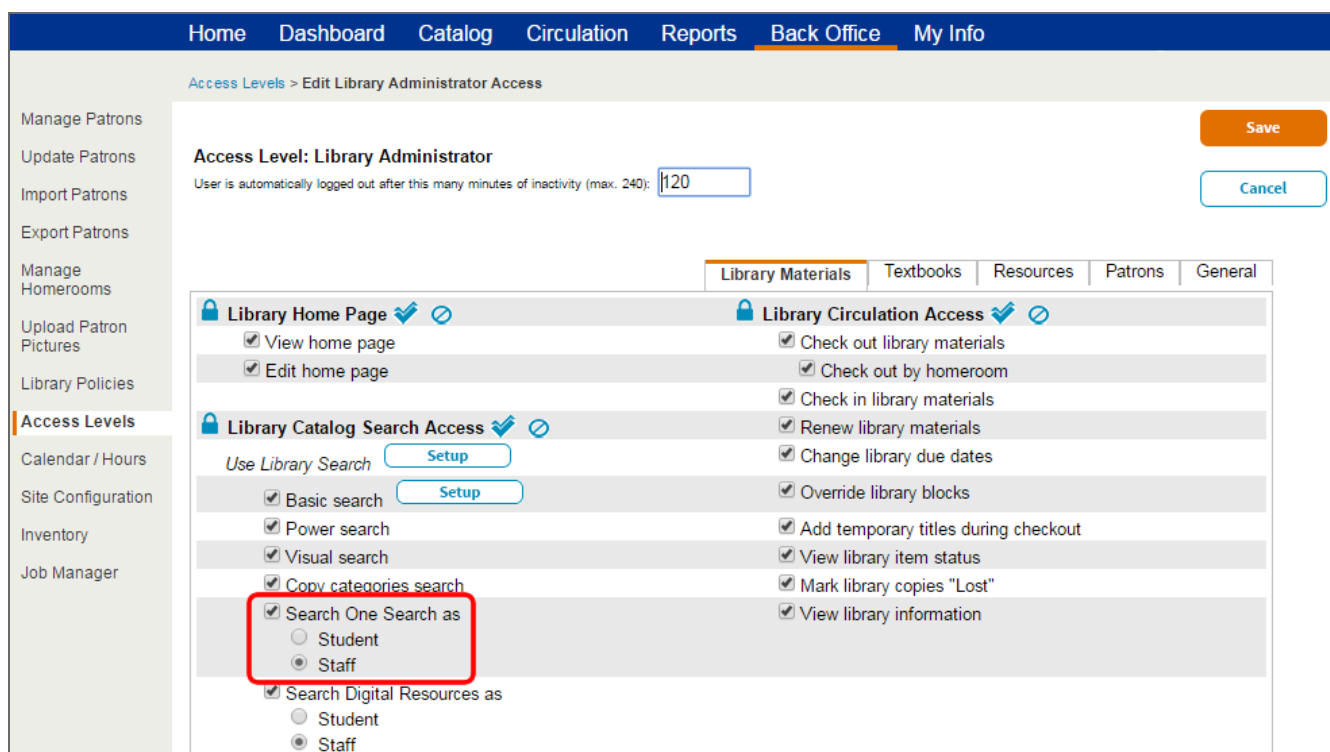
1. On the district Welcome page, click **Setup**.
2. Next to the site that will use One Search, click .
3. Confirm that the site's customer number is correct.
4. Select the **Use One Search** checkbox.
5. Click **Save**.

**To set up the One Search Site Configuration setting as the Site Administrator:**

1. Select **Back Office > Site Configuration > Site Info**.
2. Confirm the customer number is correct.
3. Select the **Use One Search** checkbox.
4. Click **Save**.

## Set Up One Search Access Levels

Those who will add and edit One Search databases need the correct permissions. Most likely the Library Administrator should have this access, but you can also give other access levels, such as library staff, the rights to add and edit databases.



Home Dashboard Catalog Circulation Reports **Back Office** My Info

Access Levels > Edit Library Administrator Access

Manage Patrons  
Update Patrons  
Import Patrons  
Export Patrons  
Manage Homerooms  
Upload Patron Pictures  
Library Policies  
**Access Levels**  
Calendar / Hours  
Site Configuration  
Inventory  
Job Manager

**Access Level: Library Administrator**  
User is automatically logged out after this many minutes of inactivity (max. 240):

**Save** **Cancel**


Library Materials Textbooks Resources Patrons General

**Library Home Page** ☒ ☒  
☒ View home page  
☒ Edit home page


**Library Catalog Search Access** ☒ ☒  
 Use Library Search   
☒ Basic search   
☒ Power search  
☒ Visual search  
☒ Copy categories search  
☒ Search One Search as  
☐ Student  
☒ Staff  
☒ Search Digital Resources as  
☐ Student  
☒ Staff

**Library Circulation Access** ☒ ☒  
☒ Check out library materials  
☒ Check out by homeroom  
☒ Check in library materials  
☒ Renew library materials  
☒ Change library due dates  
☒ Override library blocks  
☒ Add temporary titles during checkout  
☒ View library item status  
☒ Mark library copies "Lost"  
☒ View library information


### To set up administrative access to One Search:

1. Select **Back Office > Access Levels**.
2. Next to the access level you want to give administrative access to, click .
3. Select the **Search One Search as** checkbox, and then select **Staff**.
4. To let users add and edit One Search databases, select the **Set up One Search** checkbox.
5. Click **Save**.

### To set up patron access to One Search:

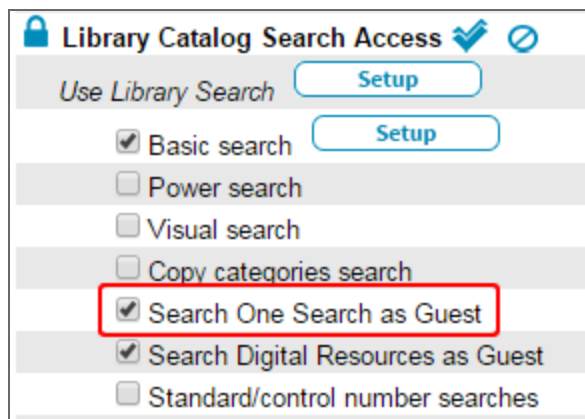
1. Next to Patron or the access level you use for students, click .
2. Select **Search One Search as**, and then select **Student**.
3. Click **Save**.



### To let guests who access your library catalog use One Search:


1. Next to Guest or the access level you use for guests, click .
2. Select the **Search One Search as Guest** checkbox.


**Important:** Make sure you understand your online subscription database license agreement before you allow public access. Anyone who can access your Destiny URL from inside or outside your network may be able to use One Search if you allow guest access. You are responsible for complying with the license terms of third-party content vendors.

3. Click **Save** to complete or **Cancel** to leave without granting this access.



**Library Catalog Search Access**  

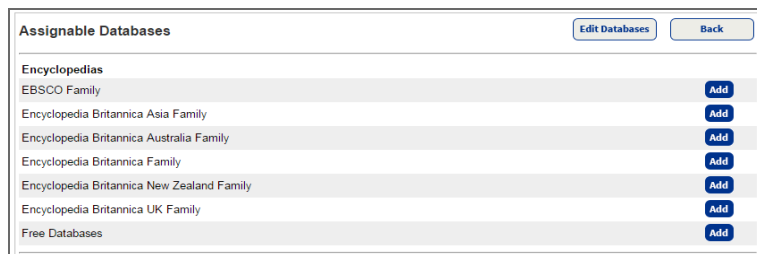
*Use Library Search* 

- ☒ Basic search 
- ☐ Power search
- ☐ Visual search
- ☐ Copy categories search
- ☒ Search One Search as Guest
- ☒ Search Digital Resources as Guest
- ☐ Standard/control number searches

## Add One Search Databases

To add non-IP verified subscription databases to the One Search service:

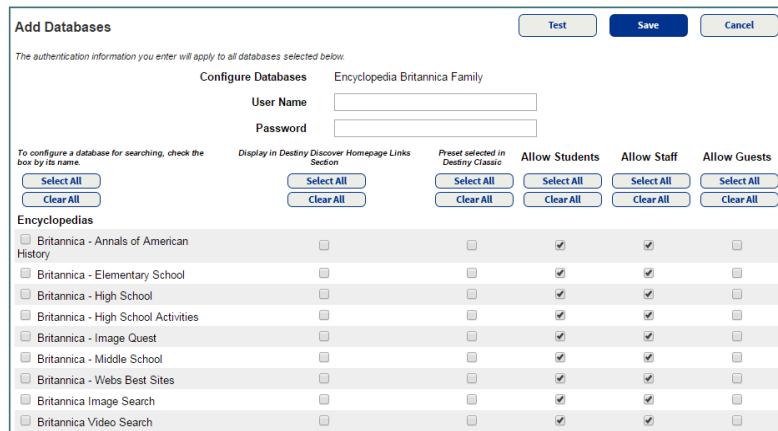
1. Select **Catalog > Search Setup > Enriched Content Searches**.
2. Next to One Search Database Information, click **Edit**.
3. Click **Add Databases**.
4. Next to the database you want to add, click **Add**.



Each database you select might require you to enter different authentication information, such as a username, password, URL or customer number. Obtain this information from the database vendor.

If you would like students to have access to search One Search databases away from school, ensure your students log in to Destiny with a username and password.

In the event your selection yields a list of multiple databases, such as when you select a subscription encyclopedia database, select the checkboxes to enable the databases you subscribe to.



Encyclopedias	Display in Destiny Discover Homepage Links	Preset selected in Destiny Classic	Allow Students	Allow Staff	Allow Guests
<input type="checkbox"/> Britannica - Annals of American History	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Britannica - Elementary School	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Britannica - High School	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Britannica - High School Activities	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Britannica - Image Quest	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Britannica - Middle School	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Britannica - Webs Best Sites	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Britannica Image Search	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Britannica Video Search	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Selecting the checkboxes in the "Display in Destiny Discover Homepage Links" column adds those databases to the Destiny Discover homepage Links ribbon.

Selecting the checkboxes under "Preset selected in Destiny Classic" tells Destiny to search these databases by default whenever users perform a Basic library search and set the Material Type drop-down to Any Type. (Selecting Any Type ensures that the online databases are searched.) In Power Search, Destiny automatically selects the checkbox for the Preset selected databases under Include Online Resources. Patrons must manually select any database in Power Search not set as Preset selected.

The **Allow Students**, **Allow Staff** and **Allow Guests** options let you decide which groups of patrons—students, staff or guests, respectively—can search specific databases. You need to enable the students, staff and guest access levels to give these patron groups permission to search One Search.

Ensure your Third-Party Subscription Database licenses allow public access before permitting guests to search One Search. You are responsible for complying with the license terms.

5. Click **Save**.
6. Repeat the steps for the databases you want to include in One Search.
7. When you finish, close the window.

## Set Up IP-Verified Subscriptions

### Download the Host Script

If your library has IP-verified database subscriptions, which use verified IP addresses to access the database information, your network administrator must download the One Search host script and configure your web server to access this file.

Have your network administrator (or the person in charge of your computer network) access the One Search host script through Destiny online Help and provide you with the complete path to the `FSCPROXY.PL` file, as you need to enter it in Destiny when setting up IP-verified subscriptions.

The only difference in patron use of IP-verified database subscriptions and other One Search databases is that while students with a Destiny login can search One Search databases from home, they cannot click a search result in an IP-verified subscription to view it as they can in other subscription databases. Instead, students must save the search result(s) to a Resource List to view later at school.

### Configure a Web Server for IP-Verified Subscriptions

**To authenticate your site's subscription to IP-verified subscription databases, you need one or more of the following:**

- Username and password
- Database IP address
- Custom URL of the database

**Note:** In addition, the server on which you install this proxy must connect to the Internet through an IP address that has been verified with the subscription service.

**Important:** Obtain this information from each database provider. Follett does not have access to this information.

You should also have the complete path to the `FSCPROXY.PL` file your network administrator provided after downloading the One Search host script and configuring your web server to access this file.

If you are setting up the `FSCPROXY.PL` host script to “tunnel” information through a proxy server, you need to edit the `FSCPROXY.PL` file once you download it:

1. Make sure Perl is configured on your web server. It is a free, cross-platform web server language you can download from numerous websites, including <http://aspn.activestate.com/ASPN/Downloads/ActivePerl/>.
2. Download the zipped [fscproxy.pl](#) file.
  - If you are using the Apache server, place the file in your `\cgi-bin` directory in `\www` root on the web server with Execute permissions.
  - If you are using IIS, place it in the `\Inetpub\Scripts` folder on the web server with Execute permissions.
3. Open the `FSCPROXY.PL` file in a text editor, such as Notepad or ConTEXT.
4. Enter the IP address of your proxy server by replacing the lines

```
my $proxy_path
```

with

```
my $proxy_path="127.0.0.1"
```

and replacing `127.0.0.1`

with

your proxy server IP address

**Important:** Quotation marks are required around the IP address.

5. Enter the port on which your proxy server is listening by replacing the line

```
my $proxy_port
```

with

```
my $proxy_port="8080"
```

and entering the correct port number instead of `8080`.

**Important:** Quotation marks are required around the port number.

6. Save and close the `FSCPROXY.PL` file.
7. Provide the site or library administrators with the complete path to the `FSCPROXY.PL` file, as they must enter this path when setting up Destiny to access IP-verified subscriptions.

**Note:** All patron search requests are handled through [onesearch.fsc.follett.com](http://onesearch.fsc.follett.com), regardless of IP authentication settings. If IP authentication is enabled for a database, [onesearch.fsc.follett.com](http://onesearch.fsc.follett.com) calls the One Search IP authentication host script (`fscproxy.pl`), which in turn contacts the selected subscription databases.

**Important:** At a minimum, the web server hosting the `FSCPROXY.PL` script must allow requests from [onesearch.fsc.follett.com](http://onesearch.fsc.follett.com) and must allow outgoing HTTP connections to all supported subscription databases. Library patrons and outsiders do not need direct access to the machine hosting the `FSCPROXY.PL` script.

Follett recommends that you configure the web server to deny access to the `FSCPROXY.PL` script from all machines except <http://onesearch.fsc.follett.com/>.

### Enter the Host Script Path in Destiny

**To use IP-verified subscriptions, enter the path to the `FSCPROXY.PL` host script:**

1. Select **Catalog > Search Setup > Enriched Content Searches**.
2. Click **Edit** next to IP Verified Subscriptions.
3. Enter the path to the `FSCPROXY.PL` host script in the path field.
4. Click **Test** to test the path.
5. Click **Save**.

## Set Up One Search for Multiple Sites

If your district purchases subscriptions to online databases for the entire district, you can push One Search database configurations to multiple sites. This is a simple way to enter authentication information once and apply it to other schools in the district.

### To push One Search database configurations to another site or sites:

1. Log in to Destiny as the Destiny Administrator.
2. Select **Setup > District Options**.
3. Next to One Search Database Information, click **Edit**.
4. Select a school to be the source site.

The database configurations at the source site will be duplicated at other sites in the district. Therefore, you should set up the source site with every district subscription that you want to push to other sites.

5. Click **Configure**.

The push process only works for databases that use the same username and password for each school in the district. Any databases that require a unique username and password for each school need to be set up at the individual schools. Users at each school who have the *Set up One Search* permission can add or edit database configurations.

If any of the receiving schools already have databases configured that are not configured at the source site, those databases are not affected by the push. If the source school and any of the receiving schools have a database in common, the receiving school's configuration for that database will be overridden when the push is processed.

6. From the "Push Configuration to" drop-down, select the entire district, a site type or a single site.

The push process will automatically enable the Use One Search checkbox in Site Configuration for any receiving sites that do not already have it enabled.

7. Click **Go**.
8. A message notifies you which sites will receive the database configurations you set up at the source site. To proceed, click **Yes**.