



Destiny Library Manager

Reporting Instructions for the ELR Survey

Updated for Follett Destiny version 24 — Report Builder 2.0

Need help? James Bennett can generate the report for you or guide you through the steps. Contact details are in the footer and on the final page.

Before you begin

- Use a login with permission to create and run library collection reports.
- For a multi-site district, log in at district level and run one district report rather than repeating the process for each site.
- Allow extra processing time for a large district report. Destiny may schedule very large reports to run after hours.

Information required in the report

Section in Destiny	Select these columns
Titles	Author ISBN Title or subtitle Year published
Copy information	Barcode
Site information — optional	Site name (helpful for a combined multi-site district file)

1. Open Report Builder 2.0

1. In Destiny Back Office, select Reports.
2. Select Custom Reports.
3. Select Report Builder 2.0.

Version 24 change: Use Report Builder 2.0 for these instructions. Report Builder Classic is still available, but it uses the older seven-step wizard.

2. Choose the report data

4. Select Library as the data type.
5. Under Select the data you want, select Copies.
6. Under Choose columns to display, select the required fields shown below.

Titles: Author, ISBN, Title or subtitle, Year published

Copy information: Barcode

Multi-site districts only (optional): select Site name under Site information if each row needs to identify its school.

3. Preview and arrange the columns

7. Select Preview report. Destiny displays the first 10 rows.
8. Drag the column headings into this order: Author, Title or subtitle, ISBN, Year published, Barcode.
9. For a district report that includes Site name, place Site name first.

Tip: The column order can also be changed later in Excel, so do not spend time perfecting it in Destiny if you are in a hurry.

4. Set sorting and filters

10. Leave Filter blank. The ELR report should include the full collection unless ELR has given you different instructions.
11. Under Sort, select Author in Sort by and Ascending as the order.
12. Under Then sort by, select Title or subtitle and Ascending.
13. Leave Group blank.

5. Save and run the report

14. In Name, enter: ELR results [survey year] – [school or district name].
15. Add a description if useful, for example: Full library copy list for the ELR survey.
16. For a district-level report, choose the sharing option required by your district. Sharing is not needed just to download and send the report.
17. Select Save and run report.

6. Download the completed Excel file

18. Report Manager opens and shows the report at the top of the list.
19. Wait until the Status is Completed. You can leave the page and return later through Reports > Report Manager.
20. Select Excel to open or save the spreadsheet directly.
21. Save the file as: ELR results [survey year] – [school or district name].xlsx.

Version 24 improvement: Report Builder 2.0 provides a direct Excel download. You do not need to download XML and convert it to Excel.

7. Check and send the report

- Open the spreadsheet and confirm it contains data.
- Check that the required columns are present: Author, Title or subtitle, ISBN, Year published and Barcode.
- Confirm the file name identifies the school or district and survey year.
- Create a new email to elr@esa.edu.au.
- Use the subject: ELR results – [school or district name].
- Attach the Excel file and send the email.

Follett Destiny version 24 reference

Main help site: [Destiny Help 24.0](#)

Relevant topic: [Create custom reports with Report Builder 2.0](#)

Questions? Email destiny@bennett.com.au or call 1800 226 784 / (02) 8988 5000. James Bennett can assist with generating or checking the report.