



Destiny Library Manager: Reporting Instructions for ELR Survey

Destiny customers are welcome to contact James Bennett for support: James Bennett can either extracting the report on your behalf, or provide you with assistance in generating the report following the below instructions.

The following instructions apply to both single site schools and multi-site districts.

Important note for multi-site districts: If preparing this report for a multi-site district, the most efficient means of preparing the report will be to log in as a district level user with district reporting permissions and generate the report at the district level. This will facilitate preparation of the report once, for all sites in the district, versus preparing individually for every site in the district.

1. In Destiny Library Manager prepare a custom report by:
 - First, selecting the main **Reports** tab at the top of any Destiny page from the horizontal tool bar; and,
 - Second, selecting **Report Builder** from the left-hand side menu.
2. Within **Report Builder** click the **New Report** button at the top right of the page.
3. Select the type of information you wish to report on:
 - Select "**Library**" from the first drop down list
 - Select "**Copies**" from the second drop down list

Click the right-pointing arrow at the top of the page to proceed to the first step in building the report using the Report Builder wizard.



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4. At **Step 1 of 7** of the Report Builder wizard,

Under the **Copy Information** section, tick the check box for:

- Barcode

Under the **Title Information** section, tick the check boxes to include:

- Author
- ISBN
- Publication Year
- Title/Subtitle

Click the right-pointing arrow at the top of the page to proceed to the next step.

5. At **Step 2 of 7**, leave all default selections as “None”, “Ascending”, and click the right-pointing arrow at the top of the page to proceed to the next step.

6. At **Step 3 of 7**, specify the following column order using the Move Up/to Top, Move Down/to Bottom buttons:

- Author
- Title/Subtitle
- ISBN
- Publication Year
- Barcode

Note: This step can be omitted, as arrangement of the columns can be readily done in Excel on completion of the report.

Click the right-pointing arrow at the top of the page to proceed to the next step.

7. At **Step 4 of 7**, specify the order in which the report data is to be sorted:

- If the column order specified at Step 3 is as outlined above, then under Report Details, Sort by “Author” should already be selected from the first drop down list, with “Ascending” selected from the second drop down list.
- Select “Title/Subtitle” from the second drop down list, and leave “Ascending” selected in the second drop down list.

Note: Again, this step can be omitted, as sorting of the report data can be readily done in Excel on completion of the report.

Click the right-pointing arrow at the top of the page to proceed to the next step.

8. At **Step 5 of 7**, leave all fields unchecked (there is no need to summarize data in this report), and Click the right-pointing arrow at the top of the page to proceed to the next step.
9. At **Step 6 of 7** (setting limiters), leave all drop down lists as “None” (default), and click the right-pointing arrow at the top of the page to proceed to the next step.
10. At **Step 7 of 7**,
 - Enter the report name “**ELR results 2025 [your school name]**”.
 - Optionally add a description of the report.
 - Click “**Save & Run**” to save and run the report immediately, or “**Save**” to save the report and run at a later time.
11. Collect the report:
 - If **Save & Run** was selected, you will be taken directly to the Report Manager. Alternatively, you can go about your usual tasks while the report runs, and collect the report later, by going to **Reports > Report Manager**.
 - Once the report shows with the status of “Completed” in Report Manager, the report can be viewed, or downloaded as either an XML or Excel file.
 - Click the Excel link to download as an **Excel file**, and save the Excel file locally with the report name “**ELR results 2025 – [your school name]**”.
12. Send the report:
 - Create a new email to: elr@esa.edu.au
 - Subject: ELR results [your school name]
 - Attach the report file
 - Send the email with the file attached

Questions?

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Contact us:

Email: destiny@bennett.com.au
Phone: 1800 226 784 or (02) 8988 5000