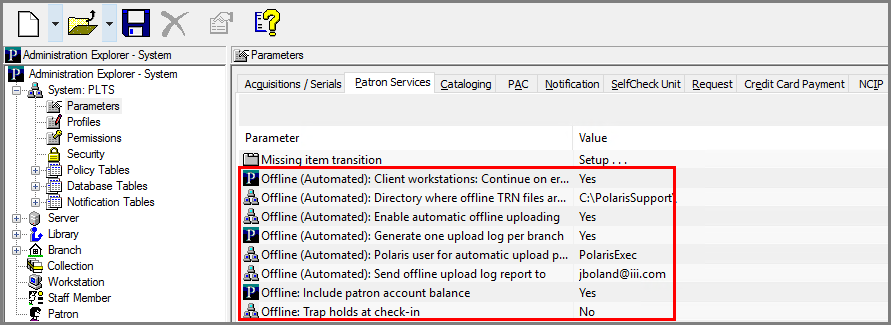
leap offline circulation

# How to Setup Leap Offline Circulation

Permission based Leap Offline allows you to circulate materials while your database server or network are unavailable.

**System Admin Settings**

* You must Enable automatic offline uploading: YES​
* Polaris user for automatic upload should be PolarisExec

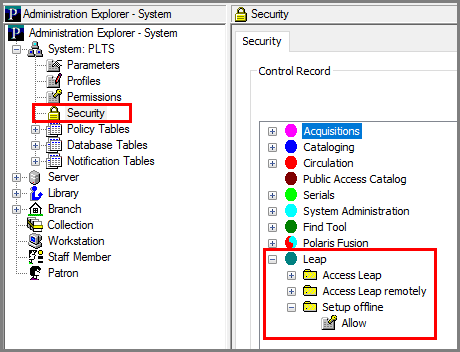


**Note:** Automatic Offline Processing is not available to Shared Hosted sites.​

**Leap Offline Setup Permission**

In the Polaris client, go to Administration Explorer, and select:​

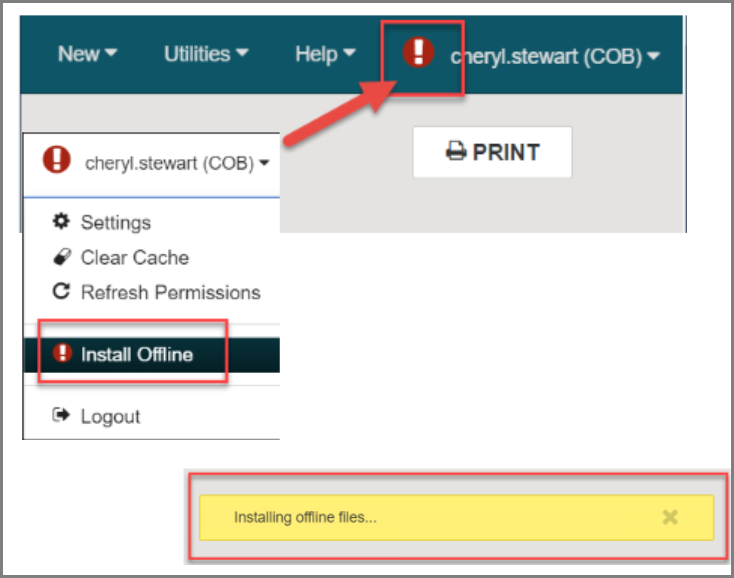
***Security | LEAP| Setup offline |Allow***



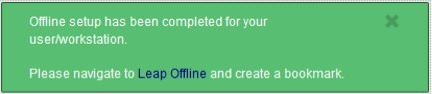
## Installing Leap Offline

* You must have the Leap Offline permission enabled and use a compatible web browser to install the application (Not compatible with IE)​
* ​If Leap Offline has not been previously installed, you will see an installation Warning icon. To install, select the Warning icon.​
* Click on Install Offline. A temporary message will display “Installing Offline files.​

​



* Once files are installed a confirmation message on a green background will display. ​
* Click on the Leap Offline link.​
* It is very important to bookmark this page, for easy accessibility in the future when offline is needed.



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