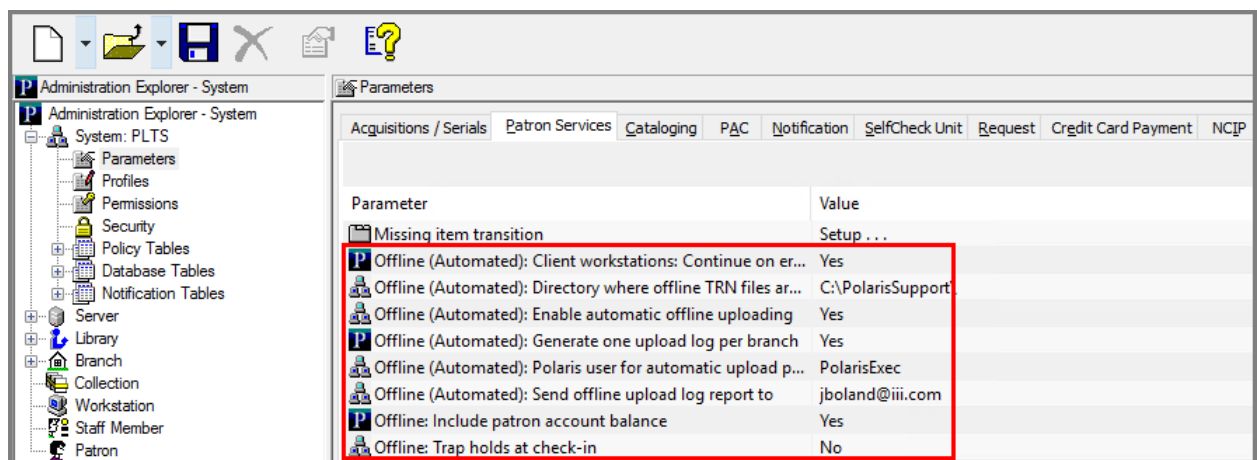# Training

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
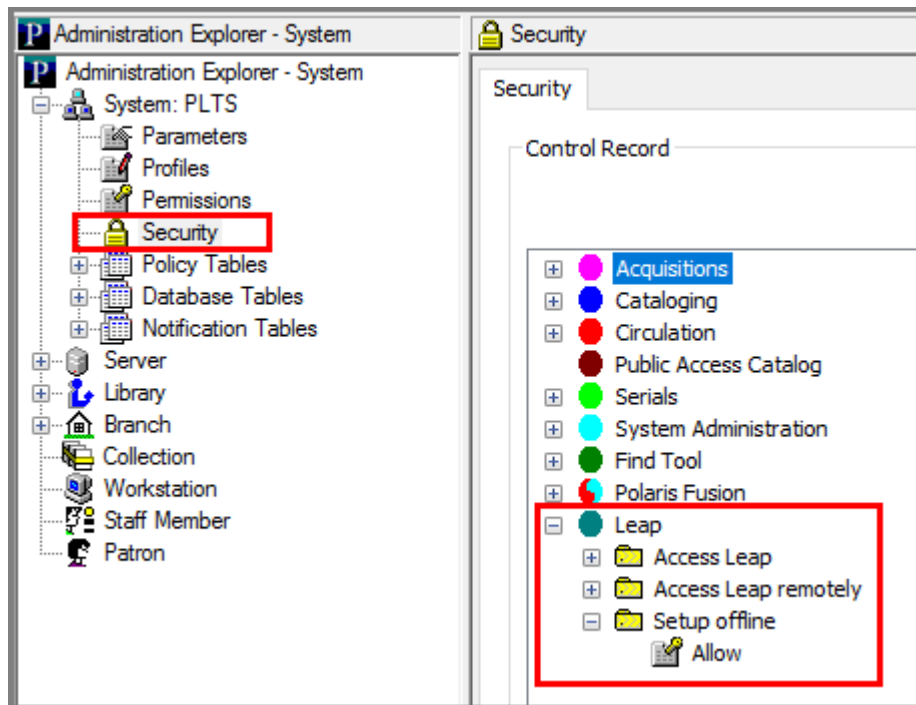- Polaris user for automatic upload should be PolarisExec

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

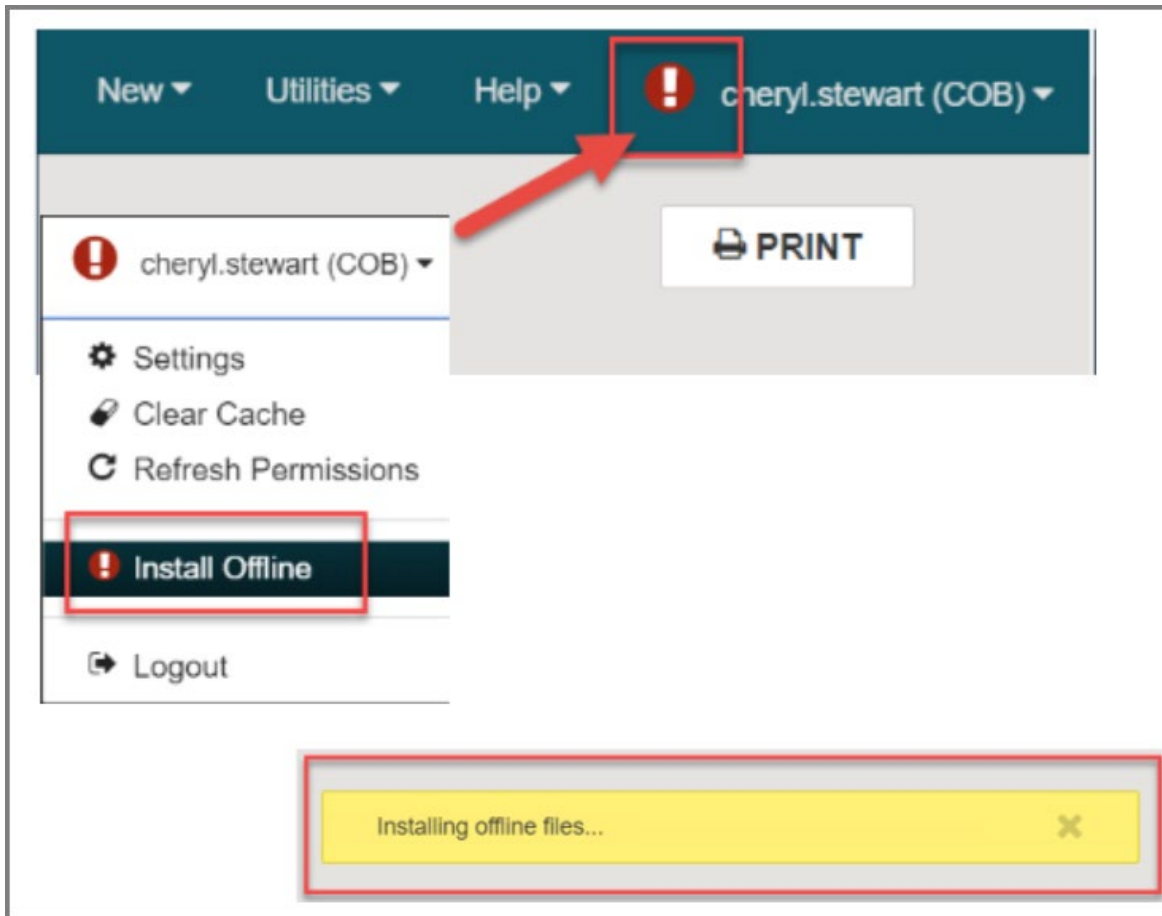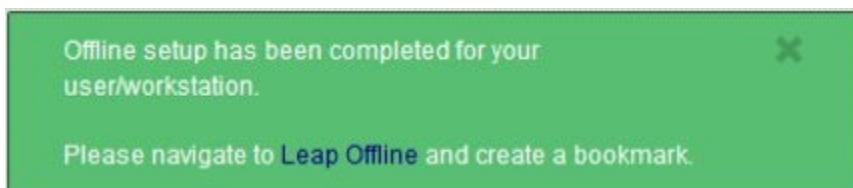## Installing Leap Offline

- 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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