

Offline Circulation in Polaris Leap

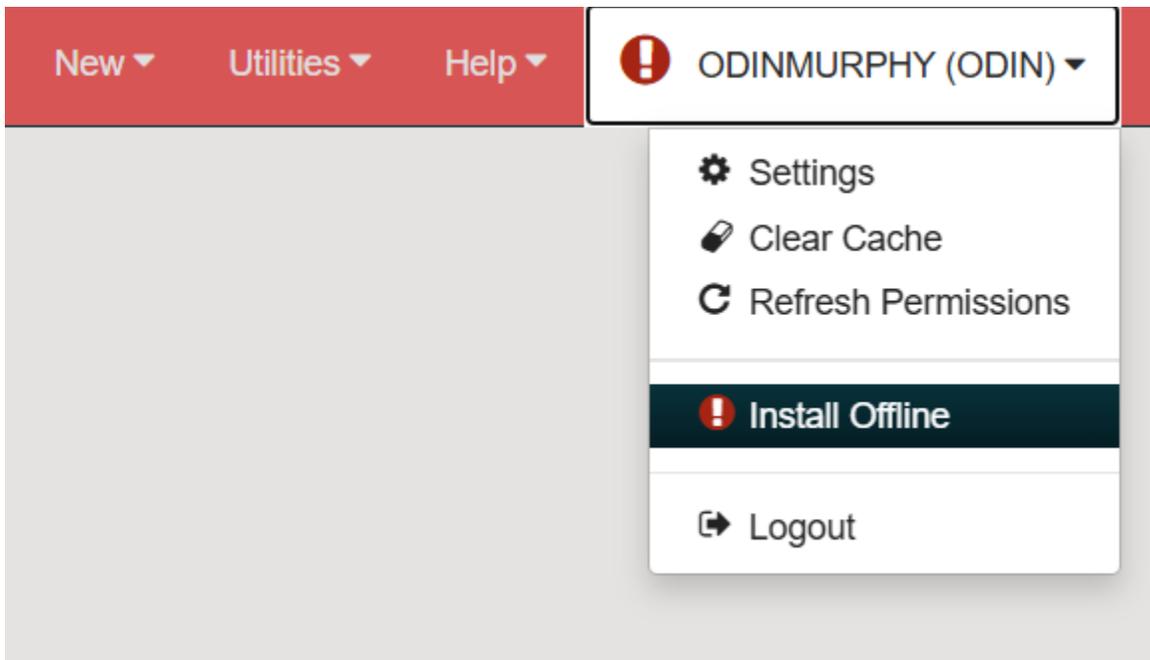
Polaris Leap Offline allows you to log transactions and circulate materials while Polaris is down or during times an internet connection is unavailable.

Important notes:

- Offline Circulation should work with any internet browser; however, Chrome is recommended.
- Downloading Polaris Offline requires an internet connection, so initial installation is required before use. Once installed, bookmark Polaris Offline to access when internet is unavailable.
- Offline transactions are stored in the browser's local storage until the user sends them to the server for processing or deletes them. **Do not clear your browser's cache before your files have been sent to the server, your transaction information will be lost.**
- Your Polaris Offline installation is specific to your username and browser combination. To ensure your transaction data uploads properly once internet is restored, you must log in to Leap using the same login credentials and browser as your Polaris Offline installation.

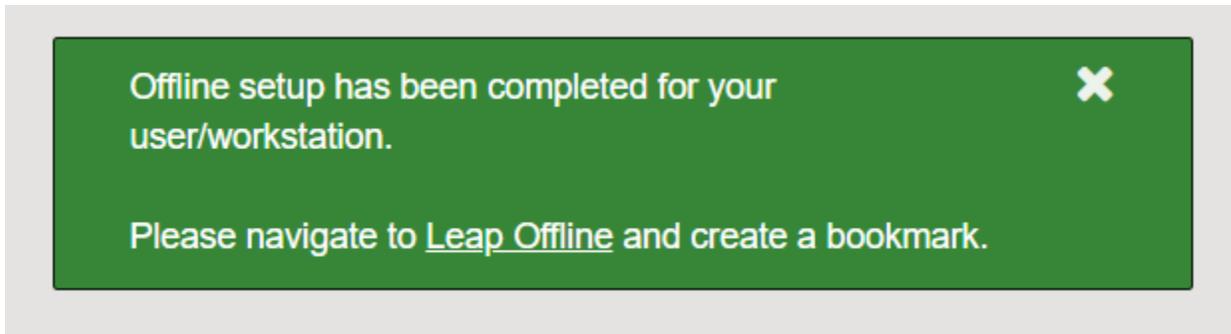
Installing Polaris Leap Offline

Log in to Leap. Click on your username in the upper right-hand corner of the screen and select **Install Offline** from the drop-down menu:





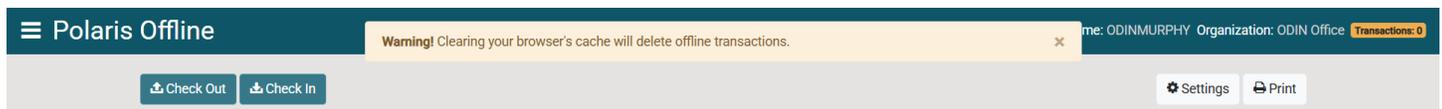
Once setup is complete, you will be prompted to navigate to Leap Offline:



Click the Leap Offline link and immediately create a bookmark for it in your browser. Make sure your bookmark is easily located and accessible. You will use it to launch Leap Offline at a future date when Polaris or your internet connection is unavailable.

Setting up your Offline session

Upon opening Polaris Offline, you will see a *Warning!* message:

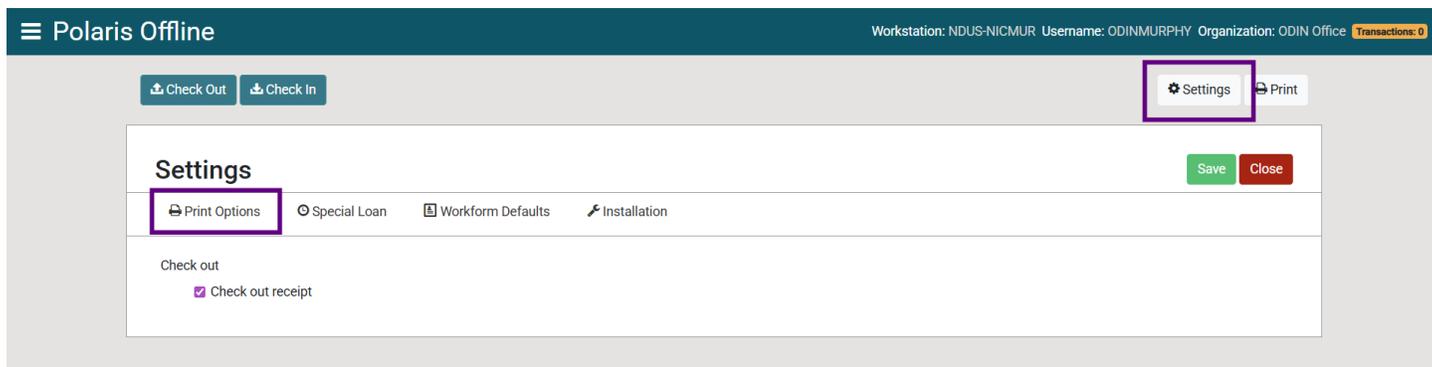


Your offline transaction data is stored in your browser's cache. **Do not clear your cache until AFTER internet connection has been restored and all of your transactions have been sent to the server.** Clear the warning to continue.

You will see your Workstation, Username, and Organization listed in the upper right-hand corner of the screen along with your overall Transaction count in the upper right corner:

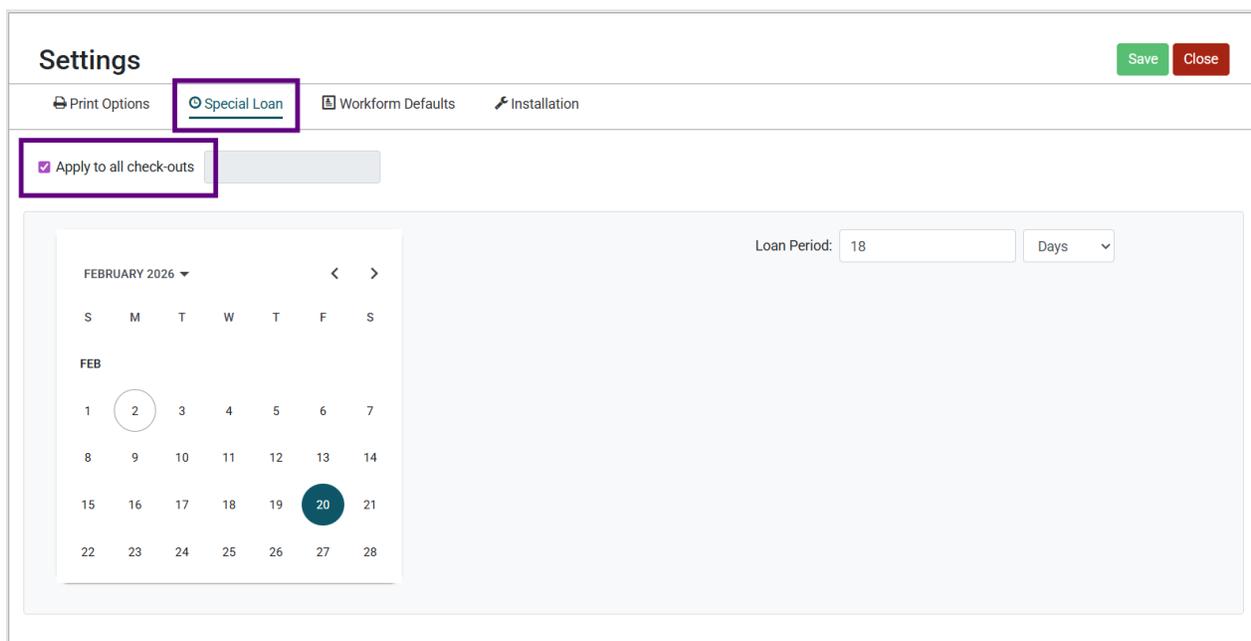


Before you begin logging transactions, click on **Settings** to confirm your setup:

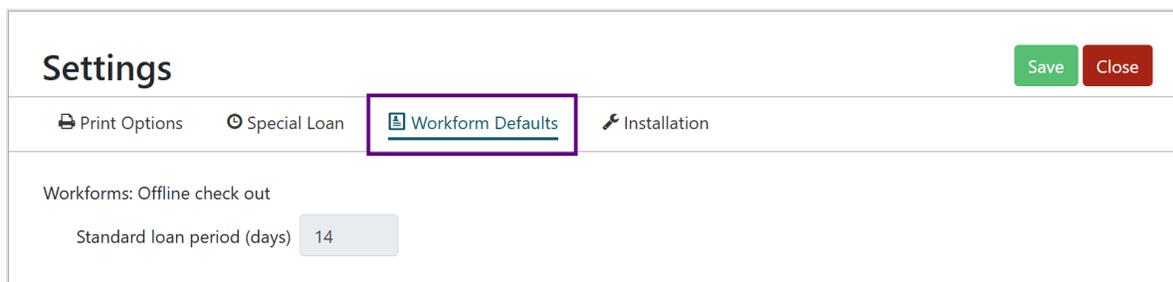


The **Print Options** tab allows you to enable or disable check out receipts.

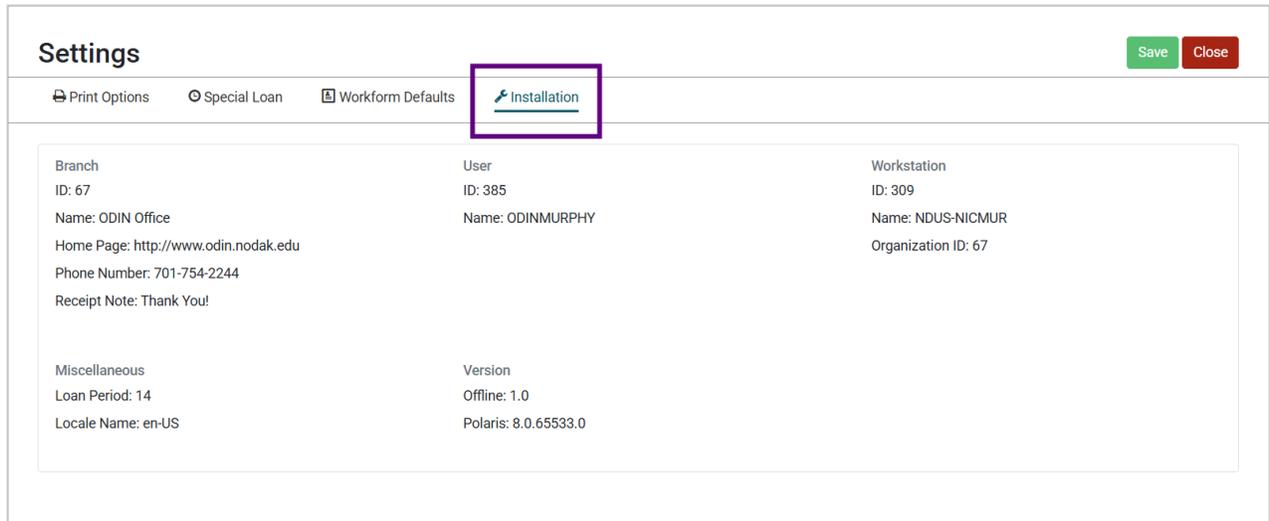
The **Special Loan** tab allows you to set a due date different than your system default. To set a new due date, click the *Apply to all check-outs* checkbox and choose your desired date in the calendar OR enter a specific *Loan period*:



The **Workform Defaults** tab indicates the standard loan period that will be applied to check-outs if a *Special Loan* date is not specified:



The **Installation** tab lists additional information related to your current session:

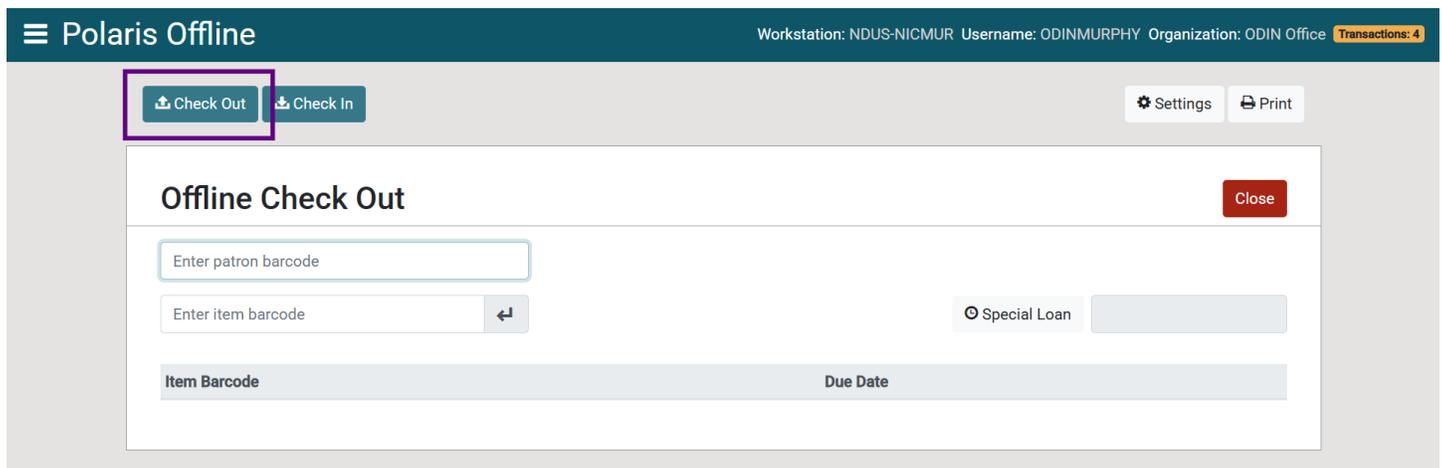


The screenshot shows a 'Settings' window with a navigation bar at the top containing 'Print Options', 'Special Loan', 'Workform Defaults', and 'Installation'. The 'Installation' tab is highlighted with a purple box. Below the navigation bar, there are three columns of information: Branch (ID: 67, Name: ODIN Office, Home Page: http://www.odin.nodak.edu, Phone Number: 701-754-2244, Receipt Note: Thank You!), User (ID: 385, Name: ODINMURPHY), and Workstation (ID: 309, Name: NDUS-NICMUR, Organization ID: 67). At the bottom, there are 'Miscellaneous' (Loan Period: 14, Locale Name: en-US) and 'Version' (Offline: 1.0, Polaris: 8.0.65533.0) sections. 'Save' and 'Close' buttons are in the top right corner.

If you have made changes under any of the tabs, click **Save** in the upper right-hand corner.

Using Offline Check Out

Navigate to the Check Out screen. Enter your patron's barcode and the barcodes of all items ready for check out to their account:



The screenshot shows the 'Polaris Offline' interface. At the top, there's a header with 'Polaris Offline' on the left and 'Workstation: NDUS-NICMUR Username: ODINMURPHY Organization: ODIN Office Transactions: 4' on the right. Below the header, there are 'Check Out' and 'Check In' buttons, with 'Check Out' highlighted by a purple box. To the right are 'Settings' and 'Print' buttons. The main area is titled 'Offline Check Out' with a 'Close' button in the top right. It contains two input fields: 'Enter patron barcode' and 'Enter item barcode'. Below these is a 'Special Loan' button and a table with columns for 'Item Barcode' and 'Due Date'.

Enter your patron's barcode first, then enter each item barcode to register checkouts to that patron.

Important Note:

- Double-check patron and item barcodes as you go to ensure they are correct. Since Leap Offline doesn't utilize the internet, it will not register an error until the transactions are uploaded to the server later.

You may use the **Special Loan** button to apply a custom due date to 1 or all of the items for that patron:

Offline Check Out Complete

252525

3315000037444

Special Loan

Loan Period: 20 Days

Apply to next item only

Apply to all items for this patron

OK Cancel

Item Barcode	Due Date
3315000049126	2/12/2026
3315000026777	2/12/2026
3315000027452	2/12/2026

When you are finished checking out all materials to the patron, click **Complete**:

Offline Check Out Complete

252525

Enter item barcode

Special Loan

Item Barcode	Due Date
3315000037444	2/18/2026
3315000049126	2/12/2026
3315000026777	2/12/2026
3315000027452	2/12/2026

This will trigger a check-out receipt to print (if they are enabled) and clear the screen to prepare it for the next transaction.

The gold *Transactions* badge in the upper right-hand corner will continue to count your overall transactions during the session. Click on it to view the offline files you have generated:

My Offline Files

Filename	Transactions
PTF_2026012913332258_NDUS-NICMUR.TRN	4

I understand that deleting files cannot be undone.

Delete All Files Cancel

From this screen, you also have the option to delete the files. This cannot be undone and is not recommended unless you need to clear errors.

Using Offline Check In

Navigate to the Check In screen and enter the barcodes of all items ready for check in:

☰ Polaris Offline Workstation: NDUS-NICMUR Username: ODINMURPHY Organization: ODIN Office Transactions: 4

Check Out Check In Settings Print

Offline Check In

Close

Enter item barcode ↵

Item Barcode	Status
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When you have finished entering the barcodes of all items, click *Complete*:

Offline Check In

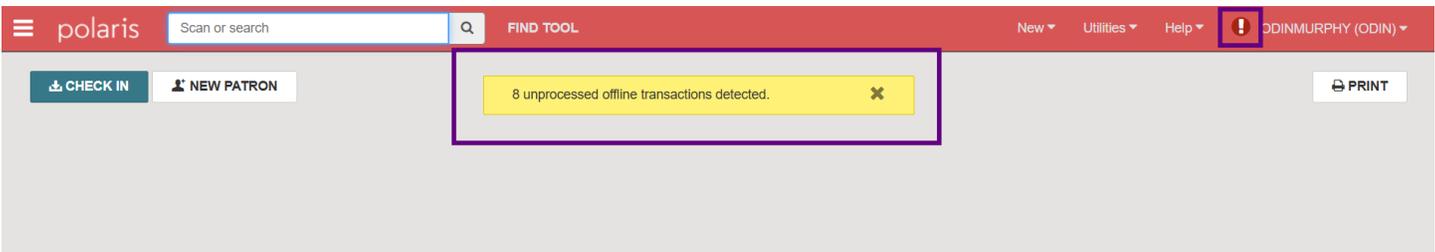
Complete

Item Barcode	Status
33150000037444	IN
33150000049126	IN
33150000048458	IN
33150000027452	IN

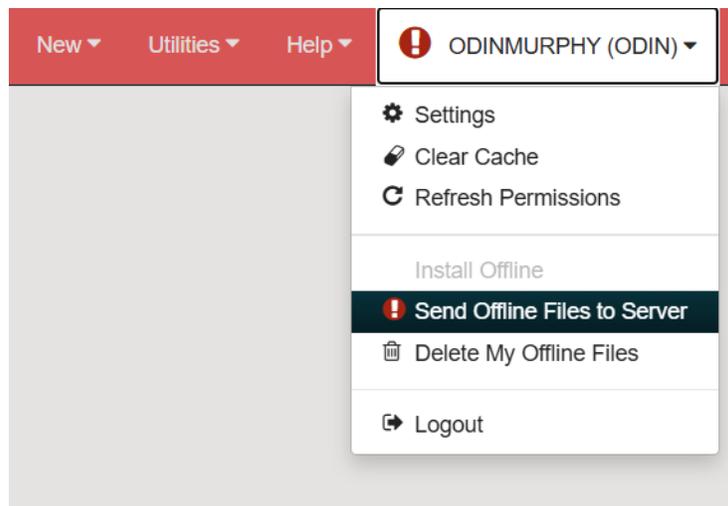
The gold *Transactions* badge in the upper right-hand corner will update each time new transactions are logged.

Uploading Offline Transactions

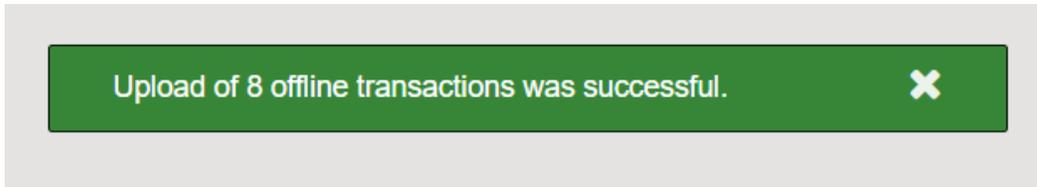
Once Polaris or your internet connection has been restored, log in to Leap. If you have unprocessed offline transactions, you will receive the following message, and your username will have an exclamation point next to it:



Click on your username and select **Send Offline Files to Server**:



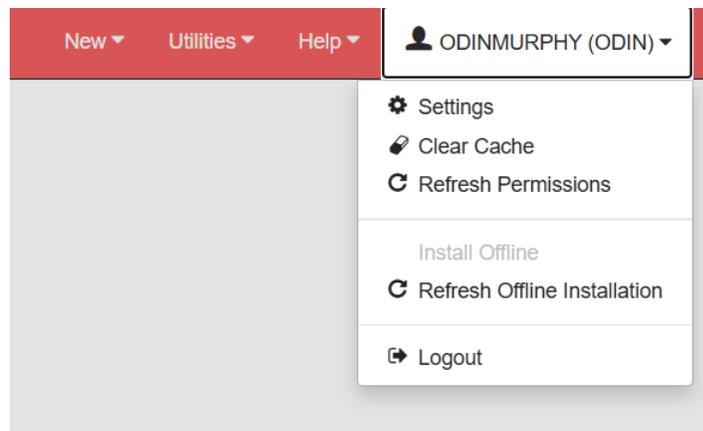
If the action was successful, you should see the following message:



Important Note:

- Be careful not to choose the **Delete My Offline Files** option. It will delete all unprocessed offline transactions from the browser. **This cannot be undone.**

Once your offline files have been uploaded, they will be automatically cleared from Leap:



Items checked out or in via Leap Offline will show a History Action of *Checked out – Offline* or *Checked in – Offline* in the item record:

Item Record ⓘ

SAVE
ACTIONS ▾
LINKS ▾
REFRESH
CLOSE

Loaned

The complete rhyming dictionary, and poet's craft book.
By Wood, Clement, 1888-1950, ed.

Barcode: 33150000027452	<input type="checkbox"/> ILL <input checked="" type="checkbox"/> Non-circulating	<input type="checkbox"/> eContent <input type="checkbox"/> Display in PAC
Call number: 426 W 01	Record status: Final	Issue:
Collection: High School Nonfiction	Bib control number: 410153	Issue control number:
Shelf location: None	Parent item:	Price:
Owning branch: Napoleon School Library	Assigned branch: Napoleon School Library	Circulation status: Loaned 11/20/2024 3:00:16 PM

Details Circulation Blocks and Notes History Statistics Record Sets Notices Source and Donor

DATE	ASSIGNED BRANCH	STATUS	ACTION	LOCATION	USER/WKS
11/20/2024 3:00:16 PM	Napoleon School Library	Unavailable -> Loaned	Checked out - Offline	Napoleon School Library	ODINMURPHY/602a-Lib2016
10/18/2023 2:56:08 PM	Napoleon School Library	Available -> Unavailable	Modified via Item Bulk Change	West Fargo Public Library	ODINMURPHY/NDUS-NICMUR
9/20/2023 9:50:03 AM	Napoleon School Library	Available	Modified via Item Bulk Change	North Dakota State Library	ODINMASON/(Deleted)

Item Record ⓘ

[SAVE](#)
[ACTIONS ▾](#)
[LINKS ▾](#)
[REFRESH](#)
[CLOSE](#)



501 Spanish verbs
 By *Kendris, Christopher*, author.

Barcode: **ODN005**

Call number: **468.2 SPA 01**

Collection: **High School Nonfiction**

Shelf location: **None**

Owning branch: **ODIN Office**

ILL
 Non-circulating

Record status: **Final**

Bib control number: [1392789](#)

Parent item:

Assigned branch: **ODIN Office**

eContent
 Display in PAC

Issue:

Issue control number:

Price: **\$16.99**

Circulation status: **Available** || 3/3/2026 6:00:21 PM

[Details](#)
[Circulation](#)
[Blocks and Notes](#)
[History](#)
[Statistics](#)
[Record Sets](#)
[Notices](#)
[Source and Donor](#)

DATE	ASSIGNED BRANCH	STATUS	ACTION	LOCATION	USER/WKS
3/3/2026 6:00:21 PM	ODIN Office	Loaned -> Available	Checked in - Offline	ODIN Office	ODINMURPHY/NDUS-2MQ54015F2
3/3/2026 5:07:41 PM	ODIN Office	Available -> Loaned	Checked out	ODIN Office	ODINMURPHY/NDUS-2MQ54015F2
1/20/2026 11:53:32 AM	ODIN Office	On Hold -> Available	Automatic status change from Check In	ODIN Office	ODINMILLETTE/NDUS-2MQ54015DV