



Getting Started in Leap

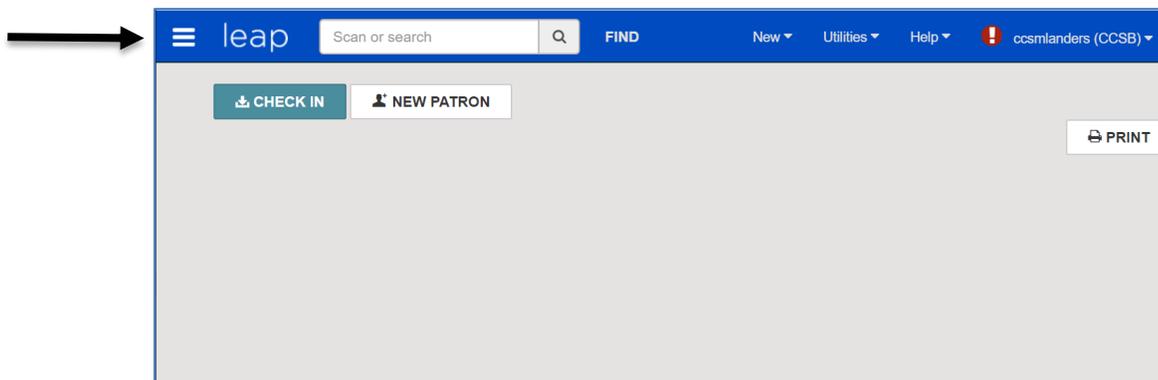
This document covers:

- The difference between production and training Leap
- Logging into Leap
- Where to adjust the workstation print options

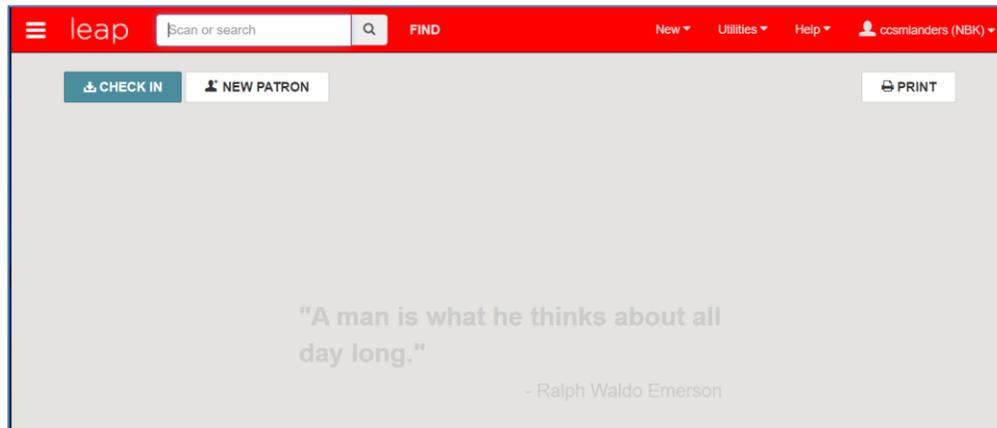
Production vs Training Leap

Staff have access to two different types of Leap: a production database and a training database.

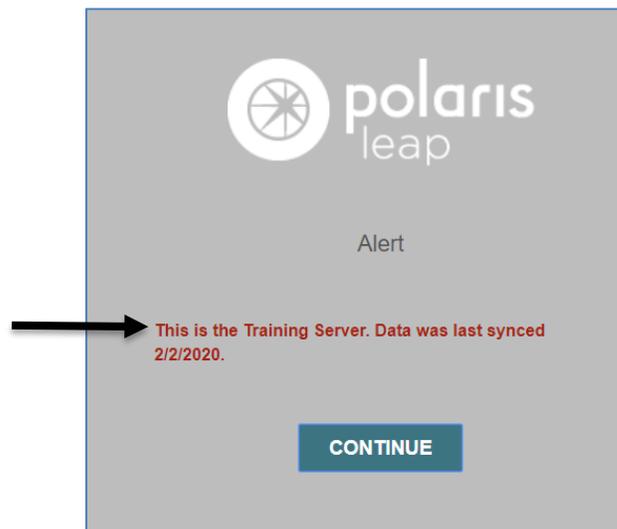
The production database is our live environment. This is what staff use in their day-to-day at the library. The production Leap banner is blue. Staff can access production Leap at <https://ccs-leap.polarislibrary.com/leapwebapp>.



Staff also have access to a training version of Leap. Staff can use this version of Leap if they need an environment for training or testing. This version is not live, meaning any activity, including checkouts, check-ins, and fines paid, are not reflected in the patron's actual account. The training Leap banner is red. Staff can access training Leap at <https://ccs-training.polarislibrary.com/leapwebapp>.



When working in training Leap, keep in mind that the data will likely be outdated. When logging in, an alert will tell you when the data was last synced with the production database.



Logging into Leap

Type in the domain and your username. While each username will be unique, everyone will use the same domain of **ccs**. Next, enter your password and click **Sign In**.



Domain\Username
ccs\inbkusername

Password
.....|

SIGN IN

If you mistype your username or password, you will see an incorrect login message. Leap will allow up to 5 incorrect log in attempts before temporarily locking the username for 30 minutes.

The domain, username or password is incorrect

Domain\Username
ccs\inbkusername

Password

SIGN IN

If part of a multi-branch library, use the Branch drop-down menu to select your current location. Then select the appropriate workstation from the workstation drop-down. Multiple users can be logged into a workstation at the same time. Click **Continue** to complete logging in.

Select your Branch and Workstation

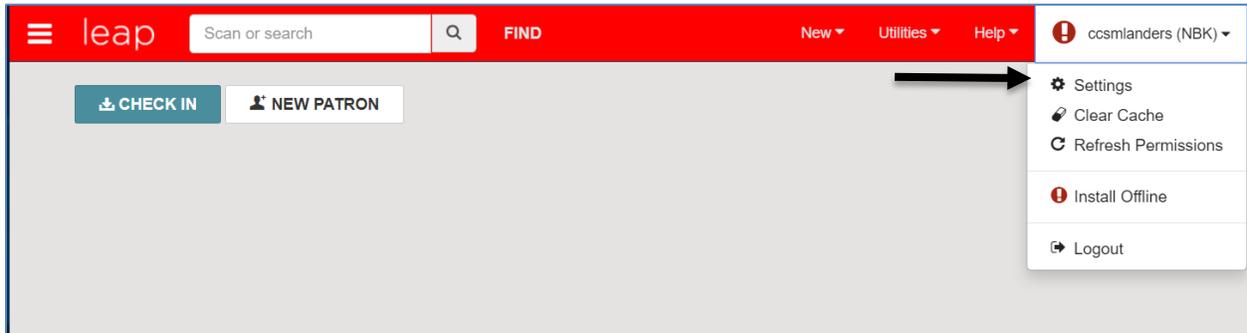
Branch
Northbrook Public Library

Workstation
NBK Leap In House

CONTINUE CANCEL

Adjusting the Workstation Print Options

Access the print options by clicking on your username in the upper right-hand corner and select **Settings**.



The first tab in the Settings view displays the print options. These settings dictate what types of slips and receipts will print based on which workform or record you are working in. One important thing to note is that these print settings are tied to the *workstation* and not the individual user. If you share a workstation with multiple coworkers, remember to alert them if you make any adjustments to the print options.

