

How to Back-date Check In using Leap

Last updated December 2021

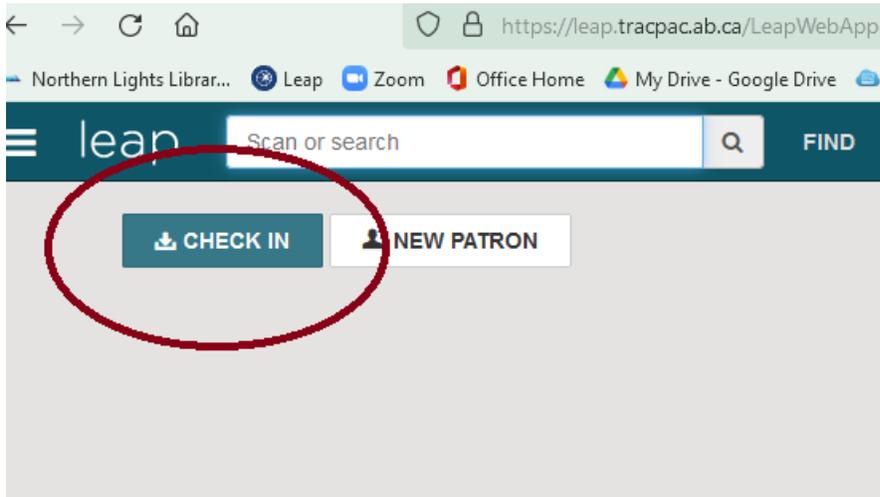
This is a very simple process that will allow you to check in items at a previous date, in order to avoid charging late fees for days when the library has been closed, or due to other circumstances outside of a patron's control.

Begin by logging into leap. <https://leap.tracpac.ab.ca/LeapWebAppExternal/staff/default#>

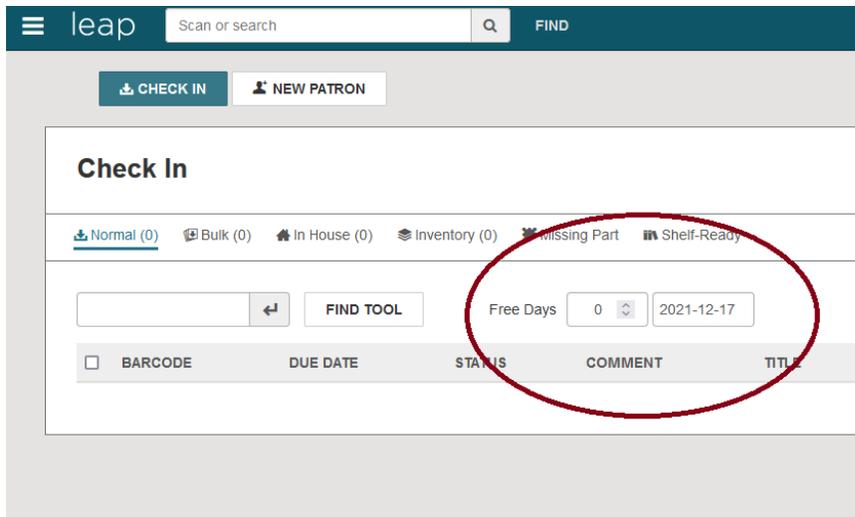
Your login will be the same as what you use for Polaris desktop—but it will start with “NL\”

Your password will be the same as what you use for Polaris desktop—no changes.

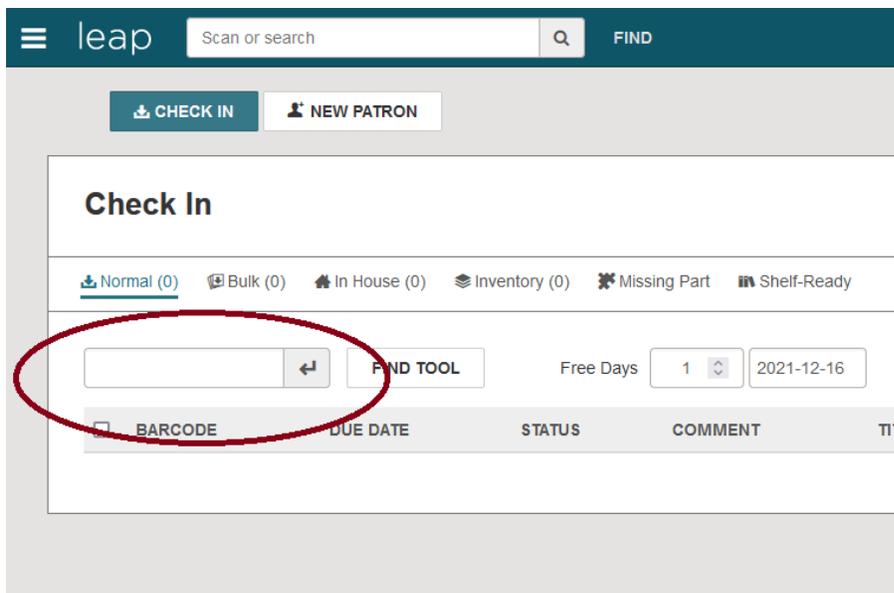
Next, go to the Check In page, by click the Check In button.



Once there, select the number of Free Days you wish to apply to this batch of check ins. You can either select the number of days using the ^ arrow, enter the number using your keypad, or you can select a specific date from the date field.



Scan each item into the check in field, one at a time, paying attention to any pop-up messages that indicate items needing to go into transit, or any other instructions.



Once you have checked in all items needing to be back-dated, you can either Close the check in screen, or zero out the free days to return check in to the current date.