Learn how to move a request into an advanced lending queue and how to turn off advanced lending in Tipasa. If you have turned on the Advanced Lending feature, the Advanced Lending queues (Verifying, Receiving, Scanning, and Packaging) will also be available from the Document Delivery category. When the Advanced Lending queues are turned on, they appear as minor queues of the In Process queue.

Note: Queues without active requests will not appear in the left navigation and Quick Links.

Move a request into an Advanced Lending queue

Requests will not be moved into the Advanced Lending queues (Verifying, Retrieving, Scanning, and Packaging) until marked by library staff. Requests can be moved into an Advanced Lending queue individually or through batch processing. You have the option to move a request into or out of a queue from any of the queues under the Document Delivery category. You must decide how your library uses the Advanced Lending queues. For an example on how to use the queues, see Advanced Lending workflow.

Move an individual request

You can individually mark requests as New, Verifying, Retrieving, Scanning, or Packaging.

To move a request into an Advanced Lending queue:

1. On the left navigation, click Document Delivery.
2. Click **New** or **In Process**.
3. On the New or In Process screen, click the request **ID** or **Title** to display the request.
4. Process the request as normal.
5. On the upper right side of the screen, under Actions, click the **down arrow** to expand the list.
6. Select what you want to mark the request as (**Verifying**, **Retrieving**, **Scanning**, or **Packaging**).
7. Optional. If you have already marked a request, you can click **Mark as New** to move it back to the New queue.
8. The request's status is updated based on what you selected and is moved to the respective queue.

**Batch processing**

You can also use batch processing to mark a request as New, Verifying, Retrieving, Scanning, Packaging, or Complete. You can perform batch processing in any queues that include the batch icon (📝) in the left navigation. For more information on batch processing, see **Batch processing**.

**To use batch processing to move requests into an Advanced Lending queue:**

1. On the left navigation, click **Document Delivery**.
2. Click **New**, **Verifying**, **Retrieving**, **Scanning**, **Packaging** or **Complete**.
3. On Document Delivery queue screen, click **New**, **Verifying**, **Retrieving**, **Scanning**, **Packaging**, or **Complete**.
4. A table appears with the batch processing fields.
5. In the request ID field, scan or type the request **ID**, or click the **plus sign** (➕) in the table below to add a request.
6. Optional. Click **Print Shipping Labels** or **Print Book Straps** to add the selected items to the Print Queue. Please see **Printing for Document Delivery requests**.
7. Based on the batch process you are performing, click **New**, **Verifying**, **Retrieving**, **Scanning**, **Packaging**, or **Complete Items** to apply the status to all of the items you entered in the table.
8. The requests' statuses are updated and moved to the respective queue. Complete items are marked as Closed (Supplied).

**Turning Advanced Lending off**

If you are using Advanced Lending and you decide to turn the feature off, the following will occur:

- The status of the requests will keep their respective status. For example, a request in the Verifying queue has the status of Delivery (Verifying). When Advanced Lending is turned off, the status will stay the same until closed.
- The **Mark as** button will no longer appear in requests.