Follow the below procedures to perform batch processing as a lender. Batch processing has a limit of 100 requests at a time. The batch icon (/button) appears on queues in the left navigation where batch processing is available.

**To use batch processing to complete requests:**

1. Navigate to **Lending Requests > Returned** in the left navigation bar.
2. At the top of the next screen, click **Batch complete "Returned" items**. The screen will refresh to include the additional batch processing fields.
3. In the Request ID field, manually enter a request ID number, scan a barcode, or click the plus (button) symbol.
4. Click **Complete Items**. A confirmation message appears and the requests are updated to **Closed**.

**To use batch processing to respond Yes or No in a batch:**

1. Navigate to **Lending Requests > Can You Supply?** in the left navigation bar.
2. At the top of the next screen, click **Yes** or **No** next to **Batch respond to "Can You Supply" items** The screen refreshes to include the additional batch processing fields.
3. Optional.
   - If **Yes**, click any desired print options and **Apply constant data** if necessary. Note: If a request ages out before you respond "Yes" and moves to another potential lender, any Constant Data you applied is removed from the request.
   - If **No**, **Choose a Reason for No** from the drop-down list. Note: This **Reason for No** applies to all requests that you process as **No**.
4. In the Request ID field, manually enter a request ID number, scan a barcode, or click the plus symbol (button) to add a request.
5. Click **Yes** or **No**. A confirmation message appears and the requests are updated.

**Watch a video**

Lender: Batch process (03:49)

This video covers the batch process options for ILL requests as a lender.