Batch processing for lenders

Learn how to use batch processing to complete requests or to respond Yes or No in WorldShare Interlibrary Loan. 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 (批量) 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 (批量) 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 (批量) to add a request.
5. Click **Yes** or **No**. A confirmation message appears and the requests are updated.

Watch a video

**Lender: Batch process (3:49)**

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

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