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 (=batch icon=) 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 (=batch symbol=) 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:

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 (=batch symbol=) 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.