Follow the below procedures to perform batch processing as a lender.

**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 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 or to send to an Advanced Lending queue:**

2. At the top of the next screen, click **Yes**, **No**, or one of the, Advanced Lending queue options 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 options, Print Shipping Labels or Book Straps/Stickers and **Apply constant data** if necessary. Note: If a request ages out before you respond "Yes" and moves to another potential lender, the **Constant Data** 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 (+) to add a request.
5. Click **Yes** or **No**. A confirmation message appears and the requests are updated.