Batch processing for lenders

Learn how to use batch processing to complete requests and how to respond Yes, No, or send to an Advanced Lending queue in Tipasa.

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.
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.