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.