Batch processing for borrowers


Learn how to use batch processing to receive and return items in Tipasa. Follow the below procedures to perform batch processing as a borrower. Batch processing has a limit of 100 requests at a time. The batch icon (🛍️) appears on queues in the left navigation where batch processing is available.

**To use batch processing to receive items:**

1. Navigate to **Borrowing Requests > In Transit** in the left navigation bar.
2. At the top of the screen, click **Batch receive "In Transit" items**.
3. Provide a Date Received.
4. Optional. Click **Print Book Straps**. The selected items will be added to the **Print Queue**.
5. In the Request ID field, manually enter a request ID number, scan a barcode, or click the plus symbol (➕) to add a request.
6. Click **Receive Items**. A confirmation message appears and the requests are updated to **Received**.

**To use batch processing to return items:**

1. Navigate to **Borrowing Requests > Received** in the left navigation bar.
2. At the top of the screen, click **Batch return "Received" items**. The screen will refresh to include the additional batch processing fields.
   
   **Note:** The **Date Returned** defaults to the current date.

3. Optional. Click **Print Return Labels**. The selected items will be added to the **Print Queue**.
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 **Return Items**. A confirmation message appears and the requests are updated to **Returned**.