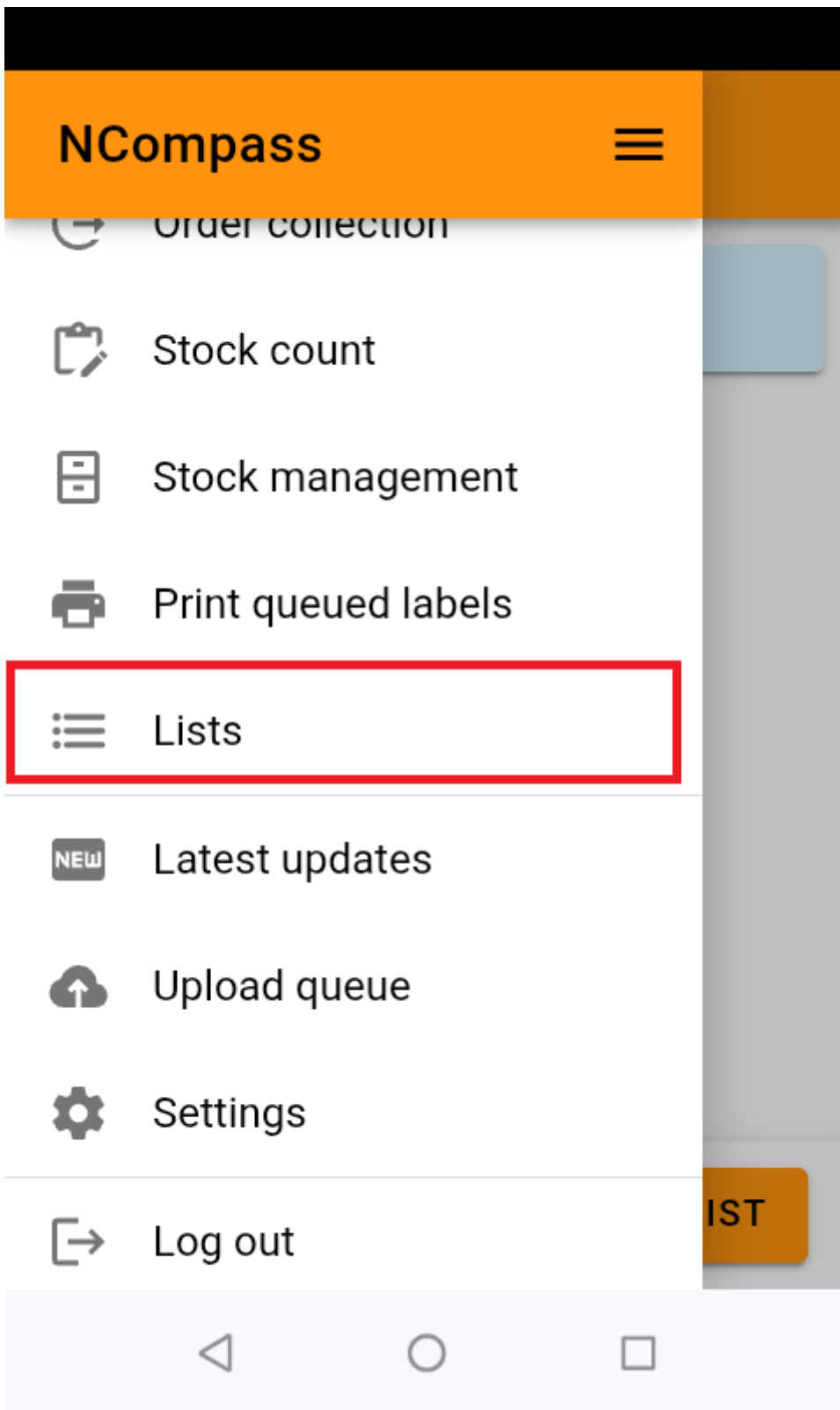


Item Lists

NCompass WAS can build lists of EAN Numbers, by scanning the EAN or the Stock Number label

Start by pressing the Lists option in the Menu



This will show you all lists that you have access to

If you have no lists, this will be empty, you can create a new list by clicking the 'Create List' button

CREATE LIST



- Click the 'Show Options +' label

You can now give your list a description and an expiry date

Create list ×

Hide options —

Description
list two

Expires
26 Mar 2026

- Then Click 'Submit'

Your list will be added, and you will go back to the list selection screen



Lists

my order list

Created: 25 Mar 2026 by Ben Barter

test list a

Created: 26 Mar 2026 by Ben Barter

CREATE LIST

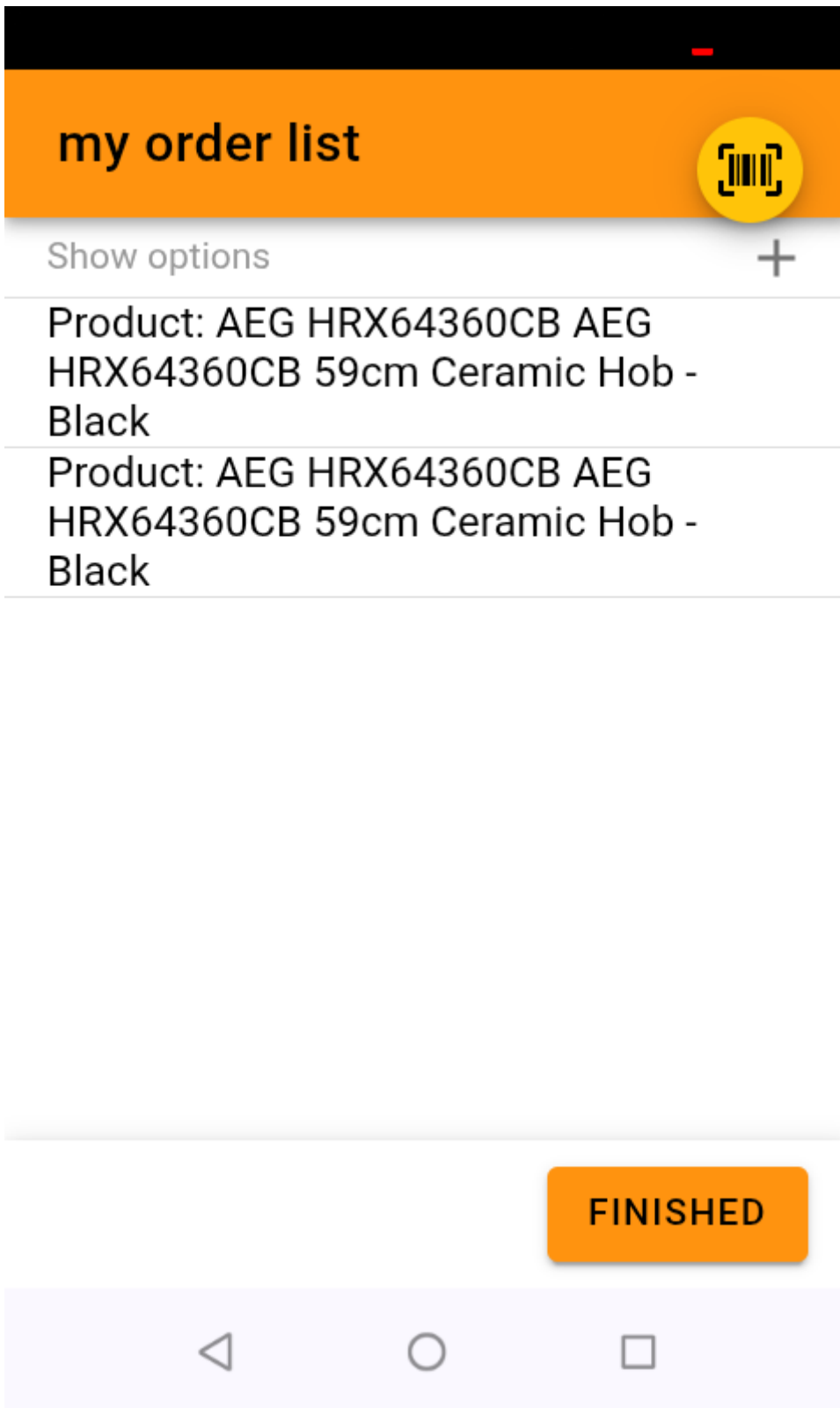


- Click into your list,

Your list will open, if you're revisiting a previous list its contents will loaded

- Scan your items onto your list

Each item will be confirmed

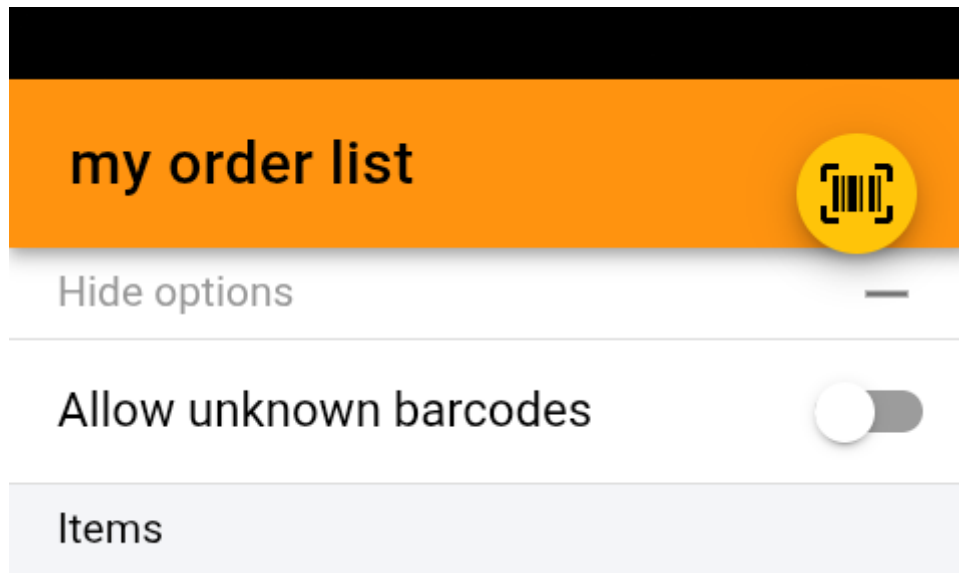


Click 'Finished' and your list will be saved

Scanning barcode that are not in your NCompass System

When you're in an active list, you can click the 'Show options' label

you can turn on 'Allow unknown Barcodes'



Use of Lists in NCompass

You can manage your lists in the products menu

Products > Lists > Create List

Create/Edit List

List Details

Description:

Expires:

Products > Lists > List enquiry

List Enquiry

List Search

Search for:

Of type: Include Expired

Lists - 2 records

my order list
test list a

Items - 4 records

Barcode: *NG174NT*
Product: AEG BCX23101EM AEG BCX23101EM 59.4cm Built In Electric Single Oven - Stainless
Product: AEG HRX64360CB AEG HRX64360CB 59cm Ceramic Hob - Black
Product: AEG HRX64360CB AEG HRX64360CB 59cm Ceramic Hob - Black

The use of list is being added to various screens in NCompass, at the time of writing, you can use lists to add products to quotes, orders and purchase orders, the lists are accessed by product enquiry

Product Enquiry for Retail Quote

Search Details

Manufacturer: Search

Model/Part No: Advanced

Stock/Serial No:

Quick Search:

Retail Price from: to

Supplier:

Updated After: 14/04/2026 Before: 15/03/2026

Channel

Product Grade

New Stock PO for Stock Only

S/H Stock Only Include Expired Products

Barcode/Shortcode: Scan Bar Code Scan

Fill in any combination of the above boxes, or scan a bar-code.
Use a * to match zero or more characters.
Use a ? to match exactly one character.
You only need complete the first part of the manufacturer or model

Standard Detailed

Rental Price:

Retail Prices:

More > List... Variant Matrix... Link EPI+ Product(s)...

Select Stock... Product Info... Create Special Order... Cancel

You can select the entire list, or items from the list

List Enquiry

List Search

Search for: Include Expired

Of type:

Lists - 2 records

- my order list
- test list a

Items - 3 records

- Product: AEG BCX23101EM AEG BCX23101EM 59.4cm Built In Electric Single Oven
- Product: AEG HRX64360CB AEG HRX64360CB 59cm Ceramic Hob - Black
- Product: AEG HRX64360CB AEG HRX64360CB 59cm Ceramic Hob - Black

Cancel Select Item Select List

Created 2026-03-25 09:12:05 UTC by David Pinder
Updated 2026-04-15 11:07:47 UTC by David Pinder