

Load Vans

Start by pressing the Load Vans option in the menu.

4:19 PM

Load vans

Scan location or engineer...

Date type
Delivery

Date
31 Jan 2025

Engineer(s)
All

Carrier
All carriers

Pack to
Select...

Select all

Customer Collection - 31 Jan morning

Field call: 100034
Anytime all day
Barter
37 Madan Road, Westerham, Kent, TN16 1DU

Deliver goods: ORD100036

PRINT COLLECTION LABELS

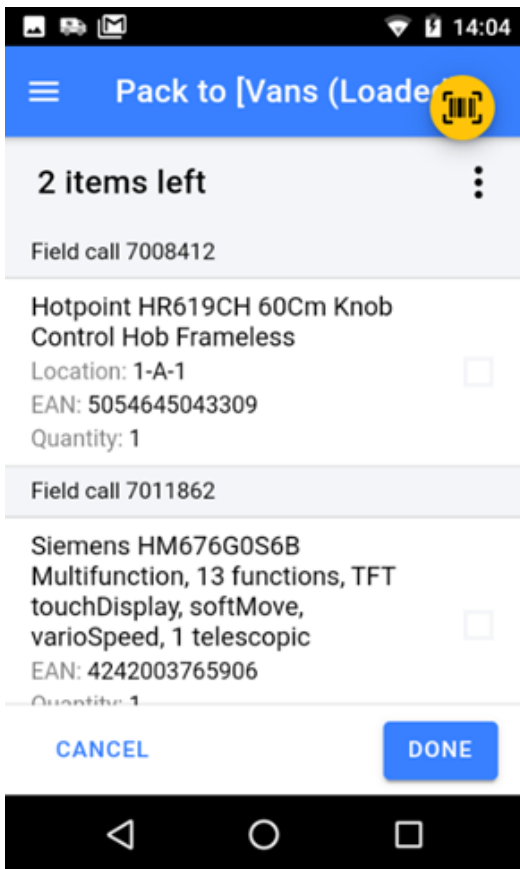
START PICKING

- Select a **Date Type**:
 - **Delivery** - Date of Delivery
 - **Dispatch** - Used for Carriers, this is the date of collection rather than the date of the field call.
- Select the **Date** you are packing field calls for.
- Select the **Engineer** you are packing for.
- Select Specific **Carriers**: This allows you to pick for a group of engineers, intention for this is for picking for carrier who you have multiple service levels with.
- Scan the **Location** you are packing to.

You can do a multi-stage pick, whereby you pick to a holding location and then on to another location afterwards, much like a multi-stage goods-in where the goods are held before being

stored in their final location.

- If you wish to pick for all calls; Click **Select All**, or choose **Morning/Afternoon** instead.
- Click **Start Picking**



- Locate each item on the list and scan the stock number label
- Once the item is picked, it will have a tick against the item (or the item may disappear of the list)

If your configuration allows you to, you can scan a different stock number to the one displayed and NCompass will stock swap the stock number for the one you scanned.

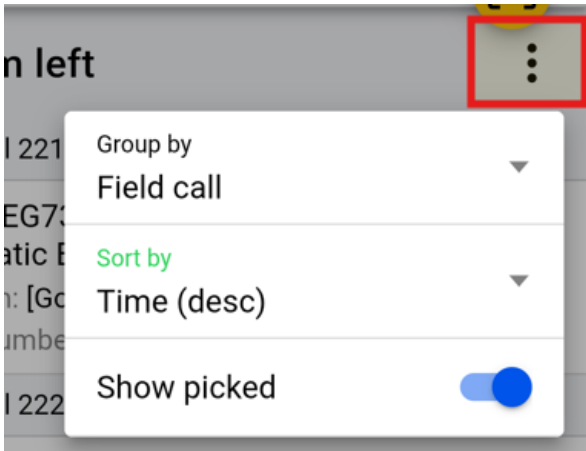
- Once you have finished picking click **DONE**

Settings

Clicking on the 3 dots gives you the option to:

- **Group by:**
 - **Stock Location** - Sorts them into order by location instead of by time.
 - **Field Call (Default)** - Sorts by time of call
 - **Branch** - Shows all branches not just your physical location

- **Sort by:**
 - **Time DESC (Default)** - logical order for loading van, first on is last off.
 - **Time ASC** - flips the loading order
- **Show Picked** - Shows the item picked if enabled but with a Green Tick, otherwise they will be hidden.



Created 2025-12-23 08:46:47 UTC by Ben Barter
Updated 2026-03-25 09:11:52 UTC by David Pinder