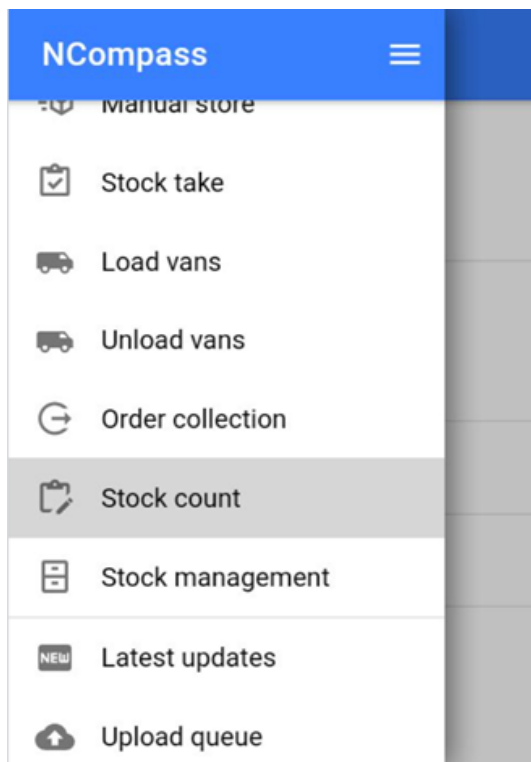


# Stock Count

You can use WAS to populate a Stock Count created in NCompass, this is especially useful for Count Only items.

There is a separate guide which covers using and setting up **Stock Counts** in NCompass.

- Navigate on the main menu to **Stock Count**



- Click on the stock count with the correct Date/Branch/Stock room you are counting.

**If there is no branch/stock room you can select where you are scanning on the next window.**

**Stock count**

17 Jan 2022, 15:24  
 Started by: Dan H  
 Branch: Site 1  
 Stock Room: Stock

17 Jan 2022, 09:42  
 Started by: Dan H  
 Branch: Site 1  
 Stock Room: Stock


---

5 Jan 2022, 15:56  
 Started by: Salesperson

---

5 Jan 2022, 15:56  
 Started by: Omar

- Once you are on the stock management screen, if not already preselected:
  - Set Branch you are in
  - Set Stock you are scanning
- Now start scanning the EANs

**Stock management** 

Scan item...

---

17 Jan 2022, 15:24  
 Started by: Dan H

---

Branch Site 1 ▾

---

Stock room Stock ▾

---

Last scan

LG 50UP81006LA 50" 4K Ultra HD LED  
 Smart TV with Freeview Play Freesat HD +  
 Voice Assistants  
 Quantity: 1

- Start scanning the EANs and entering the QTY of items

## Quantity

50" 4K Ultra HD LED Smart TV with  
Freeview Play Freesat HD + Voice  
Assistants

1

OK

**Once you have finished scanning, just click the back button. If you miss anything or are scanning over multiple days just come back into the stock count and continue to scan.**

**You can amend your last scan if you made a mistake! You can also check the Retail Price at the same time to ensure it's correctly set.**