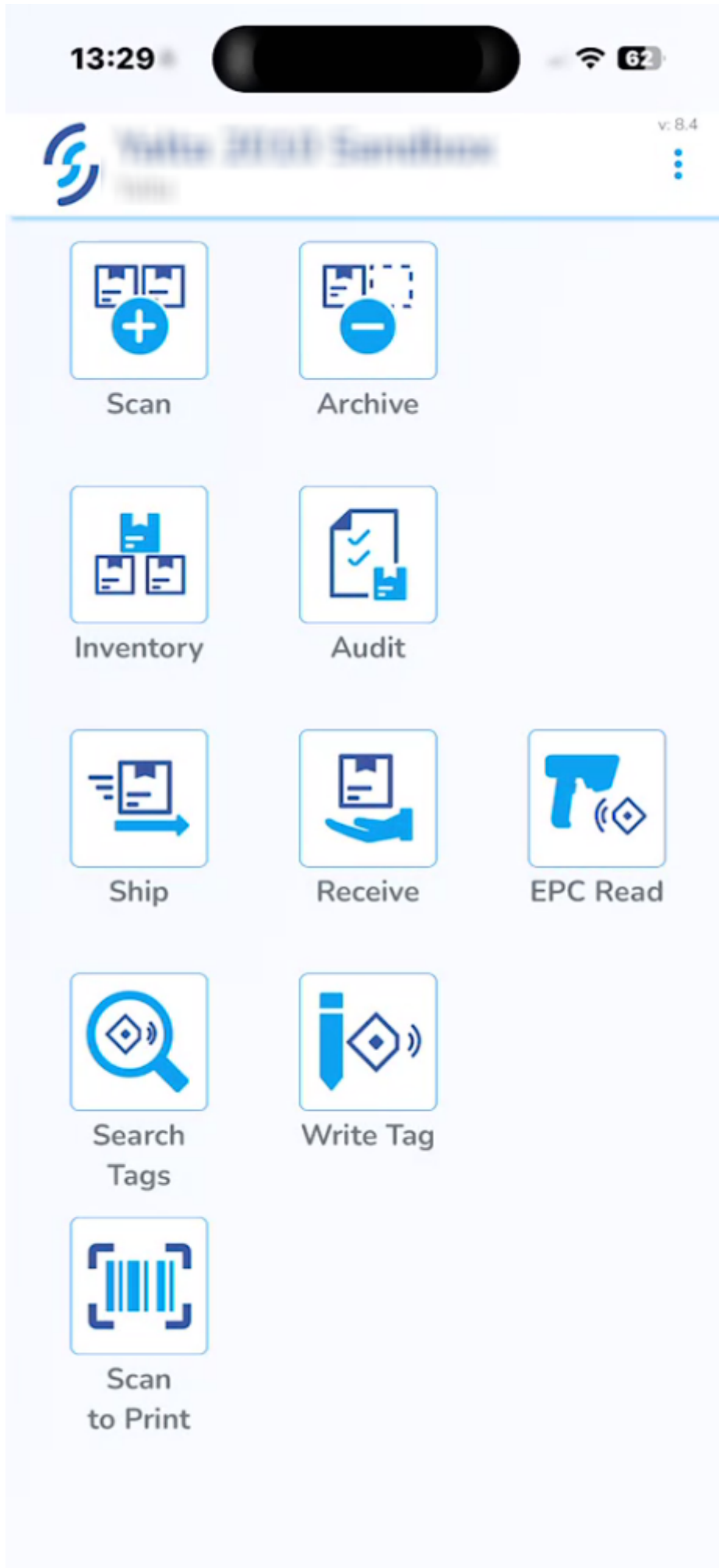


# Audit - Manual

This type of audit is focused on managing inventory without integrations.

Please refer to [Audit - Shopify](#) if the Shopify integration is being used.

Open the **Simple RFID** app on your scanner or phone that is paired with a scanner.



On the homepage, click **Scan**.

13:29

62



Walle 2023 Software

v: 8.4



Scan



Archive



Inventory



Audit



Ship



Receive



EPC Read



Search  
Tags



Write Tag



Scan  
to Print

Select ***Audit.***

13:32



61



v: 8.4

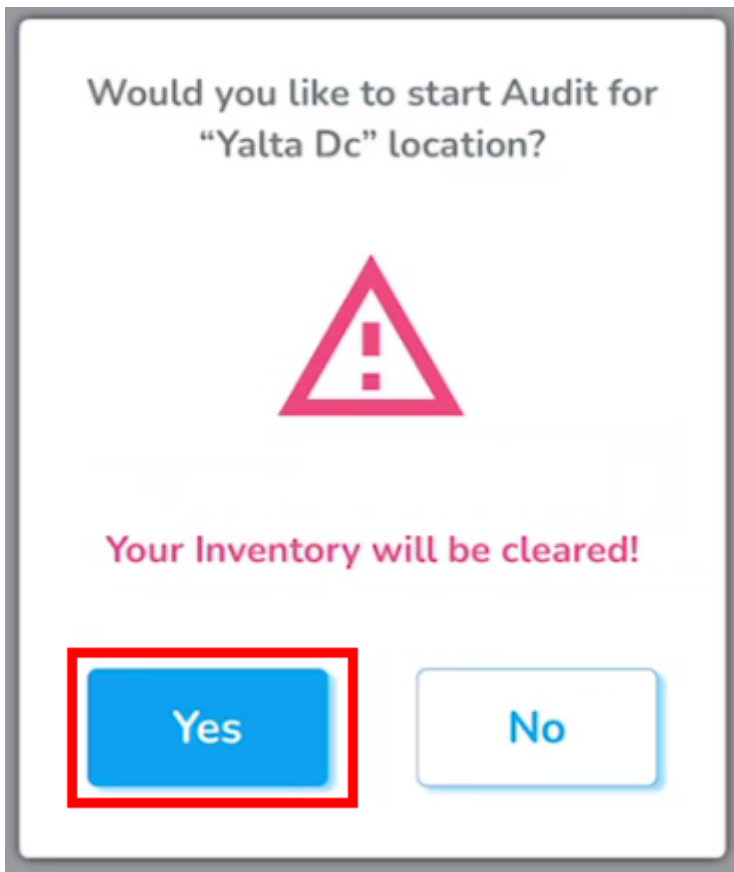


Start new scan session

View saved sessions

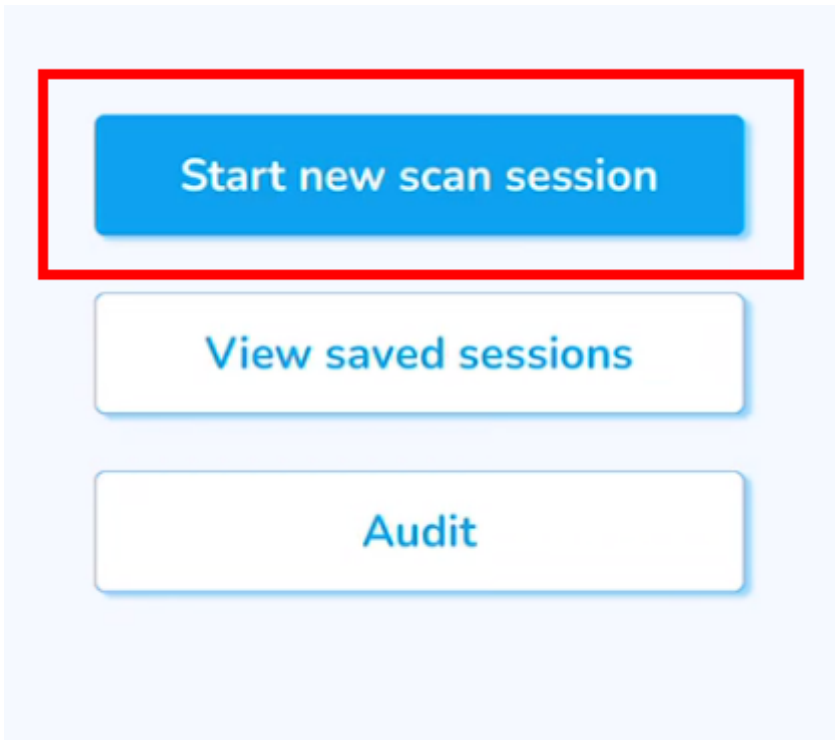
Audit

Click **Yes** when prompted: "*Your Inventory will be cleared!*"



After accepting the prompt, you will be taken back to the **Scan** menu.

Select ***Start new scan session.***



This step is similar to the regular [scan](#).

Items that existed in the inventory before it was cleared will be marked as **Found**

Items that are already in the active inventory and are scanned during this session will be marked as **Reverified** and will not be counted towards the main quantity during upload to avoid double-counting.

13:41



60



v: 8.4



TOTAL Tags: 10

New: 0

Reverified: 0

Found Absent:

10/55



Barcode/ID/Name/Location  
1234 5678 9101 2345  
1234 5678 9101 2345

10



65%



Clear

Finish

Click ***Upload to inventory*** and ***Ok***.

13:44



Signal strength, Wi-Fi, and 60% battery icons



v: 8.4



Current	Tags added	Estimated
0	+10	10



Found: +10

Comments (100 symbols):

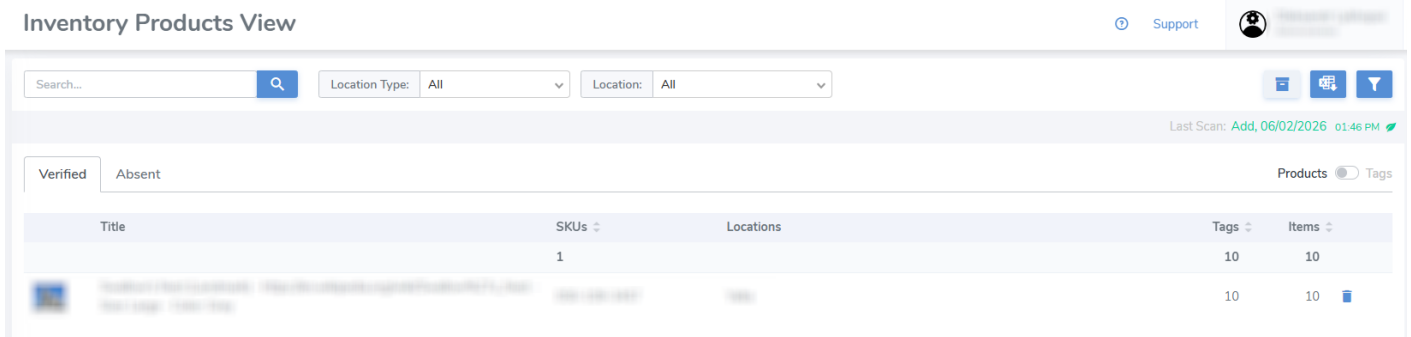
Scan session contains:  
Found tags: 10

Save on this device

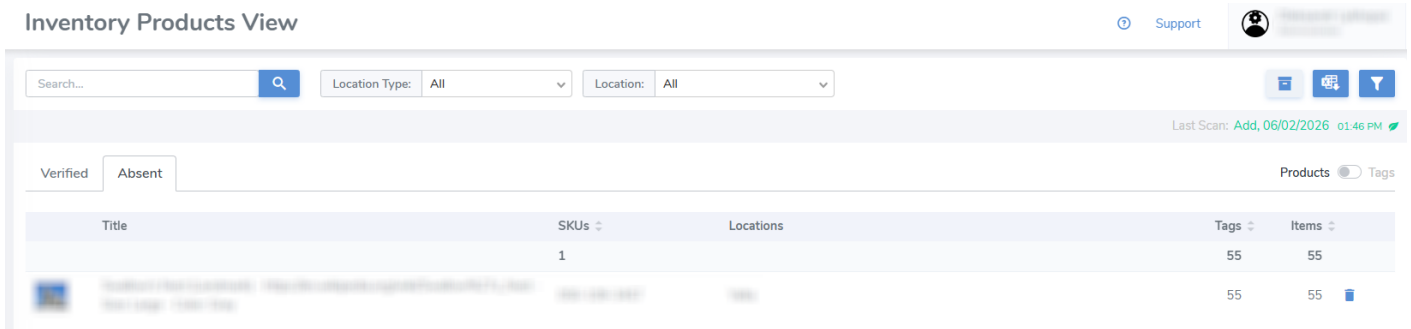
Upload to Inventory

After the scan session is uploaded, go to the [SimpleRFID](#) web portal and click **Inventory**.

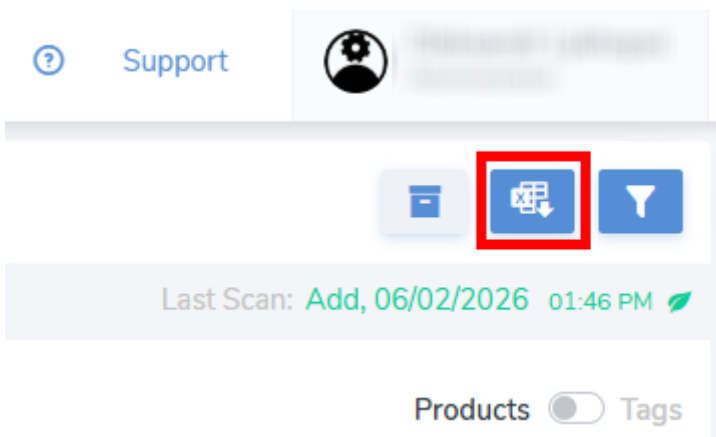
All the **Found** products will be under the **Verified** tab.



The products that were not found during the audit scan will be under the **Absent** tab.

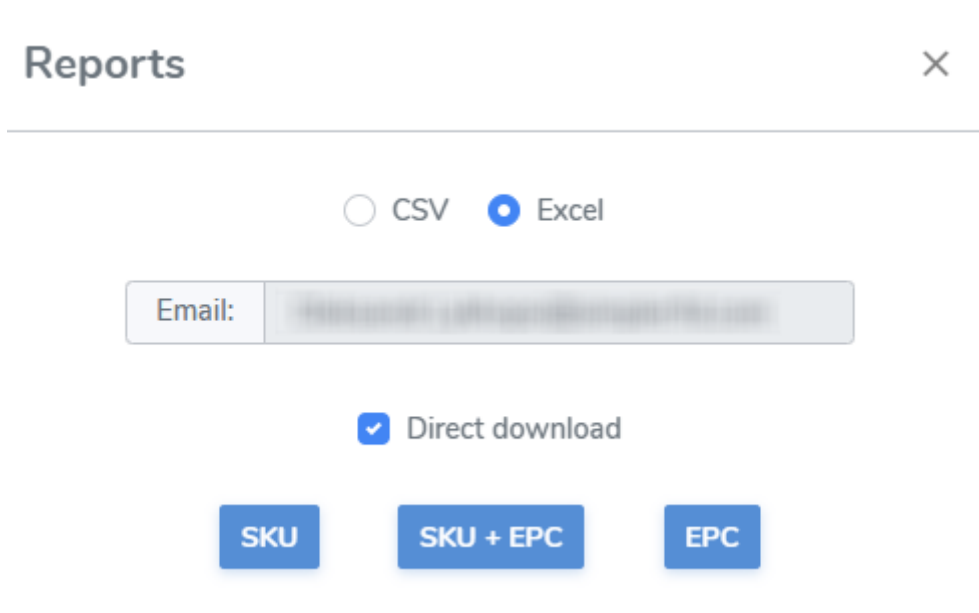


The report of the current inventory can be downloaded by clicking the second button in the top-right corner.



It's possible to download 2 different reports, one for **Verified** and another for **Absent** items, which depends on which **Inventory** tab is currently open.

Each report is meant to represent specific information, but all of them can be downloaded.



The screenshot shows a 'Reports' dialog box with a close button (X) in the top right corner. Below the title bar, there are two radio buttons for file format: 'CSV' (unselected) and 'Excel' (selected). Below the radio buttons is an 'Email:' label followed by a text input field containing a blurred email address. Underneath the input field is a checked checkbox labeled 'Direct download'. At the bottom of the dialog, there are three blue buttons: 'SKU', 'SKU + EPC', and 'EPC'.

The audit scan session can also be viewed and its report obtained via the [Scan Sessions](#) tab in the navigation menu.

Revision #3

Created 2 June 2026 19:01:25 by Oleksandr Lykhopoi

Updated 5 June 2026 16:49:25 by Oleksandr Lykhopoi