

Audit - Shopify

This article describes the process of getting a fresh count of your inventory in Simple RFID

This feature is currently only available for customers using our Shopify integration. For all other customers, refer to the [Audit & Compare article](#)

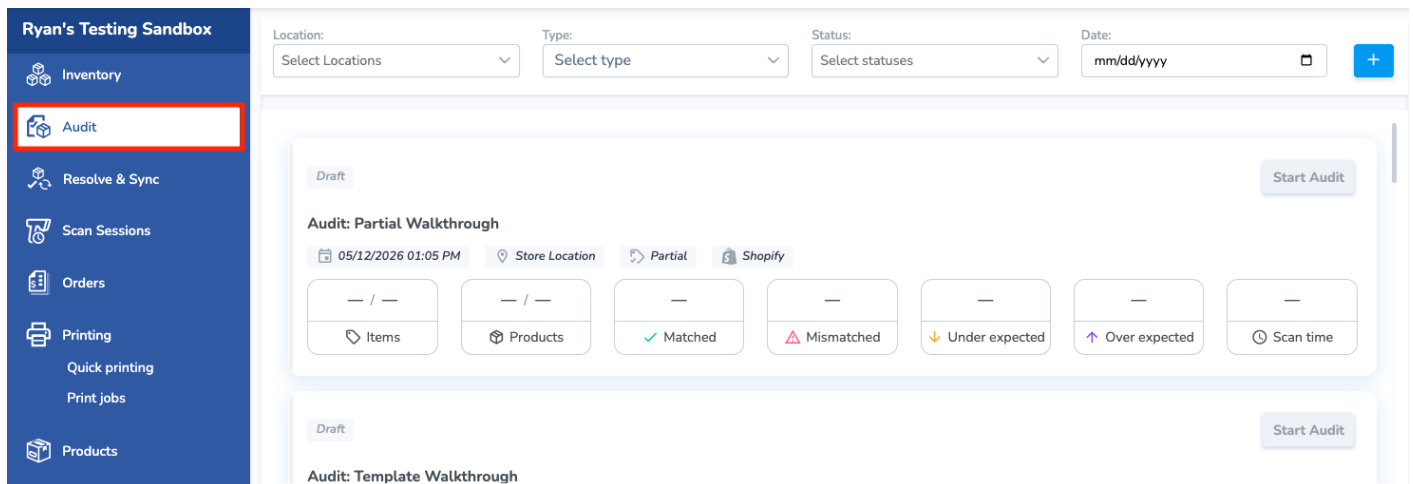
What is an Audit?

An Audit is essentially a full or partial recount of your current inventory for a specific [location](#). While you are scanning these products, you will be comparing the items the scanner picks up, and the count on Shopify. This is useful if you want the current inventory counts to be synced to Shopify.

After you perform an Audit, you will need to visit the [Resolve & Sync](#) center to push these counts to Shopify.

Audit page

The Audit page is located in the [Simple RFID Web Portal](#). Select **Audit** from the navigation menu



This page shows every previous Audit performed. You can view any of the previous Audits, or complete them from this page by clicking on a specific Audit.

- There are filters for the Audits that include the **Location**, the **Type** (Full, Partial, Template), the **Current Status** (Draft, Open, Completed, etc.), and the **Date**.
- Click the blue plus button on the top right of the page to create a new Audit

Create a New Audit

You can also create an Audit from the [Mobile App](#)

Select the **Create New Audit** button

Create New Audit ×

Name:

Source
 Shopify
 Current inventory

Location:

Products
 Full (All my products on this location)
 Partial (Select products manually)
 Template (Include and exclude product groups automatically)

Enter the **Name** of the Audit, the **Source** of the comparison (currently only Shopify), the **Location**, and the **Products**

Products include:

- **Full:** All of the products in your location
- **Partial:** Specific products that you define
- **Template:** Products from a reusable template you define

Creating the Audit will put it in **Draft** status. You can find this new Audit in the **Audit page**. From the **Audit page**, you can **Assign** a user to this specific Audit, add **Notes** for future reference, or **Delete** the audit.

Audit Name: Draft Created: 05/08/2026 01:18 PM Store Location Shopify Full audit Start Audit Delete

Assignee:

Notes:

Title	SKU	Expected*	Scanned*	Diff
No products.				

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Add Products to an Audit

Full Audit

There will be no products in the **Product** section until you select **Start Audit**. This will get all the products and their counts in Shopify.

Partial Audit

Select the **Add Items** button, and search for the specific products you want to Audit

Audit Name: Draft Created: 05/12/2026 01:05 PM Store Location Shopify Partial audit Start Audit Delete

Assignee:

Notes:

Title	SKU	Expected*	Scanned*	Diff
No products.				

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Template Audit

Select the **Template** button to view your saved templates. You can edit or delete these templates. To create a new one, select the **Add** button

Audit Name: Draft Created: 05/12/2026 01:02 PM Store Location Shopify Template audit Start Audit Delete

Assignee: Notes: Enter your notes here...

Templates for Product groups
Select the Template

Title	SKU	Expected*	Scanned*	Diff
No products.				

From the **Add** page, you can give the template a **Name**, a **Description**, and include or exclude the **Category**.

The **Category** will read from the **Type** field of the product in Shopify.

Create New Template



Template name:

e.g., Electronics (no Computers)

Description:

Description of what this template covers

Define which products to include or exclude from audits

Include: Products that will be audited

Enter category

Add

Exclude: Products that will be skipped

Enter category

Add

Cancel

Create Template

Performing an Audit

Once you have all of the products that you want to Audit, select the **Start Audit** button.

The inventory counts from Shopify will be loaded in, and the **Scanned** counts (this will always be 0 at the start). The **Scanned** count is the total amount of tags for a specific product that have been picked up in **Scans for this specific Audit**.

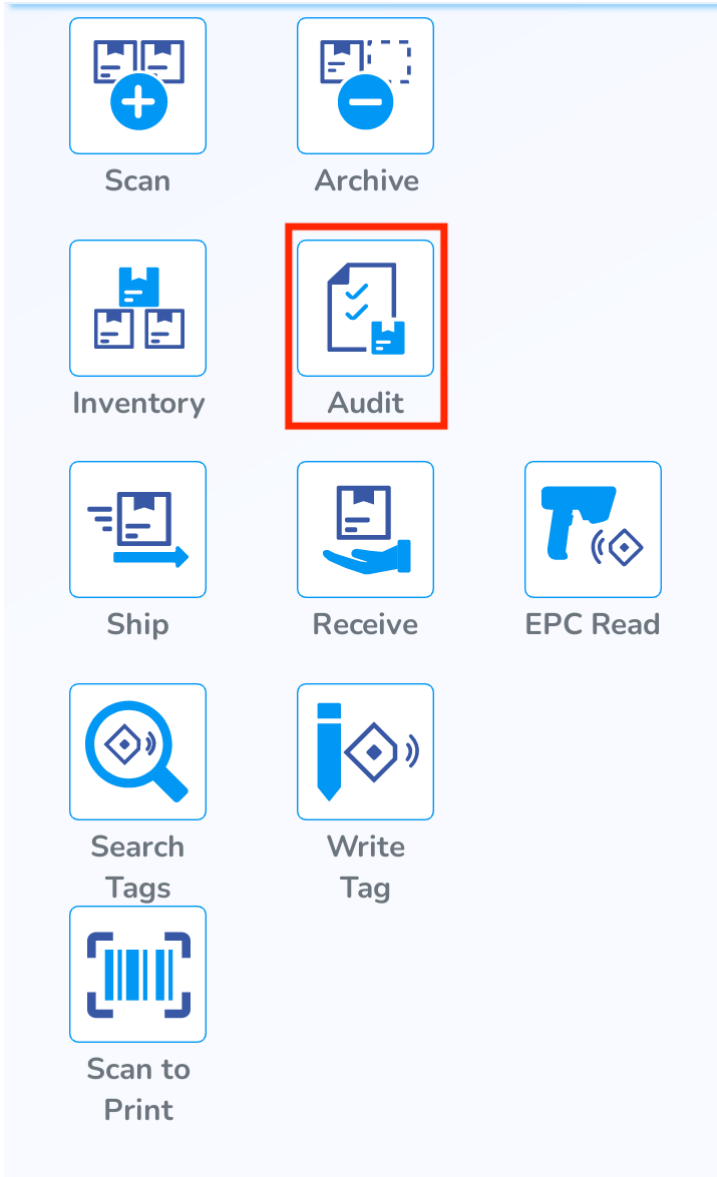
Audit Name: Open Created: 05/08/2026 01:18 PM Store Location Shopify Full audit Complete Audit

Assignee: Notes: Enter your notes here... Cancel

0 / 10 Items 0 / 3 Products 0 Matched 3 Mismatched 3 Under expected 0 Over expected — Scan time

Title	SKU	Expected*	Scanned*	Diff
Elephant	012345678905	5	0	-5
Tiger	098765432104	3	0	-3
Hawk	5012345678900	2	0	-2

To scan items into this Audit, navigate to the **Audit** page on the Simple RFID mobile app.



From here, you can select an Audit and start a [Scan](#). You can also create [Audits from the mobile app](#), or edit Audits in Draft status.

Completing an Audit

After you upload the scan, the Audit page will update to show the scanned amounts, and the difference between Shopify and all scans

Audit Name: Open Created: 05/08/2026 01:18 PM Store Location Shopify Full audit Complete Audit

Assignee: Notes: Enter your notes here... Cancel

10 / 10	3 / 3	1	2	1	1	—
Items	Products	Matched	Mismatched	Under expected	Over expected	Scan time

Title	SKU	Expected*	Scanned*	Diff
Elephant	012345678905	5	5	0
Tiger	098765432104	3	2	-1
Hawk	5012345678900	2	3	+1

When you are finished scanning, press the **Complete Audit** button. This will change the Audit status to **Completed**.

Once you complete the Audit, you can go to the [Resolve & Sync page](#) to sync your inventory to Shopify.

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