

Auditing with Simple RFID

The article is for using our new audit flow. We have two audit flows, the "Legacy" flow which requires a full audit each time, and our new audit flow which supports partial/template/complete audits as well as a resolution process to ensure that required actions are completed. If the web portal side menu does not include the **Audit** and **Resolve & Sync** tabs, you are using the Legacy mode. To update the the new audit flow follow the steps found in [this](#) article.

If you have questions such as "How do I determine if my inventory is accurate?, or "How do I fix mismatched counts between my RFID counts and Shopify (or other partner)?", as well as, "What's the best way to get my stuff tagged at the beginning?" this is the article for you!

What is an Audit?

An **Audit** is the process of checking your inventory to identify accuracy between your RFID scans and your Partner on-hand inventory.

If you want to spot check a few products you'll want to choose Partial Audit. You'll use **Template Audit** if you wish to verify a group of products within a specific brand, category, department, or other predefined group. You can perform a **Full Audit** of your entire inventory.

After an Audit is complete, the operator reviews each mismatched product to determine the truth. Depending upon what is accurate, the system generates tasks which must be completed. These actions may include RFID related tasks such as printing, adding or removing tags, or Partner related actions such as increasing or decreasing partner quantities.

Audits are the recommended way to maintain accurate inventory and keep your partner system synchronized with your actual stock levels. For new users, audits are an excellent way to print tags for products.

Step 1: Create Audit

Create your audit. This can be done via the [web portal](#) or [mobile app](#). You can add products to an audit via integration or manually [from a spreadsheet](#).

Step 2: Scan Items In the Audit

Next, you will [scan the items in the audit](#) to identify mismatched products.

Step 3: Review Mismatches

Once you have Completed the Audit, [Resolve Mismatched Products](#).

Step 4: Complete Required RFID Actions & Partner Corrections

Finally, perform tasks to align the two including [RFID actions](#), and/or adjusting the partner count by [Syncing mismatches](#) / [Uploading corrections](#).

Choosing what to Audit

We recommend using different audit types based on your inventory management goals:

- **Partial Audits** are ideal for spot-checking the accuracy of individual products or small groups of items.
- **Template Audits** are best for performing cycle counts on targeted inventory, such as high-value merchandise, fast-moving products, specific brands, departments, or other predefined groups.
- **Full Audits** should be performed periodically to re-establish inventory accuracy across your entire catalog, such as during year-end inventory or tax reporting.

Smaller, more focused audits are generally easier to manage and allow discrepancies to be reviewed, resolved, and corrected more efficiently through the **Review & Resolve** process.

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