

Standalone Process: Reset Inventory & Identify Absent Items

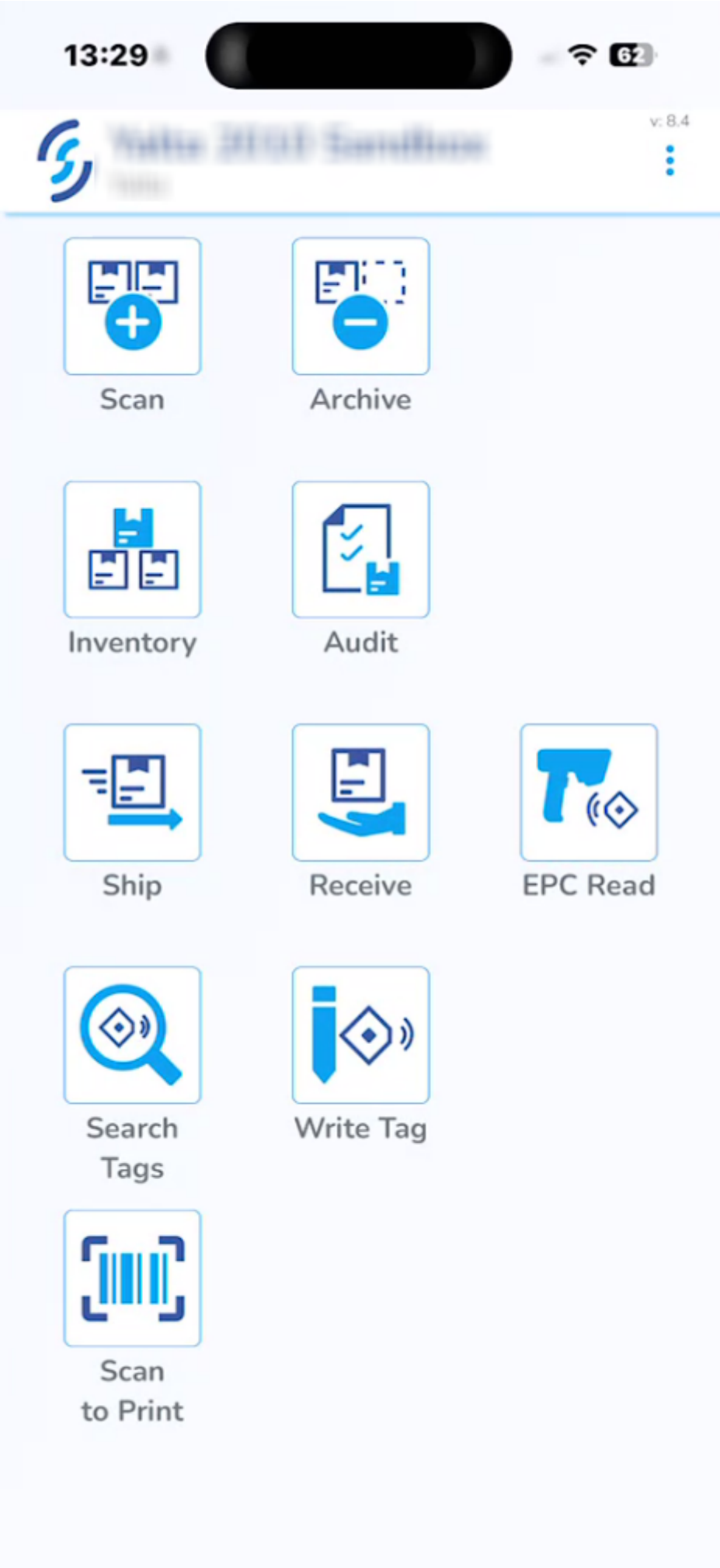
This article provides instruction for users who do not have an external inventory source to compare their RFID scans against. It assists a user to identify what items are in inventory, and what items are no longer present.

If you wish to compare scans against custom source, such as a spreadsheet, use this article: [Custom Source Audits](#). If you are comparing data from an integration (Shopify, Apparel Magic), please use this article: [Audit against Integration](#)

Navigate to Menu

If you are using Simple RFID as a stand-alone application and you wish to identify what items are in inventory, and what items that were in inventory but are no longer present, follow these steps.

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



On the homepage, click **Scan**.

13:29

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Walle 2023 Software

v: 8.4



Scan



Archive



Inventory



Audit



Ship



Receive



EPC Read



Search
Tags



Write Tag



Scan
to Print

Reset Inventory

Select ***Audit***. (in this case *Audit* refers to "Resetting" the inventory)

13:32



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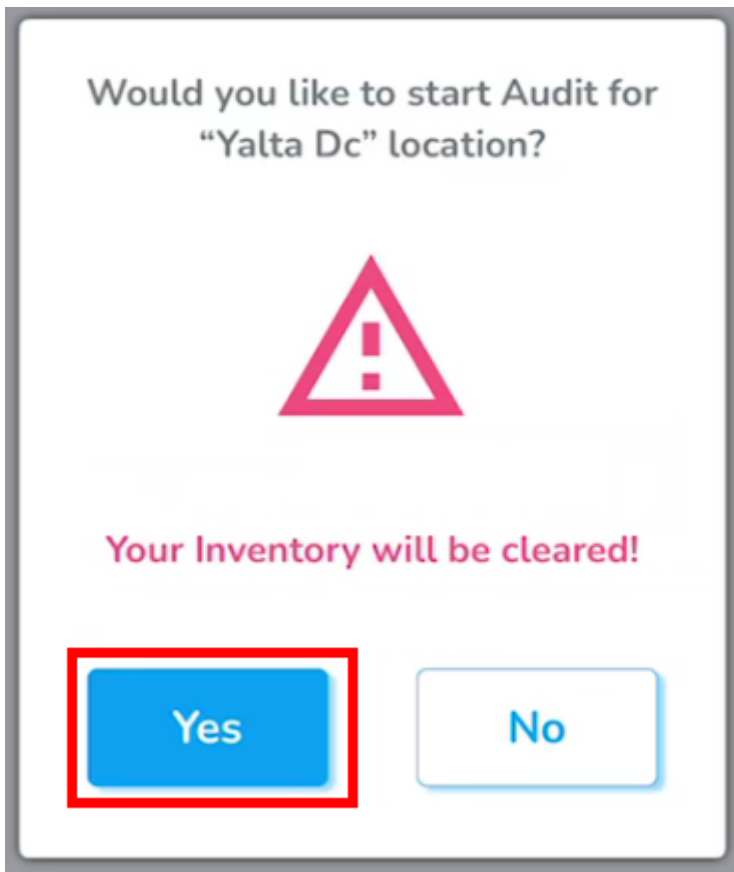


Start new scan session

View saved sessions

Audit

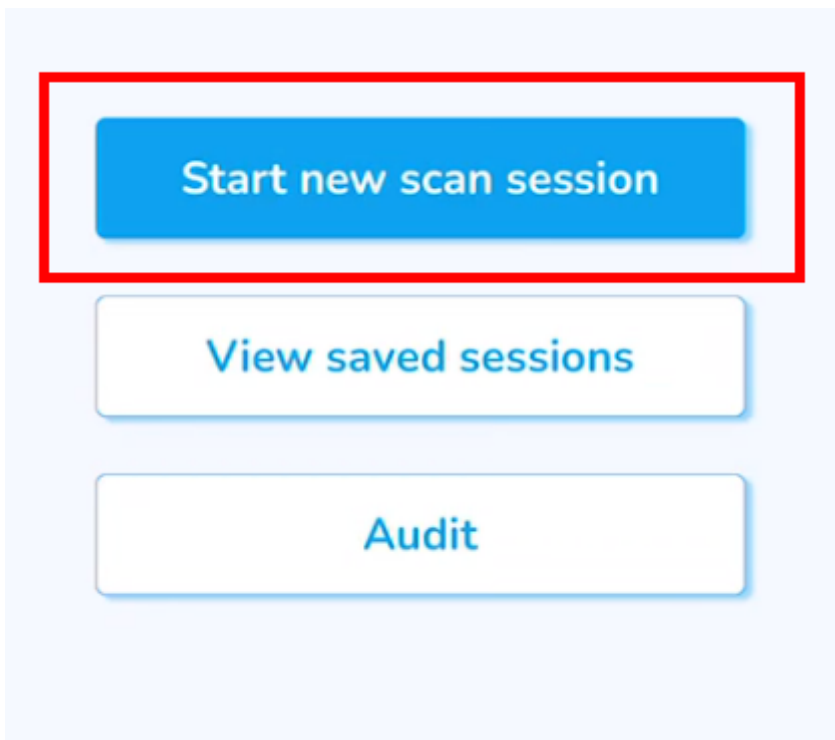
Click **Yes** when prompted: "*Your Inventory will be cleared!*"



Scanning Inventory

After accepting the prompt, you will be returned 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**. **Verified/Reverified items are** not added to your inventory quantity since the serial numbers already exist in the inventory.

13:41



60



v: 8.4



TOTAL Tags: 10

New: 0

Reverified: 0

Found Absent: 10/55



Barcode/ID/Name/Location
10/10 10/10 10/10
10/10 10/10 10/10

10



65%



Clear

Finish

Click ***Upload to inventory***

13:44



v: 8.4



Current

0

Tags added

+10

Estimated

10



Found: +10

Comments (100 symbols):

Scan session contains:
Found tags: 10

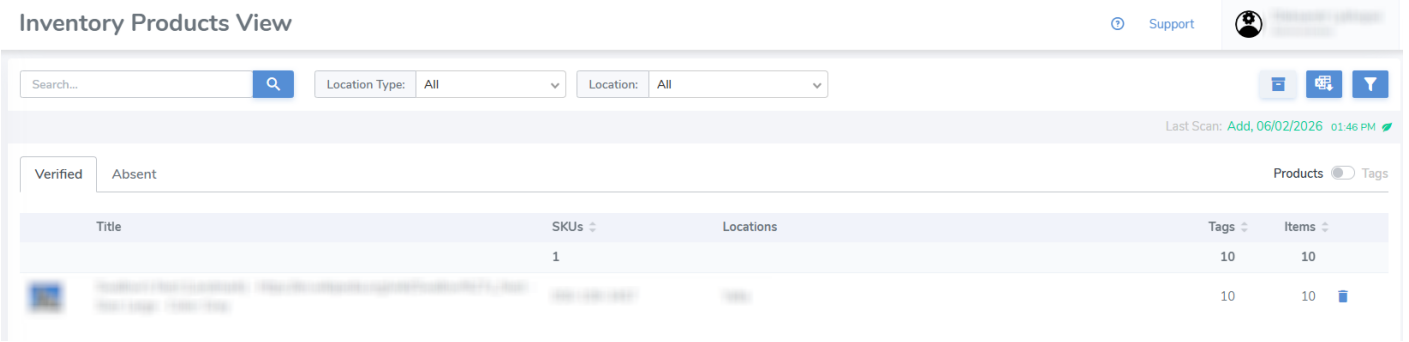
Save on this device

Upload to Inventory

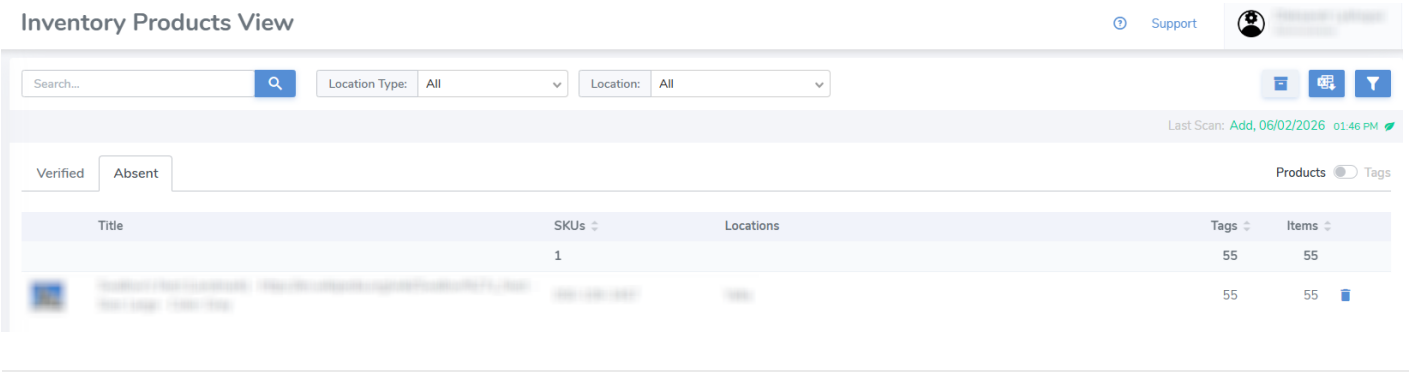
Then click "OK" on the pop-up to confirm the action.

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

All **scanned** items will be under the **Verified** tab.

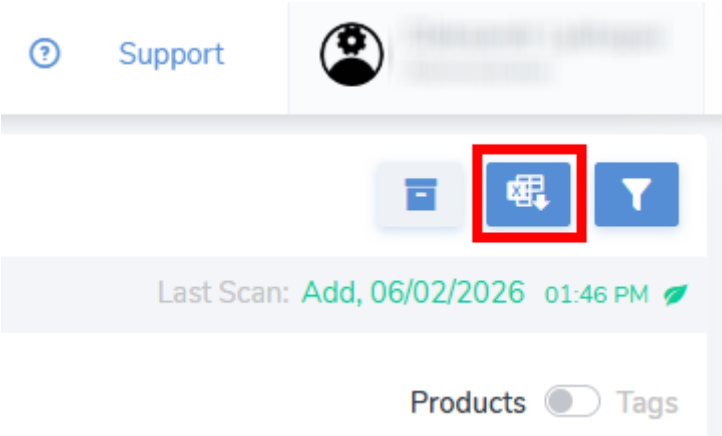


The products that were not scanned during the inventory reset scan will be under the **Absent** tab.



Generate Report

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.

Reports

CSV

Excel

Email:

Direct download

SKU

SKU + EPC

EPC

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

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

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