

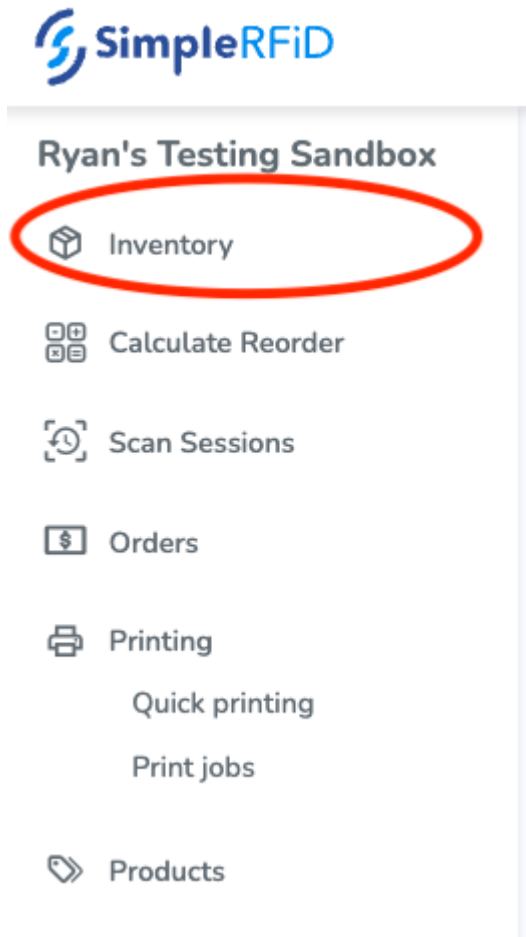
Clubessential

- [Clubessential | Import Inventory Report](#)

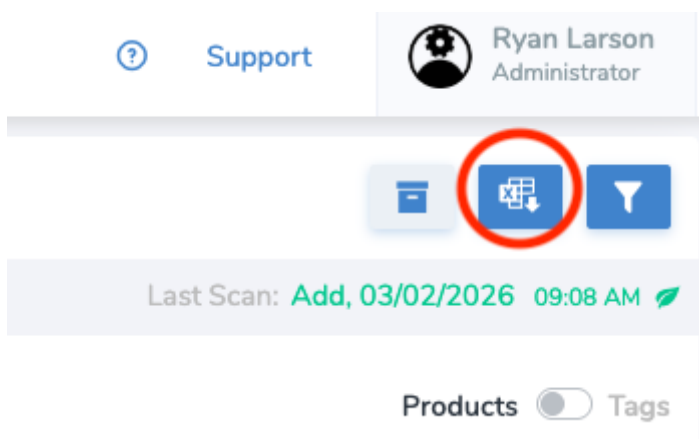
Clubessential | Import Inventory Report

Download Inventory Report from Simple RFID

On the [Simple RFID Web Portal](#), navigate to the **Inventory** page



On the top right of the page, select the **Reports** button



Select **CSV** and **SKU**. This will download a report in your default download location. It will have the extension **.csv**

Reports

CSV

Excel

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Direct download

SKU

SKU + EPC

EPC

Format Report for Clubessential

Open the downloaded report in a spreadsheet program such as Excel

Delete the **Name** column

Rename the **Total** column to **Counted Quantity**

	A	B
1	SKU	Counted Quantity
2	SKU-00000215	4
3	SKU-00000083	10
4	SKU-00000039	10
5	SKU-00000199	16

If your unique identifier is the UPC, you will need to rename the **SKU** column to **UPC** and select the **UPC** column and make them **Numbers**.

Import into Clubessential

On Clubessential, navigate to **Items** then **Inventory Count Wizard**

Select **Import Counts from Scanning Device (*.csv)**

Upload the CSV file that you formatted

You will need to lock the count sheet prior to uploading