

Reset Inventory from Web Portal

Clear all Verified items by marking them Absent from the web portal.

Clicking the "Audit" button on this page Reset's the inventory, moving "Verified" items to "Absent" status. Items remain Absent until scanned.

Marking Items Absent

A complete audit requires a user to rescan all items to confirm inventory

- Click the "Audit Inventory" button

Inventory Products View

Support

Stan Andrus
Administrator

Search...

Location Type: Dc

Location: Demo Location 1

Audit Inventory

Last Scan: Remove, 05/22/2025 03:45 PM

Verified

Absent

Products

Tags

Title	SKUs	Locations	Tags	Items
	44		236	255
14k Crystal Earrings (Earring) - Color: White Gold	ERG-14CTL	Demo Location 1	12	12
18K Affinity Brazilian Teal Tourmaline Ring (Ring) - Color: Silver	RNG-MGC	Demo Location 1	5	5
18K Candy Tourmaline Necklace (Necklace) - Color: Silver	NKL-CT18	Demo Location 1	2	2
18K Large Filigree Stud Earrings (Earring) - Color: Gold	ERG-18KFS	Demo Location 1	8	8
18K Micro Petal Earrings (Earring) - Color: Gold	ERG-18MP	Demo Location 1	7	7
18K White Gold Elongated Diamond Hoop (Earring) - Color: Silver	ERG-18KDH	Demo Location 1	6	6

- A pop-up will appear requesting that you confirm the action

!

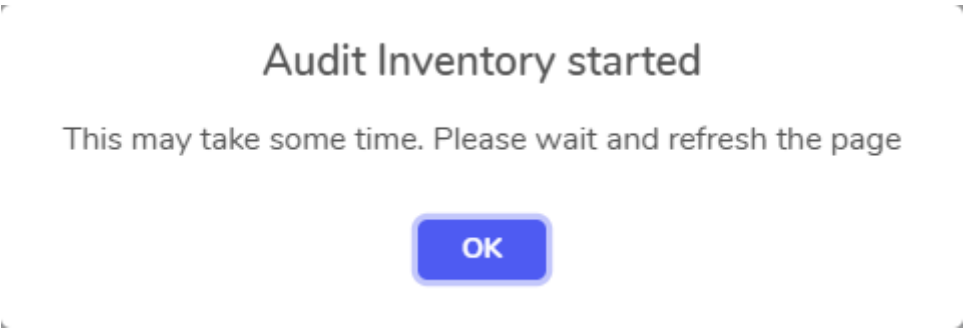
Are you sure you wish to clear all verified tags?

Yes

No

Click "Yes" to begin the audit

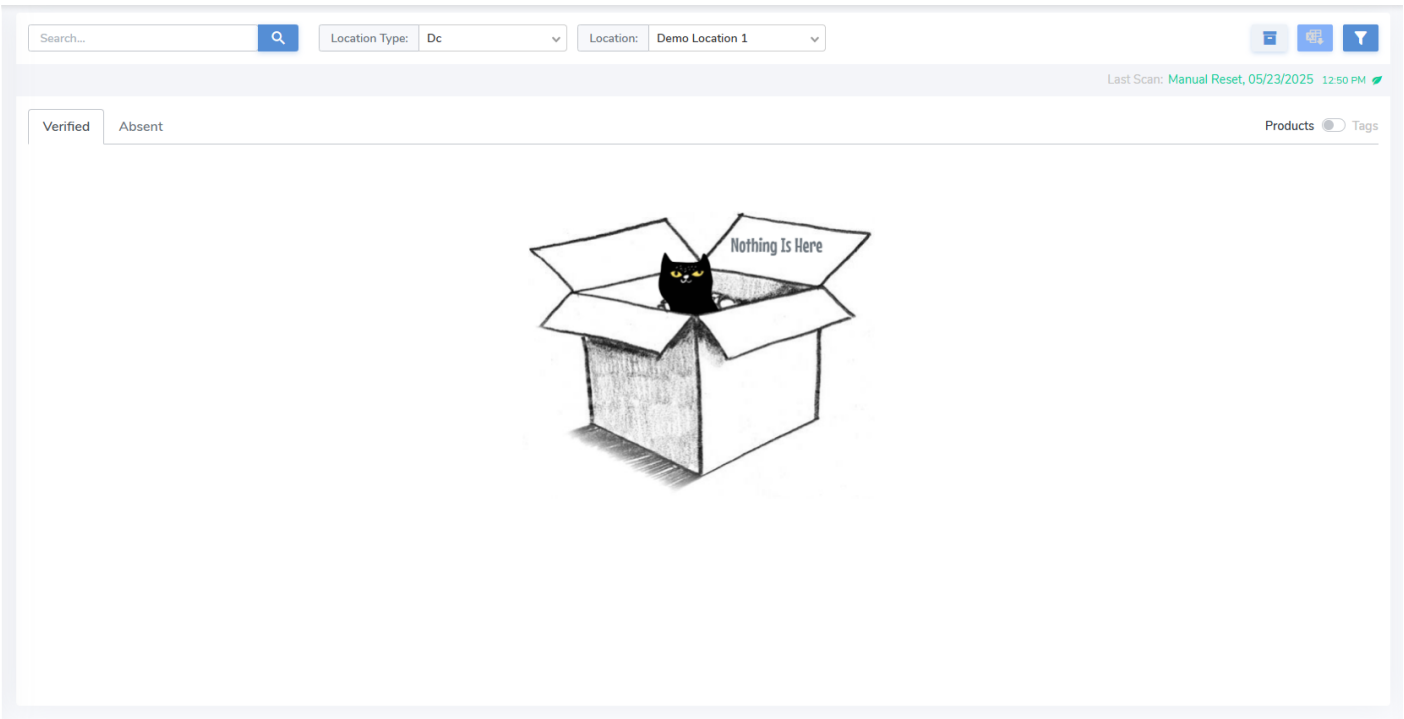
A second pop-up will appear notifying that "Audit Inventory started"



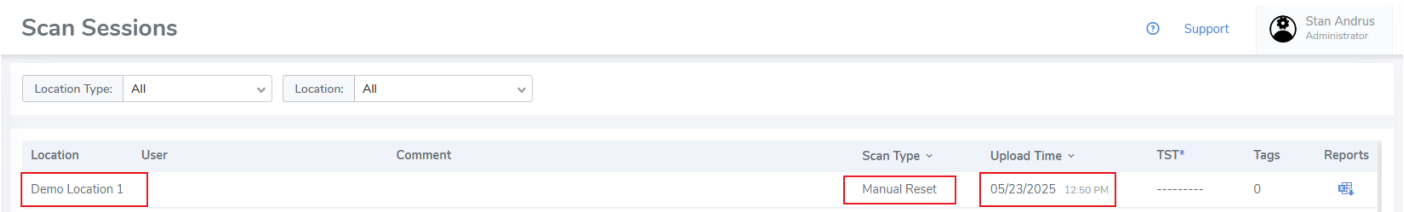
Click 'OK' to close the prompt

Refresh the tab and you will see that the Verified tab is empty and these items have been moved to Absent status

For this reason it's a good idea to view the absent list before starting an audit. If you fail to do so, no worries. As each item is move to absent it's date & time is recorded so you can easily identify when items were moved to this status.



From the Scan Sessions tab a record of the start of the audit will appear



This means that from the mobile app you don't need to click 'Audit', instead simply begin [scanning](#) and adding items.

Partial Audit

A partial audit allows you to audit a single item or a few items.

It is recommend that you clear your Absent list and move items to Archived before performing a Partial Audit. Not doing so make it much more difficult to view the exact items being captured.

- Search for a specific product you wish to verify

Inventory Products View

Support Stan Andrus Administrator

Earring Location Type: Dc Location: Demo Location 1

Audit Inventory

Last Scan: Add, 05/23/2025 01:38 PM

Verified Absent Products Tags

Title	SKUs	Locations	Tags	Items
	3		13	13
 14k Crystal Earrings (Earring) - Color: White Gold	ERG-14CTL	Demo Location 1	9	9 
 18K Micro Petal Earrings (Earring) - Color: Gold	ERG-18MP	Demo Location 1	3	3 
 Gray Tahitian Pearl Earring Drops (Earring) - Color: Gold	ERG-TPD	Demo Location 1	1	1 

- Click the Trash Can icon on the far right for all of these items. This will move only these items to Absent.

Hover over the Trash Can to view message

1 Move to Absent 

- After clicking, you will see a pop-up message requiring you to confirm



Gray Tahitian Pearl Earring Drops

Do you wish to mark the product Absent?

Yes

No

This will move the selected items to Absent status

Inventory Products View

earring

Location Type: Dc

Location: Demo Location 1

Archive Items

Support

Stan Andrus Administrator

Last Scan: Add, 05/23/2025 01:48 PM

Verified

Absent

Products

Tags

Title	SKUs	Locations	Tags	Items
14k Crystal Earrings (Earring) - Color: White Gold	ERG-14CTL	Demo Location 1	9	9
18K Micro Petal Earrings (Earring) - Color: Gold	ERG-18MP	Demo Location 1	3	3
Gray Tahitian Pearl Earring Drops (Earring) - Color: Gold	ERG-TPD	Demo Location 1	1	1

- [Rescan the items](#) using the mobile app. [They will appear as "Absent" in the scan](#)

Revision #8

Created 23 May 2025 18:46:30 by Stan Andrus

Updated 2 July 2026 01:08:07 by Stan Andrus