

Web Portal: Manual Input: Adding Products Manually to an Audit

Source: Manual Input

Do you want to create an audit using data from another system? This article walks through the steps to load your own data into an audit.

Steps

To create an audit using our own data source, follow the same steps found in the Audit with an Integration article with a few small exceptions:

From the **Create New Audit** pop-up:

- Select **Manual input** as your Source
- The Products selector will default to **Partial**

Create New Audit

Name:

Spreadsheet of data

Source

☐ Shopify

☒ Manual input

☐ Current inventory

Location:

Shop location

Products

☐ Full (All my products on this location)

☒ Partial (Select products manually)

☐ Template (Include and exclude product groups automatically)

Cancel

Create

- Finally, click "**Create**" to create

The Audit will be created in **Draft** status.

Add Products Manually/Spreadsheet to an Audit

Important: Once you click **Start Audit**, the Audit is locked. You will no longer be able to add or remove products from the Audit.

Next, add products to your audit via two methods:

- **+ Add Items** button to search and add items manually
- **Import from Excel** button to upload a spreadsheet

Audit Name:

Spreadsheet Audit

Draft

Created: 07/10/2026 04:14 PM

Shop location

Spreadsheet

Partial audit

Start Audit

Delete

Assignee:

Select users

Notes:

Enter your notes here...

Items

Products

Matched

Mismatched

Under expected

Over expected

Scan time

+ Add Items

Import from Excel

Search by SKU or Name...

Matched

Under expected

Over expected

Ignore Products with a 0 quantity in both Simple RFID and Partner

Title	SKU	Expected*	Scanned*	Diff
No products.				

+ Add Items Manually

Clicking **+ Add Items** opens the **Add Items** pop-up window which allows the user to search for and select the specific products to include in the Audit.

Audit Name:

Spreadsheet Audit

Draft

Created: 07/10/2026 04:14 PM

Shop location

Spreadsheet

Partial audit

Assignee:

Select users

Items

Products

Matched

Mismatched

Under expected

Over expected

Scan time

+ Add Items

Import from Excel

Search by SKU or Name...

Matched

Under expected

Over expected

Ignore Products with a 0 quantity in both Simple RFID and Partner

Title	SKU	Expected*	Scanned*	Diff
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Add Items

×

Ray

Ray Ban Wayfarer 2 | V2-WAY-BRN

RBN-JCL

×

Ray Ban Wayfarer 2

V2-WAY

×

Ray Ban Wayfarer 2

V2-RBN-YL

×

Cancel

Add to Audit

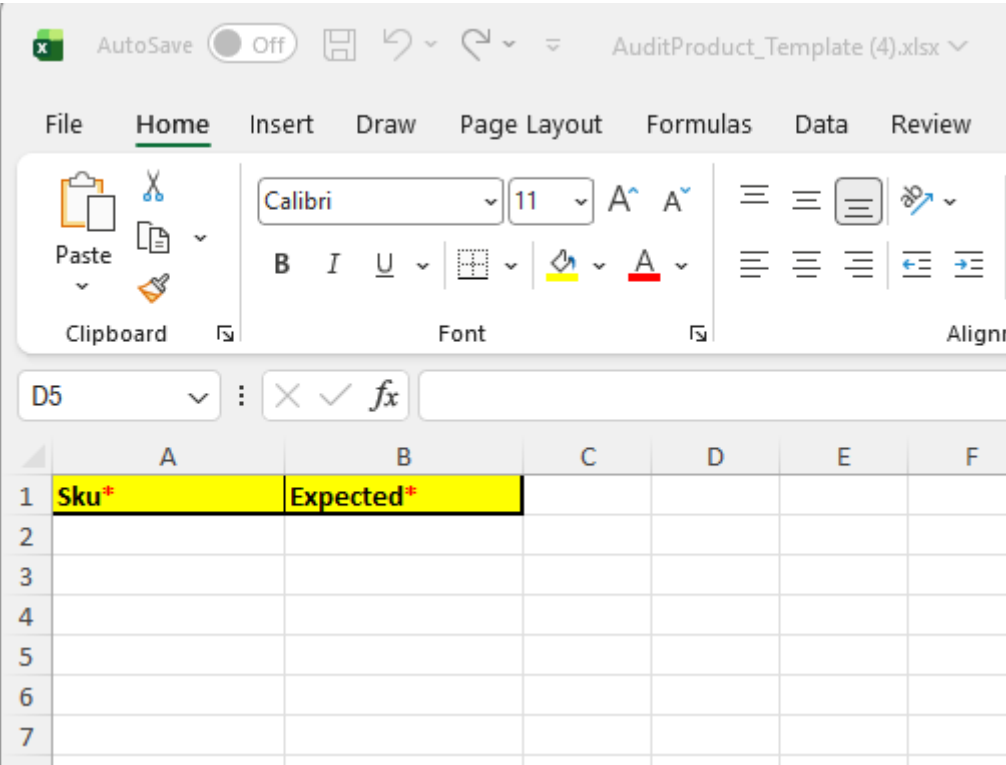
Import from Excel

Clicking the Import from Excel button opens the Import Pop-up.

You can use the template provided to enter details, or use your own sheet and map the corresponding columns.

Use the Simple RFID Template

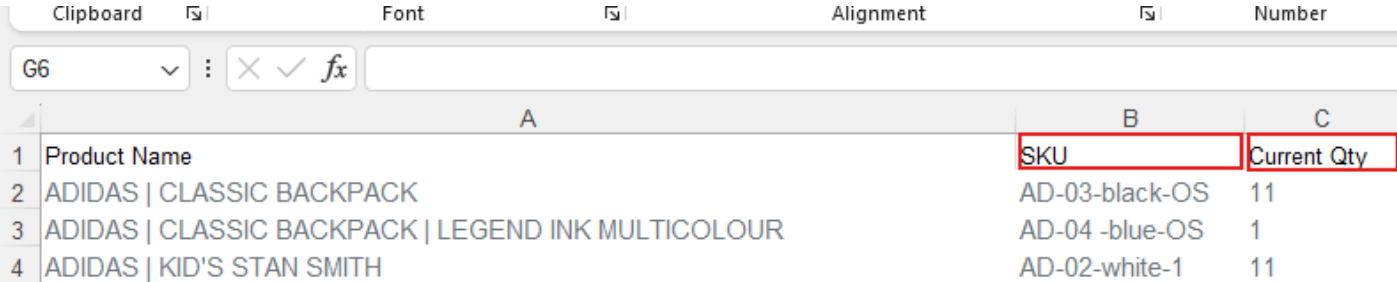
- From the pop-up window click "Get Template" to download a formatted spreadsheet
- The sheet contains two columns: SKU and Expected quantities



Use your Own Spreadsheet and Map Columns

Click the **Custom column mapping** link to associate the corresponding columns from your own spreadsheet.

Choose **Match by Title** if your sheet contains an identifiable column header



Choose **Match by Index** if you wish to map by the column letter: A, B, C, etc.

	A	B	C
1	ADIDAS CLASSIC BACKPACK	AD-03-black-OS	11
2	ADIDAS CLASSIC BACKPACK LEGEND INK MULTICOLOUR	AD-04 -blue-OS	1
3	ADIDAS KID'S STAN SMITH	AD-02-white-1	11
4	ADIDAS KID'S STAN SMITH	AD-02-white-2	4
5	ADIDAS SUPERSTAR 80S	AD-01-white-5	3

Import from Excel

Get Template

Use our template or any spreadsheet with SKU and Expected columns.

+ Choose

Custom column mapping

Upload your file and match the column names to SKU and Expected.
The mapping will be saved automatically.

Match by Title

Match by Index

SKU:*

AD-03-black-OS

X

Expected:*

11

X

Import

Finally, click Import to add the products to your audit.