

Auditing against Spreadsheets

Auditing is the process of counting items fresh from 0. Since items may have been removed or new items added, auditing ensures that the RFID count represents what is physically on hand. There are two ways to audit against a spreadsheet.

Partial Auditing

Use the Partial Audit option to adjust Simple RFID counts for a **single item**, or a **small group of items**,

Inventory Tab

- Open the web portal (portal.simplerfid.com).
- Click on the Inventory option from the left menu,
- Ensure that you have selected the location you are auditing.

Verified inventory tab

- Confirm that you are viewing the **Verified** tab. The Verified inventory tab represents your inventory.
- **Use the Search window to locate the item(s)** for which you wish to generate fresh counts
- Click on the "**Trash can**" icon located to the far right. Clicking the trash can for these items removes them from the **Verified** list, moving them to the **Absent** tab.

Mobile App

- Open the mobile App, and ensure that you are at the same location.
- Click on the **Scan** icon
- Scan the items which are being audited. They will appear as "**New**" items in the scan status
- **Upload results**

Spreadsheet Compare Tool

Return to the Compare Tool and refresh the "Simple RFID Results" so that the newly audited counts appear.

Complete Audit

Reset the **Entire Inventory** to establish fresh counts for all items. This can be done from the Mobile App or the Web Portal.

Reset from Mobile App

- Click the Scan option.
- Click the Audit button
- Accept the prompt

OR

Reset from Web Portal

- Click the Inventory option in the left menu
- Confirm that you are on the Verified tab
- Click the Audit Inventory button

Perform Inventory Scan

- Open the Mobile App
- Click the Scan option
- Click "Start a new scan session"
- Scan all inventory
- Upload results

Spreadsheet Compare Tool

Return to the Compare Tool and refresh the "Simple RFID Results" so that the newly audited counts appear.

Revision #4

Created 11 February 2026 00:23:29 by Stan Andrus

Updated 11 February 2026 01:07:58 by Stan Andrus