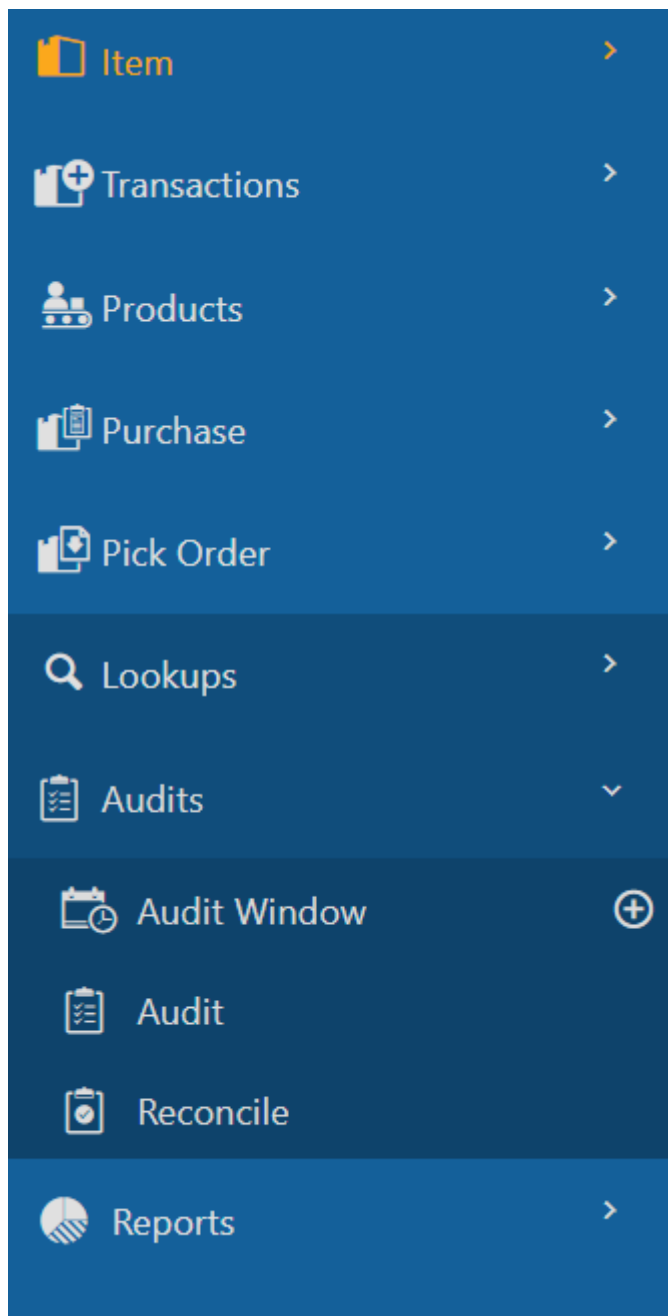


InventoryCloud Mobile Audit Process

Russ Hart - 2025-01-31 - [InventoryCloud](#)

The information below is the step by steps for performing an audit on a mobile device. Mobile Audits utilize and audit window. Audit Windows allow for a site to be audited and not having inventory to be counted more than once.

1. On the PC, go to Audit on the left hand side



2. Click on Audit Window

3. Click on New

Audit Window
Manage Audit Windows

New Delete Show Filter

	Audit Window Name	Start Date	End Date
--	-------------------	------------	----------

0 25 items per page No items to display

4. Give the Audit Window a name and Start and End date

View/Edit Audit Window
Manage Audit Windows

General

Details

*Audit Window Name: Audit 1

Description: [Empty]

Notes: [Empty]

Window

*Start Date: 1/30/2025 12:00 AM

*End Date: 1/31/2025 12:00 AM

5. Choose your Site(s) then click on Save at the bottom of the screen

View/Edit Audit Window
Manage Audit Windows

General

Details

*Audit Window Name: Audit 1

Description: [Empty]

Notes: [Empty]

Window

*Start Date: 1/30/2025 12:00 AM

*End Date: 1/31/2025 12:00 AM

Window Restriction

Restricted Sites

Choose Sites Show Filter

Site	Description
<input checked="" type="checkbox"/> Warehouse 1	1400 10th St Plano Texas
<input type="checkbox"/> Warehouse 2	323 Main St Dallas Texas

1 - 2 of 2 items

Save Cancel

Audit Window
Manage Audit Windows

New Delete Show Filter

	Audit Window Name	Start Date	End Date
<input type="checkbox"/>	Audit_1	1/30/2025	1/31/2025

1 25 items per page 1 - 1 of 1 items

Audit Window successfully created. New Audit window name is Audit 1

6. On your mobile device, login and go to your InventoryCloud app and go to Settings



InventoryCloud



Inventory



Transactions



Product



Orders



Audit



Settings

Logout

7. Click on Download - This ensures you have the latest information from your software on the mobile device



Settings

Sync

Auto Upload



Upload

Auto Download on Upload



Download



Update Site Filter

Last synced 01/30/2025 12:20 pm

Account



rhart



View Server Settings

Info



About

8. After the download is complete, click on the back arrow at the top of the screen.

9. Click on Audit



Audit



Audit Window Name *



Item Number *



Item Description

Site *



Location *



Quantity *



Unit Name *



Notes



AUDIT

10. Click on the magnifying glass next to Audit Window Name and choose your audit window



Search Audit Window



Audit 1

1/30/25 12:00 AM - 1/31/25 12:00 AM

11. Click the lock icon next to Audit Window Name to lock in your Audit Window



Audit



Audit Window Name *

Audit 1



Item Number *



Item Description

Site *



Location *



Quantity *



Unit Name *



Notes



AUDIT

12. Scan your item label



Audit



Audit Window Name *

Audit 1



Item Number *

403226



Item Description

Plate 2X2 Round

Site *



Location *



Quantity *



Unit Name *

each



Notes



AUDIT

13. Enter Site



Audit



Audit Window Name *

Audit 1



Item Number *

403226



Item Description

Plate 2X2 Round

Site *

Warehouse 1



Location *

|



Quantity *



Unit Name *

each



Notes



AUDIT

14. Enter Location



Audit



Audit Window Name *

Audit 1



Item Number *

403226



Item Description

Plate 2X2 Round

Site *

Warehouse 1



Location *

R1.S1.R1



Quantity *



of 669.0000 ea available

Unit Name *

each



Notes



AUDIT

15. Enter Quantity



Audit



Audit Window Name *

Audit 1



Item Number *

403226



Item Description

Plate 2X2 Round

Site *

Warehouse 1



Location *

R1.S1.R1



Quantity *

669



of 669.0000 ea available

Unit Name *

each



Notes



AUDIT

16. Click on Audit

17. If you are connected to a network, when you click on Audit, it will automatically upload to your tenant.

18. Continue scanning your items in that location and entering quantity



Audit



Audit Window Name *

Audit 1



Item Number *

4293278



Item Description

Mini Upper Part No.'1263'

Site *

Warehouse 1



Location *

R1.S1.R10



Quantity *

|



of 534.0000 ea available

Unit Name *

each



Notes



AUDIT

19 . Once you have completed your audit. go into Audit - Reconcile. Choose your Audit Window Name, the Site, Location and Start Date and click on Fetch Items. If there were any discrepancies, they will be listed.

Reconcile Audit

Reconcile item against actual counts

Filter items to reconcile

Item Details

Audit Window Name:

Site:

Location:

Filter by Date

Start Date:

Show Filter

<input checked="" type="checkbox"/>	Item Number	Description	Expected	Discrepancy	Checkouts	Reconcile	Audited On	Reconciled	His
<input checked="" type="checkbox"/>	4539064	Corner Plate 45 Deg. 3X3	585	-5	0	580	1/30/2025 13:14	1/30/2025 10:48	

1 - 1 of 1 items

Print report

If you wish to keep your count, click on Reconcile at the bottom of the screen.