YARDIQ

YARD OPERATIONS · INTELLIGENCE

Multi-Site Inventory Audit System

User Manual

Inventory Audit Tool + Multi-Site Dashboard

Version 2.0 · May 2026

Platform: Web / Mobile · Facilities: Newark & Savannah

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1. About this manual

This manual covers both halves of the YardIQ Multi-Site Inventory Audit System: the Inventory Audit Tool (used by operators in the field) and the Multi-Site Inventory Dashboard (used by managers to monitor and reconcile).

Operators only need Sections 2–3 and the relevant Quick Reference cards. Managers should read everything.

What's new in version 2.0 (May 2026)

- **Type filter for audits ◆ NEW · v2.0:** Live audit view and Run Audit Resolution both respect a Containers / Chassis / Trailers filter. Run chassis-only audits without container scans bleeding into the report.
- **Audit Scope picker ◆ NEW · v2.0:** Define which sections an audit covers. Sections outside scope are excluded from the reconciliation report. Defaults collapsed to keep the UI clean.
- **Not Scanned CSV ◆ NEW · v2.0:** Download a CSV of equipment that's in the master inventory but wasn't scanned during the audit. Grouped by section, type-filter aware, scope-aware.
- **48-hour duplicate window ◆ NEW · v2.0:** Duplicate-check logic only looks back 48 hours. Scans from prior audits no longer false-flag as 'duplicate from previous session'.
- **Offline-ping queue ◆ NEW · v2.0:** Operator pings (GPS, syncs) now queue locally when offline and drain when connection returns. No lost data.
- **Site=All Not Scanned CSV fix:** Previously showed scanned items when Site=All was selected. Fixed in v2.0.

2. System Overview

Purpose

The Multi-Site Inventory Audit System is a two-application platform designed to streamline intermodal yard audits. It replaces manual cross-referencing of paper lists and spreadsheets with a real-time field entry tool and an intelligent post-audit reconciliation engine.

The two applications

- **Inventory Audit Tool** — used by operators in the field. Mobile-optimized for use on phones and tablets while walking the yard.
- **Multi-Site Dashboard** — used by managers. Desktop or tablet. Monitors live progress and runs post-audit analysis.

How they work together

The operator opens the Audit Tool, loads the master inventory, and enters equipment identifiers in each yard section. Every entry syncs in real time to the shared backend. The manager watches this live on the Dashboard. When the audit is complete, the manager runs Audit Resolution on the Dashboard, uploading gate activity data from Spider to automatically identify and categorize all discrepancies.

Technical architecture

- Both applications are single-file HTML web apps hosted on Netlify (primary domain: www.yardiq.org).
- Shared Google Apps Script backend as the data layer.
- No installation required — accessible from any modern browser.
- Audit Tool works offline. Entries queue locally and sync when connection returns.
- All persistent data lives in Google Sheets — nothing is stored permanently in the browser.

3. Inventory Audit Tool — Complete Reference

Purpose

The Inventory Audit Tool is the field application used by operators to conduct yard audits. The operator walks each section, enters each container, chassis, or trailer identifier into the app, and the system automatically matches it against the pre-loaded master inventory. Every entry is timestamped, categorized, and synced to the shared backend in real time.

> **One-handed mobile use**
> The Audit Tool is optimized for mobile. Large input field, auto-save features, and gloved-hand friendliness minimize operator effort. Use it with one hand while wearing gloves in a busy yard environment.

Accessing the application

- Open the Audit Tool URL in any mobile browser (Chrome or Safari recommended).
- For best experience, add it to your home screen: tap the Share button in Safari and select 'Add to Home Screen'.
- The app remembers your settings between sessions — operator name, site, and email are saved automatically.

Step-by-Step Audit Process

Step 1 — Select your site

At the top of the app, tap either Newark or Savannah to set the active facility. The app header changes color to confirm — blue for Newark, orange for Savannah. This determines which inventory sections are available and where your entries are stored.

> **Site is permanent per entry**
> Always confirm the correct site before loading inventory. Entries cannot be moved between sites after saving.

Step 2 — Enter operator name

Type your name in the Operator Name field. Required — it identifies who performed each entry in the audit record and appears on all reports. The name is saved between sessions.

Step 3 — Configure entry mode

Select the Entry Mode that matches what you'll be auditing in the current session:

Button / Field	Function
Auto Detect	Default. App identifies whether an entry is a container, chassis, or trailer based on the format of the identifier.
Containers Only	Restricts matching to containers. Use when auditing a section that contains only containers.
Chassis Only	Restricts matching to chassis. Use when auditing a section that contains only chassis.
Trailers Only	Restricts matching to trailers. Use when auditing a section that contains only trailers.

Step 4 — Configure Auto-Accept

Controls what happens when a 100% exact match is found:

Button / Field	Function
On (Default)	When the system finds a perfect 100% match with zero edit distance, the entry is automatically saved without requiring Check & Save. Speeds up auditing significantly.
Off	Every entry requires manual Check & Save, even 100% matches. Use if you want to review every result before saving.

Step 5 — Load Master Inventory

Before entering any equipment, the master inventory must be loaded. This is the list of all equipment currently recorded as on-site in Spider.

1. Go to Spider → Inventory screen.
2. Apply any filters needed (leave blank for full inventory).
3. Click Download CSV.
4. In the Audit Tool, tap the file input under 'Load Master Inventory'.
5. Select the CSV file you just downloaded.
6. Tap Load Master Inventory.

After loading, the app displays inventory counts broken down by type: Containers / Chassis / Trailers / Total Loaded.

> **Inventory persists locally**
> The inventory is saved on your device. If you close the app and reopen it, the inventory will still be loaded. Use 'Clear Inventory' to remove it before loading a fresh export.

Step 6 — Set Completion Email

Enter the manager's email address in the Completion Email field. This is the address that will receive the audit completion report when you tap Audit Complete at the end. Saved between sessions.

Step 7 — Select Current Section

Before entering equipment in a section, select the correct section number from the Current Section dropdown:

- **Newark:** 100, 200, 300, 400, 500, 600, 700, 800, 900, 1000.
- **Savannah:** 100, 200, 300, 400, 500, 600, 700, 800, 900, 1000, 1100, 1200, 2000, 2100, 2200.

> **Update section when you move**
> The section must be selected before you can enter any identifiers. If you move to a new section of the yard, update the section dropdown before continuing. The current section is always displayed in the banner at the top of the screen in large text so it's visible at a glance even while typing.

Step 8 — Enter Equipment Identifiers

Use the large input field (labeled 'TYPE CONTAINER, CHASSIS, OR TRAILER') to enter equipment identifiers. All text is automatically converted to uppercase. Two ways to save:

- Type the identifier and press Enter on your keyboard — fastest method.
- Type the identifier and tap the Check & Save button.

As you type, the system shows a live preview of the best match found in the inventory. This helps confirm you're about to save the right record before committing.

Understanding match results

Button / Field	Function
Matched (green)	100% exact match with zero edit distance. Saved automatically if Auto-Accept is On.
Review (yellow)	Partial match found — close to but not exactly an inventory record. Photo capture required.
Unmatched (red)	No inventory match found. Photo capture required.
Location Mismatch (orange)	Equipment was found, but in a different section than the master inventory shows.

Photo capture (Review & Unmatched)

When you save a Review or Unmatched entry, the app opens a photo modal. Take a clear photo of the equipment (preferably showing the identifier). Tap Save to commit, or Cancel to discard the entire entry (it will NOT be saved).

Step 9 — Complete the audit

When all sections have been audited, tap Audit Complete. This sends a full audit report to the completion email configured in Step 6. The report includes all matched, review, unmatched, and location mismatch entries with timestamps, operator name, photos, and section data.

Audit Complete signals the manager
The Audit Complete button stops the session timer and signals to the Dashboard manager that the audit is done and Audit Resolution can begin.

Full Button & Field Reference — Audit Tool

Button / Field	Function
Newark / Savannah	Site selector tabs at the top of the app. Sets the active facility. Changes app accent color and available sections.
Switch to Light Mode	Toggles app between dark mode (default) and light mode. Preference saved between sessions.
ES / EN (Language)	Toggles app language between English (default) and Spanish. All labels, buttons, instructions switch instantly. Saved between sessions.
Operator Name	Text field for operator's name. Required. Appears on all audit records and reports. Saved automatically.
Entry Mode	Dropdown to restrict matching to a specific equipment type (Auto Detect / Containers / Chassis / Trailers Only).
Auto-Accept 100%	Dropdown to control whether perfect matches are saved automatically (On) or require manual confirmation (Off).
Load Master Inventory	File input for the inventory CSV exported from Spider. Accepts .csv, .txt, .xlsx, .xls files.
Load Master Inventory (button)	Processes and loads the selected inventory file. Displays counts after loading.
Clear Inventory	Removes the currently loaded inventory from the app. Requires confirmation. Use before loading a fresh export.
Completion Email	Email address for the manager who receives the audit completion report. Saved automatically.
Google Sync Status	Status indicator showing whether the app is connected to the backend. Shows 'live' when connected, pending count when offline.
Current Section	Dropdown to select the yard section currently being audited. Must be set before entering identifiers.
Enter Identifier	Large input field for typing equipment identifiers. Auto-converts to uppercase. Press Enter or tap Check & Save to process.
Check & Save	Processes the entered identifier and saves the result. Triggers photo capture for Review and Unmatched.
Result Preview	Shows the live match result as you type — best match found, score, status — before saving.
Status Bar	Shows the result of the last save action, sync status, and any errors.
Matched (count)	Running total of entries that matched inventory at 100% in the current session.
Review (count)	Running total of entries with a partial match that required a photo.
Unmatched (count)	Running total of entries with no inventory match.
Session Timer	Elapsed time since the first entry of the current session.
Audit Complete	Sends the full audit report to the configured completion email. Stops the session timer. Marks the audit as complete.

Button / Field	Function
Reset Current Site	Clears all saved results for the current site from both the app and the backend. Requires confirmation. Use only when starting a completely fresh audit.
Results Table	Scrollable list of all saved entries in the current session: Status, Site, Type, Identifier, Entered value, Score, Section, Inventory Section, Location Status, Photo link, Timestamp.

4. Multi-Site Inventory Dashboard — Complete Reference

Purpose

The Multi-Site Inventory Dashboard is the management application used by facility managers to monitor audit progress in real time and perform post-audit reconciliation. It automatically pulls live data from the shared backend as operators work in the field, and after the audit provides an intelligent analysis engine that cross-references scan results against inventory and gate activity data.

Accessing the application

- Open the Dashboard URL in any browser (desktop or tablet recommended for full view).
- The dashboard connects automatically to the shared backend on load.
- Theme preference (light/dark) is saved between sessions.

Dashboard layout overview

The dashboard is organized top to bottom:

1. Header — title, status legend, last refresh time, theme toggle.
2. Controls — filters, refresh settings, CSV downloads, Audit Resolution button.
3. Audit Resolution Card — post-audit reconciliation tool (hidden until opened).
4. Live Stat Cards — seven real-time counters.
5. Audit Resolution Stat Cards — four reconciliation results (shown after running).
6. Progress & Live Summary — progress bar, percentages, operator and section activity.
7. Results Card — tabbed view showing Live Audit and all reconciliation tabs.

Part 1: Live Audit Monitoring

Controls card

Provides all filtering, refresh, and download options for the live audit view.

Button / Field	Function
Site Filter	Filters the live audit table and stat cards to a specific facility (Newark, Savannah, or All Sites). Triggers a data refresh when changed.
Operator Filter	Filters results to a specific operator. Populated dynamically from active operators in the current audit data.
Section Filter	Filters results to a specific yard section. Populated dynamically from sections with audit activity.
Type Filter ◆ **NEW · v2.0**	Restricts results to Containers / Chassis / Trailers / All. Filters both the table and the stat counters. Use in chassis-only audits to avoid container clutter.
Auto Refresh	How frequently the dashboard pulls fresh data. Options: Every 5 / 10 / 15 / 30 seconds, or Manual Only.
Refresh Now	Immediately pulls the latest data regardless of the auto-refresh interval.
Download Matched	Downloads a CSV of all Matched entries, respecting current filters (including Type).
Download Review	Downloads a CSV of all Review entries, respecting current filters.
Download Unmatched	Downloads a CSV of all Unmatched entries, respecting current filters.
Download Mismatch	Downloads a CSV of all Location Mismatch entries, respecting current filters.
Begin Audit Resolution	Opens the Audit Resolution card and pauses auto-refresh. Press after the operator taps Audit Complete.

Live stat cards

Seven stat cards display real-time counts. The first four are clickable — tapping one filters the results table to show only that category.

Button / Field	Function
Matched	Count of entries with a 100% exact match. Click to filter table to Matched entries only.
Review	Count of entries with a partial match requiring verification. Click to filter.
Unmatched	Count of entries with no inventory match. Click to filter.
Location Mismatch	Count of entries found in a different section than the system shows. Click to filter.
Total Audited	Total number of entries saved across all statuses in the current audit.
Operators Active	Number of distinct operators who have entered at least one item.
Sections Active	Number of distinct sections that have been audited.

Stat cards respect the Type filter
When a Type filter is active (Containers / Chassis / Trailers), the stat counts only reflect entries of that type. Useful for type-focused audits where you want clean numbers.

Part 2: Audit Resolution ◆ NEW · v2.0

After the operator taps Audit Complete, the manager runs Audit Resolution. This is the reconciliation engine — it cross-references operator scans, master inventory, and Spider gate activity to produce a clean final report.

When to use Audit Resolution

Run it after the operator(s) finish auditing all relevant sections. The button is enabled once at least one operator has tapped Audit Complete.

Step-by-Step: Running Audit Resolution

1. Click 'Begin Audit Resolution' in the controls card. The Audit Resolution card opens and auto-refresh pauses.
2. Pick the site (Newark, Savannah, or All Sites).
3. Pick the date range (defaults to today; expand for multi-day audits).
4. **Type filter** ◆ **NEW · v2.0** — choose All / Containers / Chassis / Trailers. The reconciliation only processes the selected type. Critical for chassis-only audits.
5. **Audit Scope** ◆ **NEW · v2.0** — collapsible (defaults collapsed to keep the UI clean). Expand to define which sections this audit covers. Sections outside scope are excluded from the report.
6. Upload the Spider gate activity CSV (drag and drop or click to browse).
7. Click Run Audit Resolution.
8. Wait for the reconciliation engine to finish. The four Audit Resolution stat cards populate, and the results tabs become available.
9. Review the results. Each tab shows a different result bucket.
10. Download the final CSVs as needed.

Section Scope Selection ◆ NEW · v2.0

Audit Scope is the new picker that lets you define which sections an audit covers. When collapsed (default), the reconciliation uses all sections. When expanded, you can pick a subset — useful for partial audits or section-specific spot checks.

> **Defaults collapsed for a reason**
> Most audits cover the full yard, so collapsing Audit Scope keeps the dashboard clean. Only expand when you intentionally want to limit scope. Sections excluded from scope are also excluded from the Not Scanned CSV — don't expect to see them flagged as missed.

The three result buckets

Button / Field	Function
Verified	Equipment found in the master inventory AND scanned during the audit. The clean match — both systems agree the equipment is on-site.
Not Found	Equipment in the master inventory but NOT scanned during the audit. Either: (a) it left the yard before the audit (check Spider gate-out activity), (b) it was missed during the audit, or (c) it's in a section outside Audit Scope.
Enter Into System	Equipment scanned during the audit but NOT in the master inventory. Either: (a) it arrived after the inventory was loaded, (b) the inventory was stale, or (c) it's not in Spider yet — needs manual entry.

Audit Resolution buttons

Button / Field	Function
Run Audit Resolution	Kicks off the reconciliation engine using the configured filters and uploaded Spider CSV.
Download Not Scanned CSV ◆ **NEW · v2.0**	Downloads a CSV of equipment that's in master inventory but wasn't scanned, grouped by section. Type-filter aware AND Audit-Scope aware. Useful for chasing down missing items.
Download Final Report CSV	Comprehensive reconciliation report with all buckets, timestamps, operator names, and photo links.
Close	Closes the Audit Resolution card and resumes auto-refresh.

48-hour duplicate-check window ◆ NEW · v2.0

When the reconciliation engine checks for duplicate scans, it now only looks back 48 hours. Older scans (from prior audits days or weeks ago) are no longer false-flagged as 'duplicate from a previous session'. This eliminates a class of confusing reports where equipment legitimately scanned in a current audit appeared as a duplicate of an unrelated historical scan.

5. Common Workflows

Full Yard Audit — End to End

Operator Steps:

1. Open the Audit Tool on your phone. Confirm correct site is selected.
2. Enter your name. Set Entry Mode to Auto Detect. Auto-Accept On.
3. Load the latest Spider inventory CSV.
4. Set the completion email to the manager handling the audit.
5. Walk to Section 100 (or whatever section is first on your route).
6. Select Section 100 in the Current Section dropdown.
7. Enter each piece of equipment. Take photos for Review and Unmatched.
8. Move to the next section. Update the dropdown. Repeat.
9. When the entire yard is audited, tap Audit Complete.

Manager Steps (During Audit):

1. Open the Multi-Site Dashboard.
2. Filter to the active site and operator if needed.
3. Watch progress in the Live Stat Cards and Progress card.
4. Address any operator questions in real time (call them).

Manager Steps (After Audit):

1. Operator has tapped Audit Complete.
2. Click 'Begin Audit Resolution' in the controls card.
3. Set site, date range, type filter (All for full yard).
4. Decide on Audit Scope. Leave collapsed for full yard.
5. Download the latest Spider gate activity CSV (covers the audit window).
6. Upload the Spider CSV. Click Run.
7. Review each result bucket. Download the Final Report CSV.
8. Download Not Scanned CSV — use it to chase down missing items.

Type-Filtered Audits ◆ NEW · v2.0

New in v2.0: you can run an audit focused on a single equipment type. Useful when a customer asks for a chassis-only check or when only one type was the source of discrepancies last week.

1. Operator opens the Audit Tool, selects Entry Mode = Chassis Only (or Containers / Trailers).
2. Operator audits as normal. Only chassis (or selected type) are accepted; other types are rejected.
3. Manager opens the Dashboard, sets the Type filter to match.
4. Stat counts and live results show only that type.

5. When running Audit Resolution, set the Type filter to match.
6. Resulting report contains only that type.
7. Not Scanned CSV contains only missing items of that type.

> **Type filter is independent on operator and dashboard sides**
> The operator's Entry Mode and the manager's Type filter are independent. Make sure both match for a clean type-focused audit.

Handling a Review entry

When the operator gets a Review result, the system found a close match but not a perfect one. The operator must take a photo and save. Later, during Audit Resolution, the manager reviews the photo to confirm whether the entry is the same equipment (typo) or a genuinely different unit.

If it's a typo: the manager can update the audit record. If it's a genuinely different unit: it appears in the Enter Into System bucket.

Working offline

The Audit Tool works offline. When the operator loses connection:

- Entries continue to save locally.
- The Google Sync Status indicator shows a pending count.
- **◆ NEW · v2.0** GPS pings now also queue locally, instead of being dropped.
- When connection returns, all queued entries and pings drain automatically.
- Watch the pending count drop to zero to confirm sync is complete.

> **Don't tap Audit Complete with pending entries**
> If the Google Sync Status shows pending items, wait for them to drain before tapping Audit Complete. Otherwise the completion email won't include those entries (they'll still save, but the email is sent at tap time).

6. Troubleshooting & FAQ

Inventory Audit Tool

My entry shows Review but I typed it exactly right

The system uses a strict 100% exact match for Matched status. If your entry has any character difference from the inventory record (extra space, different case before auto-uppercase, missing digit), it falls to Review. Double-check the identifier in the Result Preview as you type. If the preview shows the correct match, save it — the photo will preserve evidence.

I loaded the inventory but it shows 0 containers/chassis

The CSV format may not match what the app expects. Confirm: (1) you downloaded the CSV directly from Spider (not a manipulated export), (2) the file extension is .csv (not .xlsx renamed), (3) the file isn't empty. Try clearing inventory and reloading. If still failing, contact YardIQ support with the CSV attached.

The app says 'Google sync offline' — what do I do?

Network connection issue. Continue auditing — entries save locally and will sync when connection returns. Check your phone's cellular or WiFi. The pending count tells you how many entries are waiting. Don't reset the app or clear data — that will lose pending entries.

I accidentally reset the site — can I recover the data?

Reset Current Site clears both local and backend data. If you confirmed the reset, the data is gone. Audit data backups may exist if YardIQ support is contacted within 24 hours. Future-proof: don't tap Reset Current Site unless you're starting a completely fresh audit.

The photo modal appeared but I do not want to save this entry

Tap Cancel in the photo modal. The entry is NOT saved — it's discarded entirely. You can re-enter the identifier if needed.

Multi-Site Dashboard

The dashboard shows 'Failed to refresh dashboard'

Backend connectivity issue. Click Refresh Now to retry. If it persists, the Apps Script backend may be down or rate-limited. Check status with YardIQ support. Existing data remains visible — it's just not updating.

The Not Found bucket has items I know left before the audit

This means the master inventory CSV the operator loaded was stale — it included equipment that had already departed. Cross-reference with Spider gate-out activity. The Audit Resolution engine should auto-flag these if the Spider CSV you uploaded covers the time window, but if you uploaded a too-narrow Spider date range, the engine can't see the gate-out events.

The Enter Into System bucket has equipment that I know is in Spider

The operator's master inventory CSV was loaded BEFORE that equipment was added to Spider. They scanned it physically present but the local inventory snapshot didn't know about it. Solution: have the operator reload inventory mid-audit when significant new arrivals happen, or accept that these will surface in Enter Into System and be reconciled manually.

Run Audit Resolution is disabled (greyed out)

Means no operator has tapped Audit Complete yet. Confirm with the operator(s) that they've finished and tapped the button. Once tapped, refresh the dashboard — the button becomes enabled.

The Final Report CSV shows strange characters in Excel

Excel sometimes mangles UTF-8 CSVs. Open with: Data → From Text → select File Origin '65001: Unicode (UTF-8)'. Or open the CSV in Google Sheets, which handles UTF-8 natively.

Not Scanned CSV is showing items I know were scanned ◆ NEW · v2.0

Earlier in v1.0, this could happen when Site=All was selected — the filter logic was wrong. **Fixed in v2.0.** If you're still seeing this with v2.0: double-check the Type filter (it scopes the Not Scanned CSV too) and the Audit Scope (sections outside scope don't appear).

Duplicate-flag noise from old audits ◆ NEW · v2.0

Earlier in v1.0, the duplicate-check engine looked back indefinitely. **Fixed in v2.0 — now 48-hour window only.** If you see duplicate-flag noise from a current audit, verify it's actually within 48 hours of a true duplicate, not a real new scan.

7. Quick Reference Cards

Operator Pre-Audit Checklist

1. Open Audit Tool on phone, confirm correct site.
2. Enter your name.
3. Set Entry Mode (Auto Detect for full audits; Type-specific for focused audits).
4. Confirm Auto-Accept setting.
5. Download latest Spider inventory CSV — load it.
6. Set completion email to current manager.
7. Confirm sync status shows 'live'.
8. Walk to first section, select it in dropdown, begin entering.

Manager Post-Audit Checklist

1. Confirm operator tapped Audit Complete (sync count should be 0).
2. Open Dashboard, click 'Begin Audit Resolution'.
3. Set site, date range, Type filter, Audit Scope.
4. Download Spider gate activity CSV for the audit window.
5. Upload Spider CSV → Run Audit Resolution.
6. Review the three result buckets.
7. Download Final Report CSV.
8. Download Not Scanned CSV — distribute to operators for follow-up.
9. Close Audit Resolution card.

Status Code Reference

Button / Field	Function
Matched (green ✓)	100% match. No action required.
Review (yellow ?)	Partial match. Photo required. Manager will verify post-audit.
Unmatched (red ✗)	No match found in master inventory. Photo required. Will surface in Enter Into System bucket.
Location Mismatch (orange ■#9888;)	Equipment found, but in a different section than inventory shows. May indicate a recent move not reflected in Spider.
Verified (green)	Reconciliation result: equipment in inventory AND scanned. Clean.
Not Found (yellow)	Reconciliation result: in inventory, NOT scanned. May have left, may have been missed, may be out of scope.
Enter Into System (orange)	Reconciliation result: scanned but NOT in inventory. Needs manual entry into Spider.

End of Inventory Audit Manual v2.0