



# Store Set Up

Use this guide to set up your storage locations with the NomadGo App.

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## Prior to Set Up

Identify the storage locations that you keep items that are a part of your daily, weekly, and monthly inventory counts. These could be walk-ins, reach-in fridges, metro racks, cabinets, or any areas where you store stacked boxes.

## Set Up

Once your store is set up per the Inventory Basics principles, you will need to set up each storage location in the app.

Easy Steps for Adding a Storage Location:

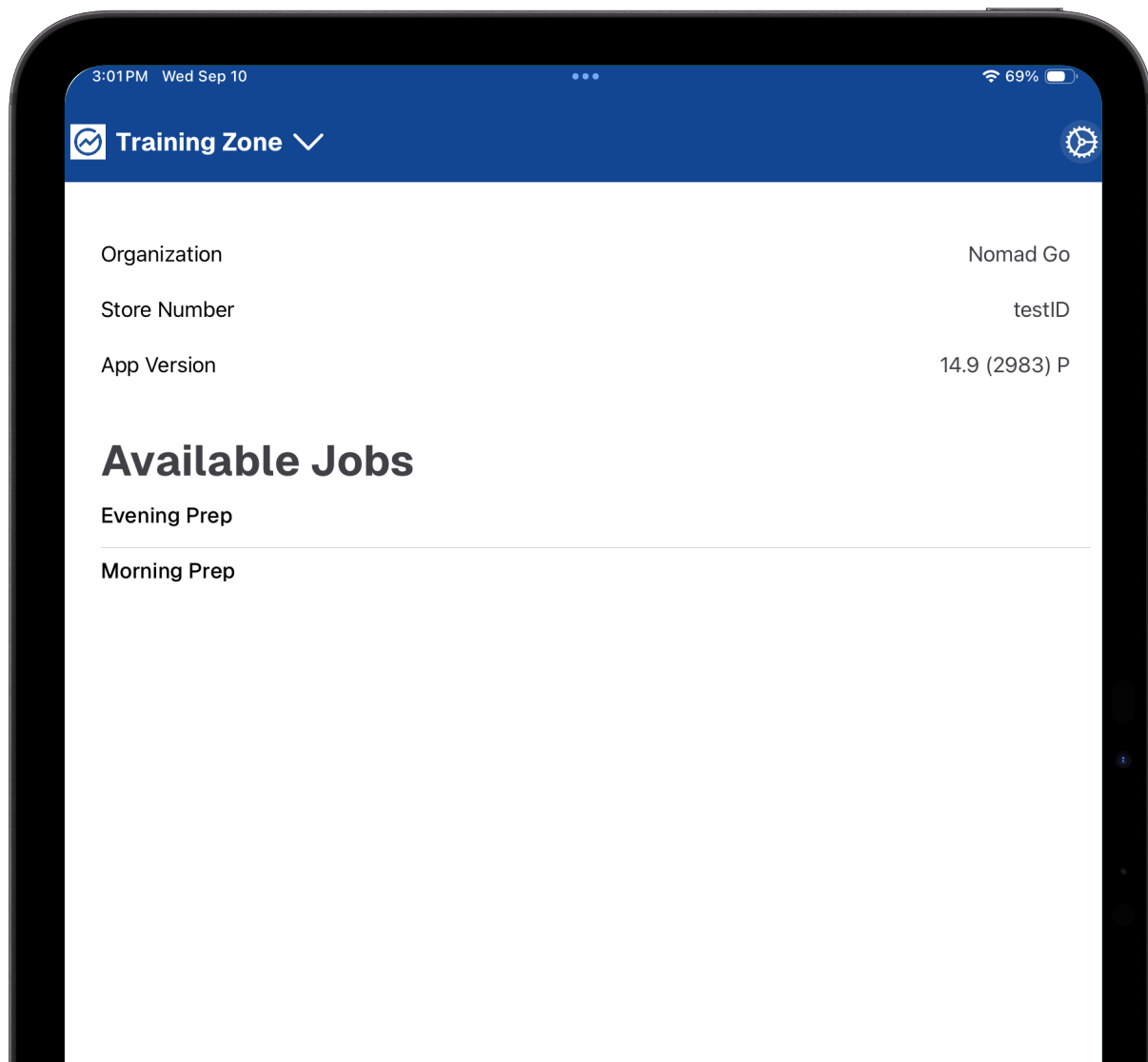
1.  Open Manage Storage Locations
2.  Add Storage Location
3.  Give your location a clear name (up to 30 characters)
4.  Select the type of storage unit and label
5.  Enter the Measurements
6.  Print and place labels
7.  Validate your location

# Launch the NomadGo App

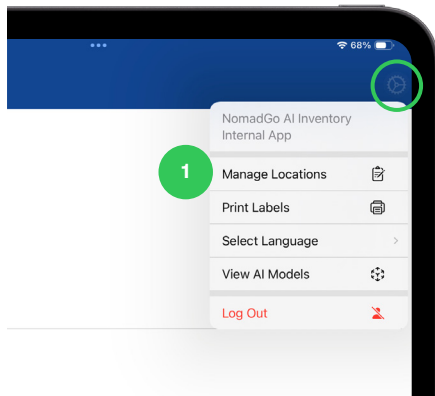


Launch the **NomadGo App** and sign in.

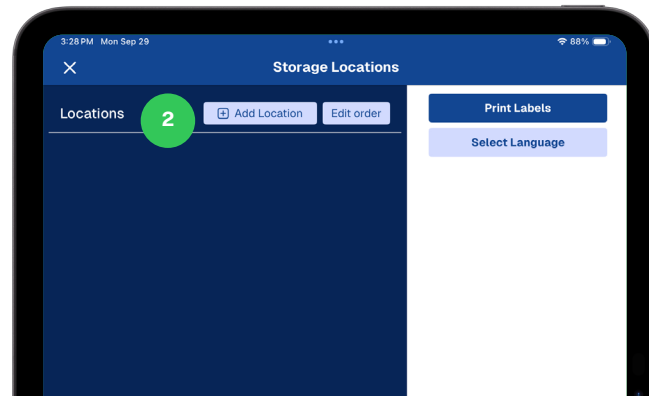
Confirm you're in your assigned store- if your details panel looks incorrect, contact Support for assistance before proceeding.



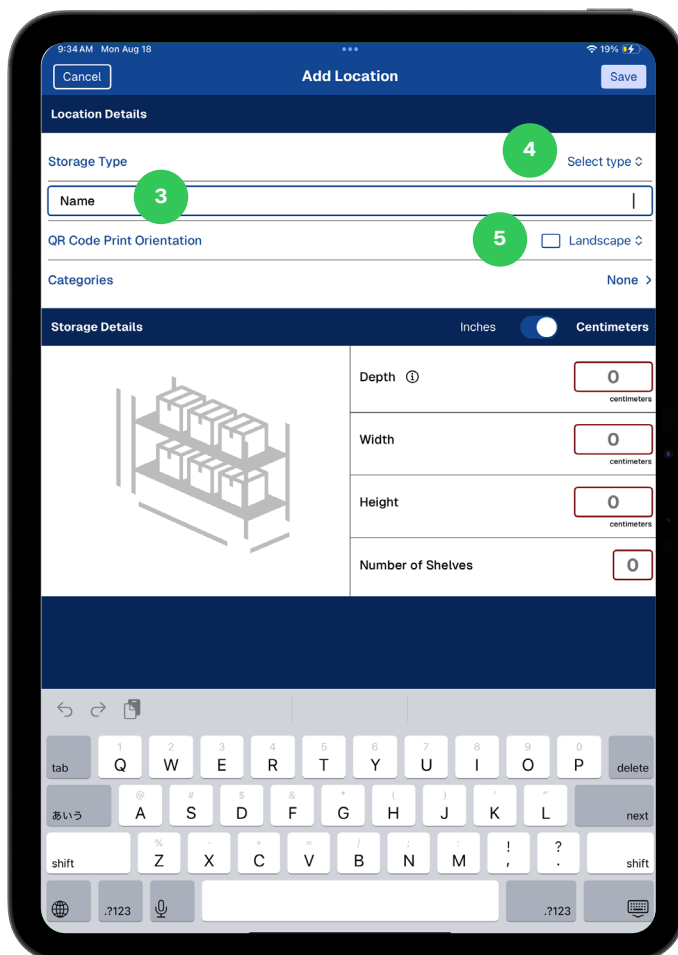
# Open Manage Locations



1. Tap the settings menu on the Start Screen and select **Manage Locations**.



2. Select **+ Add Location**



3. Give your new location a name

**Tip:** Use names your back office systems already utilize or that your team will instantly recognize, like “Front Cooler” or “Cup Cabinet.”

4. Select Storage type

5. Choose the label orientation:

- Landscape (horizontal): Best for shelves with shelf clip space.
- Portrait (vertical): Handy when labels need to be applied vertically.



Orientation means how the QR code is printed — horizontal or vertical — not where it’s placed. Always stick labels at eye level if possible.

# Measure Your Storage



Accurate measurements a must – scanning is more reliable, and mistakes are less common when proper measurements are entered.

- 1. Depth:** Back of the storage unit to the front edge (where the label will go).
- 2. Width:** Side to side where products sit.
- 3. Height:** From bottom to top of the storage unit.
- 4. Shelves:** Count every level where product can be stored (yes, even the bottom of a fridge or top of a rack).

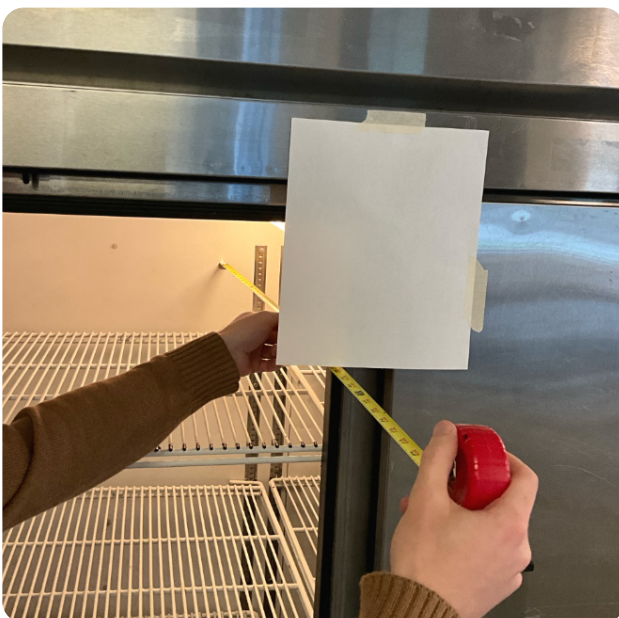


**Depth** is the most important — if this is wrong, your counts will be off. Always measure with a tape measure from the very back of the shelf to the front edge.

If counts look off later, you can always go back and re-measure — it happens!

The screenshot shows the 'Add Location' app interface. The top bar has 'Cancel' and 'Save' buttons. Below is the 'Location Details' section with fields for 'Storage Type' (Metro Rack), 'Name' (New Location), 'QR Code Print Orientation' (Landscape), and 'Categories' (None). The 'Storage Details' section has a toggle for 'Inches' and 'Centimeters'. It includes a diagram of a storage unit and input fields for 'Depth' (18 inches), 'Width' (48 inches), 'Height' (76 inches), and 'Number of Shelves' (5). Four red arrows point to the input fields for Depth, Width, Height, and Number of Shelves.





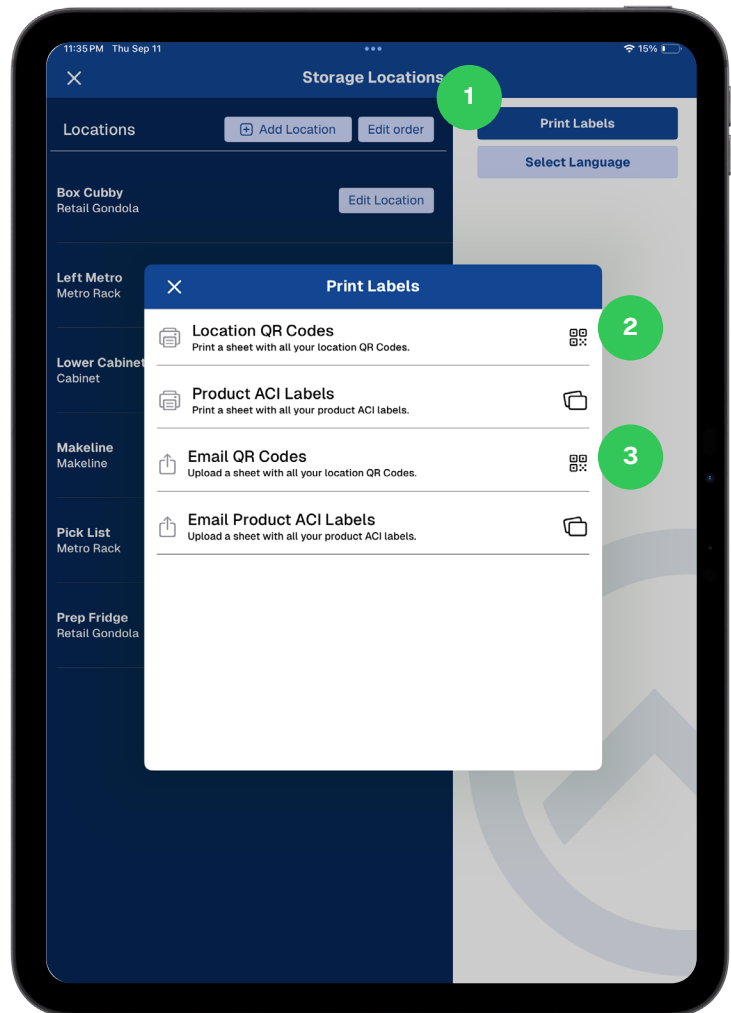
- Measure **depth** carefully — from the very back to the front edge where the label goes.
- For **enclosed storage** with doors, tape a sheet of paper where your QR label will go, then measure from the back to the paper's edge — that's your full depth, door included!
- **A shelf** = any surface where product sits (yes, bottom of fridge and top of rack, too).
- **The back** = shelf edge, back of cabinet, or metro backer. Wherever the product touches. Don't measure beyond the shelf edge to the wall—this will cause inaccuracies.
- **Consistency is key**; If metro backers are used, make sure they're on every shelf. If you push only some products past the rear edge, counts may be affected.
- No need to create locations for impromptu box storage locations — Boxes scanned off-shelf will appear in a catch all **Off-Shelf Location**.

1. Once you have your locations created, tap the **Print Labels** button.
2. Select **Location QR Code** to open your on-device printing options. Follow the on-screen prompts.
3. No printer? No problem — tap **Email QR Codes** to send the labels to yourself for printing later.



## Printing Tips:

- We recommend using Avery Easy-Peel Labels, product code 8160.
- Paper Size: Match the label sheet size (usually 8.5" x 11").
- Paper Type: Set to **Labels** or **Cardstock** for the best print quality.
- Scaling: Always set to 100% (Actual Size)—never **"Fit to Page."**



# Install Location QR Codes



1. Always place the QR Code in the **center of the location**, around eye level.

2. Shelved units with doors = place the label outside the door.

3. Use shelf clips for wire racks.  
We recommend the Regency 3" x 1 1/4" shelf clips, from Webstaraunt:



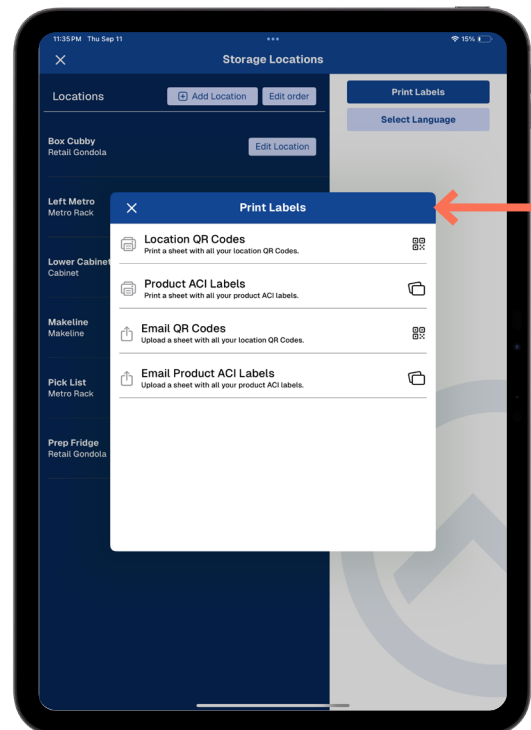
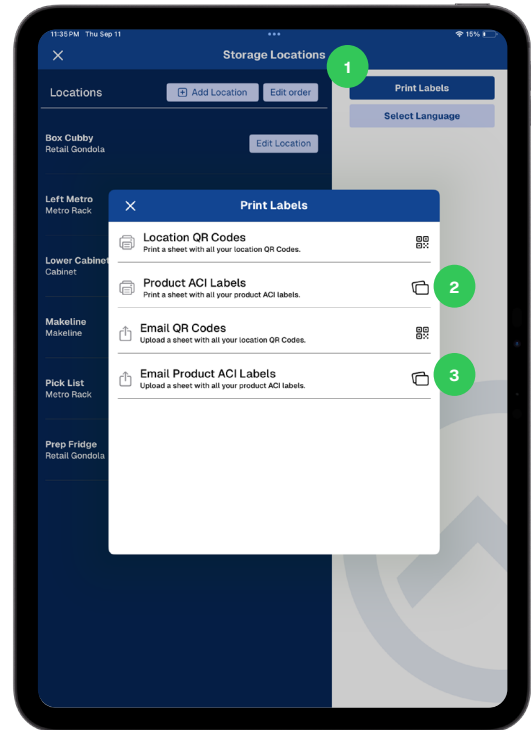


Some products (like cups and lids) need special labels to be counted correctly.

1. Tap **Print Labels** on the Locations Menu.
2. Select **Product Labels**. Adjust quantities to remove or add additional copies then tap **Print Selected** to open your on-device printing options. Follow the on-screen prompts.
3. No printer? No problem — tap **Email Product Labels**. Adjust quantities to remove or add additional copies, then send the labels to yourself for printing later.



While Location QR labels tell the app **where** you are, Product labels tell the app **what** specific items you're counting.



# Install Product Labels



**1. Bag-in-Box (BiBs) →** place label below-center of the product with the spout facing outwards.

**2. Quick Lists on Metro Racks →** clip the label to the shelf near the products it counts.

**3. Shelved Cups and Lids →** place labels directly on the shelf, oriented to the lower left corner of the box.



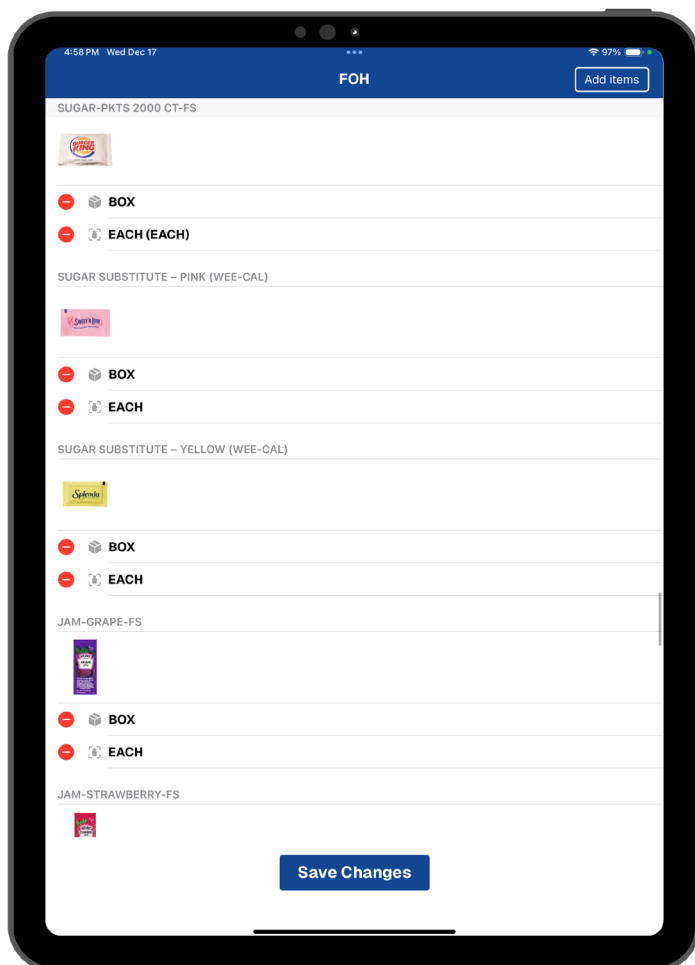
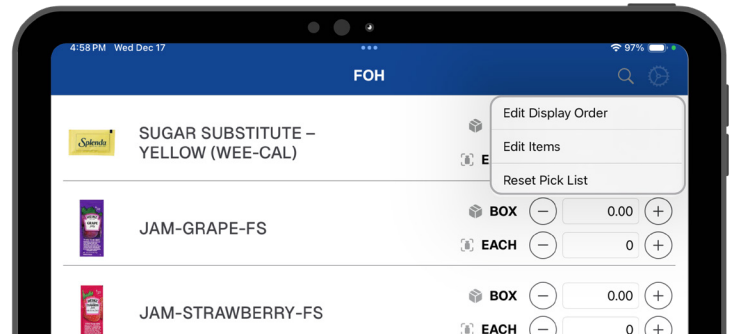
# Modifying Quick Lists



Quick Lists will be set up with default items, which you can modify for ease of use. To make edits, tap Check-In for Quick List Location from the Location Menu.

Use the Settings Cog to open the Quick List Settings Menu. Here you will find options:

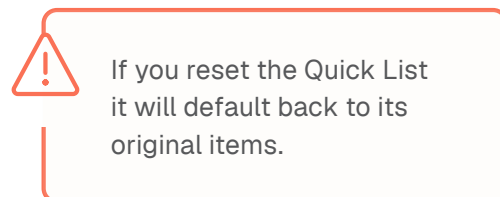
- **Edit Items** = Add product on the fly or change current item options.
- **Edit Order** = Rearrange the items to make it easier to count your Location.
- **Reset Pick List** = Restore Quick List to default settings. Use Add Items to search and select missing items you would like to include on the Quick List.



Remove, add, or rearrange your items to match what you'll use the Quick List to count.

Once your edits have been made, tap Save Changes at the bottom.

These will be stored for next time to make counting easier.



If you reset the Quick List it will default back to its original items.

# Validate Setup



1. Open a Quick List to make sure all necessary items are listed.
2. Scan QR Code to check in and try a test count.
3. Make sure Product Labels and Quick Lists Labels will recognize.
4. If the results match your items, you're all set!
5. If your test count seems off, double-check your depth measurement first — this is usually the cause.
6. If needed, you can reset or rescan the location in the app after adjusting your measurements.



If you delete and re-add a location, you'll need to print a new QR Code label.

