



# Wendy's®

## Store Set Up

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

### TABLE OF CONTENTS

Prior to Set Up .....	2	Print Location QR Labels .....	7
Launch the NomadGo App .....	3	Install Location QR Labels .....	8
Add Storage Location .....	4	Print Product Labels .....	9
Entering Storage Measurements .....	5	Install Product Labels .....	10
Measure like a Nomad-Pro .....	6	Validate Setup .....	11



**NOMADGO**

## 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:

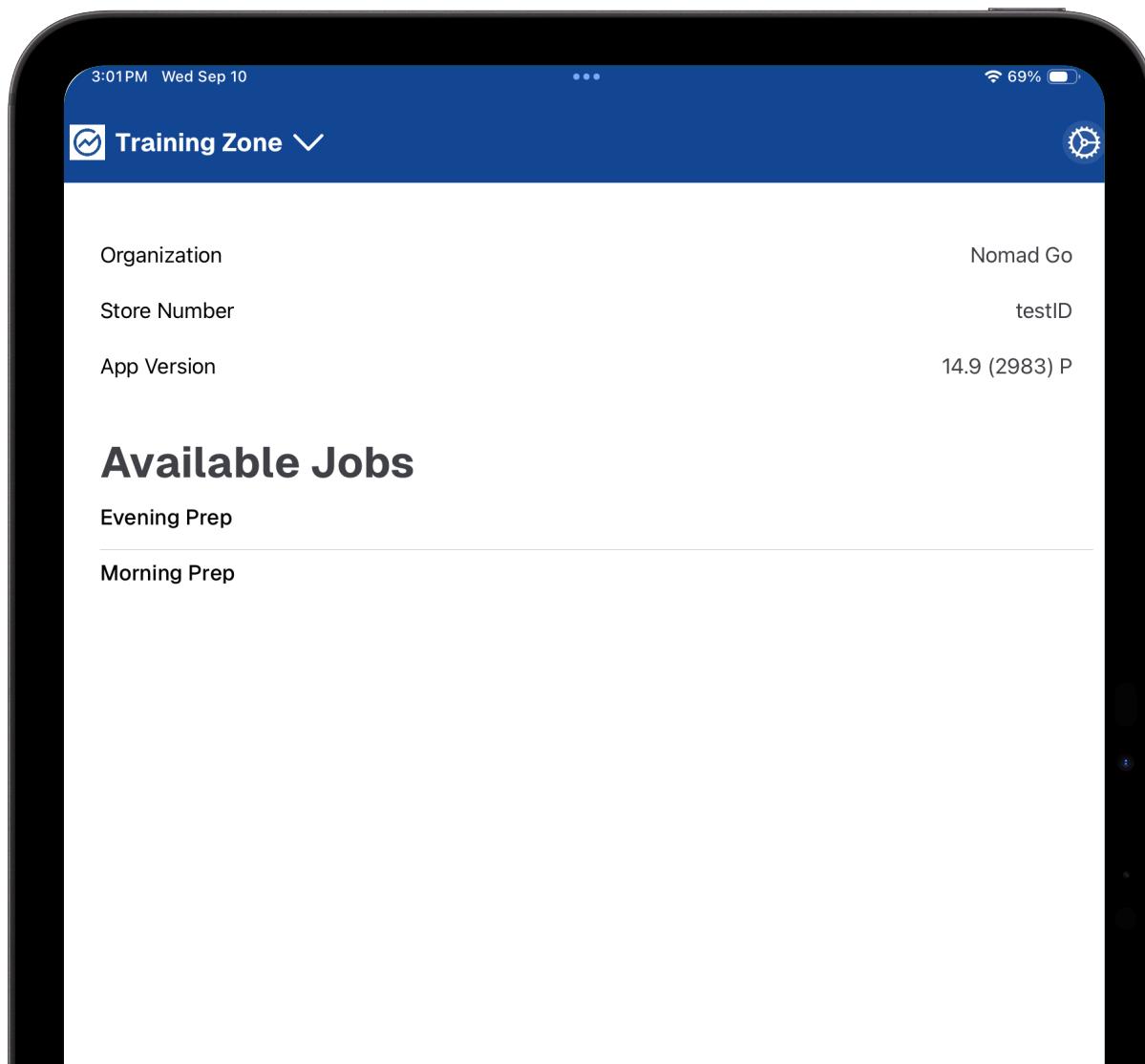
1.  Open Manage Storage Locations
2.  Add Storage Location
3.  Give your location a clear name (up to 30 characters)
4.  Select the type of storage unit and label
5.  Enter the Measurements
6.  Print and place labels
7.  Validate your location

# Launch the NomadGo App

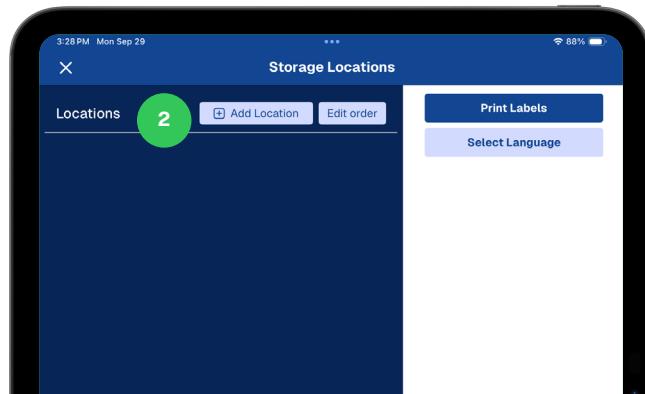
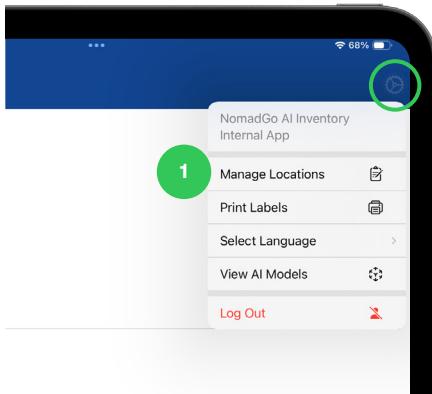


Launch the NomadGo App and sign in.

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

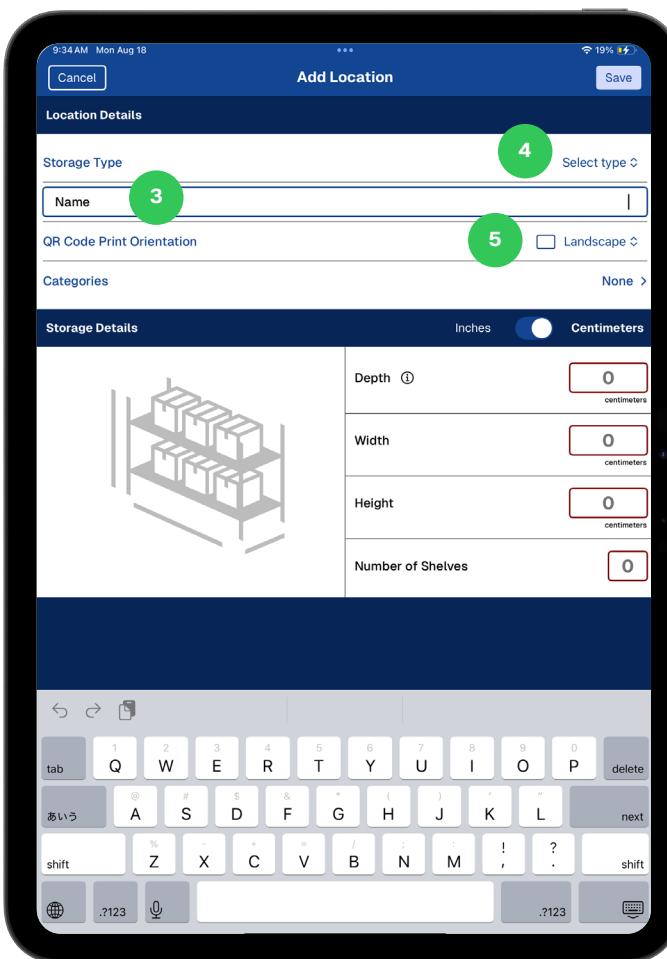


# Open Manage Locations



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.



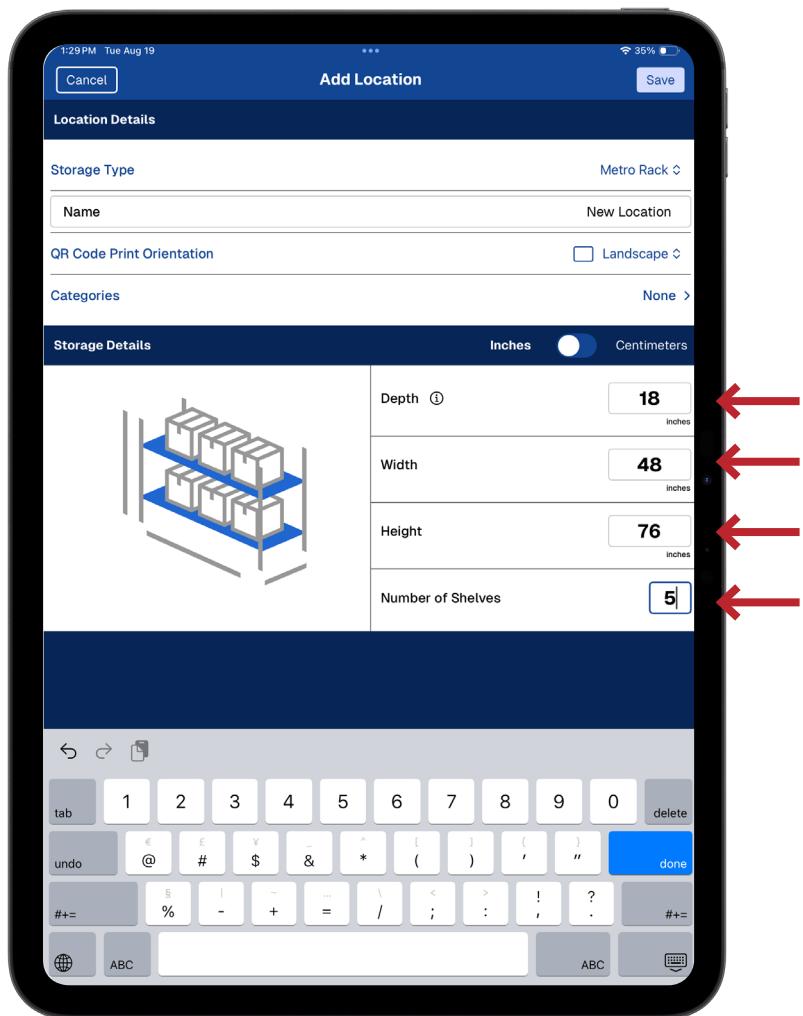
Orientation means how the QR code is printed — horizontal or vertical — not where it's placed. Always stick labels at eye level if possible.

# 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).



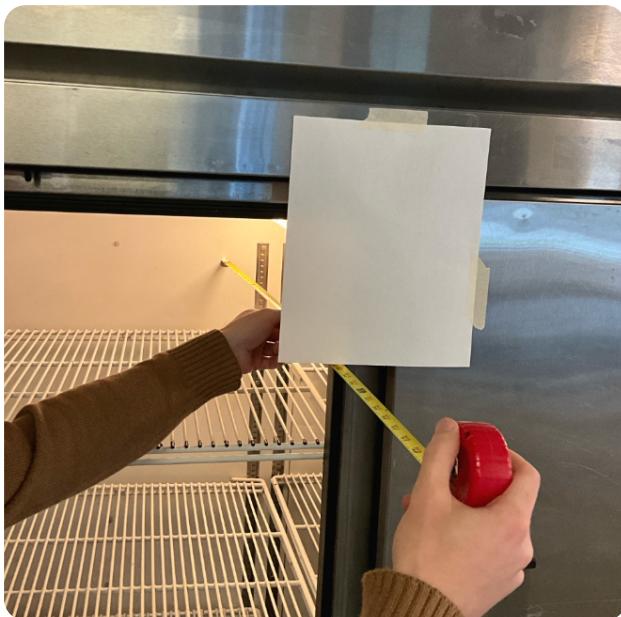
**Depth** is the most important — if this is wrong, your counts will be off. Always measure with a tape measure from the very back of the shelf to the front edge.

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

# Measure Like A Nomad-Pro



- 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**.



# Print Location QR Labels

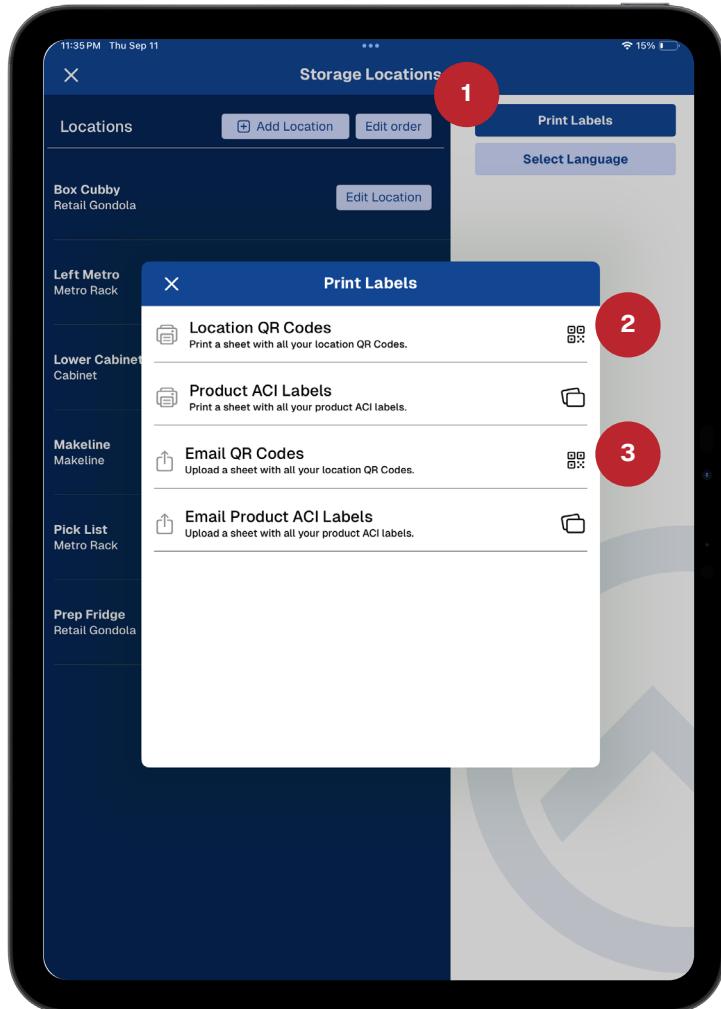


1. Once you have your locations created, tap the **Print Labels** button.
2. Select **Location QR Code** to open your on-device printing options. Follow the on-screen prompts.
3. No printer? No problem — tap **Email QR Codes** to send the labels to yourself for printing later.



## 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:

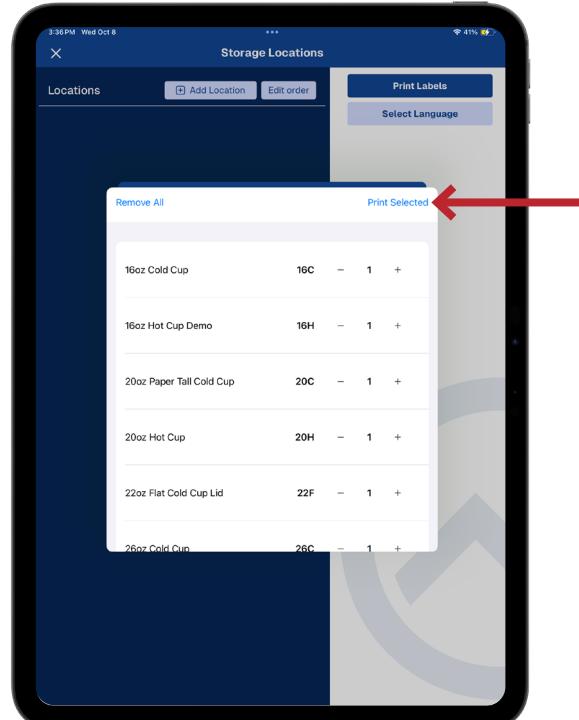
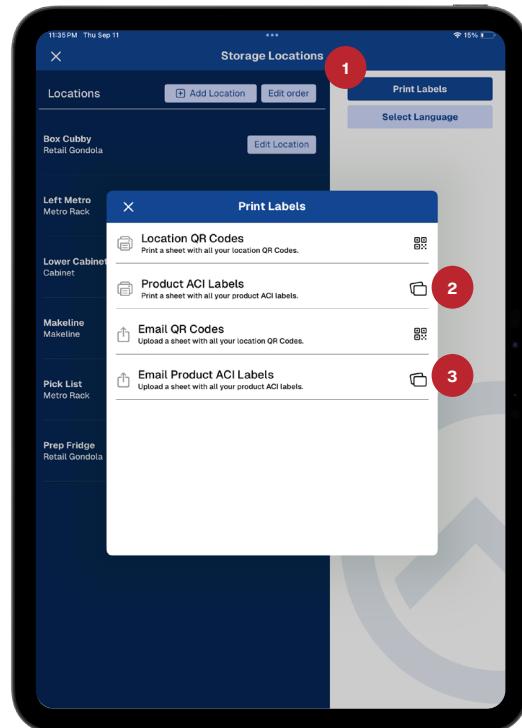


# Print Product Labels



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.



# Validate Setup



1. Scan QR Code to check in and try a test count.
2. If the results match your items, you're all set!
3. If your test count seems off, double-check your depth measurement first — this is usually the cause.
4. 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.

