

PRINTABLE SETUP PLAYBOOK

BLOG.MOBILEINVENTORY.NET

APP GUIDES

How to Manage Stock with Mobile Inventory: A 5-Step Guide

Launch your new inventory system in 5 simple steps. From team setup to product import, here is the quick start guide.

Mobile Inventory Team • Mar 28, 2023 2 mins

So you've downloaded the app. Now what? The good news is that setting up a professional inventory system doesn't take weeks of consulting. It takes about 15 minutes.

This guide covers the complete setup—from defining your team to importing your product list—so you can start scanning today.

Step 1: Define Your Team

Security comes first. As the administrator, you decide who gets the keys to the warehouse data. You can set permissions for Team Leaders (full access) or Team Members (restricted access).

Step 2: Import Your Products

Don't type manually. If you have a spreadsheet, you're 90% done.

Import Workflow

✔ Prepare your file:

Use our [template](#) or your own Excel sheet.

✔ Upload:

Drop the file at mobileinventory.net/import.

✔ Scan & Sync:

The tool generates a QR code. Scan it with the app, and boom—your database is populated.

	A	B	C	D	E	F	I
1	SKU	Product name	Barcode	UoM	Category	Book quantity	other custom field
2	1001	White glue	8606105662024	pcs	Small Office Supplies	16	5.5
3	1002	Scissors	6442768016828	pcs	Small Office Supplies	15	10
4	1003	Mouse	4642768016828	pcs	Tech	5	12

Map your columns once, and import thousands of products in seconds.

Step 3: Activate Licenses

For real-time collaboration, you'll need the **SYNC license**. This ensures that when John scans an item in Warehouse A, Sarah sees the update instantly in Warehouse B.

Offline Mode Included

No Wi-Fi? No problem. The app saves all scans locally and syncs automatically the moment you get a signal. Your team never stops moving.

Step 4: Share the Inventory

Now, connect your team. You don't need complex network settings. Just:

- Long-press your inventory name in the app.
- Select **Share**.
- Enter your team member's email address.

They will receive an invite, and once they accept, they are live. You can revoke access at any time.

Step 5: Export Your Data

Your data isn't trapped in the app. You can export reports manually to Excel or set up [auto-export to Google Drive](#). This keeps your finance and operations teams in the loop without you lifting a finger.

Ready to Scan?

That's it. In five steps, you've built a cloud-connected, multi-user inventory system. Now go scan something.

Tutorial

Setup



Mobile Inventory

Inventory management guidance you can use on the floor and in the office.

PRODUCTS

Mobile Inventory

ZapCount [↗](#)

Label Codes [↗](#)

LEGAL

[Support](#)

[Terms](#)

[Privacy](#)

© 2026 All rights reserved.

Developed by Bino Solutions