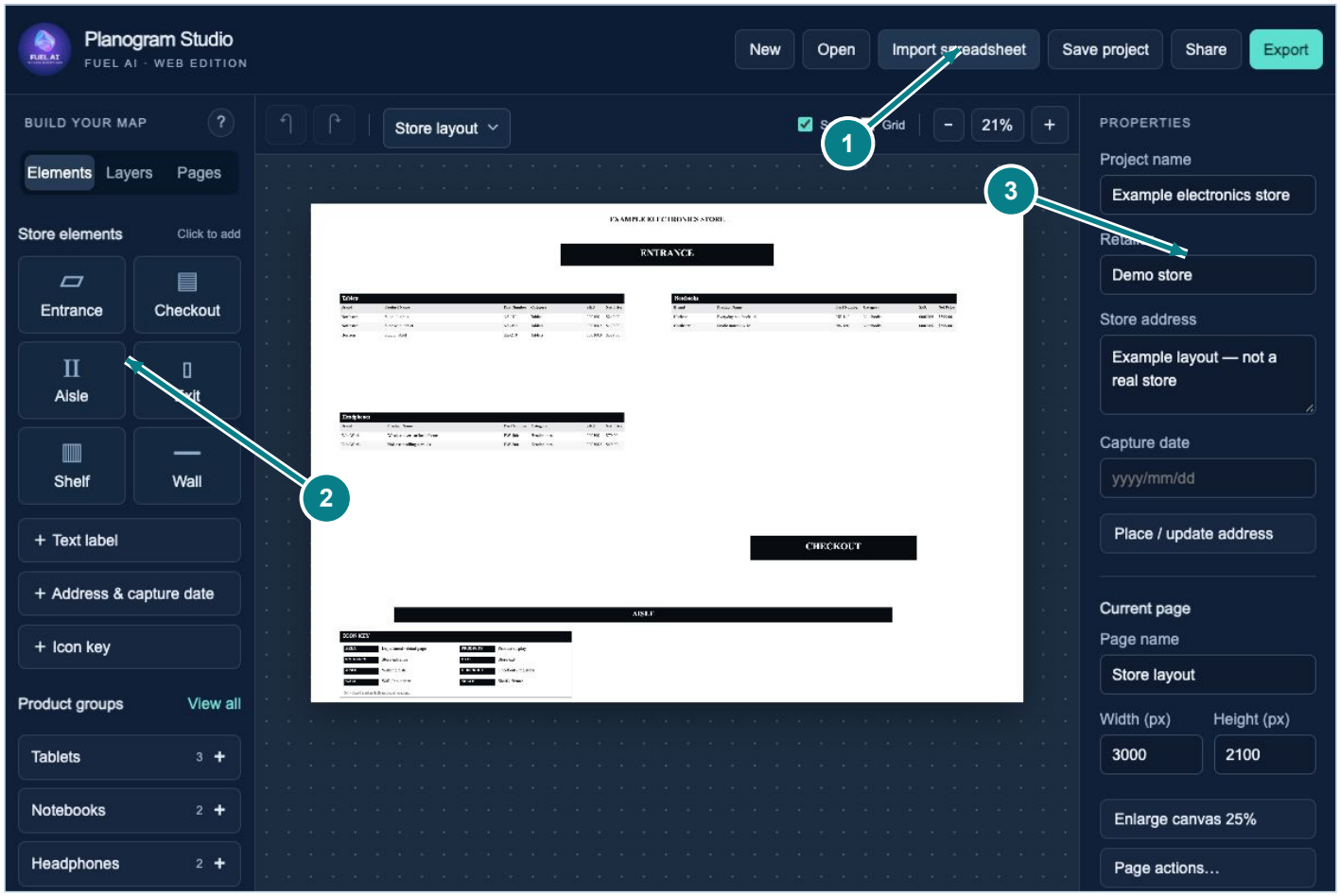
START HERE

Make a map people can use

A practical guide for colleagues: bring in product data, arrange the store, add its logo, and share a readable planogram.

planogramstudio.gofuel.ai



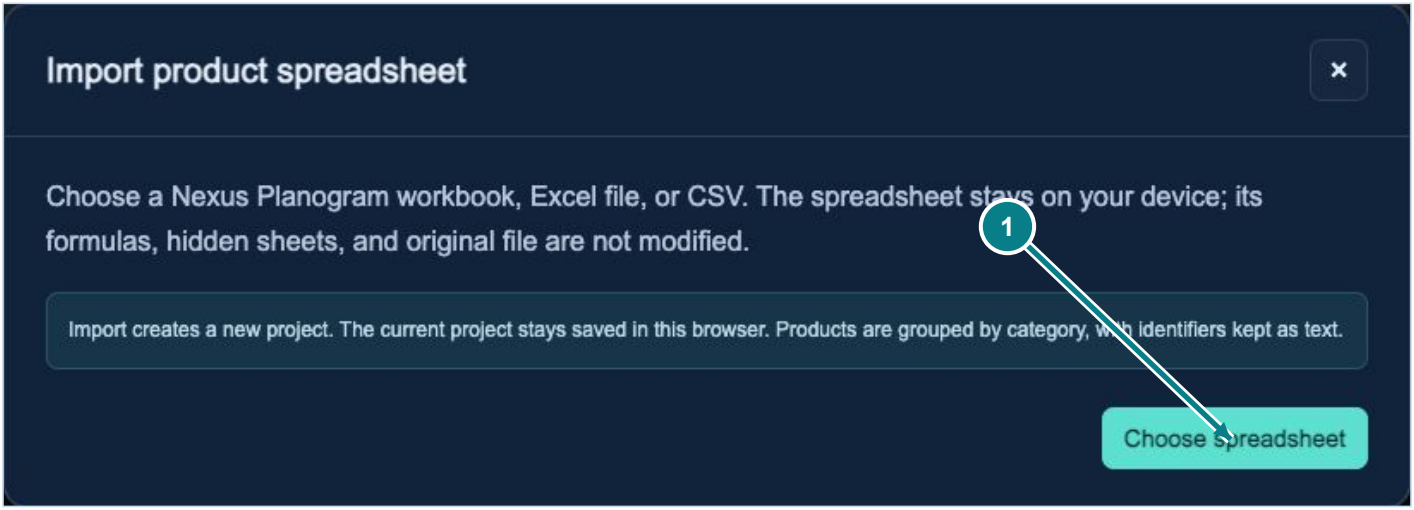
1. **Start with your data.** Use **Import spreadsheet** for an Excel/CSV product sheet, or **Open** for an editable project.
2. **Build the store layout.** Add and move category boxes, entrances, aisles, checkout and logos from the left panel.
3. **Set the details.** The right panel edits the selected object, or the project and page when nothing is selected.

Best on a computer. Use a wide browser window so both side panels are visible. No account is required. This guide uses demonstration data, not an actual store.

BRING IN THE PRODUCTS

Import the right spreadsheet

Begin with the approved product sheet for the correct store and capture date. The mapper does not extract price tags or repair missing identifiers.



1. **Choose the file.** Click **Import spreadsheet**, then **Choose spreadsheet**. Select your Nexus Planogram workbook, other Excel file, or CSV.
2. **Review the import.** Choose the product worksheet (normally **Planogram**) when prompted. Check that product names, identifiers and categories are mapped correctly.
3. **Keep only assigned categories.** Review the category choices before creating the project. Reference-only photos, duplicate evidence and unrelated products do not belong in customer product groups.
4. **Verify before arranging.** Check the product count, leading zeros in SKUs, model numbers, and prices. Missing values must stay unresolved until confirmed from exact evidence.

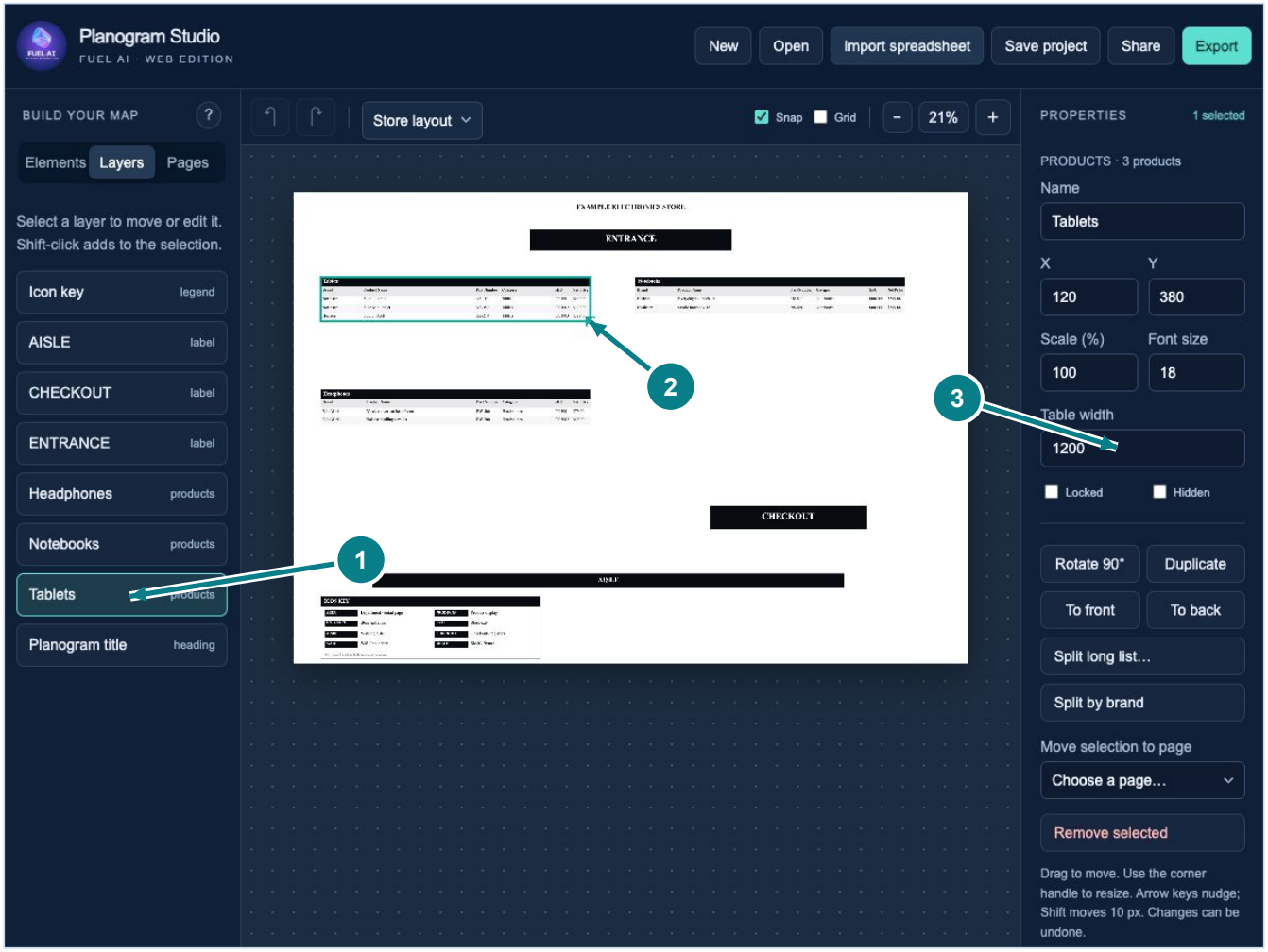
Existing map? Use Open instead. A **.nexuslayout** preserves editable boxes, pages and artwork. A PNG or PDF is a flattened image; importing it does not recover individual product records.

Your workbook stays intact. Import creates a new map project. It does not change the original workbook, its Reference tab, formulas, dropdowns or Google Sheet.

PLACE THE DISPLAYS

Arrange the actual store

Category groups are starting points, not a measured floorplan. Use reference photos and store observations to position them accurately.



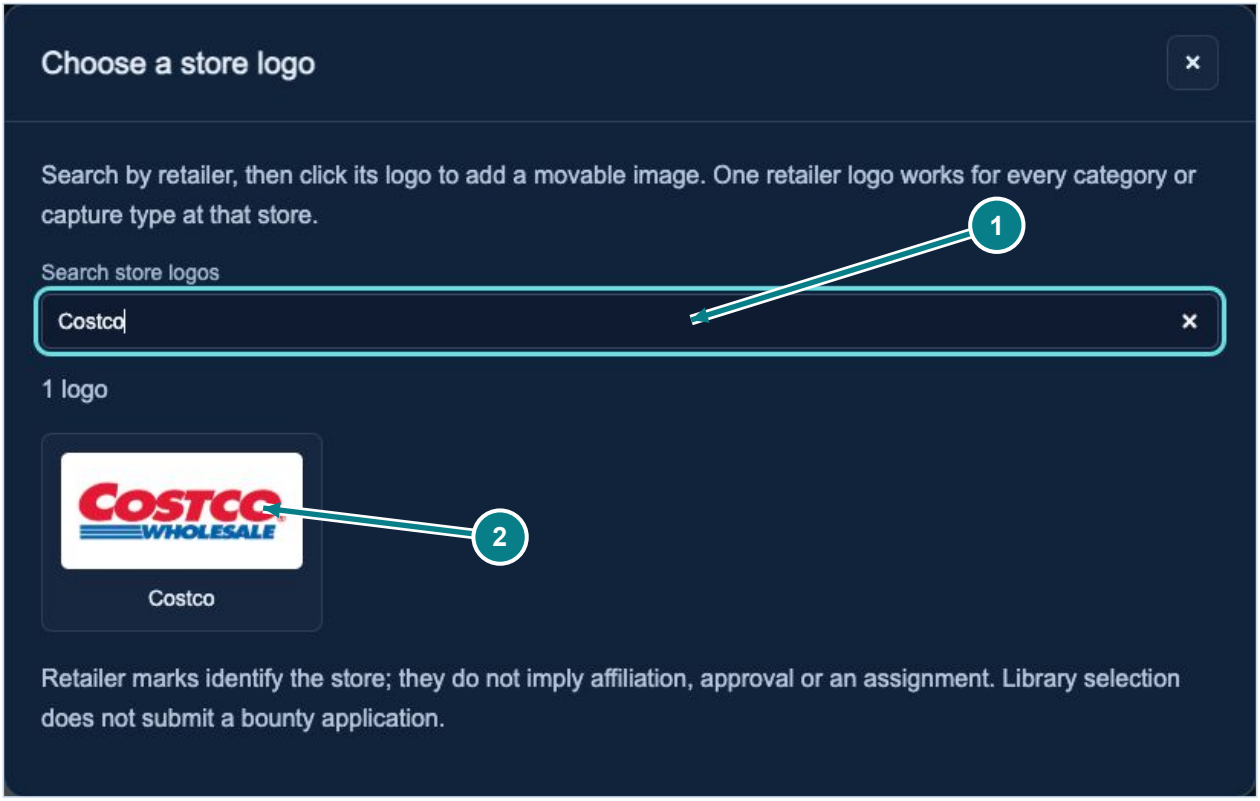
1. **Select a box.** Click it on the canvas or choose it under **Layers**. Shift-click selects more than one object.
2. **Move and resize.** Drag the box to its real location; drag its corner handle to resize. Arrow keys nudge. Undo reverses a mistake.
3. **Keep labels readable.** Use **Table width**, **Font size** and **Scale (%)** in Properties. Split a crowded list instead of making every line tiny.

Finish the map context. Press Escape to deselect, enter the store address and actual capture date (**yyyy/mm/dd**), then use **Place / update address**. Add entrance, checkout, aisle and icon key as needed.

IDENTIFY THE RETAILER

Add a store logo

The library contains 24 retailer marks plus Fuel AI. Multiple capture types at the same retailer use the same store logo.



1. **Open the library and search.** In **Elements**, scroll to **Store logos** and click **Browse all store logos**. Type the retailer name, such as Costco.
2. **Click the logo.** The logo is added as a movable image. Drag it into the header or another clear space. Resize from the corner to keep its proportions.
3. **Keep the store identity accurate.** A kiosk carrier or alternate banner does not change the approved bounty name. Use the store or carrier mark that matches the map you are making.

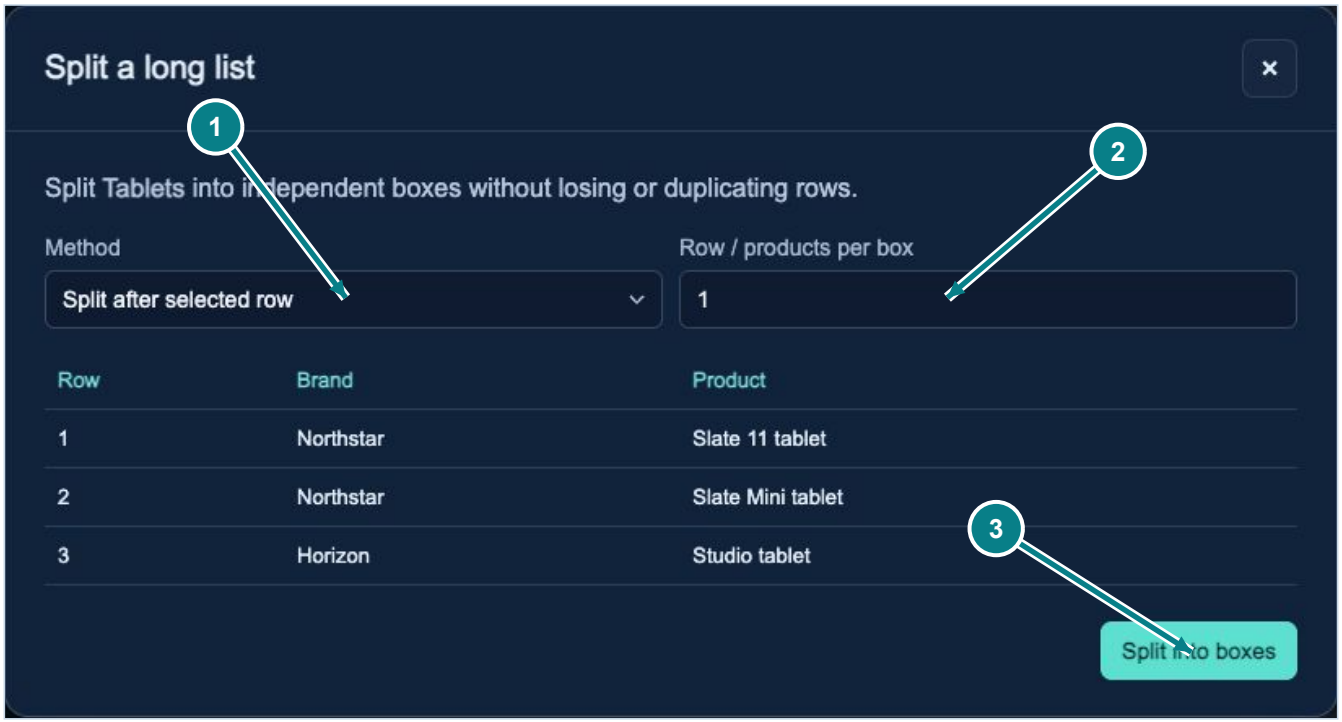
Included retailers. Ace Hardware, AT&T, Best Buy, BJ's, BrandsMart USA, Costco, Harbor Freight, Home Depot, Lowe's, Magnolia, Menards, Micro Center, Northern Tool, Office Depot, OfficeMax, Pacific Sales, RC Willey, Sam's Club, Staples, Target, T-Mobile, Tractor Supply, Verizon and Walmart.

Retailer marks identify stores only. They do not imply affiliation, approval or an assignment. Selecting a logo does not submit an application.

FIX CROWDED LISTS

Split one group into sections

Keep related products together without creating an unreadable wall of text. Each resulting section can be moved independently.



1. **Select the product box.** Open **Split long list...** in Properties. The box must contain at least two products and must not be locked.
2. **Choose how to split.** Use **Split after selected row** to cut at a specific row number, or the every-N-products method to make similarly sized sections.
3. **Create and arrange the pieces.** Click **Split into boxes**. Move the continuation sections beside the first box or onto detail pages. The split preserves row order without duplicating products.

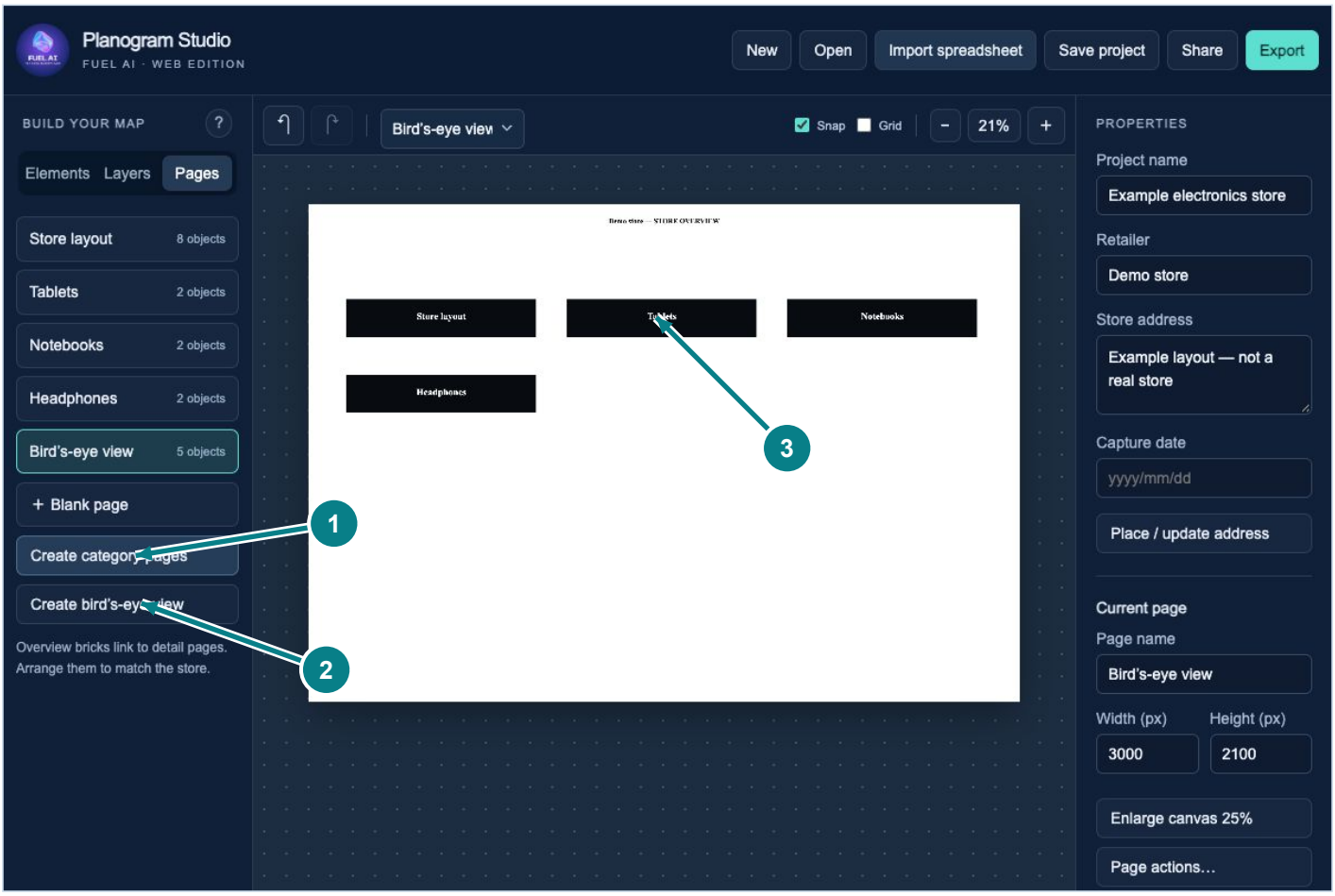
Category first; brand only when useful. Keep simple category groups by default. Use **Split by brand** when the physical store has separate manufacturer displays that need distinct locations.

Check after splitting: the total product count should be unchanged, every continuation should be visible, and all text should remain readable at the intended export size.

MAKE ROOM FOR DETAIL

Use pages and an overview

A bird's-eye page shows where sections are. Detail pages hold the product information without squeezing everything onto one sheet.



1. **Create detail pages.** Open **Pages**. Use **Create category pages**, or add a **Blank page**. These are additional pages; existing pages are not automatically removed.
2. **Build the overview.** Click **Create bird's-eye view**. Arrange its category/area bricks to reflect the store. A generated grid is not confirmed geography.
3. **Connect the experience.** Double-click an overview brick in the editor to open its detail page. To relocate a selected box, use **Move selection to page** in Properties.

Export is different from editing. PNG contains only the current page. PDF contains every page. Overview links work inside the editor, but are not clickable links in exported PDF pages.

MAKE A CLEAN DELIVERABLE

Export a PNG or PDF

Always inspect the downloaded file before sending it. A larger working canvas does not guarantee readable text on Letter paper.



1. **Choose the output size.** Click **Export**. Use **US Letter** for 8.5 x 11-inch output; automatic orientation chooses the fit. Portrait and landscape are also available.
2. **Read the text-size warning.** The example warns that 4.5-point text is too small. Split dense tables into detail pages or enlarge the text before exporting. Zooming the editor does not change print text size.
3. **Download the right format.** Choose **Download PNG** for the current page, or **Download PDF - all pages**. The canvas is fitted without stretching.

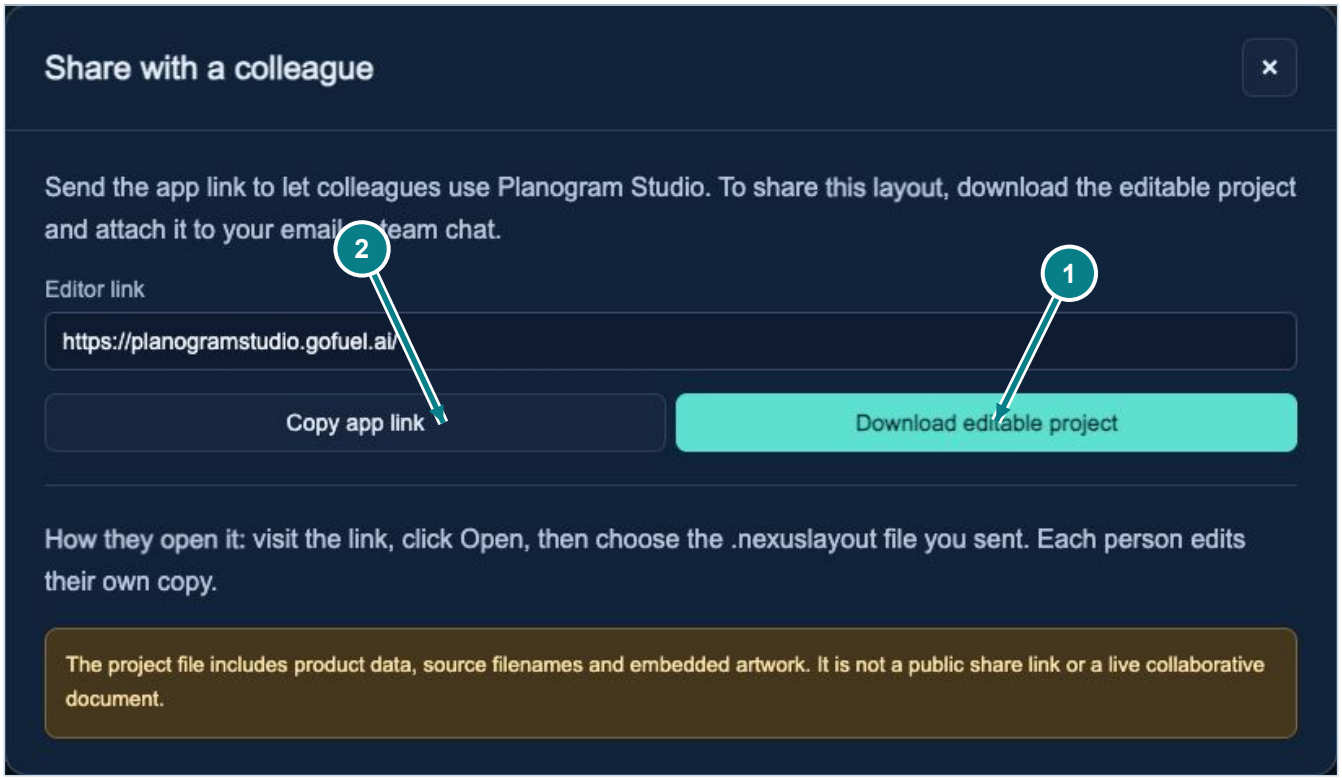
If export is blocked. An object may be outside the page. Move it inside or use **Enlarge canvas 25%**, then check again. A hidden or off-page box is not a safe substitute for a reviewed layout.

Final readability check: open the PNG/PDF at 100% and check a print-sized view. Confirm store name, address, date, categories, complete identifiers and $ prices. Use additional pages if necessary.

WORK WITH COLLEAGUES

Save the project, then share

The website link opens the editor. It does not send your current layout. Send an editable project file when another person needs to move the boxes.



1. **Save a backup.** Click **Save project**, or **Share** then **Download editable project**. Keep the downloaded **.nexuslayout** file somewhere safe.
2. **Send both parts.** Share **https://planogramstudio.gofuel.ai/** plus the project file by your approved email or team channel. Add the PNG/PDF if they only need to review it.
3. **Have the recipient open it.** They visit the website, click **Open**, and choose the file. Each colleague edits a separate copy; there is no live co-editing or automatic cloud sync.

Protect the data. The editable project includes product data, source filenames and embedded artwork. Send it only to intended recipients. Browser recovery is not a permanent backup; clearing browser data removes it.

Changing computers or website addresses? Save the project from the original browser first, then use Open in the new one. Local browser projects do not transfer automatically.

BEFORE YOU SEND

Quality check and quick fixes

The mapper makes layout work easier. It does not replace the source spreadsheet, verify a store assignment, or provide an approval workflow.

- [ ] **Right store, right week.** Confirm the approved assignment, address, capture date and allowed categories. A logo in the library is not proof of an assignment.
- [ ] **Verified product information.** Use the six customer fields: Brand, Product Name, Part Number, Category, SKU and Net Price. Keep $ on prices and leading zeros in identifiers. Do not invent missing values.
- [ ] **A real store map.** Position groups from actual evidence, not the generated starting layout. Add entrance/checkout/aisles only where they belong. Check the icon key and store logo.
- [ ] **A readable, complete export.** Inspect every page for clipped or hidden boxes, overlapping content and tiny text. Make sure continuation sections and intended categories are included.
- [ ] **Reviewed and backed up.** Save the editable project. Have the designated reviewer check the map against the source before publishing or emailing it. Keep the original product workbook as a separate deliverable.

QUICK FIXES

Properties panel missing: Widen the desktop browser window; narrow screens hide editing panels.

Box will not move: Select it in Layers and check whether Locked is enabled.

Cannot see a logo: Search in Browse all store logos, or use Import image or PDF for another approved mark.

Colleague sees an empty map: Send the .nexuslayout file as well as the website link; have them click Open.

Keep the workflow separate. Photo extraction, Google Sheets updates, Google Drive uploads, application submissions and email sending happen outside this mapper.