

GETTING STARTED WITH RUNDOD · SETUP

Aisles, Shelves, and Bins

Three nesting levels group every product so your reports, prices, and counts line up. Build them in Admin → Product.

THE THREE LEVELS, BROAD TO NARROW

1

Department

The big-picture aisle. The only level required on a product.

e.g. Sundries

2

Class

A section on that aisle. Optional refinement.

e.g. Brushes

3

Fineline

The specific family or brand. Optional refinement.

e.g. Wooster Brushes

Build a category

- 1 In Admin, open Product, scroll to Product categories.
- 2 Pick the Department, Class, or Fineline tab first.
- 3 Click Add (top-right), fill the modal, pick the parent, Save.

Departments need a GL account

Name + GL account

Save stays blocked until both are set. Class and Fineline just need a name and a parent.

Group a product

- 1 In POS, open Products, click the product.
- 2 Open the Settings tab, scroll to Categorization.
- 3 Pick Department, Class, Fineline, then Save that section.

Doing hundreds at once?

Product imports

The spreadsheet has Department, Class, and Fineline columns that match on name.

Renaming is safe, deleting is not. A rename keeps every product attached to the same category. A delete is immediate with no undo, and deleting the Default department is blocked until you set a new default.