GETTING STARTED WITH RUNDOO · SETUP

Merchandise Hierarchy (Departments & Classes)

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.