Rundoo

GETTING STARTED WITH RUNDOO · SETUP

Merchandise Hierarchy (Departments & Classes)

> Group every product so your reports, prices, and counts line up.

Step-by-step walkthrough ~4 min read Companion to the 3:46 video

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You know your store's layout like the back of your hand. Which aisle has the brushes, which shelf has the rollers, which bin holds the bolts. Rundoo needs that same logic so your sales, inventory, and margin reports come out just as organized. You build it with three nesting levels of categories, Department, Class, and Fineline, and then every product drops into the right group. It's a little prep work up front, and it pays you back every time you pull a report, print a label, or run a count.

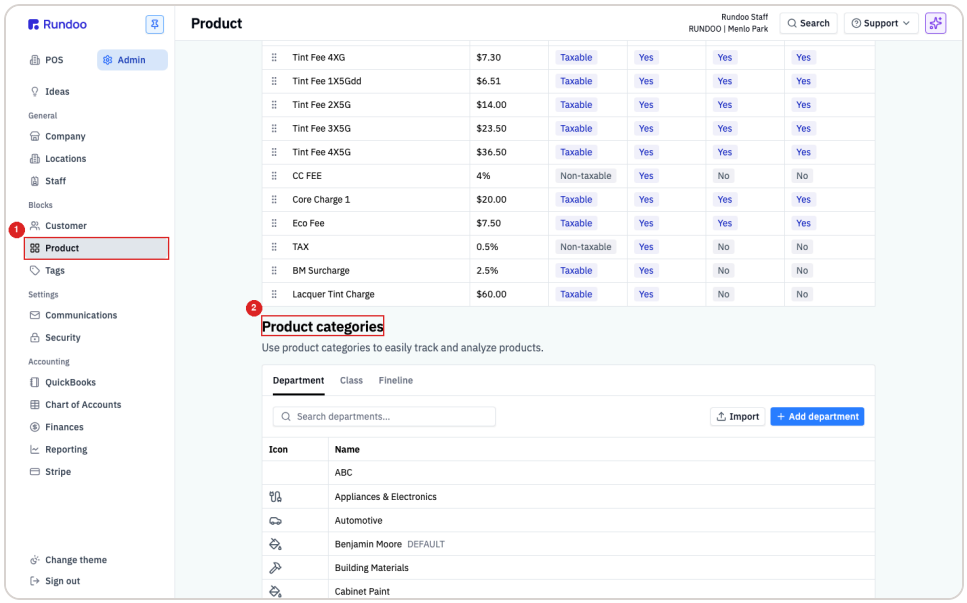
THE THREE LEVELS

Department, Class, Fineline

Think of it as your store, mapped. **Department** is the big-picture aisle, say **Sundries**. **Class** is a section on that aisle, like **Brushes**. And **Fineline** gets down to the specific family or brand, like **Wooster Brushes**. Each level nests inside the one above it: every fineline belongs to a class, and every class belongs to a department.

Only **Department** is required on a product. Class and Fineline are optional refinements, there when you want a finer report line and skippable when you don't. Smaller stores often stop at Department; larger ones with lots of vendors lean on Class and Fineline too.

Everything lives in one spot. In **Admin** mode, open **Product** in the left sidebar, then scroll down to the **Product categories** section.



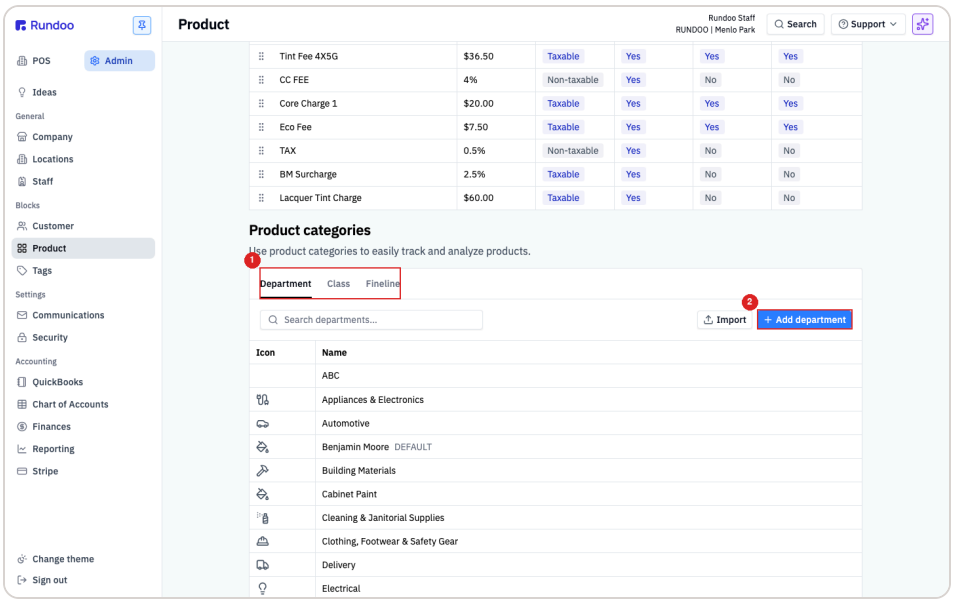
Admin → Product → Product categories. This is home base for the whole hierarchy.

DO THIS

Build the structure, top down

1 Start with a Department

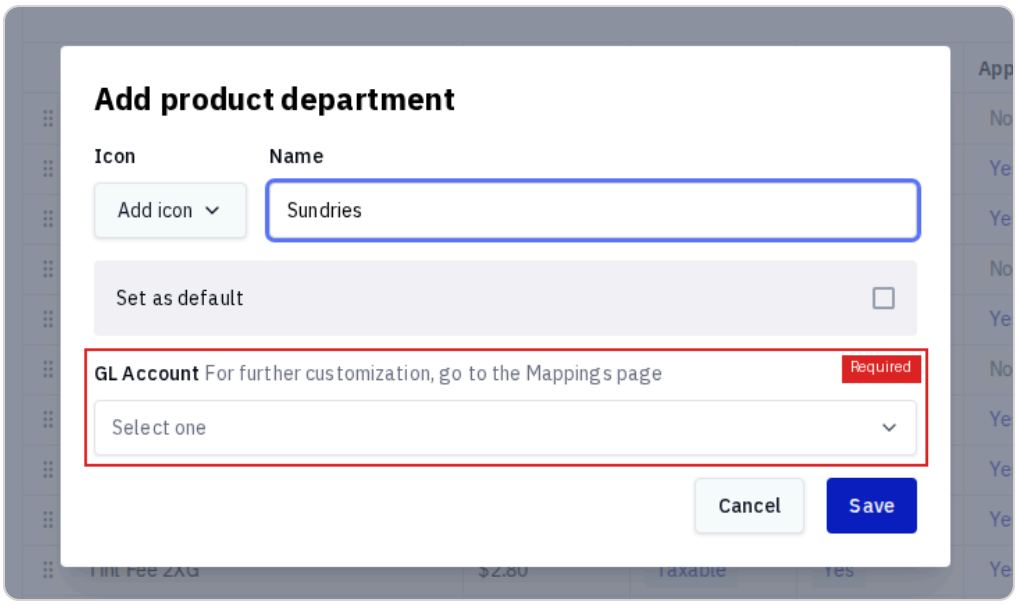
In the **Product categories** section, make sure the **Department** tab is selected, then click the blue **Add department** button in the top-right. The tab you're on decides which level you're adding, so always pick the tab first.



Pick the level tab first, then use the Add button in the top-right corner.

2 Name it and pick a GL account

In the modal, type the name (we'll use **Sundries**) in the **Name** field. A department also needs a **GL Account**, which is the accounting bucket its sales post to. Rundoo won't let you **Save** until you pick one from the **Select one** dropdown. In your practice store, just choose the suggested account and keep moving. When you do this for real, give your bookkeeper or your Rundoo guide a heads-up on any new department so it maps to the right place in your books. Then click **Save**.



The department modal: an optional icon, a required name, the Set as default checkbox, and the required GL Account picker.

3 Add a Class inside it

Switch to the **Class** tab and click **Add class**. Name it **Brushes**, then use the **Department** dropdown to tell Rundoo it lives inside **Sundries**. A class needs a name plus a parent department, no GL account this time. Click **Save**.

4 Add a Fineline for the brand

Over on the **Fineline** tab, click **Add fineline**. Name it **Wooster Brushes** and pick **Brushes** from the **Class** dropdown. That connects it up the whole chain: Wooster Brushes sits inside Brushes, which sits inside Sundries. Click **Save**.

5

Put a product on the shelf

Now group an item. Switch to **Point of Sale**, open **Products** in the left sidebar, and click a brush to open its detail page. Click the **Settings** tab, then scroll to the **Categorization** section.

6

Pick the structure you just built

In **Categorization**, set the **Department** to **Sundries**. The **Class** dropdown then only shows classes in that department, so pick **Brushes**; the **Fineline** dropdown narrows to that class, so pick **Wooster Brushes**. Click **Save** inside the Categorization section. Each settings section has its own Save, so saving this one doesn't touch the rest of the product.

KEEP IT HANDY

At a glance

BUILD CATEGORIES **Admin → Product** Scroll to Product categories, pick a tab, Add.	ASSIGN A PRODUCT **POS → Products → Settings** Categorization section, then Save that section.
REQUIRED LEVEL **Department only** Class and Fineline are optional refinements.	DOING HUNDREDS **Product imports** The spreadsheet matches on category name.

Good to know

- One department is the **Default** (it shows a DEFAULT pill). New products with no department picked land there, so keep your catch-all department set as default.
- Renaming a category is safe. Products stay attached to the same underlying category and just show the new name in reports, labels, and the Products list. No need to re-save products.
- Deletes are immediate, with no undo. Deleting a Class or Fineline just clears that field on its products. Deleting a Department reassigns its products to the Default, and Rundoo blocks the delete if the one you're removing IS the current default.
- This is the foundation for later wins: cleaner sales and margin reports, category pricing tiers, and quick stock counts on a single product line.