Rundoo

GETTING STARTED WITH RUNDOO · UNBOXING

Staff App: Everyday Staff

> Look up products, check stock, and print labels without leaving the aisle.

Step-by-step walkthrough ~4 min read Companion to the 4:12 video

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You're out on the floor, helping a customer deep in an aisle. They have a question. Maybe "how many of these do you have?" or "what's my price on this?" In the old days that meant a long walk back to the counter and back. Not anymore. With the Rundoo POS app on your phone, the answer is right in your hand, wherever you're standing.

START HERE

The right app: the blue one

Search **Rundoo** in the App Store or Google Play and you'll see two apps. The black one is for your customers. The one for you and your team on the floor is the blue one, **Rundoo POS**. That's the one this guide walks through.



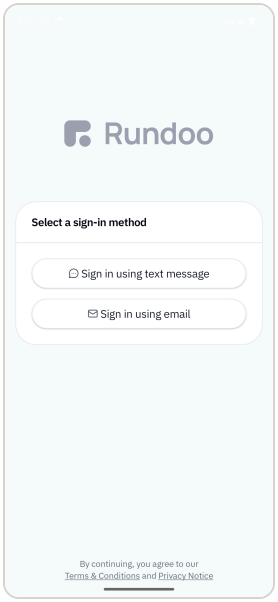
Grab the blue Rundoo POS icon. The black icon is the separate customer app.

DO THIS

From sign-in to answers, step by step

1 Sign in with a texted code, no password

Open the blue app and tap **Sign in using text**. Enter your cell phone number, the same one that's on your staff account in Rundoo, then tap **Send code**. A six-digit code lands by text. Punch it in and you're in. Nothing to remember.



The sign-in screen. Choose text message, enter your cell number, and Rundoo texts you a six-digit code.

2 Get your bearings

Along the bottom you'll see a few tabs. **Transactions** is today's sales and returns (where floor staff open by default). **Orders** is your purchase orders. **Counts** is where an inventory count in progress shows up. And **More**, the three dots, is where the rest lives, including Products and Customers. What you land on depends on your permissions, so a manager with analytics opens on a numbers screen instead.

3 Look up a product, check stock and price

Back to that customer. Tap **More**, then **Products**. Search by name, or tap the blue button to scan the item's label barcode. Open the product and you see it all on one screen: how many you have on hand, the bin location where they live in the store, and the price. You get the retail price, and if your customer has special pricing (say a contractor discount) you can confirm their price right there too.

4 Print a shelf label on the spot

Notice a shelf tag that's missing or faded? Fix it right then. From that same product screen, tap **Print label**. As long as you're connected to one of the mobile Zebra printers, a fresh label prints out. No writing it down and hoping you remember later.



A printed shelf tag: product name, vendor, price, and the barcode you'll scan later at the counter.

5 Pull up a customer and leave a note

The app is just as handy for customer questions. If a regular asks about a past order, tap **More**, then **Customers**, and open their account to see their history. Want to flag something for the team back at the counter? Tap **Add interaction**, type your note, and save. It's attached right to their account for whoever helps them next.

KEEP IT HANDY

The staff app at a glance

THE APP **Rundoo POS (blue)** The black icon is your customers' app.	SIGN IN **Cell number + texted code** Same number that's on your staff account.
PRINT LABELS **Print label → Zebra printer** Needs a paired mobile Zebra printer.	FIND ANYTHING **More → Products or Customers** Search by name, or scan the label barcode.

Good to know

- This app is a companion to the counter, not a full register. You'll still ring up sales, receive purchase orders, and take card payments on the web app.
- It connects to your real store data, so what you see on the phone is live. That also makes it a safe place to poke around and get your bearings.
- To look up a product by scanning, tap the blue scan button and point it at the item's label barcode, not a QR code.