

GETTING STARTED WITH RUNDOD · INVENTORY

Count on **Two** Screens

Reconcile your on-hand without closing the store. Set up at the desk, scan the aisle on your phone, review, and complete.

THE RHYTHM: TWO SCREENS, THREE STAGES

1

Desk

Set up the count and build your list.

POS → Counts → Start new inventory count

2

Aisle

Walk the shelf and scan to count.

Rundoo POS app → Counts

3

Desk

Review the variance and commit.

Counted tab → Complete

Run it start to finish

- ① In POS, open **Counts** and click **Start new inventory count**.
- ② Pick the location, name it, and choose your scope.
- ③ On a **Cycle** count, **Add products** to build the list.
- ④ Open the count in the **Rundoo POS app** and scan the aisle.
- ⑤ Back at the desk, check the **Counted** tab and Total Variance.
- ⑥ Click **Complete** to adjust on-hand and post to your books.

Full vs Cycle

Cycle for one shelf

Cycle counts only the products you add. **Full** counts every product and writes anything you skip down to **0**, so save it for a true wall-to-wall walk.

Complete is one-way. It adjusts on-hand by the variance and posts a journal entry, with no undo. Give the Total Variance one last look before you click.

Practice first. Run a small Cycle count in your training store before you go live. It is a dress rehearsal, so it never touches your real inventory or your books.