Rundoo

GETTING STARTED WITH RUNDOO · GO-LIVE DATA CHECK

Data Check: Barcodes & Units

> Make sure every item rings up as the right product, price, and unit.

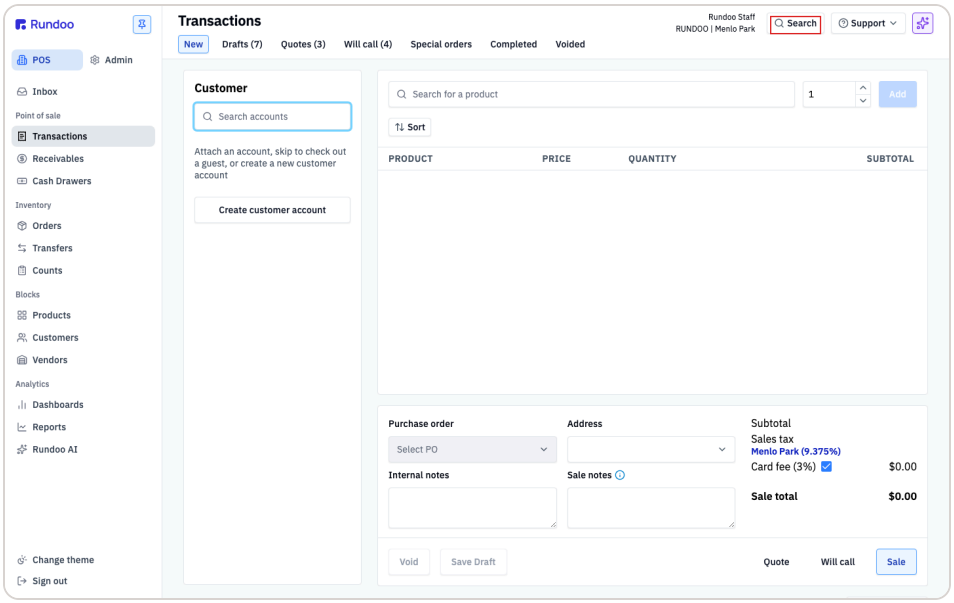
Step-by-step walkthrough ~3 min read Companion to the 4:15 video

We've moved your products into Rundoo. Before you flip the lights on, there's one check worth more than any other: making sure everything rings up right at the counter. The trick is to test it the exact way you'll use it all day. Grab a handful of your everyday items, scan them at a sale, and confirm each one comes up correct. You are not auditing every SKU. You are spot-checking a dozen of your most common items so you walk into go-live morning knowing every ring is fast and right.

THE COUNTER TEST

Check it the way you sell it

The best place to test your data is a live-style sale. Flip to **Point of Sale** mode, open the **Transactions** tab, and start a new sale, the same screen your cashiers live on. Then pick up your barcode scanner and start ringing your everyday items, exactly like a customer is standing there.



Start a new sale on the Transactions screen, then scan your items right into the cart.

DO THIS

Scan, confirm, and flag

1

Start a new sale

In **Point of Sale**, open **Transactions** and start a fresh sale. Keep a small stack of your most common items next to you, a mix across what you sell (paint, sundries, hardware), so the check reflects a real day.

2

Scan an item the normal way

Scan the barcode just like you would for a customer. The item should drop straight into the cart as a line. First thing to confirm: the **right product** came up. The name and picture on the line match the thing in your hand, not a look-alike or a different size.

3

Check the price

Look at what the line rang at. Does the **price** match your shelf tag or what you expect to charge? A wrong price here is exactly the kind of thing to catch now, while there's still time to fix it before go-live.

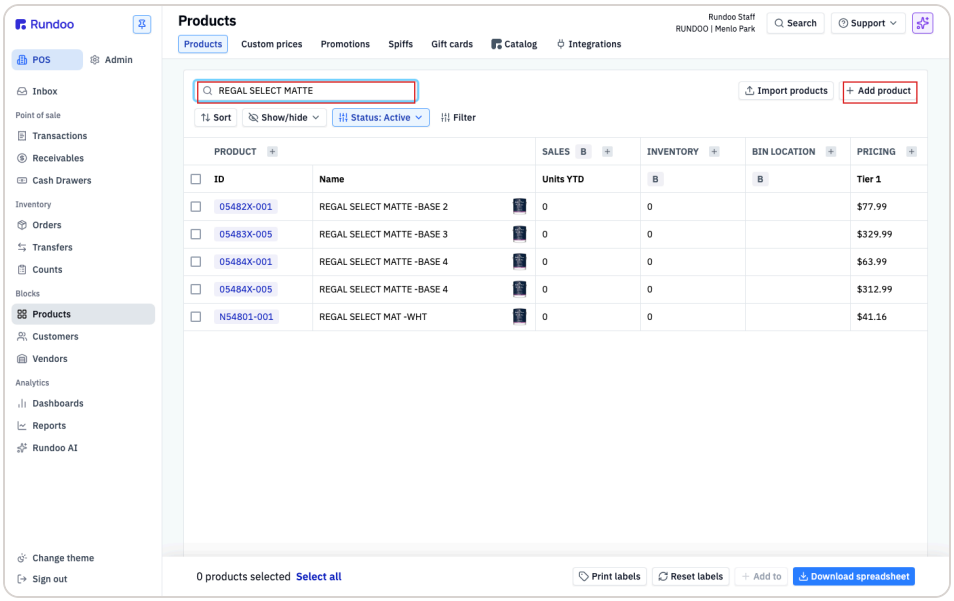
4

Check the unit

Confirm the item rang in the **right unit**. This matters most for anything you sell in more than one size. If you sell caulk by the case and by the tube, scan the case barcode, then scan a single tube. Each should come up on its own line, with the right unit and the right price, so you know your case-to-each conversions are set.

5 Check the items that have no barcode

Not everything in your store has a barcode. Think mixed-to-order paint, cut lumber, or items sold by the pound or the foot. For those, the check is a little different. Instead of scanning, use the product search on the sale to find the item by name, add it to the cart, and confirm it comes up at the right unit and the right price. If you can't find it, or the unit looks off, that's one to flag.



Search matches on name or any ID, whether you scan or type, so items with no barcode still come up.

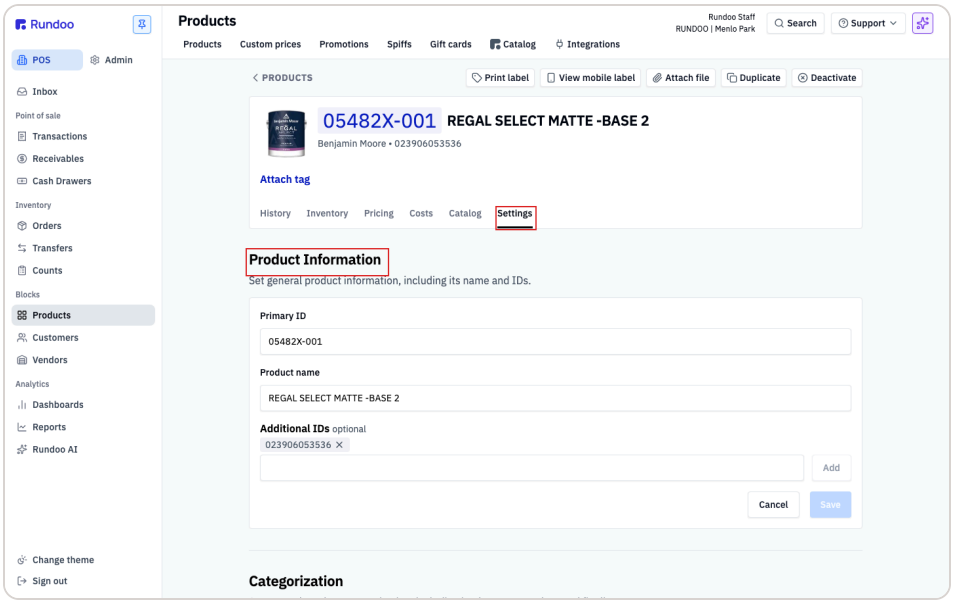
6 Flag anything that looks wrong

If a scan pulls up the **wrong product**, brings up **nothing**, or opens an **Add product** screen with the price sitting at zero, that item didn't come across clean. Do not add it or fix it yourself here. Note which item missed and what came up instead, then flag it to your Rundoo guide (the **Ask a question** box under the video goes straight to them). You flag it, they get it fixed before you go live.

JUST SO YOU KNOW

Where the numbers live

You don't need to touch any of this today, but it helps to know where it's kept. Open **Products**, click into any product, and go to its **Settings** tab. That's where a product's ID, its barcodes and additional IDs, and its units of measure all live. If you ever flag a bad scan, this is the page your guide corrects on Rundoo's side.



A product's barcodes and units of measure live on its Settings tab. No need to edit anything here.

KEEP IT HANDY

What a clean scan looks like

RIGHT PRODUCT

Matches what's in your hand

Same item, same size, not a look-alike.

RIGHT PRICE

Matches your shelf tag

A wrong price is worth catching now.

RIGHT UNIT

Case rings as a case, each as each

Test anything you sell in two sizes.

NO BARCODE?

Search by name, add to the sale

Mixed paint, cut lumber, sold by weight.

Red flags worth flagging

- A scan pulls up the wrong product, or nothing at all. This is the most common thing we find, and it's an easy fix on our side.
- The scan opens an Add product screen with the price at zero. Rundoo knows the barcode, but that item isn't set up in your store yet.
- A barcode that starts with a leading zero can miss if that zero got dropped. Flag it the same way and your guide sorts it out.
- Never fix a bad scan yourself before go-live. Flagging it means the fix survives the final data sync the night before.