

## Finding Products Fast

Type, scan, or look up any product in seconds.

Step-by-step walkthrough ~3 min read Companion to the [2:55 video](#)

When the line's building at the counter, the only thing that matters is getting the right product onto the ticket, fast. Rundoo gives you a few ways to do it, so you can grab whichever is quickest for whatever's in your hand. This guide runs through all of them, plus the smart touches that keep you from ever stalling mid-sale.

### WHERE EVERY SALE STARTS

#### The New sale screen

In **POS** mode, open the **Transactions** tab on the left and stay on the **New** top tab. That's the empty cart, waiting. The **Search for a product** bar across the top is where all three add methods below happen, and the quantity stepper sits right next to it.

The screenshot shows the Rundoo POS interface. On the left is a sidebar with navigation options: POS, Admin, Inbox, Point of sale, Transactions (selected), Receivables, Cash Drawers, Inventory, Orders, Transfers, Counts, Blocks, Products, Customers, Vendors, Analytics, Dashboards, Reports, and Rundoo AI. The main area is titled 'Transactions' and has tabs for New, Drafts (7), Quotes (3), Will call (4), Special orders, Completed, and Voided. The 'New' tab is active. Below the tabs, there's a 'Customer' section with a search bar and a 'Create customer account' button. To the right of the customer section is a 'Search for a product' bar with a quantity stepper set to 1 and an 'Add' button. Below this is a table with columns: PRODUCT, PRICE, QUANTITY, and SUBTOTAL. At the bottom, there's a summary section with fields for Purchase order, Address, Subtotal, Sales tax (Menlo Park 9.375%), Card fee (3%), and Sale total (\$0.00). There are also buttons for 'Void', 'Save Draft', 'Quote', 'Will call', and 'Sale'.

Every sale starts on the New tab. The Search for a product bar and the quantity stepper live right at the top.

## DO THIS

### Three ways to get an item onto the ticket

1

#### Type to search

Click the **Search for a product** bar and start typing. You don't need the whole name. Rundoo matches on the product name, your **SKU**, or the **barcode** number, so whatever you remember, type it. Pick it from the dropdown and it drops into the cart.

2

#### Scan a barcode (the fastest way)

Click into the search box first so it has focus, then run the barcode under your scanner and the item lands on the ticket. Here's the nice part: scan the *same* item again and Rundoo doesn't make a second line, it just bumps the count to two. So for ten of the same thing, scan, scan, scan, and watch the number climb.

3

#### Set the quantity first for a big count

When somebody wants fifty of one fastener, you don't need fifty scans. Set the number in the stepper to the right of the search box, then **Add** the product. One move instead of fifty.

4

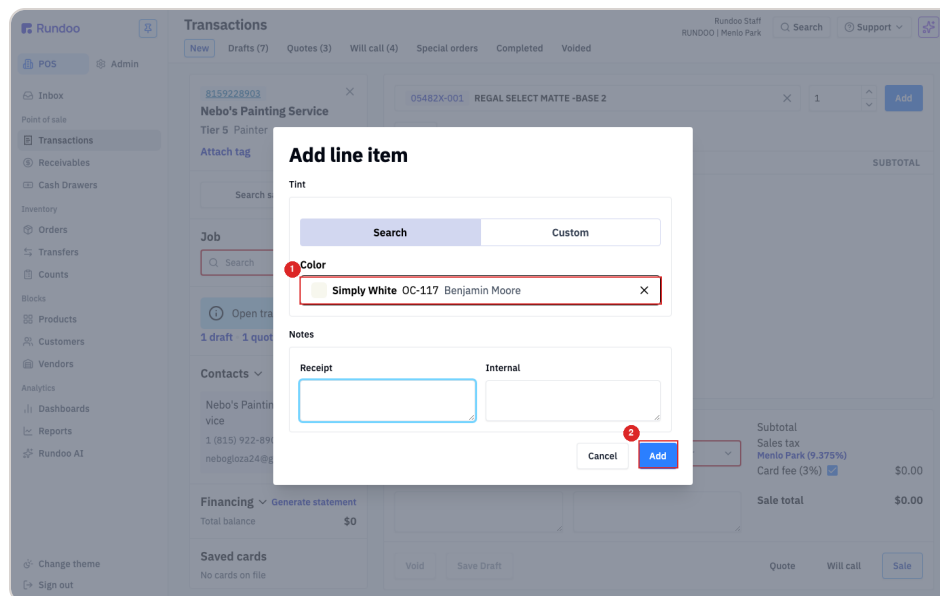
#### Add something that isn't in the system yet

Scan a barcode Rundoo doesn't recognize and you don't have to stop the sale. A quick-add box pops up so you can create the product right there, without leaving the cart. If that barcode is in Rundoo's master product library, the name and MSRP fill themselves in. Confirm it, and you're back to ringing.

5

## Ring tinted paint by color name

Selling a tintable base? When you add it, the **Add line item** modal opens. Leave the toggle on **Search** and type the color by name, like *Simply White*. Rundoo pulls it from every color catalog loaded on your store, so there's no paging through a fan deck at the counter. Add an optional receipt note, then click **Add** to drop the tinted line into the cart.

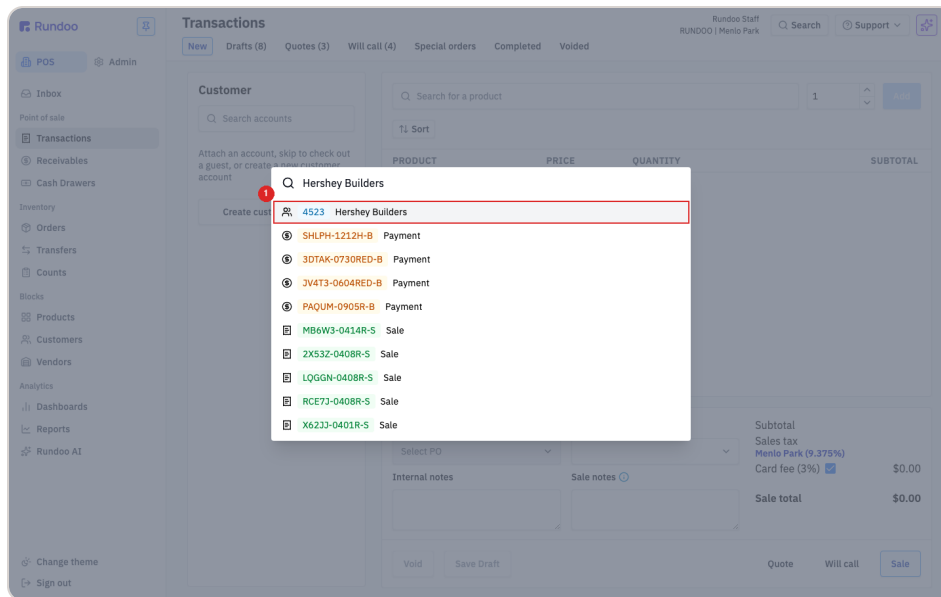


For a tintable product, the Add line item modal opens. Keep the toggle on Search and type the color name.

## WHEN YOU'RE NOT SELLING, JUST CHECKING

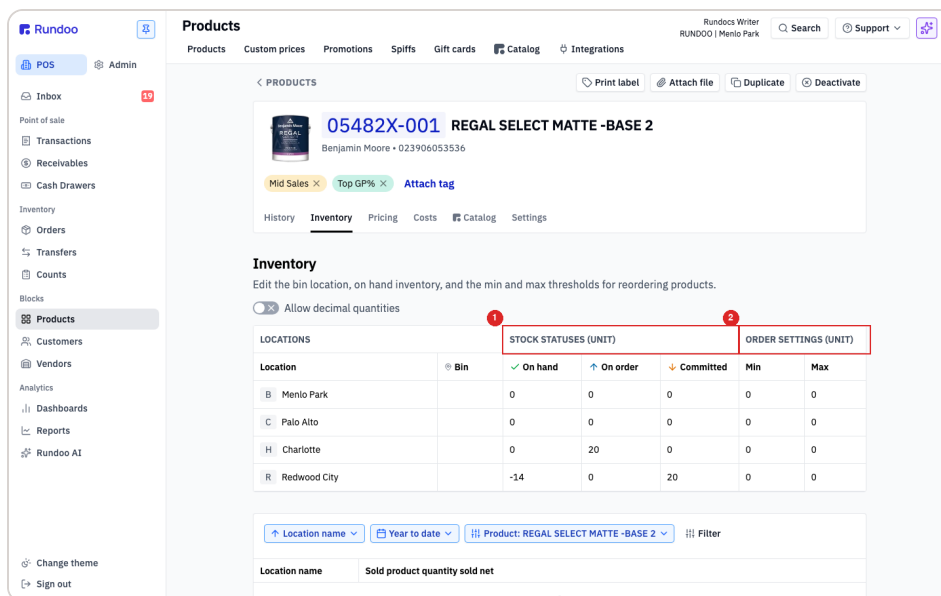
### Look it up without ringing it up

Sometimes a customer just wants to know "do you have it, and where is it?" For that, use the **Search** button up in the top-right corner of the header. Rundoo calls it Omni Search, and it works from any screen, in POS or Admin. Start typing and results appear grouped by what they are: customers, transactions, and products, each with its own icon. Click a product row to jump straight to its page.



Omni Search groups live results by type. Click any product row to open its detail page.

On the product's page, open the **Inventory** tab. It shows, for each of your locations, the **On hand** count and the **Bin** the product lives in, plus On order, Committed, and your Min/Max. That's your answer for "how many, and which shelf."



The Inventory tab is where On hand and the Bin location live, one row per location.

That same search rides along in the **Rundoo POS** app on your phone (the blue icon), so you can look up a product and its bin while you're standing out on the yard floor with the customer.

## KEEP IT HANDY

### At a glance

|                                                                                                  |                                                                                                            |
|--------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------|
| <b>TYPE</b><br><b>Search for a product</b><br>Matches name, SKU, or barcode. Pick from the list. | <b>SCAN</b><br><b>Click the box, then scan</b><br>Same item again just bumps the count, no duplicate line. |
| <b>BULK COUNT</b><br><b>Set quantity, then Add</b><br>One move for fifty of the same thing.      | <b>LOOK IT UP</b><br><b>Search → product → Inventory tab</b><br>On hand and the bin, per location.         |

#### Good to know

- The in-sale **Search for a product** box matches on barcode too. The header's Omni Search covers customers, transactions, and products, matching on names, IDs, and SKUs.
- On hand and bin live on the product's **Inventory** tab, not in the search dropdown. Search gets you to the product, the tab gives you the count and shelf.
- The phone app search is type-to-find, so tap it in rather than trying to speak your query.
- Give the scanning and searching a try in your practice store first. There's no line waiting, so you can get quick with it before it counts.