GETTING STARTED WITH RUNDOO · SETUP

Adding a New Product

A new product needs just four fields to be searchable and sellable. Get there from **POS → Products → Add product** (top-right). Everything else can wait.

THE FOUR REQUIRED FIELDS

Fill these four

1. **Primary ID.** Your main SKU, unique company-wide.
2. **Name.** Shows in search, on receipts and labels.
3. **Price Tier 1.** Your retail price (starts at $0.00).
4. **Department.** Top of the taxonomy.

Then you're sellable

Four fields. Done.

Optional but worth it: **Default cost**, **Vendor**, and starting **Inventory** can go in on the same screen.

THREE WAYS TO SAVE

1

Save

When the four fields are all you need.

Creates it, closes the window

2

Save & Edit

For Class, Fineline, units of measure, or a UPC.

Opens the full Settings tab

3

Save & New

When you're entering several by hand.

Saves, reopens a blank form

No accidental duplicates: Rundoo blocks a Primary ID that already exists and warns you, so the same SKU can't sneak in twice.

Adding a whole catalog? Skip one-at-a-time and use **Import products** next to Add product to load hundreds from a spreadsheet.