Rundoo

GETTING STARTED WITH RUNDOO · SETUP

Adding a New Product

> Add a new product and get it ready for the shelf.

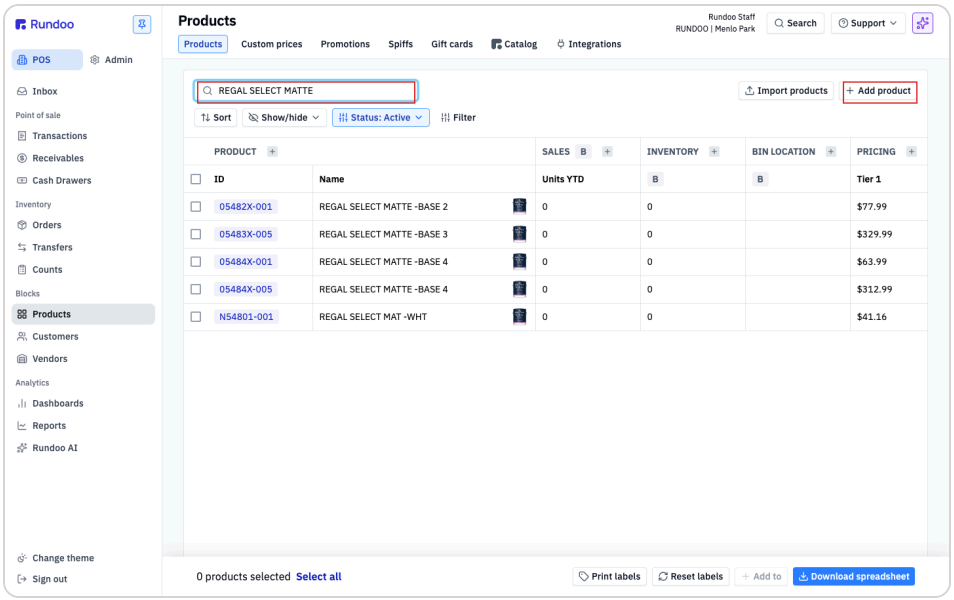
Step-by-step walkthrough ~3 min read Companion to the 3:33 video

Say a new shipment just landed on your dock. Before those boxes can hit the shelves, the items need to be in the system so you can start ringing them up. Good news: getting a product sellable in Rundoo takes just four fields. Everything else can wait until you have a minute.

WHERE PRODUCTS LIVE

Start at the Products list

In **POS** mode, open **Products** in the left sidebar. That's your filterable list of everything you stock. Up in the top-right corner sit the two buttons you'll use: **Add product** for adding items one at a time, and **Import products** for loading a whole catalog from a spreadsheet (that's its own video).



The Products list. Add product and Import products live in the top-right.

DO THIS

Adding a product, step by step

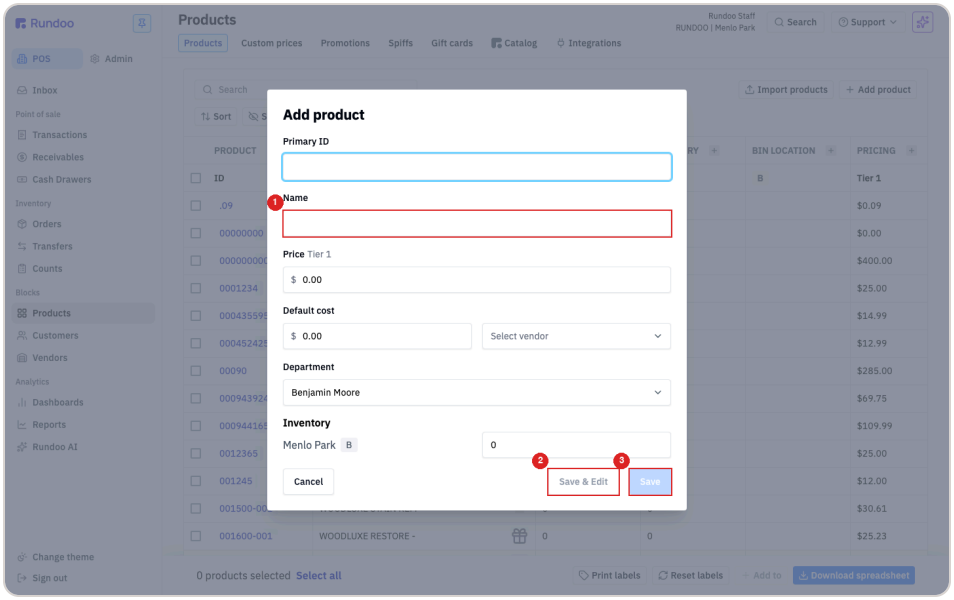
1 Open the Add product modal

Click **Add product** in the top-right of the Products list. A small window opens with just the essentials. Everything richer (class, fineline, alternate units, custom prices) lives on the product's detail page and gets set after it exists, so don't go looking for it here.

2 Fill the four required fields

These four are all it takes to make an item searchable and sellable:

Primary ID is your main SKU or part number, and it has to be unique across your whole company. **Name** is what shows up in search, on receipts, and on labels. **Price Tier 1** is your main retail price, and it matters that you set it, because it starts at $0.00. **Department** is the top of your product taxonomy, the level reports and labels roll up to.



The four required fields (Primary ID, Name, Price Tier 1, Department), plus the optional ones below them.

3 Add the optional details while you're here

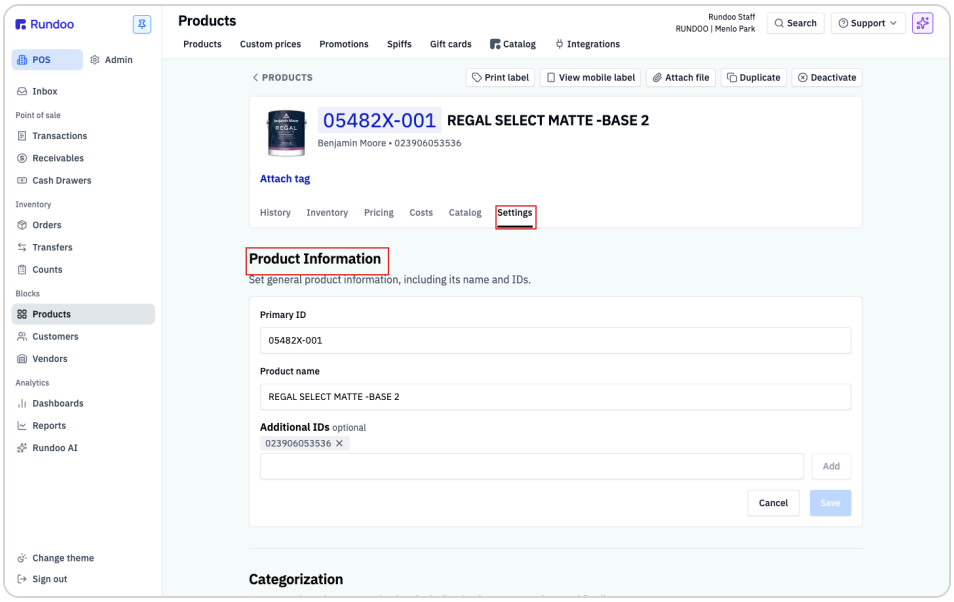
A few more fields on the same modal save you time later. Enter a **Default cost** so your margins stay accurate, pick a **Select vendor** so reordering knows where this comes from, and set a starting **Inventory** count so your on-hand is right from day one. You can also attach any **Additional IDs** (vendor codes or barcodes that should also find this item at the counter) and tag the product. None of these are required, and every one of them can be added later.

4 Choose how to save

Three save buttons sit at the bottom. **Save** creates the product and closes the window, which is perfect when the fields above are all you need. **Save & New** saves and immediately reopens a blank form, handy when you're entering five or ten items by hand at the counter. And **Save & Edit** saves the product and drops you straight onto its full **Settings** tab.

5 Use Save & Edit for anything richer

Need to add a **Class** and **Fineline**, set up different **Units of measure**, or add a UPC as an **Additional ID**? That's what **Save & Edit** is for. Class and Fineline in particular are not on the Add modal at all, they only live on the Settings tab under Categorization, so Save & Edit is your shortcut there.



Save & Edit opens the Settings tab, where Class, Fineline, units of measure, and UPCs live.

KEEP IT HANDY

The four required fields

PRIMARY ID **Your main SKU** Unique across the whole company.	NAME **What the customer sees** Shows in search, on receipts and labels.
PRICE TIER 1 **Your retail price** Starts at $0.00, so be sure to set it.	DEPARTMENT **Top of the taxonomy** Reports and labels roll up here.

Good to know

- Price Tier 1 defaults to $0.00. If you skip it, the item rings up free, so set it before you save.
- Rundoo won't let you reuse a Primary ID. Try to save one that already exists and it stops you with an alert, so you can't create a duplicate by accident.
- Adding items one at a time is fine at the counter. If you're loading a whole vendor catalog or migrating off an old system, use Import products instead.