

## GETTING STARTED WITH RUNDOD · SETUP

# Four Fields to Sell It

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.