GETTING STARTED WITH RUNDOO · TRANSACTIONS

Item Sets (Grouping a Sale)

Split one sale into named Item Sets, each with its own subtotal. The groups travel with the ticket all the way to the receipt.

THE THREE MOVES

1

Create a set

Name a group like "Galvin Elementary" or "Miller Fence."

New item set → type a name

2

Add to it

Ring items up. They land in the active set automatically.

Active set reads "Selected"

3

Switch sets

New items now land in the set you picked.

Add items on a header

Group a sale in 4 steps

1. Open a sale: **POS → Transactions → New**.
2. Click **New item set**, name the job, and select it.
3. Ring up items. Click **Add items** on another set to switch.
4. Save or take payment. Each set prints its own subtotal.

Two X buttons, know which

The **line's X** deletes that item. The **header's X** only ungroups the set, its items are safe and move to the top.

Selling something for neither job? Click the X on the "Adding to" tag so no set is active, then ring it up. It sits on its own, above every set.

Same item on both jobs? Make the right set active and add it to each. Rundoo keeps them as two separate lines, one per job.