Rundoo

GETTING STARTED WITH RUNDOO · SETUP

Checking Stock & Reorder Points

> Check a product's stock, history, and reorder points.

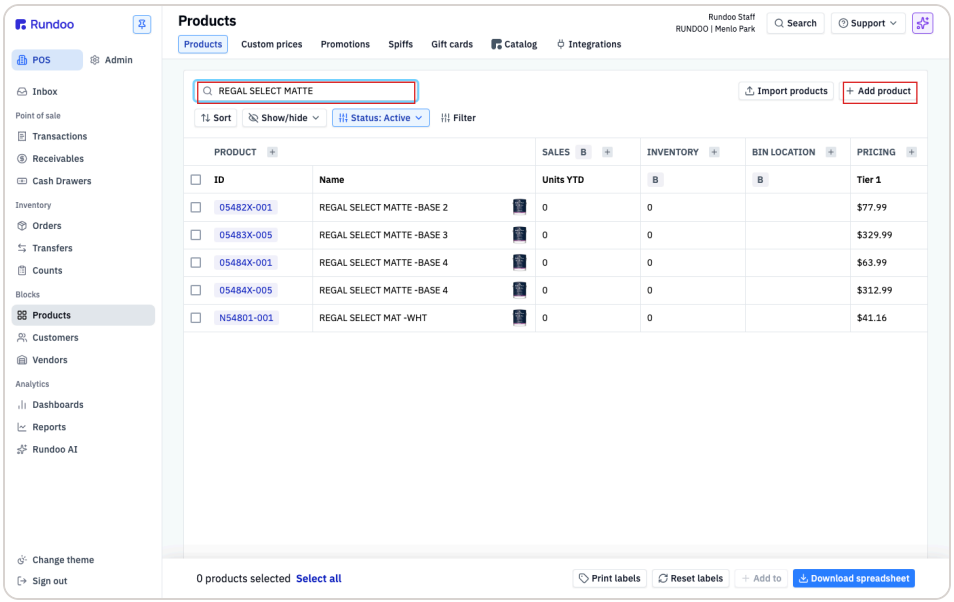
Step-by-step walkthrough ~3 min read Companion to the 3:04 video

You know your products better than anyone. But whether a customer is holding a box up at the counter asking "how many of these do you have?" or you're walking the aisles trying to remember when you last ordered something, you need the right number right now. In Rundoo, every product's whole story and its exact stock live on one detail page, two clicks away.

WHERE THE NUMBERS LIVE

Open a product's detail page

In **POS** mode, click **Products** in the left sidebar. The search box in the top-left matches on name or any ID, so type a name, a product number, or scan a barcode. Click the row for the product you want.



Search the Products list by name, number, or barcode, then click a row to open it.

Clicking a row opens that product's detail page on the **History** tab. Six tabs run across the top: **History**, **Inventory**, **Pricing**, **Costs**, **Catalog**, and **Settings**. For "how many do I have," you only need the first two.

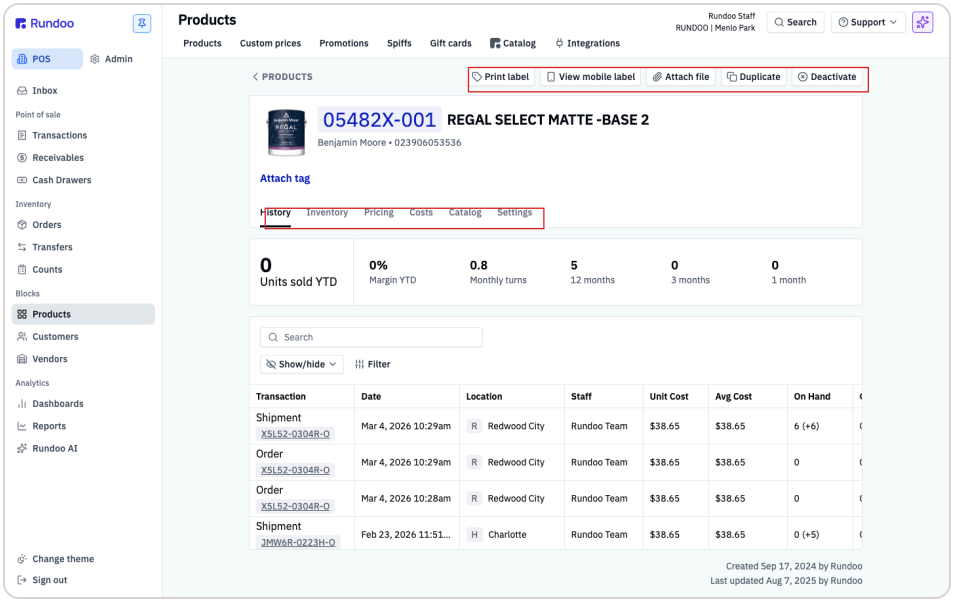
DO THIS

Read the story, then check the count

1 Read the History tab for the whole story

Think of the **History** tab as the complete story of this item in your store. The tiles across the top give you the shape of demand at a glance: **Units sold YTD**, **Margin YTD**, **Monthly turns**, and a 12-month, 3-month, and 1-month count.

Below the tiles is every single movement, one row per event, ordered by date: sales, orders, transfers, counts, shipments, and returns. It is the full audit trail, all in one place.

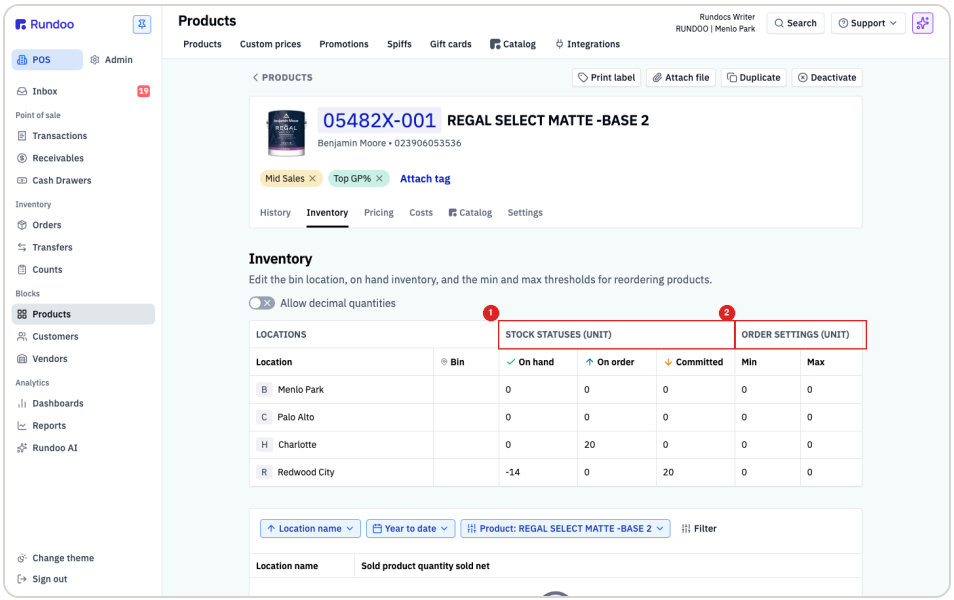


The History tab: demand tiles up top, then every movement of the product line by line.

2 Check stock right now on the Inventory tab

Click the **Inventory** tab. This breaks the numbers down by location, one row per location you operate, because the right stocking level for a slow store and a busy one is rarely the same. Three columns tell you where your stock stands:

On hand is what you physically have on the shelf, ready to sell. **On order** is what is on the way from your vendor on an open purchase order. **Committed** is what is spoken for, like a will-call waiting for pickup, so it is still in the building but you cannot sell it again.

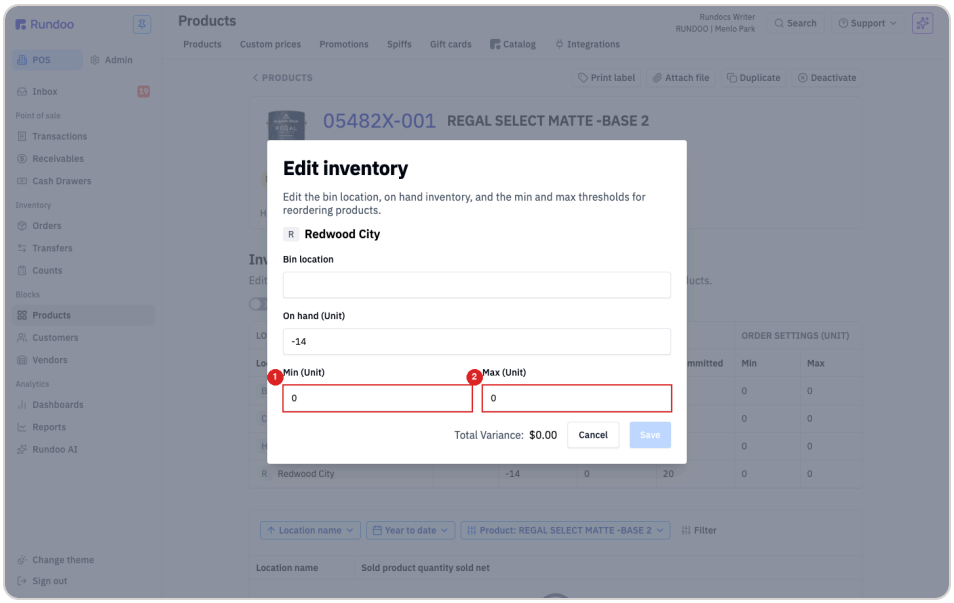


The Inventory tab: On hand, On order, and Committed on the left; Min and Max on the right, per location.

3 Set Min and Max to tell Rundoo when to reorder

The same grid is where you set reorder points. Click any location's row to open the **Edit inventory** modal, then fill in **Min (Unit)** and **Max (Unit)** and click **Save**. The row updates right away.

Min is your trigger: when On hand plus On order drops below this number, Rundoo flags the product for reorder when you generate a purchase order. **Max** is your target: the quantity you want to stock back up to. You'll see exactly how this plays out when we cover Purchase orders.



The Edit inventory modal: set Bin, On hand, Min, and Max for one location, then Save.

4 Know what a quick On hand edit really does

You can also change the **On hand** number here for a quick fix, say you find a box that was hiding on the wrong shelf. Just know this creates a variance in your records, and it is an inventory adjustment, not a receiving. For a formal, end-of-month stocktake, use the full **Inventory counts** tool instead, and bring new stock in with a purchase order.

KEEP IT HANDY

The Inventory tab, at a glance

ON HAND **On the shelf now** Ready to sell. Moves with sales, orders, counts.	ON ORDER **On the way** Units on an open purchase order to this location.
COMMITTED **Spoken for** Allocated to open sales, drafts, quotes, will-calls.	MIN / MAX **Trigger / target** Min flags a reorder. Max is the level to fill back to.

Good to know

- Min and Max are per product, per location. Setting them on one store doesn't touch another. Any location left at Min 0, Max 0 will never trigger a reorder suggestion.
- Max is the target, full stop. There's no separate "reorder point" and "target stock" split, so if your old system used three numbers, map them to Min and Max and drop the middle one.
- Committed is not gone. A will-call sitting in the back is still in your building, it just can't be sold twice.