Rundoo

GETTING STARTED WITH RUNDOO · DOOEY

Dooey: Taking Actions

> Ask Dooey to create a record or take an action, and it does the work.

Step-by-step walkthrough ~3 min read Companion to the 3:28 video

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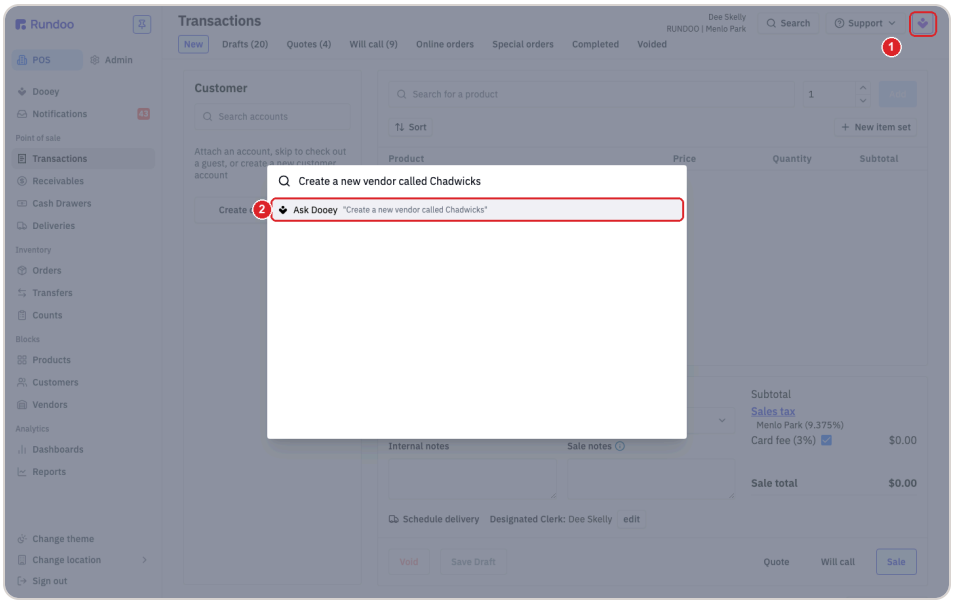
In the last video, you saw how Dooey can answer just about any question about your store. Here is the next step up: you can ask it to do the work, not just find the information. Tell it in plain English to create a vendor, add a customer, or build out a stack of products, and it goes and does it, the way you would ask a new employee to handle something. On the big jobs it shows you the plan first, so you always make the final call.

WHERE IT HAPPENS

Open Dooey and stay in Chat

Dooey lives in **POS** mode, near the top of the left sidebar, just under the **POS** / **Admin** switch. You can also jump in from the **Dooey** mark at the top-right of the header, or by typing a request into **Search** and clicking the **Ask Dooey** row. At the top of the page there is a **Chat** / **Routines** toggle. Acting on a request happens in **Chat**, so that is where you want to be. (Routines, the scheduled jobs that run on their own, are the next video.)



Two quick ways in: the Dooey mark top-right, or the Ask Dooey row inside Search. Dooey also has its own spot near the top of the sidebar.

DO THIS

From asking to acting, step by step

1 Ask for one simple thing

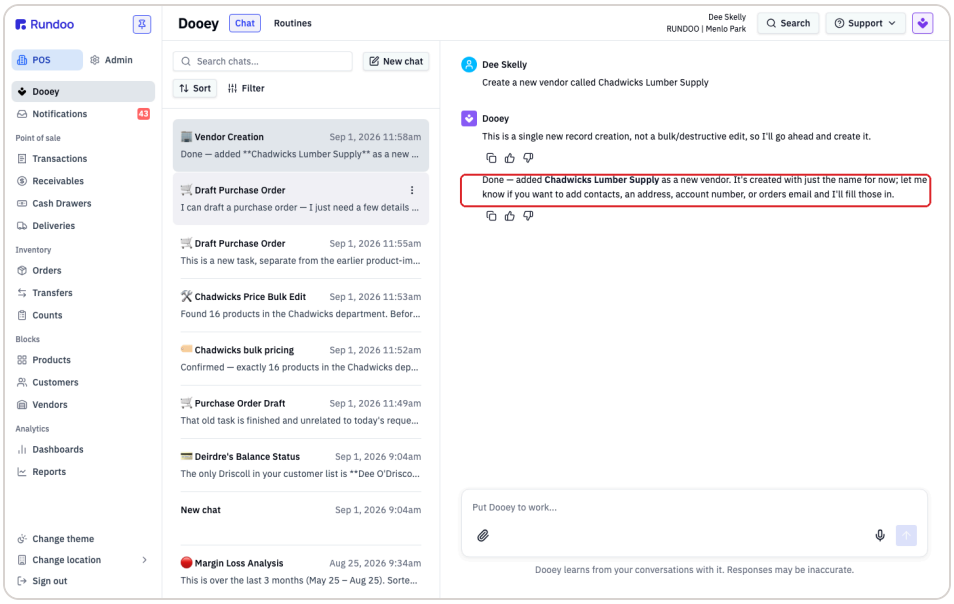
Say you just started carrying a new line from Chadwicks, a local lumber supplier. Instead of heading to **Vendors** and clicking through the fields, put your cursor in the chat composer and type it the way you would ask a coworker: **Create a new vendor called Chadwicks**. Press **Enter** or click the blue send arrow.

2 Watch Dooey work

While Dooey is on it, a rotating Dooey icon shows a verb (**Thinking…**, **Harvesting…**, **Marinating…**, **Sanding…**) with an elapsed counter next to it, so you can see it is making progress and not stalled.

3 Read the result and open the record

A moment later it posts a confirmation right in the chat, telling you what it created, with the new vendor's name as a link. Click that link to open the record. It is a good habit to take a quick look and make sure everything is in order before you fill in the rest, like the address or a rep's contact.



A single create just happens: Dooey confirms the new vendor in the chat and invites you to add the rest of the details anytime.

4 Hand over a bigger job

That was a one-off. Now the real time-saver. Chadwicks sent over a price list, and rather than key in a dozen products one at a time, you can paste the whole list into a single message: every item with its cost and your retail price (say a 2x4x8 SPF Stud at 3.25 cost, 4.49 retail, on down the list). Press **Enter**.

5 Review the plan before anything saves

Because this creates a lot of records at once, Dooey does not just run with it. It stops and shows you a plan first: every product it is about to create, with the cost and price for each, and a count of how many records it will touch. Read it over the way you would look over a big order before you finalize the sale. Nothing is saved yet.

6

Give it the go-ahead

When the list looks right, click the button in the plan to proceed. Dooey works for a moment, then posts a confirmation that it built out every product under Chadwicks. It does the digital prep work, but you are the one who makes the final call on anything that matters.

7

Practice freely, then look ahead

The best way to get the feel of it is to try it. This is your practice store, so create a test vendor or add a few products with a clear conscience. None of it touches your real books. Asking on the spot is perfect for one-off jobs. For the work that should happen every week or every night without you asking at all, that is what Dooey Routines are for, in the next video.

KEEP IT HANDY

Act at a glance

WHERE	HOW
Dooey → Chat POS mode, near the top of the sidebar.	**Type it in plain English** Like asking a coworker. Press Enter to send.
SINGLE CREATE	**BIG OR RISKY JOB**
It just does it Then tells you what it created, with a link.	**Plan first, then you approve** Deletes, price changes, or 10+ records.

Good to know

- Act can create vendors, customers, products, departments and categories, tags, custom price rules, units of measure, and attachments, and it can take actions on data like tagging a group of products or drafting an order.
- The safety line: a single create just happens. Anything destructive, price-changing, or touching more than roughly 10 records at once shows you the plan first and waits for your explicit go-ahead.
- Writes still need a human eye. Dooey does not second-guess your prompt, so for anything load-bearing, open the matching report or detail page and confirm it before you rely on it.