Rundoo

GETTING STARTED WITH RUNDOO · SETUP

# A Product's Settings Tab

> Set how a product is taxed, categorized, and rung up at the counter.

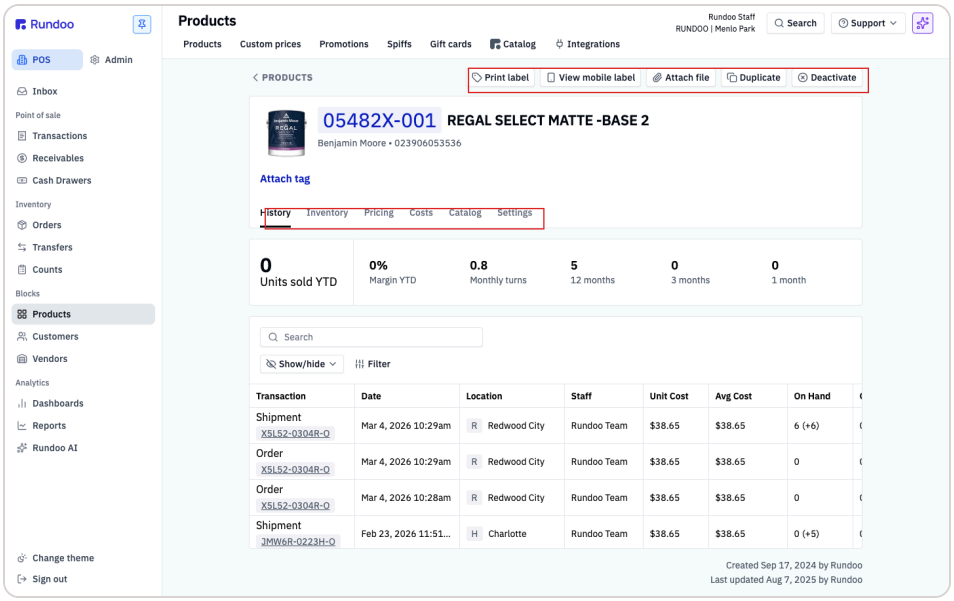
Step-by-step walkthrough  ~3 min read  Companion to the 2:41 video

When you first add a product, you get the basics in: a name, an ID, a price. But you know every item in your store has its own story. Is it taxable? Does it carry a paint care fee? Should it flash a reminder for your team at the counter? The **Settings** tab is where you tell Rundoo how each product should behave. Set it once, and every sale of that item just does the right thing.

WHERE IT LIVES

## Find the Settings tab

In **POS**, open **Products** from the left sidebar and click any product row to open its detail page. It lands on **History** by default. Along the top of the record sit six tabs: History, Inventory, Pricing, Costs, Catalog, and **Settings**. Everything below is on that last one.




Open a product from the Products list, then click the Settings tab up top.

### Each section saves on its own

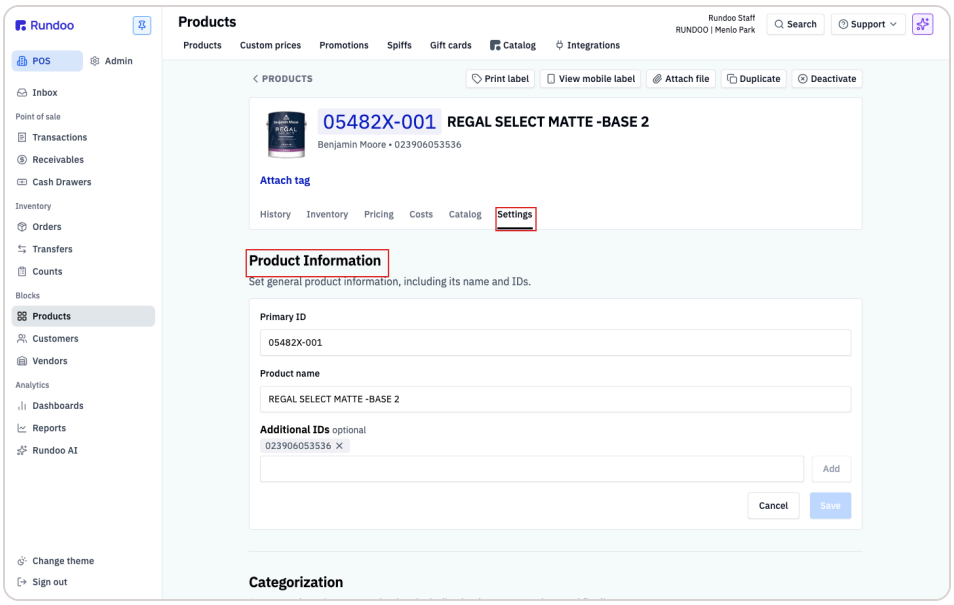
The Settings tab is split into sections, and every section has its own **Cancel** and **Save**. Saving one does not commit changes in another, so click Save in each section you touch before you move on.

DO THIS

## Walk the sections, top to bottom

### 1 Product Information: names and IDs

Up top you'll see **Primary ID** (what a cashier scans or types), **Product name**, and **Additional IDs**. Add as many extra IDs as you need, like a vendor code or the 12-digit UPC your barcode scanner reads. Type one in and click **Add**. Every ID here will also find the product at the counter.




The Settings tab opens on Product Information. Scroll down and the rest of the sections follow.

### 2 Categorization: Department, Class, and Fineline

This is where you assign the product's **Department**, **Class**, and **Fineline**. It's the only place Class and Fineline can be set. You can't create new ones here, that's done in your Admin settings, but assigning them here is what powers clean reporting and any rule-based pricing or promotions you set up later. The more of your catalog that's classified, the more rules you can write once and let run.

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### Additional charges: per-product fees

If an item carries its own surcharge, like a paint care fee, a core charge, or a bottle deposit, add it here from the list you've already built in Admin. It rings as its own line at the counter, so the fee shows up plainly on the receipt.

4

### Tax status: how it's taxed

Most items are simply **Taxable** or **Non-taxable**. The special case is **Single-use non-taxable**, for goods a contractor uses up on a job (paint, primer, caulk) rather than keeps. For the tax to actually come off, both the product and the customer need the single-use exemption set. One without the other still rings full tax.

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### Checkout: how it acts at the counter

These flags tell Rundoo to take an extra step when the item hits the cart. **Tintable** is the big one for paint: flip it on for any base that needs a color picked at the register, and Rundoo opens the tint picker every time it's rung. **Non-stock** is for service fees and one-off items. Heads up: when Non-stock is on, Rundoo won't pull a cost, so set the cost by hand on the sale or your margins will read wrong.

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### Notes: messages for your team

The **Notes** section works just like it does on a customer. **Internal notes** are a quiet, staff-only message on the record. **Sale reminders** are a pop-up that takes over the screen when the item hits the cart and has to be dismissed before the sale continues, great for a protocol-critical nudge. A sale product template note auto-adds a pre-written line to the ticket when you sell the item, which the cashier can then edit.

KEEP IT HANDY

# The Settings tab at a glance

PRODUCT INFORMATION

### IDs & name

Add a UPC or vendor code under Additional IDs.

CATEGORIZATION

### Department / Class / Fineline

The only place to set Class and Fineline.

ADDITIONAL CHARGES

### Per-product fees

Paint care, core charges, deposits. A separate line.

TAX STATUS

### Taxable / Single-use / Non-taxable

Single-use needs the customer flag too.

CHECKOUT

### Tintable, Non-stock, and more

Non-stock pulls no cost. Set it by hand.

NOTES

### Internal notes & reminders

Sale reminders pop up and block the sale.

**Good to know**

- Non-stock does not populate a cost. If you leave it on, set the cost manually on the sale or your margins will be off.
- Single-use tax takes two flags: the product marked single-use taxable and the customer's single-use exemption. Both, or full tax rings.
- Departments, classes, finelines, and fees are created in Admin. On the Settings tab you assign them, you don't build them.
- Promotions and Units of measure each have their own video. The best way to get comfortable here is to open your practice store, pick a product, and flip the switches. It's all practice data, so nothing there is your real stock.