Rundoo

GETTING STARTED WITH RUNDOO · SETUP

Promotions & Sales

> Set a percent off or a fixed price, and the register rings it automatically.

Step-by-step walkthrough 5 min read Companion to the 8:03 video

A sale should not mean sticky notes at the register or someone remembering to key in a discount. In Rundoo you build the sale once as a promotion, and the register applies it on its own for every qualifying item, then puts prices back to normal when it ends.

START HERE

Where promotions live

In **POS** mode, open **Products** in the sidebar, then the **Promotions** tab. This list is every sale you run. To build one, click **Add promotion** in the top right.

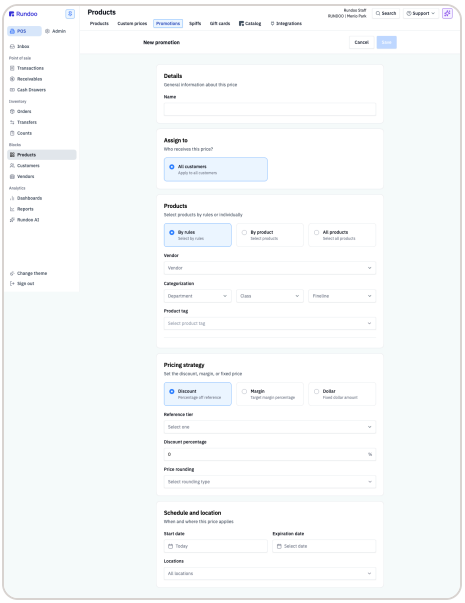
No Add promotion button?

Two things to check. Make sure you are on **POS › Products › Promotions** (the button does not live on an individual product page). And the button is gated by a staff permission, **Create, edit, and manage promotions and spiffs**, that an admin can switch on from Staff › Permissions.

DO THIS

Build a promotion, top to bottom

The New promotion form has five sections. You do not have to fill every field, Rundoo uses sensible defaults. Here is a common one, a weekend sale on a single brand.



The five sections of the New promotion form.

1

Name it

Under **Details**, give the sale a **Name** that reads clearly on reports and receipts, like **Benjamin Moore Weekend Sale**.

2

Choose who gets the price

Under **Assign to**, leave the default **All customers** unless the deal is for a specific group. A price that should stick for one customer permanently belongs in **Custom prices**, not here.

3

Pick the products

Under **Products**, choose one of three ways: **By rules** (a whole vendor, a department, class or fineline, or a product tag), **By product** (specific items), or **All products** (storewide). For a whole brand, pick **By rules** and select the vendor, for example **Benjamin Moore & Co.**

4

Set the discount

Under **Pricing strategy**, pick **Discount** for a percent off, **Margin** to hit a target margin, or **Dollar** for a flat price. For the weekend sale, choose **Discount**, set the **Reference tier** to **Retail**, and enter **10** percent. Add a **Price rounding** rule if you want a clean number.

5

Schedule it and save

Under **Schedule and location**, the **Start date** defaults to today. Add an **Expiration date** (leave it blank for open-ended), and leave **Locations** at **All locations** unless only some stores run it. Click **Save** in the top right. From the start date on, every matching item rings at the sale price on its own.

SAME FORM, OTHER SALES

A few common patterns

- **Storewide sale:** under Products pick **All products**, then a Discount off your base tier.
- **Fixed price on one item:** pick **By product**, find the item, then under Pricing strategy pick **Dollar** and type the sale price.
- **Free samples:** there is no sample promotion type. The simplest path is to ring the item at $0 with **Edit price** and add a **Sales note** like "Free sample" so it still shows up when you pull a report later.

BUY ONE, GET ONE

Run a BOGO with a coupon item

There is no native buy one get one type, but there is a clean pattern your Rundoo guide can set up once: a non-stock, non-taxable, $0 product that stands in for the coupon. At the register, ring the real item at full price, add it a second time and use **Edit Price** to set that line to $0 (the "get one" leg), then add the **BOGO** item so the redemption is tracked. Pull the **Sold Products** report on that BOGO item any time to see how many coupons were used.

AFTER IT IS LIVE

Changing and ending a sale

For a quick change, edit the promotion right in the list: click the **Discount %** cell (or Price, or Margin %, depending on the strategy), type the new number, and hit **Update**.

When the sale is over, open it and click **Deactivate**, or set the **Expiration date** to today. Either way pricing snaps right back to normal, with no lingering discounts to chase down.

KEEP IT HANDY

Defaults and what locks

WHERE **POS › Products › Promotions** Add promotion, top right	DEFAULTS **All customers, today, all locations** Expiration blank = open-ended
EDITABLE AFTER SAVE **Name, strategy and amount, dates** Change these any time	LOCKED AFTER SAVE **Products, customers, locations** To change scope, deactivate and rebuild

Good to know

- Scope is set at creation. If you need different products, customers, or locations, deactivate the promotion and build a new one.
- One promotion carries one rule set. For two different rules, run two promotions side by side.