GETTING STARTED WITH RUNDOO · SETUP

Bulk Edits (Import & Export)

The bulk-edit rhythm: filter, export, edit, import. The same flow works for Products, Customers, and Vendors.

THE RHYTHM

1

Filter

Narrow the list to just the records you're changing.

Products → Filter

2

Export

Pull those rows to a spreadsheet, Token pre-filled.

Download spreadsheet

3

Edit & import

Change only the cells you want, then upload it back.

Import products

Do it in 5 steps

1. Filter the **Products** list to your slice.
2. Click **Download spreadsheet**, then **Download file**.
3. Open the **.xlsx**, leave column A (**Token**) alone.
4. Edit only the cells you want, save as **.xlsx**.
5. Click **Import products**, check the preview, **Update products**.

The one rule

Never touch column A

Token is Rundoo's ID for each row. Filled means update, blank means create. Change it and the row fails.

Blank means "leave alone." Rundoo ignores empty cells, so they never erase your data. To truly empty a field, clear it on the record's detail page instead.

Before you import: keep a copy of your file (there's no one-click undo), test big changes on a handful of rows first, and give it up to 30 minutes to show everywhere.