GETTING STARTED WITH RUNDOO · TRANSACTIONS

The Transactions Screen (Tour)

Find it in POS, read the tabs across the top, and remember the layout: customer on the left, sale on the right.

GET YOUR BEARINGS

1

Find it

It's the same spot every time you sell.

POS → Point of sale → Transactions

2

Read the tabs

One lane for each state a sale can be in.

New · Drafts · Quotes · Will call

3

Know the layout

It doesn't change from screen to screen.

Customer left · Sale right

The tabs, in plain words

1. **New** for a fresh sale.
2. **Drafts** for sales saved to finish later.
3. **Quotes** for priced estimates.
4. **Will call** for orders set aside for pickup.

How Rundoo names a spot

POS → Transactions → Drafts

Mode, then left tab, then top tab. A count like **Drafts (7)** is live, not part of the name.

Two sides to Rundoo: POS is your register, Admin is the back office. You'll spend your day on the POS side.

Up next: now that you've got the lay of the land, the next video gets the right customer onto the sale.