Rundoo

GLANCE CARD

GETTING STARTED WITH RUNDOO · INVENTORY

Transfers Between Locations

Move your own stock between your own locations in **POS → Transfers**, and keep the count right at both ends.

THE LIFE OF A TRANSFER

1

New & Sent

You build it, submit it, and it heads out.

Sending store's count drops

2

In transit

It waits in the Sent tab while it travels.

Both stores can see it coming

3

Received

The far store confirms what landed.

Receiving store's count climbs

Send it in 5 steps

1. Open **POS → Transfers**, then the **New** tab.
2. Pick the sending store under **Transfer from** and the receiving store under **Ship to**.
3. Type a product in **Search for a product** and press **Enter**.
4. Set the quantity to send on the line.
5. Click **Submit**. It moves to the **Sent** tab.

Receiving

Open it from the Sent tab

Fill the **Received** column, then **Receive and close** or **Receive and backorder**. Backorder spins any shortfall into a new transfer in Requested.

If Submit does nothing: Rundoo doesn't flag empty fields. Check you picked both a sending store and a receiving store and added at least one product.