Rundoo

GETTING STARTED WITH RUNDOO · SETUP

Printing Price Labels & Bin Tags

> Print price labels and bin tags, one or a whole batch.

Step-by-step walkthrough ~3 min read Companion to the 3:46 video

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The price on the shelf should always match the price at the register. When new stock hits the floor, or a vendor bumps their pricing, you need fresh tags out fast. In Rundoo you print price labels and bin tags right from the Products screen you already know. A bin tag and a price label are the same thing, just the name your floor crew uses for the shelf sticker. You can run off one at a time, or a whole batch when a shipment lands.

WHERE IT LIVES

One label or a whole batch

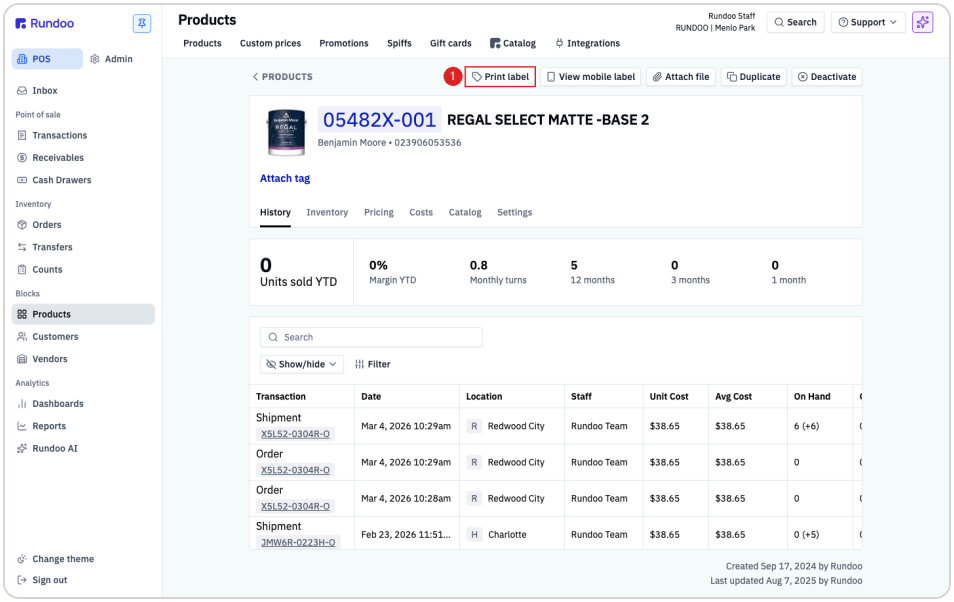
There are two spots to print, both in **POS** mode under **Products**. A single label comes off a product's own page. A batch comes off the Products list, once you have checked the rows you want. Both open the very same little print window, so once you learn one, you know both.

DO THIS

Print a single label

1 Open the product and click Print label

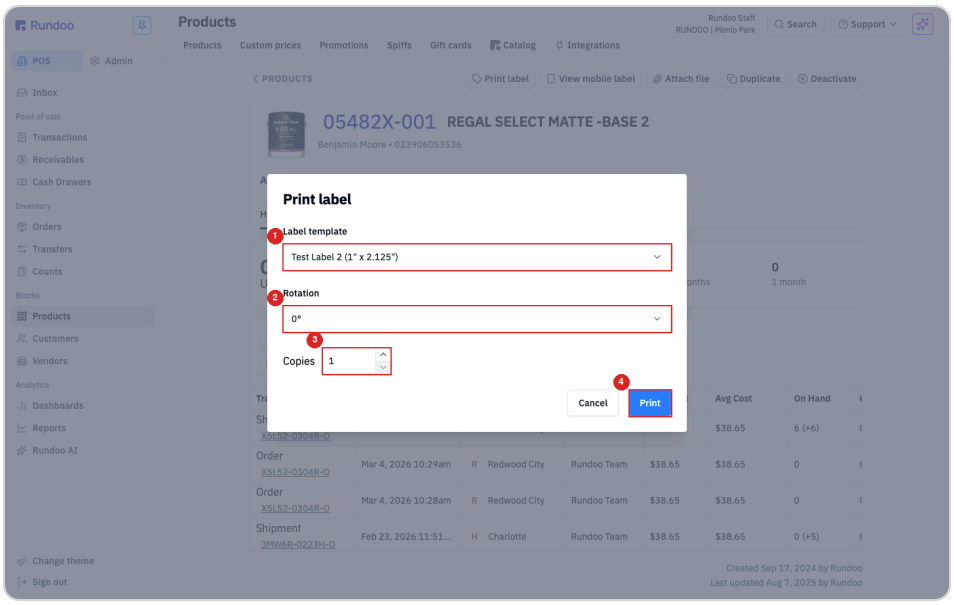
In **POS**, open **Products** in the left sidebar, find your item, and open it. Up in the top-right corner of the product page, click **Print label**. This is your go-to when a customer smudged a tag, a new SKU just landed, or you moved a display and need a tag for the new slot.



Print label sits in the top-right of the product page, right next to View mobile label.

2 Pick your template, set copies, and print

A small **Print label** window opens with three fields. **Label template** is the design and size you want, and the dropdown lists every template you have saved, each showing its name and size like **Test Label 2 (1" x 2.125")**. **Rotation** turns the print in 90 degree steps for rolls that feed sideways (leave it at 0° unless a tag comes out sideways). **Copies** is how many of that one label to print. When it looks right, click **Print** and the printer starts within a second or two.



The Print label window: template, rotation, copies, then Print.

Good to know: the price on the tag is always your main retail price (your Tier 1 price), never a painter tier or a custom customer price. The barcode is always on, and your cost never prints, so a shelf tag is always safe to hand a customer.

Print a whole batch

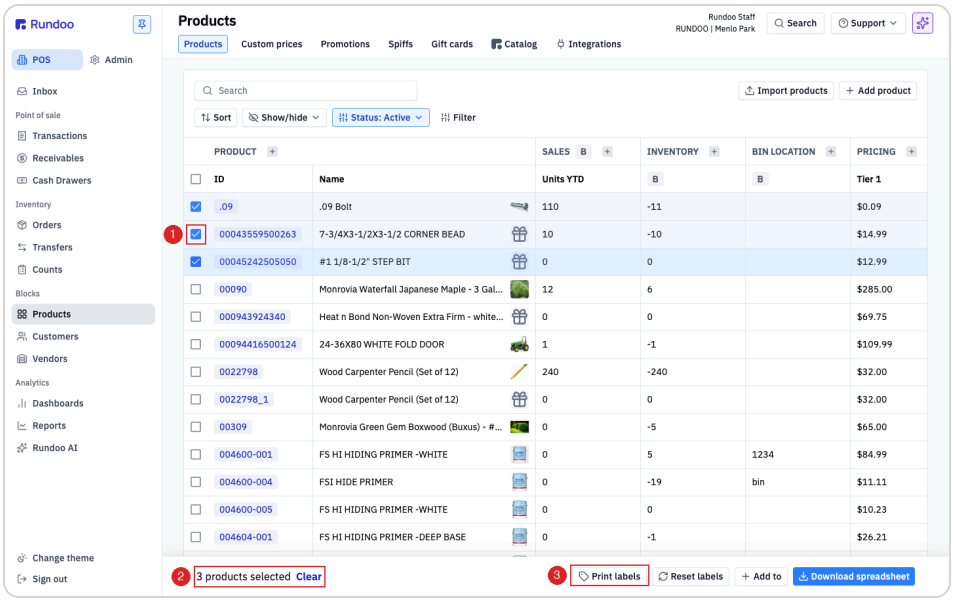
1 Find the items and check the boxes

When a pallet of new stock arrives, you are not printing those one by one. Back on the main **Products** list, use the **Search** bar or **Filter** to narrow to what you need, such as a whole department. Then check the box at the left of each row you want. A blue bar appears at the bottom showing how many are selected.

Refreshing a whole section? Filter first, then use **Select all** to grab the entire filtered list at once instead of clicking row by row.

2 Click Print labels on the bottom bar

On that bottom bar, click **Print labels**. You get the same window as before, except now **Copies** means how many of each selected product to print. Set it to 1 for one tag each, click **Print**, and Rundoo sends the whole batch to your printer in one job.



Check your rows, then click Print labels on the bulk-action bar at the bottom.

The one you'll use most: after a price change

1 Filter to what changed, then print the set

This is the everyday job. After you update costs or reset a tier, you want fresh tags for everything that moved. On the **Products** list, use **Filter** (or sort by a recently-edited column) to pull up the items whose prices changed. That gives you a clean list.

From there it is the same simple step: **Select all**, click **Print labels**, pick your shelf-tag template, and **Print**. Now the shelf matches the register, store-wide.

WHAT COMES OFF THE ROLL

The printed tag

Here is a typical shelf tag: product name, tint or vendor info, a barcode, and the price on the right. The exact fields, sizes, and layout come from whichever template you picked in the print window.



A finished shelf tag: name, vendor, barcode, and your Tier 1 price.

KEEP IT HANDY

Printing at a glance

SINGLE LABEL **Products → open item → Print label** Top-right of the product page.	BATCH **Products → check rows → Print labels** On the blue bar at the bottom.
PRICE SHOWN **Tier 1 retail only** Never a painter or custom price.	ALWAYS ON THE TAG **Barcode** Locked on. Cost never prints.

Good to know

- **Reset labels** is not "clear selection." It reprints the checked items using the last template and quantity you used, with no window. Handy for a repeat run, but if you meant to change the template first, open **Print labels** instead. To clear a selection, click **Clear** next to the count.
- Doing a floor walk on a phone or tablet with no printer nearby? **View mobile label**, right next to Print label, shows the tag as a QR you can scan.
- Use **Chrome** for printing. Other browsers can drop the Rotation setting on Dymo stock. And make sure the template's label size matches the roll you loaded, or tags come out shifted.
- Want to change what the tag looks like, add your logo, or hide the price? That is the next video, Design Your Own Label. Here you just pick a saved template.