GETTING STARTED WITH RUNDOO · ADMIN SETUP

Admin Setup (Company, Locations, Staff)

Your Admin foundation in three tabs: Company, Locations, and Staff. Set it once, then get back to the counter.

THE THREE TABS, UNDER ADMIN → GENERAL

1

Company

Business-wide basics, cost method, tender, Rundoo AI.

Save each section on its own

2

Locations

Per-store details, logo, cash float, plus tax rules.

Saves automatically

3

Staff

Add people, set permissions, tune notifications.

Deactivate, never delete

Get to the back office

1. Top of the left sidebar, click **Admin** (next to POS).
2. Under **General**, pick **Company**, **Locations**, or **Staff**.
3. Edit. Company saves per section; a location saves as you go.

The master key

Permissions → Admin

On a staff member's **Permissions** tab, the top **Admin** checkbox decides whether they see the back office at all.

Watch the CC box. On a location, **CC on all email communications** copies you on every invoice and statement you send, which is a lot. Leave it unchecked to get only the replies that matter.

Notifications need three things to line up: the channel checked on the **Notifications** tab, the matching consent box on, and an email or cell phone saved. Missing one, and the message won't arrive.