Rundoo

GETTING STARTED WITH RUNDOO · UNBOXING

Staff App: Owners & Managers

> Watch your revenue and every location from the Rundoo POS app on your phone.

Step-by-step walkthrough ~3 min read Companion to the 3:54 video

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You can't stand at the counter every minute of the day, but you still want to know how things are going. What did we sell today? What's in the bank? Is that other store having a good afternoon? The Rundoo POS app puts all of it in your pocket. Think of it as a window into your store from anywhere, not the register itself. You won't ring up sales here. What you will do is keep an eye on things from the truck, the supplier's counter, or your own kitchen table.

BEFORE YOU START

Grab the right app (the blue one)

Search **Rundoo** in the App Store or Google Play and you'll see two apps. The one for you and your team is **Rundoo POS**, the blue icon. The black one is the separate customer app, and that's a different video. Get the blue one.



Rundoo POS, the blue icon. This is the staff app. The black icon is for your customers.

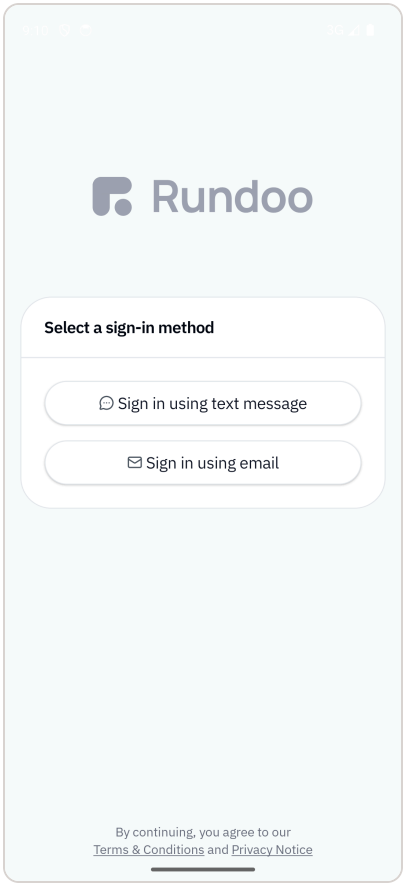
One thing has to happen first: you need a Rundoo login. Your Rundoo guide sets that up with you during onboarding, added under **Staff**. And to open straight onto your numbers, your login needs the analytics permission. Without it, the app opens on the transactions screen instead.

DO THIS

From download to your dashboard

1 Sign in with your phone number

Open the app and tap **Sign in using text message**. Enter your cell phone number. Rundoo texts you a six-digit code, you punch it in, and you're in. There's no separate password to keep track of.



Pick "Sign in using text message," then enter your cell number and the code Rundoo texts you.

2 Land on your numbers

If your login has the analytics permission, the app opens on **Home**, scoped to today by default. You'll see revenue and gross profit right at the top. Tap the **Today** chip to change the time window, and tap **Revenue** or **Gross profit** to switch which number the donut chart is showing. It's the same reporting you get on the web, just sized for your phone.

3

See every location, broken out

If you run more than one store, scroll down and each location is on its own line. Tap any location to focus right in on that store's report. It's how you check who's having a big day and who's a little slow, without calling around.

4

Search your whole store

The same powerful search you have on the web is right here. Type, or just say, a product, a customer, a past sale, or an order, and Rundoo pulls it up. So when a regular calls and asks whether you have something in stock, you can answer them from the aisle without walking back to a computer.

5

Leave a customer a note from the road

Pull up a customer and drop a note right from wherever you are, something like "wants the deck stain matched Thursday." It shows up for whoever's at the counter back at the store, so nothing falls through the cracks between you and your team.

6

Count inventory by scanning with your camera

Here's the one a lot of folks end up loving. Walk the aisle, open a count, and scan products with your phone's camera. The counts land straight in Rundoo, no clipboard and no typing it up later. It's how you keep your inventory accurate without closing the store to do it.

7

Check your bank balance

You can also see your Rundoo-managed bank balance, the account you set up during Go-Live, right alongside everything else. Your sales and your cash position, in the same pocket.

KEEP IT HANDY

The app at a glance

THE APP **Rundoo POS (blue icon)** The black icon is the customer app.	SIGN IN **Text message + 6-digit code** Your cell number. No password.
OPENS ON **Home dashboard** If your login has the analytics permission.	WATCH **Revenue · Gross profit** Any date range, every location.

Good to know

- This app is a companion, not the register. It doesn't ring up sales, receive purchase orders, print receipts, or take card payments yet. Those all live on the web app, and that's on purpose for now.
- Just looking around won't change a thing in your store. Poke through your numbers and try a search before you need it for real.
- The screens here are Android. iOS looks a hair different, but every step is the same.