GETTING STARTED WITH RUNDOO · SETUP

Receipt & Security Settings

Two tabs in Admin do the work: Communications for what prints, Security for who signs in. It's your practice store, so nothing touches real inventory.

WHERE THE SETTINGS LIVE

1

Receipts & quotes

Color formulas, discounts, thermal count, quote expiration, return policy.

Admin → Communications

2

Card surcharge

A percent added to card sales. Off by default; card tender only.

Communications → Card payment surcharge

3

Register security

Idle timeout, auto sign-out, void reasons, linked returns.

Admin → Security

Turn on a card surcharge in 3 steps

1. Admin → **Communications** → **Card payment surcharge**.
2. Type a rate in **Card surcharge (%)** (capped 0 to 4%), then **Save**.
3. At POS it shows as a **Card fee (N%)** line and prints on the receipt.

Auto sign-out

On for shared terminals

Signs the cashier out after every sale, so each one ties to **who rang it**. Leave off if one person runs the register all shift.

Before you switch on a surcharge: it's not legal in every state (Connecticut and Massachusetts prohibit it at last check). Following your local laws is on you, not Rundoo.

Waive it or exempt them: uncheck the **Card fee** box for a one-off sale, or flip **Exempt from card surcharge by default** on a customer's record so it never applies to that account.