

GETTING STARTED WITH RUNDOD · SETUP

Your Own Reports

Build a report once, save it under a clear name, and your whole team can run it again in one click.

THE THREE MOVES

1

Build

Pick the data, then the columns that matter.

Create report → pick a dataset

2

Name

Call it the question it answers, not the dataset.

Save → pencil to rename

3

Share

It's on the team's list already. Point someone to it.

Send the browser URL

Build one in 5 steps

- 1 In POS, open **Analytics** → **Reports**, then **Create report**.
- 2 Pick the **base data** first. It sets what one row means.
- 3 Set the **Date range**, **Select columns**, click a header to sort.
- 4 Hit **Save**, then the **pencil** to rename it.
- 5 Reopen from the **Custom reports** tab to edit or share.

Shared by default

One team list

Every custom report shows on the **Custom reports** tab. No private toggle. **Duplicate** before heavy edits.

Save is greyed out? That's normal. The button only wakes up once you've changed something, and nothing is permanent until you click it.

No "**balance over zero**" filter: sort by the aging bucket and stop scrolling at the \$0 rows, or Download to CSV and drop them in a spreadsheet.