Rundoo

GETTING STARTED WITH RUNDOO · E-COMMERCE

E-Commerce: Your Online Store

> Turn on online ordering so customers shop your catalog and pick up in store.

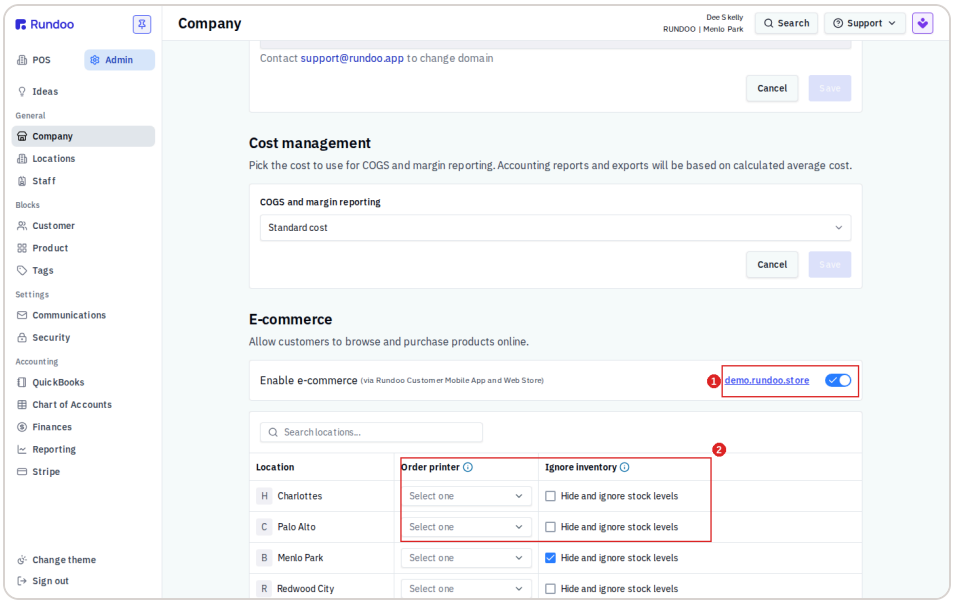
Step-by-step walkthrough ~4 min read Companion to the 8:14 video

Your customers already know your shelves. Now they can shop them from the couch. E-commerce lets people browse your catalog and place an order online, then swing by the counter to pick it up. It is built right into Rundoo, so an online order lands as a sale like any other. There is nothing new to reconcile and no separate system to babysit. One switch turns it on, and a couple of per-location settings get you ready for the first order.

WHERE IT LIVES

The E-commerce settings

In **Admin** mode, open the **Company** tab in the left sidebar and scroll down to the **E-commerce** section. Everything for online ordering lives here: the on switch, your web store address, and a per-location table for how orders print and how stock is handled.



Admin → Company → E-commerce: the Enable e-commerce toggle, your web store link, and the per-location settings below it.

DO THIS

Turn it on, then set up each location

1 Flip on Enable e-commerce

Turn **Enable e-commerce** on. This one toggle powers both places customers shop from, the **Rundoo Customer Mobile App** and the **Web Store**. You do not enable them separately.

Once it is on, the link next to the toggle (**yourstore.rundoo.store**) is your live web store address. That is the one to share with customers or drop on your website.

2 Point each location at an order printer

In the per-location table, set the **Order printer** for each location. That picks which printer prints an incoming online order there, so whoever is at the counter knows to pull it and stage it for pickup.

Leave a location on **Select one** and online orders still land in Rundoo just fine. They simply will not auto-print, so you would find them the same way you find any other sale.

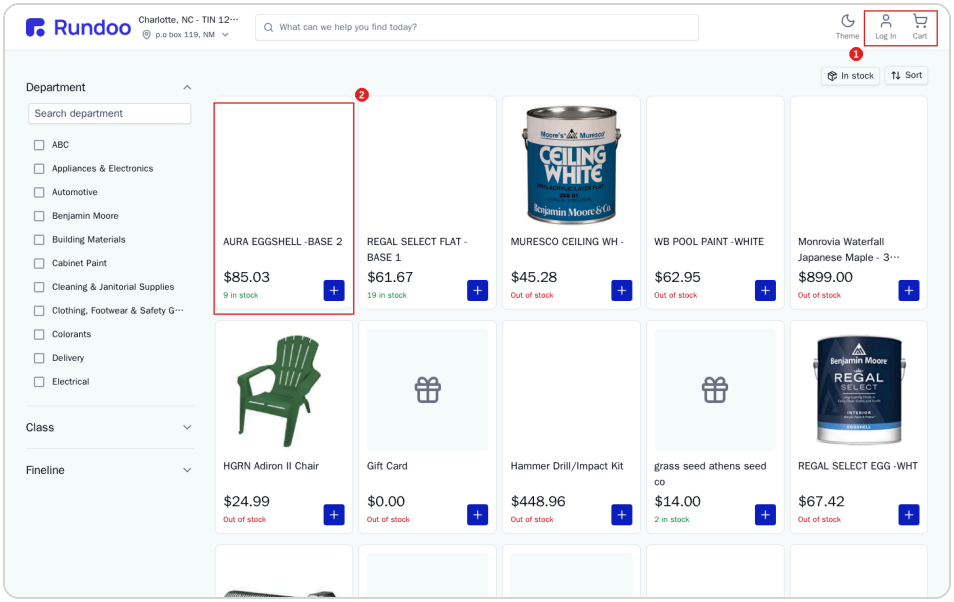
3 Decide how each location handles stock

Next to the printer is **Ignore inventory**. Check **Hide and ignore stock levels** for a location and customers can order regardless of what is on hand there, and the on-hand count is hidden from the storefront.

Leave it unchecked and the web store shows stock (**9 in stock**, **Out of stock**) and blocks customers from ordering something you are out of. Set this the way it matches how each location actually fills orders before you go live.

4 See what your customers get

Your web store opens to a searchable product grid. Shoppers filter by **Department**, **Class**, and **Fineline** down the left, narrow to **In stock**, sort, and add items to the **Cart** with the **+** on each card. Every card shows the price and, unless you hid it, the stock count.



The customer web store: a searchable product grid with filters, prices, stock labels, add-to-cart, and Log In and Cart up top.

Pricing follows who is shopping. A walk-up who is not signed in sees your **retail** prices, which is how a first-timer can order color samples without any setup. A charge or contract customer taps **Log In** and shops under their own account, so their account pricing carries over the same way it does at your counter.

Customers pay by card at checkout, and the order flows straight into Rundoo as a sale for you to fill.

KEEP IT HANDY

E-commerce at a glance

WHERE **Admin → Company → E-commerce** Scroll to the E-commerce section.	THE SWITCH **Enable e-commerce** One toggle, both channels: app and web store.
YOUR WEB STORE **yourstore.rundoo.store** The link next to the toggle. Share it.	PER LOCATION **Order printer · Ignore inventory** Set both before you go live.

Good to know

- Already had the mobile shop on? Stores that were using mobile e-commerce before this launched get the web store automatically. There is nothing to re-enable.
- If a customer says their shop view is blank, first confirm **Enable e-commerce** is on here for your store.

Pickup, not shipping

Online orders are buy online, pick up in store. The customer places and pays for the order online, then collects it at your counter, so it is the same as any other sale once it lands in Rundoo.

Rundoo does not ship online orders. There is no shipping calculation at checkout and no parcel-carrier integration. If a customer needs the goods delivered rather than picked up, handle that off the web store.