

GETTING STARTED WITH RUND00 · TRANSACTIONS

Logging In, Staff & Permissions

Get into Rundoo, add your team, and hand each person the right keys to the right doors.

THE THREE MOVES

1

Sign in

Pick your location first, then a code by text or email.

Location → **email** → **Staff ID + code**

2

Add a member

First, last, Staff ID, and email is all it needs.

Staff → **Add new staff member**

3

Set permissions

Owner, manager, or cashier. Flip a section, then tune.

Their Permissions tab

Set up your team in 4 steps

- 1 Sign in: pick **Location** first, choose email, enter **Staff ID + code**.
- 2 Admin → **Staff** → **Add new staff member** (or **Import staff** for a crew).
- 3 Open their **Permissions**; enable/disable a section, then fine-tune.
- 4 Shared register? Turn on **shared sign-in** and give each clerk a PIN.

Two things to remember

Permissions **save instantly**, no Save button. A shared PIN is for **attribution**, not **access**: permissions come from the register account.

Can't see the sign-in buttons? Pick your Location from the dropdown first. They don't appear until you choose a store.

Someone leaving? Deactivate them, don't delete. It cuts off access now and keeps their sales history on your books. Reactivate any time.