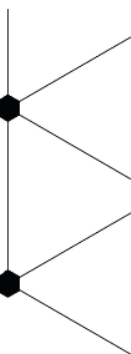


Admin Product Creation


Version number




Admin Product Creation

Following manual will describe how to create a new product in the admin portal. Step by step we will describe how to name the product, set price/tax and how to upload a picture to the new product and so on.

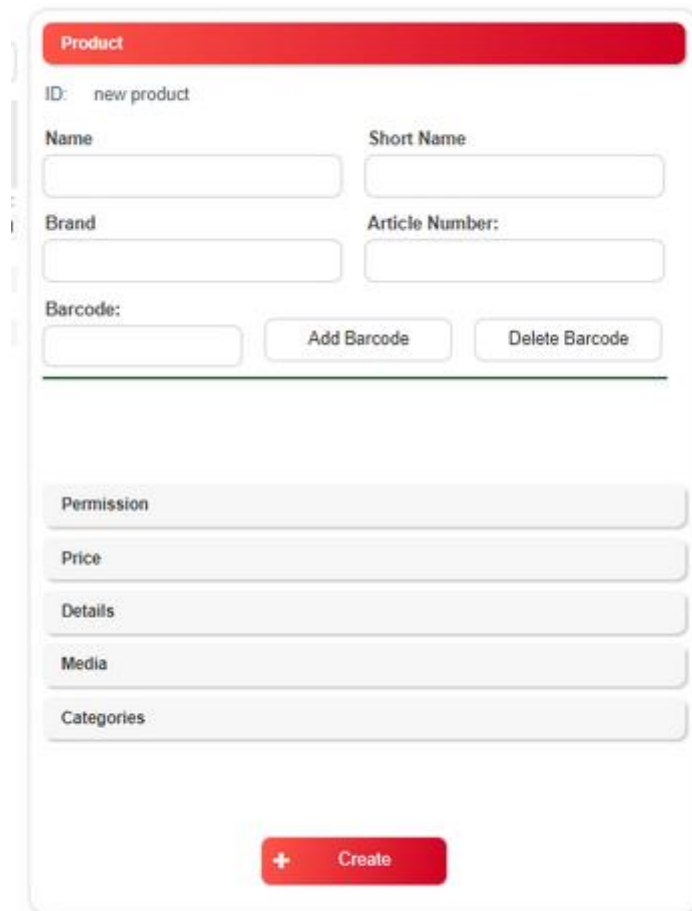
The first thing you need to do is go to: <https://admin.instantsystems.se/> and log in.

The logo for instant ADMIN 4.0, featuring a red circle with a white 'A' and 'd.' inside, followed by the text 'instant ADMIN 4.0' in a sans-serif font.
Log In
Username

Password
 
Remember me

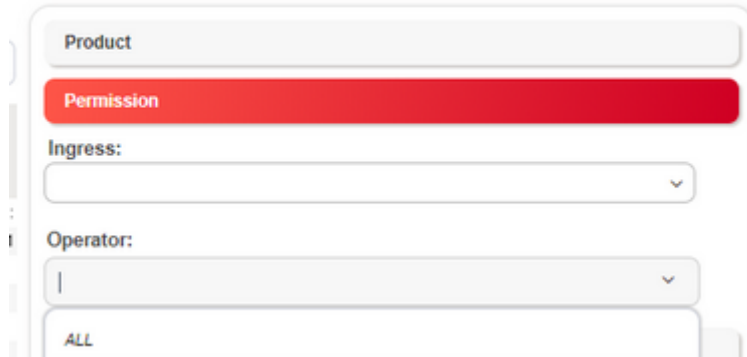
In the menu we select *Network -> Inventory-> Product Search*. Search and see if the product you are after already exists or not. If not, chose *New Product* in the upper right corner.

Here we fill out all the information about the product.



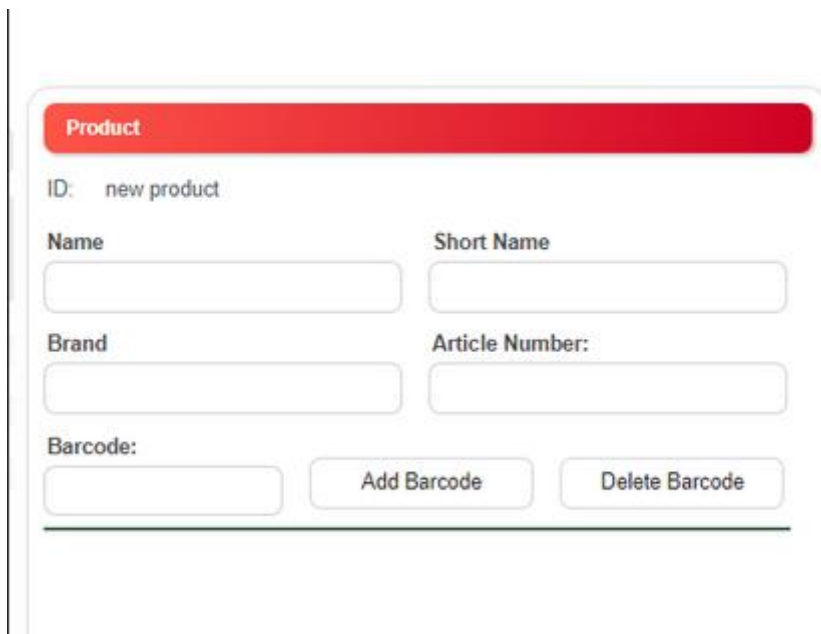
The image shows a mobile application form for creating a new product. At the top, there is a red header with the word "Product". Below the header, the text "ID: new product" is displayed. The form contains several input fields: "Name" and "Short Name" (two columns), "Brand" and "Article Number:" (two columns), and "Barcode:" (one column). There are also two buttons: "Add Barcode" and "Delete Barcode". Below the input fields, there is a horizontal line. Underneath the line, there are five stacked, light gray buttons: "Permission", "Price", "Details", "Media", and "Categories". At the bottom of the form, there is a red button with a white plus sign and the text "Create".

Permission: Should be set if the product is created for a specific operator. If the product should be accessible for all (default product) no permissions is required.



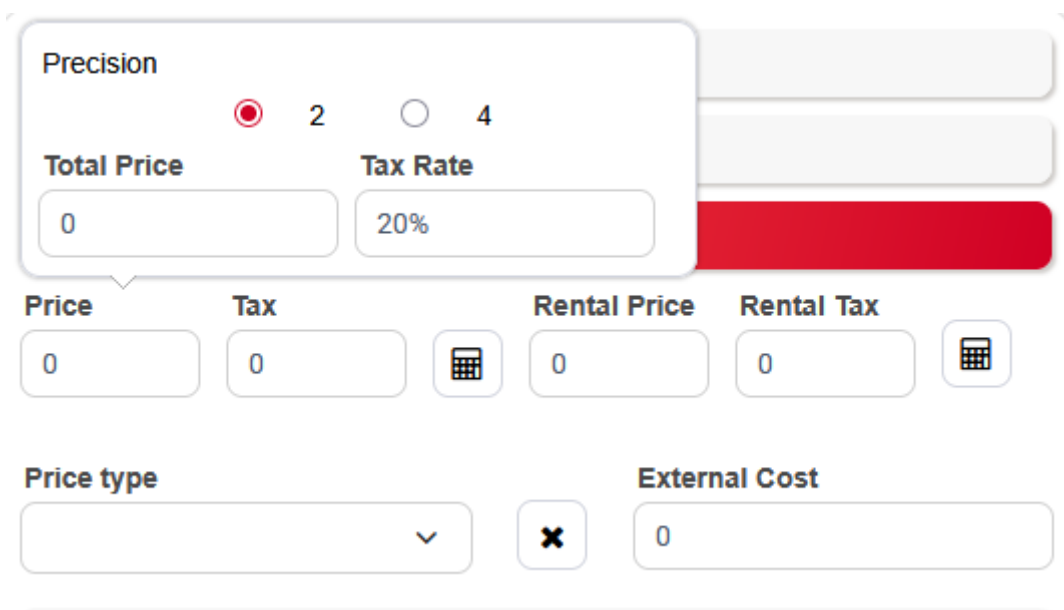
The screenshot shows a portion of a web form. At the top is a grey header bar labeled "Product". Below it is a red bar labeled "Permission". Underneath are two dropdown menus: "Ingress:" and "Operator:". The "Operator:" dropdown is currently open, showing a vertical line and a downward arrow. Below the dropdowns is a grey bar with the text "ALL".

Product: Fill out the name of the product. Currently we use the Singular name. Also fill out the products Article Number and Barcode.



The screenshot shows a web form with a red header bar labeled "Product". Below the header, the text "ID: new product" is displayed. The form contains several input fields: "Name" and "Short Name" (two columns), "Brand" and "Article Number:" (two columns), and "Barcode:". Below the "Barcode:" field are two buttons: "Add Barcode" and "Delete Barcode". A horizontal line is drawn below the "Barcode:" field.

Price: Use the Generate Price functionality to easily get the correct price. Press the calculator to open the menu. In the *Total Price* field fill out the price that the product should have included tax. And in the *Tax Rate* field fill out the Tax Rate. For example, if you have 12% for food fill out 12 and the price will be calculated for you automatically. Please note that you can't create a product with a "0" price. If you want, you can also fill out your external cost for this product.



The screenshot shows a pricing interface with the following elements:

- Precision:** Radio buttons for 2 (selected) and 4.
- Total Price:** Input field containing '0'.
- Tax Rate:** Input field containing '20%'.
- Price:** Input field containing '0'.
- Tax:** Input field containing '0'.
- Rental Price:** Input field containing '0'.
- Rental Tax:** Input field containing '0'.
- Price type:** A dropdown menu.
- External Cost:** Input field containing '0'.

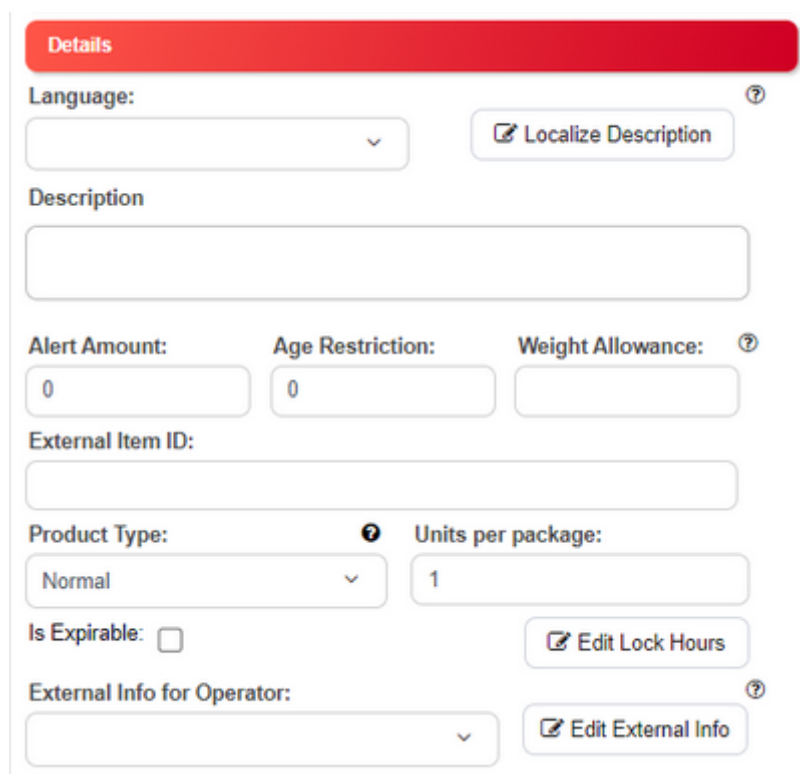
Details:

Description - Here we fill out a description of the product (it's shown if you click on a product in the GUI).

Alert Amount - Not in use keep it at 0.

Weight allowance - What kind of discrepancies we allow on products. The normal value is 5% and is a kiosk setting, so leaving this field empty gives the kiosk default. Can be overridden on individual kiosks or products. If selling sandwiches / food items not made in a factory we recommend setting maybe 15% (as not all meals are created equally) while if the product is made similar (think a can of coke) leaving it at 5% should be fine. If there's a value filled in here it will be used instead of the kiosk default, if left at 0 the kiosk default will be used.

External Item ID – Your external ID for the product. This field connects the products in the system and in the import file. This needs to be unique when creating a new product or be the same if we are updating a given product.



Details

Language: ?

Description

Alert Amount: Age Restriction: Weight Allowance: ?

External Item ID:

Product Type: ? Units per package:

Is Expirable:

External Info for Operator: ?

Media: For uploading an image to your product. But product need to be created before you can add your picture to it so, please follow the last step before adding an image.

Categories: Not in use.

Slot colour: Not in use.

When all the above are filled out press the *Create button* and when that has been done is it time to upload the product image. Go to your product and to the *Media* tab and then *Image* then selects *browse* and select a picture from your computer. The product image should be 640 pixels wide and 777 pixels high (or multiple of those values). Finish the image upload with pressing save and your product creation is done!



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