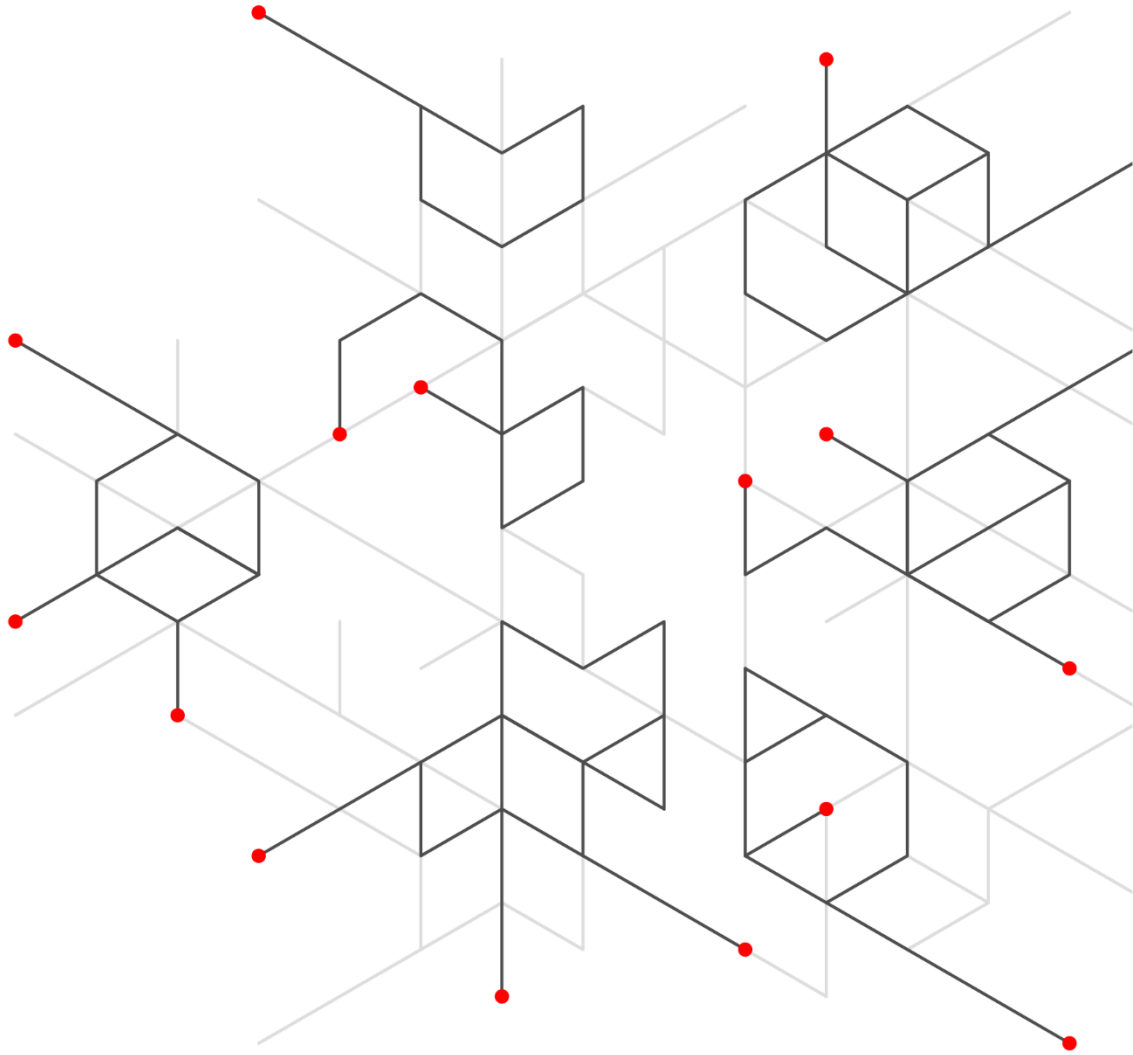
instant systems



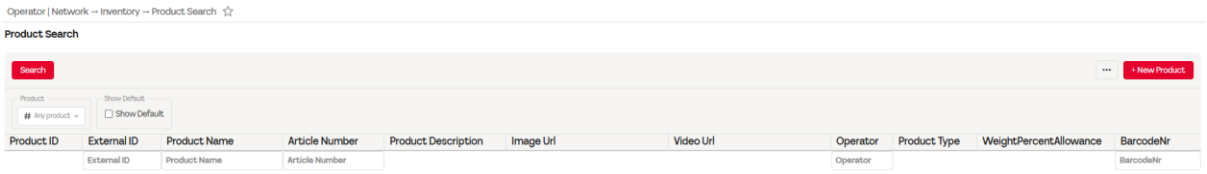
USER MANUAL

Cockpit Product Creaton

VERSION 2026/05

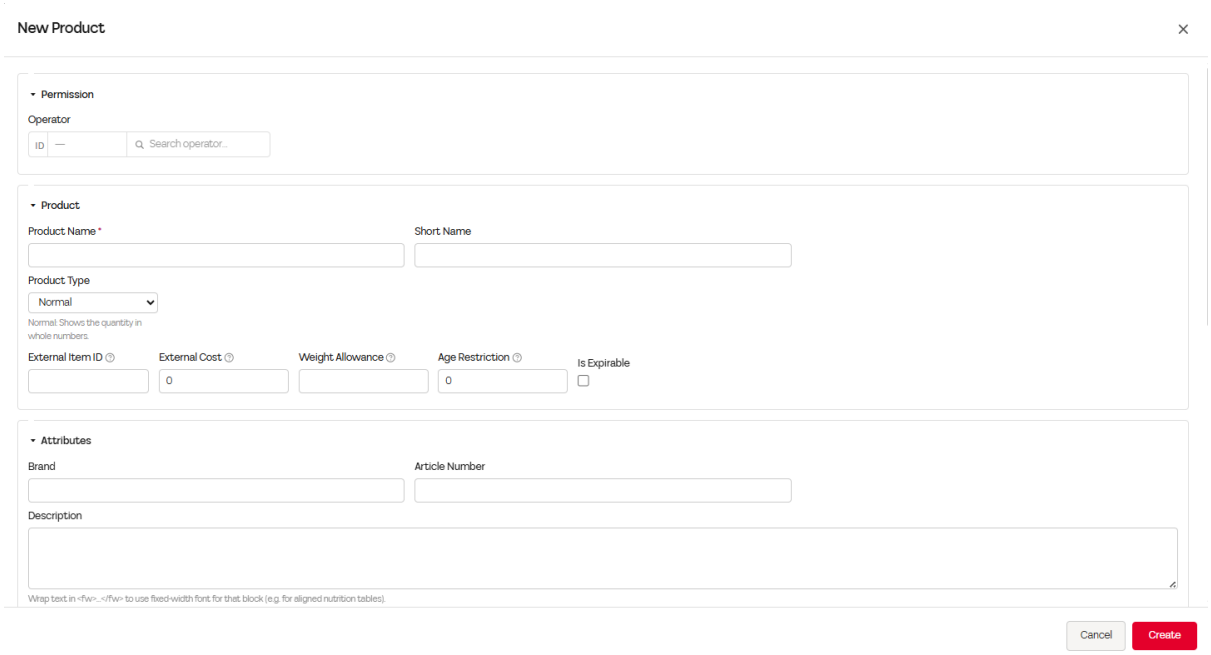
Create a Product in Instant Cockpit

1. Open Instant Cockpit - Dashboard and sign in.
2. Go to Network → Inventory → Product Search
3. Search for the product to check whether it already exists.
4. If the product does not exist, click **New Product** in the upper-right corner.

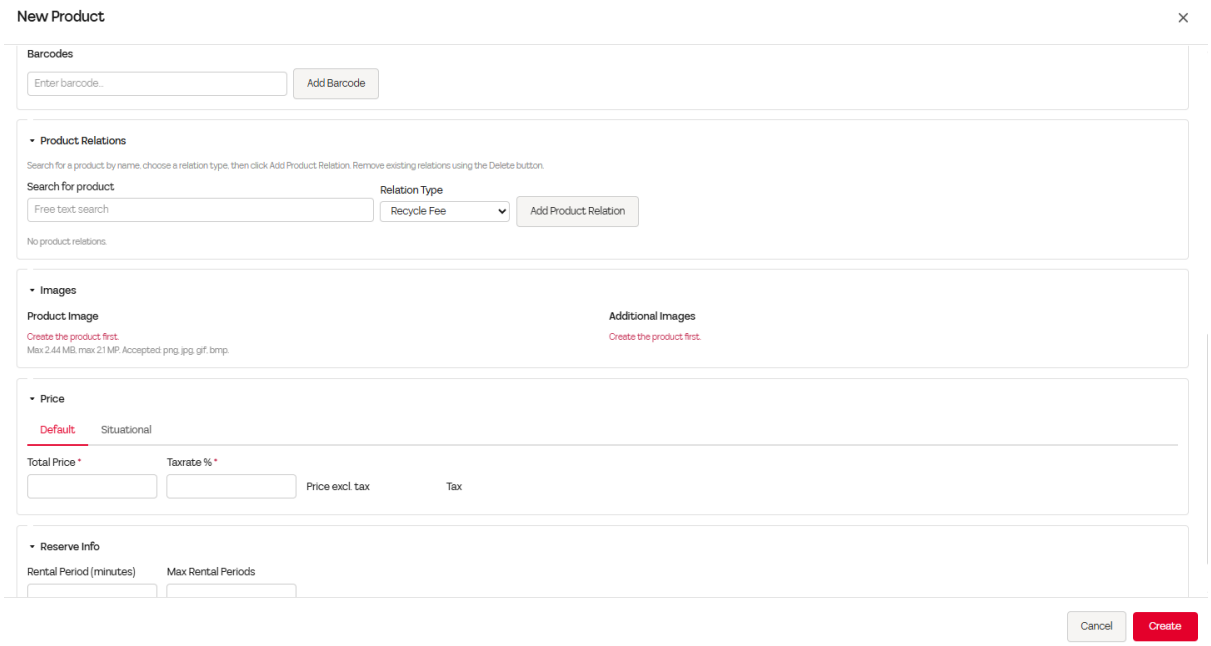


Fill in the product information:

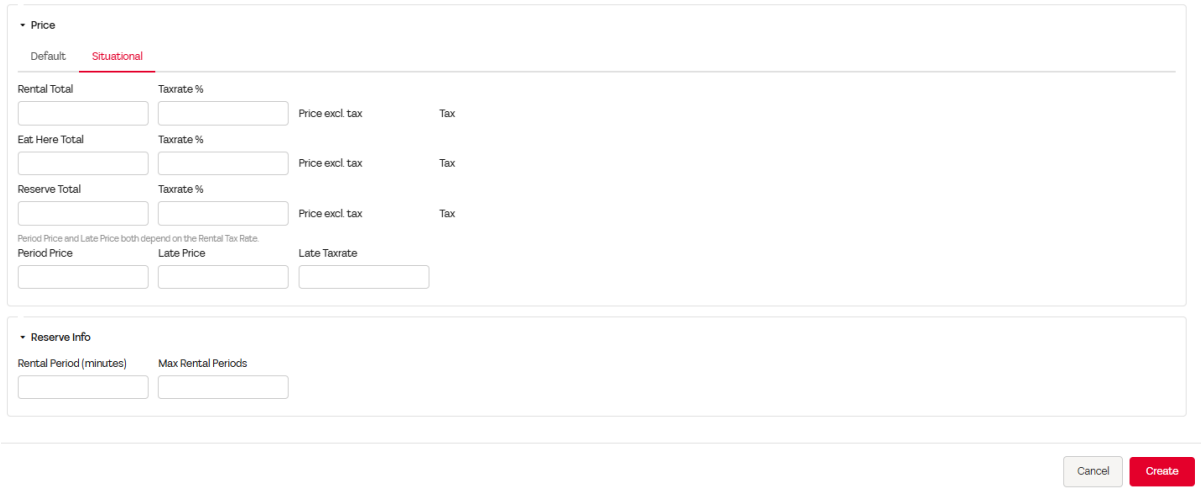
- **Operator** – What operator the product should be available to. Leaving this empty will make it available on all operators.
- **Product Name** – Product name shown in the system.
- **Short Name** – Short version of the product name.
- **Product Type** – Defines how product units are displayed.
- **External Item ID** – Used to connect products between the system and import files. This must be unique to the product and remain the same when updating an existing product.
- **External Cost** – Internal or supplier cost for the product.
- **Weight Allowance** – Controls allowed weight differences for products. Default value is 5% which is recommended for factory-packaged items (such as canned drinks). For handmade food items (such as lunch boxes): around 15% is recommended.
- **Age Restriction** – Set an age restriction if required for the product.
- **Is Expirable** – Enable this option for products with short expiration dates. This allows products to be prioritized in Flash Deals to help reduce waste and increase revenue.
- **Brand** – Product brand.
- **Article Number** – Product article number.
- **Description** – Add a product description. The description is shown when a user selects the product in the GUI.



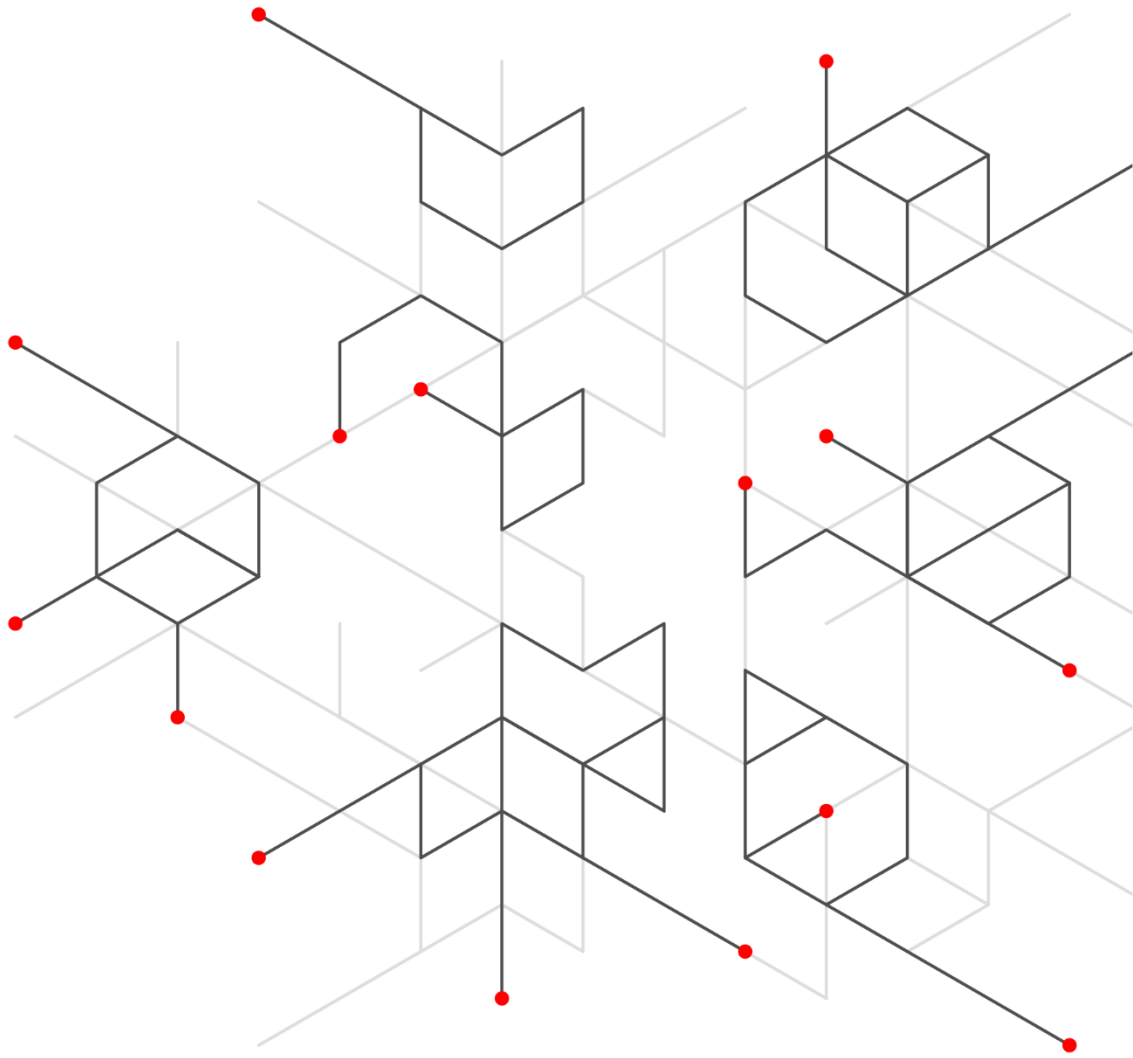
- **Categories** – Optional depending on your kiosk setup.
- **Barcode** – Product barcode. To add multiple barcodes, write them in one at a time and press “Add Barcode” for each.
- **Product Relations** – Creates a relation between two products. If one is purchased, the other will be automatically added. For example a recycle fee for Recyclable products.
- **Images** – Upload a product image. The image can be Max 2.44 MB in format png, jpg, gif or bmp. Can be uploaded after the product has been created.
- **Price (Default)** – Set the total price and the Taxrate. This automatically calculates the price.



- **Rental Total (Situational)** – Rental price for rentable products.
- **Eat Here Total (Situational)** – Use **Eat Here Price** and **Eat Here Tax** only if customers can choose between eating on-site or takeaway.
- **Reserve Total (Situational)** – For products available for reservation in advance. Decides Reservation price.
- **Period Price (Situational)** – What each rented period costs in the Reservation system.
- **Late Price (Situational)** – Fee deducted if product isn't returned in the Reservation System.
- **Rental Period** – How long one rental period is for Reservable products.
- **Max Rental Period** – How many periods Reservable product are allowed to be rented for.



When finished, press "Create".



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