

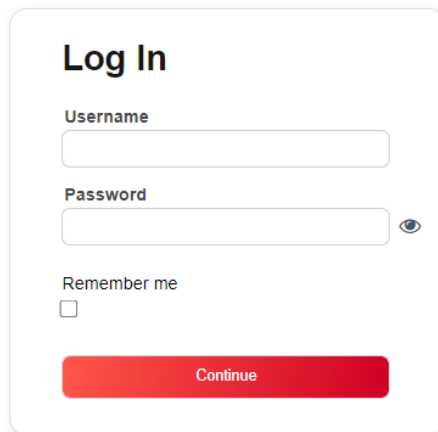
Smart Store Platform Support:

Admin Product Creation

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 image shows a 'Log In' form with the following elements:

- Log In** (Section Header)
- Username** (Label) with an input field.
- Password** (Label) with an input field and a toggle icon (eye).
- Remember me** (Label) with a checkbox.
- Continue** (Button)

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.

Product

ID: new product

Name Short Name

Brand Article Number:

Barcode:

Permission

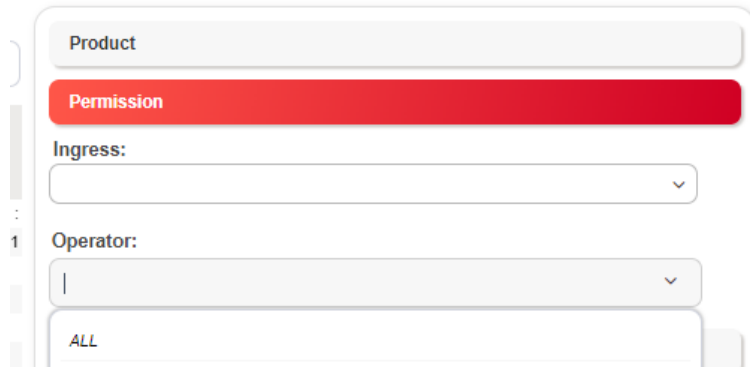
Price

Details

Media

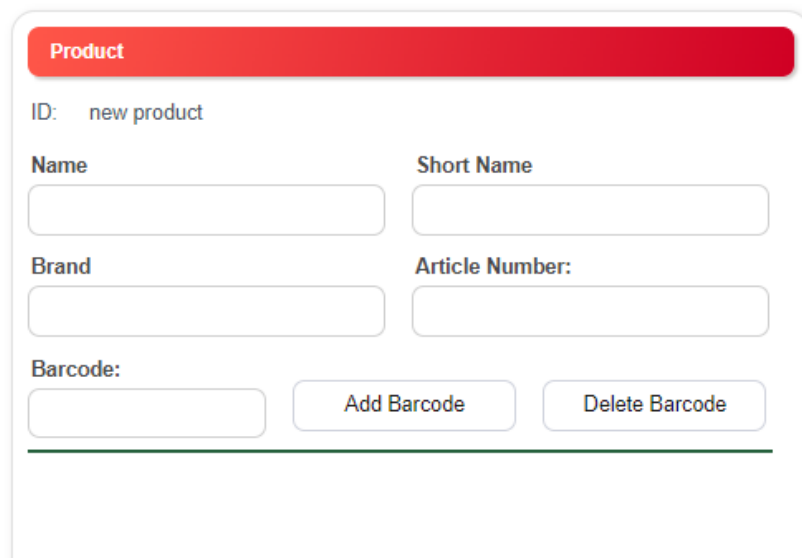
Categories

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 form with a red header labeled "Permission". Below the header, there are two dropdown menus. The first is labeled "Ingress:" and the second is labeled "Operator:". The "Operator:" dropdown menu is currently open, showing the option "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 form with a red header labeled "Product". Below the header, there is a text field for "ID:" with the value "new product". There are two columns of input fields: "Name" and "Short Name" in the first row, and "Brand" and "Article Number:" in the second row. Below these fields, there is a "Barcode:" label, a text input field, and two buttons: "Add Barcode" and "Delete Barcode".

Price: Use the Generate Price functionality to easily get the correct price. 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 then press the *Generate Price* button 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 form titled "Price" with a red header. Below the header, there are two rows of input fields. The first row has "Total Price:" and "Tax Rate:" labels, each followed by a text input field, and a "+" button to the right of the "Tax Rate" field. The second row has "Price:" and "Tax:" labels, each followed by a text input field containing the number "0". Below these rows, there are two more input fields: "Price type:" followed by a dropdown menu with a downward arrow, and "External Cost:" followed by a text input field containing the number "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!

