

Galley Planning (GP4) – Parts Catalog **User/Training Guide**

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1. Introduction

1.1 Overview

Parts Catalog is used for the management of Parts and their attributes which are available for use in Designer, Loader and Container Catalog.

1.2 Intended Audience

This document is intended to be used by airline galley planning resources.

1.3 Scope

This document covers the following parts Catalog system features:

- Search for Parts;
- Add, Edit, View, Copy, Delete Parts;
- Parts Usage.

The examples provided in the user guide instructions can be used for training.

For information on alternative methods of using other functions such as 'Find', refer to *Galley Planning – The Basics User/Training Guide*.

1.4 Definitions

Refer to *Galley Planning – The Basics User/Training Guide* for definitions of terms and acronyms used in this document.

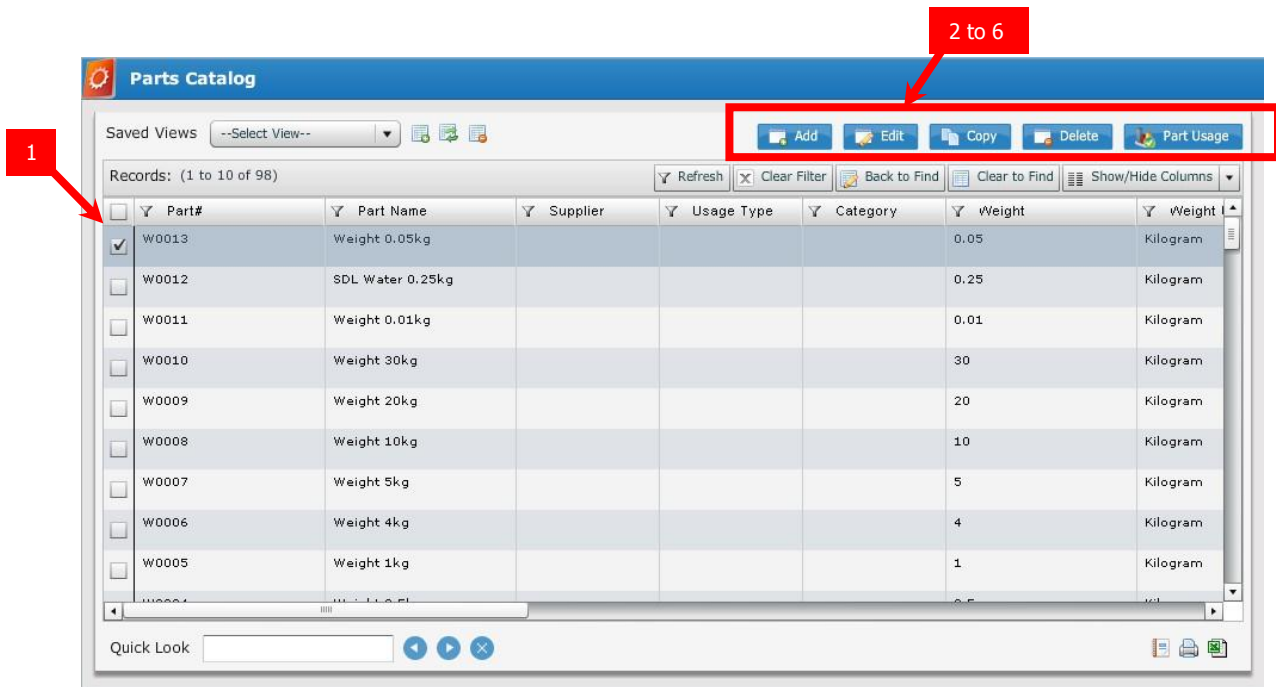
1.5 Related Documents/References

Name	Location
Galley Planning – The Basics User/Training Guide	
Galley Planning – Container Catalog User/Training Guide	
Galley Planning – Image Library User/Training Guide	
Galley Planning – Loader User/Training Guide	

2. Main Grid/Parts List

Log into GP4, and select 'Parts Catalog' from the main screen.

Parts Catalog opens in the 'Find' screen. Press 'Enter' or click 'Find' to open the main grid. Please see GP4 User Guide for full details on the 'Find' screen, and other common screen elements.



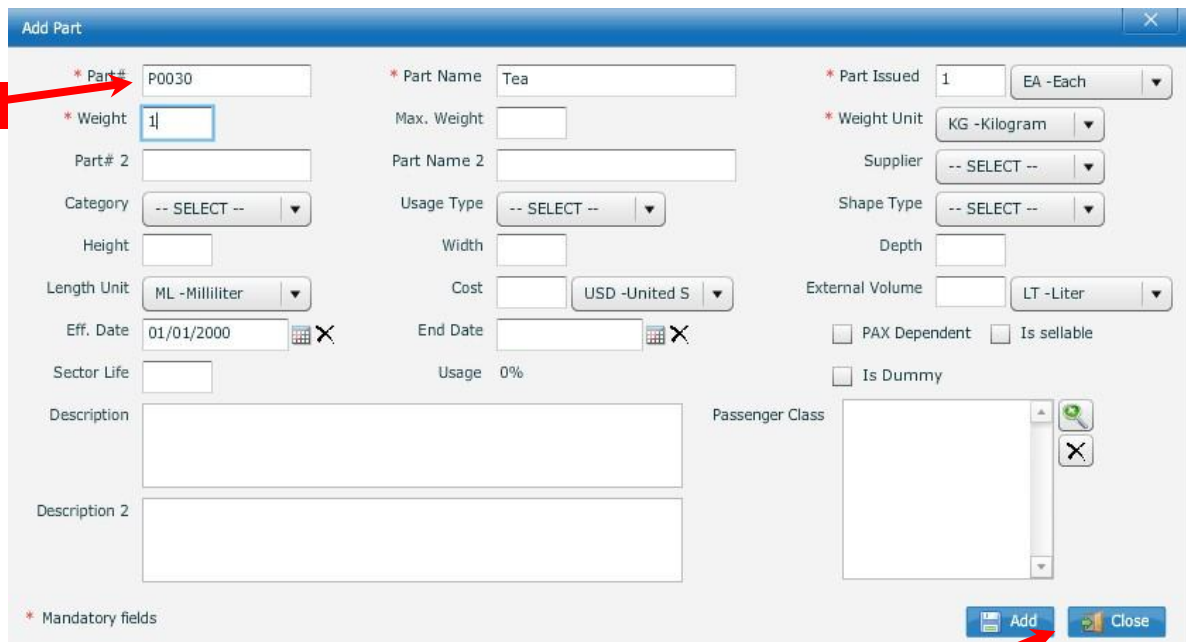
Item	Entity / Field Name	Description of function
1	Parts List	Filter / Search to display list of Parts
2	'Add' Button	Pops up screen to add details of new draft Parts.
3	'Edit' Button	Pops up Parts Edit screen populated with the details of selected Parts(s)
4	'Copy' Button	Pops up screen to copy parts
5	'Delete' Button	Deletes the selected Parts(s)
6	'Part Usage' Button	Pops up Detailed Usage screen populated with the usage of selected Parts(s)

3. Add Parts

This function allows the user to add a new Part.

3.1 Add Process

Step 1 – Click 'Add Button' on main grid (see section 2) – 'add' is also available from context menu (right-click on grid). 'Add Parts' screen pops up.



Step 2 – Enter Details for new container (see below for explanation of fields). 'Add' Button will not become available until all mandatory fields (marked with *) have been populated.

Step 3 – Click 'Add'.

At this stage you may add another Part – the 'Add' button will be unavailable until you enter a new container code. 'Add' after adding each new container.

Step 4 – Click 'Close'.

3.2 Add Part Screen Overview

Brief explanation of Fields in 'Add Container' Screen:

Entity/Field Name	Description
Part #	Unique code of part
Part Name	Name of Part
Part issued	Number & unit in which Part is issued. Default is EACHES
Weight	Weight of part
Max. Weight	
Weight Unit	Unit of Weight for the part
Part #2	Alternate code for the part
Part Name 2	Alternate name for the part
Supplier	The supplier name for the part
Category	Category of part e.g. Laundry
Usage Type	Indicates how the part is used in the catering context e.g. disposable, rotatable...
Shape Type	Allows user to select predefined shape type
Height, Width, Depth	Height, width and depth of part
Length Unit	Default length unit
Cost	Cost of the Part and currency unit
External Volume	Volume occupied by the part and unit of volume
Eff. Date	Effective Date for the part. Defaults to 1/1/2000 to allow for loading in all containers.
End Date	End date for the part. Can be left blank
PAX Dependant	Indicates whether the part is Passenger dependent or not (dependant on the number of passengers)
Is Sellable	Indicate whether the part is 'Sellable'
Sector Life	Indicates how much a part is used within a flight. E.g. food items will be 1. If an item is used for 10 legs it will be 10
Usage	Usage of Part per leg of flight. This is a computed field.
Is Dummy	Indicates whether the part is a dummy part or not
Description	Description field for additional information about part
Description 2	Alternate description
Passenger Class	Passenger Class code for the Part

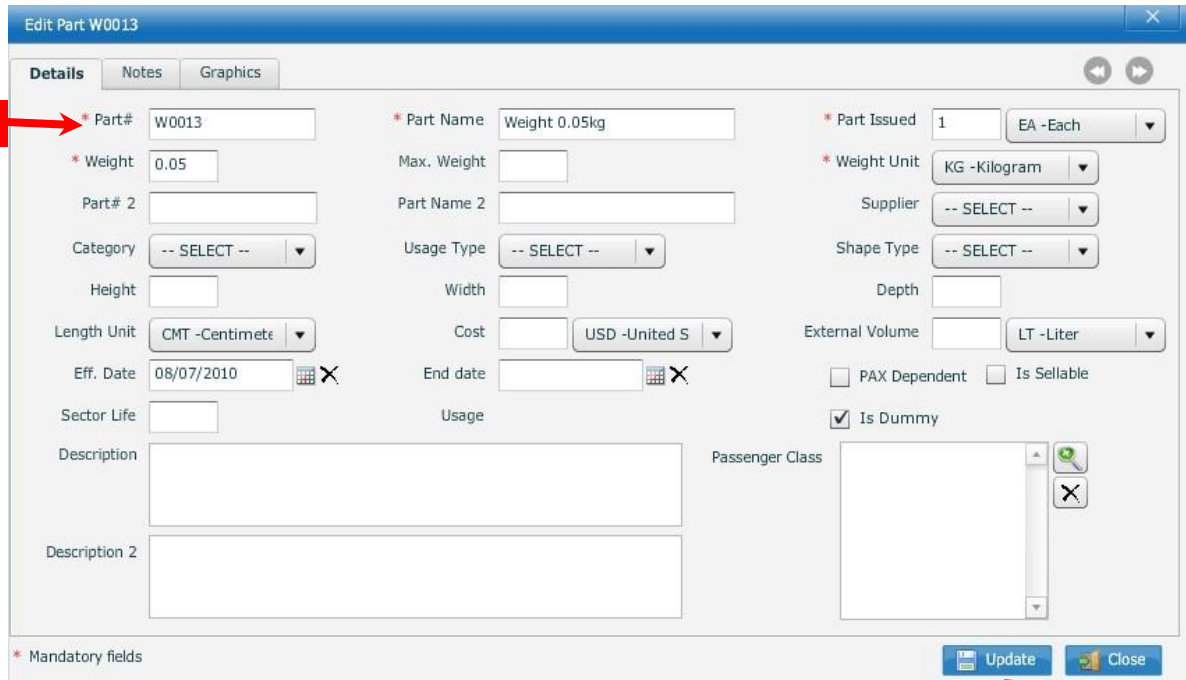
4. Edit Parts

Enables the user to modify Part details.

4.1 Edit Part Details

Step 1 - From Main grid (see section 2) - Select one or more Part(s) then click 'Edit Button'. 'Edit' is also available from context menu (right-click on grid).

'Edit Part' form appears, populated with details of part(s) selected.



Step 2 – Edit part details. All fields can be edited. 'Update' button will not become active until changes have been made

Step 3 – Click 'Update'

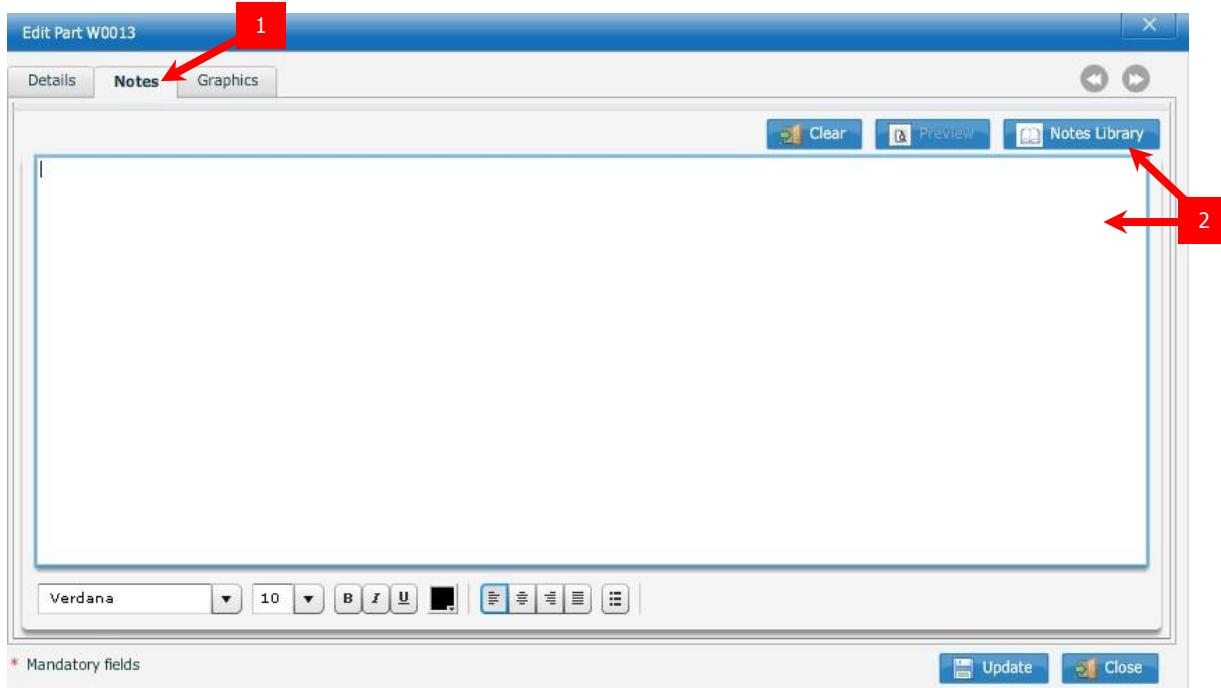
Use the forward and back arrows (top right of screen) to move between parts if more than one was selected. If part details have been edited they will need to be saved (by clicking 'Update') before switching between parts.

Step 4 – Click 'Close' OR continue editing

4.2 Edit Part Notes

Enables the user to add / edit the part notes.

Step 1 – Click on the 'Notes' tab



Step 2 – Type a note directly in the note workspace OR click 'Notes Library' to open the notes library and select a note to add. A combination of typed and predefined notes is also possible. Please see Loader User Guide section ... for details on using Notes and Notes Library.

Step 3 – Click 'Update' to save any changes.

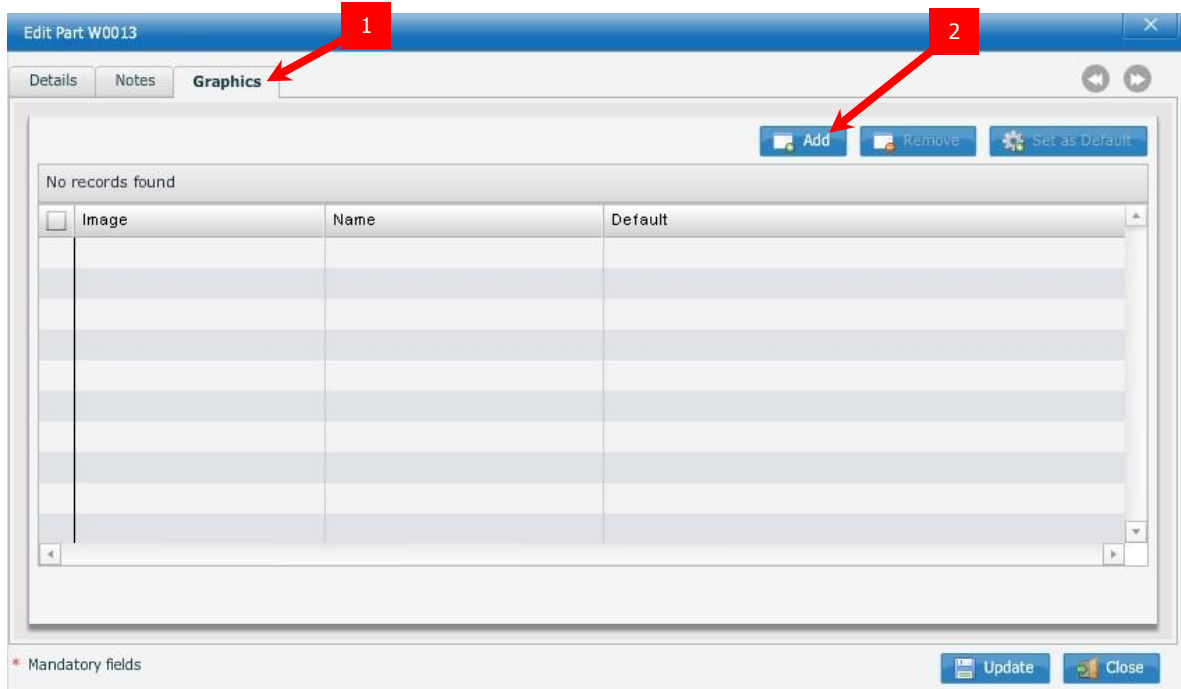
Step 4 – Click 'Close' OR continue editing.

4.3 Edit Part Graphics

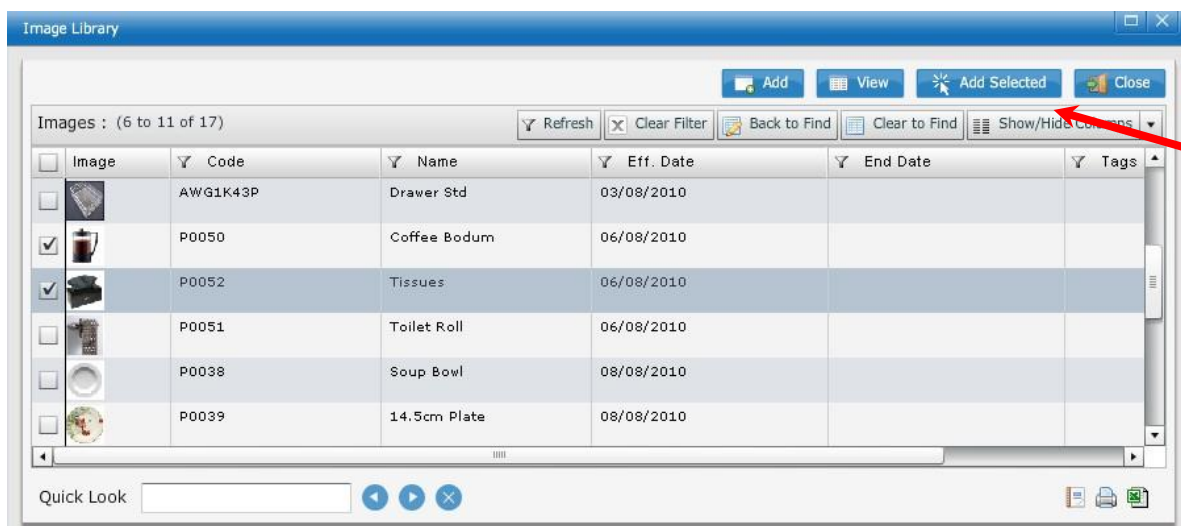
Enables the user to add or edit parts graphics.

4.3.1 Add an Image to parts graphics

Step 1 – Click on the 'Graphics' tab



Step 2 – Click 'Add' to add an image. Image Library opens in the Find screen – press 'enter' or click 'Find' to go straight to the main grid. The main grid should list all available images.



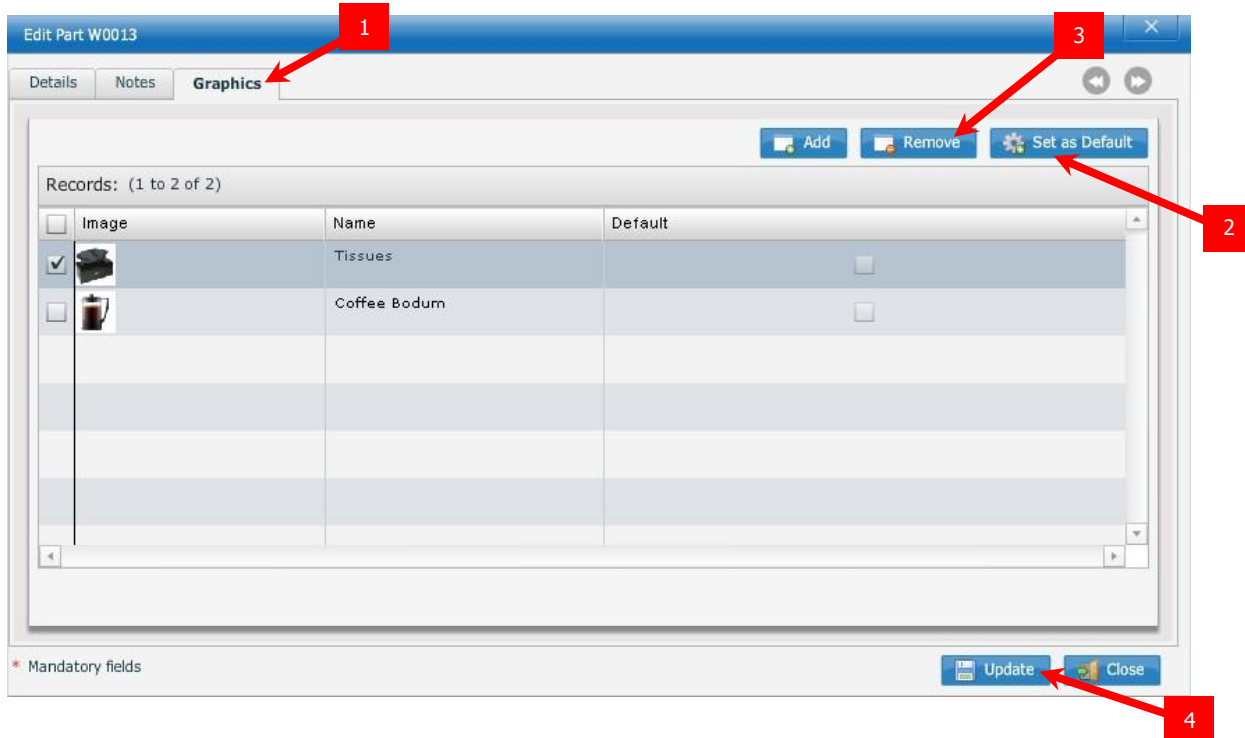
Step 3 – Select one or more images to associate with the part and click 'Add Selected'. Image library screen will automatically close and the user will be returned to previous screen.

Please see Image Library User Guide for more details on using Image Library.

Step 4 – Click 'Update'

4.3.2 Edit Graphics – Set as Default or Remove an image

Step 1 – Click on the 'Graphics' tab.



Step 2 – Select the desired default image for the part and click 'Set as Default'. If only one image is associated with the part it is automatically set as default.

Step 3 – Select an image and click 'Remove' to remove an image from the part.

Step 4 – Click 'Update' and click 'Close' to exit.

5. View Part

Enables the user to view Part details.

From Main grid (see section 2) – highlight the selected part on the grid and right-click to open context menu and select 'View'. OR double-click on the selected part.

'View Part' screen pops up, populated with details of part(s) selected.

The screenshot shows the 'View Part W0013' window with three tabs: 'Details', 'Notes', and 'Graphics'. The 'Details' tab is active, displaying a form with the following fields:

- Part#**: W0013
- Weight**: 0.05
- Part# 2**: (empty)
- Category**: -- SELECT --
- Height**: (empty)
- Length Unit**: CMT -Centimeter
- Eff. Date**: 08/07/2010
- Sector Life**: (empty)
- Description**: (empty text area)
- Description 2**: (empty text area)
- Part Name**: Weight 0.05kg
- Max. Weight**: (empty)
- Part Name 2**: (empty)
- Usage Type**: -- SELECT --
- Width**: (empty)
- Cost**: (empty)
- USD -United S**: (empty)
- End date**: (empty)
- Usage**: (empty)
- Part Issued**: 1
- EA -Each**: (empty)
- Weight Unit**: KG -Kilogram
- Supplier**: -- SELECT --
- Shape Type**: -- SELECT --
- Depth**: (empty)
- External Volume**: (empty)
- LT -Liter**: (empty)
- PAX Dependent**: ☐
- Is Sellable**: ☐
- Is Dummy**: ☒
- Passenger Class**: (empty)

At the bottom left, there is a note: '* Mandatory fields'. At the bottom right, there are two buttons: 'Edit' and 'Close'.

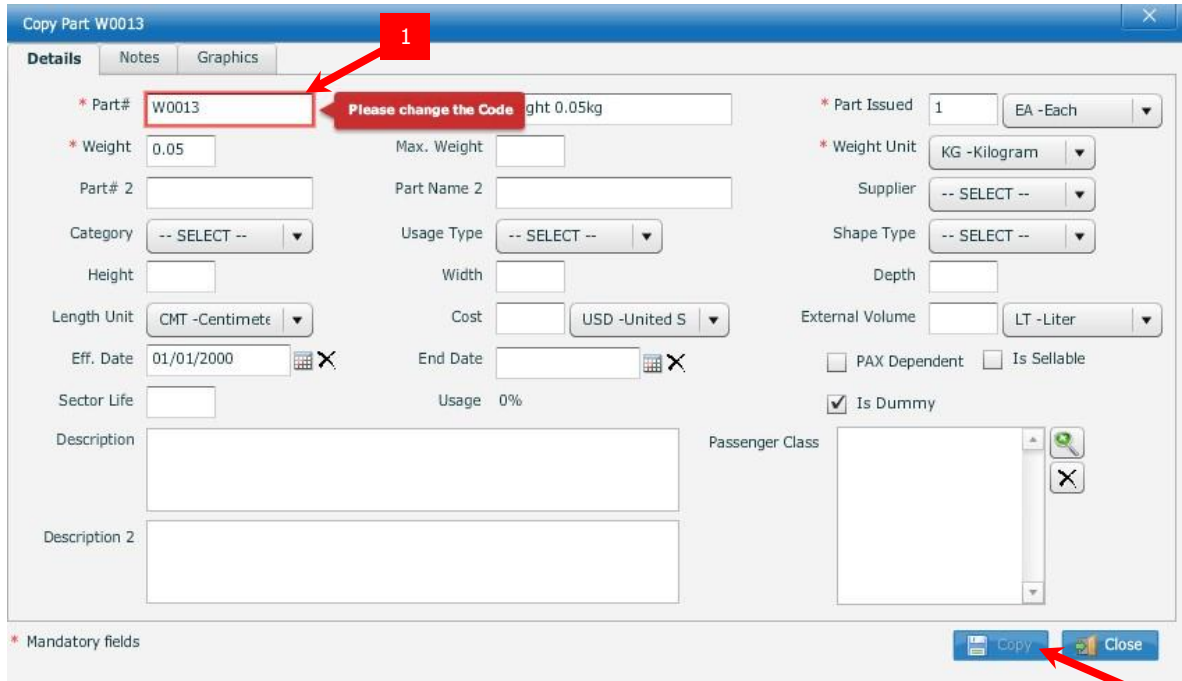
The user can view 'Details', 'Notes' & 'Graphics' by clicking on the appropriate Tab.

To edit the part click the 'Edit' button and then follow instructions in section 4.

6. Copy Part

Enables the user to create a new copy of a part.

From Main grid (see section 2) - Select a Part then click 'Copy' Button– 'Copy' is also available from context menu (right-click on grid). 'Copy Part' screen pops up, populated with details of part selected.



Copy Part W0013

Details Notes Graphics

* Part# W0013 **Please change the Code** Weight 0.05kg

* Weight 0.05 Max. Weight

Part # 2 Part Name 2

Category -- SELECT -- Usage Type -- SELECT --

Height Width

Length Unit CMT -Centimetre Cost USD -United S

Eff. Date 01/01/2000 End Date

Sector Life Usage 0%

Description

Description 2

* Part Issued 1 EA -Each

* Weight Unit KG -Kilogram

Supplier -- SELECT --

Shape Type -- SELECT --

Depth

External Volume LT -Liter

☐ PAX Dependent ☐ Is Sellable

☒ Is Dummy

Passenger Class

* Mandatory fields

Copy Close

Step 1 - Enter a new part code – 'copy' button will be unavailable until a new code has been entered. Make any other changes required.

Step 2 - Click 'Copy' and click 'Close' to exit.

7. Delete Container(s)

Enables the user to delete part(s).

From Main grid (see section 2) - Select a Part and click 'Delete' button OR select 'Delete' from context menu (right-click on grid). 'Delete' screen pops up.



Step 1 – Click **Yes** to confirm.

The user should see the following message 'Selected part has been deleted successfully.'

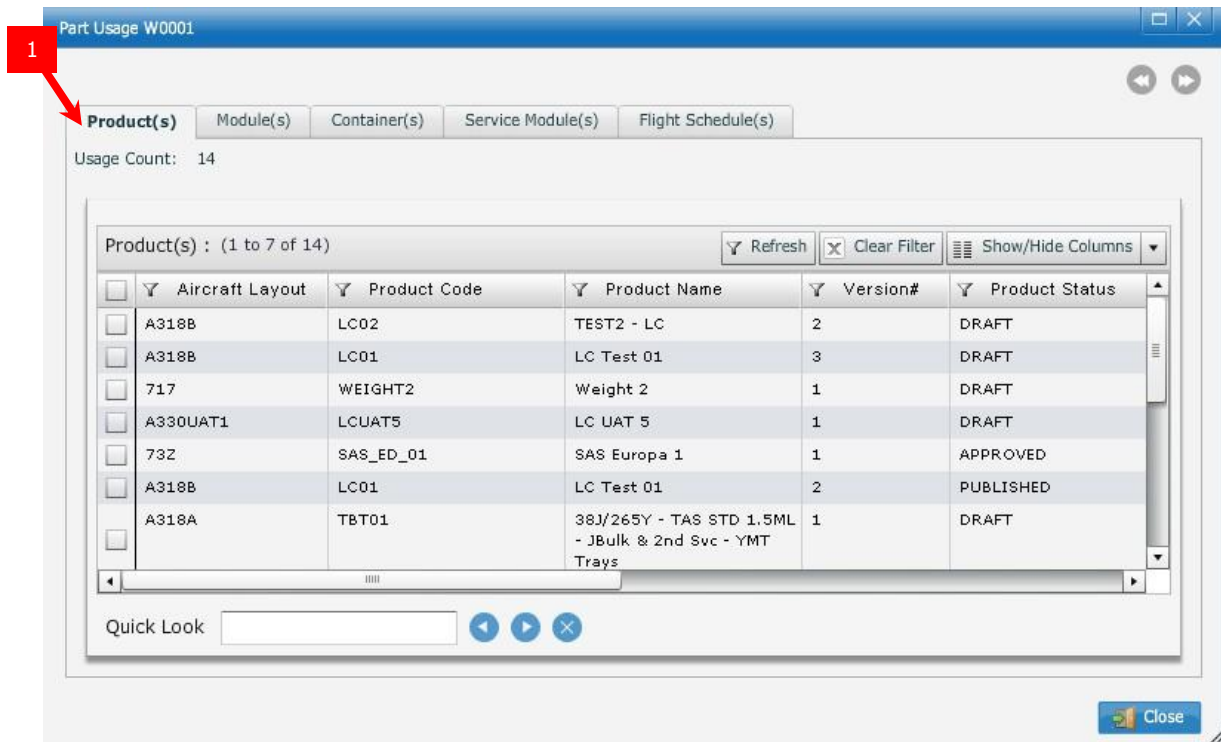
8. Parts Usage

Allows the user to view a detailed usage of the part selected, and also to replace the part in containers and/or modules.

From Main grid (see section 2) - Select a Part and click 'Part Usage' button, OR select from context menu (right-click on grid. 'Part usage' grid pops up, populated with details of the part selected.

8.1 View Product, Service Module & Flight Schedule Usage

Step 1 - Click on Product(s) tab to view part usage by Product.



Part Usage W0001

1

Product(s) Module(s) Container(s) Service Module(s) Flight Schedule(s)

Usage Count: 14

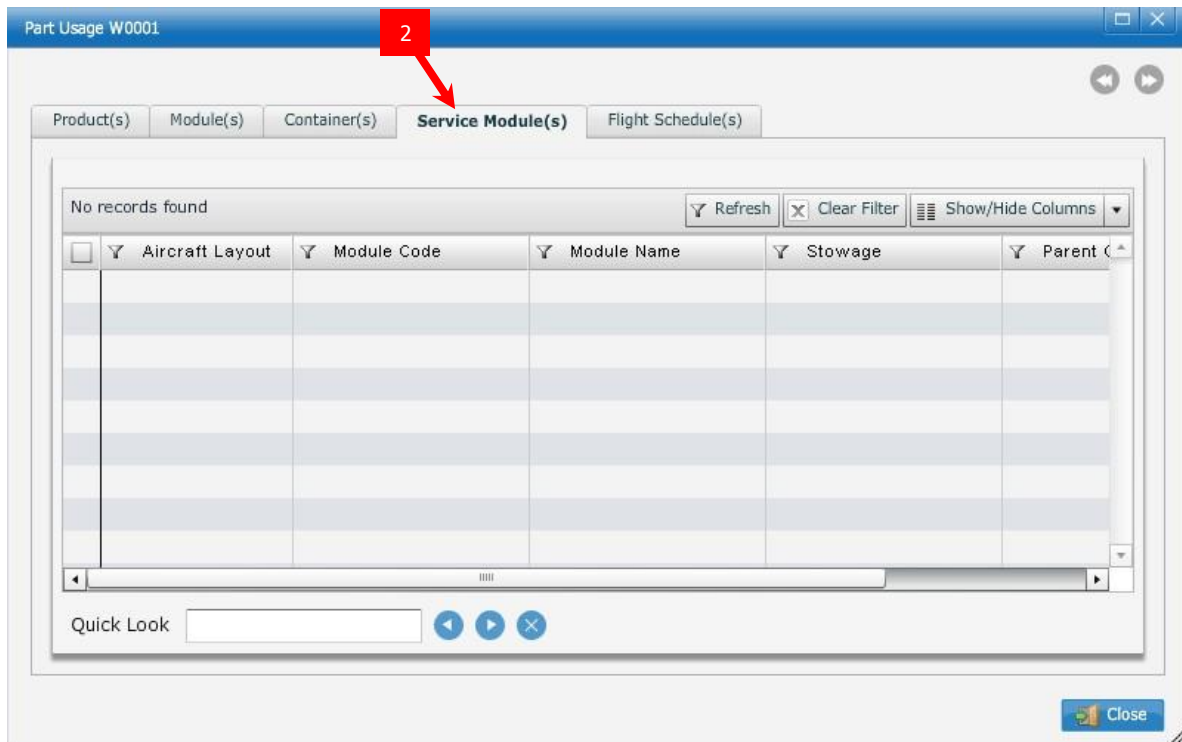
Product(s) : (1 to 7 of 14)

<input type="checkbox"/>	Aircraft Layout	Product Code	Product Name	Version#	Product Status
<input type="checkbox"/>	A318B	LC02	TEST2 - LC	2	DRAFT
<input type="checkbox"/>	A318B	LC01	LC Test 01	3	DRAFT
<input type="checkbox"/>	717	WEIGHT2	Weight 2	1	DRAFT
<input type="checkbox"/>	A330UAT1	LCUAT5	LC UAT 5	1	DRAFT
<input type="checkbox"/>	73Z	SAS_ED_01	SAS Europa 1	1	APPROVED
<input type="checkbox"/>	A318B	LC01	LC Test 01	2	PUBLISHED
<input type="checkbox"/>	A318A	TBT01	38J/265Y - TAS STD 1.5ML - JBulk & 2nd Svc - YMT Trays	1	DRAFT

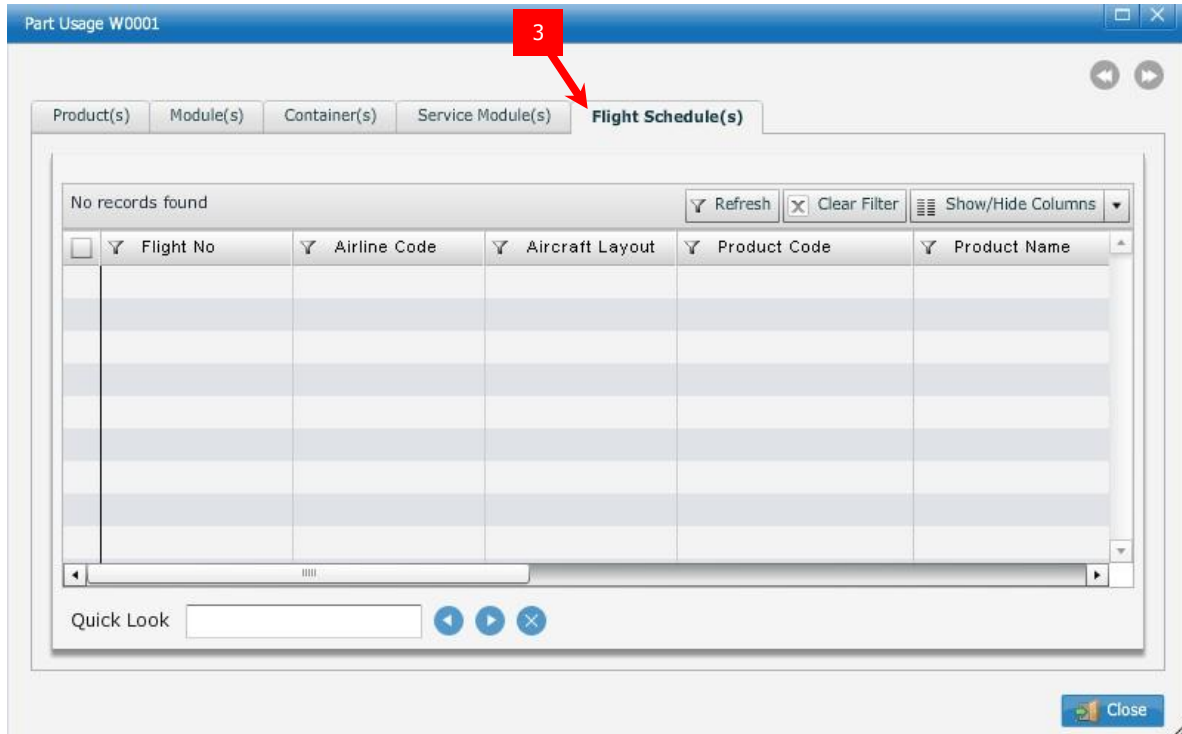
Quick Look

Close

Step 2 - Click on Service Module(s) tab to view part usage by Service Modules.

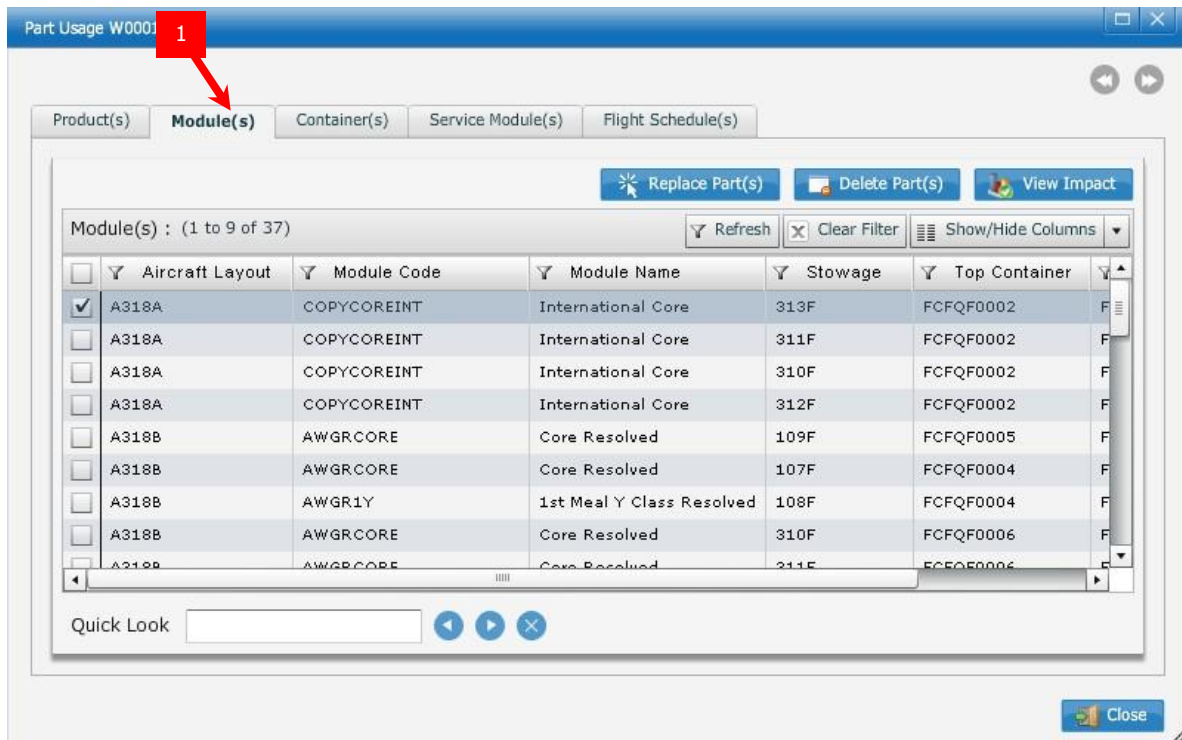


Step 3 - Click on Flight Schedule(s) tab to view part usage by Flight Schedules.

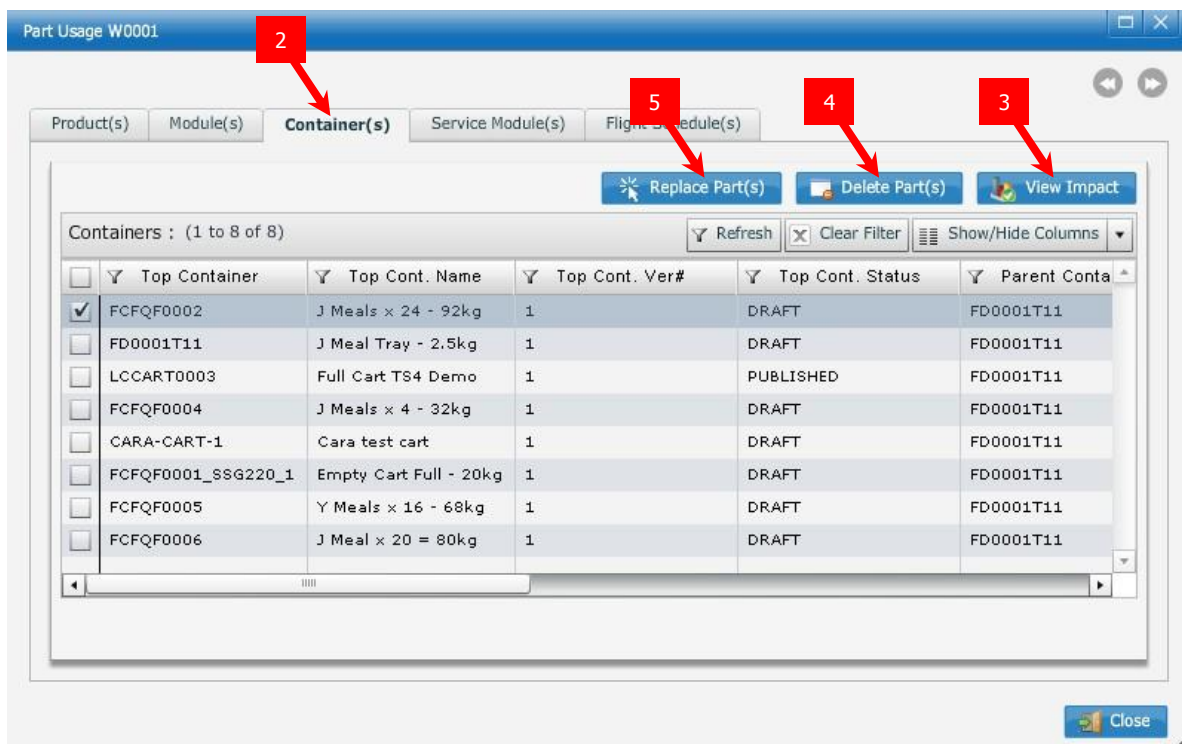


8.2 View/Replace/Remove part in Modules or Containers

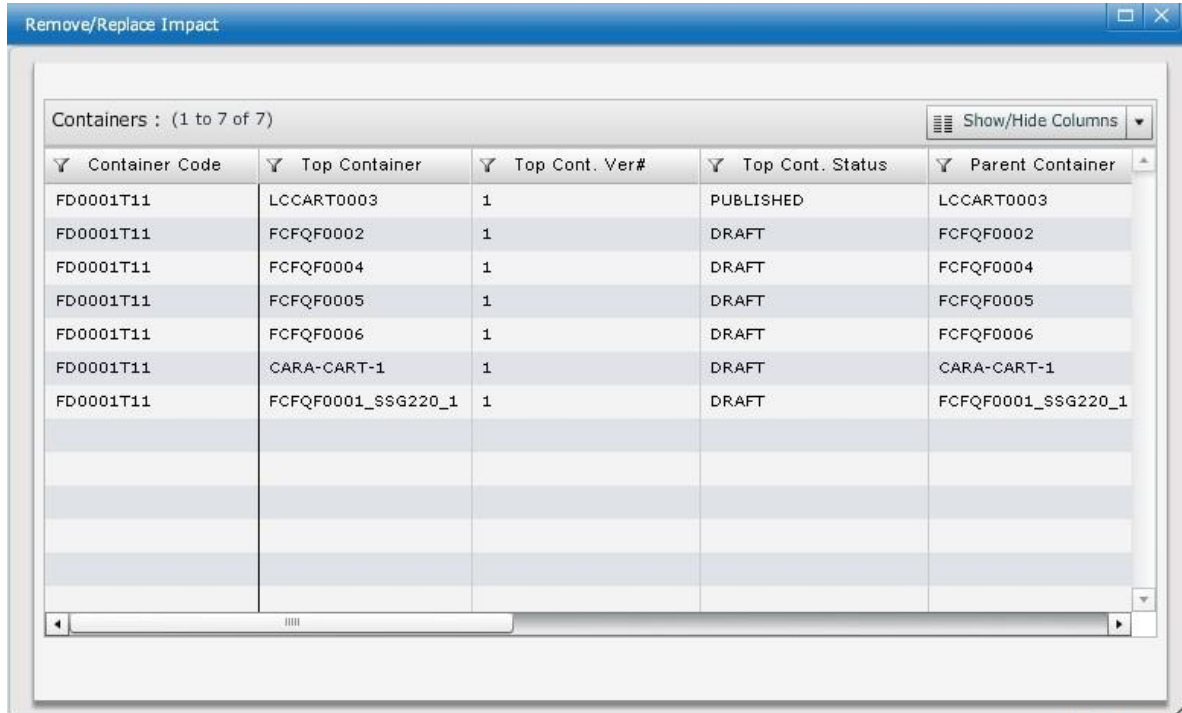
Step 1 – Click on Module(s) tab to view part usage by Modules.



Step 2 – Click on Container(s) tab to view part usage by Container(s).



Step 3 – Click 'View Impact' from within either module(s) tab or container(s) tab. This opens the 'Remove / Replace Impact' screen with further details on the impact of any changes.



Remove/Replace Impact

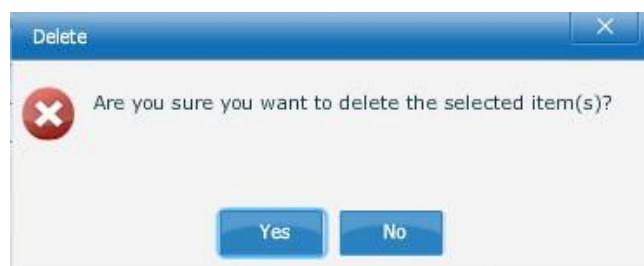
Containers : (1 to 7 of 7)

Container Code	Top Container	Top Cont. Ver#	Top Cont. Status	Parent Container
FD0001T11	LCCART0003	1	PUBLISHED	LCCART0003
FD0001T11	FCFQF0002	1	DRAFT	FCFQF0002
FD0001T11	FCFQF0004	1	DRAFT	FCFQF0004
FD0001T11	FCFQF0005	1	DRAFT	FCFQF0005
FD0001T11	FCFQF0006	1	DRAFT	FCFQF0006
FD0001T11	CARA-CART-1	1	DRAFT	CARA-CART-1
FD0001T11	FCFQF0001_SSG220_1	1	DRAFT	FCFQF0001_SSG220_1

Step 4 – From within either the module(s) tab, or the container(s) tab, select the module(s) or container(s) from which to delete the current part and click 'Delete Part(s)'. The user will receive the following message.

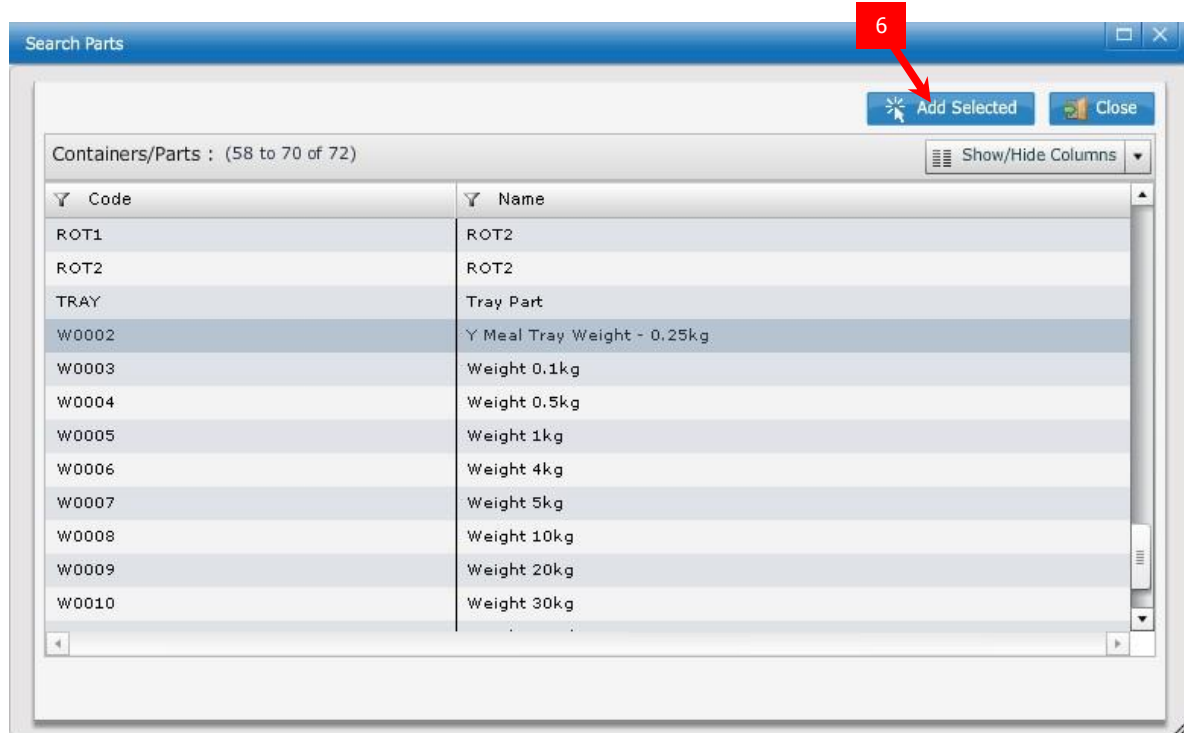
Click **Yes** to confirm.

Note: Parts can only be deleted from modules if they are loaded directly in stowages. Parts can only be deleted from Draft containers.



Step 5 – From within either module(s) tab or container(s) tab, select a container(s) or module(s) in which to replace the current part. Click 'Replace Part(s)'. This opens the 'Search Parts' screen.

Note: Parts can only be replaced in modules if they are loaded directly in a stowage. Parts can only be replaced in Draft containers.



Step 6 – Select a part to replace the current part with. Click 'Add Selected'. The user should receive a message to say the part has successfully been replaced. The change should also be reflected in the Part Usage screen.