Galley Planning (GP4) – Container Catalog
User/Training Guide

Version 1.1
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1. Introduction

1.1 Overview

Container Catalog enables direct access to the management of Containers.

1.2 Intended Audience

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

1.3 Scope

This document covers the following Container Catalog features:

- Search for Containers
- Add, Edit, View, Copy, Delete Containers.
- Add Container Version.
- Load/Unload Containers
- Container Scratchpad
- Detailed usage
- Workflow, Publish, Reports
- Container Version Timeline
- Recalculate all Weights
- Remove Expired Containers

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.

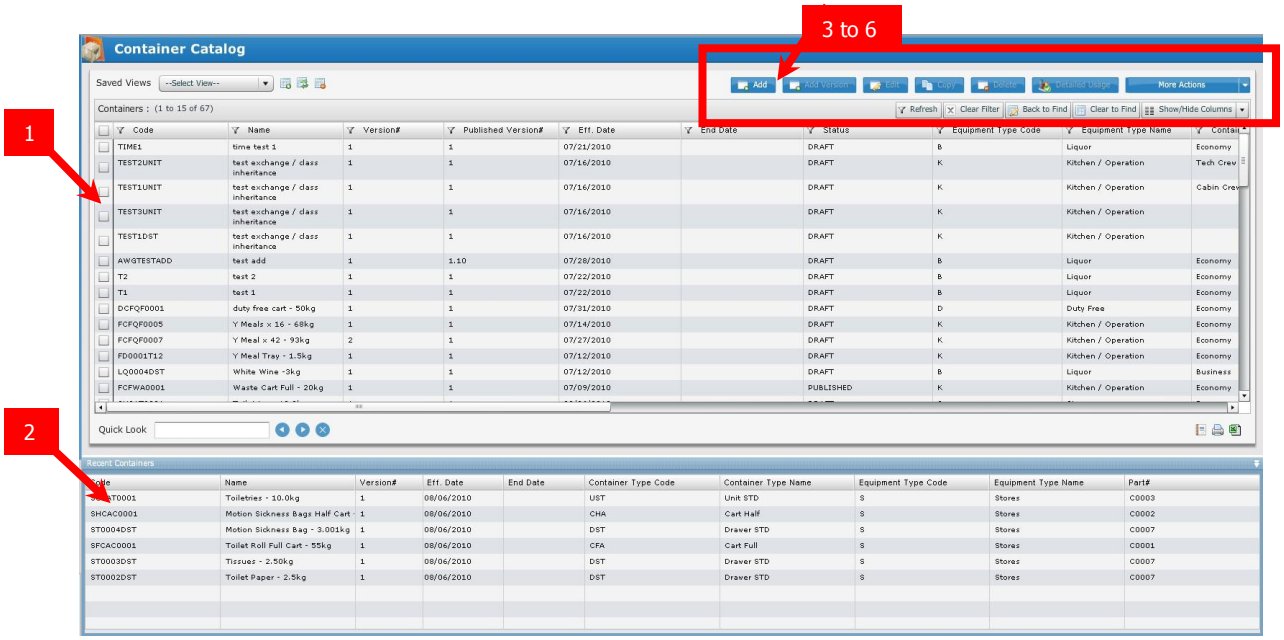
1.5 Related Documents/References

Name	Location
Galley Planning – The Basics User/Training Guide	
Galley Planning – Designer User/Training Guide	
Galley Planning – Loader User/Training Guide	
Galley Planning – Parts Catalogue User/Training Guide	
Galley Planning – Preferences User/Training Guide	

2. Main Grid/Container List

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

Container Catalog opens in the 'Find' screen. Press 'Enter' or click 'Find' to open the main grid. Refer to *Galley Planning – The Basics User Guide* for full details on the 'Find' screen, and other common screen elements.



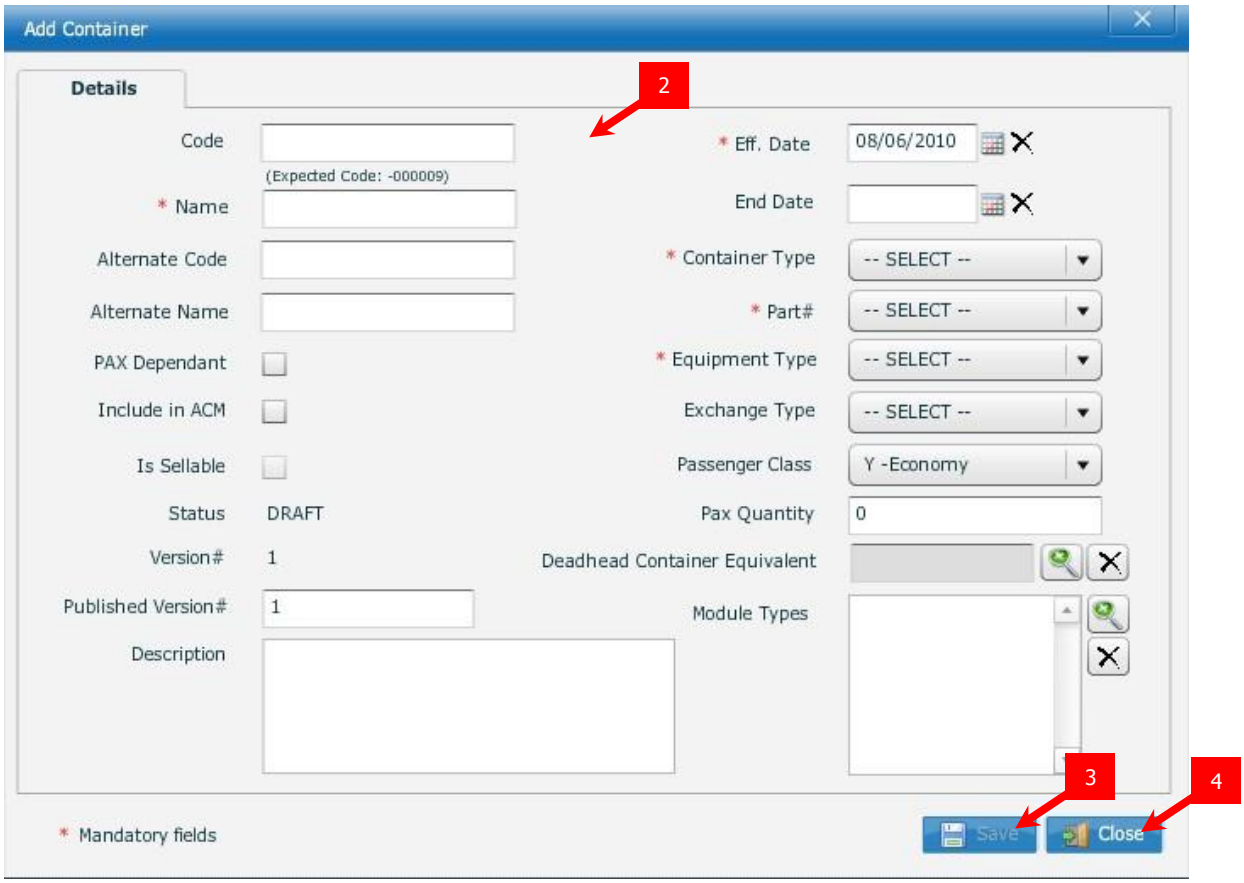
Item	Entity/Field Name	Description
1	Container List	Filter / Search to display list of containers
2	Recent Containers	Shows recently used containers
3	'Add' Button	Pops up screen to add details of new draft container.
4	'Add Version' Button	Pops up screen to add details of new draft container version for the container selected.
5	'Edit' Button	Pops up Container Edit screen populated with the details of selected container/s
6	'Delete' Button	Deletes the selected container/s
7	'Detailed Usage' Button	Pops up Detailed Usage screen populated with the usage of selected container/s
8	'More Actions' Dropdown	Displays a dropdown list of additional functions

3. Add Container

This function allows the user to add a new container. All new containers are created as draft versions.

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). The 'Add Container' form opens.



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

Step 3 – Click **Save**.

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

Step 4 – Click **Close**.

3.2 Add Container Screen Overview

Brief explanation of Fields in 'Add Container' Screen:

Entity / Field Name	Description of function
Code	Unique code of container. Code can be generated based on predefined template. If template is not defined then this will be freeform text entered by user
Name	Name of Container
Alternate Code	Alternate code for the container
Alternate Name	Alternate name for the container
PAX Dependant	Indicates whether the Containers loaded are Passenger dependent or not (dependant on the number of passengers)
Include in ACM	Indicates whether the container loading will be printed in the ACM
Is Sellable	System managed property. It indicates whether the Container has any Parts / Sub-containers that are marked as 'Is Sellable'
Status	Workflow Status
Version Number	Internally assigned sequence starting at 1
Published Version Number	Next published version number. Allows for a contiguous version number range of published containers
Description	Description field for additional information about container
Eff. Date	Effective Date for the container. Defaults to 1/1/2000 to enable loading in modules.
End Date	End date for the container. Can be left blank
Container Type	The type of container being created. Container types are defined in designer
Part Number	The part number used for the housing of the container – defined in designer
Equipment Type	The type of equipment being loaded into this container E.g. Bar, Food or Equipment
Exchange Code	Exchange code for the Container. The Container inherits the Stowage Bay Exchange Code if this is blank
Passenger Class	Passenger Class code for the Container. The Container inherits the Stowage Bay Passenger Class Code if this is blank
PAX Quantity	Indicates qty of passengers the container contents caters for
Deadhead Container Equivalent	The Deadhead Equivalent Container for the Container. These are Containers that are sent from one station to another to balance the equipment stock at the stations
Module Type	Used as a guide to indicate what module type(s) the container should be loaded in

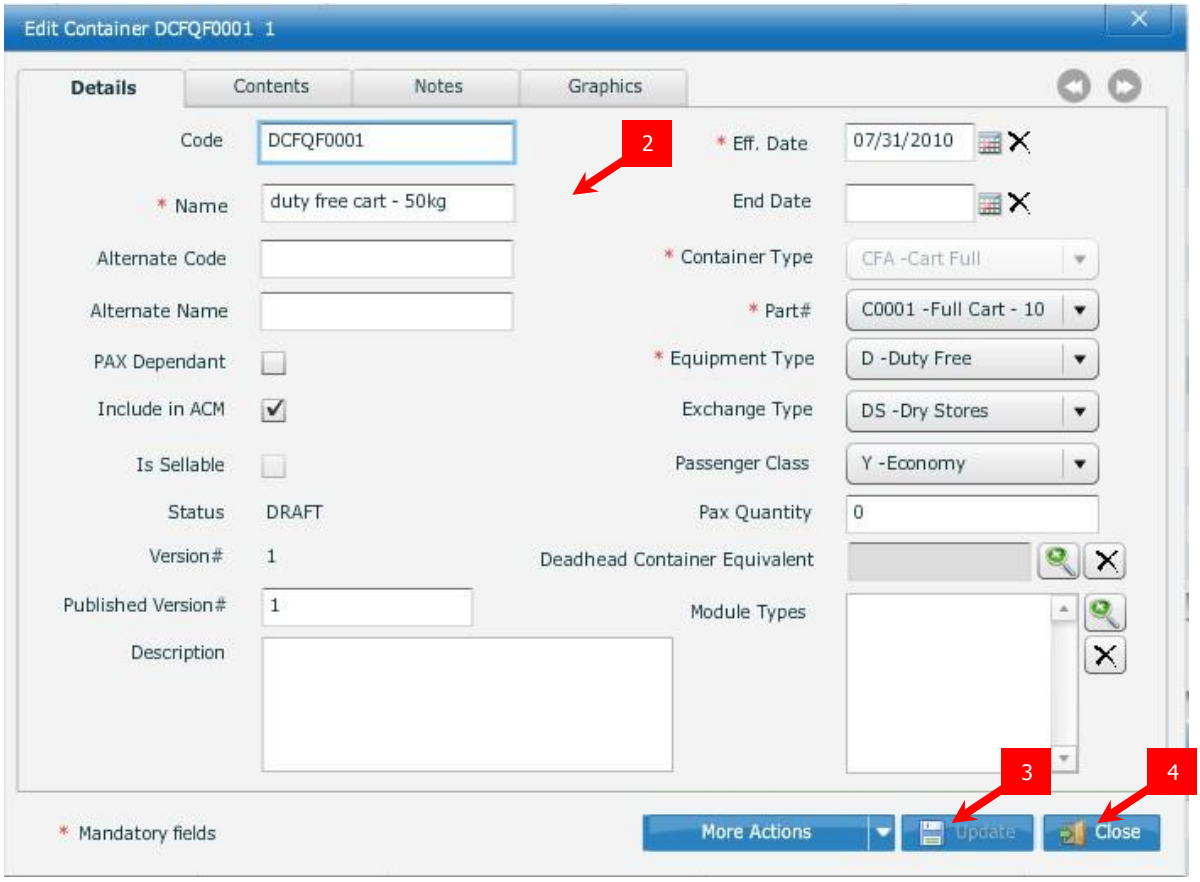
4. Edit Containers

Enables the user to modify Container details.

4.1 Edit Container Details

Step 1 - From Main grid (see section 2) - Select one or more Container(s then click 'Edit Button'. 'Edit' is also available from context menu (right-click on grid), and from within the 'View Container' screen (see section 5).

The 'Edit Container' form opens, populated with details of container/s selected.



Step 2 – Edit container details. All fields except 'Container Type' 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 containers if more than one was selected. If container details have been edited they will need to be saved (by clicking 'Update') before switching between containers.

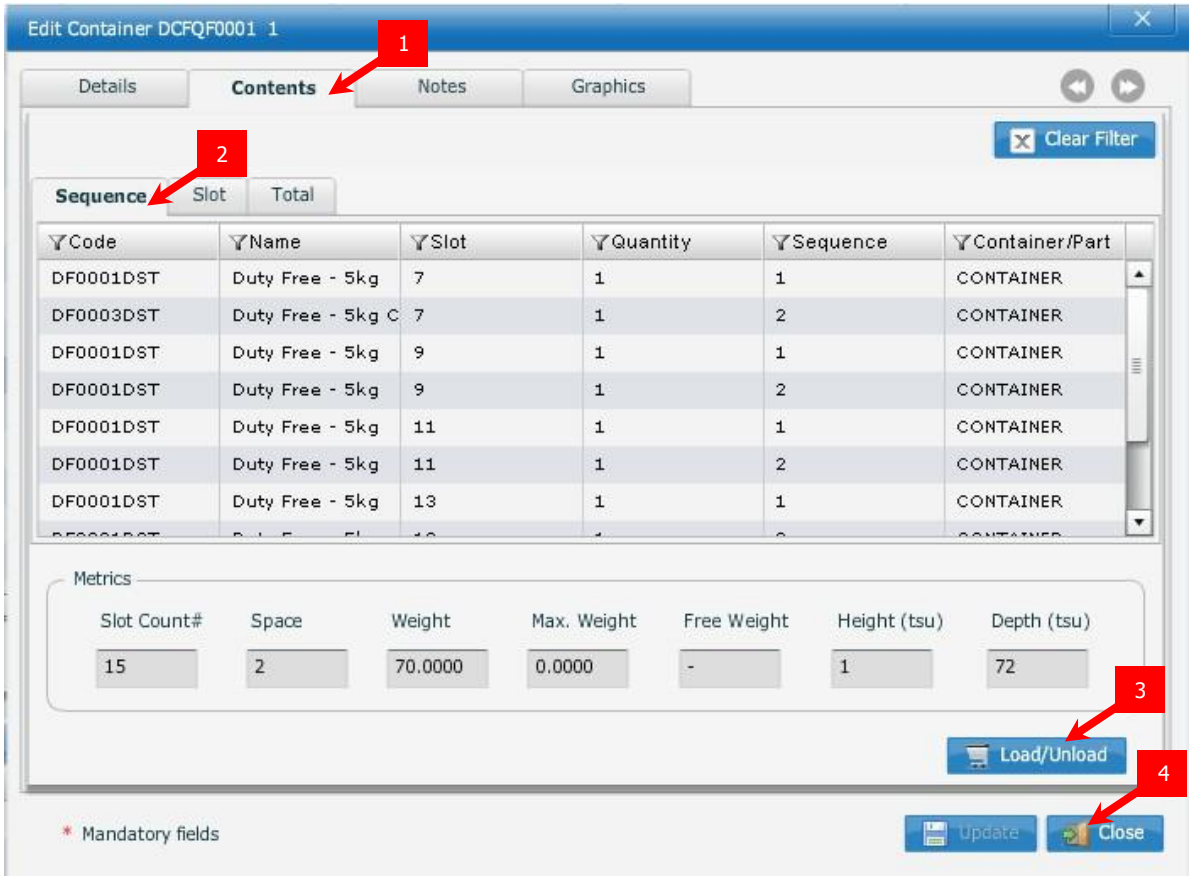
Please see sections 9 - 17 for details on the functions available under the 'More Actions' dropdown.

Step 4 – Click 'Close' OR continue editing

4.2 View/Edit Container Contents

Enables the user to view the contents of the container along with the weight and other metrics.

Step 1 – Click on the 'Contents' tab to view.



Contents can be viewed in 3 different ways – 'Sequence' Tab displays each sub-container in each slot in order of sequence number, 'Slot' Tab displays a summary of contents in each slot, 'Total' Tab displays an overall summary of contents.

Contents can be filtered as per standard grid – please see GP4 User Guide Basics for details.

Step 2 – Click on the tabs for 'Sequence', 'Slot' and 'Total' to view the contents as required.

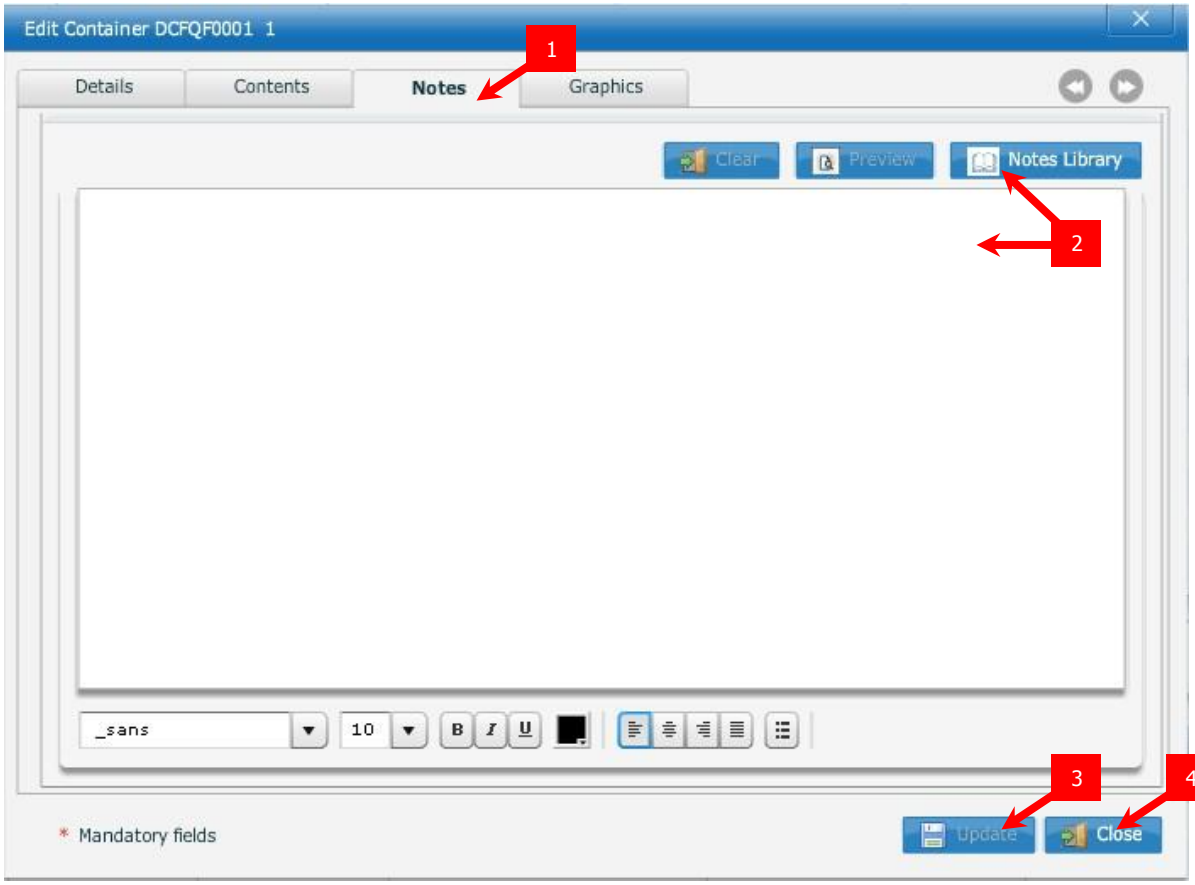
Step 3 - Click 'Load/Unload' button to edit container contents. Either the load/unload grid or the ICE window will open to allow editing of contents. Please see section 9 for more details.

Step 4 – Click 'Close' OR continue editing.

4.3 Edit Container Notes

Enables the user to add / edit the container 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 for details on using Notes and Notes Library.

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

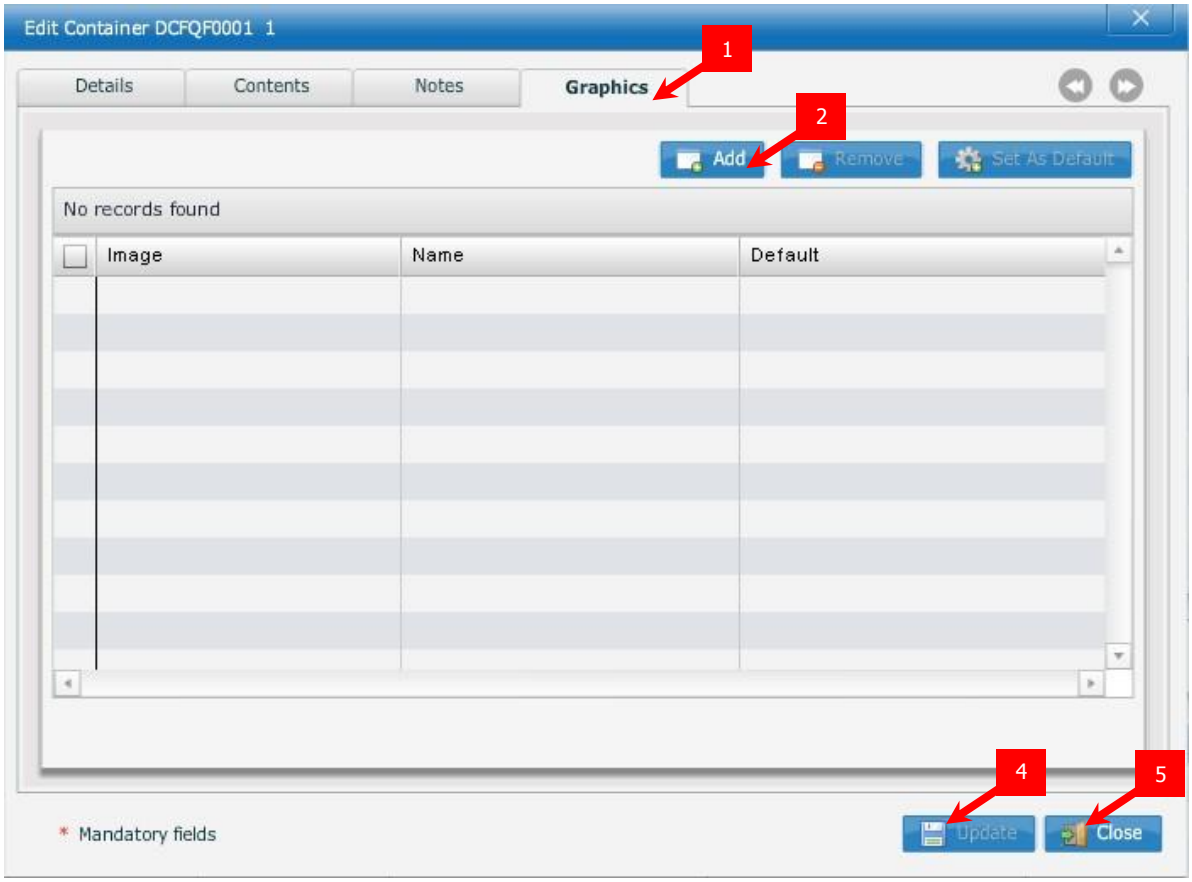
Step 4 – Click 'Close' OR continue editing.

4.4 Edit Container Graphics

Enables the user to add or edit container graphics.

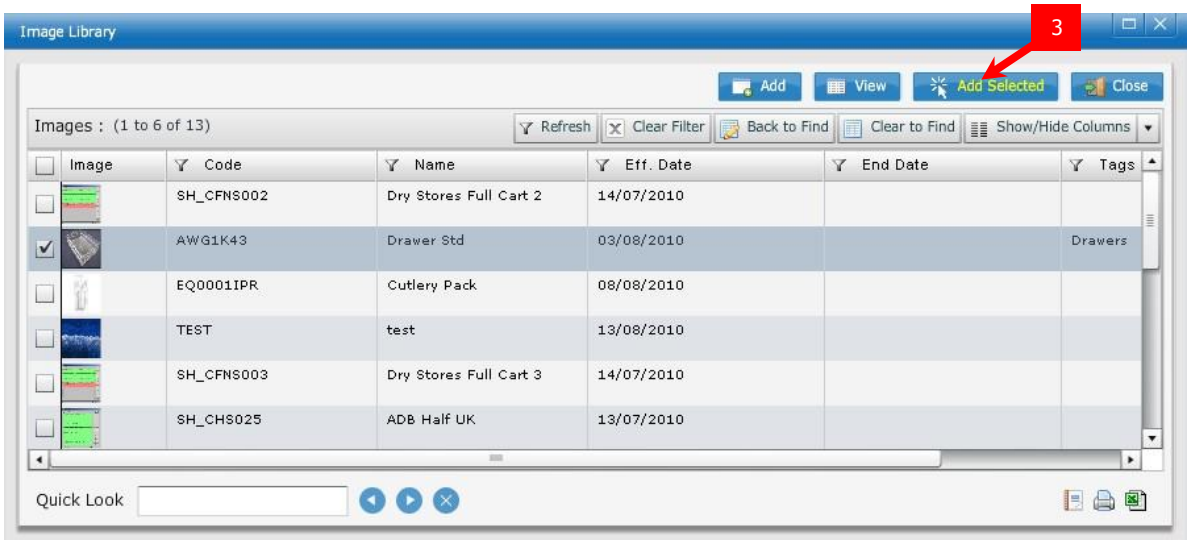
4.4.1 Add an Image to container graphics

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.

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

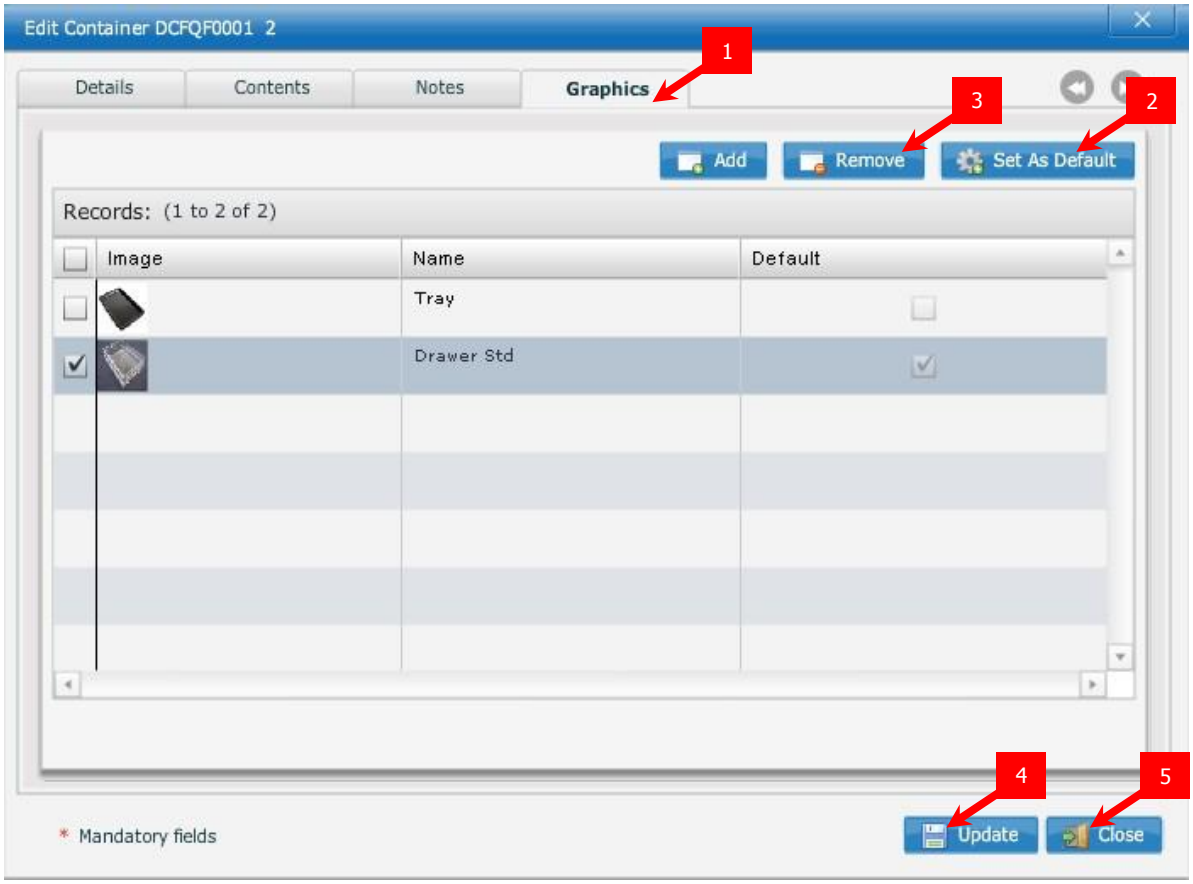


Step 3 – Select one or more images to associate with the container and click 'Add Selected'. Image library screen will automatically close and the user will be returned to previous screen

Step 4 – Click 'Update' to save.

4.4.2 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 container and click 'Set as Default'. If only one image is associated with the container it is automatically set as default.

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

Step 4 – Click 'Update'.

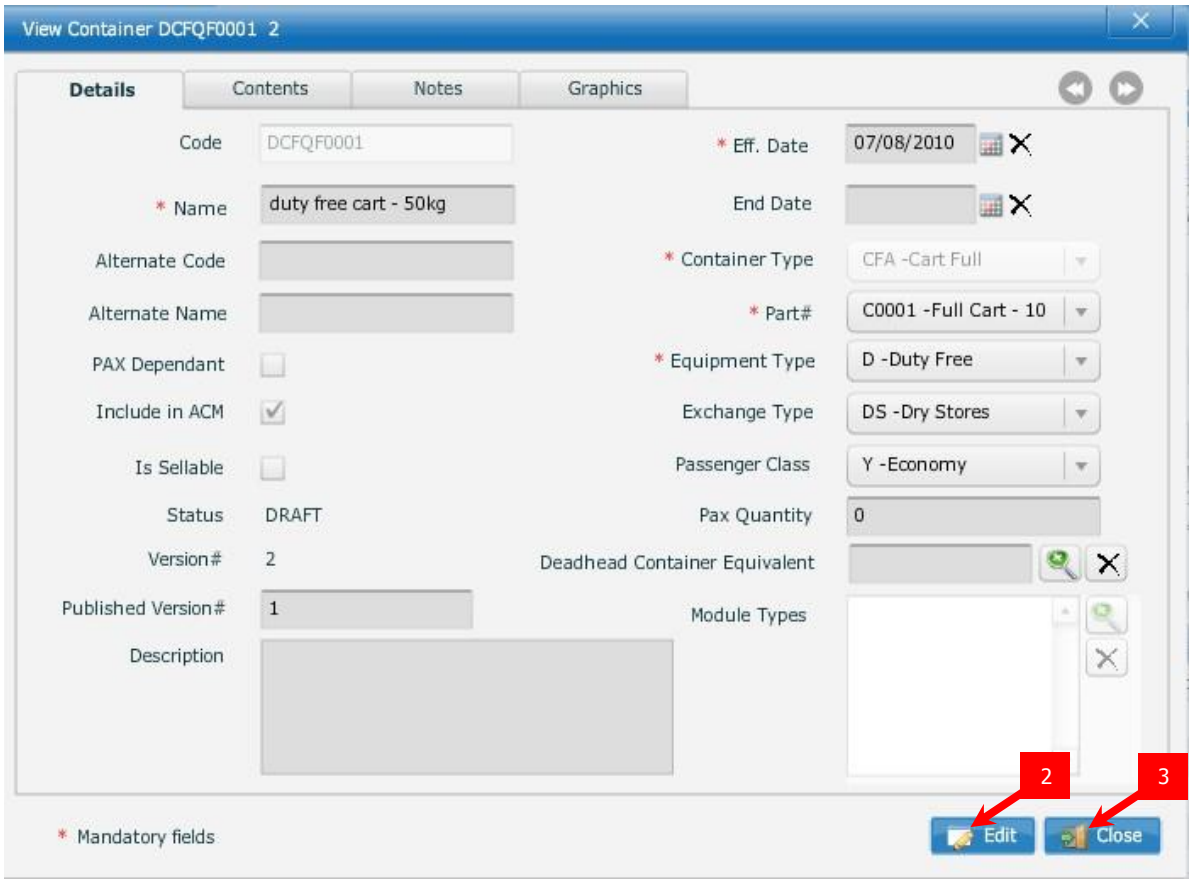
Step 5 – Click 'Close' to exit.

5. View Container

Enables the user to view Container details.

Step 1 - From Main grid (see section 2) – highlight the selected container on the grid and right-click to open context menu and select 'View'. OR double-click on the selected container.

'View Container' screen pops up, populated with details of container selected.



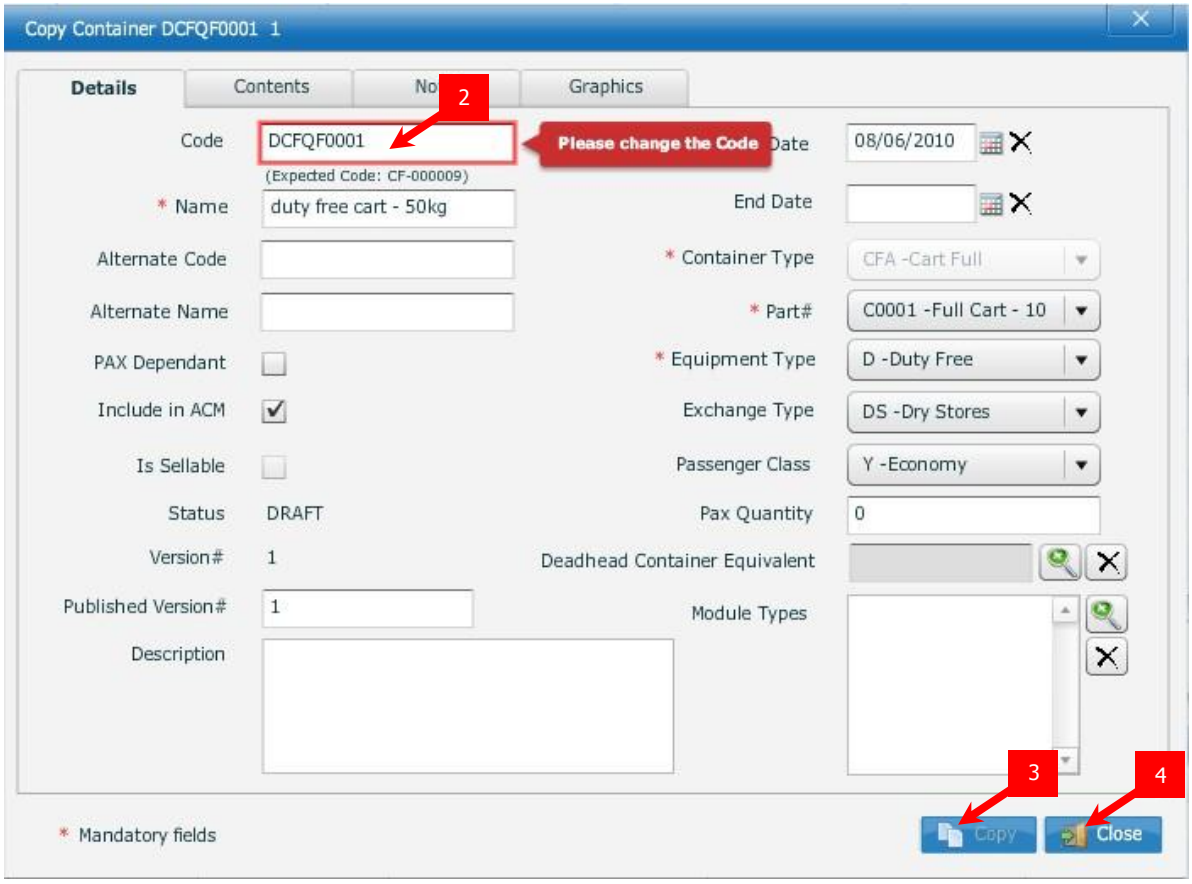
The user can view 'Details', 'Contents', 'Notes' & 'Graphics' by clicking on the appropriate Tab.

Step 2 - To edit the container click the 'Edit' button and then follow instructions in section 4.

6. Copy Container

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

Step 1 - From Main grid (see section 2) - Select a Container then click 'Copy' Button– 'Copy' is also available from context menu (right-click on grid). 'Copy container' screen pops up, populated with details of container selected.



Step 2 - Enter a new container code – 'copy' button will be unavailable until a new code has been entered. Make any other changes required.

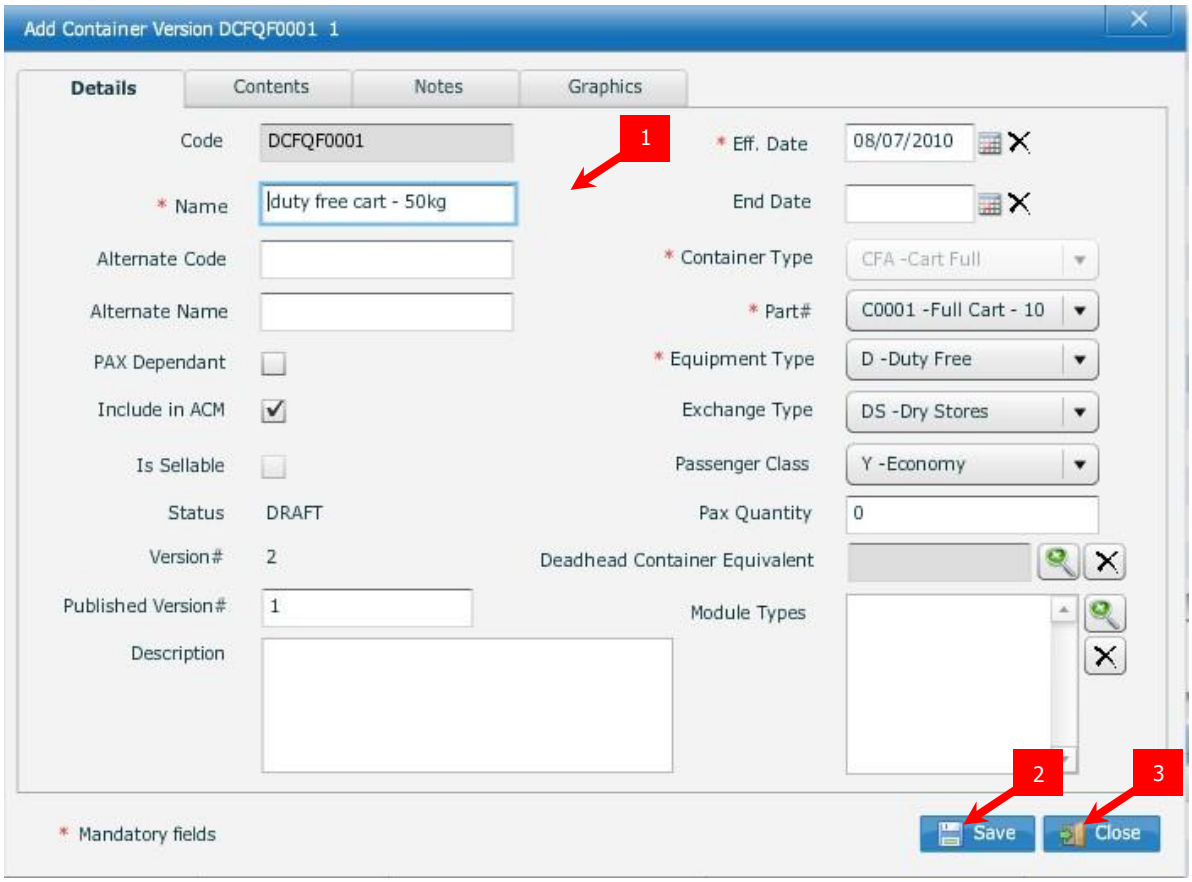
Step 3 - Click 'Copy'.

Step 4 - Click 'Close' to exit.

7. Add Container Version

Enables the user to create a new container version. Whenever changes are required to an existing published container the user must create a new container version.

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



Step 1 – edit details as required. Container Code & Type cannot be changed. Version number is automatically assigned as the next number in sequence.

Step 2 – Click 'Save'. A confirmation message will pop up.

Notes about versioning:

When you create a new version the original container is automatically given an end date of today, and the new versions' effective date is always set as the previous versions end date +1. Editing the new versions effective date will adjust the previous versions end date accordingly – so container versions effective dates (lifespan) can never overlap.

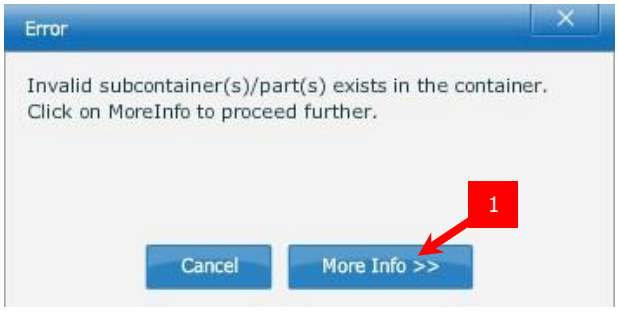
The system also does not allow for gaps between the end date and effective date of different versions.

For example, if there are 2 versions of a container in the system and the 2nd version is deleted, the end date will be removed from version 1 (so there is no end date). If there are 3 versions and the 2nd version is deleted, the end date of version 1 is set to the day before the effective date of version 3.

7.1 Add Container Version – Invalid Contents

If the user tries to add a container version for a container with invalid contents (see section 9 for rules on loading / unloading containers) they will receive the following error message:

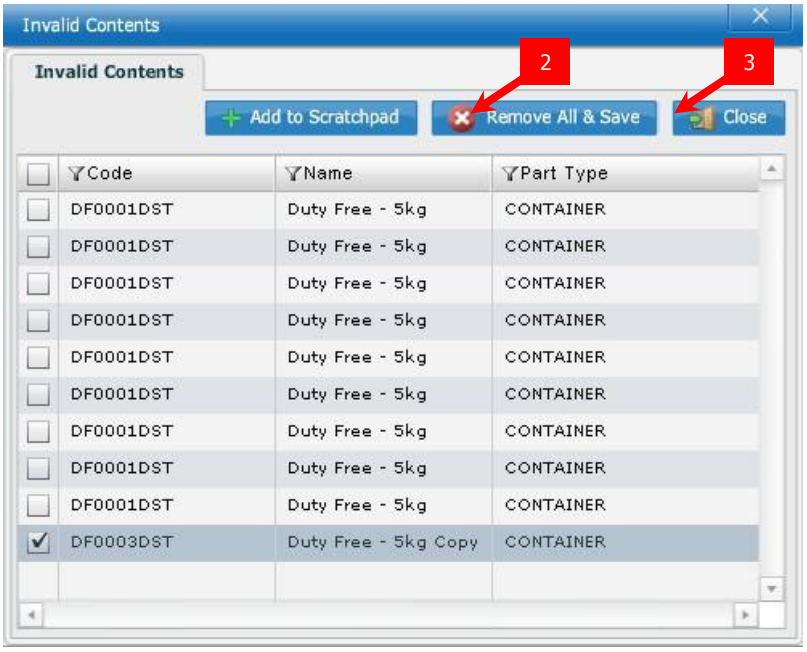
Step 1 – Click 'More Info'. This will open the 'Invalid Contents' screen.



Step 2 – Select any invalid sub-containers / parts and click 'Remove All & Save'

The user may need to investigate which sub-containers / parts are invalid. The user can add the container to the scratchpad by clicking 'Add to Scratchpad'. Please see section 10 for more information on use of Scratchpad.

Step 3 – Select 'Close'



8. Delete Container(s)

Enables the user to delete container(s).

Step 1 – From Main grid (see section 2) - Select a Container and click 'Delete' button OR select 'Delete' from context menu (right-click on grid). 'Delete' screen pops up.

Step 2 – Click 'Yes' to confirm.

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

9. Load/Unload Containers

Enables the user to add parts and/or sub-containers into containers according to the rules set up in designer. Please see Designer user guide for more information.

Sub-containers / parts need to be 'effective' for the entire life (or greater) of the container they are being loaded in. When adding a part / sub-container its effective date needs to be the same or earlier than the effective date of the container they are being loaded in.

In the 'Search Container / Parts' screen, containers not fitting these criteria will not be available for loading.

If a part / sub-containers end date is earlier than that of the container it is loaded in it becomes 'invalid' once that date is reached, and a new version of the container will need to be created.

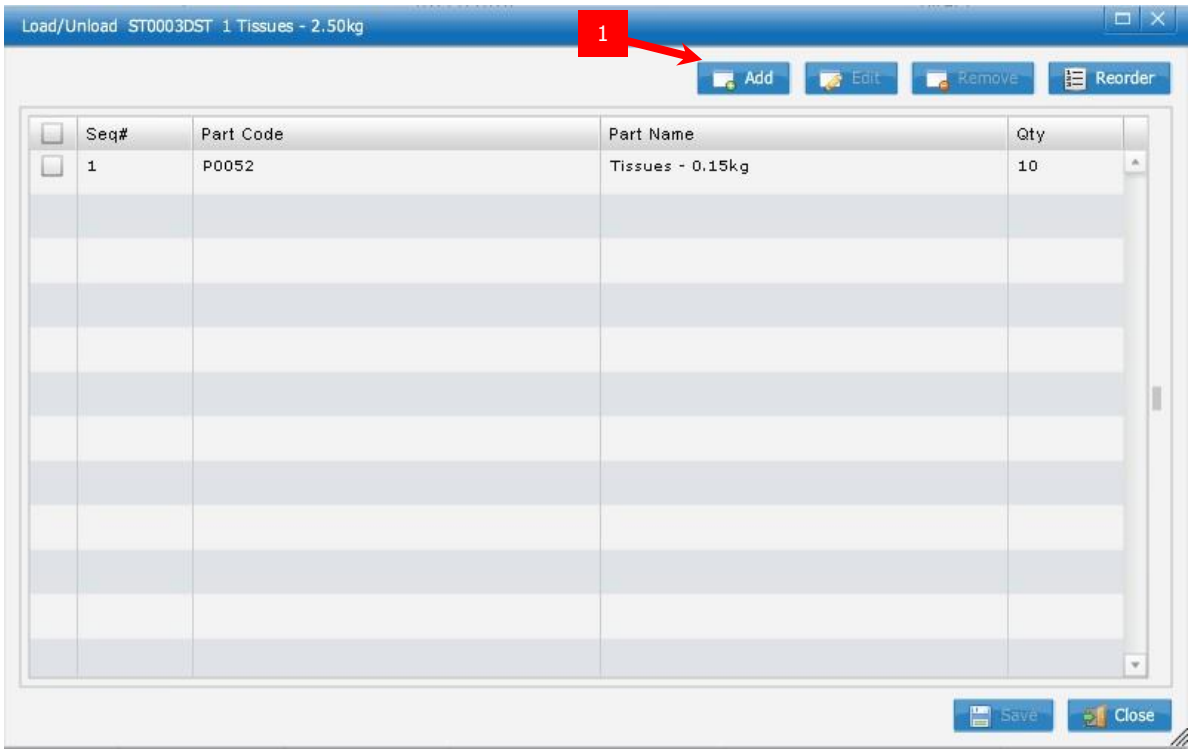
If a container has only 1 slot the user will load / unload contents of the container in a grid layout. If it has multiple slots the user will load / unload contents via the Integrated Container Loading Environment (ICE).

9.1 Load/Unload Containers with 1 slot

Allows the user to add, edit, remove or reorder contents of the container.

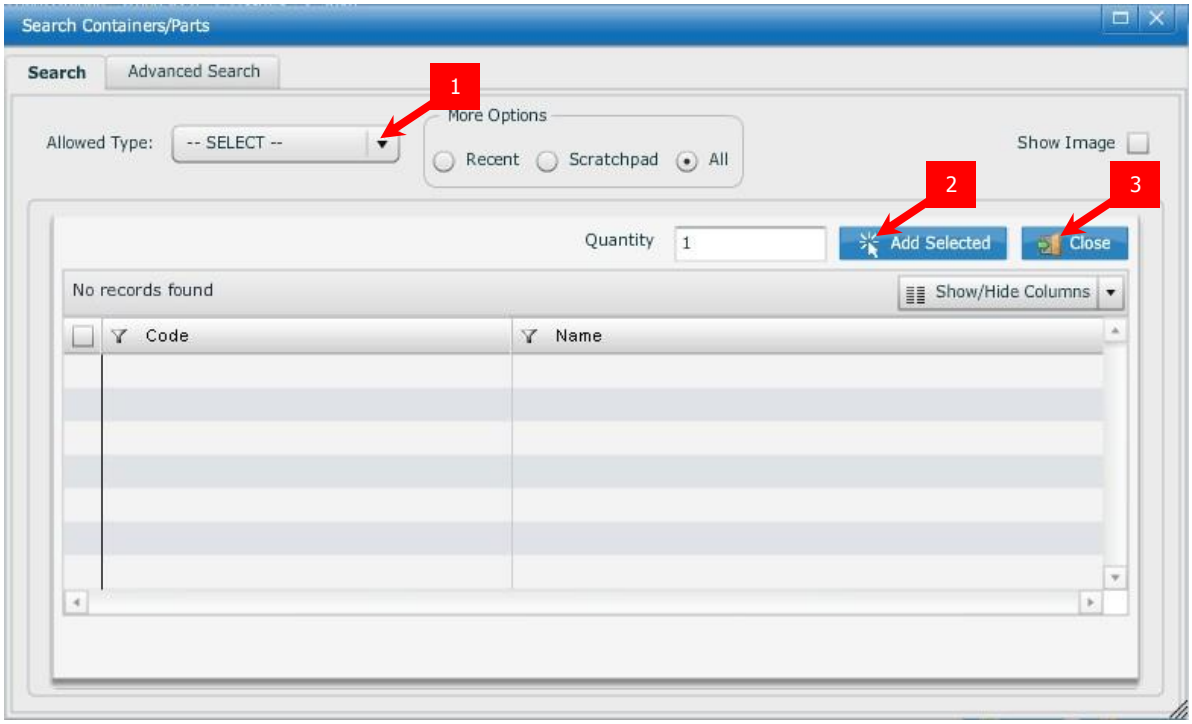
From Main grid (see section 2) - Select a Container, click 'More Actions' Dropdown and select 'Load/Unload' OR select from context menu (right-click on grid) OR from within 'Edit' screen under contents tab. 'Load / Unload' grid pops up, populated with contents of the container selected.

9.1.1 Load a Part/Sub-Container



Step 1 - Click 'Add'.

'Search Container/Parts' grid appears.



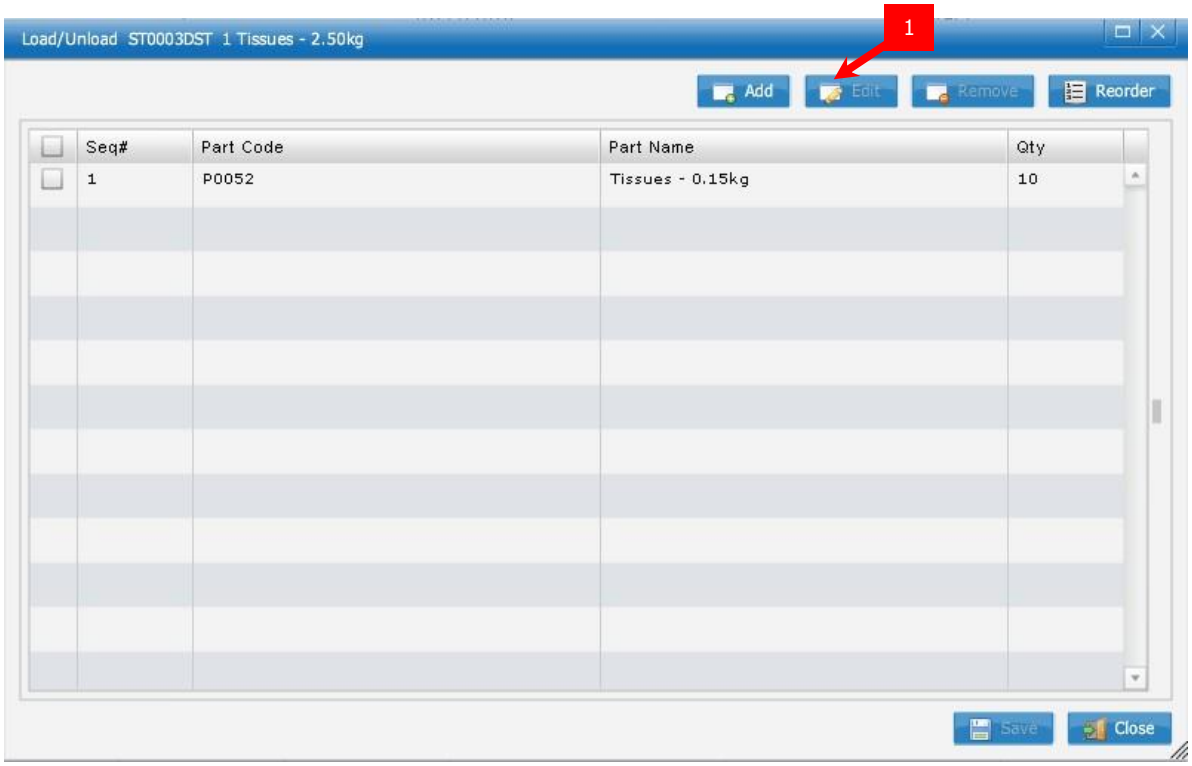
Step 1 – Select an allowed type (container / part) from the dropdown. The grid will populate with all valid containers / parts of this type.

Step 2 – Select any containers / parts to be added, set the quantity and click 'Add Selected'.

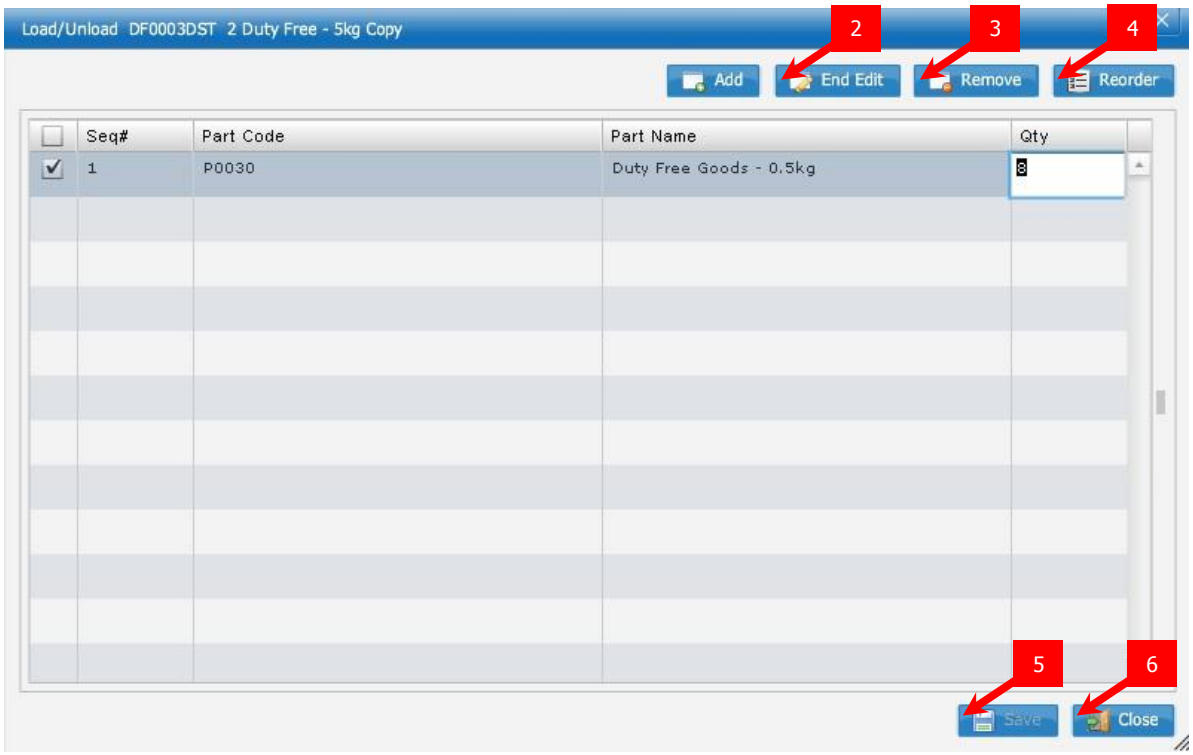
Step 3 – Click 'Close'.

Note: A container image (if available) can be viewed by selecting the relevant container and clicking 'Show Image'. Details of container contents can be viewed by double-clicking on the selected line in the grid.

9.1.2 Edit Container Contents



Step 1 - Select sub-container / part and click 'edit'



Step 2 – Click in 'Qty' to change the quantity. Click in 'Seq#' to change the sequence number. When editing is finalised click 'End Edit'.

Step 3 - Select sub-container / part and click 'Remove' to remove.

Step 4 - Click 'Reorder' to re-order all of the sequence numbers to the default sort order.

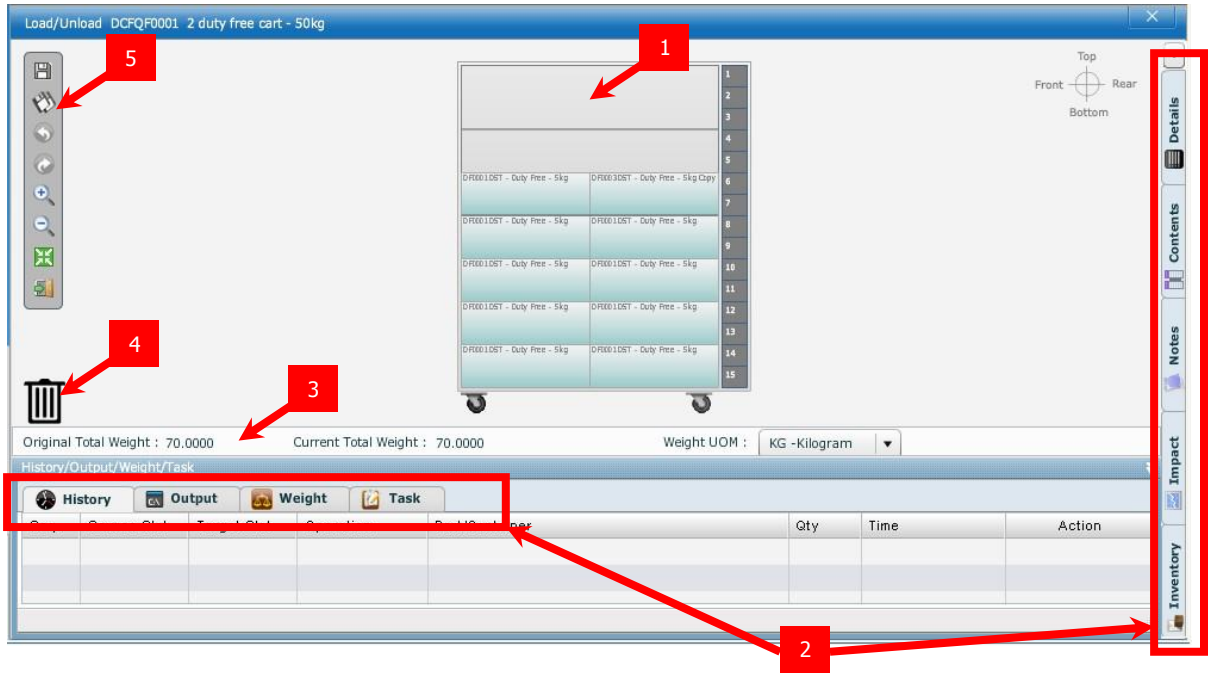
Step 5 – Click 'Save' then

Step 6 – Click 'Close' to exit.

9.2 Load/Unload Containers in the Integrated Container Loading Environment (ICE)

ICE is an integrated environment that allows the user to load or unload the Containers and compare the Containers. The workspace area shows the loaded Container Diagram where the user can load, unload Containers and drill down to Sub-containers by clicking on the graphical or tabular hot spots.

From Main grid (see section 2) - Select a Container, click 'More Actions' Dropdown and select 'Load/Unload' OR select from context menu OR from within 'Edit' screen. This opens the 'ICE' workspace.



9.2.1 Screen overview

Item	Description
1	Container Diagram – Graphical display of container. See section 9.2.2
2	Workspace Panels – Allow additional functionality. See section 9.3
3	Status bar – Shows original & current weight and allows change to units of measurement
4	Trash Can – see section 9.2.2
5	'Save' Toolbar – see section 9.3.? for details

9.2.2 Basic Functions

Move a sub-container

Click on the sub-container that needs to be moved. Hold down the left mouse button and drag the container to its new position, then release mouse button (hereafter referred to as 'drag & drop').

Delete a sub-container

Drag & drop the sub-container onto the trash can OR select sub-container and select 'Delete' from context menu (right-click).

Copy a sub-container

Hold Shift key and Drag & drop to new slot.

Add a sub-container

Click on the slot you wish to add a container to (slot numbers are down the side of the container diagram). This opens the Search Containers / Parts screen – see section 9.1.1 for more details.

9.2.3 Container Loading Tips

- Containers must be loaded according to the container slot rules (see designer user guide).
- Containers are loaded from the bottom up, and from front to back within each slot.
- If a container doesn't fit in the slot chosen it will automatically be loaded in the next available slot above.
- If there is no space available the user will receive a message to say the container(s) were not loaded.

9.3 Other ICE Workspace Functions

The panels and toolbars shown in the screen overview (section 9.2) provide additional functionality to assist the user in managing containers. The following sections contain details on each of these.

All panels can be opened by clicking on their corresponding tabs.

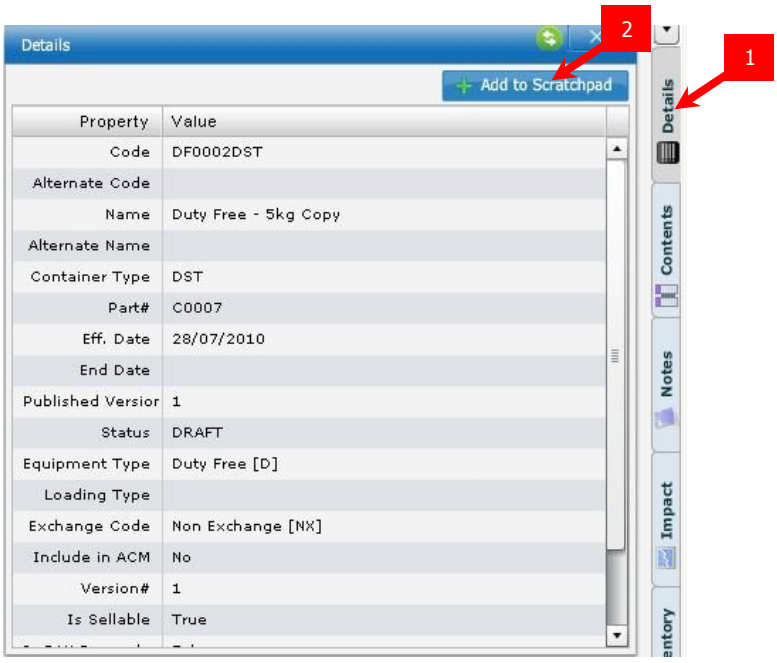
The panels on the right side of the workspace can also be accessed through the context menu (right-click) of the individual sub-containers, after clicking on the selected sub-container in the container diagram.

Panels will need to be refreshed when switching from one sub-container to another.

9.3.1 Details Panel

Step1 – Click on the 'Details' Tab OR choose 'View Details' from context menu. Details panel will open populated with the details of the container or a sub-container if one was selected.

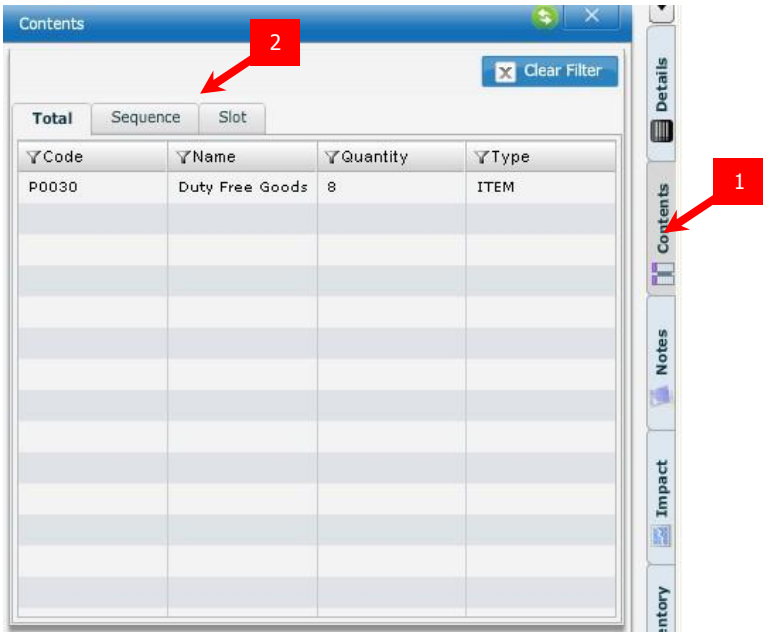
Step 2 – The user has the option of adding the selected container to the scratchpad by clicking 'Add to Scratchpad'. See section 10 for details on using the Scratchpad.



9.3.2 Contents Panel

Step 1 – Click on the 'Contents' Tab OR choose 'View Contents' from context menu. Contents panel will open showing the contents of the container or a sub-container if one was selected.

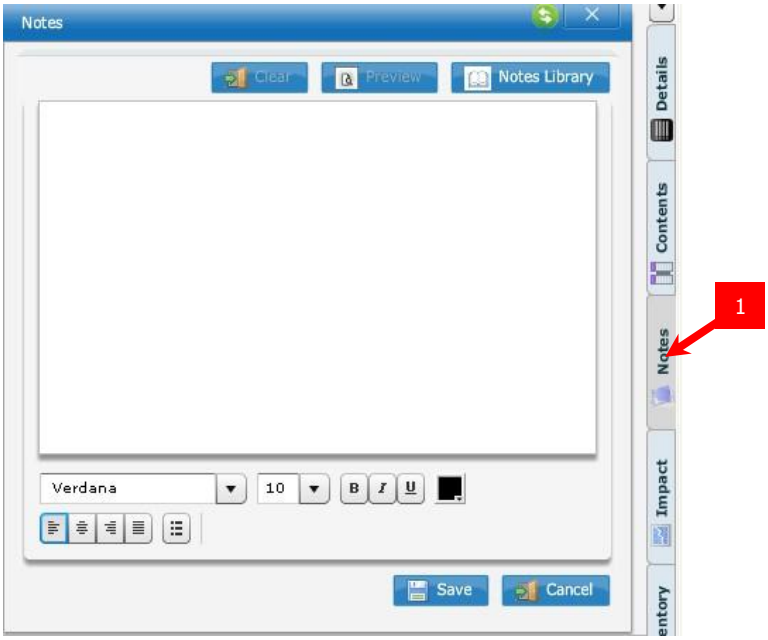
Step 2 – Contents can also be viewed by sequence or slot by clicking on the corresponding tab within the contents panel.



9.3.3 Notes Panel

Step 1 – Click on the 'Notes' Tab OR choose 'View Notes' from context menu. Notes panel will open populated with any notes associated with the container or sub-container if one was selected.

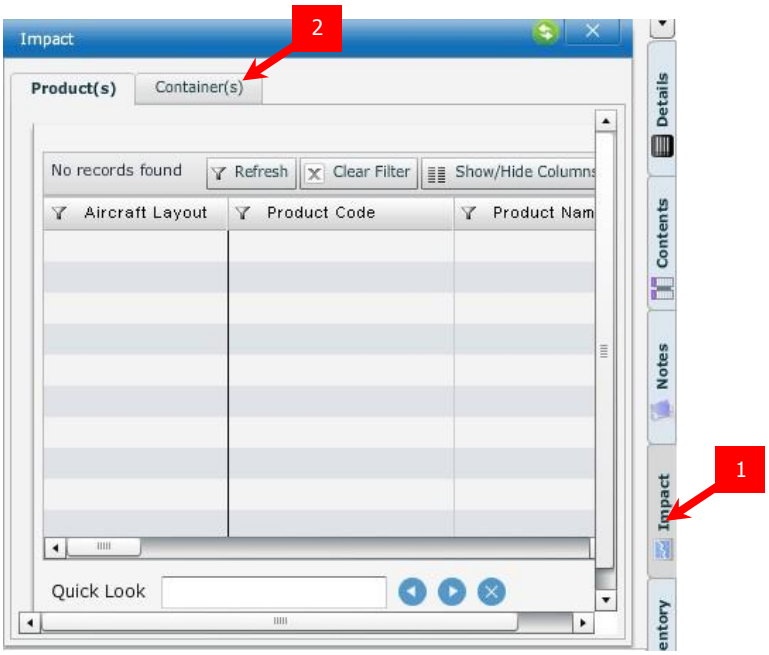
The user can add / edit notes in the notes panel in the same way as editing container notes outlined in Section 4.3.



9.3.4 Impact Panel

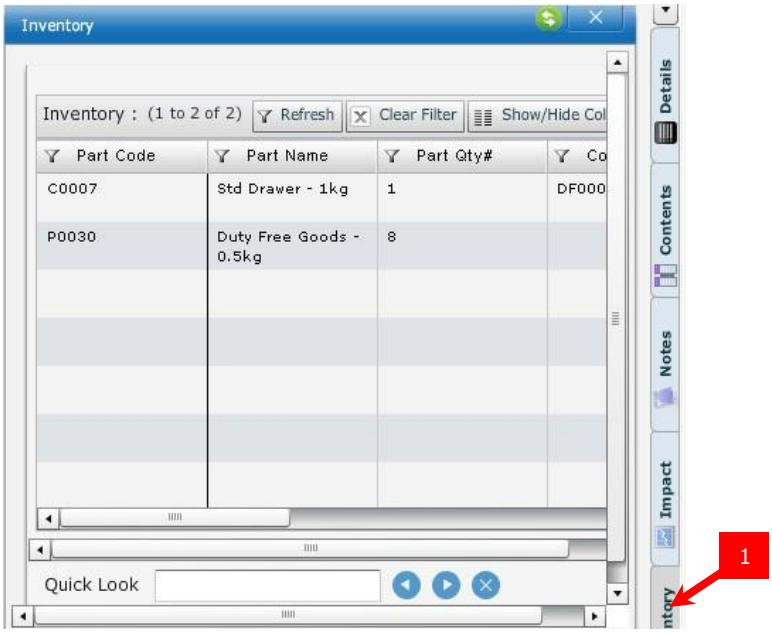
Step 1 – Click on the 'Impact' Tab OR choose 'View Impact' from context menu. Impact panel will open showing the impact of editing the container.

Step 2 – The user can view details of usage in both Products and containers by clicking on the corresponding tab within the Impact panel.



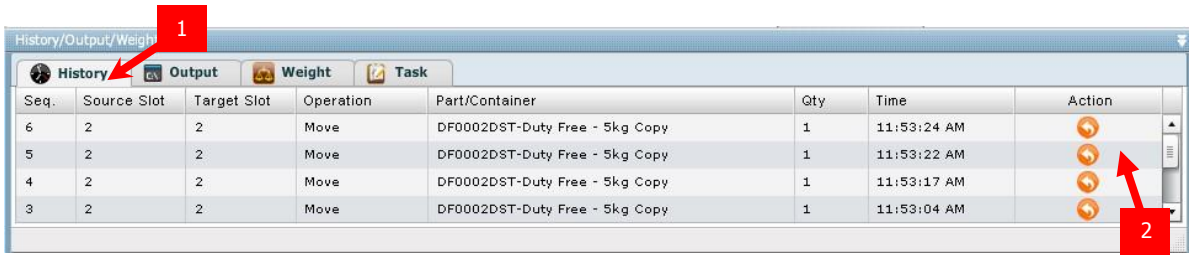
9.3.5 Inventory Panel

Step 1 – Click on the 'Inventory' Tab OR choose 'View Inventory' from context menu. Inventory panel will open listing all parts associated with the container or a sub-container if one was selected.



9.3.6 History Panel

Step 1 – Click on the 'History' Tab to open it.



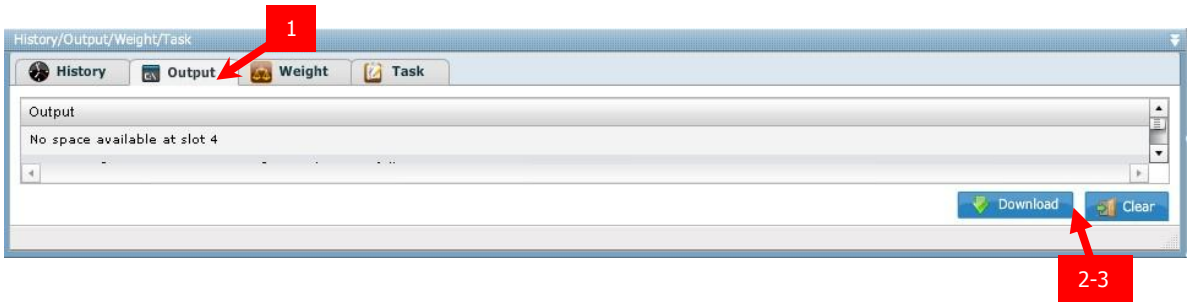
The History Panel shows details of all unsaved changes made to the current container.

Step 2 – Before saving any changes the user has the option to undo some or all of their previous changes by clicking the orange 'undo' buttons. Changes are listed by sequence and must be undone in reverse order.

E.g. the user has made 6 changes to the container – listed as Seq. 1-6. If the user wishes to undo the 4th change made, they click 'undo' in the line belonging to Seq. 4. This also causes subsequent changes (seq. 5 & 6) to be undone. To undo all changes the user would click 'undo' for Seq. 1.

9.3.7 Output Panel

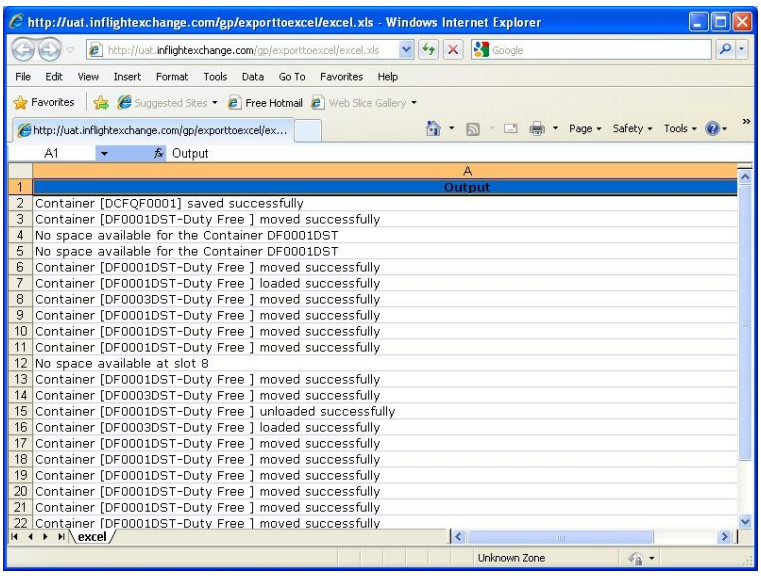
Step 1 – Click on the 'Output' Tab to open it.



The Output Panel shows a brief description of all actions carried out by the user.

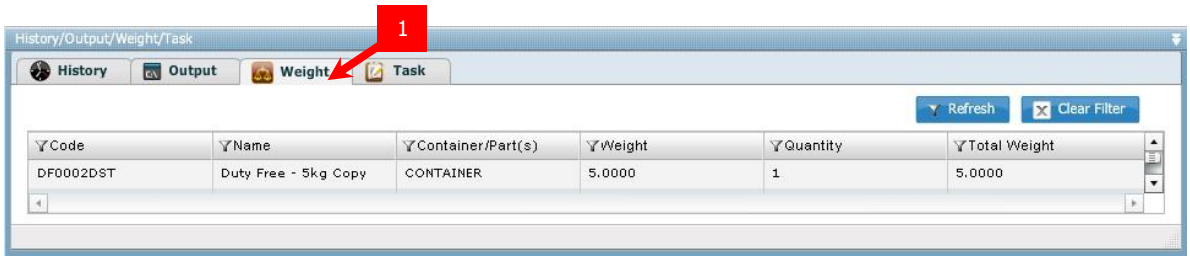
Step 2 – The 'Download' button exports the list of actions to an excel spreadsheet (opened in a new IE window) – as shown.

Step 3 – The user can also 'Clear' the list of actions.



9.3.8 Weight Panel

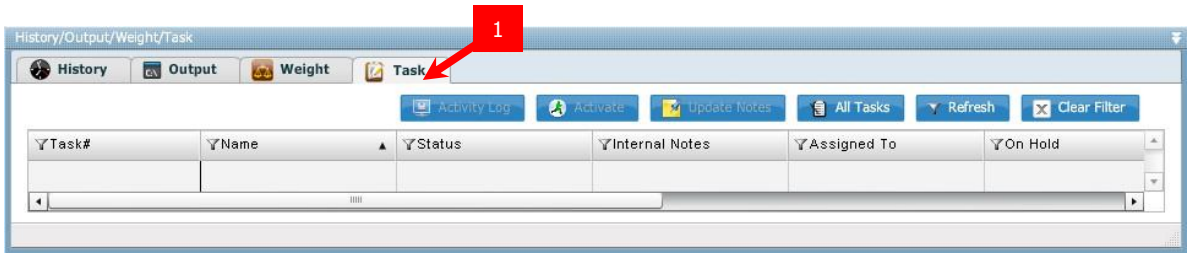
Step 1 – Click on the 'Weight' Tab to open it.



Weight panel shows the weight of containers & sub-containers.

9.3.9 Task Panel

Step 1 – Click on the 'Task' Tab to open it.



All open tasks assigned to the user should be listed in the grid. From here the user is able to activate a task in order to work on it and record all actions against the task.

Please see Task Manager user guide for more information on tasks.

9.3.10 'Save' toolbar

Save – saves the changes made to container

Save As – allows user to make a copy of loaded container

Undo – Allows user to undo previous action

Redo – allows user to redo previous 'undo' action

Zoom in – allows user to make the container diagram larger

Zoom out – allows user to make the container diagram smaller

? – Container diagram is reset to default size

Exit – closes the ICE workspace. If changes have not been saved the user will receive a message asking if they want to exit without saving or not.

10. Container Scratchpad

The Scratchpad allows users to 'flag' selected containers for further investigation or for use at a later stage in completing tasks, loading containers or loading containers in stowage bays etc. This allows for quick and easy access to the containers the user wants to work on without having to keep a separate record or search for them. See 'Add to Scratchpad' section below.

Containers added to the scratchpad can be accessed via the Container Scratchpad in Container Catalog. See 'Show Scratchpad' section below.

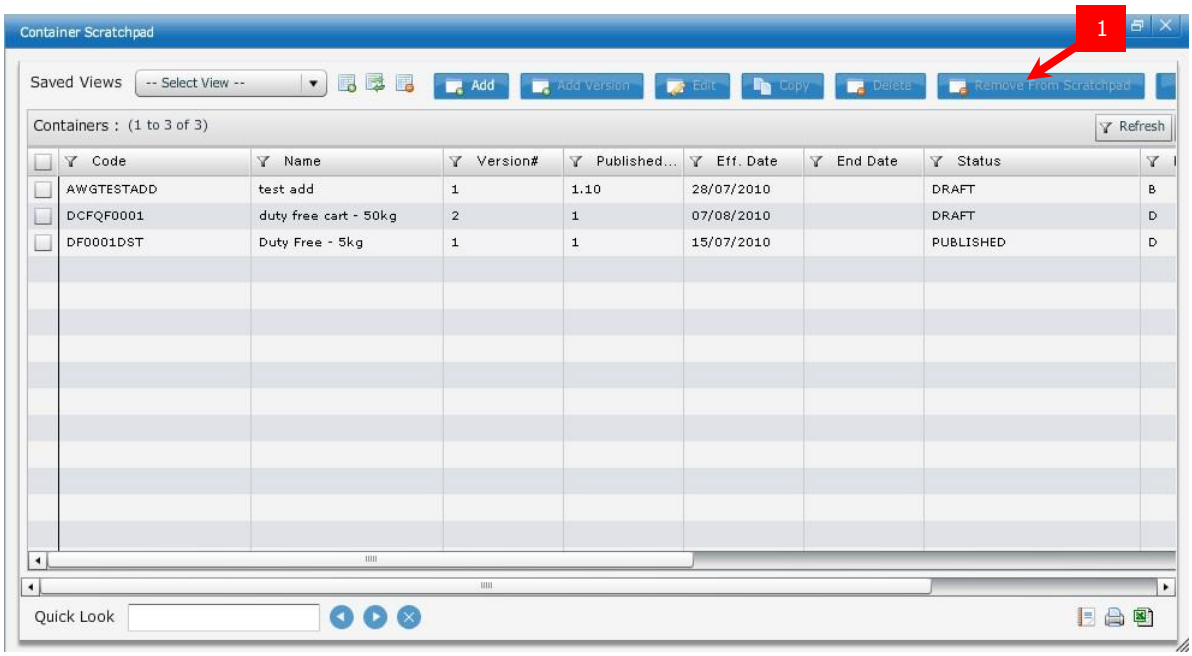
They can also be accessed via the scratchpad in Loader, which allows the user to perform actions on the containers from within Loader. Please see Loader User Guide for more information.

10.1 Add to Scratchpad

Users are able to add multiple containers to the Scratchpad by selecting the container(s) and either clicking the 'Add to Scratchpad' button from any screen where it is available OR selecting 'Add to Scratchpad' from the context menu of a grid item (right-click). Those containers remain available in the scratchpad until they are removed.

10.2 Show Container Scratchpad

Users are able to open the Scratchpad by clicking the 'Show Scratchpad' button from any screen where it is available OR from the context menu of a grid item (right-click).



The container scratchpad grid lists all the containers the user has added.

This is identical to the Main Grid and all buttons & context menus have the same functionality as described in Section 2, with the exception of 'Remove from Scratchpad'.

Step 1 – To remove a container from the scratchpad, select the container(s) and click 'Remove from Scratchpad' button.

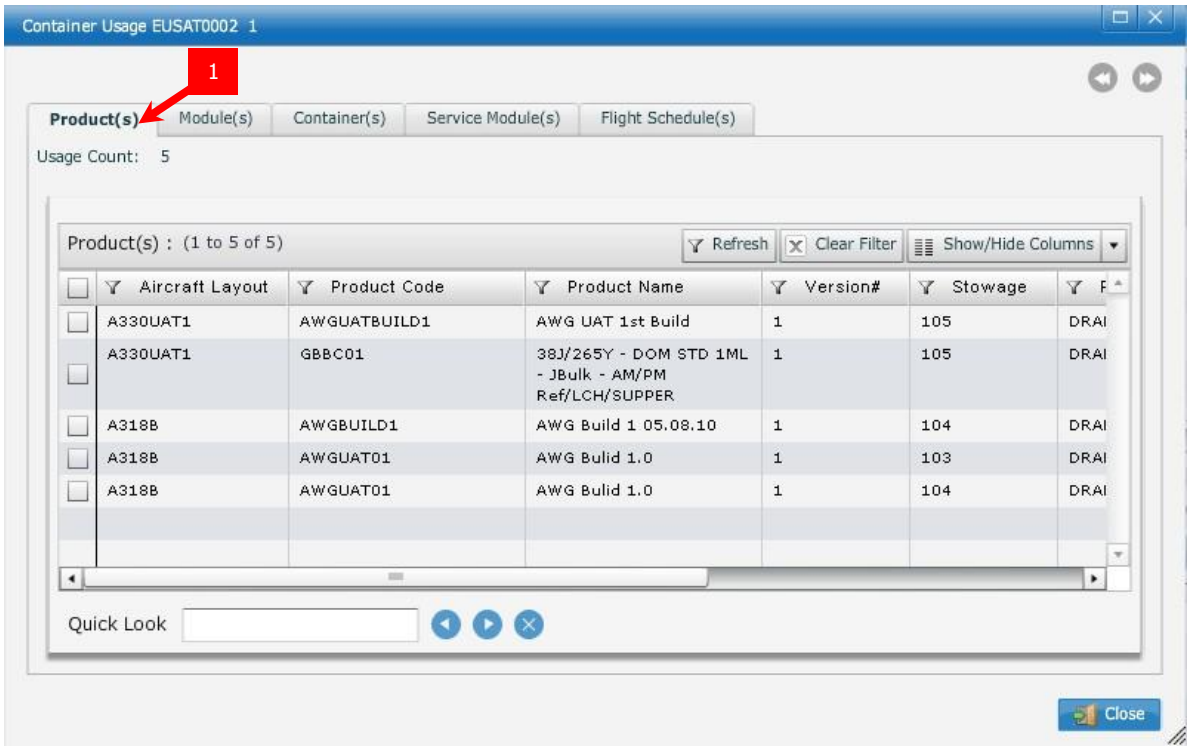
11. Detailed Usage

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

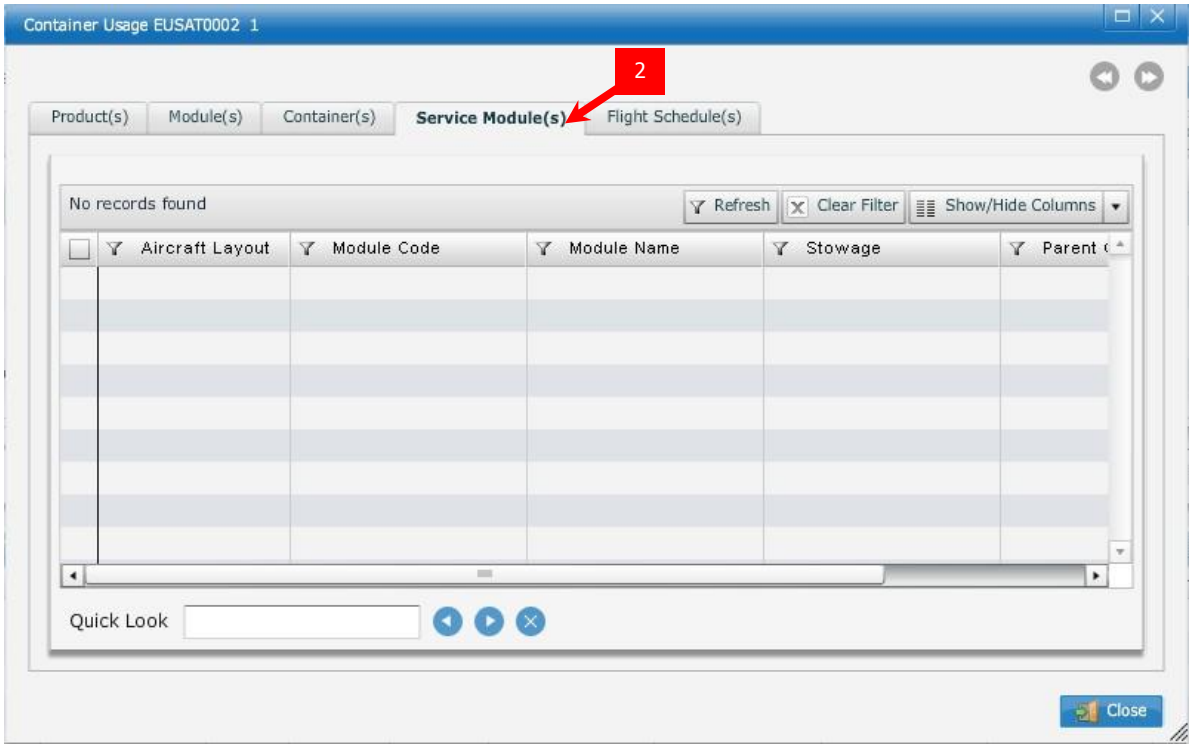
From Main grid (see section 2) - Select a Container, click 'More Actions' Dropdown and select 'Detailed Usage' OR select from context menu (right-click on grid. 'Detailed usage' grid pops up, populated with details of the container selected.

11.1 View Product, Service Module and Flight Schedule Usage

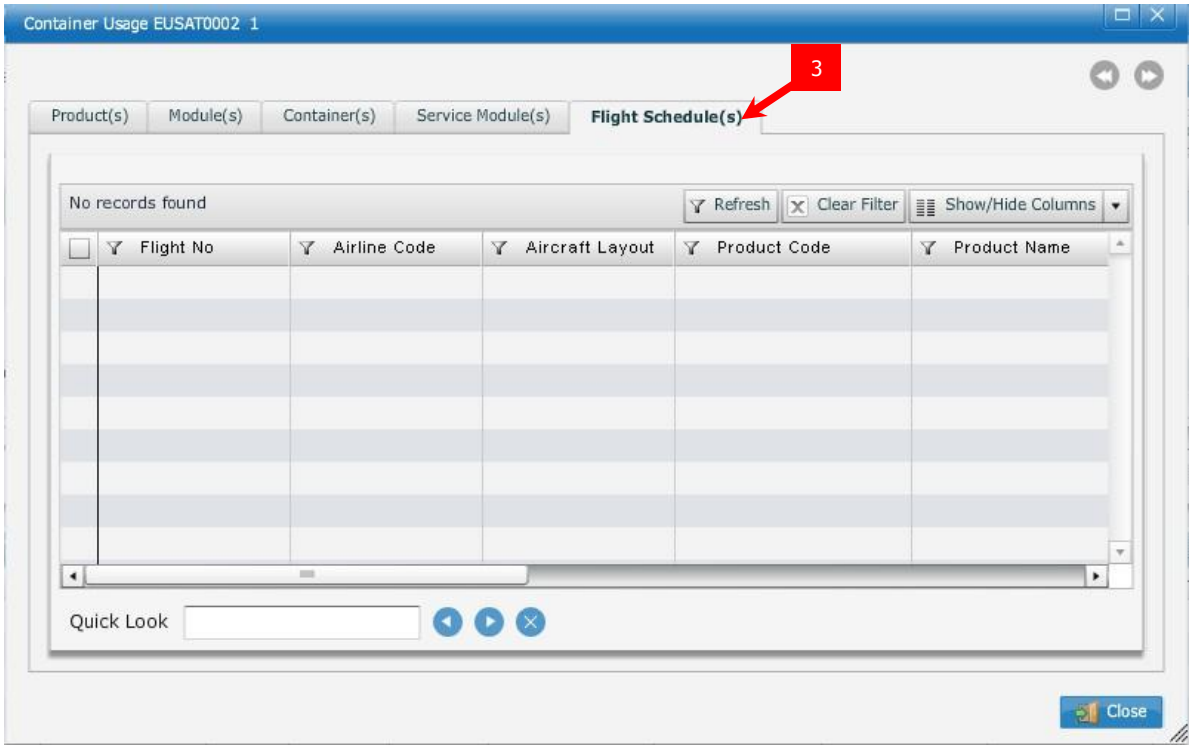
Step 1 - Click on Product(s) tab to view container usage by Product.



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

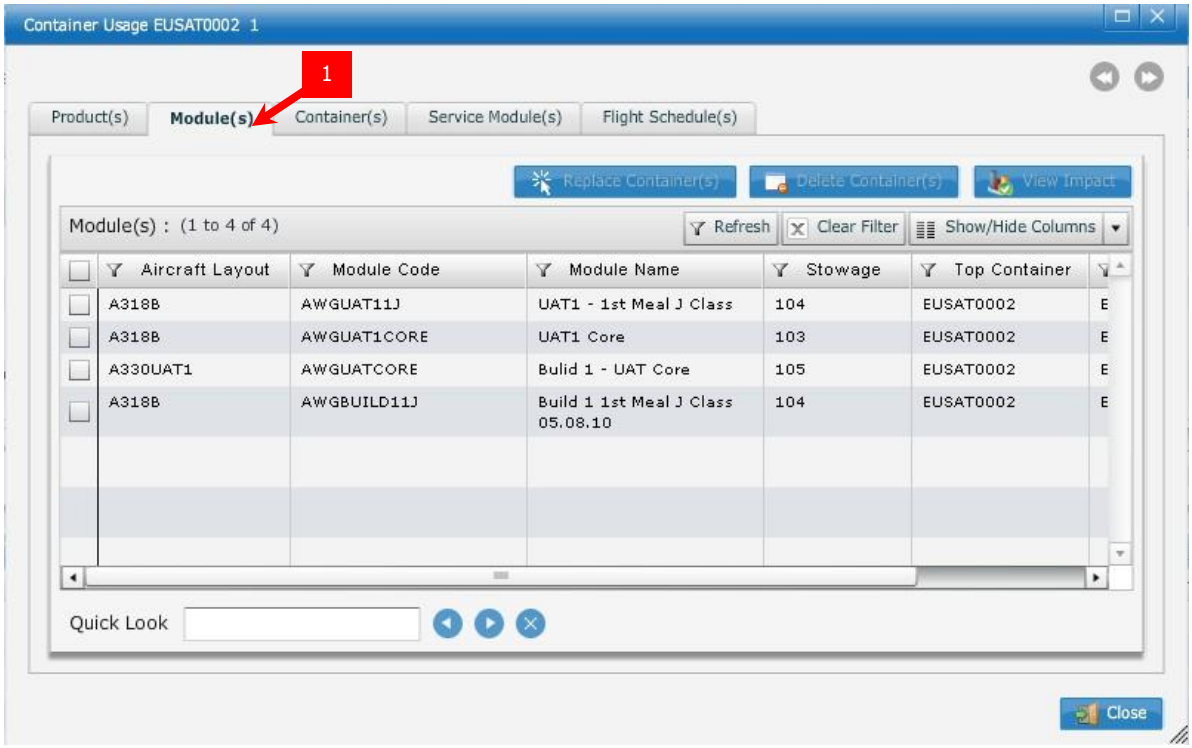


Step 3 - Click on Flight Schedule(s) tab to view container usage by Flight Schedules.

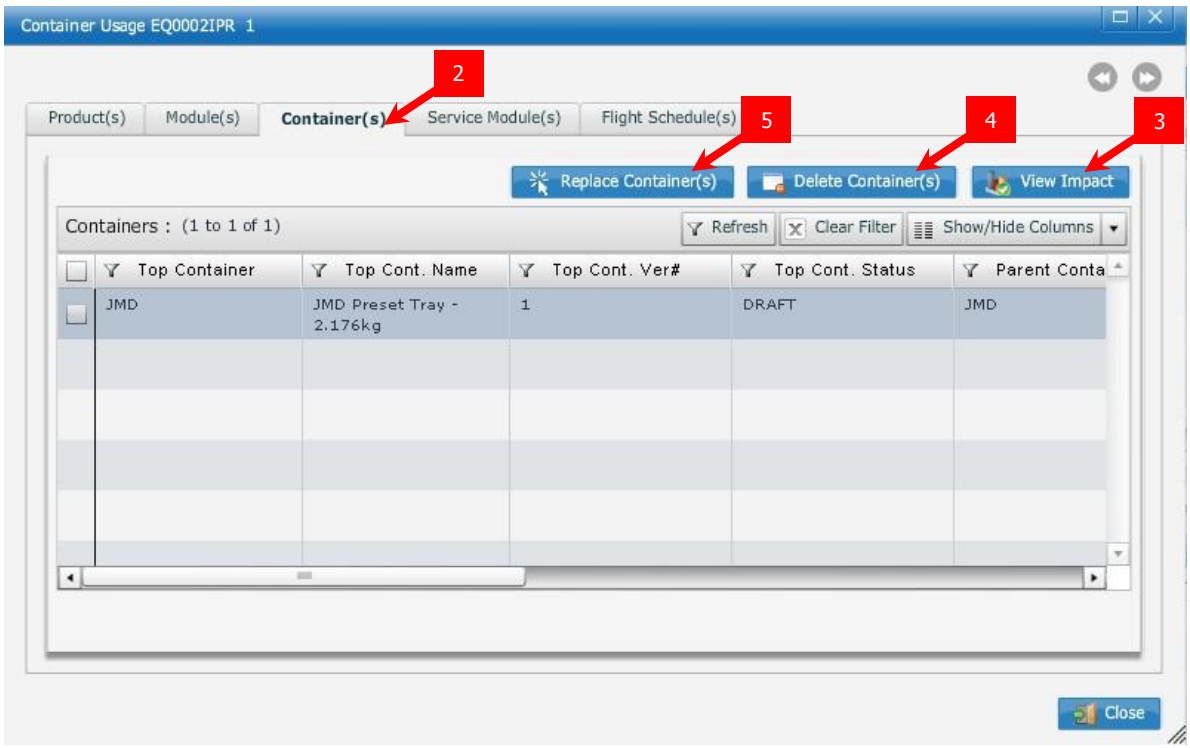


11.2 View/Replace/Remove Container in Modules or Containers

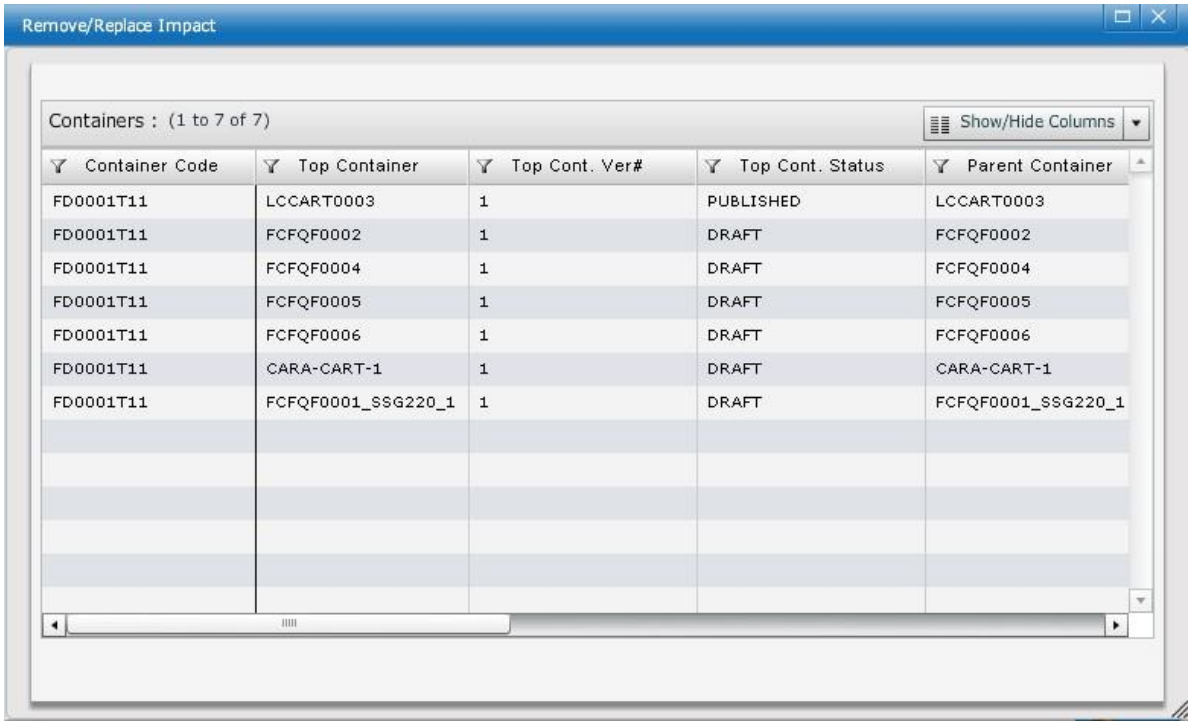
Step 1 – Click on Module(s) tab to view container usage by Modules.



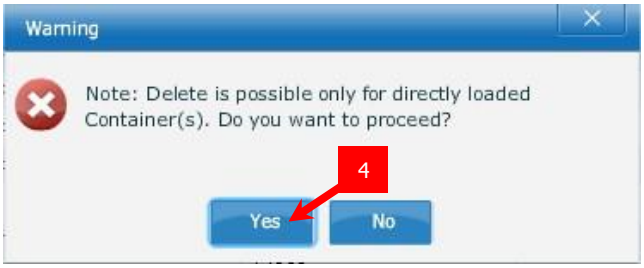
Step 2 – Click on Container(s) tab to view usage by Container(s).



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.



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

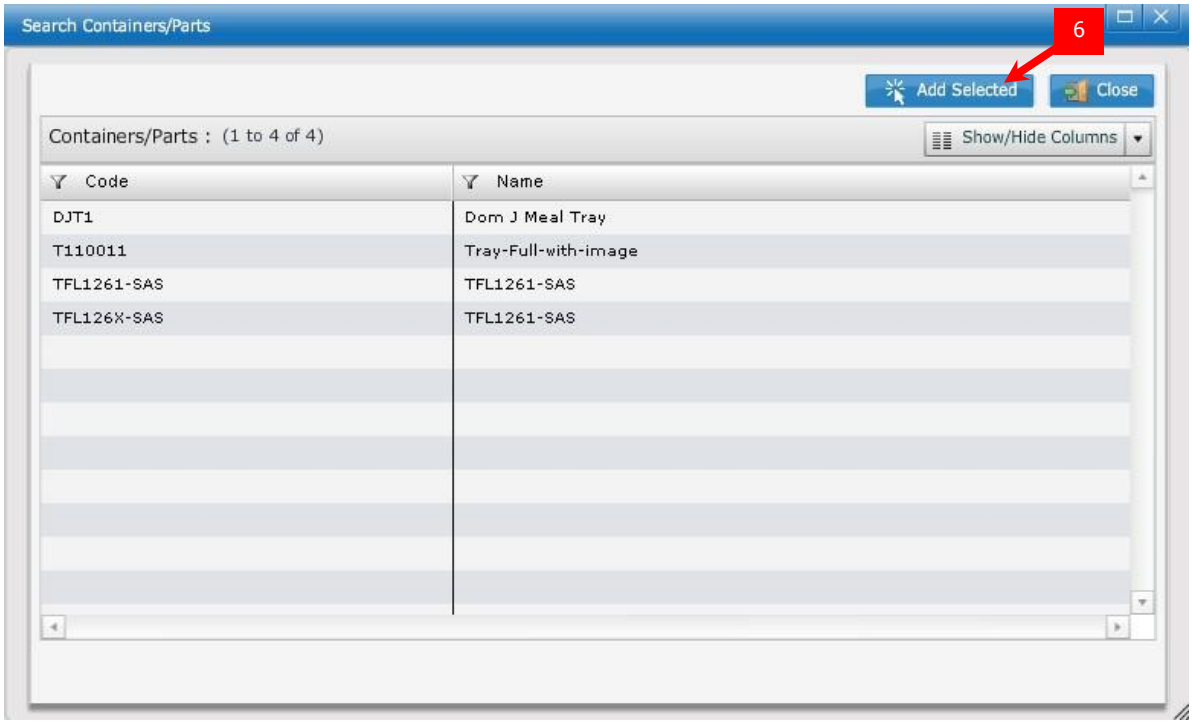


Click 'Yes' to confirm.

Note: Containers can only be deleted from modules if they are loaded directly in stowages. Containers 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 container. Click 'Replace Container(s)'. This opens the 'Search Containers' screen.

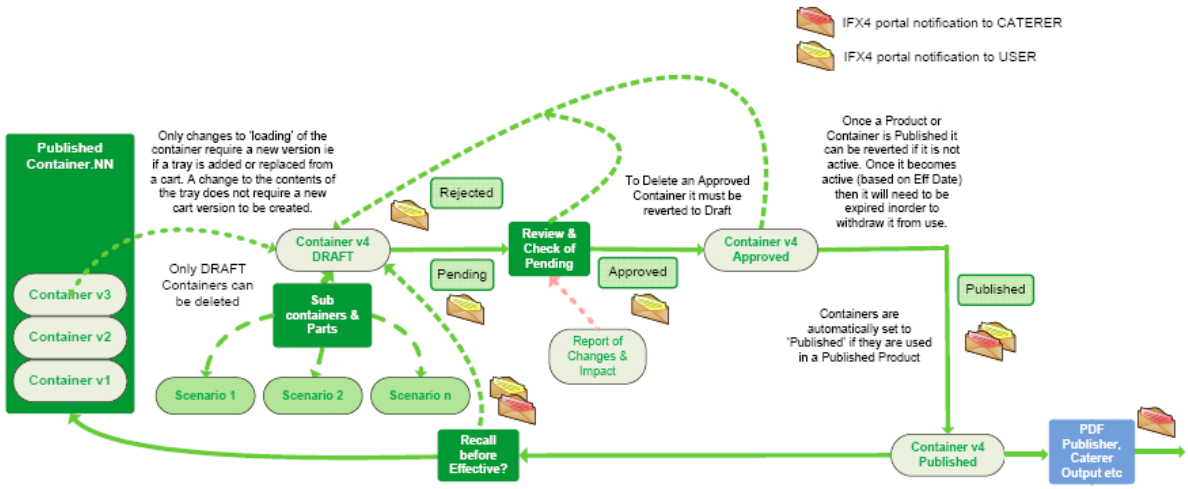
Note: Containers can only be replaced in modules if they are loaded directly in a stowage. Containers can only be replaced in Draft containers.



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.

12. Workflow

If Workflow is enabled all new containers are created as Draft containers. The user is then able to Approve/Reject/Publish/Demote to Draft/Recall the Containers. Every change in Status of the Containers triggers an email notification to the intended users.



Flow:

Whenever changes (loading changes) are required to the existing published Container the user must create a new Draft version by clicking on the 'Add New Version' Button (Please refer to 'Add Container Version' in section 7).

Only the changes that affect the direct loading of a Container will trigger the creation of a new draft version. Any change made to the contents of a sub-container does not affect the container e.g. if a trolley has an extra tray loaded then a new version is required (direct loading changed) – however if the contents of an existing loaded tray is changed then this will not affect the trolley – only the tray will require a new version.

Once the Draft version is created the draft version can be submitted for approval. The Container moves into 'Pending Approval' status and a notification email containing the notes is sent to the relevant user from the IFX4 Portal.

The user can review all containers at Pending status in order to decide on whether to accept or reject the Container.

If the Container is rejected it is pushed back to 'Draft' status where user can make changes to the Container. This then has to undergo the review process again. An email notification will be sent to the user containing the reason for rejection.

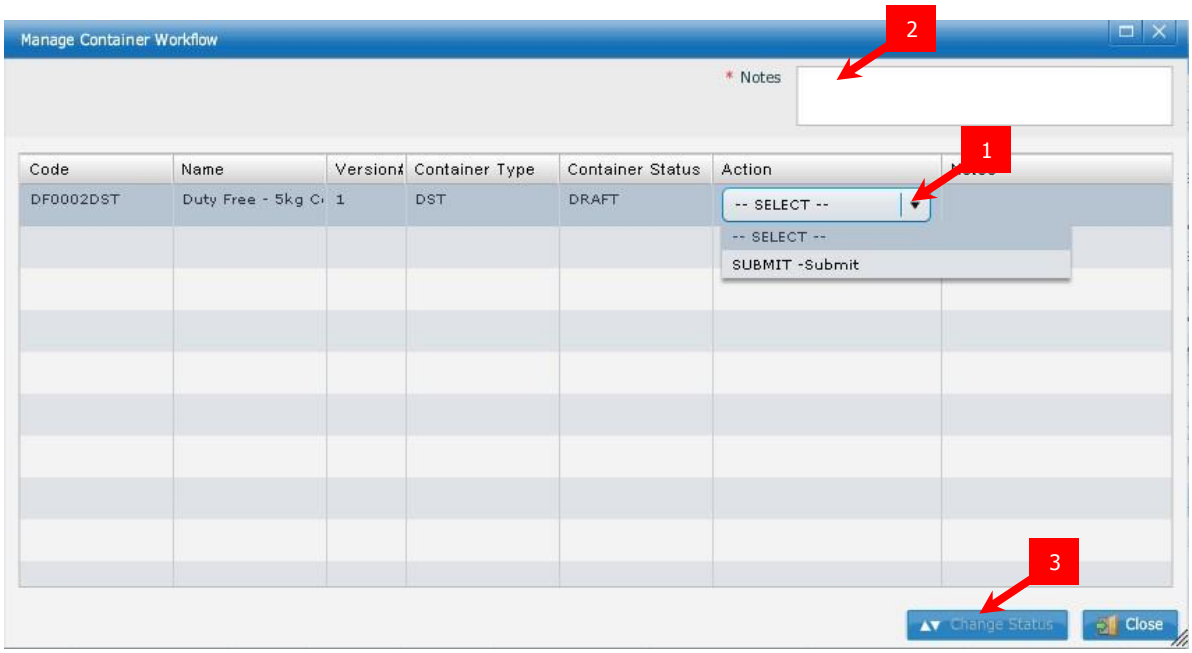
An approved Container can be moved into Draft status at any time before it gets published.

Containers get published automatically if they are used in a Published Product. The status of the Container becomes 'Published' and a notification regarding this will be sent to the relevant user & caterers from the IFX4 Portal.

A Published Container can be recalled before it become effective. It is then set to Draft Status. A notification regarding this will be sent to the relevant users as well as the Caterer from the IFX4 Portal. Once the Container becomes active, it cannot be reverted. It has to be expired in order to prevent it from being used and a new Container version must be published in its place.

12.1 Manage Workflow

Manage workflow enables the user to change the status of a container.
From Main grid (see section 2) - Select a Container(s), click 'More Actions' Dropdown and select 'Manage Workflow' OR select from context menu (right-click on grid). 'Manage workflow' grid pops up, populated with details of the container(s) selected.



Step 1 – Select a container and select an action from the dropdown.

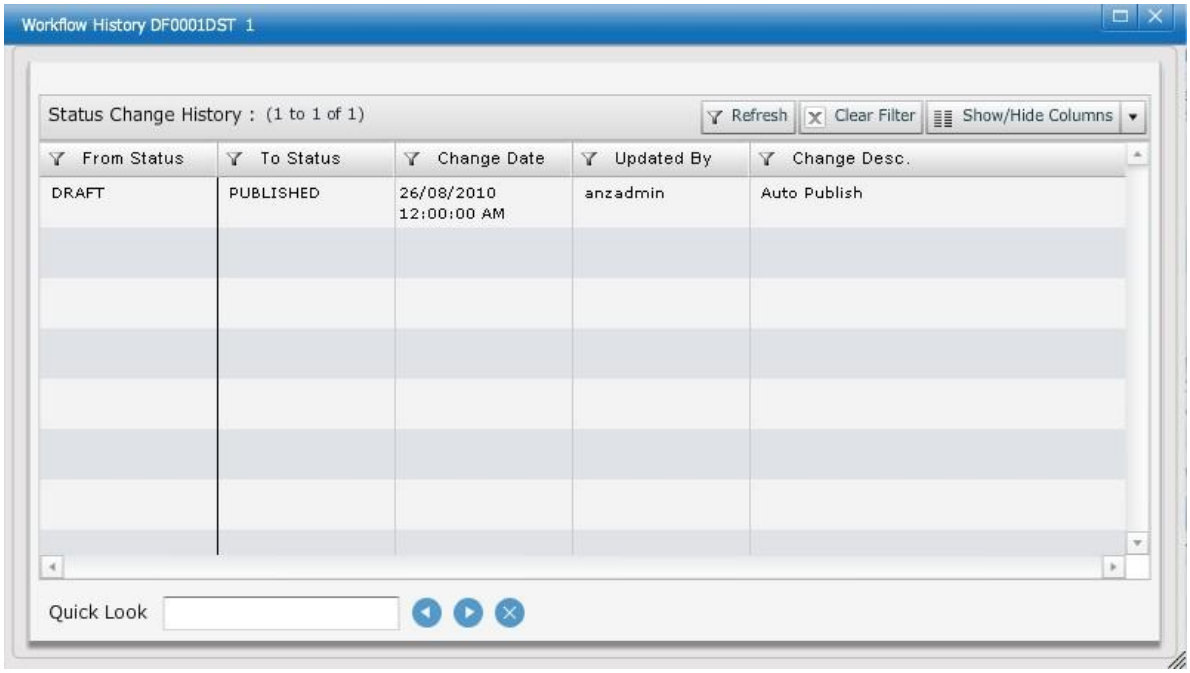
Step 2 – Enter notes (reason for change) – this is mandatory and 'Change Status' button will be unavailable until this has been completed.

Step 3 – Click 'Change Status' & 'Close' to exit.

12.2 Workflow History

The system keeps a history of all the changes being made to the Container during its lifetime. Details such as the user who changed the Status; Date and Time when it was changed and Notes entered. These details are all logged and are viewable under Workflow History.

From Main grid (see section 2) - Select a Container, click 'More Actions' Dropdown and select 'Workflow History' OR select from context menu (right-click on grid). 'Workflow History' grid pops up, populated with details of the container selected.



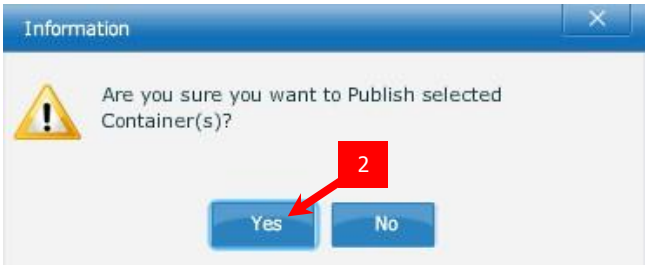
All of the status changes are listed in the grid.

13. Publish

When a Container is published the PDFs and Caterer Outputs may be printed and sent to the Caterers as well as being available online.

Step 1 – From Main grid (see section 2) - Select a Container, click 'More Actions' Dropdown and select 'Publish' OR select from context menu (right-click on grid). The following message pops up:

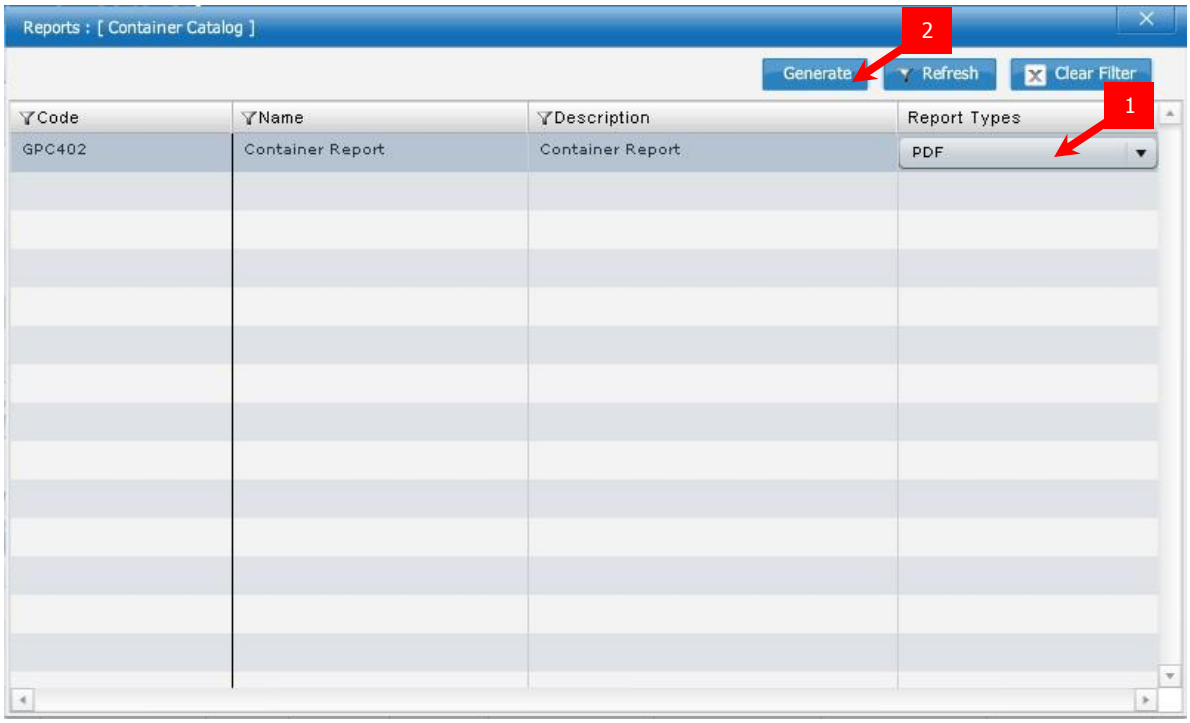
Step 2 – Click 'Yes' to confirm. The user should see a message to saying the container has been published successfully.



14. Reports

Allows the user to create a variety of reports for the container selected.

From Main grid (see section 2) - Select a Container, click 'More Actions' Dropdown and select 'Reports' OR select from context menu (right-click on grid). 'Reports' grid pops up, populated with a list of available reports.



Step 1 – Select desired report from the grid and choose desired format from report type dropdown.

Step 2 - Click 'generate'. The report will open in a new window.

15. Container Version Timeline

Container Version Timeline enables the user to view the change over time of Containers and compare different container versions.

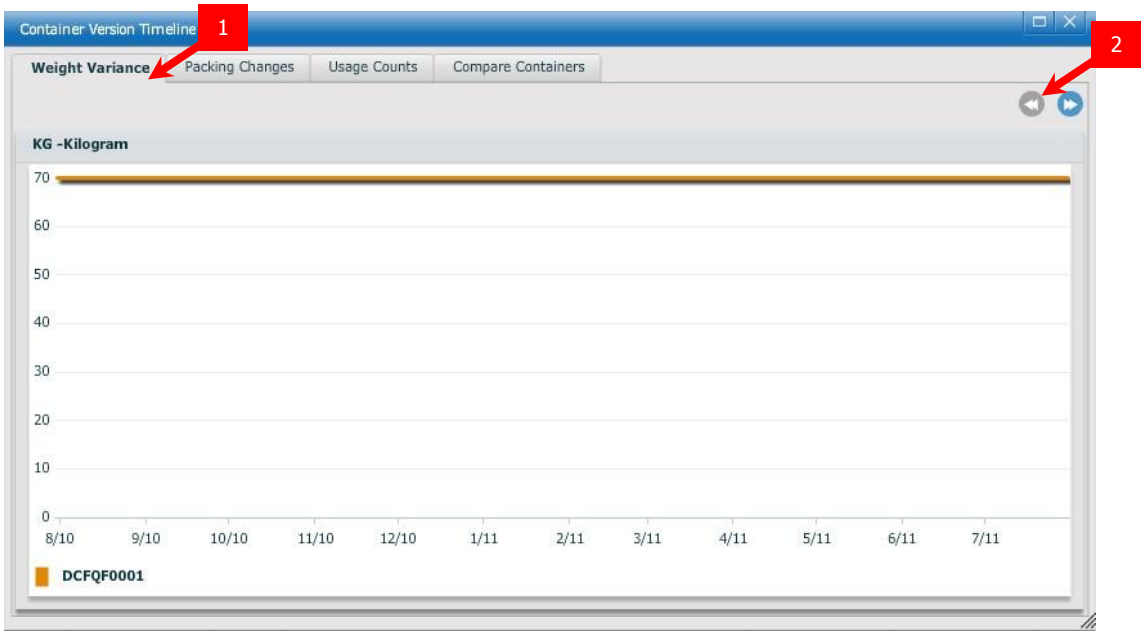
From Main grid (see section 2) - Select a Container, click 'More Actions' Dropdown and select 'Container version timeline' OR select from context menu (right-click on grid). 'Container version timeline' screen opens, populated with details of the container selected.

15.1 Weight Variance Tab

The weight variance is displayed in a graph that shows the Weight of the Container with change in Time and Container version.

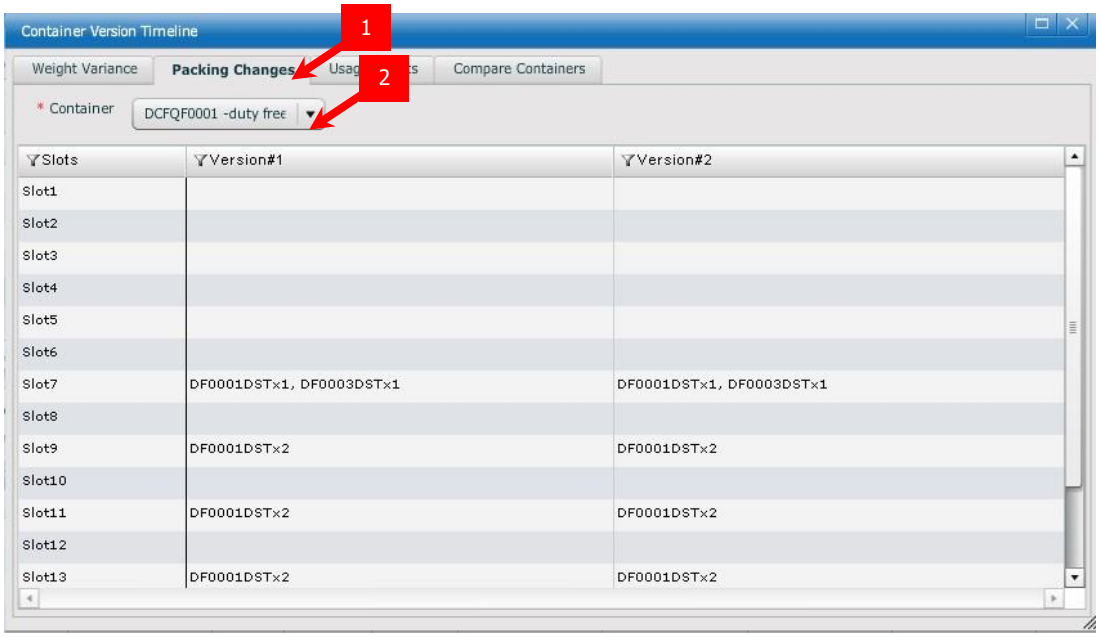
Step 1 - Click on 'Weight Variance' tab to view the selected containers weight variance.

Step 2 - The dates shown on the x-axis cover 1 year by default – Click on the arrows to move forward or backward a year.



15.2 Packing Changes Tab

Packing Changes tab shows the changes to the contents of the container by version.

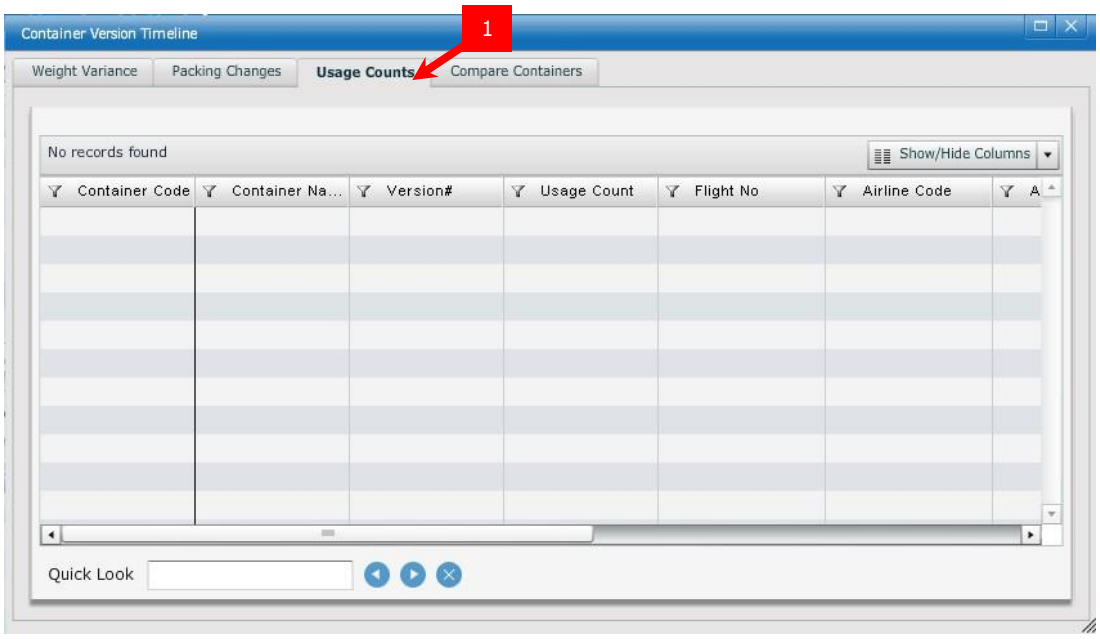


Step 1 – Click on 'Packing Changes' tab to view the contents of containers by version.

Step 2 – Select a Container Version from container dropdown to display its contents.

15.3 Usage Counts Tab

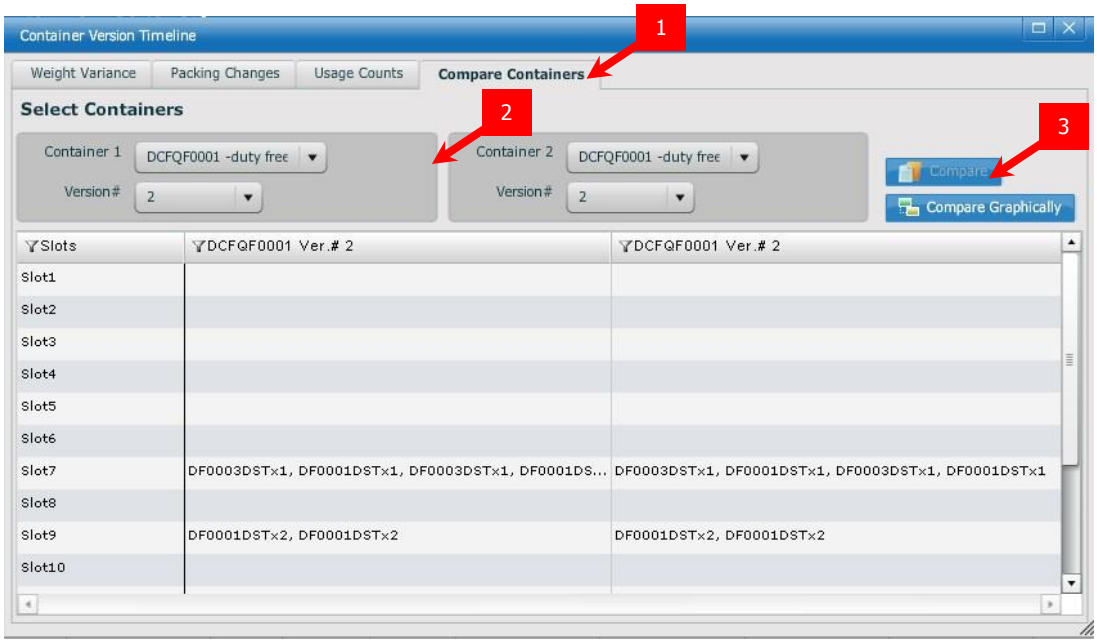
Usage Counts tab shows the count of Containers flown in scheduled Products.



Step 1 – Click on 'Usage Counts' tab to view.

15.4 Compare Containers Tab

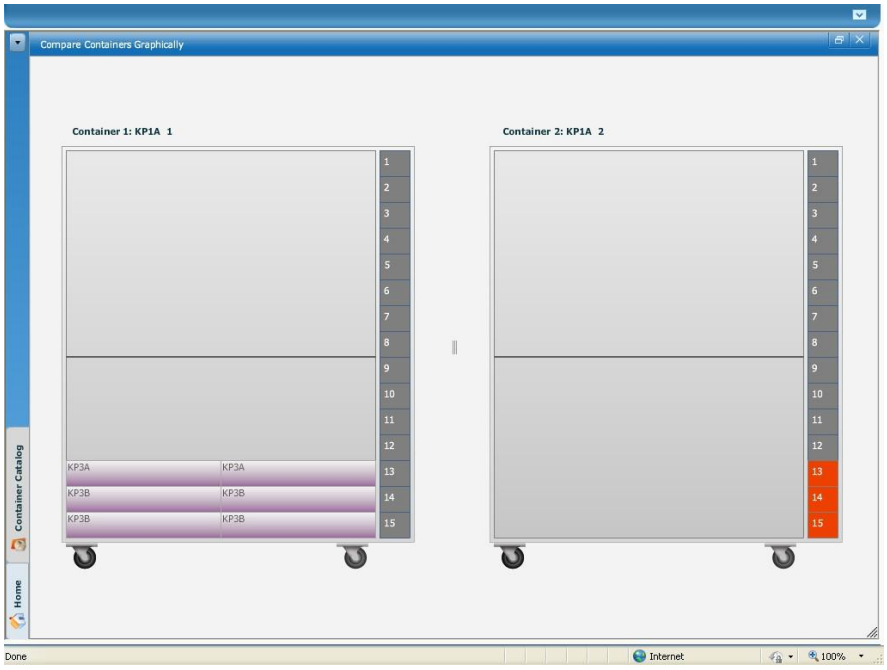
Compare containers tab shows the difference between two selected versions in tabular as well as graphical format.



Step 1 – Click on 'Compare Containers' tab.

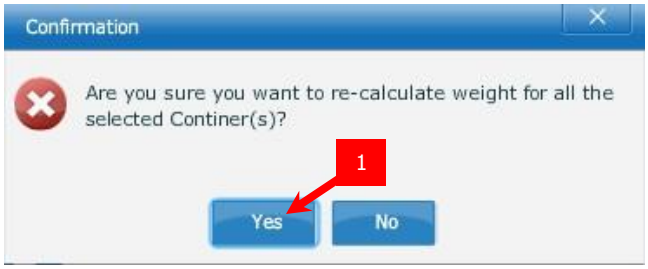
Step 2 – Select two containers to compare & their version numbers from the dropdowns under 'Select Containers'.

Step 3 – Click 'Compare' to view a comparison of contents in tabular format. Click 'Compare Graphically' to open container diagrams of containers selected. Where there is a difference in contents of the second container the slot is highlighted red.



16. Recalculate All Weights

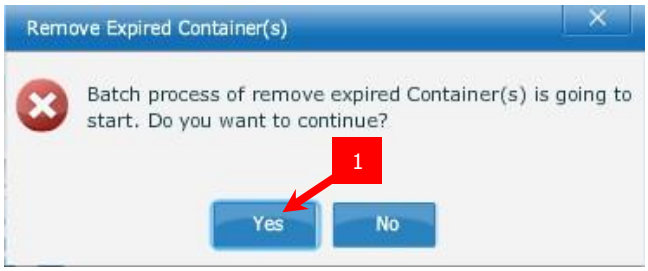
From Main grid (see section 2) - Select a Container, click 'More Actions' Dropdown and select 'Recalculate all weights' OR select from context menu (right-click on grid). Confirmation message pops up.



Step 1 – Click **Yes** to confirm.

17. Remove Expired Containers

From Main grid (see section 2) - Select a Container, click 'More Actions' Dropdown and select 'Remove expired containers' OR select from context menu (right-click on grid). Confirmation message pops up.



Step 1 – Click **Yes** to confirm.

Expired containers will not be deleted if they are loaded in a product. They can be deleted if loaded in a module, as long as the module is not being used in a product.