

Galley Planning (GP4) – Image Library **User/Training Guide**

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1. Introduction

1.1 Overview

Image Library contains images which are intended to be associated to parts and containers using the Parts and Container Catalogs. It also contains system/auto generated images of diagrams created in Designer.

1.2 Intended Audience

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

1.3 Scope

This document covers the following Image Library features:

- Search for images;
- Add new images;
- Edit, download or delete existing images;
- View images and image details; and
- View the image 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

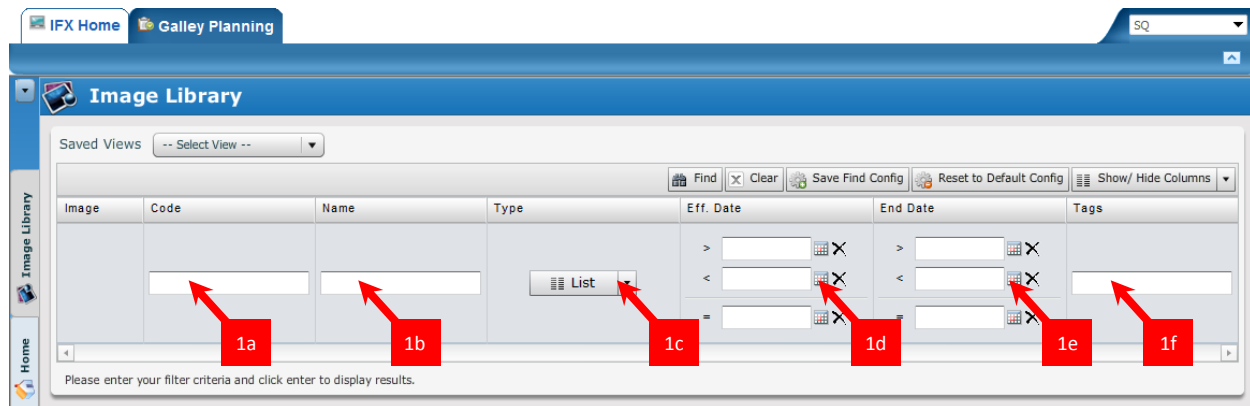
Refer to *Galley Planning – The Basics User/Training Guide* for definitions of terms and acronyms used in this document.

1.5 Related Documents/References

Name	Location
Galley Planning – The Basics User/Training Guide	
Galley Planning – Container Catalog User/Training Guide	
Galley Planning – Designer User/Training Guide	
Galley Planning – Parts Catalog User/Training Guide	

2. Search Images

The search grid is on the Image Library landing page.



Step 1 – Enter the search criteria either by selecting from the dropdown lists or by entering the criteria in the search field. Refer to the table below for a description of each search field.

Item#	Field Name	Description
1a	Code	The image's code.
1b	Name	The image's name.
1c	Type	<p>The type of image, either:</p> <ul style="list-style-type: none"> Aircraft – auto generated images of aircraft layout diagrams Container – user imported images of containers Container (ICE) – auto generated container images from the integrated container environment Galley – auto generated images of galley diagrams Part – user imported images of parts Stowage – auto generated images of bay type diagrams. <p>Note: users can only add Container or Part images, all the other image types are system/auto generated.</p>
1d	Eff. Date	<p>The effective date of the image. Used to control which image will be displayed when replacing images linked to parts and containers in the Parts and Container Catalogs.</p> <p>Click on the calendar icon to select (use the back and forward scroll arrows in the date picker). Click X to clear the field.</p>
1e	End Date	<p>The end date for the image. This refers to the date when the system will cease to display the image.</p> <p>Click on the calendar icon to select (use the back and forward scroll arrows in the date picker). Click X to clear the field.</p>
1f	Tags	Additional information about the image to assist with searching.

Note: all search fields are optional. If no search criteria are entered, all images in the image library will display in the search results.

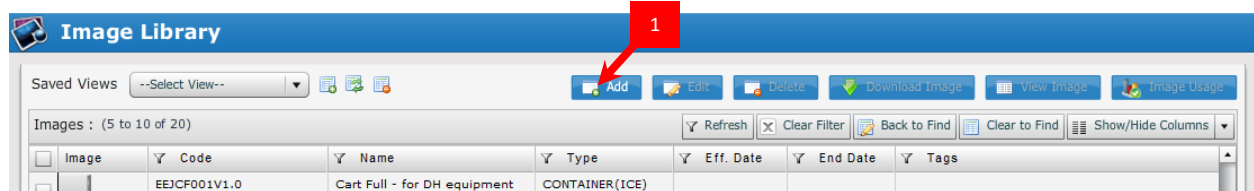
Step 2 – Press <Enter> or click **Find** to display the results.

The search results grid appears. You can now add new images or select existing images to edit, download, delete and view – see following sections 3 to 9.

3. Add Image

This feature allows users to add images and the corresponding reference information.

Step 1 – Click the **Add** button in the search results grid.



The 'Add Image' form opens.

Step 2 – Enter the **Code** – this is a unique user defined code. **Note:** You would normally keep the image code the same as the part/container code.

Step 3 – Enter the **Name**. **Note:** You would normally keep the image name the same as the part/container name.

The 'Add Image' form is shown with numbered red arrows indicating the steps: 2 points to the Code field, 3 to the Name field, 4 to the Tag field, 5 to the Type dropdown, 6 to the Eff. Date field, 7 to the End Date field, 8a to the Browse button, 9 to the Add button, and 10 to the Close button.

Step 4 – Enter the **Tag** – for example, 'Glassware' or 'Chinaware'. **Note:** This is optional.

Step 5 – Select the **Type** from the dropdown list – either 'Container' or 'Part'. **Note:** the image 'Type' can't be edited once it has been saved.

Step 6 – Click on the calendar icon to select the Effective Date/**Eff. Date** for the image. Defaults to today's date. **Note:** Clicking X will clear this field.

Step 7 – Click on the calendar icon to select the **End Date** for the image.

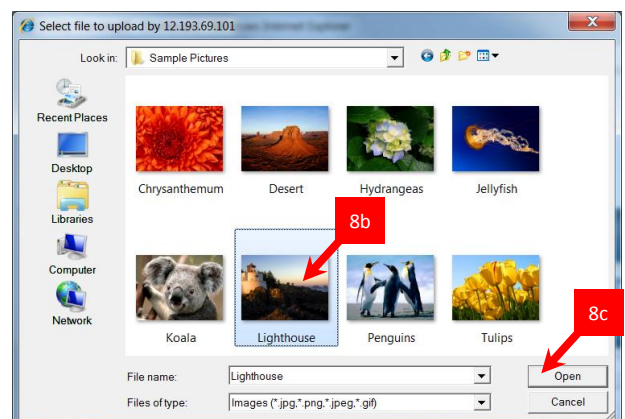
Step 8 – a) Click the **Browse** button; then

b) Select an image to upload from your computer.

c) Click **Open**.

The name of the image will appear in the **Image** field on the 'Add Image' form and a thumbnail image will appear underneath this.

Note: to replace the selected image, click the Browse button again.



Step 9 – Click **Add** in the 'Add Image' form.

A confirmation message will appear on the screen for a few seconds, and the new image will be added to the image library.

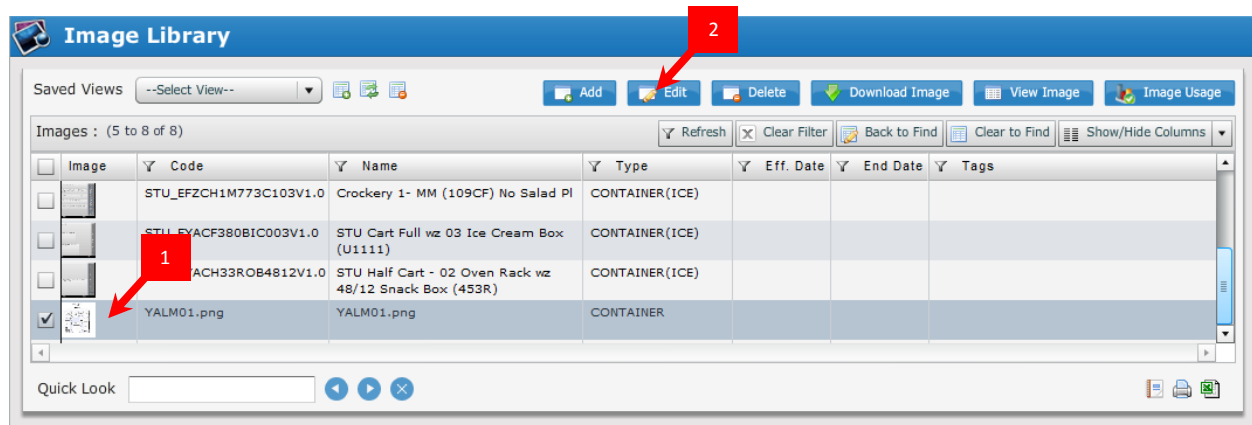
Step 10 – Click **Close** when you have finished adding images.

4. Edit Image

This feature allows users to replace the image(s), for example, those currently being used on parts or containers in the Parts and Containers Catalogs, or to edit the reference information stored in the system about the selected image(s).

Note: system/auto generated images cannot be edited; only 'Container' or 'Part' Type images added by users can be edited.

Step 1 – Select one or more image(s) to edit by highlighting the row or ticking the boxes in the search results grid.



Step 2 – Click the **Edit** button.

The 'Edit Image' form opens.

Step 3 – Edit the image details as required (refer to steps 2 to 8 in section 3 Add Image).

Note: the image **Type** cannot be changed; a part type image can't be used for containers and vice versa.

Step 4 – Click **Update**.

A confirmation message will appear on the screen for a few seconds, and the image and/or reference information will be updated.

Note: If you have selected more than one image for editing, use the navigation buttons to move between records, then repeat steps 3 to 4 above.

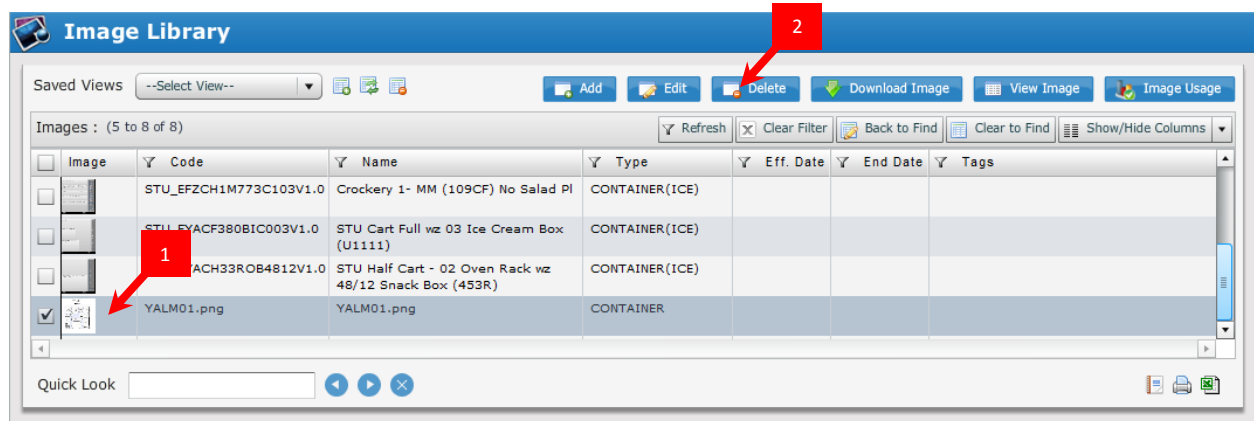
Step 5 – Click **Close** when you have finished editing the image(s).

5. Delete Image

The system will only allow users to delete images which are not linked to parts or containers in the Parts or Container Catalogs.

Note: system/auto generated images cannot be deleted; only 'Container' or 'Part' Type images added by users can be deleted.

Step 1 – Select one or more image(s) to delete by highlighting the row or ticking the boxes in the search results grid.



Step 2 – Click the **Delete** button.

Step 3 – Click **Yes** in the Delete Image pop up box.

A confirmation message will appear on the screen for a few seconds, and the image(s) will be deleted.

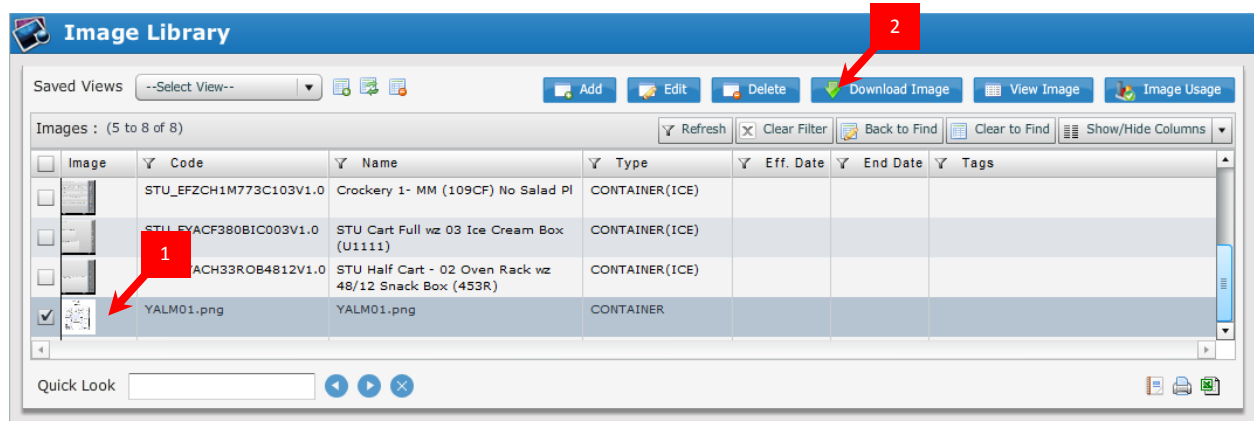
Note: If the image(s) is in use, a pop up will appear advising that the system is unable to delete the image(s) with the options to **Cancel** or to click on a **More Info** link which displays a 'Usage Information' grid (see section 9 [Image Usage](#) for more information).



6. Download Image

This feature allows users to download any image in the image library to their computers, including system/auto generated images.

Step 1 – Select one or more image(s) to download by highlighting the row or ticking the boxes in the search results grid.



Step 2 – Click the **Download Image** button.

Step 3 – a) Click **Download** in the 'Download Image(s)' pop up box.

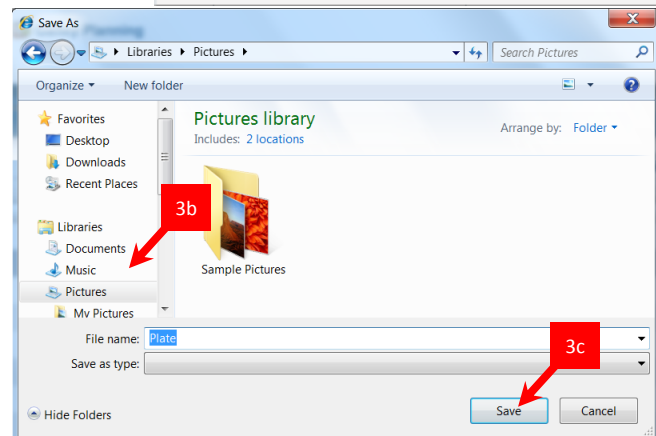
Note: if you select more than one image to download, the images will be downloaded in a zip file.



b) Select a folder in your computer to save the images.

c) Click **Save**.

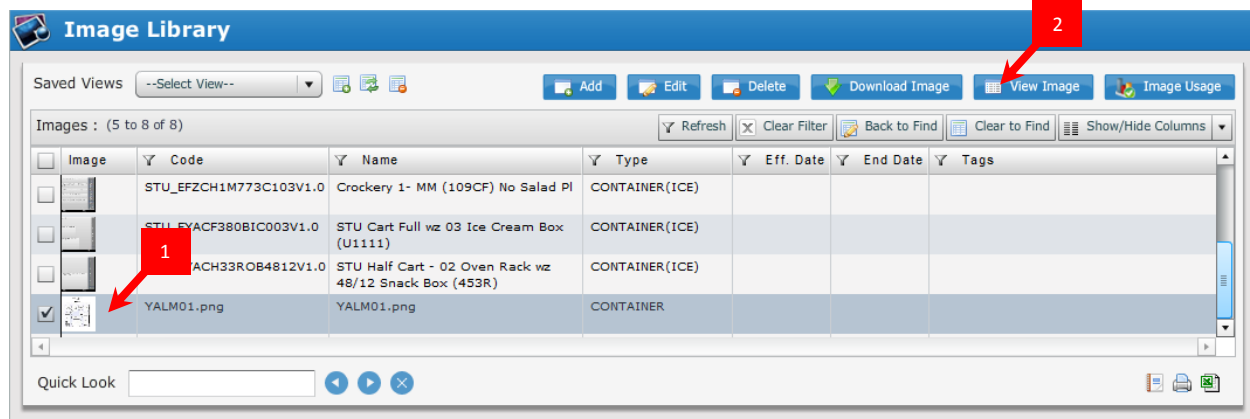
The image(s) will be saved to your computer in the file format that they were uploaded. **Note:** system/auto generated images are downloaded in JPEG format.



7. View Image

This feature allows users to view any image in the image library, including auto generated images.

Step 1 – Select one or more image(s) to view by highlighting the row or ticking the boxes in the search results grid.

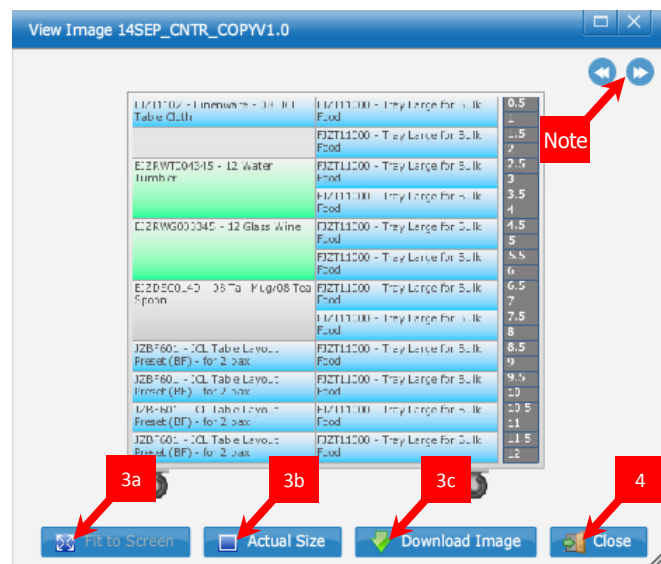


Step 2 – Click the **View Image** button.

The 'View Image' window opens.

Step 3 – Use the available buttons to view or download the image:

- Fit to Screen** (note this becomes active after clicking the 'Actual Size' button) – resizes the image to fit the size of the 'View Image' window.
- Actual Size** – resizes the image to its actual size.
- Download Image** – allows the user to download the image to their computer (see section [6 Download Image](#), steps 2 to 3 for more information).



Note: If you have selected more than one image, use the navigation buttons to move between records.

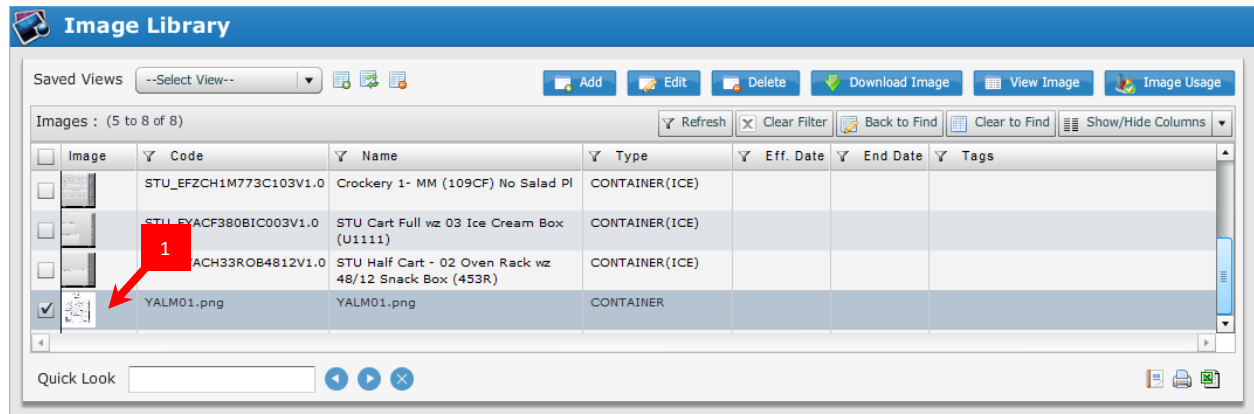
Step 4 – Click **Close** when you have finished viewing the image(s).

8. View/Edit Image Details

This feature allows users to view the reference information stored in the system about the selected image(s) and to edit the image details.

Step 1 – Select one or more image(s) by highlighting the row or ticking the boxes in the search results grid; then

Step 2 – Double click on the selected image(s).



The 'View Image' form opens. (**Note:** No editing is possible in this form.)

Note: If you have selected more than one image, use the navigation buttons to move between records.

Step 3 – Click **Edit** to open the 'Edit Image' form, then follow steps 3 to 5 in section 4 [Edit Image](#).

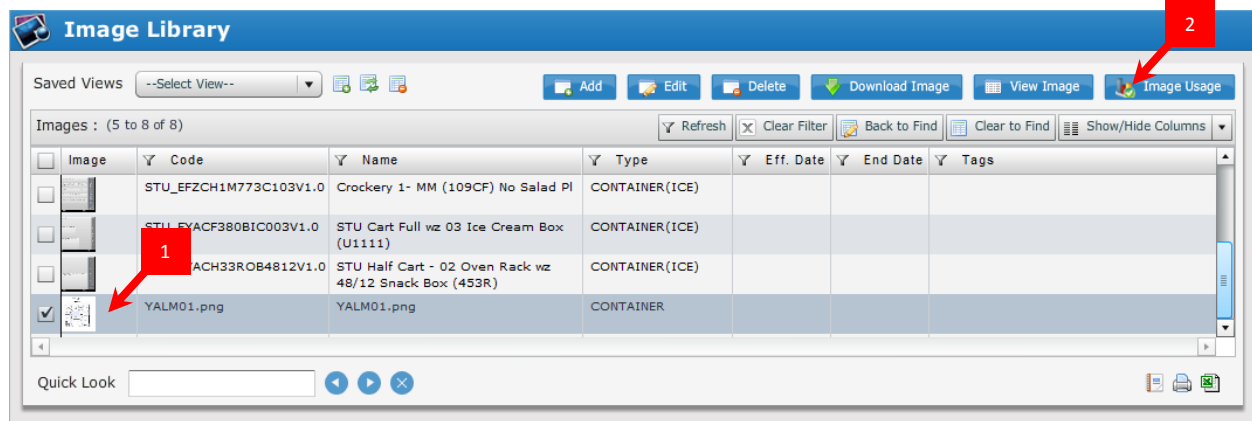
or

Click **Close**.

9. Image Usage

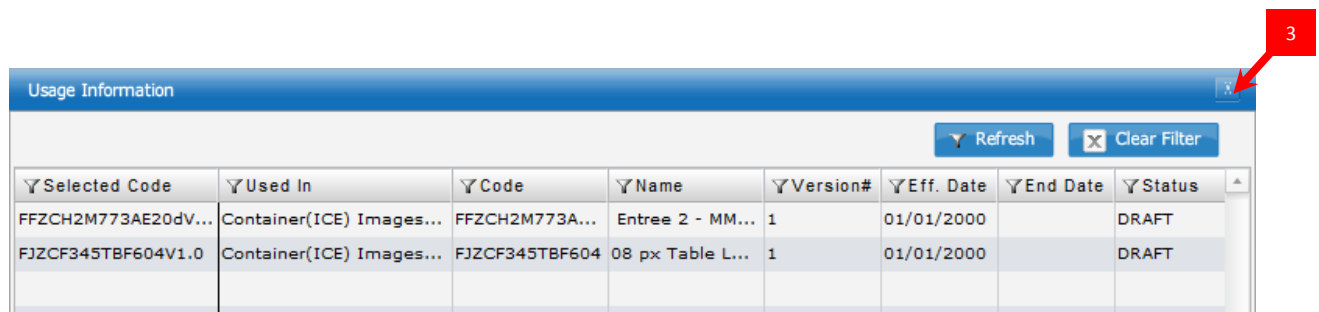
This feature allows users to view a list of the containers or parts that the image has been linked to.

Step 1 – Select one or more image(s) by highlighting the row or ticking the boxes in the search results grid.



Step 2 – Click the **View Usage** button.

The 'Usage Information' grid appears. The grid lists containers or parts that the selected image(s) have been linked to. Refer to the *Edit Graphics* sections in the *Galley Planning - Parts Catalog User/Training Guide* and the *Galley Planning - Container Catalog User/Training Guide* for more information.



Step 3 – Close the window when you have finished viewing usage information for the selected image(s)