Crew Use Only

Galley Prep

User guide · galley.crewuseonly.ca · v3.5

> **Galley Prep lives at galley.crewuseonly.ca.** It's one of the Crew Use Only tools, along with Bid Builder and Pay Checker. You'll find all three at crewuseonly.ca.

Galley Prep is an electronic 12-seat meal and beverage order form for Rows 1 to 3 (seats A, C, D and F). You take each guest's drink and meal order on the seat map, and keep track of how many meals are left.

> **Your info stays with you.** What you enter stays right here on this device. We don't collect it, and it's never sent anywhere.

1. Getting started

Galley Prep is designed for tablets such as the iPad.

Step	How
Open it	In Safari, go to **galley.crewuseonly.ca**.
Add it to the Home Screen	Tap Share (the square with an arrow), then Add to Home Screen. It opens like a regular app after that, and your orders stay put between sessions.
Use landscape	Rotate your device to landscape for the best view of the full cabin.

> **✓ Offline ready — saved for airplane mode.** Open Galley Prep once with internet and it saves itself to your device. When it's done, you'll see that green line under the name, and from then on you can use it with no signal. While you're offline, a small *No network* tag shows up beside it.

2. Before boarding

Flight wine setup

Open **FLIGHT WINE SETUP** and enter the wines that were loaded. Leave any extra boxes blank.

Wine	How to enter it
Red Wine 1 to 4	Type the name of each red.
White Wine 1 to 4	Type the name of each white.
Sparkling 1 and 2	Pick the sparkling wine that was loaded.

> The wines you enter show up in every seat's Post T/O Bev, Wine w/ Meal and 2nd Bev lists. Reds are listed first, then whites, then sparkling.

Meal descriptions

Open **MEAL DESCRIPTIONS**:

Field	What to enter
Non-Veg	The non-veg meal, for example “Herb omelette, roasted potatoes, fruit”.
Veg	The veg meal, for example “Buttermilk pancakes, berries”.
Non-Veg Loaded / Veg Loaded	How many of each were loaded.

Both meals then appear in each seat's Meal list, marked NV: or V:, along with TSU Only and No Meal. The meal counter underneath has three columns: **Loaded**, **Ordered** (meals picked on the seat map so far) and **Available** (what's left). Available turns red when you're down to one or none.

Meal colour coding

Each seat changes colour once a meal is picked, which makes delivery quicker to check:

Colour	Meaning
Pink / red	Non-vegetarian meal
Green	Vegetarian meal
Yellow	TSU Only
Grey	No Meal

3. Taking orders on the seat map

The **SEAT MAP** is laid out the way you see the cabin from the galley: row 3 at the top, row 1 at the bottom, seats F, D, C, A across. Each seat shows the guest's choices, coloured by meal. Long names and notes are cut to two lines; press and hold to read the rest.

- **Taking an order:** tap a seat to open that guest's order sheet. Whatever you pick is saved right away. Tap *Done*, or tap outside the sheet, to close it. When a list opens, its first line names the field, such as POST T/O BEVERAGE, so you always know which one you're filling in.
- **Show unfilled only:** hides the seats that already have a Post T/O drink, a meal and a wine choice (a wine or No Wine), so you can see who's left. Vacant seats stay on the map so the layout doesn't move around. Seats that are still missing something have a dotted outline.

Order fields

Field	How to use it
Seat / Vacant	Tick Vacant if nobody is in the seat. It clears that seat and locks it until you untick it.
Post T/O Bev	The drink after takeoff (the full list is in section 4). Pick None if they don't want one.
Mixer / Add-On	The choices change to suit the drink (see section 4).

Field	How to use it
L/L	Lemon, Lime, or Lemon & Lime. Only for cold drinks: it's hidden when the drink is coffee, tea or hot water, which have their own Lemon tick box.
Ice?	Tick for ice.
Meal	The guest's meal (colour-coded).
Wine w/ Meal	A loaded wine, or No Wine.
Hot Bev After Meal	Coffee, English Breakfast Tea, Peppermint Tea, Green Tea or Hot Water.
Hot Bev Add	Add-ons for the hot drink (see section 4).
Wake?	Yes or No, if they're asleep.
2nd Bev / 2nd Mixer	Second drink before descent, with its mixer.
L/L and Ice?	For the second drink.
Notes	Allergies, special requests, anything else.

4. Drink and add-on lists

List	Options
Post T/O Bev and 2nd Bev	Water, milk, coffee, teas and hot water; the beers, cocktail and spirits on the onboard menu; the wines you entered for the flight; None.
Mixer / Add-On after coffee	Tap Milk or Cream, and Sugar or Sweetener, then use – and + to set how many (up to 4). Milk and cream aren't mixed, and neither are sugar and sweetener; put anything else in Notes. Tick the liqueur add-on if they'd like it. Nothing picked means black coffee.
After tea or hot water	The same buttons, with a Lemon tick box instead of the liqueur. Nothing picked means plain.
After any other drink	Soft drinks, juices, tonic water, club soda and water.

For a soft drink or juice on its own, look in the Mixer / Add-On list. Hot Bev Add works the same way for the hot drink, and 2nd Mixer for the second drink. Under the coffee and tea buttons, a line shows exactly what the seat card will say.

5. Focus and night mode

Button	What it does
Focus	Makes the seat map and text bigger and folds away the wine and meal sections. Tap a section title to open it again. Galley Prep remembers the setting.

Button	What it does
Night mode	A dark screen for red-eyes and dimmed cabins. Tap Day mode to switch back. Galley Prep remembers the setting; the first time, it matches your device's day or night setting.

6. Form actions

Button	What it does
New Flight	Clears the orders and meals but keeps the wines, ready for the return leg.
Clear All	Wipes everything. It asks you first.
Undo	Shows up for a few seconds after New Flight or Clear All, in case you tapped it by mistake.

7. Your privacy and working offline

- Once it's been opened with internet, Galley Prep works with no connection.
- Nothing you enter is ever sent anywhere, to us or anyone else. There's no account and no upload.
- Your orders are kept only on this device, so they're still there if the page reloads or you close it. New Flight clears the orders and meals but keeps the wines. Clear All wipes everything.
- Clearing Safari's website data, using a private window, or switching devices starts you off blank.
- Updates load on their own the next time you open Galley Prep with internet. If one arrives while it's open, a **New version ready** bar shows at the bottom. Tap **Reload** when you're done (your orders stay), or × to close it and keep working.

> **Before a new flight,** tap New Flight or Clear All so the last flight's orders don't carry over.

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Galley Prep can be tailored to any airline's cabins, menus and service.