AACM UAV System Organization Account User Manual (English Version)

Ver: 1.2

Revised date: 16 Oct 2021

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1. Register Account

Open the browser, enter the URL of the system in the address bar, the browser will enter the login page of the system, select English, as shown in Figure 1, and click the [Register] button.



Figure 1

The system will proceed to the registration page, as shown in Figure 2.

Select "Organization" for the account type;

The age must be at least 18 years old;

The email address is very important. After registration, it cannot be modified, and the account needs to be activated through the email address. Only after activation you can log in to the system;

To register an account in this system, you must check the website terms of use and privacy statement;

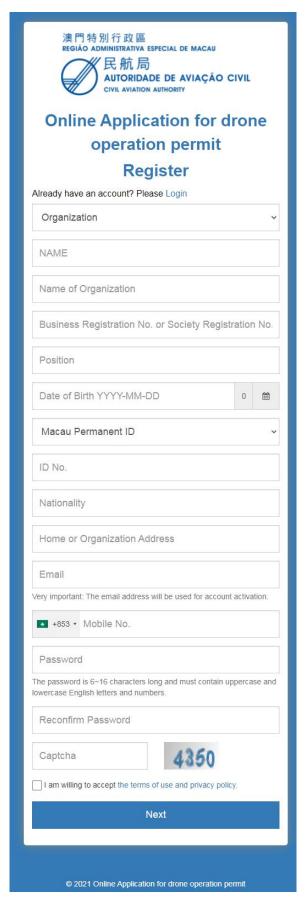


Figure 2

Click the [Next] button, and the system will proceed to the page shown in Figure 3. You need to upload a copy of the identification document and several business registration documents or community registration certificates. If the identification document is in a long-term validity, there is no need to enter the expiration date, just click the long term option.

Regis	ster
D File	
选择文件 未选择任何文件	
Expiry Date YYYY-MM-DD	
Long Term	
Business Registration File or Society F	Registration Certificate
选择文件未选择任何文件	

Figure 3

After clicking the [Register] button, the system will proceed to the page shown in Figure 4, prompting to activate the account via email.



Figure 4

After activation via email, the system will proceed to the page shown in Figure 5, prompting that the account has been activated. At this time, you can log in to the system, but you need to wait for the authority to complete the manual identity verification before you can conduct the drone operation.



Figure 5

2. Forget Password

On the login system page, as shown in Figure 6, click the [Forget Password] button.

Acc	ount Login
Email	
Password	
Captcha	4764
	Forget Password Register
	Login

Figure 6

The system will proceed to the password reset page, as shown in Figure 7, enter the email address entered for account registration, and click the [Submit] button, the system will prompt on the current page that the password reset request has been successfully submitted, as shown in Figure 8.

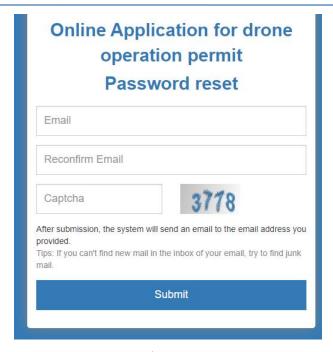


Figure 7

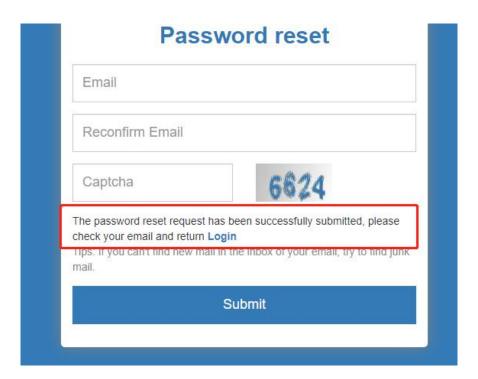


Figure 8

After receiving the email, click Reset Password in the email, it will proceed to page as presented in Figure 9 and enter the new password.

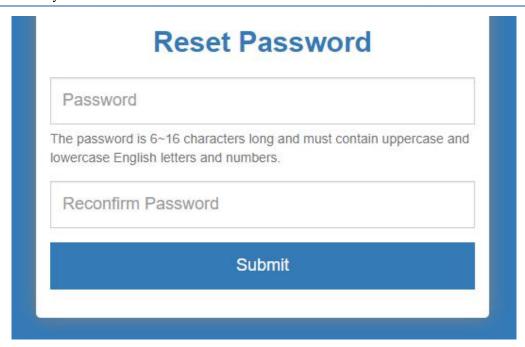


Figure 9

3. Login and Logout

3.1. Login

Enter the login page of the system, as shown in Figure 10. Enter the email address and password, and click the [Login] button to log in to the system. If the login fails, the system will display related error prompts, as shown in Figure 11;

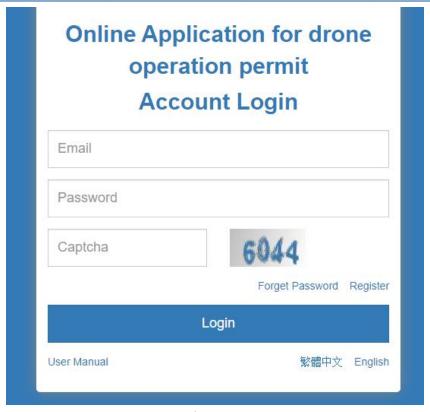


Figure 10

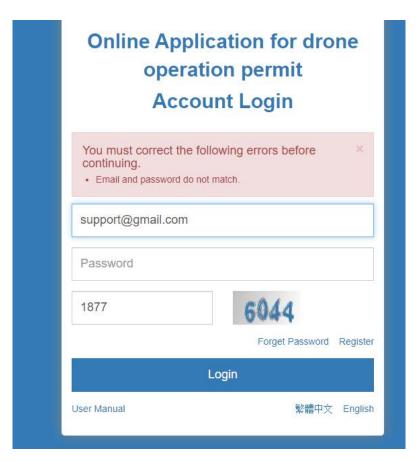


Figure 11

3.2. Logout

If the login is successful, the system will enter the page shown in Figure 12. You can log out of the system in the upper right corner of the page, click the [Logout] button, and the user will log out of the system and return to the login page.

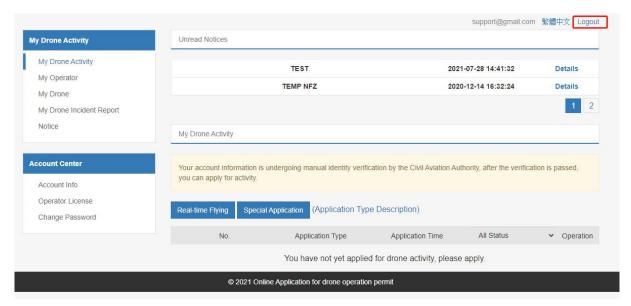
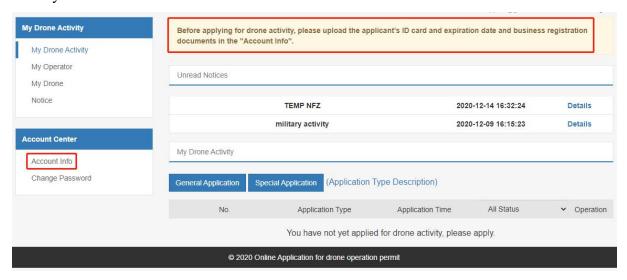


Figure 12

4. Account Info

Every time you log in to the system, the system displays the "My UAV Activity" page by default, as shown in Figure 13. Since the account information is undergoing manual identity verification by the Civil Aviation Authority, it is not possible to notify or apply for UAV activity.



Click the [Account Information] button in the Account Center, and the system will enter the account information page, as shown in Figure 14, the system prompts that the information is under review. After the review is completed, an email will be sent to notify that the information has been reviewed and the account status changes to "Verified", as shown in Figure 15.

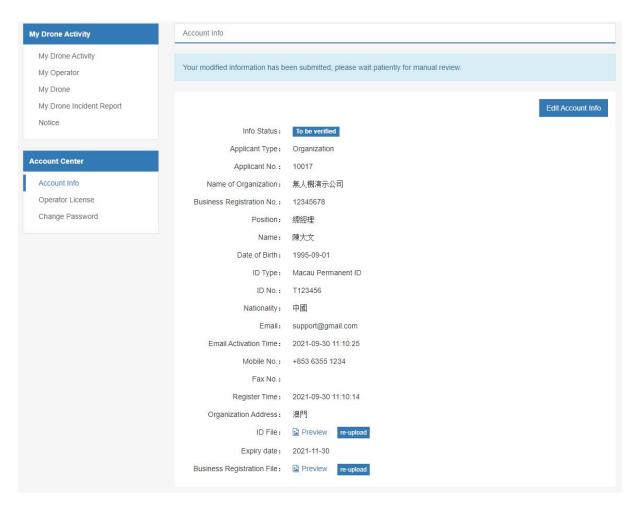


Figure 14

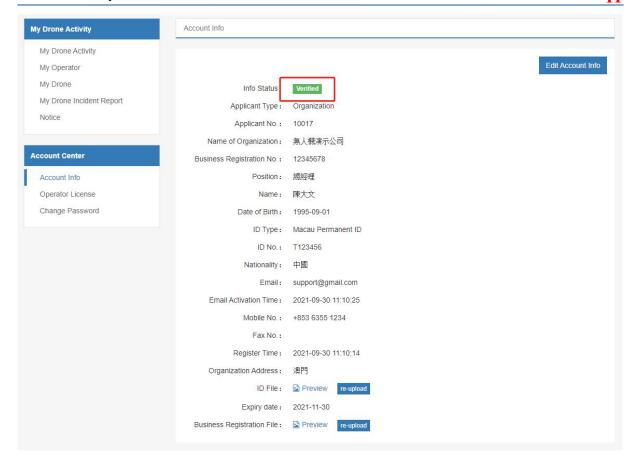


Figure 15

Upload a copy of Identification document and business registration documents of the organization;

Re-upload a copy of the identification document and click the [re-upload] button, as shown in Figure 16, the system will enter the page for uploading a copy of the identification document, select the identification document file and enter the its expiration date, and click the [Submit] button. Re-uploading a copy of identification document requires manual review by the Civil Aviation Authority.

The steps for uploading an organization's business registration documents is the same as uploading a copy of identification document.

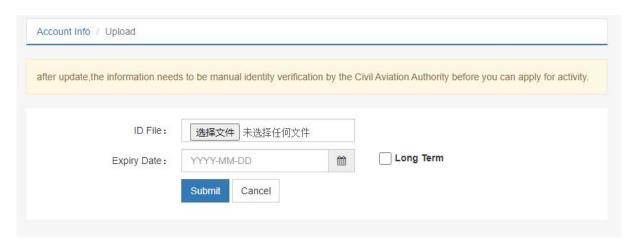


Figure 16

Modify account information:

Click the [Edit Account Info] button, as shown in Figure 17, the system will display the page for modifying account information. Account information being modified requires manual review by the Civil Aviation Authority.

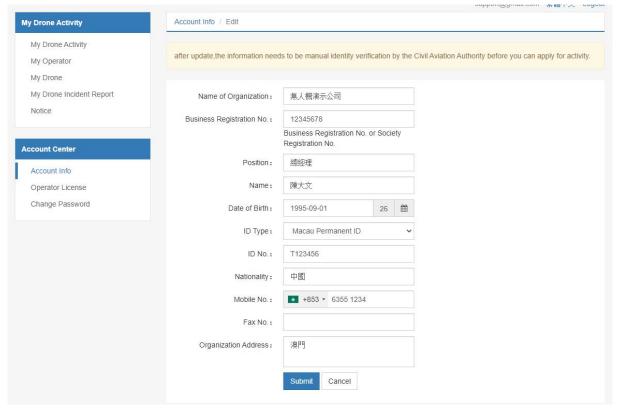


Figure 17

5. Operator License

Click the [Operator License] button in the account center, as shown in Figure 18. This part of the file needs to be uploaded by the authority. If this document is available, as shown in Figure 19, you can download it.

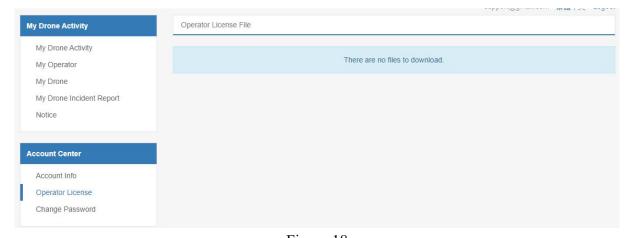


Figure 18

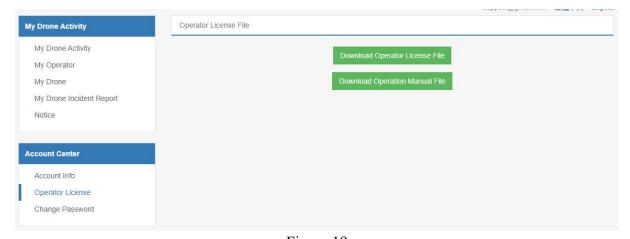


Figure 19

6. Change Password

Click the [Change Password] button in the account center, as shown in Figure 20, you can modify the login password, enter the original password and the new password, and the new password must be entered twice before it can be successfully modified.

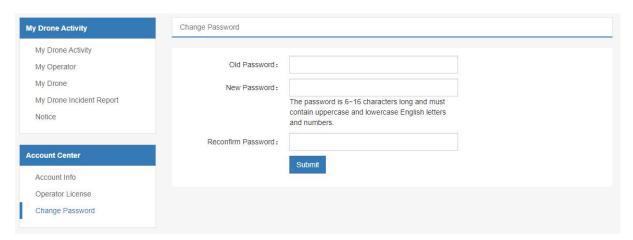


Figure 20

7. Notice

Click the [Notice] button, as shown in Figure 21, it will list all the recent notice records, among which the black and bold records indicate the unread records.

Click the [Mark all as read] button to mark all unread records as read records.

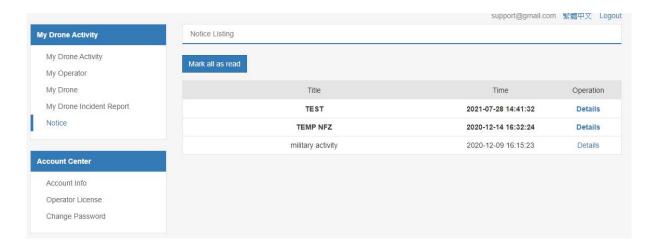


Figure 21

Click the [Details] button, as shown in Figure 22, you can enter the notification details page to view the content of the notices.



Figure 22

If there is a new unread notice, when browsing other pages, there will be an unread notice at the top of the page, as shown in Figure 23.

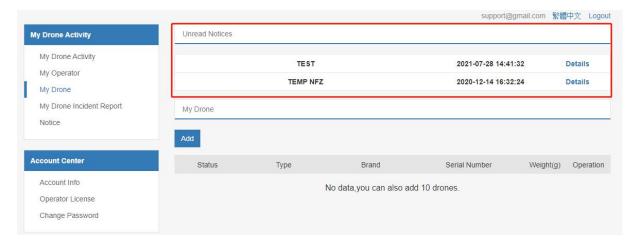


Figure 23

8. My Drone

Click on the [My Drone] button as shown in Figure 24, which lists all the added drone details. The drone data also needs to be manually reviewed by the Civil Aviation Authority. It is necessary to add drone data before notifying or applying for a drone operation.

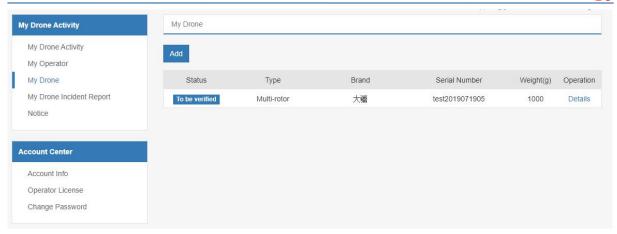


Figure 24

Click the [Add] button, as shown in Figure 25, you can add drones. For each drone must upload its appearance picture and serial number picture. Only up to 10 drones can be added.

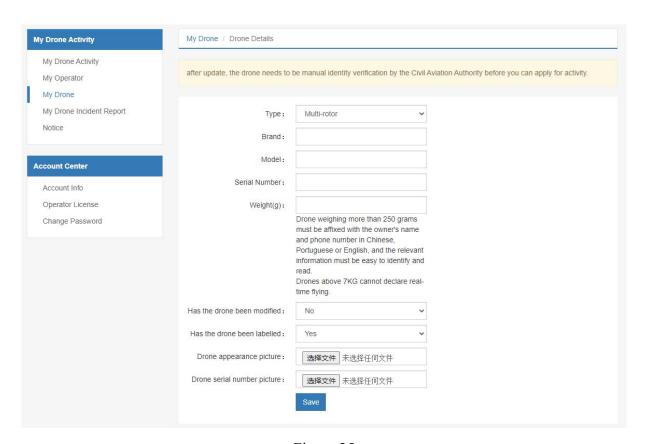


Figure 25

Click on the [Details] button, as shown in Figure 26, you can modify the drone's data. Every time you modify the data, the data need to be manually reviewed by the Civil Aviation Authority. As long as the review has been completed, you can start your drone operation with a notification or a valid permit.

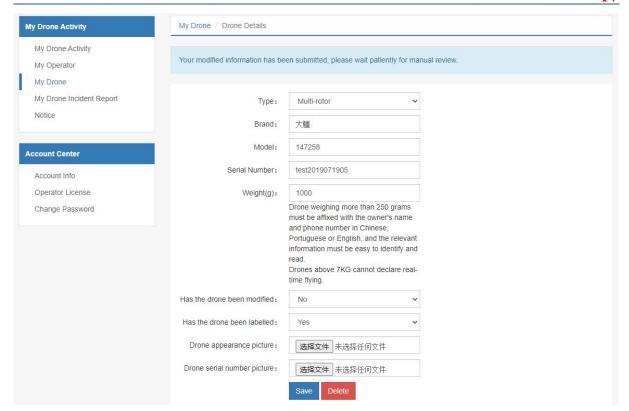


Figure 26

After the review is completed, as shown in Figure 27, the drone status displays "Verified".

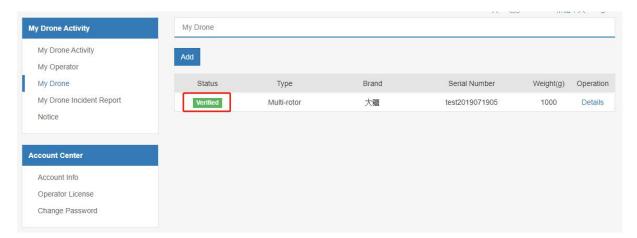


Figure 27

9. My Operator

Click the [My Operator] button, as shown in Figure 28, to list all the added operator records.

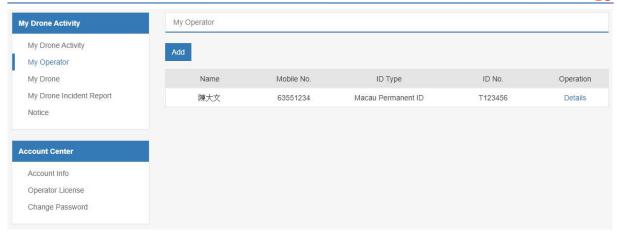


Figure 28

Click the [Add] button, as shown in Figure 29, you can add an operator, up to 8 operators can be added.

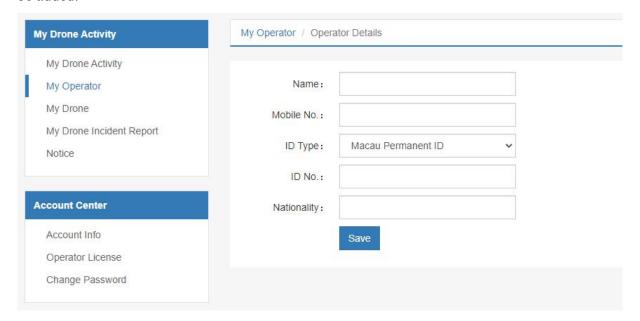


Figure 29

Click the [Details] button, as shown in Figure 30, to modify the operator information.



Figure 30

10. My Drone Activity

Click the [My Drone Activity] button, as shown in Figure 31, to list all drone activity records. Click the [All Status] drop-down list, you can filter the corresponding drone activities according to the status.

Drone activities are divided into Real-time flying and special application. Real-time flying means that the drone operation can be conducted upon as long as notification is done. While a permit is needed through Special application before any risky drone operation can be conducted.

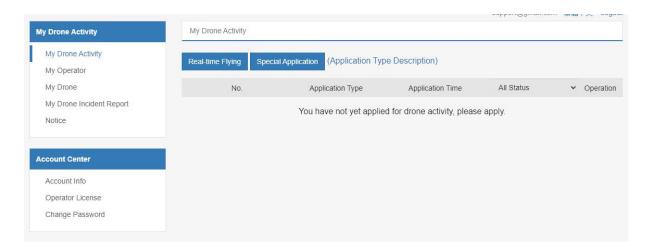


Figure 31

10.1. Real-time Flying

Click the [Real-time Flying] button to submit notification prior to drone activities in three steps: Read and agreed to the regulatory requirements, Basic Info and Flying Location.

The first step: Read and agreed to the regulatory requirements:

Need to read and agree to the regulatory requirements, as shown in Figure 32;

Step 2: Basic Info:

As shown in Figure 33, the purpose of flying is required;

The applicant's information cannot be modified;

For operator information, you can click the [Select] button, as shown in Figure 34, you can select the corresponding operator on this page to apply for this time, or you can choose to add an new operator;

For drone information, you can click the [Select] button, as shown in Figure 35, you can select the corresponding drone on this page to apply for this time;

After filling in the information, click the [Next] button to proceed to the flying location process.

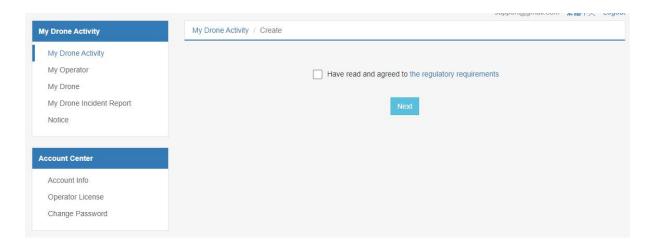


Figure 32

Fly Use: Purpose: Applicant Info	1 Basic	Info	2 Flying Location			
Purpose: Applicant Info	Real-time Flying					
Purpose:		~				
Applicant Info						
Andrew or the Artistan Property						
Name of Organization: 無						
<u>7</u> 5	人機演示公司					
Business Registration 12	2345678					
Position: 總	經理					
Name: 陳	大文	Ü	Mobile No.:	+853 635512	234	
Email: su	ipport@gmail.com	0	Date of Birth:	1995-09-01	(26)	
ID Type: Ma	acau Permanent ID		D No.:	T123456		
Address: 與	199					
Operator Info						
Select						
Name	Mobile No.	1	D Type	ID No	+	Operation
		No D	ata.			
Drone Info						
Select						
Туре	Brand	Model	Serial N	umber V	Veight(g)	Operation
		No D	ata.			
Ensure that account in	nfo and drone data are c	orrect				

Figure 33

Name	Mobile No.	ID Type	ID No.	Operation [
陳大文	63551234	Macau Permanent ID	T123456	

Figure 34



Figure 35

The second step, Flying Location:

As shown in Figure 36, the system needs to obtain the current geographic location, so you need to allow the system to obtain the geographic location;

Real-time flying can only be conducted in zones A, B and C with the flight height limits. You can click the [Height Limit Chart] button to view the ranges of zone A, B and C;

If the geographic location acquired by the system is the red area on the map, the system will prompt that no drone operation is allowed in the no-fly zone. At this time, you need to move to a non-no-fly zone, and then click [Reacquire Location] to reacquire the geographic location again;

Click the [Apply to Fly] button to start flying.

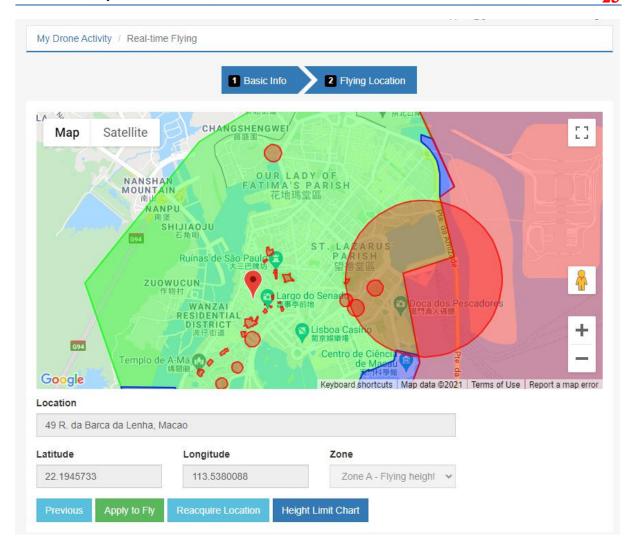


Figure 36

As shown in Figure 37, this is the details of the drone activity you just notified for. When the flying is over, you need to click the [End Flying] button in the flying location to end the operation.

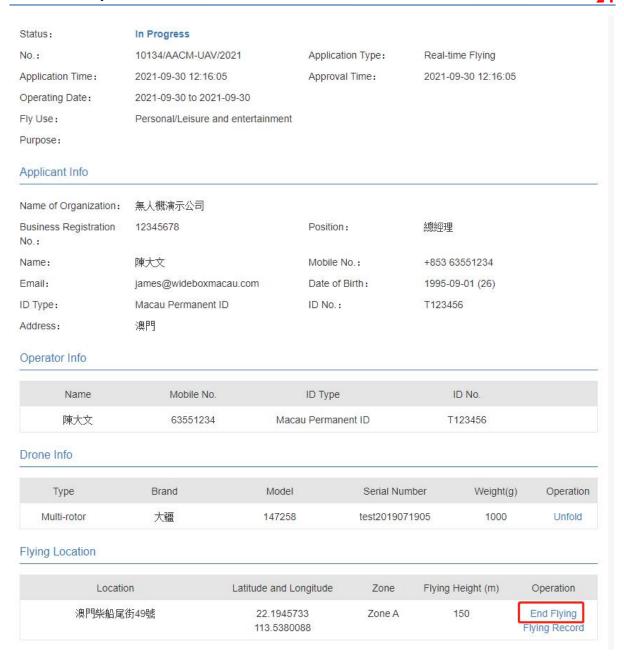


Figure 37

10.2. Special Application

Click the [Special Application] button, as shown in Figure 38, there are three steps to apply a permit for the drone activity: Basic Info, Flying Location and File.

The first step, Basic Info:

A detailed description of the flying purpose is required;

Operator information, the fill up process is the same as Real-time flying;

Drone data, the fill up process is the same as Real-time flying;

After filling in the information, click the [Next] button to proceed to the flying location process.

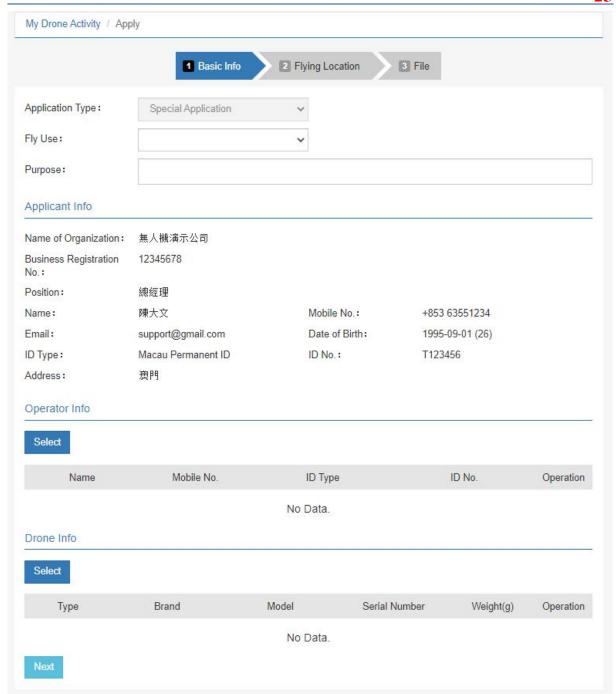


Figure 38

The second step, Flying Location:

As shown in Figure 39, when you select the flying location on the map, the system will automatically fill in the location and coordinates. You need to manually fill in the operation date and time, the radius and height of the flight, and click the [Save] button to save the information;

After adding the location, click the [Next] button to proceed with the file process.

Regarding the date and time in the figure, it means: from 2021-10-17 to 2021-10-23, the flight can be conducted from 09:00 to 12:00 daily.

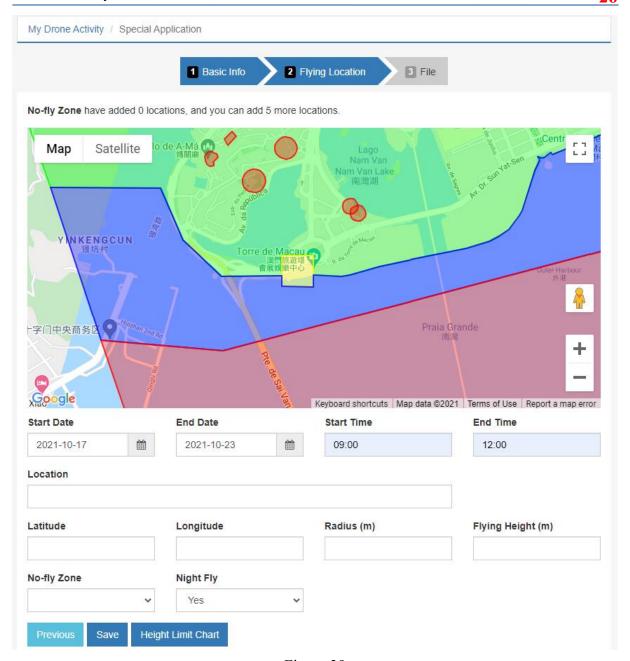


Figure 39

The third step, File:

As shown in Figure 40, you can selectively upload the support document;

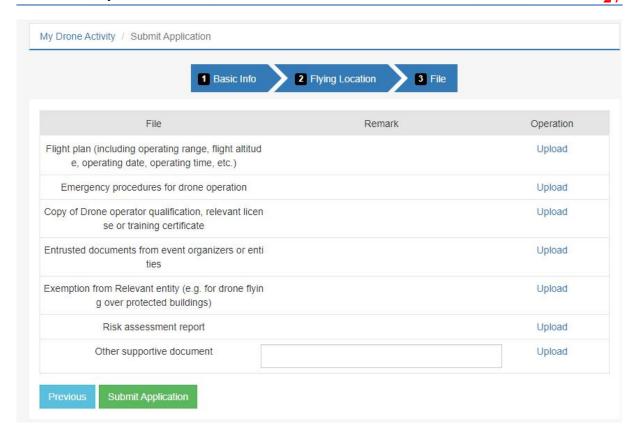


Figure 40

Click the [Submit Application] button to complete the application, and the application can be cancelled before the review process is completed. Before the application is processed by the authority, you can still edit and resubmit the application.

During the review and approval process, if the submitted application materials are insufficient, the system will notify you via email and the system will also prompt, as shown in Figure 41 and Figure 42, and then you can re-edit and resubmit the application as required.

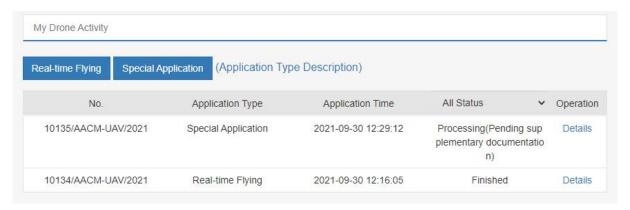


Figure 41

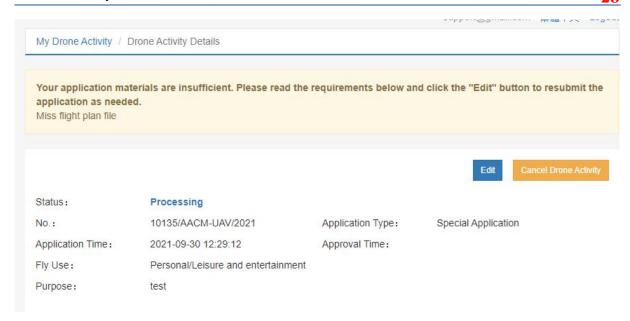


Figure 42

After the application is approved, you can download the activity permit through the system, as shown in Figure 43.

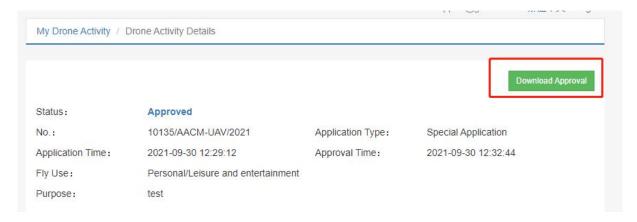


Figure 43

10.3. Flying Drone

After the application is approved, you still need to notify for each flight, as shown in Figure 44.

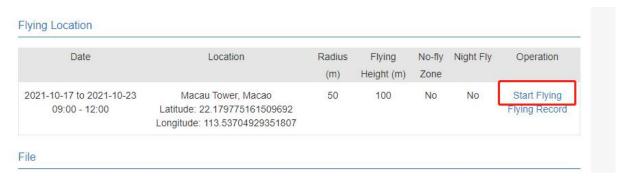


Figure 44

Click the [Start Flying] button, if it is not within the flying timeframe of the operation being applied, the system will make a corresponding prompt, as shown in Figure 45.

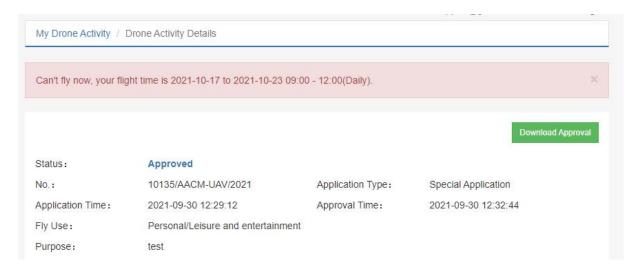


Figure 45

If it is within the flying timeframe, as shown in Figure 46, the system will get your current location. Please allow the system to get your geographic location. You also need to select the drone that is flying this time and click the [Save] button to start flying. The range in the red circle in the picture is the range at the time of the drone operation being applied. Please conduct your flight within this range.

When you have finished flying, you need to click on the [End Flying] button.

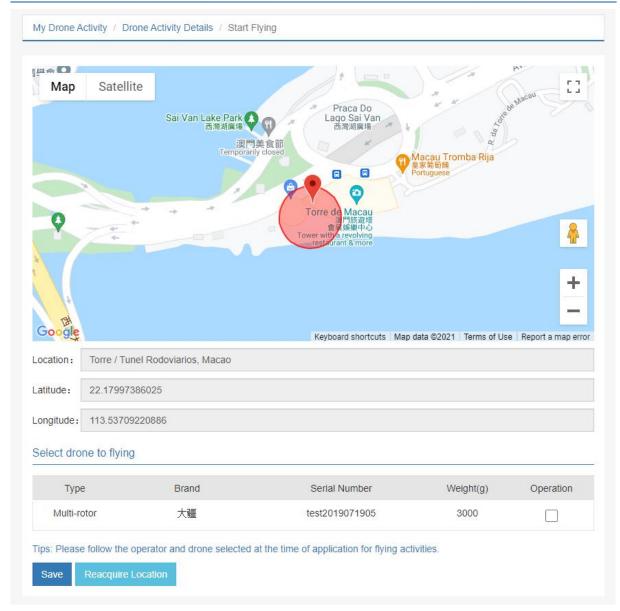


Figure 46

11. My Drone Incident Report

Click the [My Drone Incident Report] button, as shown in Figure 47, to list all drone incident report records.



Figure 47

Click the [Add] button, as shown in Figure 48, to add an incident report.

Drone Incident Report / Inci	dont Donort Dotails	
Dione incident Report 7 inci	dent Report Details	
Flying Activity No.(if any):		
Incident Time:	YYYY-MM-DD HH:mm	
incident filme:	TTTT-WW-DD HH.IIIII	
Operator:	陳大文	
500 T. 50 (ACT) ACT (ACT)		
Mobile No.:	+853 63551234	
Drone Model:		
	Select Drone	
Drone Serial Number:		
Drone Weight(g):		
Incident Type:	Remote Control Signal Failure	
modern Type .	remote control digital rande	
Address:		
Description:		
Suggestion:		
	Involved Casualties	
	involved Property Damage	
	Save	
	Sare	

Figure 48

Click the [Details] button, as shown in Figure 49, you can modify the drone incident report data and delete the drone incident report.

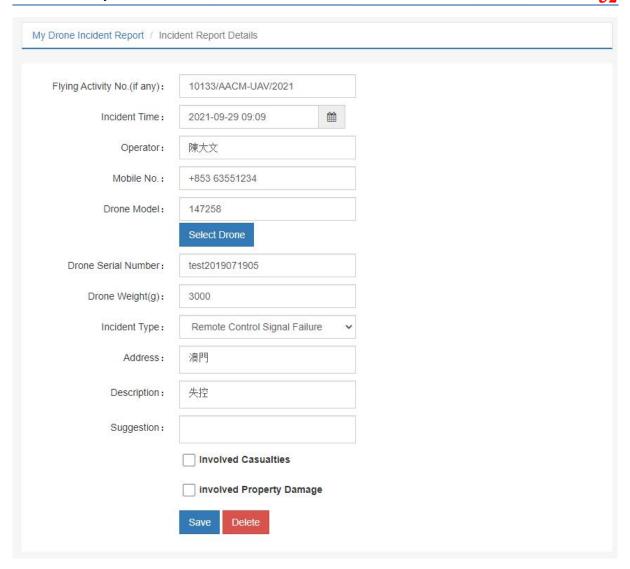


Figure 49