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**D-FLIGHT**

**User manual**

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**3<sup>rd</sup> VERSION**  
**MAY 2020**

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## INTRODUCTION

The following manual is a guide to the use of basic d-flight services:

- ✓ Registration
- ✓ User authentication
- ✓ Navigation maps
- ✓ Profile management
- ✓ E-payment / D-Coin
- ✓ Drones management
- ✓ Declaration
- ✓ Drone Operation Area

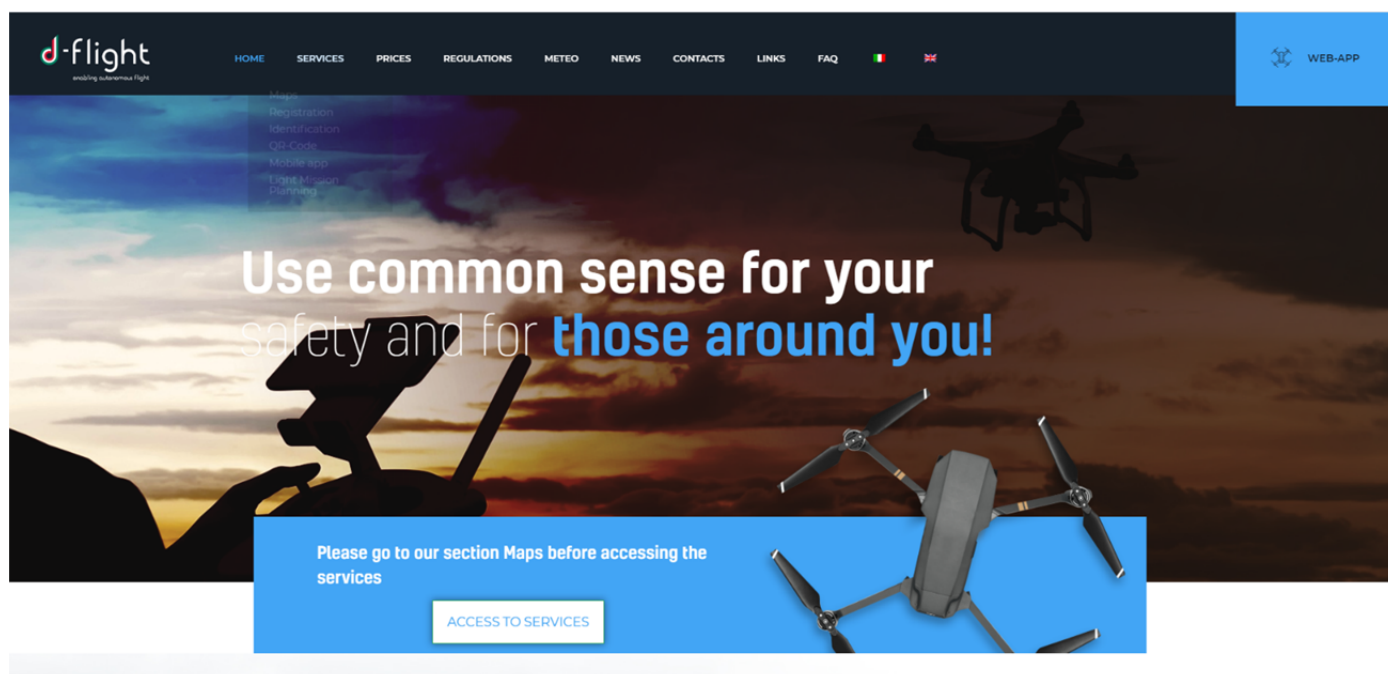
## 1. GUIDE

### 1.1 ACCESS TO THE SITE

The URL to access the site is [https://www.d-flight.it/new\\_portal/en/](https://www.d-flight.it/new_portal/en/).

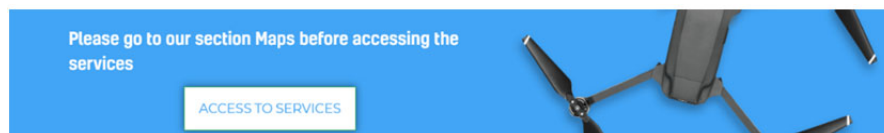
The welcome page to the site is shown below.

*Use of the Chrome / Firefox / Safari browser is recommended, we do not recommend using IE. It is advisable to activate the activation link in the time indicated by the system (60 min).*

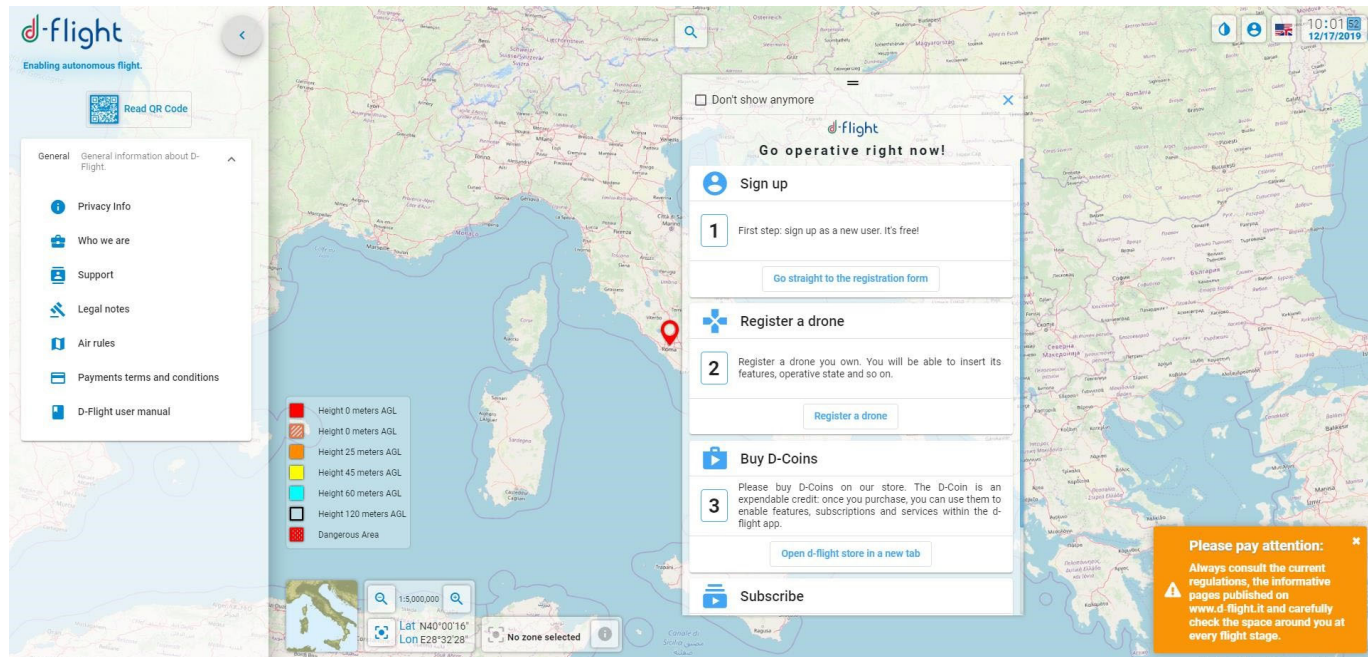


From the welcome page (**HOME**) it is possible to consult the information relating the **SERVICES**, **PRICES**, **REGULATIONS**, **METEO**, **NEWS**, **CONTACTS**, **LINKS** and **FAQs**.

### ✓ CLICK TO ACCESS THE SERVICES



After the click you have the map available (below) that allows you to access the d-flight SERVICES.



## 1.2 REGISTRATION

It is the service through which users can register and authenticate to the portal. User enter its personal data and relevant flight qualifications in possession, qualifications and licenses, to create a "Virtual Curriculum".

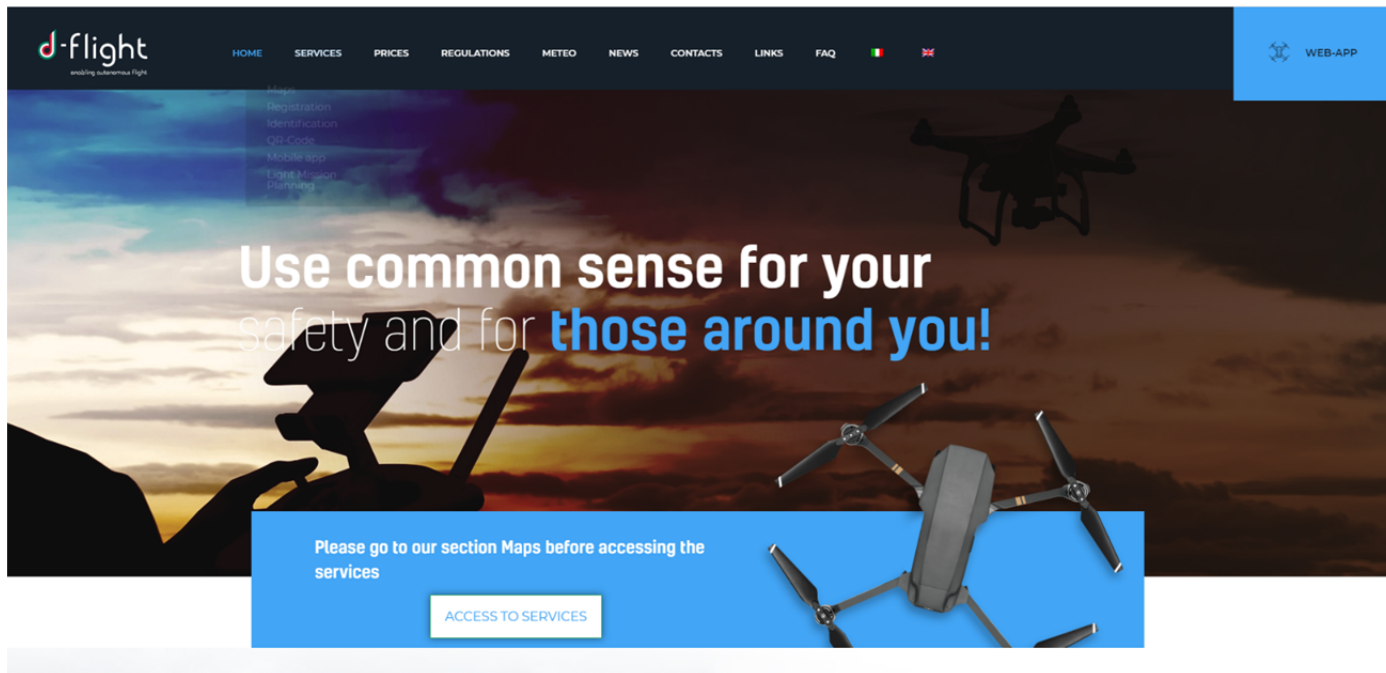
When a user who is not yet registered wants to register with the System, he must enter his credentials to be able to receive a request to confirm his identity via e-mail, with non-certified email address or certified e-mail address.

Then the user will receive the email with the login credentials with a temporary password, to activate it he must open the email received and click on the link provided to confirm the registration and be able to access the platform with the credentials indicated.

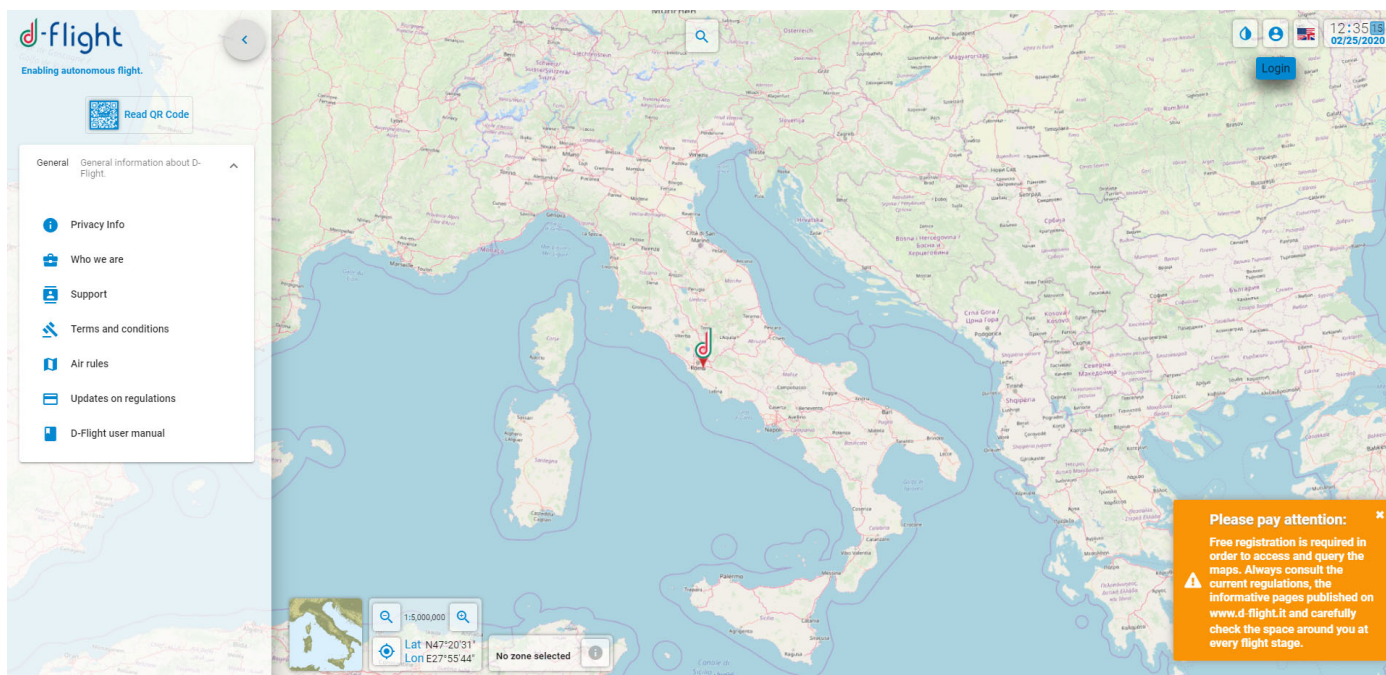
### 1.2.1 User Registration

1. From an internet browser connect to the d-flight website ([https://www.d-flight.it/new\\_portal/en/](https://www.d-flight.it/new_portal/en/)) and select **<ACCESS TO SERVICES>**

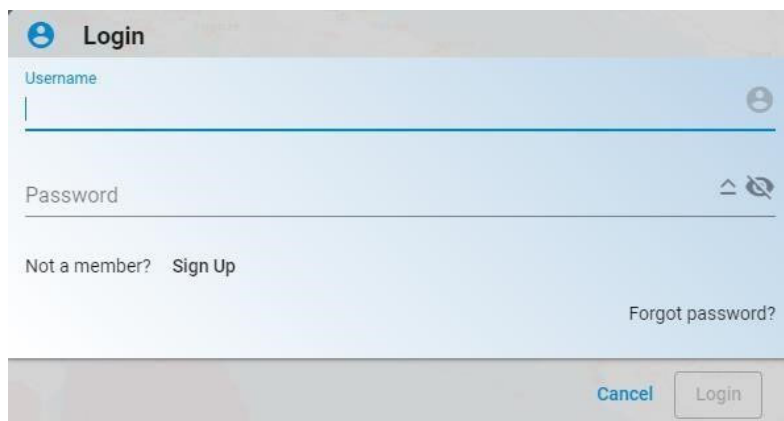
*Warning: the use of Chrome / Firefox / Safari browsers is recommended, we do not recommend using IE*



2. Click on user icon (**LOGIN**) at the top right as shown in the following figure:

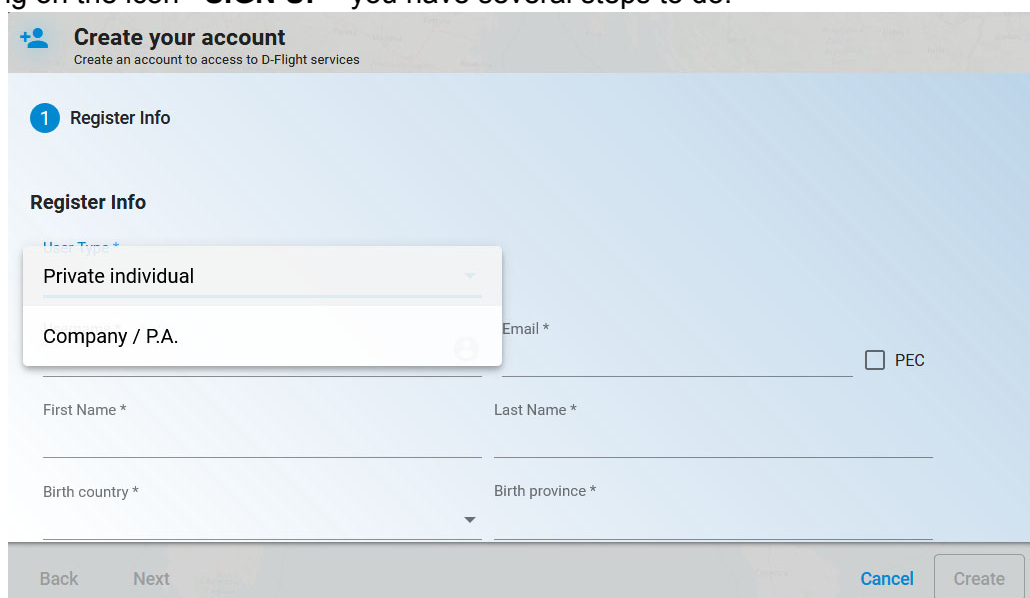


3. The following screen will appear and select **<SIGN UP>**



The screenshot shows a 'Login' form with a header bar containing a user icon and the title 'Login'. Below the header, there are two input fields: 'Username' and 'Password'. The 'Password' field has a toggle icon for visibility. Below the fields, there is a link 'Not a member? Sign Up' and a link 'Forgot password?'. At the bottom right, there are two buttons: 'Cancel' and 'Login'.

After clicking on the icon <**SIGN UP**> you have several steps to do.



The screenshot shows the 'Create your account' form. The header bar contains a plus icon and the title 'Create your account', with a subtitle 'Create an account to access to D-Flight services'. Below the header, there is a step indicator '1 Register Info'. The main section is titled 'Register Info'. It contains a dropdown menu for 'User Typology \*' with options 'Private individual' and 'Company / P.A.'. To the right of this dropdown is an 'Email \*' field and a checkbox for 'PEC'. Below these are fields for 'First Name \*', 'Last Name \*', 'Birth country \*', and 'Birth province \*'. At the bottom, there are buttons for 'Back', 'Next', 'Cancel', and 'Create'.

**Step 1** Enter the data related to <**Register Information**>

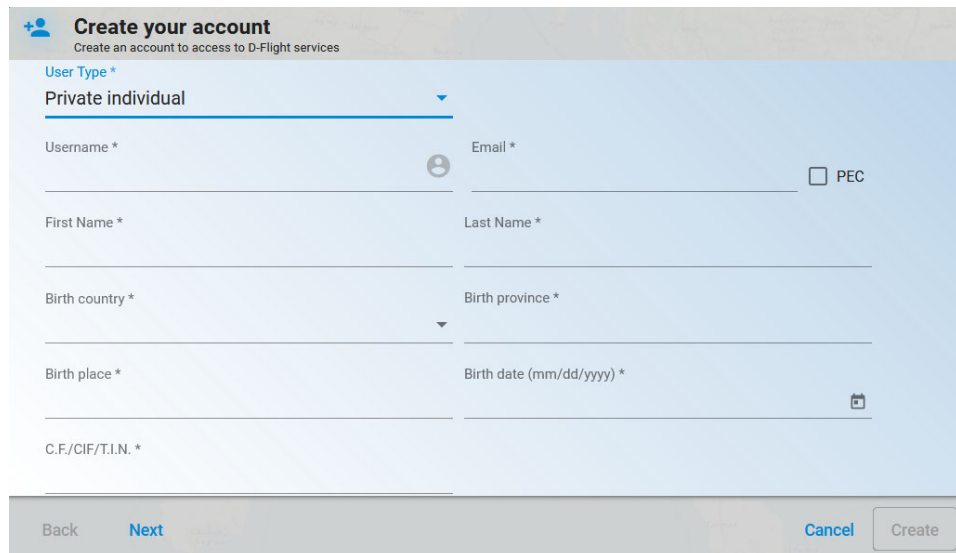
1. User Typology \* (Private individual, Company/P.A.)

If **Private Individual** has been chosen please insert:

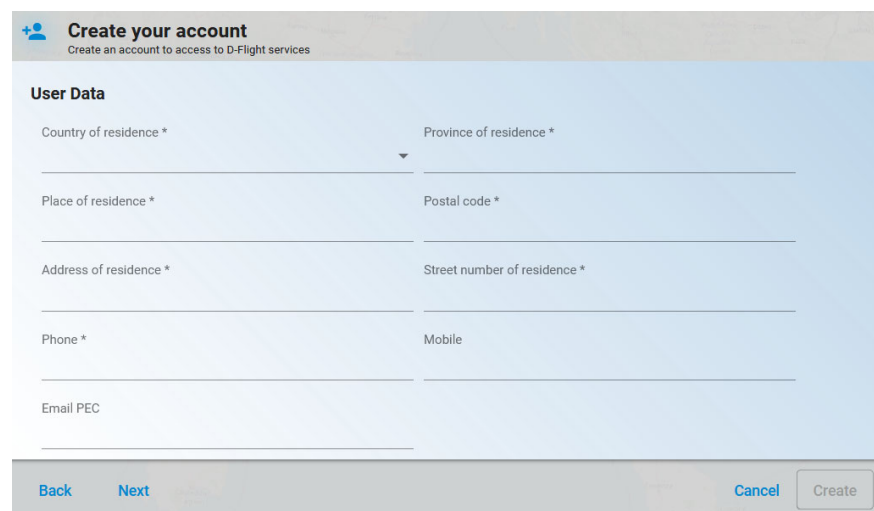
2. Username \* (user ID - nickname) **NW. do not use special characters**
3. Email \* (Activate the PEC flag if you want to register with certified mail)
4. First Name \*
5. Last Name \*
6. Birth country\*
7. Birth province\*
8. Birth place\*
9. Birth date\*
10. C.F./CIF/T.I.N \*

11. Select <Next>.

*Attention, fields marked with an asterisk (\*) are mandatory*



**Step2** Enter <User data>



1. Place of residence \*
2. Country of residence \*
3. Province of residence \*
4. Postal code \*
5. Address of residence \*
6. Street number of residence \*
7. Phone\*
8. Mobile

9. Email PEC
  10. Select <Next>
- (If you want to go back to the previous page select <Previous>)

*Attention, fields marked with an asterisk (\*) are mandatory*  
*Note: if you do NOT have a license, select <Create> directly*

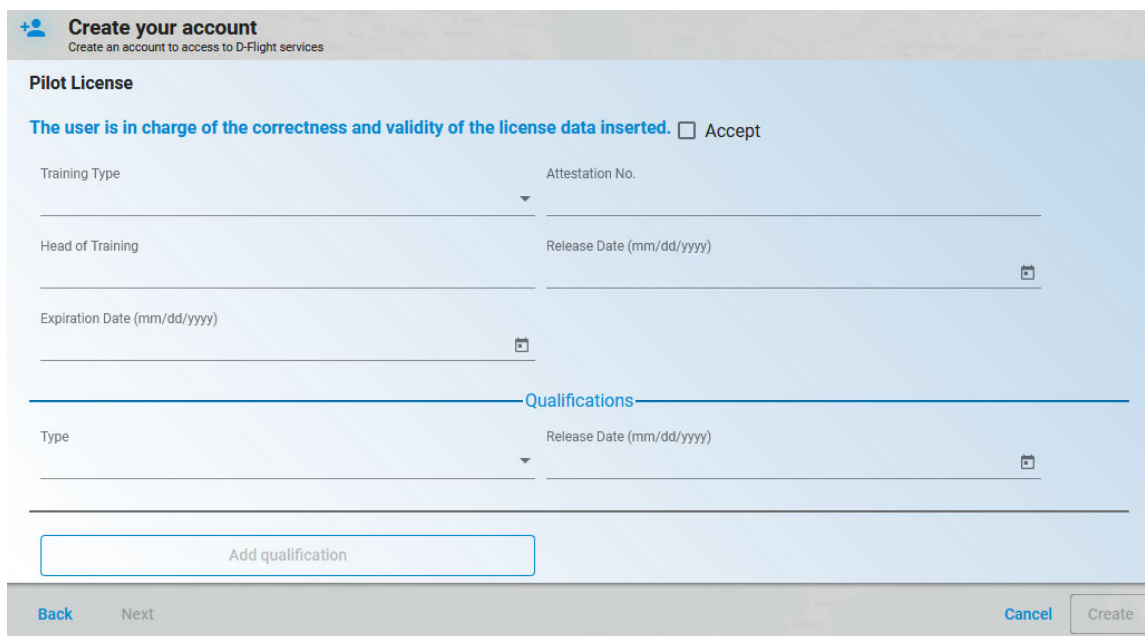
**Step 3** Enter the data related to your <Pilot license> NW. You can enter the data on this page even after completing the registration.

1. Attestation No.
2. Training center
3. Head of training
4. Release date
5. Expiration date

For **Qualifications**, complete the fields below:

1. Type
2. Release date
3. Select <Create>

(In case you want to return to the previous page, select <Previous>)



**Create your account**  
 Create an account to access to D-Flight services

**Pilot License**

The user is in charge of the correctness and validity of the license data inserted. ☐ Accept

Training Type Attestation No.

Head of Training Release Date (mm/dd/yyyy)

Expiration Date (mm/dd/yyyy)

**Qualifications**

Type Release Date (mm/dd/yyyy)


Add qualification

Back Next Cancel Create

*Attention activate the flag <Accept> relating to the validity of the data entered to continue* If

### 1.2.2 Company/P.A. Registration

If **Company/P.A.** has been chosen please insert:


**Create your account**  
Create an account to access to D-Flight services

1 Register Info

2 Company Data

3 Other Company Data

**Register Info**

User Type \*

Company / P.A.

Username \*

Email \*

☐ PEC

First Name \*


Last Name \*

Birth country \*

Birth province \*

Birth place \*

Birth date (mm/dd/yyyy) \*



C.F./CIF/T.I.N. \*

Back


Next

Cancel

Create

1. Username \* (user ID - nickname) **NW. do not use special characters**
2. Email \*
3. First name \*
4. Last name \*
5. Birth country \*
6. Birth province \*
7. Birth place \*
8. Birth date \*
9. C.F./CIF/T.I.N. \*

## 2 Step2 Enter <Company data>


**Create your account**  
Create an account to access to D-Flight services

1 Register Info

2 Company Data

3 Other Company Data

**Company Data**

Company name \*

Country \*

Province \*

Place \*

Postal code \*

HQ Address \*

Street number \*

Email PEC \*

Phone \*

Mobile

VAT ID \*

Back

Next

Cancel

Create

1. Company name \*
2. Country\*
3. Province\*
4. Place\*
5. Postal code \*
6. HQ Address \*
7. Street number \*
8. Email PEC \*
9. Phone \*
10. Mobile
11. VAT ID\*
12. Click on <next>

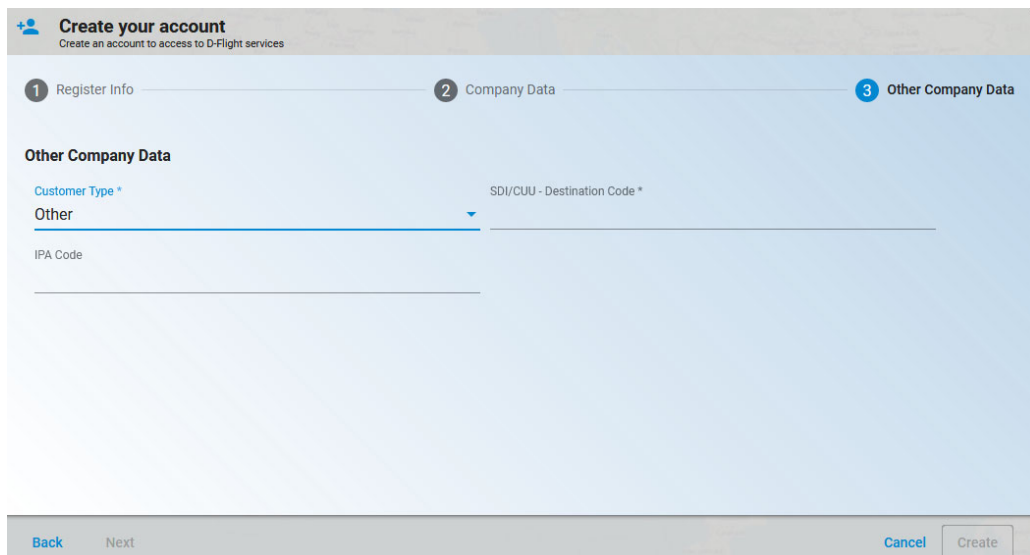
**Warning:**

- The maximum number of characters that can be used to complete the company name is 32, abbreviations can be entered if the number is greater
- The pilot license is associated only to a private user, therefore it cannot be entered by a company / P.A user.

*Attention, fields marked with an asterisk (\*) are mandatory*

**Step 3** Continue by entering <Other company data>:

1. Customer type \*
2. Destination code SDI \*
3. IPA code \*
4. Click on <Create>

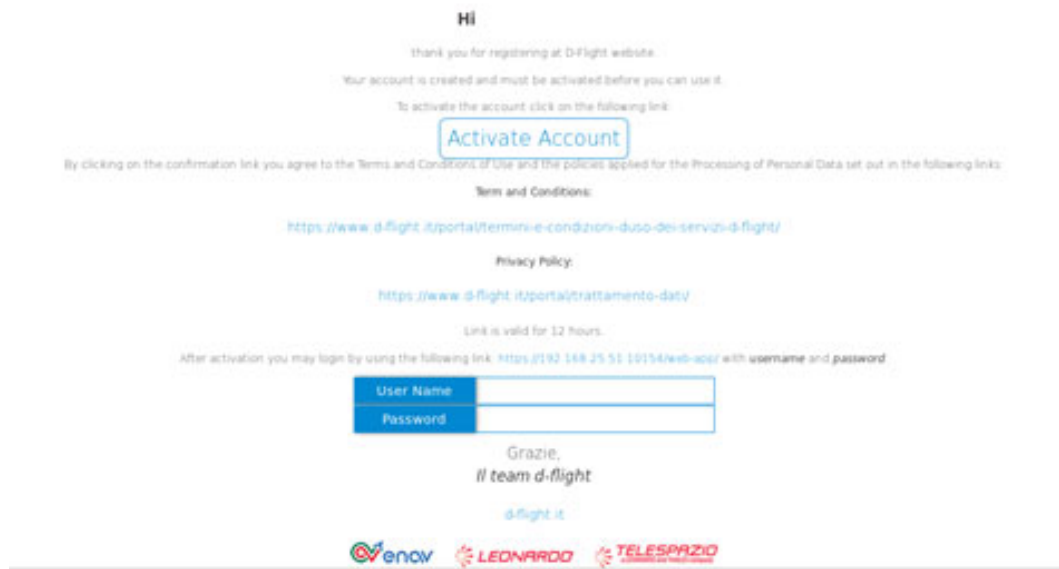


The screenshot shows a web form titled "Create your account" with the subtitle "Create an account to access to D-Flight services". The form is divided into three steps: 1. Register Info, 2. Company Data, and 3. Other Company Data. Step 3 is currently active. The form fields for Step 3 are: "Customer Type \*" with a dropdown menu showing "Other", "SDI/CIUU - Destination Code \*" with a text input field, and "IPA Code" with a text input field. At the bottom of the form, there are buttons for "Back", "Next", "Cancel", and "Create".

(In case you want to return to the previous page, select <Previous>)

After clicking on <create> you must accept the platform's Terms and Conditions of Use and consent the processing of personal data to complete the registration.

**Step4** After completing the <User registration> procedure, you will receive the d-flight email containing the **Activation instructions** at the email address indicated.



4.1 Click on "ACTIVATE ACCOUNT" and enter the username and password provided on the page where you are redirected

*Please remember that:*

- *after 2 hour from receiving the account activation email, if the link is not clicked, the account will be disabled and, you need to register again, 72 hours after failure to activate.*
- *to complete the registration and therefore the creation of the account it is not necessary to attach any document*

*Attention:*

*In the case of registration as a "Public Administration":*

- *the methods of payment for the services, in addition to credit cards, include bank transfers (IBAN: D-Flight Spa, Banca Intesa SanPaolo IT77W0306903390100000002200);*
- *the invoice will be issued in split payment mode.*

*The e-mail supportopa@d-flight.it dedicated to the Public Administration is also active for the following aspects:*

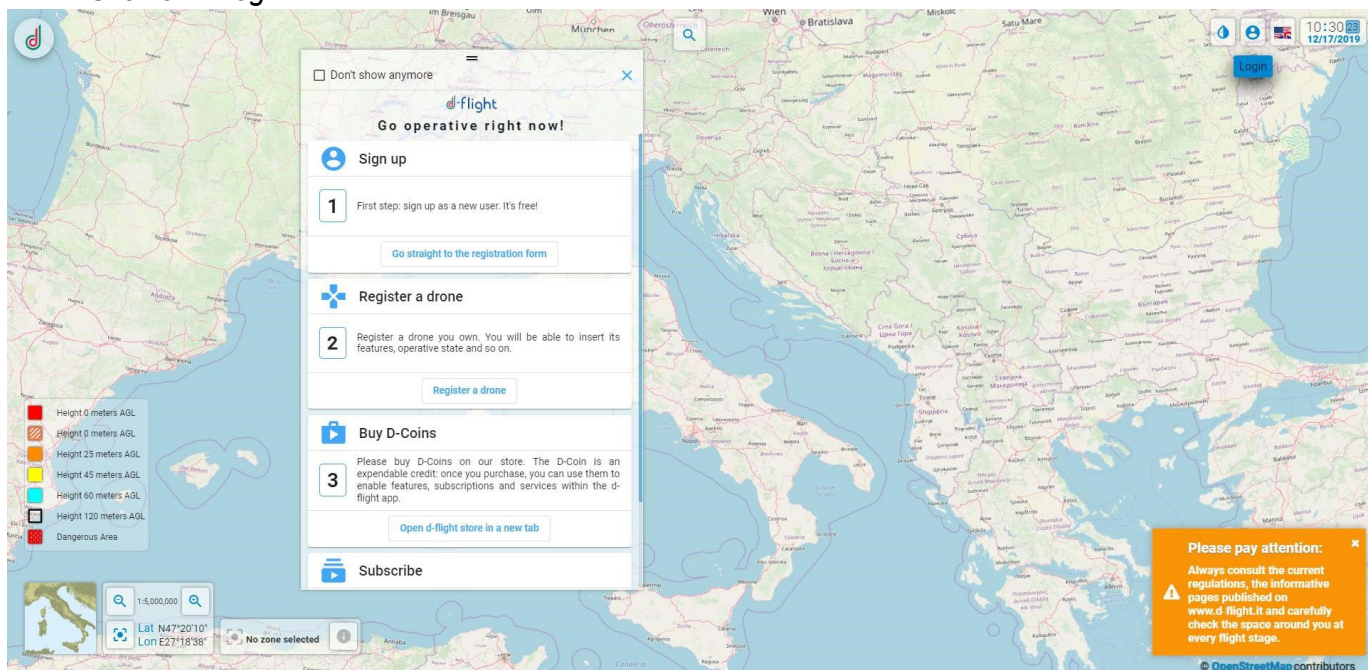
- *issue of a quote / quote order, invoice in advance of the transfer, or any supporting documentation (e.g. internal order, DURC, traceability of financial flows, etc.);*
- *request for inclusion in the CIG invoice and / or references to the determines / orders.*

## 1.3 USER AUTHENTICATION

The USER AUTHENTICATION section provides information for access to the d-flight portal. After registering, it is necessary to change the temporary password that is automatically assigned by the system upon registration.

### 1.3.1 Temporary password change

1. Click on <Login>



2. Enter the credentials shown in the attachment of d-flight PEC email

Insert username and old password

Username

Old Password

Chose a new password

Password

Confirm Password

Password criteria = 0%

- The minimum password length shall be 8 alphanumeric chars.
- Password shall not contain spaces.
- Password shall contain at least 1 of the following chars:
  - capital letters (A-Z)
  - lower case letters (a-z)
  - numbers (0-9)
  - special chars (eg. \$, %, -, ., #)

Cancel

Confirm

3. Insert new password and click on <Confirm>

## 1.4 MAP NAVIGATION

### 1.4.1 Map View

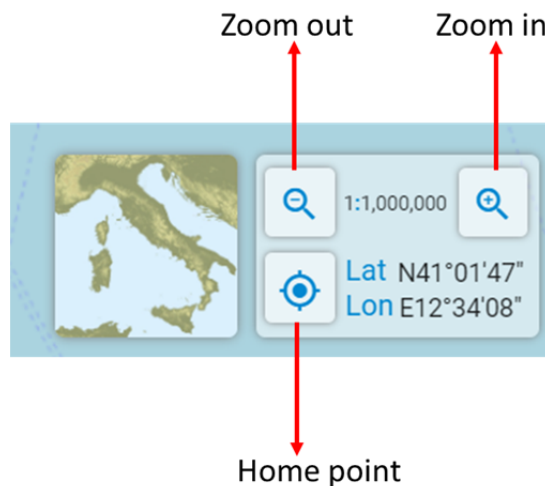
In order to access the map you must be registered.

The cartographic map allows you to view the air rules in the areas of Italy where you would like to fly, it also allows you to view the no fly zones (reserved air areas).

You can move along the map by holding down the left button and moving the mouse at the same time (like "drag and drop").

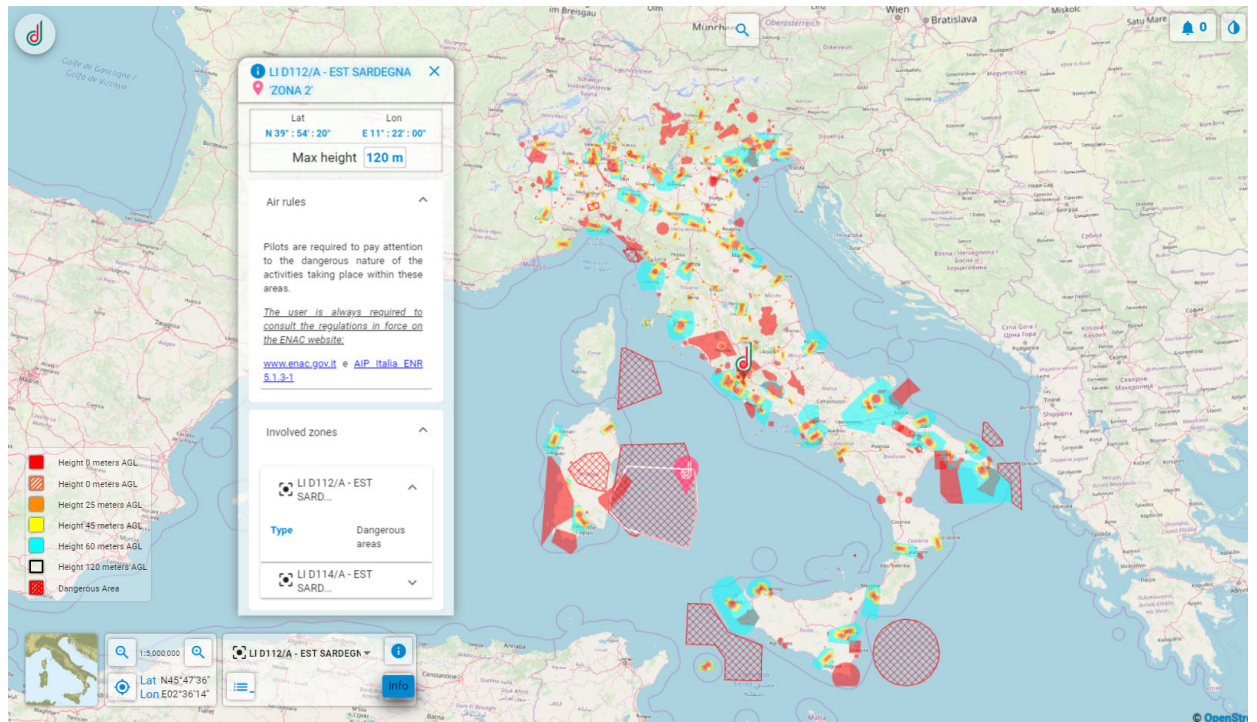
The **map scale** can be changed:

- ✓ Acting on the tabs of zoom in and zoom out (lower left of the screen)
- ✓ Acting on the mouse wheel



**Air rules** can be viewed:

- ✓ With <click left on the map>. The information of the selected point that will activate the corresponding area of interest, will appear briefly in the window below
- ✓ The detail of the information of the selected point will be available with click (left) on the info



- ✓ With <right click on the map>. The information of the selected point will activate the corresponding zone and it appear in the pop-up.

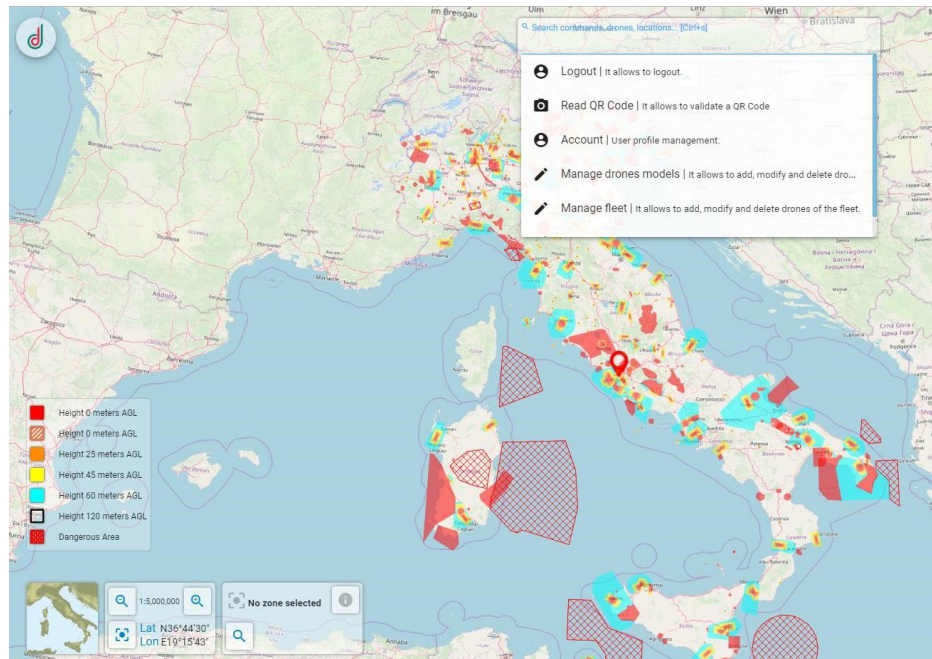
The <Information on the selected point> window will show the <air rules> and the <zones involved>.

The detail of the rules and zones is available by selecting the drop-down menu.

Information on the representation of the "maximum height" is shown in the legend with different colors.

Through the window <search commands or places> it is possible:

- **Search / Select a site** (city) of interest
- **Access the registration**
- **Read QR**
- **Manage drone models**
- **Manage fleet**



## 1.5 PROFILE MANAGEMENT

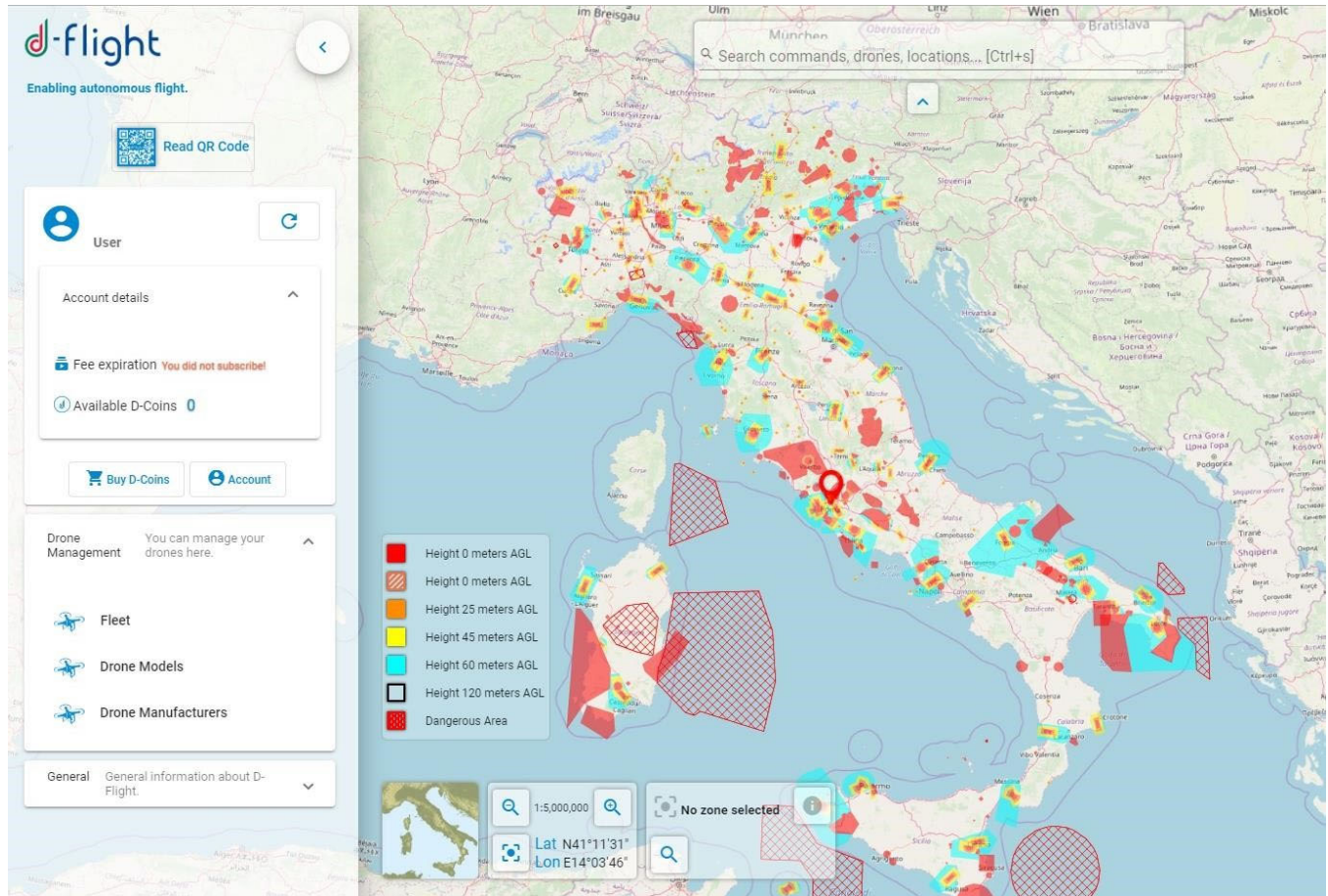
The PROFILE MANAGEMENT section provides information on the procedures for displaying and modifying your profile:

- ✓ **View Data Edit**
- ✓ **Change PSW**
- ✓ **User Enabling as Operator**

### 1.5.1 View/Edit Data

To view the details of your account (<Fee expiry> and <D-Coin>):

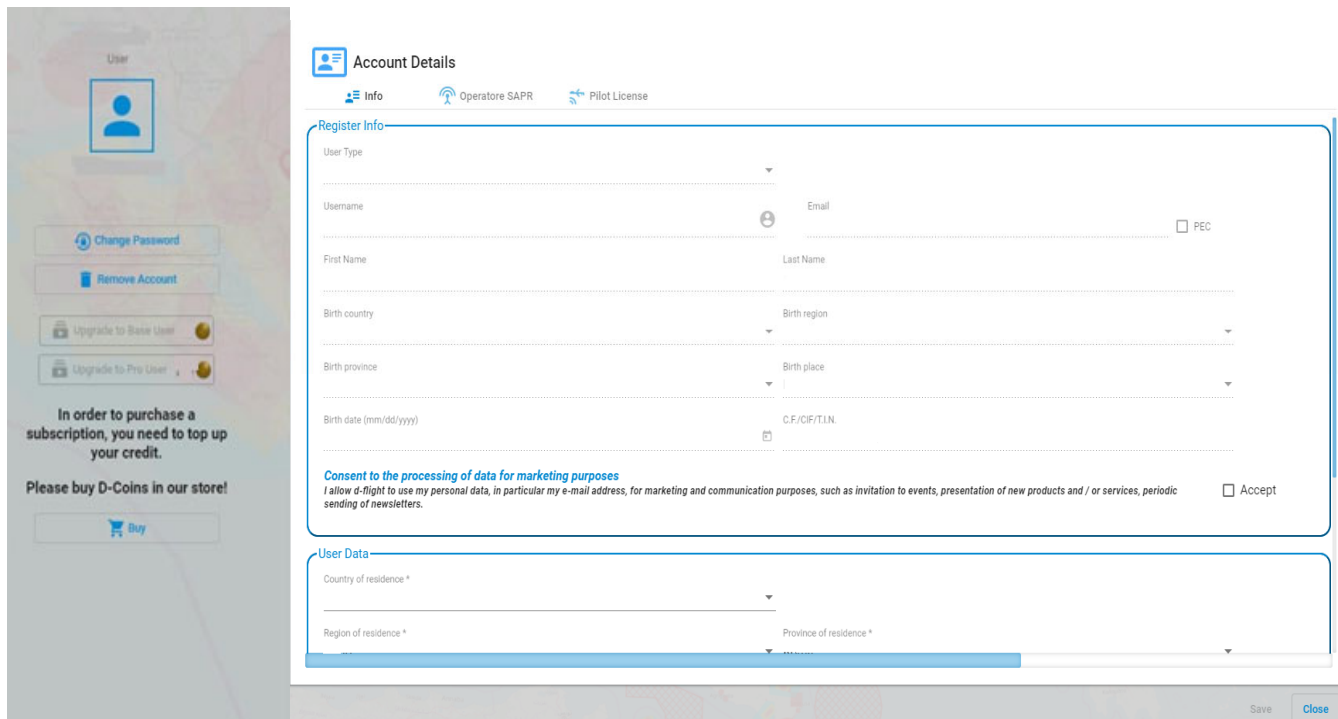
1. left click on the D-Flight icon
2. left click on <Account Details>



To **change** your profile details:

1. click left on **<Account>**

In the window of the **<Account Details>** the Tabs will be available for viewing and modifying the User and Pilot information



Selecting the **<Information>** Tab will be possible:

- ✓ display the **<Registration Information>**
- ✓ view / modify **<User Data>**

By selecting the **<Pilot License>** Tab it will be possible to **view / modify** the data of your **<Pilot License>** entered during the registration phase.

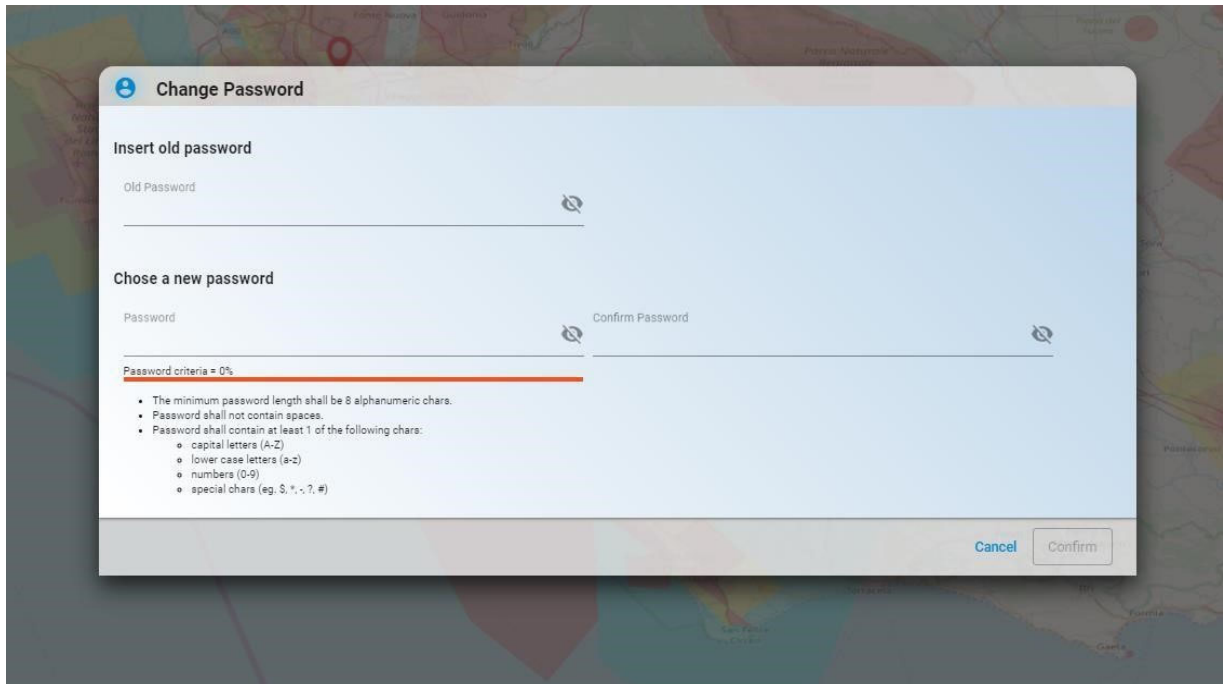
By selecting the Tab **<Sapr Operator>** it will be possible to register further as an operator Sapr and obtain the release of QR-Codes

In the **<Account Details>** window, the **<Change Password>** and **<Remove Account>** functions will be available;

### 1.5.2 Change Password

With **<Change Password>** you can update your password.

1. Enter the old password
2. Follow the pop-up instructions
3. Once all the fields have been updated, select **<Save>** to complete the procedure 4. **<Close>** to exit without making changes



**Change Password**

**Insert old password**

Old Password

**Chose a new password**

Password  Confirm Password

Password criteria = 0%

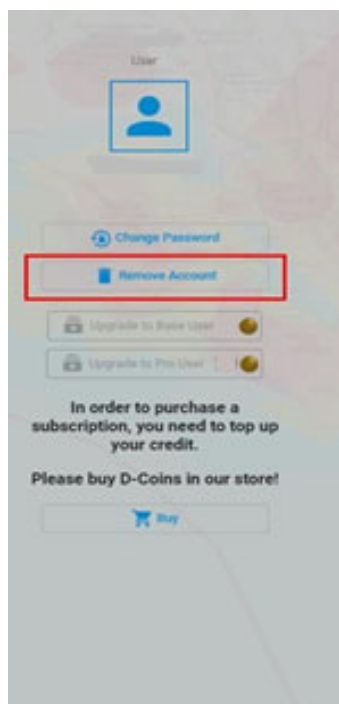
- The minimum password length shall be 8 alphanumeric chars.
- Password shall not contain spaces.
- Password shall contain at least 1 of the following chars:
  - capital letters (A-Z)
  - lower case letters (a-z)
  - numbers (0-9)
  - special chars (eg. \$, %, -, ?, #)

Cancel Confirm

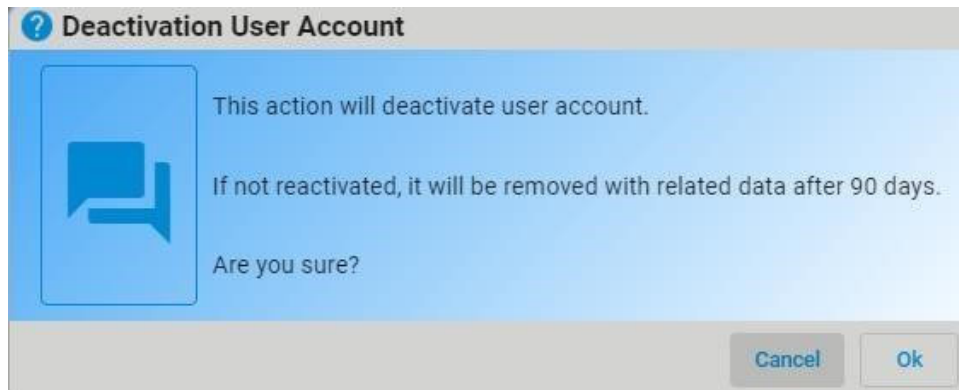
*If they are not followed correctly, the error will be indicated in red*

### 1.5.3 Remove Account

With **<Remove Account>** it will be possible to DELETE the account created in d-flight



1. Click left on *<Remove Account>*
2. The warning pop-up shown below will appear
3. Select:
  - ✓ *<Cancel>* to exit without make any changes
  - ✓ *<Ok>* to cancel



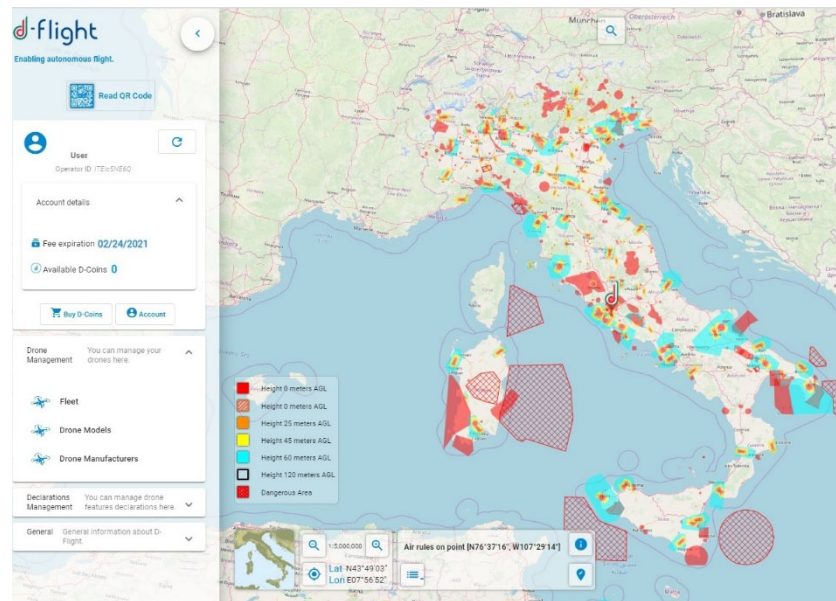
4. Check the receipt of the user de-activation confirmation e-mail
5. Click on the confirmation link

**ATTENTION.** By performing this procedure you will no longer be able to log in to the d-flight system as a registered user

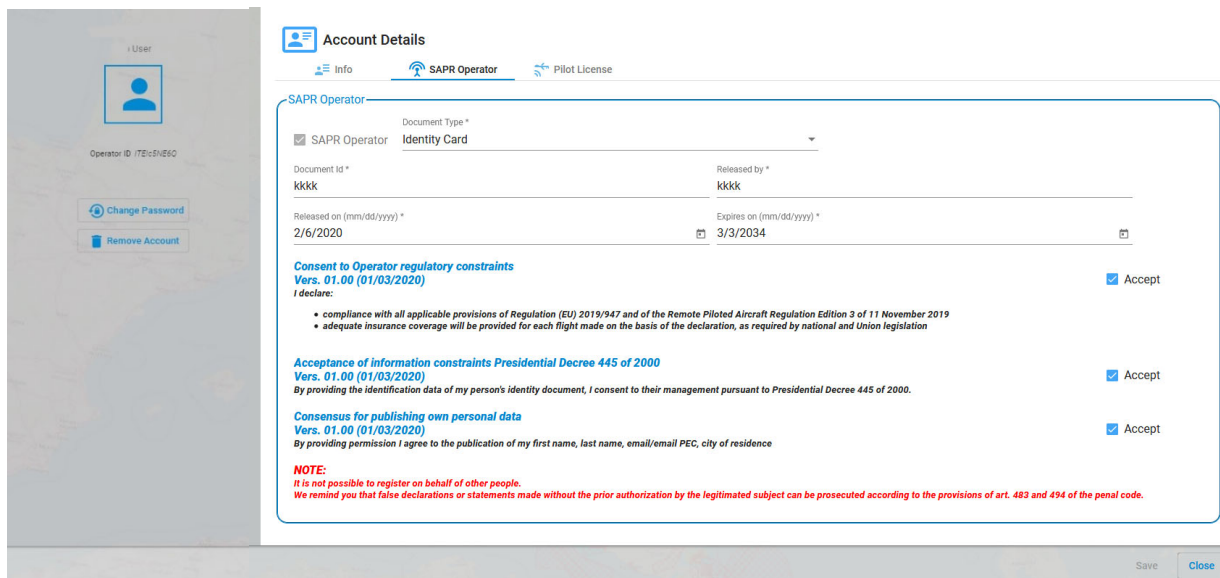
#### 1.5.4 Enabling User As SAPR Operator

Left Click on the d-flight icon

1. Click on *<Account Details>* from which the drop-down menu will open
2. Click on *<Account>*



1. Left Click on < Sapr Operator> icon and select <ON>
2. Insert <Type of document> that can be:
  - ✓ Identity card
  - ✓ Electronic Identity card
  - ✓ Passport
3. Insert <ID Document>
4. Fill in <Released by>
5. Fill in <Released on>
6. Insert <Deadline>
7. Accept consent to regulatory and IT constraints
8. Click on <Save>, otherwise if you do not want to proceed click on <Close>
9. If you do not give your consent to the Operator's regulatory constraints and do not accept the informative constraints of Presidential Decree 445, the user is placed in a **suspended** state which is canceled once the flag has been made on the two boxes.



**ATTENTION:** Before being completely registered as an operator, the user will receive an email with instructions for the activation procedure:

- send by e-mail with which you registered on d-flight to the e-mail address [registration@d-flight.it](mailto:registration@d-flight.it), within two working days, a copy of the identity document, legible and valid, signed, and the operator ID

If you are under the age of 18, you must also attach, still via pdf file, the signed scan of a document of your parent or guardian, valid.

If you are registering a legal personality, and you are not its legal representative, you must also attach, still via pdf file, the proxy of the legal representative and the signed copy of his identity document, currently valid (delegating)

If you are registering a public office or PA, and you are not its Manager in charge, you must also attach, always via pdf file, the proxy of the Manager in charge and the signed copy of his identity document, currently valid (delegating).

It is not possible to register on behalf of other people.

The pilot license is associated only to a private user, therefore it cannot be entered by a company / P.A user.

## **1.6 D-COIN AND E-PAYMENT Management**

### **1.6.1 D-Coin**

With the purchase of d-coins through d-flight Market Place it will be possible to purchase the basic / pro subscription and activate QR-Code.

Each d-coin has a value of € 1, once the required amount is reached it can be used for the purchase of the basic / pro subscription and therefore for the activation of the services.

In addition, packages associated with the services offered by d-flight are available in the Market place to facilitate the purchase process.

After selecting the number of d-coins or packages you want to buy, from d-flight Market Place you are redirected to the page where you can enter the payment methods and finalize the operation. At this point, the d-coins are available for activate subscriptions and therefore for access to d-flight services.

From the page relating to your user profile, it is possible, through the use of the purchased d-coins / packages, to be promoted to a basic / pro user. As described in the next section (**1.6.2.2 Subscription Activation**), the basic subscription is free and it will be activated once you have registered while for the pro subscription you must register and pay the fee of € 24,00.

### **1.6.2 E-Payment Management**

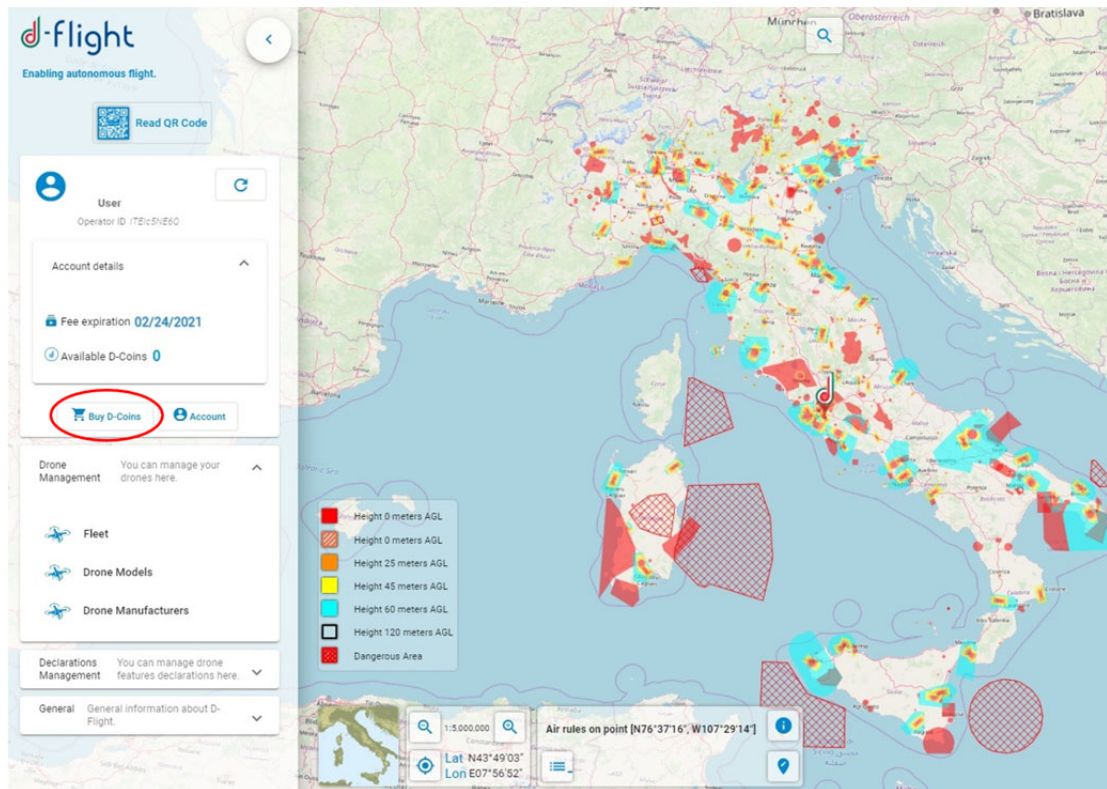
The E-PAYMENT MANAGEMENT section provides information on d-flight Market Place portal access and on how to purchase d-flight products:

- ✓ Access to the D-Flight Market Place Service
- ✓ Subscription Activation
- ✓ E-Payment. Account Management and Order Monitor
- ✓ Purchase QR-CODE

#### **1.6.2.1. D-Flight Market Place Service Access**

Profile: Registered User

1. From the "Main Page" select the d-flight icon (top left) and select <Buy>



This allows you to access to the d-flight Market Place WEB page, required for the purchase of D-Coins that can be used to subscribe the subscriptions (basic or pro) and / or to buy QR Code.



Search			0 item(s) - 0.00€
Drone use	Registration	Yearly (VAT included)	QR Code (VAT included) for each drone
Base use	Free	0 €	6 €
Advanced (PRO) use	Free	24 €	96 €

## Featured

**D-Coin**

The D-Coin is an expendable credit: once you purchase, you can use them to enable features, subscrip..

1.00€  
Ex Tax: 0.82€

**D-Coin package for 1-Year PRO Subscription [24 D-Coins]**

Thanks to this package it is possible to have the amount of D-Coin required to activate (from WebA..

24.00€  
Ex Tax: 19.67€

**D-Coin package for BASE QR Code [6 D-Coins]**

Thanks to this package it is possible to have the amount of D-Coin required to activate (from WebApp..

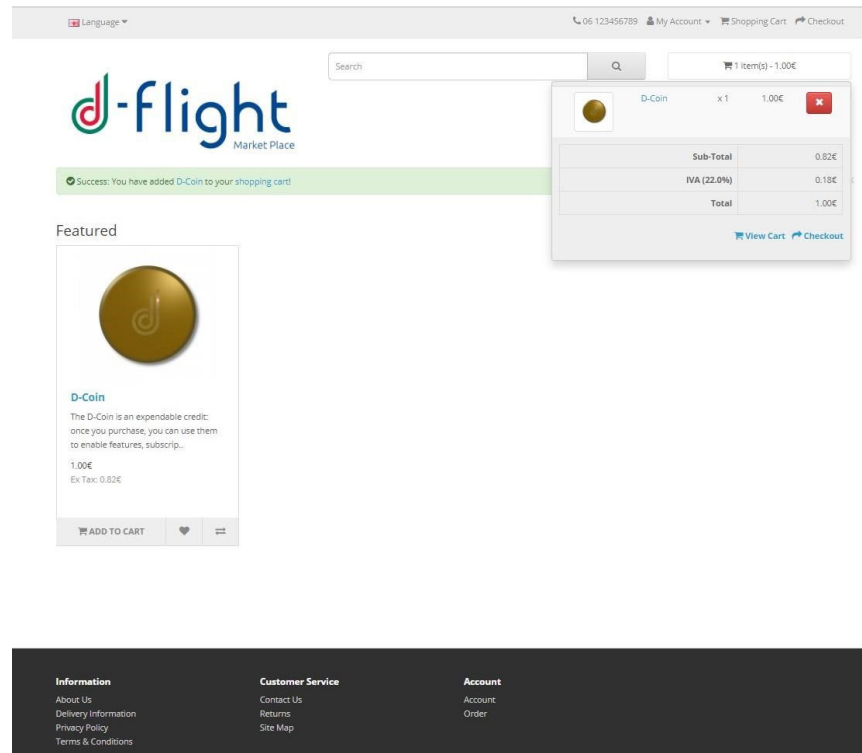
6.00€  
Ex Tax: 4.92€

**D-Coin package for PRO QR Code [96 D-Coin]**

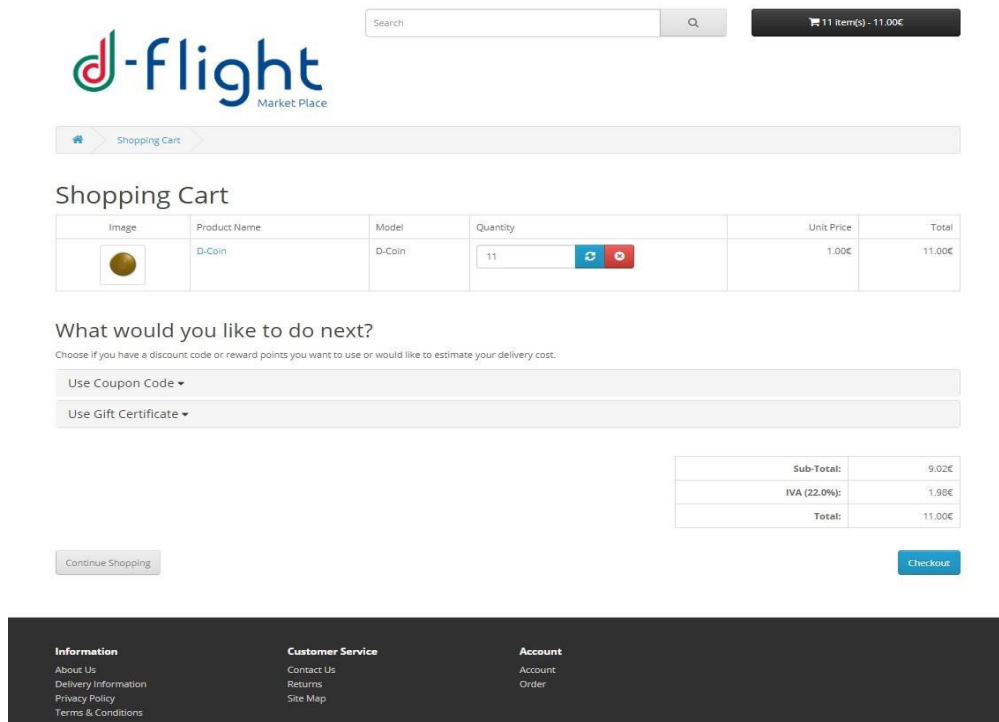
Thanks to this package it is possible to have the amount of D-Coin required to activate (from WebA..

96.00€  
Ex Tax: 78.69€

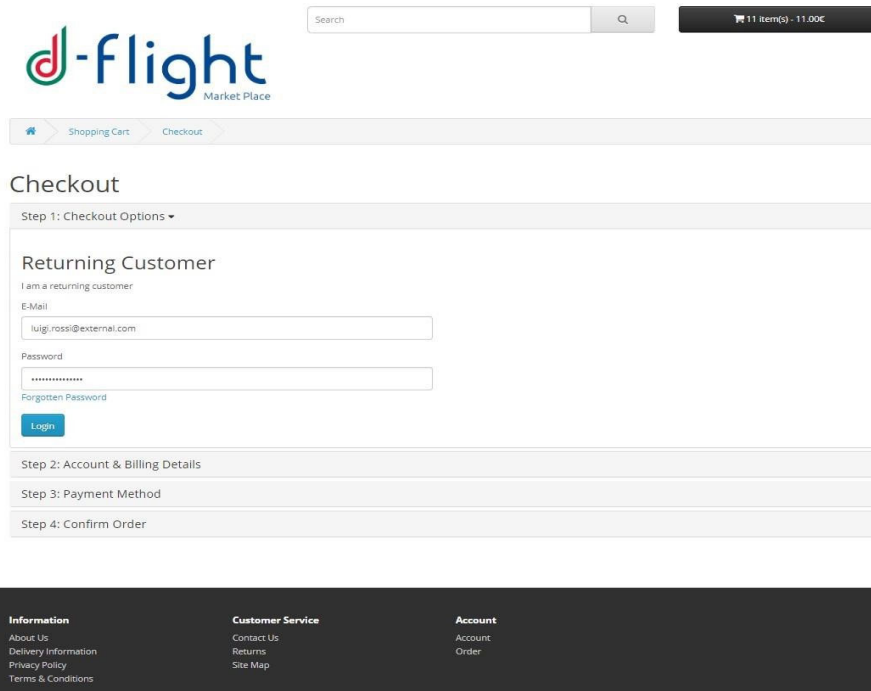
- At this point it is possible to purchase the D-Coin needed to subscribe and / or acquire QR Code by clicking on <Add to Cart>



3. Select the shopping cart (top right) and press <View cart> to get a summary of the order and then proceed with the purchase by clicking on <Buy>



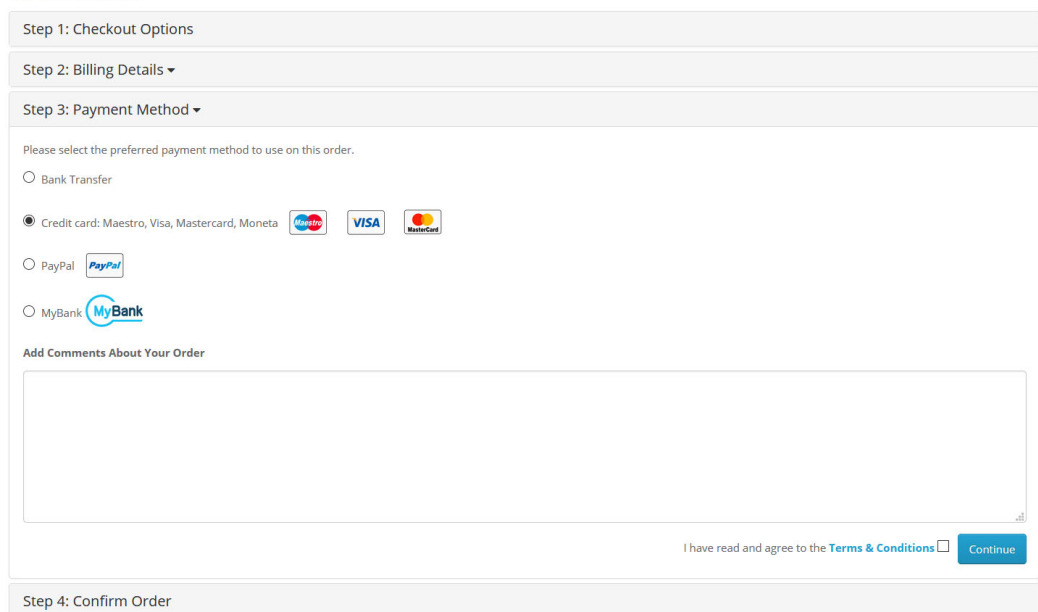
4. Or press <Checkout> to purchase immediately
5. You will be redirected to the following page, check the credentials with which you are making the purchase, if the credentials are correct select <Access>





*Attention, the Email address to be entered is the one used to register on the d-flight portal*

6. Enter the billing details
7. Select the payment method and accept the "Terms and conditions"

### Checkout



8. Click on <Continue>
9. Click on <Order Confirm >
10. If Credit card has been chosen, you are redirected to the following page, where you can enter your credit card details

**Setefi** INTESA  SANPAOLO 

**DATI ACQUISTO**

Commerciale	HOSTD EXPLICIT TEST MERCHANT
Paese	IT
Sito web	http://test.monetaonline.it
Importo	EUR 6,10
Riferimento Operazione	predflig53-1-0-0
Descrizione	53

**DATI PAGAMENTO**

Numero carta \*

CVV2/CVC2/4DBC \*

Data Scadenza \*


Titolare Carta \*








Email per conferma \*

☐ Dichiaro di aver preso visione dell'informativa \*  
[Clicca qui per visualizzare l'informativa sulla privacy](#)

[Annulla Transazione](#)

\* Campo obbligatorio

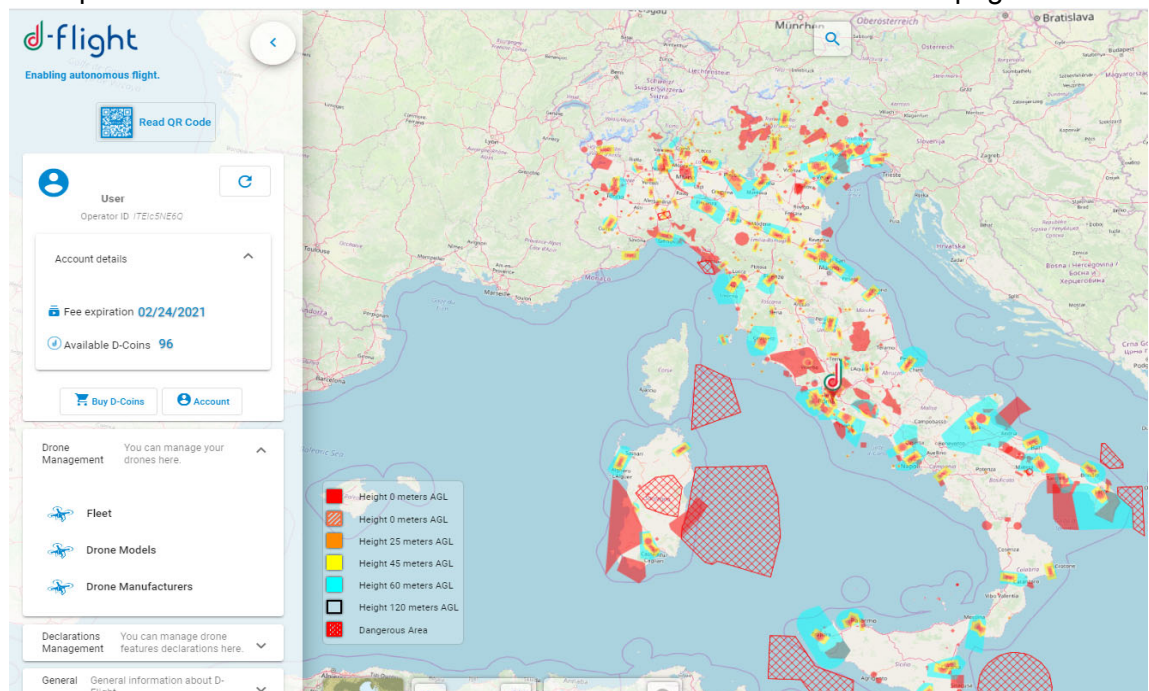


[Cookie Policy](#)

*Attention: in the case of payment by coin web-credit card, please note that only VISA and MasterCard cards are accepted*

11. Click on <Go on> and <Pay>
12. At this point the number of D-coins available can be viewed from the main page



The screenshot shows the d-flight main page. On the left is a sidebar with the following sections:

- User**: Operator ID: I7Eic5N/E6Q
- Account details**:
  - Fee expiration: 02/24/2021
  - Available D-Coins: 96
  - Buttons: Buy D-Coins, Account
- Drone Management**: You can manage your drones here.
  - Fleet
  - Drone Models
  - Drone Manufacturers
- Declarations Management**: You can manage drone features declarations here.
- General**: General information about D-Flight.

The main area displays a map of Italy with various colored regions indicating flight zones. A legend on the bottom left of the map defines the colors:

- Red: Height 0 meters AGL
- Orange: Height 0 meters AGL
- Yellow: Height 25 meters AGL
- Light Green: Height 45 meters AGL
- Dark Green: Height 60 meters AGL
- Blue: Height 120 meters AGL
- Red with cross-hatch: Dangerous Area

N.w. if you have chosen to pay by bank transfer:

- send a bank transfer to the following IBAN: IT77W0306903390100000002200
- insert holder: d-flight S.p.a.
- indicate the order ID in the reason for the transfer

Instead if you have chosen the web-credit card currency:

- Enter Card Number
- Insert CVV2 / CVC2 / 4DBC
- Enter the Expiration Date
- Enter the Cardholder
- Enter an email to confirm the order

#### 1.6.2.2. Subscription Activation

Profile: Registered User

After D-Coins purchasing it is possible to activate a subscription which allows the acquisition of functional privileges valid in the time period in which the subscription is considered valid. The following table shows the privileges in relation to the type of subscription subscribed:

Drone User	Registration	Annual Subscription (VAT included)	QR Code (VAT included) for only one drone
<b>Basic User</b>	Free	0€	6€
<b>Pro User</b>	Free	24€	96€

The fees charged for each service are determined under the supervision and approval of ENAC.

##### < BASIC SUBSCRIPTION >

This subscription allows a User to access basic d-flight services for 1 year for free.

With this subscription it will be possible to activate the QR Code Base, for a cost of € 6.00 (each).

The basic subscription will be activated once the registration procedure has been successfully completed.

##### < PRO SUBSCRIPTION>

This subscription allows a Pro user to access d-flight services for 1 year for a cost of € 24.00.

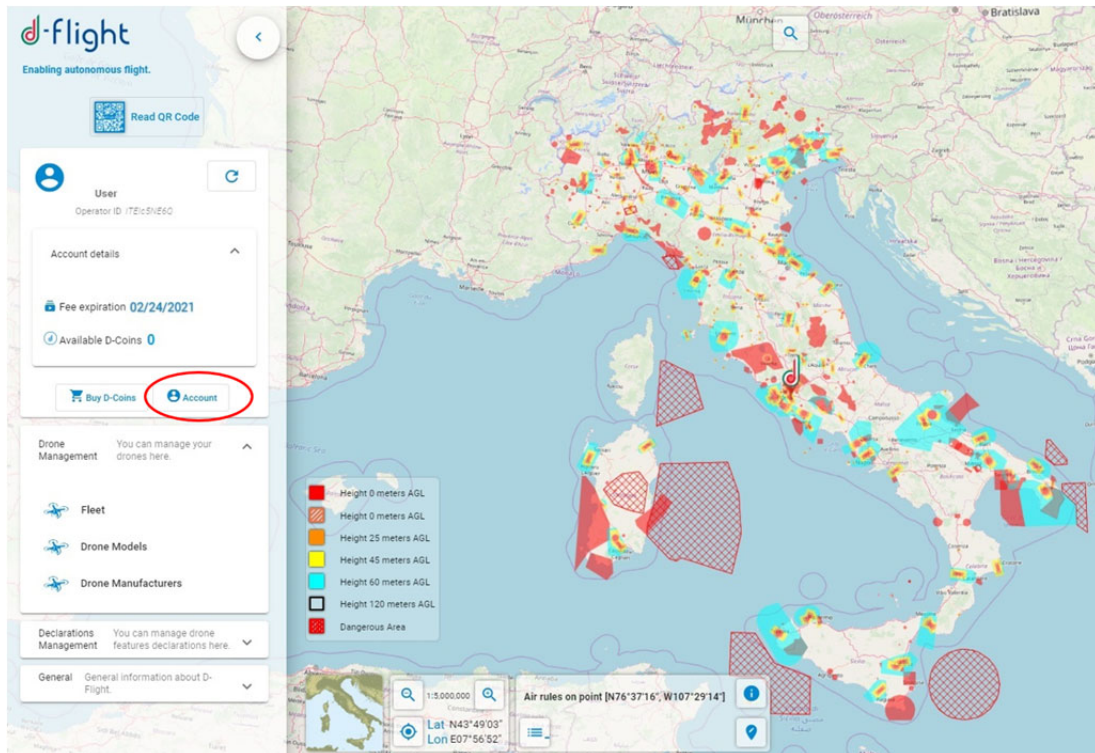
With this subscription, it will be possible to activate the QR Code Base or Pro, for a cost of € 6 and € 96 (each ones) respectively.

The pro subscription, unlike the basic one, will allow the user to make the declaration (standard VLOS scenarios) via the d-flight website.

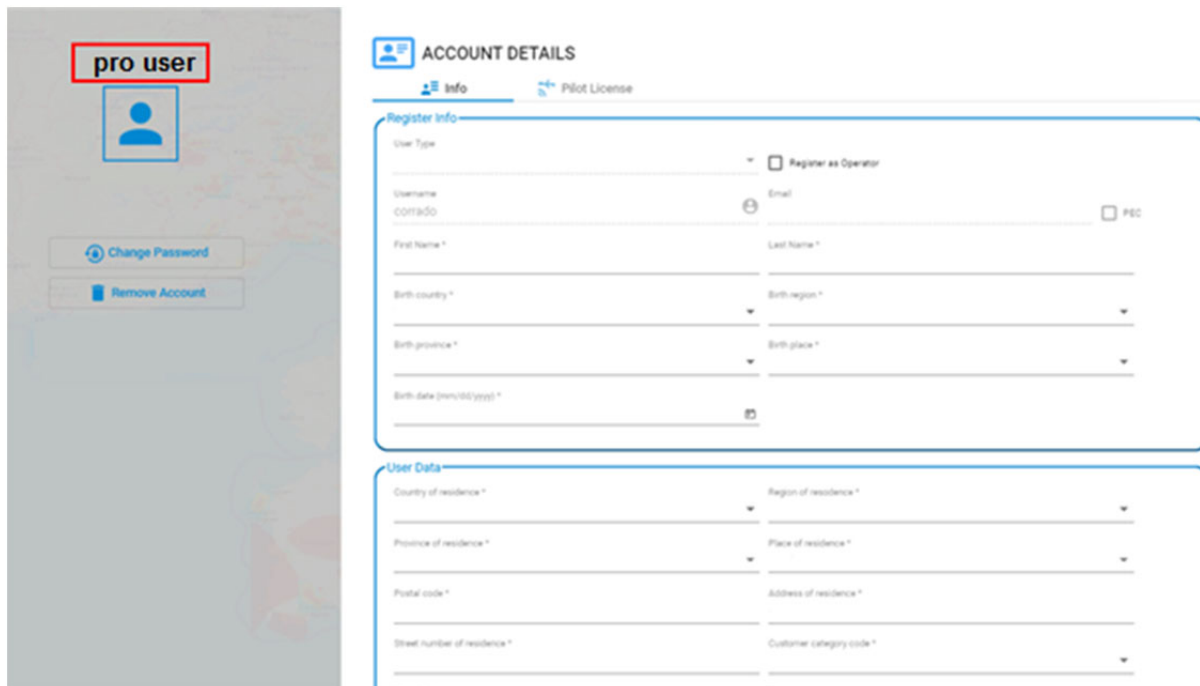
**Attention: the Company/ P.A. users can only subscribe PRO subscriptions.**

To proceed with the **purchase of the subscription**:

1. Left Click on d-flight icon
2. Left Click on <Account>



3. In the *<Account Details>* window, the two types of subscription, **Basic** and **Pro**, will be available
4. Select the subscription type **Pro**
5. Left click on *<Ok>*



The screenshot displays the 'ACCOUNT DETAILS' page. On the left, a sidebar shows a 'pro user' profile with a 'Change Password' and 'Remove Account' button. The main content area is titled 'ACCOUNT DETAILS' and includes tabs for 'Info' and 'Pilot License'. The 'Info' tab is active, showing a 'Register Info' section with fields for User Type, Username, Email, First Name, Last Name, Birth country, Birth region, Birth province, Birth place, and Birth date. Below this is a 'User Data' section with fields for Country of residence, Region of residence, Province of residence, Place of residence, Postal code, Address of residence, Street number of residence, and Customer category code.

The purchased subscription will appear to the left of the < *Account Details* >

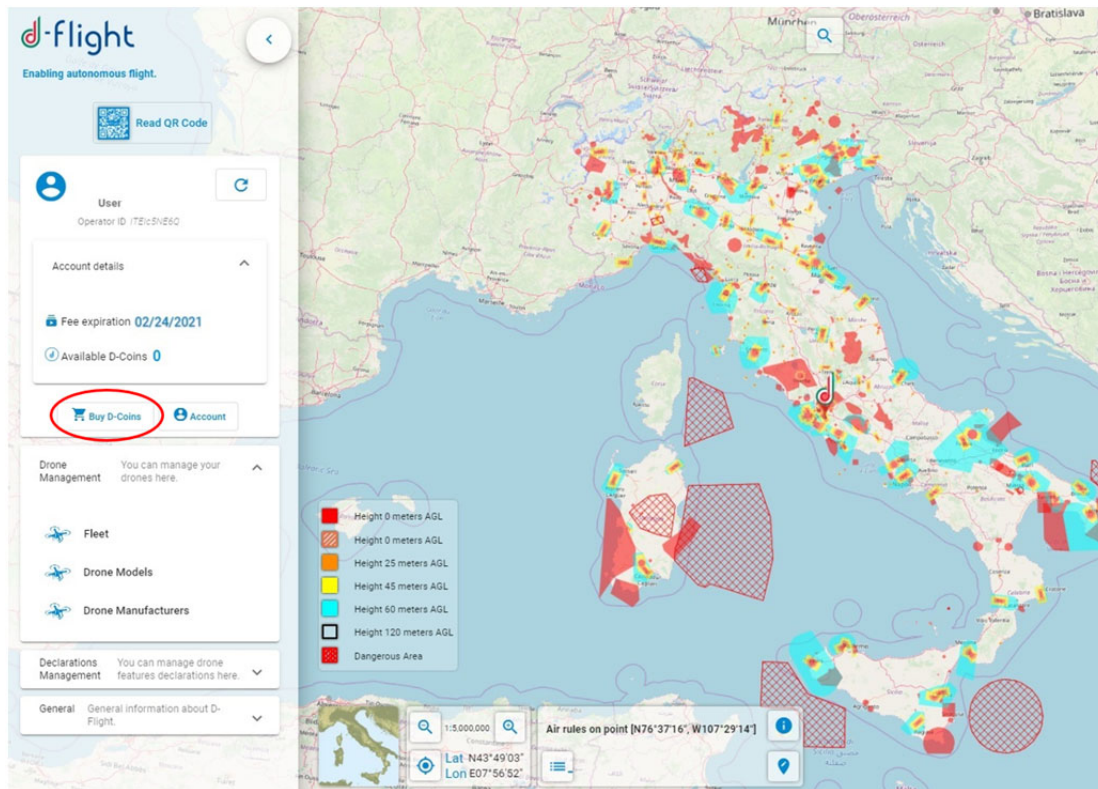
To complete the subscription registration activities, you will receive an email from d-flight CERTIFIED MAIL with confirmation that the subscription has been successfully activated.

### 1.6.2.3 E-Payment. Account Management and Orders Monitor

Profile: Registered User (Basic/PRO)

After logging in to d-flight Market Place you can view / edit your D-Flight Market Place account and view your orders.

1. Click on <Buy D-Coin>



2. You access the WEB page of d-flight Market Place
3. By selecting <My Account> you will have the possibility to access the menus of:
  - ✓ Change Password
  - ✓ Edit your addresses in the address book, to edit or add address
4. By selecting < My Orders> you will have the possibility to access the menus of:
  - ✓ View the Order History
  - ✓ View your transaction

#### 1.6.2.4. QR-Code Purchasing

After purchasing the d-coins from d-flight Market Place, you can activate the QR-Codes (see section 1.7.4 Activate QR-Code).

To activate the QR code, you must have signed up for the pro / base subscription.

### 1.7 DRONES MANAGEMENT

It is the service through which a user can record the data of a drone in his possession with the brand, model, serial number and configuration (UAS).

The drone operator user can print the QR-Code containing information on the Drone, on the owner, on the operator himself and then fly with the drone.

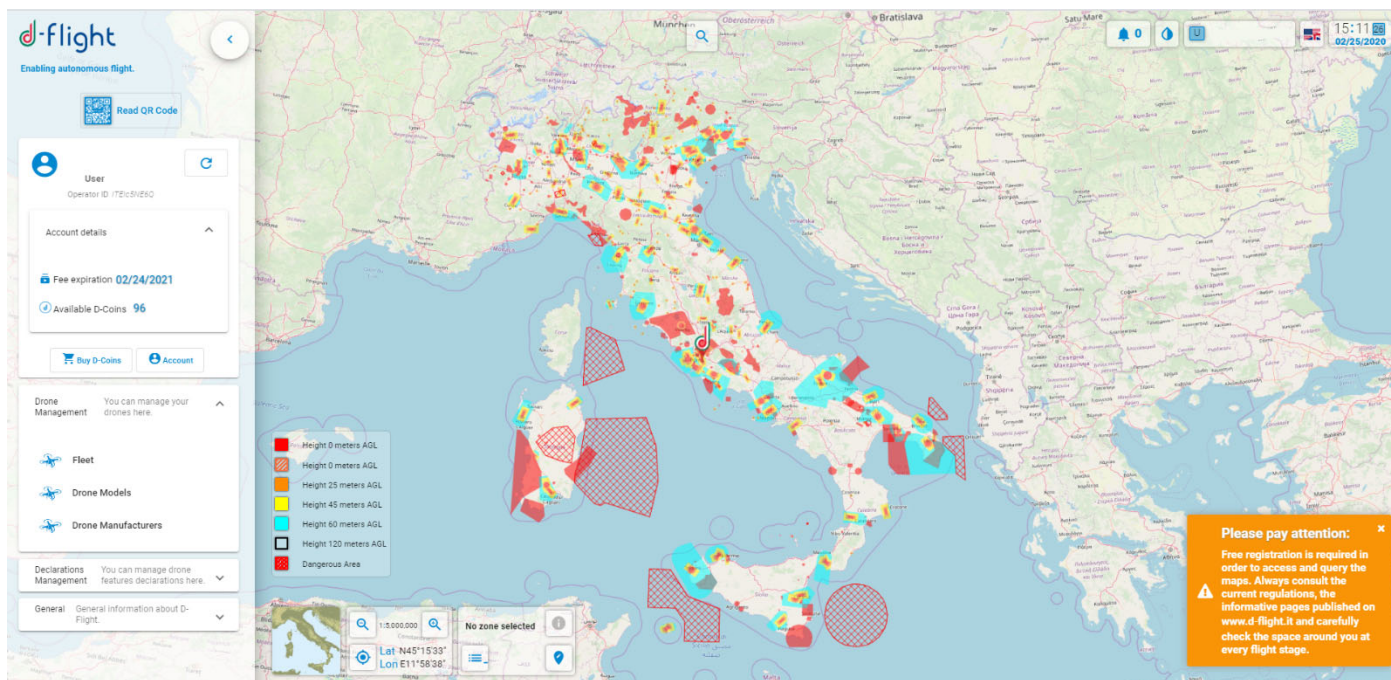
The section also provides information for fleet display and QR-code management, in particular:

- ✓ Access to <Drones Management>
- ✓ Drone Management (Creation / Modification / Cancellation)
- ✓ Enable QR code
- ✓ QR code printing
- ✓ Reading QR code through mobile app
- ✓ Change Drone Status
- ✓ Declaration

### 1.7.1 Access to <Drones Management>

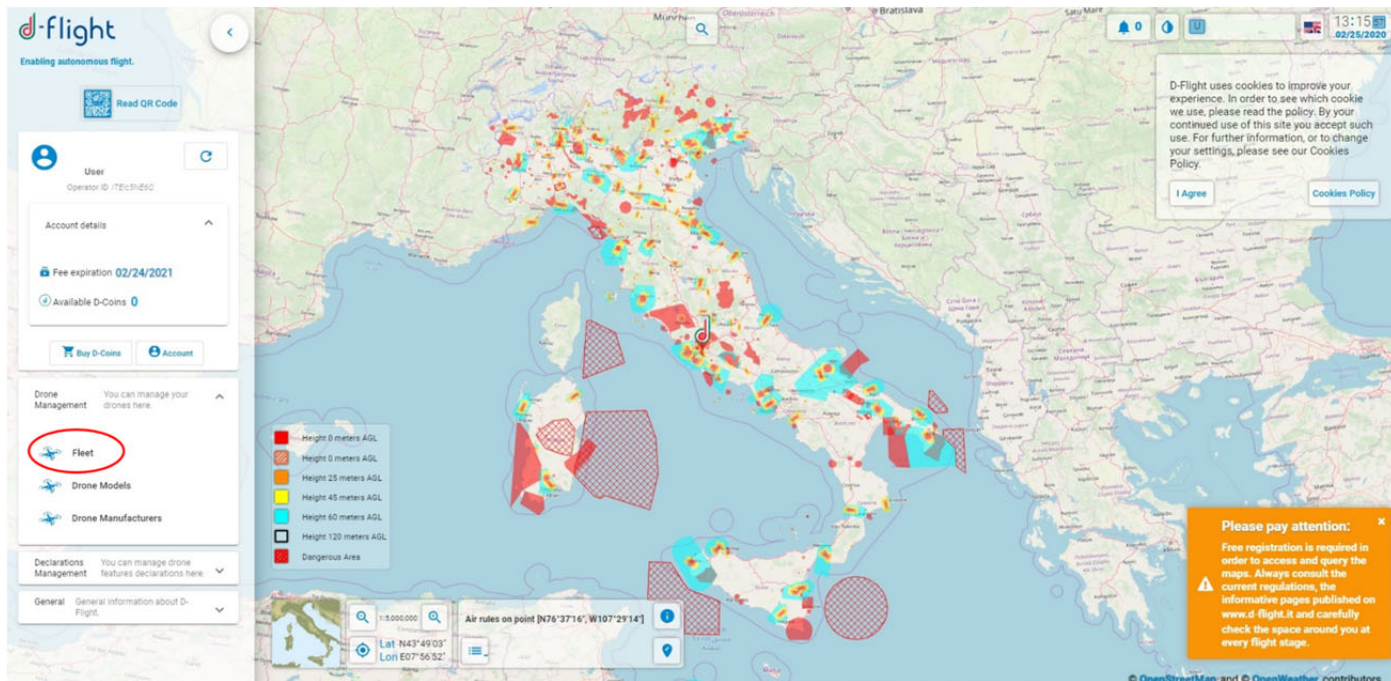
To access the display pages:

1. Left click on d-flight icon
2. Select <Drone Management>

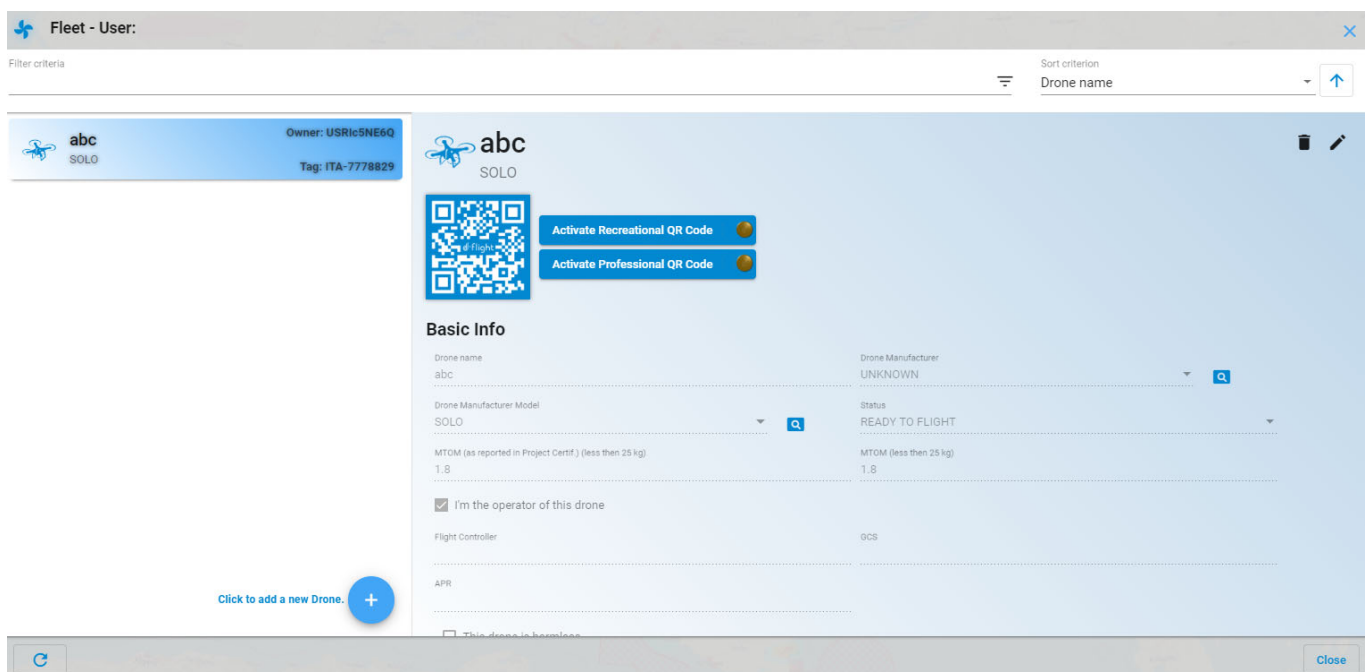


### 1.7.2 Drone Management (Creation/Modification/Cancellation)

From Drone Management page select <Fleet>



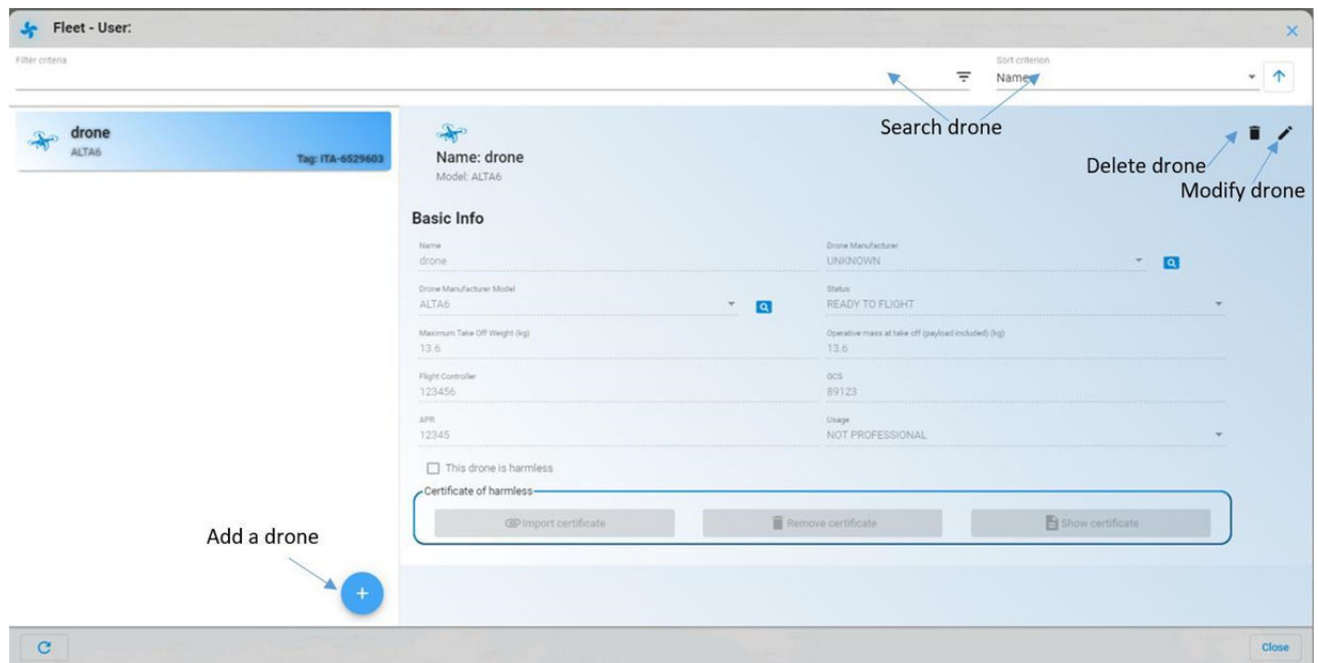
<**Fleet**>: allows viewing, editing and creating drones on your account.  
The system retrieves the list of drones for which the user is the owner.  
In the case of multiple drones it is possible to carry out searches with Filter or Sorting



To **create a new Drone** click on the icon create drone (+) and enter the data related to the drone:

1. Name \*
2. Drone manufacturer\*
3. Drone model\*
4. Status\*
5. MTOM\*
6. Flight Controller
7. GCS (\*),
8. APR (\*),
9. If non-offensive drone insert the flag on "this drone is non-offensive"
10. Click on <Save> to complete the entry
11. Click on <Close> to exit without saving

To **modify the data related to created drone** select the drone to be modified and click on the edit icon <modify drone>



The screenshot shows the 'Fleet - User' interface. At the top, there's a 'Filter criteria' section. Below it, a list of drones is displayed, with one selected: 'drone' (Model: ALTA6, Tag: ITA-6529603). To the right of the list, there are icons for 'Search drone', 'Delete drone', and 'Modify drone'. The main area shows the 'Basic Info' for the selected drone, including fields for Name, Drone Manufacturer, Drone Manufacturer Model, Maximum Take Off Weight (kg), Flight Controller, APR, Drone Manufacturer, Status, Operative mass at take off (payload included) (kg), GCS, and Usage. There is also a checkbox for 'This drone is harmless' and a 'Certificate of harmless' section with buttons for 'Import certificate', 'Remove certificate', and 'Show certificate'. At the bottom left, there is a blue circular button with a plus sign labeled 'Add a drone'. At the bottom right, there is a 'Close' button.

To make changes, select:

- ✓ <OK> to confirm the changes
- ✓ <Cancel> to exit without making changes

To **delete the data related to a drone created** select the drone to be deleted and click on the delete icon <delete drone>.

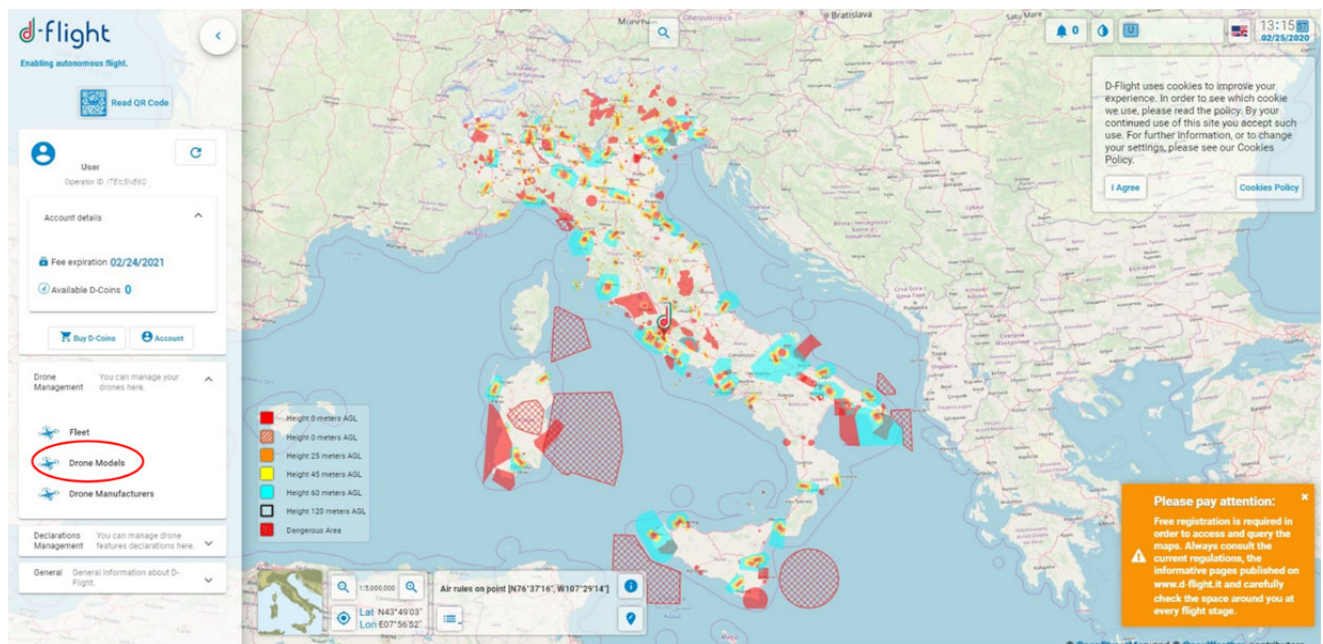
The system asks for confirmation of the cancellation operation.

Select:

- ✓ <OK> to confirm the deletion
- ✓ <Cancel> to exit without making changes:

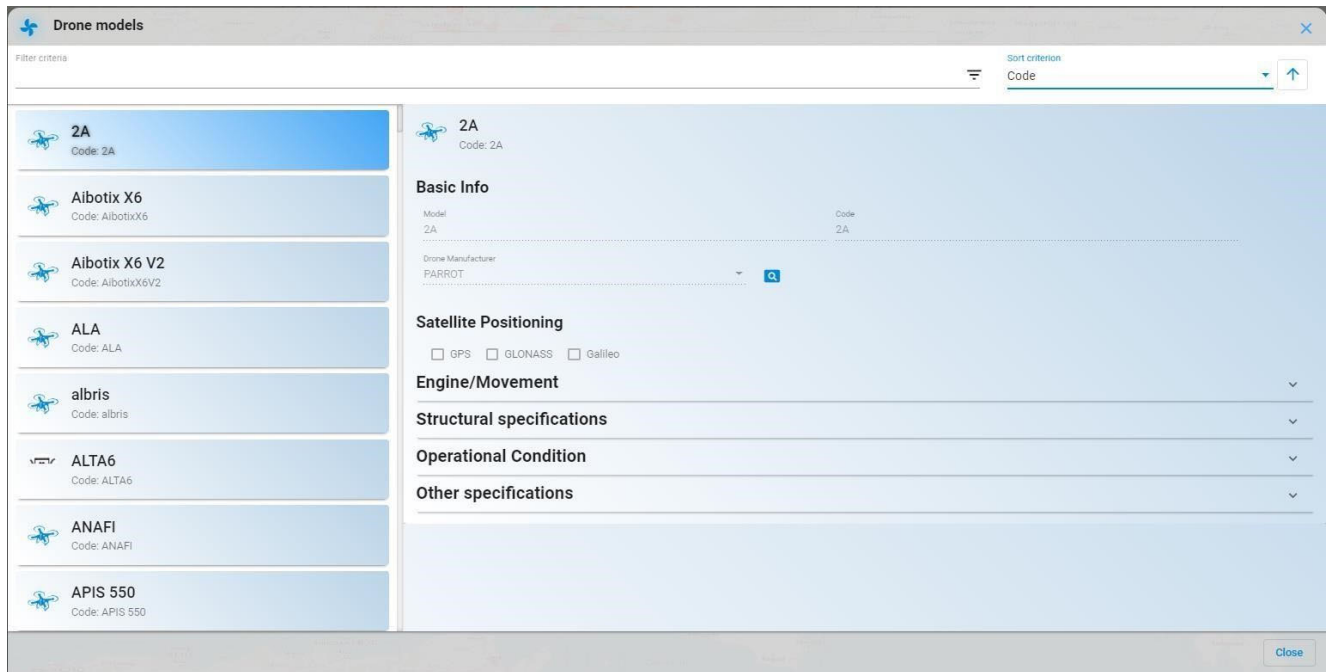
### 1.7.3 Viewing Drone Models / Manufacturers

From the Drones Management page select <Drone Models> to view drone types



The list of Drones Models is displayed on the left side.

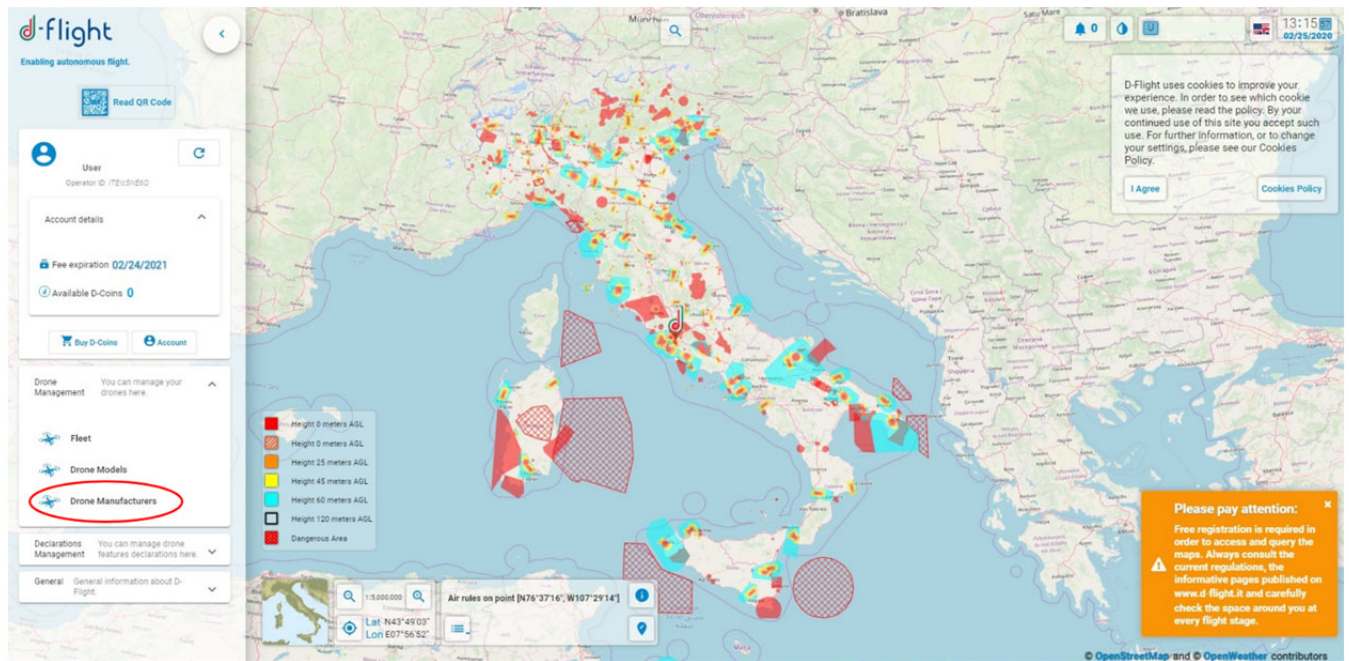
It is possible to carry out searches with filter or sorting criteria



For each model the following are displayed:

- ✓ Basic Information
- ✓ Information on satellite positioning (GPS, GLONAS, Galileo)
- ✓ Engine / Movement information
- ✓ Structural specifications
- ✓ Information relating to operating conditions
- ✓ Other specifications

From the Drones Management page select **<Drones Manufacturers>** to view drone manufacturers

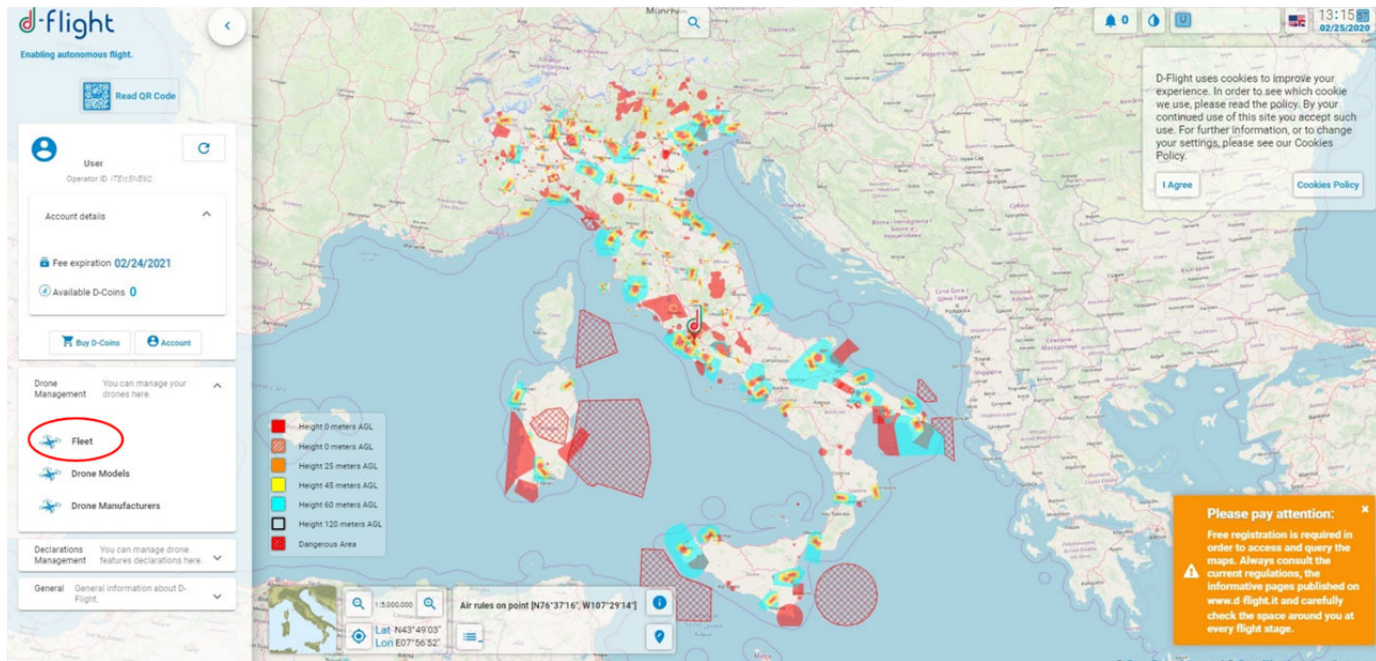


It is possible to carry out searches with filter or sorting criteria.  
For each manufacturer the information is displayed:

- ✓ First name
- ✓ Legal form
- ✓ Industrial sector
- ✓ Tax code or VAT number
- ✓ Reference email
- ✓ Web site
- ✓ Headquarters address
- ✓ Registered office address
- ✓ Production year
- ✓ CEO
- ✓ Division
- ✓ Number of employees
- ✓ Quality certification
- ✓ Share capital (KS)
- ✓ Share value (KS)


#### 1.7.4 Activate QR code

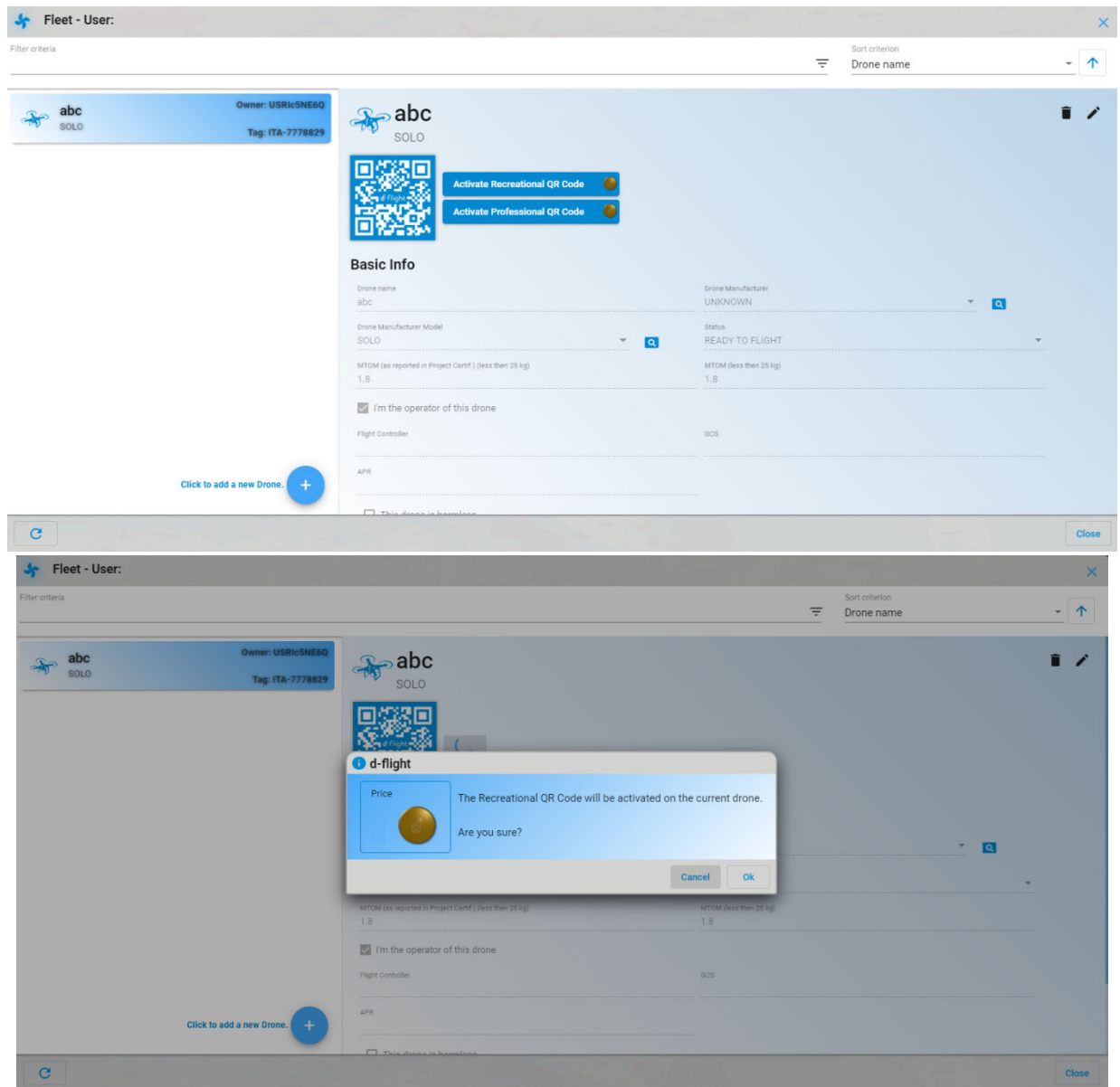
Profile: User Operator, subscription Basic or Pro



After having purchased enough D-Coin from d-flight Market Place to purchase and activate QR-Codes on their drones, the following are activated:

1. From the Drones Management page, click on **<Fleet>**:
2. From the list of your drones **<select the Drone>** for which you want to activate the QR-code
3. Select **<Activate>**
4. Select **<OK>**

Remember that for the activation of the QR-Code it is necessary to have subscribed to a basic or pro type subscription and that it is necessary to flag the box "I am operator of this drone" (for the drone you want to activate the QR-Code) after clicking **<modify drone>**  at the top right of the **<Fleet>** section.



The QR code is activated.

If the drone is deleted from its list, it is necessary to buy back a new QR Code.

*Warning: users can activate qr-code only if they are registered as SAPR operator*


### 1.7.5 Print QR code

Profile: User Operator, subscription Basic o Pro

Once the QR-code is activated, the code can be printed by clicking on the <Print> icon


Fleet - User: ✕

Filter criteria Sort criterion: Drone name ⌵ ⬆




abc  
SOLO  
RECR

Owner: USRlc5NE6Q  
Tag: ITA-7778829



abc  
SOLO



Print

RECREATIONAL

Basic Info

Drone name abc	Drone Manufacturer UNKNOWN
Drone Manufacturer Model SOLO	Status READY TO FLIGHT
MTOM (as reported in Project Certif.) (less than 25 kg) 1.8	MTOM (less than 25 kg) 1.8
<input checked="" type="checkbox"/> I'm the operator of this drone	
Flight Controller	GCS
APR	

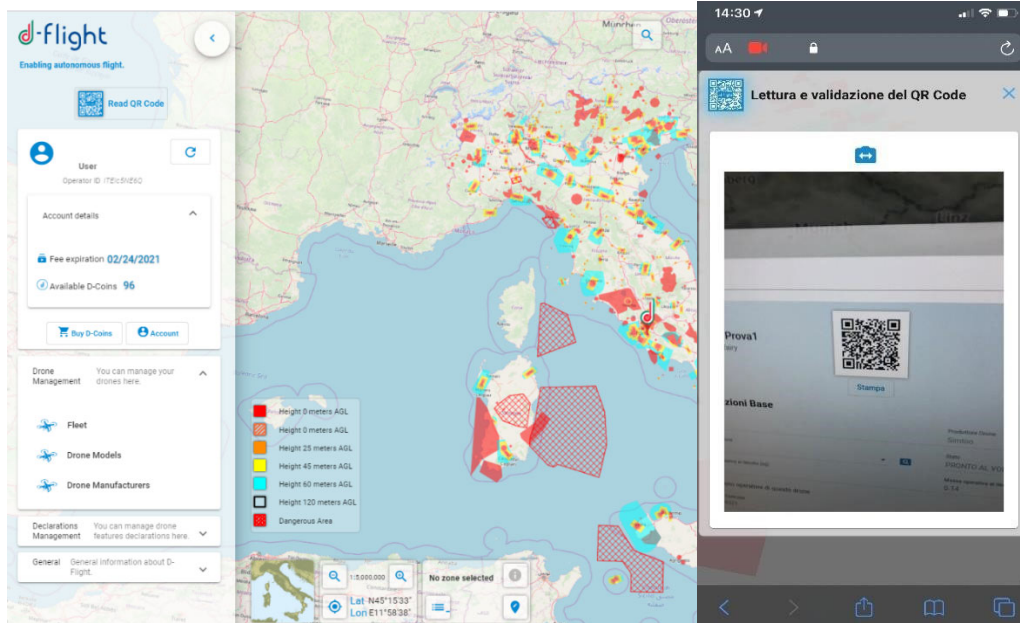
Click to add a new Drone. +

Close

### 1.7.6 Reading QR-Code through Mobile App

After registering, purchasing and activating the QR Code, it is possible to decode the QR code which is encrypted by scanning with a mobile device:

1. Click on <Read QR-Code>
2. Scan the code on the fleet page with the mobile device

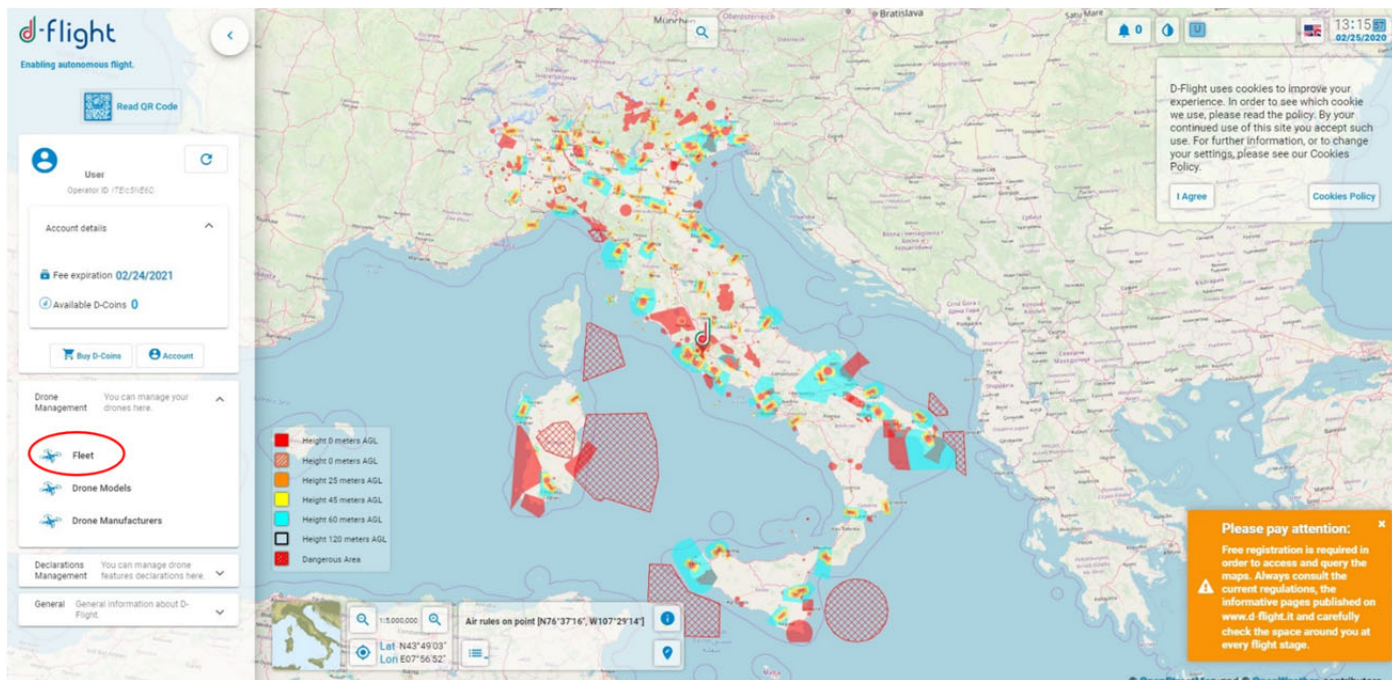


### 1.7.7 Change Drone Status

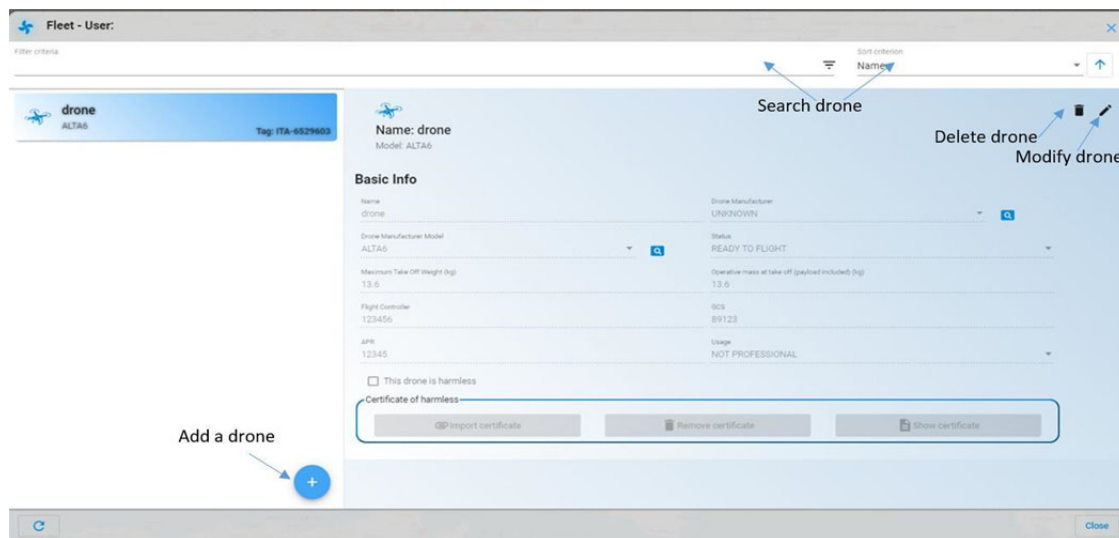
Profile: User registered

After registering, from the *<Drones Management>* page select *<Fleet>*

**<Fleet>**: allows the display, modification and creation of drones on your account. The system retrieves the list of drones for which the user is the owner.



To modify the data related to a drone created select the drone to modify and click on the edit icon *<Modify Drone>*



To make changes, select:

- ✓ **<OK>** to confirm the changes
- ✓ **<Cancel>** to exit without making changes

Among the data that can be changed is the "State" of the drone.

The possible states are:

- ✓ *READY TO FLY* for a drone ready to fly
- ✓ *NOT WORKING* for a drone that no longer flies and is forbidden to fly for a long time
- ✓ *IN MAINTENANCE* for a drone in maintenance and banned from flying for a short period

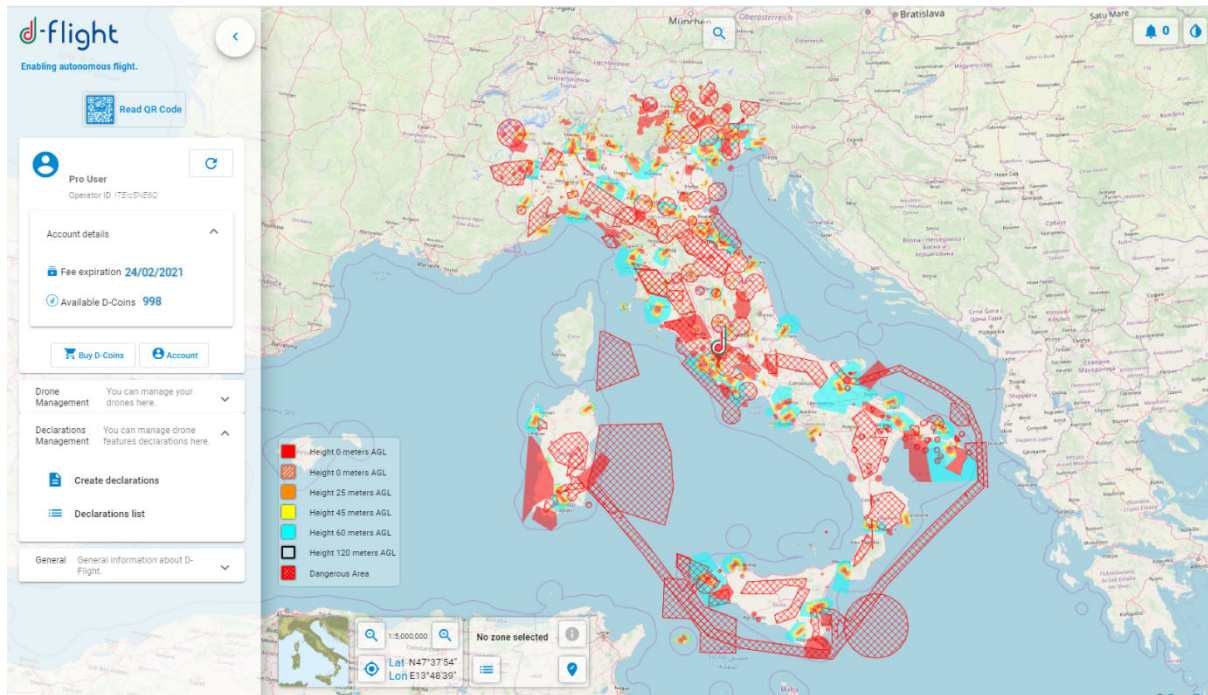
### 1.7.8. Declaration

As defined in Art. 10 and Art. 11 of the Regulation, mission Declaration must be made by the SAPR operator to ENAC to carry out critical specialized missions in accordance with the standard scenarios defined by ENAC itself.

To make the declaration it is necessary to have already made the declaration foreseen payment to ENAC on the ENAC website, as reported on the Authority's website <https://www.enac.gov.it/sicurezza-aerea/droni/fatturazione-droni>

In order to make the declaration from the d-flight website:

1. Log in to the platform
2. Click on the d-flight logo
3. Access the Management of declarations section and open the drop-down menu



4. Click on <Create declarations>

5. After clicking, the following page will open

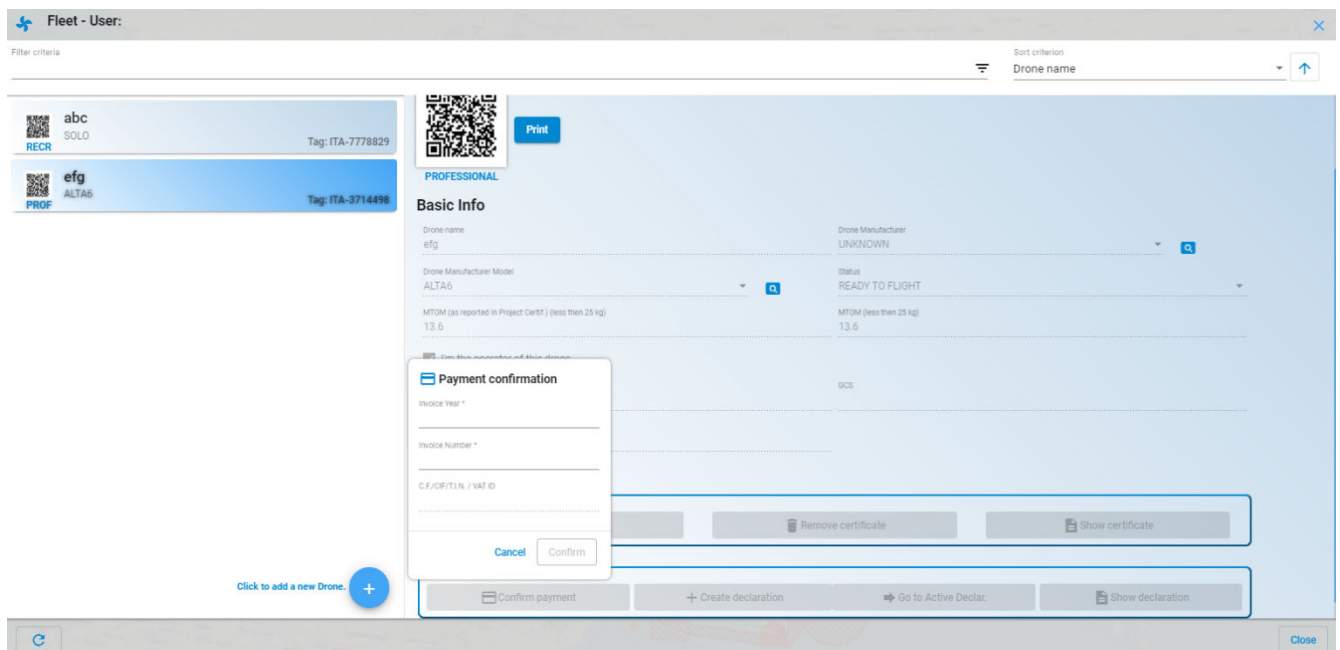
**ATTENTION:** the declaration can be made only if:

- a pro subscription has been subscribed
- the scheduled tariff was paid to ENAC

- the upgrade to SAPR operator user has been carried out
- a QR-Code Pro has been activated
- the drone for which you want to make the declaration is not harmless
- in the 'Account Details' section - having entered all the necessary information contained on your account page (including the PEC) and having flagged all the required consents.
- in the 'Drone management' section for the selected drone the check 'This drone is harmless' has not been ticked

6. To continue with the declaration, click on *<Confirm payment>* and complete the insertion of the required fields as shown in the following figure:

- invoice year
- invoice number




The screenshot shows the 'Fleet - User' interface. On the left, there is a list of drones with QR codes and tags. The main area displays 'Basic Info' for a selected drone (efg, ALTA6, Tag: ITA-3714498). A 'Payment confirmation' modal is open, requiring the user to enter the 'Invoice Year' and 'Invoice Number'. The modal also includes a 'Cancel' button and a 'Confirm' button. Below the modal, there are buttons for 'Confirm payment', '+ Create declaration', 'Go to Active Declar.', and 'Show declaration'. The interface also includes a 'Print' button for the QR code and a 'Close' button in the top right corner.


7. Once the payment has been confirmed, it is possible to proceed with the creation of the declaration


**Fleet - User:**

Filter criteria

Sort criterion: Drone name

 abc  
SOLO  
Tag: ITA-7778829  
RECR

 efg  
ALTA6  
Tag: ITA-3714498  
PROF

 **Print**

**PROFESSIONAL**

**Basic Info**

Drone name: efg

Drone Manufacturer: UNKNOWN

Drone Manufacturer Model: ALTA6

Status: READY TO FLIGHT

MTOM (as reported in Project Certif.) (less than 25 kg): 13.6

MTOM (less than 25 kg): 13.6

☒ I'm the operator of this drone

Flight Controller: GCS

APR:

☐ This drone is harmless

**Certificate of harmless**

Import certificate Remove certificate Show certificate

**Declaration**

Create declaration Go to Active Declar. Show declaration

Click to add a new Drone. +


Close


- Click on *<Create declaration>* and if you want to continue press *<Ok>* otherwise press *<Cancel>*
- To view if the declaration has been activated click on *<Go to active declaration>*


**Fleet - User:**

Filter criteria

Sort criterion: Drone name

 abc  
SOLO  
Tag: ITA-7778829  
RECR

 efg  
ALTA6  
Tag: ITA-3714498  
PROF

 **Print**

**PROFESSIONAL**

**Basic Info**

Drone name: efg

Drone Manufacturer: UNKNOWN

Drone Manufacturer Model: ALTA6

Status: READY TO FLIGHT

MTOM (as reported in Project Certif.) (less than 25 kg): 13.6

MTOM (less than 25 kg): 13.6

☒ I'm the operator of this drone

Flight Controller: GCS

APR:

☐ This drone is harmless

**Certificate of harmless**

Import certificate Remove certificate Show certificate

**Declaration**

Create declaration Go to Active Declar. Show declaration

Click to add a new Drone. +

Close

At this point the list of active declarations is available (following figure)

Declarations list - User:

Filter criteria

Sort criterion

ID	Drone ID	Date
69a0fcaa	ITA-3714498	27/02/2020 18:14:15
9501e3c5	ITA-3714498	27/02/2020 18:31:41

### Drone Data

Drone Id	ITA-3714498	Mtow	13.6
Owner Id	USRlc5NE6Q	Drone name	
Drone Manufacturer		Drone Manufacturer Model	
GCS		APR	

### Declaration Data (Active)

Identifier	9501e3c5-e5c7-4956-aea6-867b5fbaf8fb	Date	27/02/2020 18:31:41
Payment N.	2019/1233	Authorized Scenarios	S05 S07
Previous Status	New Declaration	Created on	27/02/2020 18:31:41

Remove declar. Go to drone Export declar.

To delete the declaration made click on *<Remove declaration>* and click *<Ok>* to continue, entering a reason, or *<Cancel>* to cancel

Declarations list - User:

Filter criteria

Sort criterion

ID	Drone ID	Date
69a0fcaa	ITA-3714498	27/02/2020 18:14:15
9501e3c5	ITA-3714498	27/02/2020 18:31:41

### Drone Data

Drone Id	ITA-3714498	Mtow	13.6
Owner Id	USRlc5NE6Q	Drone name	
Drone Manufacturer		Drone Manufacturer Model	
GCS		APR	

### Declaration Data (Active)

Identifier	9501e3c5-e5c7-4956-aea6-867b5fbaf8fb	Date	27/02/2020 18:31:41
Payment N.	2019/1233	Authorized Scenarios	S05 S07
Previous Status	New Declaration	Created on	27/02/2020 18:31:41

Remove declar. Go to drone Export declar.

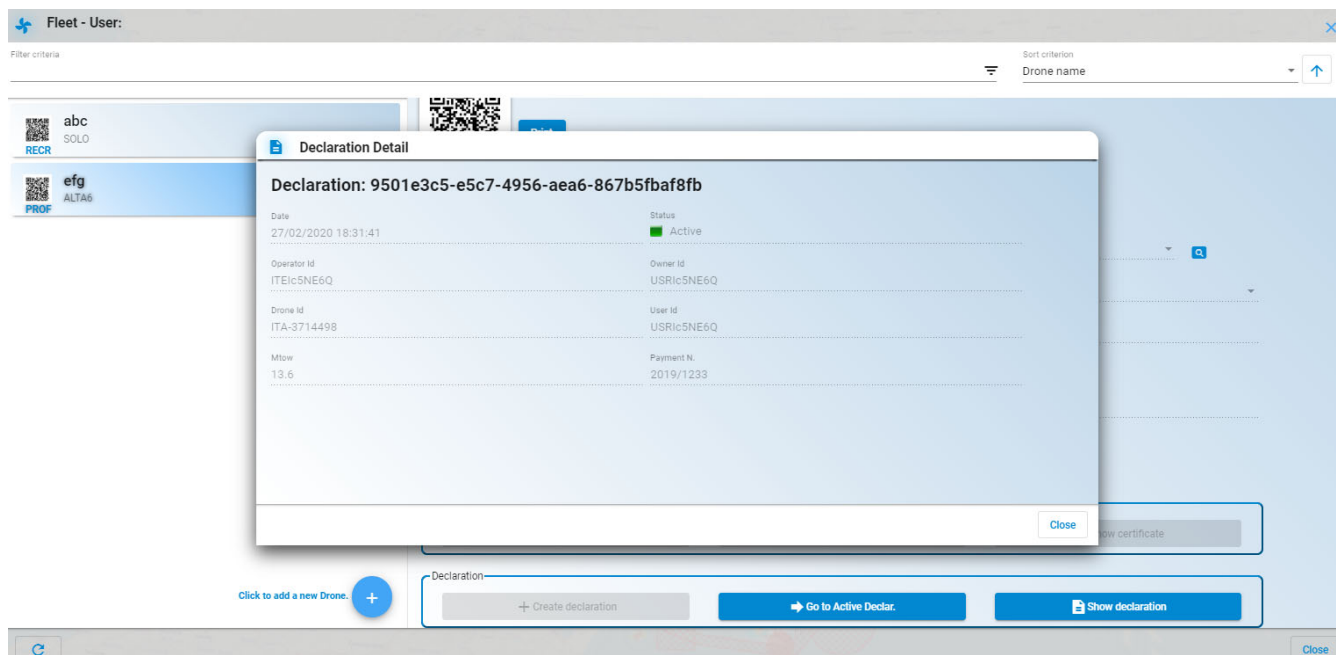
### Delete declaration

Insert reason (min 10 chars):

Reason

Ok Cancel

If you want to view the declaration made, click on *<Show declaration>*, at this point the detail of the declaration will open as in the following figure:



## 1.8 VLOS Drone Operation Area

This service allows the declaration of a NON-CRITICAL VLOS mission by a registered user and subsequently its activation / deactivation, allowing the user to plan and activate their VLOS mission and make it visible to all users logged on the portal. This service constitutes an important contribution to situation awareness regarding the flight zone in which the user is interested, allowing him to find out if there are already active VLOS missions at the same time and in the same space.

The service allows the user to draw on the map the area where he will want to carry out his VLOS-type mission. The mission will be plannable if it respects the flight rules in the area concerned. Immediately before starting the flight, the pilot must have activated localization on the device used and sharing with the browser and will have to start the mission; only at that moment will the area he designed become visible on the map to all d-flight users present at that moment on the portal. The visualization will be anonymous, as the system will not present any data concerning the user (including drone) who planned and activated the mission.

At the end of the mission, the pilot will have to "end" the mission, and the planned area will no longer be visible otherwise the system will remove this area automatically after a timeout time from the start.

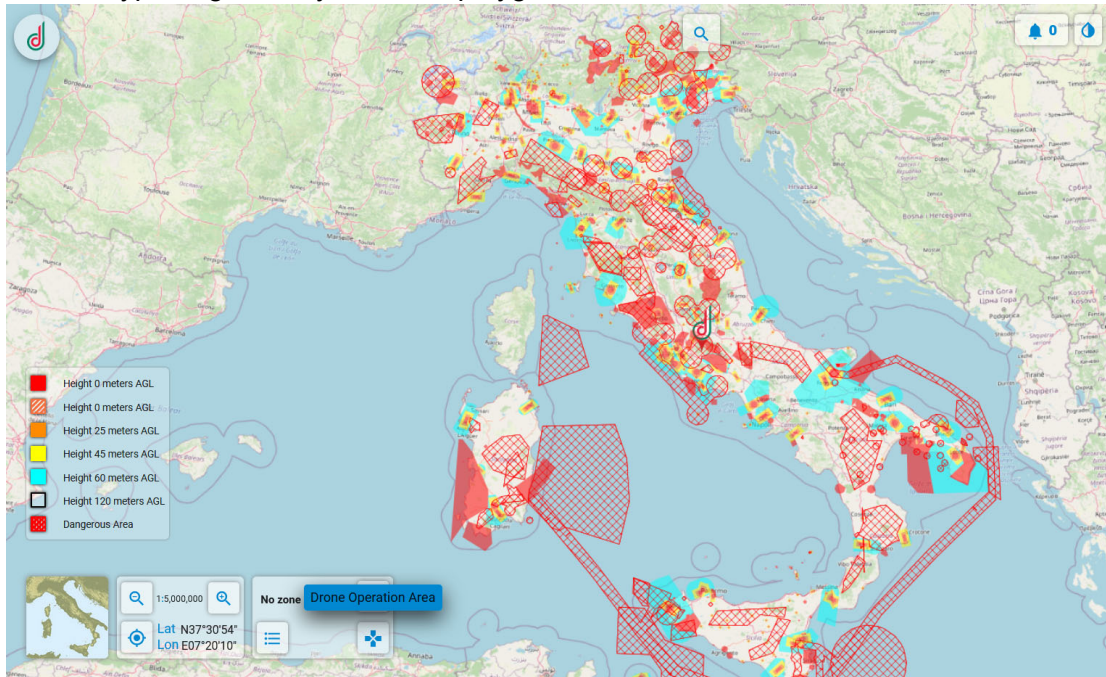
In order to access the VLOS Drone Operation Area it is necessary to be registered on d-flight as **SAPR operators**, to have a drone with **active Qr-Code** and in a **ready-to-fly status**.

An operator user must:

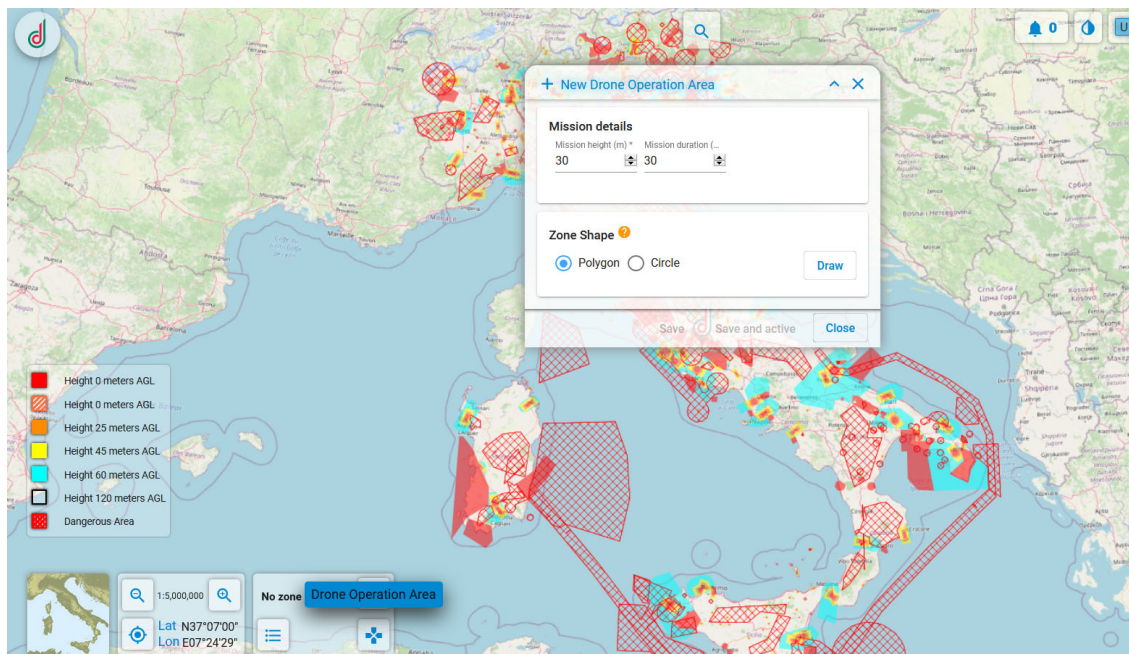
1. log in to the d-flight portal

2. select the VLOS - Drone Operation Area - flight declaration addition button (✚). The application presents a panel with the mandatory data of the mission:

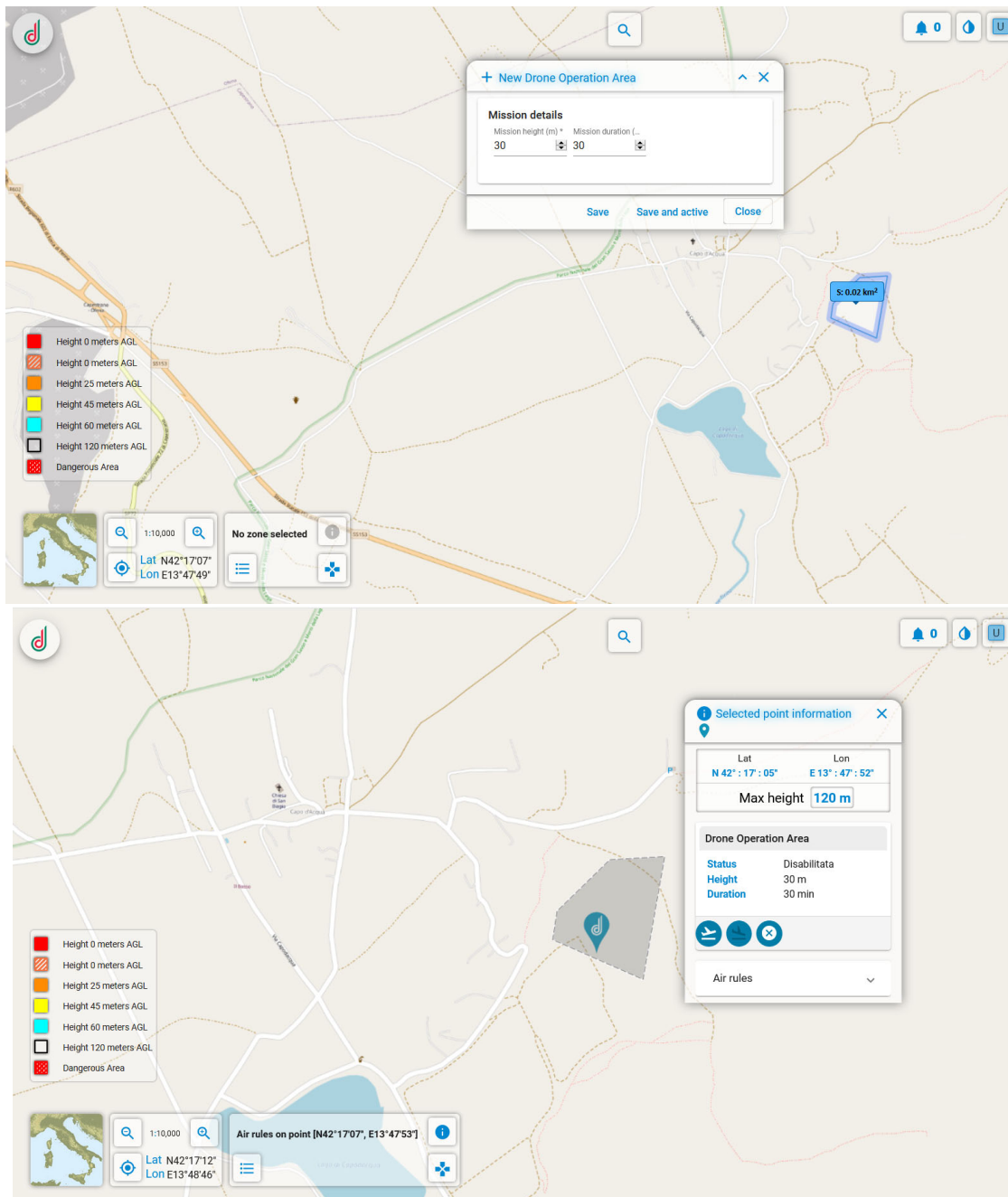
- Maximum flight height of the mission, maximum 120 m
- Mission duration in minutes
- Type of geometry: circle or polygon

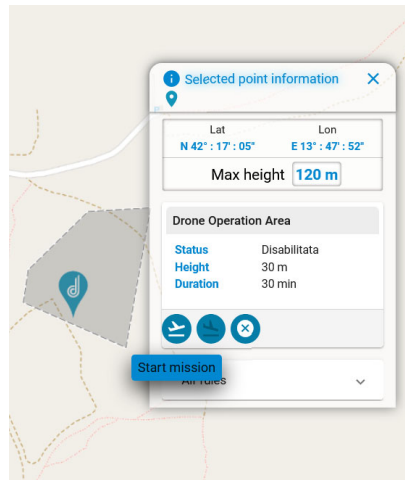


3. select the <draw> button and start defining the area that will interest you with your VLOS mission



4. save pressing on the button. Once the mission has been saved it is in the "DECLARED" state, the declared mission is displayed on the map only for the user creator with a grey color, in a special information window. To activate the mission, select the grey area and click on **<Start>** and then on **<Ok>**. At this point, the activation time is saved, the polygon changes color to green and is visible to all users in pink. The detailed information panel will be visible only to the user who created the mission.

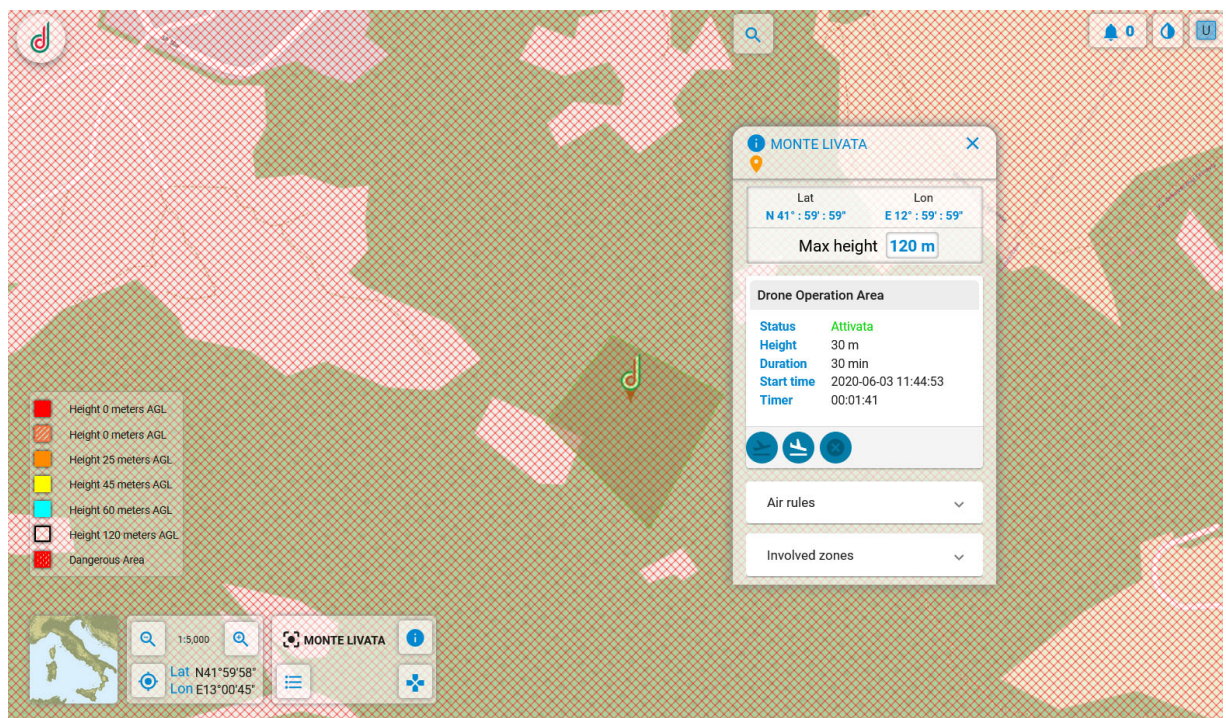




ATTENTION. The user must be inside the area declared to **ACTIVATE** the mission, having activated the location on the device used and sharing it with the browser

5. on the other hand, the user can *save and start* the mission directly with the appropriate button.

The mission is "ACTIVE", the activation time is saved, and the drawn polygon will become green and visible to all users in pink, while the detailed information panel will be visible only to the user who created the mission.



ATTENTION. The user must be inside the area declared to **ACTIVATE** the mission, having activated the location on the device used and sharing it with the browser

6. select the <Stop mission> button on the information panel to end the mission



**ATTENTION.** If the user, after starting a mission, does not terminate it, the system automatically ends the mission after a time of 10 minutes in addition to the number of minutes entered during the declaration phase starting from the moment of start.

7. press the **<Delete>** button from the information panel to cancel the mission

**ATTENTION:**

- Each user can declare only one mission at a time.
- The designed area must be outside of regulated and forbidden areas.

- The maximum height must be compatible with that of the most restrictive area intersected by the declared area (the system automatically updates the maximum height).
- The user must be within the area declared for the mission, having activated location on the device used and sharing it with the browser.
- The size of the area has a maximum extension of 1km, the user can move during the flight as long as he always keeps the drone in VLOS.