

AIRWISE SIDEKICK
Enterprise Administrator Guide
Managing your organization in Enterprise Admin
August 2026



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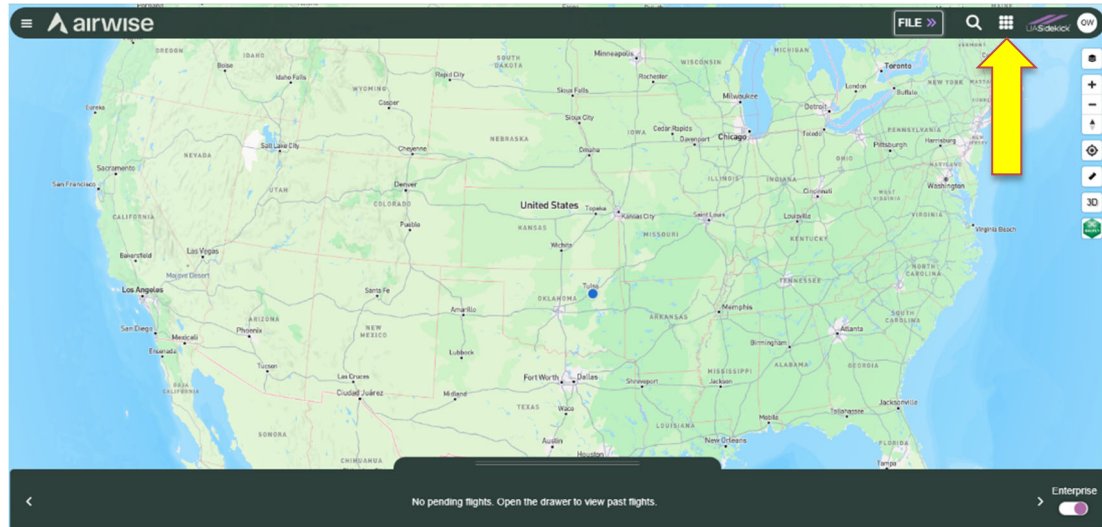
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Using Enterprise Admin

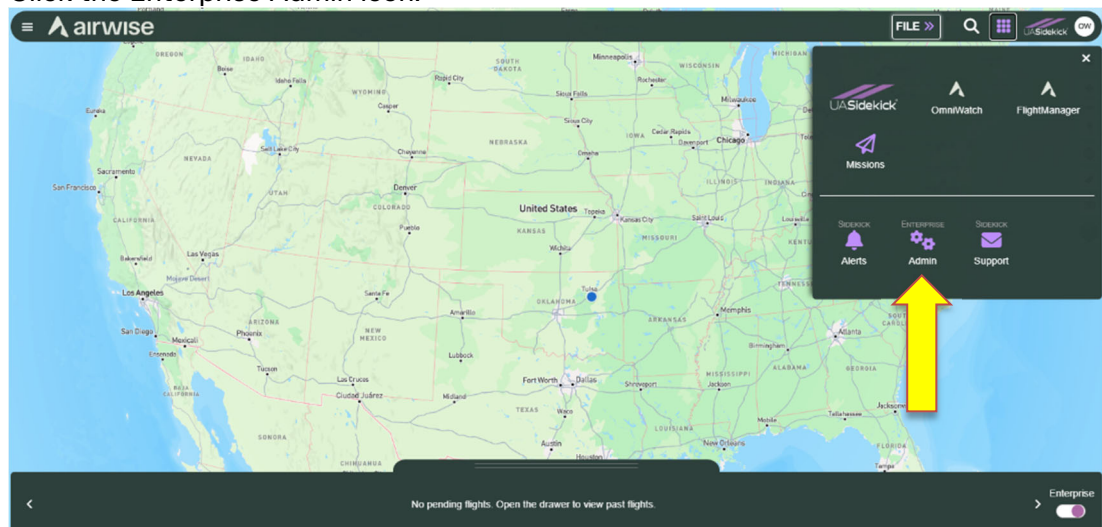
Enterprise Admin gives authorized administrators one place to manage organization-wide users, aircraft, authorizations, divisions, forms, map layers, subscription settings, communications and reporting. This guide combines the ten Enterprise Admin tab guides into one reference manual.

Open Enterprise Admin

1. Click the Nine-Dot Menu icon.

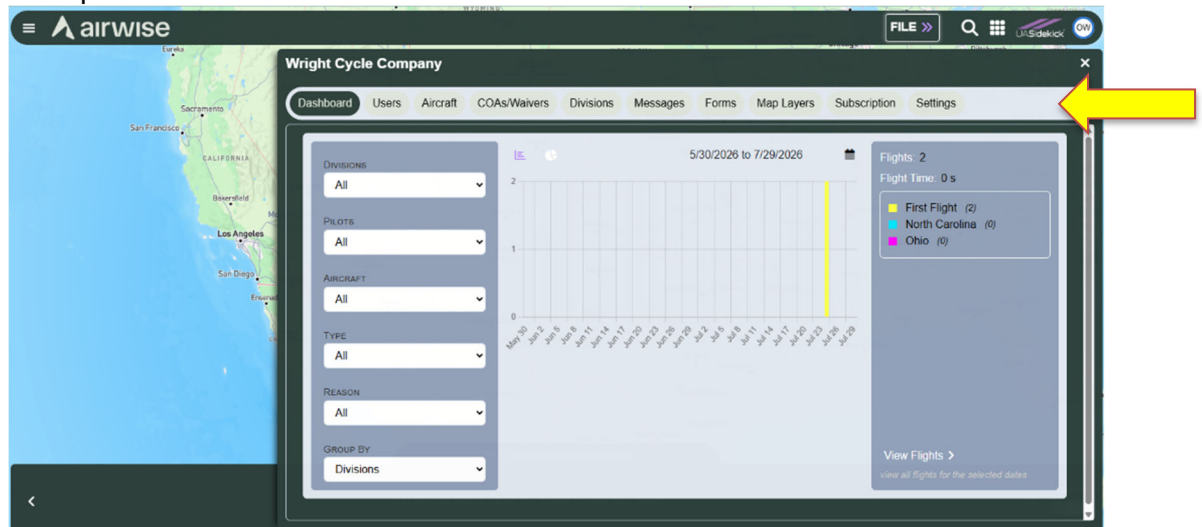


2. Click the Enterprise Admin icon.



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3. The Dashboard tab opens by default. Select another tab across the top of the Enterprise Admin window as needed.



The remaining chapters assume you are already in Enterprise Admin, so those opening navigation steps are not repeated.

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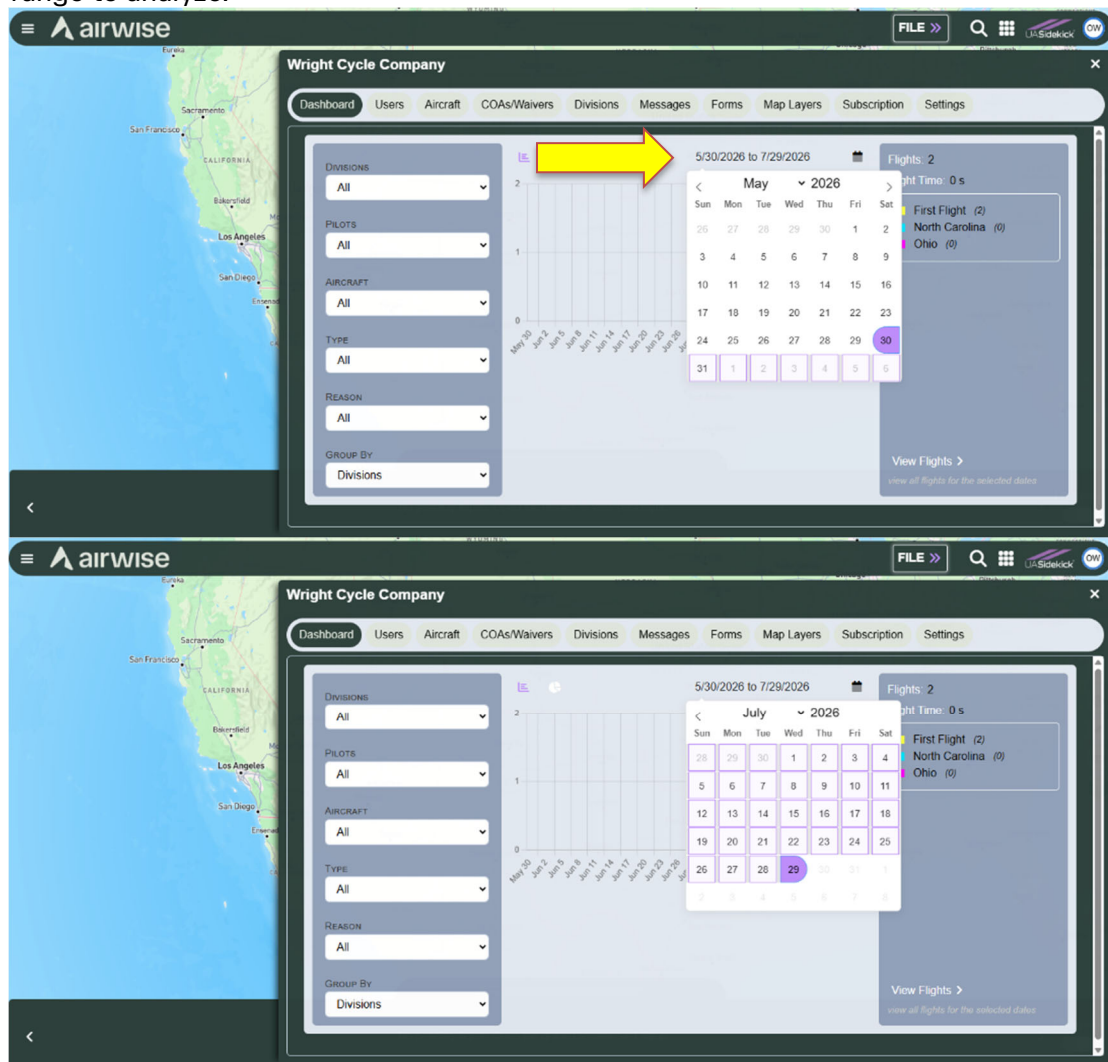
1. Dashboard

The Dashboard Tab is where you'll start when you first open the Enterprise Admin icon from the nine-dot menu. This is where you can analyze all your flights and extract data for reporting.

To begin analyzing your flight data:

Dashboard procedures

1. The first place to start is the date range. You can select a beginning and ending date range to analyze.

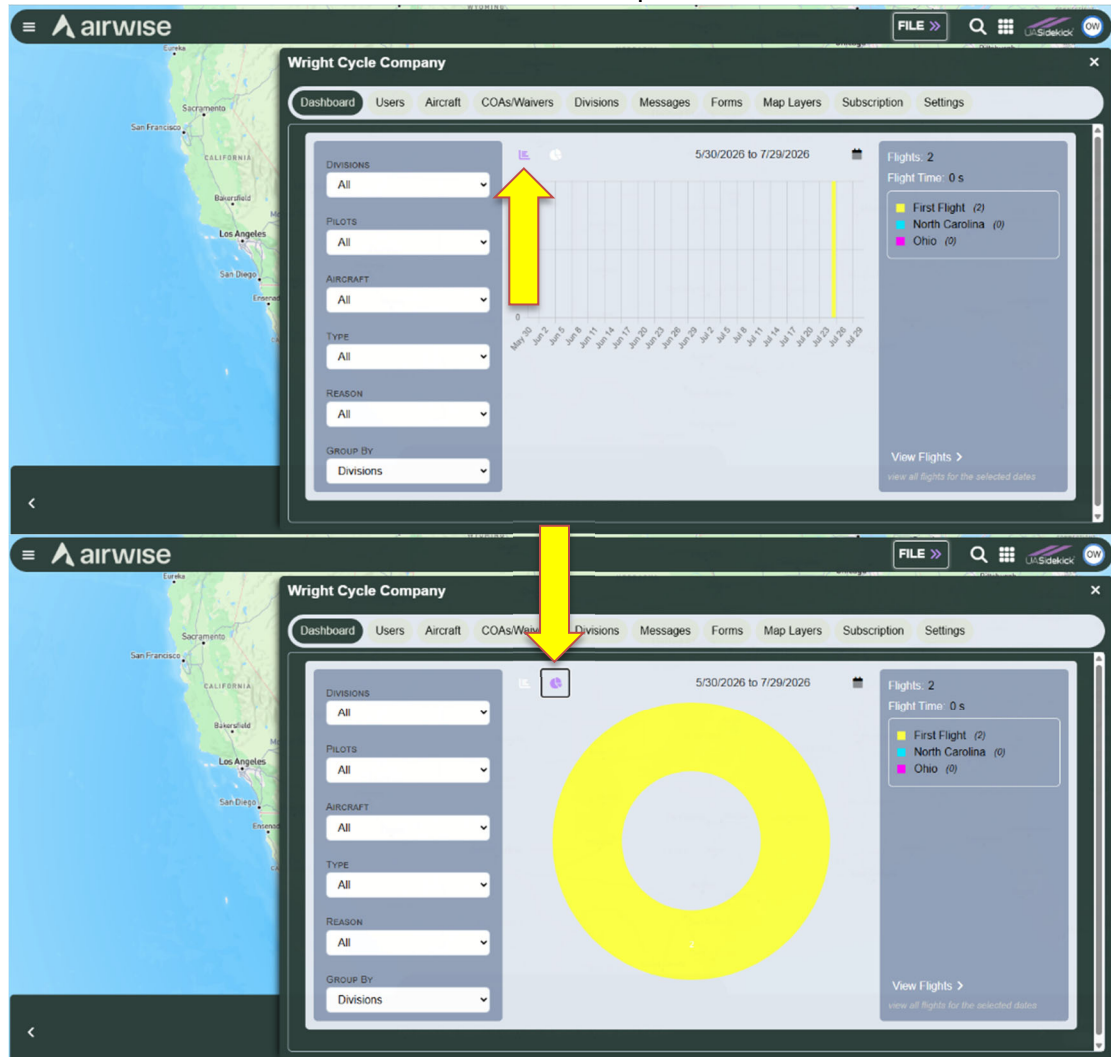


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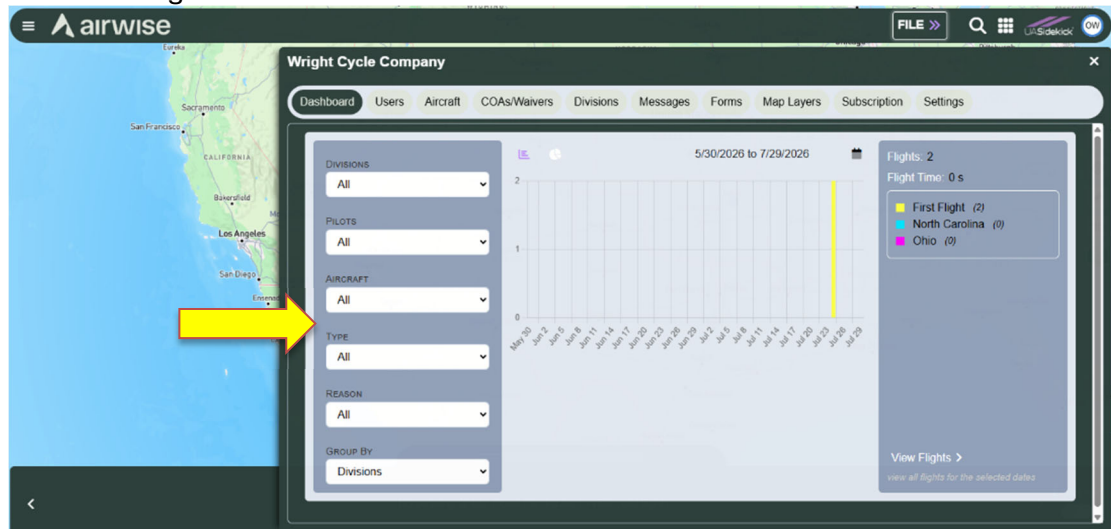


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2. The data can be viewed in either a bar chart or a pie chart.

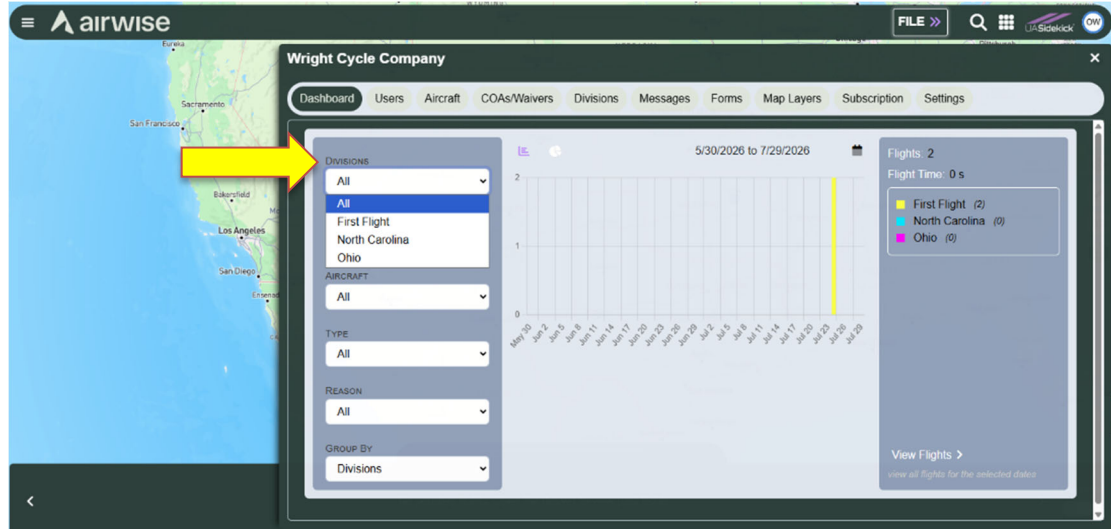


3. The filters down the left side of the window allow you to manipulate the results of the date range.



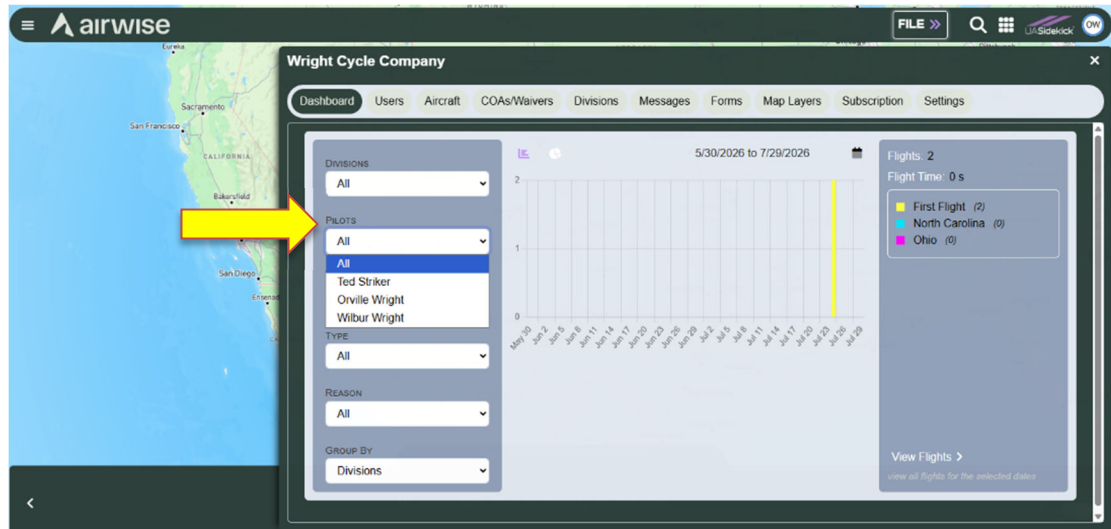
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4. Divisions



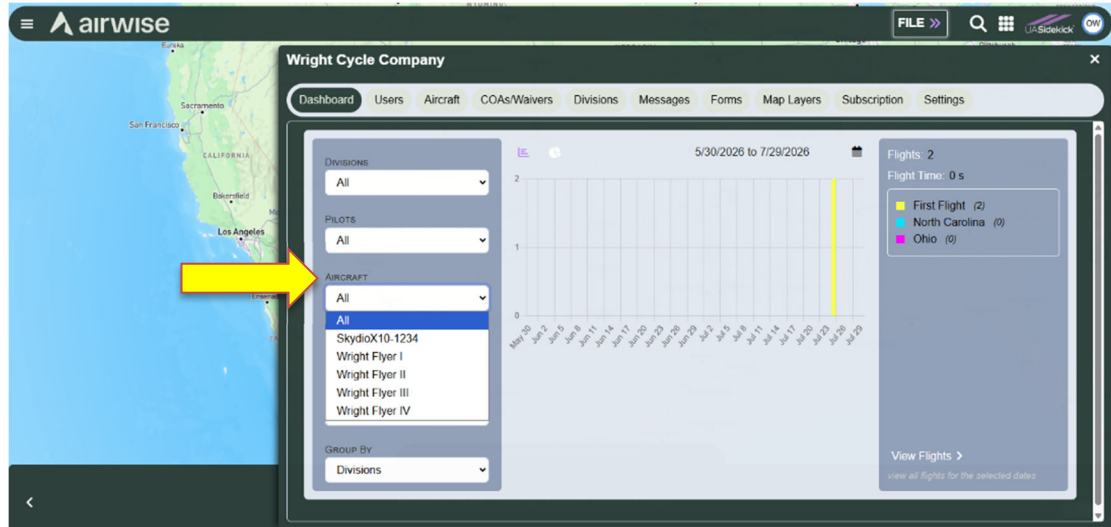
The screenshot shows the Airwise Sidekick interface for the Wright Cycle Company. The 'Divisions' filter is selected in the left sidebar, and a yellow arrow points to it. The main dashboard displays a flight timeline for the period 5/30/2026 to 7/29/2026. The timeline shows two flights: 'First Flight' (2) and 'North Carolina' (0). The 'Divisions' filter is set to 'All'.

5. Pilots



The screenshot shows the Airwise Sidekick interface for the Wright Cycle Company. The 'Pilots' filter is selected in the left sidebar, and a yellow arrow points to it. The main dashboard displays a flight timeline for the period 5/30/2026 to 7/29/2026. The timeline shows two flights: 'First Flight' (2) and 'North Carolina' (0). The 'Pilots' filter is set to 'All'.

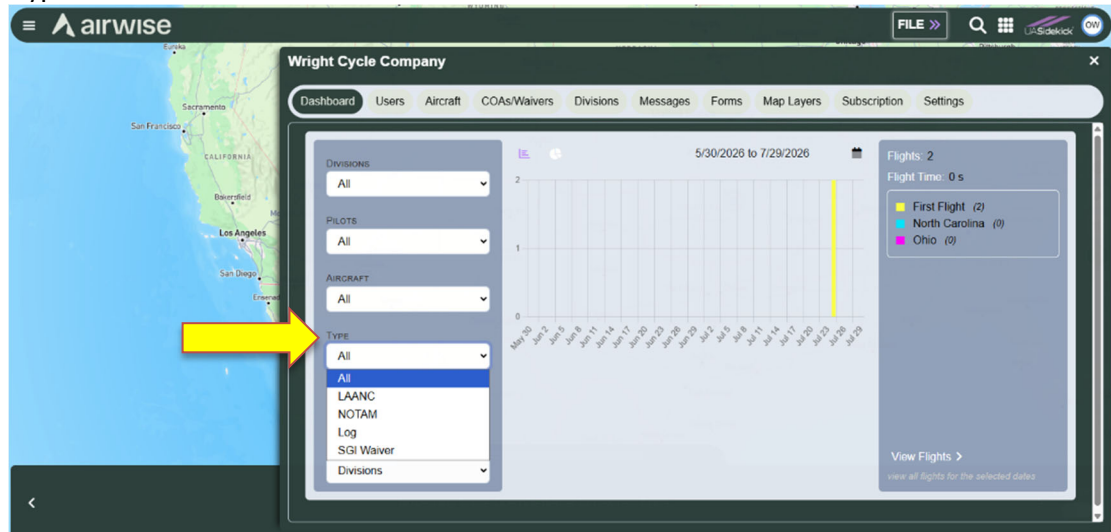
6. Aircraft



The screenshot shows the Airwise Sidekick interface for the Wright Cycle Company. The 'Aircraft' filter is selected in the left sidebar, and a yellow arrow points to it. The main dashboard displays a flight timeline for the period 5/30/2026 to 7/29/2026. The timeline shows two flights: 'First Flight' (2) and 'North Carolina' (0). The 'Aircraft' filter is set to 'All'.

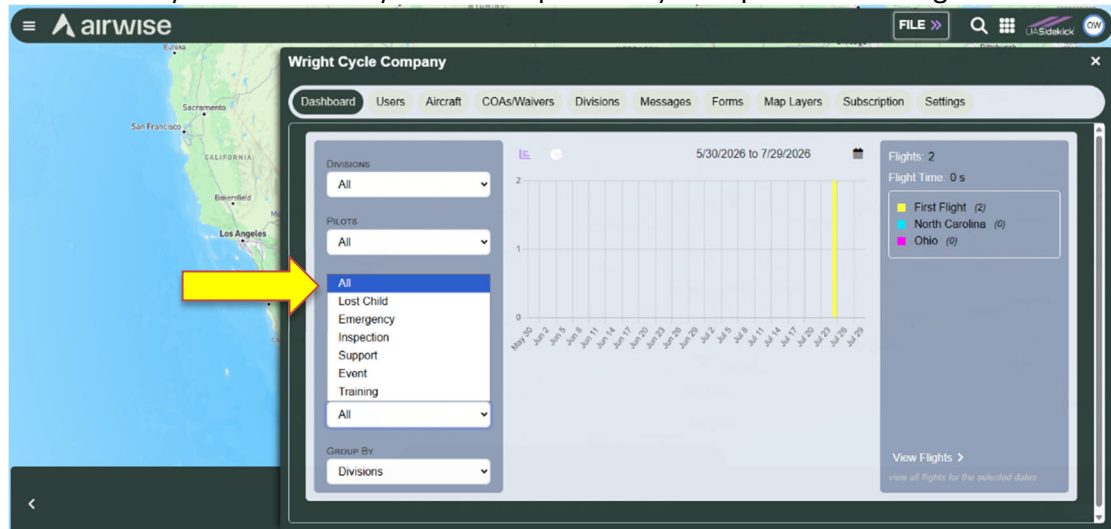
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7. Type



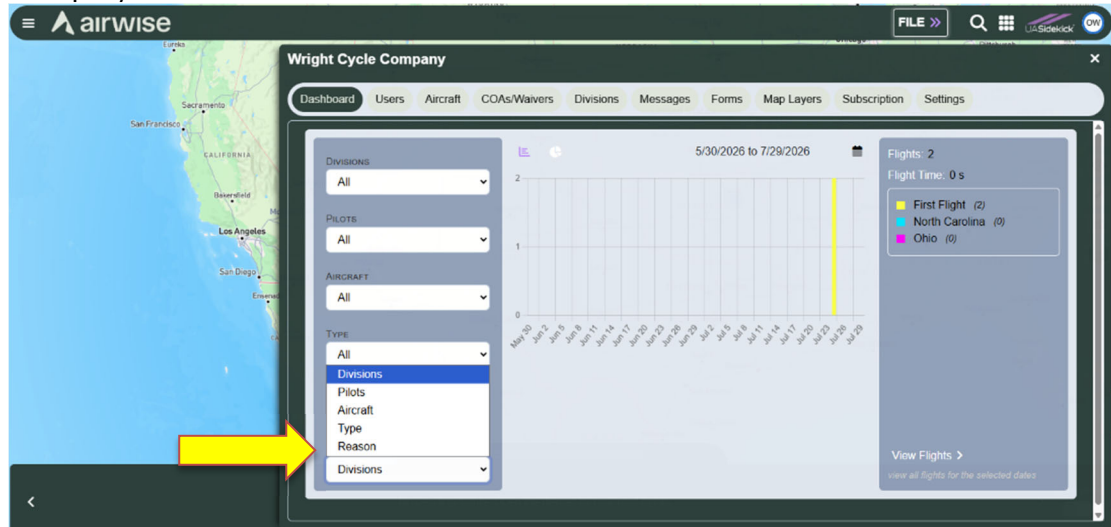
The screenshot shows the Wright Cycle Company dashboard. The 'Type' dropdown menu is open, displaying the following options: All, LAANC, NOTAM, Log, SGI Waiver, and Divisions. A yellow arrow points to the 'Type' dropdown menu.

8. Reason –only available if they have been previously set up on the Settings tab



The screenshot shows the Wright Cycle Company dashboard. The 'Reason' dropdown menu is open, displaying the following options: All, Lost Child, Emergency, Inspection, Support, Event, Training, and Divisions. A yellow arrow points to the 'Reason' dropdown menu.

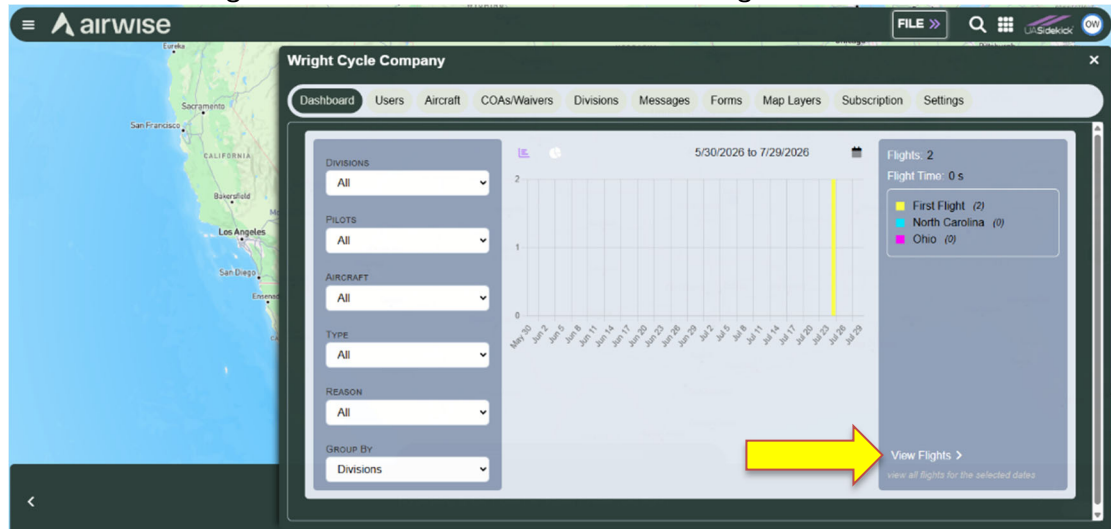
9. Group By



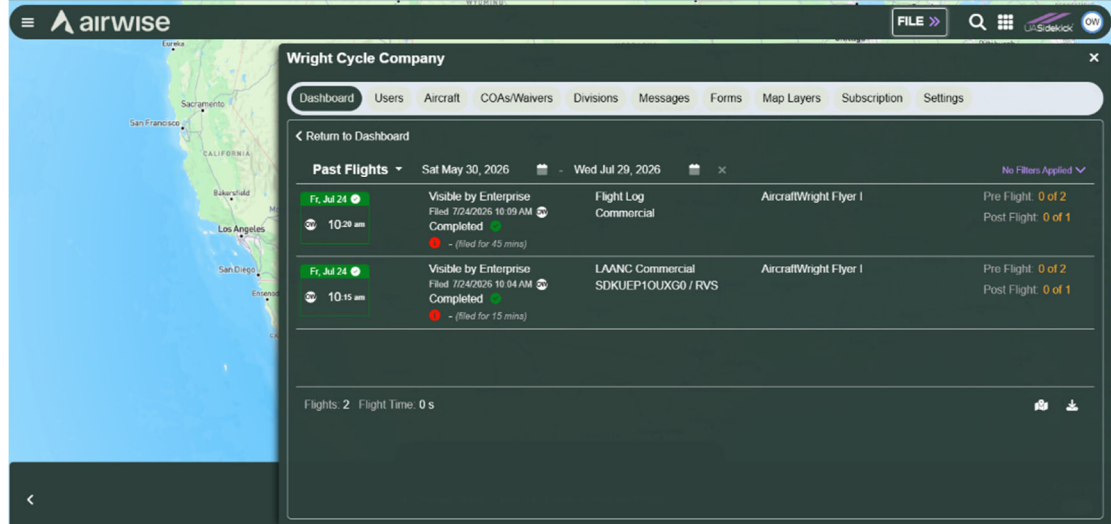
The screenshot shows the Wright Cycle Company dashboard. The 'Group By' dropdown menu is open, displaying the following options: Divisions, Pilots, Aircraft, Type, Reason, and Divisions. A yellow arrow points to the 'Group By' dropdown menu.

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10. Click on 'View Flights' to see the detail from the date range and the filters.



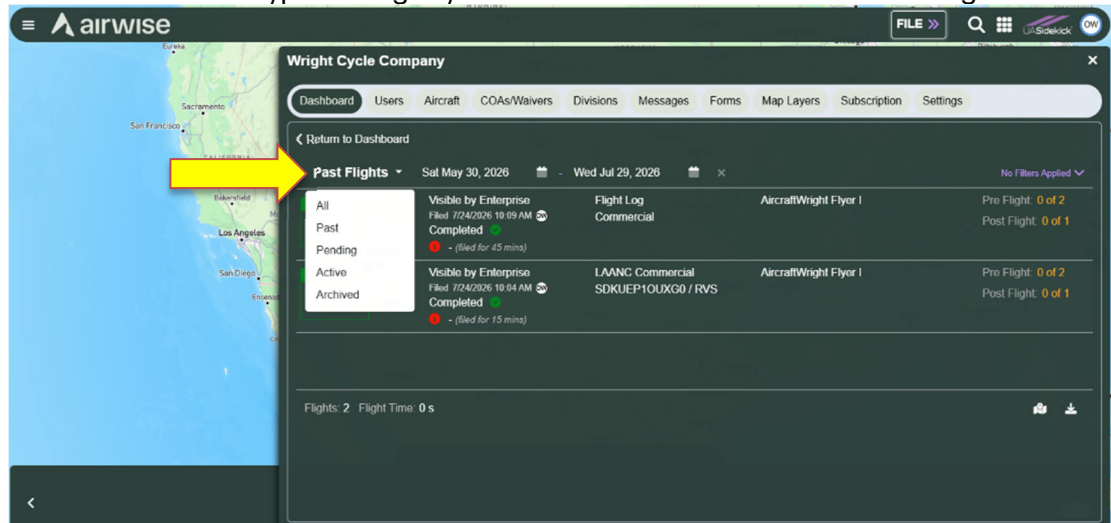
The screenshot shows the Wright Cycle Company dashboard. On the left is a map of California. The main area has a sidebar with filters: DIVISIONS (All), PILOTS (All), AIRCRAFT (All), TYPE (All), REASON (All), and GROUP BY (Divisions). The main content area shows a calendar for 5/30/2026 to 7/29/2026 with a bar chart. A yellow arrow points to the 'View Flights >' button in the bottom right corner.



The screenshot shows the Wright Cycle Company dashboard with the 'Past Flights' tab selected. It displays a list of flights for the date range Sat May 30, 2026 to Wed Jul 29, 2026. The list includes flight details such as status, time, and aircraft.

Flight	Status	Time	Aircraft	Pre Flight	Post Flight
Visible by Enterprise Filed 7/24/2026 10:09 AM Completed	Completed	10:09 AM	Wright Flyer I	0 of 2	0 of 1
Visible by Enterprise Filed 7/24/2026 10:04 AM Completed	Completed	10:04 AM	LAANC Commercial SDKUEP10UXG0 / RVS	0 of 2	0 of 1

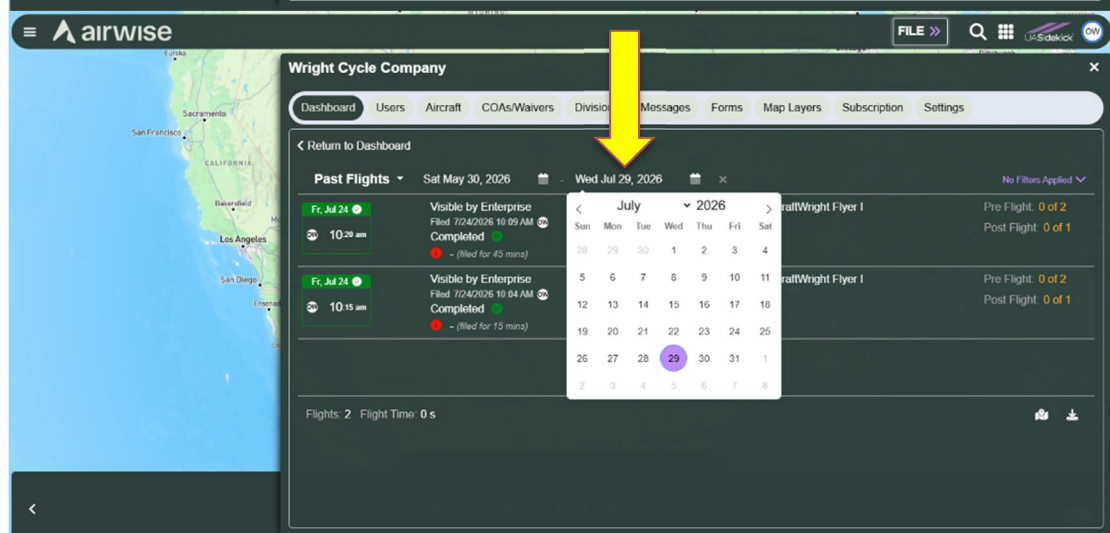
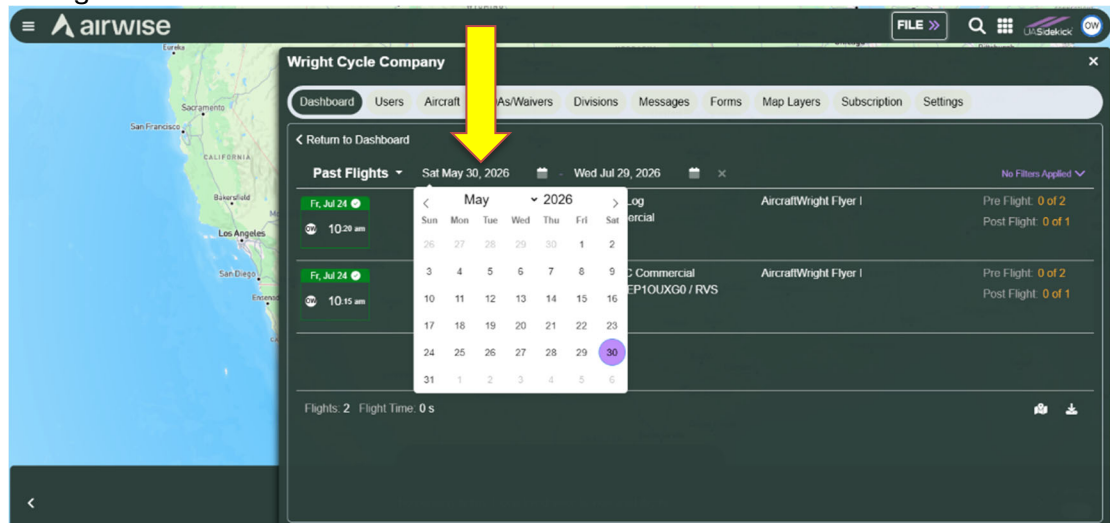
11. You can select the types of flight you want to view. The default is 'Past Flights'.



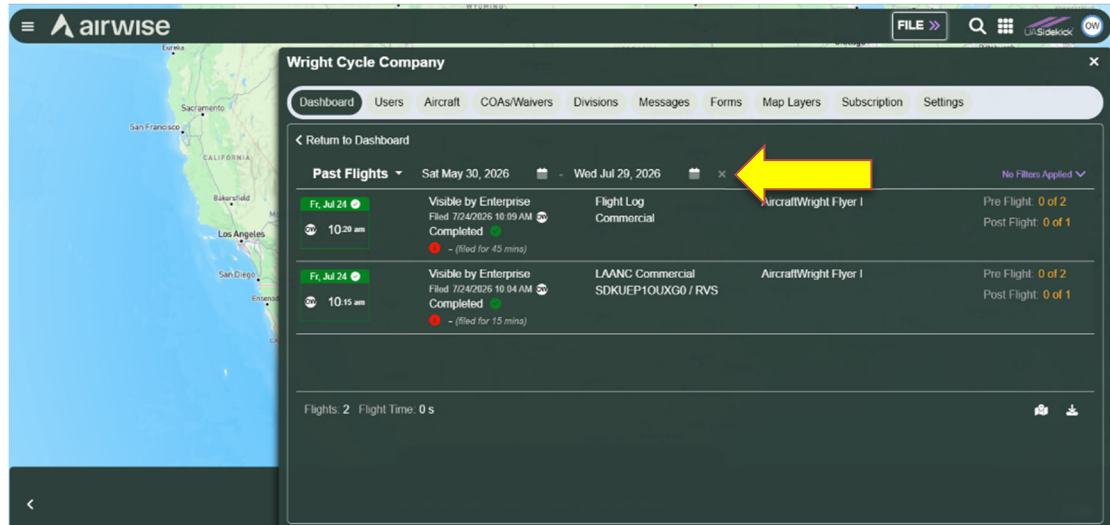
The screenshot shows the Wright Cycle Company dashboard with the 'Past Flights' tab selected. A yellow arrow points to the 'Past Flights' dropdown menu, which is open, showing options: All, Past, Pending, Active, and Archived.

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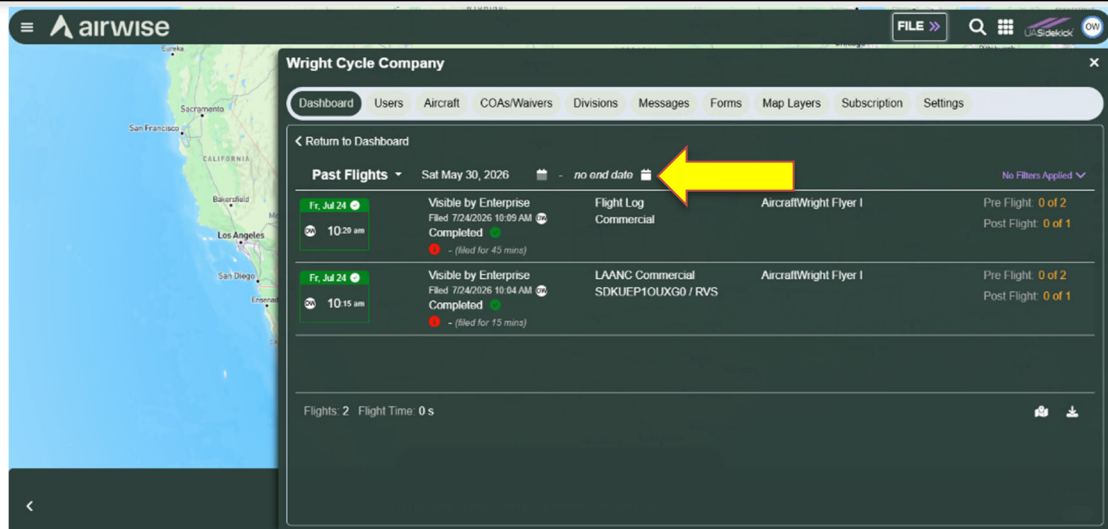
12. The default date range is the same as from the previous selection window but can be changed to a narrower view if desired.



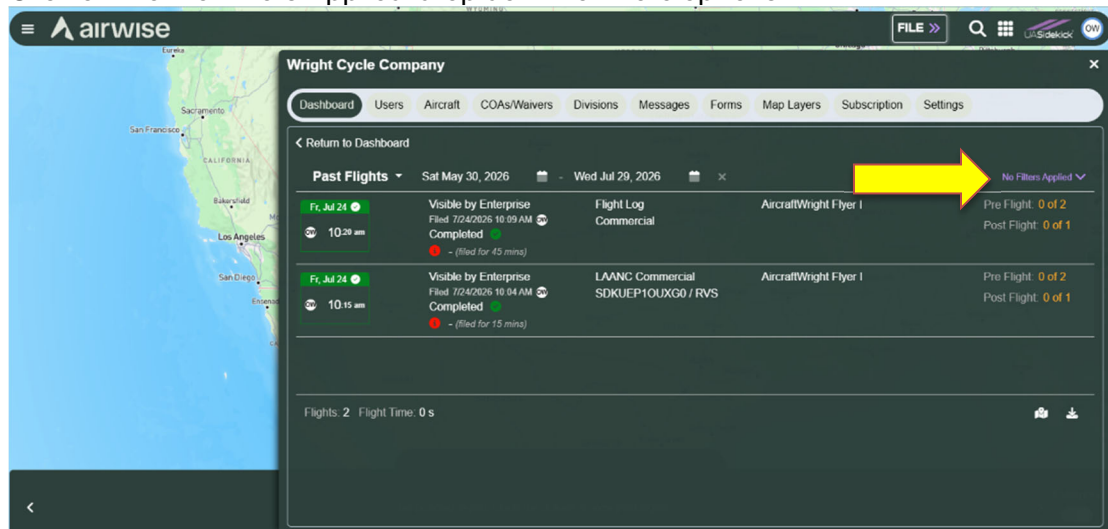
13. Clicking on the 'X' will select 'No Ending Date' and will use the last available date within the data.



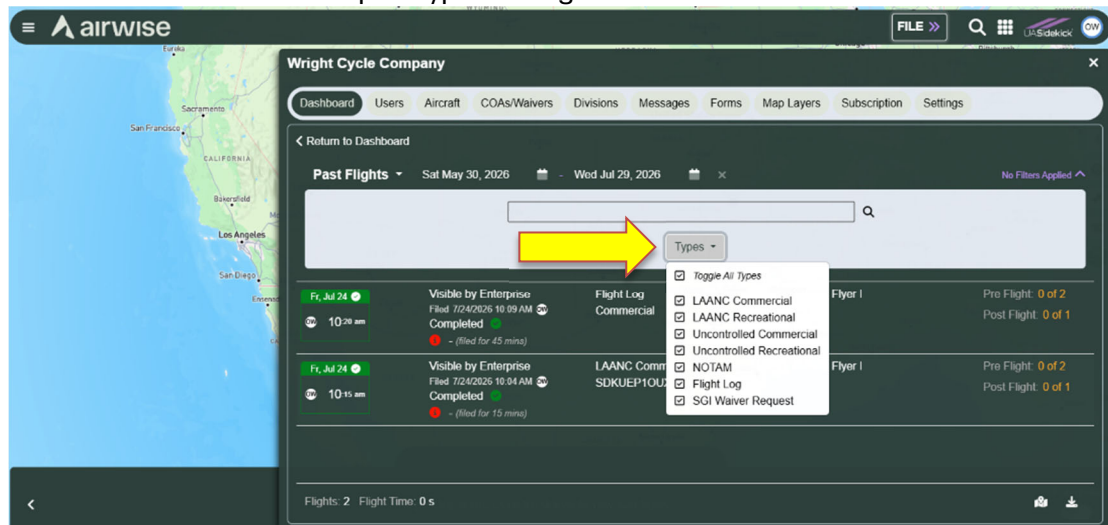
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- Click on the 'No Filters Applied' drop down for more options

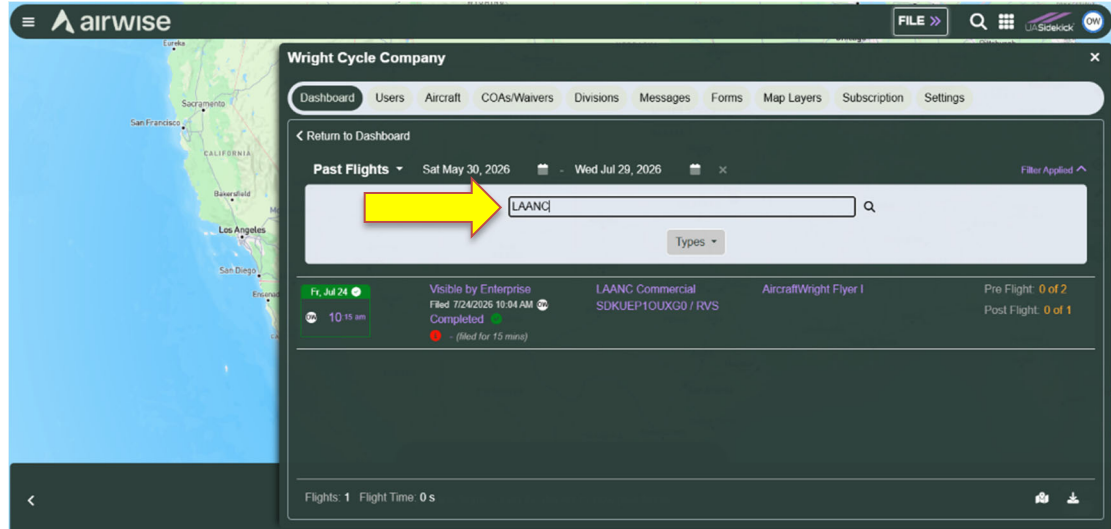


- You can select one or multiple 'Types' of flights or authorizations

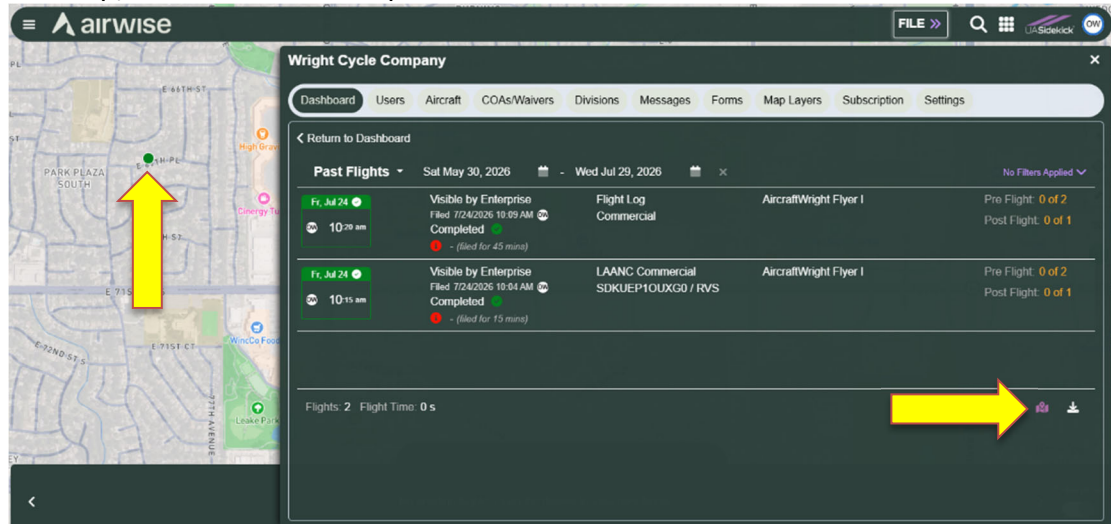


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16. Use the Search feature to look for any key words within the flight record

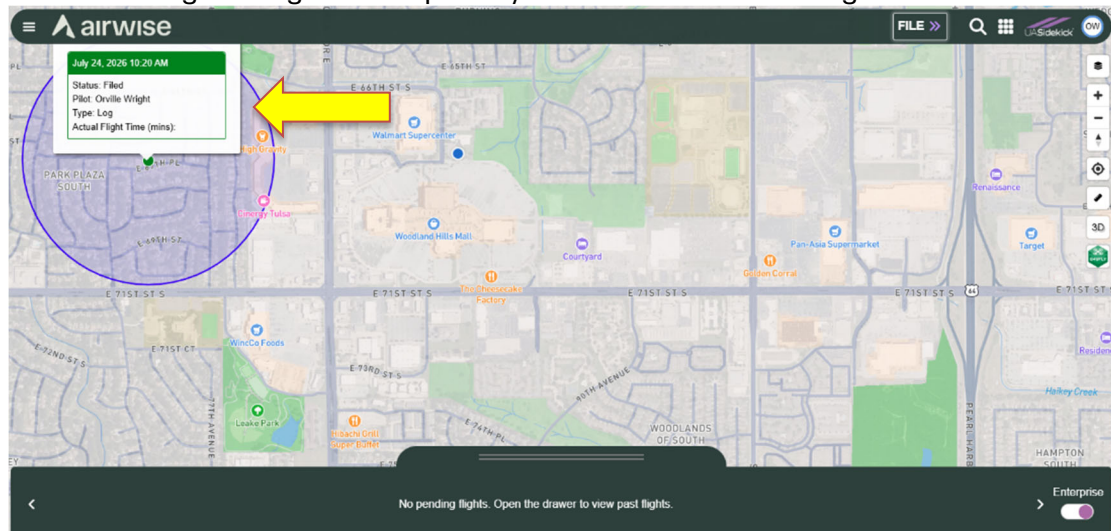


17. Clicking on the 'View flights on map' button will display the location of the flight on the map, even after the Enterprise Admin window has been closed.

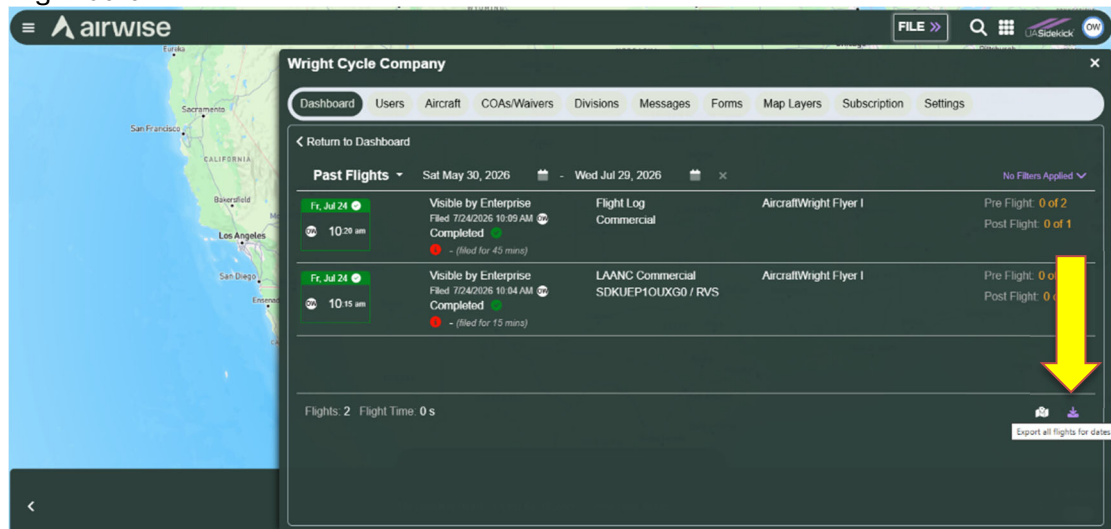


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18. Clicking on or hovering over the green dot on the map with the mouse will display the area of the flight along with the primary information about the flight.



19. Click on the 'Export all flights for dates' button to create a .csv file of the displayed flight data.



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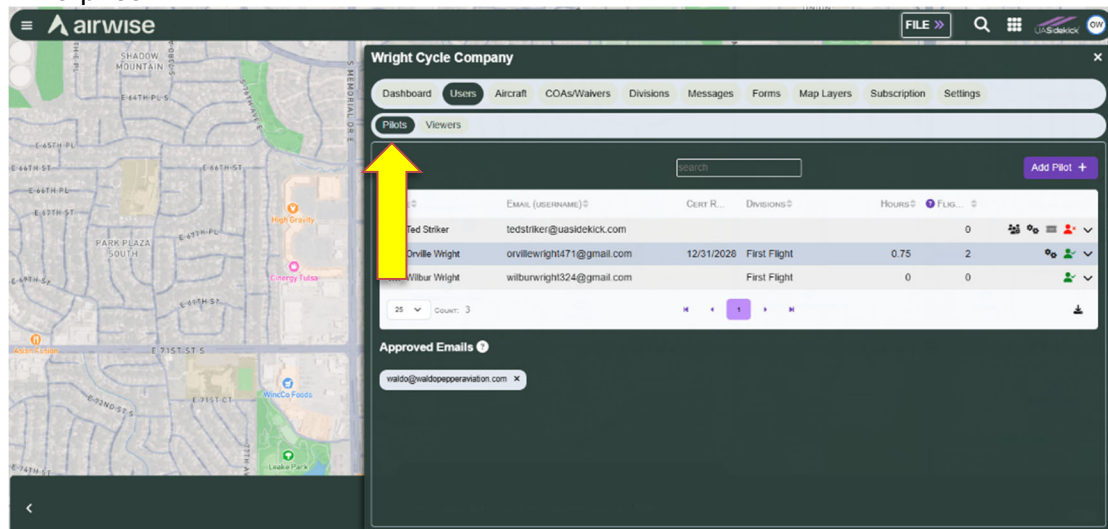
2. Users

Every Enterprise will have Pilots as Users. These are the paid seats of your subscription and are the individuals that will be able to create flights and file for authorizations within your Enterprise. If your Enterprise has signed up for Livestreaming, you can also add as many Viewers to your Enterprise as you need for no additional cost. Viewers can be added to Missions to view the Livestream but cannot access anything else.

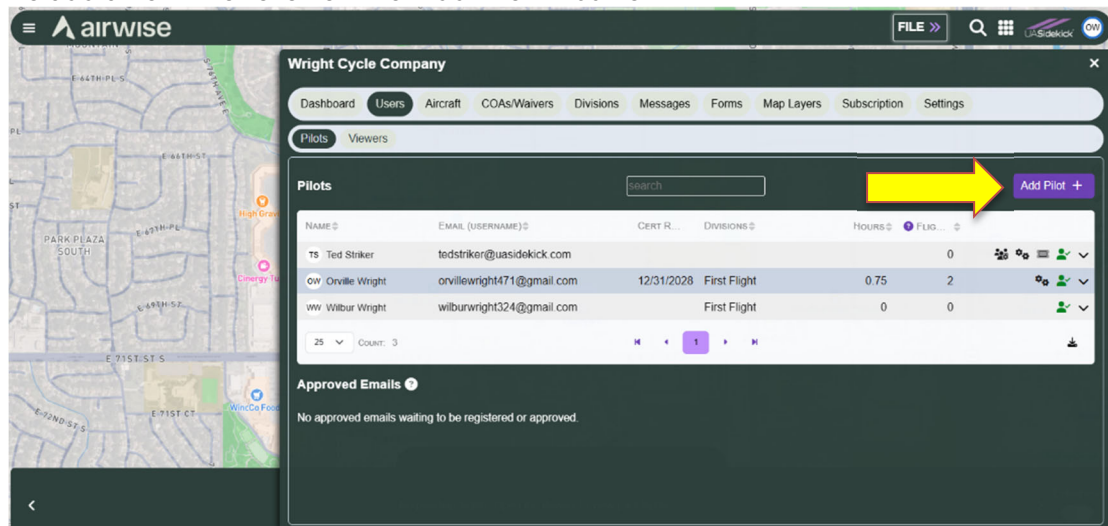
To manage the Users within your Enterprise:

Users procedures

1. The Pilots tab displays a lot of information at a glance about the Pilots in your Enterprise

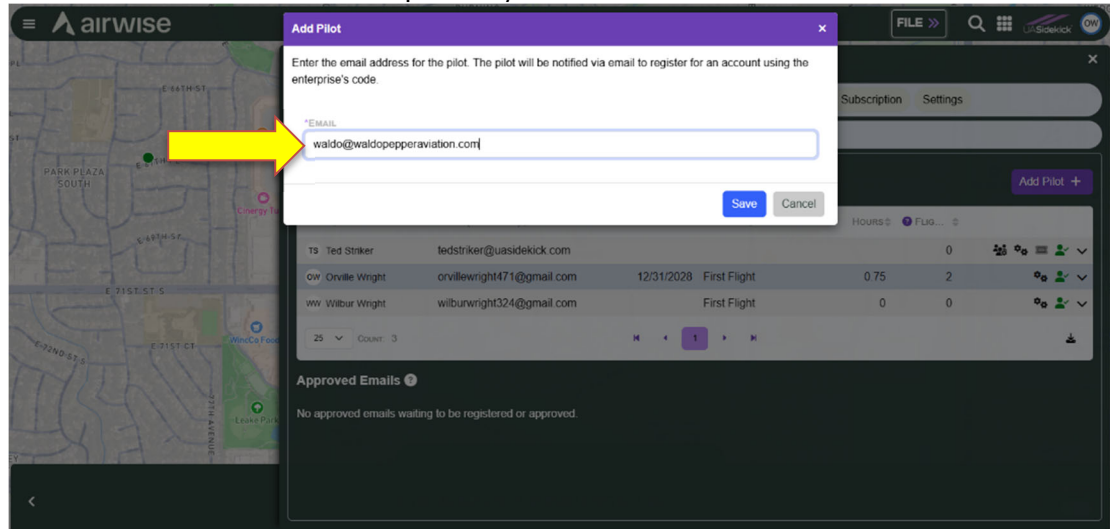


2. To add a new Pilot click on the 'Add Pilot +' button

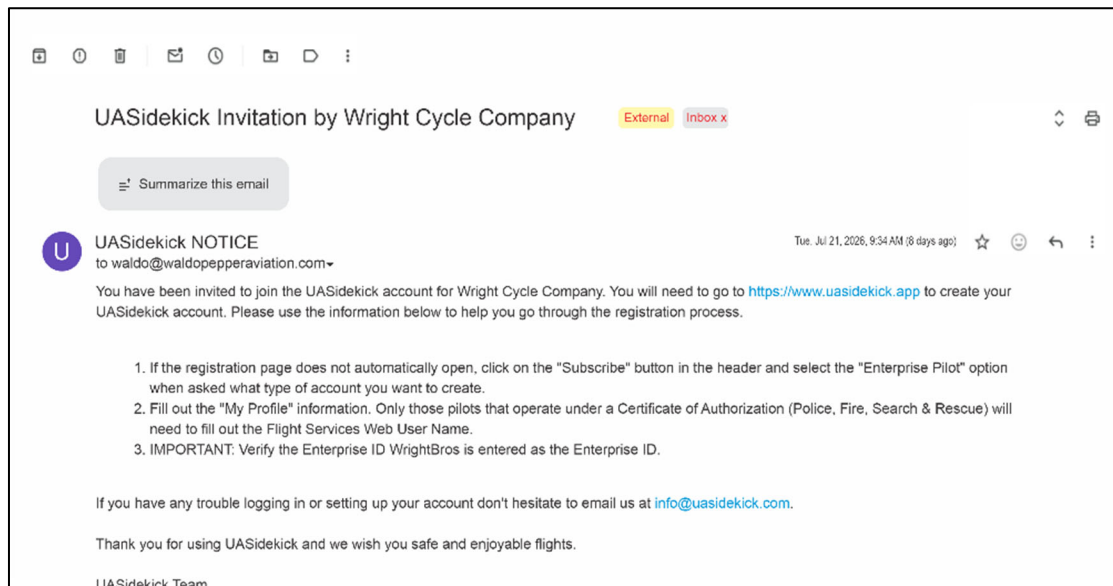


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3. Enter the email address of the person you would like to add as a Pilot

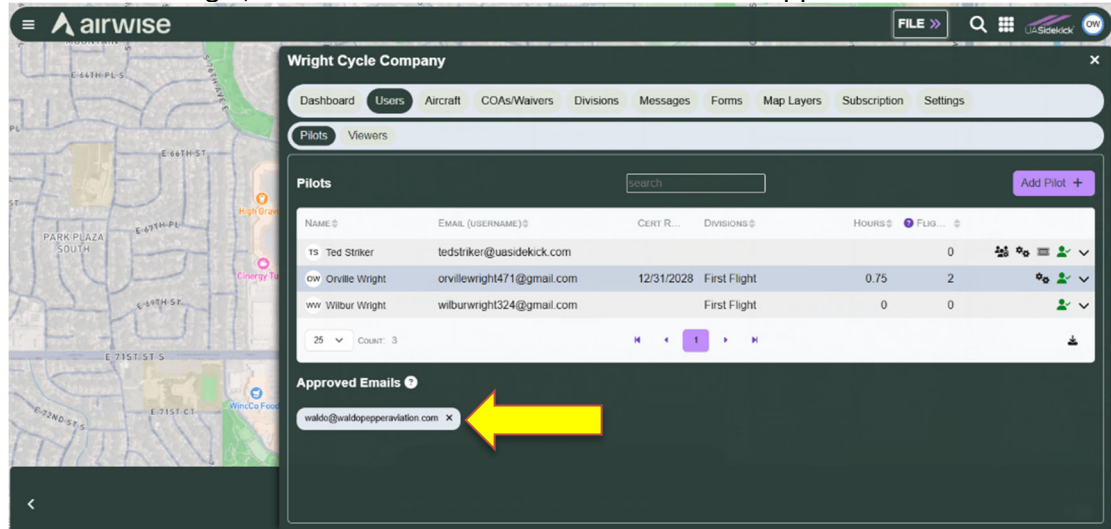


4. The system will send them an email with an invitation and a link to the AirWise Sidekick app where they will be able to enter their information and create a login.

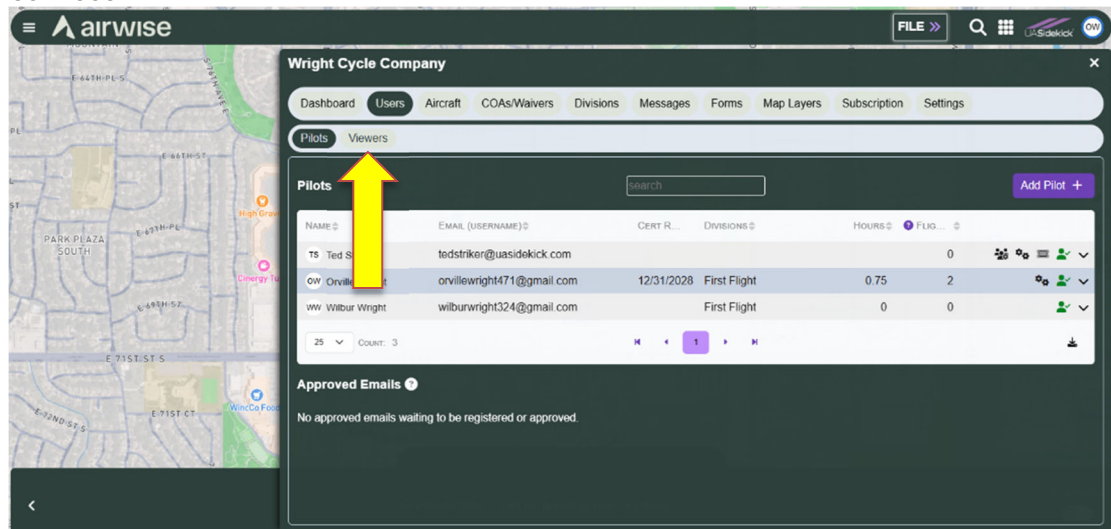


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- After an invitation has been sent and until the person accepts the invitation and creates their login, their email address will be listed in the 'Approved Emails' area.

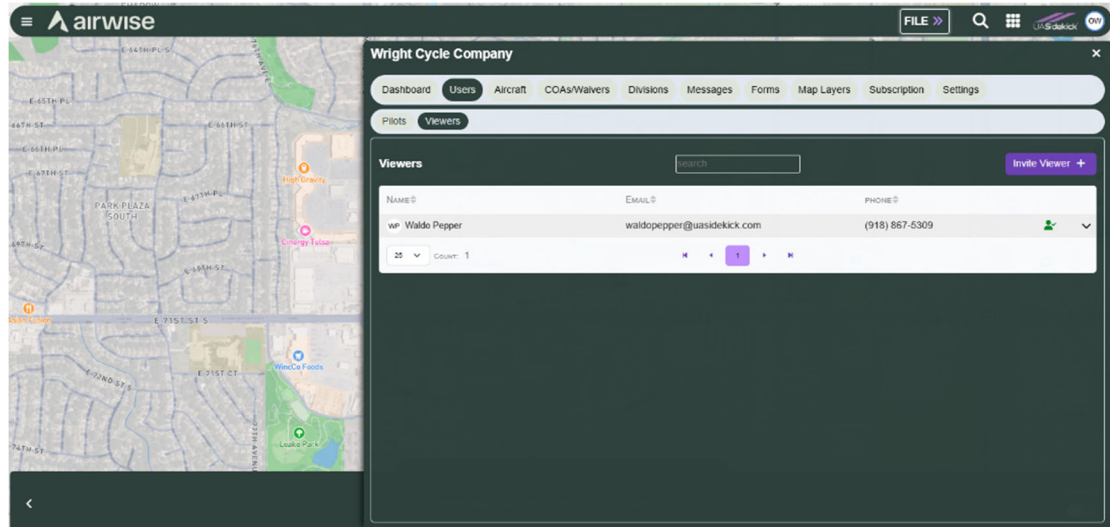


- The Viewers tab is used by Enterprises that have subscribed to AirWise Livestream services.

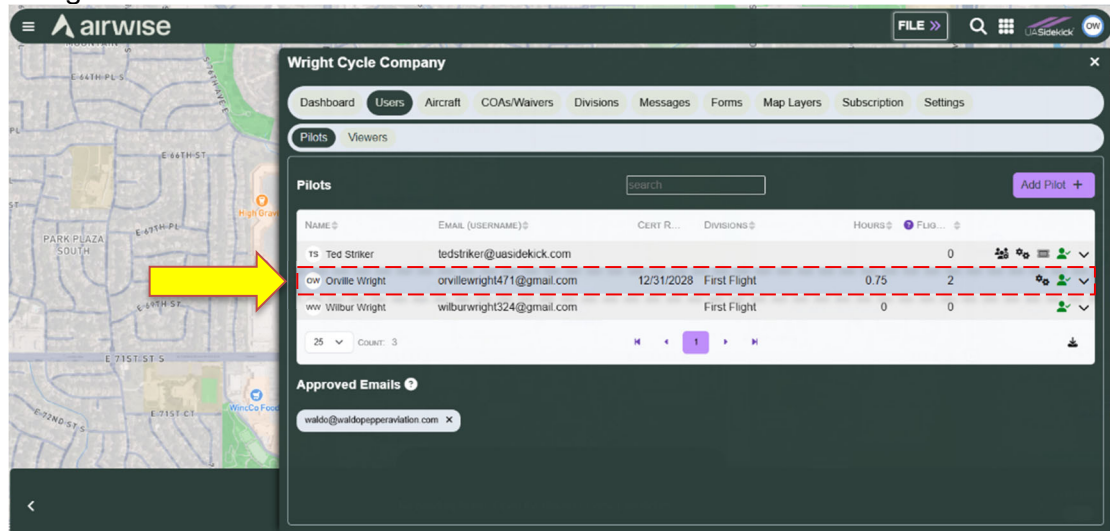


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7. Viewers are invited to view Missions and do not count against the number of seats an Enterprise purchases. An Enterprise can add as many Viewers to their account as they would like. The process of adding and managing viewers functions exactly the same as it does for Users.

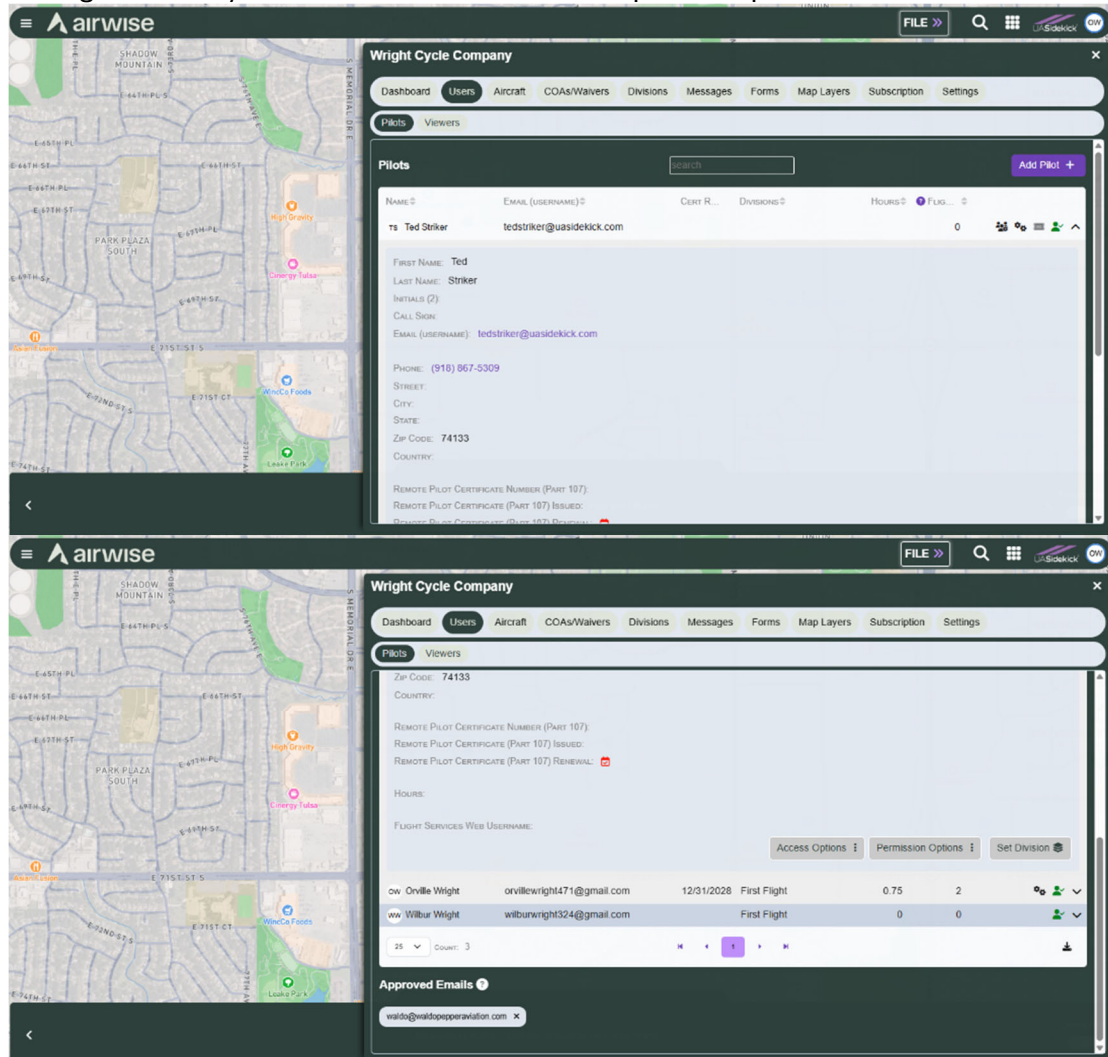


8. To see more information about any of the Users in your organization click anywhere along the colored bar associated with their name in the list of Users.



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9. Changes to the Users' personal information cannot be made from this screen. Changes can only be made from the Users' own personal profile screen.



The screenshots show the Airwise Sidekick interface for Wright Cycle Company. The top screenshot displays the 'Pilots' section, showing a list of pilots with details for Ted Striker. The bottom screenshot displays the 'Users' section, showing a list of users with details for Orville Wright and Wilbur Wright.

Wright Cycle Company

Dashboard Users Aircraft COAs/Waivers Divisions Messages Forms Map Layers Subscription Settings

Pilots

Search Add Pilot +

Name	Email (USERNAME)	Cert R...	Divisions	Hours	Flg...
Ts Ted Striker	tedstriker@uasidekick.com			0	

First Name: Ted
Last Name: Striker
Initials (2)
Call Sign:
Email (USERNAME): tedstriker@uasidekick.com
Phone: (918) 867-5309
Street:
City:
State:
Zip Code: 74133
Country:

Remote Pilot Certificate Number (PART 107):
Remote Pilot Certificate (PART 107) Issued:
Remote Pilot Certificate (PART 107) Renewal:

Users

Zip Code: 74133
Country:

Remote Pilot Certificate Number (PART 107):
Remote Pilot Certificate (PART 107) Issued:
Remote Pilot Certificate (PART 107) Renewal:

Hours:
Flight Services Web Username:

Access Options | Permission Options | Set Division

ow Orville Wright	orvillewright471@gmail.com	12/31/2028	First Flight	0.75	2
ww Wilbur Wright	wilburwright324@gmail.com		First Flight	0	0

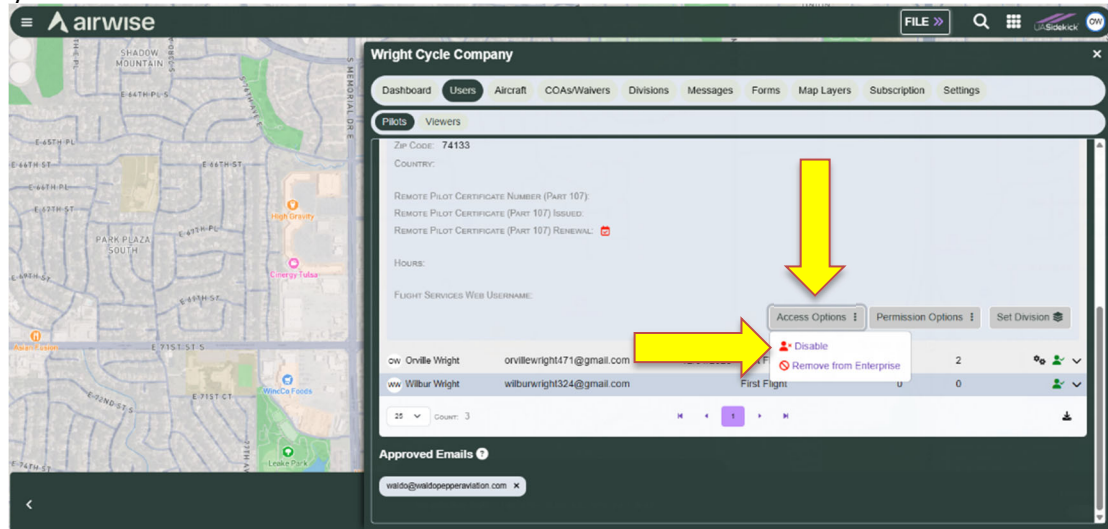
25 Count: 3

Approved Emails

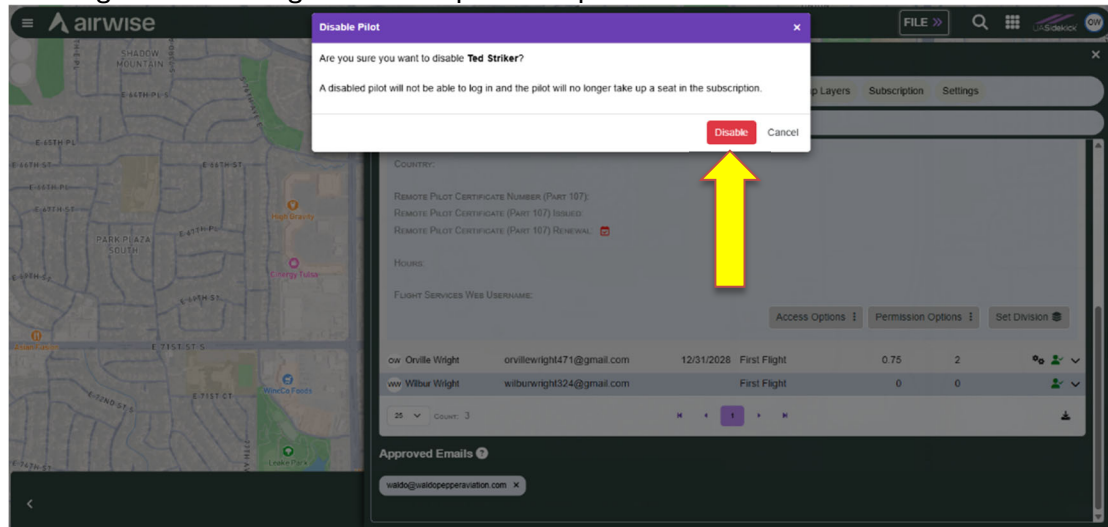
waldb@walthoperation.com

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10. Clicking on the 'Access Options' button offers two options – Disable and Remove from Enterprise. Clicking on 'Disable' will give you the option to verify that is what you want to do.

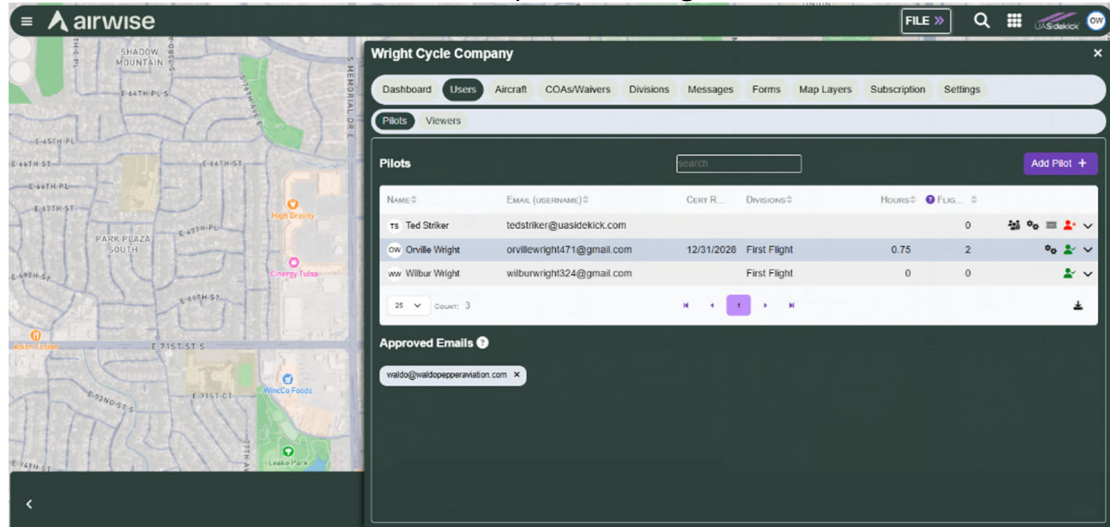


11. Clicking on 'Disable' again will complete the process.

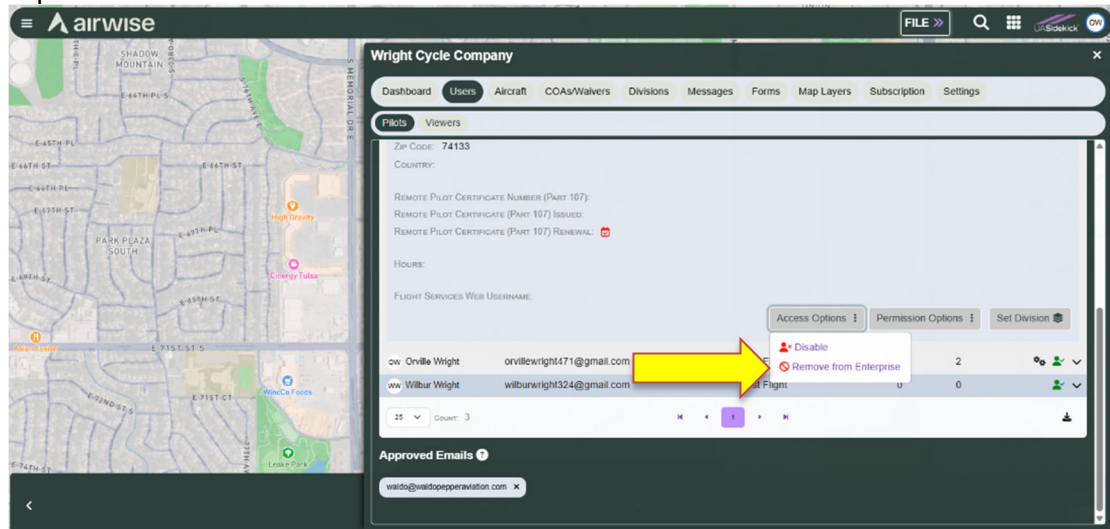


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12. After a Pilot has been Disabled, they will no longer be able to log in and the Pilot will no longer take up a seat in the subscription. If seats in the subscription are available, the disabled Pilot can be Enabled at any time and regain full access.

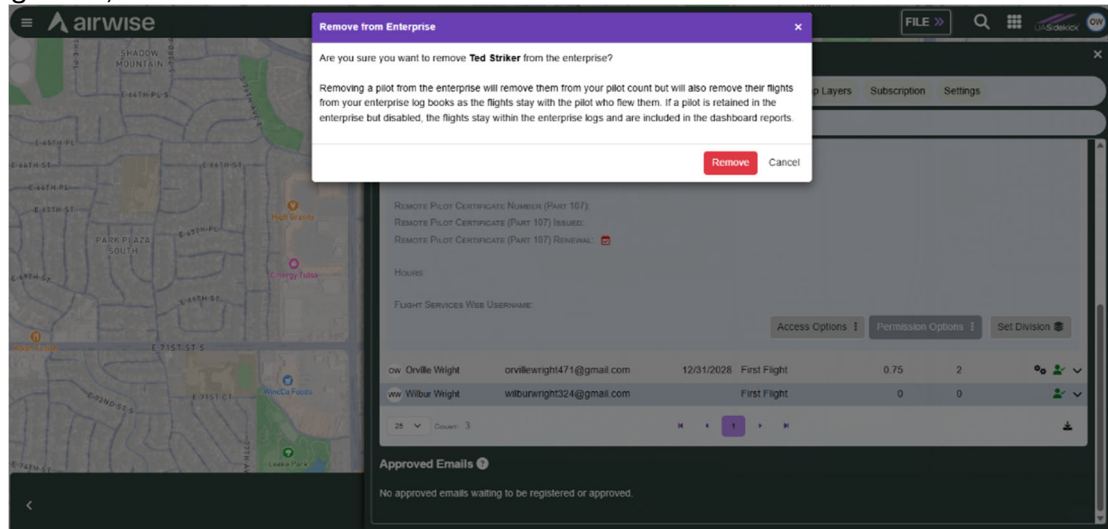


13. Clicking on 'Remove from Enterprise' is a more permanent process and has other repercussions.

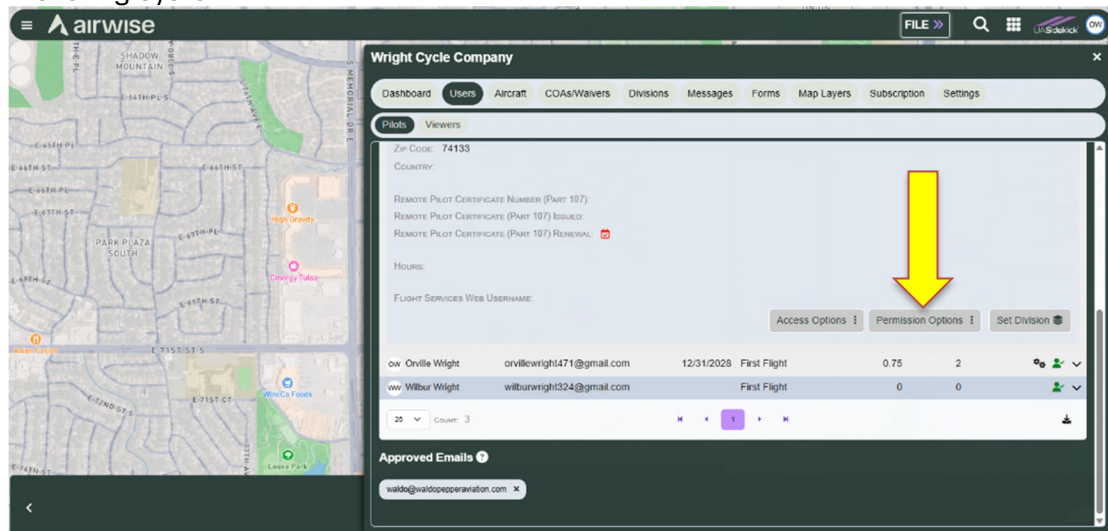


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14. Once a Pilot has been removed from the Enterprise they cannot easily be added back. All of their flight data is deleted from the Enterprise which may affect reporting. In general, it is better to Disable a Pilot than to Remove them.

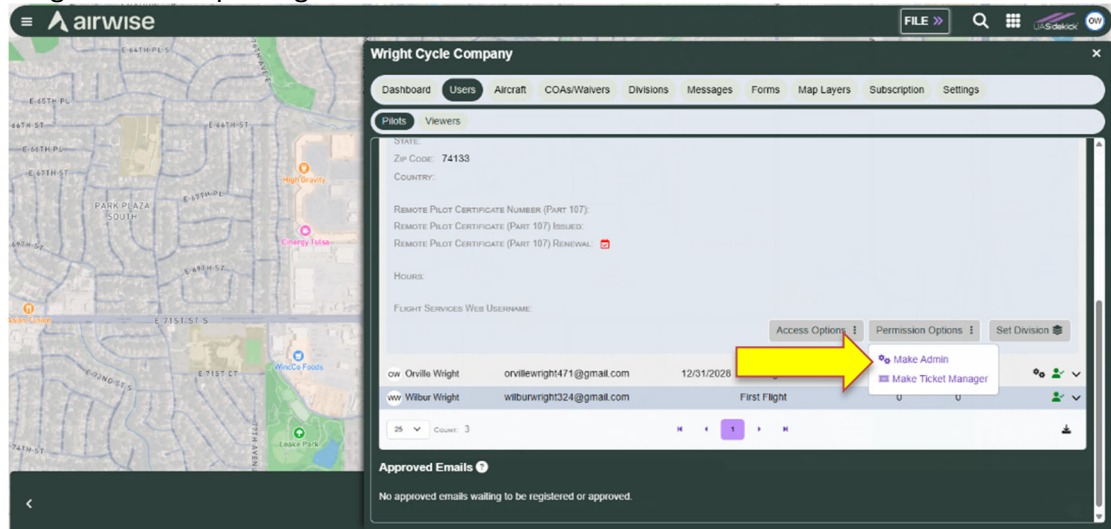


15. The 'Permission Options' button allows you to grant a user to be an Administrator for the Enterprise or a Ticket Manager if your Enterprise has subscribed to the Airwise Ticketing system.

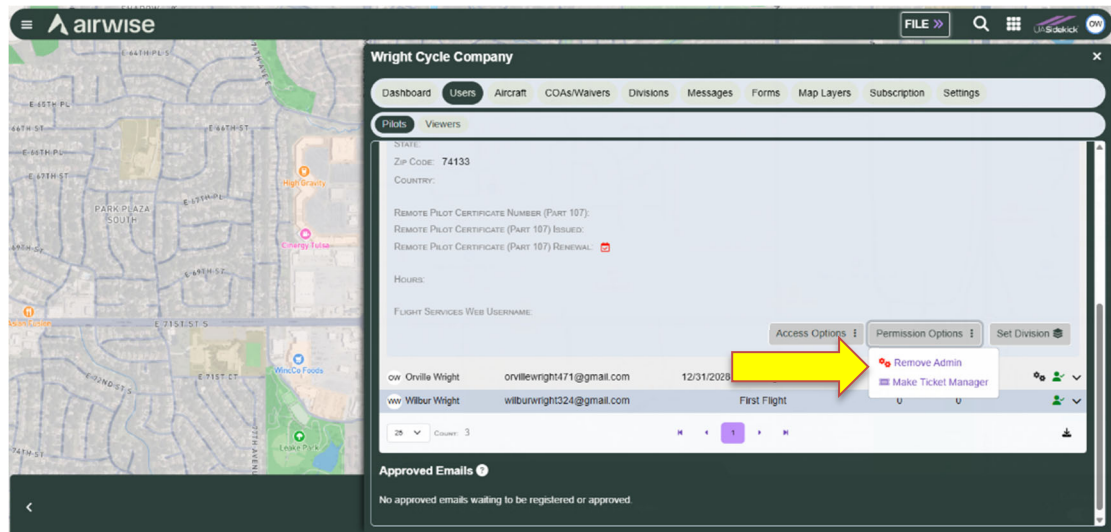


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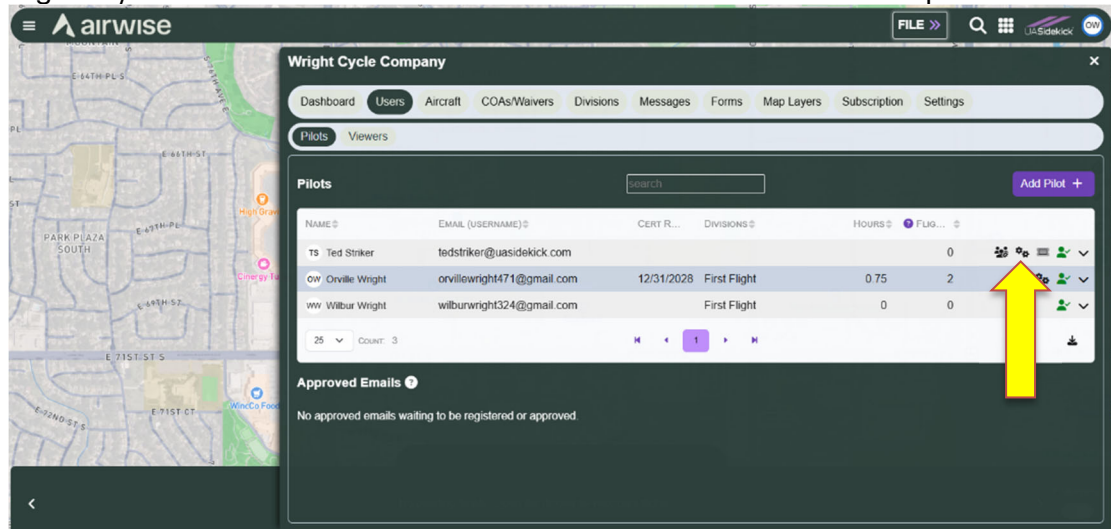
16. To grant Admin privileges click on the 'Make Admin' link



17. Admin privileges can be removed in the same way by clicking on the 'Remove Admin' link

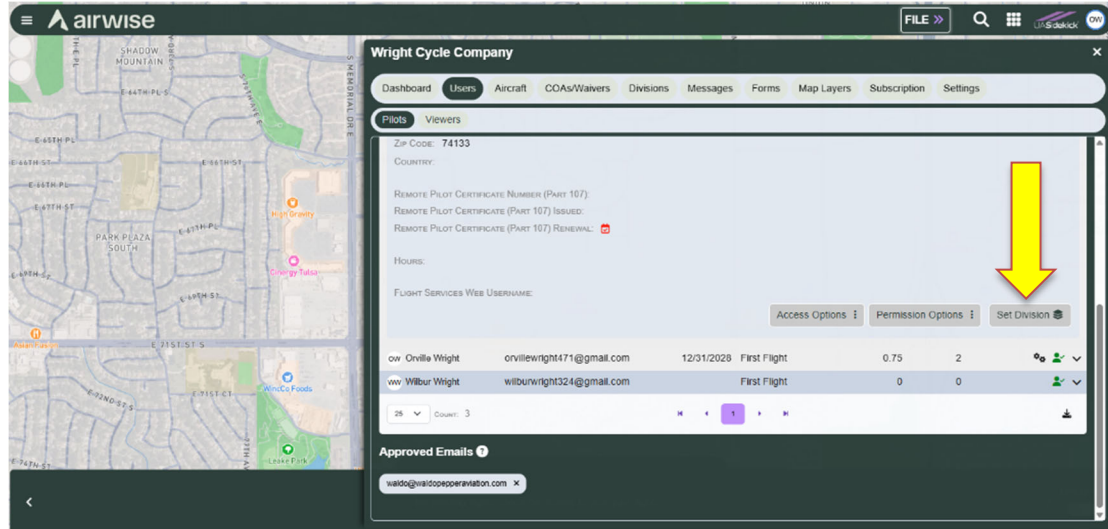


18. A gear symbol will indicate that a User is an Administrator for the Enterprise

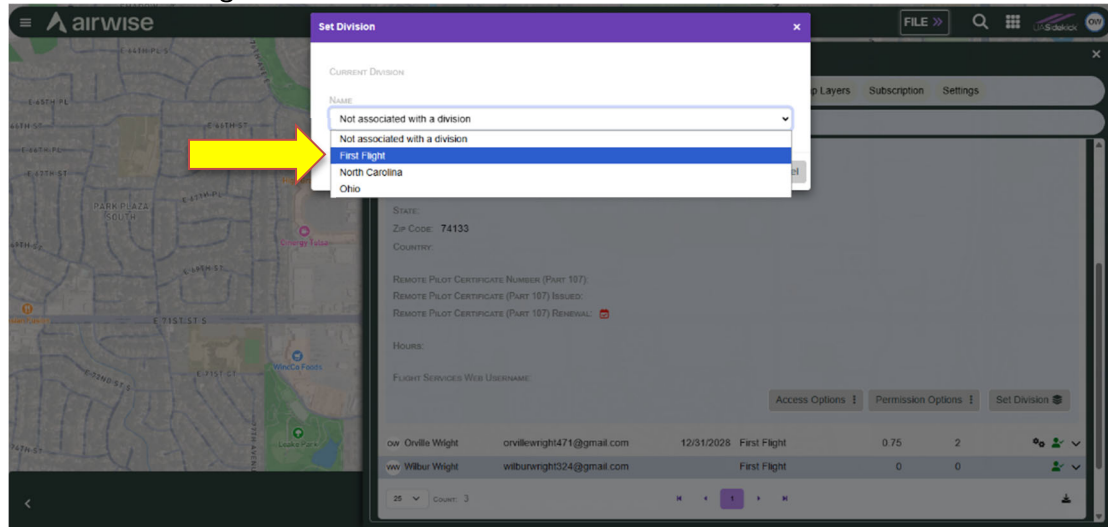


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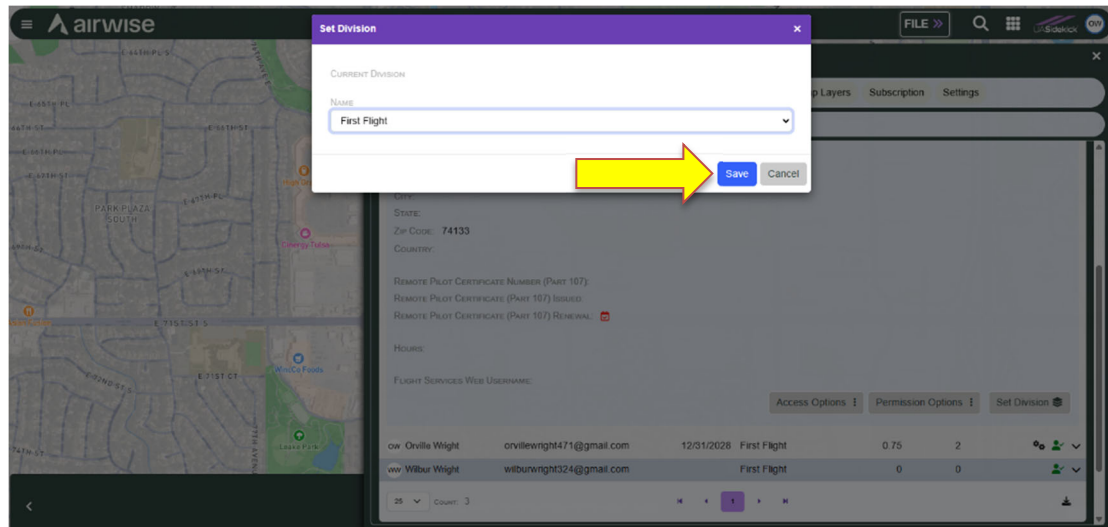
19. The 'Set Division' button can be used to add a User to a Division within an Enterprise



20. Clicking on the drop-down list of divisions will allow you to select which division the User will be assigned to.

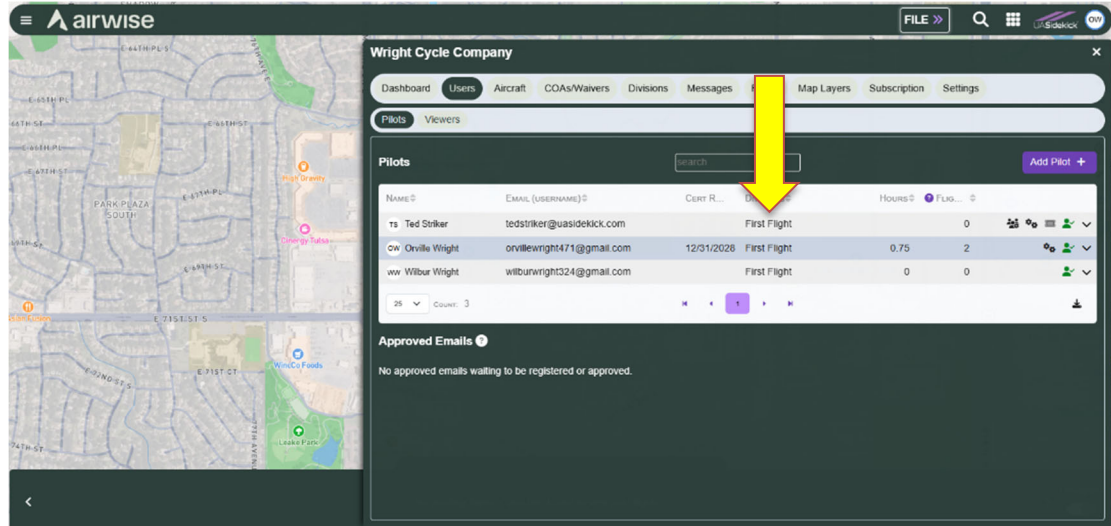


21. Click the 'Save' button after a selection has been made.



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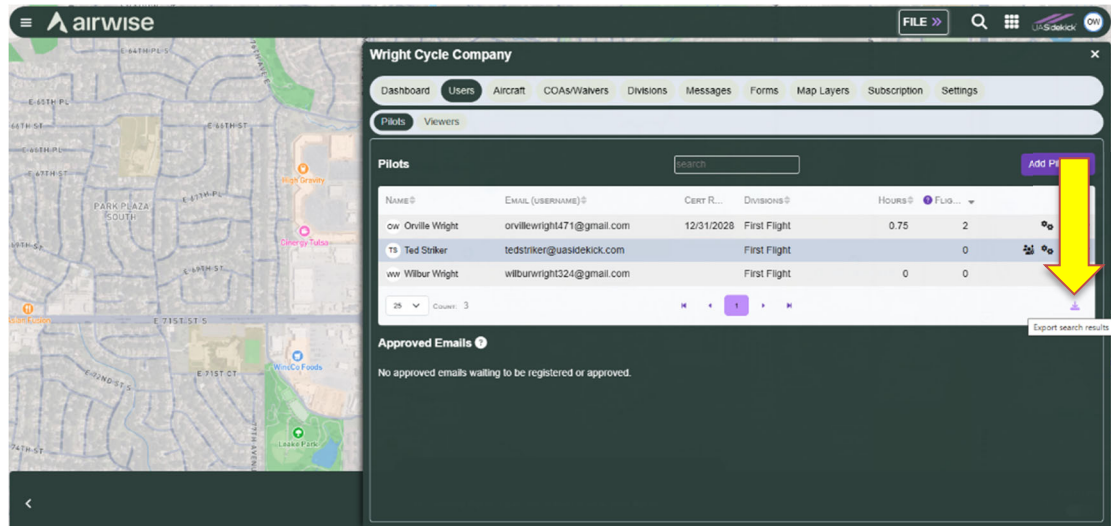
22. The newly assigned Division will be displayed in the User list.



The screenshot shows the Airwise Sidekick interface for the 'Wright Cycle Company'. The 'Users' tab is selected, displaying a list of pilots. A yellow arrow points to the 'Divisions' column header in the table.

NAME	EMAIL (USERNAME)	CERT R...	Divisions	Hours	Flts...
ts Ted Striker	tedstriker@uasidekick.com	First Flight		0	
ow Orville Wright	orvillewright471@gmail.com	12/31/2028	First Flight	0.75	2
ww Wilbur Wright	wilburwright324@gmail.com	First Flight		0	0

23. To Export a .csv file of the current Search results click on the 'Export Search Results' icon

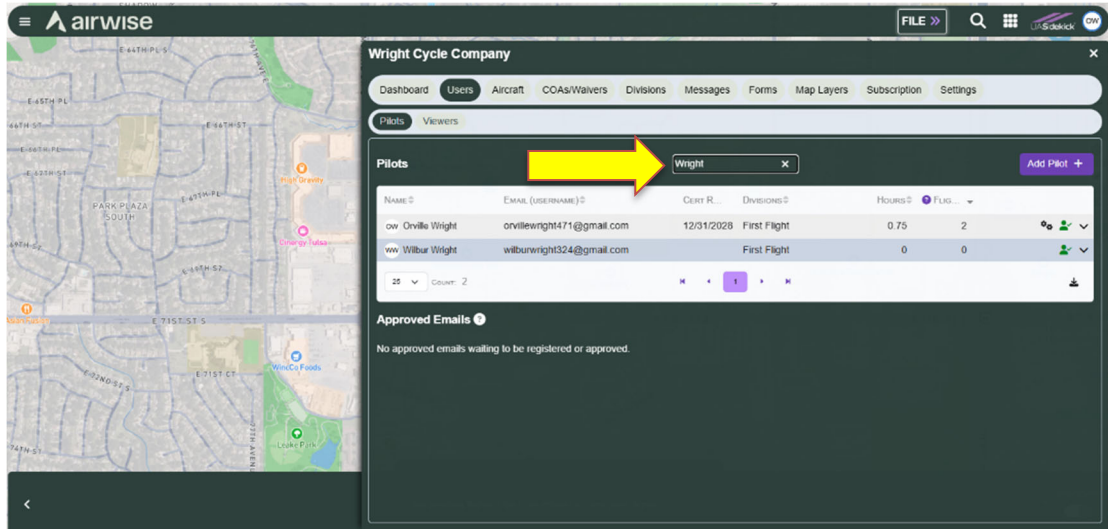


The screenshot shows the Airwise Sidekick interface for the 'Wright Cycle Company'. The 'Users' tab is selected, displaying a list of pilots. A yellow arrow points to the 'Export search results' icon in the bottom right corner of the table.

NAME	EMAIL (USERNAME)	CERT R...	Divisions	Hours	Flts...
ow Orville Wright	orvillewright471@gmail.com	12/31/2028	First Flight	0.75	2
ts Ted Striker	tedstriker@uasidekick.com	First Flight		0	
ww Wilbur Wright	wilburwright324@gmail.com	First Flight		0	0

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24. To search within the displayed list of Users, click in the Search box and type the desired Search text



The screenshot shows the Airwise Sidekick interface for the Wright Cycle Company. The left sidebar displays a map of the company's location. The main content area shows the 'Users' tab with a search bar and a list of pilots. A yellow arrow points to the search bar, which contains the text 'Wright'.

NAME	EMAIL (USERNAME)	CERT R...	DIVISIONS	HOURS	FLIGHTS	
ow Orville Wright	orvillewright471@gmail.com	12/31/2028	First Flight	0.75	2	
ww Wilbur Wright	wilburwright324@gmail.com		First Flight	0	0	

Approved Emails

No approved emails waiting to be registered or approved.

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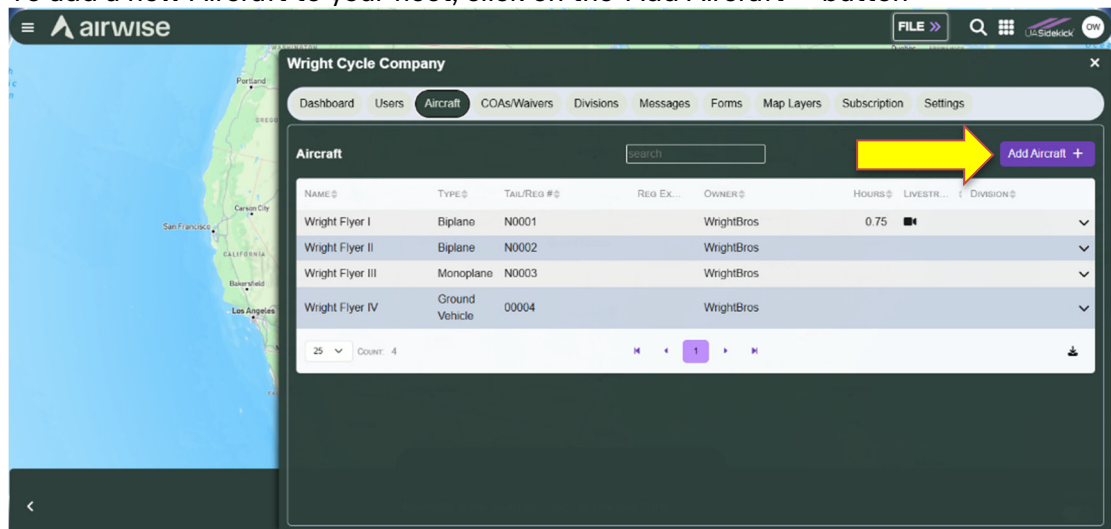


3. Aircraft

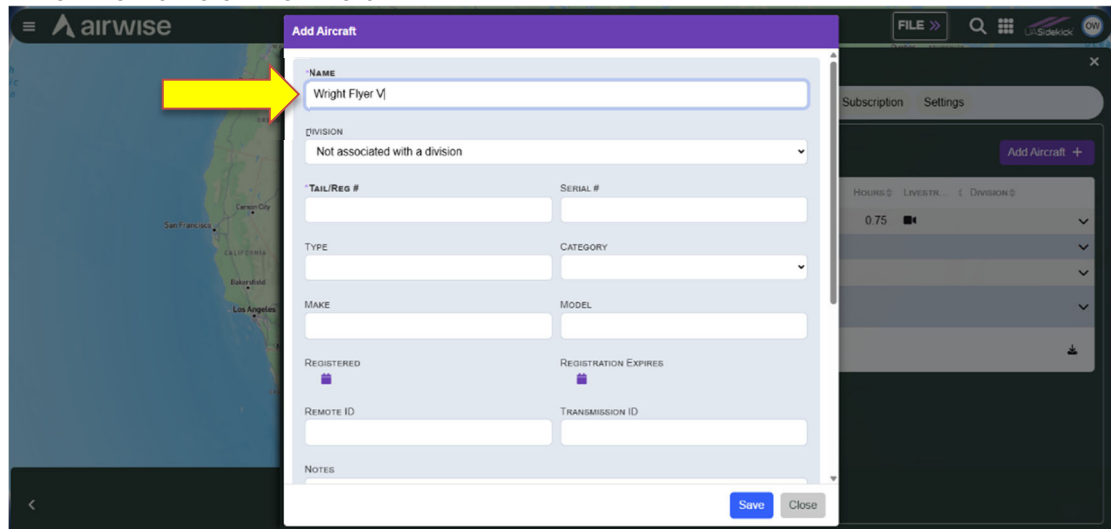
The Aircraft tab is used to manage the aircraft in your Enterprise fleet, including identification, FAA registration details, division assignments, files, Livestream availability and aircraft status.

Aircraft procedures

1. To add a new Aircraft to your fleet, click on the 'Add Aircraft +' button

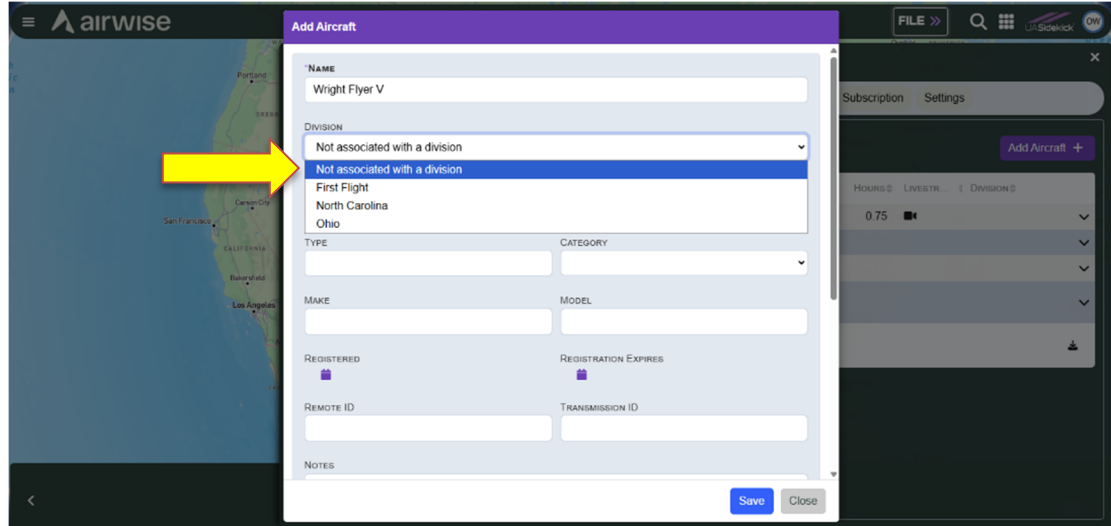


2. Enter the Name of the Aircraft



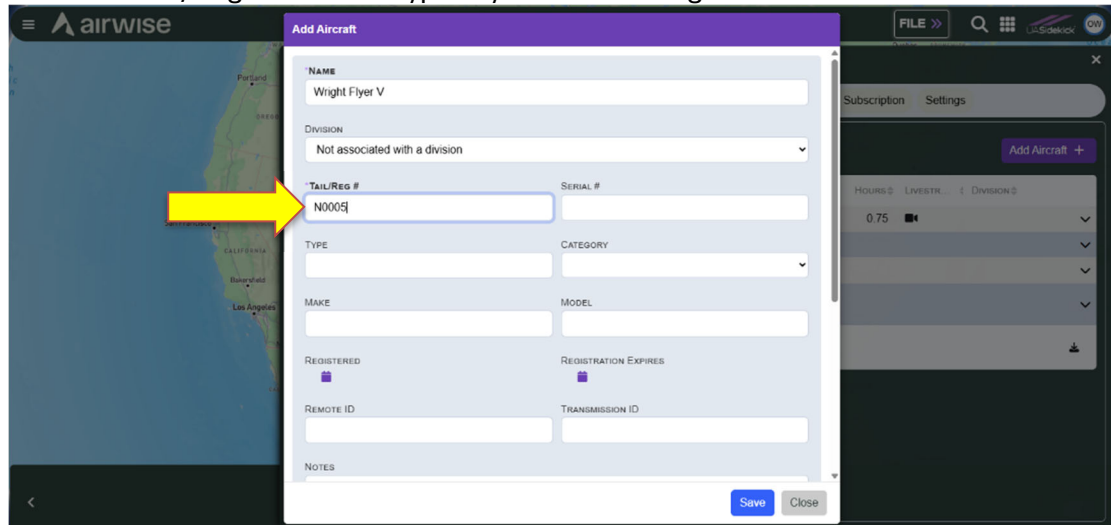
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3. If the Aircraft will be assigned to a specific Division select it from the drop down list



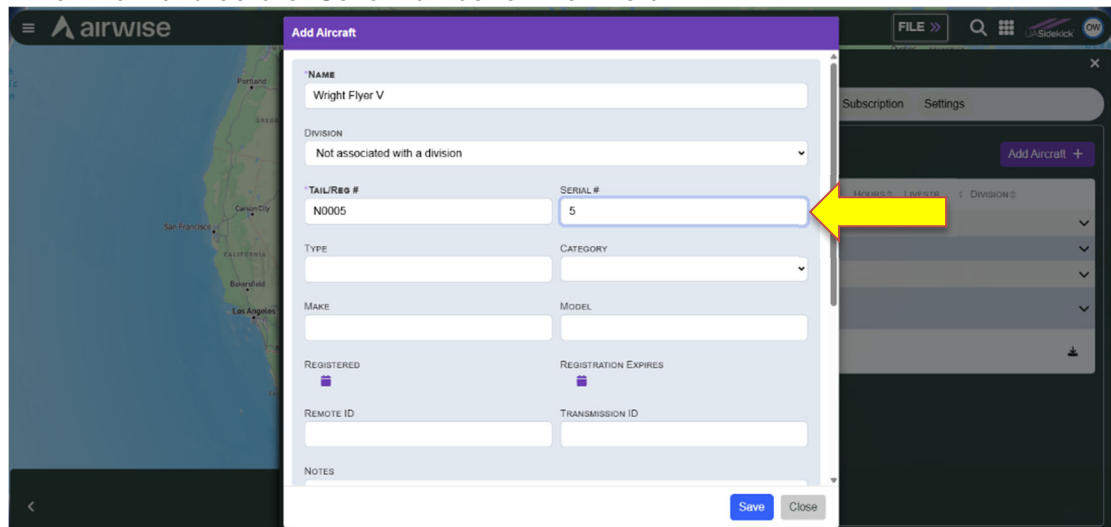
The screenshot shows the 'Add Aircraft' form in the Airwise Sidekick app. The 'NAME' field is filled with 'Wright Flyer V'. The 'DIVISION' dropdown menu is open, showing a list of options: 'Not associated with a division', 'First Flight', 'North Carolina', and 'Ohio'. A yellow arrow points to the 'DIVISION' dropdown menu.

4. Enter the Tail/Reg #. This will typically be the FAA registration number.



The screenshot shows the 'Add Aircraft' form in the Airwise Sidekick app. The 'NAME' field is filled with 'Wright Flyer V'. The 'DIVISION' dropdown menu is set to 'Not associated with a division'. The 'TAIL/Reg #' field is filled with 'N0005'. A yellow arrow points to the 'TAIL/Reg #' field.

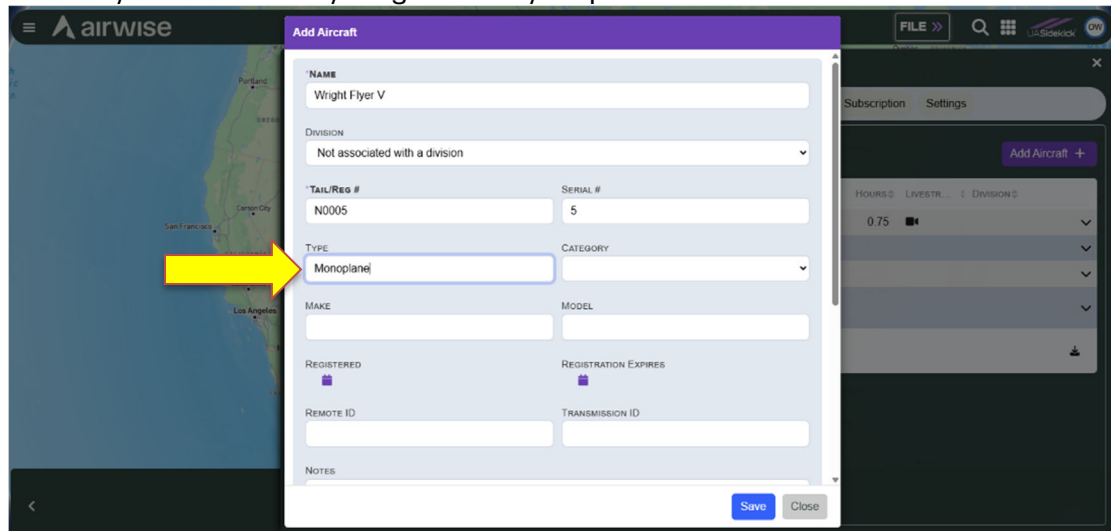
5. Enter the manufacturer Serial number of the Aircraft



The screenshot shows the 'Add Aircraft' form in the Airwise Sidekick app. The 'NAME' field is filled with 'Wright Flyer V'. The 'DIVISION' dropdown menu is set to 'Not associated with a division'. The 'TAIL/Reg #' field is filled with 'N0005'. The 'SERIAL #' field is filled with '5'. A yellow arrow points to the 'SERIAL #' field.

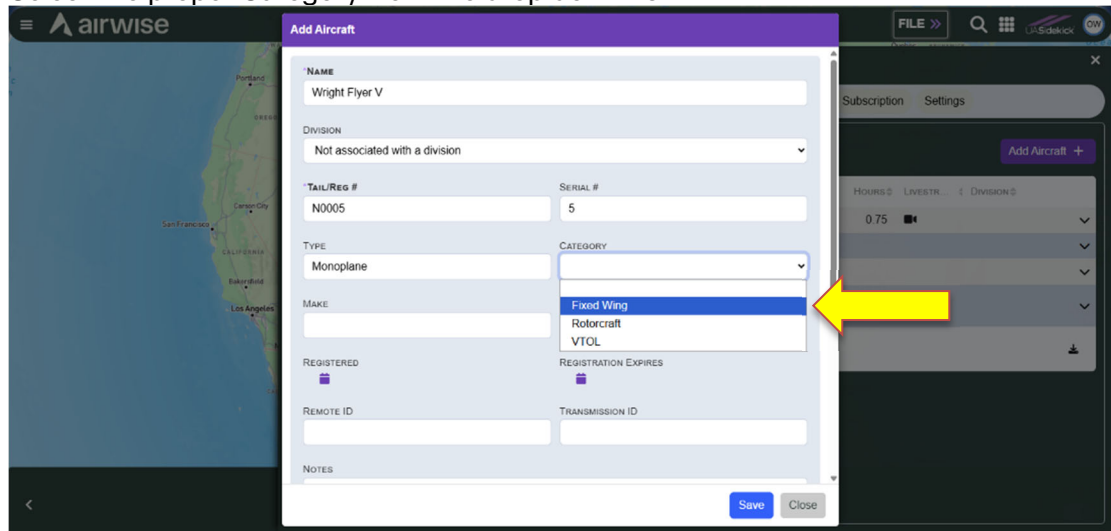
ENTERPRISE ADMINISTRATOR GUIDE

6. Enter the Type of Aircraft. Most often this will be Quadcopter but this is a free form field so you can enter anything that fits your particular Aircraft.



The screenshot shows the 'Add Aircraft' form in the Airwise Sidekick app. The form is open over a map of California. The 'TYPE' field is highlighted with a yellow arrow and contains the text 'Monoplane'. Other fields include 'NAME' (Wright Flyer V), 'DIVISION' (Not associated with a division), 'TAIL/Reg #' (N0005), 'SERIAL #' (5), 'MAKE', 'MODEL', 'REGISTERED', 'REGISTRATION EXPIRES', 'REMOTE ID', 'TRANSMISSION ID', and 'NOTES'. The 'Save' and 'Close' buttons are at the bottom right.

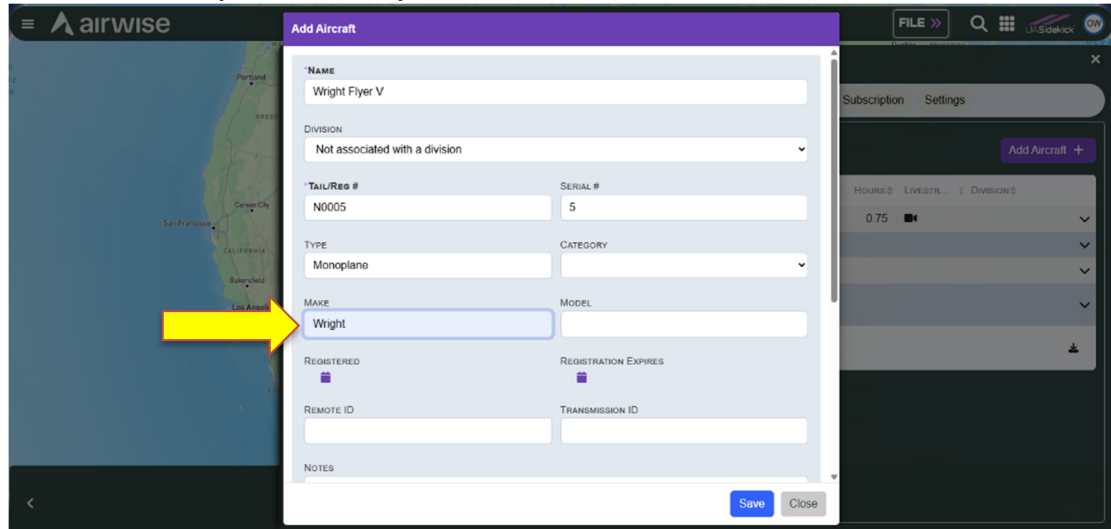
7. Select the proper Category from the drop down list.



The screenshot shows the 'Add Aircraft' form in the Airwise Sidekick app. The 'CATEGORY' dropdown menu is open, showing three options: 'Fixed Wing', 'Rotorcraft', and 'VTOL'. A yellow arrow points to the 'Fixed Wing' option. The 'TYPE' field still contains 'Monoplane'. Other fields and buttons are the same as in the previous screenshot.

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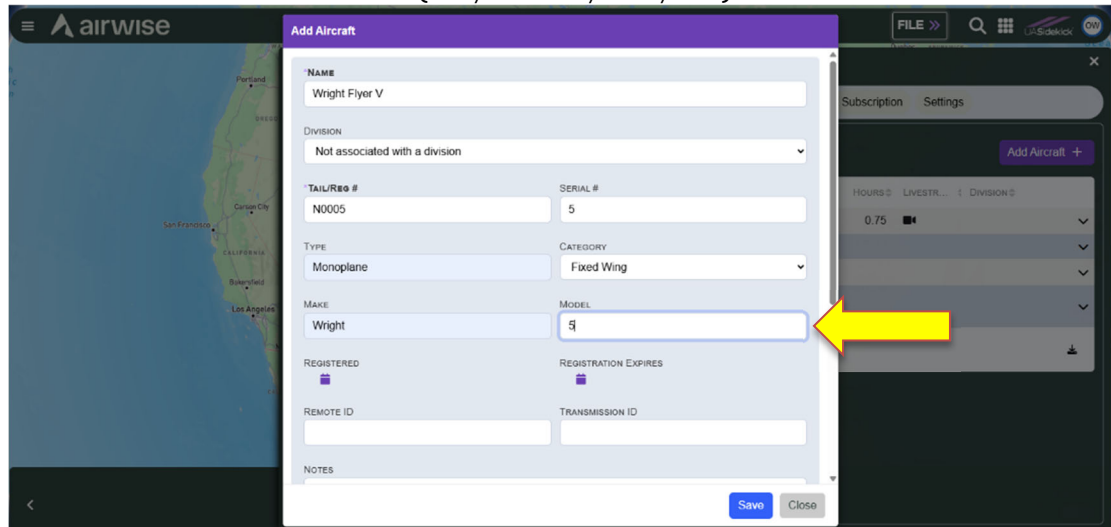
8. Enter the Make (manufacturer) of the Aircraft.



The screenshot shows the 'Add Aircraft' form with the following fields:

- NAME: Wright Flyer V
- DIVISION: Not associated with a division
- TAIL/REG #: N0005
- SERIAL #: 5
- TYPE: Monoplane
- CATEGORY: (dropdown)
- MAKE: Wright (highlighted with a yellow arrow)
- MODEL: (empty)
- REGISTERED: (checkbox)
- REGISTRATION EXPIRES: (checkbox)
- REMOTE ID: (empty)
- TRANSMISSION ID: (empty)
- NOTES: (empty)

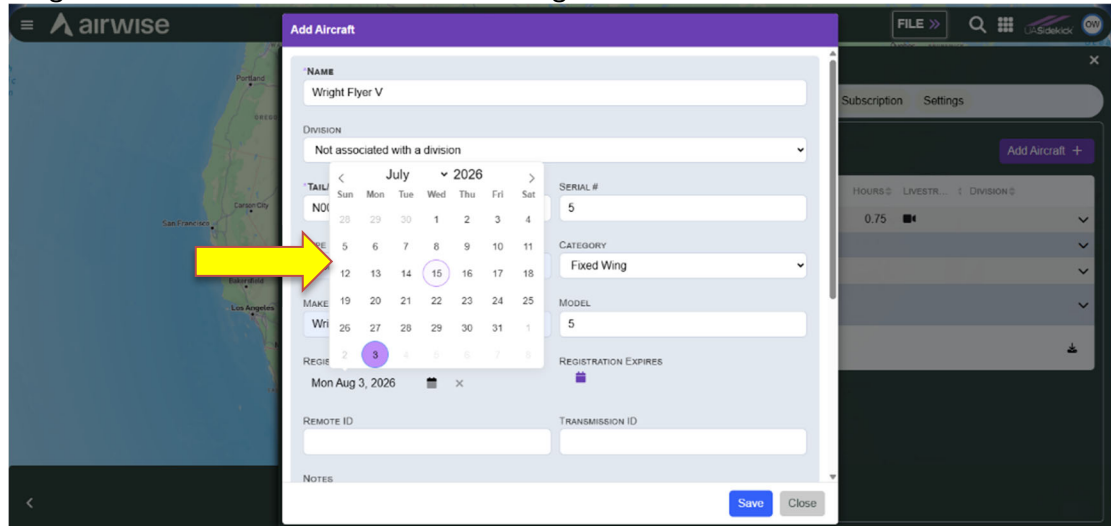
9. Enter the Model of the Aircraft. (X10, Mavic 3, M4T, etc.)



The screenshot shows the 'Add Aircraft' form with the following fields:

- NAME: Wright Flyer V
- DIVISION: Not associated with a division
- TAIL/REG #: N0005
- SERIAL #: 5
- TYPE: Monoplane
- CATEGORY: Fixed Wing
- MAKE: Wright
- MODEL: 5 (highlighted with a yellow arrow)
- REGISTERED: (checkbox)
- REGISTRATION EXPIRES: (checkbox)
- REMOTE ID: (empty)
- TRANSMISSION ID: (empty)
- NOTES: (empty)

10. 'Registered' is the date the Aircraft was registered with the FAA

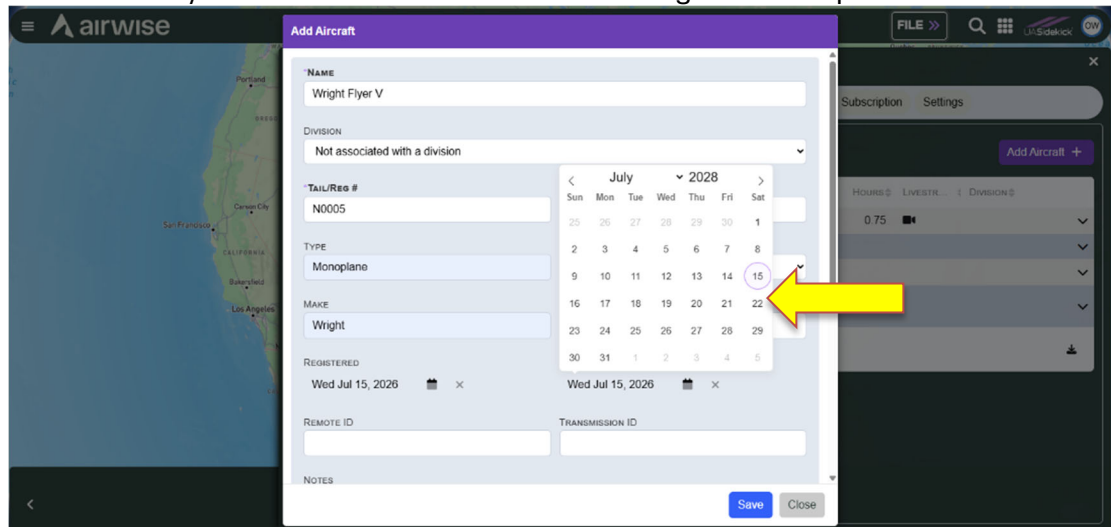


The screenshot shows the 'Add Aircraft' form with the following fields:

- NAME: Wright Flyer V
- DIVISION: Not associated with a division
- TAIL/REG #: N0005
- SERIAL #: 5
- TYPE: Monoplane
- CATEGORY: Fixed Wing
- MAKE: Wri
- MODEL: 5
- REGISTERED: Mon Aug 3, 2026 (highlighted with a yellow arrow)
- REGISTRATION EXPIRES: (checkbox)
- REMOTE ID: (empty)
- TRANSMISSION ID: (empty)
- NOTES: (empty)

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11. 'Registration Expires' is the date the FAA registration expires. Administrators will receive 30 days advance notice ahead of Aircraft registration expiration.



Add Aircraft

NAME: Wright Flyer V

DIVISION: Not associated with a division

TAIL/Reg #: N0005

TYPE: Monoplane

MAKE: Wright

REGISTERED: Wed Jul 15, 2026

REGISTRATION EXPIRES: Wed Jul 15, 2026

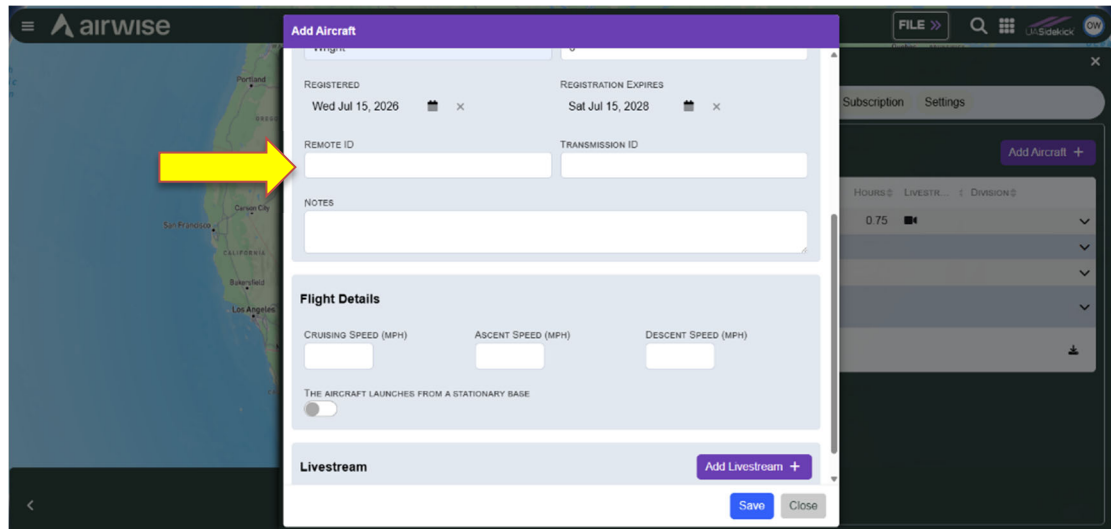
REMOTE ID:

TRANSMISSION ID:

NOTES:

Save Close

12. The next 2 fields, Remote ID and Transmission ID are not currently being used and do not need to be filled out.



Add Aircraft

REGISTERED: Wed Jul 15, 2026

REGISTRATION EXPIRES: Sat Jul 15, 2028

REMOTE ID:

TRANSMISSION ID:

NOTES:

Flight Details

CRUISING SPEED (MPH):

ASCENT SPEED (MPH):

DESCENT SPEED (MPH):

THE AIRCRAFT LAUNCHES FROM A STATIONARY BASE: ☐

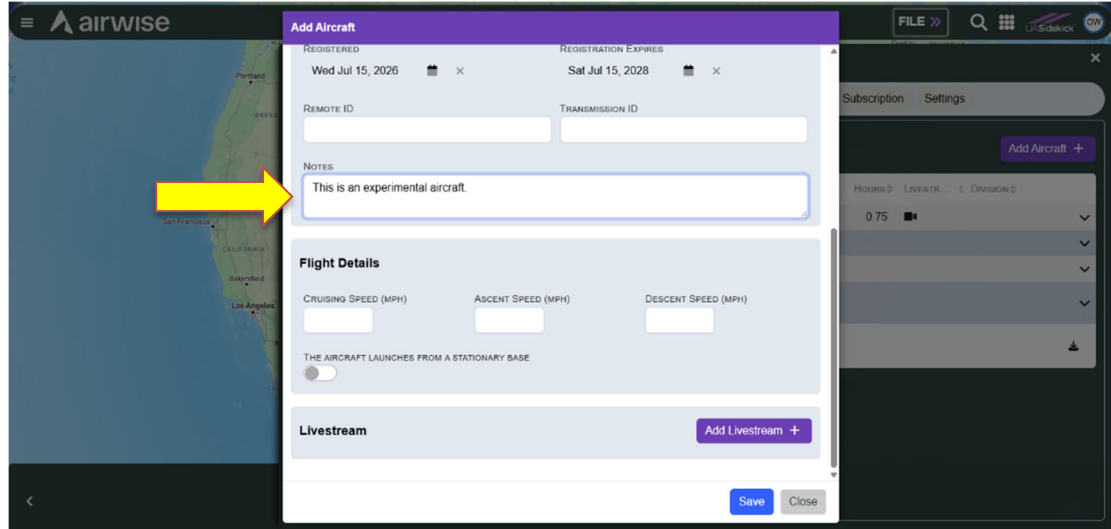
Livestream

Add Livestream +

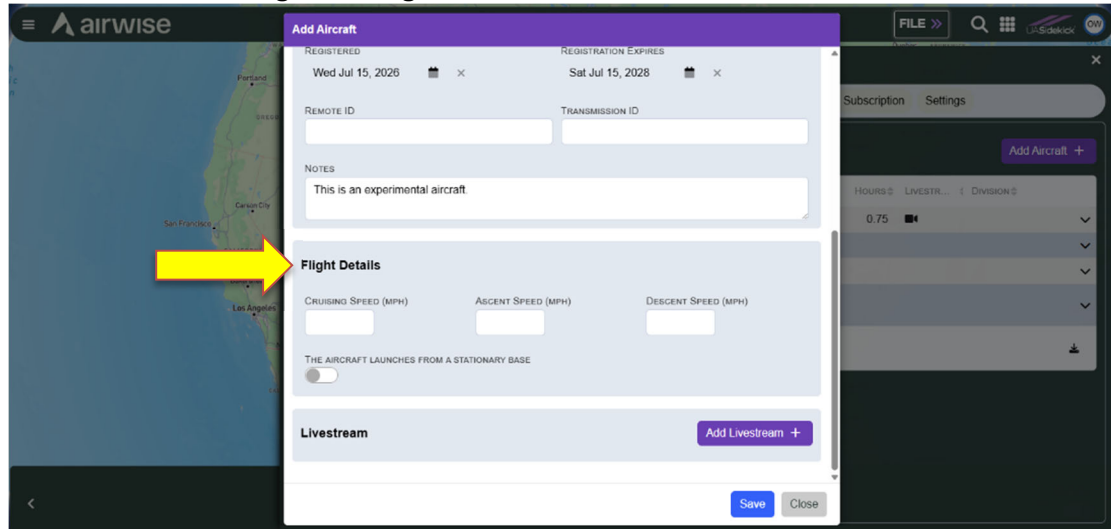
Save Close

ENTERPRISE ADMINISTRATOR GUIDE

13. Enter any special Notes regarding this Aircraft.

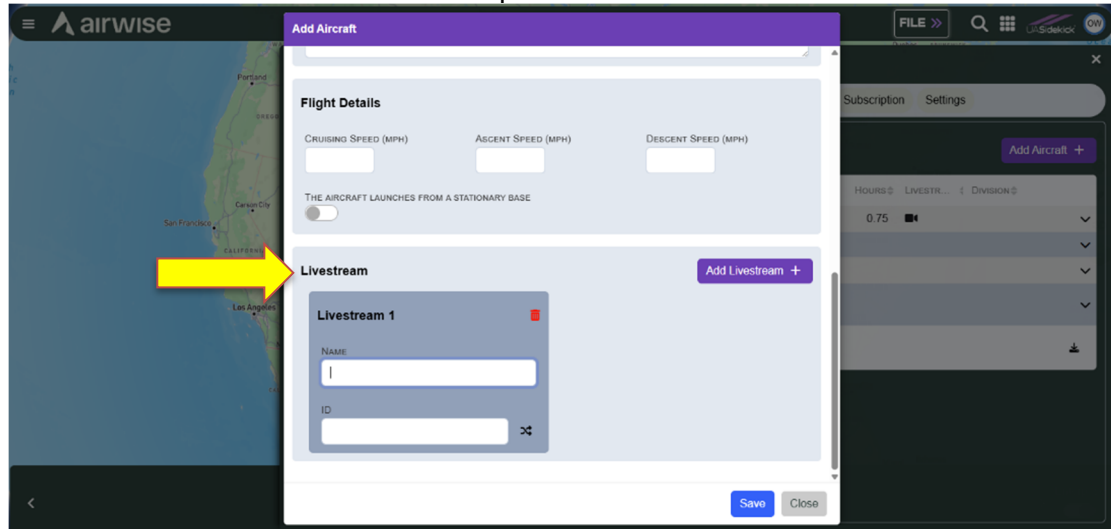


14. Flight Details are not currently being used. This information will be used when the new FAA Part 108 regulations go into effect.



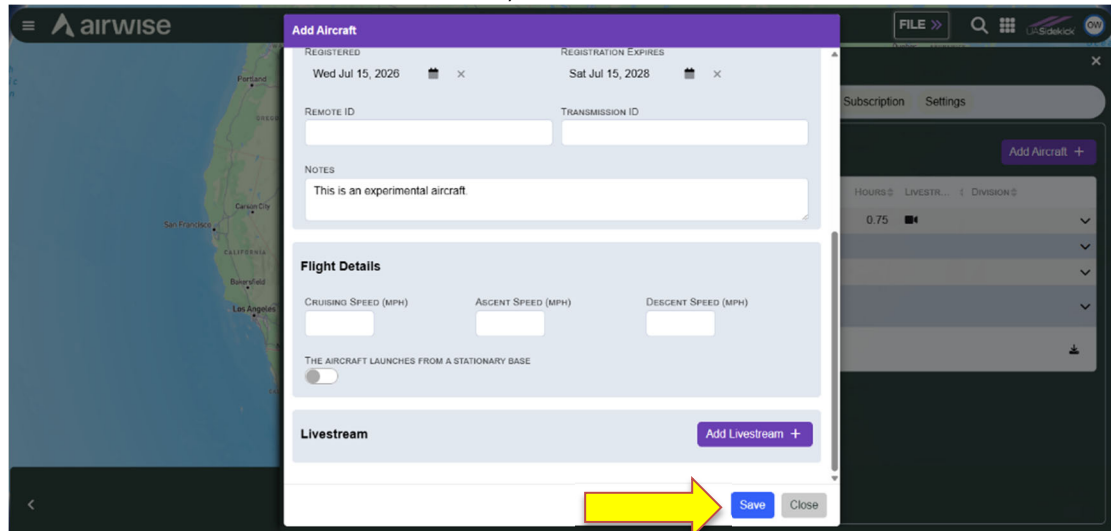
ENTERPRISE ADMINISTRATOR GUIDE

15. Livestream is a feature that is available by subscription to AirWise Enterprise customers. It delivers resilient, low-latency video streaming that allows remote viewers and field teams see what the pilot sees in real time.



The screenshot shows the 'Add Aircraft' form in the AirWise Sidekick application. The form is divided into several sections: 'Flight Details' with input fields for 'CRUISING SPEED (MPH)', 'ASCENT SPEED (MPH)', and 'DESCENT SPEED (MPH)', and a toggle for 'THE AIRCRAFT LAUNCHES FROM A STATIONARY BASE'. Below this is the 'Livestream' section, which contains a 'Name' input field, an 'ID' input field, and an 'Add Livestream +' button. A yellow arrow points to the 'Livestream' section. The background shows a map of the United States and a sidebar with 'Subscription' and 'Settings' options.

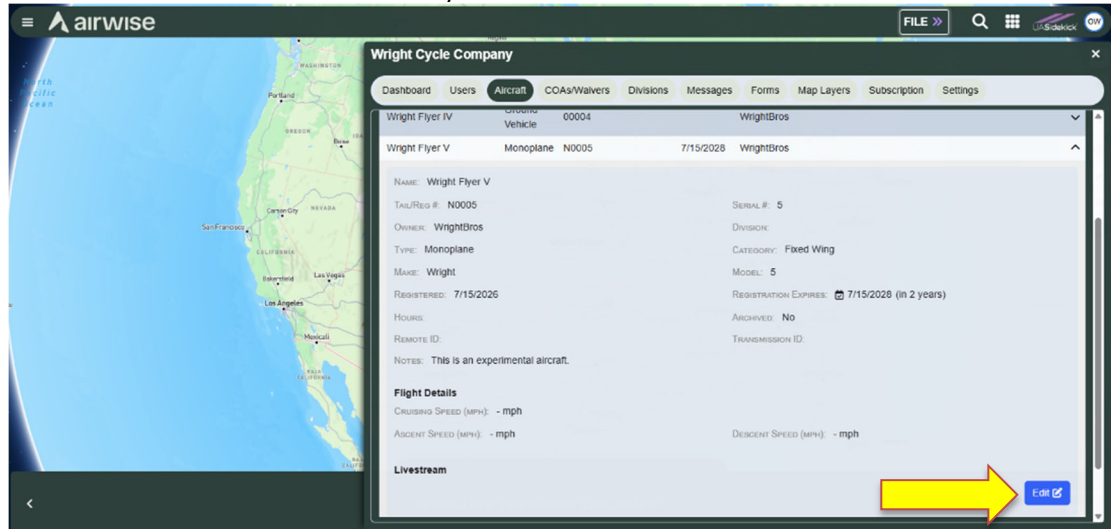
16. When all information has been entered, click on the 'Save' button.



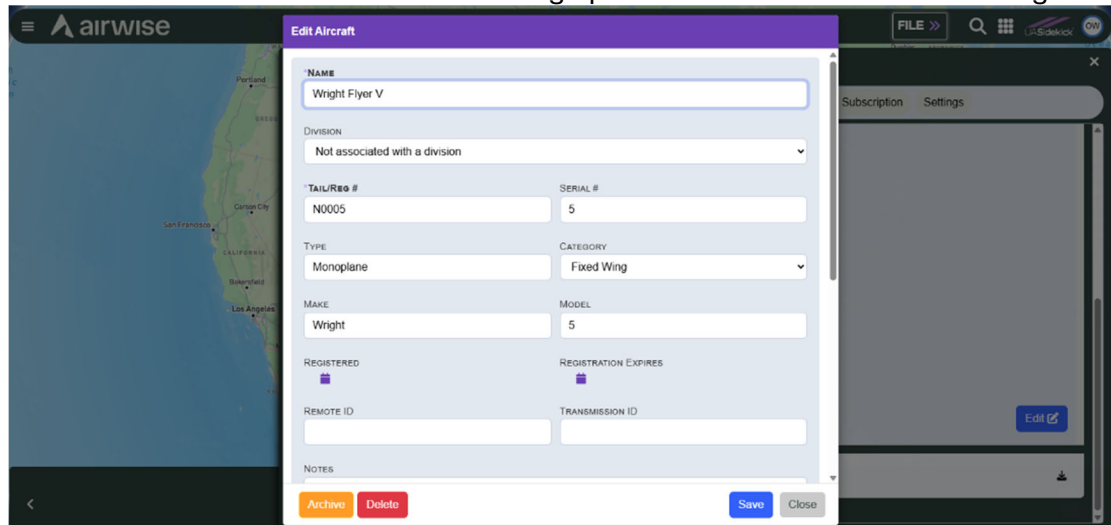
The screenshot shows the 'Add Aircraft' form with additional information entered. The 'REGISTERED' date is 'Wed Jul 15, 2026' and the 'REGISTRATION EXPIRES' date is 'Sat Jul 15, 2028'. The 'REMOTE ID' and 'TRANSMISSION ID' fields are empty. The 'NOTES' section contains the text 'This is an experimental aircraft'. The 'Flight Details' section is visible below. A yellow arrow points to the 'Save' button at the bottom right of the form. The background shows the same map and sidebar as the previous screenshot.

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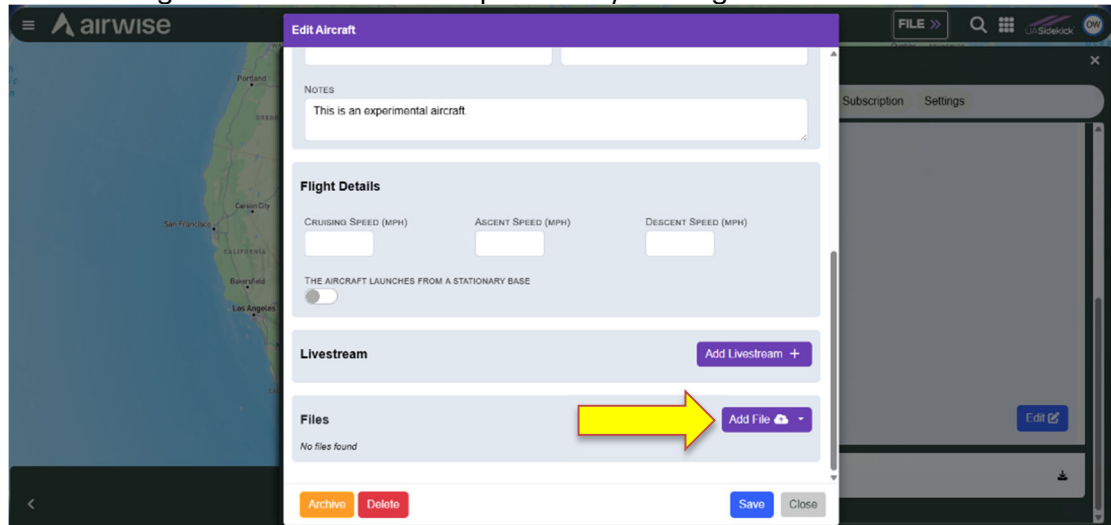
17. To edit an Aircraft that has already been entered click on the 'Edit' button



18. All of the information entered when setting up the Aircraft is visible when editing

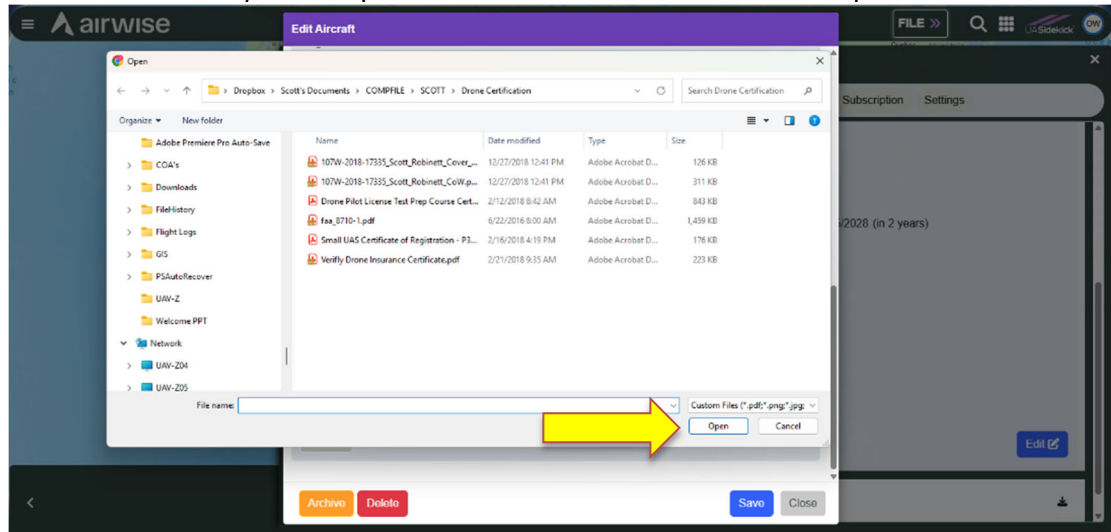


19. Files relating to the Aircraft can be uploaded by clicking on the 'Add File' button

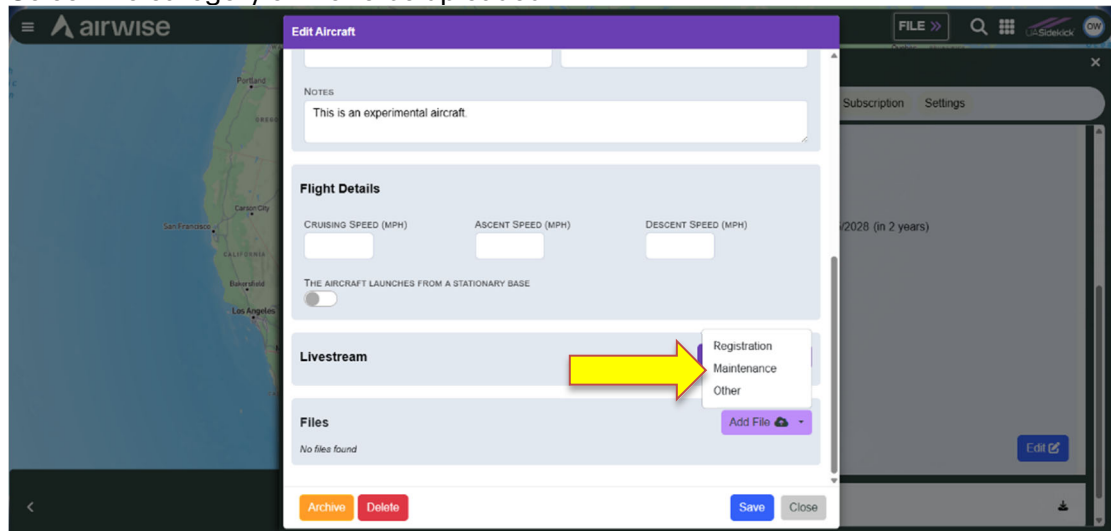


ENTERPRISE ADMINISTRATOR GUIDE

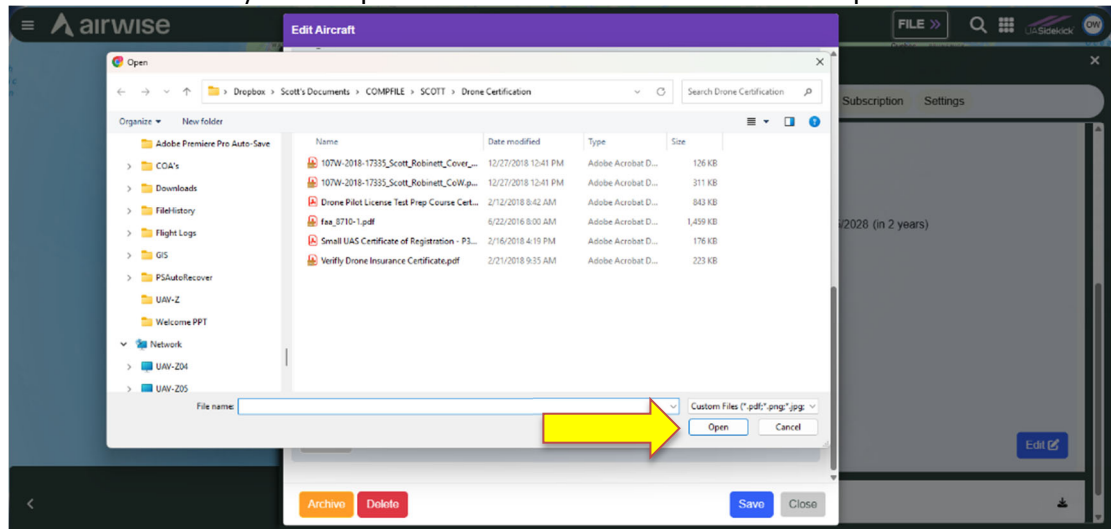
20. Locate the file on your computer or mobile device then click on 'Open'



21. Select the category of file to be uploaded.

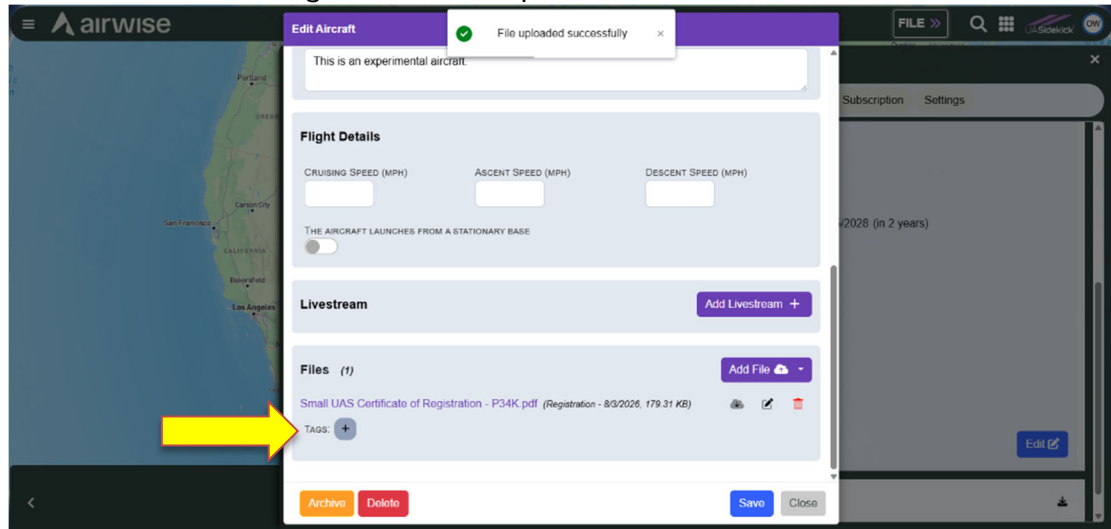


22. Locate the file on your computer or mobile device then click on 'Open'

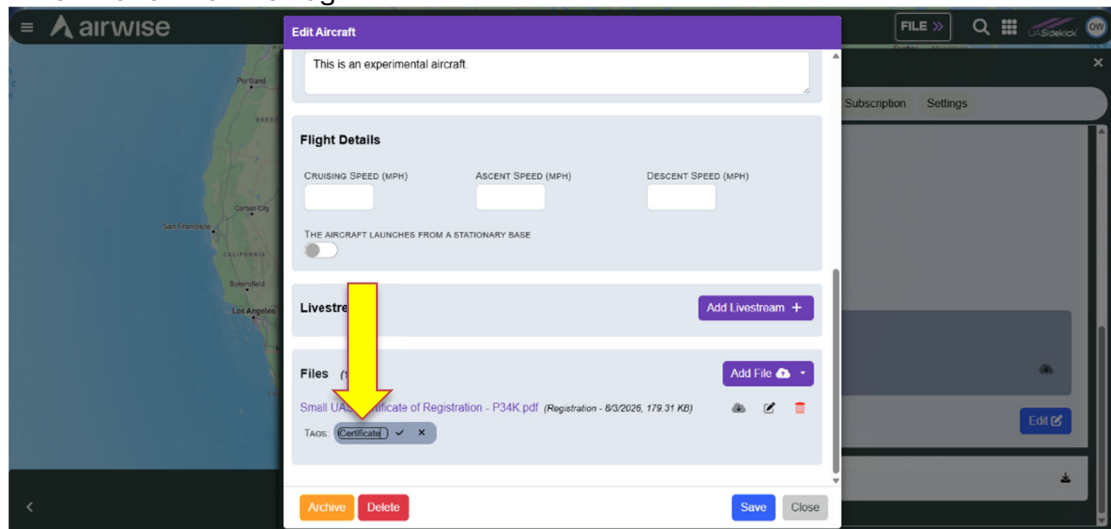


ENTERPRISE ADMINISTRATOR GUIDE

23. You can add Search Tags to make the uploaded files easier to find.

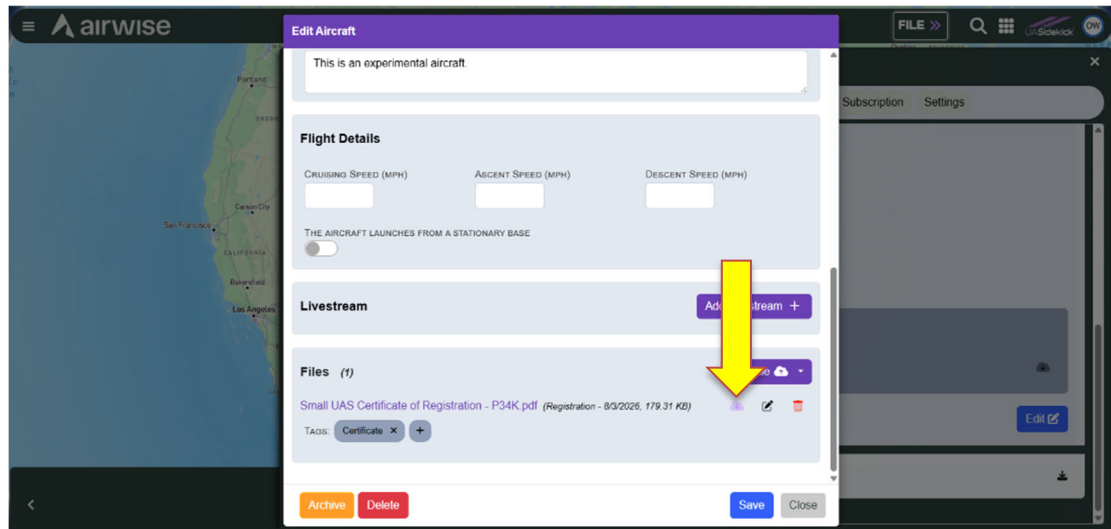


24. Enter the text for the Tag

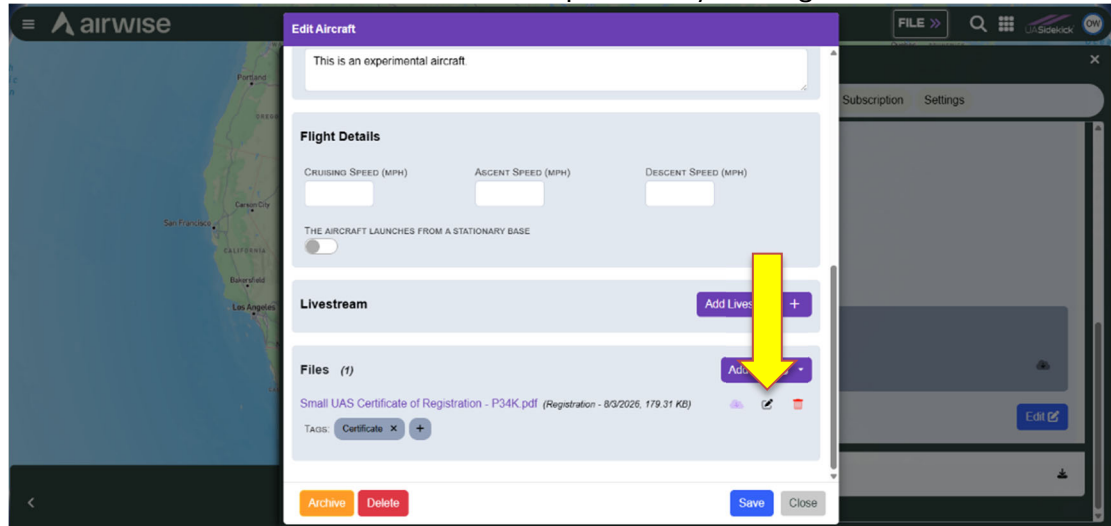


ENTERPRISE ADMINISTRATOR GUIDE

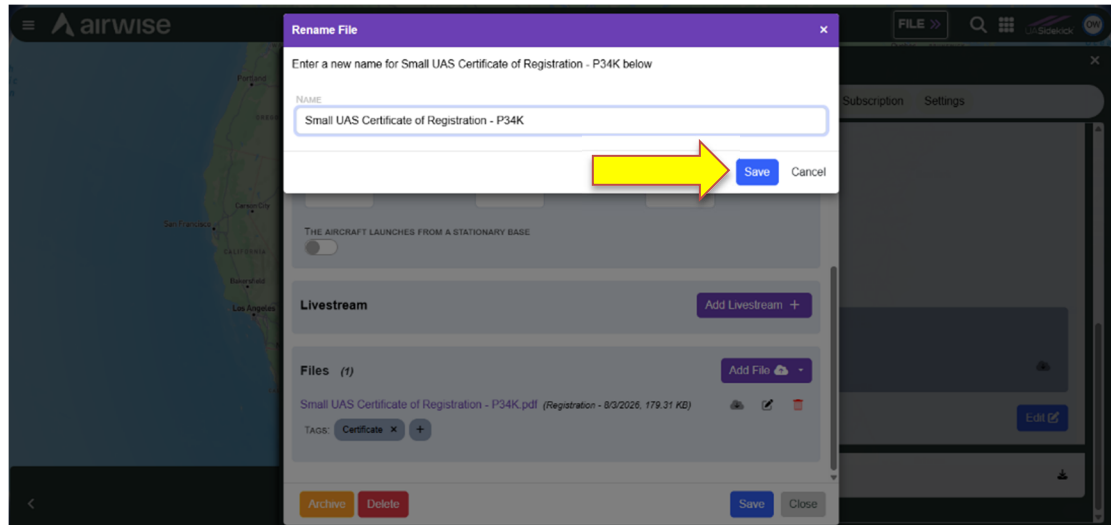
25. Files that have been previously uploaded can also be downloaded later by clicking on the Download icon.



26. You can Rename the file after it has been Uploaded by clicking on the 'Rename' icon

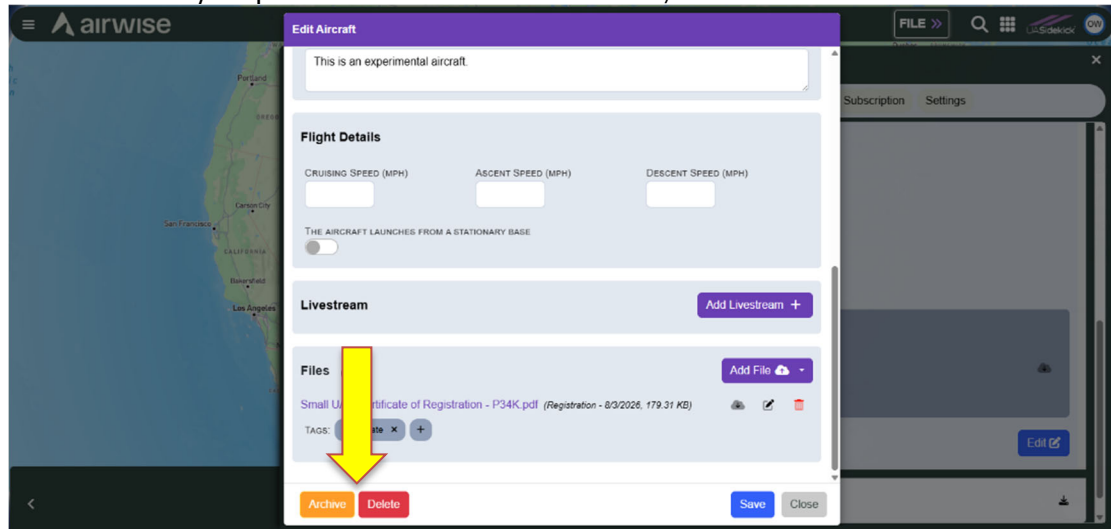


27. Enter the new file name and click on the 'Save' button

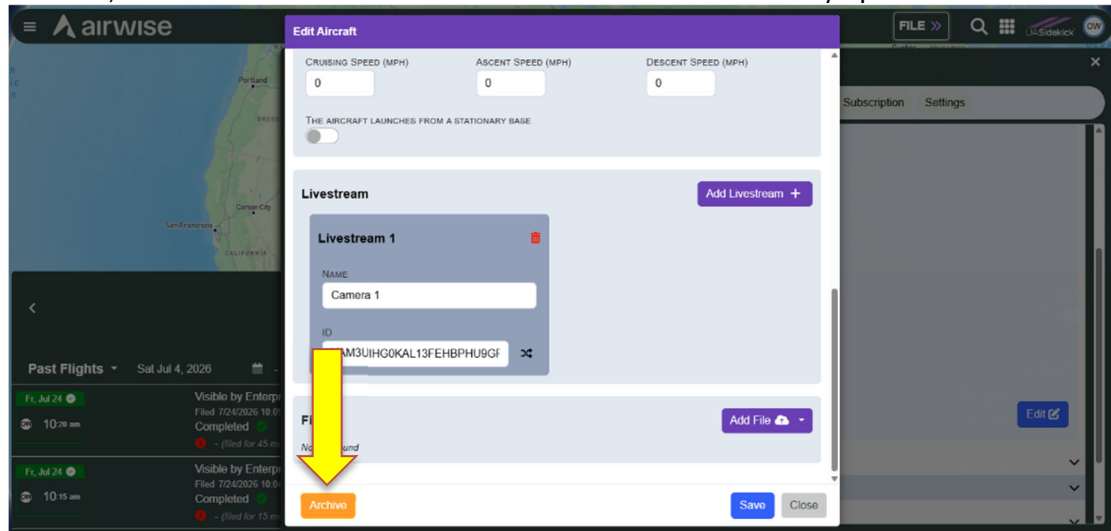


ENTERPRISE ADMINISTRATOR GUIDE

28. If an Aircraft is no longer in use or needed there are two options, Archive or Delete. If an Aircraft may be put back in service in the future, choose Archive.

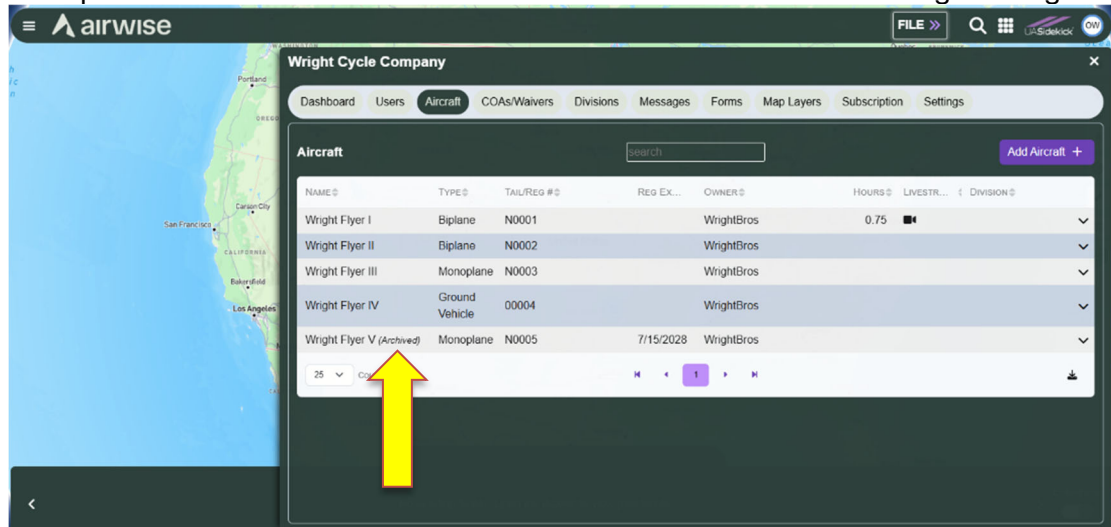


29. If an Aircraft has been flown or there are flights that have been created using the Aircraft, it will not be able to be Deleted. Archive will be the only option.

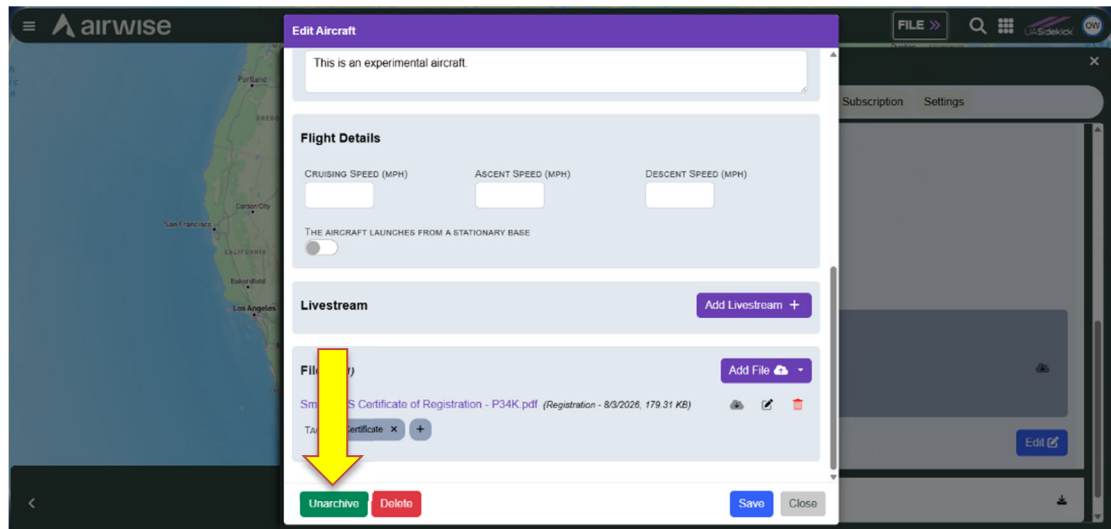


ENTERPRISE ADMINISTRATOR GUIDE

30. After being Archived, an aircraft will still be displayed in the list of aircraft on the Enterprise Admin screen but will not be available to select when creating new flights.



31. Click on the 'Unarchive' button to add the Aircraft back into active status



ENTERPRISE ADMINISTRATOR GUIDE

4. COAs/Waivers

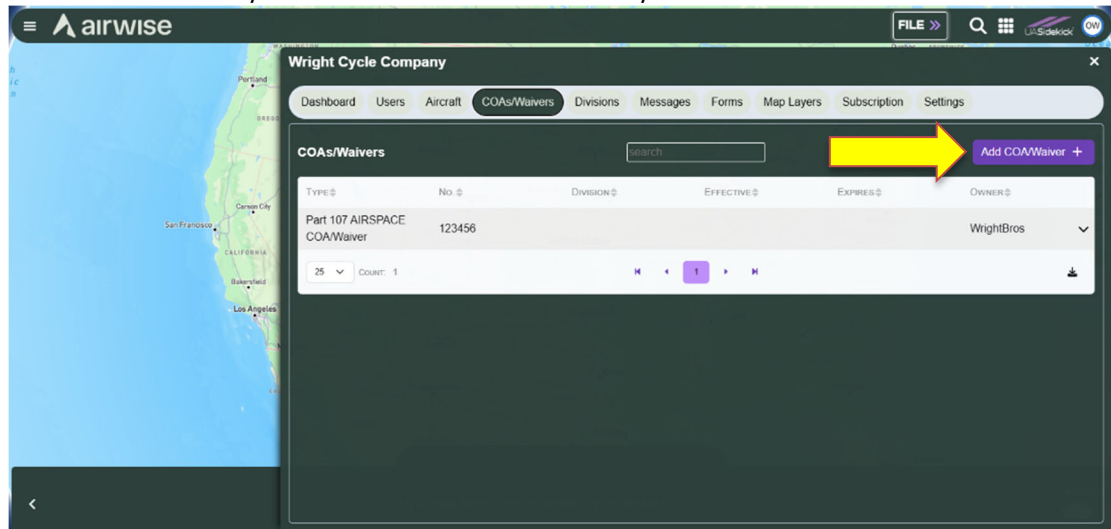
A COA or Certificate of Authorization from the FAA allows specific operators, mostly government and public safety agencies, to perform flight operations, such as specialized drone missions, that are normally restricted under standard rules.

Entering information for COAs or Waivers here allows everyone in the Enterprise access to them to avoid each individual Pilot having to maintain their own individual information.

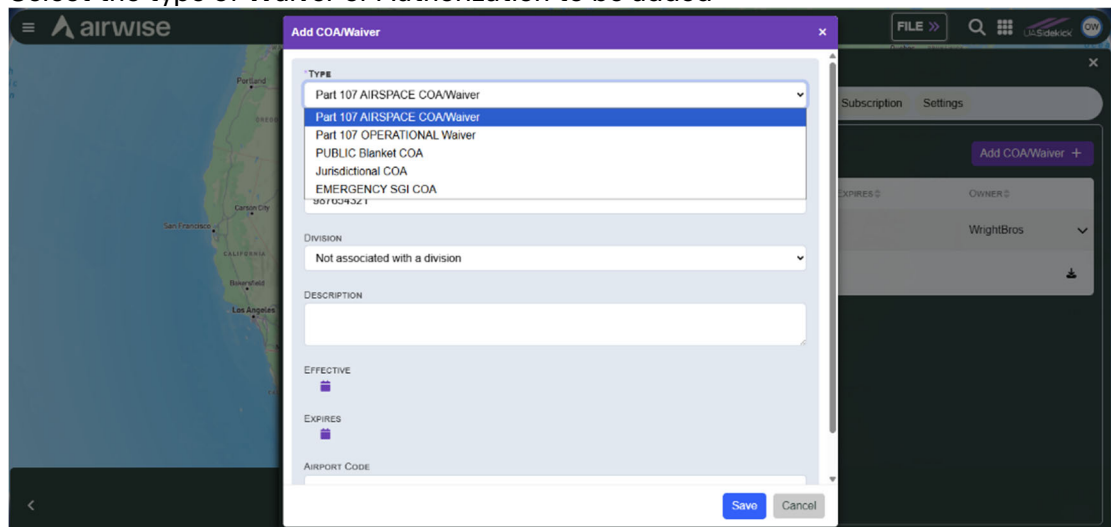
To manage the COA/Waiver information for the Enterprise:

COAs/Waivers procedures

1. To add a new COA/Waiver click on the 'Add COA/Waiver +' button

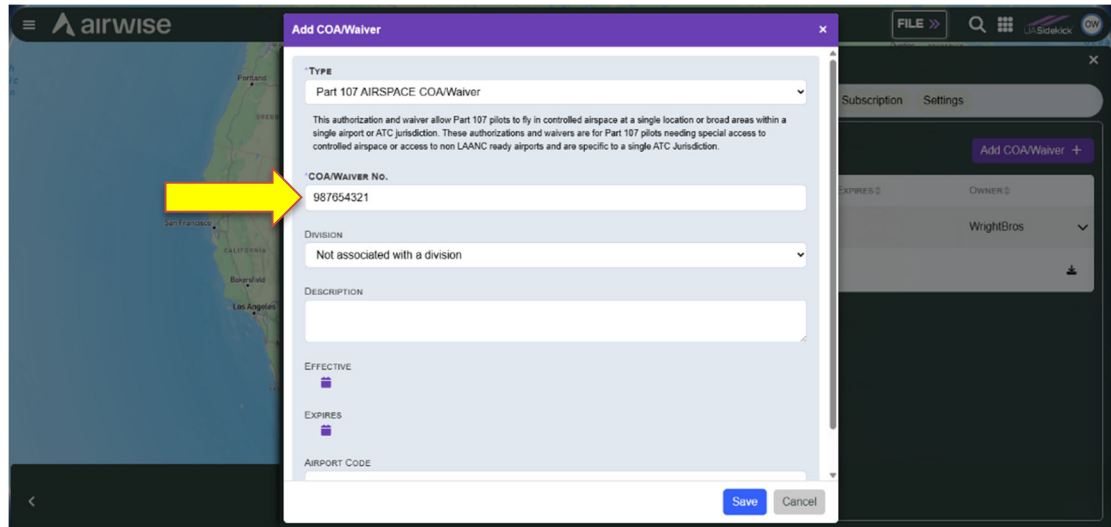


2. Select the type of Waiver or Authorization to be added

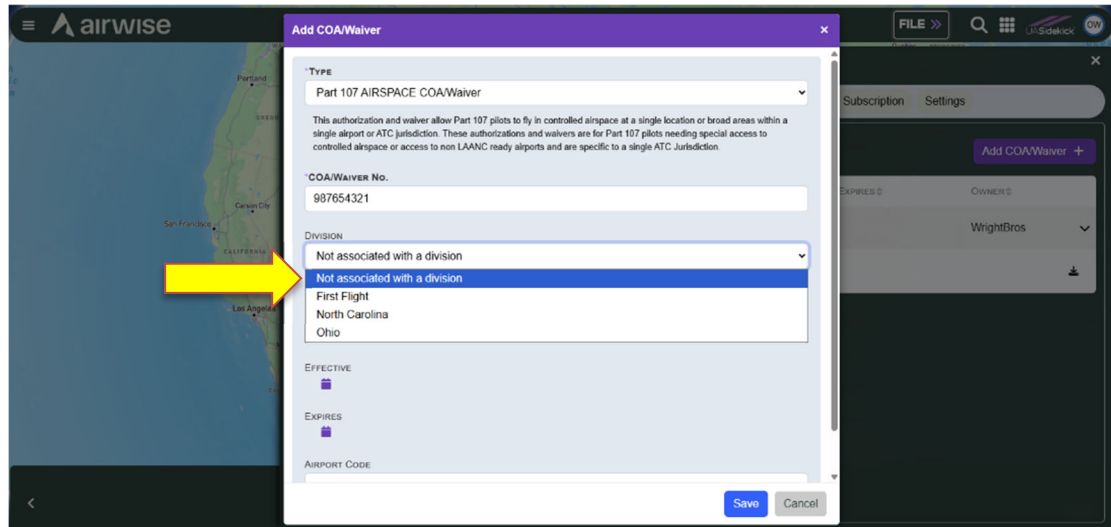


ENTERPRISE ADMINISTRATOR GUIDE

3. Enter the Waiver or Authorization number

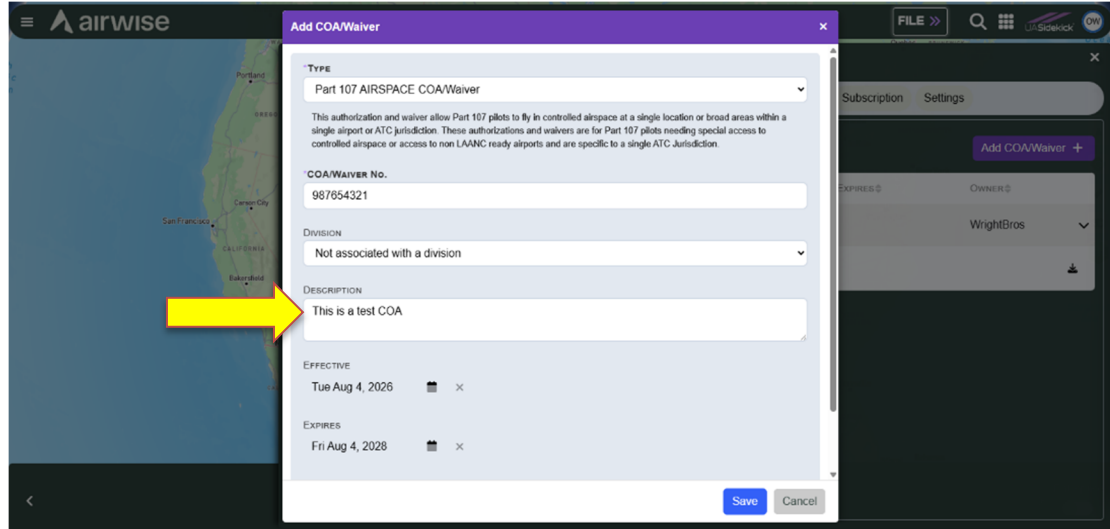


4. If the Waiver or Authorization will only apply to a particular Division within your Enterprise, select the appropriate Division, otherwise leave 'Not associated with a division' selected.



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5. Enter any available Description for the Waiver or Authorization.



Add COA/Waiver

TYPE
Part 107 AIRSPACE COA/Waiver

This authorization and waiver allow Part 107 pilots to fly in controlled airspace at a single location or broad areas within a single airport or ATC jurisdiction. These authorizations and waivers are for Part 107 pilots needing special access to controlled airspace or access to non LAANC ready airports and are specific to a single ATC Jurisdiction.

COA/WAIVER No.
987654321

DIVISION
Not associated with a division

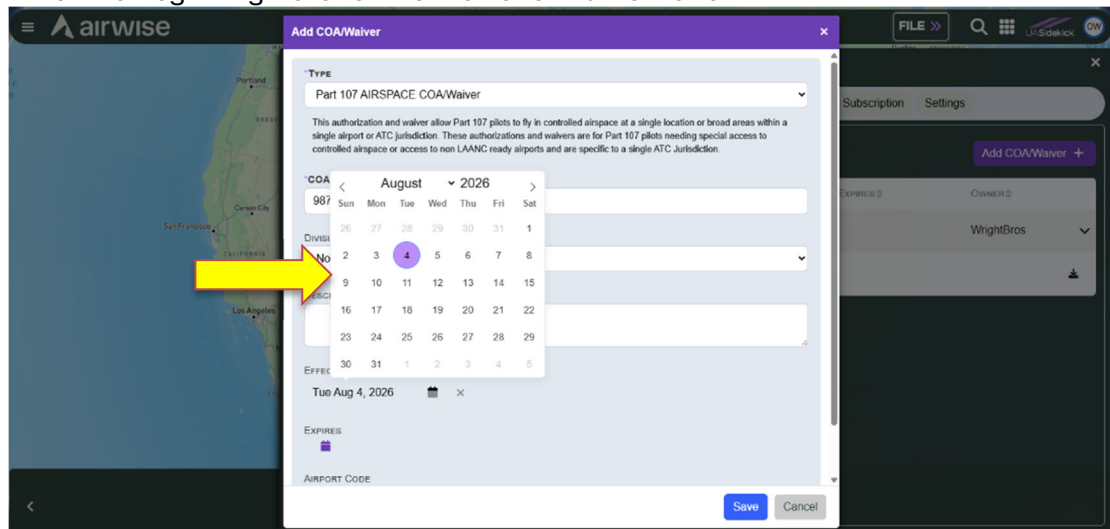
DESCRIPTION
This is a test COA

EFFECTIVE
Tue Aug 4, 2026

EXPIRES
Fri Aug 4, 2028

Save **Cancel**

6. Enter the Beginning Date for the Waiver or Authorization



Add COA/Waiver

TYPE
Part 107 AIRSPACE COA/Waiver

This authorization and waiver allow Part 107 pilots to fly in controlled airspace at a single location or broad areas within a single airport or ATC jurisdiction. These authorizations and waivers are for Part 107 pilots needing special access to controlled airspace or access to non LAANC ready airports and are specific to a single ATC Jurisdiction.

COA
987

DIVISION
No

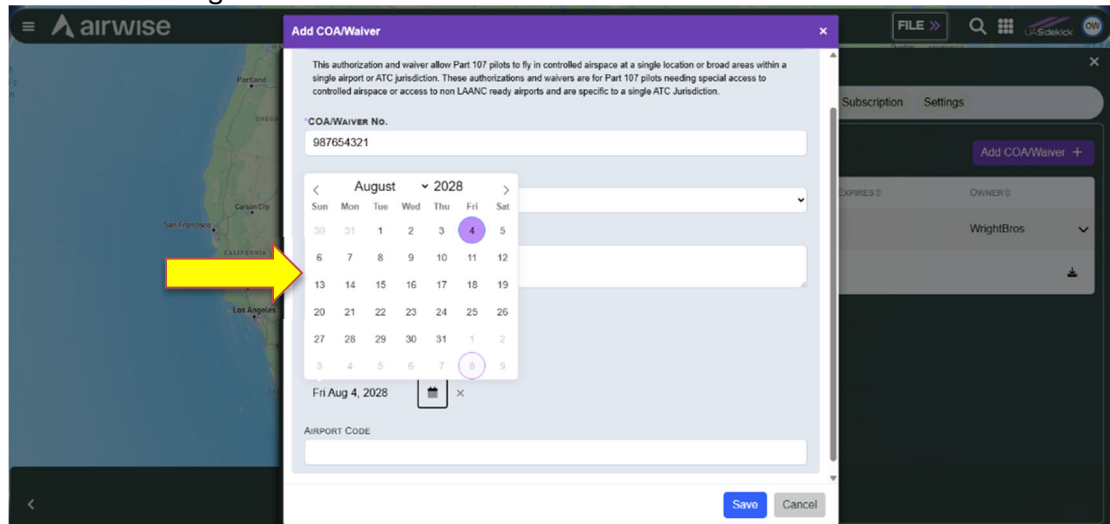
EFFECTIVE
Tue Aug 4, 2026

EXPIRES
[Calendar icon]

AIRPORT CODE

Save **Cancel**

7. Enter the Ending Date for the Waiver or Authorization



Add COA/Waiver

This authorization and waiver allow Part 107 pilots to fly in controlled airspace at a single location or broad areas within a single airport or ATC jurisdiction. These authorizations and waivers are for Part 107 pilots needing special access to controlled airspace or access to non LAANC ready airports and are specific to a single ATC Jurisdiction.

COA/WAIVER No.
987654321

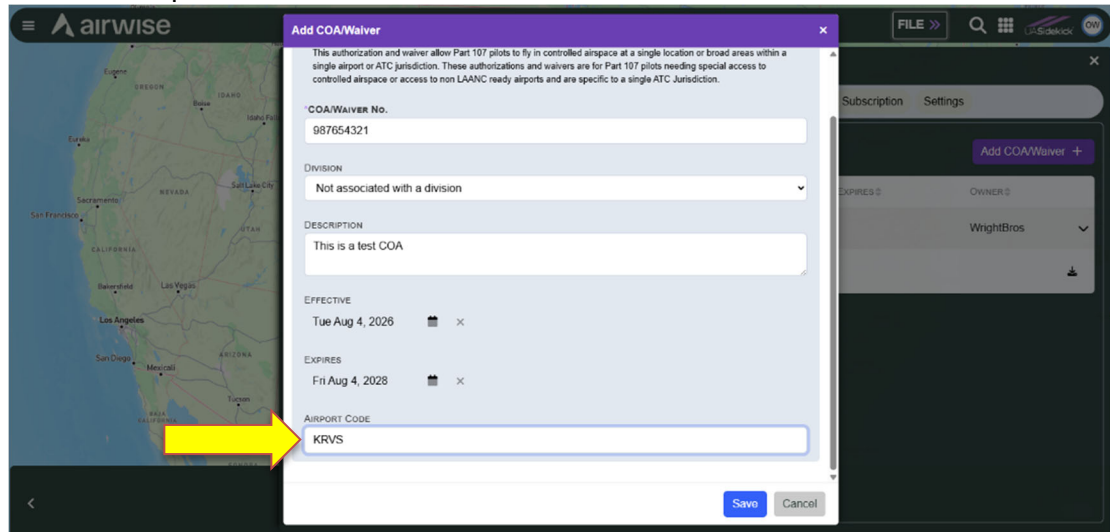
EXPIRES
Fri Aug 4, 2028

AIRPORT CODE

Save **Cancel**

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8. Enter the Airport Code for the Waiver or Authorization



This authorization and waiver allow Part 107 pilots to fly in controlled airspace at a single location or broad areas within a single airport or ATC jurisdiction. These authorizations and waivers are for Part 107 pilots needing special access to controlled airspace or access to non LAANC ready airports and are specific to a single ATC Jurisdiction.

COA/WAIVER NO.
987654321

DIVISION
Not associated with a division

DESCRIPTION
This is a test COA

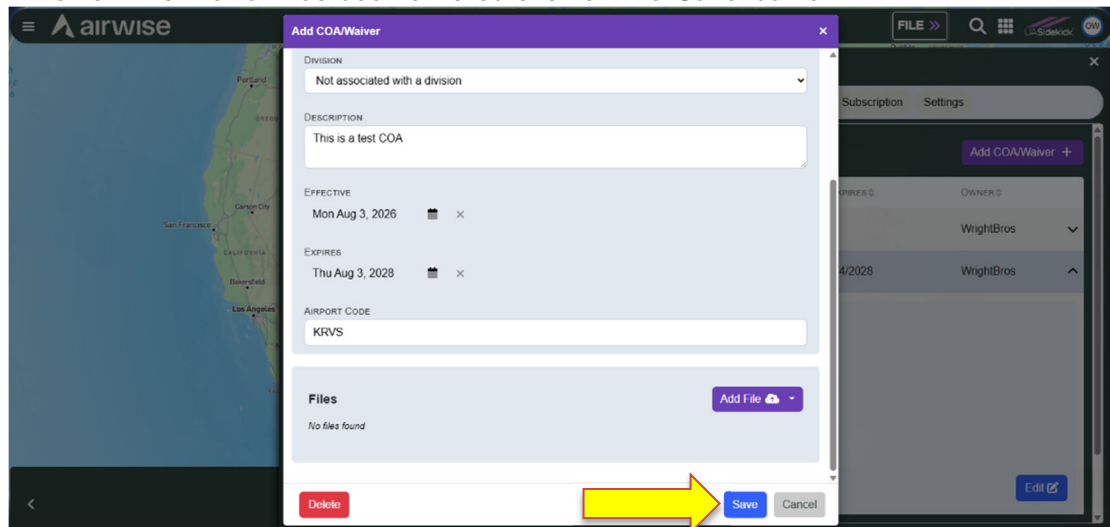
EFFECTIVE
Tue Aug 4, 2026

EXPIRES
Fri Aug 4, 2028

AIRPORT CODE
KRVS

Save Cancel

9. When all information has been entered click on the 'Save' button.



DIVISION
Not associated with a division

DESCRIPTION
This is a test COA

EFFECTIVE
Mon Aug 3, 2026

EXPIRES
Thu Aug 3, 2028

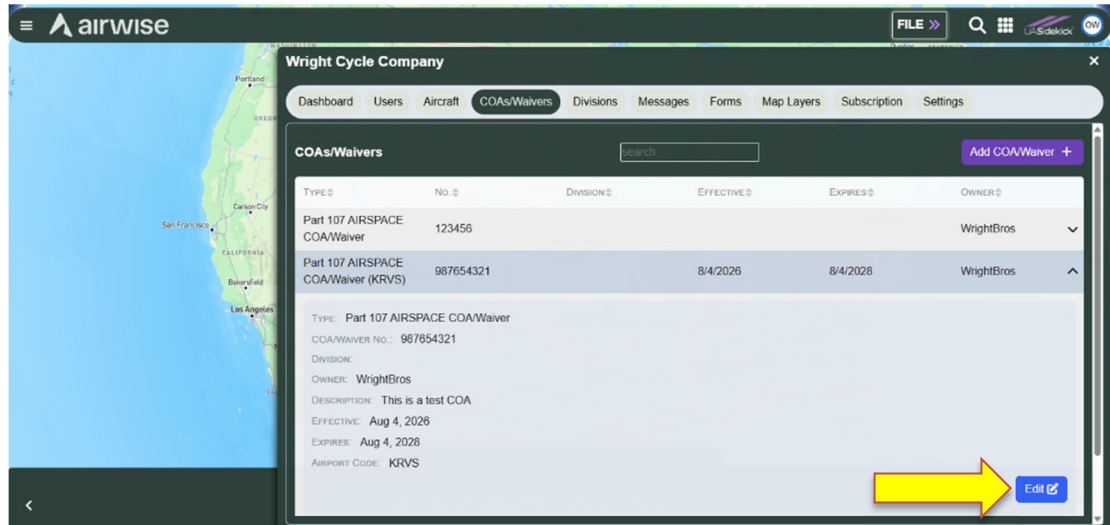
AIRPORT CODE
KRVS

Files
No files found

Add File

Delete Save Cancel

10. To make any changes after the Waiver or Authorization has been created click on the 'Edit' button.



Wright Cycle Company

Dashboard Users Aircraft COAs/Waivers Divisions Messages Forms Map Layers Subscription Settings

COAs/Waivers

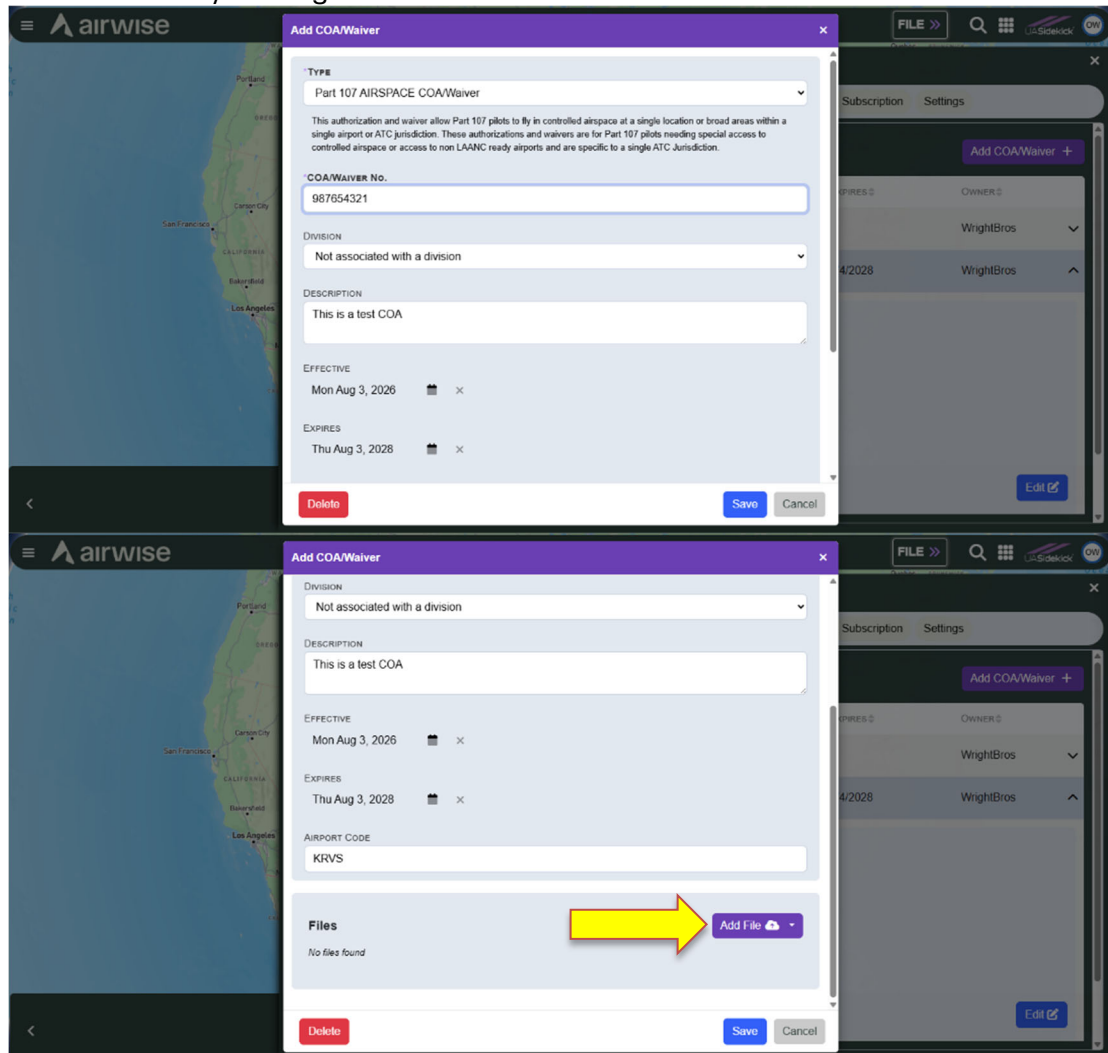
TYPE	NO.	DIVISION	EFFECTIVE	EXPIRES	OWNER
Part 107 AIRSPACE COA/Waiver	123456				WrightBros
Part 107 AIRSPACE COA/Waiver (KRVS)	987654321		8/4/2026	8/4/2028	WrightBros

Type: Part 107 AIRSPACE COA/Waiver
COA/WAIVER NO.: 987654321
DIVISION:
OWNER: WrightBros
DESCRIPTION: This is a test COA
EFFECTIVE: Aug 4, 2026
EXPIRES: Aug 4, 2028
AIRPORT CODE: KRVS

Edit

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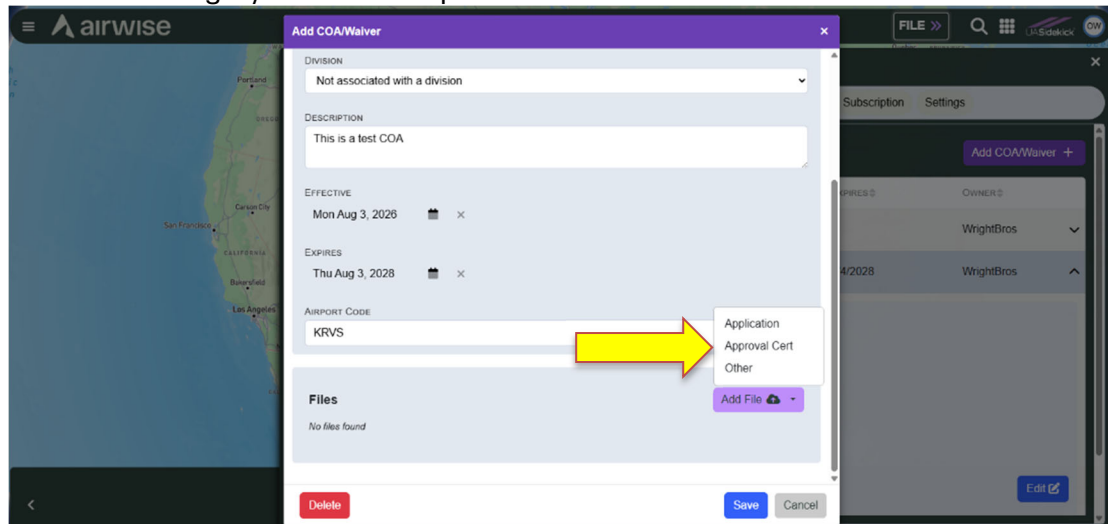
11. You can upload .pdf, .png, .jpg or .mp4 files that are associated with the Waiver or Authorization by clicking on the 'Add File' button.



The screenshot shows the 'Add COA/Waiver' form in the Airwise Sidekick application. The form is open, and the 'Files' section at the bottom is highlighted with a yellow arrow pointing to the 'Add File' button. The form contains the following fields:

- TYPE:** Part 107 AIRSPACE COA/Waiver
- COA/Waiver No.:** 987654321
- DIVISION:** Not associated with a division
- DESCRIPTION:** This is a test COA
- EFFECTIVE:** Mon Aug 3, 2026
- EXPIRES:** Thu Aug 3, 2028
- AIRPORT CODE:** KRVS
- Files:** No files found

12. Select the category of file to be uploaded.



The screenshot shows the 'Add COA/Waiver' form in the Airwise Sidekick application. The form is open, and the 'Files' section at the bottom is highlighted with a yellow arrow pointing to the 'Add File' button. The form contains the following fields:

- DIVISION:** Not associated with a division
- DESCRIPTION:** This is a test COA
- EFFECTIVE:** Mon Aug 3, 2026
- EXPIRES:** Thu Aug 3, 2028
- AIRPORT CODE:** KRVS
- Files:** No files found

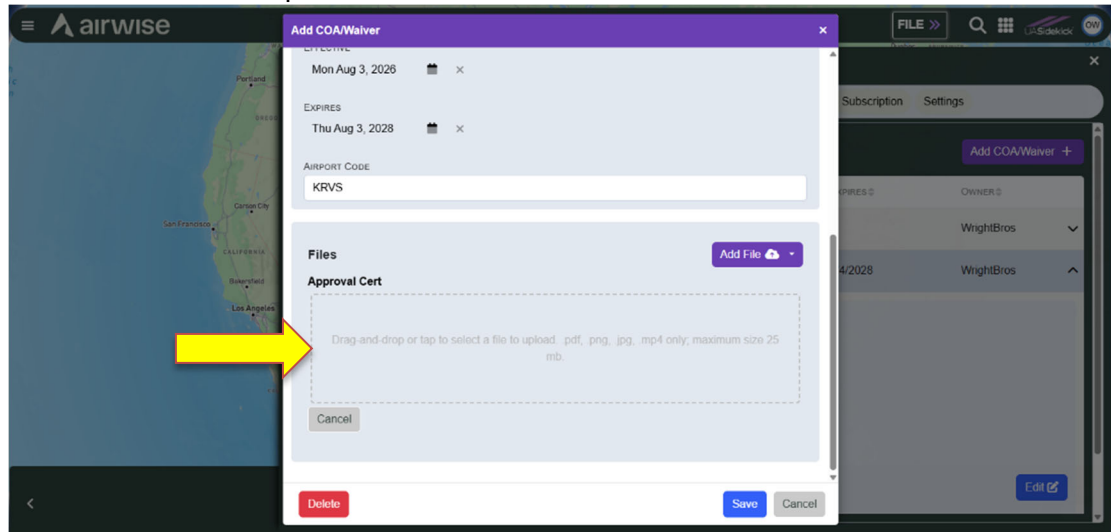
The 'Add File' button has a dropdown menu open, showing the following options:

- Application
- Approval Cert
- Other

AIRWISE SIDEKICK ENTERPRISE ADMINISTRATOR GUIDE



13. Select the file to be uploaded.



NOTE: For a COA to be used for filing NOTAMs through AirWise Sidekick it must be properly set up and linked with Flight Services. This video on YouTube provides step by step instructions: https://youtu.be/3IAZIP_ILtQ

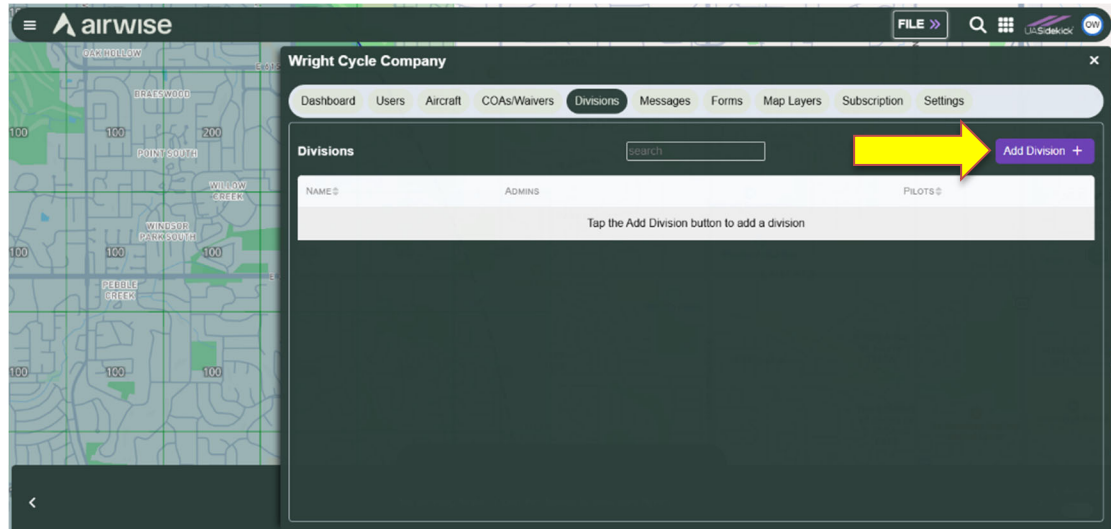
ENTERPRISE ADMINISTRATOR GUIDE

5. Divisions

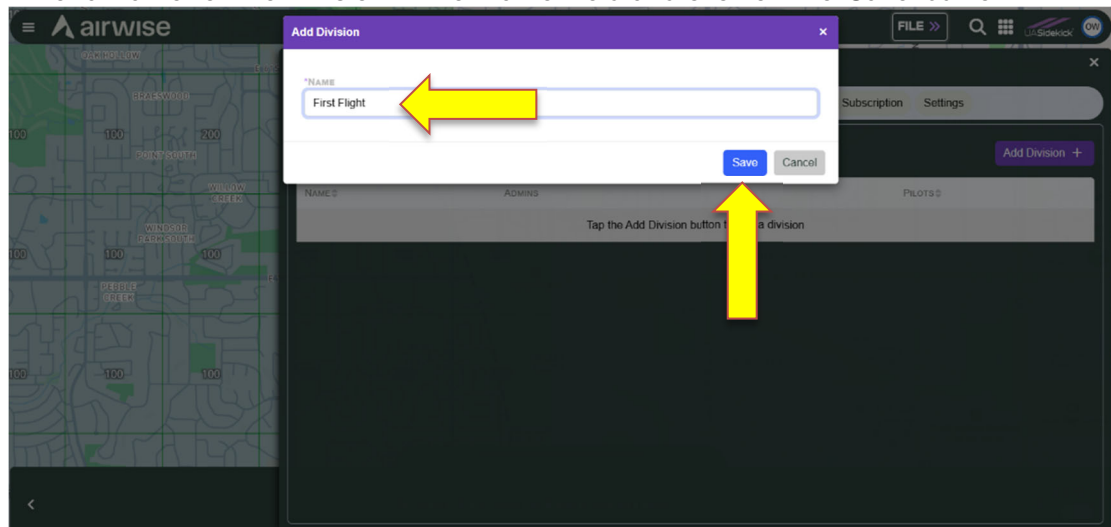
Divisions allow an Enterprise to break their Users into smaller groups that may represent geographic boundaries, mission types, industry expertise, equipment specialization or any other reason that organizational need.

Divisions procedures

1. Click on the 'Add Division +' button

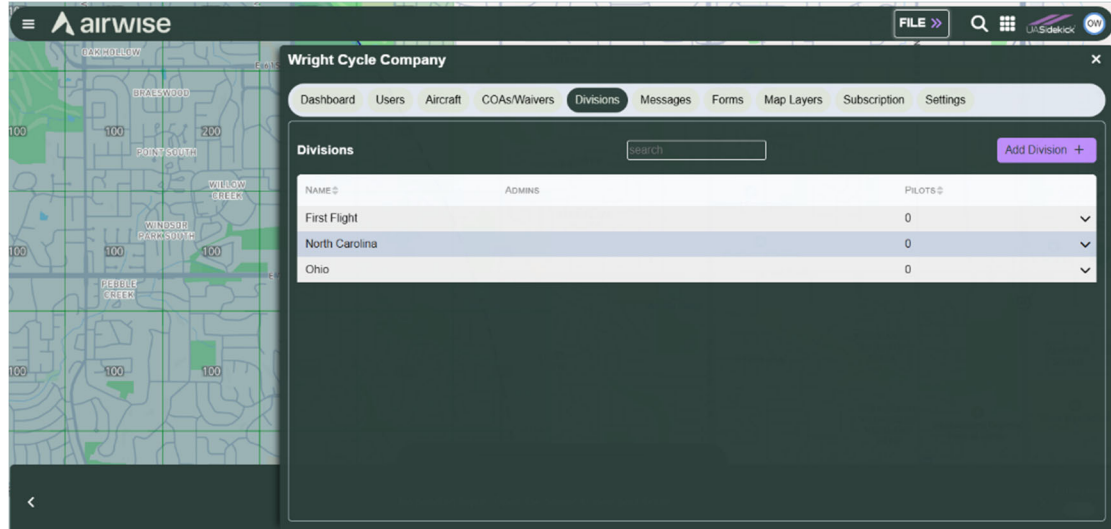


2. Enter a Name for the Division in the 'Name' field and click on the 'Save' button

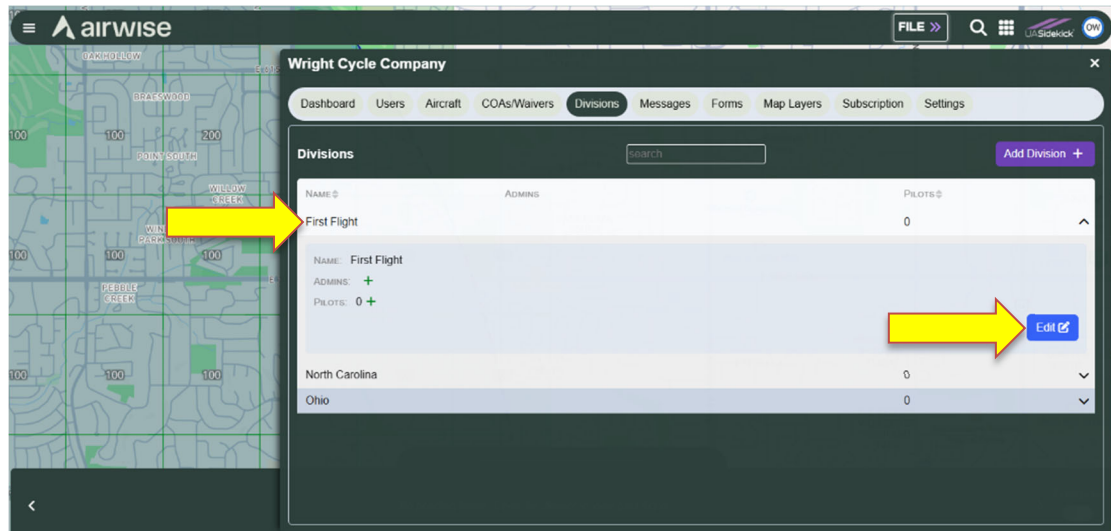


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3. Create as many Divisions as necessary to support your Enterprise

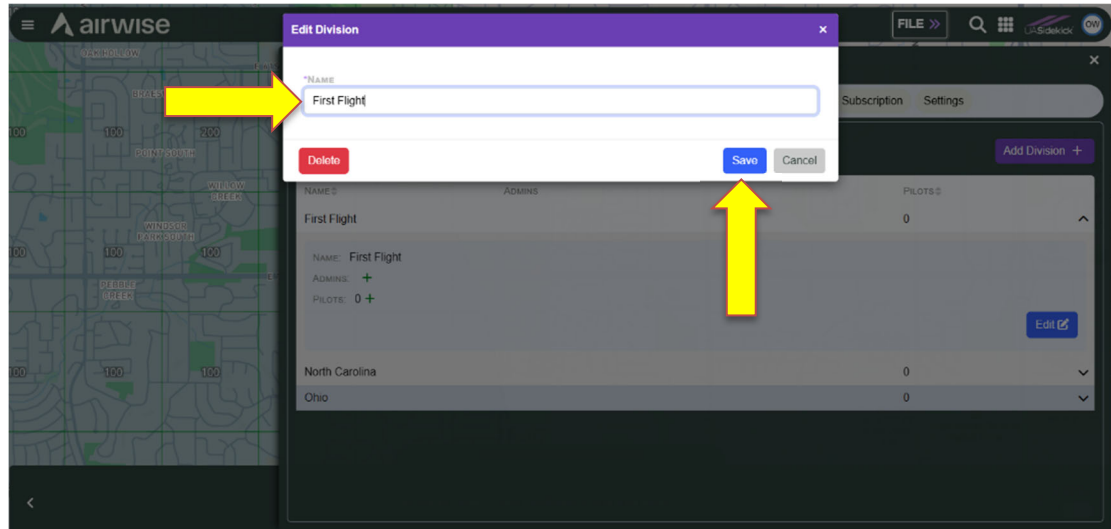


4. Click on a division name to view its details. Click on the 'Edit' button to change the name of the Division.

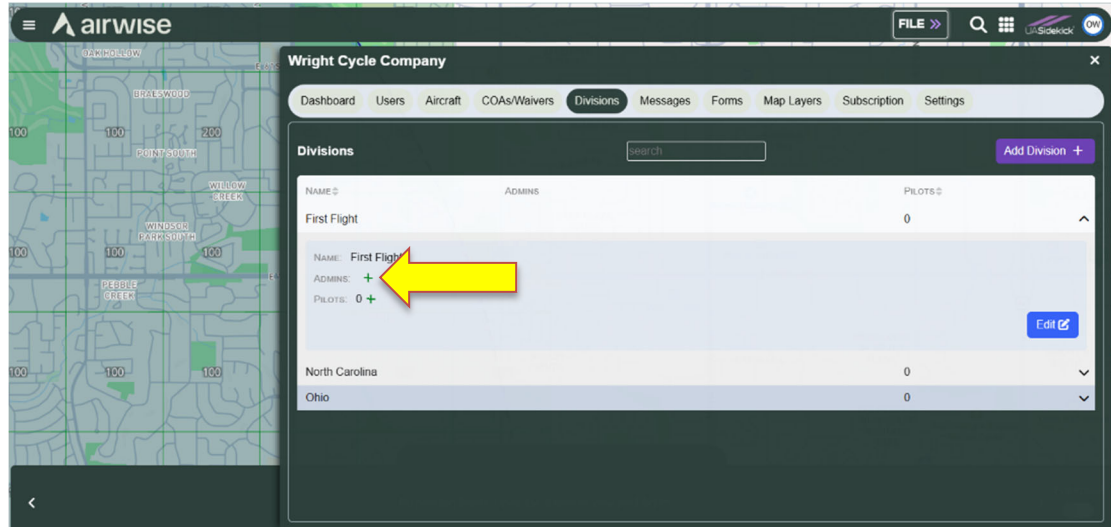


ENTERPRISE ADMINISTRATOR GUIDE

5. Make any necessary changes to the Division name and click the 'Save' button when done.

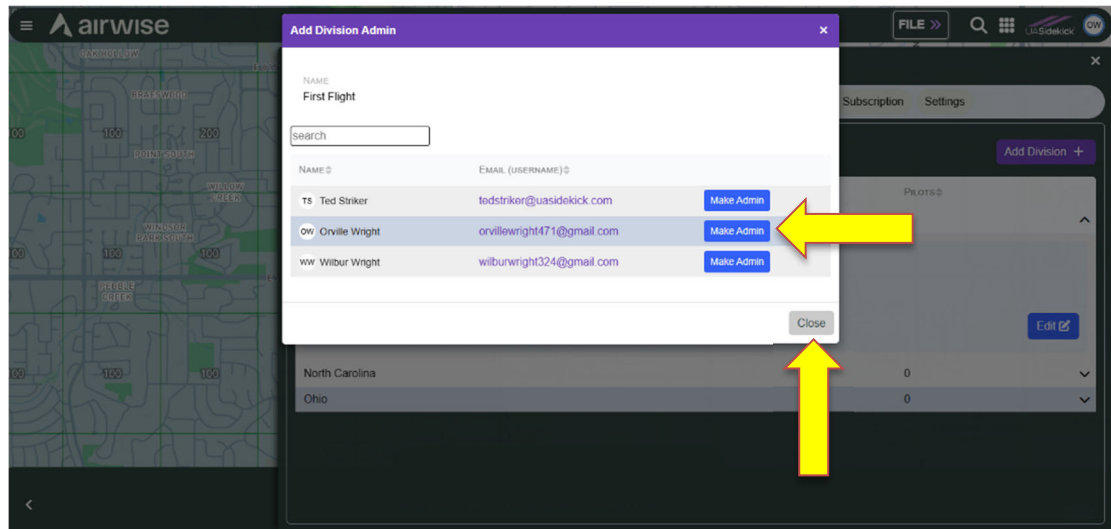


6. Each Division requires an Admin. Anyone in your Enterprise can be assigned as a Division Enterprise. To assign a Division Enterprise click on the green Add Admin icon.

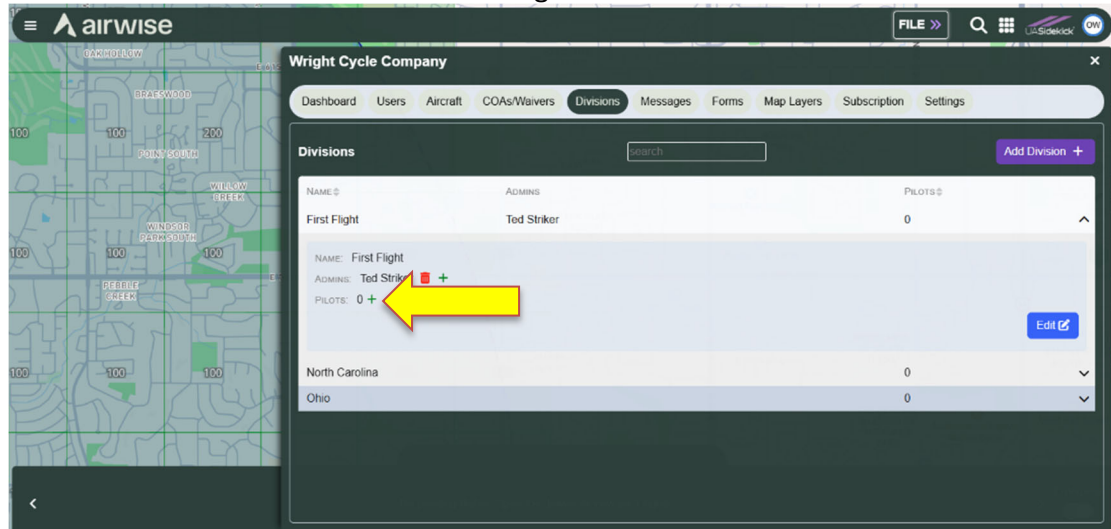


ENTERPRISE ADMINISTRATOR GUIDE

7. Select which User you want to be the Division Administrator and click on the 'Make Admin' button then click on the 'Close button'.

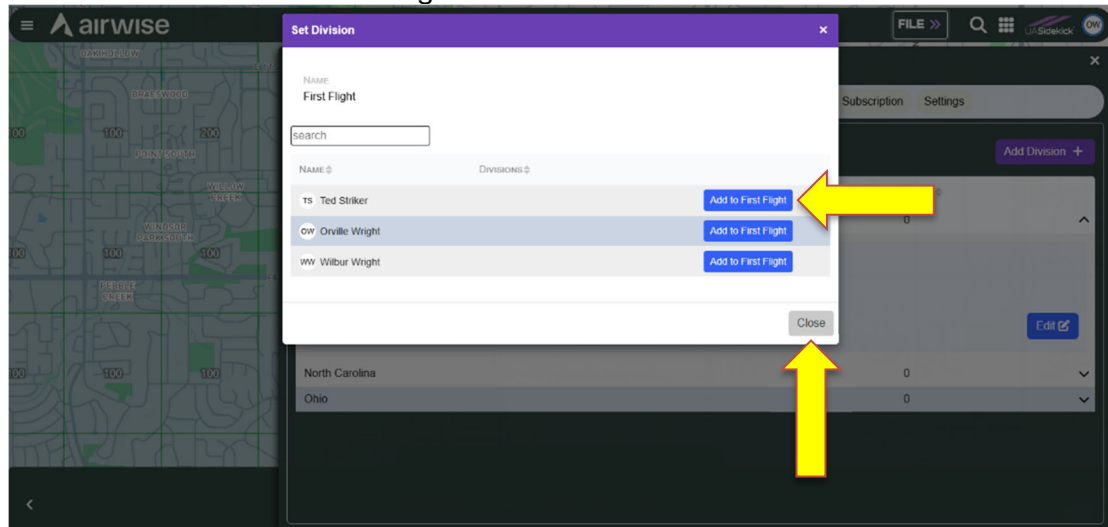


8. To add Pilots to the Division click on the green Add Pilot icon.

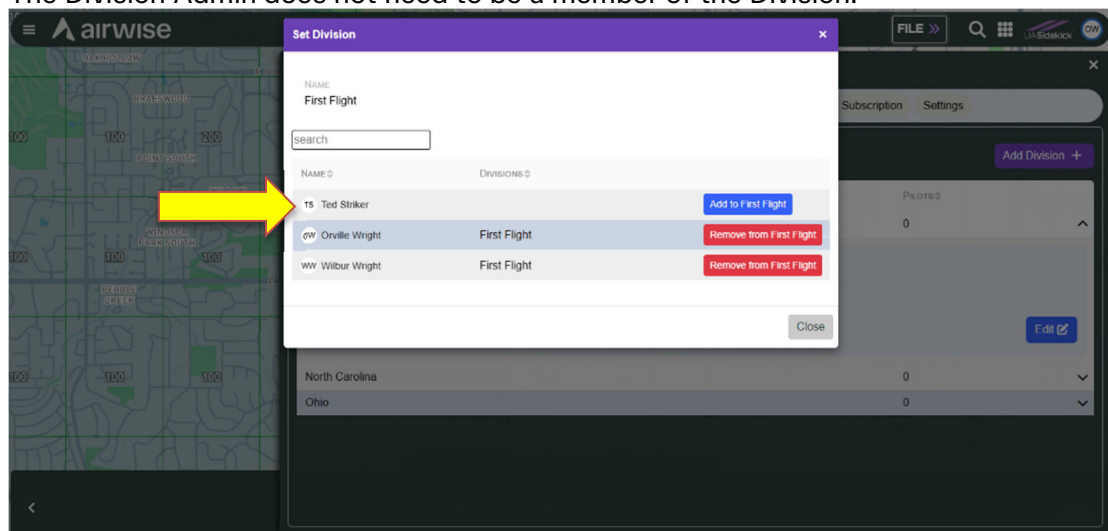


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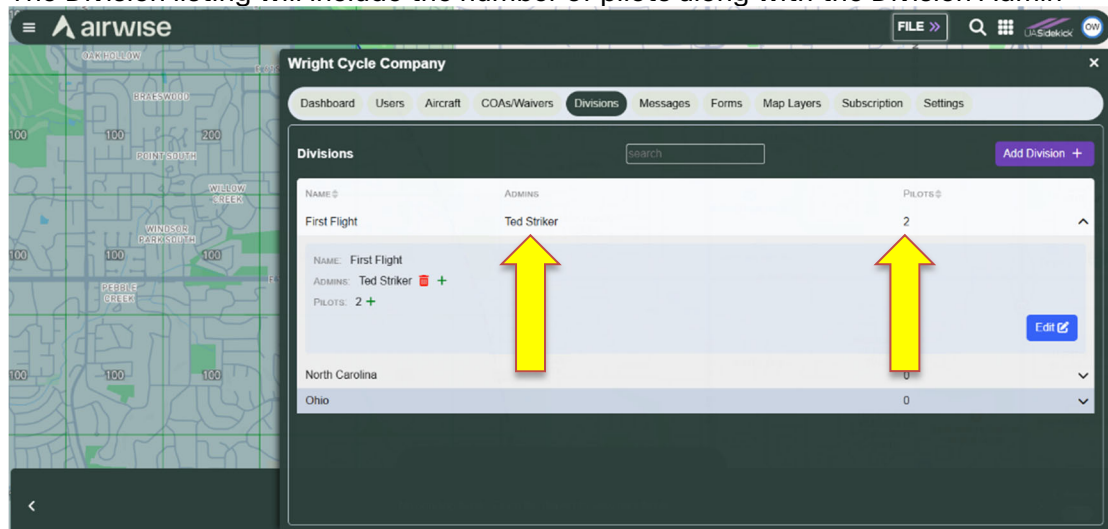
9. Select which pilots will be in the Division and click on the 'Add to' button. Click on the 'Close' button when done adding Pilots.



10. The Division Admin does not need to be a member of the Division.

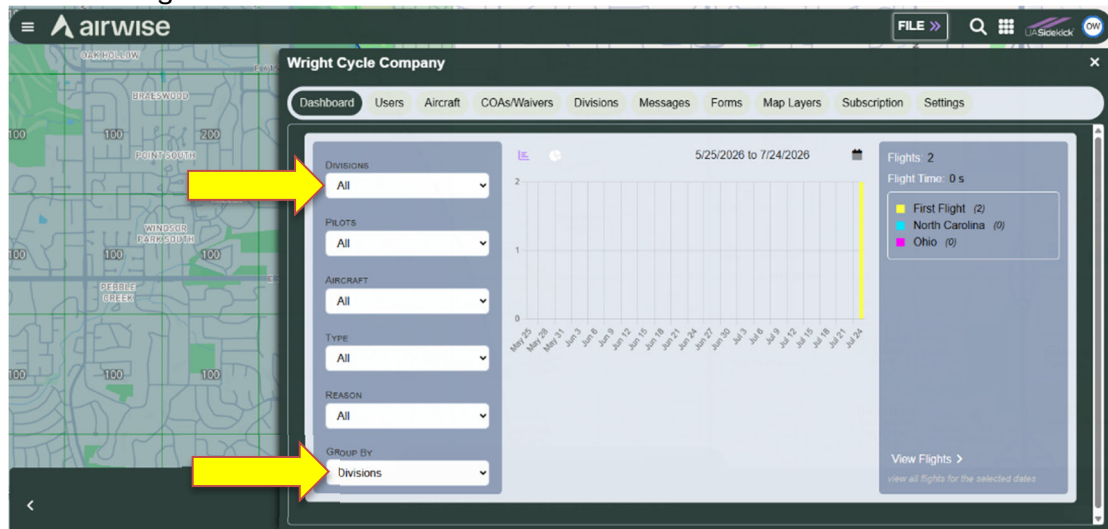


11. The Division listing will include the number of pilots along with the Division Admin



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12. Enterprise Administrators can use Divisions as a way to break down their reporting and view flight data.



13. When creating new flights or authorizations, Division members will only have access to aircraft that have been assigned to their Division, if any. If no aircraft have been assigned to their Division they will have access to all available aircraft within the Enterprise.

AIRWISE SIDEKICK

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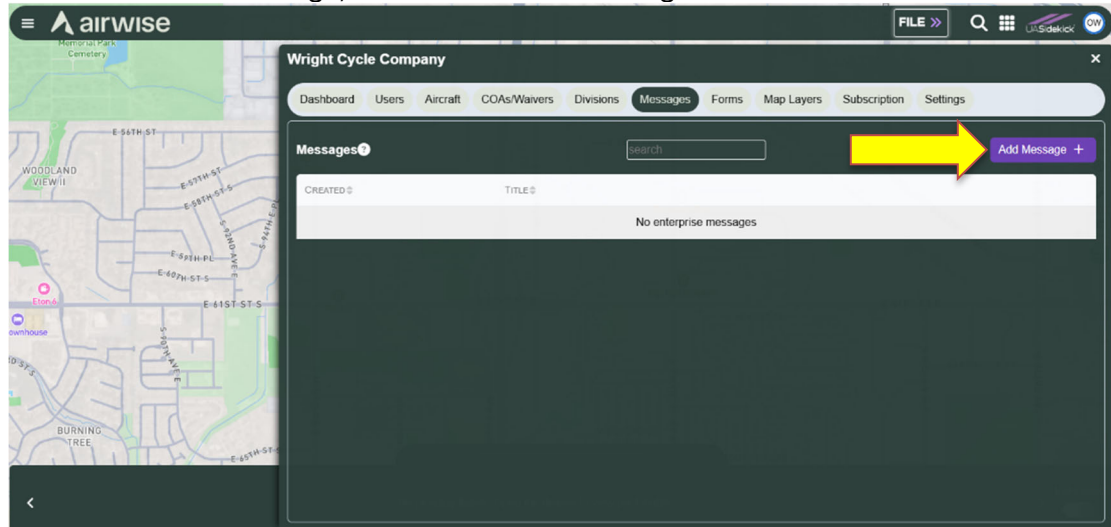
6. Messages

The Messages tab allows an Enterprise Administrator to send a message to all of the Pilots in the organization the next time they log into the Sidekick application.

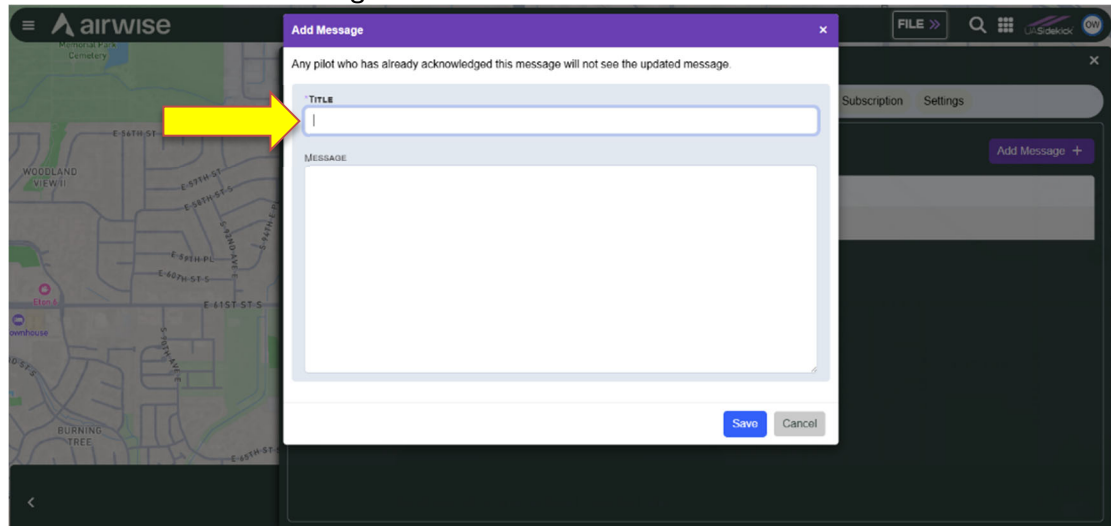
To use the Messages feature:

Messages procedures

1. To create a new Message, click on the 'Add Message +' button

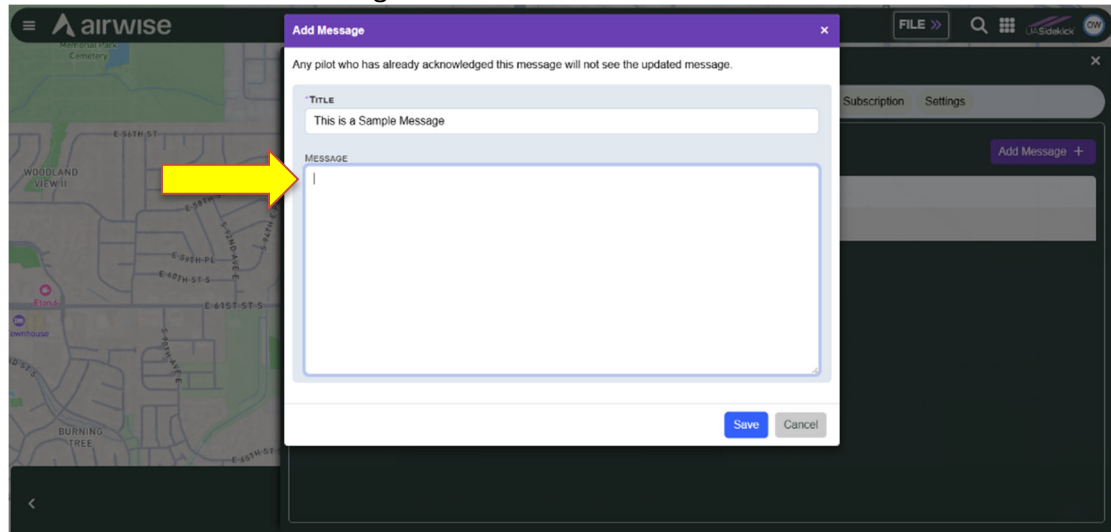


2. Enter a Title for the Message

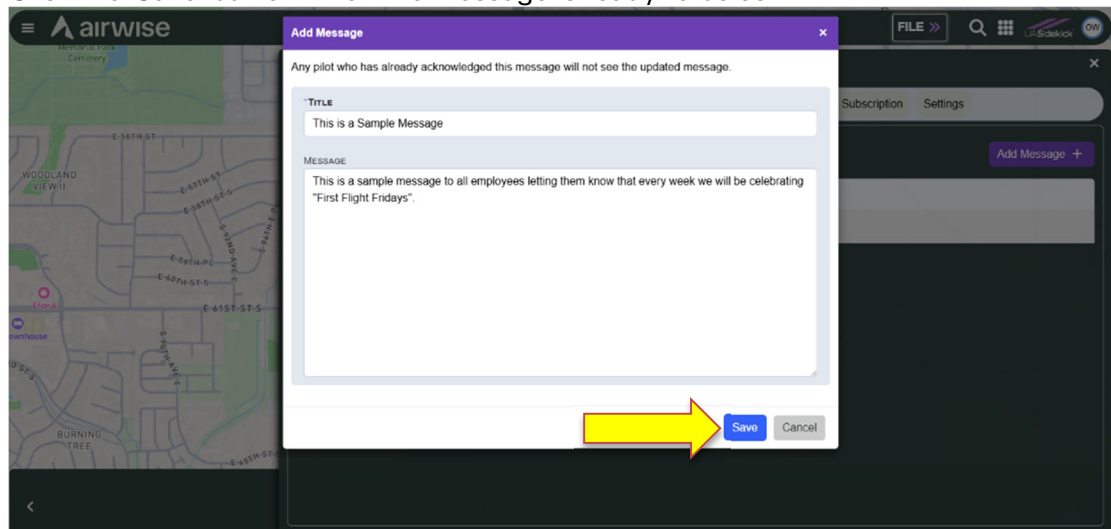


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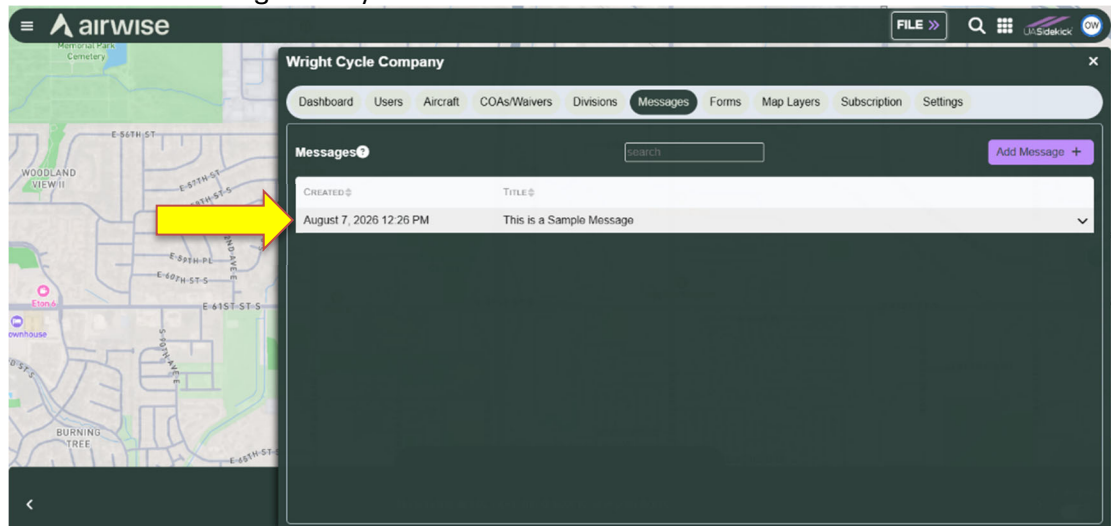
3. Enter the text for the Message



4. Click the 'Save' button when the Message is ready to be sent

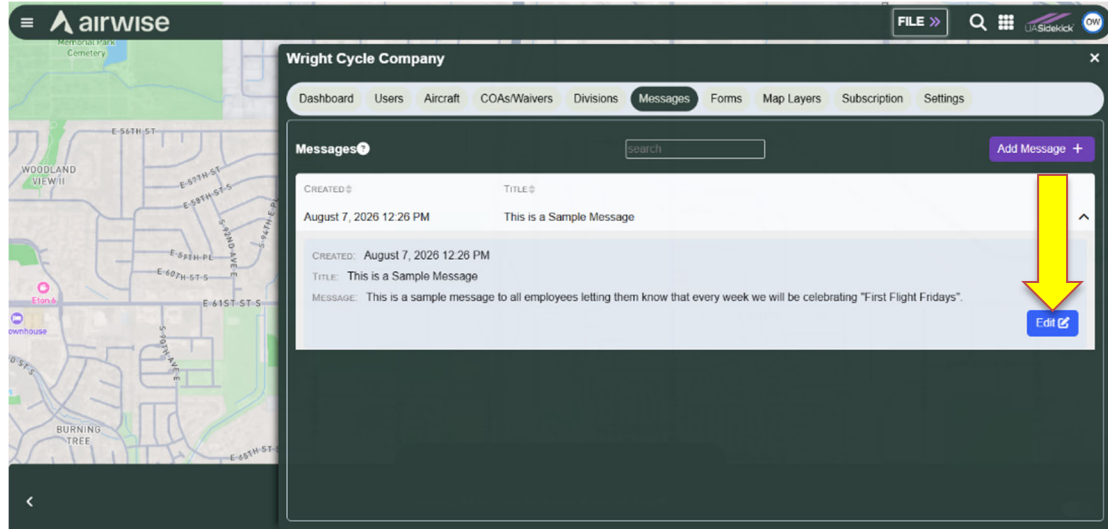


5. Click on the Message at any time to see its details

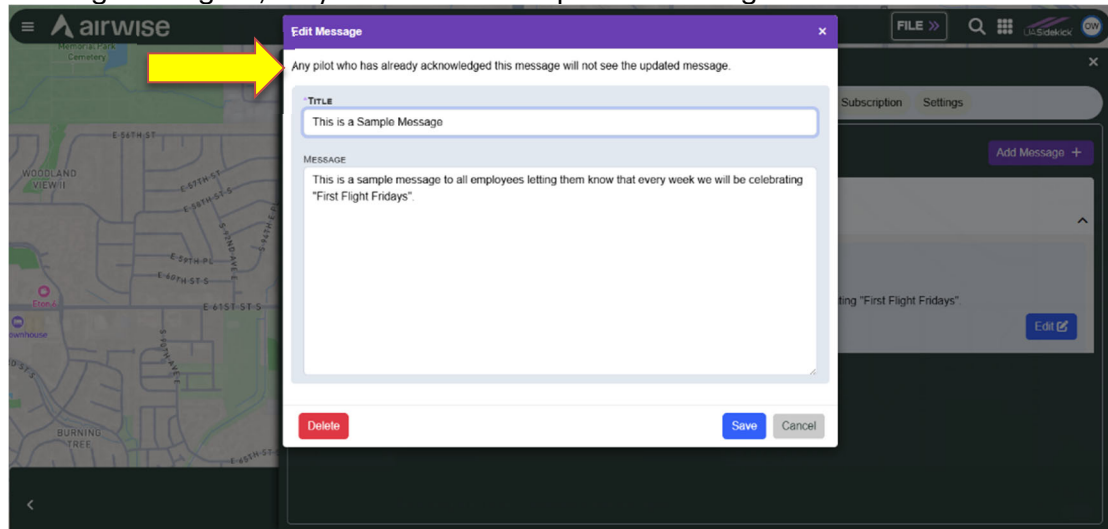


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6. If you need to make any changes to the Message click on the 'Edit' button

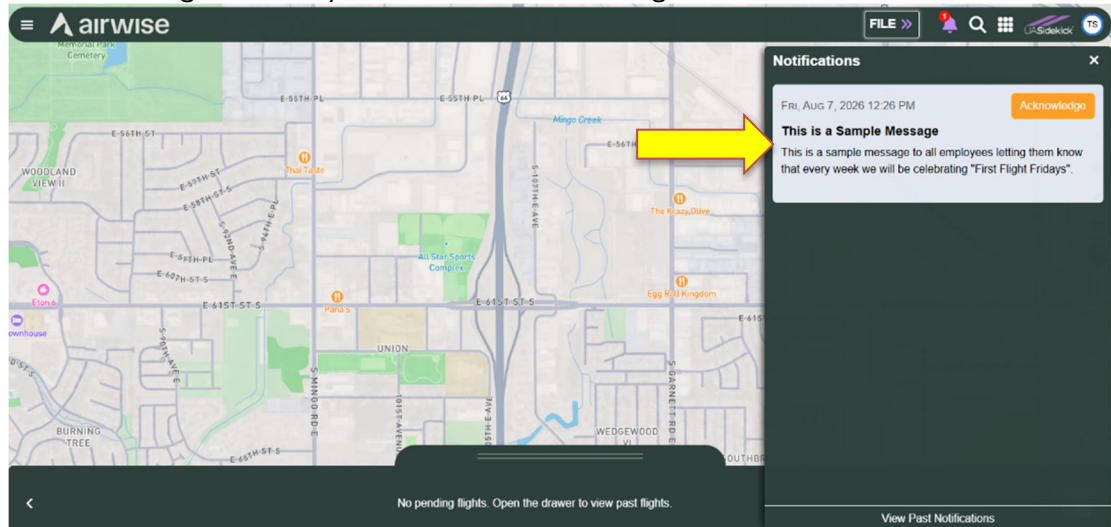


7. If changes are made to the original Message after a Pilot has already acknowledged reading the original, they will not see the updated Message.

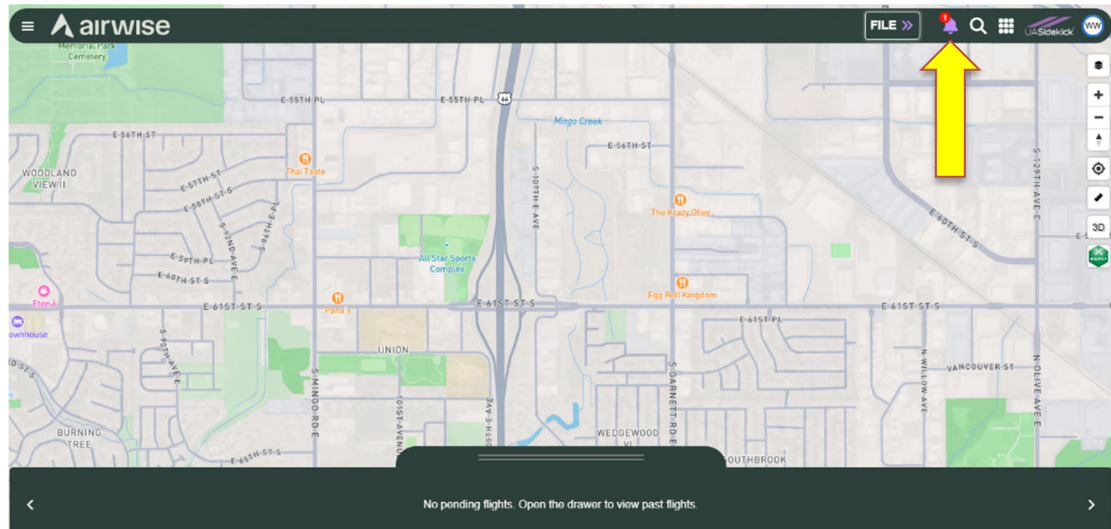


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8. Each time a Pilot logs in after a Message has been sent they will receive notification of the Message until they click on the 'Acknowledge' button.

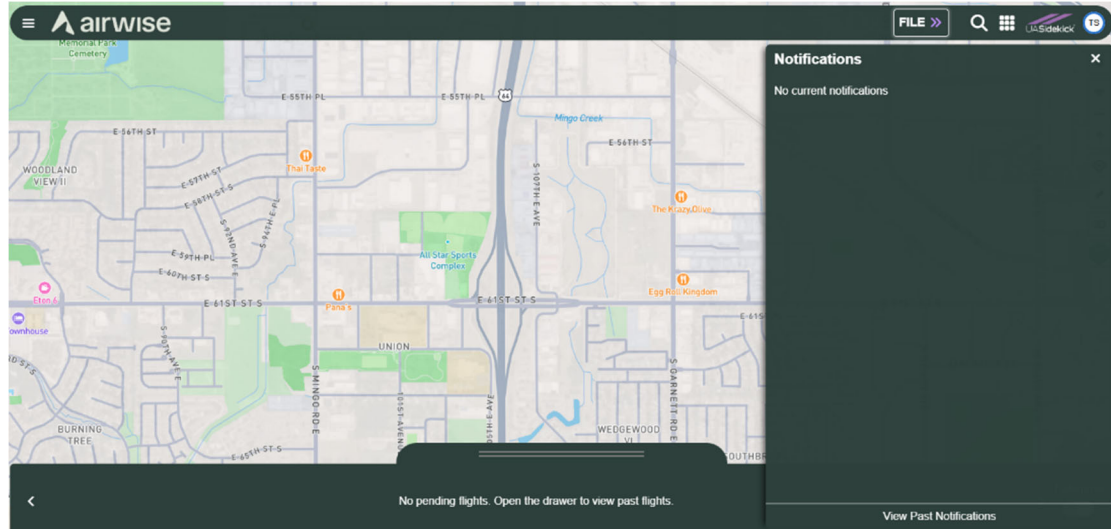


9. If they close the notification window without clicking the 'Acknowledge' button the Bell icon will still indicate there is a notification to be read.

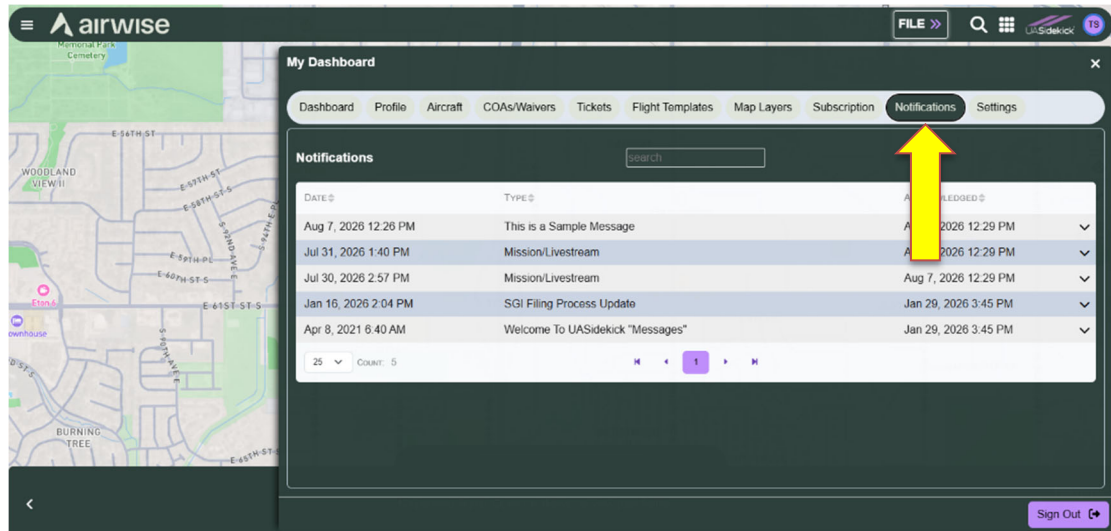


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10. Once the message has been acknowledged all notifications are cleared.

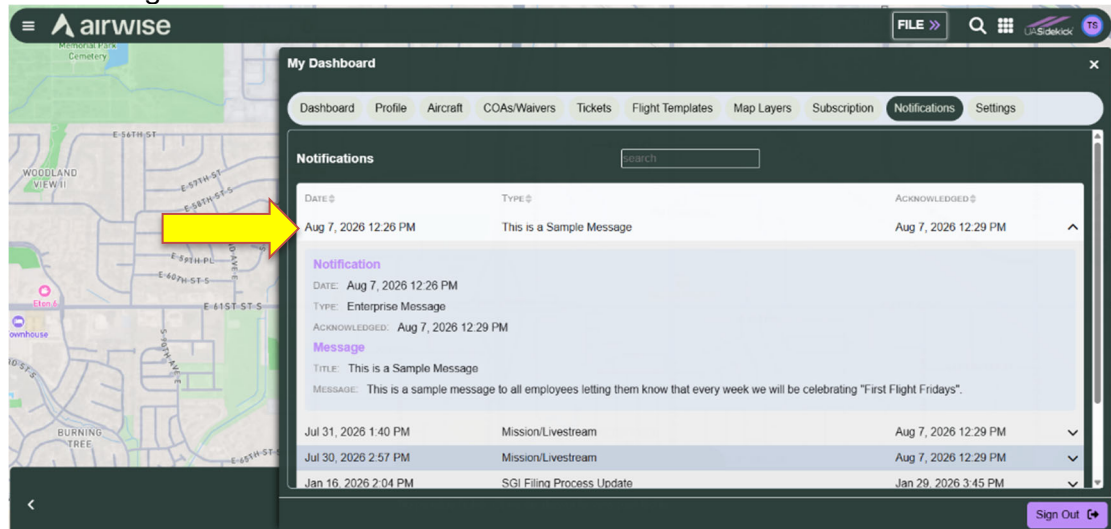


11. Previously read messages are available in the Pilot's personal dashboard on the 'Notifications' tab



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12. By clicking on any of the listed messages they will have access to the full details of the message.



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7. Forms

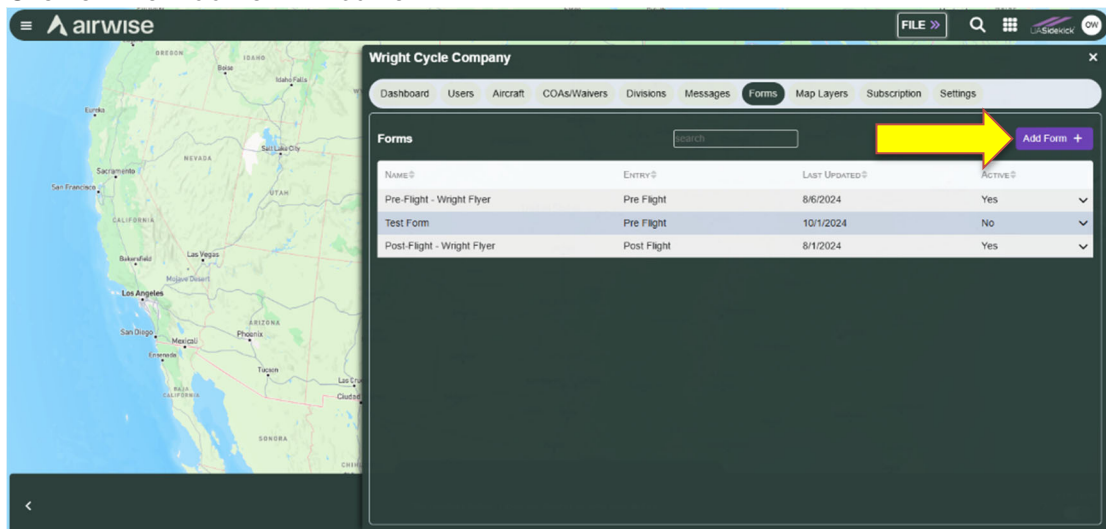
Forms are a powerful way to help your team capture consistent information before and after every flight. Custom Forms are available for Enterprise teams with Advanced Reporting. You can create multiple forms for pre-flight and post-flight. Build them to match your standard operating procedures exactly the way your organization works.

When a pilot creates a new flight, your forms are automatically added. No separate checklist. No missed steps. No “we’ll do it later.” You can add headings and descriptions, require critical answers and reorder questions to fit your workflow. Pilots can update responses until they select Complete. After that only administrators can make changes so your records stay clean, consistent and audit ready. When it’s time to review the data, you can export responses to a CSV format that’s perfect for reporting trend analysis and after-action documentation.

To create a Form:

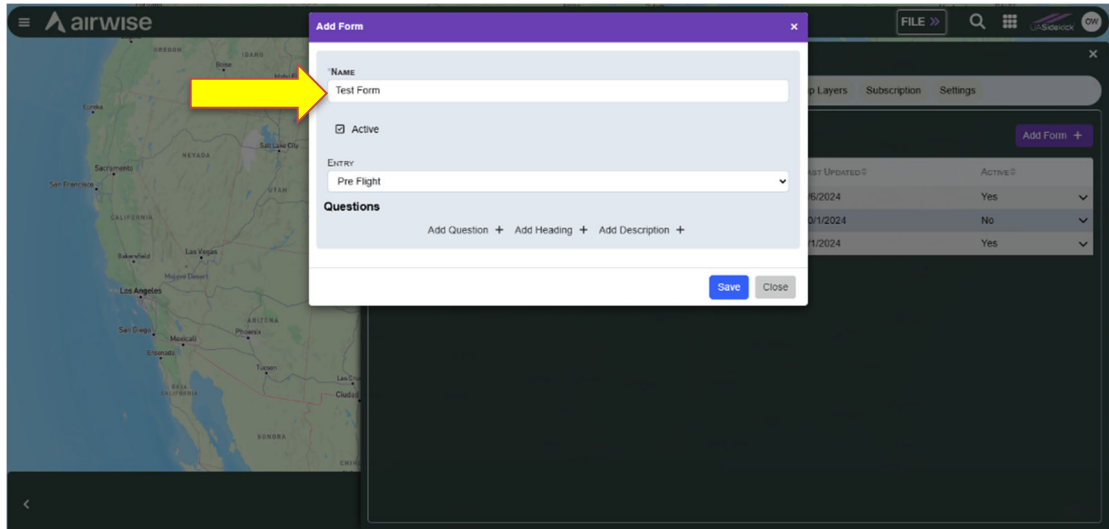
Forms procedures

1. Click on the ‘Add Form +’ button



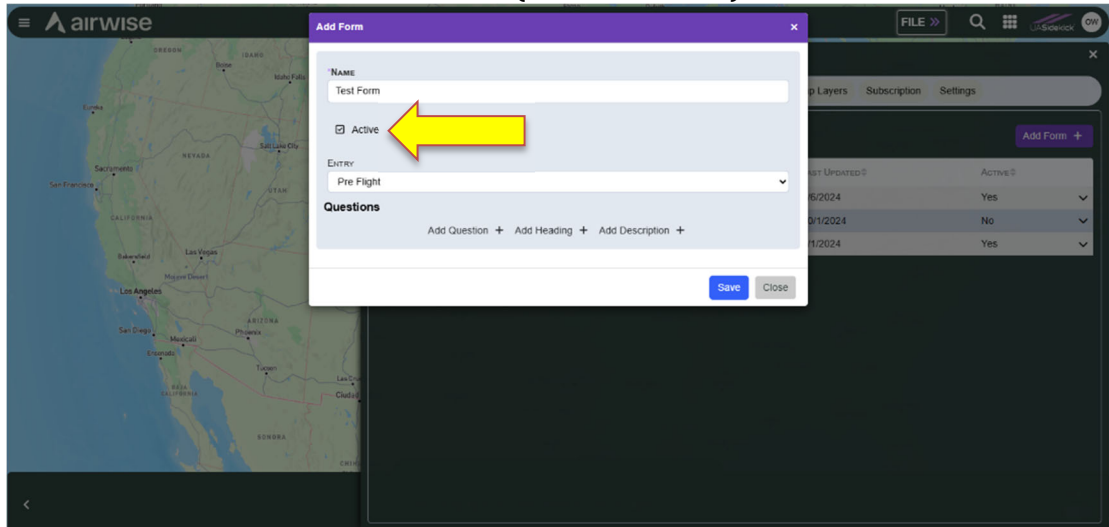
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2. Enter a Name for the Form in the 'Name' field



The screenshot shows the 'Add Form' dialog box in the Airwise Sidekick application. The dialog box is open over a map of the United States. The 'NAME' field is highlighted with a yellow arrow and contains the text 'Test Form'. Below the 'NAME' field, there is a checkbox labeled 'Active' which is checked. Below the 'Active' checkbox, there is a dropdown menu labeled 'ENTRY' with 'Pre Flight' selected. Below the 'ENTRY' dropdown, there is a section labeled 'Questions' with three sub-items: 'Add Question +', 'Add Heading +', and 'Add Description +'. At the bottom right of the dialog box, there are 'Save' and 'Close' buttons.

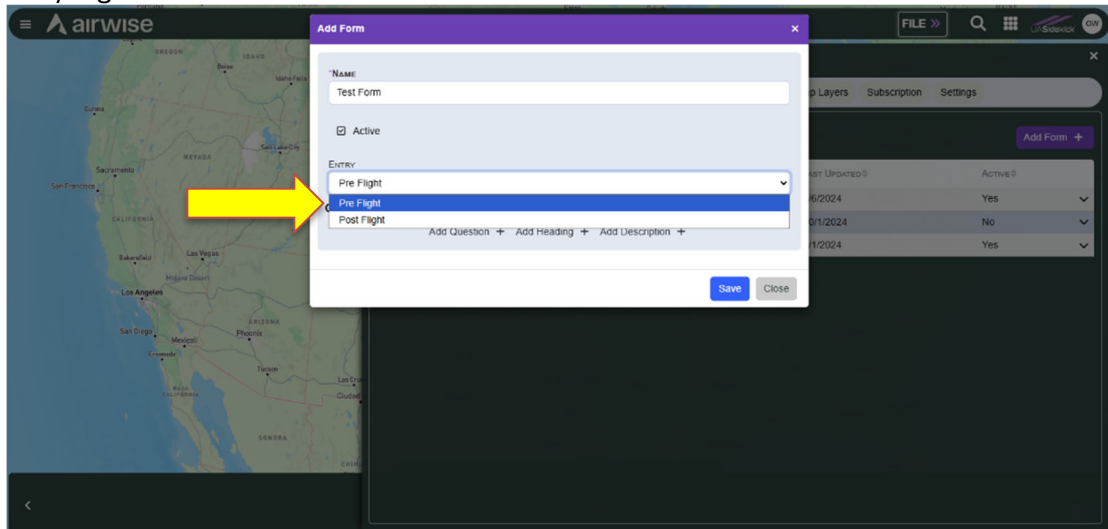
3. Select whether the form will be Active. (default is active)



The screenshot shows the 'Add Form' dialog box in the Airwise Sidekick application. The dialog box is open over a map of the United States. The 'NAME' field contains the text 'Test Form'. Below the 'NAME' field, there is a checkbox labeled 'Active' which is checked. A yellow arrow points to the 'Active' checkbox. Below the 'Active' checkbox, there is a dropdown menu labeled 'ENTRY' with 'Pre Flight' selected. Below the 'ENTRY' dropdown, there is a section labeled 'Questions' with three sub-items: 'Add Question +', 'Add Heading +', and 'Add Description +'. At the bottom right of the dialog box, there are 'Save' and 'Close' buttons.

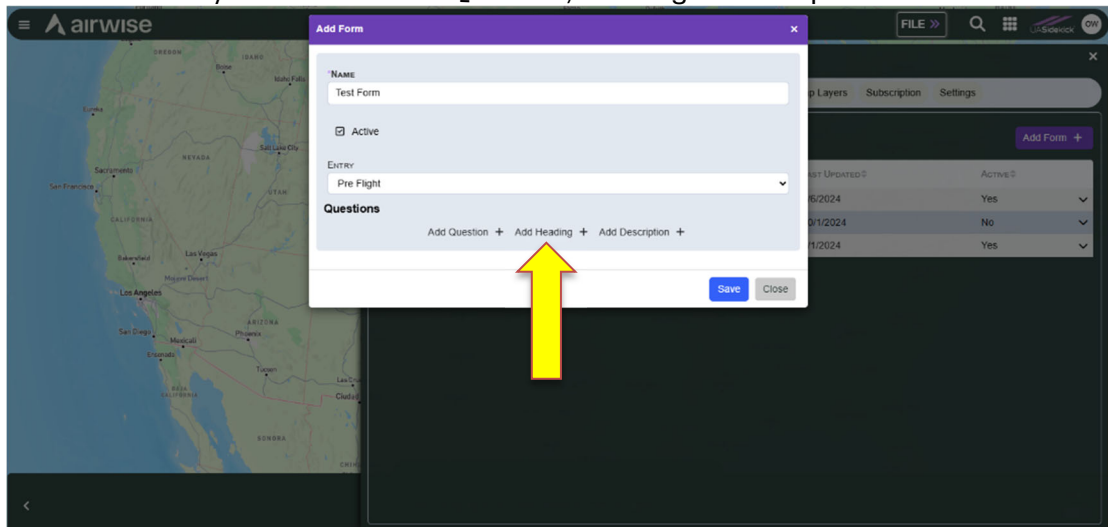
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4. Select whether the form will be a 'Pre Flight' or 'Post Flight' form. Pre Flight forms will be displayed after a Pilot creates a Flight, before it is saved or sent for an Authorization. Post Flight forms will be displayed after the Flight has been completed the next time the Pilot accesses the Flight information. The Pilot will also receive notification that there is a Post Flight form that needs to be completed the next time they log into AirWise Sidekick.



The screenshot shows the 'Add Form' dialog box in the AirWise Sidekick application. The dialog has a purple header and a white body. It contains a 'NAME' field with 'Test Form' entered, an 'Active' checkbox, and an 'Entry' dropdown menu. The 'Entry' dropdown is open, showing 'Pre Flight' and 'Post Flight' options. A yellow arrow points to the 'Pre Flight' option. Below the dropdown are links for 'Add Question', 'Add Heading', and 'Add Description'. At the bottom are 'Save' and 'Close' buttons. The background shows a map of the United States and a sidebar with 'Layers', 'Subscription', and 'Settings' tabs.

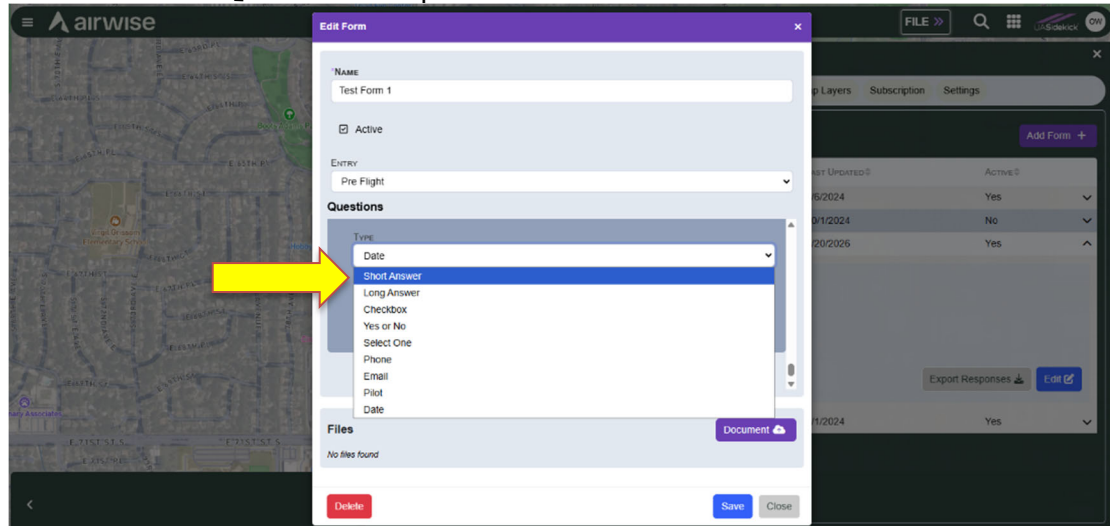
5. Select whether you want to add a Question, Heading or Description.



The screenshot shows the 'Add Form' dialog box in the AirWise Sidekick application. The dialog has a purple header and a white body. It contains a 'NAME' field with 'Test Form' entered, an 'Active' checkbox, and an 'Entry' dropdown menu set to 'Pre Flight'. Below the dropdown is a 'Questions' section with links for 'Add Question', 'Add Heading', and 'Add Description'. A yellow arrow points to the 'Add Question' link. At the bottom are 'Save' and 'Close' buttons. The background shows a map of the United States and a sidebar with 'Layers', 'Subscription', and 'Settings' tabs.

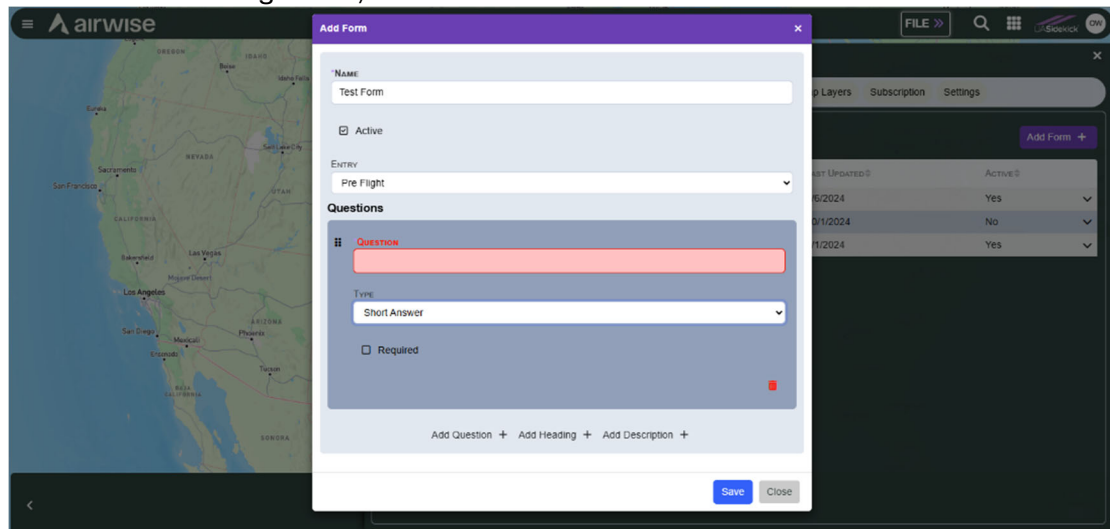
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6. Questions can be one of nine different types: Short Answer, Long Answer, Checkbox, Yes or No, Select One, Phone, Email, Pilot or Date. You can also use the checkbox to determine if the Question is Required or not.



The screenshot shows the 'Edit Form' window in the Airwise Sidekick application. The 'Questions' section is active, and a dropdown menu is open, displaying the following options: Date, Short Answer, Long Answer, Checkbox, Yes or No, Select One, Phone, Email, Pilot, and Date. The 'Short Answer' option is highlighted. The background shows a map of a city area.

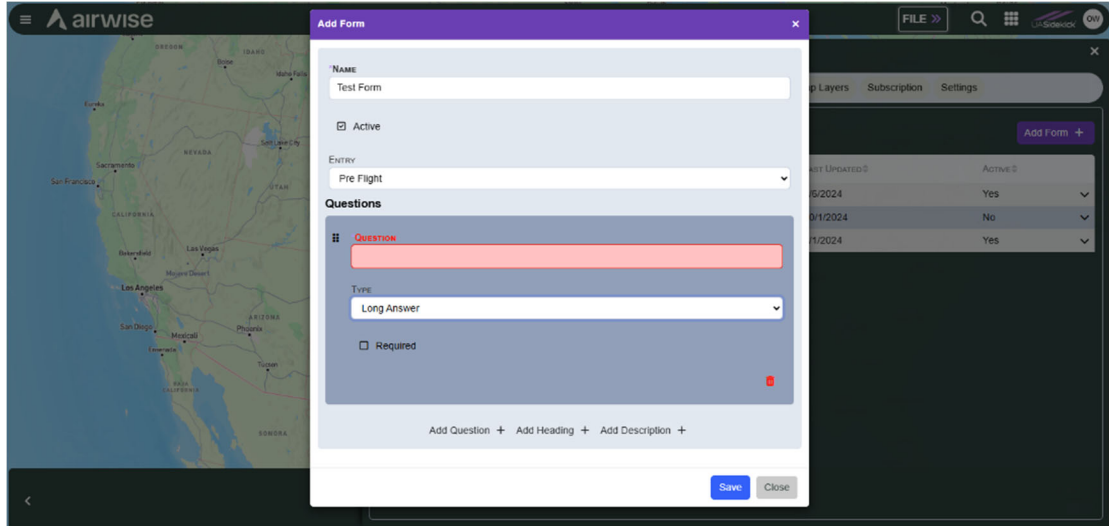
7. Short Answer – Single Line, Free form text field



The screenshot shows the 'Add Form' window in the Airwise Sidekick application. The 'Questions' section is active, and a new question is being added. The 'Type' dropdown is set to 'Short Answer', and the 'Required' checkbox is unchecked. The background shows a map of the United States.

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8. Long Answer - Multiple Line, Free form text field

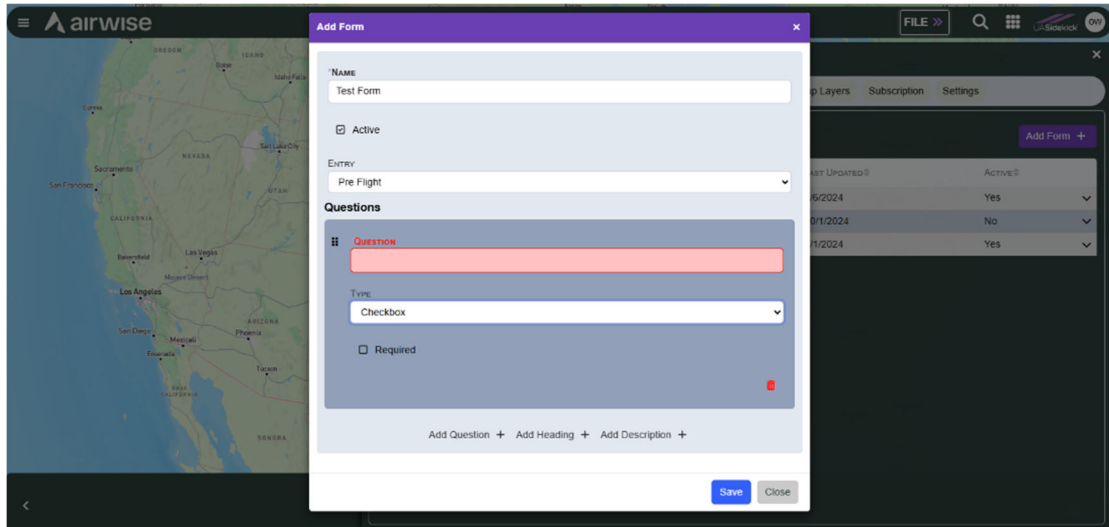


The screenshot shows the 'Add Form' dialog in the Airwise Sidekick application. The dialog is overlaid on a map of the United States. The form configuration is as follows:

- NAME:** Test Form
- Active:** ☒
- ENTRY:** Pre Flight
- Questions:**
 - QUESTION:** (Redacted)
 - Type:** Long Answer
 - Required:** ☐

At the bottom of the dialog, there are links: 'Add Question +', 'Add Heading +', and 'Add Description +'. The 'Save' and 'Close' buttons are at the bottom right.

9. Checkbox

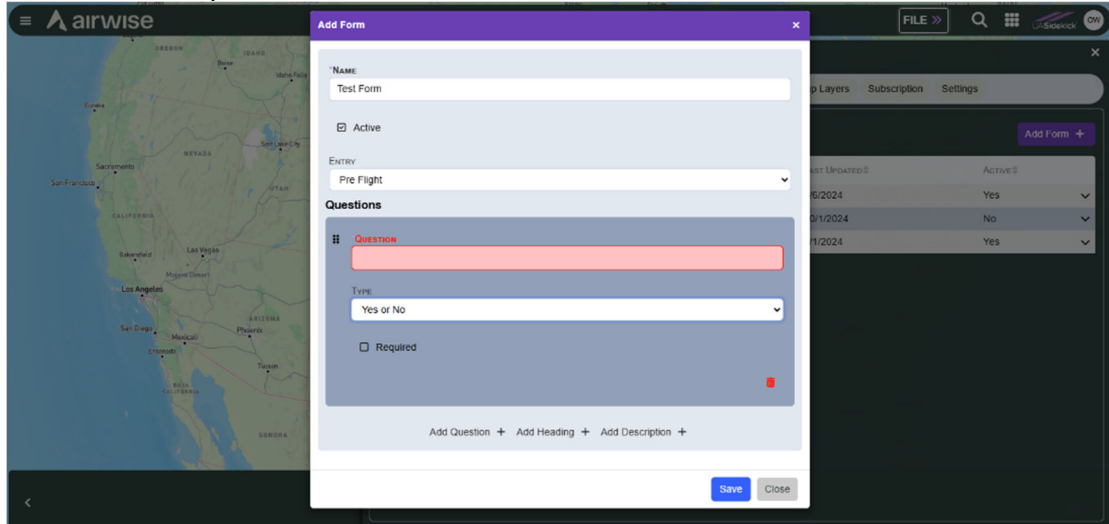


The screenshot shows the 'Add Form' dialog in the Airwise Sidekick application. The dialog is overlaid on a map of the United States. The form configuration is as follows:

- NAME:** Test Form
- Active:** ☒
- ENTRY:** Pre Flight
- Questions:**
 - QUESTION:** (Redacted)
 - Type:** Checkbox
 - Required:** ☐

At the bottom of the dialog, there are links: 'Add Question +', 'Add Heading +', and 'Add Description +'. The 'Save' and 'Close' buttons are at the bottom right.

10. Yes or No – Dropdown selection



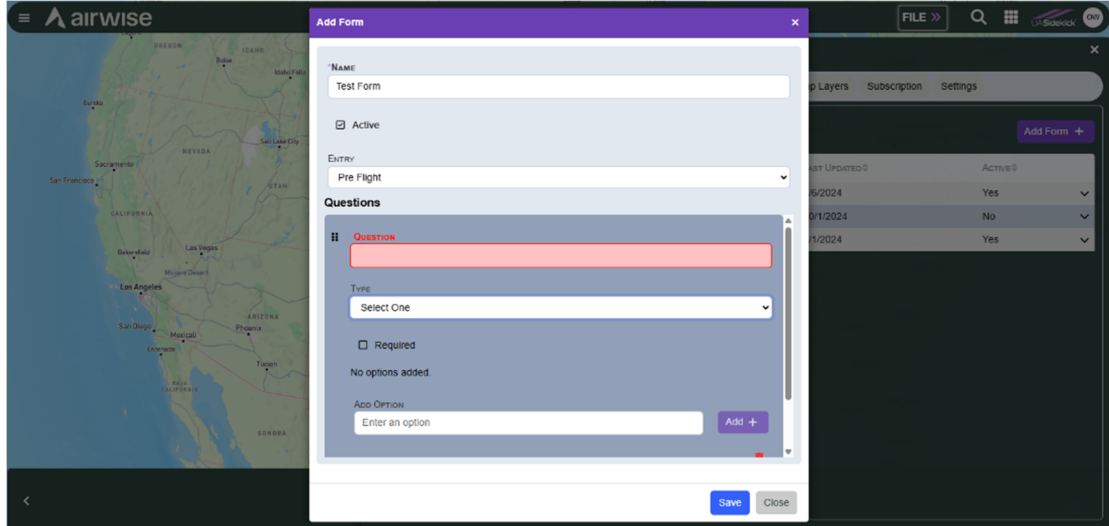
The screenshot shows the 'Add Form' dialog in the Airwise Sidekick application. The dialog is overlaid on a map of the United States. The form configuration is as follows:

- NAME:** Test Form
- Active:** ☒
- ENTRY:** Pre Flight
- Questions:**
 - QUESTION:** (Redacted)
 - Type:** Yes or No
 - Required:** ☐

At the bottom of the dialog, there are links: 'Add Question +', 'Add Heading +', and 'Add Description +'. The 'Save' and 'Close' buttons are at the bottom right.

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11. Select One – Dropdown selection of Administrator entered options

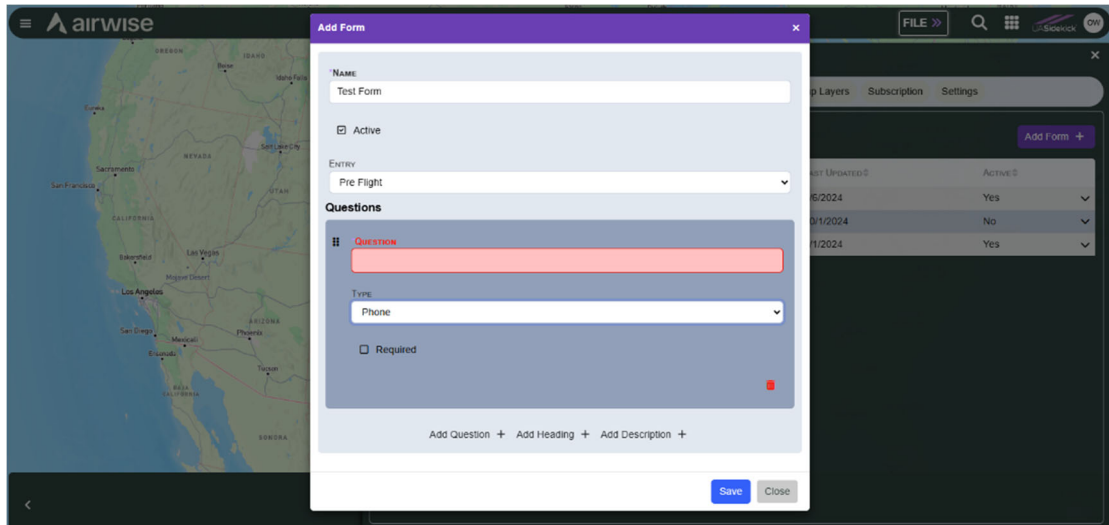


The screenshot shows the 'Add Form' dialog in the Airwise Sidekick application. The dialog is open over a map of the United States. The form configuration is as follows:

- NAME:** Test Form
- Active:** ☒
- ENTRY:** Pre Flight
- Questions:**
 - QUESTION:** (Redacted)
 - Type:** Select One
 - Required:** ☐
 - No options added.**
 - Add Option:** Enter an option **Add +**

At the bottom of the dialog are **Save** and **Close** buttons. In the background, a table shows a list of forms with columns for 'Last Updated', 'Active', and 'Add Form +'. The table contains three rows of data.

12. Phone – Free form text field

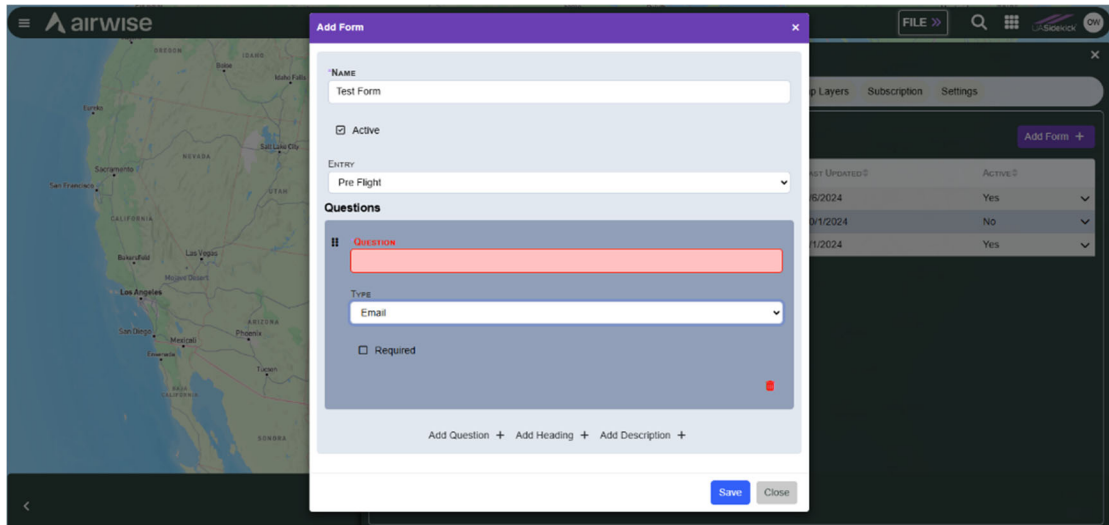


The screenshot shows the 'Add Form' dialog in the Airwise Sidekick application. The dialog is open over a map of the United States. The form configuration is as follows:

- NAME:** Test Form
- Active:** ☒
- ENTRY:** Pre Flight
- Questions:**
 - QUESTION:** (Redacted)
 - Type:** Phone
 - Required:** ☐

At the bottom of the dialog are **Save** and **Close** buttons. In the background, a table shows a list of forms with columns for 'Last Updated', 'Active', and 'Add Form +'. The table contains three rows of data.

13. Email – Free form text field



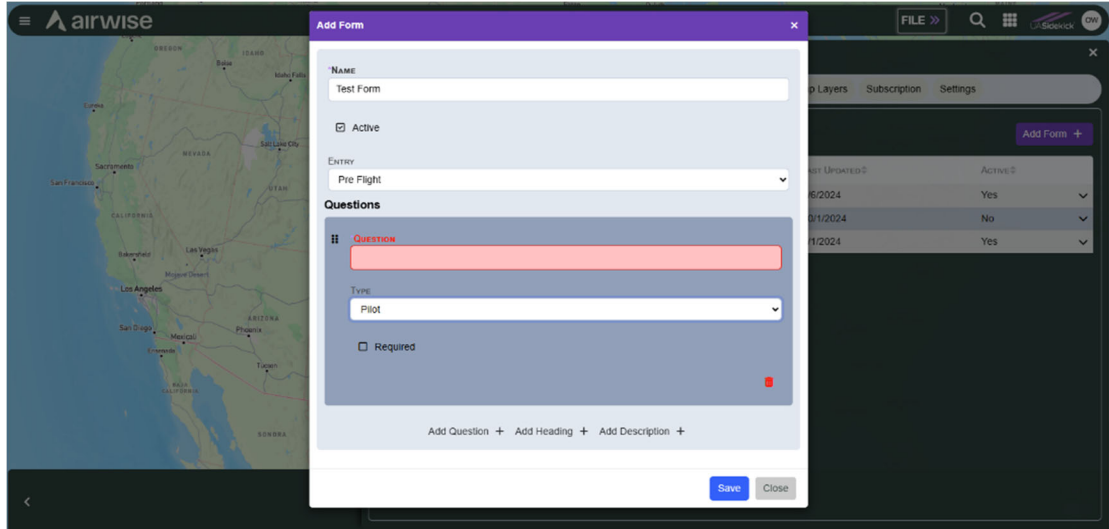
The screenshot shows the 'Add Form' dialog in the Airwise Sidekick application. The dialog is open over a map of the United States. The form configuration is as follows:

- NAME:** Test Form
- Active:** ☒
- ENTRY:** Pre Flight
- Questions:**
 - QUESTION:** (Redacted)
 - Type:** Email
 - Required:** ☐

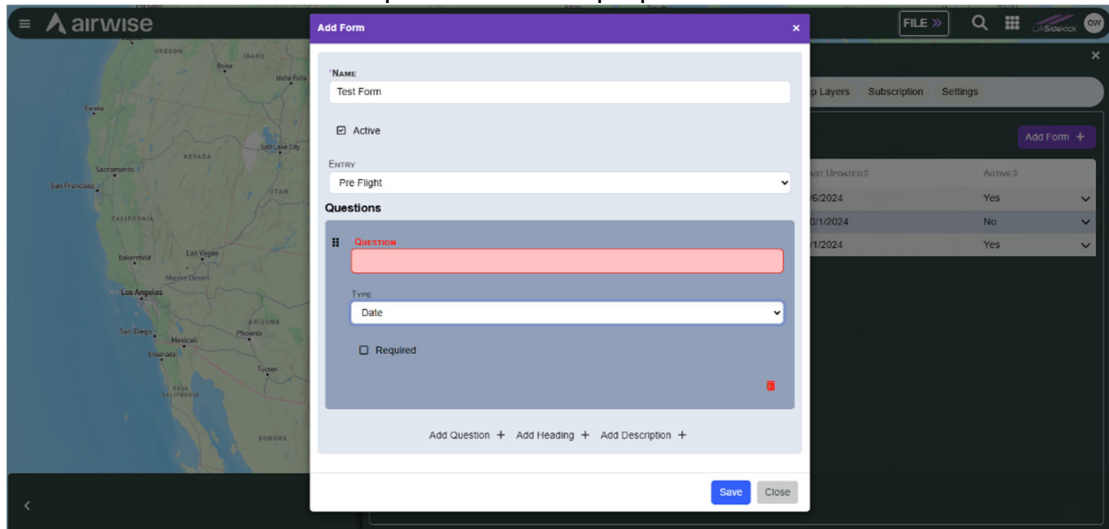
At the bottom of the dialog are **Save** and **Close** buttons. In the background, a table shows a list of forms with columns for 'Last Updated', 'Active', and 'Add Form +'. The table contains three rows of data.

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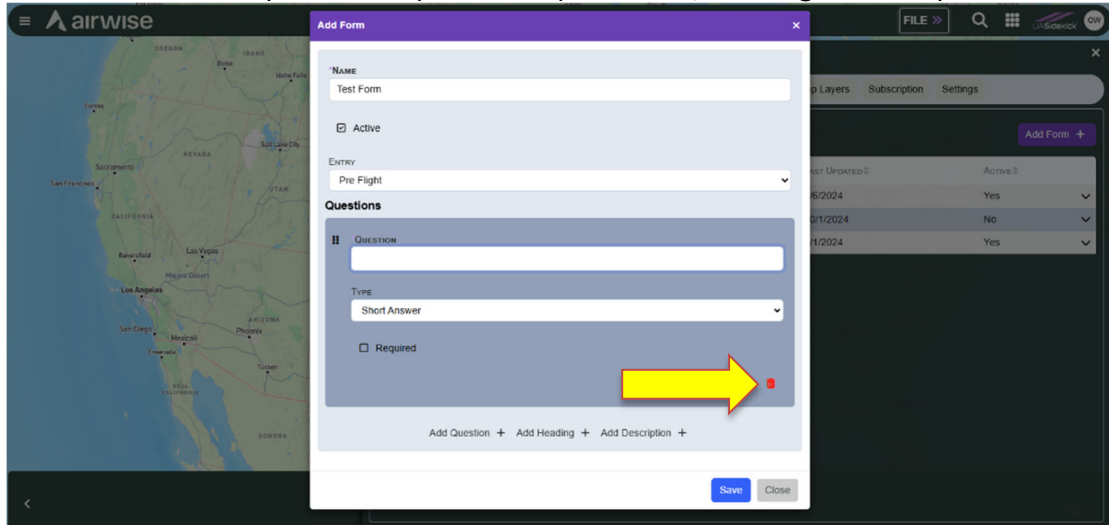
14. Pilot – Uses a drop down list of Enterprise Pilots



15. Date – Uses a calendar to help user enter the proper date format

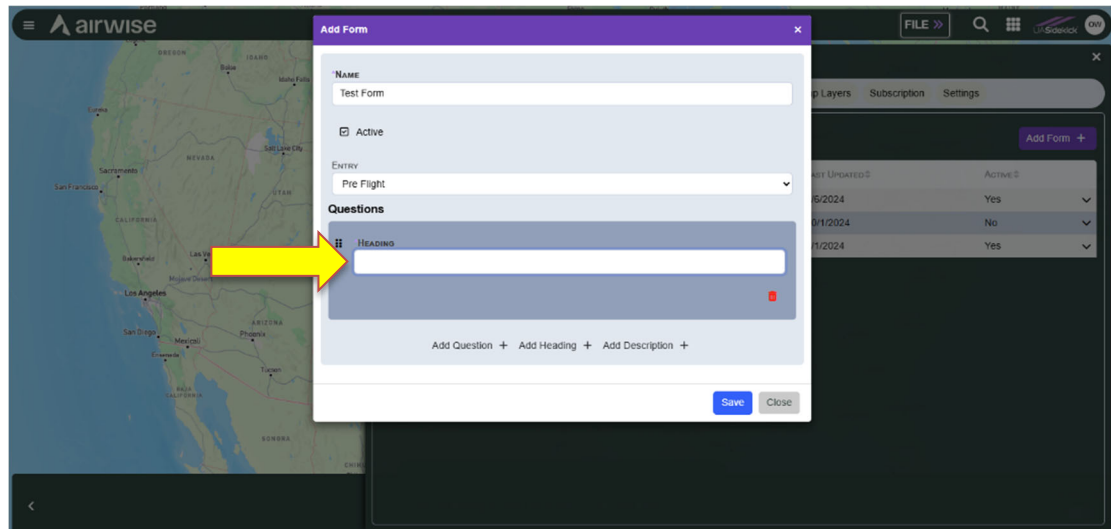


16. The Delete icon will permanently delete any Question, Heading or Description.

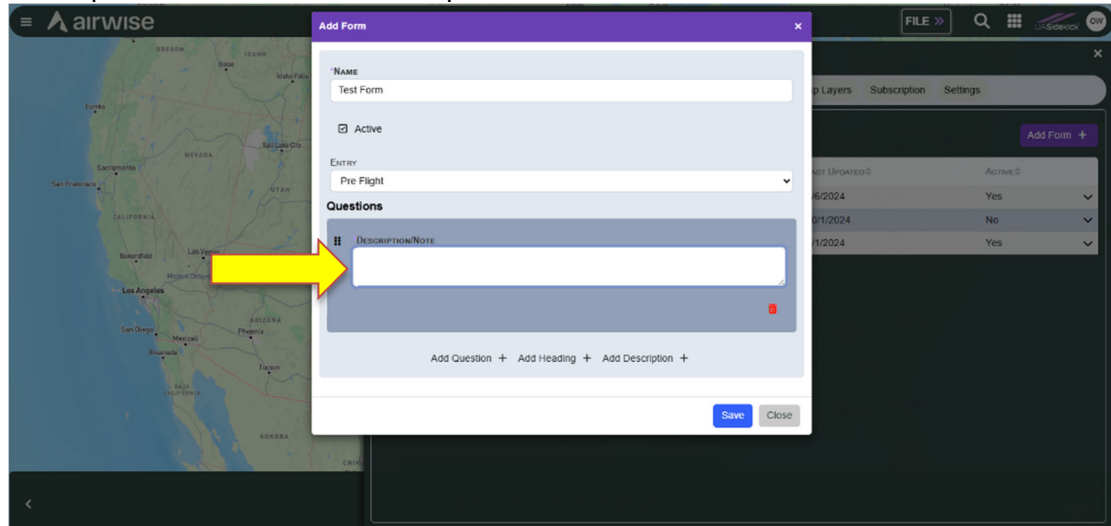


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17. Headings will be bold and should be used to indicate the beginning of a section of the Form.

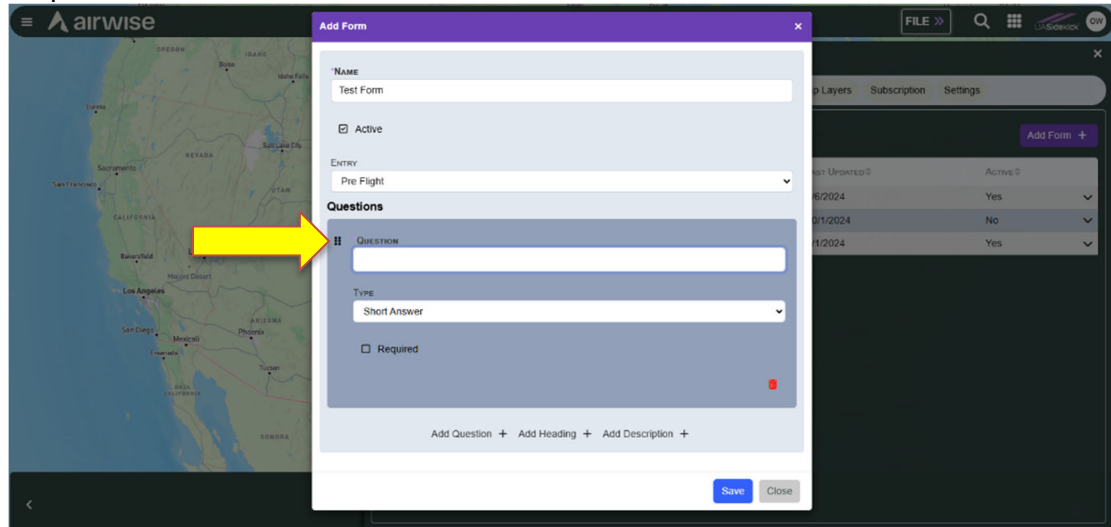


18. Descriptions should be used to explain how a Form is to be filled out.

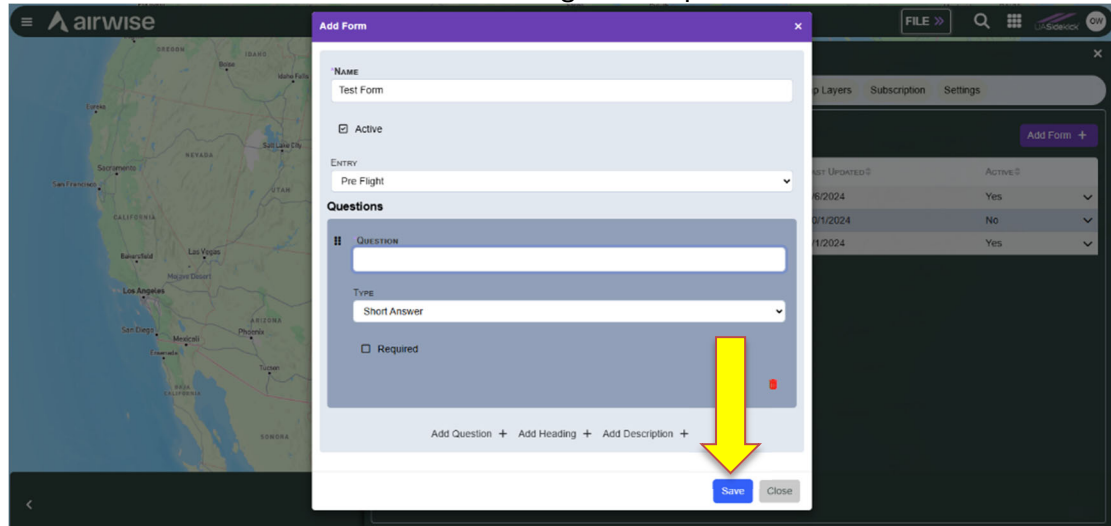


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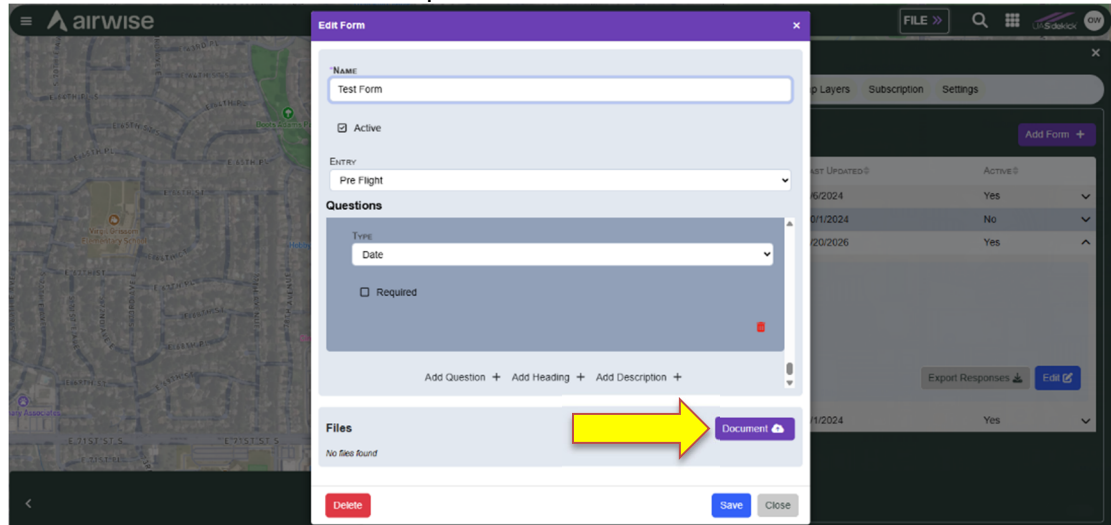
19. Click and drag on the six dot icon of any Question, Heading or Description to change its position on the Form.



20. Click the 'Save' button when the Form design is complete.

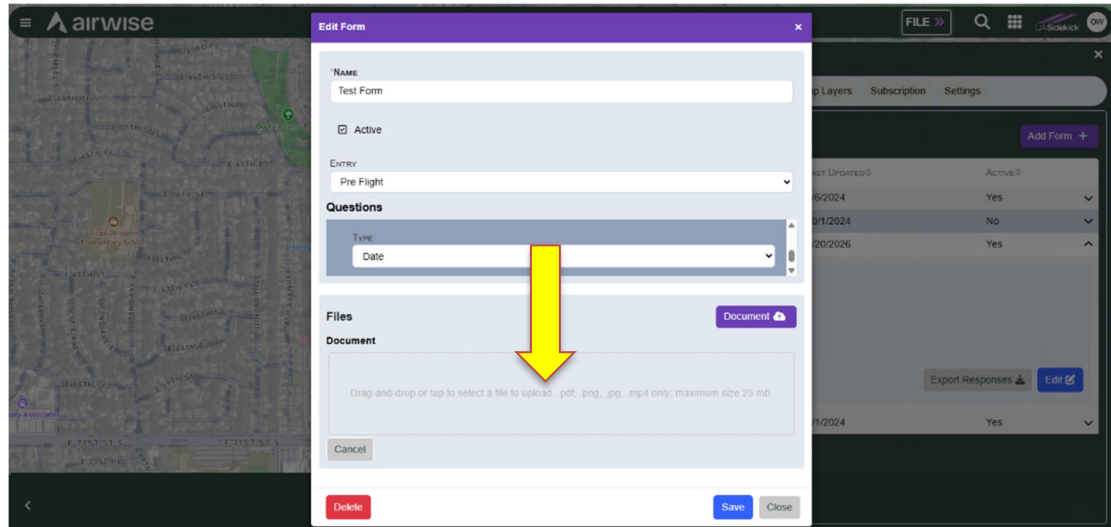


21. Click the 'Document' button to upload additional files to attach to the form.

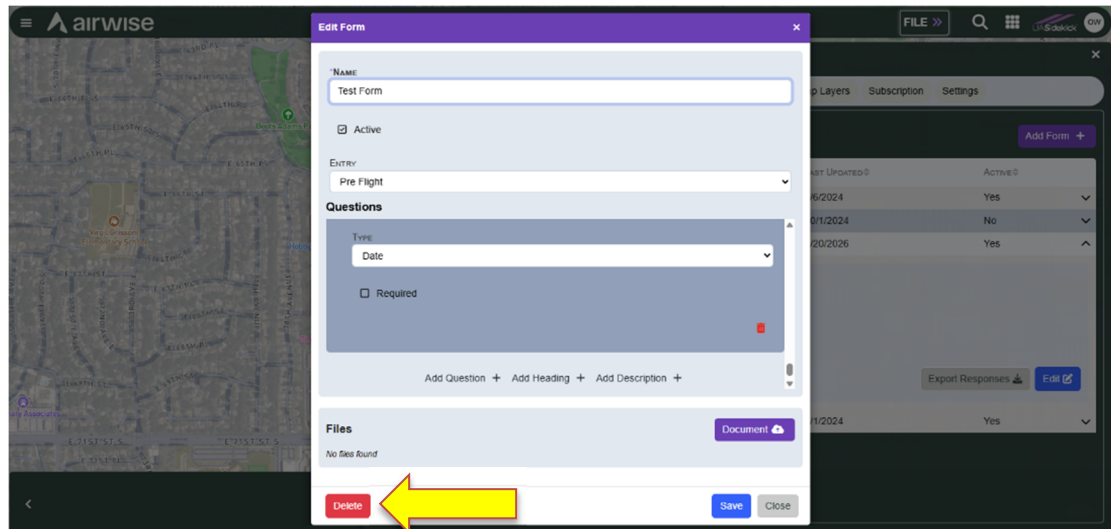


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22. Drag and drop or tap to select a file to upload .pdf, .png, .jpg, .mp4 only; maximum size 25mb.

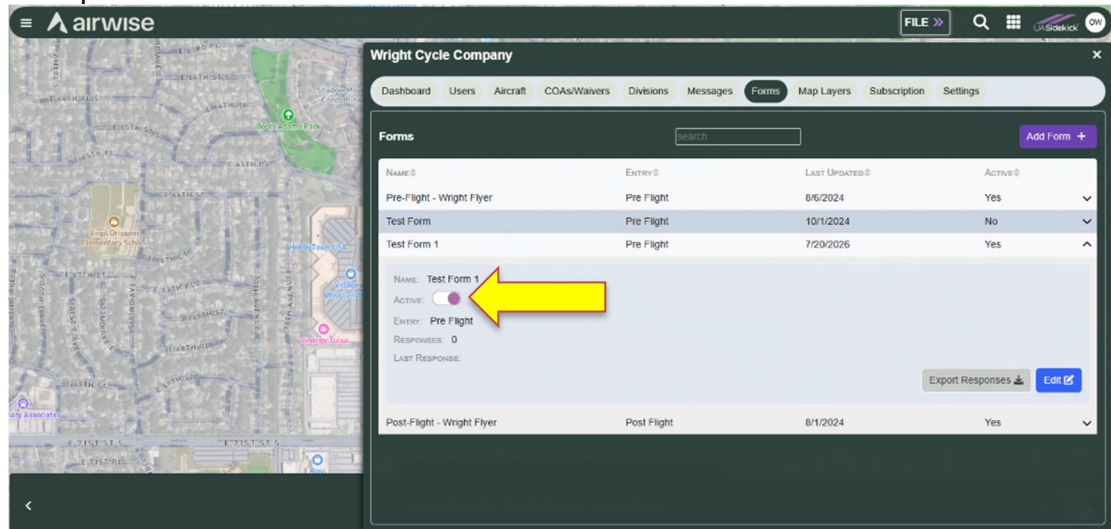


23. Click the 'Delete' button to delete the Form.

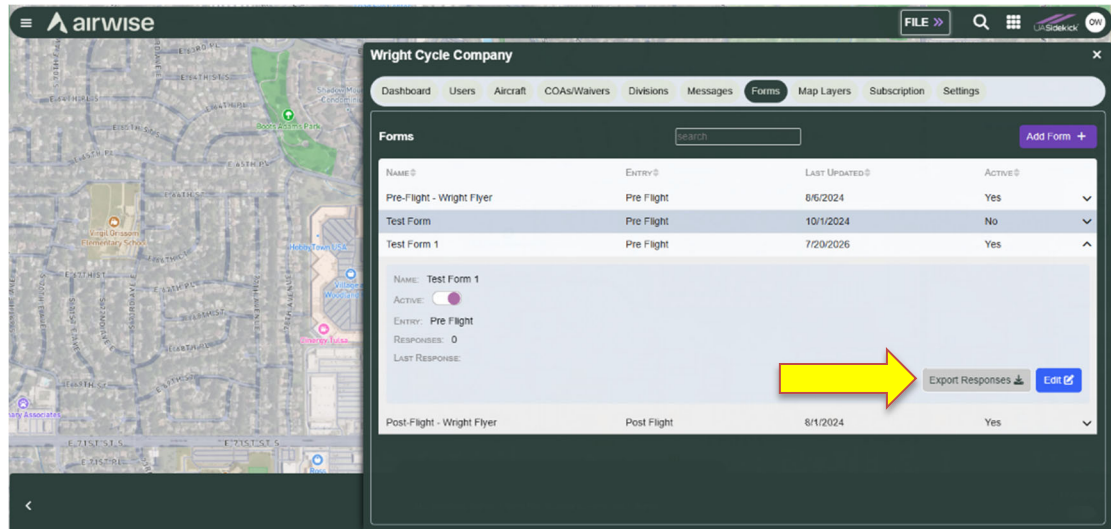


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24. Forms can be made Active or Inactive with the toggle button on the Forms tab of the Enterprise Admin screen.



25. Click on the 'Export Responses' button to export all responses received for a given form to a .csv text file.



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8. Map Layers

Custom Map Layers allow you to import one or multiple KML (.kml), KMZ (.kmz), Geojson (.geojson), or Esri Zip (.zip) files to create a single Custom Map Layer. Max file size is 25MB.

These data files can contain multiple data points or they could define an area. An example of a file with multiple data points would be a list of communication towers or government facilities. An example of a file that would define an area would be boundaries for a festival area or boundaries of a construction zone.

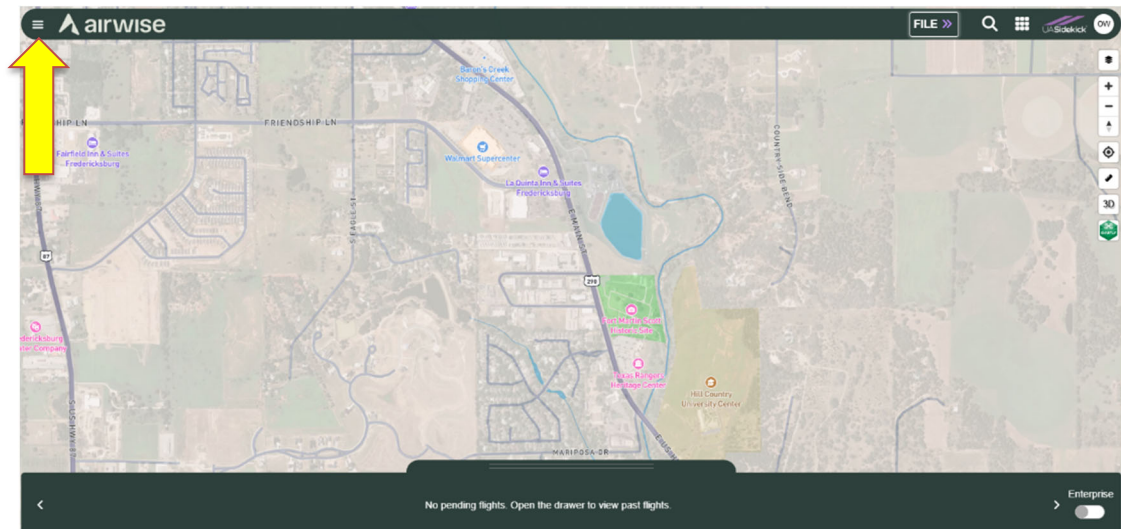
The ability to create Custom Map Layers is only available to Administrator users within your account. Custom Map Layers added as an Enterprise Layer through the 'Enterprise Admin' icon will be viewable by everyone in the Enterprise. If the Administrator adds the Custom Map Layer as a personal layer it will only be viewable by that Administrator. Best practice is to always add a Custom Map Layer as an Enterprise Layer.

To View Custom Map Layers click on the 'Map Layers' icon in the upper left corner of the screen.

Scroll down so that 'My Layers' shows on the left side of the screen. Make sure the check box next to the layer you want to view is selected. Click on the magnifying glass to the right of your Custom Map Layer name to zoom to your Custom Map Layer location.

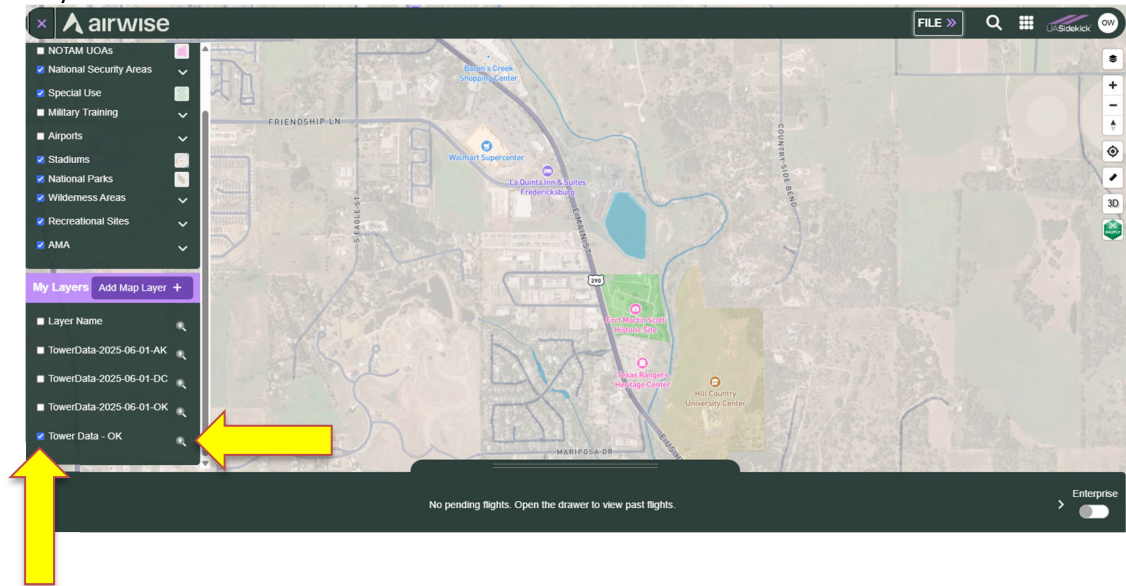
There are two ways to add a Custom Map Layer in AirWise Sidekick. The first way is:

To View Custom Map Layers click on the 'Map Layers' icon in the upper left corner of the screen.



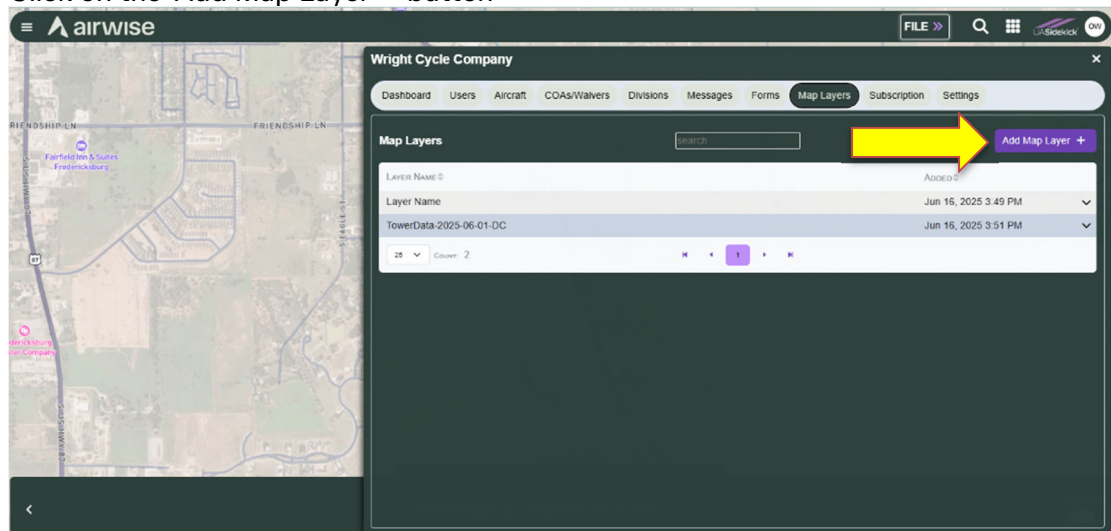
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Scroll down so that 'My Layers' shows on the left side of the screen. Make sure the check box next to the layer you want to view is selected. Click on the magnifying glass to the right of your Custom Map Layer name to zoom to your Custom Map Layer location.



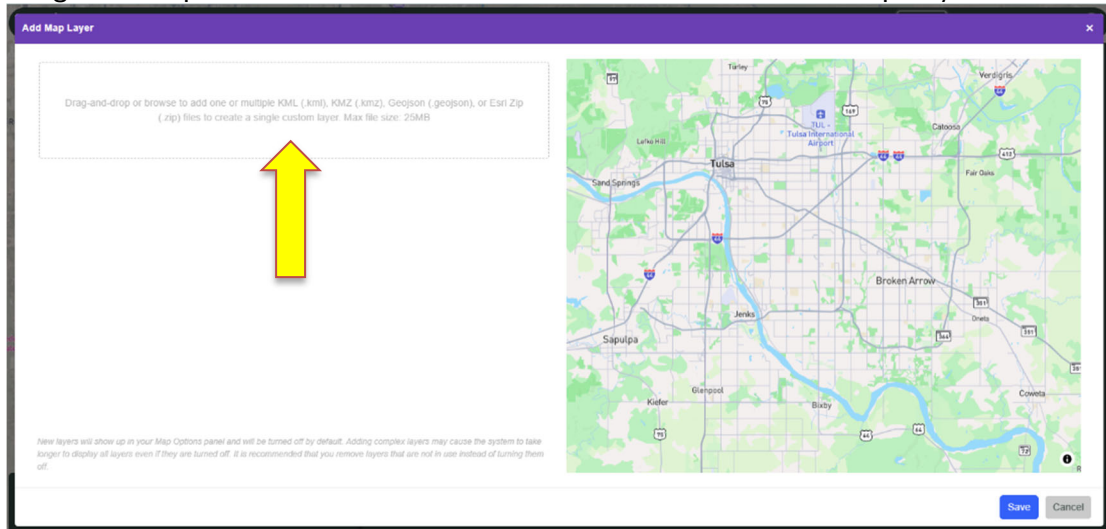
Add a Custom Map Layer from Enterprise Admin

1. Click on the 'Add Map Layer +' button

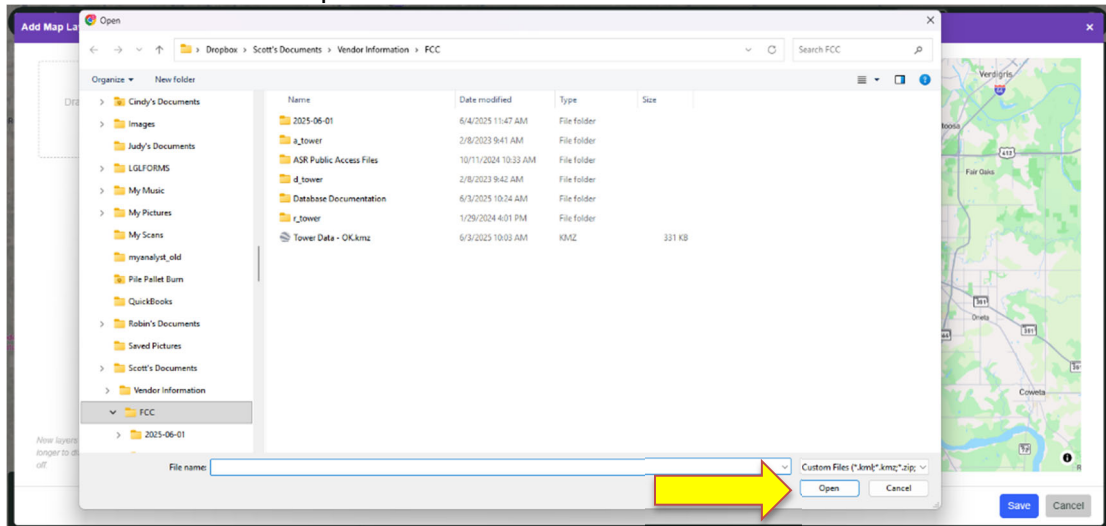


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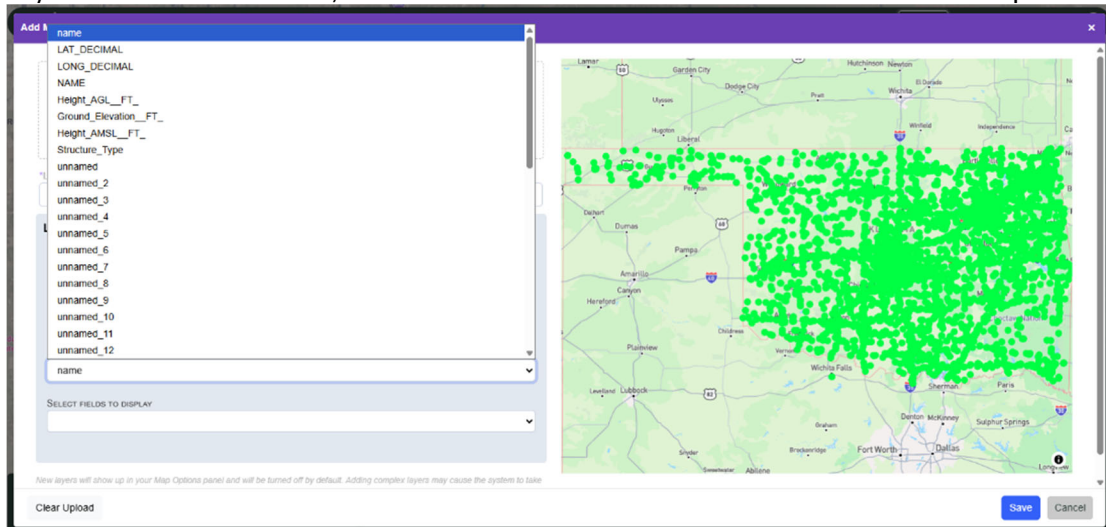
2. Drag-and-drop or click within the dotted box to add the Custom Map Layer File



3. Navigate on your computer to where the file for your Custom Map Layer is located. Select it and click the 'Open' button

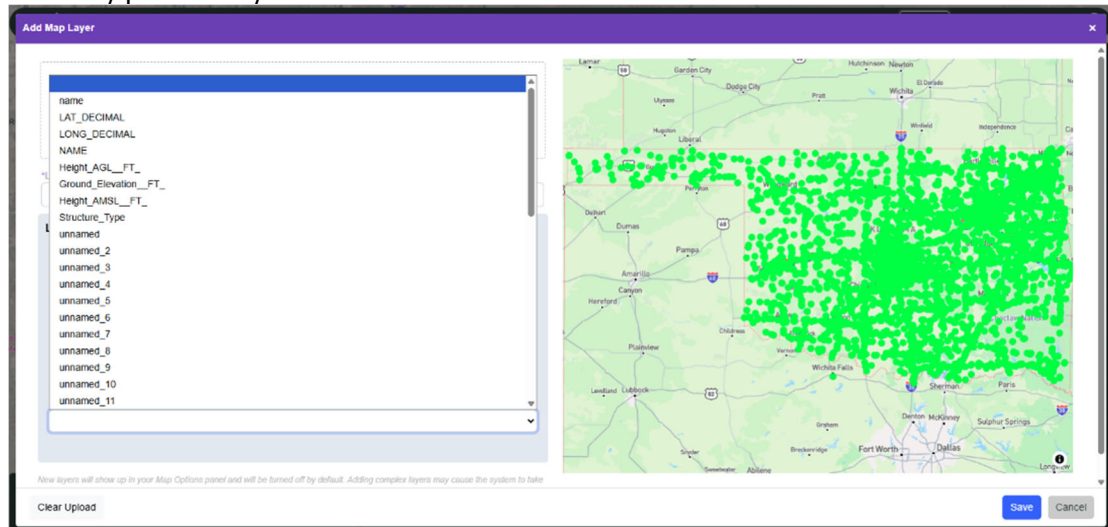


4. If your file has data fields, select the field that will be used to name each data point

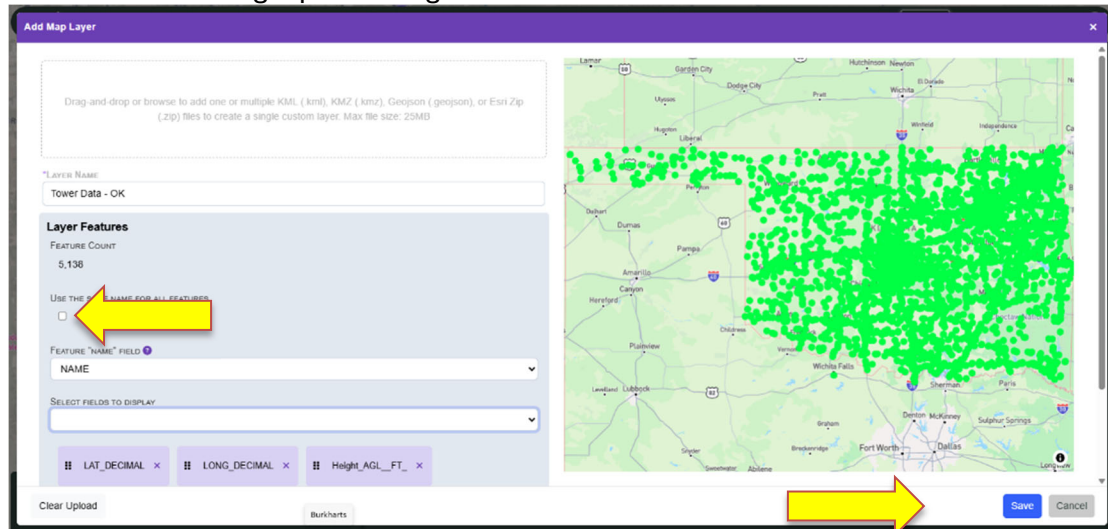


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- Next, select the data fields you want listed for each point on the map. You can select as many points as you would like.



- Select this checkbox if all data points on the map will have the same name. Click the 'Save' button to begin processing of the file.



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7. When the file has completed processing you will be notified.

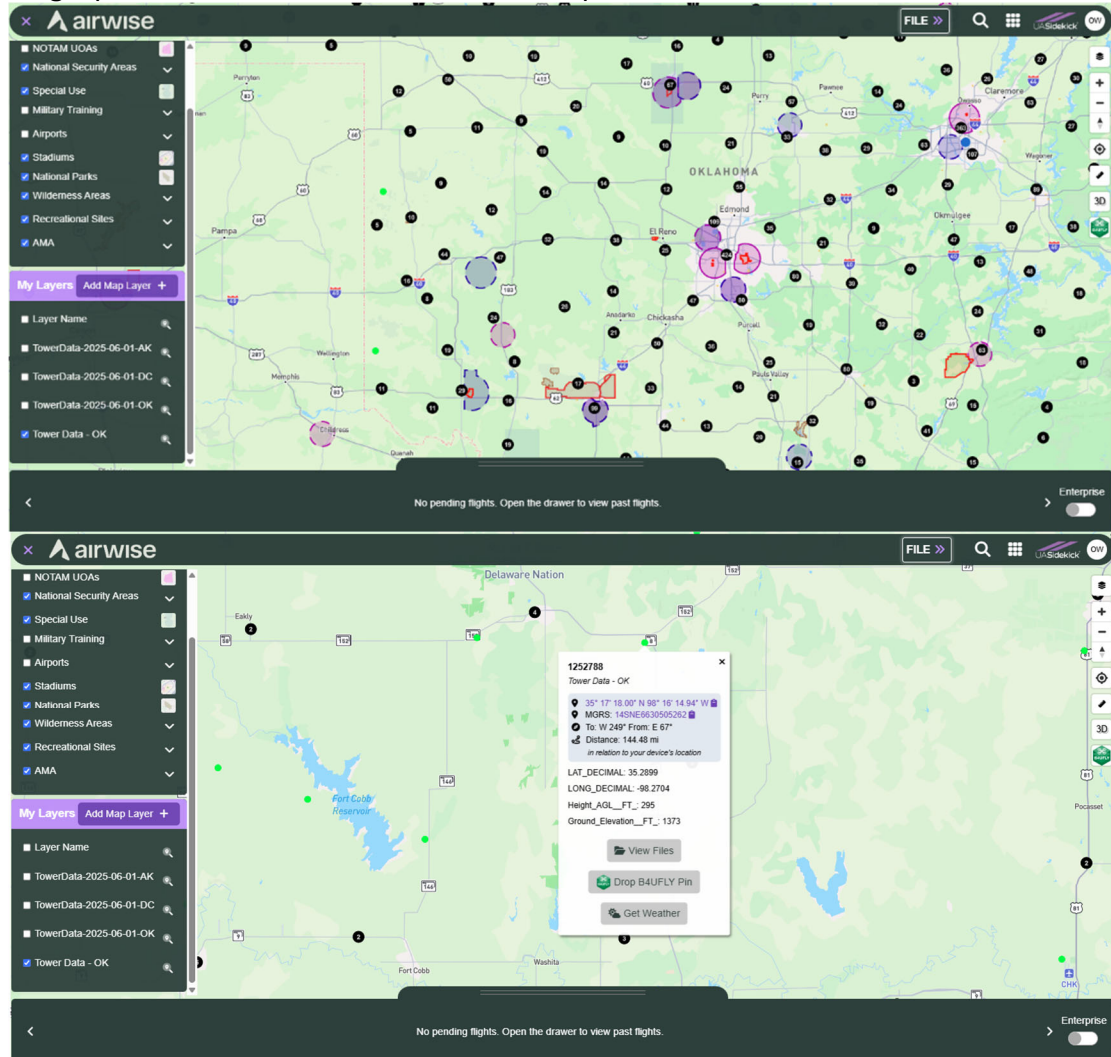
The screenshot displays the Airwise Sidekick Enterprise Administrator interface. At the top, a green notification banner states: "Your custom layer has been queued for processing. Processing the new layer may take up to 15 minutes to complete depending on the size. When processing is complete, you will be notified via an alert. NOTE: The layer will not display within UASidekick until processing is complete." Below the notification, the interface is split into two main sections. On the left is a map view showing a geographical area with roads and labels like "FRIENDSHIP LN" and "FAIRFIELD RD & Sates". On the right is the "Map Layers" panel. This panel includes a search bar, an "Add Map Layer" button, and a table of existing layers. The table has two columns: "Layer Name" and "Added".

Layer Name	Added
TowerData-2025-06-01-DC	Jun 16, 2025 3:49 PM
	Jun 16, 2025 3:51 PM

Below the table, there is a "COUNT: 2" indicator and a pagination control showing "1" of 2 pages.

ENTERPRISE ADMINISTRATOR GUIDE

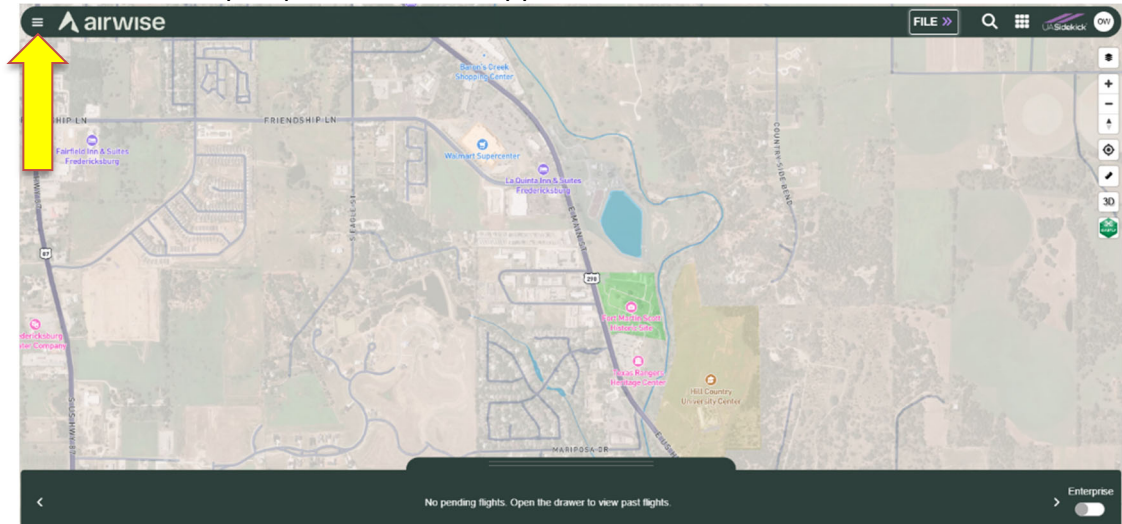
8. This is an example of a Custom Map Layer of multiple data points. When the map is zoomed out they cluster. As you zoom in, single points become visible. Click on a single point to see all of the data about that point.



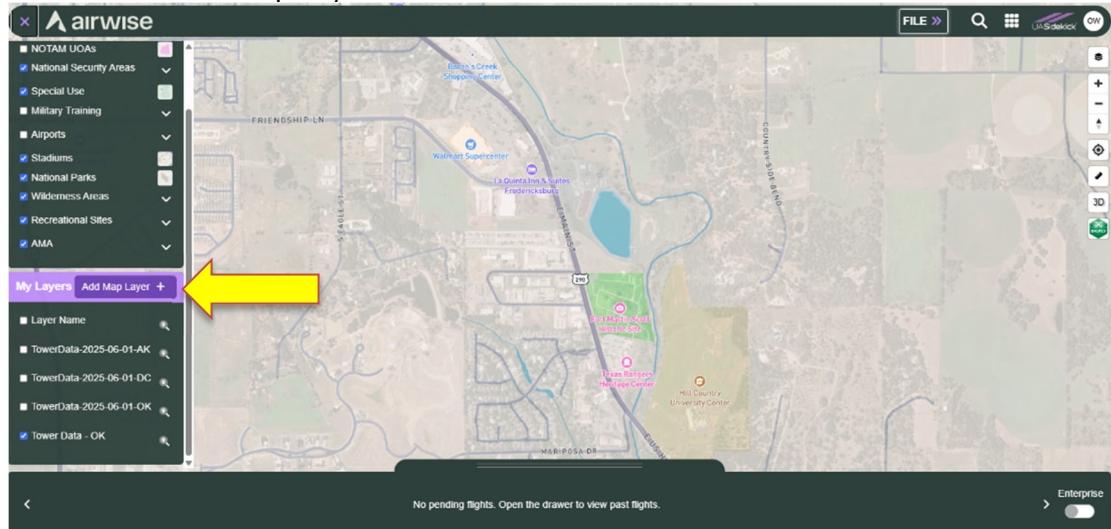
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Add a Custom Map Layer from the Map Layers panel

1. Click on the 'Map Layers' icon in the upper left corner of the screen.

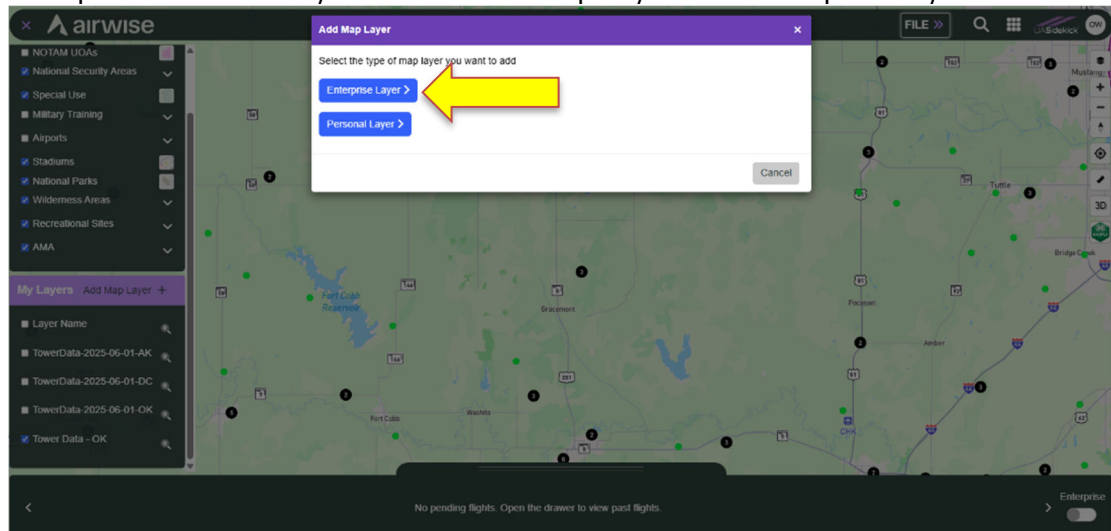


2. Click on the 'Add Map Layer +' button

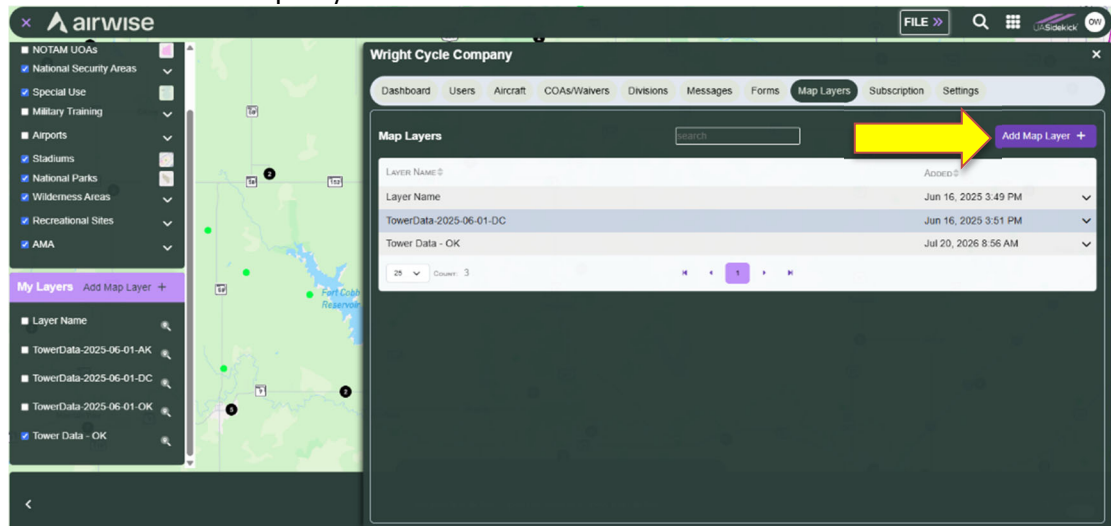


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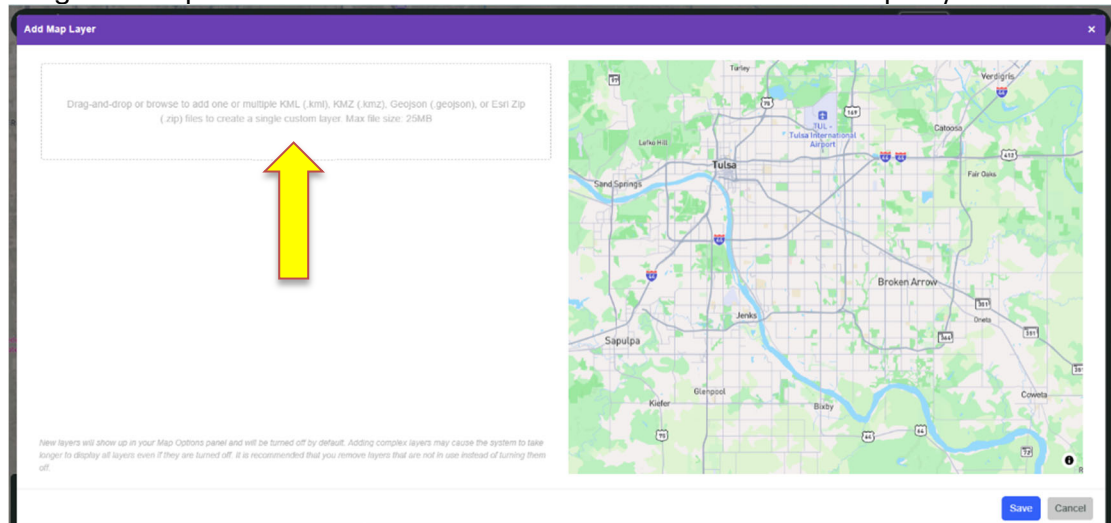
3. Select whether the Custom Map Layer will be an Enterprise Layer or a Personal Layer. Best practice is to always add a Custom Map Layer as an Enterprise Layer.



4. Click on the 'Add Map Layer +' button

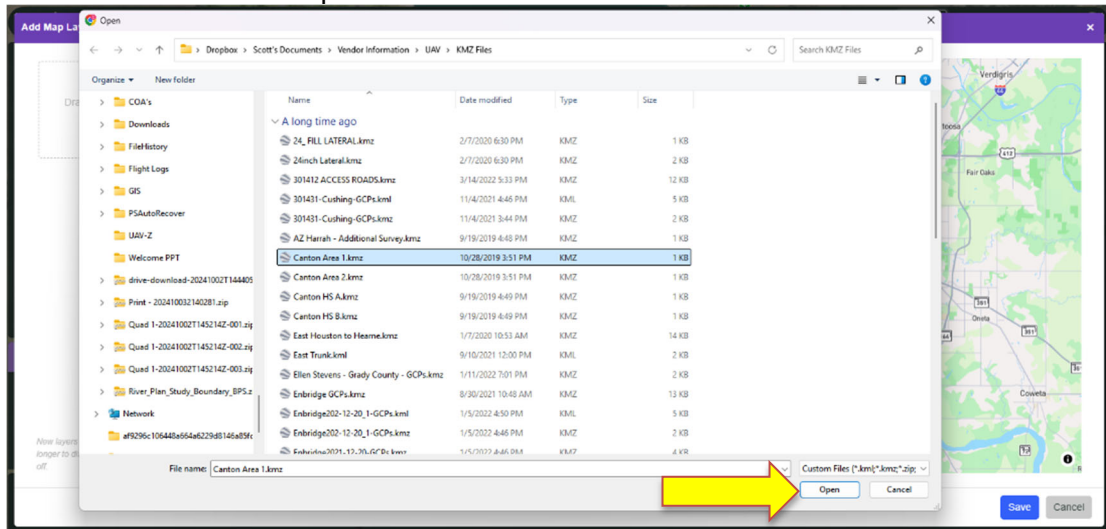


5. Drag-and-drop or click within the dotted box to add the Custom Map Layer File

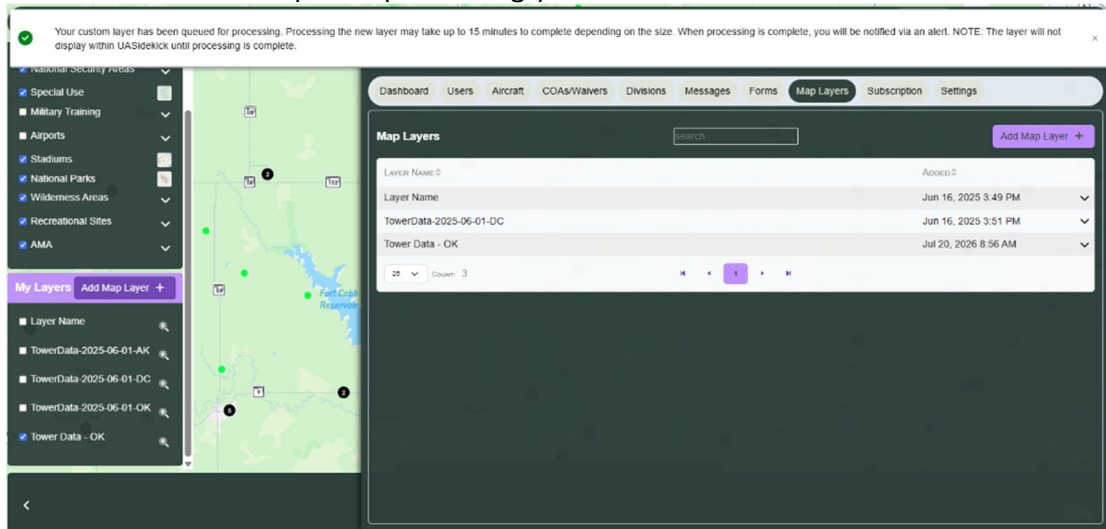


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- Navigate on your computer to where the file for your Custom Map Layer is located. Select it and click the 'Open' button

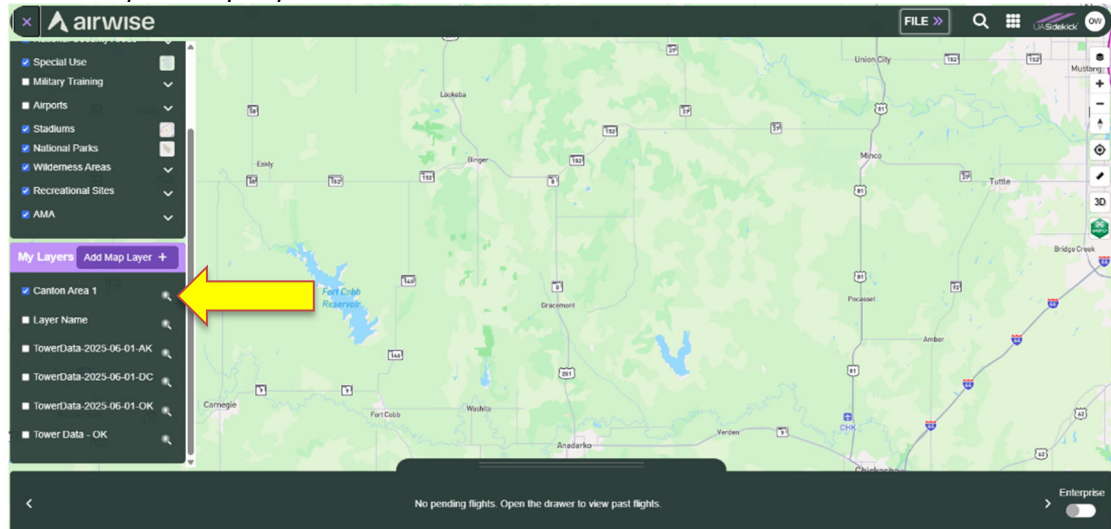


- When the file has completed processing you will be notified.



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8. You can click on the magnifying glass to the right of your Custom Map Layer name to zoom to your map layer location.



9. This is an example of a Defined Area.



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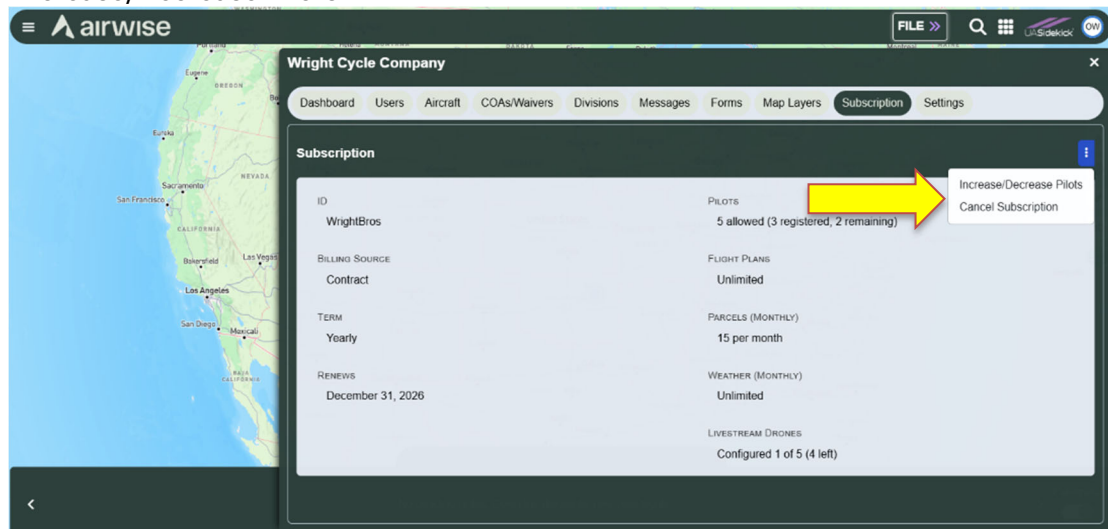
9. Subscriptions

Very few changes can be made to your Enterprise subscription from within the software. You can increase or decrease the number of Pilots, or you can cancel the subscription (which is a bad idea).

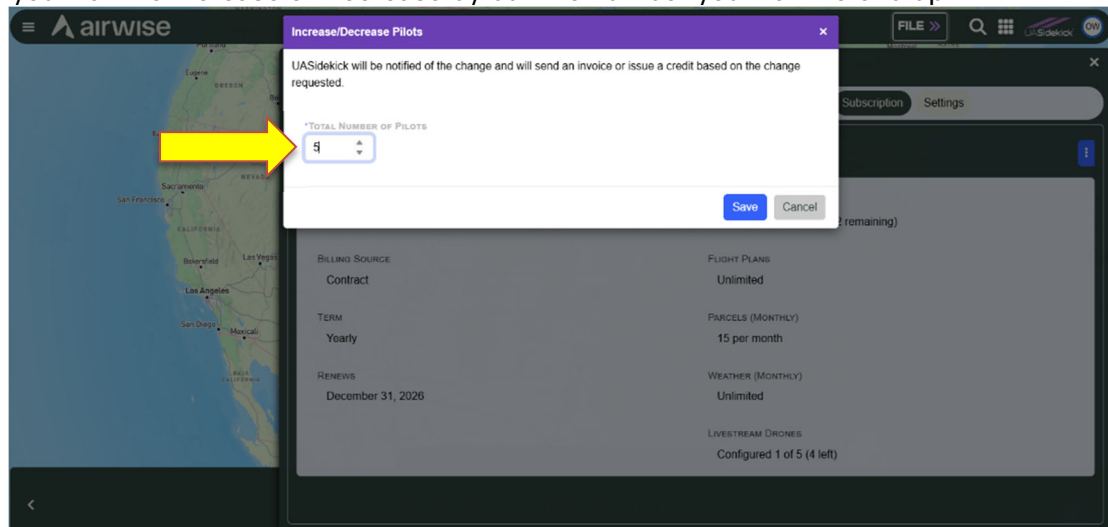
To modify the Subscription:

Subscriptions procedures

1. To change the number of Pilots in your Enterprise subscription click on the 'Increase/Decrease Pilots' link

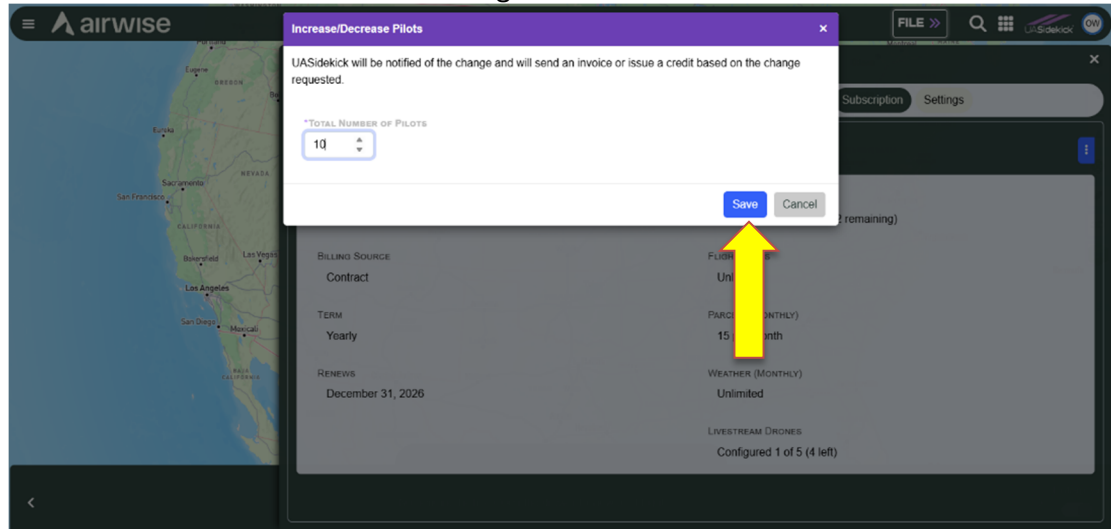


2. Enter the total number Pilots you want to have in your Enterprise. Not the number you want to Increase or Decrease by but the number you want to end up with.

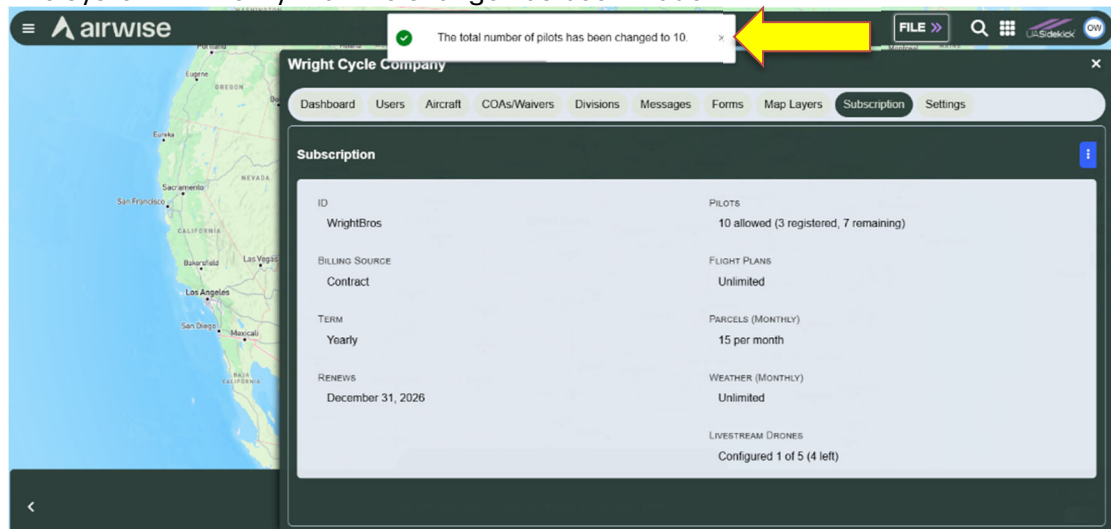


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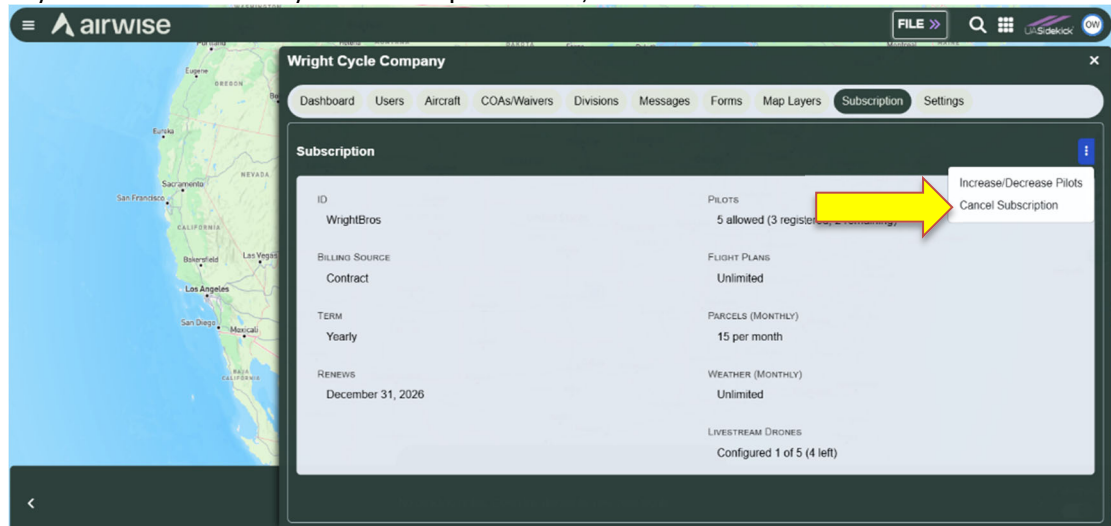
- Click the 'Save' button when the change has been made.



- The system will verify that the change has been made.



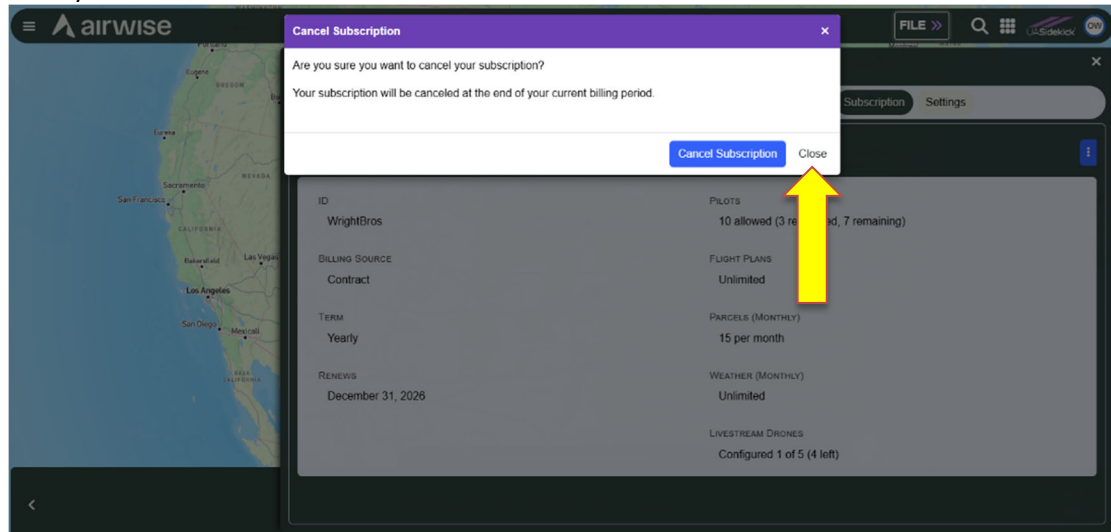
- If you want to Cancel your subscription...nah, never mind...



AIRWISE SIDEKICK ENTERPRISE ADMINISTRATOR GUIDE



6. Really? You're serious? Still no... Click on 'Close' instead.



AIRWISE SIDEKICK

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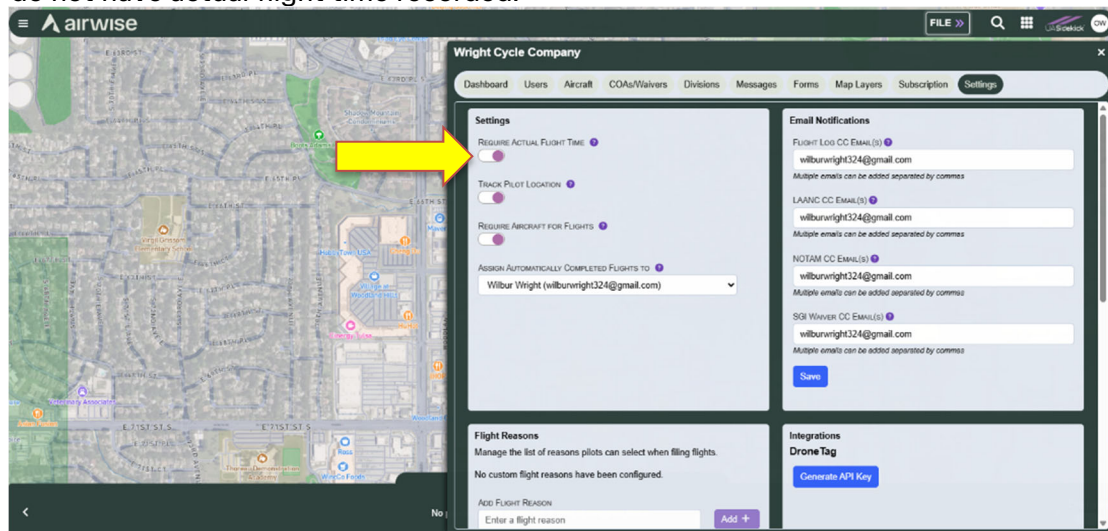


10. Settings

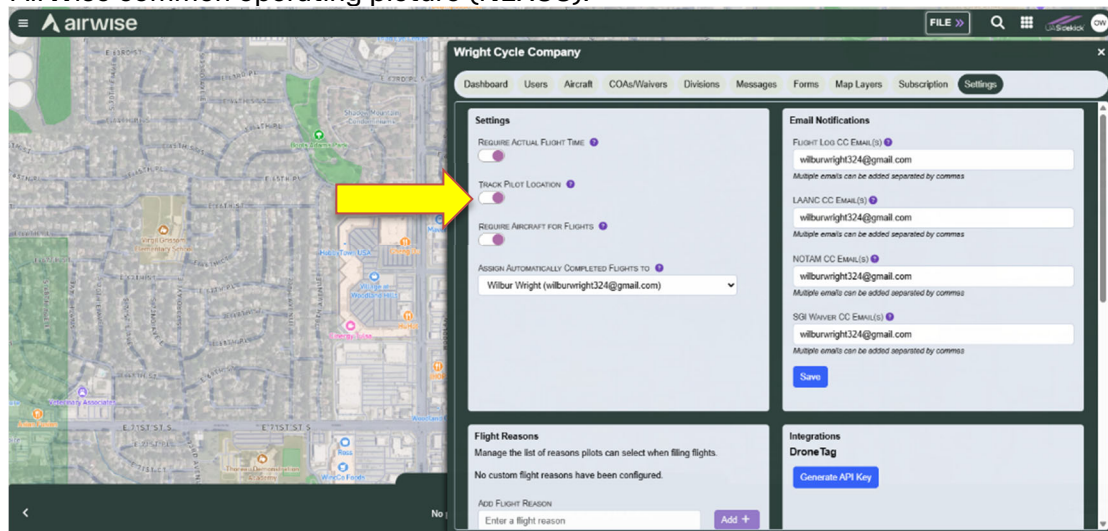
The Settings Tab is used by the Enterprise Administrator to oversee multiple settings that make AirWise Sidekick function as smoothly as possible for your organization.

Settings procedures

1. The 'Require Actual Flight Time' toggle, when set, will send an alert to the pilot after a flight completes to enter the actual flight time. The only exception to this is if the aircraft is set for automatic telemetry download. When set, all reports will reflect actual flight times. A notice will be added to the flight log that indicates which flights do not have actual flight time recorded.

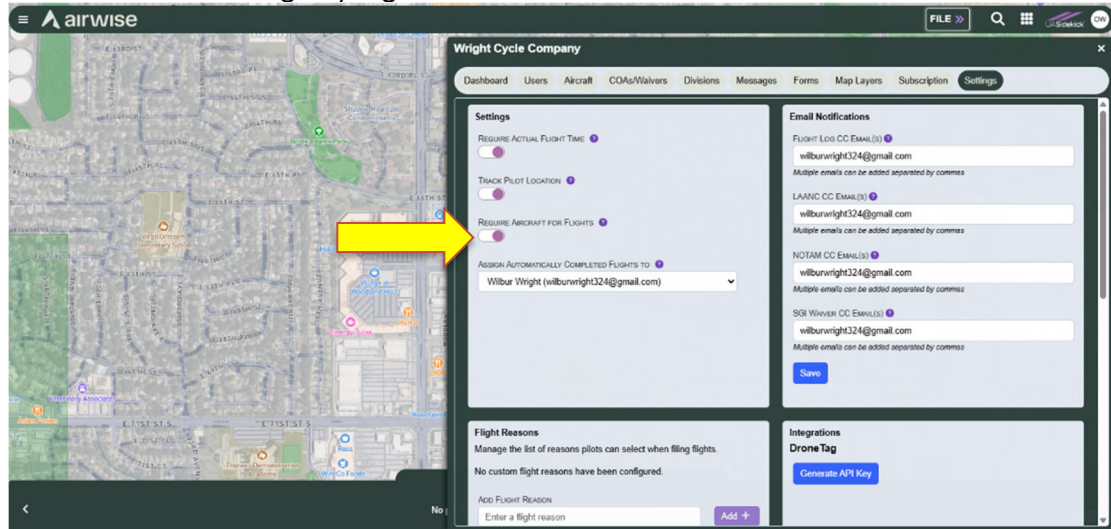


2. The 'Track Pilot Location' toggle, when set, will report the Pilot's current location to the AirWise system for those Pilots using the AirWise Sidekick mobile app who have consented to location permissions. Real-time location updates will display within the AirWise common operating picture (NEXUS).

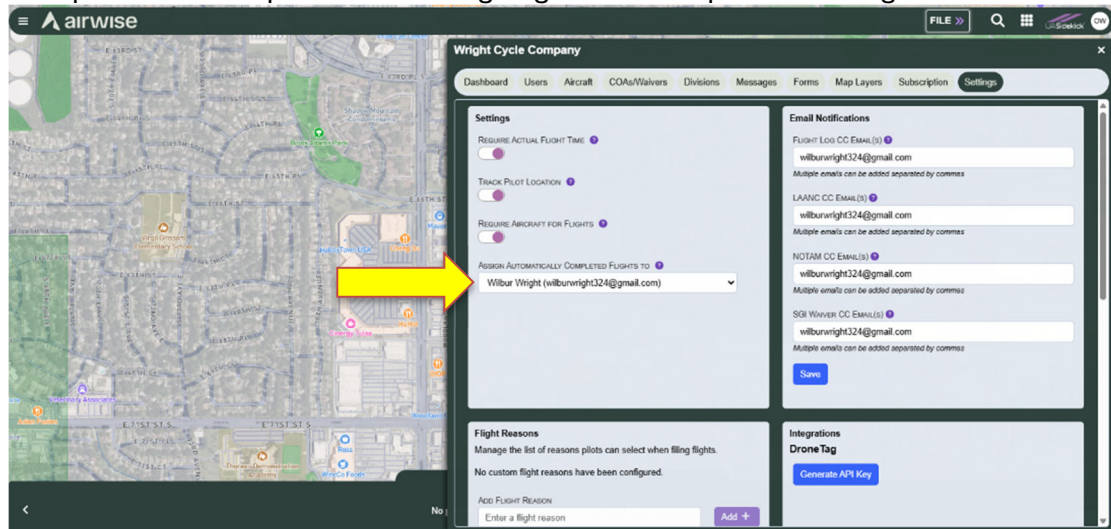


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3. The 'Require Aircraft for Flights' toggle, when set, will require the Pilot to select an aircraft when creating any flight or authorization.

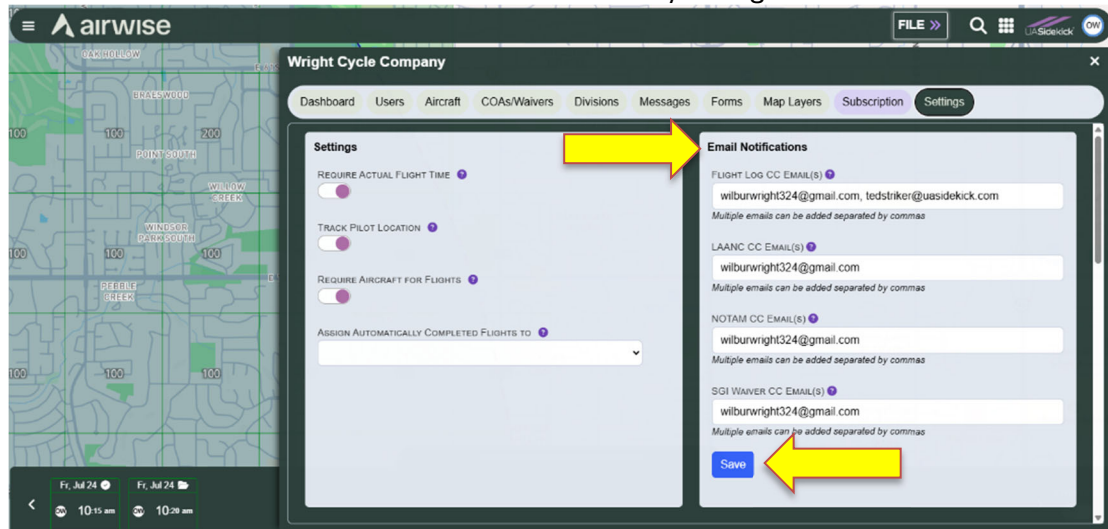


4. The 'Assign Automatically Completed Flights to' drop down list is used for assigning a pilot to flights that are created from telemetry data downloaded from aircraft that cannot be matched up to flights or authorizations that have been previously created. This pilot will be responsible for assigning the correct pilot to the flight.

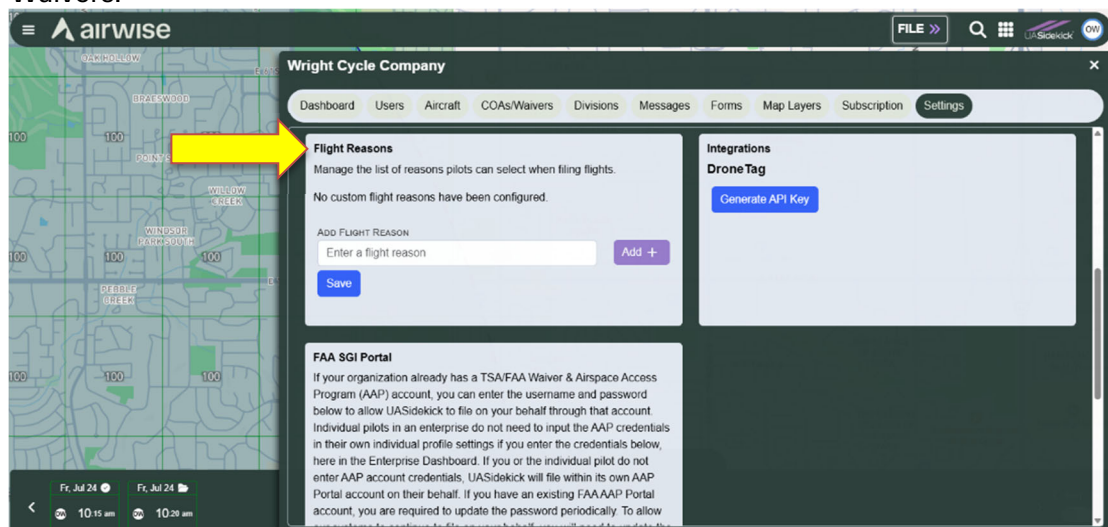


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- Email Notifications are sent to pilots every time a flight or authorization is created or filed. If additional copies of that notification need to be sent to other individuals enter their email address in these fields. Multiple emails can be entered separated by commas. Be sure to click the 'Save' button after any changes are made.

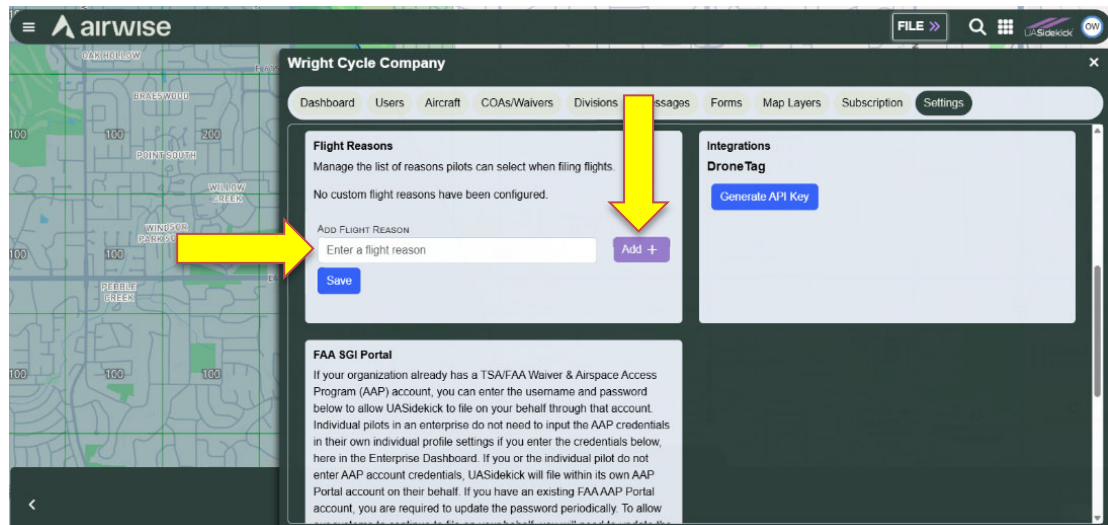


- A custom list of Flight Reasons can be created and maintained for the Enterprise and will be displayed for every flight or authorization that is created except for SGI Waivers.

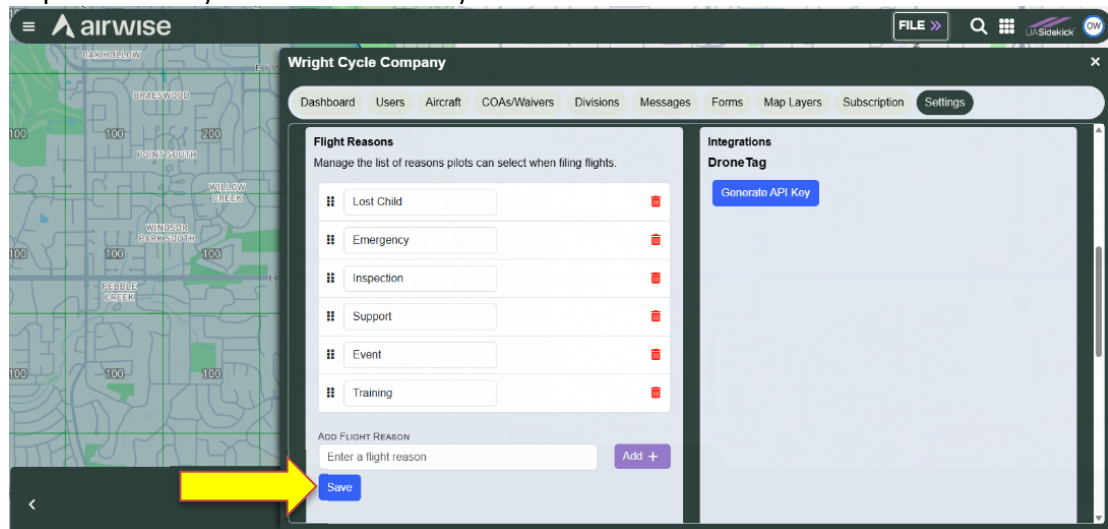


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- Click in the box and enter the text for the new Flight Reason. Click on the 'Add +' button when done.

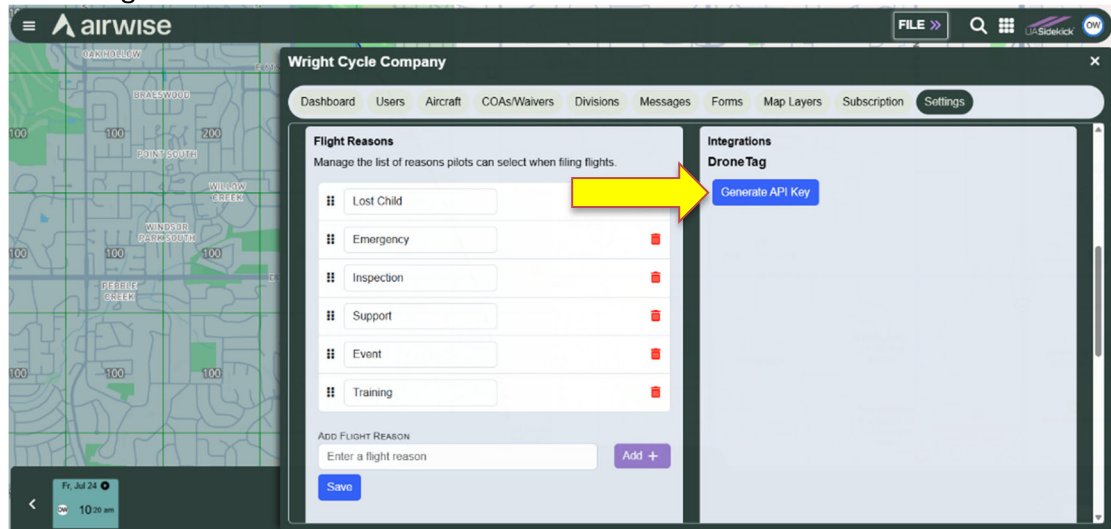


- Repeat as many times as necessary. Be sure to click on the 'Save' button when done.

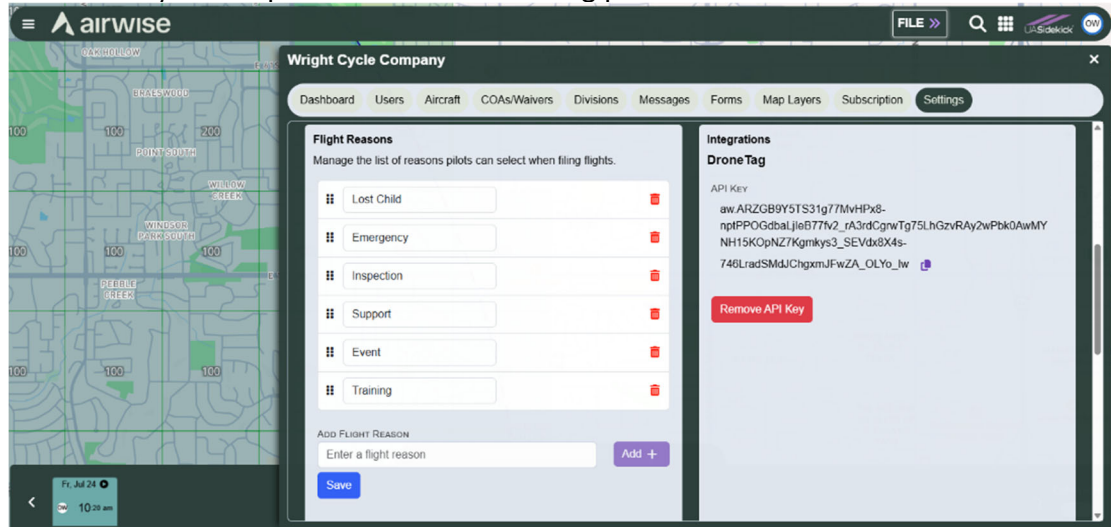


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9. If your organization has purchased a DroneTag detection & identification system you can integrate that data into your AirWise subscription. Click on the 'Generate API Key' button to generate the API Key necessary for integration between AirWise and DroneTag.

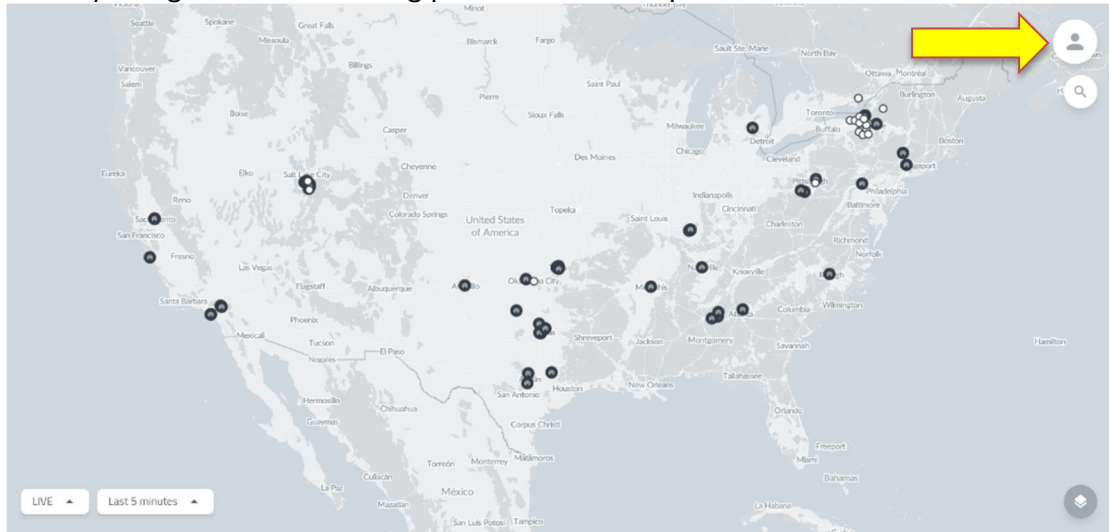


10. This API Key will be pasted into the DroneTag portal

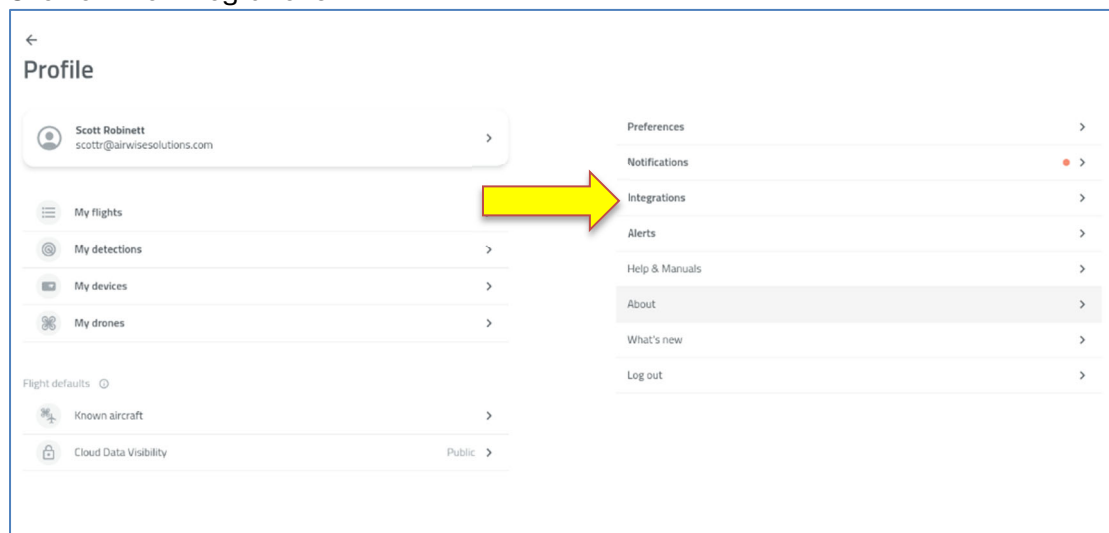


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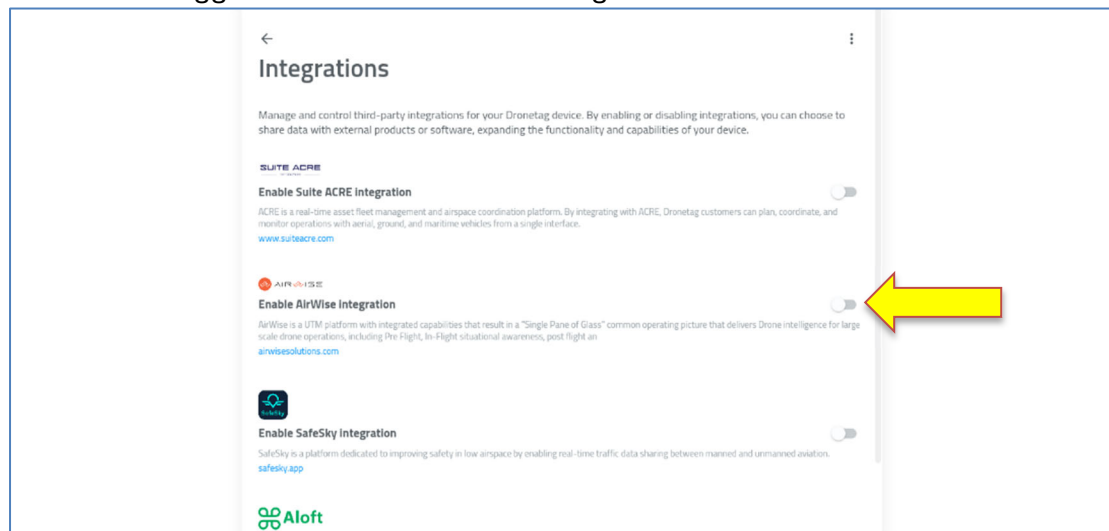
11. When you log into the DroneTag portal click on the profile icon



12. Click on the 'Integrations' link

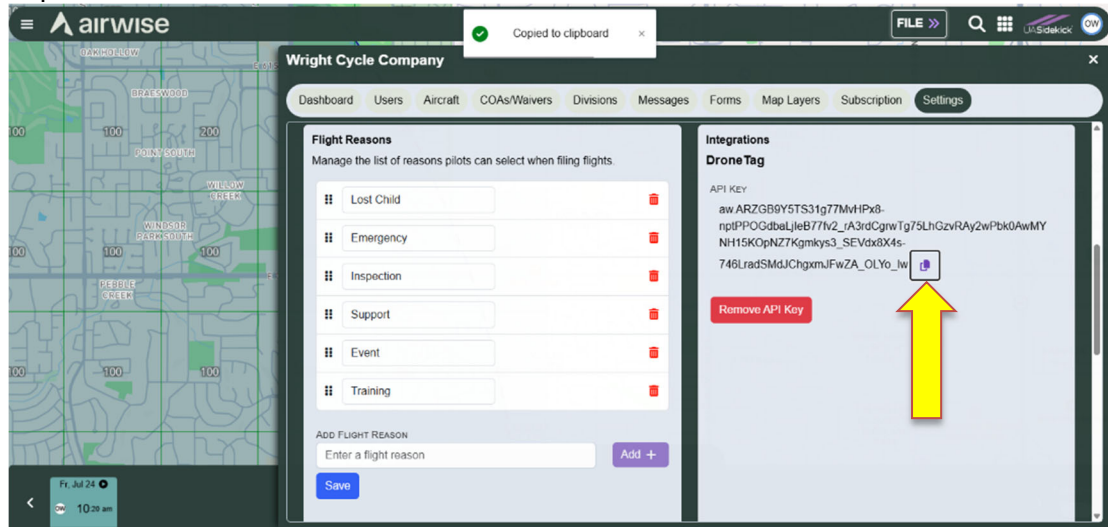


13. Click on the toggle to enable the AirWise Integration

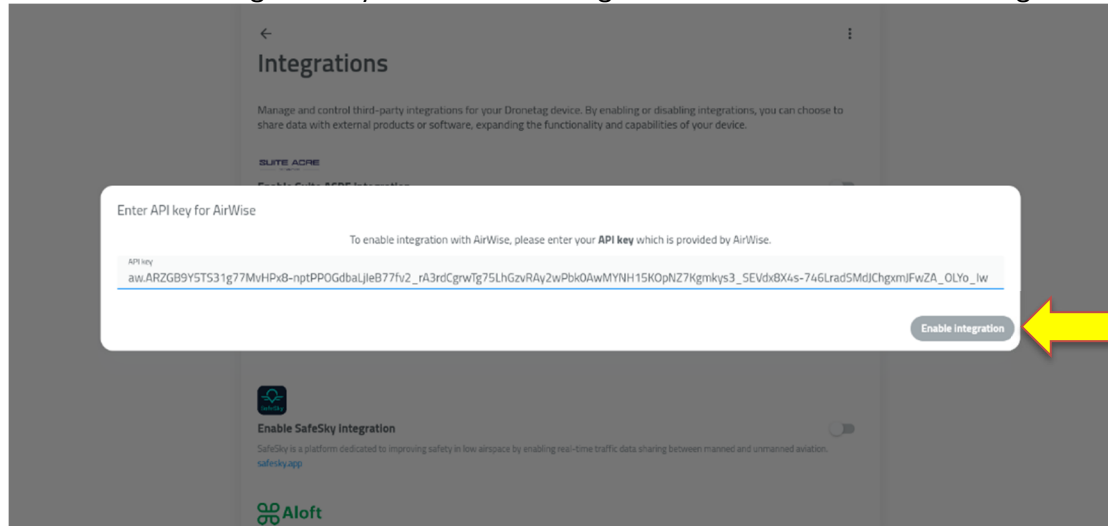


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14. In AirWise Sidekick click on the copy icon to copy the DroneTag API Key to the clipboard

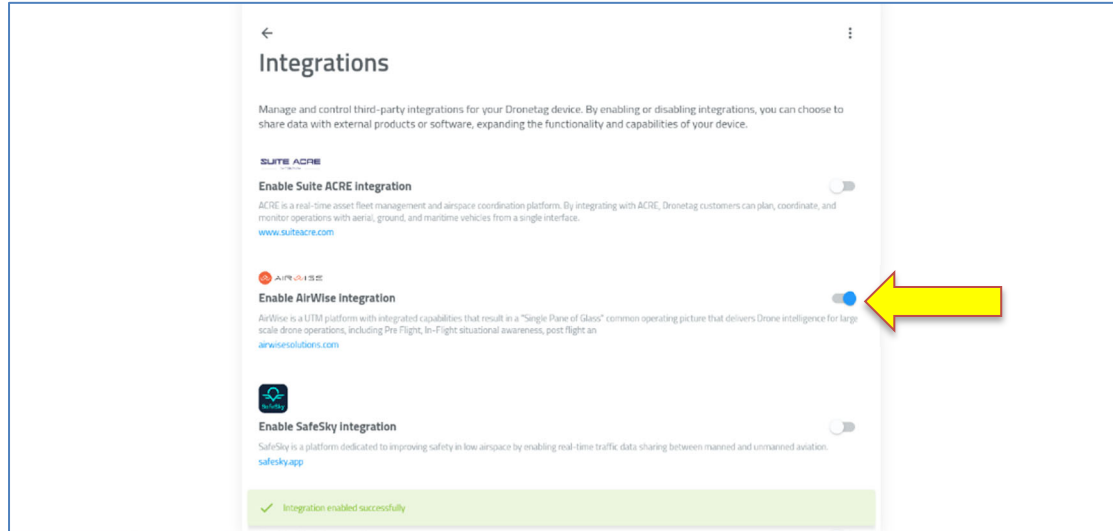


15. Paste the DroneTag API Key into the DroneTag Portal and click on 'Enable Integration'

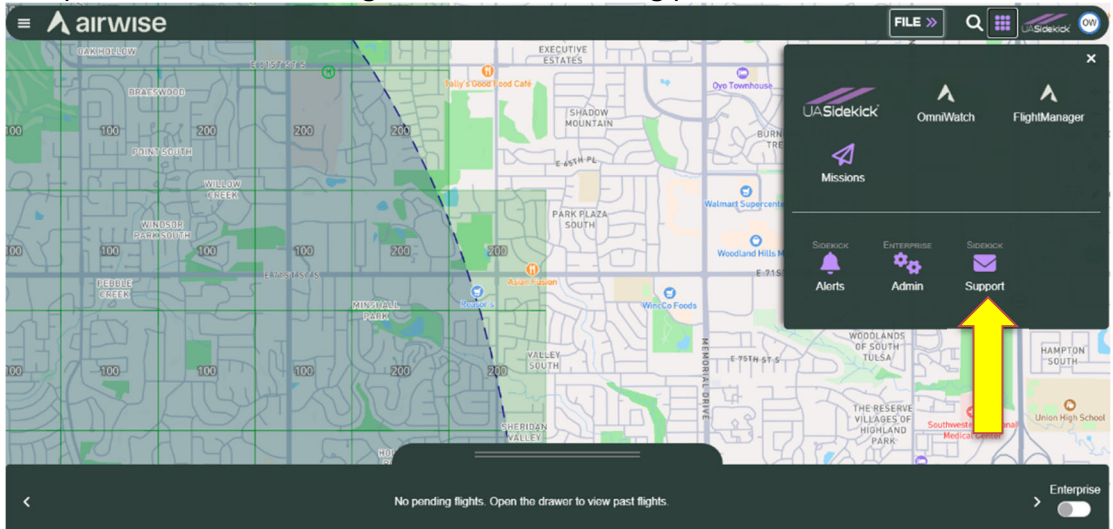


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16. The AirWise Integration is now enabled in the DroneTag portal.

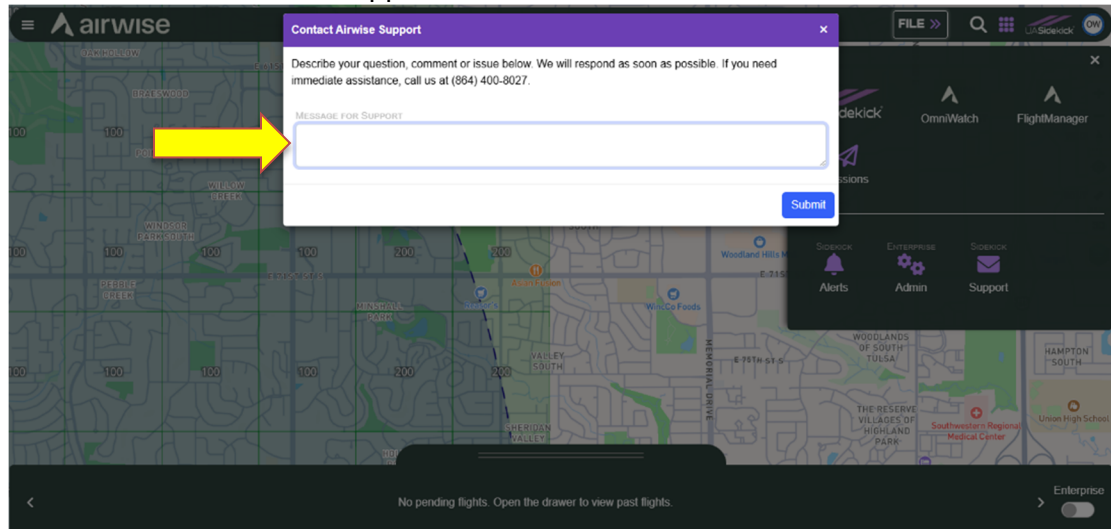


17. The next step is to contact AirWise Customer Support to let us know that you have completed the AirWise Integration in the DroneTag portal.

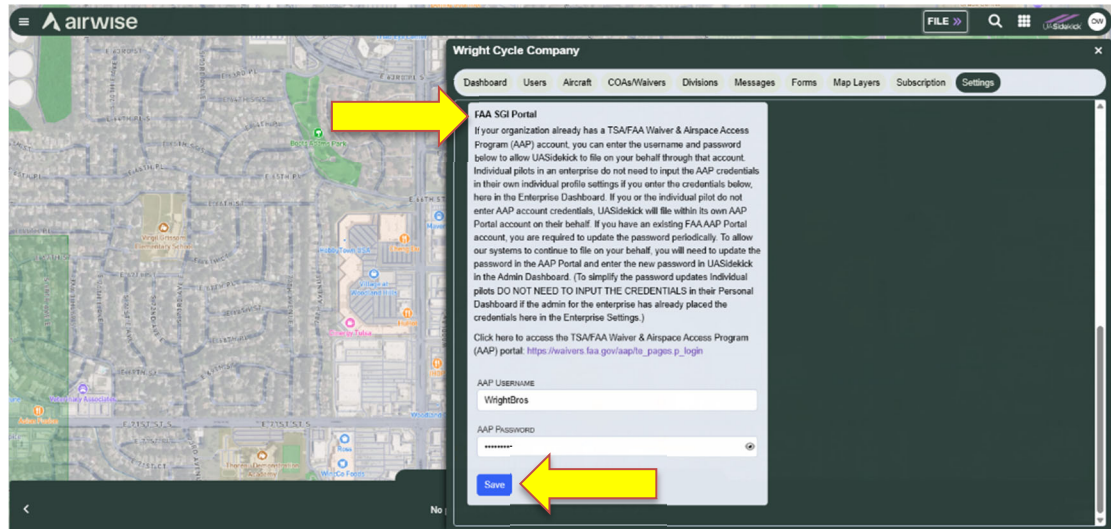


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18. Use the Contact AirWise Support form and click the 'Submit' button when done



19. AirWise is the only UAS Service Supplier (USS) authorized to fully digitally file Special Governmental Interest (SGI) Waivers. Through the new TSA/FAA Waiver & Airspace Access Program (AAP) account, you can enter your username and password in AirWise Sidekick and we will file on your behalf through that account. Individual pilots in an enterprise do not need to input their AAP credentials in their own individual profile settings if the Enterprise credentials are entered here in the Enterprise Settings tab. Click the 'Save' button after the 'AAP' Username and 'AAP' Password have been entered



20. If you have an existing FAA AAP Portal account, you are required to update the password periodically. To allow our systems to continue to file on your behalf, you will need to update the password in the AAP Portal and enter the new password in AirWise Sidekick in the Admin Dashboard.