

RSS Drones

RSS Drones allows researchers and pilots to register their unmanned aircraft systems, schedule flights, and access flight history and incident reporting.

General Workflow

The workflow for using RSS Drones is as follows:

1. Register Pilots
2. Register Aircrafts
3. Submit a single flight request or multiple flights collected in a Project
4. Organization administrator approves or denies flight request
5. The flight takes place
6. The flight requestor completes the after-flight report
7. Admin reviews flight report and marks “Complete” on report to close the process

Register a Pilot

1. From the Drones home page, select the **Pilot** button (you may have to scroll down)
2. Select the round + button from the top right corner
3. Fill out the form
4. Select **Save**

Edit Information for an Existing Pilot

1. From the home page, select the **Pilot** button
2. Select the desired Pilot
3. Make the necessary edits
4. Select **Save**

Register an Aircraft

1. From the home page, select the **Manage Aircraft** button
2. Select the round + button from the top right corner
3. Fill out the form
4. Select **Save**

Edit Information for an existing Aircraft

1. From the home page, select the **Manage Aircraft** button
2. Select the desired Aircraft
3. Make the necessary edits
4. Select **Save**

Create a New Flight Request

1. From the home page, select the **Manage Flights & File Non-project Flights** button
2. Select the round + button from the top right corner
3. Complete the form (all fields are required)
4. Select **Save**
5. Review the request to ensure accuracy
6. Upload any necessary attachments by selecting the **Select Files** button
7. Select **Upload File(s)** to save the attachment(s)
8. When complete, select the **Submit Request** button

Create a New Project Request

1. From the home page, select the **Manage Projects & File Project Flights** button
2. Select the round + button from the top right corner
3. Complete the form (all fields are required)
4. Select **Save**
5. Review the request to ensure accuracy
6. Upload any necessary attachments by selecting the **Select Files** button
7. Select **Upload File(s)** to save the attachment(s)
8. When complete, select the **Submit Request** button

Administrator Approval

Please note, only an administrator can approve flight and project requests. Administrators are notified via email when a new request is submitted and can see all requests in RSS Drones.

1. From the home page, select either the **Manage Projects** or **Manage Flights** button, depending on the request
2. Search for the request using the search options on the top of the page and select the desired request with **Pending Review** status
3. Review the request
 - To provide any files to the requestor, use the **Select Files** button to upload an attachment. The requestor will be able to download it when they view the page
 - If you have any questions or comments, you can leave a comment by typing into the “Comments” box and selecting **Submit Comment**. Comments are visible to the requestor
4. Enter a risk score if desired and select either the **Approve Request**, **Deny Request**, or **Delete Request** button

Create a Flight Report

After a flight occurs, the requestor must fill out a flight report to document the actual flight duration and any issues.

1. From the home page, select either the **Manage Projects** or **Manage Flights** button, depending on the request
2. Select the desired request with **Request Approved** status
3. Select the **Create Report** button in the lower left of the page
 - **Note:** Only the flight requestor has access to create the report
4. Complete the form to include the duration per flight and any incidents or malfunctions
5. Select **Save**
6. On the bottom of the page, choose **Submit Report**
 - **Note:** You can edit the report at any time before the report is submitted

Administrator Review Flight Report

Your organization may require the administrators to review a flight report after it is submitted. When this setting is turned on, administrators receive an email notification when a flight report is submitted.

1. From the home page, select either the **Manage Projects** or **Manage Flights** button, depending on the request
2. Search for the request using the search options on the top of the page and select the desired request with **Report Submitted** status
3. Administrators can edit the report if necessary to correct any issues using the **Edit Report** button on the bottom left of the page
4. To complete the process, select the **Complete** button
 - **Note:** To delete the request in case of an accidental submission, select the **Delete Request** button