RPTO Software

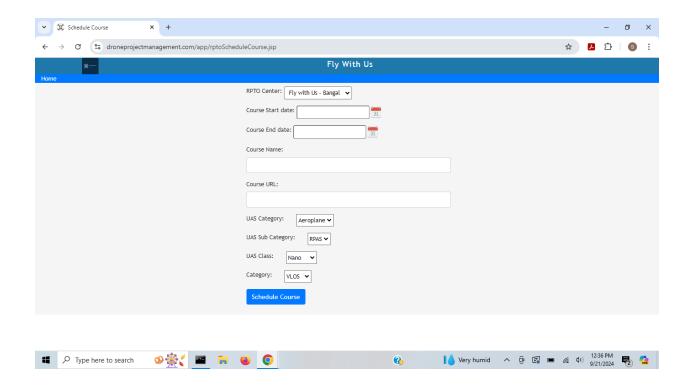
4-7-328 Esamia Bazar Hyderabad, Telangana 500027 https://droneprojectmanagement.com (+91) 9989623896

User Guide

This document explains the detailed features of the software.

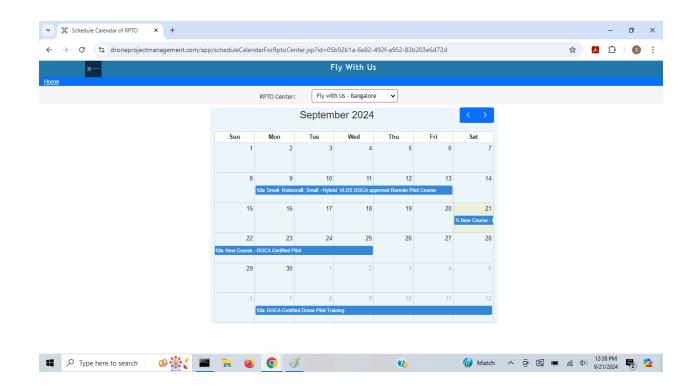
• Schedule Courses

- o Schedule Courses easily through the in-built Calendar
- o You can schedule as many courses you would want and for any dates in future.



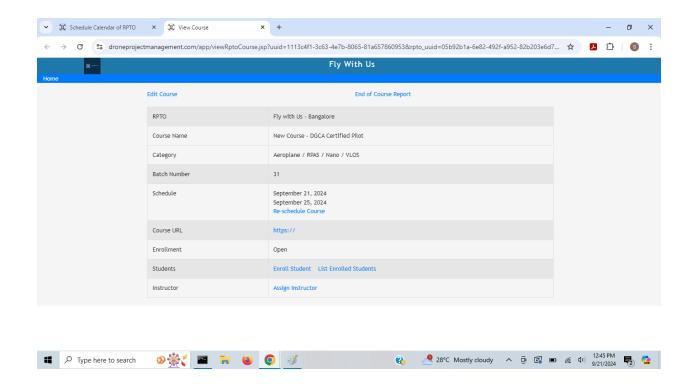
View Scheduled Courses in a Calendar

- o Choose the RPTO and View the schedule of Courses for that RPTO.
- Use arrow buttons (< >) to scroll and view the schedule for Previous Month or Next Month.



View Details about the Course

 Click on the scheduled course (blue bar) in the Calendar to view details about the Course

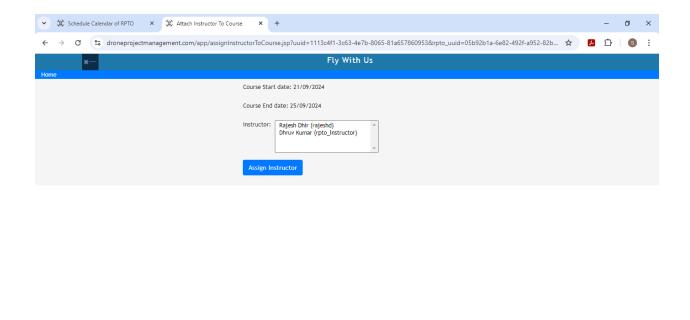


• Assign Instructors to the Course

- o Click on Assign Instructor in the above screen to assign Instructors to the Course
- o You can assign multiple instructors to each Course

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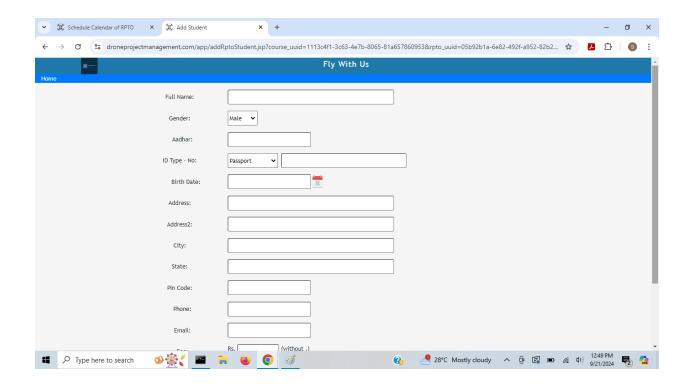
Type here to search



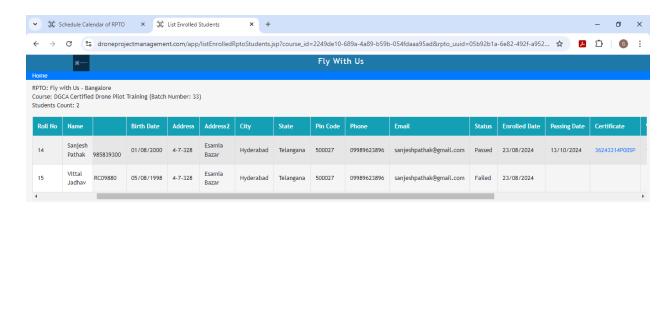
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Enroll Students to the Course

o Click on Enroll Student to enroll a student to the Course

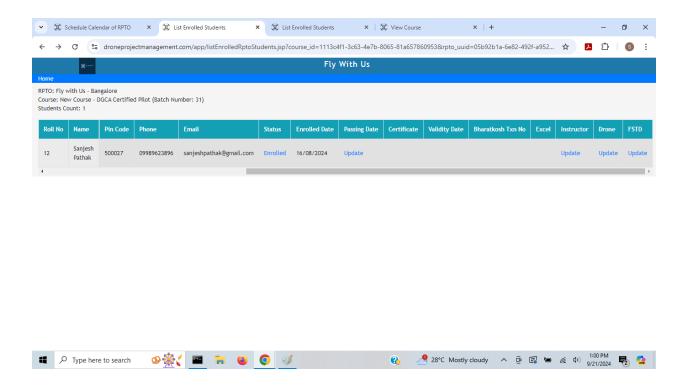


Click on List Enrolled Students to View List of Enrolled Students

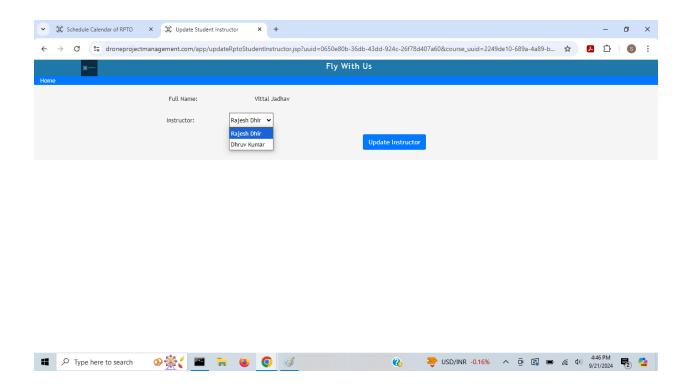




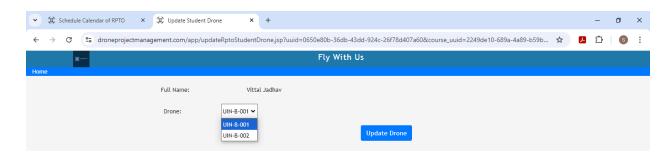
• Assign Instructor, Drone UIN and Flight Simulator ID to each student by clicking on Update link in the column - Instructor, Drone and FSTD - for the Student



• Assign Instructor to the Student

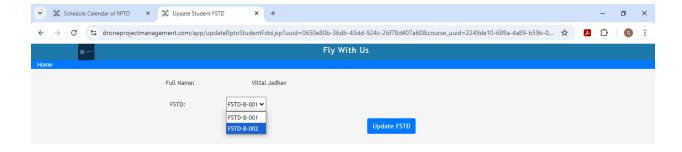


• Assign Drone to the Student



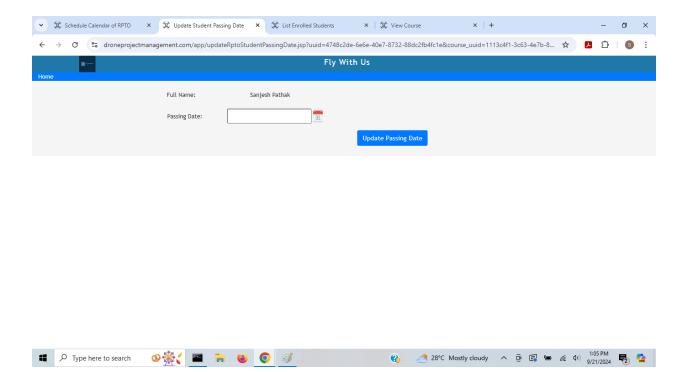


• Assign Flight Simulator to Student



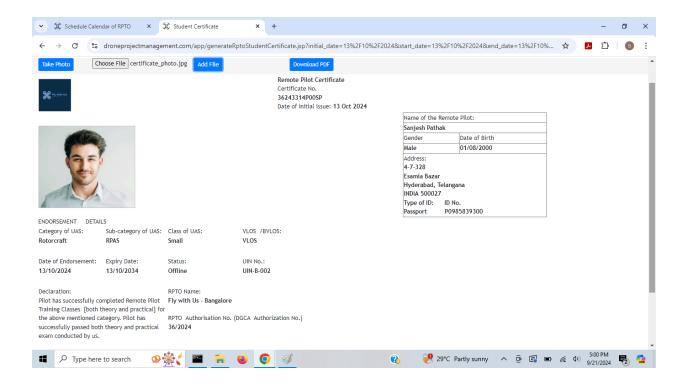


- Update Student Status to Pass and Capture Passing Date by clicking on Passing Date column for the student
 - Once the passing date is updated, the Student's status is automatically changed to Passed.



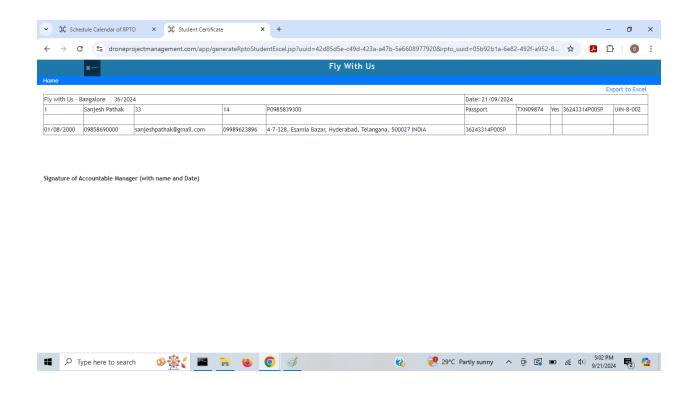
• Generate Student Remote Pilot Certificate

- Click on link in Certificate column to generate Certificate
- o Click on Download PDF button to download Certificate in PDF format to print.



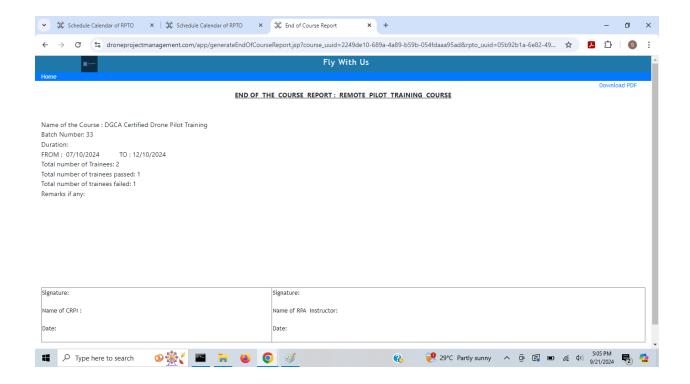
• Generate Excel File for the Student to be emailed to DGCA

• Click on Export to Excel to download the table as Excel file.



• Generate End of the Course Report

- o Click on the End of Course Report link to generate the End of Course Report.
- o Click on Download PDF link to download the End of Course Report in PDF format.



 Generate Student Remote Pilot License Issued (SPRL Issued) Excel File for the Month to be emailed to DGCA

