

# Aircraft owner user guide

Use Akua1fly step by step: registration, aircraft declaration, CEN, administrator authorization, enrolment, planning and monitoring.



## Process overview

This guide follows the real order of platform use. Each step shows the action, expected control and operational result.

### 1. Request owner registration

<b>Action</b>	From Owner access, click Request registration.
<b>Contact details</b>	Enter the owner identity and the e-mail address used as the login identifier.
<b>Approval</b>	The administrator must approve access before any operation.

### 2. Declare an aircraft

<b>Action</b>	Declare the aircraft in your owner area.
<b>Data</b>	Enter registration, base, type, capacity and operational information.
<b>Rule</b>	A declared aircraft is not automatically operational: it must be authorized by the administrator.

### 3. Upload the CEN

<b>Document</b>	Upload the full PDF CEN for the aircraft.
<b>Expiry date</b>	The CEN expiry date is mandatory.
<b>Blocking rule</b>	Without a compliant and non-expired CEN, the aircraft cannot enter the operational system.

### 4. Administrator authorization

<b>Review</b>	The administrator reviews the aircraft file and CEN.
<b>Result</b>	If compliant, the aircraft can be authorized in the system.
<b>Anomaly</b>	If an anomaly is found, operability remains blocked until corrected.

### 5. Enrol and activate the aircraft

<b>Condition</b>	You can only enrol aircraft that you declared yourself and that have been authorized.
<b>Action</b>	Activate the aircraft in your owner area.
<b>Effect</b>	The aircraft can then receive operational availability slots.

### 6. Create availability slots

<b>Planning</b>	Declare dates, times, airports, possible destinations and available seats.
<b>Compatibility</b>	A pilot can assign a request only on an explicit compatible owner slot.
<b>Safety</b>	The engine prevents slot conflicts, overcapacity and positioning inconsistencies.

### 7. Monitor operations and bookings

<b>Follow-up</b>	Review fleet, slots, bookings and document status.
<b>Updates</b>	Renew the CEN and operational information before expiry.
<b>Blocking rule</b>	An expired, unauthorized or unscheduled aircraft will not be proposed to pilots.

## Control diagram and attention points

### Pre-operation checklist

- Owner account approved by the administrator
- Aircraft declared by the connected owner
- Full CEN PDF uploaded
- Mandatory and valid CEN expiry date
- Aircraft authorized by the administrator
- Aircraft enrolled in the owner area
- Explicit availability slots created

### Important reminders

- ! The owner declares the aircraft, but the administrator authorizes its entry into the system.
- ! An unauthorized or unrelated aircraft must never be operational.
- ! Actual availability depends on the owner slot and positioning checks.

