Temporarily Save, Edit, and Delete Your Application

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01. Flow to Temporarily Save, Edit, and Delete Your Application

The following shows the flow for temporarily saving, editing, and deleting your application.

(When temporary saving)

| Start temporarily saving your application |

⬇

Temporarily save the application information

Press the "Temporarily Save" button in the [Application Information Confirmation] screen.

⬇

| Temporarily saving the application is complete |

(When editing a temporarily saved Application)

Add or change the registration of each master control information as required.
For changes to the aircraft information, pilot information, passenger information (for Article 81 of the Civil Aeronautics Act), and take-off and landing area information (for Article 79 of the Civil Aeronautics Act), add or change the registration from the master control information in advance.

⬇

| Edit temporarily saved application information |

⬇

Select the application (notification) to re-edit from the temporarily saved status.

Select the application (notification) to re-edit from the [Application Information List].

⬇

Edit the application information

Edit the application information on the entry screen for each application (notification) information.

⬇

| Editing of the temporarily saved application information is complete |

(When deleting a temporarily saved Application)

| Start deleting temporarily saved application |

⬇

Select the application (Notification) to Delete from the Temporarily Saved Status

Select the application (notification) to be deleted from the [Application Information List].

⬇

Delete the application Information

Delete the application information by pressing the "Delete" button at the bottom of the [Application Information Details] screen of each application (notification).

⬇

| Deletion of temporarily saved application is Completed |

Temporarily save the application information.

(1) If you want temporarily to save the application information, press the 一時保存 on the [Application Information Confirmation] screen.
A dialog box for confirming temporarily saving is displayed.

  * Temporarily saving is not possible on each screen ([Procedure Selection] screen to [Enter Information by Application] screen). Use the buttons at the bottom center of each screen to move the screen to the [Application Information Confirmation] screen and "Temporarily Save" the information.

  * If the operations are suspended (no operations are implemented) for 120 minutes or longer when creating an application or the like, you will need to start the procedures over.
If the operation is suspended for a long time, "Temporarily Save" as necessary.

02. Temporarily Save, Edit, and Delete Your Application
[Temporarily Save Your Application Information] 2/2

Temporarily save the application information. (Continued)

(2) Press the **OK** to temporarily save the application information.
  * You must wait a few seconds until temporarily saving is completed. When temporarily saving is completed, "Temporary save completed" is displayed in red at the top of the [Application Information Confirmation] screen.

03. Temporarily Save, Edit, and Delete Your Application
[Select Application (Notification) to Re-edit from Temporarily Saved Status] 1/2

* For changes to the aircraft information, pilot information, passenger information (for Article 81 of the Civil Aeronautics Act), and take-off and landing area information (for Article 79 of the Civil Aeronautics Act), add or change the registration from the master control information in advance.

(1) In the Main Menu screen, press the 申請情報一覧 in the heading [Create an Application Form (Notification Form)].

Open the [Application Information List] screen.

03. Temporarily Save, Edit, and Delete Your Application
[Select Application (Notification) to Re-edit from Temporarily Saved Status] 2/2

Select the application (notification) to re-edit from the [Application Information List].

All application information is displayed.
Also, if there are more than 21 cases, they will be displayed on multiple pages.

(2) Search for the application information to re-edit the temporarily saved application. The corresponding application information is displayed when the [Procedure Name], [Type], [Application Destination (Notification Destination)], and [Procedure Status] and the like are entered, and the 検索 is pressed.
   * When you select "Save Draft" in [Procedure Status] and search, the application and the like that is temporarily saved is displayed.

(3) To confirm the details of the application (notification) to edit, press the 詳細 .

(4) Press the 編集 for the application (notification) to edit.

The screen for selecting the application procedure is opened.

* If the attached file size of the selected application (notification) is large, it may take some time for the next screen to be displayed. Please wait for it to be displayed.

Edit the application information on the entry screen for each application (notification) information.

Re-edit the application (notification) selected in the [Application Information List] from the temporarily saved state.

For the input method of each input screen ([Procedure Selection] screen → [Enter Basic Information] screen → [Enter Information by Application] screen) and to submit the application form and the like, see the manuals for "New Applications," "Continuing an Application and Reapplying," and "Changes to Applications."

05. Temporarily Save, Edit, and Delete Your Application
[Select the Application (Notification) to Delete from Temporarily Saved Status] 1/2

(1) In the Main Menu screen, press the 　　申請情報一覧　　 in the heading [Create an Application Form (Notification Form)].

Open the [Application Information List] screen.

05. Temporarily Save, Edit, and Delete Your Application
[Select the Application (Notification) to Delete from Temporarily Saved Status] 2/2

Select the application (notification) to delete from the [Application Information List].

All application information is displayed.
Also, if there are more than 21 cases, they will be displayed on multiple pages.

(2) Search for the application information to delete the temporarily saved application. The corresponding application information is displayed when the [Procedure Name], [Type], [Application Destination (Notification Destination)], and [Procedure Status] and the like are entered, and the 検索 is pressed.
 * Only applications (notifications) whose [Procedure Status] is "Save Draft" can be deleted.
 * When you select "Save Draft" in [Procedure Status] and search, the application and the like that is temporarily saved is displayed.

(3) To confirm the details of the application (notification) to delete, press the 詳細 .

(4) Press the 削除 for the application (notification) to delete.

The screen for selecting the application procedure is opened.

* If the attached file size of the selected application (notification) is large, it may take some time for the next screen to be displayed. Please wait for it to be displayed.

06. Temporarily Save, Edit, and Delete Your Application
[Delete Your Application Information] 1/2

Delete the application information by pressing the "Delete" button at the bottom of the [Application Information Details] screen.

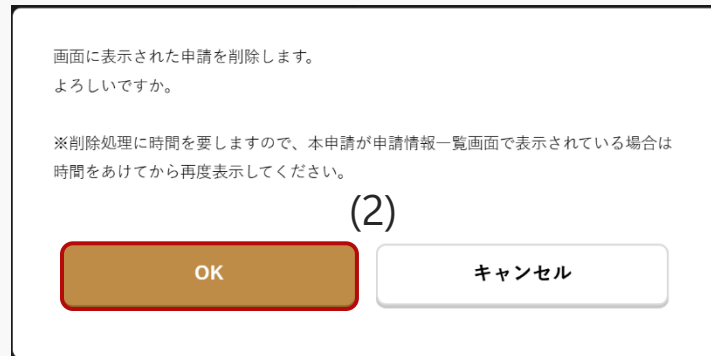(1) In the [Application Information Details] screen, confirm that the application (notification) to be deleted is correct. If there is no problem, press the [削除] .
A dialog box for confirming deletion will be displayed.

* Once the deletion of the application is implemented, it cannot be undone. Please take caution.

Delete the application information by pressing the "Delete" button at the bottom of the [Application Information Details] screen. (Continued)

画面に表示された申請を削除します。
よろしいですか。

※削除処理に時間を要しますので、本申請が申請情報一覧画面で表示されている場合は
時間をあけてから再度表示してください。

(2)

OK   キャンセル

(2) When you press [OK], the application information is deleted.

手続き

申請の削除を行いました。

メニュー画面へ

After the deletion of the application information is completed, the message "The application has been deleted." is displayed on the screen.

Deleted applications (notifications) will no longer be displayed in the [Application Information List] on the [Main Menu] screen.
* It may take a few minutes for the deletion to be reflected in the [Application Information List].