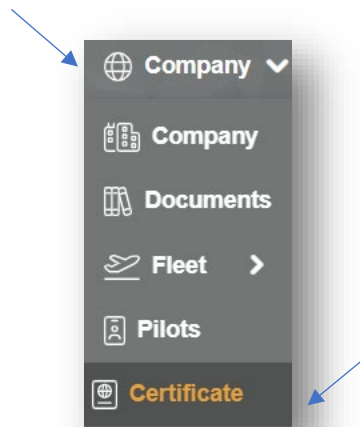


WYVERN ACES**ADDING OPERATION SPECIFICATIONS (OpSpecs) DOCUMENTS**

Log Into ACES

Select the COMPANY dropdown then CERTIFICATE



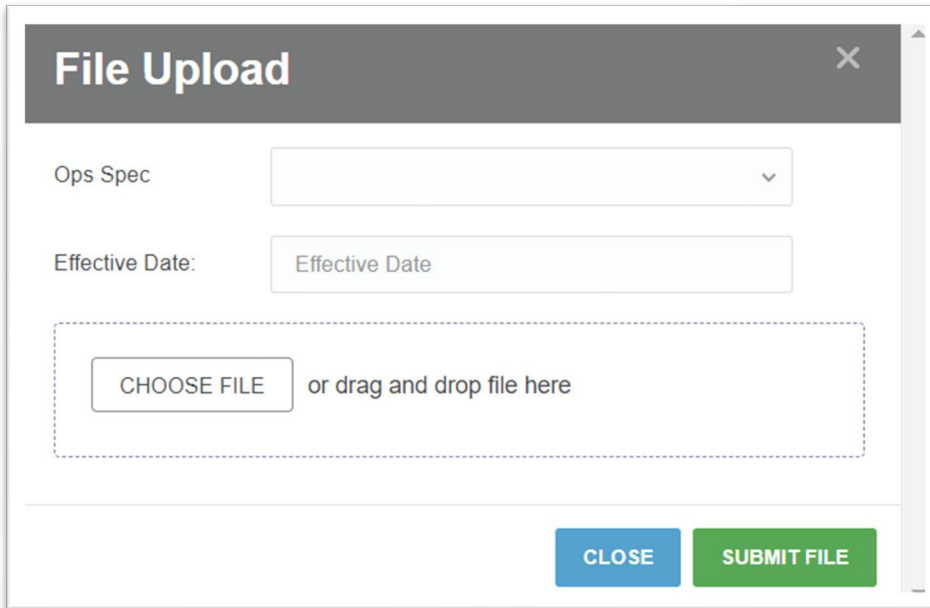
Primary Operation Specifications (OpSpec)

[Add / Replace Document](#)

Click ADD / REPLACE DOCUMENT

ADD / REPLACE DOCUMENT

When you click ADD / REPLACE DOCUMENT a pop up box will load. Here you will select the OpSpec Number / Enter the Effective Date and Choose the PDF file from your computer.



File Upload [X]

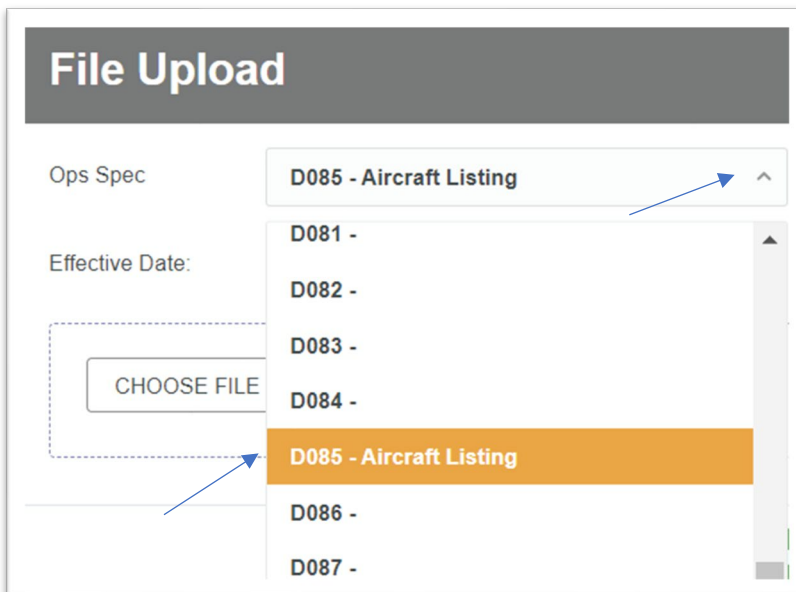
Ops Spec:

Effective Date:

or drag and drop file here

Select the type of OpSpec you are updating from the drop down menu.

EXAMPLE: D085



File Upload

Ops Spec: **D085 - Aircraft Listing** [Dropdown Arrow]

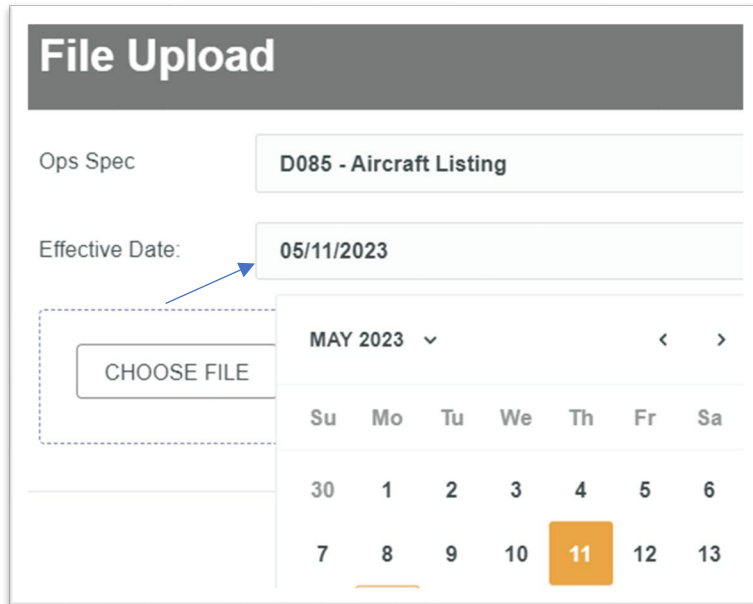
Effective Date:

[Blue Arrow]

- D081 -
- D082 -
- D083 -
- D084 -
- D085 - Aircraft Listing**
- D086 -
- D087 -

Enter the Effective Date (found on the last page of the OpSpecs document). NOTE: it may not be the same as the day you are uploading the document.

EXAMPLE:



File Upload

Ops Spec: **D085 - Aircraft Listing**

Effective Date: **05/11/2023**

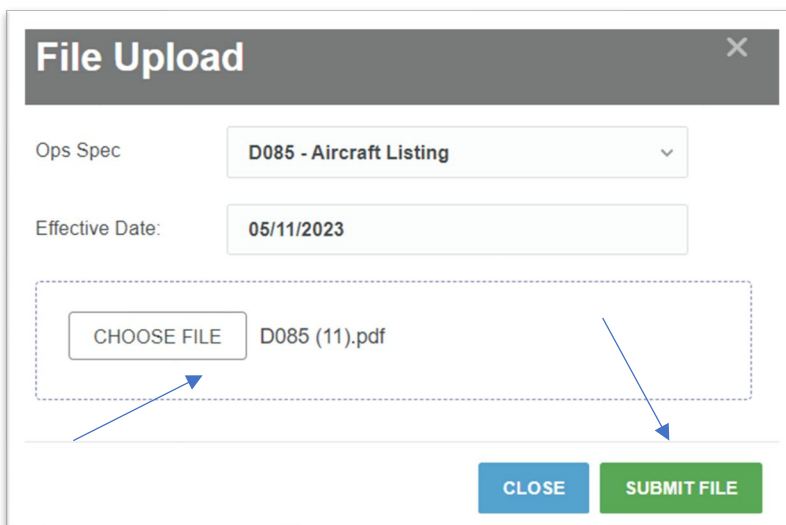
Calendar view for MAY 2023:

Su	Mo	Tu	We	Th	Fr	Sa
30	1	2	3	4	5	6
7	8	9	10	11	12	13

Buttons: CHOOSE FILE, SUBMIT FILE

Select the PDF file from your computer and click SUBMIT FILE. Please note IF the file has multiple pages in different files please combine the pages into ONE PDF file for uploading. Conversely, If you have one file that is many OpSpec documents save them as the individual PDF documents for loading to your profile.

EXAMPLE:



File Upload

Ops Spec: **D085 - Aircraft Listing**

Effective Date: **05/11/2023**

File selection area: CHOOSE FILE, **D085 (11).pdf**

Buttons: CLOSE, **SUBMIT FILE**

Once you have completed uploading the new / updated document(s) WYVERN will be notified.

The WYVERN Verified column shows the status of the uploaded Op Spec. The date will appear in the WYVERN Verified column once approved.

Effective Date	Current File	WYVERN Verified
2023-05-01	VIEW FILE	2023-05-01
2013-08-16	VIEW FILE	
2015-08-05	VIEW FILE	
2023-04-26	VIEW FILE	Not Verified

Some helpful notes:

If your files are multiple PDF files, please combine them before uploading to ensure that all the information is included.

As noted, if your PDF file is one file of all OpSpecs please save each one as a separate PDF file (all pages of the document) and upload only the pages that apply to each OpSpecs designation.

If you have any questions, please contact WYVERN Support

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