



AirTeraSM
Version 1
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AirTeraSM
Amazon - IDMS

User Guide:
How to Print a Badge

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*Security.
Safety.
Compliance.*



Objective

Learn how to print a badge for an applicant in the IDMS system. This guide provides a step-by-step process including navigating to the Applications Table, selecting the applicant, entering required details, previewing the badge, printing it, and completing the sign-off. Using status filters and action menus to streamline badge printing is also covered, along with adjusting expiration dates as needed.

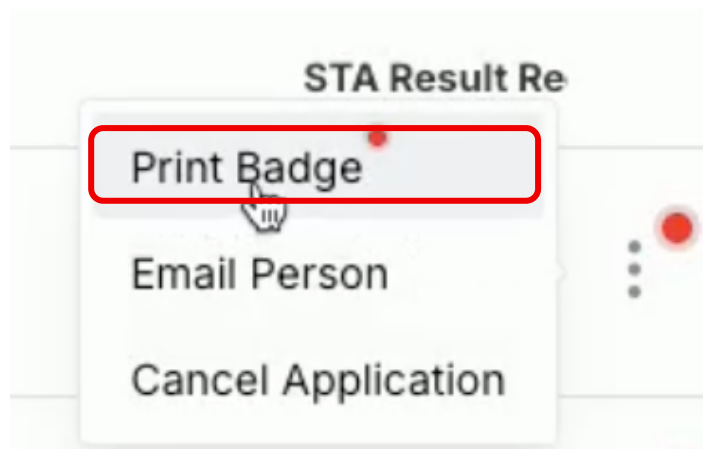
Process Overview

Log into AirTera IDMS Platform

1. [Navigate to app.services.airtera.com](https://app.services.airtera.com)

Printing the Badge

2. Navigate to the 'Applications' tab
3. Select Badge Status 'Ready to Print'
4. Select the action menu for the person you want to print
5. Click 'Print Badge'



6. Enter Employee Identifier
7. Enter Barcode
8. Expiration is defaulted
9. Click 'Next'

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Enter Badge Details

Please review and enter in Jake's badge details

Employee Identifier *
123456

Barcode *
512323

Expiration Date *
05/23/2027

Access Areas
SIDA

Endorsements
DRIVER ESCORT

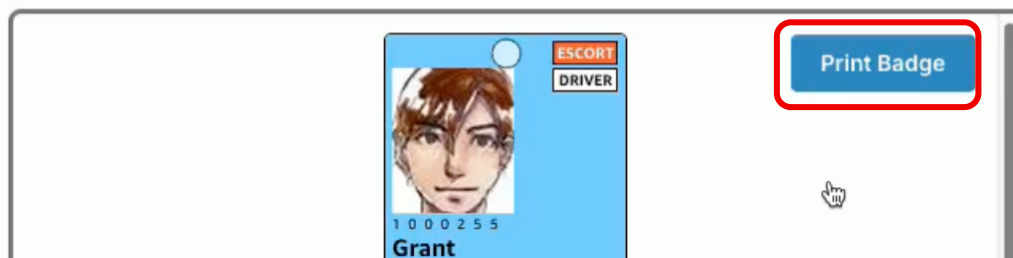
Cancel

Next

10. Preview badge
11. Click 'Print Badge'

Ready To Print

Preview



12. A separate PDF viewer will open for you to send print to badge printer
13. Navigate back to the IDMS site
14. Click 'Next'
15. Sign-off by typing your name
16. Click 'Sign'

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