



AirTeraSM
Version 1
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AirTeraSM
Amazon - IDMS

User Guide:
How to Issue a Badge User Guide

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Objective

Learn how to issue a badge in the IDMS system. This guide provides a step-by-step overview including prerequisites such as ensuring the applicant's status is set to "Issue Badge," searching for the application, printing the badge, scanning the serial number, and signing off to activate the badge. You'll also learn how to verify the badge's active status in the Workforce Directory.

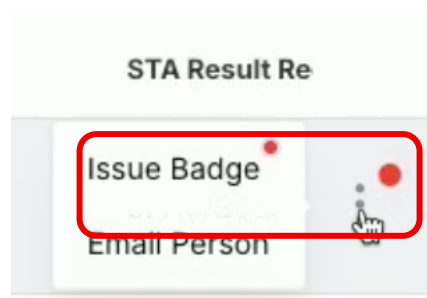
Process Overview

Log into AirTera IDMS Platform

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

Issuing the badge

2. Navigate to the Applications tab
3. Filter for badges in 'Issue Badge' status
 - a. Ready to issue on the status filters up top
4. Click the badge holders action menu
5. Click 'Issue badge'



6. Scan in badge

A screenshot of a web form titled 'Issue Badge'. The form contains the instruction 'Please enter Jake's badge serial number and then issue the badge.' Below this, there is a label 'Serial Number *' and a text input field. The input field contains the serial number '132412343124' and is highlighted with a red rounded rectangle.

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7. Click 'Next'
8. Sign-off
9. Click 'Sign'
10. Application now shows 'Complete' and badge status shows 'Active'

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