



AirTeraSM
Version 1
August 18, 2026

AirTeraSM
Amazon - IDMS

User Guide:
How to Add a Comment User Guide

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Security.
Safety.
Compliance.



Objective

Learn how to manually add comments to a person's profile or application within the Workforce Directory. This guide details the steps for both person-centric and application-centric views. Note: Comments added to an application will also appear on the person's profile, but comments added directly to the profile will not show up on the application view.

Process Overview

Log into AirTera IDMS Platform

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

Locate the Person needing Comment

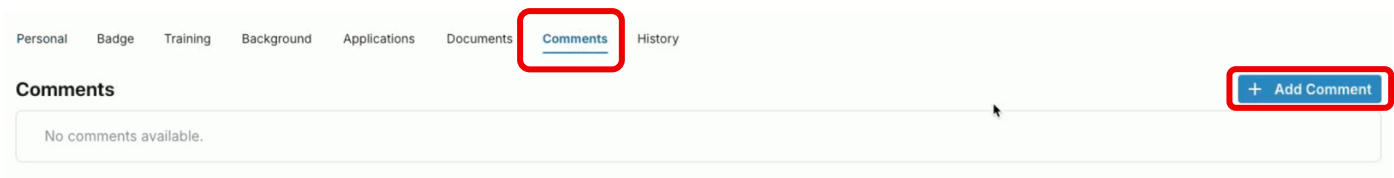
2. Search person in the 'Workforce' directory
3. Click into their person centric view
 - a. Comments added here will reflect under the persons comments in the workforce directory

OR

4. Search person in the 'Applications' Tab
5. Click into their application centric view
 - a. Comments added here will reflect under the comments section of the application that was commented on, or in the workforce directory person centric view

Adding a Comment

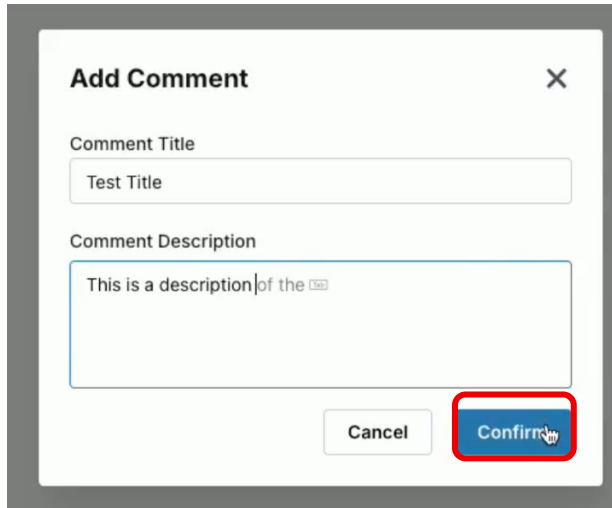
6. Navigate to the 'comments' Section
7. Click 'Add Comment'



8. Add Comment Title
9. Add Comment Description

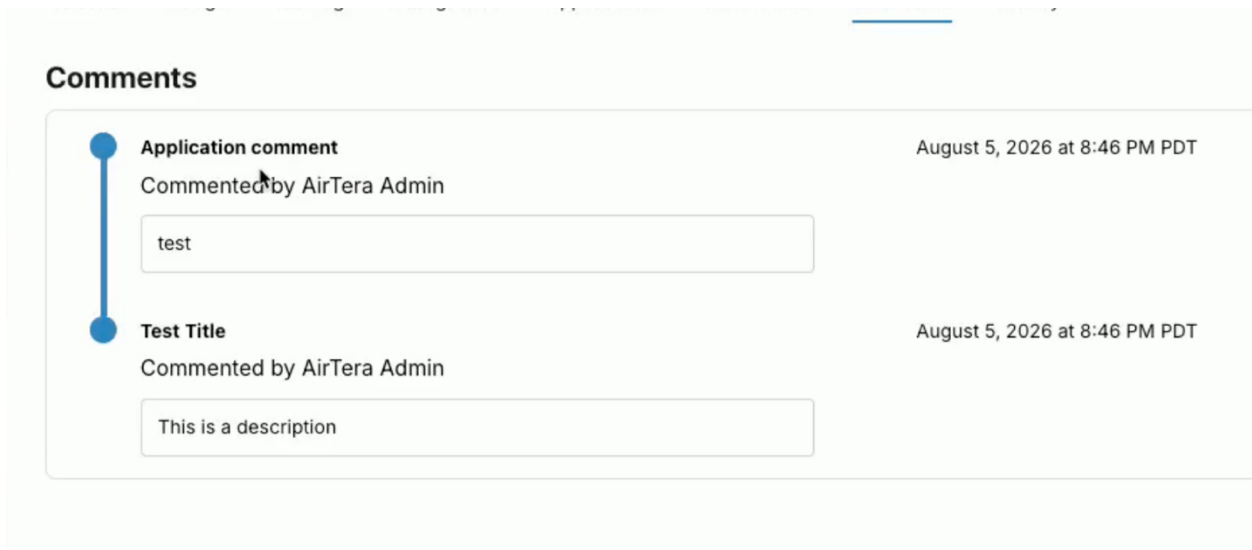
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10. Hit 'Confirm'



The image shows a modal dialog box titled "Add Comment" with a close button (X) in the top right corner. It contains two input fields: "Comment Title" with the text "Test Title" and "Comment Description" with the text "This is a description of the [redacted]". At the bottom right, there are two buttons: "Cancel" and "Confirm". The "Confirm" button is highlighted with a red rectangular border and a mouse cursor is pointing at it.

11. Comment is now listed under the 'Comments' Tab in the person centric view



The image shows a "Comments" section in a person-centric view. It contains two comment entries, each with a blue circular icon on the left and a timestamp on the right. The first entry is titled "Application comment" and "Commented by AirTera Admin", with a text input field containing "test". The second entry is titled "Test Title" and "Commented by AirTera Admin", with a text input field containing "This is a description". Both entries have a timestamp of "August 5, 2026 at 8:46 PM PDT".