



AirTeraSM
Version 1
August 19, 2026

AirTeraSM
Amazon - IDMS

User Guide:
How to perform adjudication on an application (SIDA/EAA locations)
User Guide

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*Security.
Safety.
Compliance.*



Objective

Learn how to perform adjudication on an application at SIDA/EAA locations. This guide provides a step-by-step overview including navigating to the Applications tab, filtering for "Adjudication Needed," and updating adjudication results such as pending or approved. You'll also learn how to view and edit adjudication outcomes within the Application and Background tabs.

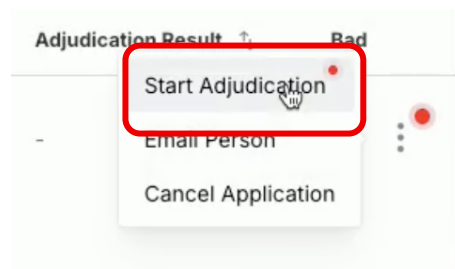
Process Overview

Log into AirTera IDMS Platform

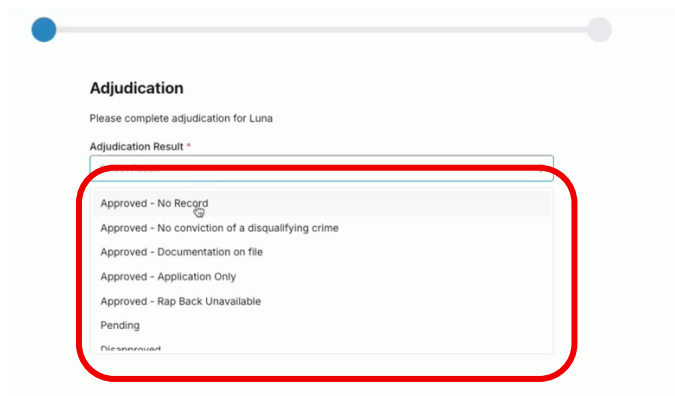
1. [Navigate to app.services.airtera.com](https://app.services.airtera.com)

Adjudicating the Application

2. Navigate to the 'Applications' tab
3. Select the status 'Adjudication Needed'
4. Selected the person action menu
5. Click 'Start Adjudication'



6. Select adjudication result from the drop down selection



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7. Click 'Next'
8. Sign-off
 - a. Type full legal name
9. Click 'Sign'
10. Applicant is now in the next status
 - a. If training is needed they will now have training listed on their dashboard

Pending Adjudications

11. Choose 'Pending' from the drop down results
12. Click 'Next'
13. Sign-off
 - a. Type full legal name
14. Click 'Sign'
15. Application status stays in Adjudication needed
16. Adjudication result shows as pending
17. When no longer pending, you can update the result by repeating steps 2. – 9.

Editing Adjudications

18. Navigate to the persons application centric view
19. Select the background tab
20. Under adjudication information section click the 'edit' button

Adjudication Information		
Adjudication Result	Approved - No Record	Edit
Last Updated At	08/06/2026	
Updated By	AirTera Admin	

21. Update using the drop down menu
22. Click 'Confirm'

Approved - No Record	Cancel	Confirm
Approved - No Record Approved - No conviction of a disqualifying crime Approved - Documentation on file Approved - Application Only Approved - RapBack Unavailable Pending Disqualified		

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