



AirTeraSM
Version 1
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AirTeraSM
Amazon - IDMS

User Guide:
How to Customize the Workforce Directory
& Applications Table User Guide

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Security.
Safety.
Compliance.



Objective

Learn how to customize the Workforce Directory and Applications Table. This guide covers editing columns, applying filters, and rearranging data for better visibility. Using status filters to view specific application records, such as those needing training or ready to print, is also demonstrated.

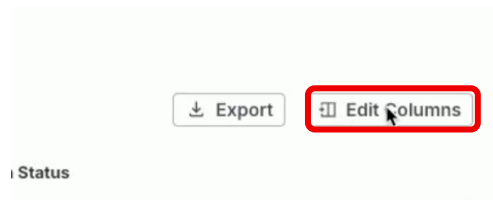
Process Overview

Log into AirTera IDMS Platform

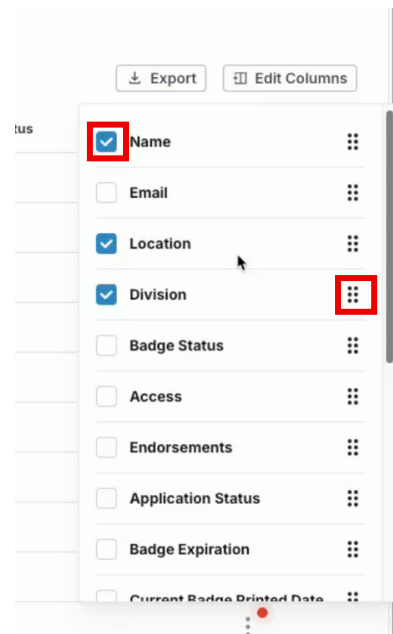
1. [Navigate to app.services.airtera.com](https://app.services.airtera.com)

Editing the Workforce Directory

2. Navigate to the 'Workforce' tab
3. Editing Columns
 - a. Click 'Edit Columns'



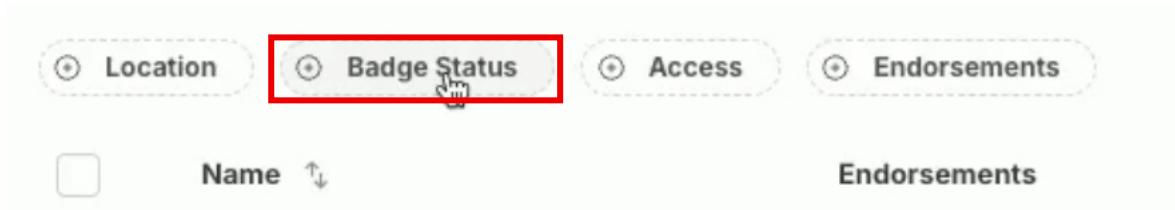
- b. Customize table by checking/unchecking boxes for columns to show/hide on the table
- c. Customize order reflected on table by clicking the 6 dots and dragging up/down to move left/right on table



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4. Filtering Columns

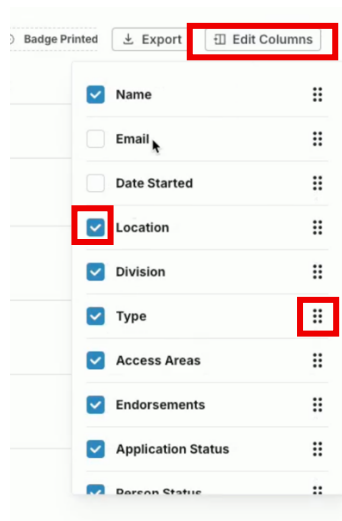
- Filters are available based on table column toggled on
- Clicking filter applies filter



Note: Filtering and table customization is user – computer based. If you click out of the table, and back to the workforce directory the table will reflect the same as you left it. If a new user logs in or a different computer is used this will reset the filters and customizations.

Editing the Applications Table

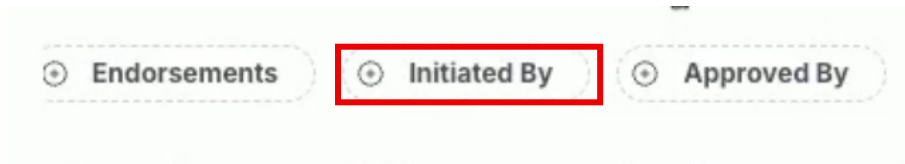
- Navigate to the Applications table
- Editing Columns
 - Click 'Edit Columns'
 - Customize table by checking/unchecking boxes for columns to show/hide on the table
 - Customize order reflected on table by clicking the 6 dots and dragging up/down to move left/right on table



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7. Filtering Columns

- Filters are available based on table column toggled on
- Clicking filter applies filter



8. Status Filters

- Located at the top of the page you can select to view all applications within the status they are in



Note: Filtering and table customization is user – computer based. If you click out of the table, and back to the workforce directory the table will reflect the same as you left it. If a new user logs in or a different computer is used this will reset the filters and customizations.