



AirTeraSM
Version 1
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AirTeraSM
Amazon - IDMS

User Guide:
How to Cancel an Application

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*Security.
Safety.
Compliance.*

Objective

Learn how to cancel an active application for an applicant or badge folder. This guide covers navigation steps and available methods for locating and cancelling applications, as well as how to start a new batch application for eligible individuals after cancellation. Practical scenarios such as correcting errors or resubmitting applications are also highlighted.

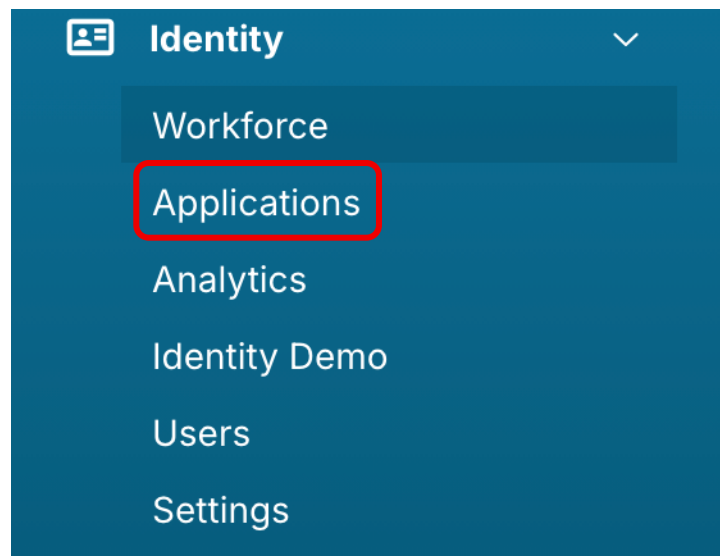
Process Overview

Log into AirTera IDMS Platform

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

Search for the Applicant

2. Ensure you are on the 'Applications' table

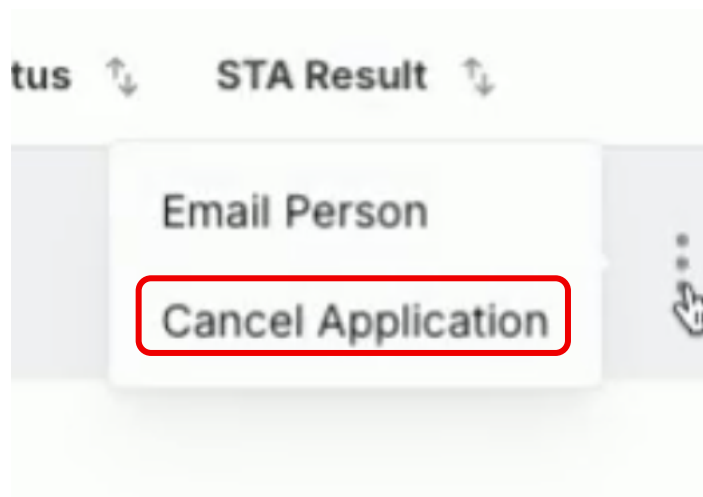


3. Navigate to the application you want to cancel
 - a. Use the search feature
 - b. Use the filter feature
 - c. Use the status feature

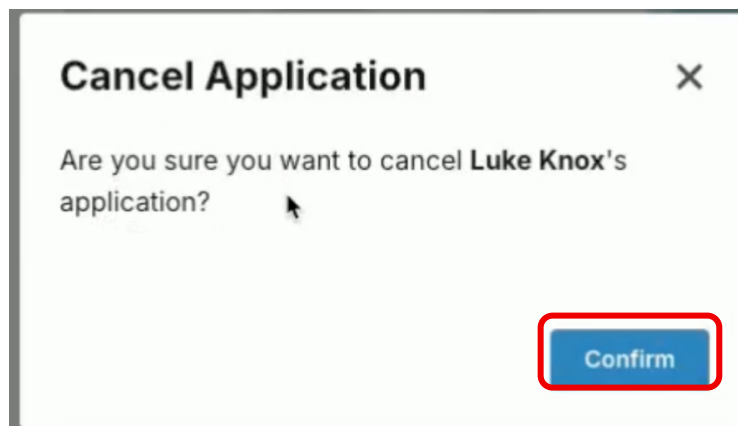
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Cancelling the Application

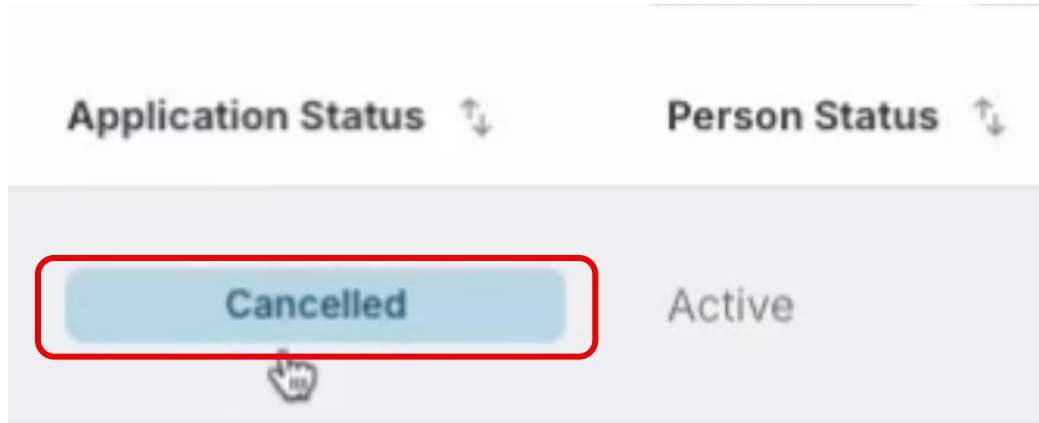
4. Select the 3 dots on the applicants information bar
5. Click 'Cancel Application'



6. Click 'Confirm'
 - a. An Application Cancelled message will appear at the bottom right side of the screen to confirm cancellation.



7. The person's Application Status will now show Cancelled



8. If the person is eligible for a new badge application
 - a. Navigate to the Workforce Directory
 - b. Follow steps for Starting a New Badge Application