



AirTeraSM
Version 1
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AirTeraSM
Amazon - IDMS

User Guide:
How to Add Users and Assign Permissions User Guide

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Security.
Safety.
Compliance.



Objective

Learn how to add users and assign permissions in the AirTera platform. This guide shows how administrators can assign roles to users by selecting them from the Workforce Directory, ensuring they meet criteria like having an active badge or completing required training. Access can be customized by toggling locations and divisions, and updates to user roles or permissions are managed through the Users tab.

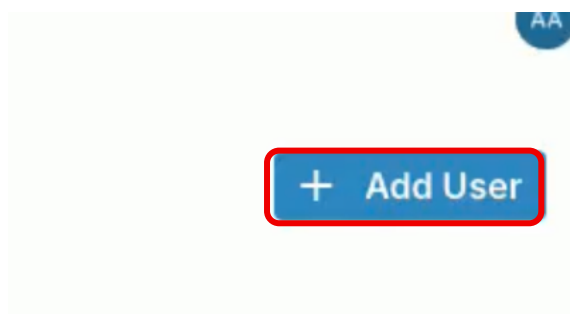
Process Overview

Log into AirTera IDMS Platform

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

Adding a User

2. Navigate to the 'Users' tab
3. Click 'Add User'



4. Enter their email address or name and select
 - a. Must already be in the workforce directory

A screenshot of a web application interface for adding users. At the top, there is a search bar with the placeholder text 'Search workforce directory to invite users'. Below the search bar, there is a list of search results. The first result is 'Mark Jones (judy+808@natacs.aero)' and the second is 'Mark Lewis (judy+708@natacs.aero)'. The first result is highlighted with a red rectangular border. Below the list, there is a checkbox labeled 'Administrator'.

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Assigning Roles

5. Check the box next to the role to assign to the user from above
 - a. Some user roles have prerequisites prior to be able to assign that role
 - b. Check box to view requirements
 - c. Authorized Signatory role will assign training to the users personal dashboard for completion prior to performing authorized signatory duties.

 **The selected roles require an active badge**
The following people do not have an active badge:
Mark Jones (judy+808@natacs.aero)

Roles
☐ Super Administrator
☐ Administrator
☒ Trusted Agent

NOTE: Invites sent to new users who do not meet requirements will allow the user to register but not perform any actions until those requirements are met.

6. Select Location
7. Select Division

Location Permissions
☒ Select All

☐ TestLocation1
☐ Division1
☒ Division2
☐ Test
☐ AFW
☐ Location2
☐ Division2
☐ wqe

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8. Click 'Send Invite'

Updating a Current User

9. Click the action menu from the users table
10. Click Edit



11. Update by checking/un-checking roles
12. Update by checking/un-checking locations
13. Update by checking/un-checking divisions
14. Click 'Update User'

