



AirTeraSM
Version 1
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AirTeraSM
Amazon - IDMS

User Guide:
How to Switch Dashboard Point-of-View User Guide

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Security.
Safety.
Compliance.



Objective

Learn how to switch between the administrative and personal views in the AirTera IDMS platform. This guide explains the process for managing badge-related tasks and training, emphasizing the ability to easily toggle between organizational duties and personal application actions.

Process Overview

Log into AirTera IDMS Platform

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

User view

2. Verify bottom left corner reflects Organization Name
3. You can view Workforce Directory, Applications, etc. (based on role permissions)
4. Here you will see information for the Org./Location/Division

Switching Views

5. Navigate to the bottom left section
6. Select the up/down arrow



7. Select option with First and Last name



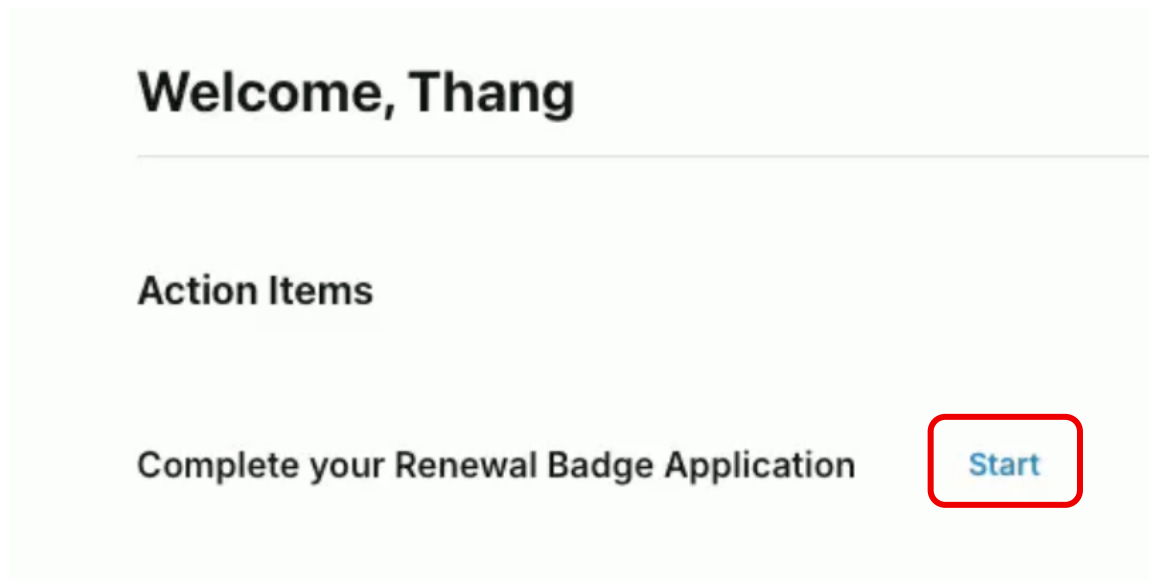
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Personal View

8. The name reflected in the bottom left corner will now reflect your name



9. Action items like training, applications, etc. will reflect here



10. To switch back to User view
- Navigate to the up/down arrows in the bottom left corner
 - Select the Org name

