



AirTeraSM
Version 1
August 19, 2026

AirTeraSM
Amazon - IDMS

User Guide:
How to Reprint a Badge User Guide

Copyright © AirTera. All rights reserved.

+1.703.842.5317 voice | +1.866.768.2881 fax
AirTera.com

Security.
Safety.
Compliance.



Objective

Learn how to reprint an employee badge. This guide provides a step-by-step demonstration from selecting the individual in the Workforce Directory to choosing reprint reasons, updating required fields, printing, and issuing the new badge. Key considerations include handling changes like employee identifier, barcode, seniority stripe, and endorsements, as well as ensuring the old badge is destroyed before issuing the new one.

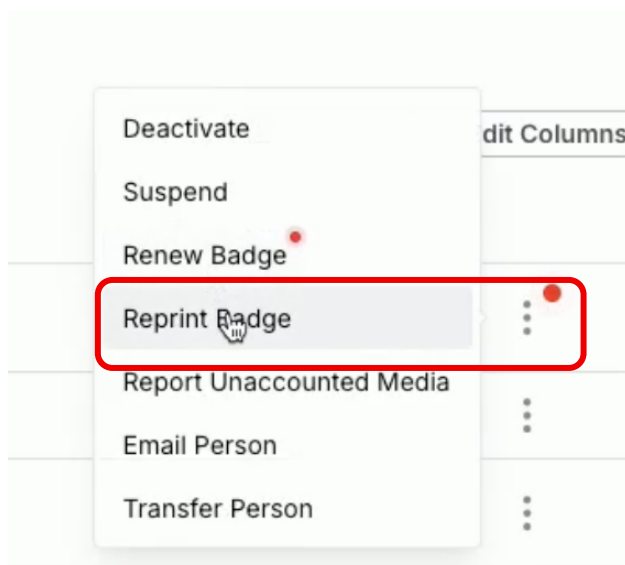
Process Overview

Log into AirTera IDMS Platform

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

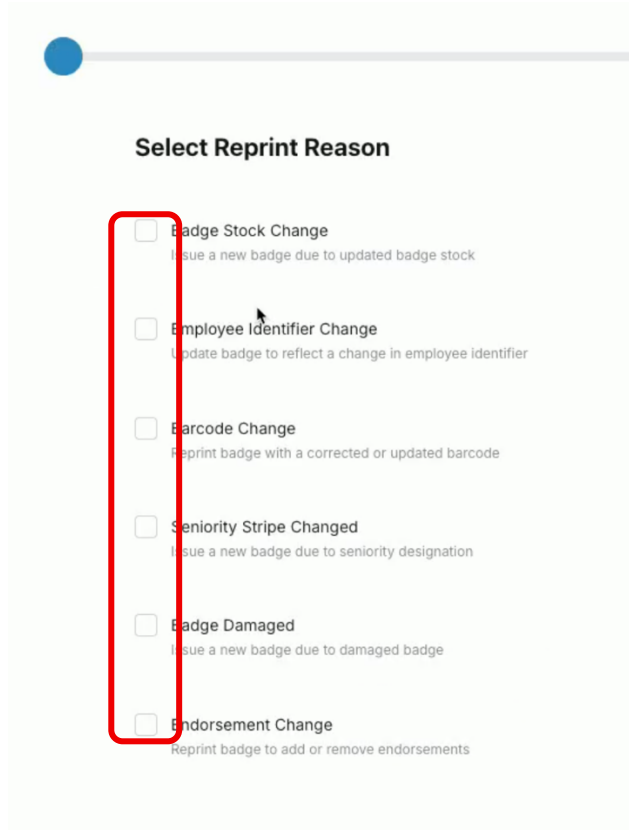
Reprinting the Badge

2. Navigate to the workforce directory
3. Filter active badges
4. Locate the record you are wanting to reprint
5. Click the action menu
6. Select 'Reprint Badge'



7. Select Reprint reason

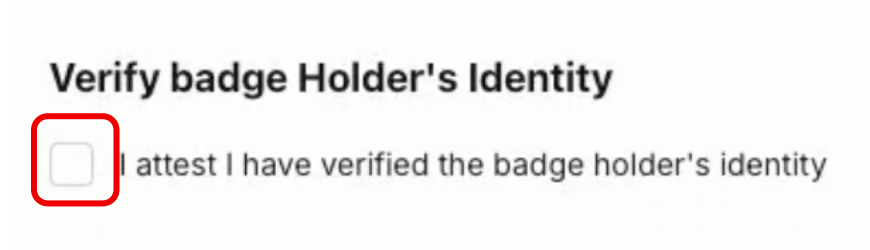
Copyright © AirTera. All rights reserved.



Select Reprint Reason

- ☐ **Badge Stock Change**
Issue a new badge due to updated badge stock
- ☐ **Employee Identifier Change**
Update badge to reflect a change in employee identifier
- ☐ **Barcode Change**
Reprint badge with a corrected or updated barcode
- ☐ **Seniority Stripe Changed**
Issue a new badge due to seniority designation
- ☐ **Badge Damaged**
Issue a new badge due to damaged badge
- ☐ **Endorsement Change**
Reprint badge to add or remove endorsements

- a. Certain reprint reasons require additional follow up tasks based on reprint reason
8. Click 'Next'
9. Attest you have verified badge holders identity by checking box



Verify badge Holder's Identity

☐ I attest I have verified the badge holder's identity

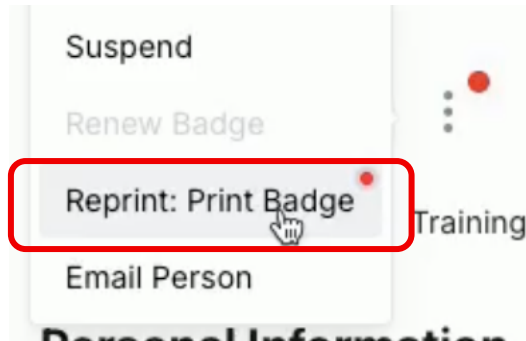
10. Click 'Confirm'
11. Reprint is now initiated

Reprinting the badge

Copyright © AirTera. All rights reserved.



12. Navigate to the action menu
13. Click 'Reprint: Print Badge'



14. Follow How to Print a Badge User Guide steps