



AirTeraSM
Version 1
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AirTeraSM
Amazon - IDMS

User Guide:
How to Email a Person

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Security.
Safety.
Compliance.



Objective

Learn how to email applicants using the Workforce Directory and Applications Table. This guide provides step-by-step instructions for finding a person, composing a message, and sending it to the email on their profile. Multiple methods for initiating emails are discussed, focusing on practical use cases like notifying applicants about training or requesting them to come in.

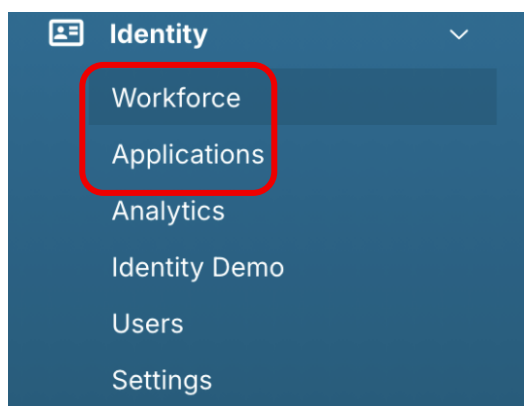
Process Overview

Log into AirTera IDMS Platform

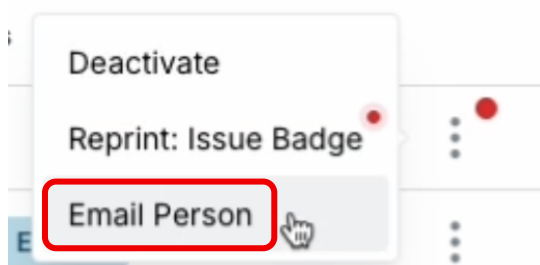
1. [Navigate to app.services.airtera.com](https://app.services.airtera.com)

Locate the Person you want to email

2. Navigate to the Workforce directory OR Applications tab



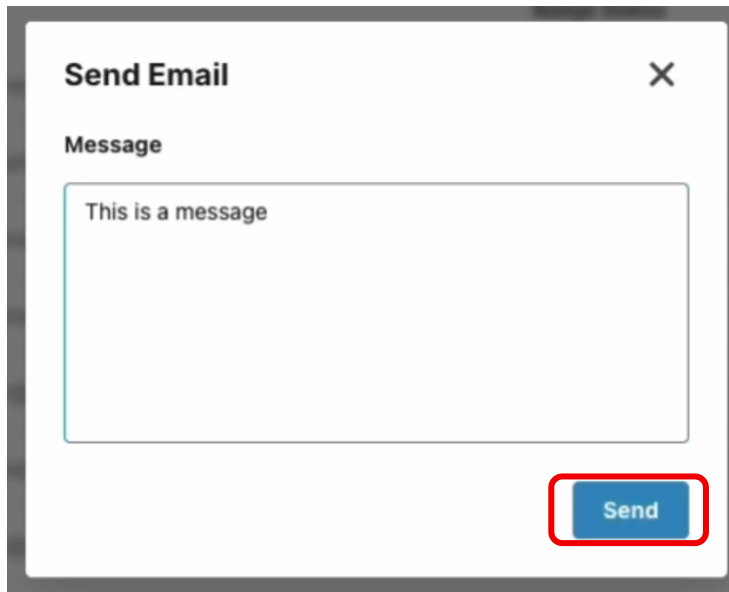
3. Click the  action menu for the person you are wanting to send an email to
4. Click 'Email Person'



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Sending an Email

5. Type the message you are wanting to send
6. Hit 'Send'
 - a. The email will go to the person email listed in the Workforce Directory



7. A confirmation that the email was sent will appear in the bottom right corner