



AirTeraSM
Version 1
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AirTeraSM
Amazon - IDMS

User Guide:
Applications in the Processing State User Guide

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Objective

Learn what happens when an application is in the processing state. This guide explains that while background tasks are underway, available actions in the IDMS system may be limited. You'll see how to check the processing status in both the Applications Table and Person-Centric View.

The Processing Status

1. The “Processing” status indicates an application is currently undergoing background operations before it can move to the next stage.
 - a. For Example: When an applicant’s information is being transferred to the DAC or an update is in process.
2. If you notice you are unable to perform an action for an applicant, check the ‘Processing’ status filter. Actions menu is limited while applications are in this status.

How to Check

- a. Applications Table
 - i. Search Application
 1. By Application Name
 2. By Filtering down
 3. By Status
 - ii. Verify name and status are correct
 1. Application Name:
 2. Status: Processing

Search: Wester

Applications

Filters: All (1) | **Processing (1)** | Processing Error | Corrections Needed | In Progress | Approval Needed

Columns: Location, Type, Access Areas, Endorsements, Initiated By, Approved By, Collection Done By, Person Status, S

Name	Division	Location	Type	Access Areas	Endorsements	Application Status	Person Status
Wester Ricks	Amazon Associate Division	SIDA Test	New	SIDA	Driver, Escort	Processing	Active

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- b. Person Centric
 - i. Navigate to the Workforce tab
 - ii. Search Applicant
 - 1. By Name
 - 2. By filtering down
 - iii. Select record
 - iv. Click on 'Applications'
 - v. View Status as Processing

A screenshot of the AIRTERA web application interface. At the top, there's a header with a back arrow, the name "Wester Ricks", and a menu icon. Below this is a navigation bar with tabs: "Personal", "Badge", "Training", "Background", "Applications" (which is highlighted with a red box), and "Documents". The main section is titled "Applications". Below the title are four filter buttons: "Date Started", "Type", "Access Areas", and "Endorsements". Below the filters is a table with two columns: "Application Status" (highlighted with a red box) and "Date Started". The first row of the table shows the status "Processing" and the date "07/22/2026".

Application Status	Date Started
Processing	07/22/2026

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