



AirTeraSM
Version 1
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AirTeraSM
Amazon - IDMS

User Guide:
How to Suspend & Unsuspend a Person

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Security.
Safety.
Compliance.

Objective

Learn how to suspend and unsuspend a workforce member's badge. This guide provides a step-by-step walkthrough covering criteria for suspension, the process for adding comments and end dates, and how to manually unsuspend if no end date is set. You'll also see where to view and change badge status in the system.

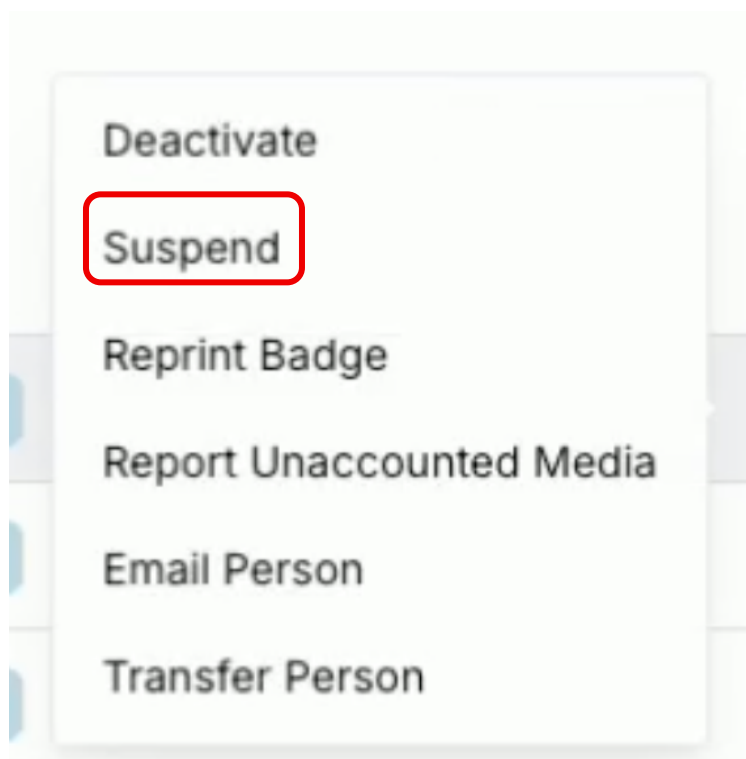
Process Overview

Log into AirTera IDMS Platform

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

Suspending a Badge

2. Navigate to the 'Workforce Directory'
3. Click the  action menu for the person you are wanting to suspend
 - a. A person must have an active badge status to process a suspension
4. Select 'Suspend'



5. Enter the Suspension End Date
 - a. This can be left blank for an indefinite suspension

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6. Add comments as needed

Set Suspension Details

Suspension End Date
Leave blank for an indefinite suspension

MM/DD/YYYY

Comments

Enter Comments Here

7. Click confirm

Cancel **Confirm**

8. A confirmation will appear in the bottom right of the screen

9. When searched the badge status will show as 'Suspended'

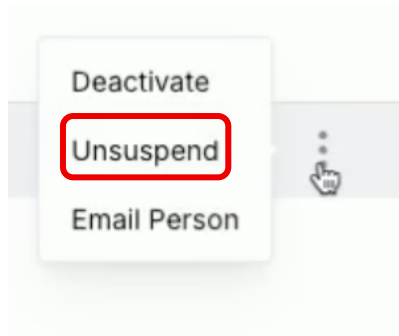
Badge Status

Suspended

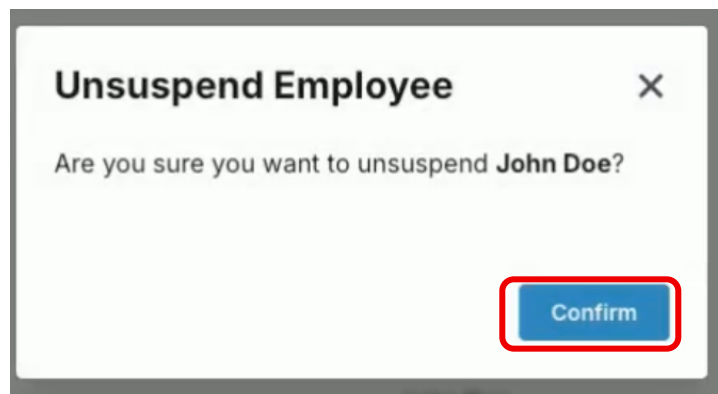
10. In a date was entered to unsuspend the badge that will happen via the system. If there was no date you will need to proceed to the next section.

Unsuspending a Badge

11. Select the action menu
12. Click Unsuspend



13. Click 'Confirm'



14. A confirmation will appear in the bottom right of the screen
15. Their badge status now reflects as 'Active'

