

AIRDAT Onboard

Notifications

May 2023



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1 Applications Dashboard

Return to the Dashboard for an overview of status, alerts and warnings.

When insurance is within **90 days of expiry**, the status is 'Needs attention' on the Applications dashboard. Depending on the renewal date, this may happen the first time your insurance details are entered.

The screenshot shows the Applications Dashboard interface. A sidebar on the left contains navigation icons for Dashboard, Applications, Fleet, Company, People, and Reports. The main content area is divided into several sections:

- Navigation:** 'Dashboard' is highlighted in the sidebar. 'Applications' and 'Fleet' are visible in the top navigation bar.
- Action items:** A section with a red circle containing '0' and the text 'Action items'. Below it is a table with columns: Item, Time pending action, and Action.
- Airport applications in progress:** A section with a plane icon and the text 'Airport applications in progress'. Below it is a table with columns: Application, Status, and Action.
- Milestone warnings:** A section with an information icon and the text 'Milestone warnings'. Below it is a table with columns: Application, Milestone, Status, and Action.
- Right-hand navigation:** Three blue buttons: 'New application', 'Fleet management', and 'Company profile'.
- Warnings:** A section with a warning icon and the text 'Warnings'. Below it, it says 'No warnings found'. There are also two sub-sections: '0 Expiring milestones' and '0 Rejected milestones'.

Two callout boxes provide additional information:

- Needs Attention Status:** A callout box pointing to the 'Needs attention' status in the 'Airport applications in progress' table. The text reads: "Needs Attention Status. When a milestone requires review. Changes to Expiring when 30 days left".
- Warnings:** A callout box pointing to the 'Warnings' section. The text reads: "Warnings. Keep an eye on warnings".

2 Fleet Dashboard

When permits are within **90 days of expiry**, renewals can be started.

Depending on the renewal date, this may happen the first time your information is entered.

The screenshot shows the Fleet Dashboard interface. On the left is a navigation sidebar with icons for Dashboard, Applications, Fleet, Company, People, Reports, and Impounded fleet. The main content area is titled 'Applications' and contains a 'Fleet' tab, three buttons: '+ Add fleet', 'View/Permit fleet', and 'View warnings', and a 'Warnings' section with 'Warning info' and 'No results found'. A callout box points to the 'View/Permit fleet' button, stating 'Fleet Use buttons to view Fleet information'. Another callout box points to the 'Fleet' tab, stating 'Fleet Information In this example, you have 30 vehicles in your fleet and all permits are within the expiry period. You have put through 20 permit renewal applications, but still have 10 left to review.' A third callout box points to the 'Fleet information' icon, listing the following data: 30 In fleet, 10 Permits to review, 0 With defects, 30 With permits, 30 With expiring permits, and 0 With expired permits.

Dashboard

Applications

Fleet
Use buttons to view Fleet information

View/Permit fleet

View warnings

Warnings

Warning info ▾

No results found



Fleet information


- 30 In fleet
- 10 Permits to review
- 0 With defects
- 30 With permits
- 30 With expiring permits
- 0 With expired permits

3 Email notifications

Email notifications are sent when the Airside Vehicle Permit Office actions an application, or when permits renewals can be started. The emails are sent from no-reply@airdat.org

When you start using AIRDAT, check that notifications do not go directly to **Spam** or your **Other Outlook Inbox**





Milestone accepted



Hello


You have been sent this email because a milestone on the AIRDAT Onboard site was accepted:

Milestone: Operations
Application: Company Application
Airport: AKL - Auckland Airport
Company: BlackwoodIT

Please click on the following link <https://onboard-akl.airdat.org/en/MilestoneInstance/Edit/18> to review your application milestone.

Kind regards
The AIRDAT Team





Application confirmed

Hello

Your application on the AIRDAT Onboard website has been confirmed:


Application: Company Application
Airport: AKL - Auckland Airport
Company: BlackwoodIT

Please follow this link <https://onboard-akl.airdat.org/en/ApplicationInstance/Edit/11> to view the application.

Kind regards
The AIRDAT Team

Permit renewals

Reminders for permit renewals are sent prior to expiry and on the day of expiry



Vehicle application re-permit

Hello

You have been sent this email because a fleet application on the AIRDAT Onboard site can be re-permitted:

Vehicle Reg / Fleet ID: DEMO123
Vehicle Make and Model: Ford Focus
Company: Demo Company
Application: Airside Operators Licence
Airport: AKL - Auckland Airport

Please click [here](#) to re-permit the fleet application.

Insurance expiry dates

Remember to update your insurance. It has the same expiry as your permits

4 Manage email notifications

Edit Frank Jones

Details Activation Application rights **Email Preferences**

Email Preferences

Choose how often you want to receive emails from us. Either receive email notifications instantly or a summary of all notifications either once a day, week or month.

AIRDAT updates On Off

Marketing

Information on how to use site/services, let you know when new features become available and inform you of system updates.

All Services

| | | | | |
|-----------|-------|--------|---------|------|
| Instantly | Daily | Weekly | Monthly | None |
|-----------|-------|--------|---------|------|

Please note, when you select this option, it will update all options below.

Warnings Services

| | | | | |
|---|-------|--------|---------|------|
| <input checked="" type="button" value="Instantly"/> | Daily | Weekly | Monthly | None |
|---|-------|--------|---------|------|

Alerts for vehicle defects, expiring vehicle permits, milestones, documents.

Comments Services

| | | | | |
|---|-------|--------|---------|------|
| <input checked="" type="button" value="Instantly"/> | Daily | Weekly | Monthly | None |
|---|-------|--------|---------|------|

Notifications for comments received within a vehicle permit application or milestone.

Status changes Services

| | | | | |
|---|-------|--------|---------|------|
| <input checked="" type="button" value="Instantly"/> | Daily | Weekly | Monthly | None |
|---|-------|--------|---------|------|

We will send you emails when a milestone or vehicle application has progressed or changed status (in review, approved, rejected).

Save

Check your personal **Email preferences** to manage how you receive emails.

Instant Warnings sends a notification for every vehicle when permit renewals can be started.

Choose one of the other options for a summary email with consolidated information. This is useful if you manage a large fleet.

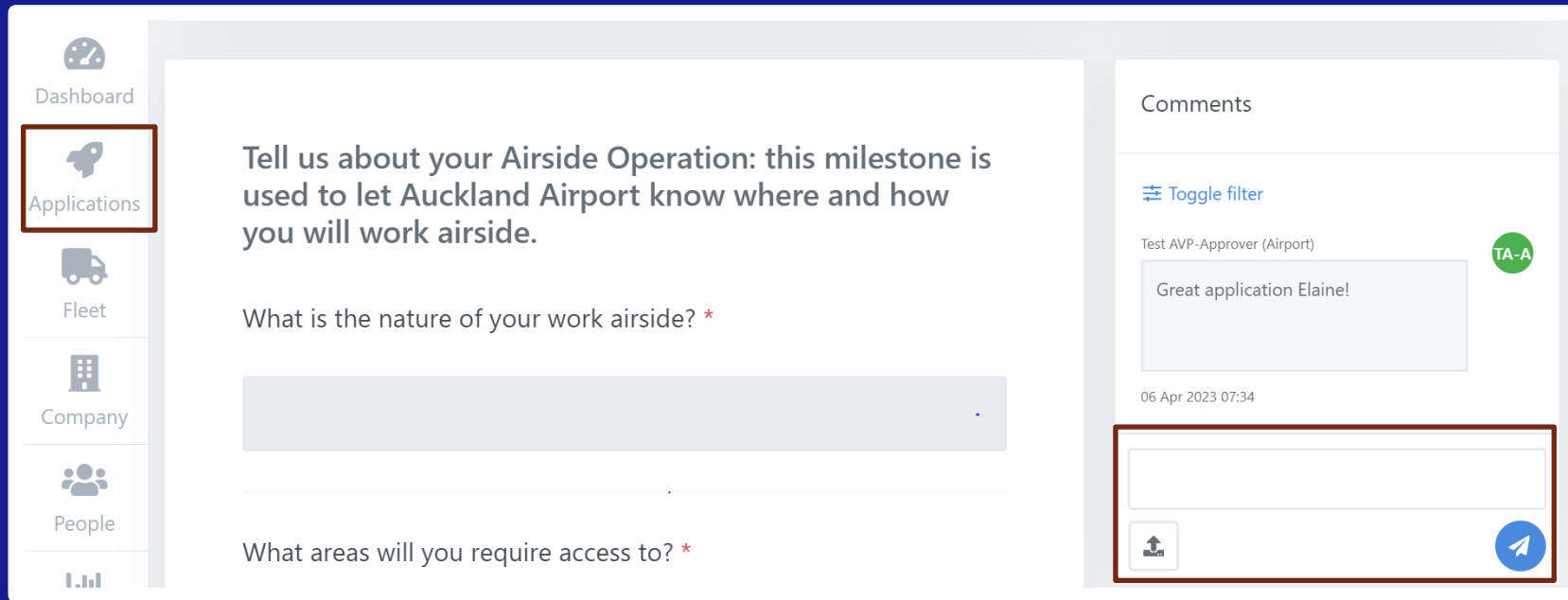
Email preferences
Set of frequently to receive AIRDAT notifications

Save
Your changes

5 Application help

- For enquiries about your application (you are unsure of what information need to provide) use comments to contact the Airside Driver Vehicle Permit Office.

[Applications](#) | [View Milestone](#) | [Comments](#)



The screenshot displays the AIRDAT application interface. On the left is a navigation sidebar with icons and labels for 'Dashboard', 'Applications' (highlighted with a red box), 'Fleet', 'Company', 'People', and a signal strength indicator. The main content area is split into two panels. The left panel, titled 'Tell us about your Airside Operation: this milestone is used to let Auckland Airport know where and how you will work airside.', contains two text input fields with red asterisks indicating required fields: 'What is the nature of your work airside? *' and 'What areas will you require access to? *'. The right panel, titled 'Comments', shows a comment from 'Test AVP-Approver (Airport)' with a green 'TA-A' status icon. The comment text is 'Great application Elaine!' and the timestamp is '06 Apr 2023 07:34'. Below the comment is a text input field for a new comment, a file upload icon, and a blue send button (highlighted with a red box).

- For technical issues, for example the website is down, please contact AIRDAT using the support button located at the top right of the AIRDAT website.