AIRDAT Onboard

Notifications

May 2023

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.

Dashboard

Applications

Fleet

Company

People

Reports

Applications | Fleet

0 Action items

Item | Time pending action | Action

✈ Airport applications in progress

Application | Status

Company Application | ⚠ Needs attention | View >

ℹ Milestone warnings

Application | Milestone | Status | Action

No results found

✈ New application

ℹ Fleet management

🏢 Company profile

⚠ Warnings

No warnings found

0 Expiring milestones

0 Rejected milestones

Needs Attention Status
When a milestone requires review.
Changes to Expiring when 30 days left

Warnings
Keep an eye on warnings

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.

Dashboard

Applications

Fleet

Company

People

Reports

Applications

Fleet

Fleet
Use buttons to view Fleet information

+ Add fleet

🚚 View/Permit fleet

⚠ View warnings

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.

ⓘ Fleet information

ⓘ Warnings

Warning info ⇕	Fleet item info	Status
No results found		

🚛 Impounded fleet

30 In fleet

10 Permits to review

0 With defects

30 With permits

30 With expiring permits

0 With expired permits

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

Dashboard

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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

`Marketing`

On   Off

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`

Instantly	Daily	Weekly	Monthly	None

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

Comments `Services`

Instantly	Daily	Weekly	Monthly	None

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

Status changes `Services`

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).

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.
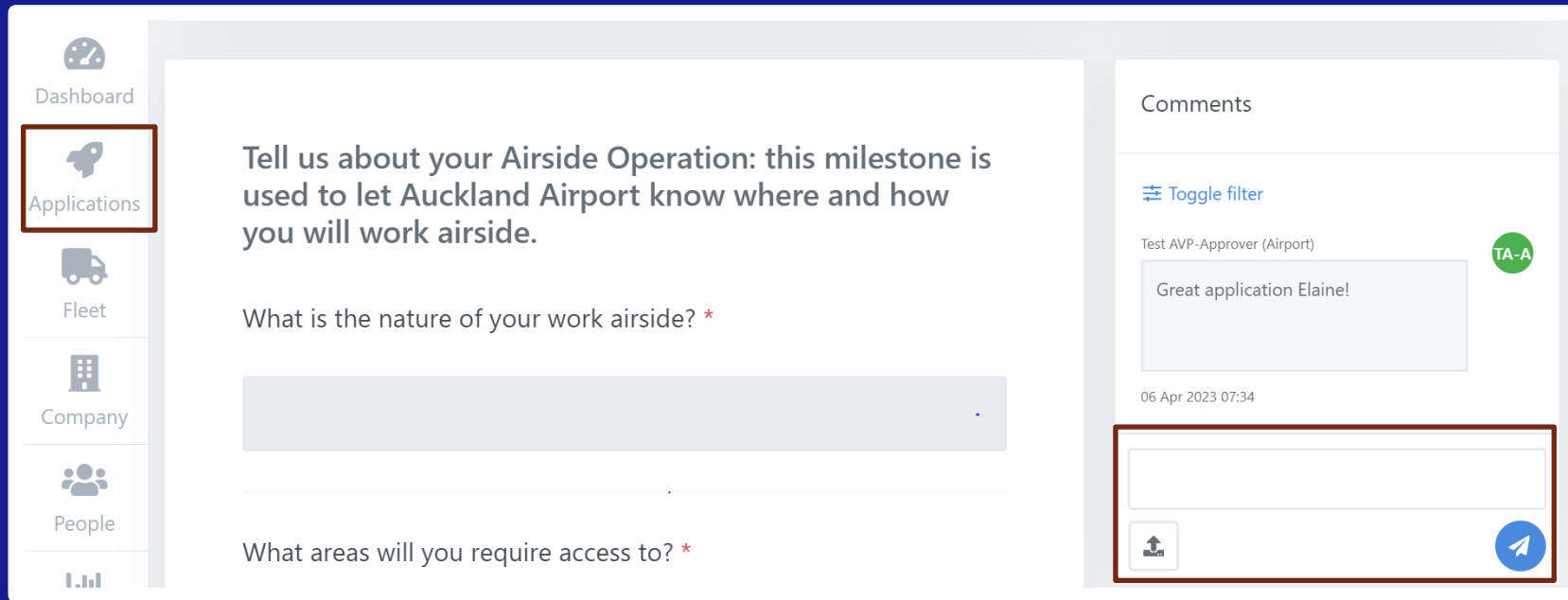
Email preferences
Set of frequently to receive AIRDAT notifications

Save
Your changes

Save

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

- 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.