



## (A) Setup Guide for Non-Pilots

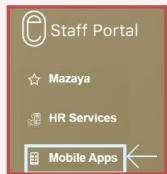
### Registration

- If you have not logged in to SAUDIA Safety Reporting Portal before, please register your name by logging in to: <https://vpn.saudia.com:11030/AQDPORTALP/Home.aspx> using your mobile
- Only a simple login is required. You can logout immediately



### Install AQD Application

- Install the AQD application from the eStaff Portal by visiting: [apps.sv.net](https://apps.sv.net)



### Install VPN Application

- Install VPN Application (Pulse Secure) from Apple Store/Google Play



### Insert VPN Link

- Click/touch "Connections" tab and insert the following link under the URL option: [vpn2.saudia.com](https://vpn2.saudia.com)
- Save and continue



### Log in with VPN

- Connect using Pulse Secure and log in with SAUDIA PRN and Password
- Receive and insert OTP (One-Time-Password)



### Log in with AQD App

- Log in to the AQD application with SAUDIA email and password



### NOTE

Connecting to Pulse Secure VPN is a must in order to send eReports via Safety Reporting Application (AQD). However, it can still be used while offline. Pending draft reports are automatically submitted once mobile devices are connected to the internet and [VPN2.SAUDIA.com](https://VPN2.SAUDIA.com)

For assistance, please contact: [AqdSupportGroup@Saudia.com](mailto:AqdSupportGroup@Saudia.com)



## (B) Reporting Guide for Non-Pilots

### Log in with VPN App



- Connect using Pulse Secure and log in with SAUDIA PRN and Password
- Receive and insert OTP (One-Time-Password)

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For Any Assistance, Please Contact SAUDIA IT Help Desk:

Tel: +966-12-666-4000

Email: [ithelpdesk@saudia.com](mailto:ithelpdesk@saudia.com)

Username

Password

Sign In

### Log in with AQD App



- Depending on your app's settings, login to the AQD application with SAUDIA email and password, if you are not logged in

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SAUDIA

Safety Reporting

SAUDIA Email

Password

Log In

### Choose eReport



- Choose your eReport form type through the "+" sign on the bottom right
- Note: if eReport types do not show:
  - Ensure your name is registered (Registration Step above) in the setup guide (A);
  - On the App, go to "About" and choose "Update App Data"

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Select type of Report

Air Safety / TCAS eReport (FLT)

Aircraft Ground Safety eReport (GND)

Aircraft Maintenance Safety eReport (MNT)

Aviation Security eReport (SEC)

Buildings, Occupational & Health Safety eReport

Cabin Safety eReport (CAB)

Leased Aircraft Safety eReport (LAC)

CANCEL

### Fill out the form



- Write your report by filling out all the mandatory fields, and any additional fields by swiping

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Event Description (fill in before saving)

This field must be filled in before saving

Suggestion/Comments

### eReport Attachments and Submission



- Add a photo from Camera or Phone Gallery, if required
- Send the eReport from the "Send" icon on the bottom left

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Air Safety / TCAS eReport (FLT)

New

Attachments

Attachments (3 of 3)

Send

Save

### NOTE

Connecting to Pulse Secure VPN is a must in order to send eReports via Safety Reporting Application (AQD). However, it can still be used while offline. Pending draft reports are automatically submitted once mobile devices are connected to the internet and

[VPN2.SAUDIA.com](https://VPN2.SAUDIA.com)



## Setup & Reporting Guide for Pilots

### Registration

- If you have not logged in to SAUDIA Safety Reporting Portal before, please register your name by logging in to: <https://vpn.saudia.com:11030/AQDPORTALP/Home.aspx> using your mobile
- Only a simple login is required. You can logout immediately

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### Install SAUDIA Safety Reporting App (AQD)

- Through your iPads, visit the SAUDIA Store and install SAUDIA Safety Reporting App

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### Log in with AQD App

- Log in to the application with SAUDIA email and password

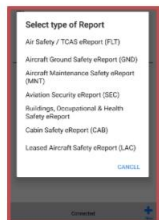
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### Choose eReport

- Choose your eReport form type through the "+" sign on the bottom right
- Note:** if eReport types do not show:
  - Ensure your name is registered (Registration Step above);
  - On the App, go to "About" and choose "Update App Data"

4



### Fill out the form

- Write your report by filling out all the mandatory fields, and any additional fields by swiping

5



### eReport Attachments and Submission

- Add a photo from Camera or Phone Gallery, if required
- Send the eReport from the "Send" icon on the bottom left
- You will receive an email notification once your eReport has been submitted successfully

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### NOTE

The application can still be used while offline. Pending draft reports are automatically submitted once iPad devices are connected to the internet.