

# SAUDIA Safety Reporting ( SAUDIA Saud

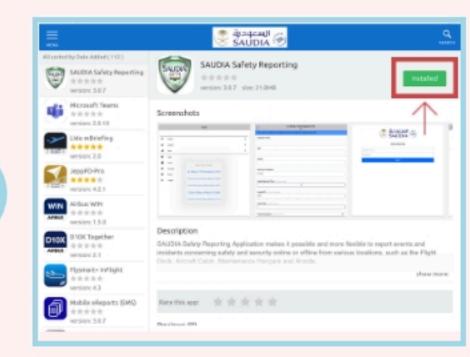


# Setup & Reporting **Guide for Pilots**

### Install SAUDIA Safety Reporting App (AQD)



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



### Log in with AQD App



Log in to the application with SAUDIA email and password

# Choose eReport



 Choose your eReport form type through the "+" sign on the bottom right

3

## Fill out the form (🏢



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

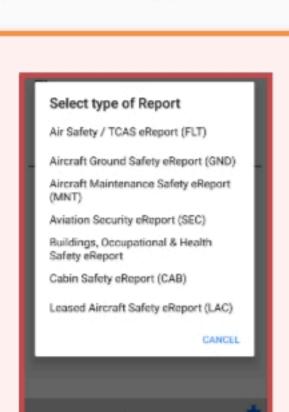
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#### eReport Attachments and Submission



- 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



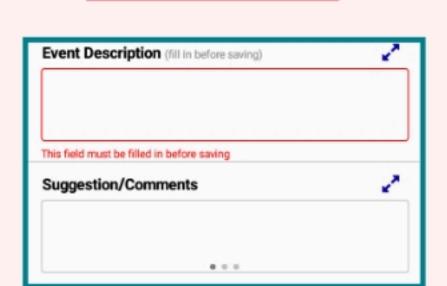


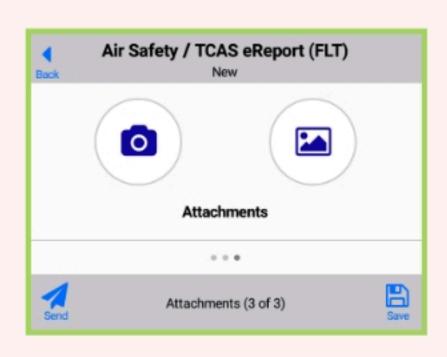
Safety Reporting

Log In

SAUDIA Email

Password





NOTE

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



# SAUDIA Safety Reporting Application (AQD)

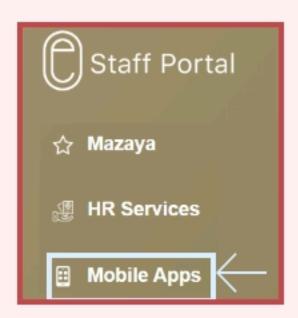


# (A) Setup Guide for Non-Pilots

#### Install AQD Application



 Install the AQD application from the eStaff Portal by visiting: apps.sv.net



#### Install VPN Application



 Install VPN Application (<u>Pulse Secure</u>) from Apple Store/Google Play



# Pulse Secure

Connection Details

Connection Name

vpn2.saudia.com

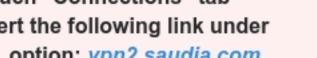
AQD

Save any updates to optional fields below. This is your current default connection.

#### Insert VPN Link 🚣



 Click/touch "Connections" tab and insert the following link under the URL option: <u>vpn2.saudia.com</u>





Save and continue



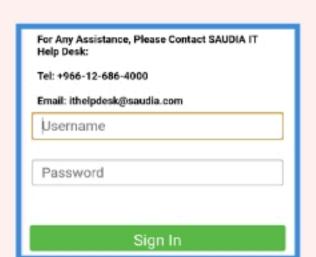
## Log in with VPN



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



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#### 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



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# (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)

#### For Any Assistance, Please Contact SAUDIA IT Help Desk: Tel: +966-12-686-4000 Email: 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

2

# Choose eReport



 Choose your eReport form type through the "+" sign on the bottom right

3

#### Fill out the form 📳



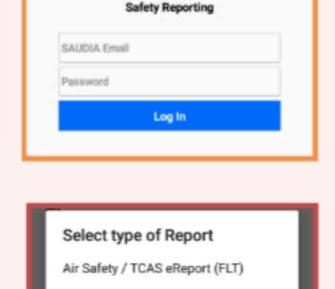
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## eReport Attachments 📃 and Submission



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



Aircraft Ground Safety eReport (GND) Aircraft Maintenance Safety eReport

Aviation Security eReport (SEC)

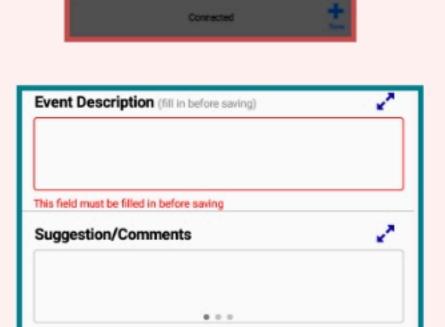
Buildings, Occupational & Health

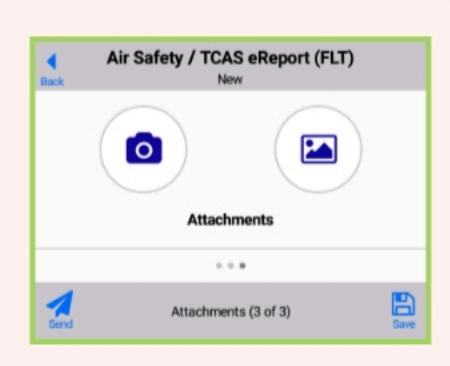
Leased Aircraft Safety eReport (LAC)

CANCEL

Cabin Safety eReport (CAB)

Safety eReport





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