



SAUDIA Safety Reporting Application (AQD)



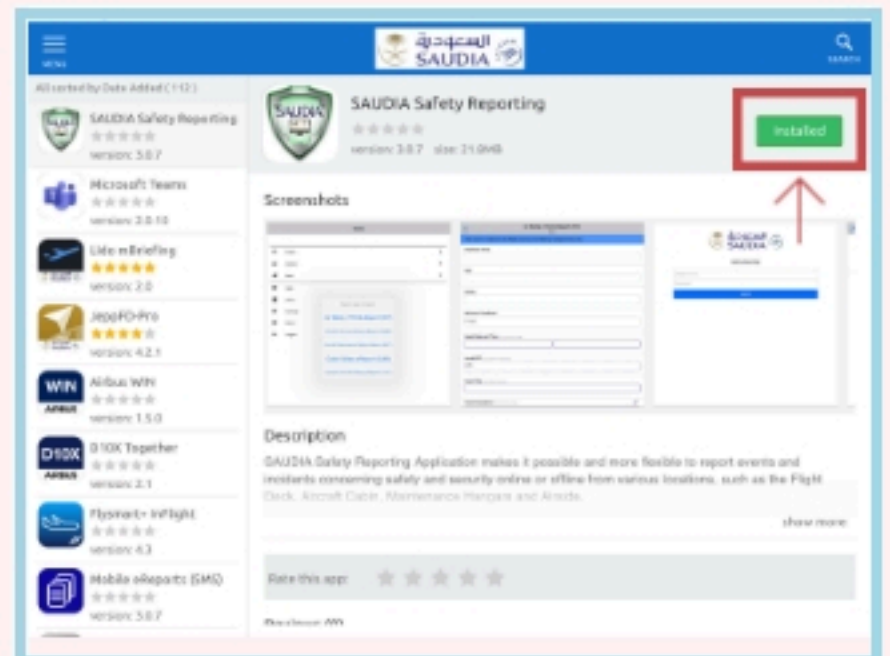
Setup & Reporting Guide for Pilots

Install SAUDIA Safety Reporting App (AQD)



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

1

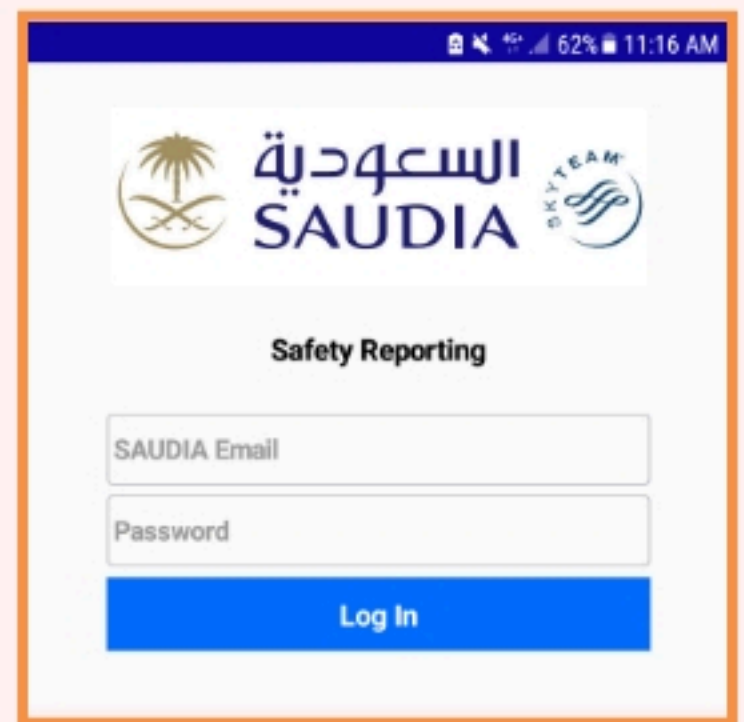


Log in with AQD App



- Log in to the application with SAUDIA email and password

2

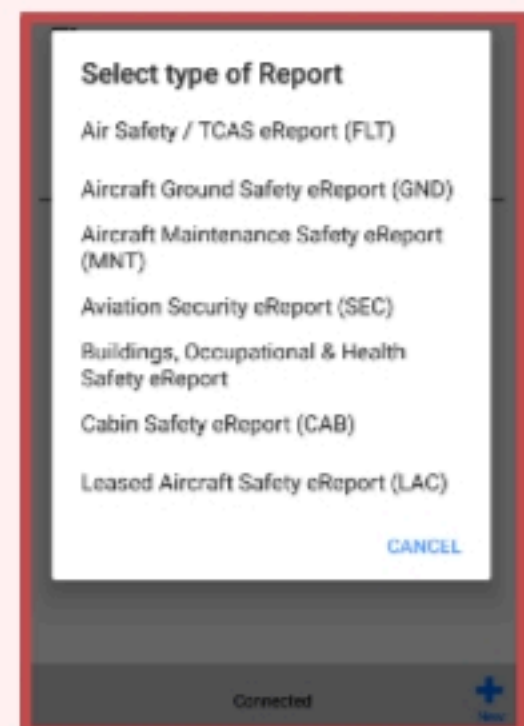


Choose eReport



- 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

4

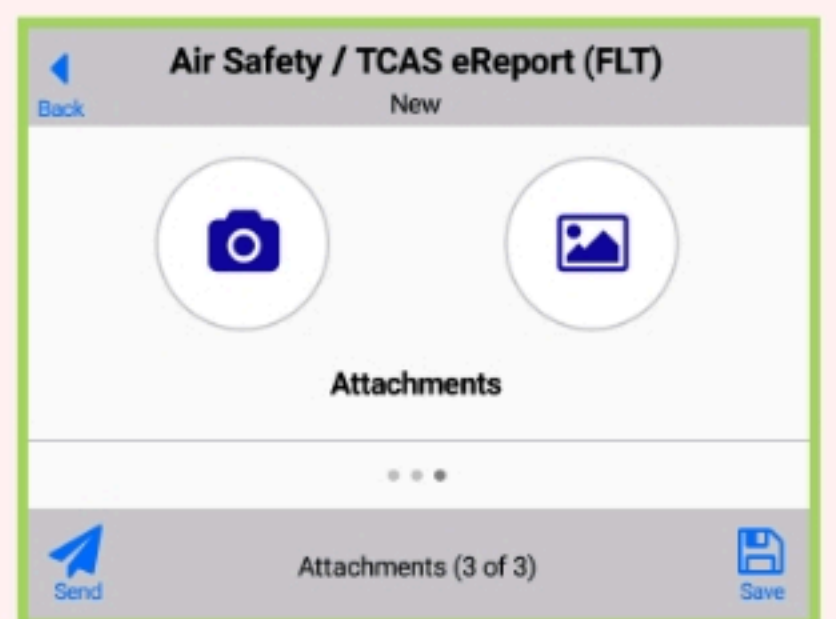


eReport Attachments and Submission



- 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

5



NOTE

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



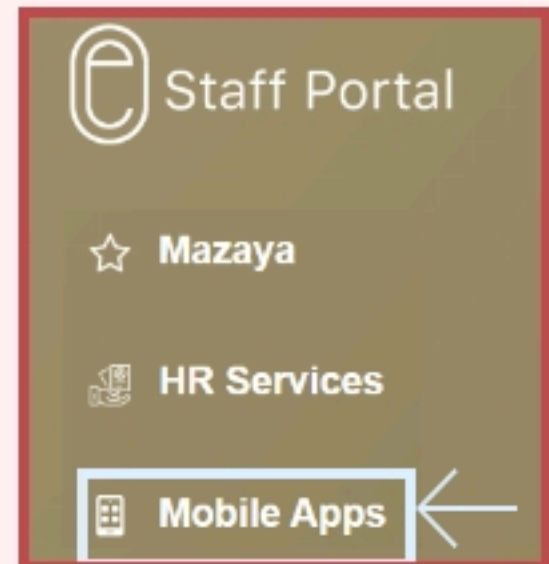
(A) Setup Guide for Non-Pilots

Install AQD Application



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

1



Install VPN Application



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

2

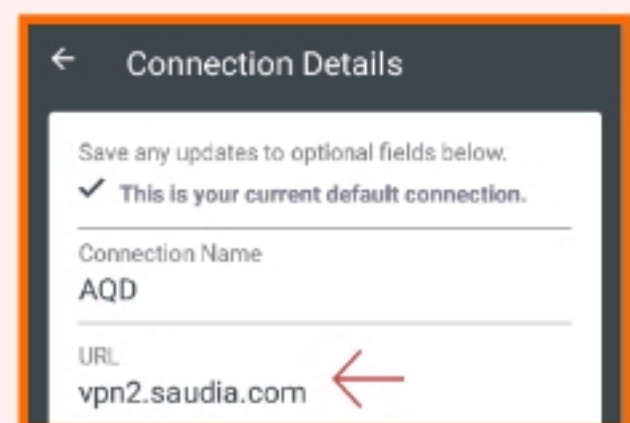


Insert VPN Link



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

3

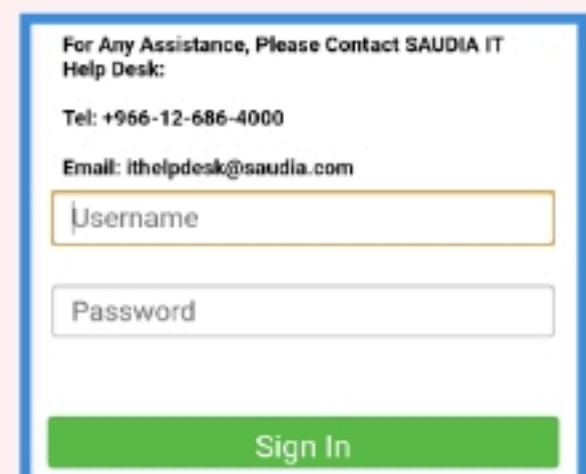


Log in with VPN



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

4

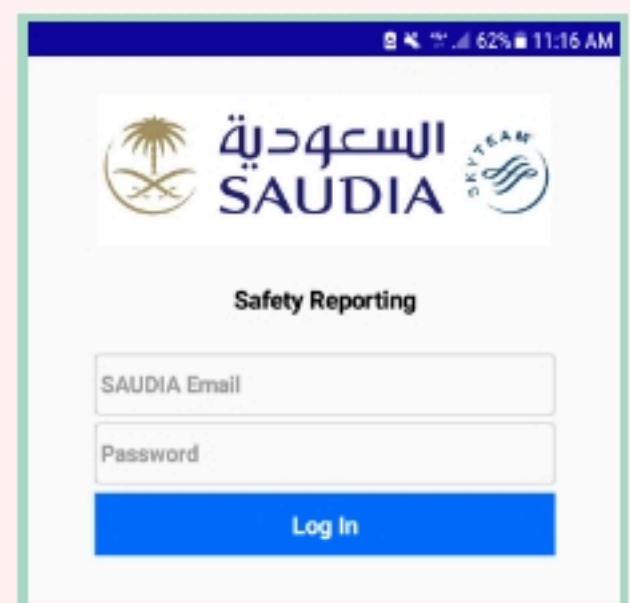


Log in with AQD App



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

5



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

For assistance, please contact: 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)

1

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



- 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

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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

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