

AIMSPLUS⁺

SOFTWARE

RC1

Training Guide

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Mark Arrival/Assign Door

Understanding Mark Arrival/Assign Door

The Inbound Transportation Admin marks a load on-site and assigns a receiving door. These actions identify load arrival, dock and unloading timestamps.

Pickup Time	Appt. Time	Appt. #	Load ID	Tracking Number	Market	Origin	Sites	Pallets	Cabinets	Status
2022-11-08 12:00:00	2022-11-08 09:00:00	138699	54240	23597544		Tellworks Kansas City				EN ROUTE Mark as ON SITE

To assign a door, complete the following:

1. Select the appointment ID
2. Select 'Edit' next to the door assignment
3. Choose which door the truck will be unloaded in

Pickup Time	Appt. Time	Appt. #	Load ID	Tracking Number	Market	Origin	Sites	Pallets	Cabinets	Status
2022-11-08 12:00:00	2022-11-08 09:00:00	138699	54240	23597544		Tellworks Kansas City				RECEIVING Mark as RECEIVED

Calendar View Table View

Name	DKRDes Moines_22WK31_11
Tracking Number	0009106
Scheduled Arrival:	2022-08-04 13:00:00
Status	ON SITE
Door:	DOOR 15 (Edit)

Inventory Inbound Inventory Issues LA User Administration Settings Chan

Calendar View Table View

Assign Door ✕

Door

Name

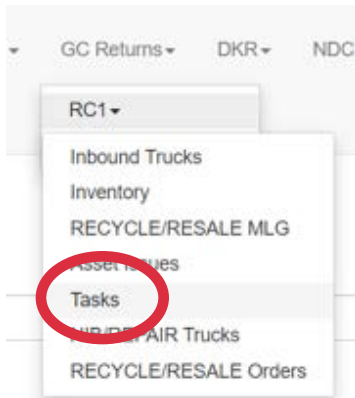
Tracking Number

Scheduled Arrival: 2022-11-08 09:00:00

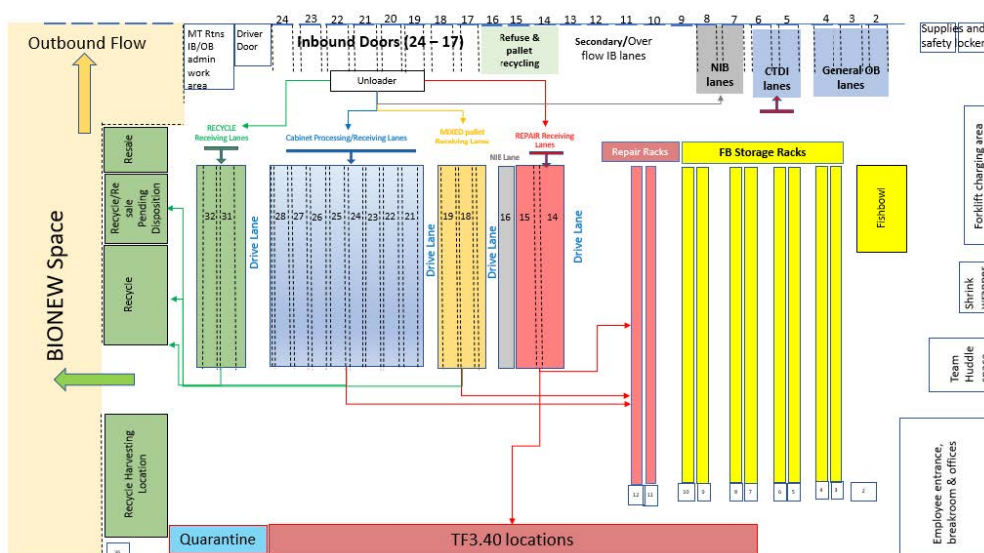
Receipt

Understanding the Unloading Process

1. Navigate to the 'Tasks' page.



2. Scan each LPN as it is removed from the load. A receiving zone will be presented based on the pallet type: Repair, Recycle, New in Box, or Mixed Pallet/Cabinet (see zone diagram below).



Understanding the Unloading Process

3. Transport the pallet to the identified zone and scan the pallet into the specified location.

Put 5000029013 in New Location ×

Location

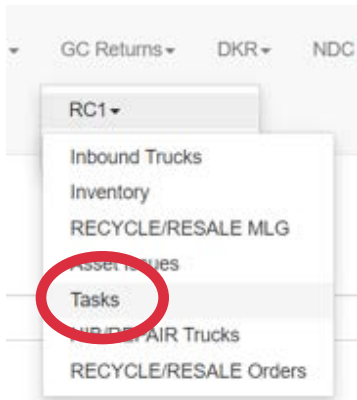
Submit

Location	Zone
TF3.31	RECYCLE
TF3.32	RECYCLE

4. Repeat the receipt process for each LPN on the truck.

Understanding the Receiving Process

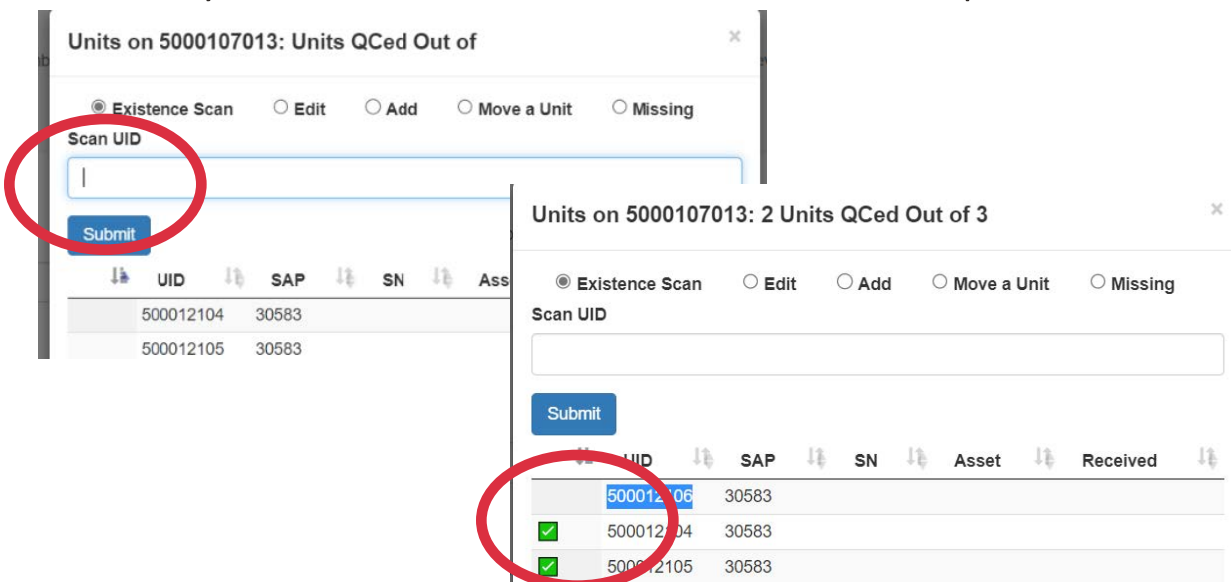
1. Navigate to the 'Tasks' page.



2. Scan a pallet LPN.



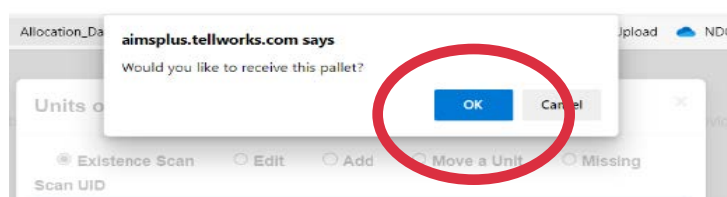
3. Scan each UID. A green check mark will appear when an UID is scanned and in the heading at the top will display how many units have been scanned and the total units expected.



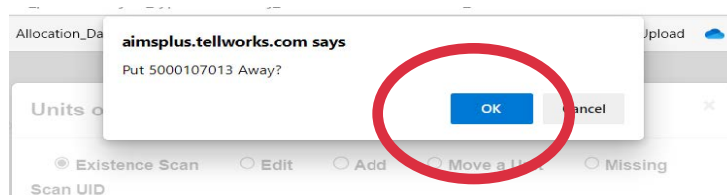
Understanding the Receiving Process

4. The receiver validates that the UID matches the expected SKU, Asset, Serial, and Manufacturer Part Number (where applicable).

5. Upon scanning the final UID associated with an LPN, the system will ask you if you want to process the receipt of the pallet.



6. If the receipt is successful, you will be asked if you want to put the pallet away. Select 'OK' to put the pallet away.



7. Place a Green cone on the LPN to identify that the pallet is ready for Putaway (If you receive an error and are unable to put the pallet away, place a Red cone on the pallet for a supervisor to resolve).

Unexpected Material - Move a Unit

1. The receiver places a new UID on the product if one is not present
2. In the case that a unit is systematically on a different pallet, the receiver will select 'Move a Unit' and then scan the UID

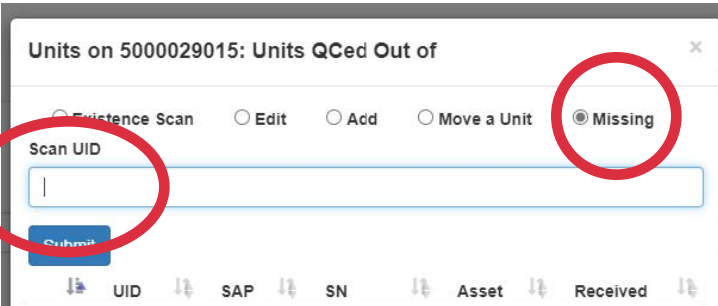
3. Scan the LPN you are moving the unit onto.

Unexpected Material - Add Unit

1. In the case that a unit is not found, the receiver will select 'Add' and then scan the UID

Unexpected Material - Missing Unit

1. In the case that a unit is missing refer to the following:
 - a. place a Red Cone on the pallet to pause the process
 - b. move on to the next pallet on the load
 - c. if the unit is missing from another pallet, inform your supervisor so they can contact the shipping MSL
 - d. if the unit cannot be found, complete the receipt without the missing item by selecting 'Missing' and typing in the UID that is missing



Units on 5000029015: Units QCed Out of

Existence Scan Edit Add Move a Unit Missing

Scan UID

Submit

UID SAP SN Asset Received

Put Away

Understanding the Put Away Process

The put away driver moves material from the receiving area into the Inventory Zones (Repair, Recycle, New in Box, or Resale) and completes the move in Legacy AIMS.

1. Identify pallets with a Green Cone
2. Scan pallet LPN in the task screen

Tasks

Scan LPN

Submit

LPN Location Task

3. AIMS+ identifies the type of material on the LPN and directs you to the corresponding put away zone for each SKU (Repair, Recycle, New in Box, or Resale)

Put Away Process: Put LPN in New Location

GC Returns Putaway: 5000029012

Putaway Instructions

Show 50 entries

Disposition	SAPS	QTY	To Location(s)
RECYCLE	30402 33945	2	TF3.36.04, TF3.36.05
REPAIR	30185 32663, 33540	5	TF3.11.01.01.A, TF3.12.13.01.B, TF3.12.14.01.B

Showing 1 to 2 of 2 entries

Move a Unit to New LPN Put LPN in New Location Create an LPN

Search:

1. Select 'Put LPN in New Location' to move the entire pallet into a location
2. Scan the location the pallet will be moved to

Put in New Location

Location

TF3364N

Submit

to New LPN Put LPN in New Location

Put Away Process: Move Unit to New LPN

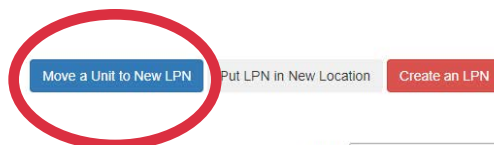
GC Returns Putaway: 5000029012

Putaway Instructions

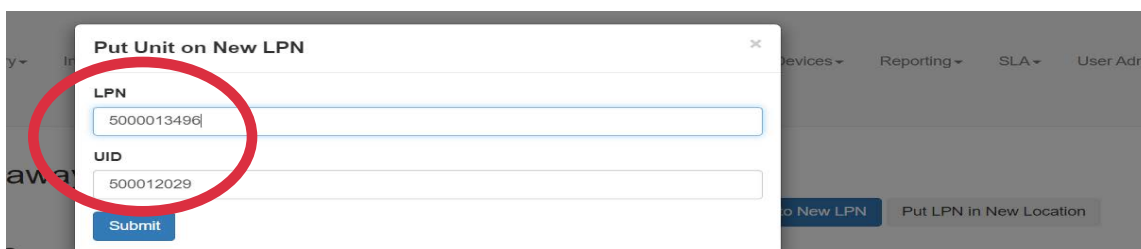
Show 50 entries

Disposition	SAPS	QTY	To Location(s)
RECYCLE	30402 33945	2	TF3.36.04, TF3.36.05
REPAIR	30185 32663, 33540	5	TF3.11.01.01.A, TF3.12.13.01.B, TF3.12.14.01.B

Showing 1 to 2 of 2 entries



1. Select 'Move Unit to New LPN' to move individual units to new LPNs
2. Scan the new LPN it is being moved to and the UID that is being moved
3. Continue this process until all units are moved off of the LPN or the LPN is moved into a proper P

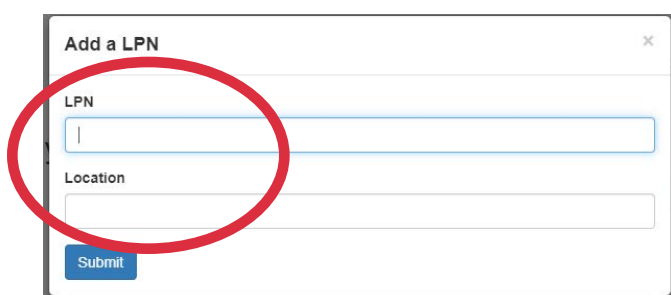
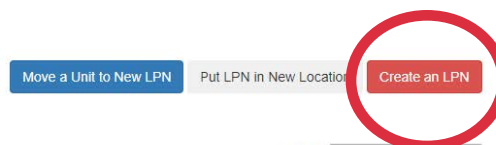


Put Away Process: Create an LPN

GC Returns Putaway: 5000029012

Putaway Instructions

Show 50 entries



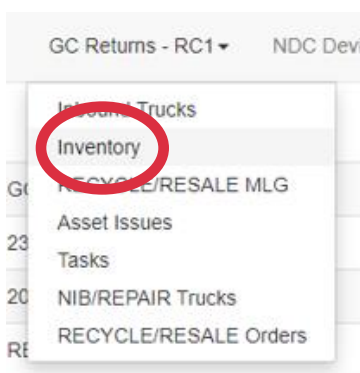
1. Select 'Create an LPN' button to move units to a new LPN
2. Scan the new LPN and the location the LPN will be in

QC & Move Pallet

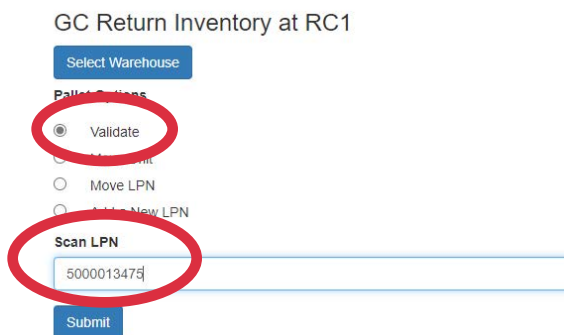
Understanding the QC & Move Process

For repair pallets, a QC function must be performed prior to moving the pallet into a pickable location.

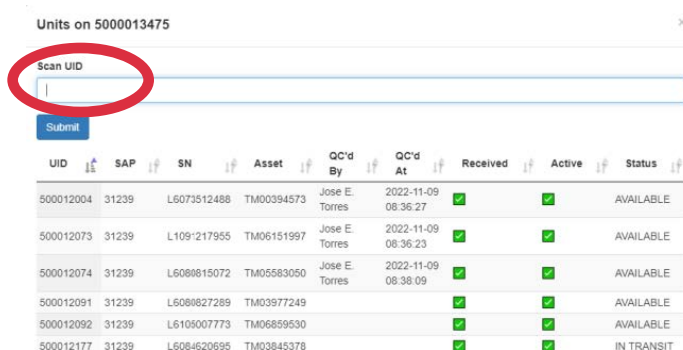
1. Navigate to the 'Inventory' page.



2. Select 'Validate' option and scan the LPN you wish to QC



3. Scan each UID on the pallet until all units have been verified



Understanding the QC & Move Process

4. Select 'Move LPN' option to move the pallet into a pickable location

GC Return Inventory at RC1

Select Warehouse

Pallet Options

Validate

Move Unit

Move LPN

Move New LPN

Scan LPN

5000013475

Submit

5. Scan the location the pallet is being moved to

Put 5000013475 in New Location

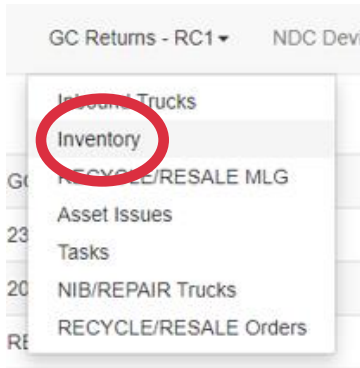
Location

Submit

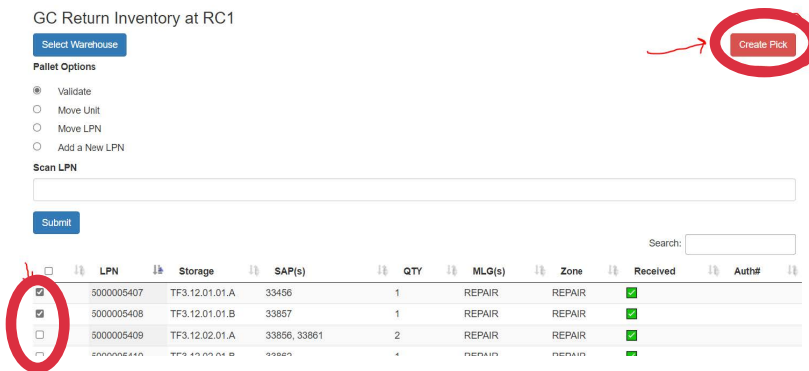
Pick

Understanding the Pick Process

1. Navigate to the 'Inventory' page.



2. Select which pallet(s) to put on the pick
3. Select the 'Create Pick' button

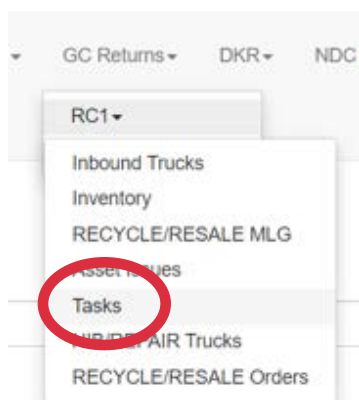


4. The Authorization # is displayed when the pick is created

LPN	Storage	SAP(s)	QTY	MLG(s)	Zone	Received	Auth#
5000005407	TF3.12.01.02.A	33456	1	REPAIR	REPAIR	✓	1328416
5000005408	TF3.12.01.02.B	33857	1	REPAIR	REPAIR	✓	1328416

Understanding the Pick Process

5. Navigate to the 'Tasks' page.



6. Scan each LPN as you move to the staging lane

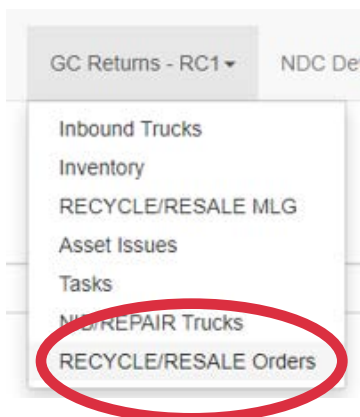


7. Repeat the process until all LPNs on pick are scanned

Deploy

Understanding the Deploy Process

1. Navigate to the 'Recycle/Resale Orders' page.



2. Find the Authorization # that you generated earlier and click on it

RESALE/Recycle Orders

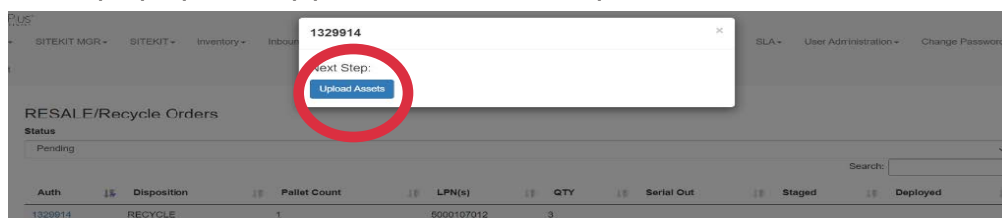
Status: Pending

Search:

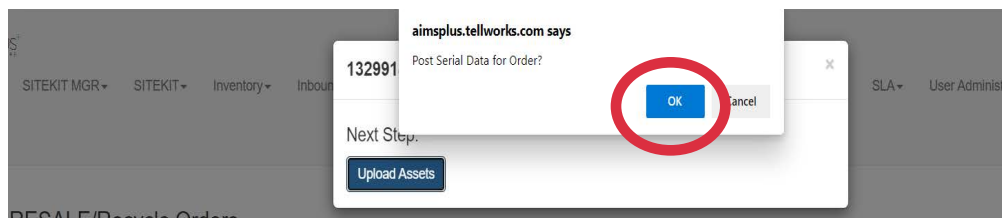
Auth	Disposition	Pallet Count	LPN(s)	QTY	Serial Out	Staged	Deployed
1329914	RECYCLE	1	5000107012	3			

Showing 1 of 1 entries

3. A popup will appear, select the 'Upload Assets' button



4. Select the 'OK' button to post the serial data for the order



Understanding the Deploy Process

5. Select the 'OK' button to confirm the Asset(s) have been uploaded



6. A green check will show under 'Serial Out'. Select the Auth # to continue

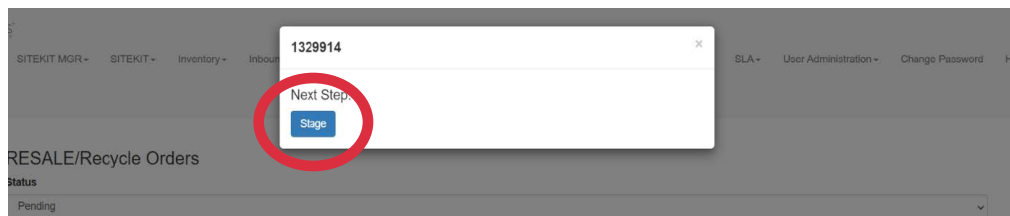
RESALE/Recycle Orders

Status: Pending

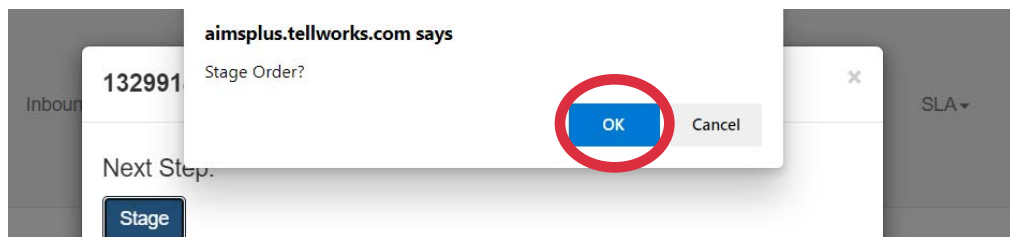
Auth	Disposition	Pallet Count	LPN(s)	QTY	Serial Out	Staged	Deployed
1329914	RECYCLE	1	5000107012	3	✓		

1 of 1 entries

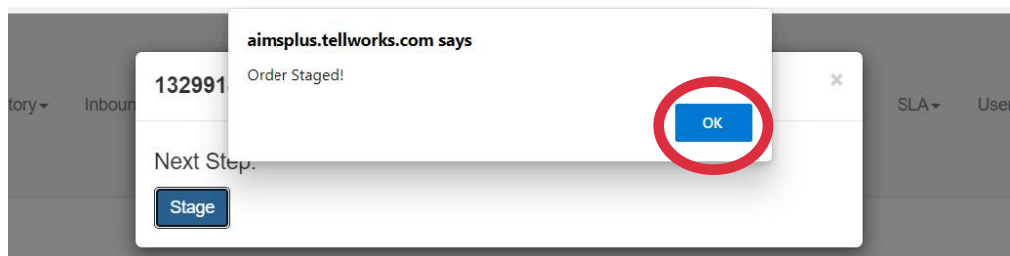
7. Select the 'Stage' button



8. Select the 'OK' button to confirm staging the order



9. A confirmation message will display, select the 'OK' button to continue



Understanding the Deploy Process

10. A green check will show under 'Staged'. Select the Auth # to continue

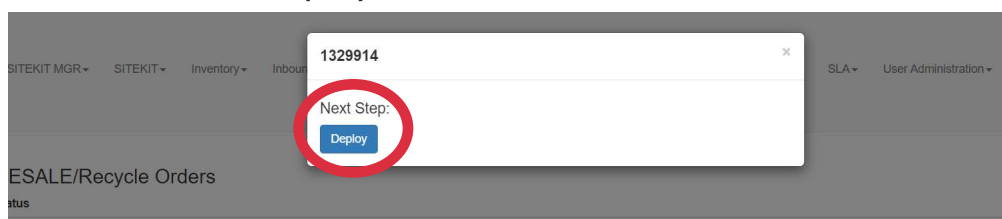
RESALE/Recycle Orders

Status: Pending

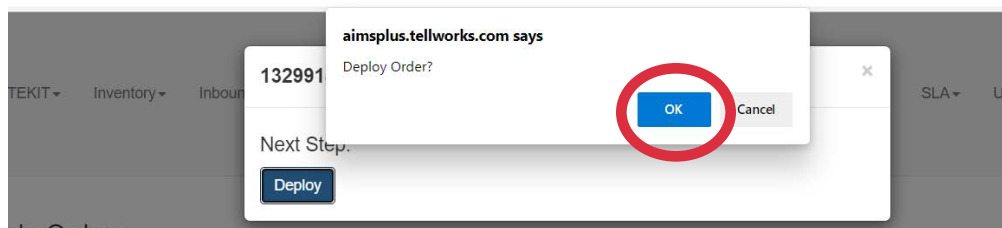
Auth	Disposition	Pallet Count	LPN(s)	QTY	Serial Out	Staged	Deployed
1329914	RECYCLE	1	6000107012	3	✓	✓	

Showing 1 of 1 entries

11. Select the 'Deploy' button



12. Select the 'OK' button to confirm deploying the order

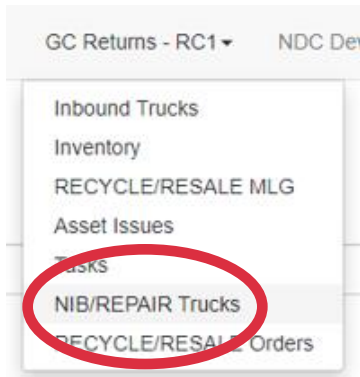


13. The Auth # will disappear from the screen, this confirms the order is deployed and you can now physically move the LPN to BIONEWS scrapping area

Scheduling Trucks

Understanding the Scheduling Process

1. Navigate to the 'NIB/Repair Trucks' page.

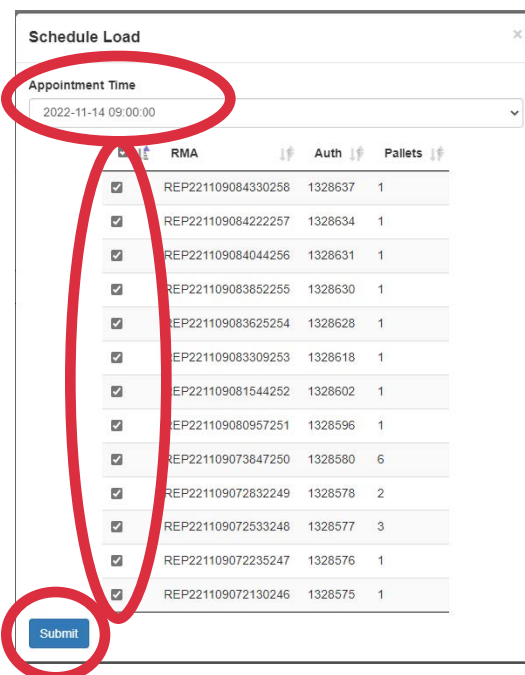


2. Select which type of material to schedule (NIB or Repair)



3. Select the available picks to add to a load

4. Input the appointment time for the load to be picked up



5. Select the 'Submit' button to tender the load to the carrier and create the appointment

Understanding the Scheduling Process

6. Select the appointment number

Trucks Scheduled

Status Schedule NIB Schedule CTDI

Scheduled Search:

Tracking Number	Appt Time	Appt Id	Load ID	Check In	Time In	Departed	Pallet Count	Notes	Loader	Driver	Phone #	6 Straps?	Edit
LPS-221109-16112061	2022-11-10 11:00:00	LKDS00020621	54404				12						Edit Driver Info

7. Select the 'Upload Assets' button

Trucks Scheduled

Status Schedule

Scheduled Search:

Tracking Number	Appt Time	Appt Id	Load ID	Loader	Driver	Phone #	6 Straps?	Edit
2022-10-14 11:00:00	LKD500019631	22313				111		Edit Driver Info

Showing 1 to 1 of 1 entries

Next Step:

Upload Assets

Mark On Site

8. Select the 'OK' button to post serial data for all RMAs going on the truck

https://aimsplus.tellworks.com/cip/outbound/truck_dashboard

Trucks Scheduled

Status Change Password Help Logout

Scheduled Search:

Tracking Number	Appt Time	Appt Id	Load ID	Loader	Driver	Phone #	6 Straps?	Edit

aimsplus.tellworks.com says

Post Serial Data for all RMAs going on Truck?

OK Cancel

Upload Assets

Mark On Site

9. Select the 'OK' button to confirm the assets have been uploaded

Trucks Scheduled

Status Change Password Help Logout

Scheduled Search:

Tracking Number	Appt Time	Appt Id	Load ID	Loader	Driver	Phone #	6 Straps?	Edit

aimsplus.tellworks.com says

Assets Uploaded

OK

Upload Assets

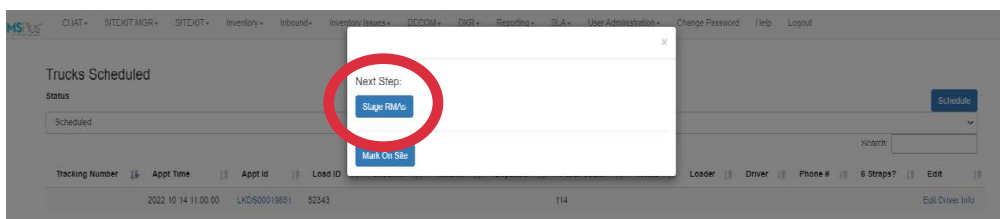
Mark On Site

Understanding the Scheduling Process

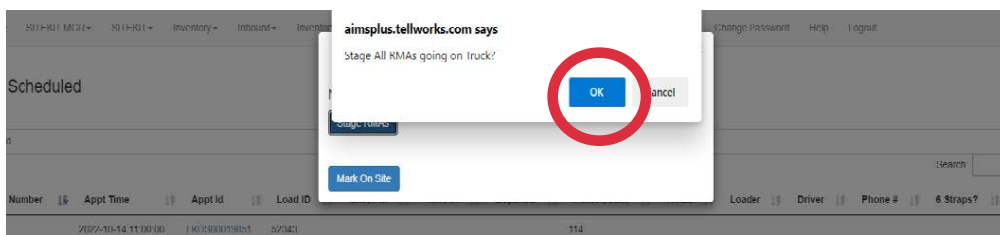
10. Select the appointment number



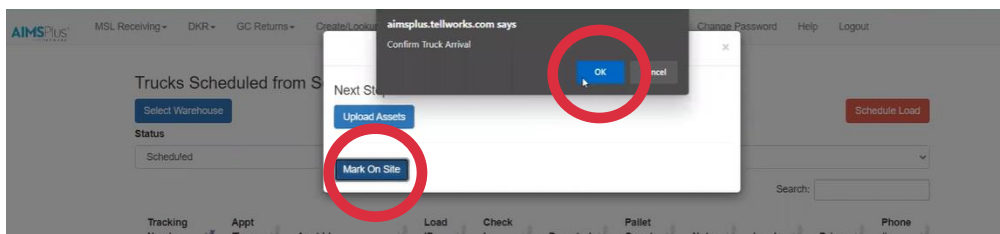
11. Select the 'Stage RMAs' button



12. Select the 'OK' button to stage all RMAs going on the truck

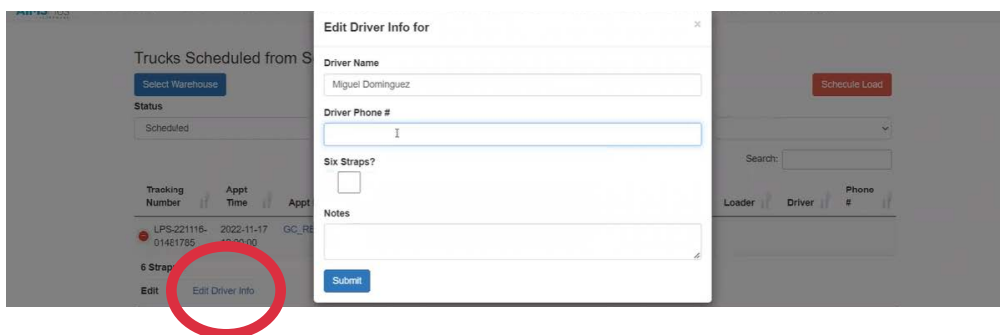


13. Select the 'Mark On Site' button when the truck arrives and then select the 'OK' button to confirm truck arrival

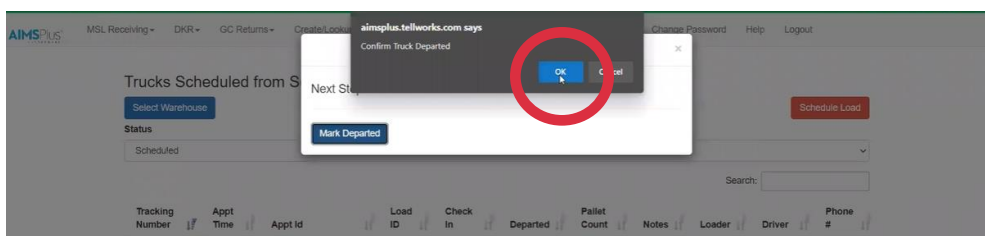


Understanding the Scheduling Process

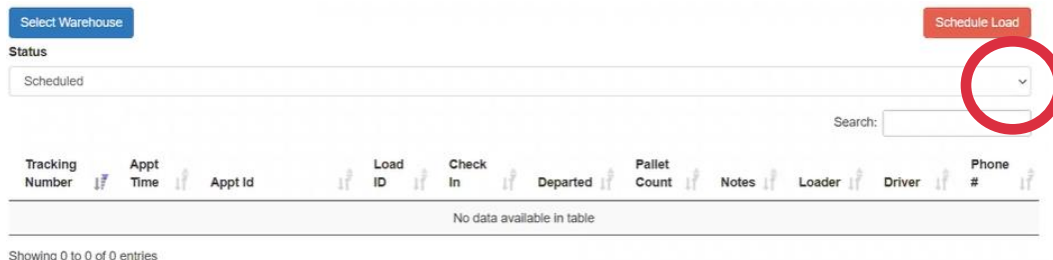
14. After marking arrival, select the 'Edit Driver Info' button to enter additional information



15. When you are ready to deploy, select the 'Appointment ID' link and select the 'Mark Departed' button



16. The truck will no longer be visible under your scheduled trucks. To find the truck, select the 'Completed' status option



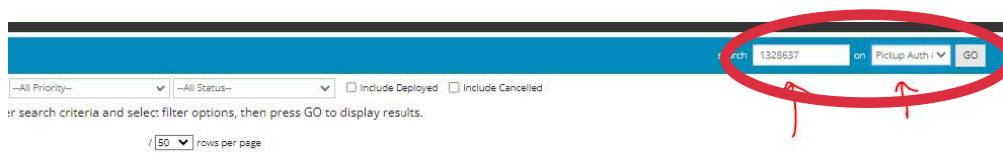
Showing 0 to 0 of 0 entries

Printing Documentation

Understanding the Printing Documentation

To print packlists to attach to pallets, login to Legacy AIMS and go to Outbound Monitor.

1. Input the Authorization #, select 'Pickup Auth', and select the 'Go' button

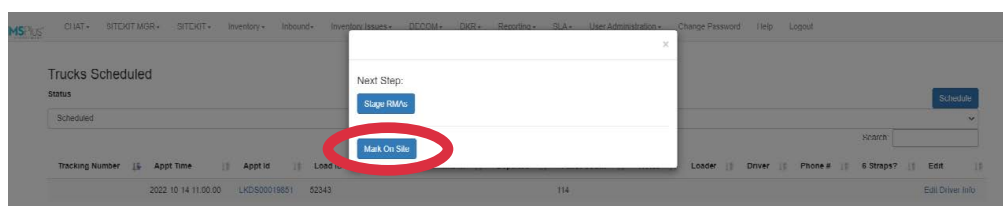


2. Select the 'View Detail' link

	Auth #	Cancelled Chat Order	Pick Status	Priority	Delivery Type	Market	Warehouse	Project	CartClass	Pick Requested By	Carrier	GC
view detail	1328637	False	Request Confirmed	Normal	Pickup Normal	Scrap Scrap Returns	Return Center 1	CHAT	CHAT	tellworksadmin		GTZ

3. Select the 'Download Pack List' button to download and print the pick list

4. Select the 'Mark On Site' button when the truck arrives



5. Select the 'Mark Deployed' button when all the pallets are loaded and the truck departs