

# Create a Return Quick Reference Card

Construction Managers & General Contractors



## Login to the AIMSPlus App

Visit [aimsplusapp.tellworks.com](https://aimsplusapp.tellworks.com) and login. If you do not have an account, please Request an Account.

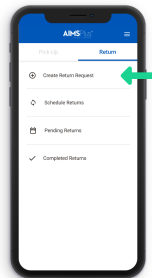
## Need Help?

Visit <https://aimsplusapp.tellworks.com/#/help> for additional training and user guide information.

## Creating a Standard Return

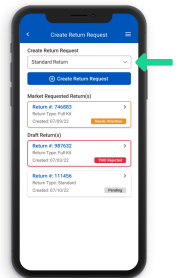
### 1 Navigate to Create Return Request

After logging into the app, select "Create Return Request" from the home menu.



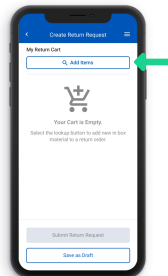
### 2 Select a Return Type

Select a Return Type from the dropdown and select the 'Create Return Request' button. Return Types include Full Kit New in Box, Standard, and Sprint Decom.



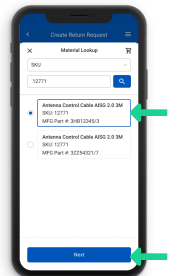
### 3 Material Lookup

Select the 'Add Items' button to look up material to add to the return request.



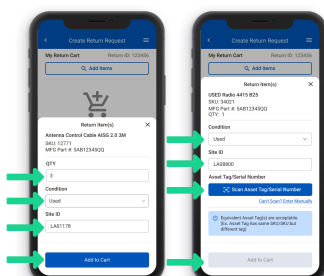
### 4 Select the Kit

Search by category and inputting your preferred method of lookup. Select the kit you would like to reference for the return and select the 'Next' button to continue.



### 5 Adding Items to Your Cart

Non-assets can be returned in bulk but assets must be returned individually. For non-asset items enter a quantity, select the condition, and enter a Site ID. For Asset Tagged items select a condition, enter the Site ID, and scan the Asset Tag or Serial Number. Select the 'Add to Cart' button to continue.



### 6 Submit for TMO Approval

Item(s) will appear in your cart displaying item information. Click the 'Select Return Method' button to choose a Return Method and then select the 'Submit Return Method' button to submit your request for TMO review.

