



Market Order App

MSL Agent
Inventory User Guide

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Create an Account

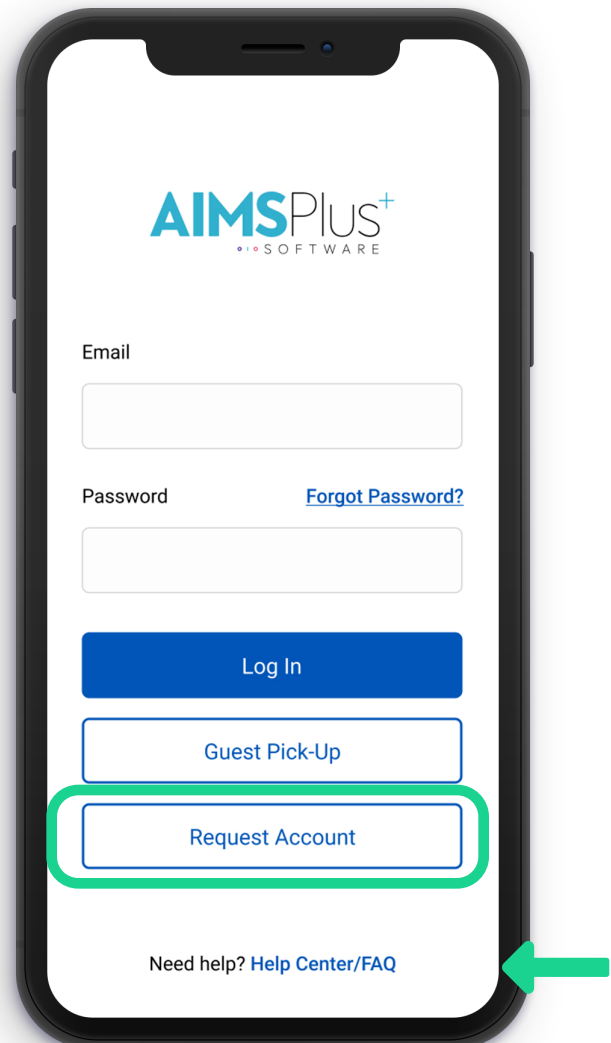
You must create an account and get approval first
before you are able to use the app

Request a New Account

Click on the Request an Account link below the log in button.

Need help?

Access the Help Center, without logging in, to find published answers, trainings, and training documents, as well as, submit a ticket directly to Tellworks for individual assistance.



Fill in User Information

1. Select the role you would like to register an account for
2. Fill out your personal information:
 - First and last name
 - Phone number
 - Tellworks Employee ID
 - Email Address
 - MSL
 - Create a password for your account

The screenshot shows a mobile application interface for requesting an account. The title is "Request an Account" under the "AIMSPlus+ SOFTWARE" header. The form contains the following fields:

- Role: "Tellworks Employee" (dropdown menu, indicated by a green line and '1')
- First Name*: "John" (text input, part of a green highlighted area)
- Last Name*: "Doe" (text input, part of a green highlighted area)
- Phone Number*: "444-444-4444" (text input, part of a green highlighted area)
- Tellworks Employee ID*: "44444444" (text input, part of a green highlighted area)
- MSL*: "Austin" (dropdown menu, part of a green highlighted area)
- E-mail Address*: "jdoe@company.com" (text input, part of a green highlighted area)

A green box highlights the personal information fields (First Name, Last Name, Phone Number, Tellworks Employee ID, MSL, and E-mail Address), and a green line with a '2' points to this area.

Accept Terms and Conditions then Submit!

Tellworks will email you when your account is approved. (Activation typically arrives within 48 hours).

The image shows a smartphone screen displaying a registration form. The form fields are as follows:

- Name: Doe
- Phone Number*: 444-444-4444
- Tellworks Employee ID*: 44444444
- MSL*: Austin (dropdown menu)
- E-mail Address*: jdoe@company.com
- Password*: *****
- Confirm Password*: *****
- Agreement: I agree to the Terms & Conditions
- Submit button

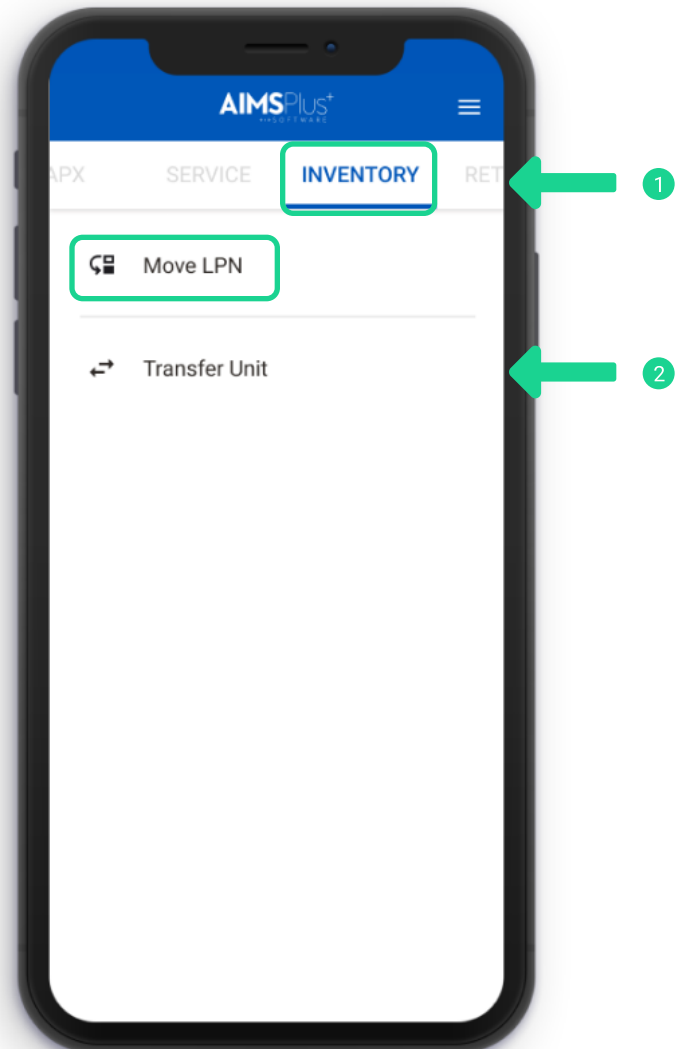
A green arrow points to the right side of the smartphone, and a green box highlights the agreement checkbox.

Move LPN

As a MSL Agent, you have the ability to move an LPN to a new location.

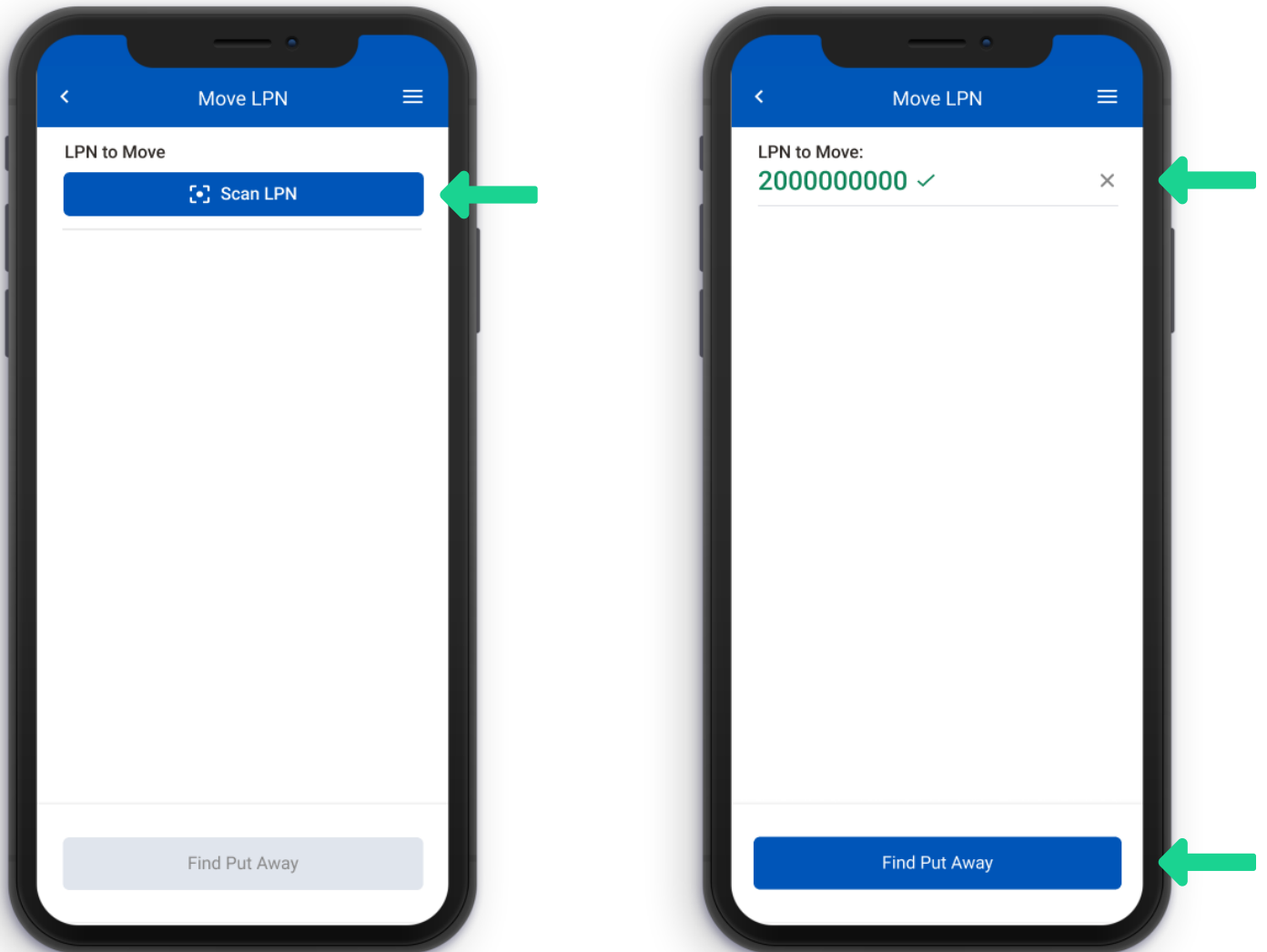
Navigate to Move LPN

1. Select “Inventory” from the carousel at the top of the page.
2. Click on “Move LPN” from the home menu.



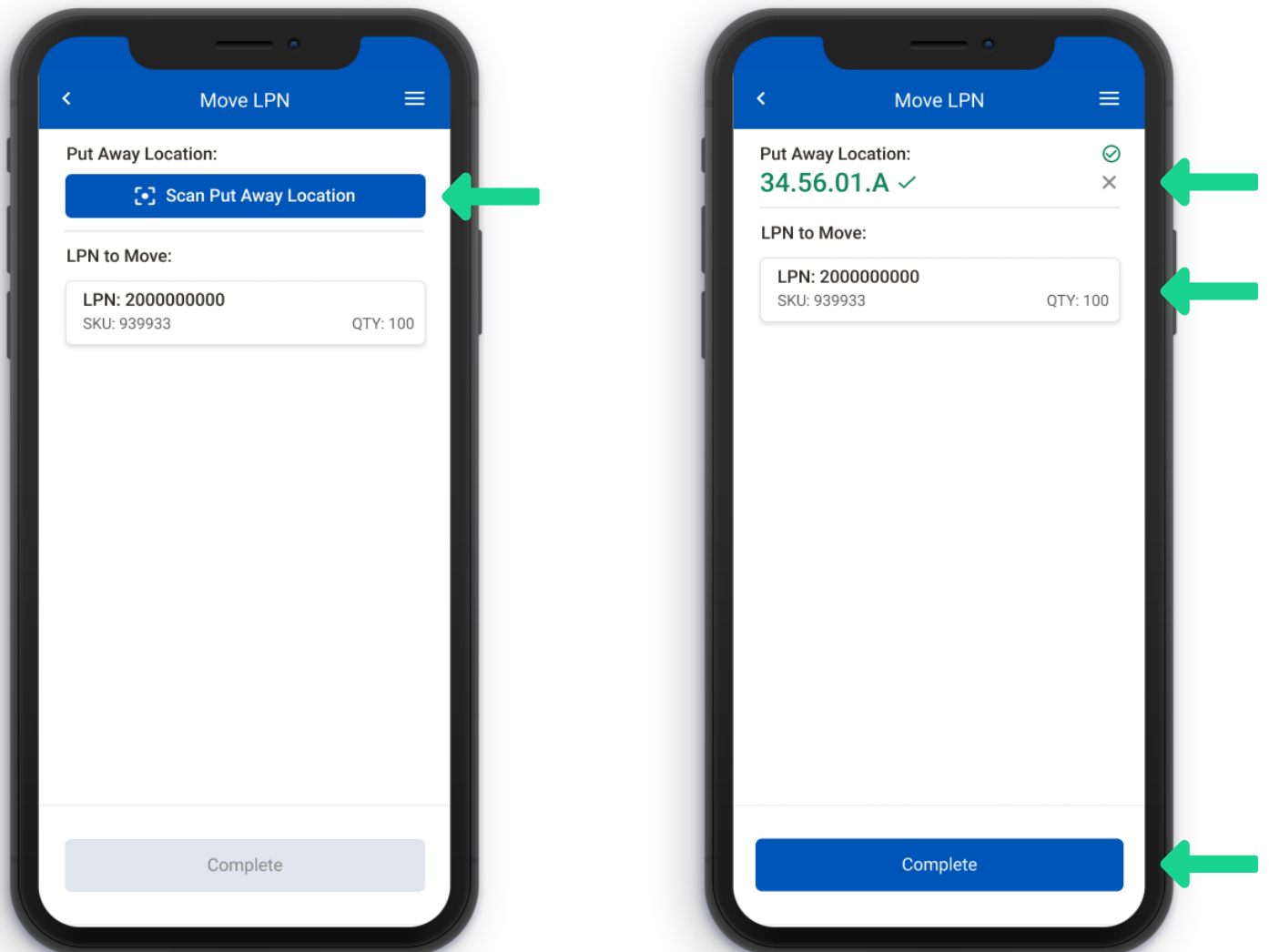
Understanding Move LPN

Scan the LPN you would like to move to a different location. Once scanned, the LPN information will display and the 'Find Put Away' button will activate and turn blue. Click to find a Put Away location.



Understanding Move LPN

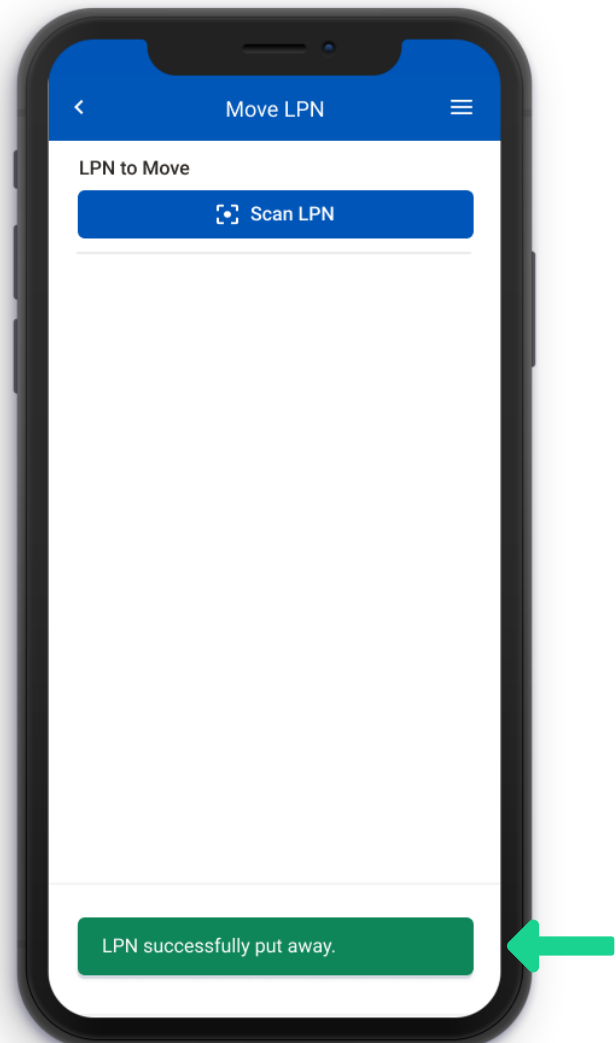
Once you are ready to move the LPN, scan the Put Away location the LPN will be moved to. Once scanned, the LPN information will display and the 'Complete' button will activate and turn blue. Click to complete Put Away.



Put Away Complete

After the LPN is Put Away, you will be taken back to the 'Scan LPN' view.

You will receive a confirmation toast at the bottom of the screen stating the 'LPN was successfully put away'.

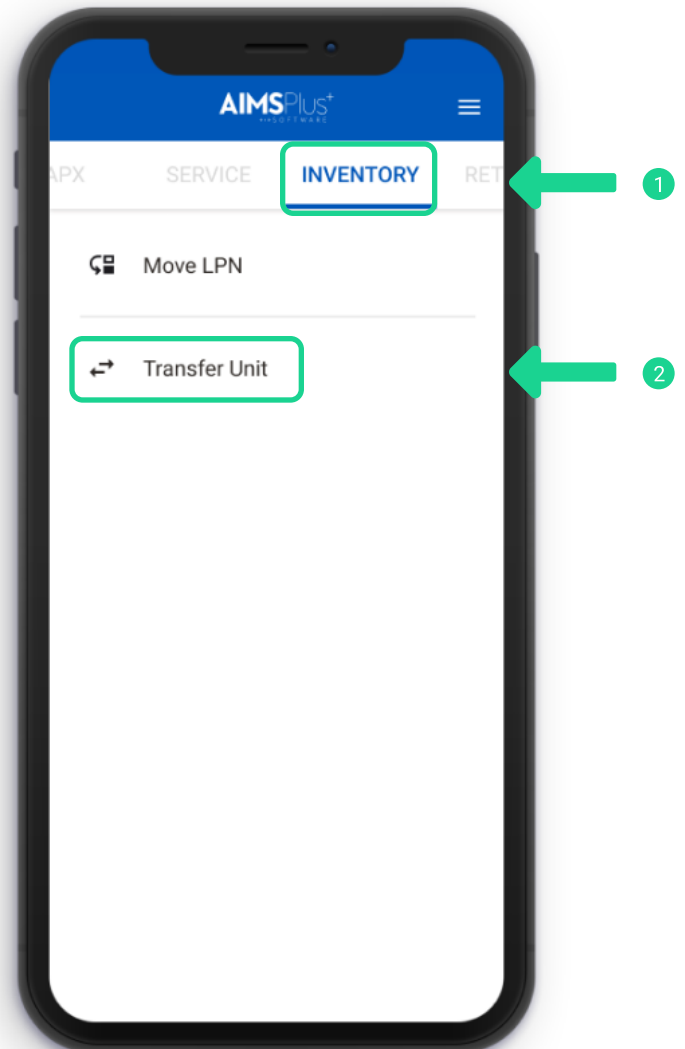


Transfer Unit

As a MSL Agent, you have the ability to transfer a unit to an LPN.

Navigate to Transfer Unit

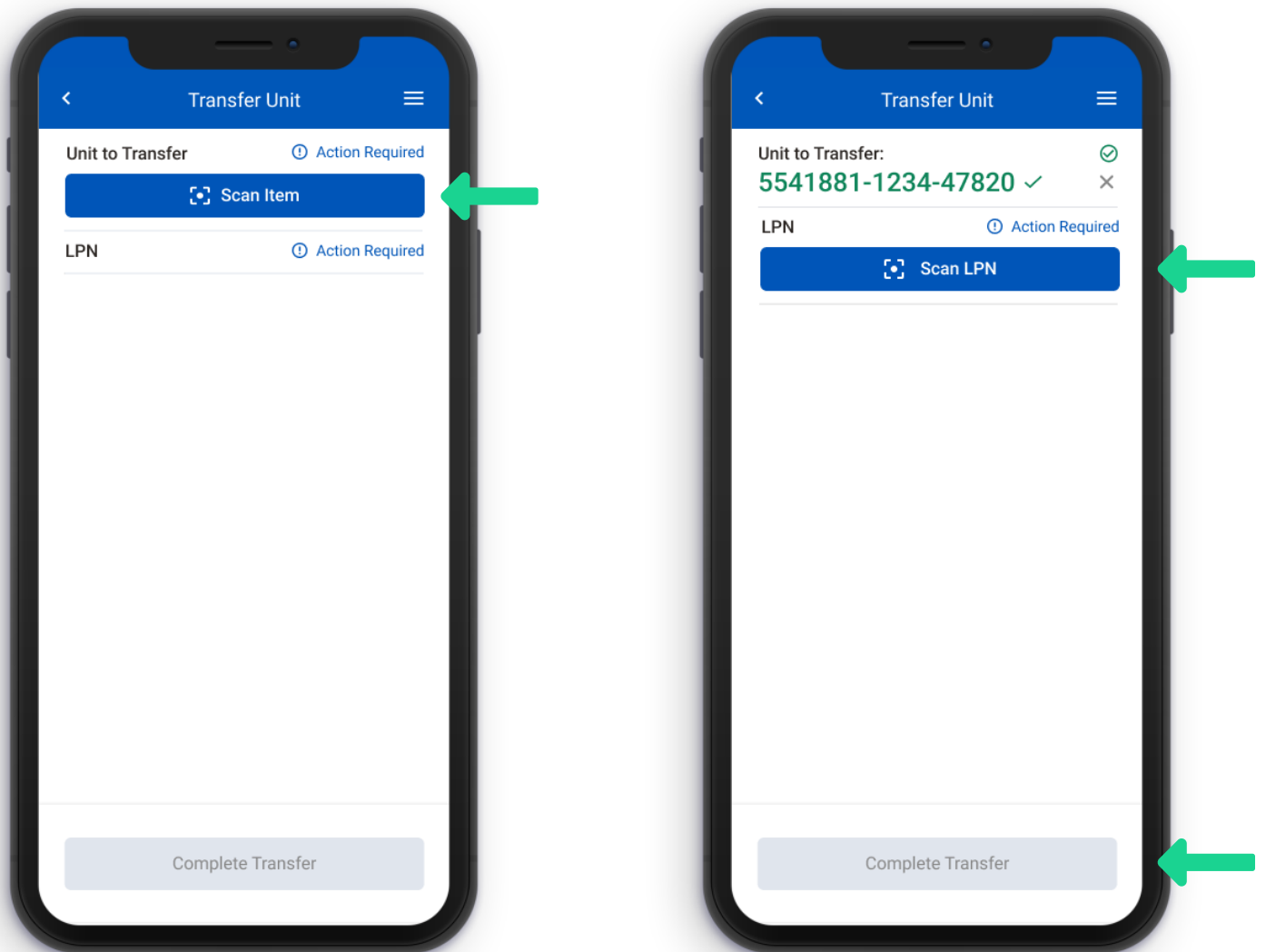
1. Select “Inventory” from the carousel at the top of the page.
2. Click on “Transfer Unit” from the home menu.



Understanding Transfer Unit

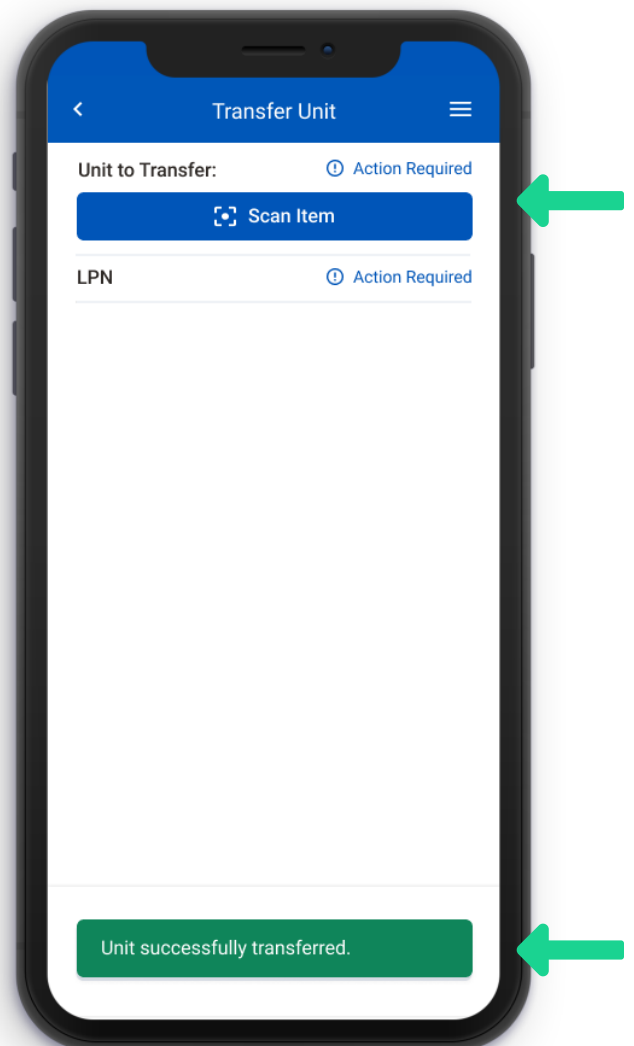
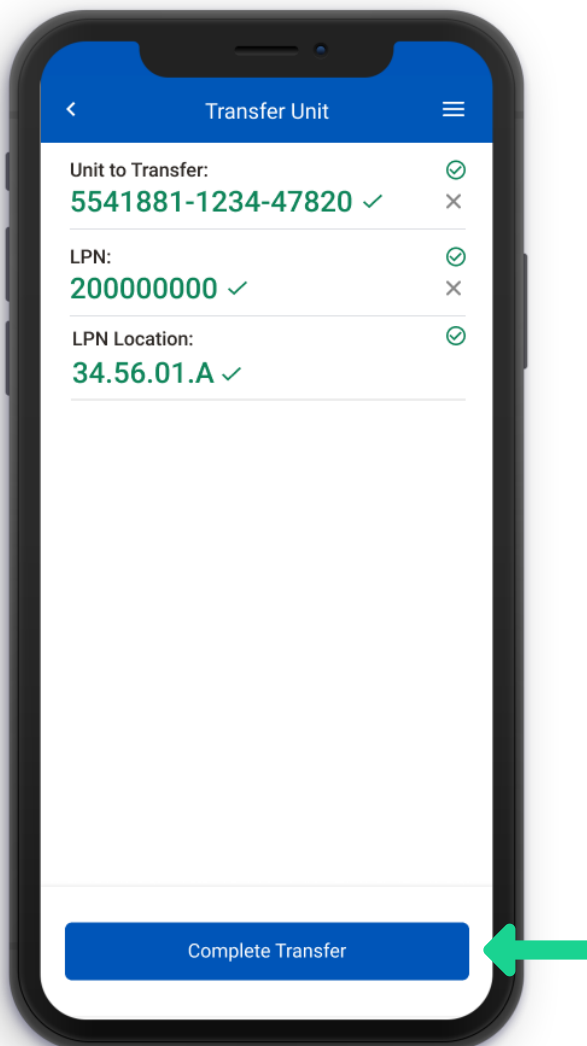
Scan the unit you would like to transfer to a different LPN. Then scan the LPN the unit will be assigned to.

*LPNs already in the system will not require scanning the LPN Location.



Understanding Transfer Unit

Once all required fields have been scanned, the 'Complete Transfer' button will activate and turn blue. Click to complete the Unit Transfer. After transfer is completed, you will be taken back to the 'Scan Item' view. You will receive a confirmation toast at the bottom of the screen stating the 'Unit was successfully transferred'.

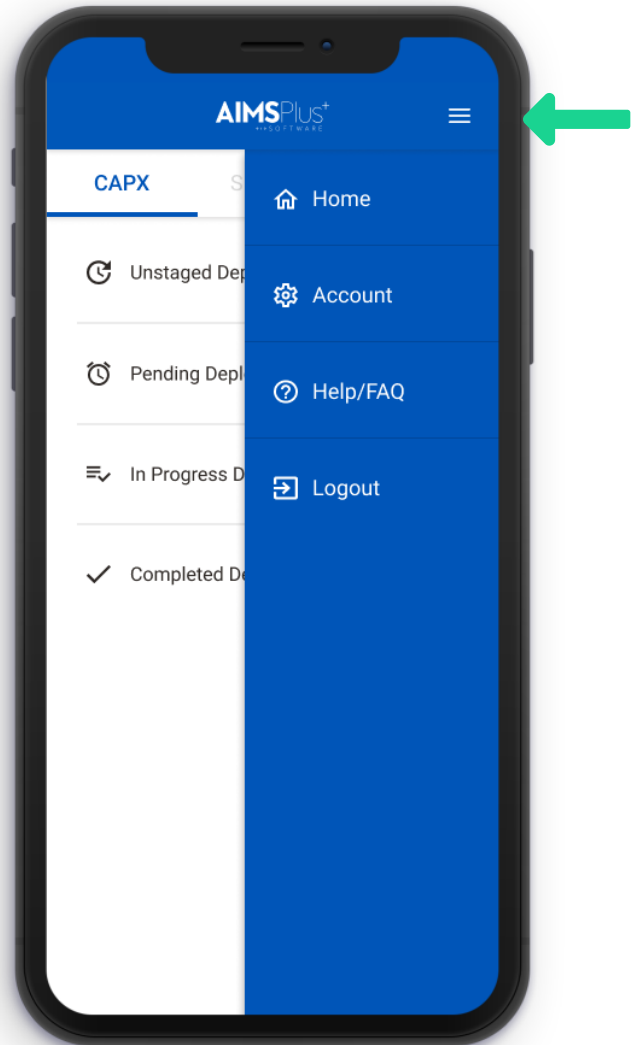


Account Information

All users have access to their account where users can review profile information, markets, and change the current password.

Navigate to Account

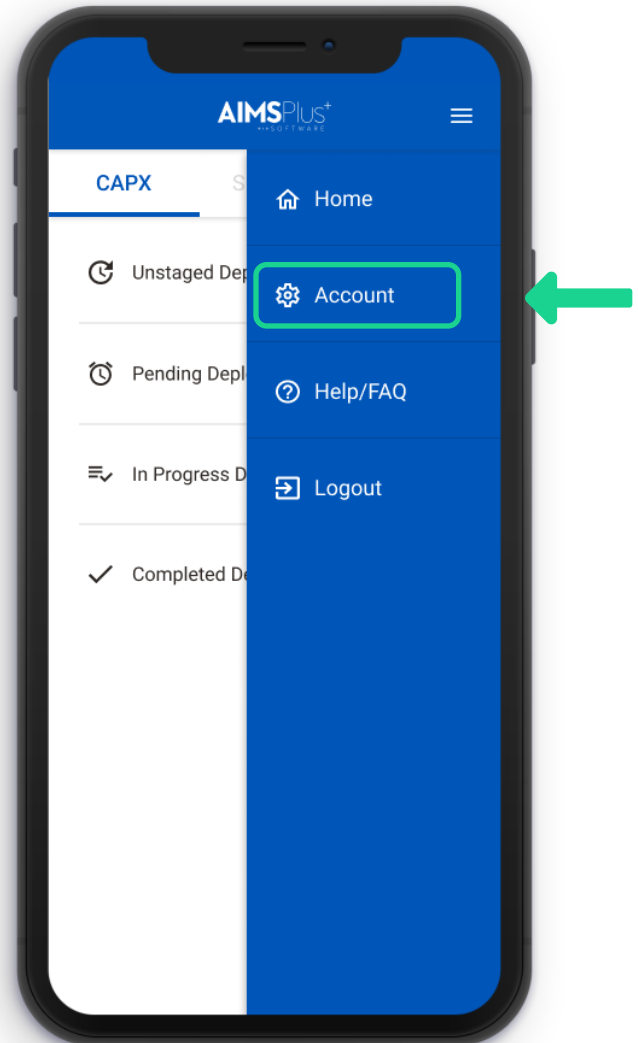
Click the hamberger menu from any page to pull out quick access to Account and other features.



Navigate to Account

Menu will appear from the side giving direct access to the Home page, Account, Invite a Subcontractor, Help Center, and Logging out.

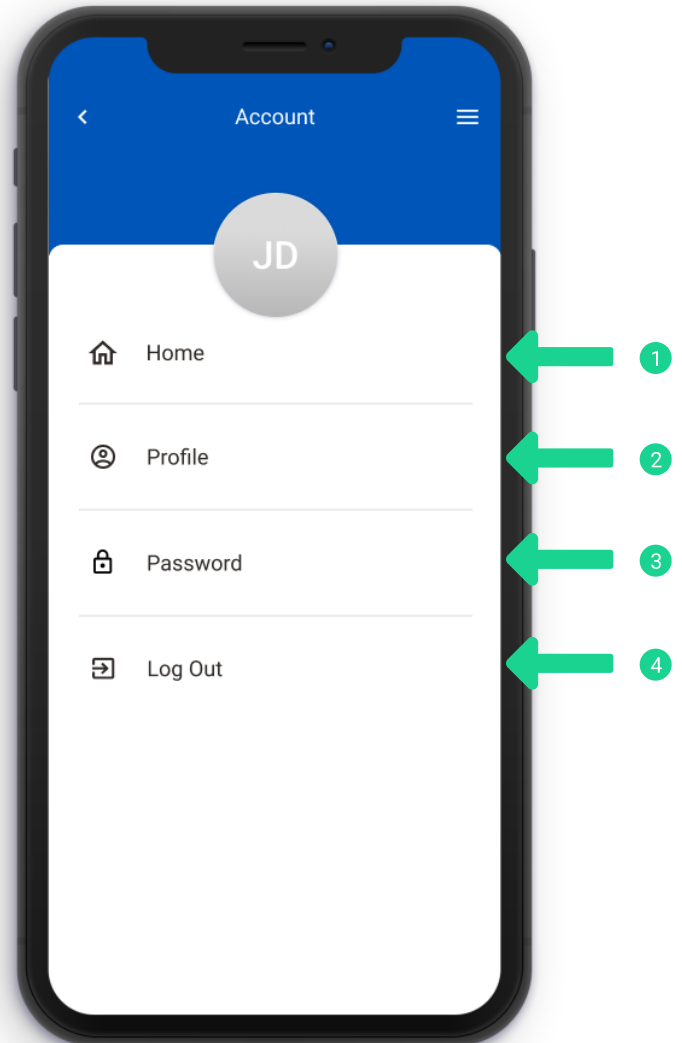
Click on 'Account' to access the Account homepage.



Understanding the Account Homepage

Our Account homepage includes access to the following:

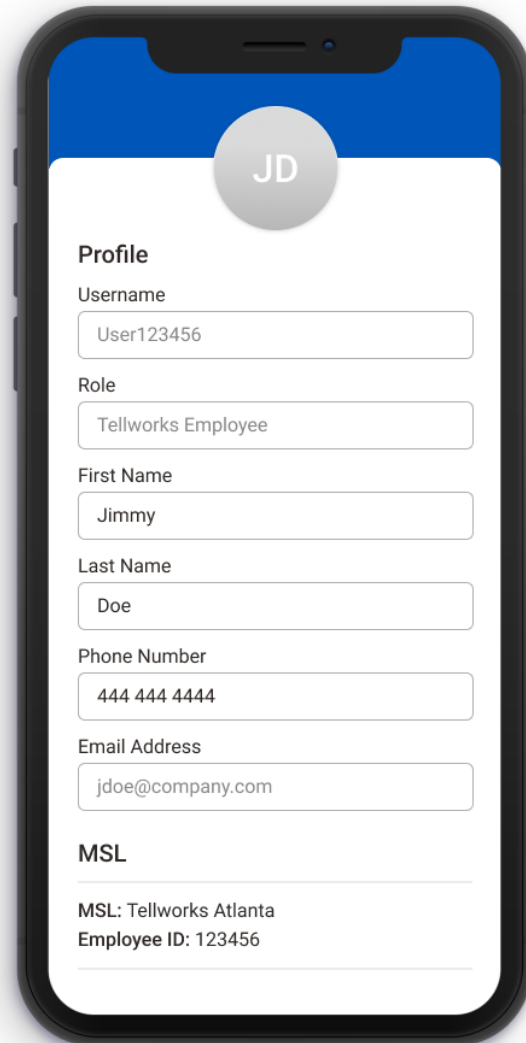
1. Home menu
2. Profile
3. Password
4. Log Out



Understanding Your Profile

The profile page displays information regarding your username, role, name, phone number, email address, and MSL(s). You have the ability to edit the following fields:

1. First Name
2. Last Name
3. Phone Number

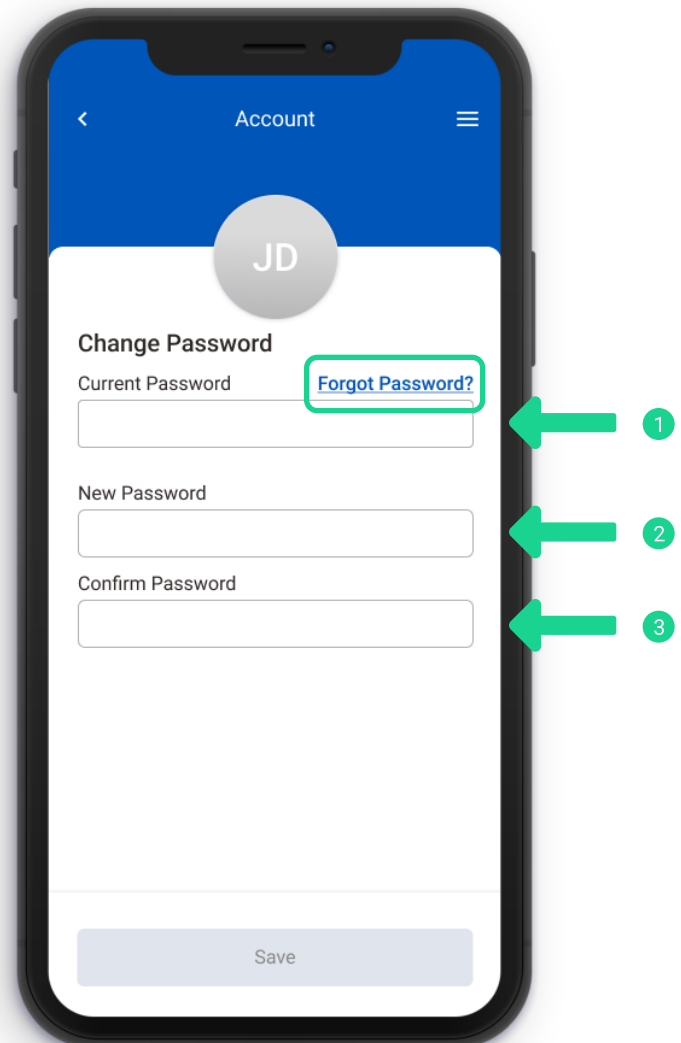


Changing Your Password

To change your current password edit the following fields:

1. Enter your current password
2. Enter your new password
3. Re-enter your new password for confirmation

*If you have forgotten your password, select the link to reset your password and create a new one.



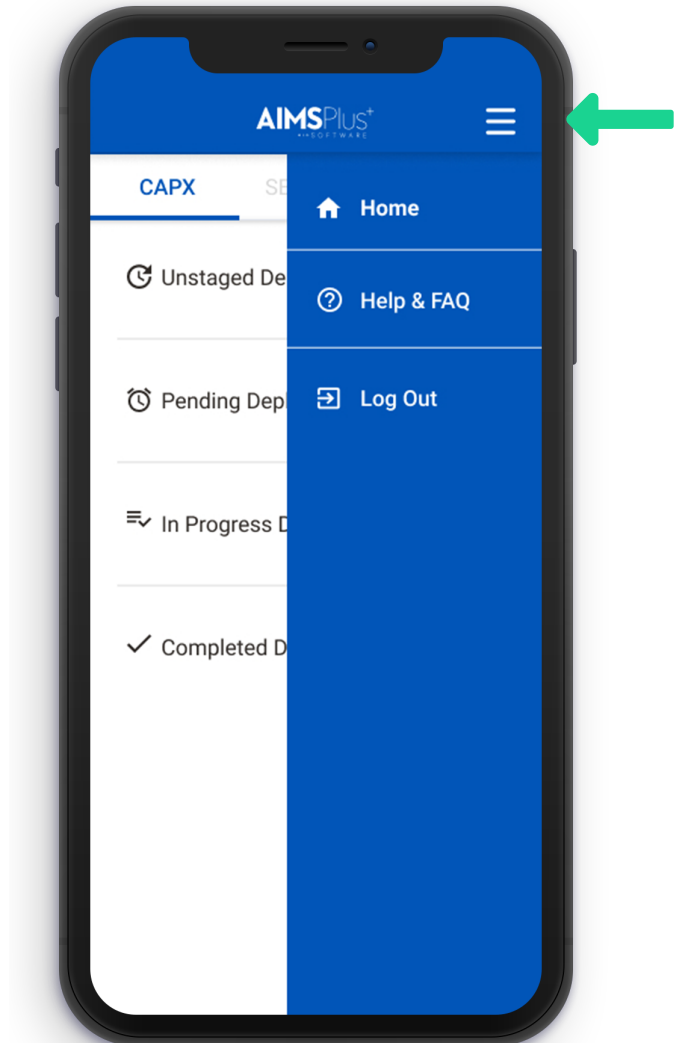
Help Center

All accounts have access to the Help Center where users can find published answers, trainings, and training documents, as well as, submit a ticket directly to Tellworks for individual assistance.

Navigate to the Help Center

Click the menu from any page to pull out quick access to the Help Center and other features.

*Users can access the Help Center from any page in the app.

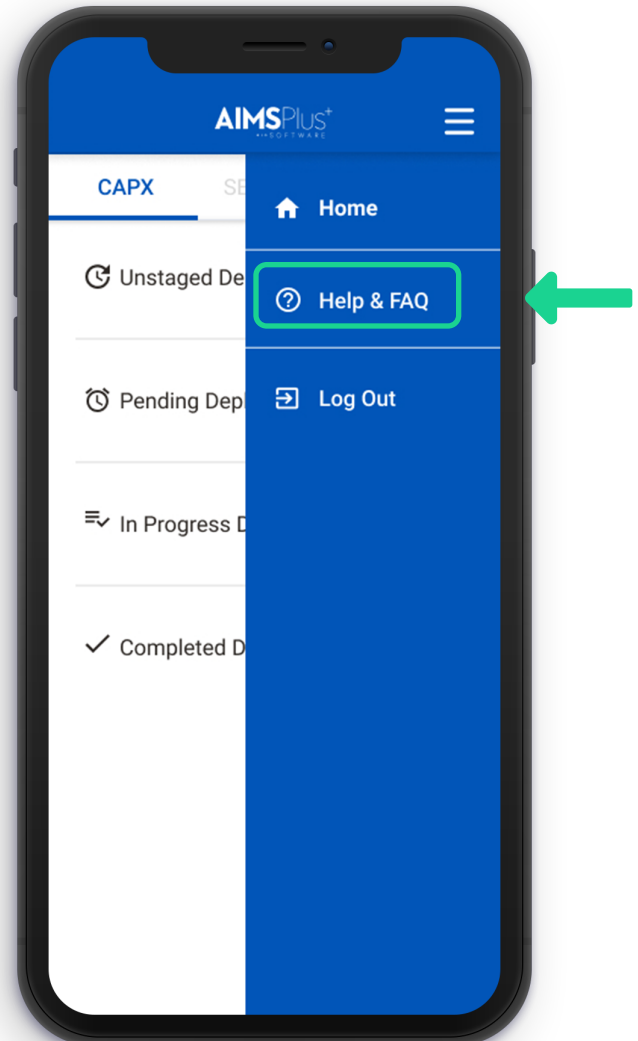


Navigate to the Help Center

Menu will appear from the side giving direct access to the Home page, Help Center, and Logging out.

Click on 'Help & FAQ' to begin the process.

*Users can access the Help Center from any page in the app.

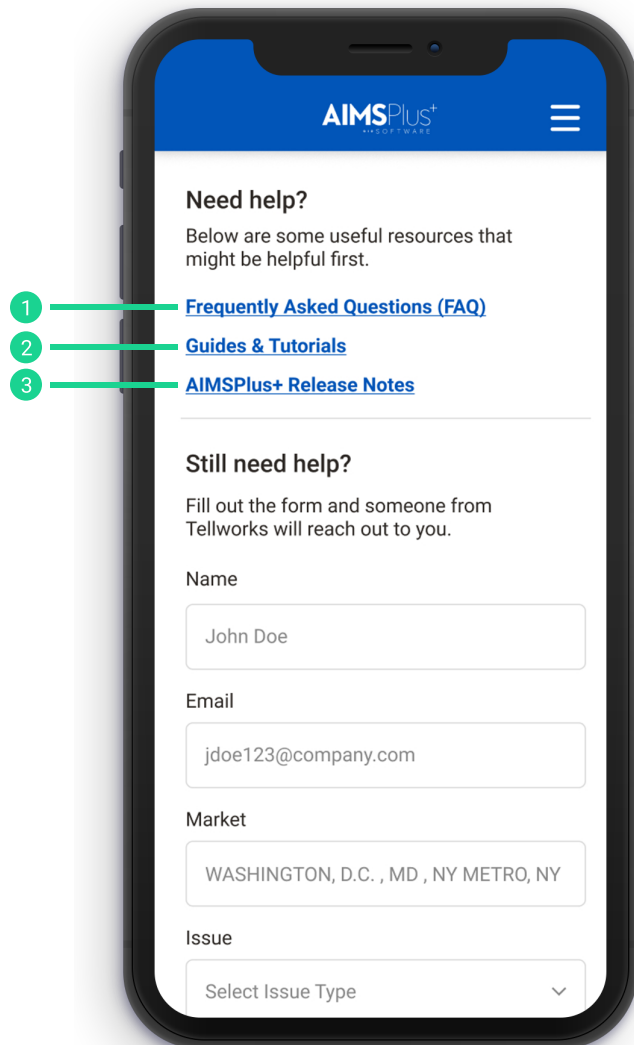


Help Center

Our Help Center includes links to:

1. Frequently Asked Questions (FAQ)
2. Guides & Tutorials
3. App release notes

*Additional help can be requested. See next page for details.



Submit a Help Ticket

Submitting an issue automatically generates a ticket in our ticketing system and is the fastest way to get in touch with Tellworks.

1. Account information (Name, Email, & Market) is pre-populated for convenience.
2. Choose an Issue Type
3. Enter issue, feedback, or questions here.

The image shows a mobile app interface for submitting a help ticket. The form is displayed on a smartphone screen and includes the following fields and options:

- Name:** John Doe
- Email:** jdoe123@company.com
- Market:** WASHINGTON, D.C. , MD , NY METRO, NY
- Issue:** A dropdown menu labeled "Select Issue Type" with a downward arrow. The options listed are: Scheduling, Goods Issue, Account Administration, and App Feedback.
- Describe issue:** A text input field with the placeholder text "Type issue here."
- Submit:** A blue button at the bottom of the form.

Three green arrows with numbered circles (1, 2, and 3) point to the right side of the form, corresponding to the numbered steps in the text to the left:

- Arrow 1 points to the Name, Email, and Market fields.
- Arrow 2 points to the Issue dropdown menu.
- Arrow 3 points to the Describe issue text input field.