

Authorize a Pick-Up Quick Reference Card

Construction Managers & General Contractors

Login to the AIMSPlus App

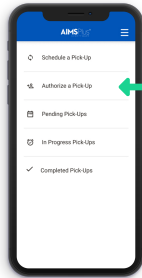
Visit aimsplusapp.tellworks.com and login. If you do not have an account, please Request an Account.

Need Help?

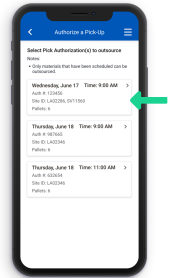
Visit <https://aimsplusapp.tellworks.com/#/help> for additional training and user guide information.

Authorizing a Subcontractor Pick-Up

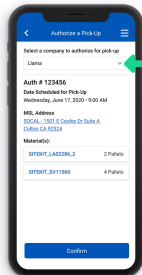
- 1 Navigate to Authorize a Pick-Up**
After logging into the app, select "Authorize a Pick-Up" from the home menu.



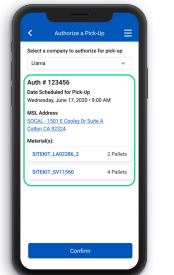
- 2 Select a Pick-Up Card**
All pick-ups are in order by date with the most current date at the top of the page. Only material that has been scheduled can be authorized for pick-up. All pick-ups have a Pick-Up Date & Time, Pick-Up ID, Site ID, Pallet Count, and Pick-Up Authorization Indicator.



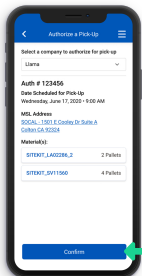
- 3 Authorize a Company**
Select a company from the dropdown to authorize for pick-up.



- 4 Pick-Up Details**
Pick-up details will include the pick-up appointment date and time, the pick-up location, and materials.



- 5 Confirm Authorization**
Select the 'Confirm' button to authorize a subcontractor for this pick-up.



- 6 Authorize Pick-Up Confirmation**
After confirming the pick-up information regarding an authorized pick-up, you will be brought back to the home page.

You will receive a confirmation toast at the bottom of the screen stating that 'Auth # has been authorized for pick-up'.

