

CM/GC Reassignment Quick Reference Card

Construction Managers & General Contractors

Login to the AIMSPlus App

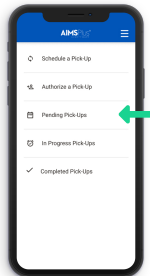
Visit aimsplusapp.tellworks.com and login. If you do not have an account, please Request an Account.

Need Help?

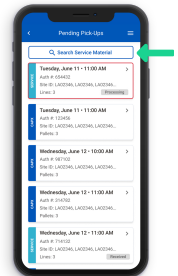
Visit <https://aimsplusapp.tellworks.com/#/help> for additional training and user guide information.

Reassign a Pick-Up

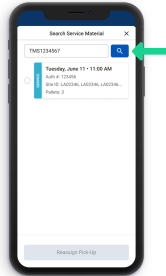
- 1 Navigate to Pending Pick-Ups**
After logging into the app, select "Pending Pick-Ups from the home menu.



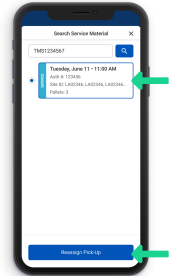
- 2 Select the Search Feature**
Select the 'Search Service Material' button to search for Service Material. Service material can be searched by TMS, TMP, or Confirmation #. Search will identify any order within the market.



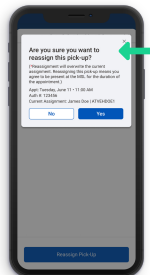
- 3 Enter TMS/TMP/ Confirmation #**
Enter either TMS, TMP, or Confirmation #. Search will identify any order within the market.



- 4 Select Pick-Up**
Select the pick-up you would like to reassign. Reassignment will change pick-up authorization to current user. Reassigning this pick-up means you agree to perform goods acceptance for this order.



- 5 Confirm Reassignment**
A confirmation popup will appear. Select 'Yes' button to begin the goods acceptance process for this pick-up. Reassignment will change pick-up authorization to current user. Reassigning this pick-up means you agree to perform goods acceptance for this order.



- 6 Perform Goods Acceptance**
Select a material card to begin material review. Pick-up details at the top of the page will include the pick-up appointment date and time, the pick-up location, company authorized to pick-up (if applicable), and materials to review.

