

Deploying Shipments Quick Reference Card

Tellworks Employees

Login to the AIMSPlus App

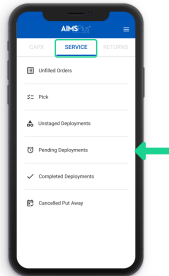
Visit aimsplusapp.tellworks.com and login. If you do not have an account, please Request an Account.

Need Help?

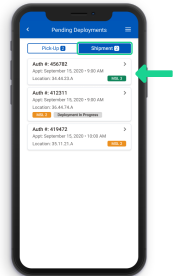
Visit <https://aimsplusapp.tellworks.com/#/help> for additional training and user guide information.

How to Deploy a Shipment

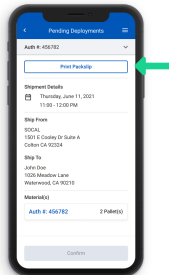
- 1 Navigate to Pending Deployments**
After logging into the app, select "Service" from the carousel at the top of the page and then select "Pending Deployments" from the home menu.



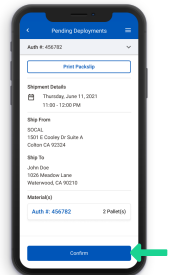
- 2 Select a Deployment**
All deployments are in order by appointment date with the earliest appointment at the top of the page. All deployments have an authorization number, appointment date and time, location and an MSL status.



- 3 Print Packslip**
Information associated with the order will display the authorization details, shipment details, and access to material details. Print the packslip for the order by selecting the 'Print Packslip' button.



- 4 Confirm Packslip**
Once you have printed the packslip, the 'Confirm' button will activate and turn blue. Click to proceed to scanning the tracking number and signing over the deployment.



- 5 Deploy Sitekits**
Digitally sign for the material. This will be stored as half of the digital handshake acknowledging acceptance and initiating the exchange of custody. Select the 'Deploy Sitekits' button to complete the return.

