Assign Pick-Ups Quick Reference Card
Project Managers

Tellworks LOGISTICS

Login to the AIMSPlus App

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

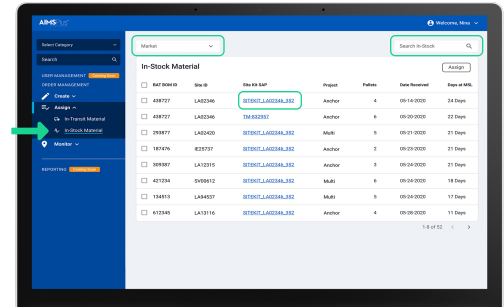### Need Help?

Visit https://aimsplusapp.tellworks.com/#/help for additional training and user guide information.
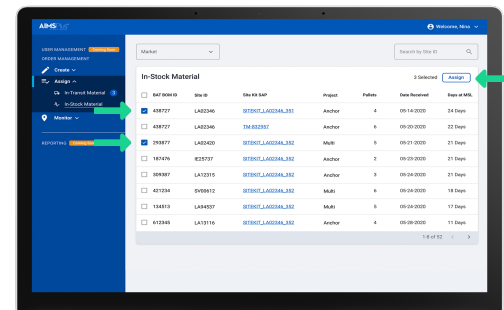
Assigning a Pick-Up

1 **Navigate to In-Stock Material**
After logging into the app, expand the 'Assign' category. Click on "In-Stock Material" from the navigation on the left hand side of the screen. Select the dropdown to switch between markets. Search is available by Site ID. Select SAP Code to view packing slip details page.
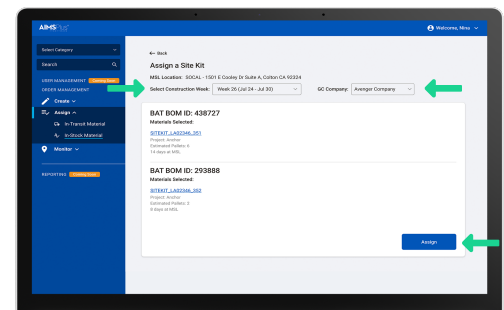

2 **Select Material for Assignment**
Select the checkboxes to assign material individually or in bulk. The 'Assign' button will activate when at least one item is selected. Material selected must be assigned to a single GC (eg. selecting 4 kits can only be assigned to one GC).

3 **Make GC Assignment**
Using the dropdown, select Construction Week and Company. Material will be grouped by BAT BOM ID (Select SAP Code to view kit details). After selecting the appropriate Company and Construction Week, confirm assignment by selecting the 'Assign' button.

4 **Assignment Confirmed**
After material has been assigned, a green confirmation banner will appear to acknowledge successful assignment.