

Entitlement Request Quick Reference Guide

Project Managers

Login to the AIMSPlus App

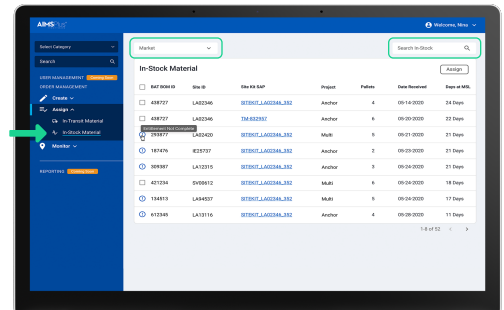
Visit aimsplusapp.tellworks.com and login. If you do not have an account, please Request an Account.

Need Help?

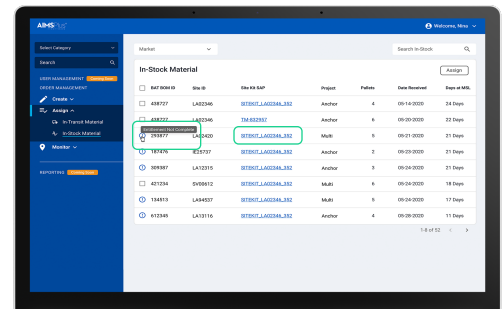
Visit <https://aimsplusapp.tellworks.com/#/help> for additional training and user guide information.

Requesting Entitlement Override in AIMSPlus App

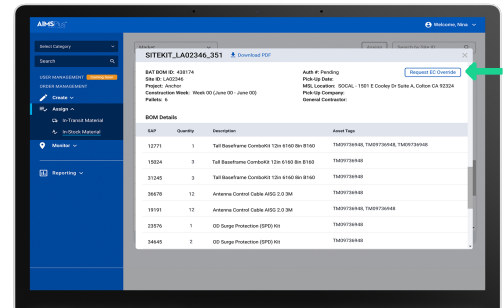
1 Navigate to In-Stock Material
After logging into the app, expand the 'Assign' category. Click on "In-Stock Material" from the navigation on the left hand side of the screen. Select the dropdown to switch between markets. Search is available by Site ID.



2 Select Material for Entitlement Request
Material eligible for an entitlement request will have an 'information' icon in the checkbox column. Hover over the icon for more information (This icon is not clickable). Select Site Kit SAP to view packing slip details page.



3 Requesting EC Override
From Select the 'Request EC Override' button to begin the process for submitting an entitlement request.



4 Submitting EC Override Request
To submit a request, confirm VP approval and enter the person you got approval by, and enter the reason for requesting an EC Override. To submit your request select the 'Submit Request' button. You will be notified of a decision, if denied, you will not be able to submit another request for that sitekit.

