

Monitor Pick-Ups Quick Reference Card

Project Managers

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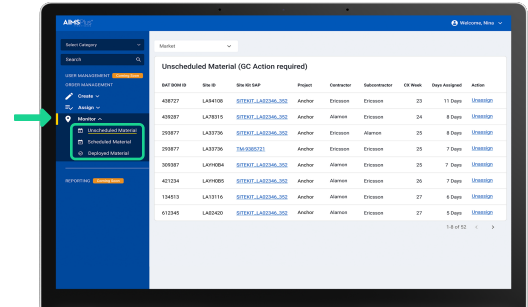
Need Help?

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

Monitoring a Pick-Up

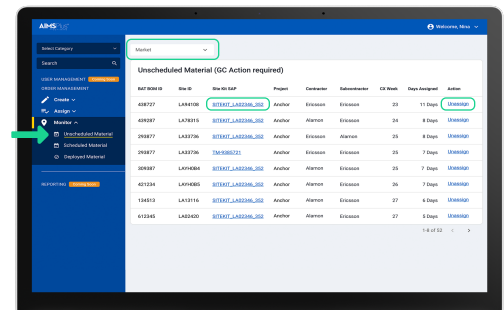
1 Navigate to Monitor Category

Expand the 'Monitor' category. PMs can monitor the status of site kits and view materials that are unscheduled or scheduled for pick-up and deployed pick-ups.



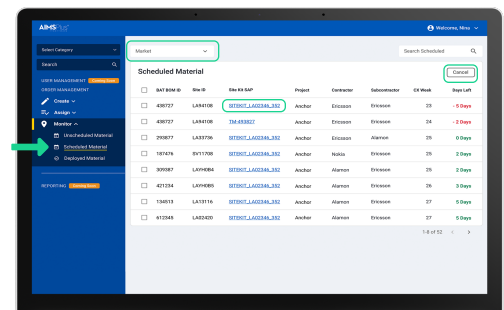
2 Unscheduled Material View

Select 'Unscheduled Material' from the left navigation. Selecting the dropdown above the table allows you to switch between markets. Select SAP Code to view packing slip details page. Selecting 'Unassign' will unassign material for re-assignment.



3 Scheduled Material View

Select 'Scheduled Material' from the left navigation. Selecting the dropdown above the table allows you to switch between markets. Select SAP Code to view packing slip details page. The 'Cancel' button will activate when at least **one** item is selected. Pick-Ups can only be cancelled if there is an Auth# associated with that pick (All items with the same Auth# will be selected for cancellation).



4 Completed Material View

Select 'Deployed Material' from the left navigation. Select the dropdown to switch between markets. Search is available by Site ID or Auth Number (Partial matches are returned). Select SAP Code to view pick-up receipt which includes packing slip details. The digital receipt is exportable. Receipt includes Packing Slip and Digital Signatures.

