Goods Acceptance Quick Reference Card

Technician Managers & Field Technicians
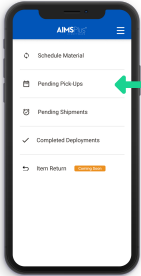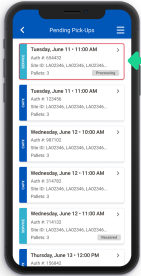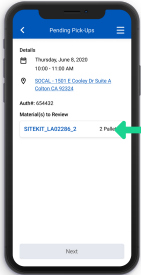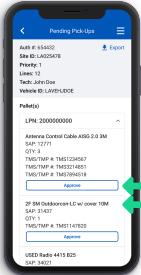
Tellworks LOGISTICS
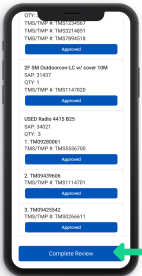
Login to the AIMSPlus App

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.

Accepting & Signing for Goods

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

2 **Select a Pick-Up Card**
All pick-ups are in order by appointment date with the most current date and time at the top of the page. Each card represents a pick-up. All pick-ups have a Pick-Up Date & Time, Pick-Up ID, Site ID, Pallet Count, and Pick-Up Authorization Indicator.

3 **Pick-Up Details**
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.

4 **Review & Approve Goods**
Review and approve **ALL** material on the order. Non-assets may be approved in bulk but assets must be approved individually.

5 **Complete Review of Goods**
Select 'Complete Review' to continue. You will be brought to the appointment detail page. Once all kits have been reviewed, the 'Next' button will activate and turn blue. Click to proceed to the signature page.

6 **Sign to Complete Goods Acceptance**
Digitally sign for the material. This will be stored as **half** of the digital handshake acknowledging acceptance and initiating the exchange of custody. After signing, you will submit pick authorization (click the button) to Tellworks for Goods Deployment.