

Shipments Goods Acceptance Quick Reference Card

Technician Managers & Field Technicians

Login to the AIMSPlus App

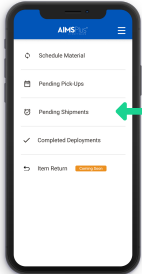
Visit aimsplusapp.tellworks.com and login. If you do not have an account, please Request an Account.

Need Help?

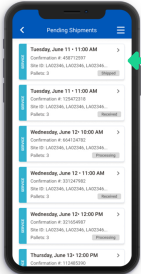
Visit <https://aimsplusapp.tellworks.com/#/help> for additional training and user guide information.

Accepting & Signing for Shipments

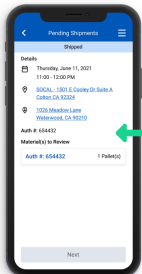
1 Navigate to Pending Shipments
After logging into the app, select "Pending Shipments" from the home menu.



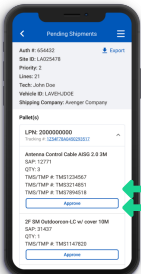
2 Select a Shipment Card
All shipments are in order by appointment date with the most current date and time at the top of the page. Each card represents a shipment. All shipments have a Shipment Date & Time, Confirmation #, Site ID, and Pallet Count.



3 Shipment Details
Shipment details at the top of the page will include the shipment date and time, the ship from & ship to locations, 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 shipment detail page. Once all material has 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.

