Shipments Goods Acceptance Quick Reference Card



Technician Managers & Field Technicians

Login to the AIMSPlus App

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

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Need Help?

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

Accepting & Signing for Shipments

Navigate to Pending Shipments

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



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.



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.

The second		Pending Ship	nents =
Approved		Shipped	
7 SM Outdoorcon LC w/ cover 10M NP: 31437 TV: 1 NS/TMP #: TM31147820	Deta C	Its Thursday, June 11, 2021 11:00 - 12:00 PM S0CM, - 15:01 E Cooley Dr Suite A Octori GA 50224	
PC 2000 PC 3400 4415 805 PC 34 The 2000 The 2000 The 2000 PC 3 The 2000 PC 3 PC 3	€ Activ	John Doe 1005 Meadow Lane Waterwood, CA 5027 #: 654422 erial(s) to Review	0
TM09439606 AS/TMP #: TM851114701 Approved		rh #: 654432	1 Pallet(s)
1M02M25542 IS/TMP # TM30266611			

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.



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



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.

