

Swapping Assets Quick Reference Card

Tellworks Employees

Login to the AIMSPlus App

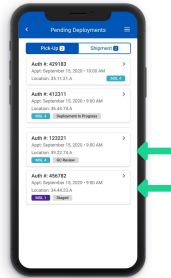
Visit aimsplusapp.tellworks.com and login. If you do not have an account, please Request an Account.

Need Help?

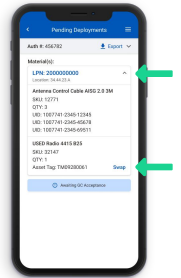
Visit <https://aimsplusapp.tellworks.com/#/help> for additional training and user guide information.

How to Swap an Asset

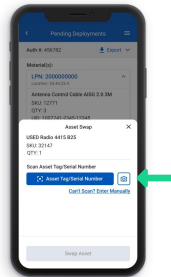
- 1 Select a Deployment**
Assets can only be swapped on deployments that have a status of Staged or GC Review.



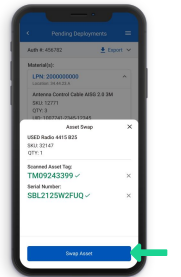
- 2 Navigate to Swap Button and Initiate Swap**
Once in the deployment, expand the LPN details to see the material associated with the pallet. Select the 'Swap' button to swap the existing asset for another.



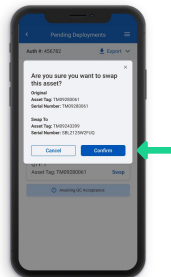
- 3 Scan New Asset**
After selecting the swap button, you will scan the new Asset Tag.



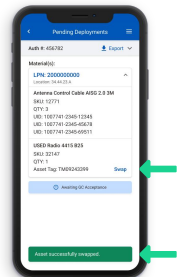
- 4 Confirm New Asset**
Once all required fields have been scanned, the 'Swap Asset' button will activate and turn blue. Click to complete the swap.



- 5 Confirm Swap**
After selecting the 'Swap Asset' button, a popup will appear to confirm the asset swap.



- 6 Asset Swap Complete**
After confirming the swap, you will receive a confirmation toast at the bottom of the screen stating the 'asset successfully swapped'.



⚠ After GC has signed for Equipment you **CANNOT** swap the asset.