

Inventory Photo Upload Quick Reference Card

Tellworks Employees

Login to the AIMSPlus App

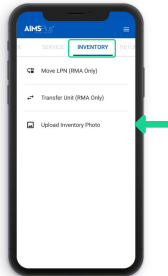
Visit aimsplusapp.tellworks.com and login. If you do not have an account, please Request an Account.

Need Help?

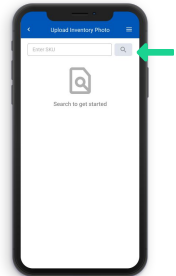
Visit <https://aimsplusapp.tellworks.com/#/help> for additional training and user guide information.

Upload Photo for an Inventory Item

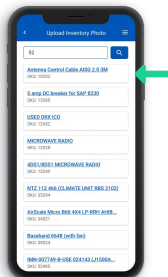
- 1 Navigate to Upload Photo(s)**
Select "Inventory" from the carousel at the top of the page. Click on "Upload Inventory Photo" from the home menu.



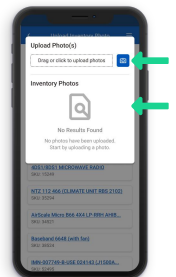
- 2 Search Inventory**
Please enter a valid SKU to search the inventory. Partial entries are also accepted.



- 3 Select an Item**
After entering the SKU, select the item for which you would like to add a photo.

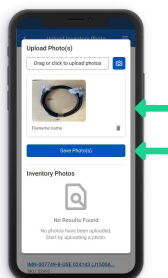


- 4 Upload Photo(s)**
After selecting an item, upload or take a photo by clicking the photo icon.



Once the photos are saved, they will appear in the 'Inventory Photos' section.

- 5 Save Photo(s)**
After uploading or taking a photo, the 'Save Photo(s)' button will become active. Click it to save the photo for that item.



- 6 Photo Upload Complete**
After the photo(s) have been saved it will appear in the 'Inventory Photos' section for that item.

