

Entering Manufacture Date Quick Reference Card

Tellworks Employees

Login to the AIMSPlus App

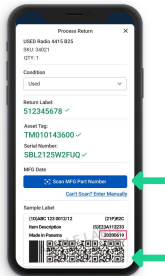
Visit aimsplusapp.tellworks.com and login. If you do not have an account, please Request an Account.

Need Help?

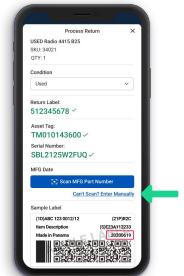
Visit <https://aimsplusapp.tellworks.com/#/help> for additional training and user guide information.

Entering Item Manufacturer Date

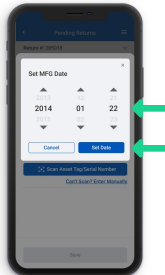
- 1 Review Returned Item**
Once an item is scanned a popup will appear. If the system does not have the manufacture date for this item, you will need to scan the manufacture part label.



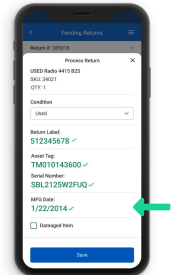
- 2 Can't Scan? Enter Manually**
If you are not able to scan the manufacture part number, select the 'Can't Scan? Enter Manually' link.



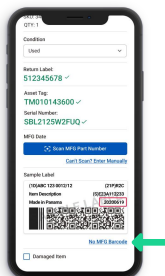
- 3 Enter Manufacture Date**
After selecting the 'Can't Scan? Enter Manually' link, a popup will appear. Enter the item's manufacture date by selecting the year, month, and day. Select the 'Set Date' button to set the item's manufacture date.



- 4 Process Return Item**
Once all required fields have been populated, the 'Save' button will activate and turn blue. Click to proceed to the signature page.



- 5 MFG Barcode Unable to Scan**
If the item does not have a manufacture part label or the label is damaged, scroll below the sample label, select the 'No MFG Barcode' link.



- 6 No MFG Barcode Confirmation**
After selecting the 'No MFG Barcode' link, a popup will appear to confirm the missing manufacture part label.

