

# Damaged Item Photo Upload Quick Reference Card

Tellworks Employees

## Login to the AIMSPlus App

Visit [aimsplusapp.tellworks.com](https://aimsplusapp.tellworks.com) and login. If you do not have an account, please Request an Account.

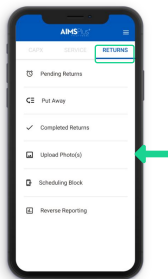
## Need Help?

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

## Upload Photo: Processed Return Item

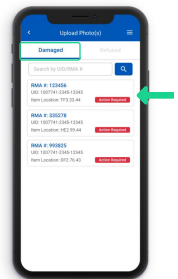
### 1 Navigate to Upload Photo(s)

Select "Returns" from the carousel at the top of the page. Click on "Upload Photo(s)" from the home menu.



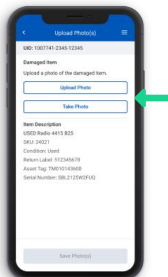
### 2 Select a Return

All returns are in order by date with the most current date at the top of the page. Pending returns can be searched by UID or RMA number. All returns have a RMA number, UID, and item location.



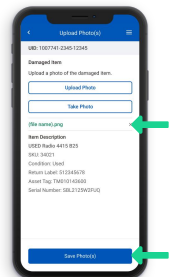
### 3 Upload Photo(s)

After selecting a return, you have the option to upload or take up to 3 photos of the damaged item.



### 4 Save Photo(s)

After uploading or taking a photo of the damaged item, the 'Save Photo(s)' button will become active. Click to complete the required photo upload of the damaged item.



### 5 Photo Upload Complete

After the damaged item photo(s) have been saved, you will receive a confirmation toast at the bottom of the screen stating the 'photo(s) successfully saved' and be taken back to the Upload Photo(s) home view.

