

# Create a Return Quick Reference Card

Construction Managers & General Contractors

## 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.

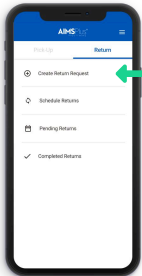
## Need Help?

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

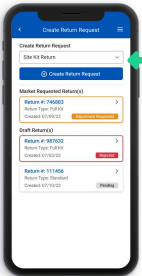
## Creating a Site Kit Return

- 1 Navigate to Create Return Request**

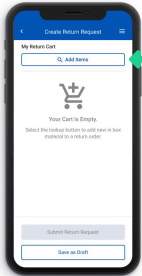
After logging into the app, select "Create Return Request" from the home menu.


- 2 Select a Return Type**

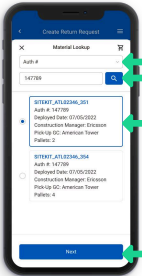
Select a Return Type from the dropdown and select the 'Create Return Request' button. Return Types include Site Kit Return, Standard, and Sprint Decom.


- 3 Material Lookup**

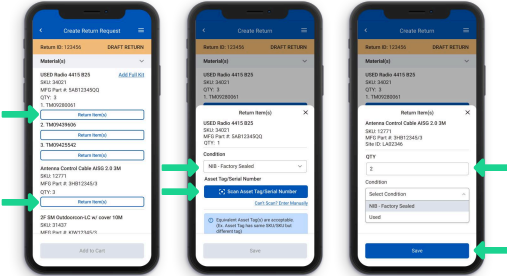
Select the 'Add Items' button to look up material to add to the return request.


- 4 Select the Kit**

Search by category and inputting your preferred method of lookup. Select the kit you would like to reference for the return and select the 'Next' button to continue.


- 5 Adding Items to Your Cart**

Select the 'Add Full Kit' button to add the entire kit to your cart. If you want to return individual items on a kit, select the 'Return Item(s)' button. Non-assets can be returned in bulk but assets must be returned individually.


- 6 Submit for TMO Approval**

Once material has been saved to your kit view, select the 'Add to Cart' button to add the item(s) to your cart. Item(s) will appear in your cart displaying item information. Click the 'Select Return Method' button to choose a Return Method and then select the 'Submit Return Method' button to submit your request for TMO review.

