

Create a Return Quick Reference Card

Construction Managers & General Contractors

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.

Creating a Standard 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**
Non-assets can be returned in bulk but assets must be returned individually. For non-asset items enter a quantity, select the condition, and enter a Site ID. For Asset Tagged items select a condition, enter the Site ID, and scan the Asset Tag or Serial Number. Select the 'Add to Cart' button to continue.
- 6 Submit for TMO Approval**
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.

