

Tech (CHAT) Returns Goods Acceptance Quick Reference Card

Technician Managers & Field Technicians

Login to the AIMSPlus App

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

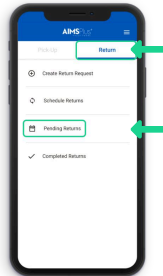
Need Help?

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

Accepting & Signing for Tech (CHAT) Returns

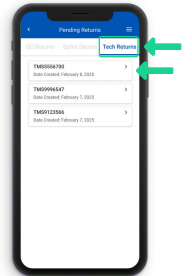
1 Navigate to Pending Returns

After logging into the app, navigate to the Return tab and then select "Pending Returns" from the home menu.



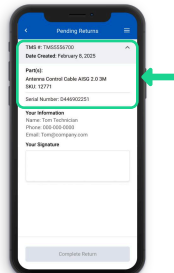
2 Select a Return

Navigate to Tech Returns tab to view pending returns. Returns are listed in chronological order, with the most recent returns at the top. Each return will have a TMS # and creation date. Select a return to process.



3 Return Details

Confirm the return details at the top of the page which include the TMS #, creation date, and material being returned.



4 Sign to Complete the Return

Provide your digital signature on the screen to acknowledge receipt and initiate the exchange of custody. Select the "Complete Return" button to send your digital signature to Tellworks for Goods Acceptance. Your digital signature represents half of a "digital handshake," and marks the transfer of material.

