



ADDRESS CHANGE SERVICE REPORTING



Identify Undeliverable Mail

Identify New Addresses

Proof of Secure Destruction

Manage UAA Handling

USER FRIENDLY REPORTS

Built into Your Mail Tracking

Your clients count on your help to maximize their direct mail efforts and budget, SnailWorks™ assists with providing powerful deliverability and ACS reporting all built right into your mail tracking jobs. The setup is easy and your SnailWorks account manager will walk you through the process.

If you don't already have an ACS account your SnailWorks project manager can help!



FOUR REPORT OPTIONS

ACS DATA EXPORT - STANDARD

ACS DATA EXPORT COMBINED

ACS JOB SUMMARY

ACS JOB SUMMARY BY
USER DEFINED FIELDS

ACS DATA EXPORT - STANDARD

A downloadable CSV file of identified Nixies and a separate file with address updates where available.

ACS DATA EXPORT COMBINED

A single downloadable file containing data for Nixie records, Address Updates and Secure Destruction data.

ACS JOB SUMMARY

Summary report of number of Address Updates and Nixies.

ACS JOB SUMMARY BY USER DEFINED FIELDS

Summary reporting by User Defined Fields or codes.

SCHEDULING YOUR REPORTS

Schedule your ACS reports from the reports tab in your SnailWorks account. Click on the Create New Reports option in the drop-down menu.

The screenshot displays the SnailWorks web application interface. At the top, the SnailWorks logo is visible with the tagline "Direct Mail Insights & Solutions". To the right of the logo, there are links for "Subscribe to E-Newsletter", "Contact Us", and "Sign-Out", along with social media icons for Twitter and Facebook. Below these links, the phone number "855-MySnail (855-697-6245)" and the user name "demoKaren" are displayed. The main navigation bar is purple and contains several tabs: "Mail Tracking", "Campaigns", "Company", "Reports", "Admin", "Analytics", and "Support". The "Reports" tab is highlighted with a red circle. A dropdown menu is open under the "Reports" tab, showing three options: "Reports", "My Reports", and "Create New Report". The "Create New Report" option is highlighted in purple. Below the navigation bar, there is a table with columns for "Account Id", "Company Name", "Mailed Qty", and "Total Tracked Qty". The table contains several rows of data, including a summary row at the bottom with values 3, 3, 11,523, and 11,523.

Account Id	Company Name	Mailed Qty	Total Tracked Qty
11200	Demonstration Account		
16936	February 10, Webinar		
11204	First Class Delivery Job		
11205	Standard Rate Account		
15921	The Catalog Company		
13810	The Mailing Group		
18663	UG Meeting 23	3	3
		11,523	11,523

SCHEDULING YOUR REPORT

Select the report option that best fits your needs. Edit the report name to what is most meaningful to you and your client and click next.

The screenshot displays the 'New Report Request' interface with the following sections and options:

- Report Selection**
 - Job Summary**
 - View By Date
 - View By Postal Area
 - View By Split
 - View By NDC
 - View By State
 - View By SCF
 - View By Zip3
 - View By Zip5
 - Induction Point
 - View By IM Container Barcode
 - View By IM Tray Barcode
 - View By Userdefined1
 - View By Userdefined2
 - View By Userdefined3
 - View By Map
 - Flash Report
 - Job Detail**
 - Mail Piece Detail
 - USPS Raw Scans
 - IMBQC
 - Multi-Job**
 - Multi-Job Summary By Name
 - Multi-Job Summary By SCF
 - Daily Delivery Report
 - Vendor Compliance
 - Job Performance**
 - Performance Report
 - Performance By Postal Area
 - Performance By NDC
 - Performance By SCF
 - Performance By State
 - Performance By Zip3
 - Performance By Zip5
 - Performance By Split
 - Not Tracked to Delivery
 - Postal Performance**
 - Postal Performance
 - Postal Performance By Postal Area
 - Postal Performance By Split
 - Postal Performance By NDC
 - Postal Performance By SCF
 - Postal Performance By State
 - Postal Performance By Zip3
 - Postal Performance By Zip5
 - Logistics Scans**
 - Logistics Scans by Induction Point
 - IMCB Logs
 - Logistics Scans by Container
 - Container Summary
 - IMTB Logs
 - Event & Exception**
 - Late Delivery Exception Report
 - YourMail Notification
 - ACS** (Selected)
 - ACS Data Export - COA & Nixie files
 - ACS Data Export - Combined
 - ACS Job Summary
 - ACS Job Summary By Userdefined
 - Inbound**
 - Inbound Tracking Detail
 - Inbound By PieceID
 - Informed Delivery**
 - ID Campaign Summary
 - ID Campaign Detail
 - Informed Delivery Data
 - ID Daily Summary
 - Billing**
 - Monthly Invoice Detail
 - Unmatched Scans Sample
 - Monthly ID Billing Summary
 - Seamless**
 - Undocumented Details
 - Undocumented Summary

Report Name: ACS Data Export

Report Description: ACS Data Export - Includes two files (COA and Nixie records)

Next **Cancel**

SCHEDULING THE ACS EXPORT REPORTS

Select the job(s) and report criteria, on the left side you will select the account and on the right the job(s) you wish to include in your report – at the bottom select the time frame the report should cover as well as your delimiter. Click next.

The Standard ACS Export report will give you one file for Nixies and a separate file for Address Updates, The combined report returns a single file including secure destruction.



New Report Request

Report Data Schedule Delivery Method

Data Selection

Choose Company: My Demo Account

Choose job(s):

- Choose Job(s) --
- All Jobs --
- [384407] Tracking Job for Campaign - All Splits
- [383649] Job with ACS & ID - All Splits

Send Separate Report for Each Split

This request will RUN for the selected job(s) for 21 days from the drop date(s).

Data Range:

- Entire Job(s)
- Date Range (From Date) to (To Date)
- Incremental (Since Last Run) - Never

Delimiter:

- CSV
- Tab
- Pipe

Prev Next Cancel

SCHEDULING THE ACS EXPORT REPORTS

Schedule the report to run, first select when you wish the report to run and click next and on next screen enter who is sending the report and enter the addresses for your recipients and click save.

The image displays two screenshots of the 'New Report Request' form in the Snailworks interface. The top screenshot shows the 'Schedule' tab selected, with the 'Run Now' radio button chosen. The 'Next' button is circled in red. The bottom screenshot shows the 'Delivery Method' tab selected, with the 'Excel Data-Only Attachment via Email' radio button chosen. The 'Email From Address' field contains 'kbartram@snailworks.com' and the 'Email Recipient(s)' field contains 'cbirdkhead@snailworks.com'. The 'Save' button is circled in red.

DATA EXPORT REPORTS

Both reports provide easy to download files including details from your mailing file. The combined report includes all fields for Nixies, Address Changes and Secure Destruction records.

Record Count: 65,730 ACS Data - Undeliverable Pieces

MO	Serial Number	Del Code	Deliverability Message	Postal Service Site Id	Cust Id	Name	Street	City	State	Zip	Postnet
205851	848834217	A	Attempted, not known	061	0013917	Jason M. Yemuda	100 Ironbull St. Apt. 209	Hartford	CT	06103	0610341079
205851	848834243	A	Attempted, not known	061	0014300	Darshy Noka	111 Pearl St. Apt. 103	Hartford	CT	06103	0610341028
205851	848834268	Q	Not deliverable as addressed - unable to forward - forwarding order expired	061	0014028	Arnold J. Wilkie, Jr.	74 Union Pl. Apt. 410	Hartford	CT	06103	0610341230
205851	848834451	Q	Not deliverable as addressed - unable to forward - forwarding order expired	061	0014211	Meyara M. Zahradne	2 Park Pl. Apt. 24E	Hartford	CT	06106	0610601945
205851	848844004	Q	Not deliverable as addressed - unable to forward - forwarding order expired	061	0023704	Michelle K. Jenkins	29 Brier Ln.	Hartford	CT	06106	0610674239
205851	848844051	Q	Not deliverable as addressed - unable to forward - forwarding order expired	061	0023811	Kristen Travis	5 Parkwood Dr.	Hartford	CT	06106	06106752405
205851	848844295	A	Attempted, not known	061	0023815	Robert Rodriguez	61 Washington St. Apt. 3	Hartford	CT	06106	06106701403
205851	848853928	Q	Not deliverable as addressed - unable to forward - forwarding order expired	061	0023688	Ryan Althamer	89 Carriage Crossing Ln.	Hartford	CT	06107	06457581089
205851	848854150	Q	Not deliverable as addressed - unable to forward - forwarding order expired	061	0023910	Susanne Reed	16 Bridgewater Ave.	Hartford	CT	06106	06457591166
205851	848861272	A	Attempted, not known	061	0043032	Hal Swan	1172 Chapel St. Apt. 37	New Haven	CT	06511	06511482337

Standard Data Export

Record Count: 654,739 ACS Data Report - Exclude Undeliverable Pieces (Batch)

MO	Serial Number	Del Code	Deliverability Message	Postal Service Site Id	Cust Id	Name	Street	City	State	Zip	Postnet
205851	848834217	A	Attempted, not known	061	0013917	Jason M. Yemuda	100 Ironbull St. Apt. 209	Hartford	CT	06103	0610341079
205851	848834243	A	Attempted, not known	061	0014300	Darshy Noka	111 Pearl St. Apt. 103	Hartford	CT	06103	0610341028
205851	848834268	Q	Not deliverable as addressed - unable to forward - forwarding order expired	061	0014028	Arnold J. Wilkie, Jr.	74 Union Pl. Apt. 410	Hartford	CT	06103	0610341230
205851	848834451	Q	Not deliverable as addressed - unable to forward - forwarding order expired	061	0014211	Meyara M. Zahradne	2 Park Pl. Apt. 24E	Hartford	CT	06106	0610601945
205851	848844004	Q	Not deliverable as addressed - unable to forward - forwarding order expired	061	0023704	Michelle K. Jenkins	29 Brier Ln.	Hartford	CT	06106	0610674239
205851	848844051	Q	Not deliverable as addressed - unable to forward - forwarding order expired	061	0023811	Kristen Travis	5 Parkwood Dr.	Hartford	CT	06106	06106752405
205851	848844295	A	Attempted, not known	061	0023815	Robert Rodriguez	61 Washington St. Apt. 3	Hartford	CT	06106	06106701403
205851	848853928	Q	Not deliverable as addressed - unable to forward - forwarding order expired	061	0023688	Ryan Althamer	89 Carriage Crossing Ln.	Hartford	CT	06107	06457581089
205851	848854150	Q	Not deliverable as addressed - unable to forward - forwarding order expired	061	0023910	Susanne Reed	16 Bridgewater Ave.	Hartford	CT	06106	06457591166
205851	848861272	A	Attempted, not known	061	0043032	Hal Swan	1172 Chapel St. Apt. 37	New Haven	CT	06511	06511482337

Combined Data Export

SCHEDULING THE ACS JOB SUMMARY REPORTS

Select the **Job Summary** report to run, edit the report name to what is most meaningful to you and your client and click next.

The screenshot shows the 'New Report Request' interface with the following sections:

- Report Selection:** Choose one from available Report types.
- Job Summary:** View By Date, View By Postal Area, View By Split, View By NDC, View By State, View By SCF, View By Zip3, View By Zip5, Induction Point, View By IM Container Barcode, View By IM Tray Barcode, View By Userdefined1, View By Userdefined2, View By Userdefined3, View By Map, Flash Report.
- Job Performance:** Performance Report, Performance By Postal Area, Performance By NDC, Performance By SCF, Performance By State, Performance By Zip3, Performance By Zip5, Performance By Split, Not Tracked to Delivery.
- Event & Exception:** Late Delivery Exception Report, YourMail Notification.
- ACS (highlighted):** ACS Data Export - COA & Nixie files, ACS Data Export - Combined, **ACS Job Summary** (selected), ACS Job Summary By Userdefined.
- Postal Performance:** Postal Performance, Postal Performance By Postal Area, Postal Performance By Split, Postal Performance By NDC, Postal Performance By SCF, Postal Performance By State, Postal Performance By Zip3, Postal Performance By Zip5.
- Logistics Scans:** Logistics Scans by Induction Point, IMCB Logs, Logistics Scans by Container, Container Summary, IMTB Logs.
- Inbound:** Inbound Tracking Detail, Inbound By PieceID.
- Informed Delivery:** ID Campaign Summary, ID Campaign Detail, Informed Delivery Data, ID Daily Summary.
- Billing:** Monthly Invoice Detail, Unmatched Scans Sample, Monthly ID Billing Summary.
- Seamless:** Undocumented Details, Undocumented Summary.

Report Name: ACS Job Summary
Report Description: ACS Data Export by summary

Next Cancel

SCHEDULING THE ACS JOB SUMMARY REPORTS

Select the jobs for reporting, on the left side you will select the account and on the right the job(s) you wish to include in your report – at the bottom click next.

The screenshot displays the 'New Report Request' window in the Snailworks application. The 'Data Selection' tab is active, showing two dropdown menus. The 'Choose Company' dropdown is set to 'My Demo Account'. The 'Choose Job(s)' dropdown is set to '[383649] Job with ACS & ID - All Splits'. Below the dropdowns, there is a checkbox labeled 'Send Separate Report for Each Split' which is checked. At the bottom of the window, there is a status bar that reads 'This request will RUN for the selected job(s) for 21 days from the drop date(s)'. Navigation buttons for 'Prev', 'Next', and 'Cancel' are located at the bottom right.

SCHEDULING THE ACS JOB SUMMARY REPORTS

Schedule the report to run, first select when you wish the report to run and click next and on next screen enter who is sending the report and enter the addresses for your recipients and click save.

The image displays two sequential screenshots of the 'New Report Request' form in a web application. The top screenshot shows the 'Schedule' tab selected, with the 'Run Now' radio button chosen. The 'Next' button is circled in red. The bottom screenshot shows the 'Delivery Method' tab selected, with the 'Excel Data-Only Attachment via Email' radio button chosen. The 'Save' button is circled in red. The form includes fields for 'Email From Address' (kbartram@snailworks.com) and 'Email Recipient(s)' (cbirdhead@snailworks.com). The navigation bar at the top of the bottom screenshot includes 'Mail Tracking', 'Campaigns', 'Reports', 'Analytics', and 'Support'.

ACS SUMMARY REPORTS

Summary reports provide counts and percentages for the number of Nixie and Address Changes detected in your mailing.

Record Count: 4		ACS Job Summary Report											
Split	Drop Date	Company	Mailed	Scanned	Scanned %	Delivered	Delivery %	COAs	COAs %	Nixies	Nixie %	Total ACS	Total ACS %
Cell 1	10/29/2020		816,338	816,275	99.99	774,149	94.83	29,077	3.56	14,232	1.74	43,309	5.31
Cell 2	10/29/2020		195,335	195,247	99.95	184,369	94.39	7,576	3.88	3,127	1.60	10,703	5.48
Cell 3	10/29/2020		2,654,637	2,653,951	99.97	2,497,762	94.09	99,170	3.74	41,360	1.56	140,530	5.29
Cell 4	10/29/2020		470,246	470,122	99.97	443,795	94.38	18,916	4.02	7,011	1.49	25,927	5.51
Totals:			4,136,556	4,135,595	99.98	3,900,075	94.28	154,739	3.74	65,730	1.59	220,469	5.33

Counts are provided by split and/or by user defined fields.



ADDRESS CHANGE SERVICE REPORTING



SELECT THE REPORT TYPE AND MAILINGS

First – decide what report format works best for your needs.

Second – select the mailing job(s) to include in your report.



SCHEDULE AND SHARE REPORTS

First – Determine when you'd like the reports to generate.

Second – determine who should be included in the distribution of your reports.

QUESTIONS?

We love to hear
from our clients!



SNAILWORKS
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