



Deleting A Mail Tracking Job





On occasion you may find it necessary to delete or remove a mail tracking job from your SnailWorks account. This process is easy!



REMOVING A MAIL TRACKING JOB

CANCELED OR CHANGED MAILING

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As a user you have the ability to remove and replace jobs that have not yet mailed.

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As a user you have the ability to remove and replace jobs that have not yet mailed. Remember if a job mails with a trackable STID SnailWorks will receive the data from the post office.

MAILING WITH SCAN DATA

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Once a job has scan data you will need assistance from a SnailWorks representative to remove a job.

OLD MAILINGS

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Jobs are removed from your SnailWorks account automatically two years after the mail date.

REMOVING A MAIL TRACKING JOB

One-Step users receive a *Batch Creation Success* email notification. This notification includes a link for removing jobs. **Click** on this link and the job is removed from your account.

SnailWorks™ - Mail Tracking

Batch Job Creation Results	
Data File:	2PS300_C_IJ_DOM.TAB
Client Name:	MAILING SERVICES
Job Id:	385484
Job Name:	2PS300_C
Total Records Read:	12,470
If this job was created in error or needs to be re-processed you can delete this job by clicking here	

If you are submitting your jobs through the web – contact your SnailWorks rep for assistance.





Your SnailWorks representative can help you work through the removal of jobs improperly loaded to your account.

QUESTIONS?

We love to hear
from our clients!



SNAILWORKS
Direct Mail Insights & Solutions



customerservice@snailworks.com



Phone: 855-697-6245



4510 Buckeystown Pike,
Frederick, MD 21704



snailworks.com

