Updating An Existing SnailWorks Job

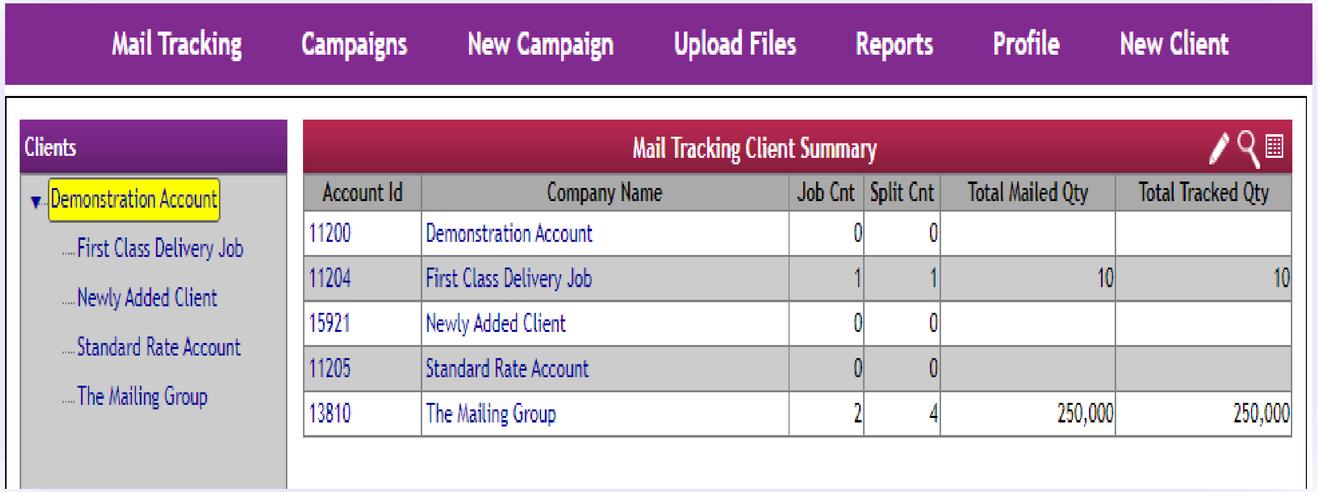
SNAILWORKS
Direct Mail Insights & Solutions

Updating or changing the name of your mail tracking job or the mail date is a snap – you have the power to make these updates at any time!

Updating An Existing Job

Updating The Job Name Or Description

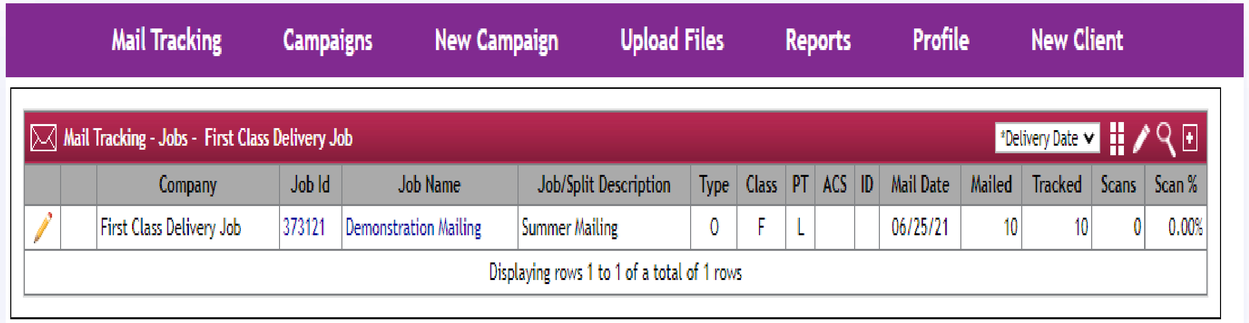
Navigate to the proper sub-account.



Account Id	Company Name	Job Cnt	Split Cnt	Total Mailed Qty	Total Tracked Qty
11200	Demonstration Account	0	0		
11204	First Class Delivery Job	1	1	10	10
15921	Newly Added Client	0	0		
11205	Standard Rate Account	0	0		
13810	The Mailing Group	2	4	250,000	250,000

Updating An Existing Job

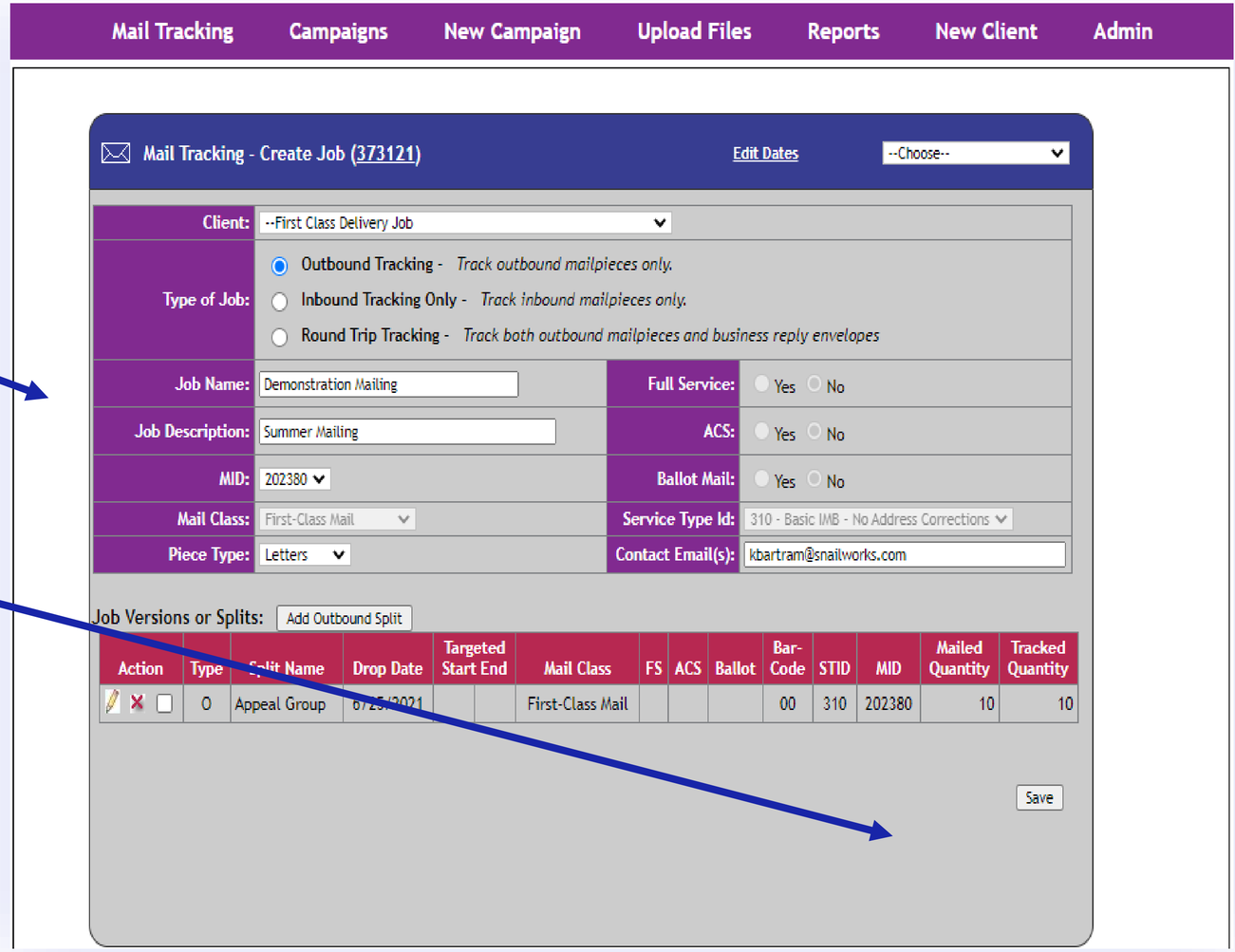
Locate the job you wish to update. **Click** the pencil icon just to the left of the company name.



The pencil icon is your edit button throughout the SnailWorks website.

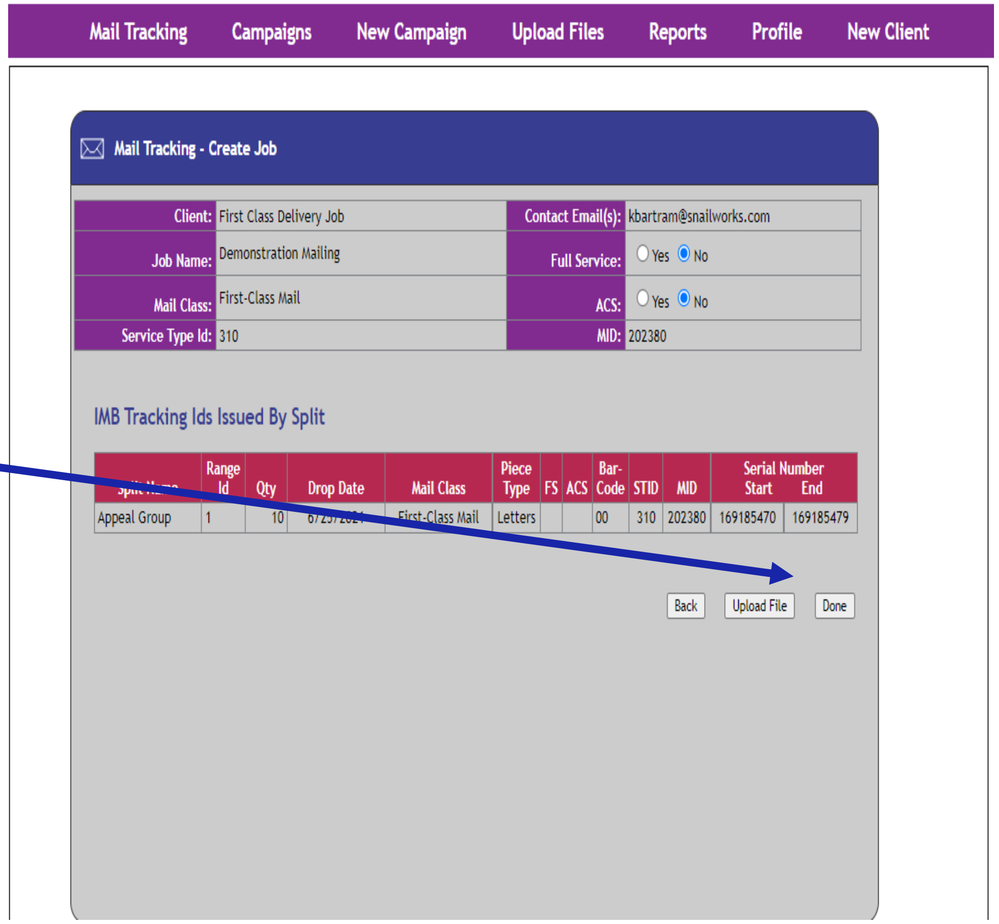
Updating An Existing Job

Update the job name or description fields and then **click** on the save button.



Updating An Existing Job

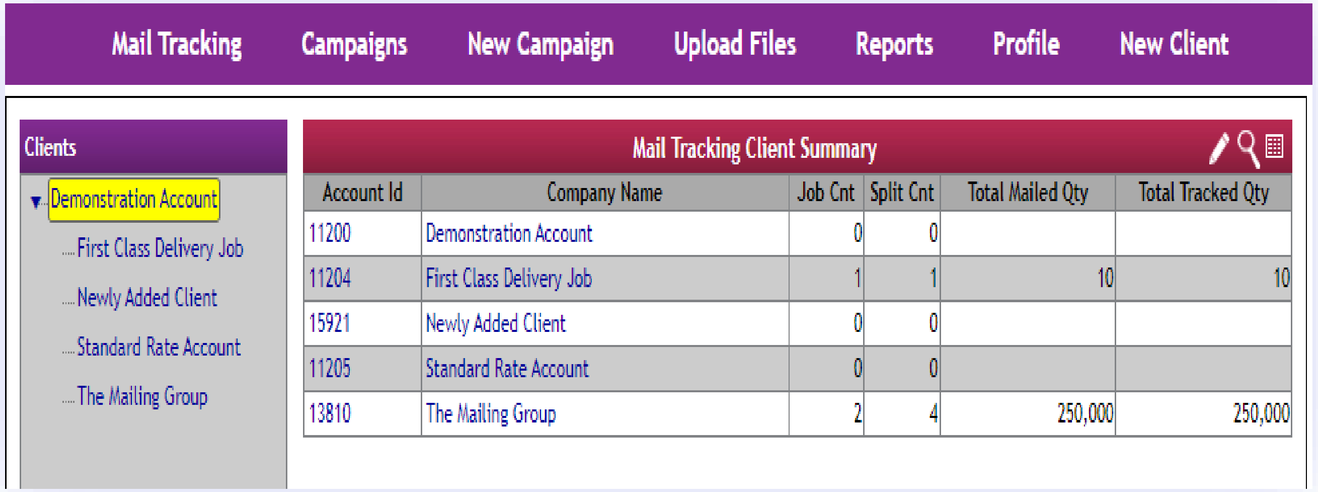
Click the done button to fully save your updates.



Updating An Existing Job

Updating Mail Date

Navigate to the proper sub-account.



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Updating Mail Date

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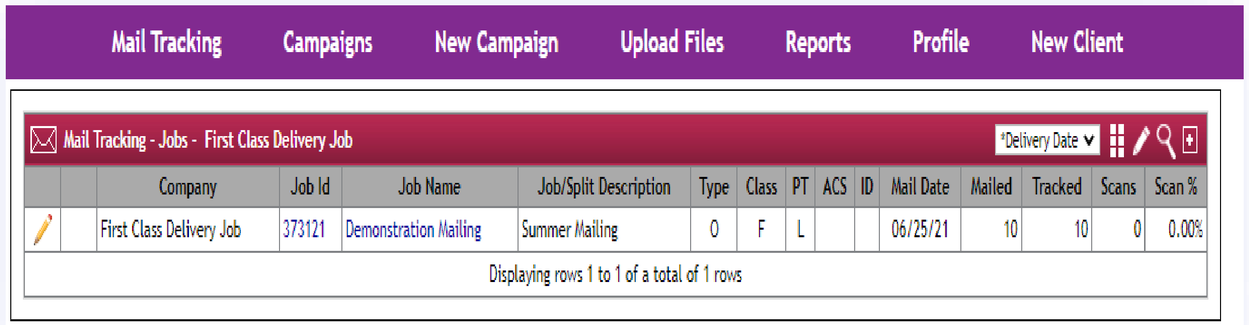
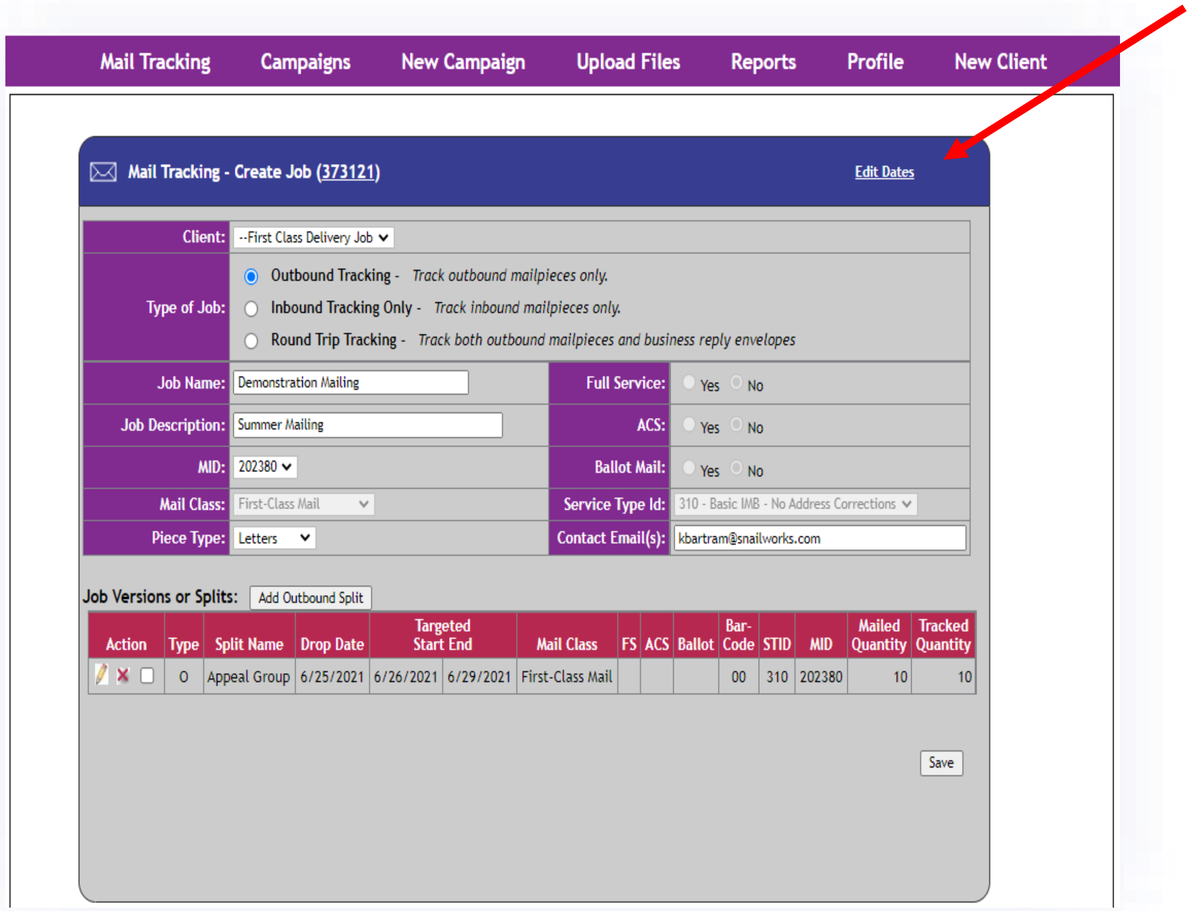


The pencil icon is your edit button throughout the SnailWorks website.

Updating An Existing Job

Updating Mail Date

Click on the Edit Dates link.



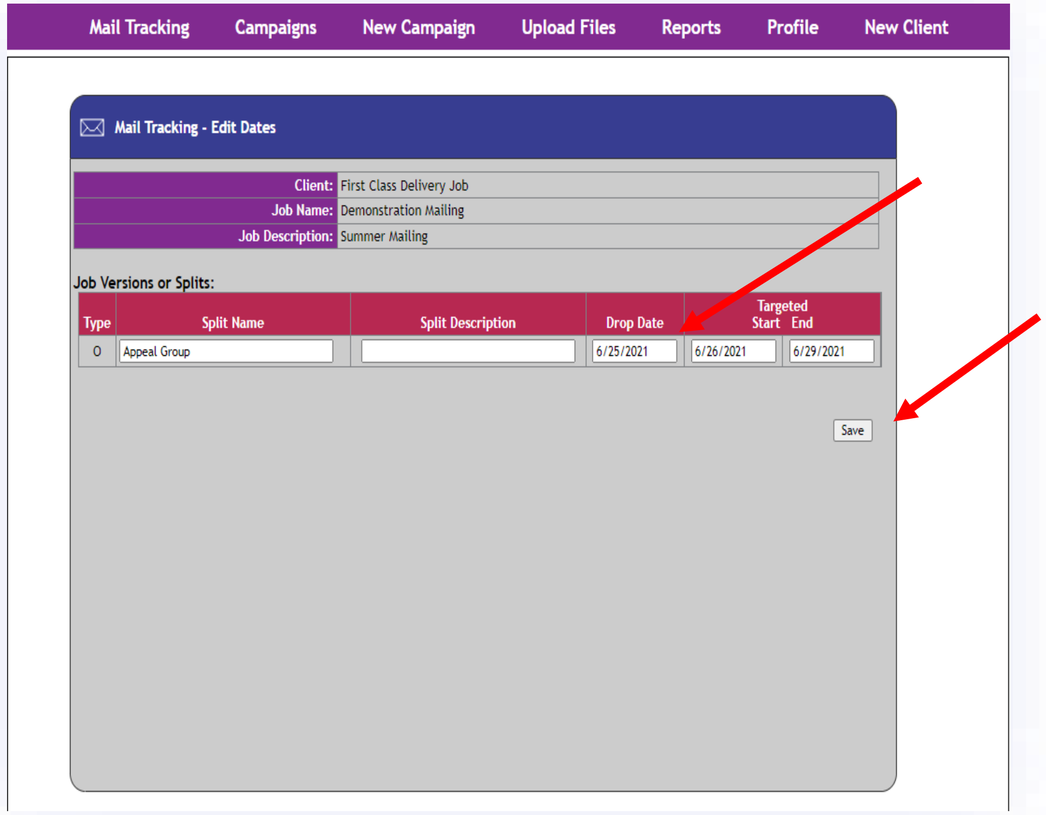
Updating An Existing Job

Updating Mail Date

Update the Drop Date as well as the Targeted Start and End Dates.

Click Save.

Remember – Targeted dates will NOT update automatically when you change the drop date - you need to reset them!



SNAILWORKS™
Direct Mail Insights & Solutions

Closing Reminder

Remember to click save and done buttons to ensure your work has been properly saved.

QUESTIONS?

We love to hear from our clients!

SNAILWORKS
Direct Mail Insights & Solutions

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