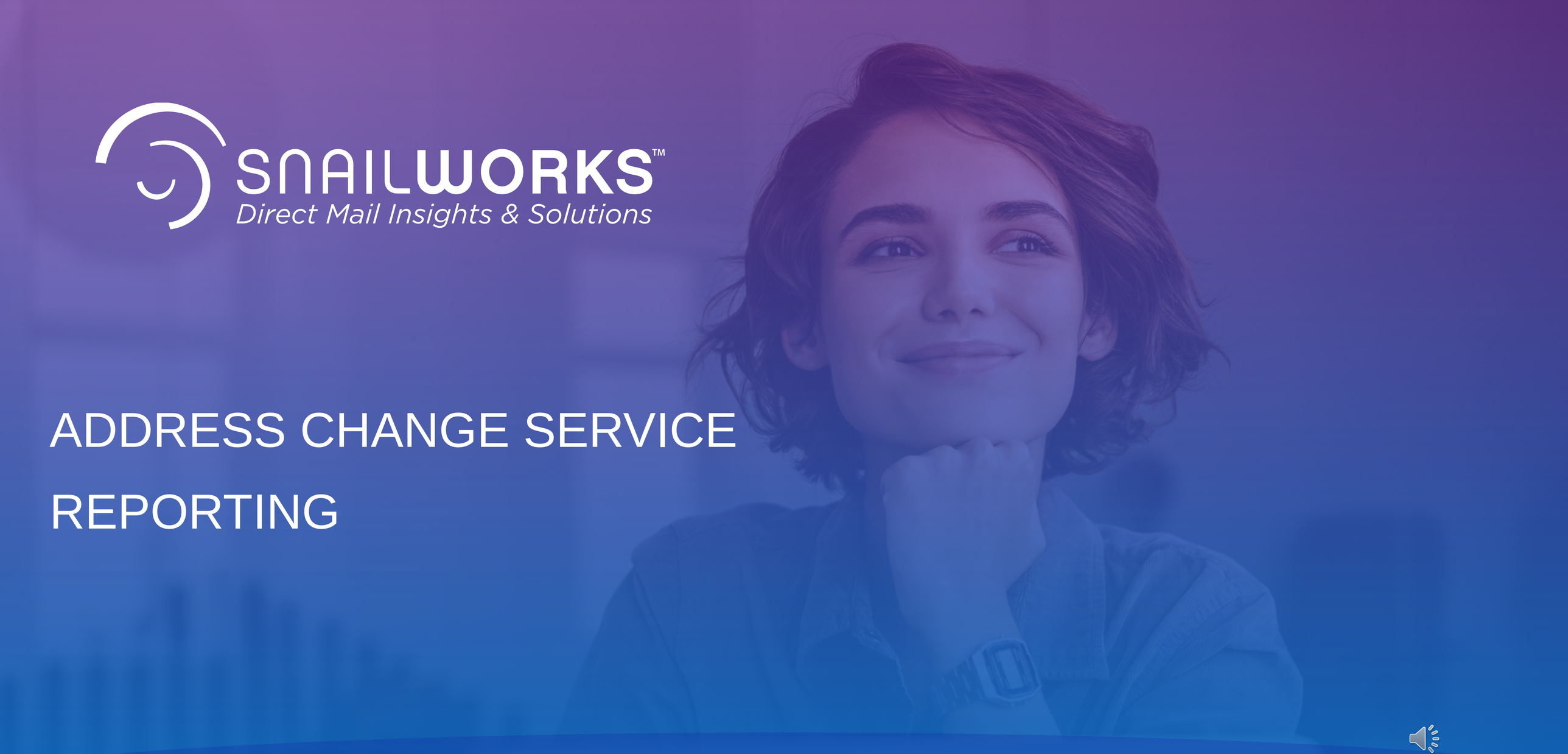
SNAILWORKS™
Direct Mail Insights & Solutions



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

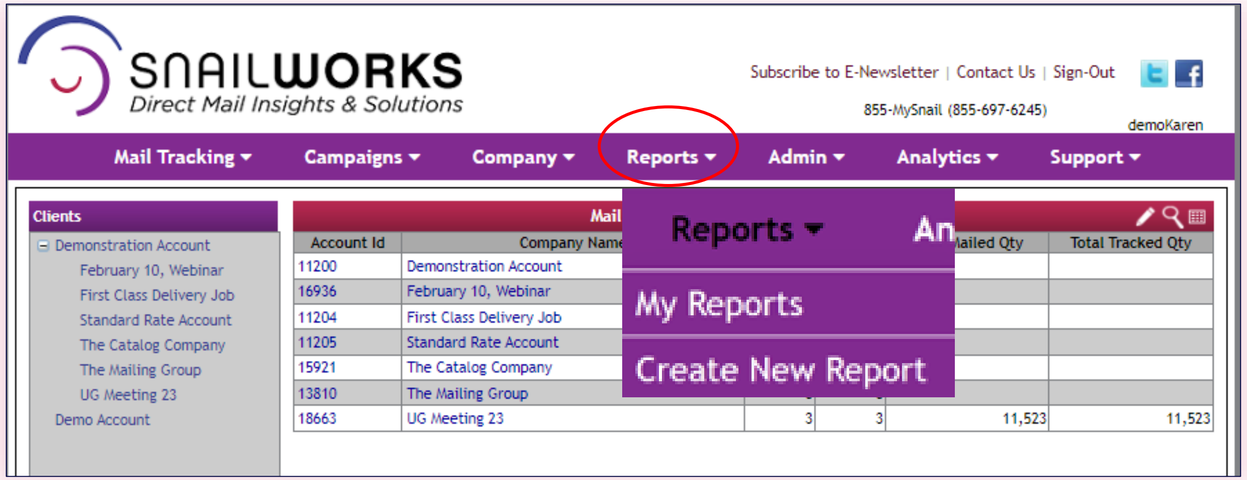
Summary report of number of Address Updates and Nixies.

ACS JOB SUMMARY BY USER DEFINED FIELDS

Summary reporting by User Defined Fields or codes.

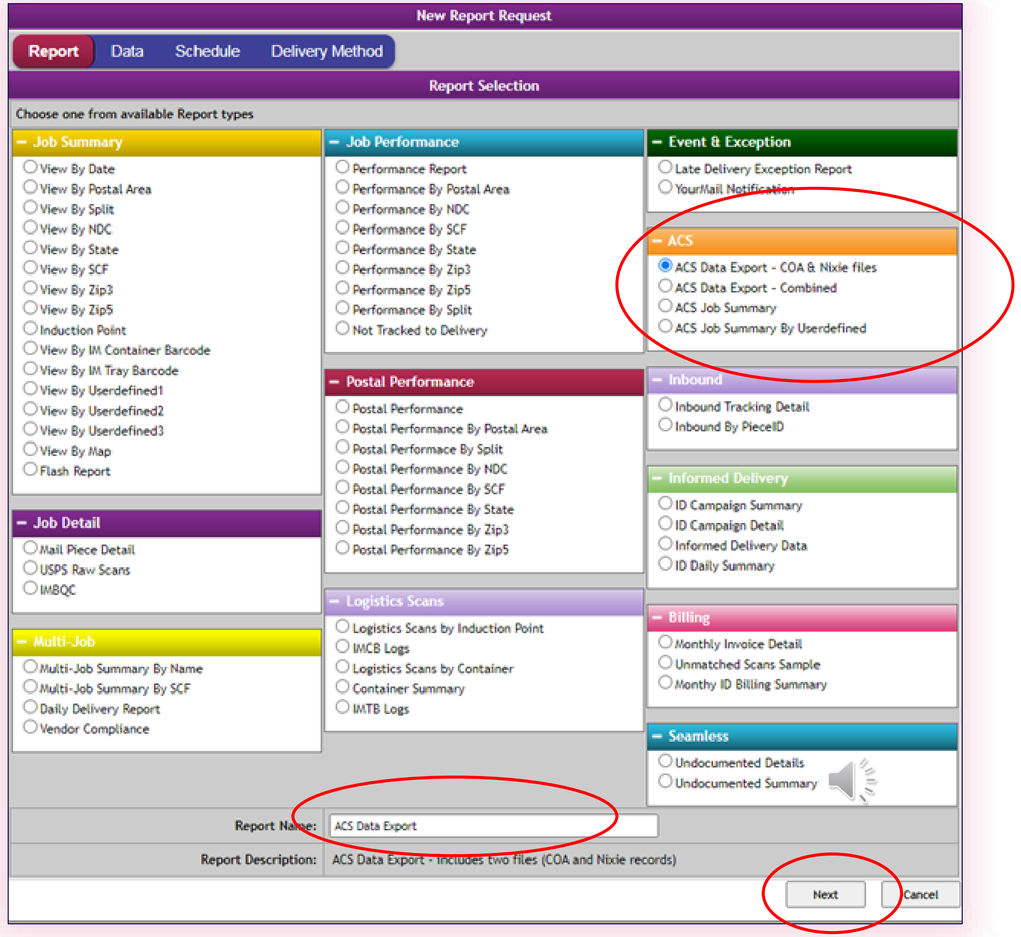
SCHEDULING YOUR REPORTS

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



SCHEDULING YOUR REPORT

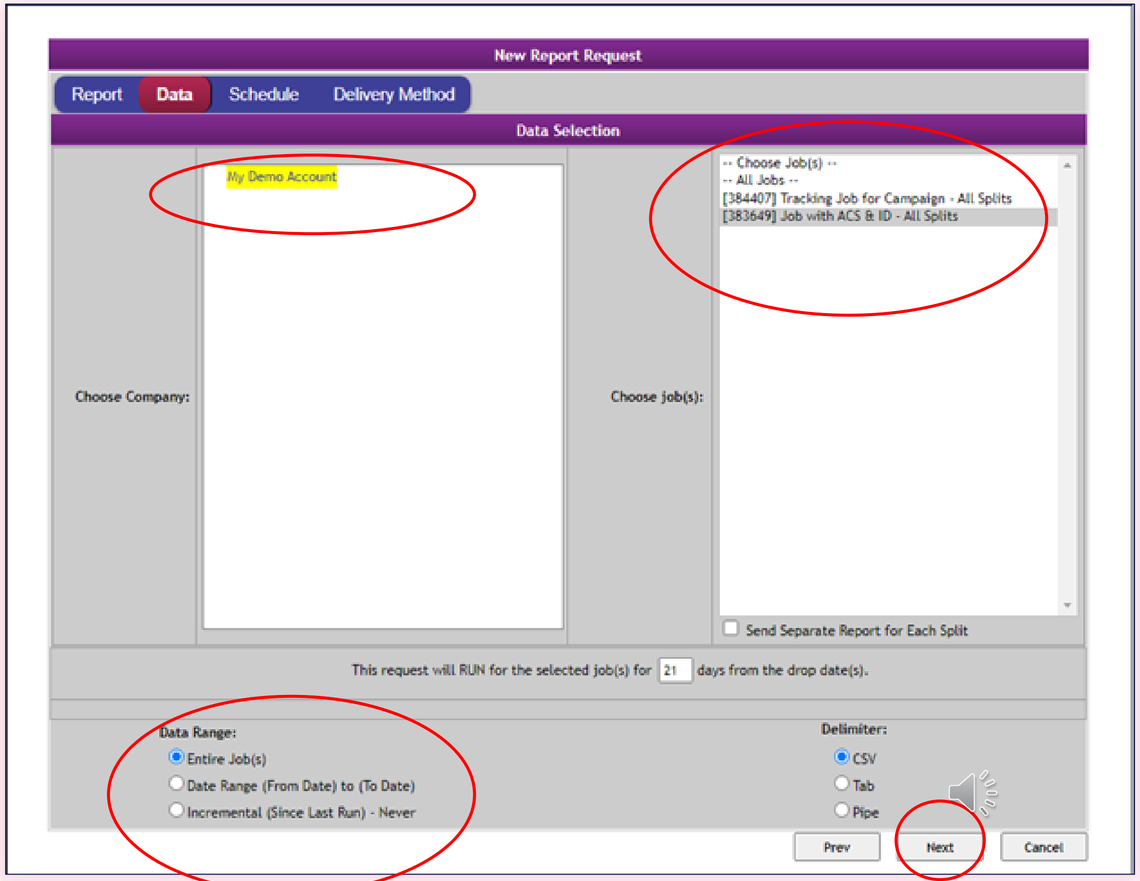
Select the report option that best fits your needs. Edit the report name to what is most meaningful to you and your client and click next.



SCHEDULING THE ACS EXPORT REPORTS

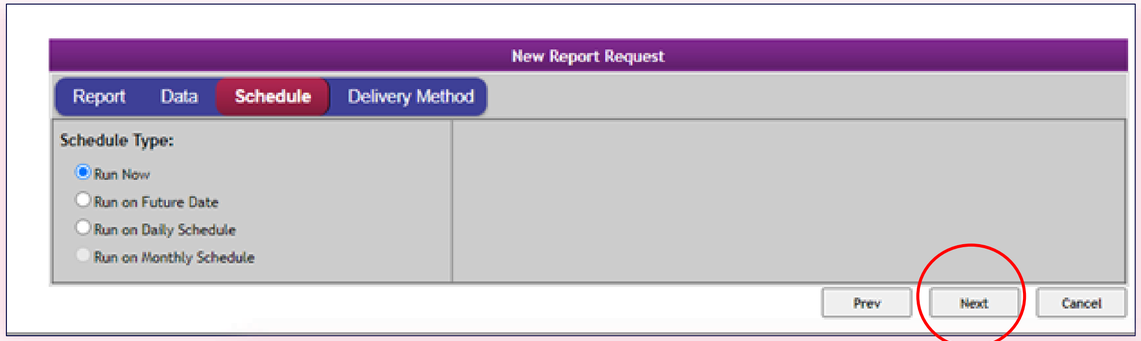
Select the job(s) and report criteria, on the left side you will select the account and on the right the job(s) you wish to include in your report – at the bottom select the time frame the report should cover as well as your delimiter. Click next.

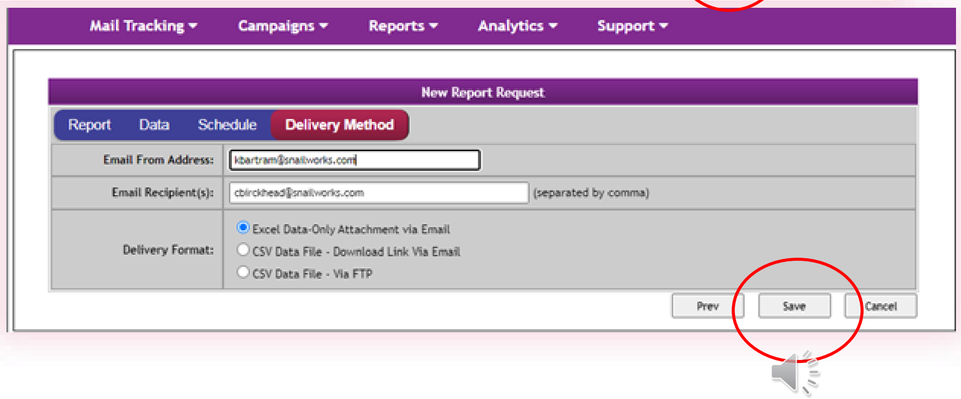
The Standard ACS Export report will give you one file for Nixies and a separate file for Address Updates, The combined report returns a single file including secure destruction.



SCHEDULING THE ACS EXPORT REPORTS

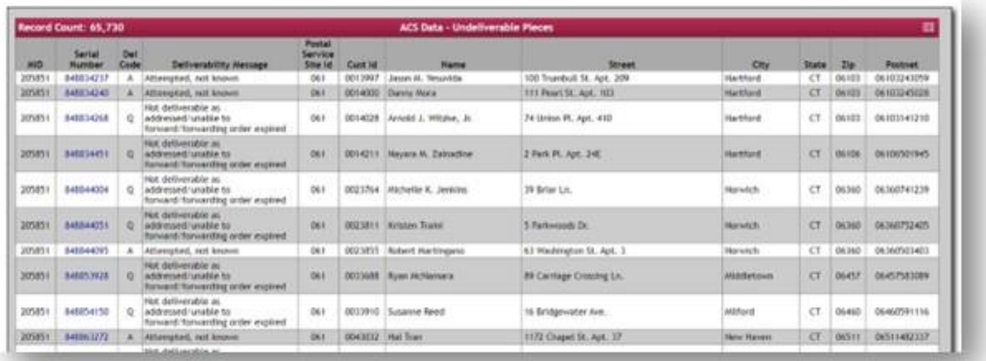
Schedule the report to run, first select when you wish the report to run and click next and on next screen enter who is sending the report and enter the addresses for your recipients and click save.





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.

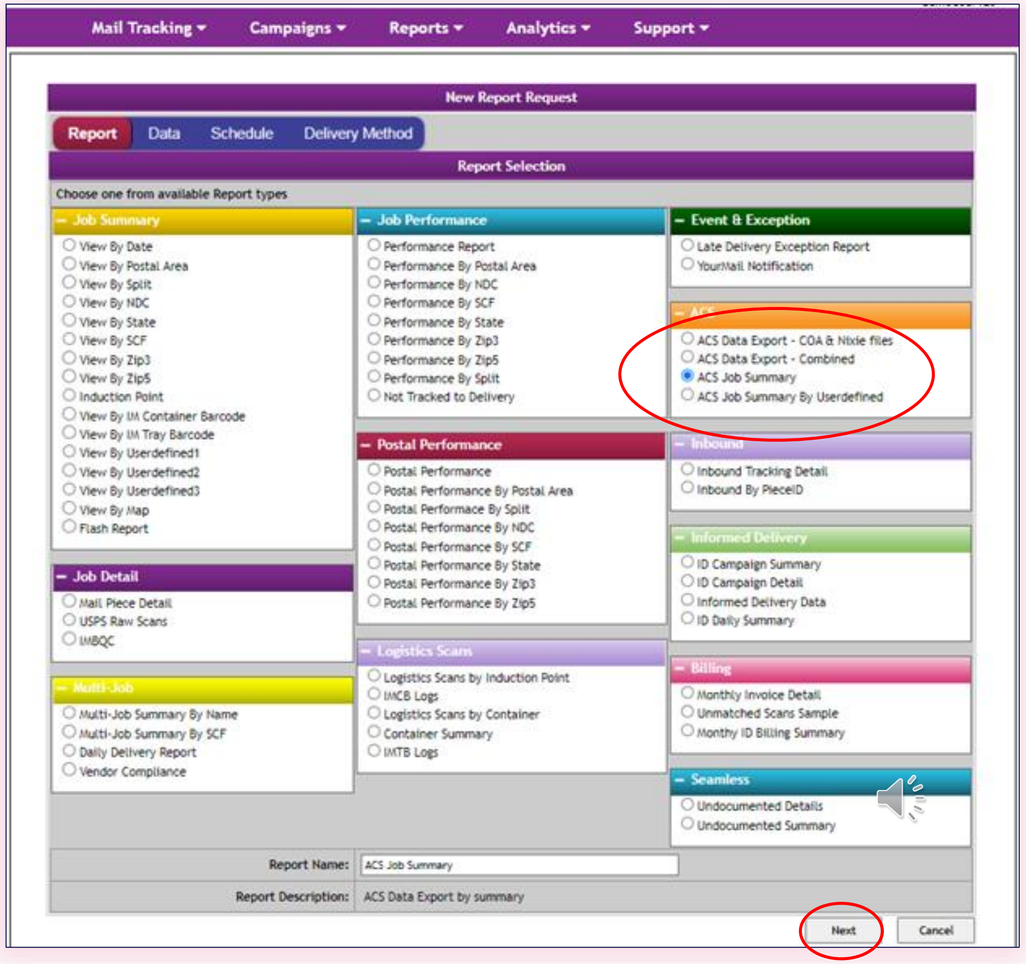


Standard Data Export

Combined Data Export

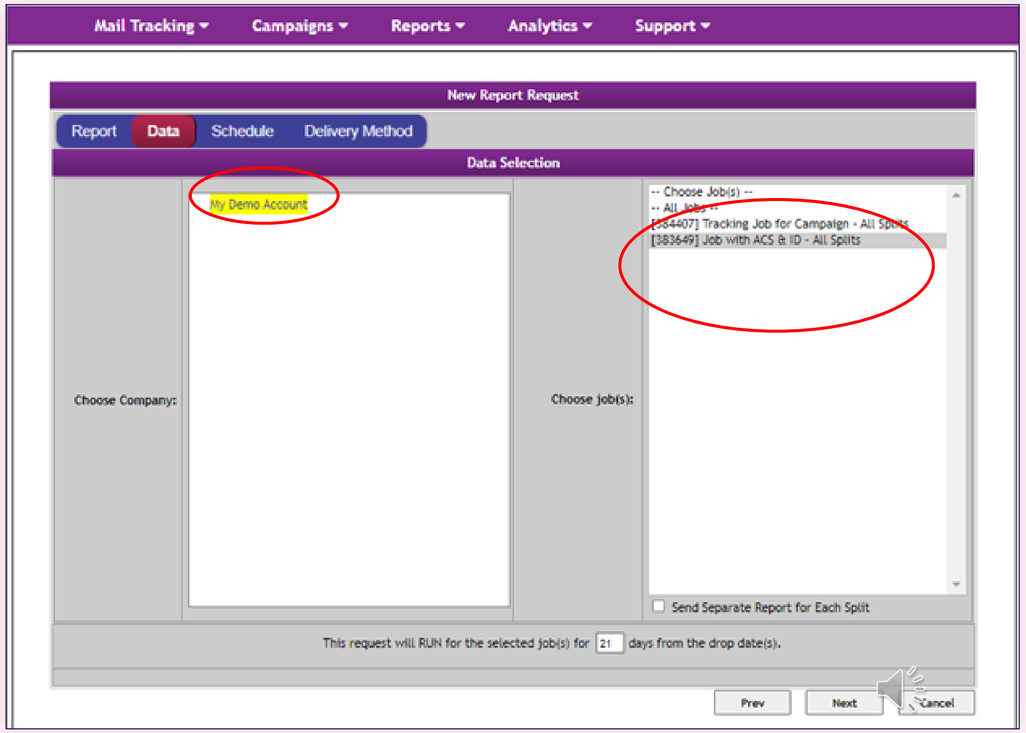
SCHEDULING THE ACS JOB SUMMARY REPORTS

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



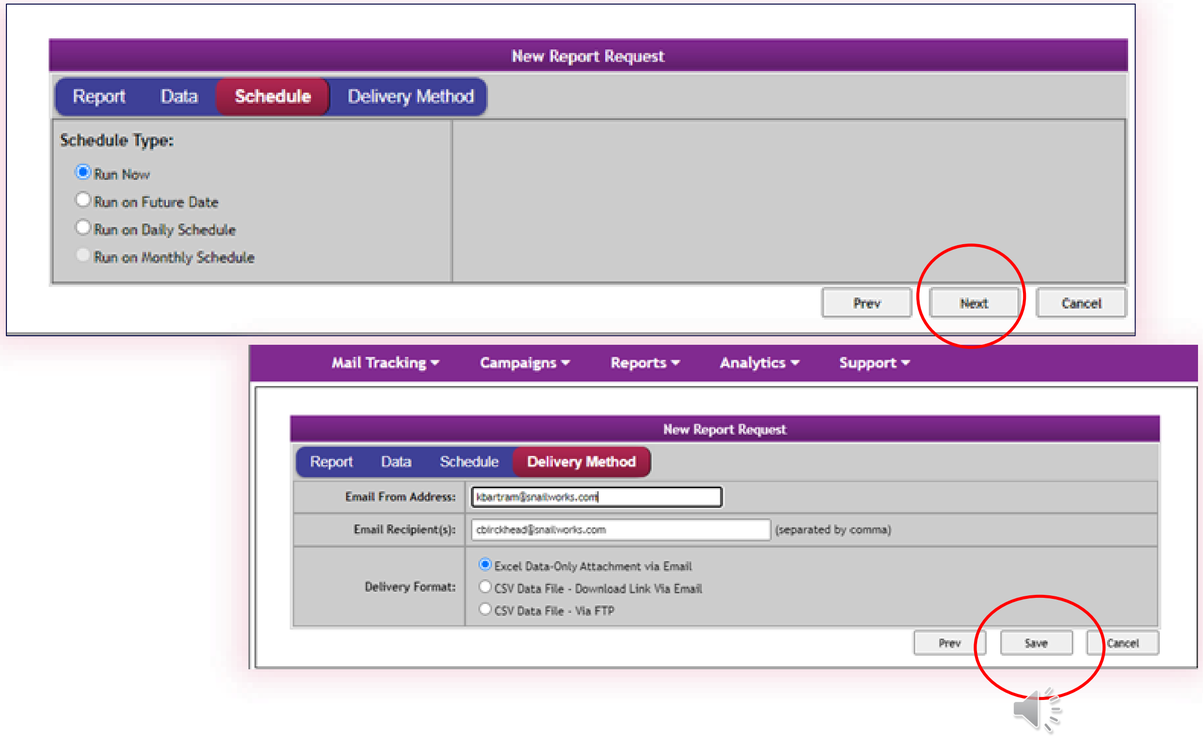
SCHEDULING THE ACS JOB SUMMARY REPORTS

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.



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.



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	[redacted]	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!

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