



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. The top navigation bar includes the SnailWorks logo, navigation tabs (Mail Tracking, Campaigns, Company, Reports, Admin, Analytics, Support), and user information (demoKaren). The Reports tab is highlighted with a red circle. A dropdown menu is open over the Reports tab, showing options: Reports, My Reports, and Create New Report. Below the navigation bar, there is a table with columns for Account Id, Company Name, Mailed Qty, and Total Tracked Qty. The table contains data for various accounts, including a summary row for 'UG Meeting 23'.

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 'Report' tab selected. The 'Report Selection' section is active, showing a grid of report categories and options. A red circle highlights the 'ACS' sub-category under 'Event & Exception', where 'ACS Data Export - COA & Nixie files' is selected. Another red circle highlights the 'Report Name' field, which contains 'ACS Data Export'. A third red circle highlights the 'Next' button at the bottom right. The 'Report Description' field shows 'ACS Data Export - Includes two files (COA and Nixie records)'.

Job Summary	Job Performance	Event & Exception
<input type="radio"/> View By Date <input type="radio"/> View By Postal Area <input type="radio"/> View By Split <input type="radio"/> View By NDC <input type="radio"/> View By State <input type="radio"/> View By SCF <input type="radio"/> View By Zip3 <input type="radio"/> View By Zip5 <input type="radio"/> Induction Point <input type="radio"/> View By IM Container Barcode <input type="radio"/> View By IM Tray Barcode <input type="radio"/> View By Userdefined1 <input type="radio"/> View By Userdefined2 <input type="radio"/> View By Userdefined3 <input type="radio"/> View By Map <input type="radio"/> Flash Report	<input type="radio"/> Performance Report <input type="radio"/> Performance By Postal Area <input type="radio"/> Performance By NDC <input type="radio"/> Performance By SCF <input type="radio"/> Performance By State <input type="radio"/> Performance By Zip3 <input type="radio"/> Performance By Zip5 <input type="radio"/> Performance By Split <input type="radio"/> Not Tracked to Delivery	<input type="radio"/> Late Delivery Exception Report <input type="radio"/> YourMail Notification ACS <input checked="" type="radio"/> ACS Data Export - COA & Nixie files <input type="radio"/> ACS Data Export - Combined <input type="radio"/> ACS Job Summary <input type="radio"/> ACS Job Summary By Userdefined
Job Detail	Postal Performance	Inbound
<input type="radio"/> Mail Piece Detail <input type="radio"/> USPS Raw Scans <input type="radio"/> IMBQC	<input type="radio"/> Postal Performance <input type="radio"/> Postal Performance By Postal Area <input type="radio"/> Postal Performance By Split <input type="radio"/> Postal Performance By NDC <input type="radio"/> Postal Performance By SCF <input type="radio"/> Postal Performance By State <input type="radio"/> Postal Performance By Zip3 <input type="radio"/> Postal Performance By Zip5	<input type="radio"/> Inbound Tracking Detail <input type="radio"/> Inbound By PieceID
Multi-Job	Logistics Scans	Informed Delivery
<input type="radio"/> Multi-Job Summary By Name <input type="radio"/> Multi-Job Summary By SCF <input type="radio"/> Daily Delivery Report <input type="radio"/> Vendor Compliance	<input type="radio"/> Logistics Scans by Induction Point <input type="radio"/> IMCB Logs <input type="radio"/> Logistics Scans by Container <input type="radio"/> Container Summary <input type="radio"/> IMTB Logs	<input type="radio"/> ID Campaign Summary <input type="radio"/> ID Campaign Detail <input type="radio"/> Informed Delivery Data <input type="radio"/> ID Daily Summary
		Billing
		<input type="radio"/> Monthly Invoice Detail <input type="radio"/> Unmatched Scans Sample <input type="radio"/> Monthly ID Billing Summary
		Seamless
		<input type="radio"/> Undocumented Details <input type="radio"/> 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 'cbirdhead@snailworks.com'. The 'Save' button is circled in red. A speaker icon is visible at the bottom right of the second screenshot.

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 'Report Selection' tab active. The 'ACS Job Summary' option is selected and circled in red. The 'Next' button is also circled in red.

Mail Tracking Campaigns Reports Analytics Support

New Report Request

Report Data Schedule Delivery Method

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**
 - ACS Data Export - COA & Nixie files
 - ACS Data Export - Combined
 - ACS Job Summary
 - 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
- Inbound**
 - Inbound Tracking Detail
 - Inbound By PieceID
- Informed Delivery**
 - ID Campaign Summary
 - ID Campaign Detail
 - Informed Delivery Data
 - ID Daily Summary
- Job Detail**
 - Mail Piece Detail
 - USPS Raw Scans
 - IMBQC
- Logistics Scans**
 - Logistics Scans by Induction Point
 - IMCB Logs
 - Logistics Scans by Container
 - Container Summary
 - IMTB Logs
- Multi-Job**
 - Multi-Job Summary By Name
 - Multi-Job Summary By SCF
 - Daily Delivery Report
 - Vendor Compliance
- 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 shows the 'New Report Request' window with the 'Data' tab selected. The 'Data Selection' section is divided into two columns: 'Choose Company:' and 'Choose Job(s):'. 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 for 'Send Separate Report for Each Split' which is currently unchecked. At the bottom of the window, there is a text field indicating 'This request will RUN for the selected job(s) for 21 days from the drop date(s)'. The 'Next' button is highlighted with a red circle.

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 screenshots of the 'New Report Request' form in the Snailworks application. The top screenshot shows the 'Schedule' tab, where the user can select the report's execution frequency. The 'Run Now' option is selected. The 'Next' button is circled in red. The bottom screenshot shows the 'Delivery Method' tab, where the user can specify the email sender and recipients, and choose the delivery format. The 'Email From Address' is kbartram@snailworks.com and the 'Email Recipient(s)' is cbirdhead@snailworks.com. The 'Delivery Format' is set to 'Excel Data-Only Attachment via Email'. The 'Save' button is circled in red.

ACS SUMMARY REPORTS

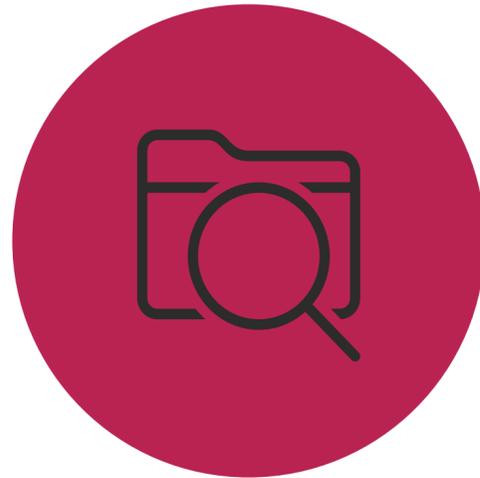
Summary reports provide counts and percentages for the number of Nixie and Address Changes detected in your mailing.

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!



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