



Updating An Existing SnailWorks Job



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

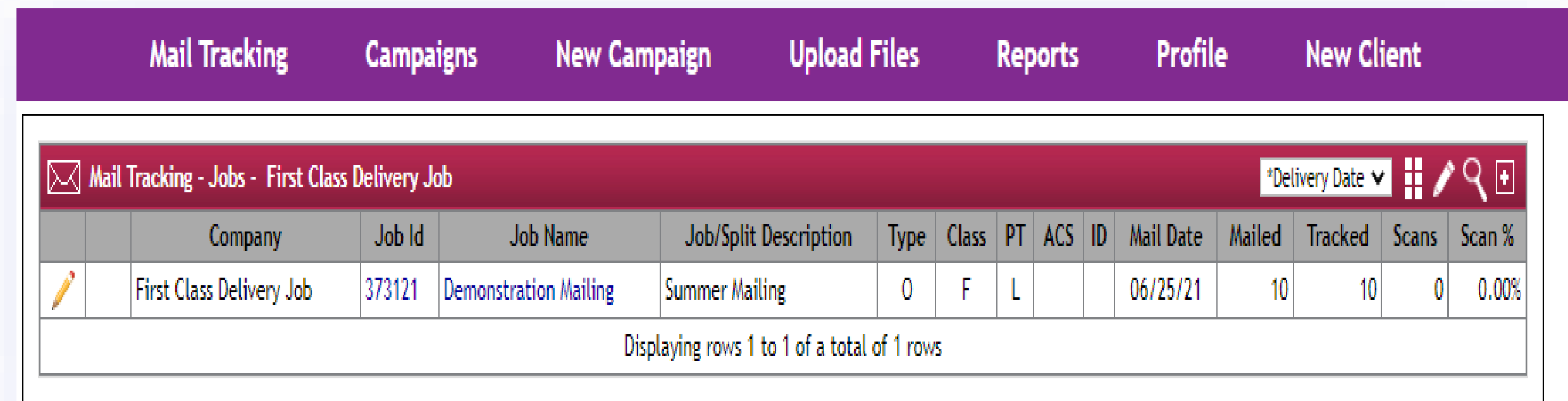
Updating The Job Name Or Description


Navigate to the proper sub-account.

Mail Tracking Client Summary						
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.



Mail Tracking - Jobs - First Class Delivery Job														
	Company	Job Id	Job Name	Job/Split Description	Type	Class	PT	ACS	ID	Mail Date	Mailed	Tracked	Scans	Scan %
	First Class Delivery Job	373121	Demonstration Mailing	Summer Mailing	O	F	L			06/25/21	10	10	0	0.00%

Displaying rows 1 to 1 of a total of 1 rows

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.

Mail Tracking Campaigns New Campaign Upload Files Reports New Client Admin

Mail Tracking - Create Job (373121) Edit Dates --Choose--

Client: --First Class Delivery Job

Type of Job: Outbound Tracking - Track outbound mailpieces only.
 Inbound Tracking Only - Track inbound mailpieces only.
 Round Trip Tracking - Track both outbound mailpieces and business reply envelopes

Job Name: Demonstration Mailing Full Service: Yes No

Job Description: Summer Mailing ACS: Yes No

MID: 202380 Ballot Mail: Yes No

Mail Class: First-Class Mail Service Type Id: 310 - Basic IMB - No Address Corrections

Piece Type: Letters Contact Email(s): kbartram@snailworks.com

Job Versions or Splits: Add Outbound Split

Action	Type	Split Name	Drop Date	Targeted Start End	Mail Class	FS	ACS	Ballot	Bar-Code	STID	MID	Mailed Quantity	Tracked Quantity
<input type="checkbox"/>	0	Appeal Group	6/25/2021		First-Class Mail				00	310	202380	10	10

Save

Updating An Existing Job

Click the done button to fully save your updates.

Mail Tracking Campaigns New Campaign Upload Files Reports Profile New Client

Mail Tracking - Create Job

Client:	First Class Delivery Job	Contact Email(s):	kbartram@snailworks.com
Job Name:	Demonstration Mailing	Full Service:	<input type="radio"/> Yes <input checked="" type="radio"/> No
Mail Class:	First-Class Mail	ACS:	<input type="radio"/> Yes <input checked="" type="radio"/> No
Service Type Id:	310	MID:	202380

IMB Tracking Ids Issued By Split

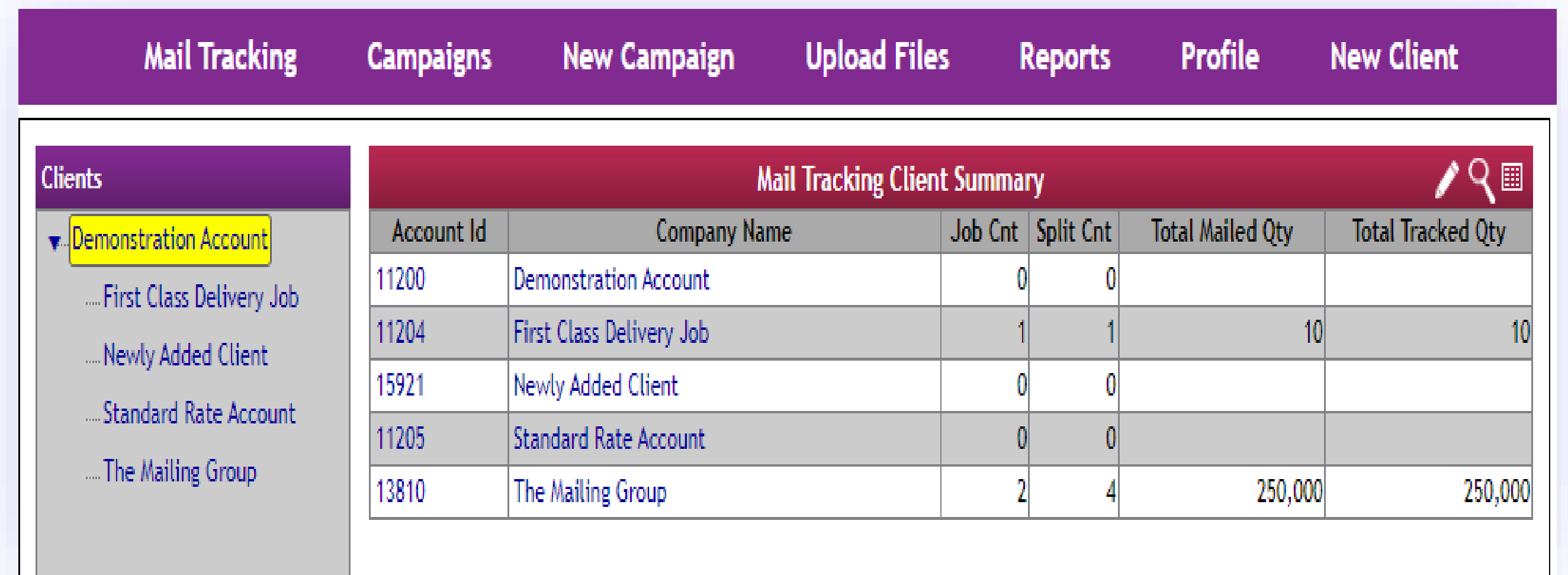
Split Name	Range Id	Qty	Drop Date	Mail Class	Piece Type	FS	ACS	Bar-Code	STID	MID	Serial Number Start	Serial Number End
Appeal Group	1	10	6/29/2021	First-Class Mail	Letters			00	310	202380	169185470	169185479

Back Upload File Done

Updating An Existing Job

Updating Mail Date

Navigate to the proper sub-account.



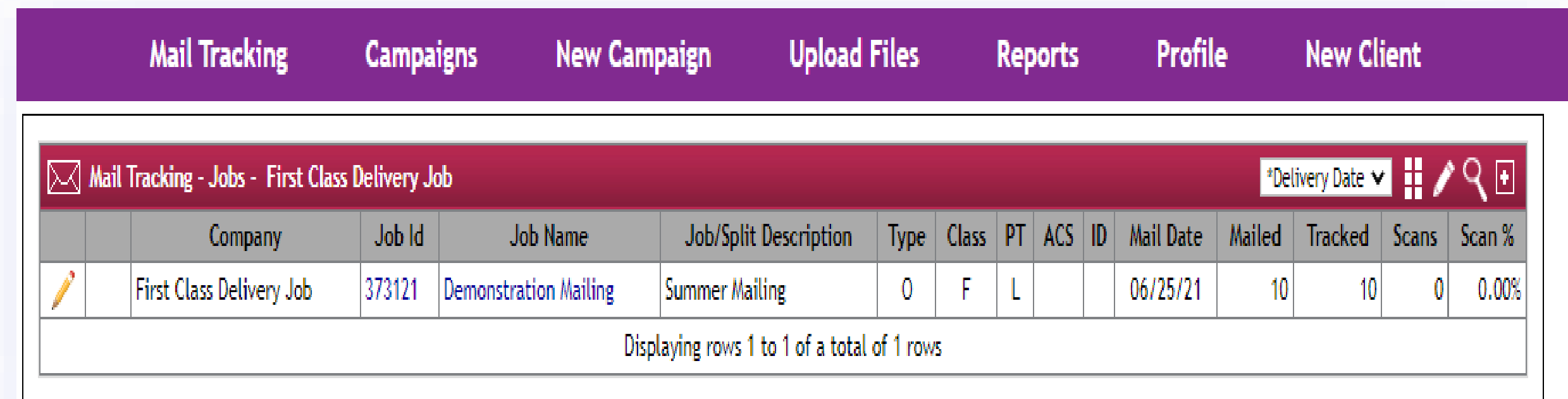
The screenshot displays the Snailworks web application interface. At the top, there is a navigation bar with the following menu items: Mail Tracking, Campaigns, New Campaign, Upload Files, Reports, Profile, and New Client. Below the navigation bar, there is a sidebar on the left with a 'Clients' section. Under 'Clients', there is a dropdown menu with the following options: Demonstration Account (highlighted in yellow), First Class Delivery Job, Newly Added Client, Standard Rate Account, and The Mailing Group. The main content area displays a table titled 'Mail Tracking Client Summary'. The table has the following columns: Account Id, Company Name, Job Cnt, Split Cnt, Total Mailed Qty, and Total Tracked Qty. The table contains the following data:


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

Updating Mail Date

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



Mail Tracking - Jobs - First Class Delivery Job													
Company	Job Id	Job Name	Job/Split Description	Type	Class	PT	ACS	ID	Mail Date	Mailed	Tracked	Scans	Scan %
 First Class Delivery Job	373121	Demonstration Mailing	Summer Mailing	O	F	L			06/25/21	10	10	0	0.00%

Displaying rows 1 to 1 of a total of 1 rows

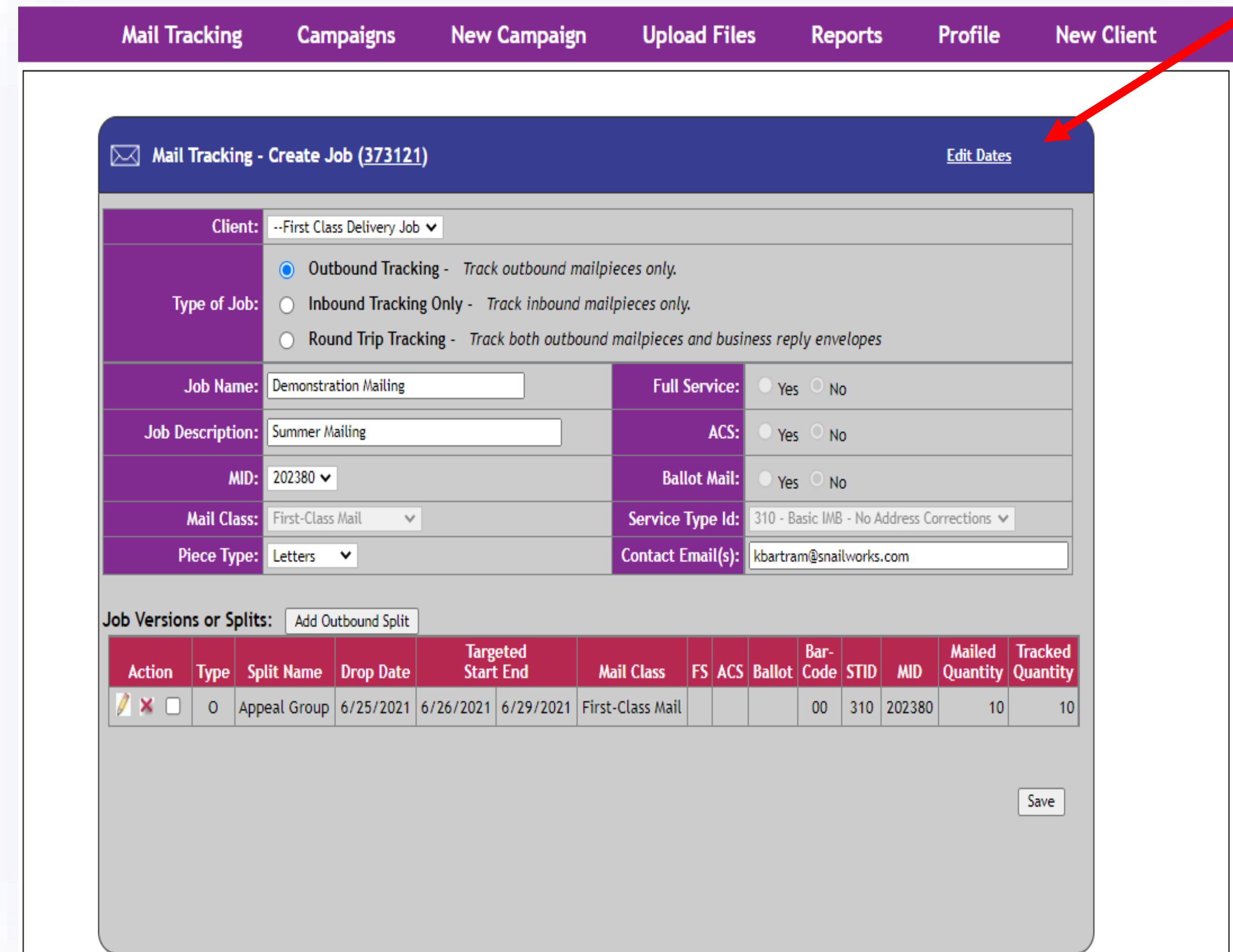
The pencil icon is your edit button throughout the SnailWorks website.



Updating An Existing Job

Updating Mail Date

Click on the Edit Dates link.



Mail Tracking Campaigns New Campaign Upload Files Reports Profile New Client

Mail Tracking - Create Job (373121) [Edit Dates](#)

Client: --First Class Delivery Job ▾

Type of Job:
 Outbound Tracking - Track outbound mailpieces only.
 Inbound Tracking Only - Track inbound mailpieces only.
 Round Trip Tracking - Track both outbound mailpieces and business reply envelopes

Job Name: Demonstration Mailing Full Service: Yes No



Job Description: Summer Mailing ACS: Yes No

MID: 202380 ▾ Ballot Mail: Yes No

Mail Class: First-Class Mail ▾ Service Type Id: 310 - Basic IWB - No Address Corrections ▾

Piece Type: Letters ▾ Contact Email(s): kbartram@snailworks.com

Job Versions or Splits: [Add Outbound Split](#)

Action	Type	Split Name	Drop Date	Targeted Start	Targeted End	Mail Class	FS	ACS	Ballot	Bar-Code	STID	MID	Mailed Quantity	Tracked Quantity
  <input type="checkbox"/>	O	Appeal Group	6/25/2021	6/26/2021	6/29/2021	First-Class Mail				00	310	202380	10	10

Save

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!



The screenshot shows the 'Mail Tracking - Edit Dates' interface. At the top, there is a navigation bar with links: Mail Tracking, Campaigns, New Campaign, Upload Files, Reports, Profile, and New Client. Below this, the main content area is titled 'Mail Tracking - Edit Dates'. It contains a form with the following fields:

- Client: First Class Delivery Job
- Job Name: Demonstration Mailing
- Job Description: Summer Mailing

Below the form is a table titled 'Job Versions or Splits':

Type	Split Name	Split Description	Drop Date	Targeted Start	Targeted End
0	Appeal Group		6/25/2021	6/26/2021	6/29/2021

At the bottom right of the form, there is a 'Save' button. Two red arrows point to the 'Drop Date' column and the 'Save' button.

Closing Reminder

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

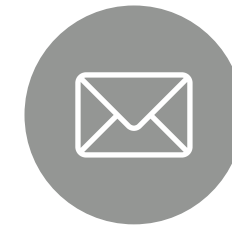


QUESTIONS?

We love to hear
from our clients!



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