



Introduction To Reports





Your SnailWorks account offers a variety of powerful and simple to use reports.



Introduction to Reports



On-Line Reports

While logged into your SnaiWorks account you have access to a variety of reports for each of your mail tracking jobs.



On Demand Reports

As you are viewing reports on-line you have the option to download, save and share reports directly from your mail tracking job.



Scheduled Reports

You have the option of scheduling reports to be delivered to yourself and others in advance using the reports tab on your main dashboard.



Viewing Reports On-Line

When opening a mail tracking job one of the SnailWorks reports will display by default – this is setup in your account settings.

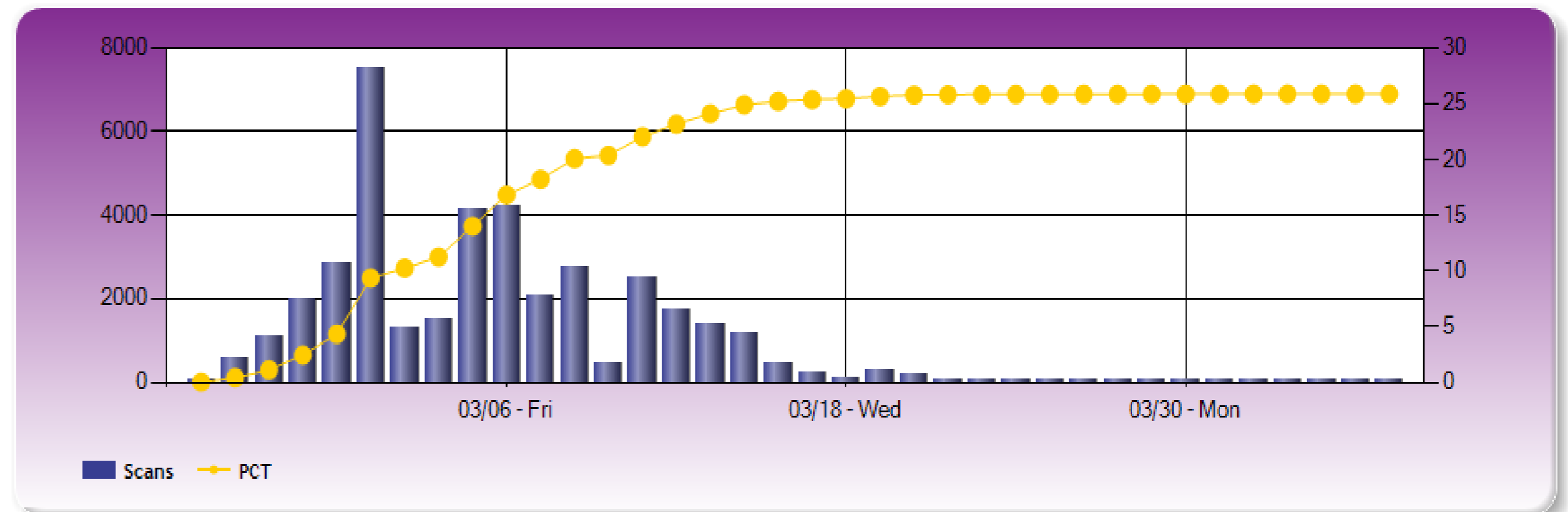
Additional reports are accessed through the drop down menus at the top of the page.

Mail Tracking - Job Summary

Scan Type: *Delivery Date Report Type: -- View By Date

Company:	Demonstration Account / The Mailing Group	Estimated Qty:	150,000	Date Created:	2/6/2020
Job Id/Name:	(258666) 2020 Primary	Tracked Qty:	150,000	Campaign:	
Description:		Mail Class:	Multiple	Effort:	
Split Id/Name:	All Splits	Piece Type:	Letter	Total Scans:	0
Split Description:	Multiple	First Drop Date:	2/7/2020	Total Scan Pct:	0.00% - *Delivery Date

Scanned Mailpiece Counts by Delivery Date

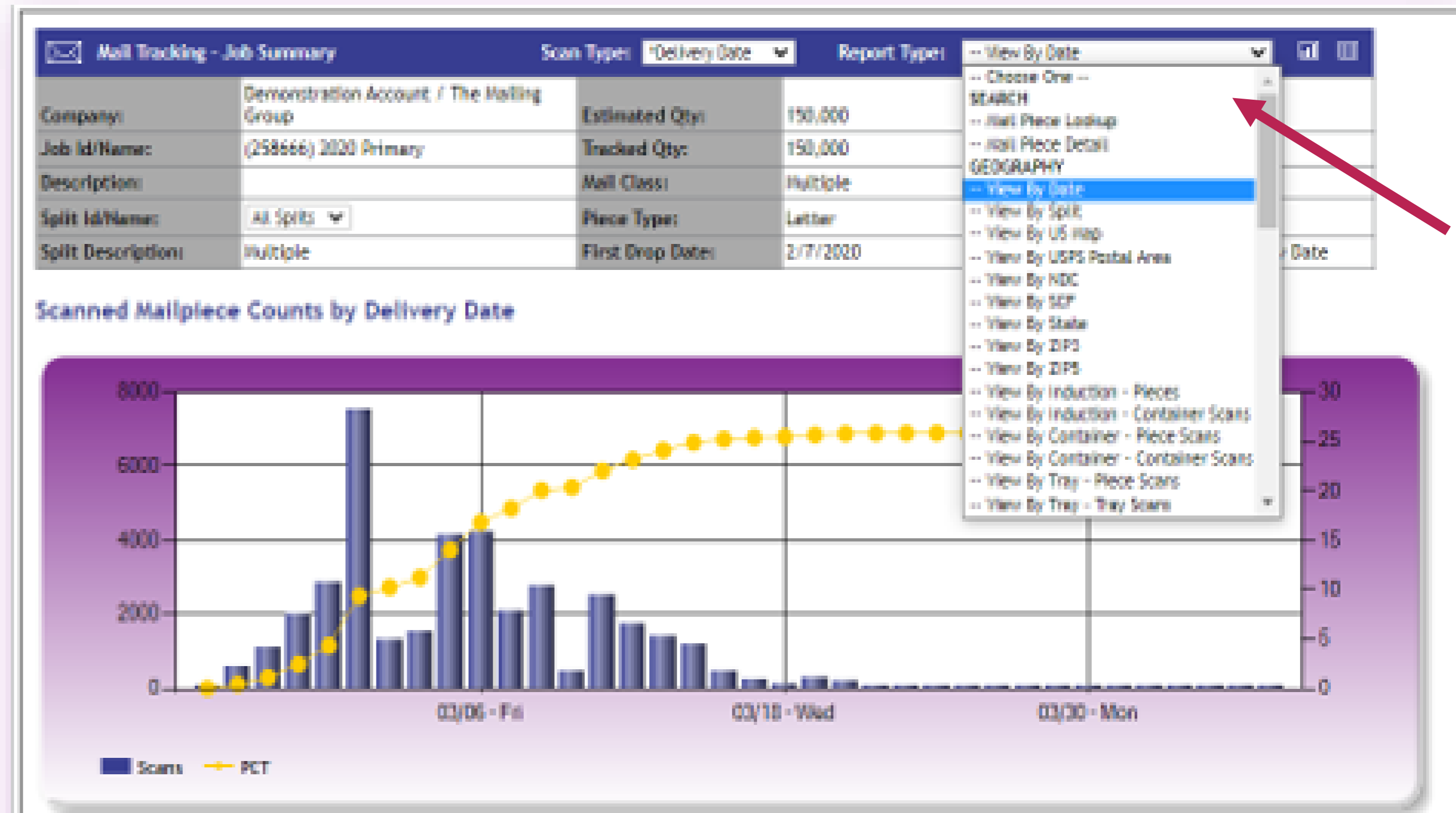


Scanned Mailpiece Counts by Delivery Date

Date	Scan Count	Cumulative Total	Cumulative %	Elapsed Days
2020/02/25 - Tue	16	16	0.01	18
2020/02/26 - Wed	568	584	0.39	19
2020/02/27 - Thu	1,085	1,669	1.11	20
2020/02/28 - Fri	1,987	3,656	2.44	21
2020/02/29 - Sat	2,927	6,583	4.39	22
2020/03/01 - Sun	3,867	10,450	7.03	23
2020/03/02 - Mon	4,807	15,257	10.13	24
2020/03/03 - Tue	5,747	20,999	14.00	25
2020/03/04 - Wed	6,687	27,686	18.40	26
2020/03/05 - Thu	7,627	35,313	23.54	27
2020/03/06 - Fri	8,567	43,880	29.05	28
2020/03/07 - Sat	7,607	51,487	34.10	29
2020/03/08 - Sun	6,647	58,134	39.00	30
2020/03/09 - Mon	5,687	63,821	42.55	31
2020/03/10 - Tue	4,727	68,548	45.70	32
2020/03/11 - Wed	3,767	72,315	47.95	33
2020/03/12 - Thu	2,807	75,122	50.08	34
2020/03/13 - Fri	1,847	76,969	51.31	35
2020/03/14 - Sat	887	77,856	51.83	36
2020/03/15 - Sun	37	77,893	51.86	37
2020/03/16 - Mon	0	77,893	51.86	38
2020/03/17 - Tue	0	77,893	51.86	39
2020/03/18 - Wed	0	77,893	51.86	40
2020/03/19 - Thu	0	77,893	51.86	41
2020/03/20 - Fri	0	77,893	51.86	42
2020/03/21 - Sat	0	77,893	51.86	43
2020/03/22 - Sun	0	77,893	51.86	44
2020/03/23 - Mon	0	77,893	51.86	45
2020/03/24 - Tue	0	77,893	51.86	46
2020/03/25 - Wed	0	77,893	51.86	47
2020/03/26 - Thu	0	77,893	51.86	48
2020/03/27 - Fri	0	77,893	51.86	49
2020/03/28 - Sat	0	77,893	51.86	50
2020/03/29 - Sun	0	77,893	51.86	51
2020/03/30 - Mon	0	77,893	51.86	52

Viewing Reports On-Line

Reports are organized by category. You may view your job by geography, delivery performance as well as search for specific records and access reporting for ACS and Informed Delivery.



Scanned Mailpiece Counts by Delivery Date				
Date	Scan Count	Cumulative Total	Cumulative %	Elapsed Days
2020/02/25 - Tue	16	16	0.01	18
2020/02/26 - Wed	568	584	0.29	19
2020/02/27 - Thu	1,085	1,669	1.11	20
2020/02/28 - Fri	4,987	6,656	5.44	21



On Demand Reports

On Demand Reports are accessed by **Clicking** on the reports icon while viewing any report.

Mail Tracking - Job Summary

Scan Type: *Delivery Date | Report Type: -- View By Date

Company:	Demonstration Account / The Mailing Group	Estimated Qty:	50,000	Date Created:	3/12/2020
Job Id/Name:	(266506) Primary Round 2	Tracked Qty:	50,000	Campaign:	
Description:		Mail Class:	First-Class Mail	Effort:	
Split Id/Name:	outbound	Piece Type:	Letter	Total Scans:	14,258
Split Description:	outbound	Drop Date:	3/12/2020	Total Scan Pct:	28.52% - *Delivery Date

Scanned Mailpiece Counts by Delivery Date

Date	Scan Count	Cumulative Total	Cumulative %	Elapsed Days
2020/03/16 - Mon	10,857	10,857	21.71	4
2020/03/17 - Tue	2,665	13,522	27.04	5



On Demand Reports

Select the format you would like to save your report and Click the go button.

Mail Tracking Campaigns New Campaign Upload Files Reports New Client Admin

Mail Tracking - Job Summary Scan Type: *Delivery Date Report Type: -- Barcode Lookup

Company:	Demonstration Account / The Mailing Group	Estimated Qty:	150,000	Date Created:	2/6/2020
Job Id/Name:	(258666) 2020 Primary	Tracked Qty:	150,000	Campaign:	
Description:		Mail Class:	Multiple	Effort:	
Split Id/Name:	All Splits	Piece Type:	Letter	Total Scans:	0
Split Description:	Multiple	First Drop Date:	2/7/2020	Total Scan Pct:	0.00% - *Delivery Date

Download Options

- HTML
- Excel - formatted
- Excel - data only
- PDF

Go Cancel

Planned Mailpiece Counts by Delivery Date

Scanned Mailpiece Counts by Delivery Date

Date	Scan Count	Cumulative Total	Cumulative %	Elapsed Days
2020/02/25 - Tue	16	16	0.01	18
2020/02/26 - Wed	568	584	0.39	19



Introduction to Reports

SELECT DEFAULT REPORT

VIEWED REPORTS MAY BE SAVED

REPORTS MAY BE SCHEDULED

DEFAULT OPENING REPORT

You are able to select your favorite report to display when opening a job. This is set –up in your account settings – your SnailWorks representative can assist you with setting up.

ON-DEMAND REPORTS

As you are viewing a job you have the ability to save reports right from the job you are viewing.

SCHEDULED REPORTS

Reports may be scheduled to be delivered via email to you and your clients – view the tutorial [Introduction to Scheduled Reports](#) for more details.

QUESTIONS?

We love to hear
from our clients!



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