



# HOW TO UPLOAD AND VIEW AN IMAGE OF YOUR MAILING





# WHICH MAIL PIECE WAS THIS?

## THE MAIL PIECE IMAGE FEATURE

Have you ever been reviewing your mail tracking results for a job from a year ago and wondered, “What did my mail piece look like for this mailing”?

Maybe you have a current mailing with multiple test panels and would like to be reminded which lift note was used in Package B.

SnailWorks can help with our Mail Piece Image Feature.

You can now add an image of your mail piece, so you never have to wonder again.



# ***ADDING AN IMAGE OF YOUR MAIL PIECE***

**1**

## **WHEN CREATING A JOB**

If you are creating your tracking job manually from the SnailWorks website, you may include an image of your mail piece as the job is created.

**2**

## **AFTER THE JOB IS CREATED**


You may add an image of your mail piece after the job is created simply by editing your tracking job from the SnailWorks website.



# MAIL PIECE IMAGE FEATURE

Locate the job you would like to add the mail piece image to.

Click on the pencil icon to the left of the tracking job.



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Mail Tracking - Jobs - Debra Test

\*Delivery Date

		Company	Job Id	Job Name	Job/Split Description	Type	Class	PT	ACS	ID	QR	Mail Date	Mailed	Tracked	Scans	Scan %
		Debra Test	910195	Dummy QR Test for Snowball	TEST	O	F	L			Y	07/01/25	4	4	0	0.00%
		Debra Test	908671	1319-0525		O	MM	L				06/24/25	5	5	0	0.00%
		Debra Test	883875	Test Name	Test Description	O	MM	L			Y	05/23/25	13	13	0	0.00%
		Debra Test	863354	Test		O	MM	L				03/28/25	9,930	9,930	0	0.00%
		Debra Test	801846	Text test 20241031		O	MM	L				11/08/24	4	4	0	0.00%


Displaying rows 1 to 5 of a total of 5 rows





# MAIL PIECE IMAGE FEATURE

**Click** the pencil icon next to the split you wish to add your image to (you may have a different image for each split).

 Mail Tracking - Create Job (881152)

[Edit Dates](#)

--Choose--

Client: 

SnailWorks

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: 

TaylorBatchTest1

Job Description:

MID: 

105551

Mail Class: 

First-Class Mail

Piece Type: 

Letters

Full Service: 

☐ Yes ☒ No

ACS: 

☐ Yes ☒ No

Election Mail: 

☐ N/A ☐ Ballot ☐ Political

Service Type Id: 









270 - Full Service IMB - No Address Corrections


Contact Email(s): 

tstoltzfus@snailworks.com

Job Versions or Splits: 

Add Outbound Split

Action	Type	Split Name	Drop Date	Targeted Start	Targeted End	Mail Class	FS	ACS	Election	Bar-Code	STID	MID	Mailed Quantity	Tracked Quantity
<div>   </div>	O	Default	4/15/2025	4/16/2025	4/19/2025	First-Class Mail	Y			00	270	105551	1	1
<div>   </div>	O	test2	6/25/2025	6/26/2025	6/29/2025	First-Class Mail	Y			00	270	105551	1	1



Save

# MAIL PIECE IMAGE *FEATURE*

**Click** the Choose File button to browse to the mail piece image on your local computer. The file name of your image will now display. Click the save button to be returned to the job's main screen.

The screenshot shows a web application window titled "Mail Tracking - Create Split or Version". The form is divided into two main sections: "Split - Required Fields" and "Split - Optional Fields".

**Split - Required Fields:**

- Job Name: Test
- Type of Split: Outbound
- Split Name: Default
- Description:
- Mail Class: Marketing Mail
- Piece Type: Letters
- MID: 105551
- Full Service: ☐ Yes ☒ No
- Election Mail: ☐ N/A ☐ Ballot ☐ Political
- ACS: ☐ Yes ☒ No
- Barcode Id: 00
- Service Type Id: 271 - Full Service IMB - No Address Corrections
- Mailed Qty: 9,930
- Tracked Qty: 9,930
- Mail Drop Date: 3/28/2025
- Tracking End Date: (use only for external)

**Split - Optional Fields:**

- Return Zip+4: [9-digits, no hyph]
- Targeted Delivery Date - Start: 4/2/2025
- Targeted Delivery Date - End: 4/9/2025
- Campaign / Effort: -- Choose Campaign/Effort --
- Vendor Assignment: -- Choose One --
- Informed Delivery: ☐ Yes ☒ No
- Mail Piece Image: Choose File No file chosen

A red circle highlights the "Mail Piece Image" field in the "Split - Optional Fields" section. Another red circle highlights the "Mail Piece Image" field in the "Split - Required Fields" section, which is currently displaying "Agency.png".

At the bottom right, there are "Save" and "Cancel" buttons. A small speaker icon is also visible.

# MAIL PIECE IMAGE FEATURE

**View** images from your Job dashboard. Click on the camera icon to see the picture of your mail piece.

			Debra Test	883875	Test Name	Test Description	O	MM	L			Y	05/23/25	13	13	0	0.00%
					Split Name 1	Split Desc 1	O	MM	L				05/23/25	5	5	0	0.00%
					Split Name 2	Split Desc 2	O	MM	L			Y	05/30/25	8	8	0	0.00%
			Debra Test	863354	Test		O	MM	L				03/28/25	9,930	9,930	0	0.00%
			Debra Test	801846	Text test 20241031		O	MM	L				11/08/24	4	4	0	0.00%

Displaying rows 1 to 5 of a total of 5 rows

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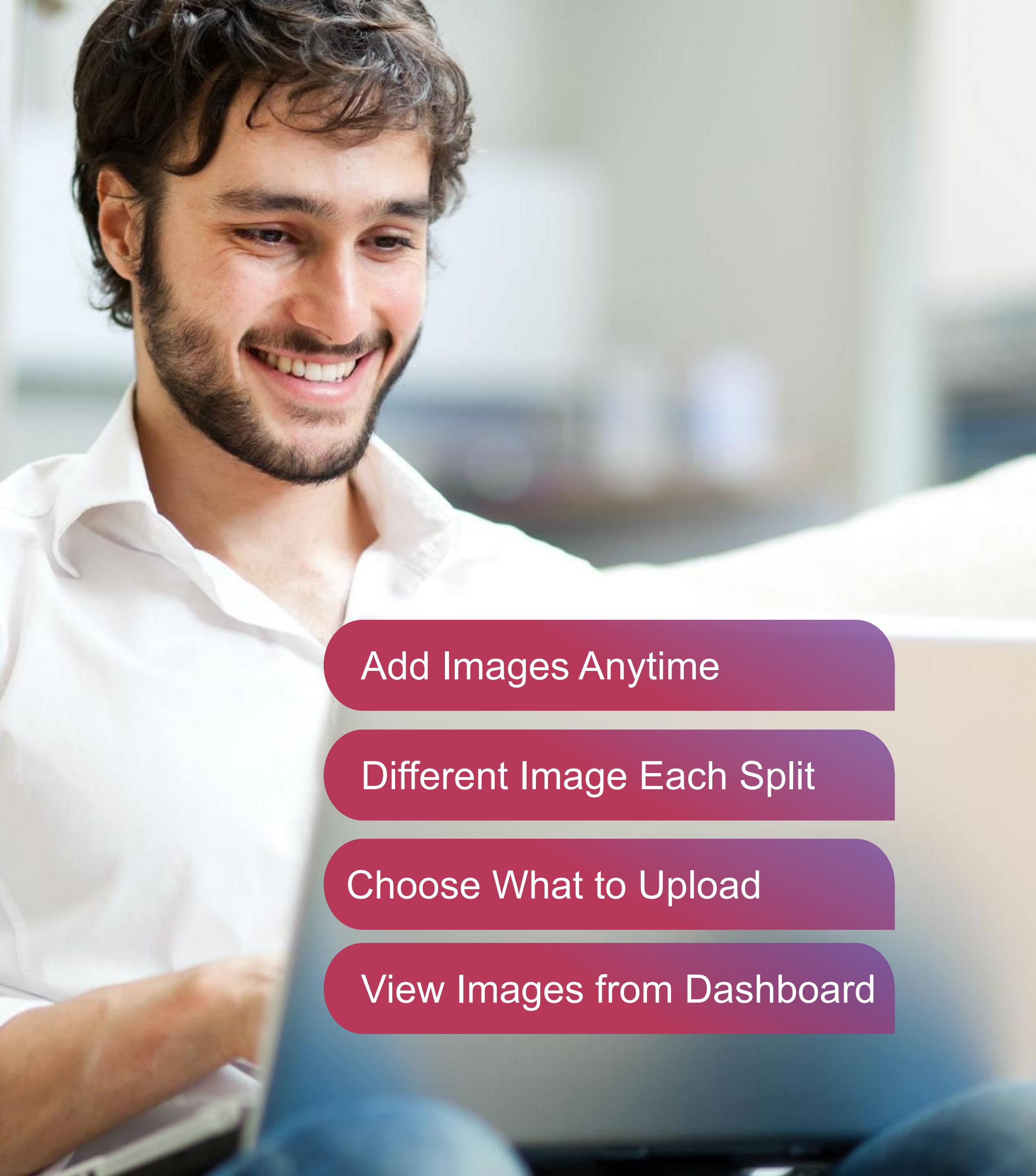
Create ID  
campaigns

STANDARD RATE  
US POSTAGE  
PAID









Add Images Anytime

Different Image Each Split

Choose What to Upload

View Images from Dashboard

# MAIL PIECE IMAGE

Know What Your Mailing Looked Like

SnailWorks will allow you to upload and review an image of your mail piece. Since you can upload a different image for each split, you can be strategic about the image you select – pick the one that is most meaningful to you and your clients.

Never wonder what the creative was for the mailing you are viewing!



# QUESTIONS?

We love to hear  
from our clients!



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