SNAILWORKS™
Direct Mail Insights & Solutions

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

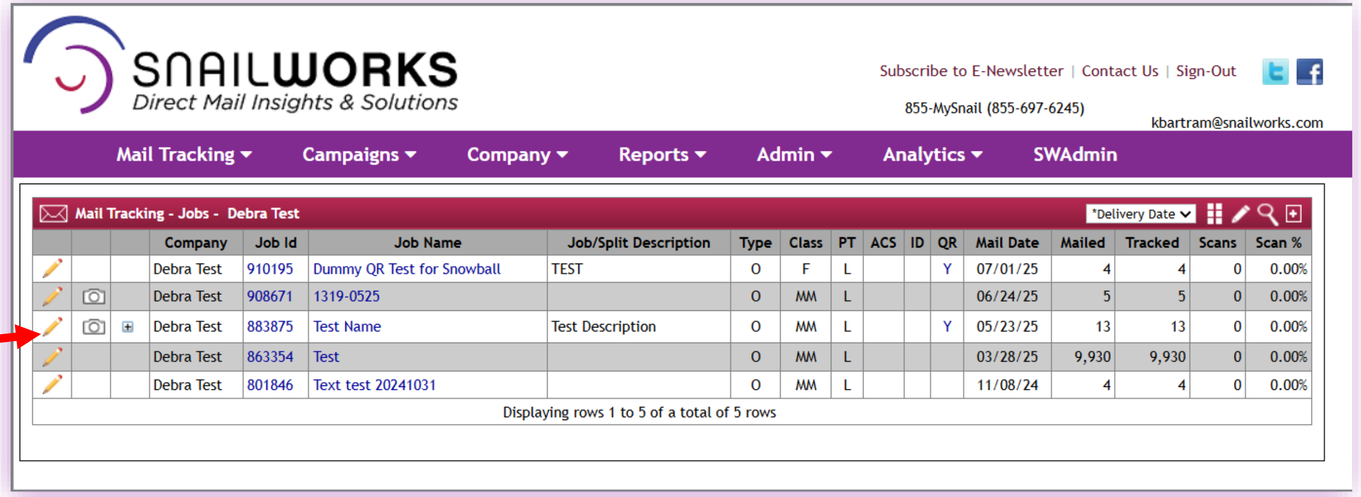
AFTER THE JOB IS CREATED

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*

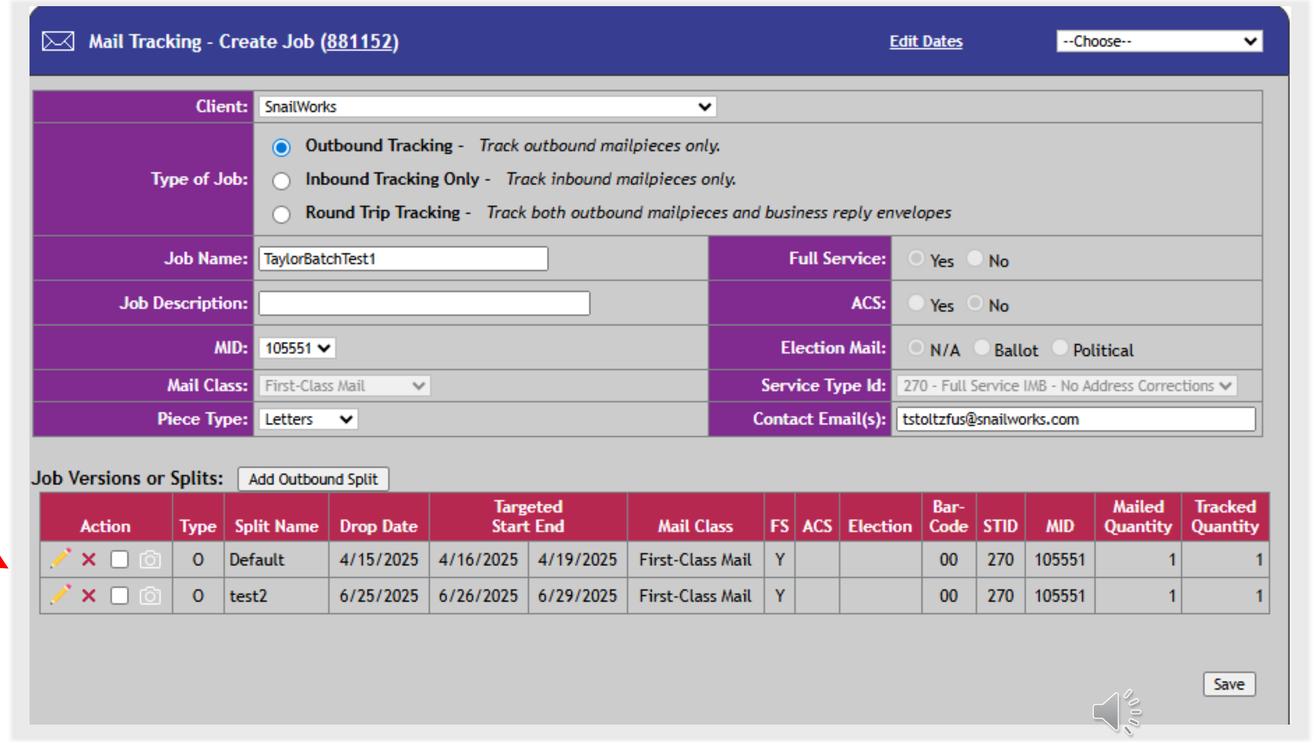
Locate the job you would like to add the mail piece image to.

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



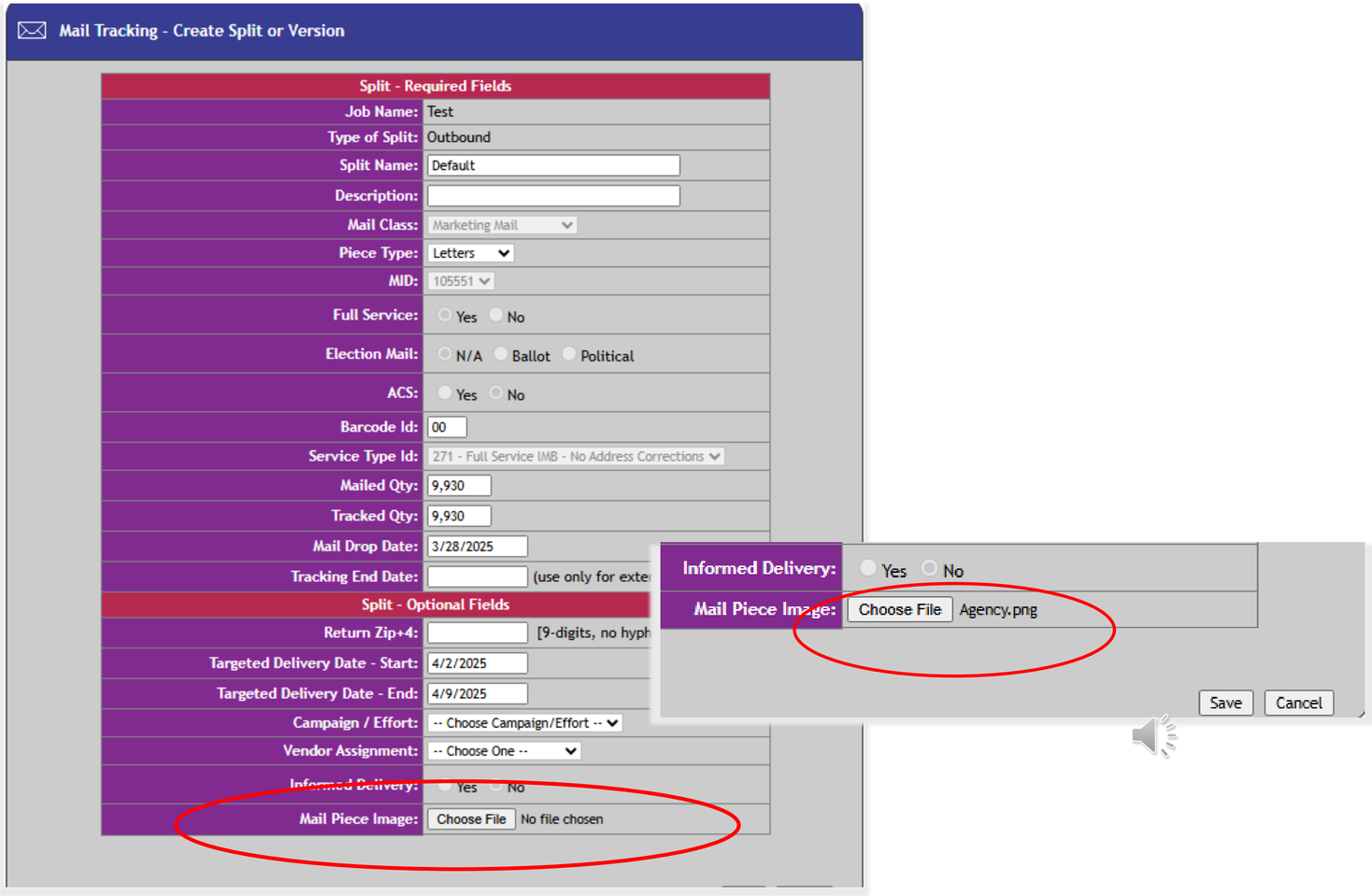
MAIL PIECE IMAGE *FEATURE*

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



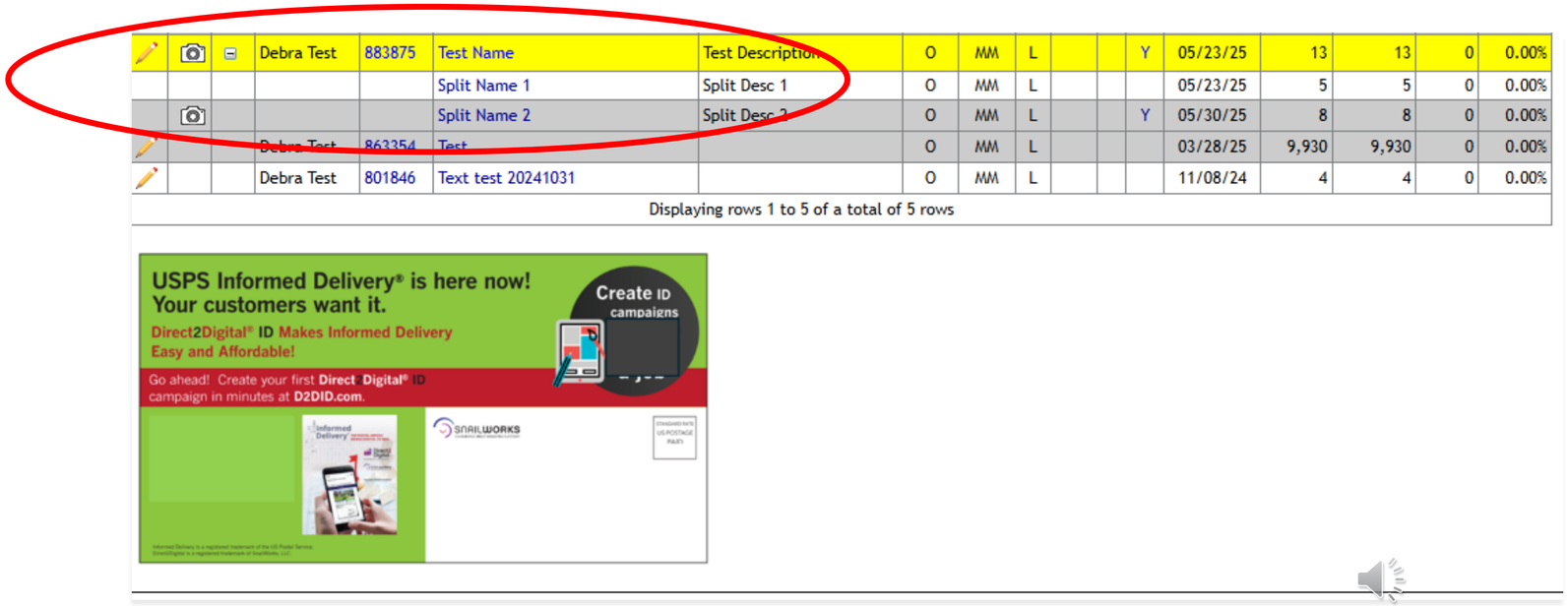
MAIL PIECE IMAGE *FEATURE*

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.



MAIL PIECE IMAGE *FEATURE*

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

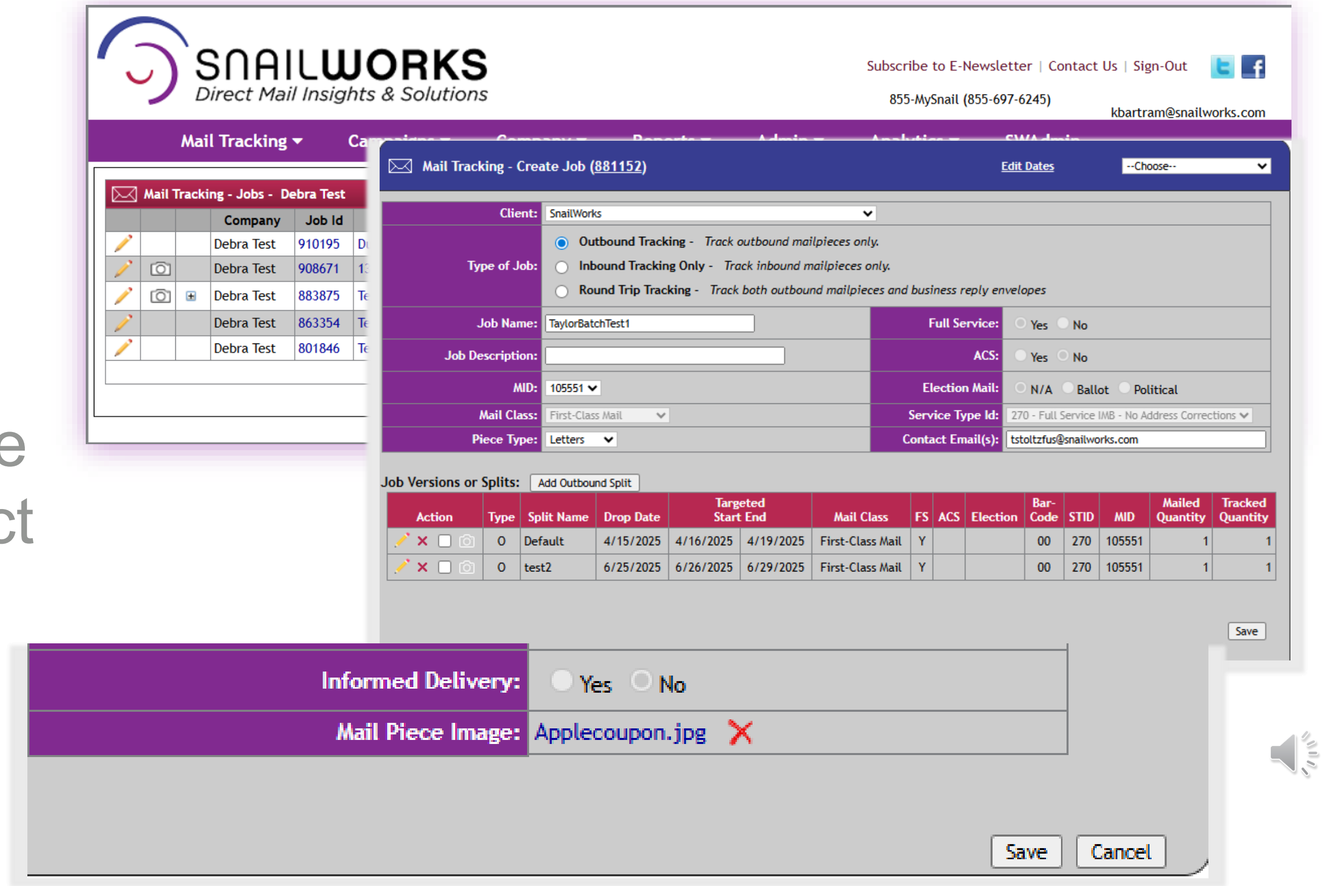


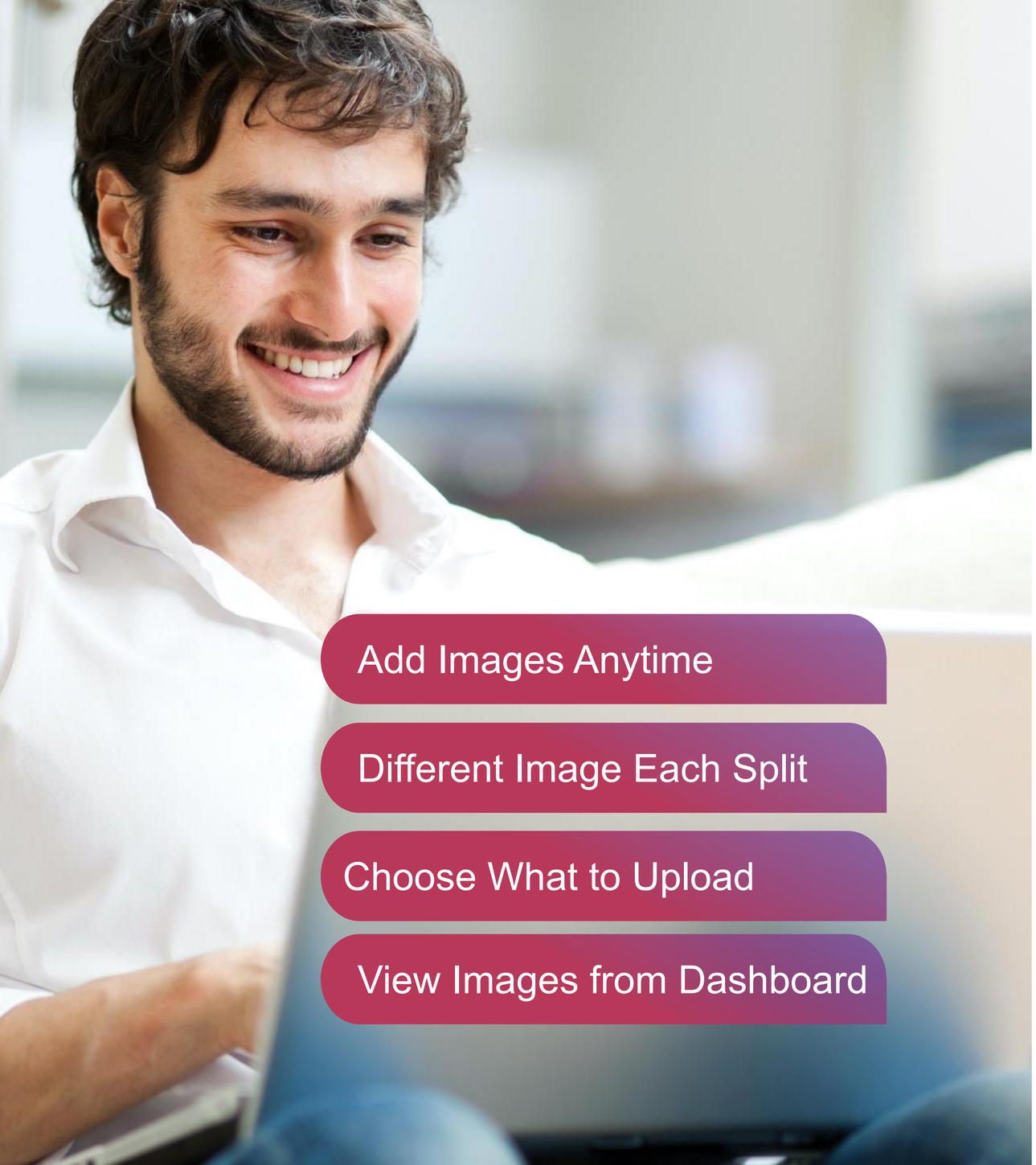
			Debra Test	883875	Test Name	Test Description	O	MM	L			Y	05/23/25	13	13	0	0.00%
					Split Name 1	Split Desc 1	O	MM	L				05/23/25	5	5	0	0.00%
					Split Name 2	Split Desc 2	O	MM	L			Y	05/30/25	8	8	0	0.00%
			Debra Test	863354	Test		O	MM	L				03/28/25	9,930	9,930	0	0.00%
			Debra Test	801846	Text test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

Displaying rows 1 to 5 of a total of 5 rows

CHANGE OR REMOVE MAIL PIECE *IMAGE*

Click the red X to remove the previously uploaded image. You may now click the Choose File button to select the correct image from your computer.





- 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!

SNAILWORKS
Direct Mail Insights & Solutions

customerservice@snailworks.com

Phone: 855-697-6245

PO Box 528
Frederick, MD 21701

snailworks.com