

## 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<sup>™</sup> 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!

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# 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

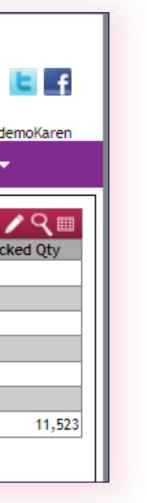
Summary reporting by User Defined Fields or codes.

## **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.

Direct Mail In	Sights & Sol	<b>KS</b> lutions		Contact Us (855-697-624	act Us   Sign-Out 97-6245)		
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The Catalog Company	11205	Standard Rate Account					
The Mailing Group	15921	The Catalog Company	Create	New R	eport		
UG Meeting 23	13810	The Mailing Group					
Demo Account	18663	UG Meeting 23		3	3	11,52	3







### **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.

	New Report Request	
Report Data Schedule Deliver	y Method	
	Report Selection	
hoose one from available Report types		
- Job Summary	- Job Performance	- Event & Exception
<ul> <li>View By Date</li> <li>View By Postal Area</li> <li>View By Split</li> <li>View By NDC</li> <li>View By State</li> <li>View By SCF</li> <li>View By Zip3</li> <li>View By Zip5</li> <li>Induction Point</li> <li>View By IM Container Barcode</li> </ul>	<ul> <li>Performance Report</li> <li>Performance By Postal Area</li> <li>Performance By NDC</li> <li>Performance By SCF</li> <li>Performance By State</li> <li>Performance By Zip3</li> <li>Performance By Zip5</li> <li>Performance By Split</li> <li>Not Tracked to Delivery</li> </ul>	<ul> <li>Late Delivery Exception Report</li> <li>Your/Mail Notification</li> <li>ACS</li> <li>ACS Data Export - COA &amp; Nixie files</li> <li>ACS Data Export - Combined</li> <li>ACS Job Summary</li> <li>ACS Job Summary By Userdefined</li> </ul>
O View By IM Tray Barcode	- Postal Performance	- Inbound
○ View By Userdefined1 ○ View By Userdefined2 ○ View By Userdefined3 ○ View By Map	<ul> <li>Postal Performance</li> <li>Postal Performance By Postal Area</li> <li>Postal Performace By Split</li> </ul>	O Inbound Tracking Detail O Inbound By PieceID
O Flash Report	O Postal Performance By NDC	- Informed Delivery
	O Postal Performance By SCF	O ID Campaign Summary
• Job Detail OMail Piece Detail OUSPS Raw Scans	Postal Performance By State     Postal Performance By Zip3     Postal Performance By Zip5	ID Campaign Detail     Informed Delivery Data     ID Daily Summary
O IMBQC		
*	- Logistics Scans	- Billing
Multi-Job	O Logistics Scans by Induction Point	- Billing
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O Vendor Compliance		- Seamless
		O Undocumented Details O Undocumented Summary
Report Name:	ACS Data Export	
Report Description:	ACS Data Export - Includes two files (COA and Nixe	ie records)
		Next





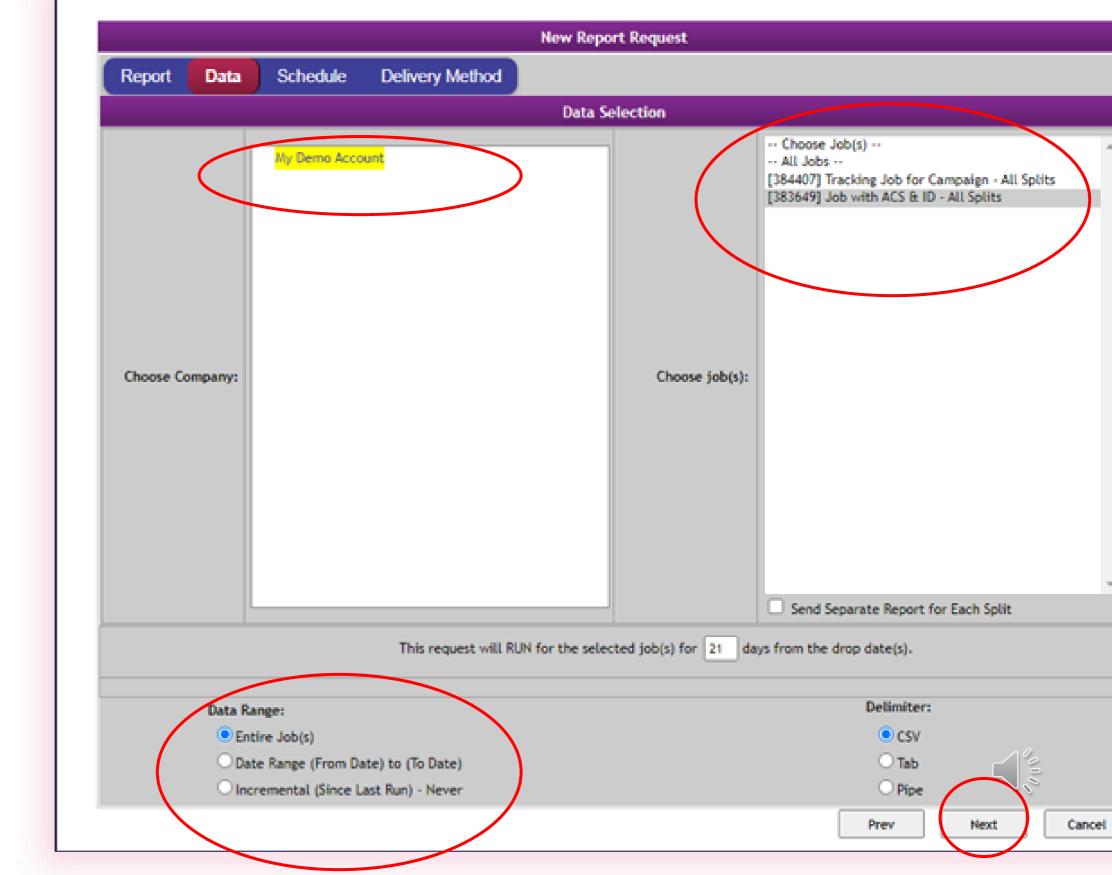
## **SCHEDULING THE ACS EXPORT REPORTS**

### 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.



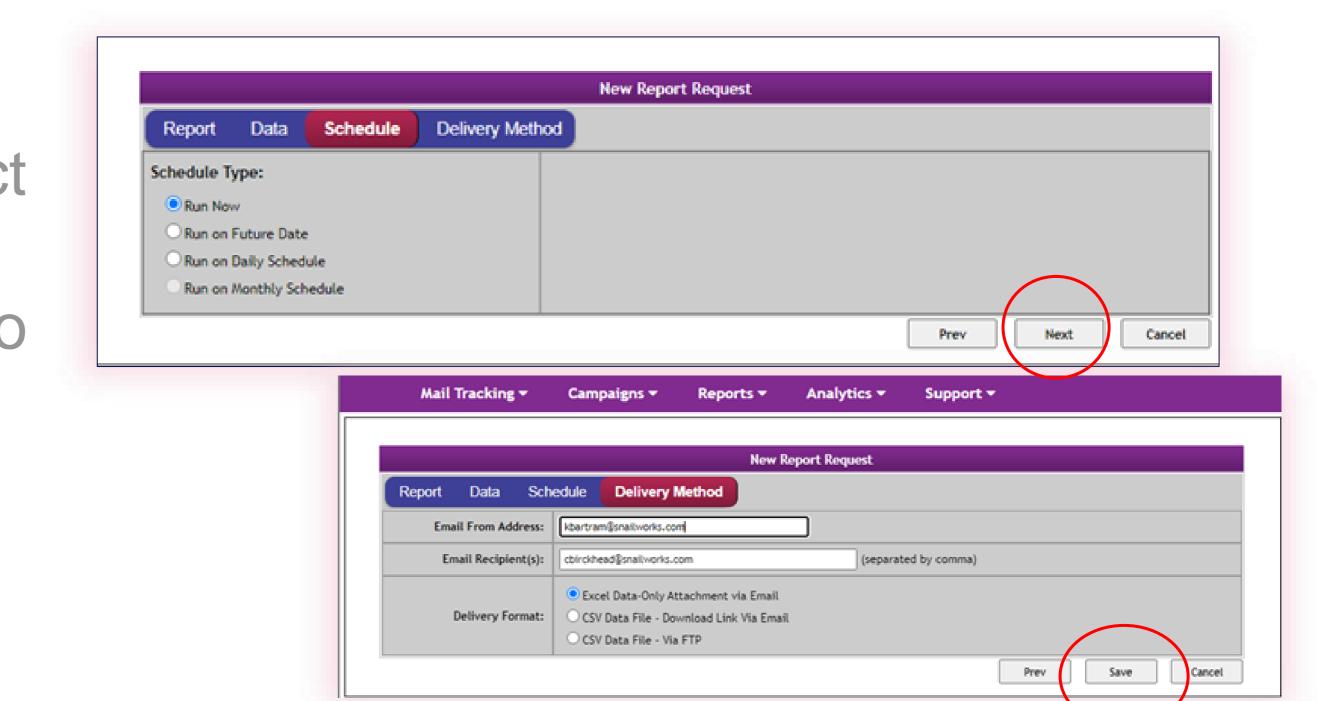






### **SCHEDULING THE ACS EXPORT REPORTS**

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.



	Ne	w Report Request		
Report Data Scho	edule Delivery Method			
Email From Address:	kbartram@snaitworks.com			
Email Recipient(s):	cbirckhead@snailworks.com	(separated by comma)		
Delivery Format:	Excel Data-Only Attachment via Em     CSV Data File - Download Link Via E     CSV Data File - Via FTP			
			Prev	Save





## **DATA EXPORT REPORTS**

**Both reports** provide easy to download files including details from your mailing file. The combined report includes all fields for Nixies, Address Changes and Secure Destruction records.

ecord 4	Count: 65,77	10				ACS Data - Undefiver	able Pieces				
NO	Serial Number	Del Cede	Deliverability Hemage	Postal Service Site Id	Curt H	Fame	Street	City	State	Zip	Postset
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05851	54834258	Q	Not deliverable as addressed unable to forward florwarding order expired	061	0014028	Arnold J. Witghe, Jt.	34 Union PL Apr. 410	Harthard	ст	06103	0610334123
05451	340034411	q	Not deliverable as addressed usable to furnand fornanting order expirest	061	0014211	Neyara N. Estractine	2 Park PL Apt. 24E	Netter	cr	06106	0610032194
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05831	845844751	Q	Not detiveryatio as addressed unable to torward-forwarding order expired.	061	0023811	Kristen Trans	3 Park-roods Dr.	Harwich.	cr	06360	9636675240
05851	543544295	A	Atlampted, set known	041	10503811	Robert Hartingeno	63 Washington St. Apl. 3	Harwish	CT	06360	0636050340
05851	84885,3928	Q	Not deliverable as addressed unable to forward forwarding order expired	061	0033688	Ryan Achienera	89 Caritage Crissing LA.	Middletown	ст	06457	06-0758308
05851	845854150	Q	Not deliverable as addressed unable to forward forwarding order expired	-061	0033910	Susaine Red	16 Bridgewater Ave.	Milford	cı	05460	0646059111
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#### Standard Data Export

#### **Combined Data Export**

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### SCHEDULING THE ACS JOB SUMMARY REPORTS

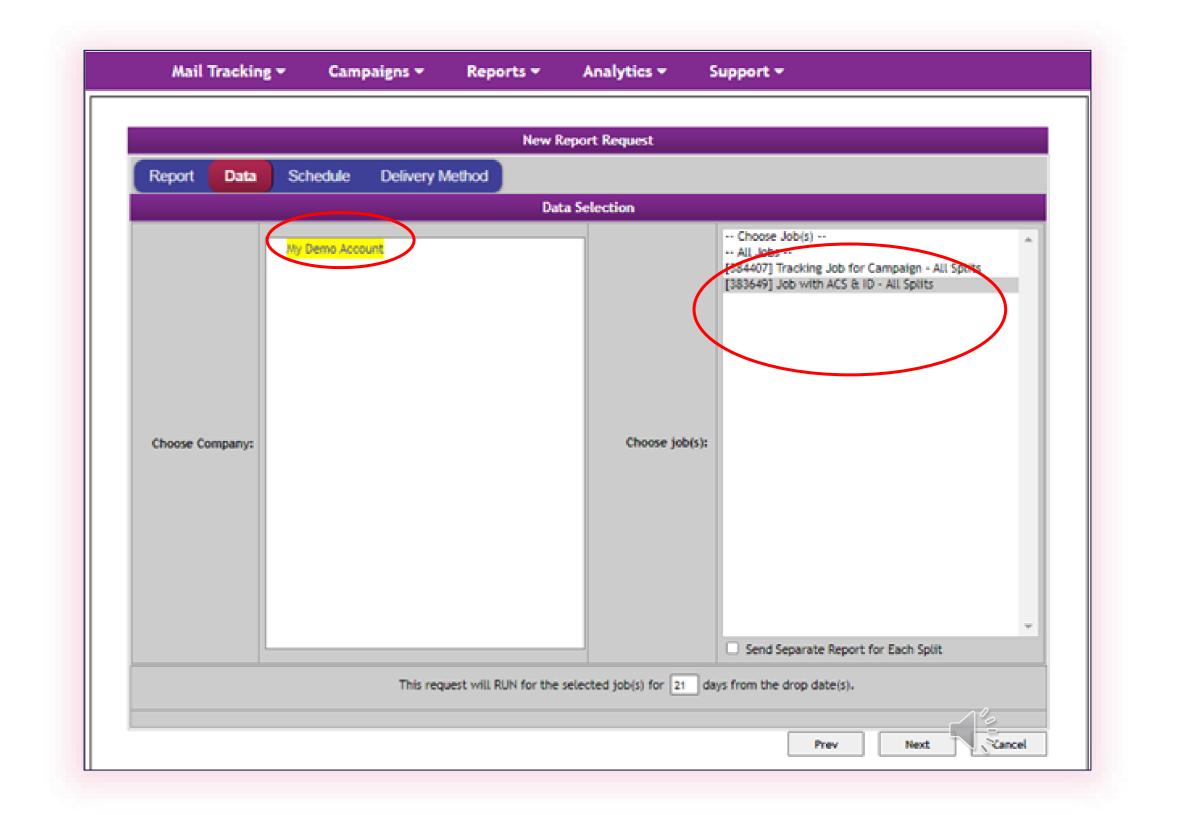
### Select the Job Summary report to run, edit the report name to what is most meaningful to you and your client and click next.

	New F	leport Request	
Report Data Schedule Delivery	Method		
	Rep	ort Selection	
Choose one from available Report types			
- Job Summary	- Job Performance	16 - C	- Event & Exception
<ul> <li>View By Date</li> <li>View By Postal Area</li> <li>View By Split</li> <li>View By NDC</li> <li>View By State</li> <li>View By SCF</li> <li>View By Zip3</li> <li>View By Zip5</li> <li>Induction Point</li> <li>View By IM Container Barcode</li> </ul>	Performance Repo     Performance By P     Performance By N     Performance By Si     Performance By Si     Performance By Zi     Performance By Zi     Performance By Zi     Performance By Si     Not Tracked to De	ostal Area DC CF sate ip3 ip5 slit	<ul> <li>Late Delivery Exception Report</li> <li>YourMail Notification</li> </ul> ACS Data Export - COA & Nixie files <ul> <li>ACS Data Export - Combined</li> <li>ACS Job Summary</li> <li>ACS Job Summary By Userdefined</li> </ul>
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View By Userdefined2 View By Userdefined3 View By Map Flash Report Job Detail Mail Piece Detail USPS Raw Scans	<ul> <li>Postal Performance</li> </ul>	e By Postal Area By Split e By NDC e By SCF e By State e By Zip3	<ul> <li>Inbound Tracking Detail</li> <li>Inbound By PiecelD</li> </ul> • Informed Delivery <ul> <li>ID Campaign Summary</li> <li>ID Campaign Detail</li> <li>Informed Delivery Data</li> <li>ID Daily Summary</li> </ul>
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Mutti-Job     Multi-Job Summary By Name     Multi-Job Summary By SCF     Daily Delivery Report	C Logistics Scans by HMCB Logs Logistics Scans by Container Summa HMTB Logs	Container	Billing     Monthly Invoice Detail     Unmatched Scans Sample     Monthly ID Billing Summary
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Report Name:	ACS Job Summary		
Report Description:		immary	
			Next



### SCHEDULING THE ACS JOB SUMMARY REPORTS

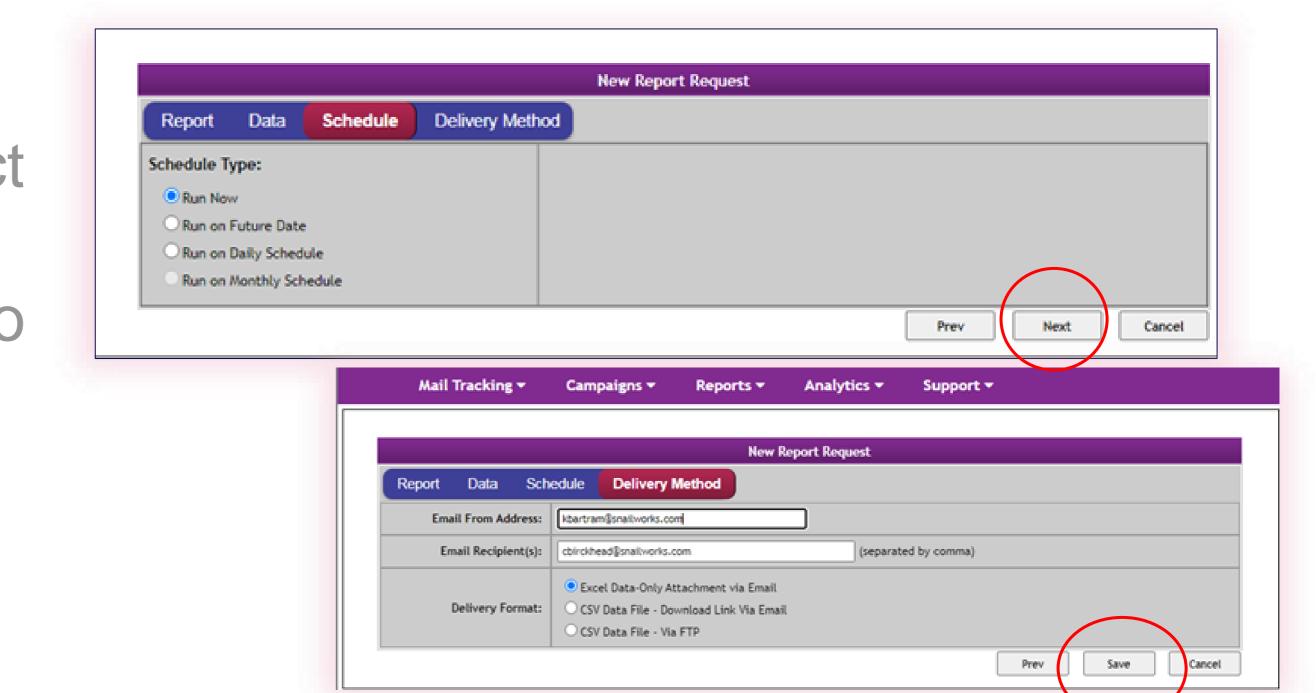
Select the jobs for reporting, on the left side you will select the account and on the right the job(s) you wish to include in your report – at the bottom click next.





### 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.



	New Report Req	quest.
Report Data Sch	cdule Delivery Method	
Email From Address:	kbartram@snailworks.com	
Email Recipient(s):	cbirckhead@snailworks.com	(separated by comma)
Delivery Format:	<ul> <li>Excel Data-Only Attachment via Email</li> <li>CSV Data File - Download Link Via Email</li> <li>CSV Data File - Via FTP</li> </ul>	
		Prev Save





## ACS SUMMARY REPORTS

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

Recor	d Count: 4				l.								
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
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
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
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
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.

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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customerservice@snailworks.com



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snailworks.com