Introduction To Reports

SNAILWORKS
Direct Mail Insights & Solutions

SNAILWORKS™
Direct Mail Insights & Solutions
Your SnailWorks account offers
a variety of powerful and
simple to use reports.

Introduction to Reports

On-Line Reports

While logged into your SnailWorks 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.

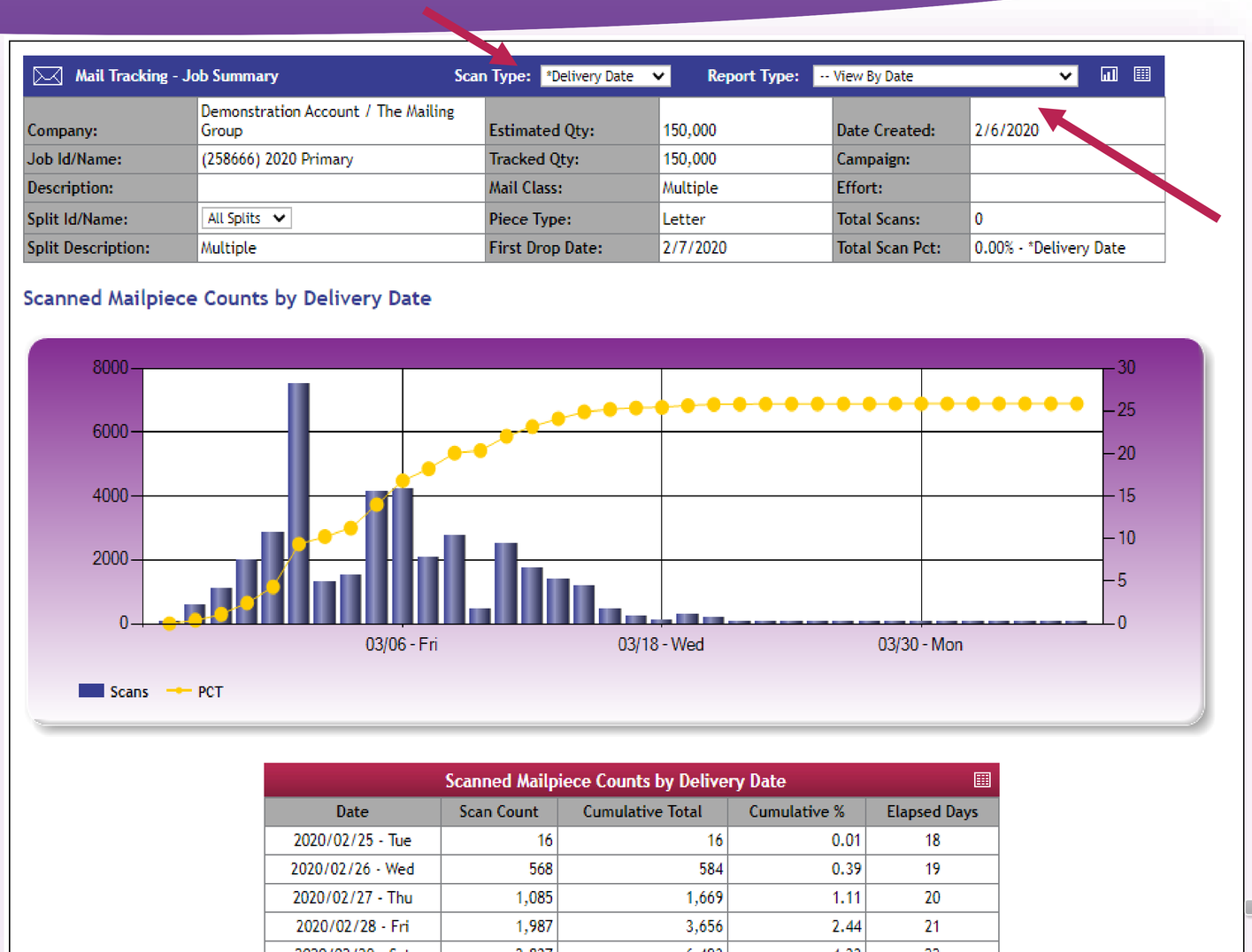
Scheduled Reports

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

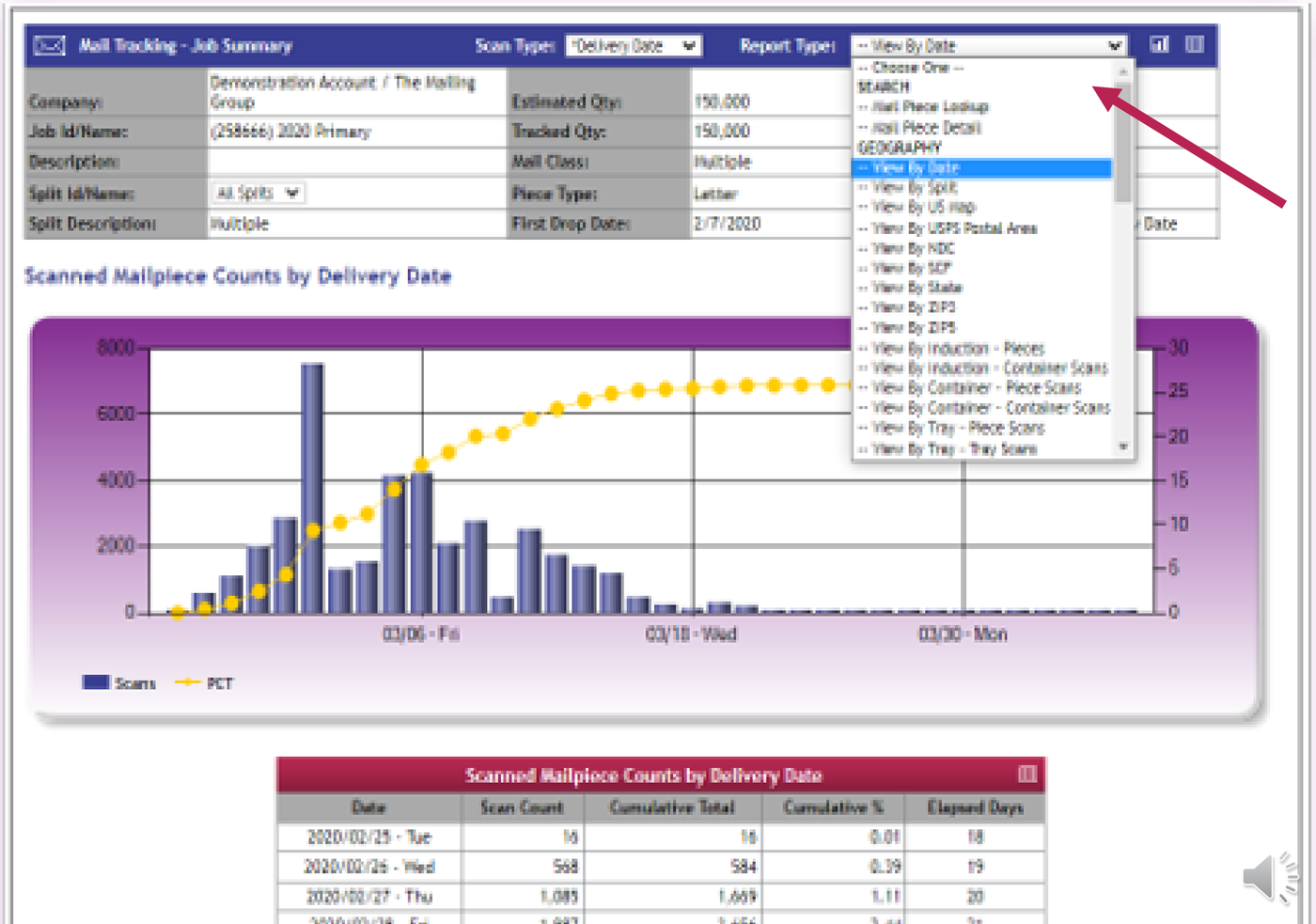
When opening a mail tracking job one of the SnailWorks reports will display by default – this is setup in your account settings.

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



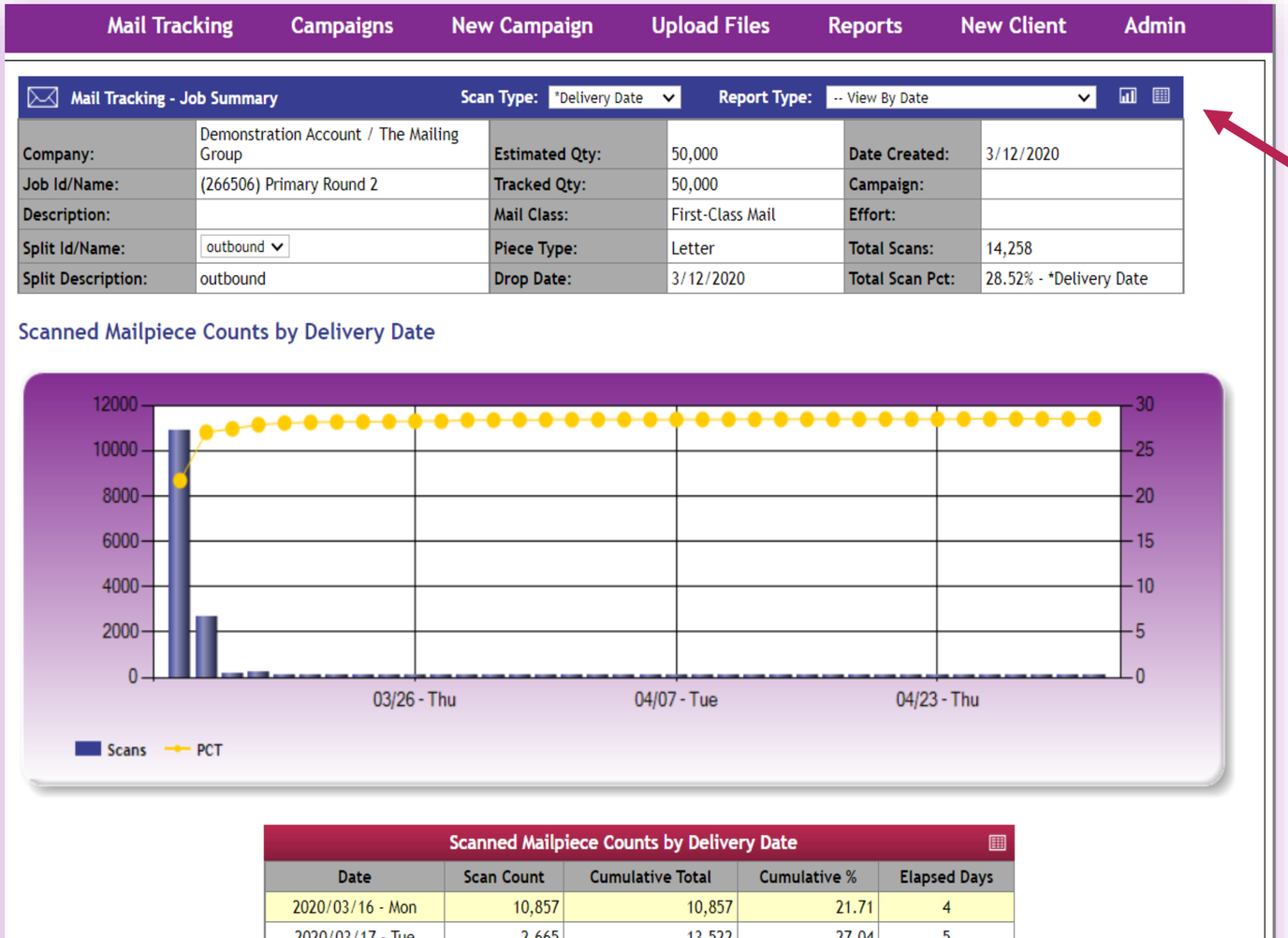
Viewing Reports On-Line

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.



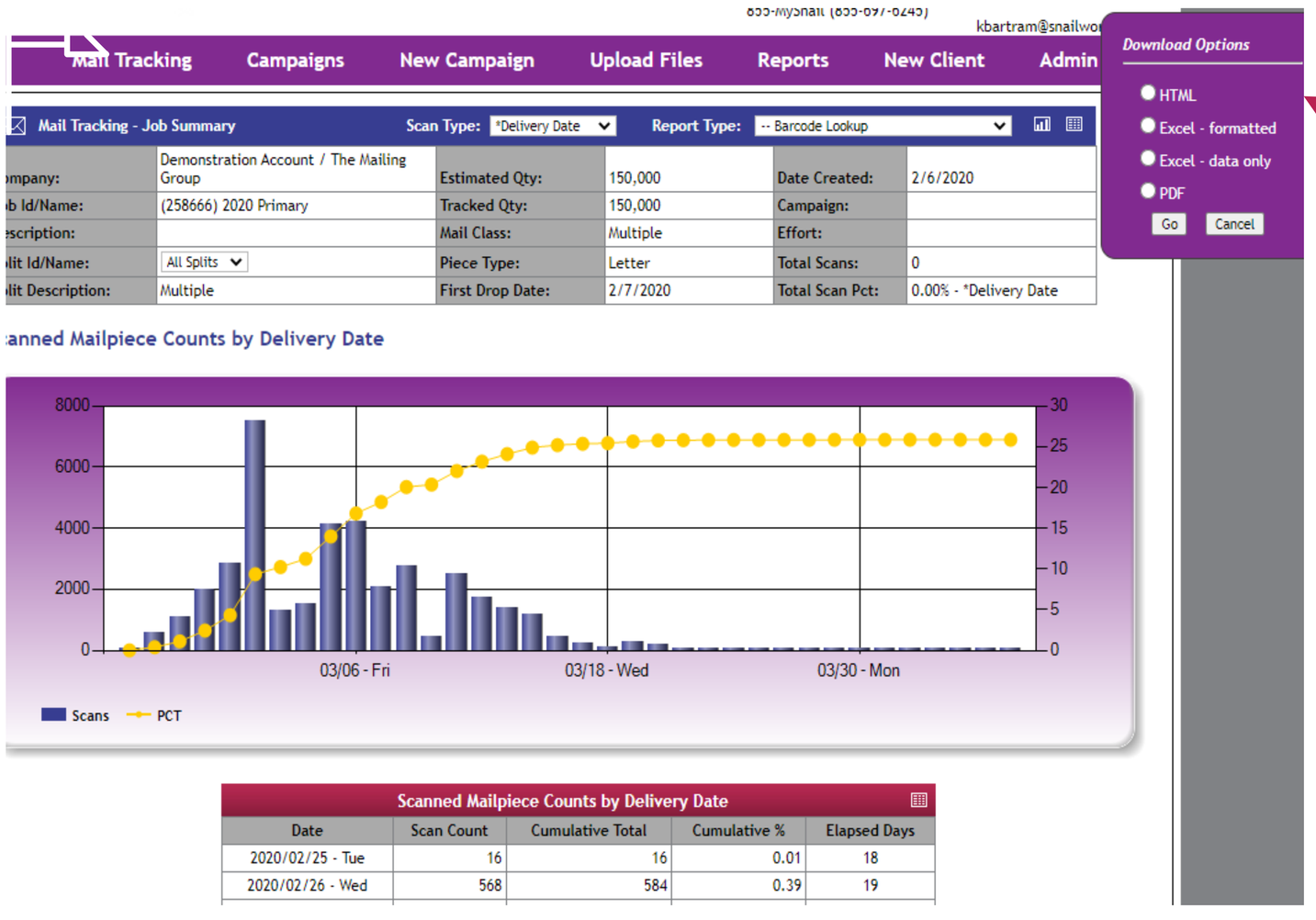
On Demand Reports

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



On Demand Reports

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



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 deliver via email to you and your clients – view the tutorial *Introduction to Scheduled Reports* for more details.

SNAILWORKS

QUESTIONS?

We love to hear from our clients!

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