NAPM

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Mailer Scorecard Email Subscriptions

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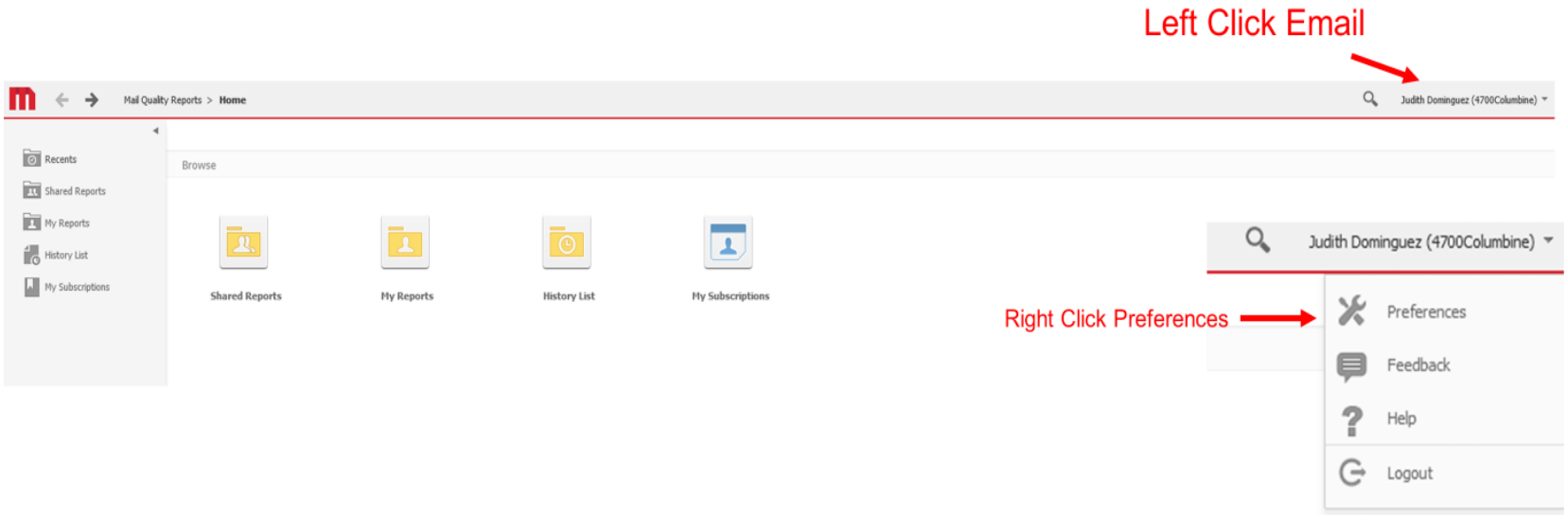
Mailer Scorecard Subscription - Set-Up Email Addresses in BCG



If you already have your email address set-up in the Business Customer Gateway - Go to Slide #6

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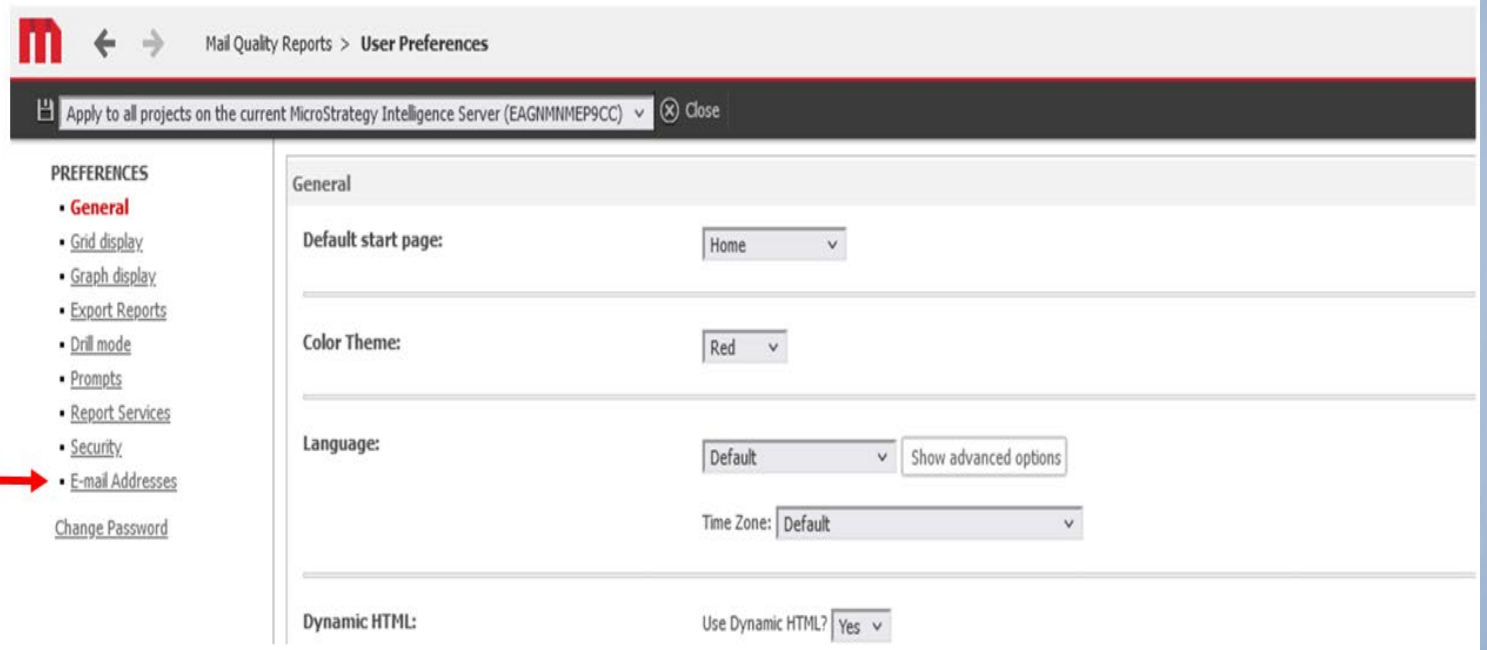
Mailer Scorecard Subscription - Set-Up Email addresses in BCG



Right Click Email Addresses

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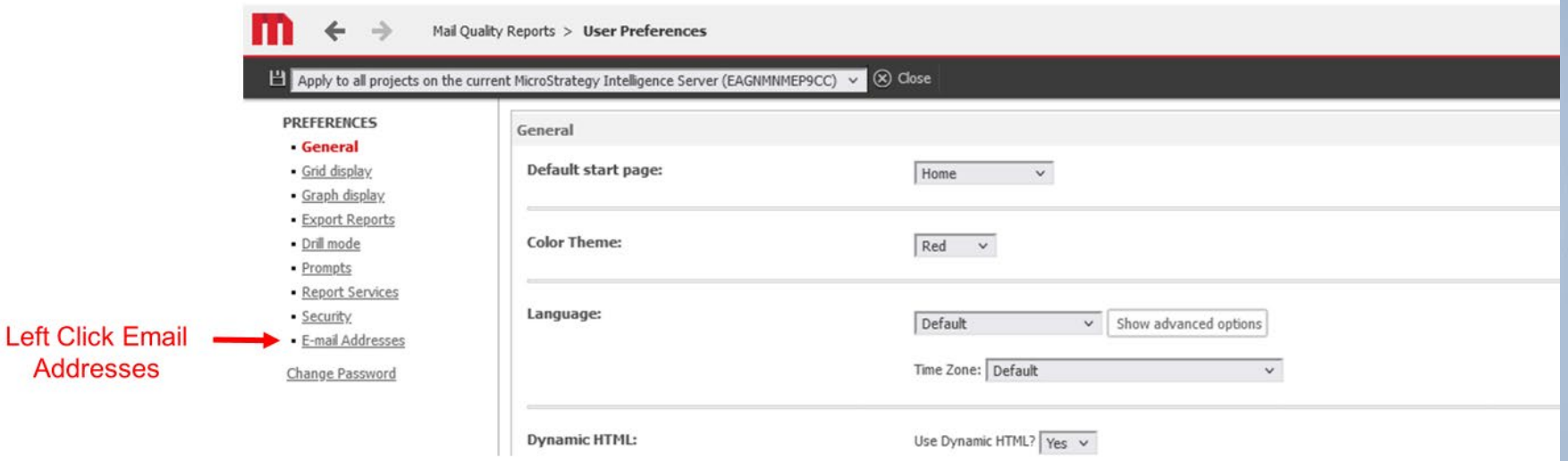
Mailer Scorecard Subscription - Set-Up Email addresses in BCG



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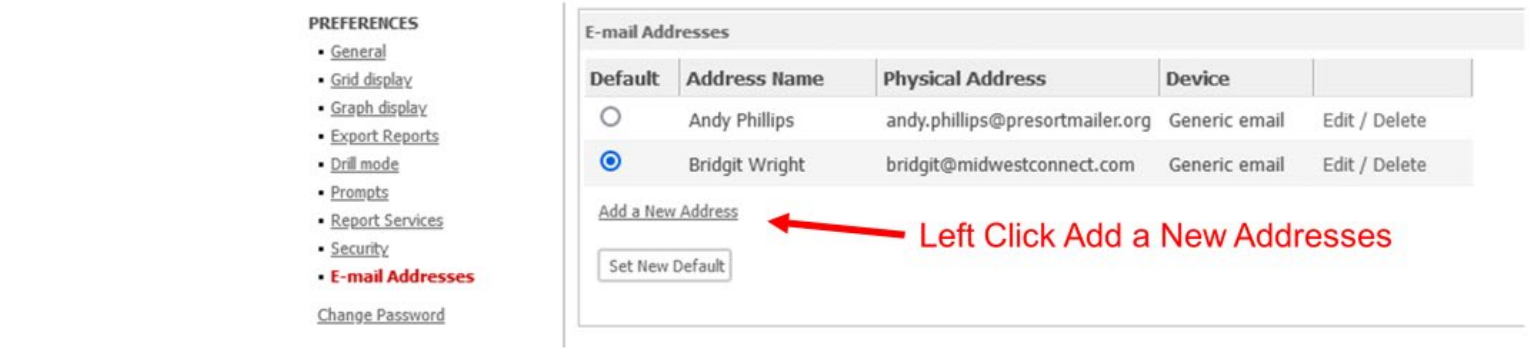
Mailer Scorecard Subscription - Set-Up Email addresses in BCG



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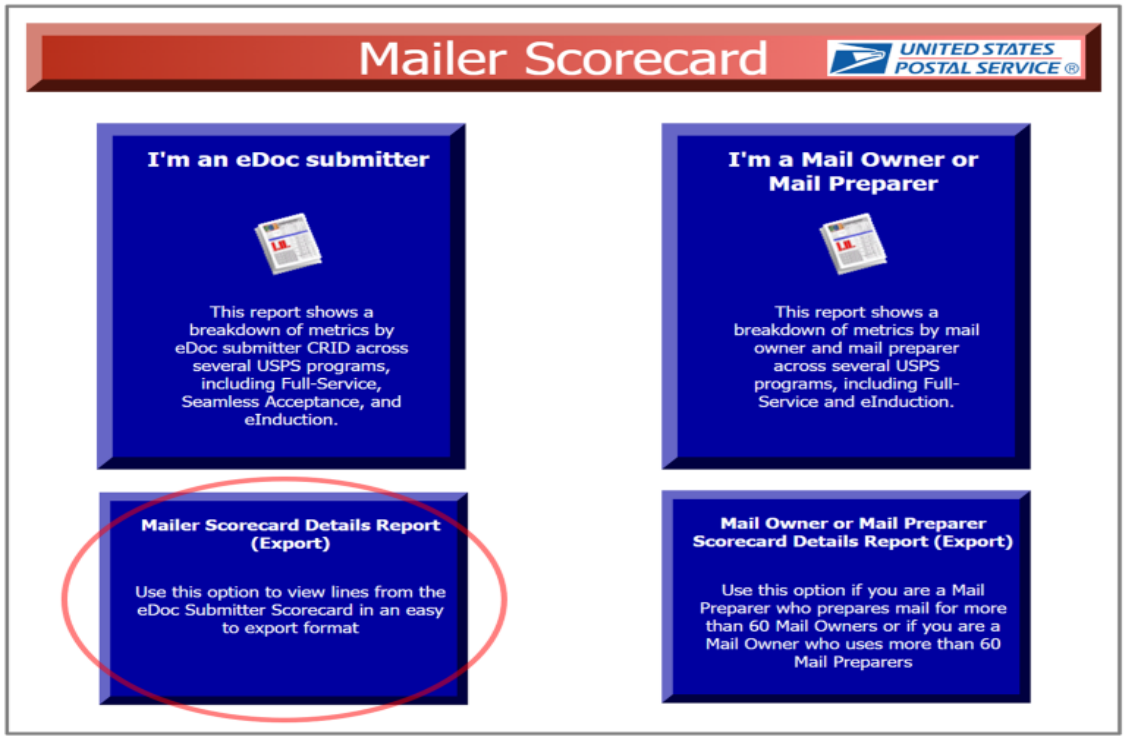
Mailer Scorecard Subscription Set-up

From the Mailer Scorecard landing page, select "Mailer Scorecard Details Report (Export)"



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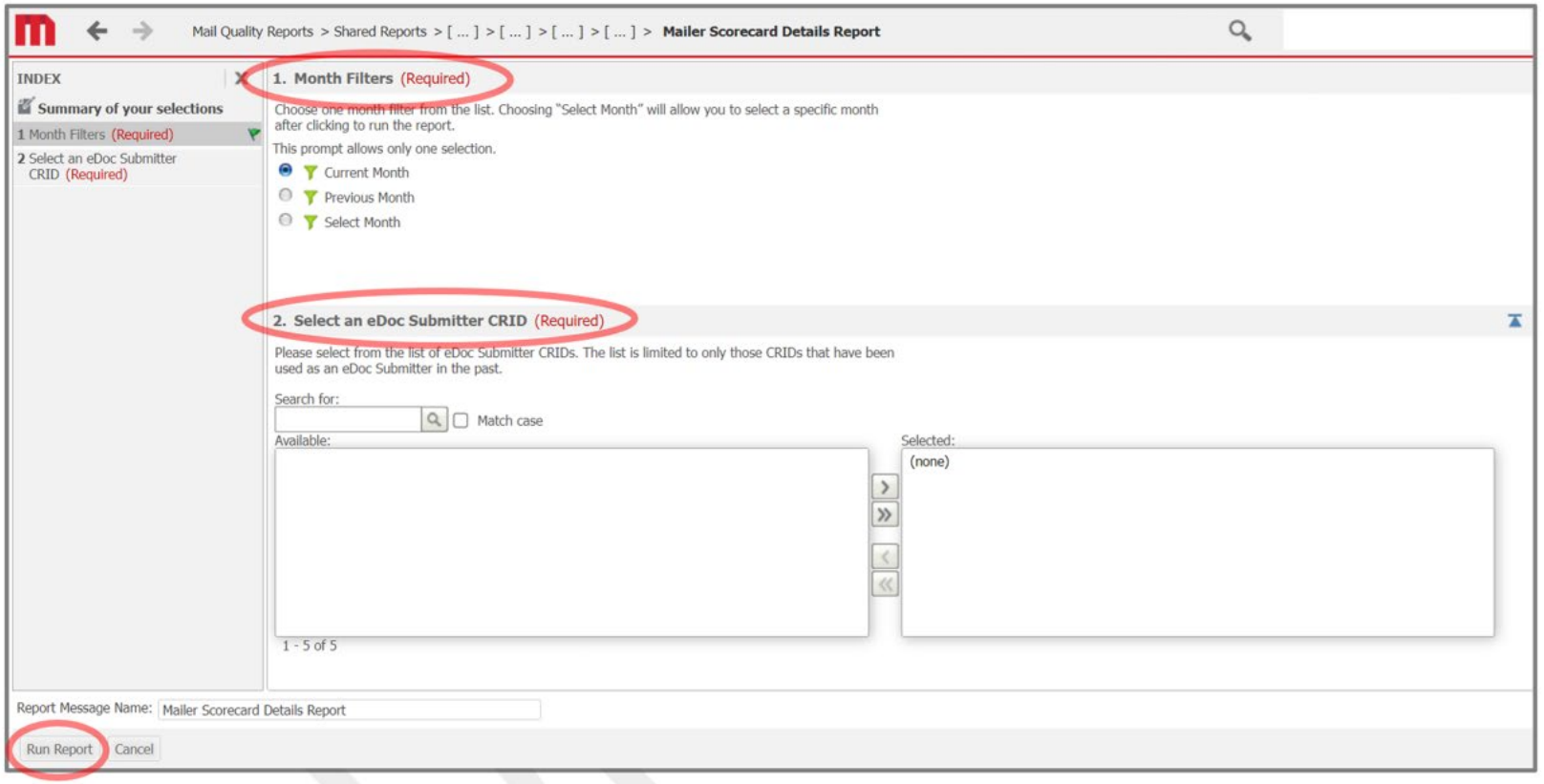
Mailer Scorecard Subscription Set-up

Select Report Options and click “Run Report”



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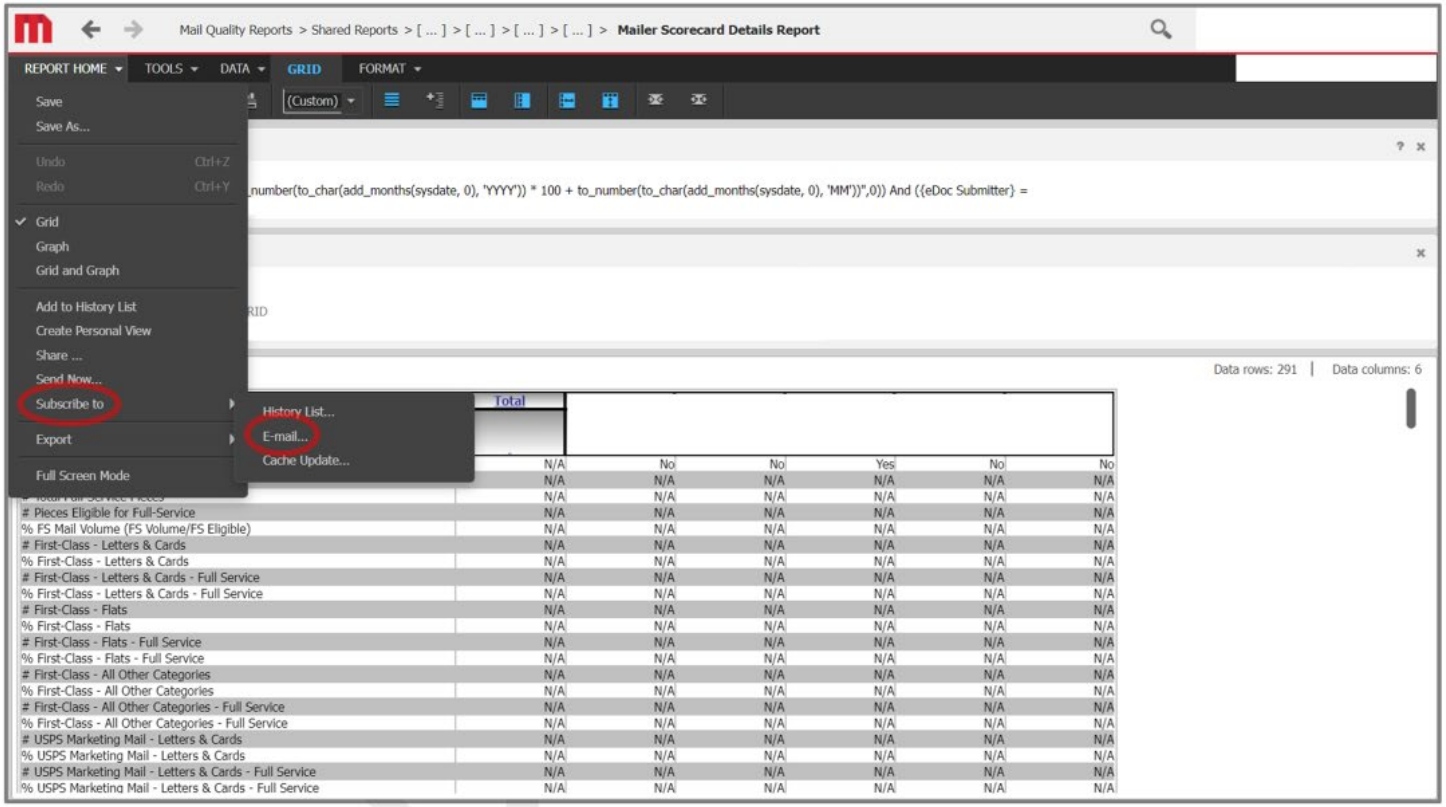
Mailer Scorecard Subscription Set-up

From the report display, select Report Home > Subscribe to > Email…



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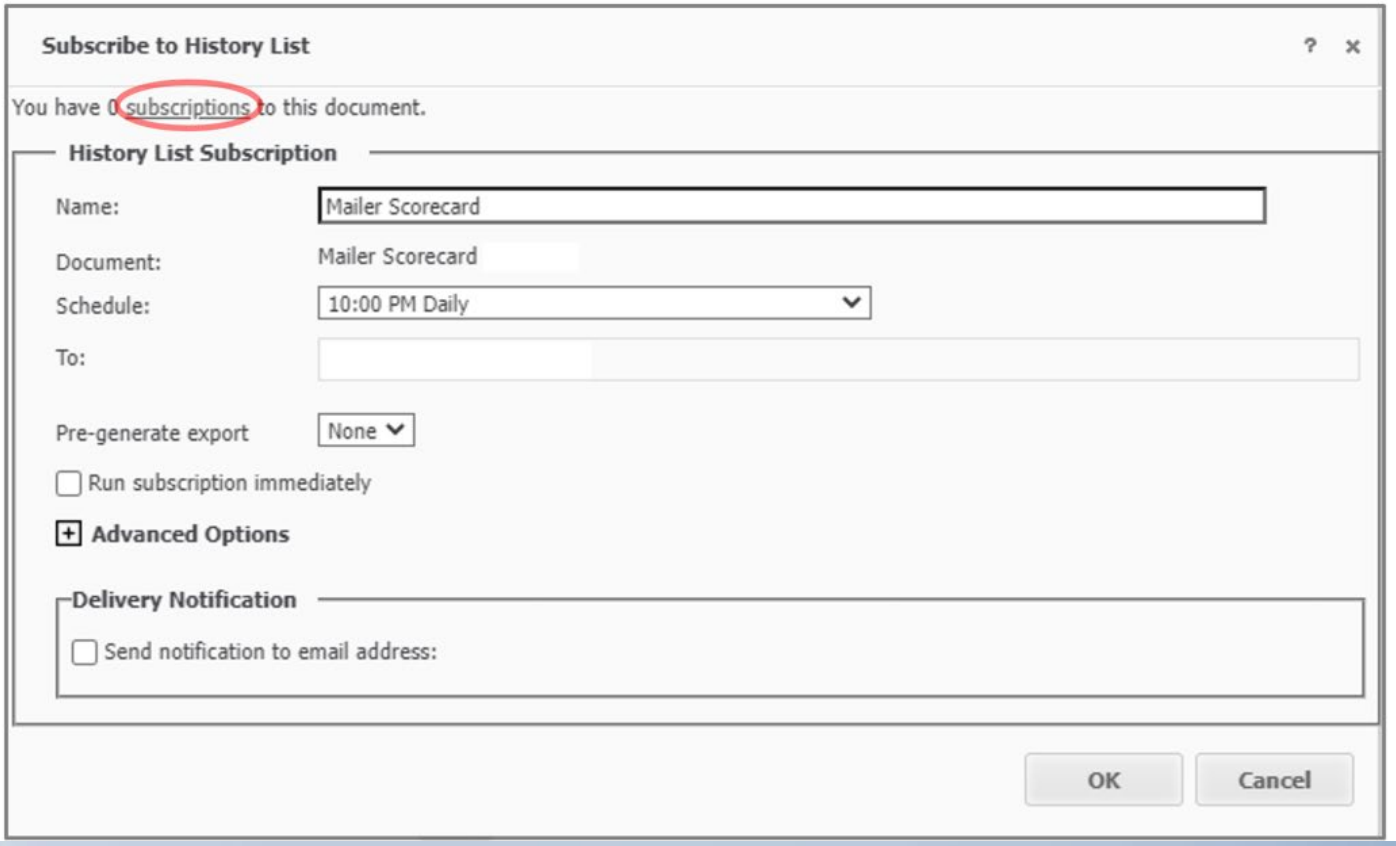
Mailer Scorecard Subscription Set-up

On the popup window, click on the “subscriptions” link to go to the My Subscriptions page



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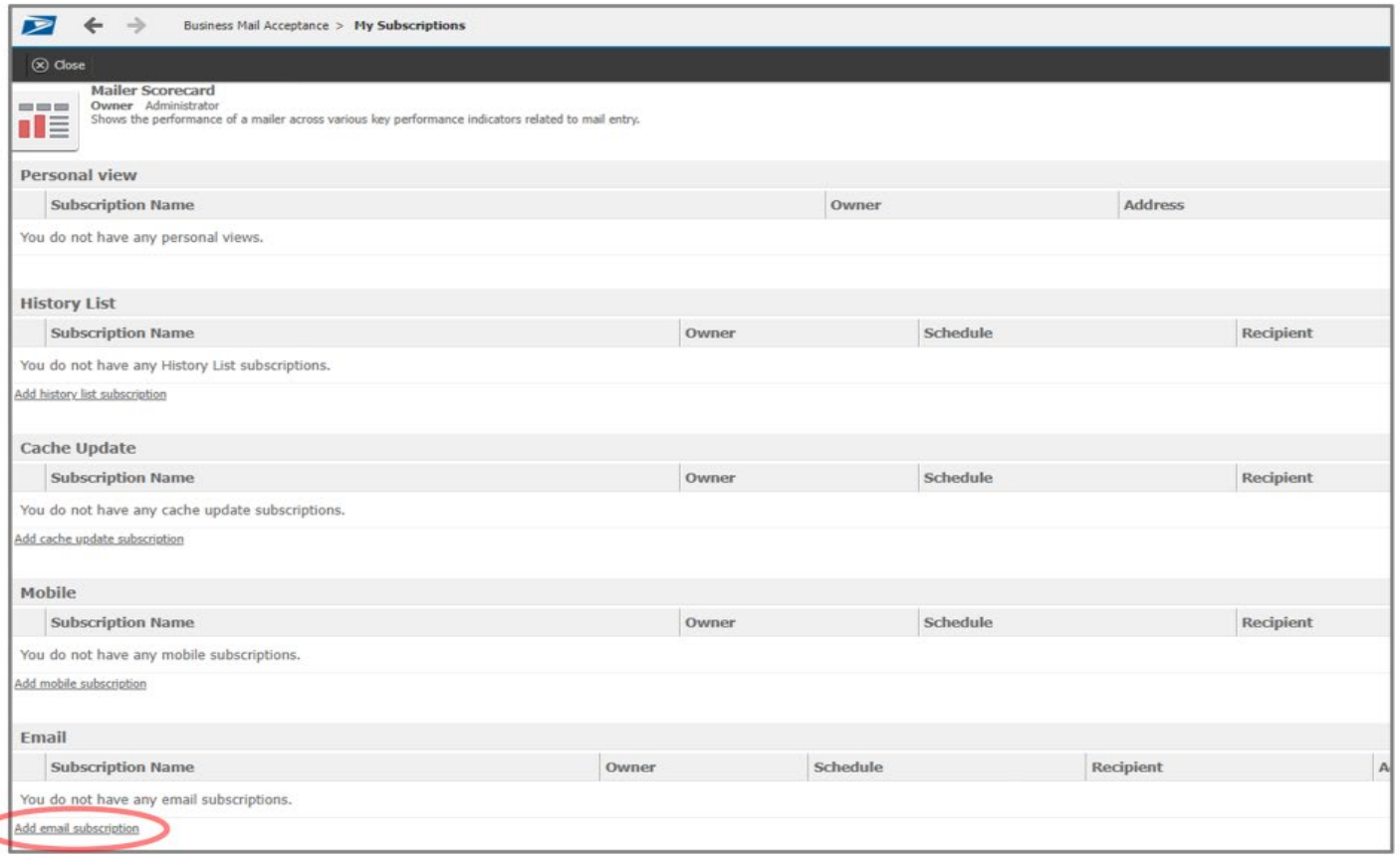
Mailer Scorecard Subscription Set-up

On the My Subscriptions page, click the link to "Add Email Subscription"



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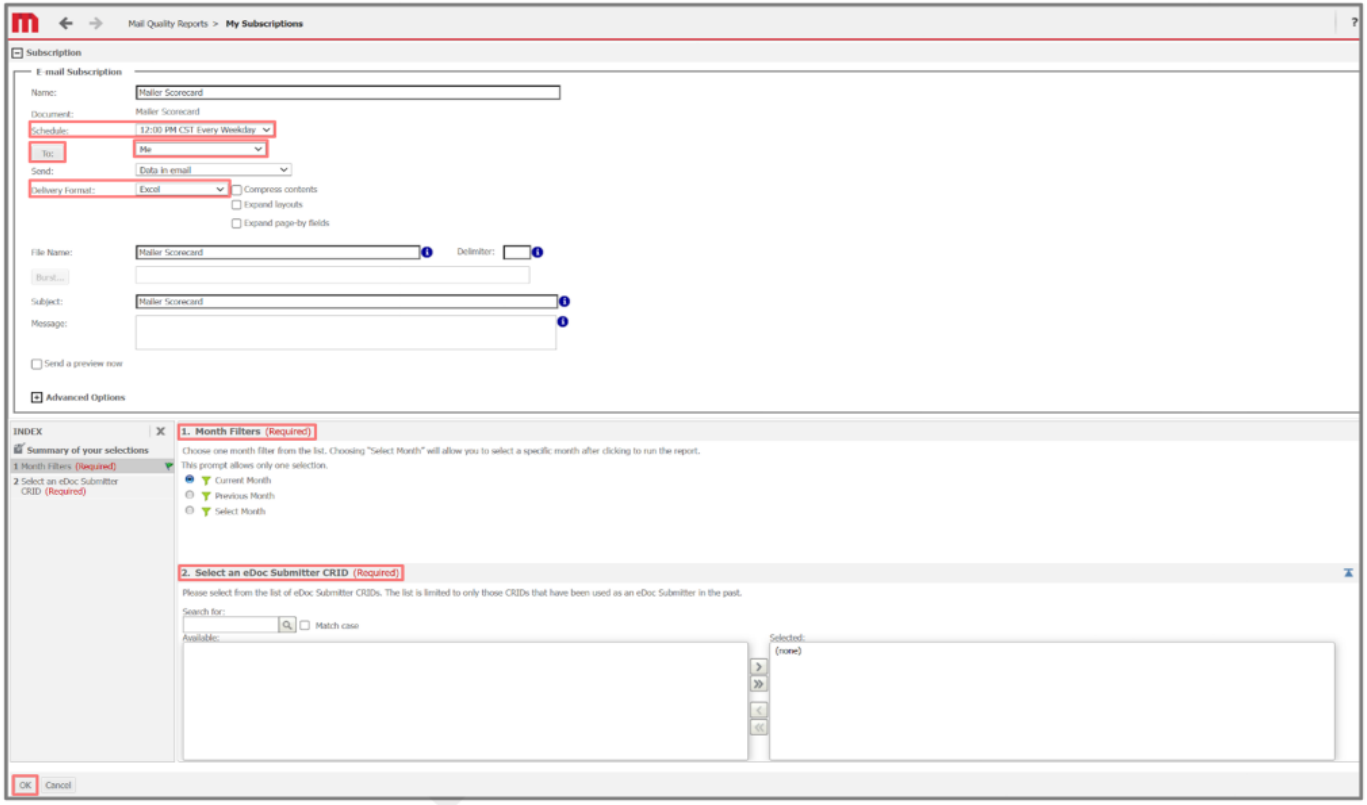
Mailer Scorecard Subscription Set-up

On the next window, select the email schedule, recipients, and delivery format (Excel suggested), and report prompt options. Then click OK.



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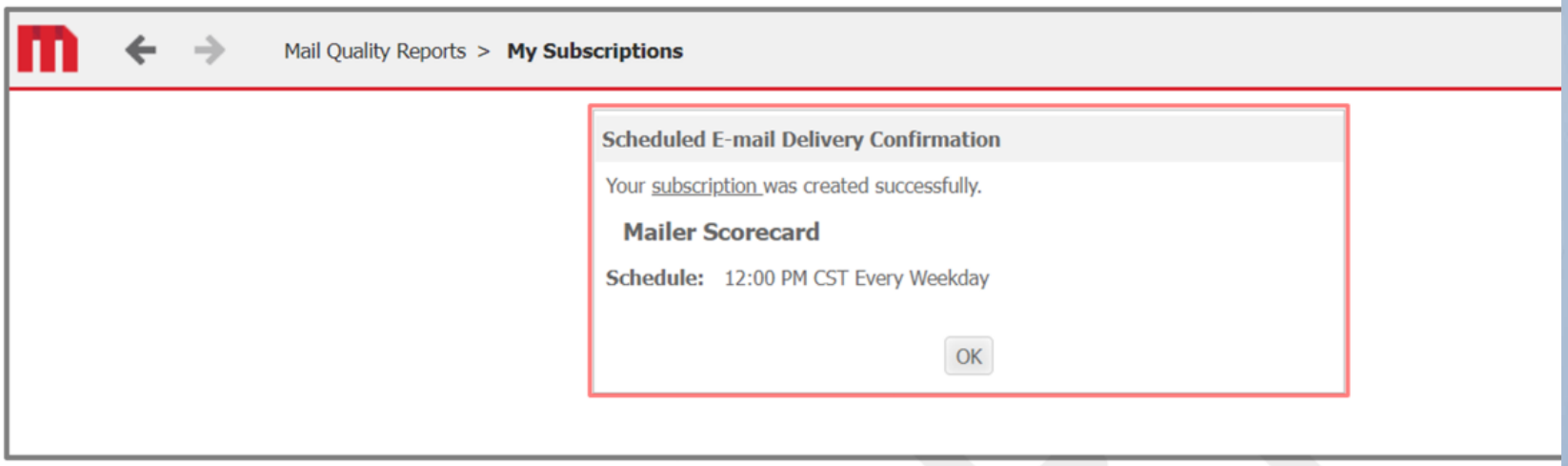
Mailer Scorecard Subscription Set-up

Confirm the email subscription was created successfully



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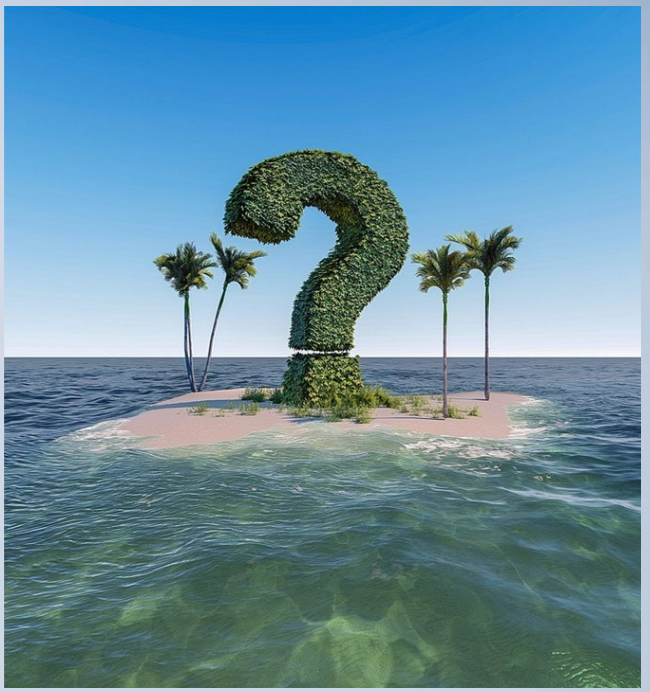
Questions?

Email – Andy Phillips

andy.phillips@presortmailer.org