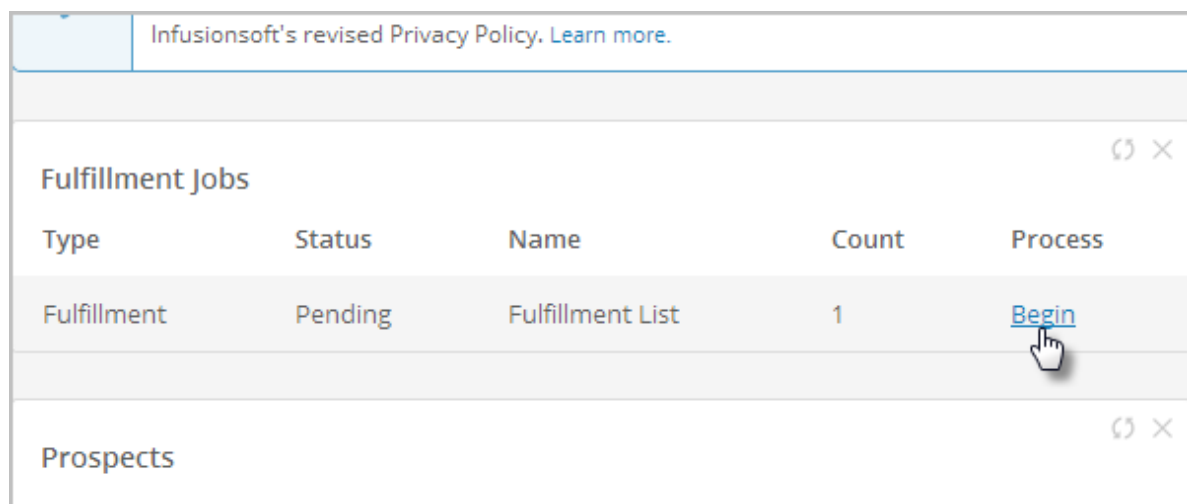# Process a Queued Fulfillment Job🔗

A queued fulfillment job is most often associated with mailing a gift, postcard, kit, free report, etc. The job is created when a queued fulfillment list used in a campaign sequence in the campaign builder. It includes a list of people due to receive the mailing, and may also include documents to reference or print. The jobs are displayed in the fulfillment job widget on your dashboard.

Each job will accumulate (or queue up) people until you begin processing. After you begin processing a specific job, the system will not add any new people to it. It will, instead, create a new job the next time the template is triggered in the campaign sequence. A queued fulfillment list job displays the status, name, and count (number of people queued) as well as a link to view and process the job.

1. Click on **Begin** beside a queued fulfillment list job to view and begin processing the job. Clicking on this link updates the job status to *processing* and the system will stop adding people to the job.

2. Click on the *csv* File link to download the spreadsheet.

Process 'Fulfillment List' (back to home)

Download the provided data (CSV) file and merge it with the attachment(s).

Data File
CSV file

Attachments

3. (Optional) If there are additional attachments, click on the other document links to download or view the documents (i.e. postcard jpg, free report, etc.)

4. Click on the **Complete** button to remove the job from the user home.
The job can remain *pending* until it is fully processed. Do not click Complete until you have truly finished the job.

Data File
CSV file

Attachments

After you are done processing this item you can mark it as complete by clicking the "Complete" l
Make sure that all work is complete before doing so.

[Complete]