

Downloading shoppers from SASSIE

This is pretty similar in sending out a bulk email.

- Click on go next to “Shopper Bulk Email”

MAIN ADMINISTRATION PAGE

[Admin Dashboard](#)

CLIENT-SURVEY

Cafe Zupas: Dine-In Visit filter menu >

CLIENTS	SHOPS	SHOPPERS
Manage Client & Form Settings GO	Shop Tools View Admin Shop Log GO	Shopper Billing
Login as Client Reports GO	Review Shops Review Shops GO	Shopper Search (partial entry OK) Last Name <input type="text"/> Email <input type="text"/> SEARCH
Export Shops/Surveys GO	Schedule Shops Scheduler Log GO	Shopper Tools Shopper Bulk Email GO

- Click on “Geographical Info”
- Think click on **“SEARCH for specific shoppers to export/email”**

SHOPPER SELECTION - Find all shoppers who meet the following criteria:
[Return to filter selection](#)

Geographic Information

State: Country:

City: Partial match - add a # to the end for exact match

Area Code: This will find all shoppers who are willing to shop this area code

Zip Code: Range: ☒ Exact match ☐ Partial match ☐ Within miles
 (Searching by miles for US zip codes only)

☐ Include Shoppers who have elected to NOT receive shop offers via email

Download Shoppers
Email Shoppers

- Fill in the “STATE”, “COUNTRY”
- You can select weather to search by City, Area Code, or zip code.
- Be sure to click on the box next to “Include Shoppers who have elected to NOT receive shop offers via email”. You can download them, but you cannot email them.
- Then click the “DOWNLOAD” button.

SHOPPER SELECTION - Find all shoppers who meet the following criteria:

[Return to filter selection](#)

Geographic Information

State: Country:

City: Partial match - add a # to the end for exact match

Area Code: This will find all shoppers who are willing to shop this area code

Zip Code: Range: ☐ Exact match ☐ Partial match ☒ Within miles
(Searching by miles for US zip codes only)

☒ Include Shoppers who have elected to NOT receive shop offers via email

Download Shoppers

Email Shoppers

You will get a page that looks like this.

178 shoppers were found who matched your criteria

EXPORT

Include [Select All](#) / [Deselect All](#)

<input checked="" type="checkbox"/> ID	<input checked="" type="checkbox"/> Sex	<input checked="" type="checkbox"/> Income	<input checked="" type="checkbox"/> Area Codes
<input checked="" type="checkbox"/> Name	<input checked="" type="checkbox"/> Alt. Name	<input checked="" type="checkbox"/> SSN/TIN Status	<input checked="" type="checkbox"/> SSN/TIN
<input checked="" type="checkbox"/> Height	<input checked="" type="checkbox"/> Children	<input checked="" type="checkbox"/> Rating	<input checked="" type="checkbox"/> Address
<input checked="" type="checkbox"/> Weight	<input checked="" type="checkbox"/> Marital Status	<input checked="" type="checkbox"/> Comments	<input checked="" type="checkbox"/> Phone
<input checked="" type="checkbox"/> Hair color	<input checked="" type="checkbox"/> Education	<input checked="" type="checkbox"/> Signup Date	<input type="checkbox"/> Last Login Date
<input checked="" type="checkbox"/> Inactive (<input type="checkbox"/> type of deactivation)	<input checked="" type="checkbox"/> Email	<input checked="" type="checkbox"/> Race	<input checked="" type="checkbox"/> Birthdate
<input checked="" type="checkbox"/> Custom Demographics		<input checked="" type="checkbox"/> MSPA Shopper Certification Status	
<input type="checkbox"/> YTD Pay (slower - not recommended for large exports)			
<input type="checkbox"/> Extended Shopper Profile Data (slower)			

Sort

Sort by , then by

☐ Display shoppers on screen (only if less than 500)

GO

[Return to shopper selection](#)

- Can you decide what to keep checked or unchecked.
 - Custom Demographics is the extra questions we have the shoppers answer. (Shopper ID#, Bank/Credit Union, Current Employer type, NCL. **None of the downloads we do will show SS#.**)
- Be sure to check the box towards the bottom that says "Display shoppers on screen"
- This will display the shoppers in the page.

Shopper ID	First Name	Middle Name	Last Name	Email	SSN or TIN Status
150	Jennifer	M	Kasinger	jennifer@shopperjobs.com	Verified
356	Kim	W	Finley	kim@shprsinc.com	Verified
509	Katherine	M	Witt	kwitt79@windstream.net	Verified
659	Carrie	A	Sowell	JCH04@cox.net	Missing (Please update in profile)
1008	Karen	L	Pax	cpccmom@cox.net	Missing (Please update in profile)
1196	Kristin	L	Lydens	krislydens@yahoo.com	Verified
1321	Dee	A	Kulp	kud757@aol.com	Missing (Please update in profile)
1507	Charlotte		Brady	charlotte.brady@cox.net	Verified

If you would like to download this into an Excel file, below are the instructions.

- Click on "Download Shopper Export (____ shoppers)"

[Download shopper export \(178 shoppers\)](#)

EXPORT

Include

☒ ID
☐ Sex
☐ Income
☐ Area Codes

☒ Name
☐ Alt. Name
☒ SSN/TIN Status
☐ SSN/TIN

☐ Height
☐ Children
☐ Rating
☒ Address

☐ Weight
☐ Marital Status
☐ Comments
☒ Phone

☐ Hair color
☐ Education
☐ Signup Date
☐ Last Login Date

☐ Inactive (☐ type of deactivation)
☒ Email
☐ Race
☐ Birthdate

☐ Custom Demographics
☐ MSPA Shopper Certification Status

☐ YTD Pay (slower - not recommended for large exports)

☐ Extended Shopper Profile Data (slower)

Select All / Deselect All

Sort

Sort by ID , then by

☐ Display shoppers on screen (only if less than 500)

GO

[Return to shopper selection](#)

Picture below is for Windows 7. Click on “Open”.

[Download shopper export \(178 shoppers\)](#)

EXPORT

Include [Select All](#) / [Deselect All](#)

<input checked="" type="checkbox"/> ID	<input type="checkbox"/> Sex	<input type="checkbox"/> Income	<input type="checkbox"/> Area Codes
<input checked="" type="checkbox"/> Name	<input type="checkbox"/> Alt. Name	<input checked="" type="checkbox"/> SSN/TIN Status	<input type="checkbox"/> SSN/TIN
<input type="checkbox"/> Height	<input type="checkbox"/> Children	<input type="checkbox"/> Rating	<input checked="" type="checkbox"/> Address
<input type="checkbox"/> Weight	<input type="checkbox"/> Marital Status	<input type="checkbox"/> Comments	<input checked="" type="checkbox"/> Phone
<input type="checkbox"/> Hair color	<input type="checkbox"/> Education	<input type="checkbox"/> Signup Date	<input type="checkbox"/> Last Login Date
<input type="checkbox"/> Inactive (<input type="checkbox"/> type of deactivation)	<input checked="" type="checkbox"/> Email	<input type="checkbox"/> Race	<input type="checkbox"/> Birthdate
<input type="checkbox"/> Custom Demographics		<input type="checkbox"/> MSPA Shopper Certification Status	
<input type="checkbox"/> YTD Pay (slower - not recommended for large exports)			
<input type="checkbox"/> Extended Shopper Profile Data (slower)			

Sort

Sort by , then by

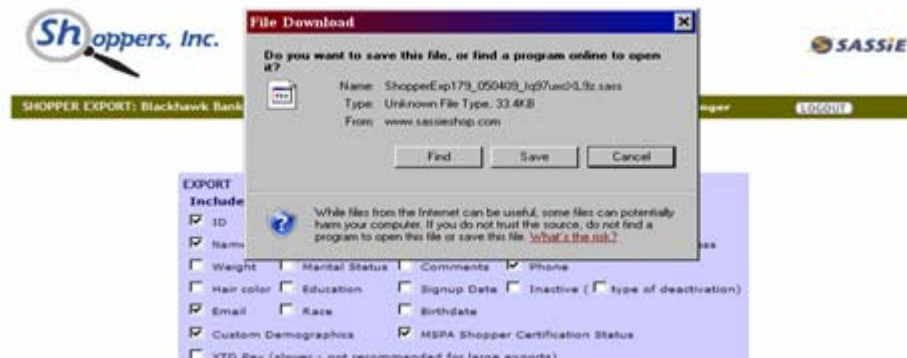
☐ Display shoppers on screen (only if less than 500)

GO

[Return to shopper selection](#)

Do you want to open or save ShopperExp179_122613_d45raTzd1N.sass (22.3 KB) from sassieshop.com?

For Windows XP.

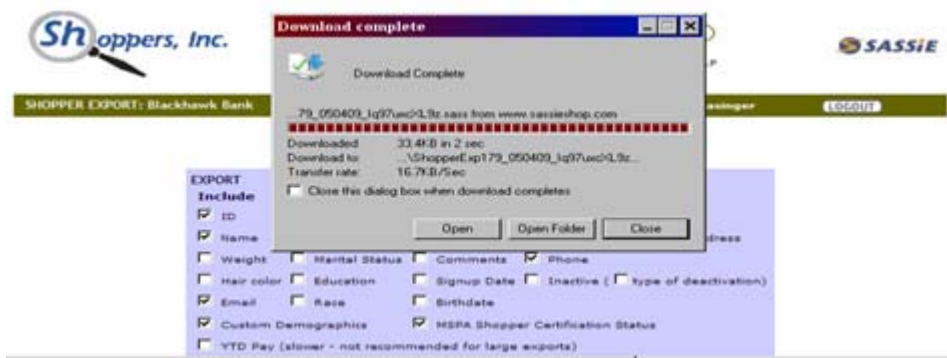


- Click on “Save”



- Make sure when you are saving this you save this in your folder on the “Server”
- Were the “File name:” is you can change the name to the client’s name or the city and state you are looking for shoppers in. You will need to make sure you change the **.sass** to **.xls**, this will save the file as an Excel file.

- Click on save.



Click “Open” and this will open the file for you.