

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

- 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 [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)



[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

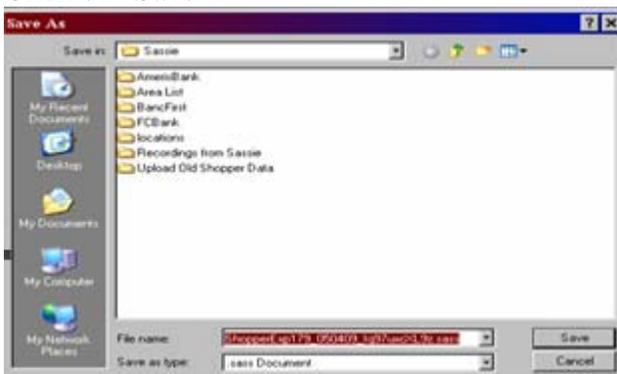
[Return to shopper selection](#)



For Windows XP.

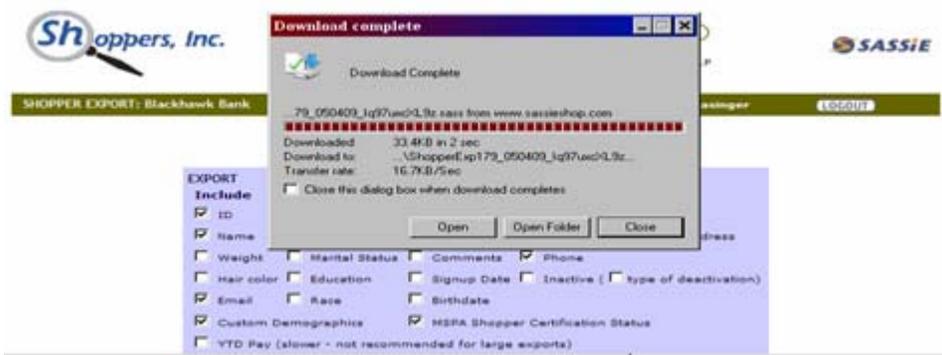


- Click on “Save”



- 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.