

Here are instructions for “Manual Scheduling”

After you have logged in, you will want to click on “Scheduler” at the top of the screen. This will give you different options.

You will want to click on “Manual Scheduling”. Then you will want to select the client that you want to “Manual Schedule”. Click the “Standard Scheduling” button.

- On the left you will see several different color boxes. The **Yellow box** is where you will select the shopper’s name. Type a few letters of their last name. Click “Search”. The box on the right will list all shoppers name that start with the few letters. You will want to highlight the shopper that you want to complete this shop.
- The **Green box** is where you will select the location that you need shopped. (Most of our locations will have Store ID.) If you don’t know your Store ID you can type the Name. If you type the store ID it will show you the store in the box just to the right of Store ID. If you type the Name, it could list several names. You will then want to highlight the name of the location that you need shopped.

CHANGE CLIENT-SURVEY:

Atwood's: Sales/Purchase filter menu

Add a Shop	Last 50 Sales/Purchase shops
<p>Atwood's: Sales/Purchase</p> <p>Shopper Enter first few letters of Last Name</p> <div style="display: flex; align-items: center;"> <input style="width: 100px;" type="text"/> <input style="margin-left: 10px;" type="button" value="SEARCH"/> </div> <div style="margin-top: 5px; border: 1px solid black; padding: 2px;"> <p style="font-size: small; color: red;">Select shopper (0 found)</p> <ul style="list-style-type: none"> *test, Shopper () *test, Jillians (TN) *test, John (WI) *test, Sue (MA) </div> <div style="text-align: center; margin-top: 5px;"> <input type="button" value="PROFILE"/> </div> <p><input type="checkbox"/> Postpone shopper selection (will give job a status of 'created')</p>	<p style="text-align: center; color: blue; font-weight: bold;">{REFRESH}</p>
<p>Store Enter first few characters of Store ID or Name (faster) or enter "all" to see all stores (slower)</p> <div style="display: flex; align-items: center;"> <input style="width: 100px;" type="text"/> <input style="margin-left: 10px;" type="button" value="SEARCH"/> </div> <div style="margin-top: 5px; border: 1px solid black; padding: 2px;"> <p style="font-size: small; color: red;">Select store(0 found)</p> </div> <p>Store ID <input style="width: 50px;" type="text"/></p> <p>Name <input style="width: 50px;" type="text"/> <input style="margin-left: 10px;" type="button" value="SEARCH"/></p> <p style="text-align: center; color: blue; font-weight: bold;">Enable multi-location mode</p>	

- In the **Teal box**, this is where you set your “Due Date”, “Shop Start Date”, “Submit Due Date”, Reporting Date (This will always be the last day of the month).
- The next **Yellow box** is the Shopper Pay box. This is automatically set by Kathy, Jennifer or Amy, but can be changed if you are upping the price for the shopper. What you will type in will override the pay just for that shopper.
- You can type in the “Hours”, “Days of Week”, and “Shop Comments”. This assignment is not being emailed to the shopper. You will have to email the shopper letting them know that you have posted a job on their SASSIE account. I have a standard email set up to use for this. You can make changes to that email based on your client needs.

Due Date / /		Shop Start Date (opt) / /	
Submit Due Date (opt) / /		Reporting Date(opt) / /	
Shopper's Pay \$ 12.00	Bonus Pay \$	Hours 	
Shop Expenses up to \$ 1.00	Days of week 		
Special Expenses \$ 0	Shop Comments 		
Special Expense Description 			
Waves (opt) No waves found Go to wave manager			
<input type="button" value="Add New"/>			

- Last you will want to click “Add New”. This will post the assignment.

To email the shopper, click on the “Scheduler” button at the top of the screen. Then click on “Scheduler Logs”. Select the client that you just post the new shops to. Click the “GO” button. (On the “Status you will see a difference in the “NEW” and “NEW (Manual)”. The “New” is from auto scheduling and the “NEW (Manual)” is from being manually scheduled.) From here you can click on the person’s name and this will open an email. You can copy and paste the basic email and then add your subject line.

Here is were the email is located if you want to copy and put this in your folder that is fine. (This is only a sample so you can change it to meet your needs)

S:\My Documents\SASSIE INSTRUCTIONS\ACCOUNT REPS

I have posted your shop on SASSIE.

CONFIRM ACKNOWLEDGEMENT OF THIS ASSIGNMENT: ASAP!!!

I need a reply from you stating if you accept or do not accept.

You will need to login to SASSIE at www.shopperjobs.com and click on ‘Shopper’ in the upper right hand corner.

You will then need to enter your email address and the password you have created.

Please be SURE to read the “COMMENTS” section!

Once you are logged in, you will see where your job is listed. You cannot click on the survey until you have read the guidelines. Once you have read the guidelines, you can close out of that window, click on “Close and Return to Shop Log”. This will show the Survey in blue.

Please email me if you have any questions.

You can print out the “Schedule Logs” list for your check off list.