

SHOPPER BULK EMAIL

- To send out a Bulk email to the shoppers you can do this by clicking on “Shopper Bulk Email” in the yellow box under “Shopper Tools”.
- This screen will come up:

- Next click on Geographical Info (Send to shoppers in a certain zip code) or Shop Assignment (Send out your email to shoppers that you have manually assigned to let them know that you have posted their assignments).
- Click on SEARCH for specific shoppers to export/email
- This screen is to search by State, City, Area Code, or Zip Code.

- This screen is to send an email to all the shoppers for a specific client. You can choose your client, Status, Most Recent, Date: Between.
- You can click on “Download” to download a list if you would like to see what shoppers it will be emailing or click on “Email Shopper” and an email screen will come up.
- (If you choose to download you will need to save this in your file and be sure to change the file name to read .xls at the end or you will not be able to open it. .xls is for the Excel file. It will automatically give a file name, you can change that if you choose.

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

Shop Assignments

Survey: none selected filter menu

Status: Between and

Most Recent Due Date: Between and

Business Classification:

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

- Once you have made all of your selections this screen will come up. You can copy your email:

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.sassieshop.com/2si and click on ‘Shopper Login’.

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

NOTE: This will NOT be the username (shopperjobs) and password (sinc456) that is used to get into our system.

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.

11 emails will be sent. Of these, 11 are over the 10000 per month limit. The cost, at \$0.01 per email, will be \$0.11.

EMAIL

To: 11 Shoppers

From:

Subject:

Message:

Note: Instructions to the shopper on how to stop receiving emails from SASSIE will be automatically appended to your message.

[Cancel and return to shopper selection](#)