

Navigating your shop log!

Let's begin. Of course you'll have to visit the site to login. Go to www.sassieshop.com/2proreview and Select **Shopper Login**

From the Shopper Login page, type in your email address and password, then click

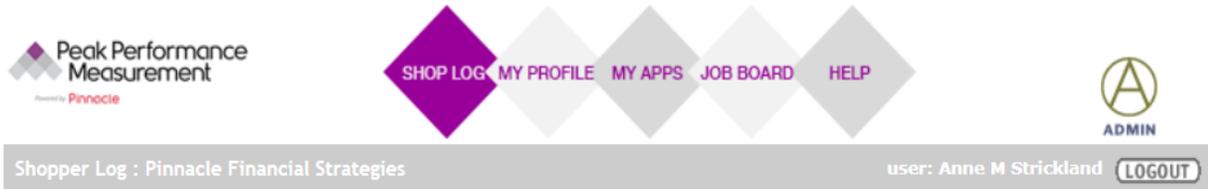


If you have forgotten your password, click on Email Me My Password



The shop log is the first page you'll be taken to, once signing into your free online Pinnacle account.

At the top of the screen is a familiar ribbon where you can navigate through to your profile, the job board, your apps and the help section.



Anne M Strickland Shop Log

Shopper ID: 5317	Total # of Shops: 20545	Average Rating: 8 Last Shop Rating: 10
Account Status:	THIS ACCOUNT IS ACTIVE	Change
MSPA Shopper Certification Status:	NONE	Enter Code More Info
Extended Shopper Profile Status:	Current	Update More Info
Private Comments (not visible to shoppers)		
<input type="text" value="None"/>		
No Current Shopper Citations Add New Citation Disqualifications		

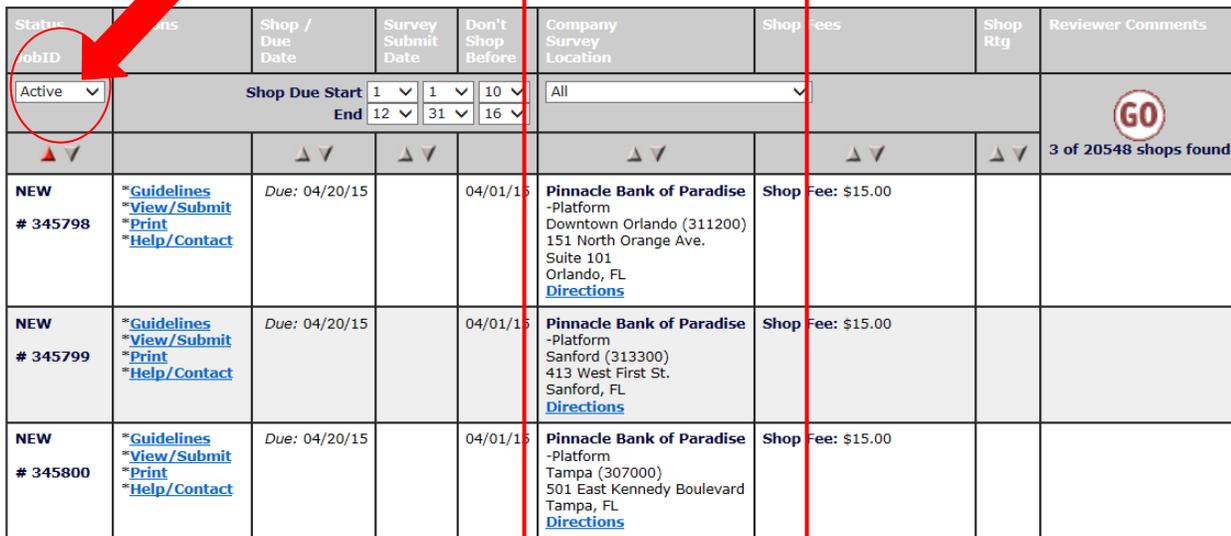
At the top of the shop log, you'll find general information about your account – like whether or not it's active, if you've entered an MSPA Certificate Code with us, and whether you've filled out the extended shopper profile for us.

In the grey area of the shop log, you'll see any citations that have been added to your account. In general these are to be avoided!

On the other hand, shopper ratings of 10 are the goal!!!

Below the general shop log information is the listing of shops assigned to you. The shop log is the dashboard of your assignments.

It's important to note that when you have new assignments in your log, it defaults to the status 'active'. Which can be seen in the drop down box here. This means the log is only showing active shops. *To view past shops, simply click on the drop down box and change the selection from Active to Finished or Any.*



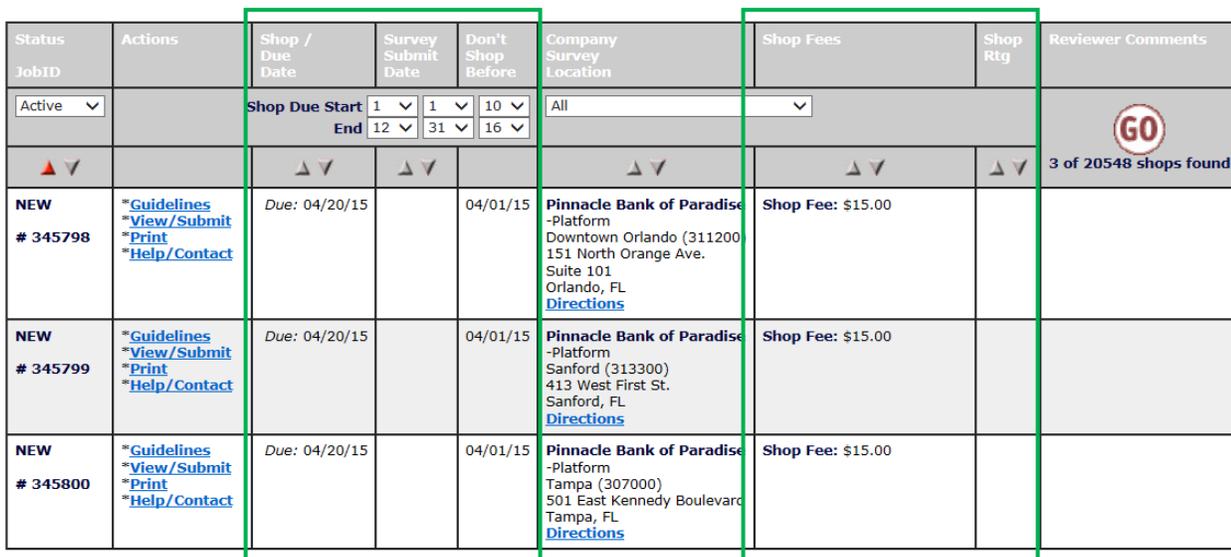
Status	Actions	Shop / Due Date	Survey Submit Date	Don't Shop Before	Company Survey Location	Shop Fees	Shop Rtg	Reviewer Comments
Active		Shop Due Start End	1 12	1 31	10 16	All		3 of 20548 shops found
NEW	*Guidelines *View/Submit *Print *Help/Contact	Due: 04/20/15		04/01/15	Pinnacle Bank of Paradise -Platform Downtown Orlando (311200) 151 North Orange Ave. Suite 101 Orlando, FL Directions	Shop Fee: \$15.00		
NEW	*Guidelines *View/Submit *Print *Help/Contact	Due: 04/20/15		04/01/15	Pinnacle Bank of Paradise -Platform Sanford (313300) 413 West First St. Sanford, FL Directions	Shop Fee: \$15.00		
NEW	*Guidelines *View/Submit *Print *Help/Contact	Due: 04/20/15		04/01/15	Pinnacle Bank of Paradise -Platform Tampa (307000) 501 East Kennedy Boulevard Tampa, FL Directions	Shop Fee: \$15.00		

This example log boasts three 'active assignments'. So what does the log tell us about these three new shops? First of all, let's see who we are shopping, what kind of shop we're completing and where the branch is located. This information is in the 'Company, Survey and Location Column'.

The shop log defaults to showing all shops for all clients. You can adjust that range with the drop down box provided to hone in on particular clients.

The information in this column provides insight into the basic information of the location/type of shop. Click the directions link to get directions to the branch!

To find out when you should complete the shop, look at the "shop due date" and "don't shop before" columns.



Status	Actions	Shop / Due Date	Survey Submit Date	Don't Shop Before	Company Survey Location	Shop Fees	Shop Rtg	Reviewer Comments
Active		Shop Due Start End	1 12	1 31	10 16	All		3 of 20548 shops found
NEW	*Guidelines *View/Submit *Print *Help/Contact	Due: 04/20/15		04/01/15	Pinnacle Bank of Paradise -Platform Downtown Orlando (311200) 151 North Orange Ave. Suite 101 Orlando, FL Directions	Shop Fee: \$15.00		
NEW	*Guidelines *View/Submit *Print *Help/Contact	Due: 04/20/15		04/01/15	Pinnacle Bank of Paradise -Platform Sanford (313300) 413 West First St. Sanford, FL Directions	Shop Fee: \$15.00		
NEW	*Guidelines *View/Submit *Print *Help/Contact	Due: 04/20/15		04/01/15	Pinnacle Bank of Paradise -Platform Tampa (307000) 501 East Kennedy Boulevard Tampa, FL Directions	Shop Fee: \$15.00		

Here are the dates between which the shop must be completed. Be aware that the start date may not be immediate. You may complete your shop during opening hours of the branch at a date between the two given. Remember that you have 24 hours to enter your survey, unless you complete the shop on the due date. Then you must complete the accompanying survey the same day.

How much will you get paid? This information is also present in the shop log. In the “Shop fees” column you can see the payment amount. Once you have been paid for the shop, it will reflect in the Shop Fees column next to the amount.

Now that we have the basic information of our assignments, where do we find out what’s actually expected of us during the shop?

Status JobID	Actions	Shop / Due Date	Survey Submit Date	Don't Shop Before	Company Survey Location	Shop Fees	Shop Rtg	Reviewer Comments
Active		Shop Due Start End	1 12	1 31	10 16	All		 3 of 20548 shops found
NEW # 345798	* Guidelines * View/Submit * Print * Help/Contact	Due: 04/20/15		04/01/15	Pinnacle Bank of Paradise -Platform Downtown Orlando (311200) 151 North Orange Ave. Suite 101 Orlando, FL Directions	Shop Fee: \$15.00		
NEW # 345799	* Guidelines * View/Submit * Print * Help/Contact	Due: 04/20/15		04/01/15	Pinnacle Bank of Paradise -Platform Sanford (313300) 413 West First St. Sanford, FL Directions	Shop Fee: \$15.00		
NEW # 345800	* Guidelines * View/Submit * Print * Help/Contact	Due: 04/20/15		04/01/15	Pinnacle Bank of Paradise -Platform Tampa (307000) 501 East Kennedy Boulevard Tampa, FL Directions	Shop Fee: \$15.00		

In the column for Actions you’ll see that each shop has a set of blue links to further information. The first link is for Guidelines. Click here to download the shop’s instructional document. You must click on the guidelines, read them and click Go or refresh the page before the survey will be available to review/submit.

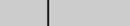
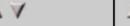
To find the survey, click on View/Submit. You must read the survey as well as the guidelines in advance of completing your shop. When you know what questions you have to answer after the shop, then you know exactly what to look for!

The link that reads Print allows you to view a printable version of the survey. It’s useful to take a copy with you to keep in the car. That way you can fill it out with information fresh in your mind once you return to your vehicle after the shop’s completion. Remember that a parking lot other than the one for the branch is preferred. You should never take the survey into the branch with you!!!

If you find that you have questions about a shop that’s been assigned to you, hit the help/contact link. This will allow you to send an email to the shop’s scheduler. It automatically includes information about the shop, so the scheduler can quickly identify your need. If you are contacting a scheduler outside of this help/contact feature, be sure to quote the shop’s JobID located in the first column of the shop log.

To see shops that have already been finished, change the status from Active to Finished or Any in the Drop Down Box and click GO.

You'll see that the shops have been 'received' and are no longer 'new'.

Status JobID	Actions	Shop / Due Date	Survey Submit Date	Don't Shop Before	Company Survey Location	Shop Fees	Shop Rtg	Reviewer Comments
Any		Shop Due Start End	1 12	1 31	10 16	All		
								5 of 20547 shops found
RECEIVED (CLIENT FINALIZED) # 345925	*Guidelines *View (admin only) *Help/Contact	04/16/15 <i>Due: 04/20/15</i>	04/22/15	04/01/15	Pinnacle Bank of Paradise -Platform Downtown Orlando (311200) 151 North Orange Ave. Suite 101 Orlando, FL Directions	Shop Fee: \$15.00 TOTAL: \$15.00		
RECEIVED (CLIENT FINALIZED) # 345927	*Guidelines *View (admin only) *Help/Contact	04/17/15 <i>Due: 04/20/15</i>	04/22/15	04/01/15	Pinnacle Bank of Paradise -Platform College Park (311300) 3378 Edgewater Drive Orlando, FL Directions	Shop Fee: \$15.00 TOTAL: \$15.00		
RECEIVED (CLIENT FINALIZED) # 345926	*Guidelines *View (admin only) *Help/Contact	04/20/15 <i>Due: 04/20/15</i>	04/22/15	04/01/15	Pinnacle Bank of Paradise -Platform College Park (311300) 3378 Edgewater Drive Orlando, FL Directions	Shop Fee: \$15.00 TOTAL: \$15.00		

To navigate the log and narrow your search more deeply you can use several keys. Firstly you can organize your findings with the arrow keys. These allow sorting based on the information in each respective column.

With these date drop down menus, you can narrow your search to a specific time period. The log automatically defaults to the widest range possible and is based on the shop's due date.

If you're not sure if you should have received payment yet, then check the date column for the shop. On finished assignments, these boxes carry additional information. Most important is the Shop date, given in bold in the first column. Shops completed before 20th of a month will be paid on the 10th of the following month.

To see whether or not you were sent payment for an assignment, check the Shop Fees column. On finished shops you may see a payment date.

Remember to hit "Go" every time you adjust your selections in the log, so the page can refresh to the new information.

Congratulations! You're now a savvy, sassy shop log navigator. With lots of information at your fingertips and the power to complete shops without hesitation.

If you find that you still have questions, then be sure to contact us. We're happy to help!