

# SnapShop

## Favourites Lists and Email Alerts

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Within SnapShop, **Full Members** can create lists of favourite retailers for quick reference purposes. Email alerts will automatically be added for each list. These alerts can then be removed or modified.

# Creating Lists & Adding Retailers

## From the Favourites Screen



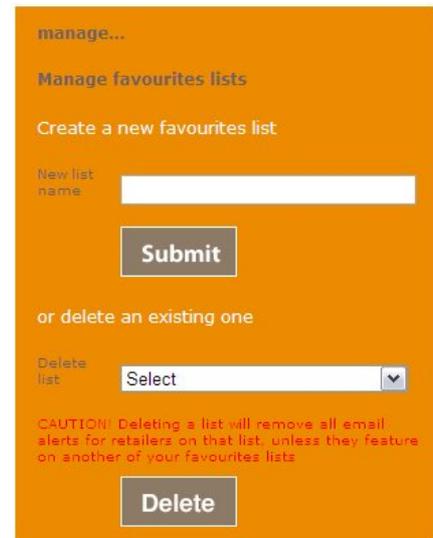
When logged into SnapShop from the Retailer Directory Screen, choose the button towards the right hand side that says 'View my Favourites – Click Here'

From here, you can create new lists, as well as being able to delete them, move retailers between them, and manage your email alerts options. You will also be able to view which retailers are in your lists from here.

To create a favourites list from this screen, type the name of your new list in the 'New list name' box and click submit.

You will then need to go to the Retailer Directory or a Retailer Record to add to this list.

You can also create a favourites list directly from the retailer directory, or from a retailer record



## From the Retailer Directory

From the retailer directory, tick the box next to the retailer you wish to add to a favourites list. Type in the name of your new list in the box at the top and click go.

### Retailer Directory

search by...

**Retailer Name**

Please enter a retail fascia name (You can also search by partial name e.g. enter Smith for WHSmith)

List results:

Show All  By Category  Alphabetically

**SEARCH**

or search by...

**Merchandise Group**

All Groups

Print List 

All results listed below

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z 0-9

Select all | De-select all

Add selected retailers to existing favourites list  go

new favourites list, named  go

Lillywhites	<input checked="" type="checkbox"/>	VIEW INFO
Little White Company, The	<input checked="" type="checkbox"/>	VIEW INFO
White Company, The	<input checked="" type="checkbox"/>	VIEW INFO
White Stuff 	<input checked="" type="checkbox"/>	VIEW INFO

**Note:** when you select retailers using the check boxes (above), after pressing 'Go' the page will appear to reload. When it does, the check boxes will still appear next to the retailers you had chosen and no tick will appear next to the name. However, a small notice will appear in the orange box saying that they have been added. Do not try and re-add them! Once you leave the screen and return, the ticks will be in place and the check boxes will be blank. If you wish to double check that they have been added to your list, visit that list view in 'View my Favourites'.

You can add any retailers from the Retailer Directory that are displayed in the grey area, so, if you wish to perform an advanced search or a retailer name search, you can add retailers from these results.

### Retailer Directory

search by...

**Retailer Name**

Please enter a retail fascia name (You can also search by partial name e.g. enter Smith for WHSmith)

List results:

Show All  By Category  Alphabetically

**SEARCH**

or search by...

**Merchandise Group**

Books/Stationery

Select Merchandise Category(s)

Books

Greeting Cards

Newspapers/Magazines

Personal Stationery

Print List 

Select all | De-select all

**Add selected retailers to**

existing favourites list  **go**

new favourites list, named  **go**

Amazon ✓	<input type="checkbox"/>	VIEW INFO
Blackwell Books ✓	<input type="checkbox"/>	VIEW INFO
Book Station ✓	<input type="checkbox"/>	VIEW INFO
Bookends ✓	<input type="checkbox"/>	VIEW INFO
Books Unlimited ✓	<input type="checkbox"/>	VIEW INFO
British Bookshops & Stationers ✓	<input type="checkbox"/>	VIEW INFO
Byrne's Bookstores & World of Wonder ✓	<input type="checkbox"/>	VIEW INFO
CLC Christian Books	<input type="checkbox"/>	VIEW INFO

## From a Retailer Record

Click on the star next to the retailer's name. The selection box as above will appear. Type in the name of your new list and press go. The new list will be created and the retailer will be on it.

**Add this retailer to**

existing favourites list  **go**

new favourites list, named  **go**

Retail Fascia Name **White Company, The** 

 Status Live

Website [www.thewhitecompany.co.uk](http://www.thewhitecompany.co.uk)

 Predominant Customer Group Classic Individual 

 Price Upper Middle

Primary Merchandise Category Textiles & Furnishings

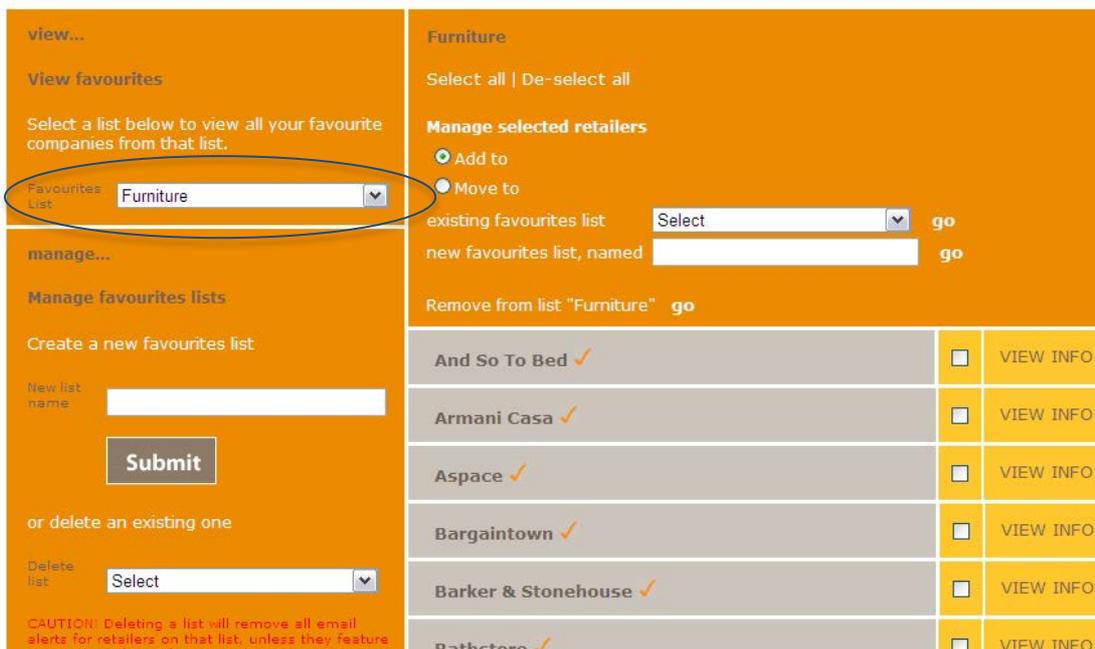


## Viewing your Favourite Retailers

You can see all of the retailers you list as favourites, and each list's contents, in two ways

### On the Favourites Screen

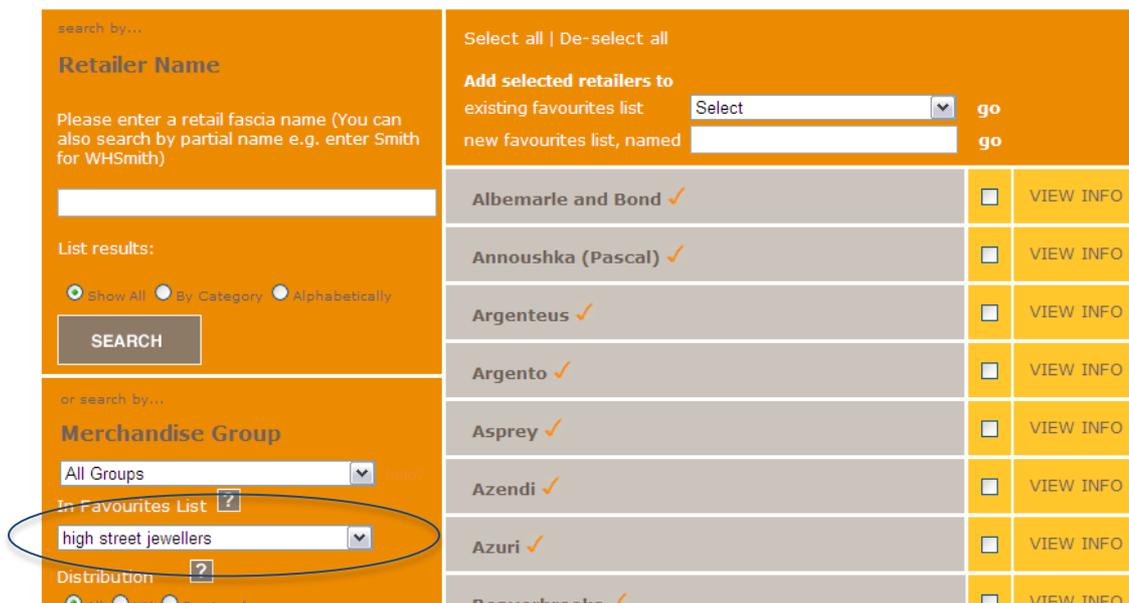
#### Favourites



The screenshot shows the 'Favourites' interface. On the left, there are sections for 'view...' (with a dropdown menu for 'Furniture' circled in red) and 'manage...' (with options to create or delete lists). The main area is titled 'Furniture' and contains a table of retailers. Each row includes a checkbox, a checkmark, and a 'VIEW INFO' button.

Retailer Name	Checkbox	Checkmark	VIEW INFO
And So To Bed	<input type="checkbox"/>	✓	VIEW INFO
Armani Casa	<input type="checkbox"/>	✓	VIEW INFO
Aspace	<input type="checkbox"/>	✓	VIEW INFO
Bargaintown	<input type="checkbox"/>	✓	VIEW INFO
Barker & Stonehouse	<input type="checkbox"/>	✓	VIEW INFO
Bathstore	<input type="checkbox"/>	✓	VIEW INFO

### On the Retailer Directory with Advanced Search



The screenshot shows the 'Retailer Directory with Advanced Search' interface. On the left, there are search filters for 'Retailer Name' and 'Merchandise Group'. The 'Merchandise Group' dropdown is circled in red and set to 'high street jewellers'. The main area is titled 'Retailer Name' and contains a table of retailers. Each row includes a checkbox, a checkmark, and a 'VIEW INFO' button.

Retailer Name	Checkbox	Checkmark	VIEW INFO
Albemarle and Bond	<input type="checkbox"/>	✓	VIEW INFO
Annoushka (Pascal)	<input type="checkbox"/>	✓	VIEW INFO
Argentus	<input type="checkbox"/>	✓	VIEW INFO
Argento	<input type="checkbox"/>	✓	VIEW INFO
Asprey	<input type="checkbox"/>	✓	VIEW INFO
Azendi	<input type="checkbox"/>	✓	VIEW INFO
Azuri	<input type="checkbox"/>	✓	VIEW INFO
Beaverbrooks	<input type="checkbox"/>	✓	VIEW INFO

# Moving Retailers Between Lists

## Moving or Copying

You can manipulate retailers on lists by either moving them or copying (adding) them to other lists. Moving will move the retailer(s) selected from one list to another; adding will ensure they remain in the original list but also get added to another.

Select the list containing the retailers you want to move from 'View favourites'.

Choose which retailers you want to move by checking the tick box – you can also 'select all'.

Once the retailers that you wish to move are selected, you can then move them to your other list by checking the relevant option from the orange box ('add to' to copy, 'move to' to move them completely), and by choosing from the drop down menu which list you wish to move them to. You can also add them to a new list by typing the name of the new list in the relevant box.

### Favourites

**view...**

**View favourites**

Select a list below to view all your favourite companies from that list.

Favourites List:

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**manage...**

**Manage favourites lists**

Create a new favourites list

New list name:

**Submit**

or delete an existing one

Delete list:

**All the Os**

Select all | De-select all

**Manage selected retailers**

Add to

Move to

existing favourites list:  **go**

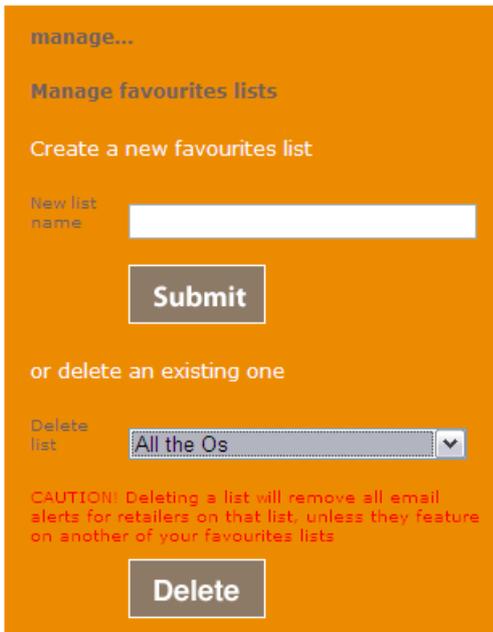
new favourites list, named:  **go**

Remove from list "All the Os" **go**

Adolfo Dominguez ✓	<input checked="" type="checkbox"/>	VIEW INFO
O2 ✓	<input checked="" type="checkbox"/>	VIEW INFO
Oakley ✓	<input checked="" type="checkbox"/>	VIEW INFO
Oasis ✓	<input type="checkbox"/>	VIEW INFO
O'Briens Off Licence ✓	<input type="checkbox"/>	VIEW INFO

# Deleting Lists & Retailers From Lists

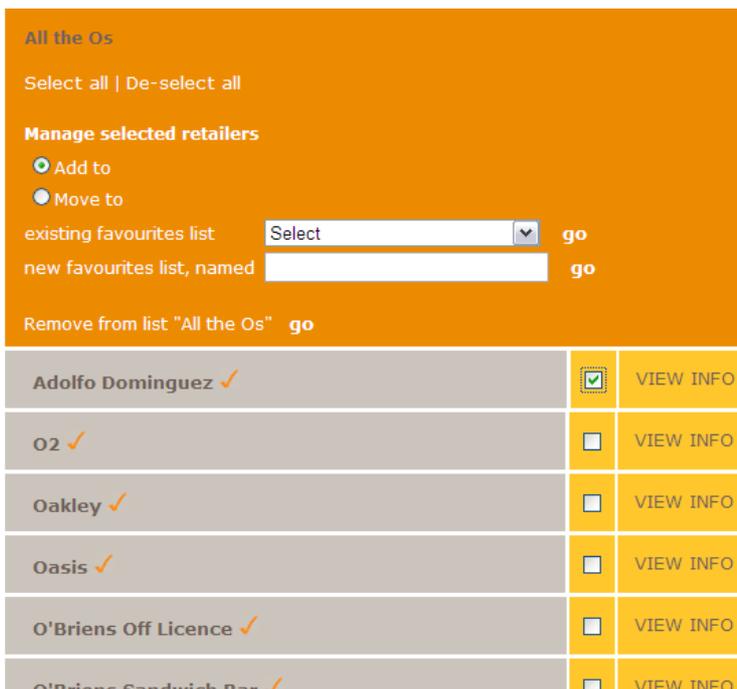
## Whole lists



To delete a list, go to 'View my Favourites', and within 'Manage favourite lists' at the left hand side, select the list that you wish to delete from the drop down. Click 'Delete'. This list will now be erased.

**Note:** if you delete a list, you will also delete any email alert settings that you had created for that list and therefore the retailers within it. If you still wish to continue receiving news for some of the retailers within a list that you no longer need, you can either move those retailers to a new/other existing list, or choose individual retailers to delete from the list rather than deleting the whole thing

## Retailers From Lists



Retailer Name	Select	Action
Adolfo Dominguez ✓	<input checked="" type="checkbox"/>	VIEW INFO
O2 ✓	<input type="checkbox"/>	VIEW INFO
Oakley ✓	<input type="checkbox"/>	VIEW INFO
Oasis ✓	<input type="checkbox"/>	VIEW INFO
O'Briens Off Licence ✓	<input type="checkbox"/>	VIEW INFO
O'Briens Sandwich Bar ✓	<input type="checkbox"/>	VIEW INFO

To delete retailers from a list, you must be in 'View My Favourites', and you must have the list from which you wish to delete selected under the 'View Favourites' section towards the top left of the screen.

Once your list is displayed on the right hand side of the screen, you can check the boxes and click on "go", next to "Remove from List" towards the top of the screen.

This process purely deletes these retailers from your selected list. The retailer remains on SnapShop and will still feature on any other lists to which you have added it.

## Email alerts

Setting up a Favourites List automatically includes selection of all email alerts that will arrive when certain selected things have been reported against your chosen retailers. Emails are sent once a day, and will only arrive if there is something changed about at least one of the retailers on your activated lists.

Alerts are created automatically on a list-by-list basis when the list is created. You can choose to deselect any or all alerts. Alerts are categorised, enabling you to tailor the type of alert you receive

- When the status of a retailer changes

This alert will provide notification when a retailer's status changes. Status is either Live, In Administration or Closed. Deselect this email alert if you do not require this type of notification

- When press articles within a particular category are recorded.

This alert will provide notification when certain types of news articles are recorded against a retailer.

Categories of articles/notifications include;

- Financial restructure - includes news on financial results and profit warnings; ownership changes through takeovers, management buyouts and mergers, and rumours thereof; collapse of a retailer into administration or ultimately liquidation and closure, as well resurrection through pre-pack
- Internal restructure - includes news on re-organisation of the business, changes in key staff, new services, store closures and advertising campaigns
- Other - various other news items not covered by other headings, including legal, environmental and international development
- Property - shopping centre and building related news
- Store news - includes news on retailers' stores, including expansion, requirements, lettings, refurbishments and shop formats, along with news about virtual store e-tailing

Deselect any of the press article alerts if you do not require notification of that type of news.

- When the latest accounts are added to SnapShop

This email alert is automatically selected on creation of a new list. This alert will provide notification when the retailer's latest accounts are added to SnapShop. Please note, accounts are only monitored when a registered company is identifiable. For groups of companies, accounts may only be available at holding company level, not fascia level e.g. Arcadia Group Brands and Topshop. Deselect this alert if you do not require notification of accounts being added to SnapShop

An example of an email alert is attached. These will be issued at 2pm each day, notifying you of changes under the alerts you have requested, that have been made to the retailer record over the past 24 hours.

Please note, if a retailer is recorded in more than one list, your alert email will not duplicate the information.

## New Retailers

Please note, as it is not possible to include potential new retailers as your favourites, to be alerted when new retailers do appear on the scene in the UK, please use News Alerts, via the News Search screen

## Example Email Alert on SnapShop Favourites

**From:** snapshop@fspretail.co.uk [mailto:snapshop@fspretail.co.uk]  
**Sent:** 23 September 2011 14:04  
**To:**  
**Subject:** SnapShop Alerts

Dear

**The Status for the following has changed:**

[Suits Direct](#)  
[Krisp Clothing](#)

**News articles have been added to SnapShop under the categories below, for the following retailers in your portfolio of favourites:**

Other News

[Orange \(Contactless payment phone by Orange\)](#)  
[Tesco plc \(Tesco teams up with Vodafone\)](#)  
[Waitrose \(Waitrose plans to use iPads in stores.\)](#)  
[Ben Sherman \(Ben Sherman reviews Script logo\)](#)  
[Hugo Boss \(Hugo Boss apologises\)](#)

Financial Restructure

[Selfridges \(Sales increase 10% at Selfridges in Oxford Street\)](#)  
[Waitrose \(Strong sales from staying in and cooler weather\)](#)

Internal Restructure

[Jigsaw \(Jigsaw CEO resigns\)](#)  
[New Look \(Click-and-collect in 600 stores\)](#)  
[ASDA \(Launch of 'Chosen By You' range for Scotland\)](#)

Store News

[Multiyork \(Multiyork revamps its stores\)](#)

**Annual Accounts have been added to SnapShop for the following (please note, at this stage basic P&L data has been added; a full analysis will be available within a few weeks):**

[Matthews Office Furniture](#)

Please note that email alerts for all categories are applied as default to all newly created Favourites Lists. You can edit your alerts settings in the View my Favourites section of the SnapShop website ([click here](#)). You must be logged in to view retailer records and use the favourites and alerts function.

**Kind regards,  
The SnapShop Team**



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