

ShipWorks[®]

Reference Guide

Adding a JigoShop

[Adding a Jigoshop Store](#)

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Background

ShipWorks connects to your Jigoshop account through a third party plugin. You can download your orders and easily create shipping labels, invoices and packing lists. ShipWorks can help manage your customers, send emails and update the online status of your orders.

You can successfully connect your Jigoshop store with ShipWorks using a plug-in that connects via WordPress. Just think of the plug-in as a bridge, connecting ShipWorks with your Jigoshop store. This plug-in was created by [AdvancedCreation](#) it is available for [free download](#).

This article will guide you through the steps to connect your Jigoshop store to the ShipWorks Software.

First Things First

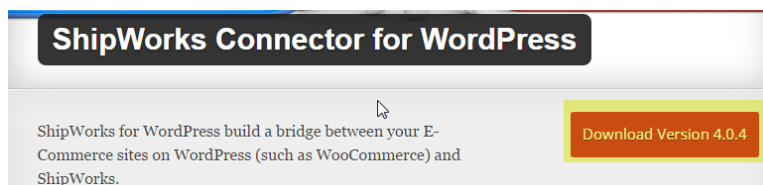
You will also need to have a few things available before proceeding:

1. Download and save the AdvancedCreation plugin. (We will show you how in just a moment)
2. Have your WordPress login username and password.
3. Have ShipWorks installed and be logged into ShipWorks as an administrator.

The Process

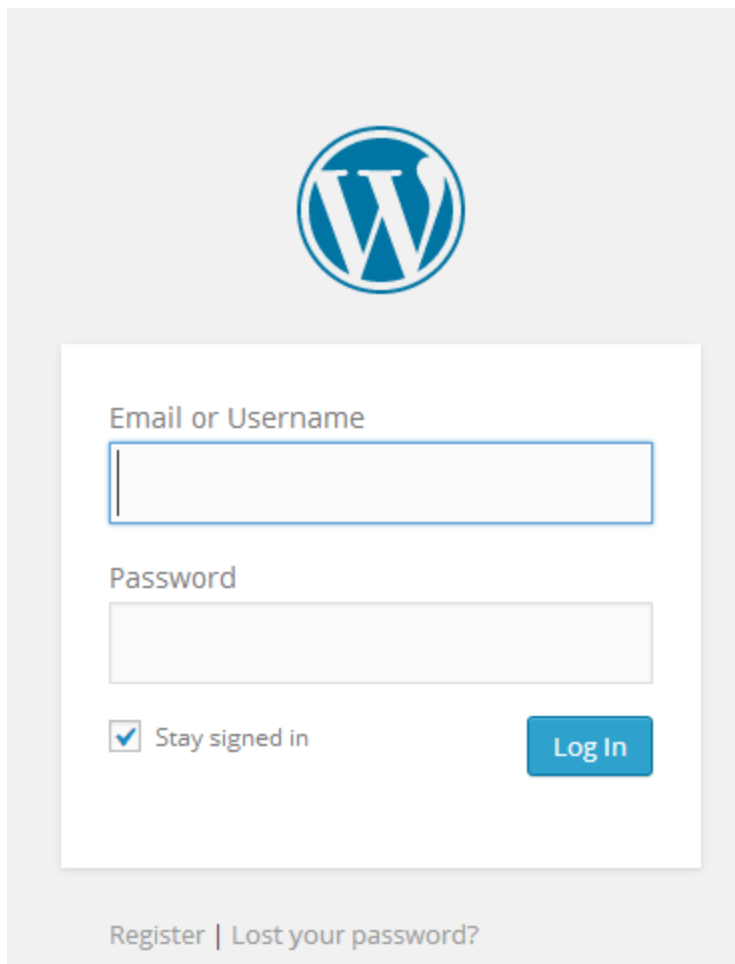
Installing the ShipWorks WP Plugin on Your WordPress Site

1. Go to [AdvancedCreations](#) and click on the **Download** button to download the WordPress plugin.



Be sure to save the file to a location that you can easily access. You will need to locate the file again in just a moment.

2. Log on to your WordPress admin dashboard.

The image shows the WordPress login interface. At the top center is the WordPress logo, a blue 'W' inside a white circle. Below the logo is a white rectangular form with a light gray border. Inside the form, there are two input fields: the first is labeled 'Email or Username' and the second is labeled 'Password'. Below the 'Password' field is a checkbox labeled 'Stay signed in' which is checked. To the right of the checkbox is a blue button with the text 'Log In'. At the bottom of the form, there are two links: 'Register' and 'Lost your password?'.

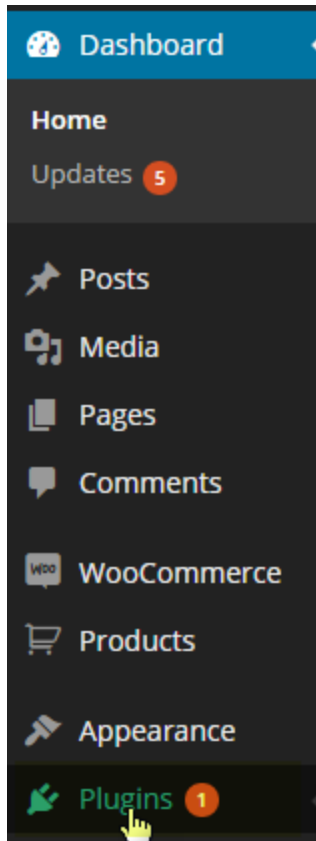
Email or Username

Password

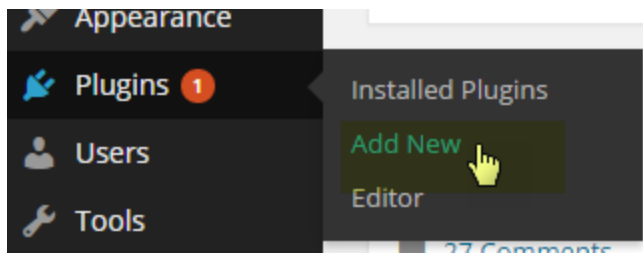
Stay signed in [Log In](#)

[Register](#) | [Lost your password?](#)

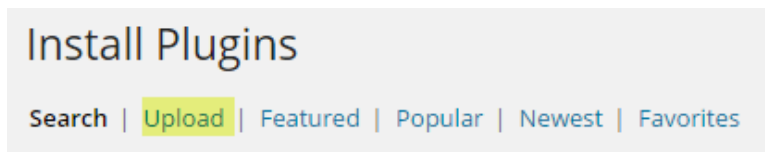
2. In your WordPress dashboard, click on the **Plugins** link in the left hand menu.



3. Then, click on **Add New**.

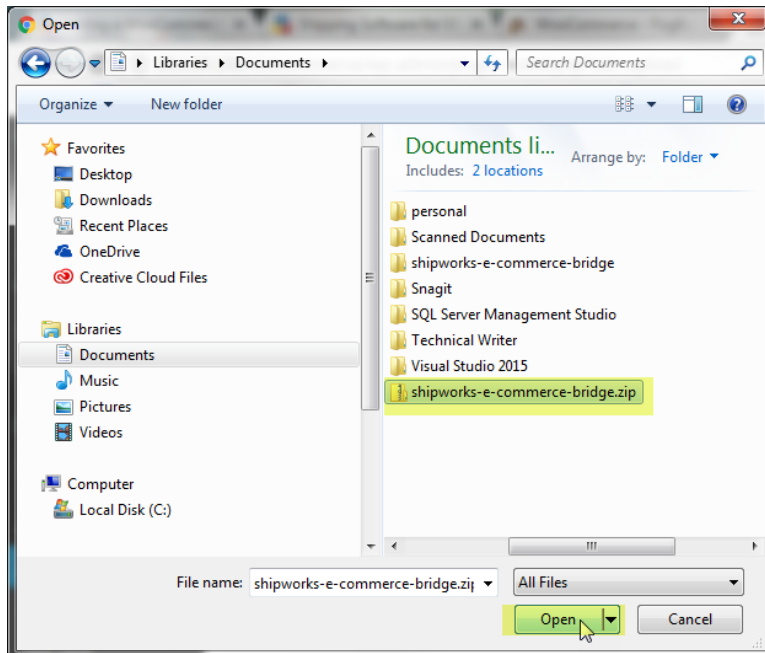
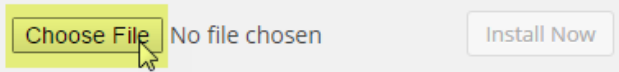


4. Next, click on the **Upload** link at the top of the page. Click **Choose File**. Then, navigate to the plugin that you downloaded in the previous steps and click **Open**.



Install a plugin in .zip format

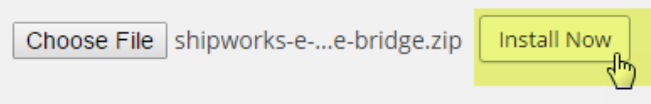
If you have a plugin in a .zip format, you may install it by uploading it here.



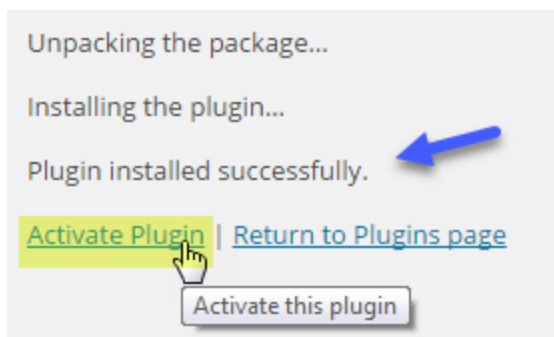
5. Click the **Install Now** button.

Install a plugin in .zip format

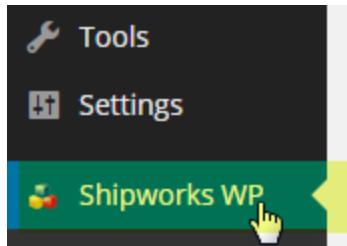
If you have a plugin in a .zip format, you may install it by uploading it here.



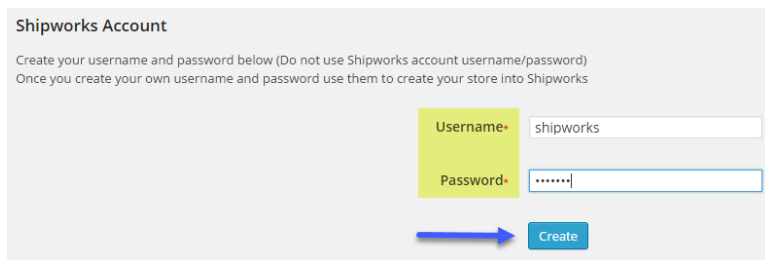
6. Once the plugin is installed, click on the **Activate Plugin** link.



7. Once the plugin is activated, click on the **ShipWorks WP** link in the left menu.



8. Now, you will need to create the **username** and **password** you will use when connecting your store to ShipWorks. Enter a **username** and **password** and click the **Create** button.



Shipworks Account

Create your username and password below (Do not use Shipworks account username/password)
Once you create your own username and password use them to create your store into Shipworks

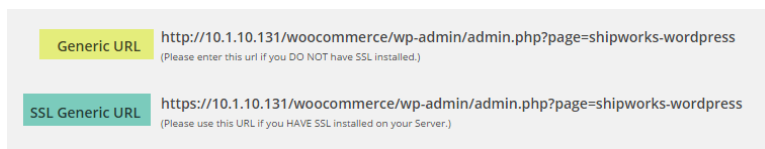
Username: shipworks

Password:

Create

9. Lastly, make note of the URL. You will need this URL when connecting to the ShipWorks software.

Note: If you have an SSL secure certificate installed for your site, you will use the **SSL Generic URL**. If you do not, use the **Generic URL**.



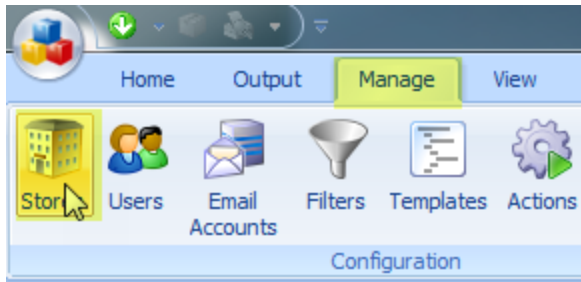
Generic URL http://10.1.10.131/woocommerce/wp-admin/admin.php?page=shipworks-wordpress
(Please enter this url if you DO NOT have SSL installed.)

SSL Generic URL https://10.1.10.131/woocommerce/wp-admin/admin.php?page=shipworks-wordpress
(Please use this URL if you HAVE SSL installed on your Server.)

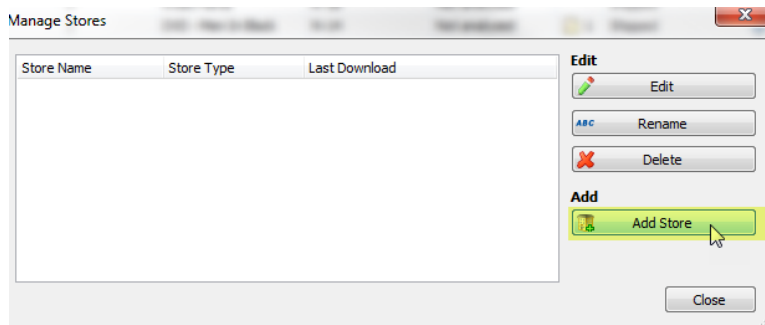
You are now ready to connect your store to ShipWorks.

Adding Your Jigoshop Store to ShipWorks

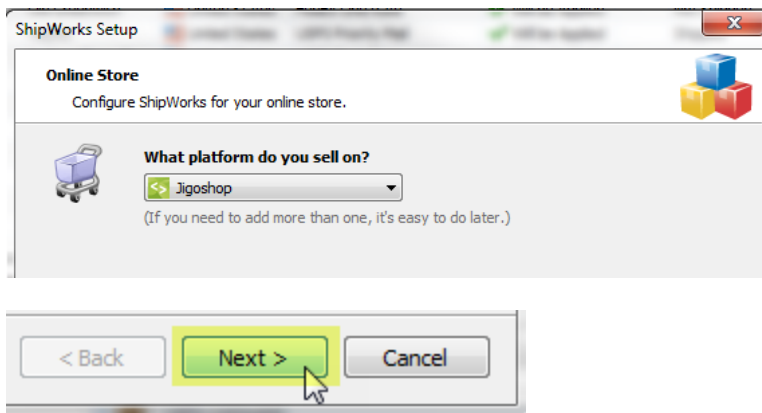
1. Launch the ShipWorks application and log in as an a user with administrator rights.
2. In ShipWorks, click on the **Manage** tab. Then, click on the **Stores** button.



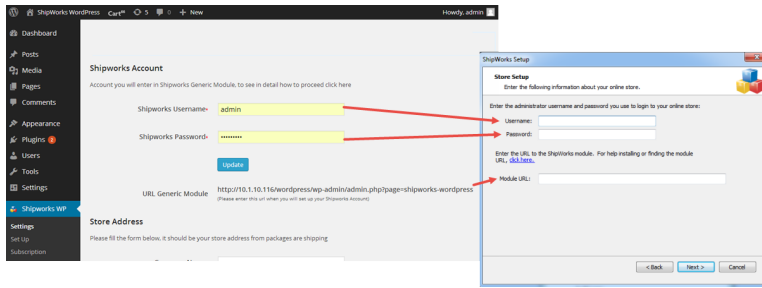
3. On the **Manage Stores** screen, click on the **Add Store** button.



4. From the **What platform do you sell on?** menu, select **Jigoshop** from the drop-down menu. Then, click **Next**.



5. Enter the **ShipWorks Username** from Jigoshop into the **Username** field in ShipWorks, the **ShipWorks Password** into the **Password** field and the **URL Generic Module** into the **Module URL** field.



Great! You are connected. Now, you will need to fill out a few more screens.

7. On the **Store Information** screen, enter your **Store Name:** and **Address:**. Then, click **Next**.

Store Information
Enter the name and physical address of your online store.

Name

Store name: My Jigoshop Store
(This is just how your store will display in ShipWorks)

Address

Company: Widget Me This

Street: 123 Some Street

City: St. Louis

State \ Prov: Missouri

Postal Code: 63123

Country: United States

8. Enter the additional **Contact Information:** for your store. Then, click **Next**.

Note: This information is optional.

Contact Information

Enter the contact information for your store.

Contact Information

Website:

Email:

Phone:

9. Select how much order history you would like to download into ShipWorks during your initial download. The default is to download **30 Days** of order history into ShipWorks. You can modify this by clicking on the **Edit** link.

Store Setup

Configure how ShipWorks will work with your store.

ShipWorks will download orders starting from: **30 days ago** [\(Edit\)](#)

Store Setup

Configure how ShipWorks will work with your store.

ShipWorks will download orders starting from:

30 days ago.

Download all of my orders.

10. Verify that the settings for **When the shipment is processed:** are correct. Typically, you would leave the checkbox for **Update my online orders with the shipment details** checked.

When a shipment is processed:

Update my online orders with the shipment details.

11. Click **Next** and then **Finish**. Then, click **Close**.

Your Jigoshop orders will begin to download into ShipWorks automatically.

Still Need Help?

Please feel free to [reach out to one of our awesome Customer Care representatives in St. Louis](#). We are happy to assist you.