

# ShipWorks®

## Reference Guide

Adding a Magento 1 Store  
with Magento Connect (v5.8 or greater)

# [Adding a Magento 1 Store with MagentoConnect - \(v5.8 or greater\)](#)

## Table of Contents

[Background](#)

[First Things First](#)

[The Process](#)

[Obtaining the MagentoConnect Extension](#)

[Adding the MagentoConnect Extension to Your Magento Store](#)

[Configure a SOAP/XML-RPC User and Role](#)

[Adding Magento to ShipWorks](#)

[Still Need Help?](#)

## Background

ShipWorks connects directly to your Magento account. With one click, or on an automated schedule, your orders are downloaded from Magento. As soon as you process a shipment, ShipWorks communicates the updated order status, shipping method and tracking information back to Magento.

This article will guide you through how to connect your Magento 1 store to ShipWorks using the MagentoConnect ShipWorks extension.

## First Things First

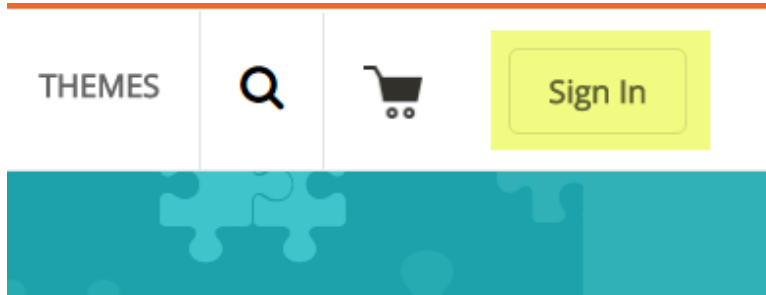
Before you begin, please make sure that:

- » You have the ShipWorks application downloaded and installed and that you can log into ShipWorks as an administrator.
- » You are running ShipWorks version 5.8.0 or higher.
- » Note: You can check your version of ShipWorks by clicking on the **Help** tab and then the **About ShipWorks** button. If you wish to upgrade your version of ShipWorks, [this article will help](#).
- » You have your Magento admin username and password.

## The Process

### Obtaining the MagentoConnect ShipWorks Extension

1. Launch your web browser and go to <https://marketplace.magento.com>.
2. Click the **Sign In** link located at the top, right of the page.



3. If you already have a Magento Marketplace account, sign in using your email address and password associated to Magento. Otherwise, click on the **Register** button to create an account. Once the account is created, log in.

## Log In using your Magento Account

### Registered Users

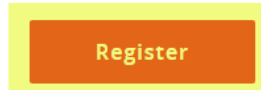
If you have an account with us, log in using your email address.

* Email	<input type="text" value="youremail@yourdomain.com"/>
* Password	<input type="password" value="....."/>
<a href="#">Forgot Your Password?</a>	<input type="button" value="Login"/>

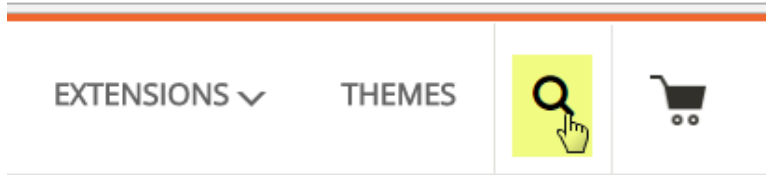
\* Required Fields

## New Users

It's simple and quick to register for a new account with Magento.

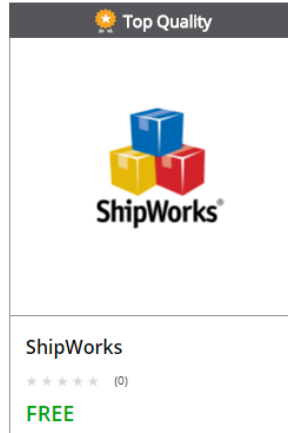
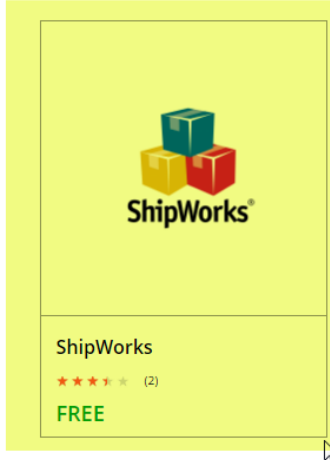


4. Once you are logged in, click on the **Search** Icon at the top of the page. Then, type **ShipWorks** into the search bar and press **Enter** on your keyboard.



5. On the search results page there are 2 results shown. The first is for the Magento 1 extension and the second is for Magento 2. Click on the **first** search result.

Showing 2 results for your search of "ShipWorks"  
in Extensions



6. Verify that Add to Cart page states Magento 1. Then, click the **Add to Cart** button.

< Back

Magento 1

# ShipWorks

★★★★☆ 3.5 (10)

ShipWorks is a powerful shipping software that enables merchants to deliver goods faster, more efficiently and cost-effectively than ever before. ...

### Magento Edition

- Community
- Enterprise

### Technical Support Period

Extension is provided without support.

### Additional Service

Installation Service is not included.

FREE

Add to Cart

6. Click **Go to Checkout**.

## Shopping Cart

Go to Checkout

ShipWorks was added to your shopping cart.



Magento 1

ShipWorks [Change](#)

Magento Edition

Community

Support Period

None

Installation

None

7. Even though the extension is free, Magento still requires you to fill out the information on the Payment Details screen. Click the **Place Order** button. You should be presented with a thank you message.

Place Order

Keep Browsing

[← My Account / Downloads](#)

# Thank you for your order

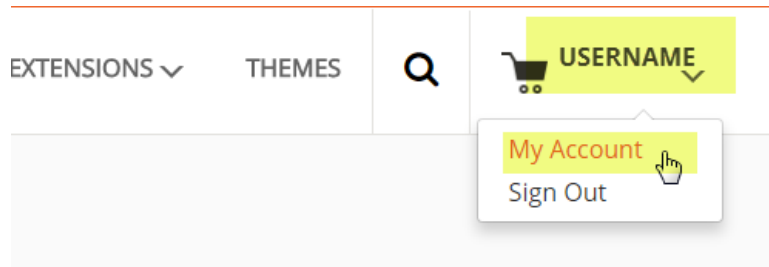
Order number is: **300023203**

You will receive an email confirmation shortly at

[Print Receipt](#)

Keep Browsing

8. At the top of the Magento webpage, click on the drop-down menu with your username. Then, select **My Account**.



9. On the **My Account** page, click on **My Access Keys**.

# My Account

Magento

Marketplace

Develop

## My Products

My Access Keys

My Purchases

## Payment

Purchase History

Refunded Orders

10. Verify that the **Magento 1** tab is selected. You will then see that the ShipWorks extension is available. You will need to copy the Access Key from this page in just a moment. So, stay on this page.

## My Access Keys

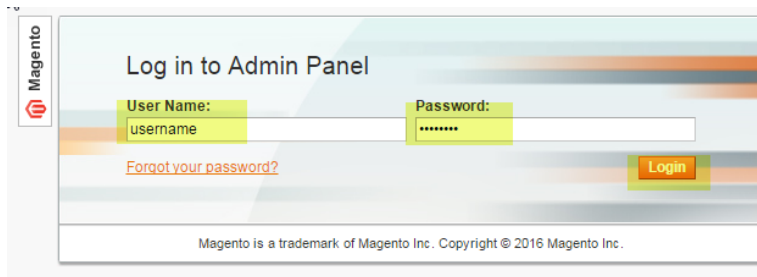
Magento 1

Magento 2

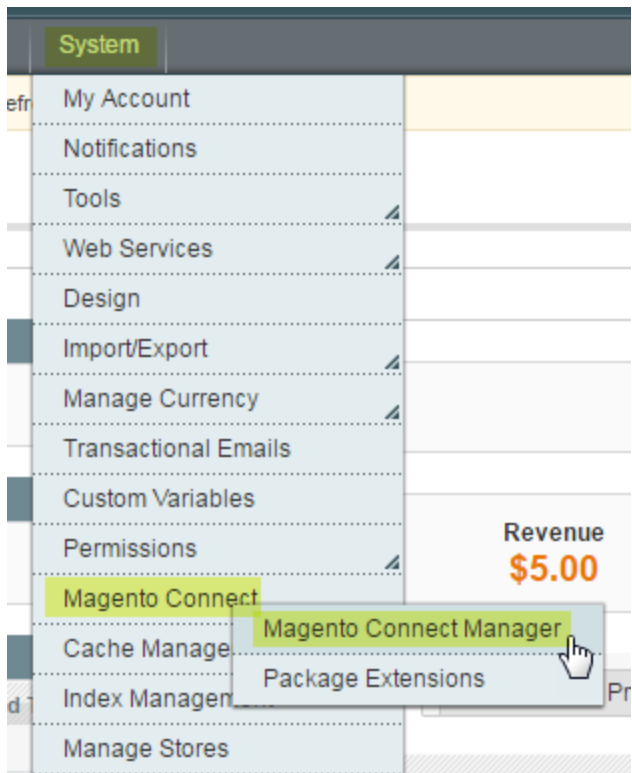
PRODUCT NAME	TYPE	ACCESS KEY
shipworks/ShipWorks_Multi_Carrier_Shipping_Software-4.0.4	Extension	http://connect20.magentoocommerce.com/4.0.4

## Adding the MagentoConnect Extension to Your Magento Store

1. Open a new web browser window and log into your Magento 1 admin panel.



2. Once you are logged in, click on the **System** tab. Then, click **Magento Connect > Magento Connection Manager**.



3. When prompted, enter your Magento administrator username and password. Then, click **Log In**.




### Log In

Please re-enter your Magento Administration Credentials.  
Only administrators with full permissions will be able to log in.

Username:

Password:




4. Switch back to the **My Access Keys** page from step 10 in the previous section of this article.


## My Access Keys

Magento 1 | Magento 2

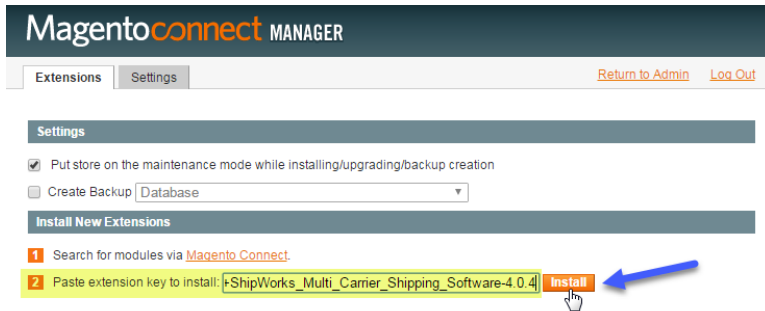
PRODUCT NAME	TYPE	ACCESS KEY
shipworks/ShipWorks_Multi_Carrier_Shipping_Software-4.0.4	Extension	http://connect20.magentocommerce.com/4.0.4

5. Click the  **Copy** button to the right of the Access Key.

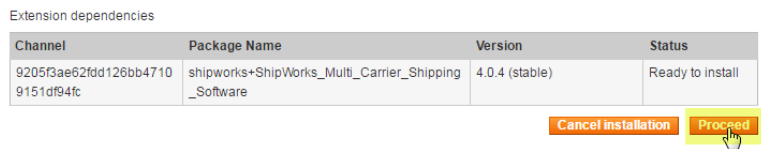
ACCESS KEY

[http://connect20.magentocommerce.com/9205f3ae62fdd126bb47109151df94fc/shipworks+ShipWorks\\_Multi\\_Carrier\\_Shipping\\_Software-4.0.4](http://connect20.magentocommerce.com/9205f3ae62fdd126bb47109151df94fc/shipworks+ShipWorks_Multi_Carrier_Shipping_Software-4.0.4) 

6. Switch back to the **MagentoConnect Manager** page. Click inside of the **Paste extension key to install:** field and press **CTRL + V** on your keyboard to paste the access key you just copied. Then, click on the **Install** button.



7. Click on the **Proceed** button located under **Extension Dependencies**.

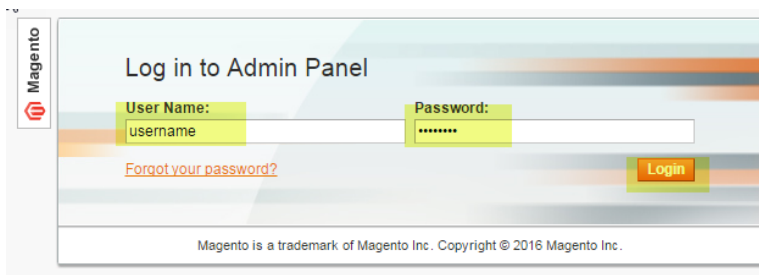


8. The extension will now install. When completed, you will see the extension listed.

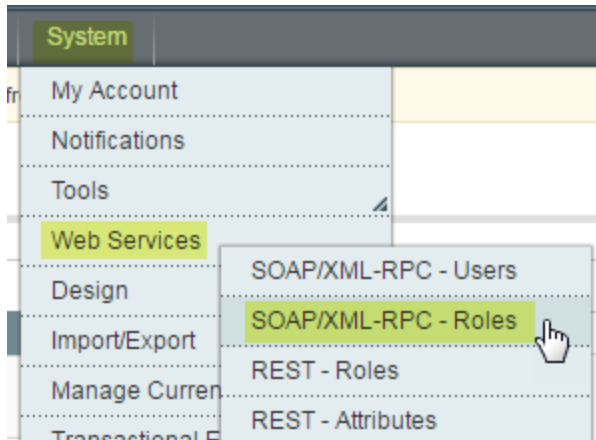
Channel	Package Name	Version	Status
Magento_Mobile	Magento Mobile Xml Interface	1.9.3.1 (stable)	Ready to install
Phoenix_Moneybookers	Moneybookers payment gateway integration	1.9.3.1 (stable)	Ready to install
ShipWorks_Multi_Carrier_Shipping_Software	ShipWorks Integration	4.0.4 (stable)	Ready to install

## Configure a SOAP/XML-RPC User and Role ("User/Role") in your Magento Store

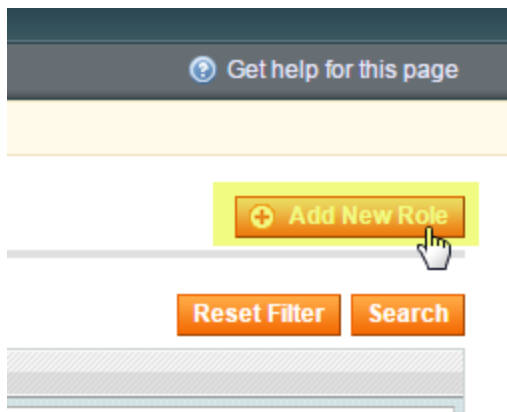
1. Log into your Magento 1 admin panel.



2. Go to the **System** tab, and select **Web Services > SOAP/XML-RPC Roles**.



3. Click the **Add New Role** button at the top right.



4. Enter **ShipWorks** as the **Role Name**. Then, enter your current Magento Admin Password. (This is the password for the admin user you are currently logged in as.)

**Add New Role**

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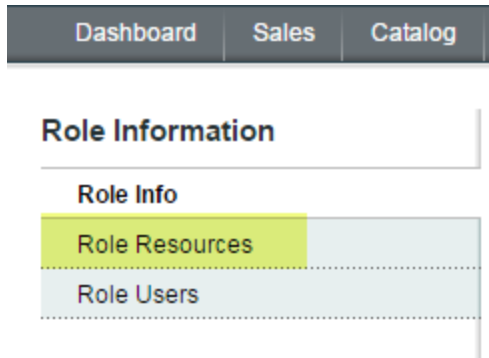
**Role Information**

Role Name *	<input type="text" value="ShipWorks"/>
Current Admin Password *	<input type="password" value="....."/>

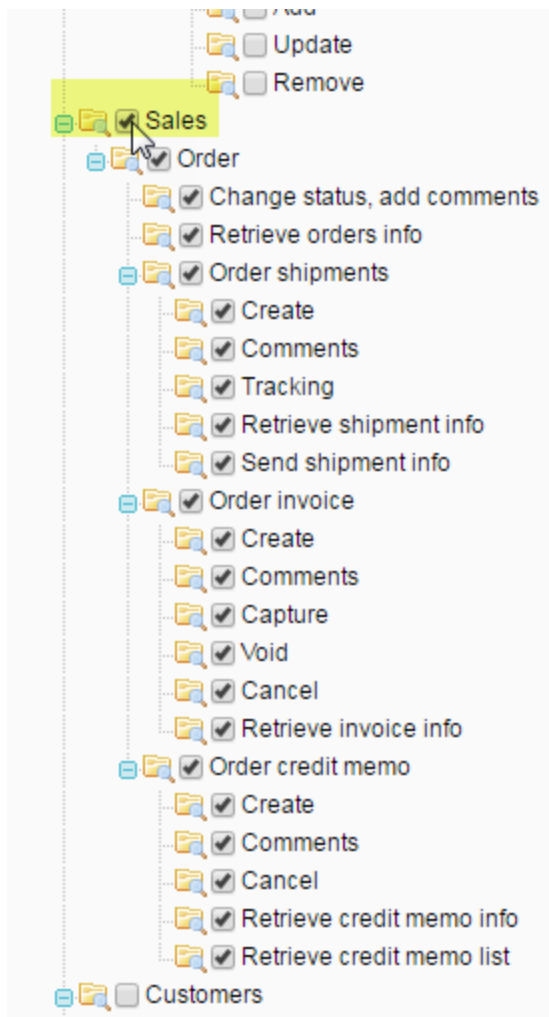
5. Click the **Save Role** button.



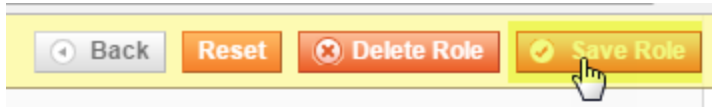
6. Click on **Role Resources** located on the left side of the page.



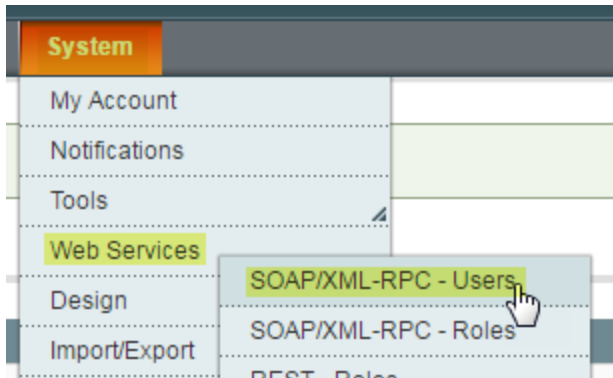
7. On the **Edit Role** screen, scroll down until you find the folder named **Sales**. Check the box to the left of the **Sales** folder. This will automatically select all of the permissions related to Sales.



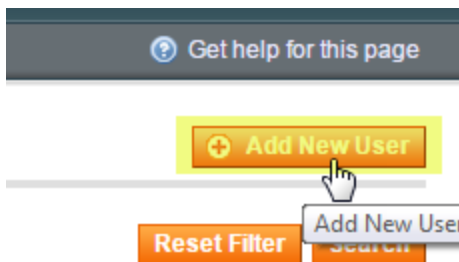
8. Click the **Save Role** button at the top of the page. If prompted, enter your admin password and click **Save Role** again.



9. Go to the **System** tab, and select **Web Services > SOAP/XML-RPC Users**.



10. Click on the **Add New User** button.



11. Fill out the following fields:

**Note:** \* indicates information you will need to remember and will be entering into ShipWorks.

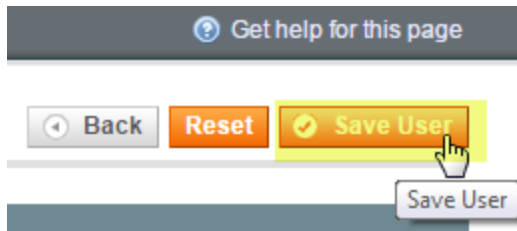
- » User Name (You will enter this into ShipWorks)\*
- » First Name (Not used in ShipWorks but required by Magento)
- » Last Name (Not used in ShipWorks but required by Magento)
- » Email (Not used in ShipWorks but required by Magento)
- » Current Admin Password (the password for the user you are currently logged in as)
- » API Key (You will enter this into ShipWorks. It can be 6 characters or more).\*

- » API Key Confirm (Same as the API Key)
- » This Account is: Active

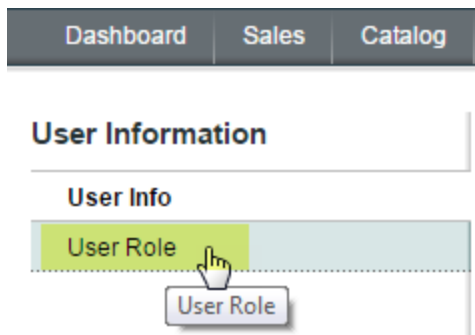
### New User

Account Information	
User Name *	<input type="text" value="ShipWorks"/>
First Name *	<input type="text" value="ShipWorks"/>
Last Name *	<input type="text" value="User"/>
Email *	<input type="text" value="email@email.com"/>
Current Admin Password *	<input type="password" value="....."/>
API Key *	<input type="password" value="....."/>
API Key Confirmation *	<input type="password" value="....."/>
This account is	Active ▼

11. Click the **Save User** button.



12. On the left side of the screen, click on the **User Role** link.



13. Select the ShipWorks role you just created in the previous steps. Then, click **Save User**.

## Edit User 'ShipWorks'

Page 1 of 1 pages | View 20 per page

Assigned	Role Name
Any	
<input type="radio"/>	admin
<input checked="" type="radio"/>	ShipWorks

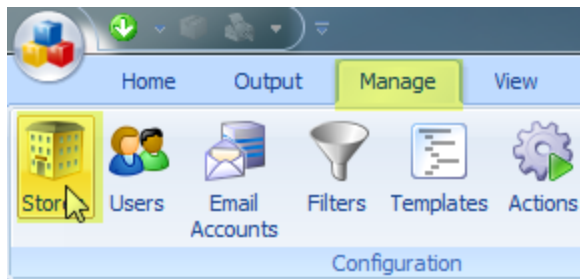
Get help for this page



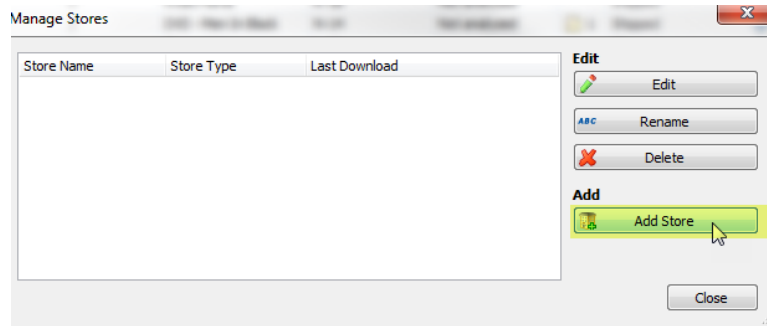
14. If prompted, enter the Current Admin Password and click **Save User**.

## Adding Magento to ShipWorks

1. Launch the ShipWorks application and log in as a user with administrator rights.
2. Click on the **Manage** tab, then on the **Stores** button.



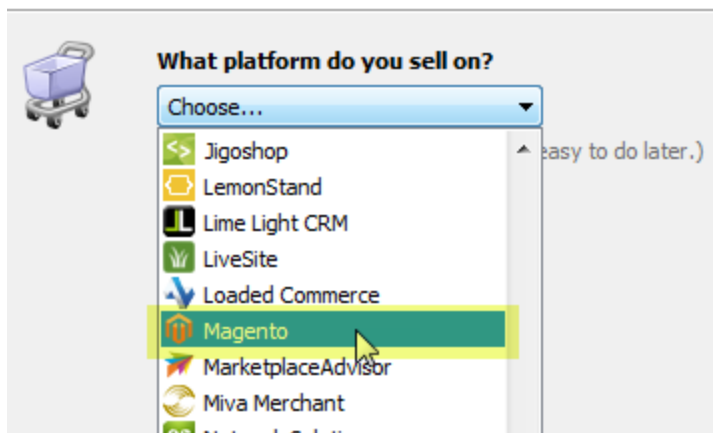
3. Click on the **Add Store** button.



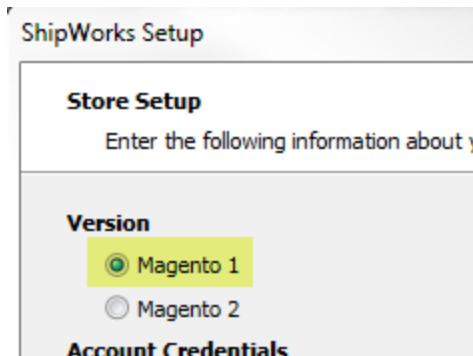
4. From the **What store do you sell on?** menu, select **Magento**. Then, click **Next**.

### Online Store

Configure ShipWorks for your online store.



5. Select **Magento 1** as the **Version**.




6. Enter the **Account Credentials** for your Magento store. Then, click **Next**.

**Username:** - the username you created in the above steps.

**Password:** - This is listed as the API key you created when adding the user in Magento.



**Store URL:** - Your Magento website address.



**Store Setup**  
Enter the following information about your online store.

**Version**  
 Magento 1  
 Magento 2

**Account Credentials**  
Enter the administrator username and password used to login to your online store:

Username:

Password:

Store Url:

Store code:  (Only for multi-store Magento installations)

For help adding your Magento store, [click here](#).

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

**ShipWorks Setup**

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

**Name**  
Store name:   
(This is just how your store will display in ShipWorks)

**Address**  
Company:   
Street:   
City:   
State \ Prov:  ▼  
Postal Code:   
Country:  ▼

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

**Note:** This information is optional.


**Contact Information**

Website:

Email:

Phone:


9. By default, ShipWorks downloads the previous 30 days of orders during the first download from your Magento store. You may edit this by clicking on the Edit link.

 ShipWorks will download orders starting from:

30 days ago.


Download all of my orders.

10. We recommend leaving the setting checked for Mark the order as Complete in Magento and upload the shipment details.



 When a shipment is processed:

Mark and the order as Completed in Magento and upload the shipment details

11. If you wish for Magento to send a shipment notification email to your customers, check the box for **Magento should email the customer that the order was completed.**

 When a shipment is processed:

Mark and the order as Completed in Magento and upload the shipment details

Comments:   

Email:  Magento should email the customer that the order was completed.

12. Click **Next**. Then, click **Finish**.

Your Magento orders will automatically begin to download.

## 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.