

ShipWorks[®]

User Guide

Adding a GeekSeller Store

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Background

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

This article will guide you through how to connect your GeekSeller store to ShipWorks.

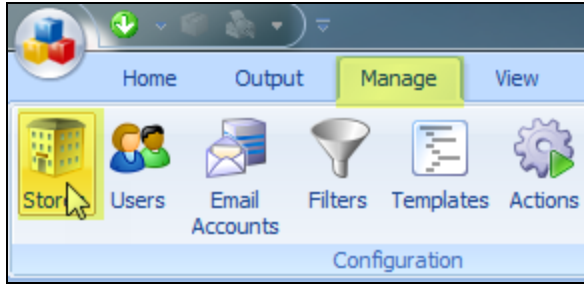
First Things First

In order to connect your GeekSeller store to ShipWorks there are a few things you will need to have in place:

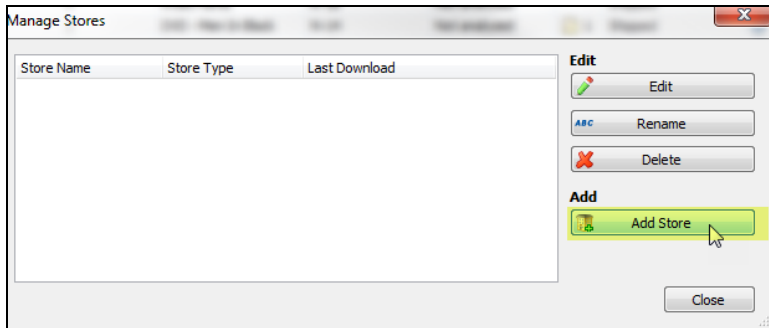
1. Connecting GeekSeller to ShipWorks requires a username and password. This is not the same username and password that you use to log in to GeekSeller. Please reach out to GeekSeller to ensure that you have the correct username and password for your connection.
2. You will need to have ShipWorks v5.12.1 or later installed and to be logged into ShipWorks as a user with administrator rights.

The Process

1. In ShipWorks, click on the **Manage** tab and then click on the **Stores** button.

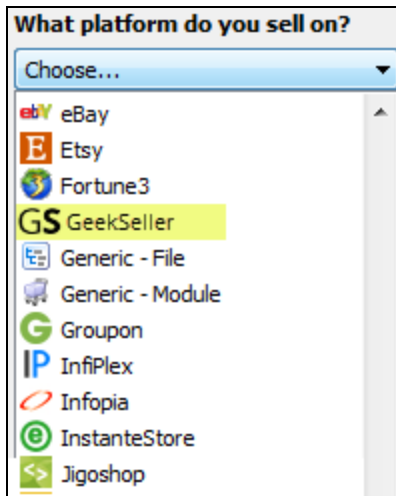


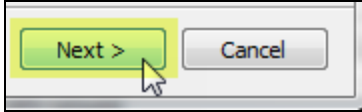
2. Click on the **Add Store** button.



3. From the **What platform do you sell on?** menu, select **GeekSeller**. Then, click **Next**.

Note: If you are on a version of ShipWorks earlier than version 5.12.1, please select **Generic Module** as the store type.





4. On the Store Setup screen, enter the **Username:** and **Password:** provided to you by GeekSeller. This is **not** the same username and password that you use to log in to GeekSeller.

Select the correct URL from the list below and enter it into the **Module URL:** field. Be sure to replace **USERNAME** with your username.

Then, click **Next**.

For Walmart store use:

<https://shipworks.geekseller.com/walmart/USERNAME/>

For JET store use:

<https://shipworks.geekseller.com/jet/USERNAME/>

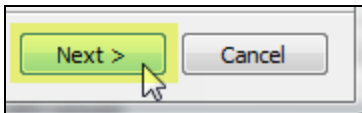
Enter the administrator username and password you use to login to your online store:

Username:

Password:

Enter the URL to the ShipWorks module. For help installing or finding the module URL, [click here](#).

Module URL:



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

5. On the Store Information screen, enter your **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:

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

Note: This information is optional.

ShipWorks Setup

Contact Information

Enter the contact information for your store.

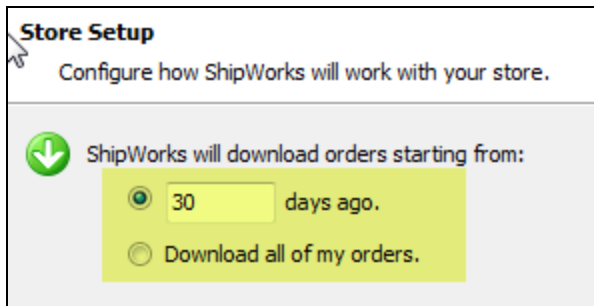
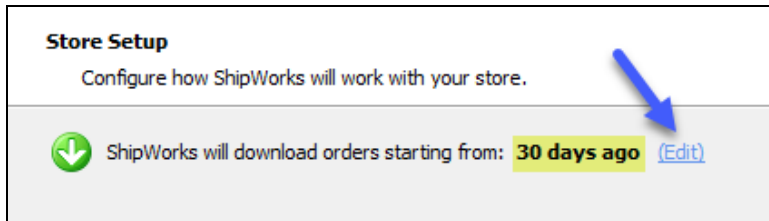
Contact Information

Website:

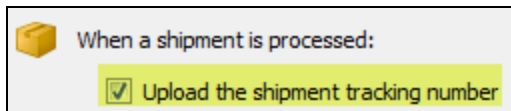
Email:

Phone:

7. 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.

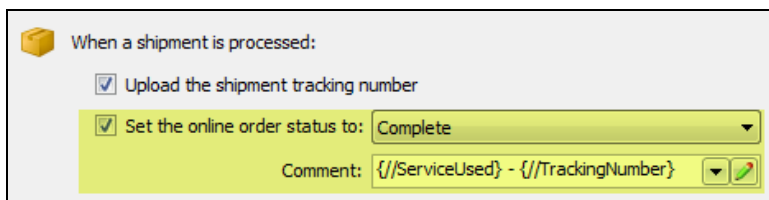


8. Verify that the settings for **When the shipment is processed:** are correct. Typically, you would leave the checkbox for **Upload the shipment tracking number** checked.



9. The correct **Set the online order status to:** option will be automatic selected for you. We recommend leaving the default settings.

- » **Jet Default** - Complete
- » **Walmart Default** - Shipped



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

Your GeekSeller 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.