

ShipWorks[®]

User Guide

Adding an osCommerce Store

Contents

Adding an osCommerce Store	3
Background	3
First Things First	3
The Process	4
Upload the ShipWorks.php Module to osCommerce	4
Adding osCommerce to ShipWorks	4
Related Articles	8
Download the ShipWorks Module	8
Still Need Help?	9

Adding an osCommerce Store

Table of Contents

[Background](#)

[First Things First](#)

[The Process](#)

[Upload the .php File to os Commerce](#)

[Add os Commerce to ShipWorks](#)

[Related Articles](#)

[Still Need Help](#)

Background

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

This article will walk you through how to connect your osCommerce store to the ShipWorks software.

First Things First

Before you begin you will need to have a few things available:

- » ShipWorks installed and the ability to log into ShipWorks as an administrator.
- » Your osCommerce store's FTP (File Transfer Protocol) host address, username and password. If you do not have this information, please reach out to your resident IT person, host provider, or osCommerce.

ShipWorks connects to osCommerce using a .php module which is placed into your osCommerce store's admin directory. The file is attached to the end of this article and will need to

be uploaded to your osCommerce store using your favorite FTP client. If you are not familiar with the process of transferring files using FTP, that's OK. You have a few options.

- » [Review this article](#). It will introduce you to and guide you through the process.
- » Reach out to your IT person. He or she should be able to upload the file for you.

The Process

Upload the ShipWorks.php Module to osCommerce

1. Download the **ShipWorks3_Module_osCommerce_v3_15_0_0.zip** file located at the bottom of this article. Once downloaded, you will need to unzip the file.

Note: Typically you can unzip a compressed (.zip) file by right clicking on it and selecting **Extract All...**

After unzipping the file you will have 1 file that needs to be uploaded to your osCommerce store's directory.

- » shipworks3.php

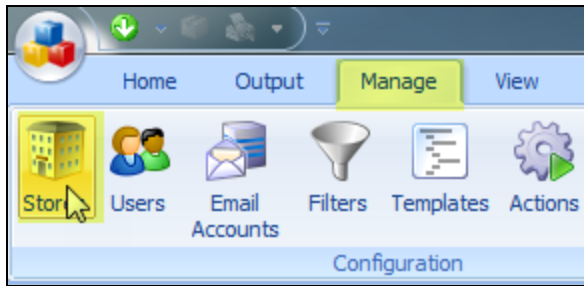
2. Using the FTP client of your choice, upload the unzipped file to the directory of your osCommerce store.

- » Copy shipworks3.php to your store's admin directory. The admin directory may have been renamed when the osCommerce store was created.

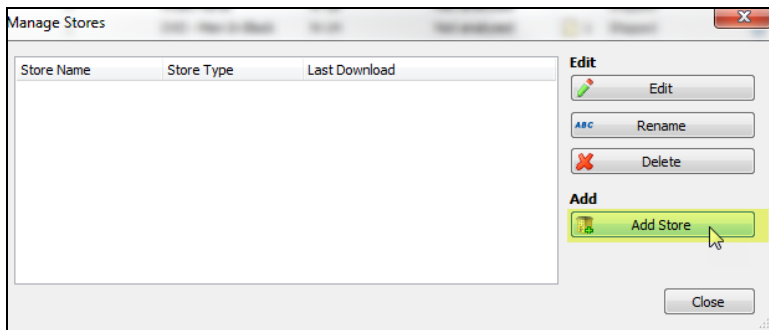
NOTE: Please see [this article](#) if you need assistance with this process.

Adding osCommerce to ShipWorks

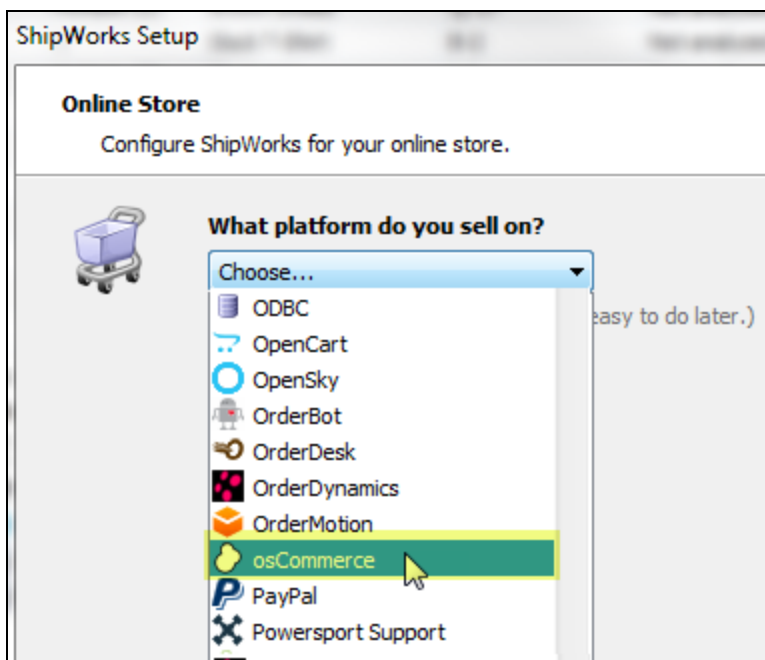
1. Launch the ShipWorks application and log in as a user with administrator permissions.
2. Click on the **Manage** tab. Then, click the **Stores** button.



3. Next, click on the **Add Store** button.



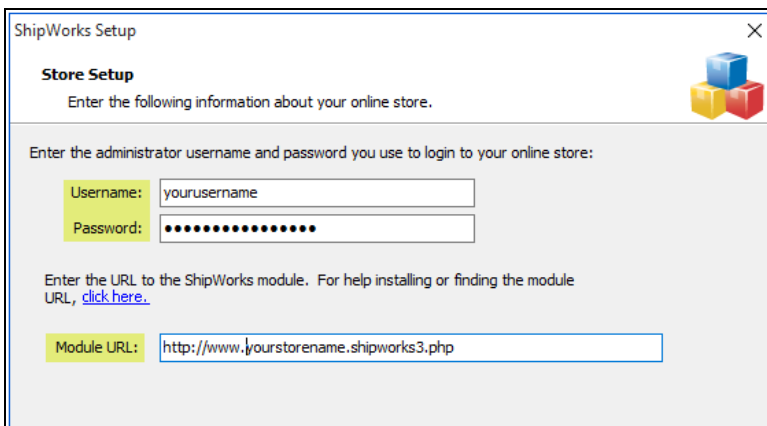
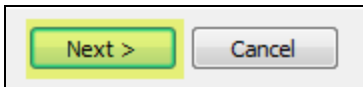
4. From the **What Platform do you sell on?** drop-down menu, select osCommerce. Then, click **Next**.





5. Enter your **username** and **password** to log into your store. Then, enter the **Module URL**. Click **Next**.

Note: Your **module URL** is typically the address to your website with /shipworks3.php appended to it. So, if your website is <https://www.widgetmethis.com>, your module URL might look like <https://www.widgetmethis.com/shipworks3.php>.

A screenshot of the "ShipWorks Setup" dialog box. The title bar says "ShipWorks Setup" with a close button (X) on the right. Below the title bar is a "Store Setup" section with a small icon of three stacked cubes (blue, yellow, red) and the text "Enter the following information about your online store." Below this is a section titled "Enter the administrator username and password you use to login to your online store:" with two input fields: "Username:" containing "yourusername" and "Password:" containing a series of dots. Below that is a section titled "Enter the URL to the ShipWorks module. For help installing or finding the module URL, [click here.](#)" with a "Module URL:" input field containing "http://www.yourstorename.shipworks3.php".

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

6. 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:

7. 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.

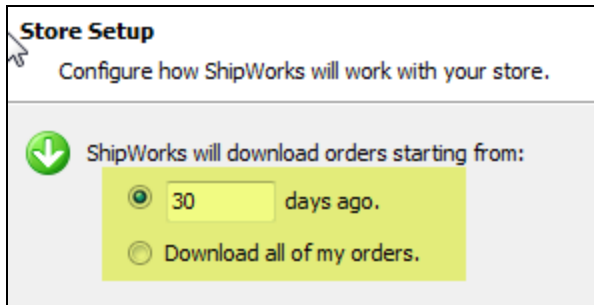
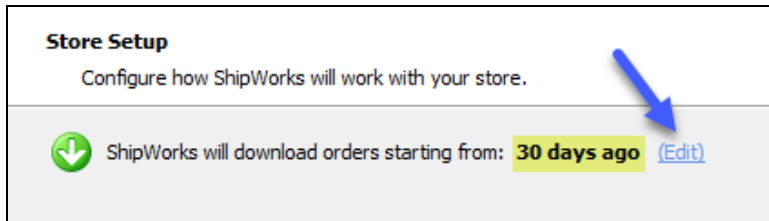
Contact Information

Website:

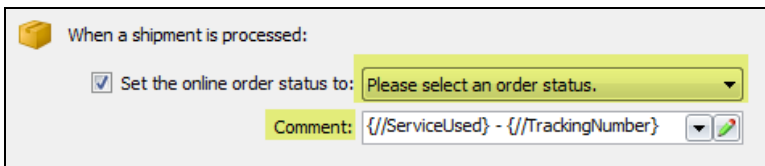
Email:

Phone:

8. 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.



9. Verify that the settings for **When the shipment is processed:** are correct. Select an **Order Status** from the drop-down menu. In most cases, the **Comment:** should be left as is.



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

Your osCommerce orders will begin to download into ShipWorks automatically.

Related Articles

[Using FileZilla to Upload Files \(via FTP\)](#)

Download the ShipWorks Module

Please [see this page](#) to download the ShipWorks Module.

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.