

ShipWorks[®]

Reference Guide

Adding a Network Solutions Store

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Background

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

This article will guide you through the process of connecting your Network Solutions store to the ShipWorks software.

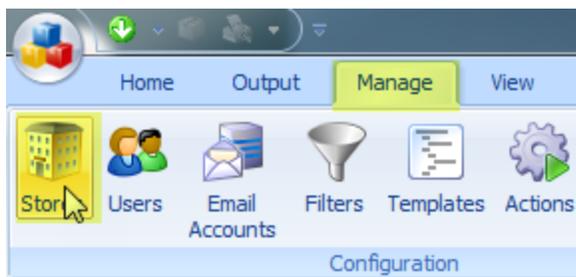
First Things First

This article assumes the following:

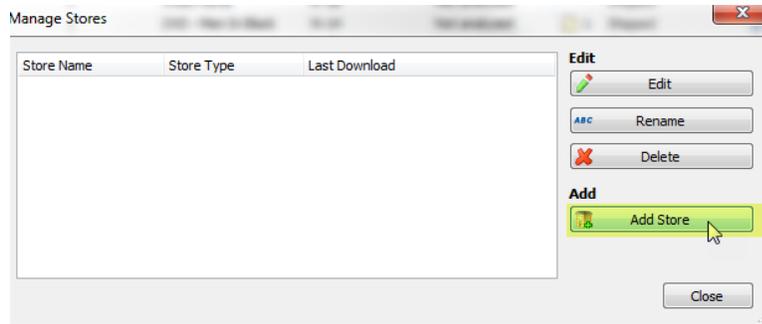
1. You have ShipWorks installed and are logged into ShipWorks as a user with administrator rights.
2. You have your Network Solutions admin username and password.

The Process

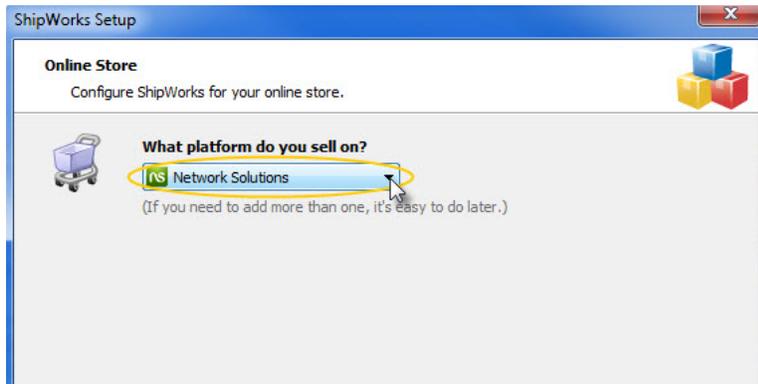
1. Launch the ShipWorks application and log in as a user with administrator permissions.
2. Click on the **Manage** tab. Then, click the **Stores** button.



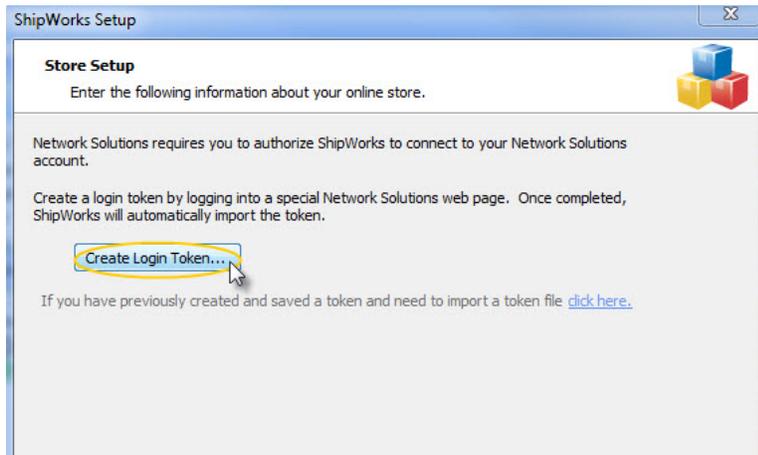
3. Next, click on the **Add Store** button.



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



3. Click the "Create Login Token..." button.



4. You'll be directed to the NetworkSolutions site. Enter your store **Web Address**, store **Super Admin Username** and your store **Super Admin Password**, then click **Submit**. Close that window when you see the confirmation screen.

Ecommerce API - Authorize an Application

Interapptive from Interapptive, Inc. (Shipworks) has requested access to your E-Commerce Website.

If you agree, please enter your information below and click the Submit button.

Website Address:

Your Super Admin Username:

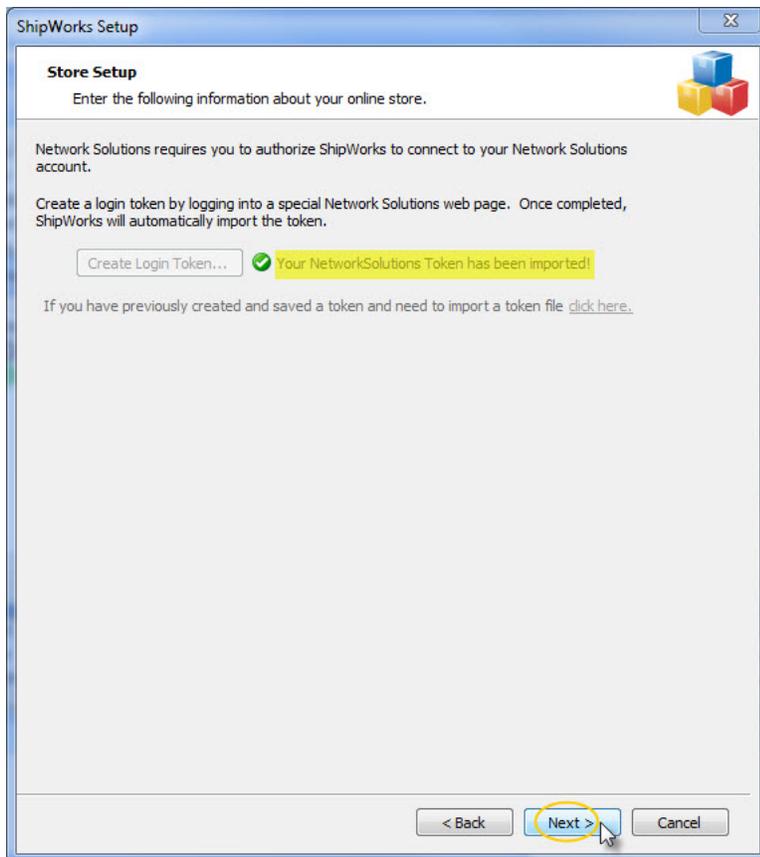
Your Super Admin Password:

Ecommerce API - Authorize an Application

You successfully authorized Interapptive from Interapptive, Inc. (Shipworks) to access your E-Commerce data.

You may now close this window.

5. Now, back in ShipWorks, verify that your NetworkSolutions token has been imported. Then, click **Next**.



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:

11. 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:

12. 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.

13. 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.

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

Your 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.