

# <u>Reference Guide</u>

Adding a StageBloc Store



# Adding a StageBloc Store

## Background

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

This article will guide you through the steps to add your StageBloc store to the ShipWorks software.

## **First Things First**

Before continuing with this article there are a few things that you will need to have available:

1. You will need to have your StageBloc admin username and password.

2. You will need to have ShipWorks installed and be logged into the ShipWorks software as a user with admin rights.

## **The Process**

#### Configuring StageBloc to Connect to ShipWorks

- 1. Log into your StageBloc admin panel.
- 2. Click **Manage Content** in the top left corner of the screen.





2. Next, click on the **Store** icon.



3. Click on the **Shipping** button near the top of the page.

	A		*					
=								
						Fal	ke Store Data	You'll see real of
		6	Store	Products	Pre-orders	Coupons	Orders	

#### 4. Now, click on add new fulfiller.

Fulfiller	Туре	
	add new fulfiller	

#### 5. On the **Create Fulfiller** screen:

- a. Give the fulfiller a name. It can be any name you choose such as 'ShipWorks'.
- b. From the **Software** drop-down menu, select **ShipWorks**.

**Note** that your **store URL** is listed for you. You will need this URL when connecting your StageBloc store to ShipWorks.

c. Enter your **origin postal code**.

d. Enter a **username** and **password**. This will be the username and password that you will enter into the ShipWorks software when connecting your StageBloc store.

e. Click Create

	Create Fulfiller	Need help?
Name (i.e. Main V	Varehouse, My House)	
Software	ShipWorks	~
	Use this if you plan u software to handle fu	se ShipWorks Ifillment.

Great!! Now you are ready to add your store to ShipWorks!

### Adding Your StageBloc Store 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.

Manage Stores	110 - Har 1 Ball	1.0	-	0.0	
Store Name	Store Type	Last Download		Edit	Edit
				ABC	Rename
				Add	Delete
					Add Store
					Close

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



ShipWorks Setu	ip	the and on
Online Sto Configu	<b>re</b> e ShipWorks for your online store.	
2	What platform do you sell	on?
	Shopperpress ShopSite SolidCommerce SparkPay StageBloc SureDone VirtueMart Volusion Web Shop Manager WooCommerce	easy to do later.)
Next >	Cancel	

5. Enter the **Username** and **Password** that you configured on the **Create Fulfiller** screen of your **StageBloc** admin panel. Then, copy the **ShipWorks Module URL** from the Create Fulfiller screen of your StageBloc admin panel and paste it into the **Module URL** field on the **Store Setup** screen in ShipWorks. Click **Next**.



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



ShipWorks Store En	Setup Information er the name and physical address of your online store.
Name	
Store	ame: My StageBloc Store
	(This is just how your store will display in ShipWorks)
Addre	55
Con	Widget Me This
s	reet: 123 Some Street
	City: St. Louis
State	Prov: Missouri 👻
Postal	Code: 63123
Co	ntry: United States

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

**Note**: This information is optional.

ShipW	orks Setup	toor life and the life and	and the second se
Co	entact Infor Enter the co	mation ontact information for your store.	
C	ontact Info	rmation	
	Website:	www.widgetmethis.com	
	Email:		
	Phone:		

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



#### Store Setup

Configure how ShipWorks will work with your store.



9. Select the online status from the available drop-down menu that you would like ShipWorks to update the order to after a shipment is processed. Then, click **Next**.

9	When a shipment is processed:
	☑ Upload the shipment tracking number
	✓ Set the online order status to: Please select an order status.
	Next > Cancel

10. Click Finish.



Setup Complete	
ShipWorks is ready to connect to your store.	
ShipWorks is ready!	
Wondering what's next?	
Download Orders	
ShipWorks will immediately start to download your orders, and will automatically check for more every 15 minutes.	
To force a download just click the 'Download' button: 📀	
Print Shipping Labels	
When you're ready to ship, select an order and dick the "Ship Orders" button: 🧊	
Get Educated	
Manuals can be boring, but our <u>Getting Started Guide</u> is worth it.	
Finish	

Your StageBloc orders will begin to download automatically.

# Still Need Help?

Please feel free to <u>reach out to one of our awesome Customer Care representatives in St. Louis</u>. We are happy to assist you.

