

ShipWorks®

Reference Guide

Adding a StageBloc Store

Adding a StageBloc Store

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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

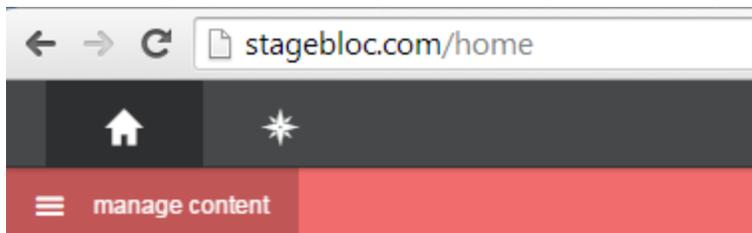
Before continuing with this article there are a few things that you will need to have available:

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.

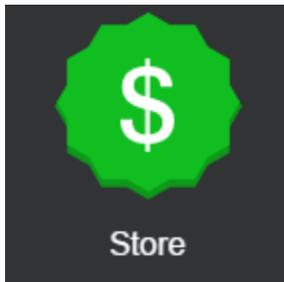
The Process

Configuring StageBloc to Connect to ShipWorks

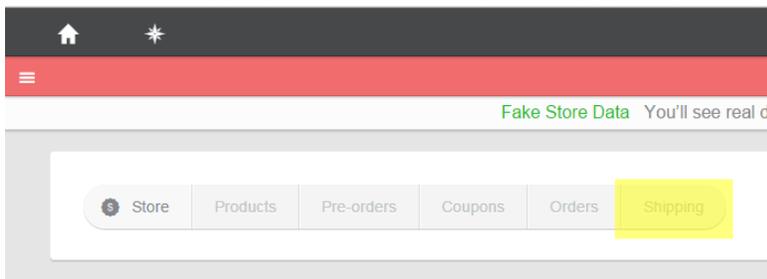
1. Log into your StageBloc admin panel.
2. Click **Manage Content** in the top left corner of the screen.



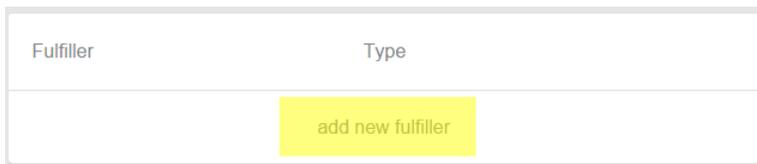
2. Next, click on the **Store** icon.



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



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

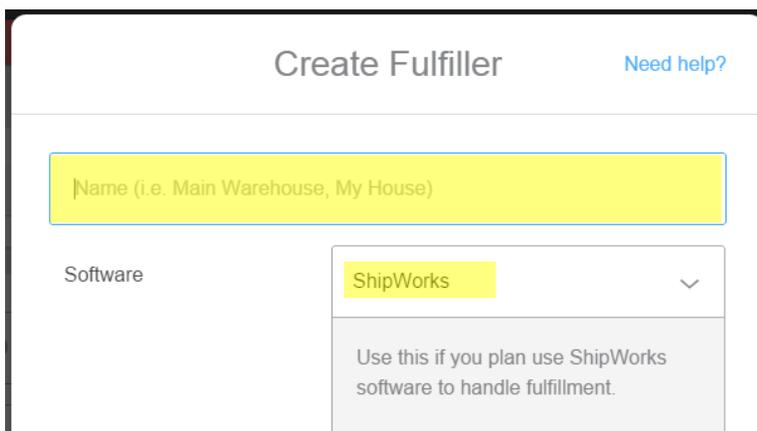


5. On the **Create Fulfiller** screen:

- Give the fulfiller a name. It can be any name you choose such as '**ShipWorks**'.
- 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.

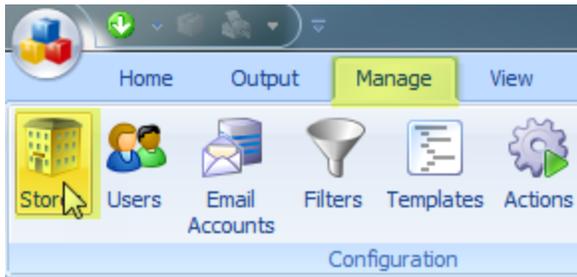
- Enter your **origin postal code**.
- Enter a **username** and **password**. This will be the username and password that you will enter into the ShipWorks software when connecting your StageBloc store.
- Click **Create**



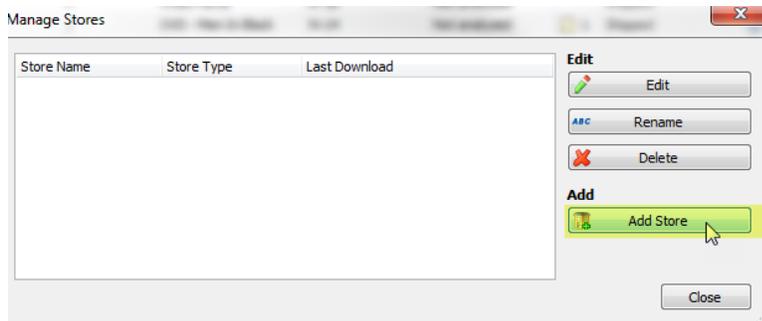
Great!! Now you are ready to add your store to ShipWorks!

Adding Your StageBloc Store to ShipWorks

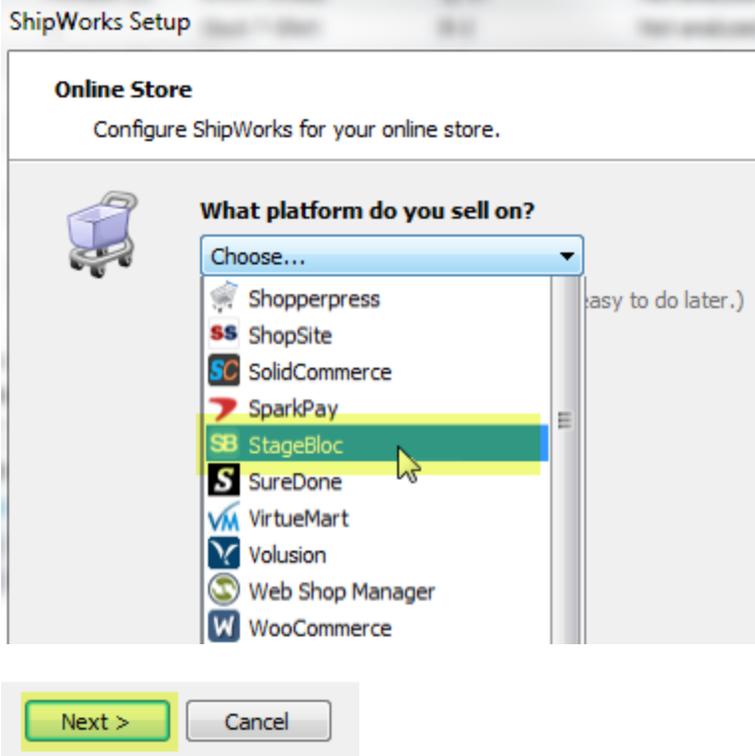
1. Launch the ShipWorks application and log in as a user with administrator permissions.
2. Click on the **Manage** tab. Then, click the **Stores** button.



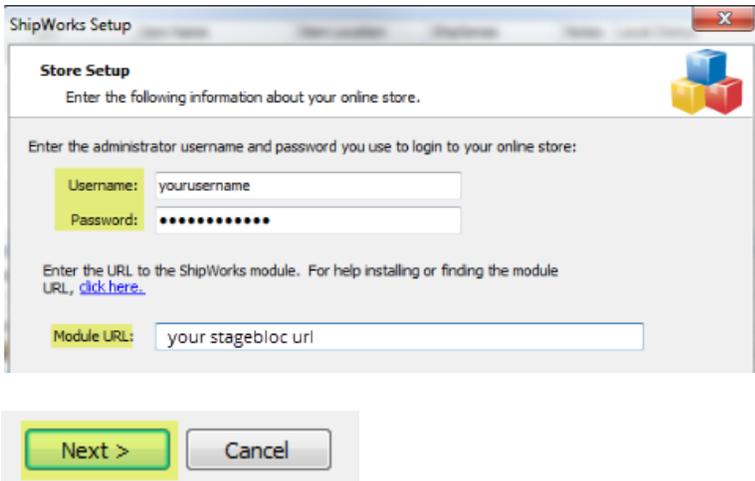
3. Next, click on the **Add Store** button.



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



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 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 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.

 ShipWorks will download orders starting from: **Your first order** [\(Edit\)](#)

 ShipWorks will download orders starting from:

Order #

Download all of my orders.

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**.

 When a shipment is processed:

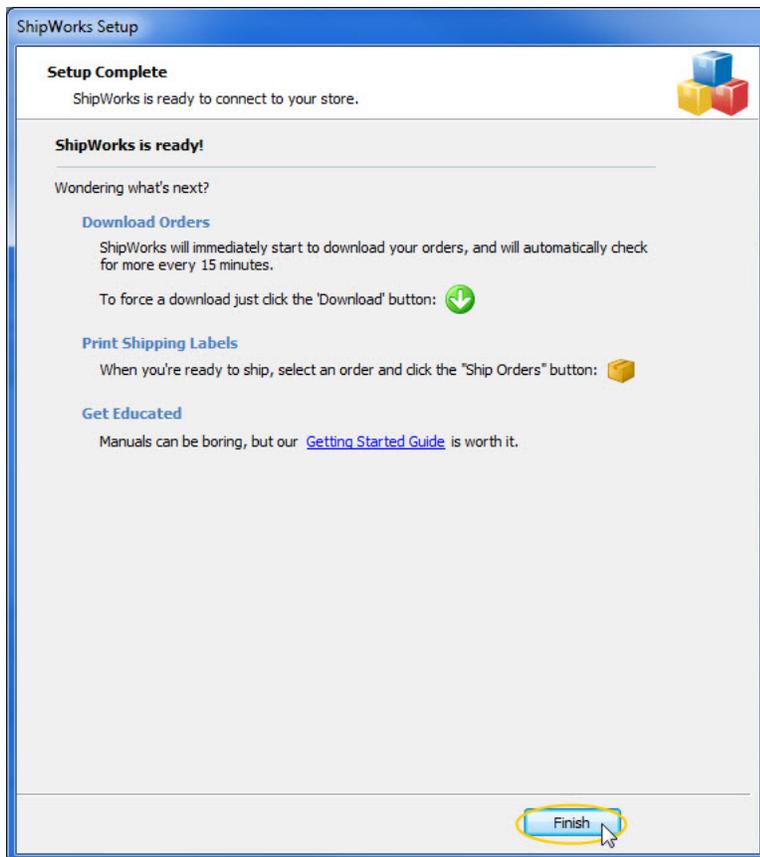
Upload the shipment tracking number

Set the online order status to:

[Next >](#)

[Cancel](#)

10. Click **Finish**.



Your StageBloc orders will begin to download 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.