

ShipWorks®

Reference Guide

Adding a CRE Loaded Store

[Adding a CRE Loaded Store](#)

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Background

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

This article will walk you through how to connect your CRE Loaded 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 CRE Loaded 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 CRE Loaded.

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

ShipWorks supports CRE Loaded versions 3 or higher.

The Process

Upload the ShipWorks.php Module to CRE Loaded

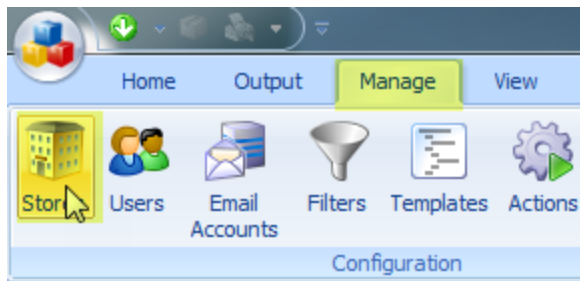
1. Download the attached shipworks3.php module (found at the bottom of this article). Once downloaded, you will need to unzip the file.

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

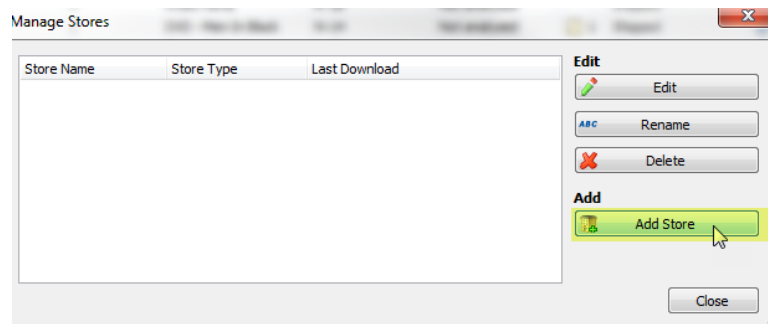
2. Using the FTP client of your choice, upload the unzipped shipworks3.php file to the root directory of your CRE Loaded store. Please see [this article](#) if you need assistance with this process.

Adding CRE Loaded 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 **CRE Loaded**. Then, click **Next**.

Online Store

Configure ShipWorks for your online store.

What platform do you sell on?

Choose...

- CommerceInterface
- CRE Loaded**
- CS-Cart
- eBay
- Etsy
- Fortune3
- Generic - File

Next > Cancel

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>.

Store Setup

Enter the following information about your online store.

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

Username: yourusername

Password:

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

Module URL: http://www.yourstorename.shipworks3.php

Next > Cancel

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:

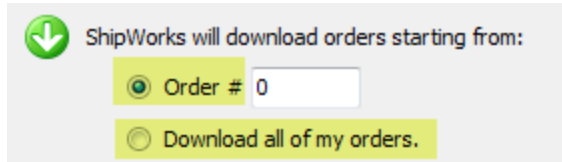
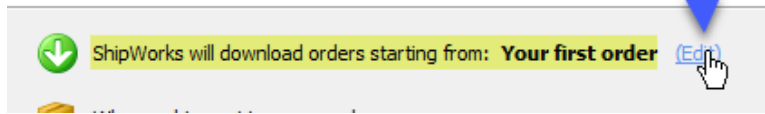
Email:

Phone:

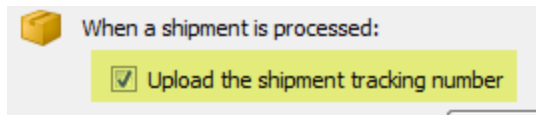
8. Select how many days of order history you would like to download into ShipWorks during your initial download. The default is to download all order history into ShipWorks. You can modify this by clicking on the **Edit** link.

Store Setup

Configure how ShipWorks will work with your store.



9. Under **When a shipment is processed**: we recommend leaving the default for **Upload the shipment tracking number**.



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

Your order will automatically begin to download.

Related Articles

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

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.