

ShipWorks®

Reference Guide

Adding an IgniteWoo Store

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Background

ShipWorks connects to your IgniteWoo account through a third party plugin. You can download your orders and easily create shipping labels, invoices and packing lists. ShipWorks can help manage your customers, send emails and update the online status of your orders.

You can successfully connect your IgniteWoo store with ShipWorks using a plug-in that connects via WordPress. Just think of the plug-in as a bridge, connecting ShipWorks with your IgniteWoo store. This plug-in was created by [AdvancedCreation](#) it is available for [free download](#).

This article will guide you through the steps to connect your IgniteWoo store to the ShipWorks Software.

First Things First

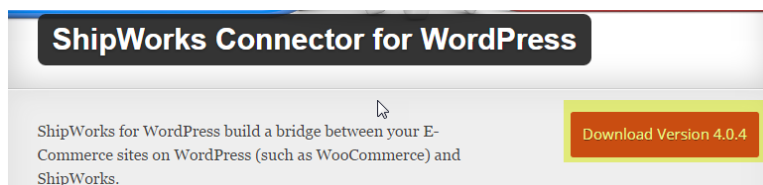
You will also need to have a few things available before proceeding:

1. Download and save the AdvancedCreation plugin. (We will show you how in just a moment)
2. Have your WordPress login username and password.
3. Have ShipWorks installed and be logged into ShipWorks as an administrator.

The Process

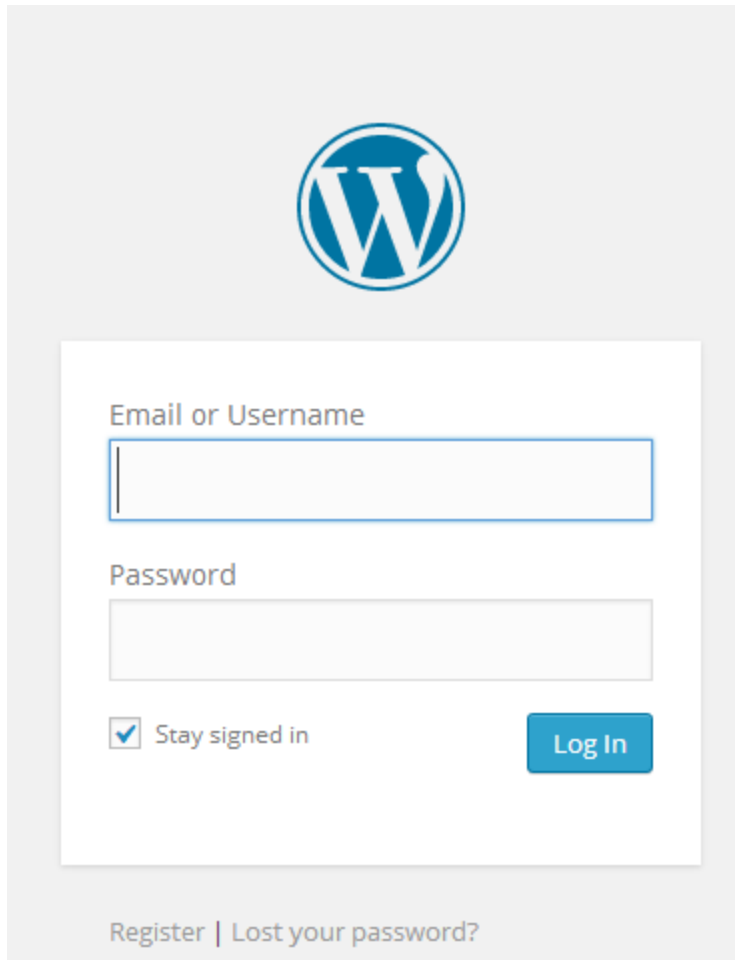
Installing the ShipWorks WP Plugin on Your WordPress Site

1. Go to [AdvancedCreations](#) and click on the **Download** button to download the WordPress plugin.



Be sure to save the file to a location that you can easily access. You will need to locate the file again in just a moment.

2. Log on to your WordPress admin dashboard.

A screenshot of the WordPress login page. At the top center is the WordPress logo, a blue circle with a white 'W'. Below the logo is a white rectangular form with a light gray border. Inside the form, there are two input fields: the first is labeled 'Email or Username' and the second is labeled 'Password'. Below the 'Password' field is a checkbox labeled 'Stay signed in' which is checked. To the right of the checkbox is a blue button with white text that says 'Log In'. At the bottom of the form, there are two links: 'Register' and 'Lost your password?'.

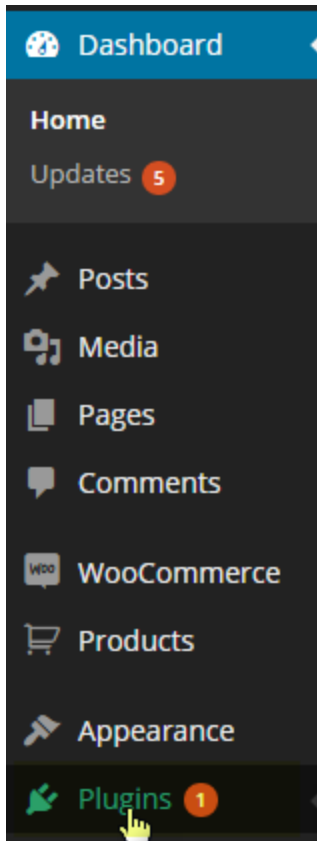
Email or Username

Password

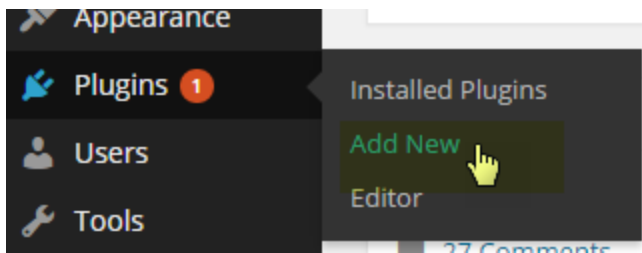
Stay signed in [Log In](#)

[Register](#) | [Lost your password?](#)

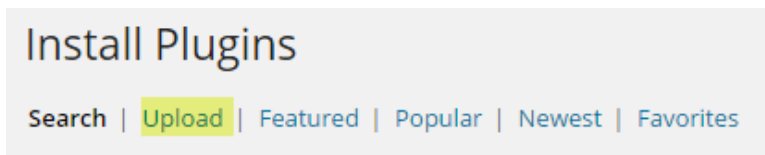
2. In your WordPress dashboard, click on the **Plugins** link in the left hand menu.



3. Then, click on **Add New**.

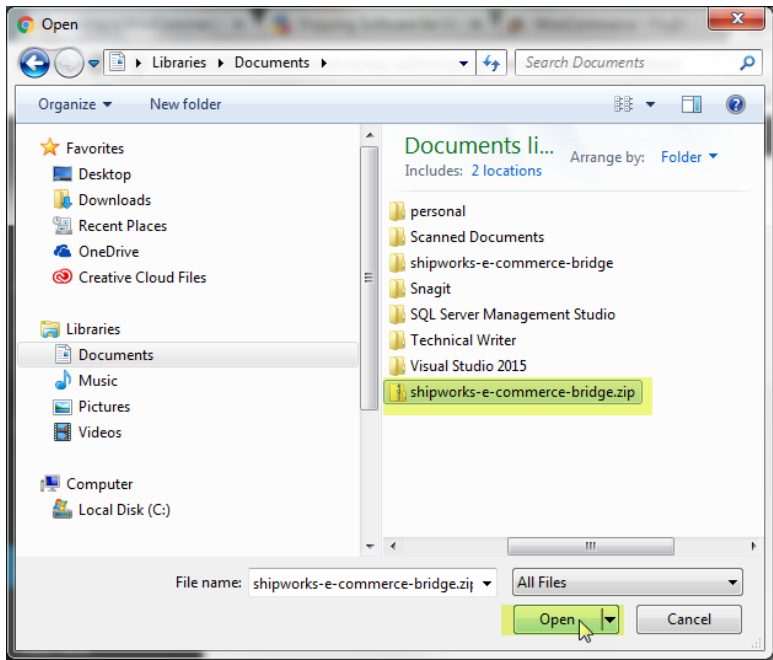
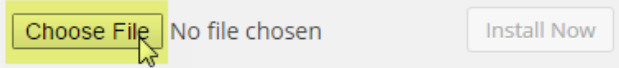


4. Next, click on the **Upload** link at the top of the page. Click **Choose File**. Then, navigate to the plugin that you downloaded in the previous steps and click **Open**.



Install a plugin in .zip format

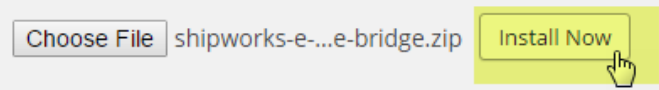
If you have a plugin in a .zip format, you may install it by uploading it here.



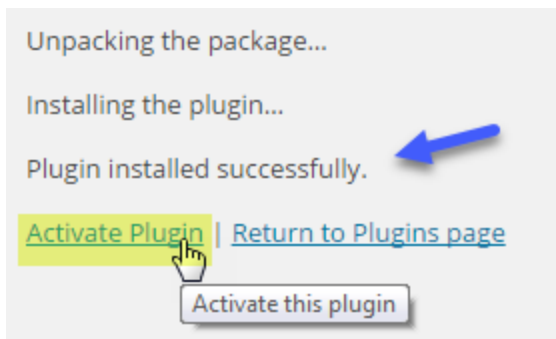
5. Click the **Install Now** button.

Install a plugin in .zip format

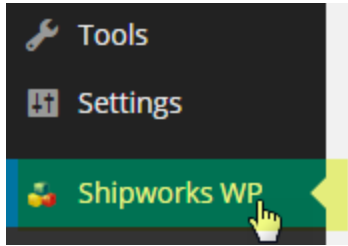
If you have a plugin in a .zip format, you may install it by uploading it here.



6. Once the plugin is installed, click on the **Activate Plugin** link.



7. Once the plugin is activated, click on the **ShipWorks WP** link in the left menu.



8. Now, you will need to create the **username** and **password** you will use when connecting your store to ShipWorks. Enter a **username** and **password** and click the **Create** button.

A screenshot of the 'Shipworks Account' creation form. The form has a light grey background. At the top, it says 'Shipworks Account' in bold. Below that, it says 'Create your username and password below (Do not use Shipworks account username/password)'. Underneath, it says 'Once you create your own username and password use them to create your store into Shipworks'. There are two input fields: 'Username' with the value 'shipworks' and 'Password' with a masked password '.....'. A blue arrow points to a blue 'Create' button.

9. Lastly, make note of the URL. You will need this URL when connecting to the ShipWorks software.

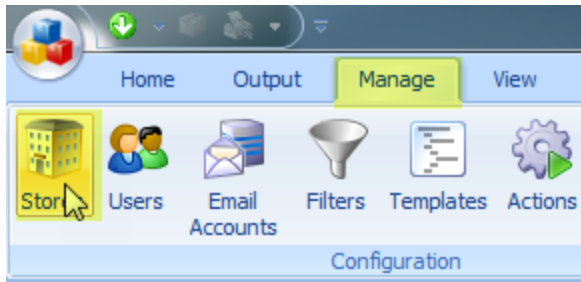
Note: If you have an SSL secure certificate installed for your site, you will use the **SSL Generic URL**. If you do not, use the **Generic URL**.

A screenshot showing two URL options. The first is 'Generic URL' with the URL 'http://10.1.10.131/woocommerce/wp-admin/admin.php?page=shipworks-wordpress' and a note '(Please enter this url if you DO NOT have SSL installed.)'. The second is 'SSL Generic URL' with the URL 'https://10.1.10.131/woocommerce/wp-admin/admin.php?page=shipworks-wordpress' and a note '(Please use this URL if you HAVE SSL installed on your Server.)'.

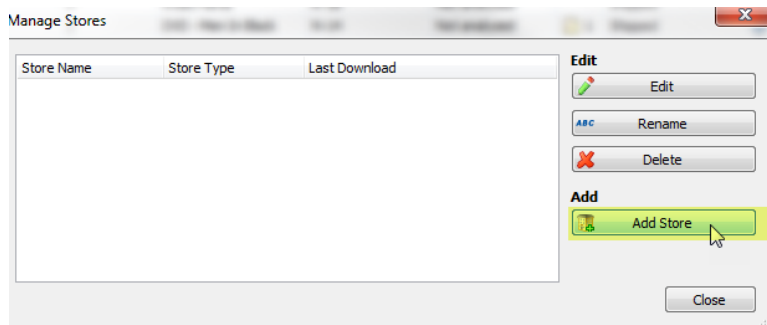
You are now ready to connect your store to ShipWorks.

Adding Your IgniteWoo Store to ShipWorks

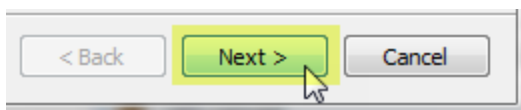
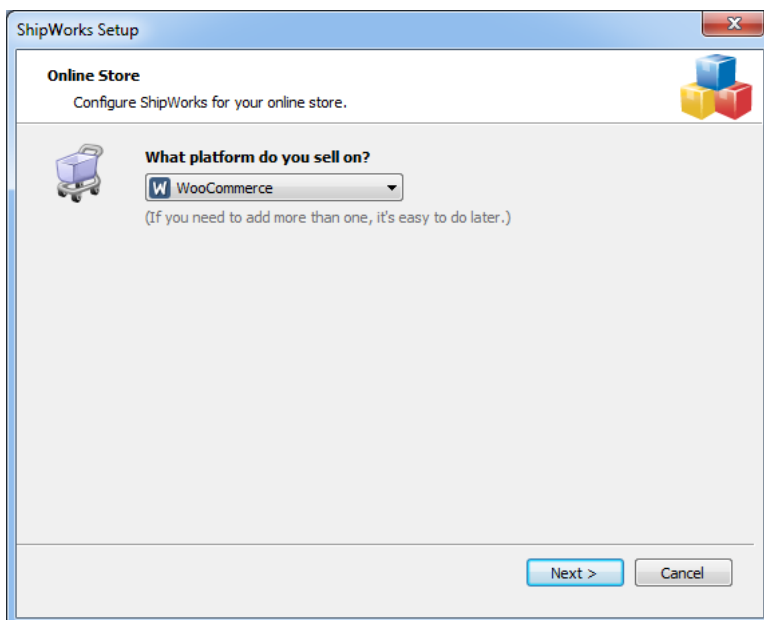
1. Launch the ShipWorks application and log in as an a user with administrator rights.
2. In ShipWorks, click on the **Manage** tab. Then, click on the **Stores** button.



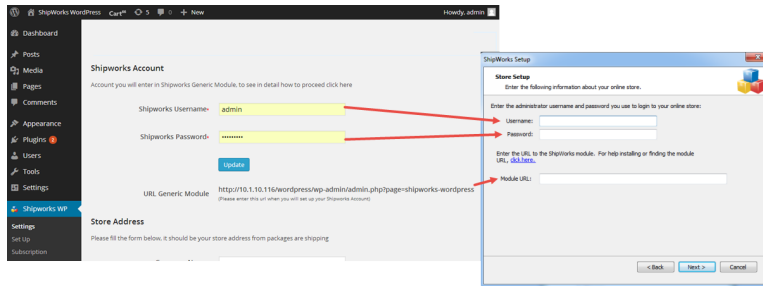
3. On the **Manage Stores** screen, click on the **Add Store** button.



4. From the **What platform do you sell on?** menu, select **WooCommerce** (there isn't a selection for IgniteWoo, so select WooCommerce) from the drop-down menu. Then, click **Next**.

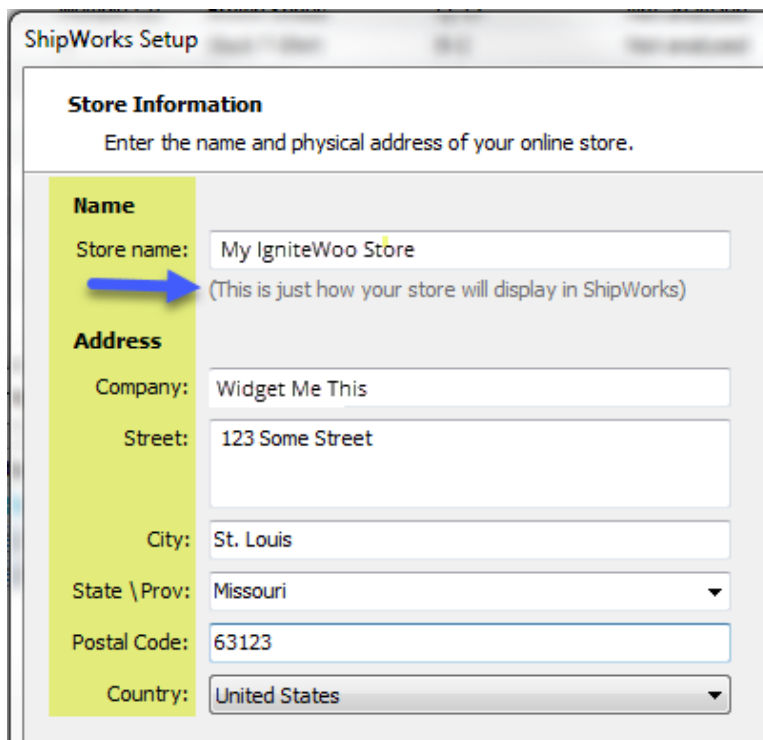


5. Enter the **ShipWorks Username** from the **ShipWorks WP** plugin into the **Username** field in ShipWorks, the **ShipWorks Password** into the **Password** field and the **URL Generic Module** into the **Module URL** field.



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

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



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

Note: This information is optional.

Contact Information

Enter the contact information for your store.

Contact Information

Website:

Email:

Phone:

9. 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.

10. 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.

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

Your IgniteWoo 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.