

# ShipWorks<sup>®</sup>

## Reference Guide

[Adding a Cart66 Store \(Lite or Pro\)](#)

# [Adding a Cart66 \(Lite or Pro\) Store](#)

## Table of Contents

[Background](#)

[First Things First](#)

[The Process](#)

[Installing the ShipWorks Plugin](#)

[Adding Cart 66 to ShipWorks](#)

[Still Need Help](#)

## Background

ShipWorks connects to your Cart66 (Lite or Pro) 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 Cart 66 store with ShipWorks using a plug-in that connects via WordPress. Just think of the plug-in as a bridge, connecting ShipWorks with your Cart 66 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 Cart 66 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.

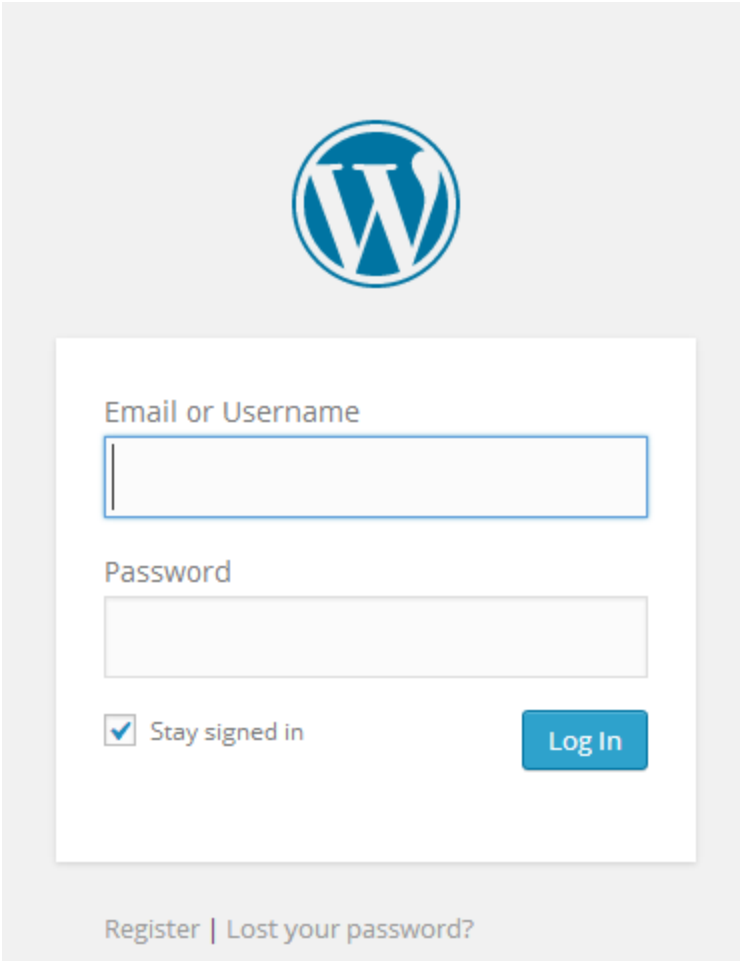
## ShipWorks Connector for WordPress

ShipWorks for WordPress build a bridge between your E-Commerce sites on WordPress (such as WooCommerce) and ShipWorks.

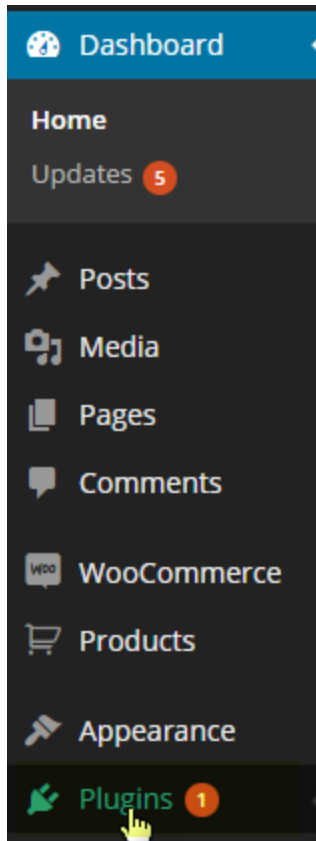
[Download Version 4.0.4](#)

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.

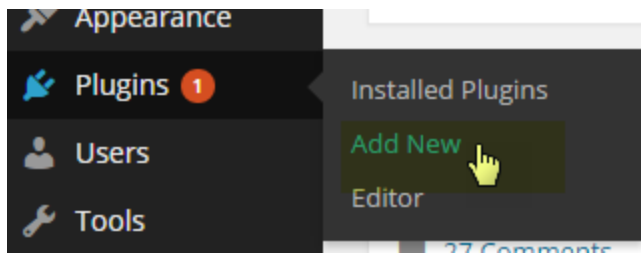
2. Log on to your WordPress admin dashboard.



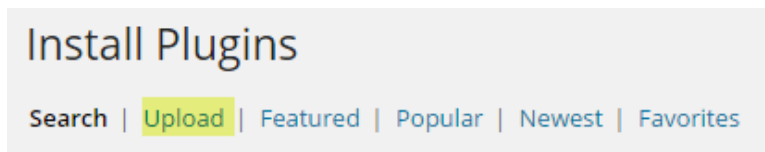
2. In your **WordPress** dashboard, click on the **Plugins** link in the left hand menu.



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

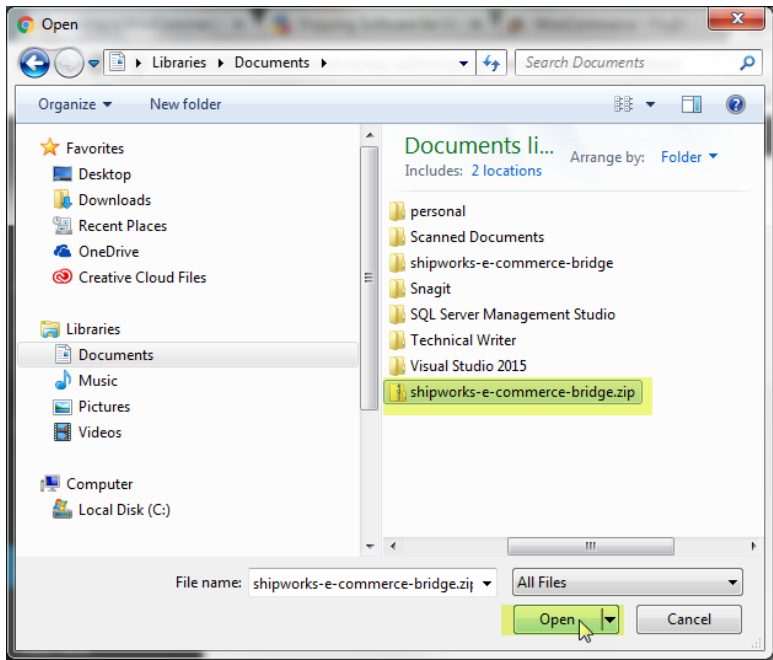
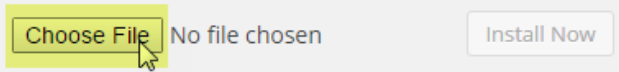


4. Next, click on the **Upload** link at the top of the page. Click **Choose File**. Then, navigate to the plugin that you downloaded in the previous steps and click **Open**.



Install a plugin in .zip format

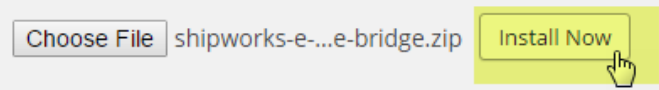
If you have a plugin in a .zip format, you may install it by uploading it here.



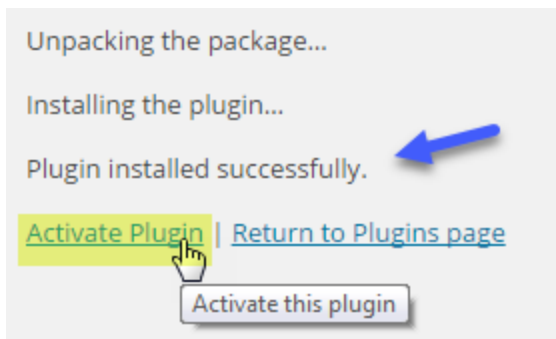
5. Click the **Install Now** button.

Install a plugin in .zip format

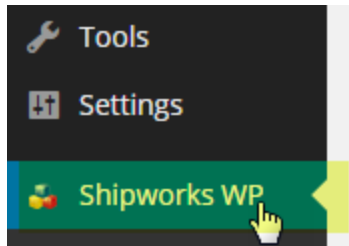
If you have a plugin in a .zip format, you may install it by uploading it here.



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, there is a small instruction: 'Create your username and password below (Do not use Shipworks account username/password) 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 '.....'. Below the fields is a blue arrow pointing right towards a blue 'Create' button.

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

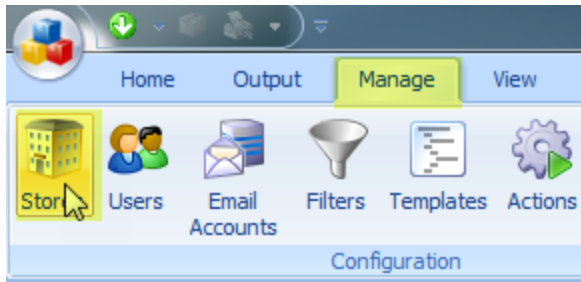
**Note:** If you have an SSL secure certificate installed for your site, you will use the **SSL Generic URL**. If you do not, use the Generic URL.

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.)'.

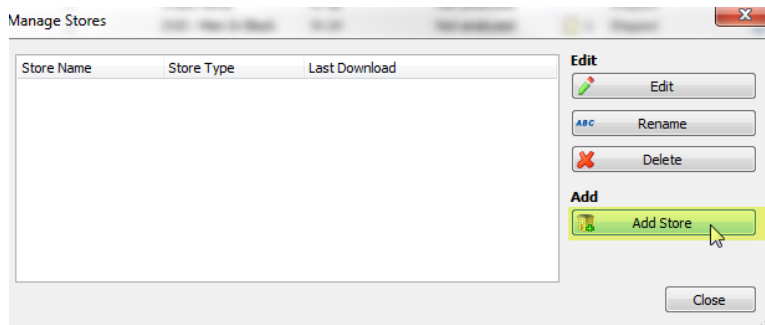
You are now ready to connect your store to ShipWorks.

## Adding Your Cart 66 Store to ShipWorks

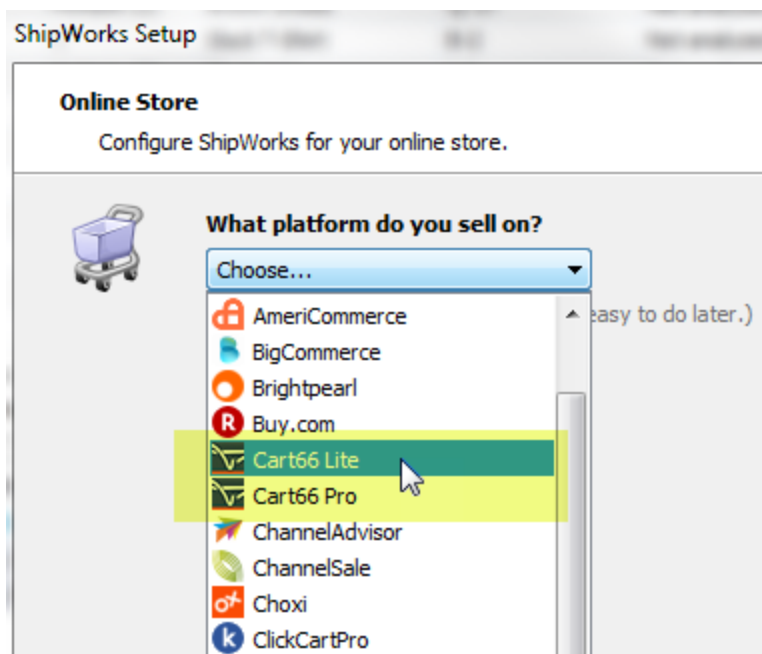
1. Launch the ShipWorks application and log in as an a user with administrator rights.
2. In ShipWorks, click on the **Manage** tab. Then, click on the **Stores** button.

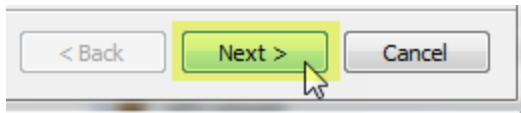


3. On the **Manage Stores** screen, click on the **Add Store** button.

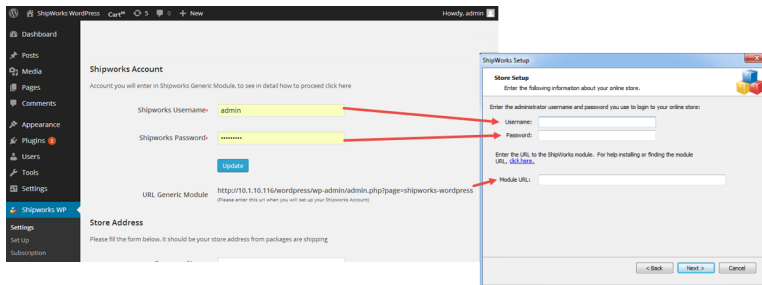


4. From the **What platform do you sell on?** menu, select **Cart 66 (Lite or Pro)** from the drop-down menu. Then, click **Next**.



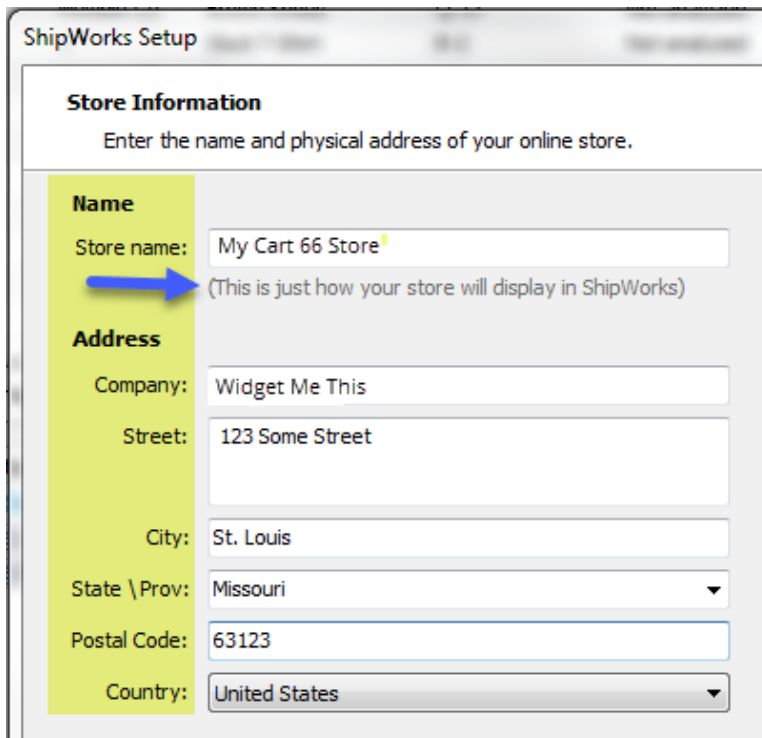


5. Enter the ShipWorks **Username** from Cart 66 into the Username field in ShipWorks, the ShipWorks **Password** into the Password field and the **URL Generic Module** into the Module URL field.



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 Cart 66 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.