

ShipWorks[®]

Reference Guide

Adding a Fortune3 Store

[Adding a Fortune3 Store in ShipWorks](#)

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Background

ShipWorks connects directly to your Fortune3 account. With one click, or on an automated schedule, your orders are downloaded from Fortune3. As soon as you process a shipment, ShipWorks communicates the updated order status, shipping method and tracking information back to Fortune3.

You can successfully connect your [Fortune3](#) store with ShipWorks by using an integration point available in Fortune3. Just think of the integration point as a bridge, connecting ShipWorks with your OrderDesk store.

First Things First

These instructions assume that you've downloaded and [installed](#) ShipWorks and have a Fortune3 store set up and that you know your log-on credentials (username/password).

The Process

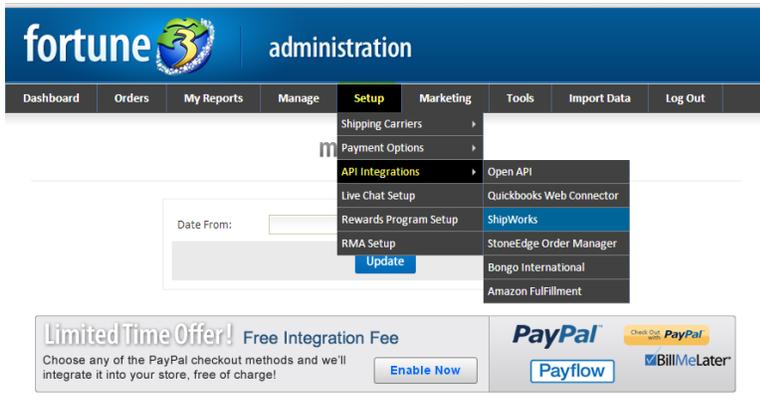
Authorizing ShipWorks to Connect to Your Fortune3 Site

1. Log on to [your Fortune3 administration site](#), using your Fortune3 username and password.

Please Note: You will need to log on to the administrative site [here](#), and NOT the Fortune3 Store Builder Site.



2. Once logged in, navigate to **Setup > API Integrations > ShipWorks**.



3. Click **Active ShipWorks Integration**. This generates a **username, password, and URL** that you will need to enter into the ShipWorks software (see section below).

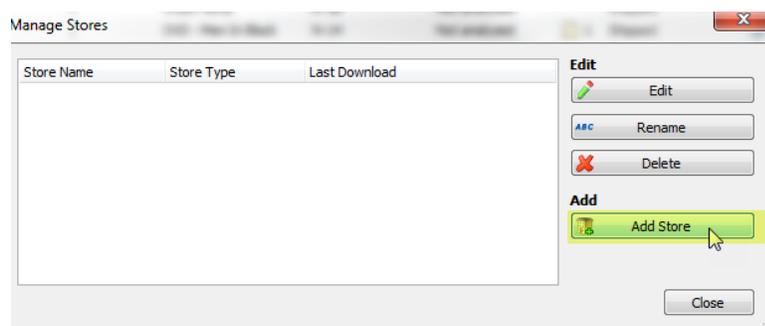
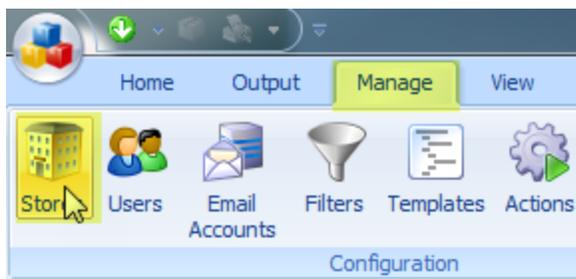
4. Click **Update ShipWorks** Information to save changes.



You're now ready to enter this information into ShipWorks.

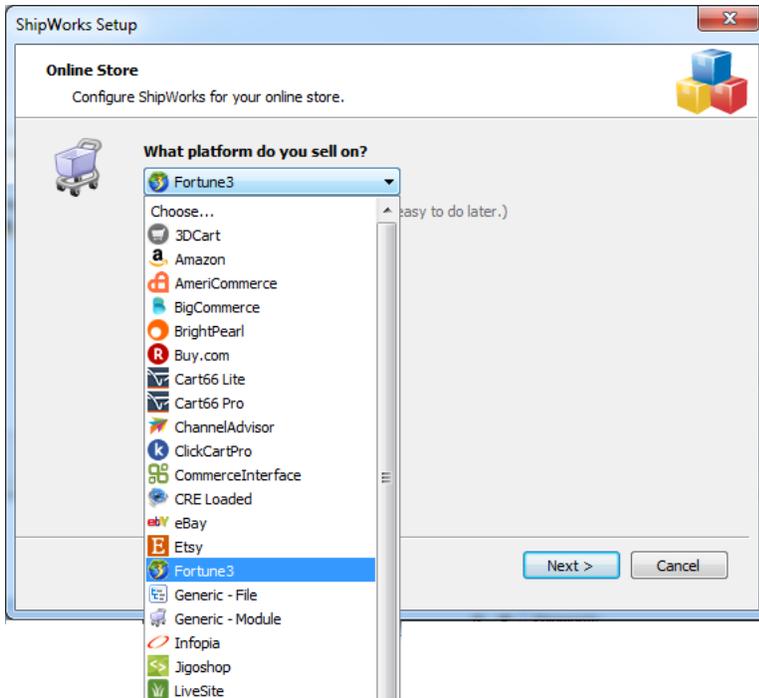
Adding Fortune3 to ShipWorks

1. Open ShipWorks and navigate to **Manage > Stores > Add New**.

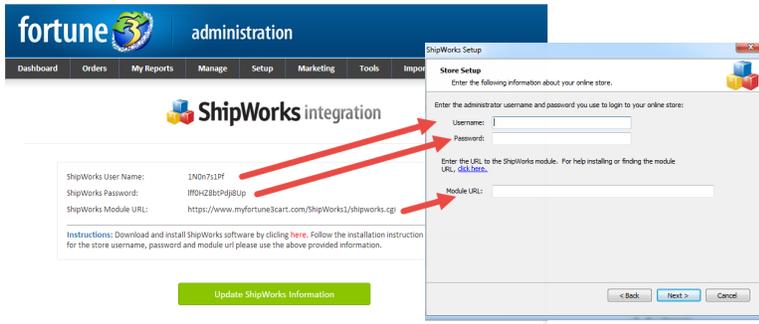


(If you don't have a store already setup in ShipWorks, open ShipWorks and click the Logo button > Log On. This will take you to your Add Store Setup.)

2. Select **Fortune3** from the drop-down menu and click **Next**.



3. Enter the admin, **username**, and **generic module** information from your Fortune3 screen (**Setup > API Integrations > ShipWorks**).



4. Once this information is entered, click **Next**.

5. Continue with the on-screen instructions and click **Finish**.

The screenshot shows three overlapping windows from the ShipWorks Setup wizard:

- Store Information:** Enter the name and physical address of your online store.
 - Name: Store name: BigCommerce St (This is just how)
 - Address: Company: Big Commerce S, Street: 1 Memorial Driv, City: St. Louis, State / Prov: MO, Postal Code: 63102, Country: United States
- Contact Information:** Enter the contact information.
 - Contact Information: Website: bigcommerce, Email: support@shc, Phone: [empty]
- Store Setup:** Configure how ShipWorks will work with your store.
 - ShipWorks will download orders starting from: 30 days ago (Edit)
 - When a shipment is processed:
 - Set the online order status to: Shipped

Navigation buttons at the bottom: < Back, Next >, Cancel

Your Fortune3 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.