User Guide

Adding an Amosoft Store

Contents

Adding an Amosoft Store

Table of Contents

Background

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

This article will guide you through how to connect your Amosoft store to ShipWorks.

First Things First

In order to connect your Amosoft store to ShipWorks there are a few things you will need to have in place:

1. Connecting Amosoft to ShipWorks requires a username, password and a module URL. Please reach out to Amosoft to ensure that you have the correct username, password and Module URL for your connection.

2. You will need to have ShipWorks installed and to be logged into ShipWorks as a user with administrator rights.

The Process

1. In ShipWorks, click on the **Manage** tab and then click on the **Stores** button.
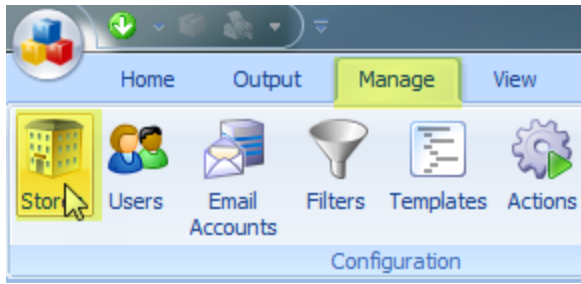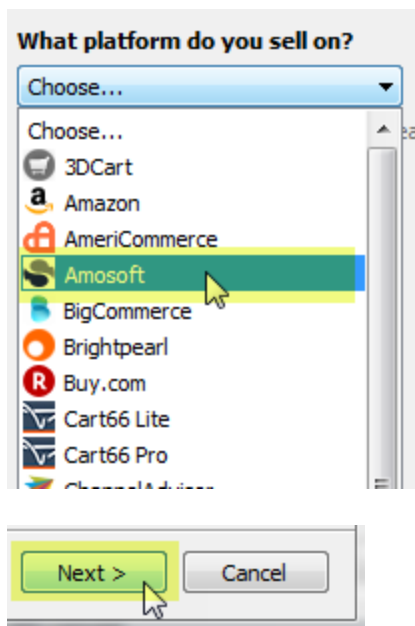
2. Click on the **Add Store** button.
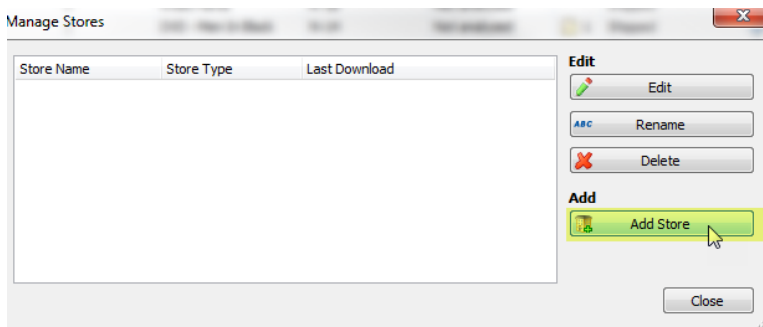
3. From the **What platform do you sell on?** menu, select **Amosoft**. Then, click **Next**.

Note: If you are on version 5.10 or earlier of ShipWorks, please select Generic Module as the store type.

4. On the **Store Setup** screen, enter the **Username**:, **Password**: and **Module URL:** provided to you by Amosoft. Then, click **Next**.

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

5. On the **Store Information** screen, enter your **Store Name:** and **Address:**. Then, click **Next**.
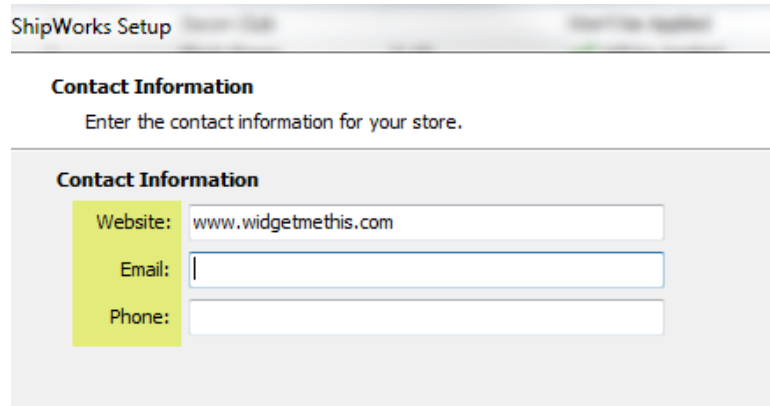
6. Enter the additional **Contact Information:** for your store. Then, click **Next**.

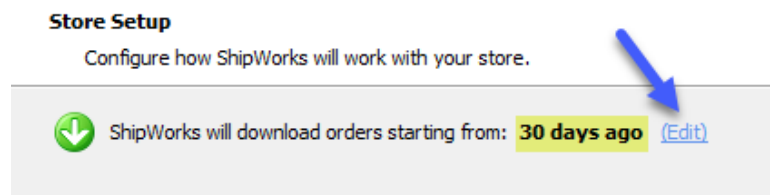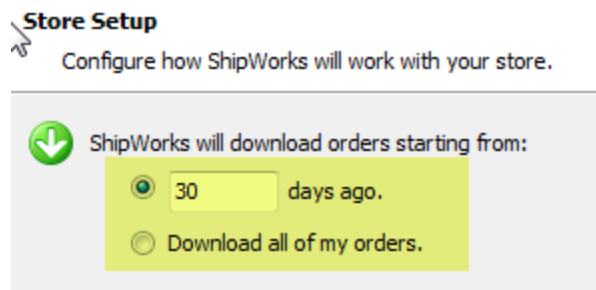**Note**: This information is optional.

7. 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.

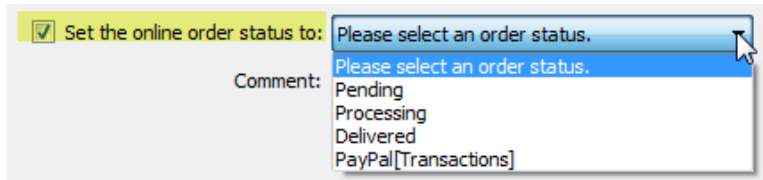8. Verify that the settings for **When the shipment is processed:** are correct. Typically, you would leave the checkbox for **Upload the shipment tracking number** checked.
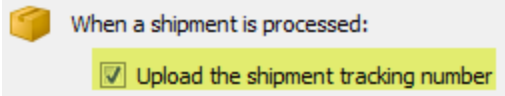
9. From the **Set the order status to:** drop-down menu, select the status to which you would like ShipWorks to update the order online.

10. Leave the **Comment:** set to the default.

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

Your Amosoft 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.