

ShipWorks[®]

Reference Guide

Using FileZilla to Upload Files via FTP

Using FileZilla to Upload Files (via FTP)

Background

For some store platforms, you will need to first install a ShipWorks Module to the store online before you add the store into ShipWorks. It's really easy to do if you know how. Luckily, if you don't know how, we can show you. You can use any FTP client you like to upload files to your store, but we like a free FTP program called FileZilla. So, in this article we will use that for our example.

First Things First

Before you are able to connect any FTP client to your store you will need a few pieces of information:

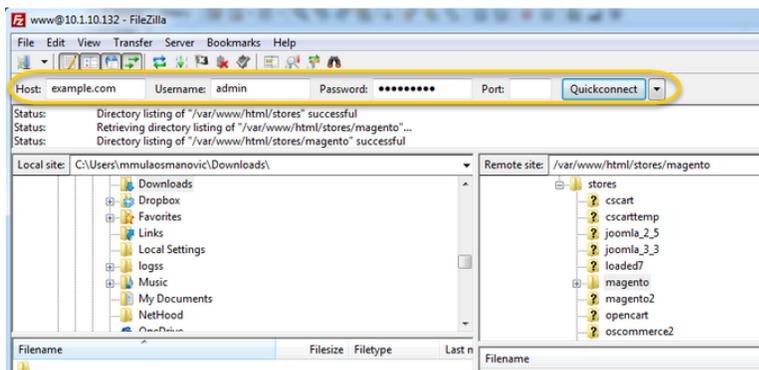
- » **Host Address**
- » **Host Username**
- » **Host Password**
- » Sometimes the **Port Number** needed to connect.

If you do not have any of this information, please reach out to your resident IT person or your store platform for assistance.

You will also need to have the ShipWorks store module downloaded and unzipped to your local computer. Store modules can be downloaded from the associated [store's knowledge base article](#).

The Process

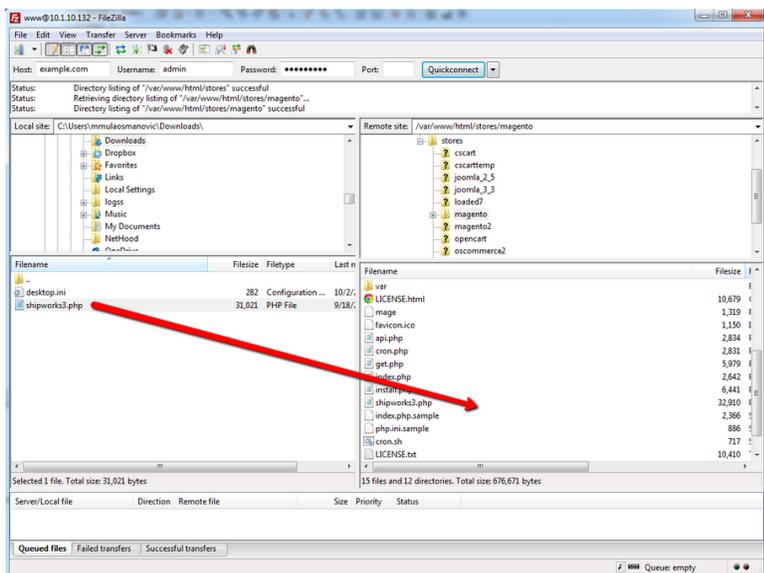
1. Download and install FileZilla Client (it's free!). Click the big green **Download Now** button at <https://filezilla-project.org/download.php>.
2. Once you have FileZilla installed, enter the **Host** name, **username**, and **password**. The host name is the ftp address, which is usually the website address without the https://www part. If your store requires you to connect through a specific port number, enter that as well.
3. Click **Quickconnect**.



4. Note that FileZilla will now show you all of the files on your local computer on the left, and all of the files in your online store on the right. Scroll to find the root (main) folder for your online store.

Note: The root directory may or may not be named root. Depending upon the store type it may be named differently. If you are unsure, reach out to your local IT professional or your store's helpline.

5. Now locate the **shipworks3.php** file on your local computer (the left side of the FileZilla screen) and drag the file into the root folder of your online store (the right side of your FileZilla screen).



Now that the module is in your store files, you can go [add the store to ShipWorks!](#)

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.