

ShipWorks®

Reference Guide

Adding a LoadedCommerce Store

[Adding a LoadedCommerce Store](#)

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Background

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

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

First Things First

Before getting started:

- » You will want to have ShipWorks installed and be able to log into ShipWorks as an administrator.
- » ShipWorks uses a custom php module to connect to and to download orders from your LoadedCommerce store. In the steps below you will be transferring the php file to your LoadedCommerce store using FTP (File Transfer Protocol). To do this, you will need your FTP host address, username and password. If you are unsure, please reach out to your local IT person.

The Process

Download the ShipWorks php File to Your Computer

1. We have attached the php file to the end of this article for you. Click on the file to download it. It is a .zip file so it will need to be extracted. Typically you can right click on the .zip file and select Extract All to extract the file. Once extracted you will see a file called shipworks3.php in the folder you extracted it to. This is the file you will need to upload to your LoadedCommerce's root directory.

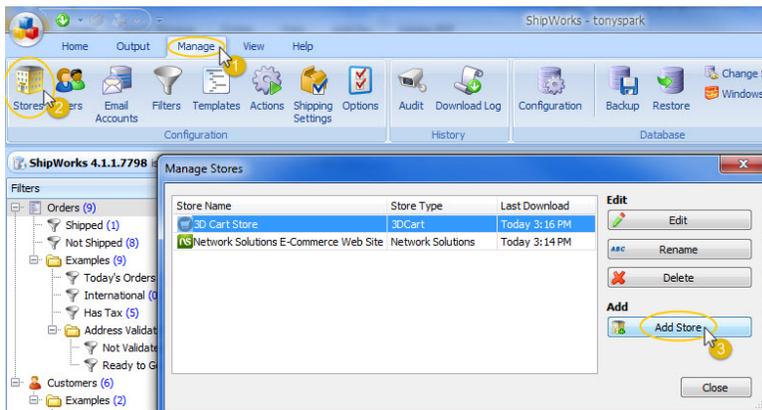
Upload the ShipWorks3.php file

2. Use your favorite FTP client to copy the file to your store's root directory. If you need help uploading the file to your store online, please visit our help page on [using FTP to upload files to your store](#) or contact your store's web host for assistance.

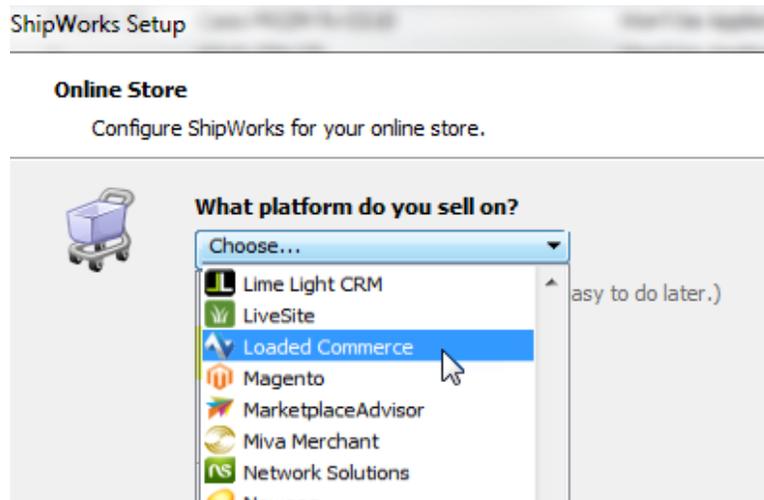
Note: Confirm the URL address of the php file before you continue - you'll need to enter it into ShipWorks when you add your store. The URL address should be <http://www.yourstorename.com/shipworks3.php>.

Adding LoadedCommerce to ShipWorks

3. In ShipWorks go to **Manage > Stores**, then click the **Add Store** button.



4. Select **LoadedCommerce** from the dropdown and click **Next**.



5. Enter your username and password to log into your store. Then, enter the **Module URL**. Click **Next**.

NOTE: Your **module URL** is typically the address to your website with /shipworks3.php appended to it. So, if your website is <https://www.widgetmethis.com>, your module URL might look like <https://www.widgetmethis.com/shipworks3.php>.

ShipWorks Setup

Store Setup
Enter the following information about your online store.

Enter the administrator username and password you use to login to your online store:

Username:

Password:

Enter the URL to the ShipWorks module. For help installing or finding the module URL, [click here](#).

Module URL:

Next >

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

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

ShipWorks Setup

Store Information
Enter the name and physical address of your online store.

Name

Store name:
 (This is just how your store will display in ShipWorks)

Address

Company:

Street:

City:

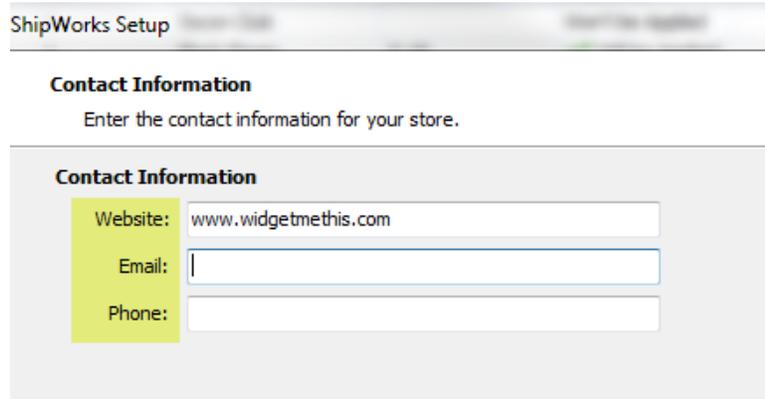
State \ Prov:

Postal Code:

Country:

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

Note: This information is optional.



ShipWorks Setup

Contact Information
Enter the contact information for your store.

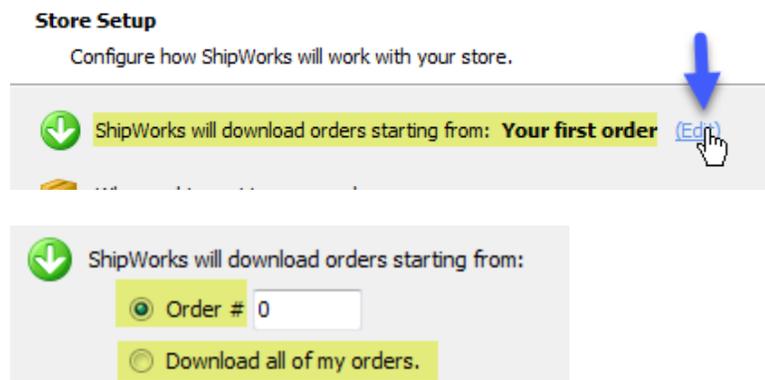
Contact Information

Website:

Email:

Phone:

8. Select how many days of order history you would like to download into ShipWorks during your initial download. The default is to download all order history into ShipWorks. You can modify this by clicking on the **Edit** link.



Store Setup
Configure how ShipWorks will work with your store.

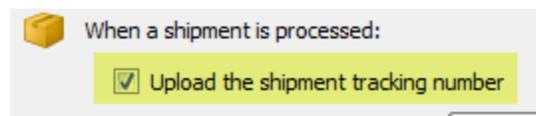
ShipWorks will download orders starting from: **Your first order** [\(Edit\)](#)

ShipWorks will download orders starting from:

Order #

Download all of my orders.

9. Under **When a shipment is processed:** we recommend leaving the default for **Upload the shipment tracking number**.



When a shipment is processed:

Upload the shipment tracking number

10. Click **Next**, then **Finish**. Then, click **Close**.

Your order will automatically begin to download.

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.