

ShipWorks®

Reference Guide

Adding a liveSite Store

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Background

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

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

First Things First

These instructions assume that you've downloaded and installed ShipWorks and are in the process of adding a store. It also assumes that you have a liveSite account (and liveSite version 8.7 and higher) and that you know your log-on credentials (username/password).

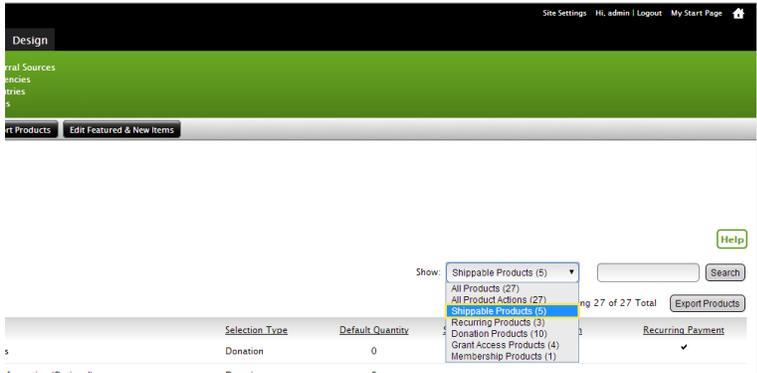
The Process

Before You Connect: Update Your Product Weights in liveSite

1. Log on to your liveSite store and click the **Commerce tab > All Products**.



2. Select **Shippable Products** from the drop-down menu.



3. Click the **product** link to edit the item. Modify the **Weight** field with its correct item weight (in pounds). (This weight is only to use once in ShipWorks. It will not be used to calculate shipping costs on your website.)

Edit Product

Edit shippable product, downloadable product, donation, recurring fee, membership dues, or payment.

Product Information

Product ID / SKU:

Enable:

Unit Price (\$):

Product Options

Recurring Payment:

Taxable:

Shippable:

Weight:

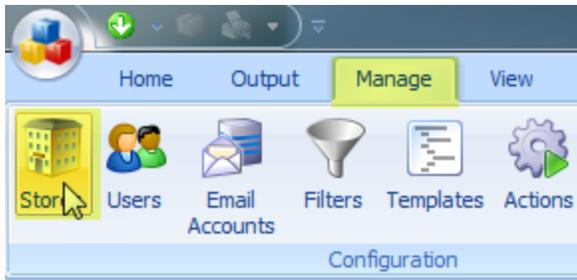
4. Click **Save** to save any changes. The updated weight will appear on the **Weight** column.

5. Repeat these steps for all items that you want to import into ShipWorks.

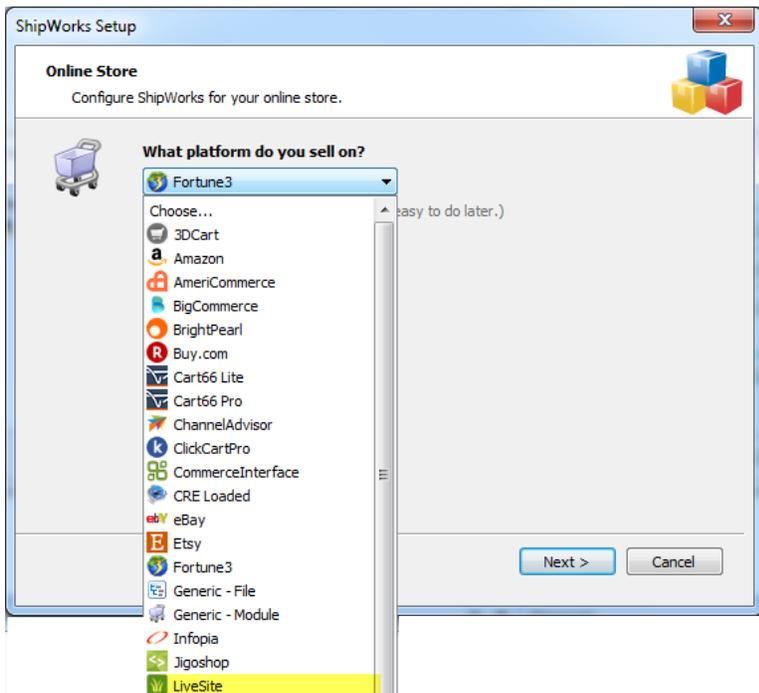
Adding liveSite to ShipWorks

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 **liveSite** from the drop-down menu. Then, click **Next**.



3. Enter your liveSite **username** and **password**. Your **Module URL** will be in the format of yourlivesitest-oreURL.com/livesite/shipworks.php. So, if our store's liveSite URL was <http://joanielovestchotchkes.getlivesite.com>, the module URL for our store would be <http://joanielovestchotchkes.getlivesite.com/livesite/shipworks.php>.

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:

< Back Next > Cancel

4. Once this information is entered, click **Next** (in ShipWorks).

5. Enter the requested information on the next few screens, clicking **Next** to proceed through the store wizard.

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

Name
Store name: (This is just how)

Address
Company:
Street:
City:
State / Prov:
Postal Code:
Country:

Contact Information
Enter the contact information for your online store.

Contact Information
Website:
Email:
Phone:

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

< Back Next > Cancel

6. Review the text on the confirmation page, then click **Finish**.

ShipWorks Setup

Setup Complete
ShipWorks is ready to connect to your store.



ShipWorks is ready!

Wondering what's next?

Download Orders
ShipWorks will immediately start to download your orders, and will automatically check for more every 15 minutes.
To force a download just click the 'Download' button: 

Print Shipping Labels
When you're ready to ship, select an order and click the "Ship Orders" button: 

Get Educated
Manuals can be boring, but our [Getting Started Guide](#) is worth it.

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.