

# <u>Reference Guide</u>

Adding a SearchFit Store



# Adding a SearchFit Store

### TABLE OF CONTENTS

Background First Things First The Process

Setting Up SearchFit

Connecting ShipWorks to SearchFit

Need More Help?

# Background

Connecting ShipWorks to your SearchFit store is easy. This article will guide you through the steps to get connected.

# **First Things First**

In order to connect ShipWorks to your SearchFit store you will first need to configure SearchFit to allow the ShipWorks application to connect. Don't worry, it is super easy and we will guide you through the steps below. You will need administrative access to your SearchFit eCommerce Platform.

# **The Process**

## **Setting Up SearchFit**

1. Log into your SearchFit admin site.

		New Year Countdown
		41 days
FARCHFIT		8 hours
COMMERCE PLATFORM		20108 mins
		Remember User Name. For your convenience, we can keep your User Name
Login SearchFit		active in your browser. We will ask you only for your password after you close yo browser or after a period of inactivity.
User Name usemame	Login	Keep me Logged in. The checkbox applies to this computer only. For example you can stay logged in on your home computer, but maintain more frequent password protection on your work computer.
Password	Forgotten	Forgotten Password? If you have forgotten your password just enter your Us Name and click on the "Forgotten" button. We will send your login information t
Remember User Name		you by email.
	t	Your Browser. You must have your Cookies and JavaScript enabled to work
Keep me Logged in		property with the web pages.
	d	1 What can I do to keep my information safe? It is good practice to logout a close the browser when finished. This ensures the security of your system information.



2. In the SearchFit admin panel, click the **Settings** tab.



3. Scroll down to the **Order Processors** section and then click the **ShipWorks** icon.



- 4. Next, you will need to configure SearchFit to connect to the correct version of ShipWorks.
  - >>> Change the "Is Enabled" dropdown to Yes.
  - >>> Change the ShipWorks Version to ShipWorks 3+

Order Processors (User username							
ullCircle	ShipWorks	ShipWire	StoneEdge	SalesForce	QuickBooks	MaxMind	
Axsess	Epicor Eagle	Update Inventory	External Mailing List	Export Orders	Order Status Tasks		
Is Enable	No V						

5. Now, let's create the **Web Services Key** needed to connect to ShipWorks:



- >>> Click "Configure Per User" under SETTINGS on the left, and then select the Web Services tab.
- >>> Click the **Generate** button
- >>> Click the **Update** button.



6. Go back to the main **Settings** tab, click the **Update** button. Then, copy the newly generated **Password**. You'll need to enter that into ShipWorks in just a moment.



#### **Connecting ShipWorks to SearchFit**

7. If you have not done so already, launch the ShipWorks application and log into ShipWorks as an administrator. Once logged in, click on the **Manage** tab, then the **Stores** button, and then click **Add Store**.



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	Hor	ne Outpu	ut Ma	anage	View	Help	Shipping						
Stores	User	s Email Accounts	Filters	Templates	Actions	Shipping Settings	Øptions	Audit	Download Log	Configur	ation	Backup	Restor
	-		Confi	guration					History				atabase
Orders	1	Manage Store	es		1.48								x
⊡ <u></u> A	] (	Store Name		Store Tvr	<b>1</b> 0	Lact	beolowo			Edit			
	7	Generic f	File Impor	t Generic -	File	11/28	/2016 2:59	PM		2	Edit	t	
- 5	?									ABC	Renar	me	
	7									×	Delet	te	
	?									Add			
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												Close	
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8. From the **What platforms do you sell on?** drop-down menu, select **SearchFit**. Then, click the **Next** button.

ShipWorks Setu Online Store Configure	p e 2 ShipWorks for your online store.	×
Ş	What platform do you sell on? SearchFit (If you need to add more than one, it's easy to do later.)	
< Back	Next > Cancel	

- 9. Enter your store connection information from SearchFit:
  - >> Enter the **username** and the **password** that you generated in your SearchFit store settings (steps 5 and 6 above).
  - >>> Enter the "Service URL" as the Module URL.



ShipWorks Setup		×
Store Setup		
Enter the fol	owing information about your online store.	
Enter the administ	ator username and password you use to login to your online store:	
Username:	yourusername	
Password:	•••••	
Enter the URL to URL, <u>click here.</u>	the ShipWorks module. For help installing or finding the module	
Module URL:	http://www.lyourstorename.shipworks3.php	]

#### Then, click **Next**.



10. Enter the information requested by the Setup Wizard on the next few screens.





11. Click **Finish**, and you're all set! ShipWorks will automatically download your first batch of orders as specified during the setup.

#### **Still Need Help?**

Please feel free to <u>reach out to one of our awesome Customer Care representatives in St. Louis</u>. We are happy to assist you.

