

# ShipWorks®

## Reference Guide

Adding a VirtueMart Store

# [Adding a VirtueMart Store](#)

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## Background

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

This article will guide you through how to add your VirtueMart store to your ShipWorks software.

## First Things First

Before you begin you will need to have a few things available:

- » ShipWorks installed and the ability to log into ShipWorks as an administrator.
- » Your VirtueMart store's FTP (File Transfer Protocol) host address, username and password. If you do not have this information, please reach out to your resident IT person, host provider, or VirtueMart.

ShipWorks connects to VirtueMart using a .php module which is placed into your VirtueMart store's root directory. The file is attached to the end of this article and will need to be uploaded to your VirtueMart admin directory using your favorite FTP client. If you are not familiar with the process of transferring files using FTP, that's OK. You have a few options.

- » [Review this article](#). It will introduce you to and guide you through the process.
- » Reach out to your IT person. He or she should be able to upload the file for you.

## The Process

### Upload the ShipWorks.php Module to VirtueMart

1. Download the correct file for your version of VirtueMart by click on the below links. The files are also attached to the bottom of this article. Once downloaded, you will need to unzip the file.

- » For VirtueMart v1 - [click here to download](#)
- » For VirtueMart v2 - [click here to download](#)

**Note:** Typically you can unzip a compressed (.zip) file by right clicking on it and selecting **Extract All...**  
After unzipping the file you will have 1 files that needs to be uploaded to your VirtueMart store's root directory.

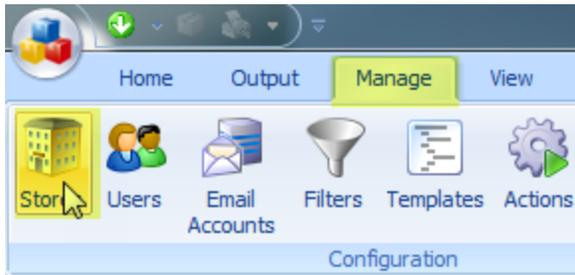
- » shipworks3.php

2. Using the FTP client of your choice, upload the unzipped file to the directory of your VirtueMart store.

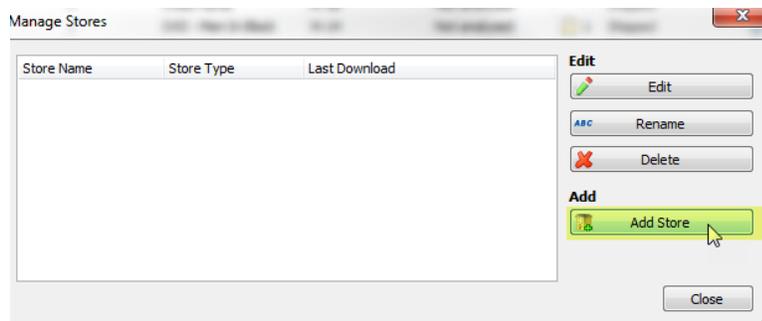
- » Copy shipworks3.php to your store's root directory. The root directory may have been renamed when the VirtueMart store was created.

### Adding VirtueMart to ShipWorks

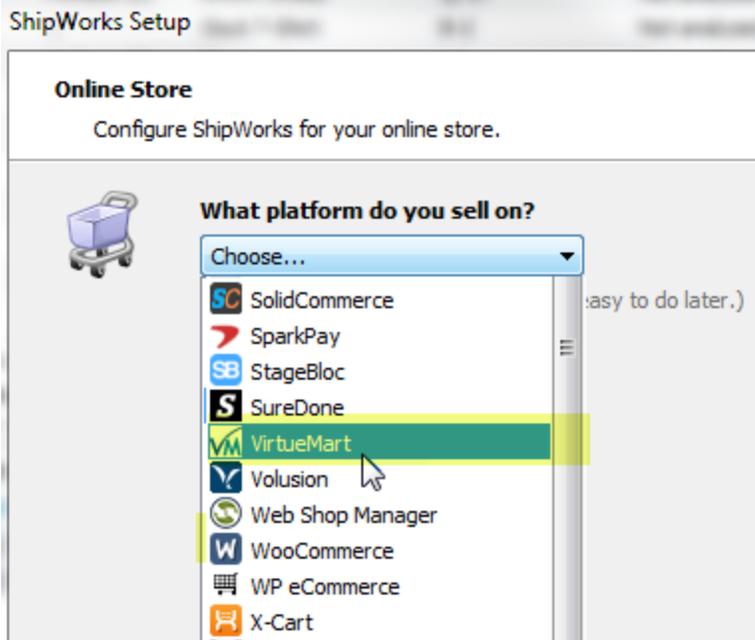
1. Launch the ShipWorks application and log in as a user with administrator permissions.
2. Click on the **Manage** tab. Then, click the **Stores** button.



3. Next, click on the **Add Store** button.



4. From the **What Platform do you sell on?** drop-down menu, select **VirtueMart**. Then, click **Next**.



5. Enter your administrator **Username** and **Password** to log into your **VirtueMart** 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:

< Back   Next >   Cancel

6. Enter your store **Name** and **Address** and then click **Next**.

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

**Note:** This information is optional.

8. 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.

### Store Setup

Configure how ShipWorks will work with your store.

 ShipWorks will download orders starting from: **30 days ago** [\(Edit\)](#)

### Store Setup

Configure how ShipWorks will work with your store.

 ShipWorks will download orders starting from:

- 30 days ago.
- Download all of my orders.

9. Verify that the settings for **When the shipment is processed:** are correct. Select an **Order Status** from the drop-down menu. In most cases, the **Comment:** should be left as is.

 When a shipment is processed:

Set the online order status to:

**Comment:**   

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

## 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.