

NOTATION: Procedure starts with step four setup and installation of the Woocommerce Connector App.

Designated Guide Accents.

Italicized – Designates and action. (Ex. *Select, click, hover*)

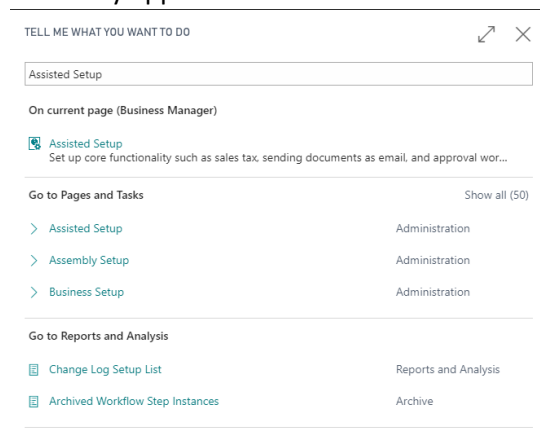
Bold – Designates an item that an action interacts with. (Ex. *click* **Save**, *hover over* the **Settings Button**)

Underlined – Designates a location on the screen. (Ex. Top Right, Bottom Center, Right Center)

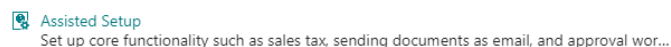
1. Start by logging into the organization that you would like to utilize the Woocommerce Connector App on.



2. In the top right of your screen **select** the search button.
3. In the search bar of the window that pops up, type **Assisted Setup** and the list of search options will automatically appear.

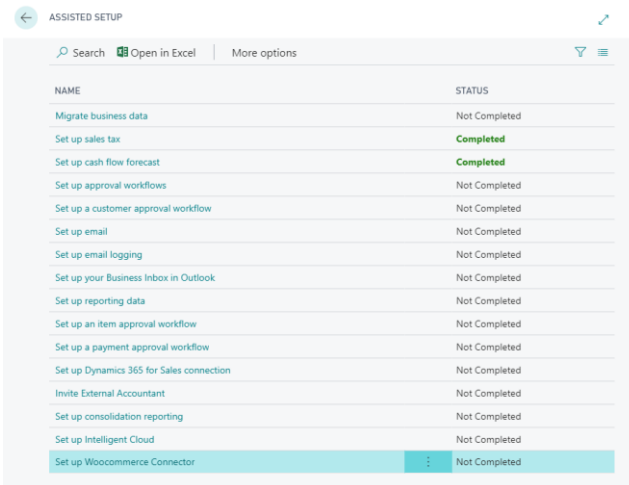


- a.
4. Select the first assisted setup option.

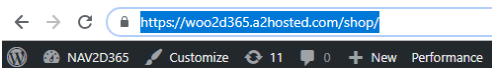


a.

5. On the *bottom* of the assisted setup list you'll select the option **Set up Woocommerce Connector**.

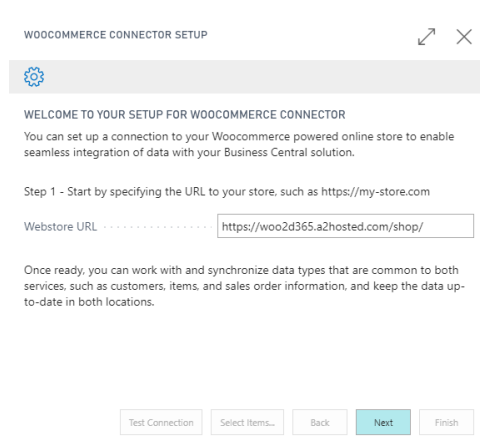


- a.
6. The next window that appears is the beginning of the Woocommerce Connector App setup and installation process. Follow the prompts of the process. Please refer to the steps below if you need any clarification.
7. **Step 1.** To specify the store URL first login to your WordPress account. In the *top left* of your WordPress dashboard, hover over your site name, when the drop down appears select visit store.
 - a. Once your store page has come up, copy the URL and paste it into the assisted setup window.



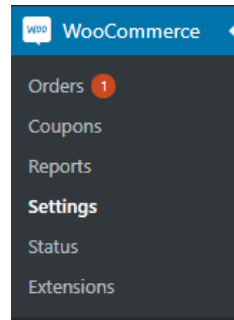
i.

- b. Your wizard should look like the following with your URL in place of this sample. Click next.



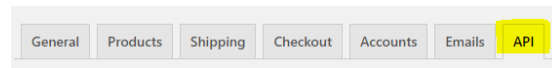
i.

8. **Step 2.** Next you'll need to get your store specific keys.
 - a. To find your store specific key you'll start in your WordPress Dashboard.
 - b. Select the WooCommerce tab on the left hand side of the screen and then select settings from the menu options.



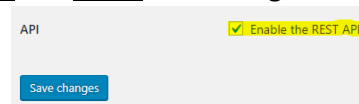
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- c. On the settings page you'll find tabs across the top center of the page. Select the last tab labelled **API**.



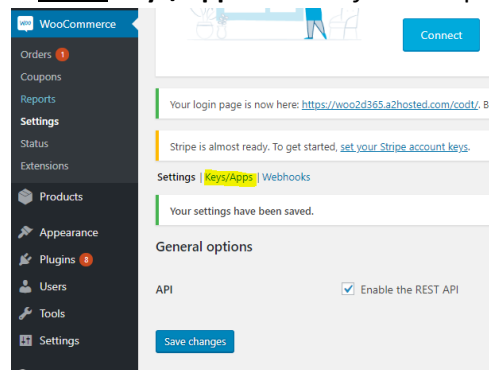
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- d. Once you've arrived at the API tab ensure that the checkbox for **Enable the REST API** is selected and select save changes.



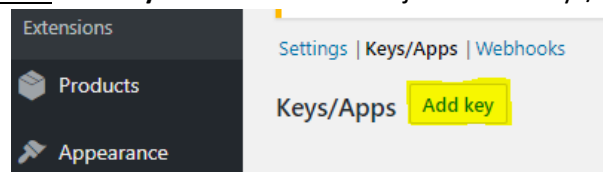
i.

- e. After that select Keys/Apps on the *left center* part of the screen.



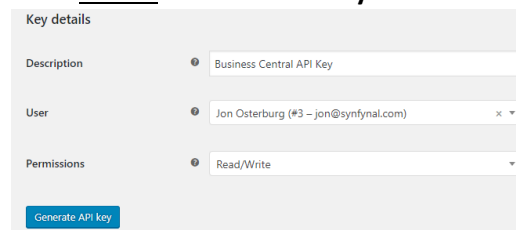
i.

- f. Then select Add key which can be found just *below* Keys/Apps button.



i.

- g. In the **Description** field type **Business Central API Key**. Make sure the user is your name, and make sure that the *drop down* options under permissions is marked as **Read/Write**. Select Generate API key.



i.

- h. You will now have two keys on your screen. The **Consumer Key** and the **Consumer Secret**. Copy each and paste the Consumer Key and the Consumer Secret into the designated place in the Woocommerce Connector App setup window.

WOOCOMMERCE CONNECTOR SETUP

Step 2 - Enter pre-generated keys that will be used to authenticate to the REST API endpoints of your online store.

New keys can be generated through your store admin interface (Settings > API > Keys/Apps).

Consumer Key

Consumer Secret

Make sure that provided keys have Read/Write access.

Test Connection Select Items... Back Next Finish

- i. _____
- i. Once you've got your Consumer Key and Consumer Secret entered, click Test Connection.
- j. After the Test Connection has been confirmed, click Next.
9. **Step 3.** During this part of the wizard you'll be setting up the posting groups and other information that will reflect in business center.
- a. **Customer Posting Group** - Specifies the default Customer Posting Group that will be used for customers that are imported from webstore.
 - b. **Gen. Bus. Posting Group** - Specifies the default Gen. Bus. Posting Group that will be used for customers that are imported from webstore.
 - c. **Default Unit of Measure** - Specifies the default inventory Unit Of Measure that will be used for items that are imported from webstore.
 - d. **Default Location Code** - Specifies the default inventory Location that will be used for sales orders that are imported from webstore.
 - e. **Inventory Posting Group** - Specifies the default inventory Posting Group that will be used for items that are imported from webstore.
 - f. **Gen. Prod. Posting Group** - Specifies the default Gen. Prod. Posting Group that will be used for items that are imported from webstore.

WOOCOMMERCE CONNECTOR SETUP

Step 3 - Set default posting groups that will be used for customers that are imported from online store.

Customer Posting Group DOMESTIC

Gen. Bus. Posting Group DOMESTIC

Set default values that will be used for items that are imported from online store like posting groups, unit of measure but also location where they are sold from.

Default Unit Of Measure CAN

Default Location Code MAIN

Inventory Posting Group RESALE

Gen. Prod. Posting Group RETAIL

Test Connection Select Items... Back Next Finish

i.

10. **Step 4.** The step in the setup includes selecting the items you'd like to mark for your online store. If you decide not to do this at this point in time you can set this up later on in the Woocommerce Connector Setup.

WOOCOMMERCE CONNECTOR SETUP

Step 4 - Select items you want to import to online store.

Choose Select Items action at the bottom and enter filter for all items you want to mark as items for online store. You can choose to skip this step and mark items manually or run this process later from Woocommerce Connector Setup.

Select Items later ☒

THAT'S IT!

To save this setup, choose Finish.

Test Connection Select Items... Back Next Finish

i.