



SST International Commercial Form Installation, Update & Reinstall Guide

- Built for WordPress sites that need better customer action

SST International Commercial Form is designed to improve **speed and accuracy** when processing international shipments by collecting customer and shipment data before it reaches the counter.

Customers complete the form on your website. Staff then use the portal or admin screens to complete shipments and manage records.

This plugin assumes basic familiarity with installing and managing WordPress plugins.

This guide walks you through installing SST Reviews Button Toolkit for the first time, updating an existing installation, or performing a clean reinstall. Follow the section that matches your situation.

For installation, you'll need the latest plugin ZIP file from ShipStoreTech.com.

First-Time Installation

1. Log in to your WordPress Admin dashboard.
2. Go to Plugins → Add New → Upload Plugin.
3. Upload the SST International Commercial Form ZIP file and click Install Now.
4. After installation completes, click Activate.
5. Go to **Intl Com Form** → License and enter your license key.
6. Visit the **Intl Com Form** pages to confirm the plugin loaded correctly.

After Installation (Recommended Setup Flow)

This plugin requires initial setup before use.

Step 1 — Configure Admin Settings

- Set Primary recipient email (required)
- Add additional recipients (optional)
- Configure portal login credentials
- Define available shippers



Step 2 — Review Country Management

- Review all seeded country entries
 - Set each country as:
 - Allowed
 - Restricted
 - Disabled
 - Add comments as needed
- Seeded values are a starting point only and should be verified for your store.

Step 3 — Publish the Public Form

- Place this shortcode on a page: [smh_international_shipping_form]

Recommended:

- Use a dedicated page for the form
- This helps when customers leave fields blank and there are flagged errors
- Link to it from navigation or service pages

Step 4 — (Optional) Add a Launcher

- Use this on any page: [ssticf_form_launcher]
- This places a clickable image linking to your form page.

Step 5 — Test the System

Submit a test form and confirm:

- Email delivery
- Stored submission record
- Portal visibility

Step 6 — Train Staff

Staff should:

- Access the portal from a bookmarked page (not from WordPress login). This page link can be copied from your admin settings page.
- Review submissions
- Enter shipping vendor and tracking number
- Complete shipment records



How the System Works

1. Customer completes the form
2. Submission is:
 - Stored in the system
 - Sent via email
3. Staff:
 - Access submission via portal (or admin)
 - Complete shipment details
4. Record is finalized and stored
7. This reduces:
 - Counter time
 - Repeated questions
 - Data entry errors

Updating the plugin

8. Updating correctly does NOT remove:
 - Submissions
 - Settings
 - Country data

Download the latest ZIP file.

1. In WordPress Admin, go to **Plugins → Add New → Upload Plugin**.
2. Upload the new ZIP file and confirm overwrite if prompted.
3. Activate the plugin if WordPress asks.
4. Visit any admin page once to review the update.

Clean Reinstall (Advanced / Troubleshooting)

Only follow these steps if instructed or if you are intentionally performing a clean reset.

1. Deactivate SST plugin.
2. Delete the plugin from Plugins → Installed Plugins.
3. Confirm the plugin folder is removed from /wp-content/plugins/.
4. Reinstall using the First-Time Installation steps above.
5. Re-enter your license key after activation.



Trial & Licensing

This SST includes a 7-day trial period starting at installation.

During Trial

- Full functionality
- Public form active
- Email submission active
- Portal and admin fully accessible

After Trial Expires (Unlicensed)

- Public form becomes print-only
- Email submission is disabled
- Portal access is disabled
- Admin settings and submissions are locked
- License reminders appear in WordPress admin

Entering a valid license restores full functionality immediately.

Admin Structure

Intl Com Form

- Submissions
- Admin Settings
- Country Management
- Licensing
- Help

Important Notes

- This plugin helps collect and organize shipment data
- It is not a compliance or provide regulatory guarantee
- Data remains stored on your site

Support

If you need assistance after looking at the site update blog, contact ShipStore Tech support at **toolsupport@shipstoretech.com**.

Please include your site URL and a brief description of the issue.

This guide reflects the current version of Carrier Board Pro. When updates are available, review release notes and on-screen help before making changes.