

# UPS WorldShip™ 2009 Version 11.0 Import Customer Addresses



**Note:** Customer addresses stored in a previous version of WorldShip are automatically added to your address book. If you do not see your addresses, call UPS Technical Support.

To import your address book (stored in a Microsoft® Access database) into UPS WorldShip:

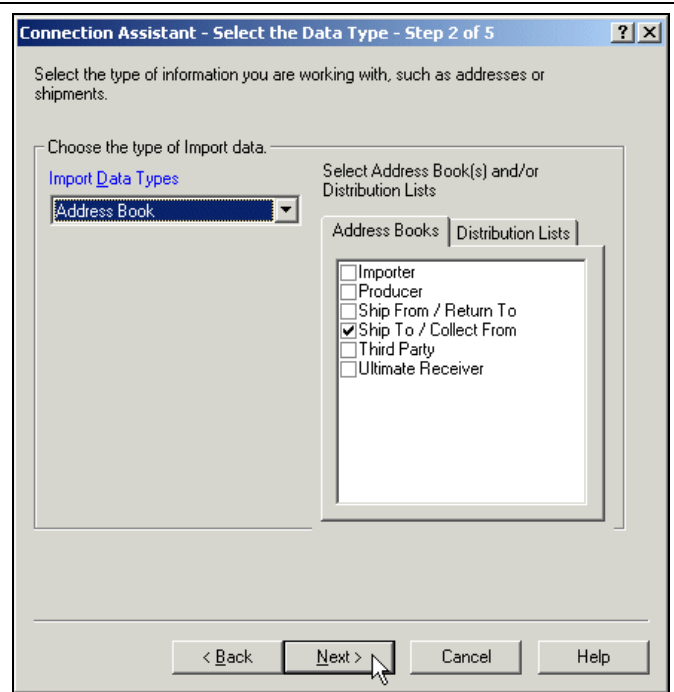
Step	Window (if available)
<p>1. On the Import/Export Data menu, click Connection Assistant.</p>	
<p>2. The Connection Assistant – Select Import or Export – Step 1 of 5 window appears.</p> <ul style="list-style-type: none"> <li>• Select Create a New Map for Import.</li> <li>• Click the Next button.</li> </ul>	

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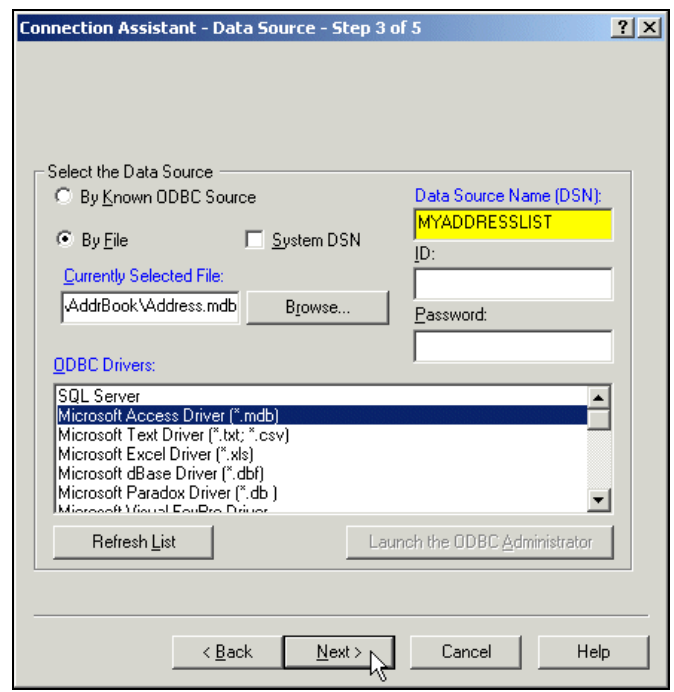
3. The Connection Assistant – Select the Data Type – Step 2 of 5 window appears.

- Check for the following defaults: Address Book in the Import Data Types box and Ship To/Collect From on the Address Books tab.
- Click the Next button.



4. The Connection Assistant – Data Source – Step 3 of 5 window appears.

- Select By File.
- Enter the location of the file in the Currently Selected File box, or click the Browse button and locate and select your file.
- Select Microsoft Access Driver (\*.mdb) in the ODBC Drivers box.
- Enter the name for the new file in the Data Source Name (DSN) box.
- Click the Next button.

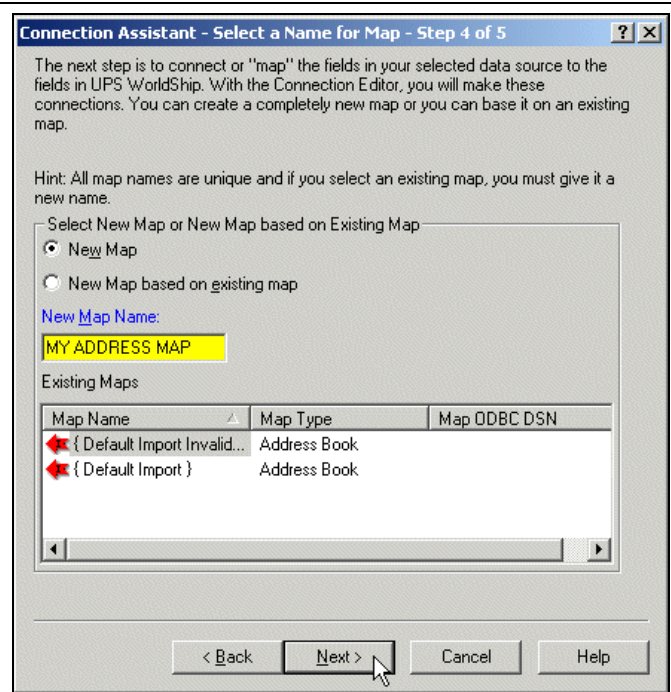


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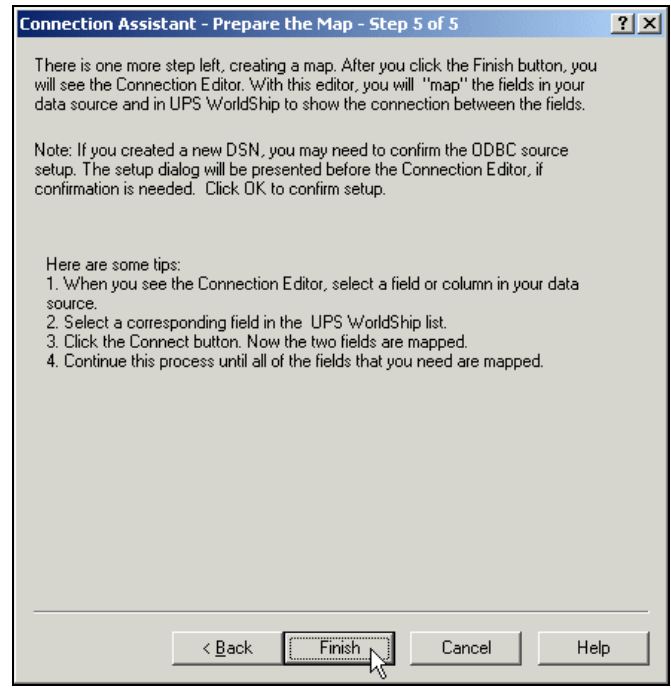
5. The Connection Assistant – Select a Name for Map – Step 4 of 5 window appears.

- Select New Map.
- Enter a name for the map in the New Map Name box.
- Click the Next button.



6. The Connection Assistant – Prepare the Map – Step 5 of 5 window appears.

- Review the instructions.
- Click the Finish button.

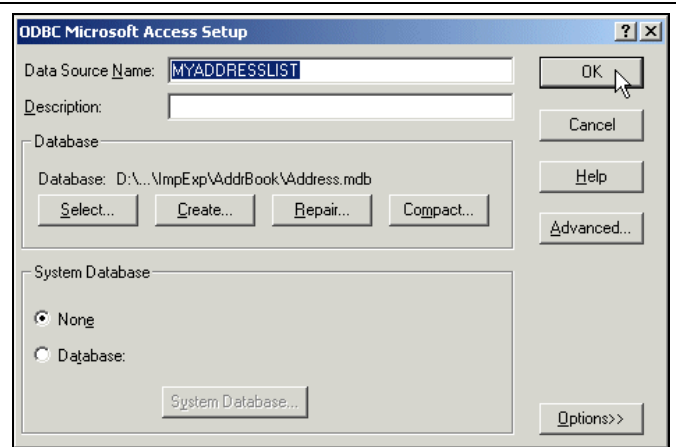


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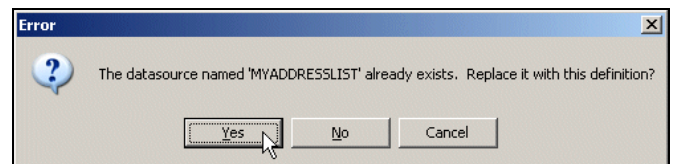
7. The ODBC Microsoft Access Setup window appears.

- Check for the following: the DSN name that you entered appears in the Data Source Name box, and the file name that you entered appears for Database.
- Select None under System Database.
- Click the OK button



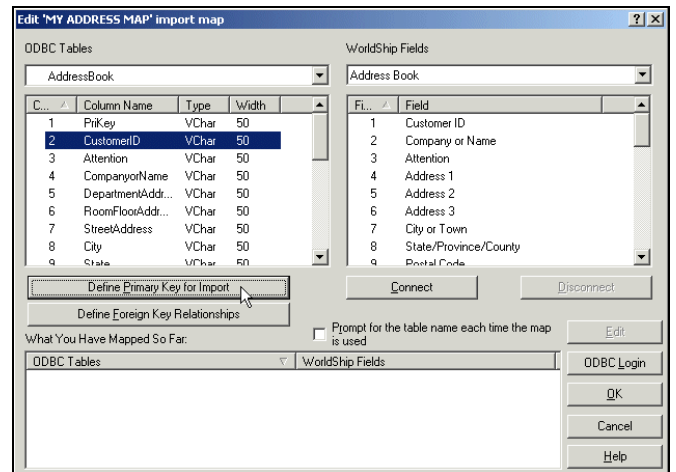
8. If the Data Source Name (DSN) already exists, a message asks you to confirm your choice.

- Click the Yes button to replace the existing DSN with your new DSN.
- Click the No button to rename your DSN.



9. The Edit Import Map window appears.

- Under ODBC Tables, click the down arrow and select the table that contains the Primary Key for Import, a field that uniquely identifies each customer.
- Select the field in the table that uniquely identifies each customer.
- Click the Define Primary Key for Import button.

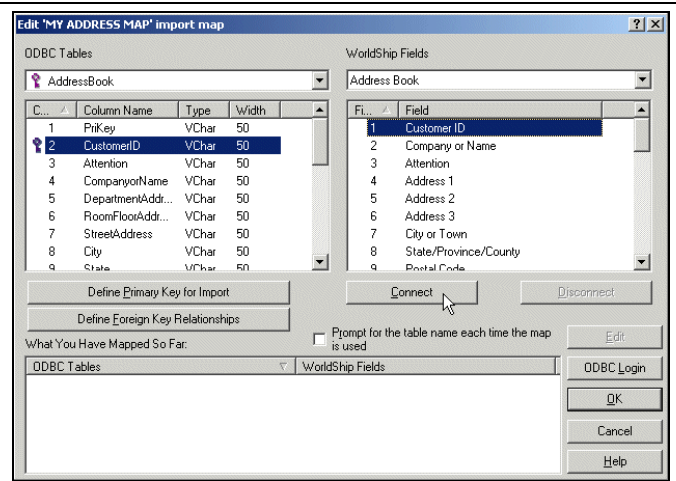


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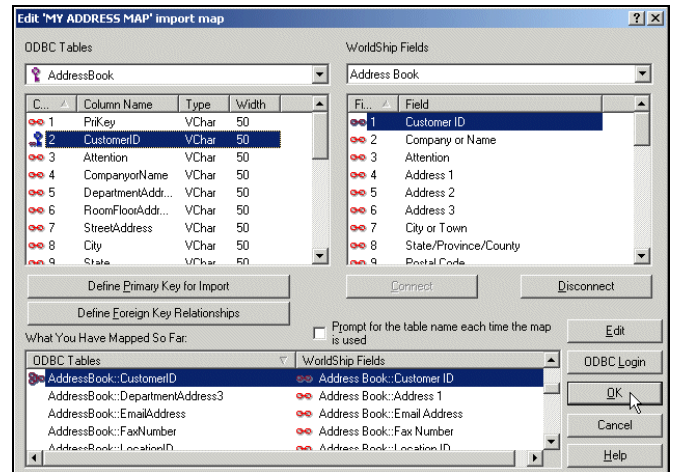
10. A key appears next to the ODBC Tables name and next to the selected field to indicate the Primary Key for Import.

- Select the field under WorldShip Fields that best matches your selection under ODBC Tables.
- Click the Connect button.



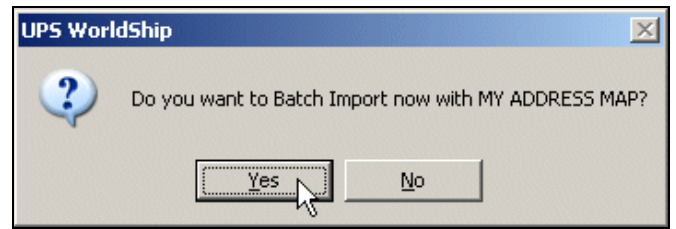
11. The mapped fields appear under What You Have Mapped So Far.

- Continue to map the rest of the ODBC Tables names to the WorldShip Fields names.
- Click the OK button.



12. A message asks you to confirm your batch import.

Click the Yes button.

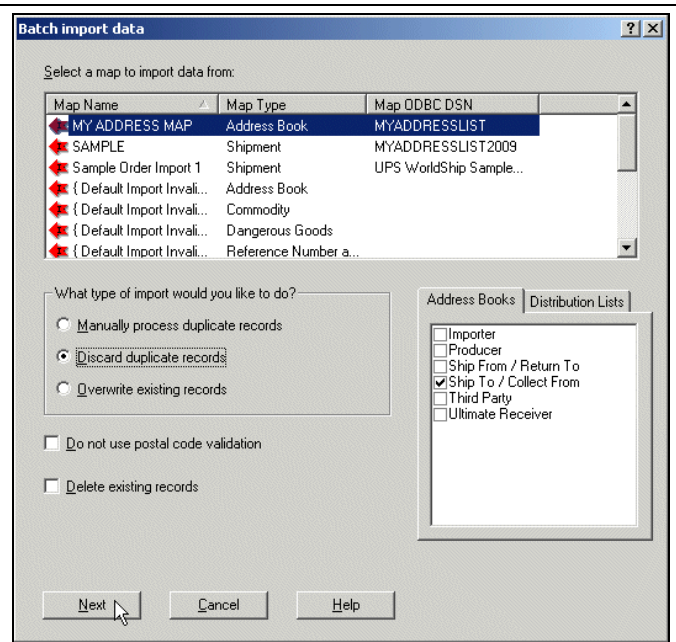


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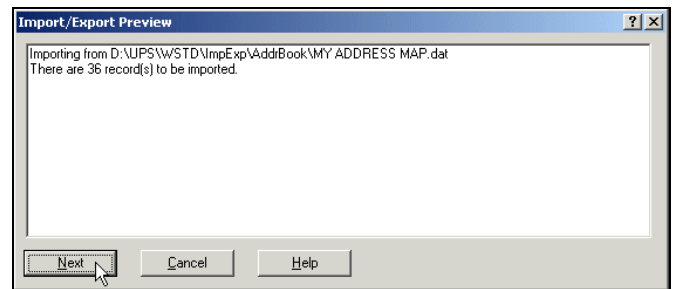
13. The Batch Import Data window appears. This window shows all the available maps, including the map that you created.

- Under Select a Map to Import Data From, select the map name that you created.
- Under What Type of Import Would You Like To Do, select Discard Duplicate Records.
- Click the Next button.



14. The Import/Export Preview window appears.

Click the Next button.

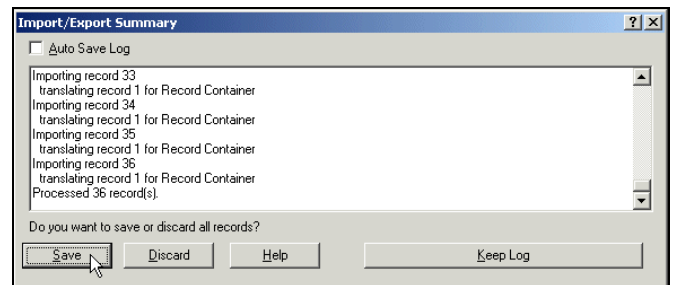


15. The Progress window appears followed by the Import/Export Summary window.

**Tip:** To view the Import/Export Summary listing, click the up and down arrows or move the scroll bar.

Options in this window include:

- Click the Save button to save the imported addresses.
- Click the Discard button to discard the imported addresses.
- Click the Keep Log button to save the log to a specified directory.



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16. The Shipping window appears.

Click the down arrow in the Company or Name box to see the imported addresses.

