


# UPS WorldShip™ 2009 Version 11.0

## Function Shortcuts



### Shipping Window

Help	<b>F1</b>
Save as Draft	<b>Alt</b> + <b>F1</b>
UPS World Ease® Manager	<b>Shift</b> + <b>F2</b>
Shipment History Window	<b>F3</b>
Select Active Pickup Date	<b>Shift</b> + <b>F3</b>
Close Window	<b>Alt</b> + <b>F4</b>
Undo Changes	<b>F5</b>
Communicate with UPS	<b>Alt</b> + <b>F5</b>
Send To UPS	<b>Shift</b> + <b>F5</b>
Repeat Shipment	<b>F6</b>
Classify Ship To Address	<b>F7</b>
Validate Ship To Address	<b>F8</b>
Create Shipment	<b>F9</b>
Address Book Editor	<b>Shift</b> + <b>F9</b>
Address Book Search	
Process Shipment	<b>F10</b>
Defer Shipment	<b>Alt</b> + <b>F10</b>
Process Shipment/ Create Print Return Label Shipment	<b>Shift</b> + <b>F10</b>
End Of Day	<b>F11</b>
Exit	<b>F12</b>

### Shipment History Window

Request Pickup	<b>Alt</b> + <b>F1</b>
Help	<b>Shift</b> + <b>F1</b>
Shipping Window	<b>F2</b>
Cancel Pickup	<b>Alt</b> + <b>F2</b>
World Ease Manager	<b>Shift</b> + <b>F2</b>
Reprint BOL	<b>Alt</b> + <b>F3</b>
Change Pickup Date	<b>Shift</b> + <b>F3</b>
Mark Shipments	<b>F4</b>
Close Window	<b>Alt</b> + <b>F4</b>
Process Shipments Manually	<b>Shift</b> + <b>F4</b>
Void Marked Pending Shipments/Void Selected Marked Shipment	<b>Ctrl</b> + <b>F4</b>
Refresh Shipment History	<b>F5</b>
Communicate with UPS	<b>Alt</b> + <b>F5</b>
Send To UPS	<b>Shift</b> + <b>F5</b>
Repeat Shipment	<b>F6</b>
Process Marked Shipments Automatically	<b>Shift</b> + <b>F6</b>
Repeat As Return Service Shipment	<b>Ctrl</b> + <b>F6</b>
Classify Ship To Address	<b>F7</b>
Validate Ship To Address	<b>F8</b>
Add Tracking Number(s)	<b>Shift</b> + <b>F8</b>
Address Book Editor	<b>Shift</b> + <b>F9</b>
Reprint Package Label(s)	<b>F10</b>
End Of Day	<b>F11</b>
Void/Delete Shipment	<b>Alt</b> + <b>Delete</b>
Exit	<b>F12</b>

# Shipping Window

## Activities Menu

Create Shipment

Repeat Shipment

Undo Changes

Process Shipment

Defer Shipment

Process Shipment/  
Create Print Return  
Label Shipment

Cancel Process  
Shipments Manually

Requested Negotiated  
Rates

Save as Draft

Create Freight  
Shipment

Create Freight  
Shipment

End of Day

Send To UPS

Select Active  
Pickup Date

Communicate  
with UPS

Print International  
Shipper Agreement

UPS World Ease®  
Manager

## Tools Menu

### Address Book Editor

Add/modify/delete addresses  
Select reference numbers  
Assign to Address Book/  
distribution list/profiles  
Classify addresses  
Resolve returned addresses  
Batch validation  
Assign profile to customer address  
Address Book Search

### Address Lists Editor

Create/edit/remove distribution lists  
Manage distribution lists

### Validate Ship To Address

### Classify Ship To Address

### Reference Qualifier Editor

Create/modify/delete reference qualifier

### Charge Back Code Editor

Specify charge back code usage  
Specify charge back code label

### Commodity Editor

Add/modify/delete commodities

### Package Type Editor

Add/modify/delete custom package types

### Profile Editor

Assign profile to shippers  
View the UPS profile  
Set defaults for Ship To/  
Ship From country/territory, preferred  
and alternate service, tab order,  
required field set, and service options  
Set defaults on Service tab  
for both shipments and packages  
Set defaults on Options tab  
for shipment and package options  
Set defaults on Detail tab  
for package details  
Set defaults on Reference tab  
for reference numbers  
Set international defaults on Documents  
tab and in the Goods window

### Cost Center Calculator

Edit shipping rates

### Required Field Set Editor

Add/modify/delete custom required  
field sets  
View the UPS required field set

### Shipper Editor

Add/modify shippers  
Specify shipper address  
Specify alternate shipper address  
Select profile, return service type,  
aggregation, and reference number  
preferences  
Specify rating preferences  
Specify international documentation usage  
Specify Return Services  
Specify Freight Label Print Quantities

### Tab Order Editor

Create/edit/delete custom tab orders  
View the Quick Ship, Quick Ship  
with options, and UPS tab orders

### Task Schedule Editor

Add/edit scheduled tasks

### Communications Setup

Specify Direct Access  
Specify Dial-up Access

### Dangerous Goods

Add/edit/view chemical records

### System Preferences Editor

Specify electronic scale configuration  
Specify printing setup  
Specify Shipment Detail Report setup  
Specify shipping options:  
first entry field, pickup date selection,  
with Return Services selection,  
and unit of measure  
Specify miscellaneous options:  
help, classify Ship To address,  
archive data, and default backup  
directory