

# WorldShip® Upgrade on a Single or Workgroup Workstation

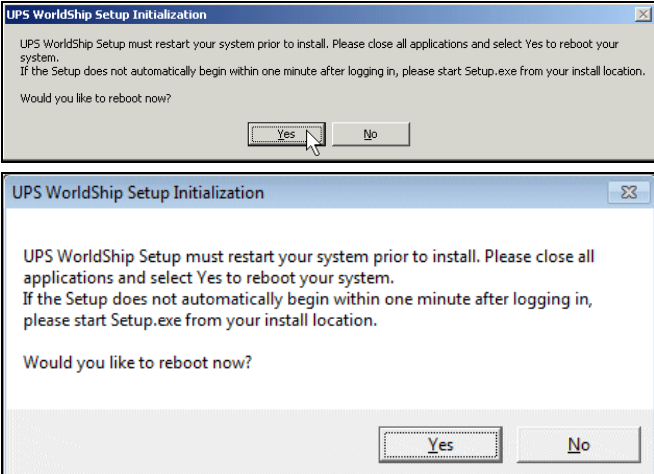


## PRE-INSTALLATION INSTRUCTIONS:

- Upgrade WorldShip on the Workgroup Admin before upgrading it on the Workgroup Remote.
- Temporarily disable any virus scan software that you have installed.
- For a Workgroup Admin installation, run the End of Day process for each Pending Collection group (under UPS Collections in the Shipment History window) to transmit your Package Level Detail (PLD) shipment information to UPS.
- Exit WorldShip®.
- This document discusses using the WorldShip CD to upgrade WorldShip. To download the upgrade from the Web, go to the following Web page and click on Download WorldShip Now:  
[http://www.ups.com/bussol?loc=en\\_US&viewID=productView&contentID=ct1\\_sol\\_sol\\_wship](http://www.ups.com/bussol?loc=en_US&viewID=productView&contentID=ct1_sol_sol_wship)

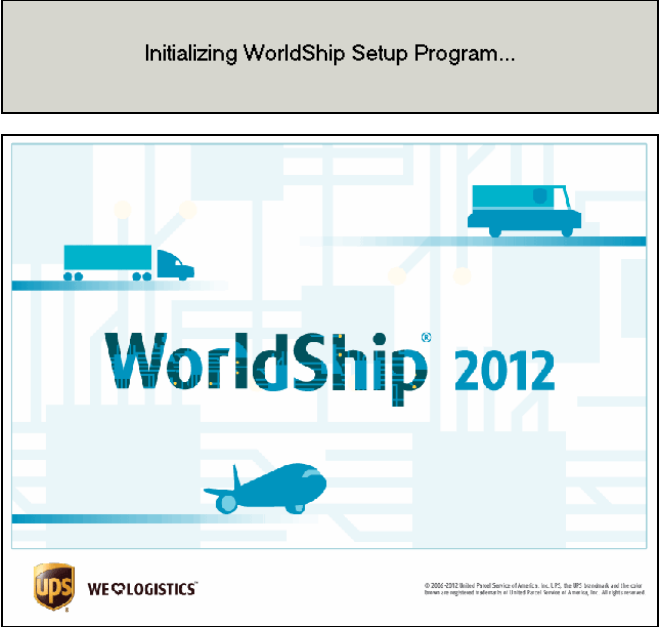
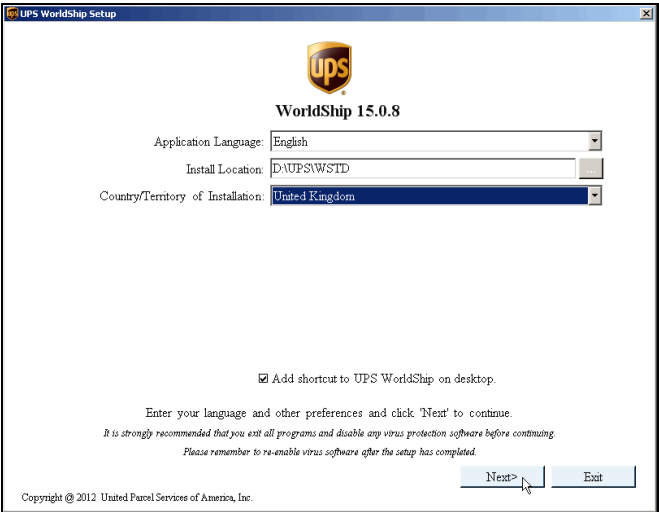
## INSTALLATION INSTRUCTIONS:

Follow these steps to upgrade WorldShip on a Single Workstation or Workgroup Admin Workstation from the WorldShip CD or to upgrade WorldShip on a Workgroup Remote Workstation from a network shared drive or the WorldShip CD:

Step	Window (if available)
<p>1. Insert the WorldShip CD into the CD-ROM drive. The installation should begin automatically. If the installation does not begin automatically, use Microsoft® Windows Explorer to navigate to the CD-ROM drive and double-click on Setup.exe.</p> <p>If upgrading on a Workgroup Remote Workstation from a network shared drive, browse to and double-click on            \UPS\WSTD\Remote\Install\Disk1\Setup.exe.</p>	<p style="text-align: center;">None</p>
<p>2. The UPS WorldShip Setup Initialisation window appears and asks if you want to reboot now.</p> <p>Click on the Yes button.</p>	 <p>The image shows two screenshots of the 'UPS WorldShip Setup Initialization' dialog box. The top screenshot shows a mouse cursor clicking the 'Yes' button. The bottom screenshot shows the dialog box with the 'Yes' button highlighted.</p>

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<p>3. Your workstation reboots.</p> <p>Log in and enter your password as needed.</p>	<p>None</p>
<p>4. The Initialising WorldShip Setup Program message appears and then the WorldShip splash screen appears.</p>	
<p>5. The UPS WorldShip Set-up window appears.</p> <ul style="list-style-type: none"> <li>Click on the down arrow in the Application Language box and select the language in which you want WorldShip installed.</li> </ul> <p><b>Note:</b> You may install WorldShip using any of these languages regardless of your country/territory of origin or installed operating system language.</p> <ul style="list-style-type: none"> <li>The Install Location box shows the location where WorldShip will be upgraded. Read-only.</li> <li>For Workgroup Admin and Remote workstations, the Shared Drive Location box shows the location to upgrade the shared files used by both the Workgroup Admin and Workgroup Remote.</li> </ul>	

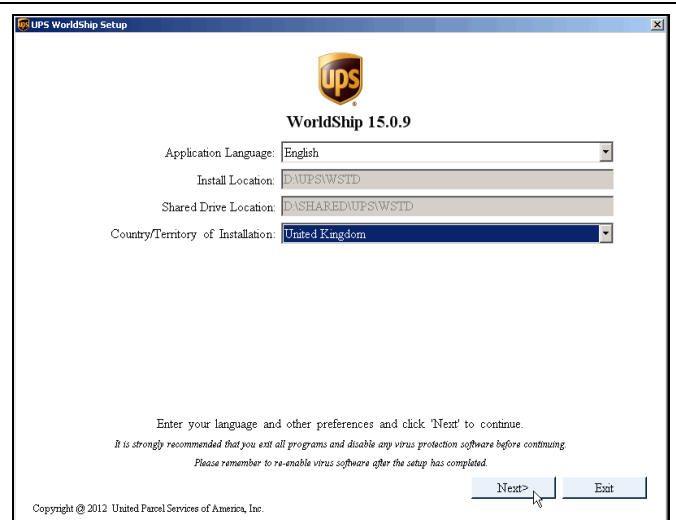
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- Click on the <https://www.ups.com/wscommission> link to authenticate your account as needed.

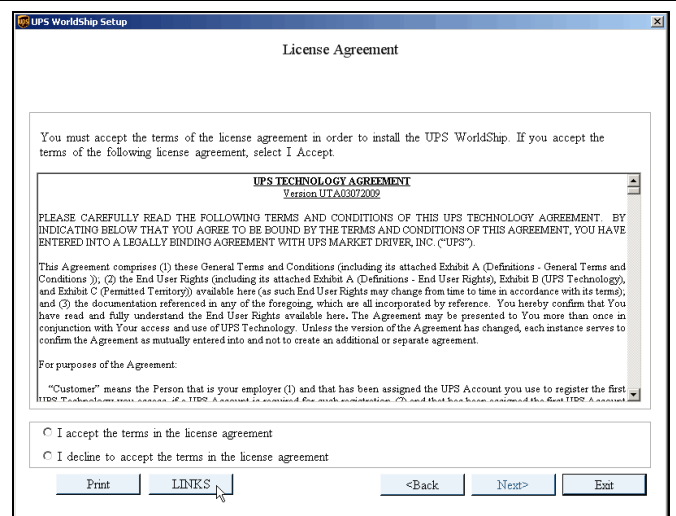
**Note:** This link appears only if the Country/Territory of Installation is United States or Puerto Rico.

- Click on the Next button.



## 6. The Licence Agreement window appears.

- If you wish to visit various Web sites for pertinent United States regulations, End User Rights and UPS Privacy Policy, click on the Links button and continue with step 7.
- If you do not want to click on the Links button, skip to step 8.



## 7. The Links window appears.

- Click on the link of your choice.
- When finished, click on the Close button.



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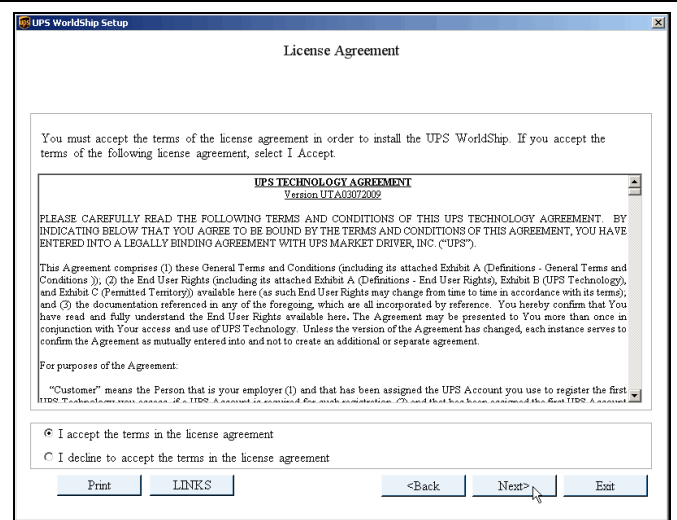


8. The Licence Agreement window appears.

- Click on the Print button to print the Licence Agreement.
- Review the Agreement.
- Select I Accept the Terms in the Licence Agreement.

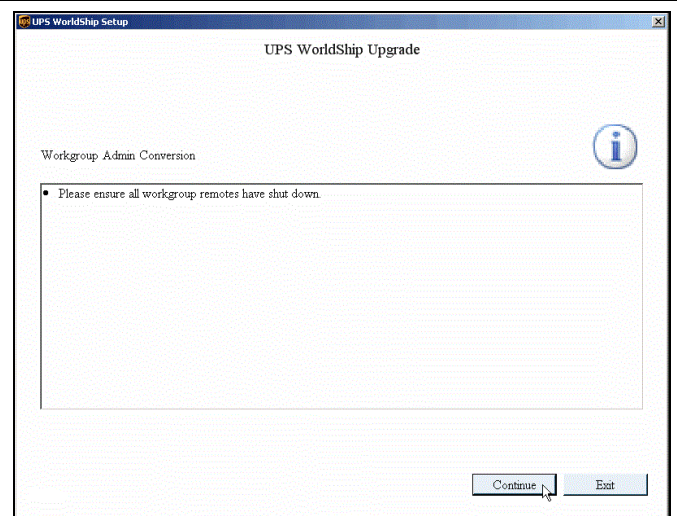
**Note:** If you select I Decline to Accept the Terms in the Licence Agreement, the installation exits.

- Click on the Install button.



9. If you are upgrading a Workgroup Admin, the Workgroup Admin Conversion window appears.

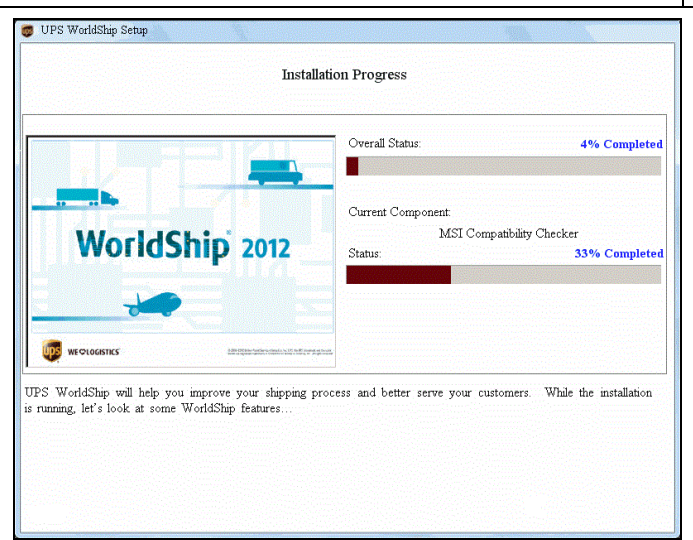
- Ensure that all Workgroup Remotes have shut down.
- Click on the Continue button.



10. During installation, the Installation Progress window appears.

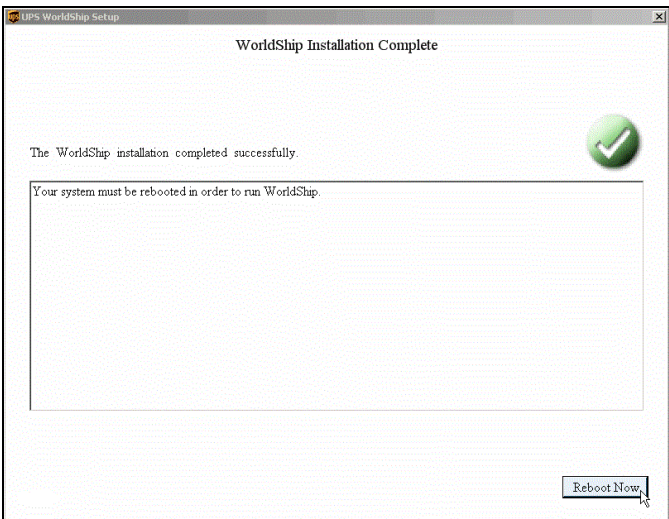

**Note:** Do not attempt to restart your workstation during installation.

Monitor the progress of the installation.



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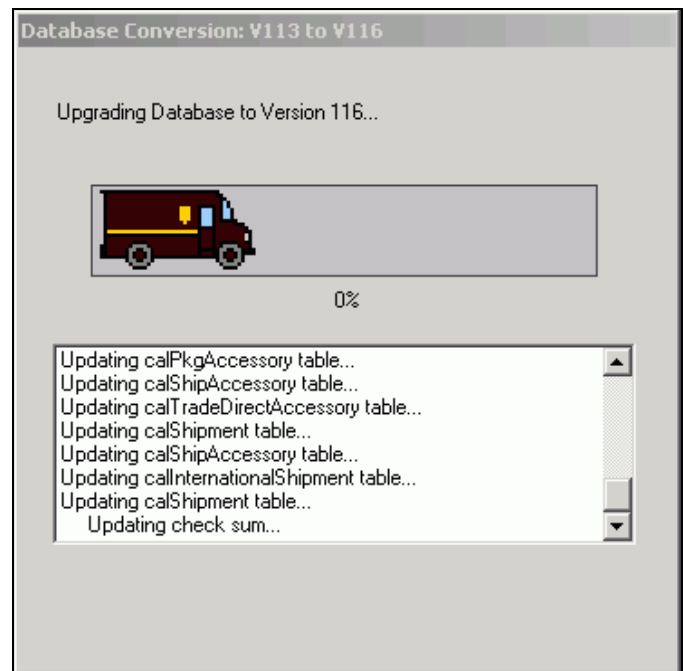
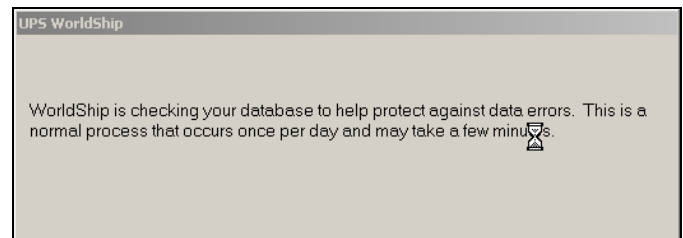
<p>11. When installation is complete, the WorldShip Installation Complete window appears.</p> <p>Click on the Reboot Now button.</p>	
<p>12. Your workstation reboots.</p> <ul style="list-style-type: none"><li>• Log in and enter your password as needed.</li></ul>	<p>None</p>
<p>13. WorldShip starts. During start-up, the progress appears on the WorldShip splash screen.</p>	

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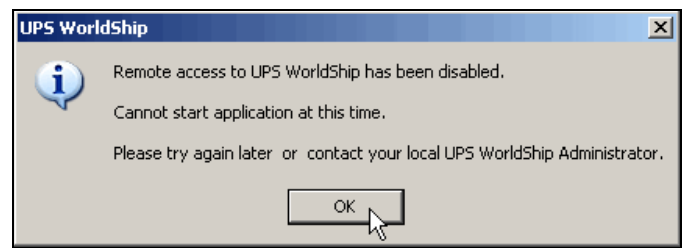
14. For Single or Workgroup Admin workstations, WorldShip displays:

- A message stating that it is checking your database for possible errors.
- A Database Conversion progress window.
- A message stating that WorldShip successfully sent information to UPS regarding the upgrade.



15. The Workgroup Admin must enable a Workgroup Remote Workstation before WorldShip can start on it. If the Workgroup Remote Workstation is disabled, this message appears.

Contact your Workgroup Admin to have your workstation enabled.



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16. The Shipping window appears, if you have selected the Show Help Topic at Start-up system preference in your previous WorldShip version, the Welcome to UPS WorldShip help topic appears.

- If you are upgrading a Workgroup Admin, enable remote access on the Remote Workstations menu. (This menu is not shown on Single Workstations.)
- Begin processing shipments.

For further information on using WorldShip 15.0, see the *WorldShip 15.0 User Guides*.