



# *Moving* **WorldShip**<sup>®</sup> *to a New PC*

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WorldShip

# Moving WorldShip® to a New PC

If you are upgrading your existing PC from one operating system to another, the following procedures should be followed **before** upgrading your operating system to save your WorldShip data. These procedures should also be used when moving your existing WorldShip system from one PC to another. The install type must remain the same on the upgraded system or the New PC (for example, single workstation to single workstation or admin to admin, etc.).

**Please be aware that these instructions are only to back up WorldShip data.** Please refer to Microsoft® for instructions on how to back up data and programs not associated with WorldShip.

## Step 1: Run WorldShip End of Day for pending data prior to backing up your WorldShip data

## Step 2: Determine Your Import/Export ODBC DSN Names

If you perform import/export within WorldShip, go to **Step 6: Determine Your Import/Export ODBC DSN Names**. If not, proceed to **Step 3: Back Up WorldShip Data Using the WorldShip Support Utility**.

## Step 3: Back Up WorldShip Data Using the WorldShip Support Utility

1. Click on the Start menu.
2. To open the Support Utility, choose Programs or All Programs > UPS > WorldShip Support Utility.  
*Note: If you are using Microsoft Vista® or Windows 7, make sure to right-click on WorldShip Support Utility and select Run As Administrator.*
3. If you already know your install type, skip this step. If not, go to **Step 7: Determine Your Install Type**.
4. From the main screen of the Support Utility, double-click Data Maintenance.

5. From the Data Maintenance screen, click Backup to back up the WorldShip database. You do not need to back up the UPSNRFRvIDB. This is optional.

*Note: If you receive a message indicating there are users connected to the database, click the OK button and click Backup again.*

6. Click the Add button (WorldShip v15 or lower).
7. When the backup completes successfully, the Support Utility will notify you of the location of your backup. It is important to make note of this location.
8. Click OK.
9. Exit the Support Utility.
10. Using My Computer or Microsoft® Windows Explorer®, browse to the location of the database backup noted in step 7 above. Copy the folder to a network drive or an external drive.

*Note: Please do not copy folders to a local drive on the PC. During the operating system upgrade, the files and folders on the local PC will be deleted.*

11. Using My Computer or Microsoft Windows Explorer, browse to the folder where WorldShip is installed. Example: C:\UPS\WSTD. Copy the following folders and all of the contents to a network drive or to an external drive:
  - a. \UPS\WSTD\Archive
  - b. \UPS\WSTD\Backup
  - c. \UPS\WSTD\ImpExp*Note: If this is an Admin workstation, the \UPS\WSTD\ImpExp folder is found in the Admin Shared folder.*
12. This procedure has saved your WorldShip data only. Please refer to Microsoft for instructions on how to backup other programs and data. Once your operating system has been upgraded, you may proceed with **Step 5: Install WorldShip on the New Operating System or the New PC**.

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## Step 4: Upgrade Your Operating System

Please refer to Microsoft for instructions on how to:

- Back up data and programs not associated with WorldShip.
- Upgrade your operating system.

## Step 5: Install WorldShip on the New Operating System or the New PC

1. If you are running on a 32-bit operating system:  
You can install WorldShip 11.0.16 or higher.
2. If you are running on a 64-bit operating system:  
You can install WorldShip 12.0 or higher.
3. Install WorldShip to the new system. Make sure that you choose the same WorldShip install type, LAN Admin or Single, as the original WorldShip install type.
4. When the system reboots, WorldShip will start up.
5. Configure communications but **CANCEL** WorldShip startup when you get to the registration process. You will restore your backed up database (which makes this step unnecessary). Acknowledge that you wish to quit the registration process by clicking OK.
6. Copy the database backup folder noted in step 7 of **Back up WorldShip Data using the WorldShip Support Utility** to the system.
7. Restore the following folders to the same directory structure on the newly installed WorldShip system.
  - a. \UPS\WSTD\Archive
  - b. \UPS\WSTD\Backup
  - c. \UPS\WSTD\ImpExp

**Note:** If this is a LAN Admin workstation, the \UPS\WSTD\ImpExp folder is found in the Admin Shared folder.

8. Open the Support Utility by choosing Programs or All Programs > UPS > WorldShip Support Utility.

**Note:** If you are using Microsoft Vista or Windows 7, make sure to right-click on WorldShip Support Utility and select Run As Administrator.

9. From the main screen of the Support Utility, double-click Data Maintenance.
10. From the Data Maintenance screen, click "Restore" and browse to the database file that was created earlier on the old system and copied to the new system.  
**Note:** If you receive a message indicating there are users connected to the database, click the OK button and click Restore again.
11. Highlight the file under the Available Backups window and click Restore.
12. Click Yes to restore all files in the directory.
13. Click OK on the screen indicating that your backup files were restored successfully.
14. Exit the Support Utility.
15. If you perform import/export within WorldShip, go to **Step 8: Recreate ODBC DSN's**. If you do not, proceed to the next step.
16. Start WorldShip. If the registration screen appears during WorldShip startup, click Finish to complete the registration process.
17. Reinstall printer drivers. Thermal printer drivers should be installed through WorldShip.
18. You have completed installing WorldShip.

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## Step 6: Determine Your Import/Export ODBC DSN Names

If you perform import/export within WorldShip, you will need the existing Import/Export ODBC DSN Names so that they can be recreated on the upgraded or new system. Follow these steps to find the existing Import/Export ODBC DSN names.

1. Start WorldShip.
2. Select Import/Export Data from the toolbar.
3. Choose Create/Edit Map...
4. Note the names and exact spellings of each entry displayed under the "Map ODBC DSN" column. These entries are ODBC DSN names.

**Note:** *In order to continue to use WorldShip Import/Export functionality on the New PC, you will have to configure the same ODBC DSNs in the exact same manner as you configured them on the old PC.*

5. Close WorldShip.
6. Return to **Step 3: Back Up WorldShip Data Using the WorldShip Support Utility.**

## Step 7: Determine Your Install Type

To determine your install type, choose View > WorldShip Information from the main screen of the Support Utility.

1. Your Install Type is displayed under the Shipper box on the left side of the screen.
2. Make note of your Install Type.

**Note:** *These procedures can only be used when the install type will be the same on the new or upgraded PC.*

3. Click Exit to return to the main screen of the Support Utility.
4. Return to **Step 3: Back up WorldShip Data using the WorldShip Support Utility.**

## Step 8: Recreate ODBC DSNs

If you perform import/export within WorldShip, you must recreate the ODBC DSNs.

1. To launch ODBC Administrator on a 32-bit system
  - a. Click Start > Control Panel > Administrative Tools > Data Sources (ODBC)
2. To launch ODBC Administrator on a 64-bit system
  - a. From My Computer, choose Local Disk (C:)
  - b. Navigate to Windows > SysWOW64
  - c. Select "odbcad32.exe" to launch the ODBC Administrator
3. Create new ODBC DSNs using the information from step 6. Remember, the ODBC DSN names have to be exactly the same as on the old computer, they are case sensitive.
4. Return to **Step 5: Install WorldShip on the New Operating System or the New PC.**