

UPS WorldShip™



Backup and Install Procedures
for Operating System Upgrade or
Moving UPS WorldShip to a New PC

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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 UPS WorldShip data. These procedures should also be used when moving your existing UPS 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 UPS WorldShip data. Please refer to Microsoft® for instructions on how to back up data and programs not associated with UPS WorldShip.

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

Step 2: Determine Your Import/Export ODBC DSN Names

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

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

1. Click on the Start menu.
2. To open the Support Utility, choose Programs or All Programs > UPS > UPS WorldShip Support Utility.
Note: If you are using Microsoft Vista® or Windows 7, make sure to right-click on UPS 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 UPS 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.
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 UPS 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\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 UPS 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 UPS 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 UPS WorldShip.
- Upgrade your operating system.

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

1. If you are running on a 32-bit operating system:
You can install UPS WorldShip 11.0.16 or higher.
2. If you are running on a 64-bit operating system:
You can install UPS WorldShip 12.0 or higher.
3. Install UPS WorldShip to the new system. Make sure that you choose the same UPS WorldShip install type, LAN Admin or Single, as the original UPS WorldShip install type.
4. When the system reboots, UPS WorldShip will start up.
5. Configure communications but cancel UPS 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 UPS WorldShip Data using the UPS WorldShip Support Utility** to the same folder on the newly installed UPS WorldShip system.
7. Restore the following folders to the same directory structure on the newly installed UPS WorldShip system.
 - a. \UPS\WSTD\Archive
 - b. \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 > UPS WorldShip Support Utility.

Note: If you are using Microsoft Vista or Windows 7, make sure to right-click on UPS 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.
Note: If you receive a message indicating there are users connected to the database, click the OK button and click Restore again.
11. Choose the database backup file that was created earlier on the old system and copied to the new system and click Restore.
12. Click OK to restore all files in the directory.
13. Click OK to acknowledge that a backup of the current system was created.
14. Click OK on the screen indicating that your backup files were restored successfully.
15. Exit the Support Utility.
16. If you perform import/export within UPS WorldShip, go to **Step 8: Recreate ODBC DSN's**. If you do not, proceed to the next step.
17. Start UPS WorldShip. If the registration screen appears during UPS WorldShip startup, click Finish to complete the registration process.
18. Reinstall printer drivers. Thermal printer drivers should be installed through UPS WorldShip.
19. You have completed installing UPS WorldShip.

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Step 6: Determine Your Import/Export ODBC DSN Names

If you perform import/export within UPS 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 UPS 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 UPS 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 UPS WorldShip.
6. Return to **Step 3: Back Up UPS WorldShip Data Using the UPS WorldShip Support Utility.**

Step 7: Determine Your Install Type

To determine your install type, choose View > UPS 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 UPS WorldShip Data using the UPS WorldShip Support Utility.**

Step 8: Recreate ODBC DSNs

If you perform import/export within UPS 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. Return to **Step 5: Install UPS WorldShip on the New Operating System or the New PC.**