

WorldShip® Upgrade on a Single or Workgroup Workstation

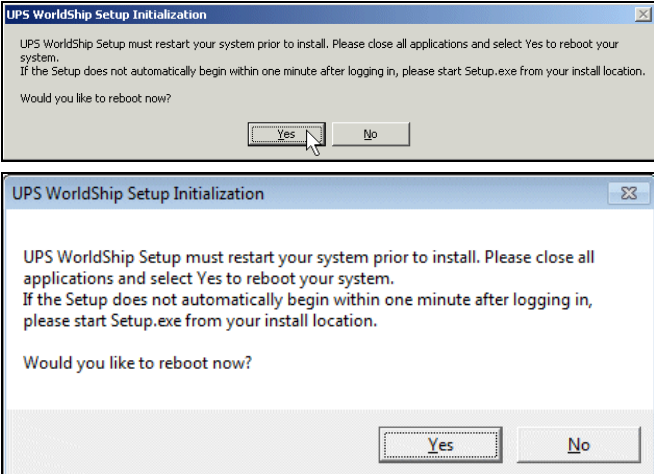


PRE-INSTALLATION INSTRUCTIONS:

- 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 Pickup group (under UPS Pickups in the Shipment History window) to transmit your Package Level Detail (PLD) shipment information to UPS.
- Exit UPS 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 Download WorldShip Now:
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 Setup.exe.</p> <p>If upgrading on a Workgroup Remote Workstation from a network shared drive, browse to and double-click \UPS\WSTD\Remote\Install\Disk1\Setup.exe.</p>	<p style="text-align: center;">None</p>
<p>2. The UPS WorldShip Setup Initialization window appears and asks if you want to reboot now.</p> <p>Click the Yes button.</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 Initializing WorldShip Setup Program message appears and then the WorldShip splash screen appears.</p>	<div data-bbox="813 474 1468 590" style="background-color: #cccccc; padding: 5px; text-align: center;"> <p>Initializing WorldShip Setup Program...</p> </div> <div data-bbox="813 611 1468 1104"> </div>
<p>5. The UPS WorldShip Setup window appears.</p> <ul style="list-style-type: none"> Click the down arrow in the Application Language box and select the language in which you want WorldShip installed. <p>Note: 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"> The Install Location box shows the location that WorldShip will be upgraded. Read-only. 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. 	<div data-bbox="813 1125 1468 1629"> </div>

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- Click 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 the Next button.

The screenshot shows the 'WorldShip 15.0' configuration window. It includes fields for 'Application Language' (English), 'Install Location' (D:\UPS\SWSTD), 'Shared Drive Location' (K:\SHARED\UPS\SWSTD), and 'Country/Territory of Installation' (United States). Below these fields is a paragraph of text explaining the need for account authentication and a link to 'https://www.ups.com/wscommission'. At the bottom, there are 'Next' and 'Exit' buttons.

6. The License Agreement window appears.

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

The screenshot shows the 'License Agreement' window. It contains a scrollable text area with the 'UPS TECHNOLOGY AGREEMENT' terms. Below the text area are two radio buttons: 'I accept the terms in the license agreement' (which is selected) and 'I decline to accept the terms in the license agreement'. At the bottom, there are 'Exit', 'LINKS', '<Back', 'Install>', and 'Exit' buttons.

7. The Links window appears.

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

The screenshot shows the 'LINKS' window. It contains several blue hyperlinks for additional information, including 'Click here to view the End User Rights portion of the UPS Technology Agreement', 'To view the U.S. Treasury Department's list of Specially Designated Nationals...', 'To view the U.S. Department of Commerce's Denied Persons List or Entity List...', 'Click here to view the English language version of the End User Rights portion of the UPS Technology Agreement', and 'To view the UPS Privacy Policy...'. At the bottom left is the version number '15.0.8' and at the bottom right is a 'Close' button.

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8. The License Agreement window appears.

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

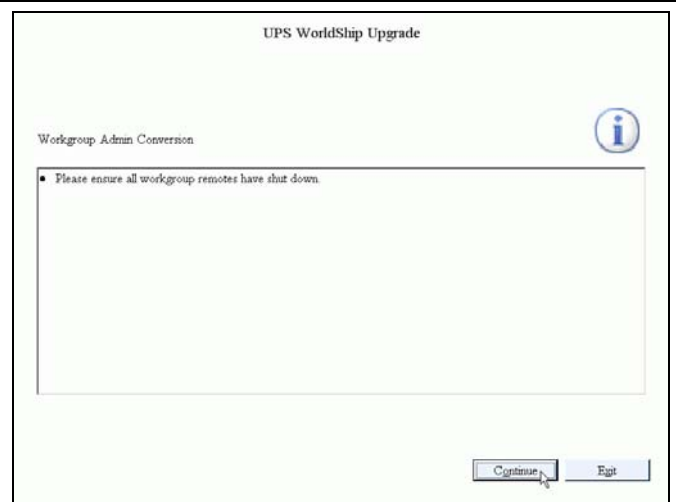
Note: If you select I Decline to Accept the Terms in the License Agreement, the installation exits.

- Click the Install button.



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

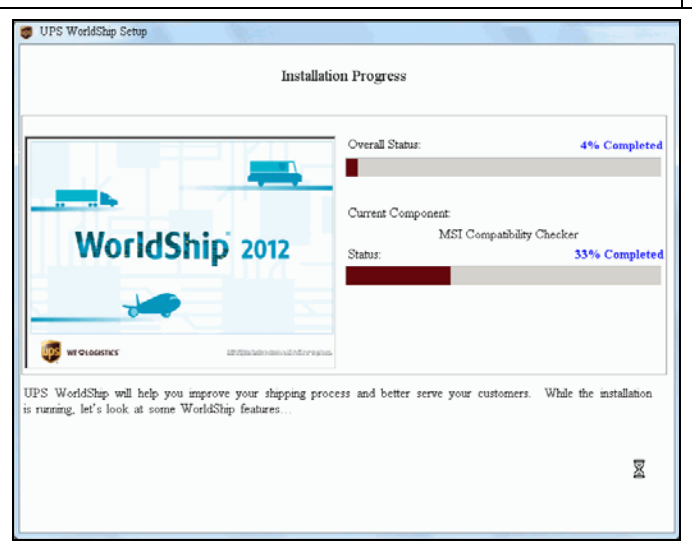
- Ensure that all Workgroup Remotes have shut down.
- Click the Continue button.



10. During installation, the Installation Progress window appears.

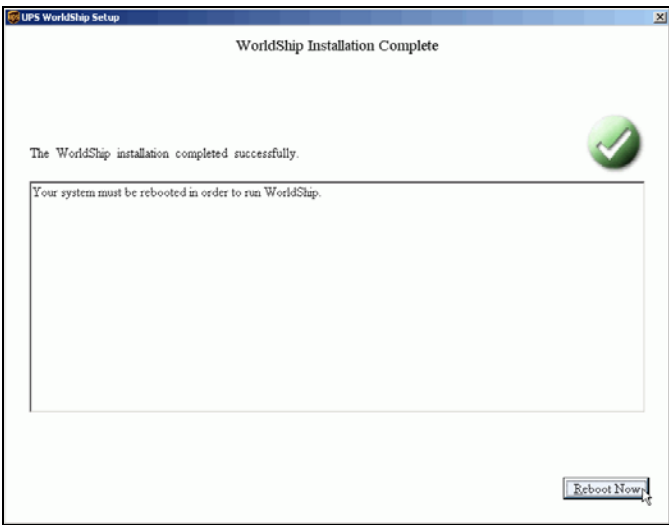

Note: Do not attempt to restart your workstation during installation.

Monitor the progress of the installation.



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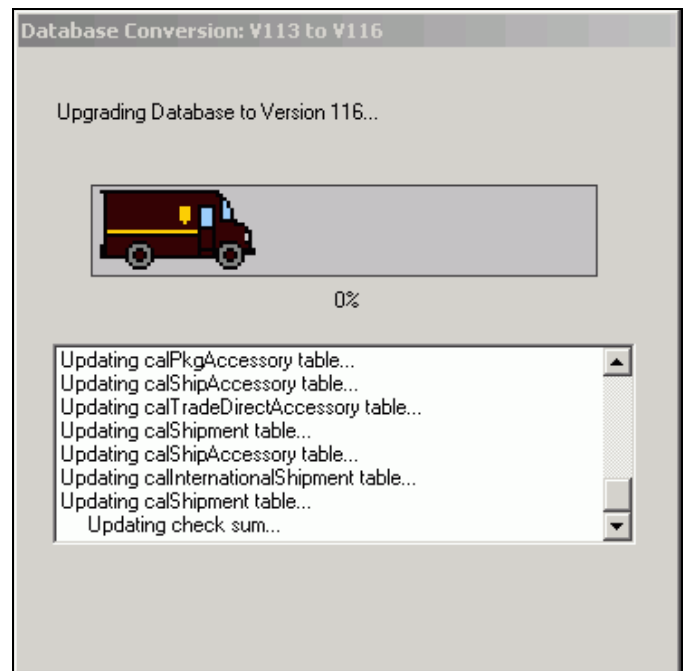
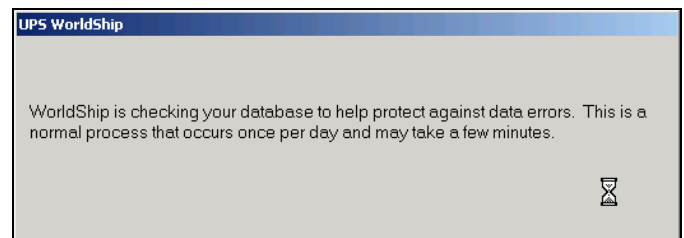
<p>11. When installation completes, the WorldShip Installation Complete window appears.</p> <p>Click the Reboot Now button.</p>	
<p>12. Your workstation reboots.</p> <ul style="list-style-type: none"> Log in and enter your password as needed. 	<p>None</p>
<p>13. WorldShip starts. During start up, the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

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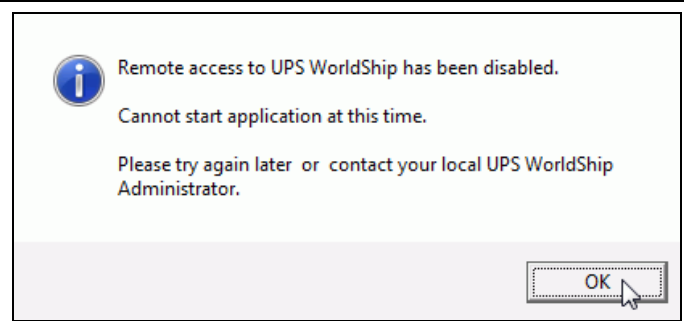
14. For Single or Workgroup Admin workstations, WorldShip displays:

- 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 a Workgroup Remote Workstation is disabled, a message appears on it.

Contact your Workgroup Admin to have your workstation enabled.



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16. The Shipping window appears, and if you selected the Show Help Topic at Startup 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*.

What's New in This Release? for information on the new features in this release. If you are a new user, review the Help sources for detailed information about WorldShip. These sources include:'. A bulleted list follows: '• If the window has a Help button, click it for an overview of the displayed window. The overview will also provide links to detailed procedures. For more tips on using the help, see [Find Help in UPS WorldShip](#).', '• For brief definitions of the UPS options, see [Shipment and Package Options](#).', '• For detailed definitions of the UPS services as well as information on shipping rates, service and option availability, and delivery time commitments, see the UPS Rate and Service Guide. For information on obtaining this guide, see [Use the UPS Rate and Service Guide](#).', '• For guides on installing and using WorldShip, download the appropriate guides. To access'."/>