PRE-INSTALLATION INSTRUCTIONS:

- This document discusses using the WorldShip DVD to upgrade WorldShip. You can also install WorldShip from the Web. Go to the following Web page and click the appropriate download link: https://www.ups.com/content/us/en/resources/techsupport/worldship/downloads.html
- Upgrade WorldShip on the Workgroup Admin before upgrading it on the Workgroup Remote.
- Temporarily disable any virus scan software that you have installed and do not install any other applications while WorldShip is installing.
- 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®.

INSTALLATION INSTRUCTIONS:

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

<table>
<thead>
<tr>
<th>Step</th>
<th>Window (if available)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>None</td>
</tr>
<tr>
<td></td>
<td>Insert the WorldShip DVD into the appropriate drive. The installation should begin automatically. If the installation does not begin automatically, use Microsoft® Windows Explorer to navigate to the DVD drive and double-click Setup.exe.</td>
</tr>
<tr>
<td></td>
<td>If upgrading on a Workgroup Remote Workstation from a network shared drive, browse to and double-click \UPS\WSTD\Remote\InstallDisk1\Setup.exe.</td>
</tr>
<tr>
<td>2.</td>
<td>UPS WorldShip Setup Initialization window displays and asks if you want to reboot now.</td>
</tr>
<tr>
<td></td>
<td>Click Yes.</td>
</tr>
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<tr>
<td>3.</td>
<td>Your workstation reboots. Log in and enter your password as needed. None</td>
</tr>
<tr>
<td>4.</td>
<td>The <strong>Initializing WorldShip Setup Program</strong> message displays and then the WorldShip splash screen displays. Initializing WorldShip Setup Program...</td>
</tr>
</tbody>
</table>
| 5.   | The **UPS WorldShip Setup** window displays.  
- Click the down arrow in the **Application Language** box and select the language in which you want WorldShip installed. 
  
**Note:** You can install WorldShip using any displayed language as long as it is supported by your Operating System.  
- The **Install Location** box shows the location that WorldShip will be upgraded, and the **Country/Territory of Installation** shows the country/territory location. Read-only. |
Step | Window (if available)
--- | ---
- 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.  
- Click **Next**.

6. WorldShip displays the **Options** button on the Setup window for the Workgroup Admin only. Click the **Options** button to review path information.

![Options Window](image)

Enter your language and other preferences and click 'Next' to continue.

*Note: It is strongly recommended that you are all programs and disable any virus protection software before continuing.*

If you remember to run another virus protection software after the setup has completed.

![Options Details](image)

Application Install Location:

```
C:\PROGAM\FILES
```

Application Data Location:

```
C:\PROGAM\DATA
```

Note: The Application Install Location and Application Data Location cannot be the same.
### Step 7

The **License Agreement** window displays.

- If you would like to visit various Web sites for pertinent United States regulations, End User Rights, and UPS Privacy Policy, click **LINKS** and continue with step 8, otherwise, skip to step 9.

![License Agreement Window](image)

7. The **License Agreement** window displays.

8. The **LINKS** window displays.

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

![LINKS Window](image)
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<tr>
<td>9.</td>
<td>The <strong>License Agreement</strong> window displays.</td>
</tr>
<tr>
<td></td>
<td>- Click <strong>Print</strong> to print the License Agreement.</td>
</tr>
<tr>
<td></td>
<td>- Review the Agreement.</td>
</tr>
<tr>
<td></td>
<td>- Select <strong>I Accept the Terms in the License Agreement.</strong></td>
</tr>
<tr>
<td></td>
<td><strong>Note:</strong> If you select <strong>I Decline to Accept the Terms in the License Agreement</strong>, the installation exits.</td>
</tr>
<tr>
<td></td>
<td>- Click <strong>Install</strong>.</td>
</tr>
</tbody>
</table>

10. If you are upgrading a Workgroup Admin, the **Workgroup Admin Conversion** window displays.  
    - Ensure that all Workgroup Remotes have shut down.  
    - Click **Continue**.
11. During installation, the **Installation Progress** window displays.

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

Monitor the progress of the installation.

12. When installation completes, the **WorldShip Installation Complete** window displays.
   - Click **Reboot Now**.

   - Log in and enter your password as needed.
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<thead>
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<tr>
<td>14. WorldShip starts. During start up, the progress displays on the WorldShip splash screen.</td>
<td><img src="image" alt="WorldShip 2017 splash screen" /></td>
</tr>
</tbody>
</table>
### Step 15. 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.

### Step 16. Click **OK**.

### Step 17. The Workgroup Admin must enable a Workgroup Remote Workstation before WorldShip can start on it. If a Workgroup Remote Workstation is disabled, a message displays on it.

- Contact your Workgroup Admin to have your workstation enabled.
- Click **OK**.
18. The Shipping window displays, and if you selected the Show Help Topic at Startup system preference in your previous WorldShip version, the Welcome to UPS WorldShip help topic displays.

- If you are upgrading a Workgroup Admin, enable remote access by selecting the Tools tab, Remote Workstations, and then Enable/Disable Remote Access. (This option is not shown on Single Workstations.)
- Begin processing shipments.

For further information on using WorldShip 2017, the WorldShip 2017 User Guides.