WorldShip® 2016

Shortcut and Navigation Guide
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## Shipping Window

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## Shipment History Window

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Contact UPS

• **Web**: Go to [https://www.ups.com/worldshipsupport](https://www.ups.com/worldshipsupport) to find additional support documents.

• **Phone**: If you have technical questions about WorldShip that cannot be answered by this guide, the support website, or WorldShip Help, then please call 1-888-553-1118.
General Interface Elements

There are three general interface elements that help you navigate WorldShip:

Quick Access Toolbar

This toolbar contains often used commands, is customizable by the user, and can appear above or below the ribbon. To add or delete commands on this toolbar:

1. Click the arrow to see the command options.
2. Select/clear the commands shown in the list or select More Commands to add or remove commands.
   
   More Commands Option: Use Add>> or Remove to add commands to or remove commands from the Quick Access Toolbar.
3. Click OK.

WorldShip Ribbon

The WorldShip ribbon helps you work smarter and faster, making your shipping simpler. For both the Shipping and Shipment History windows, the ribbon is organized by tabs and subdivided by groups that contain related commands. Navigate the ribbon using the mouse or tab and arrow keys.

Double-clicking any tab on the ribbon minimizes or maximizes the ribbon. You can also click ↑ and ↓ on the top right to minimize and maximize the ribbon. When minimized, clicking a tab temporarily displays the ribbon for that tab until you click outside the ribbon.

WorldShip Help

Click ⌘ to display the UPS WorldShip Help, or click the arrow ⬅ to access About UPS WorldShip, UPS Technical Support Telephone Numbers, or UPS WorldShip Help options.
Shortcut and Navigation Guide
WorldShip® 2016

Shipping Window
Home Tab

Navigate

History F3

Shipment Activities

Create a Return
Create a Return
Create Import Control
Process a Shipment with a Return
Multi-piece Shipment F9
Save Shipment Alt + F10
Repeat F6
Undo F5
Void Alt + Delete

Track

Track

Manage Addresses

Addresses
Address Book Shift + F9
Address List
Classify Ship To Address F7
Validate Ship To Address F8
Validate Third Party Account Shift + F8

End of Day

End of Day F11

Pickups

Pickup Information
Schedule a Pickup
Select Active Pickup Date Shift + F3

Messages

Messaging Center

My Services Tab

Dangerous Goods

Create/Edit Chemical Records
Chemical Records Viewer
Align Dangerous Goods Printer

Home Tab Shortcuts

Press F3 for History
Press F9 for Multi-piece Shipment
Press Alt + F10 to Save Shipment
Press F6 to Repeat
Press F5 to Undo
Press Alt + Delete to Void a Shipment
Press Shift + F9 for Address Book
Press F7 to Classify Ship To Address
Press F8 to Validate Ship To Address
Press Shift + F8 to Validate Third Party Account
Press F11 for End of Day
Press Shift + F3 to Select Active Pickup Date
Tools Tab

Profile Tools
- Create/Edit Profile
- Create/Edit Tab Order
- Create/Edit Required Fields
- Create/Edit Custom Labels

Preferences
- System Preferences
  - Dangerous Goods
  - Hardware
  - Miscellaneous
- Printing Setup
- Shipment Detail Report Setup
- Shipping
- System Settings
- Shipper Editor

Delivery Date: Shift + F6

Editors and Communication
- Commodities
  - Freight
  - International

More Tools
- Charge Back Code Editor
- Communicate with UPS: Alt + F5
- Communications Setup
- Cost Center Calculator
- Create a Custom Declaration Statement
- Create Custom Package Type
- Reference Qualifier Editor
- Schedule a Task
- Send to UPS: Shift + F5

Tools Tab Shortcuts:
- Press Shift + F6 for Delivery Date
- Press Alt + F5 to Communicate with UPS
- Press Shift + F5 to Send to UPS

Printing Activities Tab

Setup
- Printing Setup

Shipment Printing
- Use Custom Label
- Change Printers
- Print Search Results

Reprint Documentation
- Labels
  - Consignee
  - Freight
  - Freight Doc
  - Package
  - Package Doc
  - Shipment Doc
  - Shipment Instructions
- Reports
  - Bill of Lading (BOL)
  - UPS Premium Care™ Pickup
  - Control Doc
  - Driver Transmission Control (DTC)
  - High Value
  - Pickup Summary Barcode (PSB)
  - Shipment Control Form
  - Shipment Detail
  - UPS Copy
  - UPS Manifest Detail
  - UPS Manifest Summary
  - UPS Shipper’s Copy
  - UPS Turn In Copy

International
- Certificate of Origin (CO)
- Electronic Export Information (EEI)
- Invoice
- NAFTA
- Power of Attorney
- Shipper’s Letter of Instruction (SLI)
- Small Package Packing List

Freight
- Freight Daily Shipment Detail Report
- Freight Packing List

Dangerous Goods
- Hazardous Materials Manifest
- Shipper’s Declaration
- Shipping Paper

Preview
- Preview Documents
  - Certificate of Origin (CO)
  - Electronic Export Information (EEI)
  - Freight Packing List
  - Invoice
  - NAFTA
  - Small Package Packing List
Import-Export Tab

**Import**
- Keyed Import
- Batch Import
  - Batch Import
  - Cancel Manual Batch Processing
- Automatic Import
  - Hands-Off Shipping
  - XML Auto Import

**Export**
- Batch Export
- Automatic Export
  - Export After Freight Shipment Processing
  - Export After Shipment Processing
  - Export During End of Day
  - Export During Freight Close Out
  - Export During UPS Worldwide Express
  - Freight End of Day
- Export Selected Pickup Date

**Import/Export Tools**
- Create/Edit Map
- Tools
  - Connection Assistant
  - Import/Export Wizard
  - Verify XML Import File
- Quick Commands
  - Create New

UPS.com® Tab

**UPS.com**
- Schedule a Pickup
- UPS Home
- My UPS
- International
  - International Forms Library
  - Print International Shipper Agreement
  - UPS Country Regulations
  - UPS TradeAbility® International Tools
- Shipping Assistance
  - Calculate Time and Cost
  - Flex® Global View
  - Packaging Guidelines Application
  - Quantum View Manage®
  - UPS Address Validation
  - UPS Electronic Billing
- UPS Tracking
- UPS Global Locator

**UPS Mail Innovations®**
- UPS Mail Innovations Home

**Search UPS**
Support Tab

Guides
  Support Documents

Telephone
  Support Numbers
    Freight Customer Service Telephone Numbers
    UPS Technical Support Telephone Numbers

Self-Service
  WorldShip
    About UPS WorldShip®
    UPS Terms and Conditions of Service
    UPS WorldShip Help
    UPS WorldShip Home
    UPS WorldShip User Guides

Manage Data
  Backup Data
  Move Data
  Resend Data

Search Help
Shortcut and Navigation Guide

WorldShip® 2016

Shipment History Window
Home Tab

Navigate
Ship F2

Shipment Activities
Repeat
Repeat Shipment F6
Repeat as Return Shipment Ctrl + F6
Repeat as UPS Access Point™ Economy Returns Ctrl + F8
Edit/Reconcile F7
Void Alt + Delete
Mark as Voided F4
Marked Activities
Process Shipments Automatically Shift + F6
Process Shipments Manually Shift + F4
Void Marked Pending Shipments Ctrl + F4

Track
Track This Package F8
Track Multiple Shift + F8
Intercept This Package
Intercept Multiple

Manage History
Archive/Restore
Archive Shipments
Restore Shipments
Search History

Freight
Preauthorization Alt + F3
Freight Pickup
Freight Pickup List Alt + F1
Request Freight Pickup
Update/Cancel Pickup Alt + F2

Pickup Date
Pickup Date
Change Pickup Date Shift + F3
Set as Active Pickup Date

End of Day
End of Day F11
Close Out Ground Freight Alt + F6

Home Tab Shortcuts
Press F2 to Ship
Press F6 to Repeat Shipment
Press Ctrl + F6 to Repeat as Return Shipment
Press Ctrl + F8 to Repeat as UPS Access Point Economy Returns
Press F7 to Edit/Reconcile
Press Alt + Delete to Void
Press F4 to Mark/Unmark Shipment
Press Shift + F6 to Process Shipments Automatically
Press Shift + F4 to Process Shipments Manually
Press Ctrl + F4 to Void Marked Shipments
Press F8 to Track This Package
Press Alt + F1 for Freight Pickup List
Press Alt + F2 to Update/Cancel Pickup
Press Alt + F3 for Freight Preauthorization
Press Shift + F3 to Change Pickup Date
Press F11 for End of Day
Press Alt + F6 to Close Out Ground Freight

My Services Tab

Dangerous Goods
Create/Edit Chemical Records
Chemical Records Viewer
Align Dangerous Goods Printer

Tools Tab

Profile Tools
Create/Edit Profile
Create/Edit Tab Order
Create/Edit Required Fields
Create/Edit Custom Labels

Preferences
System Preferences
Dangerous Goods
Hardware
Miscellaneous
Printing Setup
Shipment Detail Report Setup
Shipping
System Settings
Shipper Editor
Delivery Date Shift + F6

Editors and Communication
Commodities
Freight
International
More Tools
Charge Back Code Editor
Communicate with UPS Alt + F5
Communications Setup
Cost Center Calculator
Create a Custom Declaration
Statement
Create Custom Package Type
Reference Qualifier Editor
Schedule a Task
Send to UPS Shift + F5

Tools Tab Shortcuts
Press Shift + F6 for Delivery Date
Press Alt + F5 to Communicate with UPS
Press Shift + F5 to Send to UPS

Printing Activities Tab

Setup
Printing Setup

Shipment Printing
Use Custom Label
Change Printers
Print Search Results

Reprint Documentation
Labels
Consignee
Freight
Freight Doc
Package Label(s) F10
Package Doc
Shipment Doc
Shipment Instructions

Reports
Bill of Lading (BOL) Alt + F3
UPS Premium Care™ Pickup Control Doc
Driver Transmission Control (DTC)
High Value
Pickup Summary Barcode (PSB)
Shipment Control Form
Shipment Detail
UPS Copy
UPS Manifest Detail
UPS Manifest Summary
UPS Shipper's Copy
UPS Turn In Copy

International
Certificate of Origin (CO)
Electronic Export Information (EEI)
Invoice
NAFTA
Power of Attorney
Shipper's Letter of Instruction (SLI)
Small Package Packing List

Freight
Freight Daily Shipment Detail Report
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Dangerous Goods
Hazardous Materials Manifest
Shipper's Declaration
Shipping Paper

Preview
Preview Documents
Certificate of Origin (CO)
Electronic Export Information (EEI)
Invoice
NAFTA
Small Package Packing List

Printing Activities Tab Shortcuts
Press F10 for Package Label(s)
Press Alt + F3 for Bill of Lading (BOL)

Import-Export Tab

**Import**
- Keyed Import
- Batch Import
  - Batch Import
  - Cancel Manual Batch Processing
- Automatic Import
  - Hands-Off Shipping
  - XML Auto Import

**Export**
- Batch Export
- Automatic Export
  - Export After Freight Shipment Processing
  - Export After Shipment Processing
  - Export During End of Day
  - Export During Freight Close Out
  - Export During Worldwide Express Freight
    - End of Day
  - Export of During UPS Mail Innovations End of Day
- Export Selected Pickup Date

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UPS.com® Tab

**UPS.com**
- Schedule a Pickup
- UPS Home
- My UPS
- International
  - International Forms Library
  - Print International Shipper Agreement
  - UPS Country Regulations
  - UPS TradeAbility® International Tools
- Shipping Assistance
  - Calculate Time and Cost
  - Flex® Global View
  - Packaging Guidelines Application
  - Quantum View Manage®
  - UPS Address Validation
  - UPS Electronic Billing
  - UPS Express Critical
- UPS Tracking
- UPS Global Locator

**UPS Mail Innovations®**
- UPS Mail Innovations Tracking
- UPS Mail Innovations Home

**Search UPS**
Support Tab

Guides
- Support Documents

Telephone
- Support Numbers
  - Freight Customer Service Telephone Numbers
  - UPS Technical Support Telephone Numbers

Self-Service
- WorldShip
  - About UPS WorldShip®
  - UPS Terms and Conditions of Service
  - UPS WorldShip Help
  - UPS WorldShip Home
  - UPS WorldShip User Guides

Manage Data
- Backup Data
- Move Data
- Resend Data

Search Help