

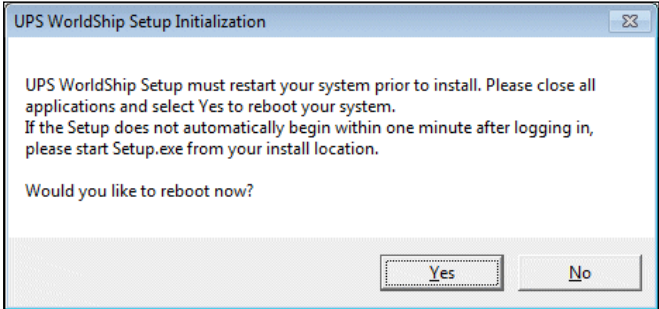


## PRE-INSTALLATION INSTRUCTIONS:

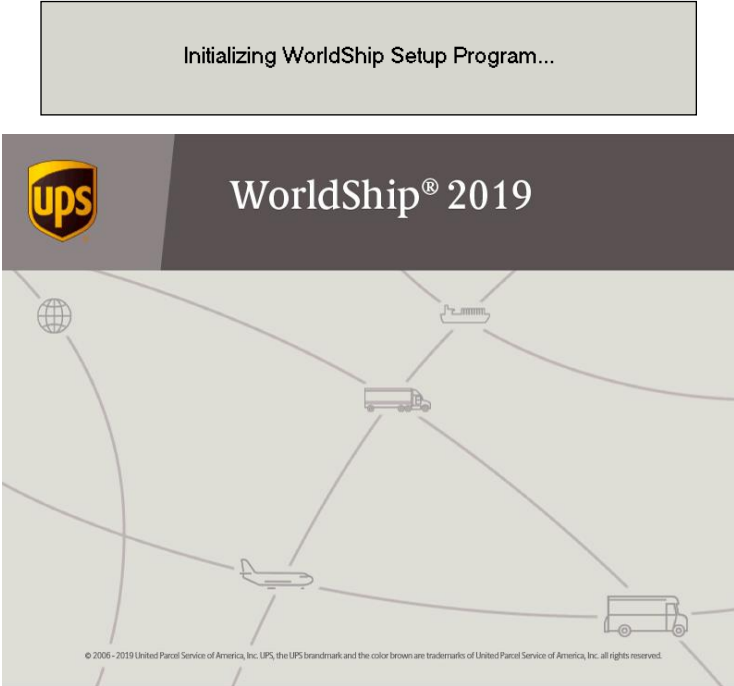
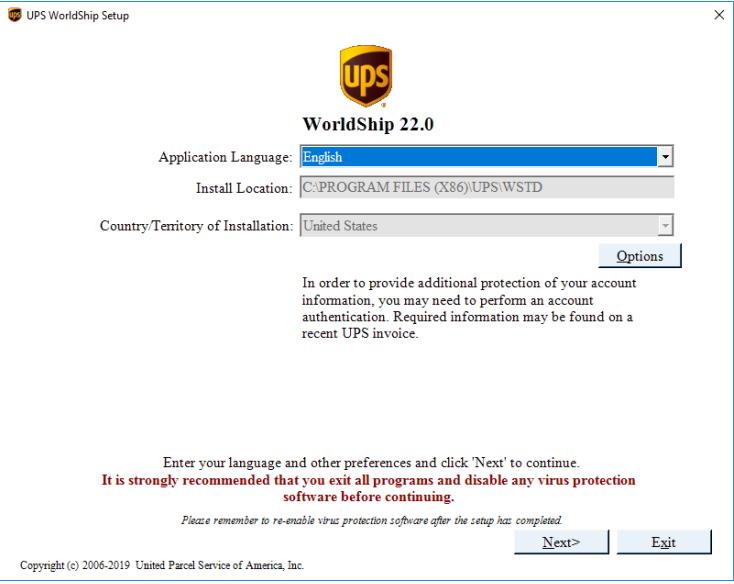
- This document discusses using the WorldShip DVD to upgrade WorldShip. You can also install WorldShip from the Web. Go to the following Web page and click the appropriate download link: <https://www.ups.com/content/us/en/resources/techsupport/worldship/downloads.html>
- Upgrade WorldShip on the Workgroup 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:

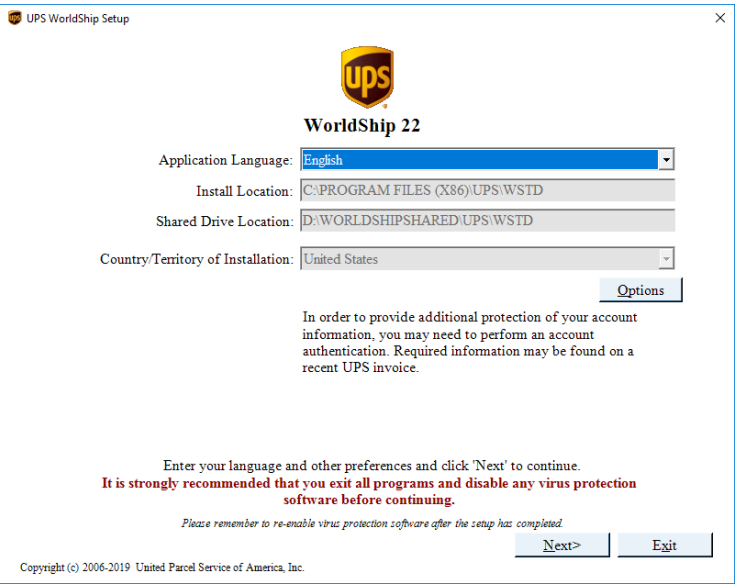
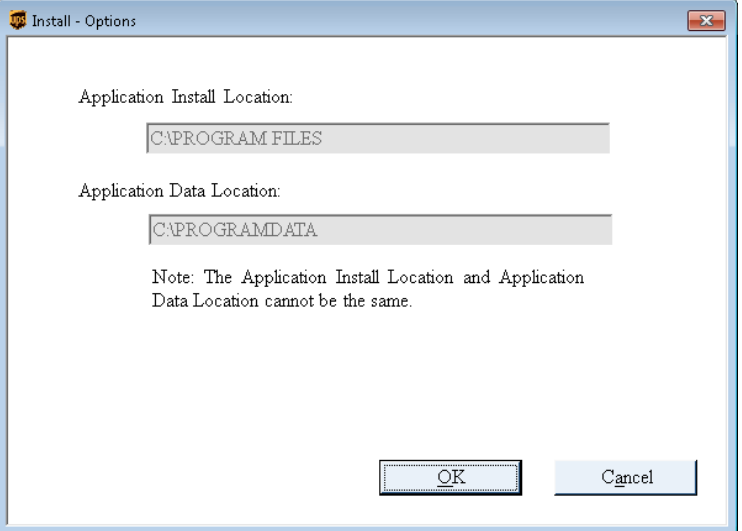
**Follow these steps to upgrade WorldShip on a Single Workstation or Workgroup Admin Workstation from the WorldShip DVD or to upgrade WorldShip on a Workgroup Remote Workstation from a network shared drive or the WorldShip DVD:**

Step	Window (if available)
<p>1. 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 <i>Setup.exe</i>.</p> <p>If upgrading on a Workgroup Remote Workstation from a network shared drive, browse to and double-click <i>\UPS\WSTD\Remote\Install\Disk1\Setup.exe</i>.</p>	None
<p>2. The <b>UPS WorldShip Setup Initialization</b> window displays and asks if you want to reboot now.</p> <p>Click <b>Yes</b>.</p>	

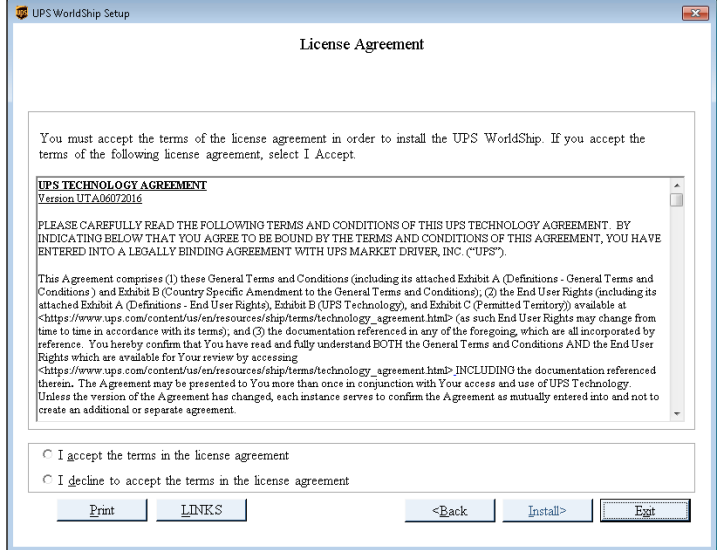
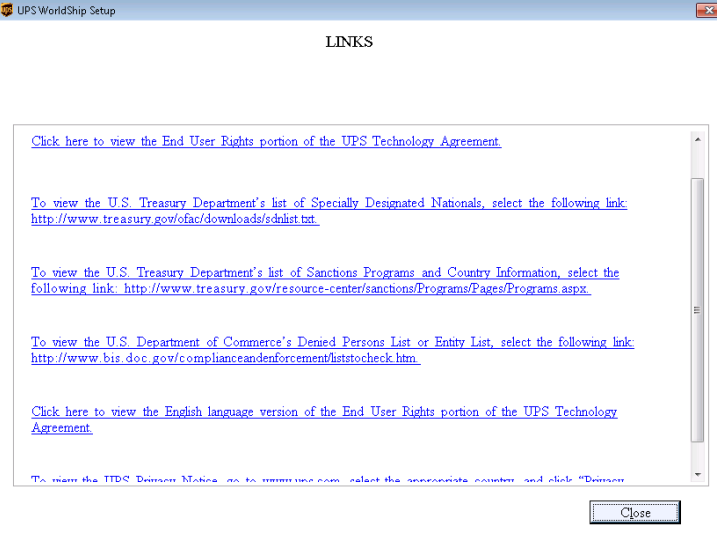


Step	Window (if available)
<p>3. Your workstation reboots.</p> <p>Log in and enter your password as needed.</p>	<p>None</p>
<p>The <b>Initializing WorldShip Setup Program</b> message displays and then the WorldShip splash screen displays.</p>	 <p>The screenshot shows two windows. The top window is a grey box with the text "Initializing WorldShip Setup Program...". Below it is the WorldShip 2019 splash screen, which features the UPS logo, the text "WorldShip® 2019", and a stylized map of the world with icons for a truck, an airplane, and a van connected by lines.</p>
<p>4. The <b>UPS WorldShip Setup</b> window displays.</p> <ul style="list-style-type: none"><li>Click the down arrow in the <b>Application Language</b> box and select the language in which you want WorldShip installed.</li></ul> <p><b>Note:</b> You can install WorldShip using any displayed language as long as it is supported by your Operating System.</p> <ul style="list-style-type: none"><li>The <b>Install Location</b> box shows the location that WorldShip will be upgraded, and the <b>Country/ Territory of Installation</b> shows the country/territory location. Read-only.</li></ul>	 <p>The screenshot shows the "UPS WorldShip Setup" window. It has a title bar with the UPS logo and the text "WorldShip 22.0". Below the title bar are three fields: "Application Language:" with a dropdown menu showing "English", "Install Location:" with a text box containing "C:\PROGRAM FILES (X86)\UPS\WSTD", and "Country/Territory of Installation:" with a dropdown menu showing "United States". There is an "Options" button to the right of the third field. Below these fields is a paragraph of text: "In order to provide additional protection of your account information, you may need to perform an account authentication. Required information may be found on a recent UPS invoice." At the bottom, there is a red warning: "It is strongly recommended that you exit all programs and disable any virus protection software before continuing." Below the warning is a small italicized note: "Please remember to re-enable virus protection software after the setup has completed." At the very bottom, there are "Next&gt;" and "Exit" buttons, and a copyright notice: "Copyright (c) 2006-2019 United Parcel Service of America, Inc."</p>

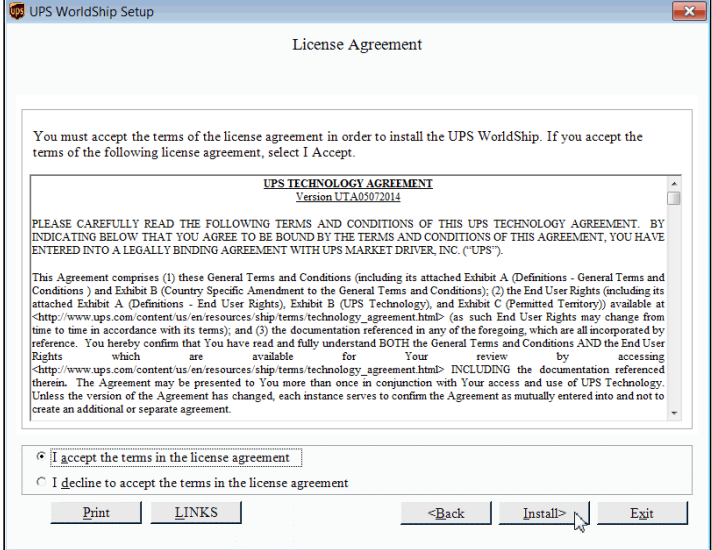
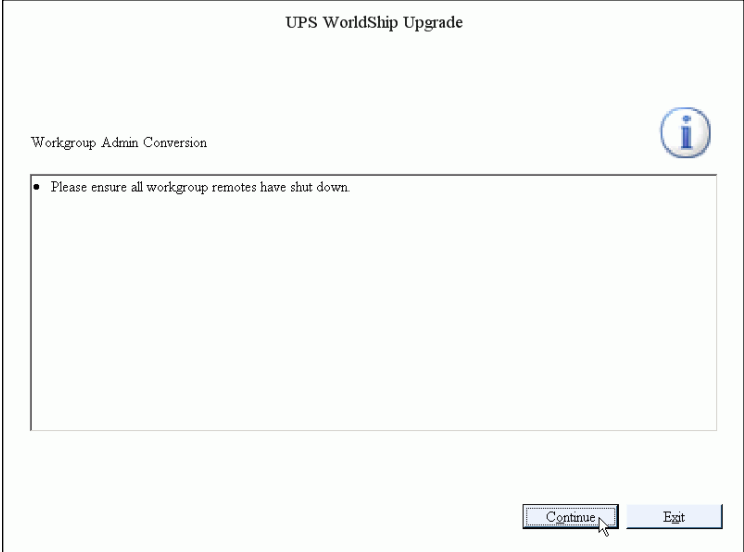


Step	Window (if available)
<ul style="list-style-type: none"><li>• For Workgroup Admin and Remote workstations, the <b>Shared Drive Location</b> box shows the location to upgrade the shared files used by both the Workgroup Admin and Workgroup Remote.</li><li>• Click <b>Next</b>.</li></ul>	
<p>5. WorldShip displays the <b>Options</b> button on the Setup window for the Workgroup Admin only. Click the <b>Options</b> button to review path information.</p>	

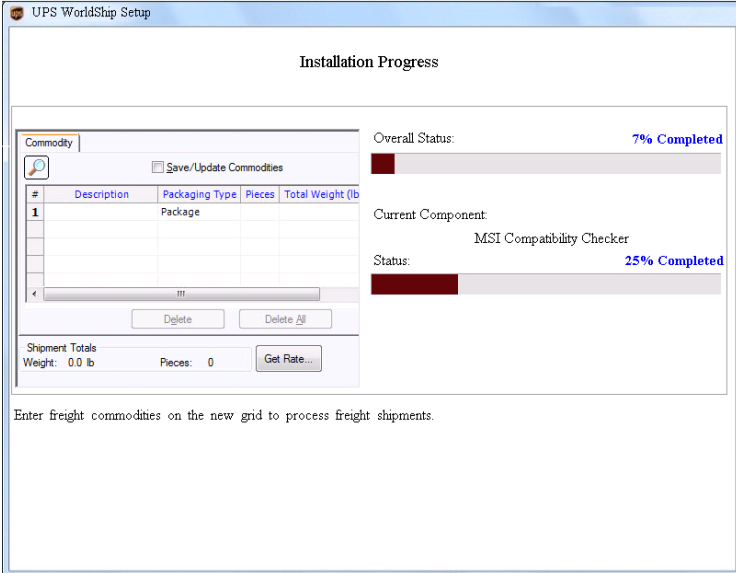
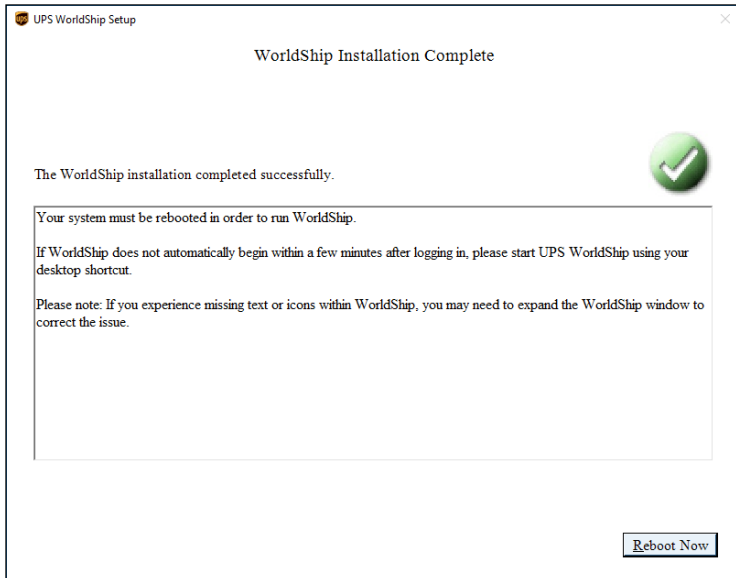


Step	Window (if available)
<p>6. The <b>License Agreement</b> window displays.</p> <ul style="list-style-type: none"><li>• If you would like to visit various Web sites for pertinent United States regulations, End User Rights, and UPS Privacy Policy, click <b>LINKS</b> and continue with step 7, otherwise, skip to step 8.</li></ul>	
<p>7. The <b>LINKS</b> window displays.</p> <ul style="list-style-type: none"><li>• Click the link of your choice.</li><li>• When done, click <b>Close</b>.</li></ul>	



Step	Window (if available)
<p>8. The <b>License Agreement</b> window displays.</p> <ul style="list-style-type: none"><li>• Click <b>Print</b> to print the License Agreement.</li><li>• Review the Agreement.</li><li>• Select <b>I Accept the Terms in the License Agreement</b>.</li></ul> <p><b>Note:</b> If you select <b>I Decline to Accept the Terms in the License Agreement</b>, the installation exits.</p> <ul style="list-style-type: none"><li>• Click <b>Install</b>.</li></ul>	
<p>9. If you are upgrading a Workgroup Admin, the <b>Workgroup Admin Conversion</b> window displays.</p> <ul style="list-style-type: none"><li>• Ensure that all Workgroup Remotes have shut down.</li><li>• Click <b>Continue</b>.</li></ul>	

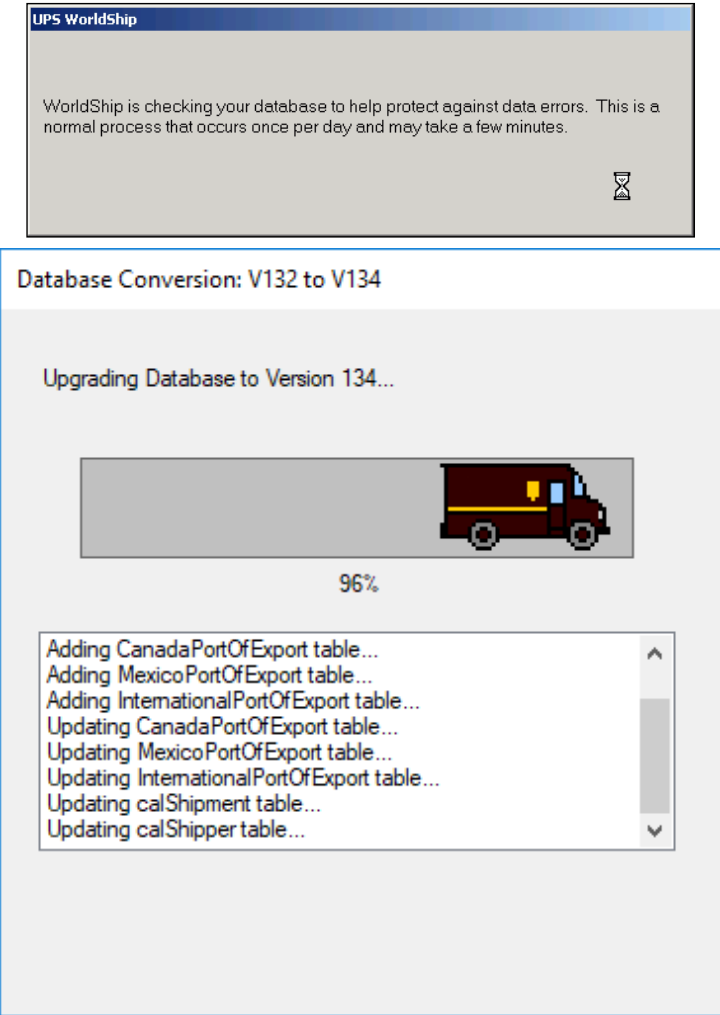
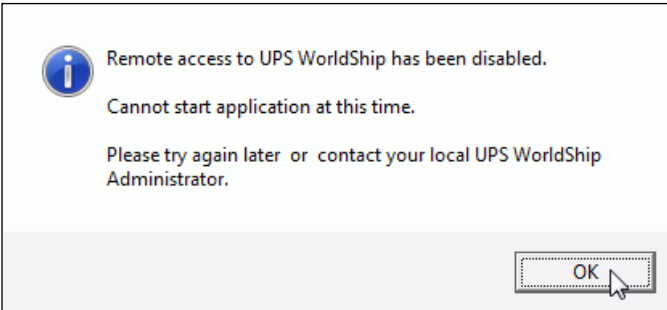


Step	Window (if available)
<p>10. During installation, the <b>Installation Progress</b> window displays.</p> <p><b>Note:</b> Do not attempt to restart your workstation during installation.</p> <p>Monitor the progress of the installation.</p>	
<p>11. When installation completes, the <b>WorldShip Installation Complete</b> window displays.</p> <ul style="list-style-type: none"><li>• Click <b>Reboot Now</b>.</li></ul> <p>12. Your workstation reboots.</p> <ul style="list-style-type: none"><li>• Log in and enter your password as needed.</li></ul>	



Step	Window (if available)
<p>WorldShip starts. During start up, the progress displays on the WorldShip splash screen.</p>	 <p>The image shows the WorldShip 2019 splash screen. At the top left is the UPS logo. To its right, the text 'WorldShip® 2019' is displayed. Below this is a network diagram with icons for a globe, a ship, a truck, and a plane. A blue progress bar is visible at the bottom of the diagram, labeled 'Creating Comm Manager (52%)'. At the very bottom of the splash screen, there is a small copyright notice: '© 2006 - 2019 United Parcel Service of America, Inc. UPS, the UPS brandmark and the color brown are trademarks of United Parcel Service of America, Inc. all rights reserved.'</p>



Step	Window (if available)
<p>For Single or Workgroup Admin workstations, WorldShip displays:</p> <ul style="list-style-type: none"><li>• A message stating that it is checking your database for possible errors.</li><li>• A <b>Database Conversion</b> progress window.</li><li>• A message stating that WorldShip successfully sent information to UPS regarding the upgrade.</li></ul>	
<p>13. 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.</p> <ul style="list-style-type: none"><li>• Contact your Workgroup Admin to have your workstation enabled.</li><li>• Click <b>OK</b>.</li></ul>	





Step	Window (if available)
<p>14. The <b>Shipping</b> window displays, and if you selected the <b>Show Help Topic at Startup</b> system preference in your previous WorldShip version, the <i>Welcome to UPS WorldShip</i> help topic displays.</p> <ul style="list-style-type: none"><li>• If you are upgrading a Workgroup Admin, enable remote access by selecting the <b>Tools</b> tab, <b>Remote Workstations</b>, and then <b>Enable/Disable Remote Access</b>. (This option is not shown on Single Workstations.)</li><li>• Begin processing shipments.</li></ul> <p>For further information on using WorldShip 2019, see the <a href="#">WorldShip 2019 User Guides</a>.</p>	