



WorldShip[®] 2021

Upgrade Guide

An easy-to-use guide for upgrading WorldShip on a Single or Workgroup Admin Workstation.



Pre-installation instructions:

- This document covers how to install WorldShip from the web. Go to the following web page and click on 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 Collection group (under UPS Collections in the Shipment History window) to transmit your Parcel Level Detail (PLD) shipment information to UPS.
- Exit UPS WorldShip®.

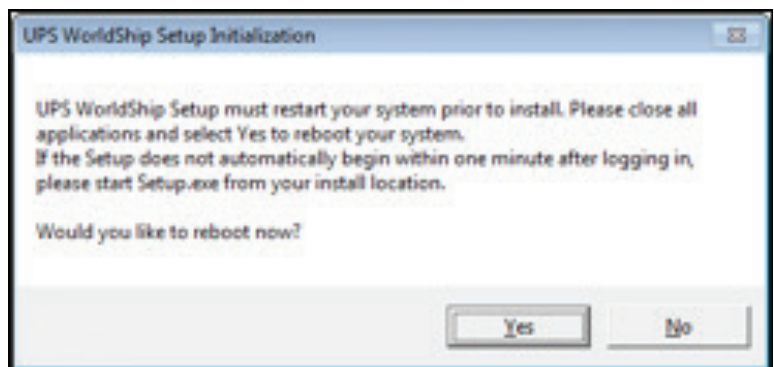
INSTALLATION INSTRUCTIONS:

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

Step

Window (if available)

1. Use Microsoft® Windows Explorer to navigate to the installation file download and double-click.
 - If upgrading on a Workgroup Remote Workstation from a network shared drive, browse to and double-click `\UPS\WSTD\Remote\Install\Disk1\Setup.exe`.
2. The **UPS WorldShip Set-up Initialisation** window displays and asks if you want to reboot now.
 - Click **Yes**.





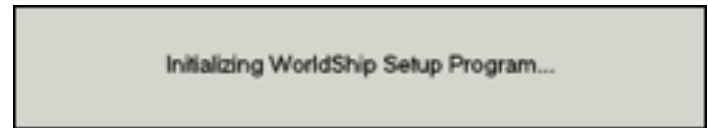
Step

3. Your workstation reboots.

- Log in and enter your password as needed.

The **Initialising WorldShip Set-up Program** message displays and then the WorldShip splash screen displays.

Window (if available)



4. The **UPS WorldShip Set-up** 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 where WorldShip will be upgraded, and the **Country/Territory of Installation** shows the country/territory location. Read-only.





Step

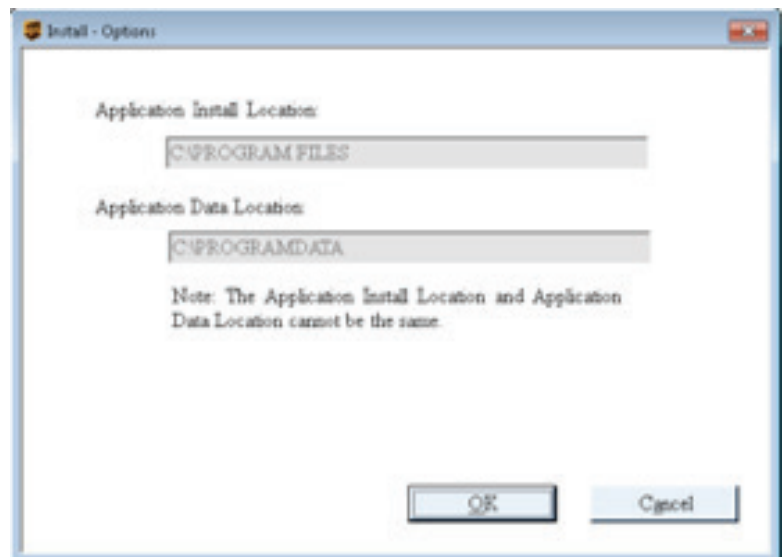
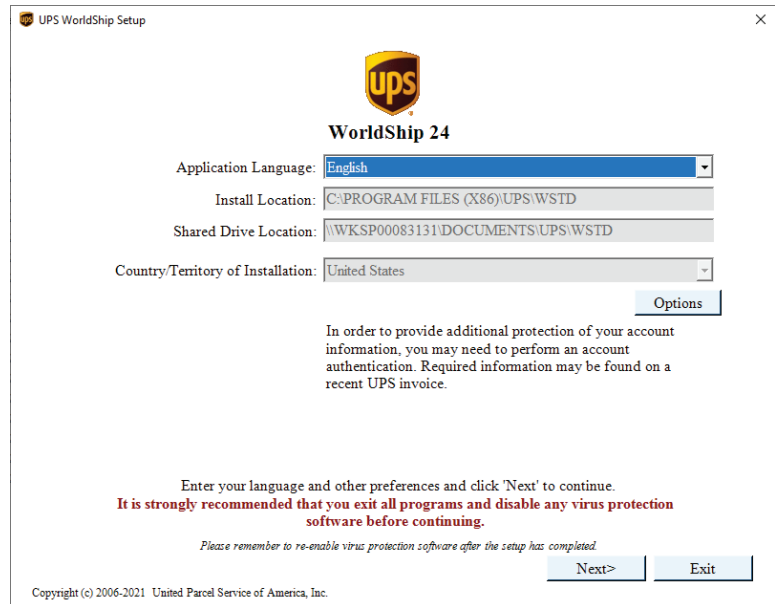
- For Workgroup Admin and Remote Workstations, the **Shared Drive Location** box shows the location to upgrade the shared files used by both the Workgroup Admin and Workgroup Remote.

- Click **Next**.

5. WorldShip displays the **Options** button on the Set-up window for the Workgroup Admin only.

- Click the **Options** button to review path information.

Window (if available)





Step

6. The **Licence Agreement** window displays.

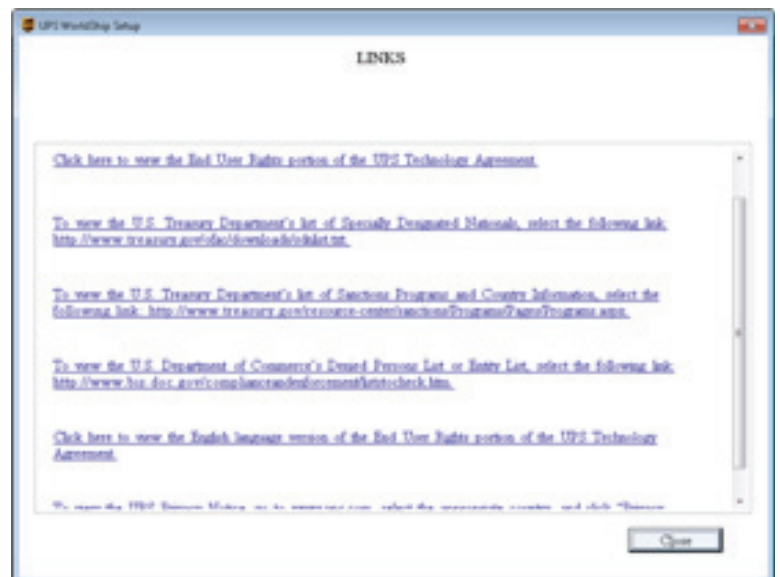
- If you would like to visit various websites for pertinent United States regulations, End User Rights and UPS Privacy Policy, click **LINKS** and continue with step 8, otherwise skip to step 9.

Window (if available)



7. The **LINKS** window displays.

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





Step

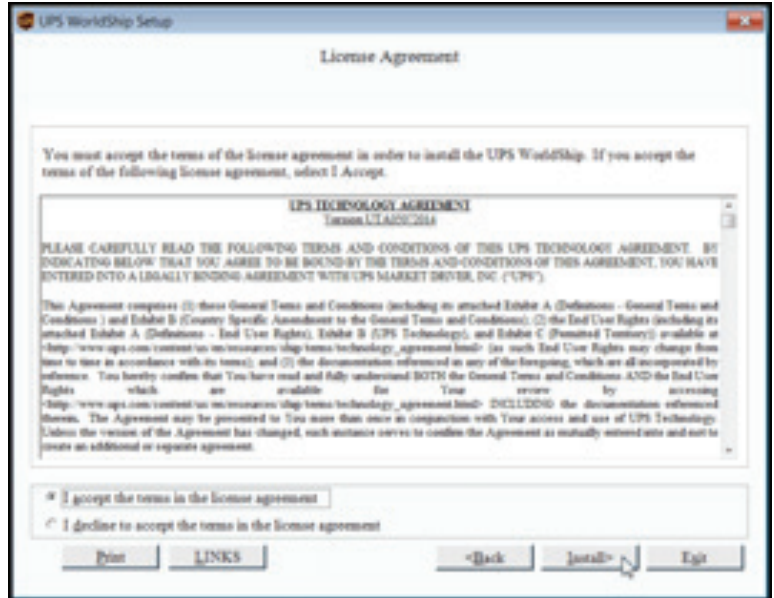
8. The **Licence Agreement** window displays.

- Click **Print** to print the Licence Agreement.
- Review the Agreement.
- Select **I Accept the Terms in the Licence Agreement**.

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

- Click **Install**.

Window (if available)



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

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





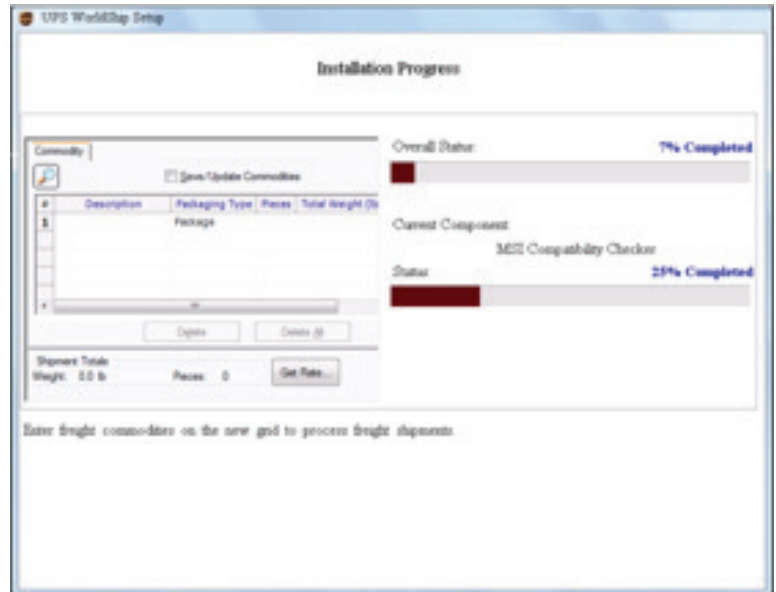
Step

10. During installation, the **Installation Progress** window displays.

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

- Monitor the progress of the installation.

Window (if available)



11. When installation completes, the **WorldShip Installation Complete** window displays.

- Click **Reboot Now**.

12. Your workstation reboots.

- Log in and enter your password as needed.





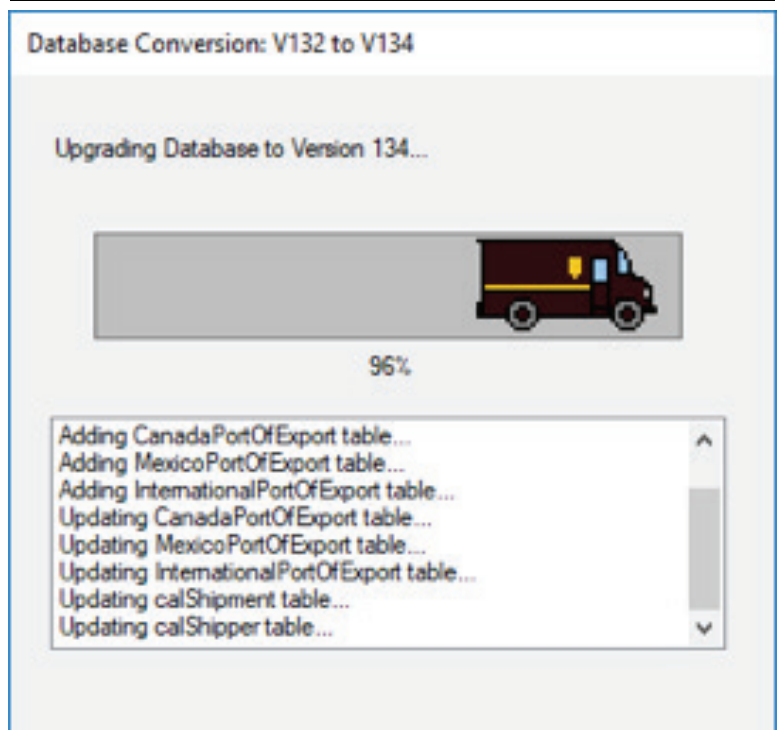
Step

WorldShip starts. During start-up, the progress displays on the WorldShip splash screen.

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.

Window (if available)





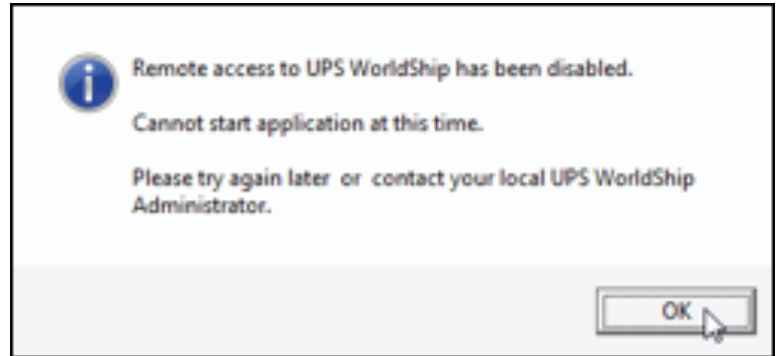
Step

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.

- Contact your Workgroup Admin to have your workstation enabled.

- Click **OK**.

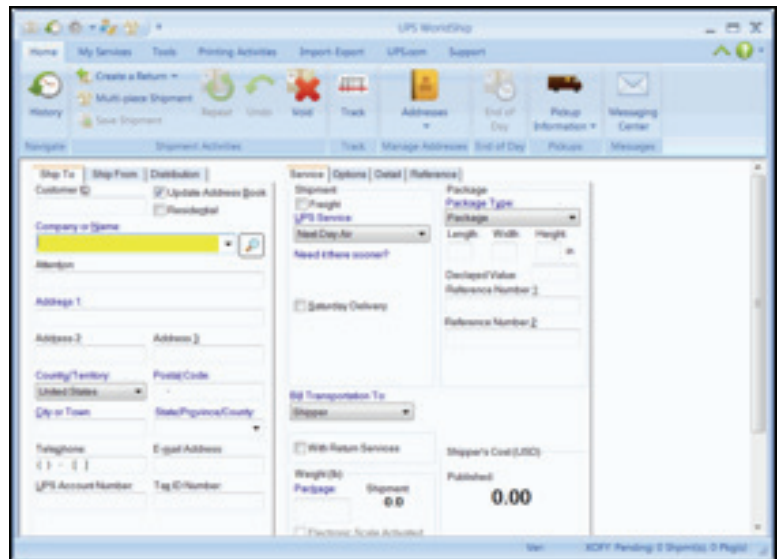
Window (if available)



14. The **Shipping** window displays, and if you selected the **Show Help Topic at Start-up** 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 2021, see the [WorldShip 2021 User Guides](#).

