

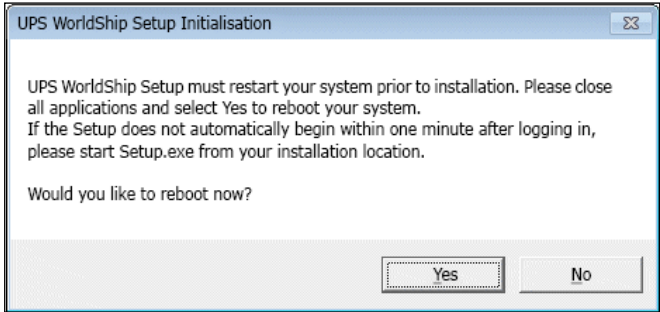


PRE-INSTALLATION INSTRUCTIONS:

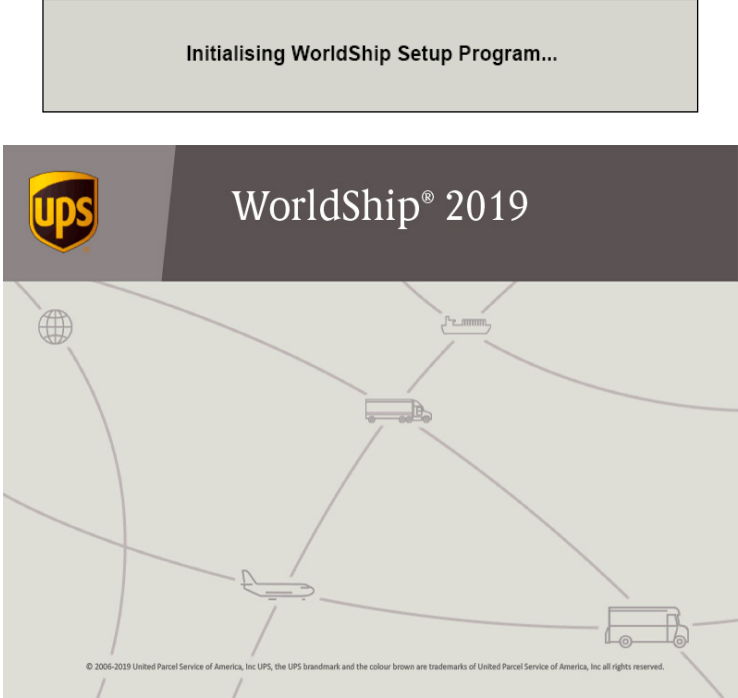
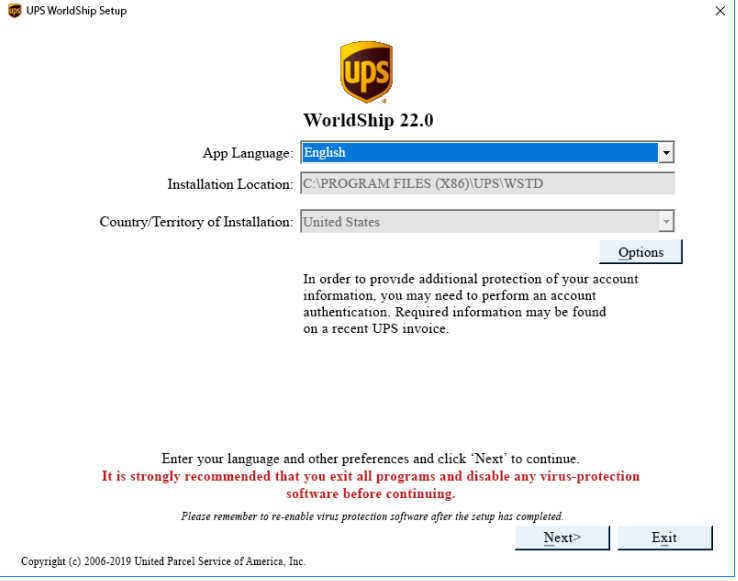
- This document discusses using the WorldShip DVD to upgrade WorldShip. You can also install WorldShip from the web. Go to the following web page and click on the appropriate download link: <https://www.ups.com/content/us/en/resources/techsupport/worldship/downloads.html>
- Upgrade WorldShip on the Workgroup 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 Package Level Detail (PLD) shipment information to UPS.
- Exit UPS WorldShip®.

INSTALLATION INSTRUCTIONS:

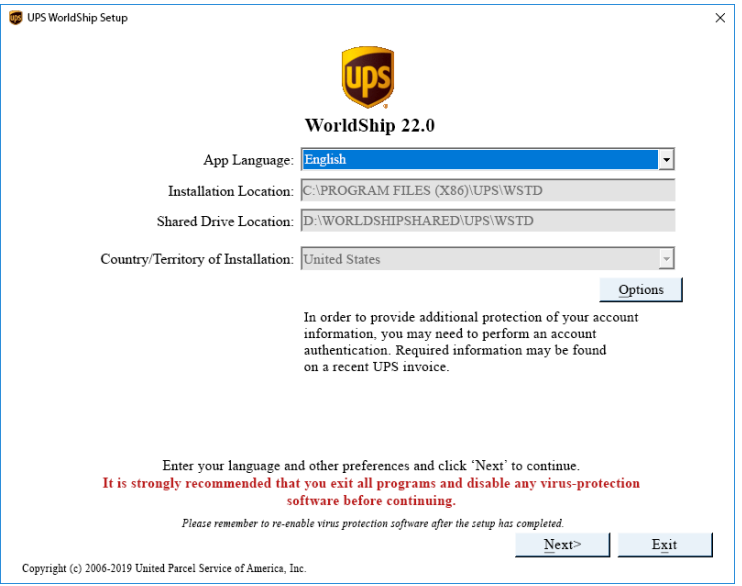
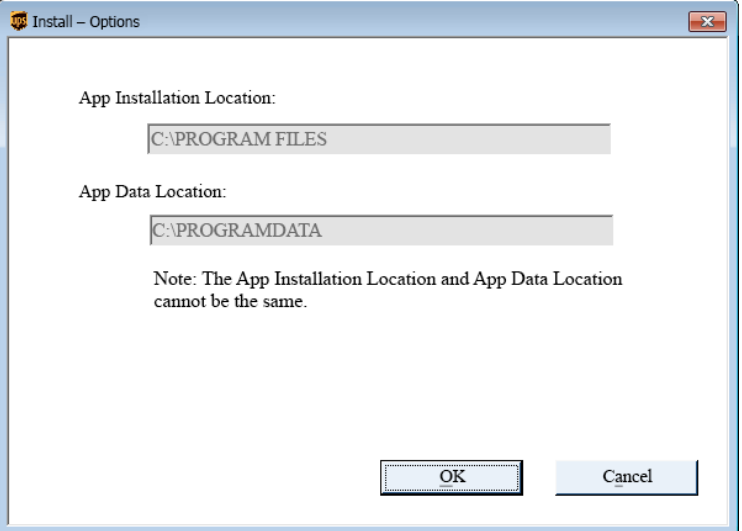
Follow these steps to upgrade WorldShip on a Single Workstation or Workgroup Admin Workstation from the WorldShip DVD or to upgrade WorldShip on a Workgroup Remote Workstation from a network shared drive or the WorldShip DVD:

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 <code>\UPS\WSTD\Remote\Install\Disk1\Setup.exe</code>.</p>	None
<p>2. The UPS WorldShip Setup Initialisation window displays and asks if you want to reboot now.</p> <p>Click Yes.</p>	

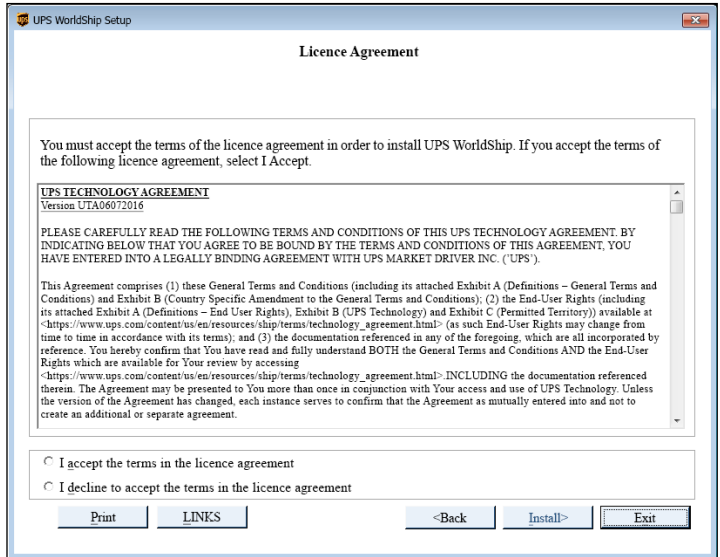
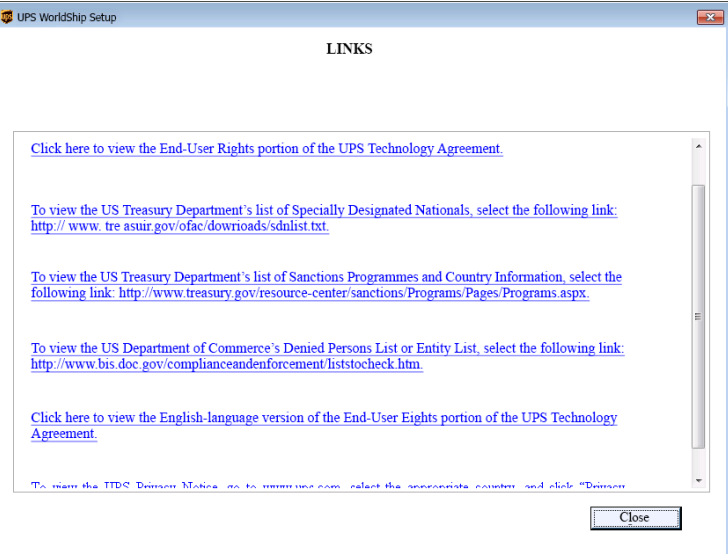


Step	Window (if available)
<p>3. Your workstation reboots.</p> <p>Log in and enter your password as needed.</p>	<p>None</p>
<p>The Initialising WorldShip Set-up Programme message displays and then the WorldShip splash screen displays.</p>	
<p>4. The UPS WorldShip Set-up window displays.</p> <ul style="list-style-type: none">Click the down arrow in the Application Language box and select the language in which you want WorldShip installed. <p>Note: You can install WorldShip using any displayed language as long as it is supported by your operating system.</p> <ul style="list-style-type: none">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.	

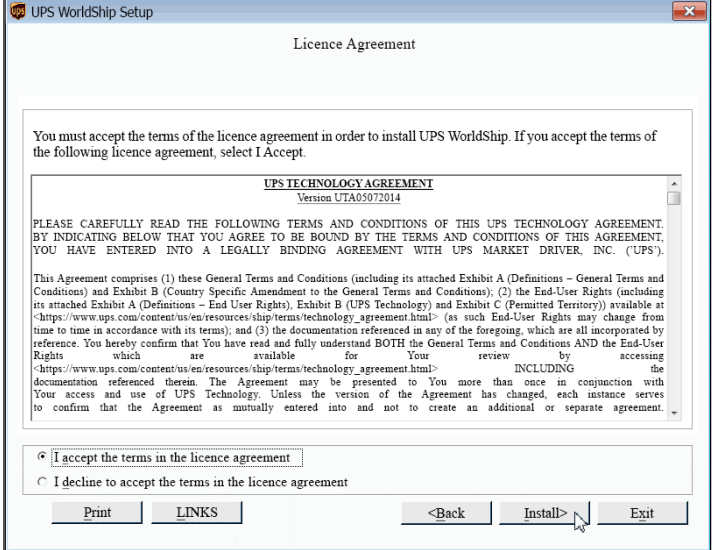
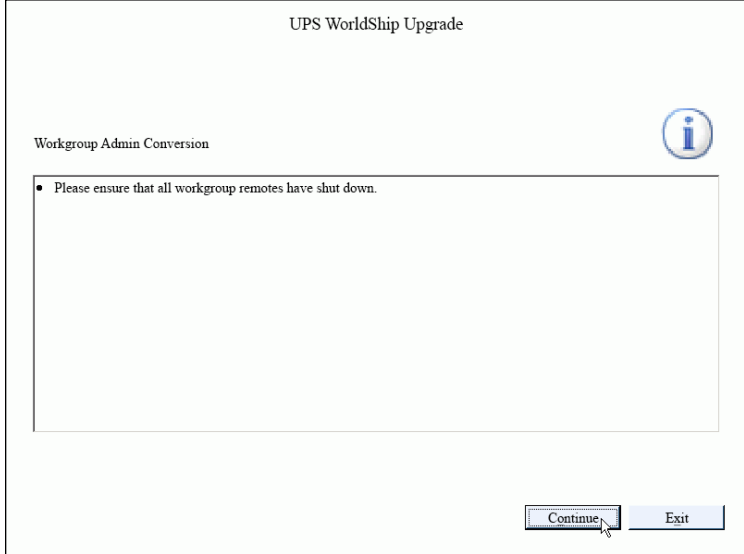


Step	Window (if available)
<ul style="list-style-type: none">• For Workgroup Admin and Remote workstations, the Shared Drive Location box shows the location to upgrade the shared files used by both the Workgroup Admin and Workgroup Remote.• Click Next.	
<p>5. WorldShip displays the Options button on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

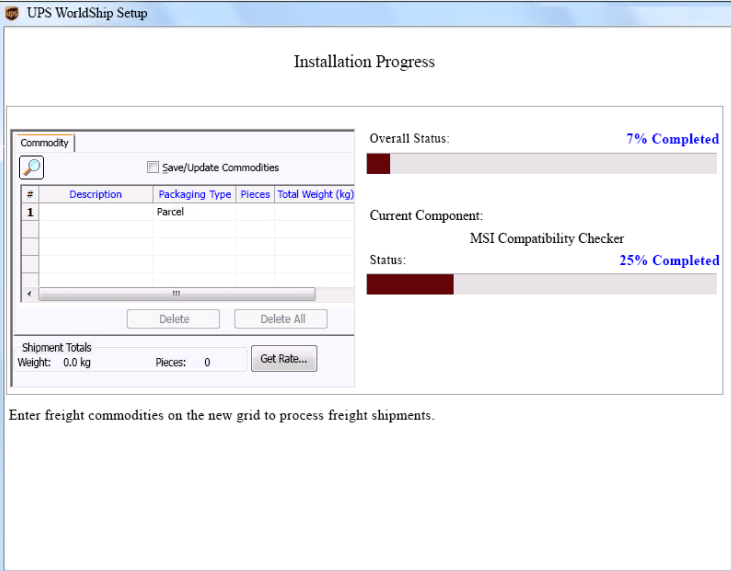



Step	Window (if available)
<p>6. The Licence Agreement window displays.</p> <ul style="list-style-type: none">• If you would like to visit various websites for pertinent United States regulations, End User Rights and UPS Privacy Policy, click LINKS and continue with step 7, otherwise, skip to step 8.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




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

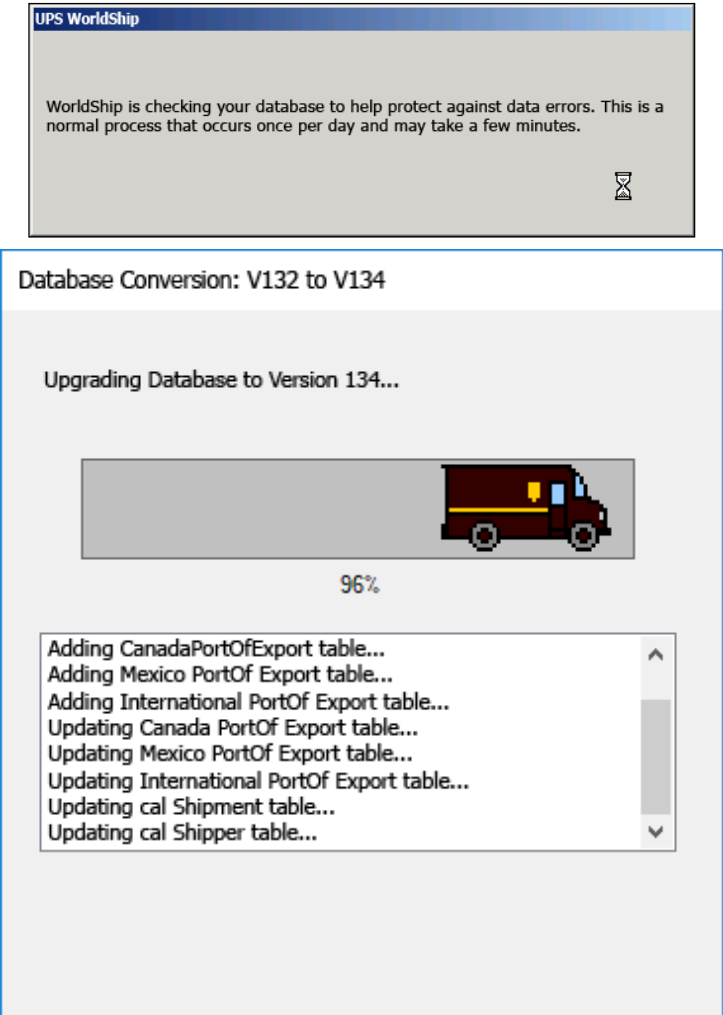
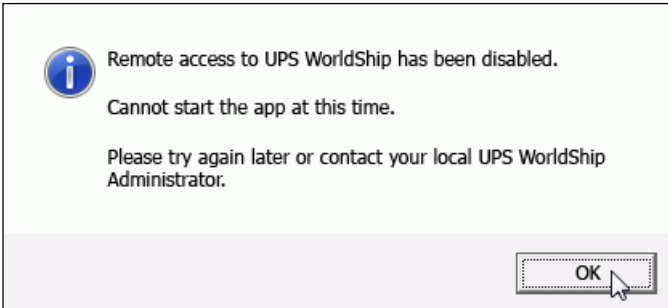


Step	Window (if available)
<p>10. During installation, the Installation Progress window displays.</p> <p>Note: Do not attempt to restart your workstation during installation.</p> <p>Monitor the progress of the installation.</p>	 <p>Enter freight commodities on the new grid to process freight shipments.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



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. The background features a stylized map with icons for a globe, a truck, an airplane, and a ship, connected by lines. A blue progress bar is visible at the bottom, labeled 'Creating Comm Manager (52%)'. Below the progress bar, there is a small copyright notice: '© 2006-2019 United Parcel Service of America, Inc. UPS, the UPS brandmark and the colour 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">• 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.	 <p>The screenshot shows two windows. The top window, titled 'UPS WorldShip', contains the text: 'WorldShip is checking your database to help protect against data errors. This is a normal process that occurs once per day and may take a few minutes.' with a small hourglass icon. The bottom window, titled 'Database Conversion: V132 to V134', shows 'Upgrading Database to Version 134...' with a progress bar and a UPS truck icon. Below the progress bar, it indicates '96%'. A list of tasks is shown in a scrollable area: 'Adding CanadaPortOfExport table...', 'Adding Mexico PortOf Export table...', 'Adding International PortOf Export table...', 'Updating Canada PortOf Export table...', 'Updating Mexico PortOf Export table...', 'Updating International PortOf Export table...', 'Updating cal Shipment table...', and 'Updating cal Shipper table...'.</p>
<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">• Contact your Workgroup Admin to have your workstation enabled.• Click OK.	 <p>The screenshot shows an error dialog box with an information icon. The text reads: 'Remote access to UPS WorldShip has been disabled. Cannot start the app at this time. Please try again later or contact your local UPS WorldShip Administrator.' An 'OK' button is visible at the bottom right.</p>



Step	Window (if available)
<p>14. The Shipping window displays, and if you selected the Show Help Topic at Start-up system preference in your previous WorldShip version, the <i>Welcome to UPS WorldShip</i> help topic displays.</p> <ul style="list-style-type: none">• 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. <p>For further information on using WorldShip 2019, see the WorldShip 2019 User Guides.</p>	