WorldShip®
Upgrade on a Single or Workgroup Workstation

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/bussol/offering/worldship_download.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>
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<tbody>
<tr>
<td>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 Setup.exe. If upgrading on a Workgroup Remote Workstation from a network shared drive, browse to and double-click \UPS\WSTD\Remote\InstallDisk1\Setup.exe.</td>
<td>None</td>
</tr>
<tr>
<td>2. The <strong>UPS WorldShip Setup Initialization</strong> window appears and asks if you want to reboot now. Click Yes.</td>
<td>UPS WorldShip Setup Initialization window</td>
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<tr>
<td>3. Your workstation reboots. Log in and enter your password as needed.</td>
<td>None</td>
</tr>
<tr>
<td>4. The Initializing WorldShip Setup Program message appears and then the WorldShip splash screen appears.</td>
<td>Initializing WorldShip Setup Program...</td>
</tr>
</tbody>
</table>
| 5. The **UPS WorldShip Setup** window appears.  
  - 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 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. | UPS WorldShip Setup window showing options for language, install location, and country/territory of installation. |
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| • 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**. | ![WorldShip Setup Window](image) |
| 6. WorldShip displays the **Options** button on the Setup window for the Workgroup Admin only. Click the **Options** button to review path information.  
For Windows® 7, 8, or 8.1 users, WorldShip displays the **Enable Microsoft® SQL Server® 2012 Express with WorldShip** check box. If you want to use Microsoft SQL Server® Express 2012 with WorldShip, select the **Enable Microsoft® SQL Server® 2012 Express with WorldShip** check box and then click **OK**.  
**Note:** Once you select the **Enable Microsoft® SQL Server® 2012 Express with WorldShip** check box and click **OK**, the check box becomes read-only. | ![WorldShip Options Window](image)  
![Install Location Selection - Advanced Options](image) |
### Step 7

The **License Agreement** window appears.

- 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)

### Step 8

The **LINKS** window appears.

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

![LINKS Window](image)
9. The **License Agreement** window appears.
   - Click **Print** to print the License Agreement.
   - Review the Agreement.
   - Select **I Accept the Terms in the License Agreement**.
   - **Note**: If you select **I Decline to Accept the Terms in the License Agreement**, the installation exits.
   - Click **Install**.

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

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

Monitor the progress of the installation.

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<td>12. When installation completes, the <strong>WorldShip Installation Complete</strong> window appears.</td>
<td><img src="image" alt="WorldShip Installation Complete" /></td>
</tr>
<tr>
<td>- Click <strong>Reboot Now</strong>.</td>
<td><img src="image" alt="WorldShip Installation Complete" /></td>
</tr>
<tr>
<td>13. Your workstation reboots.</td>
<td><img src="image" alt="WorldShip Installation Complete" /></td>
</tr>
<tr>
<td>- Log in and enter your password as needed.</td>
<td><img src="image" alt="WorldShip Installation Complete" /></td>
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<tr>
<td>14. WorldShip starts. During start up, the progress appears on the WorldShip splash screen.</td>
<td><img src="image" alt="WorldShip splash screen" /></td>
</tr>
</tbody>
</table>
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.

16. Click **OK**.

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 appears on it.
   - Contact your Workgroup Admin to have your workstation enabled.
   - Click **OK**.
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| 18. The **Shipping** window appears, and if you selected the **Show Help Topic at Startup** system preference in your previous WorldShip version, the **Welcome to UPS WorldShip** help topic appears.  
  - 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 2016, see the **WorldShip 2016 User Guides**. | ![WorldShip Upgrade on a Single or Workgroup Workstation](image) |