

UPS WorldShip™ Upgrade on a Single Workstation or a Workgroup Admin

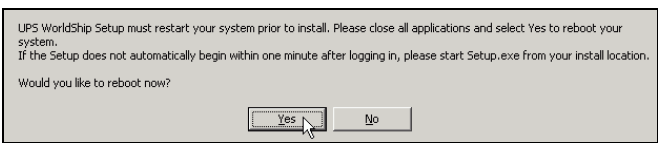



PRE-INSTALLATION INSTRUCTIONS:

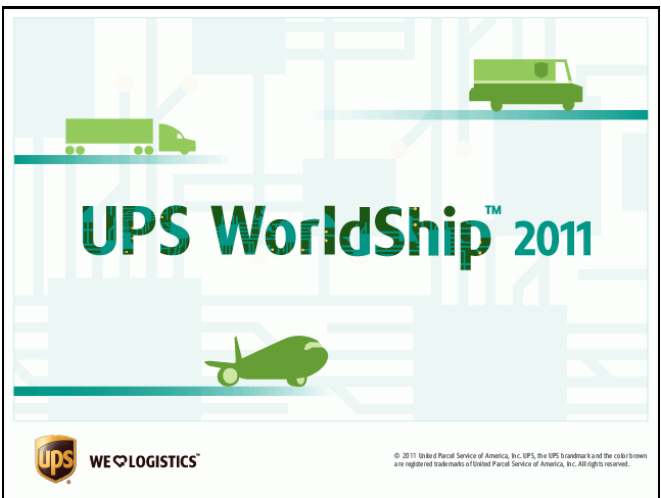
- Temporarily disable any virus scan software that you have installed.
- Run the End of Day process for each Pending Pickup group (under UPS Pickups in the Shipment History window) to transmit your Package Level Detail (PLD) shipment information to UPS.
- Exit UPS WorldShip®.
- This document discusses using the WorldShip CD to upgrade WorldShip. To download the upgrade from the Web, go to the following Web page and click Download WorldShip Now:
http://www.ups.com/bussol?loc=en_US&viewID=productView&contentID=ct1_sol_sol_wship

INSTALLATION INSTRUCTIONS:

Follow these steps to upgrade WorldShip on a Single Workstation or Workgroup Admin from the WorldShip CD:

Step	Window (if available)
<p>1. Insert the WorldShip CD into the CD-ROM drive. The installation should begin automatically.</p> <p>If the installation does not begin automatically, use Microsoft® Windows Explorer to navigate to the CD-ROM drive and double-click Setup.exe.</p>	None
<p>2. The UPS WorldShip Setup Initialization window appears and asks if you want to reboot now.</p> <p>Click the Yes button.</p>	
<p>3. Your workstation reboots.</p> <p>Log in and enter your password as needed.</p>	None
<p>4. The Initializing WorldShip Setup Program message appears and then the WorldShip splash screen appears.</p>	

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5. The Language Selection window appears.

Click the desired language.

Note: You may install WorldShip using any of these languages regardless of your country/territory of origin or installed operating system language.



6. The Welcome to the UPS WorldShip Setup Program window appears.

- Review the information.
- Click the Next button

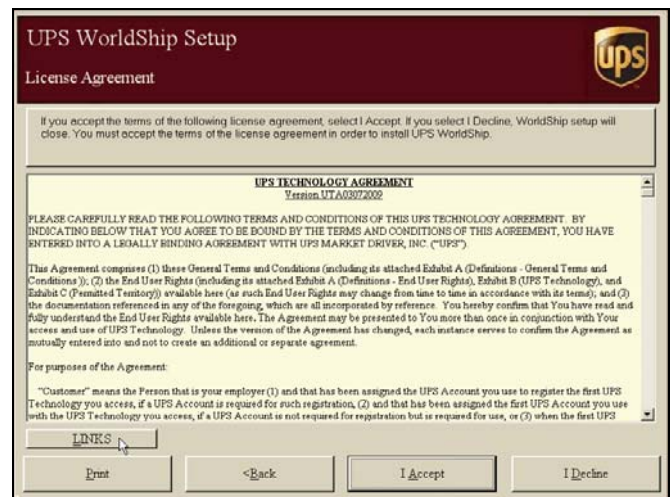


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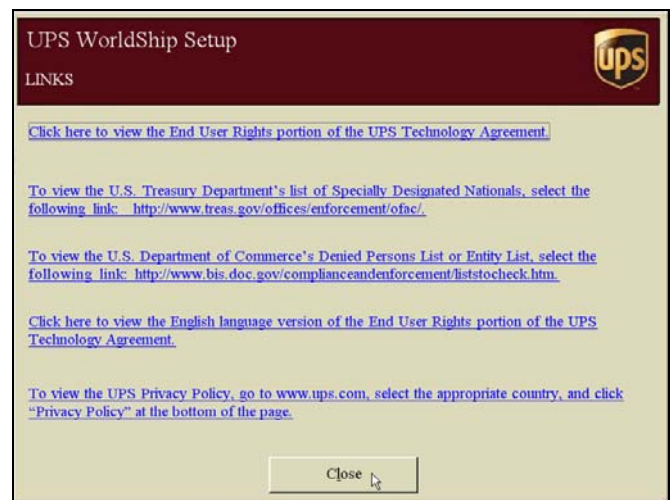
7. The License Agreement window appears.

- If you would like to visit various Web sites for pertinent United States regulations, End User Rights, and UPS Privacy Policy, click the Links button and continue with step 8.
- If you do not want to click the Links button, skip to step 9.



8. The Links window appears.

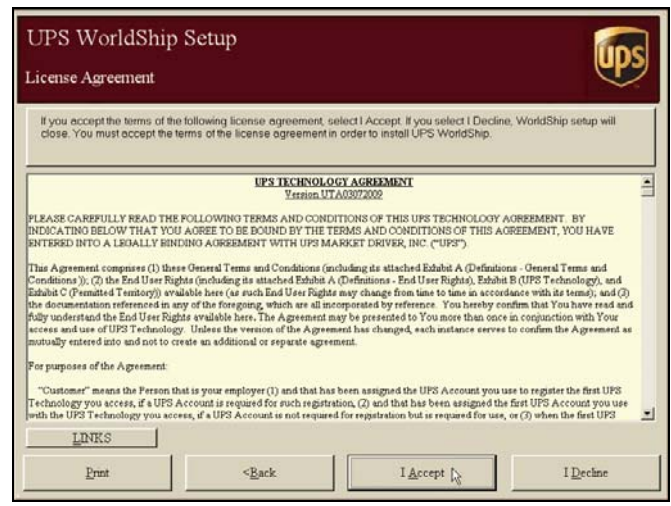
- Click the link of your choice.
- When done, click the Close button.



9. The License Agreement window appears.

- Review the Agreement.
- Click the I Accept button.

Note: If you click the I Decline button, the installation exits.

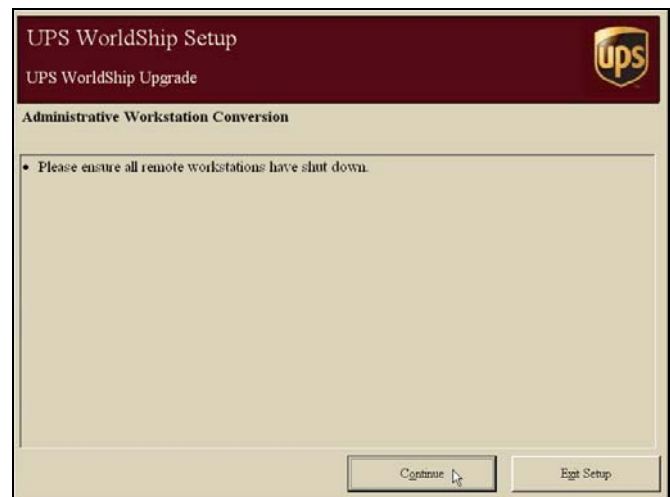


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10. If you are upgrading a Workgroup Admin, the Administrative Workstation Conversion window appears.

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

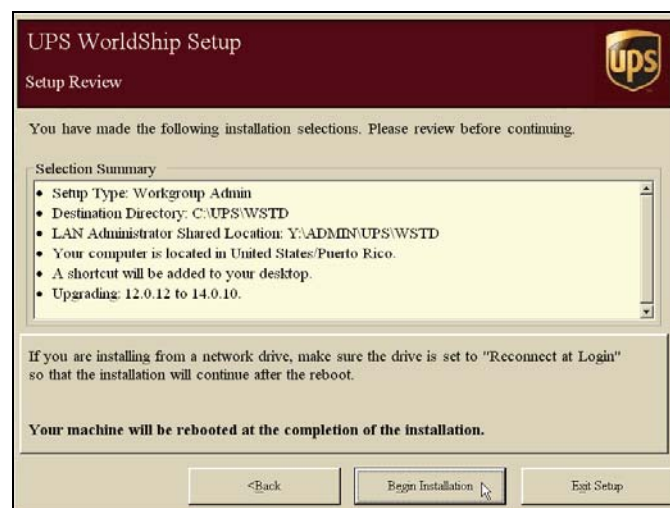


11. The Setup Review window appears and summarizes your selections.

- Verify your selections.


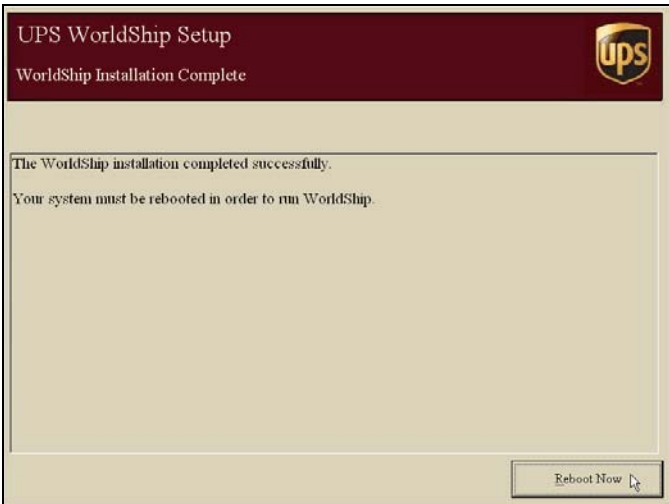
Note: If you need to change your selections, click the Back button.

- Click the Begin Installation button.



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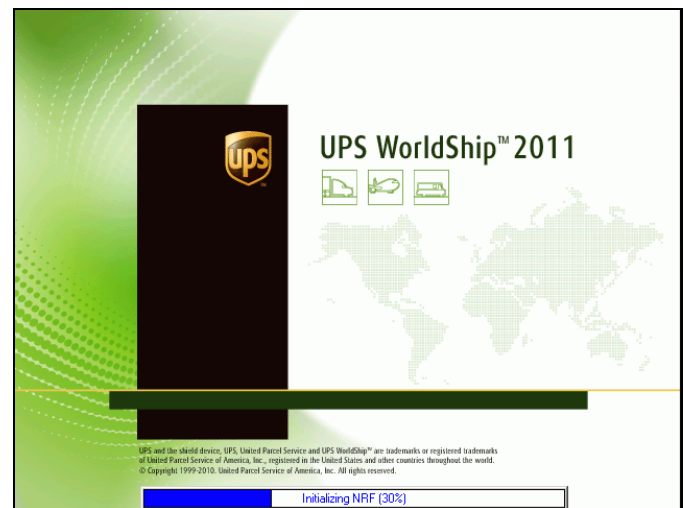


<p>12. During installation, the Installation Progress window appears.</p> <p>Note: Do not attempt to restart your workstation during installation.</p> <p>Monitor the progress of the installation.</p>	
<p>13. When installation completes, the WorldShip Installation Complete window appears.</p> <p>Click the Reboot Now button.</p>	
<p>14. Your workstation reboots.</p> <p>Log in and enter your password as needed.</p>	<p>None</p>

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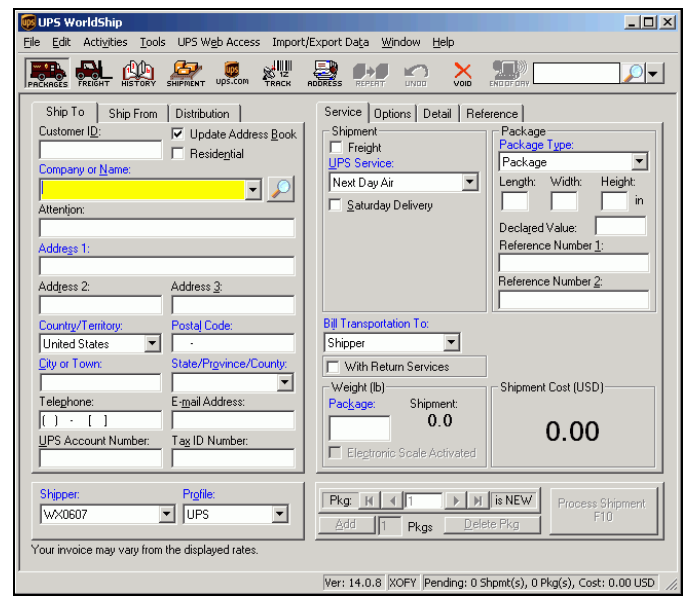
15. WorldShip starts. During start up, the progress appears on the WorldShip splash screen.



16. 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 on the Remote Workstations menu. (This menu is not shown on Single Workstations.)
- Begin processing shipments.

For further information on using WorldShip 14.0, see the WorldShip 14.0 User Guides.



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