

UPS WorldShip® 8.0



Quick Installation Guide

An easy guide to installing and upgrading WorldShip software.

Table of Contents

Upgrading	1
Installing	2
Setting Up Communications	4
Registering with UPS	5
Support Guides	5

Upgrading

The upgrade process is uncomplicated and should not take long. However, WorldShip 8.0 may have different system requirements which can be found on the CD packaging or at worldship.ups.com.

1. Insert the WorldShip CD into the CD-ROM drive. If your system supports the auto-run feature, installation begins automatically.
 - If your system does not support the auto-run feature, select **Start** on the taskbar, select **Run**, then enter the letter of the CD-ROM drive, and the word setup, for example: *D:\SETUP*
 - Then select **OK**

2. Follow the instructions in the windows as they appear. When the Welcome window appears, select **Next** to continue.

For more detailed instructions, go to the WorldShip Online Resource section of worldship.ups.com. Or, if you have additional questions, call our Technical Support Center at 888-553-1118.

Installing

You can install WorldShip on a stand-alone PC or on a LAN. For a LAN Administrator installation, only the shared/network destination can be on a file server; the local destination cannot be on a file server. WorldShip should not be installed on a server.

Installing on a Stand-Alone PC:

1. After the installation program checks for several components and you accept the Software License Agreement, the Setup Operation window appears. Select **Stand-Alone PC Application** and click **Next**.
2. By default, WorldShip will install to C:\UPS\UOWS. If this directory is acceptable, select **Next**.

Note: UPS recommends you do not modify the default installation path by clicking Browse.

- If you choose to install in another directory, click on **Browse** and select where you want WorldShip installed.
 - Installing WorldShip in folders with a space in the folder name is not recommended. For example, WorldShip should not be installed in *\Program Files*, or *\My Documents*, etc.
- WorldShip will create the folders \UPS\UOWS and place them under whatever location you chose for WorldShip.
- When you have selected the desired location for WorldShip, click on **Next**.

3. The Start Copying Files window appears. Click **Next**.
4. A question window appears, asking if you want a shortcut on your desktop. Click **Yes**.

5. Wait while the installation process copies the files. During installation, WorldShip automatically restarts your PC up to three times. If your PC requires a password, you will need to log in and enter the password each time.

6. Remove the CD from the CD-ROM drive.

*Note: If you recently installed TCP/IP, Dial-Up Networking or a modem, you may see other windows or be asked for additional information. For example, if you see the Location Information window, enter your area code, the dialing process to get an outside line and the type of phone system you have, then click **Close**.*

Installing on a Network:

WorldShip may be installed in a LAN configuration if you want to allow multiple users to process packages using the same database, or if you want to place your database on a server for backup purposes. Installing WorldShip on a LAN requires a single Administrator PC. The Administrator must be installed first, after which remote PCs may be installed.

Pre-Installation Instructions: Create a folder in which to install the shared database and Remote PC installation files; see step 3 below. This folder must be a shared Microsoft® folder and can reside on either the LAN Administrator PC or on any drive that is accessible from the LAN Administrator PC as well as the Remote PCs. These files should be installed in a different folder than the local files; see step 2.

Installing *(continued)*

LAN Administrator PC:

The Administrator workstation can perform all UPS functions and is the only workstation that can perform the following functions: Processing the End of Day, Voiding and Editing packages, Updating the Address Book, Viewing Shipping History, and Tracking.

1. After the installation program checks for several components and you accept the Software License Agreement, the Setup Operation window appears. Select **Networked Application Administrator** and click **Next**.
2. The Select Local UPS Directory window appears and asks you to identify where to install the WorldShip files. Click **Next** to install WorldShip in the C:\UPS\UOWS default local folder or click **Browse** to select a different installation path. For detailed instructions see step 2 under "Installing on a Stand-Alone PC" on page 2.
Note: UPS recommends that you do not modify the default installation path by clicking Browse.
3. The Select UPS LAN Directory appears and asks you to identify where on your LAN to install the shared WorldShip files. Click **Browse**, use the Choose Folder window to select the desired folder, and click **Next**.
4. The Start Copying Files window appears. Click **Next**.
5. A question window appears, asking if you want a shortcut on your desktop. Click **Yes**.
6. Wait while the installation process copies the files. During installation, WorldShip automatically restarts your PC up to three times. If your PC requires a password, you will need to log in and enter the password each time.
7. Remove the CD from the CD-ROM drive.

Remote PC(s):

1. Using Microsoft Windows® Explorer on the Remote PC, map a drive to the folder on the LAN Administrator PC containing the installation files for the Remote PC. Do not map the drive further than the UPS subdirectory, such as X:\UPS where X is the appropriate drive for your LAN.
2. Using Windows Explorer, navigate to the **X:\UPS\UOWS\REMOTE\INSTALL** directory and double-click **Setup.exe**.
3. The install program automatically checks for several components. When the Welcome window appears, click **Next**.
4. The Software License Agreement window appears. Read the agreement and click **Yes**.
5. The Setup Operation window appears. When installing from a shared folder, Remote Workstation is the only option, click **Next**.
6. The Select Local UPS Directory window appears. Click **Next** to install WorldShip in the C:\UPS\UOWS default local folder or click **Browse** to select a different installation path. For detailed instructions see step 2 under "Installing on a Stand-Alone PC" on page 2.
Note: UPS recommends that you do not modify the default installation path by clicking Browse.
7. The Start Copying Files window appears. Click **Next**.
8. A question window appears, asking you if you want a shortcut added to your desktop. Click **Yes**.
9. Wait while the installation process copies the files. During the installation, WorldShip automatically restarts your PC up to three times. If your PC requires a password, you will need to log in and enter the password each time.

For more detailed instructions, go to the WorldShip Online Resource section of worldship.ups.com. Or, if you have additional questions, call our Technical Support Center at 888-553-1118.

Setting Up Communications

WorldShip requires electronic communications to transmit package and tracking information. If you do not currently have direct access or dial-up access to the Internet, the software provides access to UPS Web sites only.

Preparing for communications:

To prepare for communications, the following items must be installed on your computer:

- For Direct Access: TCP/IP
- For Dial-up Access: Modem, dial-up adapter and dial-up networking

Configuring communications:

When you start WorldShip for the first time, you will see the Communications Setup window. Select at least one connection method and provide any necessary information to complete the connection setup:

- Direct Access: a direct connection to the Internet that does not require dialing, such as Local Area Network (LAN), Wide Area Network (WAN), Digital Subscriber Line (DSL) or cable. Since Direct Access generally offers the fastest connection, UPS recommends this method.
- If you select Direct Access, you may need to identify the proxy server with the URL address, port and authorization information. If a proxy server is used, you must also use specific browser settings.
- Dial-up Access: a dial-up connection to the Internet through your existing Internet Service Provider (ISP). If you choose this option, select your existing ISP from the phone book list.

Reconfiguring communications:

1. From the Tools menu, select **Communications Setup**.
2. In the Communications Setup window, make the necessary changes and click **Next**.
3. Continue making changes as needed. Click **Finish** to save your new configuration.

You should reconfigure communications when any of the following situations occur:

- Direct access to the Internet becomes available.
- You see a message that one of your phone numbers is no longer valid.
- You change Dial-up Access or you change your modem.
- You change proxy server settings for Direct Access.
- You want to select a new phone number.
- You want to add or remove a connection method.

Registering with UPS

Once the application is successfully installed, you must register with UPS in order to ship packages using WorldShip.

Before you begin the registration process, make sure a printer is connected to your computer and is operational.

1. After the WorldShip installation is complete and you have set up communications, the Register With UPS window appears. Enter the information about your company and your UPS account number, then click **Finish**.
2. WorldShip automatically connects to UPS and transmits your registration information. This may take 3-5 minutes. Please wait until the Shipping Window appears.

Congratulations! You are now a WorldShip customer and are ready to process packages.

Support Guides

WorldShip provides a User Guide, Quick Installation Guide and Function Shortcuts sheet in PDF format as part of the installation process. These documents can be accessed prior to installation, from the CD-ROM.

You will need Adobe® Reader® (free software) on your computer to view these documents*.

1. Navigate to the following default local directory on your hard drive:
c:\UPS\UOWS\Pdfdocs
2. Double-click on one of the following files: UsrGuide.pdf, Qlinstall.pdf or Shortcut.pdf

For additional documentation, go to the WorldShip Online Resource section of worldship.ups.com.

**Note: If you need the Adobe Reader, go to the following Web address and follow the instructions to download the Adobe Reader:
adobe.com/products/acrobat/readstep2.html*

Visit our Web site at UPS.com®

General information: 1-800-PICK-UPS®

International shipping information: 1-800-782-7892

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