

WorldShip® Export Shipment Data



Go to the appropriate page for a discussion on the following export shipment data procedures:

Procedure	Page
Export Shipment Data using the Import/Export Wizard	2
Export Shipment Data using the Connection Assistant	8


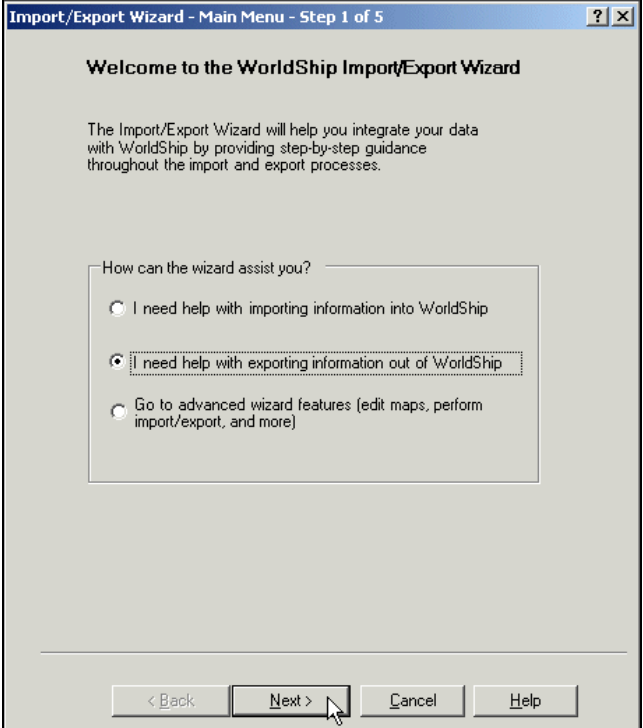
WorldShip® Export Shipment Data



Export Shipment Data using the Import/Export Wizard

Use the Import/Export Wizard for address book, commodity and other simple export types. For more complex export types, see Export Shipment Data using the Connection Assistant.

To export shipment data using the Import/Export Wizard:

Step	Window (if available)
<p>1. On the Import/Export Data menu, click Import/Export Wizard.</p>	
<p>2. The Import/Export Wizard – Main Menu – Step 1 of 5 window appears.</p> <ul style="list-style-type: none"> • Select I Need Help with Exporting Information Out of WorldShip. • Click the Next button. 	

WorldShip® Export Shipment Data



Export Shipment Data using the Import/Export Wizard

3. The Import/Export Wizard – Select Data Type – Step 2 of 5 window appears.

- Under Select Type of Data to Export, select Export Small Package Shipments.
- Click the Next button.

4. The Import/Export Wizard – Connect Data to WorldShip – Step 3 of 5 window appears.

- Type a name for the data connection in the Data Connection Name box.
- Click the Browse button.

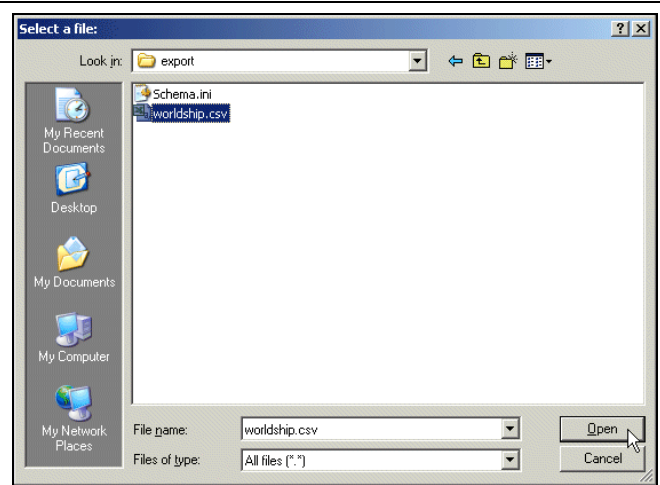
WorldShip® Export Shipment Data



Export Shipment Data using the Import/Export Wizard

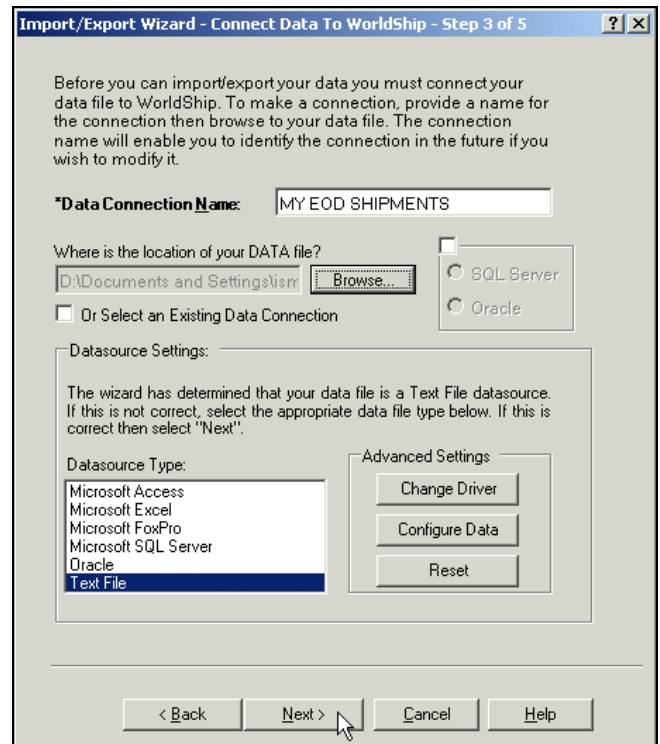
5. The Select a File window appears.

- Browse to and select your data file.
- Click the Open button.



6. The Import/Export Wizard – Connect Data to WorldShip – Step 3 of 5 window appears again and shows the Datasource Type as determined by the Import/Export Wizard under Datasource Settings.

- If the Datasource Type is not correct, select the type.
 - For .csv, use Text File.
 - For .xls, use Microsoft® Excel.
 - For .mdb, use Microsoft® Access.
- Click the Next button.



WorldShip® Export Shipment Data



Export Shipment Data using the Import/Export Wizard

7. The Import/Export Book – Mapping Screen – Step 4 of 5 window appears.

- Map your file to WorldShip by dragging and dropping each field name in the Map Your Small Package Shipment Fields box to the applicable field box on the WorldShip side on the right.
- Enter a name for the map in the Map Name box.
- Click the Save Map button.

8. The Import/Export Wizard – Data Connected to WorldShip – Step 5 of 5 window appears.

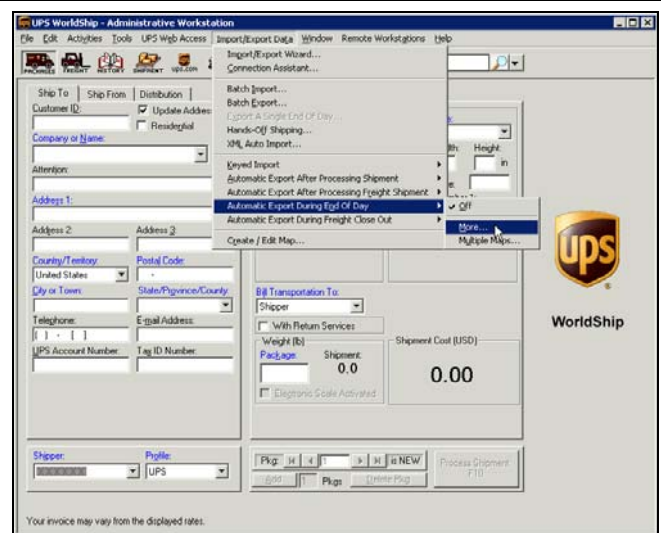
- Select Exit to WorldShip.
- Click the Finish button.

WorldShip® Export Shipment Data



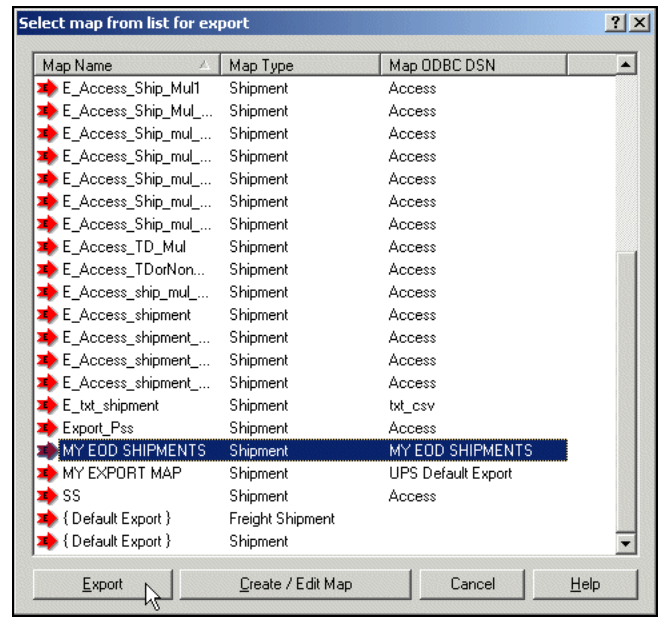
Export Shipment Data using the Import/Export Wizard

9. On the Import/Export Data menu, point to Automatic Export During End Of Day and click More.



10. The Select Map from List for Export window appears.

- Select your map from the list.
- Click the Export button.



WorldShip® Export Shipment Data



Export Shipment Data using the Import/Export Wizard

11. After you run End of Day, WorldShip stores all shipments processed that day in your database.

To verify your mappings and shipping information, open your table.

The screenshot shows a Microsoft Excel spreadsheet with the following data:

OrderId	Shipments	Shipments	Shipments	Shipments	Shipments	Shipments	Shipments	ShipTo_Cc	ShipTo_St	ShipTo_Rc	ShipTo_Cit	S
100								DEF Comp	9 Apple Road		New Freed	P
102								M&M Com	2322 York Road		Timonium	M
103								UPS Com	2355 York Road		Timonium	M
101								XYZ Comp	555 Old Mill Road		Millersville	M

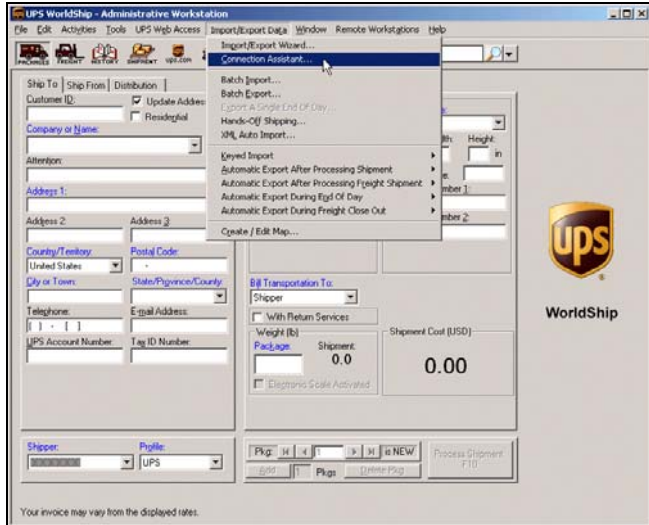
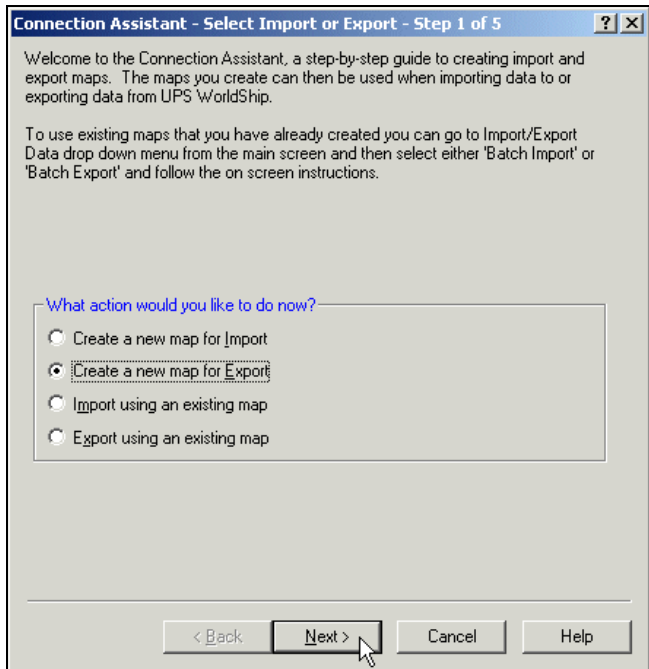
WorldShip® Export Shipment Data



Export Shipment Data using the Connection Assistant

Use the Connection Assistant to export multiple table databases and other complex export types. For simple export types, see Export Shipment Data using the Import/Export Wizard.

To export shipment data during the End of Day process using the Connection Assistant:

Step	Window (if available)
<p>1. On the Import/Export Data menu, click Connection Assistant.</p>	
<p>2. The Connection Assistant – Select Import or Export – Step 1 of 5 window appears.</p> <ul style="list-style-type: none"> • Select Create a New Map for Export. • Click the Next button. 	

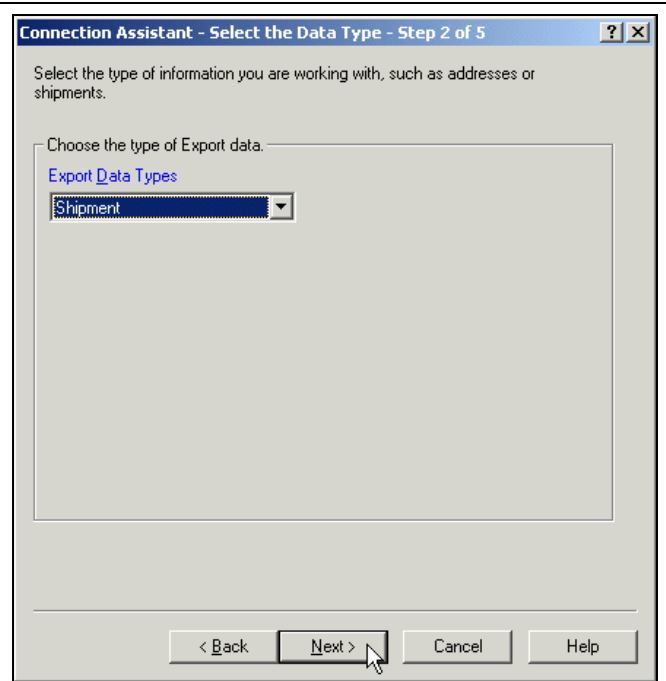
WorldShip® Export Shipment Data



Export Shipment Data using the Connection Assistant

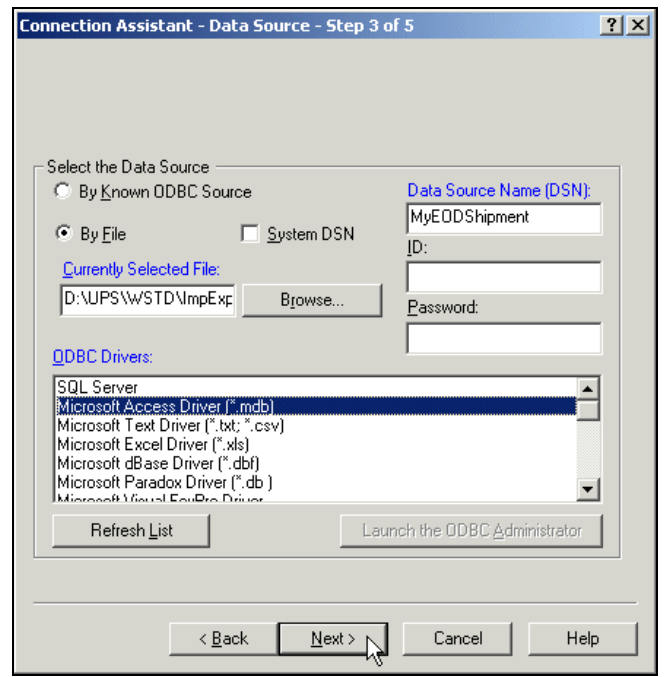
3. The Connection Assistant – Select the Data Type – Step 2 of 5 window appears.

- Click the down arrow in the Export Data Types box and select Shipment.
- Click the Next button.



4. The Connection Assistant – Data Source – Step 3 of 5 window appears.

- Select By File.
- Enter the location of the file in the Currently Selected File box, or click the Browse button and locate and select your file.
- Enter a name in the Data Source Name (DSN) box.
- Select Microsoft Access Driver (*.mdb) in the ODBC Drivers box.
- Click the Next button.



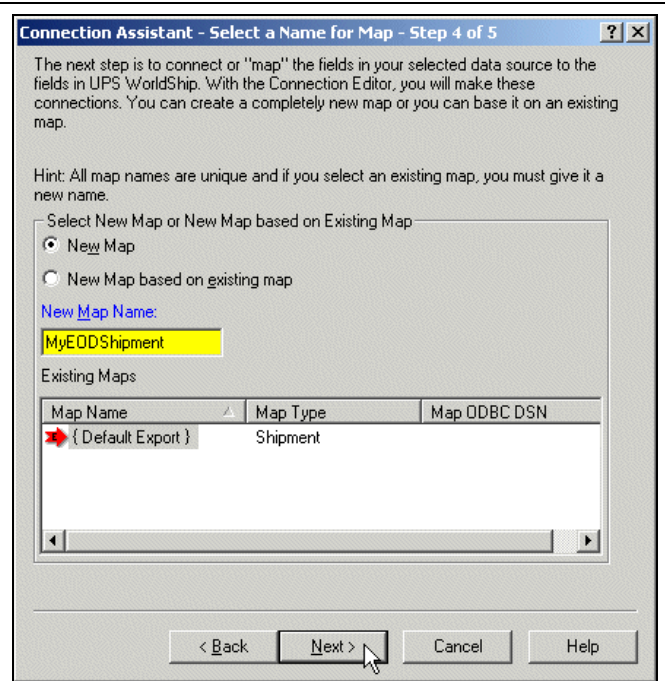
WorldShip® Export Shipment Data



Export Shipment Data using the Connection Assistant

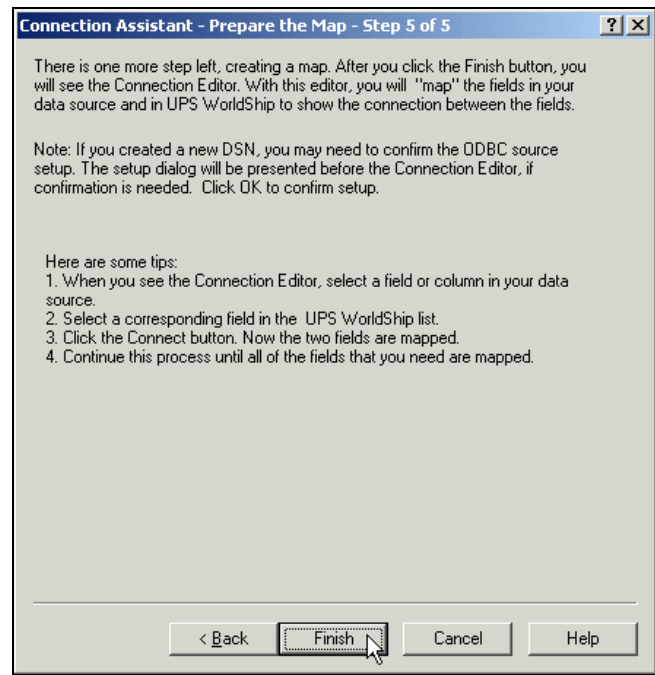
5. The Connection Assistant – Select a Name for Map – Step 4 of 5 window appears.

- Select New Map.
- Enter a name for the map in the New Map Name box.
- Click the Next button.



6. The Connection Assistant – Prepare the Map – Step 5 of 5 window appears.

- Review the instructions.
- Click the Finish button.



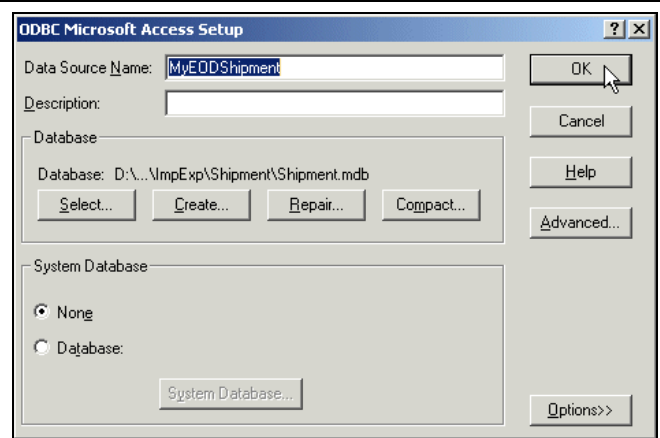
WorldShip® Export Shipment Data



Export Shipment Data using the Connection Assistant

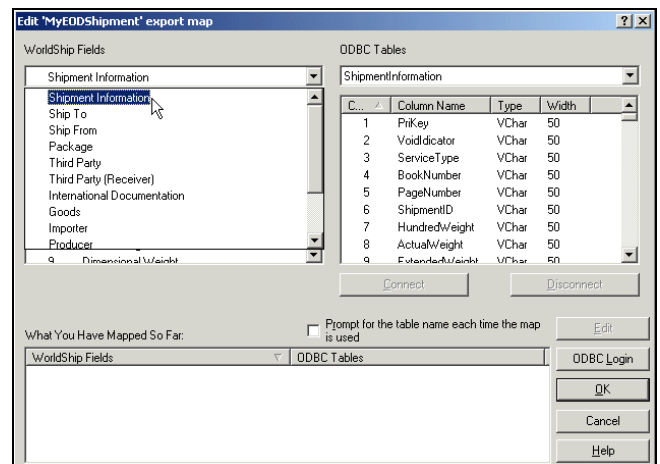
7. The ODBC Microsoft Access Setup window appears.

- Check for the following: the DSN name that you entered appears in the Data Source Name box, and the file name that you entered appears for Database.
- Select None under System Database.
- Click the OK button.



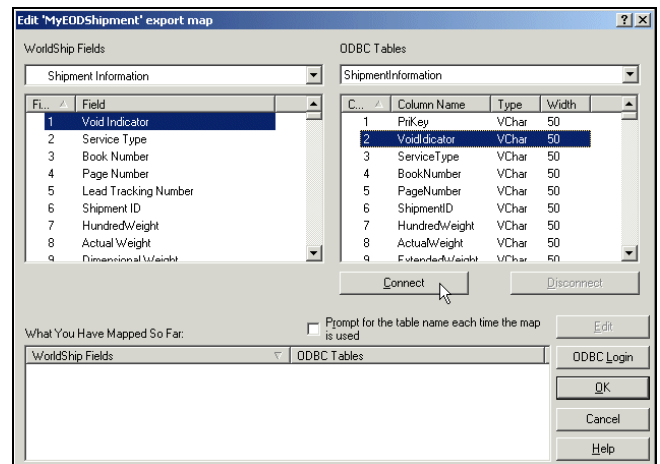
8. The Edit Export Map window appears.

- Under ODBC Tables, click the down arrow and select the table you want to map to WorldShip.
- Under WorldShip Fields, click the down arrow and select the table that you want to map from WorldShip.



9. Do the following:

- Select a field under WorldShip Fields that contains data you want to export.
- Select the field under ODBC Tables that best matches your WorldShip field.
- Click the Connect button.



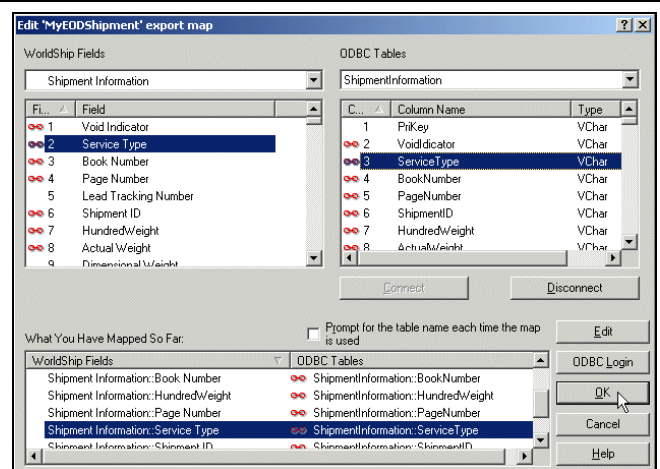
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Export Shipment Data using the Connection Assistant

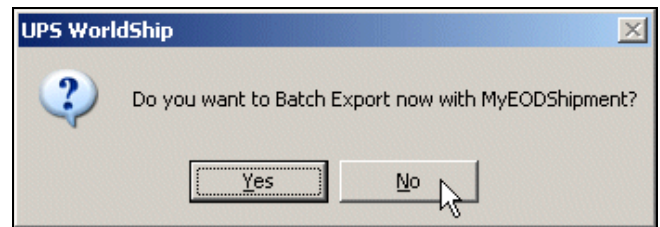
10. The mapped fields appear under What You Have Mapped So Far.

- Continue to map the rest of the WorldShip field names to the ODBC Table names.
- Click the OK button.

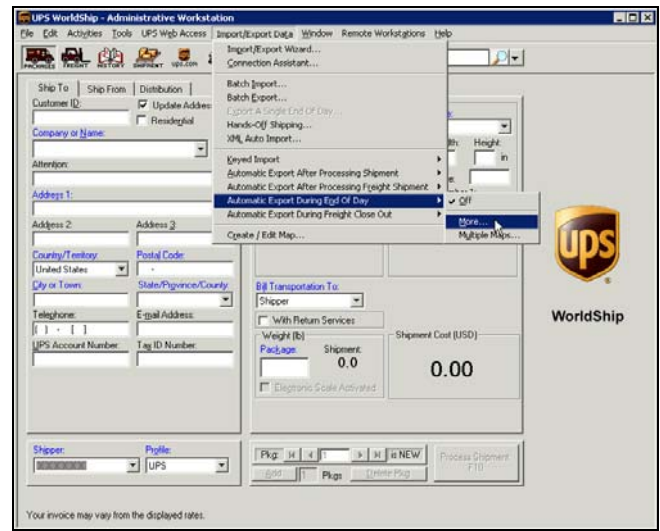


11. A message asks if you want to batch export now.

Click the No button.



12. On the Import/Export Data menu, point to Automatic Export During End Of Day and click More.



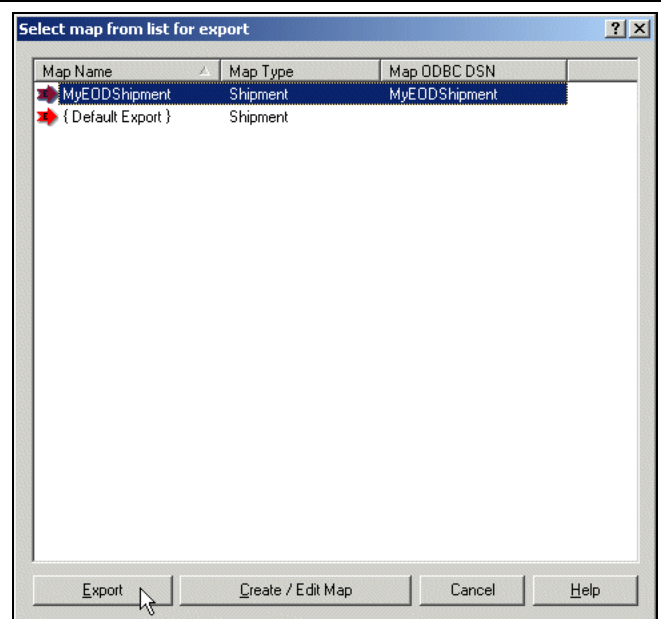
WorldShip® Export Shipment Data



Export Shipment Data using the Connection Assistant

13. The Select Map from List for Export window appears.

- Select your map from the list.
- Click the Export button.



14. After you run End of Day, WorldShip stores all shipments processed that day in your database.

To verify that your mappings and shipping information, open your table using Microsoft® Access.

