

# WorldShip® Install on a Single or Workgroup Workstation



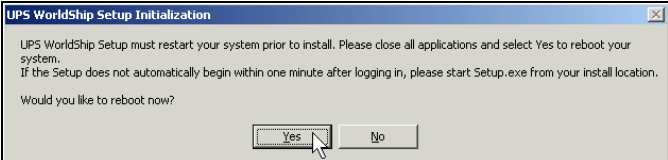
## PRE-INSTALLATION INSTRUCTIONS:

**Note:** UPS WorldShip cannot be installed on a server.

- Install UPS WorldShip on the Workgroup Admin before installing it on the Workgroup Remote.
- Temporarily disable any virus scan software that you may have installed.
- For a Workgroup Admin installation:
  - Create a folder in which to install the shared database and Workgroup Remote installation files. This folder must be a shared Microsoft® folder and can reside on either the Workgroup Admin or on any other drive accessible from the Workgroup Admin and Workgroup Remote.
  - Install the “local” files and the “remote” files in different folders.
- For a Workgroup Remote installation, request access to the network share drive created by the Workgroup Admin.
- Map a drive to the folder containing the shared files. Using Microsoft® Windows Explorer, select Map Network Drive from the Tools menu.
- This document discusses using the WorldShip CD to install WorldShip. To download WorldShip 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](http://www.ups.com/bussol?loc=en_US&viewID=productView&contentID=ct1_sol_sol_wship)

## INSTALLATION INSTRUCTIONS:

Follow these steps to install WorldShip on a Single Workstation or Workgroup Admin Workstation from the WorldShip CD or to install WorldShip on a Workgroup Remote Workstation from a network share drive or the WorldShip CD:

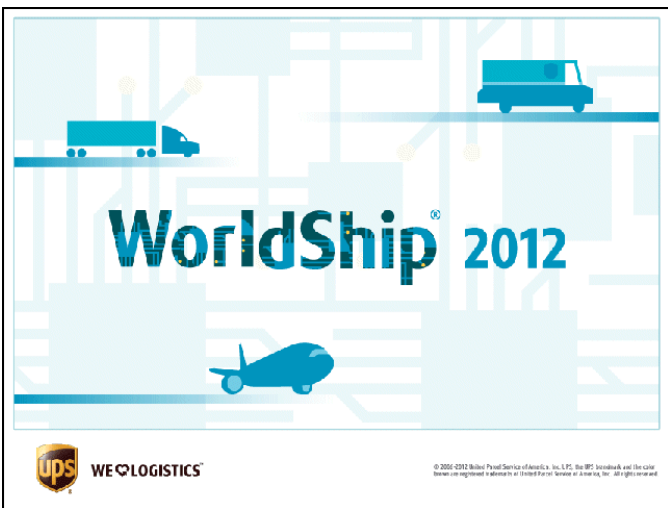
Step	Window (if available)
<p>1. Insert the WorldShip CD into the CD-ROM drive. The installation should begin automatically. If the installation does not begin automatically, use Microsoft Explorer to navigate to the CD-ROM drive and double-click Setup.exe.</p> <p>If installing on a Workgroup Remote Workstation from a network share drive, browse to and double-click \UPS\WSTD\Remote\Install\Disk1\Setup.exe.</p>	<p style="text-align: center;">None</p>
<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>	<p style="text-align: center;">None</p>

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4. The Initializing WorldShip Setup Program message appears and then the WorldShip splash screen appears.

Initializing WorldShip Setup Program...



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 of these languages regardless of your country/territory of origin or installed operating system language.

- Click the ... button beside the Install Location box and browse to and select where you want to install WorldShip. WorldShip will create the \UPS\WSTD folders and place the folders under the location you choose.
- Click the down arrow in the Country/Territory of Installation box and select the country/territory where WorldShip is to be installed.



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- Click the <https://www.ups.com/wscommission> link to authenticate your account. In the Authenticate Your Account Number Web page, provide the required information, click the Submit button, and click the Close button to return to the UPS WorldShip Setup window.

**Note:** This link appears only if the country is United States or Puerto Rico.

- Select or clear the Add Shortcut to UPS WorldShip on Desktop check box as needed.
- Click the Next button.

## 6. 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 7.
- If you do not want to click the Links button, skip to step 8.

## 7. The Links window appears.

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

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## 8. The License Agreement window appears.

- Click the Print button to print the License Agreement.
- Review the agreement.
- Select I Accept the Terms in the License Agreement.

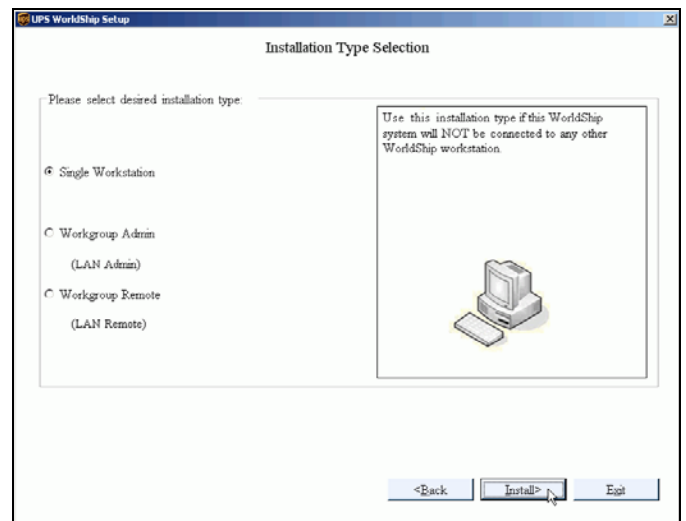
**Note:** If you select I Decline to Accept the Terms in the License Agreement, the installation exits.

- Click the Next button.

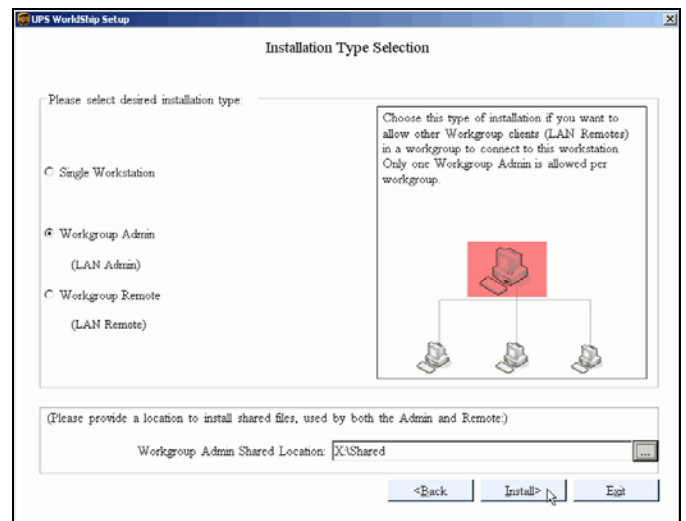


## 9. The Installation Type Selection window appears.

- Select Single Workstation, Workgroup Admin, or Workgroup Remote.
- If you select Single Workstation, click the Install button.



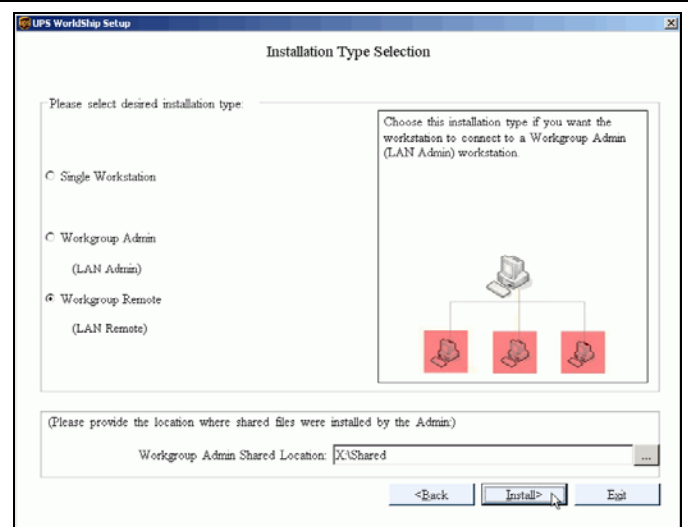
- If you select Workgroup Admin:
  - Click the ... button beside the Workgroup Admin Shared Location box and browse to and select the location to install the shared files used by both the Workgroup Admin and Workgroup Remote.
  - Click the Install button.



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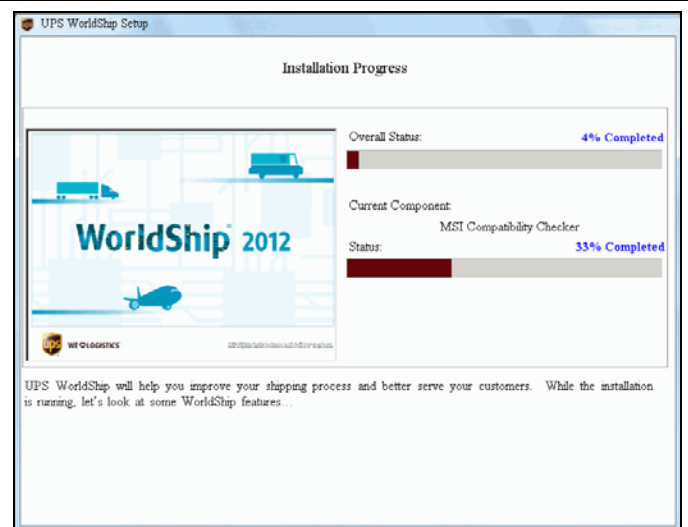
- If you select Workgroup Remote:
  - If installing from a network shared drive, the Workgroup Admin Shared Location appears and cannot be changed.
  - If installing from the WorldShip CD, type the Workgroup Admin Shared Location or click the ... button and browse to and select the directory of the network shared drive. (Your Workgroup Administrator should provide this information.)
  - Click the Install button.



10. During installation, the Installation Progress window appears.

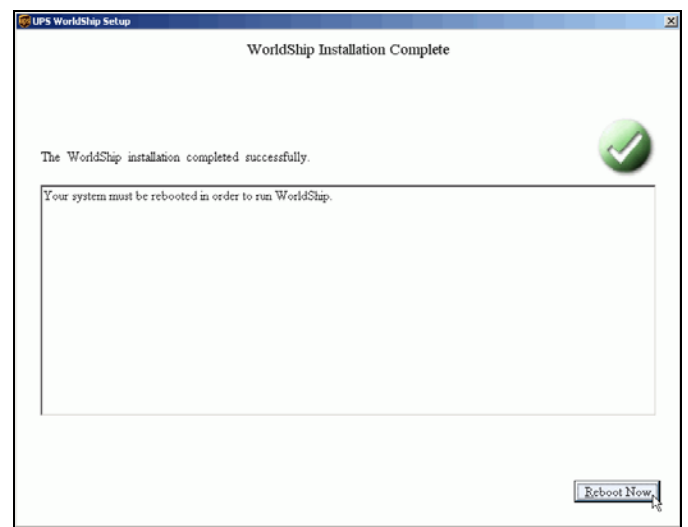
**Note:** Do not attempt to restart your workstation during installation.

Monitor the progress of the installation.



11. When installation completes, the WorldShip Installation Complete window appears.

Click the Reboot Now button.



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12. Your workstation reboots.

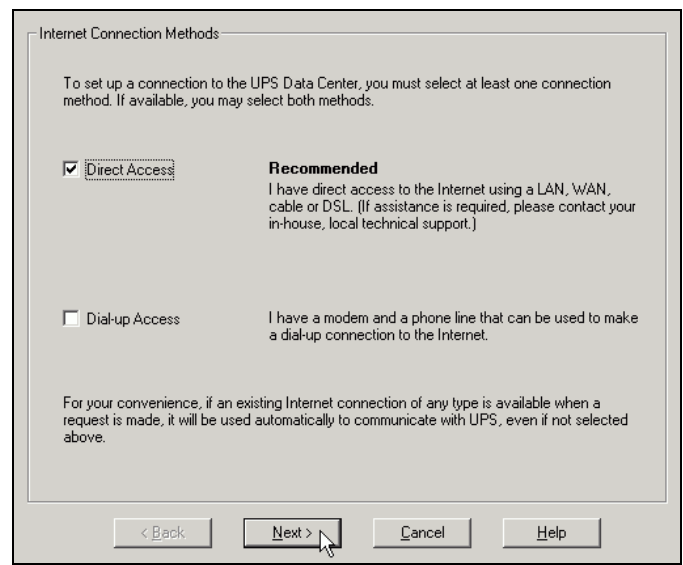
Log in and enter your password as needed.

None

13. WorldShip starts. During start up, the progress appears on the WorldShip splash screen, and the Communication Setup windows appear so you can set up your communications.

**Note:** The Communication Setup windows do not appear on Remote Workgroup workstations.

- Complete the required information on each window.
- Click the Next button on the first two windows and the Finish button on the third window.



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Direct Access Setup

Connect through a proxy server

Proxy Information

Address:  Port:

My proxy server requires Authorization information

Authorization

User ID:

Password:

Save Password

By continuing or clicking the 'Test' button, Communication Setup may test your network to determine if the above settings are valid.

Internet Connection Methods Summary

<b>Direct Access</b>	<b>Enabled</b>
Not using a proxy server.	<b>Tested successfully.</b>
<b>Dial-up Access</b>	<b>Disabled</b>

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14. Also during start up, the Register with UPS window appears so you can commission your installation.

- Complete the required information.
- Click the Finish button.

**Note:** Using the Shipper Editor, you will be able to change the following fields after registration: Shipper Name, Contact, Address 3, Telephone, Fax, Tax ID Number, Tax ID Type, and E-mail Address.

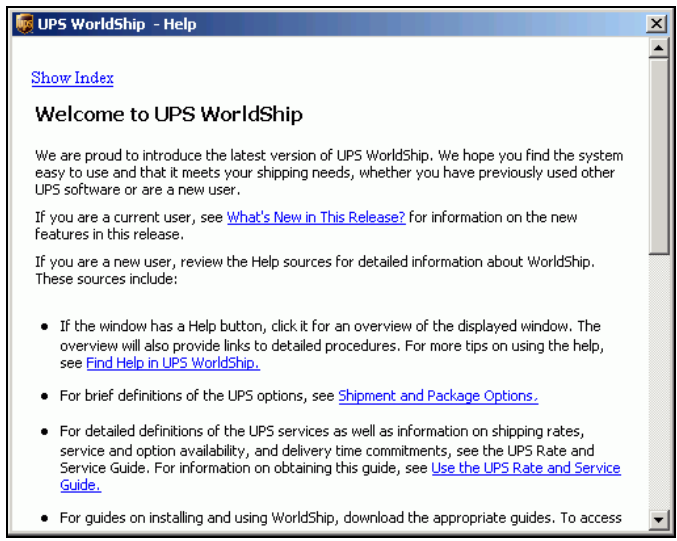
15. The Shipping window appears and then the UPS WorldShip Help window appears.

- If you are installing a Workgroup Admin workstation, enable access on the Remote Workstation menu. (This menu is not shown on Single workstations.)
- Review the help or begin processing shipments.

For further information on using WorldShip 15.0, see the *WorldShip 15.0 User Guides*.

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	 <p>The screenshot shows a help window titled "UPS WorldShip - Help". It contains a "Show Index" link, a "Welcome to UPS WorldShip" heading, and introductory text. It also includes instructions for current and new users and a bulleted list of help resources.</p> <p><a href="#">Show Index</a></p> <h3>Welcome to UPS WorldShip</h3> <p>We are proud to introduce the latest version of UPS WorldShip. We hope you find the system easy to use and that it meets your shipping needs, whether you have previously used other UPS software or are a new user.</p> <p>If you are a current user, see <a href="#">What's New in This Release?</a> for information on the new features in this release.</p> <p>If you are a new user, review the Help sources for detailed information about WorldShip. These sources include:</p> <ul style="list-style-type: none"><li>• If the window has a Help button, click it for an overview of the displayed window. The overview will also provide links to detailed procedures. For more tips on using the help, see <a href="#">Find Help in UPS WorldShip</a>.</li><li>• For brief definitions of the UPS options, see <a href="#">Shipment and Package Options</a>.</li><li>• For detailed definitions of the UPS services as well as information on shipping rates, service and option availability, and delivery time commitments, see the UPS Rate and Service Guide. For information on obtaining this guide, see <a href="#">Use the UPS Rate and Service Guide</a>.</li><li>• For guides on installing and using WorldShip, download the appropriate guides. To access</li></ul>
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