



Moving WorldShip Guide

Your easy-to-use guide for moving
WorldShip® software to another PC

WorldShip®
Shipping Software





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When to use this guide

- Upgrading your PC from one operating system to another
- Moving WorldShip from one PC to another

Note: *The installation type must remain the same on the upgraded system or the new PC (for example, Single Workstation to Single Workstation or Admin to Admin, etc.). Please be aware that these instructions are only for your WorldShip data. Refer to Microsoft® for instructions on how to back up data and programs on your PC that are not associated with WorldShip.*



Getting started with installation

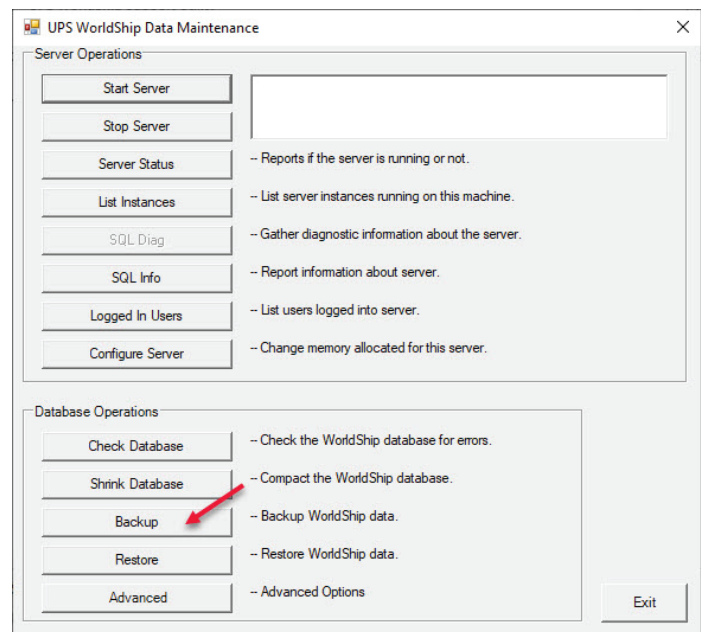
Step 1: Run WorldShip End of Day for pending data prior to backing up your WorldShip data

Step 2: Determine your Import/Export ODBC DSN names

If you perform import/export within WorldShip, go to **Step 6: Determine your Import/Export ODBC DSN names**. If not, proceed to **Step 3: Back up WorldShip Data using the WorldShip Support Utility**.

Step 3: Back up WorldShip Data using the WorldShip Support Utility

1. **Click on the Start menu.**
2. To open the Support Utility, **choose** Programs or All Programs >UPS > WorldShip Support Utility. Or, in the search bar, type 'UPS WorldShip Support Utility'.
*Note: If you are using Windows 7, make sure to **right-click on WorldShip Support Utility** and select Run as Administrator.*
3. If you already know your Installation Type (standalone/single or LAN admin), skip this step. If not, go to **Step 7: Determine your Installation Type**. Remember, the Installation Type must remain the same on the upgraded system or the new PC (Single Workstation to Single Workstation or Admin to Admin, etc.).
4. From the main screen of the Support Utility, **double-click Data Maintenance**.
5. From the Data Maintenance screen, **click Back up** to back up the WorldShip database. You do not need to back up the UPSNRFrvIDB. This is optional.
*Note: If you receive a message indicating that there are users connected to the database, **click the OK button** and **click Back up** again.*



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Getting started with installation *(Continued)*

6. When the back-up is successfully completed, the Support Utility will notify you of the location of your back-up. **It is important to make note of this location.**

7. **Click OK.**

8. **Exit** the Support Utility.

9. Using My Computer or Microsoft® Windows Explorer®, browse to the location of the database back-up noted above. **Copy the folder** to a network drive or an external drive.

Note: Please do not copy folders to a local drive on the PC. During the operating system upgrade, the files and folders on the local PC will be deleted.

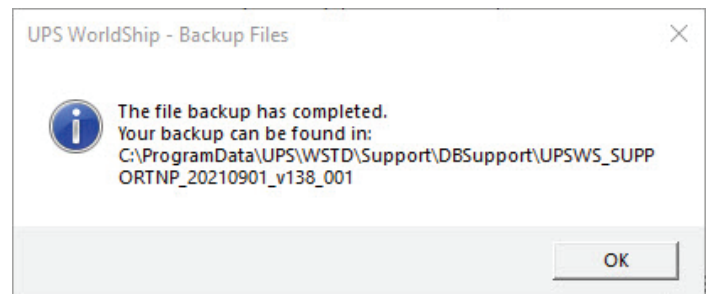
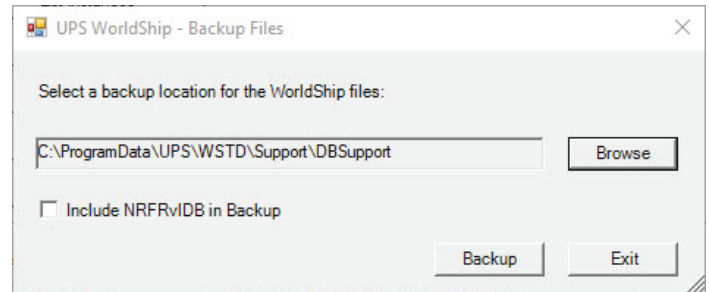
10. Using My Computer or Microsoft Windows Explorer, browse to the folder where WorldShip is installed.

Example: C:\UPS\WSTD. **Copy** the following folders and all of the contents to a network drive or to an external drive:

- a. \UPS\WSTD\Archive
- b. \UPS\WSTD\Backup
- c. \UPS\WSTD\ImpExp

Note: If this is an Admin workstation, the \UPS\WSTD\ImpExp folder is found in the Admin Shared folder.

11. This procedure has only saved your WorldShip data. Please refer to Microsoft for instructions on how to back up other programs and data. Once your operating system has been upgraded, you may proceed with **Step 5: Install WorldShip on the new operating system or new PC.**





Upgrade your operating system and install WorldShip Shipping Software

Step 4: Upgrade your operating system

Refer to these instructions on how to:

- Back up data and programs not associated with WorldShip.
- Upgrade your operating system.

Step 5: Install WorldShip on the new operating system or new PC

1. **Install WorldShip** on the new system. Make sure that you choose the same WorldShip Installation Type, LAN Admin or Single as the original WorldShip Installation Type.
2. When the system reboots, WorldShip will start up and continue the installation.
3. **Configure Communications** but **CANCEL WorldShip start-up** when you get to the registration process. You will restore your backed up database (which makes this step unnecessary). **Click OK** to acknowledge that you wish to quit the registration process.
4. **Copy** the database back-up folder to the system, as noted in **Step 3: Back up WorldShip Data using the WorldShip Support Utility**.
5. **Restore** the following folders to the same directory structure on the newly installed WorldShip system.
 - a. \UPS\WSTD\Archive
 - b. \UPS\WSTD\Backup
 - c. \UPS\WSTD\ImpExp

Note: If this is a LAN Admin workstation, the \UPS\WSTD\ImpExp folder is found in the Admin Shared folder.

6. **Open** the Support Utility.
7. From the main screen of the Support Utility, **double-click Data Maintenance**.
8. From the Data Maintenance screen, **click Restore** and browse to the database file that was created earlier on the old system and copied to the new system.

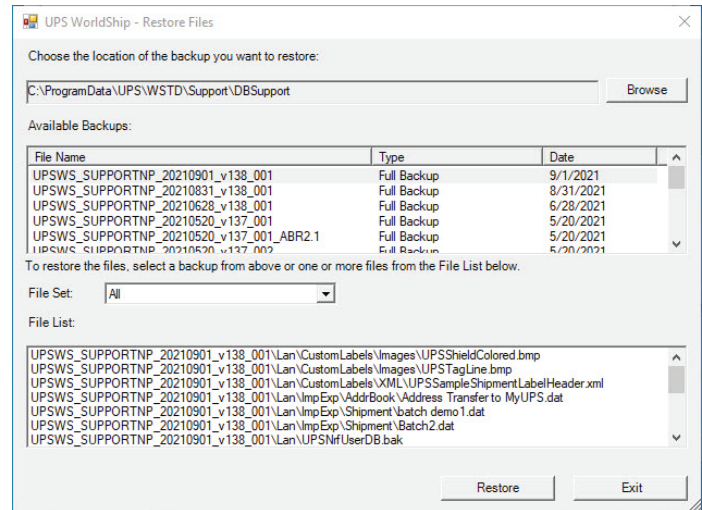
Note: If you receive a message indicating there are users connected to the database, **click the OK button** and **click Restore** again.

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Upgrade your operating system and install WorldShip Shipping Software *(Continued)*

9. Highlight the appropriate file under the Available Back-ups window and **click Restore**.
 10. **Click Yes** to restore all files in the directory.
 11. **Click OK** on the screen indicating that your back-up files were restored successfully.
 12. **Exit** the Support Utility.
 13. If you perform import/export within WorldShip, go to **Step 8: Recreate ODBC DSNs**. If you do not, proceed to the next step.
 14. **Start** WorldShip. If the registration screen appears during WorldShip start-up, **click Finish** to complete the registration process.
 15. **Reinstall** printer drivers. Thermal printer drivers should be installed through WorldShip.
- You have completed WorldShip installation.

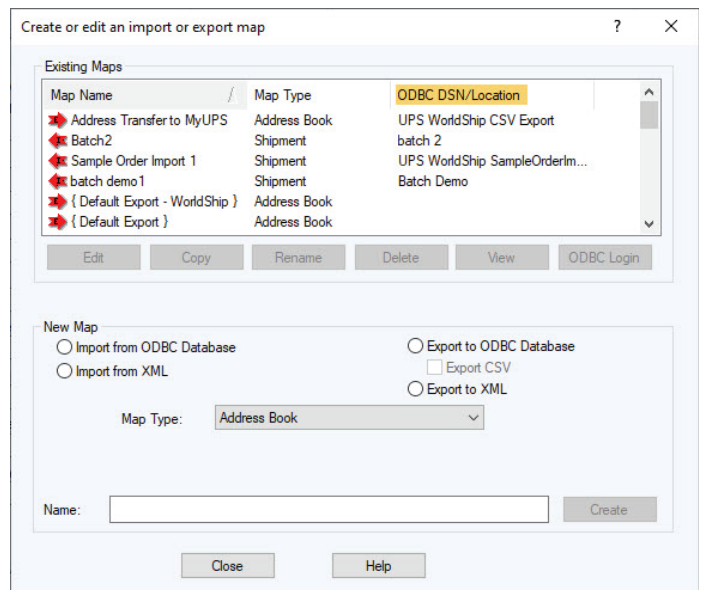
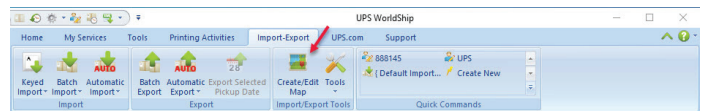


Determining your Import/Export ODBC DSN names

Step 6: Determine your Import/Export ODBC DSN names

If you perform import/export within WorldShip, you will need the existing Import/Export ODBC DSN names so that they can be recreated on the upgraded or new system. Follow these steps to find the existing Import/Export ODBC DSN names.

1. **Start** WorldShip.
2. **Select Import/Export Data** from the toolbar.
3. **Choose Create/Edit Map.**
4. Note the names and exact spellings of each entry displayed under the 'ODBC DSN/Location' column.
Note: *In order to continue to use WorldShip Import/Export functionality on the new PC, you will have to configure the same ODBC DSNs in exactly the same manner as you configured them on the old PC.*
5. **Close** WorldShip.
6. Return to **Step 3: Back up WorldShip Data using the WorldShip Support Utility.**



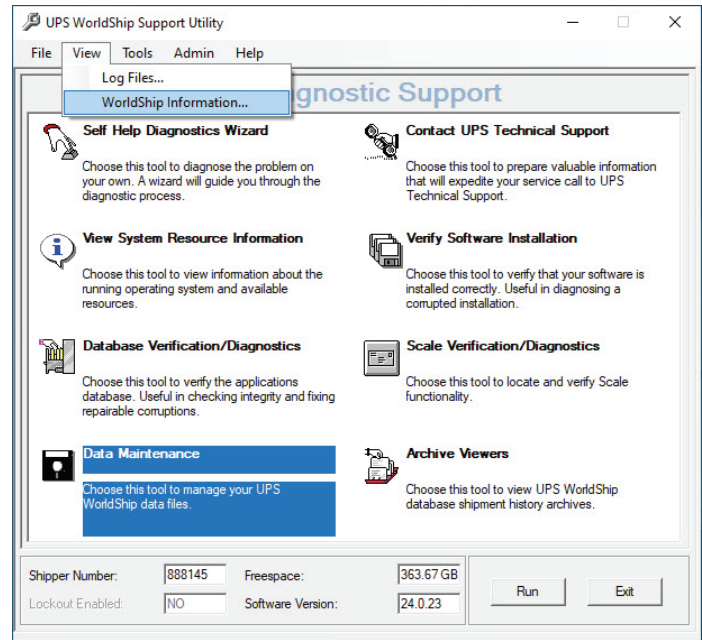


Select Installation Type and recreate ODBC DSNs

Step 7: Determine your Installation Type

To determine your installation type, choose View > WorldShip Information from the main screen of the Support Utility.

1. Your Installation Type is displayed under the Shipper box on the left side of the screen.
2. Make note of your Installation Type.
Note: These procedures can only be used when the Installation Type will be the same on the new or upgraded PC.
3. **Click Exit** to return to the main screen of the Support Utility.
4. Return to **Step 3: Back up WorldShip Data using the WorldShip Support Utility.**



Step 8: Recreate ODBC DSNs

If you perform import/export within WorldShip, you must recreate the ODBC DSNs.

1. To launch ODBC Administrator on a 32-bit system:
 - a. **Click Start** > Control Panel > Administrative Tools > Data Sources (ODBC)
2. To launch ODBC Administrator on a 64-bit system:
 - a. From My Computer, **choose Local Disk (C:)**
 - b. Navigate to Windows > SysWOW64
 - c. **Select 'odbcad64.exe'** to launch the ODBC Administrator
3. Create new ODBC DSNs using the information from **Step 6: Determine your Import/Export ODBC DSN names.** Remember, the ODBC DSN names must be exactly the same as on the old computer (note: they are case-sensitive).
4. Return to **Step 5: Install WorldShip on the new operating system or new PC.**



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