

How to use the UPS WorldShip Module

Version 4

This document is a standard overview that covers the added functionality of the WorldShip module for ReadyShipper.

This module is compatible with UPS WorldShip versions 9 and 10.





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CONTENTS

PART ONE

- Introduction
- System Requirements
- Installation



• Auto-install/ Auto-map• Import and Export

PART THREE WorldShip Print Driver • Creating the Driver • Selecting the Driver Page 1

Pages 2 - 6

Pages 7 - 12





Introduction

ReadyShipper by TrueShip[™] is an advanced client based shipping solution. ReadyShipper is expandable and can be used with a growing number of Modules. Installation and use of the WorldShip Module is detailed in this documentation.

ReadyShipper has been designed to install easily, requiring no additional hardware or technical experience. Once installed, ReadyShipper will seamlessly import orders from a cast of supported vendors. These orders can be viewed, exported, or routed to a third party software. When used with UPS WorldShip, you gain all the familiarity of WorldShip, with the added features of ReadyShipper.

This module is not required for UPS shipping through ReadyShipper. UPS shipping has been pre-integrated into every ReadyShipper donwload.

System Requirements

• PC with a Pentium® class processor of 700MHz or higher running UPS WorldShip® version 9. Java 5.0 or greater is also required. This is available at www.java.com/en/download/index.jsp.

- 512 MB RAM for Windows® 2000, XP or Vista (1 GB RAM recommended).
- 85 MB of available hard disk space.
- 800*600 display or greater.

Installation

Installing ReadyShipper is simple. After downloading the software from TrueShip, double-click on the ReadyShipper Installer icon. The installation process will begin. Now repeat the process to install the WorldShip module. This will automatically create an ODBC connection to your UPS WorldShip and instal a map within WorldShip called ReadyShipper.





The WorldShip Module

To use your UPS WorldShip version 9 or 10 with ReadyShpper, you will need to install the WorldShip Module available on the Modules page at www.trueship.com

This Module requires that UPS WorldShip 9 or 10 is installed in stand-alone mode on the shipping PC. ReadyShipper 4 must also be installed on this same PC. After installation, ReadyShipper does not need any additional mapping or configuration. You're ready to ship.

Processing your UPS shipments through WorldShip is recommended for businesses shipping over 50 packages a day. WorldShip is a robust program that offers many advantages. When used with ReadyShipper, the user gets the benefit of an End of Day report and actual ship cost reporting.

First, select and order to ship, and double click the blue area to view its details.

🙋 ReadyShi	pper								
File View Mo	odules Felp								
				\geq				-∲- Trı	IeShip™
	🔋 💽 Import	🕴 🛄 Track	🔲 Archiv	re 💥 Delete	🕧 New In	spector			
Shipping	Order # 🔻	Ship It	Shipped	Ship To	Ship Via	Ship Type	Ship Time	Calculated Weight	Tracking Number(s)
Shipping .	101			Mary Higgs	UPS Online	Ground	Not Shipped	12.00	Not Generated
	102			Nick Jabro	UP5 Online	Ground	Not Shipped	6.00	Not Generated
\sim	103			Doug Ho	UPS Online	Ground	Not Shipped	2.00	Not Generated
Products	104			Jack Black	USPS	First Class	Not Shipped	2.40	Not Generated
	105			Alex Stone	UPS Online	Ground	Not Shipped	4.00	Not Generated
	106			Anne Blank	USPS USS Colline	First Class	Not Shipped	0.40	Not Generated
Reports	107			VICCOP W	UPS Unline	Ground	Not Shipped	4.00	Not Generated
Automators									
6.44									
Settings									
						-			
	Shown: 7/7 S	Selected: 1	Ready to S	hip: 0 (0 boxes)				on't Ship 🖳 Ship It!

In the **Order Inspector** select the **WorldShip** option. This option will only appear if you have the WorldShip module from TrueShip installed. If you would like to select more than one order to ship through WorldShip, click the **Next Order** button and make the same selection for the following order.

For information and instruction on how to convert orders in batch, please see the **Ship Type Converter** demo at www.trueship.com. The Ship Type Converter is also covered in the ReadyShipper QuickStart Guide. This PDF manual is also available on the Demo page.

When you have finished making your order adjustments, close the Order Inspector or simply click on ReadyShipper's main shipping screen.

🕏 Order Inspector	
File View	
Viewing order: 102	
Property	Value
Primary ID	102
Order Number	102
Shipping Address	Nick Jabro Attention: Ca
Company	Camelback Candels
First Name	Nick
Last Name	Jabro
Address	900 Lincoln Dr.
Apt/Suite	<not set=""></not>
City	Scottsdale
State / Province	AZ
Zip	85250
Country	United States
Phone	2222222222
Email	<not set=""></not>
Residential	
🖃 Shipping	
Ship Via	UPS Online 🛛 🔽
Ship Type	Form Only
To Ship	UPS Online
Ship Time	Mail Inpovations
Ship Cost (USD)	WorldShip
Message	Happy Holidays!
Boxes	[1 box]
🗄 Items	[3 items]
<	5

Now click Ship It.

Unlike the UPS Online method, your orders will stay checked until they are processed through WorldShip.

ReadyShi File View Mr	pper dules Help								
			$\langle \rangle$	>				-∲- Trı	IeShip™
	🕴 💽 Import	📜 🛄 Trad	< 🔲 Archiv	e 💢 Delete	🕧 New Ir	spector			
Shipping	Order # 📼	Ship It	Shipped	Ship To	Ship Via	Ship Type	Ship Time	Calculated Weight	Tracking Number(s)
Subburg .	101	Yes		Mary Higgs	WorldShip	Ground	Not Shipped	12.00	Not Generated
Contraction 1	102	Yes		Nick Jabro	WorldShip	Ground	Not Shipped	6.00	Not Generated
\sim	103			Doug Ho	UPS Online	Ground	Not Shipped	2.00	Not Generated
Products	104			Jack Black	USP5	First Class	Not Shipped	2.40	Not Generated
	105			Alex Stone	UPS Online	Ground	Not Shipped	4.00	Not Generated
	106			Anne Blank	USPS USPS	First Class	Not Shipped	0.40	Not Generated
Reports	107			victor w	UPS Unline	Ground	Not Shipped	4.00	Not Generated
(83)									
Automators									
e e									
Settings									
-									
				1		1	1	-	
	Shown: 7/7 9	Selected: 2	Ready to S	hip: 2 (2 boxes)			D	on't Ship 🖳 🕞 Ship It!

With ReadyShipper open, and your orders marked **Ship It**, you have the option to either batch process or key import your orders through WorldShip. If you are familiar with WorldShip, then you know what comes next. You process the orders staged in ReadyShipper the same way you would from any flat file or database.

First, open WorldShip and select **UPS Online Connect**. If you are using WordShip 10 the main menu item will read **Import/Export Data**.

ReadyShipper supports Keyed Import, Hands-Off Shipping and Batch Import.

To batch process your shipments, select Batch Import.

IIPS WorldShip	
File Edit Activities Tools UPS Web Access	PS OnLine Connect Window Help
🔜 Ab 🔗 🛛 🐙	Connection Assistant
SHIPPING HISTORY SHIPMENT UPS.COM TRACK A	Batch Import
Ship To Ship From Distribution Customer I <u>D</u> : ✓ Update Address Company or <u>Name</u> :	Batch Export Export A Single End Of Day Hands-Off Shipping XML Auto Import
Attention: Address 1:	Keyed Import • Automatic Export After Processing Shipment • Automatic Export During End Of Day • Automatic Export of Dangerous Goods After Processing Shipment •
	Create / Edit Map
Address 2: Address <u>3</u> :	
Countig/Territory. Postal Code: United States City or Town: State/Province/Countignation	Bill Transportation To: Shipper
Telephone: E-mail Address: [()) [] UPS Account Number: Tax ID Number:	Weight (b) Package: Shipment: 0.0 CElectronic Scale Activated
Shipper: Profile: YA9539 VIPS	Pkg: I I I I Process Shipment F10 Add 1 Pkgs Delete Pkg F10 <
Your invoice may vary from the displayed rates.	
Import data using an existing map.	Ver: 9.0.43 XOFY Pending: 0 Shpmt(s), 0 Pkg(s), Cost: 0.00 USD

When the Batch Import Data screen (shown below) appears, select the **ReadyShipper** map.

** Please note that the ReadyShipper map is installed by the Module. If your map does not appear, you are either using a version of WorldShip prior to 9.0, or you are running WorldShip in the Administrative or Work Station mode. WorldShip must be installed as a standard installation to communicate with ReadyShipper.

Batch import data			? 🗵
Select a map to import data fr	om:		
Map Name 🛛 🖂	Мар Туре	Map ODBC DSN	<u> </u>
🐲 ReadyShipper	Shipment	ReadyShipper	
🔃 🐗 Sample Order Import 1	Shipment	UPS WorldShip Sample	
🗰 orders MAP	Shipment	Orders DSN	=
< { Default Import Invali	Address Book		
🐗 { Default Import Invali	Commodity		_
🔃 🐗 { Default Import Invali	Reference Number a		
🚺 🗱 { Default Import }	Address Book		~
Shipper Number YA9539	•		
	Contraction and		
Process snipments automa Delete existing records be	aucally alter import		
Class 17 to a bine work of	iore import 		
Clear 12 tracking number	when invalid		
Clear 12 tracking number	when duplicate		
Next Car	ncel Help		

Next, Select the ReadyShipper map and check Process shipments automatically after import.

Click next and WorldShip will guide you through batch processing your orders.

During processing, WorldShip will run an address verification on each order. If any order fails, open and save the "Log" information, correct the order in ReadyShipper, and re-batch any unshipped orders into WorldShip.

🖉 UPS WorldShip
File Edit Activities Tools UPS Web Access UPS OnLine Connect Window Help
Ship To Ship To
Import/Export Preview ?
Atter Importing from C:\UPS\WSTD\mpExp\Shipment\ReadyShipper.dat There are 2 record(s) to be imported. Add Add Uni Cou Uni City
Tele Noxt Cancel Help
UPS Account Number: Tag ID Number: Elegitoric Scale Activated
Shipper: Profile: YA3538 UPS Add Pkge Delete Pkg F10
Ver:

As WorldShip processes your shipments, ReadyShipper automatically prints your labels and captures your shipment data, including tracking numbers and ship cost.

41644 PI	oquies neip								
								-∲- Tru	ieShip "
	🕴 💽 Import	j 🛄 Trad	k 🔲 Archiv	ve 💢 Delete	🕧 New In	spector			
iopina	Order # 🔻	Ship It	Shipped	Ship To	Ship Via	Ship Type	Ship Time	Calculated Weight	Tracking Number(s)
	101		Yes	Mary Higgs	WorldShip	Ground	Jun 09, 20	12.00	1ZYA9539037182195
	102		Yes	Nick Jabro	WorldShip	Ground	Jun 09, 20	6.00	1ZYA9539037119434
\checkmark	103			Doug Ho	UPS Online	Ground	Not Shipped	2.00	Not Generated
oducts	104			Jack Black	USPS	First Class	Not Shipped	2.40	Not Generated
	105			Alex Stone	UPS Online	Ground	Not Shipped	4.00	Not Generated
	106			Anne Blank	USPS	First Class	Not Shipped	0.40	Not Generated
ports	107			Victor W	UPS Online	Ground	Not Shipped	4.00	Not Generated
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After processing, ReadyShipper has several built-in features to feed information back into supported systems. Select the Modules menu for the list of 3rd party solutions supported or look to the Modules page at www.trueship.com

ReadyShipper also offers a standard CSV tracking export and XML shipping details export. Each is available in the File menu

📴 ReadyShip	per									
File View Mod	dules Helj	p								
Import Export Export Tracki	⊢ ng ►	Ur	narchived Ord	lers	>					leShin™
Configure Imp	ports	56	elected Order	s					Ť	
Print		ſt.	🔲 Track	Archive Archive	e 💢 Delete	🕧 New In	spector			
Print Setup	ia allu	Υ.	Ship It	Shipped	Ship To	Ship Via	Ship Type	Ship Time	Calculated Weight	Tracking Number(s)
Print Automat	lically			Yes	Mary Higgs	WorldShip	Ground	Jun 09, 20	12.00	1ZYA95390371821959
Exit				Yes	Nick Jabro	WorldShip	Ground	Jun 09, 20	6.00	1ZYA95390371194342
- AL					Doug Ho	UPS Online	Ground	Not Shipped	2.00	Not Generated
Products	104				Jack Black	USPS	First Class	Not Shipped	2.40	Not Generated
	105				Alex Stone	UPS Online	Ground	Not Shipped	4.00	Not Generated
	106				Anne Blank	USPS	First Class	Not Shipped	0.40	Not Generated
Deports	107				Victor W	UPS Online	Ground	Not Shipped	4.00	Not Generated
Reports										
Automators										
0.00										
Settings										
	Shown: 7/	17 9	ielected: 2	Ready to SH	iip: 0 (0 boxes)			0	on't Ship 🖳 Ship It!
			~							



The WorldShip Print Driver

Whether you are importing or manually entering your shipping information directly into WorlsShip[™], you will need to control the printing process. As you may already know, WorldShip will print a shipping label every time you process a shipment. The purpose of this section is to control that process by creating the TrueShip print driver.

Setting up this driver is only necessary when ReadyShipper is used with the WorldShip module.

• Be aware that any print driver that is no longer in use may be used. This may be an Ink Jet, laser, or thermal printer driver. Fax drivers and Adobe Acrobat drivers should not be used. If an unused driver exists on your system, this section may be skipped.

The TrueShip print driver is created with your current Microsoft® Windows® software.

- From your Windows® desktop, click "Start".
- Next, select your Control Panel and click on "Printers and Other Hardware".
- · Next, click on "Add a Printer"
- Clicking the "Add a Printer" icon will open up the Printer Wizard.



Click "Next".

• Select "Local printer attached to this computer" and click "Next".



• Next, check on "Create a new port", and select "Local Port" from the pull-down menu.

lect a Printer Port Computers communicate #	with printers through ports.	
Select the port you want yo new port.	our printer to use. If the part is not listed, you	can create a
O Use the following port:	LPT1: (Recommended Printer Port)	~
	por smouthout sime uning rise this	
Oreate a new port:		
 Create a new port: Type of port: 	Local Port	~

• Click "Next".

• Now, name your port. We have called ours TRUESHIP to make it easy to identify.

Enter a port name:	OK ed, you can create a
TRUESHIP	Cancel
6	

• Click "OK".

A list of available print drivers will appear. Select one of the topmost printers, it may be the AGFA Accuset: 800, or something similar. If your list does not exactly match the partial list of print drivers below, it will not effect performance. You should still choose the AGFA listed or an equivalent small print driver.

The manufacturer a	nd model	determine which printer software to use.
Select the manuf disk, click Have I compatible printe	acturer an Disk. If you r software.	d model of your printer. If your printer came with an installatio ur printer is not listed, consult your printer documentation for
Manufacturer	~	Printers
Agfa Alps Apollo Apple APS-PS		AGFA-AccuSet v52.3 AGFA-AccuSetSF v52.3 AGFA-AccuSet 8005 AGFA-AccuSet 8005F v52.3 AGFA-AccuSet 8005F v52.3
	signed.	Windows Update Have Disk

• Click "Next".

ReadyShipper: The WorldShip Print Driver

• The next window confirms your new printer selection. You have the option of leaving the printer title as the AGFA, or changing it to be more identifiable and descriptive. For this demonstration, we will change the name of our printer driver to TRUESHIP DRIVER.

Vame Your Printe: You must assign a name to this print	ter.
Type a name for this printer. Becaus name combinations of more than 31 possible.	e some programs do not support printer and server characters, it is best to keep the name as short as
Printer name:	
TRUESHIP DRIVER	
Do you want to use this printer as th	e defauli printer?
⊙ No	

- Select "No" to using this printer as your default printer.
- Click "Next".
- Select "No" to printing a test page.
- Click "Next".



· Click "Finish".

• Next, open WorldShip.

Go to your **Systems Preferences**. Its located by selecting "**Tools**" in the WorldShip menu bar.

• Click on "Label Printer Setup"

• Next, click on the "Change Label Printer" button.

🗖 Label Printer Setup	? 🛛
Printer Name: EPSON Stylus C86 Series	Apply
Change Label Printer	Cancel
Label Configuration Label Stock Dimensions:	Generic Thermal Printer
Laser 8 1/2 x 11 Extended Area Usage:	
(None)	

- Choose the "TRUESHIP DRIVER" from the menu.
- Click "Select".

Printer Selection	? 🗙
Printers DecoyDriver EPSON Stylus C42 Series Eax Fax Fax via eFax 3.4 HP Photosmart C3100 series Microsoft XPS Document Writer Snaglt 7 TRUESHIP DRIVER	Select Cancel Add Printer

To test your setup, create a sample shipment and click on WorldShip's "**Process Shipment**" button. Information will be sent to the TRUESHIP DRIVER, but the actual printing process will be terminated.

For additional instructions on how to use ReadyShiper, including demonstrational videos, PDF's and sample import files look to http://www.trueship.com/TrueShip-Demo.html.

You can also contact support with your questions at support@trueship.com.

