

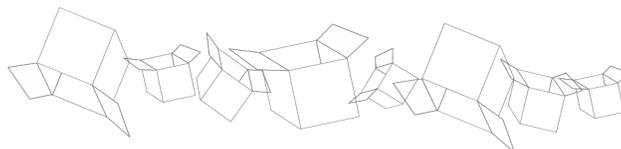


How to use the UPS WorldShip Module

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.





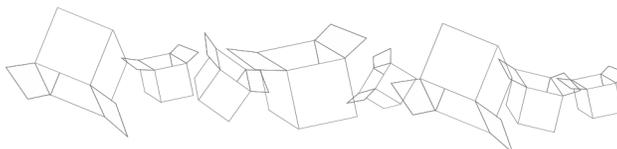
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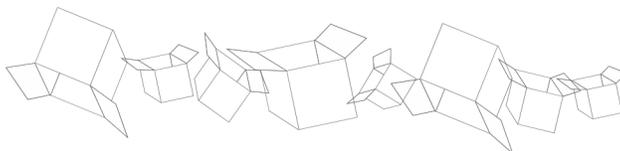
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PART ONE

- Introduction
- System Requirements
- Installation

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.

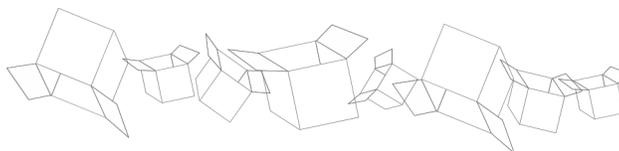
This module is not required for UPS shipping through ReadyShipper. UPS shipping has been pre-integrated into every ReadyShipper download.

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 install a map within WorldShip called ReadyShipper.



PART TWO

WorldShip Module

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

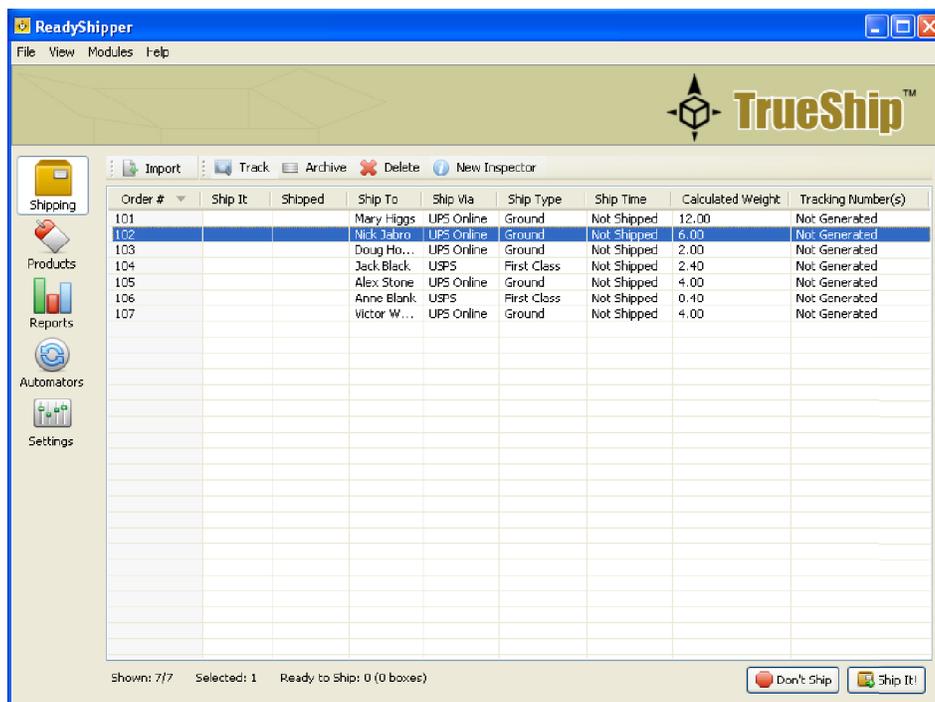
The WorldShip Module

To use your UPS WorldShip version 9 or 10 with ReadyShipper, 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 an order to ship, and double click the blue area to view its details.

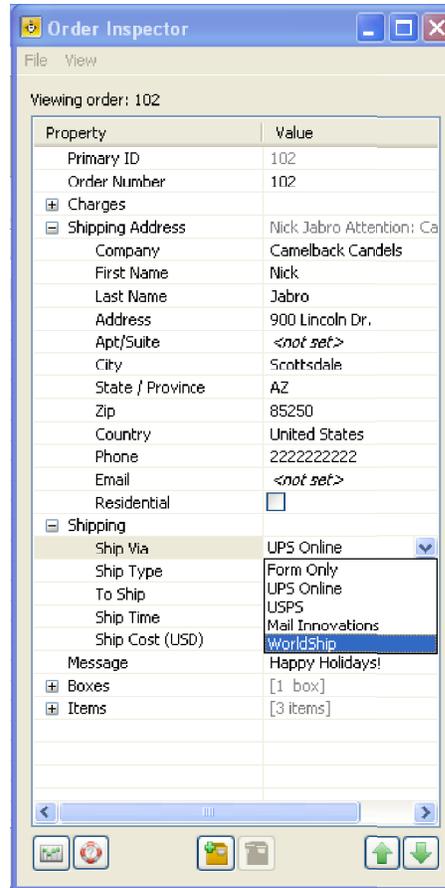


ReadyShipper: Using the WorldShip Module

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.

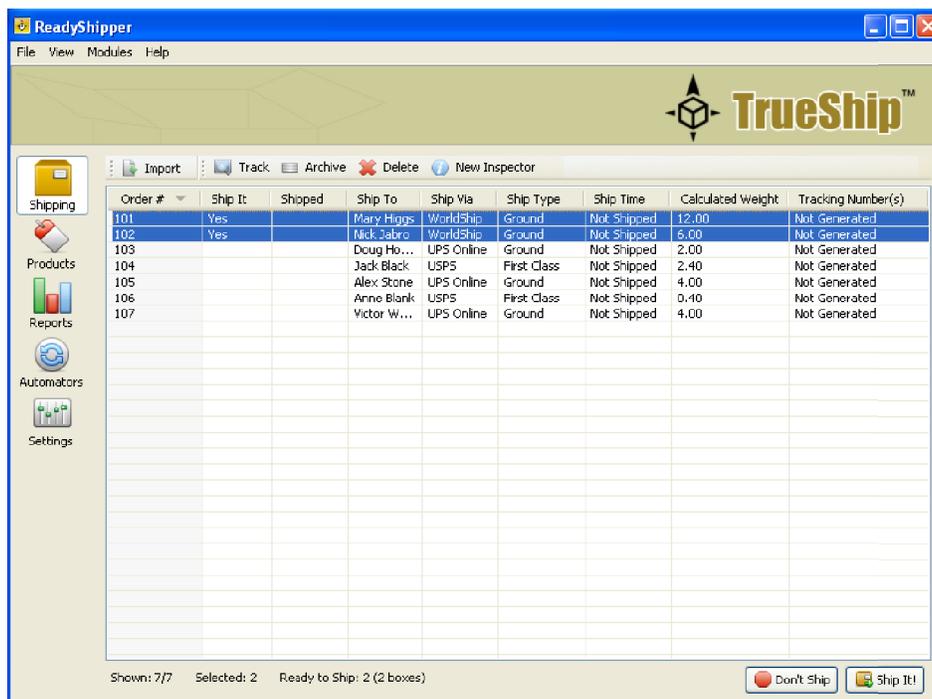
For information and instruction on how to convert orders in batch, please see the **Ship Type Converter** demo at www.trueship.com. The Ship Type Converter is also covered in the ReadyShipper QuickStart Guide. This PDF manual is also available on the Demo page.

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



Now click **Ship It**.

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



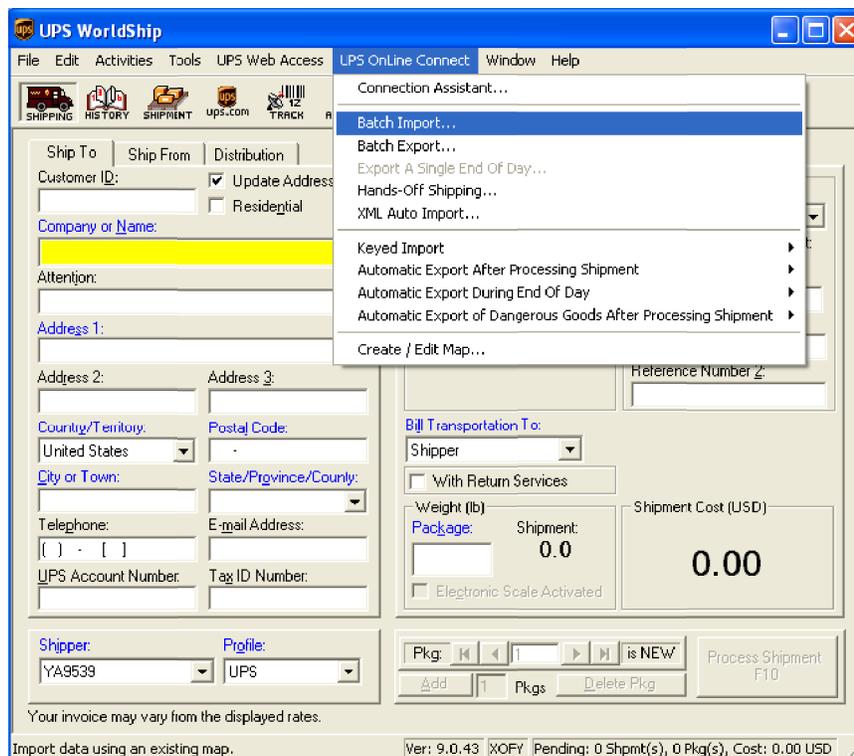
ReadyShipper: Using the WorldShip Module

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**.

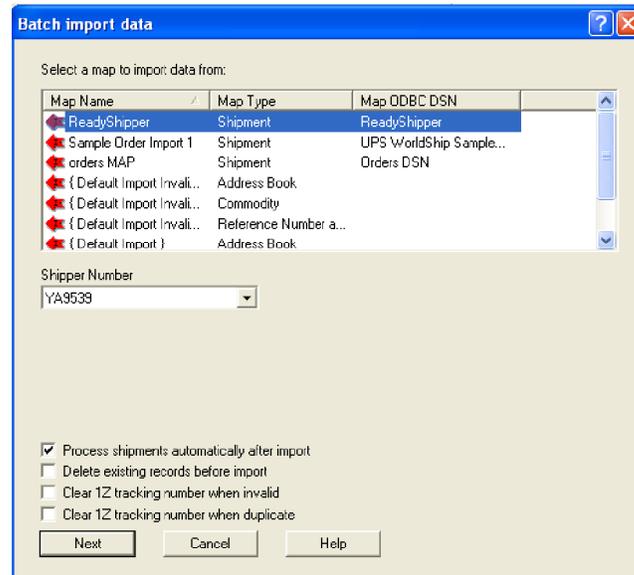


ReadyShipper: Using the WorldShip Module

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

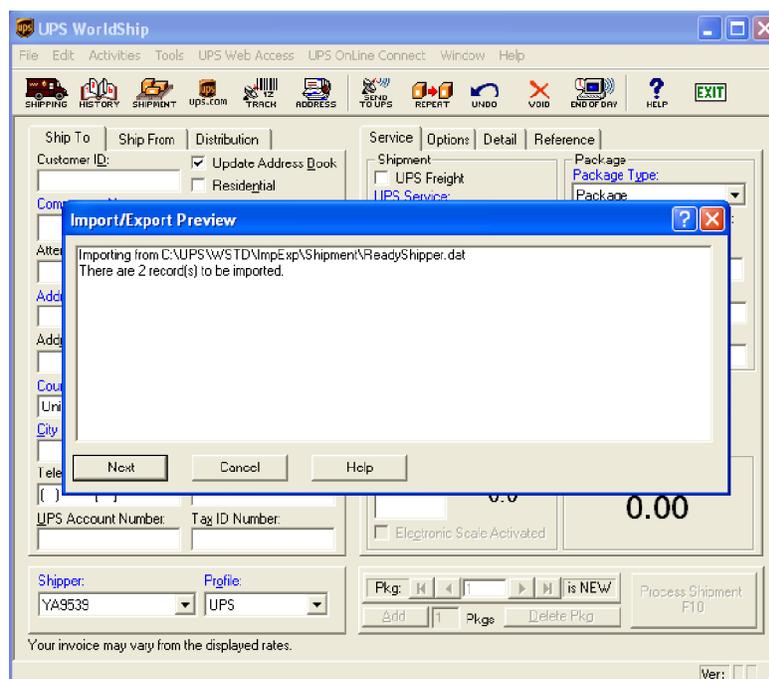
** Please note that the ReadyShipper map is installed by the Module. If your map does not appear, you are either using a version of WorldShip prior to 9.0, or you are running WorldShip in the Administrative or Work Station mode. WorldShip must be installed as a standard installation to communicate with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

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



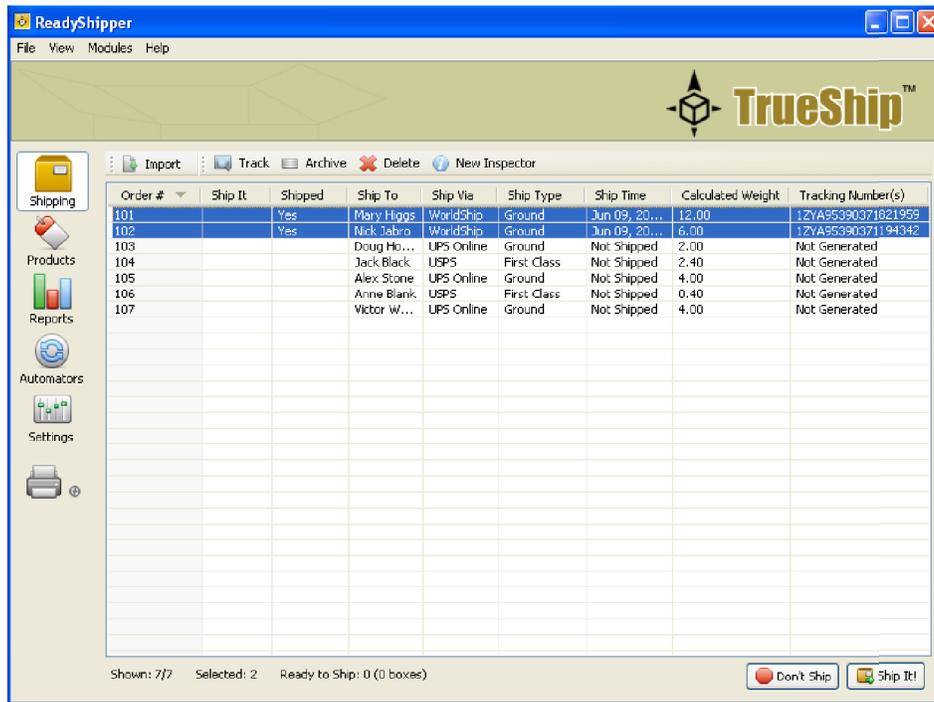
Click next and WorldShip will guide you through batch processing your orders.

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.



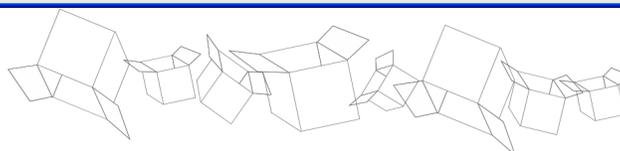
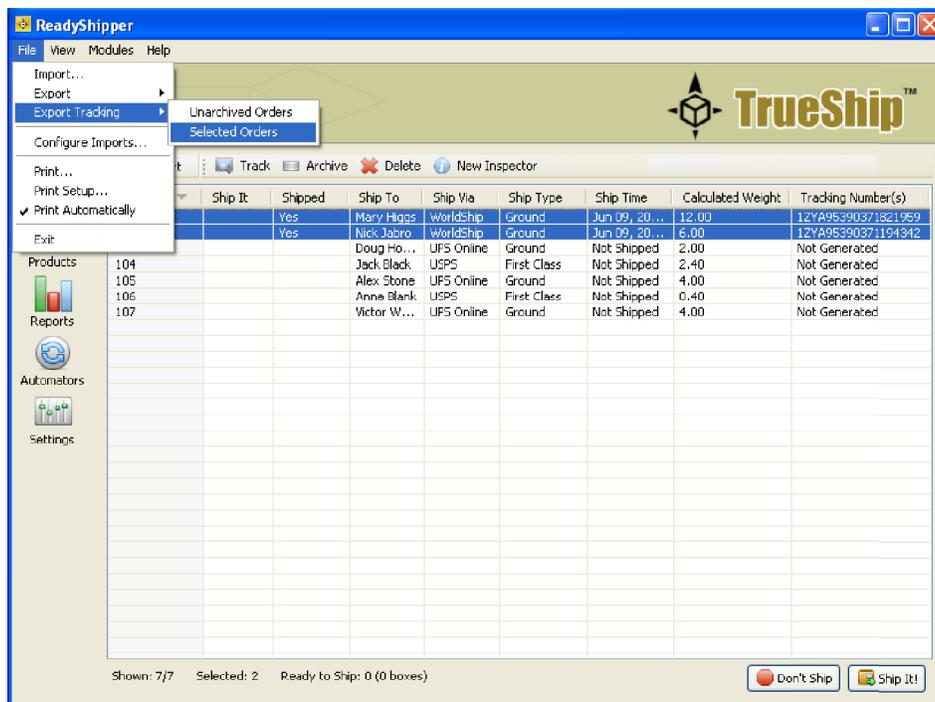
ReadyShipper: Using the WorldShip Module

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



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



PART THREE

WorldShip Print Driver

- Creating the Driver
- Selecting the Driver

The WorldShip Print Driver

Whether you are importing or manually entering your shipping information directly into WorldShip™, 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**”.

ReadyShipper: The WorldShip Print Driver

- Select “**Local printer attached to this computer**” and click “**Next**”.



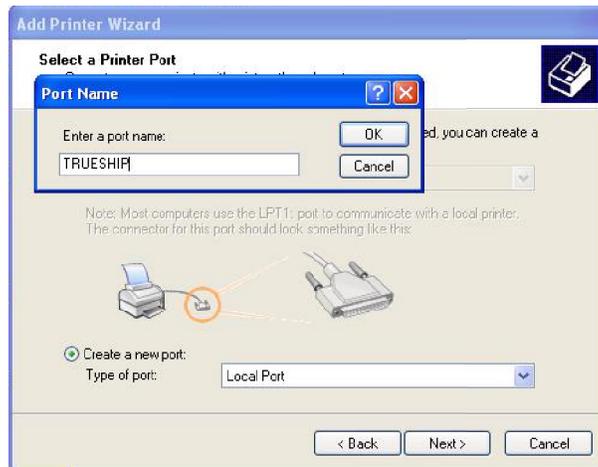
- Next, check on “**Create a new port**”, and select “**Local Port**” from the pull-down menu.



- Click “**Next**”.

ReadyShipper: The WorldShip Print Driver

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



- 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.



- 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.



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



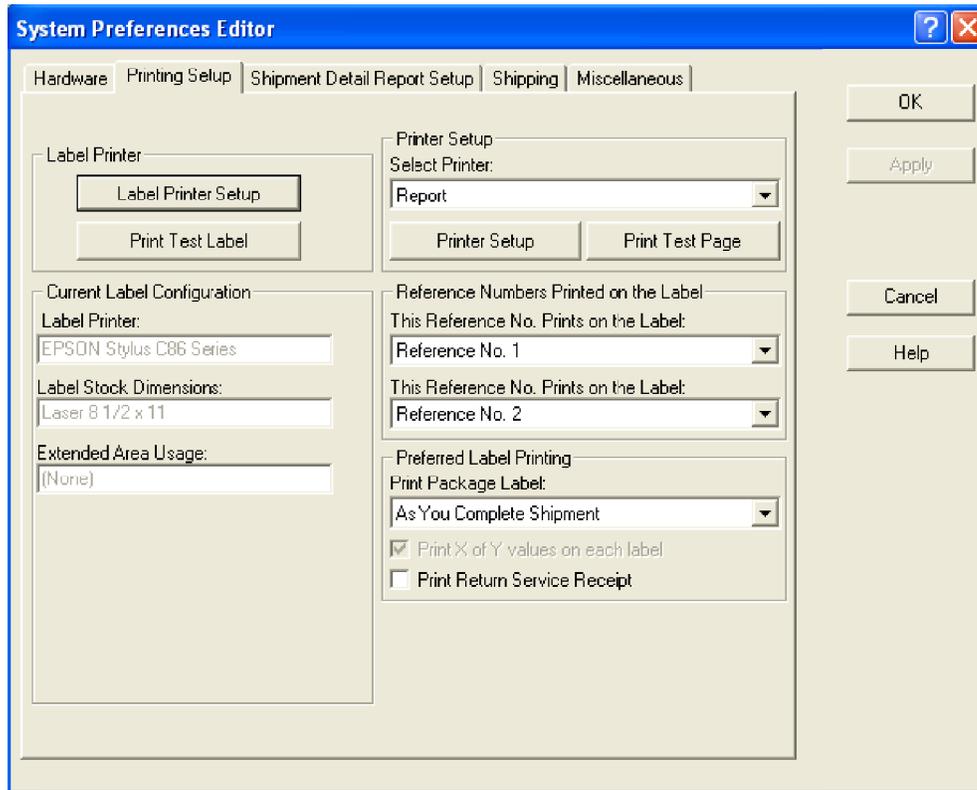
- Click **"Finish"**.

ReadyShipper: The WorldShip Print Driver

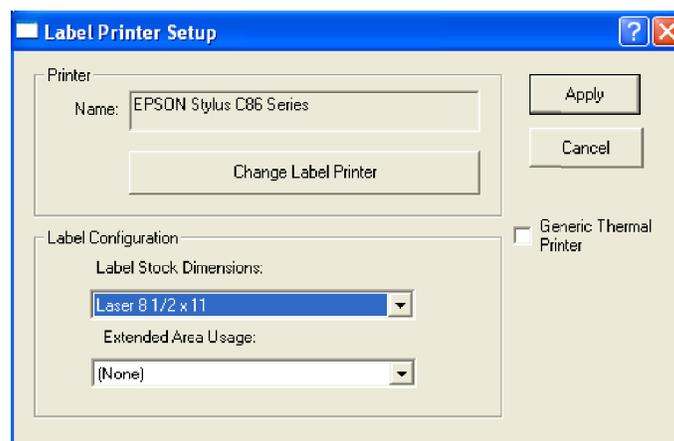
- Next, open **WorldShip**.

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

- Click on “**Label Printer Setup**”

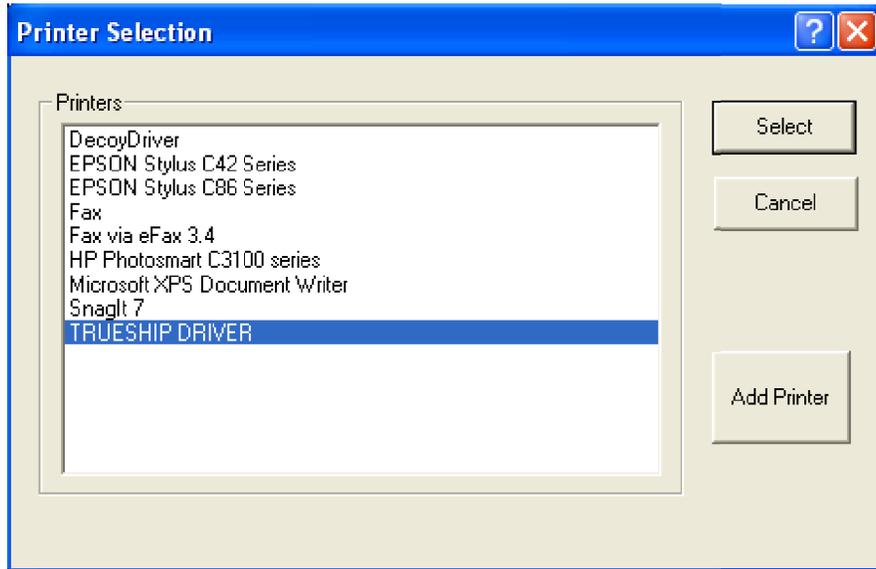


- Next, click on the “**Change Label Printer**” button.



ReadyShipper: The WorldShip Print Driver

- Choose the “**TRUESHIP DRIVER**” from the menu.
- Click “**Select**”.



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 ReadyShipper, 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.

