



"Business Software for a Changing World"

Data Business Systems

1315 Corte Maltera, Costa Mesa, CA 92626

714-556-0170, fax 714-556-0148

www.databusiness.com, john@databussys.com

*Quick Installation Interface Guide &
OPERATOR'S MANUAL*

Connecting...

Signature Series ShipMaster

To UPS WorldShiptm 8.0'

"Ship Faster with ShipMaster"

UPS WorldShip



Version 1.0, July 18th, 2003

Revised 01/27/06

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INSTRUCTIONS FOR UPS WORLDSHIP PRINTER SETUP

Version 8.0, Build 14 or greater, Rev-1

The following is a detailed procedure for installing the correct printer driver for UPS WorldShip

Click **START** button

Click **SETTINGS**

Click **PRINTERS**

Select **ADD PRINTER**

Select **LOCAL**

Select **PORT** - <Skip this option if using Windows 98, Me

Click **HAVE DISK**

Click **BROWSE**

Select **UPS** Folder

Click **COMMON** Folder

Click **FOSS** Folder

Click **DRIVERS** Folder

Select the printer driver that matches your Thermal Label Printer. (If in doubt, select UPS2442)

A new printer icon should appear with the selected driver number.

Launch WorldShip by clicking onto the UPS WorldShip Desktop Icon

Click **TOOLS**

Click **SYSTEM PREFERENCES**

Click **PRINTER SETUP**

Click **LABEL PRINTER SETUP**

Change Label Printer

Click onto the driver-name previously selected. Example: UPS2442

Click **Apply**

Finally, test the label by clicking the **TEST Button**

Also, test the plain paper printer as well

Exit

If you get stuck, UPS WorldShip Tech Support is very helpful: 888-553-1118, Option #3

If you have any questions, please do not hesitate to contact me.

Sincerely,

John Calicchio

President

Email: john@databusiness.com



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INSTRUCTIONS FOR DISABLING THE ADDRESS BOOK IN UPS WORLDSHIP

Version 8.0, Build-14 or greater, Rev-1

WorldShip will retain all addresses for shipments made. This will adversely affect the system performance. The following is a detailed procedure for disabling the Auto-Address Book.

Launch WorldShip by Clicking onto the UPS WorldShip Desktop Icon

Click **TOOLS**

Click **SYSTEM PREFERENCES**

Click **MISCELLANEOUS**

Un-Check Always Update Address Book Radio Button

Click **OK**

If you get stuck, UPS WorldShip Tech Support is very helpful: 888-553-1118, Option #3

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INSTRUCTIONS FOR DISABLING INTERNATIONAL WORLDSHIP DOCUMENTS

Version 8.0, Build-14 or greater, Rev-1

WorldShip will force certain international documents to be printed that may not be required. The following is a detailed procedure for disabling the International Documents Auto-Print function.

Launch WorldShip by Clicking onto the UPS WorldShip Desktop Icon

Click **TOOLS**
Click **SHIPPER EDITOR**
Click **MODIFY**
Click **INTERNATIONAL** Tab
Un-Check **ENABLE INVOICE** button
Click **NONE** for **SHIPPERS EXPORT DECLARATION** Radio Button
Un-Check **ENABLE NAFTA** box
Un-Check **ENABLE CO** box
Click **OK**
Exit [X]

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CHANGES TO CANADIAN CUSTOMERS

Fields 4 & 8, Now require the first 2-digits to be the Province Code as is listed below, followed by the Canadian Postal Code.

Note: The Province Codes will only appear when field# 21 is populated with the Canadian Int'l Codes. All other international customers only require an * in field# 21

Total Customers: 1090	CUSTOMERS	Mode: VIEW
-----------------------	-----------	------------

Customer #: 2061 Last Sale 02/05/03 July 2, 2003

0 BILL-TO:	[GENERAL MOTORS OF CANADA LTD]	19 Starting Date	[11/02]
1 Contact	[John Smith, CA1-000-000]	20 Residential Y/N	[N]
2 Address	[PO Box 1908 Colonel Sam Drive]	21 Int'l Air/Gnd/*	[72/52]
3 City	[Oshawa, Ontario, Canada]	22 Cancel B/Os Y/N	[N]
4 State/Zip-Code	[ON-L1H8P7]	23 Discount (A-H)	[A]
5 SHIP-TO:	[]	24 Price Level A-D	[C]
6 Street Address	[]	25 Sales Person	[JRC]
7 City	[]	26 Sales Tax %	[]
8 State/Zip-Code	[-]	27 Credit Limit	[0]
9 Phone Number	[905-644-1234]	28 Billing Amount	[0.00]
10 FAX Number	[905-644-1111]	29 Customer Filter	[]
11 Message Line	[]	30 Rep Commission	[]
12 Volume \$YTD	[0.00] ^Displays in POS/Order-Entry		
13 Volume Last Yr.	[0.00] ^Type HOLD to Prevent Invoicing		
14 User Defined	[email: dave.stormes@gm]		
15 Account Balance	[0.00]		
16 Account Terms	[PRE-PAY] <COD, COD-CASHIERS, CARD, 2%10, NET-???, PRE-PAY		
17 Credit Card#	[]		
18 Expiration Date	[/]		

Province Codes: AB, BC, MB, NB, NF, NS, NT, NU, ON, PE, QC, SK, YT

Press  to Clear-Out Entry, Modify or Escape

AB	Alberta	NS	Nova Scotia	QC	Quebec
BC	British Columbia	NT	Northwest Territories	SK	Saskatchewan
MB	Manitoba	NU	Nunavut	YT	Yukon Territory
NB	New Brunswick	ON	Ontario		
NF	Newfoundland	PE	Prince Edward Island		



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INSTRUCTIONS FOR SETTING UP WORLDSHIP WITH SHIPMASTER

Version 8.0, Build-14 or greater, Rev-1

Launch WorldShip by Clicking onto the UPS WorldShip Desktop Icon

Select the **UPS ONLINE CONNECT** box up on top

Click onto **CONNECTION ASSISTANT**

Check the **CREATE A NEW MAP FOR IMPORT** using the Radio button **O**

Click **NEXT**

From the Drop-Down Box, Select Import Data Type: **SHIPMENT**

Click **NEXT**

Check **BY FILE** Radio Button

Currently Selected file: type **C:\DBS\SHIPMAST.CSV** or (for Networks) **F:\DBS\SHIPMAST.CSV**

Data Source Name (DSN): **SHIPMASTER**

ODBC Drivers: select **Microsoft Text Driver (*.txt; *.csv)**

Click **NEXT**

Check **NEW MAP**

New Map Name: **SHIPMASTER**

Click **NEXT** Click **FINISH**

Click **OPTIONS>>** Button

Un-check **DEFAULT *.*** (If not already un-checked)

Select ***.csv**

Click **DEFINE FORMAT** Button, (Bottom)

Under **TABLES**, Select **SHIPMAST.CSV**

Check **COLUMN NAME HEADER** (If not already checked)

Click **GUESS** Button

Under **COLUMNS**

Hi-Lite **CUSTOMER_ID** Set **Data Type** to **CHAR**, Set **Width** to **255**, Press **MODIFY**

Hi-Lite **POSTAL_ZIP** Set **Data Type** to **CHAR**, Set **Width** to **255**, Press **MODIFY**

Hi-Lite **PHONE** Set **Data Type** to **CHAR**, Set **Width** to **255**, Press **MODIFY**

Hi-Lite **PARTY_ZIP** Set **Data Type** to **CHAR**, Set **Width** to **255**, Press **MODIFY**

Click **OK**

Note: Disregard the following message, as WorldShip may report the following Error:

FAILED TO SAVE TABLE ATTRIBUTES OF (NULL) INTO (NULL)

Click **OK**

Click **OK**

ODBC Tables, Select: **SHIPMAST.CSV**

Proceed to mapping fields...



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Connect the following Fields from SHIPMASTER to WORLDSHIP:

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Connect the Appropriate Fields on the left & right side of screen. Follow this procedure for each field...
Hi-Lite ShipMaster Field #1 on **Left**, Match Corresponding UPS Field on **Right**, Click **CONNECT**

SHIPMASTER FIELDS

WORLDSHIP FIELDS

Select pull-down from top right side of screen>

SHIPMENT INFORMATION

- 1 Service_Type
- 2 Billing_Option
- 3 Handling_Chg Option
- 4 Handling_Chg Type
- 5 Handling_Chg Flat-Rate
- 6 Return_Service Option
- 7 Return_Service Type
- 8 Saturday_delivery
- 9 Description_of_Goods

- 2 Service Type
- 3 Billing Option
- 4 Handling Chg Option
- 5 .
- 6 .
- 8 .
- 9
- 12
- 72

Select pull-down from top right side of screen>

PACKAGE

- 10 Customer ID

- 6

Select pull-down from top right side of screen>

SHIP TO

- 11 Company or Name
- 12 Attention
- 13 Street Address
- 14 Country
- 15 Postal/Zip
- 16 City
- 17 State
- 18 Telephone
- 19 Residential Indicator

- 2
- 3
- 4
- 7
- 8
- 9
- 10
- 11
- 17

Continued on next page...



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Connect the following Fields from SHIPMASTER to WORLDSHIP:

Version 8.0, Build-14 or greater, Rev-1

SHIPMASTER FIELDS

WORLDSHIP FIELDS

Select pull-down from top right side of screen>

20 Package Type

21 Weight

22 Oversize Indicator

* 23 **Reference, Label-Memo**

24 Additional Handling Opt.

25 COD Option

26 COD Amount

27 Cashiers Check

28 Insurance Value Opt

29 Insured Value Amount

30 Delivery Conf. Option

31 Delivery Conf. Sign.

32 Delivery Conf. Adult

33 Length

34 Width

35 Height

PACKAGE

1

2

4

5 <Click the **Define Primary Key for Import** Button

10

12

13

14

16

17

18

19

20

75

76

77

Select pull-down from top right side of screen>

36 COMPANY_NAME

37 PARTY_ATTN

38 PARTY_ADDR

39 PARTY_COUNTRY

40 PARTY_ZIP

41 PARTY_CITY

42 PARTY_STATE

43 PARTY_PHONE_NUMBER

44 PARTY_UPS Account Number

3rd PARTY BILLING

2

3

4

7

8

9

10

11

13

Click **OK**

Do You Want to Batch Import Now? **YES** (This next step will test your map)

A new window will now appear. Check the box marked **Process shipments automatically...**

Select **NO** for importing International Shipments

Press **Next** button to test your newly created map.

The dialog window will alert you as to the success or failure of your newly created map

IMPORTING SHIPMAST FILES & PRINTING UPS SHIPPING LABELS

Version 8.0, Build-14 or greater, **Revised 7/05/03**

During the day, you can run as many batch processes as desired.

Each batch import will immediately begin printing shipping labels automatically through WorldShip.

Procedure for Batch Processing ShipMaster-to-WorldShip, with UPS Parcel Label-Printing.

Enter Orders through the **Order-Entry** or **Add-on Packages** program

Print Pick-Tickets & Optional Parcel-Labels

Update-Orders & Invoice

#5, Reports, FedEx, RPS, USPS, LTL Truck **Shipping-Labels**, Void

Proceed directly to UPS WorldShip and Batch-Import PLD, Print UPS Shipping Labels

Return back to Order-Entry or Add-on Packages to repeat the batch cycle.

From WorldShip, follow the procedure below:

Select **UPS ONLINE CONNECT** from the top of the screen.

Click: **BATCH IMPORT**

Check Box: **Process shipments automatically after import**

Map Name	Map Type	Map ODBC DSN
SHIPMASTER	Shipment	SHIPMASTER
{ Default Import Invali...	Address Book	
{ Default Import Invali...	Commodity	
{ Default Import Invali...	Reference Number a...	
{ Default Import }	Address Book	
{ Default Import }	Shipment	

Shipper Number
56A8V6

Process shipments automatically after import
 Delete existing records before import

Next Cancel Help

Click **Next** or **Enter**

Select **Yes**, **No**, or **Enter** for International Parcels. (Yes only forces you to observe the rules).

A preview screen will appear. Click **Next** or **Enter**

Labels will immediately start printing.

WARNING! Do Not Import the same label secession more than one time. You could Experience multiple billings. (Transmit one time to UPS at the end of each business day).

PROCEDURE FOR VOIDING PARCELS

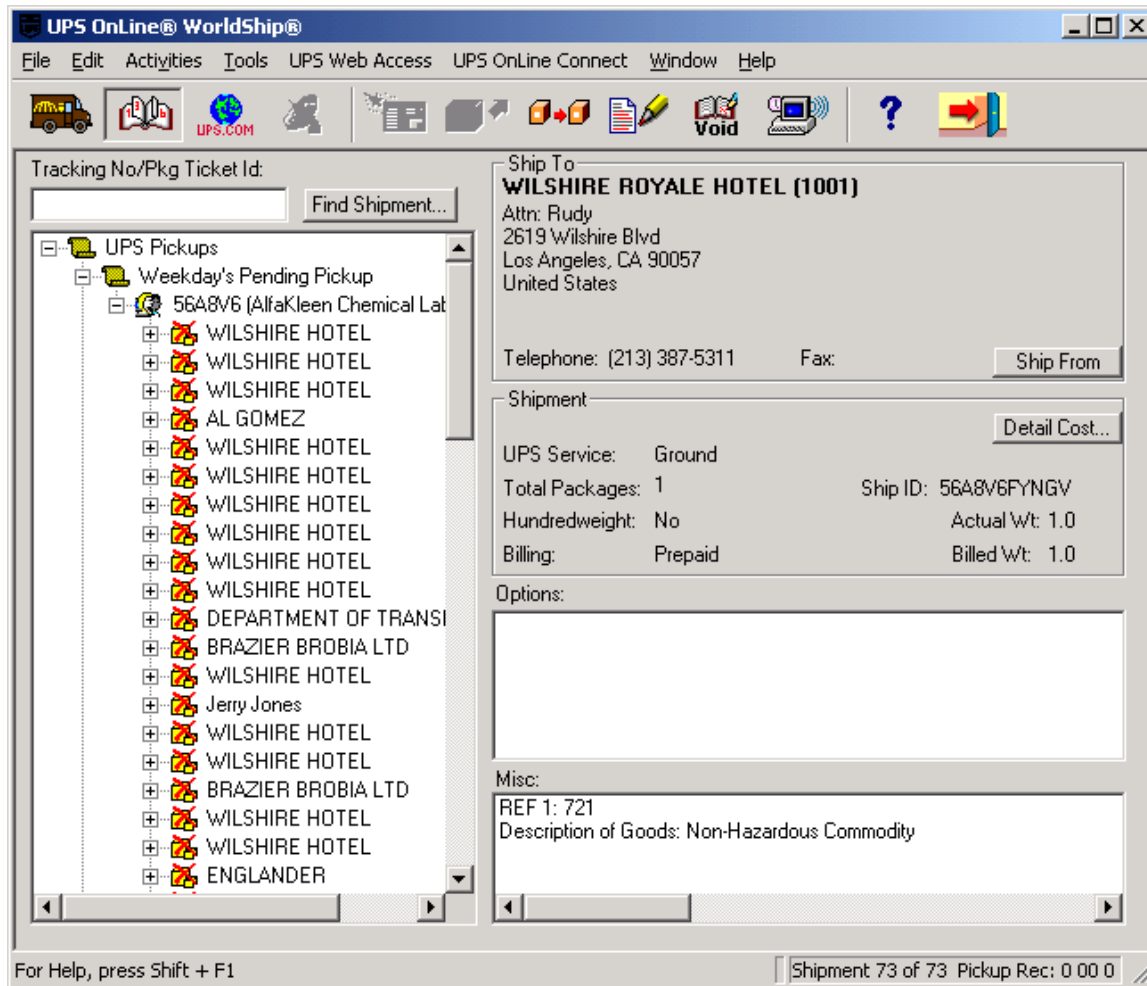
Version 8.0, Build-14 or greater, Rev-1

Select (Click-on) the Log-Book, 2nd Icon from the left, after the UPS truck.

Select **Weekdays Pending Pickup**

Click onto the plus button associated with your shipper number

Highlight the proper parcel, then select the **VOID** Icon & Click **OK**



If you get stuck, UPS WorldShip Tech Support is very helpful: 888-553-1118, Option #3

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END-OF-DAY UPLOAD TO UPS

Version 8.0, Build-14 or greater, Rev-1

At the end of each working day, you must upload the imported information to UPS
This information is vital to UPS in order to Audit and Prepare your Freight Bill.
This is accomplished by selecting the **Computer Icon** from the icon list, as is indicated below.
An end-of-day Parcel Detail Report will be printed, as well as a Driver Summary.

The screenshot shows the UPS OnLine WorldShip software interface. The window title is "UPS OnLine® WorldShip®". The menu bar includes File, Edit, Activities, Tools, UPS Web Access, UPS OnLine Connect, Window, and Help. The toolbar contains icons for a truck, a computer, a globe (UPS.COM), a printer, a void button, a question mark, and a red arrow. The main area is divided into two panes. The left pane shows a tree view of "UPS Pickups" with sub-items: "In Error Shipments", "56A8V6 (AlfaKleen Chemical Labs)", "WILSHIRE ROYALE HOTEL" (highlighted), "Weekday's Pending Pickup", "Saturday's Pending Pickup", and "06/25/2003 - 16:11:53". The right pane displays shipment details for "WILSHIRE ROYALE HOTEL (1001)".

Tracking No/Pkg Ticket Id: Find Shipment...

Ship To:
WILSHIRE ROYALE HOTEL (1001)
Attn: Rudy
2619 Wilshire Blvd
Los Angeles, CA 90057
United States

Telephone: (213) 387-5311 Fax: Ship From

Shipment

UPS Service: Ground
Total Packages: 1 Ship ID: 56A8V633333
Hundredweight: No Actual Wt: 0.0
Billing: Billed Wt: 0.0

Options:

Misc:
REF 1: 721
Description of Goods: Non-Hazardous Commodity

For Help, press Shift + F1 Shipment 1 of 1 Pickup Rec: 0 00 0



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Procedure for Creating Multiple Customer Accounts

Version 8.0, Build-14 or greater, Rev-1

How to setup a Store Code to account for your customer's freight charges

Click onto the **TOOLS** Tab

Select **Charge Back Code Editor**

Choose **Reference No.1**, or **Reference No.2** Tab

Select the radio button for **Required & Validated**

Navigate the Drop Down to **Store Number** and select by double clicking on the store number field

Look for **Valid Charge Back Codes** on Right-Side of screen

Under **Current Selection**, enter **1000** for customer store number 1

Repeat this process for store number 2, 3, etc.

Click **Add** button

Click **Close** button

Within the main UPS screen, you will now be able to select the Store No. from the right side of the screen.

Later, you can re-print the end-of-day reports, filtered by the store number.

SHIPPING LABEL(S) DID NOT PRINT FROM BATCH IMPORT

Version 8.0, Build-14 or greater, Rev-1

If a label does not print, the problem would be in the fields for import.

Select (Click-on) **LOG BOOK**, the 2nd Icon from the left, after the UPS truck.

Select **In Error Shipments**

Click onto your **Shipper Number**

Click onto the problem shipment

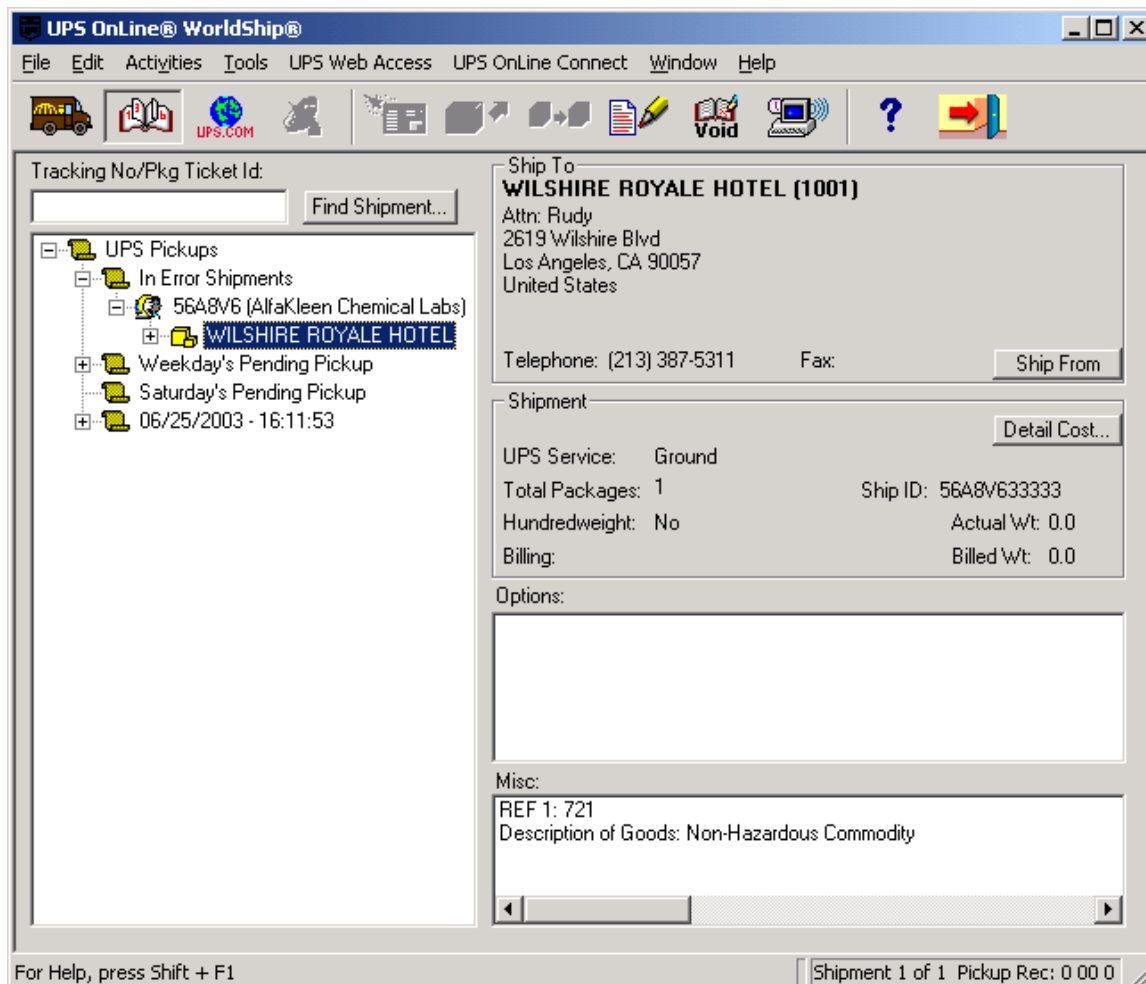
Choose **ACTIVITIES** from the tool bar

Choose **EDIT/RECONCILE** Shipment

When the parcel information appears, click onto the Process Shipment button located in the lower right corner. Observe, correct failure, and if necessary, fax the correction to me as a screen shot.

The label will print, if all the pertinent information is corrected.

Print a screen shot by holding down the **Alt-Key**, then press the **Print-Screen** Button. Open up Word, Word-Pad, or Note-Pad, right click in the letter body, click **Paste**, finally, Print & Fax. I will look at the fault and contact you.





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WORLDSHIP DROPS THE ZERO IN MY ZIPCODE DURING BATCH IMPORT

Version 8.0, Build-14 or greater, Rev-1

Actually WorldShip is not the problem. The ODBC Driver Setup is set to Integer Field for the Zip-Code. The following is a detailed procedure for adjusting the ODBC driver link map.

From the Windows Desktop:

click **START**

click **SETTINGS**

click **CONTROL PANEL**

Click **ODBC** for Win95, 98, me, Click **ADMINISTRATIVE TOOLS** for Win2000 & NT

Click **DATA SOURCES (ODBC)**

Click **USER DSN tab**

Highlight **SHIPMASTER**

Click **CONFIGURE Button**

Click **OPTIONS>>**

Un-check **Default (*.*)**

Click ***.CSV**

Click **DEFINE FORMAT Button**

Win-98 Only: Click Column Name Header [X]

Under Tables, Hi-Lite **SHIPMAST.CSV**

Under columns, Hi-Lite **POSTAL_ZIP** (15th Field)

Change Data Type: **CHAR**

Change Width: **255**

Click the **MODIFY Button**

Click **OK**

Click **OK**

Click onto the **X to Exit** ODBC Driver Setup.

Click onto the **X to Exit** Control Panel.

If you get stuck, UPS WorldShip Tech Support is very helpful: 888-553-1118, Option #3

If you have any questions, please do not hesitate to contact me.

Sincerely,

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WorldShip Shipping Labels Do Not Print the Phone Number

Version 8.0, Build-14 or greater, Rev-1

Actually WorldShip is not the problem. The ODBC Driver Setup is set to Integer Field for the Phone Number. The following is a detailed procedure for adjusting the ODBC driver link map.

From the Windows Desktop:

click **START**

click **SETTINGS**

click **CONTROL PANEL**

Click **ODBC** for Win95, 98, me, Click **ADMINISTRATIVE TOOLS** for Win2000 & NT

Click **DATA SOURCES (ODBC)**

Click **USER DSN tab**

Highlight **SHIPMASTER**

Click **CONFIGURE Button**

Click **OPTIONS>>**

Un-check **Default (*.*)**

Click ***.CSV**

Click **DEFINE FORMAT Button**

Under Tables, Hi-Lite **SHIPMAST.CSV**

Under columns, Hi-Lite **PHONE** (18th Field)

Change Data Type: **CHAR**

Change Width: **255**

Click the **MODIFY Button**

Click **OK**

Click **OK**

Click onto the **X to Exit** ODBC Driver Setup.

Click onto the **X to Exit** Control Panel.

If you get stuck, UPS WorldShip Tech Support is very helpful: 888-553-1118, Option #3

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WORLDSHIP WON'T PRINT MY CUSTOMER NUMBER ON THE SHIPPING LABEL

Version 8.0, Build-14 or greater, Rev-1

Procedure for Adding the Customer Number to the Bottom of the Shipping Label:

Select **UPS ONLINE CONNECT**

Click **Create/Edit Map...**

Hi-Lite **SHIPMASTER**

Click the **EDIT** button

Left-Side: Hi-Lite Field #10 **Customer ID**

Right-Side: Pull Down to **Ship To**

Click Field #1 **Customer ID**

Click the **Disconnect** button at bottom

Right Side, WorldShip Fields: select: **Package** from pull-down

Hi-Lite #6, **Reference 2**

Click **CONNECT** button

Click **OK**

Click **OK**



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WorldShip Intermittently Fails to Close the End-of-Day Successfully

Version 8.0, Build-14 or greater, Rev-1

NOTE: This problem only affects Dial-up Modems, Not DSL or Cable

Procedure for setting the End-of-Day dialing process:

From your Windows Desktop...

Click **START**

Click **SETTINGS**

Select **CONTROL PANEL**

Click **INTERNET OPTIONS** icon

Click onto the **CONNECTIONS** Tab

Click the **Never Dial a Connection** button

Click **OK**

Click **eXit**



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WorldShip Prints Out Dated Ship From Information on Shipping Label

Version 8.0, Build-14 or greater, Rev-1

Procedure for changing the ship-from information printing on the shipping label:

From your WorldShip Toolbar Select...

Click **TOOLS**

Click **SHIPPER EDITOR**

Select **MODIFY**

Check to box: Use ALT Ship From

Modify the information as required

Click OK

Close