



Go to the appropriate page for a discussion on the following export shipment data procedures:

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Use the Import/Export Wizard for address book, commodity and other simple export types. For more complex export types, see Export Shipment Data using the Connection Assistant.

St	ер	Window (if available)
1.	On the Import-Export tab, select Tools and then Import/Export Wizard.	UPS WorldShip Home Tools Pinting Activities Import-Export UPS.con Support Keyed Batch Automatic Export Cerate/Edit Tools Import Import Baport Export Cerate/Edit Tools Import Export Collection Cerate/Edit Tools Import/Leport Witake Ship To Ship To Deditoution Service Options Deditoution Import/Leport Witake Company or Name Predefinid Service Options Deditoution Import/Leport Witake Address 1 Address 3 Service Predefinid Deditoution Import Predefinid Address 1 Address 3 General Dec: of Goods: Prederice Number 1: Prederice Number 2: General Dec: of Goods: Declared Value: Prederice Number 2: General Dec: of Goods: UPS Account: Tax ID Number: Prederice Signifier 0.00 Declared Sout UPS Account: Tax ID Number: UPS Signifier 0.00 Declared Sout Declared Prode Prode Prode Prode Prode <
2.	 The Import/Export Wizard – Main Menu – Step 1 of 5 window appears. Select I Need Help With Exporting Information Out of WorldShip. Click the Next button. 	Import/Export Wizard - Main Menu - Step 1 of 5 Welcome to the WorldShip Import/Export Wizard The Import/Export Wizard will help you integrate your data with WorldShip by providing step-by-step guidance throughout the import and export processes. How can the wizard assist you? I need help with importing information into WorldShip I need help with exporting information out of WorldShip Go to advanced wizard features





 The Import/Export Wizard – Select Data Type – Step 2 of 5 window appears. 	Import/Export Wizard - Select Data Type - Step 2 of 5
 Under Select Type of Data to Export, select Export Small Package Shipments. Click the Next button. 	Please select the type of data you would like to export.
	Select type of data to export: Export Small Package Shipments Export Freight Shipments Export Dangerous Goods Export Charge Back Codes Or Create/Edit Map by selecting Existing Map File
	< Back Next > Cancel Help
4 The Import/Export Wizard – Connect Data to	Import/Export Wizard - Connect Data To WorldShip - Step 3 of 5
 4. The Import/Export Wizard – Connect Data to WorldShip – Step 3 of 5 window appears. Type a name for the data connection in the Data Connection Name box. 	Import/Export Wizard - Connect Data To WorldShip - Step 3 of 5
 WorldShip – Step 3 of 5 window appears. Type a name for the data connection in the 	Before you can import/export your data you must connect your data file to WorldShip. To make a connection, provide a name for the connection then browse to your data file. The connection name will enable you to identify the connection in the future if you





5. The Select a File window appears.	Select a file:
 Browse to and select your data file. 	Organize New folder
Click the Open button.	★ Favorites Name Date modified Type Size ■ Desktop ③ Schema 11/19/2013.808 AM Configuration sett ■ Downloads □ Shipment.mdb 11/18/2013.638 PM MDB File ◎ Recent Places □ ShipTo.csv 10/17/2008.329 PM CSV File □ Uibraries □ □ Nusic ■ Pictures □ Videos
	Vides
 6. The Import/Export Wizard – Connect Data to WorldShip – Step 3 of 5 window appears again and shows the Datasource Type as determined by the Import/Export Wizard under Datasource Settings. If the Datasource Type is not correct, select the type. For .csv, use Text File. For .xls, use Microsoft® Excel. For .mdb, use Microsoft® Access. Click the Next button. 	Import/Export Wizard - Connect Data To WorldShip - Step 3 of 5 Before you can import/export your data you must connect your data file to WorldShip. To make a connection, provide a name for the connection then browse to your data file. The connection name will enable you to identify the connection in the future if you wish to modify it. *Data Connection Name: EOD SHIPMENTS Where is the location of your DATA file? SQL Server Or Select an Existing Data Connection Oracle Datasource Settings: The wizard has determined that your data file is a Microsoft Text Driver (*.txt; *.csv) datasource. If this is not correct, select the appropriate data file type below. If this is correct then select "Next". Datasource Type: Advanced Settings Microsoft Access Driver (*.mdb) Change Driver Microsoft Read Driver (*.dst). ************************************





7.	 The Import/Export Book – Mapping Screen – Step 4 of 5 window appears. Map your file to WorldShip by dragging and dropping each field name in the Map Your Small Package Shipment Fields box to the applicable field box on the WorldShip side on the right. Enter a name for the map in the Map Name box. Click the Save Map button. 	Import/Export Book - Mapping Screen - Step 4 of 5 1. To map your file to WorldShip, drag the field names from your dats file into the applicable fields on the WorldShip screen. 2. To remore a connection that you have already made with WorldShip, right-click on the field name in your file list, and select 'Clear Connection'. Map your Scall Package Tight Sympert Fields: Orderid Orderid Sympert Formation - Surroge Connection that you have already made with WorldShip, right-click on the field name in your file list, and select 'Clear Connection'. Sympert Formation - Surroge Connection that you have already made with WorldShip, right-click on the field name in your file list, and select 'Clear Connection'. Sympert Formation - Surroge Connection that you have already made with WorldShip, right-click on the field name in your file list, and select 'Clear Condect'. Sympert Formation - Surroge Connection that you have already made with WorldShip. right-click on the field name in your file list, and select 'Clear Condect'. Sympert Formation - Surroge Connection that you have already made with WorldShip. right click on the field name in your file list. Sympert Formation - Surroge Connection that you have already made with WorldShip. Sympert Formation - Surroge Connection that you have already below the set of
8.	 The Import/Export Wizard – Data Connected to WorldShip – Step 5 of 5 window appears. Select Exit to WorldShip. Click the Finish button. 	Import/Export Wizard - Data Connected to WorldShip - Step 5 of 5 You have successfully set up your import/export! What would you like to do next? Import/Export your data now Return to wizard Main Menu Exit to WorldShip





 On the Import-Export tab, select Automatic Export, Export During End of Day, and then More. 	Home Tools Printing Advites Import Export UPS Kond Support Home Tools Printing Advites Import Export UPS Kond Support Kingert Batch Automatic Export Printing Advites Create/Edit Creat
 The Select Map From List for Export window appears. Select your map from the list. Click the Export button. 	Select map from list for export Map Name / Map Type ODBC DSN/Location EOD SHIPMENTS Shipment EOD SHIPMENTS Freight Shipment * { Default Export } Shipment * { Default Export } Shipment * { Default Export } Shipment Export Create / Edit Map Cancel





11. After you run End of Day, WorldShip exports all shipments processed that day to the data source type selected.

To verify your mappings and shipping information, open your data source.

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Use the Connection Assistant to export multiple table databases and other complex export types. For simple export types, see Export Shipment Data using the Import/Export Wizard.

To export shipment data during the End of Day process using the Connection Assistant:

Step	Window (if available)
 On the Import-Export tab, select Tools and then Connection Assistant. 	UPS WorldShip Hone Tools Printing Activities Import-Export US: con Support Keyd Batch Automatic Export Export Carate / Rei Carate / Rei Import Export Export Export Contention Import/Export Contention Import Export Export Export Export Export Export Store Store Readerside Conserver Import/Export Micro Trip Company or Name Readerside Store Readerside Print Address 1 Readerside Store Readerside Print Address 2 Address 3 Gode Store Store Readerside Print Medit there scores? Declared Value: Reference Number 2: Reference Number 2: <t< td=""></t<>
 2. The Connection Assistant – Select Import or Export – Step 1 of 5 window appears. Select Create a New Map for Export. Click the Next button. 	Connection Assistant - Select Import or Export - Step 1 of 5 Welcome to the Connection Assistant, a step-by-step guide to creating import and export maps. The maps you create can then be used when importing data to and from UPS WorldShip. To use existing maps, go to the Import-Export tab, select either Batch Import or Batch Export, and follow the instructions. What action would you like to do now? © Create a new map for Import Import using an existing map Export using an existing map





3.	 The Connection Assistant – Select the Data Type – Step 2 of 5 window appears. Click the down arrow in the Export Data Types box and select Shipment. Click the Next button. 	Connection Assistant - Select the Data Type - Step 2 of 5 Select the type of information you are working with, such as addresses or shipments. Choose the type of Export data. Export Data Types Shipment
4.	 The Connection Assistant – Data Source – Step 3 of 5 window appears. Select By File. Enter the location of the file in the Currently Selected File box, or click the Browse button and locate and select your file. Enter a name in the Data Source Name (DSN) box. Select Microsoft Access Driver (*.mdb) in the ODBC Drivers box. Click the Next button. 	Connection Assistant - Data Source - Step 3 of 5





Step 4 of 5 windSelect New M	Map. e for the map in the New Map	Connection Assistant - Select a Name for Map - Step 4 of 5 Image: Connection Select a Name for Map - Step 4 of 5 The next step is to connect or "map" the fields in your selected data source to the fields in UPS WorldShip. With the Connection Editor, you will make these connections. You can create a completely new map or you can base it on an existing map. Hint: All map names are unique and if you select an existing map, you must give it a new name. Select New Map or New Map based on Existing Map New Map New Map based on existing map New Map Name: EODShipment2 Existing Maps Map Name / Map Type ODBC DSN/Location EOD SHIPMENTS Shipment EOD SHIPMENTS You for a source of the source of
 6. The Connection A Step 5 of 5 window Review the ir Click the Fini 	nstructions.	Connection Assistant - Prepare the Map - Step 5 of 5 There is one more step left, creating a map. After you click the Finish button, you will see the Connection Editor. With this editor, you will "map" the fields in your data source and in UPS WorldShip to show the connection between the fields. Note: If you created a new DSN, you may need to confirm the ODBC source setup. The setup dialog will be presented before the Connection Editor, if confirmation is needed. Click OK to confirm setup. Here are some tips: 1. When you see the Connection Editor, select a field or column in your data source. 2. Select a corresponding field in the UPS WorldShip list. 3. Click the Connect button. Now the two fields are mapped. 4. Continue this process until all of the fields that you need are mapped. (Continue this process until all of the fields that you need are mapped. (Continue this process until all of the fields that you need are mapped.





 The ODBC Microsoft Access Setup window appears. 	ODBC Microsoft Access Setup 2 Data Source Name: EODShipment2
 Check for the following: the DSN name that you entered appears in the Data Source Name box, and the file name that you entered appears for Database. Select None under System Database. Click the OK button. 	Description: Database Database: C:\UPS DBS\Shipment.mdb Select Create Repair Compact Advanced System Database Options>> Options>>
8. The Edit Export Map window appears.	Edit 'EODShipment2' export map
 8. The Edit Export Map Window appears. Under ODBC Tables, click the down arrow and select the table you want to map to WorldShip. Under WorldShip Fields, click the down arrow and select the table that you want to map from WorldShip. 	WorldShip Fields ODBC Tables Shipment Infomation Goods R / Field Goods 1 Void Indicator 2 Profile Name 3 Service Type 4 Endorsement 5 Book Number 6 Page Number 7 Lead Tracking Number 8 Shipment ID What You Have Mapped So Far: Prompt for the table name each time the map is
	WorldShip Fields ODBC Tables ODBC Login OK Cancel Help
9. Do the following:	Edit 'EODShipment2' export map
 Select a field under WorldShip Fields that contains data you want to export. 	Shipment Information Shipment Information R / Reld 1 Void Indicator
 Select the field under ODBC Tables that best matches your WorldShip field. 	2 Profile Name 2 Voldkicator VChar 50 3 Service Type 3 Service Type VChar 50 4 Endorsement 4 BookNumber VChar 50 5 Book Number 5 Page Number VChar 50
Click the Connect button.	6 Page Number 6 Shipmert ID VChar 50 7 Lead Tracking Number - 7 HundredWeight VChar 50 8 Shipmert ID - - 8 Cannect - Cannect What You Have Mapped So Far:
	What You Have Mapped So Far: Used Control of





 10. The mapped fields appear under What You Have Mapped So Far. Continue to map the rest of the WorldShip Fields names to the ODBC Tables names. Click the OK button. 	Edit "EODShipment2" export map WorldShip Fields ODBC Tables Shipment Information ShipmentInformation Image: Colspan="2">Column Name Type Width Image: Colspan="2">Profile Name Image: Colspan="2">ODBC Tables Shipment Information Image: Colspan="2">Profile Name Image: Colspan="2">ODBC Tables Image: Colspan="2">Column Name Type Width Image: Colspan="2">Profile Name Image: Colspan="2">ODBC Tables Image: Colspan="2">Column Name Type Width Image: Colspan="2">ODBC Tables Image: Colspan="2">ODBC Number Image: Colspan="2">ODBC Tables Image: Colspan="2">OK Image: Colspan="2">ODBC Tables Image: Colspan="2">OK Image: Colspan="2">Shipment Information::Page Number Shipment Information::Page Number Image: Colspan="2">OK Shipment Information::Page Number Image: Colspan="2">OK Shipment Information::Page Number Image: Nipment Information::Service Type Image: Nipment Information::Service Type Ship
11. A message asks if you want to batch export now. Click the No button.	UPS WorldShip Do you want to Batch Export now with EODShipment2 ? Yes No
12. On the Import-Export tab, select Automatic Export, Export During End of Day, and then More.	US WorldShrg Home Tools Printing Addwites Import-Export Tools Printing Addwites Import Tools Printing Prining Prining Printing Printing Printing Printing Print





13. The Select Map From List for Export window	Select map from list for export	ि x
appears.	Map Name / Map Type ODBC DSN/Location	
 Select your map from the list. 	DD SHIPMENTS Shipment EOD SHIPMENTS	
	EODShipment2 Shipment EODShipment2 A { Default Export } Freight Shipment	
Click the Export button.	Create / Edit Map Cancel Cancel Cancel Cancel	Help
 14. After you run End of Day, WorldShip stores all shipments processed that day in your database. To verify your mappings and shipping information, open your table using Microsoft® Access. 	Microsoft Access File Edit Jisert Firmat Records Iools Window Help Type a question ShipmentInformation : Table Image: Control of the second	