WorldShip®
Export Shipment Data

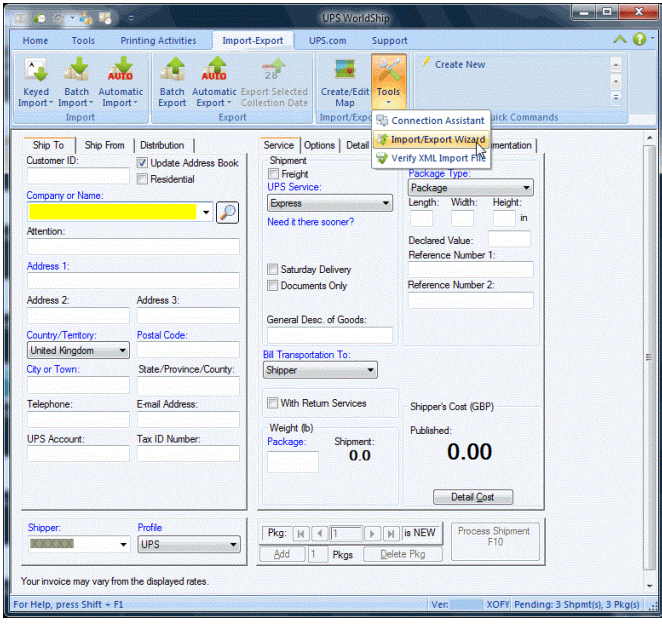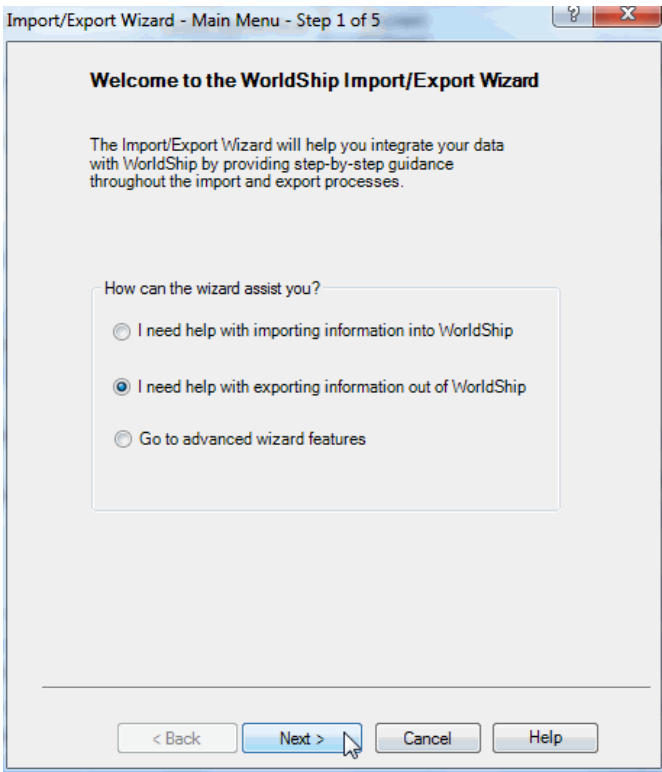**Go to the appropriate page for a discussion on the following export shipment data procedures:**

Export Shipment Data using the Import/Export Wizard

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.
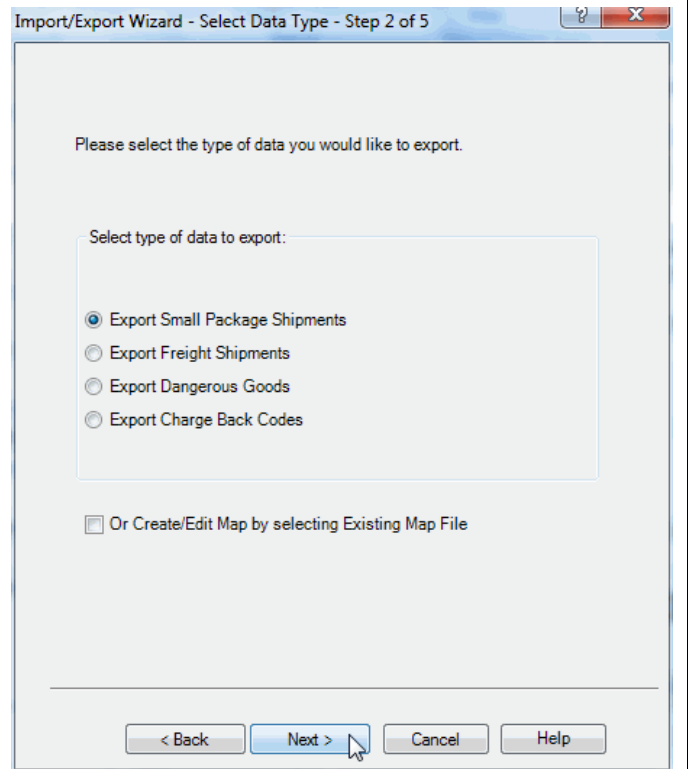
To export shipment data using the Import/Export Wizard:

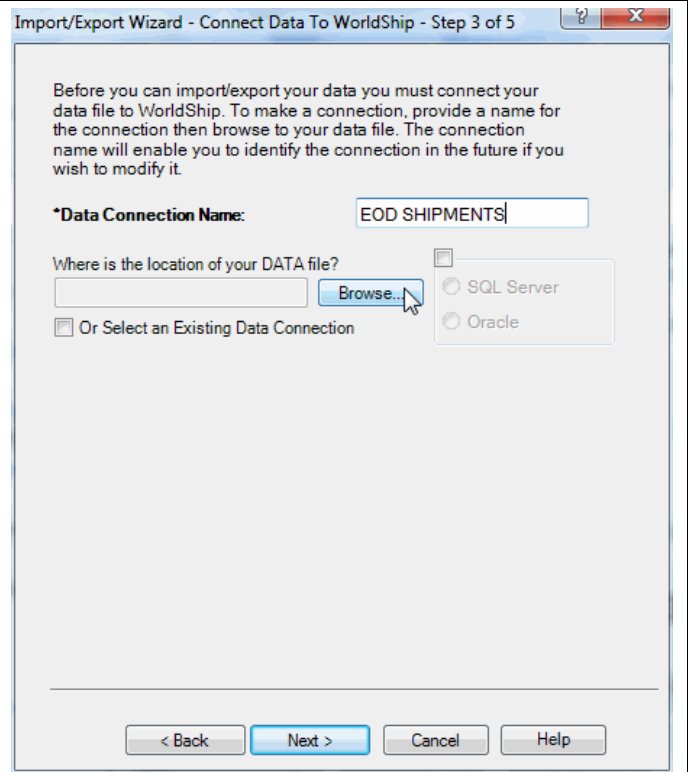| Step	Window (if available)
1. On the Import-Export tab, select Tools and then Import/Export Wizard.	
2. The Import/Export Wizard – Main Menu – Step 1 of 5 window appears. • Select I Need Help With Exporting Information Out of WorldShip. • Click the Next button.	

Export Shipment Data using the Import/Export Wizard

3. The Import/Export Wizard – Select Data Type – Step 2 of 5 window appears. • Under Select Type of Data to Export, select Export Small Package Shipments. • Click the Next button.	Import/Export Wizard - Select Data Type - Step 2 of 5 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 WorldShip – Step 3 of 5 window appears. • Type a name for the data connection in the Data Connection Name box. • Click the Browse 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? [ ] Browse... ○ SQL Server ☐ Or Select an Existing Data Connection ○ Oracle < Back Next > Cancel Help

Export Shipment Data using the Import/Export Wizard

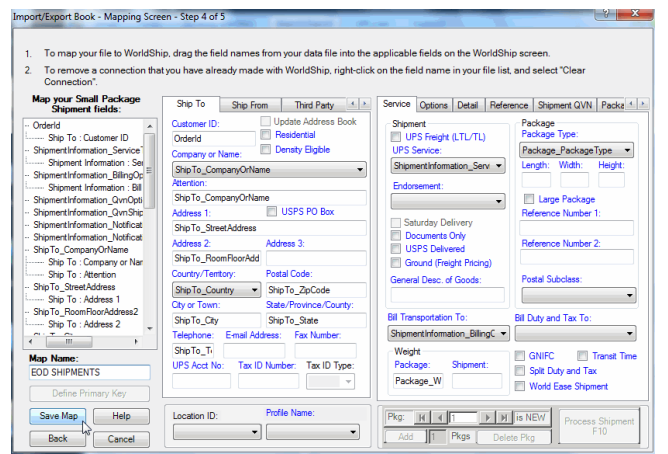|	
5. The Select a File window appears. • Browse to and select your data file. • Click the Open button.	
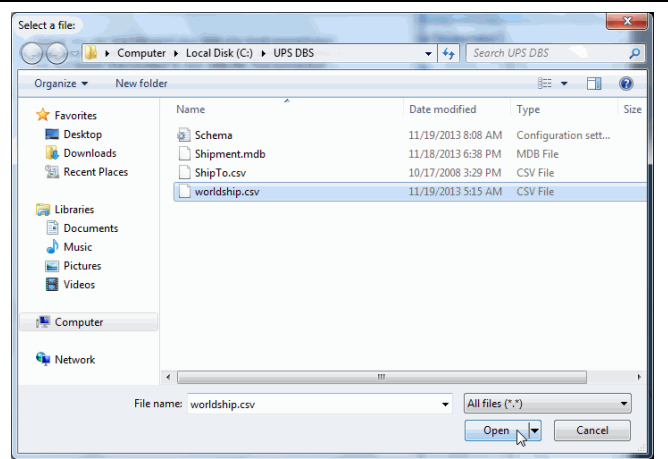
6. The Import/Export Wizard – Connect Data to WorldShip – Step 3 of 5 window appears again and shows the Datasource Type as determined by the Import/Export Wizard under Datasource Settings.
 	
• If the Datasource Type is not correct, select the type.
 	
   - For .csv, use Text File.
   - For .xls, use Microsoft® Excel.
   - For .mdb, use Microsoft® Access.
 	
• Click the Next button.	
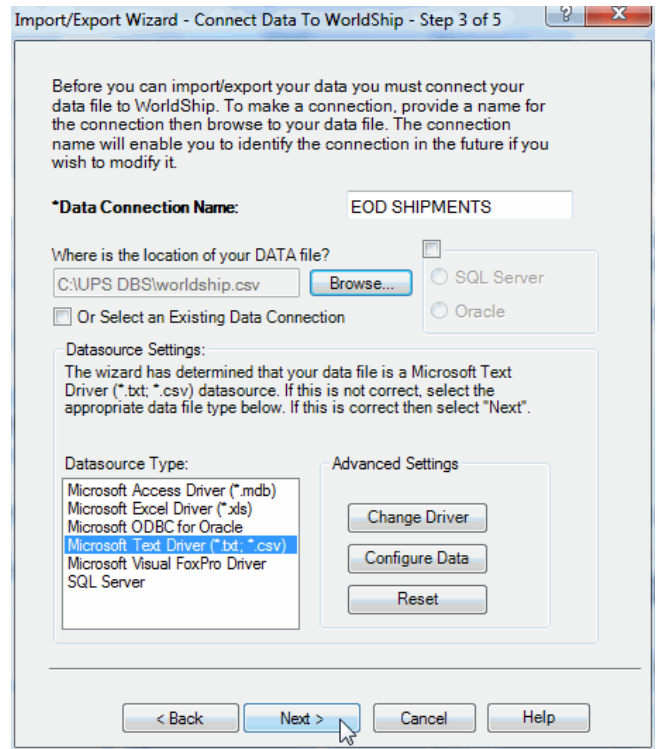
Export Shipment Data using the Import/Export Wizard

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.	
8. The Import/Export Wizard – Data Connected to WorldShip – Step 5 of 5 window appears. • Select Exit to WorldShip. • Click the Finish button.	
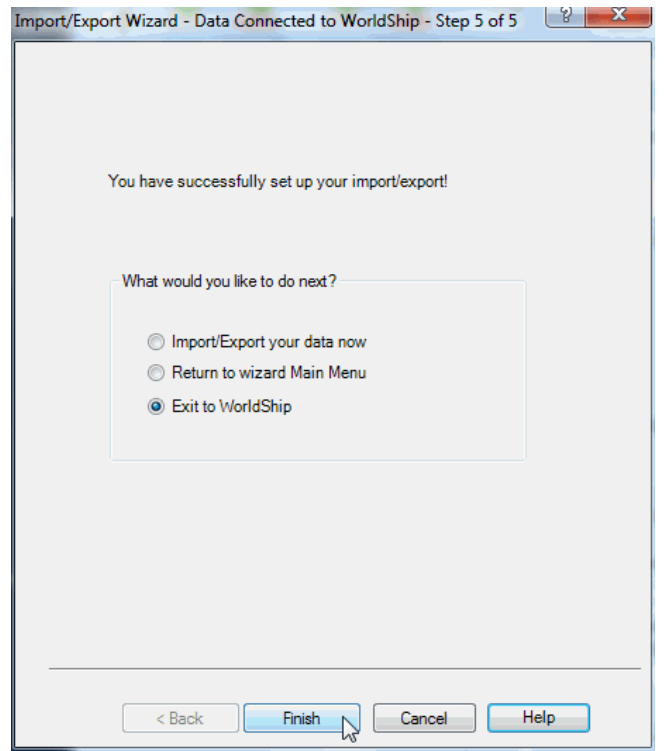
Export Shipment Data using the Import/Export Wizard
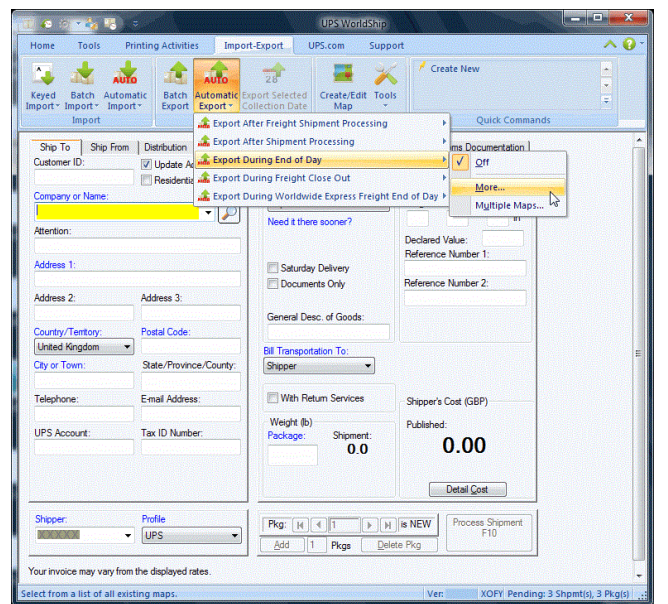
9. On the Import-Export tab, select Automatic Export, Export During End of Day, and then More.	
10. The Select Map From List for Export window appears. • Select your map from the list. • Click the Export button.	
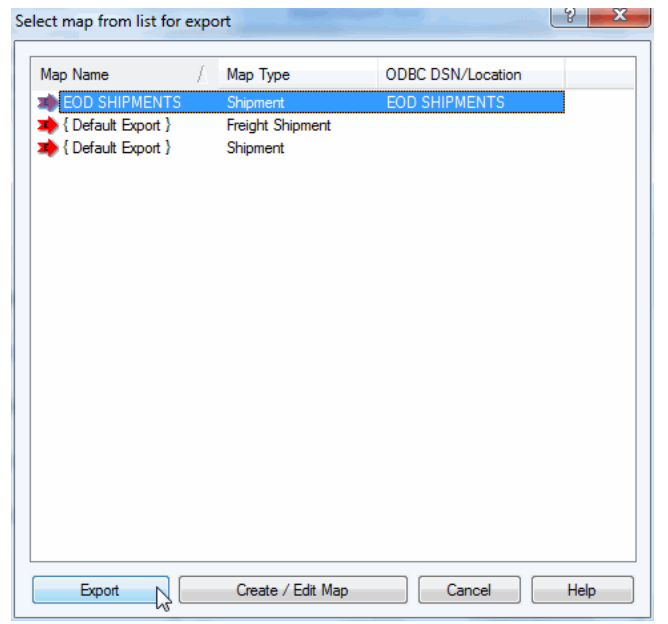
Export Shipment Data using the Import/Export Wizard

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.

Export Shipment Data using the Connection Assistant

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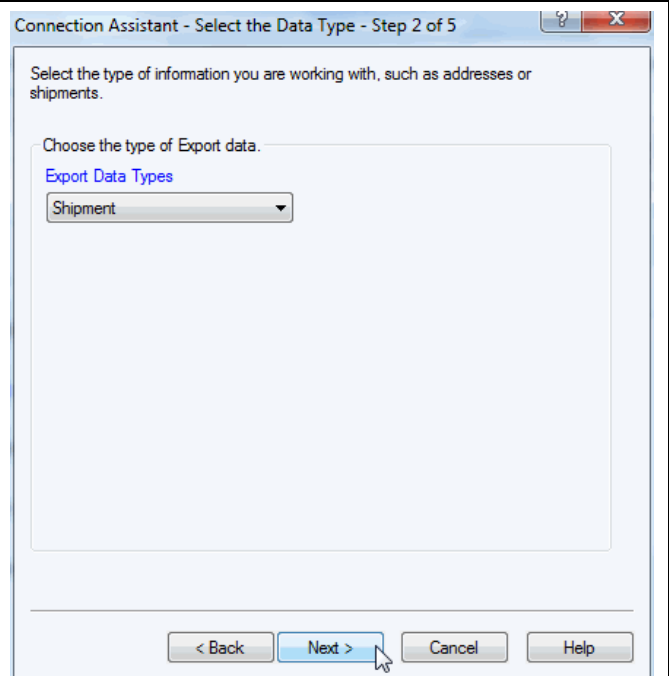
To export shipment data during the End of Day process using the Connection Assistant:

Step	Window (if available)
1. On the Import-Export tab, select Tools and then Connection Assistant.	
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.	

Export Shipment Data using the Connection Assistant

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 < Back Next > Cancel Help
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 Select the Data Source ○ By Known ODBC Source ● By File ☐ System DSN Currently Selected File: C:\UPS DBS\Shipment. Browse... Data Source Name (DSN): EODShipment2 ID: Password: ODBC Drivers: SQL Server Microsoft ODBC for Oracle Microsoft Access Driver (*.mdb) Microsoft Access-Treiber (*.mdb) Driver do Microsoft Access (*.mdb) Microsoft dBase Driver (*.dbf) Microsoft dBase Treiber (*.dbf) Refresh List Launch the ODBC Administrator < Back Next > Cancel Help

Export Shipment Data using the Connection Assistant
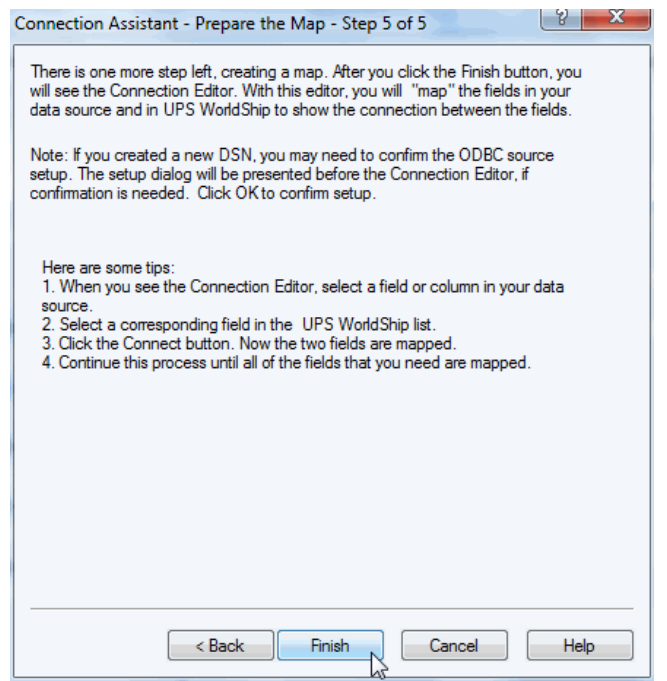
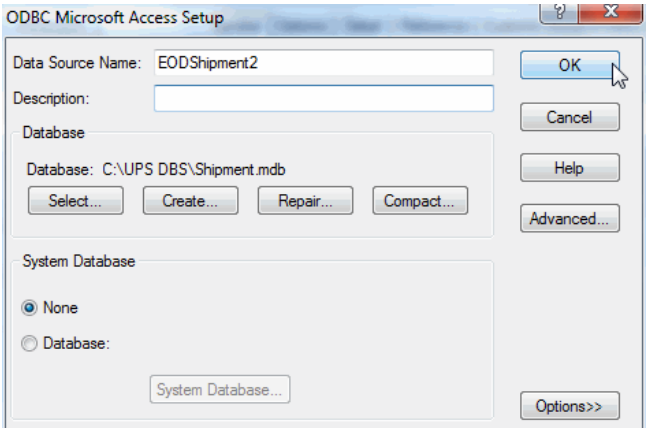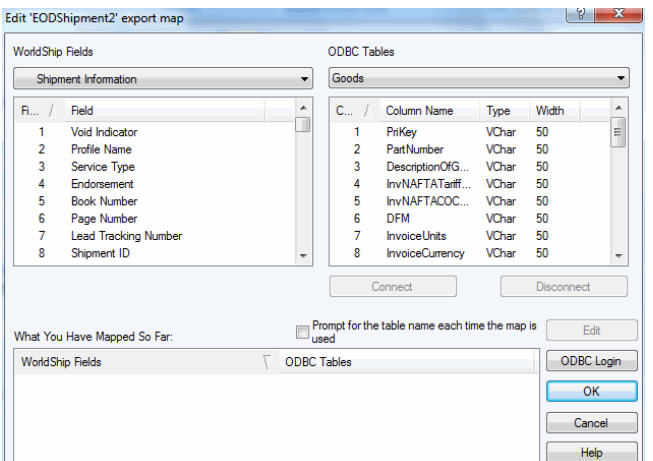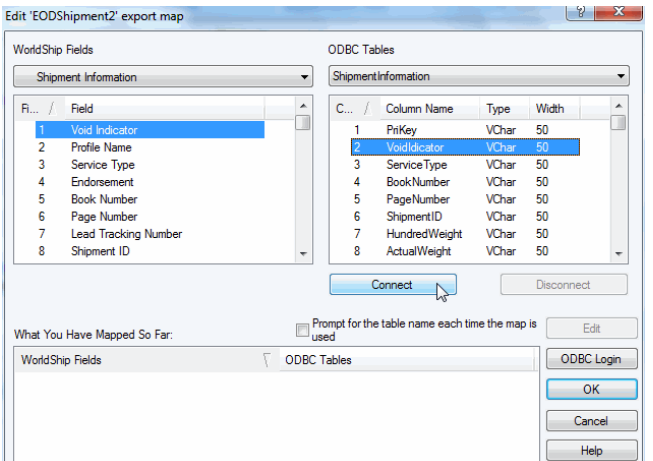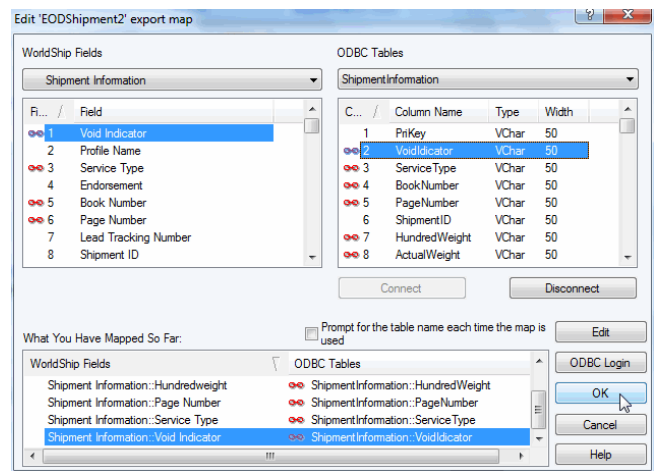|	
5. The Connection Assistant – Select a Name for Map – Step 4 of 5 window appears. • Select New Map. • Enter a name for the map in the New Map Name box. • Click the Next button.	**Connection Assistant - Select a Name for Map - Step 4 of 5** The next step is to connect or "map" the fields in your selected 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
{ Default Export }	Shipment		 < Back Next > Cancel Help
6. The Connection Assistant – Prepare the Map – Step 5 of 5 window appears. • Review the instructions. • Click the Finish button.	**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. < Back Finish Cancel Help

Export Shipment Data using the Connection Assistant

7. The ODBC Microsoft Access Setup window appears. • 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.	
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.	
9. Do the following: • Select a field under WorldShip Fields that contains data you want to export. • Select the field under ODBC Tables that best matches your WorldShip field. • Click the Connect button.	

Export Shipment Data using the Connection Assistant
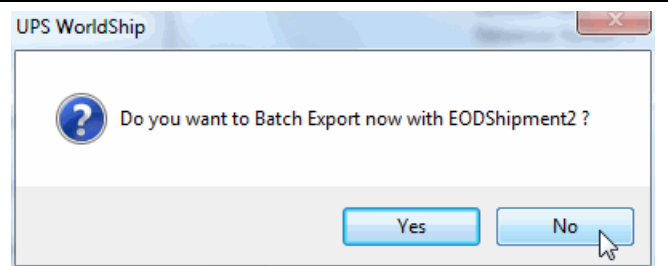
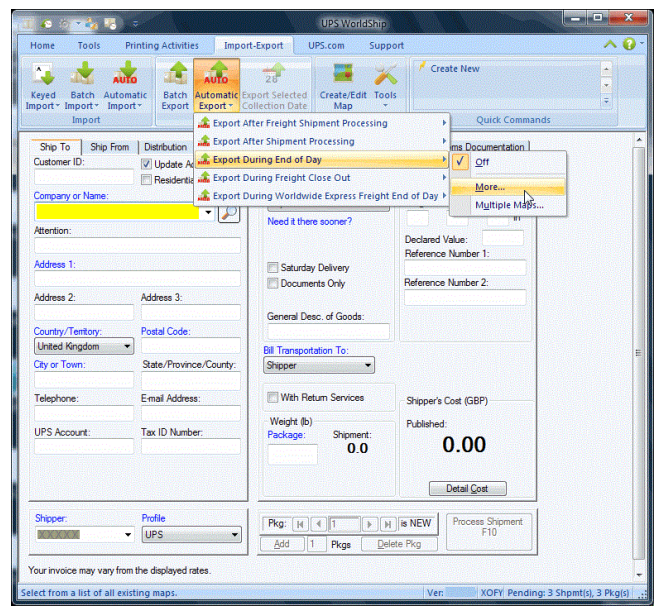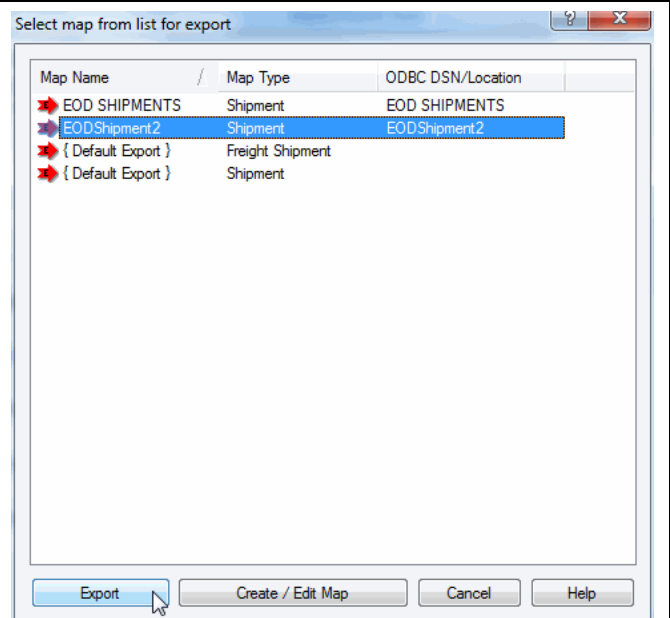|	
10. The mapped fields appear under What You Have Mapped So Far. • Continue to map the rest of the WorldShip Fields names to the ODBC Tables names. • Click the OK button.	
11. A message asks if you want to batch export now. Click the No button.	
12. On the Import-Export tab, select Automatic Export, Export During End of Day, and then More.	

Export Shipment Data using the Connection Assistant

13. The Select Map From List for Export window appears. • Select your map from the list. • Click the Export button.	
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.	