

The purpose of this document is to guide you through the installation and configuration of a new ShipGear installation.

Following is an overview of sections in this document:

Section A Installing ShipGear with a stand-alone version of UPS WorldShip or FedEx Ship Manager

Section B Installing ShipGear with a LAN version of WorldShip

Section C Minimum System Requirements

# **Pre-Installation Checklist:**

# ✓ Administrative Rights

Ensure that the user account used to log into Microsoft Windows has full PC administrative rights. If unsure, consult the computer technical support staff at your company. Due to security enhancements, WindowsVista/Windows 7/Windows 8 users may be required to authenticate with administrator credentials during the installation process. The User Account Control (UAC) prompt may appear during the installation asking you for permission. You must acknowledge the UAC prompt and allow the installation to continue.

# Proxy Settings

If your company is using a proxy server, you must first enable the following URL's before proceeding with this upgrade. Please contact your Network Administrator to verify if a Proxy Server exists.

http://sgregserver.v-technologies.com

http://www.v-technologies.com

http://www.vtechnologies.com

- ✓ UPS WorldShip and/or FedEx Ship Manager software is installed on the local PC
- ✓ Temporarily disable anti-spyware, anti-malware, or virus scanner software These may conflict with the ShipGear installation.

# ✓ Shut down open applications Shut down all programs running in the taskbar; including UPS WorldShip and/or FedEx Ship Manager.

# **Section A**

Installing ShipGear with a stand-alone version of UPS WorldShip or FedEx Ship Manager Important Note: UPS WorldShip and/or FedEx Ship Manager must be installed on the PC prior installation ShipGear.

1. In the email you received, click on the download link and save the .exe to a local directory, or insert the ShipGear CD into the CD-ROM drive.

2. Verify Proxy Server Settings

ShipGear	
	PROXY SETTINGS REQUIREMENTS If your company is using a Proxy Server, you must first enable the following URL's before proceeding with this install. Please contact your Network Administrator to verify if a Proxy Server exists. http://sgregserver.vtechnologies.com http://www.vtechnologies.com http://www.vtechnologies.com
	< Back Continue> Cancel

If you have a proxy server enabled, click Proxy parameters to enter your information

🖳 ShipGear Registration Web Server	
The application was unable to reach the registration web server. The request failed with HTTP status 407: Proxy authorization required If you have a proxy server, click the link below to enter your proxy settings.	
Proxy parameters Cancel	
Proxy Parameters	
✓ I am connected to Internet through a proxy: IP address: 10.0.0.123 Port: 80	
Requires authentication: User Name: proxyuser Password:	
Save	ł

3. Accept the V-Technologies, LLC End-User License Agreement by clicking **I Agree**.

	V-TECHNOL	OGIES,	LLC		*
	END-USER LICEN	SE AGREEM	ENT		
CAREFULLY	READ ALL OF THE TERM	MS AND CO	NDITIONS O	FTHIS	
LICENSE AG	REEMENT BEFORE INST	ALLING THE	SOFTWAR	E. BY	
NSTALLING	THIS SOFTWARE YOU	INDICATE Y	OUR COMPI	LETE AND	
INCONDITI	ONAL ACCEPTANCE OF	THESE TERM	MS AND CON	NDITIONS.	
This End-Use	r License Agreement ("Lice	ense" or "Agr	reement") is a	legal	
agreement be	tween you (either an indivi	dual or a sing	le entity) and	V-	
<b>Fechnologies</b>	, LLC or its assignee ("Ver	ndor") for the	enclosed Shi	pGear®	
product (cons	sisting of computer softwar	e, and docum	entation) ("Se	oftware	*
	king on the "I Agree" button b	ieļow, you agrei	e to be bound t	oy all the terms	

- 4. Select Destination Locations
  - a. Program Directory it is recommended that you do not change this location
  - b. Shared Data Directory by default, ShipGear will install this directory locally. If you choose to install in a different directory, browse to the specified directory. If you are using Front Office, this folder will need to be shared on your network.

Contact your Network Administrator if you are unsure of the UNC path and to make sure permissions are set to Full Control.

elect Destination Locations	
SHIPGEAR	Setup will install ShipGear in the following folders. The shared data directory is the folder where multiple ShipGear workstations can store settings, history, etc. To install into a different folder, click Browse, and select
	another folder. Program Directory
	(This folder must be accessible by other workstations where ShipGear may be installed)
	C:\Users\Public\ShipGear\Data\ Browse
	Shared Folder Not Found. Will be created.
	< <u>B</u> ack <u>N</u> ext> Cancel

5. Enter your ShipGear Serial Number. Your Serial Number is included in the download email or can be accessed online from the <u>My Account</u> area of our site.



# 6. Select the version of the ERP system you are currently running

QuickBooks Enterprise Interface			
SHIPGEAR	Your ShipGear license enables you to integrate your carrier shipping system with your ERP system or eBay. Please verify the information below and select the version of the ERP system you're currently using. If you recently changed your ShipGear license and don't see your ERP in the drop-down list, Click Refresh Version: QuickBooks Enterprise 13.0 QuickBooks Enterprise 9.0 QuickBooks Enterprise 10.0 QuickBooks Enterprise 11.0 QuickBooks Enterprise 12.0 QuickBooks Enterprise 13.0		
	< <u>B</u> ack <u>N</u> ext > Cancel		

# 7. Verify ShipGear License Properties



# 8. (If Front Office is enabled) Install ShipGear Front Office Server on this PC



### 9. Backup replaced files

Backup Replaced Files	
SHIPGEAR	This installation program can create backup copies of all files replaced during the installation. These files will be used when the software is uninstalled and a rollback is requested. If backup copies are not created, you will only be able to uninstall the software and not roll the system back to a previous state. Do you want to create backups of the replaced files?
	Backup File Destination Directory C:\\V-Technologies\ShipGear3\BACKUP
	< <u>Back</u> Cancel

#### 10. Select Program Folder



# 11. Start Installation

Start Installation	
	<ul> <li>You are now ready to install ShipGear.</li> <li>If the installation settings below are correct, click Next to begin the installation process. If you want to review or change any settings, click Back.</li> <li>Current Installation Settings:</li> </ul>
	User Name: ShipGear Company: V-Technologies, LLC The following will be installed: ShipGear Exchange ShipGear Destination Path C:\Program Files (x86)\V-Technologies\ShipGear3
æ	< <u>B</u> ack Next> Cancel

# **Section B**

# Installing ShipGear with a LAN version of WorldShip

Important Notes:

- ShipGear is currently not supported with a Client Installation of FedEx Ship Manager
- ShipGear must be installed on the WorldShip Administrator PC first, before installing on the Remote PC(s).

This installation is broken up into 2 parts:

- Part 1: Install ShipGear on the WorldShip Administrator PC
- Part 2: Install ShipGear on the Remote PC(s)

#### Part 1: Install ShipGear on the WorldShip Administrator PC

1. In the email you received, click on the download link and save the .exe to a local directory, or insert the ShipGear CD into the CD-ROM drive.

Since ShipGear is installed separately on each workstation, you will need to save the .exe file in a shared directory so that each WorldShip remote workstation can access it.

ShipGear	
	PROXY SETTINGS REQUIREMENTS If your company is using a Proxy Server, you must first enable the following URL's before proceeding with this install. Please contact your Network Administrator to verify if a Proxy Server exists.
	http://sgregserver.vtechnologies.com http://www.vtechnologies.com http://www.vtechnologies.com
	< Back Continue Cancel

2. Verify Proxy Server Settings

If you have a proxy server enabled, click Proxy parameters to enter your information

🖳 ShipGear Registration Web Server
The application was unable to reach the registration web server. The request failed with HTTP status 407: Proxy authorization required If you have a proxy server, click the link below to enter your proxy settings.
Proxy parameters Cancel

Proxy Parameters	
I am connected to Internet through a proxy:	
IP address: 10.0.0.123	
Port: 80	
Requires authentication: User Name:	proxyuser
Password:	
Save	Cancel

3. Accept the V-Technologies, LLC End-User License Agreement by clicking **I Agree**.



- 4. Select Destination Locations
  - a. Program Directory it is recommended that you do not change this location
  - b. Shared Data Directory by default, ShipGear will install this directory locally. If you choose to install in a different directory, browse to the specified directory. This folder will need to be shared on your network.

Select Destination Locations	×
SHIPGEAR	Setup will install ShipGear in the following folders. The shared data directory is the folder where multiple ShipGear workstations can store settings, history, etc. To install into a different folder, click Browse, and select
	another folder.  Program Directory  Cut W Taskeslasies/ShipCase2
	(This folder must be accessible by other workstations where ShipGear may be installed)
	C:\Users\Public\ShipGear\Data\ Browse
	Shared Folder Not Found. Will be created.
	< <u>B</u> ack Next> Cancel

5. Enter your ShipGearSerial Number.Your Serial Number is included in the download email or can be accessed online from the <u>My Account</u> area of our site.

Registration Information		x
SHIPGEAR	Please enter your name, company and serial number in the fields below. You must complete all fields to continue.	
	Name:	
	ShipGear	
	Company:	
	V-Technologies, LLC	
	Product Serial Number:	
	1235 - 4457 - 6581	
	< <u>Back</u> Next> Cance	9

6. Select the version of the ERP system you're currently running

QuickBooks Enterprise Inter	face 💌
SHIPGEAR	Your ShipGear license enables you to integrate your carrier shipping system with your ERP system or eBay. Please verify the information below and select the version of the ERP system you're currently using. If you recently changed your ShipGear license and don't see your ERP in the drop-down list, Click Refresh Version: QuickBooks Enterprise 13.0 QuickBooks Enterprise 9.0 QuickBooks Enterprise 10.0 QuickBooks Enterprise 11.0 QuickBooks Enterprise 12.0 OurckBooks Enterprise 13.0
	< <u>B</u> ack <u>N</u> ext > Cancel

# 7. Verify ShipGear License Properties



8. (If Front Office is enabled) Install ShipGear Front Office Server on this PC

Install ShipGear Front Offic	e Server
SHIPGEAR	ShipGear Front Office is a web application that lets anyone in your company search and track shipments directly from their web browser. ShipGear Front Office Server must be installed on one workstation for it to work.
	✓ Install ShipGear Front Office Server on this PC
	< <u>Back Nyt&gt;</u> Cancel

#### 9. Backup replaced files



### 10. Select Program Folder

elect Program Folder	Setup will add ShipGear icons to the Program Folder listed below. You can type a new folder name, select one from the list, or accept the default. Click Next to continue.
A	ShipGear
	Accessories Administrative Tools Games Maintenance Microsoft Dynamics Microsoft SQL Server 2005 Microsoft SQL Server 2008 R2 Microsoft Visual Studio 2008 QuickBooks Snaglt 8 Startup Tablet PC UPS
	< <u>B</u> ack <u>Next</u> Cancel

# 11. Start Installation

Start Installation		X
SHIPGEAR	<ul> <li>You are now ready to install ShipGear.</li> <li>If the installation settings below are correct, click Next to be the installation process. If you want to review or change an settings, click Back.</li> <li>Current Installation Settings:</li> </ul>	gin y
	User Name: ShipGear Company: V-Technologies, LLC The following will be installed: ShipGear Exchange ShipGear Destination Path C:\Program Files (x86)\V-Technologies\ShipGear3	*
	< <u>Back</u> <u>Next</u> Cance	3

### Part 2: Install ShipGear on the Remote PC(s)

Important Notes:

- Make sure ShipGear, UPS WorldShip, and/or Front Office are shut down prior to installing ShipGear on the Remote PC(s)
- Map a drive from the WorldShip Remote PC to the location of the ShipGear shared data folder created during the installation on the WorldShip Administrator PC.
   You may need your Network Administrator for assistance to make sure permissions are set up in compliance with company procedures and policies.
- 1. Locate the .exe file you saved or insert the ShipGear CD into the CD-ROM drive
- 2. Verify Proxy Server Settings

ShipGear	
	PROXY SETTINGS REQUIREMENTS If your company is using a Proxy Server, you must first enable the following URL's before proceeding with this install. Please contact your Network Administrator to verify if a Proxy Server exists. http://sgregserver.vtechnologies.com http://www.vtechnologies.com http://www.vtechnologies.com
	< Back Continues Cancel

3. Accept the V-Technologies, LLC End-User License Agreement by clicking **I Agree**.



- 4. Select Destination Locations
  - a. Program Directory it is recommended that you do not change this location
  - b. Shared Data Directory –Browse to the mapped ShipGear folder and click on the Data folder; for Vista, Windows 7 or Windows 8, type the UNC path of the location where the ShipGear Data Directory was installed in Part 1.

If you are unsure of the UNC path, contact your Network Administrator for assistance.

Note – When the correct Shared path is selected, you will not see the following message:

Shared Folder Not Found. Will be created.

<b>SHIPGEAR</b>	Setup will install ShipGear in the following data directory is the folder where multiple workstations can store settings, history, e	folders. The shared ShipGear tc.
	To install into a different folder, click Brow another folder. Program Directory	vse, and select
	C:\\V-Technologies\ShipGear3	Browse
	Shared Data Directory (This folder must be accessible by other v ShipGear may be installed)	vorkstations where
	Y:\ShipGear\Data	Browse
	< <u>B</u> ack <u>N</u> ext >	Cancel

5. Verify your ShipGear Serial Number. Your Serial Number is included in the download email or can be accessed online from the <u>My Account</u> area of our site.

Registration Information		×
SHIPGEAR	Please enter your name, company and serial number in the fields below. You must complete all fields to continue.	
	Name:	
	Company:	
	V-Technologies, LLC	
	Product Serial Number:	
	1235 - 4457 - 6581	
	< Back Next > Cance	

6. Select the version of the ERP system you're currently running

QuickBooks Enterprise Inter	face 💌
SHIPGEAR	Your ShipGear license enables you to integrate your carrier shipping system with your ERP system or eBay. Please verify the information below and select the version of the ERP system you're currently using. If you recently changed your ShipGear license and don't see your ERP in the drop-down list, Click Refresh Version: QuickBooks Enterprise 13.0 QuickBooks Enterprise 9.0 QuickBooks Enterprise 9.0 QuickBooks Enterprise 10.0 QuickBooks Enterprise 11.0 QuickBooks Enterprise 12.0 QuickBooks Enterprise 13.0
	< <u>B</u> ack <u>N</u> ext > Cancel

# 7. Verify ShipGear License Properties



8. (If Front Office is enabled) Install ShipGear Front Office Server on this PC

Install ShipGear Front Offic	e Server
SHIPGEAR	ShipGear Front Office is a web application that lets anyone in your company search and track shipments directly from their web browser. ShipGear Front Office Server must be installed on one workstation for it to work.
	☑ Install ShipGear Front Office Server on this PC
	< <u>B</u> ack 【】 Cancel

#### 9. Backup replaced files



### 10. Select Program Folder

elect Program Folder	Setup will add ShipGear icons to the Program Folder listed below. You can type a new folder name, select one from the list, or accept the default. Click Next to continue.
A	ShipGear
	Accessories Administrative Tools Games Maintenance Microsoft Dynamics Microsoft SQL Server 2005 Microsoft SQL Server 2008 R2 Microsoft Visual Studio 2008 QuickBooks Snaglt 8 Startup Tablet PC UPS
	< <u>B</u> ack <u>Next</u> Cancel

# 11. Start Installation

Start Installation		X
SHIPGEAR	<ul> <li>You are now ready to install ShipGear.</li> <li>If the installation settings below are correct, click Next to be the installation process. If you want to review or change an settings, click Back.</li> <li>Current Installation Settings:</li> </ul>	gin y
	User Name: ShipGear Company: V-Technologies, LLC The following will be installed: ShipGear Exchange ShipGear Destination Path C:\Program Files (x86)\V-Technologies\ShipGear3	*
	< <u>Back</u> <u>Next</u> Cance	3

# **Section C**

# ShipGear Minimum System Requirements

### PC

- Microsoft<sup>®</sup> Windows Compatible PC with a Pentium® or compatible processor running at 500 MHz or higher (1GHz recommended)<sup>1</sup>
- Microsoft<sup>®</sup> Windows Compatible PC with a Pentium<sup>®</sup> or compatible processor running at 1 GHz or higher (1.5 GHz recommended)<sup>2</sup>

### **Operating System**

- Microsoft<sup>®</sup> Windows XP
- Microsoft<sup>®</sup> Vista (32-bit)
- Microsoft<sup>®</sup> Windows 7 (32-bit or 64-bit)
- Microsoft<sup>®</sup> Windows 8 (32-bit or 64-bit)

#### Memory

- 512MB of RAM for Windows XP
- 1GB for Vista and Windows 7
- 2GB for Windows 7 64-bit and Windows 8 (32-bit or 64-bit)

### Space Requirements

Minimum 75MB of free hard disk space

### Browser

Internet Explorer version 6.x or higher

MDAC

- Microsoft Data Access Components (MDAC) 2.81 SP1 or higher
- <sup>1</sup> Windows XP
- <sup>2</sup> Windows Vista, 7, 8

# Supported Carrier Systems:

- UPS WorldShip
- FedEx Ship Manager (FSM)<sup>1</sup>

<sup>1</sup> FSM needs to be installed as a stand-alone application and must have iase.exe running. FSM using FXI cannot coexist with ShipGear.

An up-to-date list of supported carrier systems can be found at <u>www.vtechnologies.com</u>.

### Supported Business Applications:

- eBay
- Exact Macola Progression and ES
- Microsoft Dynamics GP
- QuickBooks Pro, Premier and Enterprise
- Sage 50 Complete, Premium and Quantum
- Sage 100 ERP