



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:**

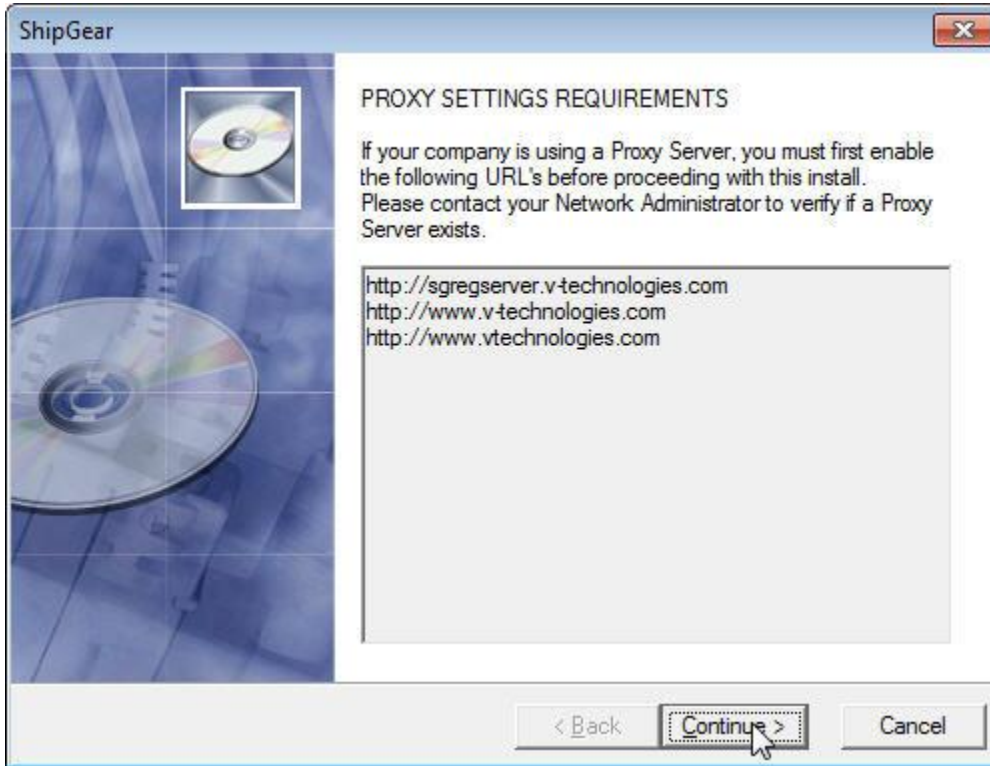
- ✓ **Administrative Rights**  
Ensure that the user account used to log into Microsoft Windows has full PC administrative rights. If unsure, consult the computer technical support staff at your company. Due to security enhancements, Windows Vista/Windows 7/Windows 8 users may be required to authenticate 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

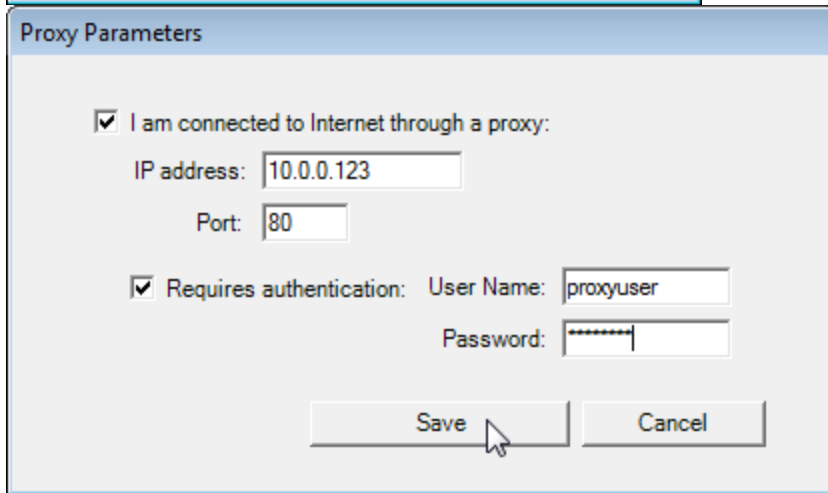
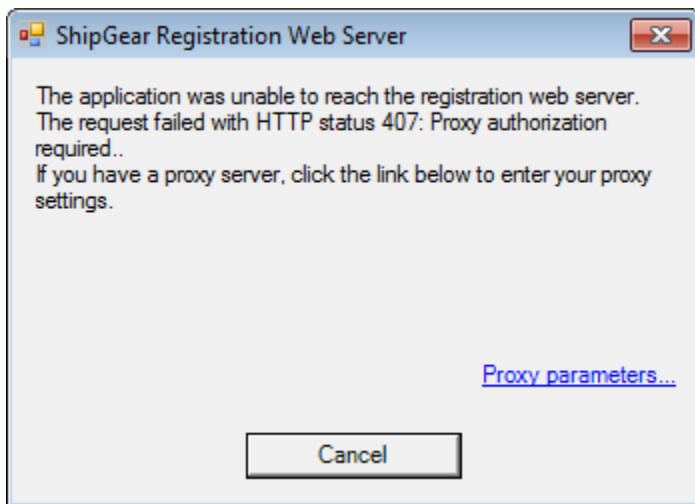
### Installing ShipGear with a stand-alone version of UPS WorldShip or FedEx Ship Manager

Important Note: UPS WorldShip and/or FedEx Ship Manager must be installed on the PC prior installation ShipGear.

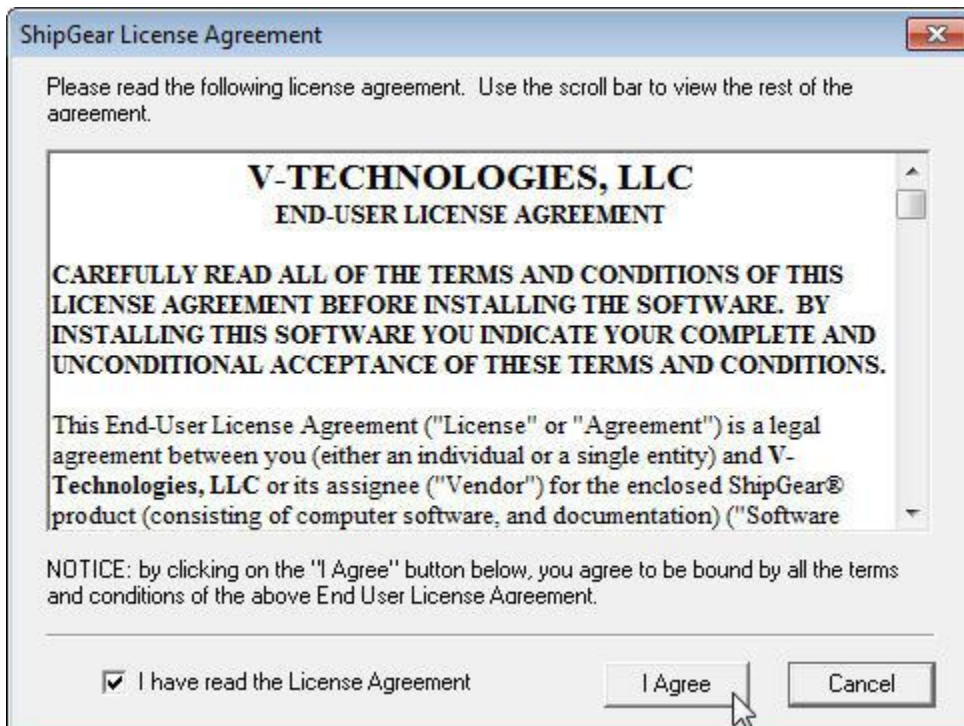
1. In the email you received, click on the download link and save the .exe to a local directory, or insert the ShipGear CD into the CD-ROM drive.
2. Verify Proxy Server Settings



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



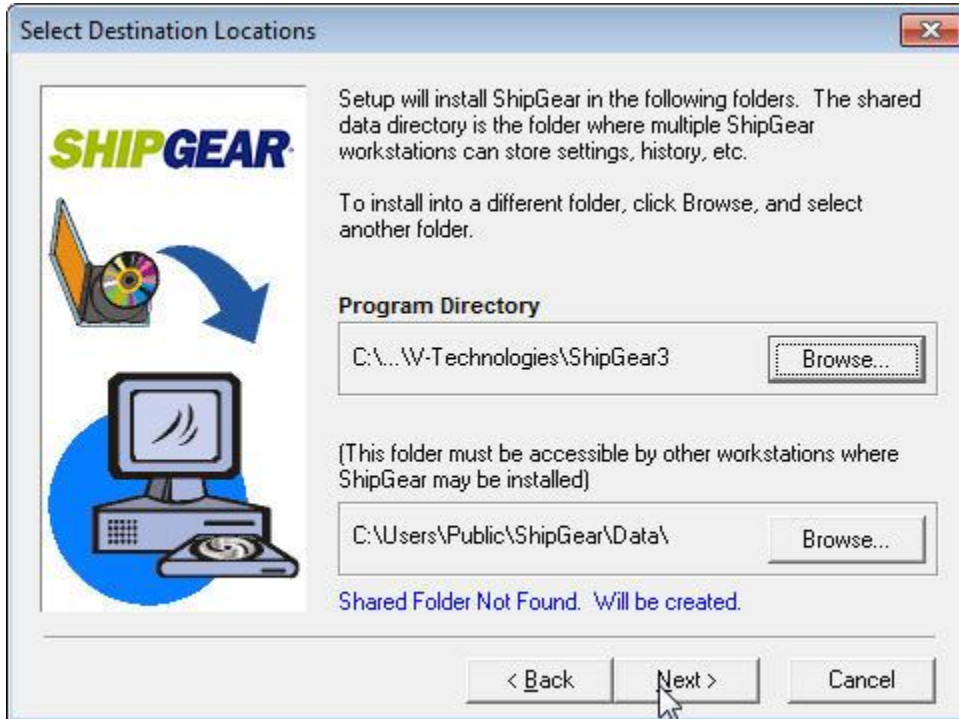
3. Accept the V-Technologies, LLC End-User License Agreement by clicking **I Agree**.



#### 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. If you are using Front Office, this folder will need to be shared on your network.

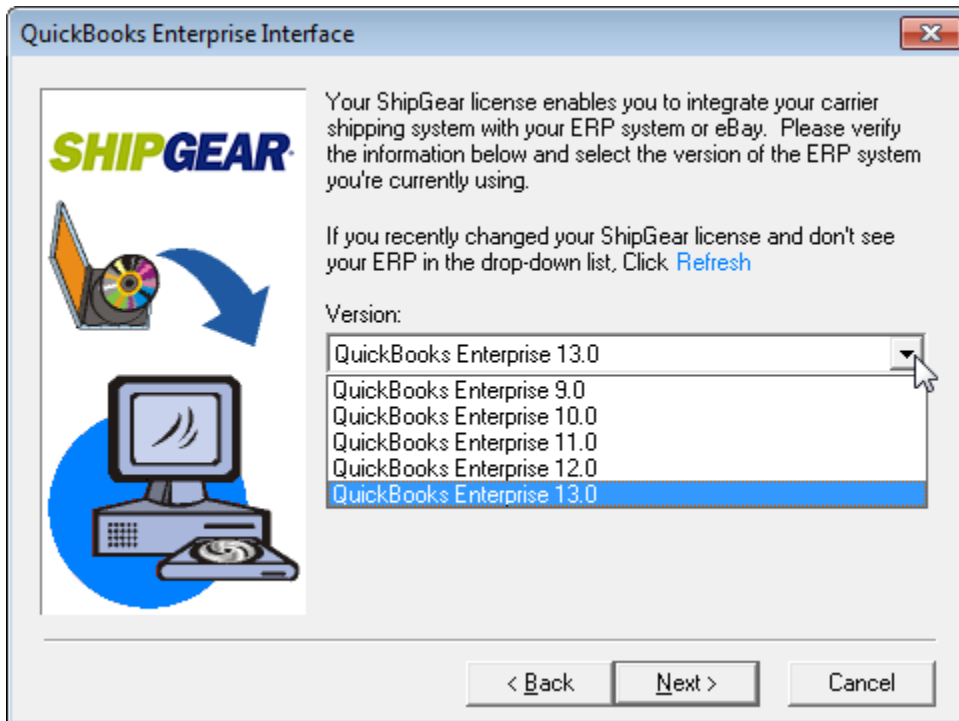
Contact your Network Administrator if you are unsure of the UNC path and to make sure permissions are set to Full Control.



#### 5. Enter your ShipGear Serial Number. Your Serial Number is included in the download email or can be accessed online from the [My Account](#) area of our site.



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



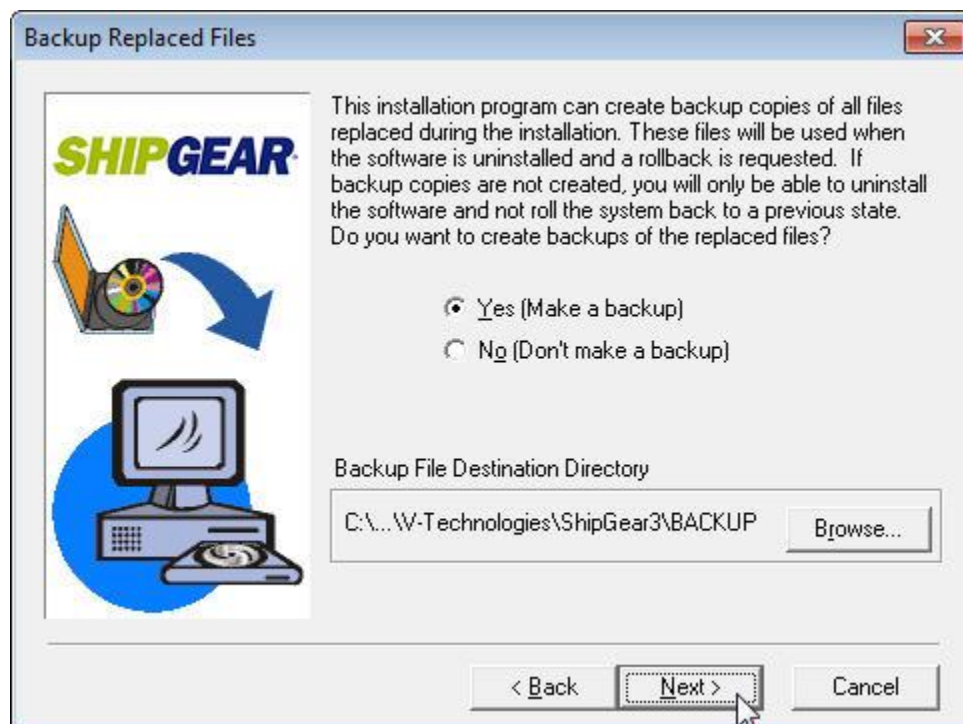
7. Verify ShipGear License Properties



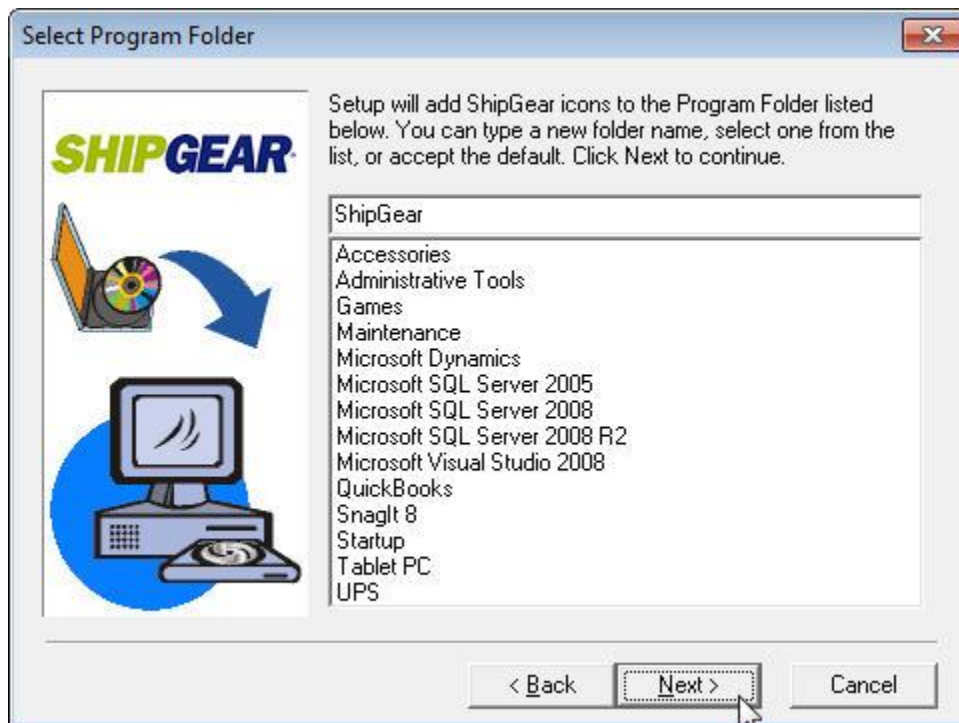
8. (If Front Office is enabled) Install ShipGear Front Office Server on this PC



9. Backup replaced files



## 10. Select Program Folder



## 11. Start Installation



## 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

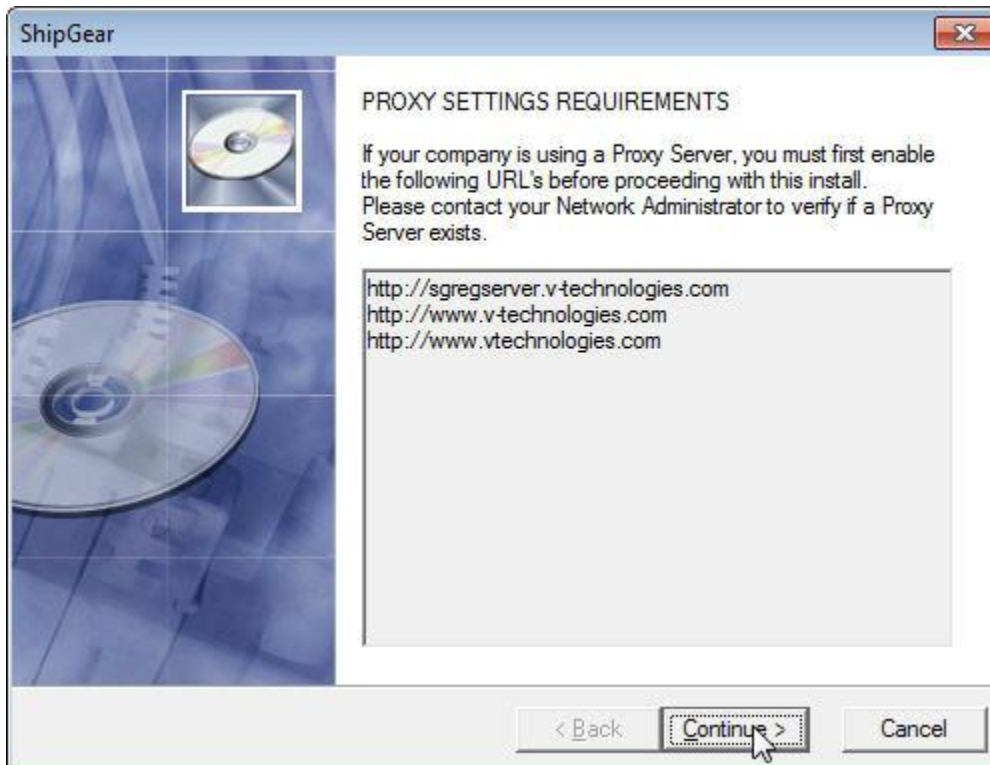
Part 2: Install ShipGear on the Remote PC(s)

#### 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.

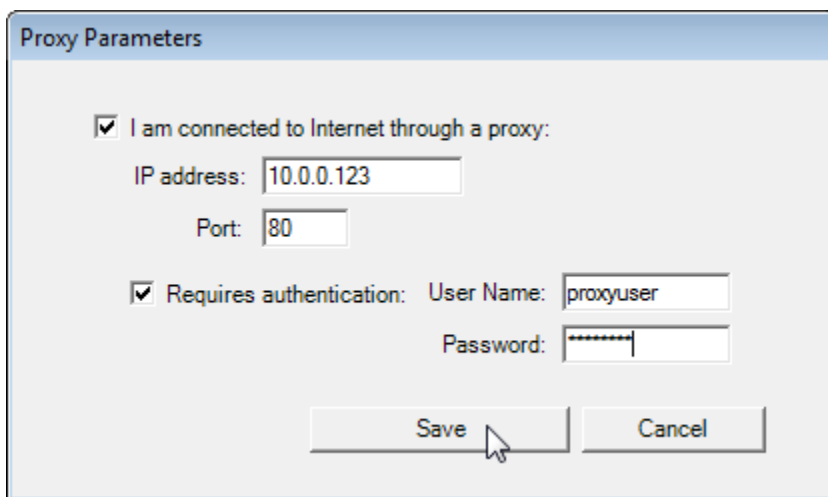
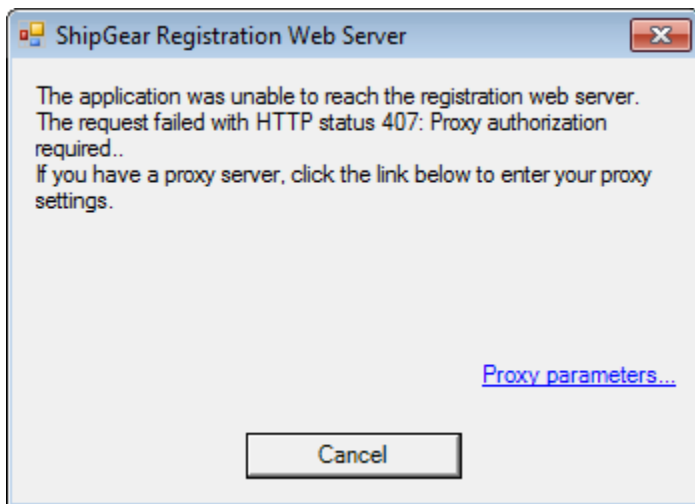
Since ShipGear is installed separately on each workstation, you will need to save the .exe file in a shared directory so that each WorldShip remote workstation can access it.

2. Verify Proxy Server Settings

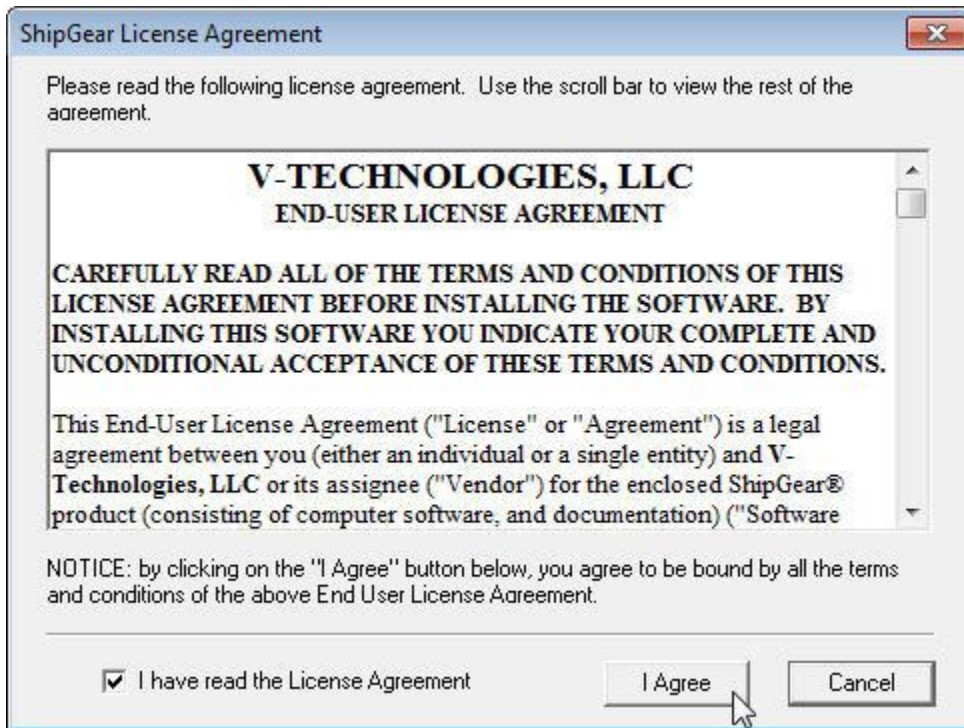




If you have a proxy server enabled, click Proxy parameters to enter your information



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.



5. Enter your ShipGearSerial Number. Your Serial Number is included in the download email or can be accessed online from the [My Account](#) area of our site.



The dialog box is titled "Registration Information" and features the ShipGear logo on the left. It contains a text area with instructions: "Please enter your name, company and serial number in the fields below. You must complete all fields to continue." Below this are three input fields: "Name:" with the value "ShipGear", "Company:" with the value "V-Technologies, LLC", and "Product Serial Number:" with the value "1235 - 4457 - 6581". At the bottom are buttons for "< Back", "Next >", and "Cancel".

Registration Information

Please enter your name, company and serial number in the fields below. You must complete all fields to continue.

**SHIPGEAR**

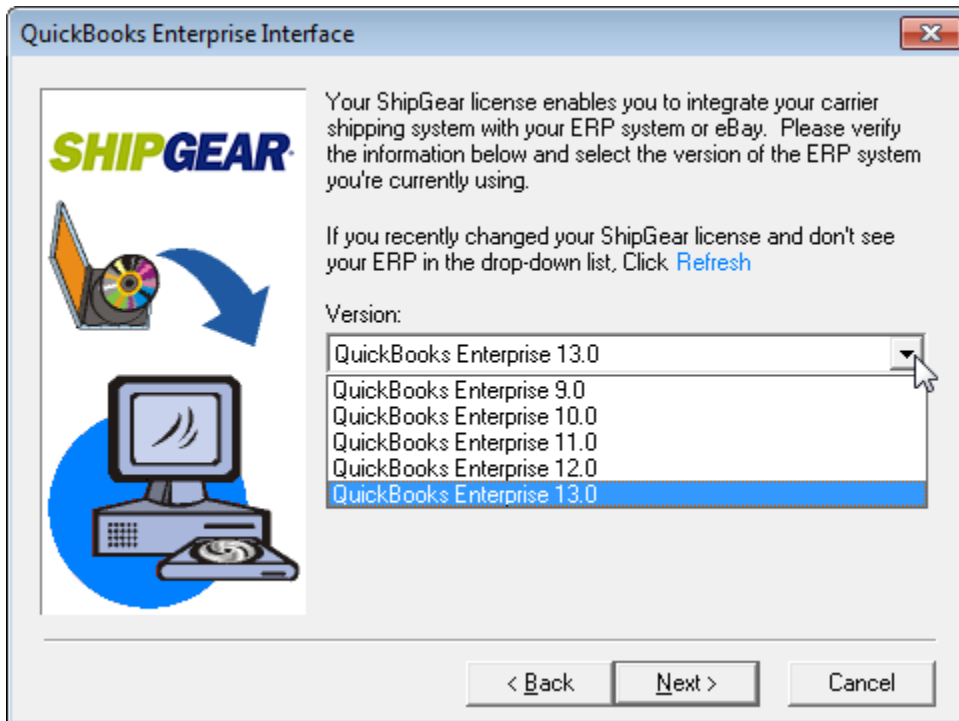
Name:  
ShipGear

Company:  
V-Technologies, LLC

Product Serial Number:  
1235 - 4457 - 6581

< Back   Next >   Cancel

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



The dialog box is titled "QuickBooks Enterprise Interface" and features the ShipGear logo on the left. It contains a text area with instructions: "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." Below this is another text area: "If you recently changed your ShipGear license and don't see your ERP in the drop-down list, Click [Refresh](#)". Below that is a "Version:" label and a drop-down menu with the following options: "QuickBooks Enterprise 13.0", "QuickBooks Enterprise 9.0", "QuickBooks Enterprise 10.0", "QuickBooks Enterprise 11.0", "QuickBooks Enterprise 12.0", and "QuickBooks Enterprise 13.0". The "QuickBooks Enterprise 13.0" option is selected. At the bottom are buttons for "< Back", "Next >", and "Cancel".

QuickBooks Enterprise Interface

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If you recently changed your ShipGear license and don't see your ERP in the drop-down list, Click [Refresh](#)

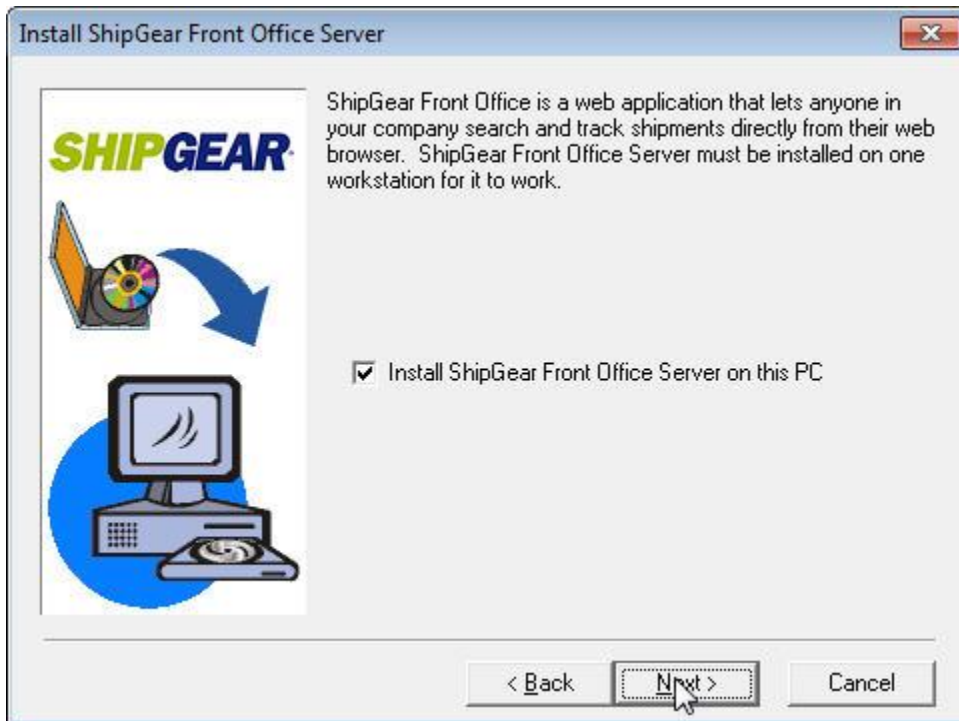
Version:  
QuickBooks Enterprise 13.0  
QuickBooks Enterprise 9.0  
QuickBooks Enterprise 10.0  
QuickBooks Enterprise 11.0  
QuickBooks Enterprise 12.0  
QuickBooks Enterprise 13.0

< Back   Next >   Cancel

7. Verify ShipGear License Properties



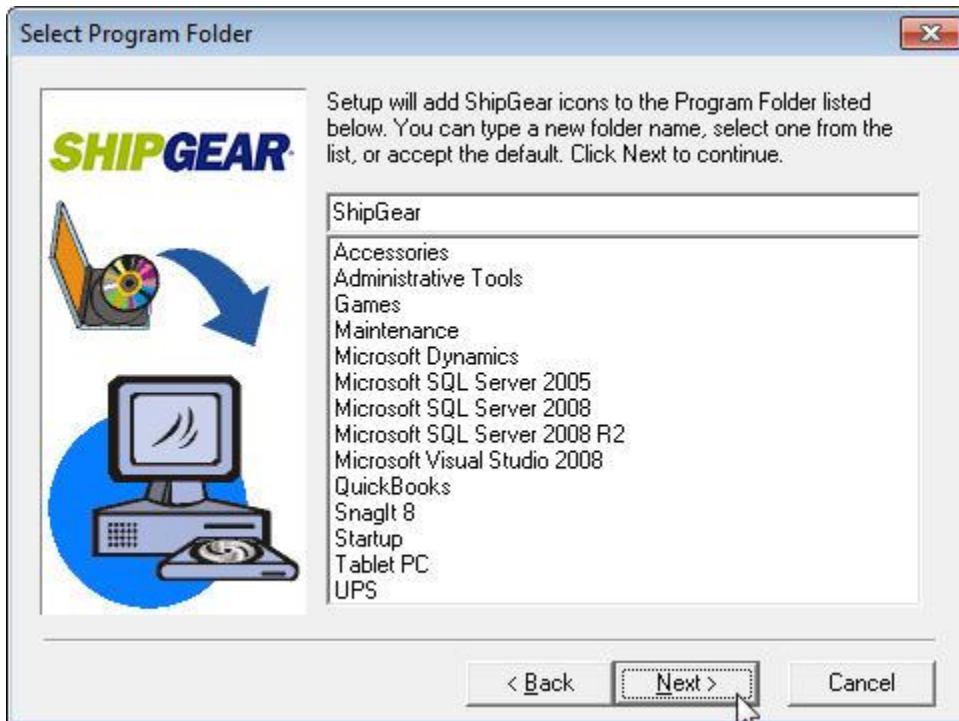
8. (If Front Office is enabled) Install ShipGear Front Office Server on this PC



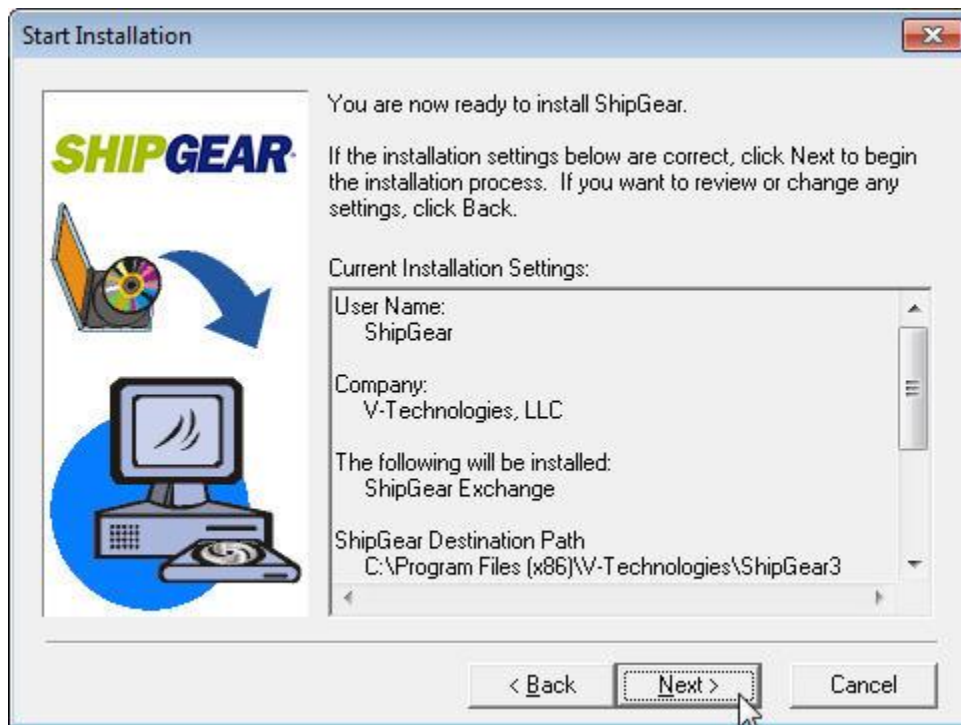
9. Backup replaced files



10. Select Program Folder



## 11. Start Installation

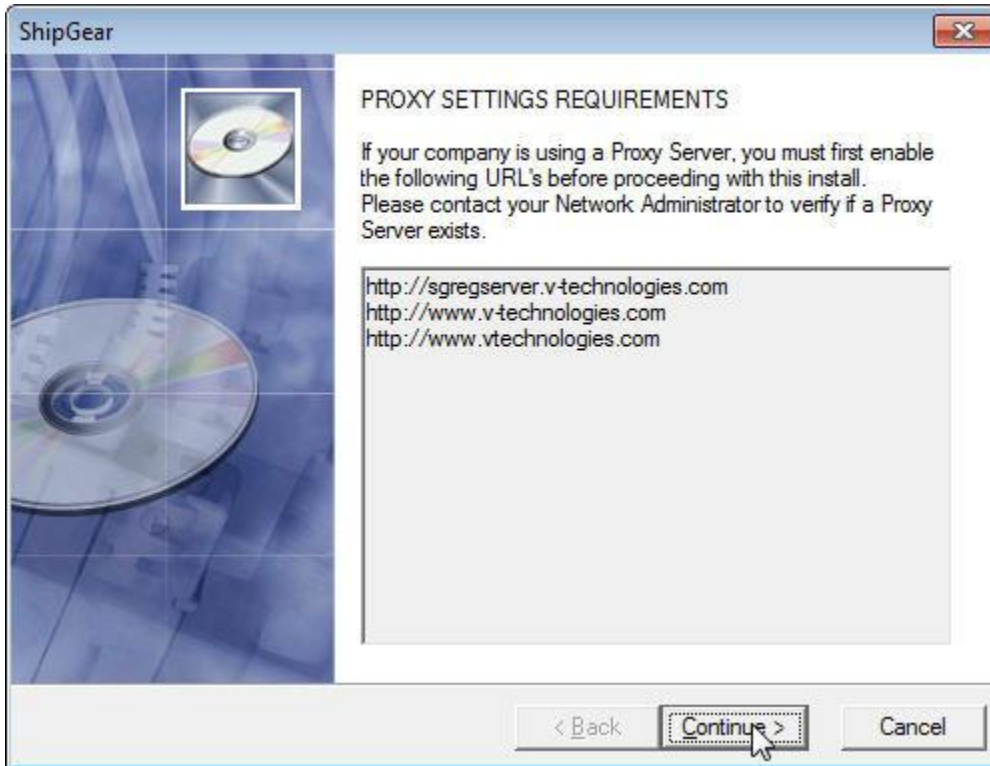


## Part 2: Install ShipGear on the Remote PC(s)

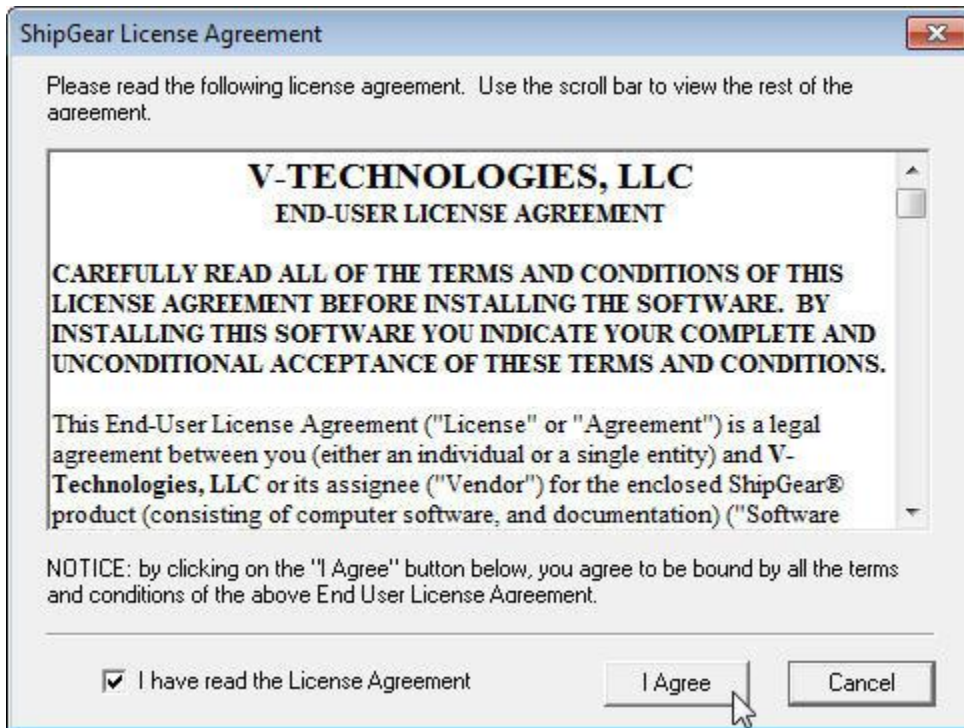
### Important Notes:

- 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



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.](#)





5. Verify your ShipGear Serial Number. Your Serial Number is included in the download email or can be accessed online from the [My Account](#) area of our site.



The dialog box is titled "Registration Information" and features the ShipGear logo on the left. It contains a text area with instructions: "Please enter your name, company and serial number in the fields below. You must complete all fields to continue." Below this are three input fields: "Name:" with the value "ShipGear", "Company:" with the value "V-Technologies, LLC", and "Product Serial Number:" with the value "1235 - 4457 - 6581". At the bottom are three buttons: "< Back", "Next >", and "Cancel".

Registration Information

Please enter your name, company and serial number in the fields below. You must complete all fields to continue.

**SHIPGEAR**

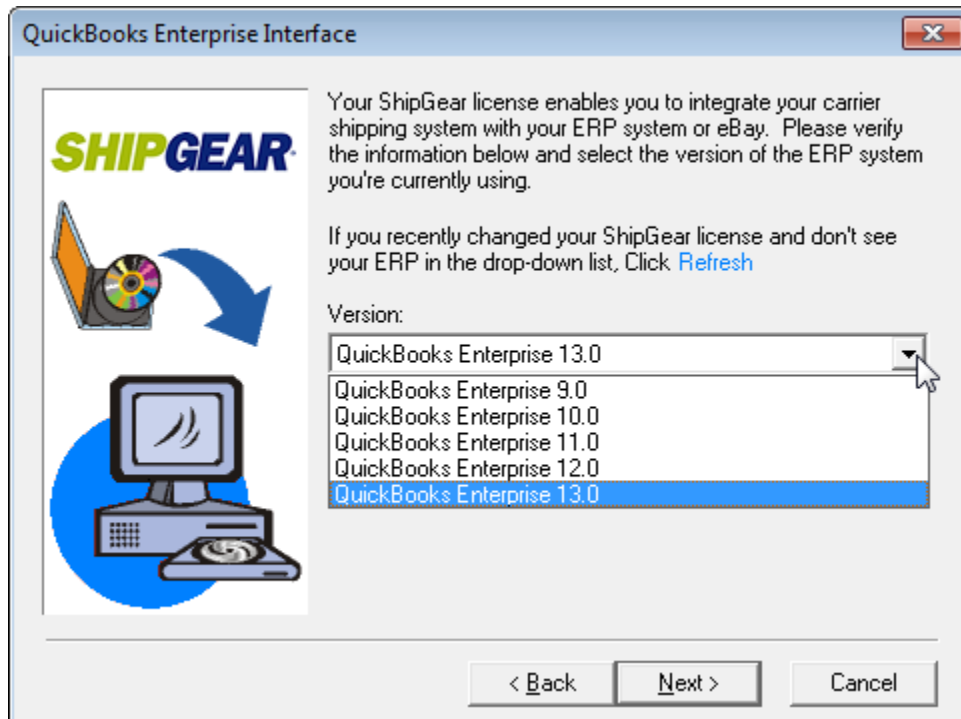
Name:  
ShipGear

Company:  
V-Technologies, LLC

Product Serial Number:  
1235 - 4457 - 6581

< Back   Next >   Cancel

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



The dialog box is titled "QuickBooks Enterprise Interface" and features the ShipGear logo on the left. It contains a text area with instructions: "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." Below this is a note: "If you recently changed your ShipGear license and don't see your ERP in the drop-down list, Click [Refresh](#)". Below the text is a "Version:" label and a drop-down menu with the following options: "QuickBooks Enterprise 13.0", "QuickBooks Enterprise 9.0", "QuickBooks Enterprise 10.0", "QuickBooks Enterprise 11.0", "QuickBooks Enterprise 12.0", and "QuickBooks Enterprise 13.0". The "QuickBooks Enterprise 13.0" option is selected. At the bottom are three buttons: "< Back", "Next >", and "Cancel".

QuickBooks Enterprise Interface

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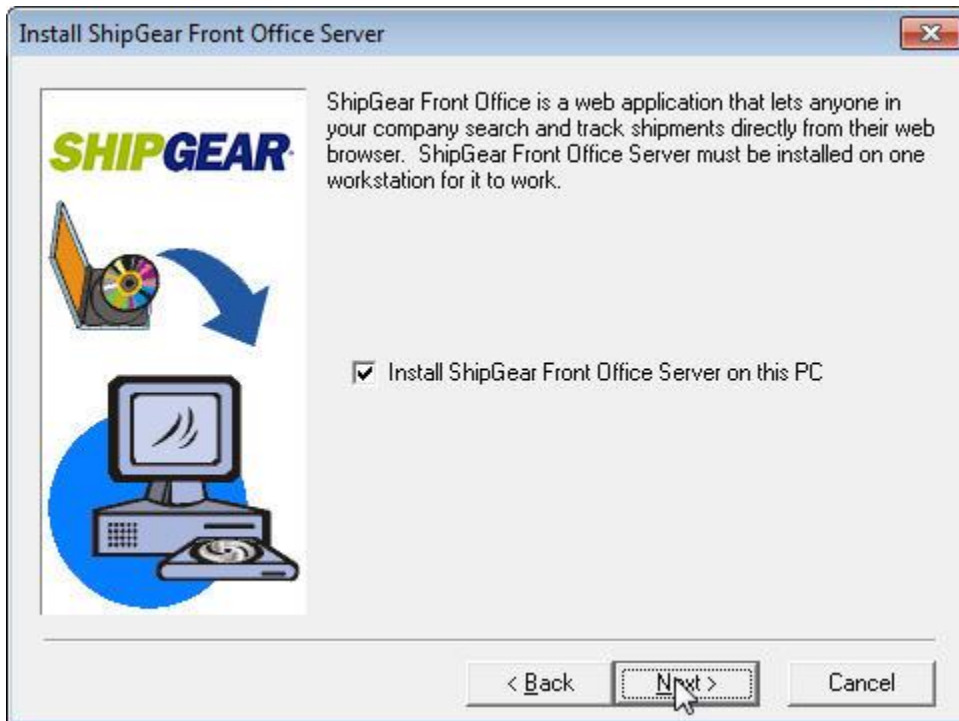
Version:  
QuickBooks Enterprise 13.0  
QuickBooks Enterprise 9.0  
QuickBooks Enterprise 10.0  
QuickBooks Enterprise 11.0  
QuickBooks Enterprise 12.0  
QuickBooks Enterprise 13.0

< Back   Next >   Cancel

7. Verify ShipGear License Properties



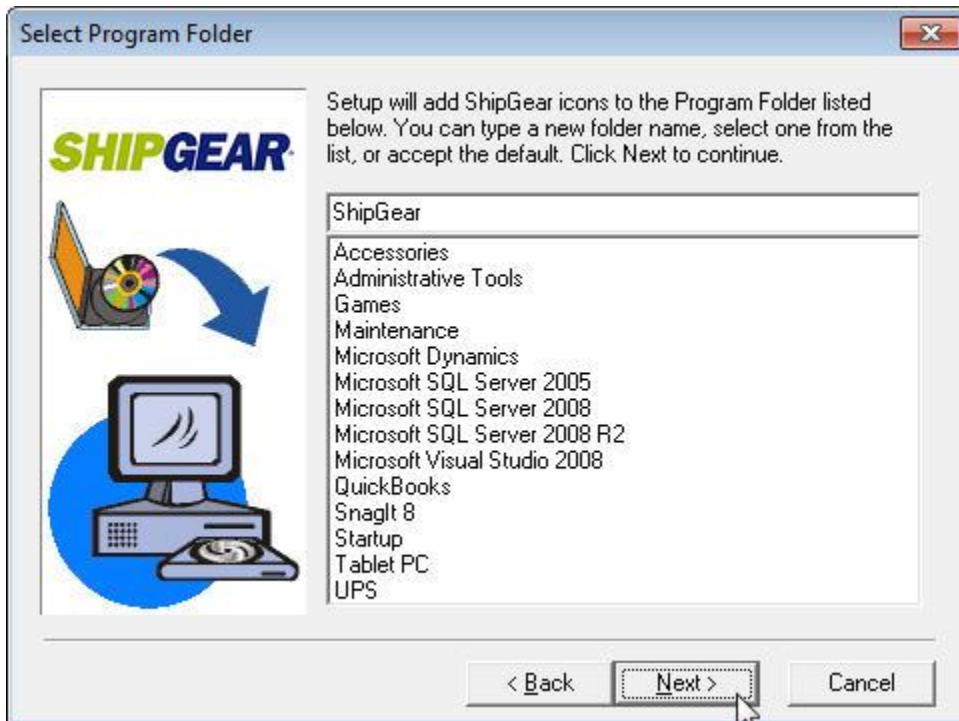
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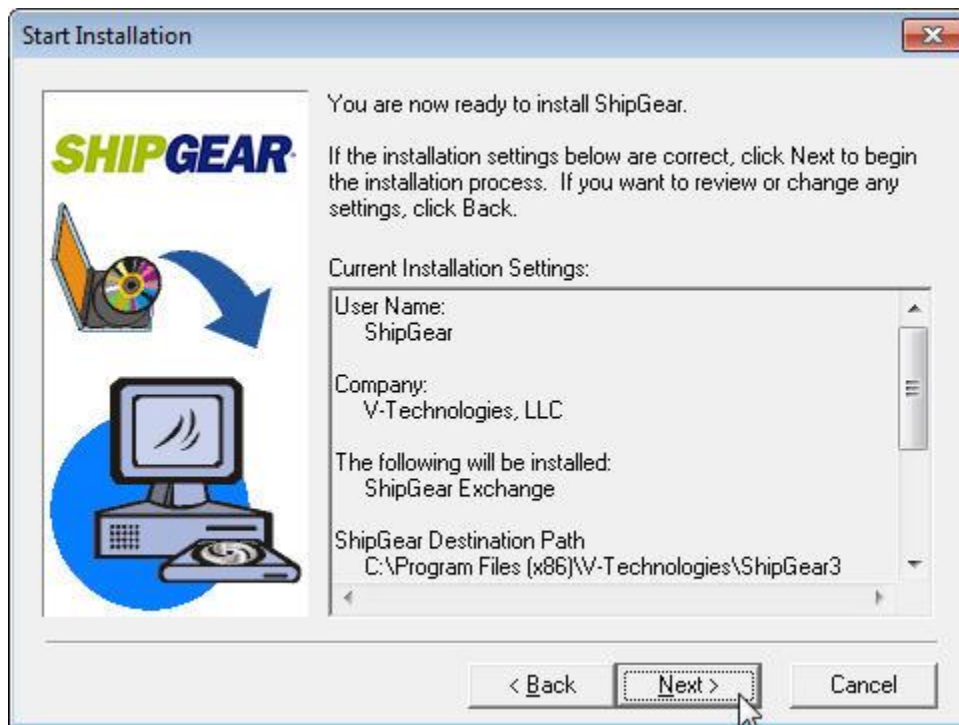
9. Backup replaced files



10. Select Program Folder



## 11. Start Installation



## Section C

### ShipGear Minimum System Requirements

#### PC

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

#### Operating System

- Microsoft® Windows XP
- Microsoft® Vista (32-bit)
- Microsoft® Windows 7 (32-bit or 64-bit)
- Microsoft® 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 [www.vtechnologies.com](http://www.vtechnologies.com).

#### 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