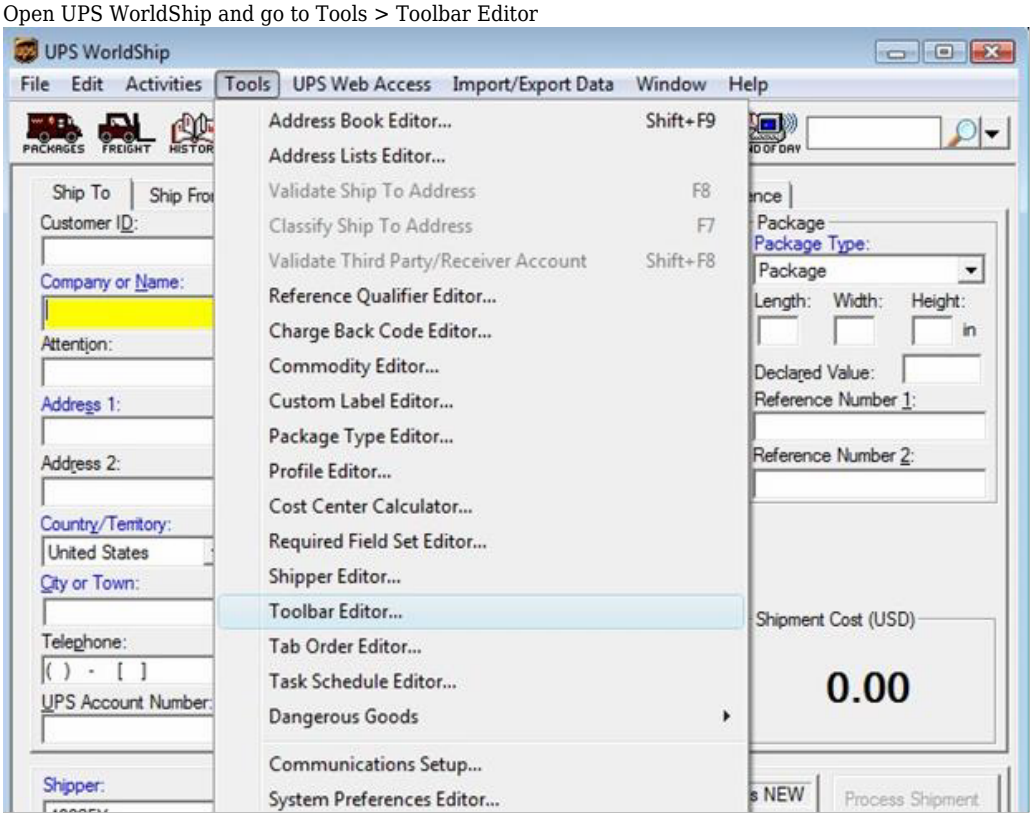
UPS Create Keyed Import Launch Button

Cavallo Support - 2025-06-11 - Miscellaneous

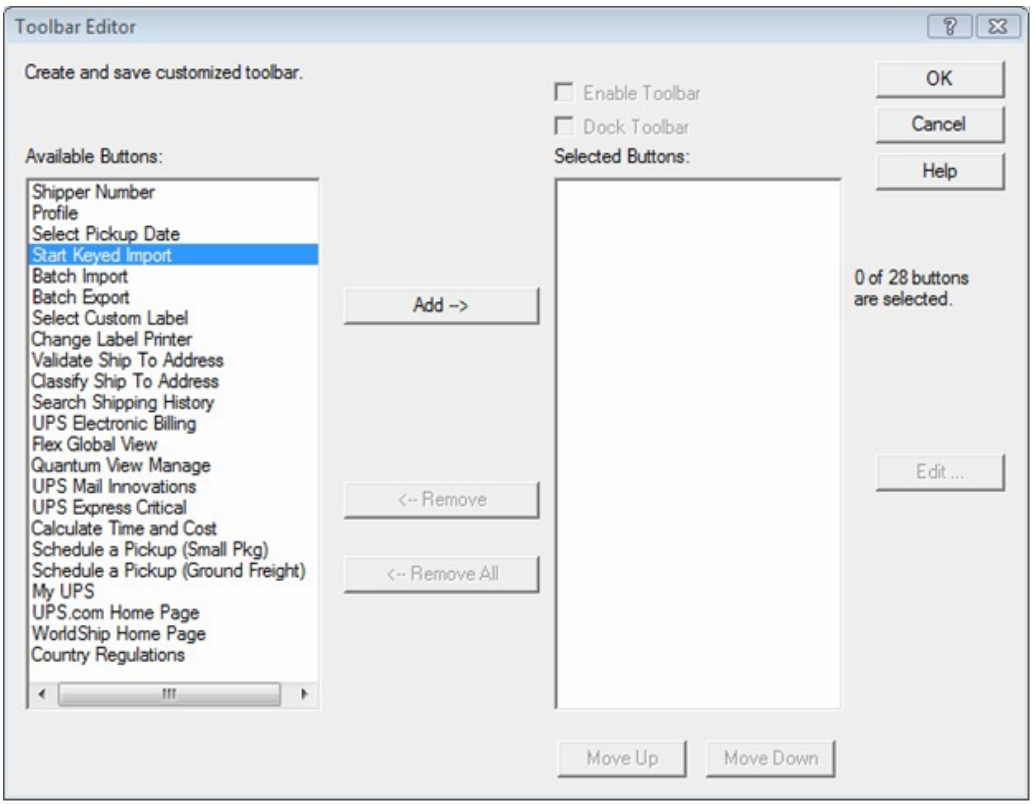
Overview

These instructions will allow you to set up a button to auto-start the ShipTo Keyed Import option in UPS WorldShip in versions before 2014. For instructions on UPS WorldShip 2014 see this documentation.

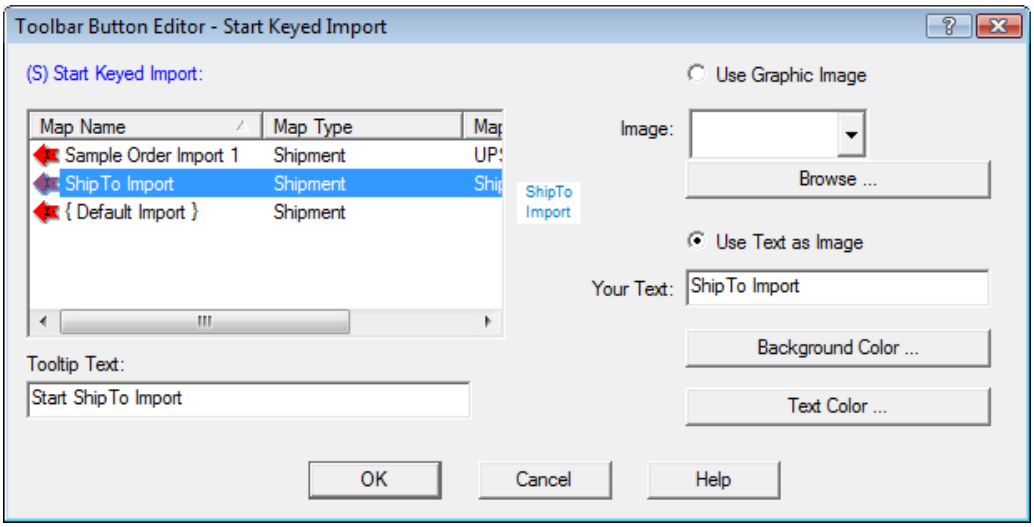
1. Open UPS WorldShip and go to Tools > Toolbar Editor



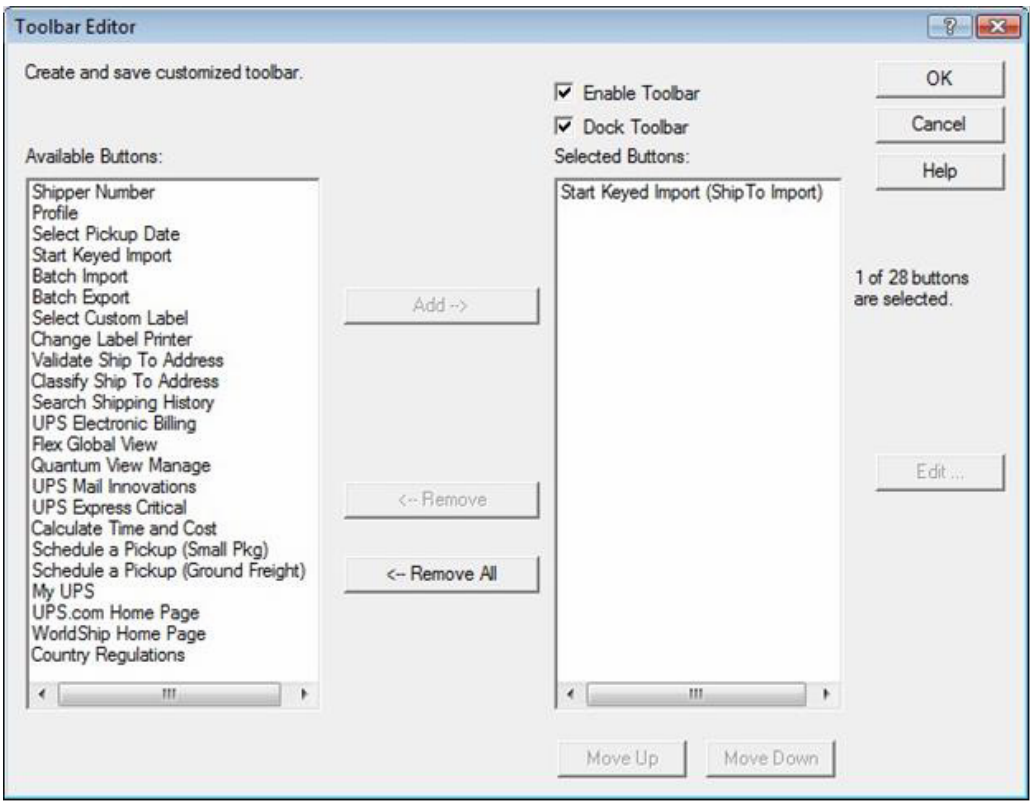
2. In the Toolbar Editor window, find Start Keyed Import on the left and click **Add**



3. Highlight ShipTo Import and enter ShipTo Import in the Your Text field
4. Optionally, use the attached bmp image in the Image field
5. Click **OK**



6. Check the **Enable Toolbar** and **Dock Toolbar** boxes and click **OK**



7. A quick launch button for ShipTo Keyed Import will now be available in UPS WorldShip:

