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## **UPS Create Keyed Import Launch Button**

Megan De Freitas - 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 <u>documentation</u>.

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

e Edit Activities To	ools UPS Web Access Import/Export Data	Window I	Help
	Address Book Editor Address Lists Editor	Shift+F9	
Ship To Ship From Customer ID:	Validate Ship To Address Classify Ship To Address	F8 F7	nce   Package
Company or <u>N</u> ame:	Validate Third Party/Receiver Account	Shift+F8	Package Type: Package
Attention:	Reference Qualifier Editor Charge Back Code Editor Commodity Editor		Length: Width: Height:
Addregs 1:	Custom Label Editor Package Type Editor		Declared Value: Reference Number <u>1</u> :
Address 2:	Profile Editor Cost Center Calculator		Reference Number <u>2</u> :
Country/Territory: United States	Required Field Set Editor Shipper Editor		
	Toolbar Editor		Shipment Cost (USD)
Telephone: ( ) - [ ] UPS Account Number:	Tab Order Editor Task Schedule Editor Dangerous Goods	•	0.00
Shipper:	Communications Setup System Preferences Editor		s NEW Process Shipment

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

oolbar Editor			8
Create and save customized toolbar. Available Buttons:		<ul> <li>Enable Toolbar</li> <li>Dock Toolbar</li> <li>Selected Buttons:</li> </ul>	OK Cancel
Shipper Number Profile Select Pickup Date Start Keyed Import Batch Import Batch Export Select Custom Label Change Label Printer Validate Ship To Address Classify Ship To Address Classify Ship To Address Search Shipping History UPS Electronic Billing Rex Global View Quantum View Manage UPS Mail Innovations UPS Express Critical Calculate Time and Cost Schedule a Pickup (Small Pkg) Schedule a Pickup (Ground Freight) My UPS UPS.com Home Page WorldShip Home Page Country Regulations	Add -> < Remove < Remove All		Help 0 of 28 buttons are selected. E dit

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

oolbar Button Editor - Star S) Start Keyed Import:					C Use Graphic Image
	Man Tana	Mar			
Map Name 🛆	Map Type Shipment	Mar UP:		Image:	<b>–</b>
ShipTo Import	Shipment	Ship	ShipTo		Browse
<pre>{ Default Import }</pre>	Shipment		Import		
					Use Text as Image
				Your Text:	ShipTo Import
Fooltip Text:					Background Color
Start ShipTo Import					Text Color
	ОК		Cancel		Help

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

Treate and save customized toolbar.		Enable Toolbar     Dock Toolbar	OK Cancel
Available Buttons: Shipper Number Profile		Selected Buttons: Start Keyed Import (Ship To Import)	Help
Select Pickup Date Start Keyed Import Batch Import Batch Export Select Custom Label Change Label Printer Validate Ship To Address Classify Ship To Address Search Shipping History UPS Electronic Billing Rex Global View	Add ->		1 of 28 buttons are selected.
Quantum View Manage JPS Mail Innovations JPS Express Critical Calculate Time and Cost	< Remove	1	Edit
Schedule a Pickup (Small Pkg) Schedule a Pickup (Ground Freight) My UPS UPS.com Home Page WorldShip Home Page Country Regulations	<- Remove All		
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7. A quick launch button for ShipTo Keyed Import will now be available in UPS WorldShip:

UPS WorldShip				
	Import/Export Data Wind	ow Help		
PROVINCES PRESENT ANTONY SHAPPENT UPLOOM TARCH				
Ship To Ship From Distribution	Service Options Detail	Beference		
Customer ID:  Update Address Book Residential	Shipment	Package Package Type:		Start
T Hesidegia	UPS Service:	Package	÷.	