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ShipRite Update v.10.23.7

This Update must be installed by 11/16/2023.

Overview

- Time to Download: 25-40 seconds.
- Time to apply update: 5-10 minutes.
- It is recommended you download this at the end of day, and not as you arrive for work, unless you get to the center at least 1 hour ahead of time.

- New FedEx FASC Discount structure
- Updated USPS PS1583 form for Mailbox Rentals

This version will automatically load the new FedEx FASC discounts on the due date. As such, the update can be downloaded any time before the rate change takes effect.

On 11/16/2023, open these instructions and go to the "Check FedEx FASC discount Level" section. Follow the instructions to check the FedEx discount level.

*Technical Support will be available Saturday 10am – 3pm EST.
Monday – Friday 8am-8pm EST.*

Installation

1. Backup your ShipRite database. You should be backing up DAILY. If you are not, please go to www.shipritesoftware.com/FAQS, download the "Backup ShipRite" instructions, and then apply the backup procedure.
2. The Update has to be done on the server computer with ShipRite closed on all other workstations.
3. On the server, from the main ShipRite screen, click on the EOD button. In the top right corner, click on the Program Updates button.



If Program Update button does NOT work, go to the next page of this document to manually download the update!

4. A ShipRite Updates status screen will display with information that the update is being downloaded. Depending on your internet speed, this can take a few minutes to complete. When done, a message will display informing you that the Update downloaded successfully. Close the screen and close out of ShipRite completely.



5. After closing ShipRite, open it right back up from the desktop shortcut. During the initial startup, a message will appear stating the Program Update has been located. Click YES to install the update.
6. If an updated version of the ShipRiteNet 4.5 module needs to be installed, a prompt will come up to install it. Follow the prompts to install it as well.
7. After the installation is completed, start ShipRite back up from your normal icon. The first time ShipRite is started up, the software will go through a loading procedure. This is normal.

The update is now completed.

If Program Update button fails to download the update:

It's possible that a firewall or anti-virus software blocks the Program Update from being downloaded. If that is the case follow these instructions:

1. Click [<<HERE>>](#) to manually download the US update.
2. SAVE to your desktop. Double click on the file name: Update_10.23.7.exe
3. Click NEXT to start the loading process, then FINISH to complete the installation.
4. If a message comes up to install the SAP Crystal Reports Runtime Engine, follow prompts to install.
5. If you receive prompts that the ShipRiteNet 4.5 module needs to update, go ahead and click YES and continue until done. Click CLOSE when done. If prompted to Repair or Remove, select Repair.
6. Start the ShipRite Program from the normal icon. You may get a message that X number of Database fields were added. This is normal. You will be required to restart the program again.
7. At this point start up ShipRite on the workstations.

Once the ShipRite Main Menu screen pops up, you are updated.

Workstations

After the server is updated, start ShipRite on any additional workstation that is present.

The first time ShipRite is started up on a workstation, a popup message may appear to install the "SAP Crystal Reports Runtime Engine" on each workstation if not already installed. Follow prompts on screen to install.

Start ShipRite back up.

If the ShipRiteNet 4.5 module needs to be updated on the workstation, a popup message will appear ("Failed to Load ShipRiteNet 4.5 module"). Press YES on that pop-up dialog and follow prompts on the screen to install the current ShipRiteNet module.

If prompted to repair or remove ShipRiteNet4.5, select Repair.

Check FedEx FASC Discount Level

If you are not an FASC (FedEx Authorized Ship Center) then you can skip these instructions as they are not applicable.

FedEx has changed their discount structure for FASC's to only have 2 tier levels, instead of the previous 5.

- **Level 1:** (\$0 - \$40,999.99 annualized transportation charges)
- **Level 2:** (\$41,000+ annualized transportation charges)

On 11/16/2023 or after, check the FedEx FASC discount level to make sure the right one is selected. Please go to Setup > General Setup Options > Carrier Setup > FedEx > FASC Discount Tier. Please select the correct tier level from the drop-down menu and click "Update Now".

The screenshot shows a software interface for carrier setup. At the top, there are tabs for 'Registration', 'Options', 'Global Features', 'Local Features', 'Carrier Setup', and 'Data Base'. The 'Carrier Selection' dropdown is set to 'FEDEX'. Below it, a list of setup options is shown, with 'FASC Discount Tier' highlighted. To the right, the 'FASC Discount Tier' dropdown is set to '1 (\$0-\$40,999.99)'. Below this dropdown, there are two other options: '1 (\$0-\$40,999.99)' (highlighted) and '2 (\$41,000-)'. An 'Update Now' button is located at the bottom right of the form.

New PS1583 Form

When renting a mailbox, ShipRite will now print the updated USPS PS1583 Form. When selecting to print the 1583 Form, additional information will be required.

To familiarize yourself with the new form, and for rules and guidelines on what information is acceptable, please download a blank form from the link below. Instructions are included on page 2.
<https://about.usps.com/forms/ps1583.pdf>

The screenshot shows a printing interface for the USPS 1583 Form. At the top, there are buttons for 'CONTINUE', 'NO PRINT', and 'CANCEL'. Below these, there are two main sections: 'USPS 1583 Form' and 'Rental Agreement'. The 'Business/Organization Use' section is highlighted in yellow and contains the following fields: 'Type of Business', 'Place Of Registration', 'Photo ID' (with a dropdown menu set to 'U.S. Driver's or Nondriver's ID Card'), 'ID Number', 'Issuing Entity', 'Exp. Date on ID', and 'Address ID' (with a dropdown menu set to 'Home or Vehicle Insurance Policy').

Fixes Included in version 23.7

| Type | Module | Description |
|------|-----------------------|---|
| | Build 1 | |
| New | SetupProgram | Updated FASC Discount Tier option with new tiers '1 (\$0-\$40,999.99)', '2 (\$41,000-)' in FedEx Carrier Setup. |
| New | FedEx | Updated FedEx FASC discounts for Independent locations effective 11/16/2023. |
| New | Net45.ShipRiteReports | Mailbox: Updated 1583 report to April 2023 version. |
| New | MailBox | Updated 1583 form required information when renting a mailbox. |