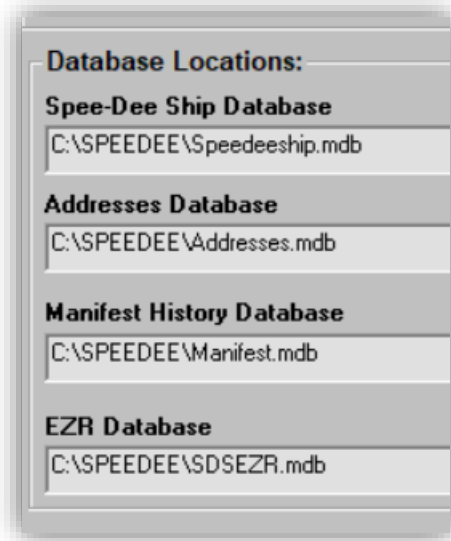
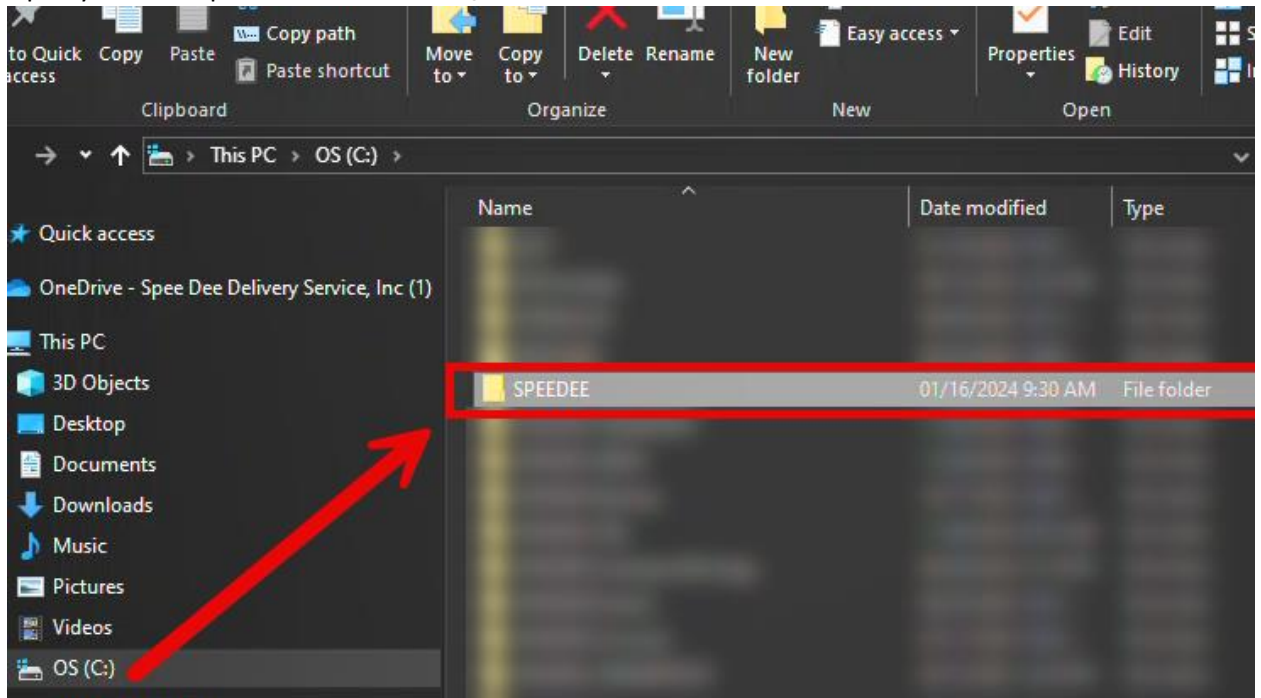


## SpeedeeShip Update Instructions

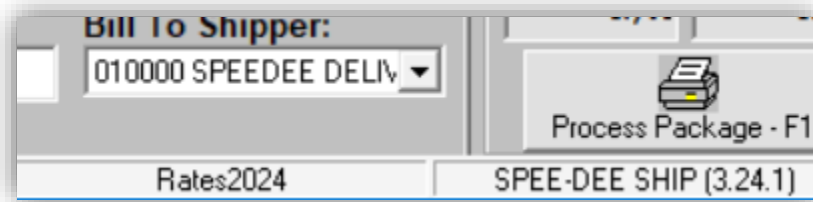
- 1) Launch current install of SpeedeeShip and close out all pending manifests.
- 2) Click the settings tab -> Database settings and mark down the database install locations



- a. If the databases are located anywhere **OTHER** than C:\speedee\\*\*\*\* then you will need to go to that location and back up the files to a folder just in case.
- 3) Open your file explorer and find the **C:\SPEEDEE** folder



- a. Copy the folder and save it as something named other than SPEEDEE. ("SPEEDEE BKP" would be acceptable).
- 4) Once the folder has been copied you will then want to launch the updater that you downloaded from the website located at <https://speedeedelivery.com/update>
  - a. You may receive a popup stating that the download is not trusted/verified. You will need to hit the three dots and then hit "keep" followed by keep anyways to have the file downloaded.
- 5) Run the updater (**3\_24\_1AFullInstall.exe** for regular accounts) or (**4\_24\_1\_A\_State.exe** for state accounts).
  - a. The update will update all the necessary files in the background and will update the shortcut on the desktop to the new version. No user intervention should be required.
- 6) Once the updater has finished launch SpeedeShip again to verify the latest version/rates have been installed properly.



- a. Under **Process Package** you will see version 3.24.1 (4.24.1 for state) if you have updated properly.
- b. The current rates file should be Rates2024 or Rates2024A

If you run into any issues along the way, feel free to reach out to our support team either by calling our helpdesk at **320-251-6697 x500** or by emailing **[sds@speedeedelivery.com](mailto:sds@speedeedelivery.com)**.