

Global Shipping Software (GSS) – Client Control

Quick Start Guide | April 2022

Overview

All versions of the GSS web platform require a small client control component, known as the GSS Client Control, to communicate with your workstation's printer. This is specifically required to send labels and reports directly to a printer as a part of the report and label generation process.

How to Use this Guide

This guide assumes you are using the latest version of the GSS Website; it is structure to provide step-by-step instructions to install and configure the latest version of the GSS Client Control.

To install the GSS Client Control, follow the steps outlined in the sections below.

1.1. GSS Client Control Installation Prerequisites

Please ensure the following requisites are met before installing the GSS Client Control.

1. You have administrator privileges, which are required for installation.
2. You have closed all browsers before beginning the installation.
3. You have manually uninstalled any prior versions of the GSS Client Control via the Program and Features page in the Control Panel. If you try to install the latest version (V3) of the GSS Client Control without uninstalling prior versions, you will receive a notification that the prior GSS Client Control exists.

Windows Installer

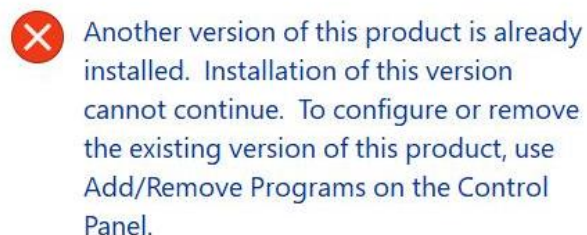


Figure 1: Pop-up will appear if another version of the GSS Client Control exists on your workstation.

1.2. Steps to Uninstall Prior GSS Client Control Versions

Please follow the below steps to uninstall prior versions of the GSS Client Control; this must be done before installing the latest version on your workstation.

1. Navigate to the Control Panel.
2. Open **Program and Features**.

3. Locate the **GSS v2 Client Control**.
4. Right click on the control and select **uninstall**.

Once the un-installation is successful, the GSS v2 Client Control will disappear from the **Program and Features** list in the Control Panel.

1.3. Steps to Install GSS Client Control

Please follow the below steps to install the latest version of the GSS Client Control onto your workstation. Ensure that the necessary steps have been taken to meet prerequisites and uninstall prior versions of the Client Control before completing this process.

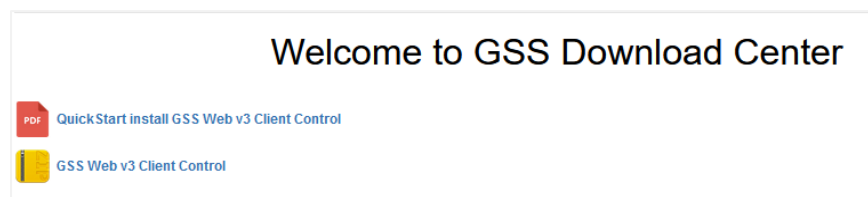


Figure 2: GSS Download Center for V3 GSS Client Control.

1. Locate your internet browser on your **Start** menu or desktop and double-click its icon. Your browser opens a new window.
2. Enter the GSS Web V3 site URL in your browser's address bar.
3. On the login page, click the **Using a label printer? Visit the GSS Download Center** link.
 - a. If the GSS Download Center link does not appear on your browser window, enter the following URL directly into your browser window: <https://gss.usps.com/uspsgssv2/downloadcenter.aspx>.
4. Click the **GSS Client Controls** ZIP file.
5. Select the folder that you want to download the ZIP file to, and then click the **Save** button.
6. Close your internet browser.
7. Go to the folder that contains the downloaded GSS Client Control ZIP file. Double-click the file to open it.
8. Click **Unzip** on the WinZip toolbar and select **Unzip to**. Choose a location for the folder. Click the **Unzip** button. The file is unzipped, and its contents are saved to the location that you specified.
9. Locate the unzipped folder and open it. Right-click the **setup.exe** file and click **Run as Administrator** to start the installation.
10. On the Welcome screen, click **Next**.
11. Select the **Everyone** radio button. Click **Next**.
12. Click **Next** to start the installation.
13. Click **Close** to close the wizard when installation has completed.

1.4. Steps to Associate GSS Client Control with GSS Website

To complete the installation process, you must associate the program with the GSS Web V3 site to be able to use the platform completely. Follow the instructions below.

1. Open your internet browser.
2. Go to the GSS Website login page.
3. Associate the GSS Web V3 Client Control with the website.
 - a. The Firefox browser will display this prompt.

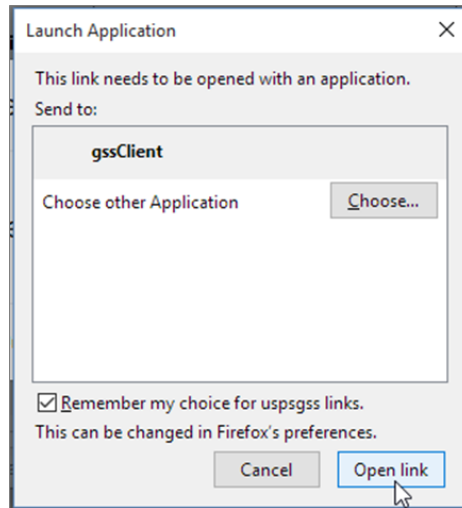


Figure 3: Firefox browser prompt to associate GSS Client Control to the website.

- i. Click the **Remember my choice for uspsgss links** check box to select it, and then click the **Open link** button.
 - b. If you are using Chrome, Opera, or Microsoft Edge, the browser will display this prompt.

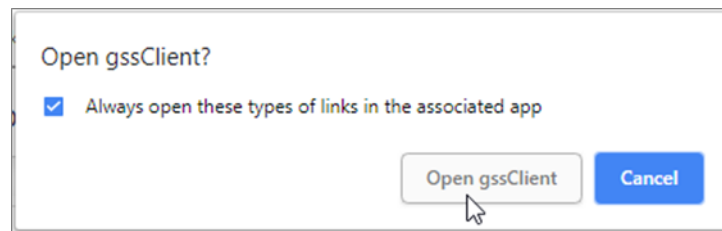


Figure 4: Chrome, Opera, Microsoft Edge browser prompt to associate GSS Client Control to the website.

- i. Click the **Always open these types of links in the associated app** check box to select it, and then click the **Open gssClient** button.