

MYOB® Support Note

Adding Additional Workstations to your MYOB Premier System

This Support Note is suitable for:

- MYOB Premier

Can I have more users access my MYOB datafile at once?

Your MYOB Premier system allows up to three people to access the same data file simultaneously from different workstations on your company's peer-to-peer network. If your company needs more than three people to access a data file at the same time, you can purchase additional licenses to expand your MYOB Premier capabilities at an affordable price. The Active Workstations window shows the number of workstations that currently can access the data file at the same time. To open the Active Workstations window, choose Active Workstations from the File Menu when in a data file.

How do I add an additional workstation to MYOB Premier?

In Australia, call 1300 555 151 between 9 and 5:30 E.S.T. to purchase additional workstation licenses. Ensure you have your credit card handy as well as your Registration number (the format is AA1234567). A Customer Service Representative will then issue you with your Workstation License number.

Once you have details of your new Workstation License number, start MYOB Premier on any computer and open your company's data file. From the Setup menu at the top of your screen, choose Company Information.

Company Information

Company Information

Registration Number: CLEARWATER

Workstation Licence Number:

Total Workstations Licenced: 3

Company Name: Clearwater Pty. Ltd.

Address: 25 Spring Street
Blackburn
VIC 3130

Phone Number: 03 9555 4567

A.B.N. or T.F.N.: 12 345 678 912 A.B.N. Branch: 013

A.C.N.: 456 789 900

Sales Tax Number: 234 567 890

Current Financial Year: 2002

Last Month in Financial Year: June

Conversion Month: July 2000

Accounting Periods per Year: Thirteen

Help F1 Bank Info BAS Info OK

In the Workstation License Number field, enter the number that you received, exactly as it was read to you. When you are finished, click OK.

Note: If your company uses more than one data file, you must use the same Workstation License number for all your company's data files.