



# Additional Workstation License

## Support Notes

This support notes are suitable for:

- MYOB Premier
- MYOB Premier Plus

### Introduction

Additional workstation licences are available from MYOB should you wish to increase the number of users accessing a company file at any given time. Once you have purchased the additional licence, you need to activate it so that the additional workstation will have access to the data. This support note guides you through this very simple process.

### Can I have more users access my MYOB data file at once?

MYOB Premier initially enables up to three people to access the same data file simultaneously from different workstations on your company's peer-to-peer network. To expand your capabilities, you can purchase additional licences for this program at an affordable price.

The Company Information window shows the number of workstations that currently can access the data file at the same time. To open the Company Information window, open a data file, go to the **Setup** menu and choose **Company Information**.

### How do I add an additional workstation to MYOB?

You can contact MYOB customer service line to purchase additional workstation licences. Make sure you have your MYOB serial number along with your credit card to purchase your additional licences.

Once you have purchased your additional workstation licence(s):

1. Start MYOB Premier on any computer.
2. Open your company's data file.
3. Go to the **Setup** menu at the top of the screen, choose **Company Information** then click the **License** button.

Company Information

Serial Number: 6000 6024 9199      Total Workstations Licensed: 1

Company Name: MYOB Consulting

Address:

Phone Number:

Fax Number:

Email Address:

I.R.D. No.:

Service Tax No.:

Company No.: eee

Sales Tax No.:

Conversion Month: January 2008      Current Financial Year: 2008

Accounting Periods: Twelve      Last Month in Financial Year: December

Help F1    License

OK

You will be presented with a window similar to the one showed below. It will include your Serial Number and Company File Code.

'. There are 'Enable Online', 'Cancel', and 'OK' buttons."/>

Enable Licence

To purchase additional workstation licences, call Monday - Friday 9am to 5:30pm E.T.

Enable Additional Licence Online

If you have already purchased a workstation licence you can easily enable it online by clicking Enable Online below.

Enable Additional Licence by Phone

If you already have a confirmation code you can enter it below.

To receive a confirmation code for your workstation licences, call (24 hours a day, 7 days a week). This is an automated phone service. Follow the instructions to receive a confirmation code and enter it below.

Serial Number: 6173 2540 2540

Company File Code: 2624 1410 10

Enter Confirmation Code:

Enable Online    Cancel    OK

The fastest way to enable your new Workstation Licence(s) is to use the **Enable Online** function. You must be connected to the internet to enable your licence(s) using this option. This will automatically enter your new confirmation code.

Use the automated phone service if you are not connected to the internet and you can manually type your new confirmation code.

Once you have entered your new confirmation code you will have access to use your company file on the additional workstation(s).

**Note:** If your company uses more than one data file, you must use the same Serial Number for all your company's data files.