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Installing MYOB EXO Employer Services Products

**Introduction**

MYOB EXO Employer Services can be installed on a local computer or on a server.

These instructions cover installing and registering your new products.

**Note:** If the installation is being done on a terminal server you will need to change the server into Windows installation mode before running the installation. See your I.T. Department for further information.

**Install File Links**

Listed below are the links to the appropriate install file for doing the install.

**New Zealand**

<http://exo.myob.com/Enterprise/EmployerServices/NZ/LatestVersion/upgrades.EXE>

**Australia**

<http://exo.myob.com/Enterprise/EmployerServices/AUS/LatestVersion/Austupgrades.EXE>

**Installing MYOB EXO Employer Services Software**

1. Download and save the **Upgrades.exe** file to the computer that MYOB EXO Employer Services is to be installed in.

2. When the download has finished the computer should ask if you wish to run this file. If it does not ask, locate the file through **Windows Explorer** then double click on it. Click on **Run** to start the Install Wizard.

**Note:** Installing on a computer should be done using the Windows Administrator profile.

3. Choose **Next** on the Welcome screen.

4. Select a **Destination Folder** for the installation. The destination can be changed by choosing the **Browse** button. Select **Next** when ready.

**Note:** If you already have an EXO Employer Services product and are installing an integrated module (i.e. you have Payroll and are installing Time & Attendance) please ensure that your destination folder is set to your existing product installation.

5. On the **Select Components** screen only select the modules that you are **Licenced** for then click **Next**. Any modules that you already have installed will be ticked.

6. Select the **Program Manager Group** to add the MYOB EXO Employer Services icon to then click **Next**.

7. Click **Next** on the final screen to start the installation.

8. When the installation is finished the computer may ask to be restarted. Click **Yes** for the pc to restart.

**Note:** If the pc is to be restarted at a later time, click No but this is not recommended.

**Extra steps for installations on a server**

If the new location is on a server **share** the folder and setup Windows users with **full permission** access to this folder. Make new **mapped network drives** for clients on computers that will be accessing the new folder location from across the network. For more instructions on setting up a mapped network drive (click here) or contact your I.T. Department.

Run **network.exe** from all the computers that will access the new location. If the new location is on a Terminal Server make sure to run the Network application while the Terminal Server is in Install mode.

For instructions on running network.exe [Click Here](http://myobexo.custhelp.com/app/answers/detail/a_id/33027)

**Registering your product**

The fresh installation will require **registration** files to be installed. If a new module is being added to an existing install, new registration files will need to be installed. These files will have been emailed to you at the time of purchase. If you haven’t received these files, you can request them by emailing our Administration team on exoservices@myob.com

Do not attempt to open these files. Doing so may cause corruption to the registration details.

To save these files follow the instructions below:

1. Exit out of your MYOB Employer Services product(s) and ensure there are no users logged into the system
2. Save the attached files into the same location as your MYOB Employer Services product(s). To find the location where your software is installed, open the product, click on the "Help" menu and select "About".  On the "About" window you will see Installed In. This is the location where the registration files will need to be saved.
3. If you are prompted to overwrite any files, select [Yes to All]

Once you have completed these steps, restart your product to confirm and activate these changes.