

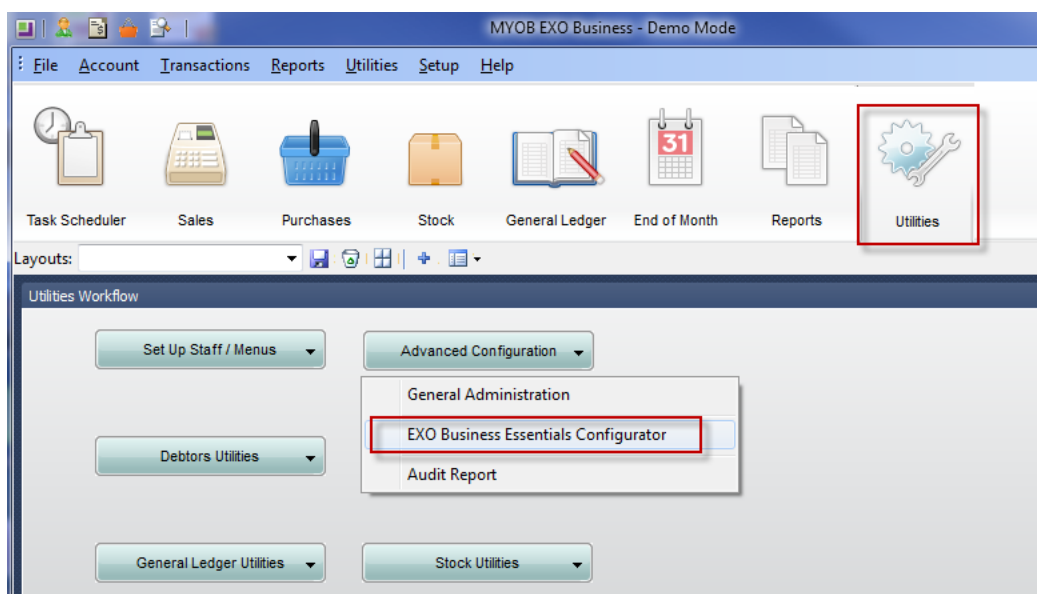
## How to check who is logged into MYOB EXO Business

### Step One

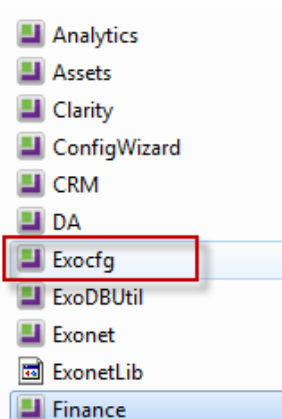
This step can only be done by EXO Administrators

Access the EXO Business configuration module

- a. Utilities -> Advanced Configuration -> EXO Business Essentials Configurator



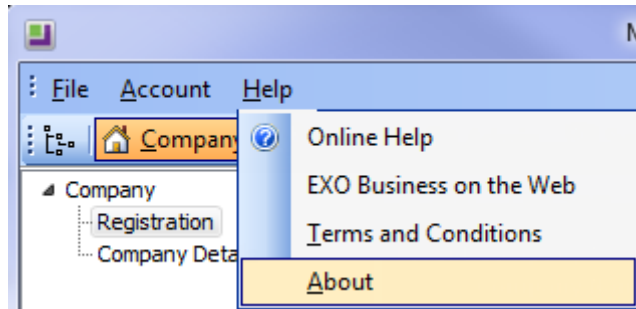
- b. Browse to the EXO Program Files and log into Exocfg



# Take your business to the *next level*

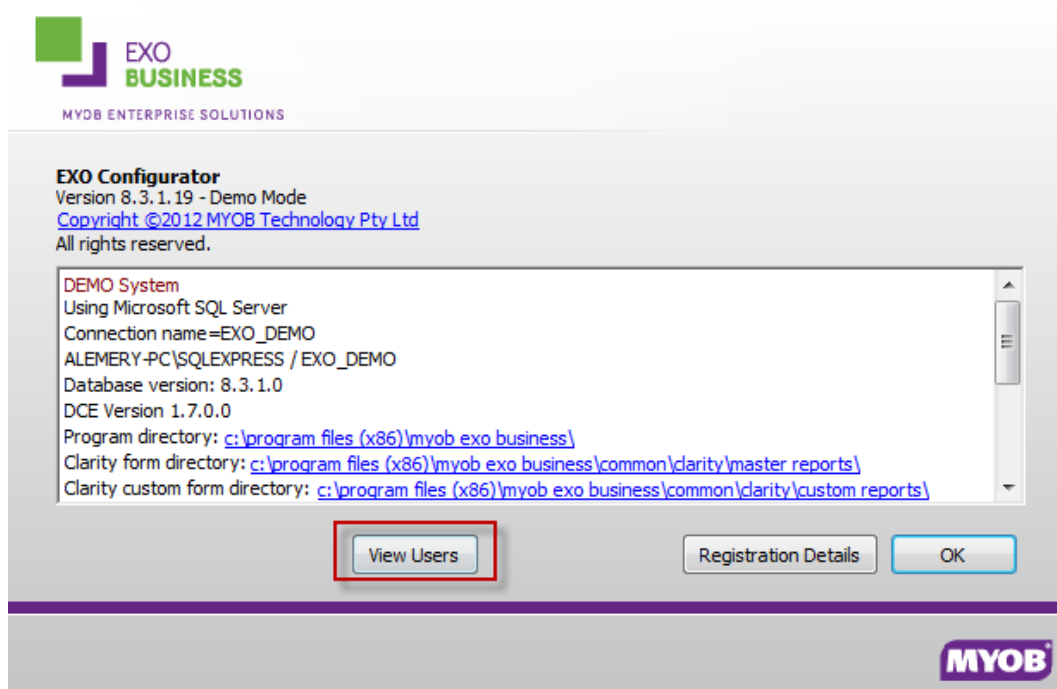
## Step 2

Once logged into ExoConfig access Help -> About



## Step 3

In the Help Screen press 'View Users'



The information contained in this document is intended to be a guide for using your software. It is not accounting, bookkeeping or payroll advice. You should seek advice or clarification from your professional advisor in respect of these matters

# Take your business to the *next level*

## Step 4

Online Users are displayed. You can view by module or by computer

