

ezytax
BLUE

server
navigation



SERVER NAVIGATION MANUAL

All locations have a code and each location either has 1, 2 or 3 stations.

List of locations/stations are:

Blue One Locations

BRISBANE	CODES	GOLD COAST	CODES
Indooroopilly	EIBQ01	Pacific Fair	EPGQ01
Indooroopilly Office	BIBQ01	Coomera	EPGQ01/02
Garden City	EGBQ01/02	Robina	ERGQ01
Chermside	ECBQ01/02	Helensvale	EHGQ01
Carindale	EWBQ01		
North Lakes	ENBQ01/02		

Blue Zero Locations

CAIRNS	CODES	TOWNSVILLE	CODES
Cairns Central	ECCQ01/02/03	Townsville	ESTQ01/02
Smithfield	ESCQ01/02	Townsville	ESTQ03
Smithfield Office	BSCQ01		
Earlville	EECQ01/02		
Emails	ECCQ04		

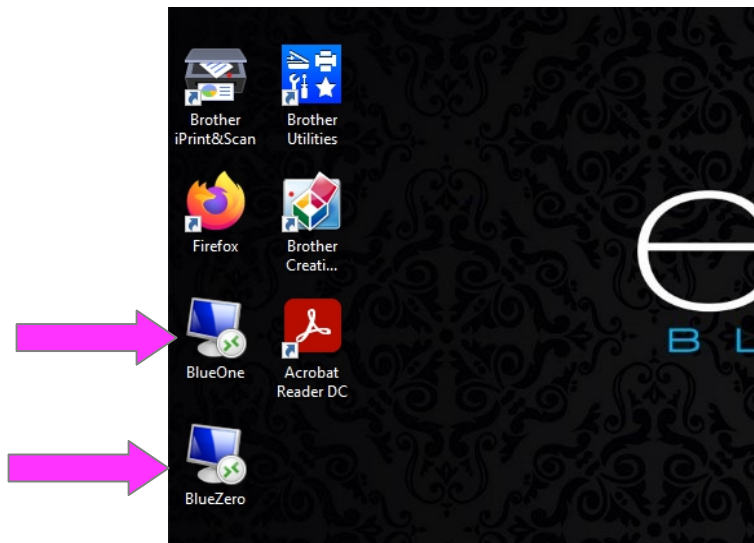
VA Locations

LOCATION	CODES	
Cairns Central	VCCQ01	
Garden City	VGBQ01	
Mount Sheridan	VMCQ01	
Emails	VA01	

Online

BlueTax	BTO
FKTax	FKT



On your laptop's **LOCAL** desktop > select the relevant Server – see below:



NAVIGATING THE EZYTAX(T:) DRIVE:

On the **SERVER** desktop > click **Ezytax** icon to access the T:Drive. Alternatively, click on the file explorer icon on the taskbar and then on the LHS, locate the Ezytax (T:) drive.



When in the (T:) Drive, your file location will be  

The first screen of the drive will appear similar to below:

Here, you can find:



1. **Locations**, which contain **Station folders**, which contain:

- Invoices
- Signed tax returns
- Stations sheets

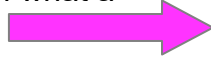
2. **Manuals**, which are there to help with your understanding of processes. Please check these when you have questions, as most common concerns are addressed.

3. **Tax Training**, to assist with your understanding of tax law and how to use MYOB.

- 2021 Form Amendments
- BB
- Brisbane
- Cairns
- Emails
- Gold Coast
- LNP
- Mackay
- Manuals
- Manuals - TO BE REVIEWED
- Marketing
- Phone Messages
- PREFILL
- Soheila
- Tax Training
- Townsville

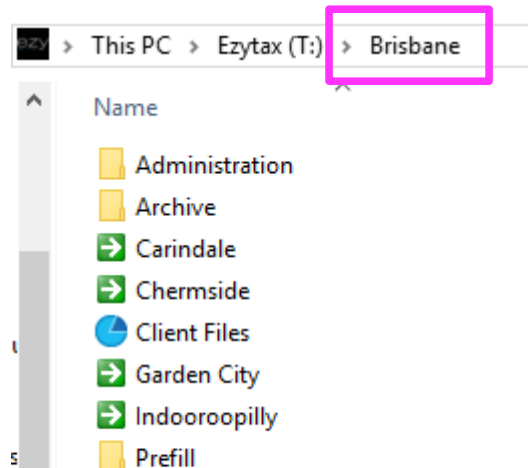
SERVER NAVIGATION BY LOCATION:

See right for an example of what a **Location folder** looks like.



As mentioned above, here you can find location folders.

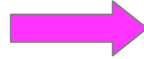
You can also find the administration folder, which contains important matters such as banking worksheets and timesheets.



ADMINISTRATION FOLDER:

Important things to find in the Administration folder:

1. Banking worksheets
2. Client Management for Client Tracker (RCT)
3. Errors List
4. Debt Letters
5. Timesheets
6. Trust Account



Name	Date n
Banking Worksheet	8/11/2
Booth Signage	7/04/2
Client Management	24/02/
Debt Letters	8/11/2
Errors List	21/04/
Merchant Summary	8/11/2
Outstanding ITRs	1/06/2
Roster	8/11/2
Timesheets	1/06/2
Trust	8/11/2
Trust Acc Auth	8/11/2

LOCATION/STATION FOLDER:

Stepping out of the Administration Folder, you can open the Centre/Station folder to see all stations available in your centre.

Open this station to access your Invoices, Station Sheets and Signed Tax Returns.

Ensure you have these folders open every time you are one.

Name
Administration
Archive
Carindale
Chermside
Client Files
Garden City
Indooroopilly
Prefill
Templates 2020
.DS_Store
Mobile Modem Numbers
Passwords Ezytax Blue

This PC > Ezytax (T:) > Brisbane > Garden City > EGT

Name	Dat
Invoices	25/
Signed Tax Returns	25/
Station Sheets	25/

This PC > Ezytax (T:) > Brisbane > Garden City

Name
EGBQ01
EGBQ02

Signed Tax Returns: Is where you will upload your scanned documents. It is **crucial** that you do this at the end of every day so that review can run smoothly. Fastest way is to scan the documents as you go. It will save time at the end of the day.

Signed Tax Returns > Year > Month > Day – create a folder for the current day if there isn't one. Use the following naming convention:

03-06-21 for 3rd June, 2021

MYOBAO

To access MYOBAO > find the desktop icon.



From here, you will need to login using your Station's login, in most cases this will be saved and you won't need to enter it but if you do, it will be your station code followed by stationcode@ezytaxblue.com.au as seen below for EWTQ01 (Willows 01).

The password will need to be entered. PW= Ezy1blu123

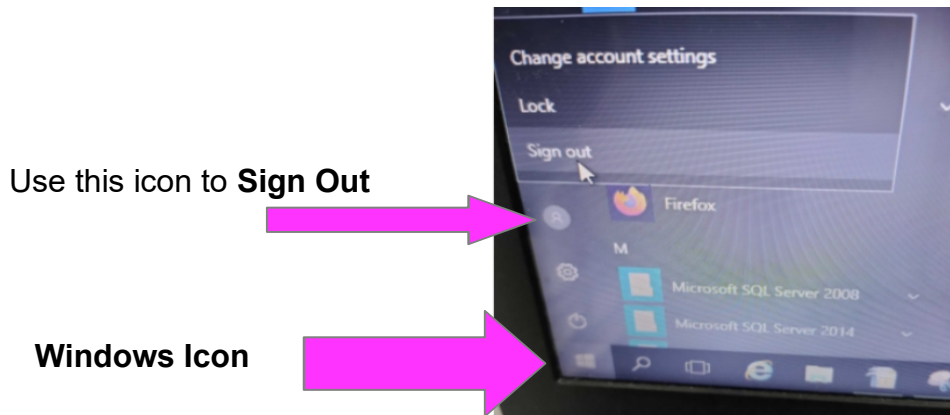
A screenshot of the MYOB Accountants Office login form. The form has a blue header with the 'AO' logo. It contains three input fields: 'MYOB Login' with the value 'ewtq01@ezytaxblue.com.au', 'Password' with a masked password '*****', and 'Database' with a dropdown menu showing 'Accountants Office on BLUEZERO\MYOBACCT'. There are 'Login' and 'Cancel' buttons at the bottom right. A link for 'I forgot my password' is on the bottom left.

IMPORTANT NOTE FOR MYOB

Ensure you are logged into the **correct** server. MYOB has a different database for each of the two servers.

CLOSING THE SERVER

When closing the server at the end of your shift, do not simply use the blue control bar at the top to exit the server. Instead, you must use the **Windows** icon at the bottom of the server to **Sign Out**. This minimises unnecessary bandwidth use and helps keep the server fast for other users.



NAVIGATING THE VA TAX ACCOUNTANT(G:) DRIVE:

VA Drive can only be accessed via BlueOne

