



Odoo Onboarding

Time Tracking

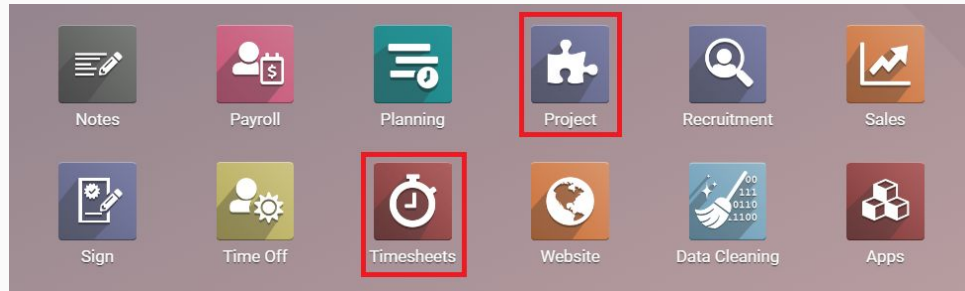


Time Tracking

MANDATORY - Time tracking must be entered daily and needs to be finalized by the end of your workday Friday.

There are multiple ways to do this in Odoo:

1. Project Module
2. Timesheet Module



Time Tracking - Project Module

1. Set the projects you are interested in as Favorites by clicking the star next to the project title
2. Under Filters select “My Favorites”
3. Click Favorites to save the current search and set as the default view

The image consists of three sequential screenshots illustrating the steps to set 'My Favorites' as the default view in the Project Module.

Screenshot 1 (Left): Shows the 'Projects' view with a list of projects. The 'Brevity Pitch' project is highlighted with a red star icon, indicating it has been added to the Favorites list.

Screenshot 2 (Middle): Shows the 'Filters' dropdown menu. The 'My Favorites' option is selected and highlighted with a red box, indicating the user has chosen to filter by their favorite projects.

Screenshot 3 (Right): Shows the 'Favorites' dropdown menu. The 'Use by default' option is checked and highlighted with a red box, indicating the user has saved the current search as the default view.

Time Tracking - Project Module

1. Select the Project
2. Select the specific Task
3. Click the “Timesheets” tab
4. Click “Add a line” to enter time
5. Enter Date, Name, Sales Order Item, Hours Spent, and Description



Projects / SMIS Development / Assessment Summary Report

EDIT CREATE

ASSIGN TO ME START

☆ Assessment Summary Report

Project SMIS Development

Assignees Maciej Kaszuba Sean Kowaski Steve Scofield

Description **Timesheets** Sub-tasks Blocked By

Initially Planned Hours 00:00

Date Employee Description

Add a line

Description Timesheets Sub-tasks Blocked By


Initially Planned Hours 00:00 Progress 0%

Sales Order Item

Date	Employee	Description	Sales Order Item	Hours Spent
08/28/2022	Maciej Kaszuba	/	S00011 - Senior Engineer	02:00
08/28/2022	Sean Kowaski		S00011 - Senior Engineer	01:00

Add a line

i



Time Tracking - Timesheets

After time has been entered for a Task it will show up in the Timesheets view for easier access.

1. Toggle between Week or Month view to fill in timesheet
2. Click “Add a line” to enter a new task



My Timesheets

← TODAY → WEEK MONTH

▶ START press Enter or use a hot key

	Mon, Aug 1	Tue, Aug 2	Wed, Aug 3	Thu, Aug 4
a Brevity Pitch / PM / BA / UX	0:00	0:00	0:00	
b Airborne Athletics / TAPI-1321-Data & Reporting	3:00	0:00	1:00	
c SMIS Development / Support and Maintenance	0:00	0:00	0:00	

Add a line

3:00 **1:00**

Add a Line

DRAFT VALIDATE

Project SMIS Development

Task Assessment Summary Report

Sales Order Item S00011 - Senior Engineer

Description

Date 08/29/2022

Hours Spent 01:00

SAVE DISCARD

A red arrow originates from the "Add a line" button in the main timesheet view and points to the "Task" input field in the "Add a Line" modal.

Time Tracking - Timesheets

IMPORTANT - Descriptions must be entered for every time card entry. If you use the timesheet grid, you must click the item to add your Jira ticket or additional detail.



All Timesheets Employee **Mark**

← **TODAY** →

▼ Filters ≡ Group By ★ Favorites

	Sun, Nov 27	Mon, Nov 28	Tue, Nov 29	Wed, Nov 30	Th Dec
Mark Teskey -25:30	0:00	1:00	3:00	6:00	
Pivot Bio	0:00	1:00	3:00	6:00	
Add a line					
		1:00	3:00	6:00	1:3

See all the records aggregate

Time Tracking - Timesheets

IMPORTANT - Descriptions must be entered for every time card entry. If you use the timesheet grid, you must click the item to add your Jira ticket or additional detail.

If you just leave it, it defaults to “Timecard Adjustment”



Timesheets			
Timesheets	To Validate	Reporting	Configuration
My Timesheets / Pivot Bio - Sr Tech Lead			Search...
CREATE	📄	⌵ Filters	☰ Group By ★ Favorites
<input type="checkbox"/> Date	Project	Task	Description
<input type="checkbox"/> 12/07/2022	Pivot Bio	Sr Tech Lead	DataFactory Loads/Github setup

Time Tracking - Awesome Timesheet

The “Awesome Timesheet” app is available on both iOS and Android. It makes timesheet entry very simple

To login after downloading:

- 1) Click “Synchronize” in the menu
- 2) Click “Login”

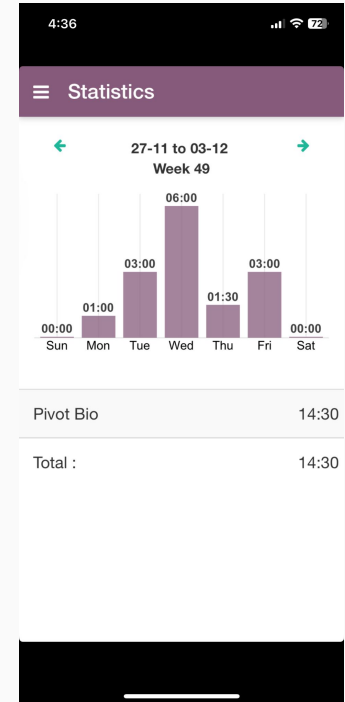
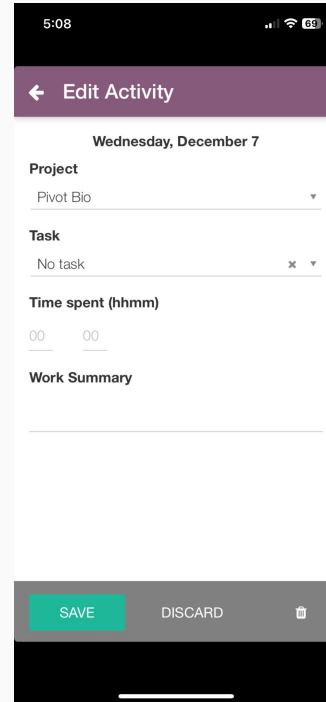
The website is:

Erp.warecorp.com

The database is:

Warecorp-odoo-main-3622775

The userid & PW is your normal Odoo login



Time Tracking - Awesome Timesheet

IMPORTANT - Your project will NOT show up in either “My Projects” or in Awesome Timesheets unless you have them starred as favorite AND you are listed as a contributor on at least one task in that project.

The screenshot displays a web application interface for project management. At the top, a dark purple navigation bar contains the title "Project" and several menu items: "Projects", "My Tasks", "Reporting", and "Configuration". Below this, a light purple header area shows "Projects" on the left and a filter menu on the right with "Stage x" and "My Projects x". A teal "CREATE" button is positioned on the left side of the main content area. Below the header, a horizontal bar shows a progress indicator for "To L" with a green bar and the number "1". The main content area is divided into three columns, each with a green progress bar and a number: "Admin" (1), "Projects" (2), and "Ongc" (2). Each column contains a list of project cards. The "Admin" column has two cards: "Holiday 2022" (0 Tasks) and "Pantheon Activities" (30 Tasks). The "Projects" column has two cards: "BVG Odoo Implementation" (2 Tasks, -14:00) and "Pivot Bio" (2 Tasks, -698:36). Each card includes a star icon, a title, a contact name, a date range, and a task count with a refresh icon. The "BVG Odoo Implementation" card also shows "Time & Materials" and a negative time value. The "Pivot Bio" card shows "Fixed Fee".

Project List:

- Admin (1)**
 - Holiday 2022** (0 Tasks)
 - Contact: holiday2022@warecorp.com
 - Pantheon Activities** (30 Tasks)
 - Contact: Pantheon
- Projects (2)**
 - BVG Odoo Implementation** (2 Tasks, -14:00)
 - Contact: Brown Venture Group
 - Period: 05/01/2022 → 07/31/2022
 - Type: Time & Materials
 - Pivot Bio** (2 Tasks, -698:36)
 - Contact: Pivot Bio
 - Type: Fixed Fee
- Ongc (2)**

Time Tracking - Takeaways

Main Points to remember:

- 1) Time tracking must be done daily and finalized by the end of the week
- 2) Descriptions for each line item must be added
- 3) A Sales Order line item must be selected - and ask your PM if you don't know the correct one