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How to log onto Odoo

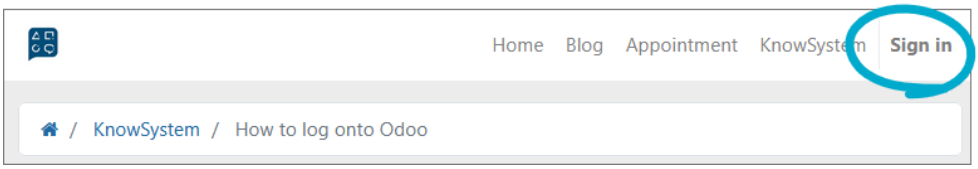
What is Odoo?

It is a web-based package of various business applications (e.g. for invoicing, purchasing, project management, accounting, etc.)

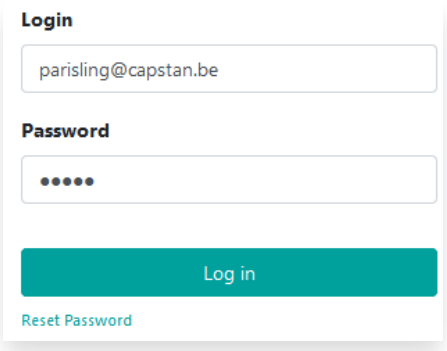
You are directed to this page because cApStAn has something to share with you via Odoo.

Logging onto Odoo

Go to the top right side of this page and click on "**Sign in**".



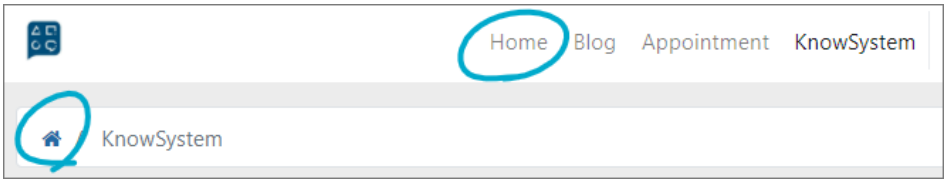
- **If you have already received an invitation mail** to Odoo and you clicked on "Accept", you have set a password. You can use that password.
- **If you haven't received/accepted the invitation** or have **forgotten your password** -> click "**Reset password**". Make sure you use the same email address you use in communicating with cApStAn.



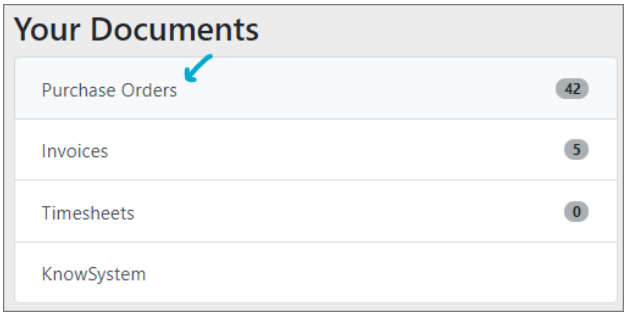
If any problem, send an email to cApStAn's project manager.

Your Documents

If you have received purchase orders through Odoo, you can find them in **Your Documents** page. After you have signed in, click "Home" on top right, or click on a home icon on top left:



You will arrive at "Your Documents" page. The direct link is https://odoo.capstan.be/my.



Here you can also check the payment status of your invoices.