**cApStAn SA**
Chaussée de La Hulpe 268
1170 Brussels
Belgium
VAT: BE0890600946

# How to log onto Odoo

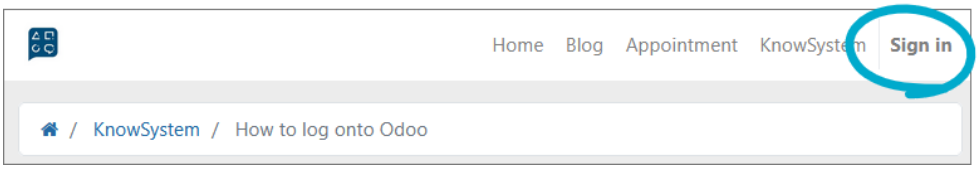
## What is Odoo?

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

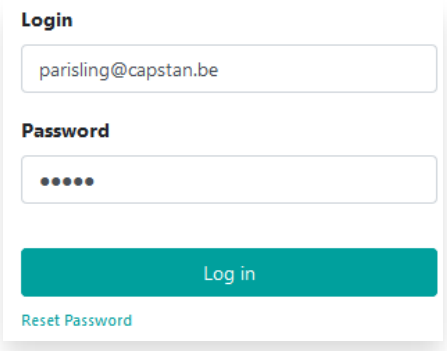
You are directed to this page because cApStAn has something to share with you via Odoo.

## Logging onto Odoo

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



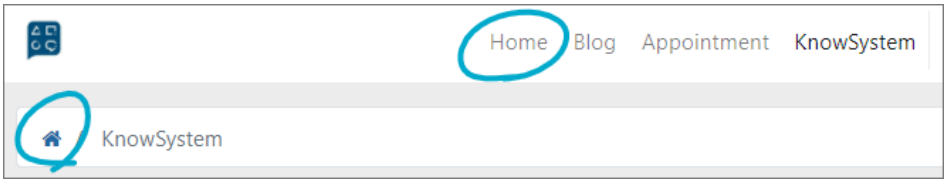

- **If you have already received an invitation mail** to Odoo and you clicked on "Accept", you have set a password. You can use that password.
- **If you haven't received/accepted the invitation** or have **forgotten your password** -> click "**Reset password**". Make sure you use the same email address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



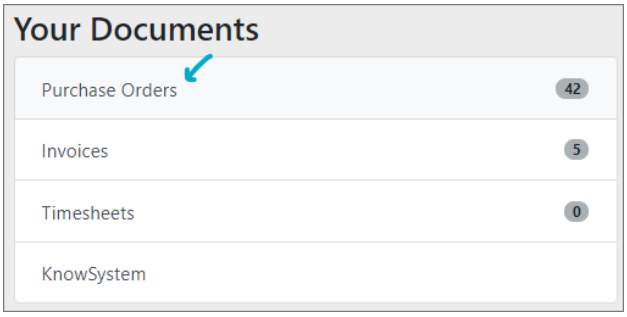

If any problem, send an email to cApStAn's project manager.

# 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.