

# How to log onto Odoo

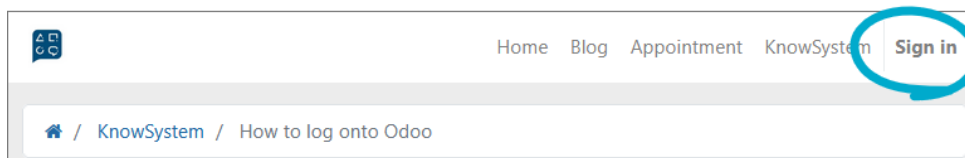
## What is Odoo?

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**.



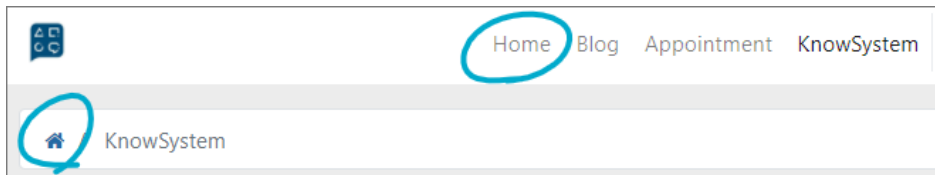
- **If you have already received an invitation mail** to Odoo and you clicked on "Accept", you have set a password. You can use that password.
- **If you haven't received/accepted the invitation** or have **forgotten your password** -> click "**Reset password**". Make sure you use the same email address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

A screenshot of the Odoo login interface. It features a 'Login' heading, a text input field containing the email 'parisling@capstan.be', a 'Password' label, and a password input field with six dots. Below these fields is a large red 'Log in' button. At the bottom left of the form, there is a link that says 'Reset Password'.

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>.

Your Documents	
Purchase Orders	42
Invoices	5
Timesheets	0
KnowSystem	

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