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Chaussée de La Hulpe 268
1170 Brussels
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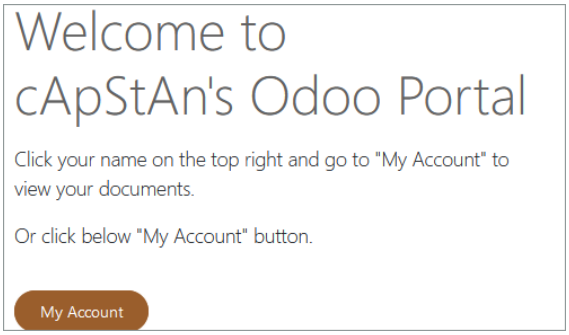
VAT: BE0890600946

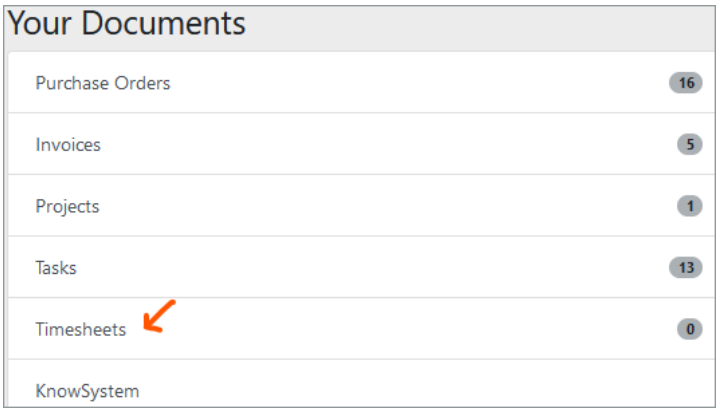
Odoo Timesheets for external users

Go to My Account

Go to **My Account**.

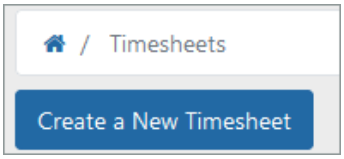


Click on **Timesheets**.



Create Timesheets

Click on **Create a New Timesheet**.



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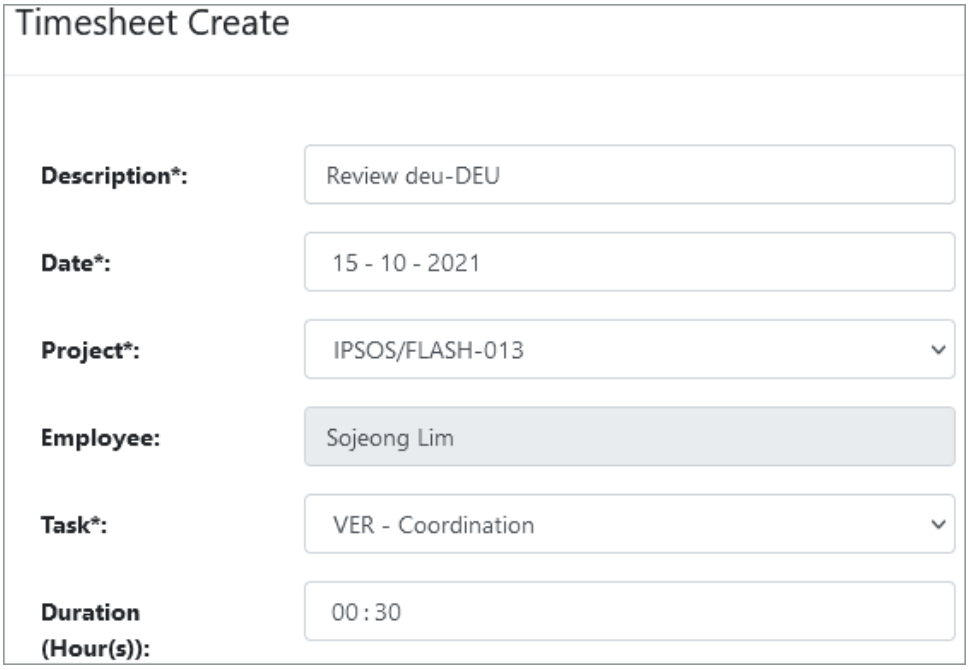
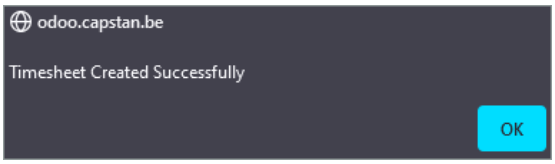
Fill in the timesheet pop-up. Click **SAVE**.



Click **OK** when this message appears:



ATTENTION: make sure you **CLOSE** the timesheet **after each entry**. For **every new entry**, click **Create a New Timesheet**.

When you close the pop-up, you will see that your timesheets are recorded in the list.

If you need to modify a timesheet, you can open it, modify as needed and save it.

ATTENTION: be very careful with the **trash bin** button . When you click on it, you do not receive any warning like "Are you sure you want to delete this timesheet?". Pay attention not to click on it by accident.

Export Timesheets

Click on **Export Timesheet**.

The exported file will be in csv format. Save it as ,xlsx format.

How to save .csv file as .xlsx

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