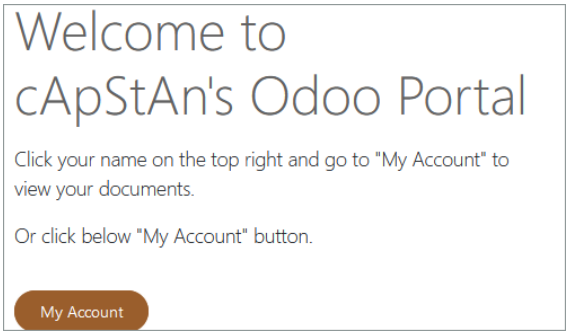
**cApStAn SA**
Chaussée de La Hulpe 268
1170 Brussels
Belgique
TVA: BE0890600946

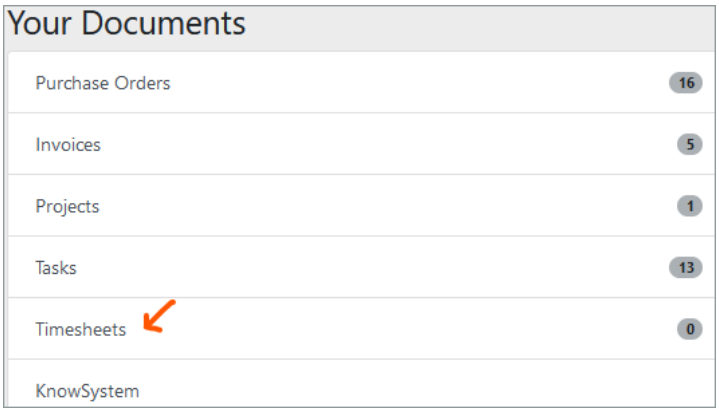
# Odoo Timesheets for external users

## Go to My Account

Go to **My Account**.

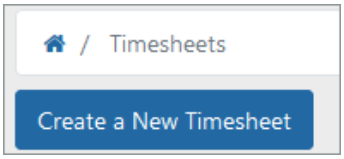



Click on **Timesheets**.

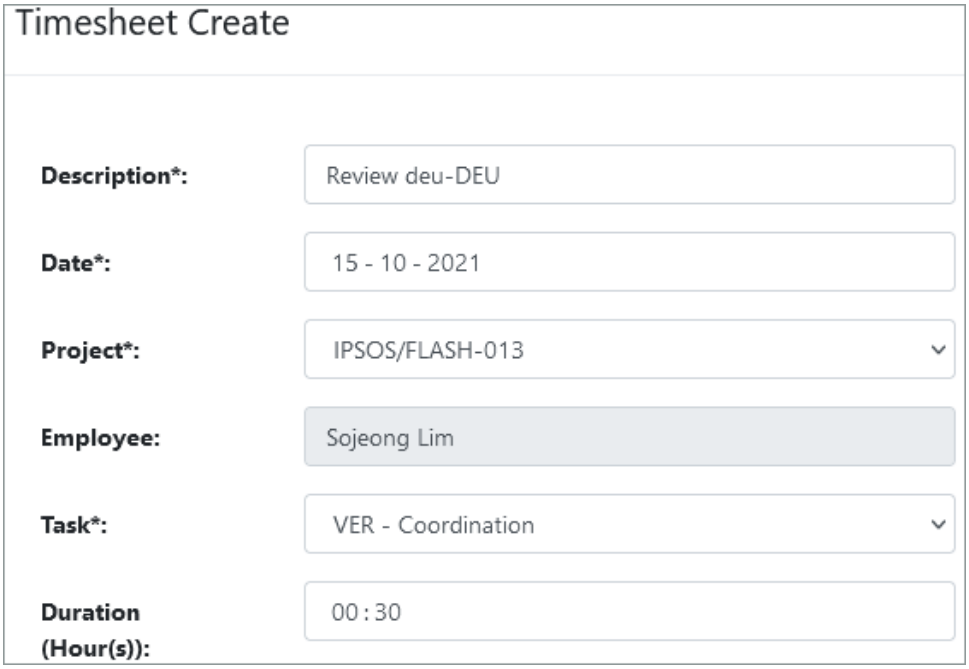



## Create Timesheets

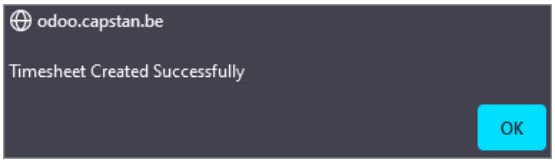
Click on **Create a New Timesheet**.



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