

# Odoo Timesheets for external users

## Go to My Account

Go to **My Account**.


Welcome to  
cApStAn's Odoo Portal

Click your name on the top right and go to "My Account" to view your documents.

Or click below "My Account" button.

[My Account](#)

Click on **Timesheets**.

Your Documents	
Purchase Orders	16
Invoices	5
Projects	1
Tasks	13
Timesheets 	0
KnowSystem	

## Create Timesheets

Click on **Create a New Timesheet**.

 / Timesheets

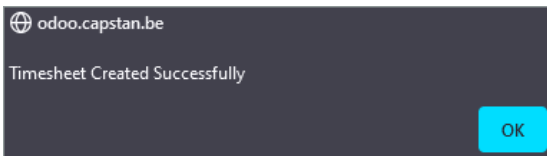
[Create a New Timesheet](#)

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

## Timesheet Create

<b>Description*:</b>	<input type="text" value="Review deu-DEU"/>
<b>Date*:</b>	<input type="text" value="15 - 10 - 2021"/>
<b>Project*:</b>	<input type="text" value="IPSOS/FLASH-013"/>
<b>Employee:</b>	<input type="text" value="Sojeong Lim"/>
<b>Task*:</b>	<input type="text" value="VER - Coordination"/>
<b>Duration (Hour(s)):</b>	<input type="text" value="00 : 30"/>

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](#)