

# Guide with Odoo Projects (Team)

Created on Oct 31, 2025 by Shivani

## Login Steps

- 1 Go to the below URL

[VIEW PAGE →](#)

<https://adage-automation.odoo.com/web/login>

The screenshot shows the Odoo web login interface for the ADAGE platform. At the top, there is a header with the ADAGE logo, navigation links for 'Jobs' and 'RFQ EDIT', and contact information including a phone number (+91 0832-6620500) and a 'Contact Us' button. Below the header is the login form, which includes fields for 'Email' (with placeholder 'Enter your email') and 'Password' (with placeholder 'Enter your password'). There is also a 'Choose a user' dropdown and a 'Reset Password' link. A large teal 'Log in' button is centered below the input fields. Below the login form, there are links for 'Don't have an account?' and 'Log in as superuser', followed by a separator line with the text '- or -'. At the bottom of the login area is a 'Sign in with Odoo.com' button, featuring the Odoo logo and the text 'Sign in with Odoo.com'. The footer of the page contains contact details: Address (L26-B Verna Industrial Estate, Phase-II, Verna, Goa - 403722, INDIA), Call us (+91 0832-6620500), Send us a message (info@adage-automation.com), and Follow us (links to LinkedIn, Facebook, YouTube, and Twitter). The footer also includes a search bar, various application icons, and the Dubble watermark.

## 2 Enter your login details to Login into Odoo

Address :  
L26-B Verna Industrial Estate,  
Phase-II, Verna, Goa - 403722 , INDIA

Call us :  
+91 0832-6620500

Send us a message :  
info@adage-automation.com

Follow us :

[in](#) [f](#) [i](#) [@](#) **dubble**

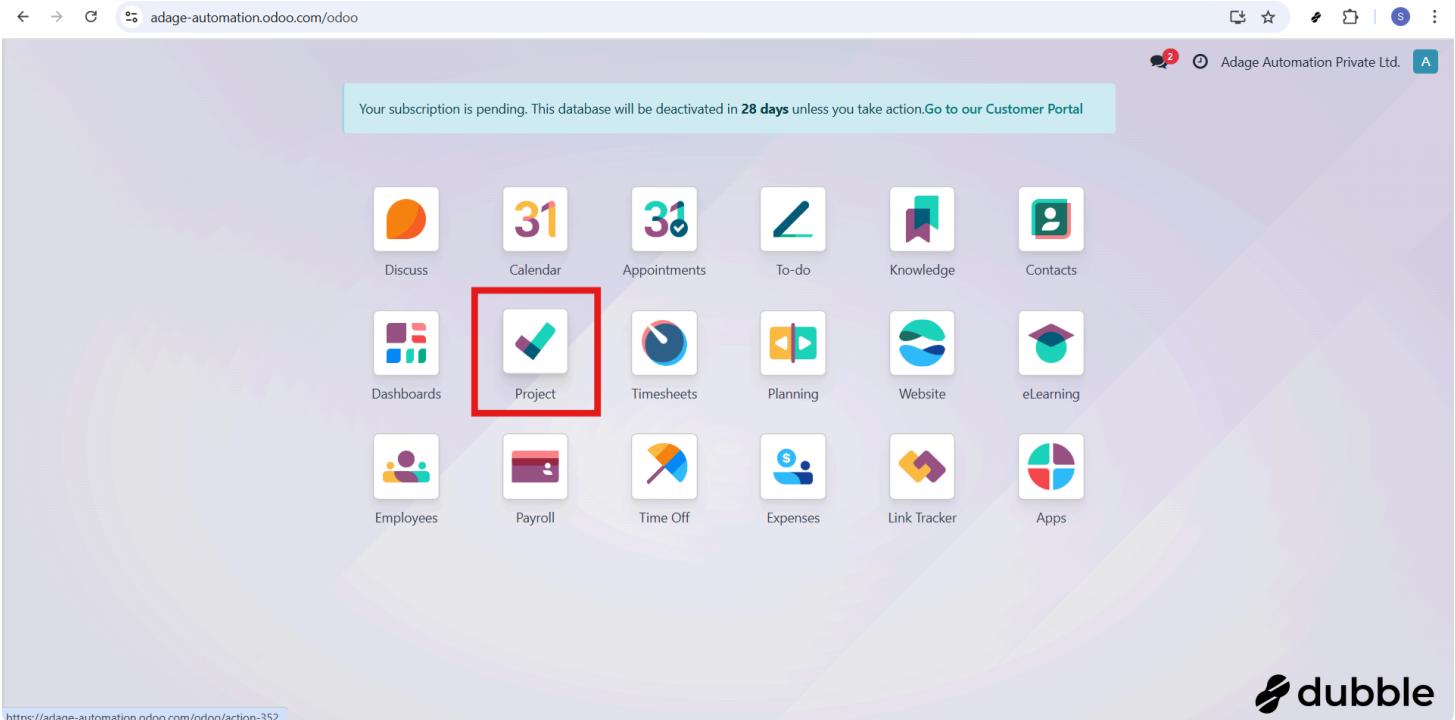
## 3 On successful Login you will be redirected to Home Page of Odoo [VIEW PAGE →](#)

Your subscription is pending. This database will be deactivated in **28 days** unless you take action. [Go to our Customer Portal](#)

Discuss	Calendar	Appointments	To-do	Knowledge	Contacts
Dashboards	Project	Timesheets	Planning	Website	eLearning
Employees	Payroll	Time Off	Expenses	Link Tracker	Apps

**dubble**

## 4 Click on Projects



## 5 Open the Project

Project Projects Tasks Reporting Configuration

New Projects Search...

Template	Project	On Going	Completed
<p>★ 1234 - CompanyName Reliance Industries Limited (RIL) 29/09/2025 → 31/10/2025</p> <p>21 Tasks </p>	<p>★ RIL POLYSILICON 22 Tasks </p> <p>★ 9453 - RIL EDC 22 Tasks </p> <p>★ 9477 - RIL VCM 22 Tasks </p>	<p>★ 9365 - TATA STEEL LIMITED Tata Steel Limited 14 Tasks </p> <p>★ 9366 - ACC Limited - Wadi Cement... Adani Cement Limited, Wadi Cement Works 14 Tasks </p> <p>★ 9370 - Lotus Wireless Technologie... Lotus Wireless Technologies 14 Tasks </p> <p>★ 9388 - GREENESOL POWER SYSTE... Greenesol Power System 15 Tasks </p> <p>★ 9391 - Vishakha Glass Pvt.Ltd. Vishakha Glass Private Limited 15 Tasks </p>	0

## 6 All the tasks of the Project are listed

[VIEW PAGE →](#)

Also see all the stages of the Project, To Do / Tasks, In Progress, Waiting For Approval, Done, On Hold and Cancelled.

The screenshot shows a project management interface with a sidebar on the left containing a list of tasks:

- 1. PO/LOI - Sales Order Booking (Reliance Industries Limited (RIL))
- 2. Assign Cluster Head (Reliance Industries Limited (RIL))
- 3. Internal KOM with ACMG (Reliance Industries Limited (RIL))
- 4. Study of PR (Reliance Industries Limited (RIL))
- 5. Review of Concept with HMC (Reliance Industries Limited (RIL))
- 6. Preliminary Drawing with Schedule & BOQ (Reliance Industries Limited (RIL))

On the right, there are four horizontal bars representing task stages:

- To Do / Tasks**: Contains the first two tasks from the list.
- In Progress**: Contains the third task.
- Waiting for Approval**: Contains the fourth task.
- Done**: Contains the fifth task.
- On Hold**: Contains the sixth task.

A search bar at the top is set to "Search...". The top right corner shows user information: SHIVANI NAIK, adage Automation Private Ltd., and a profile icon.

## 7 Open any task in the Project

[VIEW PAGE →](#)

The screenshot shows a detailed view of the first task from the previous list:

### 1. PO/LOI - Sales Order Booking

Project: 1234 - CompanyName

Assigned Persons: (dropdown menu)

Priority: ★★★★

Tags: (dropdown menu)

Task Status: Not Started

Deadline: (button with a calendar icon)

Allocated Time: 00:00 (0%)

Total Time Spent: 0.00

Time Remaining: 0.00

Below the main details, there are tabs for Description, Timesheets, Sub-tasks, Blocked By, and Extra Info.

## 8 Set the End Date(Deadline) for the Task

The screenshot shows the Dubble project management interface. A task titled "4. Study of PR" is selected. The deadline is set to "12/11/2025 15:00". A calendar overlay is displayed, showing November 2025, with the 12th highlighted in green. The Dubble logo is visible in the bottom right corner.

## 9 Save the changes

The screenshot shows the Dubble project management interface after saving the changes. The task "4. Study of PR" now has a deadline of "12/11/2025 15:00". The Dubble logo is visible in the bottom right corner.

**Deadline will become read only, once it is set**

**10 Click on '🛠 In Progress' in the Pipeline to move it to In Progress Stage**

Once you move it to In Progress, the start date will automatically get captured and populate

The screenshot shows a project management interface for a task titled "4. Study of PR". The task is currently in the "In Progress" stage, indicated by a green arrow in the pipeline. The pipeline stages include Escalate Task, To Do / Tasks (1h), In Progress (highlighted in green), Waiting for Approval, Done, On Hold, and Cancelled.

**Task Details:**

- Project:** Template - SBU 2 (copy)
- Task Status:** In Progress
- Assigned Persons:** AISHWARYA SHANTARAM PHADTE
- Planned Date:** 31/10/2025 14:22 → 12/11/2025 15:00 (The planned date is highlighted with a red box.)
- Allocated Time\***: 00:00 (0%)
- Total Time Spent:** 0.00
- Time Remaining:** 0.00

**Description:** Add details about this task...

**dubble**

## How to Log Timesheets For a Task

## 11 Click on Timesheets

When you start with a task log in the time spend by you in the timesheets tab.

Planned Date ?	30/09/			
?	☆☆☆			
Allocated Time ?	03:00			
Total Time Spent ?	0.00			
Time Remaining ?	3.00			
Description	<b>Timesheets</b>	Sub-tasks	Blocked By	Extra Info
Details about this task...				



## 12 To log , click on Add a line

Assigned Persons ?	A ADARSH CHANABHAT S SHIVANI NAIK	Task Status ?	In Progress	
Priority ?	☆☆☆	Planned Date ?	30/09/2025 11:00 →	
Tags ?		Allocated Time ?	03:00 (0%)	
		Total Time Spent ?	0.00	
		Time Remaining ?	3.00	
Description	Timesheets	Sub-tasks	Blocked By	Extra Info
Date	Employee	Description	Upload File	
<b>Add a line</b>				



**13** Type in the Date, Employee Name, Description, File(if any) and Time spent(in hours).

Priority ?	☆☆☆	Allocated Time ?	03:00 (0%)															
Tags ?		Total Time Spent ?	0.00															
		Time Remaining ?	3.00															
<table border="1"> <tr> <td>Description</td> <td>Timesheets</td> <td>Sub-tasks</td> <td>Blocked By</td> <td>Extra Info</td> </tr> <tr> <td>Date</td> <td>Employee</td> <td>Description</td> <td>Upload File</td> <td>Time Spent</td> </tr> <tr> <td>29/09/2025</td> <td>S SHIVANI NAIK</td> <td>aaa</td> <td><input type="file"/></td> <td>00:00 </td> </tr> </table>				Description	Timesheets	Sub-tasks	Blocked By	Extra Info	Date	Employee	Description	Upload File	Time Spent	29/09/2025	S SHIVANI NAIK	aaa	<input type="file"/>	00:00
Description	Timesheets	Sub-tasks	Blocked By	Extra Info														
Date	Employee	Description	Upload File	Time Spent														
29/09/2025	S SHIVANI NAIK	aaa	<input type="file"/>	00:00														
<p>Add a line</p> <hr/> <hr/> <hr/>																		
<p>Time Spent ? : 00:00</p> <p>Time Remaining ? : 03:00</p>																		

**14** Save the updates made to the Task

<h2>1. PO/LOI - Sales Order Booking</h2>																			
Project ?	1234 - CompanyName																		
Assigned Persons ?	A ADARSH CHANABHAT S SHIVANI NAIK	Task Status ?	In Progress																
Priority ?	☆☆☆	Planned Date ?	30/09/2025 11:00 → 30/09/2025 12:00																
Tags ?		Allocated Time ?	03:00 (33%)																
		Total Time Spent ?	1.00																
		Time Remaining ?	2.00																
<table border="1"> <tr> <td>Description</td> <td>Timesheets</td> <td>Sub-tasks</td> <td>Blocked By</td> <td>Extra Info</td> </tr> <tr> <td>Date</td> <td>Employee</td> <td>Description</td> <td>Upload File</td> <td>Time Spent</td> </tr> <tr> <td>29/09/2025</td> <td>S SHIVANI NAIK</td> <td>aaa</td> <td></td> <td>01:00 </td> </tr> </table>					Description	Timesheets	Sub-tasks	Blocked By	Extra Info	Date	Employee	Description	Upload File	Time Spent	29/09/2025	S SHIVANI NAIK	aaa		01:00
Description	Timesheets	Sub-tasks	Blocked By	Extra Info															
Date	Employee	Description	Upload File	Time Spent															
29/09/2025	S SHIVANI NAIK	aaa		01:00															

**15**

You can also see the Time Spent and Time Remaining after any timesheet entry is done.

Priority ?	☆☆☆	Allocated Time ?	03:00 (33%)																									
Tags ?		Total Time Spent ?	1.00																									
		Time Remaining ?	2.00																									
<table border="1"> <tr> <th>Description</th> <th>Timesheets</th> <th>Sub-tasks</th> <th>Blocked By</th> <th>Extra Info</th> </tr> <tr> <td>Date</td> <td>Employee</td> <td colspan="3">Description</td> </tr> <tr> <td>29/09/2025</td> <td>S SHIVANI NAIK</td> <td colspan="3">aaa</td> </tr> <tr> <td colspan="5"> <a href="#">Add a line</a> </td> </tr> <tr> <td colspan="5" style="text-align: right;"> <span style="border: 1px solid #ccc; padding: 5px;">Time Spent ? : 01:00</span>  <span style="border: 1px solid #ccc; padding: 5px;">Time Remaining ? : 02:00</span>  </td> </tr> </table>				Description	Timesheets	Sub-tasks	Blocked By	Extra Info	Date	Employee	Description			29/09/2025	S SHIVANI NAIK	aaa			<a href="#">Add a line</a>					<span style="border: 1px solid #ccc; padding: 5px;">Time Spent ? : 01:00</span> <span style="border: 1px solid #ccc; padding: 5px;">Time Remaining ? : 02:00</span> 				
Description	Timesheets	Sub-tasks	Blocked By	Extra Info																								
Date	Employee	Description																										
29/09/2025	S SHIVANI NAIK	aaa																										
<a href="#">Add a line</a>																												
<span style="border: 1px solid #ccc; padding: 5px;">Time Spent ? : 01:00</span> <span style="border: 1px solid #ccc; padding: 5px;">Time Remaining ? : 02:00</span> 																												

**16**

Add the timesheets lines as below to complete the allocated hours for the task.

Tags ?	Total Time Spent ?	3.00																														
	Time Remaining ?	0.00																														
<table border="1"> <tr> <th>Description</th> <th>Timesheets</th> <th>Sub-tasks</th> <th>Blocked By</th> <th>Extra Info</th> </tr> <tr> <td>Date</td> <td>Employee</td> <td colspan="3">Description</td> </tr> <tr> <td>29/09/2025</td> <td>A ADARSH CHANABHAT</td> <td colspan="3">aaa</td> </tr> <tr> <td>29/09/2025</td> <td>S SHIVANI NAIK</td> <td colspan="3">aaa</td> </tr> <tr> <td colspan="5"> <a href="#">Add a line</a> </td> </tr> <tr> <td colspan="5" style="text-align: right;"> <span style="border: 1px solid #ccc; padding: 5px;">Time Spent ? : 03:00</span>  <span style="border: 1px solid #ccc; padding: 5px;">Time Remaining ? : 00:00</span>  </td> </tr> </table>			Description	Timesheets	Sub-tasks	Blocked By	Extra Info	Date	Employee	Description			29/09/2025	A ADARSH CHANABHAT	aaa			29/09/2025	S SHIVANI NAIK	aaa			<a href="#">Add a line</a>					<span style="border: 1px solid #ccc; padding: 5px;">Time Spent ? : 03:00</span> <span style="border: 1px solid #ccc; padding: 5px;">Time Remaining ? : 00:00</span> 				
Description	Timesheets	Sub-tasks	Blocked By	Extra Info																												
Date	Employee	Description																														
29/09/2025	A ADARSH CHANABHAT	aaa																														
29/09/2025	S SHIVANI NAIK	aaa																														
<a href="#">Add a line</a>																																
<span style="border: 1px solid #ccc; padding: 5px;">Time Spent ? : 03:00</span> <span style="border: 1px solid #ccc; padding: 5px;">Time Remaining ? : 00:00</span> 																																

## 17 You can also see the Total Time Spent and Time Remaining here

The screenshot shows a project management interface for '1. PO/LOI - Sales Order Booking'. The task details include:

- Project:** 1234 - CompanyName
- Assigned Persons:** ADARSH CHANABHAT, SHIVANI NAIK
- Priority:** ★★★
- Tags:** None
- Task Status:** In Progress
- Planned Date:** 30/09/2025 11:00 → 30/09/2025 12:00
- Allocated Time:** 03:00 (100%)
- Total Time Spent:** 0.00 (highlighted with a red box)
- Time Remaining:** 0.00

The activity log on the right shows:

- SHIVANI NAIK 12:00 pm: Stage changed from To Do / Tasks to In Progress.
- SHIVANI NAIK 11:59 am: Allocated Time updated from 0.00 to 3.00.
- SHIVANI NAIK 11:58 am: Deadline set to 30/09/2025 12:00:00.
- SHIVANI NAIK 11:57 am: Start date set to 30/09/2025 11:00:00.
- SHIVANI NAIK 11:57 am: Reliance Industries Limited (RIL) assigned as customer.
- SHIVANI NAIK 11:57 am: Task Created.

## 18 Save the changes

The screenshot shows the same project management interface after changes have been made. The 'Save manually' button is highlighted. The task details now show:

- Allocated Time:** 03:00 (100%)
- Total Time Spent:** 3.00
- Time Remaining:** 0.00

The activity log on the right shows the following entries:

- SHIVANI NAIK 11:58 am: Stage changed from To Do / Tasks to In Progress.
- SHIVANI NAIK 11:58 am: Allocated Time updated from 0.00 to 3.00.
- SHIVANI NAIK 11:57 am: Deadline set to 30/09/2025 12:00:00.
- SHIVANI NAIK 11:57 am: Start date set to 30/09/2025 11:00:00.
- SHIVANI NAIK 11:57 am: Reliance Industries Limited (RIL) assigned as customer.
- SHIVANI NAIK 11:57 am: Task Created.

## Escalation & De-escalation

## 19 Select the Escalate option when you want to escalate a Task

Project: Template - SBU 2 (copy)

Task Status: Not Started

Deadline:

Allocated Time\*: 00:00 (0%)

Total Time Spent: 0.00

Time Remaining: 0.00

Escalation Count: 0

Description, Timesheets, Sub-tasks, Blocked By, Extra Info

Add details about this task...

Chatter Feed:

- SBU2 TEAM 5:53 pm
  - None → DAKSHA SATISH PARAB (Assigned Persons)
- ARUN JOHN KURIAN 1:06 pm
  - Task Created

## 20 Once selected and saved, the Escalation Count will increase and mail will be sent

Also will be logged in the chatter

Project: Template - SBU 2 (copy)

Task Status: Not Started

Deadline:

Allocated Time\*: 00:00 (0%)

Total Time Spent: 0.00

Time Remaining: 0.00

Escalation Count: 1

Description, Timesheets, Sub-tasks, Blocked By, Extra Info

Add details about this task...

Chatter Feed:

- SBU2 TEAM 5:57 pm
  - Task escalated by SBU2 TEAM on 31/10/2025 12:26.
- SBU2 TEAM 5:53 pm
  - None → DAKSHA SATISH PARAB (Assigned Persons)
- ARUN JOHN KURIAN 1:06 pm
  - Task Created

## 21 To De-escalate, select the de-escalate option and save.

This will also send a mail and log in the chatter.

The screenshot shows a task management interface with the following details:

- Project:** Template - SBU 2 (copy)
- Task Status:** Not Started
- Deadline:** (not specified)
- Allocated Time\***: 00:00 (0%)
- Total Time Spent:** 0.00
- Time Remaining:** 0.00
- Escalation Status:** Escalate (radio button) is selected, while De-escalate is unselected.
- Escalation Count:** 1
- Assigned Persons:** DAKSHA SATISH PARAB (with a close button)
- Description:** Add details about this task...
- Chatter Timeline (Today):**
  - SBU2 TEAM 5:58 pm: Task de-escalated by SBU2 TEAM on 31/10/2025 12:28.
  - SBU2 TEAM 5:57 pm: Task escalated by SBU2 TEAM on 31/10/2025 12:26.
  - SBU2 TEAM 5:53 pm: • None → DAKSHA SATISH PARAB (Assigned Persons)
  - ARUN JOHN KURIAN 1:06 pm: Task Created

## Approval Process

## 22 Click on Waiting for Approval

Once a task is completed, update the stages too if it is for approval or on hold or done or cancelled

The screenshot shows a software interface for managing tasks. At the top, there is a navigation bar with links: Project, Projects, Tasks, Reporting, and Configuration. Below the navigation bar, a breadcrumb trail indicates the current location: New > Projects / 1234 - CompanyName > 1. PO/LOI - Sales Order Booking. A gear icon is also present in the breadcrumb trail.

The main area displays a task card for "1. PO/LOI - Sales Order". The task card includes the following details:

- Project:** 1234 - CompanyName
- Assigned Persons:** ADARSH CHANABHAT, SHIVANI NAIK
- Priority:** ★★★
- Allocated Time:** 03:00 (100%)
- Total Time Spent:** 3.00
- Time Remaining:** 0.00

Below the task card, there are five tabs: Description, Timesheets, Sub-tasks, Blocked By, and Extra Info. The "Description" tab is currently selected. In the top right corner of the task card, there is a tooltip with the following information:

- Label: Stage
- Field: stage\_id
- Type: many2one
- Widget: Status with time (statusbar\_duration)
- Context: {}
- Domain: [('project\_ids', '=', project\_id)]
- Invisible: not project\_id and not stage\_id
- Relation: project.task.type

The status bar at the bottom right of the screen shows the Dubble logo and the date/time: 30/09/2025 12:00.

Certain Tasks will need approval from HOD, unless approved cannot move to Done stage.

## 23 Select the Approval Status if you want to send for approval

You can't move to Done stage unless it's Approved by HOD

The screenshot shows a task card for "8. Preparation & Submission of Rev 0 - Package #1 to Customer". The task status is "In Progress". The "Approval Status" section is highlighted with a red box, showing options: "Approval Requested", "Approved", "Rejected", and "Approved With Comment". The "Approved by HOD" checkbox is unchecked. To the right, the activity feed shows messages from "SBU2 TEAM" about escalations and stage changes, and an activity from "ARUN JOHN KURIAN" about a task created.

## How to Find Escalated and Approval Requested Tasks

### 24 Go to the List view and click on the search bar as shown

The screenshot shows the task list view with a search bar at the top. A red box highlights the search bar. The list includes various tasks with columns for Priority, Title, Assigned Persons, Time Spent, Progress, Next Activity, and Stage. Each task row has a "View" link at the end.

Priority	Title	Assigned Persons	Time Spent	Progress	Next Activity	Stage
☆☆☆	22. Preparation and Sending Out and Final as Built Drawing After Dispatch		00:00	0%	<a href="#">To Do / Tasks</a>	<a href="#">View</a>
☆☆☆	21. FAT & Punch Point Closure / Sending Out Compliance				<a href="#">To Do / Tasks</a>	<a href="#">View</a>
☆☆☆	20. As Built Drawing Preparation and Sending out TC and FAT Call				<a href="#">To Do / Tasks</a>	<a href="#">View</a>
☆☆☆	19. Compliance & Resolution to Punch Points of Internal Testing Team				<a href="#">To Do / Tasks</a>	<a href="#">View</a>
☆☆☆	18. Production Drawing Release to Shop-floor - MDSS				<a href="#">To Do / Tasks</a>	<a href="#">View</a>
☆☆☆	17. Preparation of BOQ #3 for Procurement for C Class Items				<a href="#">To Do / Tasks</a>	<a href="#">View</a>
☆☆☆	16. Preparation and Release of Manufacturing Drawings to Vendor #N				<a href="#">To Do / Tasks</a>	<a href="#">View</a>
☆☆☆	15. Preparation and Release of Manufacturing Drawings to Vendor #01				<a href="#">To Do / Tasks</a>	<a href="#">View</a>
☆☆☆	14. Technical Evaluation of Offers from Procurement				<a href="#">To Do / Tasks</a>	<a href="#">View</a>
☆☆☆	13. Preparation of BOQ #2 for Procurement for Balance Items				<a href="#">To Do / Tasks</a>	<a href="#">View</a>
☆☆☆	12. Preparation of Rev N with Response to Comments & Submission				<a href="#">To Do / Tasks</a>	<a href="#">View</a>
☆☆☆	11. Preparation of Rev 1 with Response to Comments & Submission				<a href="#">To Do / Tasks</a>	<a href="#">View</a>
☆☆☆	10. Preparation of BOQ #1 for Procurement for Long Lead & Critical Items				<a href="#">To Do / Tasks</a>	<a href="#">View</a>

25

You will find filters here for "Escalated Tasks", "Approval Requested Tasks" and "Approval Rejected Tasks"

The screenshot shows a task management application interface. On the left, there is a sidebar with a 'Filters' section containing various filter options like Priority, Title, To Do / Tasks (21), and several task items listed with star ratings and descriptions. In the center, there is a 'Group By' section and a 'Favorites' section where three specific filters are highlighted with a red box: 'Approval Rejected - SBU 2', 'Approval Requested - SBU 2', and 'Escalated Tasks - SBU2'. Below these are buttons for 'Save current search' and 'Add Custom Group'. On the right, the main area displays a list of tasks with columns for Start, Progress, Next Activity, and Stage. Each task row includes a small icon, a progress bar, and a 'View' button.

**Mark Task as Completed By Moving to Done Stage**

## 26 Once a task is moved to Done, the Task status will get updated automatically based on the deadline to either Completed Early Or Delayed Or On Time

The screenshot shows a project management interface for a task titled "1. PO/LOI - Sales Order Booking". The task is currently in the "Waiting for Approval" stage. A red box highlights the "Done" button in the top navigation bar. To the right, a sidebar displays a timeline of activity logs for the task, showing the transition from "Waiting for Approval" to "Done".

## 27 Go back to the kanban view of project

The screenshot shows the kanban view of the project. The task "1. PO/LOI - Sales Order Booking" is now in the "Completed Early" state, indicated by the blue background of the status box. The right sidebar shows activity logs for the task.

## 28 Close the open filter to see which tasks are completed

The screenshot shows a project management interface with several filters at the top:

- To Do / Tasks: 21 tasks, 2 assigned
- In Progress: 0 tasks
- Waiting for Approval: 0 tasks
- Done: 0 tasks
- On Hold: 0 tasks

The 'Open' filter button is highlighted with a blue circle. Below the filters, a list of tasks is shown:

2. Assign Cluster Head  
Reliance Industries Limited (RIL)  
☆☆☆ ⓘ
3. Internal KOM with ACMG  
Reliance Industries Limited (RIL)  
☆☆☆ ⓘ
4. Study of PR  
Reliance Industries Limited (RIL)  
☆☆☆ ⓘ
5. Review of Concept with HMC  
Reliance Industries Limited (RIL)  
☆☆☆ ⓘ
6. Preliminary Drawing with Schedule & BOQ  
Reliance Industries Limited (RIL)  
☆☆☆ ⓘ
7. Customer KOM  
Reliance Industries Limited (RIL)

A 'dubble' watermark is visible in the bottom right corner.

## 29 You can see which tasks are under which stage here

The screenshot shows a project management interface with tasks grouped by stage:

- To Do / Tasks**: 19 tasks, 2 assigned
- In Progress**: 1 task, 1 assigned
- Waiting for Approval**: 1 task, 1 assigned
- Done**: 1 task, 1 assigned
- On Hold**: 0 tasks

The 'Open' filter button is not highlighted. Below the stages, a list of tasks is shown:

4. Study of PR  
Reliance Industries Limited (RIL)  
☆☆☆ ⓘ
5. Review of Concept with HMC  
Reliance Industries Limited (RIL)  
☆☆☆ ⓘ
6. Preliminary Drawing with Schedule & BOQ  
Reliance Industries Limited (RIL)  
☆☆☆ ⓘ
7. Customer KOM  
Reliance Industries Limited (RIL)  
☆☆☆ ⓘ
8. Preparation & Submission of Rev 0 - Package #1 to Customer  
Reliance Industries Limited (RIL)  
☆☆☆ ⓘ
9. Preparation & Submission of Rev 0 - Package #2 to Customer

A 'dubble' watermark is visible in the bottom right corner.

## Filters and Group By

**30** Here you can use these filter and group by options or create your custom ones

Search...

**Filters**

- My Tasks
- Unassigned
- Blocked
- Blocking
- Timesheets 80%
- Timesheets >100%
- Creation Date ▾
- Deadline ▾
- Open
- Closed
- Closed On ▾
- Hide Sub-tasks
- Add Custom Filter

**Group By**

- Assigned Persons
- Approval Status
- Escalation Status
- Stage
- Project
- Priority
- Tags
- Customer
- Creation Date ▾
- Deadline ▾
- Properties ▾
- Add Custom Group ▾

**Favorites**

- Approval Rejected - SBU 2
- Approval Requested - SBU 2
- Escalated Tasks - SBU2

Save current search ▾

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**31** If you want to see tasks assigned to you in a project, grouped by stage you can do so as below

The screenshot shows a project management interface with a search bar at the top. Below the search bar are five stages: 'To Do / Tasks' (1 task), 'In Progress' (0 tasks), 'Waiting for Approval' (1 task), 'Done' (0 tasks), and 'On Hold' (0 tasks). Each stage has a corresponding card with a title, company name, and a rating section.

Stage	Count	Title	Company
To Do / Tasks	1	5. Review of Concept with HMC	Adarsha Automation & Controls Pvt Ltd
In Progress	0		
Waiting for Approval	1	7. Customer KOM	Adarsha Automation & Controls Pvt Ltd
Done	0		
On Hold	0		

**dubble**

## How To Get Per Project Report

**32** Click on the 3 dots

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The screenshot shows a list of projects. Each project card includes the project name, task count, and a status indicator (S or D).

Template	Project	On Going
Template	RIL POLYSILICON 22 Tasks	9365 - TATA STEEL LIMITED 14 Tasks
	9453 - RIL EDC 22 Tasks	9366 - ACC Limited - Wadi Cement.. 14 Tasks
	9477 - RIL VCM 22 Tasks	9370 - Lotus Wireless Technologie... 14 Tasks

**dubble**

**33 Click on Dashboard**[VIEW PAGE →](#)

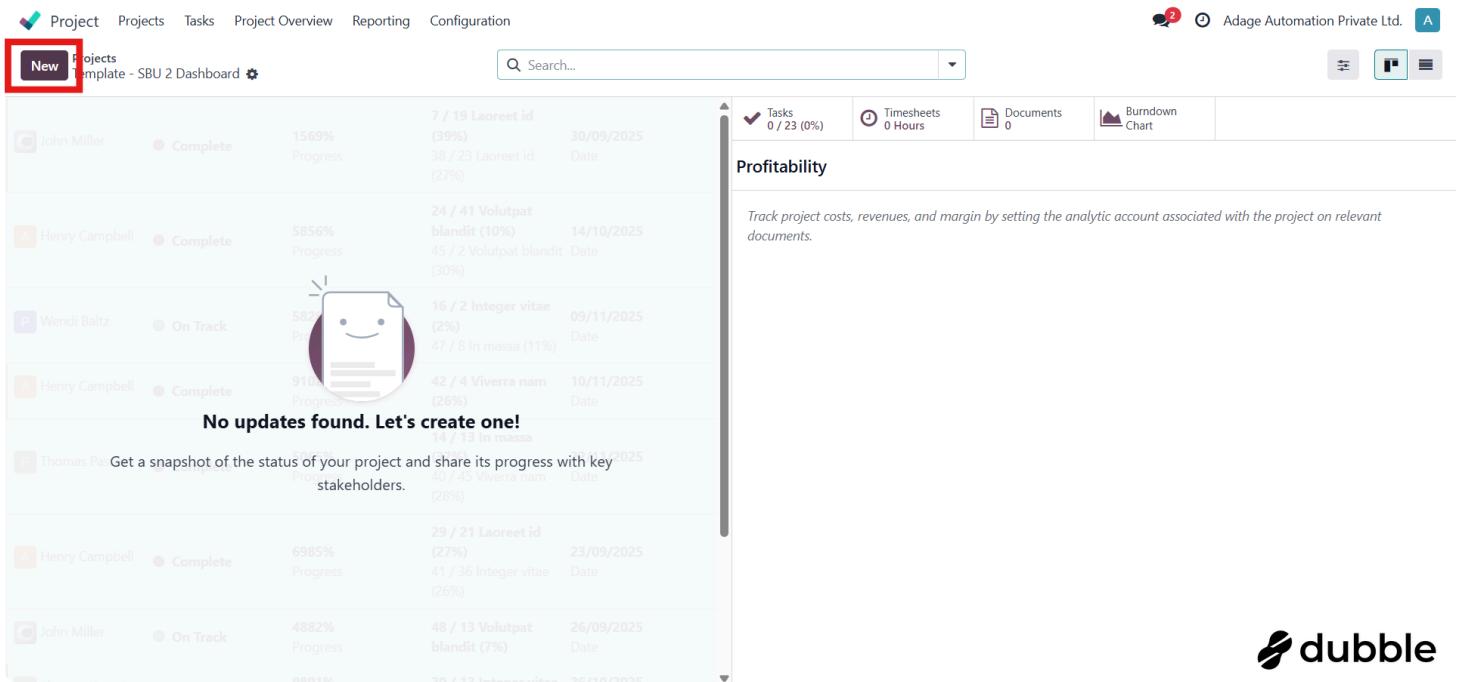
The screenshot shows the Dubble Project management interface. At the top, there's a navigation bar with links: Project, Projects, Tasks, Project Overview, Reporting, and Configuration. Below the navigation bar, there's a search bar with the placeholder "Search...". A "New Projects" button is visible.

The main area displays two projects: "Template" (1 task) and "New Project" (0 tasks). The "Template" project card includes a star icon, the name "Template - SBU 2", a "23 Tasks" count, and a circular progress bar. A blue button labeled "A" is located next to the progress bar.

A context menu is open over the "Template" project card, triggered by a three-dot icon. This menu is divided into sections: "View" (Tasks, Timesheets, Documents) and "Reporting" (Dashboard, Tasks Analysis, Burndown Chart). The "Dashboard" option under "Reporting" is highlighted with a red box.

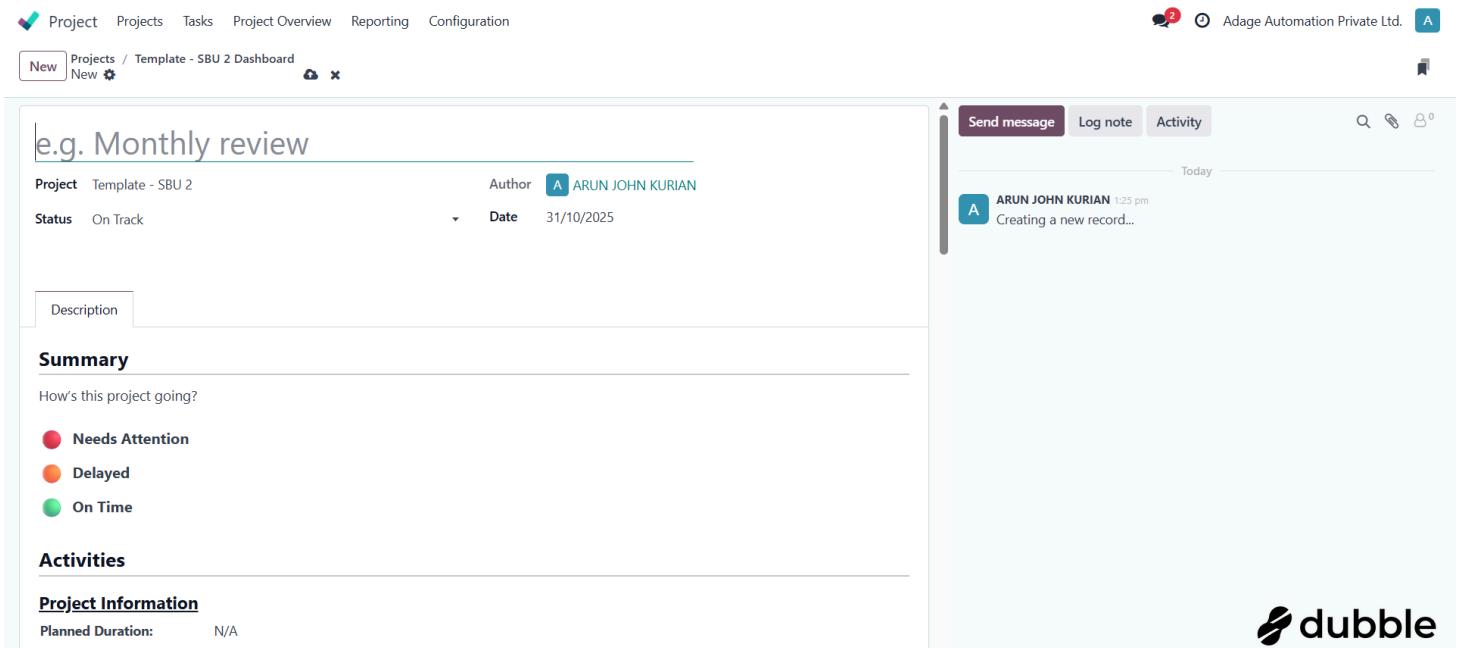
At the bottom right of the interface, there's a "dubble" logo.

## 34 Click On 'New"

[VIEW PAGE →](#)


The screenshot shows the Dubble Project Overview page. At the top, there are navigation links: Project, Projects, Tasks, Project Overview, Reporting, Configuration. A red box highlights the 'New' button in the top-left corner of the main content area. The main content displays a list of projects with columns for Name, Status, Progress, and Details. A large, central message says 'No updates found. Let's create one!' with a call-to-action button below it. To the right, there's a 'Profitability' section with a sub-section titled 'Track project costs, revenues, and margin by setting the analytic account associated with the project on relevant documents.' At the bottom right, the Dubble logo is visible.

## 35 This will generate a report till that time for that Project

[VIEW PAGE →](#)


The screenshot shows the Dubble Project Detail page for a project titled 'e.g. Monthly review'. The top navigation bar includes Project, Projects, Tasks, Project Overview, Reporting, Configuration, and a 'New' button. The main content area has sections for 'Project' (Template - SBU 2), 'Status' (On Track), 'Author' (ARUN JOHN KURIAN), and 'Date' (31/10/2025). Below these are 'Description' and 'Summary' sections. The 'Summary' section contains a note: 'How's this project going?'. Underneath are three status indicators: 'Needs Attention' (red dot), 'Delayed' (orange dot), and 'On Time' (green dot). The 'Activities' section is present but empty. At the bottom, there's a 'Project Information' section with 'Planned Duration: N/A'. On the right side, there's a sidebar with 'Send message', 'Log note', and 'Activity' buttons, and a feed showing a recent activity from ARUN JOHN KURIAN: 'Creating a new record...'. The Dubble logo is at the bottom right.

**36 Give it a Title and Update the status, then Save.**[VIEW PAGE →](#)

Project Projects Tasks Project Overview Reporting Configuration

New Projects / Template - SBU 2 Dashboard  

## Report 31/10/2025

Project Template - SBU 2 Author A ARUN JOHN KURIAN

Status On Track Date 31/10/2025

Description

### Summary

How's this project going?

- Needs Attention
- Delayed
- On Time

### Activities

#### Project Information

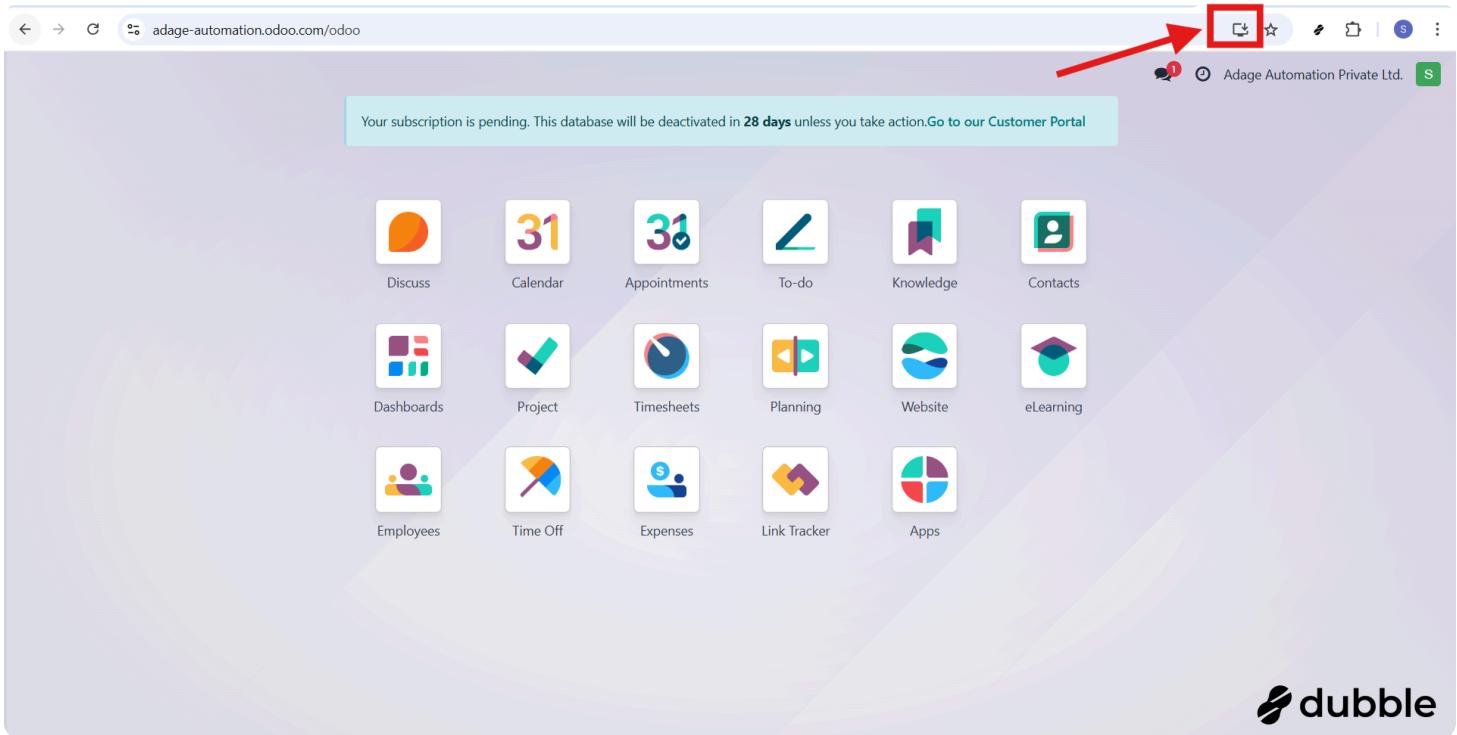
Planned Duration: N/A



**37 All the reports generated for the project will be listed like this****VIEW PAGE →**

The screenshot shows the Odoo Project Overview dashboard. At the top, there's a navigation bar with links for Project, Projects, Tasks, Project Overview, Reporting, and Configuration. A search bar is also present. On the left, a sidebar displays a 'Report 31/10/2025' for ARUN JOHN KURIAN, showing an 'On Track' status with 0% Progress, 0 / 23 Tasks (0%), 0 Hours, and the date 31/10/2025. The main content area features a 'Profitability' section with a note: 'Track project costs, revenues, and margin by setting the analytic account associated with the project on relevant documents.' Below this, there are four small cards: 'Tasks 0 / 23 (0%)', 'Timesheets 0 Hours', 'Documents 0', and 'Burndown Chart'. At the bottom right, the Dubble logo is visible.

**How to Install Odoo App**

**38 Click on the icon****39 Click on the Install**

After installing, pin the app to your taskbar to access at the go

