**Practice Exercise: User and Company Management in Odoo**

**Objective:** Set up user accounts, configure access rights, and create a new company in Odoo.

**Requirements:**

1. Access to an Odoo instance (can be a local installation or a demo instance).
2. Admin credentials to configure user and company settings.

**1. Logging In and Navigating to Users:**

a. Open your web browser and enter the URL of your Odoo instance. Log in using the provided administrator credentials.

b. Once logged in, you'll see the Odoo dashboard. Navigate to the "Settings" module by clicking on the "Apps" menu in the upper left corner. In the Apps menu, locate and click on the "Settings" module.

c. Under the "Users & Companies" section, you'll find the "Users" option. Click on it to proceed.

**2. Creating a New User:**

a. In the "Users" section, click on the "Create" button (usually located in the upper right corner).

b. In the user creation form, fill in the required information such as the user's Name, Email, and Password. You can also assign a User Type (Internal User, Portal User, etc.).

c. Scroll down to set the access rights for the user. Assign roles based on the user's responsibilities (e.g., Sales, Purchase, Accounting). Configure additional settings as needed.

d. Save the user by clicking the "Save" button.

**3. Configuring Access Rights:**

a. Select the user you just created from the list of users.

b. Navigate to the "Access Rights" tab. Here, you can configure detailed access rights for different modules and features.

c. Adjust the access rights based on the user's role. For example, if the user is a Sales Manager, grant access to the Sales module and related features.

d. Save the changes made to access rights.

**4. Creating a New Company:**

a. Return to the "Settings" module by clicking on the "Apps" menu and selecting "Settings."

b. Under "Users & Companies," choose "Companies."

c. Click on the "Create" button to start creating a new company.

d. Fill in the required information for the new company, including Name, Email, Phone, and Address. Optionally, you can add additional details like a logo.

e. Save the company by clicking the "Save" button.

**5. Assigning Users to the Company:**

a. In the "Companies" section, select the company you just created.

b. Go to the "Users" tab within the company settings.

c. Add the previously created user to the company by selecting them from the available user list.

d. Save the changes to associate the user with the company.

**6. Testing User Access:**

a. Log out of the administrator account.

b. Log in again using the credentials of the user you created in step 2.

c. Verify that the user has access to the modules and features based on their assigned access rights. For instance, if the user has Sales Manager access, they should be able to view and manage sales-related information.

**7. Modifying Company Information:**

a. Navigate back to the "Settings" module.

b. Under "Users & Companies," select "Companies."

c. Edit the information for the previously created company. You can update details like the company's address, phone number, or logo.

d. Save the changes to update the company information.

**8. Verifying Changes:**

a. Confirm that the changes made to the company information are reflected in the system. You can check by viewing the company details or creating a report that includes company information.