

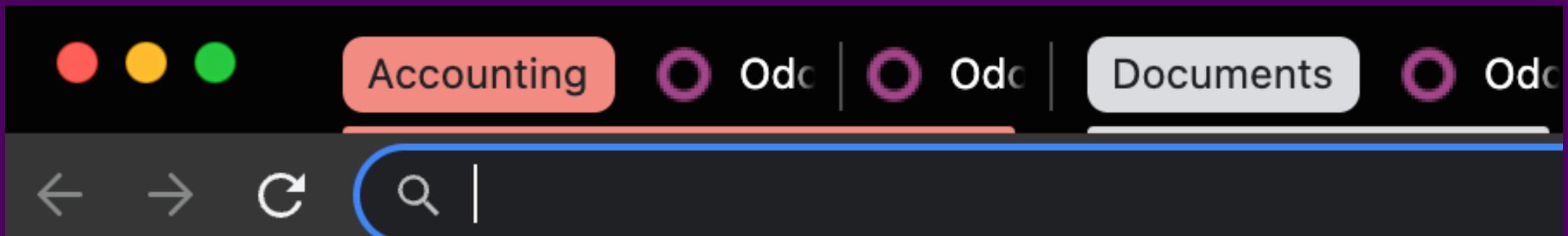
Alexander Zehnter

5 Odoo Tips everybody needs to know



to boost your productivity

1. Several Tabs

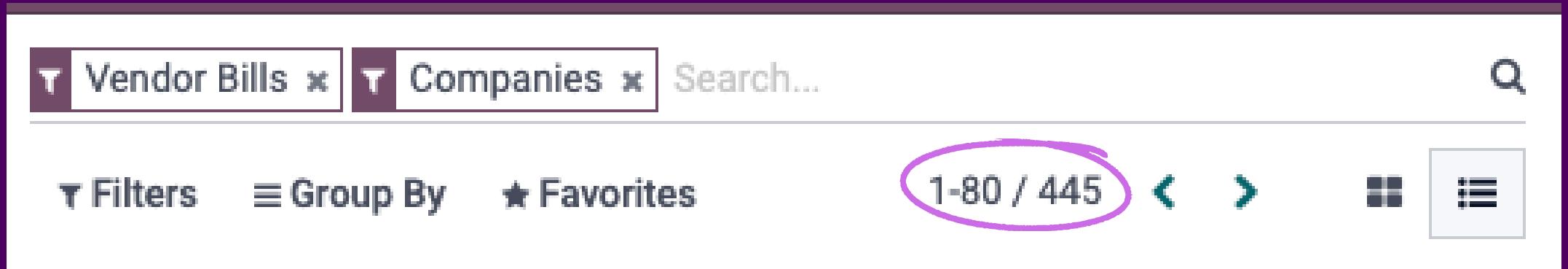


Never discard your process in the middle when you have to look up something, somewhere else in Odoo.

Instead, **duplicate your tab**, search the necessary information in the new tab and then **head back** to continue your process.

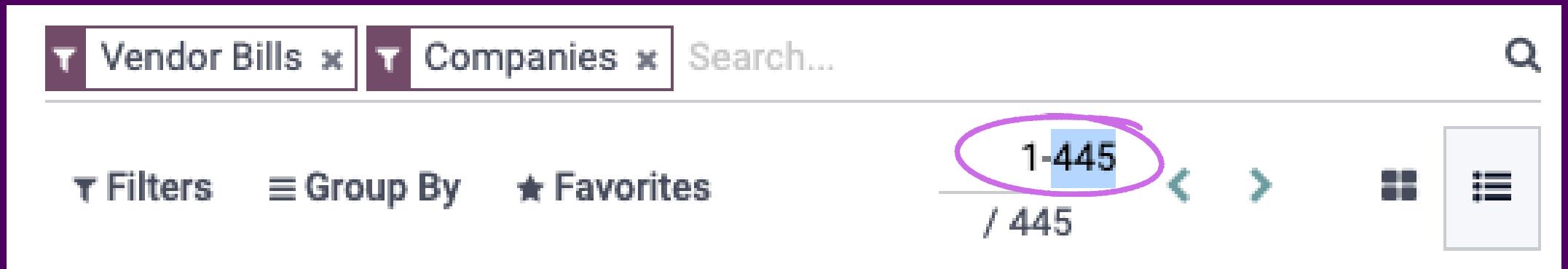
You can open Odoo in as **many tabs as you like**.

2. Show all entries per page



As per Odoo Standard 80 entries will be shown to you.

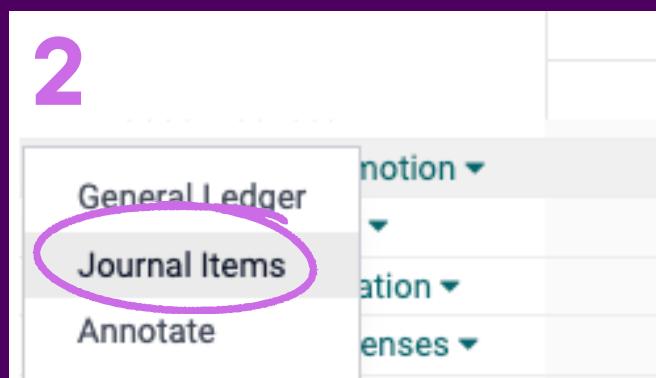
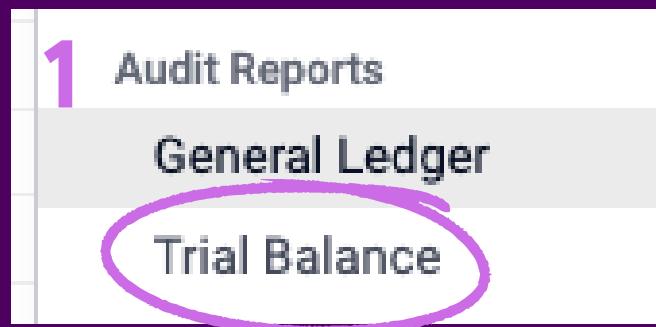
Instead of going through each page 1 by 1, **click into the "1 - 80"** and change as per your needs.



3. Mass change accounts

Sometimes you find out you've might **not been consistent** where you've booked the expenses for e.g. marketing materials.

Instead of changing the accounts on the bills 1 by 1 you head to Trial Balance, enter the Journal Items on the account, select affected several entries and **change all of them.**



3 **tick several**

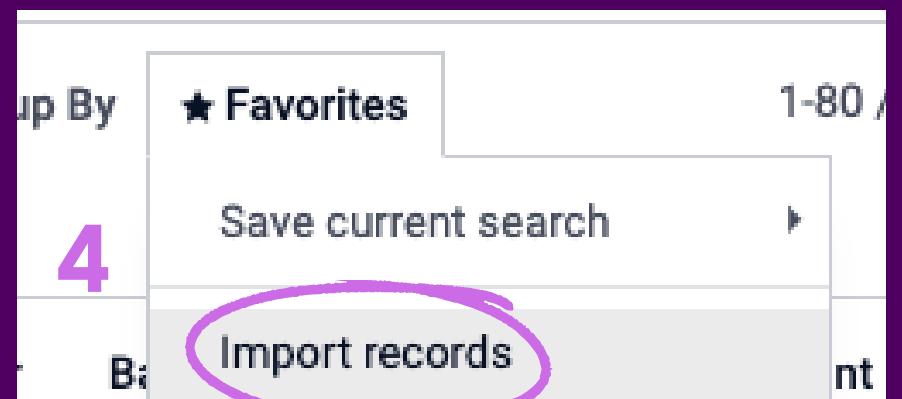
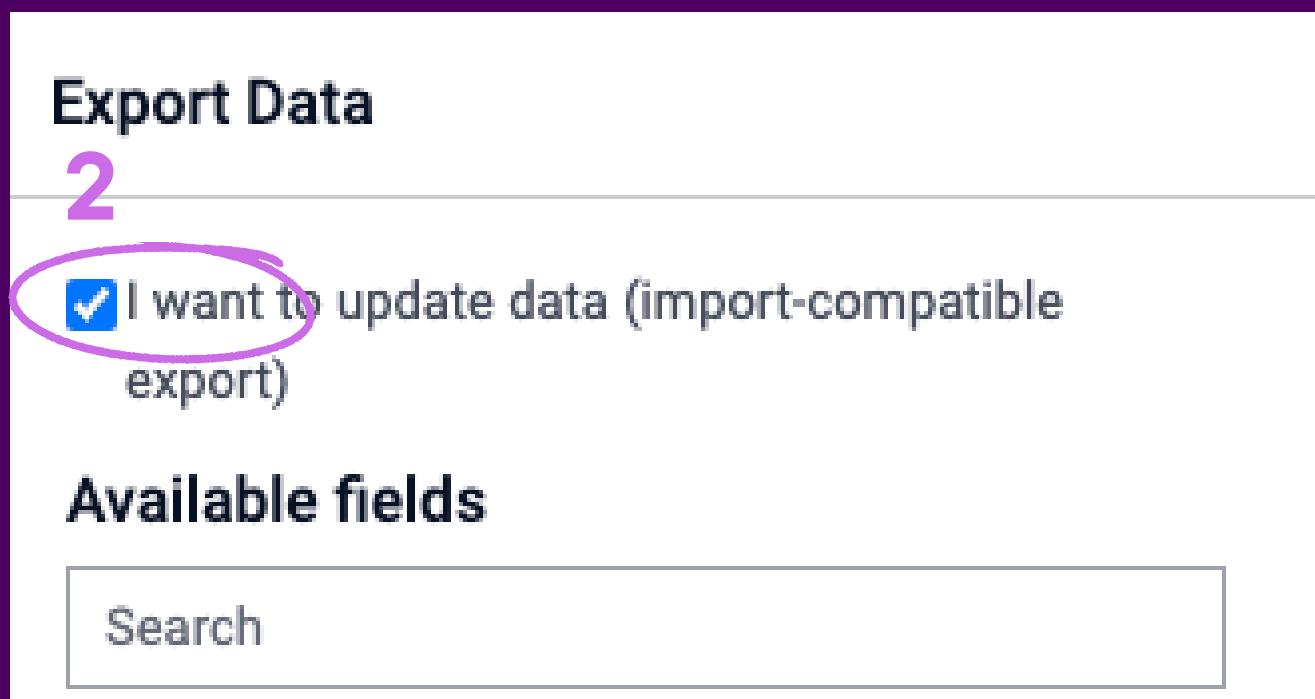
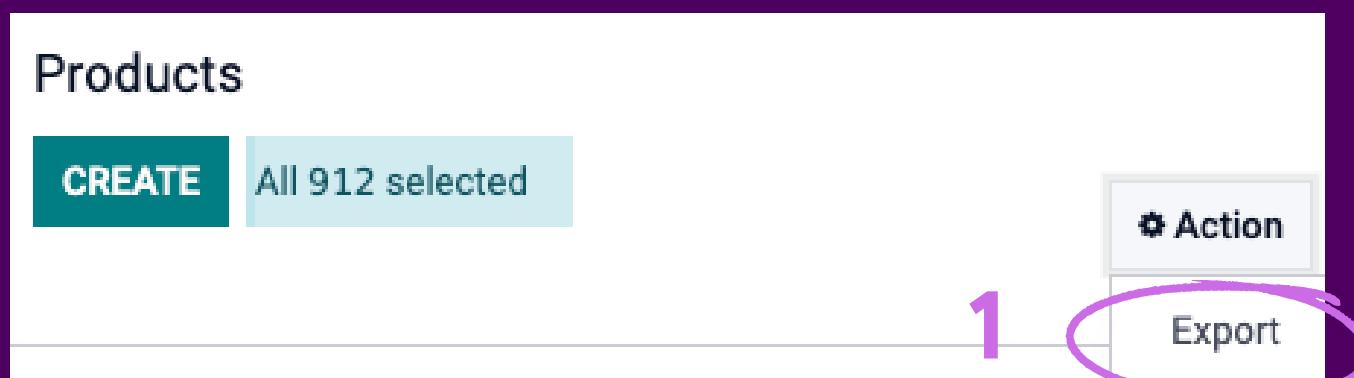
	Date	Journal Entry	Account
<input checked="" type="checkbox"/>	31/12/2022	BILL/2022/4037	publicid
<input checked="" type="checkbox"/>	30/11/2022	BILL/2022/40...	70550 Public Relation
<input checked="" type="checkbox"/>	28/11/2022	BILL/2022/29...	70530 Sales Promotion
<input checked="" type="checkbox"/>	28/11/2022	BILL/2022/29...	70530 Sales Promotion
<input checked="" type="checkbox"/>	28/11/2022	BILL/2022/29...	70530 Sales Promotion
<input checked="" type="checkbox"/>	27/10/2022	BILL/2022/33...	70530 Sales Promotion

4 click on the account and change it



4. Mass change basic data via export & import

If you want to change a field on many e.g. products, don't do it 1 by 1 but **export the products, change the data** in excel or google sheets and **upload it again**.



5. Have Hygiene Lists available

You want to **review your data integrity** from time to time.

For that purpose you can create filters for settings **which should not be true** and save them as favorites.

e.g. if you don't sell anything outside of your PoS, you might want to filter as follows:

▼ Available in POS is false ✘ ▼ Can be Sold is true ✘

▼ Filters ≡ Group By ★ Favorites

If the list is empty, great.
If not, you have items to correct.

Thanks for Reading!

Do you have any essential tips to share?

Questions?

Feel free to connect with me on LinkedIn



[linkedin.com/10ter](https://linkedin.com/in/10ter)

