Odoo Gui de Line

Odoo Attendance Process:

Step 1: Odoo Link **https://eportal.primesystemsolutions.com/web/login**

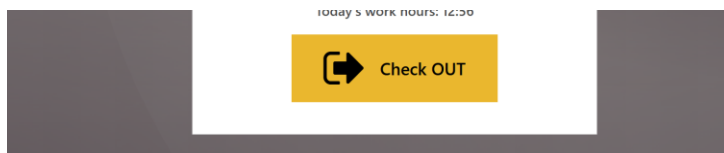**Step: 2** User name your official email ID & default password is 12345

Step: 3 From the specified option on the main screen of Odoo, please select the Attendance option for daily check in and check out.
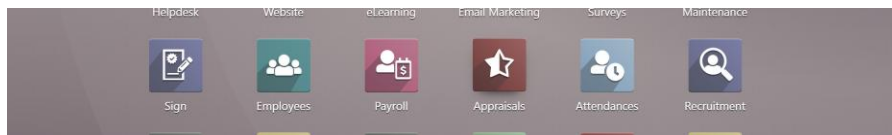
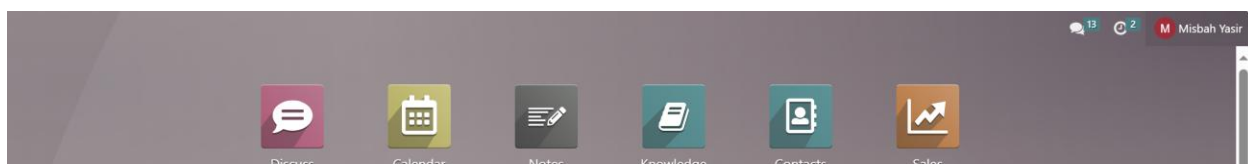**Step 4:** Check in according to the timing of your given shift**.**
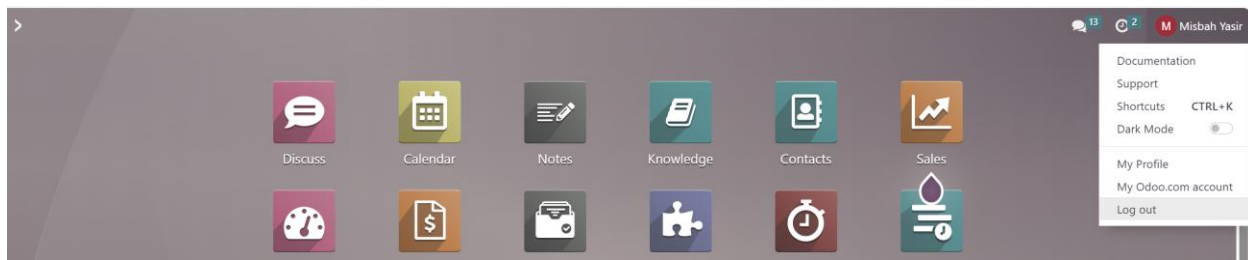

Step 5: Check out at the end of the shift.

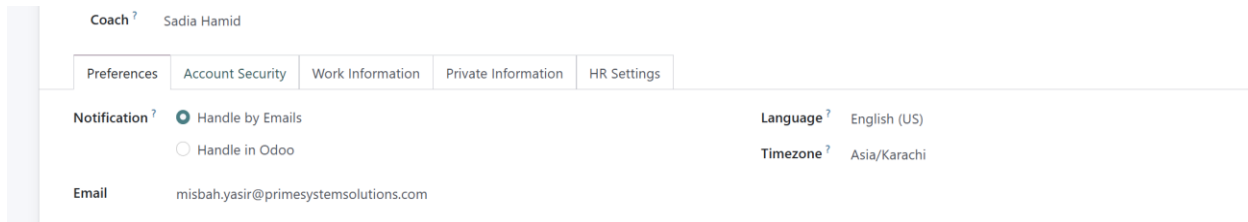**How to change Odoo Password:**
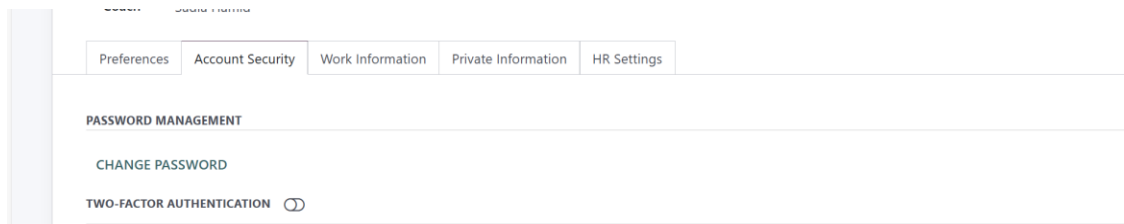
Step 1: Go to your Name Profile

Step 2: Select My Profile Option

Step 3: Select account Security Option.

Step 4: Select Change Password Option and change your default password with your new one.

Missing Attendance Process:

In case anyone misses filing their attendance, they can now follow the process outlined below to submit a request directly in Odoo instead of sending emails.

Steps to file missed attendance in Odoo:

- Log in to your Odoo account.
- Go to the **"Approvals"** module.
- Click on **"PSS Missing Attendance "** from the dashboard.
- Select **"New Request"**
- Enter the relevant date, time, and reason for the missed punch along with the proof of work in terms of attachment of time sheet from the connect wise.
- Submit the request for approval.

https://eportal.primesystems
olutions.com/web#cids=1&ac
tion=menu

eportal.primesystemsolutions.com/web#cids=1&action=menu

Go to Approvals

Approvals

Click on PSS:Missing
Attendance New Request

PSS: Missing Attendance
Prime Missing Attendance Form

NEW REQUEST   TO REVIEW: 0

Dashboard / New

SUBMIT   ATTACH DOCUMENT

Fill the required
Info

Approval Subject
New

Request Owner   Ahmad Yad
Category   PSS: Missing Attendance
Date Confirmed
Period   From:
                     to:

Description   Approver(s)

Attach the document of
proof . Connect wise that
you works

ATTACH DOCUMENT

Click on Submit

SUBMIT