

Odoo HR Tasks Setup Guide

This guide will help you set up Odoo on Windows or Linux and perform HR tasks like creating employees, linking users, creating departments, and using filters & groups.

1 Odoo Download & Installation

Windows

1. Visit Odoo website: <https://www.odoo.com/page/download>
2. Download **Odoo 16 Windows installer**.
3. Run the installer → accept default options → finish installation.
4. Open Odoo from Start Menu.
5. Browser opens at `http://localhost:8069`.

Linux (Ubuntu)

1. Install dependencies:

```
sudo apt update
sudo apt install git python3-pip build-essential wget python3-dev
python3-venv
libxslt-dev libzip-dev libldap2-dev libsasl2-dev python3-setuptools
node-less
libjpeg-dev libpq-dev libssl-dev npm -y
```

2. Clone Odoo repository:

```
cd /opt
sudo git clone https://www.github.com/odoo/odoo --depth 1 --branch 16.0
sudo chown -R $USER:$USER odoo
```

3. Create virtual environment and install requirements:

```
cd odoo
python3 -m venv odoo-venv
source odoo-venv/bin/activate
pip install wheel
pip install -r requirements.txt
```

4. Run Odoo:

```
./odoo-bin -d hr_demo_db --db-filter=hr_demo_db --addons-path=addons
```

5. Open browser: `http://localhost:8069`

2 Create Database

1. On Odoo startup, click **Create Database**.
 2. Enter database name: `hr_demo_db`
 3. Set admin password.
 4. Click **Create**.
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3 Install Required Modules

1. Go to Dashboard → Apps.
 2. Search & install:
 3. **Employees (hr)**
 4. **Users & Companies** (optional)
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4 Access Odoo Shell (Optional for Python code)

Windows

```
cd "C:\Program Files\Odoo 16.0\server"  
odoo-bin shell -d hr_demo_db
```

Linux

```
cd /opt/odoo  
source odoo-venv/bin/activate  
.odoobin shell -d hr_demo_db
```

Python example:

```
user = env['res.users'].create({'name': 'John  
Doe', 'login': 'johndoe@example.com', 'password': '123456'})  
employee = env['hr.employee'].create({'name': user.name, 'user_id': user.id})
```

5 Create Employee, Department & Assign

1. Go to Employees → Create Employee → Link to User.
 2. Employees → Departments → Create Department → Assign Employees.
 3. Filters: Employees → Filter → Department = IT Engineers.
 4. Groups: Employees → Group by Department.
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6 Verify Setup

- Employees linked to users.
 - Employees assigned to department.
 - Filters show only IT Engineers employees.
 - Groups organize employees by department.
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 **Tips:** - Test with small users first. - Use Odoo Shell for automation. - Always verify Filters & Groups in UI before large operations.