

Internal Communication Made Easy

AURORE LESAGE, FUNCTIONAL CONSULTANT

SUMMARY

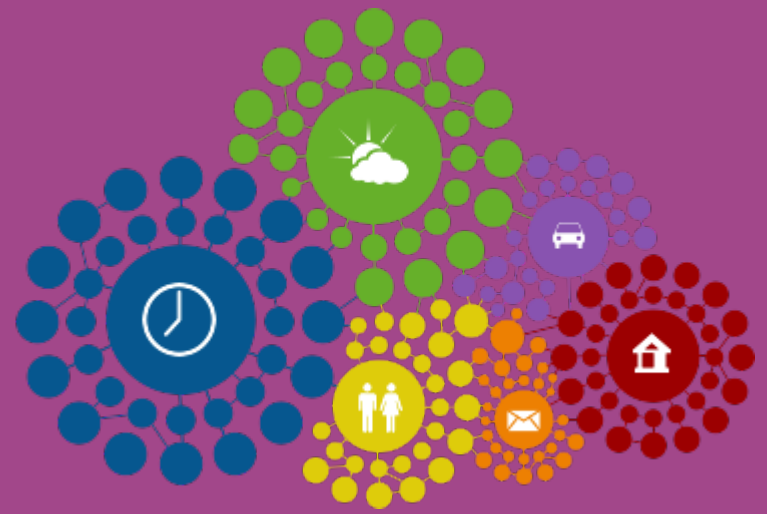
1 Introduction

2 Advantages

3 How to use it?

4 In progress

5 Conclusion



INTRODUCTION

INTRODUCTION

- 1 Your company used to organize events all around the world.
- 2 Next week, you have an event in Los Angeles and your colleague is on-site.

INTRODUCTION

- 3 You will have to manage everything from your office in Belgium:
 - collaborate with your colleague,
 - share documents with him,
 - promote the event,
 - discuss with customers,
 - getting things done,
 - etc.
- 4 What kind of system will help you to manage everything without increasing your email overload?



ADVANTAGES

of the Odoo Apps

ADVANTAGES

- 1 See the availability of others
- 2 Real time online chat
- 3 Solve important issues on the go
- 4 Internal messaging
- 5 Get the right information in the right time

ADVANTAGES

6

Follow what interests you

7

Discussion groups at your fingertips

8

Secure collaboration

9

Get your work done



HOW TO USE IT ?

EASY, SIMPLE AND FLEXIBLE

HOW TO USE IT ?

- 1 A **chat** to talk **in live** with your colleagues
- 2 A **messaging area** integrated into each Odoo Apps
- 3 **Channels** for your different teams but also for your customers
- 4 Getting things done with **notes**

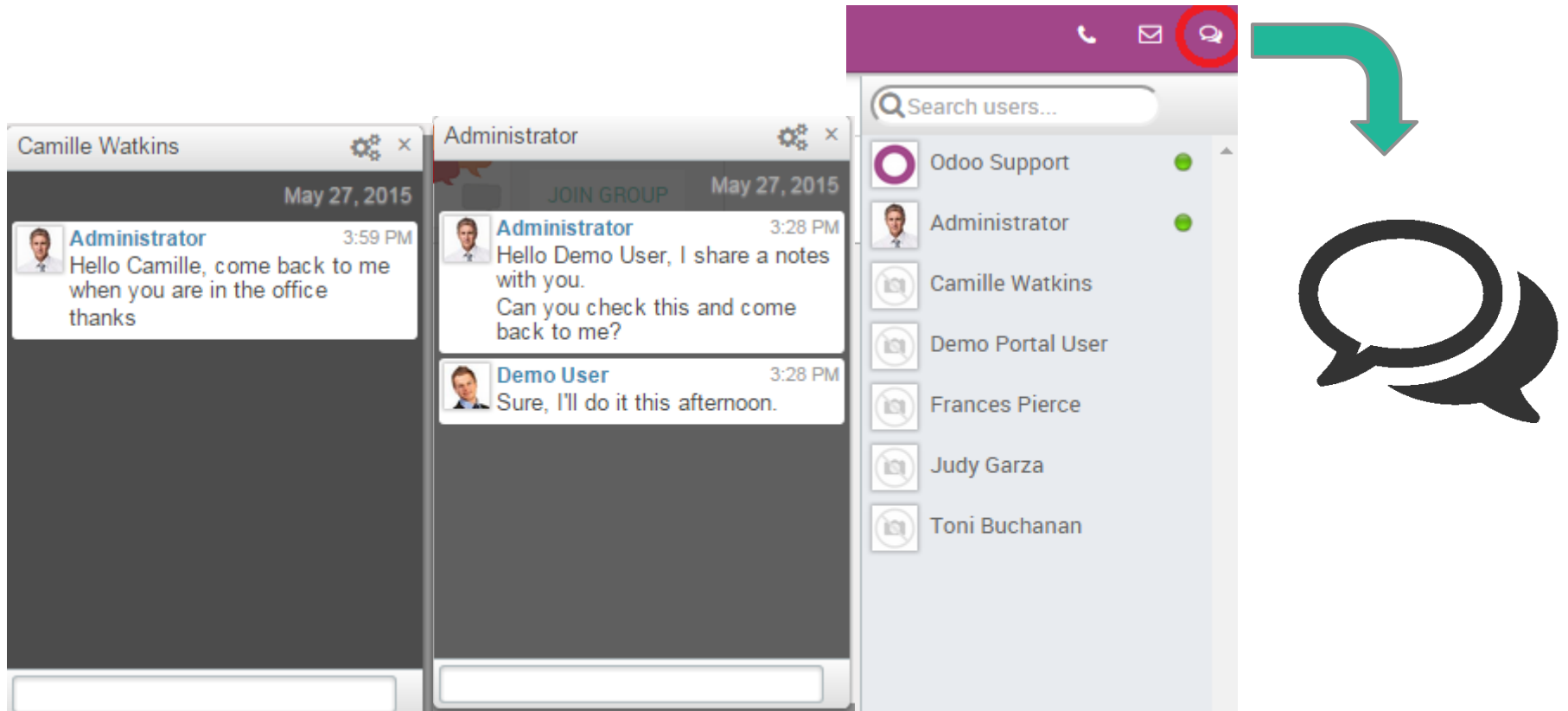
HOW TO USE IT ?

Live Chat

Messaging

Channels

Notes



The screenshot displays the Odoo chat interface. On the left, a chat window for 'Camille Watkins' shows a message from 'Administrator' at 3:59 PM: 'Hello Camille, come back to me when you are in the office thanks'. In the center, a chat window for 'Administrator' shows a message from 'Administrator' at 3:28 PM: 'Hello Demo User, I share a notes with you. Can you check this and come back to me?' and a response from 'Demo User' at 3:28 PM: 'Sure, I'll do it this afternoon.' On the right, a user list is visible with a search bar 'Search users...'. The list includes: 'Odoo Support', 'Administrator', 'Camille Watkins', 'Demo Portal User', 'Frances Pierce', 'Judy Garza', and 'Toni Buchanan'. A red circle highlights the chat icon in the top right corner of the interface, with a green arrow pointing to a large black speech bubble icon below it.

HOW TO USE IT ?

Live Chat

Messaging

Channels

Notes



The screenshot displays the Odoo messaging interface. At the top, there is a header with a green button labeled "NEW MESSAGE" and the text "or Log an internal note". To the right of the header, there is a dropdown menu labeled "FOLLOWING" and a button labeled "2 FOLLOWERS". Below the header, there is a list of messages. Each message includes a timestamp ("about 6 hours ago"), a profile picture of the sender, and the text "Task Opened by Administrator". The first message has a bullet point: "Assigned to: Administrator". The second message has three bullet points: "Kanban State: In Progress", "Project: Data Import/Export Plugin", and "Stage: To Do". To the right of each message, there are icons for a star and a speech bubble. A dropdown menu is open over the "FOLLOWING" button, showing a list of filters: "Discussions" (checked), "Task Opened" (unchecked), "Task Blocked" (unchecked), "Task Ready" (checked), and "Stage Changed" (unchecked).

HOW TO USE IT ?

Live Chat

Messaging

Channels

Notes

The screenshot shows the Odoo messaging interface. At the top, there are four buttons: 'Live Chat', 'Messaging', 'Channels', and 'Notes'. The 'Messaging' button is highlighted in purple. Below these buttons, three green arrows point down to the interface. The first arrow points to a 'NEW MESSAGE' button. The second arrow points to the text 'Log an internal note'. The third arrow points to a '2 FOLLOWERS' dropdown menu. The interface shows two messages, each starting with 'about 6 hours ago' and a user profile picture. The first message is 'Task Opened by Administrator' with a sub-item 'Assigned to: Administrator'. The second message is 'Task Opened by Administrator' with sub-items: 'Kanban State: In Progress', 'Project: Data Import/Export Plugin', 'Stage: To Do', and 'Task Summary: Data importation + Doc'. On the right side, there is a 'FOLLOWING' dropdown and a '2 FOLLOWERS' dropdown. The '2 FOLLOWERS' dropdown is open, showing 'Add followers' and two users: 'Administrator' and 'Demo User', each with a close button (X).

HOW TO USE IT ?

Live Chat

Messaging

Channels

Notes

Log an internal note which will not be sent to followers. Note that users reading the document can read internal notes.

FOLLOWING

2 FOLLOWERS

LOG

Attach a file

about 6 hours ago



Task Opened by Administrator

- Assigned to: Administrator



about 6 hours ago



Task Opened by Administrator

- Kanban State: In Progress
- Project: Data Import/Export Plugin
- Stage: To Do
- Task Summary: Data importation + Doc



HOW TO USE IT ?

Live Chat

Messaging

Channels

Notes

Chat Inbox Channel

Inbox Search...

NEW MESSAGE or
Write to my followers

about 5 hours ago	✓ Open Days in Los Angeles (2015-05-28 - 2015-06-01)	→ Administrator	2	
about 7 hours ago	✓ Whole Company : Point of Sale application installed!	→ Administrator	2	
	✓ How to use Odoo for your HR process: recruitment, leaves manage...	→ Administrator	2	
about 7 hours ago	Update by Administrator <ul style="list-style-type: none">• Status: Published• Responsible: Administrator			
about 7 hours ago	Event Track created			
about 7 hours ago	✓ Whole Company : Purchase Management application installed!	→ Administrator	2	
about 7 hours ago	✓ Whole Company : MRP application installed!	→ Administrator	2	
about 7 hours ago	✓ Whole Company : Timesheet Validation application installed!	→ Administrator	2	

Suggested Groups

- Best Sales Practi...
[JOIN GROUP](#)
- R&D
[JOIN GROUP](#)
- Board meetings
[JOIN GROUP](#)

HOW TO USE IT ?

Live Chat

Messaging

Channels

Notes

The screenshot displays the Odoo Chat interface. At the top, there is a navigation bar with 'Chat', 'Inbox', and 'Channel' tabs. A search bar is located on the right side of the navigation bar. Below the navigation bar, there is a 'Join a group' button with a 'CREATE' sub-button. A dropdown menu is open, listing several channels: 'Whole Company', 'HR Policies', 'Support', 'Discussion Group', and 'Join a group'. The main area shows a grid of channel cards. Each card features a speech bubble icon, the channel name, a brief description, and an action button (either 'Unfollow' or 'Join Group').

Channel Name	Description	Action
Whole Company	General announces for all employees.	Unfollow
Best Sales Practices	Discussion about best sales practices and deals.	Join Group
Board meetings	Board meetings, budgets, strategic plans	Join Group
R&D	Research and development discussion group	Join Group
HR Policies	Company cars, holidays and other advantages	Unfollow
Support	Support team	Unfollow
Discussion Group	Public Discussion Group	Unfollow

HOW TO USE IT ?

Live Chat

Messaging

Channels

Notes



Group Name

Whole Company



General announces for all employees.

Who can follow the group's activities?

- Everyone
- Invited people only
- Selected group of users

Authorized Group

Human Resources / Employee



Auto Subscription

Human Resources / Employee ✕



HOW TO USE IT ?

Live Chat

Messaging

Channels




























Notes

 Chat Inbox Channel




Whole Company

Search...

NEW MESSAGE

- | | | | | |
|-------------------|---------------------------------------------------------------|-----------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|
| about 7 hours ago | ✓ Whole Company : Point of Sale application installed! |  Administrator | 2  |  |
| about 7 hours ago | ✓ Whole Company : Purchase Management application installed! |  Administrator | 2  |  |
| about 7 hours ago | ✓ Whole Company : MRP application installed! |  Administrator | 2  |  |
| about 7 hours ago | ✓ Whole Company : Timesheet Validation application installed! |  Administrator | 2  |  |
| about 7 hours ago | ✓ Whole Company : Recruitment Process application installed! |  Administrator | 2  |  |
| about 7 hours ago | ✓ Whole Company : Warehouse Management application installed! |  Administrator | 2  |  |
| about 7 hours ago | ✓ Whole Company : Sales Management application installed! |  Administrator | 2  |  |
| about 7 hours ago | ✓ Whole Company : Issue Tracker application installed! |  Administrator | 2  |  |
| about 7 hours ago | ✓ Whole Company : Leave Management application installed! |  Administrator | 2  |  |

Suggested Groups

-  Best Sales Practi...
[JOIN GROUP](#)
-  R&D
[JOIN GROUP](#)
-  Board meetings
[JOIN GROUP](#)

HOW TO USE IT ?











Live Chat

Messaging

Channels

Notes

The screenshot displays the Odoo Notes application interface. At the top, a purple header bar contains a grid icon, the text "Notes", and "Configuration" on the left, and an envelope icon on the right. Below the header, the word "Notes" is on the left, and a search bar with the placeholder "Search..." is on the right. A green "CREATE" button is positioned below the "Notes" label. The main content area is a grid of notes, organized into three columns: "New", "Today", and "This Week". Each column header includes a gear icon and a plus sign. The notes are as follows:

New	Today	This Week
✓ Customer report #349872  	✓ Call Fabien 	✓ Project N.947.5 
✓ Read those books 	✓ Shop for family dinner  	✓ Idea to develop 
✓ Read some documentation about Odoo before diving into the code  		

HOW TO USE IT ?

Live Chat

Messaging

Channels

Notes

The screenshot displays the Odoo Notes application interface. At the top, a purple header bar contains the word "Notes" on the left and communication icons (phone, email, share, chat) on the right. Below the header, the main content area shows the title "Notes / Read some documentation about Odoo before diving into the code". Underneath the title are two buttons: "SAVE" (highlighted in green) and "DISCARD". To the right of these buttons is a page indicator "7 / 8" with left and right navigation arrows. A "Tags" dropdown menu is positioned below the title. The interface features a rich text editor toolbar with icons for bold (B), italic (I), underline (U), strikethrough (ABC), bulleted list, numbered list, indent, and outdent. It also includes undo and redo buttons, a color picker, a settings gear, a star icon, a refresh icon, a code editor icon (</>), a clock icon, and a user profile icon labeled "1". The main text area is currently blank, with line numbers "1" and "2" visible on the left side.



In progress

IN PROGRESS

Follower?

Listener?

Inbox

- Less followers on everything
- Need to action
- Mention: @xxx
- Todo list



Less polluted and more active!

IN PROGRESS

Follower?

Listener?

Channel

- Listener on discussions
- No need to action
- Merge of Live Chat and Channel



Aware without being part of the discussion

CONCLUSION

CONCLUSION

- 1 Share information with the right person
- 2 Get work done with effective collaboration
- 3 Avoid useless meeting
- 4 Decrease email overload

QUESTIONS ?

Thank You

Odoo

sales@odoo.com
+32 (0) 2 290 34 90
www.odoo.com

R&D and services office

Chaussée de Namur 40
B-1367 Grand Rosière

Sales office

Avenue Van Nieuwenhuyse 5
B-1160 Brussels