“I am done, I quit!” are the words you said to your manager 3 months ago. With $50k of savings, you are ready to start a new adventure: launch the furniture business you have always dreamed of starting.

A month later, your company (MyOffice Inc.) is incorporated! The next step is to recruit a great team. After a few interviews, you hire Sophia as Sales Manager, Marc as Purchase Manager, and Paul as Secretary.

Paul helps you find an affordable office location. Now, it’s time to start doing business; purchase your first products, market your company, sell those products and, hopefully, make a profit!

The first game, “Buy & Sell”, will help you setup your B2B business: from buying new products to selling and delivering to customers. Once these processes are in place, you’ll be able to choose from 6 other scenarios to develop your strategy:

- Launch a **point of sale** for consumers
- Offer extra **services**
- Manufacture your own products
- Manage your inventory with **barcodes**
- Sell online with an eCommerce website
- Lease fully-furnished properties

Good luck with your new business!
Game Rules

The game has 7 business cases of 8 to 10 cards each. Start with the game “Buy & Sell”, then play others according to your strategy. For each card, follow these 3 steps:

1. Read the business case on the front of the card. Don’t look at the back yet!

2. Do the business process online, on www.odoo.com. Take your time, the goal is to learn!

3. Compare what you did with the solution on the back of the card.

Your Score

Pile the cards front-side up, if you found the solution before looking at the back (even if you did it differently). Pile the cards with their back-side up, if you missed something in the solution. At the end of the game, count the stars at the bottom-right corner of each face. The following table defines your level of success:

<table>
<thead>
<tr>
<th>Score</th>
<th>Stars</th>
</tr>
</thead>
<tbody>
<tr>
<td>16+</td>
<td>🏆🏆🏆🏆</td>
</tr>
<tr>
<td>14-15</td>
<td>🏆🏆🏆</td>
</tr>
<tr>
<td>12-13</td>
<td>🏆🏆</td>
</tr>
<tr>
<td>10-11</td>
<td>🏆</td>
</tr>
<tr>
<td>7-9</td>
<td>🏆</td>
</tr>
</tbody>
</table>
You are the CEO of MyOffice Inc., a modern furniture retailer. To help your business grow, you have decided to setup an integrated management software.

Create your company’s database on www.odoo.com and select the Apps required for the following business flow:

Create a Product
Purchase Large Desks
Receive Products
Control the Bill
Sell Products
Deliver to Customer
Invoice Customer
Record Payment
Analyze Profits
Your own country should be selected by default. The country defines the right taxes, charts of accounts and legal reports.

Once finished, you will receive an email to confirm your database and validate your password.

If your company name starts with ‘edu-’, the database will exist for 10 months and will be deleted afterwards without backup.

Your own country should be selected by default. The country defines the right taxes, charts of accounts and legal reports.

These are the minimum set of apps for the flow, but you can install more.

Configure →

Company Name
MyOffice Inc.
edu-myoffice-inc.odoo.com

Country
United States

Start now →
Hi, we visited Wood Corner, a new vendor that supplies office furniture. Here is a photo of their Large Desk that we like.

They cost $140 each, but they are discounted to $100 if we order a minimum of 10 desks. We can sell them at $220.

Sounds good, I'll create the product in our catalog.
**Product Name**

**Large Desk**

### General Information

**Product Type**: Storable Product

**Sales Price**: $220.00

- **Consumable**: Send & receive - No inventory count
- **Services**: No inventory management
- **Storable Product**: Send, receive and track inventory

**Cost**: $140.00

Any cost between 100 and 140 is considered correct, as the accounting valuation will depend on future purchases.

### Purchase

<table>
<thead>
<tr>
<th>Vendor</th>
<th>Quantity</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wood Corner</td>
<td>10.00</td>
<td>100.00</td>
</tr>
<tr>
<td>Wood Corner</td>
<td>1.00</td>
<td>140.00</td>
</tr>
</tbody>
</table>

If you don't record a vendor, Odoo automatically creates it at the first purchase order.

To see “Quantity”, go to 📊 and select it. With Quantity set at 10 in the first line, the system uses the matching price when creating a purchase order over 10 items.
Sophia, I plan to purchase Large Desks. What are your monthly sales estimates?

Between 9 and 12.

Ok, I’ll purchase 10 desks to start with.
## PURCHASE ORDER

**Vendor:** Wood Corner

<table>
<thead>
<tr>
<th>Product</th>
<th>Quantity</th>
<th>Unit Price</th>
<th>Taxes</th>
<th>Subtotal</th>
</tr>
</thead>
<tbody>
<tr>
<td>Large Desk</td>
<td>10,000</td>
<td>100.00</td>
<td>15.00%</td>
<td>$1,000.00</td>
</tr>
</tbody>
</table>

- **Taxes vary by country.** Depending on your location, you may not have the same tax as the example.

- **Optionally, you can send it by email.**

- **This button takes you directly to the Receipt document.**

---

**CREATE Requests for Quotation**

**PURCHASE ORDER**

**SEND BY EMAIL**

**CONFIRM ORDER**

**1 Receipt**
You
Ok, go to dock 3. I’ll validate the receipt.

Incoming Call...
Hello, I’m the driver from Wood Corner.
I’ll be at your warehouse in 5 minutes, can you open a loading dock?
If you don't set any quantity received in the 'Done' column, Odoo asks for a confirmation to accept all the initial demand (ordered quantities).
Hi, we’ve received a bill from the vendor.

I’ve put it on your desk, can you create, check and confirm it? No need to pay it right now, the due date is in 2 months.
Hello, on your invoice 2021/0123, you charged us $110 per unit instead of the $100 we agreed upon. We accept the bill, but we won't pay it until you send us a $100 refund receipt.

Bonus Point • There is a difference between the bill auto-completed by Odoo ($100) and the vendor bill ($110). When this happens, you usually send a message to the vendor. You get an extra 🌟 if you noticed it (even if you did not send the message).
Hi, Brandon from Azure Interior speaking.

I’ve seen beautiful wooden desks in your catalog. Can you send a quote for 3 desks to: brandon@game.odoo.com?

You’ll get it by email right now!
<table>
<thead>
<tr>
<th>Product</th>
<th>Quantity</th>
<th>Unit Price</th>
<th>Taxes</th>
<th>Subtotal</th>
</tr>
</thead>
<tbody>
<tr>
<td>Large Desk</td>
<td>3.00</td>
<td>220.00</td>
<td>15.00%</td>
<td>$660.00</td>
</tr>
</tbody>
</table>

Clicking on 🔄 gives you details about the stock.

Wait 30 seconds, you should receive a confirmation email in your inbox if you sent the email to brandon@game.odoo.com. Click CONFIRM.

This button takes you directly to the Delivery Order.
Hi,
Brandon from Azure Interior speaking.

You’ll get it by email right now!

Roger • Inventory Manager

I’m in a meeting this morning.

Can you process and validate the delivery orders that are ready to be shipped today? Make sure that the one from Azure Interior is shipped.

You

Okay, I’ll check this right away!
Odoo reserves products automatically based on quantities on hand. However, even if you don't have enough stock you can force the transfer. If you choose this method, the stock might become negative until you fix the issue.

**Immediate Transfer?** You have not recorded *done* under quantities yet, by clicking on *apply* Odoo will process all the quantities.
Anita • Accountant

Can you validate which sales orders we need to invoice? I’d like to invoice everything before the end of the month.

You

I’m on it!
## Invoice Customer

### To Invoice ➤ Orders to Invoice

<table>
<thead>
<tr>
<th>Quotation Nbr</th>
<th>Customer</th>
<th>Total</th>
<th>Invoice Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>S00001</td>
<td>Azure Interior, Brandon</td>
<td>$759.00</td>
<td>To invoice</td>
</tr>
</tbody>
</table>

### Create Invoice

- **Regular invoice**

The other options “Down payment” allow you to invoice only a part of the invoice (i.e. 20% or 500€).

### Create and View Invoice

<table>
<thead>
<tr>
<th>Product</th>
<th>Quantity</th>
<th>Price</th>
<th>Taxes</th>
<th>Subtotal</th>
</tr>
</thead>
<tbody>
<tr>
<td>Large Desk</td>
<td>3.00</td>
<td>220.00</td>
<td><strong>Tax 15.00%</strong></td>
<td>$660.00</td>
</tr>
</tbody>
</table>

**Untaxed amount:** $660.00  
**Tax 15%:** $99.00  
**Total:** $759.00
Inbox (1)

PAYMENT NOTIFICATION
$759.00 from Azure Interior
Communication: “INV/2021/0001 - 3 large desks”

You

Let’s register this payment in the invoice.
Instead of recording payments manually, you can synchronize your bank with Odoo (it supports integration with 24,000 banks), or import bank statement files. Reconciliation becomes much faster as matches are suggested automatically.

<table>
<thead>
<tr>
<th>Customer</th>
<th>Invoice Date</th>
<th>Total</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Azure Interior, Brandon</td>
<td>01/04/2021</td>
<td>$759.00</td>
<td>Posted</td>
</tr>
</tbody>
</table>

Amount and Journal can be different, it depends on the taxes and currency of your country. Add the total of the invoice for Amount.

Instead of recording payments manually, you can synchronize your bank with Odoo (it supports integration with 24,000 banks), or import bank statement files. Reconciliation becomes much faster as matches are suggested automatically.
Can you tell me the net profit of this year? I need it for a board meeting tomorrow.

Let me check the Profit & Loss report.
If you are looking for a specific feature, start typing letters on the Home screen to search across all menus. Try "Profit".

**Accounting Reporting**

---

### Profit & Loss

If you are looking for a specific feature, start typing letters on the Home screen to search across all menus. Try "Profit".

<table>
<thead>
<tr>
<th></th>
<th>Continental</th>
<th>Anglo-saxon</th>
<th>Anglo-saxon</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Income</strong></td>
<td>660.00 €</td>
<td>$ 660.00</td>
<td>$ 360.00</td>
</tr>
<tr>
<td><strong>Operating Income</strong></td>
<td>660.00 €</td>
<td>$ 660.00</td>
<td>$ 660.00</td>
</tr>
<tr>
<td><strong>Cost of Revenue</strong></td>
<td>0.00 €</td>
<td>$ 0.00</td>
<td>- $ 300.00</td>
</tr>
<tr>
<td><strong>Expenses</strong></td>
<td>1000.00 €</td>
<td>$ 0.00</td>
<td>$ 0.00</td>
</tr>
<tr>
<td><strong>Depreciation</strong></td>
<td>0.00 €</td>
<td>$ 0.00</td>
<td>$ 0.00</td>
</tr>
<tr>
<td><strong>Net Profit</strong></td>
<td>- 340.00 €</td>
<td>$ 660.00</td>
<td>$ 360.00</td>
</tr>
</tbody>
</table>

Depending on your national principles for accounting (Continental or Anglo-Saxon), you should have a net profit of **-€340 or +$660**. In Continental accounting, the expense is recorded at the time of the purchase. While in Anglo-Saxon accounting, the expense is recorded once the goods are sold (in the Cost of Revenue account).

---

### Congratulations!

**What's next? Choose your strategy:**

- **Run a Store**
  - Start selling in your showroom.

- **Sell Services**
  - Target new customer segments.

- **Manufacture**
  - Build your own products.

- **Sell Online**
  - Create an eCommerce website.
Run a Store

To grow your business, you plan to launch a showroom for B2B customers, as well as a shop for B2C customers, where they can test and buy products directly.

Install the Point of Sale app and configure the Shop by adding the possibility to create invoices.

Import Products

Sell 3 LED Lamps

Close Session

Configure Cash Control

Sell with an Invoice

Return 1 LED Lamp

Control Cash

Analyze the PoS Sales
Run a Store

Point of Sale
User-friendly PoS interface for shops and restaurants

INSTALL

Point of Sale
Configuration ▶ Point of Sale

Point of Sale

Shop

Bills & Receipts

Invoicing
Print invoices on customer request

In the configuration screen, you can also add other payment methods, such as credit cards.
Roger, I’d like to sell products in the showroom.

Can you give me a list of the accessories we can easily sell on-site?

Sure, no problem, here’s the document with all product accessories information: www.odoo.com/r/pos-products

Great, I’ll import this file directly into the system!

Map your columns to import

The first row contains the label of the column

<table>
<thead>
<tr>
<th>External ID</th>
<th>Name</th>
<th>Product Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>product_template_1</td>
<td>Acoustic Block Screens</td>
<td>Storable Product</td>
</tr>
</tbody>
</table>

You can set categories on the product form, to structure how products are organized in the point of sale.

Categories can help you find products faster thanks to the top navigation bar on the POS interface.
Mike • Customer

I love these LED Lamps. I'll buy 3 right away!

You

Good! With today's special offer, when buying 2 identical items, you get a 20% discount on both.

Mike • Customer

Great! I'll pay in cash. Here is $600.
You can also add products in the POS by scanning the barcode.

If your database's country has higher tax rates, the cash amount that you'll have to input will be over 600.
I've got a question for you, can you come over please?

We're closing the shop.

I'll close my POS session and be there in a minute.
You can continue selling even if you are disconnected from the internet. The system keeps all sales in memory and syncs them once it gets back online.
How do you plan to control the cash from your register?

There's a functionality in Odoo PoS. I'll configure the option. But then I'll need some cash to set the opening balance when I open a new session. Do you have some?

Sure. I can give you $550.
Configure Cash Control

Payments

- Advanced Cash Control
  Control cash box at opening and closing

You can set a Default Opening balance, and record the bills and coins you'll always have, each time you open a new session.

Opening amount:

550 $

Open

In the Notes, if you want, you can write the number of bills (and their amounts) as shown at the front of this card. For example: 50 x $1, 20 x $5, 10 x $10, etc.
Hi, I’ll take this whiteboard. Is it possible to get an invoice?

Sure. Can I have your name, address and phone number, please?

Yes, my name is Lorraine Douglas, 3202 Hannah Street, Asheville NC 28801. My phone number is (443)-648-9155.

I’ll pay cash. Here is $200.
The invoice is automatically downloaded in a pdf format.
Hi, I came yesterday and bought 3 LED Lamps. I don’t need this one, can I return it?

Sure, no problem!
You need to enter -1 for the quantity while the product line is selected.

Don’t try to cancel the original receipt in the back-end. It’s not a good practice (a cashier rarely does it this way), and it’s not even legal in some countries.
Dave, don’t forget to set the Closing Balance. You’ll need to add all the coins and bills you have in the register drawer.

Dave • Showroom Salesman

I’m on it!!
**Theoretical Closing Balance**

You started with $550. Then added $115 by selling the whiteboard. But when reimbursing the Lamp at $230, you have $435 left ( = $665 - $230 ). Your numbers might change depending on the taxes in your country.

<table>
<thead>
<tr>
<th>#Coins/Bills</th>
<th>Coin/Bill Value</th>
<th>Subtotal</th>
</tr>
</thead>
<tbody>
<tr>
<td>50</td>
<td>$1.00</td>
<td>50.00</td>
</tr>
<tr>
<td>20</td>
<td>$5.00</td>
<td>100.00</td>
</tr>
</tbody>
</table>

**Actual in Cash:** $0.00

**Before Closing Difference:** $0.00

**Actual in Cash:** $435.00

**Expected in Cash:** $435.00

**Transactions:** $-115.00

Your numbers might change depending on the taxes in your country.
Hey, can you tell me which products are the best sellers?

I’ll check on the Orders Reporting.
Analyze the PoS sales

Orders Analysis

- Average Price
- Delay Validation
- **Product Quantity**
  - Sale Line Count
  - Subtotal w/o discount

Group By
- Salesperson
- Point of Sale
- **Product**
  - Product Category
Sell Services

As your business grows, more and more companies come to you to furnish their new offices. As a response to this, you decide to launch an internal Office Design service, to help your customers evaluate their needs. For this project, you’ll work with Audrey, an interior designer who creates designs for your prospects.

Install the Apps required for the following business flow.

Set up a Project 1
Create a Task 2
Perform the Job 3
Configure a Product 4
Sell the Design Service 5
Record Timesheet 6
Invoice Customer 7
Install the Apps

**Project**
Organize and plan your projects
[INSTALL]

**Timesheets**
Track employee time on tasks
[INSTALL]

To quickly search for an app, you can use the top-right search bar.

Instead of installing apps one by one, you can switch to the list view from the apps screen. Then check multiple apps and install them all at once using the top menu.
Sell Services

**Set up a Project**

**You**

I’ll create a project “Office Design” to structure our services. What are the steps involved in designing an office?

**Audrey • Interior Designer**

It starts with an on-site meeting to check their office and gather info, then I prepare 3 design proposals.

Based on their feedback, I model a floor plan, then a sales rep does the quotation with the new products.

**You**

Ok thanks. I’ll create the stages and set the email address “design@” on the project, to ease the creation of tasks.
### Set up a Project

#### Create Project

- **Project Name**: Office Design
- **Timesheets**: ✓
- **Billable**: ✓

Create tasks by sending an email to: design@myoffice.odoo.com

If you send an email to the above email address, a task will be created automatically in this project.

#### Project Details

<table>
<thead>
<tr>
<th>Meeting</th>
<th>Design</th>
<th>Floor Plan</th>
<th>Quotation</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

See Examples

If you made a mistake in the name of the stage, click on the icon that appears when you hover your cursor over the column title. From there, you can rename or remove the stage. You can also easily restructure the process over time using drag & drop on columns.
You

Send an email to “design@yourdomainname.odoo.com” with subject “Boogle NY” to create a task for Audrey.
From your personal Inbox

When sending an email to the project, you can attach photos or provide a description. These will automatically be attached to the new task.

You’ll find your domain name in the navigation bar of your browser.

https://yourdomainname.odoo.com/web

When sending an email to the project, you can attach photos or provide a description. These will automatically be attached to the new task.
You

Audrey, you should have a new task for “Boogle NY” under the Office Design project. Can you prioritize it?

Audrey • Interior Manager

Ok, I’ll star the task for priority.

I will be scheduling a meeting with the customer next week. Once my meeting is done, I’ll work on the design proposal.
Perform the Job

Project: Office Design
Email: design@myoffice-inc.odoo.com
1 Task

Meeting
1

Boogle NY

Schedule activities to help you get things done.

+ SCHEDULE AN ACTIVITY

Activity Type: Meeting
Summary: Visit Boogle's Office

Select a timeslot in the Calendar view and then click on CREATE

Click on ☺ to mark the task as:
- Green: Ready for the Next Stage
- Red: Blocked

OPEN CALENDAR
You’re right. We can sell this service at $50 per hour.

I’ll create a product “Office Design Service” that you can use in your quotations. I’ll configure it to generate tasks for every sales order.
**Office Design Service**

- **Product Name**: Office Design Service
- **Product Type**: Service
- **Sales Price**: $50.00
- **Unit of Measure**: Hours

**General Information**

- **Can be Sold**: Yes
- **Can be Purchased**: No

**Service Invoicing Policy**

- Timesheets on tasks

**Service Tracking**

- Create a task in an existing project

**Project**

- Office Design

**Bonus Point**: You could have set Service Tracking as Create a task or Create a project. Both are valid options. But you get an extra star if you choose Create a task in an existing project. It's more efficient to manage all tasks in the same project as you only have one task per customer to track.
I just confirmed our first quotation for “The Jackson Group”.

We sold an Office Design Service, estimated at 20 hours. The customer loved it and confirmed the order right away!

Awesome! Check that the task has been created automatically for Audrey.
The Jackson Group

<table>
<thead>
<tr>
<th>Product</th>
<th>Qty</th>
<th>Unit Price</th>
<th>Taxes</th>
<th>Subtotal</th>
</tr>
</thead>
<tbody>
<tr>
<td>Office Design Service</td>
<td>20.00</td>
<td>50.00</td>
<td>15%</td>
<td>$1000.00</td>
</tr>
</tbody>
</table>

Untaxed amount: $1000.00
Tax: $150.00
Total: $1150.00

Links to the Project (and to the task) have been included on the sales order, on the top right corner.
Audrey, don’t forget to record your timesheet on tasks, as we charge customers based on hours spent.

Audrey • Interior Manager • 32 minutes ago

Hold on, I’m on the phone with The Jackson Group.

Audrey • Interior Manager • Now

Ok, I’ve just started to work on the design for The Jackson Group. I’ll log the time spent.

You

Thanks. Use the Timesheets App, it’s easy.
There are many ways to record timesheets: directly from the task, via the mobile app: “Awesome Timesheet”, or via the grid to control the whole week. All of these methods give the same result.

By default, the app rounds up the time set by quarter. You can change this in the Settings.

Office Design
S0002: Office Design... 00:30

Work Summary
1st call to define the needs of The Jackson Group.
Anita • Accountant

Can you check if we still have **sales orders to invoice**? I'd like to invoice everything before the end of the month.

**You**

I generated the draft invoices, you can review them.
<table>
<thead>
<tr>
<th>Number</th>
<th>Customer</th>
<th>Total</th>
<th>Invoice Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>S00002</td>
<td>The Jackson Group</td>
<td>$1150.00</td>
<td>To invoice</td>
</tr>
</tbody>
</table>

**Create Invoice**

- Regular invoice

---

**Create and View Invoice**

<table>
<thead>
<tr>
<th>Product</th>
<th>Quantity</th>
<th>Price</th>
<th>Taxes</th>
<th>Subtotal</th>
</tr>
</thead>
<tbody>
<tr>
<td>Office Design Service</td>
<td>0.500</td>
<td>50.00</td>
<td>15.00%</td>
<td>$25.00</td>
</tr>
</tbody>
</table>

---

**Confirm**

<table>
<thead>
<tr>
<th>Draft</th>
<th>Posted</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Your business is booming! MyOffice is now known for its quality products and services. But lately, you have been feeling the competition from bargain stores, who import their furniture from China. To differentiate yourself, you plan to manufacture your furniture on demand. This way you’ll improve your margins, while producing your furniture faster!

Install the Apps and activate the settings to run the following business flow:

1. Define the Bill of Materials
2. Purchase Raw Materials
3. Receive Products
4. Manufacture 3 Tables
5. Set up Routings & Work Centers
6. Plan a Manufacturing Order
7. Add a Quality Check
8. Check Your Quality Test
9. Control Cost
Manufacture

**Manufacturing**
Manufacturing Orders & BOMs
INSTALL

**Quality**
Control the quality of your products
INSTALL

**Operations**

- **Work Orders**
  Process operations at specific work centers.
Hi, we just finished the plans to manufacture the new Table. Can you review them?

You: Looks good!

I’ll create the 4 products in the system (the Table and its components), as well as the Bill of Materials, according to your plan.
Cost is generally the sum of the components ($90) plus the assembly costs.

The BoM is also accessible in the menu Products ▸ Bills of Materials.

Repeat this operation for the 2 last components of the Bill of Material.
You

Hi, can you send me a quotation for 100 table tops, 400 table legs, and 400 bolts?

Only Woods Inc. • Sales Representative

Sure. Here is our offer.

You

Sounds good, I’ll send you the purchase order by email.
### Vendor

Only Woods Inc.

### Products

<table>
<thead>
<tr>
<th>Product</th>
<th>Quantity</th>
<th>Unit Price</th>
<th>Taxes</th>
<th>Subtotal</th>
</tr>
</thead>
<tbody>
<tr>
<td>Table Top</td>
<td>100</td>
<td>40.00</td>
<td><strong>Tax 15.00%</strong></td>
<td>$4,000.00</td>
</tr>
<tr>
<td>Table Leg</td>
<td>400</td>
<td>12.00</td>
<td><strong>Tax 15.00%</strong></td>
<td>$4,800.00</td>
</tr>
<tr>
<td>Bolt</td>
<td>400</td>
<td>0.50</td>
<td><strong>Tax 15.00%</strong></td>
<td>$200.00</td>
</tr>
</tbody>
</table>

**Info-Circle**

**Untaxed amount:** $9,000.00  
**Tax:** $1,350.00  
**Total:** $10,350.00

---

Taxes depend on countries. Depending on the accounting package installed, you won't have the same tax percentage as the one in the example.
Hello, we just received the products from Only Woods Inc. There are 400 table legs and 400 bolts, but they only delivered 80 table tops. Should I validate the receipt?

Yes, confirm the reception with a backorder for the 20 remaining products. They’ll deliver the remaining products later.
Another way to confirm the reception is to click on the Receipt button on the purchase order.

Reference: WH/IN/00001
Contact: Only Wood Inc.
Source Document: P00002
Status: Ready

<table>
<thead>
<tr>
<th>Product</th>
<th>Initial Demand</th>
<th>Done</th>
</tr>
</thead>
<tbody>
<tr>
<td>Table Top</td>
<td>100.000</td>
<td>80.000</td>
</tr>
<tr>
<td>Table Leg</td>
<td>400.000</td>
<td>400.000</td>
</tr>
<tr>
<td>Bolt</td>
<td>400.000</td>
<td>400.000</td>
</tr>
</tbody>
</table>

You have processed less products than the initial demand.

CREATE BACKORDER
Ernest, we got all the materials we need to start producing desks. Can you manufacture 3 tables for the showroom?

I’m on it.
### Manufacture 3 Tables

**Product**: Table  
**Quantity**: 3.00 (To Produce)  
**Bill of Material**: Table

<table>
<thead>
<tr>
<th>Components</th>
<th>Work Orders</th>
<th>Miscellaneous</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Product</strong></td>
<td><strong>To Consume</strong></td>
<td><strong>Reserved</strong></td>
</tr>
<tr>
<td>Table Top</td>
<td>3.00 / 3.00</td>
<td>Available</td>
</tr>
<tr>
<td>Table Leg</td>
<td>12.00 / 12.00</td>
<td>Available</td>
</tr>
<tr>
<td>Bolt</td>
<td>12.00 / 12.00</td>
<td>Available</td>
</tr>
</tbody>
</table>

**Quantity**: 3.00 / 3.00 (To Produce)

**Save**  
**Confirm**  
**Edit**

**Mark As Done**

**In Progress**  
**To Close**  
**Done**
Sharlene • Manufacturing Engineer

I plan to organize the manufacturing line by creating 2 work centers of 60 min each: Assembly Station and Painting Room. Can we put a tablet with instructions on each station?

You

Sounds like a good idea. I’ll create the 2 operations: Assembly and Painting from the Bill of Materials of the table.

Sharlene • Manufacturing Engineer

Thanks. I created this document to help our workers: http://odoo.com/r/worksheet
Can you upload this worksheet on the assembly operation?
Repeat for the Operation "Painting" with the work center "Painting Room".
Sharlene, our operations are set up. We can **create** and **confirm** a **manufacturing order** for the table.

When it’s **confirmed**, operations become available on the tablet at each work station.

**Sharlene • Manufacturing Engineer**

I’ll **test the work center control panel** at the same time.
Continue the production by working on the order related to the Painting work center and mark it as done.
Hi, we’ve got 5 customers complaining about a defect in their table. Looks like the table top separates from the legs after a few months.

It’s probably related to the bolts. I will create a Quality control point on the assembly operation to measure the torque.

We will ensure that the measure stays between 11.00 and 15.00 Nm.
Add a Quality Check

New

Title: Torque Setting  
Control Type: All Operations

In Control Type, you can choose if the control point has to be done on each operation, randomly or periodically.

Products: Table  
Operations: MyOff.: Manufact.  
Work Order Operation: Assembly

Type: Measure
Norm: 13.00 Nm
Tolerance: from 11.00 to 15.00
Worksheet: Scroll to specific page
Worksheet Page: 3

“Scroll to specific page” allows you to designate the right page of the worksheet when it’s time to perform the quality control.

If you install the IoT App, you can send the measure automatically from the connected device to Odoo.
Sharlene, I added a control point on the assembly operation.

That’s good, we have to create a new table. We will have the opportunity to test it through the work center control panel.

FYI, the torque setting measure should be between 11 and 15 Nm.
### Work Orders

**Operations**

**Manufacturing**

<table>
<thead>
<tr>
<th>Product</th>
<th>Table</th>
</tr>
</thead>
<tbody>
<tr>
<td>Quantity to Produce</td>
<td>1.00</td>
</tr>
<tr>
<td>Bill of Material</td>
<td>Table</td>
</tr>
</tbody>
</table>

**Date**

<table>
<thead>
<tr>
<th>Date</th>
<th>Operator</th>
<th>Title</th>
<th>Result</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>01/18/2022 14:57:01</td>
<td>Admin</td>
<td>Torque Setting</td>
<td>14 Nm</td>
<td>Done</td>
</tr>
</tbody>
</table>

**Measure:** 14.00 Nm

**Status:**
- **Assembly**: WH/IN/00003 (Ready)
- **Painting**: WH/IN/00003 (Waiting for additional information)

**Mark as Done**
Anita • Accountant

To close my fiscal year, I need to know the cost of the table we manufacture, including time and materials.

You

Ok, I’ll check the cost structure on the Bill of Materials for theoretical costs if you want to update it.
As Anita doesn't have the user access rights for Manufacturing, you can send her a document with the details of the BoM.

Click on **PRINT** and a pdf will automatically be downloaded.

<table>
<thead>
<tr>
<th>Product</th>
<th>BoM</th>
<th>Quantity</th>
<th>Product Cost</th>
<th>BoM Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Table</td>
<td>Table</td>
<td>1.000</td>
<td>$115.00</td>
<td>$90.00</td>
</tr>
<tr>
<td>Table Top</td>
<td></td>
<td>1.000</td>
<td>$40.00</td>
<td>$40.00</td>
</tr>
<tr>
<td>Table Leg</td>
<td></td>
<td>4.000</td>
<td>$48.00</td>
<td>$48.00</td>
</tr>
<tr>
<td>Bolt</td>
<td></td>
<td>4.000</td>
<td>$2.00</td>
<td>$2.00</td>
</tr>
<tr>
<td>Operations</td>
<td>62:27</td>
<td></td>
<td></td>
<td>$0.00</td>
</tr>
</tbody>
</table>

**Unit Cost**

$115.00  $90.00
To speed up your inventory operations, you plan to use barcode scanners in the warehouse. With barcodes, your team will pick products faster and more accurately. **Install the Barcode app.**

This game requires any USB barcode scanner, or a phone with the Odoo Mobile app installed. You can download it in the Apple store or the Google Play Store. Connect to your database via your smartphone to continue the game.

<table>
<thead>
<tr>
<th><strong>Configure the Barcode Scanner</strong></th>
<th>1</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Set up your Product</strong></td>
<td>2</td>
</tr>
<tr>
<td><strong>Receive Products</strong></td>
<td>3</td>
</tr>
<tr>
<td><strong>Sell Products</strong></td>
<td>4</td>
</tr>
<tr>
<td><strong>Deliver Products</strong></td>
<td>5</td>
</tr>
<tr>
<td><strong>Adjust Inventory</strong></td>
<td>6</td>
</tr>
<tr>
<td><strong>Define Locations</strong></td>
<td>7</td>
</tr>
<tr>
<td><strong>Move Products</strong></td>
<td>8</td>
</tr>
</tbody>
</table>
Use Barcodes

Barcodes needed for exercises:
- WH-RECEIPTS
- DESK12345678
- O-BTN.validate
- O-CMD.MAIN-MENU
- O-BTN.pack
- WH-STOCK
- ZONEA
- ZONEB

You can also install the feature by going to Inventory > Settings.
Hey, we received the USB barcode scanner you ordered last week.

Thanks. I’ll configure it according to my keyboard.

Scan any barcode in a text editor to make sure it works.
If you use a smartphone with the Odoo mobile app, instead of a barcode scanner, you’ll need to authorize the Odoo app to use your camera when you hit the “Tap to Scan” button.

1. **Plug the barcode scanner into your computer.**

2. As a barcode scanner simulates the keyboard, open any text editor to test it. **Scan the following barcode** to check the settings. With a smartphone, use any barcode or QR code scanner.

3. If the scanner is configured properly, it should type “It works!” in the editor.

If you see different characters, have a look at the manual of your barcode scanner, you might need to scan special barcodes to configure it according to your keyboard.
Sharlene, I plan to use a barcode scanner to speed up inventory moves.

Can you set the barcode references on our products?

Sharlene • Manufacturing Engineer

Ok, I set the barcode reference DESK12345678 to the Large Desk.
Set up your Products

**Inventory**

**Large Desk**

Price: $220.00
On hand: 4.00 Units

---

**Product Name**

**Large Desk**

---

**General Information**

<table>
<thead>
<tr>
<th>Product Type</th>
<th>Sales Price</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Storable Product</td>
<td>$220.00</td>
<td>$140.00</td>
</tr>
<tr>
<td>Barcode</td>
<td>DESK12345678</td>
<td></td>
</tr>
</tbody>
</table>

---

The barcode reference must perfectly match **DESK12345678** (uppercase letters, no space), otherwise the barcode scanner might not recognize the product.
You
Ok, go to dock 3. I'll create the receipt with my barcode scanner.

Incoming Call...
Hello, I'm the driver from Wood Corner.

I have 3 Large Desks for you. I'll be at your warehouse in 5 minutes. Can you open a loading dock?
1. Initiate a receipt.

2. Scan the product, 3 times.

3. Validate the transaction.

You can also add more quantities of a product by tapping on +1.
Hi, Brandon from Azure Interior speaking. I’d like to buy 3 large desks. Can you send me the order?

I’ll send it to you right now! Your email address is still brandon@game.odoo.com, right?

That’s correct!
**Customer**

Azure Interior, Brandon

<table>
<thead>
<tr>
<th>Product</th>
<th>Quantity</th>
<th>Unit Price</th>
<th>Taxes</th>
<th>Subtotal</th>
</tr>
</thead>
<tbody>
<tr>
<td>Large Desk</td>
<td>3.00</td>
<td>$220.00</td>
<td>15.00%</td>
<td>$660.00</td>
</tr>
</tbody>
</table>

**Subtotal:** $561.00  
**Taxes:** $99.00  
**Total:** $660.00
Hi, can you deliver Azure Interior’s order? It’s a high priority.

Ok, I’ll continue the operation by scanning the products and the operation barcodes.

The 3 desks didn’t fit in one pack. I’ve put 2 desks in one pack, and the last one in another.
The “Put in Pack” operation allows you to track individual packages, or pallets, and their products. It helps compute the real cost of the shipping, if you use shipping connectors like DHL, Fedex, UPS, etc.

Bonus Point • If you thought about activating the packages management feature, you get an extra 🌟
Roger • Inventory Manager

Hi, the system tells me there are 4 Large Desks on hand. However, I see only 3 in the warehouse.

You

Ok, let’s make an inventory adjustment. We probably scraped one of the desks.
1. Scan 3 times

DESK12345678

2. Validate the inventory

O-BTN.validate
Roger • Inventory Manager

Our average time to pick has increased by 30% compared to last year. As the warehouse gets bigger, workers have to walk more to pick products.

You

I am going to do an ABC inventory analysis. Frequently sold products should go in ZoneA, closer to the packing zone. Less frequently sold products should go in ZoneC, at the end of the warehouse. Can you activate the storage location feature?

Roger • Inventory Manager

Ok. So I’ll divide our main stock, WH/stock, in 3 zones. I’ll create these 3 new locations: ZoneA, ZoneB, ZoneC with their respective barcodes: ZONEA, ZONEB, ZONEC.
The barcode of a location is usually scanned from the shelf. It's scanned in order to record the spot where products have been taken from and where they'll be moved.

**ZoneA**

**Parent Location**
WH/Stock

**Location Type** Internal Location

**Barcode** ZONEA

Use internal locations for all locations that belong to you (usually inside your warehouse). The products in those locations are valued in your accounting.

Repeat this operation to create the two other locations:
- ZoneB • Internal Location • ZONEB
- ZoneC • Internal Location • ZONEC

The barcode of a location is usually scanned from the shelf. It's scanned in order to record the spot where products have been taken from and where they'll be moved.
According to my ABC analysis, the desks are the most frequently used.

Can you move 3 Large Desks (products) from the location WH-STOCK to ZoneA?

Ok, I’m on it.
To start an internal move, scan the source location from the barcode app home.

Then, scan 3 times the products you picked.

Next, scan the destination shelf: ZONEA.

Finally, validate it.
Sell Online

Locally, the MyOffice brand is recognized for its quality and service. It’s time to go global and establish a web presence to showcase your great products. You will plan to setup an eCommerce store where customers can view your catalog, customize products, buy online and track their orders.

Install the eCommerce App and select the Graphene theme.

- Design your Homepage
- Create a Product
- Improve SEO
- Set up a Product Configurator
- Test your eCommerce
- Upsell Customers
- Write a Blog Post
Take the time to check the themes that interest you and select the right one to start with. If you already have Website installed, go to Website > Configuration > Settings to pick a theme.

If published, your page is online.
I'm launching our new website. Any idea what we should put on our homepage?

Sophia • Sales Manager

I like websites with a cover on the top, customized with an office image as the background.

I would put some key numbers like: 70+ happy customers, 35 employees, 120+ designed products, and 4 year guarantee.

Then, we can add 3 columns: “You Customize”, “We Design”, and “We Manufacture”. 
When searching for an image, use Unsplash to find great photos, free of charge.
Sophia • Sales Manager

Love the new website! Can we start selling our new Office Chairs online?

You

Ok, I’ll create the product page on the website with a $120 price tag.
Create a Product

New Product

Name: Office Chair

Upload an image

Set the price $120.00

Add to Cart

Office Chair

$120.00

Add to Cart
Hi, there have been no sales for our new office chairs online. Can we do some Search Engine Optimization (SEO)?

I’ll target keywords people are looking for on Google, with the promote tool.
**Title**

Office Chair On Sale | MyOffice Inc.

**Preview**

Office Chair On Sale | MyOffice Inc.

*myoffice.odoo.com/shop/office-chair-on-sale*

Get the best office chairs for sale, buy online now.

**Keywords:**

- office chair

Most "office chair" searches on Google are related to "Office Chair On Sale". By narrowing your target to these keywords, you should attract more visitors.

**SEO Tips**

- Try to target the same keywords in the title of your page, the URL and the product name. If you change the product name, the URL is updated accordingly, but you can choose to keep the initial product name in the URL thanks to the “Custom Url” feature.

**Bonus Point**

Check if your product is published in the top-right corner, otherwise, visitors cannot access the page. You get an extra star if you thought about publishing it.
The chairs are selling like crazy. Good job! But people are asking for different colors and sizes.

Ok, I will activate the variants feature and configure it on the chair product.

What are the options?

They come in 4 colors (grey, black, white, purple), and 3 sizes (Small, Medium, Large). We can even offer a custom embroidery, with their name on it.
# Set up a Product Configurator

## Products

### Variants

Sell variants of a product using attributes (size, color, etc.)

## Office Chair

### General Information

<table>
<thead>
<tr>
<th>Attribute</th>
<th>Attribute Values</th>
</tr>
</thead>
<tbody>
<tr>
<td>Size</td>
<td>Small</td>
</tr>
<tr>
<td>Color</td>
<td>Grey</td>
</tr>
</tbody>
</table>

### Configure Attributes

- **Color**
  - Display Type: Color
  - Value Is custom Value
    - Custom
    - No embroidery

### Embroidery

- **Type**
  - Create Variants
    - Select
    - Never

- **Attribute Values**
  - Value
    - No embroidery
    - Custom

[SAVE]
Sell Online

**Test your eCommerce**

Our eCommerce is ready. Can you **test buying a product** online?

Sophia • Sales Manager

Sure!
### Office Chair

**Size**
- Small
- Medium
- Large

**Color**
- [ ]
- [ ]
- [ ]
- [ ]

**Embroidery**
- No Embroidery

**Price**
- $120.00

<table>
<thead>
<tr>
<th>Product</th>
<th>Quantity</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Office Chair</td>
<td>1</td>
<td>$120.00</td>
</tr>
</tbody>
</table>

**Subtotal:** $120.00  
**Taxes:** $18.00  
**Total:** $138.00

**By default, only the “Wire Transfer” payment method is activated. Don’t forget to edit your bank account information using 🖋. You can also activate Paypal, or any credit card, by configuring one of the available payment acquirers (Stripe, Authorize.net, Ingenico, etc.)**
Sophia • Sales Manager

Last month, we did $350k in revenue through the website, with an average cart size of $250. Can we upsell customers by proposing options?

You

Yes, let’s create a new product “Warranty” that we will set as an option for the chair. This warranty is valid for 3 years and will cost $50.
### Warranty: 3 years

<table>
<thead>
<tr>
<th>General Information</th>
<th>Variants</th>
<th>Sales</th>
<th>eCommerce</th>
</tr>
</thead>
<tbody>
<tr>
<td>Product Type</td>
<td>Service</td>
<td>Sales Price</td>
<td>$50.00</td>
</tr>
</tbody>
</table>

#### Optional Products
- **Office Chair**
  - 12 Variants
  - Price: $120.00

Once the product is set up, test it by adding a chair to your cart. You should see a popup offering you the option for a warranty. You can use this mechanism to do a multi-level product configuration, as the optional product (the warranty) can have options and variants, too.
Sophia • Sales Manager

I love the new warranty service. It would be great to write a news article about it.

You

Ok, I’ll setup a blog on our website and write the first post.
To set a cover to your blog, click on the title then click on the camera icon next to the "Background" option.
Create your App

Following the great feedback you received from your Office Design services, you are ambitious and want to go further. So, you plan to rent fully-furnished offices. You already have a few offices, but you need a dedicated app to manage those properties.

Install the Studio App to run the following business flow.

Initialize your App

Design Office Form

Manage Rental Status

Record your Offices

Improve the List view

Add a Kanban view

Create Statistic Reports

Design a Report Template
Once Odoo Studio is installed, click on this icon to customize any screen of Odoo, whether it's a form, a list or a kanban view.
We need an app to manage our properties. It’s not efficient to do everything in a spreadsheet.

Great! I’m looking forward to it!
Please make sure it has basic info, such as:
the name, picture, and rental price.

I’ll create an Office Rental app to manage our Offices.
Choose an app name
Office Rental

Create your first object name
Offices

Suggested features for your new model
- Picture
  Attach a picture to a record
- Monetary value
  Set a price or cost on records

CREATE YOUR APP
You'll get it by email right now!

What information do you need on an office form?

Sophia • Sales Manager

As I mentioned, I’ll need the name, photo, and rental price, but also the capacity (number of available desks), address, and type of office (open space or closed space).
Once a field is dropped, you should edit its Label on the left menu under “Properties”.

If you want to use existing contacts for the address, use a Many2one with the relation “Contact”, instead of a Text field.
Sophia • Sales Manager

I love our database of offices!

But can we manage office status: Available ▶ Leased ▶ To renew?

You

Ok, I’ll add a pipeline status bar to the form.
Add a pipeline status bar

Field Properties

Available
Leased
To renew

Confirm

Label
Status

Available  Leased  To Renew
Sophia, I created the Office Rental app. Can you add our properties in the app?

Sophia • Sales Manager

Ok, I will create our 3 offices for rent.

Creekside
645 Creekside Drive
Open Space • 15 desks

Merriman
4597 Merriman Street
Open Space • 45 desks

Chestnut
1450, Chestnut Street
Closed Space • 150 desks

You

Leased $ 65000

Available $ 2000

Available $ 3500

Create your App

Record your Offices
Repeat this operation to create the two other offices.

<table>
<thead>
<tr>
<th>Name</th>
<th>Address</th>
<th>Type</th>
<th>Capacity</th>
<th>Rent</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chestnut</td>
<td>Chestnut Street, 1450</td>
<td>Closed Space</td>
<td>150</td>
<td>65 000</td>
<td>Leased</td>
</tr>
<tr>
<td>Creekside</td>
<td>Creekside Drive, 645</td>
<td>Open Space</td>
<td>15</td>
<td>2000</td>
<td>Available</td>
</tr>
</tbody>
</table>
When browsing the list of offices, it would be useful to have more information, such as the office type, capacity, price, and status.

You

Good idea. I'll add these columns to the list view.
### Improve the List view

When you are customizing a screen with Studio, you can easily switch to other views, using the Views tab.

<table>
<thead>
<tr>
<th>Name</th>
<th>Type</th>
<th>Capacity</th>
<th>Rent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Merriman</td>
<td>Open Space</td>
<td>45</td>
<td>3,500.00</td>
</tr>
<tr>
<td>Chestnut</td>
<td>Closed Space</td>
<td>150</td>
<td>65,000.00</td>
</tr>
<tr>
<td>Creekside</td>
<td>Open Space</td>
<td>15</td>
<td>2,000.00</td>
</tr>
</tbody>
</table>

You can find these fields in the “Existing Fields” section below the “New Fields”.

**Office Rental**

- **Name**: Type, Capacity, Rent
- **Status**:

---

[View Studio documentation for more information](#)
Is it possible to have an overview of which offices are leased or not?

Yes. I’ll activate a Kanban view of the offices, with columns according to the status field.
Sophia, I'm going to a meeting, do you know how I can show our office occupation rate easily?

Sophia • Sales Manager

Why don’t you create a graph view?

You

Good idea, I’ll get the availability ratio (percentage of available desks by type).
Bonus Point • You get an extra ⭐ if you found the following pie chart, with measures = Capacity and group by “Status.”
Sophia • Sales Manager

We’d like to publish our available offices in a magazine.

Is it possible to create a display with the image, name, address, rent, Type, and Capacity? Ideally, with a short text about us at the bottom of the page?

You

Sure! I’ll create the ad for you, directly from the "Reports" menu in the app.
We are a team of passionate people whose goal is to improve everyone's life through disruptive products. We build great products to solve your business problems.

To print a report, close Studio. Then open an entry and click on print.