

CALENDER

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Calendar

To improve the rapport between the staff members and the employees of the organization, specific meetings and decisions must be made. For these kinds of gatherings, meticulous activity scheduling and preparation are crucial. These kinds of gatherings assist you in conducting meetings in a company effectively for the organization's growth. The Odoo17 software has a calendar module that assists you in setting up both internal and external meetings with proper structure. You can complete the procedure in a single step.

You will find both created and planned meetings for different days of the month on the calendar module's main page. Go to a certain day and find out the scheduled meeting for that specific date if you're interested in knowing the meetings for that specific day.

New Event



Add title

From 11/02/2023

To 11/02/2023

All Day ☒

Attendees  YourCompany, Mitchell Admin

Videocall URL

 Copy

[+ Add Odoo meeting](#)

Description

Save & Close

Discard

More Options

You can fill in the space provided for the meeting's topic in this little window. After that, select the edit icon that is displayed in the window to see the page, which is depicted in the screenshot below.

31 Calendar Calendar Appointments Reporting

  3  29  My Company (San Francisco) 

New Meetings
New   

Meeting Subject

e.g. Business Lunch

from 11/02/2023

to 11/02/2023

All Day ☒

Reminders ?

Tags

Appointment

Information

Options

Location

Videocall URL

 Copy

[+ Add Odoo meeting](#)

Privacy ?

Busy

Public

Organizer



Mitchell Admin

Description

1 Attendees

0 yes, 0 maybe, 0 no, 1 awaiting

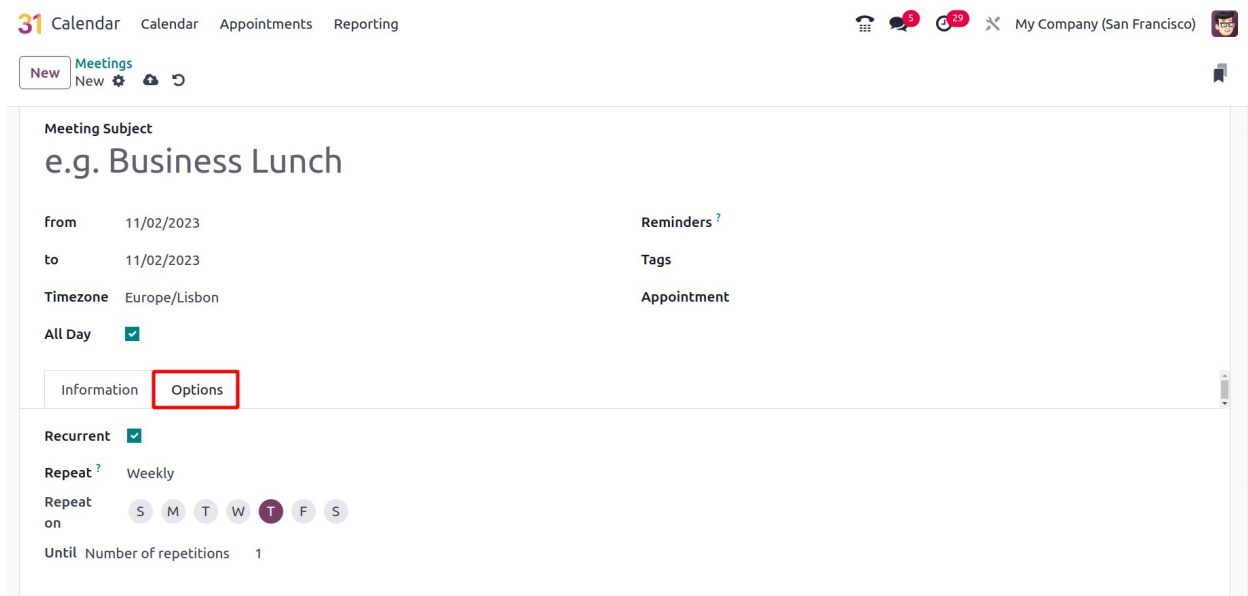
 YourCompany,
Mitchell
Admin

 EMAIL  SMS

You can supply some data by using the Meeting details and Options page after supplying the meeting's subject. You can enter the meeting's start and end dates in the designated box under

the Meeting Details option. The meeting's duration can be specified in the designated area. If the meeting needs to be booked for each day of the week, the All Day option can be activated. In the designated fields, you can name the host and give an outline of the meeting you plan to book. The options for email and SMS make it easier for you to notify folks who will be attending the meeting. Reminders can be maintained, the meeting location can be specified, a video call URL can be added, and Odoo17 meetings can be added. You can add related tags to the area that is supplied.

If the meeting needs to be repeated at a specific time period, you can activate the recurrent option under the Options tab.

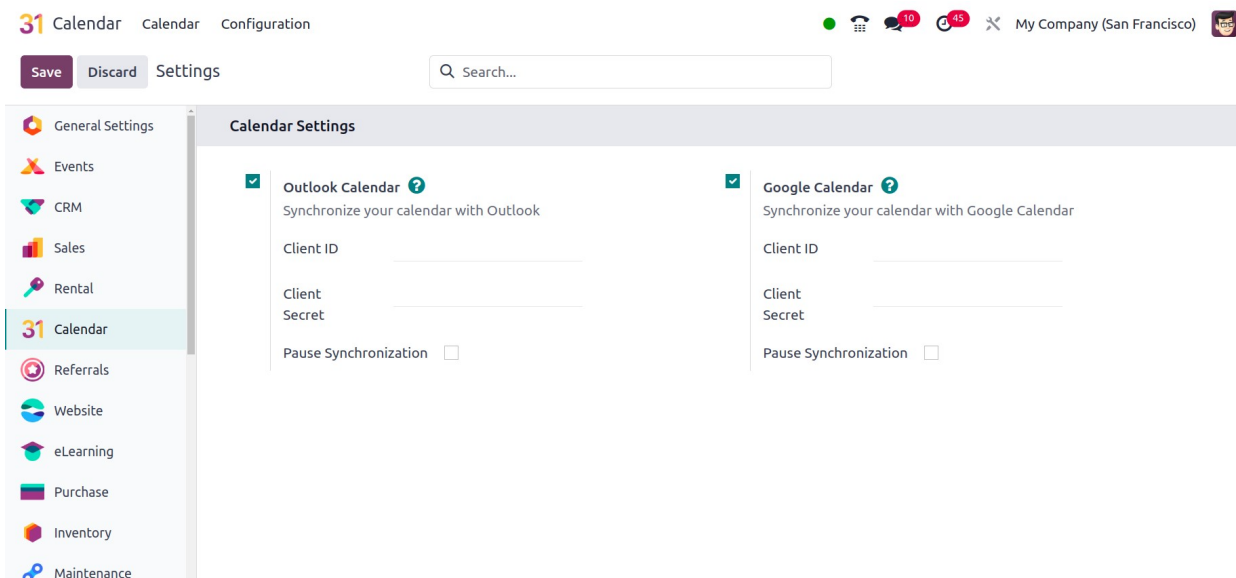


The screenshot displays the Odoo 17 interface for creating a new meeting. The top navigation bar includes 'Calendar', 'Appointments', and 'Reporting'. The main header shows 'New Meetings' with a 'New' button and icons for settings, share, and refresh. The meeting details form is titled 'Meeting Subject' with the example 'e.g. Business Lunch'. It includes fields for 'from' (11/02/2023), 'to' (11/02/2023), 'Timezone' (Europe/Lisbon), and 'All Day' (checked). On the right, there are sections for 'Reminders?', 'Tags', and 'Appointment'. Below these, two tabs are visible: 'Information' and 'Options', with 'Options' being the active tab and highlighted by a red rectangle. The 'Options' tab contains a 'Recurrent' checkbox (checked), a 'Repeat?' dropdown set to 'Weekly', a 'Repeat on' section with day-of-the-week buttons (S, M, T, W, T, F, S), and an 'Until' field set to 'Number of repetitions' with a value of '1'.

This is where you may set the meeting's privacy setting to either Public or Private. If necessary, the participants' status can likewise be changed to Busy. To access the details of the people attending the meeting, you now have an Invitation tab.

As you can see, there is an area to enter the participants' names, email addresses, and phone numbers under the Invitation option. You will be informed whether the invitation has been accepted, declined, or needs further action. Lastly, select the Save icon. Additionally, the Add icon on the main page can be used to schedule a meeting. Additionally, you can link your calendar to Google.

You can do that by connecting to Google through the calendar module's main page.



You can designate it as Google or Outlook here. You can synchronize the calendar with the Google Calendar by using this option. The client secret and client ID are available. Next, select the "Connect" option. in order for you to connect to the Google Calendar.

Using the Calendar module of the Odoo17 ERP, you can easily set up online appointments depending on the availability of clients and employees inside the company. After installing the Odoo 17 Appointment module, controlling and managing the appointments is easy. Check out the following link to learn more about the Odoo 17 Appointment.