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User Manual

Staff Accommodation Management Plugin

for

Odoo v19.0

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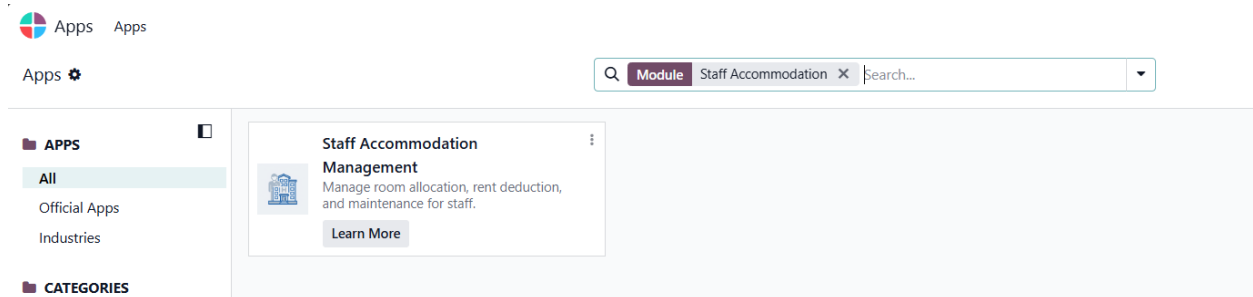
## 1. Product Specification

The Staff Accommodation Management module for Odoo 19 is a comprehensive solution designed to streamline the management of employee housing and on-campus living facilities. It provides a structured way to handle everything from initial room allocation to automated rent deductions and maintenance tracking.

## 2. Features and Benefits

- **Infrastructure Hierarchy:** Manage Campuses, Buildings (Blocks), and Rooms.
- **Gender-Based Validation:** Automatically restricts allocations based on building types (Ladies/Gents/Mixed).
- **Room Capacity Tracking:** Real-time monitoring of room occupancy and availability.
- **Maintenance Management:** Track and manage repair requests with priority levels.
- **Payroll Integration:** Automated rent deduction based on active room allocations.
- **Reporting:** Instant access to the Register of Residents.

### 3. Installation



*Figure 1 - Installation of Staff Accommodation Management*

To install the **Staff Accommodation Management**, follow the steps below:

- Copy or upload the **Staff Accommodation Management** module into your Odoo *addons* directory.
- Go to the **Apps** menu in Odoo.
- Click **Update Apps List**.
- Search for **Staff Accommodation Management**
- Locate the module in the results and click **Install**.

### 4. Configurations

#### 4.1 Campuses

Define the primary geographical locations for accommodations.

- Navigate to **Accommodation > Configuration > Campuses**
- Enter the Name, Code, and Address.
- Assign a Campus Warden who will have management rights over this specific campus.

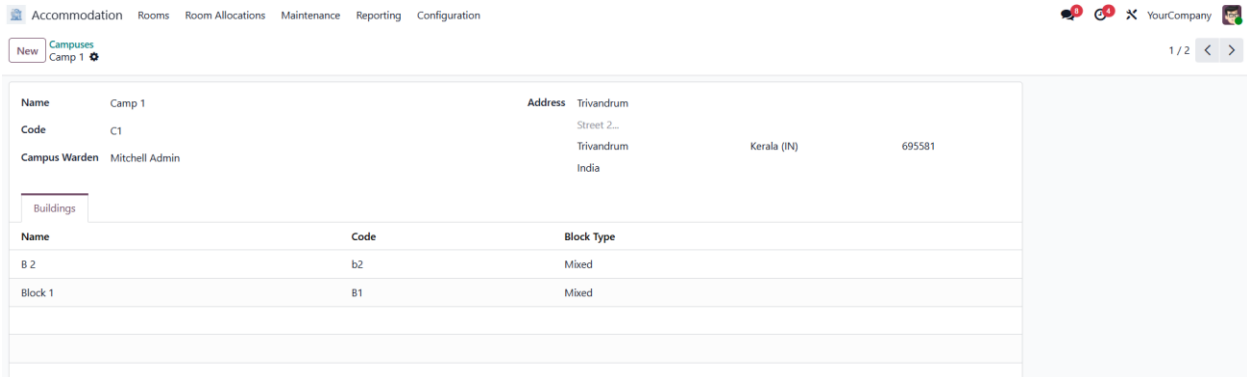


Figure 2 - Campus

## 4.2 Buildings / Blocks

Each building resides within a campus

- Navigate to Accommodation > Configuration > Buildings / Blocks
- Enter name, code and campus
- Block Types:
  - Ladies Block: Restricted to female employees.
  - Gents Block: Restricted to male employees.
  - Mixed: Open for all.

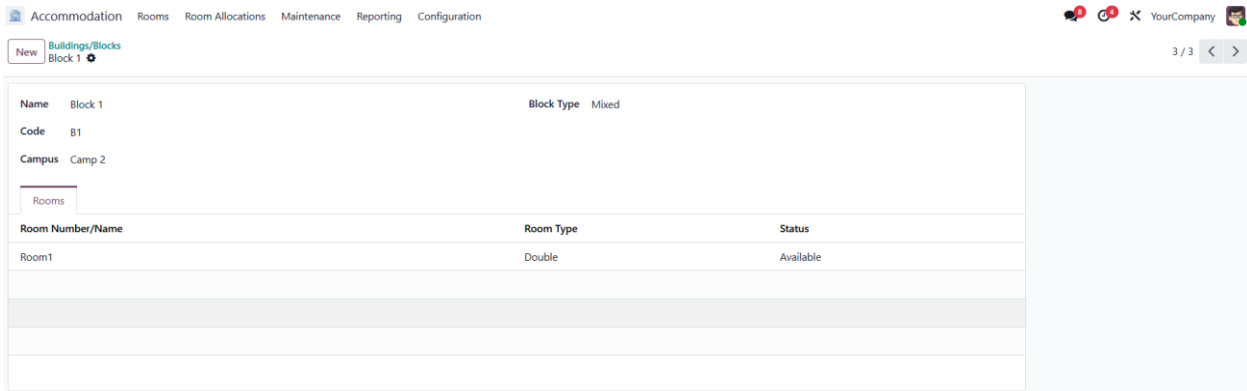
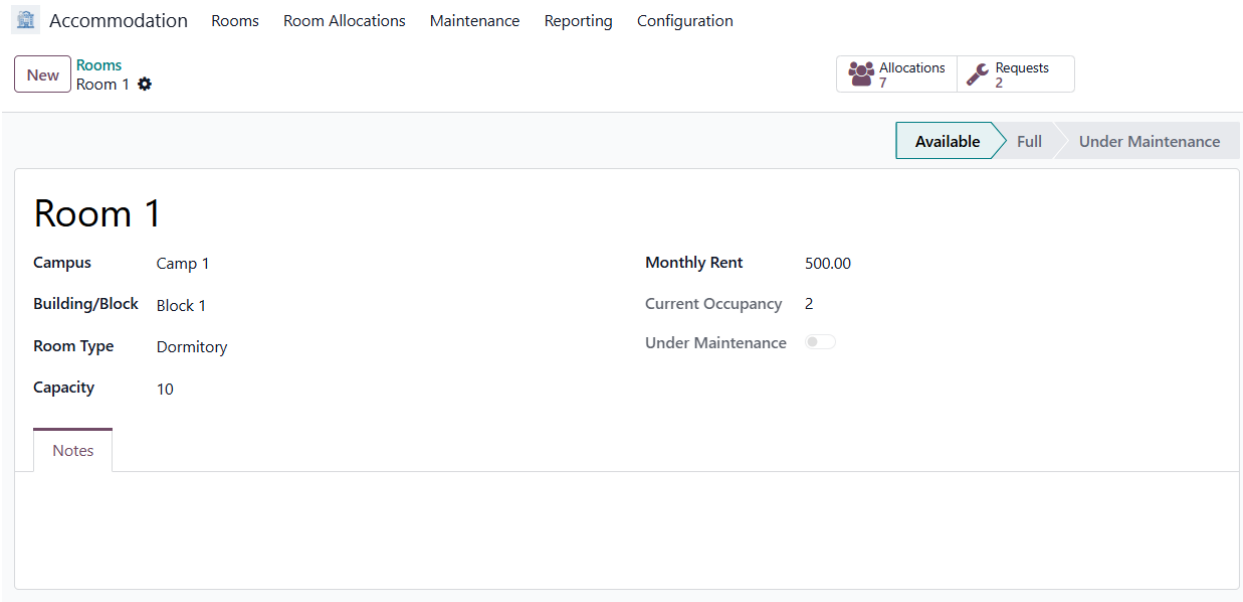


Figure 3 - Blocks

### 4.3 Rooms

The individual units where employees reside.

- Navigate to Accommodation > Rooms
- Select a Room Type from Single, Double, Studio, Apartment, or Dormitory.
- Enter Name, Campus, Block, Room and Capacity
- Enter Monthly Rent - Base amount for payroll deduction.
- Click the Allocations and Requests smart buttons to create new records or view existing room allocations and maintenance requests.
- The Under Maintenance option will be automatically enabled when there is an active maintenance request for the room.



The screenshot shows the Odoo interface for managing a room. At the top, there is a navigation menu with 'Accommodation', 'Rooms', 'Room Allocations', 'Maintenance', 'Reporting', and 'Configuration'. Below the menu, there is a 'New Rooms Room 1' button and two smart buttons: 'Allocations 7' and 'Requests 2'. A status bar at the top right shows 'Available', 'Full', and 'Under Maintenance' options. The main content area displays the details for 'Room 1':

|                       |           |                          |                          |
|-----------------------|-----------|--------------------------|--------------------------|
| <b>Campus</b>         | Camp 1    | <b>Monthly Rent</b>      | 500.00                   |
| <b>Building/Block</b> | Block 1   | <b>Current Occupancy</b> | 2                        |
| <b>Room Type</b>      | Dormitory | <b>Under Maintenance</b> | <input type="checkbox"/> |
| <b>Capacity</b>       | 10        |                          |                          |

Below the details, there is a 'Notes' tab which is currently empty.

Figure 4 - Room

## 5. Workflow

### 5.1 Room Allocation

- Navigate to Accommodation > Room Allocations and click New.
- Select the Employee, Campus, Building, and Room.
- Enter the Security Deposit Amount.
- Total rent will be calculated automatically.

Accommodation Rooms Room Allocations Maintenance Reporting Configuration

New Rooms ALLOC/2026/00041

Activate Record Deposit Payment Draft Active Closed

## ALLOC/2026/00041

| BASIC INFORMATION  |              | DATES & RENT |        |
|--------------------|--------------|--------------|--------|
| Employee           | Anita Oliver | Start Date   | Mar 1  |
| Campus             | Camp 1       | End Date     | Mar 31 |
| Building/Block     | Block 1      | Monthly Rent | 500.00 |
| Room               | Room 1       | Total Rent   | 500.00 |
| Room Type          | Dormitory    |              |        |
| Total Capacity     | 10           |              |        |
| Remaining Capacity | 9            |              |        |

| SECURITY DEPOSIT        |          |
|-------------------------|----------|
| Security Deposit Amount | 5,000.00 |
| Total Paid Amount       | 2,500.00 |

| Deposit Payments |         |              |                       |             |
|------------------|---------|--------------|-----------------------|-------------|
| Payment D...     | Type    | Payment Mode | Transaction Reference | Amount Paid |
| Mar 24           | Deposit | Offline      | 123                   | 2,500.00    |

*Figure 5 –Room Allocations*

- Room Allocation can also be allocated from rooms dashboard.
- Click the Allocation button.
- Details such as campus, block, room and monthly rent will be auto filled.

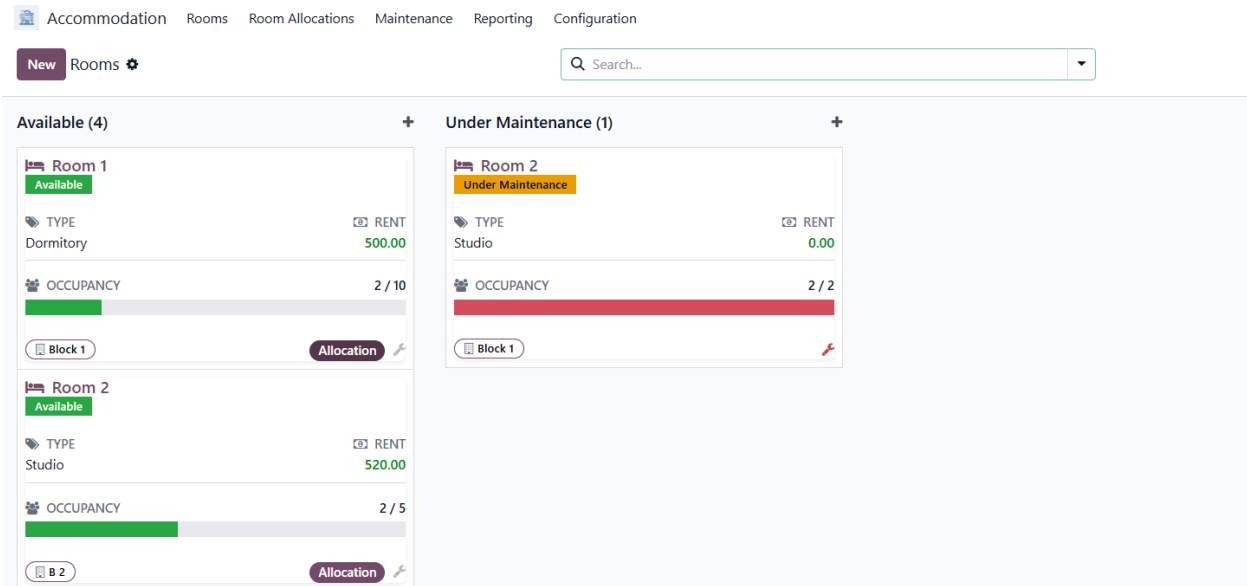


Figure 6–Room Dashboard

- Click the Record Deposit Payment button
- A wizard will open, enter the amount to be paid
- Select the payment mode and enter transaction reference
- Click confirm to capture the payment

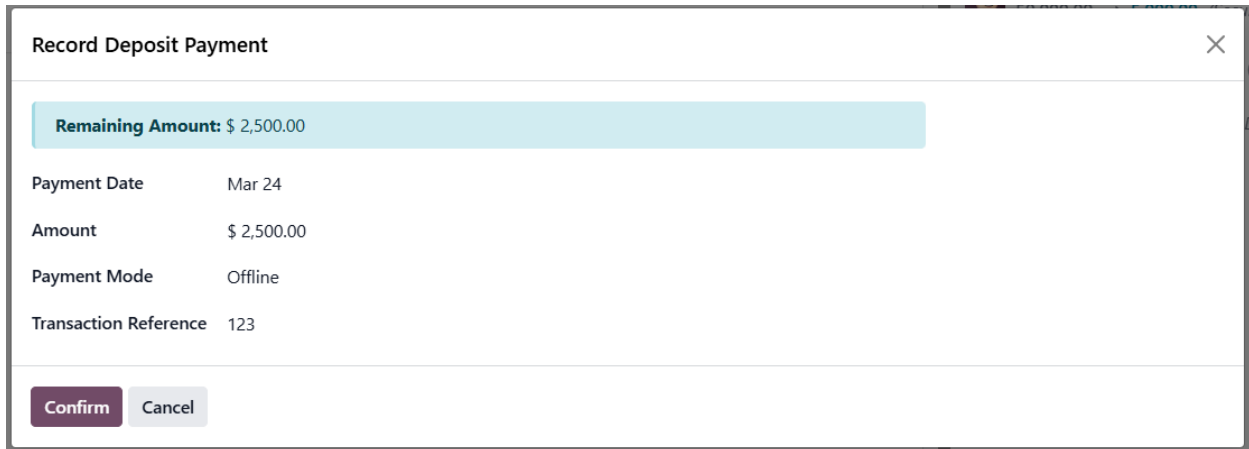


Figure 7 – Record Payment Wizard

Click the *Activate* button in the header. The system will perform final checks:

- Ensure the employee doesn't already have an active allocation.
- Ensure the room hasn't reached full capacity during the draft stage.
- Validate employee gender against building restrictions.
- Once activated, the room's Current Occupancy count increases automatically.

New

Room Allocations

ALLOC/2026/00041 ⚙️

Close Allocation
Draft
Active
Closed

## ALLOC/2026/00041

**BASIC INFORMATION**

Employee Anita Oliver

Campus Camp 1

Building/Block Block 1

Room Room 1

Room Type Dormitory

**DATES & RENT**

Start Date Mar 1

End Date Mar 31

Monthly Rent 500.00

Total Rent 500.00

**SECURITY DEPOSIT**

Security Deposit Amount 5,000.00

Total Paid Amount 5,000.00

Deposit Payments

| Payment D... | Type    | Payment Mode | Transaction Reference | Amount Paid |
|--------------|---------|--------------|-----------------------|-------------|
| Mar 24       | Deposit | Offline      | 123                   | 2,500.00    |
| Mar 24       | Deposit | Offline      | 321                   | 2,500.00    |

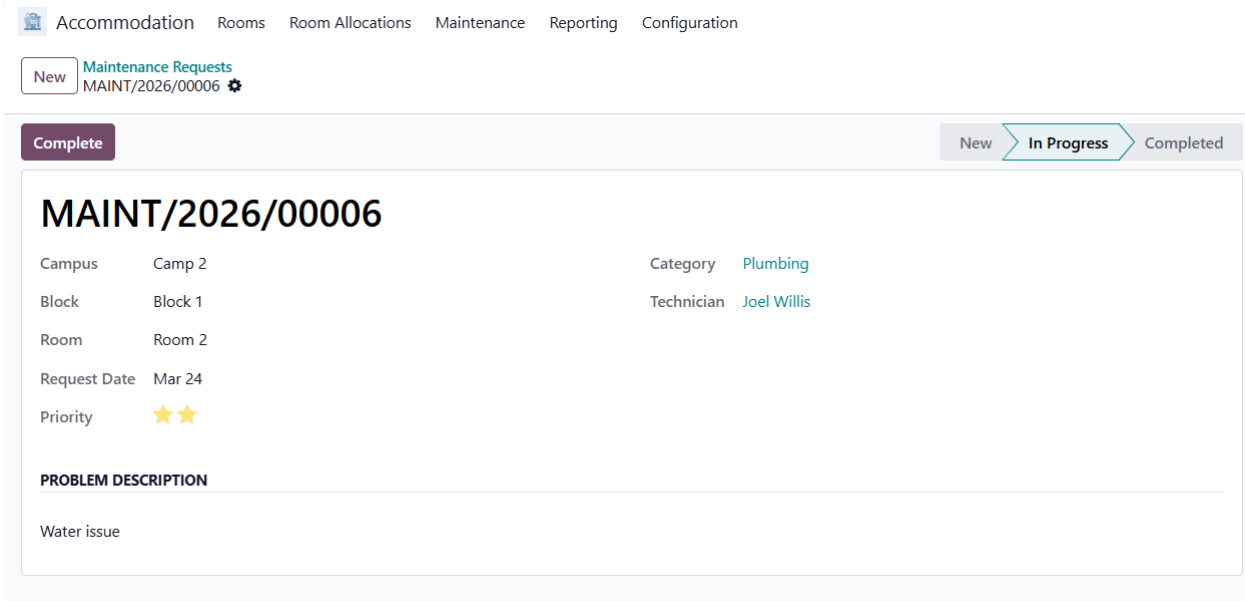
*Figure 8-Active Room Allocation*

- When an employee vacates, click Close Allocation. The system prompts for the End Date (defaults to today) and returns the room slot to the "Available" pool.
- After an allocation is closed, a manager can click Refund Deposit to record that the security amount has been returned to the employee.

## 5.2 Maintenance Requests

Manage repairs and upkeep within the accommodation units.

- Navigate to Accommodation > Maintenance
- Enter the Room, Category (Plumbing, Electrical, etc.), and Description.
- Set the Priority as Low, Medium, or High to guide the technical team.
- Assign a technician to the request.
- Workflow: New -> In Progress -> Completed.



Accommodation Rooms Room Allocations Maintenance Reporting Configuration

New Maintenance Requests MAINT/2026/00006

Complete New In Progress Completed

**MAINT/2026/00006**

|              |         |            |             |
|--------------|---------|------------|-------------|
| Campus       | Camp 2  | Category   | Plumbing    |
| Block        | Block 1 | Technician | Joel Willis |
| Room         | Room 2  |            |             |
| Request Date | Mar 24  |            |             |
| Priority     | ★★      |            |             |

**PROBLEM DESCRIPTION**

Water issue

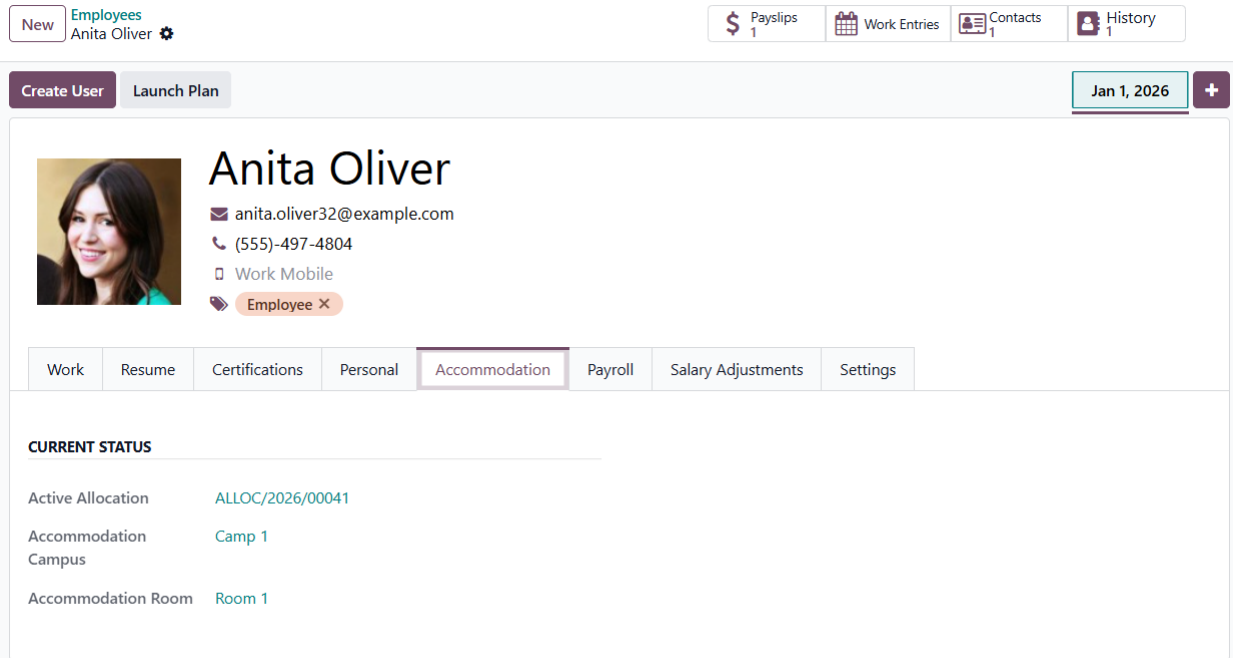
*Figure 9 – Maintenance Requests*

## 5.3 HR & Payroll Integration

### Employee Profile Updates

- The module automatically updates the HR Employee record. An "Accommodation" tab is available on the employee form showing

history. The current Active Allocation, Campus, and Room are stored on the employee record for easy reference.



The screenshot displays the Odoo interface for an employee record. At the top, there is a navigation bar with a 'New' button, the employee name 'Anita Oliver', and a settings gear. To the right, there are quick access buttons for 'Payslips' (1), 'Work Entries', 'Contacts' (1), and 'History' (1). Below this, there are buttons for 'Create User' and 'Launch Plan', and a date selector for 'Jan 1, 2026' with a plus sign. The main content area shows the employee's profile for Anita Oliver, including a photo, email address (anita.oliver32@example.com), phone number ((555)-497-4804), and a 'Work Mobile' option. A red 'Employee X' tag is visible. Below the profile, there is a horizontal menu with tabs for 'Work', 'Resume', 'Certifications', 'Personal', 'Accommodation' (which is selected), 'Payroll', 'Salary Adjustments', and 'Settings'. Under the 'Accommodation' tab, the 'CURRENT STATUS' section lists: Active Allocation (ALLOC/2026/00041), Accommodation (Camp 1), Campus, and Accommodation Room (Room 1).

*Figure 10 – Accommodation tab in Employee*

## 5.4 Rent Deduction

- The module includes a pre-configured Salary Rule: Accommodation Rent Deduction (RENT\_DED). When running a payslip, Odoo checks the employee's active allocation and automatically calculates the deduction based on the Monthly Rent defined in the allocation form.

New / Anita Oliver / Employee Payslips  
 Salary Slip - Anita Oliver - March 2026

Work Entries

Confirm Compute Sheet Cancel Print

Draft Validated Paid


## Anita Oliver

**Employee Record** Jan 1, 2026

**Pay Run** Off-Cycle

**Structure ?** Regular Pay

**Period** Mar 1 - Mar 31



Worked Days

Salary Inputs

Salary Computation

Other Info

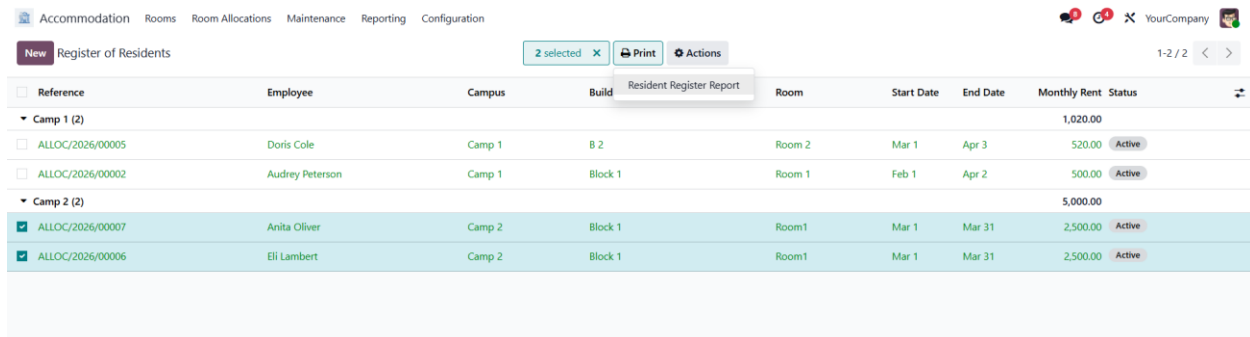
| Name                         | Quantity | Rate (%) | Amount      | Total       |
|------------------------------|----------|----------|-------------|-------------|
| Basic Salary                 | 1.00     | 100.0000 | \$ 4,500.00 | \$ 4,500.00 |
| Taxable Salary               | 1.00     | 100.0000 | \$ 4,500.00 | \$ 4,500.00 |
| Accommodation Rent Deduction | 1.00     | 100.0000 | \$ -500.00  | \$ -500.00  |
| Net Salary                   | 1.00     | 100.0000 | \$ 4,000.00 | \$ 4,000.00 |

*Figure 11 – Accommodation Rent Deduction*

## 5.5 Reporting - Register of Residents

Provides a snapshot of everyone currently staying in company accommodation.

- Navigate to Accommodation > Reporting > Register of Residents
- By default, it filters for "Active Residents" and groups them by Campus and Building.
- Shows total rent collected and occupancy levels.
- Select and Print the Resident Report in PDF.



| Reference  | Employee        | Campus | Build   | Room   | Start Date | End Date | Monthly Rent | Status   |
|--|-----------------|--------|---------|--------|------------|----------|--------------|----------|
| Camp 1 (2)   |                 |        |         |        |            |          |              | 1,020.00 |
| <input type="checkbox"/> ALLOC/2026/00005            | Doris Cole      | Camp 1 | B 2     | Room 2 | Mar 1      | Apr 3    | 520.00       | Active   |
| <input type="checkbox"/> ALLOC/2026/00002            | Audrey Peterson | Camp 1 | Block 1 | Room 1 | Feb 1      | Apr 2    | 500.00       | Active   |
| Camp 2 (2)   |                 |        |         |        |            |          |              | 5,000.00 |
| <input checked="" type="checkbox"/> ALLOC/2026/00007 | Anita Oliver    | Camp 2 | Block 1 | Room1  | Mar 1      | Mar 31   | 2,500.00     | Active   |
| <input checked="" type="checkbox"/> ALLOC/2026/00006 | Eli Lambert     | Camp 2 | Block 1 | Room1  | Mar 1      | Mar 31   | 2,500.00     | Active   |

Figure 12 - Register of Residents

## 5.6 User Groups

The module defines three primary user roles:

- **User:** Users have the authority to create, confirm, and modify room allocations and maintenance requests.
- **Hostel Warden / Site In-charge:** Management level restricted to their assigned Campus. They can manage rooms, allocations, and maintenance within their jurisdiction.
- **Manager:** Administrative level with full access across all campuses, configuration settings, and financial tasks like security deposit refunds.

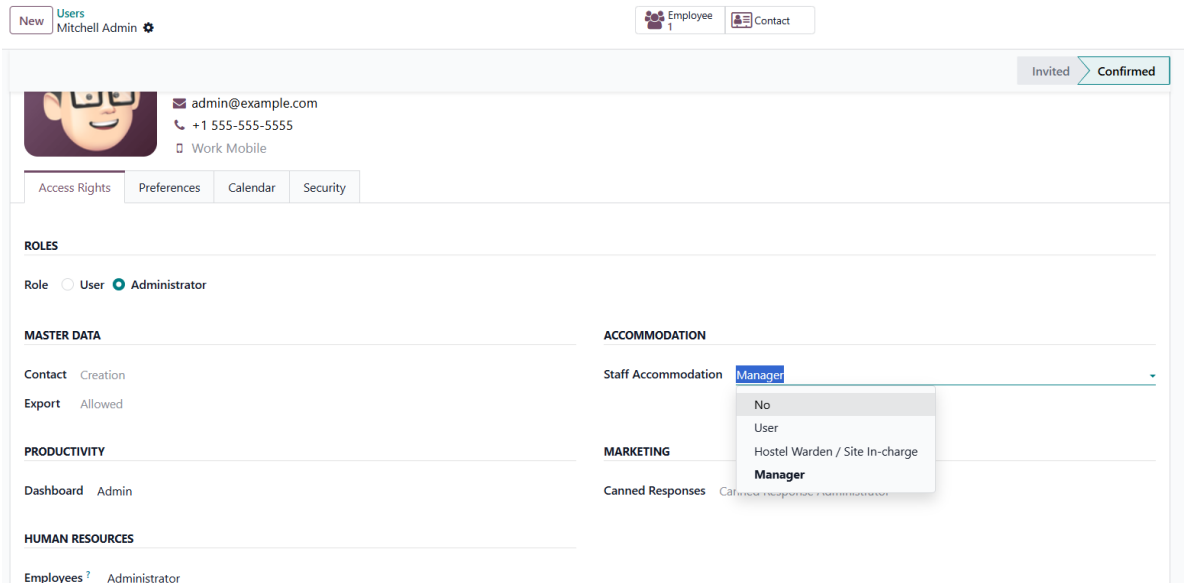


Figure 13 – User Groups

## 6. Technical Requirements / Compatibility

- **Technical Requirements:** Requires HR and Payroll Module.
- **Compatible With:** Odoo 19.0 Enterprise Edition.

## 7. Change Log / Release Notes

- Version 1.0.0 – April 2026
  - Initial release.

## 8. Support

If you have questions, use our contact form at [webshopextension.com](https://webshopextension.com) or email at [support@webshopextension.com](mailto:support@webshopextension.com).