



## ***Odette MMOG.np Converter Tool***

***“Supplier perspective”***

## Table of Contents

- 1. ODETTE MMOG CONVERTER TOOL ..... 3
  - 1.1. What does the Odette MMOG.np Converter tool do? ..... 3
  - 1.2. Pre requisite ..... 3
- 2. SET UP THE APPLICATION ..... 4
- 3. CONVERT MMOG LE V4 EXCEL WORKBOOK INTO AN XML FILE..... 5
- 4. CONVERT MMOG.np FILES INTO MMOG LE V4.1 WORKBOOKS ..... 8

## 1. ODETTE MMOG CONVERTER TOOL

*Disclaimer: The tool is provided as is. Although every effort has been made to ensure that it functions correctly, no guarantee is provided.*

### 1.1. What does the Odette MMOG.np Converter tool do?

#### **Convert Excel MMOG LE V4 Workbooks into XML files**

The Odette MMOG converter tool is used to convert Excel MMOG LE V4 Workbooks into XML files which can be imported into the MMOG.np New Platform (MMOG.np).

This is useful:

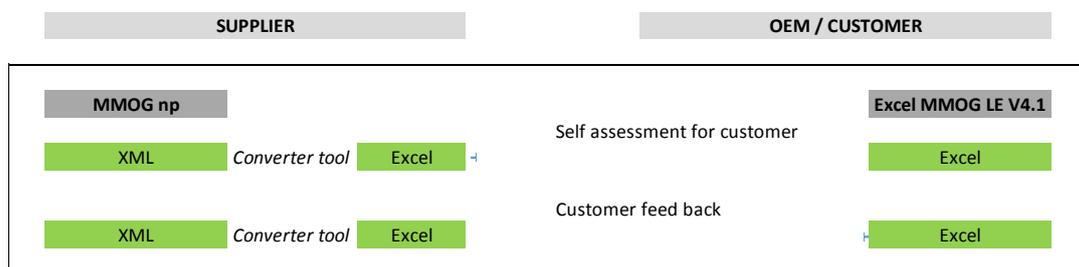
- when you want to populate a new assessment in MMOG.np with answers from a previous assessment which is in an Excel format.
- When you want to import an existing assessment which is in an Excel format to create an historical record in MMOG.np.
- When you want to import customer feedback based on an Excel MMOG LE V4 workbook in MMOG np.

#### **Convert MMOG np XML files into MMOG LE V4 workbooks**

The Odette MMOG converter tool is used to convert MMOG.np XML files into Excel MMOG LE V4 workbooks which can be processed by customers.

This is useful when your customers request an Excel MMOG LE V4.1 workbook. In this case, if as a supplier you are producing an assessment in MMOG.np, you will be able to produce the Excel MMOG LE V4.1 workbook, based on the XML file download from MMOG.np.

Using the converter tool to re-import customer feedback in MMOG np, you will be able to manage a complete assessment exchange loop with customers who require Excel MMOG LE V4.1 workbooks.



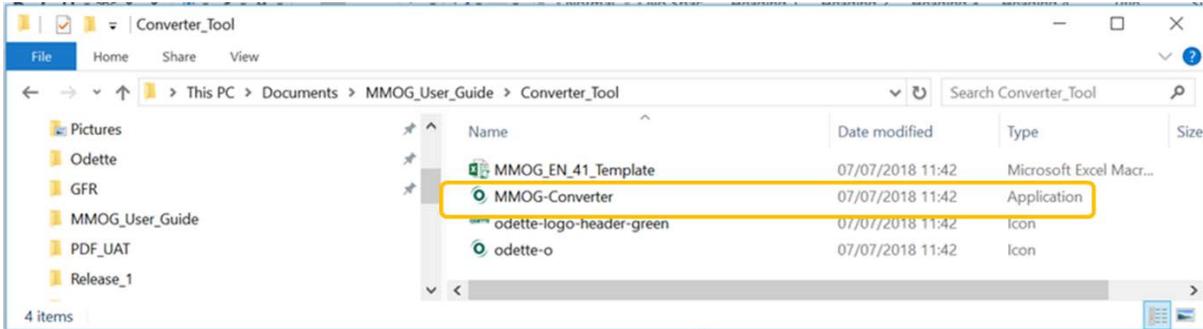
See User Guide, Managing Assessments “supplier perspective”.

### 1.2. Pre requisite

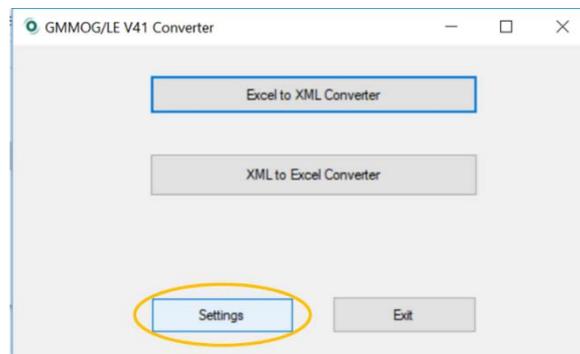
Before using the MMOG Converter Tool, you must install Java. You can find instructions at <https://java.com/en/>.

## 2. SET UP THE APPLICATION

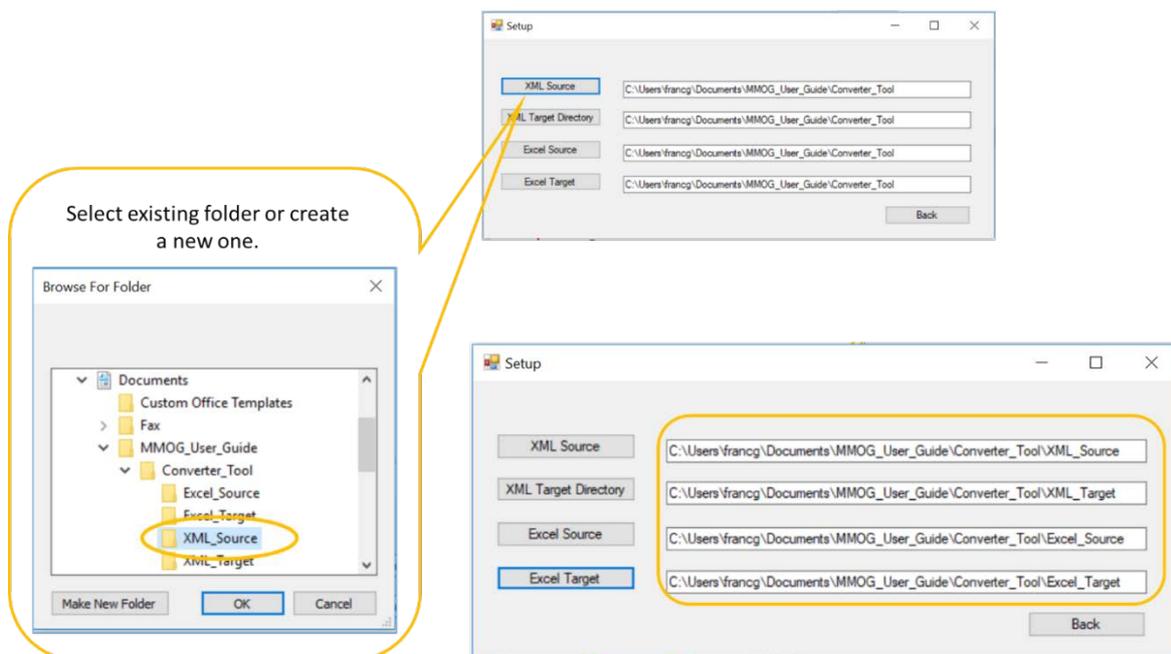
Once you have downloaded the Zip file, extract all the files to the same directory on your computer.



Click on “MMOG-Converter” to open the application. You can create a short cut on your desktop to launch the application.

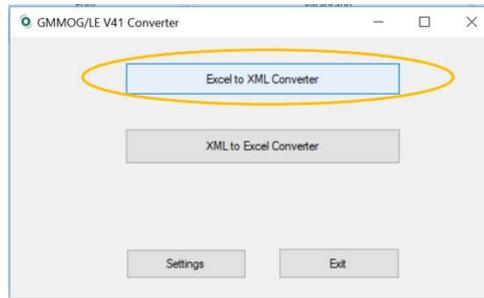


Click on “Settings”. Here you can create dedicated folders for the files you will manage, this can help you to organise your data, otherwise all converted files will be stored in the application directory.

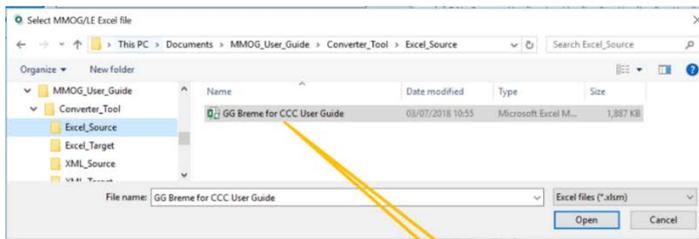


### 3. CONVERT MMOG LE V4 EXCEL WORKBOOK INTO AN XML FILE

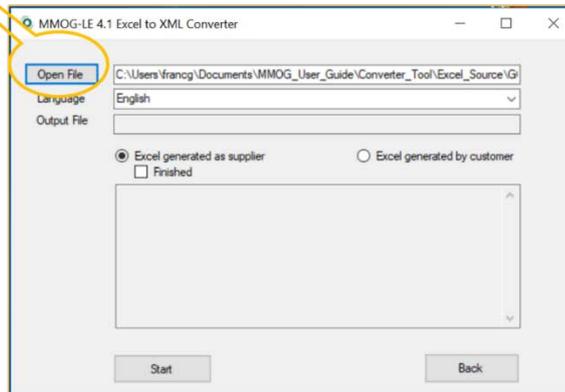
Create an XML file from a MMOG LE Excel Workbook.



Click on “Excel to XML Converter”.

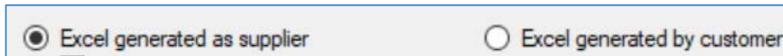


Select MMOG/LE V4.1 Excel file in the appropriate folder

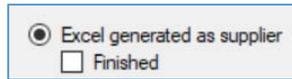


**Important:**

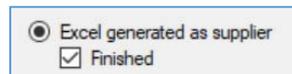
As a supplier tick the “Excel generated as supplier” button:



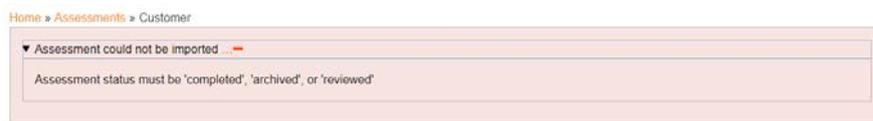
- when you want to **populate a new assessment in MMOG.np** with answers from a previous Excel Workbook assessment, don't tick the “finished” button. Leave it blank.



- When you want to import an existing Excel Workbook assessment to **create an historical record**, tick the “finished” button.



Otherwise you will get an error message when trying to import an historical assessment into MMOG.np.

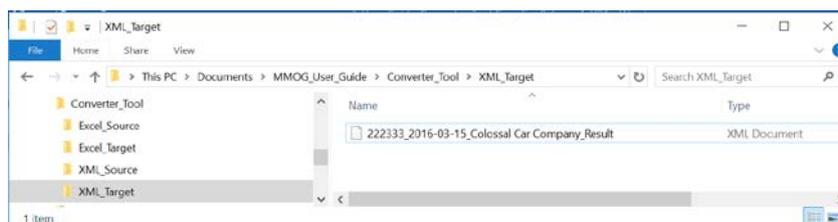


1 – Ticked or unticked Finished box according to your purpose

2 - Click on Start

3 - You have created the XML file. File is available in the folder where the application is located.

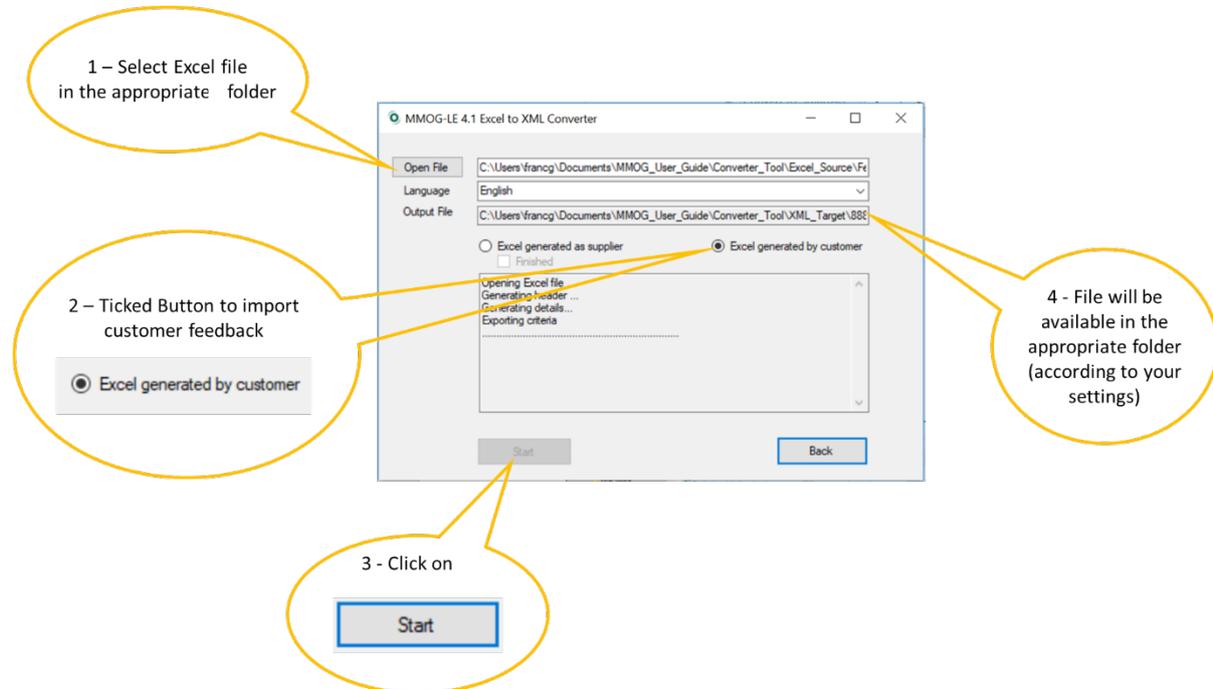
Check result in the appropriate folder.



You can now use this XML file in MMOG NP to populate a new assessment or to create an historical record.

- When you want to import customer feedback based on an Excel MMOG LE V4.1 workbook in MMOG.np.

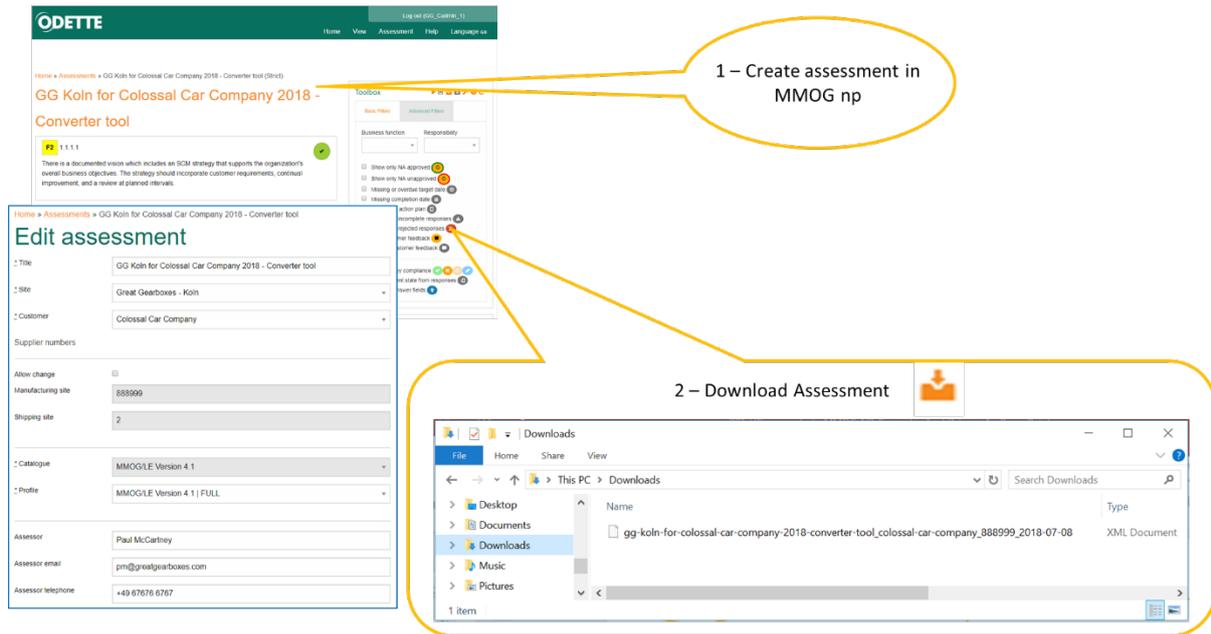
Select Excel MMOG LE V4.1 Workbook (customer feedback) and tick button “Excel generated by customer”.



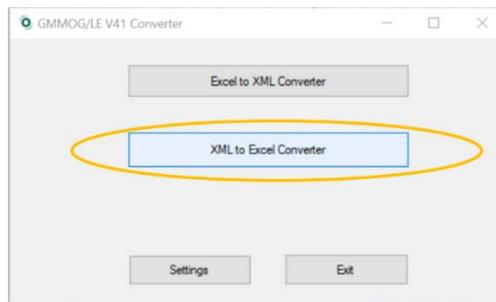
You can import XML file (customer feedback) in MMOG.np.

#### 4. CONVERT MMOG.np FILES INTO MMOG LE V4.1 WORKBOOKS

Create XML files (assessment result in MMOG.np).



Open converter tool, click on “XML to Excel Converter”.



Select XML file and start the converter tool.

