



## MMOG.np - Quick start guide

Full User Manuals with detailed instructions for Set-Up are available [here](#)

**Note: Existing users who are upgrading from Version 5 to Version 6** [click here](#)

**Global support** is provided by email at [mmog@odette.org](mailto:mmog@odette.org). Please explain your request in English and attach screenshots if necessary.

### Regional User Support

#### In China

Email [cs@cedex.cn](mailto:cs@cedex.cn)  
Phone +86 10 6243 2520  
Wechat cedex001

#### In North America

Email [mmogle\\_help\\_desk@basics-llc.com](mailto:mmogle_help_desk@basics-llc.com)  
Web <https://basics-llc.com/mmog-le-help-desk/>

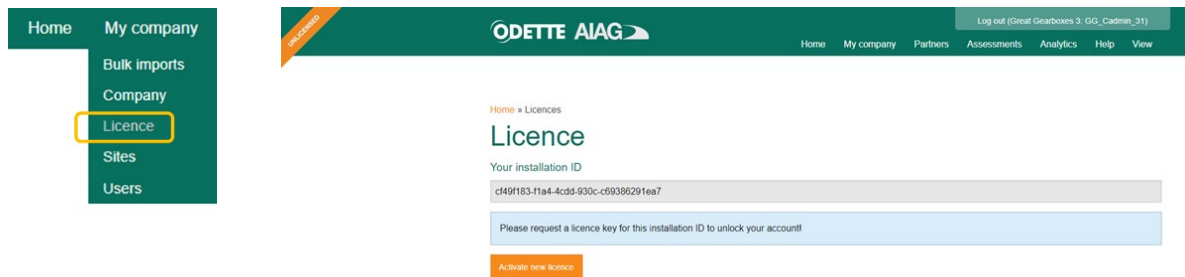
To set up your MMOG.np Ecosystem connect to [www.mmogle.com](http://www.mmogle.com) and follow the steps below:

### Step 1 – Confirm that your licence purchase has been completed

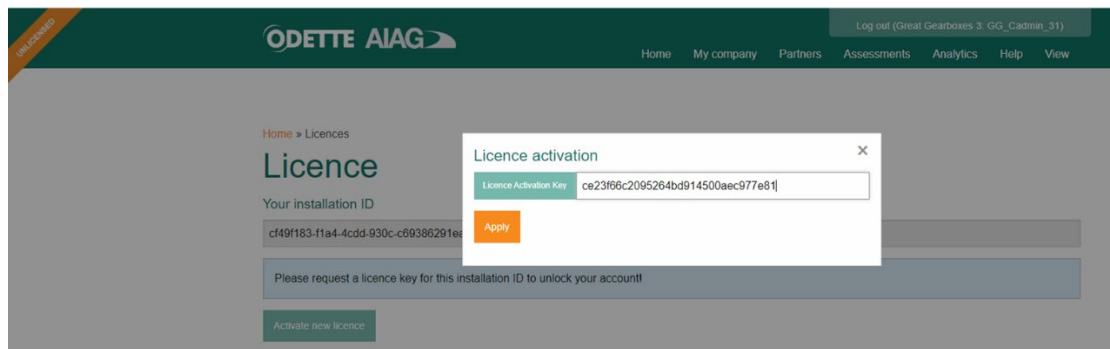
Enter the Payment Confirmation Code you have received in the Licence Order Confirmation email from Odette and click on “New account”

### Step 2 - Register your MMOG.np account

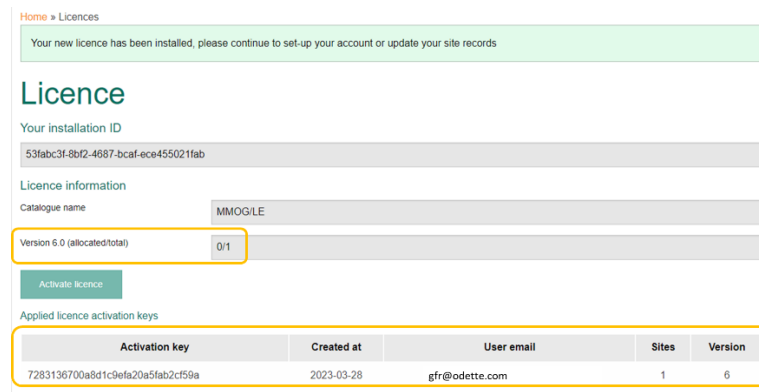
### Step 3 – Activate the licence for your account on MMOG.np



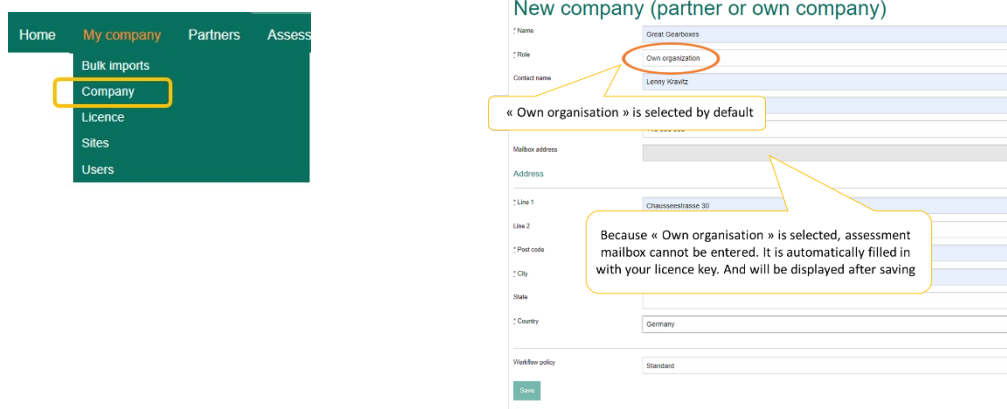
Enter the Licence Activation Key (LAK) you have received with the Licence Order Confirmation email from Odette and click on “Apply”



You have now successfully activated the licence for your account!

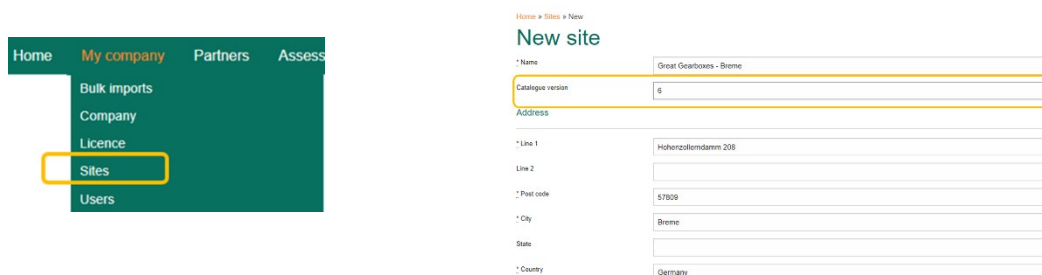


### Step 4 - Enter details of your own company ( ⚠ Default Role for your own company = Own organization)

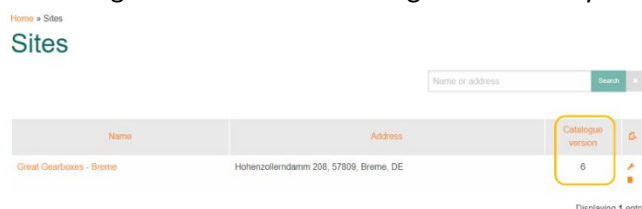


## Step 5 - Create at least one site (New site) for your company

(⚠️ You must have already activated your licence and created own company record – see above)

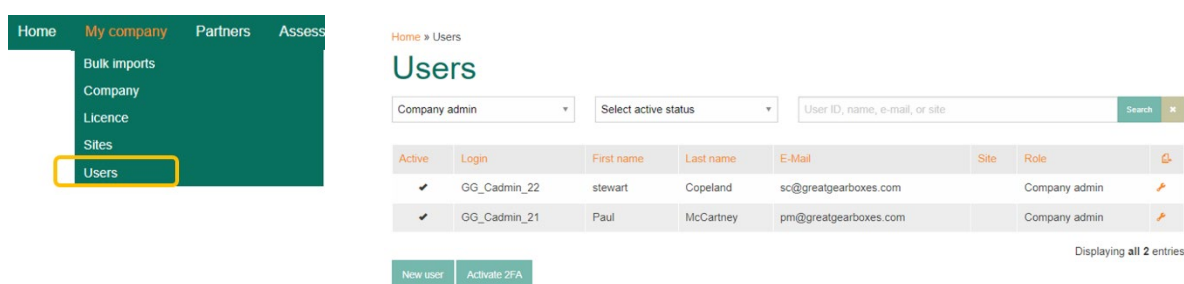


When you create site(s), don't forget to allocate the catalogue version to your site(s)!



Name	Address	Catalogue version
Great Gearboxes - Breme	Hohenzollerndamm 208, 57809, Breme, DE	6

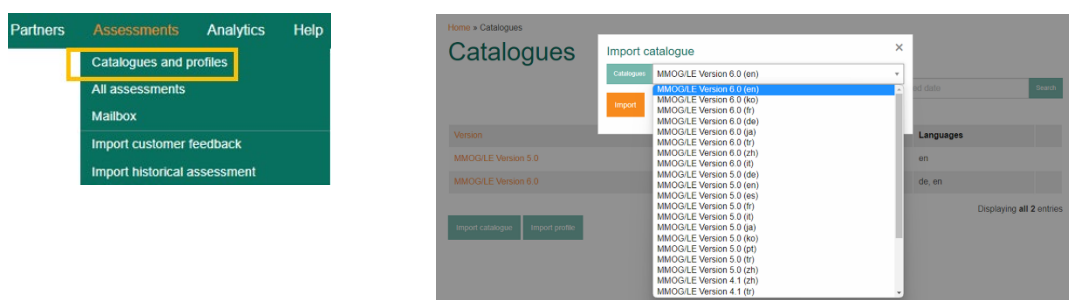
## Step 6 - Create other users (New user) for your company if needed and allocate appropriate roles



Active	Login	First name	Last name	E-Mail	Site	Role
✓	GG_Cadmin_22	stewart	Copeland	sc@greatgearboxes.com		Company admin
✓	GG_Cadmin_21	Paul	McCartney	pm@greatgearboxes.com		Company admin

## Step 7 - Import catalogue(s)

Select the Catalogue Version and Language from the list and import it. You should import the English language (en) catalogue first. You can then import as many languages as you need for each Version.



⚠️ MMOG v6 licence covers the use of Catalogues v6, v5 and v4.1

(Default profile for each catalogue is FULL, **If required**, import Basic Profile(s) to the application)

Language abbreviations for MMOG/LE catalogues :

de - German	fr - French	ko - Korean	tr - Turkish
en - English	it - Italian	pl - Polish	zh - Chinese
es - Spanish	ja - Japanese	pt - Portuguese	cs - Czech

## Step 8 - Create your customer record(s) ( ⚠️ Set View to 'I am supplier')



Home » Companies

### My Customer Companies

Advanced Search:  Name or address or email or manufacturing site

Active	Name	Role	MMOG np mailbox address	MMOG np workflow policy	Manufacturing site	Address	
✓	Colossal Car Company	Customer	odette-5023@mail.mmogle.com	Standard		71 Great Peter Street, SW1 2BN, London, GB	
✓	Tremendous Truck Ltd	Customer	odette-5027@mail.mmogle.com	Standard		Storgatan 18, SE-100, Stockholm, SE	

Displaying all 2 entries

[New companies](#)

Home » Companies » New

### New customer

\* Name:

\* Role:

Contact

Contact name:

Contact email:

Contact telephone number:

MMOG np internal mailbox service for assessments

MMOG np mailbox address:

Address

\* Line 1:

Line 2:

\* Post code:

\* City:

State:

\* Country:

\* MMOG np workflow policy:

Active: ☒

Include the internal MMOG Mailbox address of your customer, if you know it (**Customer Mailbox address format is odette-XXXX@mail2.mmogle.com**)

## Manage assessments

Once you have set up your Ecosystem, you can create assessments for your customer(s).

Detailed instructions on how to manage assessments are available in the User Manuals [here](#)

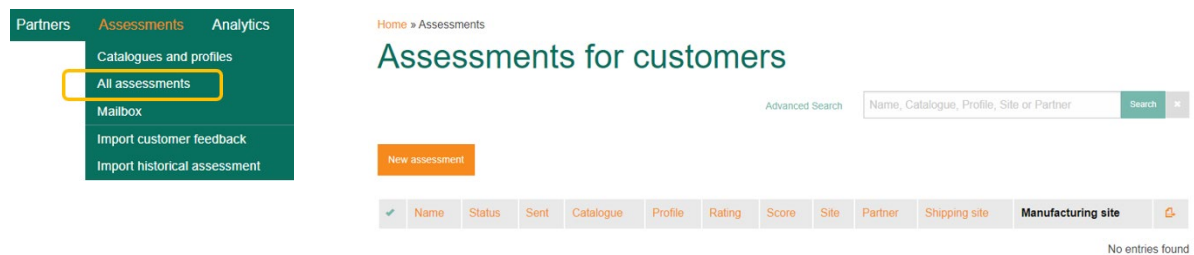
**Note:** Not all customers will have the same requirements. You will need to check:

- which version of MMOG/LE they require:
  - o V5
  - o V6
  - o Profile FULL or BASIC
- which type of data exchange is required:
  - o MMOG.np mailbox service
  - o external email
  - o upload to portal
- which file format they require for external email or portal upload:
  - o XML
  - o PDF

- Select “I am a supplier” in the view menu



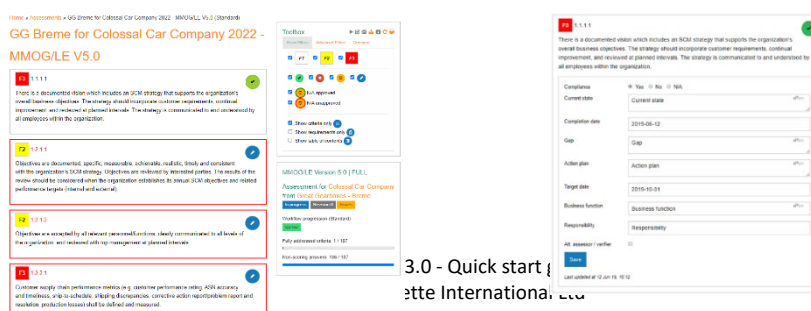
- Create assessment header and save



- Open assessment (click on **assessment name**) and start assessment



- Enter answer for each question

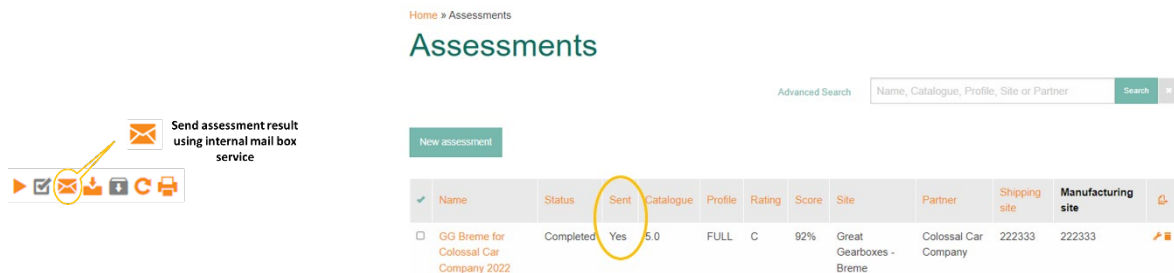


- When all questions are answered, Finish assessment



- Export assessment results according to the requirements of your customer:

- If your customer uses the internal MMOG mailbox service, send the assessment directly from the application

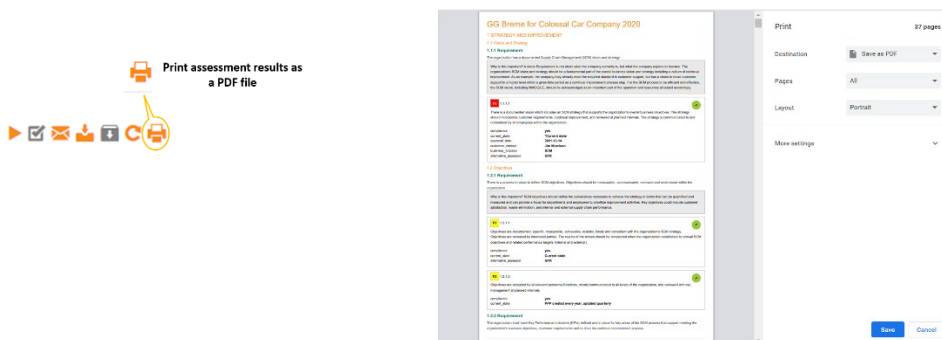


- If your customer requires an XML file, download assessment results



Send the XML file to your customer (external email or upload to customer portal)

- If your customer requires a PDF file use the Print option.



**All user manuals, FAQs and other materials are available [here](#)**