



MMOG.np - Quick start guide

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

Global support is provided by email at mmog@odette.org. Please explain your request in English and attach screenshots if necessary.

Regional User Support

In China

Email cs@cedex.cn
Phone +86 10 6240 2308 (Beijing)
+86 27 63603368 (WuHan)
Wechat cedex001

In North America

Email 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 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”

ODETTE AIAG

Log in Home Help

Home

Welcome to MMOG.np

MMOG.np is the web platform for the management of MMOGLE Assessments. To set up an account on the platform you will need to obtain a licence from Odette. To order a licence please click on the "Licence not yet ordered" link. If an account has already been set-up for your company, you can access the application using the Login and Password assigned to you by your Company Administrator.

Company Account Already Registered

• Login

• Password

Log in

Forgot login

Company Account Not Yet Registered

Please enter the "Payment Confirmation Code" from the licence order confirmation email received from Odette

• Payment Confirmation Code

New account

Licence not yet ordered? Please [click here](#)

Step 2 - Register your MMOG.np account

Home

Register company account and administrator

Account

• Name Great Gearboxes 2

• Time zone (GMT+01:00) Berlin

Company admin

• Login OG_Cadmn_21

• Password

• Password confirmation

First name Paul

Last name McCadney

• E-mail pm@greatgearboxes.com

• E-mail confirmation pm@greatgearboxes.com

• Telephone +49 09 55 78 78

Save

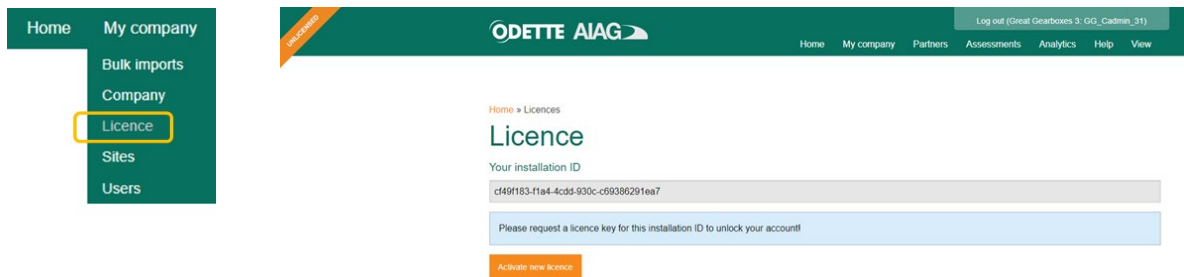
Back

Account name
It is recommended to use the name of your company (or part of your company that this « Ecosystem » will cover)

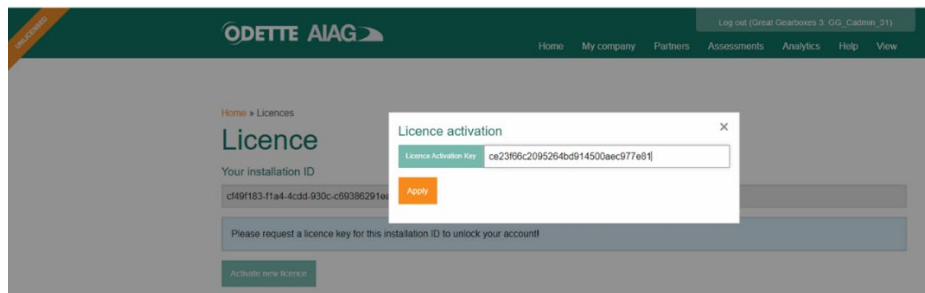
Select the time zone
Selected time zone will apply to the whole « Ecosystem »

Create login details for Company Administrator

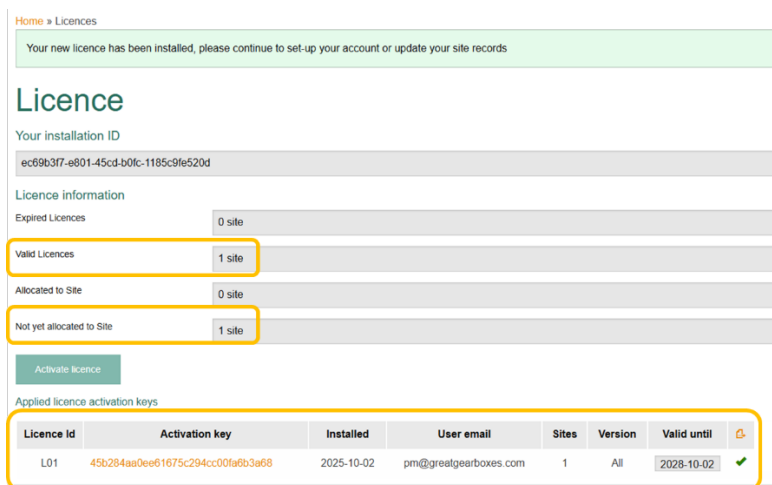
Step 3 – Activate the licence for your account on MMOG.np



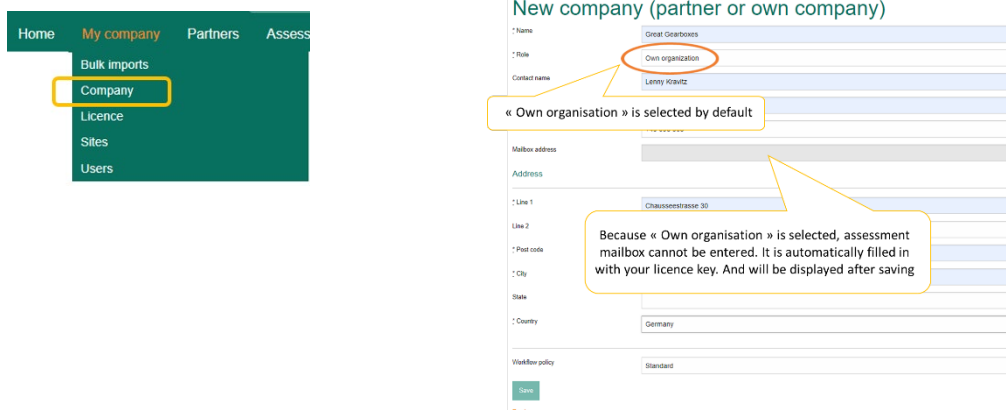
Enter the Licence Activation Key (LAK) you have received with the Licence Order Confirmation email from Odette and click on “Apply”



You have now successfully activated the licence for your account!

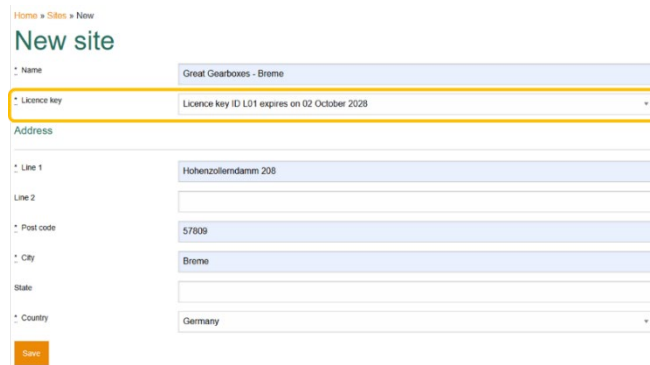
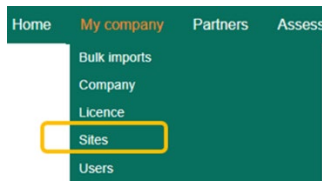


Step 4 - Enter details of your own company (⚠ Default Role for your own company = Own organisation)



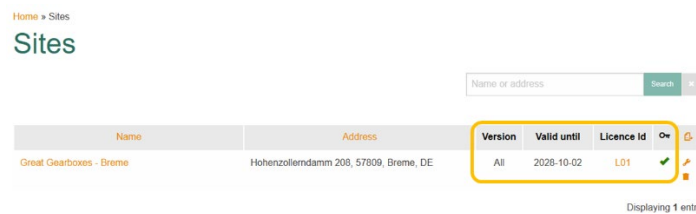
Step 5 - Create a site (or sites) for your company

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



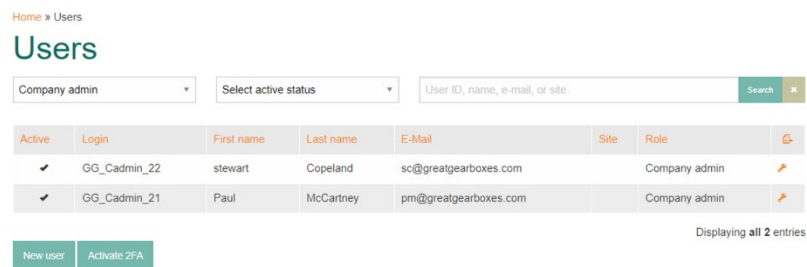
A screenshot of the 'New site' form. The form fields are: Name (Great Gearboxes - Breme), Licence key (Licence key ID L01 expires on 02 October 2028), Address (Line 1: Hohenzollendamm 208, Line 2: , Post code: 57809, City: Breme, State: , Country: Germany), and a Save button.

The licence is allocated automatically to each site as it is created.



A screenshot of the 'Sites' list. The table has columns: Name, Address, Version, Valid until, Licence id, and an icon. The first entry is: Great Gearboxes - Breme, Hohenzollendamm 208, 57809, Breme, DE, All, 2028-10-02, L01, and a green checkmark icon. The text 'Displaying 1 entry' is at the bottom right.

Step 6 - Create other users for your company if needed and allocate appropriate roles

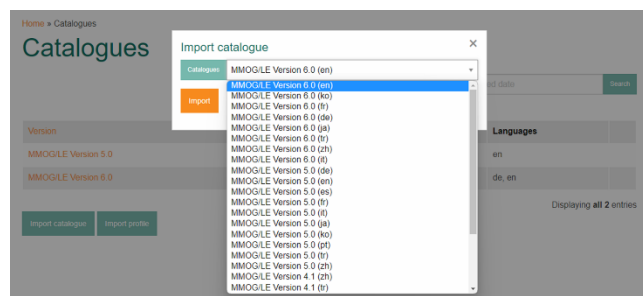
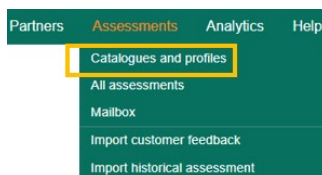


A screenshot of the 'Users' list. The table has columns: Active, Login, First name, Last name, E-Mail, Site, Role, and an icon. The first two entries are: GG_Cadmin_22 (stewart Copeland, sc@greatgearboxes.com, Company admin) and GG_Cadmin_21 (Paul McCartney, pm@greatgearboxes.com, Company admin). The text 'Displaying all 2 entries' is at the bottom right.

Note: It is advisable to create a second C-Admin, in case you will not be available for any reason.

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.



⚠ *Licence covers the use of all available Catalogues*

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

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 Search

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 16, SE-100, Stockholm, SE	

Displaying all 2 entries

New customer

Home » Companies » New

New customer

* Name: Colossal Car Company

* Role: Customer

Contact

Contact name: Liam Gallagher

Contact email: lg@ccc.co.uk

Contact telephone number: +49 8765 555

MMOG np internal mailbox, service for assessments

MMOG np mailbox address: odette-XXXX@mail.mmogle.com

Address

* Line 1: 71 Great Peter Street

* Line 2:

* Post code: SW1 2BN

* City: London

State:

* Country: United Kingdom

* MMOG np workflow policy: Standard

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

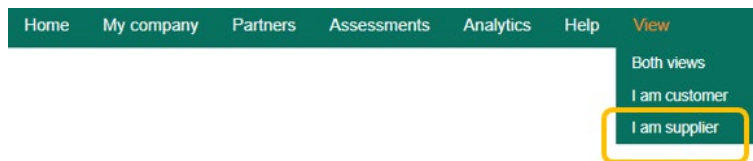
Once you have set up your Ecosystem, you can create assessments for your customer(s).

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

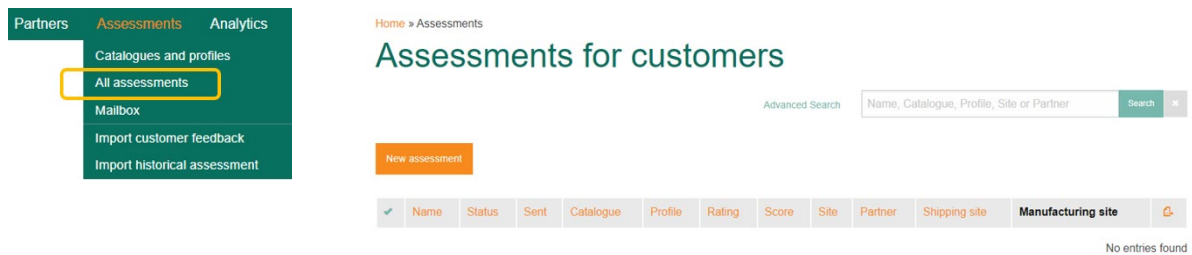
Note: Not all customers will have the same requirements. You will need to check:

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

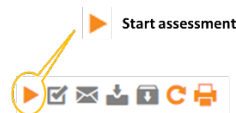
- Select "I am a supplier" in the view menu



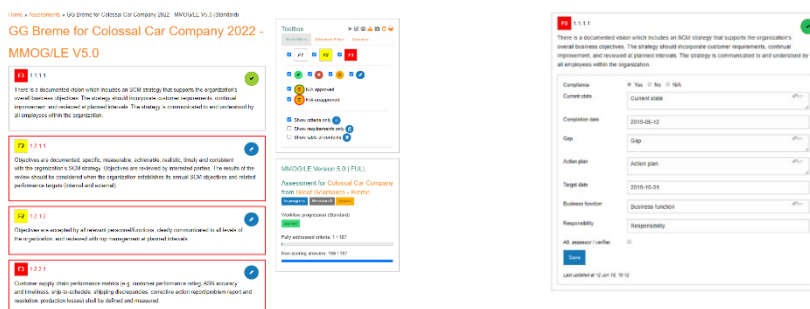
- Create assessment header and save



- 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

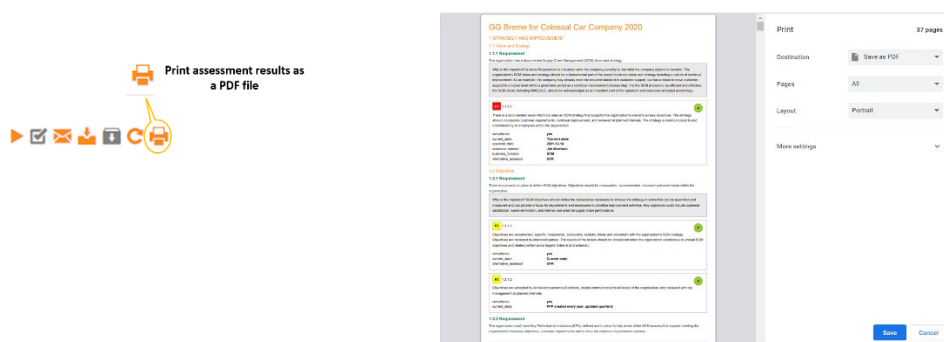


- If your customer requires an XML file, download assessment results



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](#)