



## Instructions for users upgrading from Version 5 to Version 6

Companies currently using MMOG/LE v5 will need to [purchase a new v6 licence](#) for site(s) they wish to upgrade to MMOG/LE v6. Company Administrators must allocate the new v6 licence to individual sites, so multi-site companies are able to leave some sites on v5 until they need to be upgraded to v6.

When you have received your new v6 licence, you should follow the steps below.

### Step 1 - Activate the new licence for your account on MMOG.np

- Log in to your existing account as C-Admin on [www.mmogle.com](http://www.mmogle.com)
- Select 'Licence' in the 'My company' menu and click "Activate licence"

Home » Licences

## Licence

Your installation ID

ece4b312-9948-49af-9c5d-ad0beaa112d8

Licence information

Catalogue name: MMOG/LE

Version 5.0 (allocated/total): 5/5

[Activate licence](#)

Applied licence activation keys

No licence activation key applied

- Enter the Licence Activation Key included in the order confirmation email you have received from Odette and "Apply"

### Activate licence

Licence Activation Key: 856c89da3d5cd28e79061b49e9280cde

[Apply](#)

You have now successfully activated your v6 licence (for 2 sites in the example).

Home » Licences

Your new licence has been installed, please continue to set-up your account or update your site records

## Licence

Your installation ID

ece4b312-9948-49af-9c5d-ad0beaa112d8

Licence information

Catalogue name: MMOG/LE

Version 5.0 (allocated/total): 5/5

Version 6.0 (allocated/total): 0/2

[Activate licence](#)

Applied licence activation keys

Activation key	Created at	User email	Sites	Version
856c89da3d5cd28e79061b49e9280cde	2023-03-28	gfr@odette.com	2	6



## Step 2 –Allocate the v6 licence to the appropriate site(s)

The company account already includes 5 sites able to use the Version 5 assessment catalogue. A v6 licence for 2 sites has been purchased and activated but has not yet been allocated to sites.

Home » Licences

### Licence

Your installation ID

ece4b312-9948-49af-9c5d-ad0beaa112d8

Licence information

Catalogue name

MMOG/LE

Version 5.0 (allocated/total)

5/5

Version 6.0 (allocated/total)

0/2

Activate licence

Applied licence activation keys

Activation key	Created at	User email	Sites	Version
856c89da3d5cd28e79061b49e9280cde	2023-03-28	gfr@odette.com	2	6

The C-Admin must allocate the v6 licence to each site individually.

- Go to “Sites” and select the site you wish to upgrade
- “Edit” and select 6 in the “Catalogue version” drop down
- Repeat for each site you wish to upgrade

**Note 1: Sites licenced for the Version 6 catalogue are also able to use the Version 5 catalogue.**

**Note 2: It is also possible to allocate the v6 licence to a completely new site, if necessary.**

Home » Sites » DECOLLETAGE SA - Clermont Ferrand

### Edit site

Name

DECOLLETAGE SA - Clermont Ferrand

Catalogue version

5 (includes v4)

6 (includes v5 and v4)

5 (includes v4)

The C-Admin has now licenced 2 sites for Version 6 leaving 3 sites licenced for Version 5.

Home » Licences

### Licence

Your installation ID

ece4b312-9948-49af-9c5d-ad0beaa112d8

Licence information

Catalogue name

MMOG/LE

Version 5.0 (allocated/total)

3/3

Version 6.0 (allocated/total)

2/2

Activate licence

Applied licence activation keys

Activation key	Created at	User email	Sites	Version
856c89da3d5cd28e79061b49e9280cde	2023-03-28	gfr@odette.com	2	6

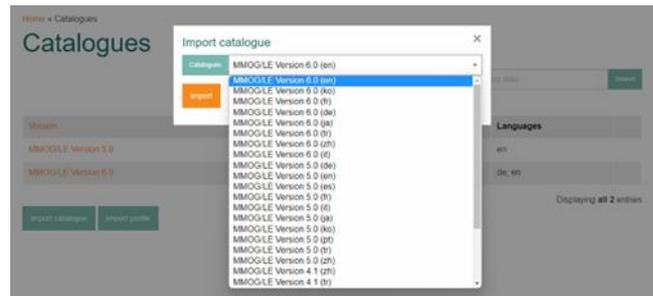
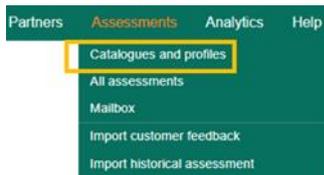


A v6 licence for the 3 remaining sites (or for more sites if needed) can be purchased and imported at a later stage when required.

=====

### Step 3 - Import MMOG v6 Resources (catalogue version/language and profile)

Click on “Import catalogue”, select the catalogue version/language from the list and import it. You should import the English language (en) catalogue first. You can then import as many languages as needed for each catalogue version.



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

The default profile for each catalogue is the FULL profile, **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