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
- Select ‘Licence’ in the ‘My company’ menu and click “Activate licence”
- Enter the Licence Activation Key included in the order confirmation email you have received from Odette and “Apply”

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

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.

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

<table>
<thead>
<tr>
<th>de - German</th>
<th>fr - French</th>
<th>ko - Korean</th>
<th>tr - Turkish</th>
</tr>
</thead>
<tbody>
<tr>
<td>en - English</td>
<td>it - Italian</td>
<td>pl - Polish</td>
<td>zh - Chinese</td>
</tr>
<tr>
<td>es - Spanish</td>
<td>ja - Japanese</td>
<td>pt - Portuguese</td>
<td>cs - Czech</td>
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