OMMO Analytics

SOP - Tenant Profile Setup

Standard operating procedure for OMMO Analytics delivery, support, and managed client operations.

Owner	OMMO Group Company
Product	OMMO Analytics
Version	1.0
Status	Active operating draft

Purpose

Create and maintain a complete customer company profile for each OMMO Analytics tenant.

Scope

Applies to all new and existing client tenants.

Roles

- Admin operator: updates company profile.
- Client contact: provides legal and brand details.
- Finance owner: validates billing details when needed.

Required inputs

- Legal company name.
- Brand name and website URL.
- Country, currency, timezone.
- Commercial registration number.
- VAT number if available.
- Logo and approved brand assets.
- CR/VAT documents or PDFs where provided.

Procedure

- Create or open the tenant profile.
- Enter legal and commercial identifiers.

- Upload approved documents.
- Confirm user limit, brand limit, and plan tier.
- Set billing/payment notes if applicable.
- Save internal notes for onboarding context.

Quality checks

- Company name matches the client agreement.
- CR and VAT are stored exactly as provided.
- Files are readable and tied to the correct tenant.
- Brand assets do not contain unrelated company names.

Records to maintain

- Tenant profile.
- Document upload list.
- Internal notes.
- Last reviewed date.