

OMMO Analytics

SOP - Data Source Intake

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

Collect a complete list of the systems the client uses before any connection work starts.

Scope

Applies to ecommerce, POS, marketplace, ads, analytics, ERP, WMS, shipping, support, email, and content sources.

Roles

- Implementation owner: leads intake.
- Client admin: confirms source ownership.
- Technical owner: maps integration method.

Required inputs

- Platform list.
- Account owner emails.
- Business manager IDs where relevant.
- Store URLs.
- Warehouse/POS/ERP provider names.
- Preferred reporting period.

Procedure

- Ask the client to list all operating systems.
- Mark each source as OAuth, API key, manual import, managed access, or planned.
- Identify where the same metric can be sourced from multiple systems.

- Choose the source of truth for orders, revenue, stock, shipping, and ads.
- Record missing permissions before setup begins.

Quality checks

- No duplicate source of truth for the same metric without a rule.
- Shipping can come from Salla/Zid/Shopify/Omniful/OTO before direct carrier APIs.
- Temporary/manual sources are clearly marked.
- Client passwords are never requested through chat.

Records to maintain

- Source intake checklist.
- Source-of-truth map.
- Missing access list.
- Client confirmation.