

OMMO Analytics

SOP - First Data Sync and Mapping

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

Import initial data, map it to OMMO metrics, and verify numbers before the client sees a live dashboard.

Scope

Applies to the first sync for every new tenant and every major source change.

Roles

- Data owner: maps entities.
- Admin operator: reviews workspace.
- Client contact: confirms business context.

Required inputs

- Connected sources.
- Date range.
- Currency and timezone.
- Metric definitions.
- Source-of-truth decisions.

Procedure

- Run initial sync for selected period.
- Map entities: orders, products, campaigns, customers, stock, tickets, branches, creators, and shipping events.
- Normalize currency and timezone.
- Compare total orders and revenue against source system.

- Flag differences and resolve before Live status.

Quality checks

- Revenue variance is explained.
- Orders match source-of-truth count.
- Ad spend appears in same currency.
- Stock risk uses correct thresholds.
- No demo data remains in live mode.

Records to maintain

- Sync run ID.
- Mapping notes.
- Variance report.
- Client approval or internal review note.