

## OMMO Analytics

# SOP - Dashboard QA Before Go-Live

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

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<b>Owner</b>	OMMO Group Company
<b>Product</b>	OMMO Analytics
<b>Version</b>	1.0
<b>Status</b>	Active operating draft

## Purpose

Make sure the live client dashboard is credible, complete, and usable before handoff.

## Scope

Applies after first sync and before a tenant status is changed to Live.

## Roles

- Implementation owner: performs QA.
- Admin owner: approves status change.
- Client contact: receives handoff.

## Required inputs

- Live data sync results.
- Client profile.
- Source status list.
- Dashboard page checklist.

## Procedure

- Review every reporting page.
- Confirm overview KPIs match detailed pages.
- Check online store, marketplace, POS, ads, creators, shipping, support, calendar, inventory, reports, settings, and system health.
- Confirm subscription/tier information appears in settings.
- Export a PDF from at least one reporting page.

- Switch language and theme for a quick visual check.

## Quality checks

- No page throws server errors.
- No empty page unless clearly explained.
- All numbers use English numerals.
- Client cannot edit restricted branding/theme settings.
- Powered by OMMO appears where required.

## Records to maintain

- QA checklist.
- Screenshots or notes.
- Approver name.
- Go-live timestamp.