

## OMMO Analytics

# SOP - Reporting and PDF Export

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

Produce clean client-ready reports from dashboard pages and scheduled reporting workflows.

## Scope

Applies to dashboard PDF export, executive summaries, and manual report delivery.

## Roles

- Client user: exports current page.
- Admin owner: reviews formal reports.
- Account owner: sends client-ready reports.

## Required inputs

- Current reporting page.
- Date range.
- Language.
- Client workspace name.
- Report recipient list.

## Procedure

- Confirm the reporting page is filtered correctly.
- Export the PDF from the current dashboard page.
- Review the PDF for layout and numbers.
- Add admin notes only in internal reports.

- Send client-facing reports through approved channels.

## Quality checks

- PDF has readable tables and cards.
- Date range appears clearly.
- Sensitive/admin-only errors are excluded.
- Branding is OMMO Analytics / Powered by OMMO.

## Records to maintain

- Exported PDF.
- Sent date.
- Recipient list.
- Report notes.