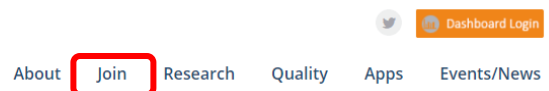


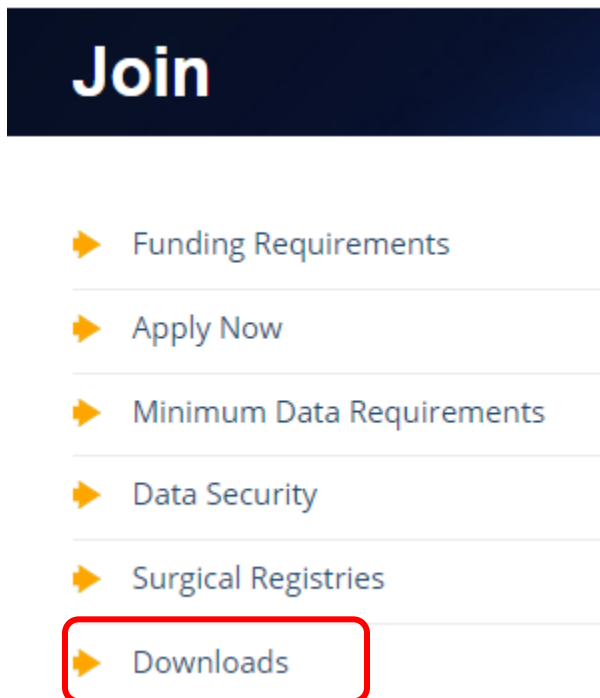
# Chapter 1: Downloading and Accessing the MPOG Application Suite

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1. Obtain administrative rights from site's IT department. You will need this level of access to download the MPOG application to your workstation.
2. Go to the MPOG website <https://mpog.org/>
3. Click 'Join' at the upper right side of the page.



4. Then click 'Downloads.'



5. Click on: "Download the MPOG Application Suite."

**MPOG Suite**

MPOG Application Suite

6. Follow steps to download the suite to your computer.

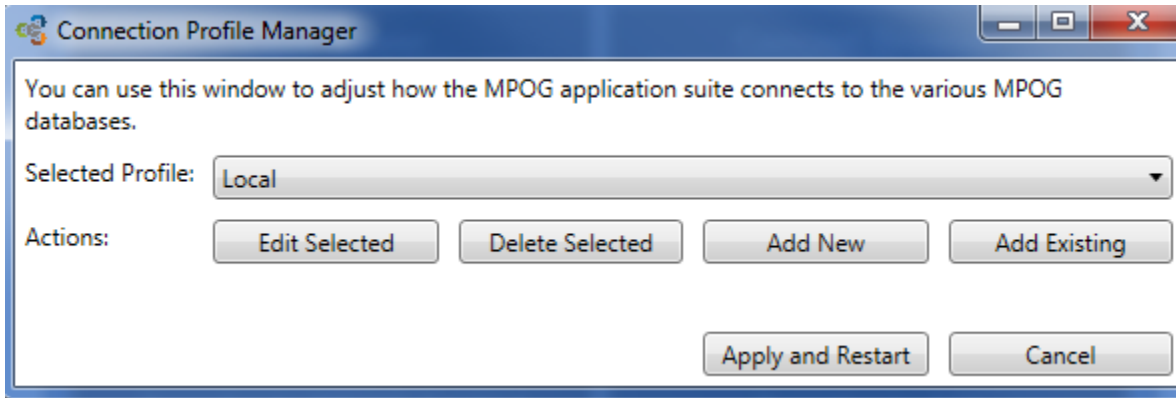
7. The MPOG Application Suite should automatically open:



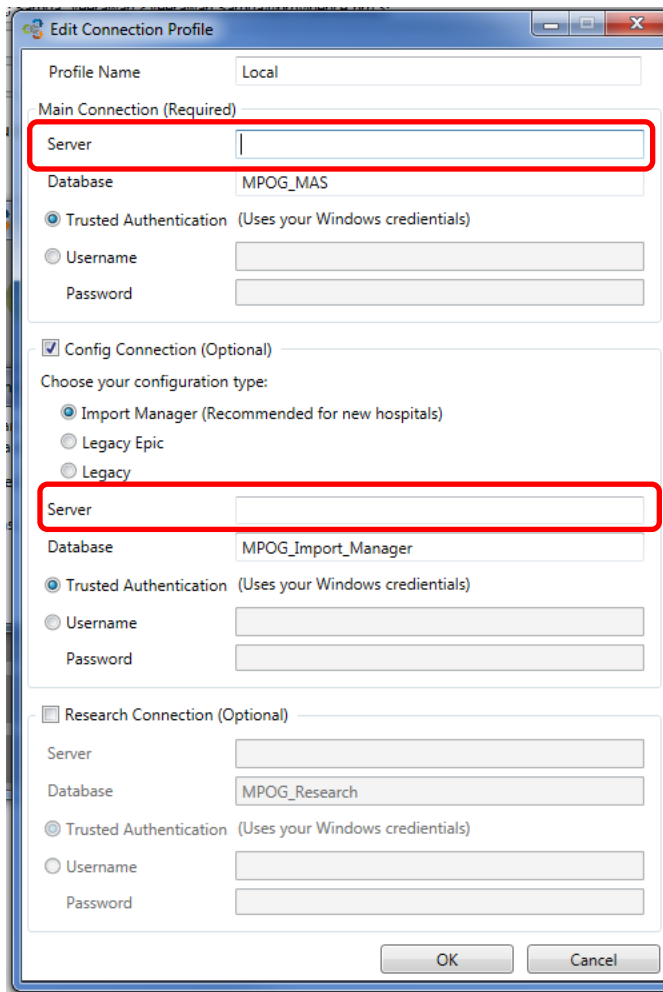
8. In the top right corner, please click: 'Edit Connections'



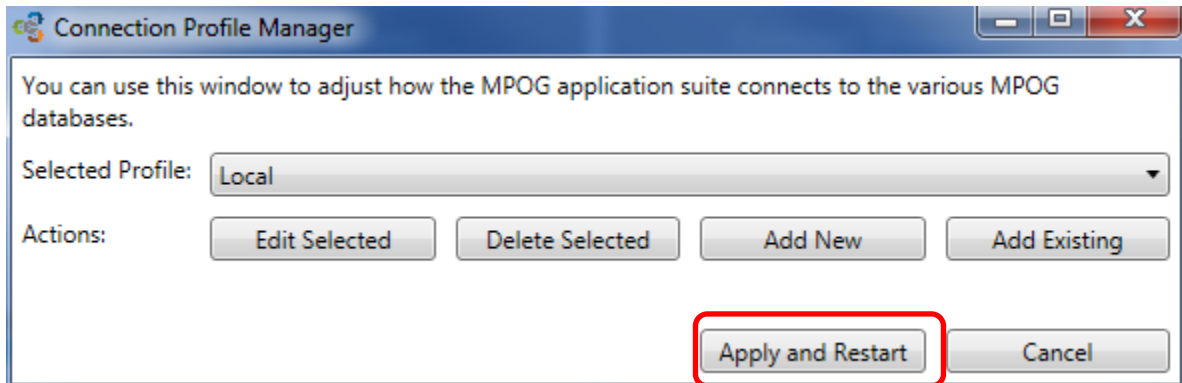
9. Choose the appropriate connection- 'LOCAL,' 'Whichever site you plan to map for...'  
Click Edit Selected:



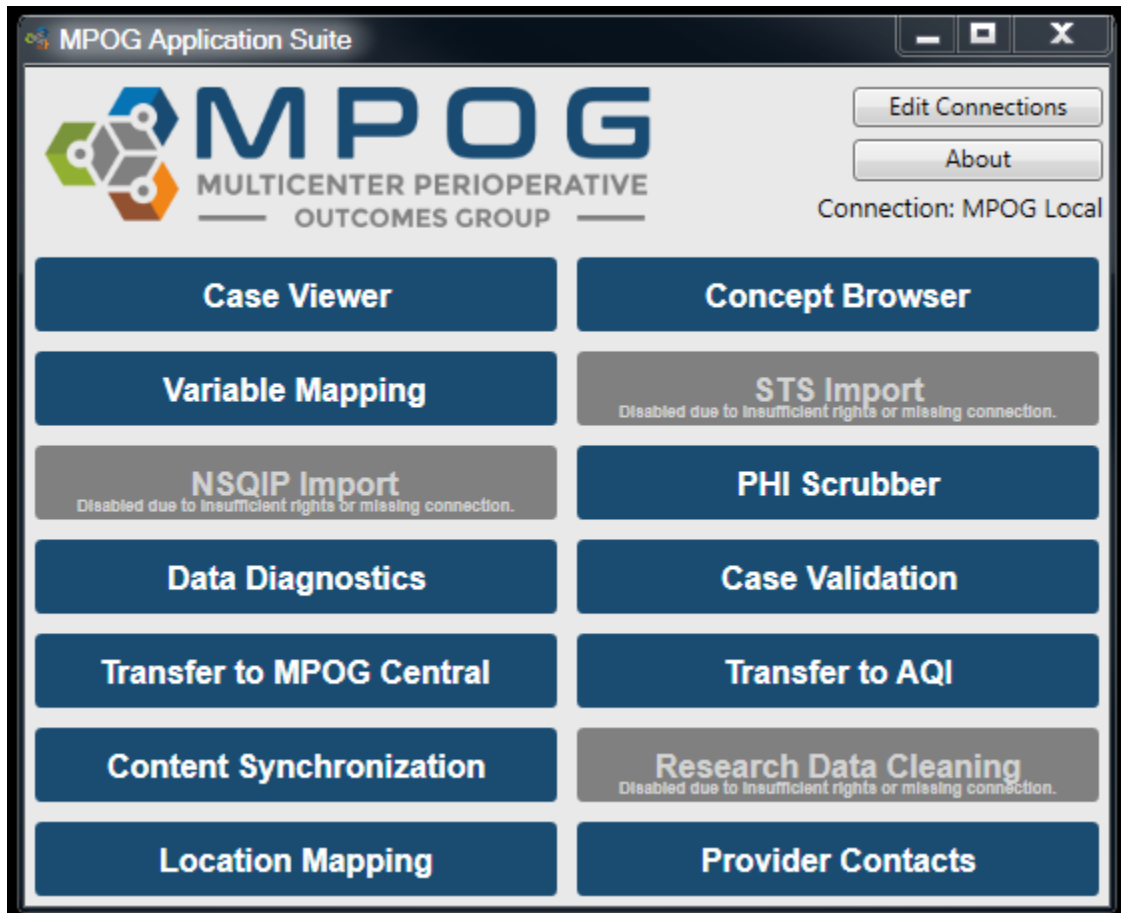
10. Please fill in the server with the appropriate server name in both the top and middle sections of this form. Ask the MPOG technical lead at your site for the server connection. In the Config Connection section, select 'Import Manager' and make sure the database name is listed as MPOG\_Import\_Manager. Click OK.



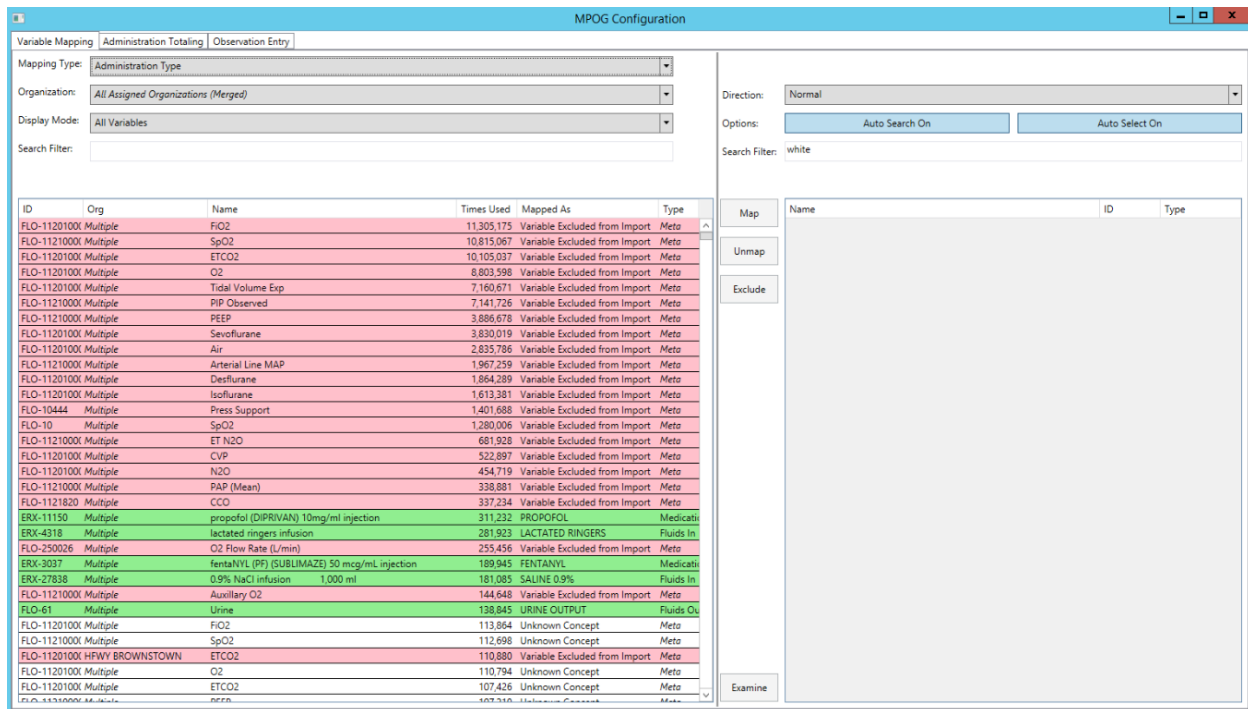
11. The 'Connection Profile Manager' form will repopulate as follows.  
Click "Apply and Restart."



12. The MPOG Application should run again and open as follows.



13. Click on ‘Variable Mapping.’ A utility that looks like this should open up:



14. Please contact an MPOG QI Coordinator or MPOG technical support team member if the Application Suite does not download or open as indicated.

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