

# Fast Operation Guide of SEMS Portal

Version: 1.2

(Web: https://www.semsportal.com; APP: SEMS Portal)

No	Version No.	Modification Content	Date	Remarks
1	1.0	-	2018-08-27	First release
2	1.1	Add Detailed description of permission	2018-09-30	
3	1.2	Make some corrections	2018-10-18	



# Detailed description of permission:

User type	User role	Create sub-level Delete sub-level Create account I		Delete account	View	ew Create Edit Delete			
User type	Userrole	organization	organization	for colleague	of colleague	plant	plant	plant	plant
Organization account	Administrator	Yes	No		Yes Yes, See note 2#		Yes	Yes, See note 3#	Yes, See note 4#
	Technician	No	No	lo No		Yes, See note 2#	Yes	Yes, See note 3#	Yes, See note 4#
	Browser	No	No	No	No	Yes See note 2#	No	No	No
End user	Owner of plant	No	No	No	No	Yes	Yes Yes		Yes, See note 5#
Enduser	Visitor of plant	No	No	No	No	Yes	Yes	No	No, See note 5#
11# Plants       Organization       Organization account of A:         12# Plants       A (code: aaa)       Organization account of A:         12# Plants       A (code: aaa)       Organization account of A:         21# Plants       Created by A1/A2/A3       Organization account of B:         21# Plants       2-Level Organization       Organization account of B:         22# Plants       2-Level Organization       Organization account of B:         22# Plants       B (code: bbb)       B1, B2, B3         31# Plants       3-Level Organization       Organization account of C:			Note 2#: 2. User C1/C2/C3 3. User B1/B2/B3 4. User A1/A2/A3 Note 3#: 5. User C1/C2/C3 6. User B1/B2/B3 7. User A1/A2/A3 Note 4#: 8. User A1/A2/A3 9. User A1/A2/A3 10. Same rules for Note 5#: 11. Owner deleting 12. Owner deleting	can view 31# can view 21# a can view 11# a can edit 31# & can edit 21# & can edit 21# & deleting one p deleting one p user B1/B2/B g plant in 11# p	& 32# plants; & 22# plants ar & 12# plants ar & 32# plants; 22# plants; 12# plants; 12# plants. lant in 12# plan ant in 11# plan 3 and user C1/ plants, the plant plants, the plant	nd 31# & 32# p nd 21# & 22# p nts, the plant wil nts, user A1/A2/ C2/C3. : will be eliminat er cannot view	tact the GOODWE sales or service. lants; lants and 31# & 32# plants. ll be eliminated from SEMS portal; /A3 cannot view the plant longer, but the plant is still available for the owner; ted from SEMS portal; the plant longer, but the plant is still available for the user A1/A2/A3; view the plant longer, but the plant is still available for the owner and user A1/A2/A3.		



#### 1. How to Register A Distributor Account

You can get one from your inverter supplier. If you cannot get one from the supplier, you can try to contact GoodWe after-sale service by service@goodwe.com

#### 2. How to Create A New Plant

Click 【Settings】 → 【Plant Setup】 You can see the page as below.

	. Plants Status Alarms Reports				(a) Logout	<li>Settings</li>
O My Account My Account	Location : Q, Gotal	Q, Please enter plant name or SN	Search	Debrie	Create	
and the decision of the second structure of the second	Fant	Classification	Capacity	Creation Date		
Crystalistics Structure	D021067000Pv plantC232	battery storage	30.00 kw	08/15/2018		
Plant Setup	Deunk	Residential	6.00 kor	07/28/2018		
Plant Setup Device Management			Previous 1 2 3 4 5 -	215 Next Jump to 1 Page	Submit	
Constant Rectard	⇔ Oanar:				A44	
获 Funitering	Email			Operation		
Tech Intering	9064228@iqt.com			Central		
O - System Germany	₩ Viator:				A44	
Spream Controls.	Email			Operation		
	1			Canon		
			Previou	c 1 Next Long-to 1 Page	Submit	
	e Ratisla					
	0+					
	Plant D011062000Pv plantNS86	Creation Date TO OKYNODIA	Capacity Ca	parity KW		
	Classification residential	Location Examine Please select year regime Latitude 11.29117775		and the second sec		
	Detailed Address Ontailed Address form the detailed address menual		Distributor code D0310470			
	Profil Ratio 0.22 EUR/MMP Enable Profile  Enable  Disable	1. P	Amount of Module Amount Amount	nt of Module Di Mudule		

Click [Create] - [Add] in 'Owner' and 'Visitor' column- Enter information of the plant - click [Submit] at the bottom. Then you get a new plant.

• Notes:

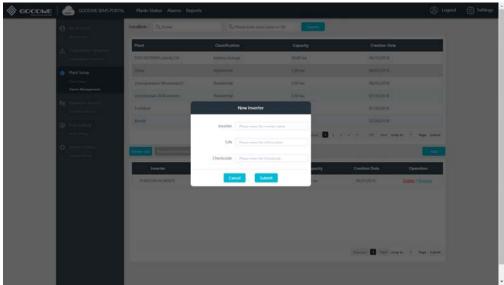
- 1. Before you add a visitor, add the owner first. By the way, one plant can ONLY have one owner, but can have several visitors.
- 2. Enter an email address to add an owner or a visitor.
- 3. Click the plant name in the plant list, you can edit the information of the plant. The modification is accepted once you click the blank area on the page.



## 3. How to Add Inverter for Plant

After you create a new plant, you will be asked to add inverter for the new plant. Besides, you can conduct the following steps as below:

Click [Settings]  $\rightarrow$  [Device Management]  $\rightarrow$ Select plant in the list $\rightarrow$  [Add]  $\rightarrow$  [Submit]



## 4. How to View Main Dashboard

Click [Main Dashboard], you can get the page as below. Click [Carousel ON] at the right bottom side, the plant list will be displayed and you can close it by clicking [Carousel OFF].





#### Notes:

1) Best performance is available under resolution 1920\*1080;

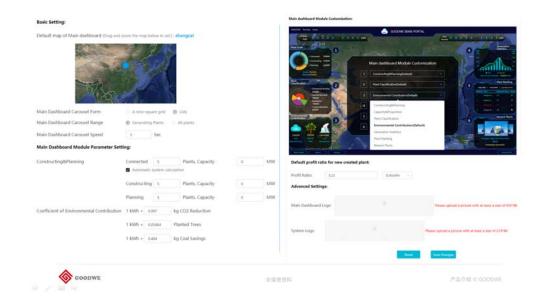
2) Press 'F11' (Fn+F11 for laptop) and you can get full screen view. Press 'F11' again to exit full screen.

3) Click the button at lower-left side, you can switch to other pages.

4) Settings for main dashboard

Click [Settings] -> [System Setting], you can get the page below.

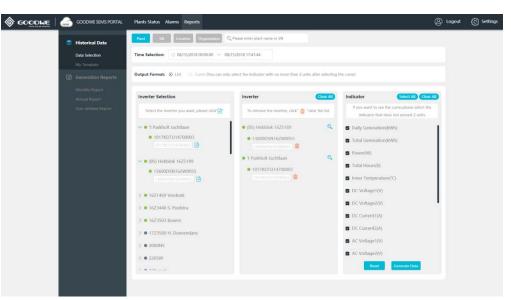




## 5. How to Get Historical Data

Click 【Reports】 → 【Data Selection】, you can get:





Click [Generate Data] after you choose the plant , the device SN and the index.

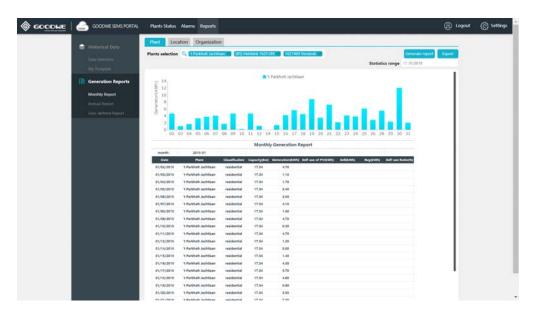
#### • Notes:

1. In the curve mode, the maximum measurement units of the indicators you can choose is 2 units.

# 6. How to Get Generation Reports

Click [Reports] → [Monthly Report] or [Annual Report] or [User-defined Report]





#### • Notes:

1. You can generate reports based on the plants, locations and organizations.

## 7. How to Set Generation Email

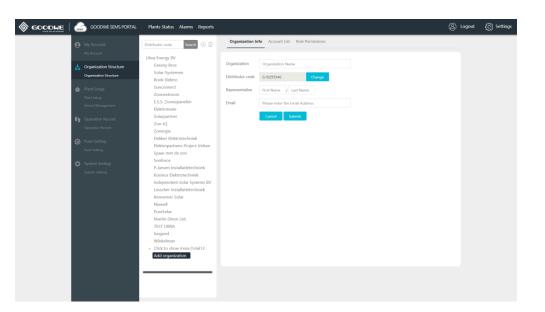
Click [Settings] - [Push Setting] - Enable [Receive Push Mail of Generation Info] - Choose in [Push Frequency] - [Plants Range] to select the plant that you are monitoring.



GOODWE SEMS PORTAL	Plants Status Alarms Repor	ts				(A) Logout	© Settings
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Rate Letter Data & Management English Record			- Plants	Range			
Constant Amount		generation information of the Plase enter plant name or SN	selected plants wil	I be pushed to you via email.			
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- 8. How to Manage Your Account System (for Administrator account of Company user)
  - Click [Settings]  $\rightarrow$  [Organization Structure], you can get the page below:





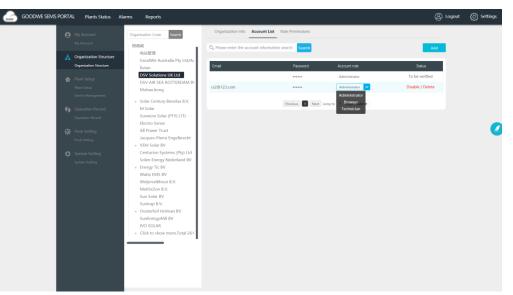
8.1 Create sub-level distributor account

Click icon  $\bigoplus$   $\rightarrow$  Fill in information in right side  $\rightarrow$  [Submit]

- Notes:
  - 1. Please ensure that the representative's full name of the sub-level distributor is COMPLETELY correct because it will be used for authentication.
  - 2. An email will be sent automatically to the email address you filled in

#### 8.2 Create more accounts for your company





Click [Account Info]  $\rightarrow$  [Add]  $\rightarrow$  Fill in the email address  $\rightarrow$  Select account role  $\rightarrow$  [Submit]

- Notes:
  - 1. There are 3 types of account role as administrator, technician and browser. You can check the differences on the page of [Role Permissions].
  - 2. If your colleague registered account on the website or APP as a distributor user, you can accept his application and choose a proper role for him.