Fast Operation Guide of SEMS Portal

Version : 2.0

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

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<thead>
<tr>
<th>No</th>
<th>Version No.</th>
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<tbody>
<tr>
<td>1</td>
<td>1.0</td>
<td>First release</td>
<td>2018-08-27</td>
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<tr>
<td>2</td>
<td>2.0</td>
<td>Add HomeKit, update screenshots</td>
<td>2019-09-17</td>
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</table>
1. How to register a distributor account
You need a distributor code. You can get one from your inverter supplier. If you cannot get one from the supplier, you can try to contact GoodWe after-sales service.

2. How to create a new plant
Click 【Settings】→【Plant Setup】
You can see the page as below.

Click 【Create】→【Add】 in ‘Owner’ and ‘Visitor’ column→ Enter information of the plant → click 【Submit】 at the bottom. Then you will get a new plant.

Notes:
- Before you add a visitor, add the owner first. By the way, one plant can ONLY have one owner, but can have several visitors.
- Enter an email address to add an owner or a visitor.
- 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 an inverter to plant
After you create a new plant, you will be asked to add inverter to the new plant. Besides, you can conduct the following steps as below:
Open your plant’s 【Device Management】→ Click 【Add】
Or 【Settings】→【Plant Setup】→ select the plant in the list → 【Device Management】→ 【Add】
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:

- Best performance is available under resolution 1920*1080;
- Press ‘F11’ and you can get full screen view. Press ‘F11’ again to exit full screen.
- Click the button at lower-left side, you can switch to other pages.
- Settings for main dashboard

Click 【Settings】 -> 【System Setting】 , you can get the page below.
5. How to get historical data

Click 【Reports】 , you can get:

Click 【Generate Data】 after you choose the plant, the device SN and the index.

Notes:
- 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】

After selected a plant, and set a Statistics range. Click 【Generate report】
Notes:

- 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.
8. How to manage your account system (for administrator account of company user)

Click 【Settings】 → 【Organization Structure】 , you can get the page below:

8.1 Create sub-level distributor account

Click icon → Fill in information in right side → 【Submit】
Notes:

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

### 8.2 Create more accounts for your company

Click **[Account Info]** → **[Add]** → Fill in the email address → Select account role → **[OK]**

<table>
<thead>
<tr>
<th>Account</th>
<th>Role Permissions</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td><a href="mailto:user@domain.com">user@domain.com</a></td>
<td>Administrator</td>
<td>Enable / Disable</td>
</tr>
<tr>
<td><a href="mailto:user2@domain.com">user2@domain.com</a></td>
<td>Technician</td>
<td>Enable / Disable</td>
</tr>
<tr>
<td><a href="mailto:user3@domain.com">user3@domain.com</a></td>
<td>Browser</td>
<td>Enable / Disable</td>
</tr>
</tbody>
</table>

Notes:

- There are 3 types of account role as administrator, technician and browser. You can check the differences on the page of **[Role Permissions]**.
- 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.

### 9. About HomeKit

If your plant have HomeKit be installed, you can resolve related issues by clicking **[Abnormal Curve?]**

Related Issues:

- CT’s position is reversed
- CT’s direction is reversed

Please reference the pages below:
Different wiring methods may result in abnormal data display. Please select the chart you think is correct and submit it is the chart below.

Chart date: 2018-09-17

Chart 1

Chart 2

Chart 3

Chart 4