

Fast Operation Guide of SEMS Portal

Version: 1.0

(Web: https://global.sems.com.cn; APP: SEMS Portal)

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REVERSION:

No	Version No.	Modification Content	Date	Remarks
1	1.0	-	2018-08-27	First release

SEMS PORTAL

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-sale service.

2. How to Create A New Plant

Click 【Settings】 → 【Plant Setup】

You can see the page as below.

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	My Account	Location : Q Grow	Q Please enter plant name or SN	Search	Delote	
	He become	Plant	Classification	Capacity	Creation Date	
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Click [Create] \rightarrow [Add] in 'Owner' and 'Visitor' column \rightarrow Enter information of the plant \rightarrow 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] → [Device Management] →Select plant in the list→ [Add] → [Submit]

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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].

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• 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.

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5. How to Get Historical Data

Click [Reports] \rightarrow [Data Selection], you can get:

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8	Historical Data		Please enter plant name or SN			
	Data Selection My Template	Time Selection: ③ 08/15/2018 00:00:00 - 08/1	5/2018 17:41:44			
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	User-defined Report	Select the inverter you want, please click	To remove the inverter, click' 🍵 "clear the list	If you want to see the curve,please select the indicator that does not exceed 2 units		
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		 > • 16Z3440 S. Poelstra > • 16Z3503 Boxem 		DC Current1(A)		
		> • 17Z3580 H. Doevendans		DC Current2(A)		
		> • 2000NS		AC Voltage1(V)		
		> • 2265W		AC Voltage2(V) Reset Generato Data		
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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】

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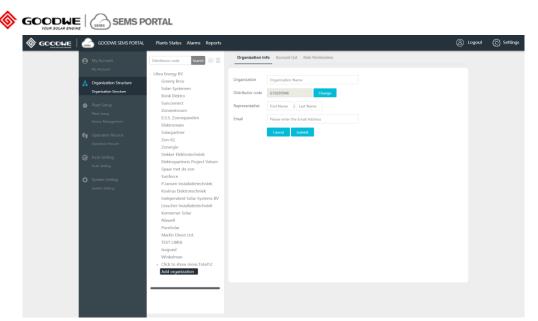
- Notes:
 - 1. You can generate reports based on the plants, locations and organizations.

7. How to Set Generation Email

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

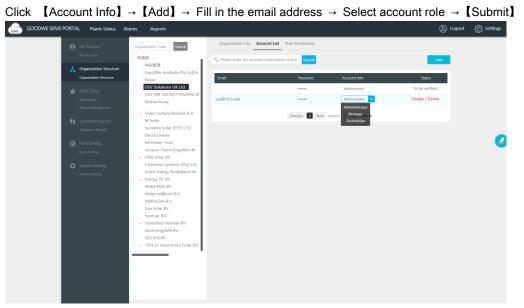
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		Harry January	•				
		Lochaber	•				
			Cancel	Submit			

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 \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



- 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.