

# 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

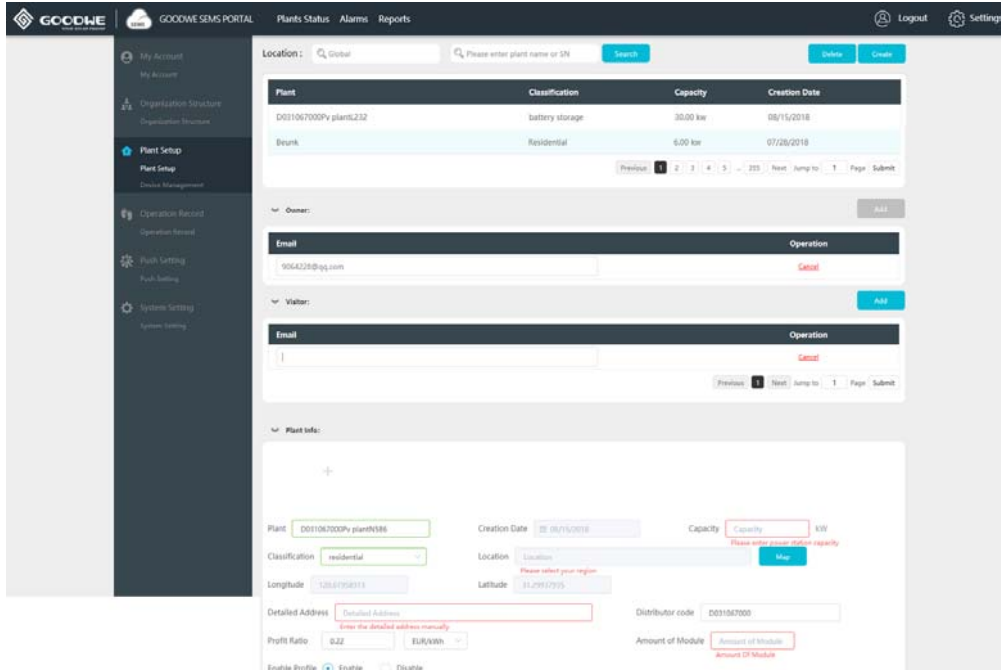
## 1. How to Register A Distributor Account

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.



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

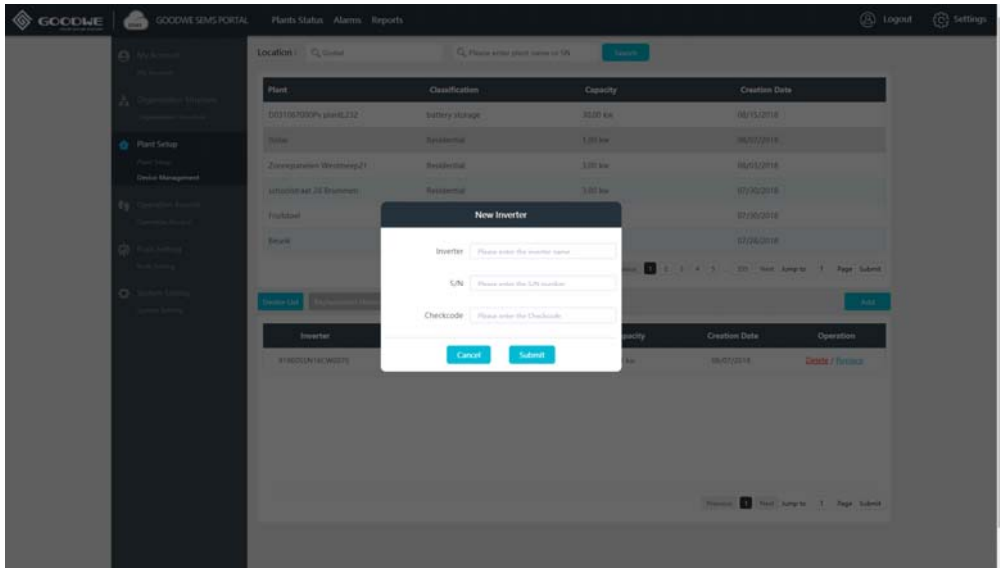
- **Notes:**

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】** → **【Device Management】** → Select plant in the list → **【Add】** → **【Submit】**



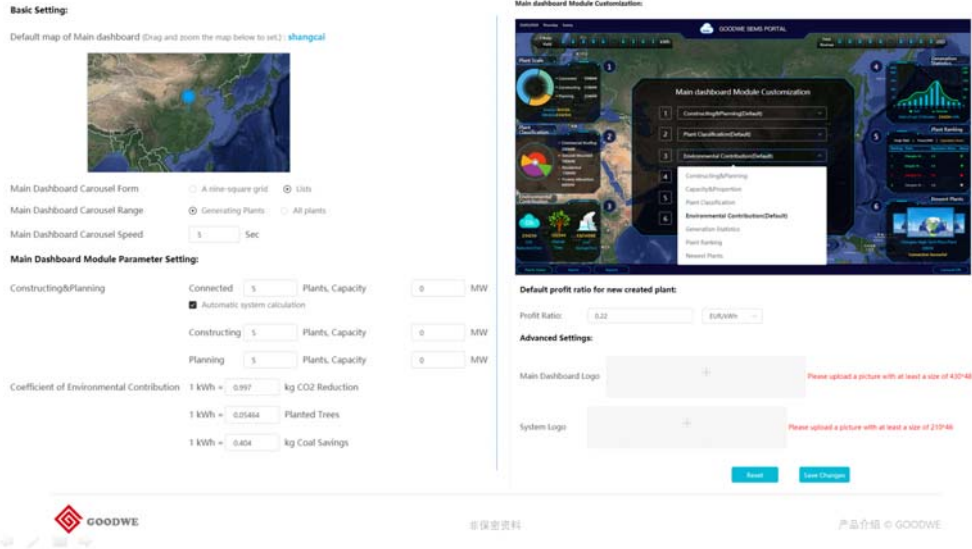
#### 4. How to View Main Dashboard

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】**.



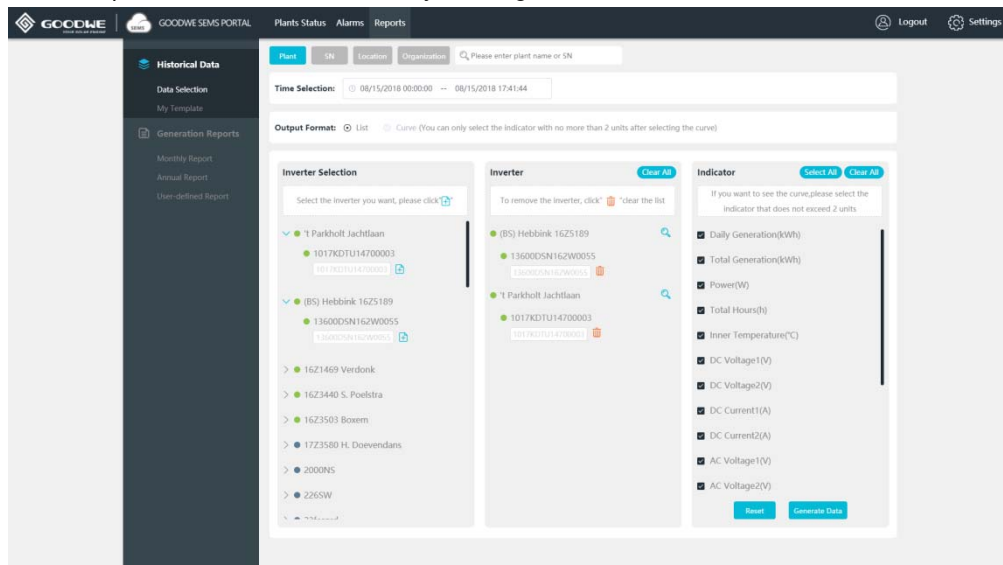
- **Notes:**

- 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:



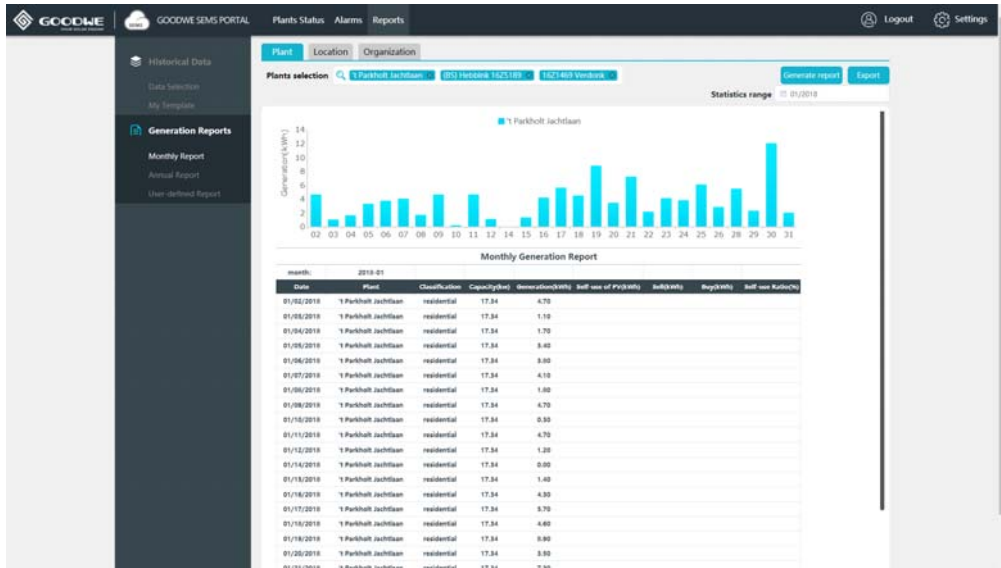
Click **【Generate Data】** after you choose the plant , the device SN and the index.

- **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】**

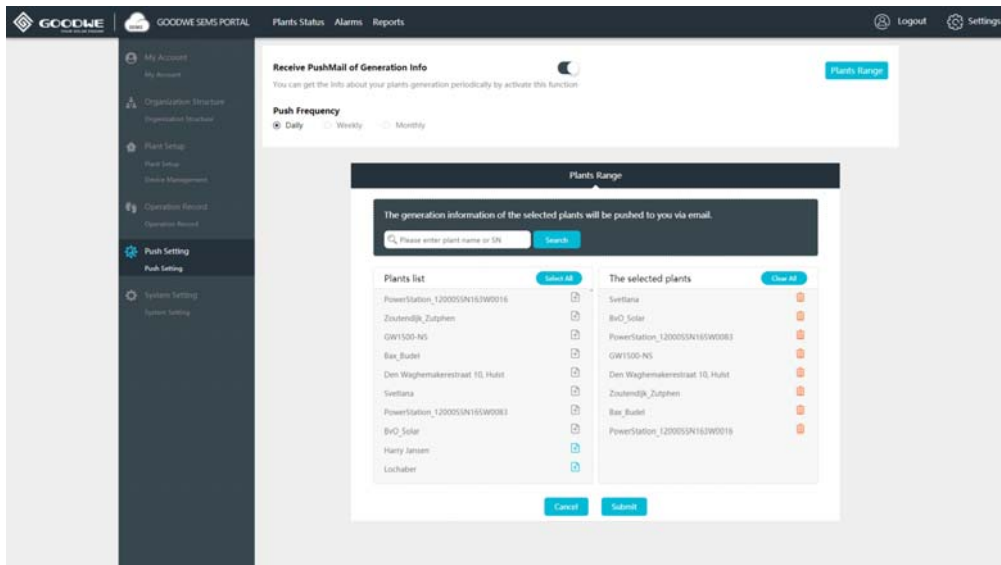


● **Notes:**

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

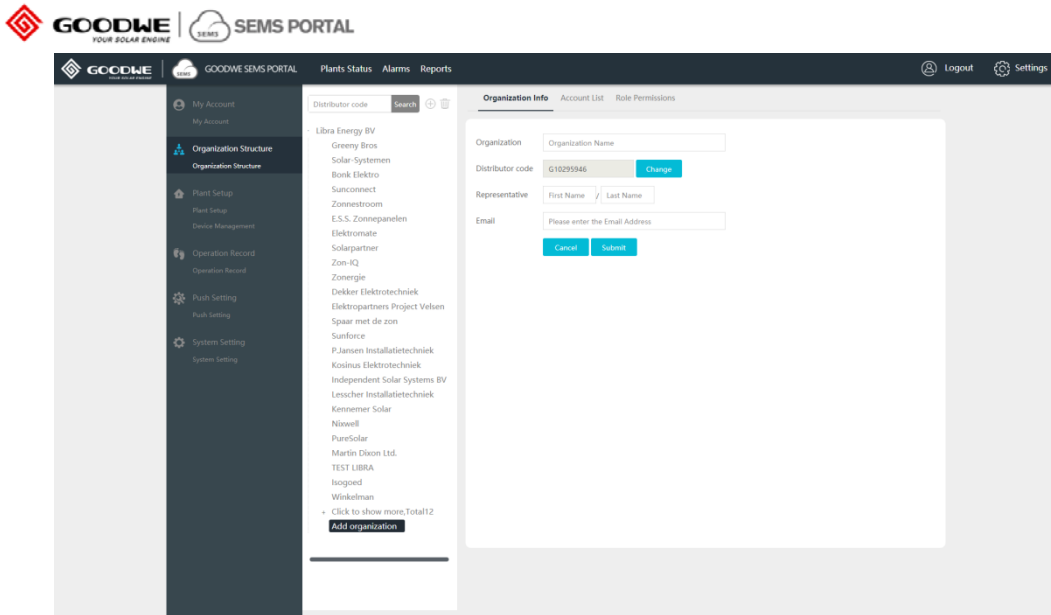
**7. How to Set Generation Email**

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.




**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

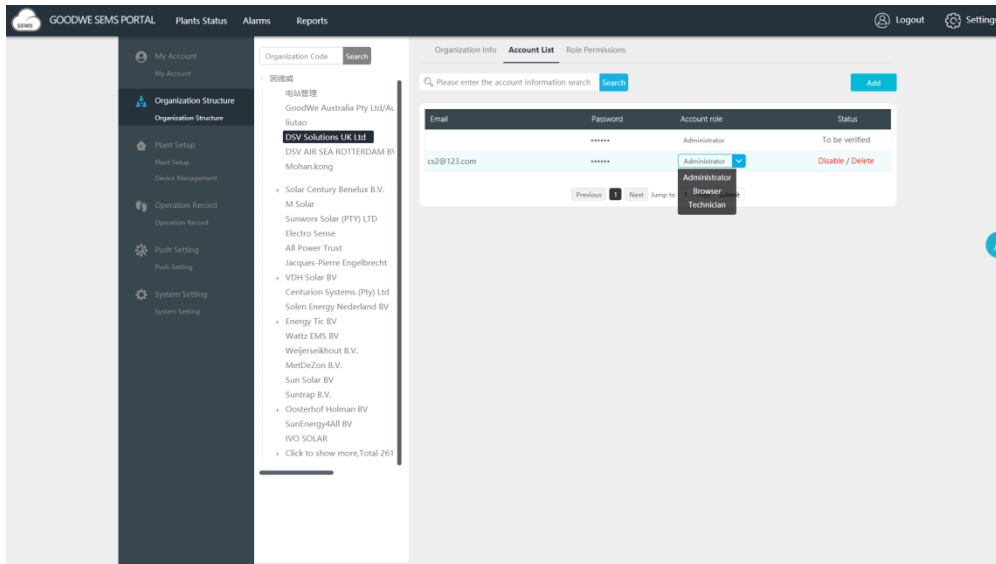
Click icon  → Fill in information in right side → **【Submit】**

- **Notes:**

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】** → **【Add】** → Fill in the email address → Select account role → **【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.