Fast Operation Guide of SEMS Portal
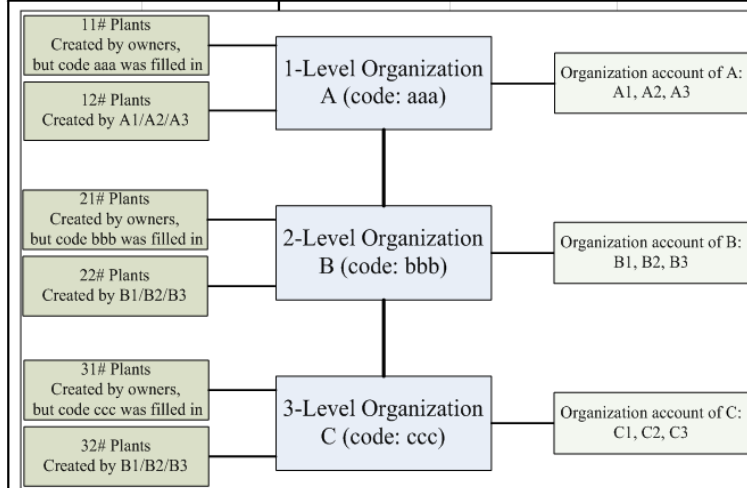
Version：1.2

（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 organization	Delete sub-level organization	Create account for colleague	Delete account of colleague	View plant	Create plant	Edit plant	Delete plant
Organization account	Administrator	Yes	No	Yes	Yes	Yes, See note 2#	Yes	Yes, See note 3#	Yes, See note 4#
	Technician	No	No	No	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#
	Visitor of plant	No	No	No	No	Yes	Yes	No	No, See note 5#

11# Plants Created by owners, but code aaa was filled in

12# Plants Created by A1/A2/A3

1-Level Organization A (code: aaa)

Organization account of A: A1, A2, A3

21# Plants Created by owners, but code bbb was filled in

22# Plants Created by B1/B2/B3

2-Level Organization B (code: bbb)

Organization account of B: B1, B2, B3

31# Plants Created by owners, but code ccc was filled in

32# Plants Created by B1/B2/B3

3-Level Organization C (code: ccc)

Organization account of C: C1, C2, C3

Note 1#:

1. First-level organization is created by GOODWE, please contact the GOODWE sales or service.

Note 2#:

2. User C1/C2/C3 can view 31# & 32# plants;

3. User B1/B2/B3 can view 21# & 22# plants and 31# & 32# plants;

4. User A1/A2/A3 can view 11# & 12# plants and 21# & 22# plants and 31# & 32# plants.

Note 3#:

5. User C1/C2/C3 can edit 31# & 32# plants;

6. User B1/B2/B3 can edit 21# & 22# plants;

7. User A1/A2/A3 can edit 11# & 12# plants.

Note 4#:

8. User A1/A2/A3 deleting one plant in 12# plants, the plant will be eliminated from SEMS portal;

9. User A1/A2/A3 deleting one plant in 11# plants, user A1/A2/A3 cannot view the plant longer, but the plant is still available for the owner;

10. Same rules for user B1/B2/B3 and user C1/C2/C3.

Note 5#:

11. Owner deleting plant in 11# plants, the plant will be eliminated from SEMS portal;

12. Owner deleting plant in 12# plants, the owner cannot view the plant longer, but the plant is still available for the user A1/A2/A3;

13. Visitor deleting plant in 11# & 12# plants, the visitor cannot view the plant longer, but the plant is still available for the owner and user A1/A2/A3.
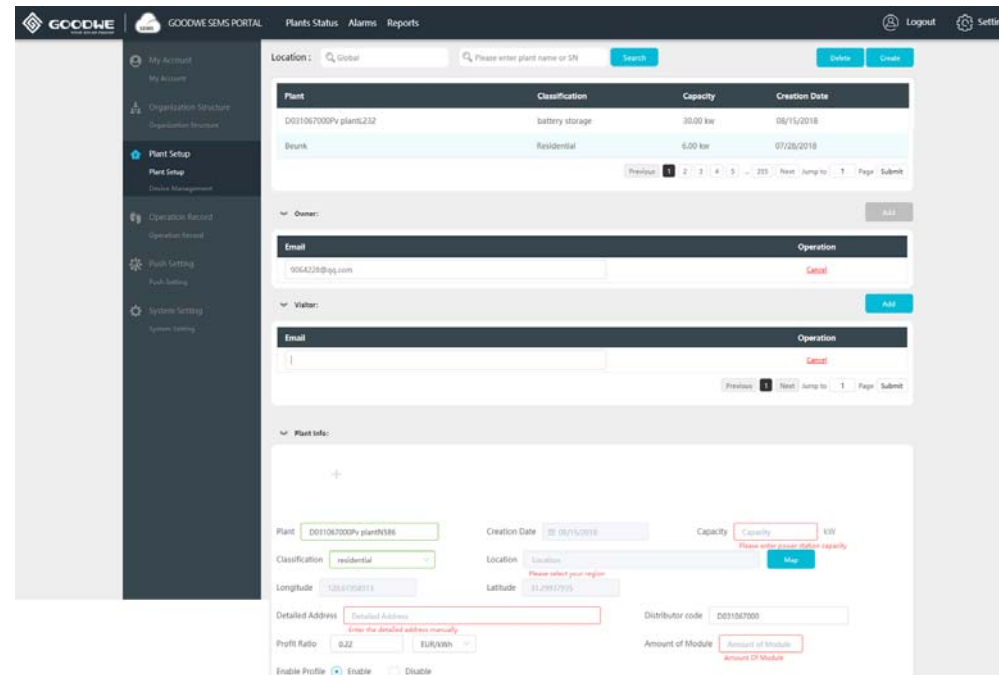
![GOODWE SEMS PORTAL]

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.

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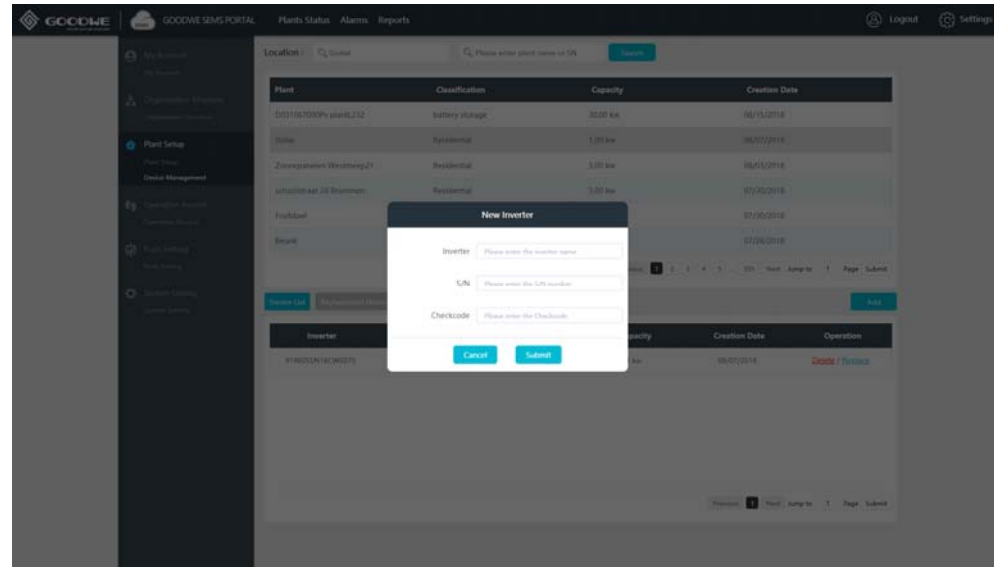
- **Notes:**

  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
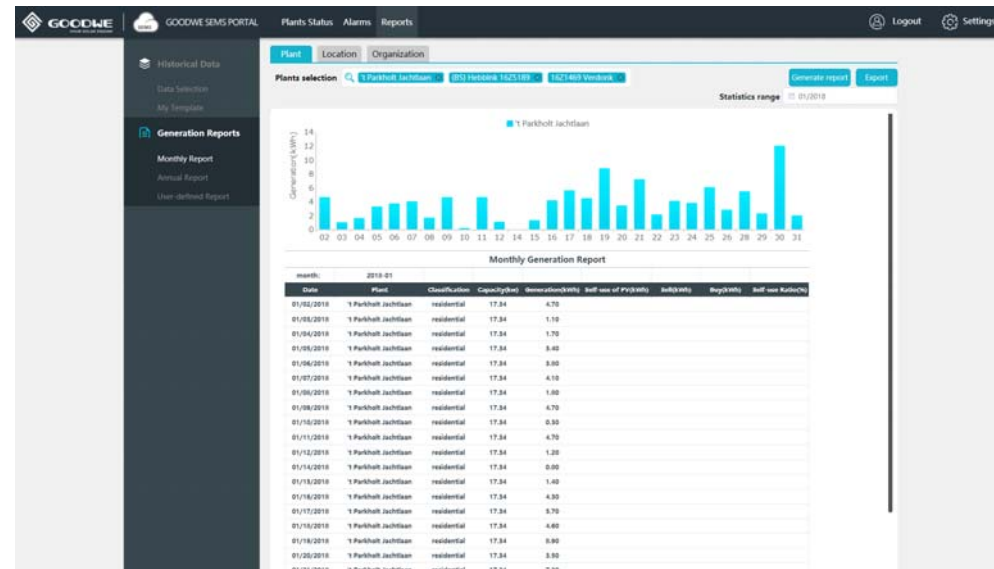
Click【Reports】→【Data Selection】, you can get:
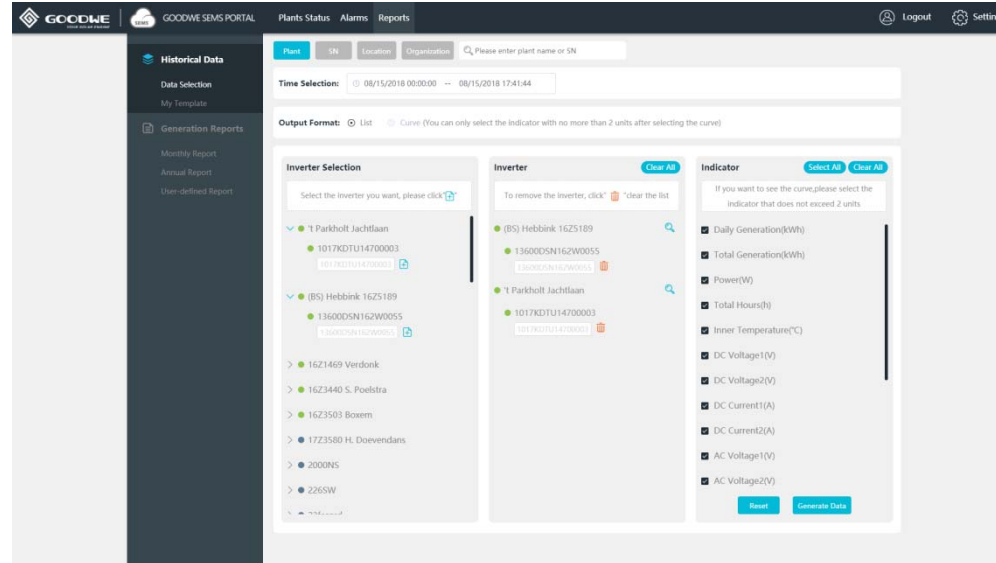
Click【Generate Data】after you choose the plant , the device SN and the index.

● **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

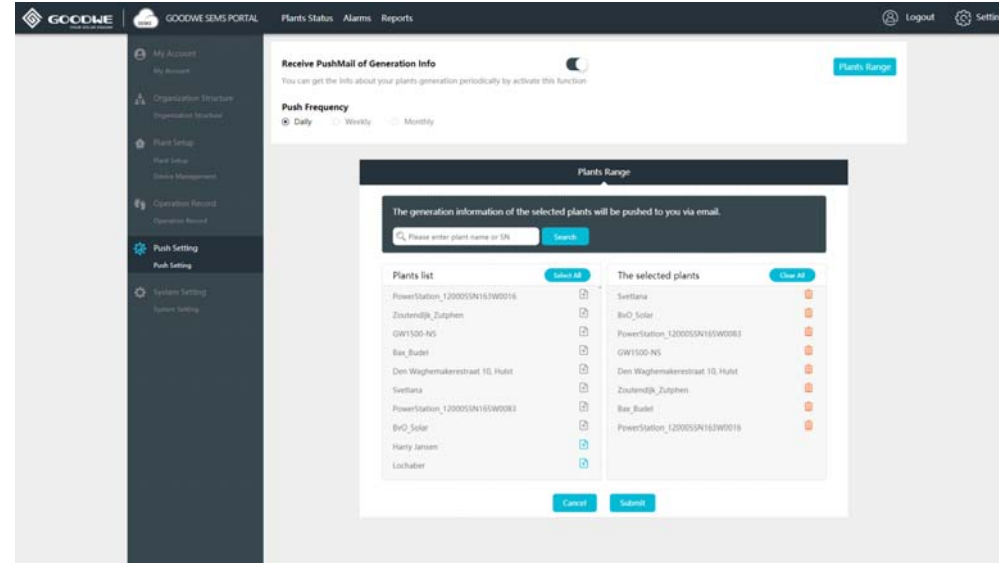Click【Reports】→【Monthly Report】or 【Annual Report】or 【User-defined Report】

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

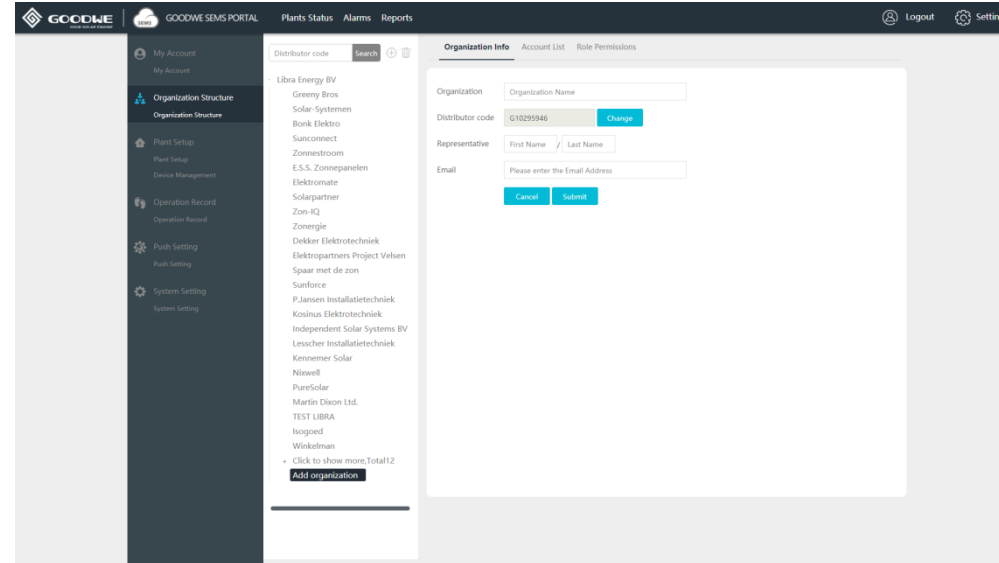## 7. How to Set Generation Email

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
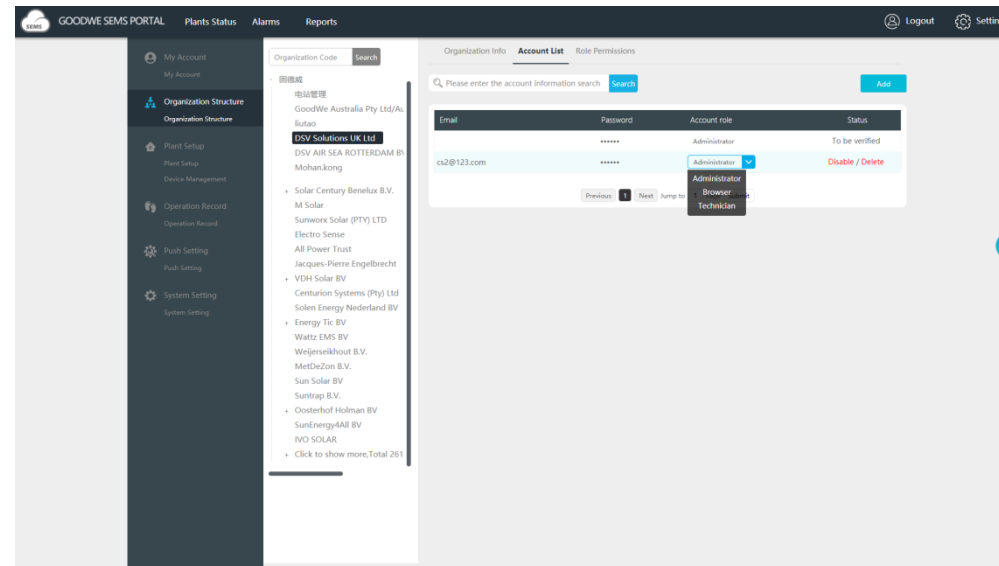
Click 【Account Info】 → 【Add】 → Fill in the email address → Select account role → 【Submit】

- **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.