

# Fast Operation Guide of SEMS Portal

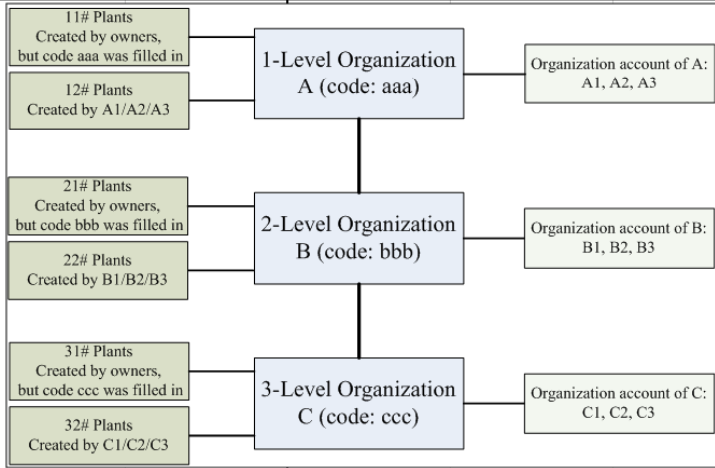
Version : 1.1

( Web : <https://global.sems.com.cn>; 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	

**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#



- 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#:**  
8. Owner deleting plant in 11# plants, the plant will be eliminated from SEMS portal;  
9. 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;  
10. 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.

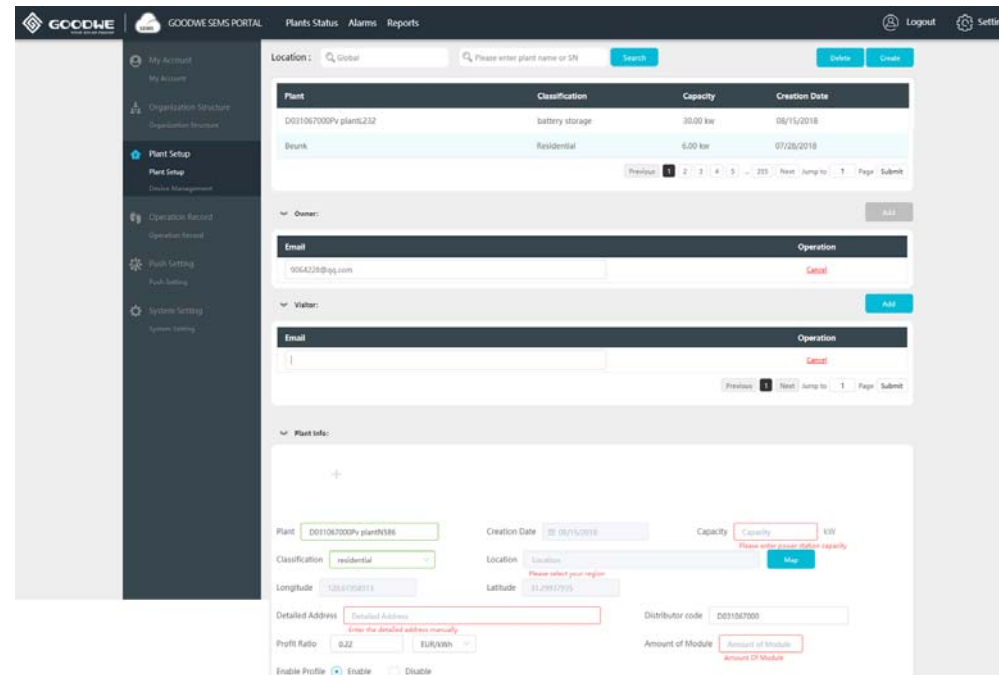
## 1. How to Register A Distributor Account

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](mailto: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.

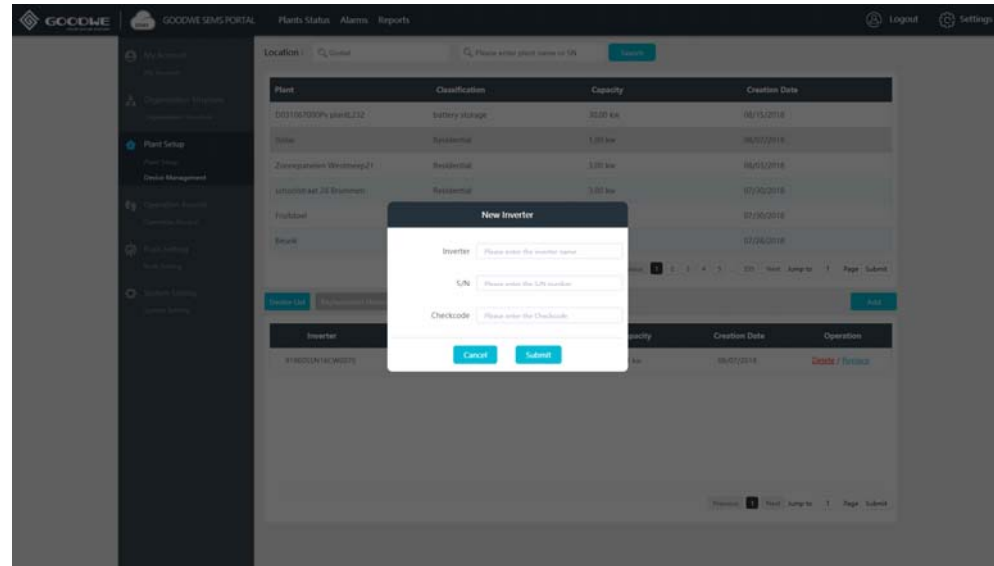
### ● Notes:

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.

**Basic Setting:**

Default map of Main dashboard (Drag and zoom the map below to set): [shanghai](#)



Main Dashboard Carousel Form:  A nine-square grid  Lists

Main Dashboard Carousel Range:  Generating Plants  All plants

Main Dashboard Carousel Speed:  Sec

**Main Dashboard Module Parameter Setting:**


Constructing&Planning: Connected  Plants, Capacity  MW  
 Automatic system calculation

Constructing:  Plants, Capacity  MW

Planning:  Plants, Capacity  MW

Coefficient of Environmental Contribution: 1 kWh =  kg CO2 Reduction  
 1 kWh =  Planted Trees  
 1 kWh =  kg Coal Savings

**Main dashboard Module Customization:**




**Default profit ratio for new created plant:**

Profit Ratio:  EUR/kWh

**Advanced Settings:**

Main Dashboard Logo:  Please upload a picture with at least a size of 430\*48

System Logo:  Please upload a picture with at least a size of 210\*48

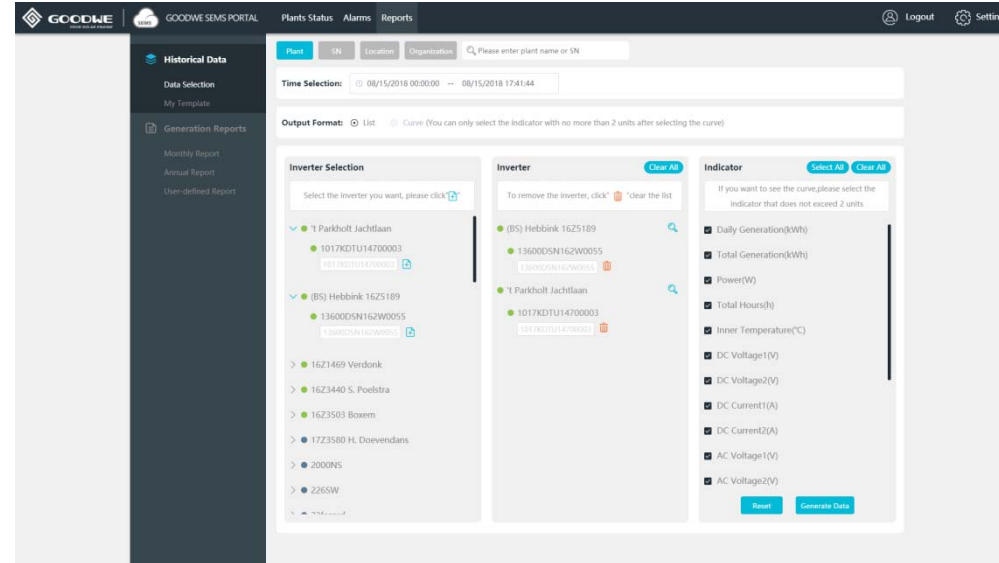
 **GOODWE**

保密资料

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## 5. How to Get Historical Data

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



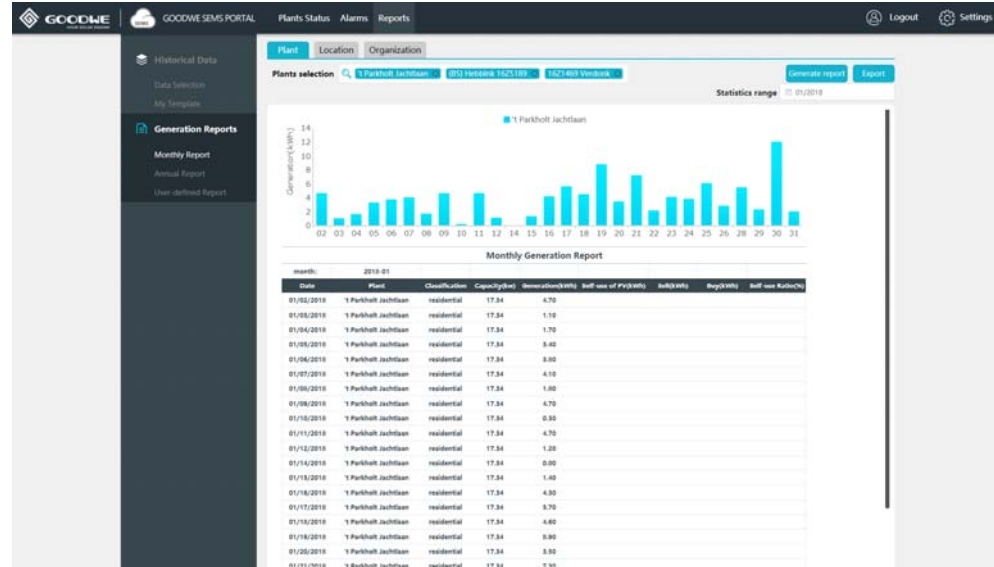
Click **【Generate Data】** after you choose the plant , the device SN and the index.

- **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】**



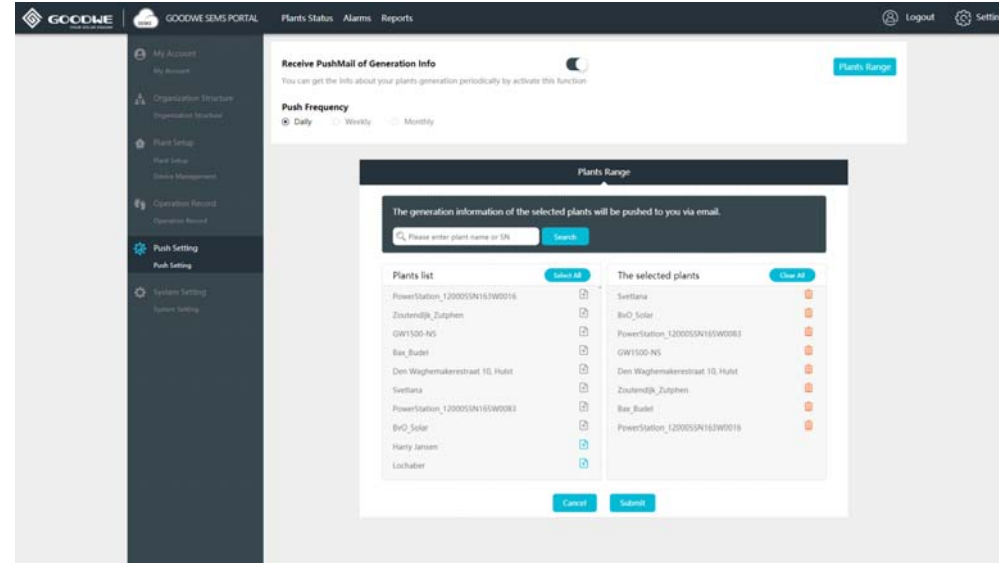
● **Notes:**

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

**7. How to Set Generation Email**

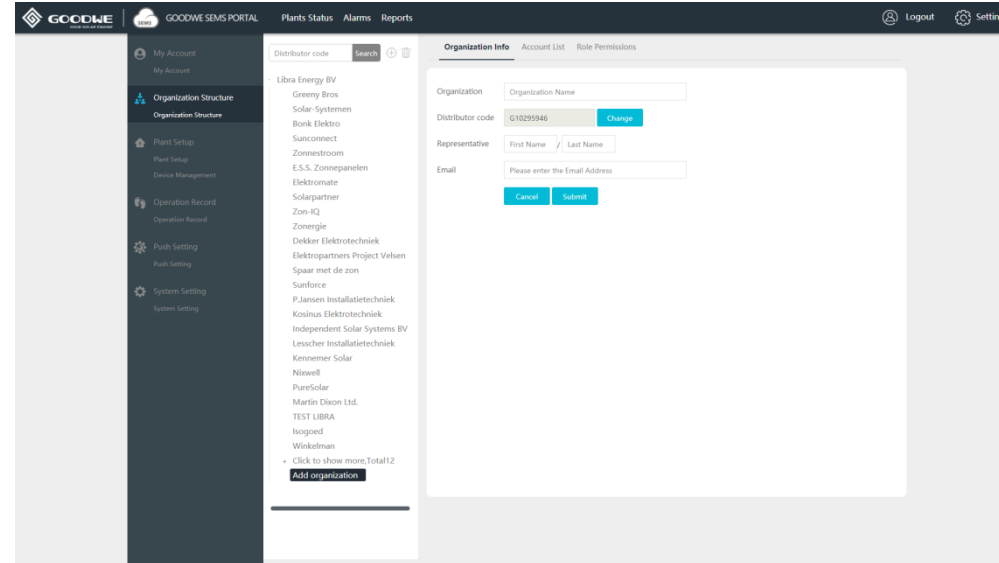
Click **【Settings】** → **【Push Setting】** → Enable **【Receive Push Mail of Generation Info】** → Choose in **【Push Frequency】** → **【Plants Range】** to select the plant that you are monitoring.






## 8. How to Manage Your Account System (for Administrator account of Company user)

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



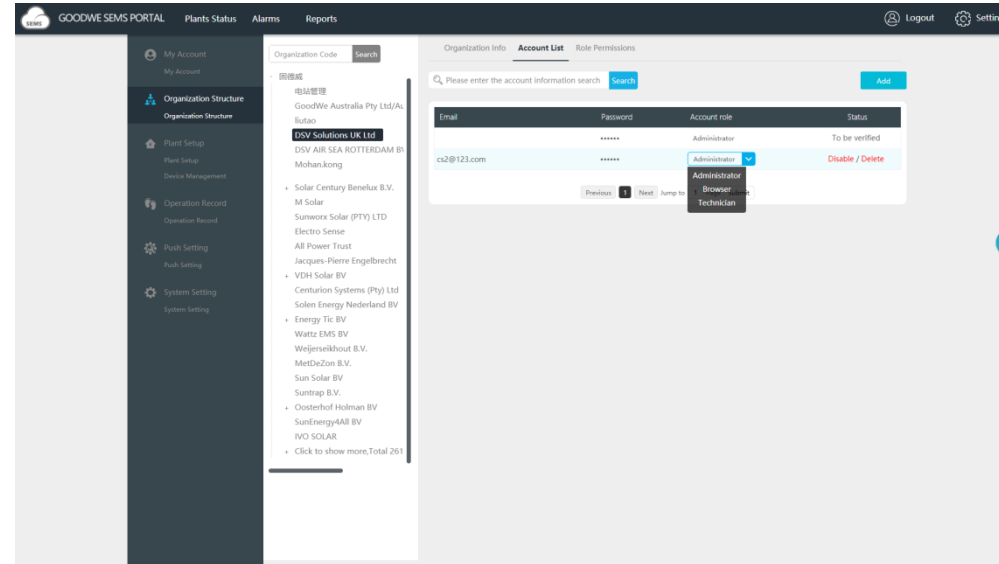
### 8.1 Create sub-level distributor account

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.