

Fast Operation Guide of SEMS Portal

Version : 2.0

(Web : <https://www.semsportal.com/>; APP : [SEMS Portal](#))

REVERSION:

No	Version No.	Modification Content	Date
1	1.0	First release	2018-08-27
2	2.0	Add HomeKit, update screenshots	2019-09-17

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.

Plant Name	Classification	Capacity	Creation date	Operation
huydan1961	residential	5000 kW	09/05/2019	Device Management
green04vt@gmail.com	residential	5000 kW	09/05/2019	Device Management
thanh ly	residential	5000 kW	09/05/2019	Device Management
Lê Việt Hùng A6-98	residential	6 kW	09/05/2019	Device Management
Chu Hung A6-98	residential	6 kW	09/05/2019	Device Management
Sergio slants 2	residential	5.28 kW	09/05/2019	Device Management

Plant Setup Form:

Plant: Creation Date: Capacity: kW

Classification: Location: Please select your region

Longitude: Latitude:

Detailed Address: Distributor code: Keep it empty if you don't know the installer's code

Profit Ratio: BRL/kWh Amount of solar panels:

Enable Profile: ☒ Enable ☐ Disable

Plant Profile: Implementation of "self-use, excess power to grid, nearby consumption, and power grid adjustment" on the user side and in the distribution network system, the characteristics of photovoltaic power generation facilities are balanced and adjusted. Distributed photovoltaic power generation follows the principle of adapting to local conditions, clean and highly efficient, decentralized layout, and proximity utilization, making full use of local solar energy resources to replace and reduce fossil energy consumption. Without the use of fuel, the operating cost is very low; there are no moving parts, it is not easy to damage, maintenance is simple, especially suitable for use in unattended conditions; it will not produce any waste, no pollution, noise and other public hazards, no adverse impact on the environment, Outstanding environmental benefits. Distributed photovoltaic power generation is a new type of power generation and energy comprehensive utilization mode with broad development prospects. It can realize nearby power supply without long-distance transmission and avoid the loss of long-distance transmission lines.

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:

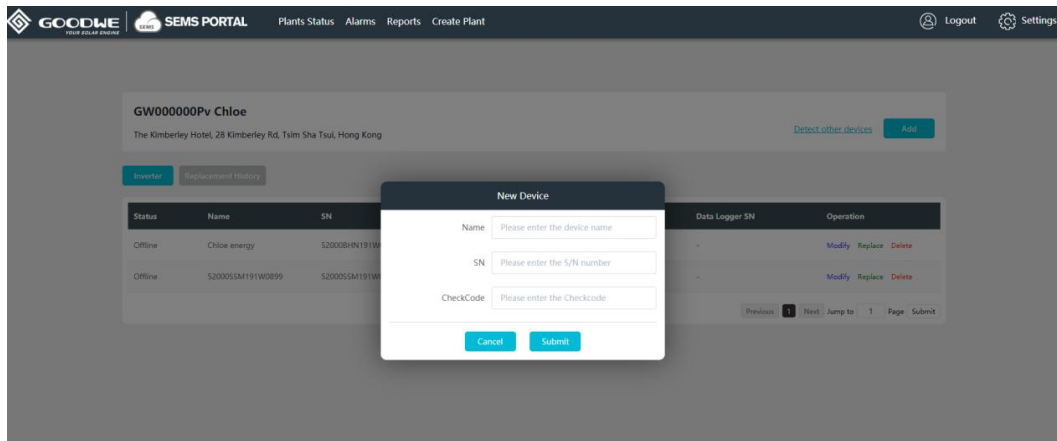
- Before you add a visitor, add the owner first. By the way, one plant can ONLY have one owner, but can have several visitors.
- Enter an email address to add an owner or a visitor.
- Click the plant name in the plant list, you can edit the information of the plant. The modification is accepted once 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:

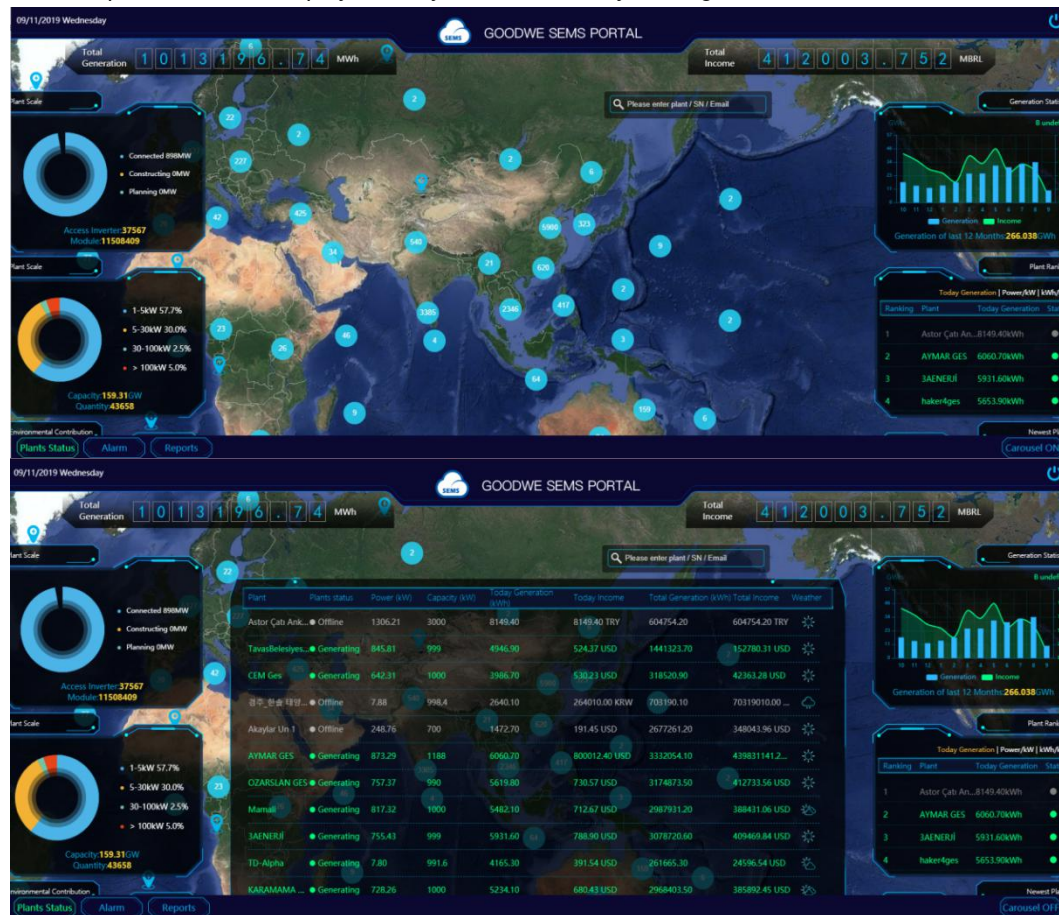
Open your plant's **【Device Management】** → Click **【Add】**

Or **【Settings】** → **【Plant Setup】** → select the plant in the list → **【Device Management】** → **【Add】**



4. How to view main dashboard

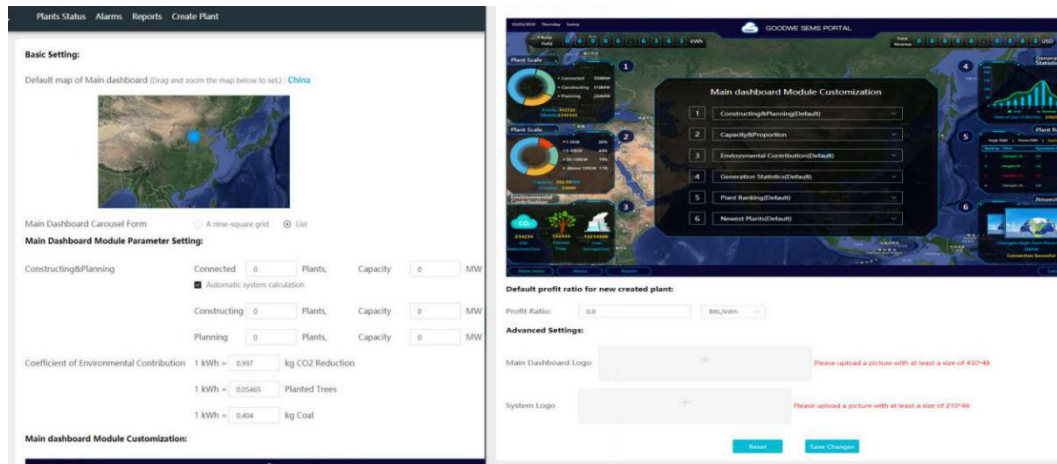
Click **【Main Dashboard】**, you can get the page as below. Click **【Carousel ON】** at the right bottom side, the plant list will be displayed and you can close it by clicking **【Carousel OFF】**.



Notes:

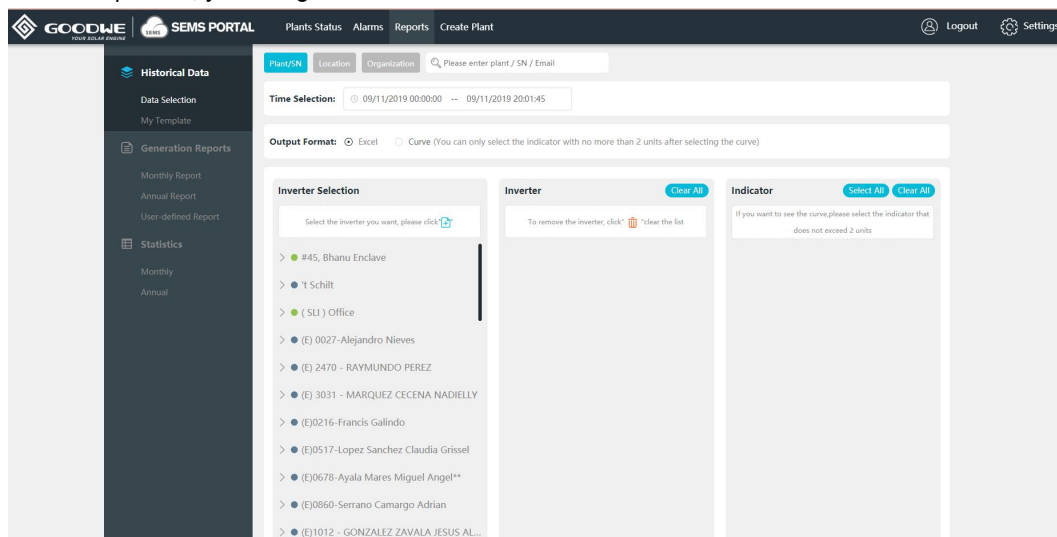
- Best performance is available under resolution 1920*1080;
- Press 'F11' and you can get full screen view. Press 'F11' again to exit full screen.
- Click the button at lower-left side, you can switch to other pages.
- Settings for main dashboard

Click **【Settings】** -> **【System Setting】**, you can get the page below.

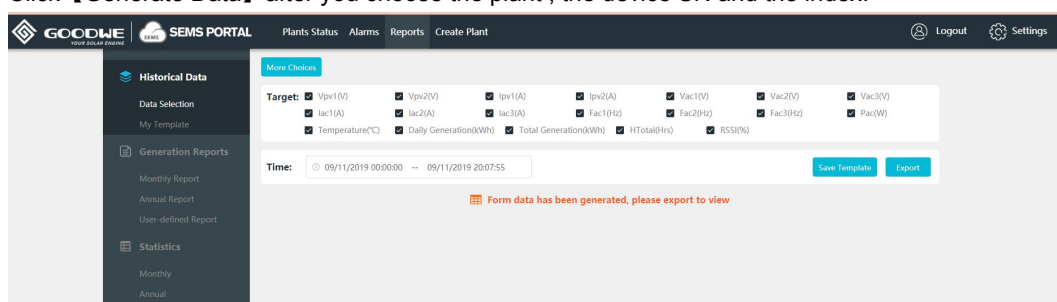


5. How to get historical data

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】**

Plants Status Alarms Reports Create Plant Logout Settings

Plant Location Organization

Plants selection [click here to select](#) Statistics range 09/2019 [Generate report](#) [Export](#)

Monthly Report

No Data

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Plants Status Alarms Reports Create Plant Logout Settings

Plant Location Organization

Plants selection [#45, Bhanu Enclave](#) Statistics range 09/2019 [Generate report](#) [Export](#)

Date	Plant Name	Location	Capacity (W)	PV (W/h)	Income (BRL)
09/01/2019	#45, Bhanu Enclave	residential	10	21.7	17.36
09/02/2019	#45, Bhanu Enclave	residential	10	29.7	23.76
09/03/2019	#45, Bhanu Enclave	residential	10	25.3	20.24
09/04/2019	#45, Bhanu Enclave	residential	10	15.5	12.4
09/05/2019	#45, Bhanu Enclave	residential	10	0	0
09/06/2019	#45, Bhanu Enclave	residential	10	0	0
09/07/2019	#45, Bhanu Enclave	residential	10	35.4	28.32
09/08/2019	#45, Bhanu Enclave	residential	10	30.5	24.4
09/09/2019	#45, Bhanu Enclave	residential	10	37.1	29.68
09/10/2019	#45, Bhanu Enclave	residential	10	40.9	32.72

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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.

Plants Status Alarms Reports Create Plant Logout Settings

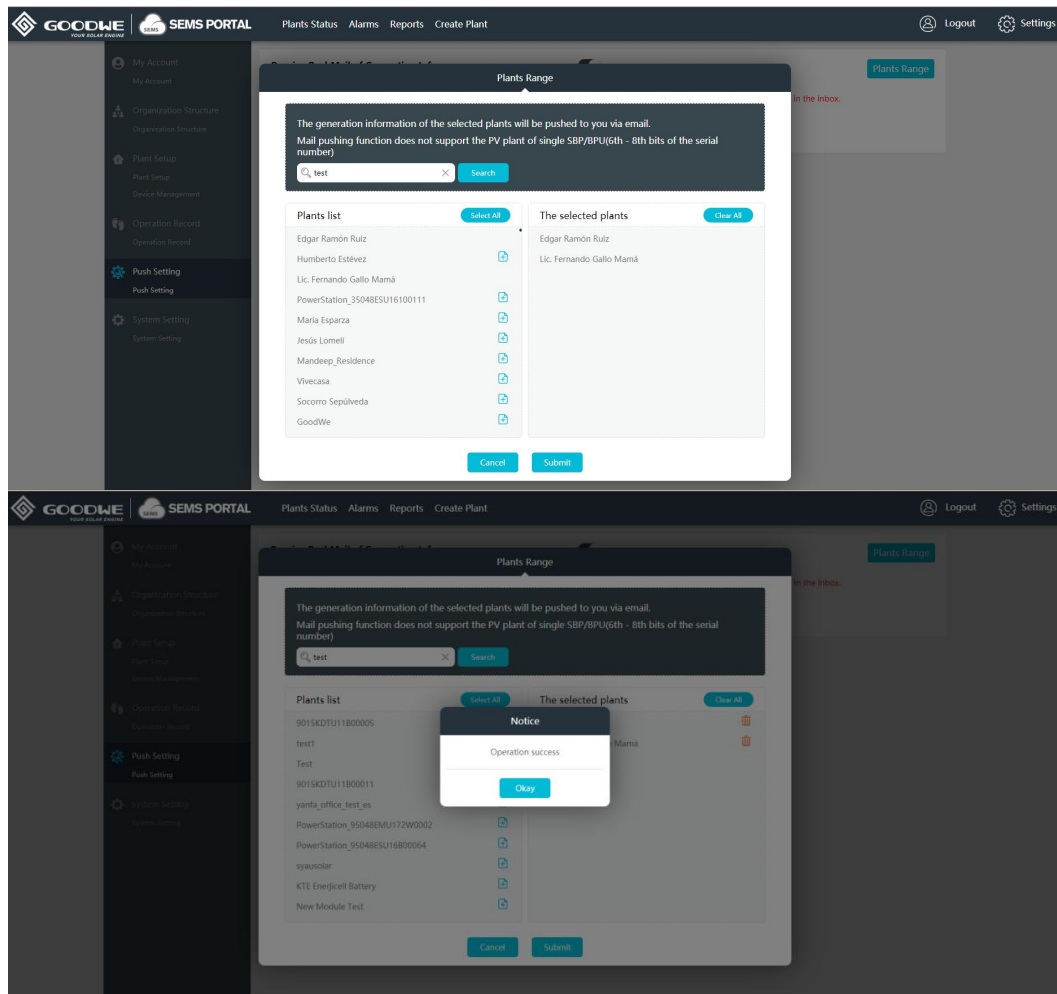
My Account My Account Organization Structure Organization Structure Plant Setup Plant Setup Device Management Operation Record Operation Record **Push Setting** Push Setting System Setting System Setting

Receive PushMail of Generation Info [Plants Range](#)

You can get the info about your plants generation periodically by activate this function:
Please select plants whose generation report you want to receive by email in **【Plants Range】**. Check your junk mail box if you cannot find it in the inbox.

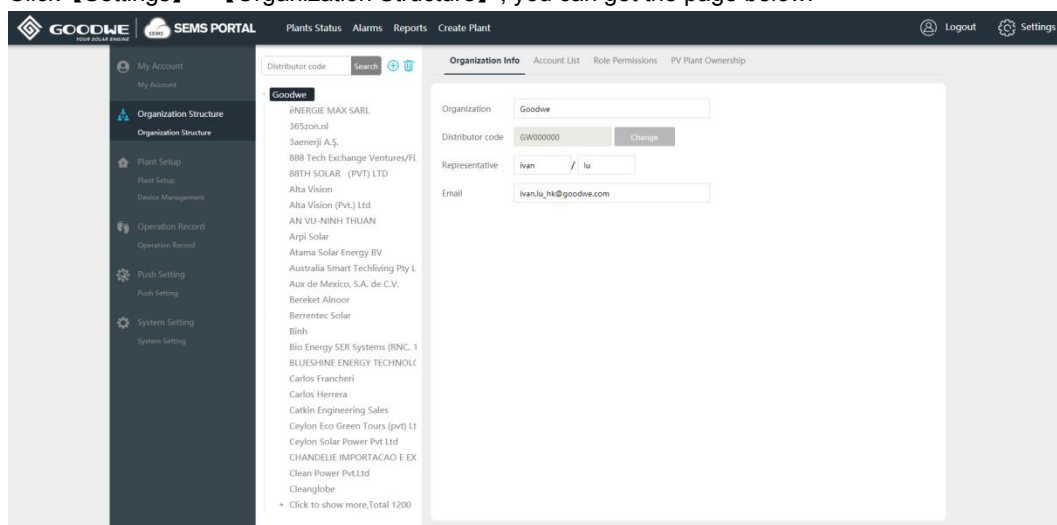
Push Frequency

☒ Daily ☐ Weekly ☐ Monthly



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

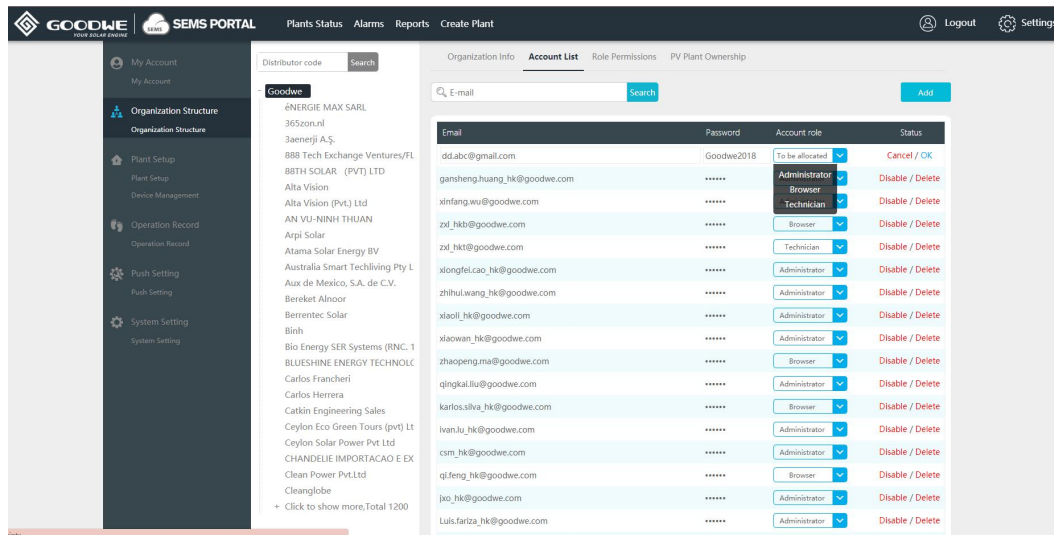
Click icon  → Fill in information in right side → **【Submit】**

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】**



Email	Password	Account role	Status
dd.abc@gmail.com	Goodwe2018	To be allowed	Cancel / OK
gansheng.huang_hk@goodwe.com	*****	Administrator	Disable / Delete
xinfang.wu@goodwe.com	*****	Brower	Disable / Delete
zxl_hkt@goodwe.com	*****	Brower	Disable / Delete
zxl_hkt@goodwe.com	*****	Technician	Disable / Delete
xiongfei.cao_hk@goodwe.com	*****	Administrator	Disable / Delete
zhihui.wang_hk@goodwe.com	*****	Administrator	Disable / Delete
xiaoli_hk@goodwe.com	*****	Administrator	Disable / Delete
xiaowan_hk@goodwe.com	*****	Administrator	Disable / Delete
zhaopeng.ma@goodwe.com	*****	Brower	Disable / Delete
qingkai.liu@goodwe.com	*****	Administrator	Disable / Delete
karlos.silva_hk@goodwe.com	*****	Brower	Disable / Delete
ivan.lu_hk@goodwe.com	*****	Administrator	Disable / Delete
csm_hk@goodwe.com	*****	Administrator	Disable / Delete
qi.feng_hk@goodwe.com	*****	Brower	Disable / Delete
jxx_hk@goodwe.com	*****	Administrator	Disable / Delete
Luis.fariza_hk@goodwe.com	*****	Administrator	Disable / Delete

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.

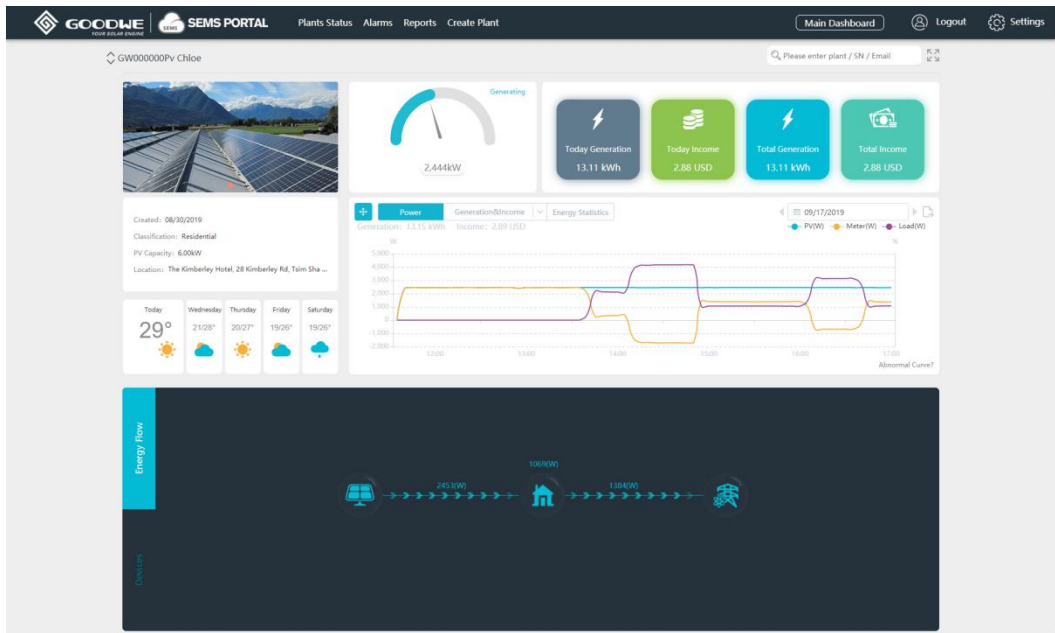
9. About HomeKit

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 in the chart below.

Chart date: 2019-09-17

