

**GOODWE**



# **User Manual**

**SEMS Portal**

V1.0-2022-01-17

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**Notice**

The information in this user manual is subject to change due to product updates or other reasons. This manual cannot replace the product labels or the safety precautions unless otherwise specified. All descriptions in the manual are for guidance only.

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# 1 About This Manual




This manual introduces how to manage organizations/users, add plants, and monitor plant status via the SEMS Portal web.

## 1.1 Target Audience

This manual applies to trained and knowledgeable technical professionals. The technical personnel has to be familiar with the product, local standards, and electric systems.

## 1.2 Symbol Definition

Different levels of warning messages in this manual are defined as follows:

 <b>DANGER</b>
Indicates a high-level hazard that, if not avoided, will result in death or serious injury.
 <b>WARNING</b>
Indicates a medium-level hazard that, if not avoided, could result in death or serious injury.
 <b>CAUTION</b>
Indicates a low-level hazard that, if not avoided, could result in minor or moderate injury.
<b>NOTICE</b>
Highlight and supplement the texts. Or some skills and methods to solve product-related problems to save time.

## 1.3 Updates

The latest document contains all the updates made in earlier issues.

### V1.0 2022-01-17

- First Issue

## 2 Safety Precaution

Introduction about how to log in/log out of SEMS Portal web and how to change the password.

### 2.1 Obtain an Account

Contact the supplier to obtain an organization account and password. Or contact the after-sales service to obtain the account and password if you purchased directly from the manufacturer.

### 2.2 Log In SEMS Portal

**NOTICE**

- You have already obtained the account and password for logging in.
- Network between local devices and SEMS Portal is normal.

**Step 1** Enter <https://www.semsportal.com/Home/Login> in the browser address bar. You will see the SEMS Portal web login page.

1  Enter the Email address

2  Enter the password

3

Remember  Forgot password?

**Step 2** Follow the instructions to complete the authorization if it's your first login.

website and other platforms (hereinafter referred to as "Platform") are subject to the following product, service and data usage terms (hereinafter referred to as "service"). For example, the data collection, management and presentation of energy technology equipment and systems (hereinafter referred to as "system"). The user of this service may be the operator of the system, or it may be a third party who conducts transactions on his behalf, especially the installer of the system.

**Introduction**

- You should read carefully (minors should read with a guardian) and fully understand the terms of this User Registration Agreement, including exemptions from or limitations of GoodWe's liability and restrictions on users' rights.
- Unless you accept this agreement, the user has no right or need to continue to accept GoodWe's services, you can withdraw from this registration. The user agrees to accept and continue to use GoodWe's services and assumes that the user has fully accepted this agreement. Once this agreement is signed, it has legal effect. Please carefully consider whether to accept this agreement.

**GOODWE Portal Data Protection Statement**

GOODWE values the user's privacy. Refers to any information that points to a recognized or identifiable person ("Data Subject"). Examples of personal data include email address, name, and address. We will use and process your personal data within the applicable scope in accordance with relevant data protection and data security laws. In the following statement below, you will learn how we collect, use, store and share this information when you use our services, and how we provide you with access, update, control and protection of this information. All personal data collected by GOODWE about you is treated as strictly confidential. Without your explicit permission, this data will not be passed on to third parties. GOODWE uses personal data for internal purposes such as: data analysis, research or product improvement. If you use GOODWE's services, the service will record and stores the following data:

- User data: name, company, email, password, and other data
- PV plant data: PV plant name, PV plant identifier, access date, company, street, building number, city, federal state, country, time zone, latitude and longitude, Photovoltaic plant rated power, manufacturer, model type, system description, system image
- Customer data: name, company, email, password, and other data
- Connection data: data, time, IP address, browser, operating system, device

Personal data collected by GOODWE is not only used to provide the services you need, but also for internal purposes such as data analysis.

1  I am an adult, I have read and agreed to the following terms: "GOODWE Terms of Use" "GOODWE Portal Data Protection Statement"

**Step 3** Enter the Plants page, which means the login is successful.

To ensure the security of your account, please change your password at your first login.

## 2.3 Change the Account Password

To ensure the security of your account, you are recommended to change the account password periodically.

**Step 1** Enter <https://www.semsportal.com/Home/Login> in the browser address bar.

**Step 2** Click **Settings > My Settings > My Account** to change the password.

E-mail you.zong@goodwe.com [Change](#)

Password \*\*\*\*\* [Change](#) **1**

Distributor code G10014687

Secondary Account [Add](#)

After the primary and secondary accounts are bound, the primary account will have all the

**Change Password**

Current **2** Please enter the login password

New **3** Please enter the new login password

Confirm **4** Please confirm the password

Should be 8-16 characters, include at least one letter and one number.

[Cancel](#) **5** [Submit](#)

**Step 3** Click **Okay** on the prompt-up box to complete the process.

Please login again to verify the password after changing it.

## 2.4 Log Out SEMS Portal

To protect information and account security, you are recommended to log out when the account is not in use.

Click **Logout** on the logged-in page.

Click **Submit** as shown below to log out.

**Notice**

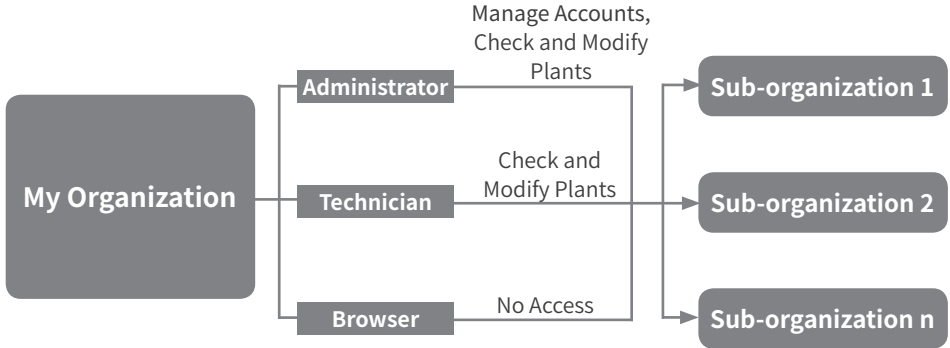
Are you sure you want to log out ?

[Cancel](#) [Submit](#)

### 3 Organization and User Management

SEMS Portal is a platform used to monitor power plants and devices. Organizations and account roles are adopted to manage and check the power plants more conveniently.

User relationships between different organizations are shown below.



#### NOTICE

- The organizational relations are created when the administrator initiates a new sub-organization.
- Manage Accounts: Administrator in an organization can create and delete accounts in his own and subordinate organizations and also modify account info.
- Check Plants: User can view basic info and running info of the plant.
- Modify Plants: User can add and delete the plant and any device in it. User can modify the info of the plant and any device in it.

### 3.1 Organization Management

Power plants and distributors can be managed and monitored in the organization.

#### 3.1.1 Parts

**Step 1** Log in SEMS Portal web using the administrator account.

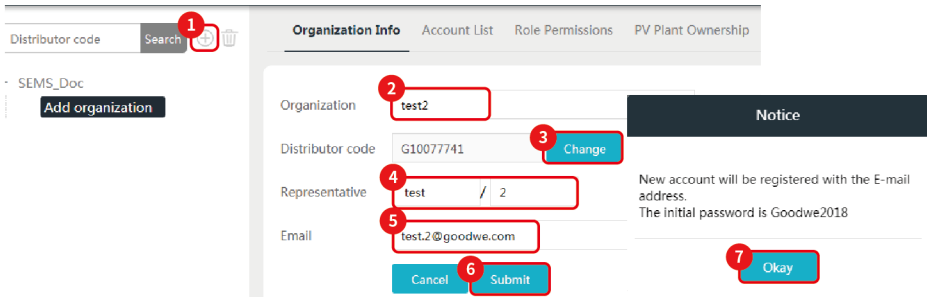
**Step 2** Click **Management > Organizations > Organization Info** to check **Organization Info, Account List, Role Permissions, and PV Plant Ownership**.

Organization Info	Account List	Role Permissions	PV Plant Ownership
Organization	<input type="text" value="SEMS_Doc"/>		
Distributor code	<input type="text" value="G10014687"/>	<input type="button" value="Change"/>	
Representative	<input type="text" value="test"/>	/	<input type="text" value="1"/>
Email	<input type="text" value="test.1@goodwe.com"/>		

### 3.1.2 Create a Sub-organization

**Step 1** Log in SEMS Portal web using the administrator account.

**Step 2** Click **Management > Organizations** to add a subordinate organization.



The screenshot shows the 'Add organization' form in the SEMS Portal. The form is titled 'Organization Info' and has tabs for 'Account List', 'Role Permissions', and 'PV Plant Ownership'. The form fields are: Organization (test2), Distributor code (G10077741), Representative (test / 2), and Email (test.2@goodwe.com). There are 'Cancel' and 'Submit' buttons at the bottom. A 'Notice' box on the right contains the text: 'New account will be registered with the E-mail address. The initial password is Goodwe2018'. A 'Notice' banner at the bottom of the form says 'NOTICE'.

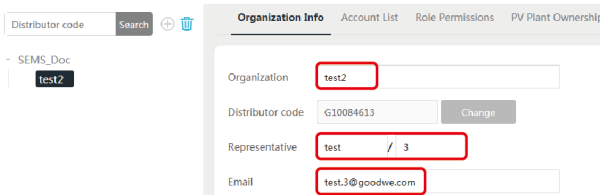
#### NOTICE

The account **test.2@goodwe.com** is the administrator account in this organization. The default password is **Goodwe2018**, which will be sent to the above email address.

### 3.1.3 Modify a Subordinate Organization

**Step 1** Log in SEMS Portal web using the administrator account.

**Step 2** Click **Management > Organizations** to select the organization to be modified. Modify the subordinate organization as shown below.



The screenshot shows the 'Modify organization' form in the SEMS Portal. The form is titled 'Organization Info' and has tabs for 'Account List', 'Role Permissions', and 'PV Plant Ownership'. The form fields are: Organization (test2), Distributor code (G10084613), Representative (test / 3), and Email (test.3@goodwe.com). There is a 'Change' button next to the Distributor code field. A 'Notice' banner at the bottom of the form says 'NOTICE'.

#### NOTICE

Contents in the red boxes can be modified. The **Distributor Code** cannot be modified after being created.

The organization information is modified successfully if **Modified successfully** is displayed.



Modified successfully





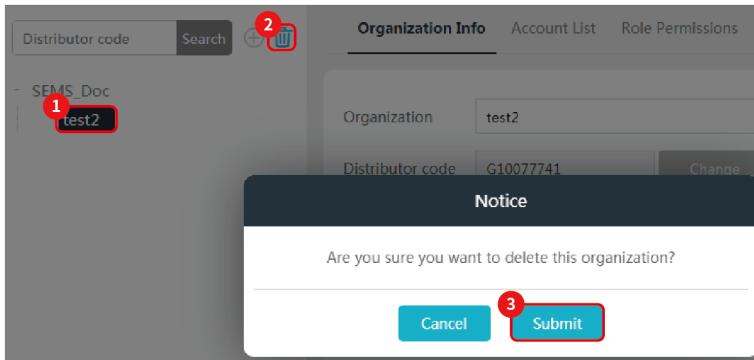
### 3.1.4 Delete a Subordinate Organization

**NOTICE**

Information of the deleted organization will be lost. Please think carefully before deleting any organization.

**Step 1** Log in SEMS Portal web using the administrator account.

**Step 2** Click **Management > Organizations** to delete a subordinate organization.



## 3.2 User Management

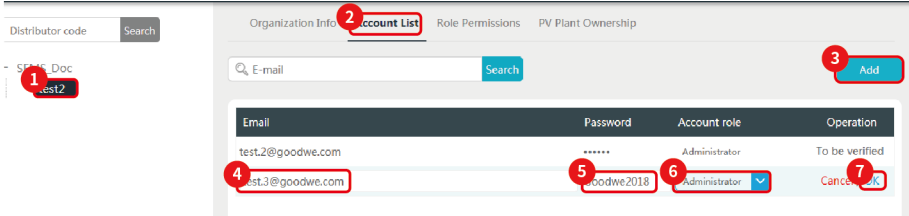
As administrator, you can create accounts of different roles in your own or subordinate organizations. Different accounts are granted with different permissions, as illustrated in below table.

Organizational Roles	PV Plant		Organization Management			Main Dashboard		System Layout		Alarms	Message Center	
	View	Modify	Create	Delete	Manage Use	View	Modify	Logo Setting	Personal Setting	View	View	Manage
Administrator	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Technician	<input type="radio"/>	<input type="radio"/>				<input type="radio"/>			<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Browser	<input type="radio"/>					<input type="radio"/>			<input type="radio"/>			

### 3.2.1 Create an Account

**Step 1** Log in SEMS Portal web using the administrator account.

**Step 2** Click **Management > Organizations** to select the organization name of the user to be created.



The screenshot shows the user management interface. On the left, a sidebar contains a search box for 'Distributor code' and a list of organizations, with 'SEMS\_Doc' and 'test2' highlighted by callout 1. The main content area has tabs for 'Organization Info', 'Account List' (highlighted by callout 2), 'Role Permissions', and 'PV Plant Ownership'. Below the tabs is a search bar for 'E-mail' and an 'Add' button (callout 3). A table lists users with columns for 'Email', 'Password', 'Account role', and 'Operation'. The table contains two rows: 'test.2@goodwe.com' (password '\*\*\*\*\*', role 'Administrator', operation 'To be verified') and 'test.3@goodwe.com' (password 'goodwe2018', role 'Administrator', operation 'Cancel'). Callouts 4, 5, 6, and 7 point to the email, password, role, and operation columns of the second row, respectively.

Email	Password	Account role	Operation
test.2@goodwe.com	*****	Administrator	To be verified
test.3@goodwe.com	goodwe2018	Administrator	Cancel

## 4 Plant Management

Add devices in the plant to the SEMS Portal system, then you can check the power generation information and plant status in real-time.

### 4.1 Create a Plant

**Step 1** Log in to SEMS Portal web using the administrator/technician account.

**Step 2** Click **Management > Plants**. Click **Create**.

**Plant1**
Add

**Owner :**

Email	Operation
test1@goodwe.com	Cancel

**Visitor :**

Email	Operation
test2@goodwe.com	Cancel

**Plant Info :**

+

\*Plant Name

\*Capacity  kW

Classification

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

\*Profit Ratio

Amount of solar panels

\*Location  Map

Detailed Address

Enable Profile  Enable  Disable

Creation Date

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.

Cancel
Register

**Step 3** You can put description of the plant in Plant Profile and click Enable after Enable profile option if you want to make the plant description public. Otherwise, you can select Disable after Enable Profile option. Then click **Register**.

Click **Okay** on the prompt-up box to complete the process.

**Notice**

Plant is created successfully. Please add devices to your plant!

---

CancelAdd

Click **Add** if you need to add a device, otherwise click **Cancel**.

**Step 4** Click **Add** to add device in this plant. You may skip this step if you don't want add any device at the moment. You can turn to device management later.

**New Device**

Name	Please enter the device name
SN	Please enter the S/N number
CheckCode	Please enter the Checkcode

---

CancelSubmit

Enter device name, SN and CheckCode, then click **Submit**.

## 4.2 Add a Device

When a plant is created successfully, you or any user with proper permissions can monitor this plant and the devices in it. More devices can be added in the plant, such as inverter, data logger, smart communication box, HomeKit, etc.

There are three ways to add device or devices in a plant.

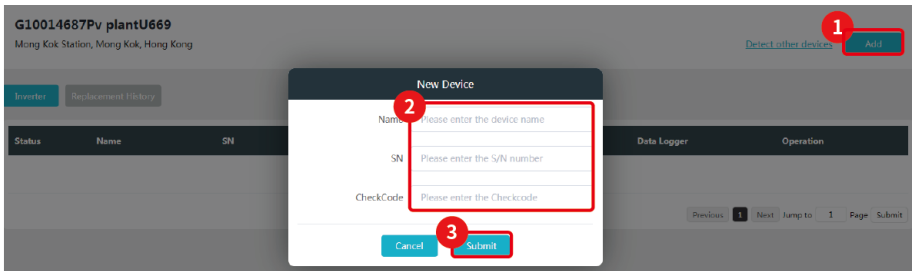
Option 1:

Refer to **Step 4** in **3.1 Create a Plant**.

Option 2:

**Step 1** Login SEMS Portal by administrator or technician account in your organization.

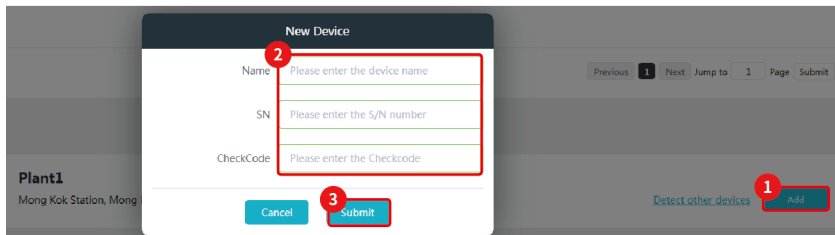
**Step 2** Click **Management > Plants**, select the corresponding PV plant and click **Device Management**.



Option 3:

**Step 1** Login SEMS Portal by administrator or technician account in your organization.

**Step 2** Click **Management > Devices**, select the corresponding PV plant.

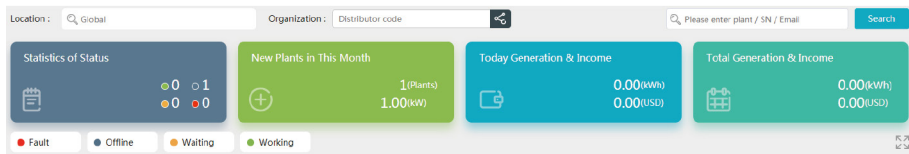


### 4.3 Monitor Plant

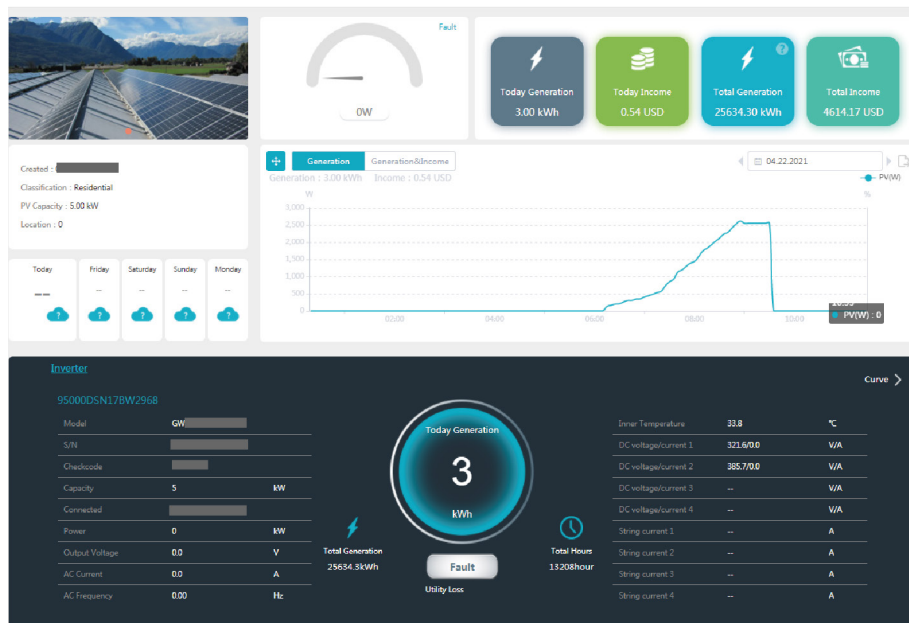
From Plants page, you can view the performance and status of all plants in your organization. From single Plant page, you can view the performance and status of the plant.

**Step 1** Login SEMS Portal by administrator or technician account in your organization.

**Step 2** From **Plants** page, you can view the performance and status of all plants available to your account.



**Step 3** Click the target name of plant if you want to check the performance and status of specific plant.



## 4.4 Setup Main Dashboard

Main Dashboard feature allows you to demonstrate your plant or plants in big screen view. As administrator, you can decide what and how to demonstrate your plant or plants in main dashboard mode.

**Step 1** Login SEMS Portal as administrator in your organization.

**Step 2** Click **Settings > System Setting > Dashboard** to customize the Main Dashboard feature.

### Basic Setting:

Default map of Main dashboard (Drag or zoom the map) **1** China



Main Dashboard Carousel Form **2**

Nine-square grid  List

Main Dashboard Carousel List **3**

Generating Plants  All plants

Main Dashboard Carousel Frequency **4**

5 Sec.

### Construction&Plan:

Construction&Plan **5**

<input checked="" type="checkbox"/> Connected	0	Plants,	Capacity	0	MW
<input checked="" type="checkbox"/> Automatic system calculation					
Constructing	100	Plants,	Capacity	100	MW
Planning	100	Plants,	Capacity	100	MW

### Main Dashboard Module Customization:

**1** Construction&Plan(Default)

**2** Plant Classification(Default)

**3** Environmental Contribution(Default)

**4** Generation Statistics(Default)

**5** Plant Ranking(Default)

**6** Newest Plants(Default)

**7** Save Changes

**Step 3** Click **System** to set Profit Ratio and Coefficient of Environmental Contribution.

**Profit Ratio for Plant Setting:**

Default Profit Ratio:

**Coefficient of Environmental Contribution:** Settings are only valid for your organization

Coefficient of Environmental Contribution

1 kWh =	<input type="text" value="0.997"/>	kg CO <sub>2</sub> Reduction
1 kWh =	<input type="text" value="0.05465"/>	Trees
1 kWh =	<input type="text" value="0.404"/>	kg Coal

Reset

Save Changes

**Step 4** Click **Logo** to set system Logo. Check the new Logo on the top of the Main Dashboard and top of the system.

**Dashboard Logo Setting:**

Main Dashboard Logo

Please upload a picture with minimum size of 430\*48

**System Logo Setting:**

System Logo

Please upload a picture with minimum size of 210\*46

Reset

Save Changes



## Check Main Dashboard (All Plants)

**Step 1** Login SEMS Portal as administrator, technician or browser.

**Step 2** Click **Main Dashboard** button at menu bar of **Plants** or Single Plant page.

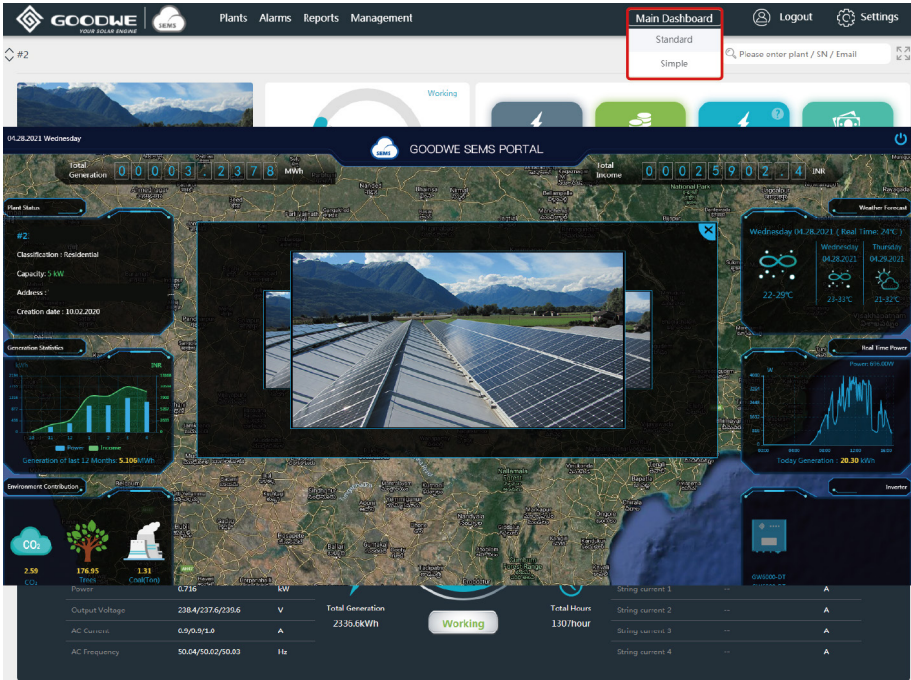


### Check Main Dashboard (Single Plant)

There are two options available for Main Dashboard view of single plant, Standard and Simple.

**Step 1** Login SEMS Portal as administrator, technician or browser..

**Step 2** Click the name of plant to enter single plant view and then select Standard or Simple.



## 5 Maintenance

For maintenance assist purpose, user with proper permissions can check plant and device's info, status and statistics, running data, and alarms. Proper actions are recommended to take based on the SEMS Portal monitoring data.

### 5.1 View Alarms

Administrator and technician accounts can check alarms for troubleshooting and maintenance purposes.

**Step 1** Login SEMS Portal as administrator or technician.

**Step 2** Click **Alarms** at top menu bar to enter Alarms page.

Status:

Plant	SN	Inverter	Alarm	Status	Time	Details	★
Gr		J7W0077	Vac Failure	Recovered	04.22.2021 15:26:38		
kc		08W0021	Vac Failure	Recovered	04.22.2021 12:26:36		
le		08W0107	Utility Loss	Happening	04.22.2021 15:26:30		
Gr		J7W0093	Vac Failure	Recovered	04.22.2021 15:26:21		
hv		JAW0051	Vac Failure	Happening	04.22.2021 15:26:18		
LE			Gournd I Failure	Recovered	04.22.2021 15:26:16		
LE			Gournd I Failure	Recovered	04.22.2021 15:26:16		

### 5.2 Check Historical Data

There are two ways to check and export historical data of a device or devices in the plant.

Option 1.

**Step 1** Login SEMS Portal as administrator or technician.

**Step 2** Click **Reports > Historical Data > Data Selection** to select the corresponding device and generate a report.

Plant/SN Location Organization

Time Selection: 1 04.14.2021 00:00:00 -- 04.20.2021 00:00:00

2 Output Format:  Excel  Curve (You can only select the Indicator with no more than 2 units after selecting the curve)

### Inverter Selection

Select the inverter

- > \*Ca
- > \*Ca
- 3  \*Consu 1
- GW6000D-NS 4
- > #1
- > #1
- > #2
- > #2
- > #3
- > #4
- > #4

### Inverter

Clear All

Remove the inverter

- \*Consu
- GW6000D-NS

### Indicator

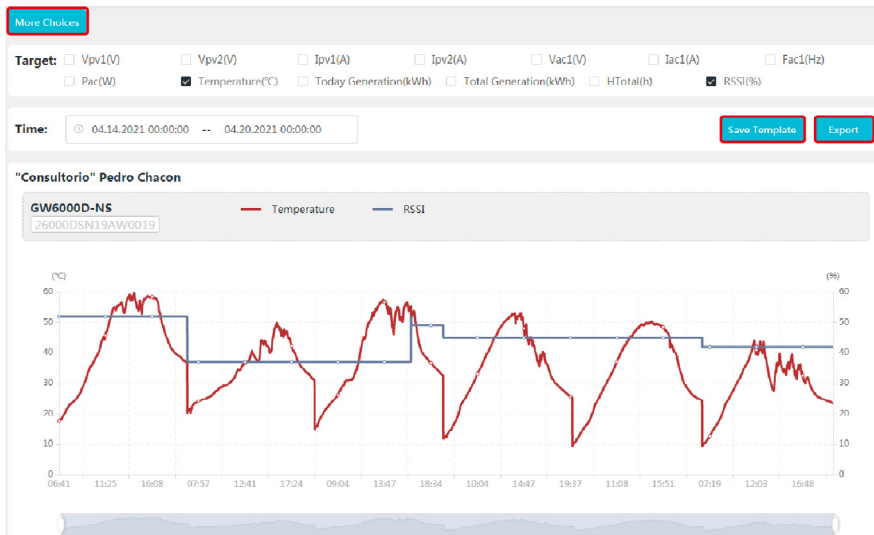
Select All Clear All

If you want to see the curve, please select the indicator that does not exceed 2 units

- Ipv1(A)
- Ipv2(A)
- Vac1(V)
- Iac1(A)
- Fac1(Hz)
- Pac(W)
- Temperature(°C) 5
- Today Generation(kWh)
- Total Generation(kWh)
- HTotal(h)
- RSSI(%) 6

Reset Generate Data

Step 3: Export the report.



Button	Function
More Choices	Click More Choices to turn back to Generate Data page, users can select Inverter, Time Selection, and Output Format again to generate a new report.
Save Template	Save the generated report as a template for fast export next time.
Export	Export data report in table format to the local PC.

Option 2.

If you have save template of exported historical data previously, you can export such data without selecting target device names and parameters once again.

**Step 1** Login SEMS Portal as administrator or technician.

**Step 2** Click **Reports > Historical Data > My Template** to export the data.

Number	Template Name	Template Description	Save Time	Operator	Operation
792	Volt	volt	03.26.2021 17:40:20	@goodwe.com	Delete
789	zxcvbnm	sfghj	03.25.2021 12:26:50	oodwe.com	Delete
783	Teste	Teste	03.24.2021 21:51:46	lla@goodwe.com	Delete
779	hhf	fhf	03.22.2021 09:29:45	'goodwe.com	Delete
756	1	11	03.08.2021 11:03:00	k@goodwe.com	Delete
447	Template02	Testing	07.23.2020 19:37:25	goodwe.com	Delete

More Choices

**Target:**

<input checked="" type="checkbox"/> Vpv1(V)	<input checked="" type="checkbox"/> Vpv2(V)	<input checked="" type="checkbox"/> Ipv1(A)	<input checked="" type="checkbox"/> Ipv2(A)	<input checked="" type="checkbox"/> Vac1(V)	<input checked="" type="checkbox"/> Iac1(A)	<input type="checkbox"/> Fac1(Hz)
<input type="checkbox"/> Temperature(°C)	<input type="checkbox"/> HTotal(h)	<input type="checkbox"/> PV Generation(kWh)	<input checked="" type="checkbox"/> Pmeter(W)	<input checked="" type="checkbox"/> Pbackup(W)	<input checked="" type="checkbox"/> Vbackup(V)	
<input checked="" type="checkbox"/> Ibackup(A)	<input checked="" type="checkbox"/> Vbat(V)	<input checked="" type="checkbox"/> Ibat(A)	<input type="checkbox"/> SOC(%)	<input type="checkbox"/> SOH(%)	<input type="checkbox"/> BMS Temperature(°C)	
<input type="checkbox"/> BMS_Charge_LMax(A)	<input type="checkbox"/> BMS_Discharge_LMax(A)	<input type="checkbox"/> Daily Output(kWh)	<input type="checkbox"/> Total Output(kWh)			

**Time:**  --

Save Template
Export

Form data has been generated, please export to view

### 5.3 Export Generation Reports

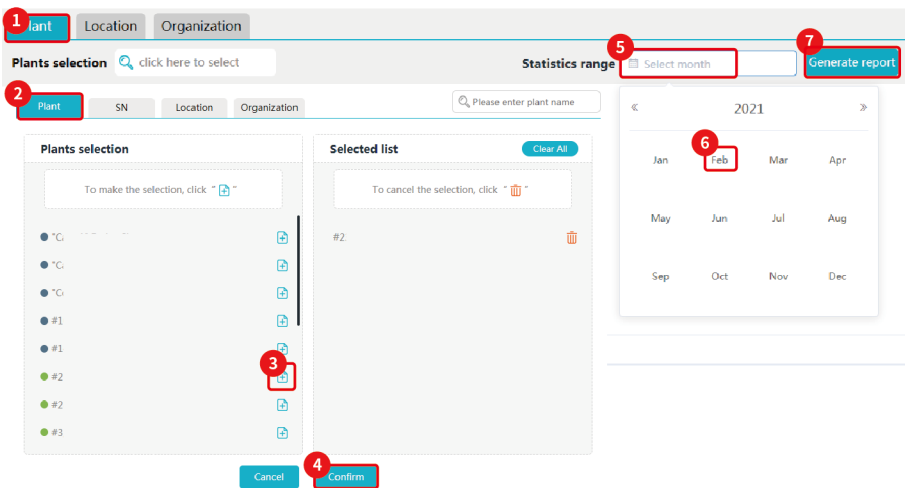
In reports section, there are annual, monthly and daily (optional) reports of plant performance. Here is an example to download monthly report.

**NOTICE**

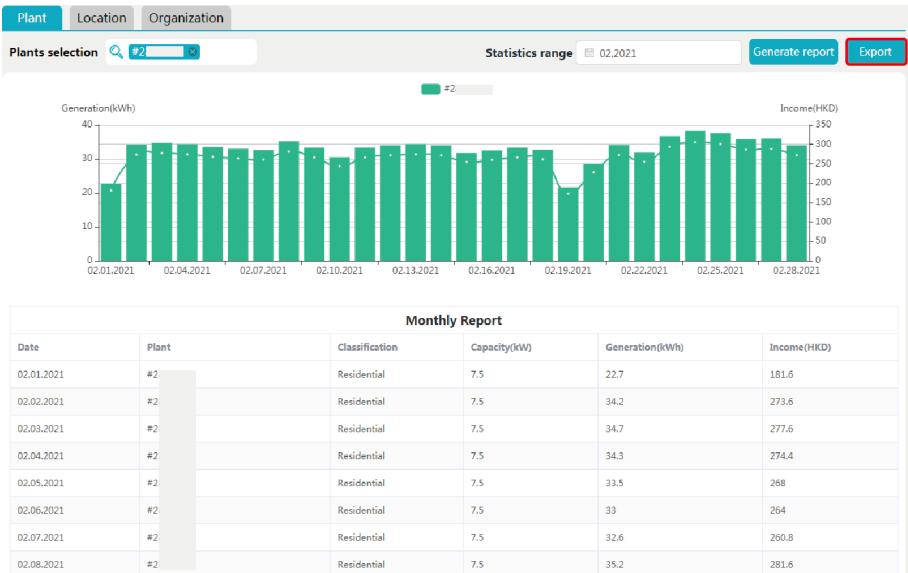
Daily report is available only when there is Load Monitoring function added in the target plant.

**Step 1** Login SEMS Portal as administrator, technician or browser.

**Step 2** Click **Reports > Generation Reports > Monthly Report** to generate a report.



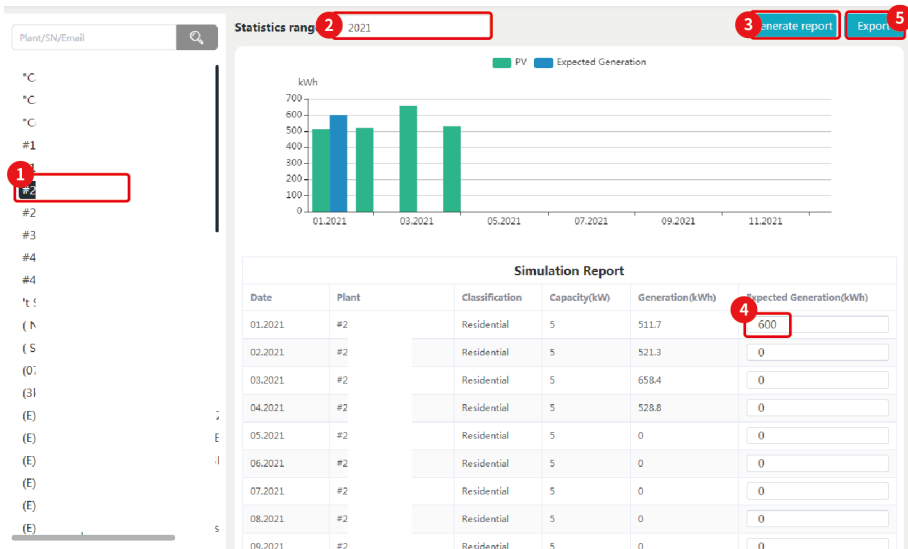
**Step 3** Click **Export** to download the report as presented below.



Simulation report contains comparison between actual generation and expected generation of the target plant or plants. The expected generation can be modified accordingly.

**Step 1** Login SEMS Portal as administrator or technician.

**Step 2** Click **Reports > Generation Reports > Simulation Report**.

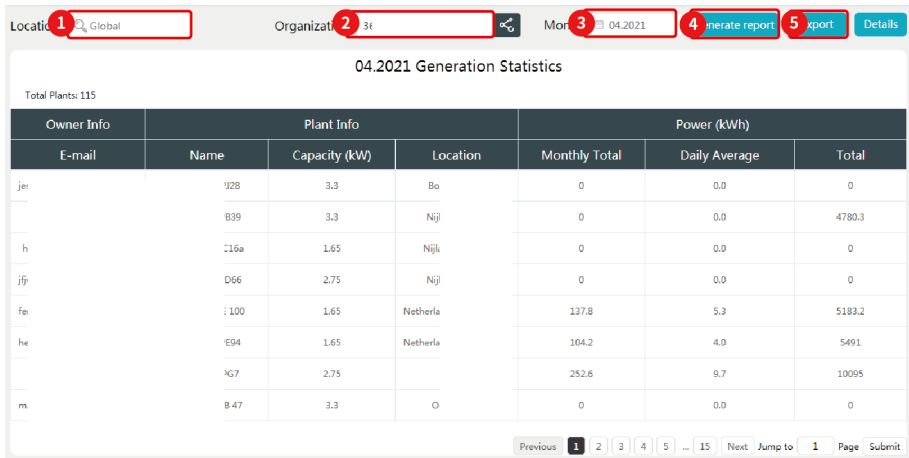


## 5.4 Export Generation Reports

There annual and monthly statistics reports available. Here is example of how to download monthly statistics report.

**Step 1** Login SEMS Portal as administrator or technician.

**Step 2** Click **Reports > Statistics > Monthly**.



04.2021 Generation Statistics

Total Plants: 115

Owner Info		Plant Info			Power (kWh)		
E-mail	Name	Capacity (kW)	Location	Monthly Total	Daily Average	Total	
jei	V28	3.3	Bo	0	0.0	0	
	B39	3.3	Nij	0	0.0	4780.3	
h	-16a	1.65	Njkl	0	0.0	0	
jfp	D66	2.75	Nij	0	0.0	0	
fei	:100	1.65	Netherla	137.8	5.3	5183.2	
he	E94	1.65	Netherla	104.2	4.0	5491	
	>G7	2.75		252.6	9.7	10095	
m	B.47	3.3	O	0	0.0	0	

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Local Contacts