

**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

Email Address

Enter the Email address

2

Please input your password

Enter the password

3

Log In

Register

☒ 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, to process your contacts, 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"

2

Cancel

Okay

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

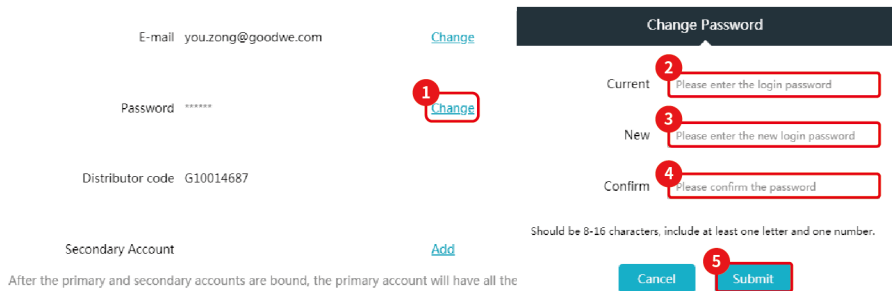
To ensure the security of your account, please change your password at your first login.

## 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.

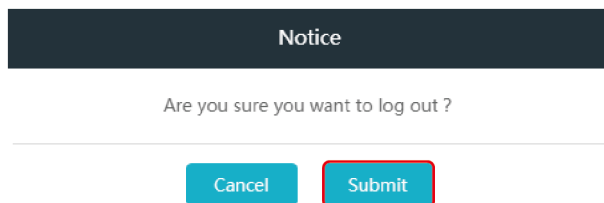
Please login again to verify the password after changing it.

## 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**

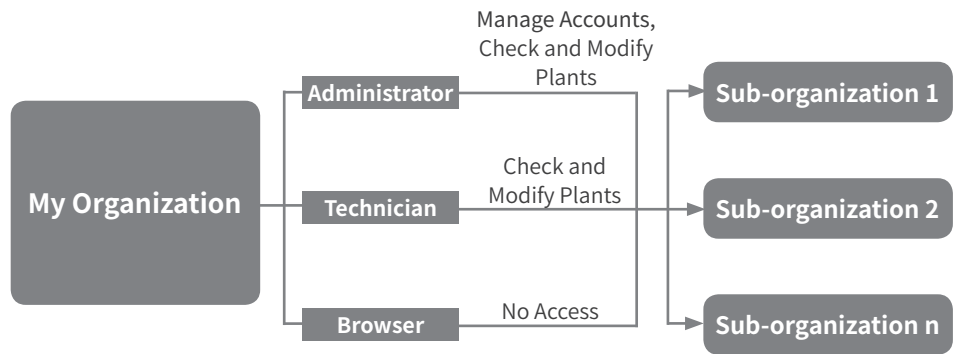
Are you sure you want to log out ?

[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

SEMS\_Doc

Distributor code

G10014687

Change

Representative

test

/

1

Email

test.1@goodiwe.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.

#### 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.

#### 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



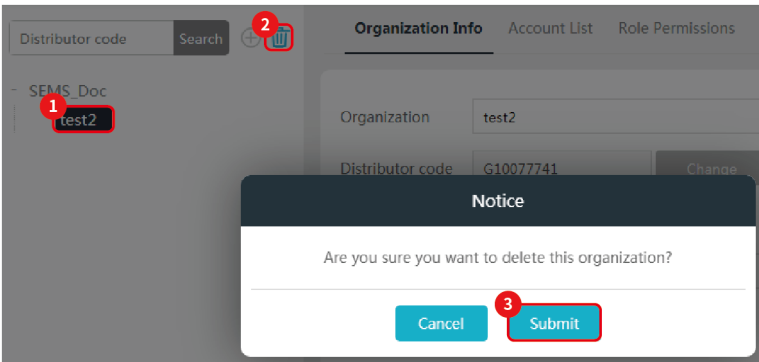
3.1.4 Delete a Subordinate Organization

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

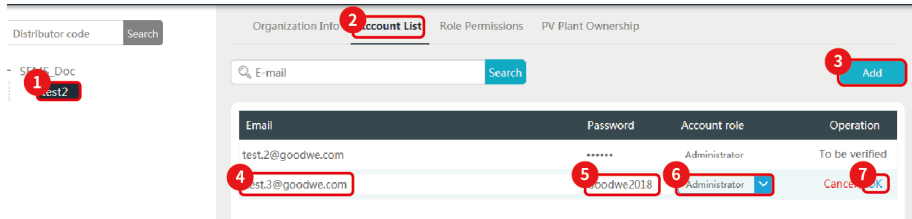
As administrator, you can create accounts of different roles in your own or subordinate organizations. Different accounts are granted with different permissions, as illustrated in below table.

| 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"/> | <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"/>   | <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"/> |

### 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.





# 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

Owner :

Add

| Email                                         | Operation         |
|-----------------------------------------------|-------------------|
| <input type="text" value="test1@goodwe.com"/> | <div>Cancel</div> |

Visitor :

Add

| Email                                         | Operation         |
|-----------------------------------------------|-------------------|
| <input type="text" value="test2@goodwe.com"/> | <div>Cancel</div> |

Plant Info :

\*Plant Name

\*Capacity

kW

Classification

Residential

Distributor code

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

\*Profit Ratio

USD/kWh

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!

---

Cancel

Add

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

1

Please enter the device name

SN

Please enter the S/N number

CheckCode

Please enter the Checkcode

---

Cancel

2

Submit

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 three ways to add device or devices in a plant.

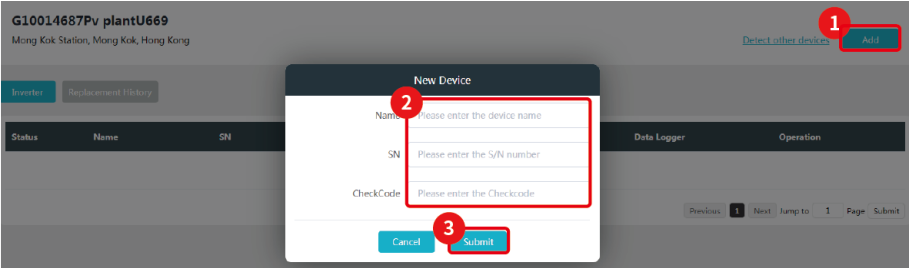
Option 1:

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.

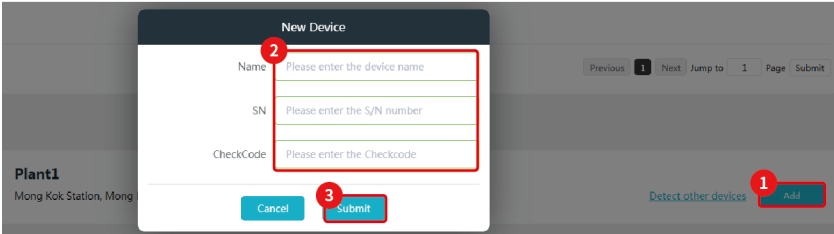
**Step 2** Click **Management > Plants**, select the corresponding PV plant and click **Device Management**.



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.

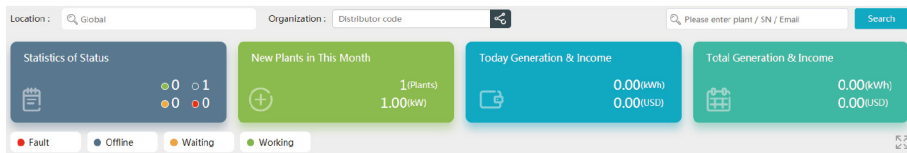


## 4.3 Monitor Plant

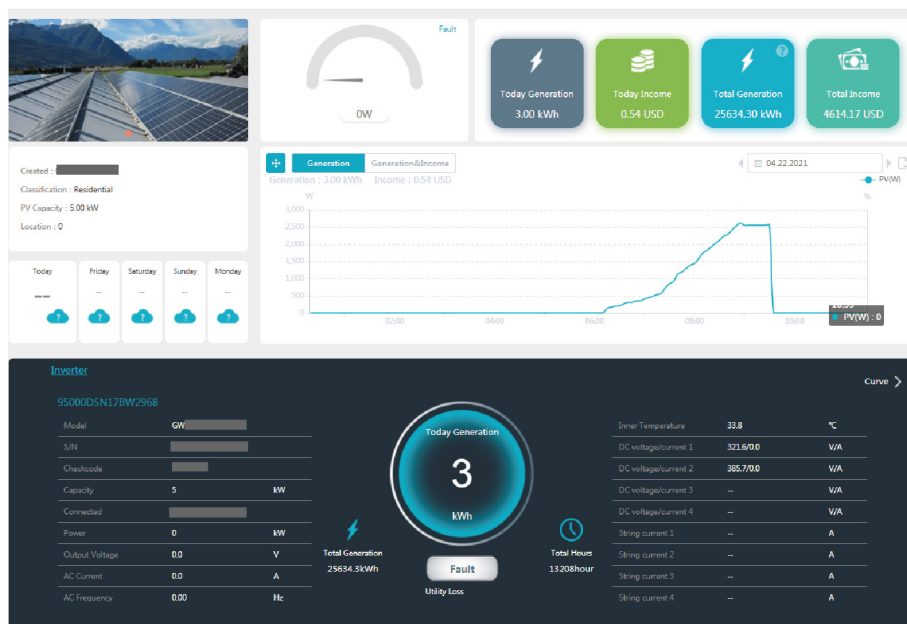
From Plants page, you can view the performance and status of all plants in your organization.  
From single Plant page, you can view the performance and status of the plant.

**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) **China**



Main Dashboard Carousel Form

**2** ☒ Nine-square grid ☐ List

Main Dashboard Carousel List

**3** ☐ Generating Plants ☒ All plants

Main Dashboard Carousel Frequency

**4**  Sec.

### Construction&Plan:

Construction&Plan

**5**

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

### Main Dashboard Module Customization:

GOODWE SEMS PORTAL

Yield 0 6 8 8 6 6 3 6 3 kWh

Total Revenue 0 8 8 8 8 8 8 8 USD

**1** Construction&Plan

**2** Plant Classification

**3** Environmental Contribution

**4** Generation Statistics

**5** Plant Ranking

**6** Newest Plants

**6**

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)

Reset

**7** Save Changes

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

**Profit Ratio for Plant Setting:**

Default Profit Ratio:

1

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

Coefficient of Environmental Contribution 1 kWh = 2  kg CO<sub>2</sub> Reduction

1 kWh =  Trees

1 kWh =  kg Coal

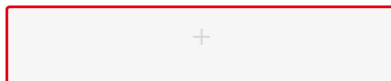
Reset

3 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.

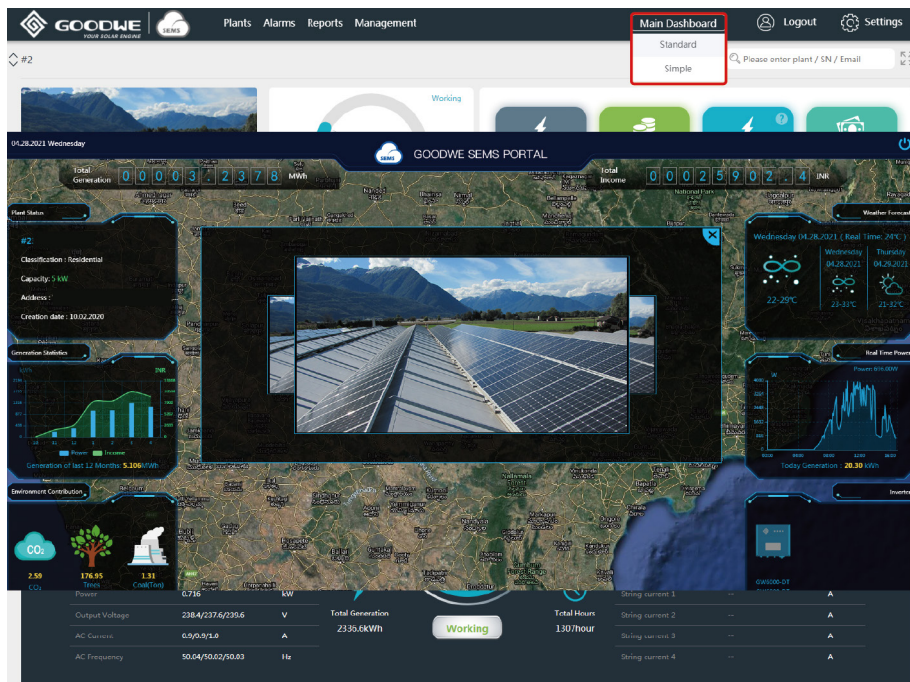


## Check Main Dashboard (Single Plant)

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: All

| Plant | SN | Inverier | Alarm            | Status    | Time                | Details | ★ |
|-------|----|----------|------------------|-----------|---------------------|---------|---|
| Gr    |    | 17W0077  | 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    |    | 17W0093  | Vac Failure      | Recovered | 04.22.2021 15:26:21 |         |   |
| h/    |    | 1AW0051  | Vac Failure      | Happening | 04.22.2021 15:26:18 |         |   |
| LC    |    |          | Gournd I Failure | Recovered | 04.22.2021 15:26:16 |         |   |
| LC    |    |          | 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  Please enter plant / SN / Email

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

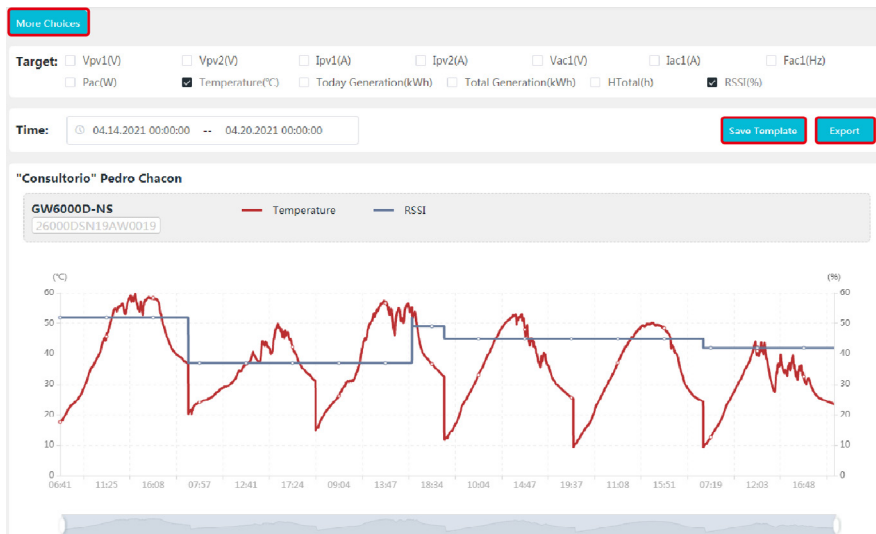
**Indicator** Select All Clear All

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

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

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    | <a href="#">Delete</a> |
| 789    | zxcvbnm       | s[gh]                | 03.25.2021 12:26:50 | oodwe.com      | <a href="#">Delete</a> |
| 783    | Teste         | Teste                | 03.24.2021 21:51:46 | lla@goodwe.com | <a href="#">Delete</a> |
| 779    | hhf           | thf                  | 03.22.2021 09:29:45 | igoodwe.com    | <a href="#">Delete</a> |
| 756    | 1             | 11                   | 03.08.2021 11:03:00 | k@goodwe.com   | <a href="#">Delete</a> |
| 447    | Template02    | Testing              | 07.23.2020 19:37:25 | goodwe.com     | <a href="#">Delete</a> |

More Choices

**Target:**

☒ Vpv1(V)
 ☒ Ypv2(V)
 ☒ Ipv1(A)
 ☒ Ipv2(A)
 ☒ Vac1(V)
 ☒ Iac1(A)
 ☐ Fac1(Hz)

☐ Temperature(°C)
 ☐ HTotal(h)
 ☐ PV Generation(kWh)
 ☒ Pmeter(W)
 ☒ Pbackup(W)
 ☒ Vbackup(V)

☒ Ibackup(A)
 ☒ Vbat(V)
 ☒ Ibat(A)
 ☐ SOC(%)
 ☐ SOH(%)
 ☐ BMS Temperature(°C)

☐ BMS\_Charge\_L\_Max(A)
 ☐ BMS\_Discharge\_L\_Max(A)
 ☐ Daily Output(kWh)
 ☐ Total Output(kWh)

**Time:** 02.01.2020 00:00:00 -- 02.08.2020 00:00:00

Save Template

Export

Form data has been generated, please export to view

## 5.3 Export Generation Reports

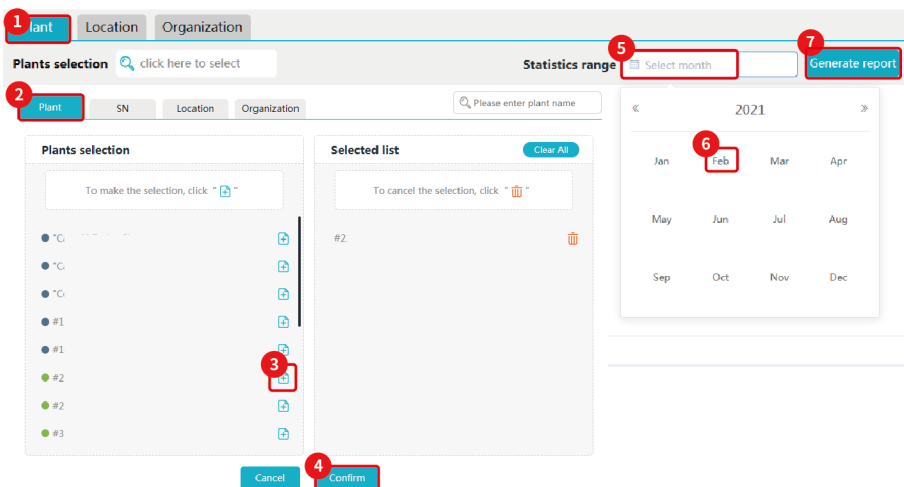
In reports section, there are annual, monthly and daily (optional) reports of plant performance. Here is an example to download monthly report.

### 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.

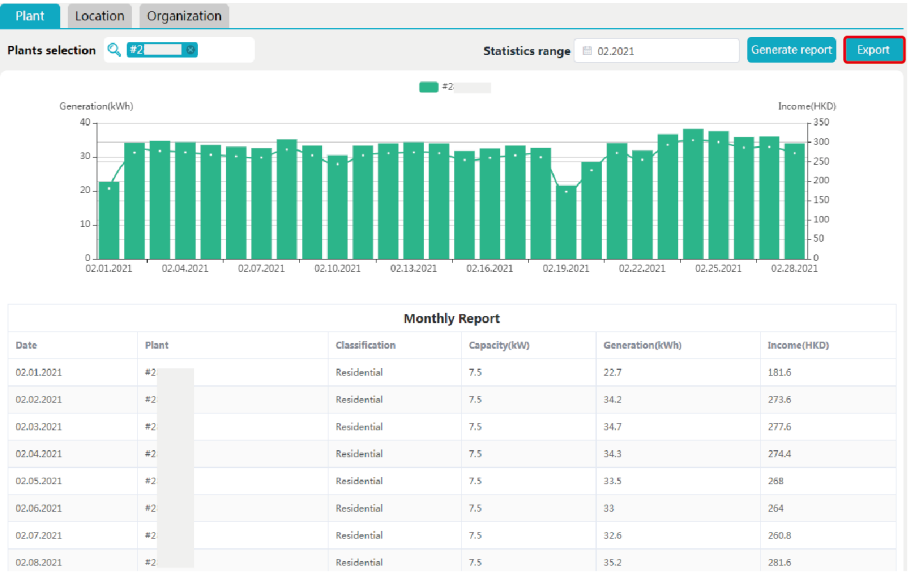
**Step 2** Click **Reports > Generation Reports > Monthly Report** to generate a report.



The screenshot shows the SEMS Portal interface for generating a monthly report. The interface is divided into several sections:

- Top Navigation:** Includes tabs for "Plant", "Location", and "Organization". The "Plant" tab is selected and highlighted with a red circle 1.
- Plants selection:** A search bar with the text "click here to select" and a magnifying glass icon. Below it, a list of plants is shown with checkboxes. The first plant is selected, highlighted with a red circle 2. A red circle 3 points to the "Add" button next to the selected plant.
- Statistics range:** A dropdown menu labeled "Statistics range" with the option "Select month" selected, highlighted with a red circle 5.
- Calendar:** A calendar for the year 2021 is displayed. The month of February is selected, highlighted with a red circle 6.
- Generate report:** A blue button labeled "Generate report" is located at the top right, highlighted with a red circle 7.
- Bottom Buttons:** At the bottom of the screen, there are two buttons: "Cancel" and "Confirm". The "Confirm" button is highlighted with a red circle 4.

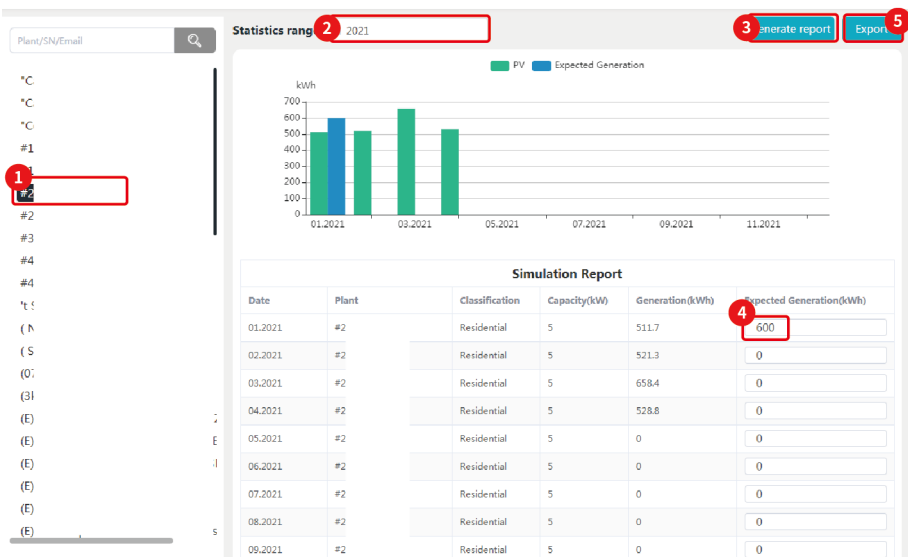
Step 3 Click **Export** to download the report as presented below.



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**.

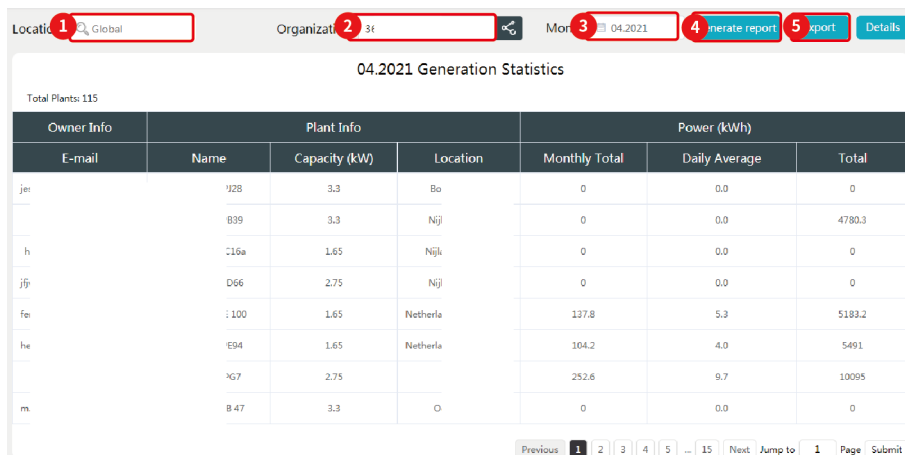


## 5.4 Export Generation Reports

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**.



Location **1**  Global Organization **2**  Mor **3** 04.2021 **4** Generate report **5** Export Details

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        | Y28  | 3.3           | Bo       | 0             | 0.0           | 0      |
|            | B39  | 3.3           | Nij      | 0             | 0.0           | 4780.3 |
| h          | C16a | 1.65          | Nijk     | 0             | 0.0           | 0      |
| jfp        | D66  | 2.75          | Nij      | 0             | 0.0           | 0      |
| fei        | I100 | 1.65          | Netherla | 137.8         | 5.3           | 5183.2 |
| he         | E94  | 1.65          | Netherla | 104.2         | 4.0           | 5491   |
|            | XG7  | 2.75          |          | 252.6         | 9.7           | 10095  |
| m          | B.47 | 3.3           | O        | 0             | 0.0           | 0      |

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