Sunways PC Monitoring

User Manual

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Version:2022-4 Revision:2

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1 About This Manual

1.1 Target Group

This manual is intended for photovoltaic (PV) plant operating personnel and management personnel.

1.2 Purpose

This manual mainly introduces how to create and manage accounts, power plants, devices of Sunways monitoring system.

2 About Sunways Monitoring System

Note: As the monitoring system will be upgraded periodically, the actual display content may be slightly different from this manual, but it doesn't affect the use of overall functions.

Major functions

Sunways plants monitoring system mainly includes the following functions:

- Detailed information of plant & device: All plants' generation overview, add & edit specific plant and device, check plant&device status, view specific plant&device generation records. See chapter 4 for details.
- Management function: plant management, device management, organization management.
- Other functions: change username, bound email and password, system setting.

2.1 Plant view permission explanation

1. Enduser can view the plants that have bound the devices in its account.
2. Once the plant is associated with the installer's account, installer can also view this plant, include the superior account.

3 Create end-user account, login/logout and system setting

3.1 Create end-user account

1. Access the Sunways monitoring system by entering URL https://api.sunways-portal.com/login in the browser address box.
2. Select a proper language from the drop-down menu in the upper-right corner of the login page.

3. Click “Click to register”. The registration page is displayed.
4. Enter the end-customer registration information as required.
5. Click “send”.
6. Enter the obtained verification code.
7. Select I have read and agree to “Privacy Policy” and “Terms of Use” and click “Owner Registration”.
8. Enter the account and password and click “Log In”.

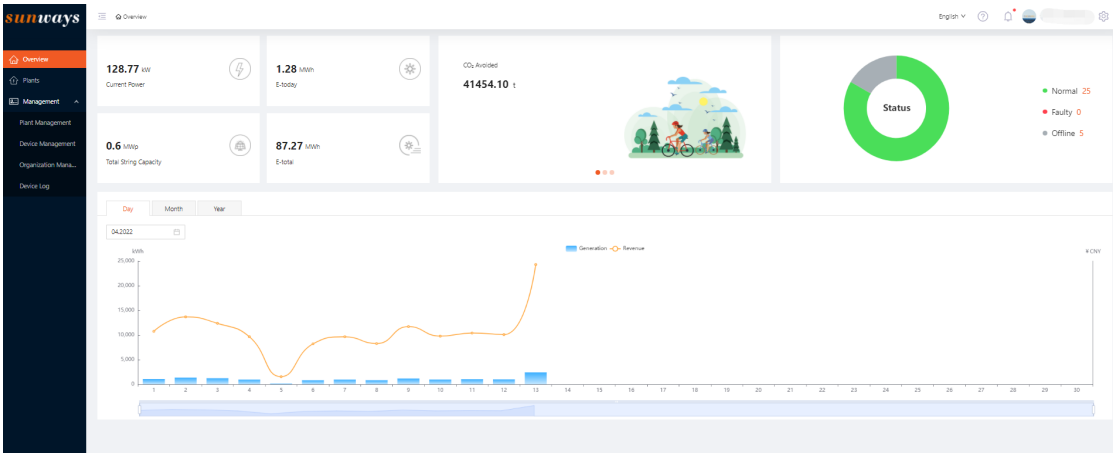
Note: This method is only used to create an end-user account. An organization account can only be created by another organization account. Please contact your distributor or SF Suntech to create your organization account.

3.2 Login

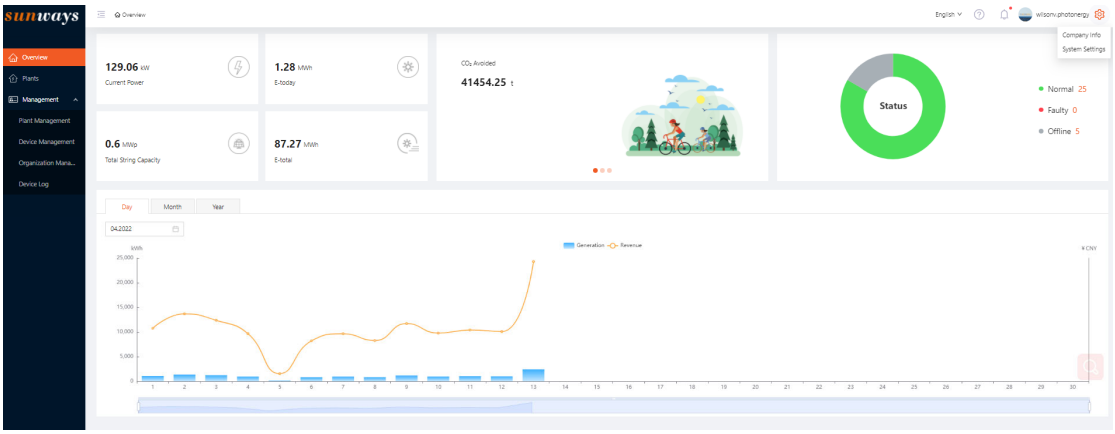
1. Access the Sunways monitoring system by entering URL https://api.sunways-portal.com/login in the browser address box.
2. Select a proper language from the drop-down menu in the upper-right corner of the login page.
3. Enter the email address associated with the account in the email field.
4. Enter the password in the password field.
5. Click “Log In”

3.3 Modify account info

- Click the “avatar” in the upper right corner of the page and view the items in the drop-down list box.
- Click “Account Info” to change the avatar icon and username.
- Click “Mailbox Replacement” to change the bound email.
- Click “Change Password” to set a new password.
- Click “Log out” to log out of Sunways monitoring system.



3.4 System setting



Click the “ ” icon in the upper right corner of the page, then edit the company information (only the organization account has this option) and system settings.

3.5 System notification

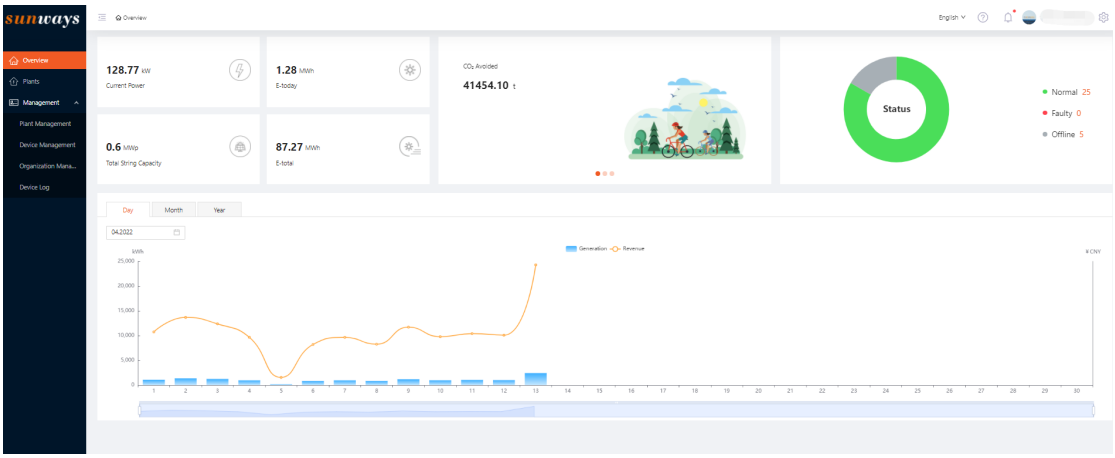
Click the bell icon in the upper right corner of the page, and the monitoring system notification will be shown, such as new version release, system maintenance, etc.

3.6 FAQ &Instructions

Click the “ ” icon in the upper right corner of the page, FAQs page displays the common usage problem and solutions. Instructions can help you learn more about the monitoring system.

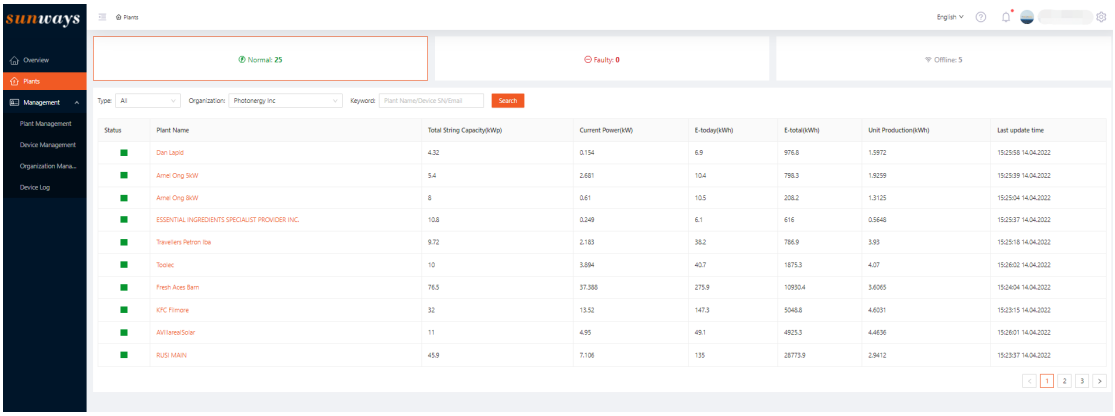
4 Overview

On the overview page, you can learn about the running status of all plants. In each section, you can see the overall power yield conditions, revenue and energy-saving and emission reduction. Besides, you can view the overall operational status of plants in a dashboard.



5 Plants

Click "Plants" to enter the corresponding interface where information such as Status, Plant Name, Total String Capacity, Current Power, E-total, and Unit Production is displayed.



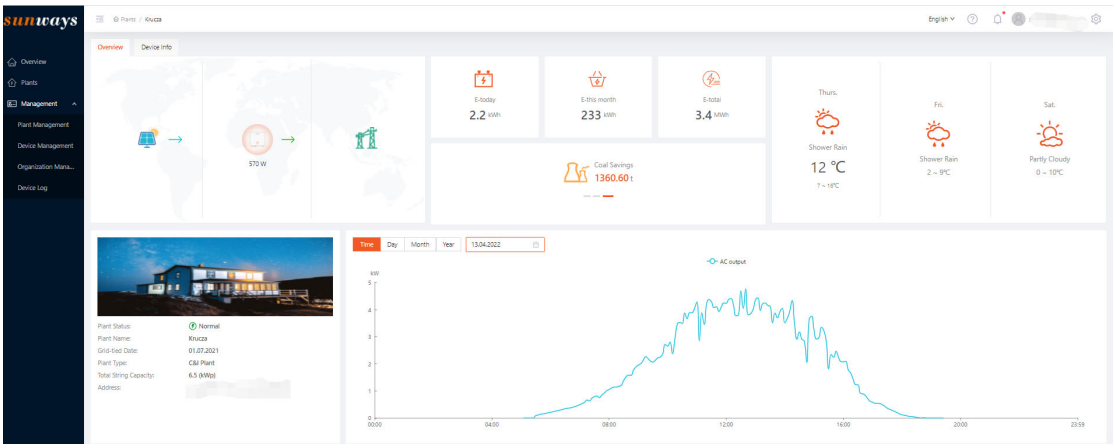
5.1 Plant Search bar

Search category: You can search by Plant type, including “Residental Plant”, “Utility Plant”, “C&I Plant”, and “Energy Storage Plant”.

Exact search: Search by entering the exact “Plant Name”, “SN” or “Email”, then click the Search button to view the result.

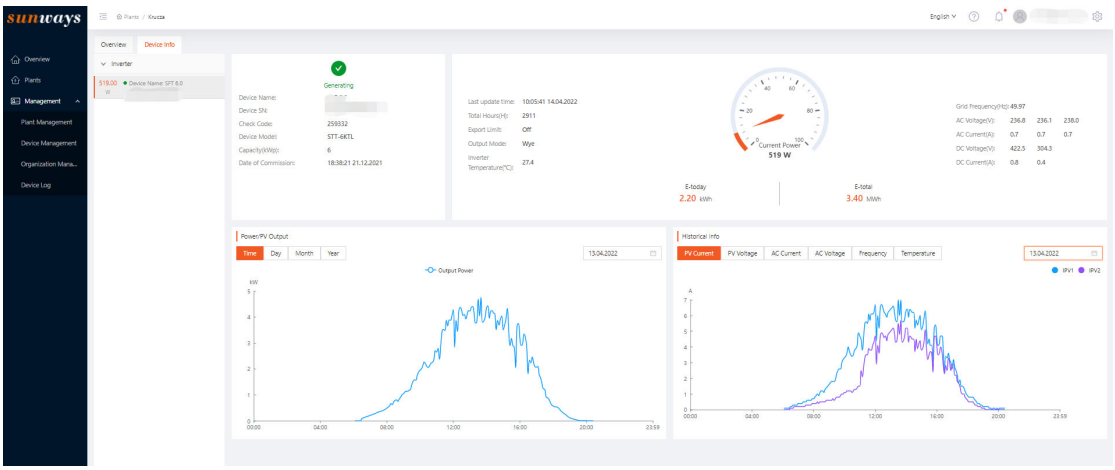
5.2 Plant Overview

Click the plant name to enter the “Plant Overview” page. The power flow diagram, climate data, plant details, real-time power curve and power yield are shown here.



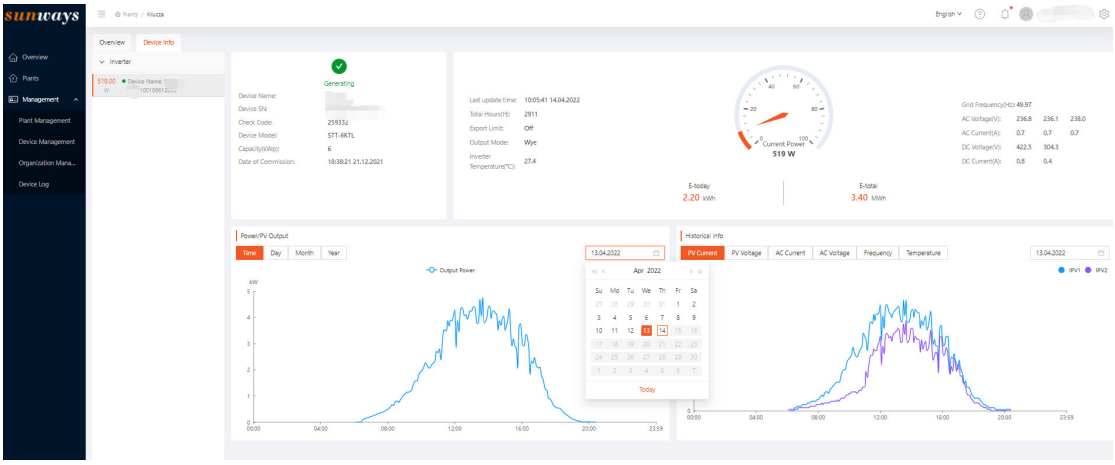
5.3 Device Info

Click the “Device info” button at the side of “Overview” and go to the device details page to check the inverter’s basic information, real-time information, power production, and historical information.



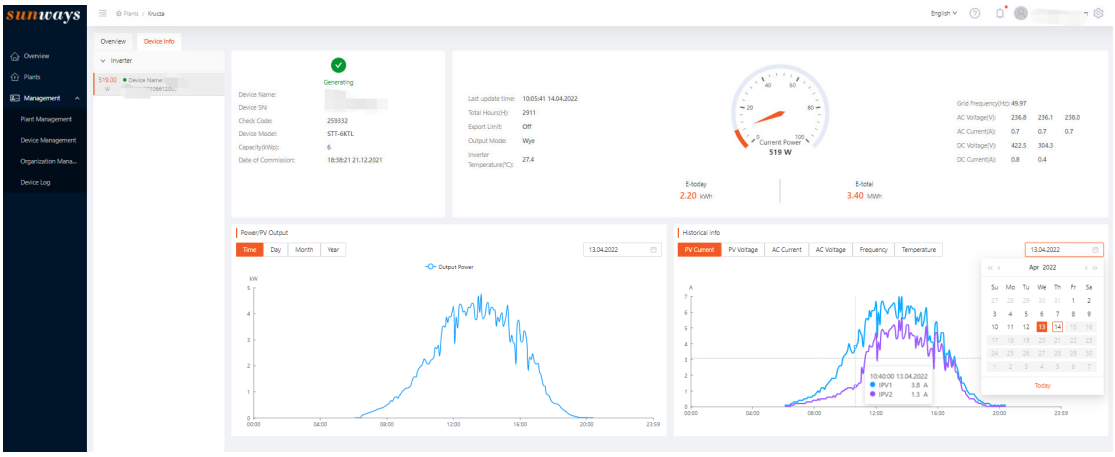
5.3.1 Power Production

Select different time units at the top left of the power display section, and then select the time from the right side of the section to view the power generation corresponding to each time.



5.3.2 Historical Info

Select the different parameters to view the corresponding operating data, such as PV current, PV voltage, AC current, AC voltage, Frequency, and Temperature, then select the time from the right side of the section to view the historical curve. Hover the mouse to see the specific data.



6 **Management**

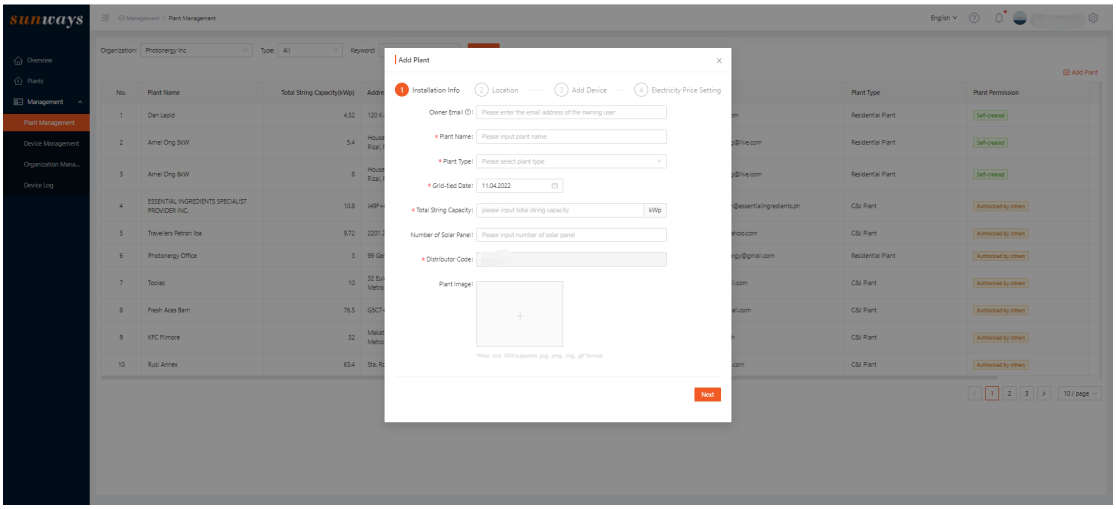
Different role management permissions are as follow:

Role	Plant management	Device management	Organization Management
Enduser	Yes	Yes	No
Install/Distributor	Yes	Yes	Yes

6.1 Plant management

6.1.1 Add plant

Click the “add plant” button in the upper right corner to go to the plant creation interface. Fill in all contents that are required here to finish creation.



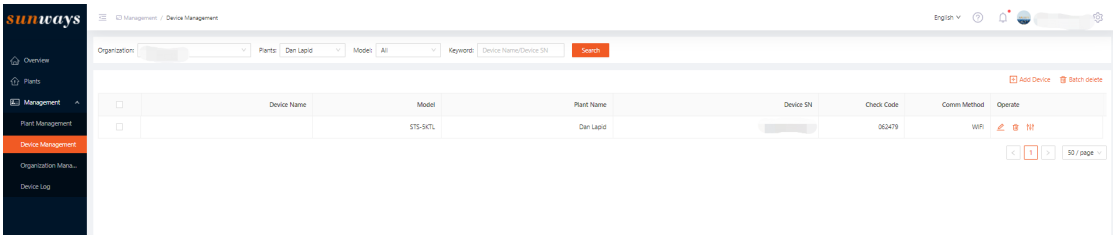
Note: If the email entered in the plant creation step was already registered by the end-user, the newly created plant will automatically appear on the end user's account. Otherwise, the system will automatically create a new end-user account with the account entered email and password ST123456.

6.1.2 Plant screening

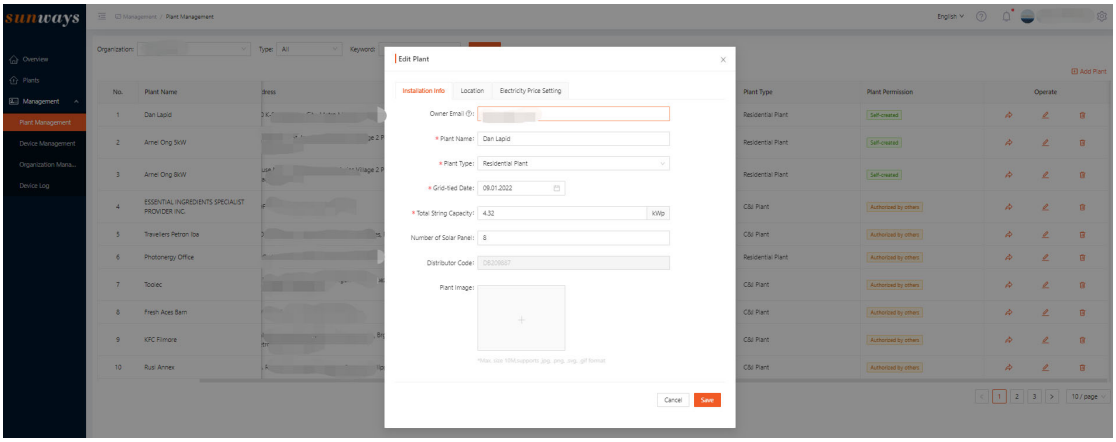
Enter the filter criteria and click “search” to filter out the eligible plant.

6.1.3 Operate

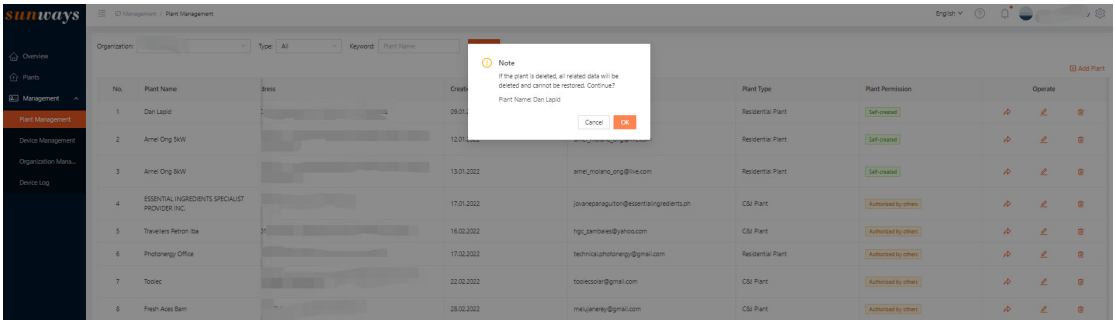
Click the “ ” icon to jump to the device management page.



Click the “ ” icon to edit the plant information.



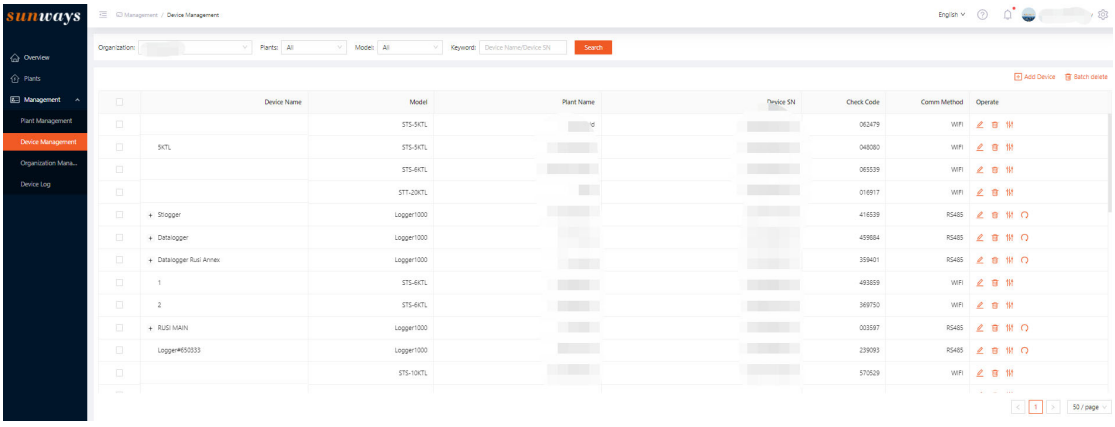
Click the “ ” icon to delete this plant. (The plant can only be deleted by the account that created it).



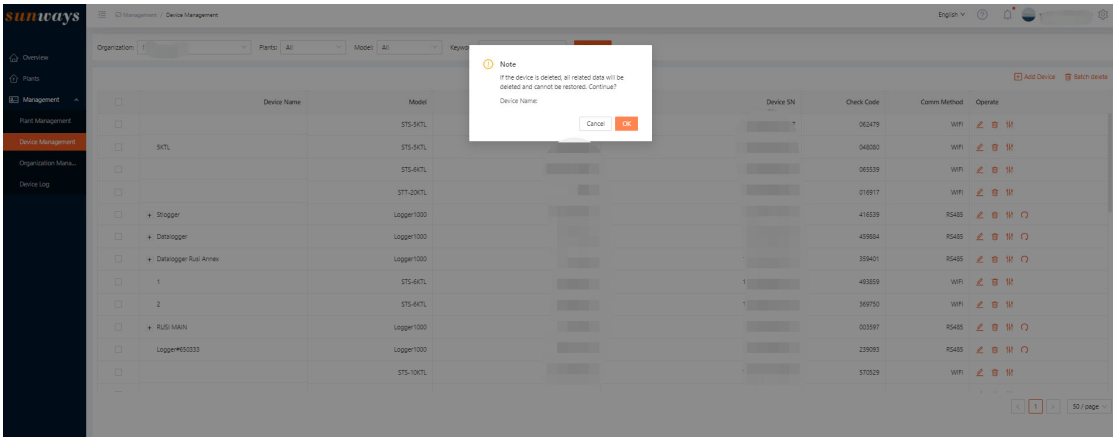
6.2 Device management

For device screening, enter the filter criteria and click “search” to filter out the eligible plant.

Edit device name, click “ ” to the device name.



Delete devices and click the “ ” icon to unbind the device.

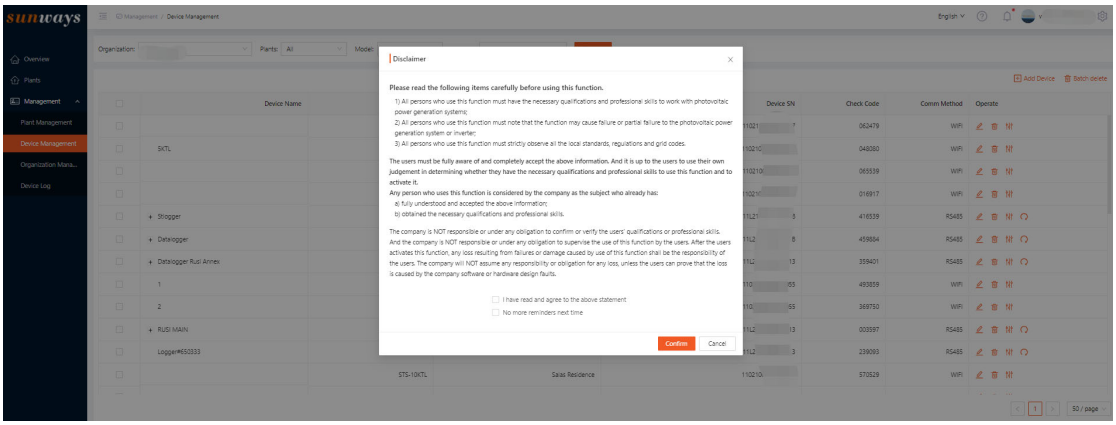


6.2.1 Parameter Settings (Only organization account has this function)

Click the “ ” icon to enter into parameters setting page.

Please read the disclaimer carefully, if one agrees, select “I have read and agree to the above statement” and click “confirm”, otherwise click “cancel”.

The verification password is the same as the login password.



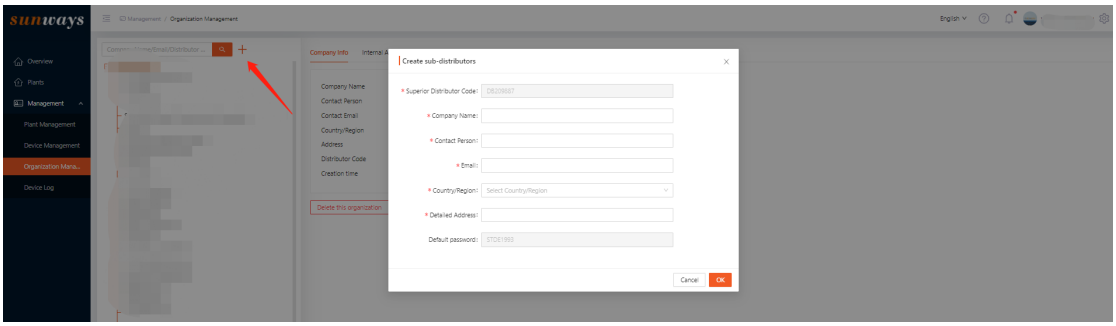
Note: Please operate under the guidance of professional personnel; otherwise, the equipment may not work properly or the machine may be damaged in serious cases.

6.3 Organization management (only organization account has this function)

6.3.1 Creat sub-organization

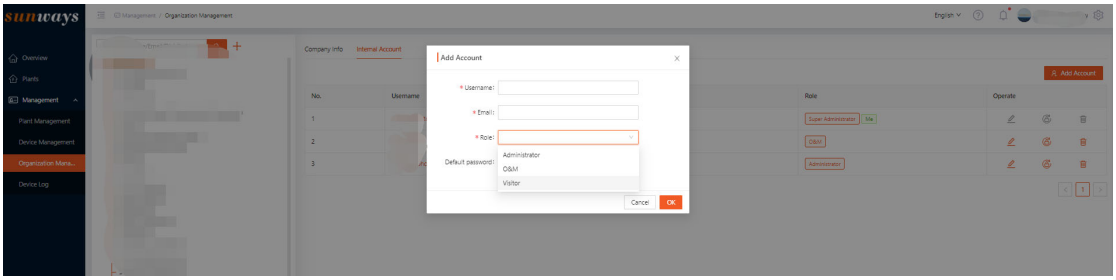
The “Administrator” account can create a sub-level account.

Click the “ + ” icon, then enter sub-level account information. Finally, click “ok” to create an account. The default password is “STDE1993”.



6.3.2 Internal Account

Click the “add account” button at the top right of the internal account page. Then enter fill in the username, email, and choose the account role.



Role permission is as follows:

Role	Plant	Plant Management				Device Management		
	View	View	Edit	Delete	Create	View	Edit	Delete
Distributor Administrator	√	√	√	√	√	√	√	√
Distributor O&M	√	√	√	×	√	√	√	×
Distributor Visitor	√	NULL				NULL		

6.4 Device log

The device log page displays the operation data of parameter settings. It has historical maintenance records.

---END---