



**Energizer Solar Portal
Desktop**

User Manual

Energizer Solar.

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Energizer Solar.

Address: Level 35,477 Collins Street, Melbourne Australia 3000

Website: www.energizersolar.com

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1 About This Document

This manual introduces the function and operation process of Energizer Solar Portal, so as to facilitate users to operate and manage Energizer Solar

 **NOTE**

Use Google Chrome for best results.

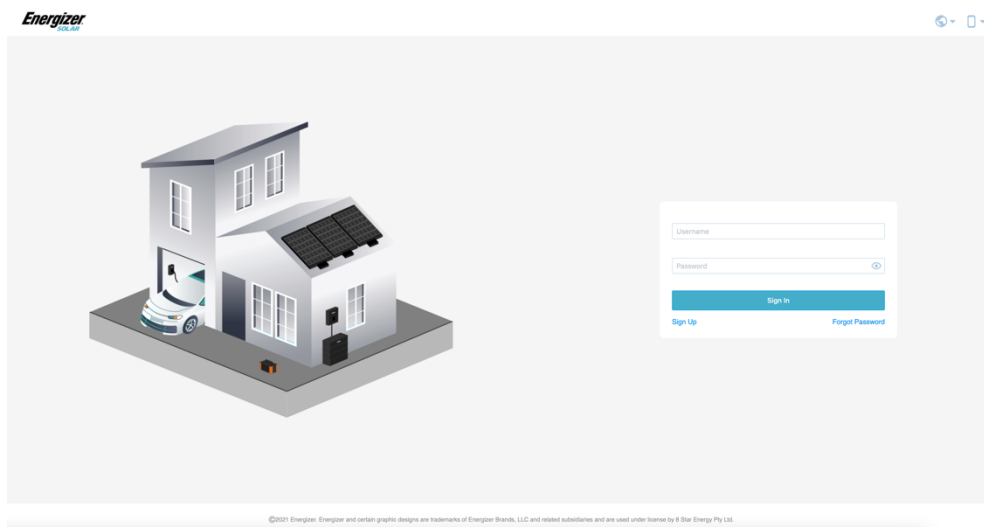
2 Regular Operation

2.1 Home Page

Operation steps

Step1 Open your browser, enter the URL: "https://www.portal.energizersolar.com" in the address bar and press enter) to login to the homepage of Energizer Solar Platform.

Figure2-1




Step 2 The default English language is used in the Energizer Solar portal, and all the graphics of Energizer Solar portal are shown in English in this article. You can change the language by clicking the "  in the upper right corner.

Figure2-2-1

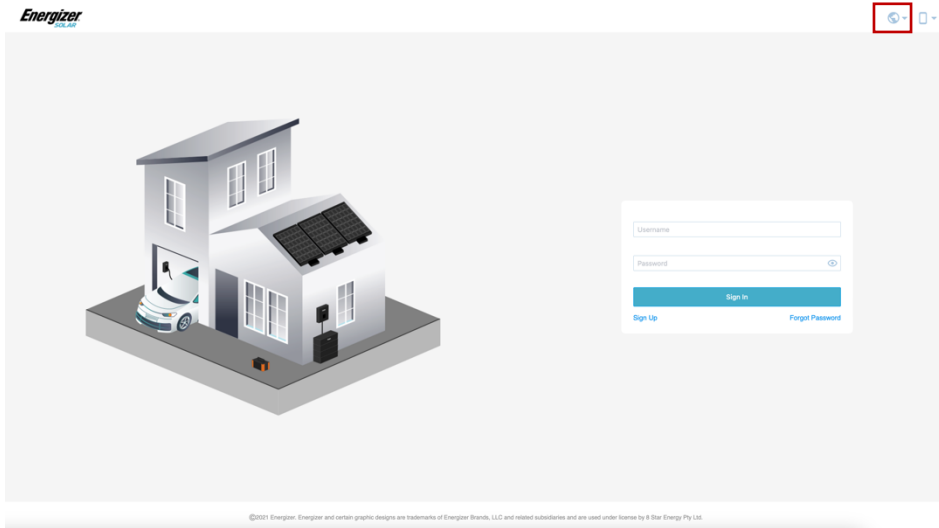
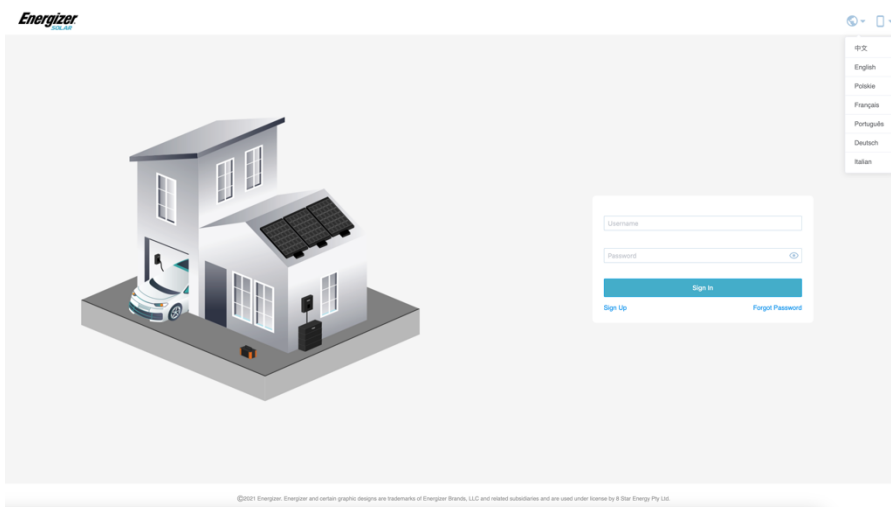


Figure2-2-2




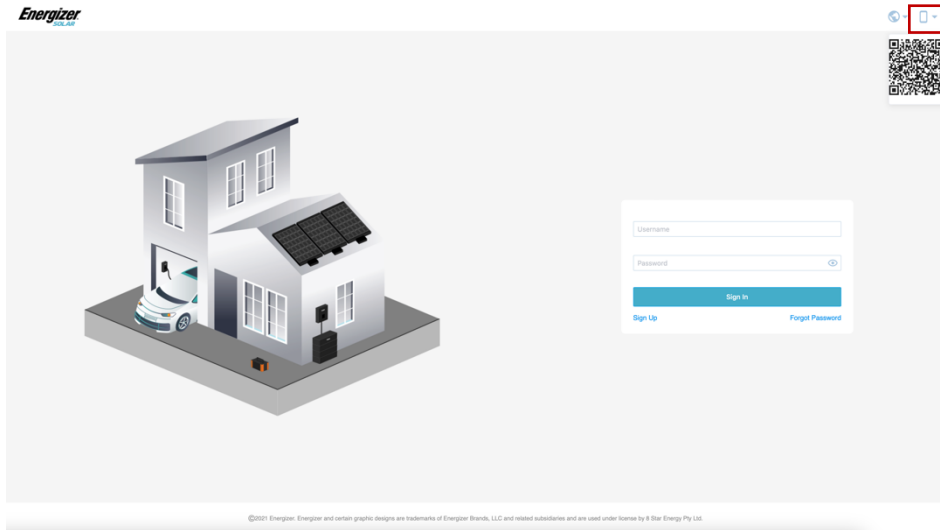
Step 3 Energizer Solar Portal has developed a mobile client for users to view in real time. Click the “ ” in the upper right corner of the phone to scan the QR code and select the appropriate installation method.

Figure2-3



2.2 Sign Up

Operation steps

Step 1 Click "Sign Up" on the home page to enter the registration page.

Figure2-4-1

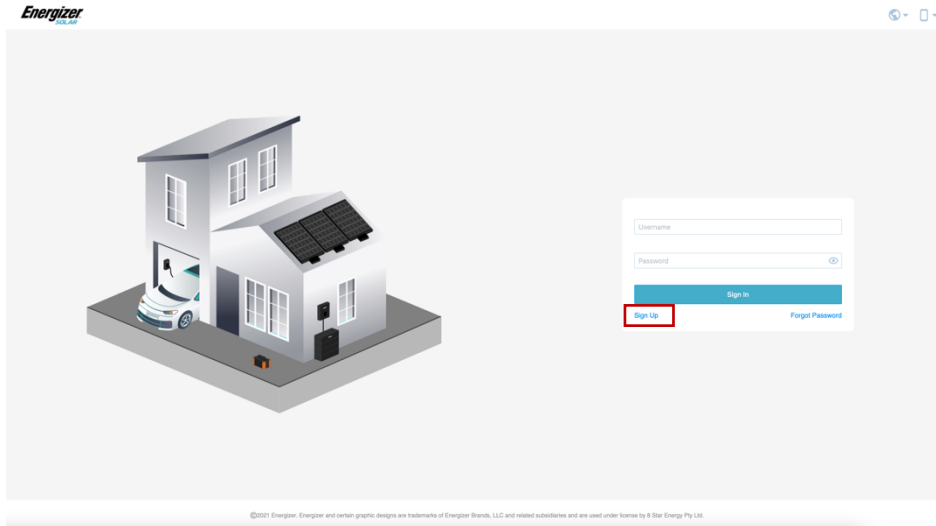
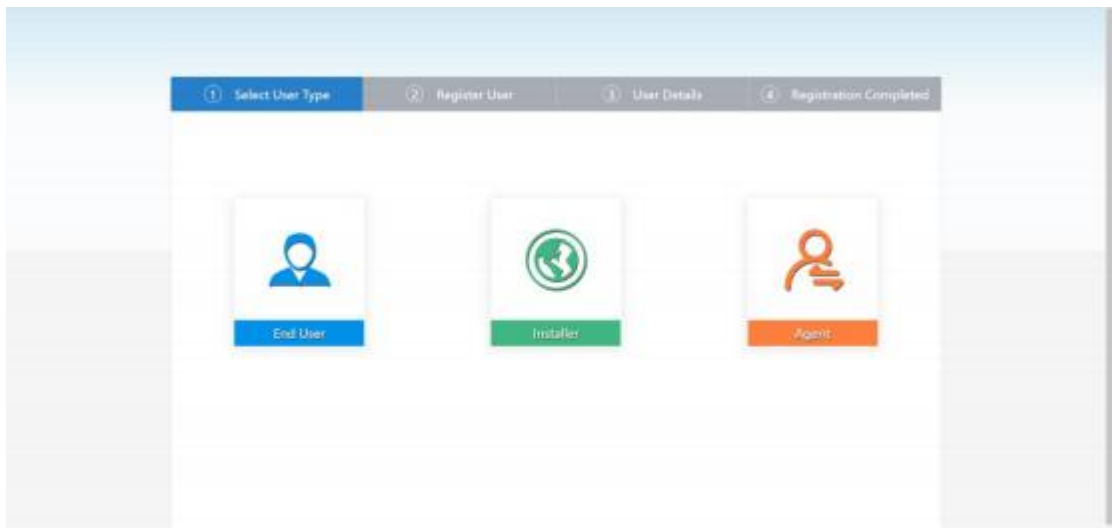


Figure2-4-2

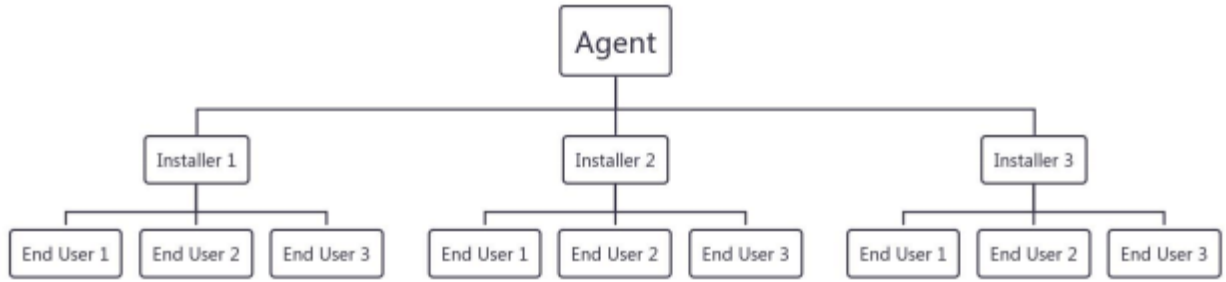


Step 2 Registration Page - Select User Role (Agent, Installer, End User)

Agent: Agent member users

Installer: Installer individual users

End User: End User individual users



NOTE

Web function	terminal	Installer	agent
Create a power station	✓	✓	✓
Remove the power station	✓	✓	✓
Edit the power station	×	✓	✓
Remote Settings	×	✓	✓
Remote upgrade	×	×	✓
Data report	×	×	✓

Step 3 Registration Page - User Information

After selecting the target role, you can enter the user information interface, enter the information and click "Terms of Service" to read the agreement, then click "Next" to proceed to the next step.

NOTE

It is recommended to enter your email address to facilitate receiving the verification code for resetting your password.

Figure2-5

1 Select User Type 2 Register User 3 User Details 4 Registration Completed

* Username

* Password

* Confirm Password

Email Address

Agree Terms of Service

Next

Select User Type

Step 4 Registration Page - Role Information

- The first step is to select Agent

Click if the company and organization (hereafter referred to uniformly as organization) is using the Energizer Solar portal for the first time, and enter the organization information in this page.

Figure2-6-1

1 Select User Type 2 Register User 3 User Details 4 Registration Completed

New Join

* Company Name

* Country / Region

* Address

Postcode

Mobile Number

Remarks

Next

If the organization is already registered, click "Join" on the page and enter the invitation code generated by other member accounts of the organization (how to generate the invitation code for agents) to join and share the data information of the organization. After registration is completed, you will be redirected to the home page.

Figure2-6-2

The screenshot shows a registration interface with a progress bar at the top containing four steps: 1. Select User Type, 2. Register User (highlighted), 3. User Details, and 4. Registration Completed. The main content area features two radio buttons: 'New' (unselected) and 'Join' (selected). Below the radio buttons is a text input field labeled 'Invitation Code'. At the bottom of the form is a blue button labeled 'Next'.

- The first step is to select installer
Enter your Agency ID (provided by the agent and viewed by the agent in the Personal Center) in order for the agent to check and process the information under your account. If you forget to fill out the form, you can enter it in the Personal Center after registration is completed. After registration is completed, you will be redirected to the home page.

Figure2-7

The screenshot shows the same registration interface, but the progress bar now highlights step 3, 'User Details'. The form contains three text input fields: 'Installer', 'Agency ID', and 'Mobile Number'. A blue 'Next' button is positioned at the bottom of the form.

- The first step is to select End User
SN input box to fill in the collector SN, it is recommended to fill in the after-sales organization identification code (provided by the agent or installer, check at the personal center) so that the after-sales personnel query processing information under your account.

Figure2-8

The screenshot displays a registration process with four steps: 1. Select User Type, 2. Register User, 3. User Details, and 4. Registration Completed. The 'Register User' step is active. The form contains two input fields: 'SN' with a placeholder '10-2020-10000000000000000000' and 'After-sales organization identification code'. A blue 'Next' button is positioned below the fields.

----End

2.3 Sign In

Operation steps

Step 1 Enter your registered username and password on the homepage of Energizer Solar portal and click the "Login" button to log in.

Figure2-9



----End

2.4 Forgot Password

Users can retrieve their password in case of forgetting it by using the "Forgot Password" option.

Operation steps

- Step 1** Click on Forgot Password
- Step 2** Enter your username and new password
- Step 3** Click to get the verification code to send the verification code, the verification code will be sent to the mailbox filled in when registering
- Step 4** Click "Reset Password" to reset your password

Figure2-10-1

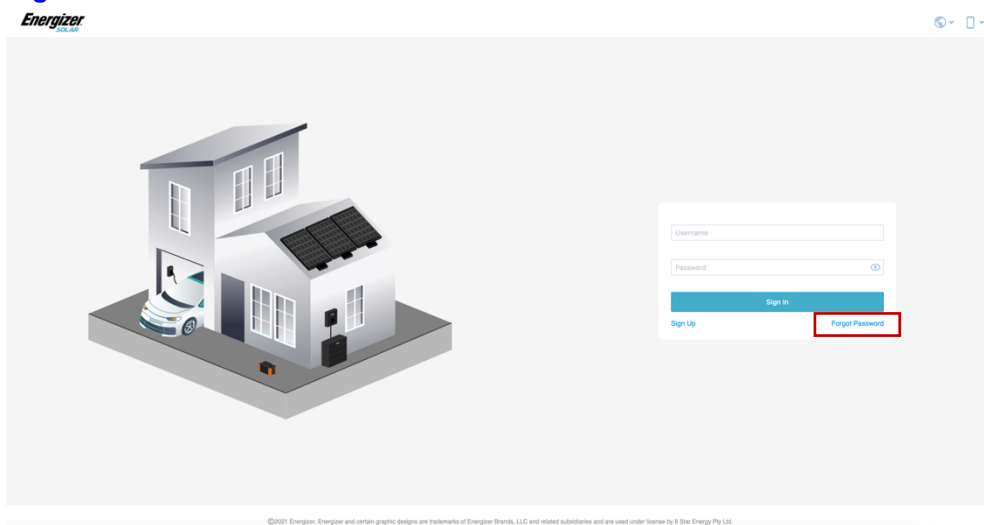
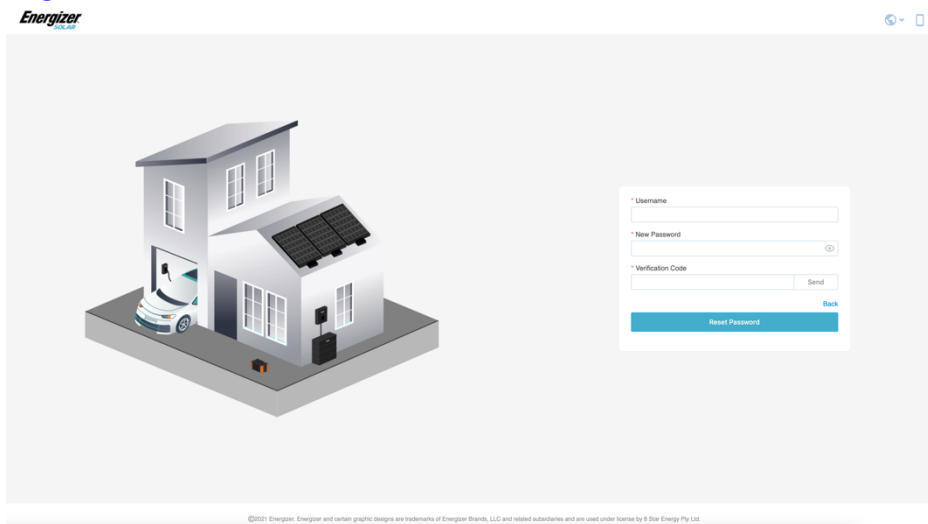


Figure2-10-2



----End

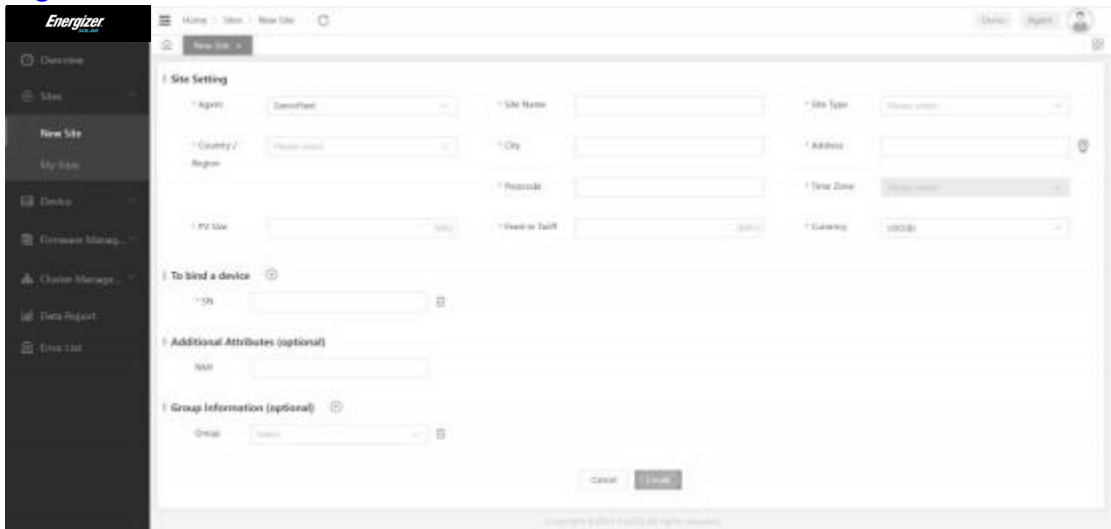
2.5 New Site (Agent or Installer)

After clicking Power Station Management in the left menu bar, click Create Power Station to enter Create

Operation steps

- Step 1** Click on Power Station Management in the left menu bar
- Step 2** Click to create a power station
- Step 3** Go to the Create a Power Station page

Figure2-11



The screenshot shows the 'New Site' form in the Energizer Solar web application. The form is organized into several sections:

- Site Setting:** Includes fields for Agent (dropdown), Site Name (text), Site Type (dropdown), Country/Region (dropdown), City (text), Address (text), Postal Code (text), Time Zone (dropdown), Power Size (text), and Meter in Watt (text).
- To bind a device:** Includes a field for SN (text) with a plus icon to add more.
- Additional Attributes (optional):** Includes a field for SN (text) with a plus icon to add more.
- Group Information (optional):** Includes a field for Group (text) with a plus icon to add more.

At the bottom of the form, there are 'Cancel' and 'Create' buttons. The footer of the page reads 'Copyright © 2015 Energizer Solar. All rights reserved.'

----End

- Power station settings: Set up information about the power station
- Device binding: Enter the collector SN, click “+” to add multiple collector SN
- Additional attributes (optional): can be ignored
- Grouping information (optional): can be ignored

2.5.1 Creating a Power Station (End User)

Operation steps

Step 1 Click "Associate SN" in the Data Overview screen to enter the Associate Power Station screen.

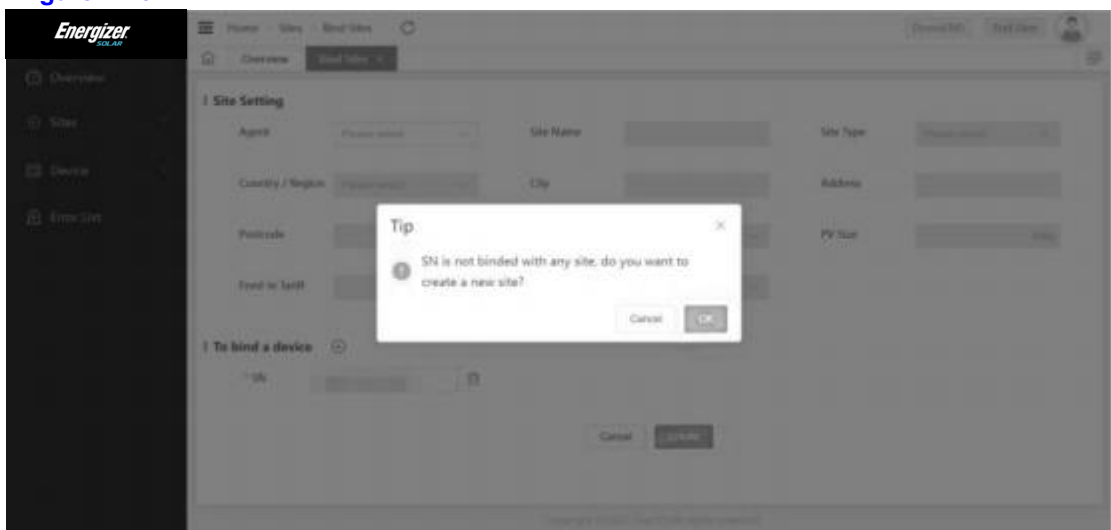
Figure2-12



Step 2 Enter the collector SN in the SN input box and click "Create".

- If "No valid validated SN" is prompted, it means that the SN of the collector is entered incorrectly, please re-enter it. If you confirm the correct input and still have the problem, please contact the agent to deal with it.
- Prompt "SN is not associated with a power station, do you want to create a power station?" If the installer or reseller has not yet helped you create the power station, you can click "OK" to create it yourself. Or contact your installer or reseller to create the power station for you, after which the third scenario below appears as per the above two steps.

Figure2-13



NOTE

The third scenario: Enter the "Operation successful" prompt and jump to the data overview page to find the newly associated power station in the power station name drop-down box.

2.6 Log Out

Operation steps


- Step 1** Click on "  " in the upper right corner of the entire interface
- Step 2** Check the box to log out and prompt "Sure you want to log out?"
- Step 3** Click OK to log out of your current account .

Figure2-14-1

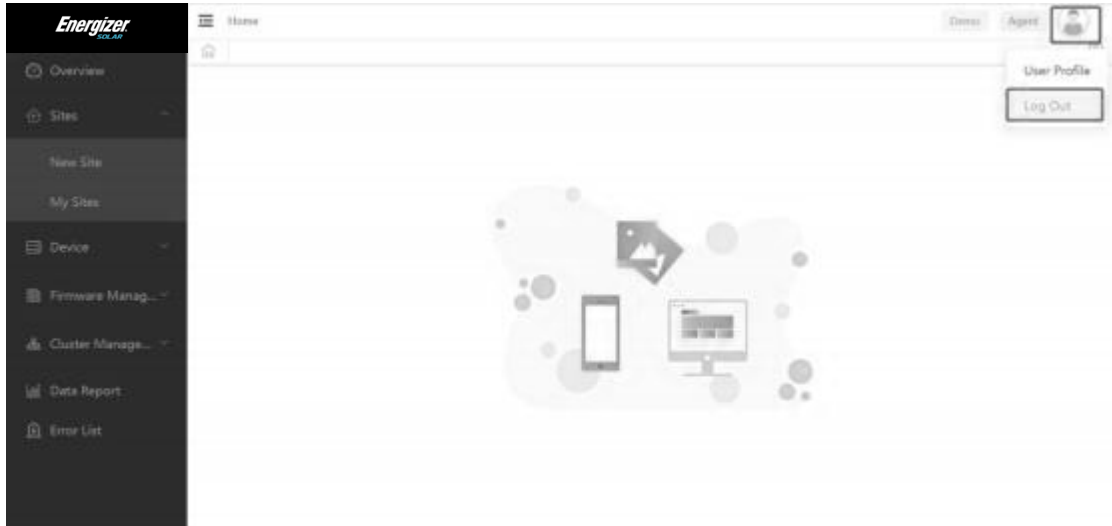


Figure2-14-2



3 Function Description

3.1 Overview

Operation steps

Step 1 Click "Overview" in the left menu bar to view the information of each power station under the current user.

Figure3-1



----End

3.2 My Sites

3.2.1 My Sites

View information about all power stations under the current user.

- **Agent**
Includes power plants created by agents, power plants created by installers associated with the organization, power plants created by end-users associated with the organization and power plants created by installers associated with the organization by end-users.
- **Installer**
Contains power plants created by the installer and the power plants created by the end user associated with that installer.
- **End User**
Power stations created by end-users and power stations associated with end-users.

3.2.2 Consult a Map

Click on the map to see the location distribution of the power station map.

 **NOTE**

Prerequisites: Create/ edit power stations so that they are created/ edited using map positioning

3.2.3+ New Tag

Add Tag to make it easy to find quickly.

Operation steps

Step 1 Select one or more targets

Step 2 Click “ + New Tag ”

Figure3-2-1



Step 3 Enter the Tag Name and click "OK".

Figure3-2-2



Step 4 The "Demo1" Tag is generated in the interface, click on the Tag to display the previously selected target

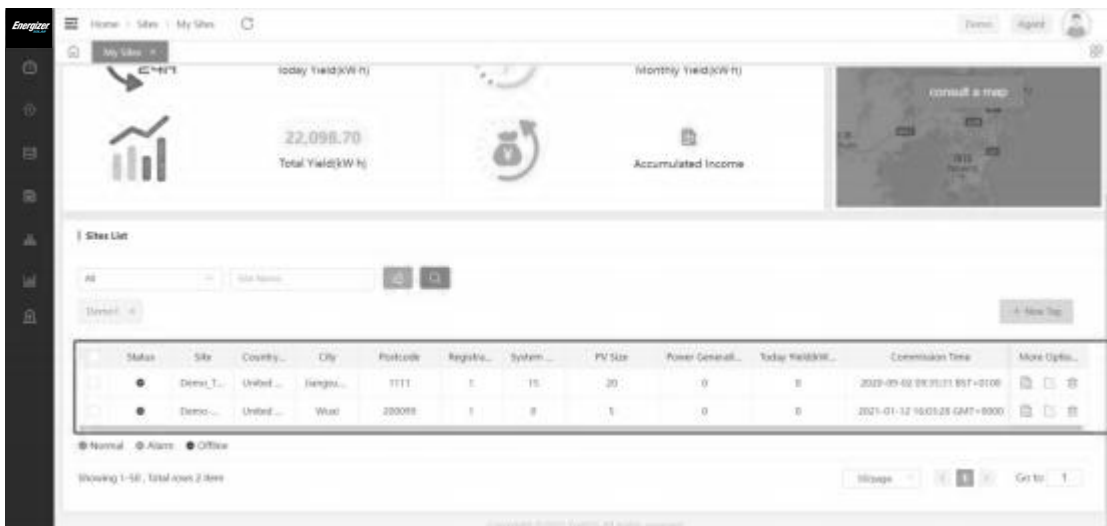
Figure3-2-3



Step 5 If you want to add a target to an existing Tag, you can repeat steps 1 and 2 and enter the existing Tag Name in step 3.

Step 6 If you no longer use a Tag, you can click the "x" after the corresponding Tag to delete the Tag

Figure3-2-4



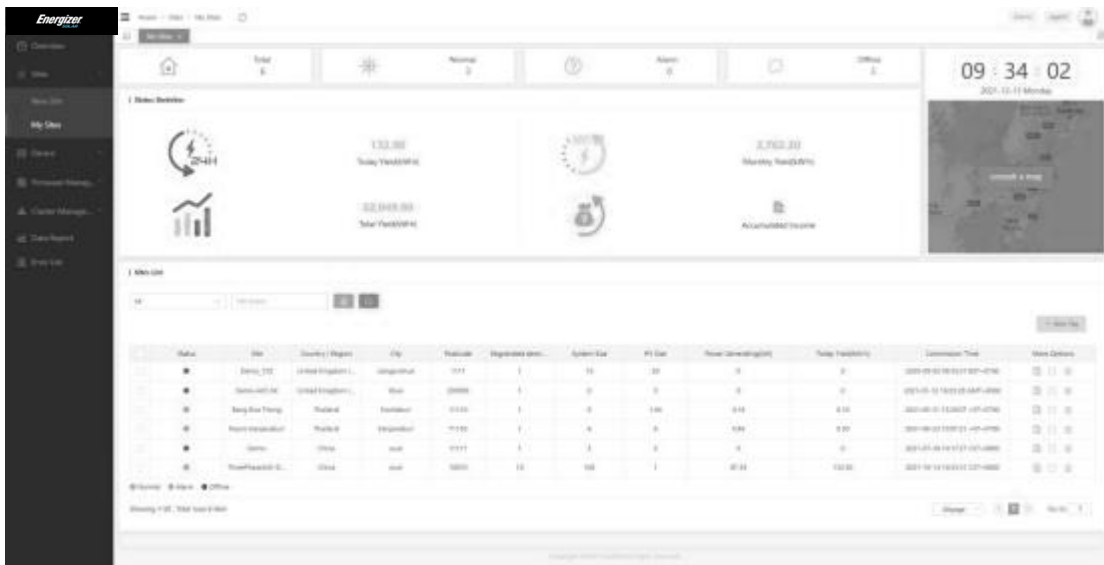
3.2.4 More Options

Operation can operate on the selected power station, click “📄” to view the power station details, click “✎” to edit the power station information, click “🗑️” to delete the selected power station.

NOTE

At present, the Energizer Solar Portal is not open to end- users to edit power stations .

Figure3-3



3.3 Device

3.3.1 Inverter


Query all devices under the current user, you can quickly find the target devices by filtering conditions of status, inverter SN, power station, collector SN, country/region, inverter model and grid connection time.

 **NOTE**

+New Tag reference 3.2.3

Operation steps

Step 1 Click " " to go to the inverter details to view the details of the selected device.

Step 2 Click " " to go to the remote setup page to set up the device.

 **NOTE**

Not configurable for end users and not configurable for devices offline.

3.3.2 Inverter Details

In this interface, you can view basic information such as model and version of a single device, as well as real-time information such as current power and today's power generation.

- Inverter historical data power change curve
- Inverter historical power generation statistics can be queried by three time units: day, month and year.
- A varie of real-time data can be checked.

3.3.3 Datalogger

Query all modules under the current user, you can filter by status, collector type, collector SN, view collector signal strength and other information

 **NOTE**

+New Tag reference 3.2.3

3.4 Firmware Management (Only Agent)

3.4.1 Firmware Version

Agents can view the latest version of firmware released by the manufacturer for various device types in order to select the right version to upgrade their devices.

3.4.2 Inverter Remote Upgrade

Provides inverter remote upgrade operation, which can upgrade single unit or batch upgrade.

(Figure 3-4-1 shows the single inverter upgrade, and Figure 3-4-2 shows the batch inverter upgrade.)

Figure 3-4-1 Single upgrade of the inverter

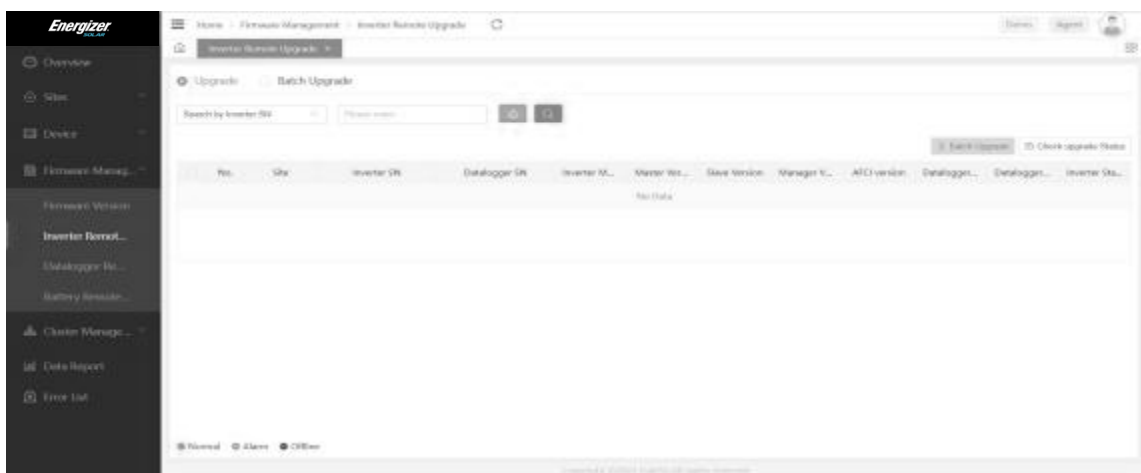
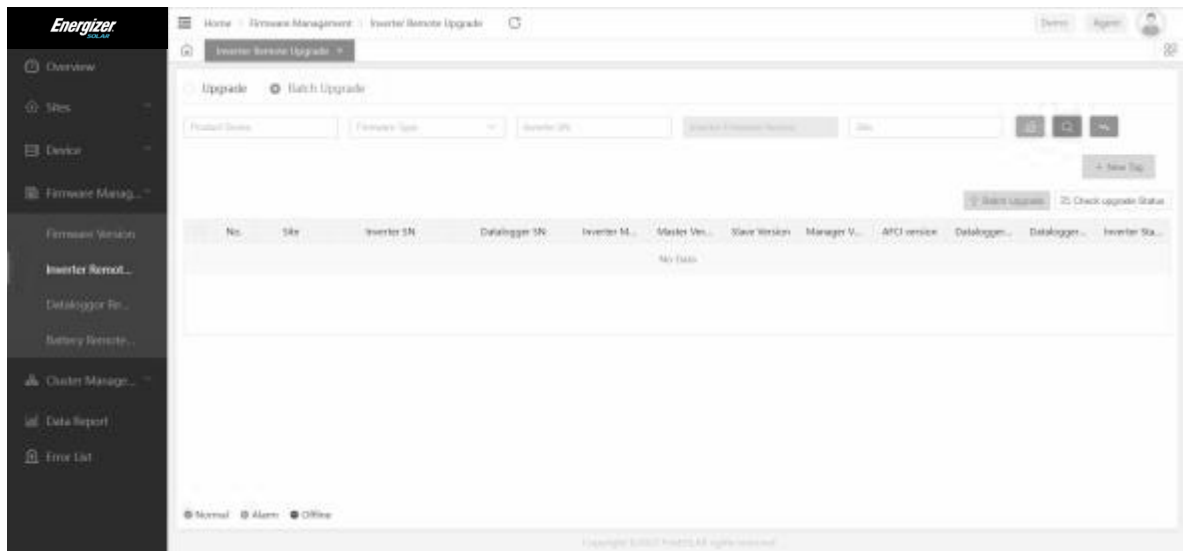
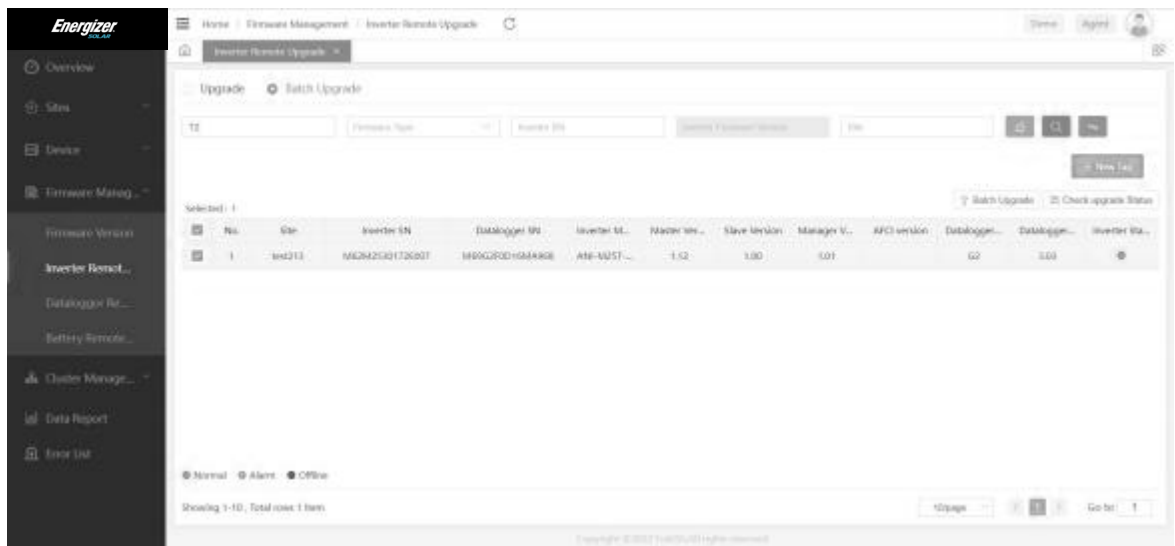


Figure 3-4-2 Batch upgrade of the inverter



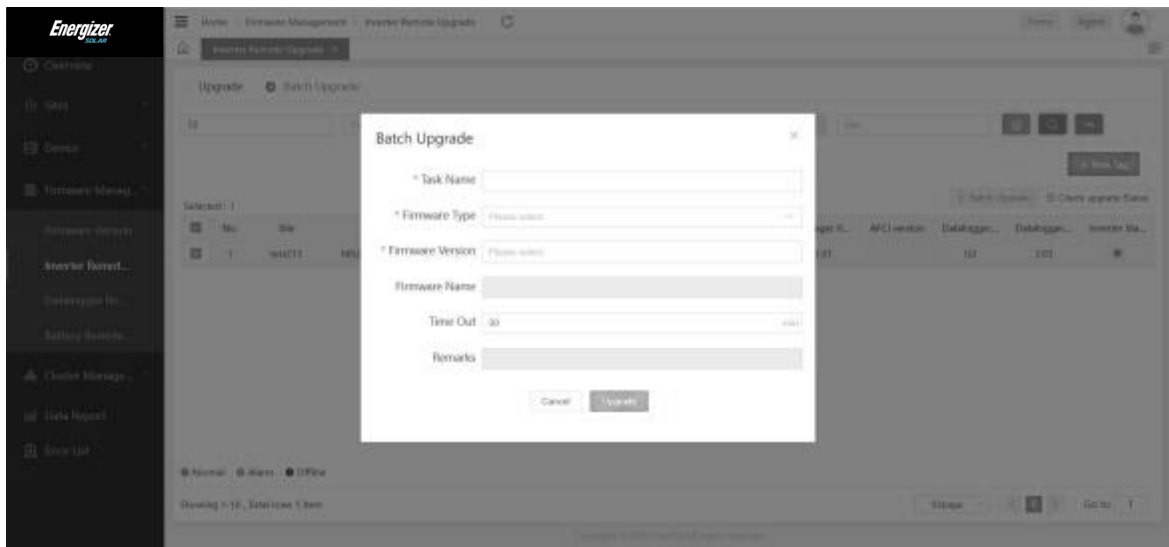
- Upgrade operation
 - a. Select the target device

Figure 3-5-1 Select the target equipment



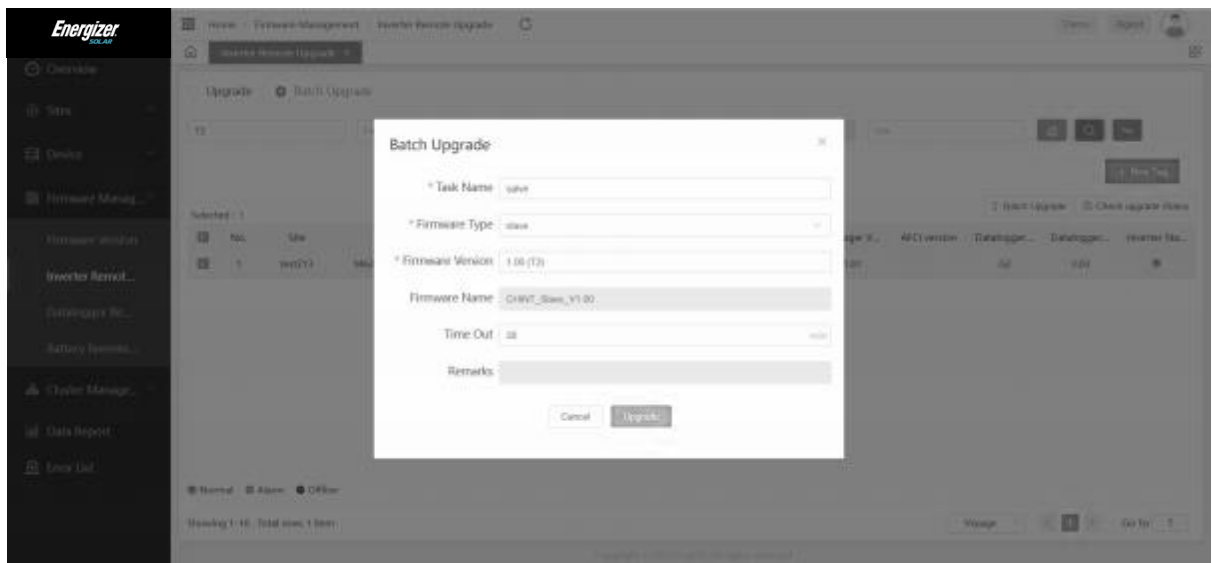
b. Click "Batch Upgrade".

Figure 3-5-2 Click Batch upgrade



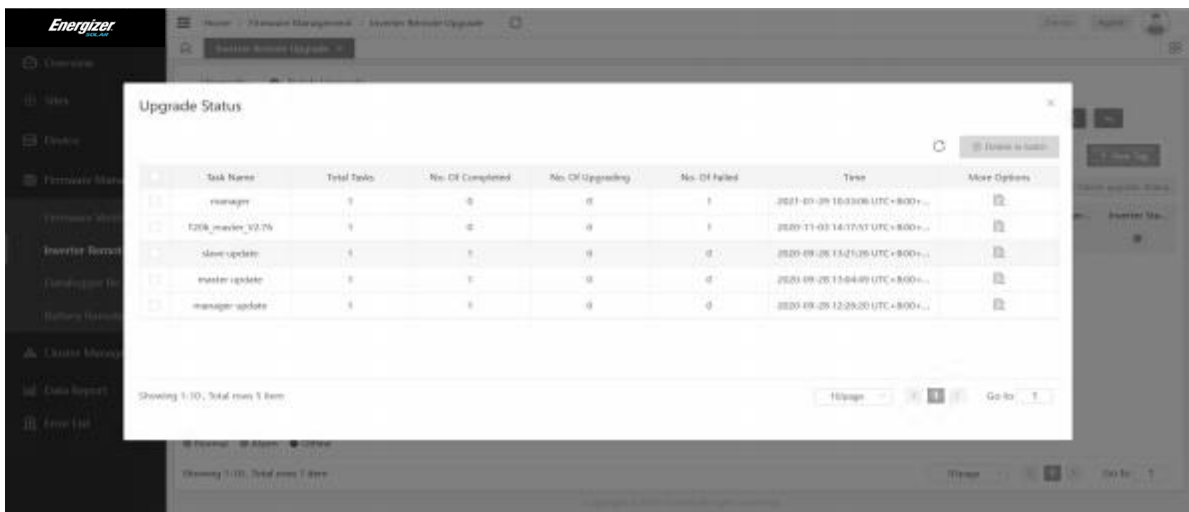
c. Enter the upgrade information and click "Upgrade".

Figure 3-5-3 Enter the upgrade content



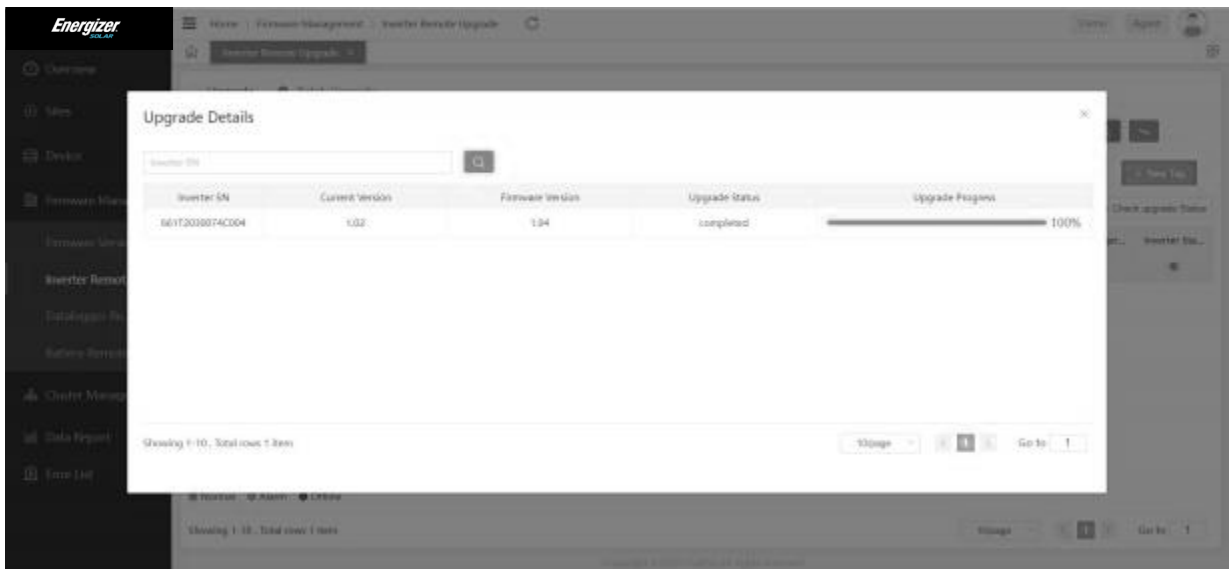
- Check the upgrade status
 - a. Click "View upgrade status".

Figure 3-6-1 View the upgrade status



- b. Click "📄" in the current page to view the upgrade task progress.

Figure 3-6-2 Upgrade task progress



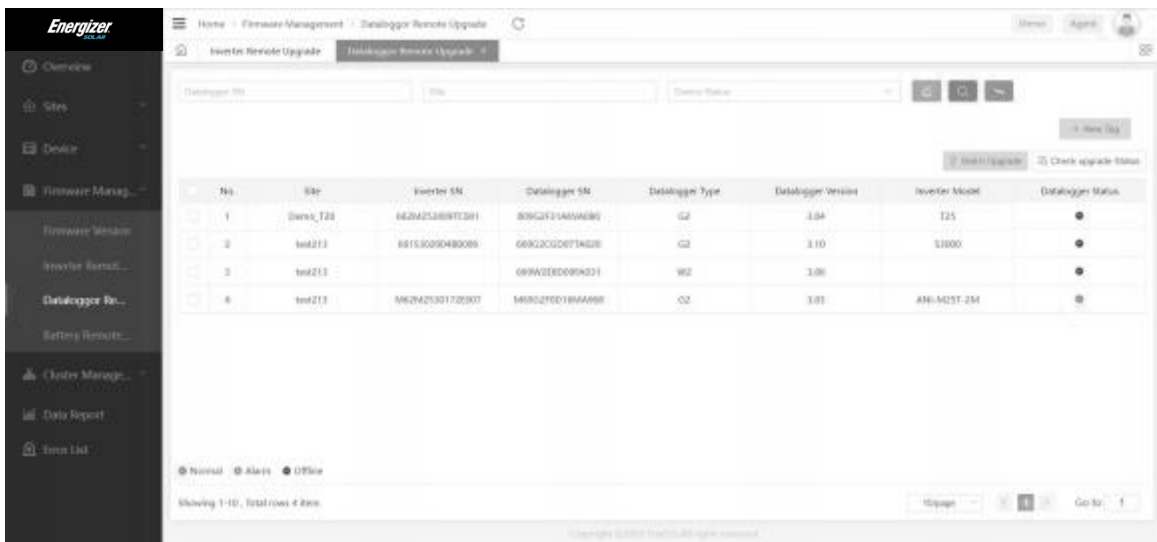
3.4.3 Dataloggor Remote Upgrade

Provides remote operation of the collector.

NOTE

Please refer to 3.4.2 for upgrade operation and status check.

Figure 3-7 Collector remote upgrade



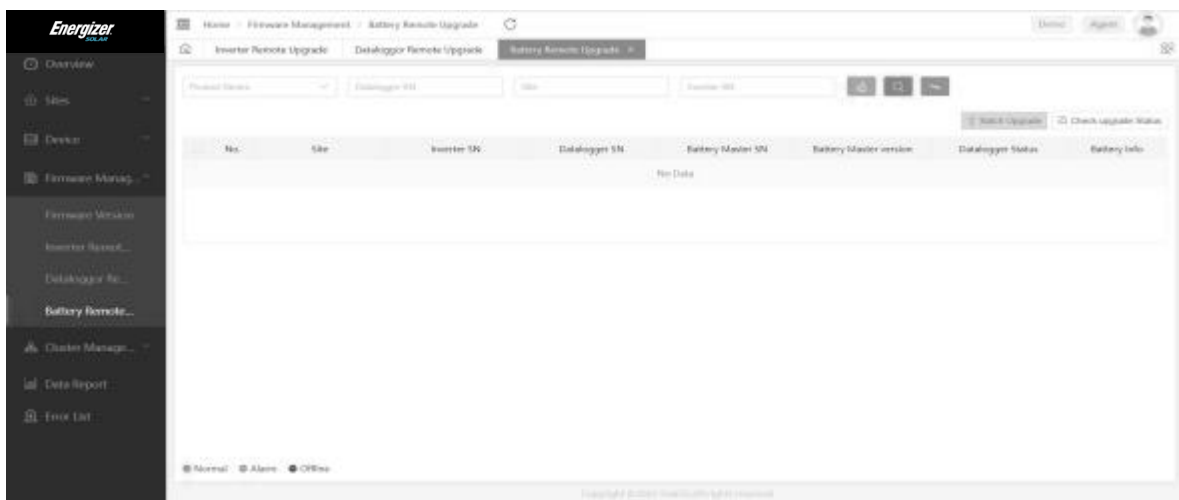
3.4.4 Battery Remote Upgrade

Provides battery remote upgrade operation.

NOTE

Please refer to 3.4.2 for upgrade operation and status check.

Figure 3-8 Remote battery upgrade



3.5 Cluster Management (Only Agent)

Remote Scheduling

 **NOTE**

For use in South Australia. Other countries/regions can be ignored.

3.6 Data Report (Only Agent)

- Query the inverter history data information, the maximum available range is 15 days.
- If the search range includes incoming and outgoing daylight saving dates, the search range should not exceed 14 days.
- After searching the inverter history data, you can export the data by clicking the "Download" button on the right.

3.7 Error List

- Query the inverter history data information, the maximum available range is 15 days.
- If the search range includes incoming and outgoing daylight saving dates, the search range should not exceed 14 days.
- After searching the inverter history data, you can export the data by clicking the "Download" button on the right.

3.8 Personal Center

Operation steps

Step 1 Open Personal Center

Step 2 Click " " in the upper right corner of the entire interface, select "Personal Center" to enter the personal center page

Figure3-9



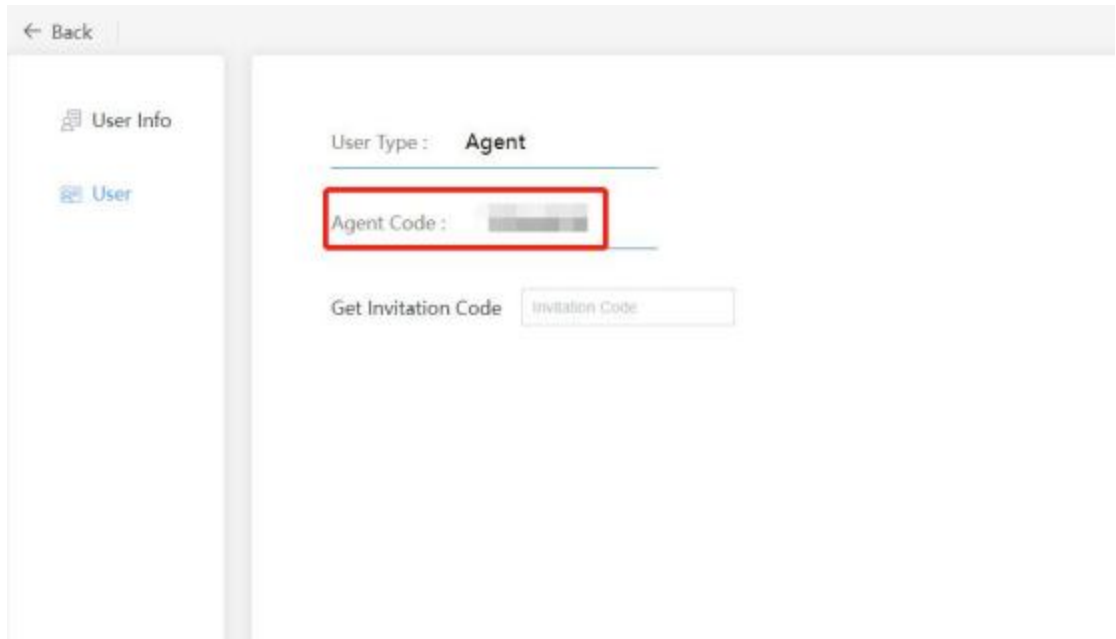
----End

- Click "User Information" to check the client-id and username information, or click Modify to change the password.
- Click "Account Management", and there are three cases depending on your role.

3.8.1 User Type (Agent)

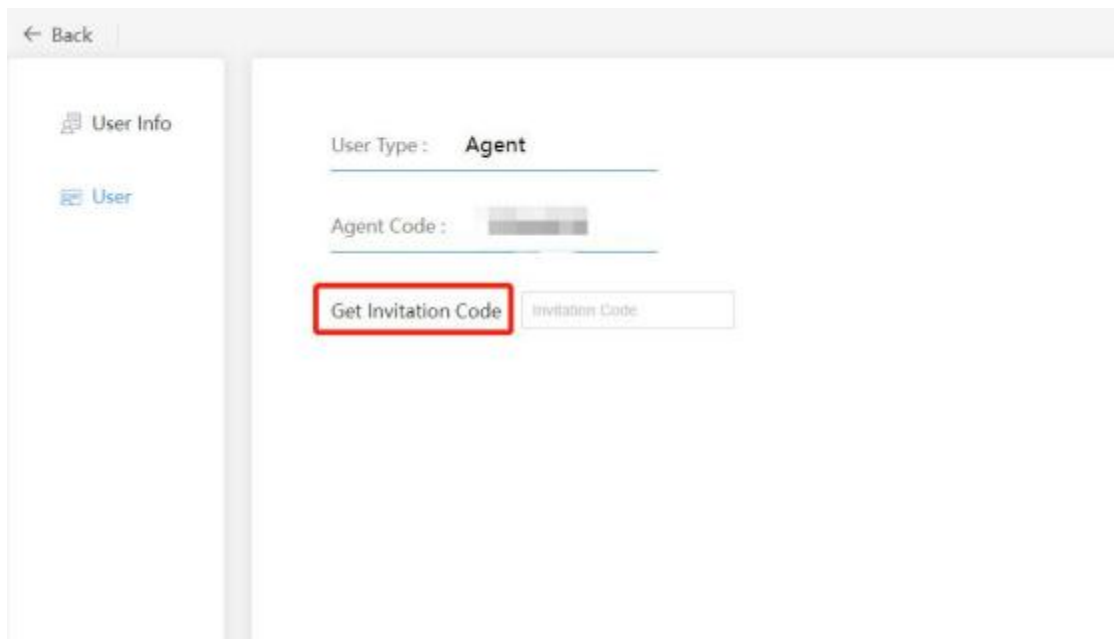
- Reseller Code
 - a. The reseller identification code required for installer registration.
 - b. Aftermarket organization identification code required for end-user registration.
- Invitation Code
 - a. Click Generate Invitation Code on the right to generate an invitation code for new members to use when joining the organization, i.e. the join operation in Registered Agent.
 - b. The invitation code is valid for 5 minutes and expires once.

Figure3-10-1



The screenshot shows a web interface for user registration. On the left, there is a sidebar with 'User Info' and 'User' options. The main content area displays 'User Type: Agent'. Below this, there is a field for 'Agent Code' which is highlighted with a red rectangular box. Underneath the 'Agent Code' field, there is a 'Get Invitation Code' button and an 'Invitation Code' input field.

Figure3-10-2



The screenshot shows the same web interface as Figure 3-10-1. In this view, the 'Get Invitation Code' button is highlighted with a red rectangular box. The 'Agent Code' field is still visible above it, and the 'Invitation Code' input field is to the right of the button.

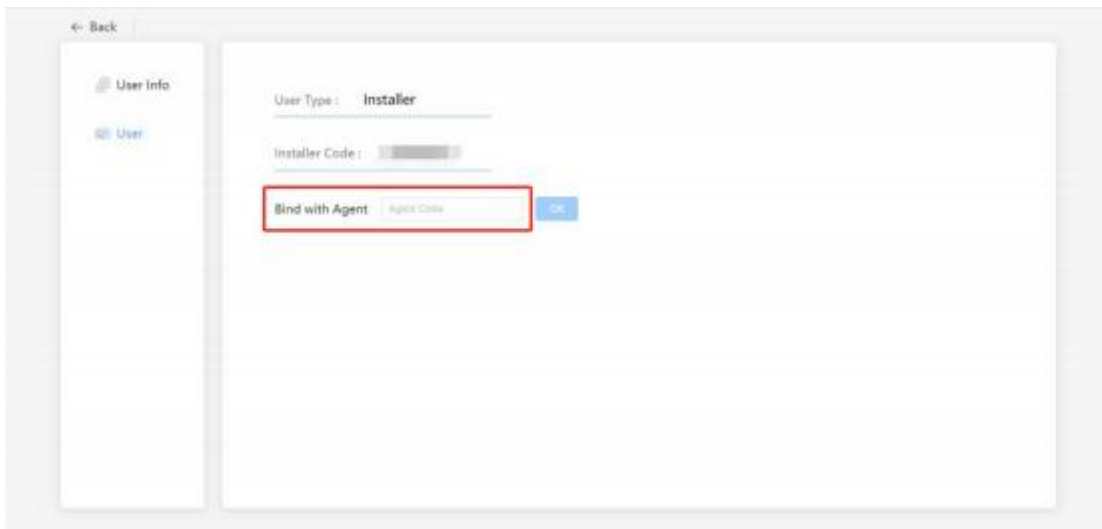
3.8.2 User Type (Installer)

Installer codes are available for end users to fill in after-sales organization identification codes when registering. If you want to bind the agent, you can enter the agent code in the input box after the associated agent and click "OK".

 **NOTE**

Installers are not allowed to fill in the installer code.

Figure3-11



The screenshot shows a mobile application interface for user registration. On the left is a sidebar with a back arrow and two menu items: 'User Info' and 'User'. The main content area is titled 'User Type: Installer'. Below this, there is a field for 'Installer Code' which is currently blacked out. At the bottom of the main area, there is a section labeled 'Bind with Agent' with an adjacent 'Agent Code' input field. A red rectangular box highlights the 'Bind with Agent' label and the 'Agent Code' input field. To the right of the input field is a blue 'OK' button.

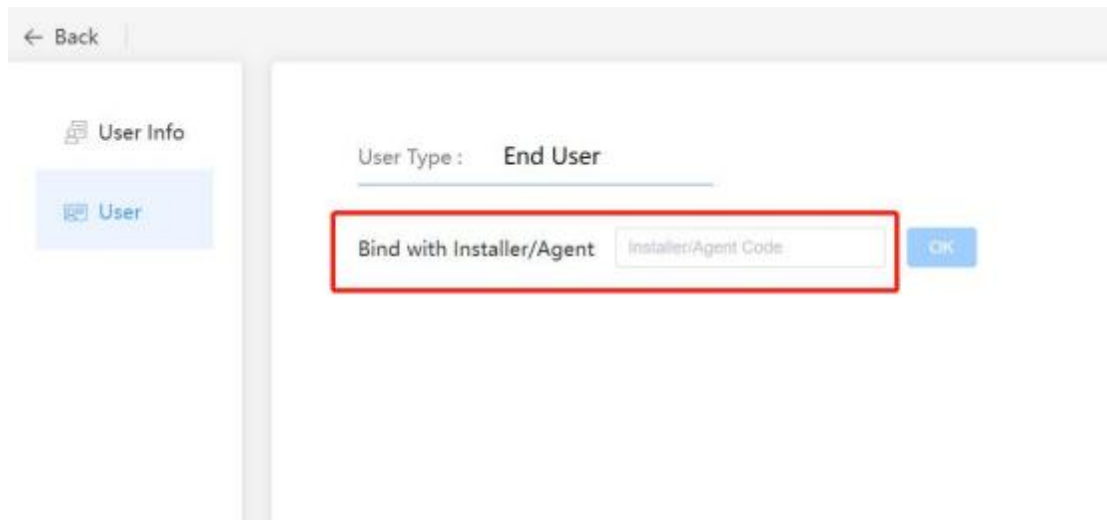
3.8.3 User Type (End User)

If you do not fill in the after-sales organization identification code during registration and need to fill in additional information, you can enter the installer/agent code here and click "OK".

 NOTE

End users can and only can bind one code.

Figure3-12



The screenshot shows a web interface for user registration. At the top left, there is a '← Back' button. Below it, a sidebar contains 'User Info' and 'User' (highlighted in blue). The main content area shows 'User Type: End User'. Below this, there is a section titled 'Bind with Installer/Agent' which is highlighted with a red box. This section contains an input field labeled 'Installer/Agent Code' and a blue 'OK' button.

3.8.4 Summary

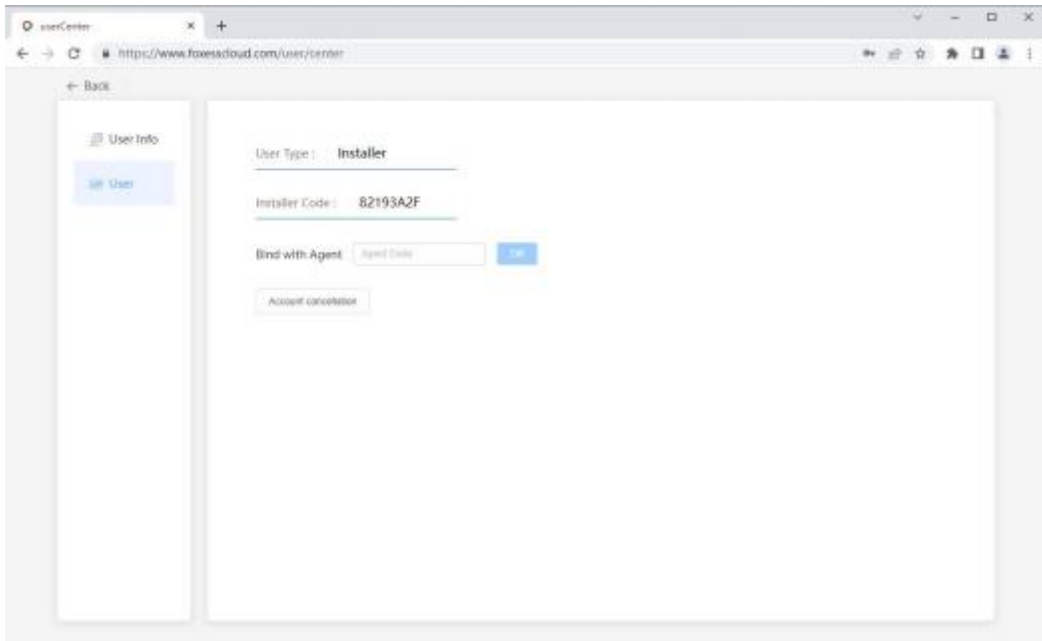
- The "Agent ID" of the installer's registration and the "After-sales Organization Identification Code" of the personal center can only be filled in with the "Agent Code", which can be filled in multiple times.
- You can fill in either the agent code or the installer code in the "After-sales organization identification code" and "Agent/Installer Code" in the personal center of the end-user registration, but only one can be filled in.

3.9 Account cancellation

Step 1 Click the icon in the upper right corner of the entire interface, select "Personal Center" to enter the personal Center page.

Step 2 Click "Account Management" to enter the "Account Management page".

Figure 3-13 Account management



Step 3 Click "Account Cancellation", pop up the "Account Cancellation" window, correctly enter "Password, Confirm password" in the pop-up window, and click OK.

Figure 3-14-1 Cancel the account

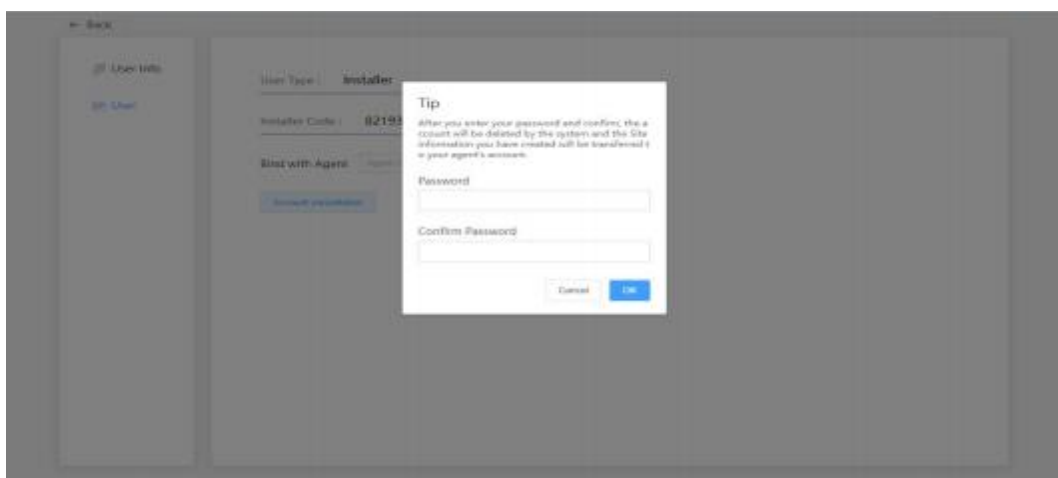
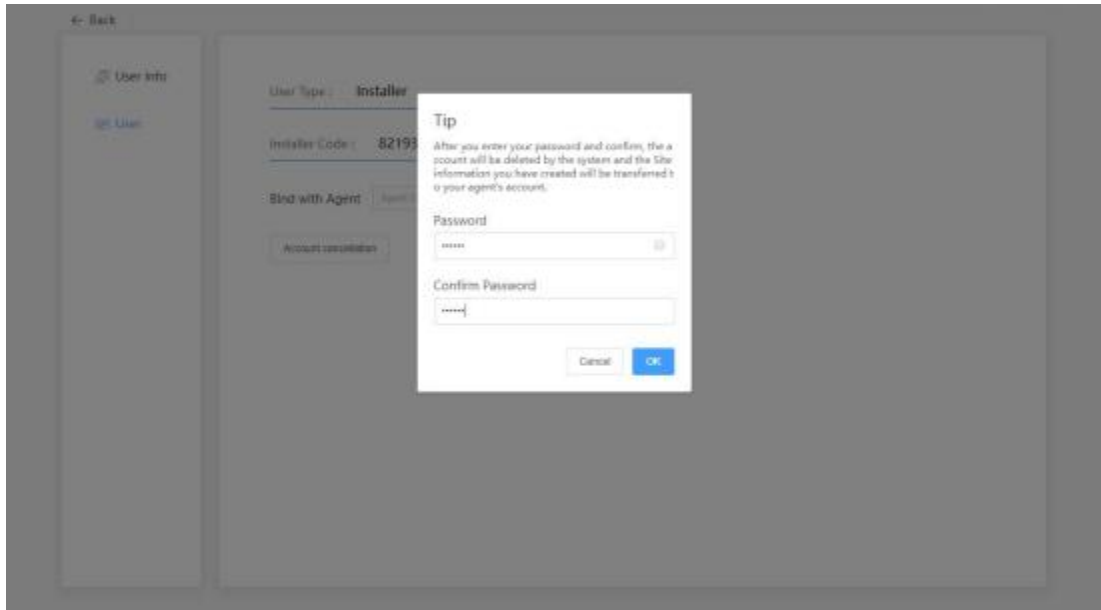


Figure 3-14-2 Enter the password



Step 4 Pops up, " Logout is OK?"Tip box, click" Save ", prompt logout is successful, the page jump to the login page.

Figure 3-15-1 Confirm the cancellation?

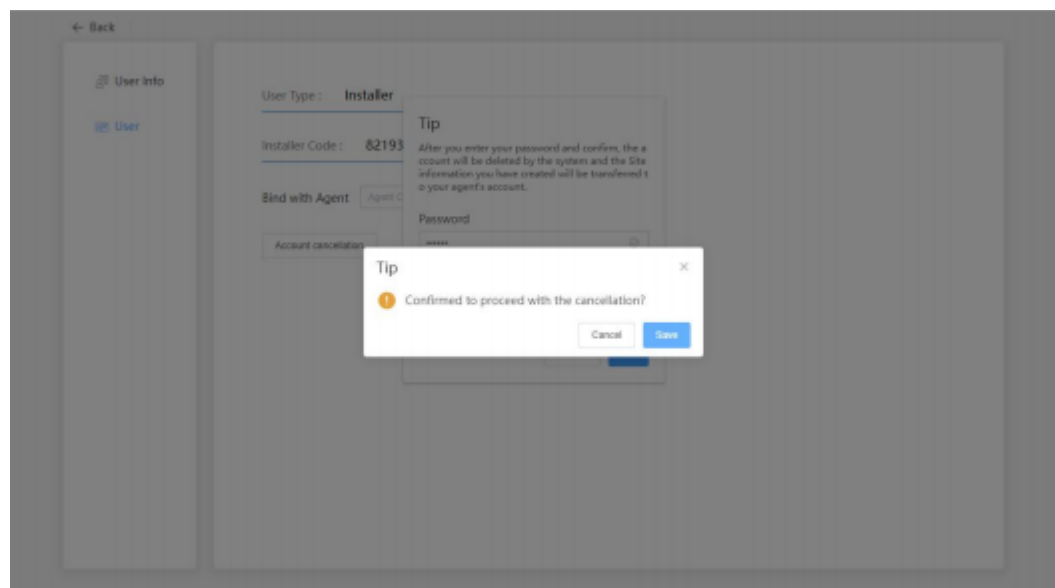
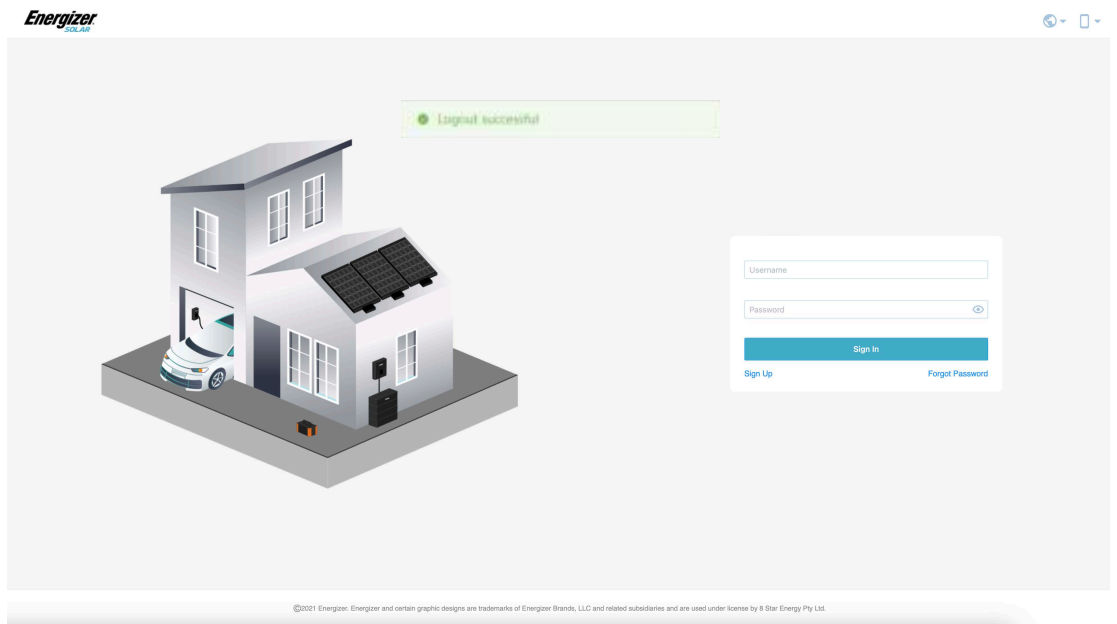


Figure 3-15-2 Successful logoff





Australia
Level 35, 477 Collins St, Melbourne
Victoria 3000, Australia
+61 1300 757 827

Europe
The Black Church, St Mary's Place
Dublin D07 P4AX, Ireland
+353 1 254 8222

North America
888 Prospect Street La Jolla
California 92037
(424) 254-5344



hello@energizersolar.com



energizersolar.com