目　录

About This Manual

About This Manual

Target Group

This manual is intended for operators of the iSolarCloud background management system.

Symbols

```
Additional information, emphasized contents or tips that may be helpful,
e.g. to help you solve problems or save time.
```

System Requirements

Item	Requirement
Browser	Chrome 60 or later (recommended), Safari 10 or later, Firefox 60 or later, and IE11 or later
Resolution	1920 * 1080 (recommended) / 1366 * 768 (supported)

Expression Explanation

Type	Example
Select certain element or menu	Click “Plant Management”
Select several elements or menus	Select “Plant Management -> Channel Management”

Intended Use

This manual is intended to guide users in operating and managing iSolarCloud.

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This manual is prepared based on the version V1.4.6.20200306.
Screenshots are for reference only, and actual interfaces may differ.
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Login

Login

This chapter describes how to log into the iSolarCloud background management system.

Prerequisites

You have got the account and password.

The iSolarCloud operates normally and the network between the computer and the server is normal.

Procedure

1.Enter the specified URL https://www.isolarcloud.com in the browser address bar.

2.Click the icon in the upper right corner to switch languages.

3.The system automatically switches to the corresponding server address according to user IP; or users can click the button to manually switch the server address. Mainland China users select “Chinese server”, European and African users select “European server”, the other users select “International server”.

4.Enter the group administrator username and password in the login dialog box, and click “Login”.

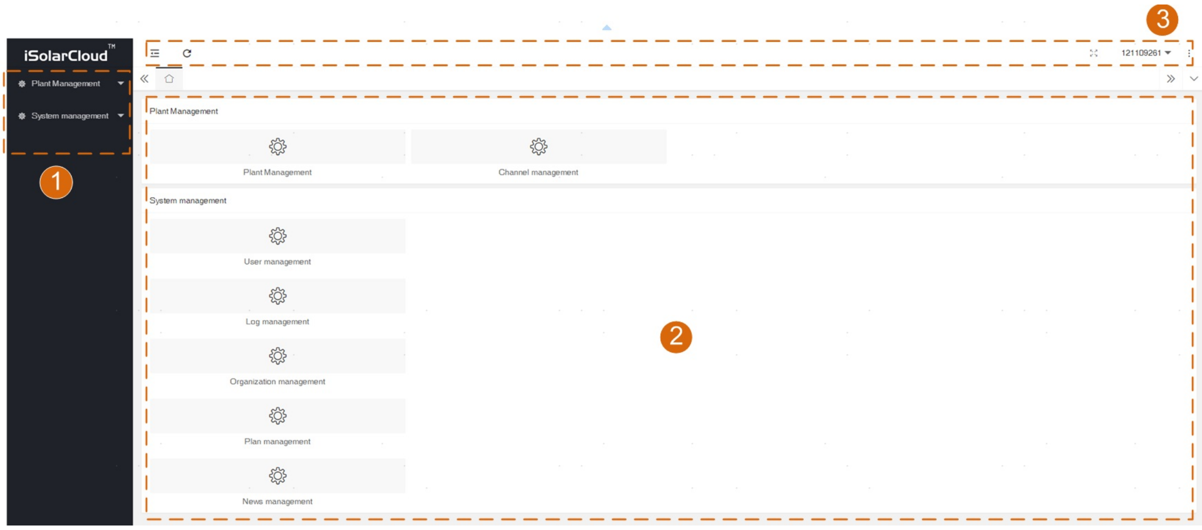
- When you first log into the system through the administrator account, the guide page pops up to instruct you how to use the account.
- If the password is still the initial password pw1111, the system will remind you to change the password.
- Click the icon “ (in the upper right corner of the interface) -> Guide page” to access the guide page again if it has been closed.
- For the convenience of subsequent login, the users can select “Remember me”.

5.Log into the system and click the icon in the upper right corner to enter the background management system.

Home Interface Description

Home Interface Description

This chapter describes the home interface of the iSolarCloud background management system and corresponding functions.



1. Menu bar 2. Information display area 3. Personal center

Menu bar

The menu bar displays main function categories of the background management system. Users can switch to the corresponding interface of different functions and perform related operations.

Menu	Submenu	Description
Plant management	Plant management	Add, modify, manage, and delete plant devices. Set economic and environmental benefits.
	Channel management	View the information on the plant device; modify and delete channels.
System management	User management	Modify, delete, and lock user information. Configure the user role. Set the region of the organization managing the plant. View the plant list.
	Log management	Display the history operating records.
	Organization	View detailed plant and account information.

	management	Modify organization information, add/delete nodes.
	Fault management	Add, modify, and delete plans.
	News management	Add, modify, and delete the news.

Information display area

Content displayed in this area varies with function interfaces.

Personal center

Description of function buttons

Button	Description
Collapse	Click the icon to collapse the menu bar.。
Refresh	Click the icon to refresh the current interface.。
Full screen	Click the icon to enter the full screen; and press “ESC” to exit the full screen.
User center	Click “Account and security” to bind a phone number or an e-mail address for retrieving password. In addition, you can change the password. Click “Help” to view the corresponding user manual. Click “Logout” to log out of the iSolarCloud background management system.

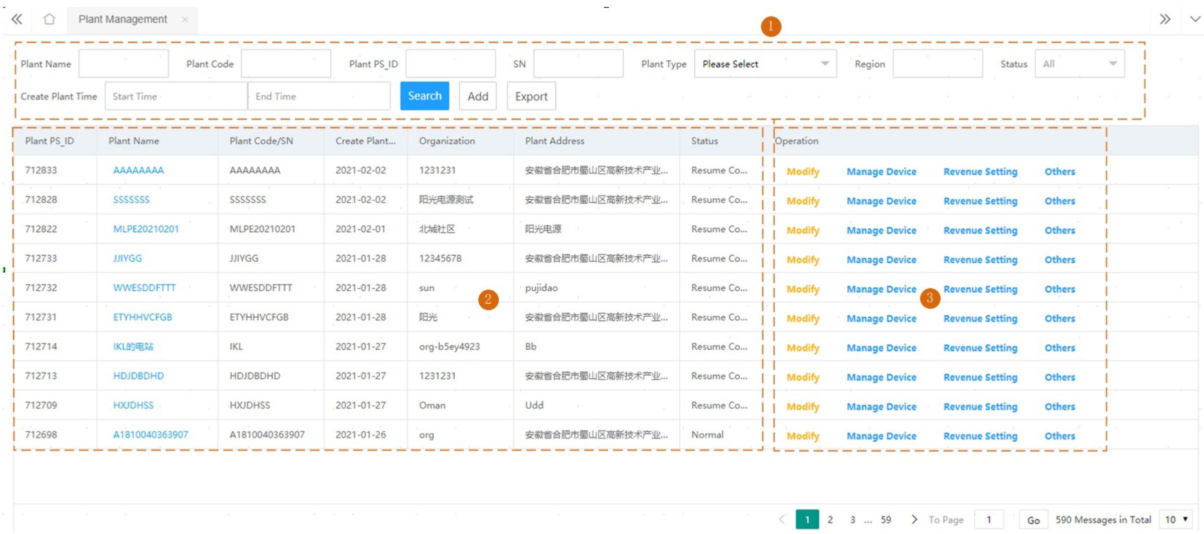
Plant Management

Plant Management

Interface Description

Interface Description

Click “Plant Management -> Plant Management -> Plant Management”, to enter the corresponding interface, on which you can perform operations such as adding, modifying, deleting plant devices.



1. Plant query bar 2. Plant information list 3. Operation bar

Plant query bar

You can search for desired devices by setting corresponding conditions.

Plant information list

You can view the current plant information.

Operation bar

You can perform operations, such as, adding, modifying, managing, deleting, and exporting plant devices.

You can set economic and environmental benefits.

Querying Plant Information

Querying Plant Information

1.Set query conditions.

2.Click “Search” to view the corresponding plants.。

Adding New Plants

Adding New Plants

This section describes the procedure of adding plants.

Prerequisites

The user has the permission of adding plants.

The user has obtained the device serial number.

Procedure

1.Click “Add” to enter the corresponding interface.

2.Fill in the basic plant information.

Parameter	Description
Plant name*	Name of the plant
Plant abbreviation*	Short name of the plant
Owners	Name of the owner
Longitude*	Longitude of the plant
Latitude*	Latitude of the plant
Time zone*	Time zone of the plant
Being built state*	Construction status of the plant Including “Under construction”, “Grid-connected (accessed), and “Proposed construction”
Installer/distributor	Distributor/installer of the plant
System solution*	Type of the inverter used in the plant, including: “Central”, “String”, and “Combination”
Plant address*	Address of the plant
EPC	Name of the engineering procurement construction
	Including Insight Pro upload, Logger, GPRS upload, third-party upload,

	Wi-Fi upload, and Insight upload
Plant type*	Type of the plant Including ground plant, distributed PV, residential PV, village-level power plant, commercial ESS, poverty reduction power plant, wind plant, and residential energy storage
Plant state*	State of the plant Including normal, stop operation, and connecting
Organization*	Organization to which the plant belongs
State date of safe running*	Date at which the plant starts to operate normally
Grid-conn. Date	Time at which the plant starts feed-in operation
SN*	Serial number of the inverter
Pnom*	Rated power of the plant
Power installed*	Installed power of PV modules
Contact name*	Name of the contact
Panorama default selection*	Display manner of the panorama Including unit level and equipment level

Note: * indicates fields that must be filled in.

```
When the plant type is set to "Commercial ESS" or "Residential energy storage", the parameters, battery type and battery capacity, are settable.

The parameters, "Contact name" and "Panorama default selection" may be displayed or hided based on the specific plant type.
```

3.Optionally, click “+Exp.” to fill in more plant information

Parameter	Description
Scheduling type*	Scheduling manner of the plant Including provincial dispatch, local distribution, and county-level dispatch
Asset property	Property of the plant asset Including state-owned enterprise, private operated enterprise, and combination

	combination
Construction date	Date at which the plant starts to be constructed
Contact email	E-mail address of the contact
Contact phone	Mobile phone number of the plant
Operation years	Maximum operating time of the plant
Region category	Type of solar resource area to which the power station belongs Including class I resource, class II resource, and class III resource
PR upper limit*	Maximum system efficiency
PR lower limit*	Minimum system efficiency
PR supplement value*	Supplementary system efficiency
PR factor*	Factor of the system efficiency
Cost for per watt*	Cost per watt
Cost recovery time*	Time that it takes before the plant starts generating revenue
Grid-connection level	Grid-connection level of the plat Including 220V, 380V, 6KV, 10KV, 20KV, 35KV, 66KV, 110KV, 220KV, 330KV, 500KV, 750KV, and 1000kV
Plant description	Related description of the plant

Note: * indicates fields that must be filled in.

4.Click “Confirm”.

Modifying Plant Information

Modifying Plant Information

This section describes the procedure of modifying plant information.

Prerequisites

The user has the permission of modifying plant information.

Procedure

1.Select a desired plant from the plant list and click “Modify” in the operation bar.

2.Modify the plant information on the pop-up “Modify” interface.

3.Click “Confirm” to finish modifying the plant information.

Deleting Plants

Deleting Plants

This section describes the procedure of deleting plants.

Prerequisites

The user has the permission of deleting plants.

Only residential PV plant can be deleted.

Procedure

1.Select a desired plant from the plant list and click “Delete” in the operation bar.

2.A prompt window pops up.

3.Click “Confirm” to delete the plant.

Managing Device

Managing Device

The user can add new device, claim device, modify device, delete device, load device, manage devices in batch, and calculate initial compensation.

Prerequisites

The user has the permission of device management.

Procedure

1.Select a desired plant from the plant list and click “Manage device” in the operation bar.

2.The interface displays basic attribute, ground attribute, and extended attribute of the plant by default.

3.Perform the following operations according to actual conditions.

- Add new device
    i. Click “Add new device”, fill in the device name, and select the device type.
    ii. Click “Save”, to finish the adding operation.
- Claim device
    i. Select a desired device from the left plant tree and click “Claim device”.
    ii. Select the device type and device source, and fill channel No. and device name.
    iii. Click “Search”. to view corresponding devices.
    iv. Tick the to-be-claimed devices and click “Save” to finish the operation.
- Modify device
    i. Select a desired device from the left plant tree and click “Modify device”.
    ii. Modify the device information and click “Save”, to finish the operation.
- Delete device
    i. Select a desired device from the left plant tree and click “Delete device”.
    ii. A prompt window pops up.
    iii. Click “Confirm” to delete the device.

- Load device
    1. Select a desired device from the left plant tree and click “Load device”.
    2. A prompt window pops up, indicating successful loading.
    3. Click “Confirm” to finish the operation.
- Device batch management

```
You can manage devices of the same type and same model in batch.
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-
    - Modify in batch
        a. Optionally, select the device type, fill in the channel No. and device name, and click “Search”, to view the corresponding device.
        b. Tick desired devices and click “Modify in batch”.
        c. Modify the device information and click “Save”, to finish the operation.
-
    - Batch delete
        a. Optionally, select the device type, fill in the channel No. and device name, and click “Search”, to view the corresponding device.
        b. Tick desired devices and click “Batch deleted”.
        c. A prompt window pops up.
        d. Click “Confirm” to delete the devices in batch.
- Calculate initial compensation

1. Select a desired device from the left plant tree and click “Calculate initial compensation”.
2. The “Calculation completed” window pops up.
3. Click “Confirm” to finish the operation.

Revenue Setting

Revenue Setting

Set economic benefits and environmental benefits through the revenue setting.

This section describes the procedure of setting economic benefits and environmental benefits.

Economic benefits

Prerequisites

The user has the permission of economic benefits.

Procedure

1.Select a desired plant from the plant list and click “Revenue setting” in the operation bar.

2.Enter the “Economic benefits” tab by default, where the default setting revenue mode is “Short-cut setting”.

3.Perform the following operations according to actual conditions.

- Set the specific electricity price (short-cut setting)
    i. Enter the unit price and select the charge unit.
    ii. Click “Submit”, to finish the tariff setting.
- Set TOU tariff (short-cut setting)
    i. Tick “Time of Use tariff”.
    ii. Select the charge unit.
    iii. Fill in the start time, end time, and price.
    iv. Optionally, click “Add” to set time segment and tariff.
    v. Optionally, repeat the foregoing step to set TOU tariff for multiple time segments within a day.
    vi. Fill in the “Price in other time period”.
    vii. Click “Submit”, to finish the tariff setting.

```
Click "Delete" to delete the corresponding TOU setting.
```

```
TOU tariff should cover 24 hours and be different in each time segment.

Only the ground plants and distributed PV plants support "Detail setting".
```

- Set the specific electricity price (detailed setting)
    i. The parameter “Setting revenue mode” is set to “Detail setting”.
    ii. Fill in state subsidy, provincial subsidy, municipal subsidy, and county subsidy.
    iii. Enter the “Feed-in tariff” and select the “Charge unit”.
    iv. Optionally, select “Calculation of electricity revenue or not”.
    v. Click “Submit”, to finish the tariff setting.
- Set TOU tariff (detail setting)
    i. The parameter “Setting revenue mode” is set to “Detail setting”.
    ii. Fill in state subsidy, provincial subsidy, municipal subsidy, and county subsidy.
    iii. Select the charge unit.
    iv. Tick the “Hour-based feed-in tariff”.
    v. Fill in the start time, end time, and price.
    vi. Optionally, click “Add” to set time segment and tariff.
    vii. Optionally, repeat the foregoing step to set TOU tariff for multiple time segments within a day.
    viii. Fill in the “Price in other time period”.
    ix. Optionally, select “Calculation of electricity revenue or not”.
    x. Click “Submit”, to finish the tariff setting.

```
Click "Delete" to delete the corresponding TOU setting.

TOU tariff should cover 24 hours and be different in each time segment.
```

Environmental benefits

Set CO2 reduction compared to traditional energy.

Prerequisites

The user has the permission of environmental benefits.

Procedure

1.Click “Add”, and fill in the start time, end time, and “Factor of emission reduction per kilowatt hour (kg/kWh)”.

2.Optionally, repeat the following step to set several “Factor of emission reduction per kilowatt hour (kg/kWh)”, where the end time is 2099-12-31.

3.Click “Submit”, to finish the operation.

Other Operations

Other Operations

You can upload the image, edit contact information, edit production plan, etc.

1.Select a desired plant from the plant list and click “Others” in the operation bar.

2.You will enter the “Image upload” tab by default.

3.Perform the following operations according to actual conditions.

Image upload

The image uploaded is displayed in the plant images of the foreground O&M system.

This section describes the procedure of uploading plant image.

1.Click “Choose Picture” to select a picture locally.

2.Click “Start upload” to finish the operation.

Contact information

This section describes the procedure of adding and deleting contacts.

Add new contact

1.Click “Contact information”.

2.Click “Add new contacts” and fill in the contact name and contact phone number.

3.Click “Save”, to finish the operation.

Delete contact

1.Click “Contact information”.

2.Select a contact and click “Delete” in the corresponding operation bar.

3.A prompt window pops up.

4.Click “Confirm” to delete the contact.

Production plan

This section describes how to set annual plan and monthly plan.

Add or modify production plan.

1.Click “Production plan”.

2.Select time and click “Confirm”.

3.Click “Add” or “Modify”.

4.Enter the year plan yield.

5.Set the monthly plan yield in either of the following two manners:

- Automatic: click “Default power generation” so that the system will automatically allocate the power generation plan for each month of the year.
- Manual: enter the power generation plan for each month of the year.

6.Click “Save”, to finish the operation.

Irradiation prediction

This section describes how to set annual researchable radiation and monthly researchable radiation.

Add or modify the irradiance prediction

1.Click “Irradiation predication”.

2.Select time and click “Confirm”.

3.Click “Add” or “Modify”.

4.Enter the annual researchable radiation.

5.Set the monthly researchable radiation in either of the following two manners:

- Automatic: click “Default radiation” so that the system will automatically allocate the researchable radiation for each month of the year.
- Manual: enter the researchable radiation for each month of the year.

6.Click “Save”, to finish the operation.

Manage authorization code

This section describes the procedure of adding authorization code.

1.Click “Manage authorization code”.

2.Click “Add”, fill in the authorization code, and select the authorization type.

3.Click “Confirm” to finish the operation.

Fault level

This section describes how to query and modify fault information.

Query fault

1.Click “Fault level”.

2.Enter the fault name and select the device type, fault type, and fault level.

3.Click “Search” to view the corresponding plants.

Modify fault

1.Click “Fault level”.

2.Select a desired fault from the fault list and click “Modify” in the operation bar.

3.Modify the fault type and fault level in the pop-up “Modify” interface.

4.Click “Modify” to finish the operation.

Warehouse management

This section describes the procedure of warehouse management.

1.Click “Warehouse management”.

2.Click “Warehouse name” to enter the “Select warehouse” interface.

3.Optionally, enter the warehouse name and warehouse number and click “Search”, to view the corresponding warehouses.

4.Select warehouses and click “Confirm”.

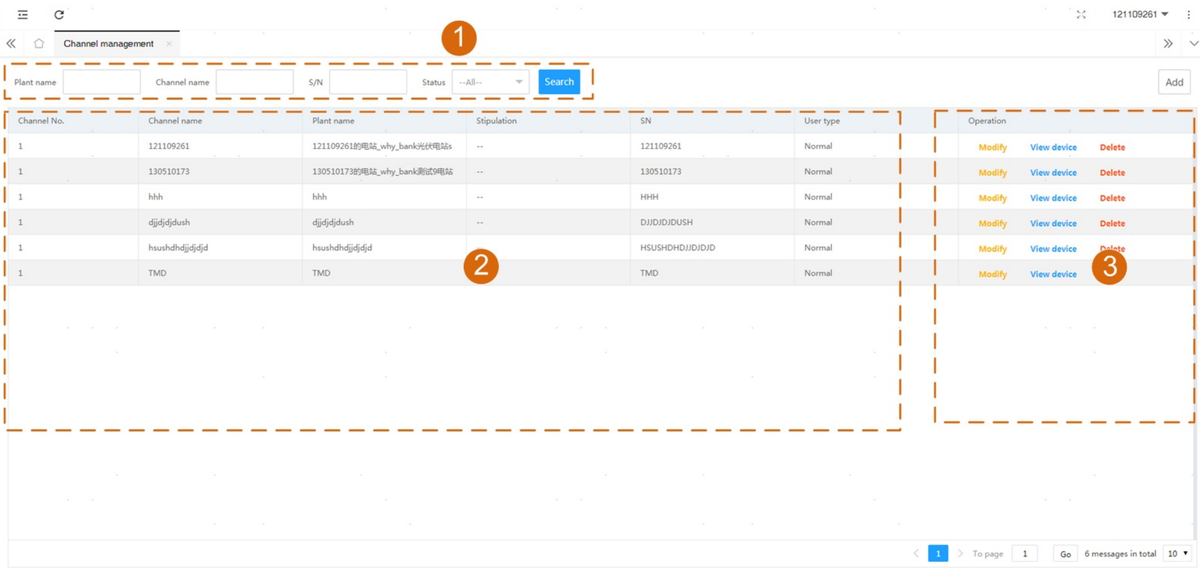
5.Click “Confirm” to finish the operation.

Channel Management

Interface Description

Interface Description

Click “Plant Management -> Plant Management -> Channel management” to enter the corresponding interface, on which you can view device information and add, modify, or delete channels.



1. Channel query area 2. Channel information list 3. Operation bar

Channel query area

Users can search for desired channels by setting conditions.

Channel information list

Information, such as the channel name, plant name, stipulation, serial number and user type is displayed in this area.

Operation bar

You can view device information, modify and delete channels.

Querying Channel Information

Querying Channel Information

1.Set query conditions.

2.Click “Search” to view the corresponding channels.

Adding New Channel

Adding New Channel

This section describes the procedure of adding new channels.

Prerequisites

The user has the permission of adding new channels.

Procedure

1.Click “Add” to enter the corresponding interface.

2.Fill in the channel information.

Parameter	Description
Channel name*	Name of the channel
Channel No.	The number of channels of the plant organization
Access method	Including Insight Pro upload, Logger, GPRS upload, third-party upload, Wi-Fi upload, and Insight upload
Plant name*	Name of the plant
Stipulation	Communication protocol of the electric system
Channel status	State of the channel, including normal and disable
Channel description	Related description of the channel

Note: * indicates fields that must be filled in.

3.Click “Confirm”, to finish the operation.

Modifying the Channel

Modifying the Channel

This section describes the procedure of modifying channel information.

Prerequisites

The user has the permission of modifying channels.

Procedure

1.Select a desired channel from the channel list and click “Modify” in the operation bar.

2.Modify the channel information on the pop-up “Modify” interface.

3.Click “Confirm” to finish modifying the channel information.

Viewing Device

Viewing Device

This section describes how to view the device information corresponding to the channel.

Procedure

1.Select desired channel information from the channel list and click “View device” in the operation bar.

2.The “View device” interface pops up, on which you can view the device information corresponding to the channel.

Deleting the Channel

Deleting the Channel

This section describes the procedure of deleting the channel.

Prerequisites

The current user has the permission of deleting channels.

Procedure

1.Select a desired channel from the channel list and click “Delete” in the operation bar.

2.A prompt window pops up.

3.Click “Confirm” to delete the channel.

System Management

Overview

Overview

The system management interface includes “User management”, “Log management”, “Organization management”, “Fault management”, and “News management”.

User Management

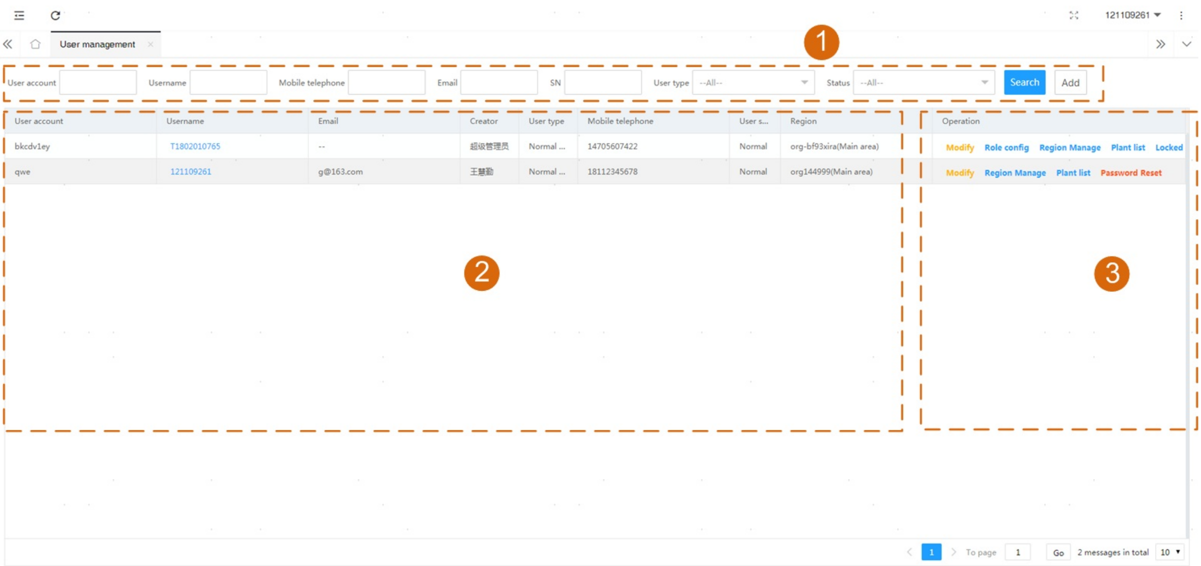
User Management

You can view detailed user information modify, delete and lock user information.

Interface Description

Interface Description

Select “System management” -> “User management” -> “User management” to enter the corresponding interface, on which you can modify, delete, and lock user information; configure user role; set the organization region; and view the plant list.



1. Query area 2. Information list 3. Operation bar

Query area

You can search for desired users by setting conditions.

Information list

You can view the current user information.

Operation bar

Description of the operation bar

Operation	Description
Modify	Modify user information. Note: you cannot change the user account, use type, and organization.
Role config	Configure user role. The account with administrator permission cannot configure roles. Generally, one user is allocated with only one role. It is prohibited to delete the account that has been allocated to the user.

Region Manage	Manage the organization region of the plant.
Plant List	List of plants managed by the current user
Locked	Lock the current user information. The user that has been locked cannot log into the iSolarCloud background management system. When the user account is locked, the user can contact the administrator to unlock it.
Delete	Delete the current user information. Note: Once the data is deleted, it is irretrievable. The user that has been deleted has no permission to visit the system.
Password reset	Initialize the current password. Note: The password after initialization is pw1111. The user account consists of letters or numbers, and the user name and account should be unique.

Querying User Information

Querying User Information

1.Set query conditions.

2.Click “Search” to view the corresponding users.

Adding the User

Adding the User

This section describes the procedure of adding new users.

Prerequisites

The user has the permission of adding new users.

Procedure

1.Click “Add” to enter the corresponding interface.

2.Fill in the user information.

Parameter*	Description
User account*	The login account, through which the user logs into the iSolarCloud background management system
Username*	The alias
User type*	The user type includes: general and administrator. The administrator can visit the background management system, and manage information at this level or information on subordinate nodes, including creating region sub-nodes, creating accounts, and managing plants. The general user cannot visit the background management system and can only visit the foreground O&M system and iSolarCloud APP.
Role*	When the user type is administrator, you do not need to configure the role. The general user has to configure the role. The general user can allocate corresponding roles according to the function demands. The description of role type is as follows: - Large screen role: Users of this role can visit the large screen. The large screen website: www.isolarcloud.com/screen. - Household role: Residential role。 - Group administrator: can create, edit, and delete plants, and can log into the foreground O&M system and iSolarCloud APP. - Ordinary role: can only view plant data, and cannot edit, delete, or create plants information via the foreground O&M system or iSolarCloud APP. - O&M role (including the authority to edit power plant): can create and edit plants as well as log into the foreground O&M system and iSolarCloud APP, but cannot delete plants. - O&M role (including the authority to edit/delete power plant): can create,

	edit, and delete plants as well as log into the foreground O&M system and iSolarCloud APP.
Work number	Phone number of the contact
Email*	E-mail address of the contact
Time zone	Time zone of the user
Organization*	Organization to which the user belongs
Remarks	-

Note: * indicates fields that must be filled in.

3.Click “Confirm” to finish the adding operation, where the newly added user information is displayed on the user list.

Modifying User Information

Modifying User Information

This section describes the procedure of modifying user information.

Prerequisites

The user has the permission of modifying user information.

Procedure

1.Select a desired user from the user list and click “Modify” in the operation bar.

2.Modify the user information on the pop-up “Modify” interface.

3.Click “Confirm” to finish the operation.

Role Configuration

Role Configuration

This section describes how to configure user role.

Prerequisites

The user has the permission of configuring user role.

Procedure

1.Select a desired user from the user list and click “Role config” in the operation bar, to enter the “Role of user” interface.

2.Tick the roles on the “Role of user” interface.

Group administrator role	Description
Group administrator role	Can maintain the group user information and plant information
Large screen role	Users of this role can visit the large screen.
Ordinary role	Users of this role can only view plant data, and cannot edit, delete, or create plants information via the foreground O&M system or iSolarCloud APP.
O&M role (including the authority to edit power plant)	Users of this role can create and edit plants as well as log into the foreground O&M system and iSolarCloud APP, but cannot delete plants.
O&M role (including the authority to edit/edit power plant)	Users of this role can create, edit, and delete plants as well as log into the foreground O&M system and iSolarCloud APP.

3.Click “Confirm” to finish the operation.

Region Management

Region Management

Manage the region to which the user belongs. The user can view the plant information corresponding to the region.

This section describes how to manage regions.

Prerequisites

The user has the permission of region management.

Procedure

1.Select a desired user from the user list and click “Region Manage” in the operation bar, to enter the “Region Manage” interface.

2.Tick regions that need to be managed by the current user on the “Region Manage” interface.

3.Select one region as the main organization.

4.Click “Confirm”.

Plant List

Plant List

This section describes how to view the plant list.

Prerequisites

The user has the permission of viewing the plant list.

Procedure

1.Select a desired user from the user list and click “Plant list” in the operation bar.

2.View the plant list displayed on the pop-up “Plant list” interface.

Locking User Information

Locking User Information

This section describes how to lock the user information.

Prerequisites

The user has the permission of locking users.

Procedure

1.Select a desired user from the user list and click “Locked” in the operation bar.

2.A prompt window pops up.

3.Click “Confirm” to finish the operation.

```
The user that has been locked cannot log into the iSolarCloud background management system.

When the user account is locked, the user can contact the administrator to unlock it.
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Deleting User Information

Deleting User Information

This section describes how to delete the user information.

Prerequisites

The user has the permission of deleting users.

Procedure

1.Select a desired user from the user list and click “Delete” in the operation bar.

2.A prompt window pops up.

3.Click “Confirm” to delete the user.

Password Reset

Password Reset

This section describes how to reset password.

Prerequisites

The user has the permission of password reset.

Procedure

1.Select a desired user from the user list and click “Password reset” in the operation bar.

2.A prompt window pops up.

3.Click “Confirm” to finish the reset operation. The password after reset is pw1111.

Log Management

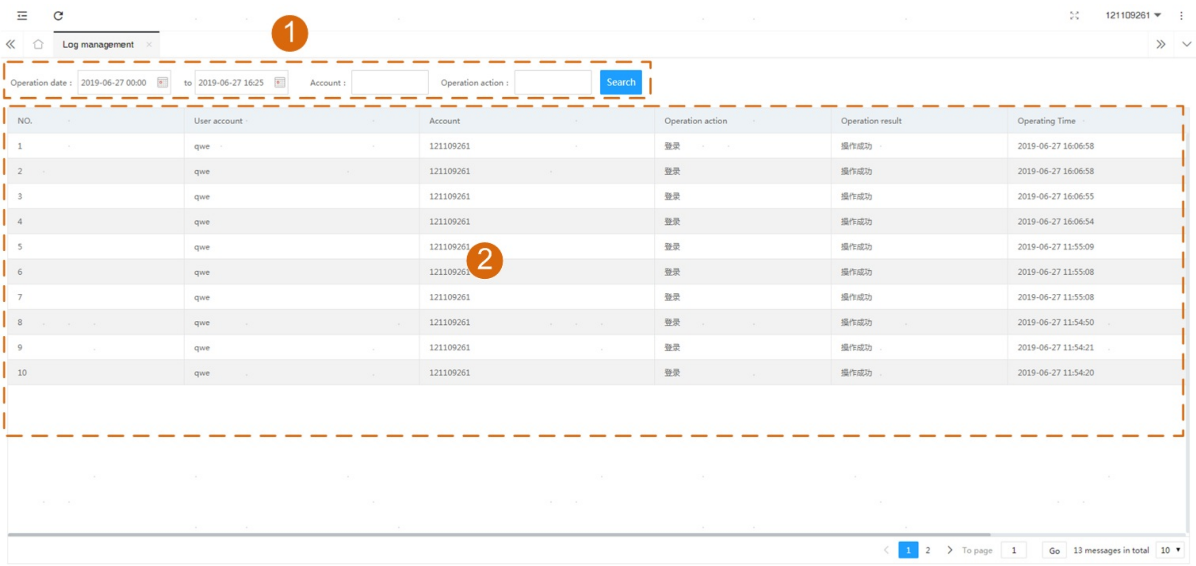
Log Management

You can view the operation logs of each user.

Interface Description

Interface Description

Select “System management” -> “Log management” -> “Log management” to enter the corresponding interface, on which you can view operation logs of the users.



1. Log query area 2. Log information list

Log query area

You can search for desired operation logs by setting conditions.

Log information list

You can view the current operation logs.

Querying Log Information

Querying Log Information

1.Set query conditions.

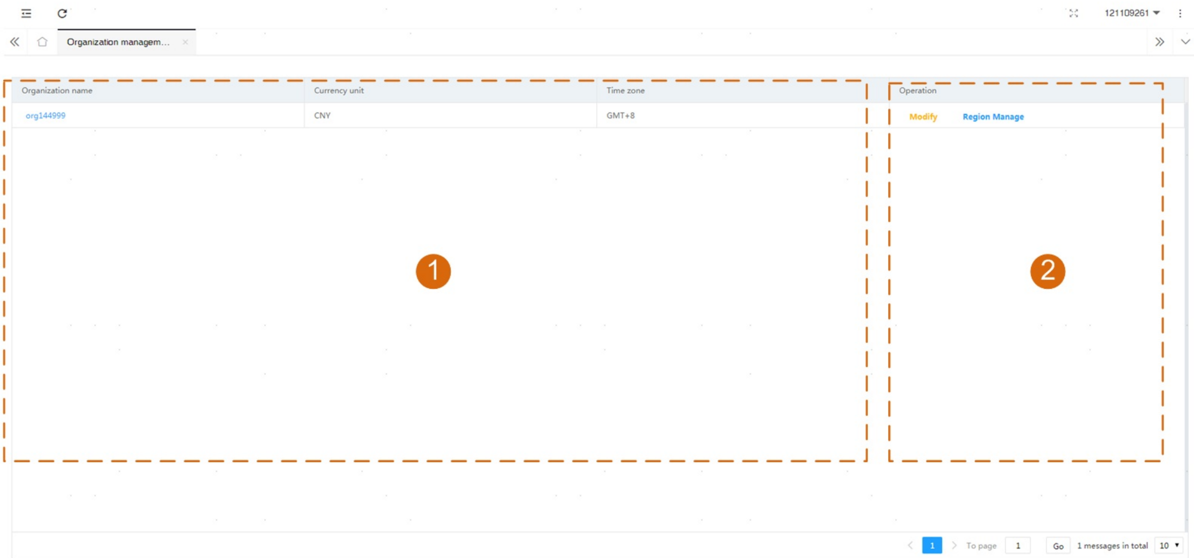
2.Click “Search” to view the corresponding log information.

Organization Management

Interface Description

Interface Description

Select “System management” -> “Organization management” -> “Organization management” to enter the corresponding interface, on which you can modify the organization information, view detailed region information, plants, and accounts, and in addition, you can add child node, delete node, or modify node.



1. Organization information list 2. Operation bar

Organization information list

You can view the current organization information.

Operation bar

Description of the operation bar

Operation	Description
Modify	Modify basic organization information and parameter configuration information.
Region manage	View detailed region information, plants in the region, and corresponding sub-accounts. Add child node, modify node, and delete node according to needs.

Modifying Organization Information

Modifying Organization Information

This section describes the procedure of modifying organization information.

Prerequisites

The current user has the permission of modifying organization information.

Procedure

1.Select a desired organization from the organization list and click “Modify” in the operation bar.

2.Modify the basic organization information on the pop-up “Modify” interface. Click “+Exp.” to modify more parameter configuration information.

Description of basic organization parameters

Parameter	Description
Company name*	Name of the organization
Currency unit*	Unit of the currency
Longitude*	Longitude of the organization
Latitude*	Latitude of the organization
Time zone*	Time zone of the organization

Note: * indicates fields that must be filled in.

Description of more parameters

Parameter	Description
Company type	Type of the company Including state-owned enterprise, collective enterprise, private enterprise, associated enterprise, and joint-stock enterprise
Registration number	Registration number of the company
Registered capital	Registered capital of the company
Registration	Administrative region of the company

administrative region	Administrative region of the company
Registration address	Registered address of the company
Registration time	Time of registration
Legal representative	Legal representative of the company
Legal person certificate type	Type of the certificate of the legal person Including ID card and military ID
Legal person certificate number	Number of the certificate of the legal person
Industry	Industry type of the company
Enterprise scale	Scale of the company
Bank of deposit	Bank of deposit of the company
Bank account	Bank account of the company
Banking code	Banking code
Net asset value	Net asset of the company
Postal code	Zip code of the place where the company is located
Company fax	Fax of the company
Company telephone	Contact number of the company
Business scope	Product categories and service items of the company
Duplicate copy of business license	Click “Image upload” to select a local image.
Duplicate copy of organization code certificate	Click “Image upload” to select a local image.
Duplicate copy of tax registration certificate	Click “Image upload” to select a local image.
Group LOGO	Click “Image upload” to select a local image.
Company profile	Introduction to the company

3. Click “Confirm” to finish the operation.

Region Management

Region Management

This section describes how to view detailed organization information, plants in the region, and corresponding sub-accounts; and in addition, add sub-node, modify node, and delete node.

Prerequisites

The user has the permission of region management.

Procedure of viewing organization information

1.Select a desired organization from the organization list and click “Region Manage” in the operation bar.

2.Enter the “Region Manage” interface, on which detailed information of the level-1 organization is displayed by default.

3.Select an organization from the left organization tree and switch the tab to view detailed information, plant information, and account information accordingly.

Procedure of adding child nodes

1.Select a desired organization from the organization list and click “Region Manage” in the operation bar.

2.Select an organization from the left organization tree displayed on the pop-up “Region Manage” interface.

3.Click “Add child node” to add child nodes.

4.Fill in corresponding parameters.

Description of child node parameters

Parameter	Description
Longitude*/td>	Longitude and latitude of the organization You can obtain the longitude and latitude in the following two manners: - Click the corresponding input field to enter the "Set longitude and latitude" interface. Locate the region on the map. - Click the corresponding input field to enter the "Set longitude and latitude" interface. Enter the location of the child node to obtain location information, so that the corresponding longitude and latitude
Latitude*	

	can be identified automatically.
Organization name*	Name of the organization
Plan default tariff	Fill in the tariff information according to actual situation, so as to avoid revenue deviation after grid connection.
Currency unit*	Charge unit
Installer/distributor/td>	Name of the installer/installer
Installer/distributor email	E-mail address of the installer/distributor
Tel. of the Installer/distributor	Phone number of the dealer/installer
Website	Website of the organization
Superior organization	-
Organization hierarchy	-
Time zone	Time zone of the organization
Company type	Including state-owned enterprise, collective enterprise, private enterprise, associated enterprise, and joint-stock enterprise

Note: * indicates fields that must be filled in.

5.Click “Save”. The added child node will be displayed in the left organization tree.

6.By analogy, select another region from the left organization tree, and click “Add child node” to add the node to the selected region.

```
The administrator can create different sub-organizations according to
actual projects of the group.
```

Procedure of modifying nodes

1.Select a desired organization from the organization list and click “Region Manage” in the operation bar.

2.Select an organization from the left organization tree displayed on the pop-up “Region Manage” interface.

3.Click “Modify node”, to modify information related to the node.

```
You can click "Mandatory modification of all subordinates" to
synchronize all subordinate organizations of the current organization.
```

4.Click “Modify” to finish the operation.

Procedure of deleting nodes

1.Select a desired organization from the organization list and click “Region Manage” in the operation bar.

2.Select an organization from the left organization tree displayed on the pop-up “Region Manage” interface.

3.Click “Delete node”.

4.A prompt window pops up.

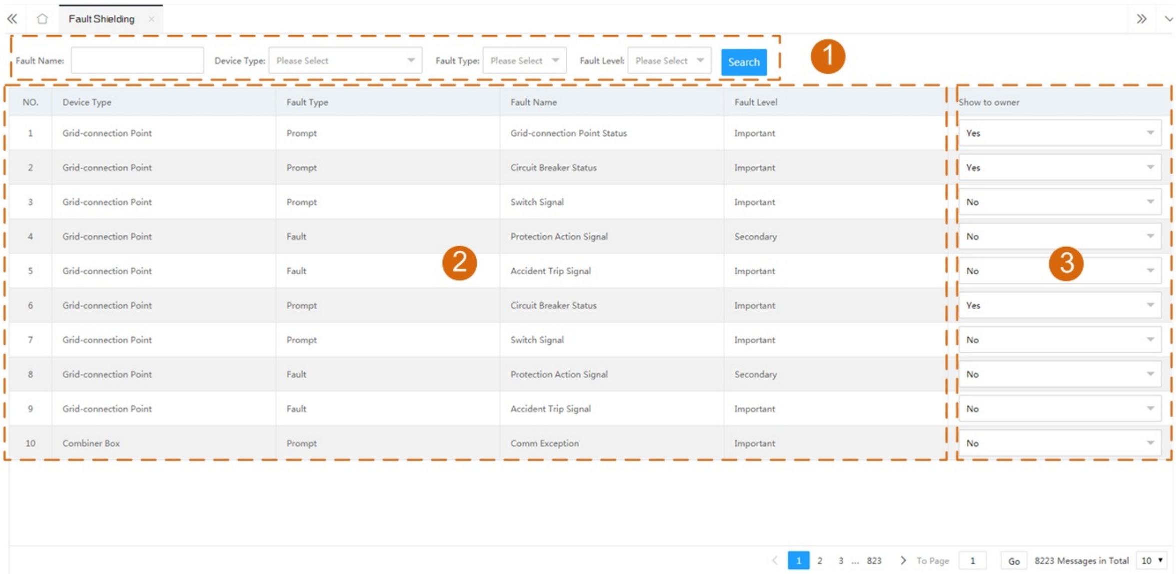
5.Click “Confirm” to delete the node.

Fault Shielding

Interface Description

Interface Description

Select “System management” -> “Fault management” -> “Fault Shielding” to enter the corresponding interface, on which you can set which faults can be shown to owners.



1. Fault query bar 2. Fault information list 3. Show-to-owner area

Fault query bar

Users can search for desired fault information by setting conditions.

Fault information list

Users can view the corresponding fault information.

Show-to-owner area

Users can set which faults are shown to the owner.

Querying Fault Information

Querying Fault Information

1.Set query conditions.

2.Click “Search” to view the corresponding fault information.

Setting Fault Shielding

Setting Fault Shielding

This section describes how to show faults to or shield faults from the owner.

Prerequisites

The current user has the permission of fault shielding.

Procedure

1.Select a fault, and click “Yes” or “No” from the corresponding drop-down list.

2.”Yes” means that the owner can view the fault, and “No” means that the user cannot view the fault.

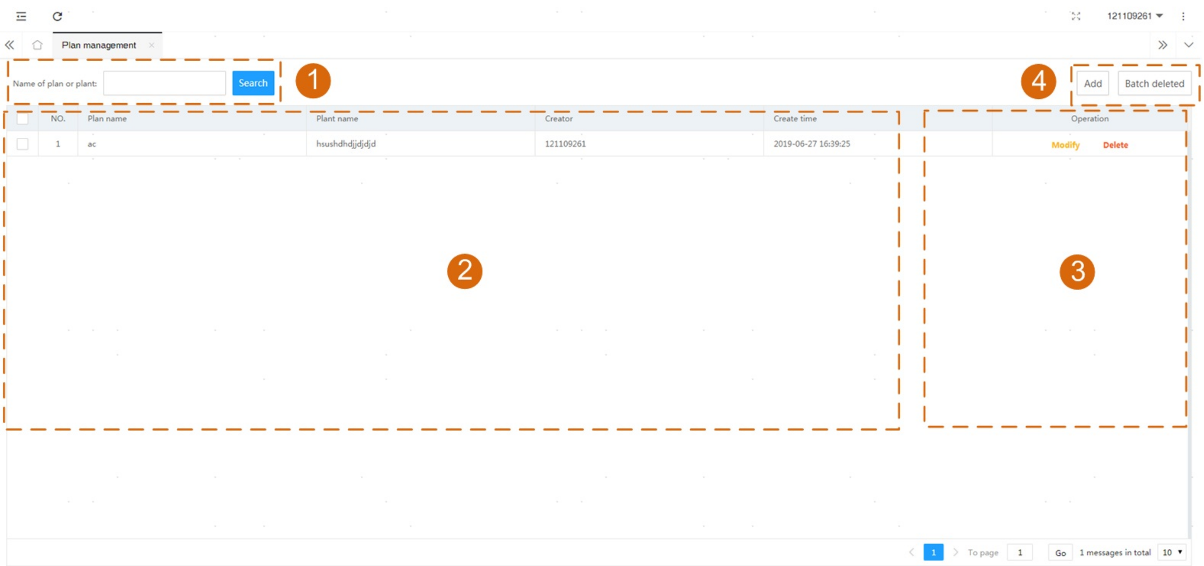
Plan Management

Interface Description

Interface Description

Select “System management” -> “Fault management” -> “Plan management” to enter the corresponding interface, on which you can add, modify, and delete (singly or in batch) plan information.

Plan management is managing the running state of the device in the plant system, for example, fault, alarm, state, prompt, and advice.



1. Plan query bar 2. Plan information list 3. Operation bar 4 Add and batch delete

Plan query bar

Users can search for desired plan information by setting conditions.

Plan information list

Users can view the corresponding plan information.

Operation bar

Modify and delete selected plan information.

Add and batch delete

Add and delete plan information in batch.

Querying Plan Information

Querying Plan Information

1.Set query conditions.

2.Click “Search” to view the corresponding plan information.

Adding Plan Information

Adding Plan Information

This section describes the procedure of adding plan information.

Prerequisites

The current user has the permission of adding plan information.

Procedure

1.Click “Add” to enter the corresponding interface.

2.Fill in the plan name, select a plant, and tick fault types that you would like to receive.

3.Click “Add” to add the remind person.You can add the remind person in the following two manners:

- Add e-mail address not registered in the iSolarCloud system: Click “Custom” to access the “Add to-be-prompted person” window. Fill in the language and name, select remind method, fill in e-mail address and verification code, and click “Confirm”.

- Add e-mail address already registered in the iSolarCloud system: click “Select people” to access the “Add to-be-prompted person” window. Select the desired people and remind method, and click “Confirm”.

4.Click “Confirm” to save the plan configuration.

5.The newly added plan is displayed on the plan management interface after it is added successfully.

Deleting Plan Information in Batch

Deleting Plan Information in Batch

This section describes the procedure of deleting plans in batch.

Prerequisites

The user has the permission of deleting plan information in batch.

Procedure

1.Select several pieces of plan information in the plan list, and click “Batch deleted”.

2.A prompt window pops up.

3.Click “Confirm” to delete the selected plan information in batch.

Modifying Plan Information

Modifying Plan Information

This section describes the procedure of modifying plan information.

Prerequisites

The current user has the permission of modifying plan information.

Procedure

1.Select a desired plan from the plan list and click “Modify” in the operation bar.

2.Change the plan name and select a desired plant as well as corresponding plan type, such as fault, alarm, and advice. Further, change the remind person and remind method.

3.Click “Confirm” to finish modifying the plan information.

Deleting Plan Information

Deleting Plan Information

This section describes the procedure of deleting plan information.

Prerequisites

The user has the permission of deleting plan information.

Procedure

1.Select a desired plan from the plan list and click “Delete” in the operation bar.

2.A prompt window pops up.

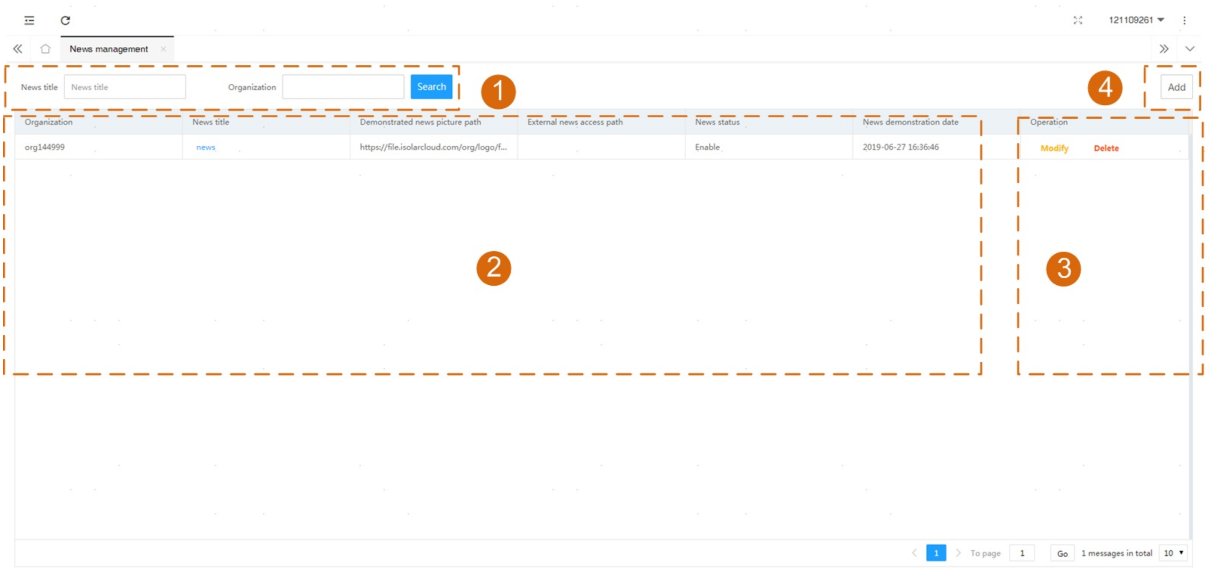
3.Click “Confirm” to delete the plan information.

News Management

Interface Description

Interface Description

Select “System management” -> “News management” -> “News management” to enter the corresponding interface, on which you can add, modify, and delete the news.



1. News query area 2. News information list 3. Operation bar 4. Add

News query area

Users can search for desired news by setting corresponding conditions.

News information list

You can view the news corresponding to the current account.

Operation bar

Modify and delete news information.

Add

Add news information.

Querying News

Querying News

1.Set query conditions.

2.Click “Search” to view the corresponding news information.

Adding News

Adding News

This section describes the procedure of adding news.

Prerequisites

The user has the permission of adding news.

Procedure

1.Click “Add” to enter the corresponding interface.

2.Fill in news information.

Parameter	Description
Organization*	Click the input filed to select an organization
News title*	Title of the news
Demonstrated news picture*	Pictures displayed in the news Click “Upload” to select pictures that need to be uploaded.
Remarks	-
Status	Including two states: Enable and disable
External access path	External access path to the news
News order	The order of news demonstration

Note: * indicates fields that must be filled in.

3.Click “Confirm” to finish the adding operation.

Modifying News

Modifying News

This section describes the procedure of modifying the news.

Prerequisites

The user has the permission of modifying the news.

Procedure

1.Select desired news from the news list and click “Modify” in the operation bar.

2.Modify the new information on the pop-up “Edit” interface.

3.Click “Confirm” to finish the operation.

Deleting News

Deleting News

This section describes the procedure of deleting the news.

Prerequisites

The user has the permission of deleting the news.

Procedure

1.Select desired news from the news list and click “Delete”.

2.A prompt window pops up.

3.Click “Confirm” to delete the news.

Appendix

Manual Description

Manual Description

The content of the manual will be periodically updated or revised as per the product development. It is probably that there are changes in manuals for the subsequent module edition.。

Contact SUNGROW

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Should you have any question about this product, please contact us.

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