

# **EMA Manager User Manual**

Android Version 1.0.4

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# Introduction

EMA Manager is a one-stop application specially made for APsystems registered professional solar installers. The content of the EMA Manager is the APP version of features available in installer account via the web portal.

The EMA Manager APP will allow installers, to register end-users, new PV systems, to monitor performance and ensure easy access to all key data without having to log into their laptop.

# **1.**Install and Login EMA Manager

## 1.1. Install

### iOS:

- Go to App Store
- Search "EMA Manager"
- Download and install

**Note** 

iOS: 10.0 and up

### Android:

Method 1

- Go to Google Play Store
- Search "EMA Manager"
- Download and install

#### Method 2

- Open <u>https://apsystems.com</u>
- Select your region
- Click the tab menu "Apps" below "Products"
- Download and install

#### Method3

- Open <u>https://www.apsystemsema.com</u>
- Scan the QR code for Android or IOS
- Download and install

## A Note

#### Android: 7.0 and up

# **1.**Install and Login EMA Manager

## 1.2. Login

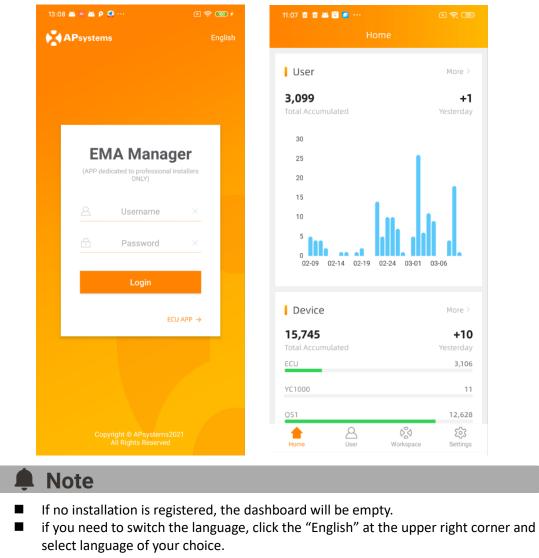
Enter your "Username" and "Password".

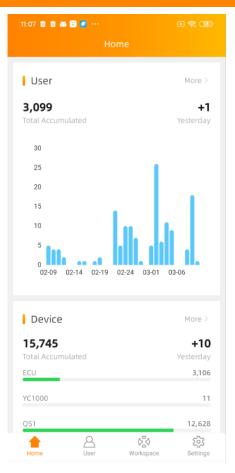


Use installer account Username and Password. The Password is case sensitive.

Press the "Login" button.

On the home page, a dashboard of your installed portfolio is displayed





On the home page, installer can visualize

- User: Total number of installations
- Device: Total number and type of micros or ECUs installed
- Energy: cumulative energy produced by the installed portfolio

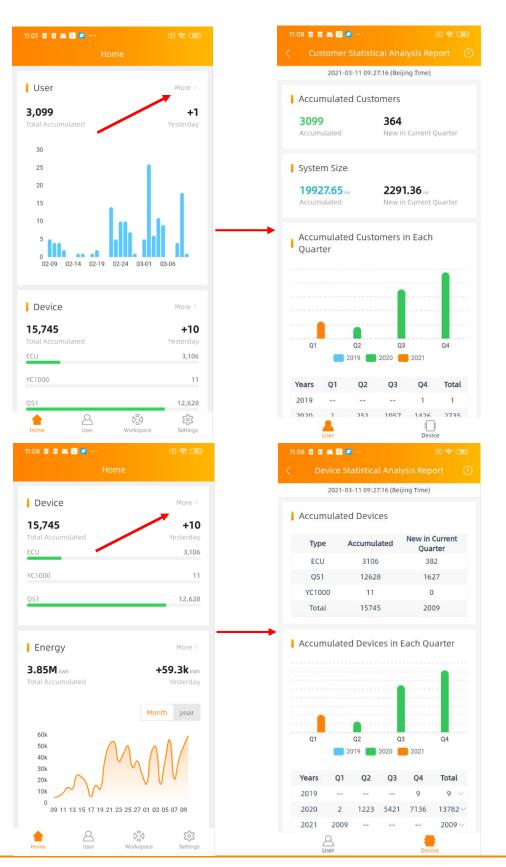
On the home page, data are shown per year, but you have also access to prior day performance (yesterday)

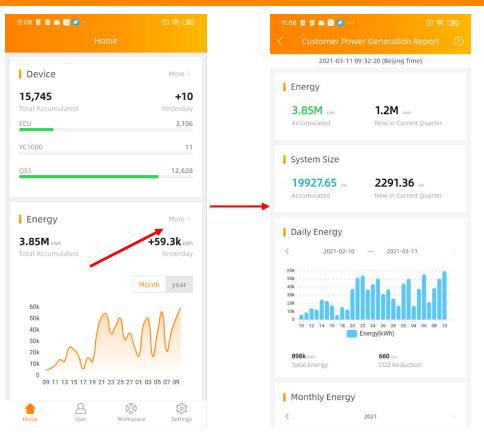
## Note

Installers with a network of sub-installers can also access to the details of their subinstallers. But they are not permitted to view the operations and productions directly belonging to their sub-installers for the data security and privacy.

By pressing "more" for each category, there is more granular data available:

- Per quarter
- Per system size





The "more" information shown above are also available via menu below "Report" in [*Workspace*].

- Operation: View more granular data of user and device.
- Production: View more granular data of production.

9:46 🔤 🦉 🖉 🖗 🚥	*	K 🛜 🙆 f
Works	pace	ECU APP
User Management 🔻		
Add User Add Share User	Incomplete User	
Installer Management	•	
Module		
Remote Control 🔻		
ECU-remote		
Report 🔻	7	
Operation Production		
Company Manage 🔻		
Staff Department		
Management Management		
Home August	Workspace	Settings

You can view the detailed production of a single user the same as it shown in EMA APP to the users.

1. Once logged-in, Select the tab menu [*User*] at the bottom of the page.

A list of users is displayed.

9:22 🛍 📾 💼 🖡	<b>4</b> m	X 🛜 34
	User	
User (Total:	6 ③)	
istomer Acc 💌	Q Search	$\equiv$
	QS1200     Constant     216000001615     QS1     Jiaxing,Zhejiang,China	
	• YC600DEMO PZ System Telefor 215000000801 YC600 Jiaxing,Zhejiang,China	
	APSYC1000     APSYc1000     213000026649     YC1000     Jiaxing,Zhejiang,China	
	• sun2016 TV System 224000005118 OPT Jiaxing,Shanghai,China	
	• TIC 20300000746 YC200/YC250,YC500 liaxing.Zheilang.China	T
1 Home	User Workspace	Settings

### Note

A list of your sub-installers can also be displayed if you are a Master installer.

#### 2. Select the user.

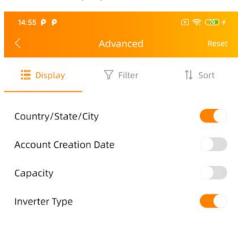
There are multiple selections for you to quickly search.

#### User List

Click the icon at the right side of the search field, the multiple choice of selections is displayed.

#### Display

You can select the fields you want to display in the user list.



#### Filter

You can also filter the user system with system running status and system type.



Green: The system is functioning normally

**Yellow**: Some micro-inverters communications has been interrupted since beginning of day or the micros have not been properly registered (wrong UID, typo in the UID)

Red: ECU has been disconnected from the internet (power outage, change of router, change of wifi password, wear and tear of the Ethernet cable, loose wifi antenna)

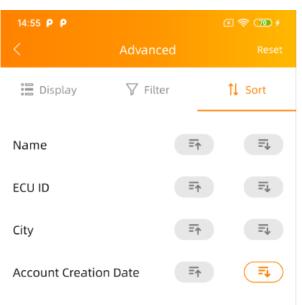
**Grey**: The system has never reported data (ECU might be connected to the internet, but the micros have not been synchronized in the ECU during commissioning)

**Share ECU User**: Multiple customers' PV system can be monitored via a single ECU using ECU Share mode. We call these user "*Share ECU User*".

**ECU-C (Meter Activated)**: The system is using an ECU-C, with metering functions activated and CTs (current transformers) in place.

### Sort

You can select one field to sort the list.



### Reset

Click it to reset the query conditions into default settings.

14:55 P P		X 🛜 70 f
	Advanced	Reset

## 3.1 Home (End User Level)

In this view, you can view the registrations and productions of the user's system with the running status.



## 3.2 Module (End User Level)

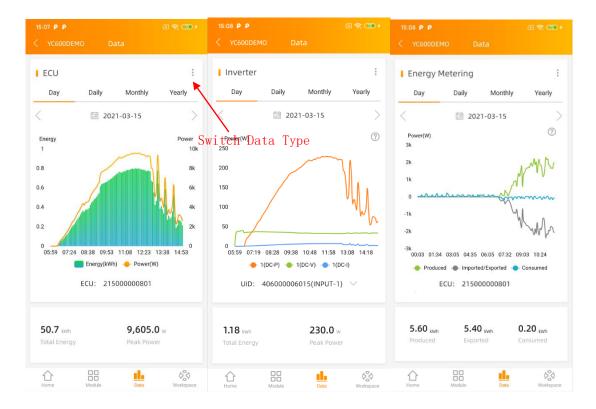
In this view, you can view each panel's power in the whole day or daily energy in 30 days. By using the sliding bar, the data will be automatically shown as per time of day

15:06 P P	X 🛜 72 f
< YC600DEMO Module	
	97         98         93           98         92         93           98         93         93         93           98         93         97         93
E	- •
ECU:215000000801 2021-03-1	5 12:08
Home Hodule	<b>Workspace</b>

## 3.3 Data (End User Level)

In this page, you can view the detailed data on ECU level and inverter level:

- Per day
- Per month
- Per year



### **Note**

If the system is using an ECU-C, with metering functions activated and CTs (current transformers) in place, you can also visualize PV production, house-hold consumption and grid import/export data on meter level.

## 3.4 Workspace (End User Level)

In this view, the name of the end-user is visible on the top left hand-side of the header.

In this View, you can manage the chosen user's registration information, change the user's security information, replace the devices and configure the system remotely.

🌲 Note	
This is specific to one	e single end user.
1	ا ۲
	13:12 🛎 = 🛎 Р 📮 ··· (E 🤶 OBD ≠ < YC600DEMO Workspace delete
	Account Details 🔻
	Personal ECU Inverter Group View Upload Picture
	Account Security 👻
	Reset Reset Password Username
	Replace Device 🔻
	ECU-replace Inverter- replace
	Remote Control 🔻
	ECU-remote
	Home Hodule Data

- Account Details
- **Personal information**: Edit the end user's personal information.
- **ECU**: Add/Edit/Delete ECUs.
- Inverter: Add/Edit/Delete inverters.
- Group View: Add/Edit/Delete group views.
- **Upload picture**: Upload/Delete pictures.
- Account Security
- Reset password: Send the reset password email to the end-user.
   The end-user will receive a link at his registered email address. By pressing this link, he will be able to reset his password.
- **Reset username**: Apply a new username.

The end-user will be informed of the new username by an email after the new username is agreed.

- > Replace Device
- **ECU-replace**: Replace the ECU device.
- Inverter-replace: Replace the inverter device.
- Remote Control
- **ECU-remote**: Manage Inverter UIDs in ECU, Set Grid Profile to ECU Works only if the ECU is connected to the internet.

## Note

Click "Delete" at the upper right corner of the page to delete this user.

In this View, you can manage the user's registration information and installer's registration information, configure the system remotely and get granular data of multiple reports.

This is a specific to all end users.

1. Once logged-in, Select the tab menu [*Workspace*] at the bottom of the page.

A list of functions is displayed.

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ser Manag	gement 🔻			
Add User	Add Share User Inc	complete User	E	Enter
nstaller Ma	anagement 🔻			
Module				
emote Coi	ntrol 🔻			
ECU-remote				
eport 🔻				
G	a			
Operation	Production			
ompany M	lanage 🔻			
Staff Management	Department Management			
~	0		~~~	

- User Management
- Add User: Add a new user installation.
- Add Share User: Add a new share ECU user installation.
- **Incomplete User**: Resume the registration in case you were interrupted in any of the registration steps.

- Installer Management
- Module: Manage your module template or for your sub-installers.
- Remote Control
- **ECU-remote**: Manage Inverter UIDs in ECU, Set Grid Profile to ECU Works only if the ECU is connected to the internet.
- > Report
- **Operation**: View the statistics data of user and device.
- **Production**: View the statistics data of production.

## **A** Note

You can enter "*Local Control (ECU APP)*" without logout, switch your smart phone or tablet to connect to ECU local Wi-Fi and click the "*ECU APP*" at the upper right corner. For more details, view "5. *Local Control (ECU APP)*".

## 4.1 User Management (Installer Level)

Introduction of the two different users.

User: Single end-user with one or multiple ECUs

**Share User**: Share-user is specific to the use of an ECU-Share: 1 ECU to monitor several installations with a generic view for the installer and separated view for each user (typical use case: Social Housing)

## 4.1.1 Adding a New User Installation

There are five (5) major steps involved in adding a new installation (registering) in the EMA Manager. All the following introductions take the customer as an example.

Step 1: Personal Information-Entering the customer's personal information.

Step 2: ECU Information - Configuring the Energy Communication Unit (ECU).

Step 3: Inverter Information - Configuring the Inverter Information.

Step 4: Group View Information - Configuring the Group View.

Step 5: Upload Pictures (optional) - System Picture and/or Drawing Picture

9:46 💷 🧧 🖉 🖉		\$ 🗵 🛜 🌆 f
	Workspace	
User Managem	share User	e
Installer Manag	gement 🔻	
Module	Add	User
Remote Contro	ι 🕶	
ECU-remote		
Report 🔻		
Operation Pr	oduction	
Company Mana	age 🔻	
Staff De Management Mai	partment	
1 Home	User Workspace	د کی کھی کھی کھی کھی کھی کھی کھی کھی کھی

1. Select the "Add User" icon.

Start to add a new end user account.

### Step 1: Entering the Customer's Personal Information

2. Click "Add Personal Information".

20:04 🙇 P 🔞 P	x 🛜 🎟 🗲
< Add User	
ersonal Information	
Personal Information	
ECU Information	
⊕ ecu	
Inverter Information	
🕀 Inverter	
Group View Information	
⊕ Group View	
Upload Picture(Optional)	
(+) Picture	

The New User page is displayed. It divides personal information into "Account Info" and "System Info". Fill in the customer details by field; make sure including all required information.

14:47	14:48
Account Info	< Account Info
ersonal Information ^	
fo: username, password, personal information ntact information. System Info: the address of stem, the basic configuration of PV system.	
count Info	City *
sername * -60 bit letters,digits,underscores,@,spaces or. lease enter	please enter Address - Optional please enter
assword * ength 6-32 bits, must contain numbers and let lease enter	ters Postal Code - Optional please enter
irstname * lease enter	System Size (kW) * System Size(kW) = Pmax(W) * Number of Modul 1000 please enter
astname - Optional lease enter	Module Type * please enter
mail • lease enter	Module Maximum Power(Pmax) (W) * 200-1000 330
none - Optional lease enter	Grid Type * 120V 120V Single-phase
llow visitors to access to this system nabled this function, users can display this sys n other websites through embedded services.	
n other websites through embedded services. • [help] for operation details.	please enter
ystem Info	
staller * PSInstallertest	ОК

#### Account Info

#### Username

This is a single "name" (typically the customer's last name) that identifies this specific customer's installation. The username appears in the customer's area on the EMA. (Required)

Only "letters", "numeric digits", "underscores", "@", "spaces", and "." Can be used when creating a username. And the username is not case sensitive.

## Note

A username cannot be modified, once you submit the *PERSONAL INFO*. If your customer wants to modify the username, you can submit the username modification application after finish account registration. For details, please refer to *"4.4 Workspace (End User Level)"*.

Password	This is a temporary password that is emailed to your customer so they can access their account on the EMA. Your customer can change their password should they so choose. (Required) The set password must contain letters and numbers.
First Name	Your customer's first name. (Required)
Last Name	Your customer's last name. (Optional)
Email	This is your customer's email address. (Required)
Phone Number	Your customer's phone number. (Optional)
Allow visitors to Access to this system	Your customer can share his system on other website. (Optional)

## Note

If enabled, it will display an authorization code to be used in embedding this specific customer's system on other website.

### > System Info

Installer	This field is automatically generated by the system and can be changed using the pull-down selector if necessary. (Required)
Country	This field is automatically generated by the system and can be changed using the pull-down selector if necessary. (Required)
State/Province	This field is automatically generated by the system and can be changed using the pull-down selector if necessary. (Required)
City	Customer's city. (Required)
Address	Customer's street address. (Optional)
Postal Code	Customer's postal code. (Optional)

System Size	Customer's overall system size. (Required)
Module Type	Customer's solar panel type. (Required)
Module Maximum Power(Pmax)	The maximum power of customer's solar panel. (Required)
Grid Type	Grid environment where the system is connected to the grid (Required)
Remarks	Add any notes that you may find useful at a later date. (Optional)

3. Click "OK".

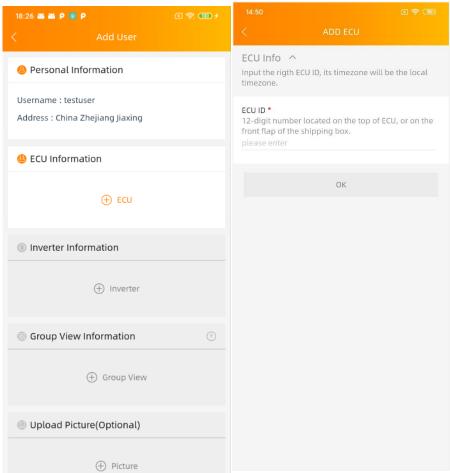
## **Note**

Once you have clicked "*OK*" button in any of the major registration steps (1-5), your customer's information is saved in the system and you can step away from the process and resume by selecting "*Incomplete User*" (Refer to *4.1.3 Resume an Incomplete Registration*).

### Step 2: Configure the Energy Communication Unit (ECU)

4. Click "Add ECU"

The Add ECU window is displayed.



5. Enter the 12-digit ECU UID number(s) into the ECU ID field.

The ECU UID is located on the back of the ECU, as well as on the front flap of the shipping box.



The ECU UID is a unique APsystems "serial number" that is assigned to the ECU during manufacturing. It is **NOT** the IP Address of the device.

It is critical that you enter the ECU UID correctly because the EMA uses this number to identify the system to ensure monitoring and reporting.

6. Click "OK".

Once you have entered all of the ECU UID numbers to be installed at a specific location, go to step 3.

### Step 3: Configuring the Inverter Information

## **Note**

In order to improve the registration efficiency, you can skip this step and register inverters by scanning UIDs in step 4 "Configure the Group View" directly.

. . . . . . . . . . . . . . . . .

7. Click "Add Inverter"

The Inverter Information page is displayed.

19:52 🛋 P 🍘 P	X 🗢 🚥 f	15:41 P P	K 🛜 💷 f		
< Add User		< Add UID			
Personal Information		INVERTER INFO ^ Collect the Inverter of PV system. UID is a 12-digit			
Username : testuser Address : China Zhejiang Jiaxing		number located on the top of inverter, as well as the front flap of the shipping box.			
		ECU ID * 216000052346	$\sim$		
ECU Information		Add method *			
ECU : 216000056231 Timezone: Asia/Shanghai		Step1: Link ECU and inverter through "ID Man. ECU APP at the installation site. Step2: Connect ECU to the internet, report the information to EMA.			
⊕ ECU		Step3: EMA or EMA Manager read the link in add the inverter ID automatically. Import From ECU	formation and		
Inverter Information					
(+) Inverter		ок			
🇐 Group View Information					
🕀 Group View					
Upload Picture(Optional)					

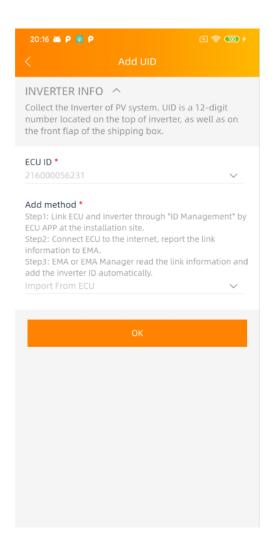
In this step you are assigning the inverters to their associated ECU(s).

- 8. Select the ECU (ECU Selection field).
- 9. Select the "Add method".

There are three methods for adding inverters into EMA.



- > Add Method 1: Import from ECU (Recommend)
- A. Select "Import from ECU" in [Add Method]
- B. Click "OK"



This method can only be used when the ECU has been already commissioned on site (using the ECU\_APP) and connected to the internet. (please see ECU Quick Install Guide for more info)

## **Note**

This list can be edited if necessary by selecting either "*Edit*" for each inverter and its associated channel.

### > Add Method 2: Input

- A. Select "Input" in [Add Method]
- B. Select "Type".

20:15 🏔 P 🔞 P 📧 🔶	<b>(100) +</b>
< Add UID	
INVERTER INFO Collect the Inverter of PV system. UID is a 12-diginumber located on the top of inverter, as well as the front flap of the shipping box.	
ECU ID * 216000056231	$\sim$
Add method * Add inverter id through inputting the 12-digits numl manually. Input	oer
<b>Type *</b> QS1	$\sim$
Channel * 1,2,3,4	$\sim$
UID * 12-digit number located on the top of inverter, o the front flap of the shipping box.	ron
ОК	

## **Note**

You'll be presented with a number of inverter types. Select the type you are installing, remembering that the QS1, QS1A and YC1000 has up to four (4) channels (1, 2, 3 & 4), the YC600 has two (2) channels (1&2).

C. Input the UIDs in the input box.

## **Note**

Only UIDs matching the selected type can be added. If you select micro type "YC600" but enter UID of a QS1 "80x-", an error message will be displayed.

D. Click "OK"

- Add Method 3: Scan
- A. Select "Scan" in [Add Method]
- B. Select "Type"

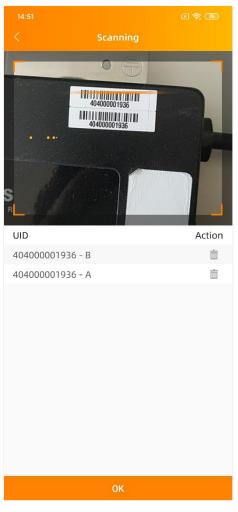
20:16 🖾 P 🗃 P	X 🔶 🌆 t
< Add UID	
INVERTER INFO Collect the Inverter of PV system. UID is number located on the top of inverter, a the front flap of the shipping box.	
ECU ID * 216000056231	~
Add method * Add inverter id through scanning the 12-di Scan	igits barcode. V
<b>Type *</b> YC600	~
<b>Channel *</b> 1,2	$\checkmark$
Next	

## Note

You'll be presented with a number of inverter types. Select the type you are installing, remembering that the QS1, QS1A and YC1000 has up to four (4) channels (1, 2, 3 & 4), the YC600 has two (2) channels (1&2).

C. Click "Next"

The scanning page is displayed.



D. Scan the UID bar code.



Only UIDs with the same type selected before can be scanned.

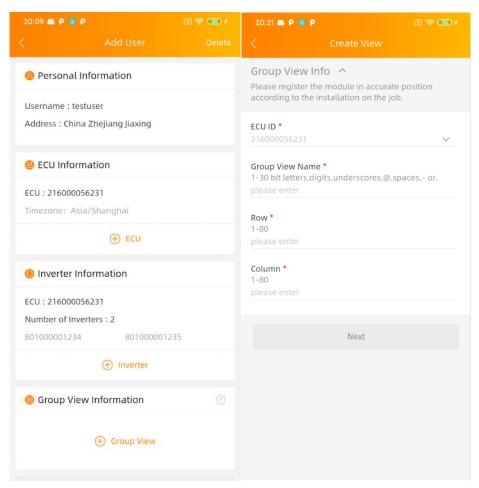
E. Click "OK"

### Step 4: Configuring the Group View

This step will allow you to create the layout of the PV system.

11. Click "Add Group View"

The Create View page is displayed.



In this step you will fill in the basic view information.

### 12. Click "Next"

The panel layout page is displayed.

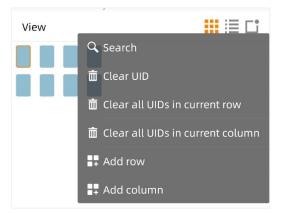
14:03 P P		区 📚 🚥 🕫	
Collect the view of PV system. In order to manage and maintenance the PV systems, please register the modules in accurate position according to the installations on th job.			
		ⅲ 🗄 🖬	
Selected Mod R:1 C:1	Iule Not Configured	· 0	
	-		

There are 2 modes to display the layout details: Module mode or list mode.

- > Module Mode: Show the module position details in one page
- List Mode: Show the inverter UIDs with the position in a list format

14:03 P P	X 📚 🔟 f	14:0	3 <b>P P</b>		(2) की (100 +
	ation	<			
Collect the view of PV system. In a and maintenance the PV systems the modules in accurate position installations on th job.	, please register	and the n	mainten nodules	ew of PV system. In order ance the PV systems, plea in accurate position acco on th job.	ase register
	::: ::::::::::::::::::::::::::::::::::				III 🔳 🗀
		Curre	nt line		All 🔻
			Row	ColumnInverter	
		•	1	1	
		0	1	2	
			1	3	
		0	1	4	
		0	1	5	
			1	6	
			2	1	
		0	2	2	
		0	2	3	
			2	4	
			2	5	
			2	6	
Selected Module		Sele	cted Mo	odule	
R:1 C:1 Not Configur	red 🔻 🖨	R:1	C:1	Not Configured	· •
ок				ок	

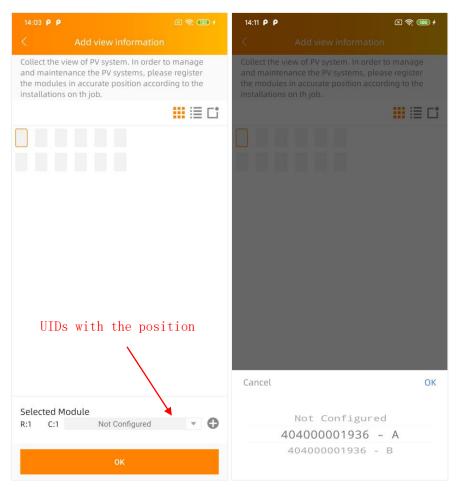
There are 6 shortcut buttons to help you simplify the view registration.



- Search: Search UID.
- **Clear UID**: Delete UID located on the selected module.
- Clear all UIDs in current row: Delete all the UIDs located in the selected row
- Clear all UIDs in current column: Delete all the UIDs located in the selected column
- Add row: Add a new row of empty modules to the bottom of the view.
- Add Column: Add a new column of empty modules to the far right of the view.

There are 3 methods for adding views into EMA.

### Method 1: Distribute (Recommend)



A. Select the UID for the position

## Note

When distribute the UIDs with the position, make sure you have registered the UIDs in step 3 (configuring the inverters information, see page 24), or you have entered all of the UIDs into the ECU, and that ECU is correctly connected to the internet so that the APsystems server can retrieve the UIDs.

\_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_

B. Click "OK"

#### > Method 2: Input

A. Click <sup>①</sup> "Add Button" and choose "Input"

The input page is displayed.

14:11 P P	] 🥱 🎟 🗲	14:03 P P		x 📚 🚥 🗲
		<		
Collect the view of PV system. In order to m and maintenance the PV systems, please re the modules in accurate position according installations on th job.	egister	and mainten	ew of PV system. In order to ance the PV systems, pleas in accurate position accord on th job.	e register
				🔡 🗏 🗖
		Input	Field	
Scan		Selected Mc	dule	_
Input		R:2 C:1		8
Cancel			Complete Input	

Input the UIDs in input field, the channel will be auto filled after you entered the UID.

B. Click "Complete Input" after finishing inputting

14:03 Р			R 💷 f
Collect the view of PV system. In order to manage and maintenance the PV systems, please register the modules in accurate position according to the installations on th job.			
			i≣ <b>⊏</b> ¹
Selected	d Module	Configured	- 0
к.2 U		Jonngurea	
ок			

C. Click "Ok"

#### Method 3: Scan

A. Click <sup>(1)</sup> "Add Button" and choose "Scan"

The scan page is displayed.

14:03 P P 💿 😨 🔞 🕯	
< Add view information	< Add view information
Collect the view of PV system. In order to manage and maintenance the PV systems, please register the modules in accurate position according to the installations on th job.	Collect the view of PV system. In order to manage and maintenance the PV systems, please register the modules in accurate position according to the installations on th job.
	🗰 🗏 Ci
Add button	
Selected Module	Scan
R:1 C:1 Not Configured	Input
ок	Cancel

Scan the UID bar code to collect the UIDs. Please register the modules in accurate position according to the installations on the job.

14:05 P P		X 🛜 🎟 🗲
< Add	view information	
	•	
	404000001936 404000001936 404000001936	
	Auto Next 🧲	
Auto Ne	xt	
Selected Module R:1 C:3		8
	Finish Scanning	

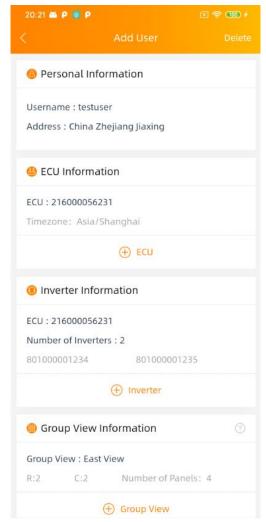
#### Note

Turn on "*Auto Next*", the next empty panel will be automatically selected in horizontal sequence when scanning. Or else you need to choose the next panel.

- B. Click "Finish Scanning"
- C. Click "OK"

#### **Note**

The inverter ID can be registered as well even if it hasn't been registered in Step 3 "Configuring the inverter information" (see page 24]



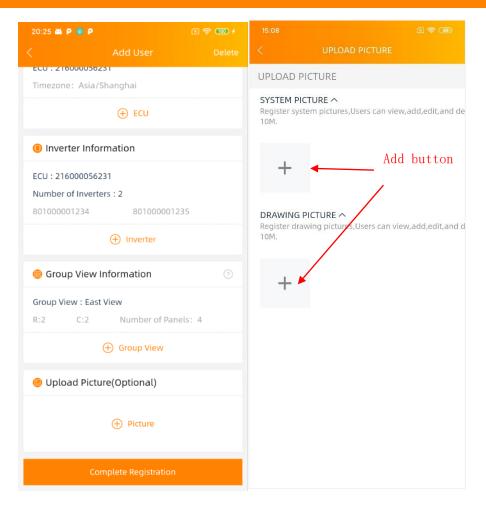
13. Click "Complete Registration"

If your customer does not have installation drawings or photo to upload, the registration is complete.

#### Step 5: Uploading the System Picture and/or Drawing Picture (optional)

14. Click "Upload Picture"

The upload picture page is displayed.



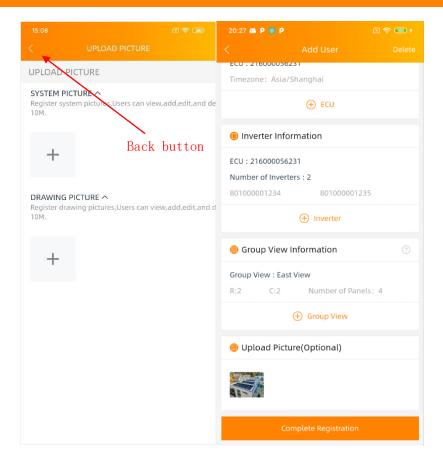
The System Picture is displayed on the customer's Dashboard and the installation drawings are displayed on the customer's Module Performance page.

Following formats are supported:

- .jpeg
- .jpg
- .png
- .pdf

15. Click "Add"

Choose the installation drawing or photo you want to upload. Make sure you have authorized the EMA Manager APP to access to the pictures stored in your smart phone or tablet.



16. Once the pictures or drawings have been uploaded, Click "*Back*" and then "*Complete Registration*".

#### 4.1.2 Adding a New Share User Installation

Multiple customers' PV system can be monitored via a single ECU using ECU Share mode. The "master" of ECU Share can see all sub-systems, while every owner of a sub-system can only see its own.

Require: First: register "Share ECU Master User", then: register "Share ECU Sub User".

Master User

Manage all of the micros connected to the same ECU

```
Sub User
```

Monitor their own system only

#### Note

In order to register sub-user via ECU Share mode, you need to have the "ECU Share" function enabled on your installer account. Please contact your local APsystems Technical Support to have this feature activated.

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		ace	ECU APP
User Manag Add User	Add Share User	Incomplete User	
Installer Ma	nagement 🔻		
Module		Add	Share User
Remote Cor	ntrol 🔻		
ECU-remote			
Report 🔻			
Operation	Production		
Company M	lanage 🔻		
Staff Management	Department Management		
1 Home	A User	Workspace	<b>کې:</b> Settings

1. Select the "Add Share User" icon.

Start to add a new share user account.

#### Adding Share ECU Master User

15:09	۵ 🕈 🔞				
Master User	Sub User				
🙁 Personal Informatio	n				
🕀 Persona	Personal Information				
ECU Information					
⊕ ecu					
Inverter Information					
⊕ Inverter					
Group View Informa	ation (?)				
④ Group View					
Upload Picture(Opti	Upload Picture(Optional)				
(†) P	icture				

There are five (5) major steps involved in adding a new Share ECU Master User (registering) in the EMA Manager. They are the same as the ones used to add a new user (For details, please refer to "Adding a New User Installation").

Step 1: Personal Information - Entering the customer's personal information.

Step 2: ECU Information - Configuring the Energy Communication Unit (ECU).

Step 3: Inverter Information - Configuring the Inverter Information.

Step 4: Group View Information - Configuring the Group View.

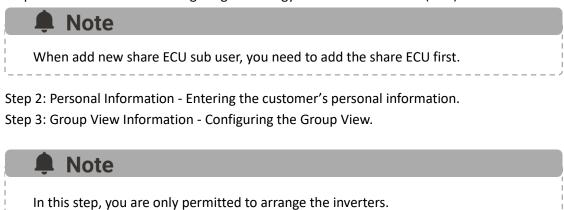
Step 5: Upload Pictures (optional) - System Picture and/or Drawing Picture

#### Adding Share ECU Sub User

15:09 < Share	ा इ	° (68)		
Master User	Sub User			
😃 ECU Information				
$\oplus$	ECU			
Personal Information	on			
🕀 Persona	l Information	Share	e ECU	First
Group View Information	ation			
(+) Gro	up View			
Upload Picture(Opt	ional)			
+ F	icture			
Complete I	Registration			

There are four (4) major steps involved in adding a new Share ECU Sub User in the EMA Manager.

Step 1: ECU Information - Configuring the Energy Communication Unit (ECU).



Step 4: Upload Pictures (optional) - System Picture and/or Drawing Picture.

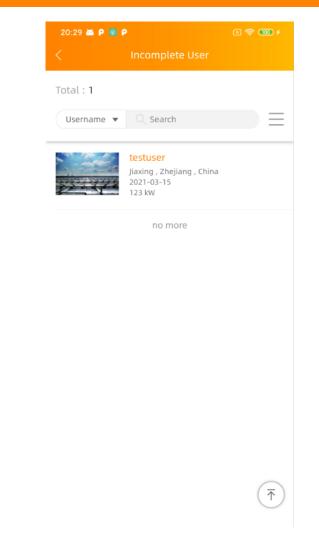
#### 4.1.3 Resume an Incomplete Registration

In case you were interrupted in any of the registration steps (1-5), your customer's information is saved in the system. You can resume the registration by selecting *"Incomplete User"* under *"User Management"*.

9:46 🔤 🦉	99 m	8	X 🛜 🙆 f		
	Worksp	ace	ECU APP		
User Mana	gement 🔻				
Add User	Add Share User	Incomplete User			
Installer Ma	anagement 🥆				
Module			Inco	mplete	Useı
Remote Co	ntrol 🔻				
ECU-remote					
Report 🔻					
Operation	Production				
Company N	lanage 🔻				
Staff Management	Department Management				
1 Home	A User	Workspace	रहेरे Settings		

1. Select the "Incomplete User" icon.

A list of your incomplete user registrations is displayed.



- 2. Select the customer account you want to complete.
- 3. Continue where you left off following the steps in the previous section. Refer to [4.1 Adding a New User Installation] or [4.1.2 Adding a New Share User Installation].

### 4.2 Installer Management (Installer Level)

#### 4.2.1 Adding a New Module

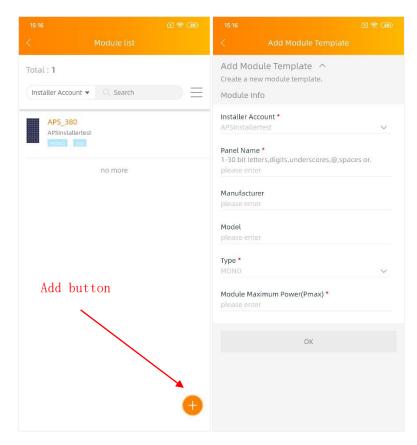
You can manage your module template or for your sub-installers.

The module template could be used to distinguish the module type installed at end-user.

9:46 🖮 🥑 🕅 🕅		∦ ⊠ 🛜 🚳 ≁
	Workspace	ECU APP
User Manageme	nt 🗸	
Add User Add Si	hare User Incomplete User	e
Installer Manage	ement 🔻	
Module		
Remote Control	•	
		•
ECU-remote	Mod	ule
Report 💌		
G	<b>11</b>	
Operation Proc	duction	
Company Manag	ge 🔻	
<u>(</u>	<b>.</b>	
	artment agement	
Home 2	Ser Workspac	e Settings

1. Select the "*Module*" icon.

A list of module templates is displayed.



2. Click "Add" at the bottom right of the list.

The New Module page is displayed. Fill in the module details by field, make sure to include all required information.

#### Note

You can select a module to modify its information.

#### Module Information

- Installer Account Select the installer you want to add a new module template. It is displayed when you have a Master Installer account and sub-installers in your portfolio.
- Panel NameThis is a single "name" that identifies this specific panel (Required)Only "letters", "numeric digits", "underscores", "@", "spaces", and "."Can be used when creating a username. the username is not casesensitive. (Required)

Module Maximum Power	The maximum power of module template. (Required)
Туре	The type of module template. (Required)
Manufacturer	Company name of module template. (Optional)
Model	The model of module template. (Optional)

### 4.3 Remote Control- ECU Management (Installer Level)

The ECU has been designed with remote connection and management functionality.

You can access this remote functionality through the EMA Manager APP, using your installer login credentials. Changes made remotely do not take effect until the ECU's next reporting cycle.

The ECU remote functionality allows you to do the following:

• Manage Inverter UIDs

9:46 🕷 👩 🎘 🖏 🕬 😽 😵 📚 🐼 🗲
Workspace ECU APP
User Management 🔻
Add User Add Share User Incomplete User
Installer Management 🔻
Module
Remote Control 💌
ECU-remote
Report - ECU-remote
Operation Production
Company Manage 🔻
<b>(13)</b>
Staff Department Management Management
Home User Workspace Settings

1. Select the "*ECU-remote*" icon.

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< ECU control		
0	>	
0		
Please enter ecu		
ECU ID	*	
Cancel	ок	Input field
Heartbeat:		
UID Manage		
IDs synced	>	
Grid profile		
Connect ECU locally to set para	meters	
Pending command		
Remaining:	>	

#### 2. Enter the ECU ID

The remote control page is displayed. You can get overview the ECU's configurations, including the version of software in ECU, the time zone ECU set, the ECU's heartbeat (The last time ECU connected to the EMA) server.

21:57 🔟 🖷	🛎 🖲 🗃 🚥	(X 🛜 🌆 f
	ECU control	
	500 EA	
	• 216002121929 version:R1.2.9B10N	IA
н	Timezone:GMT+8 eartbeat:2021-04-09 2	
UID Man	age	
	nchronized Chronized UIDs: 2	>
Grid Pro	file	
ABNT NE range	3R 16149:2013/220 Sta	ndard >
Pending	Command	
Left:0		>

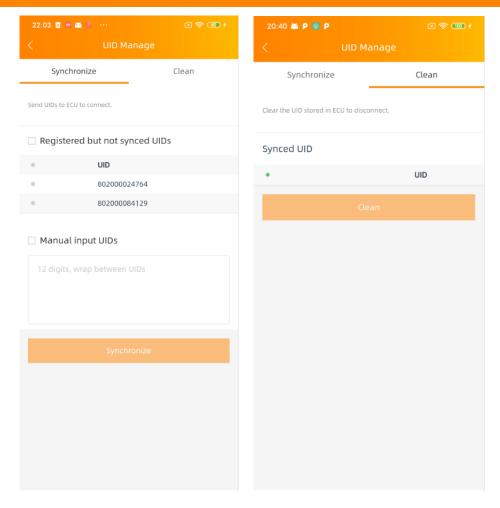
#### **Note**

You can enter this function as well by clicking "*ECU-remote*" below "*Remote Control*". Refer to **[3.4 Workspace (End User Level)]** - see pages 15.

#### 4.3.1 Manage Inverter UIDs

1. Click the "UID Manage".

The "UID manage" page is displayed.



#### 🌲 Note

If there are some micros UIDs registered in EMA but not sent to ECU, it will show a warning icon.

- **Synchronize** (Send the UIDs to ECU, then ECU will connect these inverters.) You can send a list of UIDs registered in the EMA but not synchronized into the ECU, either one by one or as a group.

- **Clean** (Send the UIDs to ECU, then ECU will disconnect this inverters) Select the UIDs you want to disconnect.

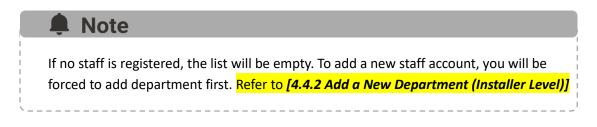
#### 4.4 Company Management (Installer Level)

4.4.1 Adding a New Staff Account

	9:46 💷 🖉	S S	*	X 🛜 🙆 f
			pace	
	User Mana	gement 🔻		
	Add User	Add Share User	Incomplete User	
	Installer Ma	anagement v	•	
	Module			
	Remote Co	ntrol 🔻		
	ECU-remote			
	Report 🔻			
	G	á		
	Operation	Production		
	Company N	lanage 🔻		
	Staff	Department		
Staff Management	Management	Management		5
	Home	User	Workspace	Settings

1. Select the "Staff Management" icon.

A list of staff templates is displayed.



9:51 🖷 🧧 🖉 🕾 💀 😽 🕷 😪 🐼	) f 9:51 m 👩 🖉 🖉 ··· 🕴 🗶 🛜 🚳 f
	< Add Staff Account
mployee count : 1	
Employee account 🔻 🔍 Search	Do open,edit,delete operations of EMA account for staffs.
	Account Info
JialidaDemo jia jialida 2021-09-08	Username * 1-60 bit letters,digits,underscores,@,spaces or. please enter
	Password * Length 6-32 bits, must contain numbers and letters
no more	please enter 💿
	Firstname *
	please enter
	Lastname - Optional
	please enter
Add bretter	Email *
Add button	please enter
\     \	Phone - Optional
	please enter
	Department *
	jialida 🗸 🗸
	Staff ID - Optional
	please enter
	Position - Optional
	please enter

2. Click "Add" at the bottom right of the list.

The New Staff page is displayed. Fill in the staff details by field, make sure to include all required information.

Staff Info	
Username	This is a single "name" (typically the staff's last name). The username appears in the customer's area on the EMA. (Required) Only "letters", "numeric digits", "underscores", "@", "spaces", and "." Can be used when creating a username. And the username is not case sensitive.
Password	This is a temporary password that is emailed to your staff so they can access their account on the EMA. Your staff can change their password should they so choose. (Required) The set password must contain letters and numbers.
First Name	Your staff's first name. (Required)
Last Name	Your staff's last name. (Optional)

Email	This is your staff's email address. (Required)
Phone	Your staff's phone number. (Optional)
Department	Your staff's department. (Required)
Staff ID	Your staff's staff ID. (Optional)
Position	Your staff's position. (Optional)
Entry Date	Your staff's entry date. (Optional)
Status	Your staff's status. (Required)

#### **Note**

Staff cannot login EMA once you disable the account.

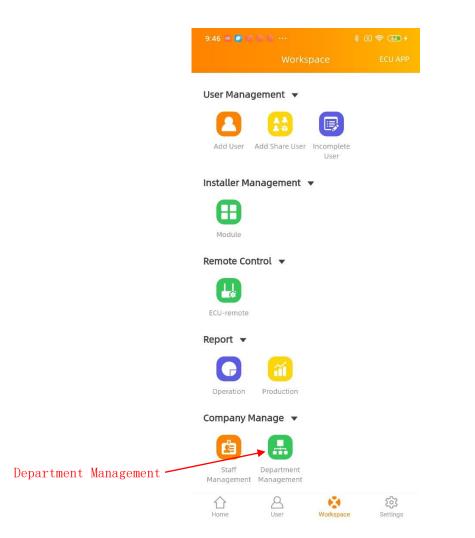
#### Remarks

Add any notes that you may find useful at a later date. (Optional)

#### Note

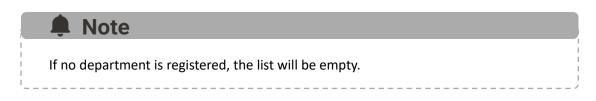
Once you finished registering a staff account and you can limit his manage areas and his roles.

#### 4.4.2 Adding a New Department (Installer Level)



1. Select the "Department Management" icon.

A list of department templates is displayed.



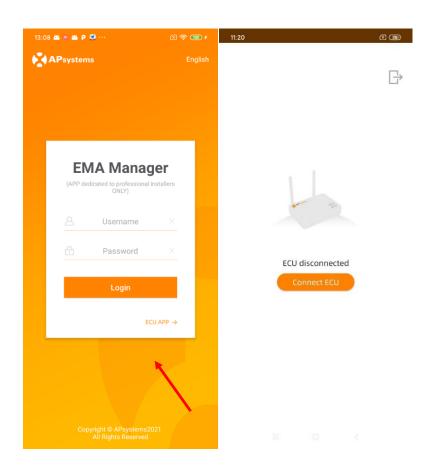
10:47 ≈ 🔎 🖲 🗟 ··· 🗼 ∦ 🗷 😤 🕫 🕫 ≠ < Department List	10:50 💌 🖉 🦉 🖤 ··· 🕴 🗷 😤 🗺 ≁ < Add Department
Department Information $\checkmark$ Collect the department of company, used to identify staff.	Department Information へ Create a new department.
🔒 APsystems	Department Name * please enter Parent Department * APsystems $\checkmark$
÷	

2. Click "Add" at the bottom right of the list.

The New Department page is displayed. Fill in the department details by field, make sure to include all required information.

The ECU has been designed with local connection and management functionality. You can access this local functionality through EMA Manager.

Click "ECU APP" to enter this function.



You will be noticed if your smart phone or tablet do not connect to the ECU Wi-Fi at first.

- Step1: press the AP button of the ECU to activate the ECU wifi hot-spot



- Step2: Open Wi-Fi setting in your smartphone, select ECU's hotspot. Hotspot's name is similar to ECU's ID.



- Step3: Connecting to the ECU-R via the Local Wireless.

#### Note

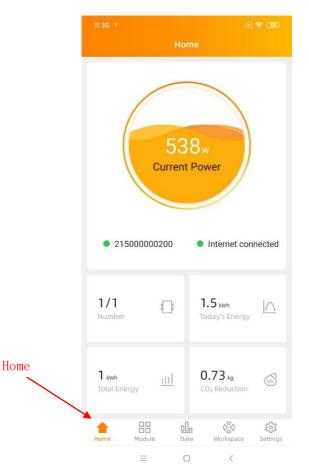
The default password is "888888888". (8 times 8)

- Step 4: Open EMA Manager.
- Step 5: Click "ECU APP" to enter "Local Control"

#### **Note**

Once logged-in, you can also click "*ECU APP*" at the upper right corner of "*Workspace*" to enter "*Local Control*". View it in "4. *Workspace (Installer Level)*".

#### 5.1 Home (ECU APP)



On the home page, installer can visualize:

- Systems info of ECU ID
- The number of connected inverters communicating with the ECU / total number of inverters installed
- Today's power output
- Total power output since installation
- CO<sub>2</sub> Reduction since installation

The light in front of the ECU UID shows the status between mobile phone and ECU:

- • The mobile phone fails to connect to the ECU.

The light in front of "Internet disconnected" shows the status between ECU and internet.

- The ECU connects to internet.
  - The ECU fails to connect to the internet.

### 5.2 Module (ECU APP)

11:30 🎓		Module	æ	े <b>के मि</b>	11:30 🐐		Module		) <del>?</del> , D
179 33 100001					179 35 100001				
						Power Power Freque Voltag	D6011100 1: 179 W 2: 359 W ency: 50 H e: 219 V erature: 50	z	
odule	11-21500000	00200-20;	21-03-15 10:	30	EC	U:2150000	00200 20	121-03-15 10	20
EC	0.21500000							21 00 10 10	30

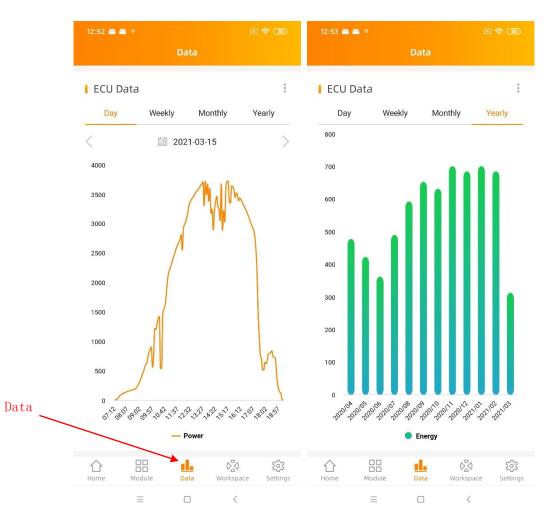
On the module page, installer can visualize the performance of inverters connected to the ECU.

According to different models of inverter, each inverter would have the corresponding panels displaying the real time power.

(even if some DC channels are not connected on purpose, the ECU\_APP will display the maximum number of panels which can be connected to a given micro-inverter Example: if only 3 inputs of a QS1 or YC1000 are used, the ECU\_APP will display 4 modules connected to the micro, even if the 4<sup>th</sup> module does not exist) Removing the non-connected panel is done when creating the layout of the PV system in end-user account creation (step 4)

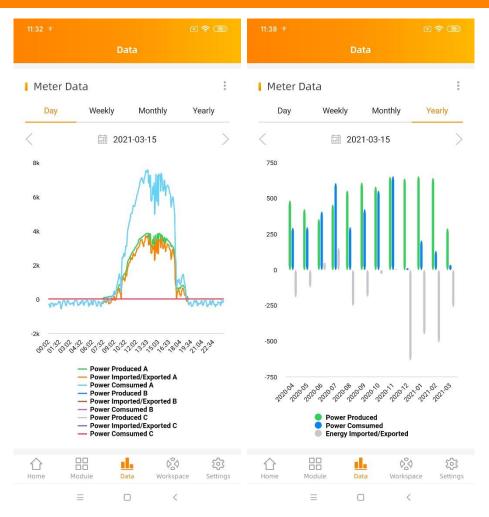
Click "Panel", the detailed information of the inverter shall be displayed, including inverter ID, PV module power, grid voltage, frequency and temperature.

#### 5.3 Data (ECU APP)



In this page, you can view the detailed data on ECU level:

- Per day
- Per month

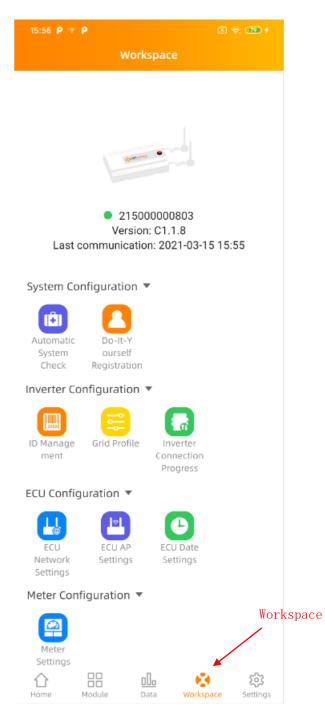


#### Note

If it is a ECU-C, with metering functions activated and CTs (current transformers) in place, you can also visualize PV production, house-hold consumption and grid import/export data on meter level.

#### 5.4 Workspace (ECU APP)

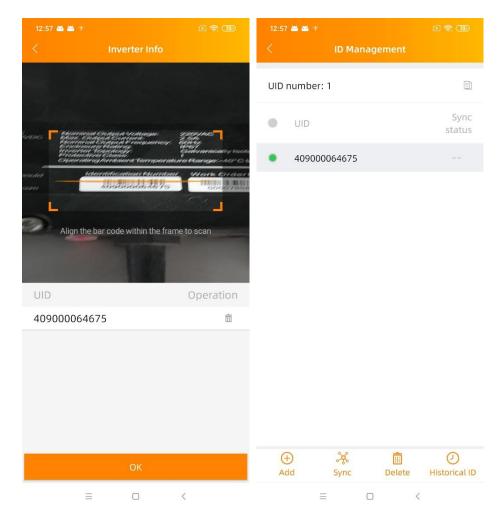
In this View, you can manage the ECU's system information.



#### 5.4.1 ID Management

#### > Add UID

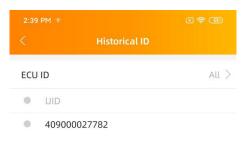
Click "*Workspace*", select "*ID Management*", input the UID manually or scan the UID by camera. If there is no need to modify, then click "Sync" to update the UIDs onto ECU.



#### Historical ID

You can find the UID used in history and you can restore them.

Select the desired history ID and click "Restore", these IDs will be added in the ID list. When you want to enter the inverter ID list in one ECU into another, this feature becomes very handy.



Restore						
	Ξ	0	<			

#### > Delete UID

Select the UIDs, click "Delete" then click "Sync". The UIDs selected are deleted on the ECU.

#### 5.4.2 Grid Profile

User needs to select grid profile when installing the system.

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	rid Profile	< Grid Pr	
		Grid settings	
Continent	Please Select >	Continent	Asia 🗦
Country	Please Select >	Country	China 🗦
Grid profile	Please Select >	Grid profile	NB/T 32004:2018 >
	ect grid standard to ensure the system	Please select the correct gri safe operation of the system	
		Current grid profile	
		Under voltage (stage 2) 60-219V	115.0
		Under voltage 2 trip time 0.02-610s	0.02
		Over voltage (stage 2) 221-276V	268.0
		Over voltage 2 trip time 0.02-610s	0.02
		Under voltage (stage 3) 60-219V	196.0
Cancel	OK	Under voltage 3 trip time 0.02-610s	0.05
ommon		Over voltage (stage 3)	253 0
Asia China	NB/T 32004:2018	Reset	Update
chilling	a Taiwan VPC		

### Note

If you select a grid profile not adequate in your region, the inverters may not start or may not produce as per optimal performance

#### 5.4.3 Inverter Connection Progress

Show the direct communication quality between each inverter and ECU. Show the connection progress and communication quality between each inverter and ECU, 100% means the connection is finished.

<	Progre	255	
Progre	55		100%
ltem	UID	Conn ection status	Signal Level
	406011100001	1.1.2	100

≡ □ <

#### 5.4.4 ECU Network Settings

#### > WLAN

The page will show up ECU's wireless connection status. Swipe down the screen and choose the available SSID to connect.

- Step1: Click the SSID.
- Step2: Enter the password.

Note

- Step3: Click "Send"
- Step4: ECU restarts automatically.

You need to reconnect your smart phone or tablet to the ECU's hotspot if the connections failed once the signals disappeared during the ECU restarting time.

3:38 PM 🤫	8 📚 💷	9:03 🕈	×
WLAN		< WLAN	
WLAN		WLAN	
Other networks		Other networks	
apsystems	÷	apsystems	۵
KFC-Wlan	₽ 奈	ECU-WIFI_0200	۵
NETGEAR21	ê Ş	Please enter the passwor	d
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apsystems	ê	NETGEAR21	۵
ECU_R_216200000014	â 🔶	HUAWEI_B316_B28C	۵
KFC-Wlan	â	TP-LINK_8D07	۵
ECU-WIFI_1100	ê 🔶	DIRECT-4d-HP M254 LaserJet	۵
TDG-PRD	ê 🤶	JLCSTOOL2	•
≡ 0	<	= 0 4	

69

#### > LAN

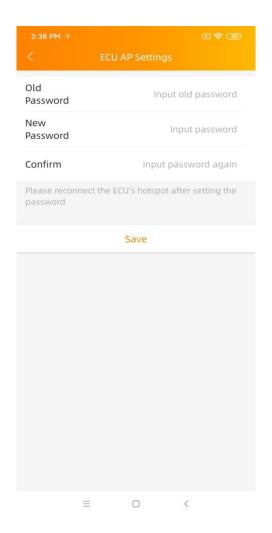
ECU's wired network setting has 2 options: automatically obtain an IP address or use a fixed IP address. Obtaining an IP address automatically means the router would distribute IP to ECU automatically. When use fixed IP, please enter IP address, Subnet mask, Default gateway, Preferred DNS server and Alternate DNS server.

3:38 PM 7	LAN	k 🛜 <b>(b</b> )	3:38 PM
)btain an IP addre:	ss automatic	ally	Obtain an
MAC address	80:97:7	B:02:6A:F7	MAC address
address	192.	168.131.228	IP address
Subnet mask	25	5.255.255.0	
Default gateway	19	2.168.131.0	
Preferred DNS server		0.0.0.0	
Alternate DNS server		0.0.0.0	
U	pdate		
=			E

### 5.4.5 ECU AP Settings

Please reconnect the ECU's hotspot after setting the password. On the page, you can change Password.

If user forgets the password, hardware reset could be carried out. The initial password would be "88888888".



### 5.4.6 ECU Data Settings

Enter the page, the time and time zone of ECU shall be displayed on the right side of the page. Click "Date", "Time" or "Timezone" to modify.

Click "Time quick setting", APP will set the date and time of the phone for ECU, user doesn't need to set date and time manually.

3:38 PM 💎			X 🛜 🕢
<	ECU Da	ite Setting	gs
ECU time and	l date settir	ng	
Date			2020/12/18>
Time			15:38>
Synchronize	the phone s	system tim	e to the ECU
Time quick s	setting		
ECU time zon	e setting		
Timezone			Asia/Shanghai >
	Ξ		<

### 5.4.7 Meter Settings

If it is a ECU-C, with metering functions activated and CTs (current transformers) in place, the meter settings will be displayed, and different control functions can be selected.

10:31 🕈		x 🗢 🗊
<		
Meter Funct	ion	
Parameters s	ettings	Close >
	Save	
Cancel		ок



#### > Zero Export (only works with ECU-C in single phase and tri-phase systems) Zero Export Function

- Only works with ECU-C in Single-phase and Three-phase systems
- Not compatible with Split-phase systems as commonly used in North American residential electrical service

#### Using the Zero Export function

- Select 'Meter Settings'
- Slide the 'Meter Function' to the 'On' position

• Select 'Zero Export' in the slide menu at the bottom of the page and select OK

• After turning on the Zero Export Function, please set a Power Limit in kW. The default value is 0.

The ECU-C measures the array production and site consumption and will curtail power production to meet (or exceed if selected) the site consumption. Example: if the Power Limit is set to 0 and the site is using 10kW and the array is producing 8kW the inverters will operate at 100%. Conversely, if the if the if the Power Limit is set to 0 and the site is using 3kW and the array can produce 8kW the inverters will curtail power production to meet the demand. In addition, the ECU-C is designed to dynamically adjust to the changing demand of the site automatically in real-time to realize the full potential of the array.

10:42 P P	X 🛜 🗊 f
< Meter Settir	ngs
Meter Function	
Parameters settings	Zero Export >
Power Limit	12.000 kW
Inverter 3-Phase Configuration	Not Configured $>$
Save	

#### Redundant Energy Control – only works with one single phase equipment Redundant Energy Control Feature

- Only works with ECU-C in Single-phase
- •Cannot be combined with zero-export feature

#### Using the Redundant Energy Control function

- Select 'Meter Settings'
- Slide the 'Meter Function' to the 'On' position
- Select the 'Redundant Energy Control' under 'Parameter settings'

This function is to control the opening of the external AC contactor by closing the ECU-C relay when the power of the uploaded power grid reaches a certain power value, to supply power to external electrical equipment e.g., water heater, pool pump, air conditioner, etc. Example: the power requirements of a water heater is 2kW, and the turn-on threshold can be set to 2.1kW (it is recommended to keep a margin), so when the array power exceeds 2.1KW compared to the house-hold consumption, the water heater is powered by the relay control and does not consume grid power.

10:42 P P	X 🛜 🗊 f
	ings
Meter Function	
Parameters settings	Redundant Energy Control >
Power Limit	40.000 kW
Save	
5010	

#### Three-phase Balance (only works with ECU-C in tri-phase systems) Three-phase Balance Function

- Only works with ECU-C in Three-phase systems
- The balance is set to ensure that phase difference does not exceed 16 amps

#### Using the Three-phase Balance function

- Select 'Meter Settings'
- Slide the 'Meter Function' to the 'On' position
- Select the 'Three Phase Balance' under 'Parameter settings'

If a three-phase system comprised of APsystems' Single-phase micro-inverters e.g., YC600 or QS1, the user will have to manually configure which inverters serial numbers are connected to each separate phase in the 'Inverter 3-Phase Configuration' section and then select Save. There are two different methods for Phase loss detection; through an external CT for the fastest and most accurate response time and through the micro-inverter data collected every five minutes, a slower and less accurate method but does not require an external CT.

10:42 P P	(x 🛜 🛐 f
< Meter S	Gettings
Meter Function	
Parameters settings	Three Phase Balance $>$
Inverter 3-Phase Configuration	Not Configured $>$
Sa	ive

### 5.4.8 Automatic System Check

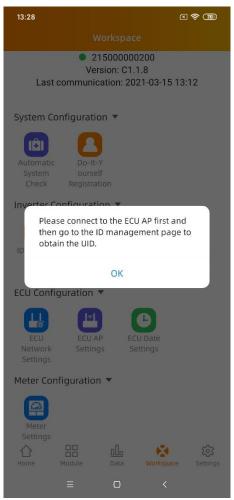
Check the running status of the system, if there are issues, click the icon to view the reason and check the installation to solve it

Please remember that the ECU\_APP will always consider that all micro DC-inputs are connected to a PV panel (i.e. a quad is connected to 4 panels, a duo to 2 panels). As such, if one DC-input is not connected voluntarily, the ECU\_APP will show a warning "channel no panel connected". Based on knowledge of the system layout, the warning can be ignored

3:39 PM 🕫	<del>?</del> 4	3:39 PM 🐨	× 🔶 4D
< Automatic System Check			
System	$\odot$	System	
Inverter		Inv	
406011100001 1.A-channel Input short	cir	4060111 40 1.A-channel Input Suggested measur the A-channel to so DC connection is p connected,especia extension line or so normal channel to working status. 2.B-channel Input Suggested measur the B-channel to so DC connected,especia extension line or so normal channel to working status.	short circuit fault res:Check ee whether roperly illy that using wap with the confirm the short circuit fault res:Check ee whether roperly illy that using wap with the confirm the
Start Check		Start (	
Start Check		Start C	
≡ □ <		≡ C	) <

## 6.Do-It-Yourself Registration (ECU APP)

This only applies to home-owners "do it yourself" installers to create EMA account. Make sure the ECU has been configured properly using the steps described in section 5.1 to 5.4. Otherwise warning message is displayed, as shown below.



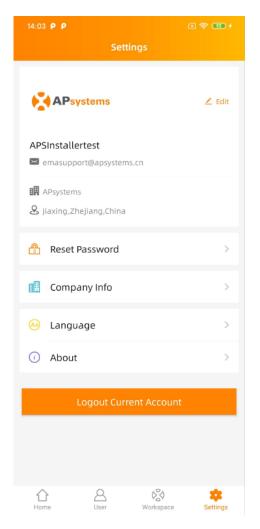
Make sure to connect your phone to the local internet and not to the ECU hot-spot. Then enter the information required (items with an \* are mandatory) and click "Sync EMA".

Then you will receive an email prompting you to open your EMA account. You can monitor the performance of your system using the EMA APP.

# 6.Do-It-Yourself Registration (ECU APP)

9:38 🖀 📾 🗃 🏜 🕰 🚥	C 🗣 (B)
< Personal Info	
ECU information	
ECU ID	
216000075767	
UID	
801000012354	$\sim$
Account information	
User name *	
1~30 digits or letters	
Password *	
6~75 digits or letters	$\sim$
Full name *	
Please input	
Email *	
Please input	
Phone	
Please input	
System information	
Country *	
Please select	$\sim$
State *	
Please select	$\sim$
City *	
Please input	
Address	
Please input	
Module Maxiumum Power(Pmax) *	
200~1000W	w
Grid type *	
Please select	$\sim$
Sync EMA	

1. Once logged-in, Select the tab menu [*Settings*] at the bottom of the page.



In this function, you can manage your own registration information, view the introduction of the APP and get some helps.

## 7.1 Modify Account Information (Installer Level)

1. Select the "*Edit*" at the upper right corner.

Edit the account details by field, make sure including all required information.

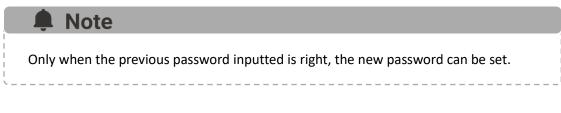
14:29 P P	K 🛜 💯 f
< Account Informatio	
Username *	
APSInstallertest	
Firstname *	
APSInstallertest	
Lastname -Optional	
Please Input	
Email *	
emasupport@apsystems.cn	
Telephone -Optional	
Please Input	
Actively receive the alarming mail	
Remark -Optional	
Please Input	
	0/2048
Submit	

### 7.2 Reset Password (Installer Level)

1. Select the "Reset password".

Fill in the details by field.

14:40 P P	K 🗟 😨 f
< Reset password	
Previous Password *	
Please Input	*
Password *	
Length 6–32 bits, must contain numbers and let	ers.
Please Input	$\mathbf{\mathbf{\mathbf{\mathbf{\mathbf{\mathbf{\mathbf{\mathbf{\mathbf{\mathbf{\mathbf{\mathbf{\mathbf{\mathbf{\mathbf{\mathbf{\mathbf{\mathbf{$
Confirm Password *	
Length 6–32 bits, must contain numbers and lett	ers.
Please Input	$\sim$
Submit	



## 7.3 Modify Company Information (Installer Level)

1. Select the "Company Info".

Edit the company details by field; make sure including all required information.

14:40 P P		K 🛜 🥶 f
	Company Info	
	© APsystems	
Company Na APsystems	me *	
Company Co A20L7385	de	
Country * China		$\sim$
State * Zhejiang		$\vee$
City * Jiaxing		
Address -Opt Please Input	ional	
Email * emasupport@a	psystems.cn	
Postal Code Please Input	-Optional	
Telephone -0 Please Input	Dptional	
	Submit	

#### Change APP's Language (Installer Level) 7.4

1. Select the "Language".

Select the language you need.

10:53 🔤 🧖	* 2 🤋 700 +
English	~
中文	
繁體中文	
Español	
Français	
Português	
Polski	

