



End User Account Registration Management

Version 5.1

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Introduction

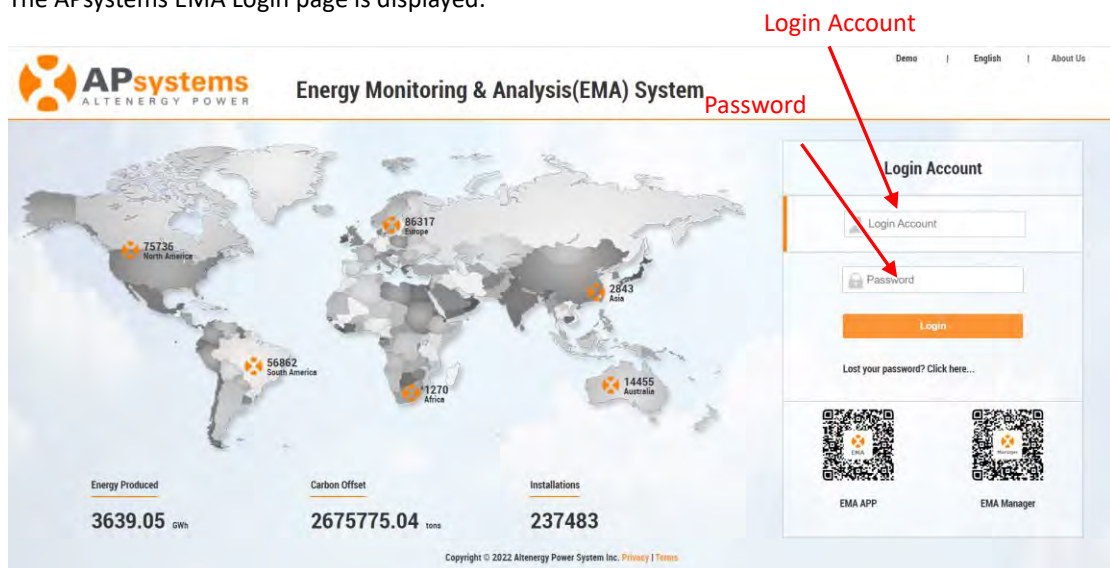
The end-user registration and management function is mainly for PV professionals (installers) to register and centrally manage system monitoring accounts of end customers.

1. Log onto EMA Website

- Go to <http://apsystems.com/>
- Click the orange "EMA Login" in the upper right corner of the screen to enter the EMA login page,



The APsystems EMA Login page is displayed.



Note

- You will be issued a permanent *login account* and a temporary *password* when you complete the Installer Training of APsystems. Contact APsystems Technical Support to register for Installer Training (go to <https://usa.apsystems.com/resources/training>, or call 1.844.666.7034).

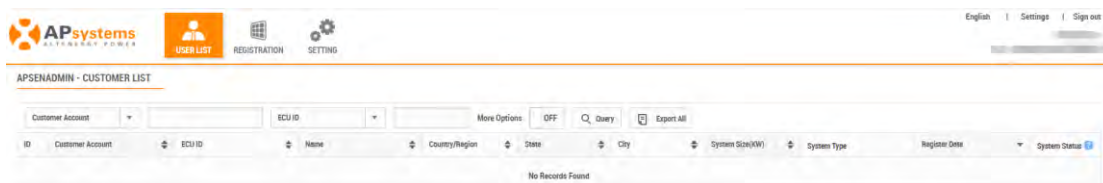
- Enter your "Login Account" and "Password"
- Press the "Login" button.

1. Log onto EMA Website

Note

- The Password is case sensitive.
- If you forget your password, select “Lost your password? Click here ...”.

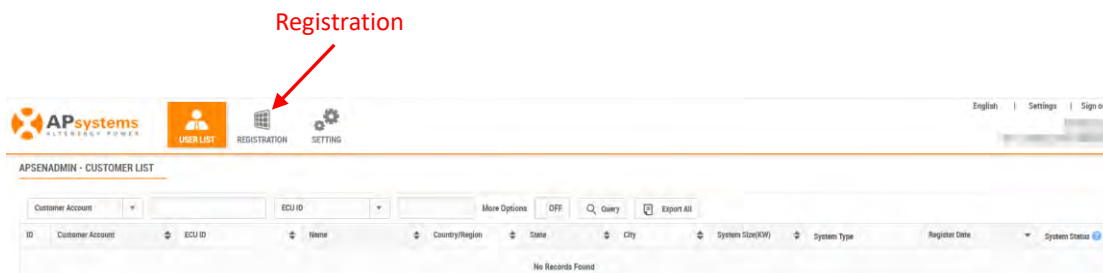
Your specific customer List page is displayed.



Note

You won't have any customers in your Customer List the first time you log into the system.

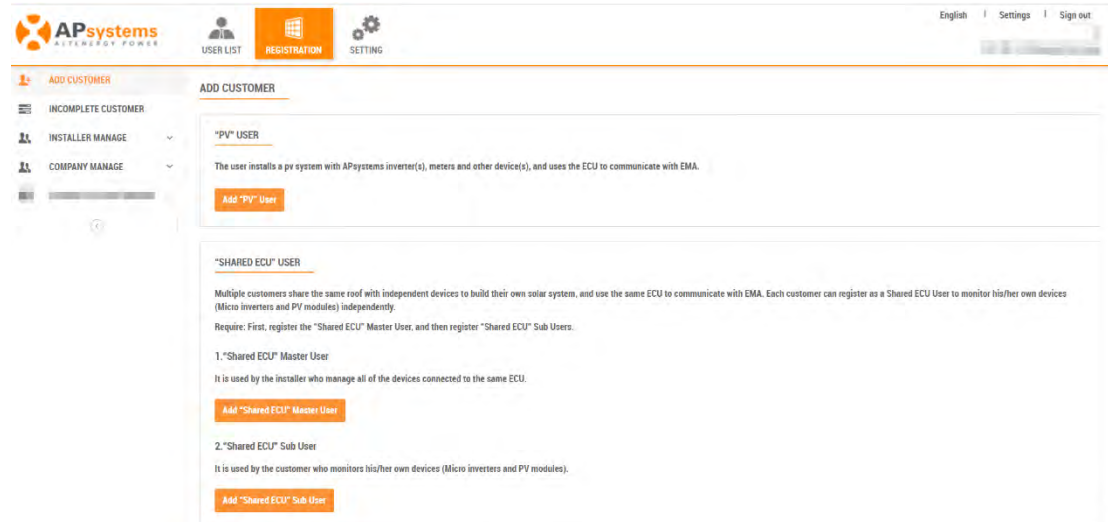
- Select the “REGISTRATION” icon at the top of the page.



Continued...

2. Add a New Customer Installation

The Add customer page is displayed.



Introduction of the two different customers

Add PV User: This is for those who wants to monitor the inverter system.

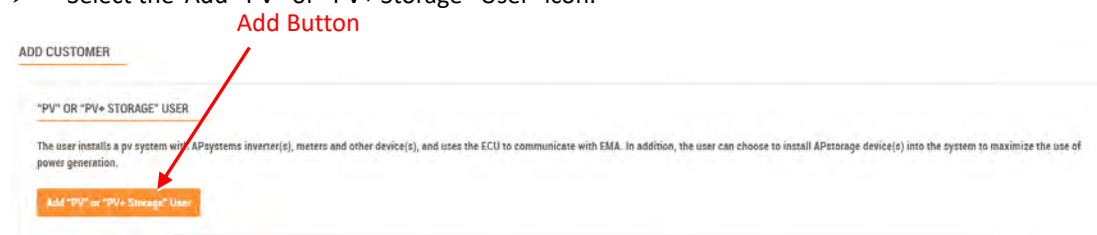
Shared ECU User: For the installers who enable shared ECU function, please download and view the "Shared ECU User Manual" for the registration and management of shared ECU users.

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

- Step 1: Enter the customer's personal information.
- Step 2: Configure the Energy Communication Unit (ECU).
- Step 3: Configure the inverter information.
- Step 4: Configure the Group View.
- Step 5: Upload the installation drawings and/or photo.

2.1 Enter the customer's personal information

- Select the 'Add "PV" or "PV+ Storage" User' icon.



2. Add a New Customer Installation

The New User page is displayed.

The screenshot displays the 'New User' registration page for APsystems. The page is titled 'STEP 1: PERSONAL INFO' and includes a progress bar with five steps: STEP 1: PERSONAL INFO, STEP 2: ECU INFO, STEP 3: INVERTER INFO, STEP 4: GROUP VIEW INFO, and STEP 5: UPLOAD PICTURE. The 'Process Steps' label points to this progress bar. The form is divided into two main sections: 'ACCOUNT INFO' and 'SYSTEM INFO'. The 'ACCOUNT INFO' section contains fields for 'Login Account', 'Password', 'Confirm Password', 'Name', 'Contact Email', and 'Contact Phone'. The 'SYSTEM INFO' section contains dropdown menus for 'Installer', 'Country / Region', 'State/Province', and 'City', and text boxes for 'Address' and 'Postal Code'. The 'Registration Fields' label points to these form fields. At the bottom of the form, there are two checkboxes: 'I declare that I read through and agree with the Terms of Service and Privacy Policy' and 'I declare that I am an adult above 18 years old'. A 'Back' button and a 'Submit' button are located at the bottom right of the form.

- Fill in the customer details by field, making sure to include all required information.

Account Info

Login Account

This is a single “name” (typically the customer’s last name) that identifies this specific customer’s installation. The username shall appear in the customer’s area on the EMA. (Required)

Note

- Only “letters”, “numeric digits”, “underscores”, “@”, “spaces”, and “.” can be used when creating login account. And the login account is not case sensitive.
- Login account cannot be modified, once you submit the PERSONAL INFO. If your customer wants to edit the login account, you can submit the login account modification application after finish account registration. For details, please refer to "Editing Login Account".

2. Add a New Customer Installation

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)**

Confirm Password Enter the same password again to confirm. **(Required)**

Note

- Passwords must be 6 to 32 digits in length and contain numbers and letters; Password is case sensitive.
- APsystems will send your customer their password and all system related notifications to this email address.

Name Your customer's name. **(Required)**

Email This is your customer's email address. **(Required)**

Phone Number Your customer's phone number. **(Optional)**

Allow visitors to Access to this site Used to display this system on other websites. **(Optional)**

Disagree maintenance policy and shielded intelligent alarm Used to turn off the "DIAGNOSE- INTELLIGENT DIAGNOSICS" **(Optional)**

Note

Accounts in some regions need to check the "User Privacy Agreement" to submit account information.

Agree APsystems's data privacy usage policy

User can not be registered without agreement, see more details. [available here](#)

2. Add a New Customer Installation

System Info

Installer	This field is automatically generated by the system and can be changed using the pulldown selector if necessary. (Required)
Country	This field is automatically generated by the system and can be changed using the pulldown selector if necessary. (Required)
State/Province	This field is automatically generated by the system and can be changed using the pulldown selector if necessary. (Required)
City	Customer's city. (Required)
Address	Customer's street address. (Optional)
Postal Code	Customer's postal code. (Optional)
System Size	Calculate the overall system size and enter it here. (Required)
Module Type	Calculate the solar panel type. (Required)
Module Maximum Power(Pmax)	Calculate the solar panel type. (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)

- Select whether to "Allow visitors to access this site".

Note

This is an optional selection step. If selected, the system displays an authorization code to be used in embedding this specific customer's EMA data within another website.

- Select the "Submit" button

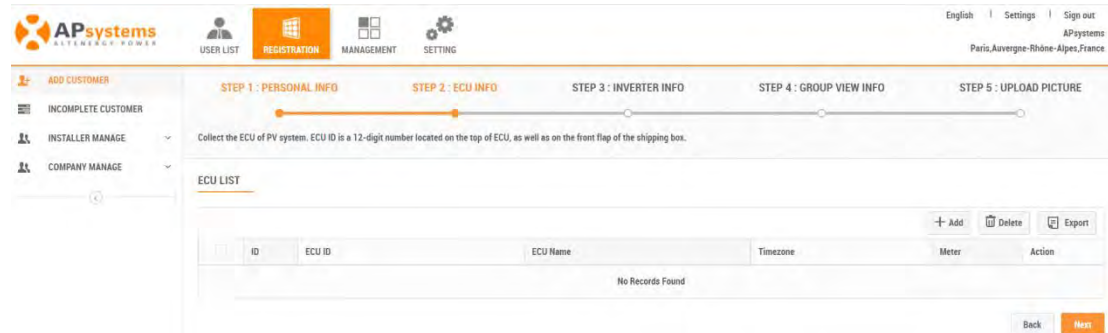
Note

Once you have selected either the "Next" or "Submit" buttons in any of the major registration steps (1-5), your customer information is saved in the system and you can step away from the process and resume by selecting "Incomplete Customer" (3.1Resume an Incomplete Registration).

Continued...

2. Add a New Customer Installation

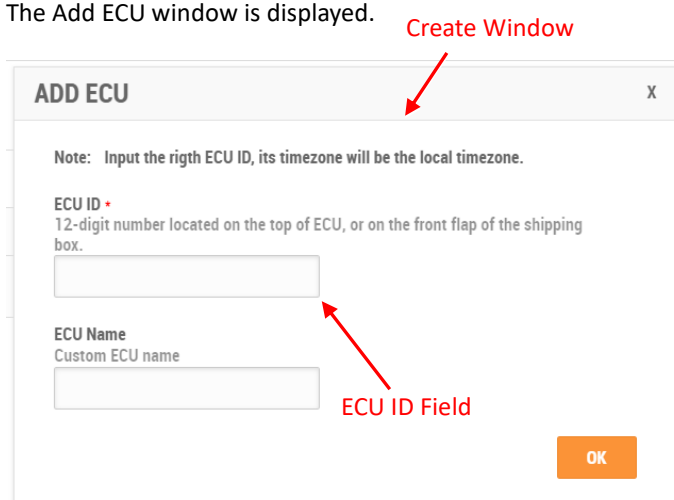
The ECU Information page is displayed.



2.2 Configure the ECU

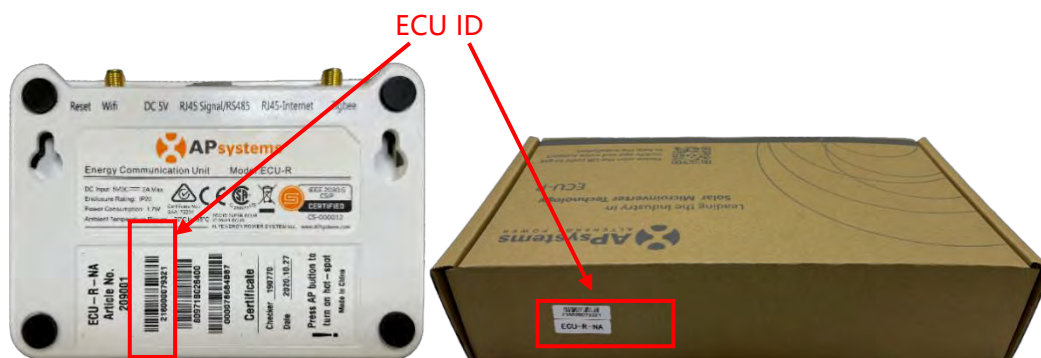
- Press the “Add” ECU button.

The Add ECU window is displayed.



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

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



2. Add a New Customer Installation

Note

- The ECU UID is a unique APsystems “serial number” that is assigned to the ECU during manufacture. 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 it is monitoring and reporting.

- Press the “OK” button.

ID	ECU ID	ECU Name	Timezone	Meter	Action
1	203900000002	Roof of Building 1	Europe/Paris	--	Edit

Note

- Edit: Use to correct the ECU ID if it is incorrectly registered. For details of the procedure, see "Editing an ECU" in "4.1.2 ECU info".
- Meter: This field will be displayed as a “v” if the smart meter device is installed, or -- if it is not installed. For details of smart meter data, please see the manual "System Data Monitoring and Analysis (Installer's Edition)".
- ECU name can add note names to different ECUs for quick identification of the different monitored areas. Systems with added ECU names can see the added ECU name at the ECU number on each page of the system monitor.
- Check “**3.1 Resume an Incomplete Registration**”, if you get a system message that indicates the UID already exists while making these entries.

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

- Press the “Next” button

2. Add a New Customer Installation

The Inverter Information page is displayed.

English | Settings | Sign out
APsystems
Paris,Auvergne-Rhône-Alpes,France

STEP 1 : PERSONAL INFO STEP 2 : ECU INFO STEP 3 : INVERTER INFO STEP 4 : GROUP VIEW INFO STEP 5 : UPLOAD PICTURE

Collect the Inverter of PV system. UID is a 12-digit number located on the top of inverter, as well as on the front flap of the shipping box.

INVERTER LIST

ECU: 20390000001 UID: Query

ID	UID	Type	Channel	Action
No Records Found				

2.3 Configure the Inverters

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

- Select the ECU (ECU Selection field).
- Press the “Add” button.

The Input Inverter IDs page is displayed.

STEP 1 : PERSONAL INFO STEP 2 : ECU INFO STEP 3 : INVERTER INFO STEP 4 : GROUP VIEW INFO STEP 5 : UPLOAD PICTURE

Collect the Inverter of PV system. UID is a 12-digit number located on the top of inverter, as well as on the front flap of the shipping box.

INPUT UIDS

Import From ECU Manual Add

Note: This way can import the UIDs reported to EMA from ECU remotely to the temporary UID list automatically. Please confirm the ECU has collected the UIDs locally first.

ECU ID: 20390000001

UID TEMPORARY LIST

ID	ECU ID	UID	Type	Channel	Action
----	--------	-----	------	---------	--------

- Enter the 12-digit inverter ID numbers.

There are two (2) methods for adding inverters to the EMA:

- 1) Import them from the ECU.
- 2) Manually enter them into the EMA.

Continued...

2. Add a New Customer Installation

2.3.1 Import the IDs from the ECU

Note

When importing the inverter IDs from the ECU, make sure that you have entered all of the inverter IDs into the ECU, and that the ECU is correctly connected to the Internet so that the APsystems server can retrieve the IDs.

The screenshot shows the 'INPUT UIDS' form with the 'Import From ECU' tab selected. A note states: 'Note: This way can import the UIDs reported to EMA from ECU remotely to the temporary UID list automatically. Please confirm the ECU has collected the UIDs locally first.' Below the note is an 'ECU ID' pulldown menu with the value '203900000001' and a button labeled 'Insert UID to Temporary List'. Red arrows point to the 'Import From ECU Tab', the 'ECU ID Pulldown', and the 'Insert ID to List Button'.

- Select the "Import From ECU" tab.
- Select the ECU from the "ECU ID" pulldown.
- Press the "Insert ID to List" button.

The EMA begins importing all of the inverter IDs on the ECU and placing them onto the Temporary Inverter List.

The screenshot shows the 'UID TEMPORARY LIST' table with the following data:

ID	ECU ID	UID	Type	Channel	Action
1	203900000001	406600000001	YC600	1	Delete
2	203900000001	406600000001	YC600	2	Delete

Red arrows point to the 'Temporary' and 'Inverter' labels below the table.

- Verify that the temporary list of inverter IDs is complete and correct.
- Press the "Submit" button.

2. Add a New Customer Installation

The “permanent” inverter list is displayed.

STEP 1 : PERSONAL INFO STEP 2 : ECU INFO STEP 3 : INVERTER INFO STEP 4 : GROUP VIEW INFO STEP 5 : UPLOAD PICTURE

Collect the Inverter of PV system. UID is a 12-digit number located on the top of inverter, as well as on the front flap of the shipping box.

INVERTER LIST

ECU: 20390000001 UID: Query

ID	UID	Type	Channel	Action
1	406600000001	YC600	1	Edit
2	406600000001	YC600	2	Edit

Displaying 1 to 2 of 2 items.

Back Next

Note: A red arrow labeled "Edit" points to the "Edit" button in the table above.

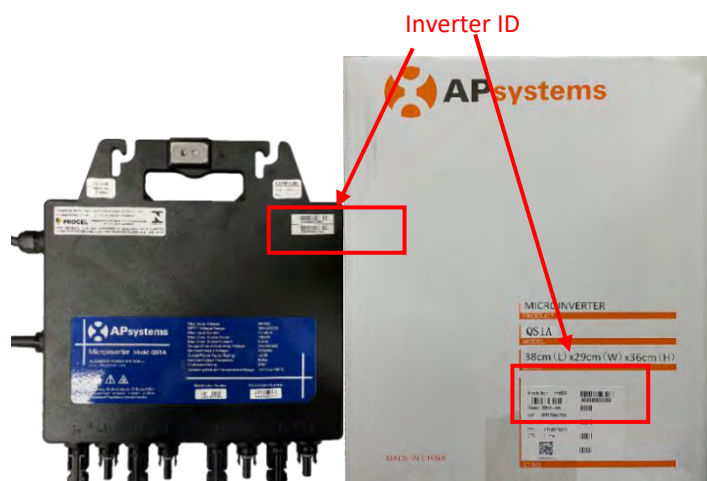
Note

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

Go to Step 4: Configure Group View to complete the Registration Process.

2.3.2 Manually Enter IDs into the EMA

Each inverter has a unique UID which is located on the front of the inverter, as well as on the back flap of the inverter’s shipping box.



2. Add a New Customer Installation

The screenshot shows the 'INPUT UIDS' form with the following elements labeled:

- Manual Add Button**: Located at the top of the form.
- ECU ID Pull-down**: A dropdown menu showing '20390000001'.
- Inverter Type Pull-down**: A dropdown menu showing 'YC600'.
- Channel Pull-down**: A dropdown menu showing '1,2'.
- Inverter ID Field**: A text input field for the 12-digit UID.
- Insert ID to List Button**: A button at the bottom right of the form.

The 'UID TEMPORARY LIST' table at the top right has the following columns: ID, ECU ID, UID, Type, Channel, and Action. It contains one row with a 'Back' button and a 'Submit' button.

- Select the “Manual ADD” button.
- Select the ECU from the “ECU ID” pull-down.
- Select the Inverter type from the “Inverter Type” pull-down.
- Select the Channel(s) for the inverter type.

Note

You'll be presented with a number of inverter types. Select the type you are installing

- Enter the 12-digit inverter ID numbers.

Note

- You can scan the inverter UIDs into a spreadsheet and then copy and paste the UIDs from the spreadsheet into the EMA, which makes the entry process easier to manage. The EMA does however have a limitation of 20 UIDs per paste.
- Check “**3.1 Resume an Incomplete Registration**”, if you get a system message that indicates that the UID already exists while making these entries.

- Press the “Insert ID to List” button.

2. Add a New Customer Installation

The EMA places the inverter onto the Temporary Inverter List.

INPUT UIDS

Import From ECU Manual Add

Note: This way can input the UIDs to the temporary UID list manually.
This function is dedicated for registration. For inverter's replacement, please use "REPLACE DEVICE" function under maintenance menu, in order to ensure that replacement product is covered during the remainder of the current warranty.

ECU ID *

20390000001

Type *

YC600

Channel *

1,2

UID *

12-digit number located on the top of inverter, or on the front flap of the shipping box.

Insert UID to Temporary List

UID TEMPORARY LIST

<input checked="" type="checkbox"/>	ID	ECU ID	UID	Type	Channel	Action
<input checked="" type="checkbox"/>	1	20390000001	40660000002	YC600	1	Delete
<input checked="" type="checkbox"/>	2	20390000001	40660000002	YC600	2	Delete
<input checked="" type="checkbox"/>	3	20390000001	40660000003	YC600	1	Delete
<input checked="" type="checkbox"/>	4	20390000001	40660000003	YC600	2	Delete

Back Submit

Temporary Inverter

- Verify that the temporary list of inverter IDs is complete and correct.
- Press the "Submit" button.

The "permanent" inverter list is displayed.

INVERTER LIST

ECU 20390000001 UID Query

Link Add Delete Export

<input type="checkbox"/>	ID	UID	Type	Channel	Action
<input type="checkbox"/>	1	40660000001	YC600	1	Edit
<input type="checkbox"/>	2	40660000001	YC600	2	Edit
<input type="checkbox"/>	3	40660000002	YC600	1	Edit
<input type="checkbox"/>	4	40660000002	YC600	2	Edit
<input type="checkbox"/>	5	40660000003	YC600	1	Edit
<input type="checkbox"/>	6	40660000003	YC600	2	Edit

Displaying 1 to 6 of 6 items.

Back Next

Link Button

Edit

Next

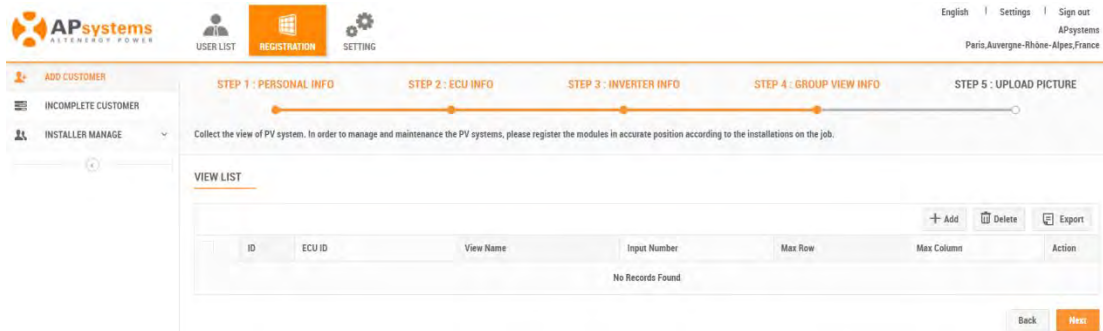
Note

- This list can be edited if necessary by selecting either "Edit" for each inverter and its associated channel.
- The edit operation is only used for correction inverter IDs when registered incorrectly

- Press the "Link" button to remotely link the inverters to the ECU.
- Press the "Next" button.

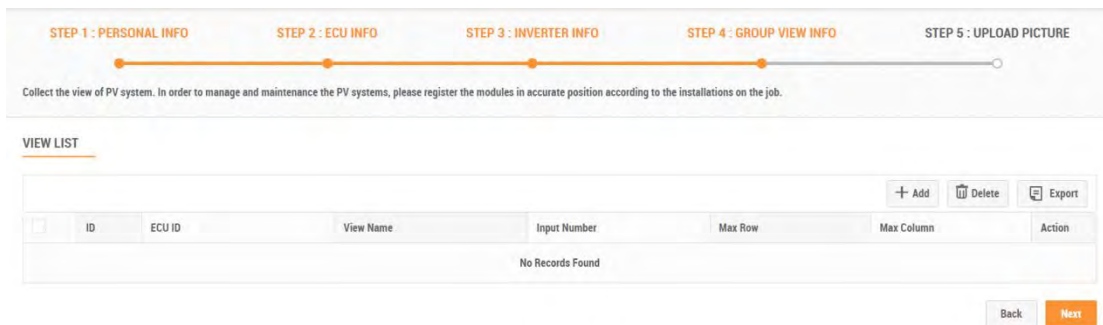
2. Add a New Customer Installation

The Group View page is displayed.

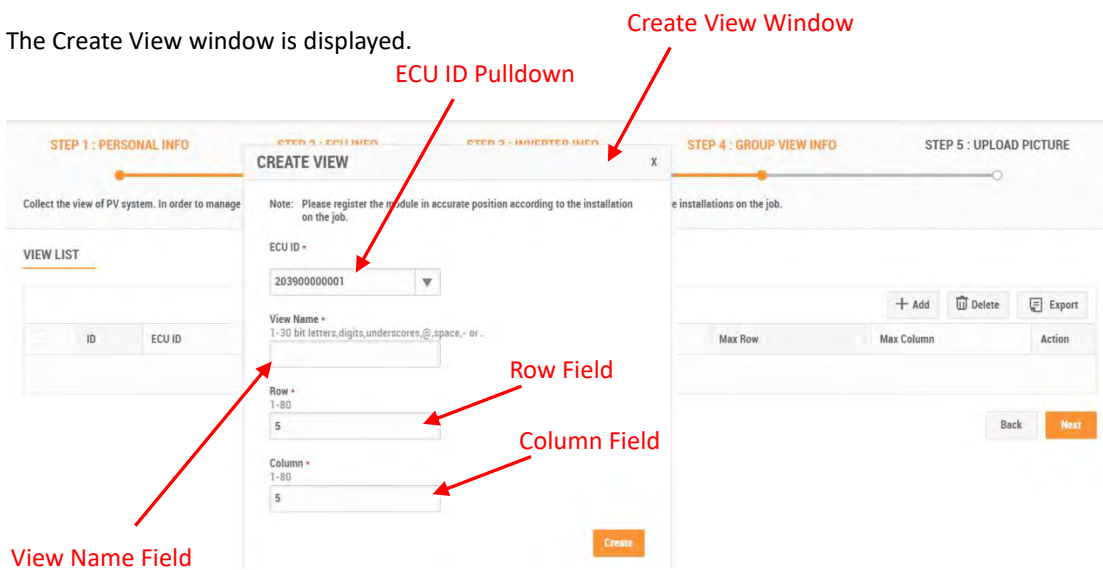


2.4 Configure Group View

➤ Press the “Add” view button.



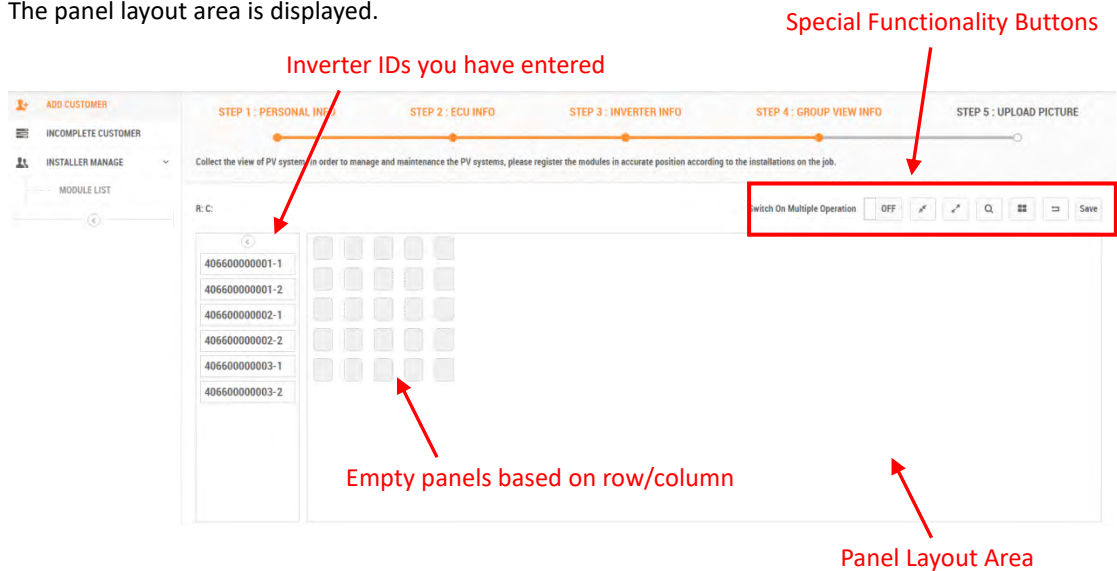
The Create View window is displayed.



2. Add a New Customer Installation

- Select the ECU from the “ECU ID” pulldown.
- Enter a view name in the View Name field.
- Enter a number (1-50) in the Row field (rows are horizontal).
- Enter a number (1-50) in the Column field (columns are vertical).
- Press the “Create” button.

The panel layout area is displayed.

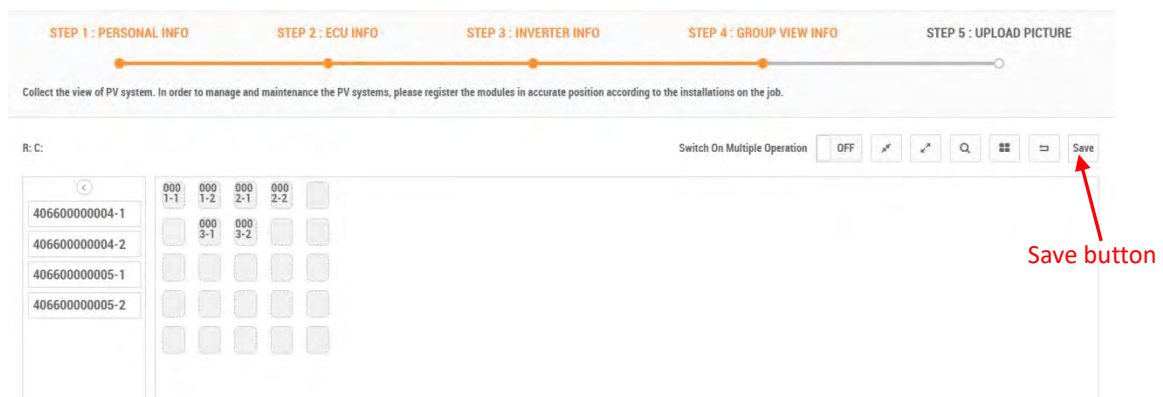


There are two (2) methods for inverter ID layout in the EMA:

2.4.1 Drag UID

- Select the inverter ID in the inverter column on the left, and drag the inverter ID to the blank module in the panel layout area.

The panel layout page is displayed.

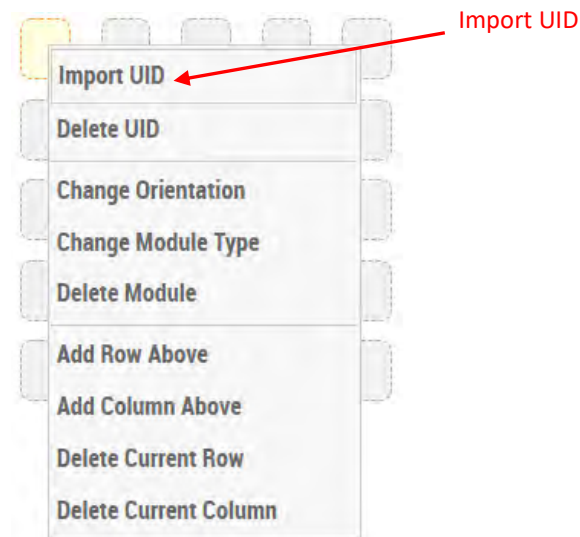


- Press the “Save” button.

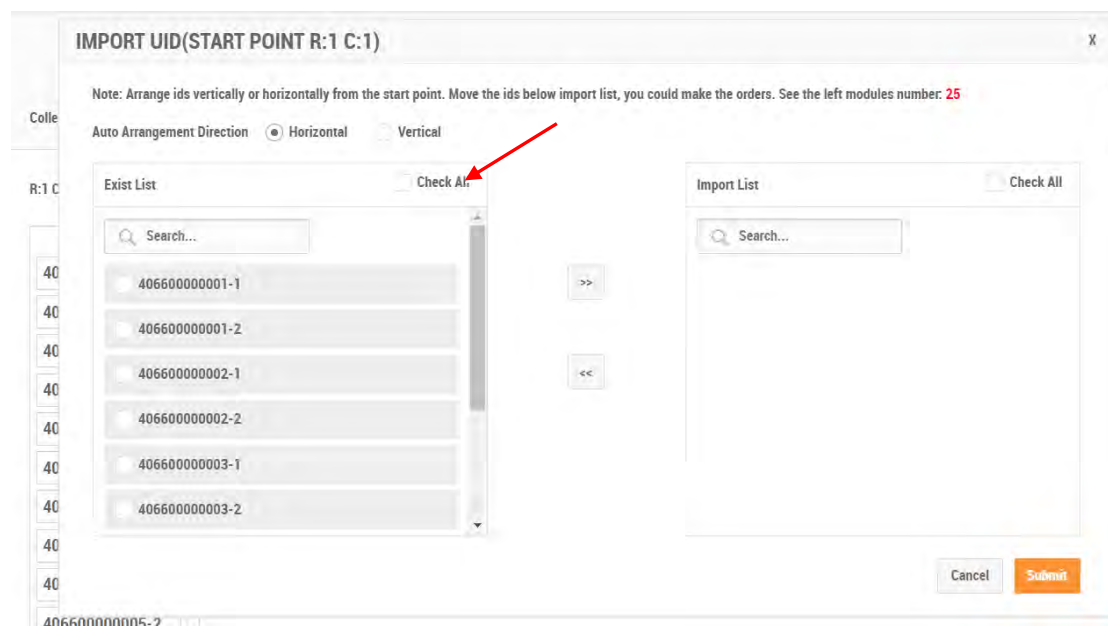
2. Add a New Customer Installation

2.4.2 Import UID

- Enter the layout page,
- Right-clicking on any individual panel exposes a list of possible shortcuts,
- Select the “Import UID”.

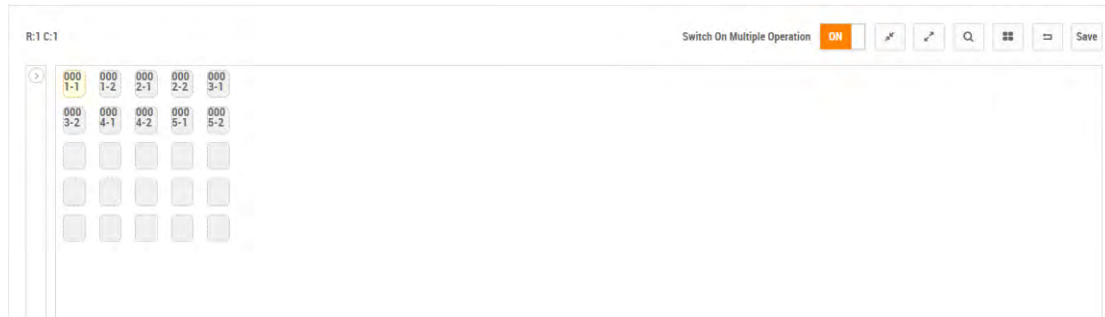


- Select single or multiple UIDs from the “Exist List” according to the sequence, and import them into the list on the right. Can also select the select all button to import all UIDs into the list on the right.



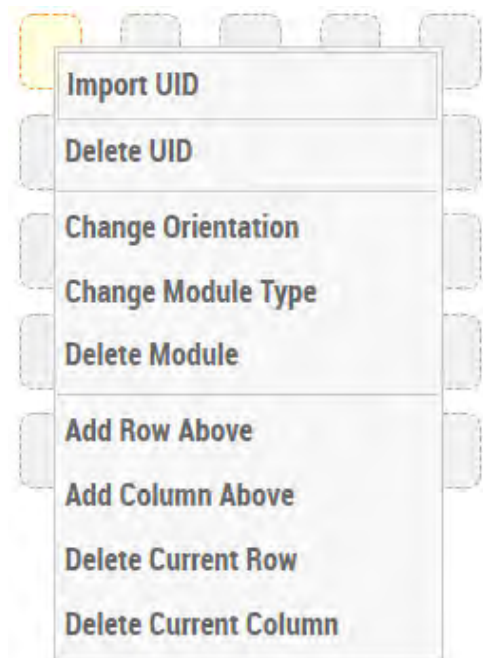
2. Add a New Customer Installation

- Press the “Submit” button.



2.4.3 More Function

Right-clicking on any individual panel exposes a list of possible shortcuts.



Import UID	Import a specific inverter ID to the selected panel.
Delete UID	Delete a specific inverter ID from the selected panel.
Change Orientation	Change panel’s orientation to vertical or horizontal.

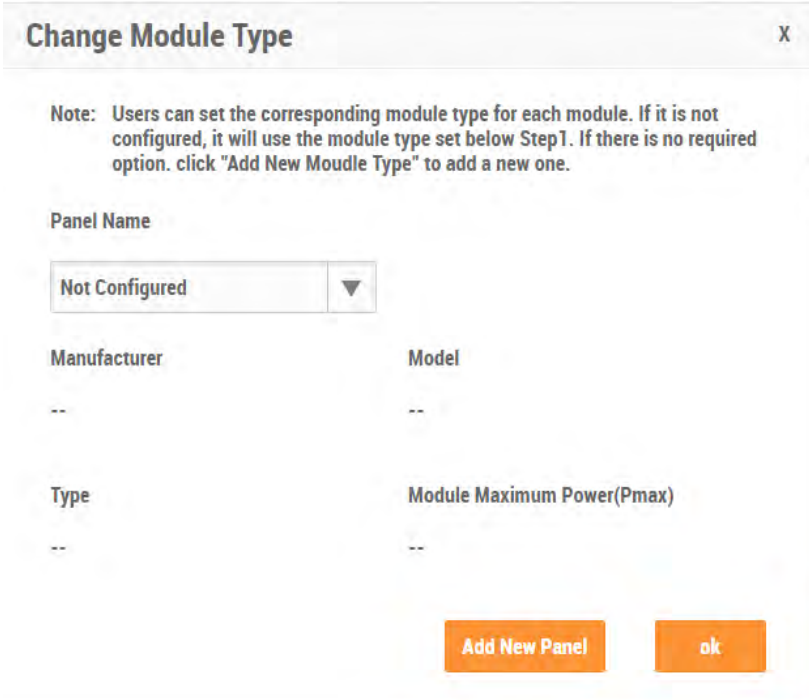
2. Add a New Customer Installation

Change Module Type

Change the module type for the specified panel.

Note

The panel has no module information by default. You can select the name of the created module information to configure the module information, or you can configure new module information through "Add New Module type".



Change Module Type X

Note: Users can set the corresponding module type for each module. If it is not configured, it will use the module type set below Step1. If there is no required option. click "Add New Module Type" to add a new one.

Panel Name

Not Configured ▼

Manufacturer Model

-- --

Type Module Maximum Power(Pmax)

-- --

Add New Panel ok

Delete Module

Delete both the inverter ID and panel position.

Add Row Above

Add a row above the current panel location.

Add Column Above

Add a column next to the current panel location.

Delete Current Row

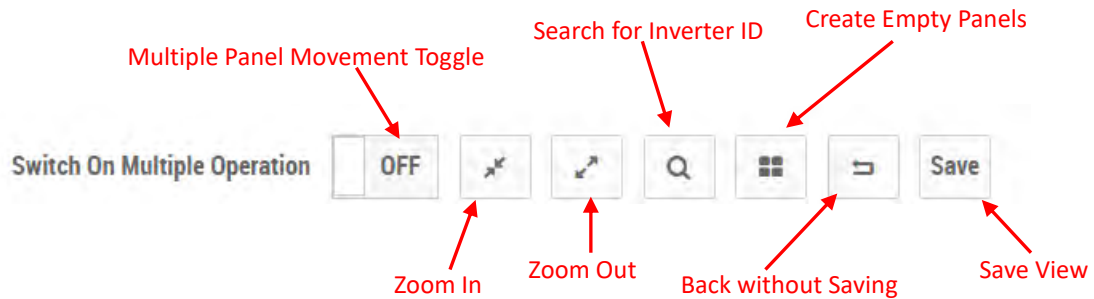
Delete the row where the specified panel is located.

Delete Current Column

Delete the column where the specified panel is located.

2. Add a New Customer Installation

2.4.4 Special Functionality Buttons



Multiple Panel Movement Toggle

Multiple modules can be selected for layout editing at the same time.

Search for Inverter ID

Allow you find a specific inverter (using its UID) on your array.

Zoom Out Button

Modules become larger.

Zoom In Button

Modules become smaller.

Create Empty Panels

Add blank modules to the layout area.

The View list is displayed.

STEP 1 : PERSONAL INFO STEP 2 : ECU INFO STEP 3 : INVERTER INFO STEP 4 : GROUP VIEW INFO STEP 5 : UPLOAD PICTURE

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 the job.

VIEW LIST

ID	ECU ID	View Name	Input Number	Max Row	Max Column	Action
1	203900000001	View	10	2	5	Edit

Displaying 1 to 1 of 1 items.

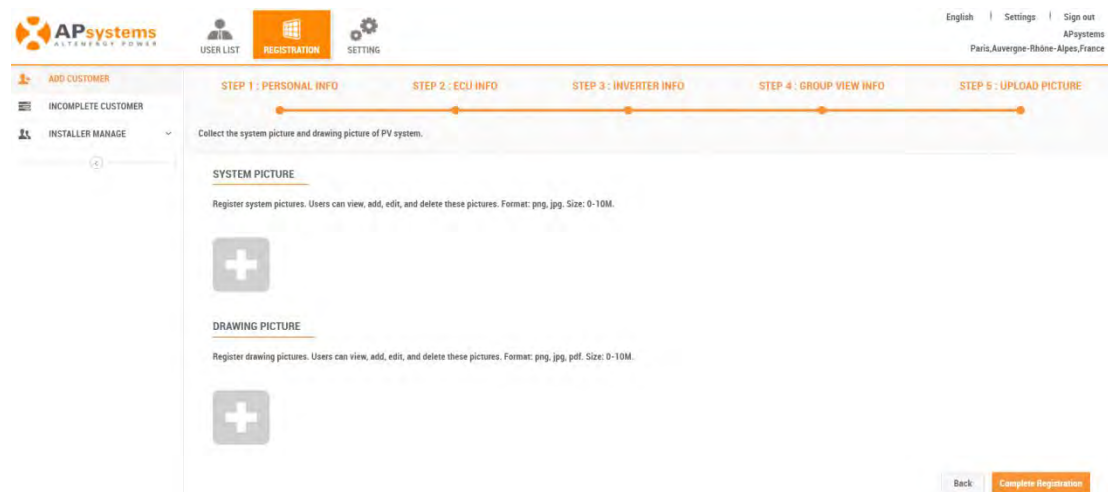
Back Next

➤ Press the “Next” button.

Continued...

2. Add a New Customer Installation

The Upload Drawings page is displayed.




Complete Registration Button

2.5 Upload the System Picture and/or Draw Picture

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

Only the following System Picture and installation drawings formats are supported:

- jpeg – jpg
- png
- pdf

- Click the "Add" button. 
- Locate the file you want to upload (Scan button functions just like a Browse button).
- Press the "open" button.

The picture you want uploaded to the EMA will be displayed as thumbnails.

- Press the "Complete Registration" button.

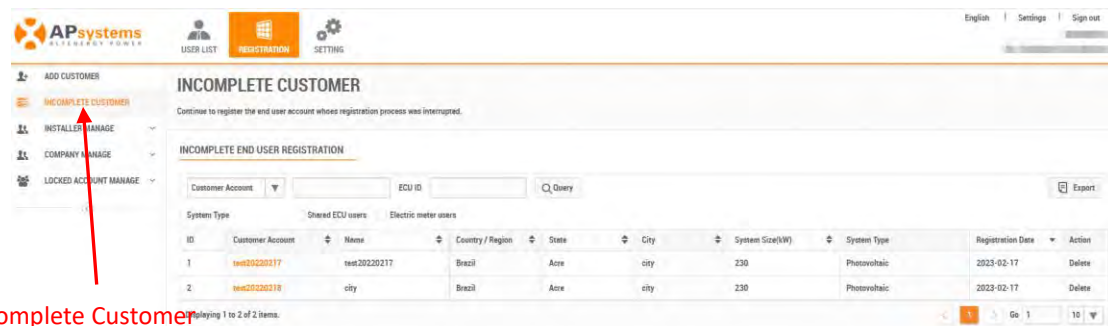
Note

- Click on the thumbnails to enlarge the uploaded drawings. Click on the delete icon on the thumbnail to delete the uploaded drawing.
- The system photo is displayed on the home page of the user system, and the installation drawings are displayed on the module page of the user system (web side only).

3. Resume an Incomplete Registration

3.1 Resume an Incomplete Registration

Once you have selected either the “Next” or “Submit” buttons in any of the major registration steps (1-5), your customer information is saved in the system and you can step away from the process and resume by selecting “Incomplete Customer” under Registration.



The screenshot shows the APsystems web interface. The left sidebar has a red arrow pointing to the 'INCOMPLETE CUSTOMER' option. The main content area is titled 'INCOMPLETE CUSTOMER' and contains a table of incomplete end user registrations. The table has columns for ID, Customer Account, Name, Country / Region, State, City, System Size(W), System Type, Registration Date, and Action. Two rows are visible, both for 'Photovoltaic' systems in 'Acre' state, 'Brazil'.

ID	Customer Account	Name	Country / Region	State	City	System Size(W)	System Type	Registration Date	Action
1	test0220217	test0220217	Brazil	Acre	city	230	Photovoltaic	2023-02-17	Delete
2	test0220218	city	Brazil	Acre	city	230	Photovoltaic	2023-02-17	Delete

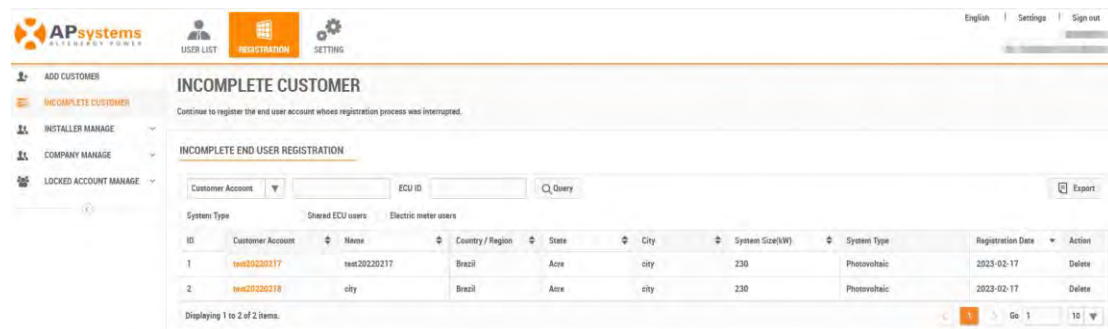
Incomplete Customer

- Log onto the EMA.

Your specific customer List page is displayed.

- Select the “REGISTRATION” icon.
- Select the “INCOMPLETE CUSTOMER” in the left side bar.

A list of your incomplete customer registrations is displayed.



This screenshot is identical to the one above, showing the 'INCOMPLETE CUSTOMER' page with a table of incomplete registrations. The table contains two rows of data for photovoltaic systems in Acre, Brazil.

ID	Customer Account	Name	Country / Region	State	City	System Size(W)	System Type	Registration Date	Action
1	test0220217	test0220217	Brazil	Acre	city	230	Photovoltaic	2023-02-17	Delete
2	test0220218	city	Brazil	Acre	city	230	Photovoltaic	2023-02-17	Delete

- Select the customer account you want to complete.
- Continue where you left off following the steps in the previous section.

Continued...

4. Account Information Management

“Account Information Management” allows you to edit user registration information, including "Account Information", "Account Security" and "Change Device".

4.1 Edit Account Details

In “ACCOUNT DETAILS”, installer can edit the end user's PERSONAL INFO, ECU INFO, INVERTER INFO, GROUP VIEW INFO, UPLOAD PICTURE.

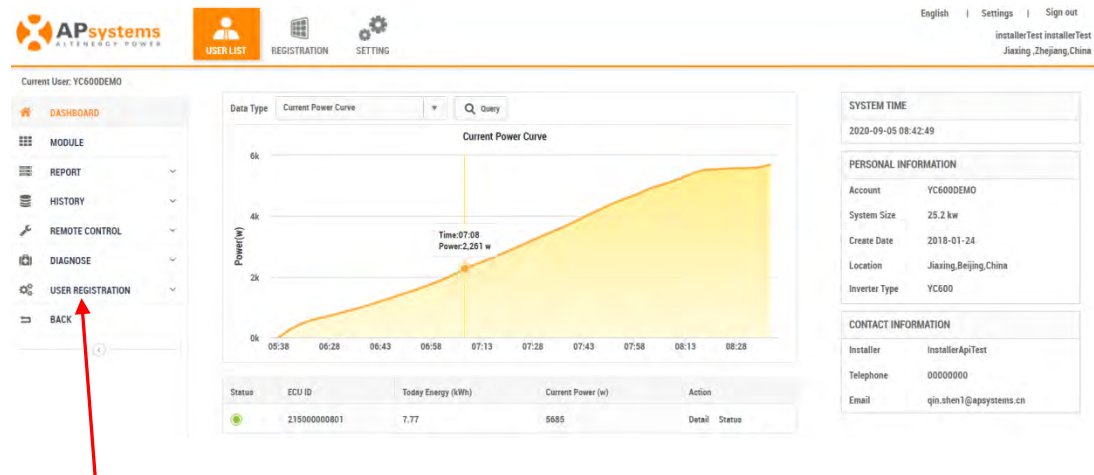
4.1.1 Edit Personal Info

- Log onto the APsystems EMA website.

Your specific customer List page is displayed.

- Select the customer that wants to have their personal info changed.

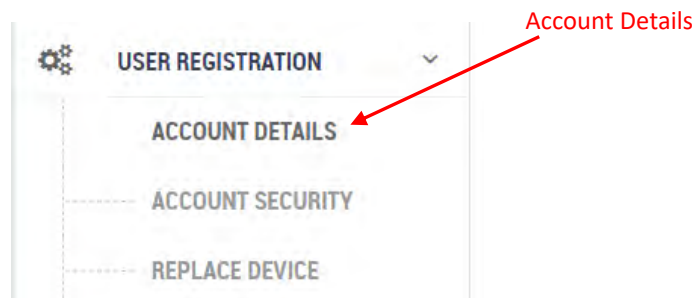
The customer’s Dashboard is displayed.



User Registration

- Select “USER REGISTRATION” in the left side bar.

The USER REGISTRATION pulldown is displayed.



4. Account Information Management

- Select “ACCOUNT DETAILS” under “USER REGISTRATION”.

The user’s personal info page is displayed.

The screenshot shows the APsystems user interface. At the top, there are navigation tabs: USER LIST, REGISTRATION, and SETTING. The current user is identified as 'tan20220218'. The main content area is titled 'PERSONAL INFO' and includes a sidebar with options like DASHBOARD, MODULE, REPORT, HISTORY, REMOTE CONTROL, DIAGNOSE, and USER REGISTRATION. Under USER REGISTRATION, there are sub-options: ACCOUNT DETAILS (highlighted), ACCOUNT SECURITY, and REPLACE DEVICE. The main content area has sections for 'PERSONAL INFO', 'ACCOUNT INFO', and 'CONTACT INFO'. The 'ACCOUNT INFO' section includes a 'Login Account' field with a dropdown menu, a 'Name' field, and a 'City' field. The 'CONTACT INFO' section includes a 'Contact Email' field, a 'Contact Phone' field, and a checkbox for 'Allow visitors to access to this system'. There are also some informational messages at the bottom of the page.

- Enter the new information in the field.
- Press the “Save” button.

Note

Distributors can associate a new installer account to an end-user account on this page.

- Click on the installer selection box to choose a new installer.
- Press the “Save” button.

SYSTEM INFO

Installer *

State/Province *

City *

System Size *

System Size(kW) = Pmax(W) * Number of Modules / 1000

 kW

Module Type *

Inverter Type *

YC600

Module Maximum Power(Pmax) *

200-1000

 W

4. Account Information Management

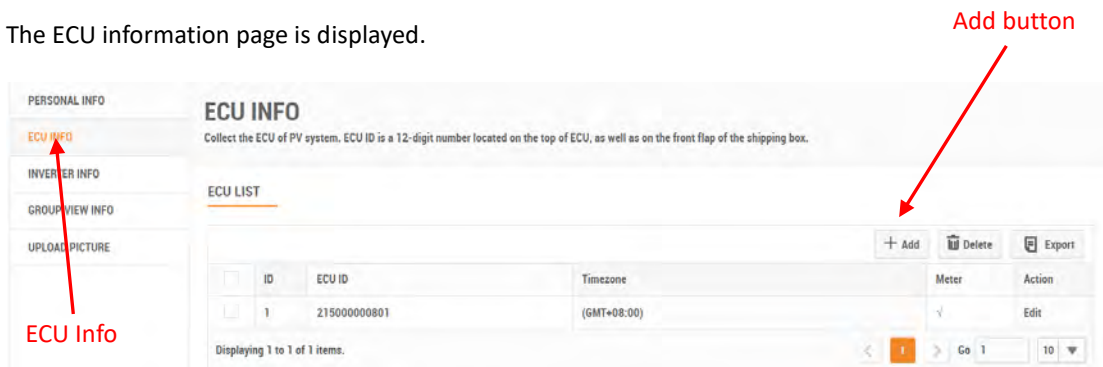
4.1.2 Edit ECU Info

Used to Add, Edit, or Delete the ECU UID.

4.1.2.1 Add an ECU

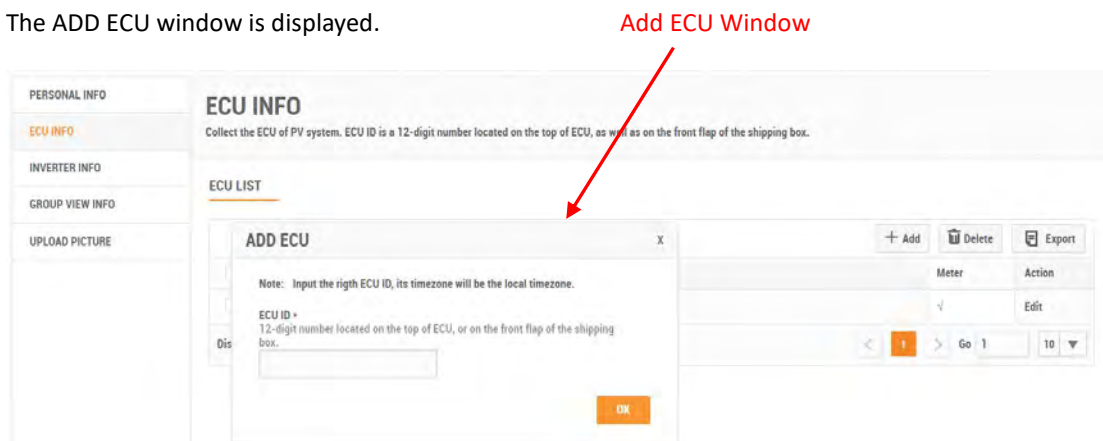
- Log onto the APsystems EMA website.
- Select the customer that wants to have their personal info changed.
- Select “USER REGISTRATION” in the left side bar.
- Select “ACCOUNT DETAILS” under “USER REGISTRATION”.
- Select “ECU INFO” button.

The ECU information page is displayed.



- Press the “Add” button.

The ADD ECU window is displayed.



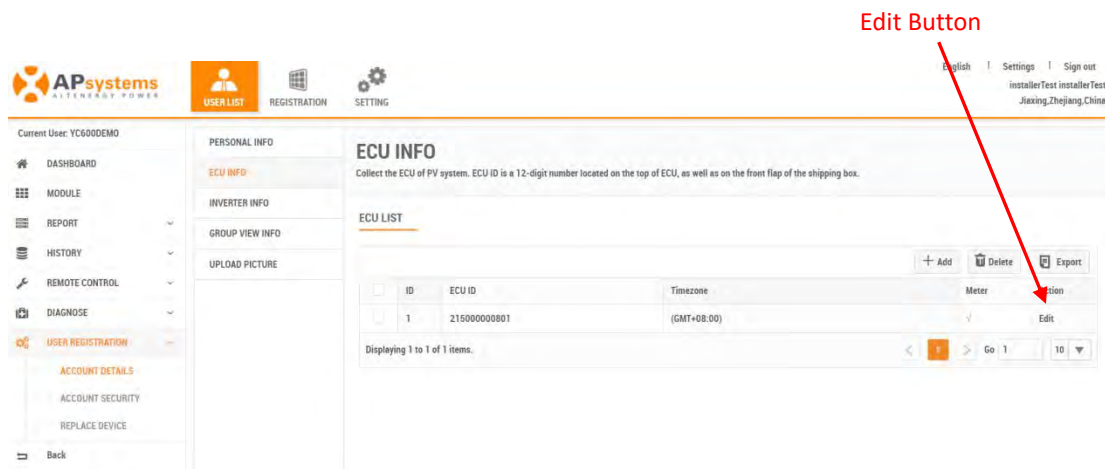
- Enter the 12-digit ECU UID number(s) into the ECU ID field.
- Select the time zone where the ECU is to be installed.
- Press the “OK” button.

4. Account Information Management

4.1.2.2 Edit an ECU

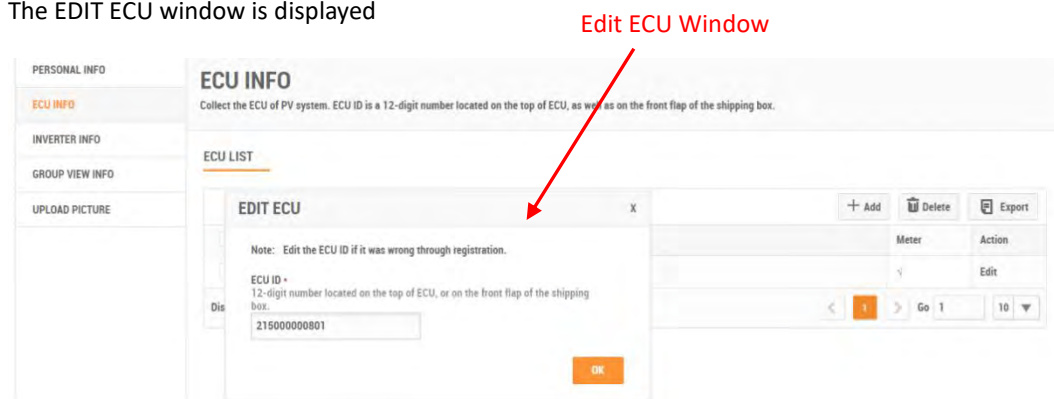
- Log onto the EMA website.
- Select the customer account you want to edit.
- Select “USER REGISTRATION” in the left side bar.
- Select “ACCOUNT DETAILS” under “USER REGISTRATION”.
- Select “ECU INFO” button.

The ECU information page is displayed.



- Press the “Edit” button.

The EDIT ECU window is displayed



- Enter the new ECU UID.
- Press the “OK” button.

Note

Edit the ECU ID is only for correct the error ID caused by registration. And the results will not be recorded in ECU HISTORY.

4. Account Information Management

4.1.2.3 Deleting an ECU

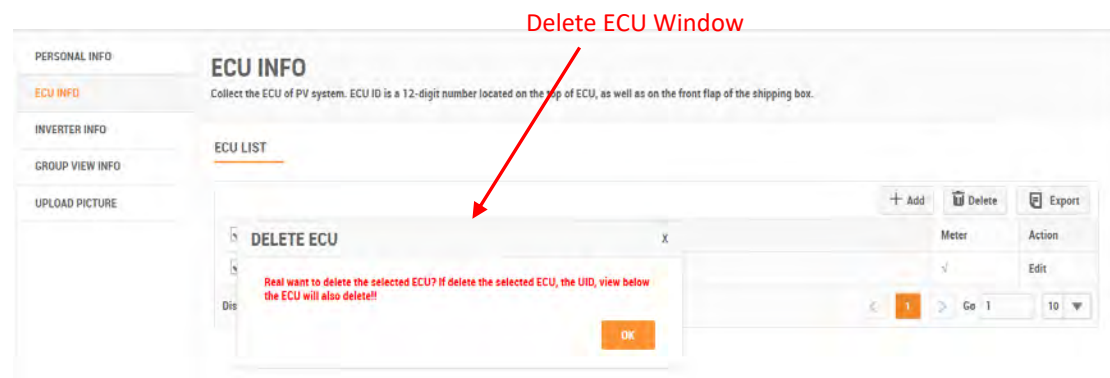
- Log onto the EMA website.
- Select the customer account you want to edit.
- Select “USER REGISTRATION” in the left side bar.
- Select “ACCOUNT DETAILS” under “USER REGISTRATION”.
- Select “ECU INFO” button.

The ECU information page is displayed.



- Select the ECU UID you want to delete
- Press the “Delete” button.

The Delete ECU window is displayed



- Press the “OK” button.

4.1.3 Edit Inverter Info

Used to Add, Edit, Delete, Link inverters.

4. Account Information Management

4.1.3.1 Link the inverters and ECU

- Log onto the APsystems EMA website.
- Select the customer that wants to have their personal info changed.
- Select “USER REGISTRATION” in the left side bar.
- Select “ACCOUNT DETAILS” under “USER REGISTRATION”.
- Select “INVERTER INFO” button.

The inverter information page is displayed.

English | Settings | Sign out
installerTest installerTest
Jiaxing,Zhejiang,China

Current User: YC600DEMO

PERSONAL INFO
ECU INFO
INVERTER INFO
GROUP VIEW INFO
UPLOAD PICTURE

INVERTER INFO
Collect the Inverter of PV system. UID is a 12-digit number located on the top of inverter, as well as on the front flap of the shipping box.

INVERTER LIST

ECU: 21500000801 UID: [] Q Query [] Link [] Add [] Delete [] Export

ID	UID	Type	Channel	Action
1	406000005807	YC600	1	Edit
2	406000005807	YC600	2	Edit
3	406000005815	YC600	1	Edit
4	406000005815	YC600	2	Edit
5	406000005852	YC600	1	Edit
6	406000005852	YC600	2	Edit
7	406000005857	YC600	1	Edit
8	406000005857	YC600	2	Edit
9	406000005973	YC600	1	Edit
10	406000005973	YC600	2	Edit

Displaying 1 to 10 of 42 items. < 1 2 3 4 5 > Go 1 10

- Press the “Link” button

The Link inverter and ECU Window is displayed.

INVERTER INFO
Collect the Inverter of PV system. UID is a 12-digit number located on the top of inverter, as well as on the front flap of the shipping box.

INVERTER LIST

Send UID to ECU

Selection Range: Current Page All

Send Command to connect current ECU with all of the associated micro-inverters and turn to page [SETTING LIST] below [REMOTE CONTROL] to check the result. If you want to connect ECU with specific micro-inverter, turn to page [ECU SETTING] below [REMOTE CONTROL].

Cancel Send

Channel	Action
1	Edit
2	Edit
1	Edit
2	Edit
1	Edit

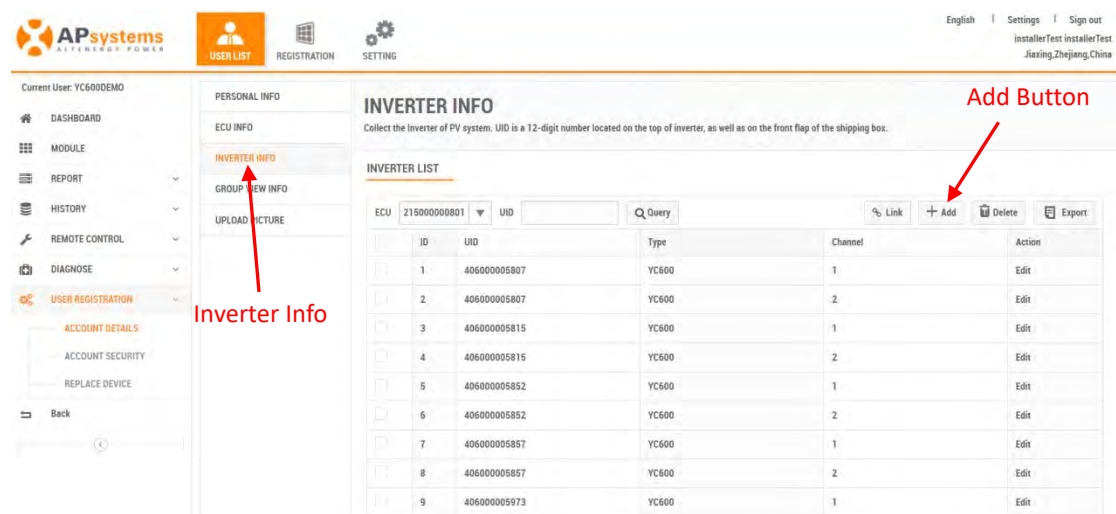
- Press the “Send” button to remotely link the inverters to the ECU.

4. Account Information Management

4.1.3.2 Add an Inverter

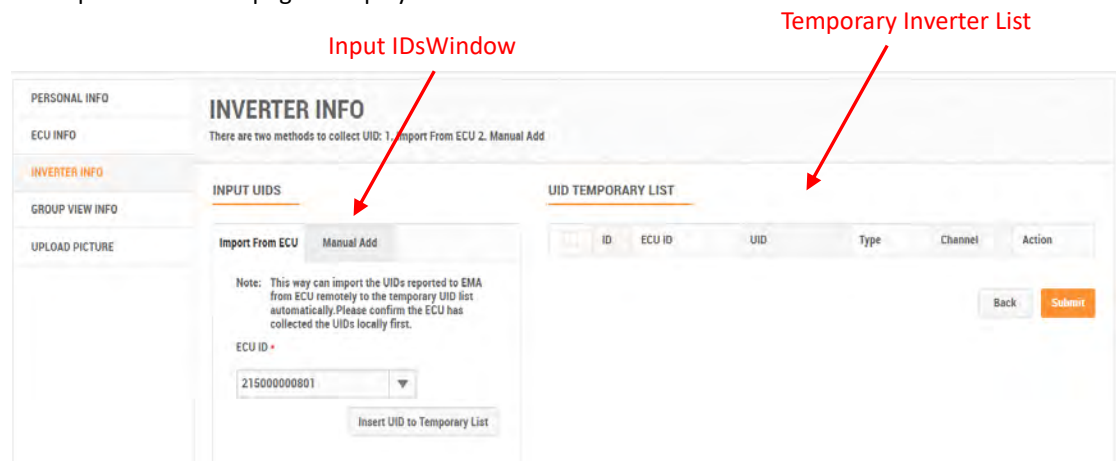
- Log onto the APsystems EMA website.
- Select the customer that wants to have their personal info changed.
- Select “USER REGISTRATION” in the left side bar.
- Select “ACCOUNT DETAILS” under “USER REGISTRATION”.
- Select “INVERTER INFO” button.

The inverter information page is displayed.



- Press the “Add” button

The Input Inverter IDs page is displayed.



There are two (2) methods for adding inverters to the EMA:

- 1) Import them from the ECU.
- 2) Manually enter them into the EMA.

4. Account Information Management

1) Import the IDs from the ECU

Note

When importing the inverter IDs from the ECU, make sure that you have entered all of the additional inverter IDs into the ECU, and that the ECU is correctly connected to the Internet so that the APsystems server can retrieve the IDs.

- Select the “Import From ECU” tab.
- Select the ECU from the “ECU ID” pulldown.
- Press the “Insert ID to List” button.

The screenshot shows the 'INPUT UIDS' section of a web interface. It features two tabs: 'Import From ECU' (selected) and 'Manual Add'. A note states: 'Note: This way can import the UIDs reported to EMA from ECU remotely to the temporary UID list automatically. Please confirm the ECU has collected the UIDs locally first..'. Below the note is an 'ECU ID +' pulldown menu with the value '21500000801' selected. A button labeled 'Insert UID to Temporary List' is positioned below the pulldown. Red arrows point to the 'Import from ECU Tab', the 'ECU ID Pulldown', and the 'Insert ID to List Button'.

The EMA begins to import all of the inverter IDs on the ECU and place them onto the Temporary Inverter List.

- Verify that the temporary list of inverter IDs is complete and correct.

The screenshot shows the 'UID TEMPORARY LIST' section. It contains a table with the following columns: ID, ECU ID, UID, Type, Channel, and Action. The table is currently empty. Below the table are 'Back' and 'Submit' buttons. A red arrow points to the 'UID' column header, labeled 'Temporary Inverter List'.

ID	ECU ID	UID	Type	Channel	Action
----	--------	-----	------	---------	--------

- Press the “Submit” button.

4. Account Information Management

The “permanent” inverter list is displayed.

PERSONAL INFO

ECU INFO

INVERTER INFO

Collect the Inverter of PV system. UID is a 12-digit number located on the top of inverter, as well as on the front flap of the shipping box.

GROUP VIEW INFO

UPLOAD PICTURE

INVERTER LIST

ECU 21500000801 UID Query

ID	UID	Type	Channel	Action
1	406000005807	YC600	1	Edit
2	406000005807	YC600	2	Edit
3	406000005815	YC600	1	Edit

Note

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

2) Manually Enter IDs into the EMA

Each inverter has a unique UID which is located on the front of the inverter, as well as on the back flap of the inverter’s shipping box.

- Select the “Manual ADD” button.
- Select the ECU from the “ECU ID” pulldown.
- Select the Inverter type from the “Inverter Type” pulldown.
- Select the Channel(s) for the inverter type.

INPUT UIDS

Import From ECU **Manual Add**

Note: This way can input the UIDs to the temporary UID list manually.

ECU ID • 21500000801

Type • YC600

Channel • 1,2

UID • 12-digit number located on the top of inverter, or on the front flap of the shipping box.

4. Account Information Management

- Enter the 12-digit inverter ID numbers.

Note

You can scan the inverter UIDs into a spreadsheet and then copy and paste the UIDs from the spreadsheet into the EMA, which makes the entry process easier to manage. The EMA does however have a limitation of 20 UIDs per paste.

- Press the “Insert ID to List” button.

The EMA places the inverter onto the Temporary Inverter List.

UID TEMPORARY LIST

<input type="checkbox"/>	ID	ECU ID	UID	Type	Channel	Action

 Temporary Inverter List

- Verify that the temporary list of inverter IDs is complete and correct.
- Press the “Submit” button.

The “permanent” inverter list is displayed.

PERSONAL INFO		INVERTER INFO					
ECU INFO		Collect the inverter of PV system. UID is a 12-digit number located on the top of inverter, as well as on the front flap of the shipping box.					
INVERTER INFO		INVERTER LIST					
GROUP VIEW INFO		ECU: 21500000801 UID: <input type="text"/> <input type="button" value="Query"/> <input type="button" value="Link"/> <input type="button" value="Add"/> <input type="button" value="Delete"/> <input type="button" value="Export"/>					
UPLOAD PICTURE		ID	UID	Type	Channel	Action	
		<input type="checkbox"/>	1	406000005807	YC600	1	Edit
		<input type="checkbox"/>	2	406000005807	YC600	2	Edit
		<input type="checkbox"/>	3	406000005815	YC600	1	Edit
		<input type="checkbox"/>	4	406000005815	YC600	2	Edit
		<input type="checkbox"/>	5	406000005852	YC600	1	Edit

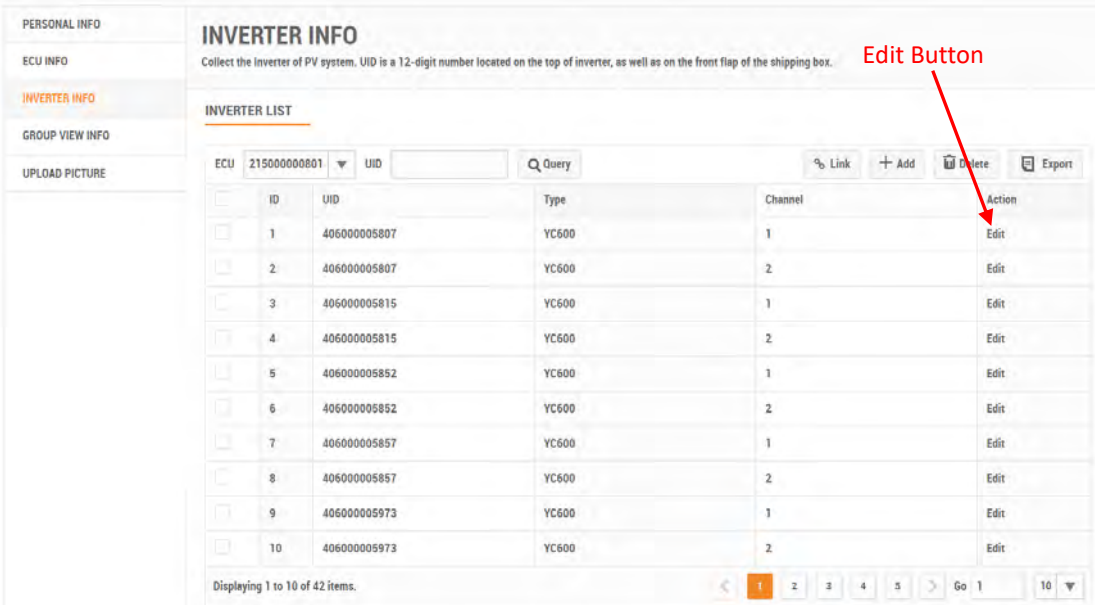
Continued...

4. Account Information Management

4.1.3.3 Editing an Inverter

- Log onto the APsystems EMA website.
- Select the customer that wants to have their personal info changed.
- Select “USER REGISTRATION” in the left side bar.
- Select “ACCOUNT DETAILS” under “USER REGISTRATION”.
- Select “INVERTER INFO” button.

The inverter information page is displayed



The screenshot shows the 'INVERTER INFO' page. On the left is a navigation menu with options: PERSONAL INFO, ECU INFO, INVERTER INFO (highlighted), GROUP VIEW INFO, and UPLOAD PICTURE. The main content area has a sub-header 'INVERTER INFO' with a note: 'Collect the inverter of PV system. UID is a 12-digit number located on the top of inverter, as well as on the front flap of the shipping box.' Below this is an 'INVERTER LIST' table. The table has columns: ID, UID, Type, Channel, and Action. There are 10 rows of data. Each row has an 'Edit' button in the Action column. A red arrow points to the 'Edit' button in the first row, labeled 'Edit Button'. Above the table are search and filter options: ECU (21500000801), UID, and a search box. There are also buttons for Link, Add, Delete, and Export. At the bottom of the table, it says 'Displaying 1 to 10 of 42 items.' and has pagination controls.

Note

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

- Select “Edit” for the inverter you want to edit.

Continued...

4. Account Information Management

The edit inverter window is displayed.

Edit Inverter UID Window

Channel	Action
1	Edit
2	Edit
1	Edit
2	Edit
1	Edit
2	Edit
1	Edit
2	Edit

- Edit the inverter information.
- Press the “Submit” button.

Note

Edit the Inverter ID is only for correct the error ID caused by registration. And the results will not be recorded in ECU HISTORY.

4.1.3.4 Deleting an Inverter

- Log onto the APsystemsEMA website.
- Select the customer that wants to have their personal info changed.
- Select “USER REGISTRATION” in the left side bar.
- Select “ACCOUNT DETAILS” under “USER REGISTRATION”.
- Select “INVERTER INFO” button.

The inverter information page is displayed.

Continued...

4. Account Information Management

Delete Button

PERSONAL INFO

ECU INFO

INVERTER INFO

Collect the Inverter of PV system. UID is a 12-digit number located on the top of inverter, as well as on the front flap of the shipping box.

INVERTER LIST

ECU 215000000801 UID Query

ID	UID	Type	Channel	Action
1	406000005807	YC600	1	Edit
2	406000005807	YC600	2	Edit
3	406000005815	YC600	1	Edit
4	406000005815	YC600	2	Edit
5	406000005852	YC600	1	Edit
6	406000005852	YC600	2	Edit
7	406000005857	YC600	1	Edit
8	406000005857	YC600	2	Edit
9	406000005973	YC600	1	Edit
10	406000005973	YC600	2	Edit

Displaying 1 to 10 of 42 items.

- Select the inverter you want to delete.
- Press the “Delete” button.

A confirmation message Window is displayed.

INVERTER LIST

ECU 215000000801 UID Query

Delete UID

Are you sure to delete all of the selected UIDs?

OK

Channel	Action
1	Edit
2	Edit
1	Edit
2	Edit

- Press the “OK” button.

4.1.4 Edit Group View Info

Used to Collect the view of PV system.

Continued...

4. Account Information Management

4.1.4.1 Adding a View

- Log onto the APsystemsEMA website.
- Select the customer that wants to have their personal info changed.
- Select “USER REGISTRATION” in the left side bar.
- Select “ACCOUNT DETAILS” under “USER REGISTRATION”.
- Select “GROUP VIEW INFO” button.

The view information page is displayed.

Current User: YC600DEMO

PERSONAL INFO

ECU INFO

INVERTER INFO

GROUP VIEW INFO

UPLOAD PICTURE

GROUP VIEW INFO

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.

VIEW LIST

ID	ECU ID	View Name	Input Number	Max Row	Max Column	Action
1	215000000801	USER_1	42	3	14	Edit

Displaying 1 to 1 of 1 items.

Buttons: + Add, Delete, Export

Navigation: Go 1, 10

Language: English | Settings | Sign out

installerTest installerTest
Jiaxing,Zhejiang,China

- Press the “Add” button.

The Create View window is displayed.

PERSONAL INFO

ECU INFO

INVERTER INFO

GROUP VIEW INFO

UPLOAD PICTURE

VIEW L

Display

GROUP VIEW INFO

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.

VIEW LIST

ID	ECU ID	View Name	Input Number	Max Row	Max Column	Action
				3	14	Edit

Buttons: + Add, Delete, Export

Navigation: Go 1, 10

Language: English | Settings | Sign out

installerTest installerTest
Jiaxing,Zhejiang,China

CREATE VIEW

Note: Please register the module in accurate position according to the installation on the job.

ECU ID *

215000000801

View Name *

1-30 bit letters,digits,underscores,@_space,- or .

Row *

1-80

5

Column *

1-80

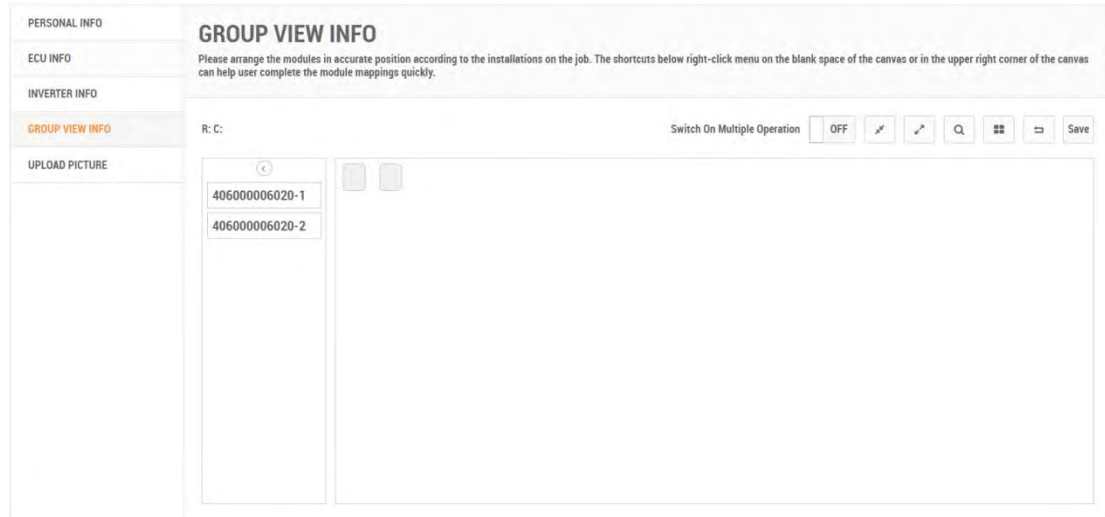
5

Create

- Fill in the view information.
- Press the “Create” button.

4. Account Information Management

The panel layout area is displayed.

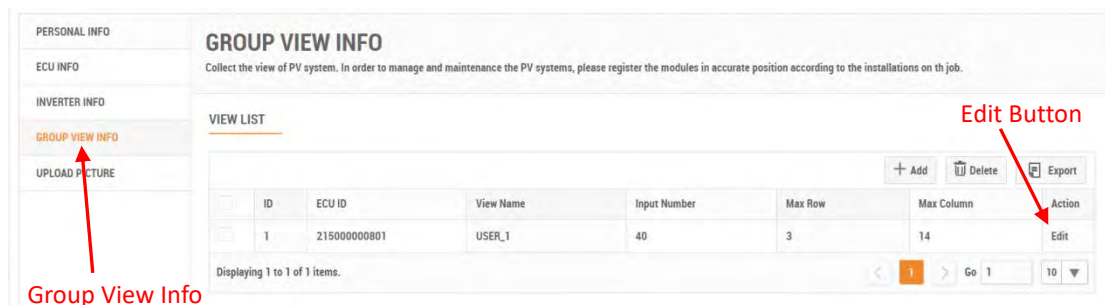


- Drag and drop the new inverters into position on the layout map
- Press the “Save” button.

4.1.4.2 Editing a View

- Log onto the APsystems EMA website.
- Select the customer that wants to have their personal info changed.
- Select “USER REGISTRATION” in the left side bar.
- Select “ACCOUNT DETAILS” under “USER REGISTRATION”.
- Select “GROUP VIEW INFO” button.

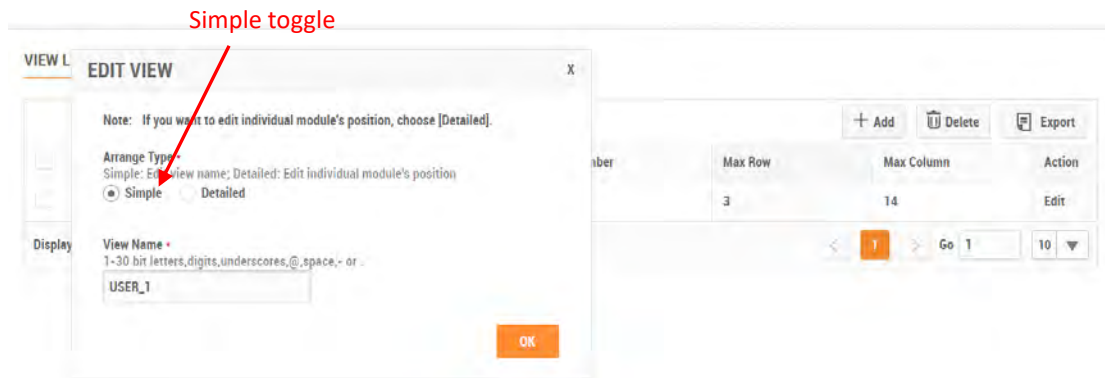
The view information page is displayed.



- Press the “Edit” button.

4. Account Information Management

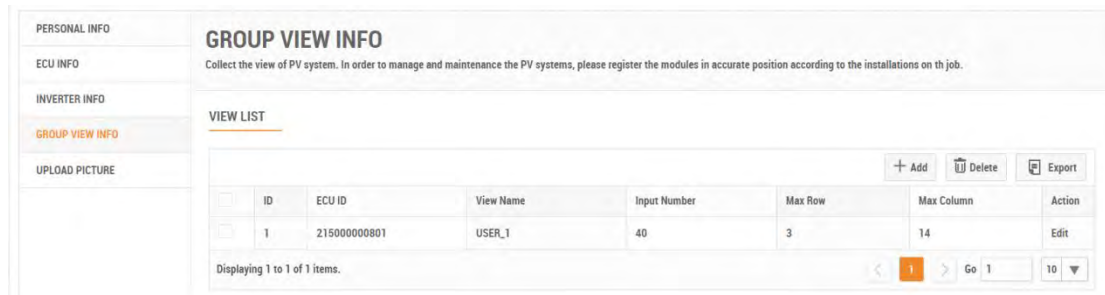
The EDIT VIEW Window is displayed.



1) Edit View Name

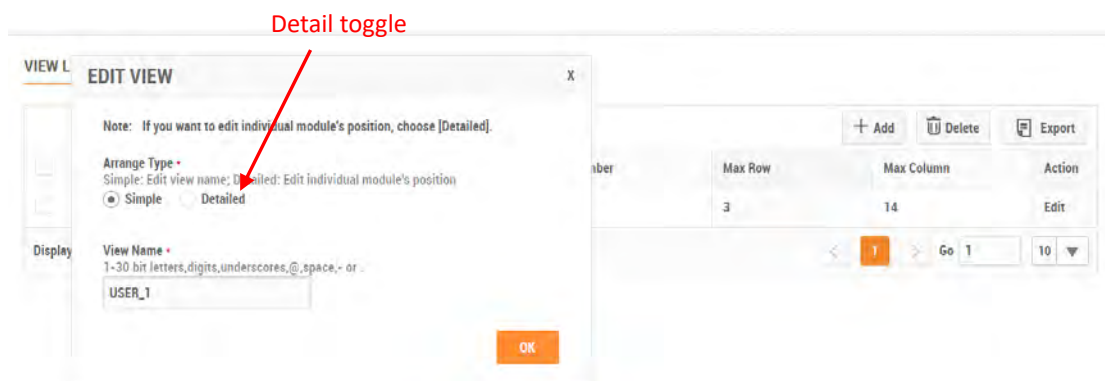
- Select “Simple” toggle.
- Enter the new view name.
- Press the “OK” button.

The view information page is displayed.



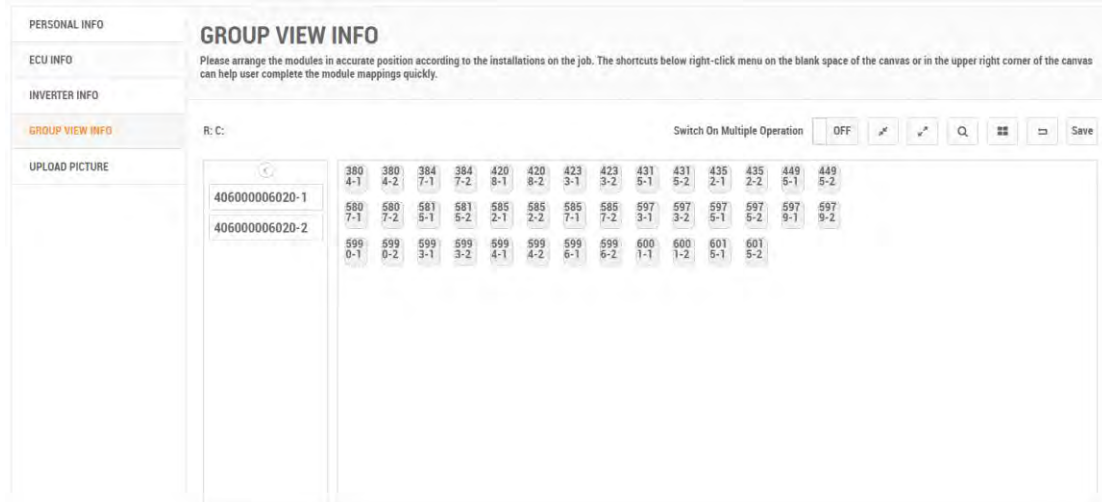
2) Edit View Layout

- Select “Detailed” toggle.
- 3) Press the “OK” button.



4. Account Information Management

The panel layout area is displayed.

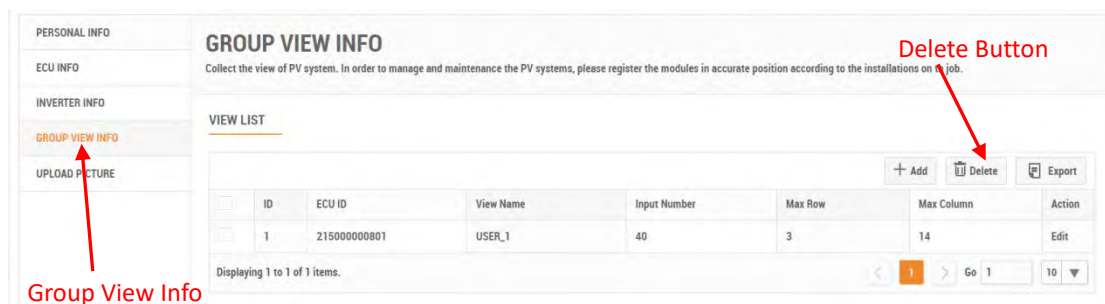


- Drag and drop the new inverters into position on the layout map.
- Press the “Save” button.

4.1.4.3 Deleting a View

- Log onto the APsystemsEMA website.
- Select the customer that wants to have their personal info changed.
- Select “USER REGISTRATION” in the left side bar.
- Select “ACCOUNT DETAILS” under “USER REGISTRATION”.
- Select “GROUP VIEW INFO” button.

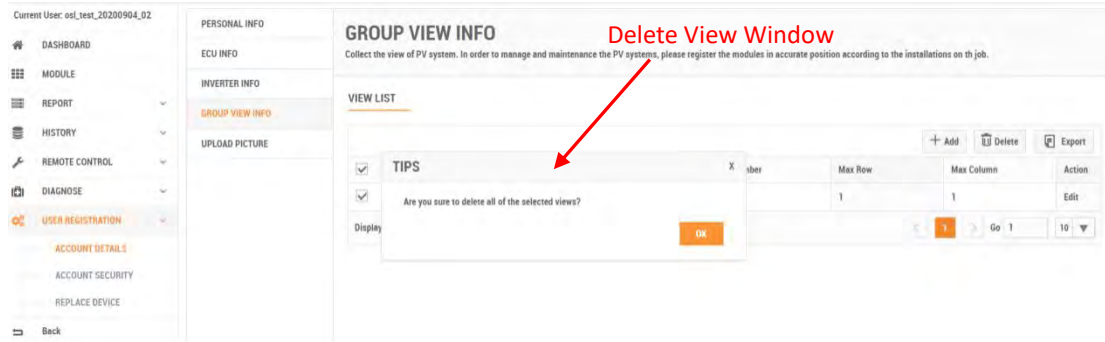
The view information page is displayed.



- Select the View you want to delete.
- Press the “Delete” button.

4. Account Information Management

The Delete View Window is displayed.



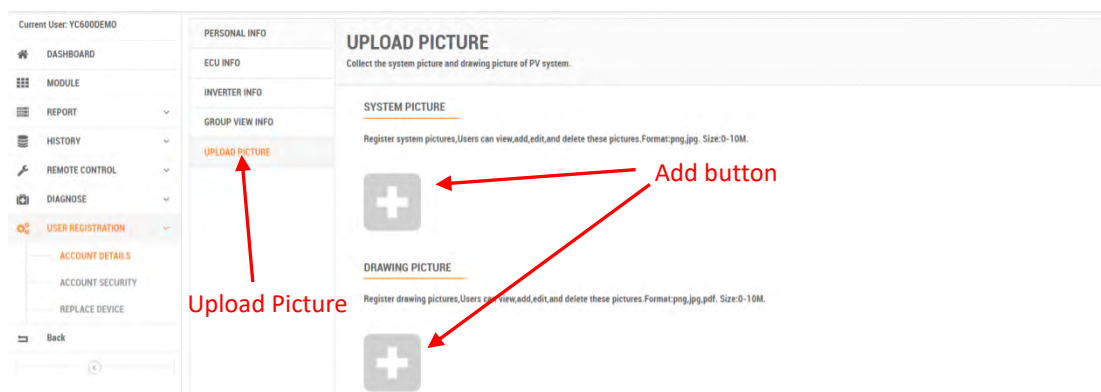
- Press the “OK” button.

4.1.5 Upload Picture

4.1.5.1 Add a Picture

- Log onto the APsystems EMA website.
- Select the customer that wants to have their personal info changed.
- Select “USER REGISTRATION” in the left side bar.
- Select “ACCOUNT DETAILS” under “USER REGISTRATION”.
- Select “UPLOAD PICTURE” button.

The picture information page is displayed.



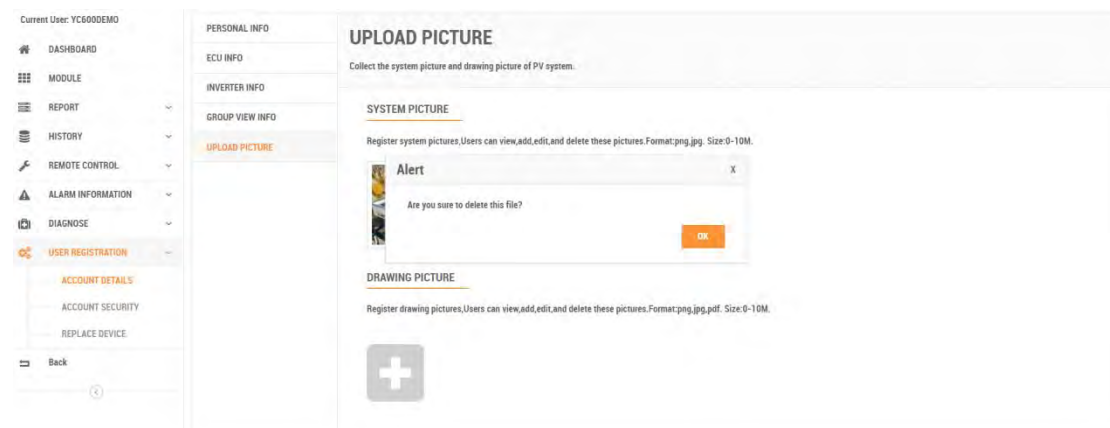
- Click the “Add” button.
- Locate the file you want to upload (Scan button functions just like a Browse button).
- Press the “Open” button.


4. Account Information Management

4.1.5.2 Delete a Picture

- Log onto the APsystems EMA website.
- Select the customer that wants to have their personal info changed.
- Select “USER REGISTRATION” in the left side bar.
- Select “UPLOAD PICTURE” button.

The picture information page is displayed.



- Click the “Delete” button. 
- Locate the file you want to upload (Scan button functions just like a Browse button).
- Press the “Open” button.

4.2 Edit Account Security

Used to reset the end user's password or username.

4.2.1 Reset Password

- Log onto the APsystems EMA website.

Your specific customer List page is displayed.

- Select the customer that wants to have their password changed.

4. Account Information Management

The customer's Dashboard is displayed.

The dashboard displays the following information:

- Current User:** YC600DEMO
- Navigation Menu:** DASHBOARD, MODULE, REPORT, HISTORY, REMOTE CONTROL, DIAGNOSE, USER REGISTRATION, BACK.
- Current Power Curve:** A line graph showing Power (w) on the y-axis (0k to 6k) and Time on the x-axis (05:38 to 08:28). A data point is highlighted at Time: 07:08 with Power: 2,281 w.
- Table:**

Status	ECU ID	Today Energy (kWh)	Current Power (w)	Action
●	21500000801	7.77	5685	Detail Status
- System Time:** 2020-09-05 08:42:49
- Personal Information:**
 - Account: YC600DEMO
 - System Size: 25.2 kw
 - Create Date: 2018-01-24
 - Location: Jiuxing, Beijing, China
 - Inverter Type: YC600
- Contact Information:**
 - Installer: InstallerApiTest
 - Telephone: 00000000
 - Email: qin.zhen1@apsystems.cn

User Registration

- Select "USER REGISTRATION" in the left side bar.

The USER REGISTRATION pulldown is displayed.

The pulldown menu contains the following options:

- ACCOUNT DETAILS
- ACCOUNT SECURITY**
- REPLACE DEVICE

Account Security

- Select "ACCOUNT SECURITY" under "USER REGISTRATION".

The reset password page is displayed.

The 'Reset Password' page includes the following elements:

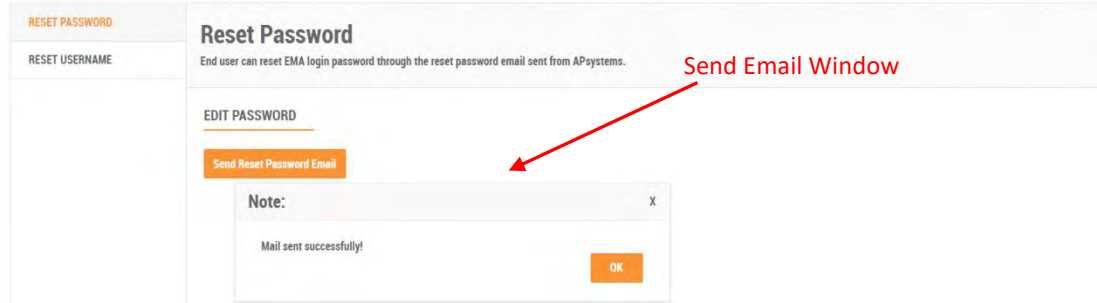
- RESET PASSWORD** header
- RESET USERNAME** field
- EDIT PASSWORD** section with a **Send Reset Password Email** button.

Send Reset Password Email

- Press the "Send Reset Password Email" button.

4. Account Information Management

The send email window is displayed.



- Press the “OK” button.

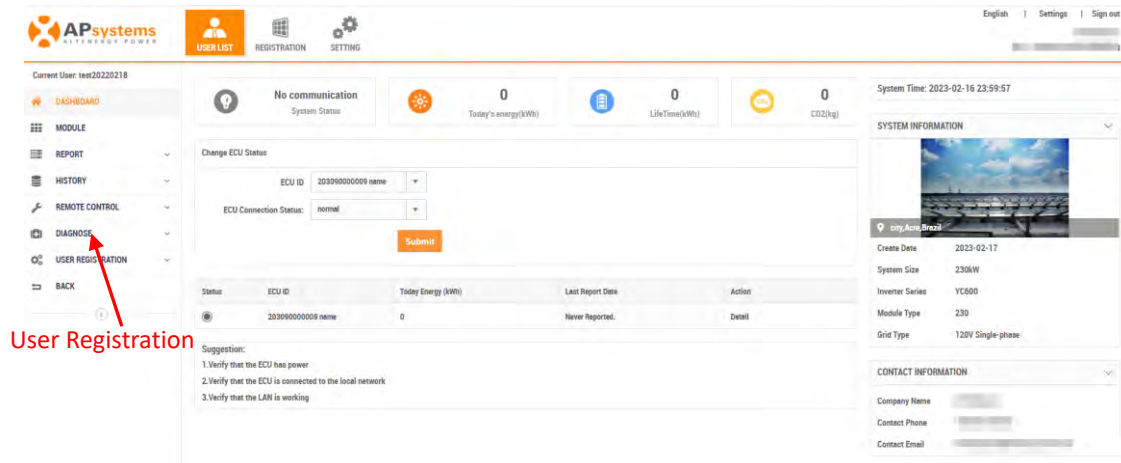
4.2.2 Reset Username

- Log onto the APsystems EMA website.

Your specific customer List page is displayed.

- Select the customer that wants to have their password changed.

The customer’s Dashboard is displayed.



- Select “ACCOUNT SECURITY” under “USER REGISTRATION”.
- Select “RESET USERNAME” button.

4. Account Information Management

The reset username page is displayed.

RESET PASSWORD

Reset Login Account

Installer can reset login account for end user. Installer must submit an application of reset login account first, and APsystems will review it in 24 hours, the application result will be sent to the end user in contact email. If the application was approved, the end user can use the new login account to login EMA.
Note: Installer can not submit the application without the agreement of end user.

APPLY TO RESET LOGIN ACCOUNT

Current Login Account
1-50 bit letters,digits,underscores,@,spaces ok.
[text]

New Login Account
1-50 bit letters,digits,underscores,@,spaces ok.
[text]

Confirm Login Account
[text]

OK

New Username Fields

- Enter the new username customer want to reset.
- Press “OK” button to submit an application to EMA.

4.3 Management Replace Device

Used to replace ECU and inverter and collect replacement records.

4.3.1 Replace an ECU

- Log onto the APsystems EMA website.

Your specific customer List page is displayed.

- Select the customer that wants to have their password changed.

The customer’s Dashboard is displayed.

APsystems

English | Settings | Sign out

Current User: test20220218

USER LIST | REGISTRATION | SETTING

DASHBOARD

MODULE

REPORT

HISTORY

REMOTE CONTROL

DIAGNOSE

USER REGISTRATION

BACK

No communication
System Status

Today's energy (kWh)

LifeTime(kWh)

CO2(kg)

System Time: 2023-02-16 23:59:57

SYSTEM INFORMATION

my_Acct_Brazil

Create Date: 2023-02-17

System Size: 230kW

Inverter Series: YC600

Module Type: 230

Grid Type: 120V Single-phase

CONTACT INFORMATION

Company Name

Contact Phone

Contact Email

Change ECU Status

ECU ID: 20309000009 name

ECU Connection Status: normal

Submit

Status	ECU ID	Today Energy (kWh)	Last Report Date	Action
●	20309000009 name	0	Never Reported.	Detail

Suggestion:

1. Verify that the ECU has power
2. Verify that the ECU is connected to the local network
3. Verify that the LAN is working

4. Account Information Management

- Select “REPLACE DEVICE” under “USER REGISTRATION”.
- Select “REPLACE” button.

Current User: YC500DEMO

English | Settings | Sign out
installerTest installerTest
Jiaxing,Zhejiang,China

APsystems
ENERGY POWER

USER LIST REGISTRATION SETTING

REPLACE DEVICE

Go to [\[HISTORY \]](#) to view the device replaced before. Go to [\[ACCOUNT DETAILS \]](#) to edit device ID if wrong inputted.

DEVICE LIST

Device Type: ECU Device ID: Query

ID	Device ID	Type	Registration Date	Action
1	21500000801	ECU	2018-01-24	Replace

Displaying 1 to 1 of 1 items. < 1 > Go 1 10 ▾

Replace Device

Replace Button

- Select “Replace” for the ECU you want to edit

The Replace ECU Window is displayed.

REPLACE DEVICE

Go to [\[HISTORY \]](#) to view the device replaced before. Go to [\[ACCOUNT DETAILS \]](#) to edit device ID if wrong inputted.

DEVICE LIST

Device Type: ECU Device ID: Query

ID	Device ID	Type	Registration Date	Action
1	21500000801	ECU	2018-01-24	Replace

Displaying 1 to 1 of 1 items. < 1 > Go 1 10 ▾

Replace ECU

Note: The production data in ECU level will be processed once replaced ECU.

Current ECU -
21500000801

New ECU -
12-digit number located on the top of ECU, or on the front flap of the shipping box.

Replace ECU Window

- Enter the new ECU ID.
- Press the “OK” button.

4.3.2 Replace an Inverter

- Log onto the APsystems EMA website.
- Select the customer that wants to have their password changed.
- Select “ACCOUNT SECURITY” under “USER REGISTRATION”.
- Select “REPLACE DEVICE” button.

4. Account Information Management

Current User: YC600DEMO

English | Settings | Sign out
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Jiaxing,Zhejiang,China

DASHBOARD
MODULE
REPORT
HISTORY
REMOTE CONTROL
DIAGNOSE
USER REGISTRATION
ACCOUNT DETAILS
ACCOUNT SECURITY
REPLACE DEVICE
Back

REPLACE DEVICE

Go to [HISTORY] to view the device replaced before. Go to [ACCOUNT DETAILS] to edit device ID if wrong inputted.

DEVICE LIST

Device Type: Inverter Device ID: Q Query

ID	Device ID	Type	Registration Date	Action
1	406000005807	YC600	2018-01-24	Replace
2	406000005815	YC600	2018-01-24	Replace
3	406000005852	YC600	2018-01-24	Replace
4	406000005857	YC600	2018-01-24	Replace
5	406000005973	YC600	2018-01-24	Replace
6	406000005975	YC600	2018-01-24	Replace
7	406000005979	YC600	2018-01-24	Replace
8	406000005990	YC600	2018-01-24	Replace
9	406000005993	YC600	2018-01-24	Replace
10	406000005994	YC600	2018-01-24	Replace

Displaying 1 to 10 of 21 items. < 1 2 3 > Go 1 10

- Select the Inverter from the “Device Type” pulldown.
- Press “Replace” button.

The Replace Inverter Window is displayed.

REPLACE DEVICE

Go to [HISTORY] to view the

Replace DC

Note: The production data in DC level will not be processed once replaced DC, go to [HISTORY] to view the generation data of replaced DC.

ECU +
20390000001

Replace by device Replace by channel

Current DC -
40660000001 (YC600)

New DC +
12-digit number located on the top of inverter, or on the front flap of the shipping box.

OK

DEVICE LIST

Device Type: Inverter

ID	Device ID	Type	Registration Date	Action
1	406			Replace
2	406			Replace
3	406			Replace
4	406			Replace
5	406			Replace

Displaying 1 to 5 of 5 items. < 1 > Go 1 10

- Enter the new inverter UID.
- Press the “OK” button.