



# Installer and Company management

Version 5.1

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# Introduction

Installer account registration and management is about registration of management accounts for installers and management of the basic information already registered.

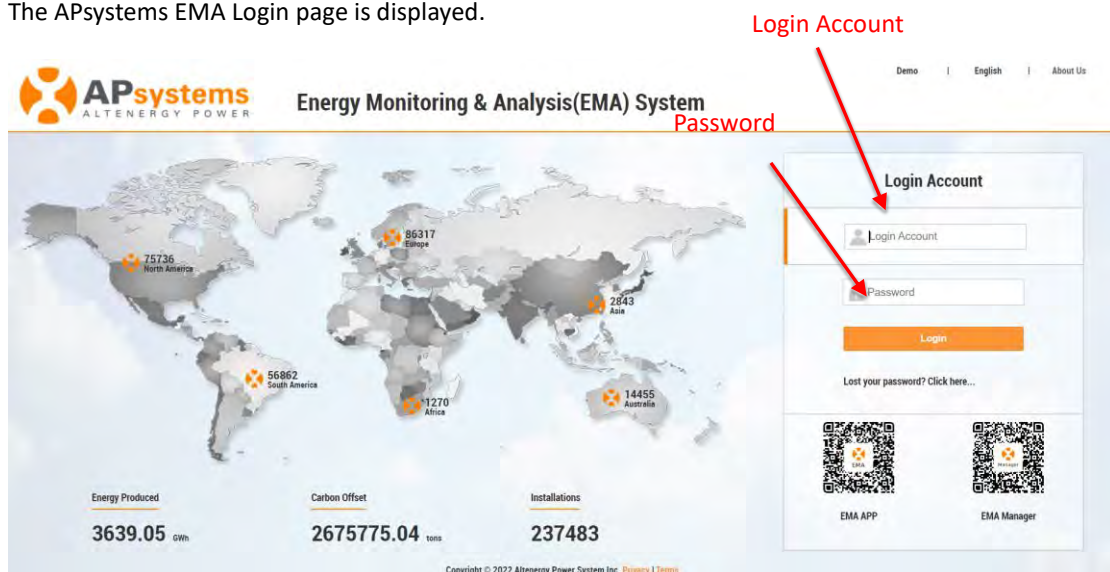
Staff account registration and management is about registering the accounts for company staffs with the appropriate authority to assist in the management of staff accounts.

# 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).

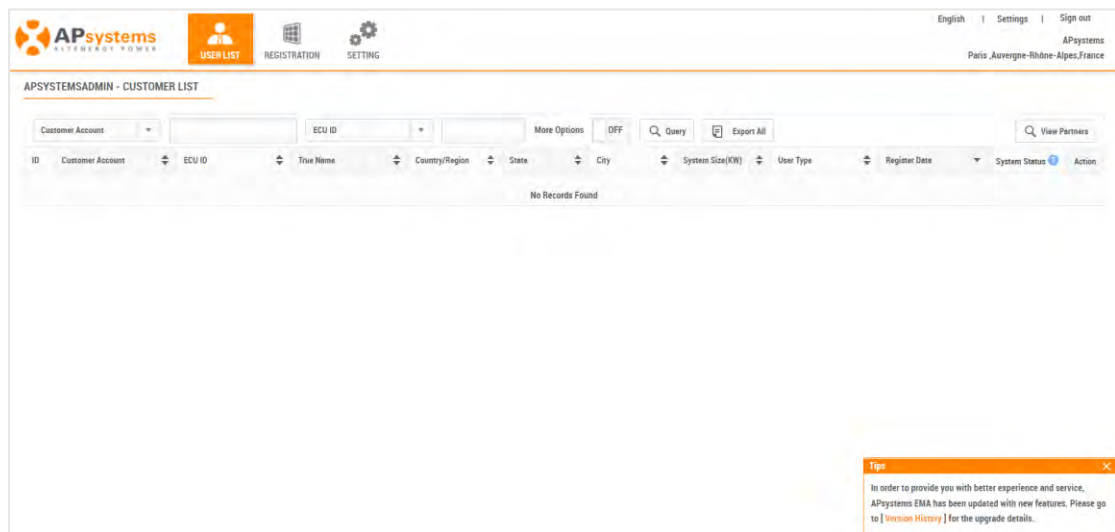
- Enter your "Login account" and "Password"
- Press the "Login" button.

# 1. Log onto EMA Website

## Note

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

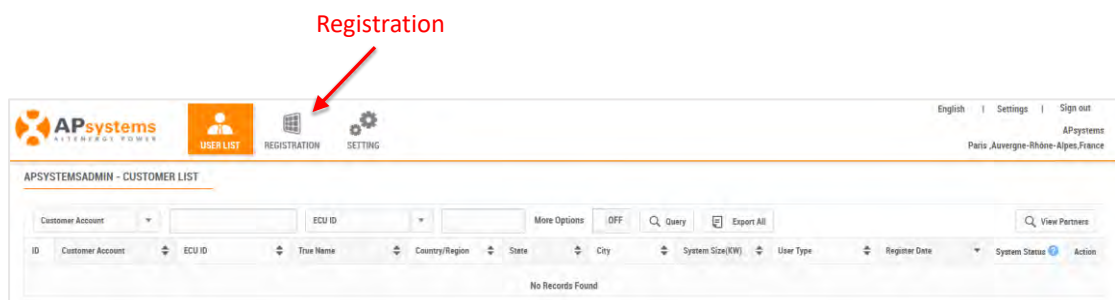
Your specific Customer List page is displayed.



## 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.

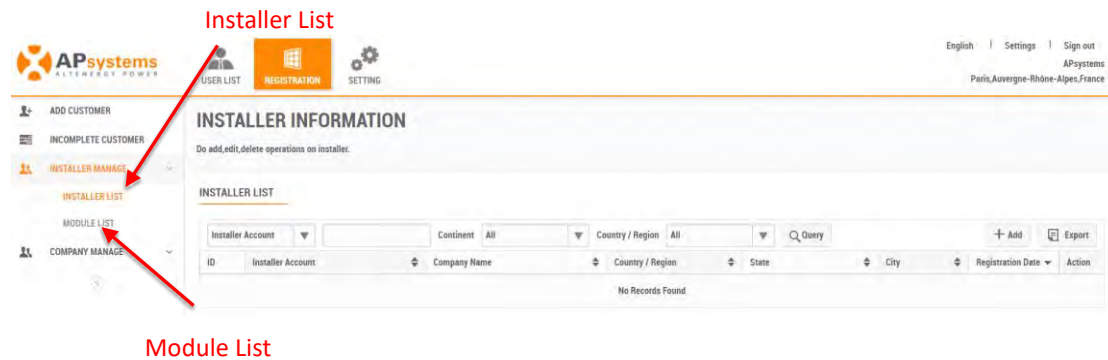


Continued...

## 2. Installer Manage

The installer manage consists of two parts: Installer list and Module list.

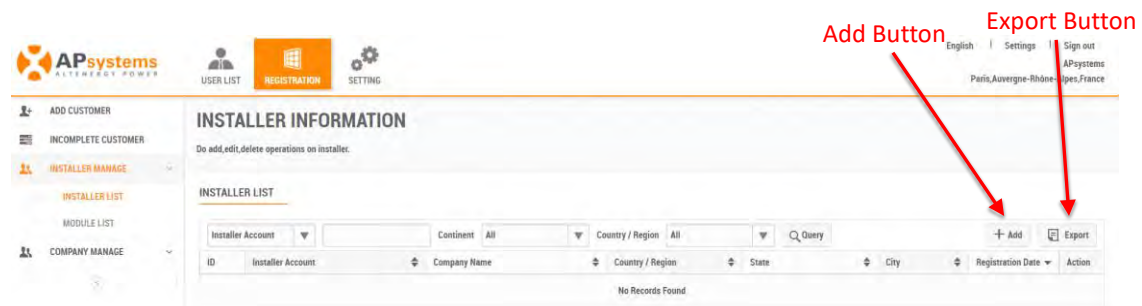
- Select the “INSTALLER MANAGE” in the left side bar.
- The sub-menu areas are displayed under “INSTALLER MANAGE”.



### 2.1 Add a New Installer account

- Select the “INSTALLER LIST” in the left side bar.

The installer management page is displayed.



- Select the “Add” Button.

Continued...



## 2. Installer Manage

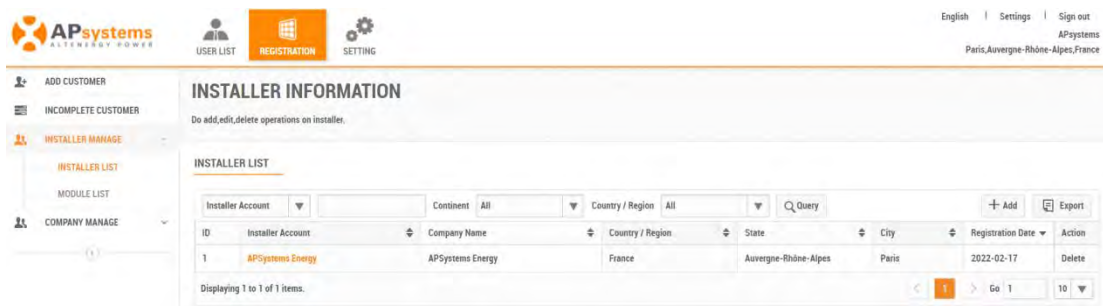
- Select the "Submit" button.

## 2.2 Installer Account Information Management

### 2.2.1 Edit Basic Account Information

- Select the "REGISTRATION" icon at the top of the page.
- Select the "INSTALLER MANAGE" in the left side bar.
- Select the "INSTALLER LIST" in the left side bar.

A list of installer registrations is displayed.



The screenshot shows the APsystems web interface. At the top, there are navigation links for 'English', 'Settings', and 'Sign out'. Below the navigation, there are icons for 'USER LIST', 'REGISTRATION', and 'SETTING'. The main content area is titled 'INSTALLER INFORMATION' and includes a sub-section 'INSTALLER LIST'. The table below shows a single installer record.

ID	Installer Account	Company Name	Country / Region	State	City	Registration Date	Action
1	APSystems Energy	APSystems Energy	France	Auvergne-Rhône-Alpes	Paris	2022-02-17	Delete

Displaying 1 to 1 of 1 items.

### Note

To delete an account, select the "Delete" button to the right of the installer record.

- Select the installer account you want to edit.

The installer account information edit page is displayed.

Continued...



## 2. Installer Manage

**EDIT INSTALLER**

Edit company information and account information of installer. Company Info: the company details information of installer. Account Info: the admin account information of installer on EMA.

**COMPANY INFO**

Company Name \*  
Installer0207

Superior installer  
sidie

Country / Region \*  
Benin

State \*  
Atakora

City \*  
Ery

Address - Optional

Company Code  
F2386850

Customer Support Email \*  
fenghua537@163.com

Customer Support Postal Code - Optional

Customer Support Phone - Optional

Company Logo  
Recommend 240-60px.

**ACCOUNT INFO**

Login Account \*  
1-90 bit letters,digits,underscore,@,space or  
installer0207

Name \*  
Installer

Contact Email \*  
fenghua537@163.com

Third Party Contact Email

Contact Phone - Optional

Customer Role \*  
Simple: No "MODULE" page  
Full

Allow APayments to Send New Productions, Services, Meetings and Marketing News  
Enable this function. APayments will send new productions, services, meetings and marketing news to your email irregularly

Remark - Optional

**PERMISSION LIST**

Role \*  
Installer

Registration Permission  
 Register Common End User  
 Register Shared ECU User

Other  
 Daily Alarm Email

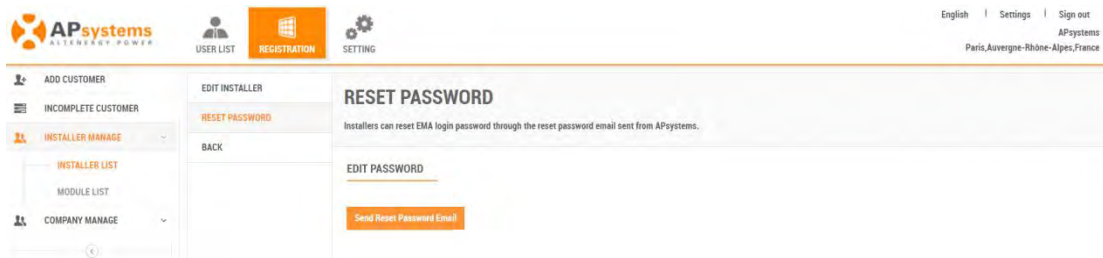
**Submit**

- Enter new information.
- Select the "Submit" button.

## 2. Installer Manage

### 2.2.2 Reset Password

- Select the “RESET PASSWORD” button.
- Press the “Send Reset Password Email” button



### Note

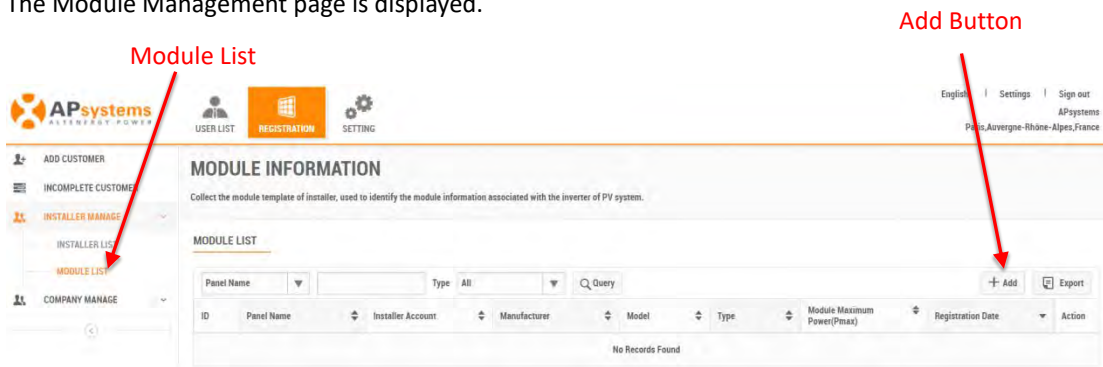
The changing password link in the email is valid for 48 hours.

## 2.3 Module Management

### 2.3.1 Add a New Module Information

- Select the “MODULE LIST” in the left side bar.

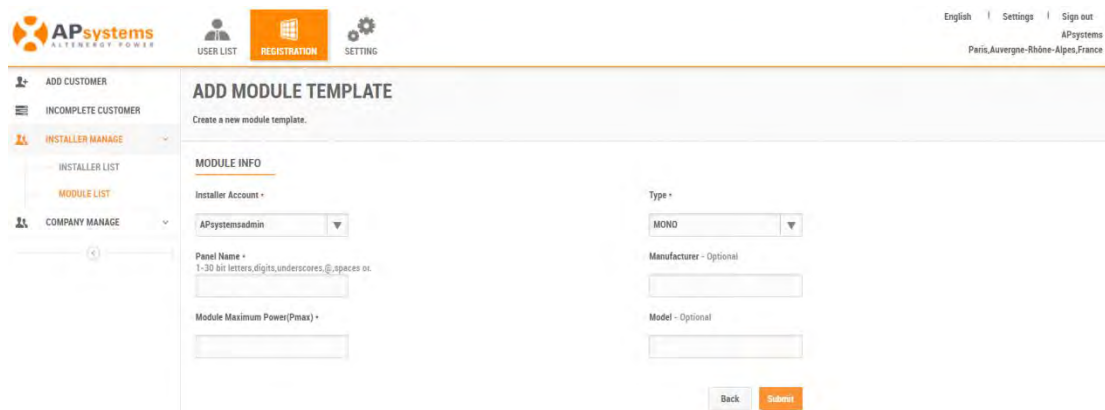
The Module Management page is displayed.



## 2. Installer Manage

- Select the “Add” module information button.

The module information adding page is displayed.

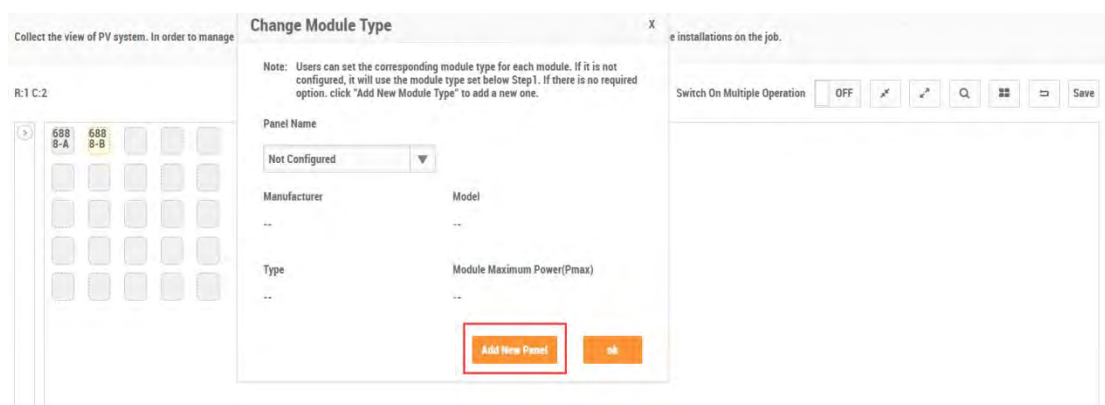


- Enter the correct module information.
- Press the “Submit” button.

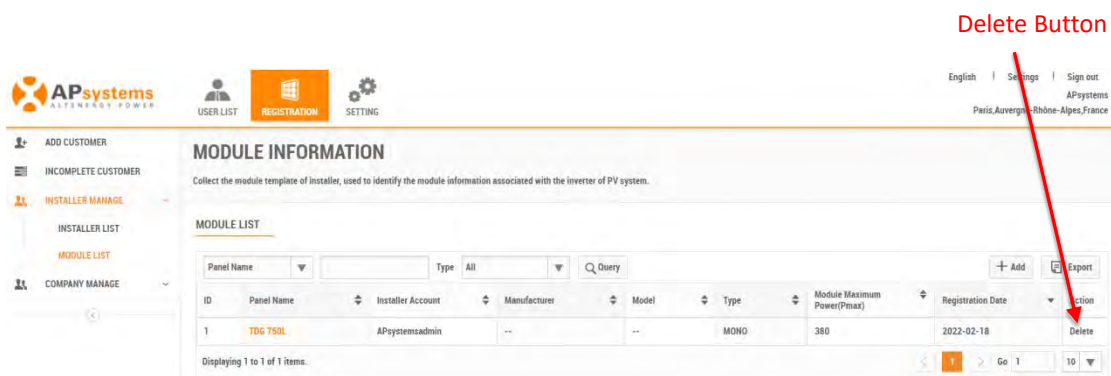
### Note

Module information can also be created on the module layout page.

- Go to the module layout page.
- Right-click on a module and select the “Change Module Type”.
- Select “Add New Panel” button.



## 2. Installer Manage



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

USER LIST REGISTRATION SETTING

ADD CUSTOMER  
INCOMPLETE CUSTOMER  
INSTALLER MANAGE  
INSTALLER LIST  
MODULE LIST  
COMPANY MANAGE

### MODULE INFORMATION

Collect the module template of installer, used to identify the module information associated with the inverter of PV system.

#### MODULE LIST

ID	Panel Name	Installer Account	Manufacturer	Model	Type	Module Maximum Power(Pmax)	Registration Date	Action
1	TDG 750L	APsystemsadmin	--	--	MONO	380	2022-02-18	Delete

Displaying 1 to 1 of 1 items.

Go 1 10

**Delete Button**

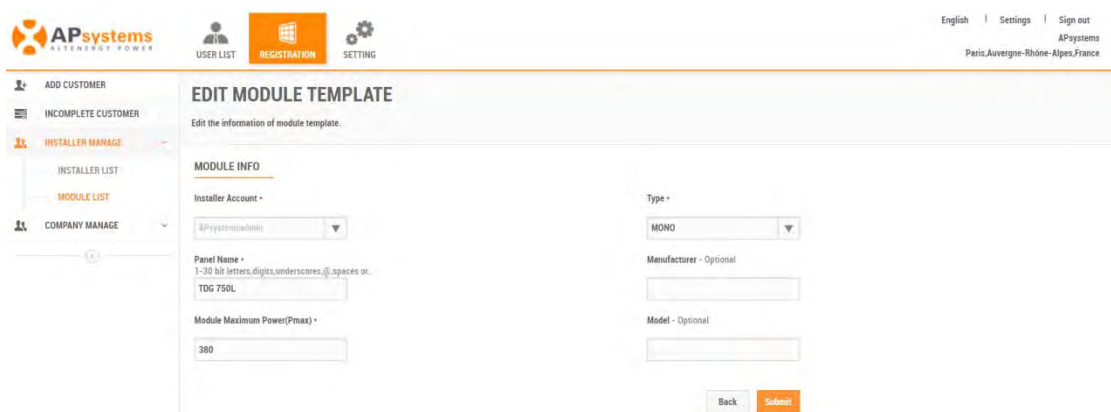
### Note

If you want to delete a module information, please make sure that it is not associated with any view module. If there is a view module associated, please go to the view layout page of the corresponding system to disassociate it.

### 2.3.2 Module Information Management

- Select module information you want to edit.

The module information is displayed.



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

USER LIST REGISTRATION SETTING

ADD CUSTOMER  
INCOMPLETE CUSTOMER  
INSTALLER MANAGE  
INSTALLER LIST  
MODULE LIST  
COMPANY MANAGE

### EDIT MODULE TEMPLATE

Edit the information of module template.

#### MODULE INFO

Installer Account -  
APsystemsadmin

Panel Name -  
1-30 bit letters, digits, underscores, @, spaces or  
TDG 750L

Module Maximum Power(Pmax) -  
380

Type -  
MONO

Manufacturer - Optional

Model - Optional

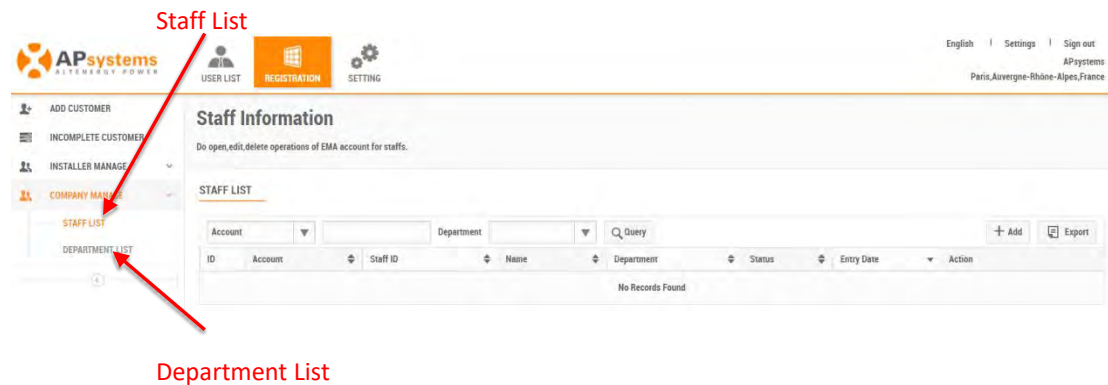
Back Submit

- Enter new information.
- Select the "Submit" button.

## 3. Company Manage

The company manage consists of two parts: STAFF LIST and DEPARTMENT LIST.

- Select the “COMPANY MANAGE” in the left side bar.
- The sub-menu areas are displayed under “COMPANY MANAGE”.



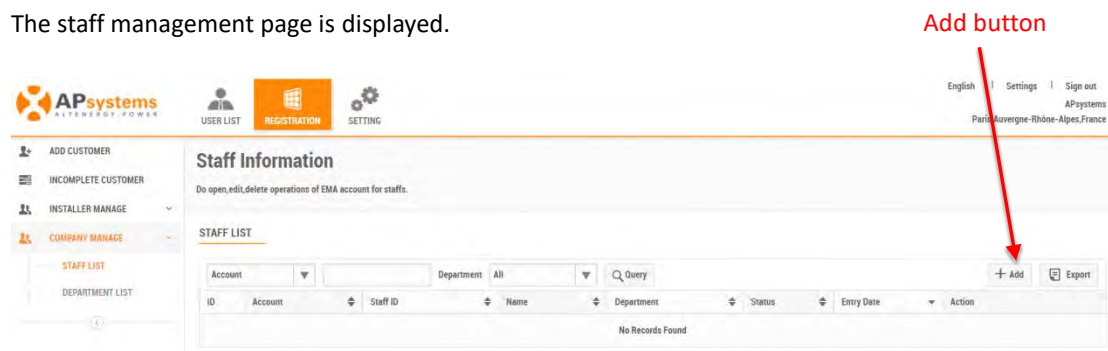
### Note

Before adding a staff account, you need to add at least one new department to the department list.

### 3.1 Add a Staff account

- Select the “Staff List” in the left side bar.

The staff management page is displayed.



- Select the “Add” staff account button.

Continued...

## 3. Company Manage

The account basic information adding page is displayed.

The screenshot shows the 'ACCOUNT INFO' page. On the left, there is a navigation menu with 'COMPANY MANAGE' selected. The main content area is titled 'ACCOUNT INFO' and contains the following fields and sections:

- ACCOUNT INFO**
  - Login Account**: 1-60 bit letters,digits,underscores,@,spaces or: [input field]
  - Password**: Length 6-32 bits, must contain numbers and letters [input field]
  - Confirm Password**: Length 6-32 bits, must contain numbers and letters [input field]
  - Name**: [input field]
  - Contact Email**: [input field]
  - Contact Phone** - Optional: [input field]
  - Remark** - Optional: [input field]
- PERMISSION LIST**
  - Role**: [dropdown menu with 'Staff' selected]
  - Registration Permission**
    - Register Common End User
    - Module Management
    - End User Deletion
  - Remote Control Permission**
    - Remote Control- AC PARAMETERS
    - Remote Control-Anti-theft Setting
  - Other**
    - Partner
    - Maintenance Ticket
    - Open User Filter
- Right-hand section**
  - Department**: [dropdown menu]
  - Staff ID** - Optional: [input field]
  - Position** - Optional: [input field]
  - Entry Date** - Optional: [calendar icon] 2023-02-17
  - Status**: [dropdown menu with 'Enable' selected]
  - Allow APsystems to Send New Productions, Services, Meetings and Marketing News

At the bottom right, there are 'Back' and 'Submit' buttons.

- Enter information as prompted.
- Press the "Submit" Button.

### Note

The installer can assign different permission information to staff via a list of permissions.

Continued...

## 3. Company Manage

The screenshot shows the APsystems web interface. The top navigation bar includes 'USER LIST', 'REGISTRATION', and 'SETTING'. The left sidebar has 'ADD CUSTOMER', 'INCOMPLETE CUSTOMER', 'INSTALLER MANAGE', 'COMPANY MANAGE', 'STAFF LIST', and 'DEPARTMENT LIST'. The main content area is titled 'Staff Information' and contains a 'STAFF LIST' table. The table has columns: ID, Account, Staff ID, Name, Department, Status, Entry Date, and Action. The first row shows ID 1, Account Sissi, Staff ID 001, Name Sissi, Department EMA, Status Enable, and Entry Date 2022-02-18. The Action column contains 'Manage' and 'Delete' buttons. A red arrow points to the 'Delete' button.

Delete Button

### Note

- To delete an account, select the "Delete" button to the right of the record.
- The "Manage Button" is used to assign management scopes to staff accounts, please see the Designated Management Areas section for more information.

## 3.2 Staff Account Information Management

### 3.2.1 Edit Basic Account Information

- Select the "REGISTRATION" icon at the top of the page.
- Select the "COMPANY MANAGE" in the left side bar.
- Select the "STAFF LIST" in the left side bar.

A list of your staff registrations is displayed.

This screenshot is identical to the one above, showing the 'STAFF LIST' table with one record for Sissi. The 'Delete' button is visible in the Action column.

- Select the staff account you want to edit.

Continued...

## 3. Company Manage

The staff account information edit page is displayed.

The screenshot shows the 'Edit Staff Account' page. The sidebar on the left contains navigation items: ADD CUSTOMER, INCOMPLETE CUSTOMER, INSTALLER MANAGE (with sub-items: INSTALLER LIST, MODULE LIST), COMPANY MANAGE (highlighted), STAFF LIST, DEPARTMENT LIST, and LOCKED ACCOUNT MANAGE. The main content area has a header 'Edit Staff Account' and a sub-header 'Edit the details of EMA account for staffs.'. Below this are two buttons: 'RESET PASSWORD' and 'BACK'. The 'ACCOUNT INFO' section contains the following fields: 'Login Account' (with a note: '3-16 characters, digits, underscores, @, spaces or .', and a value 'S47F4X123C'), 'Name' (with a sub-label 'Name'), 'Contact Email' (with a value 'fenghua537@163.com'), 'Contact Phone' (Optional), 'Remark' (Optional), 'Department' (dropdown menu with value '1'), 'Staff ID' (Optional), 'Position' (Optional), 'Entry Date' (Optional, with value '2023-02-09'), and 'Status' (dropdown menu with value 'Enable'). At the bottom, there is a checkbox 'Allow APsystems to Send New Productions, Services, Meetings and Marketing News' with a note: 'Enable this function, APsystems will send new productions, services, meetings and marketing news to your email regularly.'

- Enter new information.
- Press the “Submit” button.

### 3.2.2 Reset Password

- Select the “RESET PASSWORD” button
- Press the “Send Reset Password Email” button

The screenshot shows the 'Reset Password' page. The sidebar on the left is the same as in the previous screenshot. The main content area has a header 'Reset Password' and a sub-header 'End user can reset EMA login password through the reset password email sent from APsystems.'. Below this are two buttons: 'EDIT PASSWORD' and 'Send Reset Password Email'.

#### Note

The change password link in the email is valid for 48 hours.

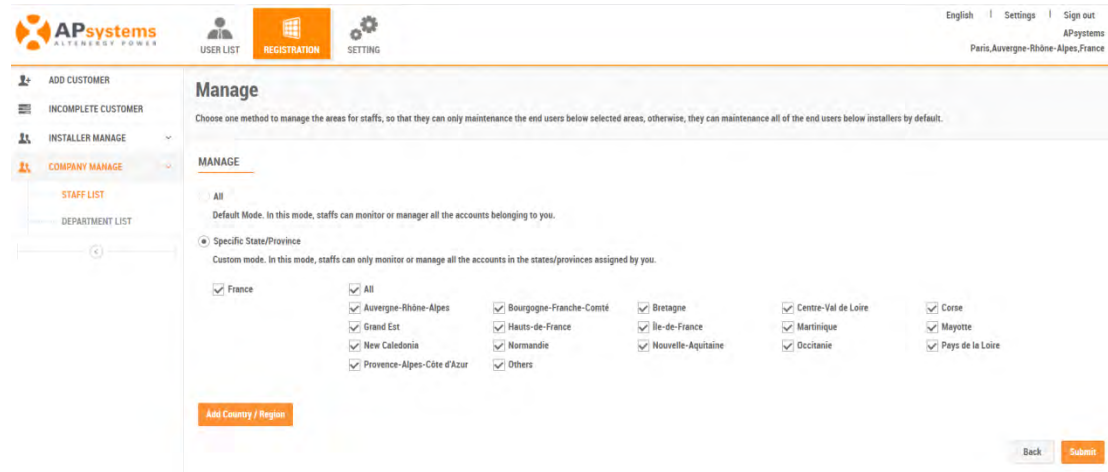
### 3.2.3 Designated Management Areas

- Select the staff account and click on the "Manage" button on the right side of the record.



## 3. Company Manage

The management areas page is displayed.



- Select management areas.
- Press the “Submit” button.

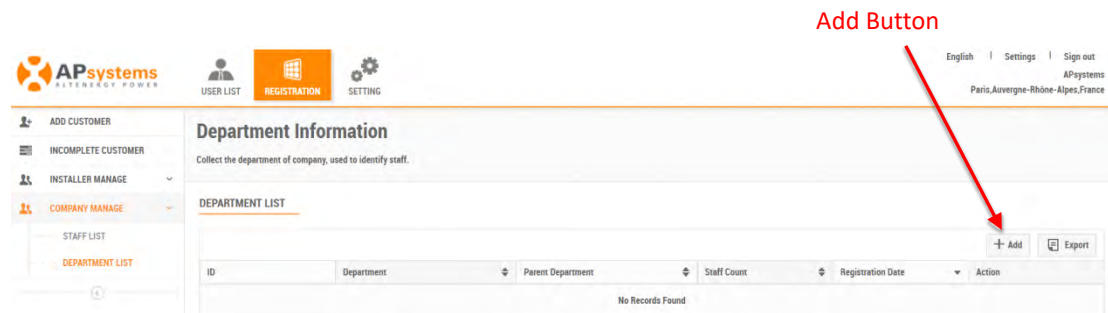
### Note

- Select 'All': the default mode in which employees can monitor or manage all accounts under your name.
- Select Specify province: the custom mode, in which employees can only monitor or manage all accounts under the province you have assigned to them.

## 3.3 Add a New Department

- Select the “REGISTRATION” icon at the top of the page.
- Select the “COMPANY MANAGE” in the left side bar.
- Select the “DEPARTMENT LIST” in the left side bar.

The department management page is displayed.



## 3. Company Manage

- Select the “Add” department button.

The department information adding page is displayed.

The screenshot shows the 'Add Department' modal form. The modal has a title bar with 'Add Department' and a close button. Below the title bar is a note: 'Note: Create a new department.' There are two input fields: 'Name' and 'Parent Department'. The 'Parent Department' dropdown menu is set to 'APsystemadmin'. At the bottom right of the modal is a 'Submit' button. The background shows the 'Department Information' page with a table and '+ Add' button.

- Enter information.
- Press the “Submit” Button.

The screenshot shows the 'Department Information' page. The page title is 'Department Information' and the subtitle is 'Collect the department of company, used to identify staff.' Below the title is a 'DEPARTMENT LIST' section. The table has the following columns: ID, Department, Parent Department, Staff Count, Registration Date, and Action. The table contains one record with ID 1, Department EMA, Parent Department --, Staff Count 0, and Registration Date 2022-02-18. The Action column contains a 'Delete' button. The page also has a '+ Add' button and an 'Export' button.

ID	Department	Parent Department	Staff Count	Registration Date	Action
1	EMA	--	0	2022-02-18	Delete

### Note

- You can select the parent department of the department, if there is no parent department, the default is the installer's company of the logged in user, the parent department in the list shows "--".
- To delete a department, select the “Delete” button to the right of the department record. If there are installer employees and subordinate departments under the department, the department cannot be deleted.

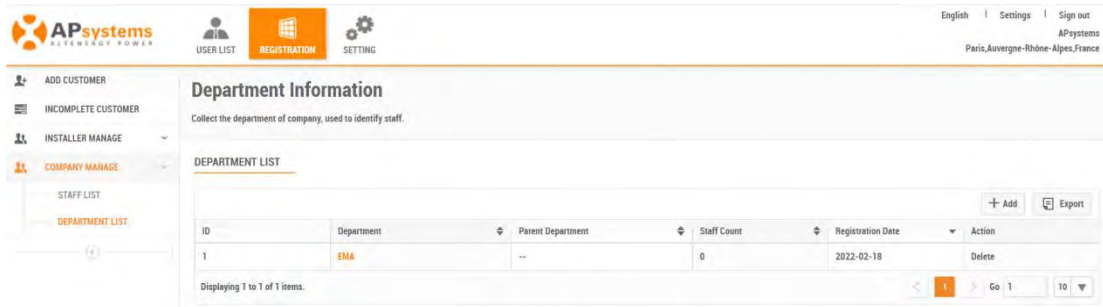
## 3.4 Department Management

### 3.4.1 Department Information

## 3. Company Manage

- Select the “REGISTRATION” icon at the top of the page.
- Select the “COMPANY MANAGE” in the left side bar.
- Select the “DEPARTMENT LIST” in the left side bar.

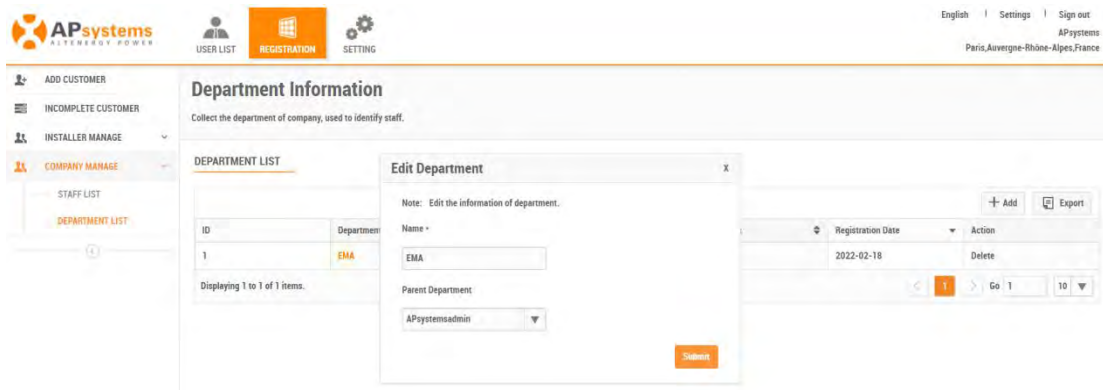
A list of department registrations is displayed.



The screenshot shows the APsystems web interface. The top navigation bar includes the APsystems logo, 'USER LIST', 'REGISTRATION' (highlighted), and 'SETTING'. The left sidebar contains 'ADD CUSTOMER', 'INCOMPLETE CUSTOMER', 'INSTALLER MANAGE', 'COMPANY MANAGE' (highlighted), 'STAFF LIST', and 'DEPARTMENT LIST'. The main content area is titled 'Department Information' and contains a 'DEPARTMENT LIST' table. The table has columns for ID, Department, Parent Department, Staff Count, Registration Date, and Action. One row is visible with ID 1, Department EMA, Parent Department --, Staff Count 0, and Registration Date 2022-02-18. The Action column contains a 'Delete' link. Below the table, it says 'Displaying 1 to 1 of 1 items.' and there are pagination controls.

- Select the department you want to edit.

The department information editing page is displayed.



The screenshot shows the APsystems web interface with the 'Edit Department' modal form open. The modal has a title 'Edit Department' and a note: 'Note: Edit the information of department.' It contains three input fields: 'Name' with the value 'EMA', 'Parent Department' with a dropdown menu showing 'APsystemsadmin', and a 'Submit' button. The background shows the 'DEPARTMENT LIST' table from the previous screenshot, which is partially obscured by the modal.

- Enter new information.
- Press the “Submit” button.