



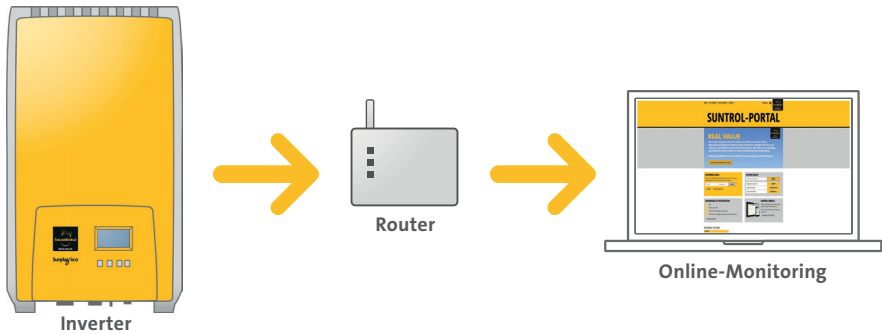
Quick Guide | EN

About these instructions

The Quick Guide provides the installer with information on registering in Suntrol Portal, set-up and configure a new system and transfer it to his customer. We are constantly improving the functionality and user experience - therefore the visualization of the steps in this Quick Guide may vary slightly from Suntrol Portal.


Intended use

- Free portal for monitoring yields and the amount of electricity you produce
- Fault warning system saves your customers money
- Mobile system monitoring with Suntrol mobile for all smartphones and tablet PCs
- Option for presenting your own reference systems with the Suntrol portal and Suntrol mobile
- Free advertisement thanks to individual installers page on the Suntrol portal



INSTALLER

SYSTEM OWNER

<p>1. </p>	<p>Open your webbrowser Go to www.suntrol-portal.com</p>
NEW USER	NEW USER
<p>2. Register in Suntrol-Portal & complete the form (page 3)</p>	<p>2. Register in Suntrol-Portal & complete the form (page 3)</p>
<p>3. Register as an "Installer"(page 4)</p>	
EXISTING USER	EXISTING USER
<p>4. Install the PV system at the customers site & connect the inverter to the internet</p>	
<p>5. Register the PV system in the Suntrol-Portal (page 5)</p>	
<p>6. After the first data upload: Configure the system (page 7)</p>	
<p>7. Transfer the system to your customer (page 8)</p>	
<p>8. Set up E-Mail notifications (page 8)</p>	<p>8. You may now monitor your system, configure it, upload pictures and set-up notifications (page 8)</p>

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INSTALLER

SYSTEM OWNER

NEW USER

NEW USER

Create an account

1. Click on **REGISTER**

CUSTOMER LOGIN

If you are a SolarWorld specialist partner, you can use your SpecialistPartnerNet login data for initial access.

E-mail Password **LOGIN**

[Register](#) [Forgot password?](#)

2. Enter your
 - E-Mail
 - Name
 - Address
 - Preferred language
 - Decide which data should be public or remain private

REGISTRATION – STEP 1 OF 2

Registering for the Suntrol portal is easy and quick. It is also worth registering even if you don't have systems yourself.

[View advantages](#)

E-mail
john.doe@doe.com

First name
John

Last name
doe

Postal code
Country
United Kingdom

Preferred language
English

☒ My name can be shown to the public.
☒ My e-mail address can be shown to the public.
☒ My address can be shown to the public.

SUBMIT

4. Read the data privacy terms and general terms and conditions of use

5. Accept both to continue

Note: Please accept personal, by german law it is not allowed that the installer accepts for his customer

6. Click on **REGISTER**

Data privacy

☒ ☐ ☐ ☐

☒ ☐ ☐ ☐

7. You will receive an E-Mail from *no-reply@suntrol-portal.com* and may activate your account by clicking on the link

8. Choose a password for your account

EXISTING USER

EXISTING USER

9. Log in with your E-Mail and password

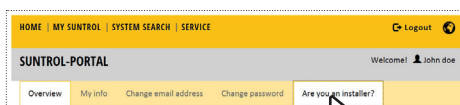
These steps apply to installers who want to monitor their installed solar systems and offer services for their customers.

Benefits

- Free advertisement thanks to individual installers page on the portal
- Fault warning systems save your customers money
- Option for presenting your own reference systems with the Suntrol portal

INSTALLER

1. Log in and click on **ARE YOU AN INSTALLER?** on the My Suntrol page



2. Fill in your company details

- **COMPANY NAME**
- **ADDRESS**
- **CONTACT**
Who is the contact person in your company?
- **TELEPHONE**
- **E-MAIL ADDRESS**
- **WEBSITE**
- **YOUR COMPANY WEBSITE (OPTIONAL)**
- **HOURS**
Opening hours of your company
- **DESCRIPTION**
Fill out a brief description of you company and its benefits and why customers should contact you
- **COMPANY LOGO**
You may upload your company logo here. Your logo will be displayed at all systems you have installed.

REGISTRATION AS AN INSTALLER

Accepted installers receive a profile page with their contact data and can register as system installers.

All fields marked with * are compulsory.

Company name*
Doe's Company

Street*
Mainstreet 100

Postal code*
HAG 382

Fax
+44 987654321

E-mail address*
info@doe.com

Website
www.doescompany.com

Hours*
Monday to Friday 8am to 5pm
Saturday & Sunday closed

Description*
We are the PV experts.
Contact us to get more information!

Company logo

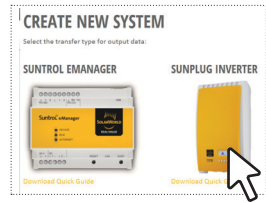
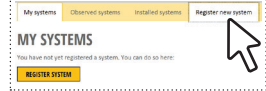
3. Click on **CREATE** to continue

SolarWorld will now check your company data manually. This may take a few days.

4. After your company request has been submitted, you can view or update your company data

INSTALLER

1. Log in with your E-Mail address and password
2. Place your cursor on **MY SUNTROL** in the menu and click on **MY SYSTEMS**
3. Click on **REGISTER NEW SYSTEM** or **REGISTER SYSTEM**
4. Click on the image of the systems transfer type, e.g. Sunplug inverter



Register the system

5. Fill in the data for the system you are going to register
 - **NAME**
Select a name for your customers solar system
 - **LOCATION DATA**
Name, Street, Postal Code, City
 - **ORDER NUMBER (OPTIONAL)**
This number helps our support team to view all relevant details in case of service
 - **FRAME AND MOUNTING TYPE**
 - **DATE COMMISSIONED**
 - **FUTURE SYSTEMS WEB ADDRESS**
 - **MAKE SYSTEM PUBLICLY VISIBLE**
If checked, all users and guests can find the system and see the yields
 - **MODULE TYPE AND NUMBER OF MODULES**
 - **PITCH AND ORIENTATION**
If the system has more than one roof pitch or orientation, please fill in all of the pitches and orientations. After first data transmission you can create a detailed module layout via the **System Configurator** (see page 7)

REGISTER SYSTEM

Name:

Street:

Postal code:

City:

Country:

Time zone:

☒ Make system publicly visible
When a system is publicly visible, it can be found and displayed using the search function or its web address without requiring a portal login.

The following information is required, among other things, in order to calculate the system output (in kWh). Once data has been received for the first time, you can then create a more detailed module layout via the „System Configurator“.

Modules:

Number of modules:

6. Click on **CREATE** to continue

INSTALLER


Register the inverters

1. Fill in the serial number of the inverter and click on **SAVE**
2. The inverter now appears in the table **REGISTERED SUNPLUG INVERTERS**
3. If you have installed more than one inverter within the system please proceed in the same way with your systems further inverter
4. If the inverter is connected to the internet, the first data upload will occur within the next 15 minutes → the status of transmission will be shown in the column **LAST TRANSMISSION**

Optional for Sunplug warranty extension

5. You may activate the warranty extension for the Sunplug inverters by clicking on **ENTER ACTIVATION CODE**
6. A green indicator will show up when the warranty extension is activated

MANAGE SUNPLUG INVERTER



Note: This configuration page is only for solar systems with SolarWorld Sunplug inverters that are not connected to a data logger.
In order to match the data sent by the inverters to your **My sunny PV plant** system, the portal requires the device serial numbers.

REGISTERED SUNPLUG INVERTERS

Name	Serial number	Warranty extension*	Last transmission
	123456XY *****	Enter code	No output data available: remove inverter

*Please enter your activation code(s) for your warranty extension here.

REGISTER NEW SUNPLUG INVERTER

Please enter the serial numbers of **all Sunplug inverters** connected to your system:

Registration successful.

Serial number

1234*****

SAVE

Where do I find the serial number?

You may find the serial number (S/N) of the inverter on the inverters side. Please use the number below the Barcode.

How can i get an activation code?

- *Planned Kit by SolarWorld:* You may find the free activation code within the planning documents
- *Kit easy:* You may find the free activation code within the documents your distributor has sent to you
- *No planned Kit or Kit easy:* You may order an activation code from SolarWorld's Customer Service

INSTALLER

To enter detailed systems configurations such as modules per inverter, different roof orientations, ...

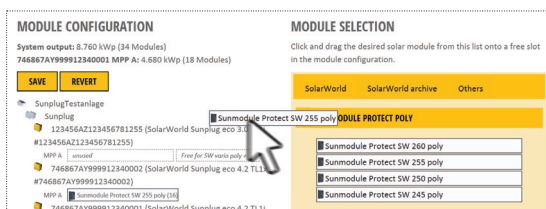
System Configuration

The module configuration is used to depict the inverter and system modules in a tree structure

Each inverter has – depending on the number of MPP-trackers – one or more spaces which can be assigned with a module type

On the right side you will find the module selection containing the available modules

You may select and arrange the modules with your computer mouse via drag-and-drop-placement



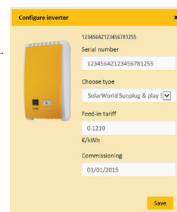
Module settings

1. Click on the module within the tree which you want to configure. A dialog will open where you can enter the number of modules, alignment and angle of inclination. Click on **SAVE** to store your values.
2. To delete a solar module, click **DELETE** in the settings menu



Inverter settings

1. Click on an inverter within the tree structure
2. A dialog window will open. You can change the commissioning date, remuneration data, feed-in tariff, ...



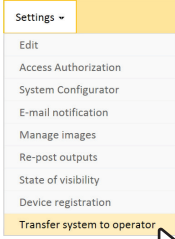
i Drag & Drop

- Move the cursor to the object
- Press, and hold down the button on the mouse to “grab” the object
- “Drag” the object to the desired location by moving the pointer to this one
- “Drop” the object by releasing the button

INSTALLER

SYSTEM OWNER

Note: This functionality is only given, if you are registered as an installer

1. Go to the system you want to transfer to the system owner	1. Register in Suntrol portal & complete the form (page 3)	
2. Place your cursor on SETTINGS and then click on TRANSFER SYSTEM TO OPERATOR		
3. Fill-in the E-Mail address of the operator		
4. Click on SUBMIT		
<p>Note: The operator needs to be registered in advance to the transfer (see page 3,4)</p>		
	5. You will receive an E-Mail with a link to your system in the Suntrol portal	

SET UP EMAIL NOTIFICATIONS

INSTALLER

- Go to the system you want to set up notifications for
- Place your cursor on **SETTINGS** and then click on **E-MAIL NOTIFICATION**
- You may enter the notification settings by clicking on

- REGULAR OUTPUT OVERVIEW**

You will receive the output overview in the morning, the monthly overview on the 1st of each month.
Reporting time is the time you will receive your daily E-Mail of the previous day



- MONITORING FUNCTIONS**

Events: You receive an E-Mail regarding the inverter failures of the previous day.

Output: compares your system with the systems nearby.

Inverter connections: If one of the two monitoring functions is activated, it will be tracked as well if your inverter is connected to the internet. You receive an E-Mail if the system is offline for more than 24h.

