

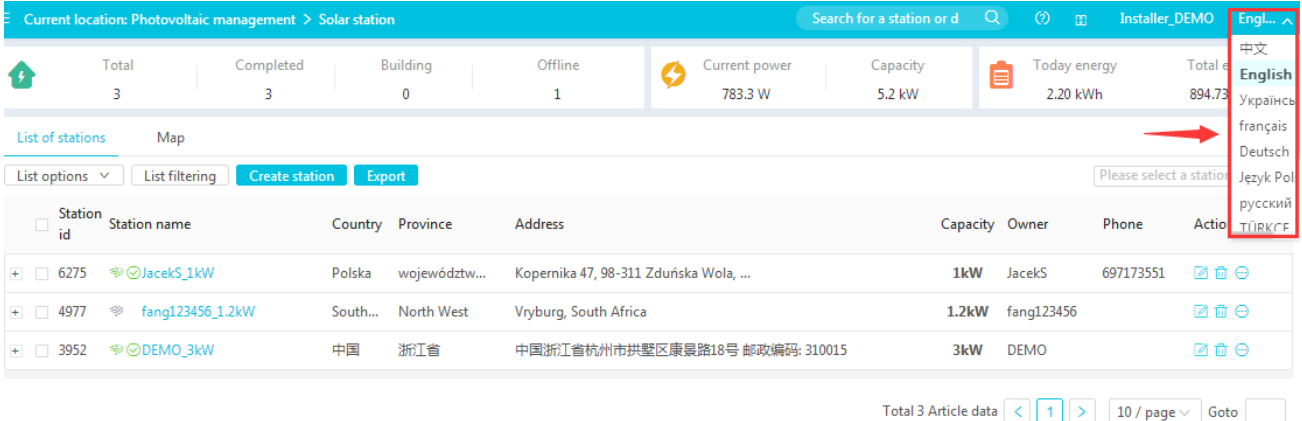
HMP Operating Guide

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1. How to Change the Webpage Language?

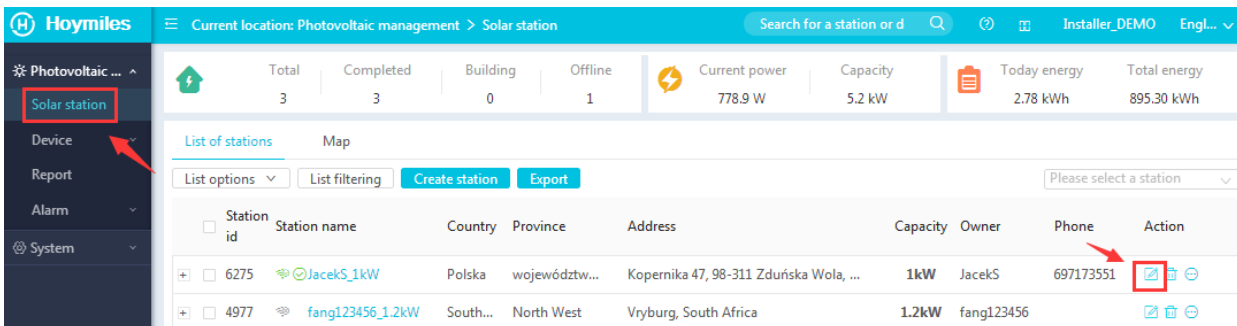
There is a language bar on the top of the right hand side, click the down arrow to select your prefer language.



The screenshot shows the 'Solar station' management page. At the top right, there is a language dropdown menu labeled 'Engl...'. A red arrow points to this menu, which is open, showing options for Chinese (中文), English, Ukrainian (Українськ), French (français), German (Deutsch), Polish (Język Pol), Russian (русский), and Turkish (TÜRKÇE). Below the menu, a table lists solar stations with columns for Station id, Station name, Country, Province, Address, Capacity, Owner, Phone, and Action. The first row shows a station with ID 6275, name 'JacekS_1kW', located in Poland.

2. How to Edit Station Details?

Please go to Solar station, choose the site you want to amend. Click the “Edit” bottom on the right hand side from the list. Edit the information you want to change.

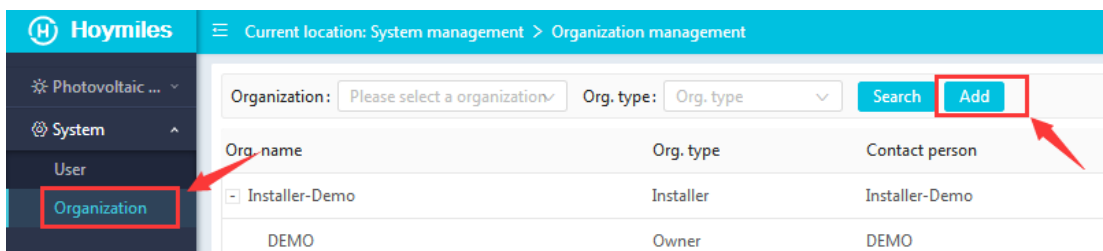


The screenshot shows the 'Solar station' management page with a sidebar on the left. The 'Solar station' menu item is highlighted with a red box and a red arrow. In the main content area, a table lists solar stations. The first row shows a station with ID 6275, name 'JacekS_1kW', located in Poland. A red arrow points to the 'Action' column for this station, specifically to the 'Edit' icon (a pencil).

3. How to Create?

3.1 How to create an Sub-Account (an Distributor/Installer/End user account under your account)?

- Select the “Organization” from the left-side functional label, then click “Add”.



The screenshot shows the 'Organization management' page. On the left sidebar, the 'Organization' menu item is highlighted with a red box and a red arrow. In the main content area, there is a form with fields for 'Organization' (a dropdown menu), 'Org. type' (a dropdown menu), and 'Search'. A red arrow points to the 'Add' button. Below the form, a table lists organizations with columns for Org. name, Org. type, and Contact person. The first row shows an organization named 'Installer-Demo' with type 'Installer' and contact person 'Installer-Demo'.

b. Fill in the Account details, and complete the Organization creation.

Add

* Parent Org.: Please select the Org name that you want to locate this account to * Contact person:

* Org. type: * Contact number:

* Org. name: * Address:

* Country:

Province:

City:

Area:

Fault selection:

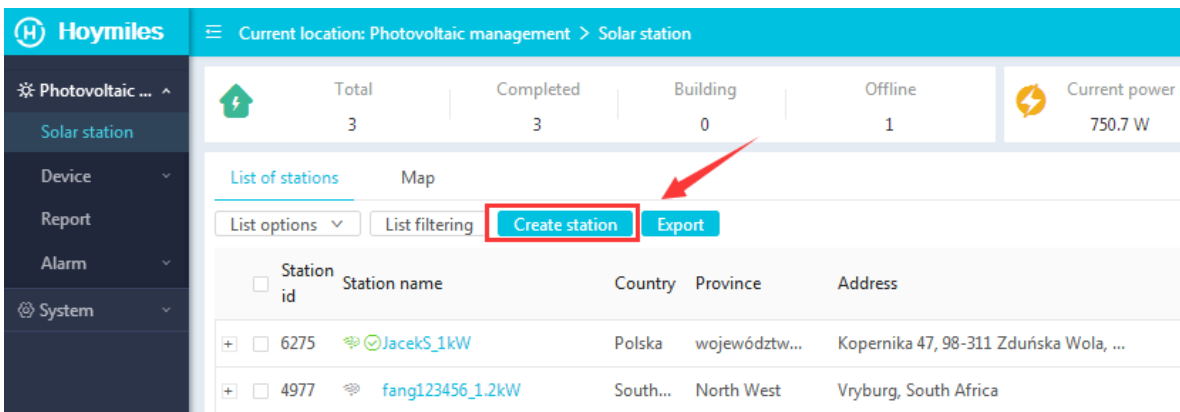
Remarks:

Allocating resources :

c. Create a station under this user (refer to section 3.2).

3.2 How to create a Station under your account?

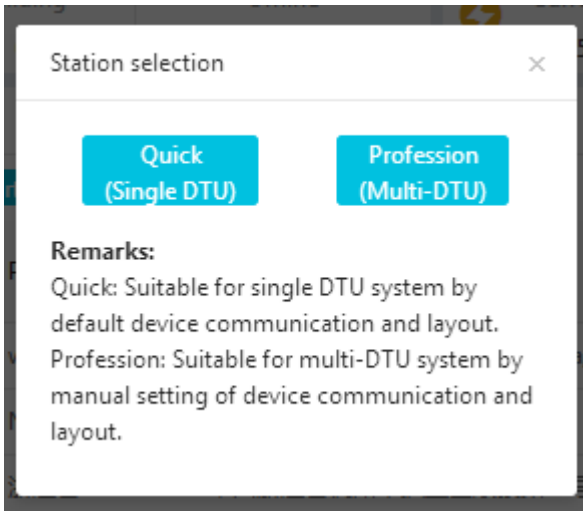
a. Select “Create station” from “Solar station” page.



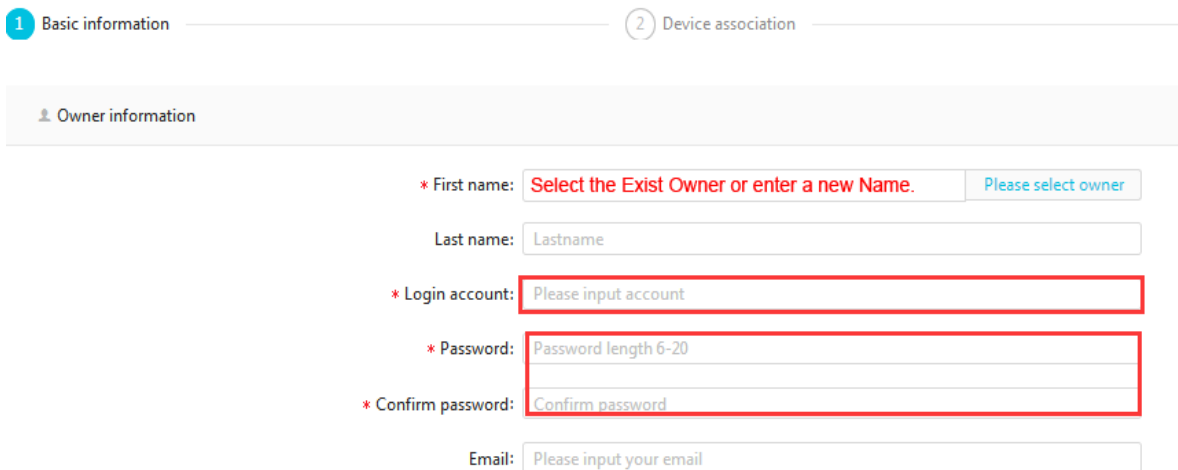
The screenshot shows the 'Solar station' management page in the Hoymiles interface. The top navigation bar indicates the current location is 'Photovoltaic management > Solar station'. A summary bar shows: Total: 3, Completed: 3, Building: 0, Offline: 1, and Current power: 750.7 W. Below this, there are tabs for 'List of stations' and 'Map'. Under 'List of stations', there are buttons for 'List options', 'List filtering', 'Create station' (highlighted with a red box and a red arrow), and 'Export'. A table below lists existing stations:

Station id	Station name	Country	Province	Address
6275	JacekS_1kW	Polska	województw...	Kopernika 47, 98-311 Zduńska Wola, ...
4977	fang123456_1.2kW	South...	North West	Vryburg, South Africa

- b. Select “Quick” if you only have 1 DTU for this installation, select “Profession” if there are multiple DTU.



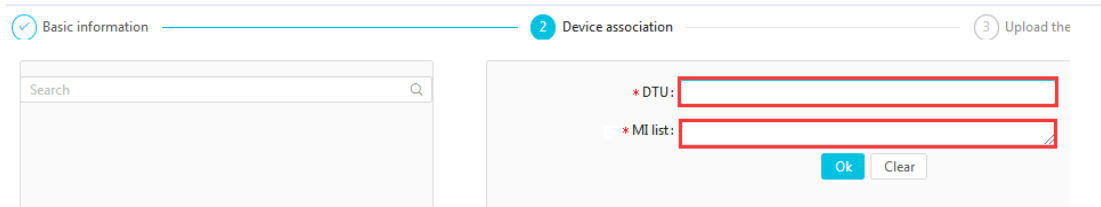
- c. Fill in all site details (the “Login account” and “Password” will be used to future login for end user).



The image shows a 'Basic information' form with the following fields:

- 1 Basic information** (selected) | 2 Device association
- Owner information
- * First name: [Please select owner](#)
- Last name:
- * Login account:
- * Password:
- * Confirm password:
- Email:

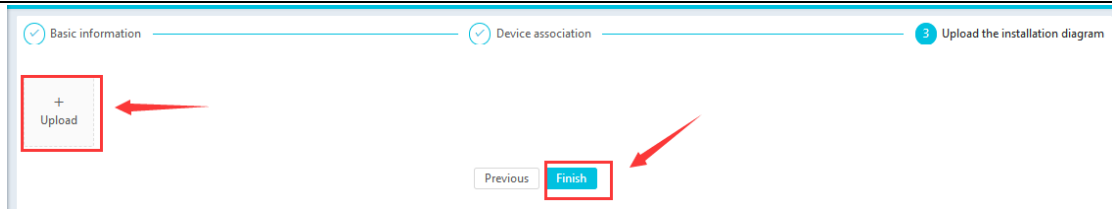
- d. Fill in the DTU serial number and Microinverter serial number.



The image shows a 'Device association' form with the following fields:

- Basic information | **2 Device association** (selected) | 3 Upload the
- Search:
- * DTU:
- * MI list:
-

- e. Upload the site picture and click “Finish” to complete the creation.

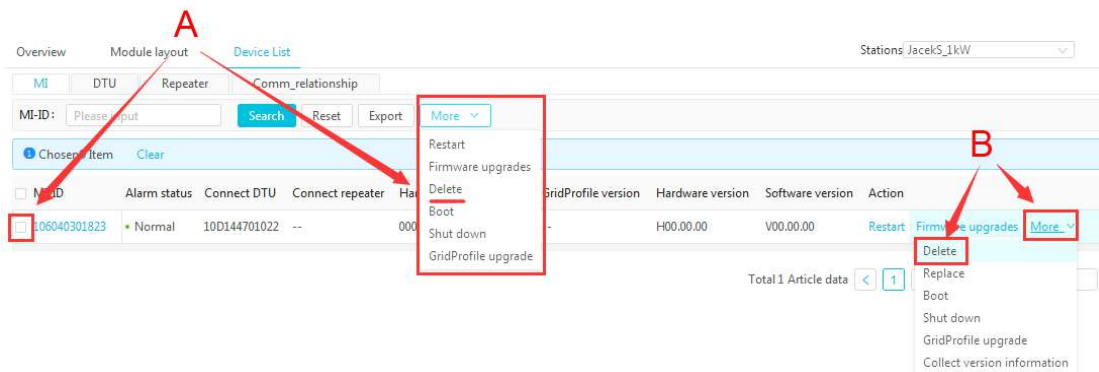


4 How to Delete?

4.1 How to delete Device (Microinverter/Repeater/DTU)?

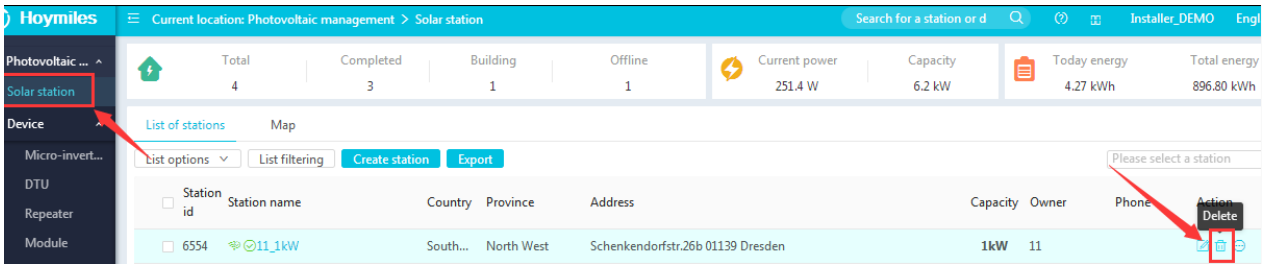
Please Select “Device List” on the top of Station page, click the tab base on the device that you want to delete. There are 2 ways that you can choose to delete the device:

- A. Tick the box for the device that you want to delete, click the “More” bottom on the top and “Delete” (suggest use for mass deletion).
- B. Click “More” on the right side of the list and choose “Delete” (suggest use for single deletion).



4.2 How to delete Station?

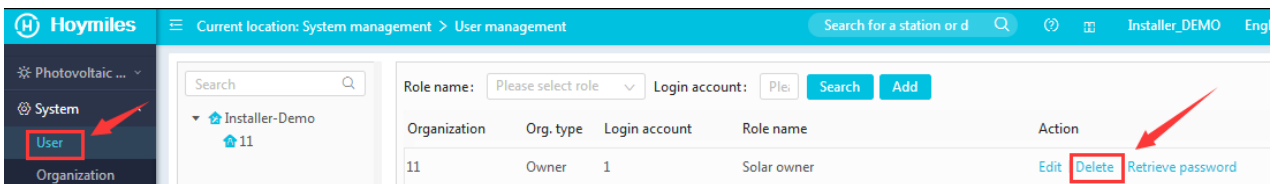
To delete the station, you will need to delete all Microinverter under this station first (refer to section 4.1)



Station id	Station name	Country	Province	Address	Capacity	Owner	Phone	Action
6554	11_1kW	South...	North West	Schenkendorfstr.26b 01139 Dresden	1kW	11		Delete

4.3 How to delete Account (User)?

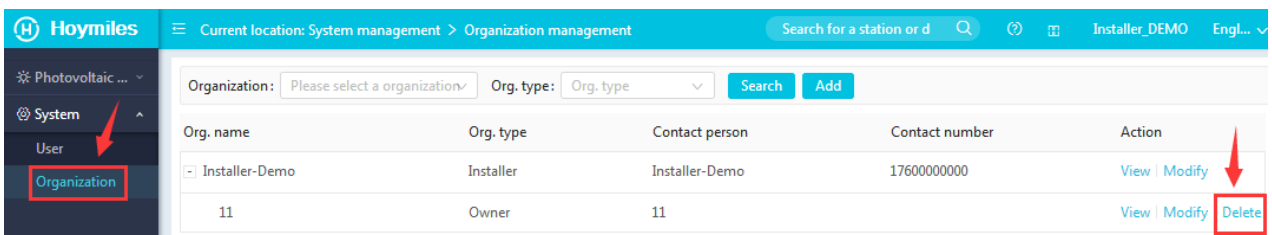
Please select “User” from the left-hand side functional label under “System”, and click “Delete”.



Organization	Org. type	Login account	Role name	Action
11	Owner	1	Solar owner	Edit Delete Retrieve password

4.4 How to delete Organization?

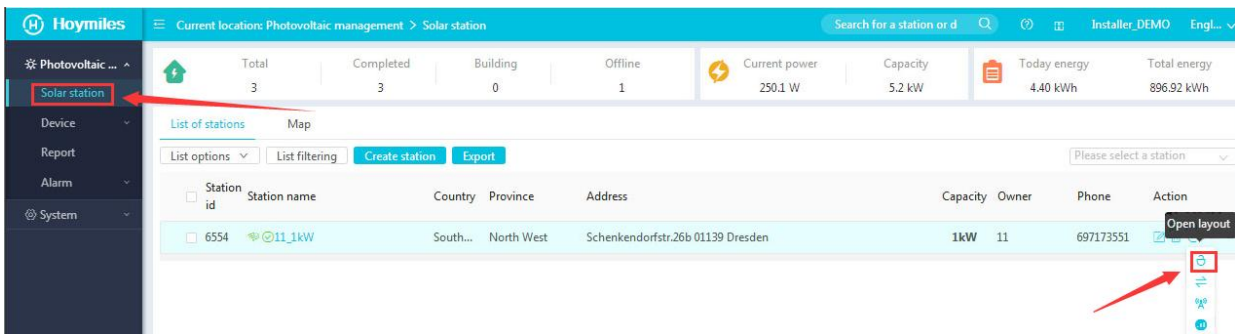
Please select “Organization” from the left-hand side functional label under “System”, and click “Delete”.



Org. name	Org. type	Contact person	Contact number	Action
11	Owner	11		View Modify Delete

5 How to Enable End User's Layout Page (Able to view panel level info)?

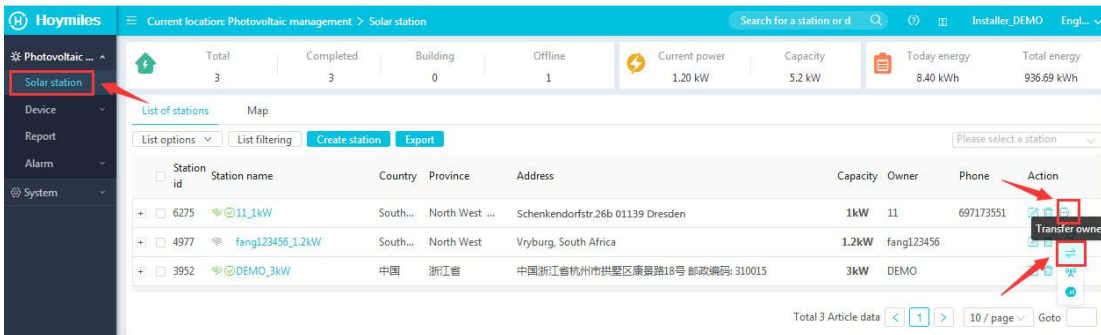
Please go to the “Solar Station” page and enable the “Open Layout” under “More” bottom.



6 How to Transfer?

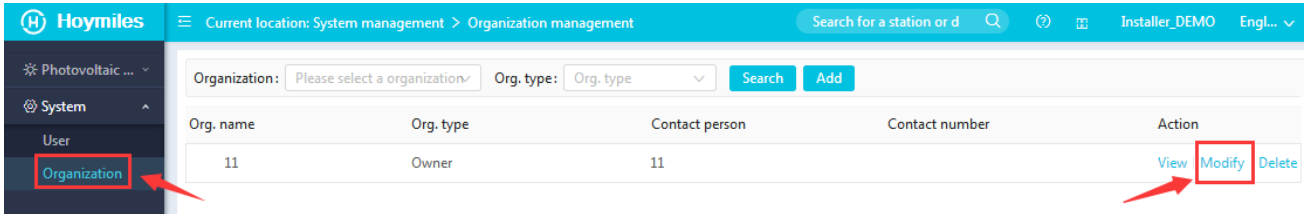
6.1 How to transfer the existing Station to another User?

Please go to the “Solar Station” page, select “Transfer owner” under “More”. Choose the owner that you want to transfer to and click “ok”.



6.2 How to transfer an existing Account to another organization (Distributor/Installer)?

Please go to “Organization” under “System”, and click “Modify”. Fill in the details on the information box and click “ok”.



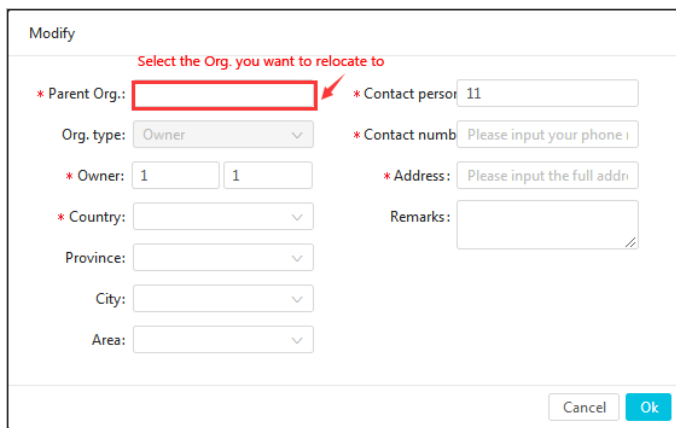
Current location: System management > Organization management

Search for a station or d

Installer_DEMO Engl...

Organization: Org. type:

Org. name	Org. type	Contact person	Contact number	Action
11	Owner	11		View Modify Delete



Modify

Select the Org. you want to relocate to

* Parent Org.: * Contact person:

Org. type: * Contact numb:

* Owner: * Address:

* Country:

Province:

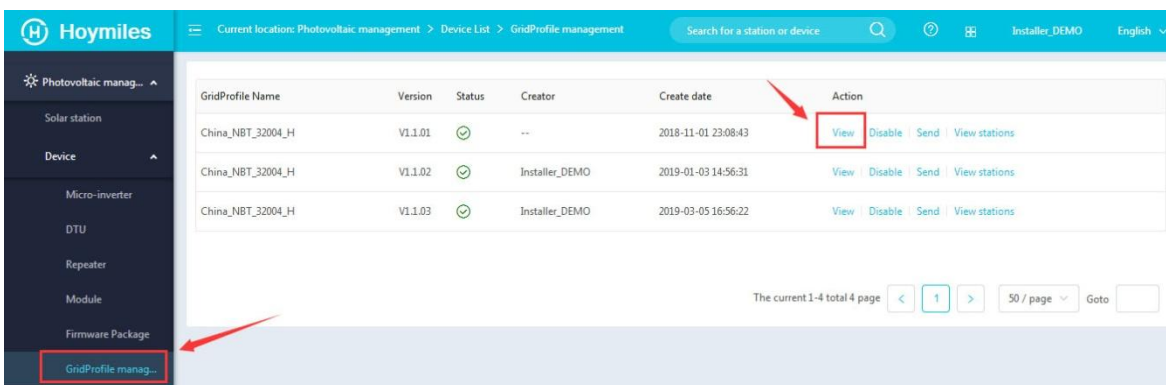
City:

Area:

Remarks:

7 How to Edit Profile File?

a. Please select “GridProfile management” under “Device”, and click “View” on the right side of the file list.



Current location: Photovoltaic management > Device List > GridProfile management

Search for a station or device

Installer_DEMO English

GridProfile Name	Version	Status	Creator	Create date	Action
China_NBT_32004_H	V1.1.01	✓	--	2018-11-01 23:08:43	View Disable Send View stations
China_NBT_32004_H	V1.1.02	✓	Installer_DEMO	2019-01-03 14:56:31	View Disable Send View stations
China_NBT_32004_H	V1.1.03	✓	Installer_DEMO	2019-03-05 16:56:22	View Disable Send View stations

The current 1-4 total 4 page 50 / page

b. Change the parameter that you want to amend and click “ok” to save.

GridProfile Name:China_NBT_32004_H V1.1.01

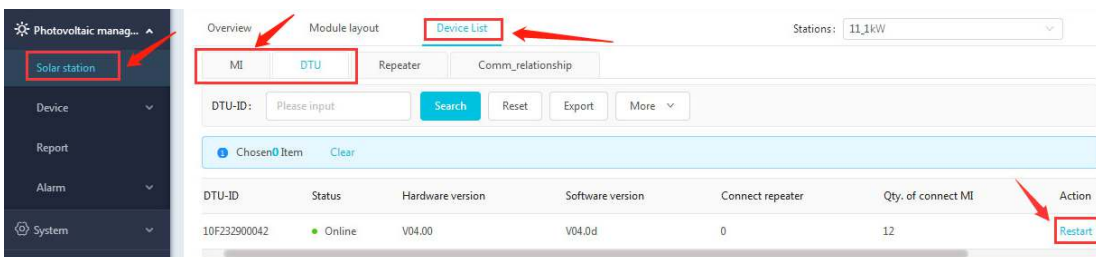
Parameter	Value	Unit	Range(min-max)
CountryStd	302		
Version	1101		
Voltage limits and trip time			
Over voltage limit	<input type="text" value="270"/>	V	253~275
Under voltage limit	<input type="text" value="195.5"/>	V	180~195.5
Frequency limits and trip time			
Over frequency limit	50.5	Hz	

Cancel OK

8 About Remote Control Function

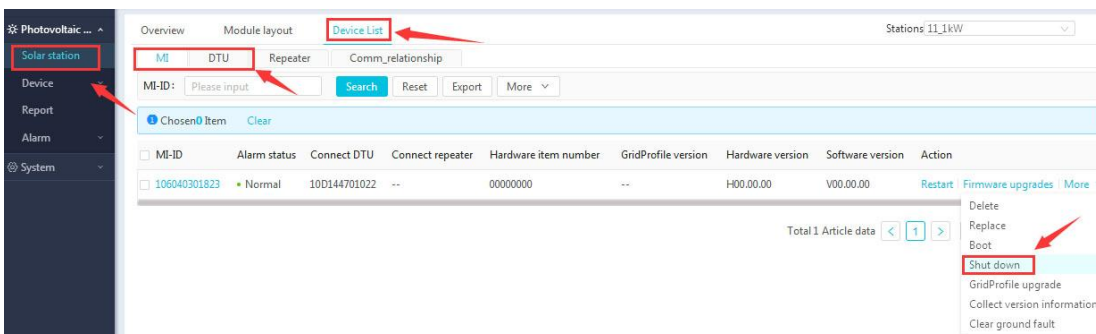
8.1 How to remote restart DTU/Microinverter?

Please go to “MI”/”DTU” from the “Device List” after choose “Solar station” on the left side functional bottom, then click “Restart” on the right side from the device list.



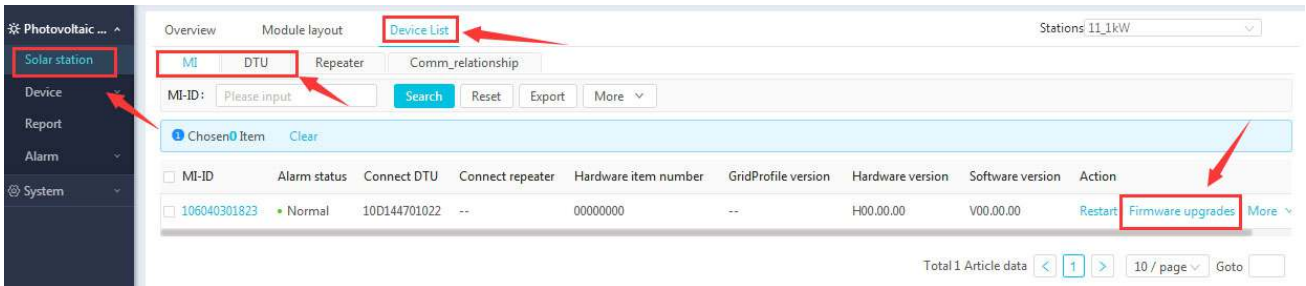
8.2 How to remote switch off DTU/Microinverter?

Please go to “MI”/”DTU” from the “Device List” after choose “Solar station” on the left side functional bottom, then click “Shut down” on the right side from the device list.



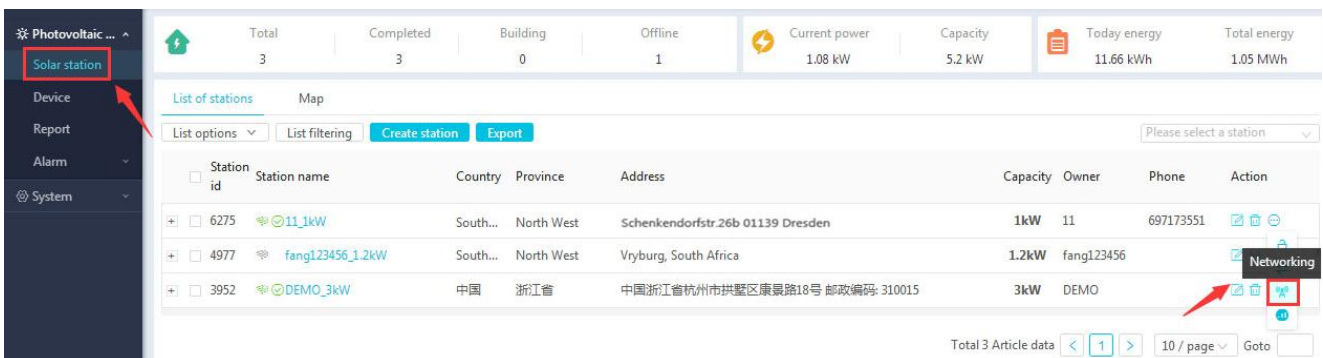
8.3 How to remote upgrade firmware?

Please go to “MI”/”DTU” from the “Device List” after choose “Solar station” on the left side functional bottom, then click “Firmware upgrade” on the right side from the device list.



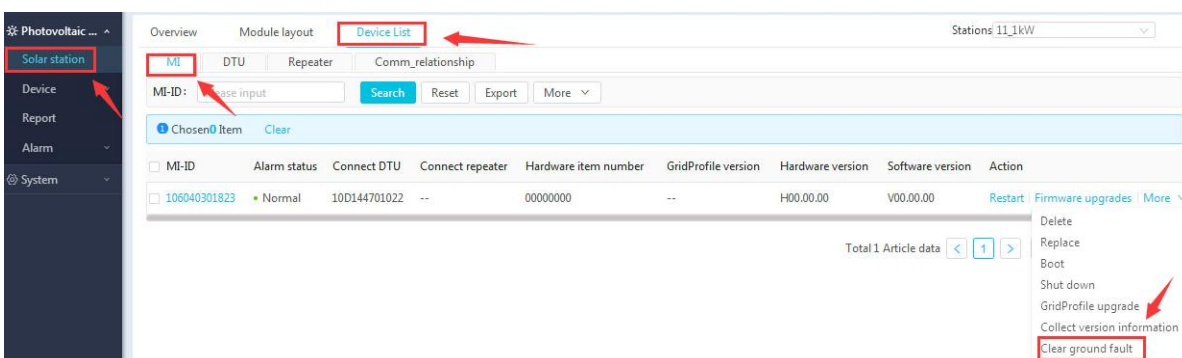
8.4 How to do the Networking from platform?

Please select “Solar station” on the left side functional bottom, then choose “Networking” on the right side from the station list.



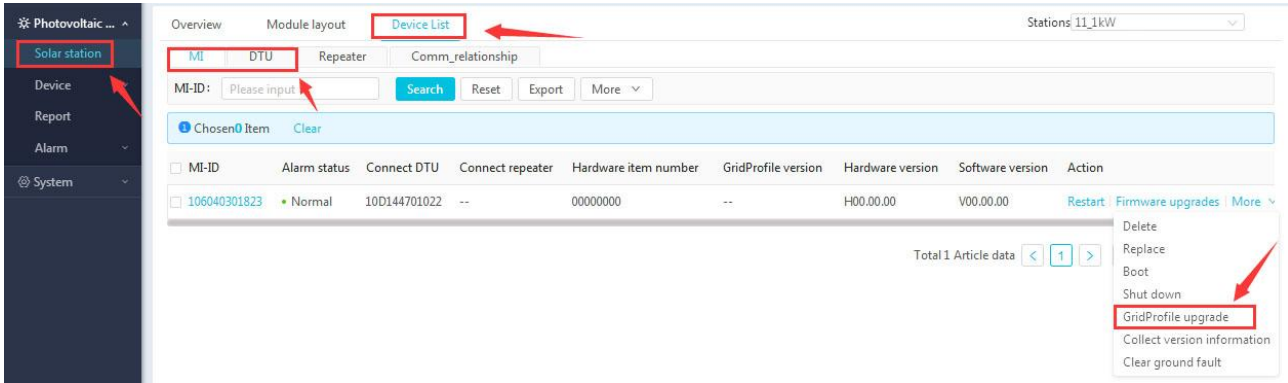
8.5 How to clear Ground Fault from platform?

Please go to “MI”/”DTU” from the “Device List” after choose “Solar station” on the left side functional bottom, then click “Clear ground fault” on the right side from the device list for the inverter that has ground fault.

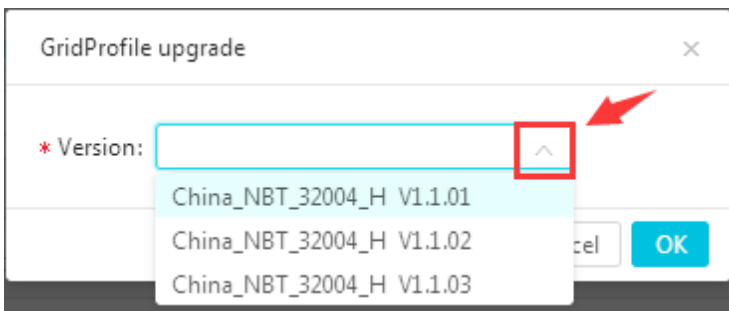


8.6 How to upgrade the Profile File?

- a. Please go to “MI”/”DTU” from the “Device List” after choose “Solar station” on the left side functional bottom, then click “GridProfile upgrade” on the right side from the device list.

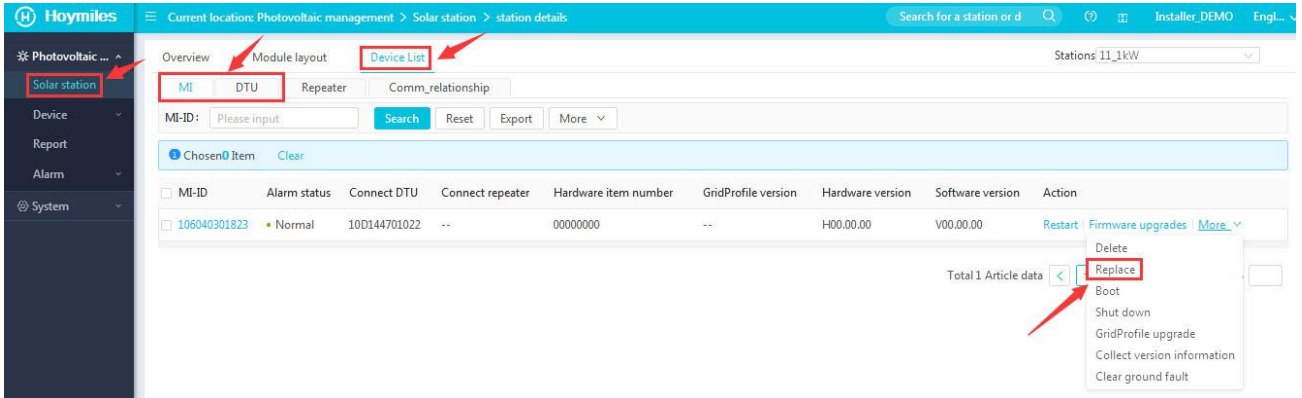


- b. Select the GridProfile that you want to upgrade, and click “ok”.



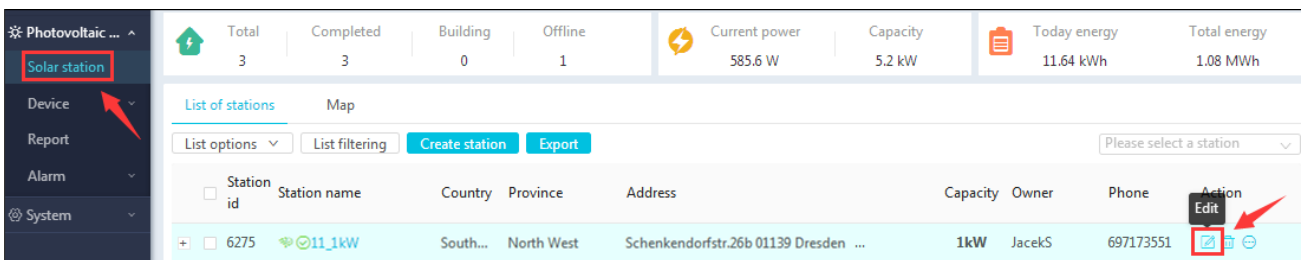
9. How to Replace Device from the Webpage?

Please go to “MI”/”DTU” from the “Device List” after choose “Solar station” on the left side functional bottom, then click “Replace” on the right side from the device list to replace the inverter/DTU.

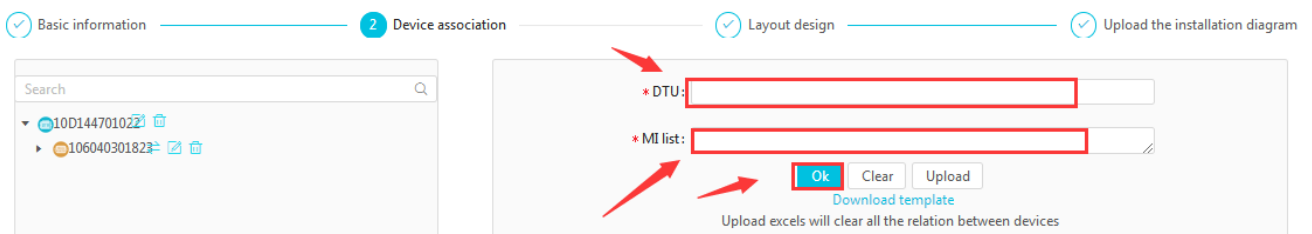


10. How to add device under existing station

a. Please go to “Solar Station” and find the station that you want to add the device to. Click the “Edit”.



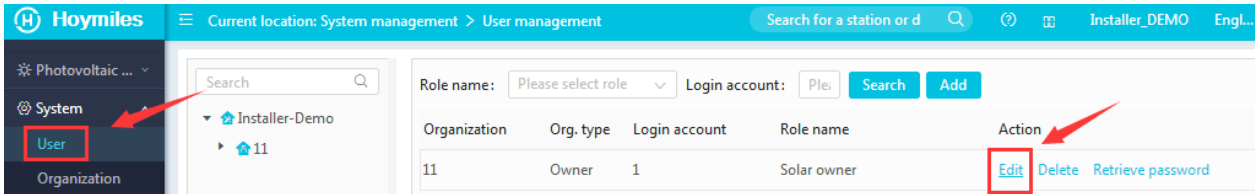
b. Follow the guide and add the extra MI/DTU ID on the Device association step, and click “ok”.



c. Complete the “Layout design” and “Upload the installation diagram” step and save to complete the process.

11. How to modify end user's login name

- Please go to "User" under "System", find the end user that you want to amend the login name, and click "Edit" on the right side.



- Amend the account name on the "Login account" box and click "OK" to complete the change.

Modify ✕

* Organization:

* Login account:

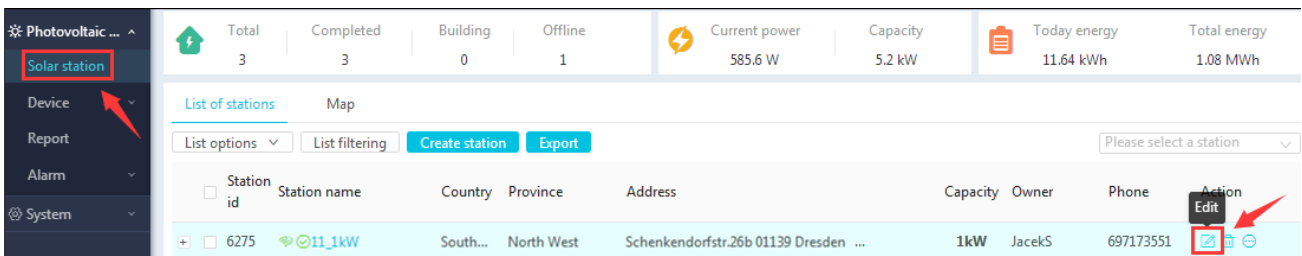
Email:

Post code:

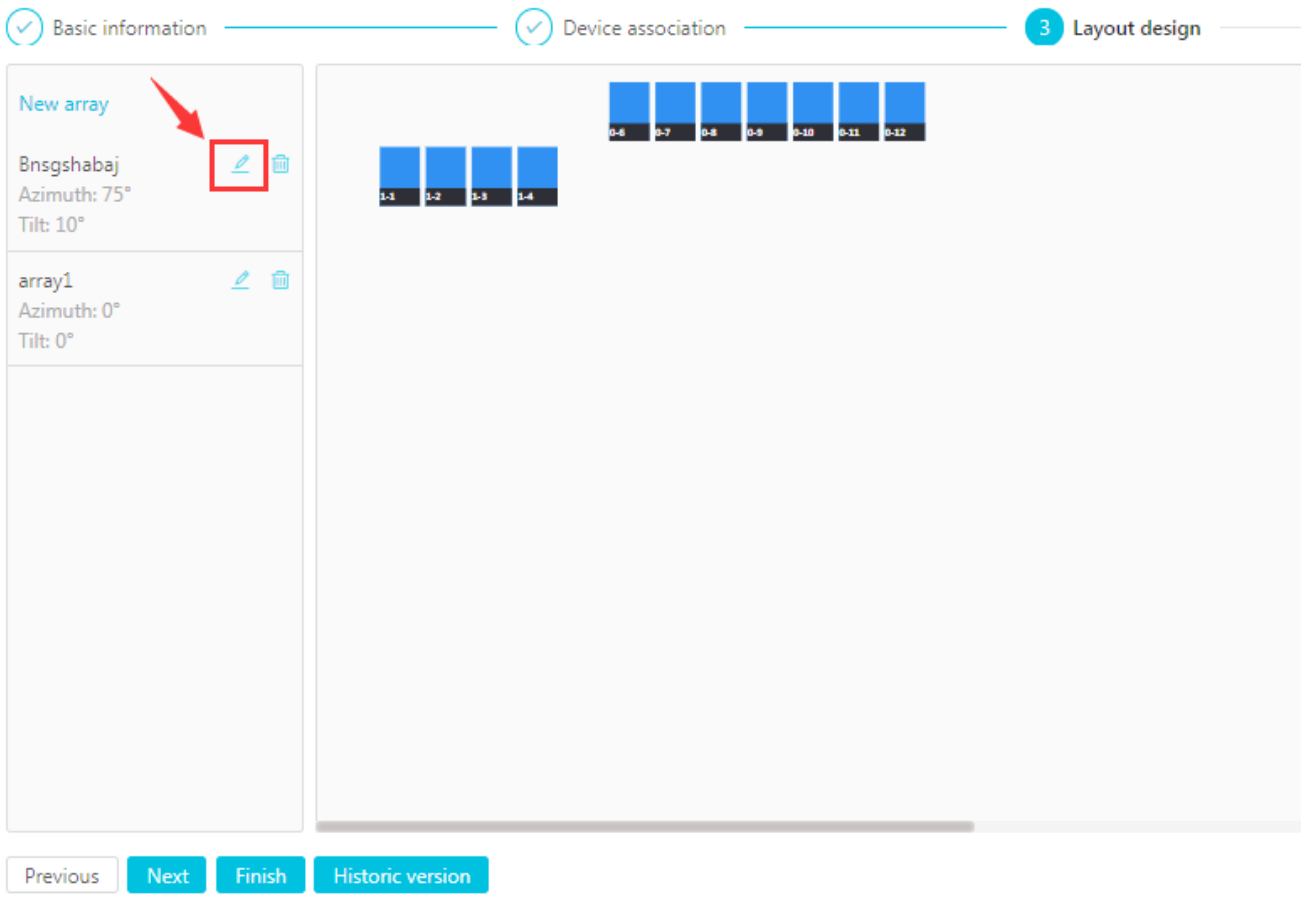
* Allocating roles : Solar owner Energy owner

12. How to Re-allocated the Panel Layout?

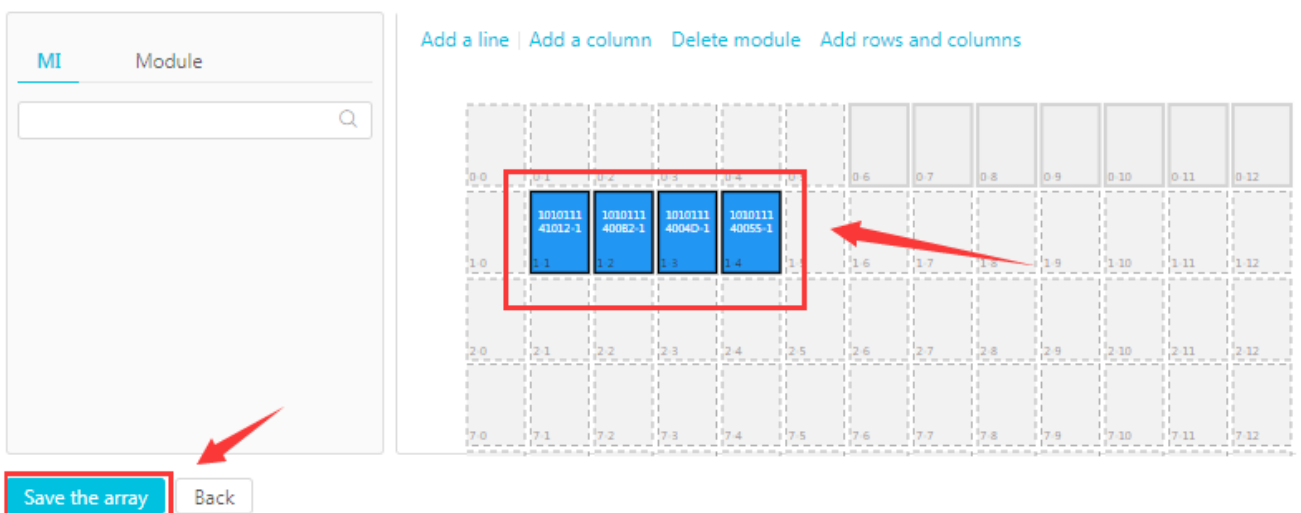
- Please go to "Solar Station" and find the station that you want to add the device to. Click the "Edit".



b. Press “Next” until Step 3 “Layout design”, select the array you want to re-allocated.



c. Move the panels to the right location and click “Save the array” and “ok”.



d. Click “Finish” to complete the changes.