ORSIS UK
Innovation In Smart Metering

SUNRISE SOLAR PV PORTAL

User Guide

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Sunrise Solar PV Portal Introduction

Thank you for subscribing to the Sunrise Solar PV Portal. This web-based portal is designed to provide all stakeholders with insightful information on the performance of the renewable energy installations.

We hope this guide proves useful and we shall provide updates on a regular basis as we continue to improve the system and add additional features.

The Orsis (UK) Ltd support team are always available to call (Monday to Friday 09:00 to 17:00), should you have any queries.
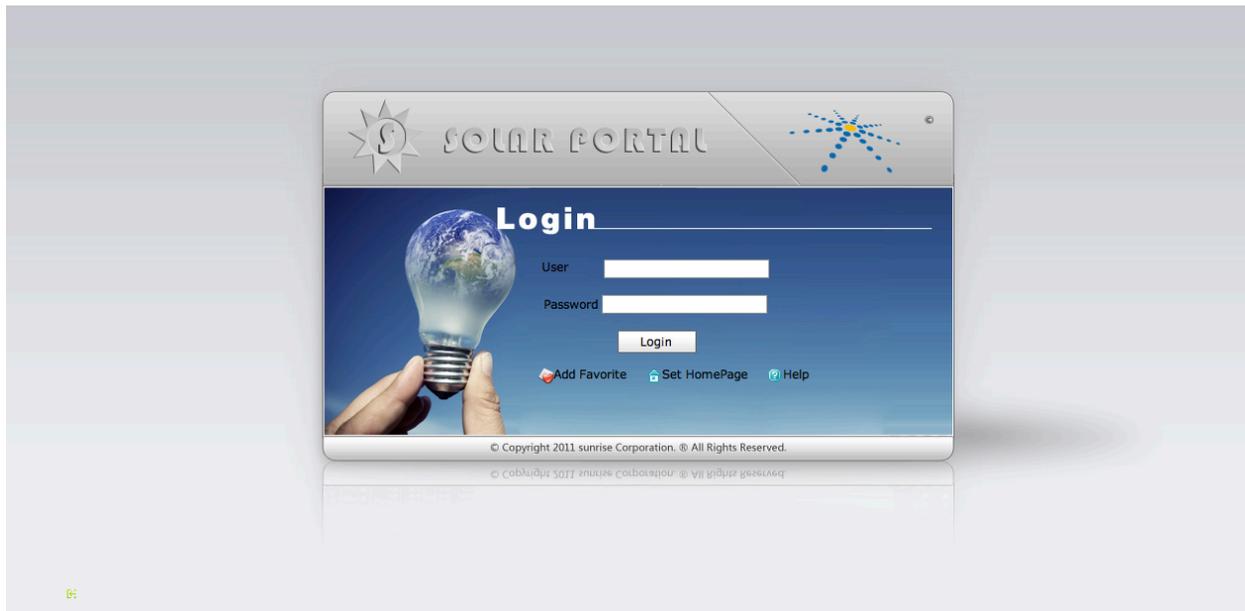
We have a dedicated Technical Support Team who can be contacted on 0845 600 7277 or you can email support@orsis.co.uk

Log In

To log in to the Sunrise Portal type the following URL into your web browser:

www.sunrise-portal.co.uk

Log In Page

The Login Page allows the user to log in to the Sunrise Portal. Also from this page you can also add the Portal to your Internet favourites by selecting **Add Favourite**, or **Set Home Page**. This screen also offers a link to the **Help** page.

At the Login Page enter your User Name into the field marked **User** and Password into the field marked **Password.**   Then click onto the **Login button.**

Home Page

The **Home** page shows to the left the **Tree Structure, which** lists the individual Stakeholders. The Tree Structure is pre-defined by the Primary Stakeholder and allows users access to the Sunrise Portal based on permissions.

The main part of the screen shows an overview of the **FiT** and current and historical **Alarms** as a combined figure for the stakeholder. This screen will change according to permissions.

TREE STRUCTURE   FIT REPORT OVERVIEW AND CURRENT/HISTORICAL ALARMS

From this page you can navigate to all other parts of the Sunrise Portal.

Tree Structure

As you drill down on the **Tree Structure** by clicking on the **+** Box next to the required name the main page you see will change. From our example below, there are three main levels.

1. Investor 2 (Primary)
2. Landlord A (Sub Group)
3. Tenant (Test PV)

At Level 1 (Click on + next to Primary Stakeholder) you will see the Feed in Tariff overview and Alarms for ALL installations for this Login

At Level 2 you will see the Feed in Tariff overview and Alarms for ALL installations for this Landlord. In this instance there is only one sub group.

At Level 3 you will then see a list of all the installation under this sub-group.

Viewing Specific Installation Data

To view the specific half hourly generation data select the installation you wish to view. The portal will then display the LATEST data for today.
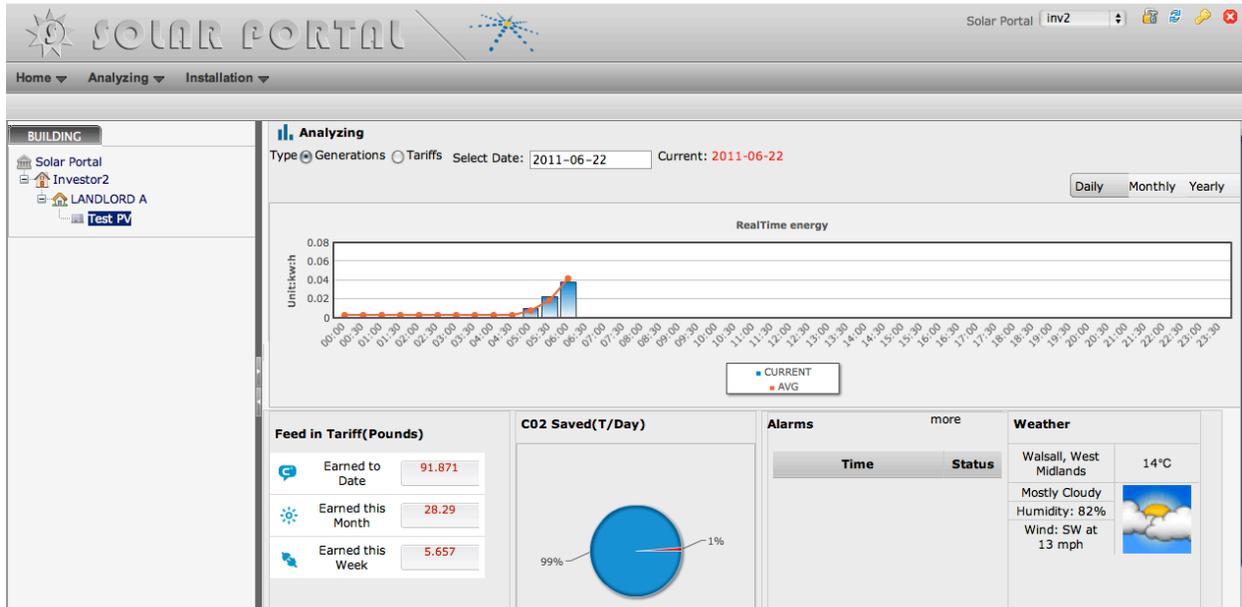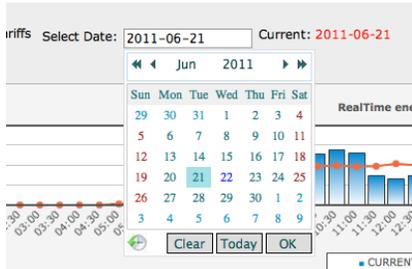

This screen shows:

1. The Half Hourly Generation Data in the Bar Chart at the top
2. FiT earned
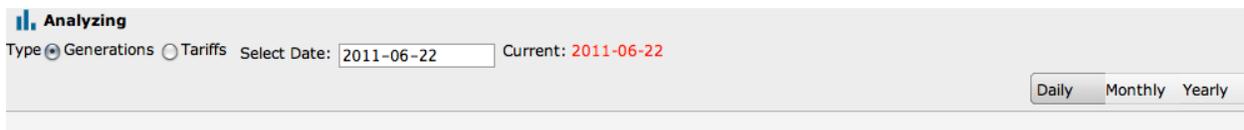3. CO_2 Saved
4. Alarms
5. Weather Conditions

Viewing Data for a Specific Date

To view historical data, click in the **Select Date** box and a drop down calendar box will appear.
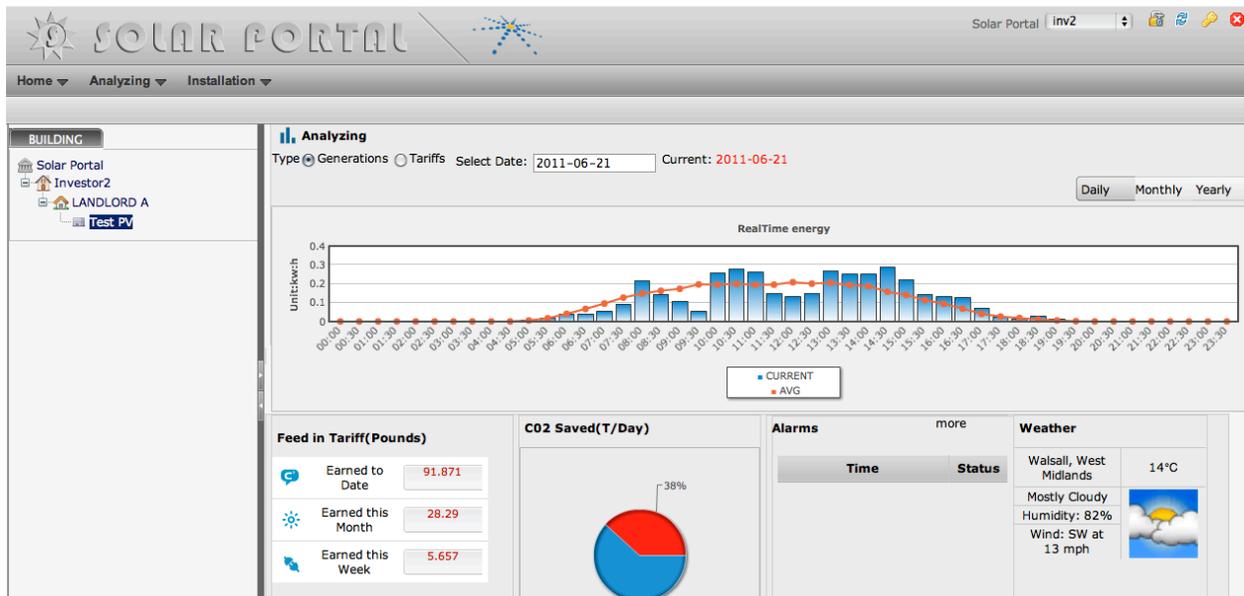

Select the date you wish to view and the calendar will disappear.

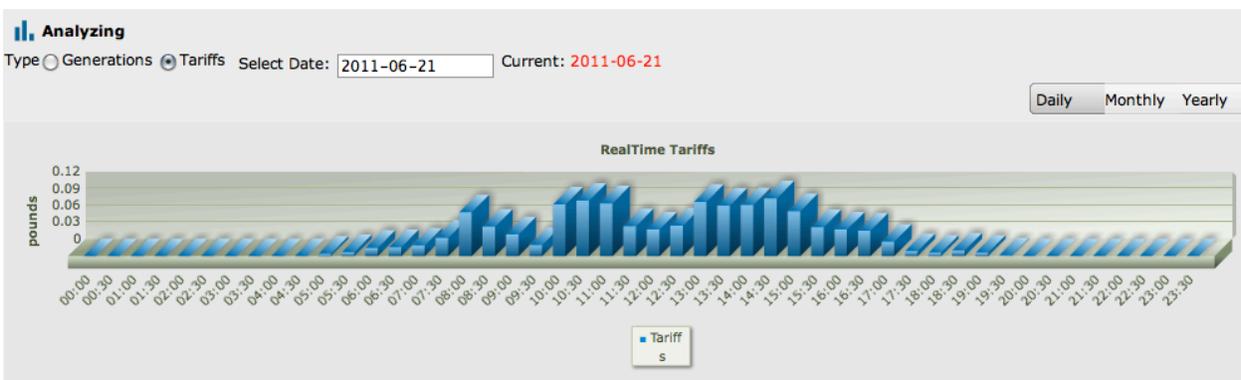Then click on **Daily** to view that day's data.

Once you have done that the data shall be displayed for the selected date. This always defaults to **Generation** data

From this screen you can also view the FiT Earned for specific dates by selecting **Tariffs** rather than Generation.

This will then display the FiT earned on a half hourly basis in a graphical format.

Analysing Data

The portal allows you to analyse historical data for each installation to determine performance against your own benchmarks or predicted ROI.

Select the installation you wish to analyse and click on the **Analysing** button on the top left of the screen.

This will then take you to the calendar selection screen.

You are then able to search on a number of variables.

Selecting Multiple Days

To select multiple days, for example the last three days, click on each individual date on the calendar so they turn orange.

Then click on the **Green Arrow** button. This will then display the comparative days data.
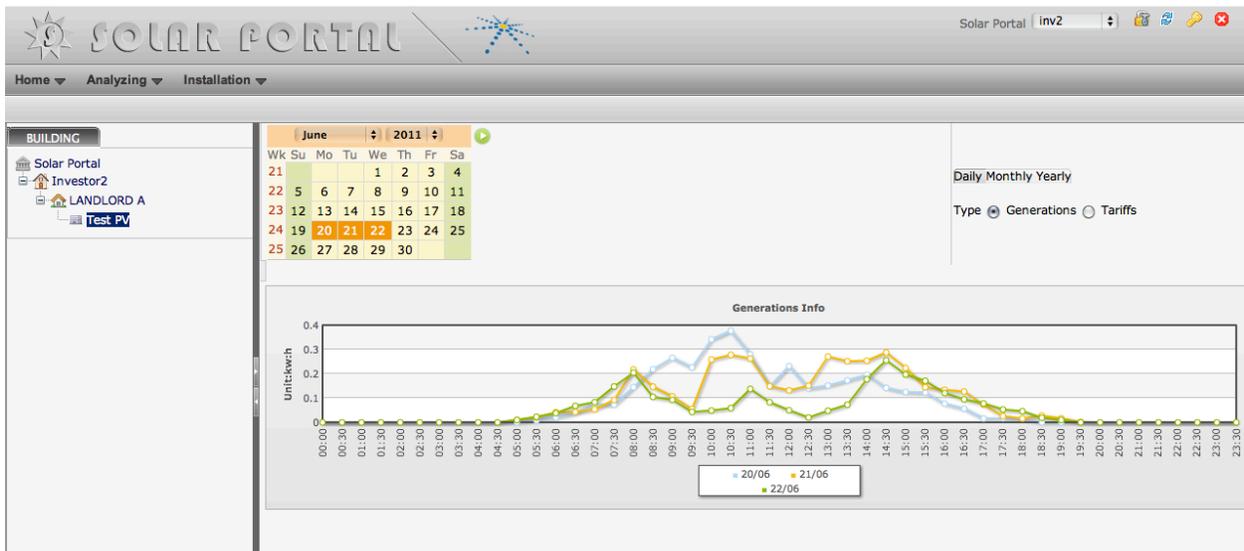
To De-select days, click on the days highlighted in orange you wish to remove from the report.

To select an entire week, select the Week number.

To select the same day for a month, click on the day.

Selecting Monthly Data

At the top right hand of the **Analysing** screen select **Monthly** and this will then all you to select each month for comparison.
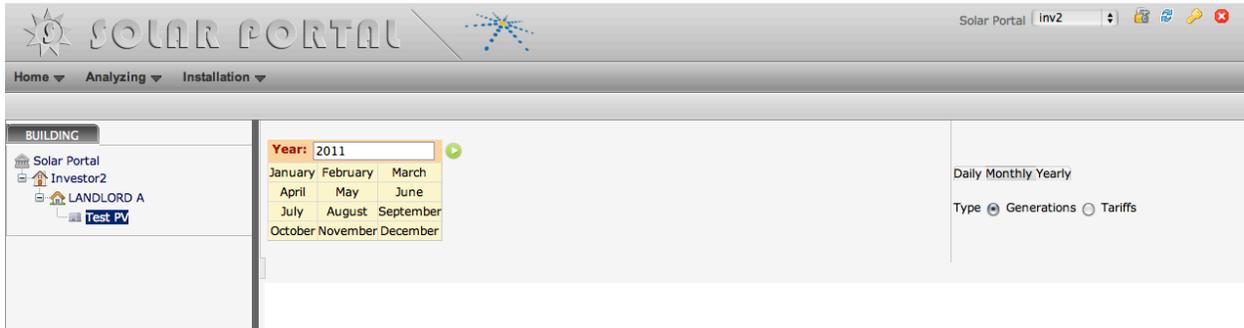
Select the Months you wish to compare and then click on the **Green arrow** to display the results.
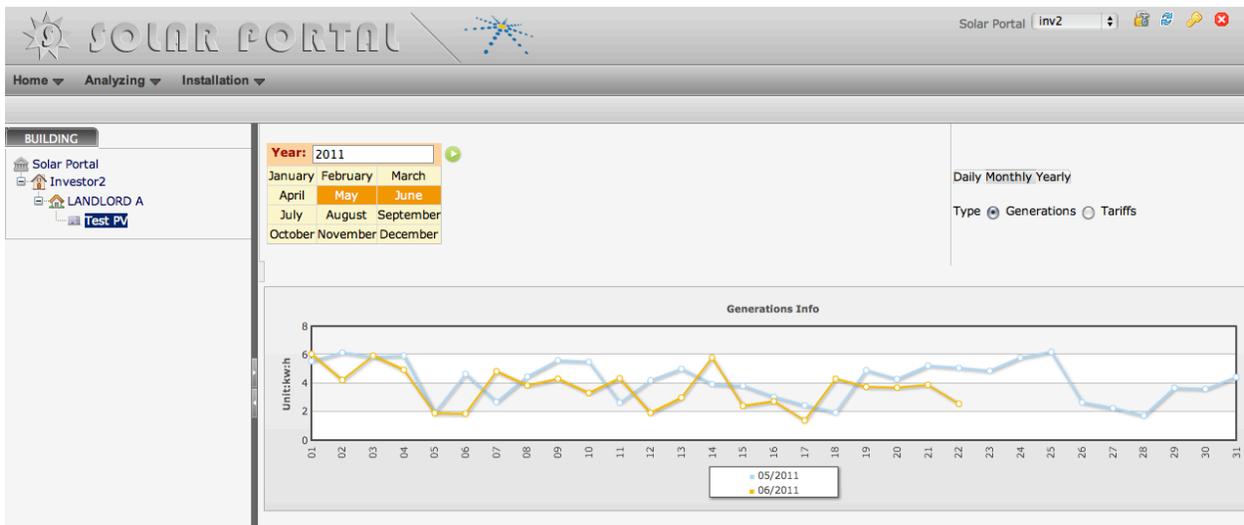
System Statistics

One of the most important reports to run on a monthly or quarterly basis is the **FiT Report** that is found in the **Statistics** Tab at the top of the page.
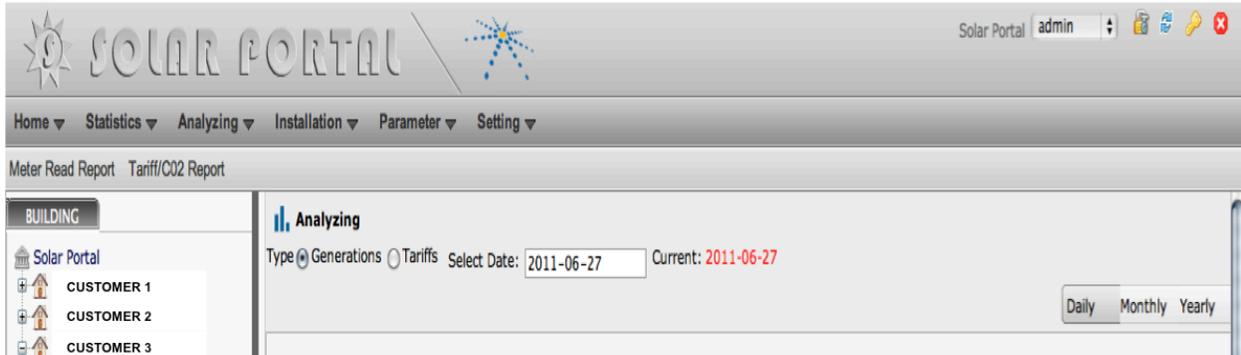
When selecting Statistics, you will be presented with two options **Meter Read Report** and **Tariff CO2 Report**.

Multiple Installation Report

To run the **FiT Report** for the entire portfolio, select either the Primary Level User (here 'Solar Portal') or the Sub Group if you have many Customers you need to run the Fit report for.

Then select whether the report is to be Monthly or Seasonally (Quarterly). In the image below we have selected Monthly.

You will then be asked to select the month and year you wish to run the report for.

Once the report period is selected, select the Green Arrow to display the report.

This will then display the entire portfolio in a report format.

Exporting the Report to Excel

Once the web-based report is displayed, you can then **Export** the report to **Excel**. This Excel version can then be presented to your contracted energy supplier to claim FiT payment.


The Excel spread sheet can also be used to filter data per DNO or Supplier where you may have different suppliers on multiple installations.

To export the report, select the **Excel Icon** next to **the Green arrow**. An Excel File then appears at the bottom left of the screen.
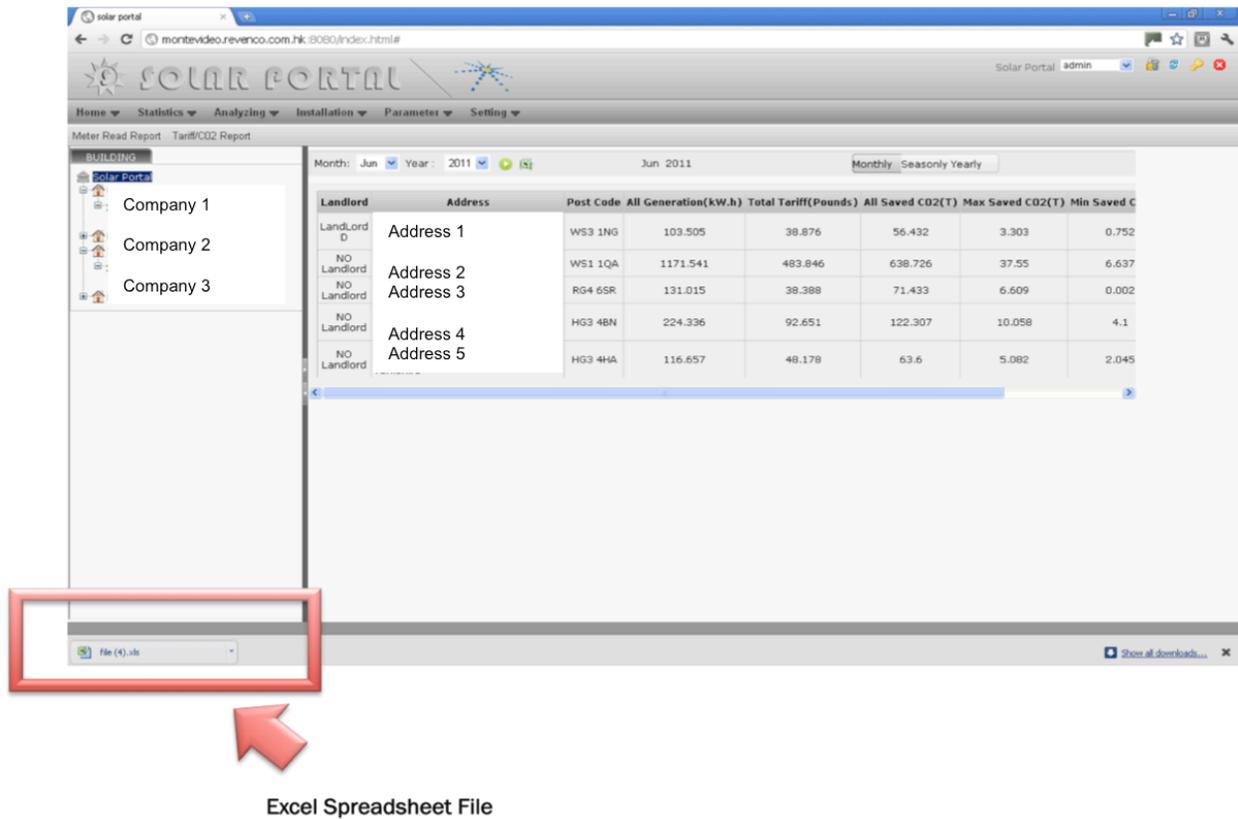
Excel Spreadsheet File

If you have Excel already open – you may see the following screen when switching to Excel:
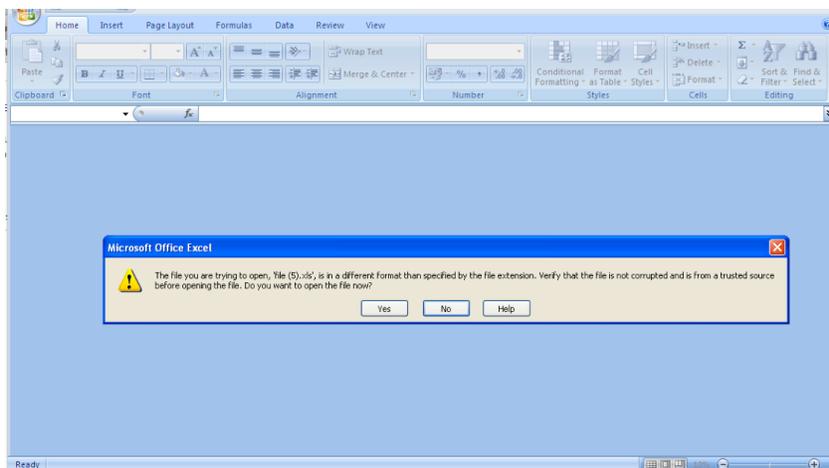
Click on **Yes,** which will open up the report in an Excel Spreadsheet format.

Installation Information

The Sunrise Portal also stores further information about your customers and other stakeholders plus information about the actual installation. To view details and also add information select **Installation** on the top menu bar.

This will then provide you two options - Customer Info and Installation Info.

Customer Info

To view add and amend Customer details select Customer Info from the top menu bar. This database holds information about each of the relevant stakeholders involved in the project.
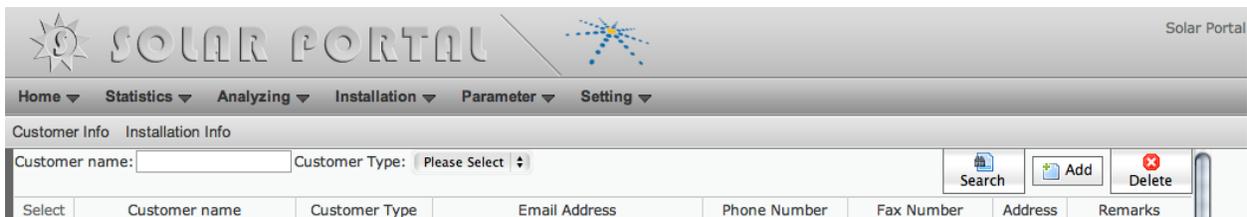
From here you can search, view and add details of the stakeholders involved in the project.

Viewing Customer Details

Either use the search box next to **Customer Name** or scroll down the list of stakeholders to view further detail. This screen will show the Customer name, Role within the project (e.g. Installer, Investor or Tenant), Email Address, Telephone Number, Fax Number, Address and Comments.
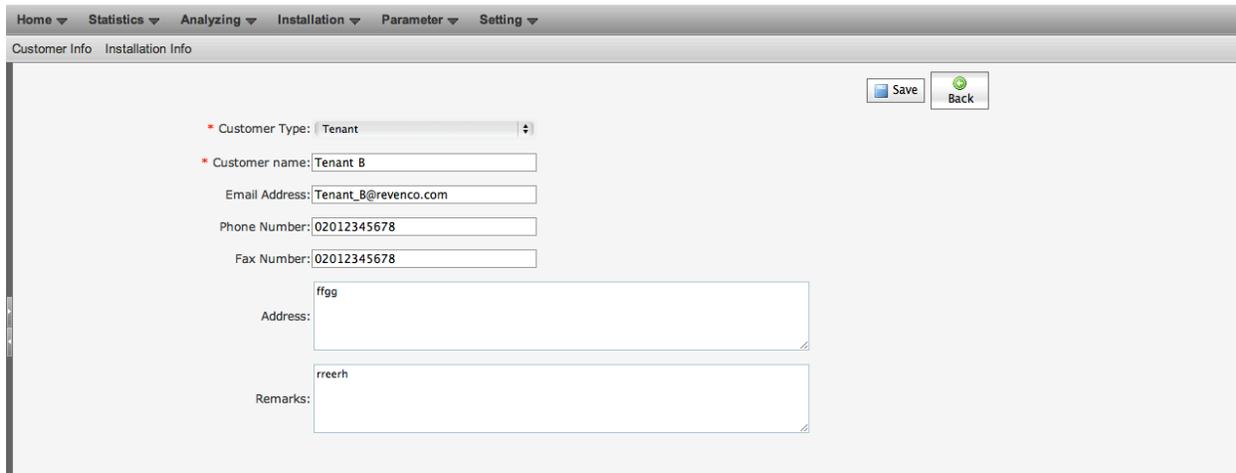
Amending Customer Details

To amend details of a selected stakeholder, select the stakeholder you wish to amend by hovering over the name until the name turns red and then click on the name to view this selection.

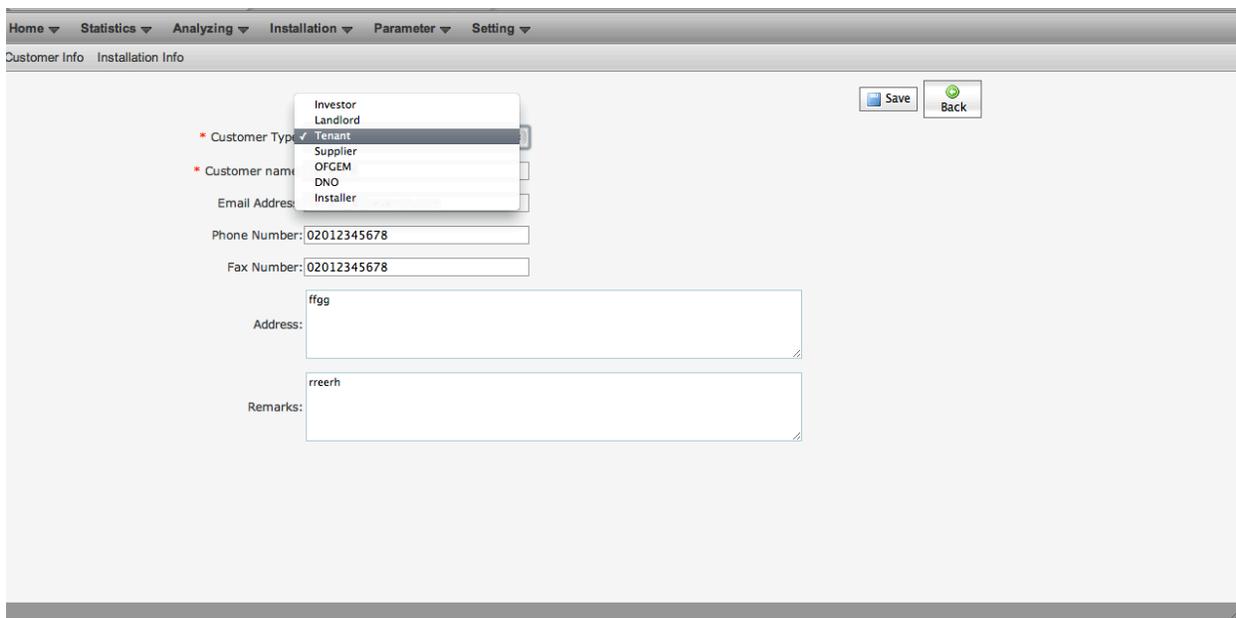From the next you are able to amend the customer details and add your own comments:

This screen allows you to change and save details of the customer and add your own comments.

Changing the Stakeholder Type

There are Six pre-selected options available to select for the particular stakeholder:

- Investor
- Landlord
- Tenant
- Supplier
- DNO
- Installer

Select the option you want to choose.

The remaining fields:

- Customer Name
- Email Address
- Phone Number
- Fax Number
- Address
- Remarks

Are all Free Text Fields. This allows you to input any text-based data into the database.

Any changes must be saved by selecting the Save button on the top right of the screen.
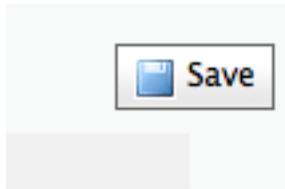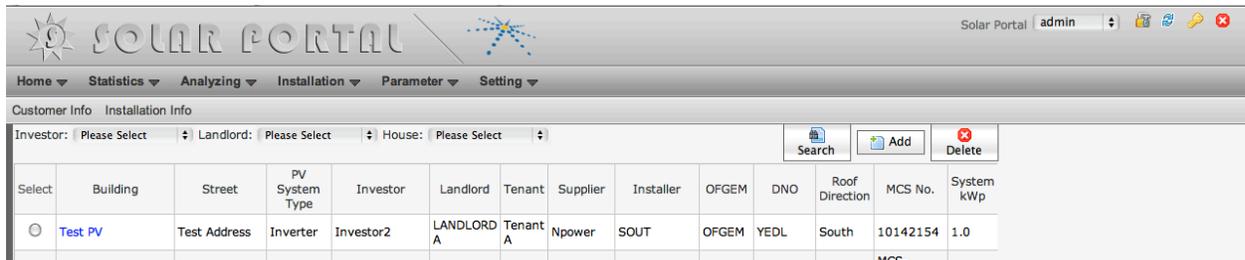

Installation Info

To view details on the specific installation, select **Installation Info** on the top menu bar.

This will then list all completed installations.

From here you can search on a specific installation by Investor, Landlord or Installation Address. You can also scroll through all installations.

This screen shows the Building Name, Street, PV System Installed, the associated Landlord, Tenant, Supplier, Installer, DNO, Roof Orientation, MCS Certification Number and kWp of the system installed.

Select the installation you want to view in more detail by clicking on the Building name once the selection turns red.

This will then provide additional detail of the installation itself.

On this screen you can add certain information about the installation. All information regarding the installation marked with an * asterisk is a required field.   The data contained in the other fields is optional, however, this data enables the system to build a picture of the portfolio of installations and will enable further in-depth reporting.

Manual changes can be made for instance if a generation meter is exchanged for maintenance purposes.

Any changes to the installation data must be saved by selecting the Save button on the top right of the screen.
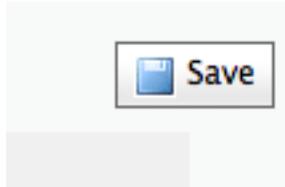
Frequently Asked Questions

- **How do I contact the Orsis Support Team?**
  You can contact us via email: support@orsis.co.uk or phone 0845 600 7277. We are available to assist Monday to Friday 09:00 to 17:00 except Bank Holidays.

- **What if I lose my login?**
  Contact the Orsis Support Team on support@orsis.co.uk or 0845 600 7277 to re-set your password.

- **How do I claim my FiT?**
  Select the Sub Group of properties you wish to run the FiT report for on the Tree Structure on the left of the Sunrise Portal screen.
  Select Statistics on the top Menu bar.
  Select Meter Read Report that appears under the top Menu bar.
  Select the Month or Season you wish to run the report for.
  Click on the Green Arrow button, which generates the report.
  Click on the Excel Icon to export the report to a Microsoft Excel spread sheet.
  This data can then be provided to your supplier as customer own reads to claim FiT