Revenco

ORSIS (UK) LIMITED

Sunrise Solar PV Portal

User Guide

Micro Generation Metering and Monitoring Solutions

Document Control

Version	Date	Initials	Details
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2.0	15.07.2015	RS	Updated
3.0	01.09.2015	RS	Updated

ORSIS (UK) LIMITED

The Smart Thinking Company

Innovation in Smart Metering

Delivering best of breed multi utility Smart Metering solutions and quality data retrieval and delivery services

ORSIS (UK) LIMITED
10 CARDALE PARK
BECKWITH HEAD
HARROGATE
NORTH YORKSHIRE
HG3 1RY
T: +44 (0) 1423 530700
www.orsis.co.uk

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1. 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 Except Bank Holidays), should you have any queries.

We have a dedicated Technical Support Team who can be contacted on 01423 537088 or you can email support@orsis.co.uk.

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2. Log In

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

www.sunrise-portal.co.uk

2.1 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 (please note they are Case Sensitive). Then click onto the Login button.

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3. 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 electricity generated since install and Co2 emissions avoided since install.

Tree Structure

Display Page

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

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3.1 TV Page

When on the front page you can toggle between the home page and the TV page.
This can be done on the home page by pressing the TV page button.

Or by pressing the home button when you are on the TV page
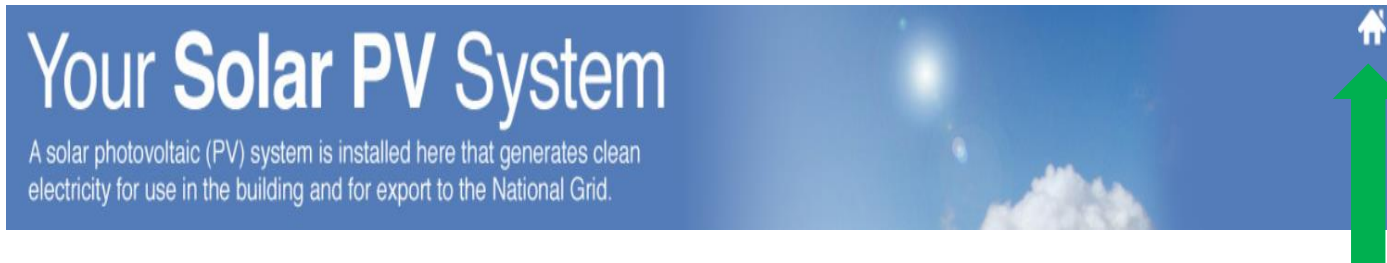
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3.2 Tree Structure

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. Orsis UK Ltd Test (Investor)
2. Brownberrie Drive (Landlord)
3. 017 Brownberrie Drive (Tenant)
At Level 1 (Click on + next to Orsis UK Ltd Test) you will see the properties overview
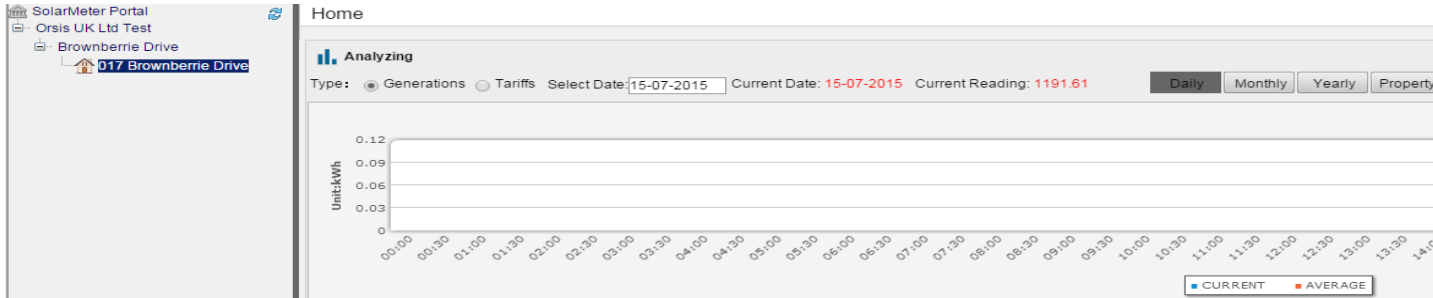
At Level 2 you will see the properties overview for ALL installations for this Landlord. In this instance there is only one sub group.
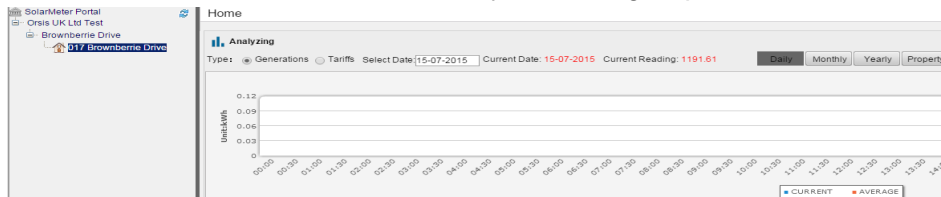
At Level 3 you will then see a list of all the installations under this sub-group.

3.3 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 day +1 data.
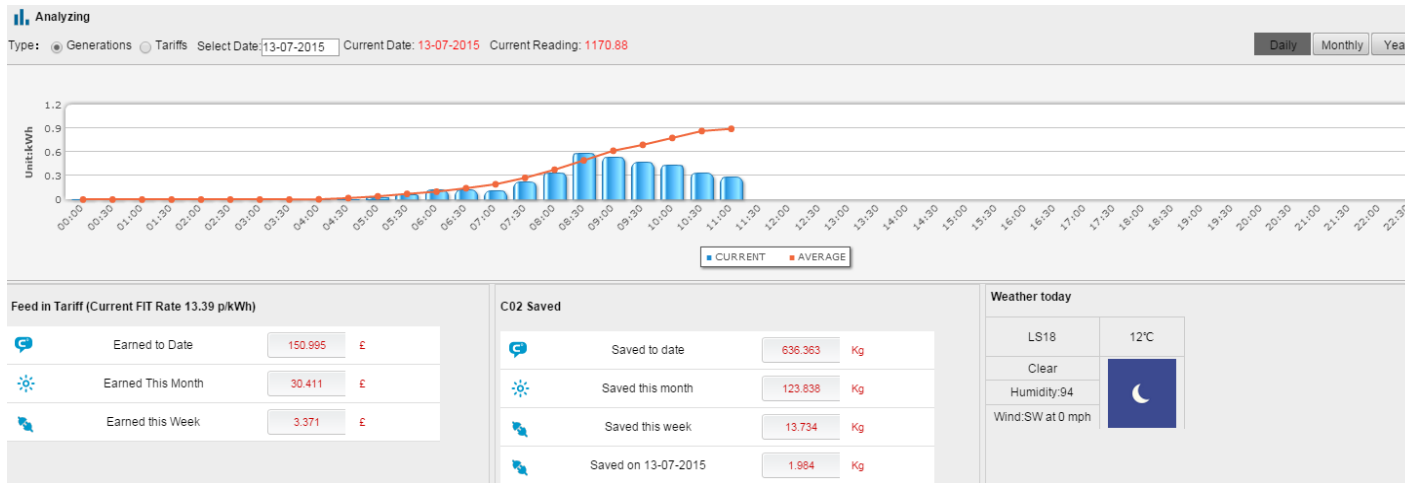
This screen shows:
1. The Half Hourly Generation Data in the Bar Chart at the top
2. FiT earned and current FIT rate
3. CO2 Saved
4. Weather

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3.4 Viewing Data for a Specific Date

To view historical data, click in the Select Date box and a drop down calendar box will appear.
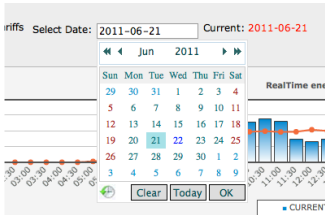
Select the date you wish to view and the calendar will disappear.
Then click on Daily to view that day's data.
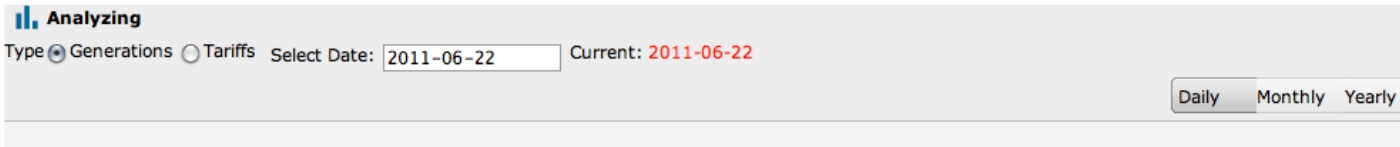
Once you have done that the data shall be displayed for the selected date. This always defaults to Generation data

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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.
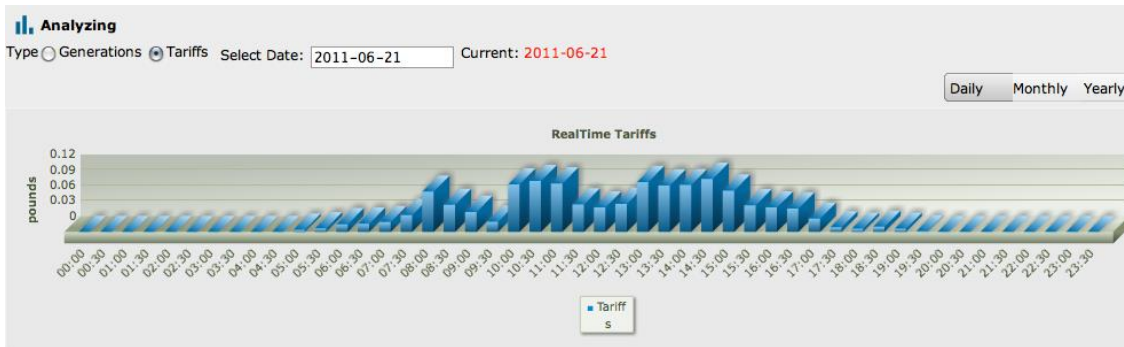
4. Analysing Data

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 analysis and click on the Analysis button on the top left of the screen.
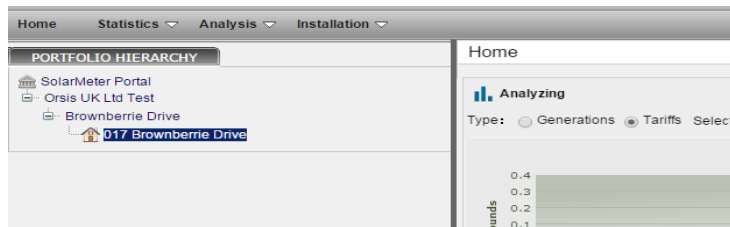
This will then take you to the calendar selection screen.

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

4.1 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.
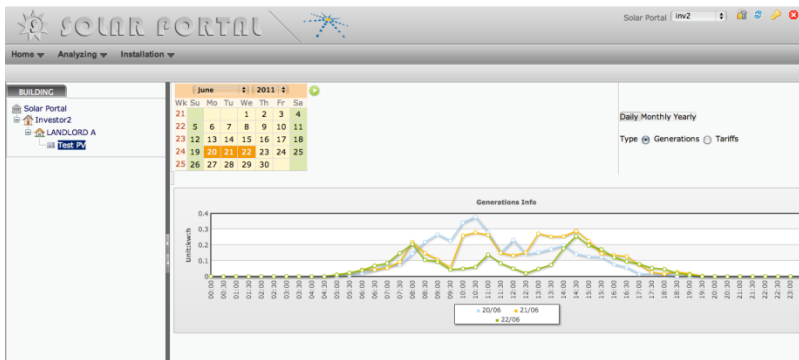
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![Revenco logo]

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.

4.2 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.
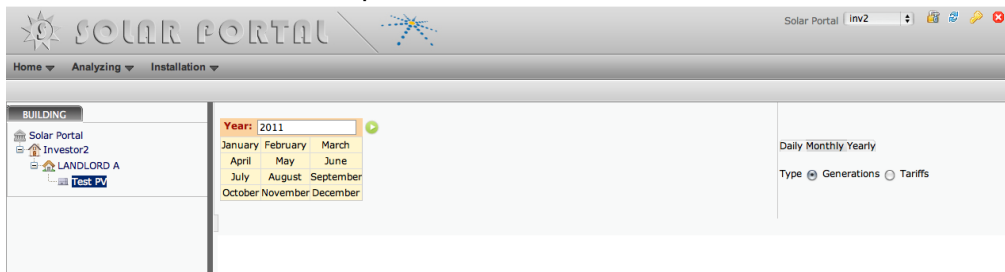
Select the Months you wish to compare and then click on the Green arrow to display the results.
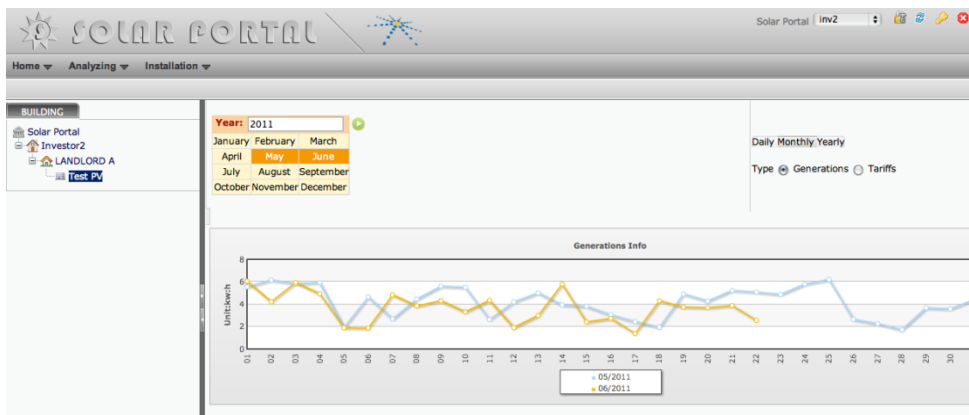
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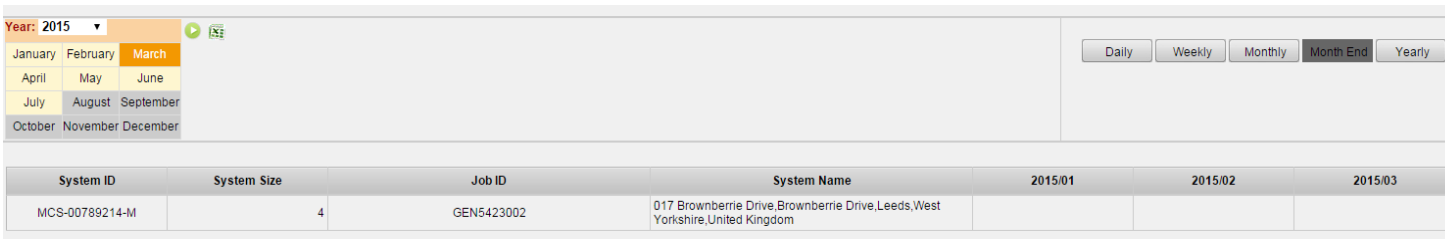
4.3 Month End Report

At the top right hand of the Analysing screen select Month End and this will then all you to select .

To select multiple months, for example January to March, click on the last month on the Calendar, this example will be March so it turns orange.
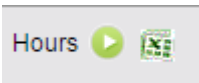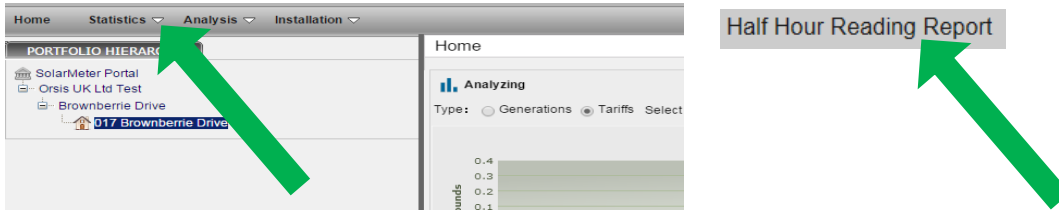

Then click the green play button and the below will show:

Then click the Excel button and this will export it to Excel.

* Please note the green play button must be pressed and the data showing before clicking the Excel button

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10 CARDALE PARK
BECKWITH HEAD
HARROGATE
NORTH YORKSHIRE
HG3 1RY
T: +44 (0) 1423 530700
www.orsis.co.uk

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4.4 Multiple Analysis

To Analyse multiple sites, click on Analysis, Multiple analysis and the below screen will show:

Next select the PV you would like to analyse, you can narrow the selection down by selecting the panel type, inverter type, the roof orientation, postcode, address or KWP of system range. Once you have found the PV you would like to analyse click the select button below:

Then click the green play button.

You then then Excel the report by clicking on the Excel button

* Please note the green play button must be pressed and the data showing before clicking the Excel button.

4.5 Half Hourly Data

At the top left hand of the screen select Statistics, then Half Hourly Reading Report.

Then select the multiple dates, for example 1st August to 18th August. (please note the maximum date range is 3 months)

Then click the green play button and the below will show:

Build Name	Date	00:00	00:30	01:00	01:30	02:00
Farm Test Site	2015-08-01	17524.867	17524.867	17524.867	17524.867	17524.867
Farm Test Site	2015-08-02	17540.323	17540.323	17540.323	17540.323	17540.323
Farm Test Site	2015-08-03	17559.6	17559.6	17559.6	17559.6	17559.6

Then click the Excel button and this will export it to Excel.

* Please note the green play button must be pressed and the data showing before clicking the Excel button

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5. 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.
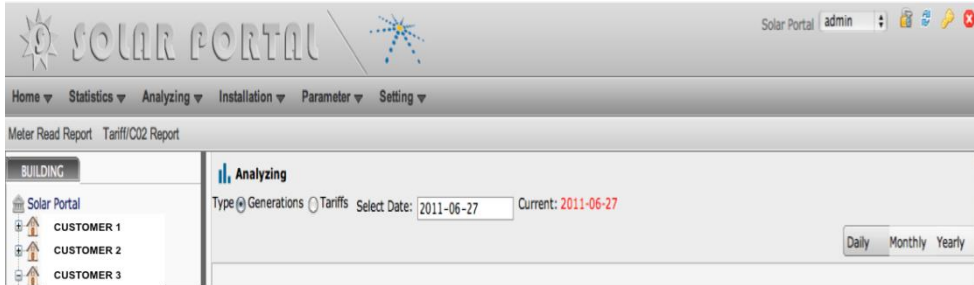
When selecting Statistics, you will be presented with two options Meter Read Report and Tariff CO2 Report.

5.1 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.
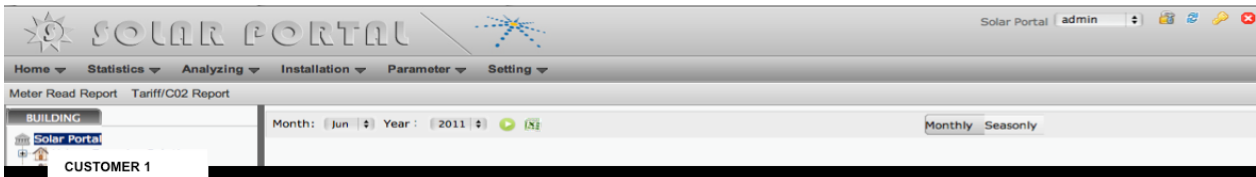
Then select whether the report is to be Monthly or Seasonally (Quarterly). In the image below we have selected Monthly.
You will then be asked to select the month and year you wish to run the report for.
Once the report period is selected, select the Green Arrow to display the report.

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

5.2 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.

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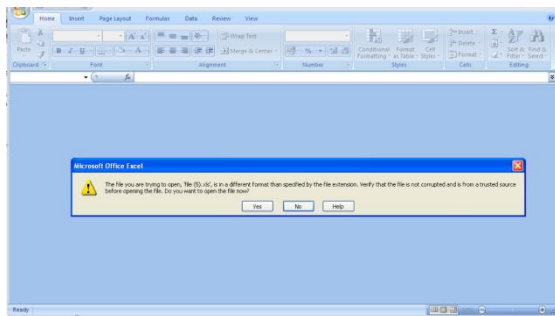
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![Revenco logo]

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.
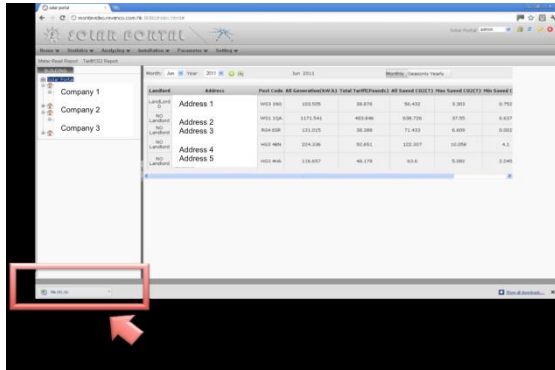
If you have Excel already open – you may see the following screen when switching to Excel:

Click on Yes, which will open up the report in an Excel Spreadsheet format.

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6. Expected Vs Actual Yield

To see how the system is performing if you supply Orsis with the expected data from PV Sol it can be viewed under Analysis Expected Vs Actual yield reports.

****NB** this feature will only work if Orsis are provided with the expected data for the system from the customer**
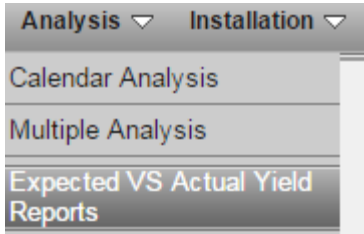
If you select the year you require then the green play button, the data will show as follows:
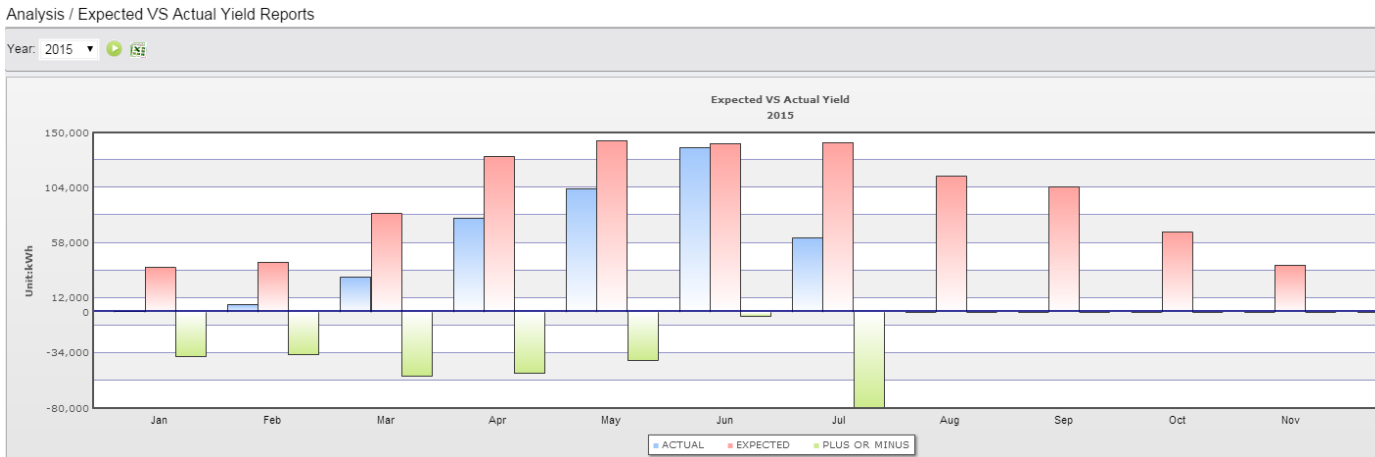
This can be then exported into Excel pressing the Excel button next to the green play button.

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7. 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.
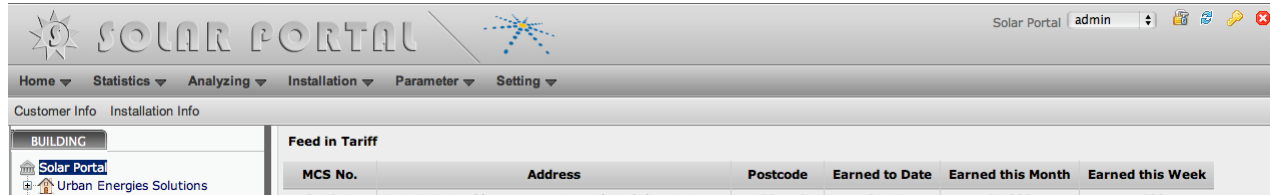
This will then provide you two options - Customer Info and Installation Info.

8. 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.
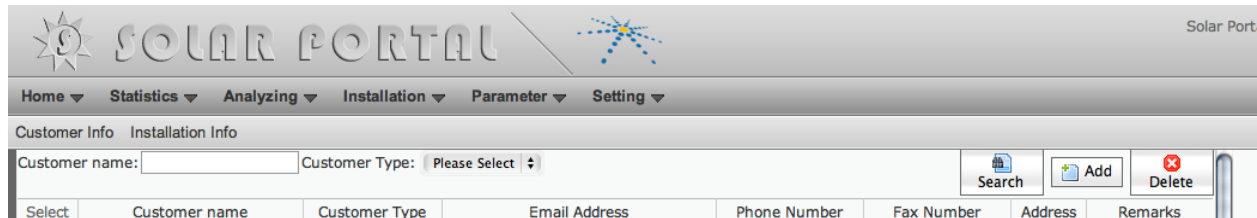
From here you can search, view and add details of the stakeholders involved in the project.

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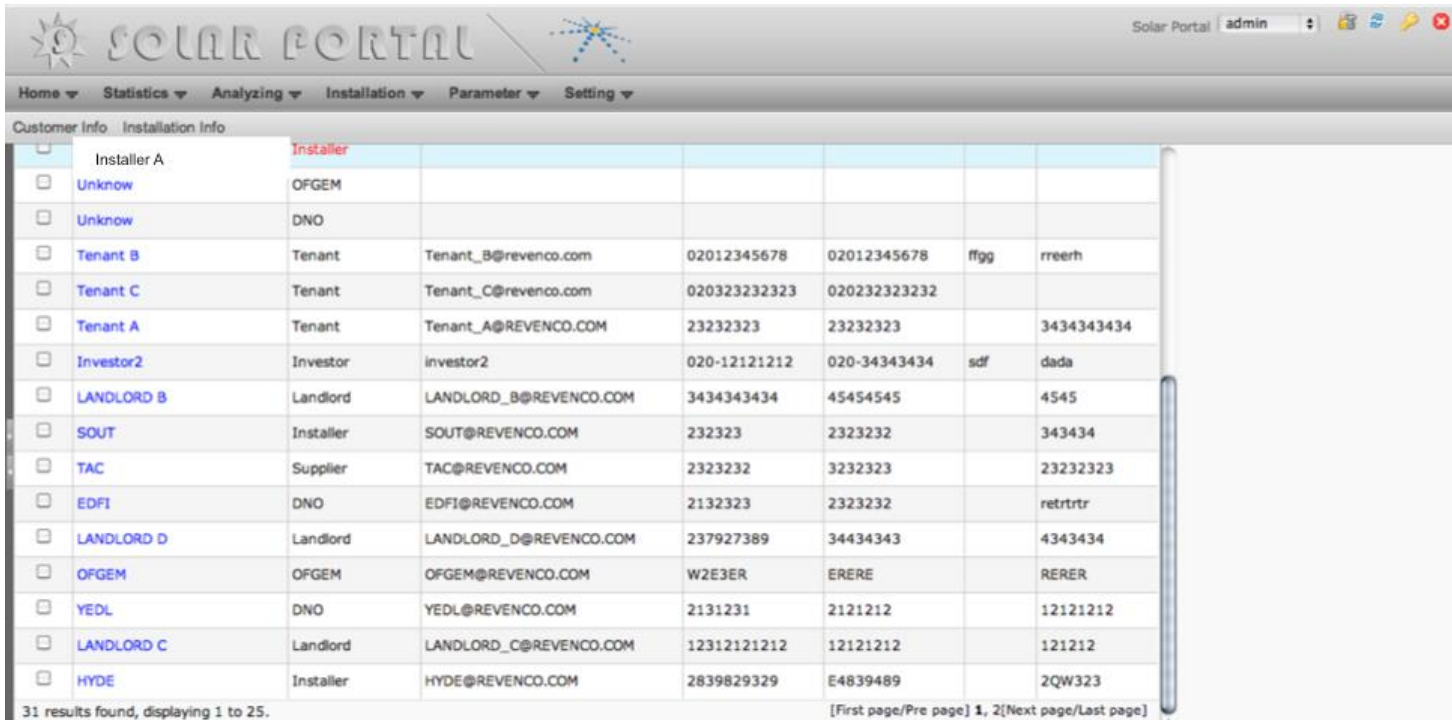**Delivering best of breed multi utility Smart Metering solutions and quality data retrieval and delivery services**

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9. 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.

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9.1. 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 screen 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.

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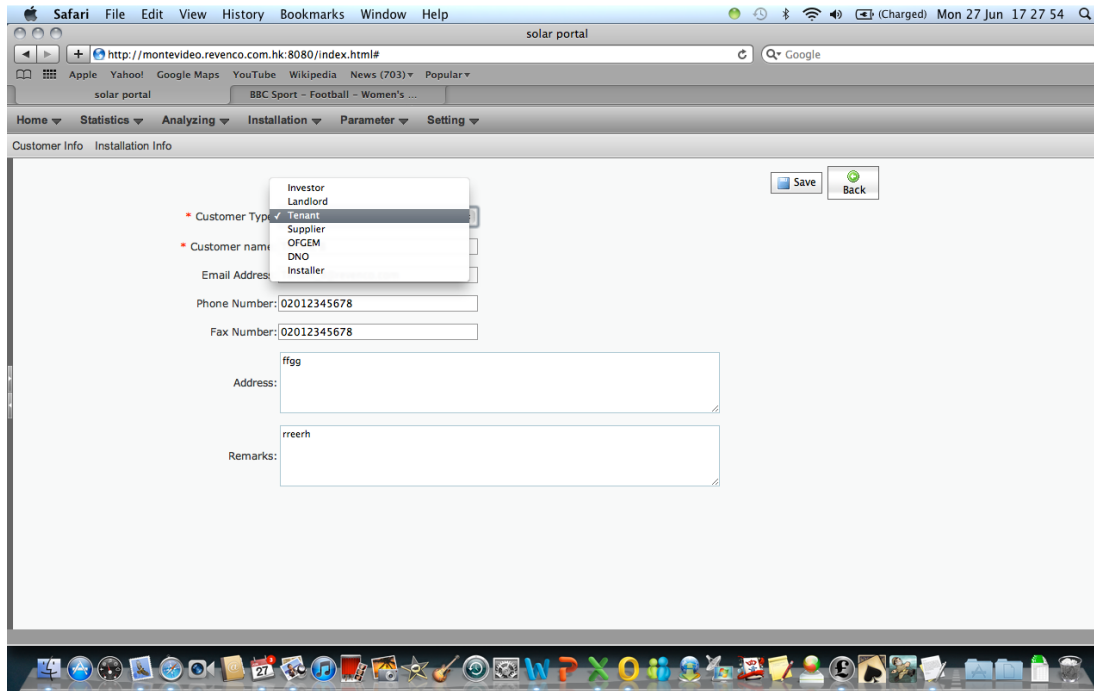
10. Changing the Stakeholder Type

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.

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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.
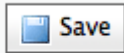
11. Installation Info

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.

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Select the installation you want to view in more detail by clicking on the Building name once the selection turns red.
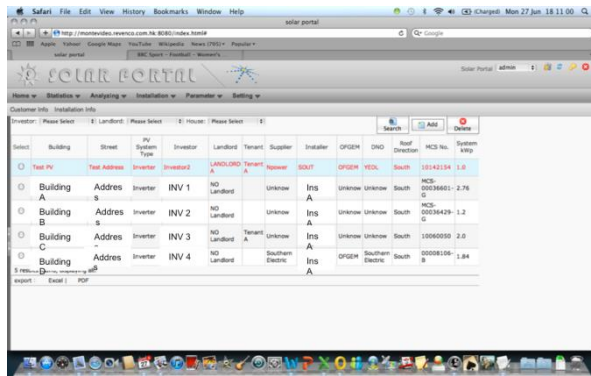
This will then provide additional detail of the installation itself.
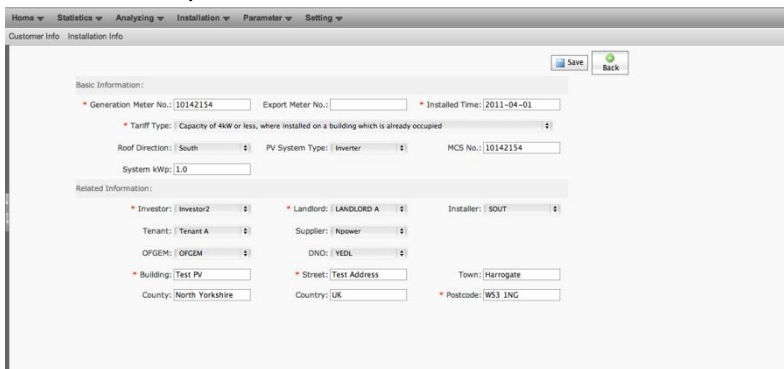
On this screen you can add certain information about the installation. All information regarding the installation marked with an * asterisk is a required field. The data contained in the other fields is optional, however, this data enables the system to build a picture of the portfolio of installations and will enable further in-depth reporting.

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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.

Save

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12. RAG report

To set up your properties to change your house colours if they are not working, go to settings and User settings

Setting ▽

System Users

User Setting

Then set up the amount of hours before you would want the houses to highlight red when not working. 🏠

Telephone:

Mobile Phone:

Fax:

Highlight if not working for 96 hours

Then if you would like to receive an alert via email please set up the amount of hours you would like it to before it sends an email, click yes to alarm recipient, and put in the email addresses of who you would like the reports to be sent to.

t if not working for 96 hours   Report if not working for 10 hours

Alarm Recipient: ○ Yes ● No

Email:

Use the character ';' to split multiple email addresses. eg.xxx@xxx.xxx;xxx@xxx.xxx

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13. Maintenance

To see the no data in the last report, please go to Statistics, No Data Report.

Statistics / No Data Report

No data in last [24] Hours ▶ 📊

From there you can select the amount of hours you would like to view, type in the amount of hours you would like to see no data. Then press the green play button. Once the data has loaded it will show the below:
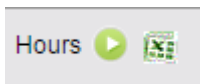
Statistics / No Data Report

| No data in last 3 Hours ▶ 📊 | | When attending site Orsis recommends called the maintenance line (01423 537088) BEFORE leaving site |

Meter Number	Date and Time it stopped working	Address	Post Code
9021141005372	2015/07/14 20:30:00	017 Brownberrie Drive,Brownberrie Drive,Leeds,West Yorkshire,United Kingdom	LS18 5PP

You then then Excel the report by clicking on the Excel button

Hours ▶ 📊

* Please note the green play button must be pressed and the data showing before clicking the Excel button.

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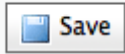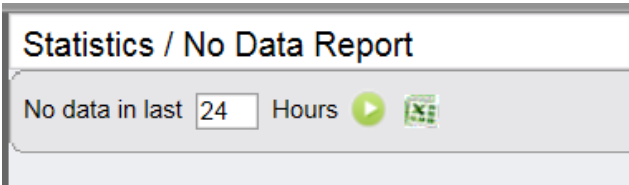
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In order to receive the maintenance via email, you will need to set up the email and preference as follows:

Click on Settings, User Setting.

Setting ▾

User Setting

Then type the number of hours for the no data in last (1 week is 168 hours) then click yes to Alarm Recipient, and type in the email address you would like to receive the maintenance.

No Data in Last ____ hours   Alarm Recipient: ○ Yes ● No

Email:
Use the character ';' to split multiple email addresses. eg.xxx@xxx.xxx;xxx@xxx.xxx

Address:

Save

Then click Save, the email will be sent automatically on an evening each evening, if all sites are working for the hours specified you will not receive an email.

Save

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14. Frequently Asked Questions

• **How do I contact the Orsis Support Team?**
You can contact us via email: support@orsis.co.uk or phone 01423 537088. 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 01423 537088 to re-set
your password.

• **When I try to excel the data it is showing no data?**
Please ensure you have clicked the green play button and the data has shown on the portal before
trying to click the excel button.

• **There is no data for my site?**
If the installation has just been added to the portal it can take 24 hours before the data shows on the
portal.
If the installation has been in for a while please check the no data in last report, please be aware the
data is day +1 so will not show todays data.
If the installation is not showing generation for some time please contact the Orsis support team who
will advise further.

• **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

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