





Innovation in Smart Metering

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

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Sunrise Solar PV Portal

User Guide







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<u>1. Sunrise Solar PV Portal Introduction</u>

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.





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.

SolarMeter Portal SolarMeter P	Your Solar PV A solar photovoltaic (PV) system is installed here electricity for use in the building and for export to	System that generates clean the National Grid.
	TOTAL electrical energy generated since installation: 1,191 kWh Every kWh of electricity produced prevents carbon dioxide from entering our atmosphere.	Electricity generated yesterday:
Tree Structure		
		Display Page

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



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TV Page Solar 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

Your Solar PV System

A solar photovoltaic (PV) system is installed here that generates clean electricity for use in the building and for export to the National Grid.



3.2 Tree Structure

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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

Orsis UK I td Test	nome								
Brownberrie Drive	Image:								
	0.12 0.09 0.06 0.06 0.06								
	6100 6020 6120 6120 6120 6120 6120 6120								
	CURRENT AVERAGE								

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.

SolarMeter Portal







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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



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.

riffs Select Date:	201	1-06	-21		C	um	ent:	2011-06-21
	*	(Ji	ın	20	11	•		
	Sun	Mon	Tue	Wed	Thu	Fri	Sat	
	29	30	31	1	2	3	4	RealTime ene
	5	6	7	8	9	10	11	
	12	13	14	15	16	17	18	
	19	20	21	22	23	24	25	
	26	27	28	29	30	1	2	
3.0.3.0.3.0	3	4	5	6	7	8	9	3.8.3.8.3
0,0,0,0,0,0	Ð	C	ear	Тос	lay	0	ĸ	× × × × × ×
								CURRENT

Select the date you wish to view and the calendar will disappear. Then click on Daily to view that day's data.

Analyzing

Type 💽 Generations 🔿 Tariffs	Select Date:	2011-06-22	Current: 2011-06-22
-------------------------------	--------------	------------	---------------------

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



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Daily

Monthly Yearly

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

I. Analyzing

Type Generations Tariffs Select Date: 201

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.

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This will then take you to the calendar selection screen.

\$ eclar	PORTAL 📉 🤭	Solar Portal 🤇 inv2 🛛 🔹 🖉 🌽
lome 🔻 Analyzing 🔻 Insta	llation 👻	
BUILDING	[June 0 2011 0 O	
Solar Portal	Wk Su Mo Tu We Th Fr Sa	
- M Investor2	21 1 2 3 4	Daily Monthly Yearly
	22 5 6 7 8 9 10 11	
E THE DUNDLOKD A	23 12 13 14 15 16 17 18	Type Generations Tariffs
Test PV	24 19 20 21 22 23 24 25	
	25 26 27 28 20 20	

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.

BUILDING		- (-)	une		+) (201	1 🛟	
Color Postal	Wk	c Su	Mo	Tu	We	Th	Fr	Sa
m Solar Portal	21				1	2	3	4
Investor2	22	5	6	7	8	9	10	11
	23	12	13	14	15	16	17	18
Test PV	24	19	20	21	22	23	24	25
	25	26	27	20	20	20		
	2.5	20	21	20	23	50		

Then click on the Green Arrow button. This will then display the comparative days data.







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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.

Year: 201	5 🔻	
January	February	March
April	Мау	June
July	August	September
October	November	December

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

Year: 201	15 🔻							
January	February	March				Da	ily Weekly Monthly	Month End Yearly
April	Мау	June						
July	August	September	r					
October	November	r December	1					
:	System ID		System Size	Job ID	System Name	2015/01	2015/02	2015/03
MCS	S-00789214	4-M	4	GEN5423002	017 Brownberrie Drive,Brownberrie Drive,Leeds,West Yorkshire,United Kingdom			

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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4.4 Multiple Analysis

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

Analysis / Multiple Analysis		
Date 15-07-2015	Select PV 🖄 🔽 Remove PV	(Nž Daily Weekly Me
		Type: Generations 🖲 Tariffs 🔾

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:

🖉 S	elect 💉 🔀 Clear]								
	Panel Type:			Inverter Type:						
Ro	oof Orientation :	Please Select	v	Postcode:						
	Address: KWp of system range from: 0 V To: 350 V									
PV Insta	PV Installation Information List									
Select	Building		Address		Roof Direction	Panel Type	Inverter Type			
	017 Brownberrie Drive 017 Brownberrie Drive,Brownberrie Drive,LS18 5PP South West Sunmodule SW 250									
One find found.										
Expc a	ns: Excel	PDF								

Then click the green play button.

C 🗄

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.

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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)

Statistics / Half Hour Meter Read Report							
Date From: 01-08-2015	To: 11-08-2015						

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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के हटावा	e care	it 📉 🏋					Solar Portal admi	n 🕴 🙆	<i>8 🄑</i> 🛛
Home 👻 Statistics 👻 Anal	yzing 👻 Installation 😾	Parameter 👻 Setting 👻							
Meter Read Report Tariff/C02 Re	port				_			_	
BUILDING	Month: Jun 🕴	Year: 2011 🕄 🔕 🛐	Ju	in 2011		Monthly	Seasonly		
CUSTOMER 1	MCS No.	Address	Post Code	Read Period	Read Type	Meter Read	Date	DNO	Supplie
Investor2 ANDLORD A	00008106-B	ADDRESS 1	RG4 6SR	01/06/2011 to 27/06/2011	м	126.655	27/06/2011	Southern Electric	Souther
E CUSTOMER 3	MCS- 00036601-G	ADDRESS 2 TOWN 2 COUNTY	HG3 4BN	01/06/2011 to 27/06/2011	М	220.009	27/06/2011	Unknow	Unknow
	MCS- 00036429-G	ADDRESS 3 TOWN 3 COUNTY	HG3 4HA	01/06/2011 to 26/06/2011	м	112.551	26/06/2011	Unknow	Unknow
	10050050	ADDRESS 4	WC1 104	01/06/2011 to	м	1442.020	27/06/2011	Liekeen	Unicon

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.

4	A	B	C	D	E	1	G	H	
1				Meter Read Report					
2	MCS No.	Address	Post Code	Read Period	Read Type	Meter Read	Date	DNO	Supplier
3	00008106-B	Address 1	RG4 6SR	01/06/2011 to 27/06/2011	М	126.655	27/06/2011	Southern Electric	Southern Electric
4	MCS-00036601-G	Address 2	HG3 48N	01/06/2011 to 27/06/2011	М	220.009	27/06/2011	Unknow	Unknow
5	MCS-00036429-G	Address 3	HG3 4HA	01/06/2011 to 26/06/2011	M	112.551	26/06/2011	Unknow	Unknow

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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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.

Image: State	30 201017	102750						Solar Apreal A		12 2	20
Andress 1 Andre 2 Andress 1	and a count	e c acture									
Company 1 Company 2 Company 2 <t< th=""><th>Mater Dead Dennet Tarder TD Dannet</th><th>·</th><th></th><th></th><th></th><th></th><th></th><th></th><th>_</th><th>_</th><th>-</th></t<>	Mater Dead Dennet Tarder TD Dannet	·							_	_	-
Image: Address 1 Name: Add		Marth: Jun 🗶 Year	2011 🗮 😅 10		Net 2011		Northin Coast-fr Te	***			
Company 2: Maria Addres 1 with Ministry Maria Maria<	Company 1	Landlard	Address	Paral Cade All	Generation(kW.h.)	Tetal Teriff(Peeeds	All Saved COU(1)	Hee Saved CO2(T)	Hin Saved C		
a company 1 with defendent 2 with defen	** Company 2	LandLord Addre	ss 1	WE3 190	103.505	38.876	56.402	1.001	0.792		
Company 3 Units Address 3 No.00 Intelline Intellin Intellin Intelli	Company 2	SO Landard Articles	00 2	WELSON .	1172.541	402.046	630.726	17.55	6.637		
Uman Address i win the 01.3/h 01.41 02.00* 01.49 4.1 Uman Address i win the 01.60* 01.10* 01.0* 0.0* 5.0* Uman Address i win the 01.60* 01.0* 01.0* 0.0* 5.0* Uman Address i win the 01.60* 01.0* 0.0* 5.0* 5.0* Uman Address i win the 01.6** 01.0* 01.0* 0.0* 5.0*	Company 3	Landore Addre	85.3	864.058	121.025	38.394	71.433	5.509	9.002		
A29999 5 матака 115.607 43.10 128 128		Candure Addres	ee 4	1453 MIN	224.336	92.651	122.307	10.058	:43		
g and		and Addre	ss 5	103.858	116.657	48.579	43.6	5.102	2.045		
g ann - Bindonte, -											
				_	_			_	0.00		
	(B) (m (1), m (2))										

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

2 8	ansen wage Layout	- Can	NEW VIEW		1.16			E AF IN
14			Wrap Tent	100.00	I Date in Constitu	and former (all	git Delete -	H- ZI IN
1	Ford		an ani) case of the	G Banha	Formatt	ng + as Table - Styles -	Call	2" Filter - Select -
	• (c = fe)			1774 - 1993 M		32.12	18	
	Microsoft Office Excel							8
	Microsoft Office Facel							
	Microsoft Office Excel	trying to open, Tile (10. vist, is in a different format	than specified by the	file extension. Verify t	nat the file is not corrupt	ed and is from a trus	ted source
	Microsoft Office Eacel	trying to open, 'Tile i the file. Do you wan	5).x8c, is in a different format to open the file now?	than specified by the	file extension. Verify t	nat the file is not corrupt	ed and is from a trus	ted source
	Microsoft Office Excel	trying to open, 'He i the file. Do you want	5).x62, is in a different format to open the file now? Yes	than specified by the	file extension. Verify t Help	nat the file is not corrupt	ed and is from a trus	ited source
	Hicrosoft Office Facel	trying to open, Tile the file. Do you want	5)Kr, is in a different format to open the file now? Ves	than specified by the	file extension. Verify t Help	nat the file is not corrupt	ed and is from a trus	ited source
	Microsoft Office Facet	trying to open, Tie the file. Do you wan	5)15', is in a different format to open the file now Yes	than specified by the	file extension. Verify t Heb	nat the file is not corrupt	ed and is from a trus	ited source
	Microsoft Office Eacel	trying to open, Tie the file. Do you wan	S)Kr, is in a different format to open the file now? Yes	than specified by the	file extension. Verify t Help	nat the file is not compt	ed and is from a trus	ted source
	Microsoft Office Eacet	trying to open, 'He i the file. Do you want	5).vids', is in a different format to open the file now? Ves	than specified by the	file extension. Verify t Help	nat the file is not compt	ed and is from a trus	ted source
	Nicrosoft Office Tacet	trying to open, 'Tile i the file. Do you want	5).x5', is in a different format to open the file now? Ves	than specified by the	file extension. Verify t Help	nat the file is not corrupt	ed and is from a trus	ited source
	Microsoft Office Earch	trying to open. The t	5).uSr, is in a different framat to open the file now? Yes	than specified by the	file extension. Verify t Help	nat the file is not compt	ed and is from a trus	ited source
	Microsoft Office Taref	trying to open, 'He i the file. Do you want	5).xid", is in a different format to open the file now? Ves	than specified by the	fle extension. Verfly t Heb	sat the file is not corrupt	ed and is from a trus	ted source
	Microsoft Office Taxet	trying to open, 'He i the file. Do you wan	5).uSr, is in a different format to open the file new? Yes	than specified by the	file extension. Verfy t Help	set the file is not corrupt	ed and is from a trus	Ked source
	Microsoft Officer Tarvet	trying to open, 'Tie,'	5), odd, is in a different format to open the file now? <u>Ves</u>	than specified by the	file extension. Verify t Help	net the file is not compt	ed and is from a trus	ited source

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**

Analysis 🗢 Installation S	7
Calendar Analysis	Ē
Multiple Analysis	
Expected VS Actual Yield Reports	

If you select the year you require then the green play button, the data will show as follows:

Analysis / Expected VS Actual Yield Reports



This can be then exported into Excel pressing the Excel button next to the green play button.



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.

1.2								
	to solar e	ORT	at 🔪 🔭			Solar Portal	admin 📫 ն 🖗	<i>»</i> 🛛
	Home 👻 Statistics 👻 Analyzing 👻	Installation 🗢	Parameter 🔻 Setting 🔻					
	Customer Info Installation Info							
	BUILDING	Feed in Tarif	Ŧ					ſ
	Solar Portal	MCS No.	Address	Postcode	Earned to Date	Earned this Month	Earned this Week	

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.

20-	solar	PORT	al 🔪 🔭			Solar Por	tal
Home 🔻	Statistics 👻 Analyzing	g 🔻 Installation 🛪	🔻 Parameter 🔻 Setting 👻				
Customer Ir	nfo Installation Info						
Customer r	name:	Customer Type:	lease Select 💠		4 Sear	ch Add Solution	
Select	Customer name	Customer Type	Email Address	Phone Number	Fax Number	Address Remarks	

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



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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.

20	ECLAI	RECR	TAL 📉				S	olar Portal (admin 🛛 🛊) 🖓 🕯
Home	🛩 Statistics 🛩 Ana	ilyzing 👻 Installati	on - Parameter - Setting -					
Custom	er Info Installation Info							
	Installer A	Installer						<u>n</u>
	Unknow	OFGEM						
	Unknow	DNO						
	Tenant B	Tenant	Tenant_B@revenco.com	02012345678	02012345678	ffgg	rreerh	
	Tenant C	Tenant	Tenant_C@revenco.com	020323232323	020232323232			
	Tenant A	Tenant	Tenant_A@REVENCO.COM	23232323	23232323		3434343434	
	Investor2	Investor	investor2	020-12121212	020-34343434	sdf	dada	
	LANDLORD B	Landlord	LANDLORD_B@REVENCO.COM	3434343434	45454545		4545	
	SOUT	Installer	SOUT@REVENCO.COM	232323	2323232		343434	
	TAC	Supplier	TAC@REVENCO.COM	2323232	3232323		23232323	
	EDFI	DNO	EDFI@REVENCO.COM	2132323	2323232		retrtrtr	
	LANDLORD D	Landlord	LANDLORD_D@REVENCO.COM	237927389	34434343		4343434	
	OFGEM	OFGEM	OFGEM@REVENCO.COM	W2E3ER	ERERE		RERER	
۵	YEDL	DNO	YEDL@REVENCO.COM	2131231	2121212		12121212	
	LANDLORD C	Landlord	LANDLORD_C@REVENCO.COM	12312121212	12121212		121212	
	HYDE	Installer	HYDE@REVENCO.COM	2839829329	E4839489		2QW323	
31 res	ults found, displaying 1 to	o 25.			[First page/Pre pa	ge] 1, 2[N	lext page/Last page	1



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.

10/	9			solar portal				
4 1	+ Ahtp://montevi	deo revenco com hk 8	080/Index.html#			0	Q. Coogle	
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	salar portal	BBC Spor	t - Football - Warner's					
forme	v Statistics v Ana	iyzing w Installati	on w Parameter w Betling w			_		
ustore	er Info Installation Info	Textular						
0	Installer A	OFGEM						f
	Unknow	DNO						
	Tenant B	Tenant	Tenant_D@revence.com	02012345678	02012345678	199	reath	
0	Tenant C	Tenant	Tenant_C@revence.com	020323232323	020232323232			
	Tenant A	Tenant	Tenant_A@REVENCD.COM	23232323	23232323		3434343434	
0	prvestor2	Investor	investor2	020-12121212	020-34343434	st	dada	L
	LANDLORD B	Landlord	LANDLORD_B@REVENCO.COM	3434343434	45454545		4545	
	SOUT	Installer	SOUT@REVENCO.COM	232323	2323232		343434	
	TAC	Supplier	TACOREVENCO.COM	2323232	3232323		23232323	
	ED/1	ONO	EDF1@REVENCO.COM	2132323	2323232		retrtrtr	
0	LANDLORD D	Landlord	LANDLORD_D@REVENCD.COM	237927389	34434343		4343434	
0	OFGEM	OFGEH	OFGEH@REVENCO.COM	W2E3ER	ERERE		RERER	
0	YEDL.	ONO	YEDL@REVENCO.COM	2131231	2121212		12121212	
8	LANDLORD C	Landlord	LANDLORD_C@REVENCO.COM	12312121212	12121212		121212	
0	HYDE	Installer	HYDE@REVENCO.COM	2839829329	E4839489		2QW323	
11 res	ults found, displaying 1 to	25.			(First page/Pre pa	ge) 1, 2[N	ket page/Last page	
export	Excel PDF							

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

tomer mo mistaliation mo		
	Save OBack	
 Customer Type: 	Tenant 🕴	
* Customer name:	Tenant B	
Email Address:	Tenant_B@revenco.com	
Phone Number:	02012345678	
Fax Number:	02012345678	
	ffgg	
Address:		
	rreerh	
Remarks:		

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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🛄 🇰 Apple Yahoo! Google Maps YouTube Wikipedia News (703) 🔻 Popular 🔻	
solar portal BBC Sport - Football - Women's	+
Home	
Customer Info Installation Info	
Investor	Back Back
* Customer Type / Tenant	
Supplier	
Customer name OFGEM DNO	
Email Address Installer	
Phone Number: 02012345678	
Fax Number: 02012345678	
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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.

1	1												Colore	adm	uin i	- <i>e</i>	R &	c
ZE	2 SOL	are	OR	TAL									Solar	Portai Luun			,	
Home	➡ Statistics ➡	Analyzing 🔻	Installat	on 🗢 🛛 Parame	eter 🔻 Set	ting 🔻												
Custom	er Info Installation	Info																
Investo	Please Select	+ Landlord: (Please Selec	t 🗘 House:	Please Selec	t ‡)			Se	arch	Add	🔀 Delete					
Select	Building	Street	PV System Type	Investor	Landlord	Tenant	Supplier	Installer	OFGEM	DNO	Roof Direction	MCS No.	System kWp					
0	Test PV	Test Address	Inverter	Investor2	LANDLORD A	Tenant A	Npower	SOUT	OFGEM	YEDL	South	10142154	1.0					
												MCC-						

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.

32	5.001	0.12.0	0.1	501		Re.							Solar I	Portai admin	a 🛱 🖉 🖉
-	w Statistics w	Analyzing w	Installat	ion w Param	atar w Be	ling w									
stom	er Info Installation	i Info													
tvesto	r: Pesse Select	1) Landford:	Please Selec	a House	: Mease Selec					-54	arch [Add	Delete		
elect	building	Street	PV System Type	Investor	Landlord	Tenard	Suppler	Installer	OFGEM	DND	Roof Direction	HCS NO.	System kWp		
0	Test PV	Test Address	Inverter	Investor2	LANOLORD	Tenant	Npower	SOUT	OFGEM	YEOL	South	10142154	1.0		
0	Building	Addres	Inverter	INV 1	NO Landlord		Unknow	Ins A	Unknow	Unknow	South	MCS- 00036601- G	2.76		
0	Building	Addres	Inverter	INV 2	N0 Landlord		Unknow	Ins	Unknow	Unknow	South	MCS- 00036429- G	1.2		
0	Building	Addres	Inverter	INV 3	NO Landlord	Tenant	Unknow	Ins A	Unknow	Unknow	South	10060050	2.0		
0	Building	Addres	Inverter	INV 4	NO Landlord		Southern Electric	Ins	OFGEM	Southern Electric	South	00008106- B	1.84		
i resu	Contration in the second se	y se:						A							

This will then provide additional detail of the installation itself.

stomer Info Installation Info							
							Save 3
							Back
Basic Information:							
Generation Meter No.:	10142154		Export Meter No.:		 Installed Time: 	2011-04-01	
* Tariff Type:	Capacity of 4kW of	or less,	where installed on a building	ng which is already	occupied		
Roof Direction:	South		PV System Type:	ter 🕄	MCS No.:	10142154	
System kWp:	1.0						
Related Information:							
 Investor: 	Investor2		- Landlord: LAN	DLORD A	Installer:	SOUT	•
Tenant:	Tenant A	•	Supplier: Npo	wer 🚺			
OFGEM:	OFGEM	•	DNO: YED				
* Building:	Test PV		• Street: Test	Address	Town:	Harrogate	
County:	North Yorkshire		Country: UK		Postcode:	W53 1NG	

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.





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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 \bigtriangledown
System Users
User Setting

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

l elephone:	
Mobile Phone:	
Fax:	
ighlight 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: OYes No	
Email: Use the character ';' to split me	ultiple email addresses. eg.xxx@xxx.xxx;xxx@xxx.xxx

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13. Maintenance



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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							
902141005372	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



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







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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 La	st hours		Alarm Recipient	: () Yes () I	No
Email	Use the character ',' t	to split multiple email	addresses. eg.xx	x@xxx.xxx;xx	x@xxx.xx
Address:					
					E 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.





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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