

# SolShare Commissioning App

## Reviewing and Reconfiguring a SolShare

This document provides an overview of how to review the configuration of a SolShare during the commissioning process, and how to re-configure a SolShare. This includes:

- **Reviewing the solar delivery method** (demand-based delivery / custom allocation) (Section 3a)
- **Reviewing the custom allocations for each tenancy** (Section 3a)
- **Disabling solar** (stop sharing solar) to a tenancy (Section 3b)
- **Enabling solar** (start sharing solar) to a tenancy already connected and configured (Section 3b)
- **Finding more information about any operational faults** (Sections 3c and 3d)
- **Providing SolCentre access for the site to another user** (Section 3f)
- **Adding a new connection for solar delivery** (requires re-commissioning SolShare) (Section 4)

**IMPORTANT:** SolShare must have a strong and stable internet connection to re-configure.

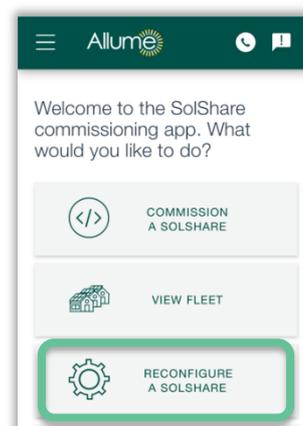
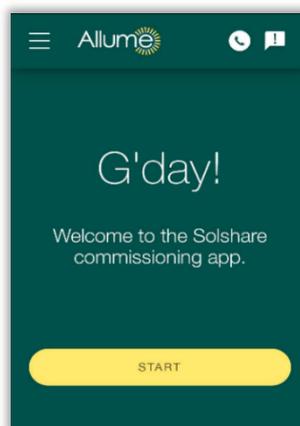
### 1. Navigate to Reconfigure a SolShare

Go to the SolShare Commissioning App using any internet browser, which is available at <https://commissioning.allumeenergy.com>.

Alternatively, if you are onsite with a SolShare, you can scan the QR code on the silver sticker on the right side of the SolShare to access the SolShare Commissioning App.

Click *Start* and enter your login details.

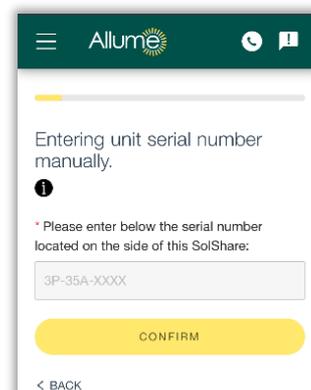
In the main menu, click *Reconfigure a SolShare*.



### 2. Enter SolShare serial number

Enter the serial number of the SolShare you would like to review and/or reconfigure and click *Confirm*.

Access to following screens is limited to the original user who commissioned the SolShare, or any other users invited (during commissioning or by following the process in Section 3f of this document). If a screen saying that you do not have permission to access the resource is shown, contact the original system installer, or [Allume technical support](#) for access (may require proof of involvement in the solar project).



### 3. Review and reconfigure SolShare

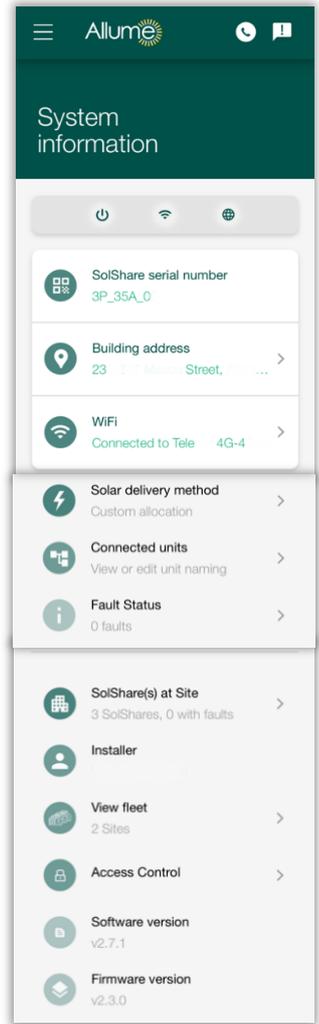
SolShare settings can be reviewed by scrolling down the *System information* screen. More information can be found by clicking on individual headings.

- Solar delivery method:** Review or reconfigure the solar delivery method (demand-based delivery or custom allocation) and custom allocation percentages by clicking *Solar delivery method*. Click *Edit* at the bottom of the following screen to reconfigure.
- Connected units:** Review or reconfigure which units (e.g., tenancies, flats, apartments) are connected to SolShare, and which SolShare outputs they are connected to, by clicking *Connected units*. Click *Edit* at the bottom of the following screen to reconfigure. To enable/disable solar to a tenancy already connected and configured with this SolShare, simply check or uncheck the tickbox next to that SolShare connection and click *Save*.

**👉** If adding a new connection to SolShare (e.g., a new tenancy connected to a previously unused SolShare output), follow the process for in Section 4.

- Faults:** Review more information about any current faults SolShare is experiencing by clicking *Fault Status*.
- SolShares at the same site:** Review and switch to viewing other SolShares at the same site but clicking *SolShare(s) at site*. Click the serial number of another SolShare to open the *System information* page for that SolShare.
- Fleet:** Review other sites in the fleet by clicking *View fleet*.
- SolCentre access:** Invite others to access this site in SolCentre by clicking *Access control*. Enter the person's email address and click *Invite*.

**👉 IMPORTANT:** People invited using *Access control* will have the same reconfiguration/edit capabilities shown in this document. Ensure only appropriate people (e.g., installers, site managers for this property, etc.) are given access. **This access should NOT be provided to individual tenants receiving solar via SolShare.**



### 4. Configuring a new tenancy connection and re-commissioning SolShare

Re-commissioning SolShare is required when adding a new connection to that SolShare for solar delivery (e.g., adding a new tenancy connected to a previously unused SolShare output).

**👉** Ensure SolShare is physically wired with the new connection prior to starting this process with the Commissioning App.

- Navigate to *System information* > *Connected units* as per Section 3b.
- Click *Edit* at the bottom of the screen.
- Click *Add a Connection* at the bottom of the next screen.
- Tick the connected box for the connection you want to add and enter a unit/tenancy name (see screen to the right).
- Click *Confirm* to start a series of screens to re-commission SolShare.
- Complete the re-commissioning screens to complete this process. If you are not re-directed to the re-commissioning process in Step e, click the main menu and select *Commission a SolShare*. Follow the prompts to re-commission the SolShare.

