

User Manual

iEnergyCharge Management Platform



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About This Manual

Target Group

This manual introduces the monitoring, O&M, and other main functions of the iEnergy-Charge charging management platform and some common operations on the platform, aiming to help platform providers and operators improve the charging pool operation and management capabilities and efficiency.

This manual is intended for users of the charging management platform, including:

- Platform provider (administrator and user)
- Operator (administrator and user)
- · System administrator

Symbols in the Manual



"NOTE" indicates supplementary information, emphasis on specific points, or tips related to the use of the product that might help to solve your problems or save your time.

Requirements

Item	Requirement
Browser	Compatible with mainstream browsers including Chrome (high), 360 (compatibility mode, speed mode) (medium), and Firefox (low). Chrome 60 or later is recommended, and Safari 10 or later and Firefox 60 or later are supported.
Resolution	1920*1080 (recommended); 1366*768 (supported)

Notice

The manual may be updated and revised from time to time. If the pictures in the manual deviate from the actual user interfaces, it may be due to a system update. In such cases, the actual interfaces should take precedence.

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1 Common Operations

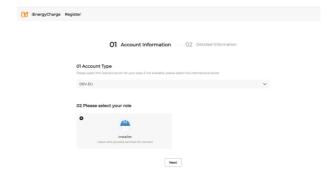
1.1 Create an Account

This section introduces how to create an iEnergyCharge account.

Step 1 Open a browser and enter https://eu.ienergycharge.com/ in the address bar.

Step 2 Click Register.

Step 3 Select the server and account type.



Users in mainland China may choose **Chinese Server** and can only create an "Installer" account.



Users in Europe may choose **European Server** and can only create an "Installer" account.

Users in Australia may choose **Australian Server** and can only create an "Installer" account.

Users in other regions may choose **International Server** and can only create an "Installer" account.

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Step 4 Complete the required information.

table 1-1 Information Required to Create an Account

Parameter	Description		
*Email	Create an account with an email address.		
*Verification code	After entering an Email address, click Send to send a verification code to this email address. Then, enter the verification code you have received here.		
*Password and Repeat password	The password should be 8–32 characters long and contain numbers, letters, or special characters.		
*Country/Region	The country or region where the user is located.		
*Organization name	The organization where the retailer/installer belongs.		
Upper Level Organization Code	Organization code of the upper-level service provider. You can reach your upper-level retailer/installer for this code. Providing this code allows the retailer/installer to view and manage the charging pools under your management (except for those shared with you).		



Those marked with * are required fields.

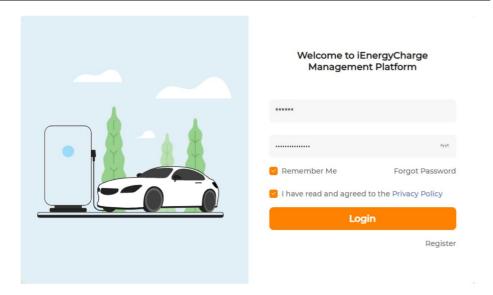
Step 5 Click **Confirm**, and agree to privacy policy. An iEnergyCharge account is now created.

- - End

1.2 Log in to an Account

This section introduces how to log in to the iEnergyCharge Web system.

User Manual 1 Common Operations



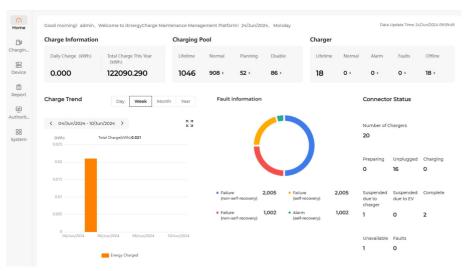
- Step 1 Open a browser and enter https://eu.ienergycharge.com/ in the address bar.
- **Step 2** You can change the server and system language in the upper right corner of the login page. Users in mainland China may choose the **Chinese Server**. Users in Europe and Africa may choose the **European Server** and those in Australia may choose the **Australian Server**. Users in other countries/regions may choose the **International Server**.
- Step 3 Enter the account name and password, select the I have read and agreed to the privacy policy checkbox, and click Login. You can select the Remember Me checkbox so that you do not need to enter the password at the next login.
 - - End

1.3 Forgot Password

- Step 1 Click Forgot Password on the login page.
- **Step 2** Enter your **Email**, and click **Send** on the right of the verification code input box. Then, put the verification code you have received through email in the box.
- **Step 3** Enter a **New Password**, and then **Confirm New Password**. The password shall be 8–32 characters long and contain numbers, letters, or special characters.
- **Step 4** Click **Confirm**. You will then go back to the login page. Now you can log into the system using your new password.
 - - End

2 Home

After logging in to the iEnergyCharge Web system, you will go to the Home page, as shown below. Here you can have an overview of the information about the EV chargers and charging tasks in all charging pools that have been created in this account. Information presented here includes the charge data, charging pool information, charger information, charge trend, faults, and charging connector status.



Charge Information

Shows the total amount of energy delivered by all chargers in the day and the year.

Charging Pool

Click a number under the charging pool status to go to the list of the corresponding charging pools. For details, see "3.1 Charging Pool List".

Charger

Click a number under the charger status to go to the list of the corresponding chargers. For details, see "4.1 Device List".

Charge Trend

Select **Day**, **Week**, **Month**, or **Year**, and click or to switch between different time periods and view the charge curves accordingly.

You may click f or f to display the charge trend in a bar graph or a curve.

Fault Information

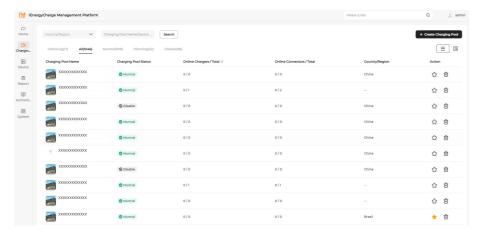
Shows the types of fault.

Connector Status

Shows the status of the online charging connectors.

3 Charging Pool

After logging in to the iEnergyCharge Web system, click **Charging Pool** in the side navigation bar. You will then go to the page as shown below.



3.1 Charging Pool List

On the "Charging Pool" page, you can view the information about the charging pool, such as its status, number of chargers, and country/region, or follow or delete a charging pool.

Operations

· Search for a charging pool



- Search by country/region: Select a Country/Region in the drop-down list. Charging pools that meet the search criteria will then be shown on the screen.
- Search by charging pool information: Enter the Charging pool name or device S/N, and click Search. Charging pools that meet the search criteria will then be shown on the screen.
- · Switch between the list view and card view
 - Click = in the upper right corner to display the charging pools under the current account in a list view.
 - Click in the upper right corner to display the charging pools under the current account in a card view.
- · Follow a charging pool



3 Charging Pool User Manual

Click in the action column to follow a charging pool. You may check the charging pools you have followed in the "Following" list.

- Click in the action column to unfollow a charging pool.
- Delete a charging pool

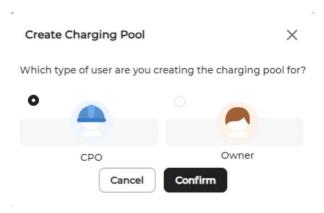
Click in the action column to delete the corresponding charging pool.



Deleted charging pools cannot be recovered. Please proceed with caution.

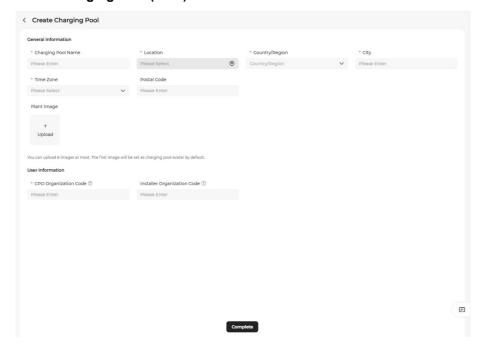
3.2 Create a Charging Pool

On the "Charging Pool" page, click **Create Charging Pool** in the upper right corner to create a charging pool. You may choose to create a charging pool for a CPO (Charge Point Operator) user or an owner user.



User Manual 3 Charging Pool

3.2.1 Create a Charging Pool (CPO)



3 Charging Pool User Manual

Step 1 Complete the general information of the charging pool.

Parameter	Description		
*Charging Pool Name	Name the charging pool. To learn about how to change its name after the charging pool has been created, see "3.3.5 Basic Information".		
*Charging Pool Status	Set this parameter based on the actual conditions of the charging pool.		
*Location	The location of the charging pool.		
*Country/Region	The country/region where the charging pool is located.		
*City	The city where the charging pool is located.		
*Time Zone	This field will be auto-filled according to the country/region you have selected.		
Postal Code	The postal code of the place where the charging pool is located.		
Charging Pool Image	You may upload a photo of the charging pool.		
*CPO Organization Code	Enter the organization code of the CPO (Charge Point Operator). You can reach your upper-level CPO for this code. Providing this code allows your upper-level CPO to view and manage the charging pools under your management. Contact SUNGROW for a code if you do not have an upper-level CPO.		
Installer Organization Code	Enter the organization code of the installer. You can reach your upper-level installer for this code. Providing this code allows your upper-level installer to view and manage the charging pools under your management.		



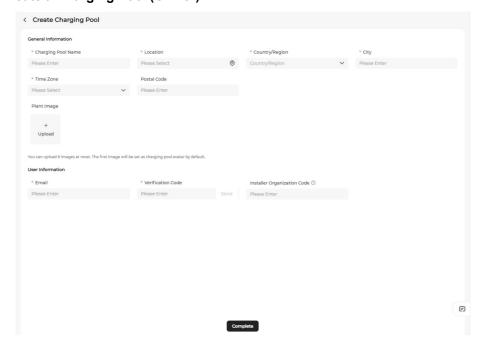
Those marked with * are required fields.

Step 2 Click Complete.

- - End

User Manual 3 Charging Pool

3.2.2 Create a Charging Pool (Owner)



3 Charging Pool User Manual

Step 1 Complete the general information of the charging pool.

Parameter	Description		
*Charging Pool Name	Name the charging pool. To learn about how to change the name after the charging pool has been created, see "3.3.5 Basic Information".		
*Charging Pool Status	Set this parameter based on the actual conditions of the charging pool.		
*Location	The location of the charging pool.		
*Country/Region	The country/region where the charging pool is located.		
*City	The city where the charging pool is located.		
*Time Zone	This field will be auto-filled according to the country/region you have selected.		
Postal Code	The postal code of the place where the charging pool is located.		
Charging Pool Image	You may upload a photo of the charging pool.		
*Email	Enter the owner's email address. The owner can log in to the iEnergyCharge system using this email address to check the information about the charging pool.		
*Verification Code	After entering an email address, click Send to send a verification code to the email address. Then, enter the verification code you have received here.		
Installer Organization Code	Enter the organization code of the installer. You can reach your upper-level installer for this code. Providing this code allows your upper-level installer to view and manage the charging pools under your management.		



Those marked with * are required fields.

Step 2 Click Complete.

- - End

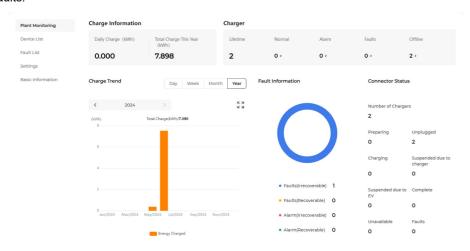
3.3 Charging Pool Details

Click on a charging pool in the charging pool list to go to its details page. Here you can check the information about the charging pool and its devices, including their faults, set the relevant parameters, and edit some general settings.

User Manual 3 Charging Pool

3.3.1 Charging Pool Monitoring

Click on a charging pool in the charging pool list, and you will go to the charging pool monitoring page by default, as shown below. Here you can view the information about the charging pool, such as the charge information, charging connector status, charge trend, and faults.



Charge Information

Shows the total amount of energy delivered by the chargers in the day and the year.

Charger

Click a number under the charger status to go to the list of the corresponding chargers. For details, see "4.1 Device List".

Charge Trend

Select **Day**, **Week**, **Month**, or **Year**, and click or to switch between different time periods and view the charge curves accordingly.

You may click III or to display the charge trend in a bar graph or a curve.

Fault Information

Shows the types of fault.

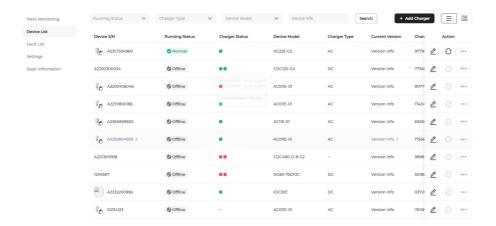
Connector Status

Shows the status of the online charging connectors.

3.3.2 Device List

Click on a charging pool in the charging pool list, then choose **Device List** on the left. Here you can check the information of all devices in the current charging pool. The page is shown below.

3 Charging Pool User Manual



Operations

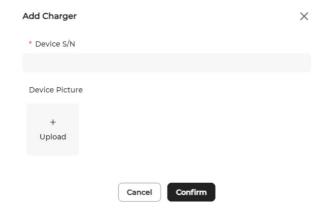
Search for a device

Select the running status, charger type, and device model and enter the device S/N in the search bar. Then, click **Search**. Devices that meet the search criteria will then be shown on the screen.

· View device information

Click on the device name to go to its details page. Here you can check the detailed information about the device, such as the general information, O&M curves, faults, communication debugging information, charger logs, and parameter settings. For details, see "4.2 Device Details".

Add a charger



- 1 Click **Add Charger** in the upper right corner of the page.
- 2 Enter the device S/N. You can also upload a device picture here.
- 3 Click **Confirm** to add the device to the charging pool.
- · Switch between the list view and card view

User Manual 3 Charging Pool

- Click = in the upper right corner to display the devices in a list view.
- Click in the upper right corner to display the devices in a card view.
- · View the version information of the device

Click **Version Info** to check the version number of the device's each module.

- Edit
 - Click 2 in the action column, change the settings as needed, and click **Confirm**.
- Reboot
 - Click \bigcirc in the action column, choose **Reboot Firmware/Reboot Software**, and click **Confirm**.



· View task history

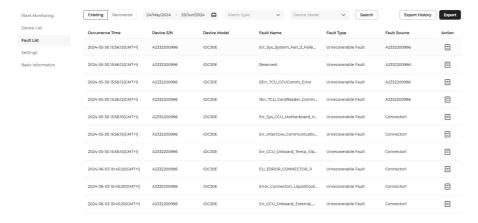
Choose *** → View Task History to check the reboot and unlock activity history of the charger.

Delete a device

Choose " ••• • → **Delete**" to delete the device. Deleting a device will remove all the data of the device.

3.3.3 Fault List

Click on a charging pool in the charging pool list, and then choose **Fault List** on the left. The faults in the chargers in the current charging pool will be shown, from the most recent to the oldest. Only faults in pending state are shown by default. The page is shown below.



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Operations

- Search for a fault
 - 1 Choose **Existing** or **Recovered**.
 - 2 Select the start time and end time, alarm type, and device model, and click **Search**. Faults that meet the search criteria will then be shown.
- · View fault details

Click in the action column to view the detailed information about the fault.

· Export fault data

Click **Export** to export the data of faults filtered by the current criteria.

· Export history

Click **Export History** to display the export history. Then, click the icon $\stackrel{\checkmark}{L}$ in the action column on the right side of the task to download the exported file.

3.3.4 Charging Pool Settings

Click on a charging pool in the list, and then choose **Settings** on the left to go to the page for parameter settings.

Operations

- Search for a device
 - 1 Select the running status, device model, and firmware version of the device.
 - 2 Enter the device S/N, and click **Search**. Devices that meet the search criteria will then be shown.
- · Batch settings

Select the target devices, and click **Batch Settings** in the upper right corner to set a group of devices at one time.

· View history

Click (a) in the upper right corner of the page to view the setting activities under the current account.

View history of one device

Click in the action column to view the setting activities performed for this specific device.

· View history of multiple devices

Select the target devices, and click in the upper right corner to view the setting activities performed for these devices.

For detailed instructions, see "4.2.6 Device Settings".

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3.3.5 Basic Information

Click on a charging pool in the charging pool list, and then choose **Basic Information** on the left. Here you can check the basic information about the charging pool and the user information, as shown below.

Edit



Operations

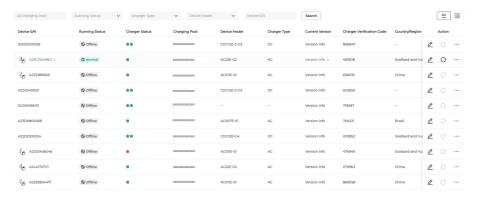
- Edit
 - 1 Click Edit.
 - 2 Change the settings as needed, and click Save.

4 Device

After logging in to the iEnergyCharge Web system, click **Device** in the side navigation bar to go to the "Device" page.

4.1 Device List

After logging in to the iEnergyCharge Web system, click **Device** in the side navigation bar. You will go to "Device List" by default, as shown below.



Operations

Search for a device

Select the running status, charger type, and device model and enter the device S/N in the search bar. Then, click **Search**. Devices that meet the search criteria will then be shown.

· View device information

Click on the device name to go to its details page. Here you can check the detailed information about the device, such as the general information, O&M curves, faults, communication debugging information, charger logs, and parameter settings. For details, see "4.2 Device Details".

- Switch between the list view and card view
 - Click = in the upper right corner to display the devices in a list view.
 - Click in the upper right corner to display the devices in a card view.
- Check the version information of the device

Click **Version Info** to check the version number of the device's each module.

Edit
Click in the action column, change the settings as needed, and click Confirm.

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Reboot

Click \bigcirc in the action column, choose **Reboot Firmware/Reboot Software**, and click **Confirm**.

· View task history

· Delete a device

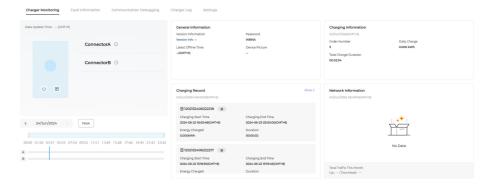
Choose "••• → **Delete**" to delete the device. Deleting a device will remove all the data of the device.

4.2 Device Details

Click a device in the device list to go to its details page. Here you can find the detailed information about the device, including the monitoring data, O&M curves, general information, faults, communication debugging information, charger logs, and parameter settings.

4.2.1 Charger Monitoring

Click a device in the device list to go to its details page. You will go to the "Charger Monitoring" page by default, as shown below. Here you can view the general information, charging information, charging record, and network information of the device on a specified date, and reboot or update the device.



View device information

Select a date in the date picker. The device's general information, charging information, charging record, and network information on that specific date will be shown on the page.

General information

Shows the general device information.

Charging information

Shows the number of orders, energy delivered, and total charging hours of the day.

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Charging record

Shows the details of orders within a month preceding the specified date by default. You can click **More**, set the start time and end time, and click **Search** to check the orders in a specific time period.

Network Information

Shows the network information on the day and the total data usage in the month.

Operations

Reboot

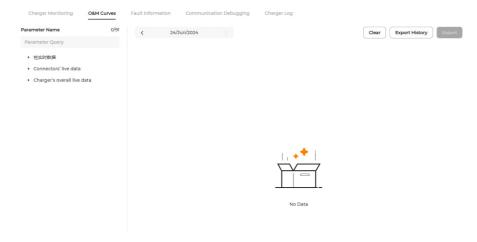
Click 2 in the action column, choose **Reboot Firmware/Reboot Software**, and click **Confirm**.

Update

Click $\stackrel{\ref{2}}{\cancel{C}}$ in the action column to go to the page for device update. For details, see "4.3 Firmware Update".

4.2.2 O&M Curves

On the "Device Details" page, choose **O&M Curves** in the tab bar. You will then go to the page below.



Operations

- Check O&M curves
 - Select parameters in the Parameter Name column. You can search for and select a parameter by name using the Parameter Query search box, or select parameters directly from the lists of Charger's overall live data, Connectors' live data, and Module's overall live data.
 - 2 Select a date. The O&M curve generated based on the selected data will be shown on the screen.
- · Export O&M data

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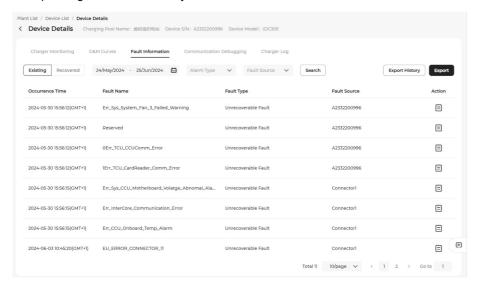
Click **Export** to export the O&M data filtered by the current criteria.

· Export history

Click **Export History** to display the export history. Then, click the icon on the right side of the task to download the exported file.

4.2.3 Fault Information

On the "Device Details" page, choose **Fault Information** in the tab bar. Here you can view the faults in the current device, from the most recent to the oldest, as shown below. Only faults in pending state are shown by default.



Operations

- Search for a fault
 - 1 Choose Existing or Recovered.
 - 2 Select the start time and end time, alarm type, device model, and click Search. Faults that meet the search criteria will then be shown.
- View fault details

Click the fault name to view its detailed information.

Export fault data

Click **Export** to export the data of faults filtered by the current criteria.

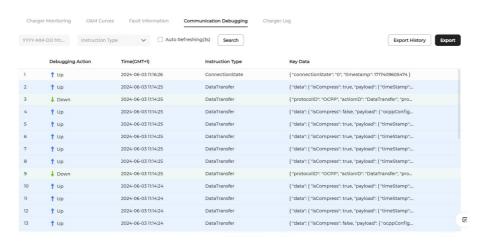
Export history

Click **Export History** to display the export history. Then, click the icon in the action column on the right side of the task to download the exported file.

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4.2.4 Commissioning Debugging

On the "Device Details" page, choose **Commissioning Debugging** in the tab bar. You will then go to the page below.



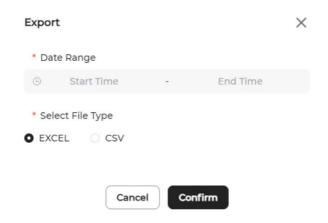
Operations

Data query

Select the time and instruction type, and click **Search**. The communication debugging information that meets the criteria will then be shown on the screen. You can select the checkbox **Auto Refreshing(3s)** to get the data refreshed every 3 seconds.

· Export data

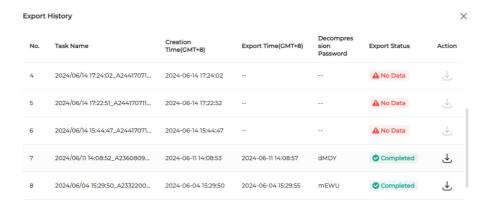
Click **Export**, select the start time, end time, and file format, and click Confirm to export the communication debugging data filtered by the current criteria. You may choose to export the data to an Excel or CSV file based on actual needs.



· Export history

Click **Export History** to display the export history. Then, click in the action column on the right side of the task to download the exported file.

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4.2.5 Charger Log

On the "Device Details" page, choose **Charger Log** in the tab bar to view the log of the current charger, as shown below. Charger log includes remote log and local log.



Remote Log

Click Remote Log.

- Export Logs
 - Click Export Logs, select a log type in the pop-up window, and click Confirm to export the corresponding log.
- View task details
 - Click in the action column to view the details of the task. You can click in the action column to download the log to your local system.

Local Log

Click Local Log.

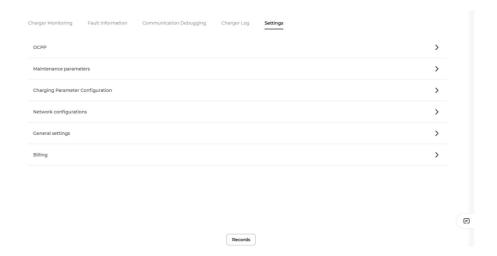
- · View task details
 - Click in the action column to view the details of the task. You can click

 in the action column to download the log to your local system.

4.2.6 Device Settings

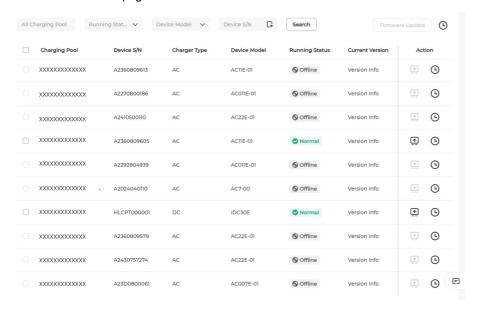
On the "Device Details" page, choose **Settings** in the tab bar to go to the page for device parameter settings, as shown below. You can click > to query or set the corresponding parameters.

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4.3 Firmware Update

After logging in to the iEnergyCharge Web system, choose "**Device**→**Firmware Update**" on the left. You will see the page shown below.



Operations

- Search for a device
 - 1 Click to select the charging pool where the device is installed. You can select multiple plants at a time.
 - 2 Select the running status and model of the device.
 - 3 Enter the device S/N, and click Search. Devices that meet the search criteria will then be shown.

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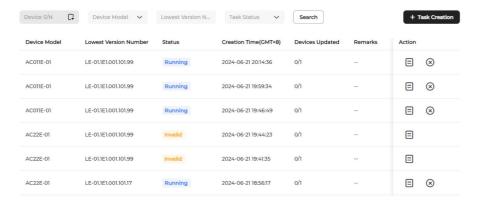
· Check the version information of the device

Click **Version Info** to check the version number of the device's each module.

- Device update
 - 1 Click in the action column.
 - 2 Choose Online Update Package or Local Update Package.
 - 3 Set Single Device Update Timeout, and click Update.
- Update devices in batch
 - 1 Select devices of the same model, and click **Firmware Update** in the upper right corner of the page.
 - 2 Choose Online Update Package or Local Update Package.
 - 3 Set Single Device Update Timeout, and click Update.
- View task history
 - Click in the upper right corner of the page to view all device update tasks under the current account.
- · View the update history of a specific device
 - Click (a) in the action column to view all update tasks of this specific device.

4.4 Auto Update

After logging in to the iEnergyCharge Web system, choose "**Device**→**Auto Update**" on the left. You will see the page shown below.



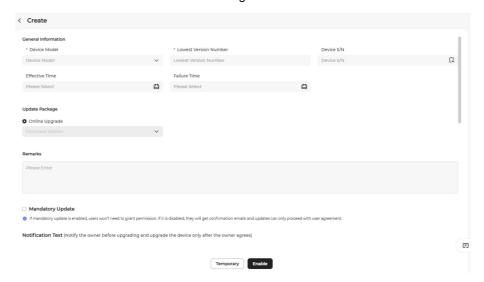
Operations

- Search for a device
 - 1 Select the device model, firmware version, and task status.

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2 Enter the device S/N, and click Search. Devices that meet the search criteria will then be shown.

- Add an automatic update task
 - 1 Click Task Creation. Then, fill in the general information on the page for task creating. You can select the checkbox Mandatory Update as needed. If mandatory update is enabled, the update will be performed without requiring the user's permission. If the option is disabled, the user will receive a confirmation email prior to an update, and the update will only proceed with the user's approval.
 - 2 Click **Temporary** or **Enable**. You can click **Temporary** to save the template in the list, or click **Enable** to effect the task settings now.

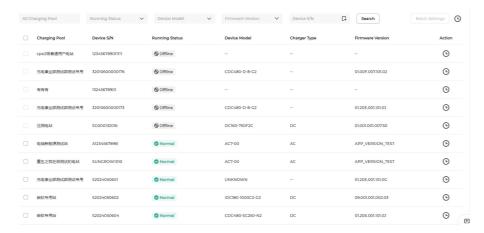


- View details about the update task
 - 1 Click a number in the "Devices Updated" (number of devices that have been updated) column.
 - Select the update status and owner's feedback, enter the device S/N, and click Search.
- · Task in the "Running" state
 - Click in the action column to view the detailed information about the task.
 - Click (S) in the action column to disable this auto update task permanently.
- · Temporarily saved task
 - Click 2 in the action column to edit the settings of this auto update task.
 - Click → in the action column to apply the current auto update task settings. Make sure the update package is applicable to all the selected devices.
 - Click \Box in the action column to delete the current auto update task. The deleted data cannot be recovered.

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4.5 Parameter Settings

After logging in to the iEnergyCharge Web system, choose "**Device**→**Settings**" on the left to go to the page for parameter settings.



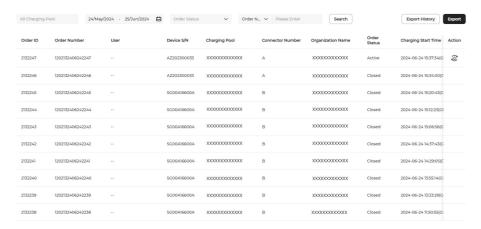
For details, see "3.3.4 Charging Pool Settings".

5 Report

After logging in to the iEnergyCharge Web system, click **Report** in the side navigation bar. Here you can view reports as needed.

5.1 Order List

A list of orders is shown on the Report page, as shown below. Here you can search for orders and export the order data.



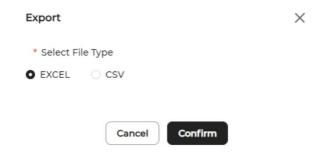
Operations

Search for an order

Select the charging pool, start and end time, and order status, enter the device S/N, and then click **Search**. Orders that meet the search criteria will then be shown.

· Export order report

Click **Export** and select a file format to export the data of orders filtered by the current criteria.



· Export history

User Manual 5 Report

Click **Export History** to display the export history. Then, click in the action column on the right side of the task to download the exported file.

Export History (×			
No.	Task Name	Creation Time(GMT+8)	Export Time(GMT+8)	Decompres sion Password	Export Status	Action
1	2024/06/13 16:16:06_订单导出	2024-06-13 16:16:06	2024-06-13 16:16:09	q6nQ	Completed	₹
2	2024/06/12 10:21:25_订单导出	2024-06-12 10:21:26	2024-06-12 10:21:29	HyNF	Completed	₹
3	2024/06/04 15:34:56_订单导出	2024-06-04 15:34:56	2024-06-04 15:34:57	q6Pm	Completed	₹
4	2024/05/29 23:16:24_订单导出	2024-05-29 23:16:25	2024-05-29 23:16:27	JS5L	Completed	₹
5	2024/05/29 15:40_订单导出	2024-05-29 14:40:23	2024-05-29 14:40:26	a5SK	Completed	₹
6	2024/05/29 15:36_订单导出	2024-05-29 14:36:35	2024-05-29 14:36:37	tRmZ	Completed	₹
7	2024/05/29 14:07_订单导出	2024-05-29 14:07:52	2024-05-29 14:08:01	BZqh	Completed	₹

6 Account Management

Click the avatar in the upper right corner of the page to manage the settings and information related to the account.

6.1 Profile

Click the avatar and choose Profile.

You can then click **Modify** and edit the general information settings or switch to another country/region.



Modify

6.2 General Settings

Click the avatar and choose **General Settings**. Here you can set the default system language.

6.3 Reset Password

Click the avatar and choose Reset Password.

- Step 1 Enter the current account password in Old Password.
- **Step 2** Enter a **New Password**, and then **Confirm New Password**. The password shall be 8–32 characters long and contain numbers, letters, or special characters.

User Manual 6 Account Management

Step 3 Click Save.

- - End

6.4 About

Click the avatar and choose **About**. Here you can check the current software version, User Manual, Terms of Service, and Privacy Policy.

6.5 Logout

Click the avatar and choose **Logout**. You will then log out of the current account and go back to the login page.



7 Feedback

Click at the lower right of any page to open the feedback panel. You can fill in the feedback form by referring to the table below.

Item	Description
*Function module	Choose the function module about which you want to report a problem.
Contact information	Provide your phone number or email address so that we can provide better assistance.
*Problem description	Please describe your problem in more than 10 words so that we can provide better assistance.
Screenshot	Click Screenshot to capture a picture of the problem you want to report.
Upload	Click Upload to upload a picture of the problem.



Those marked with * are required fields.