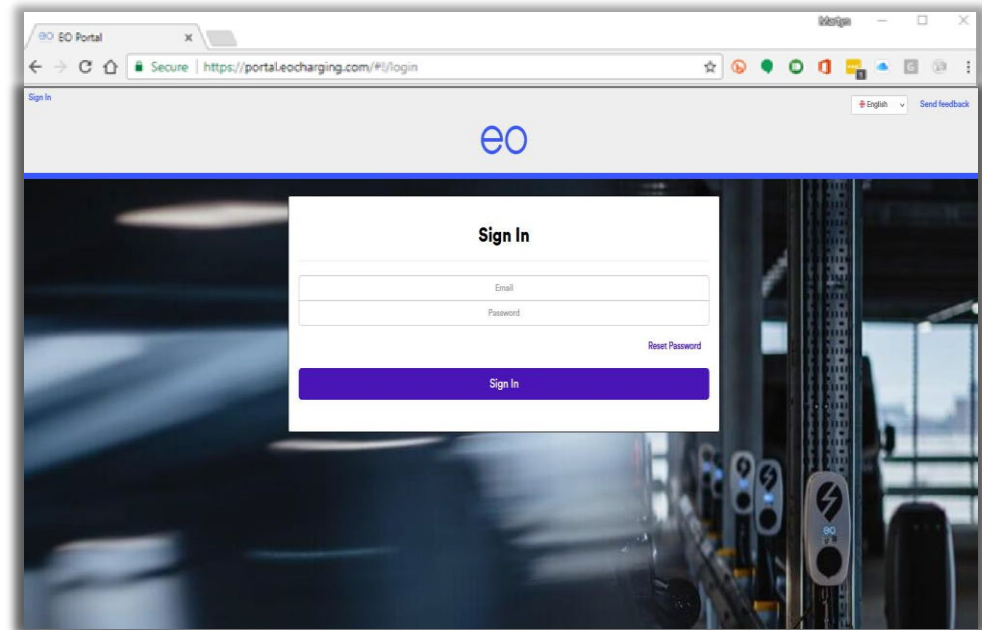# EO PORTAL CLIENT HANDOVER

Contents:

- Portal Login

- Adding Drivers.

- EO Cloud service functions.

- Reviewing of charge sessions.

- Charge sessions Displayed.

- Add Drivers

- RFID

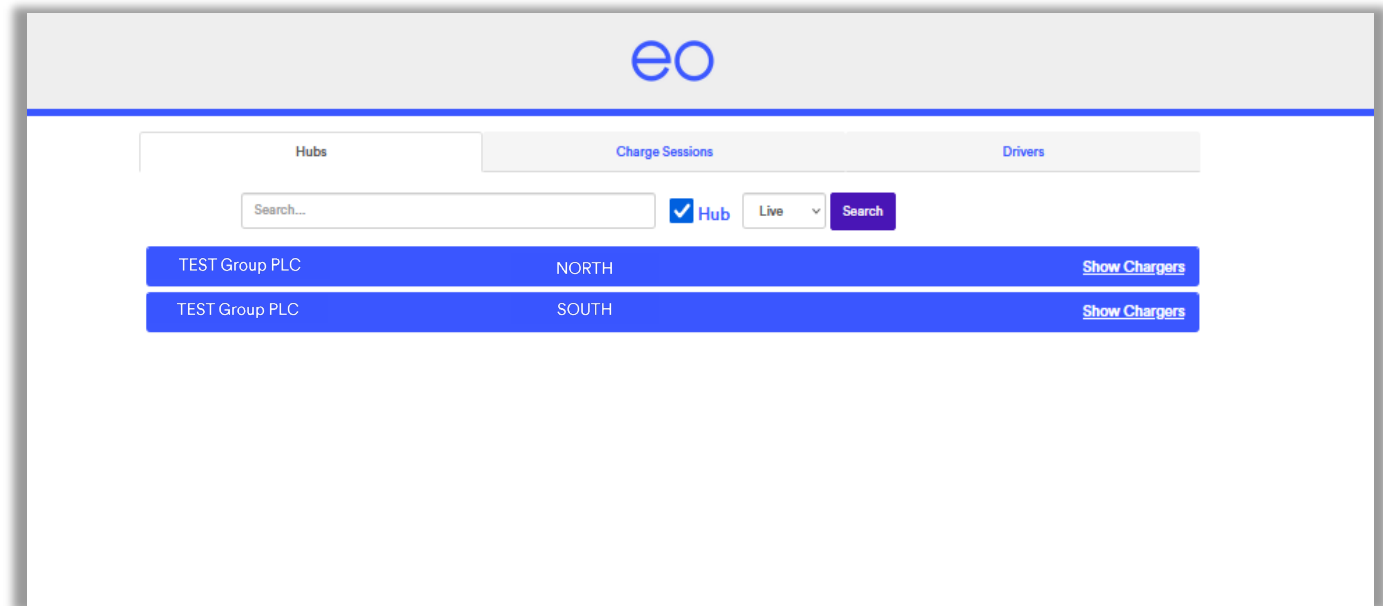- Charge station LED colour codes.

1.0

EO Portal Access

- To access you EO Portal, navigate to the following URL using a web browser.
  https://portal.eocharging.com

- Use the login details provided.

- Username will be your email.

- Password will be provided by your installer for security.

2.0

Home Page
System Overview

You are initially presented with your EO Charging system overview.
Here you can select your single or multiple locations and review it's current status.

2.0

Home Page
System Overview

In this example we have clicked on the blue bar which has expanded the SOUTH location.
You are now able to review your chargers and their current status.

Explanation of columns below.

- Bay – Charger bay name.
- Serial number – Charger serial number.
- Max Power – Charger power setting.
- Status – Charger current status.
- Energy consumed – Energy consumed during the current session.
- User – Authenticated user (if applicable).
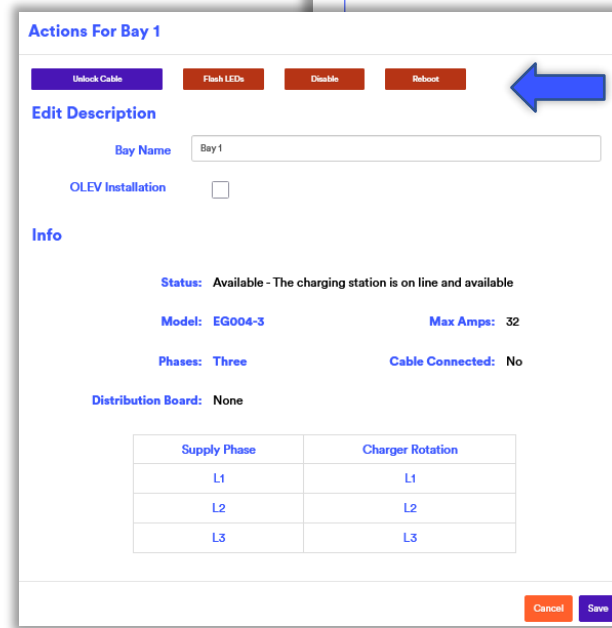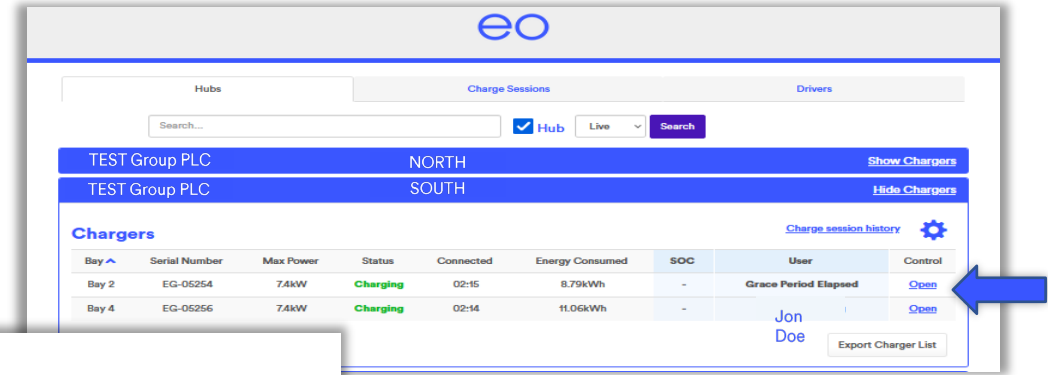- Control – Charger remote options.

- _____

Charge station remote options

A few remote functions exist which can be accessed by clicking on the 'Open' under Control.

Options available.

- Unlock Cable – If car connected will release the charger side locking pin.
  Flash LED's – Send a LED flash command to the charger.
- Disable – Disables the charger.
  Reboot – Will reboot the charger (caution as this will end any current session if car connected).

- _____

3.0

4.0

Reviewing charge session history

You are able to review charge session history by first selecting the 'Charge Sessions' tab.

Select 'Advanced Filters' and input required dates.
Click on 'Search'.
Click on 'Show' for location required.
You will now see all historic sessions for the time period you had selected.

4.0

Reviewing charge session history

Data such the following can be seen;

- Session start time.
- Connection time.
- Charger Bay & Serial number.
- Total kWh taken.
- Revenue (if applicable).
- Driver name associated with the session (if applicable).

5.0

Adding Drivers

You are able to add company drivers if required & wanting to use the EO App.

Select the 'Drivers' tab and click on the + symbol right of blue bar.
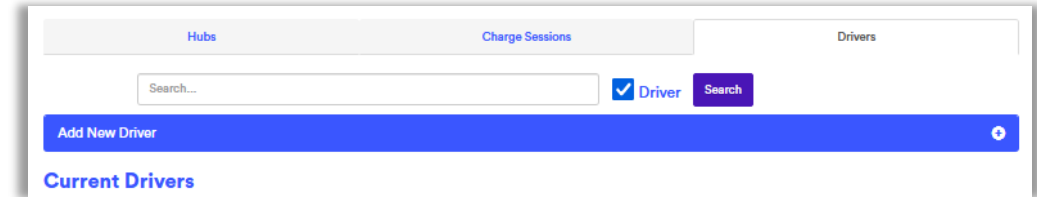A window opens for you to fill in the necessary details.
Not: The password will need to meet minimum requirements of:
1. Minimum of 8 Characters
2. At least one Uppercase character
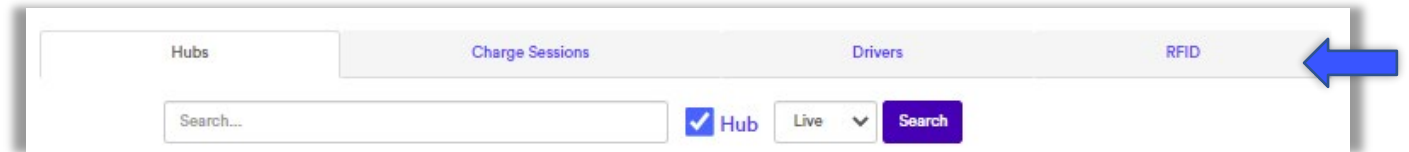3. At least one number

Set the user type as 'Host Driver'. If another admin user is required set their user type to 'Host Admin'.
Click 'Save'.

eo

6.0

RFID
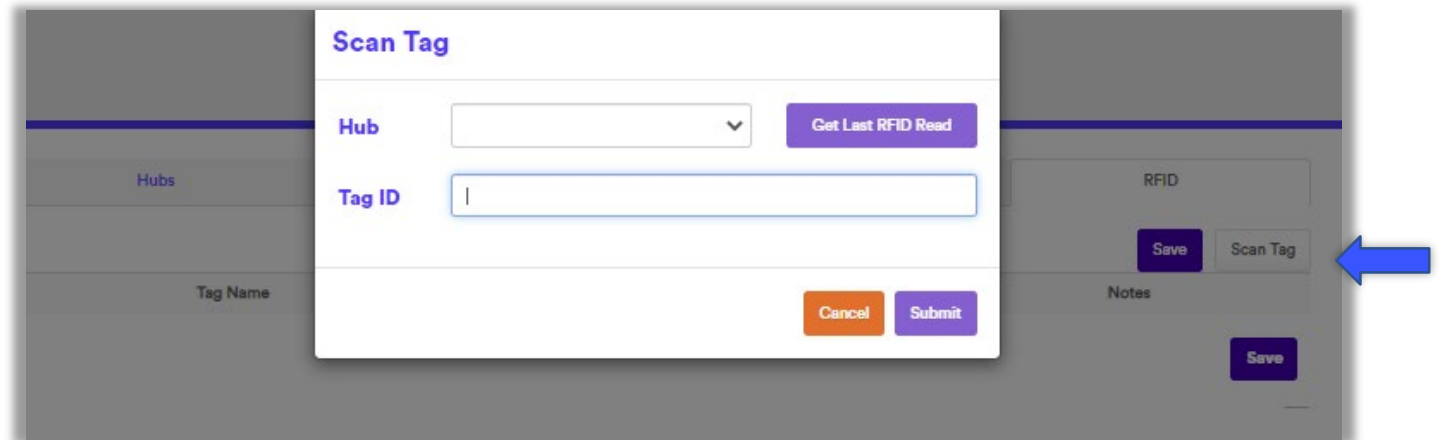## Adding RFID cards

If you have RFID enabled EO
Charge points and the feature has
been enabled on your EO Cloud
you are able to manage RFID
cards and drivers as required.

An extra Tab will be displayed
labelled RFID.
If you wish to add a tag click on
"Scan Tag" which opens a pop up
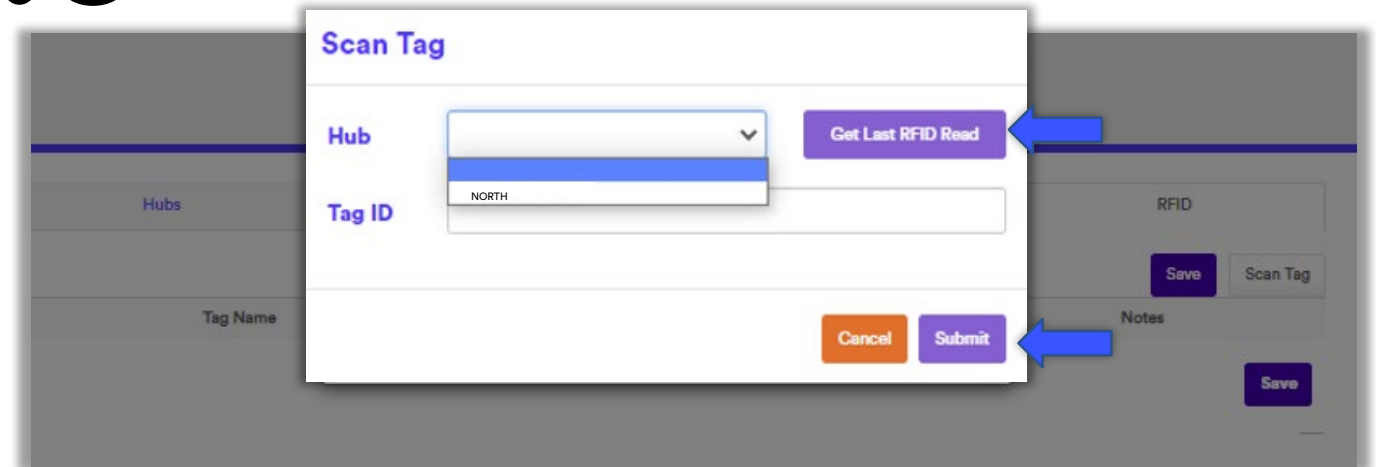window

eo

6.0

RFID
Adding RFID cards

Make sure to select the Hub drop down. A list of your locations will be displayed, select the appropriate location.
With the location selected, Scan your new RFID tag on one of the Charge points not being used, doing so will cause the charge point to beep and flash it's LED's .
On the EO Cloud you can now click on "Get Last RFID Read" which enters it's ID number in the "Tag ID" box.
Click on "Submit".

6.0

Charger LED Codes

Each charger can display a code using the front facing LED eo symbol.

The chart shown describes codes and their meaning.

	Red SOLID	Bootup // Error // Flash LED's command
	Blue Slow PULSE ~16 seconds cycle	Standby Nothing plugged into charge-station, available
	Blue Fast FLASH ~4 seconds cycle	Cable plugged into charge-station No vehicle present
	Green Fast FLASH ~4 seconds cycle	Cable plugged into charge-station, vehicle present, NOT charging (typically waiting for the vehicle to request charge
	Green SOLID	Vehicle charging
	White pulse	Signal Prior to Pulsing Green – Vehicle session ended
	Yellow SOLID	**EO Genius ONLY** charge-stations paused (under control of the EO Hub)

Thank you

For technical support please contact us at:

Email: support@eocharging.com
Phone: 0333 77 20 383

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