

# EO PORTAL CLIENT HANDOVER

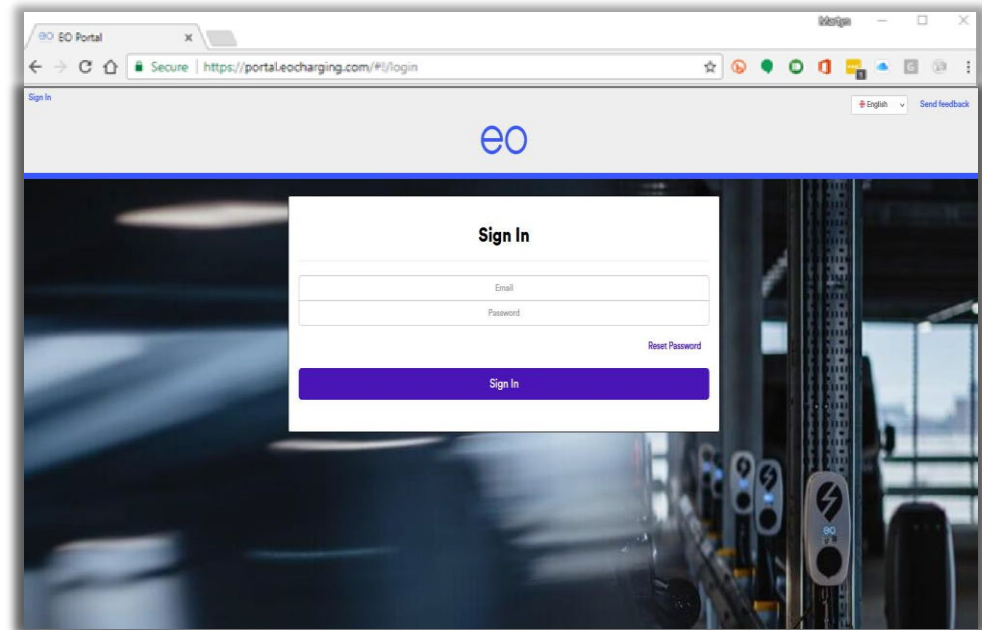
# Contents:

- 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

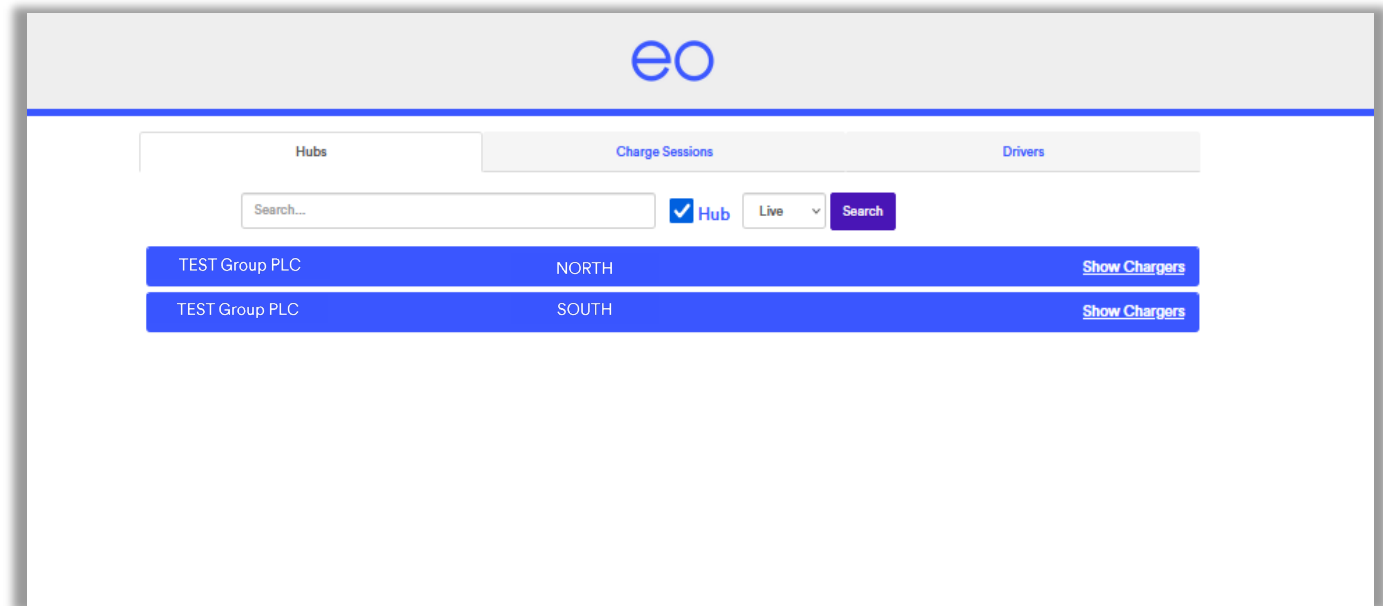
- To access you EO Portal, navigate to the following URL using a web browser.  
<https://portal.eocharging.com>
- Use the login details provided.
- Username will be your email.
- Password will be provided by your installer for security.



# 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.

The screenshot displays the EO Charging System Overview interface. At the top, there is a navigation bar with the 'eo' logo and three tabs: 'Hubs', 'Charge Sessions', and 'Drivers'. Below the navigation bar, there is a search input field with the placeholder text 'Search...'. To the right of the search field, there is a 'Hub' checkbox (checked), a 'Live' dropdown menu, and a 'Search' button. Below the search bar, there are two blue bars representing different locations: 'TEST Group PLC NORTH' with a 'Show Chargers' link, and 'TEST Group PLC SOUTH' with a 'Hide Chargers' link. The 'SOUTH' location is currently selected. Below the location bars, there is a 'Chargers' section with a 'Charge session history' link and a gear icon. The 'Chargers' section contains a table with the following columns: Bay, Serial Number, Max Power, Status, Connected, Energy Consumed, SOC, User, and Control. The table has two rows of data:

Bay ^	Serial Number	Max Power	Status	Connected	Energy Consumed	SOC	User	Control
Bay 2	EG-05254	7.4kW	Charging	02:15	8.79kWh	-	Grace Period Elapsed	Open
Bay 4	EG-05256	7.4kW	Charging	02:14	11.06kWh	-	Jon Doe	Open

At the bottom right of the 'Chargers' section, there is an 'Export Charger List' button.

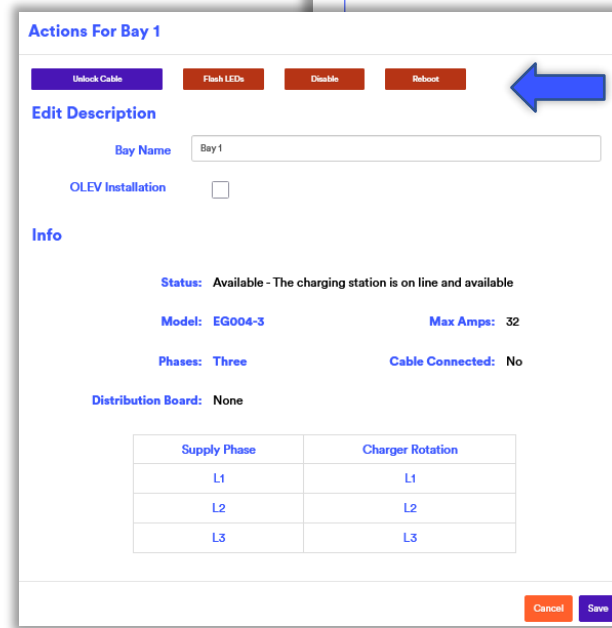
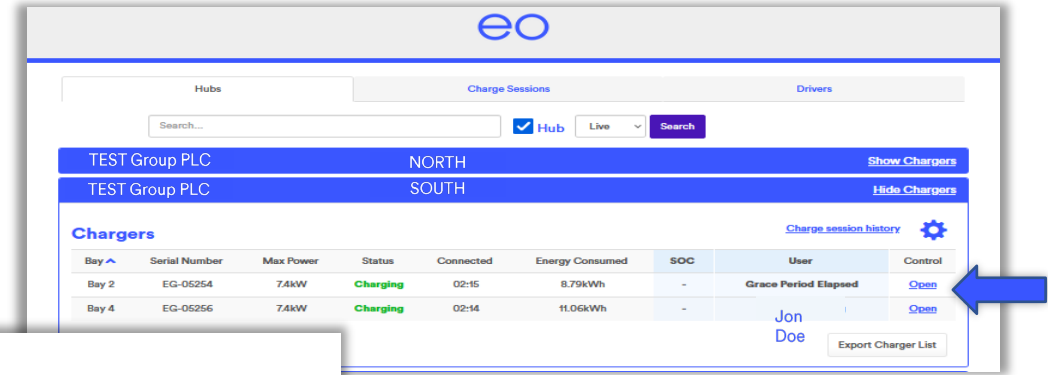
# 3.0

## 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).
- \_\_\_\_\_



# 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.

The screenshot displays the 'Charge Sessions' tab in the EO Genius interface. The 'Advanced Filters' section is highlighted with a blue box and a blue arrow pointing to it. The 'Search' button is also highlighted with a blue arrow. The table below shows the results for 'North' and 'South' regions, with a blue arrow pointing to the 'Show' link for the 'North' region.

eoHubs			
NORTH			
Total Sessions	Total Revenue	Total Energy	
18	£36.77	138.16 kWh	<a href="#">Show</a>
SOUTH			
Total Sessions	Total Revenue	Total Energy	
61	£33.85	64.11 kWh	<a href="#">Show</a>

## 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).

The screenshot shows the 'Charge Sessions' interface. At the top, there are tabs for 'Hubs', 'Charge Sessions', and 'Drivers'. Below these is a search bar and a 'Hub' checkbox. The 'Advanced Filters' section includes a 'Drivers' dropdown, 'Date From' (01/05/21), 'Date To' (01/07/21), and a 'My Drivers?' checkbox. There are also buttons for 'By eoHub' and 'By Drivers'. The main data area is titled 'eoHubs' and shows a summary for 'NORTH' with 'Total Sessions: 18', 'Total Revenue: £36.77', and 'Total Energy: 138.16 kWh'. A 'Hide' link is next to the energy value. Below this is a table of individual sessions with columns for Start Time, Duration (HH:MM), Bay, Serial Number, Total kWh, Revenue, and Driver. Blue arrows point to the summary statistics and the 'Hide' link.

NORTH						
Total Sessions	Total Revenue	Total Energy				
18	£36.77	138.16 kWh <a href="#">Hide</a>				
Start Time	Duration (HH:MM)	Bay	Serial Number	Total kWh	Revenue	Driver
6/30/21 9:16 AM	02:34	Bay 4	EG-05256	11.30	£2.12	Jon Doe
6/30/21 9:15 AM	00:00	Bay 4	EG-05256	0.00	0	No Sign In
6/29/21 8:26 AM	06:06	Bay 4	EG-05256	16.06	£5.02	Jane Doe
6/28/21 6:40 PM	12:29	Bay 4	EG-05256	0.00	0	No Sign In
6/28/21 8:26 AM	08:19	Bay 4	EG-05256	16.99	£6.84	Jon Doe
6/28/21 8:24 AM	00:02	Bay 4	EG-05256	0.00	0	No Sign In
6/25/21 8:54 AM	04:15	Bay 4	EG-05256	16.11	£3.50	Mick Mouse
6/24/21 3:09 PM	02:07	Bay 4	EG-05256	6.16	£1.75	Herbie Cide
6/23/21 10:44 AM	03:28	Bay 4	EG-05256	15.79	£2.86	Jon Doe



# 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.

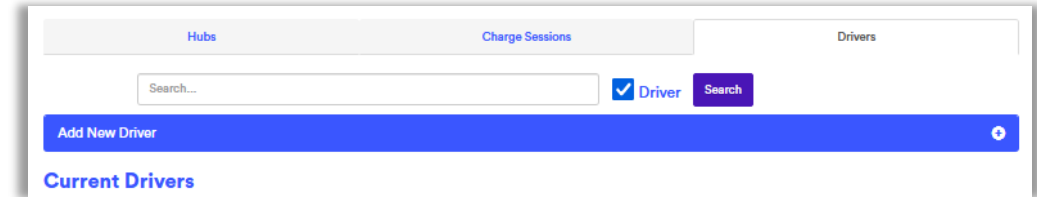
A window opens for you to fill in the necessary details.

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

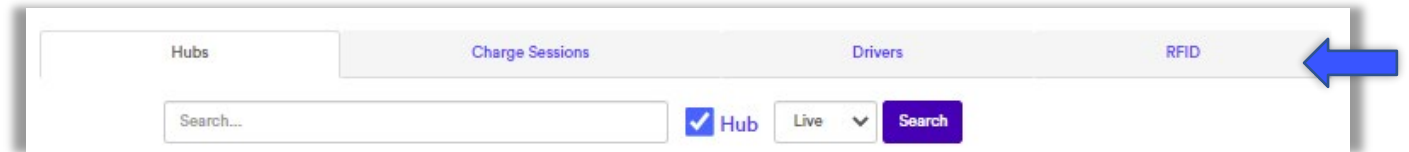
Set the user type as 'Host Driver'. If another admin user is required set their user type to 'Host Admin'.

Click 'Save'.



The screenshot shows the 'Add New Driver' form with the following fields: Title (dropdown), First Name, Last Name, Email, Password, Confirm Password, Mobile, and User type (dropdown). There is a checkbox for 'Email details to driver' and 'Cancel' and 'Save' buttons. A blue arrow points to the 'Save' button.

# 6.0

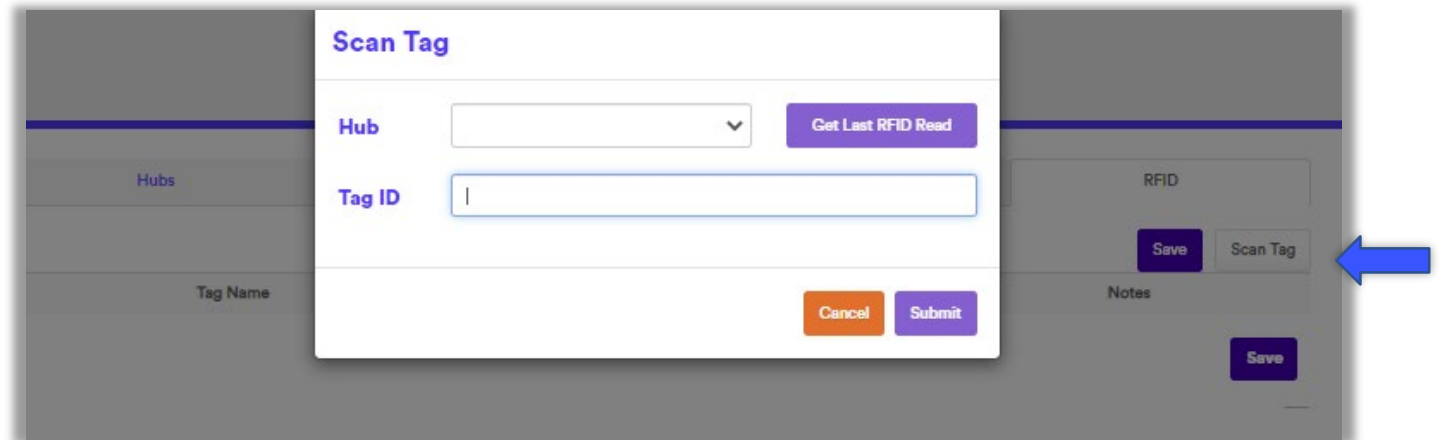


## RFID Adding RFID cards

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



## RFID

### Adding RFID cards

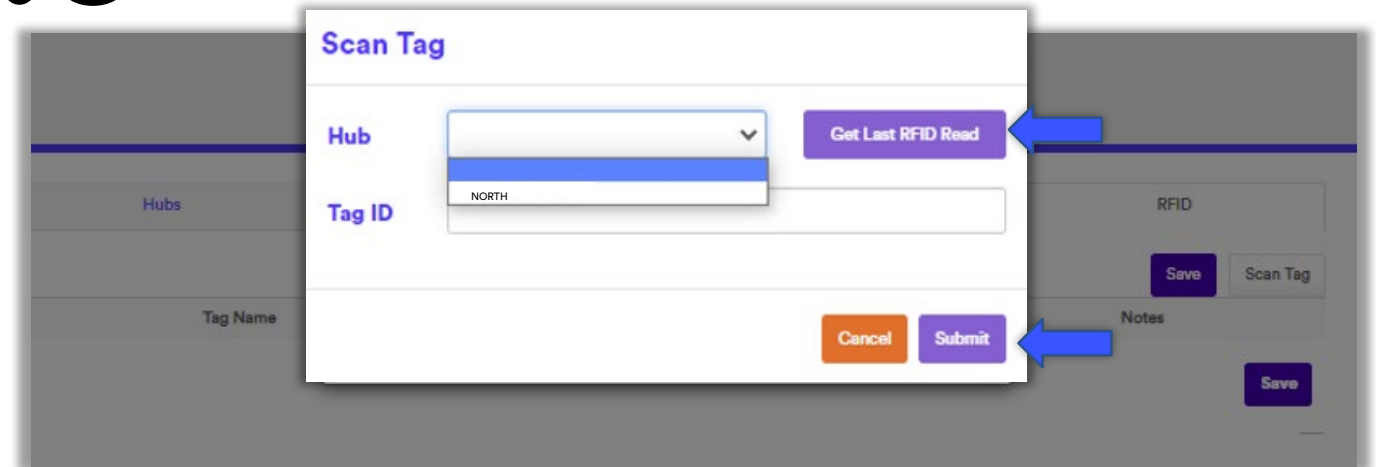
Make sure to select the Hub drop down. A list of your locations will be displayed, select the appropriate location.

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










Tag Name	Driver	Disabled On	Notes
JLR - OE19OUN	OE19 OUN (oe19oun@jlr.net)		0539
JLR - OE19OUM	OE19 OUM (oe19oum@jlr.net)		0885
JLR - OE19ZTC	OE19 ZTC (oe19ztc@jlr.net)		0853

# 6.0

## Charger LED Codes

Each charger can display a code using the front facing LED  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	<b>EO Genius ONLY</b> charge-stations paused (under control of the EO Hub)

# Thank you

For technical support please contact us at:

Email: [support@eocharging.com](mailto:support@eocharging.com)

Phone: 0333 77 20 383