GREENBOT MANUAL

2022

TABLE OF CONTENTS

CREATING A JOB ON GREENBOT

Step 1: Open jobs and then select 'Create New Job'
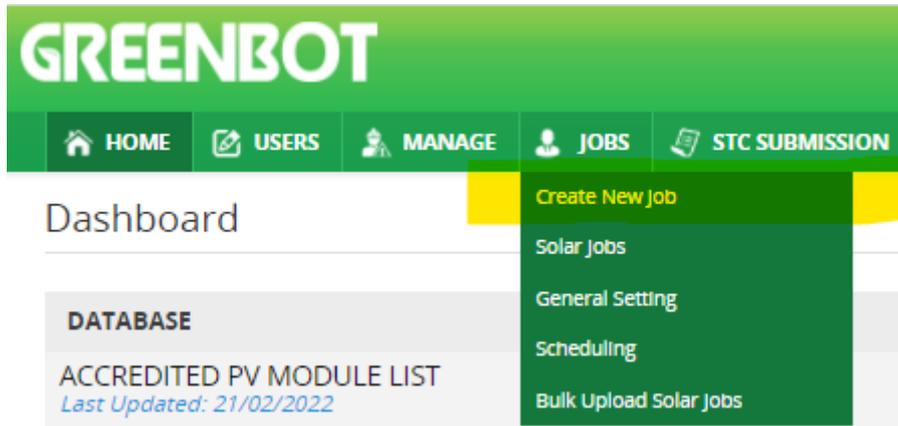
Fill in the job details

Note:

Job Type – PVD is for solar jobs

Job type – SWH is for solar hot water jobs

Once the details are filled in, save the job.

Step 2: Enter in the Installer, Designer and Electrician

When you select the Installer, you'll receive the below prompt. Press OK to schedule visit.
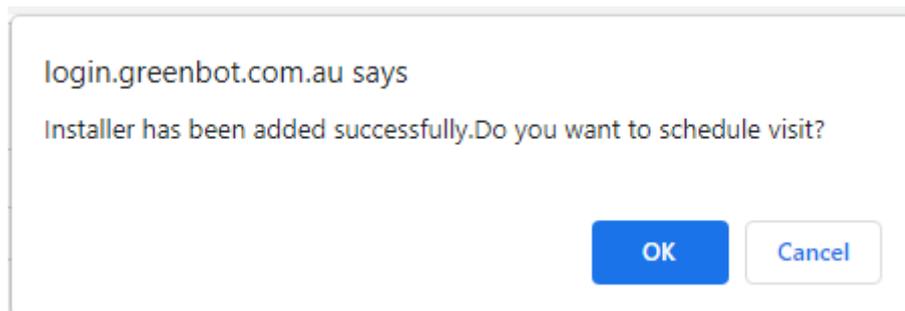
At this point, the installer will be able to access the job on their app.

If the button above lights up green, the installer has an approved account. If it is grey, the installer needs to create a Greenbot account.

Step 3: Enter in the System Details (Inverter, Panels, System size etc) and STC Details

SYSTEM DETAILS

System Size (KW) :

STC Value : 0

Total Panels :

[+ Add Panel Brand] [+ Add Inverter Brand] [+ Add Battery Manufacturer]

Brand	Model	#	Action

Brand	Series	Model	#	Action

Manufacturer	Model Number	Action

Additional Information:

Latitude

Longitude

STC DETAILS

Installation property type:	Select
Single or multi-story:	Select
Are you installing new, replacing, extending or adding panels to a system?:	Select
Type of connection to the electricity grid:	Select
System mounting type:	Select
For what period would you like to create RECs:	Nine years
Are you creating certificates for a system that has previously been failed by the Clean Energy Regulator?:	Select
Is there more than one SGU at this address?:	Select

Tip: Ensure the Owner's signature has been captured by the installer. If it hasn't, click the highlighted icon below to send the owner a text or email requesting a signature.

OWNER DETAILS

Owner Type : Individual

Ivan Test2
1 Test Street
MELBOURNE VIC 3000

Email :
PH : 0400000000   M : 0400000000

Tip: Ensure the Panel Serial Numbers have been filled in after the installer has finished scanning the serial numbers on the app. This should populate automatically if the Installer uses the Greenbot app.

PANEL SERIAL NUMBERS

You can enter multiple serial numbers in this field. Each serial number must appear on a new line and be less than 101 characters.

1	00000
2	11111
3	22222
4	33333
5	44444
6	55555
7	66666
8	77777

Step 4: Sign the Written Statements Declarations

WRITTEN STATEMENTS DECLARATIONS ✎

⬇ Auto Sign Setting

| Retailer Representative: | Developers API |
| Position Held: | Solar Company Admin |

Installer, A1234567 Greenbot Electrician is a **SubContractor** and have **not changed the system design**

By Signing this Written Statement I declare the statements provided in the documents is true and correct

Signed By :
Date :
Retailer Name : GREENBOT PTY. LTD.

✍ Click To Sign   ✍ Set Data From AutoSign

Step 5: Upload the CES/COC/CCEW form and create the STC Form

CES/COC FORM
There is no CES/COC form available, Create one now?
CONVERT CES PDF   CREATE   UPLOAD

STC FORM
There is no STC form available, Create one now?
CREATE   UPLOAD

Step 6: If the job is over 60kW, upload the 1) Panel supplier invoice and 2) Property electricity bill in Document Manager

DOCUMENT MANAGER

⬇ Download Job Pack   ⬇ Download All   + Add Document

Step 7: Once the above is done, check the STC Status to see what still needs to be completed

STC STATUS: NOT YET SUBMITTED

You must fill out these required details before you are able to trade:
- STC value has not been calculated.
- Please check warning notice of serial number.
- The submission date must either be on or within 12 months of the date of in stallation.
- CES document is required to trade.
- STC document is required to trade.
- Please complete all fields under System Details section.
- Please complete all fields under STC Details section.
- Serial Number photos are required.
- At least one installation photo is required.

Step 8: Once everything is done successfully, a green 'TRADE STCs' button will appear under our prices. Press the button to trade the job.

STC STATUS: SUBMIT TO TRADE
You have fulfilled the necessary requirements needed to trade these STCs.

Check all the Checklist points Yes

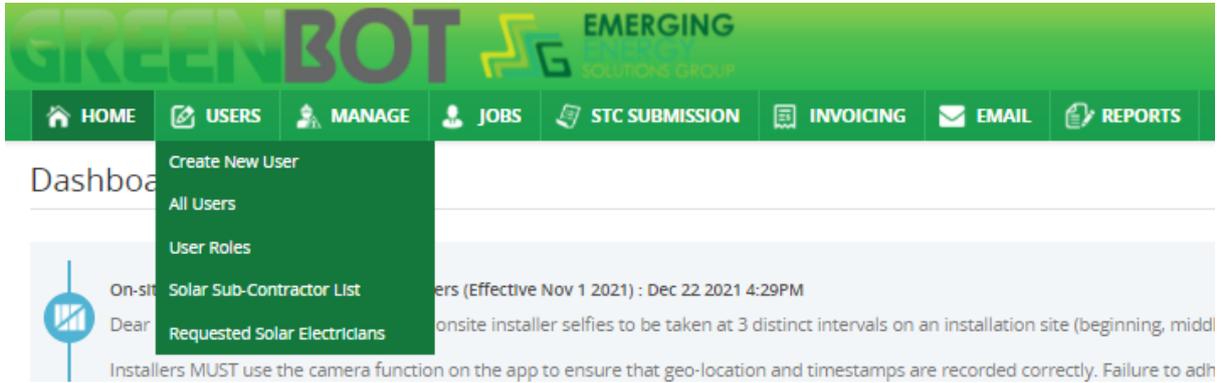|	
Installer Selfie with Letterbox * (Before Job Start) (2/0)	✓
Front of Property* (1/0)	✓
Capture Back Panel Label* (1/0)	✓
Capture PV Serial Numbers* (23/23)	✓
Capture Installation Photos* (29/0)	✓
Capture Inverter(s) photo* (3/0)	✓
Capture inverter(s) Model label* (1/0)	✓

STC Value: 111.00

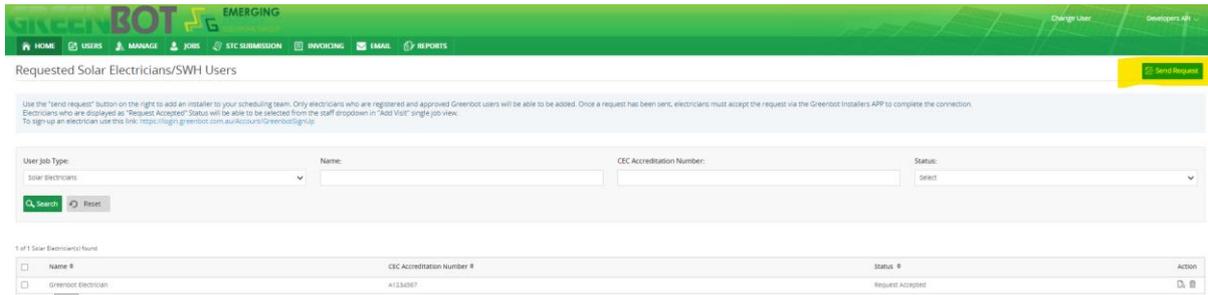| RapidPay	OptiPay	Commercial	Peak Pay
(Paid in 24-48 Hours)	(Locked price, Settle on Approval)	(Jobs < 60kW +GST)	Includes PeakPay Fees
$39.25	$39.25	$39.00	$39.00

TRADE STCs

By trading on the Geenbot Portal, you agree to the following
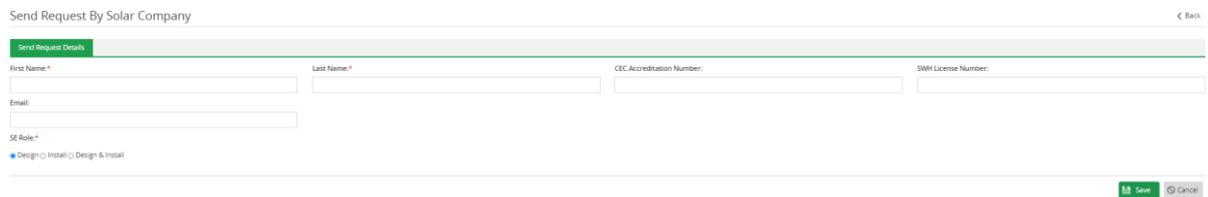terms and conditions

ADDING INSTALLERS

Step 1: Open Users and select 'Requested Solar Electricians'

Step 2: On the top right hand side, press 'Send Request'

Step 3: Enter in Details and press 'Save'

Step 4: You'll be able to add the Installer to jobs

login.greenbot.com.au says

Installer has been added successfully. Do you want to schedule visit?

OK   Cancel

INSTALLER DETAILS   Find Installer ⊕   ⊙ Help

Installer/Designer has been removed.   ✕

Installer: greenb   ⊙ 🗑   Designer: ✏ Greenbot Electrician(Current) ▾ ⊖   Electrician: ✏ Greenbot Electrician ▾ ⊕
Signature : ⬚   Greenbot Electrician(Current)   Signature : 🖵 ⇥ ⤺   Signature : 🖵 ⇥ ⤺

You have not scheduled an installer.
(Scheduling allows an electrician to view and capture job data.)
Is your installer not showing on the list? INVITE THEM TO GREENBOT   Assign an Installer

9

CHECKING THE STATUS OF TRADED JOBS

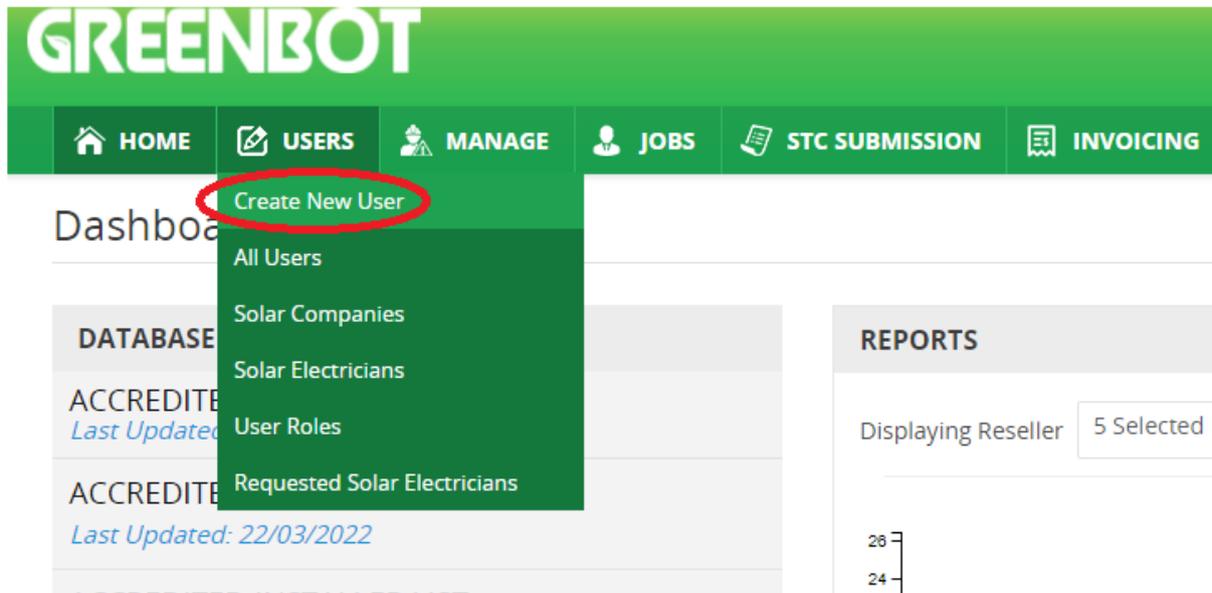**Step 1: Open STC Submission and select 'STC Submission'**

Step 2: Press the 'Show All' tab on the far right. You'll be able to see the status of all traded jobs

CREATE COMPANY STAFF/RETAILER REPRESENTATIVE ACCOUNT

Step 1: Open the Users dropdown box and select 'Create New User'

Step 2: Fill in details and press 'Save'

Step 3: You will be able to change the user using the pencil icon under the 'Written Statements Declarations' on jobs