Solar Victoria Retailer Portal – User Guide

Exploring the dashboard





May 2025

Dashboard homepage

1.

Your **portal homepage** will appear when you log in.

Here you can view:

- 1 installations statuses
- **2** expiry timelines
- **3** alerts and notifications.

Quotes, Bulk Transactions, Installations, Payments, Installations with Audit and other information can be accessed through tabs at the top of the screen.



Record Count

2.

Select sections on the **'Record Count'** chart to view details of installations depending on their status.



Record Count

3.

Double click on the **'Record Count'** chart and select **'View Report'** to see details of all installations, including applicant details, system costs, deductions and recent status updates.



Installations

| | C.1.10. A | 0 | 1.2.2 | | | 0.11 | | 0 | | | | |
|---|--------------|-----------------------|---------|--|------------|-----------|-----------|----------------------|-----------------|---------------|---------------|-----|
| | Solarvic T V | Quote Reference V | Last V | Property Address | Applica V | Quote V | Appil_ V | Status | ~ | Rebate Type | | 1 |
| | INS00763127 | BAT1302 | Cite . | 12 House Court Charlescome vic 3617 | 16/12/2025 | 14/5/2025 | | Customer application | on under review | Battery | | |
| 5 | INS00763804 | SolarQuote_0489013624 | Constly | Trighnige Centert SLNBURT of LND | | 16/6/2025 | | Customer application | on under review | Solar PV (Ow | ner Occupier) | |
| 3 | IN500763833 | Q-12312 | 1000 | 10 Number Road (2012/9812) vill, 5562 | | 21/3/2025 | | Customer application | on started | Solar PV (Ow | ner Occupier) | |
| 4 | INS00763852 | Solar040612547882 | 1000 | 38 Westman Street Look, 2004 (10,754 or), 2007 | 19/7/2025 | 19/6/2025 | 21/3/2025 | Customer application | on approved | Solar PV (Ow | ner Occupier) | |
| 5 | INS00763854 | Test041111111190 | Manager | Linder Court SERVICE OF THE | | 22/6/2025 | | Customer application | on started | Solar PV (Lan | dlord) | |
| 5 | INS00763885 | H-12a2 | printer | M Number Apart CAULPELD VK, 1042 | | 29/6/2025 | | Customer application | on under review | Hot Water (O | wner Occupier | 1 [|
| , | INS00763910 | Oa213 | 1000 | SCReens Real ColdPlict of 1042 | | 8/7/2025 | | Customer application | on started | Solar PV (Ow | ner Occupier) | |

Record Count

4.

Select an individual installation to view the installation's progress and details for the customer, quote, products and documentation required.

| Victoria | Home | Quotes | Bulk Transactions | Installations | Payment | Install | ations with Au | dit Archived | More | × 0 s | Solar R |
|---|---------------------------------|------------------------------|-----------------------------|--------------------|----------------------------------|--------------------|---|--|--|--|--|
| 🥙 Installa | tions | | | | | | | | | | |
| tems • Sorted by Solar | /ic ID • Filtered by All instal | lations - Status, Quot | e, Archived • Updated a few | seconds ago | | | | Q. Search thi | is list | \$\$ • C | ¢ |
| SolarVic 1 | Quote Reference | ✓ Last ✓ | Property Address | ~ | Applica V | Quote V | Appli_ v | Status | ✓ Rebat | te Type | - |
| 1 INS007631 | 27 BAT1302 | 0 M | 12 Holds Court (Mark | BOUND OF 3811 | 16/12/2025 | 14/5/2025 | | Customer application und | er review Batter | ry | |
| 2 INS007638 | 04 SolarQuote_04890 | 013624 | Traplicity Created | LINEAT VEHICLE | | 16/6/2025 | | Customer application und | er review Solar | PV (Owner Occupier) | |
| 3 INS0076 | Q-12312 | 0.000 | (Phenix Real (ALL) | 46.2 ×C 1042 | | 21/3/2025 | | Customer application star | ted Solar | PV (Owner Occupier) | ٣ |
| 4 INS007638 | 52 Solar0406125478 | 82 | (1997) and (1997) and | 6,809-10,7% of 118 | 19/7/2025 | 19/6/2025 | 21/3/2025 | Customer application app | roved Solar | PV (Owner Occupier) | |
| 5 INS007638 | 54 Test0411111119 | 90 | Links Corr MATOR | 0.45 108 | | 22/6/2025 | | Customer application star | ted Solar | PV (Landlord) | |
| 6 INS007638 | 85 H-12a2 | petities | Million Anal CAL | MELT-VK 1042 | | 29/6/2025 | | Customer application und | er review Hot V | Vater (Owner Occupier |) 🔻 |
| 7 INS007639 | 10 Qa213 | 1000 | St New York Could | 10.2 -12 2242 | | 8/7/2025 | 1 | Customer application star | ted Solar | PV (Owner Occupier) | W |
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Expiry Timeframe

5.

Double click the **'Installation Expiry Timeframe'** at the bottom of the homepage to view expiry dates for all your installations.

The **filter icon** allows you to sort expiry dates of installations in different statuses. Filters will reset next time you log in.



Alerts and Notifications

6.

On the right-hand side of the screen, access **notifications and alerts** for installations including status updates and further actions required.



Alerts and Notifications

7.

To filter notifications, select the '**My Account**' tab.

Then select the checkboxes under '**Notification Settings**' to sort by 'Scheduled installation notifications' and 'Payment request notifications'.

You will need to reset these filters to see all your notifications.

| | Home | Quotes | Bulk Transactions | Installations Pa | yment Installati | ions with Audit Archive | d My Account |
|---|--|---|---|---|--|---|--|
| Account Solar Retaile | er UAT | | | | | | |
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| My Activity | | 10 7 | | | Status Draft quote 📒 | Support Email retailers@team.solar.vic.g Phone 1300 376 393 | jov.au |
| | | 7 17 | | Custor Customer ap Custome | Quote submitted | Alerts and Notifications | · 🕐 |
| | | 8 | - | Paym Addition | ent claim under review and al information required approved approv | INS00763953 - Ready for Installation Schedule Last status update on: 12/5/2025 INS00763951 - | i, 2:53 pm. |
| As of Today at 11:07 am | | 26 | | | Cancelled | Ready for installation Schedule Last status update on: 6/5/2025, INS00763950 - Ready for installation Schedule Last status update on: 6/5/2025, | . 1:57 pm. , 11:45 am. |
| Installation Expiry | | | | | | INS00763943 - Ready for Payment Request | |
| | 0 0.5 | 1 | Record Count 1.5 2 2.5 | 3 3.5 4 | 4.5 5 | Last status update on: 2/5/2025, INSO0763823 - Ready for Payment Request | 11:45 am. |
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