

成果证明系统用户操作指南（校内）

User's Guide For Achievement Certification System

(on-campus)

——专利检索证明

——Patent Certification

适用范围

Fits:

已公开的专利检索证明

It applies to the proof of published patents.

报告样例

Sample report

成果证明报告

委托人: [REDACTED]

委托人单位: 厦门大学

检索结果: 经检索, 委托人委托检索的 1 份专利已公布, 专利公开号

[REDACTED], 详情如下:

(19)中华人民共和国国家知识产权局



(12)发明专利

(10)授权公告号 C [REDACTED]

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(21)申请号: [REDACTED] 审查员 [REDACTED]

(22)申请日: [REDACTED].19

(65)同一申请的已公布的文献号
申请公布号 CN [REDACTED]

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(73)专利权人 厦门大学
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[REDACTED]

代理人 [REDACTED]

(51)Int. Cl.

[REDACTED]
[REDACTED]

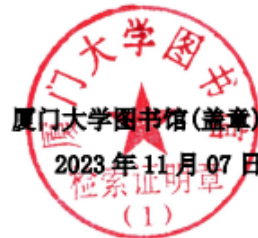
权利要求书3页 说明书5页 附图1页

(54)发明名称

[REDACTED]
[REDACTED]



扫描二维码查看报告



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操作指南

Operation Guide

一、 登录系统

一. Login system

访问地址 <https://cgzm.xmu.edu.cn/kycgfwptweb/home>, 选择“校内读者登录”入口, 使用校园统一身份认证账号登录。

Visit <https://cgzm.xmu.edu.cn/kycgfwptweb/home>, select the "On-Campus Reader Login" portal, and log in with your Unified Campus Identity (UCI) account.



二、 选择模块

二. Select module

页面左侧选择“人工收引证明”证明入口。

Please select the "Manual Proof of Citation " authentication portal on the left side of the page.

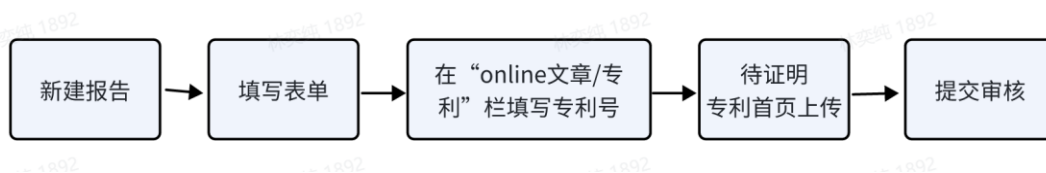


三、 提交申请

三. Submit application

(一) 申请步骤

(1) Application steps



(二) 具体操作

(2) Operation details

1、新建报告

1. Create report



2、勾选协议并进入下一步填写表单

2. Check the agreement and enter the next step to fill out the form



3、填写表单并选择委托内容

3. Fill out the form and select the commission content

1) 填写委托表单

1) Fill out the form

注：手机和电子邮箱请如实填写，方便沟通需求。

备注信息可详细填写所需证明类型及数量，如专利检索证明 3 份等。

委托者为在校师生（需填写正确工号以便核实身份），且委托单位为厦门大学，用户来源选择校内（免费），暂不接受专利检索证明的校外委托。

Notes: Please fill in the cell phone and e-mail address truthfully to facilitate communication needs.

The Remarks information can be filled in with details of the type of proof required, e.g. 3 patent search certificates, etc.

If the commissioner is a student or faculty member (please fill in the student number correctly to verify the identity) and the commissioning unit is Xiamen University, please select on-campus (free) as the source of the user, and for the time being, we do not accept off-campus commissions for patent search certificates.

2) 按需求填写/勾选委托内容

2) Fill out/check the required fields

A. 在委托内容的“online 文章/专利”栏内，填写专利授权公告号（多个专利请填写多个，多条记录以回车分隔），并由页面右上角“导入论文”进入下一步。

A. Please fill in the patent authorization notice number (for multiple patents, please fill in more than one, and separate multiple records with a carriage return) in the “online article/patent” column of the commissioned content, and enter the next step by clicking “Import thesis” button in the upper right corner of the page

B. 点击“自制报告上传”键，上传包含申请人（专利权人）和发明人信息的第一页专利首页（支持 PDF、DOC 格式），一次可上传多份。

B. Click “Customized report upload” button to upload the patent homepage containing information about the applicant(patentee) and inventor(PDF and DOC formats are supported), and more than one copy can be upload at a time.

专利检索证明检索方式

The search method of patent proof

<https://library.xmu.edu.cn/fw/cgzml/zljsbg.htm>

C. 上传完成后，“自制报告上传”标识右上角会提示出现上传数量，确认无误后提交检索，等待审核。

C. When you finish uploading, the number of uploads will appear in the upper right corner of the "Customized Report Upload" logo, confirm that there are no errors, then

submit the search and wait for review.



四、 获取报告

四. Get the report

审核通过后，可登录系统在“人工收引证明”——“我的委托”表单内找到所提交已完成审核的申请，下载带电子章和二维码（可查验真伪）的报告。原则上不再提供纸质报告。

After the audit is passed, you can log into the system and find the submitted application that has completed the audit in the "Artificial Proof Collection" - "My Delegation" form, and download the report with the electronic seal and QR code (you can check the authenticity of the report). In principle, paper reports are no longer available.



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