

專利提案操作說明

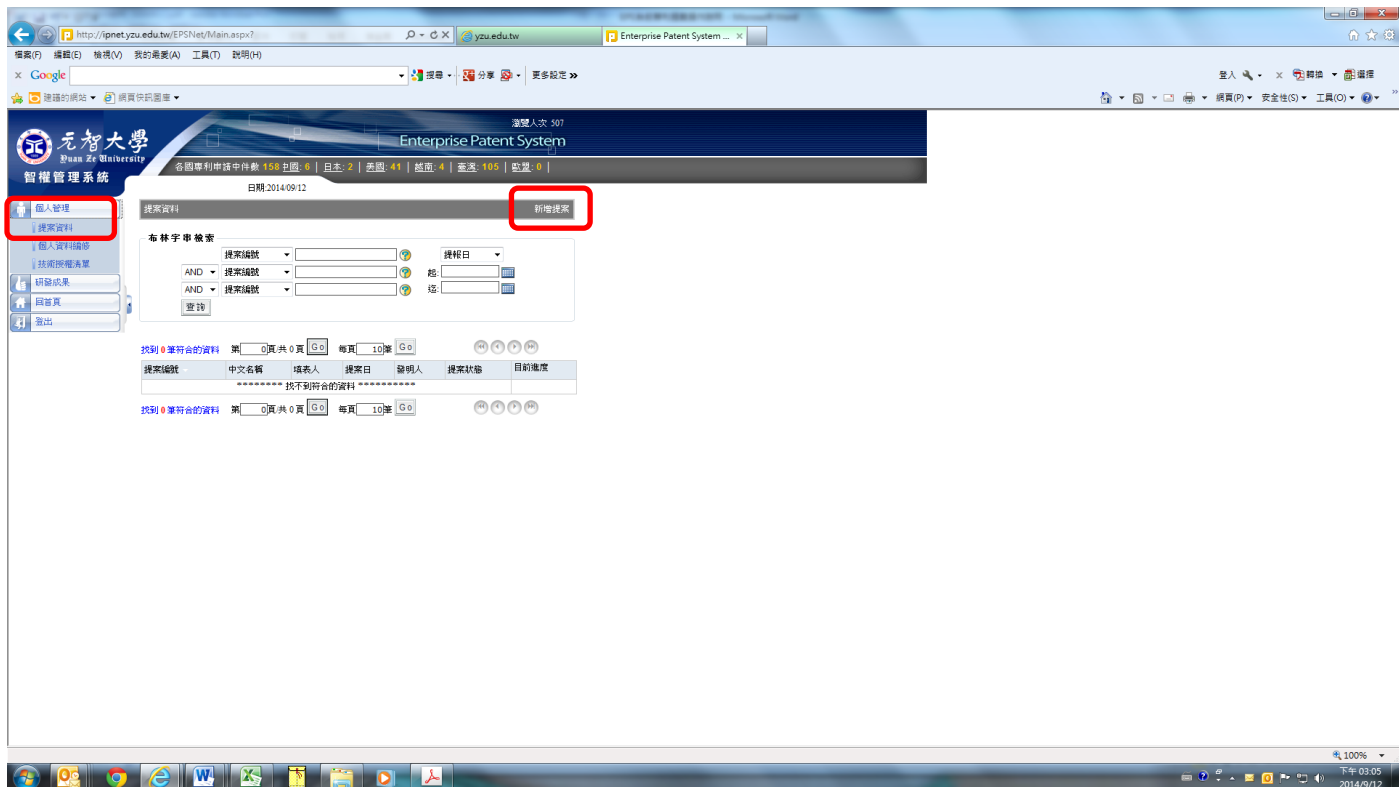
1. 元智大學研發成果管理與產學合作互動平台 → 專利管理系統(EPS)



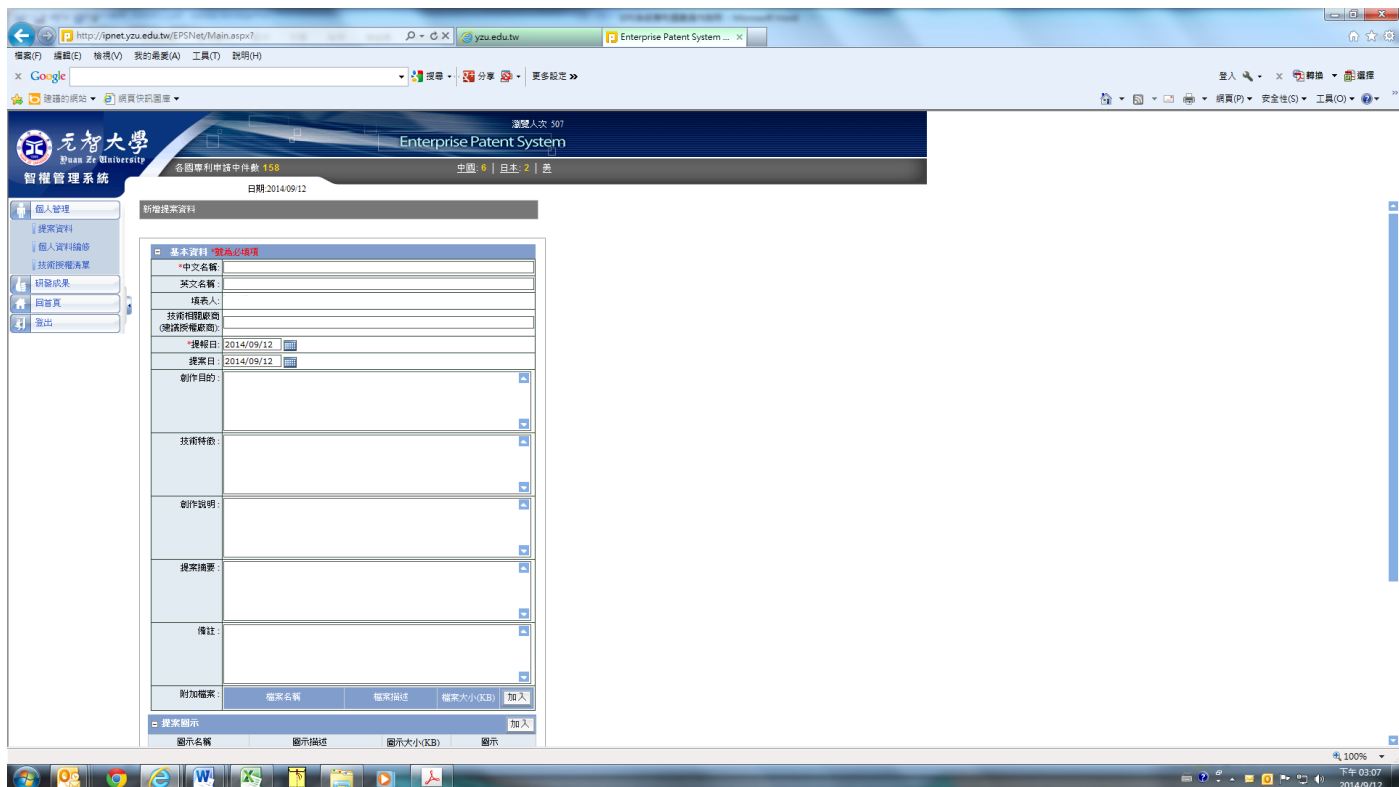
2. 輸入個人 Portal 帳號及密碼



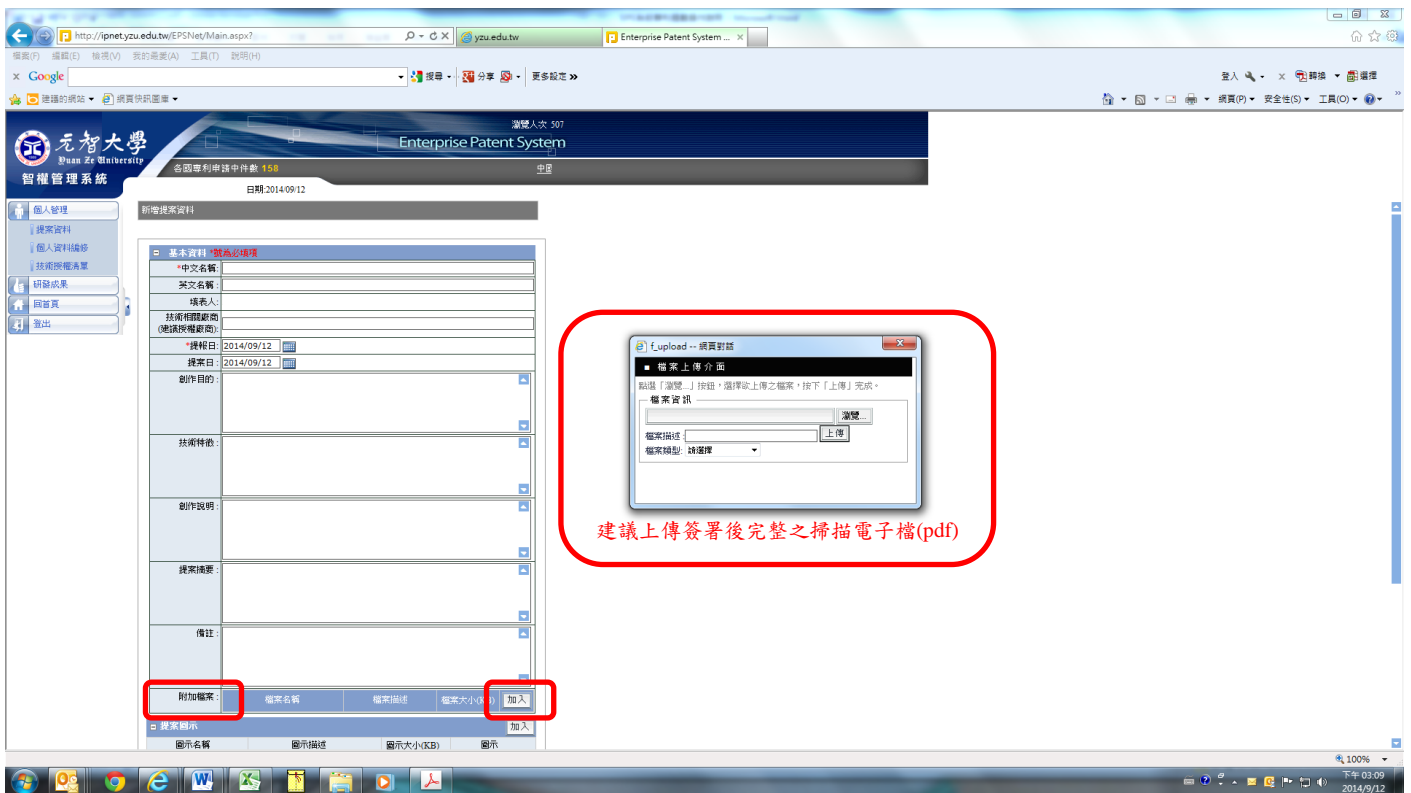
3. 點選「個人管理」→「提案資料」→「新增提案」



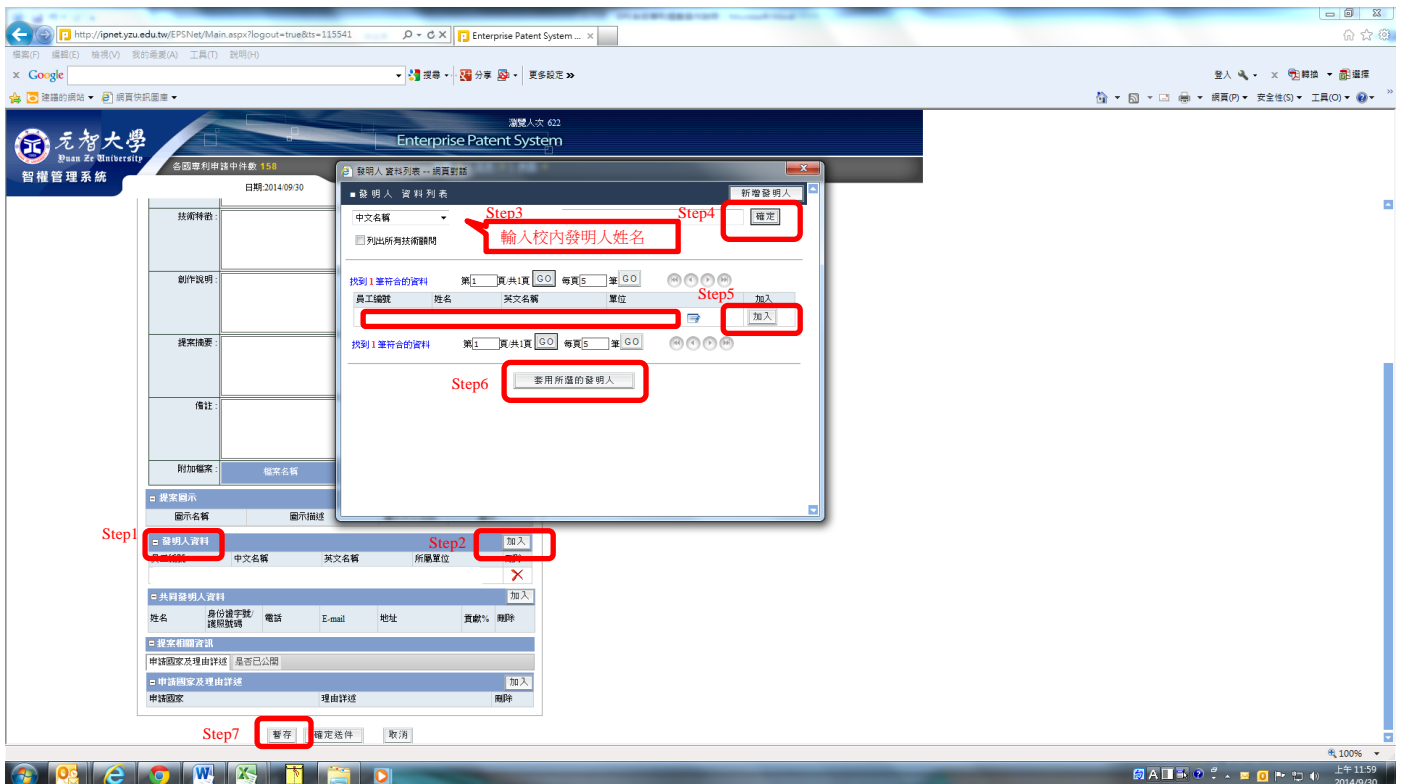
4. 輸入提案「基本資料」



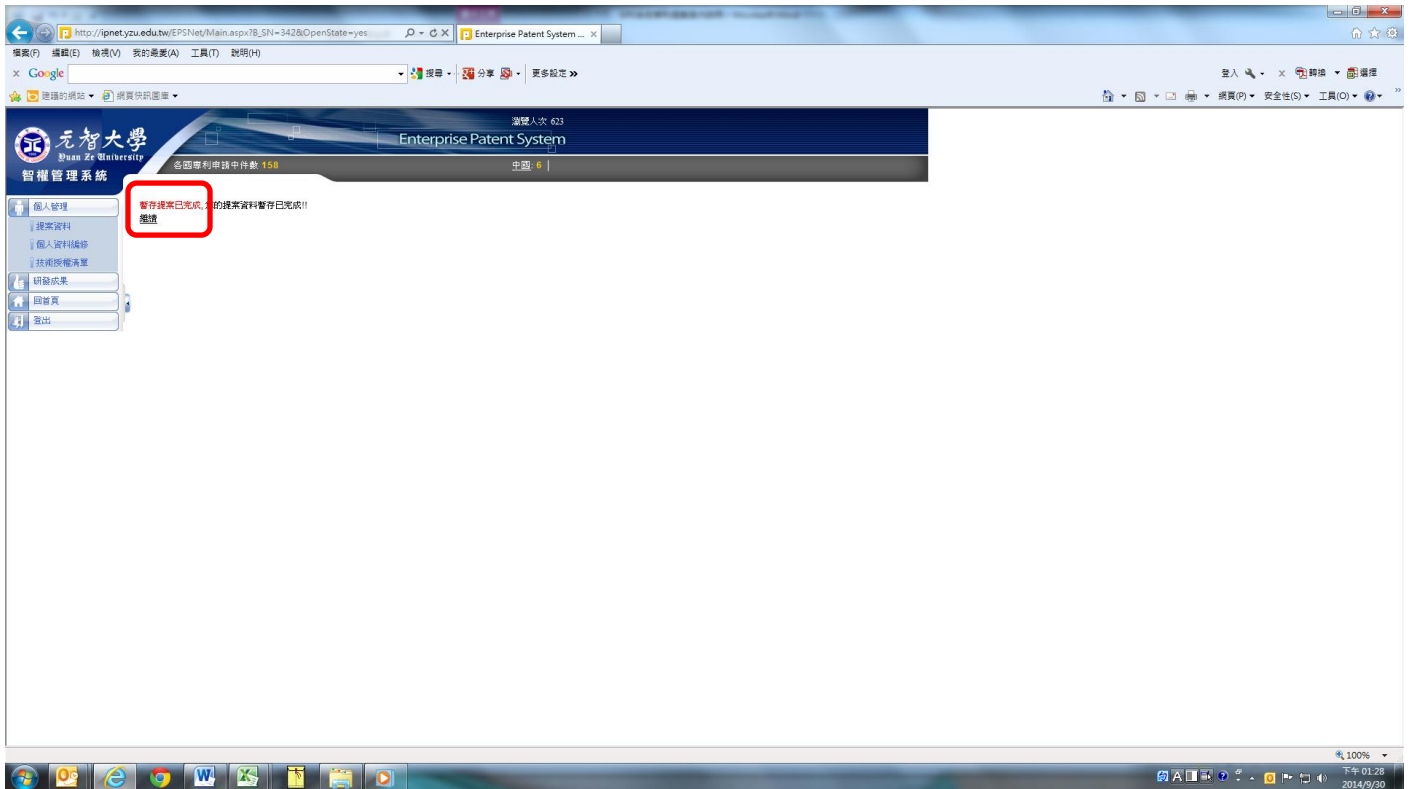
5.附加檔案→「加入」→「元智大學發明專利構想揭露書」及「元智大學研發成果發明人權益收入分配協議書」



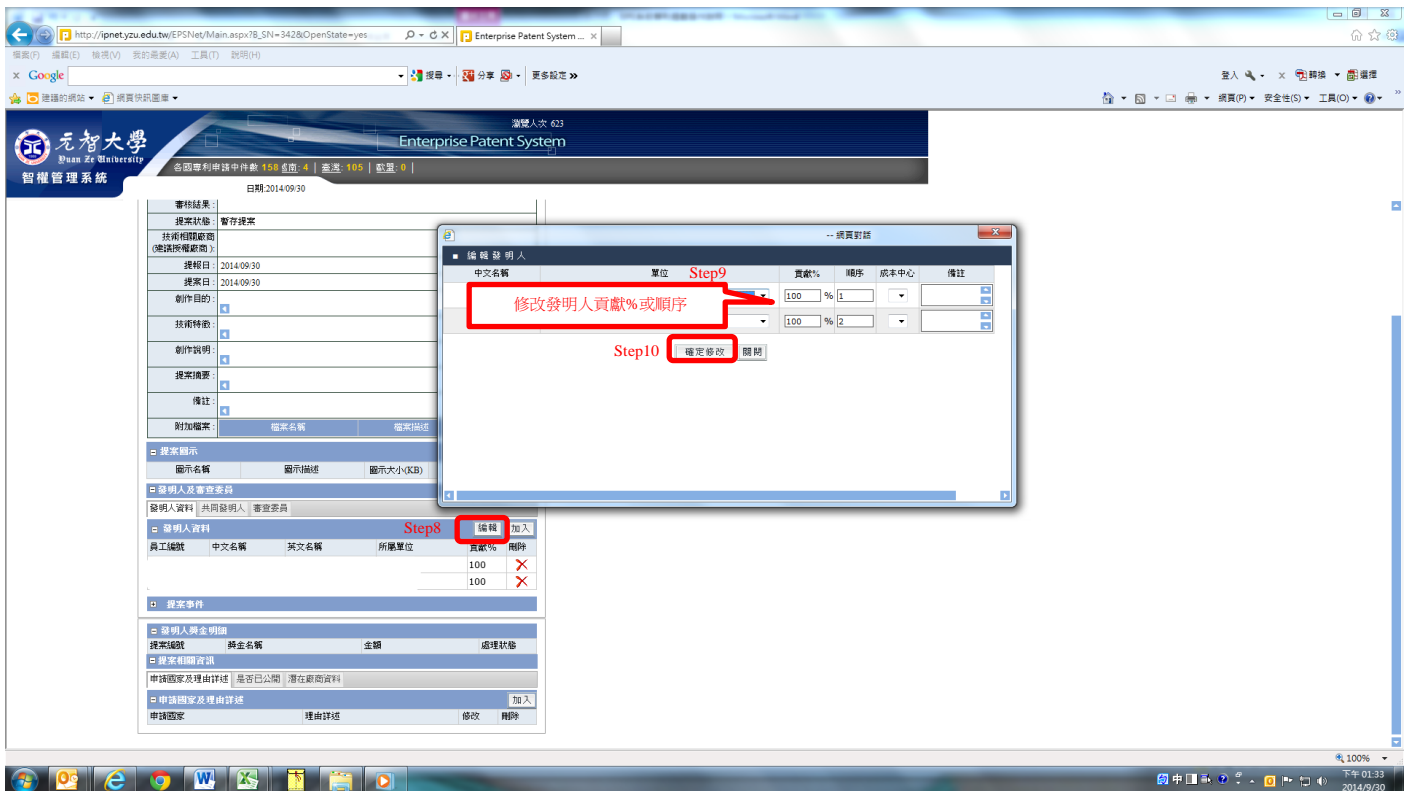
6.發明人為本校教職同仁時，請填入「發明人」，輸入姓名確認後，系統會帶入該名發明人，點選加入，建立完成所有校內發明人→暫存
 (如無其他發明人，請直接續填「提案相關資訊」→確認送件→完成校內申請程序)



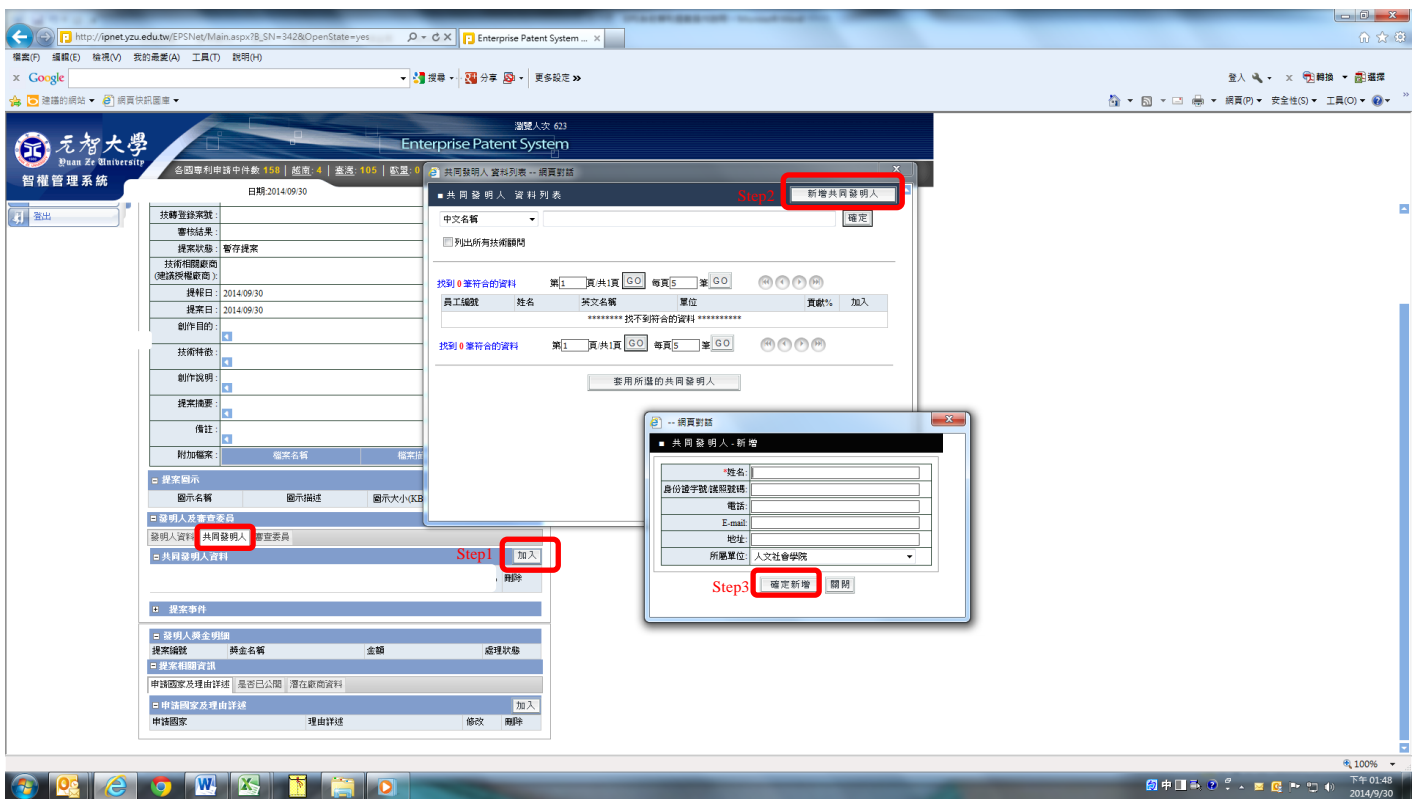
暫存提案已完成→繼續



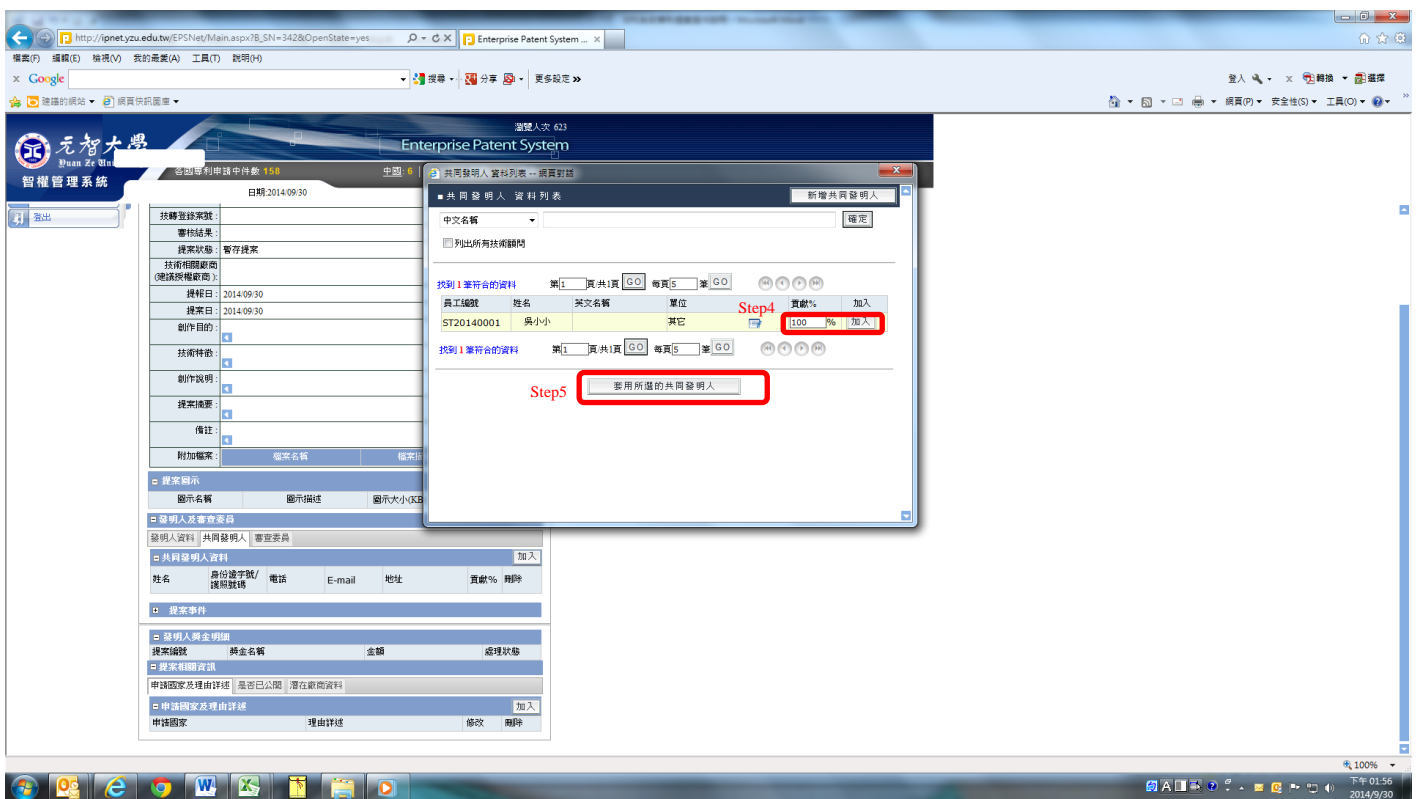
發明人資料「編輯」→修改貢獻比或順序



7.發明人**非本校教職同仁(含本校學生)**時,請填入「共同發明人」→「新增共同發明人」→輸入共同發明人資料→確認新增



修正貢獻%→加入→套用



8、「提案相關資訊」→「申請國家及理由詳述」輸入

The screenshot shows the 'Enterprise Patent System' interface. The main content area displays a list of patent applications with columns for '申請國家及理由詳述' and '加入'. A red box highlights the '加入' button, labeled 'Step2'. A modal window titled '新增申請國家及理由詳述' is open, showing a form with a dropdown for '申請國家' (Application Countries) and a text area for '理由詳述' (Detailed Description). The '確定新增' button is highlighted with a red box and labeled 'Step3'.

「是否已公開」輸入，如無公開計畫免填

The screenshot shows the 'Enterprise Patent System' interface. The main content area displays a list of patent applications with columns for '是否已公開' and '加入'. A red box highlights the '加入' button, labeled 'Step2'. A modal window titled '新增申請案是否已公開' is open, showing a form with a dropdown for '是否已公開' (Whether Published) and a text area for '發表日期' (Publication Date). The '確定新增' button is highlighted with a red box and labeled 'Step3'.

「潛在廠商資料」輸入，如無廠商可免填

The screenshot shows the 'Enterprise Patent System' interface. A dialog box titled '新增潛在廠商' (Add Potential Manufacturer) is open, displaying a form for entering manufacturer details. The form includes fields for '廠商名稱' (Company Name), '專利事業統一編號' (Patent Business Unified Number), '廠商電話' (Company Phone), '廠商地址' (Company Address), '聯絡人' (Contact Person), '聯絡人部門' (Contact Person Department), '聯絡人職稱' (Contact Person Title), '聯絡人電話' (Contact Person Phone), and '聯絡人Email' (Contact Person Email). Below the form are buttons for '確定新增' (Confirm Add), '重新填寫' (Re-enter), and '關閉' (Close). The '確定新增' button is highlighted with a red box and labeled 'Step3'. In the background, the main interface shows a table with a '潛在廠商資料' (Potential Manufacturer Data) section, where a '加入' (Add) button is highlighted with a red box and labeled 'Step2'. Another 'Step1' label points to a '提交編號' (Submit Number) field in the '發明人與審查委員' (Inventors and Reviewers) section.

9.資料填寫完畢，請選擇「修改」

The screenshot shows the 'Enterprise Patent System' interface with a patent record selected. The record details are displayed, including '基本資料' (Basic Information) and '發明人與審查委員' (Inventors and Reviewers). The '基本資料' section includes fields for '提交編號' (Submit Number), '中文名稱' (Chinese Name), '英文名稱' (English Name), '填表人' (Form Filler), '技轉登錄案號' (Technology Transfer Registration Case Number), '審核結果' (Review Result), '提交狀態' (Submit Status), '技術相關廠商(建議提供廠商)' (Technically Related Manufacturer (Suggested Provider)), '提報日' (Report Date), '提交日' (Submit Date), '創作目的' (Purpose of Creation), '技術特徵' (Technical Features), '創作說明' (Creation Description), '提案摘要' (Proposal Summary), '備註' (Remarks), and '附加檔案' (Attachments). The '修改' (Edit) button is highlighted with a red box. The '發明人與審查委員' section includes a table for '發明人資料' (Inventor Data) and '共同發明人資料' (Co-inventor Data), both with '加入' (Add) buttons.

10. 確定送件→完成校內申請程序

The screenshot displays the 'Enterprise Patent System' web interface. The browser address bar shows the URL: http://ipnet.yzu.edu.tw/EPSNet/Main.aspx?b_SN=342&OpenState=yes. The page header includes the Yuan Ze University logo and the text 'Enterprise Patent System'. Below the header, there are statistics: '各類專利申請中件數: 110', '通過: 4', '撤消: 105', and '駁回: 0'. The main content area is a form titled '專利申請書' (Patent Application Form) with a date of '2014/09/30'. The form fields include:

- 發明名稱: [Empty]
- 技術相關廠商 (申請權屬): [Empty]
- 提報日: 2014/09/30
- 提案日: 2014/09/30
- 創作目的: [Empty]
- 技術特徵: [Empty]
- 創作說明: [Empty]
- 提案摘要: [Empty]
- 備註: [Empty]

Below the form fields, there is a table for '發明人資料' (Inventor Information) with columns for '員工編號', '中文名稱', '英文名稱', '所屬單位', '貢獻%', and '刪除'. The table is currently empty. At the bottom of the form, there are buttons for '確定送件' (Confirm Submission) and '取消' (Cancel). The '確定送件' button is highlighted with a red box.