

附件 1：

电子培训证书查询下载流程

推荐使用 chrome(谷歌浏览器)，360 极速模式进行操作。

1. 登录企业账户。
2. 进入证书管理 - 持证项目查询
3. 选择报考的培训计划
4. 找到相应人员，点击最后一列的齿轮图标，如图：



The screenshot shows a web application interface for certificate management. On the left is a sidebar menu with options like 'Training Registration', 'Network Course Registration', 'Registration Fee', 'Personnel Management', 'Company Information', 'Internal Examination', 'Performance Management', 'Certificate Management', 'Certificate Project Query', 'Certificate Change', 'Certificate Receipt', and 'Certificate Loss补办'. The 'Certificate Project Query' option is selected. The main area displays a table with columns: 'Serial Number', 'Name', 'Unit', 'ID Number', 'Certificate Number', 'Issue Date', 'Certificate Status', and 'Operation'. The 'Operation' column contains gear icons. The first row of data is highlighted, and the gear icon in its 'Operation' column is enclosed in a red box. Above the table, there are filters for 'Training Class' (2019 Fourth Period Construction Engineering Quality Inspection Technology Training) and 'Name/ID Number'.

| 序号 | 姓名 | 所在单位 | 身份证号 | 证书编号 | 发证日期 | 证书状态 | 操作 |
|----|----|------|------|------|------|------|----|
| 1 | | | | | | 生效 | ⚙️ |
| 2 | | | | | | 生效 | ⚙️ |
| 3 | | | | | | 生效 | ⚙️ |
| 4 | | | | | | 生效 | ⚙️ |
| 5 | | | | | | 生效 | ⚙️ |
| 6 | | | | | | 生效 | ⚙️ |
| 7 | | | | | | 生效 | ⚙️ |
| 8 | | | | | | 生效 | ⚙️ |
| 9 | | | | | | 生效 | ⚙️ |
| 10 | | | | | | 生效 | ⚙️ |
| 11 | | | | | | 生效 | ⚙️ |
| 12 | | | | | | 生效 | ⚙️ |
| 13 | | | | | | 生效 | ⚙️ |

5. 根据需要，选择需要的证书页。一般打印当前期项目页。如图：



The screenshot shows a 'Certificate Printing' (证书打印) window. It is divided into two main sections: '01 个人信息' (Personal Information) and '02 项目信息' (Project Information). The 'Personal Information' section contains input fields for 'Name' (姓名), 'ID Number' (身份证号码), 'Certificate Number' (证书编号: 苏建质地检 号), and 'Issue Date' (发证日期). The 'Project Information' section contains a row of buttons: '封面' (Cover), '持证须知' (Certificate Holder须知), '照片页' (Photo Page), '当期项目' (Current Project), and '行为守则' (Code of Conduct). The '当期项目' button is highlighted in green.

6. 点击后弹出证书页面。鼠标指向左上角 print 图标，在下拉菜单中选择第一个 print to pdf 选项。如图：



7. 目标打印机选择另存为 PDF，点击保存。完成电子证书的当前期项目插页 PDF 下载。如图：

