

# 中国作物学会人才评价系统推荐用户使用说明

## 一、系统登陆

登录人才评价系统管理员网站（网址：<https://member.chinacrops.org/manage>），使用分配的账号和密码登录，首次登陆后，请在右上角下拉箭头处修改密码。



## 二、审批

“待审批”项可以看到申报人提交的申报信息。

A screenshot of the review interface. At the top, there are two input fields: '姓名/团队名称' and '请输入姓名/团队名称'. Below them is a dropdown menu set to '待我审批'. On the right is a blue '搜索' (Search) button. The main area shows a table with columns: 序号 (Index), 姓名/团队名称 (Name/Team Name), 提交人 (Submitter), 审批步骤 (Review Steps), 等待时间 (Waiting Time), and 操作 (Operations). One row is visible, showing index 1, name '好', submitter '09', '推荐单位/推荐人' (Recommended Unit/Person), waiting time '8分钟前' (8 minutes ago), and operations buttons. Red arrows point to the '操作' (Operations) button and the '查看申报' (View Application) link in the table row.

单击“查看申报”可看到申报人的信息及材料。

单击“操作”可进行审核操作，填写推荐意见后提交。

A screenshot of the detailed application review interface. It shows a summary of the application: '推荐单位/推荐人 (专业委员会)' (Recommended Unit/Person: Professional Committee), '状态：待栽培专业委员会审批' (Status: Pending review by the Crop Science Professional Committee), and '审核操作' (Review Operation) buttons for '通过' (Pass), '驳回' (Reject), and '不通过' (Not Pass). Below this is a section for '审批人' (Reviewer) with a dropdown menu set to '专业委员会'. At the bottom is a large text area for '推荐意见' (Recommendation) with a red arrow pointing to it. At the very bottom are '提交' (Submit) and '关闭' (Close) buttons.