epoline® Online Filing

User guide

Version 2.10SP2

Last updated: November 2004
Document version: eOLFv2_10_SP2_EN_1104.001

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Intended audience

This guide is intended for users of the Online Filing software and services. Only authorised users may access the system. The information presented here may change over time as services develop.

What this guide contains

This guide details the features of File Manager and describes the processes for submitting patent applications or subsequently filed documents electronically. The forms available depend on the Online Filing procedures selected during installation.

File Manager

File Manager contains folders representing the various stages in processing a patent application. It also provides:

- Facilities for exporting and importing forms.
- Address Book for storing names.
- Tools for information maintenance and system settings.

Form processes

- Drafting the electronic form.
- Signing the form.
- Sending the form.

Additional information

The section on Portable Document Format hints and tips provides practical advice on preparing documents for submission. The Appendix provides supplementary information, for example a glossary of terms, a summary of exporting and importing features, a list of shortcut keys, abbreviations and acronyms. Also in the Appendix is a sample EP(1001E) filing showing the various stages of completion.

Overview of Online Filing

Online Filing enables you to submit patent applications and subsequently filed documents electronically over a secure Internet link. A key benefit of this service is that you receive the application number immediately. The receipt contains the exact date and time the application was received.

The following security features are built into the Online Filing software:

Authentication of users	Each party knows who the other is
Confidentiality	No one else can see the data that is submitted
Integrity	Data transmitted and received are identical
Accountability	Both parties can prove receipt of data

Online Filing modes

Online Filing provides two modes, demo and production. The mode is selected at login. The default is demo mode.

Demo mode is provided to allow users to practice with the processes of completing, signing and sending forms, without submitting a real filing. Demo mode transmissions go to a different server from production transmissions.

Production mode is for real filings.

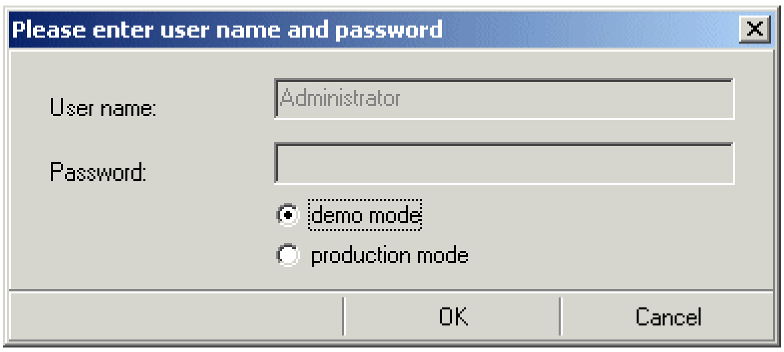


Figure 1: Demo mode

When demo mode is selected, File Manager is watermarked with the word "DEMO".

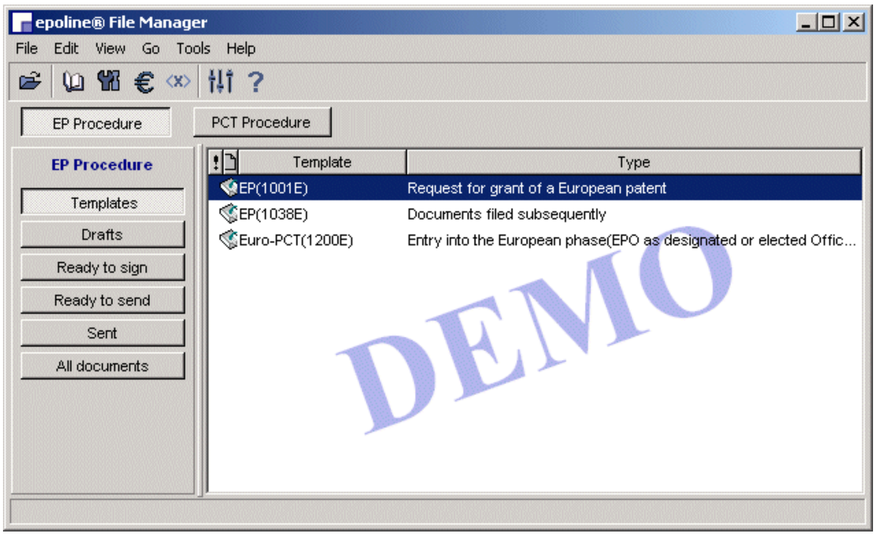


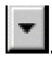
Figure 2: File Manager opening window

Note All user management settings, forms and Address Book entries are specific to the current mode, that is demo mode or production mode, to ensure that any work in one is kept entirely separate from the other.

Windows basics

This guide assumes that you are familiar with using Microsoft® Windows and the mouse.

Online Filing is a Windows-based application, so you can use standard Windows features such as the **Close** button .

A **drop-down list** appears when you click the **drop-down arrow** . A **shortcut menu** appears when you click the right mouse button. Windows terms are defined in the Glossary of terms.

Windows menu options offer keyboard alternatives to using the mouse. Hold down the **ALT** key while pressing the underlined letter.

For example, in File Manager you can select the **File** option with your mouse, or press **ALT+F**.

Figure 3: File Manager menu

Typographical conventions

The following kinds of formatting in the text identify special information.

Formatting	Usage
Bold	Emphasised text.
CAPITALS	Names of keys on the keyboard appear in CAPS, for example, SHIFT, CTRL, or ALT.
KEY+KEY	Keys that you press at the same time appear in CAPS with a plus sign.

EPO Customer Services

For more information see the ***epoline*® website** (http://www.***epoline***.org/)

If you experience difficulties in using the product, contact:

EPO Customer Services
European Patent Office
Patentlaan 2
NL-2288 EE RIJSWIJK
The Netherlands

Open: Monday to Friday, 08.00 – 18.00 hrs CET

Tel.: + 31 70 340 4500
Fax: + 31 70 340 4600

e-mail: ***epoline***@epo.org

Internet: www.***epoline***.org

Version 2.10SP2

This version incorporates the following improvements:

- **Opt-out option for extended European search report** (See EP(1001E) Request on p 10)

Form 1001 contains a new check box:

"Pilot project for EP first filings (ie applications claiming no priority): It is requested that no extended European search report be drawn up"

which allows you to opt out of receiving an extended European search report (for more details, see OJ EPO 2003, 206 and OJ EPO 2004, 375).

- **Attachment of digitally certified US priority documents** to **Forms 1001E** (p 51), **1038E** (p 76) and **1200E** (p 123).

Since 30 July 2004, USPTO priority documents have been available also as electronic files, with an imaged certification statement included as part of a digitally signed PDF file containing TIFF images of the document pages. Such documents may be filed online as an attachment to Form 1001E, 1200E or 1038E.

See also:

Notices from the European Patent Office

(http://www.european-patent-office.org/news/info/2004_10_20_e.htm)

and

USPTO Official Gazette notice
(http://www.uspto.gov/web/offices/pac/dapp/opla/preognotice/certcopies2.pdf)

- **Automatic online debit orders**

As of 12 August 2004, when you select a deposit account as payment mode on Form 1001E, RO-101E or 1200E and enter an account number, your debit order will automatically be carried out online. If debit orders are filed during working hours (08.00-18.00 hrs CET), you can check pending orders in epoline® Online Fee Payment usually within 30 minutes, and the actual deduction from your account 5-6 days later.

- **New EPC member states and extension states**

Support for new EPC contracting states (Iceland, Lithuania) and for new extension states (Bosnia and Herzegovina, Serbia and Montenegro).

- **Automatic selection of receiving office URL for PCT filings** (See PCT Maintenance on p 64)

The URL for the PCT plug-in is automatically selected from the database when you select the receiving office. This will prevent you filing with the "wrong" office if you forget to change or reset the URL and is particularly helpful in networked versions where different users might want to file to different offices.

The patch for version 2.10SP1 is available via the Live Update service. Alternatively, you can download it from our **website**:
(http://www.epoline.org/epoline/products/olf.html)

Please note that the patch to SP2 level does not update the Amyuni software. The full 2.10SP2 client which will be provided later to you will provide an update of the Amyuni software.

Version 2.10

Link to PatXML

PatXML is designed to help you prepare patent applications that conform to EPO and WIPO standards. It provides assurance that you are filing a valid patent in terms of the content elements and the formatting structure. To do this PatXML provides a customised version of Microsoft® Word® for Windows.

In the EP(1001E) Contents section, you can attach technical documents prepared with PatXML. For more information see **PatXML attachments** (p 42).

Subsequently Filed Documents

EP(1038E) is the name given to the form used in the European patent procedure to submit documents filed subsequently to an application. The form has been designed to allow you to:

- Add applicant and representative information.
- Submit additional documents after the patent application has been sent.

For more information see **EP(1038E) Subsequently Filed Documents** (See "EP(1038E) Overview" p 67).

Version 2.00

XML

Online Filing now provides integration with patent management systems. You may import existing XML documents from an external file and export the applications you prepare in either XML or compressed ZIP format. For more information see **Export and Import summary** (p 267) .Behind all ***epoline***® GUIs lies XML conforming to the following PCT standard:

Administrative Instructions under the Patent Cooperation Treaty (PCT):

Part 7: Instructions Relating to the Electronic Filing and Processing of International Applications;

Annex F: Standard for the Electronic Filing and Processing of International Applications, Appendix I: XML DTDs for the E-PCT Standard (Annex F, for short).

For more information see **WIPO electronic filing technical standards** (http://pcteasy.wipo.int/efiling_standards).

Address Book

The Online Filing Address Book can now be exported to or imported from an external file. The external file is saved in CSV format. The headings of the external file can be mapped to Address Book headings. For more information see **Exporting Address Book names** (p 42) and **Importing Address Book names** (p 43).

Live Update

Live Update is a service that updates the Online Filing software, the Maintenance tables and the Fee tables. You can set a reminder prompt to check for updates at regular intervals. For more information see **General settings for *epoline*® FM** (p 70).

Contents

1 Overview of File Manager

File Manager is organised into several parts to help you process your form: **menu, toolbar** and **folders**. When you click a folder to select it, the contents of that folder are displayed. File Manager opens with the Templates folder selected.

Note The examples shown here are taken from EP and PCT procedures. Screens may differ depending on the procedures selected during installation.

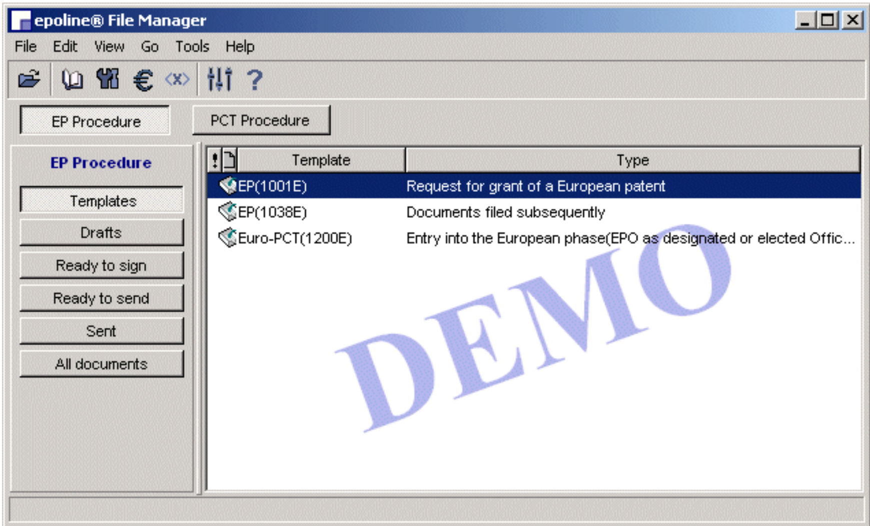
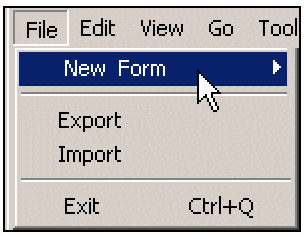


Figure 4 File Manager opening window

1.1 Creating new forms

1 In File Manager, select **New Form** from the **File** menu and then select a form from the list.



You can also double-click the template you wish to use.

The **New application** window opens.

2 Type a **user reference** when prompted, something that is meaningful within your organisation (maximum of 15 characters for an EP form and 12 for a PCT form). This reference must be unique. It is the reference for this filing.

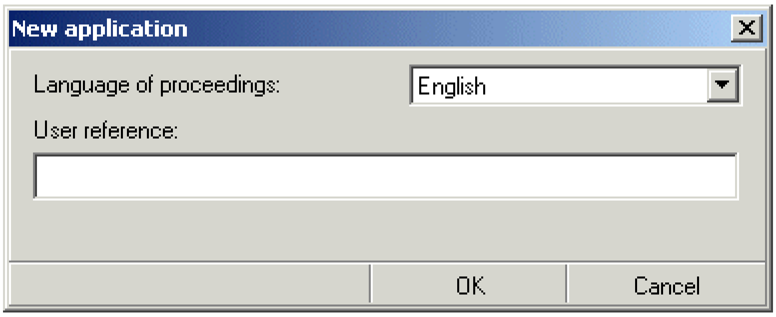


Figure 5: New application, User reference

Note If the option **Use *epoline*® File Manager categories** has been enabled in the **Tools**, **Settings** section of File Manager, the New application window also provides an area for creating a category or selecting an existing one. For more information see **Settings for *epoline*® FM** (See "General settings for ***epoline***® FM" p 70).

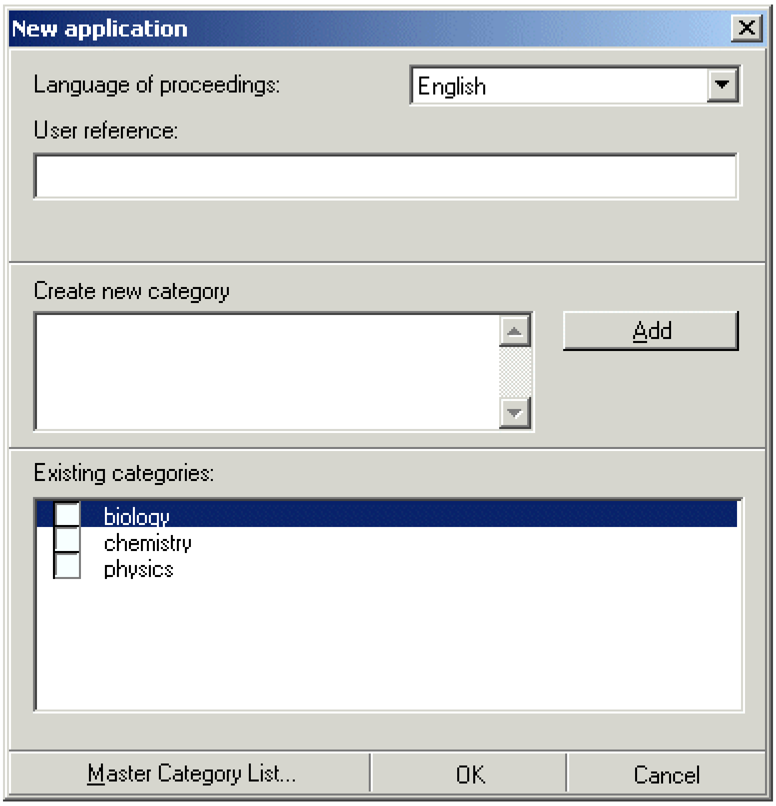


Figure 6: New application with Categories option, sample data

1.2 File Manager folder actions

Folder actions depend on the folder selected. If you double-click an item in a folder, the system automatically activates the main function for that folder. For example, double-clicking an item in the **Drafts** folder opens the form for **editing**. Double-clicking an item in the **Ready to Sign** folder activates the **signing process**.

Folder	Double-click
Templates	Creates a new form.
Drafts	Opens form for viewing and editing.
Ready to Sign	Activates signing process.
Ready to Send	Activates sending process.
Sent	Opens form in Read Only mode.
All Documents	Displays forms in other folders, so commands are appropriate to the status of the selected item.

To carry out a different command, right-click an item and select from the shortcut menu.

Folder	Right-click
Templates	Use as basis for new form. Delete (only customised folders can be deleted).
Drafts	View/Edit. Move to Ready to Sign. Save as Template. Categories. Delete.

Folder	Right-click
Ready to Sign	Sign. View/Edit. Move to Ready to Send. Return to Drafts. Save as Template. Categories. Delete.
Ready to Send	Send. View/Edit. Return to Drafts. Return to Ready to Sign. Save as Template. Categories. Delete.
Sent	View Use as basis for new application in the same procedure. Reuse as basis for new application across different procedures. Save as Template. Categories. Delete.
All Documents	View. Save as Template. Categories. Delete. Displays items located in other folders, so shortcut menu reflects status of selected item.

Note As you work with File Manager you can press **F5** to refresh the view.

1.3 Using categories

Categories allow you to group forms in ways that are meaningful to your organisation, for example by type of content or department. Forms can then be sorted and displayed by category. For more information see **Sorting and changing views of forms** (p 9).

The option to use categories for new applications can be switched on or off in the **Tools**, **Settings** section of File Manager. Categories can be applied to existing forms from any File Manager folder except Templates.

1 Right-click a form.

2 In the shortcut menu, select **Categories**.

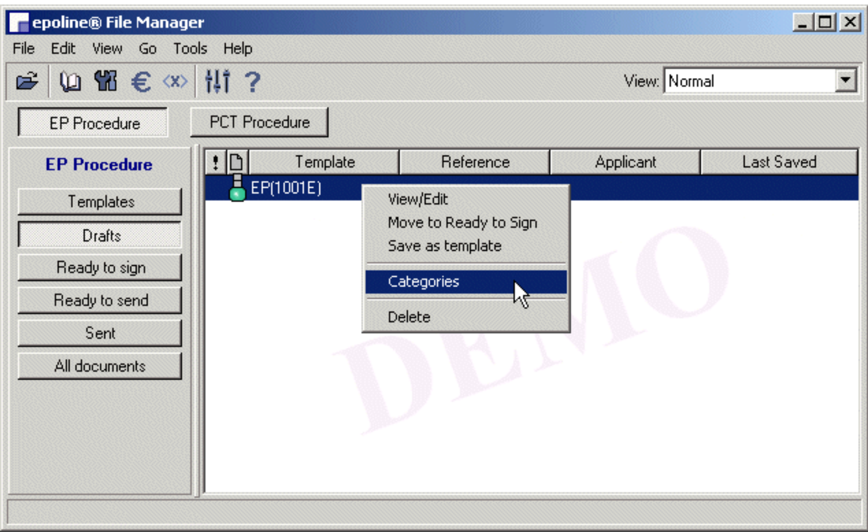


Figure 7: Selecting categories

3 Type a **category name** in the **Create new category** box.

4 Click **Add**.

5 Add more categories as appropriate.

6 As you add categories they are listed in the **Existing categories** box.

7 To apply an existing category, select the check box.

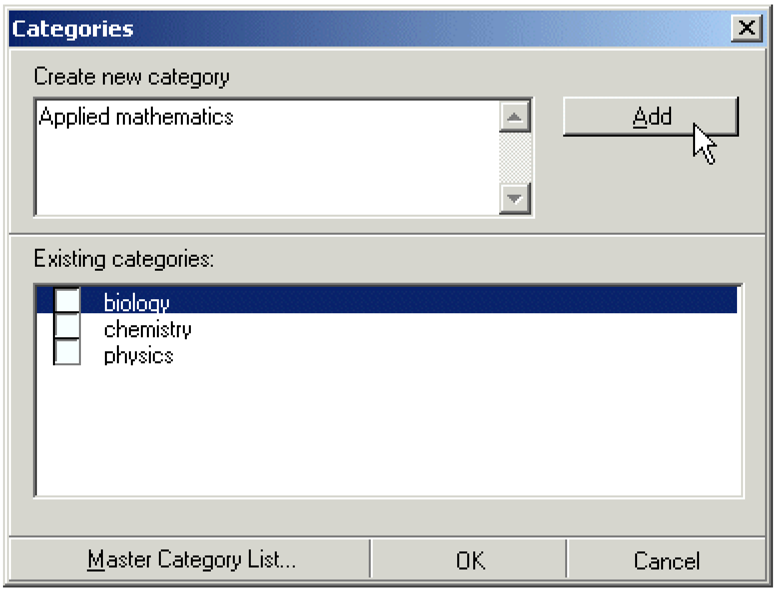


Figure 8: Assigning categories

Note You can also click **Master Category List** to **add** or **delete** categories.

You can access the Master Category List while creating categories or from the File Manager **Tools** menu.

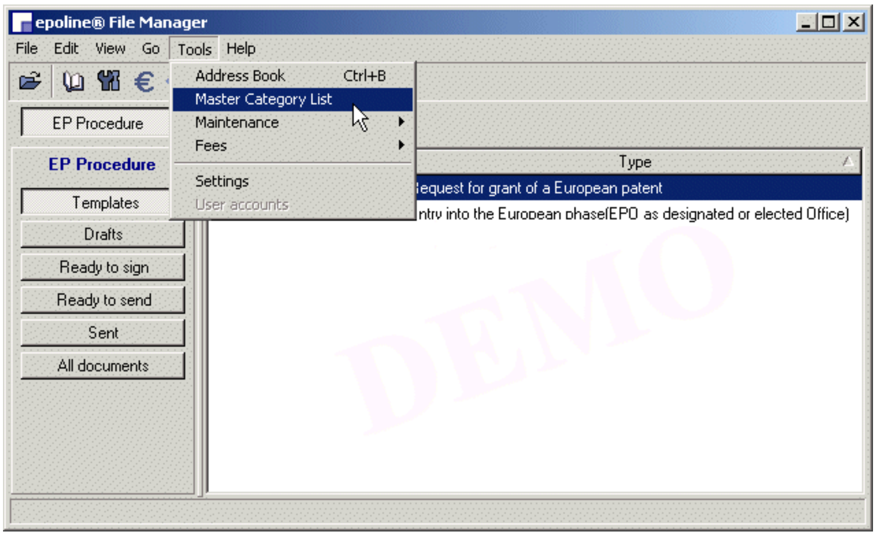


Figure 9: Opening Master Category List

The **Master Category List** window opens.

1 Type the name of a new category and click **Add**.

2 To delete a category, select it in the list and click **Delete**.

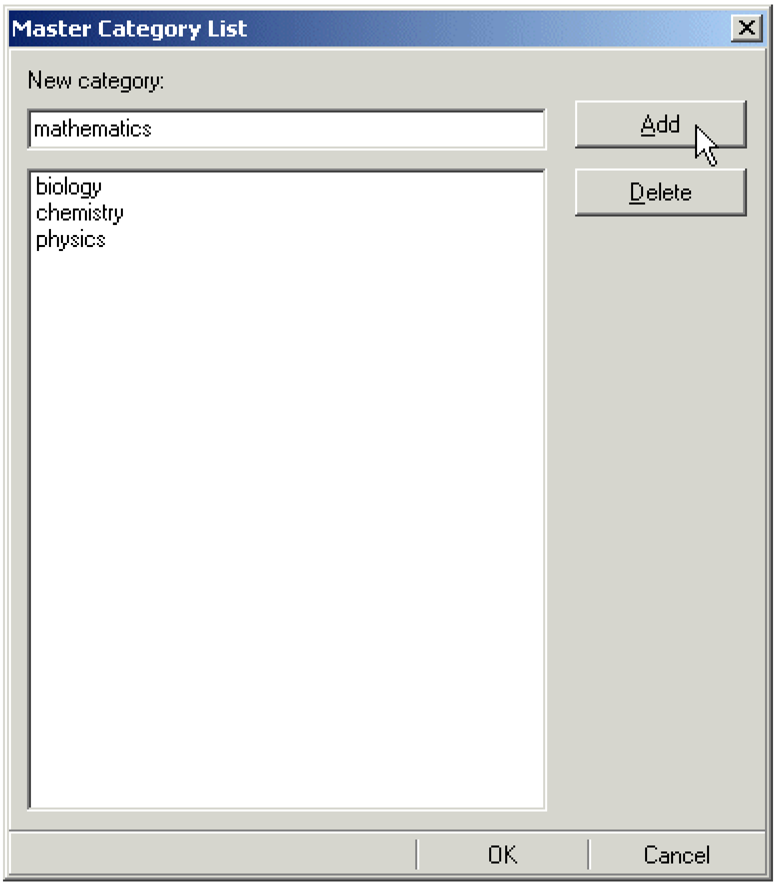


Figure 10: Master Category List, Add

1.4 Sorting and changing views of forms

In addition to folders, File Manager provides a sorting facility. You can group forms by **document** or by **category**. For more information see **Using categories** (p 5).

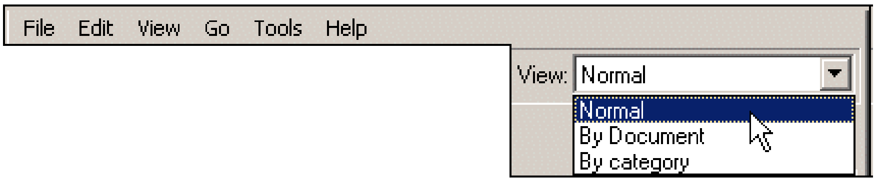


Figure 11: File Manager, Sorting forms

1.1 Sorting by Normal view

The **Normal** view lists the contents of the selected folder and displays the **Template** used, the **Reference**, the **Applicant** name and when the file was **last saved**. Additional information may be displayed depending on the form status, that is, which folder it is in.

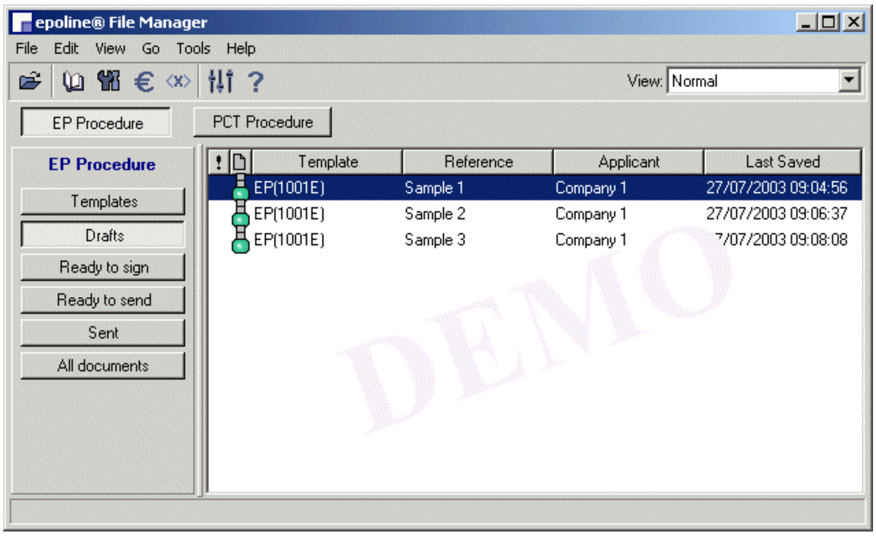


Figure 12: View Normal, sample data

In the Normal view only, the folder contents can be sorted alphabetically or chronologically by clicking a column header, for example, Reference. A small triangle indicates the sorting applied.

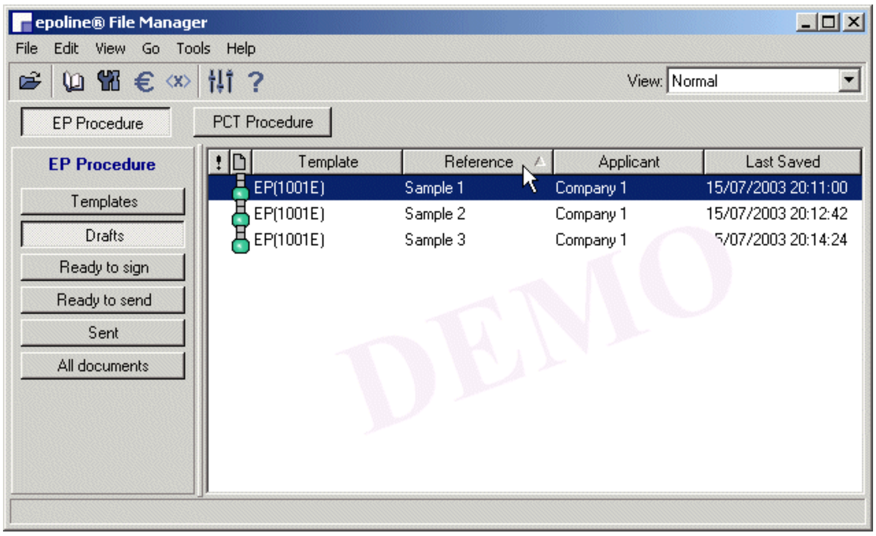


Figure 13: Sorting by reference, normal order, sample data

A second click on the same column header reverses the order.

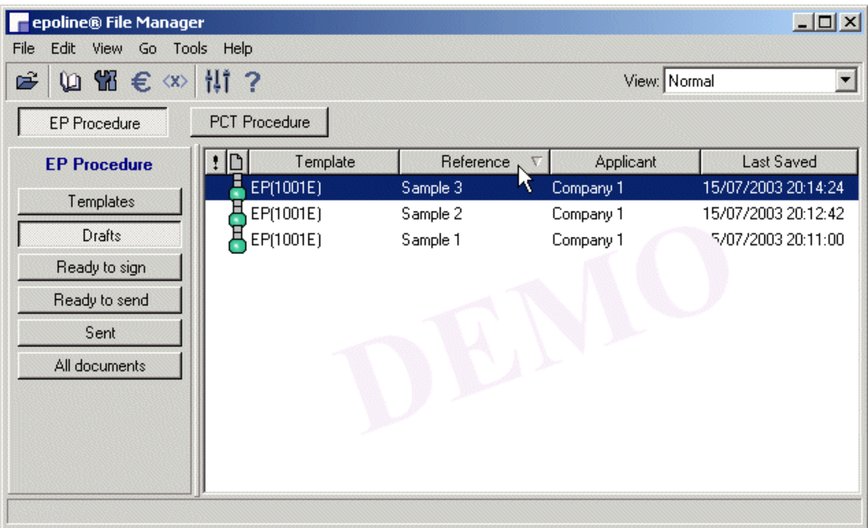


Figure 14: Sorting by reference, reverse order, sample data

This order is kept when the View mode is changed.

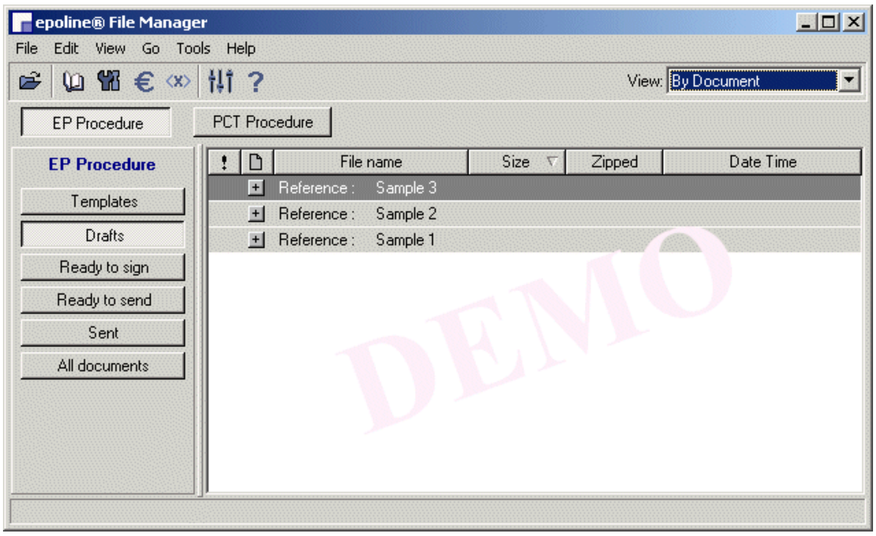


Figure 15: Sorting order maintained in By Document view

1.1 Sorting by document

The **By Document** view lists the contents of the selected folder by **Reference**. Double-click a reference to display the list of attachments. Double-click an attachment to view it.

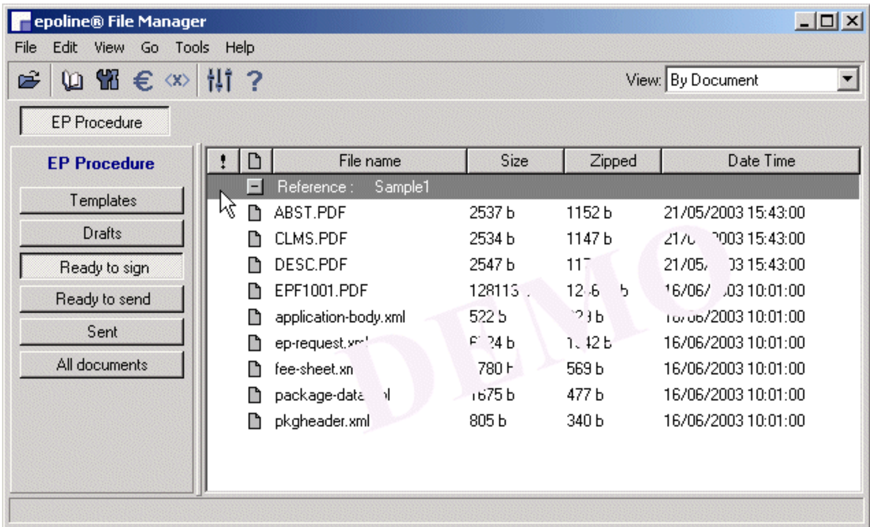


Figure 16: View By Document, sample data

1.1 Sorting by category

The **By Category** view lists the contents of the selected folder by the **categories** selected when the new form was created. Double-click a category to display the list of associated files.

For more information see **Using categories** (p 5).

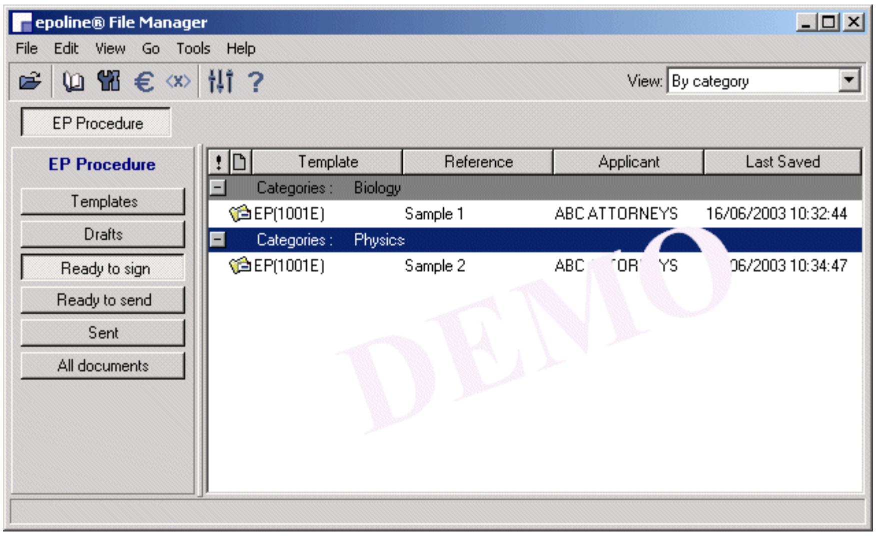


Figure 17: View By Category, sample data

2 File Manager menu options

The File Manager menu allows you to carry out common tasks.

Figure 18: File Manager menu

Menu		Description
File	**New Form**	Creates new form of selected type.
	Export	
	Address Book	Saves the Address Book as a file in **CSV** format.
	Forms	Displays forms available to export and the folder for storage.
	Import	
	Address Book	Brings a **CSV** file into the Address Book.
	Forms	Brings forms back into the central directory.
	XML from file	Brings an XML in a compressed ZIP file into the central directory.
	XML from folder	Brings an XML file into the central directory.
	Exit (Ctrl+Q)	Quits the File Manager.
Edit	**Delete (Ctrl+D)**	Removes selected item from folder.
View	**Status Bar**	Indicates progress as form is being processed, in lower part of File Manager window.
Go	**to Procedure**	Provides list of forms for selection. The forms available depend on the options selected when Online Filing was installed.

Menu		Description
	Templates	Provides blank forms for installed procedures.
	Drafts	Displays partially completed forms.
	Ready to Sign	Displays forms completed and awaiting authorisation.
	Ready to Send	Displays forms completed and authorised.
	Sent	Displays forms already transmitted.
	All Documents	Displays full list of forms in all stages.
Tools	**Address Book (Ctrl+B)**	Provides details of names in forms.
	Master Category List	Provides facility to add and delete categories.
	Maintenance	Provides lists of information catalogues. The forms available depend on the options selected when Online Filing was installed.
	Fees	Provides table of fees. The forms available depend on the options selected when Online Filing was installed.
	Settings	Provides options for using the File Manager such as preferred PDF product. The forms available depend on the options selected when Online Filing was installed.
	User Accounts	Provides facilities for managing user accounts. This option is activated in Settings.
Help	***epoline*® File Manager Help**	Accesses the online Help file.
	About *epoline*® File Manager	Displays general information and EPO Customer Services details.

2.1 Exporting folders

Keeping a large number of files in central directory folders may eventually affect system performance. We strongly advise that you make backup copies and clear the folders out occasionally by archiving files to other storage areas on your computer system.

2.1 Making backup copies of folders

The original documents will still be filed in the central Online Filing directory.

1 In File Manager select **Export, Forms** from the **File** menu.

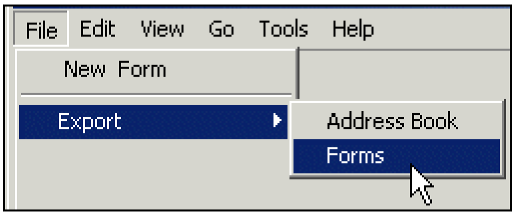


Figure 19: File Manager, File, Export, Forms

The **Forms Export** window opens.

The folders available for export depend on which procedures are installed.

2 Type in a **note** if you wish.

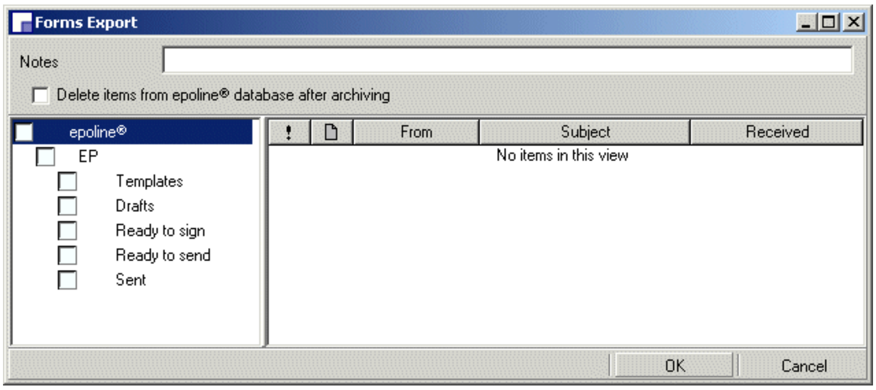


Figure 20: Forms Export, Making backup copies

3 Select the folder(s) you wish to archive.

All the documents in the folder will be moved.

4 When prompted select a storage area.

5 Accept the suggested name and location, or type a **name** of your own choice and click **Save**. If you create your own name, make sure you keep the .ezf **file extension**.

Note The system name consists of the date exported followed by the hour, minute and second. For example a file named:

20011004_142826.ezf

was saved on:

4 October 2001 at 14 hours, 28 minutes, 26 seconds.

2.1 Archiving folders

With this option, the original documents are no longer filed in the Online Filing central directory. You can bring them back by selecting **Import** from the **File** menu.

1 In File Manager select **Export, Forms** from the **File** menu.

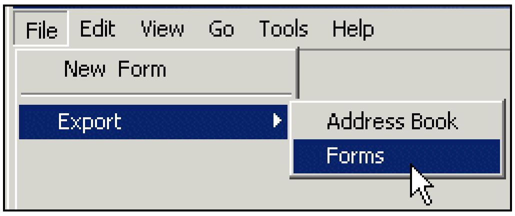


Figure 21: File Manager, File, Export, Forms

The **Forms Export** window opens.

2 Type in a **note** if you wish.

3 Select the option **Delete items from database after archiving**.

The folders available for export depend on which procedures are installed.

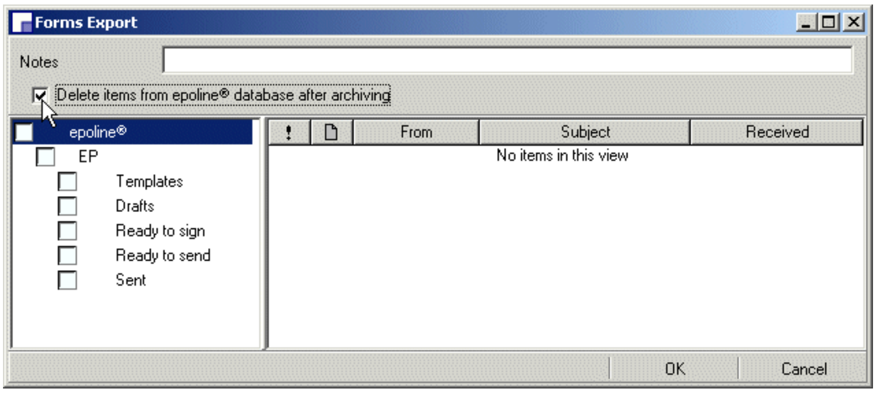


Figure 22: Forms Export, archiving folders

4 Select the folder(s) you wish to archive.

5 Click **Yes** at the prompt to move the complete folder contents.

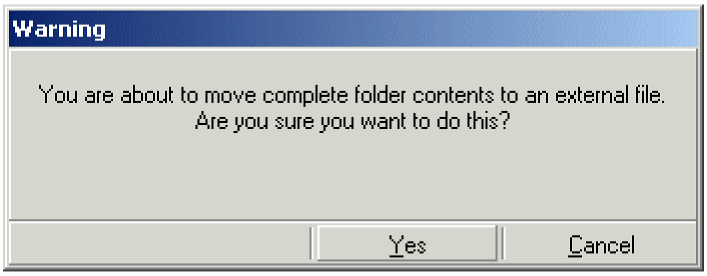


Figure 23: Export prompt

6 When prompted select a storage area.

7 Accept the suggested name and location, or type a **name** of your own choice and click **Save**. If you create your own name, make sure you keep the .ezf **file extension**.

For information on bringing archived folders back, see **Importing folders** (p 18).

2.2 Importing folders

You can bring archived folders back into the Online Filing central directory. For more information on archiving see **Exporting folders** (p 15).

1 In File Manager select **Import, Forms** from the **File** menu.

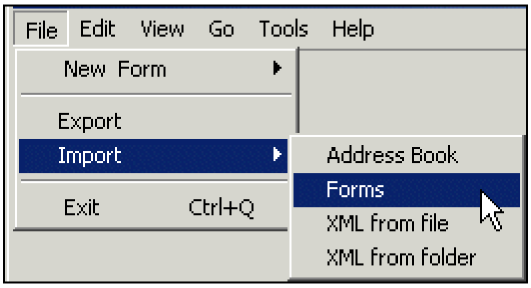


Figure 24: File Manager, File, Import Forms

2 When prompted, select the storage area and the **EZF** file you require, and then click **Open**.

The **Forms Import** window opens.

The folders available for import depend on which procedures are installed.

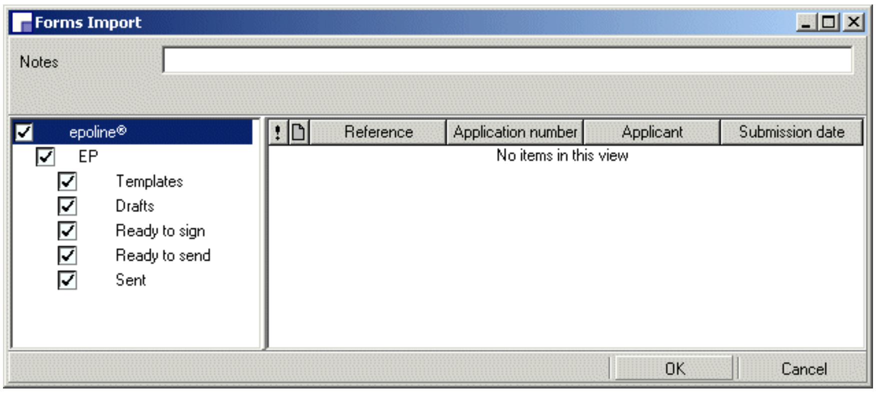


Figure 25: File Manager, importing archived folders

3 Select the folder with the forms you wish to import.

The system checks the folders. If the files already exist in the Online Filing central directory, you will receive a warning message to overwrite or skip the import.

4 Click **Overwrite**, **Skip** or **Skip All** as appropriate.

2.3 Exporting and importing forms

Patent application forms can be saved outside Online Filing. These operations are carried out from the **File** menu of the patent application form.

- To save as **XML** open the form and select the option **Export unpacked WAD to...**.

Exporting unpacked WAD (p 240)

- To save as **ZIP** use the option **Export WAD to...**.

Exporting WAD (p 241)

Once the forms are exported from the form menu, they can be imported using File Manager.

2.3.1 Command line functionality

Certain File Manager functionality for XML and exporting files is available from the command line. Command line functionality provides the interface to automate the transfer of data using XML between Patent Management Systems (PMS) and the Online Filing system.

"-xml" mode is designed for import from XML. The language of proceedings and user-reference are extracted from the XML. If the filename contains a space, the parameter is set in double quotes ("parameter").

"**-export**" mode is designed for the export of form data from the database into either a file or a folder.

XML processing example

fmi.exe -xml mode=production username=Administrator password= filename=c:\fr.zip

fmi.exe -xml mode=production username=Administrator password=11 foldername=c:\fr

Export processing example

fmi.exe -export mode=production username=Administrator password=11 formtype=pctro101 userreference=pct_02 foldername=c:\pct_02

fmi.exe -export mode=production username=Administrator password=11 formtype=pctro101 userreference=pct_01 filename=c:\pct_01.zip

2.3.2 Importing XML from file (ZIP format)

A form can be **exported as WAD**. This creates an XML file in compressed **ZIP** format. **Exporting WAD** (p 241) It can then be imported via File Manager as the basis for a new form.

1 In File Manager, select **Import, XML from file** from the **File** menu.

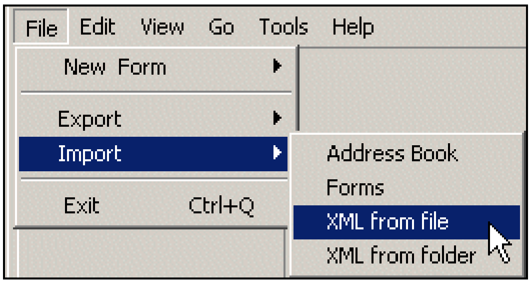


Figure 26: File, Import, XML from file

2 Navigate to the file location and open the **ZIP** file.

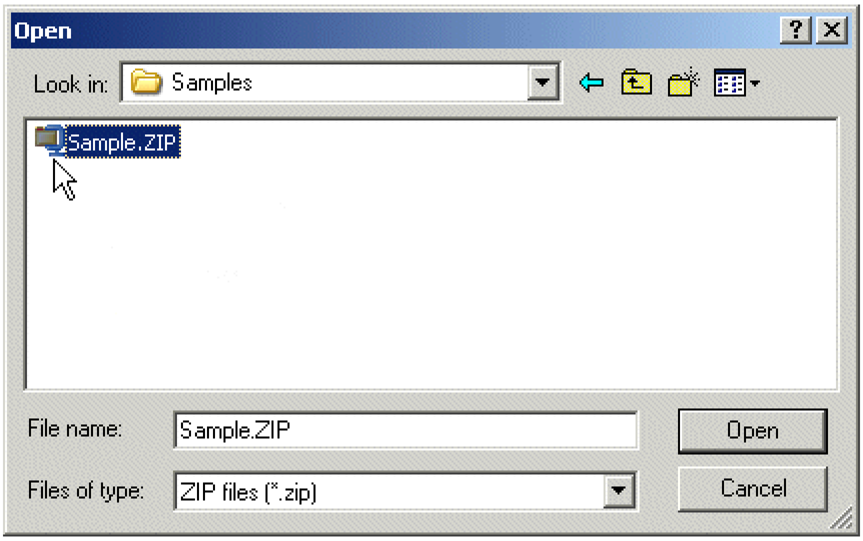


Figure 27: Opening ZIP file, sample data

3 Select an option from the **Route** list if appropriate.

4 Enter a **unique user reference**.

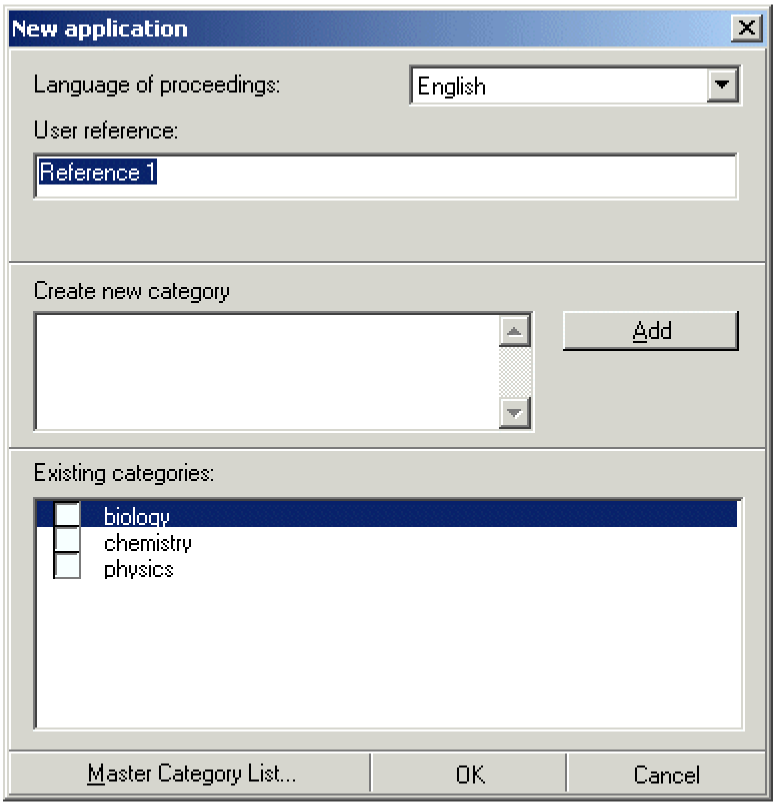


Figure 28: Importing file, reference information

The form window opens. Edit and save as appropriate.

2.3.3 Importing XML from folder

A form can be **exported as unpacked WAD**. This creates a file in **XML** format. For more information see Exporting unpacked WAD. It can then be imported via File Manager as the basis for a new form.

1 In File Manager, select **Import, XML from folder** from the **File** menu.

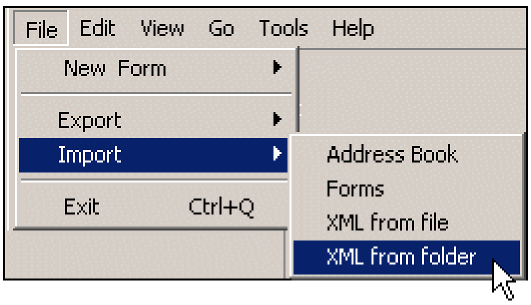


Figure 29: File, Import, XML from folder

2 Navigate to the file location and select the folder.

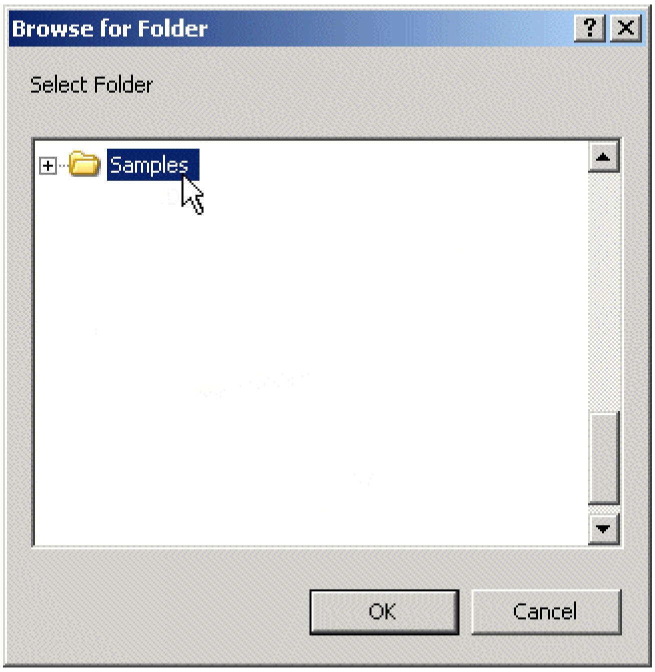


Figure 30: Browsing for XML folder, sample data

3 Select an option from the **Route** list if appropriate.

4 Enter a unique **user reference**.

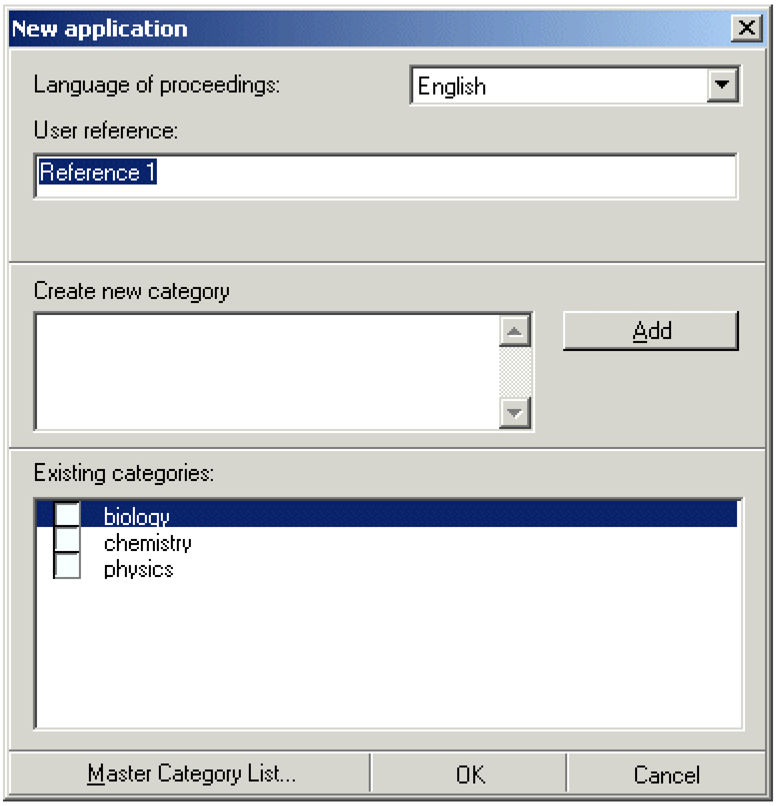


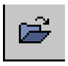
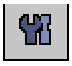
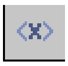
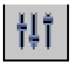
Figure 31: Importing file, reference information

The form window opens. Edit and save as appropriate.

3 File Manager toolbar options

The File Manager toolbar options provide quick access to common tasks. Move the pointer over a button to see a brief description of what it does.

Figure 32: File Manager toolbar

Button	Description
	Open an existing form.
	Open the Address Book window.
	Open the Maintenance window.
	Open the Fees window.
	Open the XML window.
	Open the Settings window.
	Open the Help window.

4 Folders for Online Filing

The folders correspond to the procedural stages for processing forms. As each stage is completed the form moves to the next folder. Click a folder to see a list of its contents. Right-click an item in the list to open a shortcut menu.

Folder	Description
Templates	Blank or customised forms.
Drafts	Partially completed forms.
Ready to Sign	Forms with all information completed and mandatory documentation attached, waiting for authorisation.
Ready to Send	Forms completed and signed.
Sent	Forms which have already been transmitted.
All Documents	The whole list of forms in various stages.

4.1 Templates folder

Templates are the “empty” forms to be completed for electronic correspondence such as patent applications or subsequently filed documents.

You can also create your own customised forms based on standard forms, to include information for your organisation. For information on customising templates for future use, see Customising templates. The Templates folder displays the following information about the forms:

- Template
- Type of procedure

4.1.1 Creating new forms from a template

1 In the **File Manager Templates** folder, double-click the template you wish to use. The forms available depend on the options selected when Online Filing was installed.

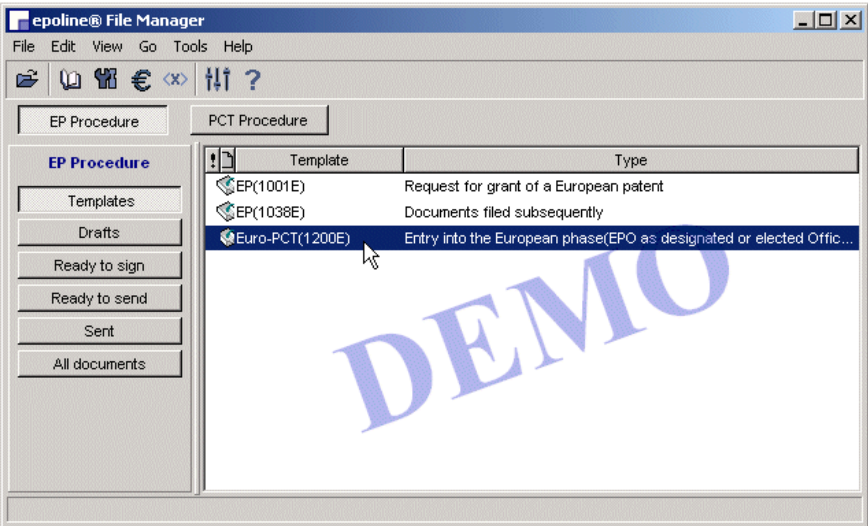


Figure 33: Templates folder

Templates shortcut menu

Right-click an item in the Templates folder to see the shortcut menu. You can use the template as the **basis for a new application** or **delete** it. To delete a customised template right-click it and then select **Delete** from the shortcut menu.

Note You can only delete your own customised templates. You cannot delete the standard templates.

4.1.2 Customising templates

You can customise templates to save reusable data such as names, language preferences, designated states and payment details.

To customise a template:

1 Create a new form.

2 Complete as many of the details on the form as you wish to save.

3 In the form, select **Save as Template** from the **File** menu.

4 When prompted, type a **reference name** for the template.

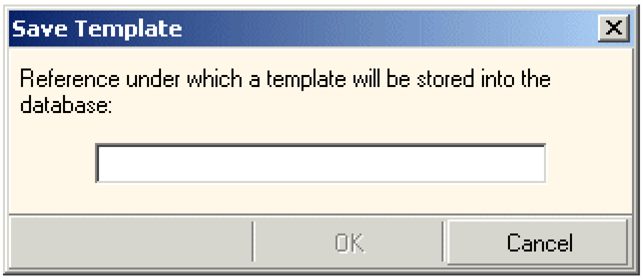


Figure 34: Saving template

To use the new template:

1 Click the **Templates** folder to display the list.

2 Double-click the template you require.

This opens a new copy.

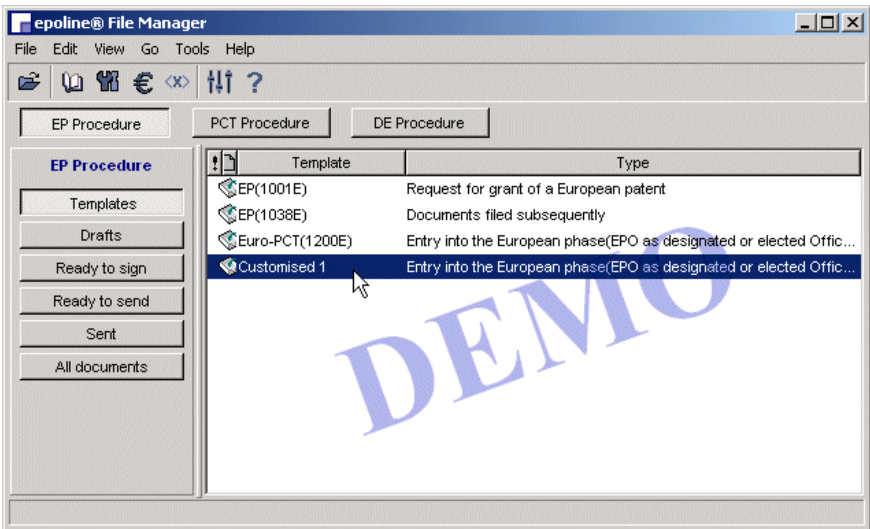


Figure 35: Templates, Customised

Note You can also save existing data for reuse as XML or ZIP files:

- **Exporting unpacked WAD** (p 240), saving as an XML file.
- **Exporting WAD** (p 241), saving as an XML file in compressed ZIP format.

4.2 Drafts folder

The **Drafts** folder contains forms in preparation. It is good practice when working with computer applications to save your work regularly. The Drafts folder displays the following information about the forms:

- Template
- Reference
- Applicant
- Last Saved

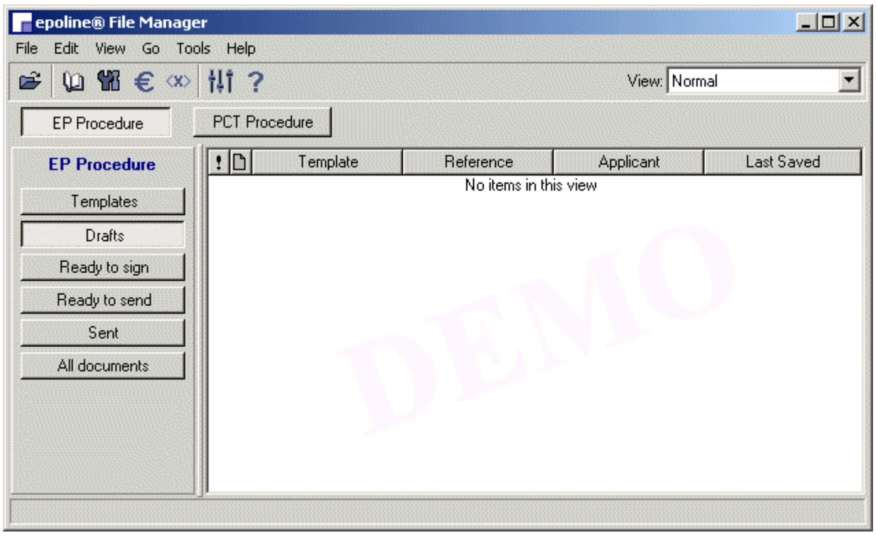


Figure 36: Drafts folder

To save your work:

1 With the form open, select **Save as Draft** from the **File** menu. This saves the form to the **Drafts** folder. The form remains open for you to continue working.

To close the form and save as a draft:

1 With the form open, click the **Windows Close** button.

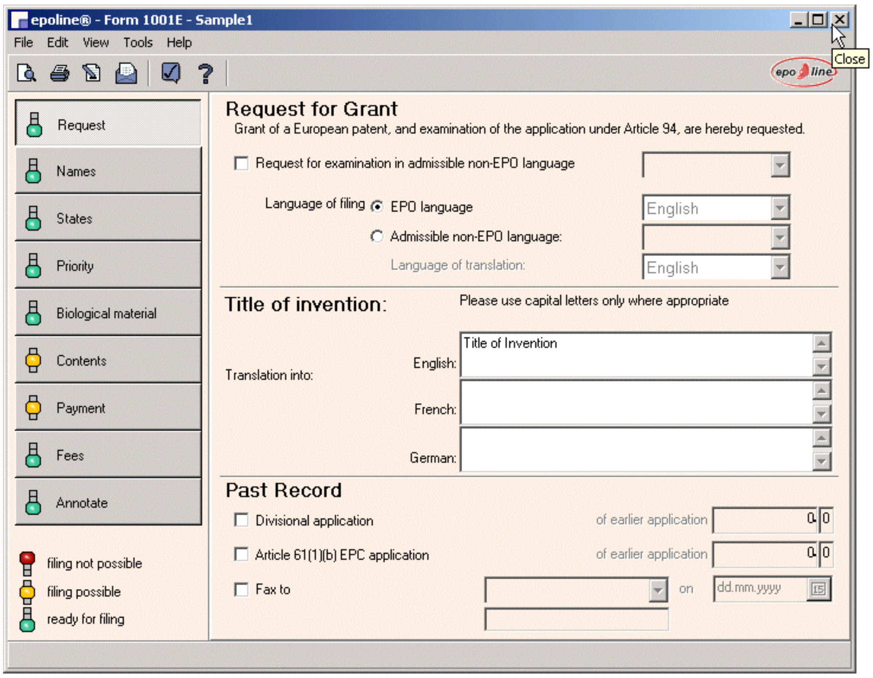


Figure 37: Windows Close button, sample data

2 At the confirmation prompt select **Save as Draft**.

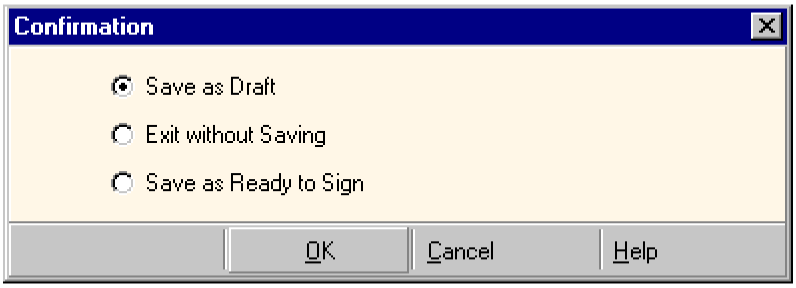


Figure 38: Confirmation, Save options

Drafts shortcut menu

Right-click a draft form to see a list of options. For example you can **Save as Template** from here, or move it to the **Ready to Sign** folder, if it meets the minimum requirements to do this, that is, if the mandatory information has been completed and the mandatory documents attached.

4.3 Ready to Sign folder

The **Ready to Sign** folder contains forms with the mandatory information completed, awaiting signature. If you make any changes to the information after signing, the signature is removed and the form is returned to the **Ready to Sign** folder. The Ready to Sign folder displays the following information about the forms:

- Template
- Reference
- Applicant
- Last Saved

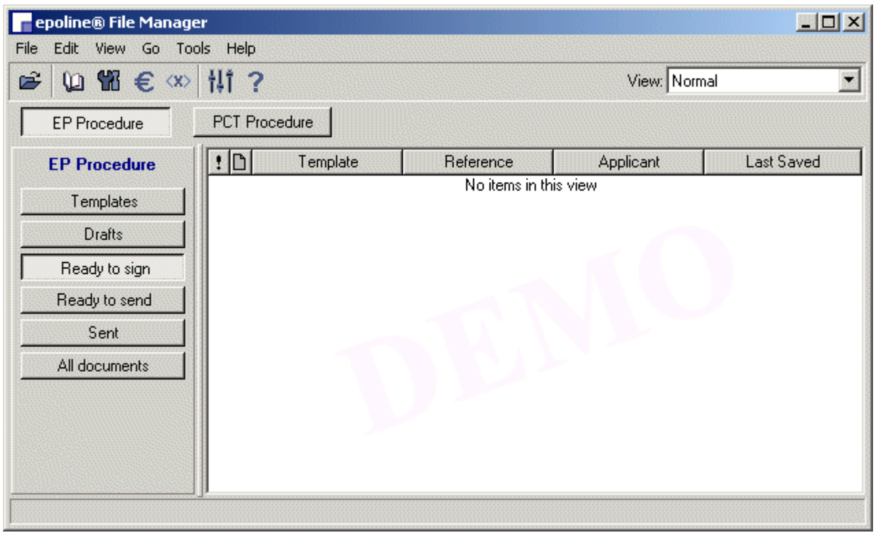


Figure 39: Ready to Sign folder

You may initiate the signing process from the form itself or from the File Manager **Ready to Sign** folder. Select a form in the **Ready to Sign** folder and double-click it.

You can select a form in the **Ready to Sign** folder and save it as a customised template.

Ready to Sign shortcut menu

Right-click an item in the **Ready to Sign** folder to see the shortcut menu. You can **view** the selected item and **edit** it, **sign** it, **move** it to another folder, **save as template** or **delete** it.

4.4 Ready to Send folder

The sending process is initiated from File Manager. The **Ready to Send** folder contains forms that have been signed and are awaiting electronic transmission. If you make any changes to the information after signing, the signature is removed and the form is returned to the **Ready to Sign** folder.

The **Ready to Send** folder displays the following information about the forms:

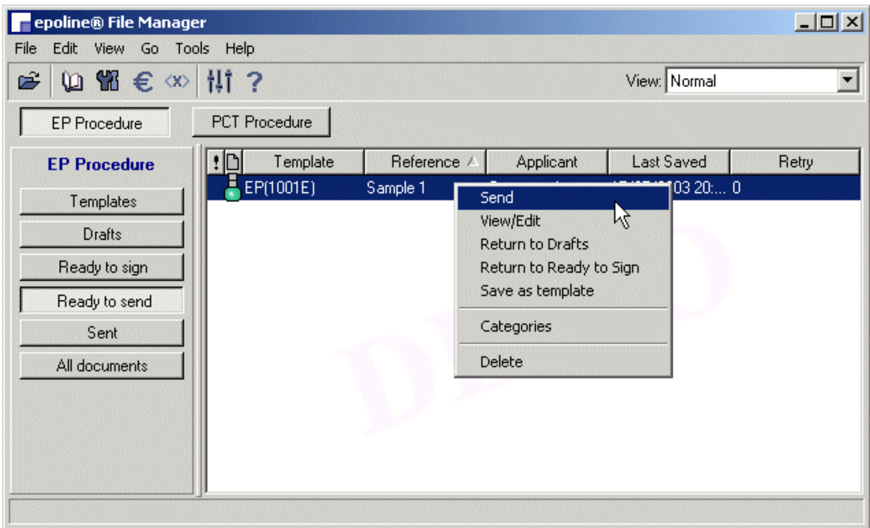
- Template
- Reference
- Applicant
- Last Saved
- Retry

To send a form you require a smart card and PIN.

To send a form from File Manager:

1 In the **Ready to Send** folder double-click a form.

Alternatively, right-click it and then select **Send** from the shortcut menu.



For more information on completing the procedure see **Sending applications** (See "Sending forms" p 259).

Ready to Send shortcut menu

Right-click an item in the **Ready to Send** folder to see the shortcut menu. You can view the selected item and edit it, return it to the **Drafts** or **Ready to Sign** folder, save it as a **template** or **delete** it.

4.5 Sent folder

The **Sent** folder displays the files that have already been transmitted electronically. The following information is displayed:

- Template
- Reference
- Application number from receipt
- Applicant
- Last saved

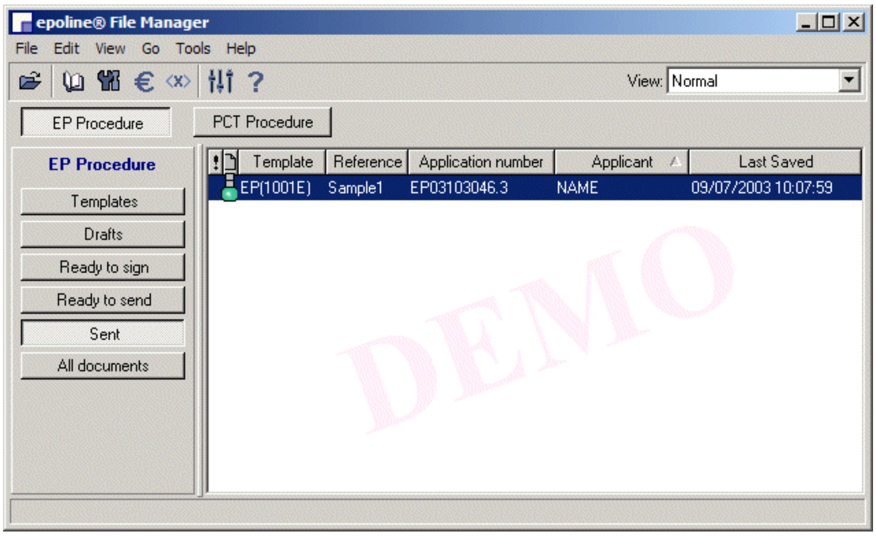


Figure 40: Sent folder, sample data

Sent shortcut menu

Right-click an item in the **Sent** folder to see the shortcut menu. You can **view** the selected item, **use it** as the basis for new application for the same procedure, **reuse data** for a different procedure, **save it as a template** or **delete** it.

4.6 All Documents folder

The **All Documents** folder displays the whole list of forms from other folders, indicating where each one is stored. Sent forms automatically display the application number assigned.

The All Documents folder displays the following information about the forms:

- Template
- Reference
- Application Number
- Applicant
- Last Saved
- Status

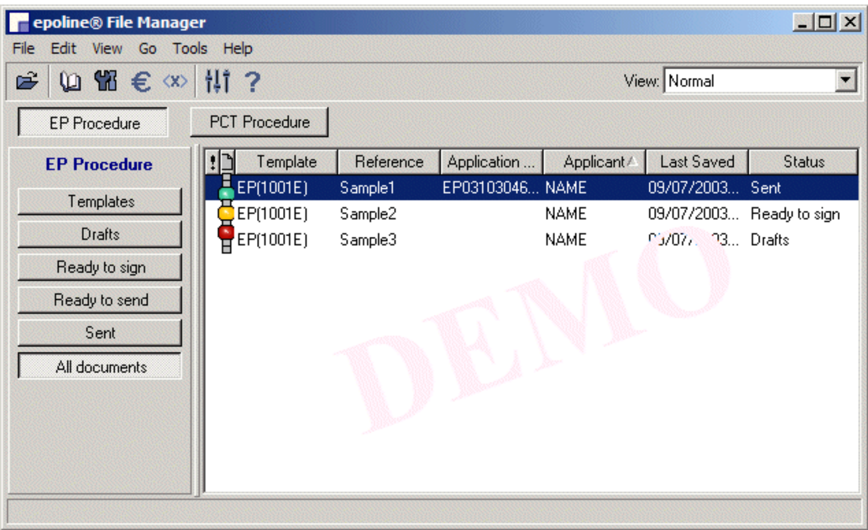


Figure 41: All Documents folder, sample data

All Documents shortcut menu

Right-click an item in the **All Documents** folder to see the shortcut menu. You can **view** the selected item, **save as template** or **delete** it. Since the **All Documents** folder displays items located in other folders, the shortcut menu varies depending on the status of the selected item.

5 Address Book

The **Address Book** is a facility for storing contact details. You can access the Address Book from File Manager and from the procedural form itself.

Option	Location
Create names in the Address Book first and then use them in a patent application.	**File Manager, Tools, Address Book**.
Export names to an external file (CSV).	**File Manager, Export, Address Book**.
Import names from an external file (CSV).	**File Manager, Import, Address Book**.
Save names in the Address Book which have been entered in the current patent application.	**Names section** of the form.
Add names from the Address Book to the current application, or reuse some of the details, for example an address or telephone number. This option helps to save retyping.	**Names section** of the form, in the **Details** window for role selected, for example in the Applicant window.

Note The examples in this section are taken from EP(1001E) but apply to other forms as well.

5.1 Creating names in the Address Book

1 In File Manager select **Address Book** from **Tools** the menu.

The **Address Book** window opens.

2 Click **Add**.

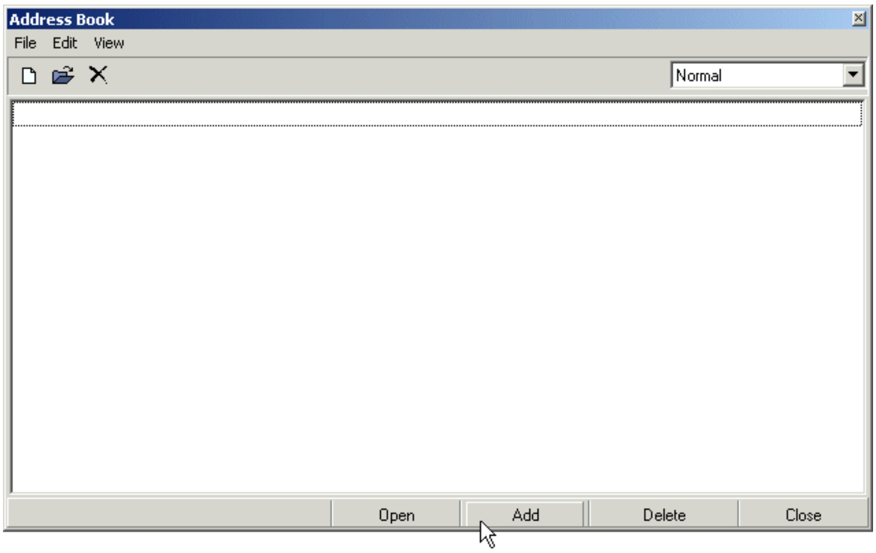


Figure 42: Address Book, Add

5.1.1 Address tab

The Address Book opens with the **Address tab** selected.

1 Select the option either for **Legal person** (corporate entities) or **Natural person**.

2 Enter the **name**.

The options for **First name** and **Title** are only available for **Natural** persons.

3 Complete the address details.

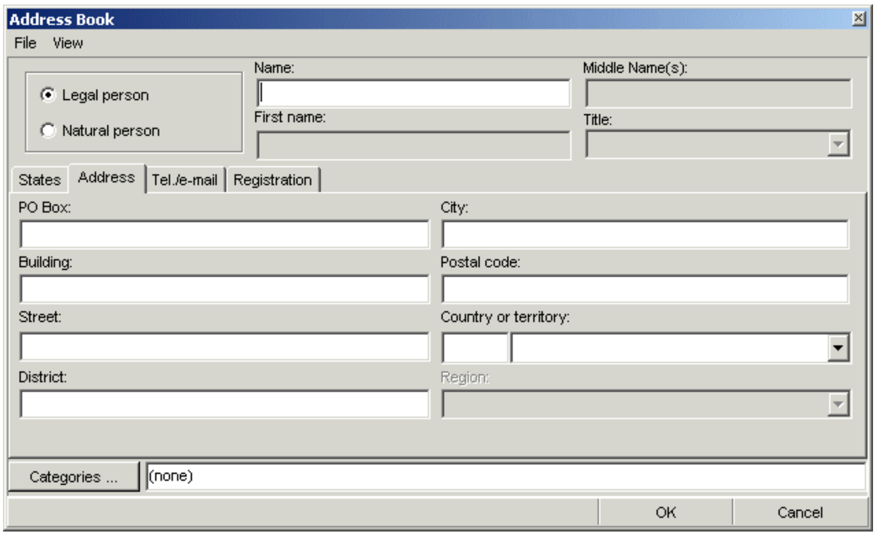


Figure 43: Address Book, Address tab

5.1.1 States tab

The States tab contains information about **Nationality** and **Country of residence** for natural persons.

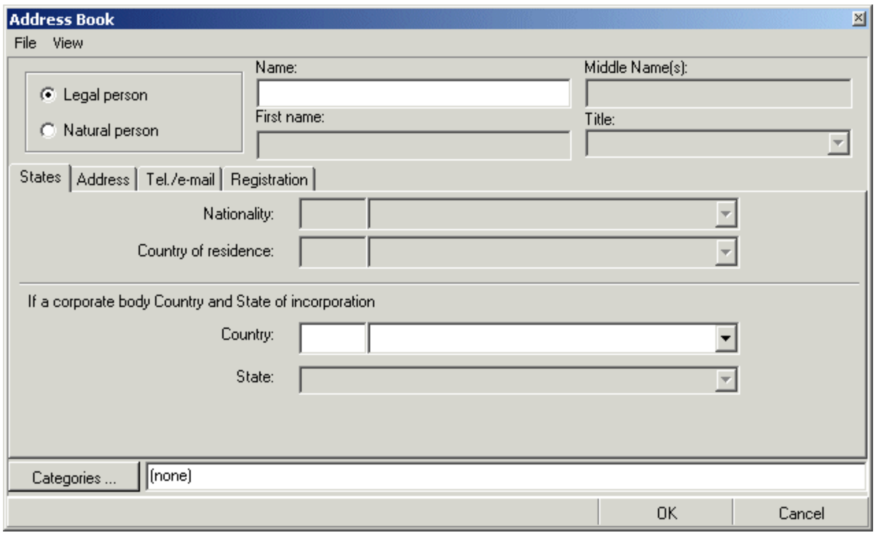


Figure 44 States tab

5.1.1 Telephone and e-mail tab

The **Tel./e-mail** tab contains telephone, fax and e-mail information.

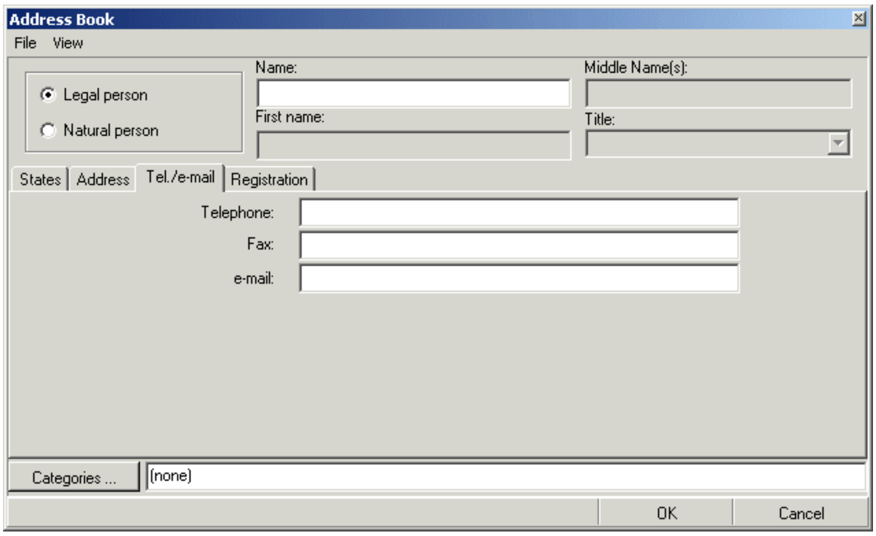


Figure 45: Address Book, Tel/e-mail tab

5.1.1 Registration tab

The **Registration** tab contains information about **Route**, **Role** and **Registration Number**.

1 Double-click in the blue area under a heading to see a drop-down list of options.

2 Select the options you require.

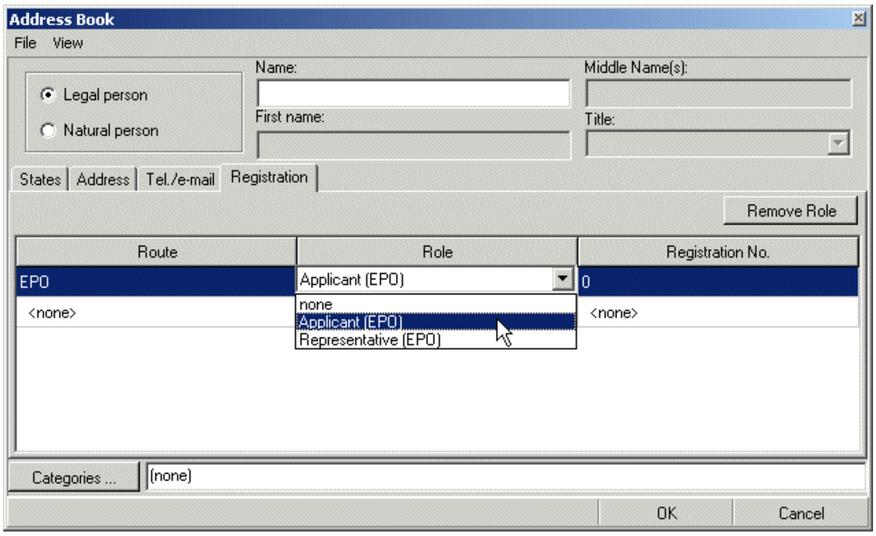


Figure 46: Address Book, Registration tab

Note Once you have created entries in the Address Book, you can use them in the **Names** and **Signatories** sections of a form.

Address Book entries are specific to the current mode, that is to demo mode or to production mode, to ensure that any work in one is kept entirely separate from the other.

5.1 Editing names in the Address Book

1 In File Manager select **Address Book** from the **Tools** menu.

The **Address Book** window opens.

2 Select the name you wish to change.

3 Click **Open**.

The Address Book window opens.

4 Enter the **information** you require.

5.1.1 Deleting names from the Address Book

Once a name is created in the **Address Book** window, the **Delete** button becomes available.

1 To delete the name, select it and click **Delete**.

5.1 Importing and exporting Address Book names

The Address Book can be exported to or imported from an external file. The external file is saved in CSV format. The field names of the external file can be mapped to Address Book field names. For more information see **Importing Address Book names** (p 43) and **Exporting Address Book names** (p 42).

5.1.1 Using Address Book categories

You can create categories for your Address Book entries. You can also assign existing categories. For more information see **Using categories** (p 5).

1 In File Manager, Tools, Address Book, click Categories.

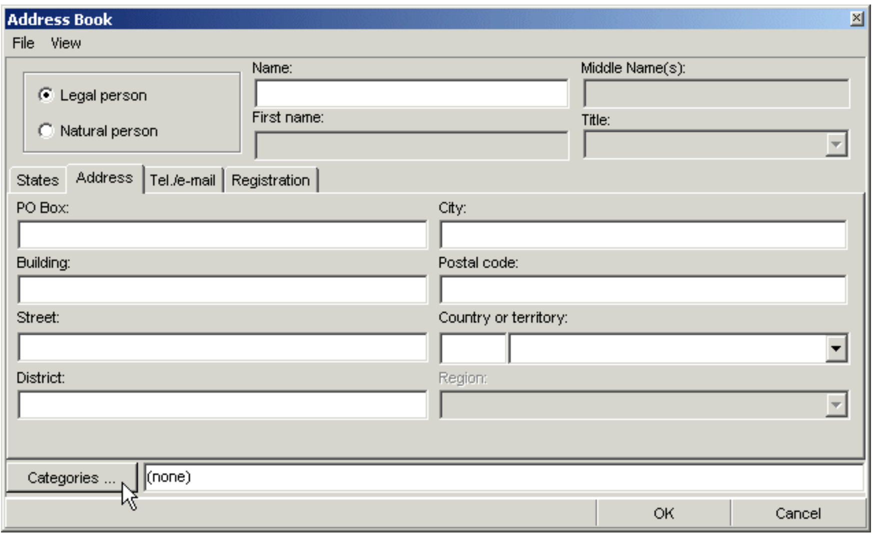


Figure 47: Address Book categories

The **Address Book Maintenance** window opens.

1 In the Create new category box, type a name and click Add.

Or select a check box for existing categories.

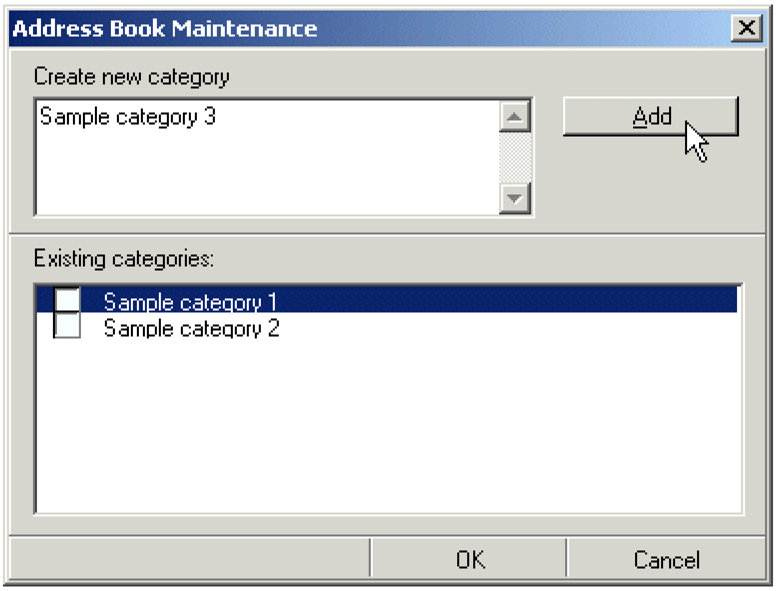


Figure 48: Address Book Maintenance

Once you have assigned categories, you can use them to sort the contents of the Address Book.

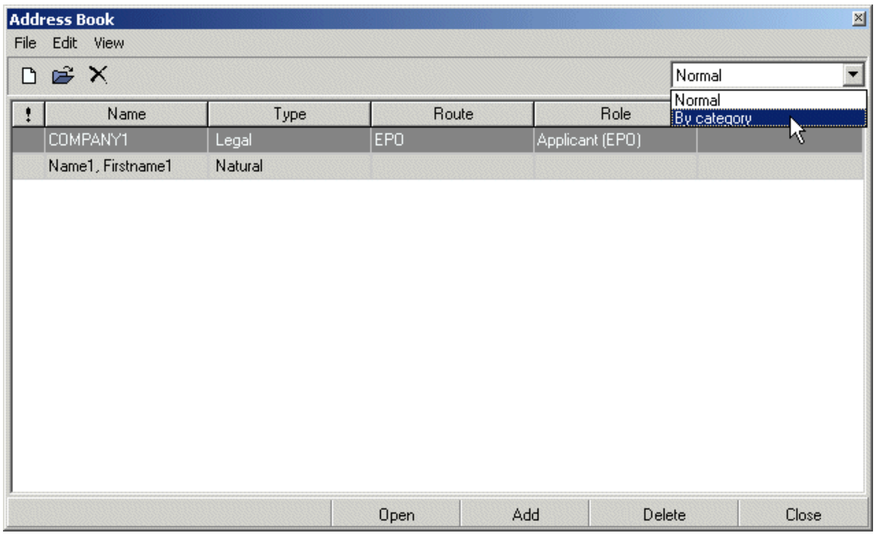


Figure 49: Sorting Address Book by category

5.1.2 Exporting Address Book names

1 In File Manager, select **Address Book** from the **File, Export** menu.

The **Save As** window opens.

2 Select a **location** and enter a **file name**.

3 Click **Save**.

The file is saved in **CSV** (Comma Separated Values) format.

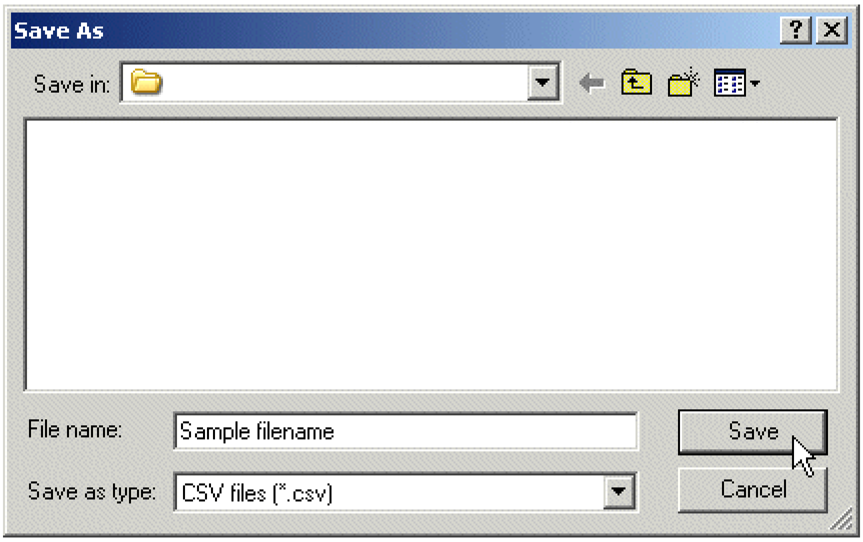


Figure 50: Saving as a CSV file

Note The application associated with CSV file formats depends on your system setup.

5.1.3 Importing Address Book names

1 In File Manager, select **Address Book** from the **File, Import** menu.

2 Navigate to the file location and select the document you wish to import.

The **Import Address Book** window opens.

The Address Book fields are listed on the left, with matching CSV file fields on the right.

3 If a CSV name differs from an Address Book name, type the CSV name that corresponds, so that it can be identified correctly during the import process.

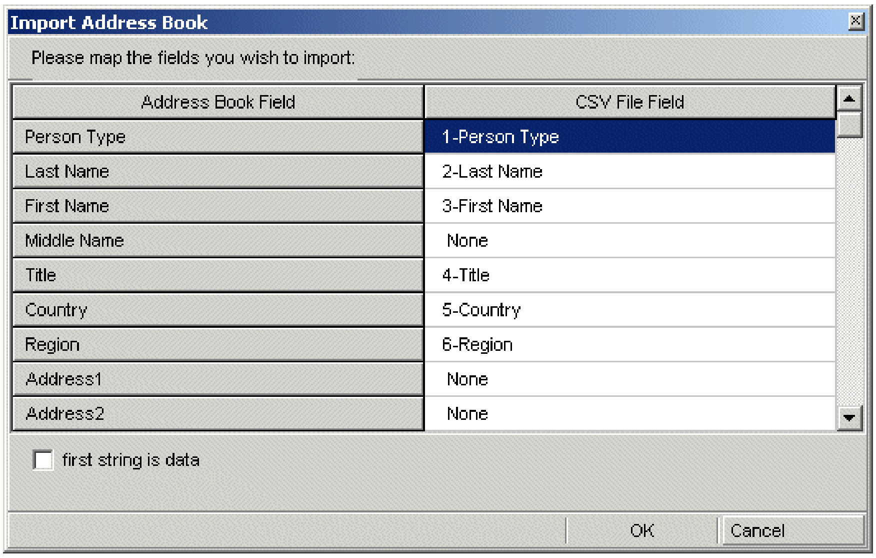


Figure 51: Importing Address Book

If the import process finds a duplicate name, it displays the following message.

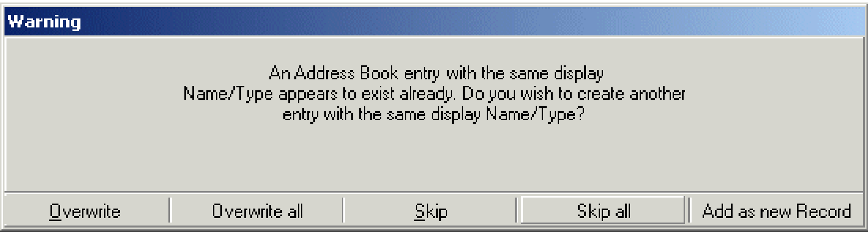


Figure 52: Message for importing duplicates

1 Select the option you require.

Select **Overwrite** to replace the existing name with the imported data.

Select **Skip** if you do not wish to import the duplicate name. If you select **Skip all**, no duplicate names are imported.

Select **Add as new Record** to import the existing name with the corresponding entity type, states, address and correspondence information.

Note If you want to import an Address Book after you have processed it with an external program, please ensure that the entries of the CSV file are comma delimited. Some external programs may save CSV files as semicolon delimited rather than as comma delimited.

The Route, Role and Registration numbers must be within one comma delimited field, but divided by a vertical bar |. In case of more than one registration, there must be a multiple of these three data items, and all of them must be consecutively divided by a vertical bar within the one field for Role.

If no person type of either natural or legal is given for a record, a legal person type is assumed by default and will result in all name components appearing under Name instead of the various fields for first name and name (ie surname).

5.2 EP(1001E) Saving names to the Address Book

Once you enter details in the **Names** section of a form, you can save them in the Address Book for future use.

1 In the **Names** section, select the name you wish to save, and then click **Address Book**.

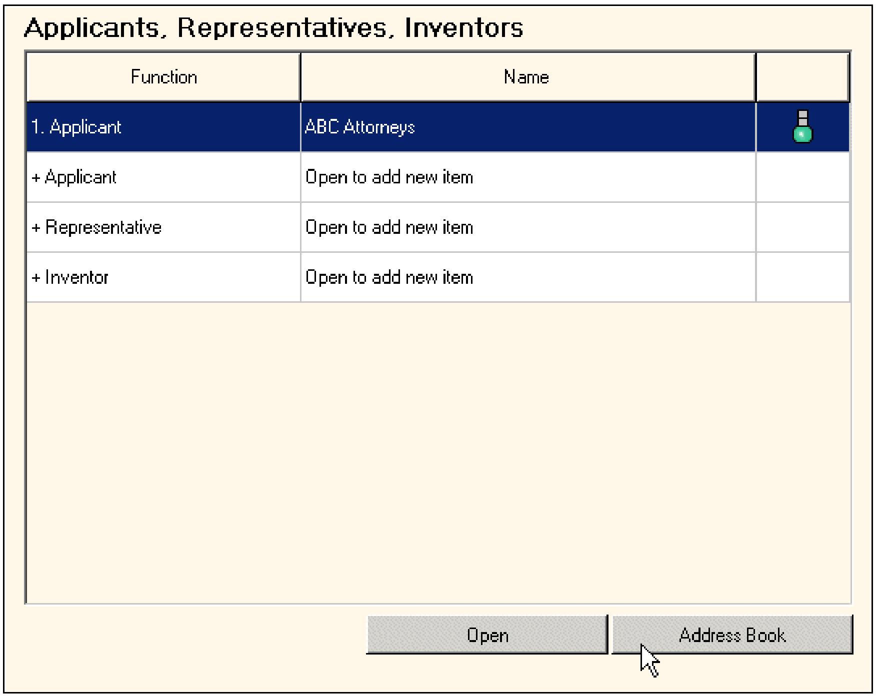


Figure 53: EP(1001E) Saving names to the Address Book

The **Address Book exchange** window opens. The names from the form are listed in the lower half of the screen.

2 Click the one you wish to save, and then click **Copy to Address Book**.

The name is added to the existing Address Book names in the upper half of the window.

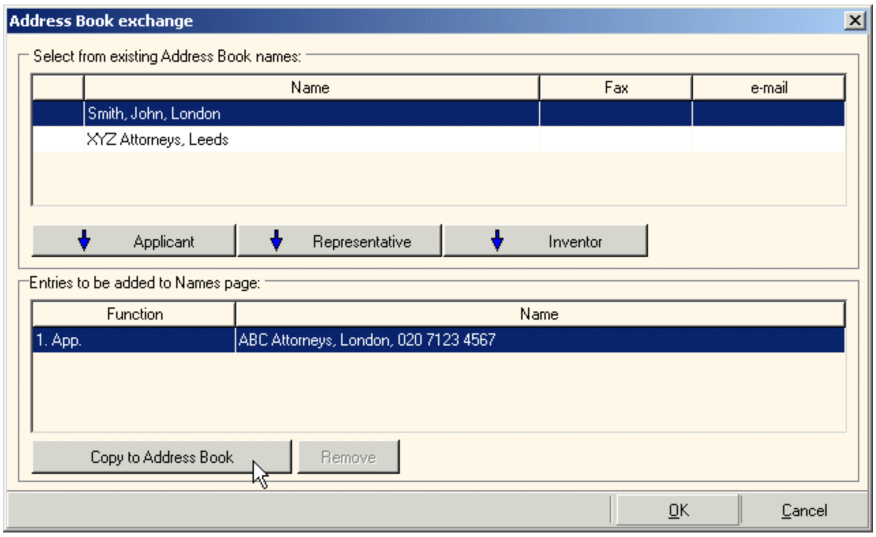


Figure 54: Address Book exchange, Copy to Address Book, sample data

Note There is a currently a limitation on the number of records in the address book imposed by a BDE (Borland Data Exchange) setting.

The workaround to overcome the limit to the number of address book entries is the following:

1 Go to Windows Start->Settings->Control Panel->BDE Administrator.

2 Find database eOLFi (production) or eOLFdi (demo) - highlight it in the list.

3 In the list of parameters on the right change value of "BLOBS TO CACHE" from default 64 to the number of your maximum expected address book entries multiplied by 2.

4 Click the Apply button in the BDE Administrator toolbar.

5.3 Adding names from the Address Book

You can enter names in your Address Book and then use them in forms. To add a name to a form from the Address Book:

1 In the **Names** section select a function from the list.

2 Click **Address Book**.

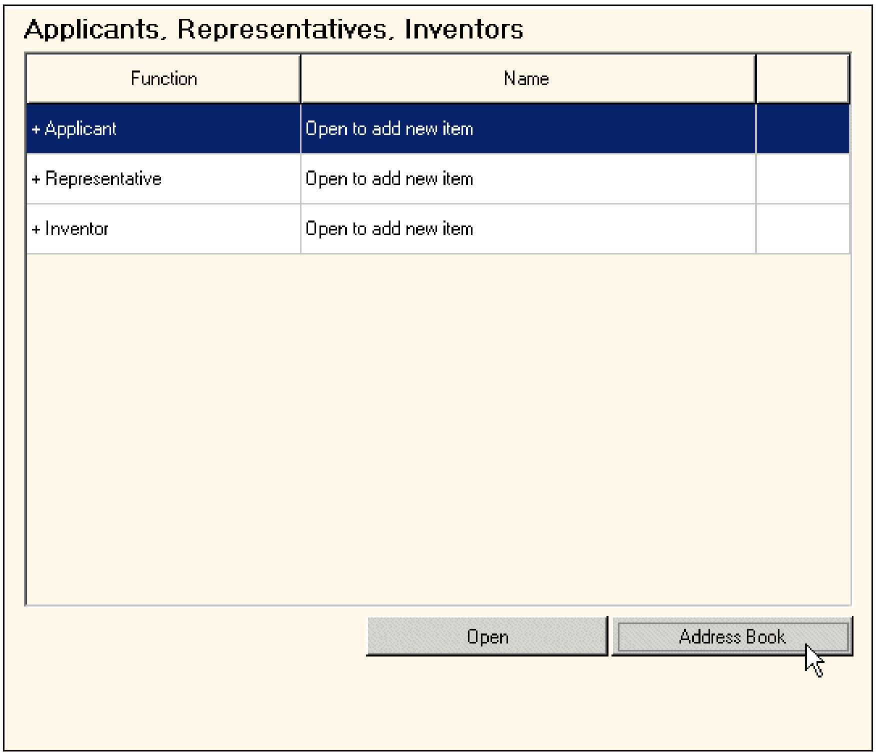


Figure 55: EP(1001E) Adding Applicant from Address Book

The **Address Book Exchange** window opens.

The existing Address Book names are displayed in the upper half of the screen.

3 Click a **name** to select it, and then click a **function** button in the middle of the screen, for example **Applicant**.

The entry is added to the **Names** section of the current form.

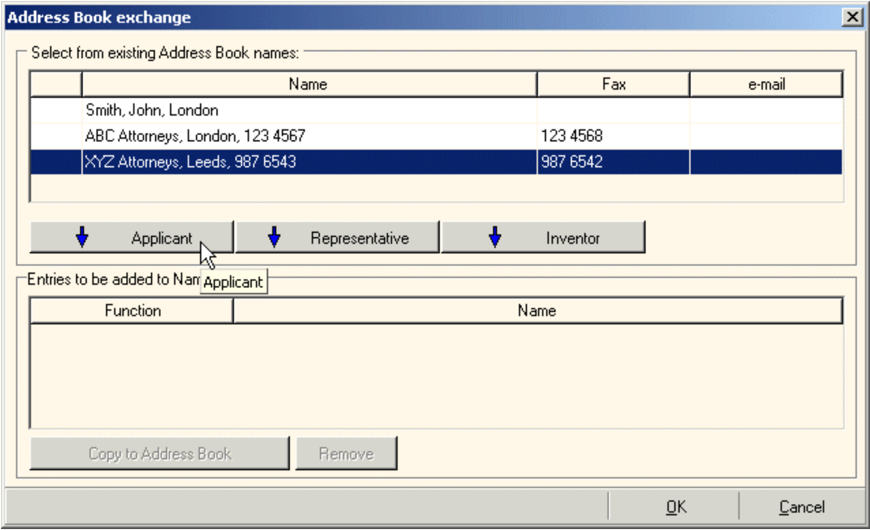


Figure 56: Address Book exchange

Note To remove a name you have added from the Address Book, select it and then click **Remove**.

5.4 Reusing Address Book details

To save retyping you can use the Address Book to complete names. If the new person has some of the same details as an existing contact, say for example the same address or telephone number, type in the new information as appropriate.

1 In the EP(1001E) **Names** section, double-click a role.

The window opens for the role you have selected.

2 Click the **Address Book** button.

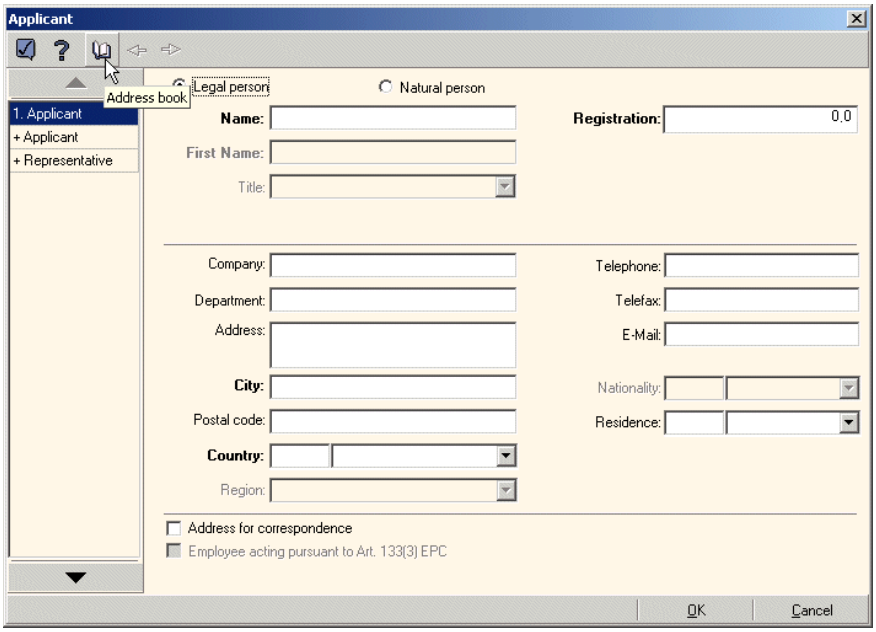
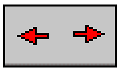


Figure 57: Applicant details with sample data, Address Book button

3 If multiple entries exist, navigation arrows appear. Use these to scroll through the Address Book entries.



4 Select the name you wish to use.

Type the **new information**.

5.5 Address Book smart match

Online Filing provides a smart search facility to save time finding the right Address Book entry.

5 Select the type of person, ie natural or legal.

6 Complete at least one letter or number in one or more of the fields.

Note The registration or country coding fields cannot be used for smart search.

The entries are case-sensitive.

7 Click the **Address Book** button.

If there is more than one Address Book entry matching your criteria, the red navigation arrows at the top will be activated to allow you to navigate through the list.

Example 1

In this example, "A" is entered in the Name field.

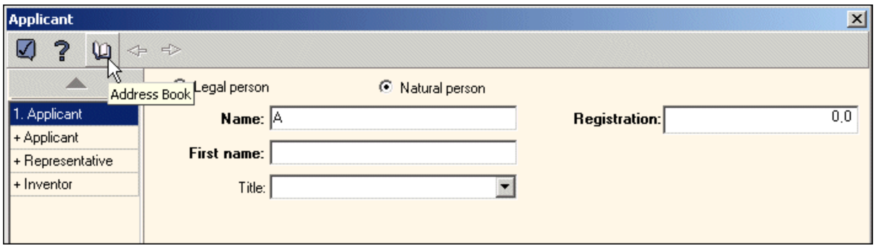


Figure 58: Smart search, "A" entered in Name field

The search finds natural persons whose names begin with "A". Clicking the left navigation arrow displays the previous name, clicking the right arrow displays the next name.

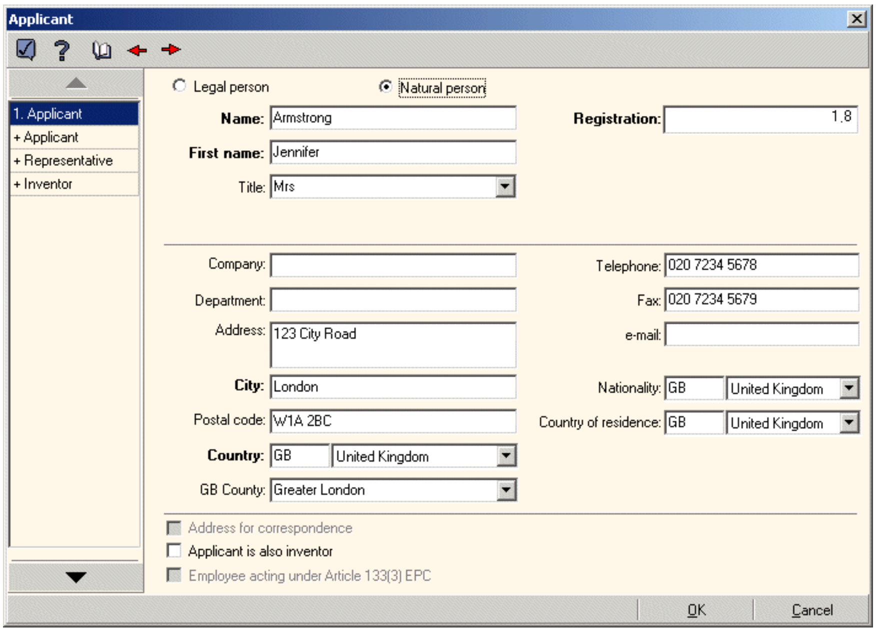


Figure 59: Smart search finds names starting with "A"

Example 2

In this example, "A" is entered in the Name field and "E" is entered in the City field.

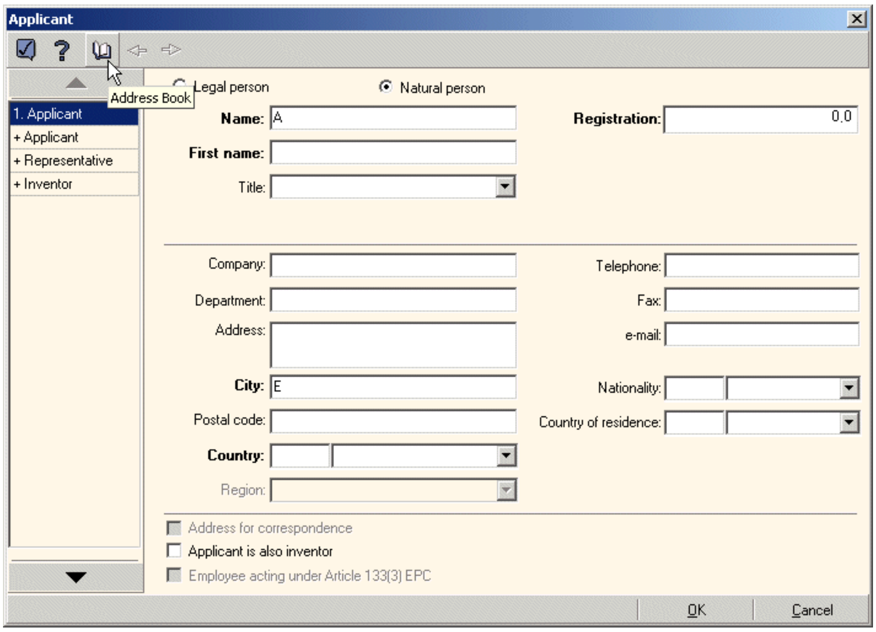


Figure 60: Smart search, "A" entered in Name and "E" in City

The search finds natural persons whose names begin with "A" in cities beginning with "E". In our example, there is only one matching entry, so the navigation arrows are not activated.

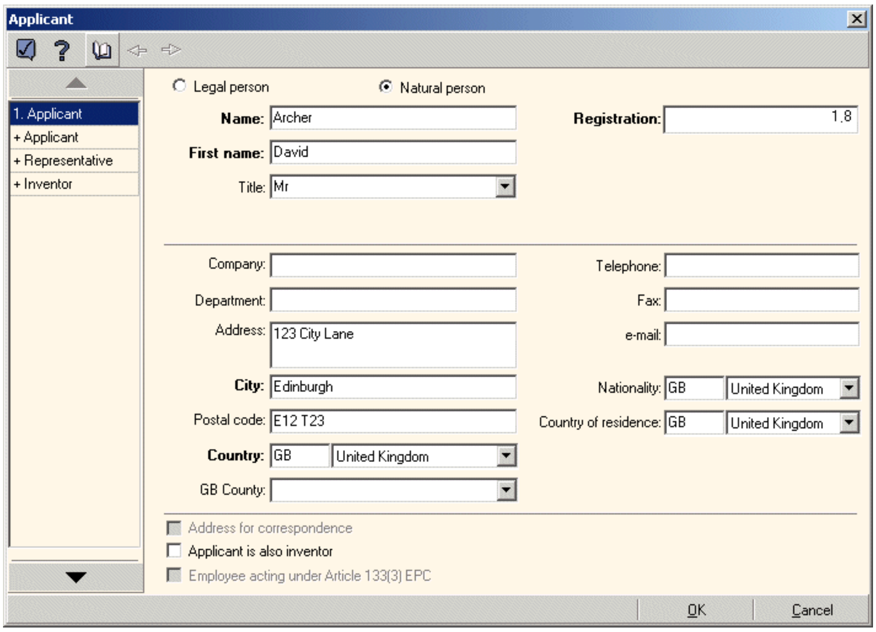


Figure 61: Smart search finds names starting with "A" and cities with "E"

6 Master Category List

6.1 Using categories

Categories allow you to group forms in ways that are meaningful to your organisation, for example by type of content or department. Forms can then be sorted and displayed by category. For more information see **Sorting and changing views of forms** (p 9).

The option to use categories for new applications can be switched on or off in the **Tools**, **Settings** section of File Manager. Categories can be applied to existing forms from any File Manager folder except Templates.

1 Right-click a form.

2 In the shortcut menu, select **Categories**.

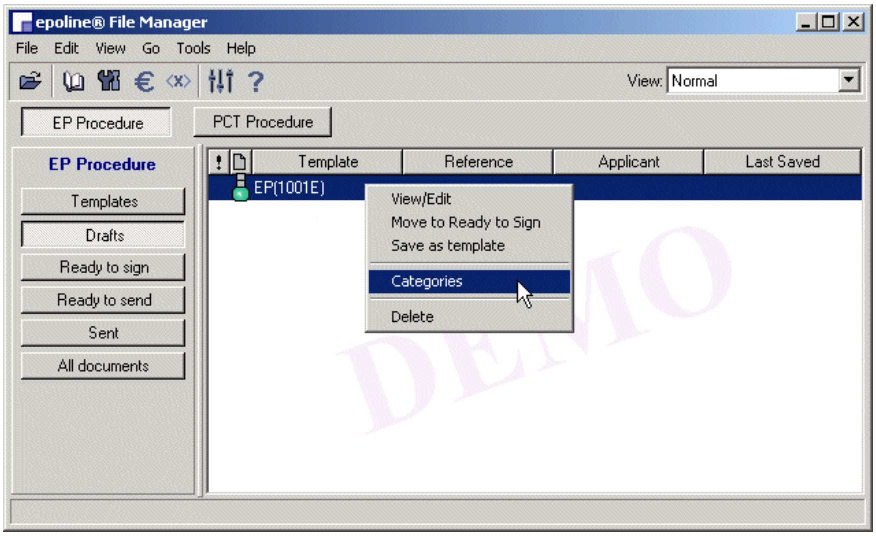


Figure 62: Selecting categories

3 Type a **category name** in the **Create new category** box.

4 Click **Add**.

5 Add more categories as appropriate.

6 As you add categories they are listed in the **Existing categories** box.

7 To apply an existing category, select the check box.

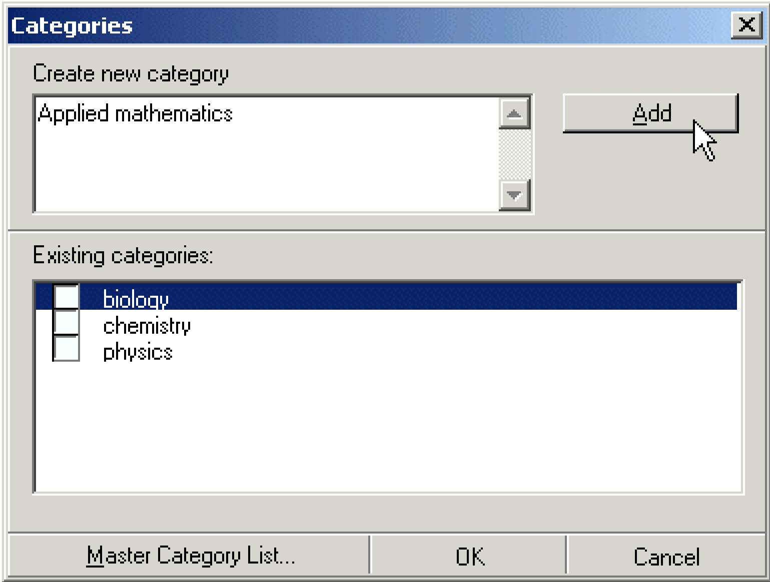


Figure 63: Assigning categories

Note You can also click **Master Category List** to **add** or **delete** categories.

You can access the Master Category List while creating categories or from the File Manager **Tools** menu.

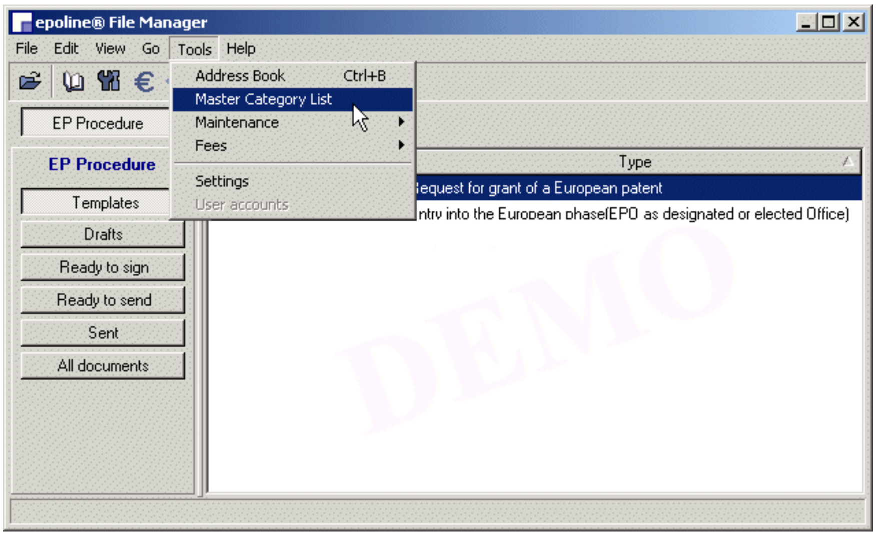


Figure 64: Opening Master Category List

The **Master Category List** window opens.

1 Type the name of a new category and click **Add**.

2 To delete a category, select it in the list and click **Delete**.

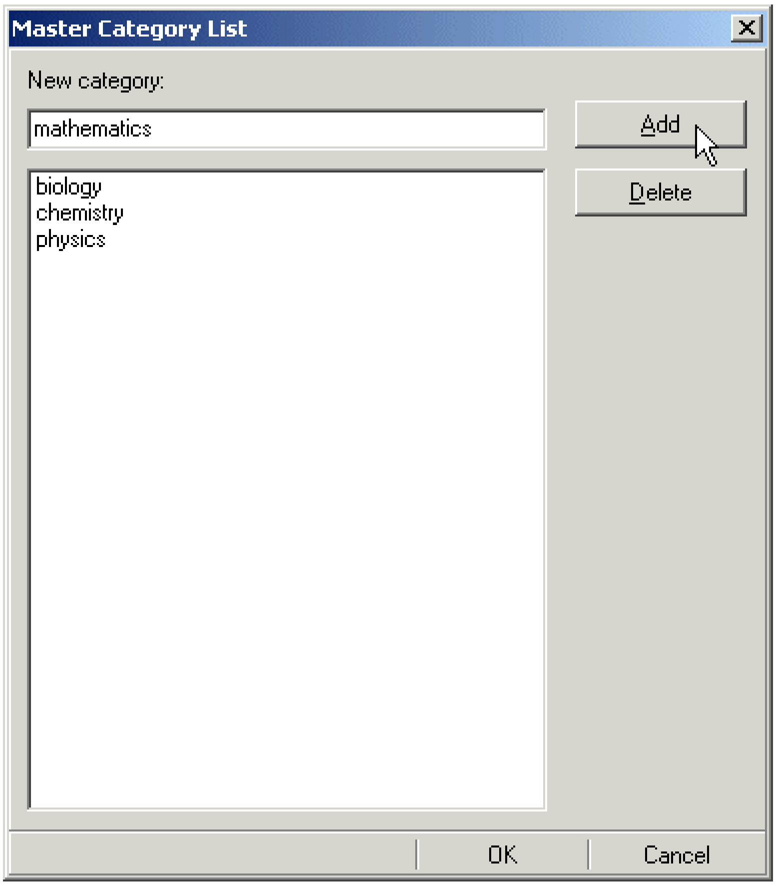


Figure 65: Master Category List, Add

6.2 Sorting and changing views of forms

In addition to folders, File Manager provides a sorting facility. You can group forms by **document** or by **category**. For more information see **Using categories** (p 5).

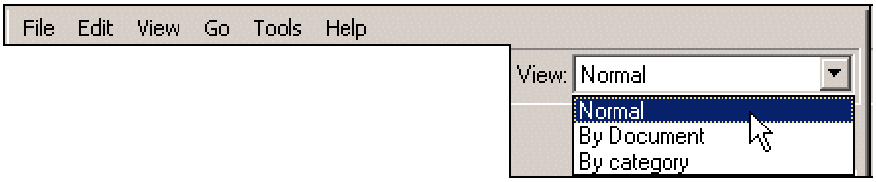


Figure 66: File Manager, Sorting forms

6.1 Sorting by Normal view

The **Normal** view lists the contents of the selected folder and displays the **Template** used, the **Reference**, the **Applicant** name and when the file was **last saved**. Additional information may be displayed depending on the form status, that is, which folder it is in.

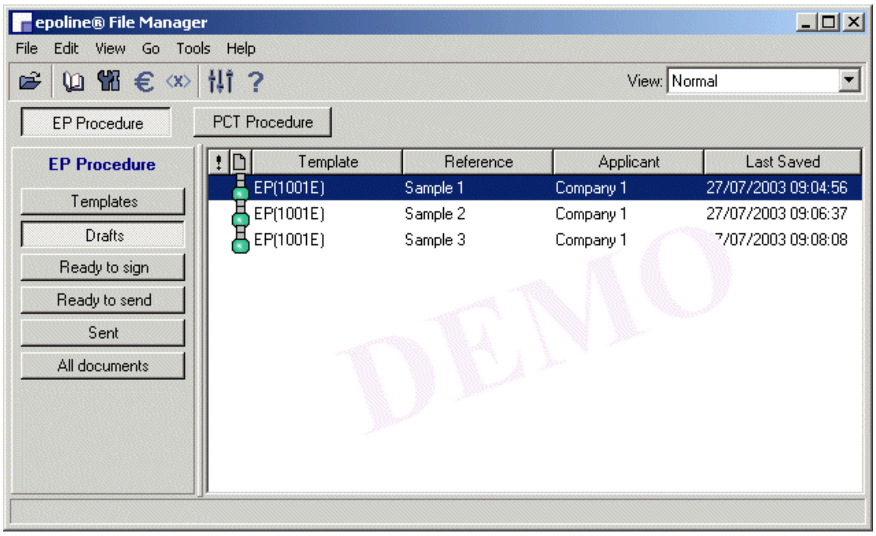


Figure 67: View Normal, sample data

In the Normal view only, the folder contents can be sorted alphabetically or chronologically by clicking a column header, for example, Reference. A small triangle indicates the sorting applied.

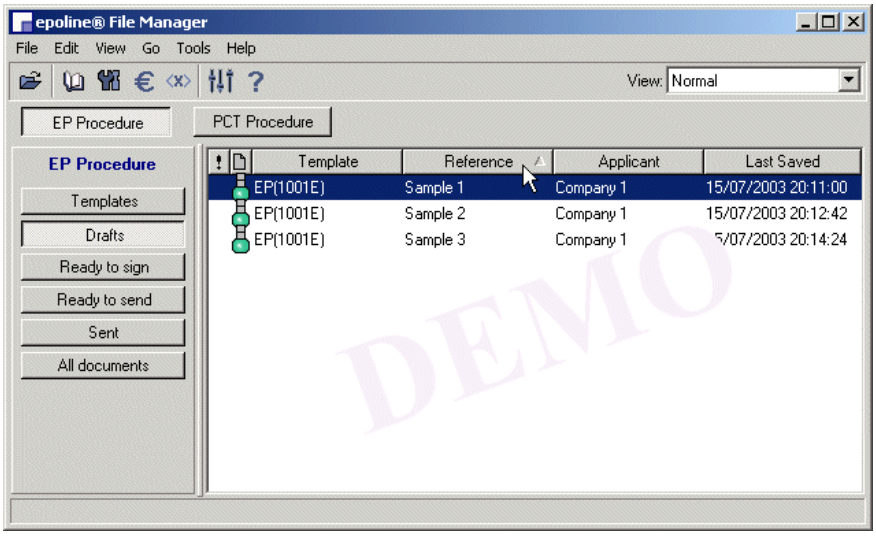


Figure 68: Sorting by reference, normal order, sample data

A second click on the same column header reverses the order.

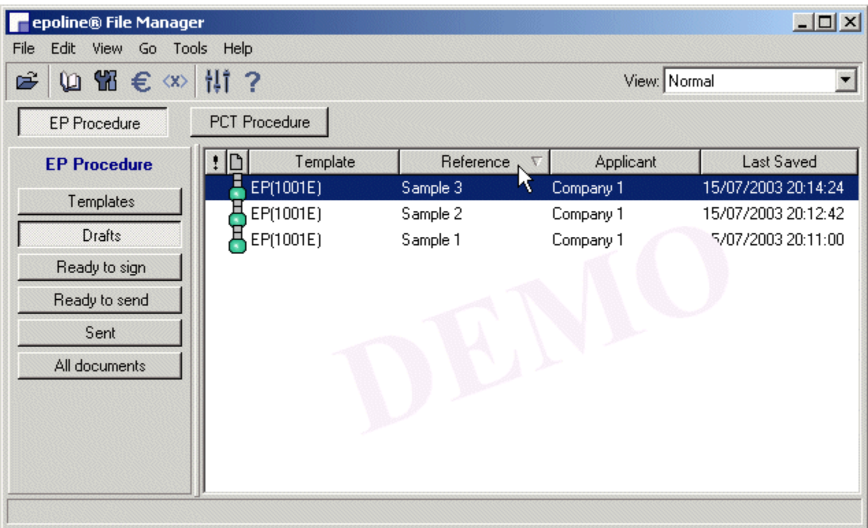


Figure 69: Sorting by reference, reverse order, sample data

This order is kept when the View mode is changed.

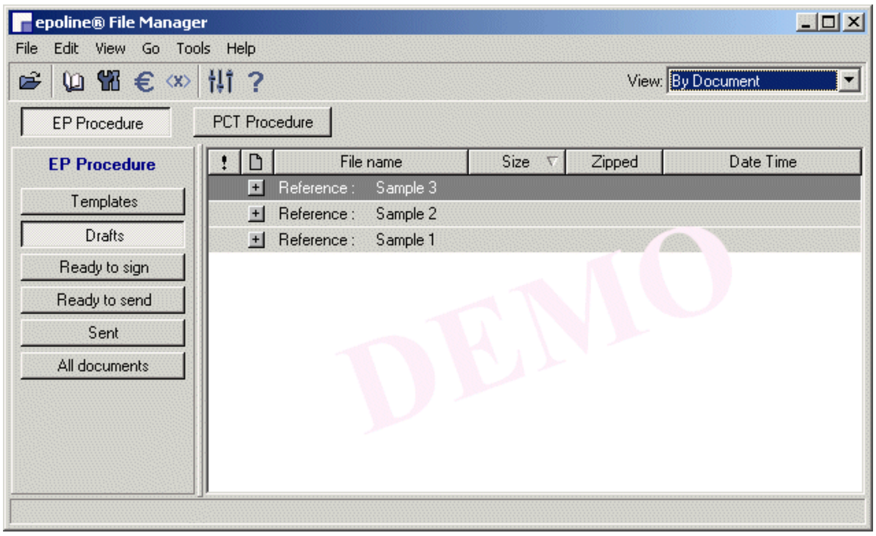


Figure 70: Sorting order maintained in By Document view

6.1 Sorting by document

The **By Document** view lists the contents of the selected folder by **Reference**. Double-click a reference to display the list of attachments. Double-click an attachment to view it.

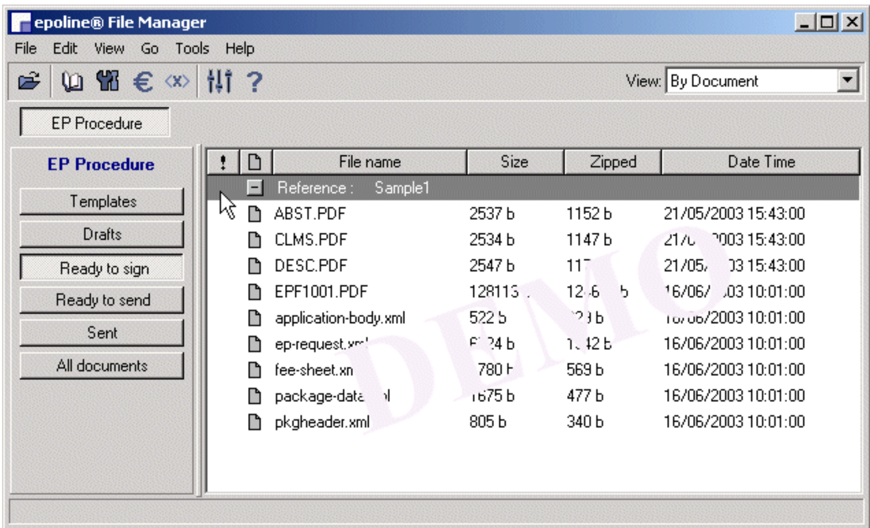


Figure 71: View By Document, sample data

6.1 Sorting by category

The **By Category** view lists the contents of the selected folder by the **categories** selected when the new form was created. Double-click a category to display the list of associated files.

For more information see **Using categories** (p 5).

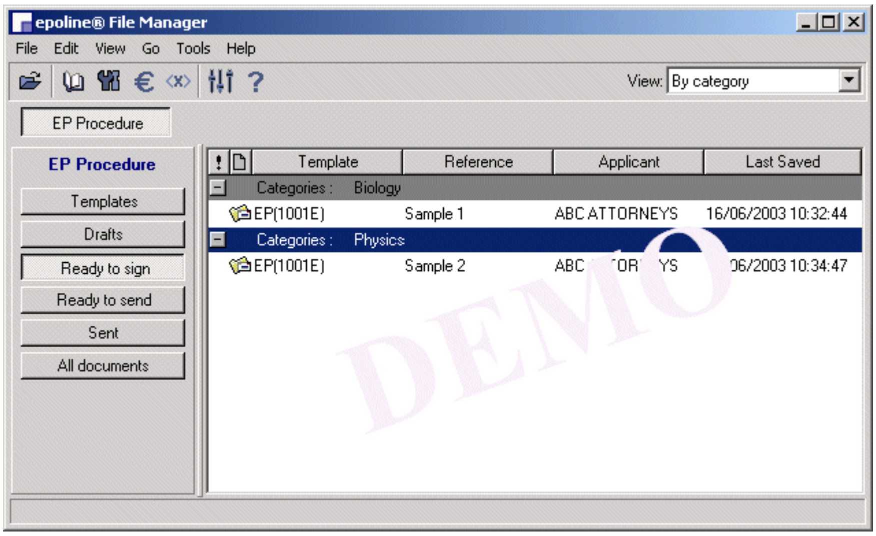


Figure 72: View By Category, sample data

7 Maintenance

Online Filing includes general catalogues of information as a service to the intellectual property community. The Maintenance catalogues available depend on the procedures selected when the software was installed.

The data are divided into two types:

- **Common maintenance** information such as names of countries and currencies used, related to worldwide patent processes.
- **Maintenance catalogues** specific to the patent process.

Live Update provides a service for updating the Online Filing software itself, plus the maintenance and fees data. The Live Update option is located in File Manager **Tools, Settings**.

7.1 Common maintenance

1 In File Manager, select **Maintenance, Common Maintenance** from the **Tools** menu.

The **Maintenance Table Editor** window opens, displaying a list of catalogues on the left. The date on the right indicates when the information was last updated.

2 Click a catalogue to display the list of information.
The **Browse** tab is selected.

3 Scroll through the list to find the entry you require.

4 Double-click the entry to see the detailed information.

You can also click the **Detail** tab.

In the example below, the **Depositary Institutions** catalogue is selected. The option **NCTC** is double-clicked to see the details.

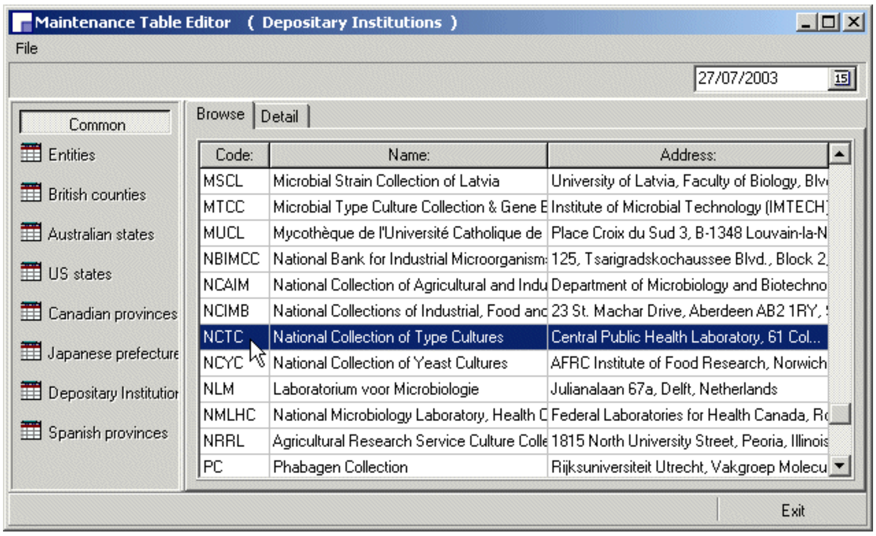


Figure 73: Maintenance Table Editor, Common maintenance catalogues

The information about the NCTC was accurate as of 27 July 2003.

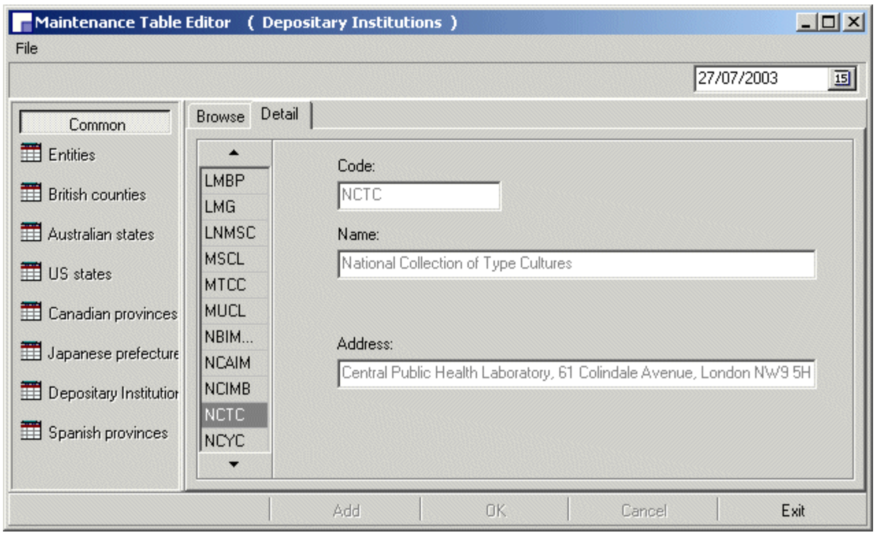


Figure 74: Maintenance Table Editor, Common maintenance details

7.2 EP Maintenance

1 In File Manager, select **Maintenance, EP Maintenance** from the **Tools** menu.

The **Maintenance Table Editor** window opens with **EP** options displayed.

The EP tables are listed on the left. The **Browse** tab is selected.

The date on the right indicates when the information was last updated. The required date can be set using the Calendar button at the top right.

2 Scroll through the list on the left side of the screen to see the tables offered.

3 Click a table to select it.

4 Double-click an entry in the table to see the detailed information.

You can also click the **Detail** tab.

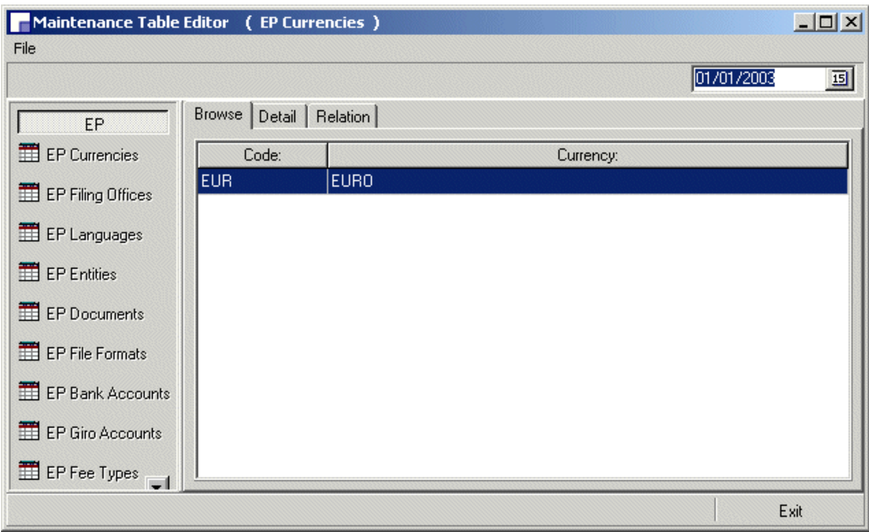


Figure 75: Maintenance Table Editor, EP maintenance

Note You must have Administrator rights on the system in order to modify the data in the catalogue.

7.3 PCT Maintenance

1 In File Manager, select **Maintenance, PCT Maintenance** from the **Tools** menu.

The **Maintenance Table Editor (PCT receiving Offices)** window opens.

The PCT receiving Offices are listed on the left. The **Browse** tab is selected.

The date on the right indicates when the information was last updated. The date can be set using the Calendar button at the top right.

2 Scroll through the list on the left side of the screen to see the tables offered.

3 Click a table to select it.

4 Double-click an entry in the table to see the detailed information.

You can also click the **Detail** tab.

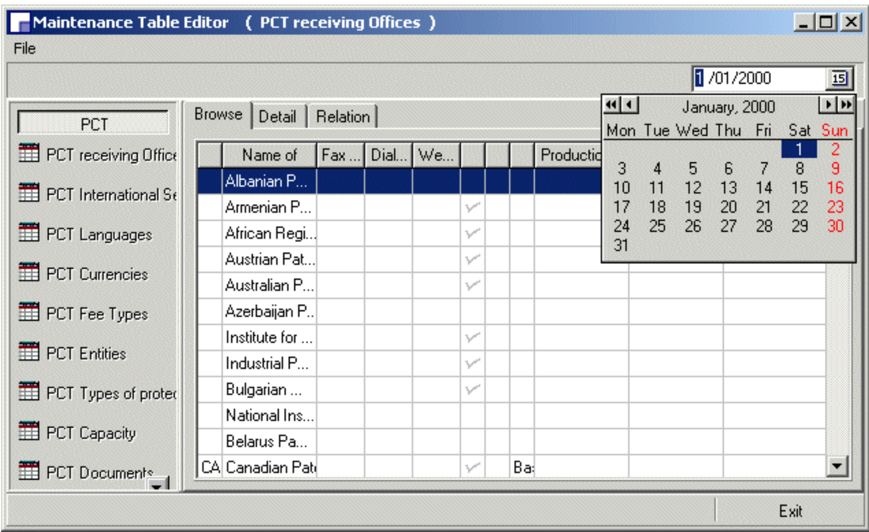


Figure 76: PCT Maintenance Table Editor

Note You must have Administrator rights on the system in order to modify the data in the catalogue.

8 Fees

Online Filing provides fee schedule tables. The fee schedules available depend on the procedures selected when Online Filing was installed. The fee amounts can be updated, and it is the user's responsibility to update regularly when changes occur.

Live Update provides a service for updating the Online Filing software itself, plus the maintenance and fees data. The Live Update option is located in File Manager **Tools, Settings**.

The **Tools, Fees** section of File Manager allows you to display fee schedules in date order (normal) or grouped by type of currency (by currency)

1 In File Manager select **Fees** from the **Tools** menu.

The **Fees** window opens.

2 To see the detailed filing fees double-click a **currency abbreviation** in the **Fees** list.

The **Fee schedule** window opens.

3 Scroll through the list to see the information.

8.1 EP Fees

1 In File Manager select **Fees, EP Fees** from the **Tools** menu.

The EP **Fees** window opens.

2 Double-click an item to view the details.

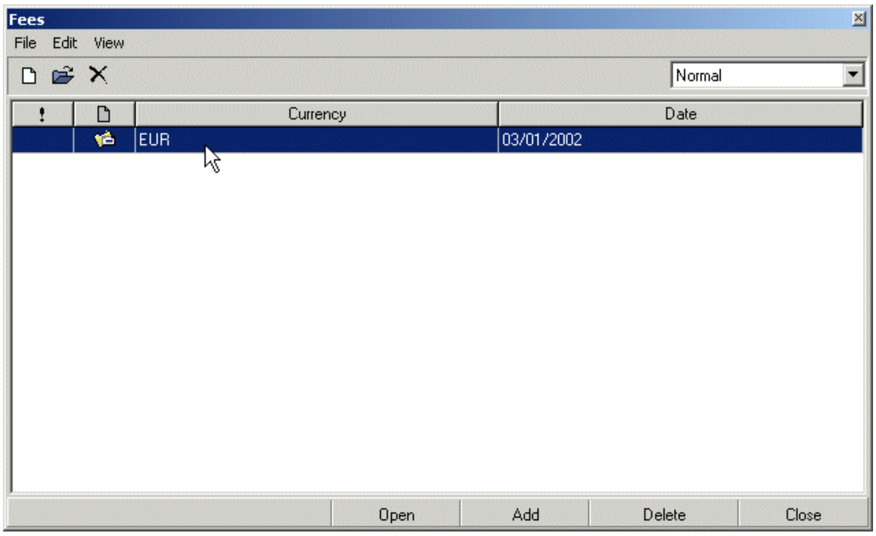


Figure 77: EP Fees

The **Fee Schedule** window opens, with the **kind of fee** and **amounts** displayed.

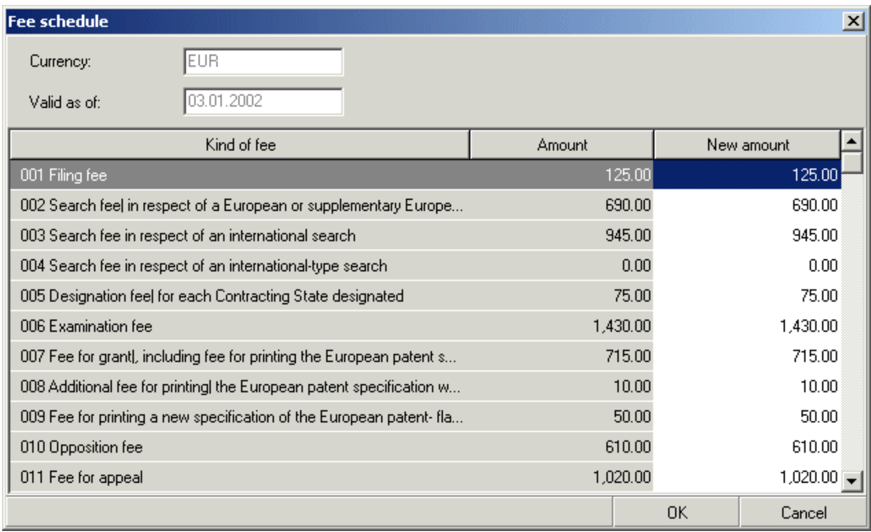


Figure 78: Fee schedule

8.2 PCT Fees

1 In File Manager select **Fees, PCT Fees** from the **Tools** menu.

The **PCT Fees** window opens.

You may display fee schedules in date order (normal) or grouped by type of currency (by currency)

2 To sort by currency, click the heading **RO ISA Currency**.

To sort in reverse order (A-Z or Z-A), click again.

3 To sort by date, click the heading **Date**.

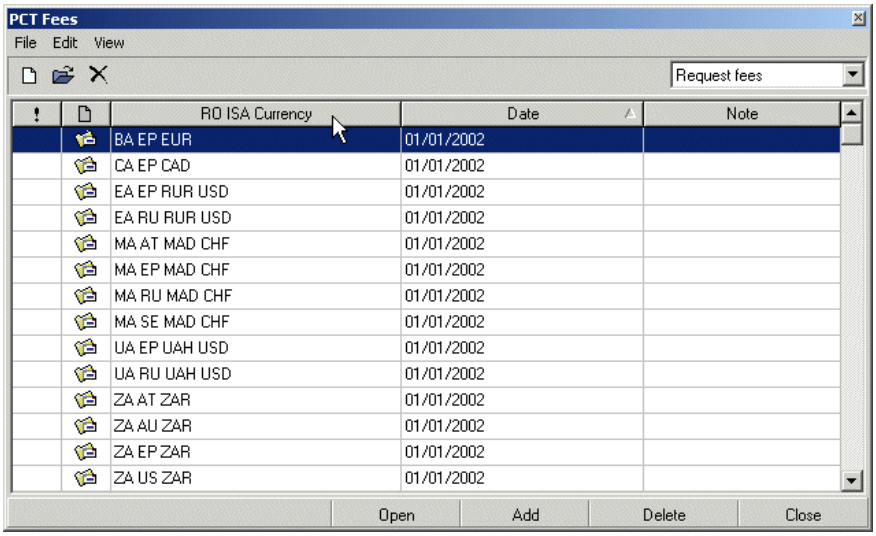


Figure 79: PCT Fees, Sort by RO ISA currency

1 Double-click an item to view the details.

The **PCT Fee Schedule Detail** window opens, with **Definitions** displayed.

2 Click **Fees Detail**.

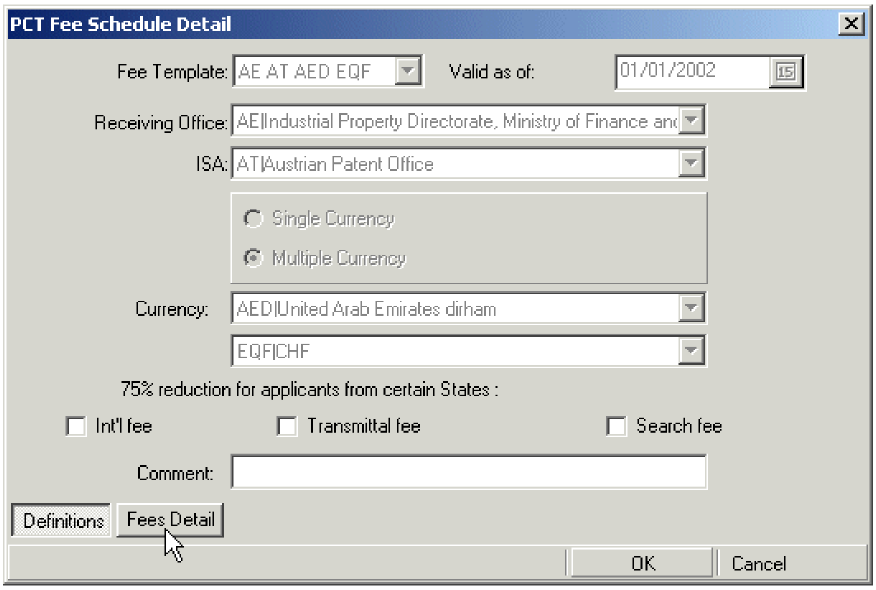


Figure 80: PCT fee schedule detail

Note Request fee templates can be selected from the drop down menu at the top right.

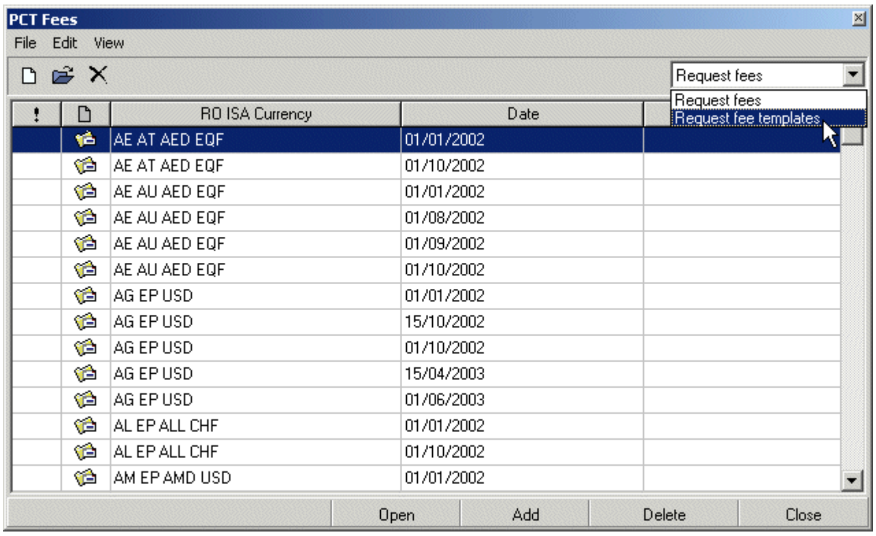


Figure 81: PCT fees, Requesting fee templates

8.3 Updating fees

To update a fee:

1 With the fees sorted by Normal order in the **Fees** window, double-click a currency to open the **Fee Schedule** window.

The new amount is displayed against a blue background.

Double-click an amount in the **New amount** column.

Figure 82: Selecting filing fee

The background changes to white.

2 Enter the **new amount**.

Figure 83: Entering a new filing fee

Live Update

Live Update provides a service for updating the Online Filing software itself, plus the maintenance and fees data. The Live Update option is located in File Manager **Tools, Settings**.

9 Settings

The **Tools**, **Settings** section of File Manager provides options that affect general system functionality, as well as specific options for filing forms. Once User Management is enabled, system critical settings can only be accessed by a user assigned the Administrator role. For more information see **System critical settings** (p 15). The application must be restarted for new settings to take effect.

1 In File Manager select **Settings** from the **Tools** menu.

The **General** options are displayed.

2 Set the options you require.

3 Restart the application for the new settings to take effect.

9.1 General settings for *epoline*® FM

The **Tools**, **Settings** section of File Manager provides options that affect general system functionality, as well as specific options for filing forms. Once User Management is enabled, you can only access system-critical settings if you have been assigned the Administrator role. **System critical settings** (p 15). The application must be restarted for new settings to take effect.

9.1.1 General option

1 In File Manager, select **Settings** from the **Tools** menu.

The version and installation date for ***epoline*® File Manager** are displayed.

Note The **network settings** depend on how your company is set up to send and receive data. Typically, an IP address for your company will need to be entered in the Proxy Server box, as well as the Port information. If you are uncertain whether the Proxy Server, Port, User and Password details are needed in your situation, consult you IT department.

Suggestion Try using the same settings as your Internet access program, eg Internet Explorer.

For more information on the terms used see the Appendix.

When contacting EPO Customer Services it is always helpful to mention the **Build** number of the respective form module. This version/build number will also be checked when using Live Update.

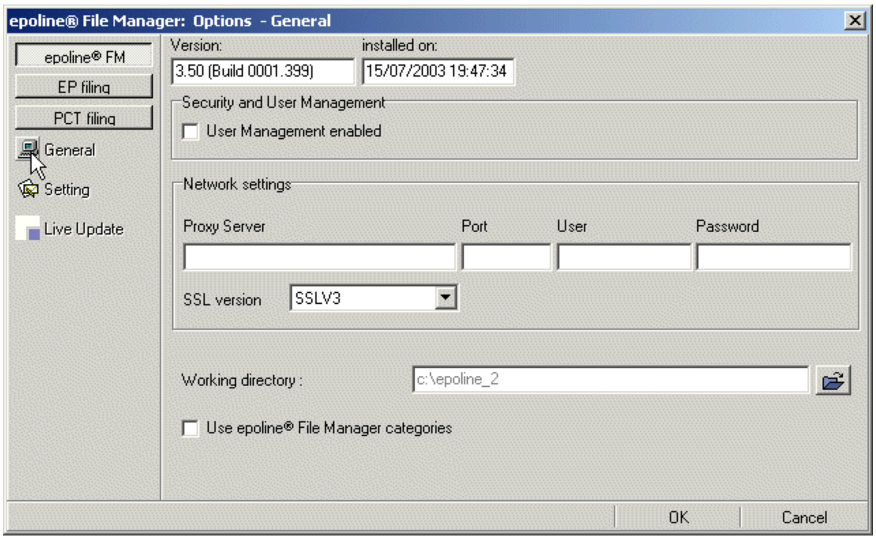


Figure 84: General options for ***epoline****® FM*

In the General options you can enable **User Management**. This option is only available to the Administrator role. For more information see **User Management in Online Filing** (p 7).

With either the General or the Setting option displayed, you can enable the option **Use *epoline*® File Manager categories**. Once this check box is selected, the option to use categories is available when creating a new application.

9.1.1 Setting option

The **Setting** option allows you to set **address preferences**, **startup language** and the **font** used to display Online Filing.

1 In File Manager, select **Settings** from the **Tools** menu.

The Options window opens.

2 Click **Setting** on the left.

3 Select the options you require.

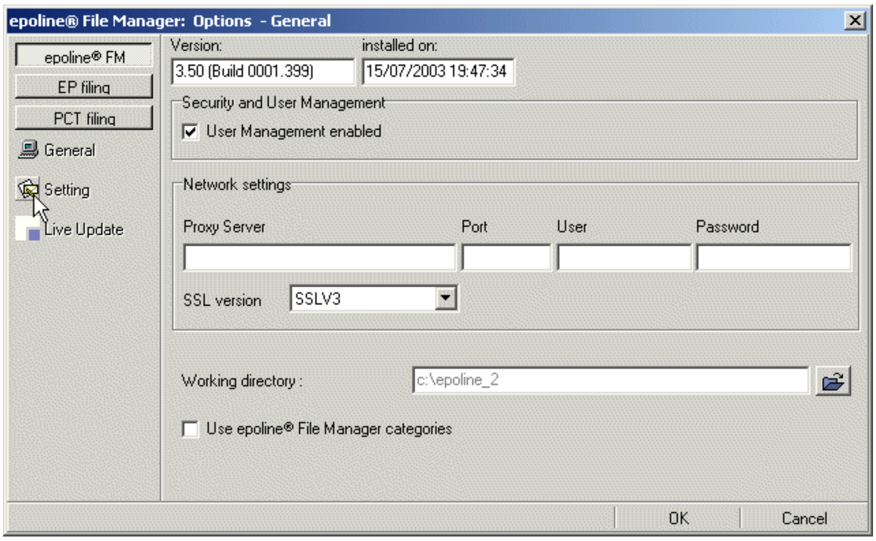


*Figure 85: Setting option for **epoline**® FM*

9.2 Live Update

Live Update provides a service for updating the Online Filing software itself, plus the maintenance and fees data.

1. In File Manager select **Settings** from the **Tools** menu.
2. Click **Live Update**.
3. Select the check box **Enable software Update system**.

The **Check for update** option is set to **1 day**. You may change this if you wish.

The first time you open File Manager on the designated day, the update is initiated automatically.

4. To activate Live Update immediately, click **Check Now**.

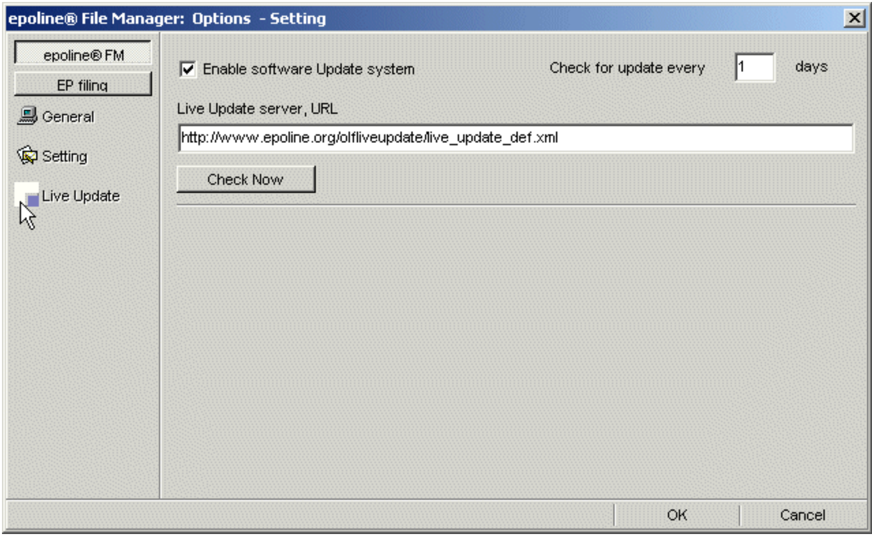


Figure 86: Live Update option

For reference, please note the Live Update server URL:

http://www.***epoline***.org/olfliveupdate/liveupdate_def.xml

If new updates are found, a prompt appears.

1 Click **Yes** to view a list of updates appropriate to the current installation.

Note The software itself is NOT downloaded or installed at this stage.

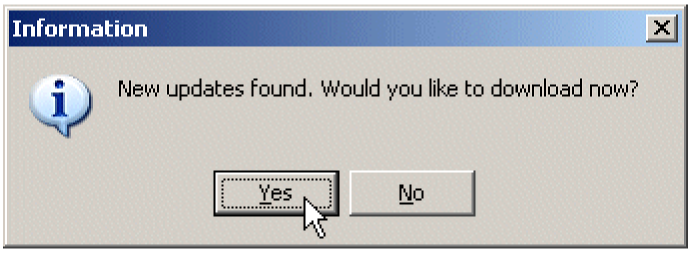


Figure 87: Live Update prompt, new updates found

Note If you select the option **Enable software update system**, the system checks for updates BEFORE it opens File Manager. This is the recommended option. If you disable this option and click **Check Now**, you must first close File Manager manually before carrying out any installation updates.

Live Update installations.

9.3 Settings for EP Filing

The settings window for **EP filing** displays information about the **software version**, **installation date** and the **server addresses** or **URLs** for demo and production modes. The URLs are defined here for **each mode** and for **each form**. The default URL settings depend on the country option chosen during installation. Any change to these settings should be the responsibility of a technical system administrator.

If the settings have been modified in error, the correct settings can be obtained from EPO **Customer Services** (p vi).

The default method of submission for forms is ***epoline***®. The default can be changed to CD-R. For more information see **CD-R submission** (p 6). It is also possible to select the method of submission for a particular form during the sending process.

1. In File Manager select **Settings** from the **Tools** menu.
2. Click **EP filing** on the left.
3. Select the appropriate option on the left, either **EP Form 1001E** or **Euro-PCT(1200E)**.
4. Make the appropriate changes.
5. Restart the application for the new settings to take effect.

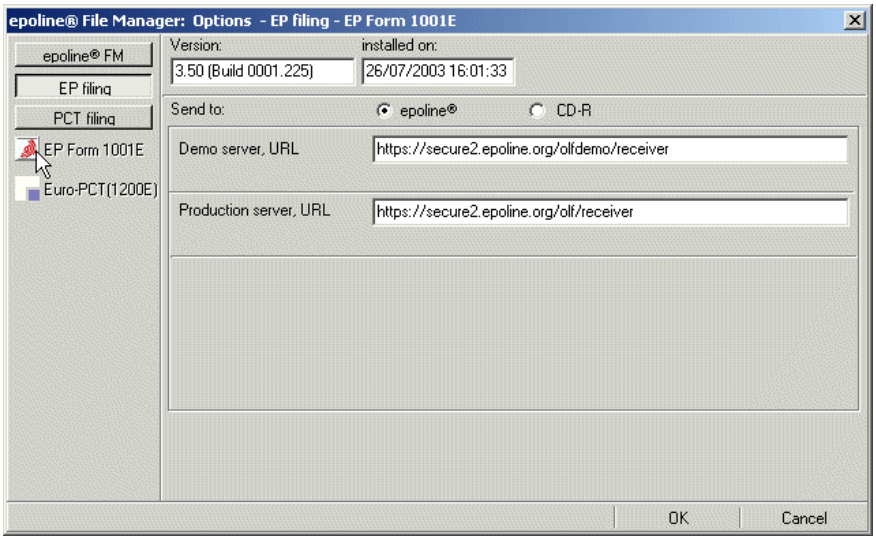


Figure 88: Settings for EP filing, EP Form 1001E

9.4 Settings for PCT Filing

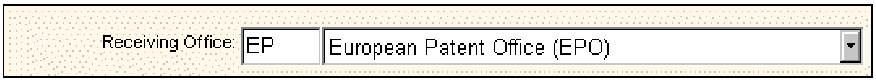
The settings window for **PCT filing** displays information about the **software version**, **installation date** and the **server addresses** or **URLs** The URLs are defined here for each mode, both demo and production.

The default URL settings depend on the country option chosen during installation. Any change to these settings should be the responsibility of a technical system administrator. For assistance please contact EPO **Customer Services** (p vi). You can select the method of submission for forms, either ***epoline***® or **CD-R**. For more information see **CD-R submission** (p 6).

If the settings have been modified in error, the correct settings can be obtained from EPO Customer Services. For assistance please contact EPO **Customer Services** (p vi).

The default method of submission for forms is ***epoline***®. The default can be changed to CD-R. For more information see **CD-R submission** (p 6). It is also possible to select the method of submission for a particular form during the sending process.

Note The URL for the PCT plug-in is automatically selected from the database when you select the receiving office. This will prevent you from filing with the “wrong” office if you forget to change or reset the URL and is particularly helpful in networked versions where different users might want to file to different offices.



1 In File Manager select **Settings** from the **Tools** menu.

2 Click **PCT filing** on the left.

3 Make the appropriate changes.

4 Restart the application for the new settings to take effect.

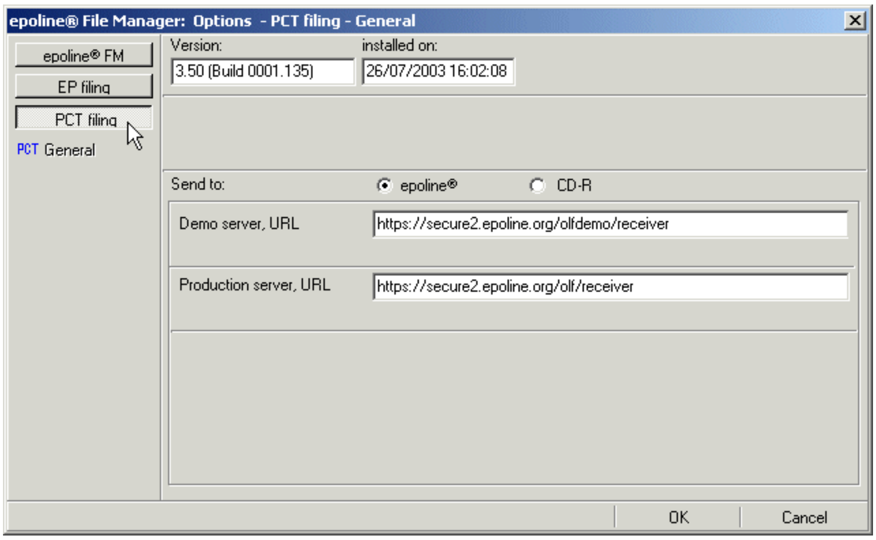


Figure 89: Settings for PCT filing

10 CD-R submission

File Manager provides an alternative to sending forms over a secure Internet link. You can write the file to a **Compact Disk - Recordable** (CD-R) and then send it by mail/express delivery. This only applies to procedures permitting CD-R submission. This might be appropriate for very large files that would take considerable time to transfer over a network link.

You can select the method for each submission individually, during the sending process. For more information see **Loading a form onto a CD** (p 266). Or you can set CD-R as the default option in File Manager, Tools, Settings. A default directory can be set where the submission will be stored (this can also be on an intermediate place of storage, for example a local hard drive, before writing it to a CD-R.

For this procedure you need a CD writer.

1 In File Manager select **Settings** from the **Tools** menu.

2 Select the appropriate filing option on the left.

3 Select the option **CD-R**.

Note From now on, all forms will be sent this way until you change it back to the Internet link option.

4 Click the **Browse** button to select a CD-R directory.

This is where the forms are stored.

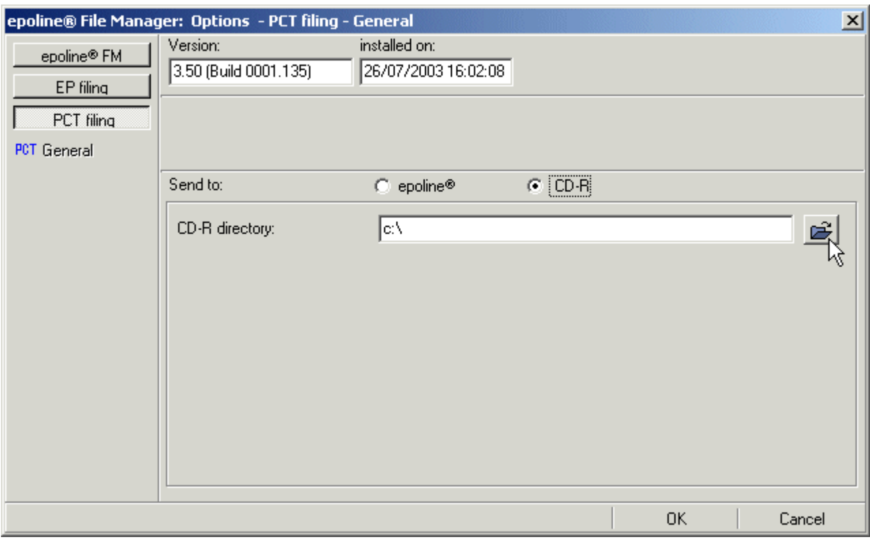


Figure 90: CD-R submission

11 User management in Online Filing

User Management has been implemented in order to make it possible to share data over a network. It also provides a unified approach to secure software access and maintenance information for the single user version (which uses an internal database) and for the real database version working via full database servers. The main reason for user management is that the software needs to distinguish between different users in order to provide mechanisms for data sharing.

User management can be switched on and off via File Manager. After activating or deactivating the User management option, the application must be restarted.

User management settings are specific to the current mode, that is, to demo mode or to production mode, to ensure that any work in one is kept entirely separate from the other.

Once user management is activated, the user is prompted to log in with a name and password. These are case sensitive, so they must be typed exactly as created in upper and lower case. After logging in, the user obtains access rights corresponding to the group he belongs to.

Note If a user tries to carry out a procedure that is not within his rights, he will receive a warning message that he does not have appropriate rights.

If a user's access rights are not sufficient to perform certain operations, the Administrator should move him or her to a more appropriate group.

11.1 User group roles

There are four possible groups for users:

Group	Role
Administrators	Once user management is enabled, Administrators can create accounts and assign passwords for other roles. They cannot carry out the functions related to preparing, signing and sending patent applications. Only Administrator can change system critical settings.
Assistants	Assistants can prepare patent applications. They cannot sign or send applications.
Secretaries	Secretaries cannot prepare or sign patent applications. This role's sole function is to send applications.

Legal Representatives	Legal Representatives cannot create or manage accounts. They can carry out all functions related to patent applications, that is, prepare, sign and send them.

11.1 Summary of group rights

	User accounts	Prepare	Sign	Send
Administrator	X			
Assistant		X		
Legal Representative		X	X	X
Secretary				X

11.2 Enabling user management

If it is necessary to restrict access to forms, software and/or maintenance information, then user management has to be activated.

1 Start **File Manager**.

2 Log in as the Administrator.

3 From the menu, select **Tools, Settings**.

The **File Manager Options – General** window opens.

4 Select the **User Management enabled** option.

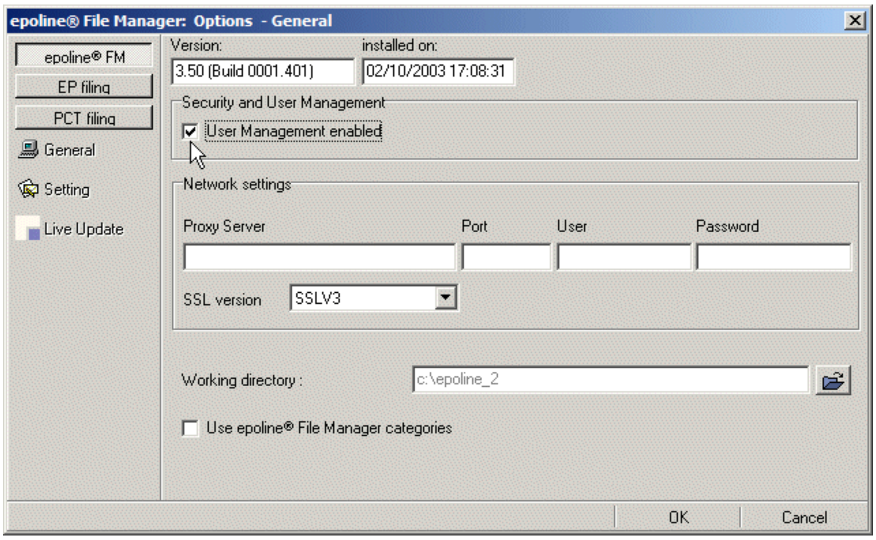


Figure 91: User Management enabled

5 Close the **Options** dialogue box and File Manager.

6 Restart Online Filing.

7 When the login prompt appears, log in as the Administrator.

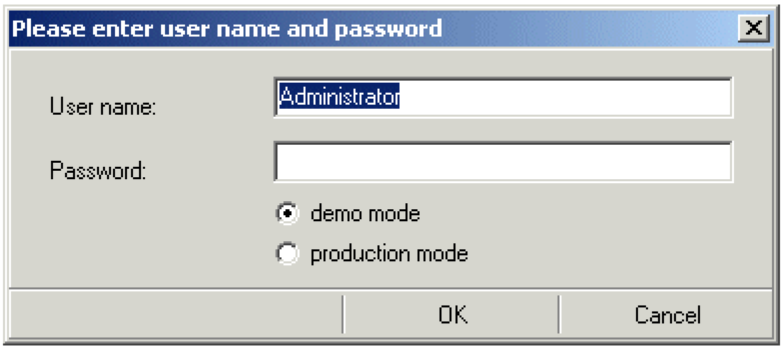


Figure 92: Logging in as Administrator

11.3 Creating user accounts

Once you have enabled **User Management** and logged into File Manager as Administrator you can create new user accounts, set passwords for them, delete or disable existing user accounts as well as move existing users from one group to another.

If a person has more than one role, he or she must be assigned a different user name and password for each role. In order to carry out the functions of another role, the user must log out of File Manager and log in again with the other name and password.

To access these functions:

1 As Administrator log into File Manager.

2 Select **User Accounts** from the **Tools** menu.

This option only appears once **User Management** is enabled. For more information see **User Management in Online Filing** (p 7).

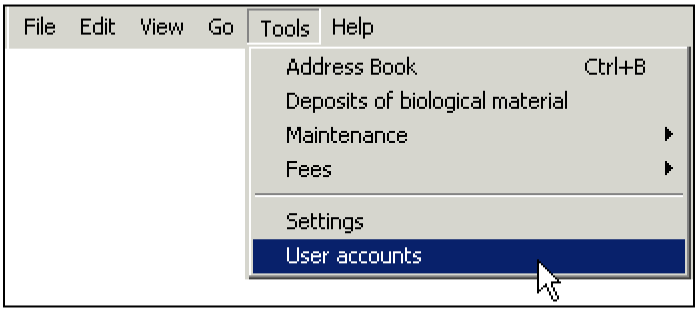


Figure 93: File Manager, Tools, User Accounts

The **User Accounts** window opens. It consists of two tabs, **Browse** and **Properties**. The **Browse** tab displays a list of all users registered in the system, including their description and type (the group they belong to).

To create a new user account:

1 Click the **Properties** tab in the **User Accounts** window.

2 Click **Add**.

3 Enter the details for the person, that is, **user name**, **description** and **password**. Enter the **password** again in the **Confirm password** box.

4 Select a role from the **Group** list.

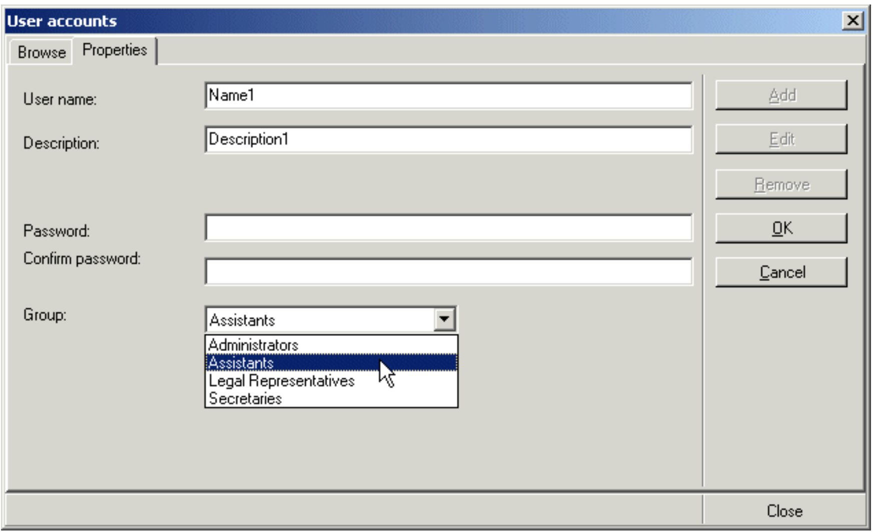


Figure 94: Adding user accounts

11.4 Changing user properties

The following actions are possible within the **Properties** tab of the **User Accounts** window.

Action	Comment
Add	Add a new user.
Edit	Edit properties of an existing user.
Remove	Remove the specified user from the list of users.
OK	Confirm changes for the current user.
Cancel	Cancel changes for the current user.
Account disabled	Disable any account of a user.

To change the properties for a user:

1 As Administrator log into File Manager.

2 From the menu select **Tools, User Accounts**.

The **User Accounts** window opens.

3 In the **User Accounts** window, **Browse** tab, select the user.

4 Click the **Properties** tab.

5 Click **Edit** and make the changes you require.

11.5 Disabling user accounts

To disable all accounts for a particular user:

1 As Administrator log into File Manager.

2 Select **User Accounts** from the **Tools** menu.

The **User Accounts** window opens.

3 In the **Browse** tab select the user you wish to disable and then click the **Properties** tab.

4 Click **Edit**, and then select the **Account disabled** option.

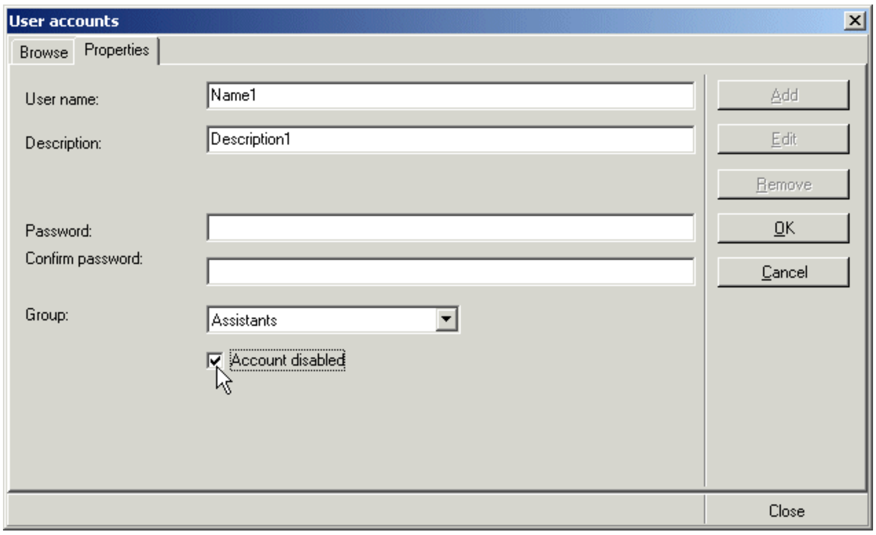


Figure 95: User accounts, Account disabled

Note To delete an individual user account, select the name and then click **Remove**.

11.6 Assigning an Administrator password

It is recommended that a password be assigned to the Administrator, as initially it is not password protected. Assigning a password helps to keep your software and data secure. User Management must be enabled before a password can be assigned. For more information see **User Management in Online Filing** (p 7).

To assign a password to the Administrator account:

1 As Administrator log in to the File Manager.

2 From the menu select **Tools, User Accounts**.

The **User Accounts** window opens.

3 With the **Browse** tab selected, click the **Administrator** name and then click the **Properties** tab.

The **Properties** for the Administrator are displayed.

4 Click **Edit**.

5 Type in the **password** for the Administrator.

6 Type the **password** again in the **Confirm password** box.

Note Administrator is a predefined user name. This user name cannot be removed from the system, but it can be changed. The Administrator can create users and add them to the Administrator group. Any user with Administrator privileges can log into the system and perform all Administrator tasks, including the removal of other users. It should be noted, however, that users are not allowed to remove themselves from the system, nor can the Administrator user be removed.

11.7 System critical settings

Once User Management is enabled, system critical settings can only be accessed by a user assigned the Administrator role. These options are located in the **Tools, Settings** section of File Manager. The application must be restarted for new settings to take effect.

11.7.1 *epoline*® FM settings

A user logged in as Administrator will have access to these options for ***epoline***® FM.

- Security and user management.
- Network settings.
- Option to use ***epoline***® File Manager categories. For more information see **Using categories** (p 5).

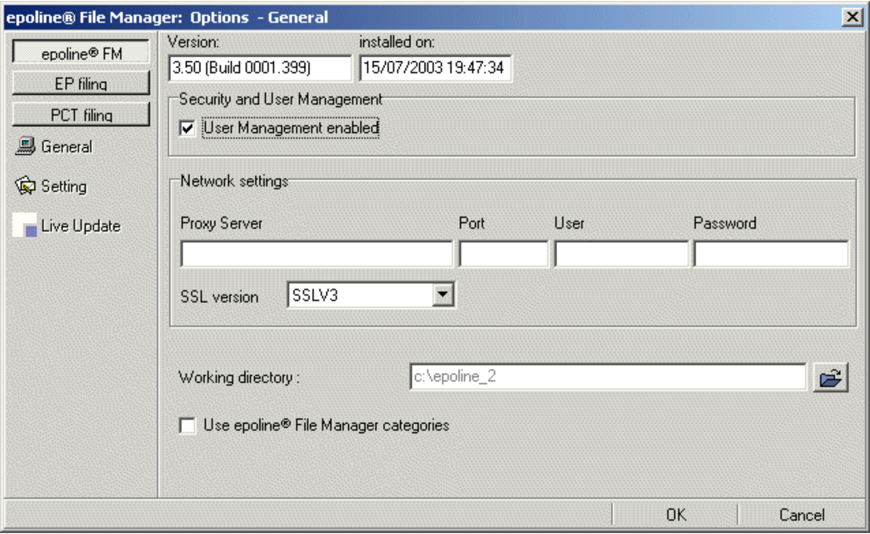


*Figure 96: Setting options for **epoline** FM, Administrator role*

If the user is not logged in as Administrator, the same options will be unavailable.

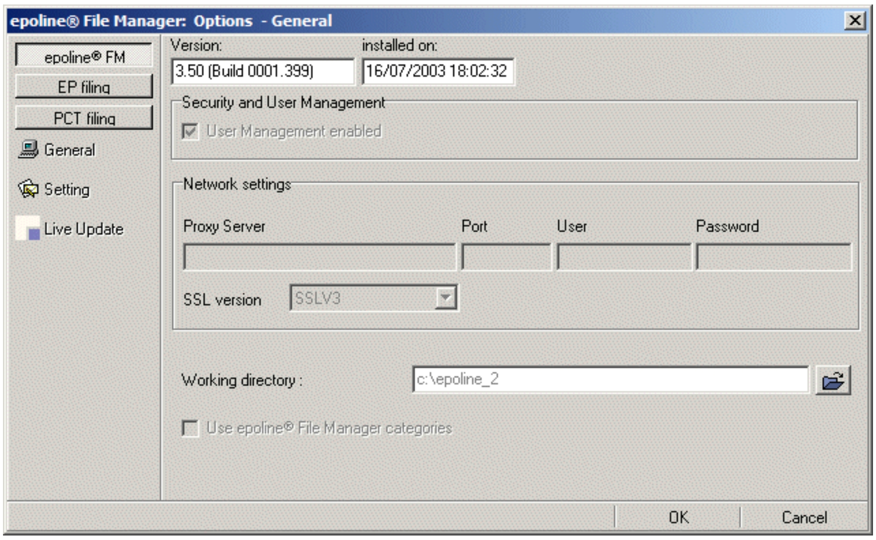


*Figure 97: Setting options unavailable for **epoline** FM*

11.7.1 Network settings for form filing

An Administrator may set the server URLs for demo and production modes, for the filings listed on the left. For more information see **Settings** (p 70).

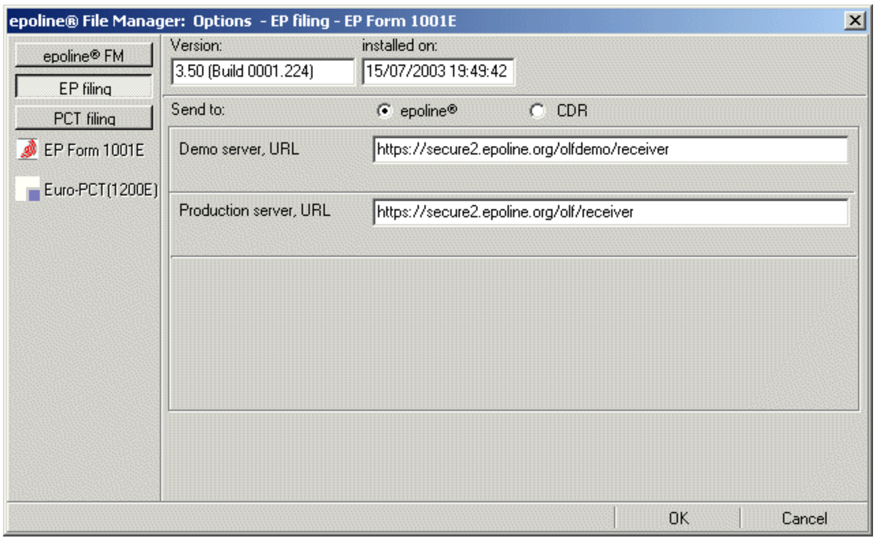


Figure 98: Network settings for Administrator role, EP filing

If the user is not logged in as Administrator the same options will be unavailable.

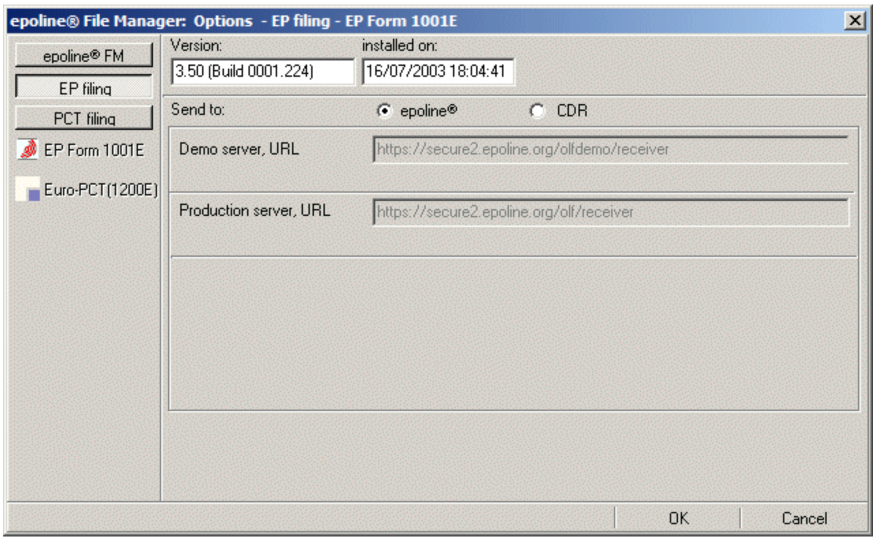


Figure 99: Setting options unavailable for EP filing

12 EP(1001E) Overview

EP(1001E) is the electronic equivalent of Form 1001 for submitting a European patent application.

EP(1001E) is organised into several parts to help you process your application: **menu, toolbar** and **sections**. When you click a section to select it, the options for that section are displayed. These represent the types of information you need to complete for the patent application.

Note The Appendix contains a worked example of an EP(1001E) filing. For more information see **Sample EP(1001E) filing** (p 269).

12.1 Completing information in EP(1001E)

As you prepare the application, two features will help you decide whether the information is complete and correct:

For more information see **Traffic lights** (p 235) and **Validation messages** (p 235).

12.2 Creating new EP(1001E) forms

1 In File Manager select **New Form, EP(1001E)** from the **File** menu.

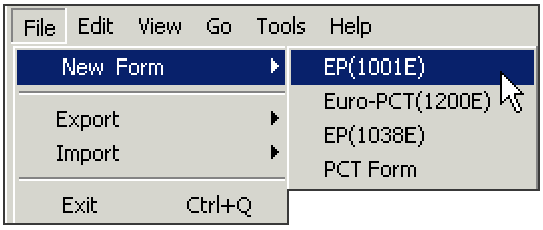


Figure 100: Creating a new Form EP(1001E)

You can also create a new form in File Manager by double-clicking the template named **EP(1001E)**.

The **New application** window opens.

2 Select an option from the **Language of the proceedings** list.

3 Enter a **user reference**.

This reference must be unique. It is the name of this patent application.

4 Select the option to use File Manager **categories** if you wish.

Categories allow you to group forms in a way that is meaningful to your organisation, for example, by type of content or department. Forms can then be sorted and displayed by category. For more information see **Using categories** (p 5).

12.3 Using categories

Categories allow you to group forms in ways that are meaningful to your organisation, for example by type of content or department. Forms can then be sorted and displayed by category. For more information see **Sorting and changing views of forms** (p 9).

The option to use categories for new applications can be switched on or off in the **Tools**, **Settings** section of File Manager. Categories can be applied to existing forms from any File Manager folder except Templates.

1 Right-click a form.

2 In the shortcut menu, select **Categories**.

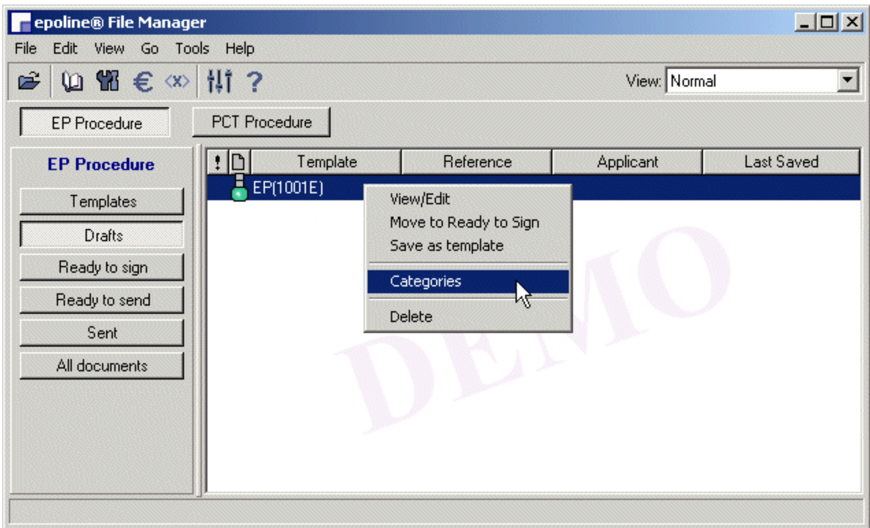


Figure 101: Selecting categories

3 Type a **category name** in the **Create new category** box.

4 Click **Add**.

5 Add more categories as appropriate.

6 As you add categories they are listed in the **Existing categories** box.

7 To apply an existing category, select the check box.

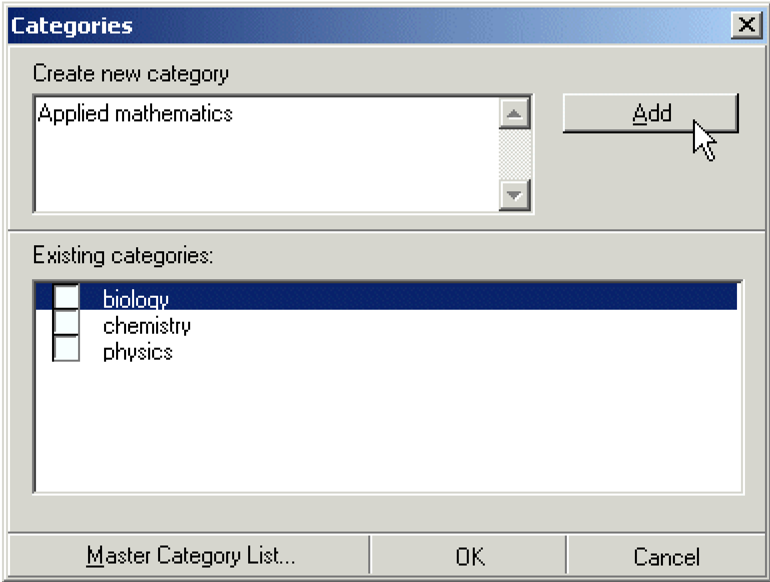


Figure 102: Assigning categories

Note You can also click **Master Category List** to **add** or **delete** categories.

You can access the Master Category List while creating categories or from the File Manager **Tools** menu.

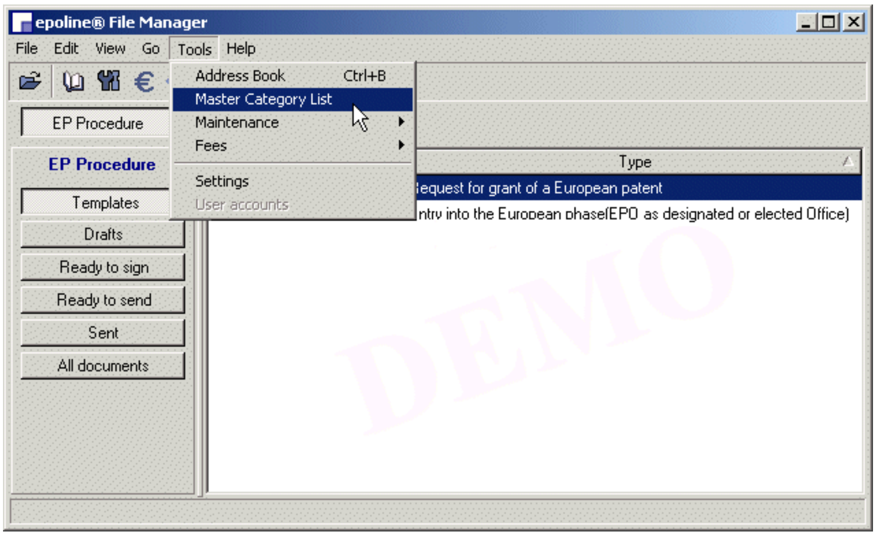


Figure 103: Opening Master Category List

The **Master Category List** window opens.

1 Type the name of a new category and click **Add**.

2 To delete a category, select it in the list and click **Delete**.

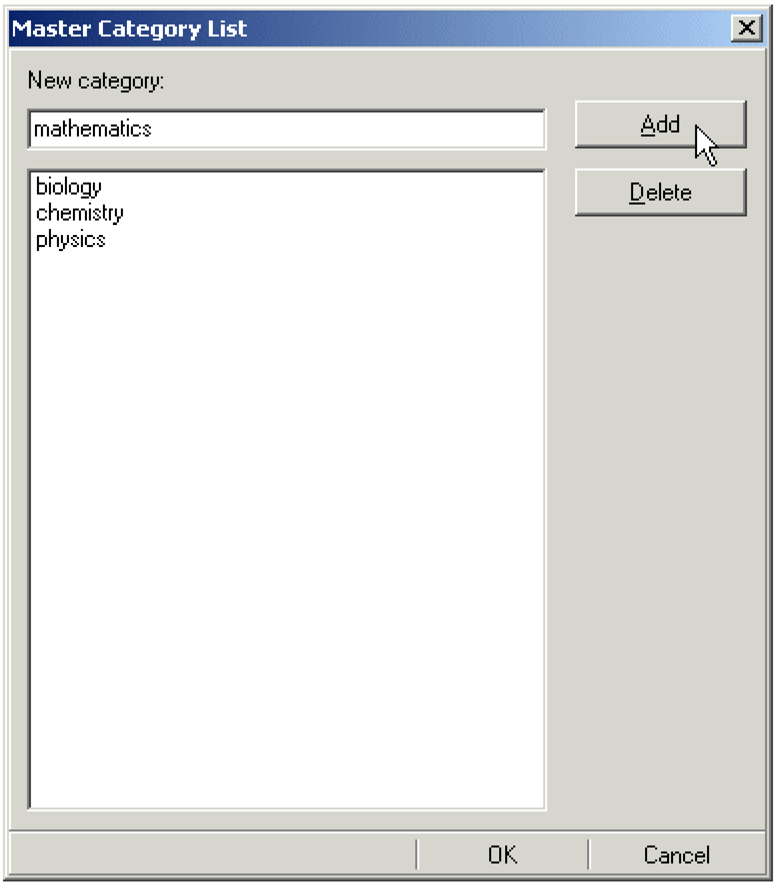


Figure 104: Master Category List, Add

12.4 EP(1001E) Sections

EP(1001E) sections organise the information you need to complete a European patent application.

Section	Description
Request	The **Request** section of EP(1001E) is where you request the grant of a European patent and give the application a title and set the language.
Names	The **Names** section of EP(1001E) is where you enter the details of the applicant, representative and inventor.
States	The **States** section of EP(1001E) is where you designate the countries in which you require patent protection.
Priority	The **Priority** section of EP(1001E) is where you claim priority.
Biological Material	The **Biological Material** section of EP(1001E) is where you input details of biological material filed if relevant and give the name of the depositary institution.
Contents	The **Contents** section of EP(1001E) is where you attach the description, claims and other documents.
Payment	The **Payment** section of EP(1001E) is where you set payment choices.
Fees	The **Fees** section of EP(1001E) is where you set fee choices.
Annotate	The **Annotate** section of EP(1001E) is where you add notes to the application.

12.5 EP(1001E) Menu options

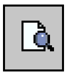
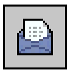
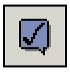
The EP(1001E) menu allows you to carry out common tasks. The options available depend on the circumstances.

Menu		Description
File	Sign	Adds electronic signatures.
	Save as Ready to be Signed	Moves to the Ready to Sign folder.
	Save as Draft	Saves work so far for later completion.
	Save as Template…	Saves work as a basis for creating new forms.
	Export unpacked WAD to...	Saves all data into XML files which, together with all attached document files, are stored in a selected directory.
	Export WAD to...	Saves all data into XML files which, together with all attached document files, are stored in a compressed ZIP file.
	Preview	Displays the form in PDF format.
	Close Form	Shuts current patent application.
Edit	Undo	Reverses last action or clears the screen.
	Copy to Address Book **Ctrl+C**	In Names section, copies selected function to Address Book, without opening Address Book. This option is only available if information has been entered.
	Delete **Ctrl+D**	In Names section, deletes selected entry. This option is only available if information has been entered.
	Note (for EPO)	Adds a comment intended for the EPO as part of the data submitted.
	Note (internal)	Adds a comment for internal use only, not for transmission to the EPO.

Menu		Description
View	Request	Displays the Request section.
	Names	Displays the Names section.
	States	Displays the States section.
	Priority	Displays the Priority section
	Biological Material	Displays the Biological Material section.
	Contents	Displays the Contents section.
	Payment	Displays the Payment section.
	Fees	Displays the Fees section.
	Annotate	Displays the Annotate section.
Tools	Validation	Displays validation messages and remarks.
Help	Contents	Accesses the Help file.
	About ***epoline***®	Displays general information and EPO Customer Services details.

12.6 EP(1001E) Toolbar options

EP(1001E) toolbar buttons provide quick access to common tasks.

Button	Description
	Previews the page.
	Prints the page.
	Signs the form.
	Saves the form as ready to sign.
	Displays validation messages.
	Opens the Help window.

Move the mouse pointer over a button to see a brief description of what it does. If a function is not currently available the button will be dimmed.

13 EP(1001E) Request

The **Request** section of EP(1001E) is the first one selected when preparing a new European patent application. There are three parts to the Request section of the application form:

- Request for grant
- Title of invention
- Past record

Request for Grant

1 Select the **Language** options you require.

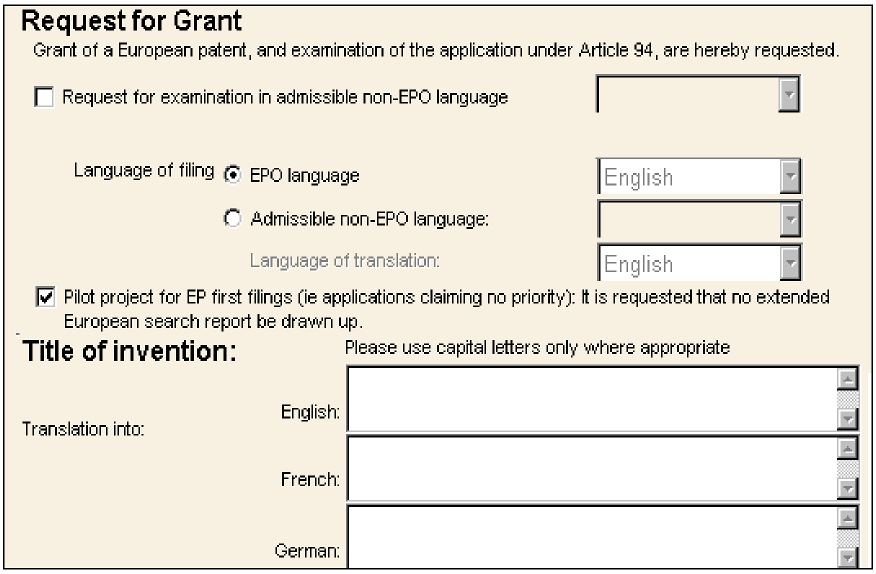


Figure 105: EP(1001E) Request language

Note To opt out of receiving an extended European search report select the option, “Pilot project for EP first filings (ie applications claiming no priority): It is requested that no extended European search report be drawn up.”

If you select the check box, **Request for examination in admissible non-EPO language**, the label appears in the corresponding language.

If you select **Admissible non-EPO language** as your **language of filing** option, the list of languages becomes available.

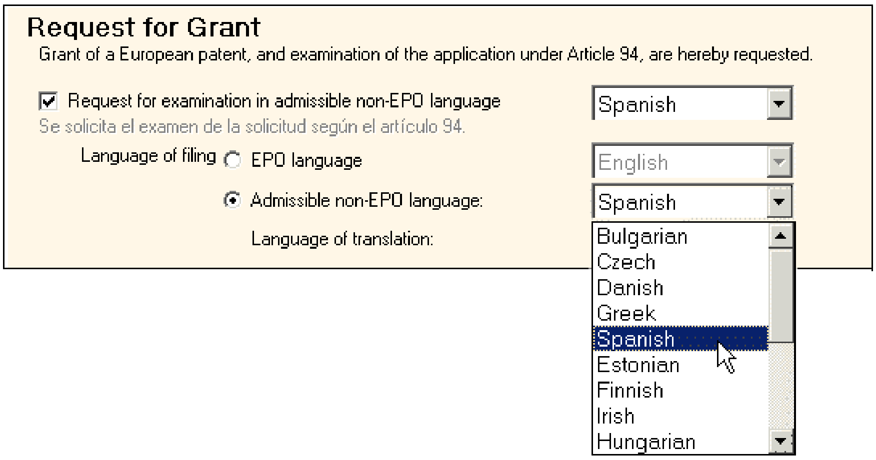


Figure 106: EP(1001E) Selecting language

Title of invention

1 Type a **Title of invention** in the language of your choice.

Please use capital letters only where appropriate.

You may enter translations for this title.

Procedural note The title must be a clear and concise technical designation of the invention and also be indicated in the other two languages for publication in all three official languages (Art. 14 (8) and (9) EPC).

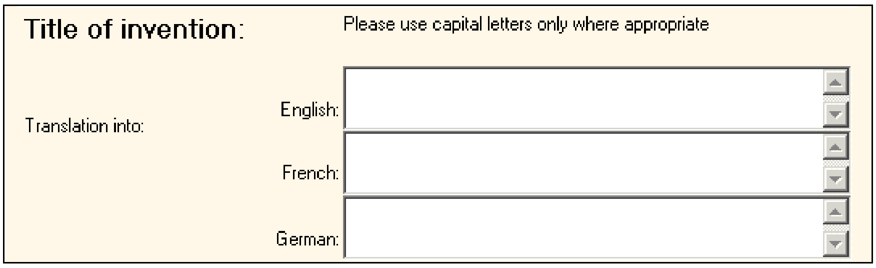


Figure 107: EP(1001E) Title of invention

Past Record

1 Select any of the options that are relevant.

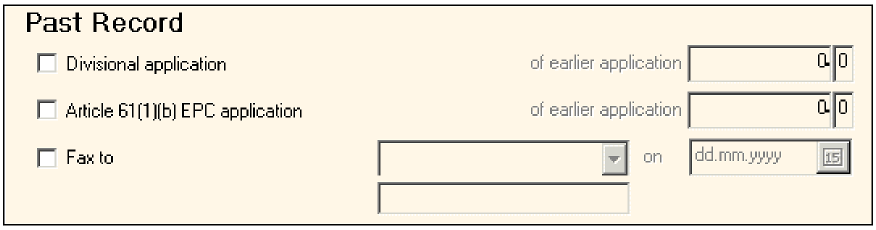


Figure 108: EP(1001E) Past Record

Procedural note For DIVISIONALS see Articles 76(1) and 14(2) and Rule 4 EPC.

To consult the most up-to-date version of the EPC go to the **EPC website** (http://www.european-patent-office.org/legal/epc/).

Request shortcut menu

1 Right-click an item to see the shortcut menu.

You can undo the last action or use the **Clipboard** to cut, copy or paste the text.

You can also delete the title.

You can create notes. The notes for all sections are viewable in the **Annotate** section.

14 EP(1001E) Names

The **Names** section of EP(1001E) is where you supply details of the persons involved in this application. You can enter the address for correspondence here. **Mandatory** information in this section is displayed in **bold** typeface.

For applicants and representatives you have a choice of types of entity. For corporate entities enter a name but not a first name.

Function	Type of entity	Description
Applicant	Legal	A corporate entity (name only)
	Natural	Individual (surname and first name)
Representative	Association	A corporate entity (name only)
	Authorised representative	Individual (surname and first name)
	Legal practitioner	Individual (surname and first name)
Inventor	Natural	Individual (surname and first name)

14.1 Completing names and details

1 In the **Names** section of EP(1001E) select a function and click **Open**.

You can also double-click the function name: **Applicant, Representative** or **Inventor**.

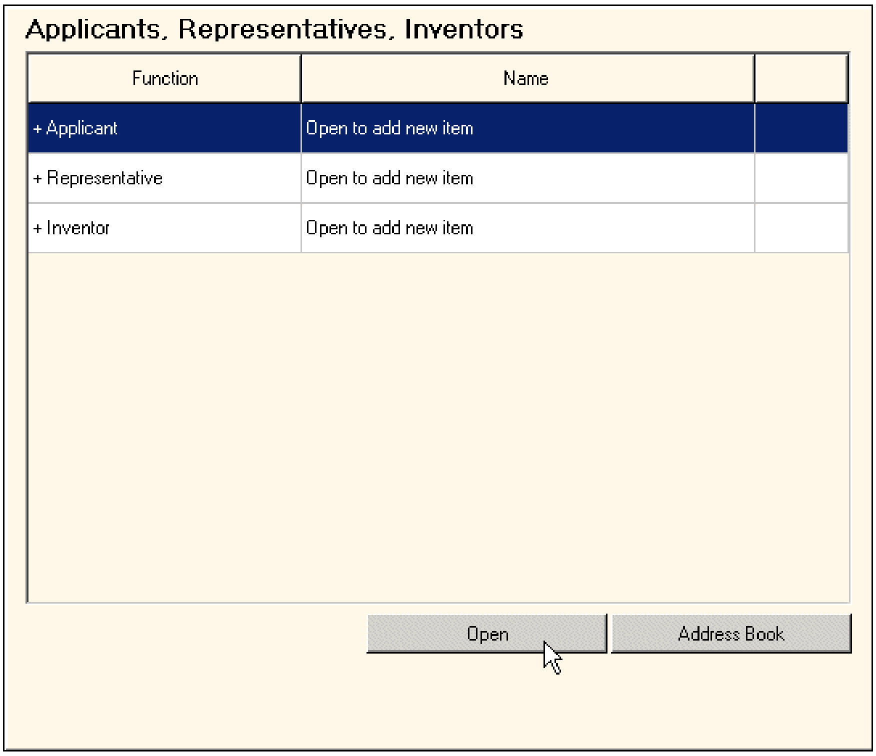


Figure 109: EP(1001E) Names, List of functions

The corresponding window opens, for example the **Applicant** window.

14.1 Applicant

1. Indicate whether the entry is for a **Legal person** or a **Natural person**.

2. Enter the **Name** (in the case of a natural person, the surname).

The **First name** and **Title** options are only available for a natural person.

3 Enter your **Registration number**. Please note that this is essential as the registration number facilitates proper allocation to our back end system. You can obtain your registration number from the **EPO Customer Services** (p vi).

4 Enter the remaining details. The **Region** option depends on the country selected.

5 Enter the telephone and fax numbers as dialled within the country. You do not need to add the international dialling code.

6 Select any appropriate check boxes in the lower part of the form.

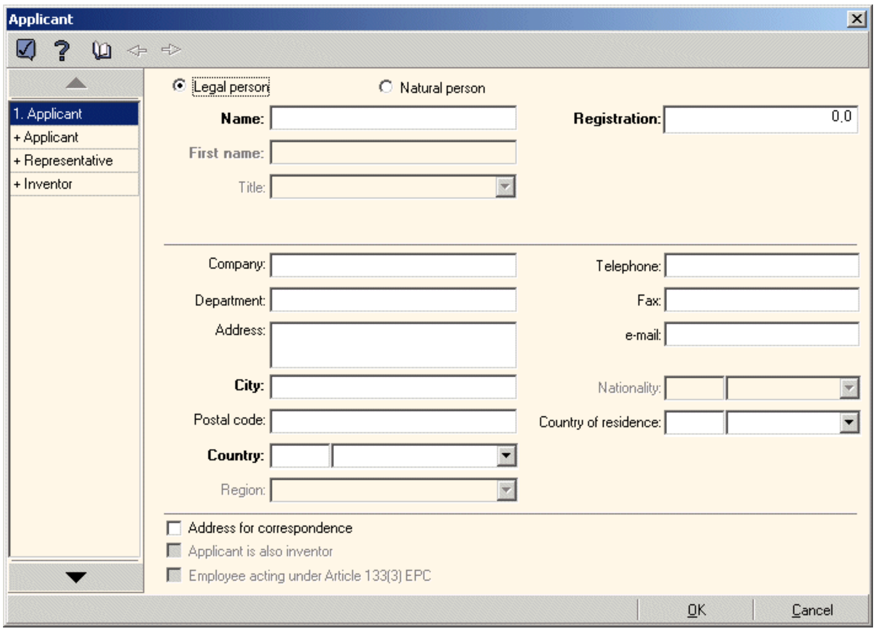


Figure 110: EP(1001E) Applicant details

To consult the most up-to-date version of the EPC go to the **EPC website** (http://www.european-patent-office.org/legal/epc/).

14.1 Representative

1 Indicate whether the entry is for an **Association**, an **Authorised representative** or a **Legal practitioner**.

2 Enter the **Name** (in the case of an authorised representative or legal practitioner, the surname).

For an Association the **First name** and **Title** options are not available.

3 Enter the **Registration** number and the **Authorisation** number.

4 Enter the remaining details. The **Region** option depends on the country selected.

5 Enter the telephone and fax numbers as dialled within the country. You do not need to add the international dialling code.

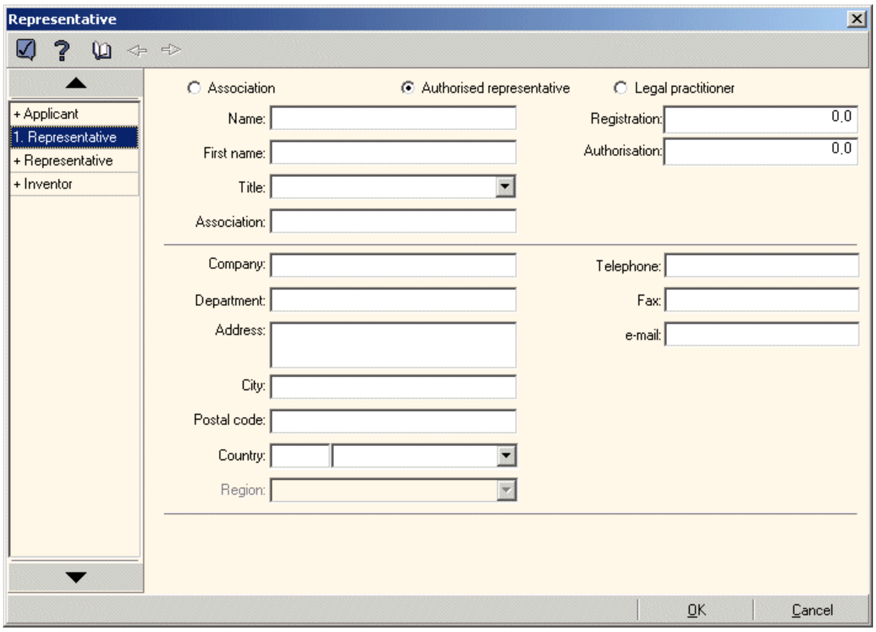


Figure 111: EP(1001E) Representative details

14.1 Inventor

1 Enter the **Name** (ie surname), **First name** and **Title**.

2 Enter the remaining details. The **Region** option depends on the Country selected.

3 In the set of choices **The applicant has acquired the right to the European patent as follows:** select the appropriate option.

4 Select the **Waiver** or **Renunciation** check boxes in the lower part of the form as appropriate.

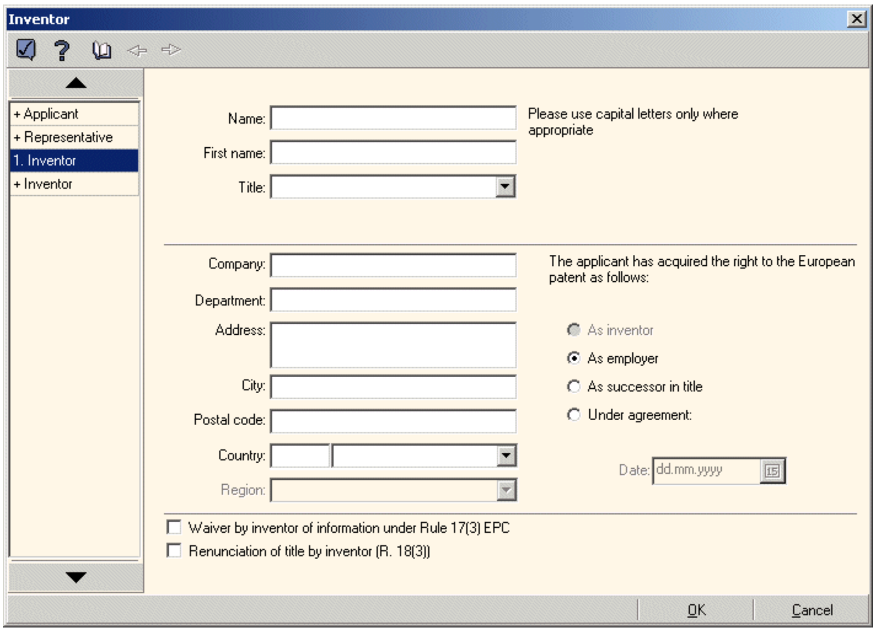


Figure 112: EP(1001E) Inventor details

Note If the Waiver or Renunciation check boxes are selected, the appropriate file references are displayed automatically in the EP(1001E) **Contents** section, on the **Forms** tab. The waiver is saved during the submission process as **EPR17301.PDF** and the renunciation is saved as **EPR18301.PDF**.

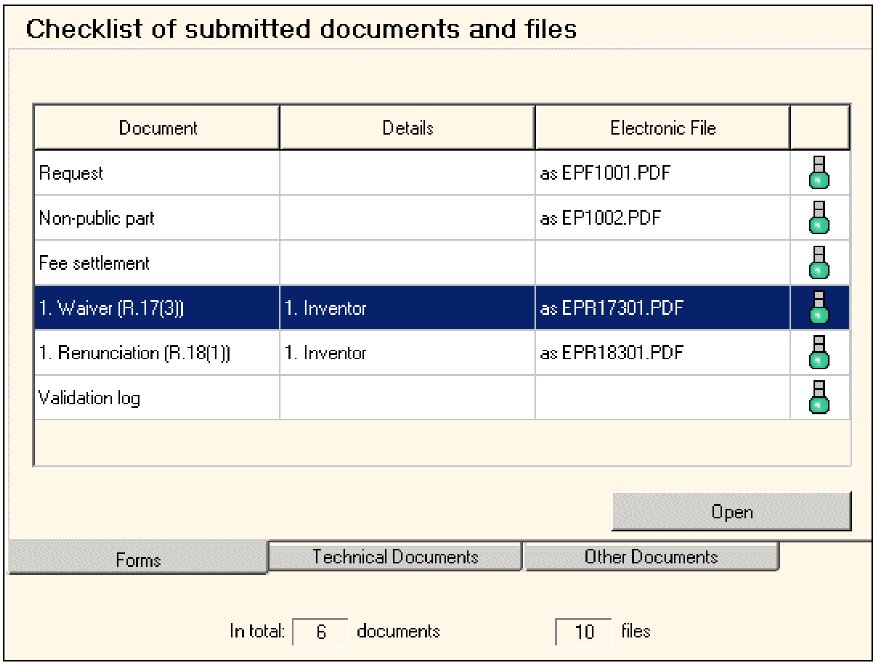


Figure 113: EP(1001E) Contents, Forms tab, Waiver and Renunciation

Adding additional names

To add additional applicant names click the +Applicant option, and then click the Open button. As you add applicants, the system numbers them in order. To add additional representatives click the **+ Representative** option. To add additional inventors click the **+ Inventor** option.

Deleting names

1 In the EP(1001E) **Names** section**,** right-click a name.

2 In the shortcut menu select **Delete**.

Names shortcut menu

Right-click an item in the **Names** section of EP(1001E) to see the menu. You can copy the name to the Address Book or delete it. You can also add notes. The notes for all sections are viewable in the **Annotate** section.

15 EP(1001E) States

The **States** section of EP(1001E) is where you designate the countries in which you require patent protection. You may also select participating extension states.

Procedural note The list of states is valid as of the last maintenance data update. **Live Update** provides a service for updating the Online Filing software itself, plus the maintenance and fees data. The Live Update option is located in File Manager **Tools, Settings**.

To designate contracting states:

1 Double-click **Designation**.

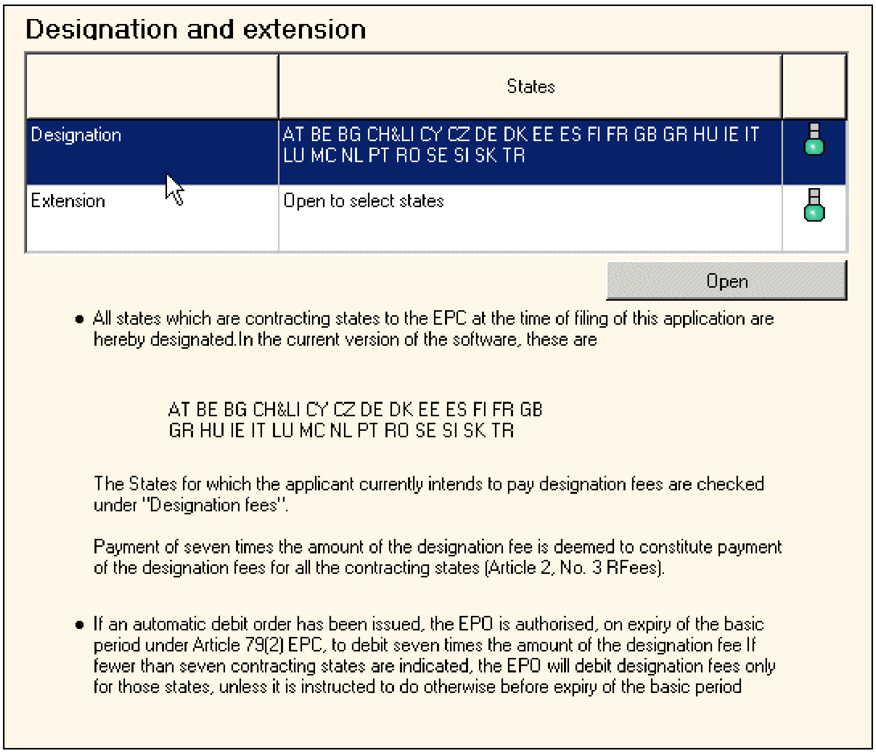


Figure 114: EP(1001E) Designation of states

To consult the most up-to-date version of the EPC go to the **EPC website** (http://www.european-patent-office.org/legal/epc/).

The **Designation of states** window opens.

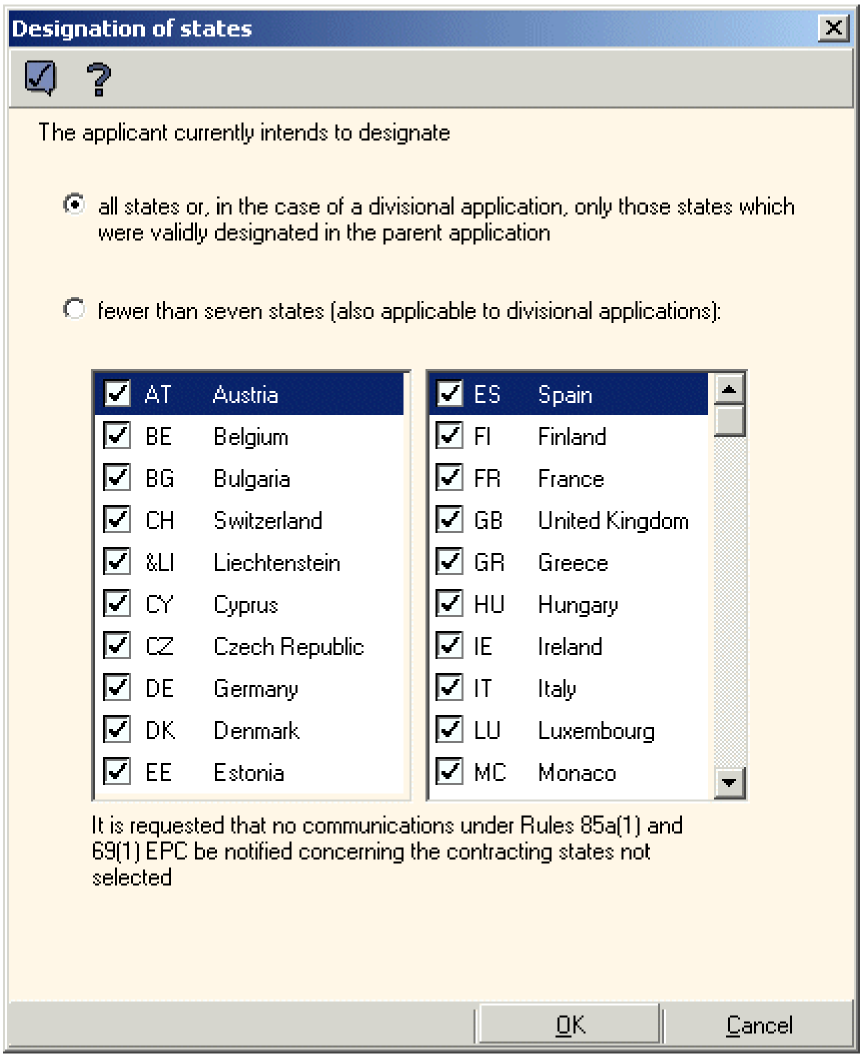


Figure 115: EP(1001E) Designation of states

1 Select either the option for all states or the option for fewer than seven states.

2 If appropriate, double-click **Extension**.

The **Extension fees** window opens.

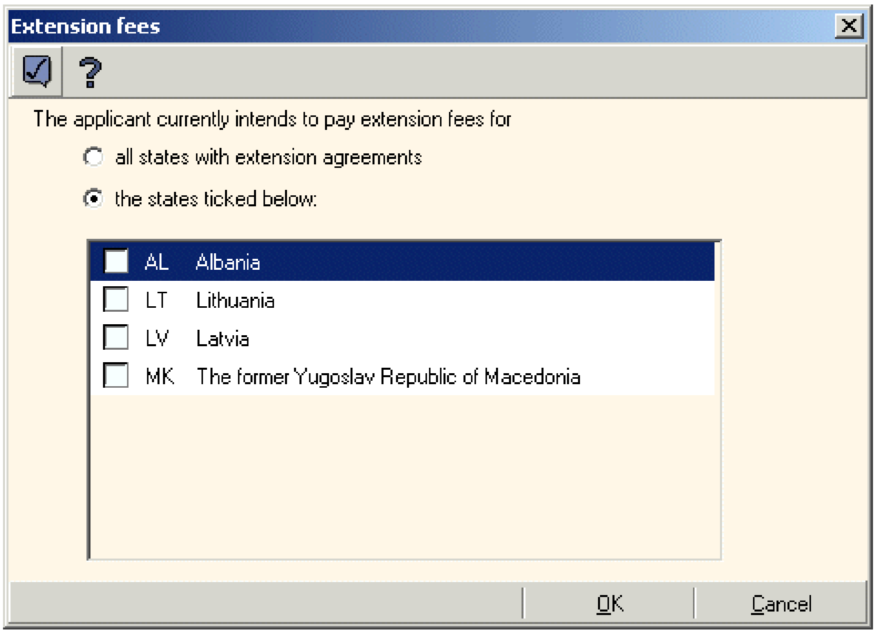


Figure 116: EP(1001E) States, Extension fees

3 Select the option for all states, or specify the ones you require.

States shortcut menu

Right-click an item in the **States** section of EP(1001E) to see the shortcut menu. You can undo an action or add notes. The notes for all sections are viewable in the **Annotate** section.

16 EP(1001E) Priority

The **Priority** section of EP(1001E) is where you specify details of the priority application you wish to claim.

To claim a priority:

1 Double-click **Open to add new item**.

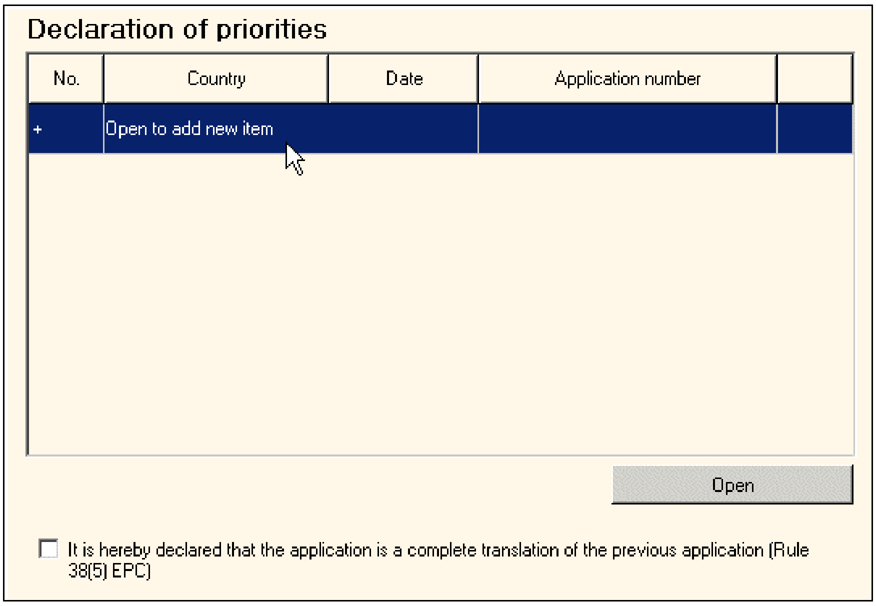


Figure 117: EP(1001E) Declaration of priorities

The **Priority** window opens.

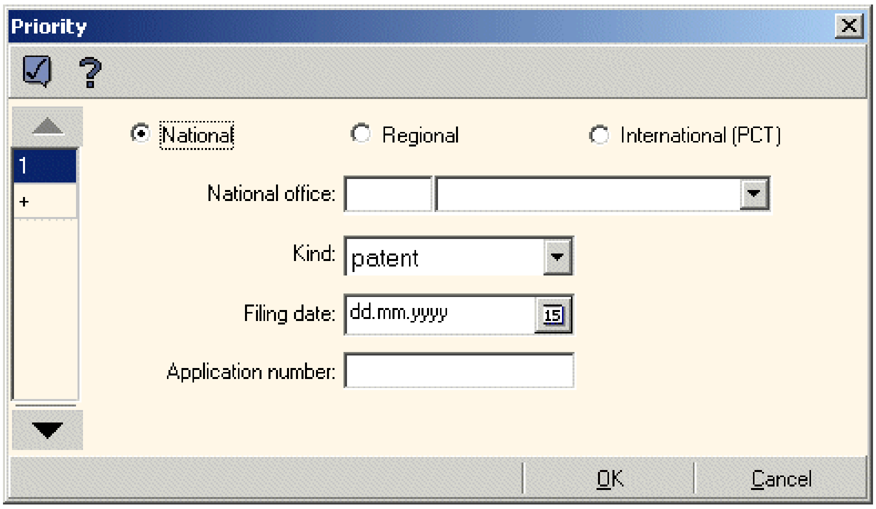


Figure 118: EP(1001E) Priority details

Procedural note To complete the priority claim, unless otherwise excluded by decision of the President of the EPO (OJ EPO 1999, 80), a certified copy of the previous application containing the original of the certificate as issued by the receiving authority must be submitted within sixteen months of the earliest priority date (Rule 38(3) EPC).

The application must be filed within one year of the claimed priority.

16.1 National priority

1. Select an option from the **National office** list.
2. Select a priority from the **Kind** list.
3. Enter the **Filing date**.
4. Enter the **Application number**.

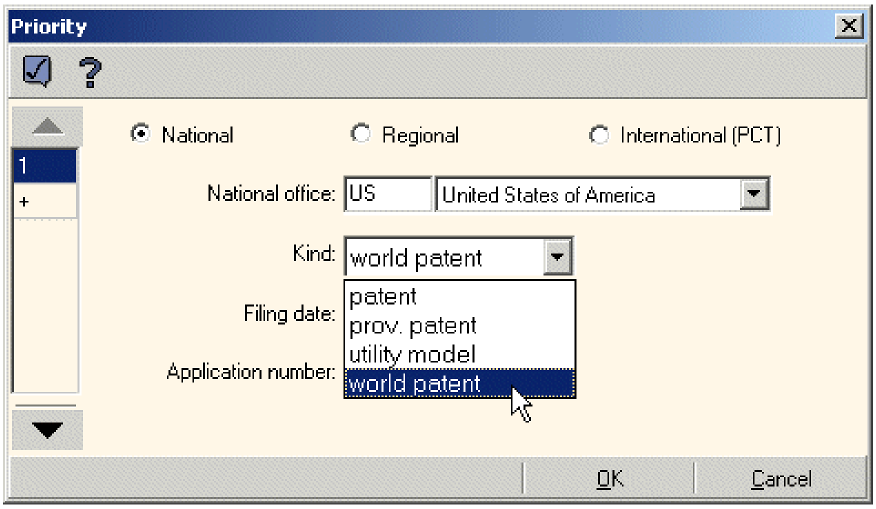


Figure 119: National priority, sample data

Once a kind of priority is selected, it is indicated in the **Priority** section.

If appropriate select the check box **It is hereby declared that the application is a complete translation of the previous application (Rule 38(5))** in the lower part of the form.

Figure 120: EP(1001E) Kind of priority displayed

16.1 Regional priority

1 Select an option from the **Regional office** list.

2 Select a priority from the **Kind** list.

3 Enter the **Filing date**.

4 Enter the **Application number**.

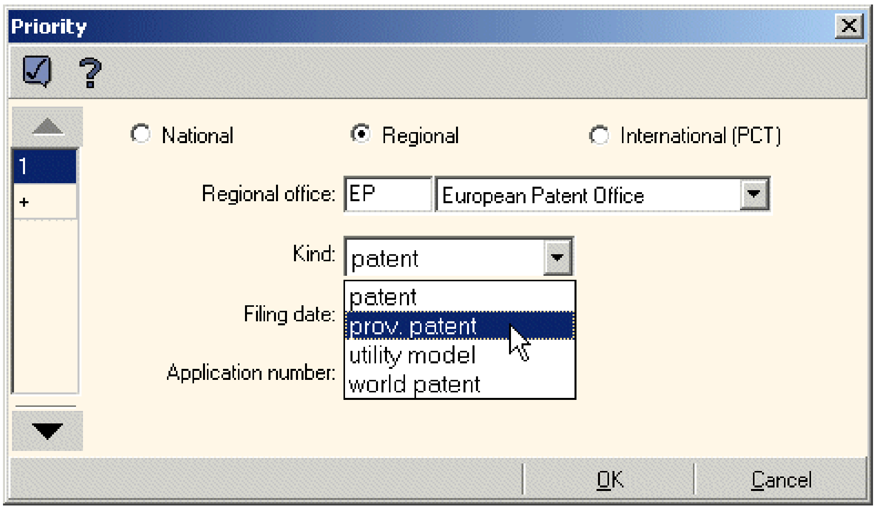


Figure 121: EP(1001E) Regional priority, sample data

16.1 International priority

1 Select an option from the **Filing office** list.

2 Select a priority from the **Kind** list.

3 Enter the **Filing date**.

4 Enter the **Application number**.

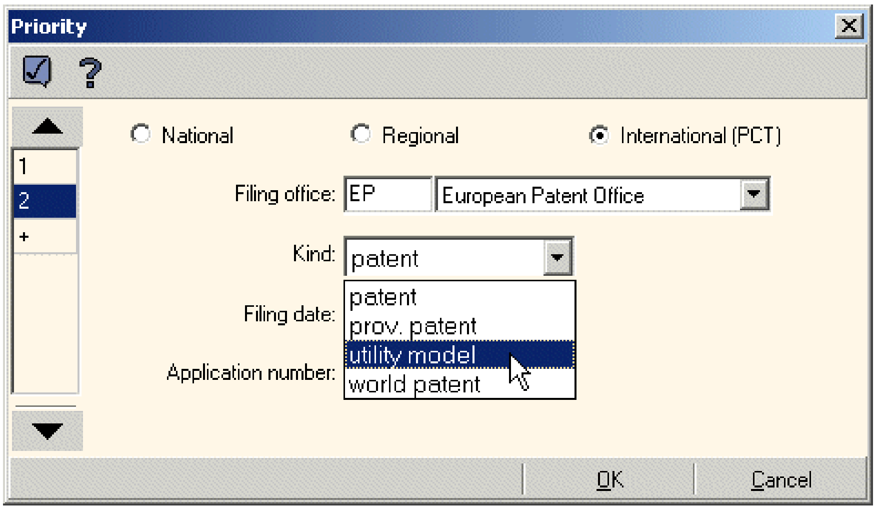


Figure 122: EP(1001E) International priority, sample data

16.1.1 Sorting priorities

Where more than one priority claim has been added, the **Sort priority claims chronologically** option becomes available in the shortcut menu.

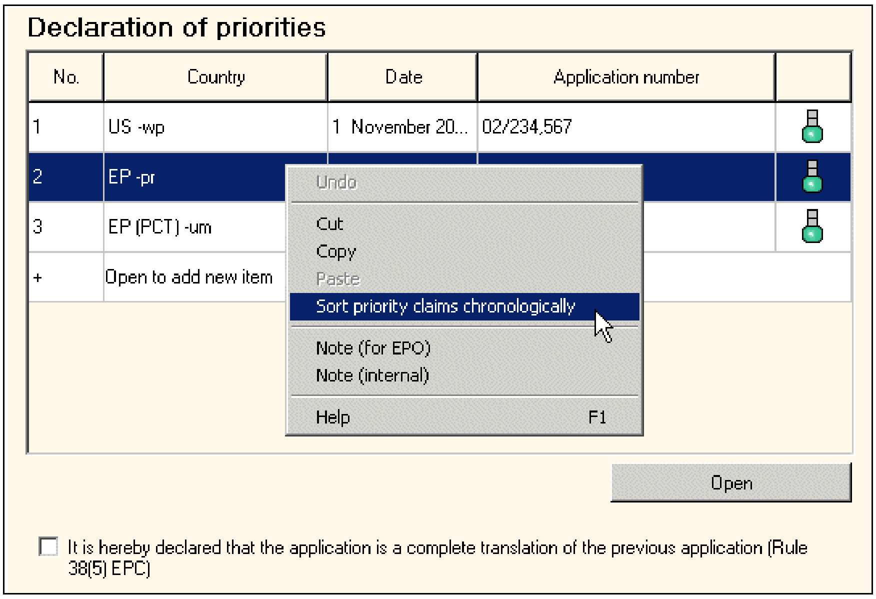


Figure 123: EP(1001E) Sorting priorities chronologically

16.1.1 Adding translations

1 In the EP(1001E) **Contents** section, **Other Documents** tab, select **Translation of priority documents** from the list and then click **Add**.

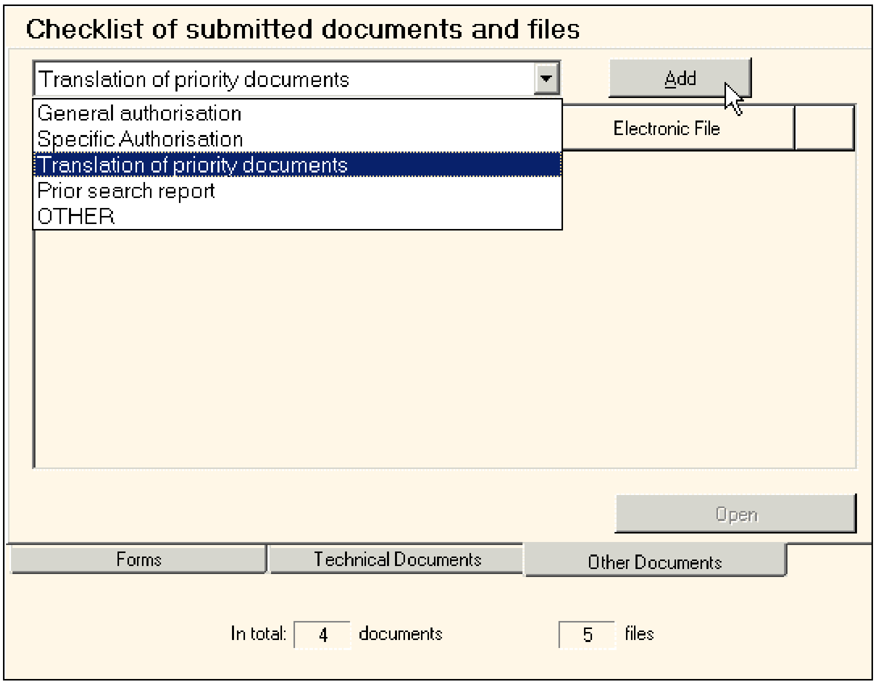


Figure 124: EP(1001E) adding translations of priority documents

2 Double-click the new item, **Translation of priority documents**.

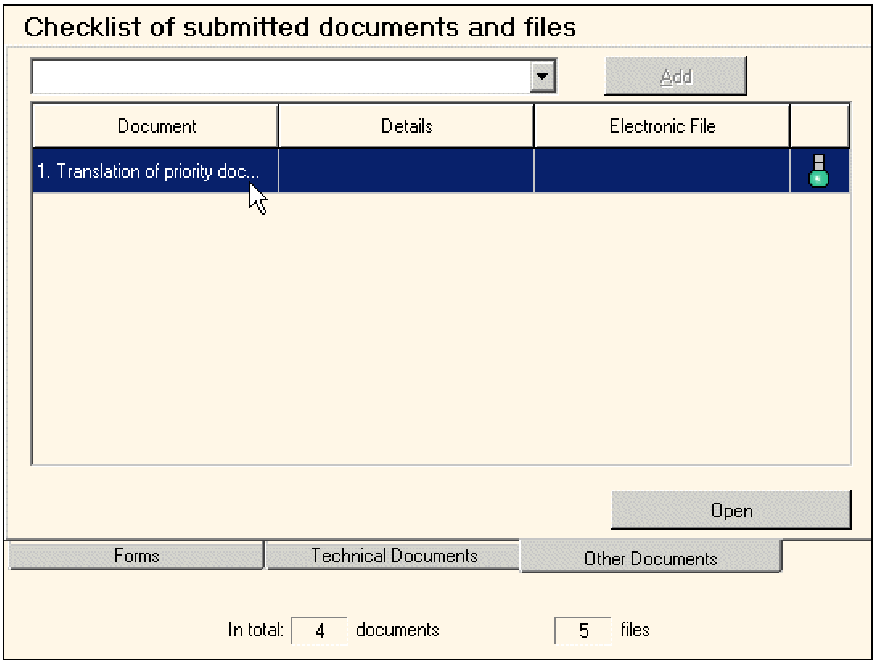


Figure 125: EP(1001E) Opening Translation of priority documents

3 Type a comment in the **Details** box if you wish.

4 Click the **Browse** button and attach the document.

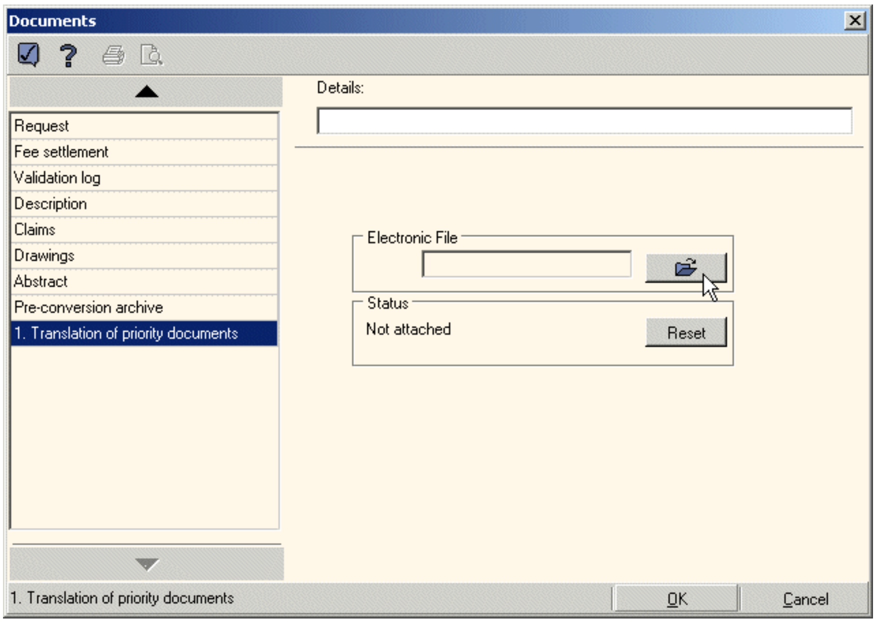


Figure 126: EP(1001E) Attaching translation of priority documents

Priority shortcut menu

Right-click an item in the **Priority** section of EP(1001E) to see the shortcut menu. If you have created more than one entry in the Priority section, you can sort the priority claims chronologically. You can also add notes. The notes for all sections are viewable in the **Annotate** section.

17 EP(1001E) Biological Material

The **Biological Material** section of EP(1001E) is where you input details of the depositary institution. Once you have entered the information you can copy it to the Receipt Book.

To input details of deposit of biological material:

1 In the EP(1001E) **Biological Material** section, double-click **Open to add new item**.

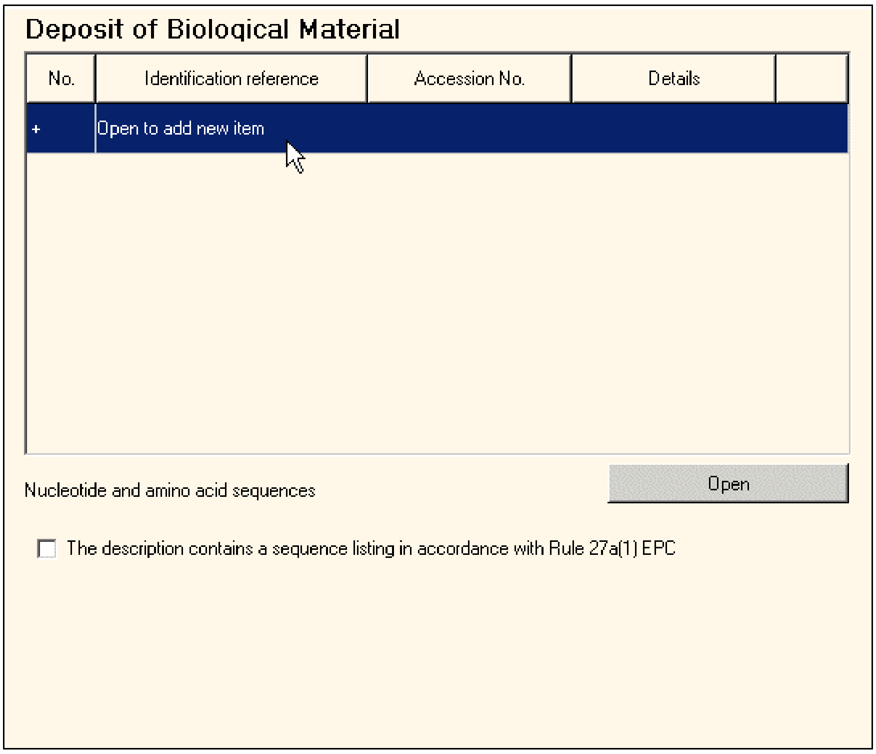


Figure 127: EP(1001E) Deposit of biological material

To consult the most up-to-date version of the EPC go to the **EPC website** (http://www.european-patent-office.org/legal/epc/).

The **Biological Material** window opens.

1 Type an **identification reference**.

2 Select an option from the **Depositary Institution** list.

3 Type an **accession number**.

4 Select the check boxes for any additional information as appropriate.

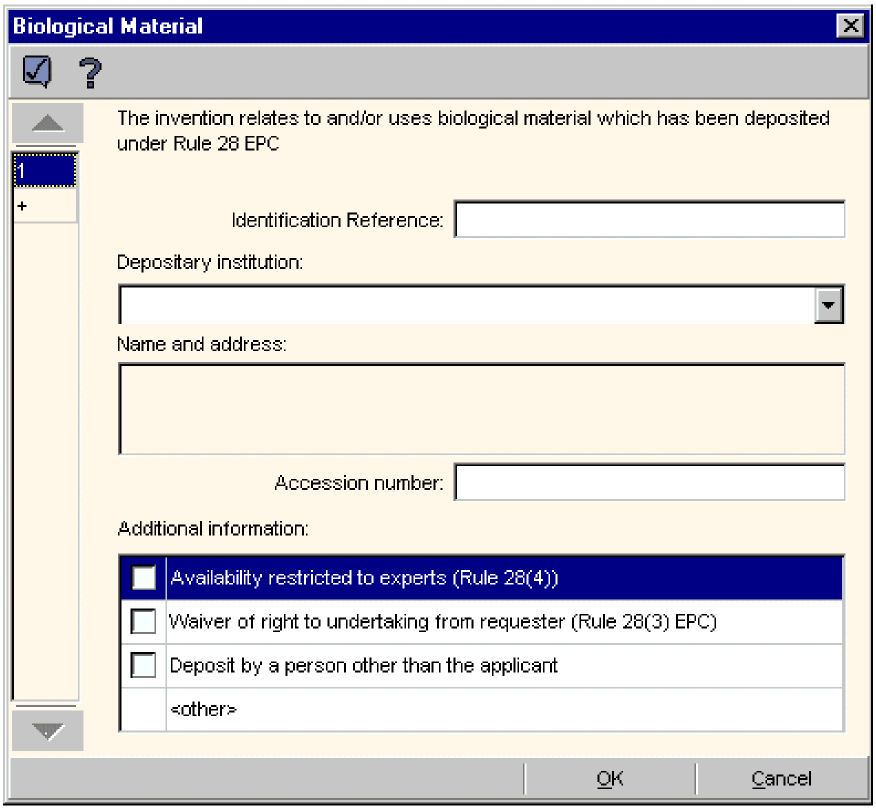


Figure 128: EP(1001E) Depositary institution

Note If you select the check box **Waiver of right to undertaking from requester (Rule 28(3) EPC)**, a new item is added to the Contents section, Other Documents tab. For more information see **EP(1001E) Contents, Other documents tab** (p 51).

If you select the check box **Deposit by a person other than the applicant**, the **Additional information** window opens.

1 Complete the name and address of the other person.

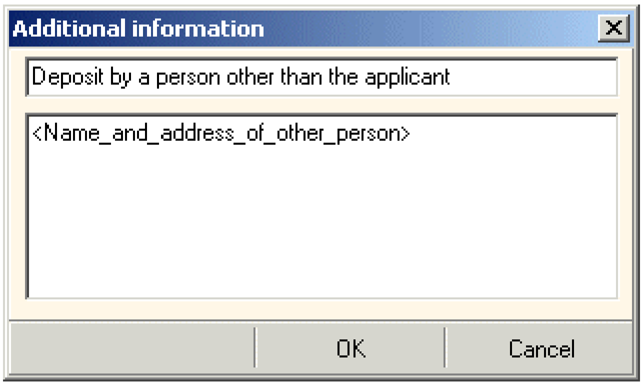


Figure 129: EP(1001E) Deposit by person other than applicant

17.1 Attaching receipts for biological material

Once you complete the details for the deposit of biological materials, the **Contents** section, **Other Documents** tab of EP(1001E) displays a new document type: **Receipt(s) of deposit (biological material).**

To attach the electronic copy of the receipt:

1 In the EP(1001E) **Contents** section, click **Other Documents**.

2 Double-click **Receipt(s) of deposit (biological material)**.

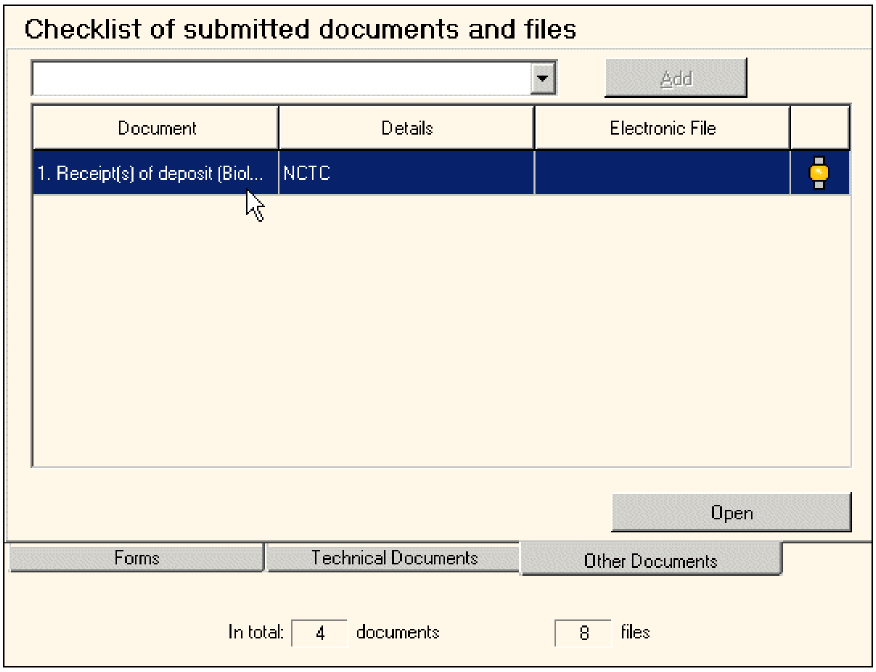


Figure 130: EP(1001E) Opening receipt(s)

The **Documents** window opens

3 With **Receipt(s) of deposit (biological material)** selected on the left, click the **Browse** button and attach the document.

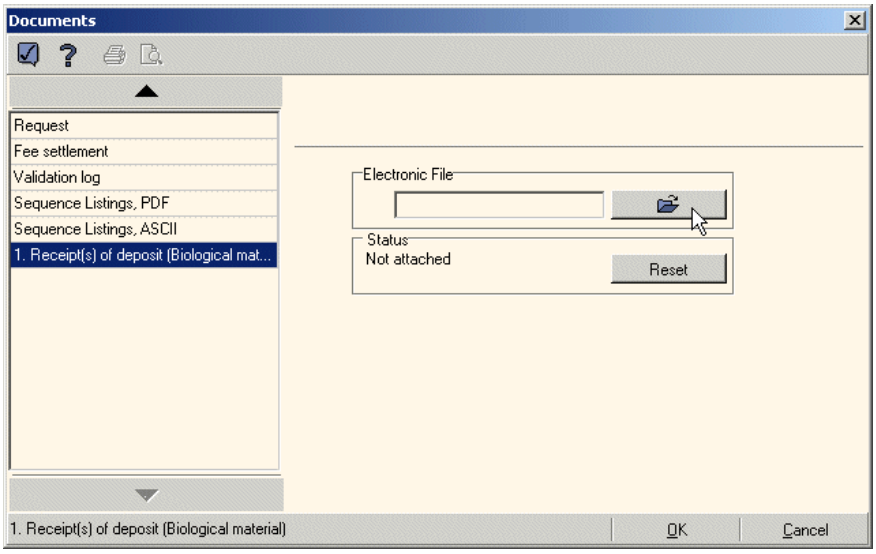


Figure 131: Attaching receipt(s) of deposit (biological material)

The file is renamed to **BIOM-1.PDF**. This name is for internal processing only, and the original file is not modified at all.

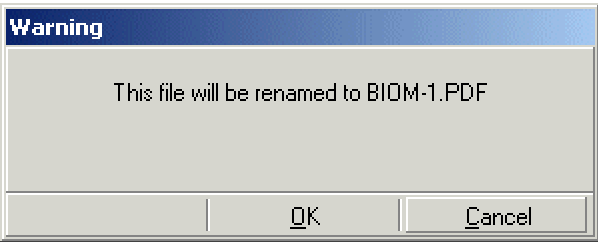


Figure 132: Receipt for biological material renamed

17.1 Removing receipts

1 In the EP(1001E) **Contents** section, **Other Documents** tab, **Documents** window, with **Receipt(s) of deposit (biological material)** selected on the left, click **Reset**.

The attached document is removed.

Note The original document is not changed.

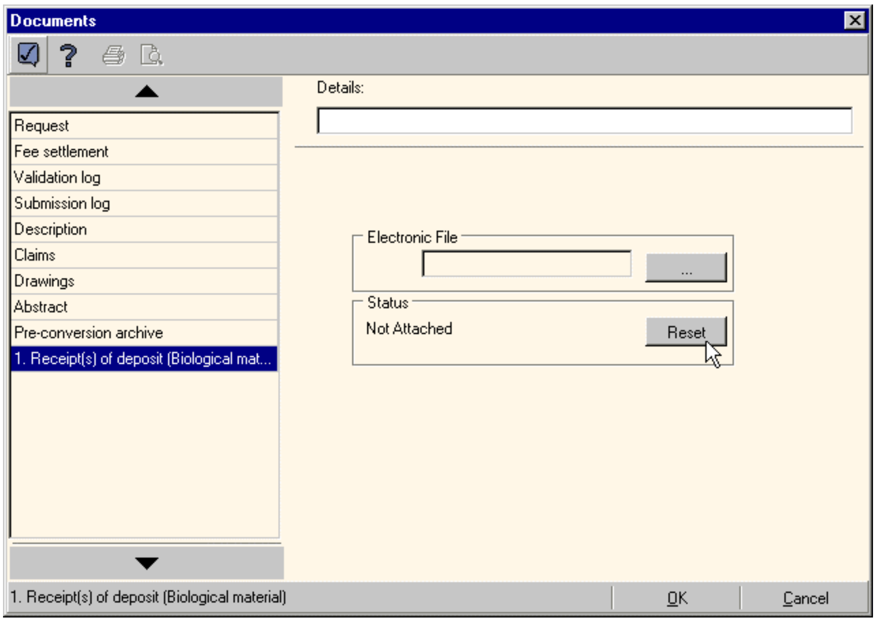


Figure 133: Removing receipt of deposit

Biological material shortcut menu

Right-click an item in the **Biological Material** section of EP(1001E) to see the shortcut menu. You can **Undo, Delete** or **Copy** deposit information. You can add notes. The notes for all sections are viewable in the **Annotate** section.

17.2 EP(1001E) Nucleotide and amino acid sequences

1 In the EP(1001E) **Biological Material** section, select the option for nucleotide and amino acid sequences if appropriate.

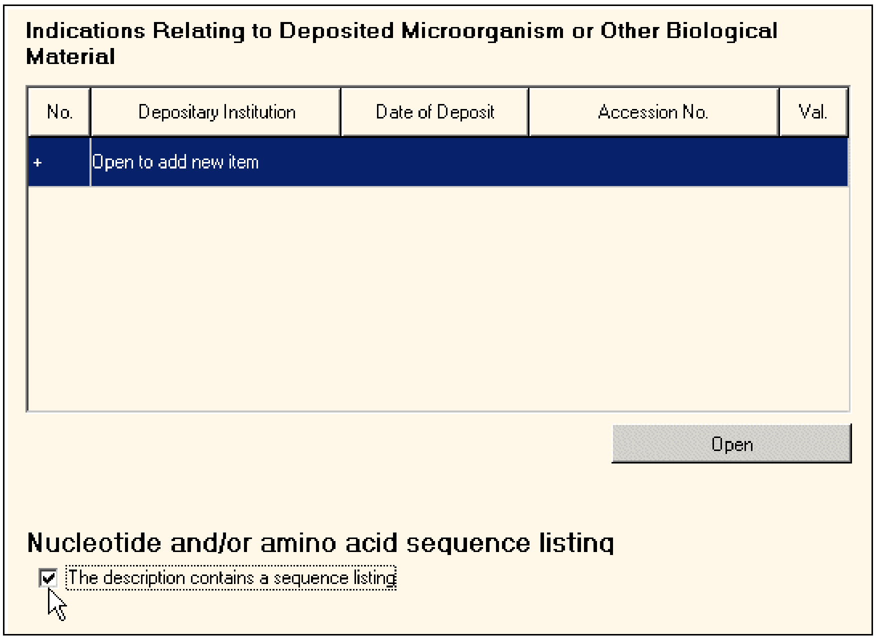


Figure 134: Nucleotide and/or amino acid sequence listing

This automatically adds two document headings to the **Contents** section, **Technical Documents** tab:

- Sequence Listings, PDF
- Sequence Listings, ASCII

Sequence Listings, ASCII has a file extension of **TXT**.

Procedural note Both sequence listings are mandatory. The sequence listing in PDF format must be provided with the filing. The sequence listing in ASCII format may be provided subsequent to filing.

17.3 EP(1001E) Attaching sequence listings

To attach the mandatory documents:

1 In the EP(1001E) **Contents** section, **Technical Documents** tab, double-click a **Sequence Listing** option.

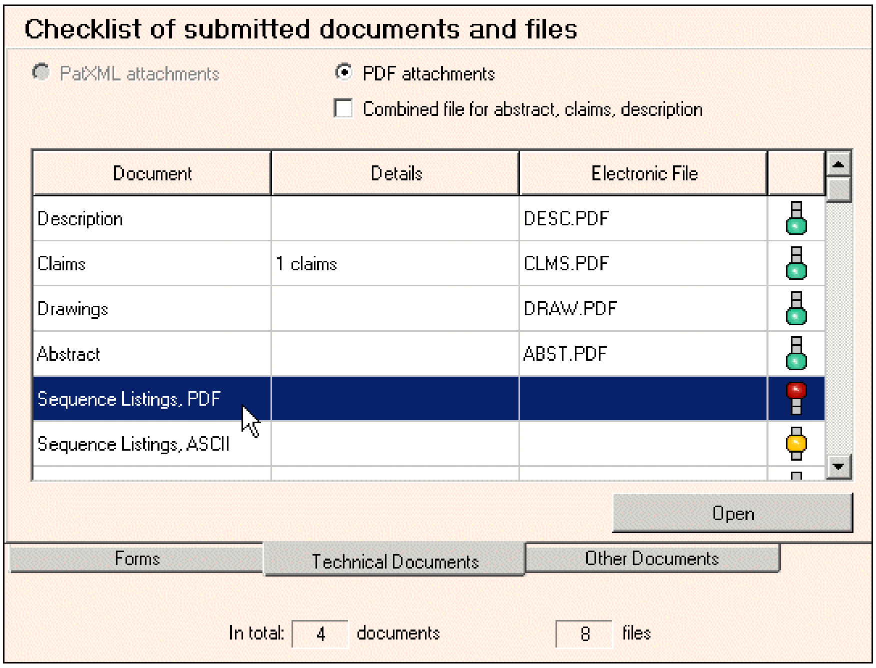


Figure 135: EP(1001E) Contents, Sequence listings added

The **Documents** window opens.

2 **Browse** to the file location and attach the document.

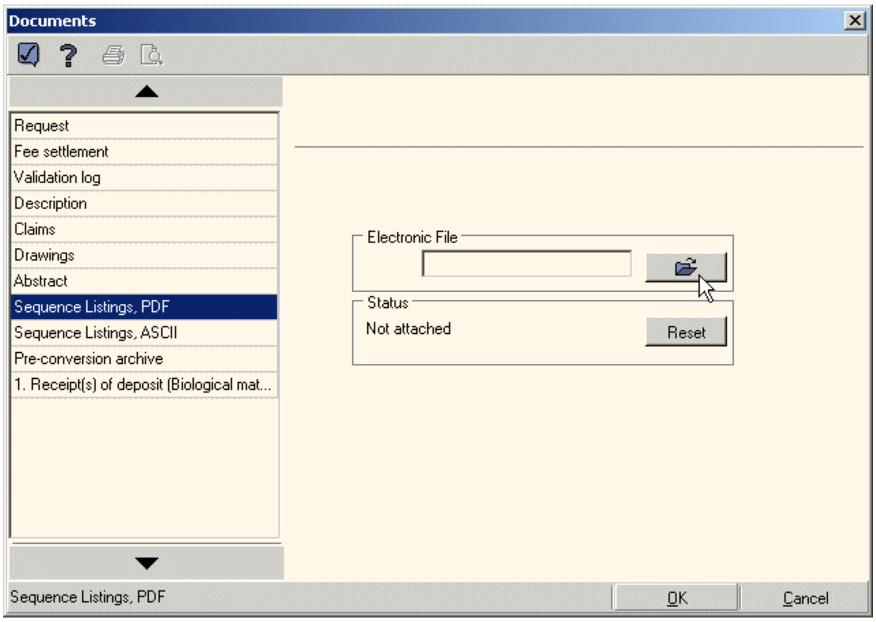


Figure 136: EP(1001E) Attaching sequence listing, PDF

The file is renamed to **SEQLPDF.PDF**. This name is for internal processing only, and the original file is not modified at all.

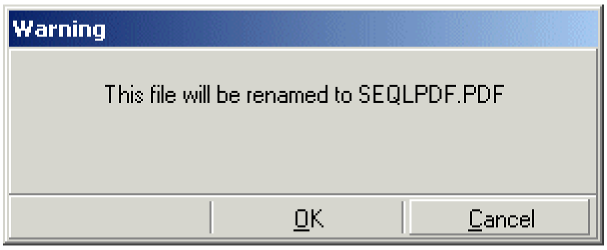


Figure 137: Sequence listing PDF renamed

1 Repeat this process to attach the sequence listing in ASCII format.

The file is renamed to **SEQLTXT.TXT**.

Figure 138: Sequence listing TXT renamed

18 EP(1001E) Contents

The **Contents** section of EP(1001E) is where you attach the documents which support your patent application. Attached documents are copies of the original. If the original changes and you wish to include the changes in the patent application, you will need to reattach it.

The **Contents** section of EP(1001E) has three tabs:

- **Forms**

Forms attached automatically.

- **Technical Documents**

Mandatory documents attached to support the patent application.

- **Other Documents**

Additional information that may be attached to the patent application.

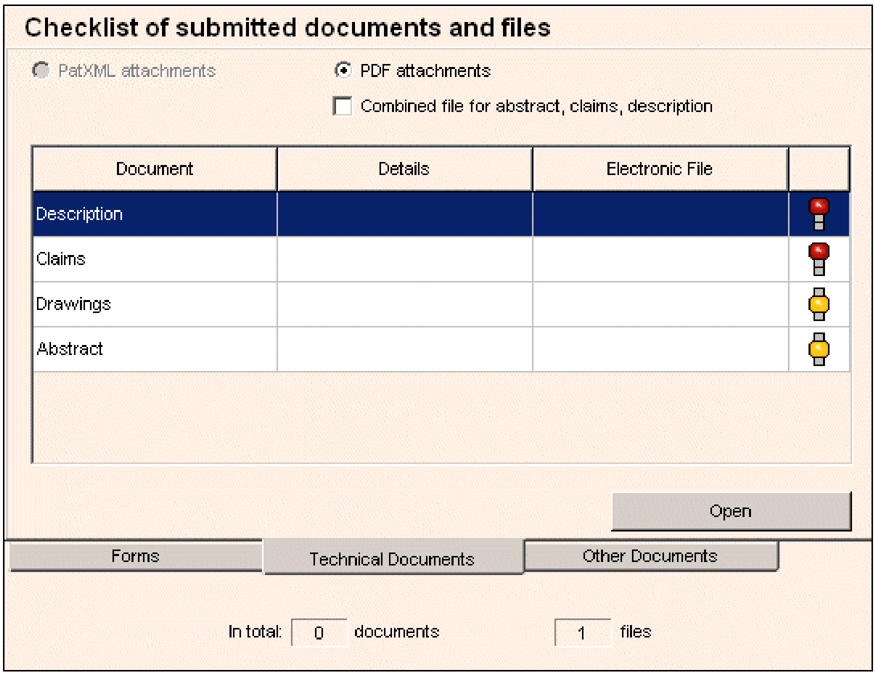


Figure 139: Contents section, opening view

18.1 Document preparation

Note The EPO can only accept documents prepared with the correct settings. The key points to remember are:

- Correct fonts must be chosen in order to display information correctly, including characters such as mathematical formulae and Greek characters.
- Paper size must be A4.
- Page orientation must be Portrait.

Portable Document Format hints and tips (p 275)

18.2 EP(1001E) Contents, Forms tab

The **Forms** tab of EP(1001E) contains the following documents as standard.

Form	Description
Requests	The current patent application EP(1001E) The system prepares this in Portable Document Format and names it EPF1001.PDF.
Fee settlement	Reserved for future development.
Validation log	A summary of validation messages.

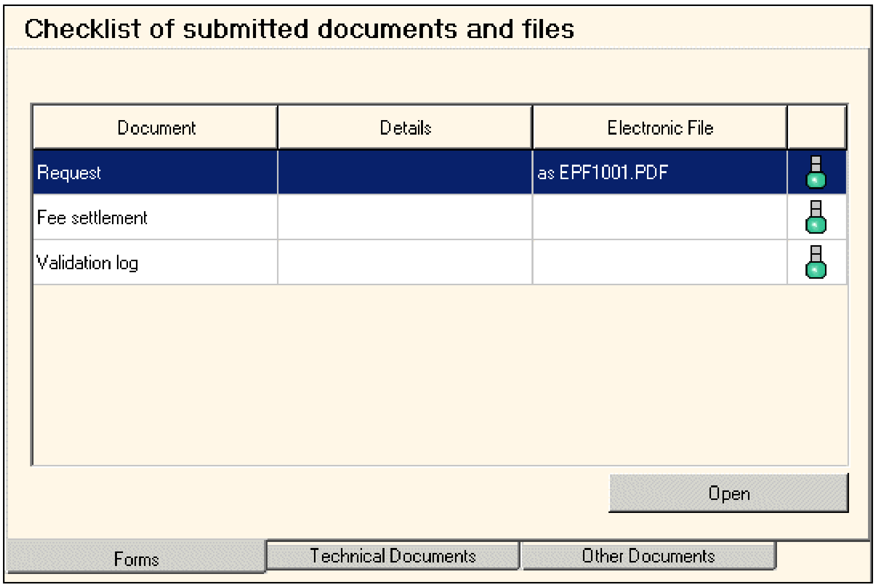


Figure 140: EP(1001E) Contents, Forms

Other documents may appear in the list, depending on the options selected.

18.3 EP(1001E) Contents, Technical documents tab

The **Technical Documents** tab of EP(1001E) is where the documents supporting the patent application are attached. These documents can be prepared in PatXML or PDF format.

- **PatXML**

A **PatXML** document is a combined file called **Application body**. It contains the description, claims, abstract and drawings. The starting and ending pages for each section are calculated automatically.

- **PDF**

PDF documents can be attached as separate files or as a combined file.

Note If you select a different option after attaching documents, the documents are automatically removed from the current form. The original documents are not changed.

18.3.1 PatXML attachments

1 In the **Contents** section, select the option **PatXML attachments**.

2 Double-click **Application body**.

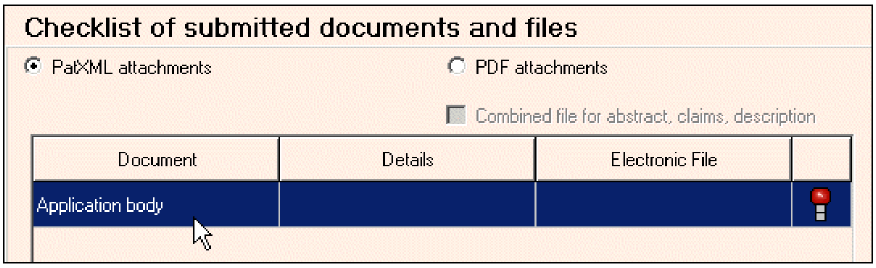


Figure 141: PatXML attachments

The **Documents** window opens.

3 Enter the **number of claims**.

4 If appropriate, enter the **number of figures** and the **figure to be published with abstract**.

5 Click the **Browse** button and attach the relevant document.

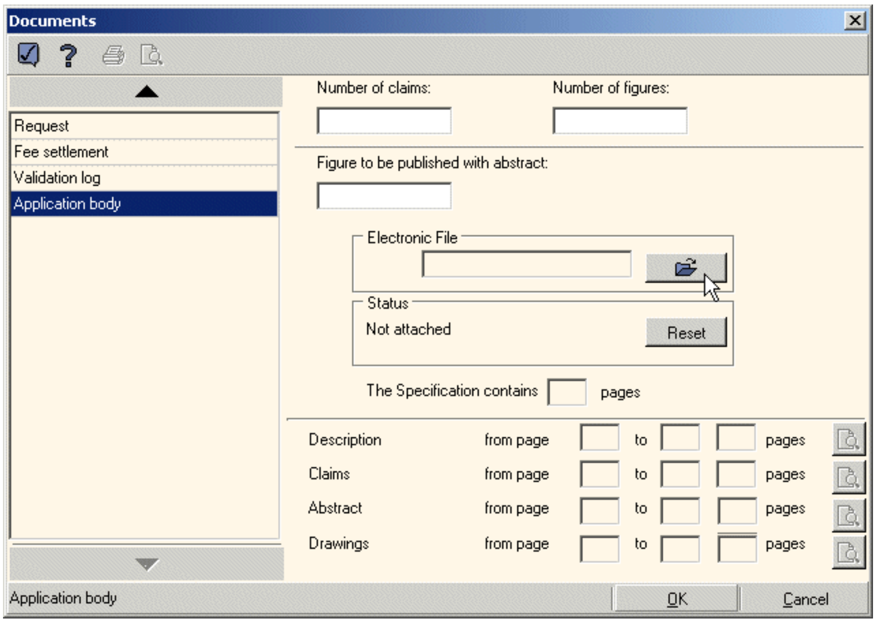


Figure 142: PatXML Attaching Application body

This document is attached automatically and named **application-body.xml**.

The beginning and ending page numbers for the description, claims, abstract and drawings are entered automatically. The total number of pages is calculated automatically.

18.3.2 Attaching separate PDF files

As a minimum the **description** and **claims** must be attached. The **number of claims** and the **abstract** are mandatory but may be provided subsequent to filing.

1 In the EP(1001E) **Contents** section, select the option **PDF documents**.

2 Double-click a **document type** to open the **Documents** window.

3 In the **Documents** window click the **Browse** button and attach the document.

18.3.3 Attaching description

1 In the **Contents** section, **Technical Documents** tab, select the option **PDF attachments**.

2 Double-click **Description** to open the **Documents** window.

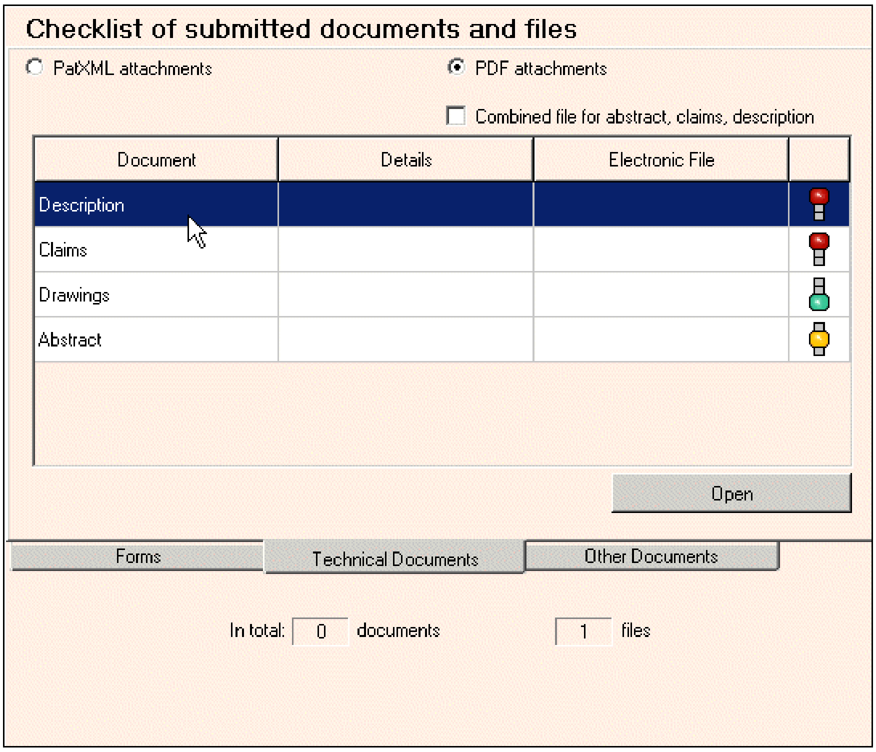


Figure 143: Description

3 With **Description** selected on the left, click the **Browse** button.

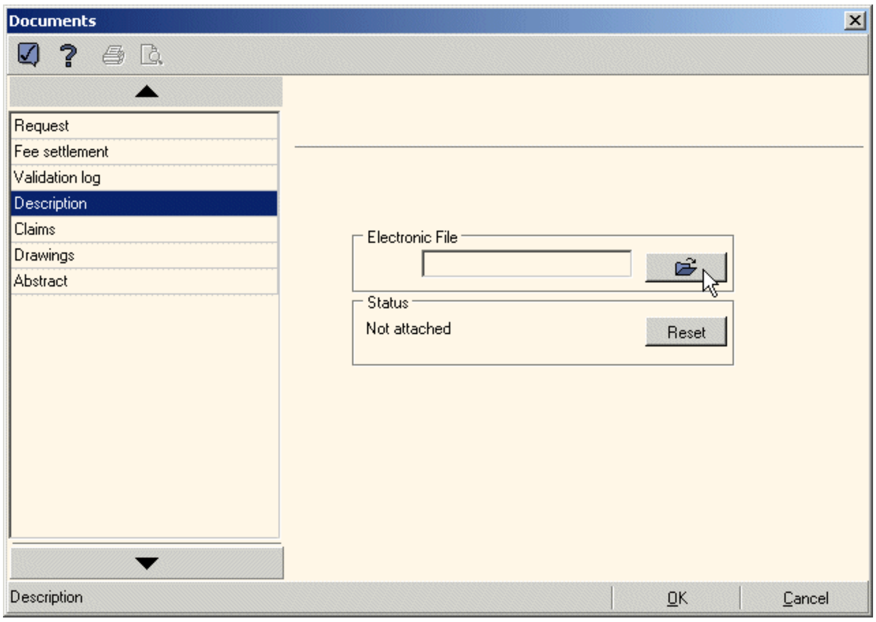


Figure 144: EP(1001E) Attaching description

4 Navigate to the folder where the Description document is filed.

5 Select the relevant document and click **Open**.

The file is renamed to **DESC.PDF**. This name is for internal processing only, and the original file is not modified at all.

Figure 145: Description file renamed

18.3.4 Attaching claims

1 In the **Contents** section, **Technical Documents** tab, select the option **PDF attachments**.

2 Double-click **Claims** to open the **Documents** window.

3 With Claims selected on the left, enter the **number of claims**.

4 Click the **Browse** button.

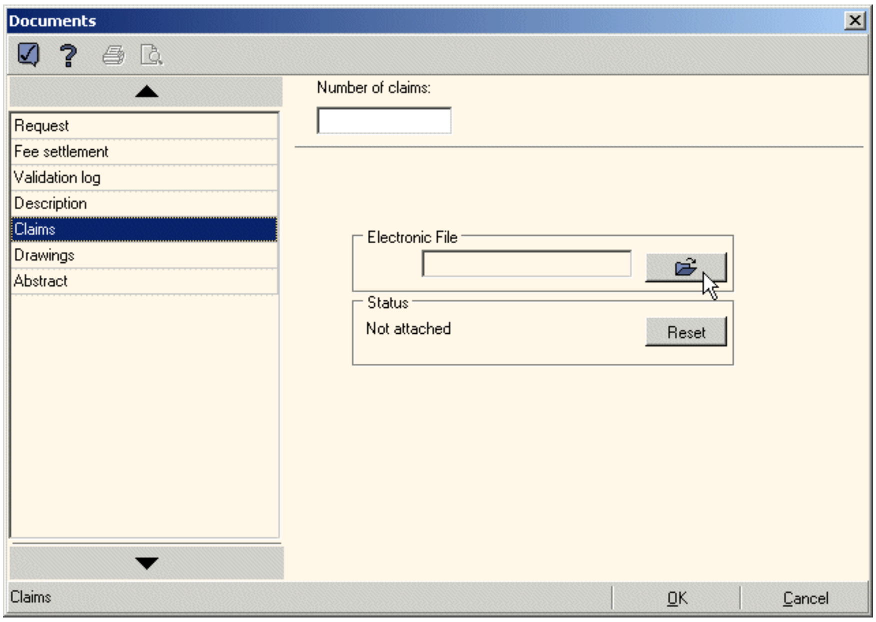


Figure 146: Attaching claims

5 Navigate to the folder where the Claims document is filed.

6 Select the relevant document and click **Open**.

The file is renamed to **CLMS.PDF**. This name is for internal processing only, and the original file is not modified at all.

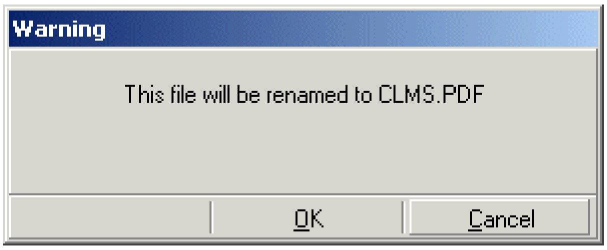


Figure 147: Claims file renamed

18.3.5 Attaching drawings

1 In the **Contents** section, **Technical Documents** tab, select the option **PDF attachments**.

2 Double-click **Drawings** to open the **Documents** window.

3 With Drawings selected on the left, enter the **number of figures**.

4 Click the **Browse** button.

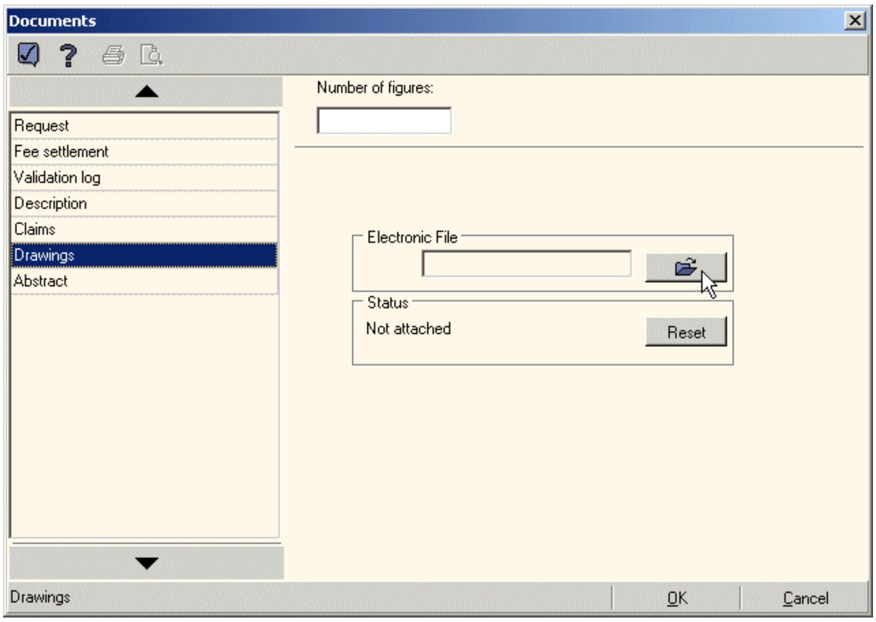


Figure 148: Attaching drawings

5 Navigate to the folder where the Drawings document is filed.

6 Select the relevant document and click **Open**.

The file is renamed to **DRAW.PDF**. This name is for internal processing only, and the original file is not modified at all.

Figure 149: Drawing file renamed

18.3.6 Attaching abstract

1 In the **Contents** section, **Technical Documents** tab, select the option **PDF attachments**.

2 Double-click **Abstract** to open the **Documents** window.

3 With Abstract selected on the left, enter the **figure to be published with abstract** if required.

4 Click the **Browse** button.

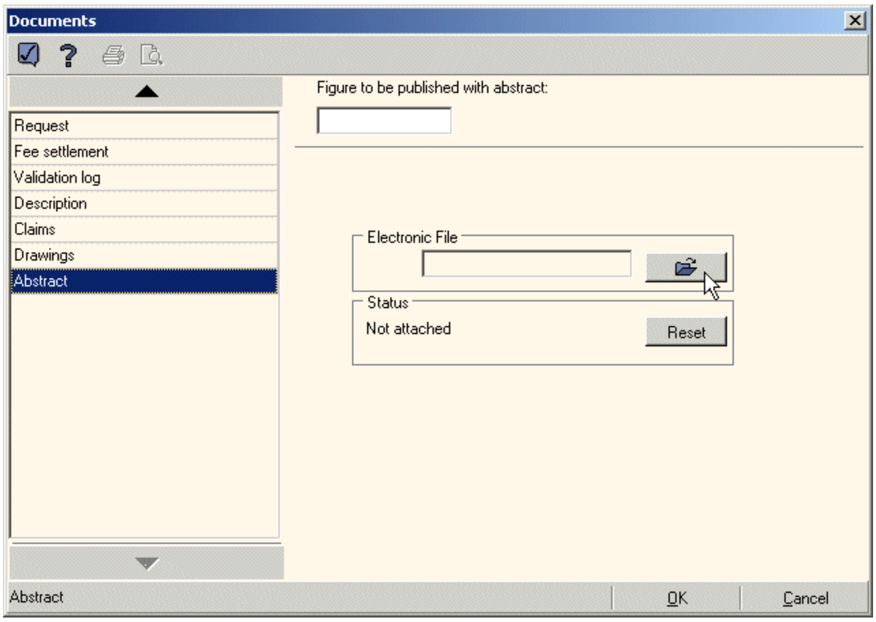


Figure 150: Attaching abstract

5 Navigate to the folder where the Abstract document is filed.

6 Select the relevant document and click **Open**.

The file is renamed to **ABST.PDF**. This name is for internal processing only, and the original file is not modified at all.

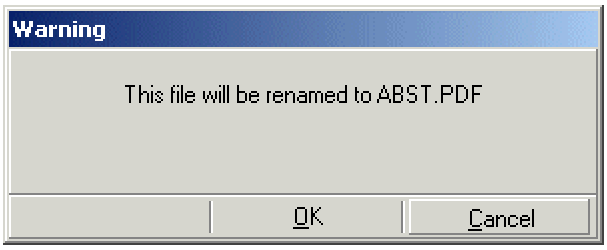


Figure 151: Abstract file renamed

18.3.7 Attaching combined PDF file

1 In the **Contents** section, select the option **PDF attachments**.

2 Select the check box **Combined file for abstract, claims, description**.

3 Double-click **Specification** to open the Documents window.

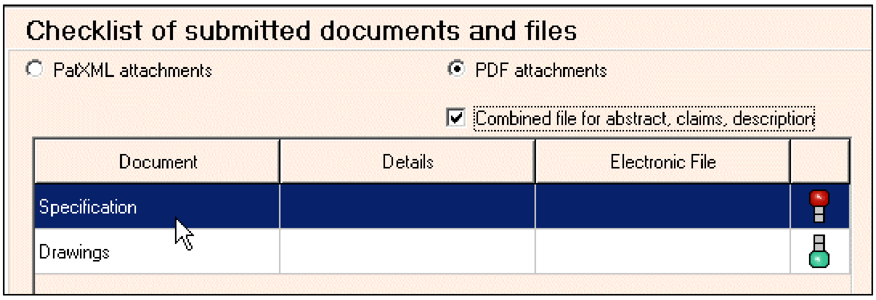


Figure 152: Contents, Combined specification

4 In the **Documents** window enter the **number of claims**.

5 Enter a **figure to be published with abstract** if appropriate.

6 Click the **Browse** button and attach the specification file.

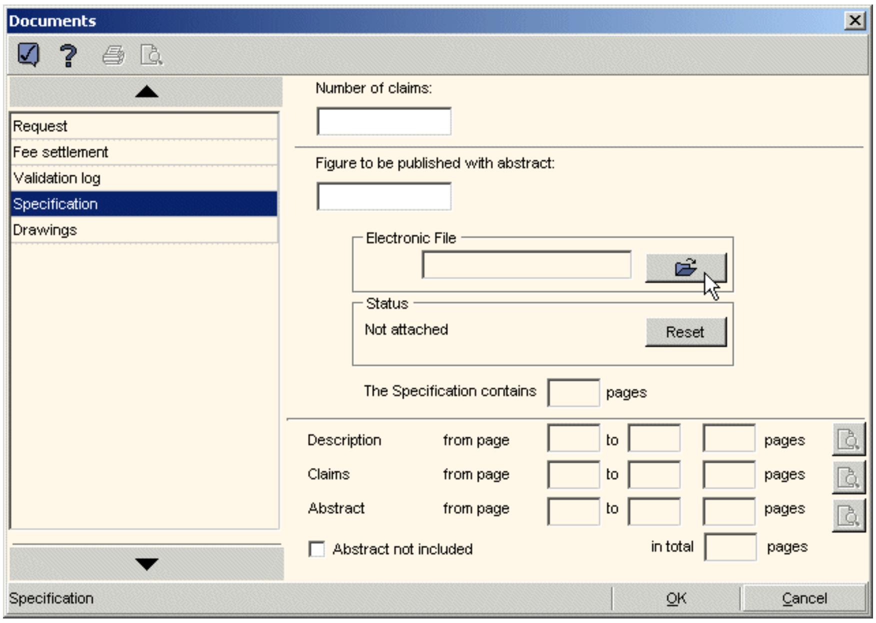


Figure 153: EP(1001E) Contents, attaching specification

The total number of pages is calculated automatically.

7 Enter the **starting and ending page numbers** for each section.

Sections must not overlap, and all pages must be accounted for.

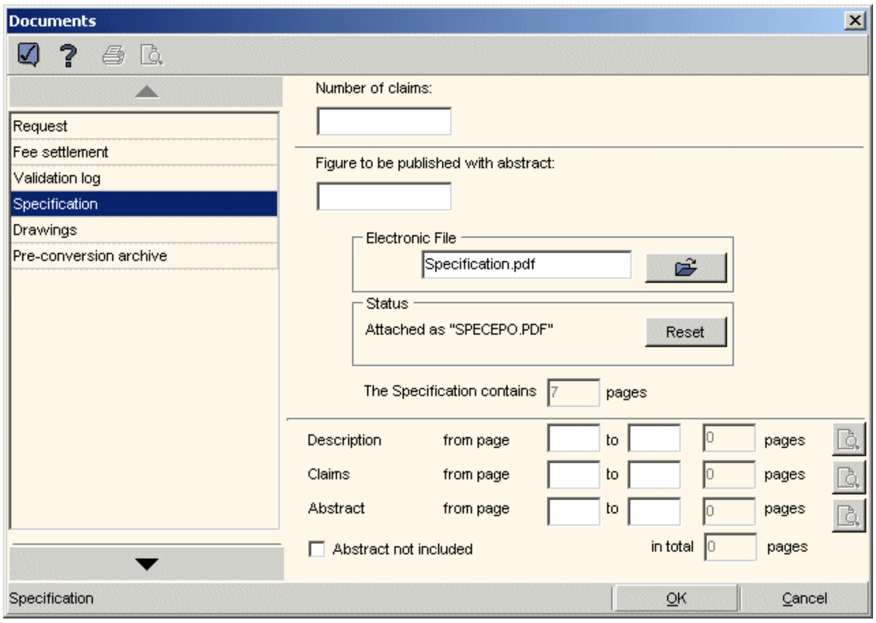
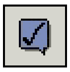


Figure 154: Entering page numbers for combined specification

Note In the Contents section, click the **Validation** button to see any explanatory messages.



In the example below, the validation message indicates that a mistake was made when entering the page numbers for the combined file specification. Overlapping page numbers are not allowed in the combined specification sections and all pages must be accounted for.

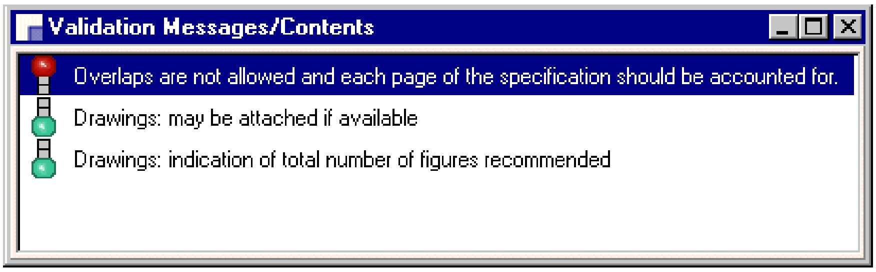


Figure 155: Contents, Validation Messages

18.4 EP(1001E) Contents, Other Documents tab

The **Other Documents** tab does not contain any mandatory documents. However, you can add documents to this tab. First select the kind of document you require, and then attach the file.

Note With Online Filing version 2.10SP2 you may now attach digitally certified US priority documents. In the list of document types select OTHER and the option **US priority document in electronic format**, and then follow the instructions.

However, it is recommended that this feature is not used with Acrobat Reader version 4 as the document can neither be viewed in Online Filing nor opened with the Acrobat reader. Later versions of the Acrobat Reader may be used.

1 In the EP(1001E) **Contents** section, **Other Documents** tab, select a type of document and click **Add**.

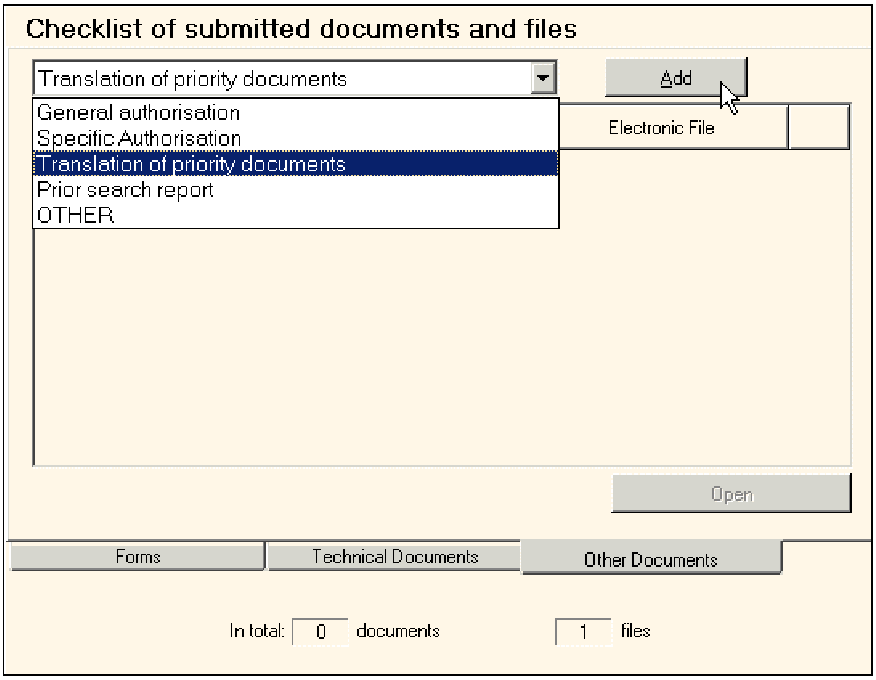


Figure 156: EP(1001E) Contents, Other Documents tab, Translation

The document item is added to the **Checklist of submitted documents and files**.

2 Double-click the document item to open the **Documents** window.

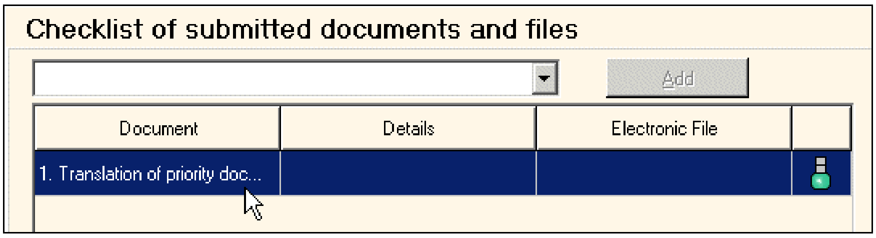


Figure 157: EP(1001E) Opening translation of priority documents

3 In the **Documents** window, type any **Details** you require.

4 Click the **Browse** button and attach the document.

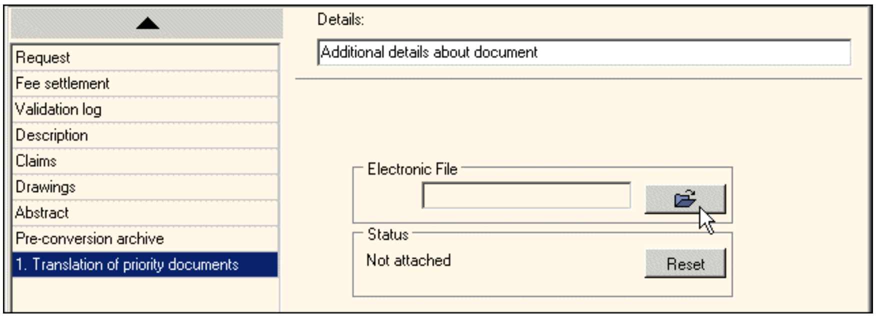


Figure 158: EP(1001E) Attaching translation of priority document

18.4.1 Adding document type OTHER

1 In the EP(1001E) **Contents** section, **Other Documents** tab, select the document type **OTHER** and click **Add**.

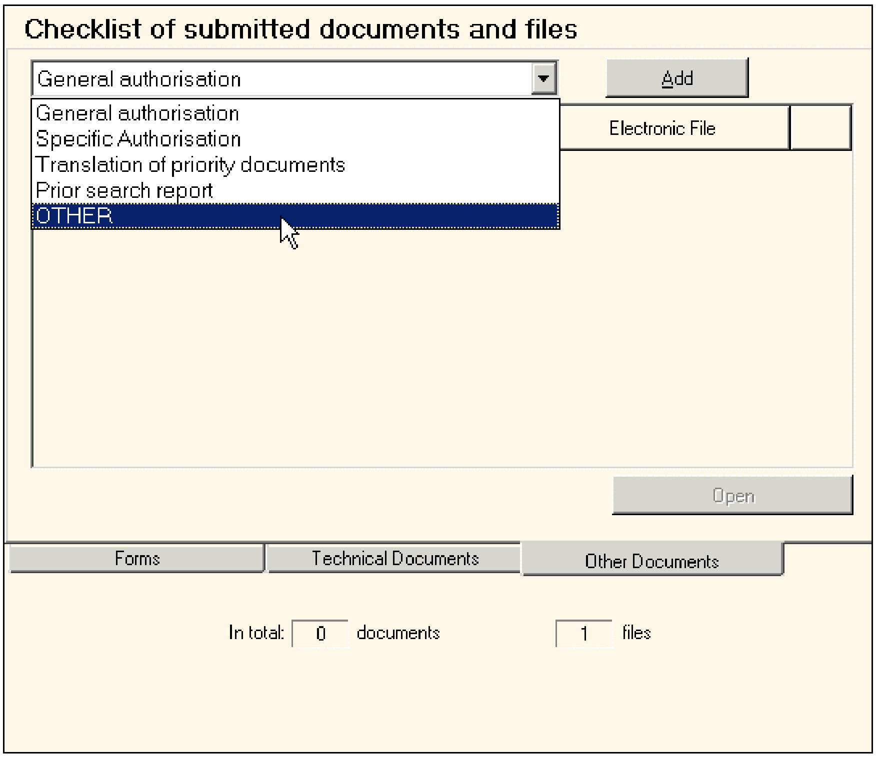


Figure 159: EP(1001E) Selecting document type OTHER

The word **<specify>** appears.

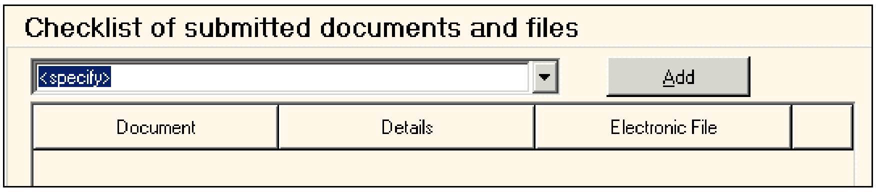


Figure 160: Document type OTHER, specify

2 Type a name for the document and click **Add**.

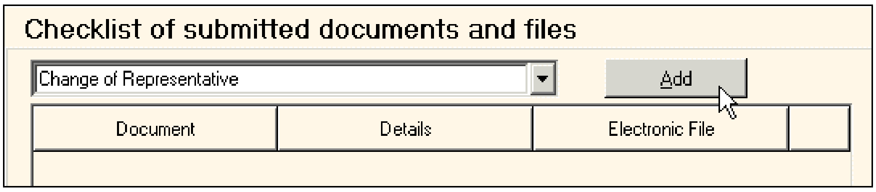


Figure 161: Document type OTHER, sample data

3 Double-click the document item to open the **Documents** window.

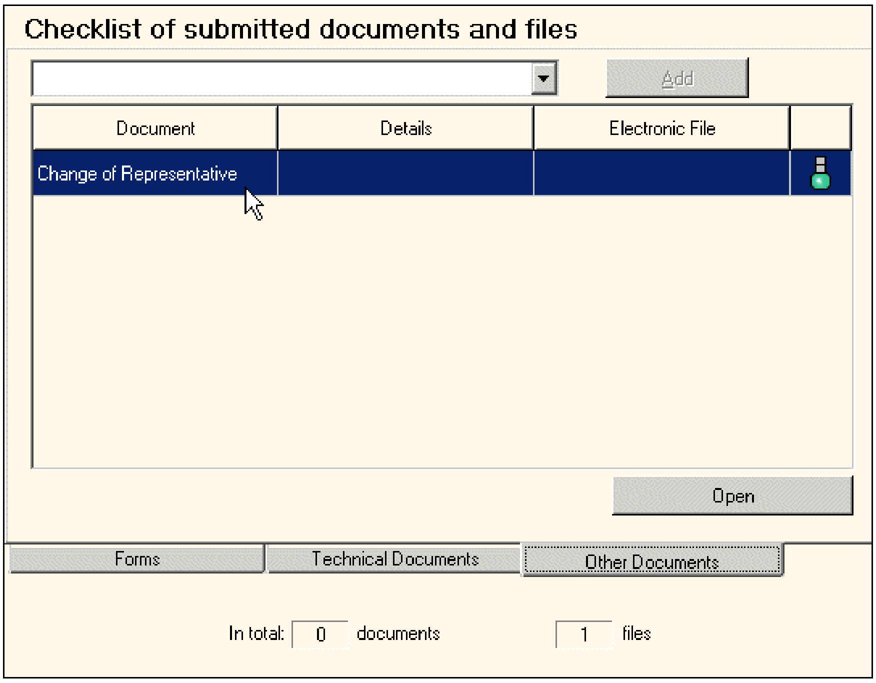


Figure 162: Opening document item, sample data

4 In the **Documents** window, type any **Details** you require.

5 Click the **Browse** button and attach the document.

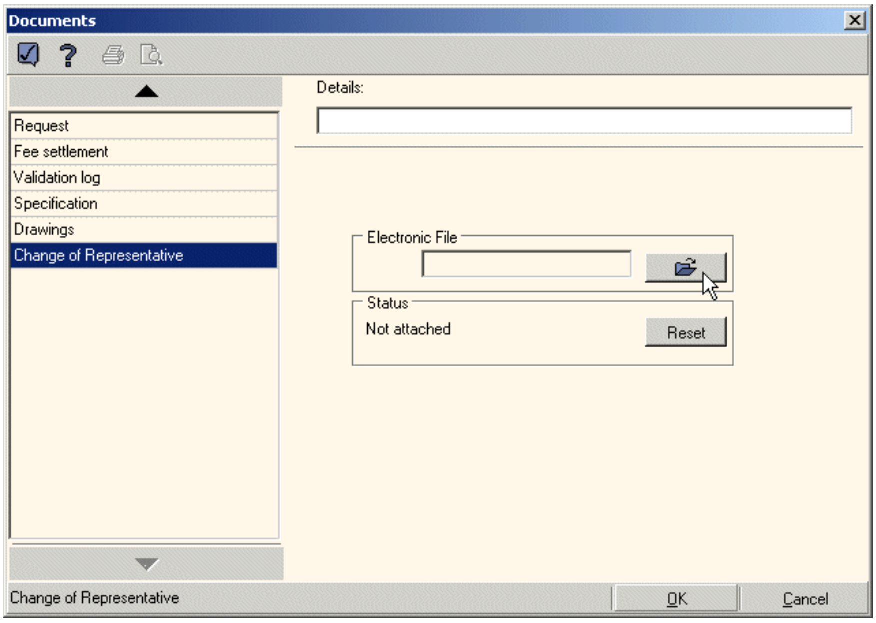


Figure 163: Attaching document type OTHER, sample data

18.4.2 Removing attachments

1 In the **Contents** section, double-click the document you wish to remove to open the Documents window

2 With the document selected, click **Reset**.

The attachment is removed.

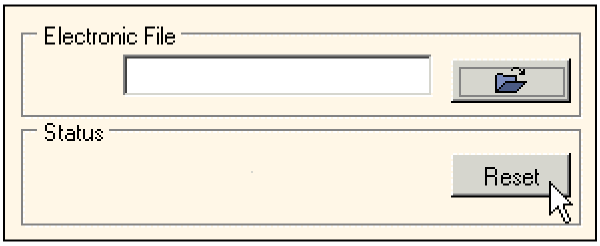


Figure 164: Removing attachments

Note Only the copy attached to the patent application is removed. The original document is not affected.

19 EP(1001E) Payment

The **Payment** section of EP(1001E) is where you specify the mode of payment and give details of the account number and account holder.

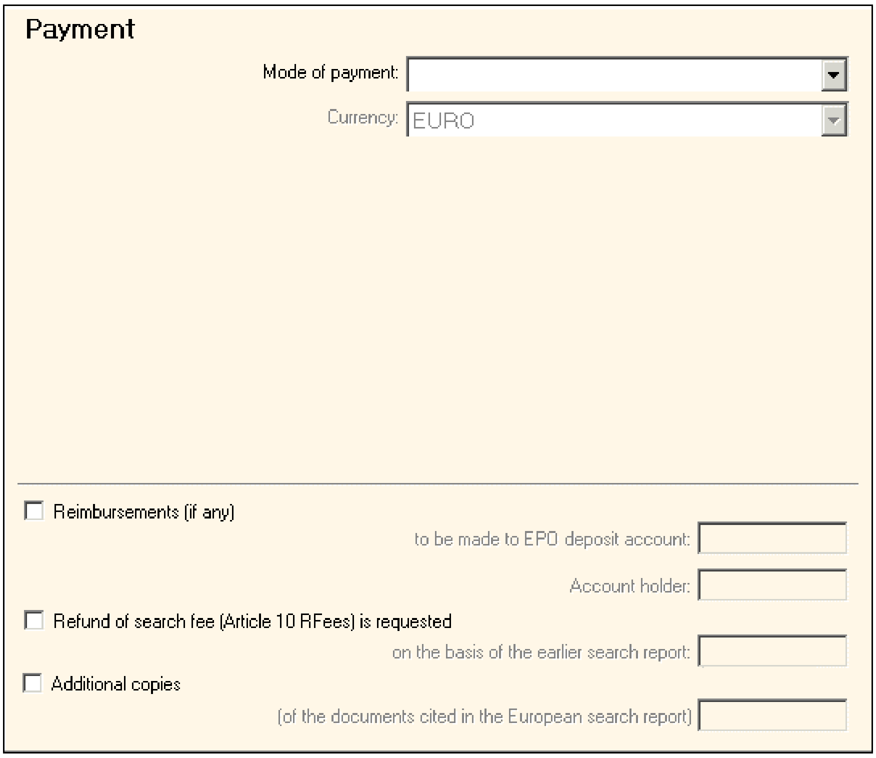


Figure 165: EP(1001E) Payment

To specify the payment details:

1 Select an option from the **Mode of payment** list.

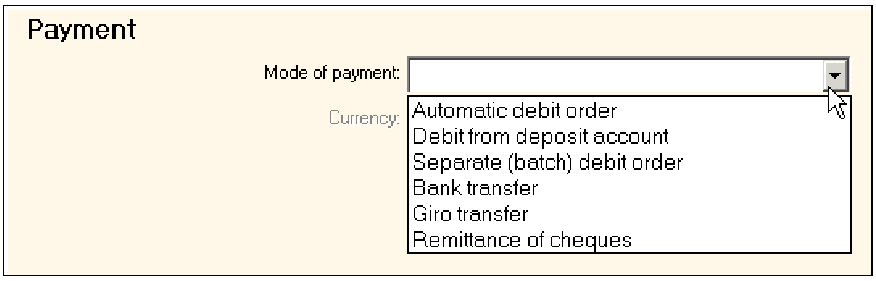


Figure 166: EP(1001E) Payment, modes

Depending on the **Mode of payment** selected, additional options are displayed for completion.

For options requiring an account number, the number must consist of eight digits, starting with **28**.

2 Complete any further options.

Payment shortcut menu

Right-click an item in the **Payment** section of EP(1001E) to see the shortcut menu. You can undo the last action or use the **Clipboard** to copy or paste text. You can also create notes. The notes for all sections are viewable in the **Annotate** section.

20 EP(1001E) Fees

The **Fees** section of EP(1001E) is where fees associated with the submission are calculated.

The Fees section has three tabs:

- **Standard Fees**

Fees normally associated with an EP(1001E) patent application, for example, Filing, Search and Claims.

- **Other Fees**

Priority document and subsequent renewal fees.

- **Additional Fees**

All non-standard fees.

The fees displayed in the **Fees** section of EP(1001E) depend on the option you chose in the **Payment** section. The fee information is held in File Manager, **Tools, Maintenance**. You can only view it here. Fee schedules are located in the File Manager, Tools, Maintenance. **Live Update** provides a service for updating the Online Filing software itself, plus the maintenance and fees data. The Live Update option is located in File Manager **Tools, Settings**.

Fees shortcut menu

Right-click an item in the **Fees** section of EP(1001E) to see the shortcut menu. You can add notes. The notes for all sections are viewable in the **Annotate** section.

20.1 EP(1001E) Fees, Standard Fees tab

1. In the EP(1001E) **Fees** section, click the **Standard Fees** tab.
2. Select the date from the **Fee schedule for EUR valid as of:** list.

The standard fees and their descriptions are listed, with the relevant options selected.

The total amount due is displayed in the lower part of the form.

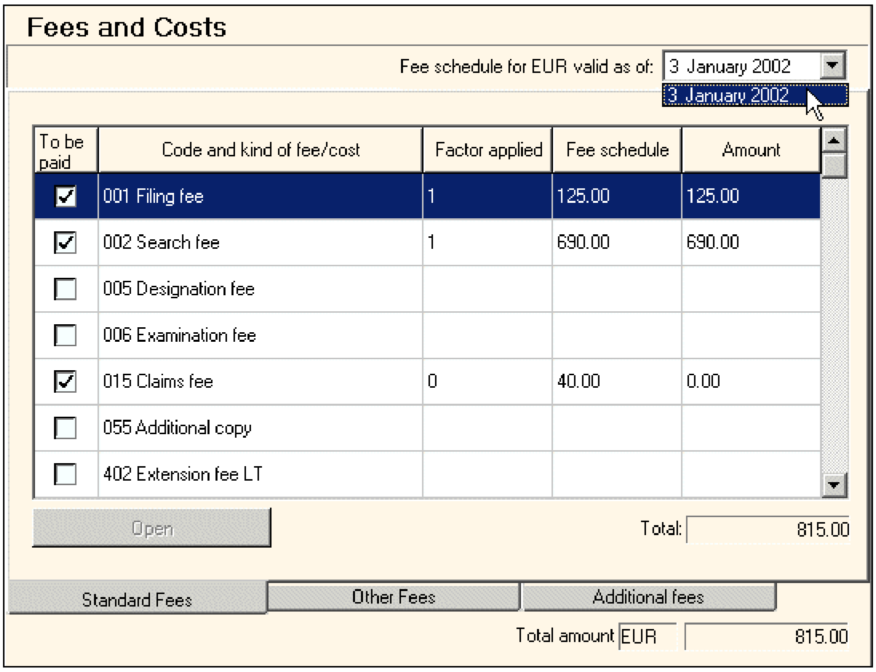


Figure 167: EP(1001E) Fees, Standard Fees tab

20.2 EP(1001E) Fees, Other Fees tab

1. In the EP(1001E) **Fees** section, click the **Other Fees** tab.
2. Select a **date** from the **Fee schedule for EUR valid as of:** list.
3. Select the check boxes for the fees you wish to see.

The amounts are imported from the fee schedule.

The total amount due is displayed in the lower part of the form.

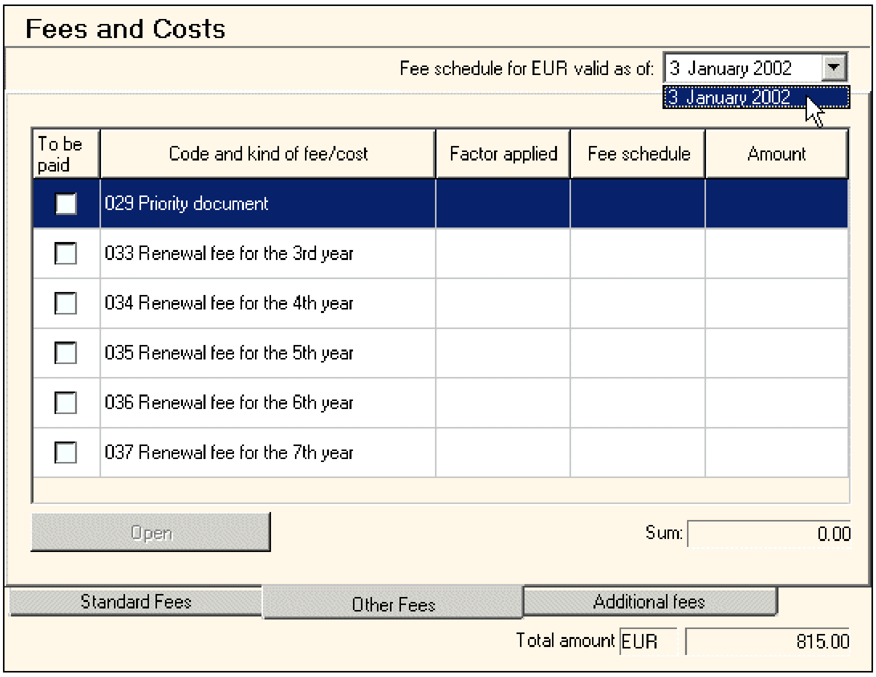


Figure 168: EP(1001E) Other Fees, selecting date

20.3 EP(1001E) Fees, Additional Fees tab

1. In the EP(1001E) **Fees** section, click the **Additional Fees** tab.
2. Select the date from the **Fee schedule for EUR valid as of:** list.
3. Select the check boxes for the fees you wish to see.

The fees are displayed.

The total amount due is displayed in the lower part of the form.

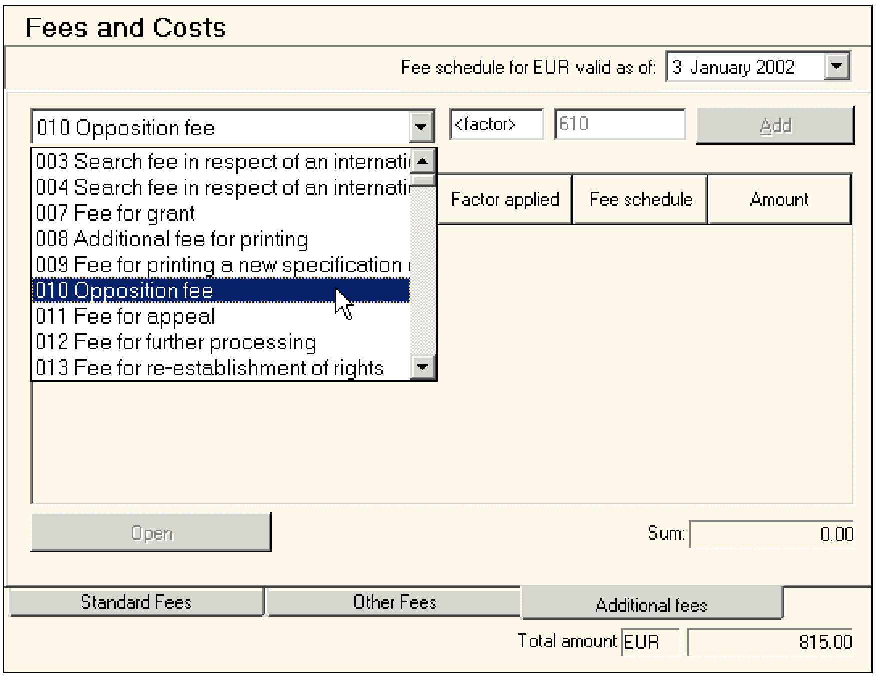


Figure 169: EP(1001E) Fees, Additional Fees tab

Note The Additional Fees option is targeted for future development.

21 EP(1001E) Annotate

The **Annotate** section is where you can see all the notes that have been made for this application. You can also add notes here. A **note (for EPO)** is a comment intended for those receiving the application as part of the data submitted. A **note (internal)** is for internal use only and is not transmitted to the EPO.

21.1 Adding notes

1 In the **Annotate** section select a **type of note** and click **Add**.

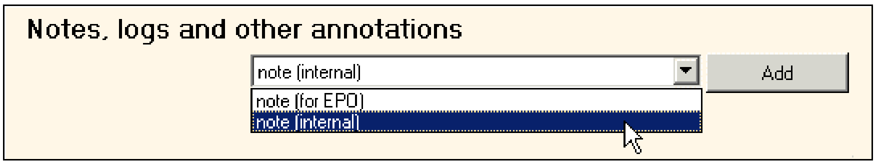


Figure 170: Adding a note

The **Note** window opens.

2 Type the **information** you require.

You can also add notes from the shortcut menus of other sections.

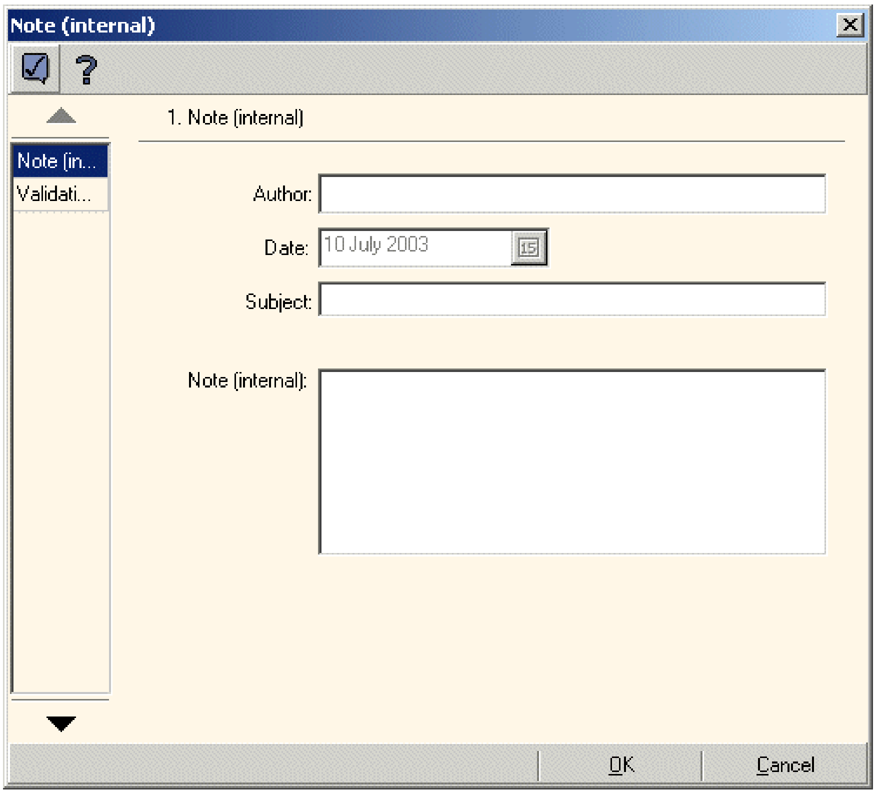


Figure 171: Annotate, completing note details

21.1.1 Deleting notes

1 In the **Annotate** section, click a note to select it.

2 Right-click the note to display the shortcut menu.

3 In the shortcut menu select **Cut.**

Note This operation cannot be undone.

21.1 Validation log

The **Annotate** section contains the **Validation log** of all the validation messages for the application. You can access the individual messages from the menu for each section.

1 To display **individual validation** messages related to completing the form correctly, click the **Validation** button in the sections.

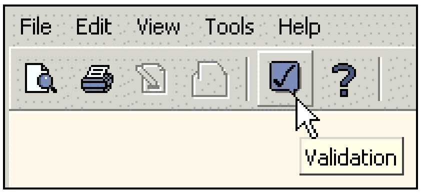


Figure 172: Validation button

Validation messages are displayed for the current section.

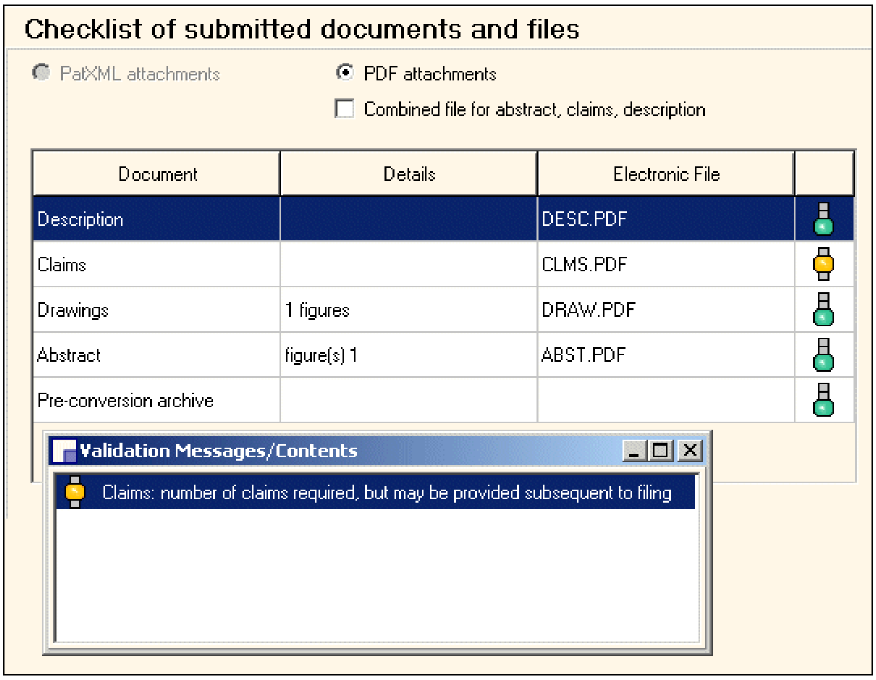


Figure 173: Sample validation messages for EP(1001E), Contents

1 In the EP(1001E) **Annotate** section, double click **Validation log** to see the entire list.

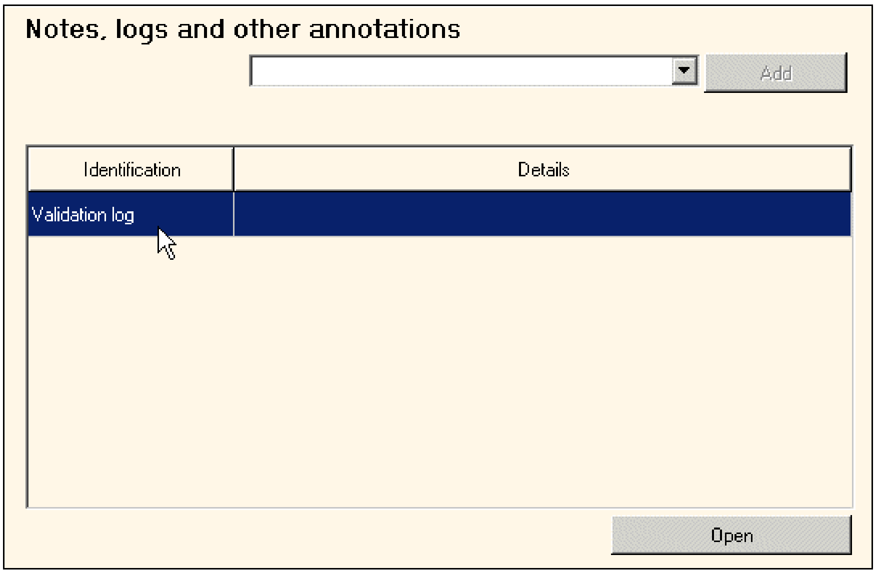


Figure 174: Validation log

The validation log opens.

2 Scroll through the list to see all the messages.

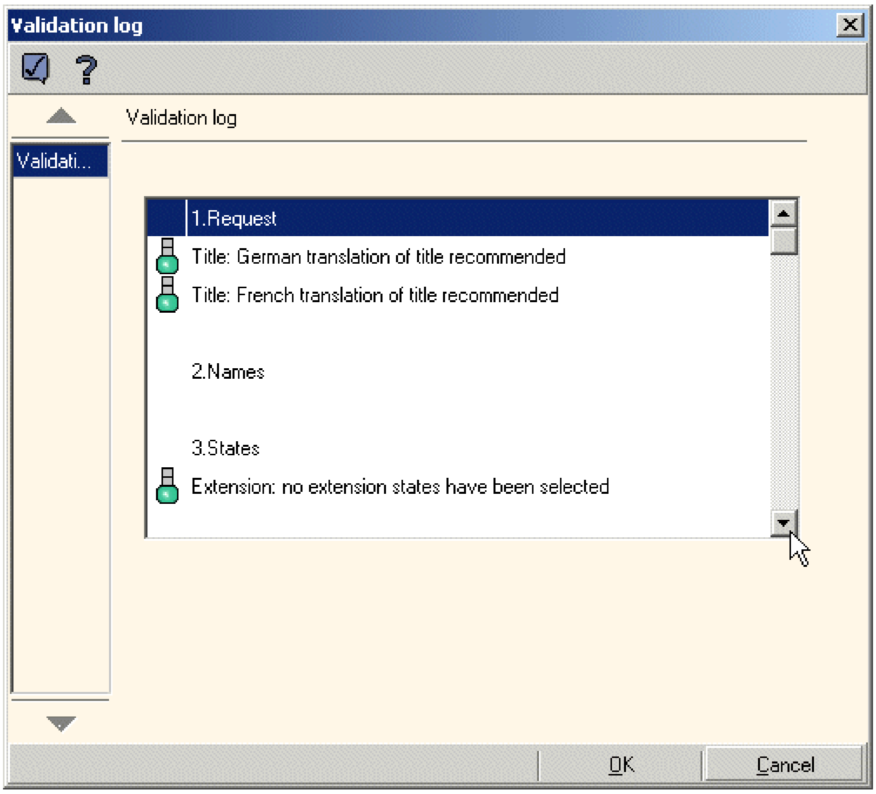


Figure 175: Viewing validation log

Note In addition to checking individual sections, the system also carries out **global validation**, that is, it cross-checks the overall correctness of the patent application. For example, if in the **Biological Material** section you select the option to include a sequence listing, in the **Contents** section the traffic light remains red until you attach the mandatory document.

22 EP(1038E) Overview

EP(1038E) is the name given to the form used in the European patent procedure to submit documents filed subsequently to an application. The form has been designed to allow you to:

- Add applicant and representative information.
- Submit additional documents after the patent application has been sent.

EP(1038E) is organised into four sections to help you process your form.

Section	Comments
Request	Enter the application number.
Names	Add applicant and representative details.
Contents	Attach documents subsequent to filing.
Annotate	Add notes and check the validation log.

When you click a section to select it, the options for that section are displayed. These represent the types of information you need to complete in order to submit subsequently filed documents. The EP(1038E) form also contains a **menu** and a **toolbar**.

As you complete the form, two features will help you decide whether the information you have entered is complete and correct:

For more information see **Traffic lights** (p 235) and **Validation messages** (p 235).

22.1 EP(1038E) Sections

EP(1038E) consists of four sections.

Section	Comments
Request	Enter the application number.
Names	Add applicant and representative details.
Contents	Attach documents subsequent to filing.
Annotate	Add notes and check the validation log.

22.2 EP(1038E) Menu options

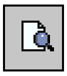
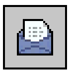
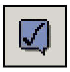
The menu allows you to carry out common tasks. The options available depend on the circumstances.

Menu		Description
File	Sign	Add electronic signatures.
	Save as Ready to Sign	Move to the Ready to Sign folder.
	Save as Draft	Save work so far for later completion.
	Save as Template	Save work as a basis for creating new forms.
	Export unpacked WAD to	Save as XML.
	Export WAD to	Save as XML in compressed ZIP format.
	Preview	Display the form in PDF format.
	Print	Print the current form.
	Close Form	Shut current form.
View	Request	Display the Request section.
	Names	Display the Names section.
	Contents	Display the Contents section.

Menu		Description
	Annotate	Display the Annotate section.
Tools	Validation	See validation messages and remarks.
Help	Contents	Access the Help file.
	About	Display general information and EPO Customer Services details.

22.3 EP(1038E) Toolbar options

Toolbar buttons provide quick access to common tasks.

Button	Description
	Previews the page.
	Prints the page.
	Signs the form.
	Saves the form as ready to sign.
	Opens the Help window.
	Validation.

Place your mouse pointer over a button to see a brief description of what it does. If a function is not currently available the button will be dimmed.

23 Creating new EP(1038E) forms

1 In File Manager select **New Form, EP(1038E)** from the **File** menu.

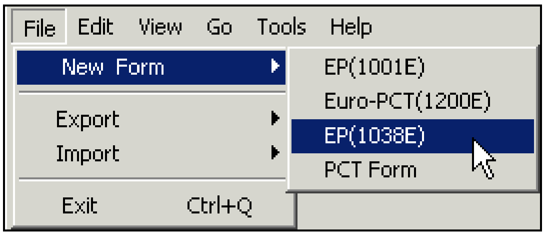


Figure 176: Creating a new EP(1038E) form

You can also create a new form in File Manager by double-clicking the template named **EP(1038E)**.

The **Subsequently Filed Documents - EP1038E** window opens.

2 Select an option from the **language of proceedings** list.

3 Type a **user reference**.

This reference must be unique. It is the name of this form.

4 If you wish, select the option to use File Manager **categories**.

Categories allow you to group forms in a way that is meaningful to your organisation, for example, by type of content or department.

Forms can then be sorted and displayed by category.

5 If you select the categories option, type a name in the **Create new category** box, and then click **Add**.

Or select an option from the list of existing categories.

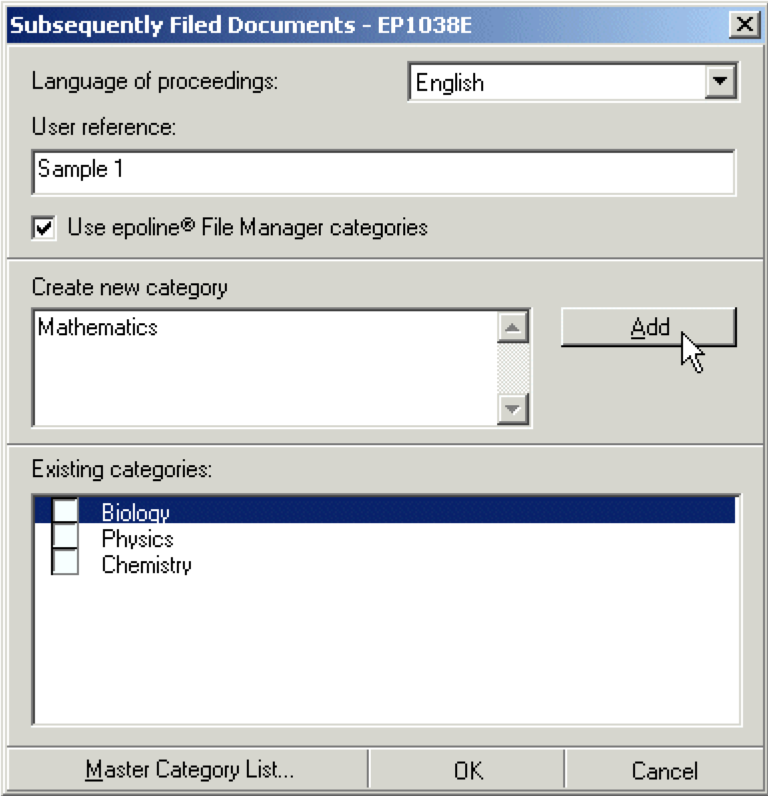


Figure 177: EP(1038E) Adding a category, sample data

24 EP(1038E) Request

The **Request** section of EP(1038E) is the first one selected in a new form. There is one part to the Request section of the form:

- Application number

1 Enter your **EP application number** in the area provided.

The applicant's or representative's reference is the reference entered when this form was created.

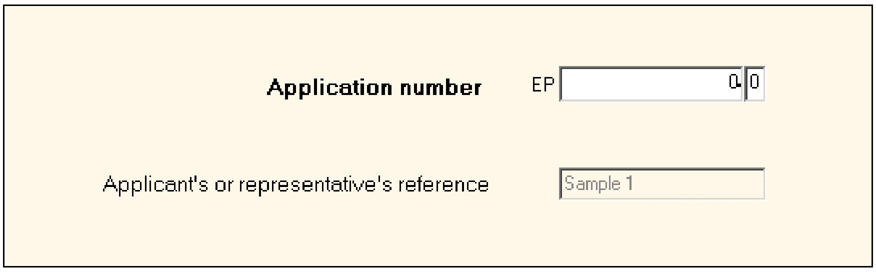


Figure 178: EP(1038E) Request, application number

25 EP(1038E) Names

Use the Names section to add **applicant** or **representative** information, or to specify the **address for correspondence**. To save retyping you can add names from the Address Book or you can save the new details to the Address Book for future use.

25.1 Adding applicants

1 In the Names section double-click **+Applicant**.

You can also select **+Applicant** and click **Open**.

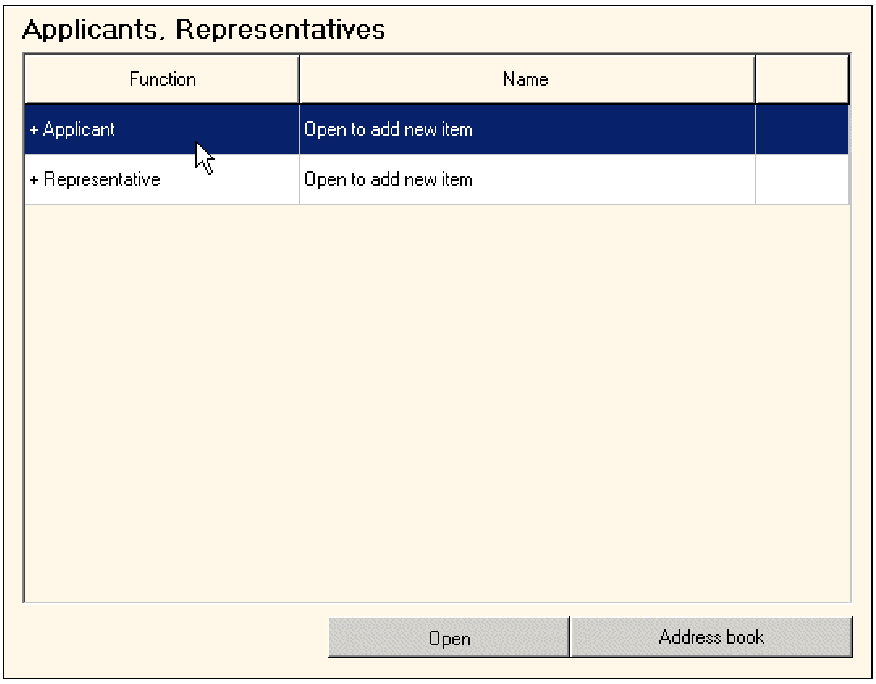


Figure 179: EP(1038E) Names, opening applicant

2 The **Applicant** details window opens.

3 Select either **Legal person** or **Natural person**.

4 Enter the **registration number**.

Please note that this is essential as the registration number facilitates proper allocation to our back-end system. You can obtain your registration number from EPO **Customer Services** (p vi).

5 Type the **details** you require.

Mandatory information is displayed in **bold**.

6 If appropriate select the **Address for correspondence** check box.

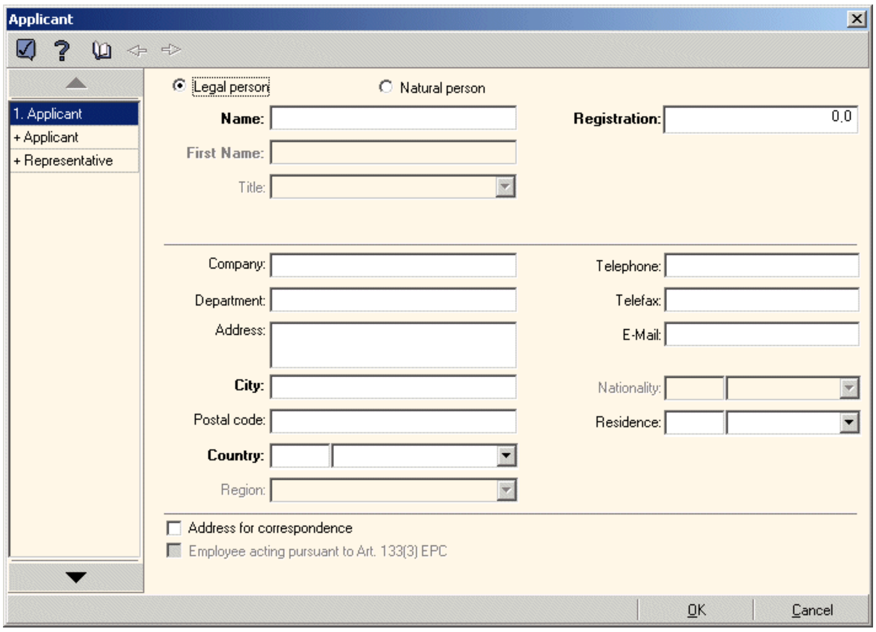


Figure 180: EP(1038E) Names, applicant details

To consult the most up-to-date version of the EPC go to the **EPC website** (http://www.european-patent-office.org/legal/epc/).

Note To add another applicant, click **+Applicant**.

25.1 Adding representatives

1 In the Names section double-click **+Representative**.

You can also select **+Representative** and click **Open**.

The **Representative** details window opens.

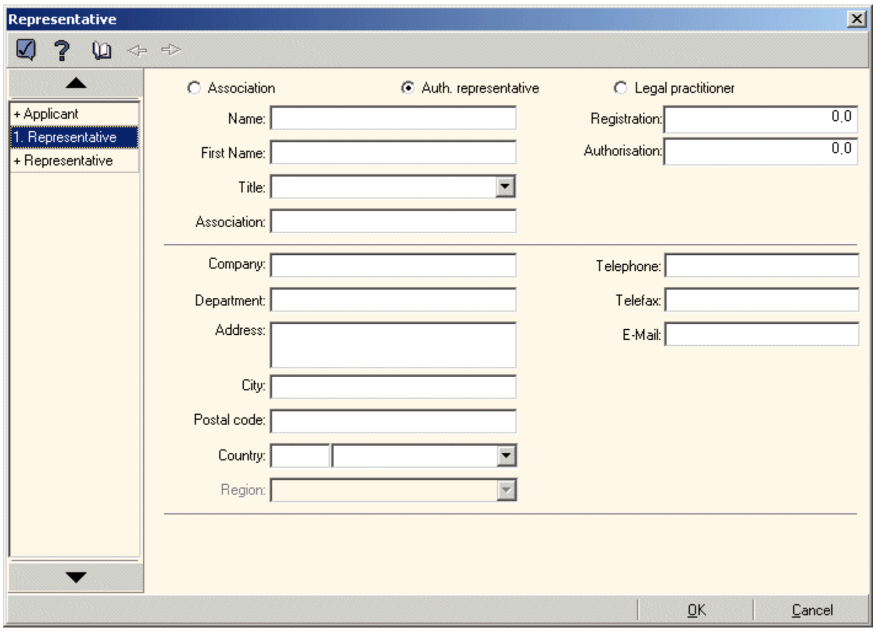


Figure 181: EP(1038E) Names, representative details

2 Select either **Association**, **Authorised representative** or **Legal practitioner**.

3 Enter the **registration number** and **authorisation number**.

Please note that this is essential as the registration number facilitates proper allocation to our back end system. You can obtain your registration number from **EPO Customer Services** (p vi).

4 Type the **details** you require.

Note To add another representative, click **+Representative**.

26 EP(1038E) Contents

To submit a subsequently filed document relating to an EP or Euro-PCT application go the EP(1038) **Contents** section. The Contents section has two tabs:

Forms	The electronic file name for the request is displayed (EPF1038E.PDF).
Other Documents	Two lists are provided, the first to select the document category and the second to select a document type within the category. Once the category and document type are selected the **Add** button becomes available so that you can attach the document.

26.1 Document preparation

The EPO can only accept documents prepared with the correct settings. The key points to remember are:

- Correct fonts must be chosen in order to display information correctly, including characters such as mathematical formulae and Greek characters.
- Paper size must be A4.
- Page orientation must be Portrait.

Portable Document Format hints and tips (p 275)

Note Document names may not contain spaces. You can add more than one document of the same type. Each one is given the next number up as you add it. The total number of documents is displayed below the checklist. The documents must be in **Portable Document Format**, except for the **document concerning sequence listing** which may be attached both in TXT format and in PDF format if you so wish.

26.1 EP(1038E) Selecting documents

Note With Online Filing version 2.10SP2 you may now attach digitally certified US priority documents. In the Priorities group select the option **US priority document in electronic format**, and then follow the instructions.

However, it is recommended that this feature is not used with Acrobat Reader version 4 as the document can neither be viewed in Online Filing nor opened with the Acrobat reader. Later versions of the Acrobat Reader may be used.

1 In the **Other Documents** tab, **Checklist of submitted documents and files** click the first drop-down arrow.

2 Select the appropriate **document category**.

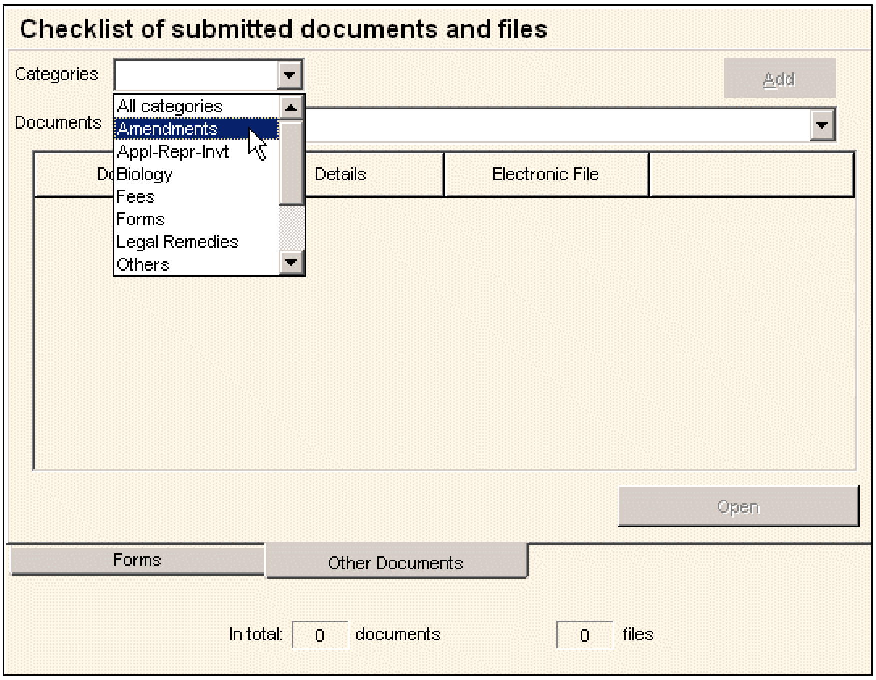


Figure 182: EP(1038E) Contents, selecting category

3 Click the next drop-down arrow and select the **specific document**.

4 Click **Add**.

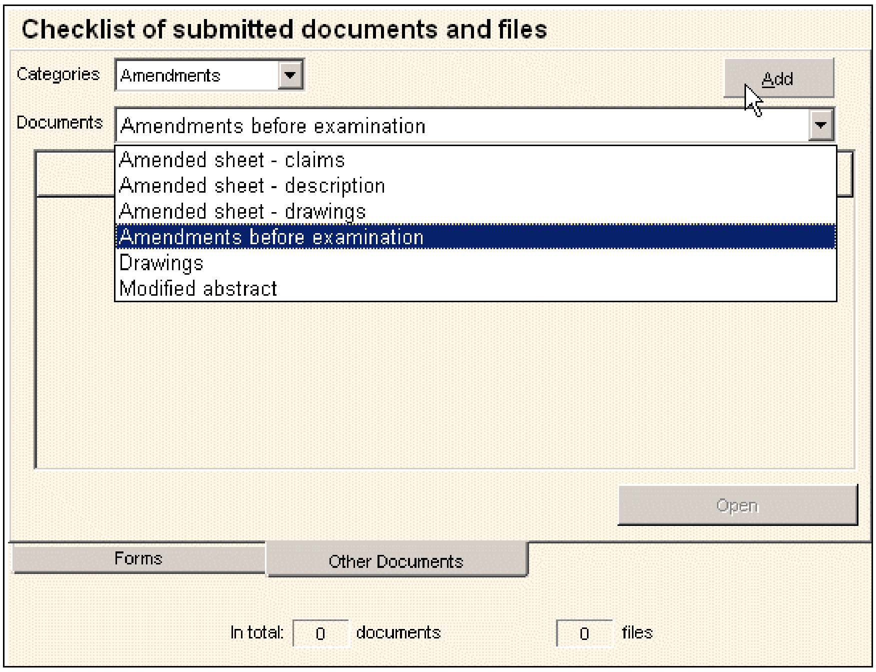


Figure 183: EP(1038E) Contents, selecting specific document

The item name is added to the checklist.

5 Double-click the item name.

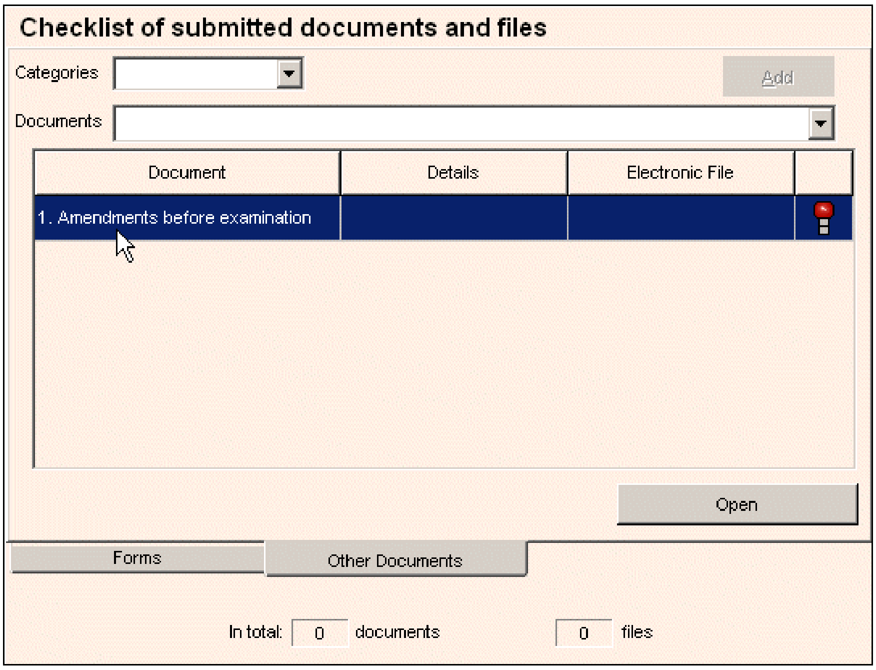


Figure 184: EP(1038E) Opening "amendments before examination"

The **Document** details window opens.

6 Click the **Browse** button, navigate to the file location and attach the document.

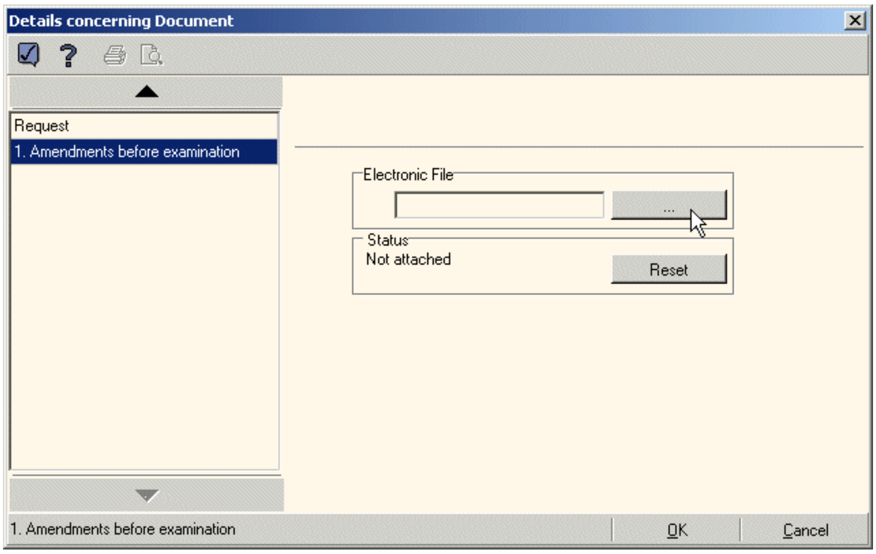


Figure 185: EP(1038E) Attaching "amendments before examination"

To remove the attachment click **Reset**.

The **Checklist of submitted documents and files** displays the attached documents and their **electronic file names**. These electronic file names are used by the EPO back-end systems to process your submission. You should always select carefully and try to match the category and document as specifically as possible to your requirements.

Note If you are unsure which document type to choose, and only in exceptional circumstances, please select the category **Others** and the document type **Letter relating to search and examination procedure**, as this is a generic document type.

The total number of documents is calculated in the lower part of the form.

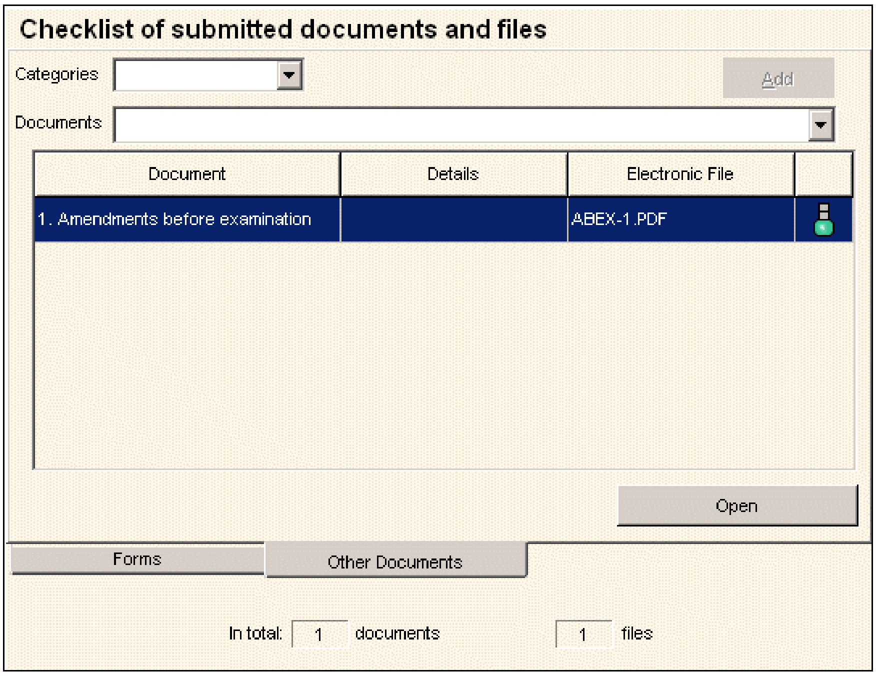


Figure 186: EP(1038E) Contents, document added to checklist

Note To see the entire list of documents, select **All categories**.

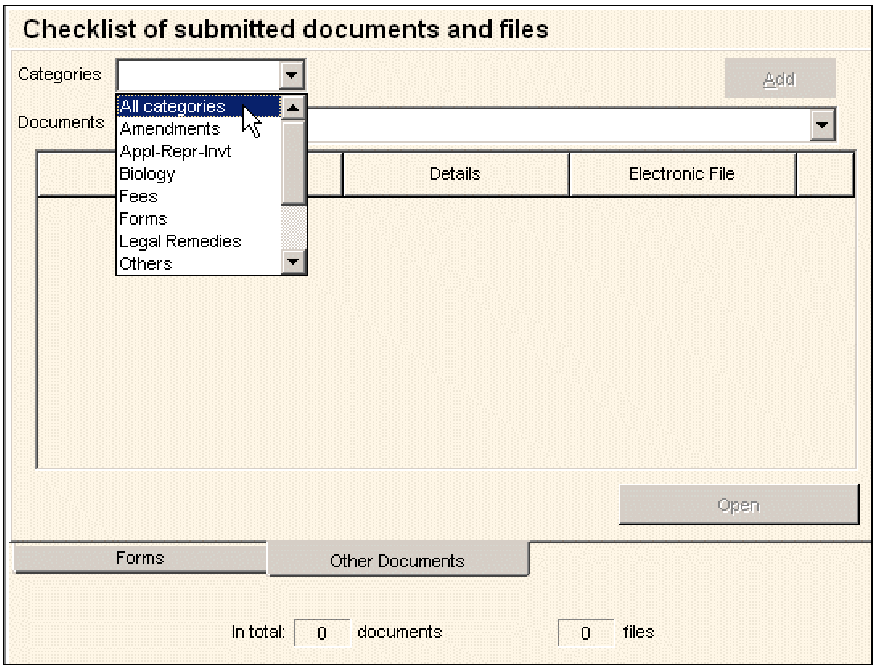


Figure 187: EP(1038E) All categories

Scroll through the list of documents and select the one you require.

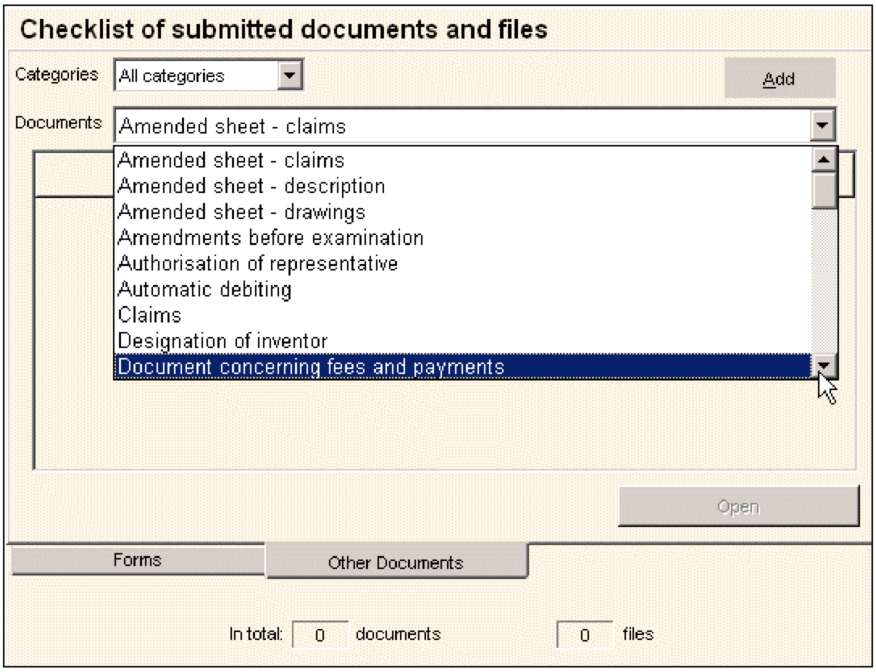


Figure 188: EP(1038E) List of documents in all categories

26.2 EP(1038E) Document types

When you submit a subsequently filed document relating to an EP or Euro-PCT application (1038E) you have the following categories and document types to choose from.

Categories	Document types
Amendments	Amendments before examination
	Modified abstract
	Drawings
	Amended claims
	Amended drawings
	Amended description
Biology	Document concerning sequence listing
	Document concerning micro-organisms and medical inventions

Categories	Document types
Fees	Document concerning the designation and extension of states
	Document concerning fees and payments
	Automatic debiting
Forms	Designation of inventor
	Authorisation of representative
Inventor	Documents concerning the inventorship
Legal Remedies	Request for further processing
	Request for restitutio in integrum
	Grounds for restitutio in integrum
	Request for a decision
Others	Letter relating to the search and examination procedure
	Document filed during Examination procedure
	Document concerning search matters
	Translation of the international preliminary examination report
	Letter dealing with oral proceedings
	Withdrawal of a request for oral proceedings
Priorities	Translation of priority document
	US priority document in electronic format
	Document concerning the priority claims
Replies	Reply to examination report
	Request for extension of time limit during examination procedure
	Reply to the communication under rule 51(4) EPC
	Request for correction after communication under rule 51(4) EPC
	Claims
	Translation of claims

Categories	Document types
Representative	Document concerning representation
Requests	Request for accelerated search/examination
	Request for examination
	Request for suspension/interruption of the procedure
	General enquiry
	Request for correction of the documents
	Maintenance of the application
	Request for certified copies of the application
	Request for extension of time limit during search procedure
	Request for transfer of rights
	Request for assignment
	Request for change of address
	Request for change of name
	Request for change of representative
Withdrawals	Withdrawal of an application
	Withdrawal of designated or extension states

26.3 Exclusions

The following document type may NOT be submitted via the EP(1038E) Subsequently Filed Documents form:

- Documents relating to oppositions and appeals.
- Priority document apart from digitally certified US priority documents.

EP(1038E) may not be used for the PCT patent grant procedure.

27 EP(1038E) Annotate

The **Annotate** section is where you can see all the notes that have been made for this form. You can also add notes here. A **note (for EPO)** is a comment intended for the EPO, as part of the data submitted. A **note (internal)** is for internal use only and is not transmitted to the EPO.

27.1 Adding notes

1 In the **Annotate** section select a **type of note** and click **Add**.

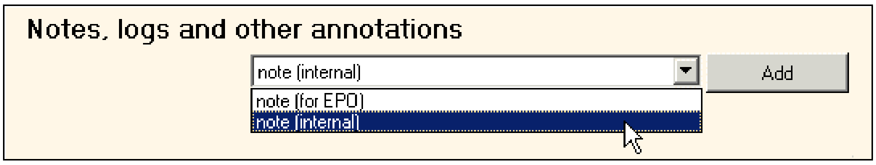


Figure 189: Adding a note

The **Note** window opens.

2 Type the **information** you require.

You can also add notes from the shortcut menus of other sections.

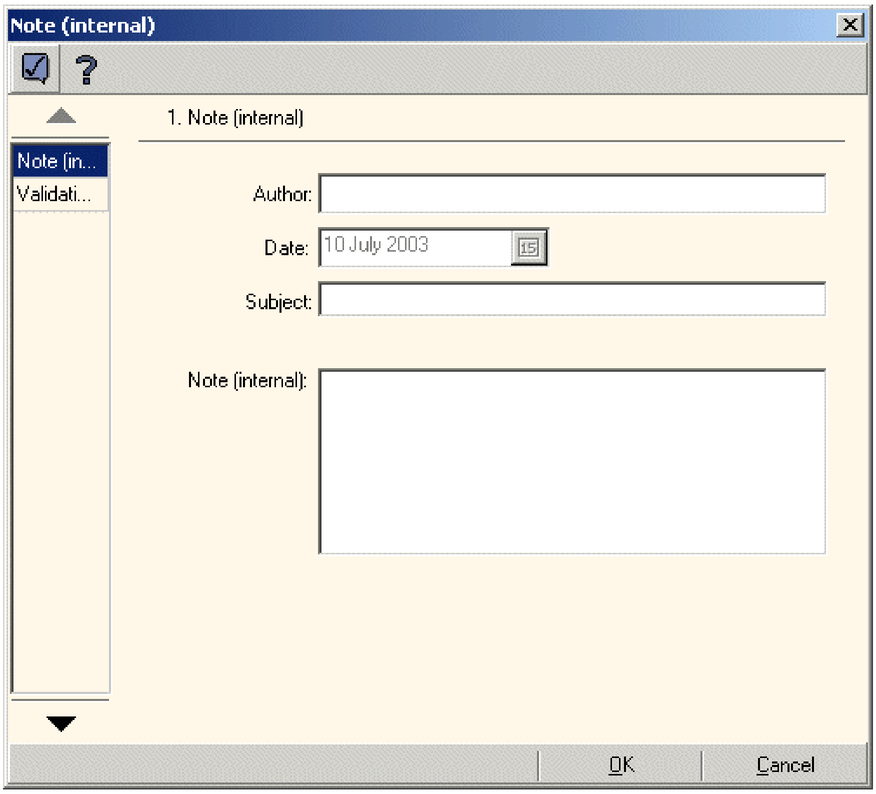


Figure 190: Annotate, completing note details

27.1.1 Deleting notes

1 In the **Annotate** section, click a note to select it.

2 Right-click the note to display the shortcut menu.

3 In the shortcut menu select **Cut.**

Note This operation cannot be undone.

27.1 Validation log

The **Annotate** section contains the **validation log** of all the validation messages for the form. You can access the individual messages from the menu for each section.

1 To display **individual validation** messages related to completing the form correctly, click the **Validation** button in the sections.

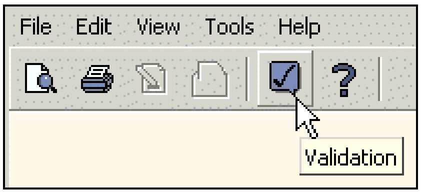


Figure 191: Validation button

Validation messages are displayed for the current section.

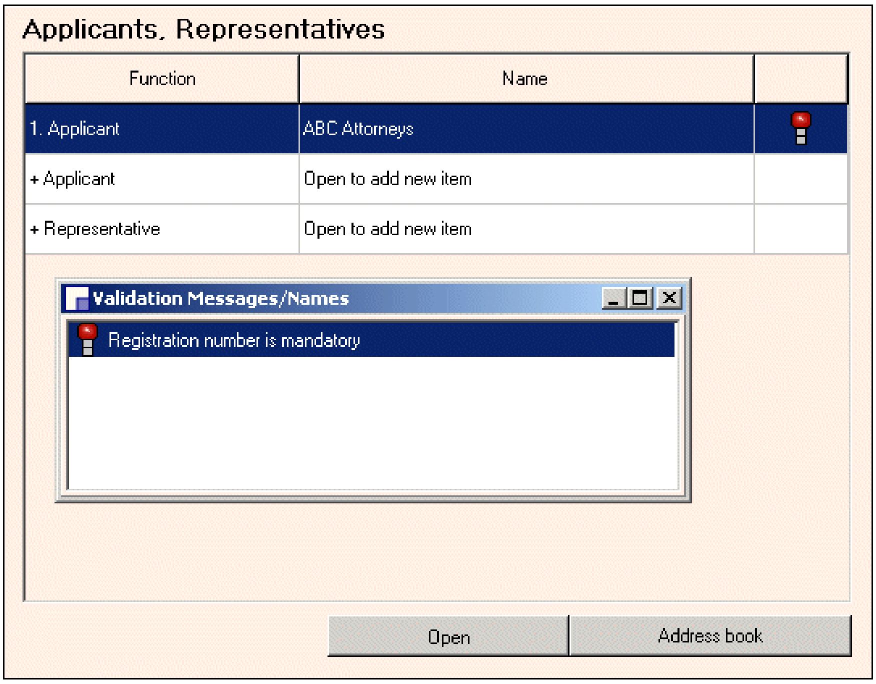


Figure 192: EP(1038E) Validation messages

2 In the EP(1038E) **Annotate** section, double click **Validation log** to see the entire list.

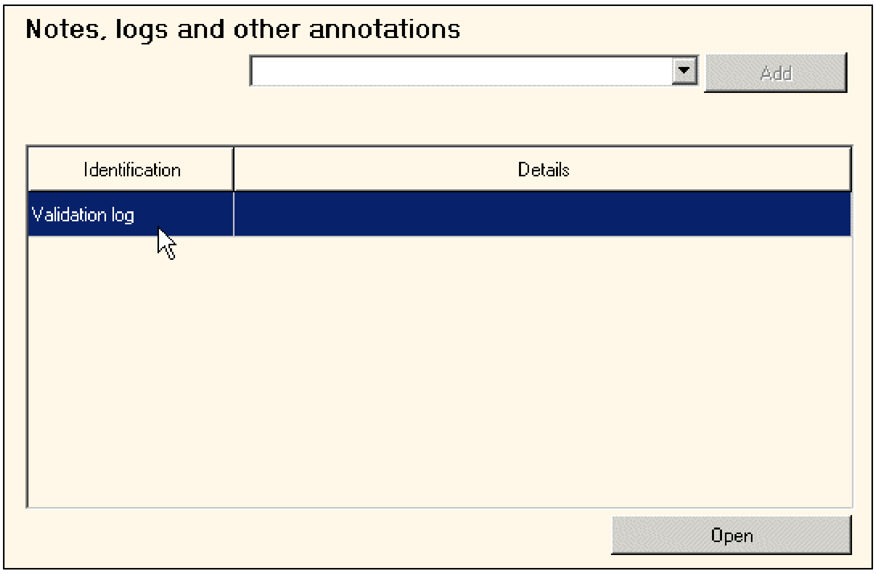


Figure 193: Validation log

The **Validation log** opens.

3 Scroll through the list to see all the messages.

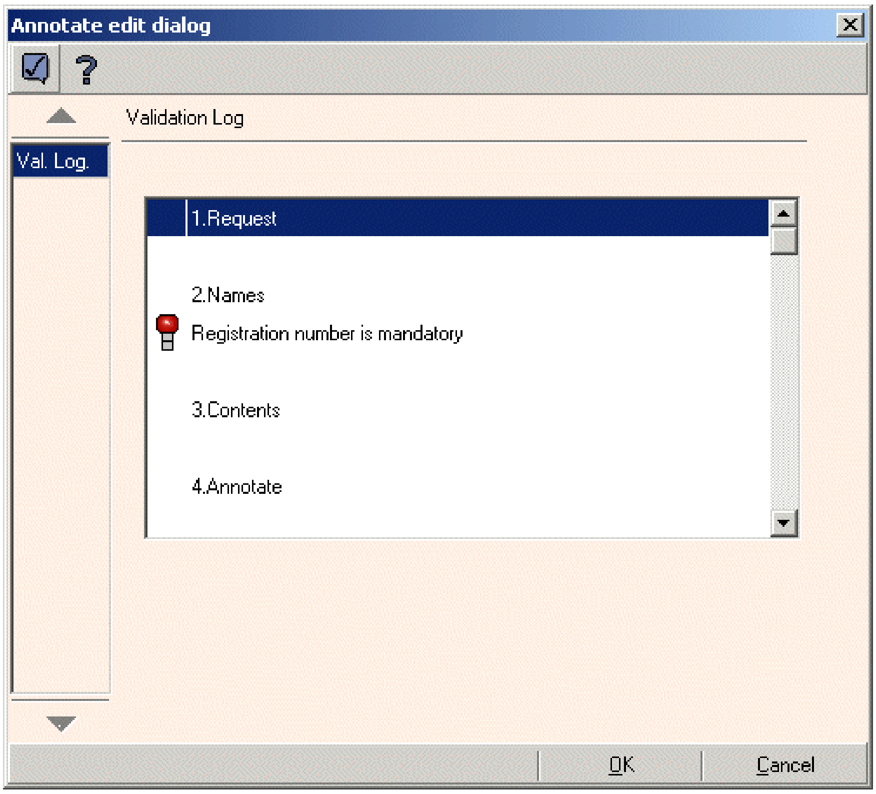


Figure 194: EP(1038E) Viewing validation log

28 Euro-PCT(1200E) Overview

Euro-PCT(1200E) is the electronic equivalent of Form 1200. Euro-PCT(1200E) allows you to submit Patent Cooperation Treaty (PCT) applications electronically. It is used for entry into the regional phase before the EPO as designated or elected office.

Euro-PCT(1200E) is organised into several parts to help you process your form: **menu, toolbar** and **sections**. When you click a section to select it, the options for that section are displayed. These represent the types of information you need to complete for the Euro-PCT(1200) form.

As you prepare the form, two features will help you decide whether the information is complete and correct:

For more information see **Traffic lights** (p 235) and **Validation messages** (p 235).

28.1 Creating new Euro-PCT(1200E) forms

1 In File Manager select **New Form, Euro-PCT(1200E)** from the **File** menu.

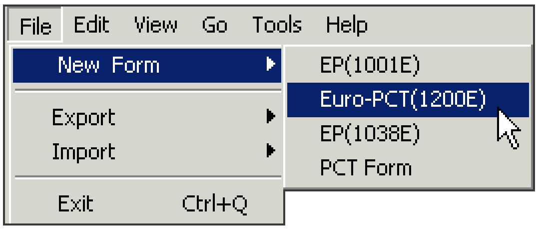


Figure 195: Creating a new form, Euro-PCT(1200E)

You can also create a new form in File Manager by double-clicking the template named **Euro-PCT(1200E)**.

The **New application** window opens.

2 Select an option from the **Language of the proceedings** list.

3 Enter a **user reference**.

This reference must be unique. It is the name of this Euro-PCT(1200) form.

4 Select the option to use File Manager **categories** if you wish.

Categories allow you to group forms in a way that is meaningful to your organisation, for example by type of content or department. Forms can then be sorted and displayed by category.

28.2 Euro-PCT(1200E) Sections

Section	Comments
EP Phase	The **EP Phase** section of Euro-PCT(1200E) is where you officially request examination of the application under Article 94 EPC, enter the applicant or representative reference and note previous application or publication numbers.
Names	The **Names** section of Euro-PCT(1200E) is where you note any changes to applicant details. You can also add an address for correspondence or a new representative.
States	The **States** section of Euro-PCT(1200E) is where you designate the countries in which you require patent protection. You may also select extension states.
Biological Material	The **Biological Material** section of Euro-PCT(1200E) is where you input details of biological material filed if relevant and name the depositary institution.
Documents	The **Documents** section of Euro-PCT(1200E) is where you confirm that the documents submitted to the International Bureau are the same ones being submitted here.
Translations	The **Translations** section of Euro-PCT(1200E) is where you list the translations supplied in one of the official languages of the European Patent Office.
Contents	The **Contents** section of Euro-PCT(1200E) is where you attach documents to accompany the submission.
Payment	The **Payment** section of Euro-PCT(1200E) is where you specify the mode of payment and give details of account number and account name.
Fees	The **Fees** section of Euro-PCT(1200E) is where fees associated with the submission are calculated.

Section	Comments
Annotate	The **Annotate** section is where you can see all the notes that have been made for this Euro-PCT(1200) form. The **Annotate** section also contains the **validation log** with all the validation messages for the Euro-PCT(1200) form.

28.3 Euro-PCT(1200E) Menu options

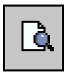
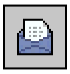
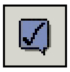
The **Euro-PCT(1200E)** menu allows you to carry out common tasks. The options available depend on the circumstances.

Menu		Description
File	Sign	Adds electronic signatures.
	Save as Ready to be Signed	Saves Euro-PCT(1200) form in the Ready to Sign folder.
	Save as Draft	Saves work so far for later completion.
	Save as Template	Saves work as a basis for creating new forms.
	Export unpacked WAD to...	Saves all data into XML files which, together with all attached document files, are stored in a selected directory.
	Export WAD to...	Saves all data into XML files which, together with all attached document files, are stored in a compressed ZIP file.
	Preview	Displays the form in PDF format.
	Close Form	Shuts current Euro-PCT(1200) form.

Menu		Description
Edit	Undo	Reverses last action or clears the screen.
	Copy to Address Book **Ctrl+C**	In the Names section, copies selected function to Address Book, without opening Address Book. This option is only available if information has been entered.
	Delete **Ctrl+D**	In the Names section, deletes selected entry. This option is only available if information has been entered.
	Note (for EPO)	Adds a comment intended for EPO, as part of the data submitted.
	Note (internal)	Adds a comment contained in the form in preparation only, not for transmission to the EPO.
View	EP Phase	Displays the EP Phase section.
	Names	Displays the Names section.
	States	Displays the States section.
	Biological Material	Displays the Biological Material section.
	Documents	Displays the Documents section.
	Translations	Displays the Translations section.
	Contents	Displays the Contents section.
	Payment	Displays the Payment section.
	Fees	Displays the Fees section.
	Annotate	Displays the Annotate section.
Tools	Validation	Displays validation messages and remarks.
Help	Contents	Accesses the Help file.
	About ***epoline***®	Displays general information and EPO Customer Services details.

28.4 Euro-PCT(1200E) Toolbar options

Euro-PCT(1200E) toolbar buttons provide quick access to common tasks.

Button	Description
	Previews the page.
	Prints the page.
	Signs the form.
	Saves the form as ready to sign.
	Displays validation messages.
	Opens the Help window.

Move the mouse pointer over a button to see a brief description of what it does. If a function is not currently available the button will be dimmed.

29 Euro-PCT(1200E) EP Phase

The **EP Phase** section of Euro-PCT(1200E) is where you officially request examination of the application under Article 94 EPC, enter the applicant or representative reference and note previous application or publication numbers.

EP Phase contains two sections for entering data:

1 Entry into the European phase (EPO as designated or elected Office)

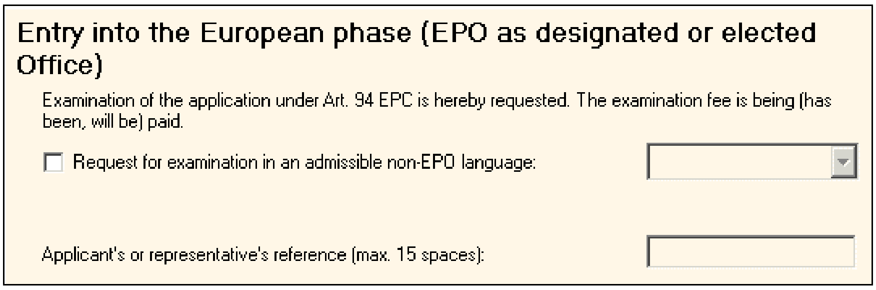
2 Past Record

29.1 Entry into the European phase

1 In the Euro-PCT(1200E) **EP Phase** section, select the check box **Request examination in an admissible non-EPO language** if appropriate.

If this option is selected, the list of languages on the right becomes available.

2 Select a language from the drop-down list.



To consult the most up-to-date version of the EPC go to the **EPC website** (http://www.european-patent-office.org/legal/epc/).

29.1 Past Record

1 Select the check box **PCT application number** and enter the number from the previous application.

This information is **mandatory**.

2 If appropriate enter the other numbers.

Figure 196: Euro-PCT(1200E) Past Record

30 Euro-PCT(1200E) Names

The **Names** section of Euro-PCT(1200E) is where you note any changes to applicant details. You can also add an address for correspondence or a new representative.

30.1 Applicants, Representatives

1 In the Euro-PCT(1200E) **Names** section, double-click a function to open the corresponding Details window.

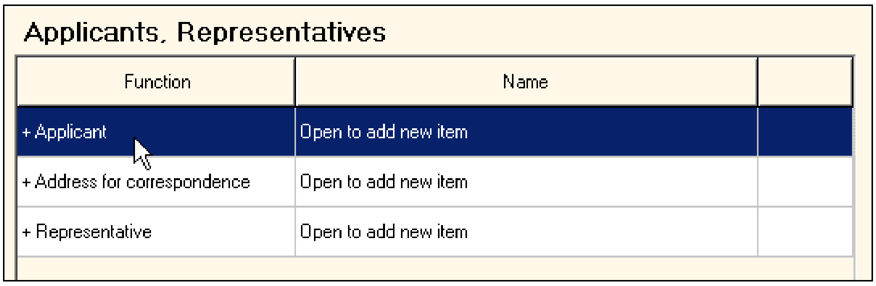


Figure 197: Euro-PCT(1200E) Names, Applicant

30.1.1 Applicant

1 In the **Applicant** window select the check box **Changes which have not yet been recorded by the International Bureau**.

2 Type the **changes**.

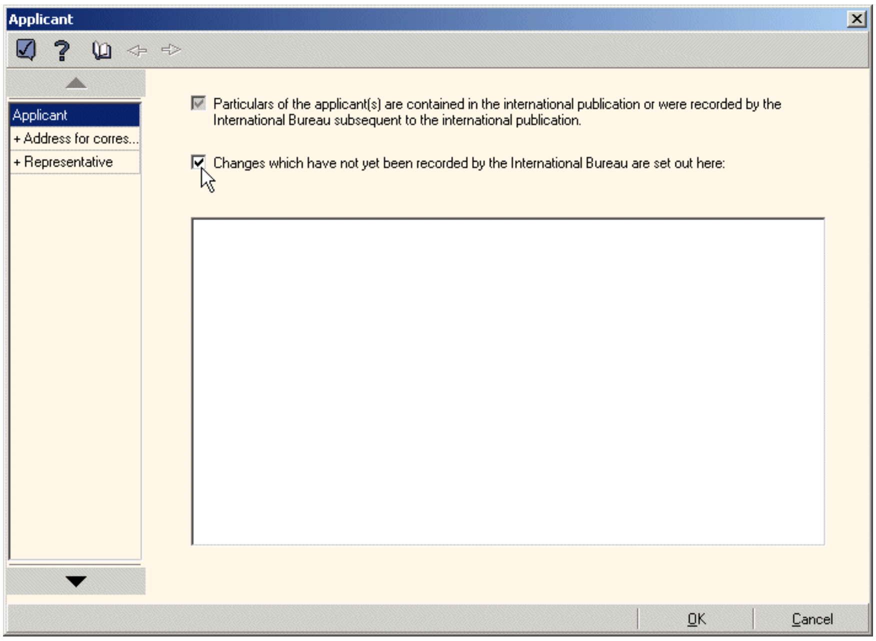


Figure 198: Euro-PCT(1200E) Applicant details

30.1.1 Address for correspondence

When you select **Applicant**, the option for **Correspondence Address** is displayed.

Procedural note It is essential to enter the **Registration** number. This number identifies the applicant or representative to the EPO and is an important reference for communications and for processing the Euro-PCT(1200) form.

---

1 Enter the **correspondence address details**.

To save retyping an existing address, you can click the **Address Book** button.

Note Only entries for legal persons in the Address Book are offered here.

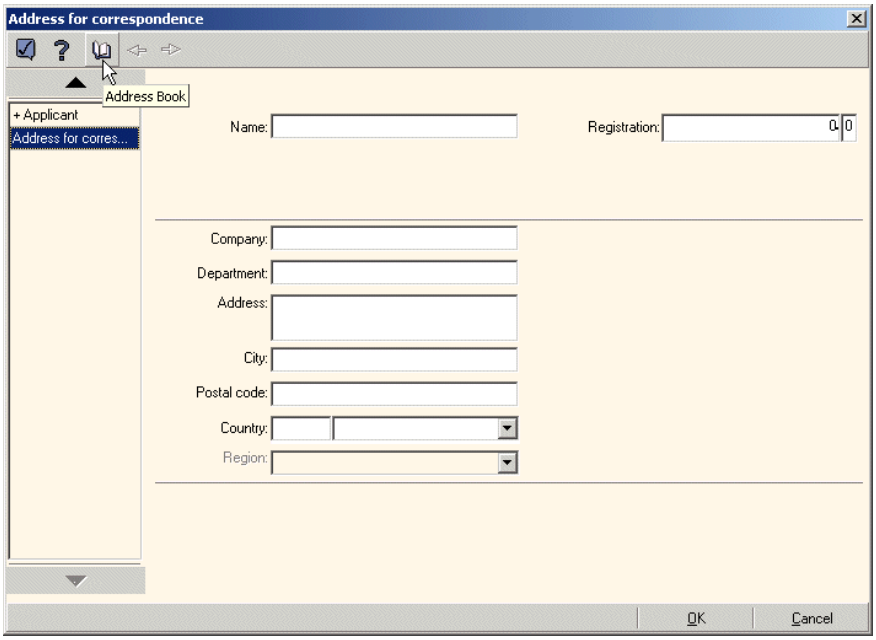


Figure 199: Euro-PCT(1200E) Address for correspondence

30.1.1 Representative

1 In the **Representative** window select the appropriate type of entry for the representative:

- Association
- Authorised representative
- Legal practitioner

1 Complete the details and select any options that are relevant to the current Euro-PCT(1200) form.

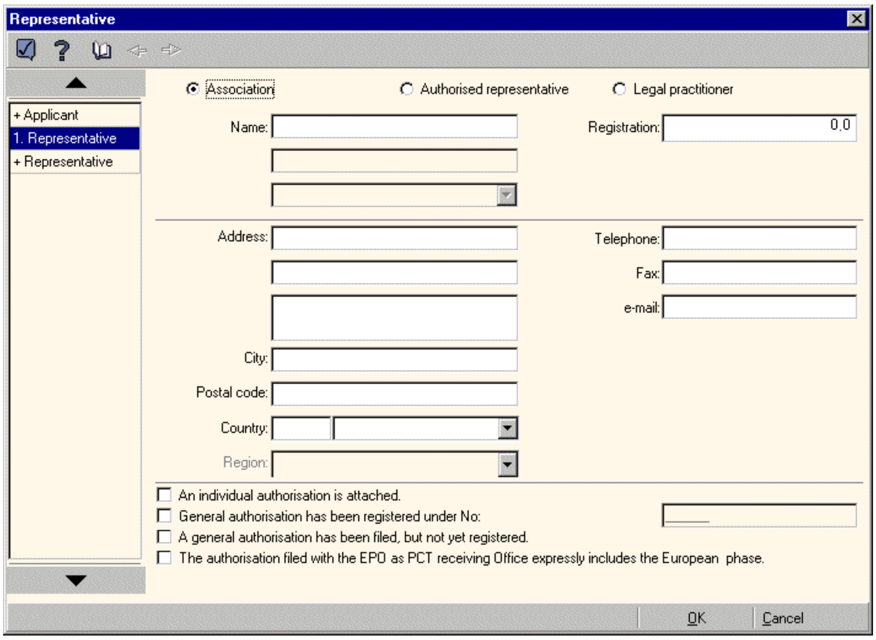


Figure 200: Euro-PCT(1200E) Representative details

31 Euro-PCT(1200E) States

The **States** section of Euro-PCT(1200E) is where you designate the countries in which you require patent protection. You may also select extension states.

Procedural note The list of states is valid as of the last maintenance data update. **Live Update** provides a service for updating the Online Filing software itself, plus the maintenance and fees data. The Live Update option is located in File Manager **Tools, Settings**.

31.1 Designation

1 In the Euro-PCT(1200E) **States** section, double-click **Designation**.

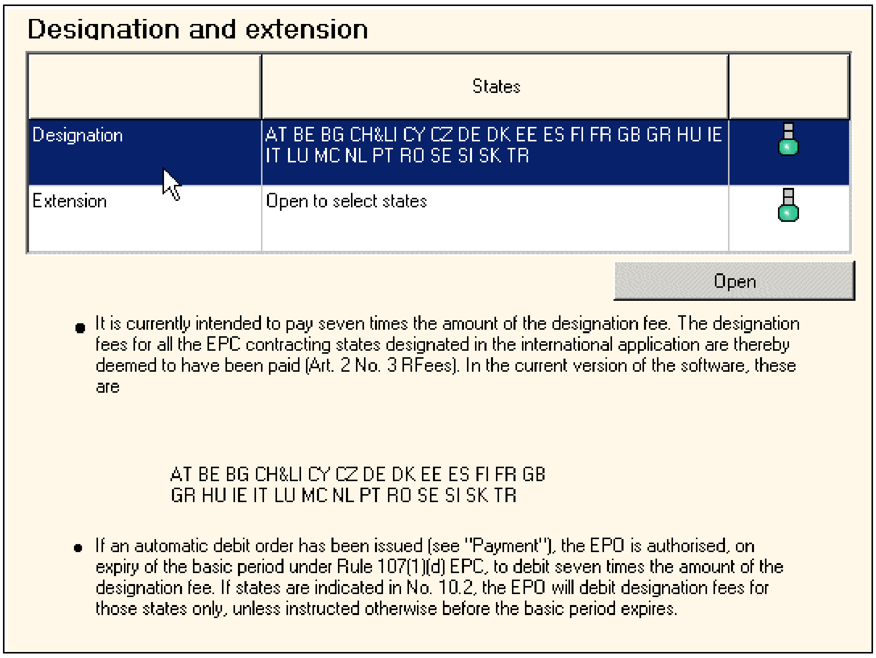


Figure 201: Euro-PCT(1200E) States, Designation

The **Designation Fees** window opens.

2 Select the option for **seven times the amount of the designation fee**

Or

Select the option for **fewer than seven designation fees**.

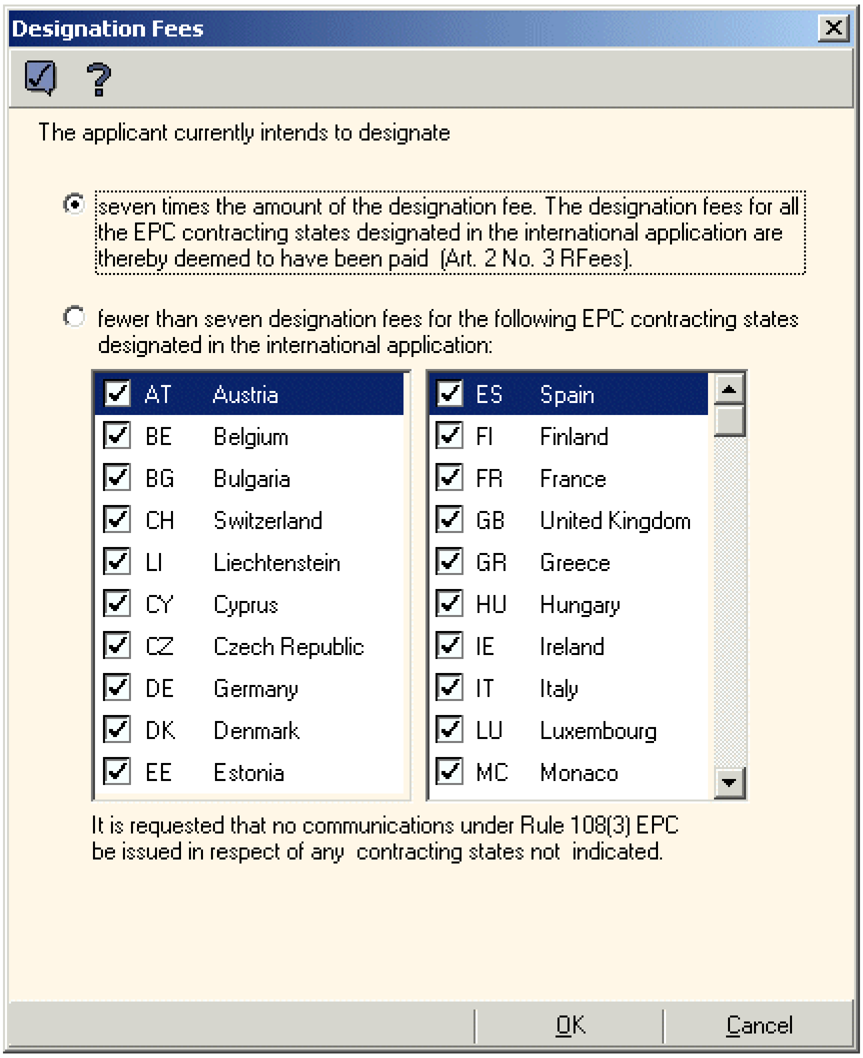


Figure 202: Euro-PCT(1200E) States, Designation Fees

To consult the most up-to-date version of the EPC go to the **EPC website** (http://www.european-patent-office.org/legal/epc/).

31.1 Extension fees

1 In the Euro-PCT(1200E) **States** section, double-click **Extension**.

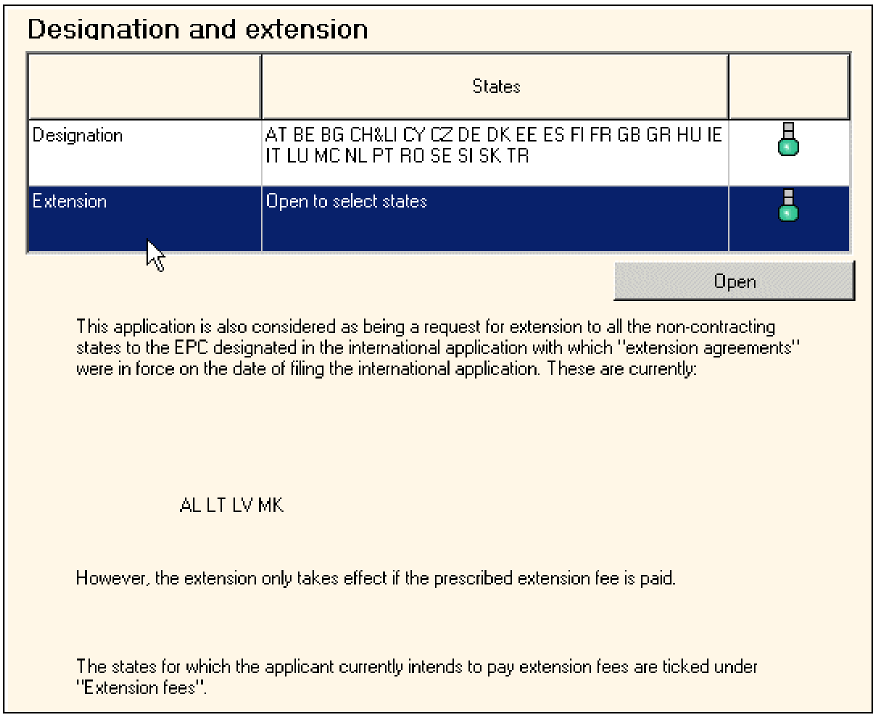


Figure 203: Euro-PCT(1200E) Names, Extension fees

2 In the **Extension Fees** window select the option **all states with extension agreements**.

Or

Select the option **the states ticked below**, and then select the check boxes to specify the ones you require.

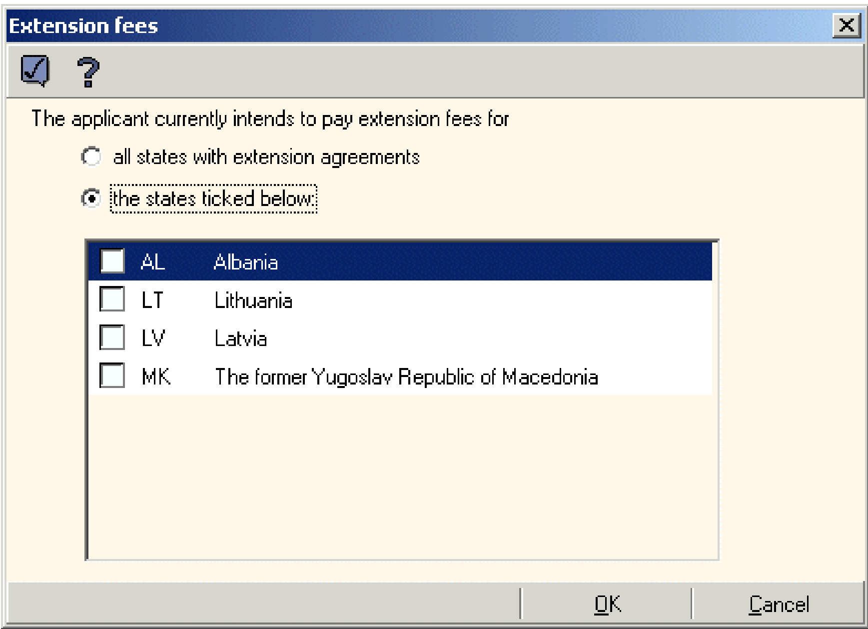


Figure 204: Euro-PCT(1200E) States, Extension fees

32 Euro-PCT(1200E) Biological Material

The **Biological Material** section of Euro-PCT(1200E) is where you input details of biological material filed if relevant and name the depositary institution.

Biological Material contains two sections for entering data:

1 Deposit of Biological Material.

2 Nucleotide and amino acid sequences.

32.1 Deposit of Biological Material

1 In the Euro-PCT(1200E) **Biological Material** section, double-click **Open to add new item**.

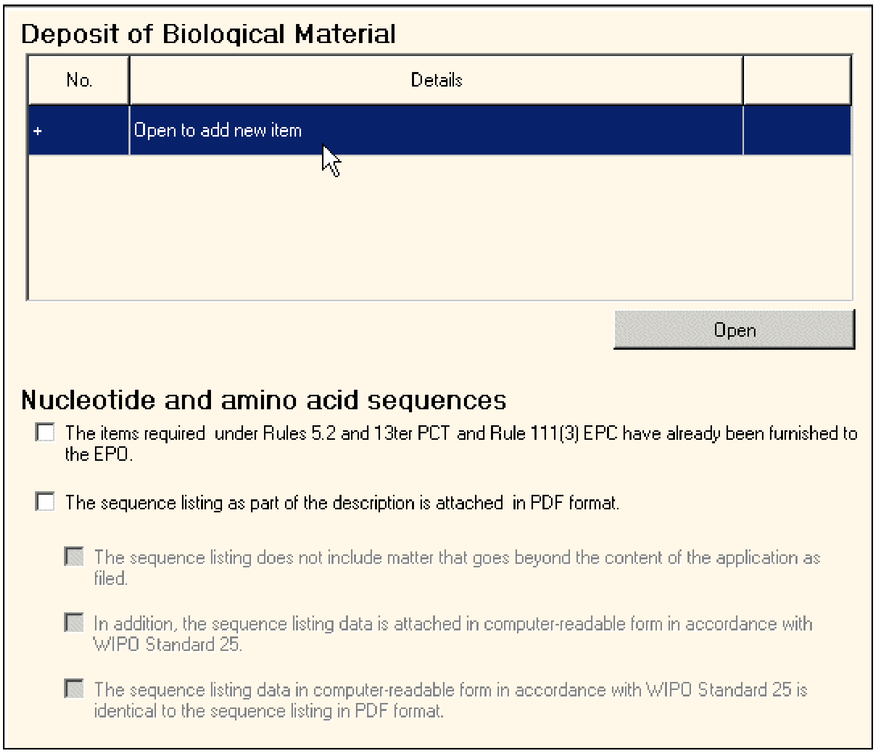


Figure 205: Euro-PCT(1200E) Deposit of Biological Material

To consult the most up-to-date version of the EPC go to the **EPC website** (http://www.european-patent-office.org/legal/epc/).

The **Biological Material** window opens.

1 Select the options that apply to this Euro-PCT(1200) form.

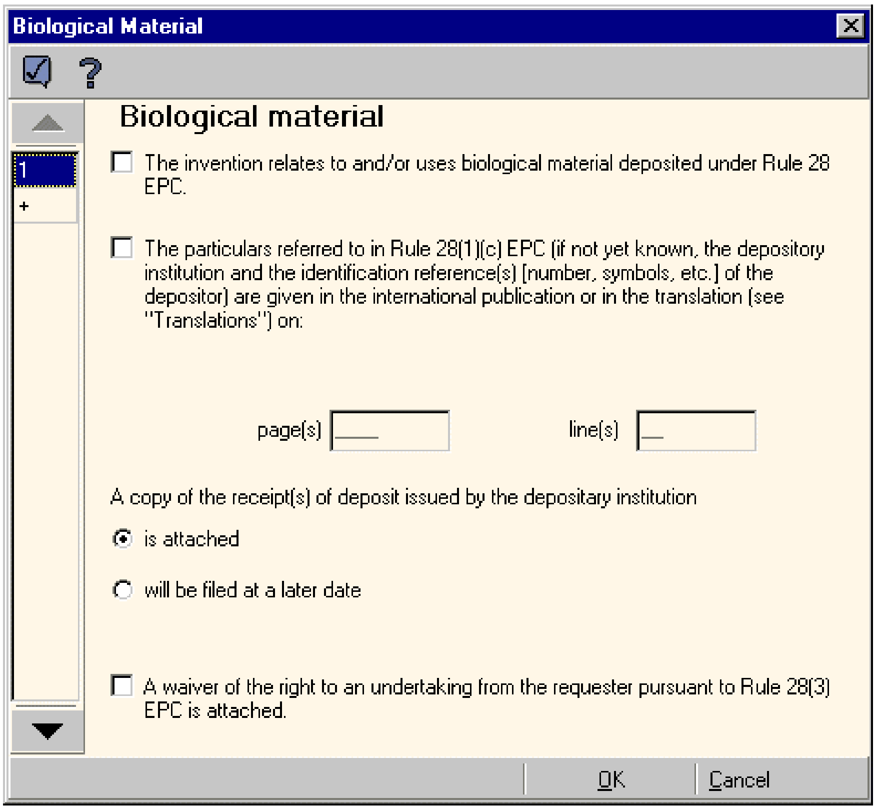


Figure 206: Euro-PCT(1200E) Biological Material, copy of receipt

32.1 Waiver

There is a **waiver check box** in the lower part of the Biological Material window. If this check box is selected, the file **Waiver (R.28(3))** is automatically attached to the Euro-PCT(1200) form that is about to be submitted. This file is listed in the **Contents** section of Euro-PCT(1200E), on the **Other Documents** tab, as well as in the **Documents** window.

32.1 Nucleotide and amino acid sequences

1 For nucleotide and amino acid sequences, select the check boxes that are appropriate to this Euro-PCT(1200) form.

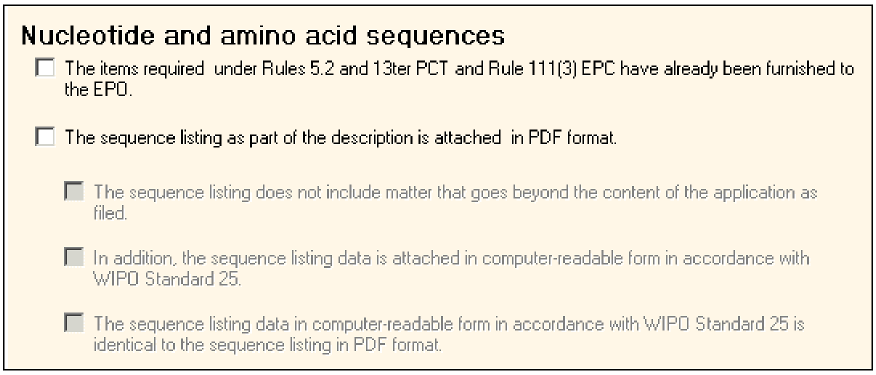


Figure 207: Euro-PCT(1200E) Nucleotide and amino acid sequences

32.1 Attaching a receipt for biological material

Once you complete the details for the deposit of biological materials, the **Contents** section, **Other Documents** tab of Euro-PCT(1200E) displays a new document type:

Receipt(s) of deposit (biological material)

To attach the electronic copy of the receipt:

1 In the Euro-PCT(1200E) **Contents** section, click the **Other Documents** tab.

2 Double-click the item **Receipt(s) of deposit (biological material)**.

The **Documents** window opens.

3 In the list on the left select **Receipt(s) of deposit (biological material)** if it is not already selected.

4 For the electronic file, click the **Browse** button.

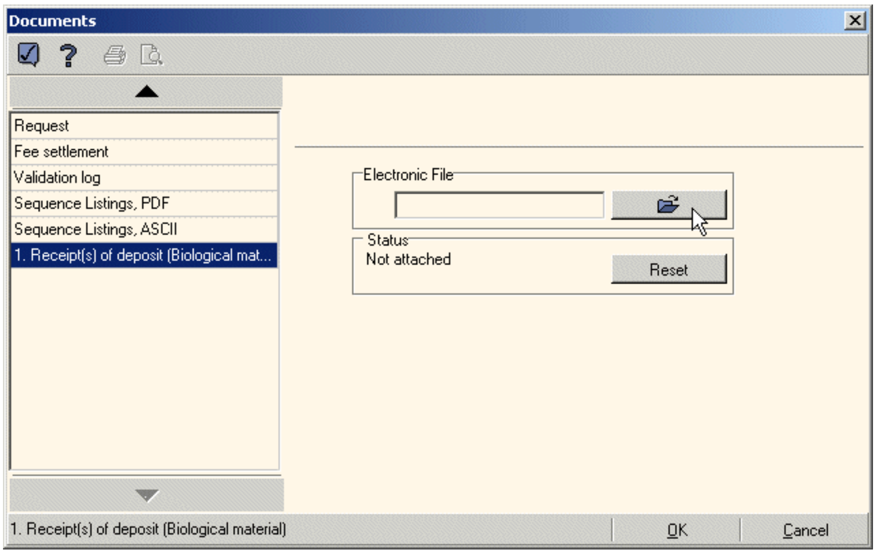


Figure 208: Attaching receipt(s) of deposit (biological material)

5 Select your receipt file and click **Open**.
The receipt must have already been prepared in Portable Document Format.

6 At the warning prompt click OK to save a copy of the receipt.

32.1 Removing receipts

1 In the Euro-PCT(1200E) **Contents** section, **Documents** window, with **Receipt(s) of deposit** selected on the left, click **Reset**.

The attached copy is removed. The original file remains unchanged.

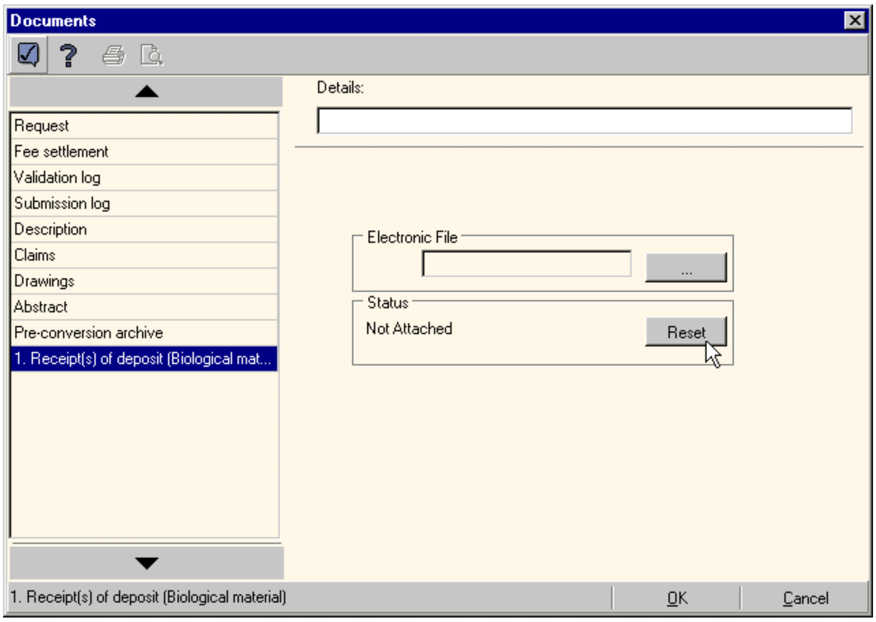


Figure 209: Removing receipt of deposit

33 Euro-PCT(1200E) Documents

The **Documents** section of Euro-PCT(1200E) is where you confirm that the documents you are submitting here are the same as those submitted to the International Bureau. If there is any change, select the appropriate options on the form.

33.1 Documents intended for proceedings before the EPO

1 In the Euro-PCT(1200E) **Documents** section, select the check boxes appropriate to this submission.

2 If you select **unless replaced by the amendments attached**, you must attach the appropriate documents in the **Contents** section. For more information see **Euro-PCT(1200E) Contents** (p 110).

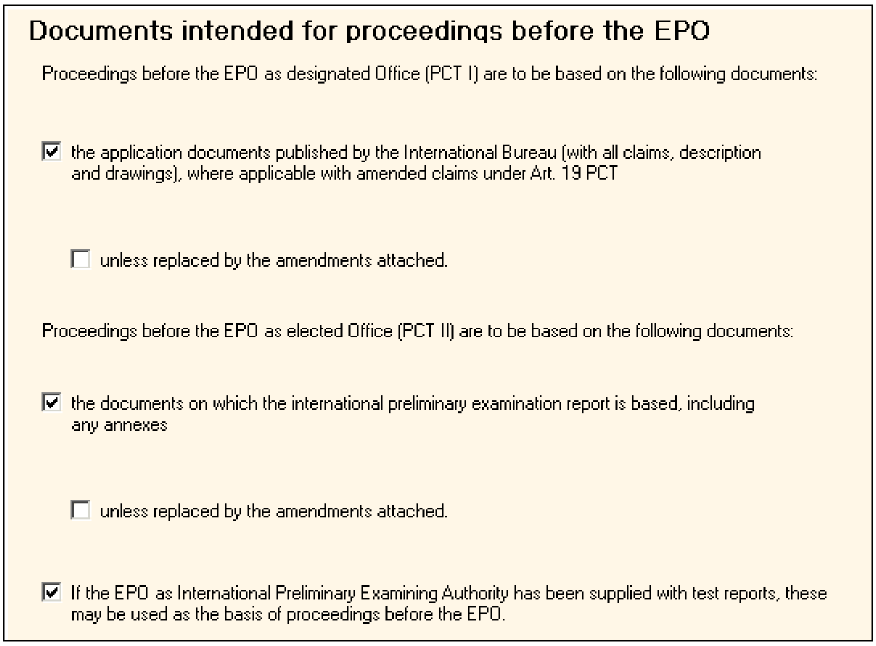


Figure 210: Euro-PCT(1200E) Documents

34 Euro-PCT(1200E) Translations

The **Translations** section of Euro-PCT(1200E) is where you list the translations supplied in one of the official languages of the European Patent Office:

- English
- French
- German

Translations has one section for entering data:

- Translations

1 In the Euro-PCT(1200E) **Translations** section, select any check boxes that are appropriate to the current Euro-PCT(1200) form.

2 Once you select a check box, attach the appropriate documents in the **Contents** section, **Other Documents** tab. For more information see **Euro-PCT(1200E) Contents** (p 110).

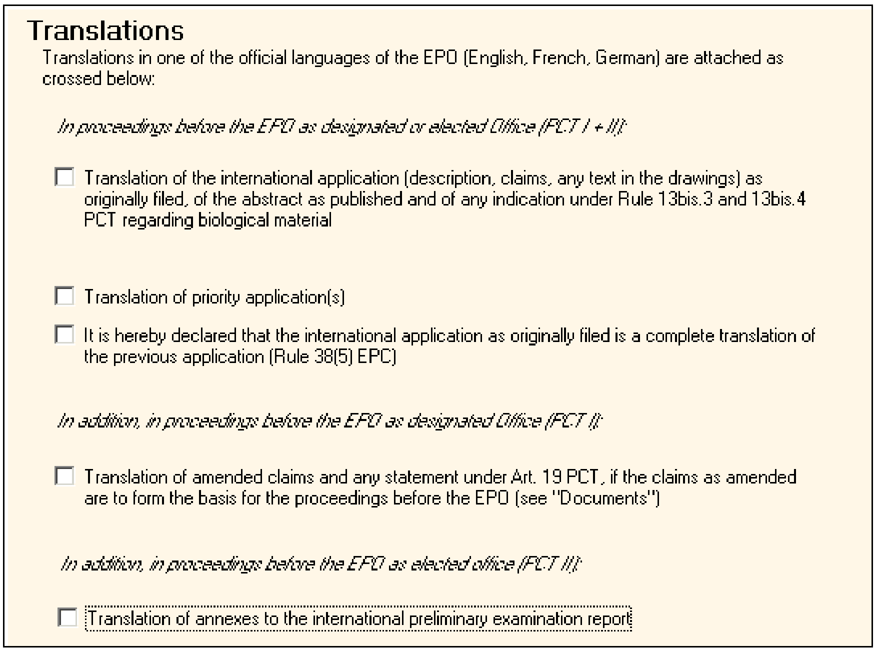


Figure 211: Translations

To consult the most up-to-date version of the EPC go to the **EPC website** (http://www.european-patent-office.org/legal/epc/).

35 Euro-PCT(1200E) Contents

The **Contents** section of Euro-PCT(1200E) is where you attach documents to accompany the submission. Attached documents are copies of the original. If the original changes and you wish to include the changes in the Euro-PCT(1200) form, you will need to reattach it.

The **Contents** section of Euro-PCT(1200E) has three tabs:

- **Forms**

Forms attached automatically.

- **Technical Documents**

Technical documents supplied with the previous application, or amended documents.

- **Other Documents**

Additional information attached to the Euro-PCT(1200) form.

35.1 Document preparation

Note The EPO can only accept documents prepared with the correct settings. The key points to remember are:

- Correct fonts must be chosen in order to display information correctly, including characters such as mathematical formulae and Greek characters.
- Paper size must be A4.
- Page orientation must be Portrait.

Portable Document Format hints and tips (p 275)

35.2 Euro-PCT(1200E) Contents, Forms tab

1 In the Euro-PCT(1200E) **Contents** section, **Forms** tab, double-click any document listed to display the complete list of attached items.

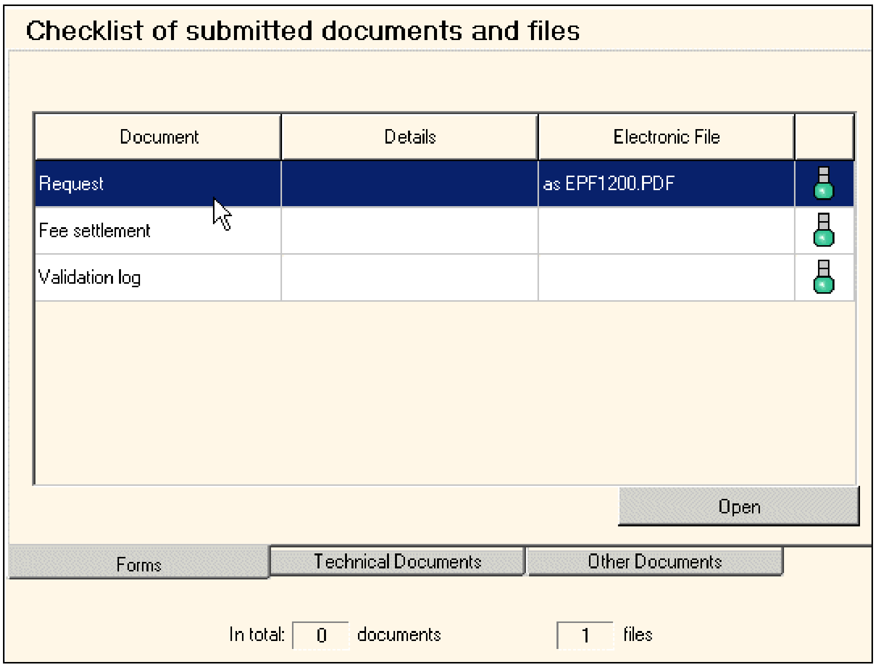


Figure 212: Euro-PCT(1200E) Contents, Forms tab

The **Documents** window opens.

2 Double-click a document on the left to display its **Status**.

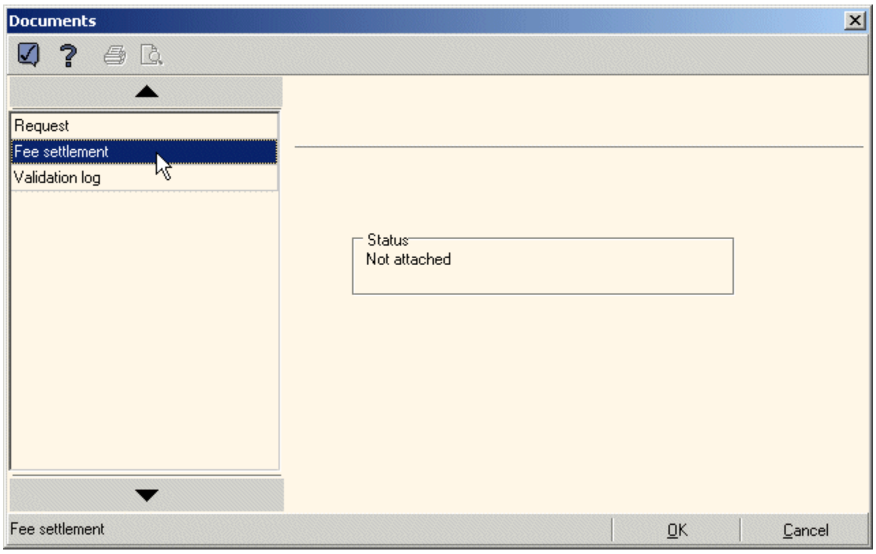


Figure 213: Euro-PCT(1200E) Contents, Document status

The checklist of attached forms includes:

Form	Description
Request	The current Euro-PCT(1200E) form for entry into the regional phase. The system prepares this in Portable Document Format and names it EPF1200.PDF.
Fee settlement	Reserved for future development.
Validation log	A summary of validation remarks and messages.

35.3 Euro-PCT(1200E) Contents, Technical Documents tab

The technical documents, for example the description, claims and abstract, are as supplied with the previous application. You cannot add new technical documents here.

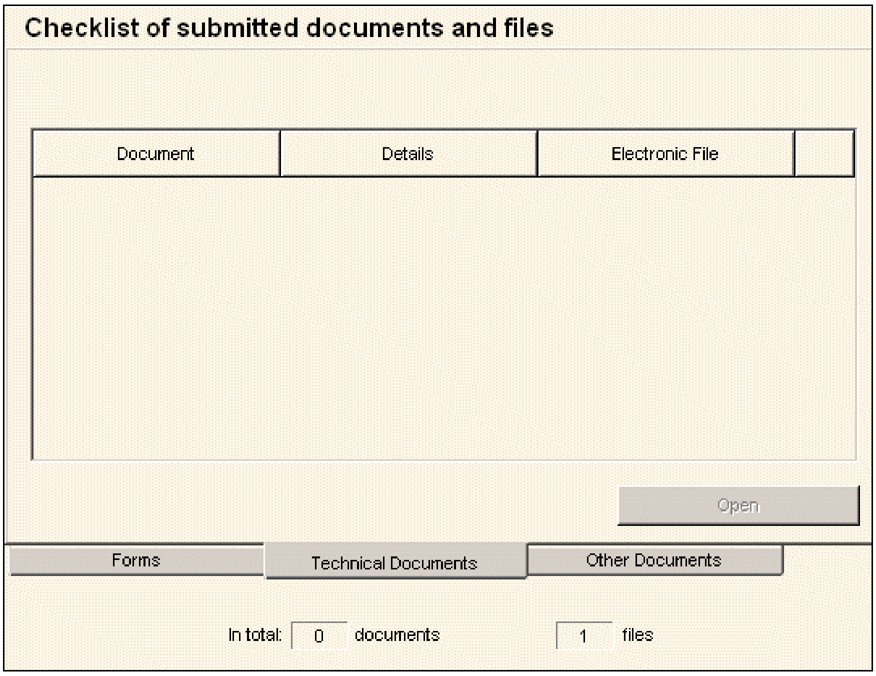


Figure 214: Euro-PCT(1200E) Contents

Amendments and translations can be added to Euro-PCT(1200E) only if the appropriate selections are made in the **Documents** or **Translations** sections. For more information see **Euro-PCT(1200E) Documents** (p 108) and **Euro-PCT(1200E) Translations** (p 109).

Once selections are made in the Documents or Translations sections, the attachment options are displayed. The options displayed are PatXML or PDF format. Please note that PatXML is planned for a future release and is currently unavailable for use with Euro-PCT(1200E).

- **PatXML**

A **PatXML** document is a combined file called **application body**. It contains the description, claims, abstract and drawings. The starting and ending pages for each section are calculated automatically.

- **PDF**

PDF documents can be attached as separate files or as a combined file.

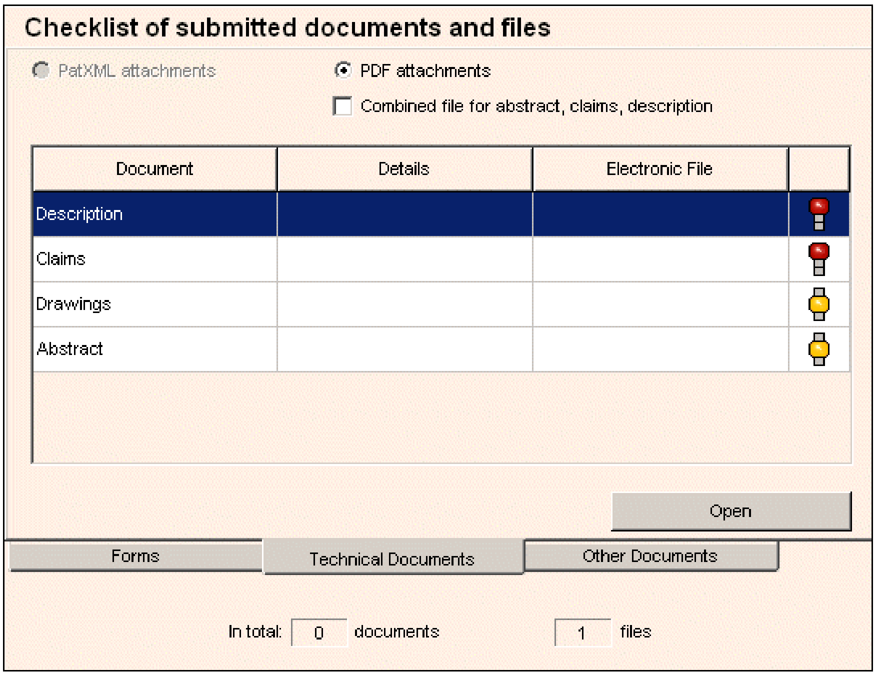


Figure 215: Contents section, opening view

Note If you select a different option after attaching documents, the documents are automatically removed from the current form. The original documents are not changed.

35.3.1 Euro-PCT(1200E) Attaching amended combined file

1 In the Euro-PCT(1200E) **Contents** section, select the option **Combined file for abstract, claims, description**.

2 Double-click **Specification** to open the **Documents** window.

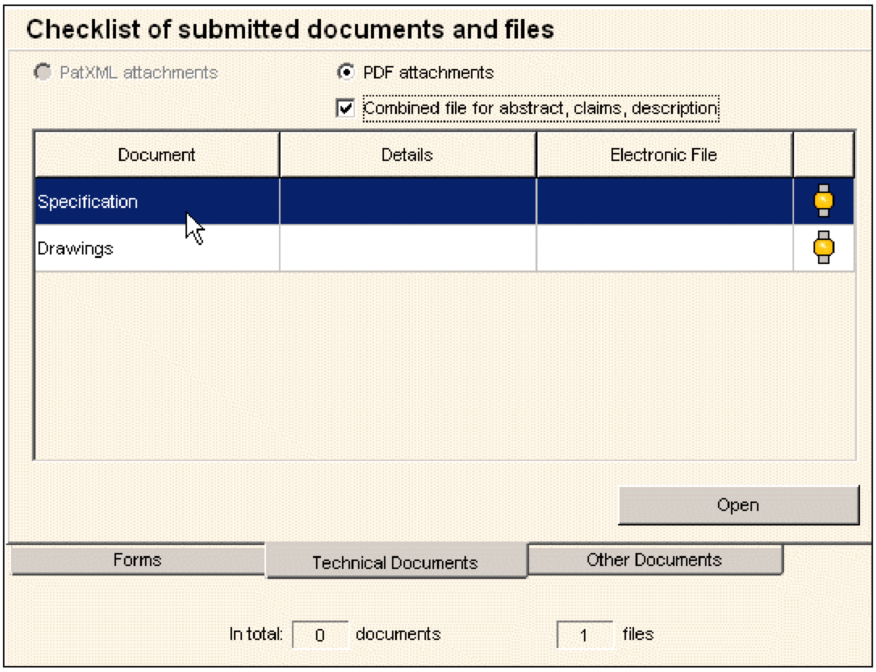


Figure 216: Opening specification

3 With **Specification** selected on the left, click the **Browse** button and attach the file.

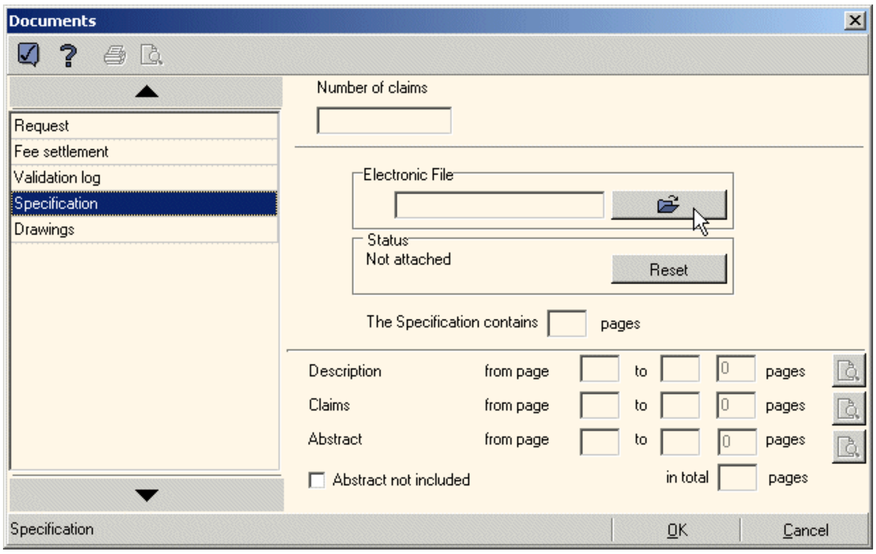


Figure 217: Attaching amended specification

4 Enter the **Number of claims**.

5 Enter the **starting** and **ending page numbers** for each section.

Sections must not overlap, and all pages must be accounted for.

The total number of pages is calculated automatically.

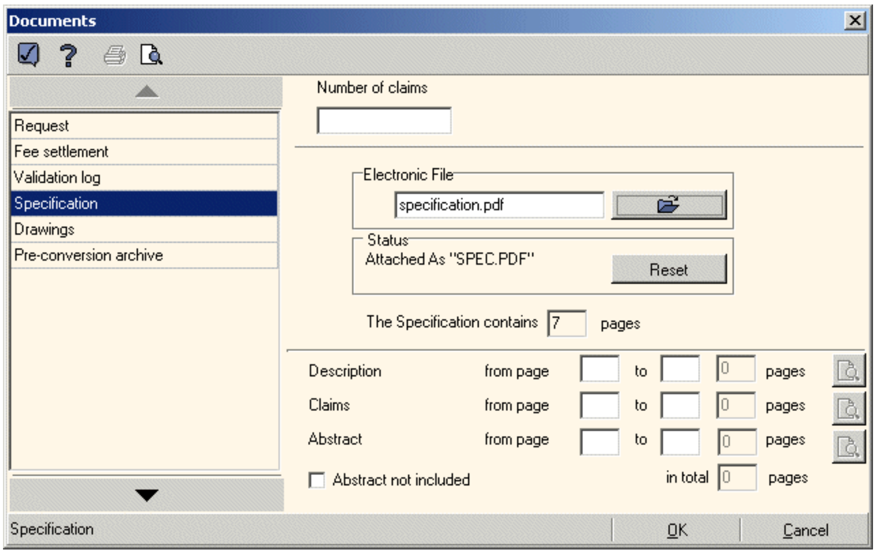
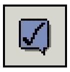


Figure 218: Amended specification page numbers

Note In the Contents section, click the **Validation** button to see any explanatory messages.



In the example below, the validation message indicates that a mistake was made when entering the page numbers for the combined file specification. Overlapping page numbers are not allowed in the combined specification sections and all pages must be accounted for.

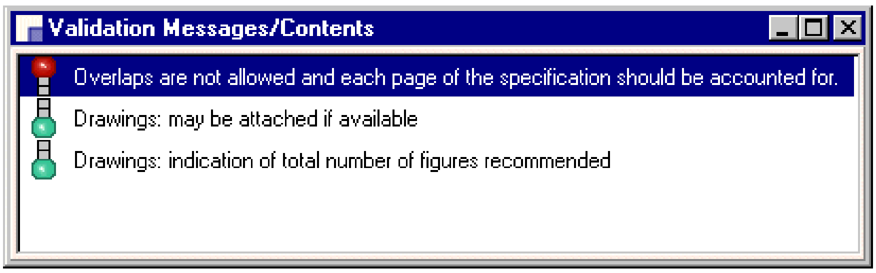


Figure 219: Contents, Validation Messages

35.3.2 Euro-PCT(1200E) Attaching amended separate PDF files

1 In the EP(1200E) **Contents** section, select the option **PDF attachments**.

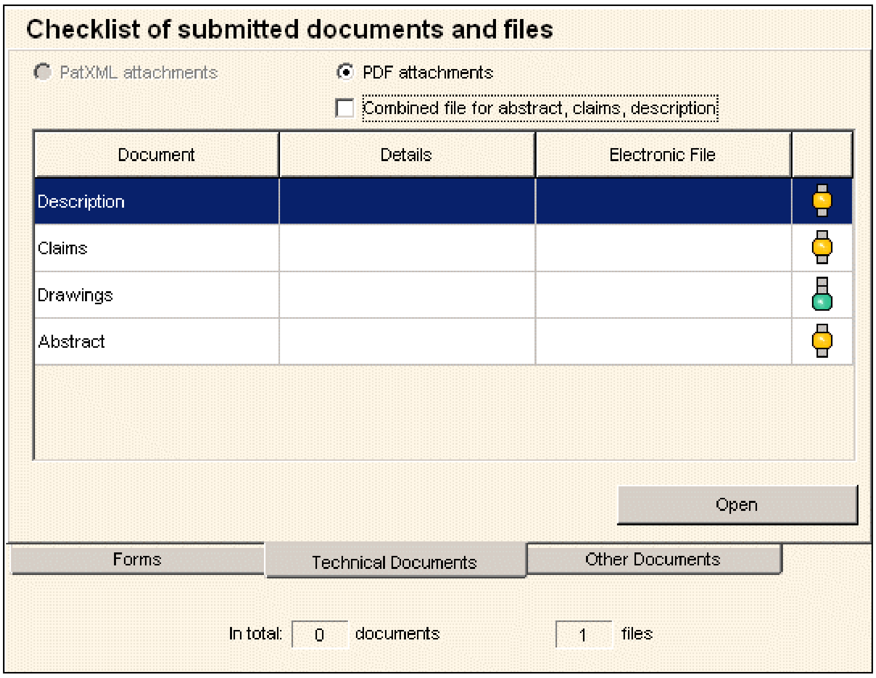


Figure 220: Selecting option for separate amended files

2 Double-click a **document type** to open the **Documents** window.

3 In the **Documents** window click the **Browse** button and attach the file.

35.3.3 Euro-PCT(1200E) Attaching amended description

1 In the Euro-PCT(1200E) **Contents** section, **Technical Documents** tab, select the option **PDF attachments**.

2 Double-click **Description** to open the **Documents** window.

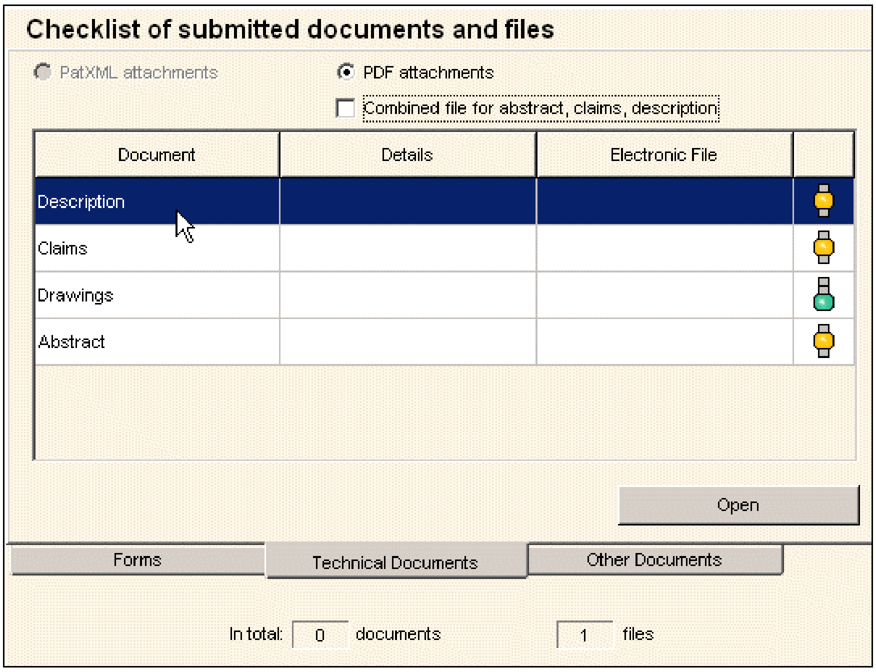


Figure 221: Description

3 With **Description** selected on the left, click the **Browse** button and attach the file.

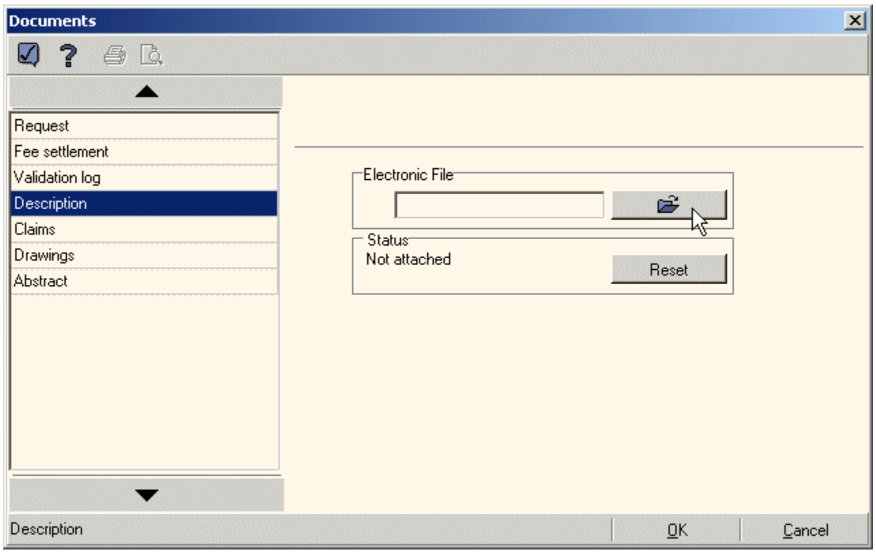


Figure 222: Attaching amended description

The file is renamed to DESC.PDF. This name is for internal processing only, and the original file is not modified at all.

Figure 223: Description file renamed

35.3.4 Euro-PCT(1200E) Attaching amended claims

1 In the Euro-PCT(1200E) **Contents** section, **Technical Documents** tab, select the option **PDF attachments**.

2 Double-click **Claims** to open the **Documents** window.

3 With Claims selected on the left, enter the **number of claims**.

4 Click the **Browse** button and attach the file.

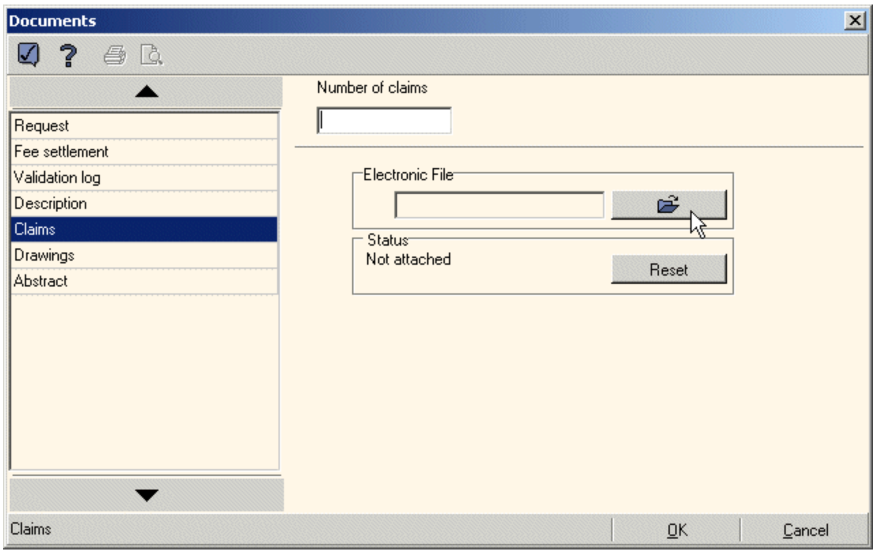


Figure 224: Attaching amended claims

The file is renamed to CLMS.PDF. This name is for internal processing only, and the original file is not modified at all.

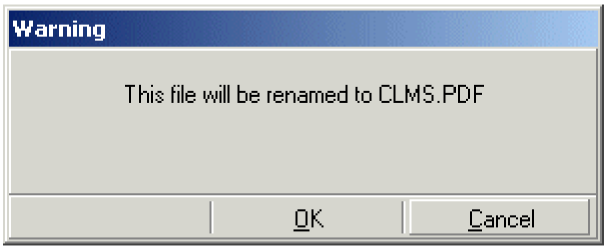


Figure 225: Claims file renamed

35.3.5 Euro-PCT(1200E) Attaching amended drawings

1. In the Euro-PCT(1200E) **Contents** section, **Technical Documents** tab, select the option **PDF attachments**.
2. Double-click **Drawings** to open the **Documents** window.
3. With Drawings selected on the left, enter the **number of figures**.
4. Click the **Browse** button and attach the file.

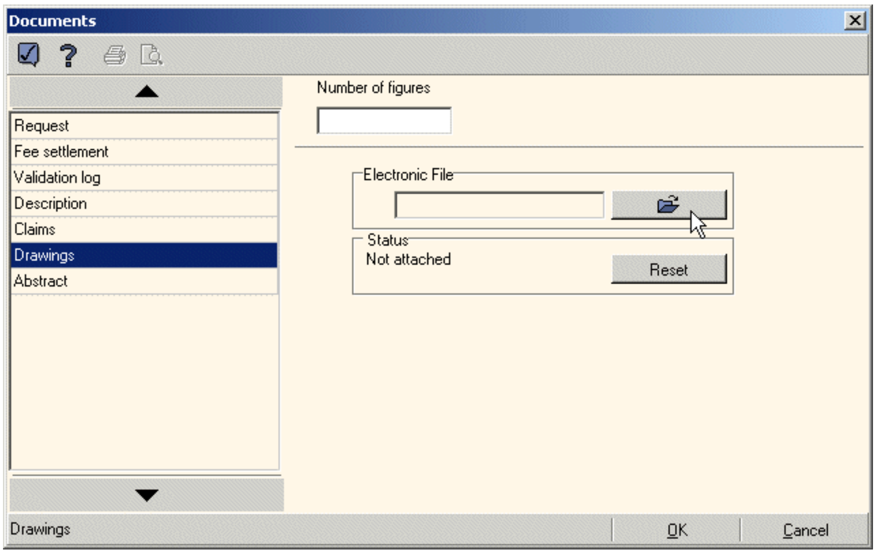


Figure 226: Attaching amended drawings

The file is renamed to DRAW.PDF. This name is for internal processing only, and the original file is not modified at all.

Figure 227: Drawing file renamed

35.3.6 Euro-PCT(1200E) Attaching amended abstract

1 In the Euro-PCT(1200E) **Contents** section, **Technical Documents** tab, select the option **PDF attachments**.

2 Double-click **Abstract** to open the **Documents** window.

3 With Abstract selected on the left, click the **Browse** button and attach the file.

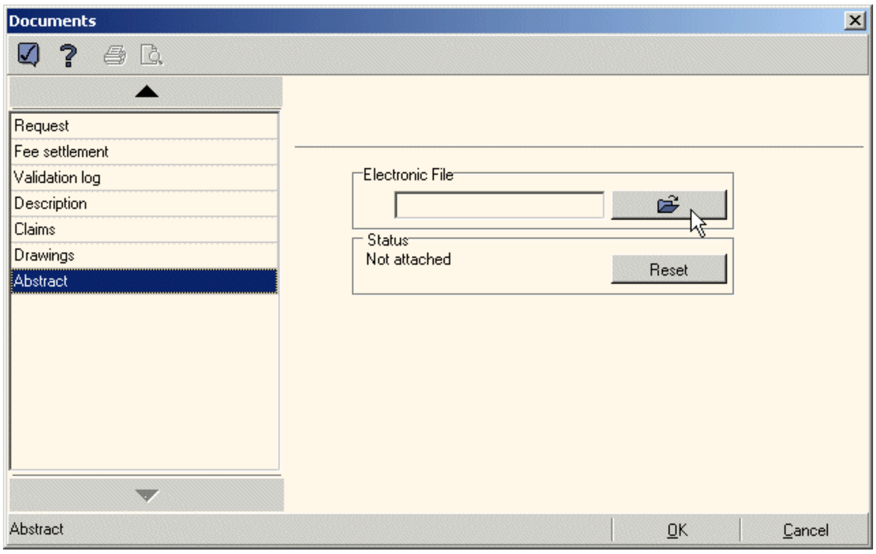


Figure 228: Attaching amended abstract

The file is renamed to ABST.PDF. This name is for internal processing only, and the original file is not modified at all.

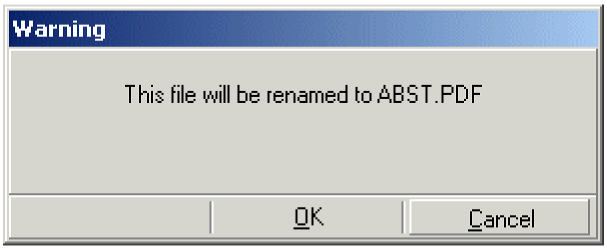


Figure 229: Abstract file renamed

35.4 Euro-PCT(1200E) Contents, Other Documents tab

Documents can be attached to Euro-PCT(1200E) by selecting from the menu in the **Other Documents** tab.

Note With Online Filing version 2.10SP2 you may now attach digitally certified US priority documents. In the list of document types select OTHER and the option **US priority document in electronic format**, and then follow the instructions.

However, it is recommended that this feature is not used with Acrobat Reader version 4 as the document can neither be viewed in Online Filing nor opened with the Acrobat reader. Later versions of the Acrobat Reader may be used.

If the waiver option was selected in the **Biological material** section, two document headings are added automatically and displayed on the **Other Documents** tab:

- Receipt(s) of deposit (biological material)
- Waiver (R.28(3))

1 In the Euro-PCT(1200E) **Contents** section, **Other Documents** tab, select a type of document and click **Add**.

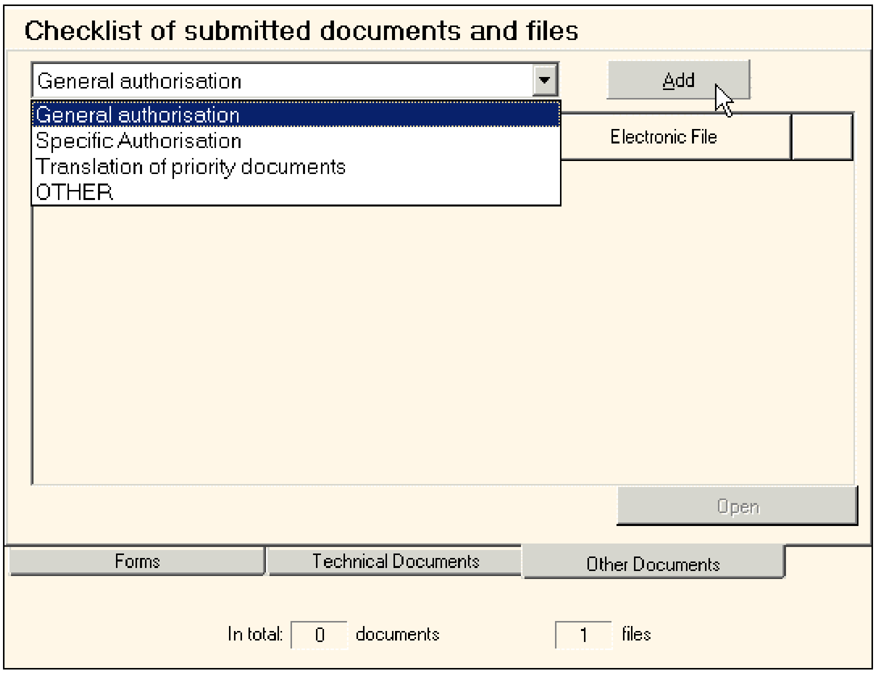


Figure 230: Euro-PCT(1200E) Contents, Other Documents tab

The document item is added to the **Checklist of submitted documents and files**.

2 Double-click the document item to open the **Documents** window.

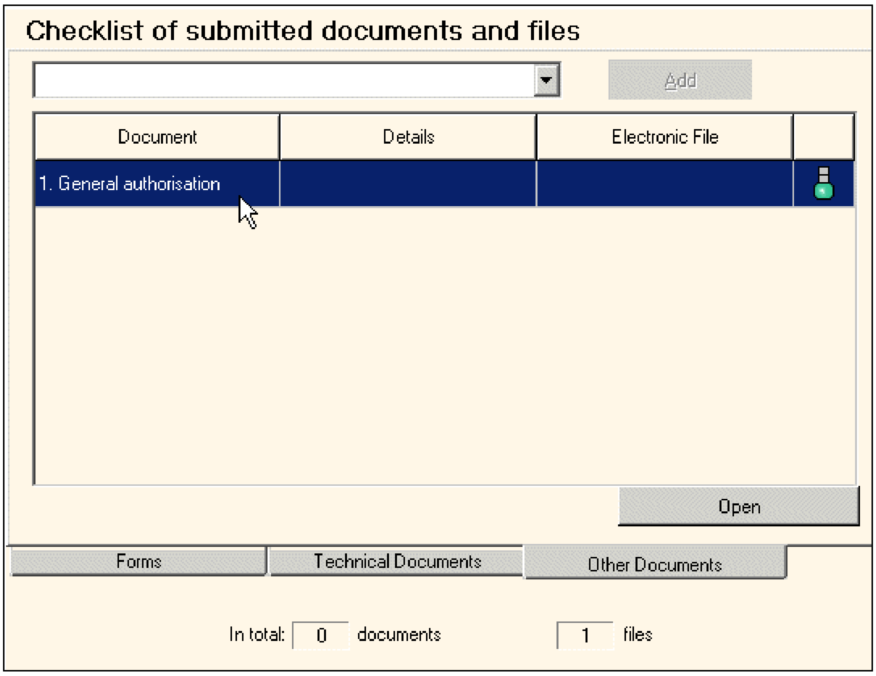


Figure 231: Euro-PCT(1200E) Opening general authorisation

3 In the **Documents** window, type any **Details** you require.

4 Click the **Browse** button and attach the document.

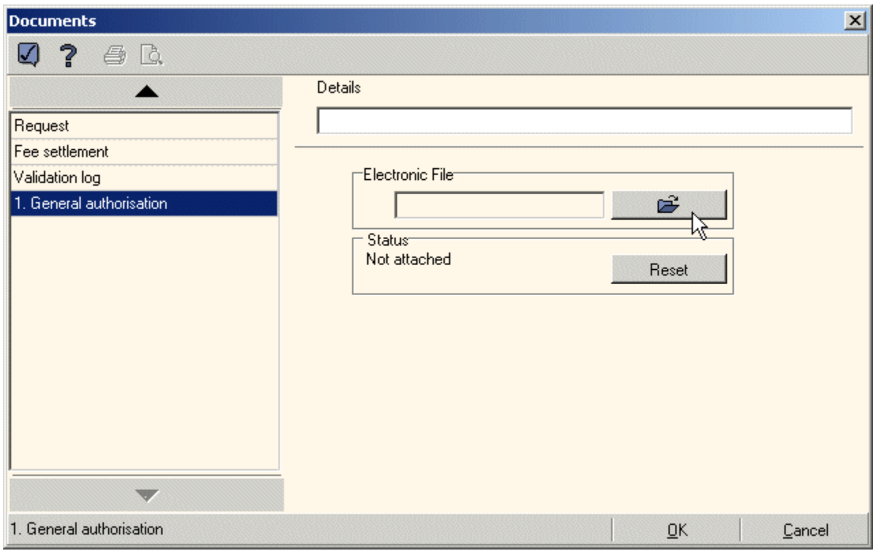


Figure 232: Euro-PCT(1200E) Attaching general authorisation

35.4.1 Adding document type OTHER

1 In the Euro-PCT(1200E) **Contents** section, **Other Documents** tab, select the document type **OTHER** and click **Add**.

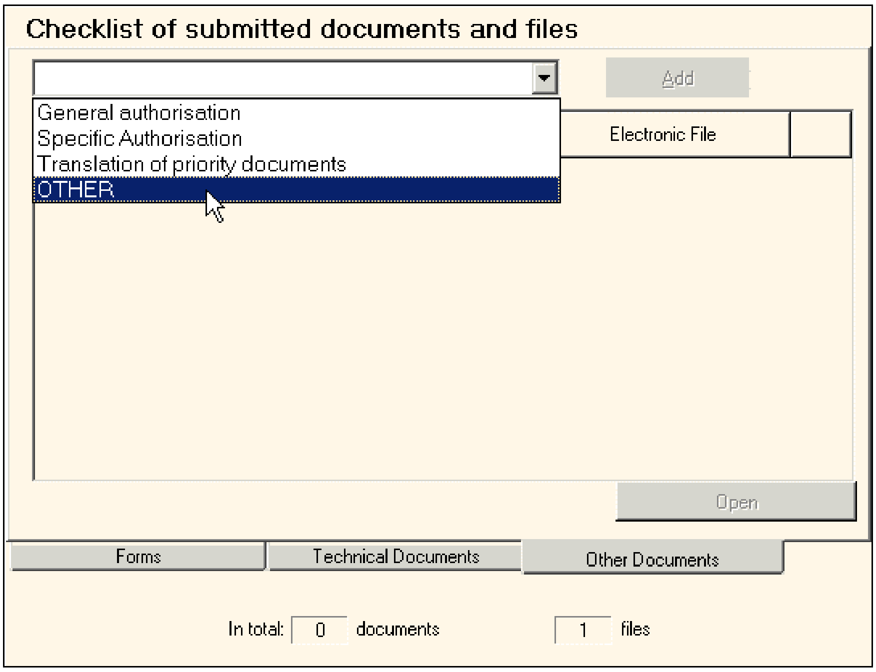


Figure 233: Euro-PCT(1200E) Selecting document type OTHER

The word **<specify>** appears.

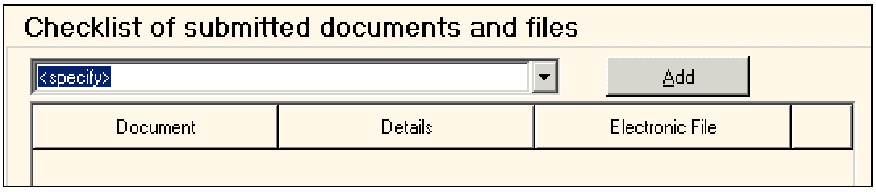


Figure 234: Document type OTHER, specify

2 Type a name for the document and click **Add**.

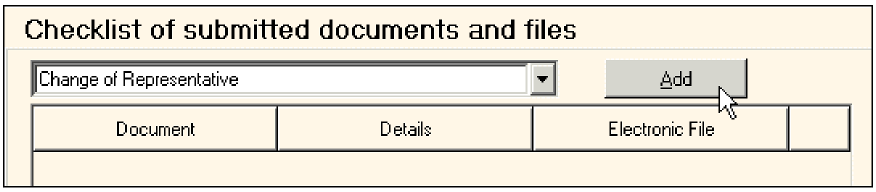


Figure 235: Document type OTHER, sample data

3 Double-click the document item to open the **Documents** window.

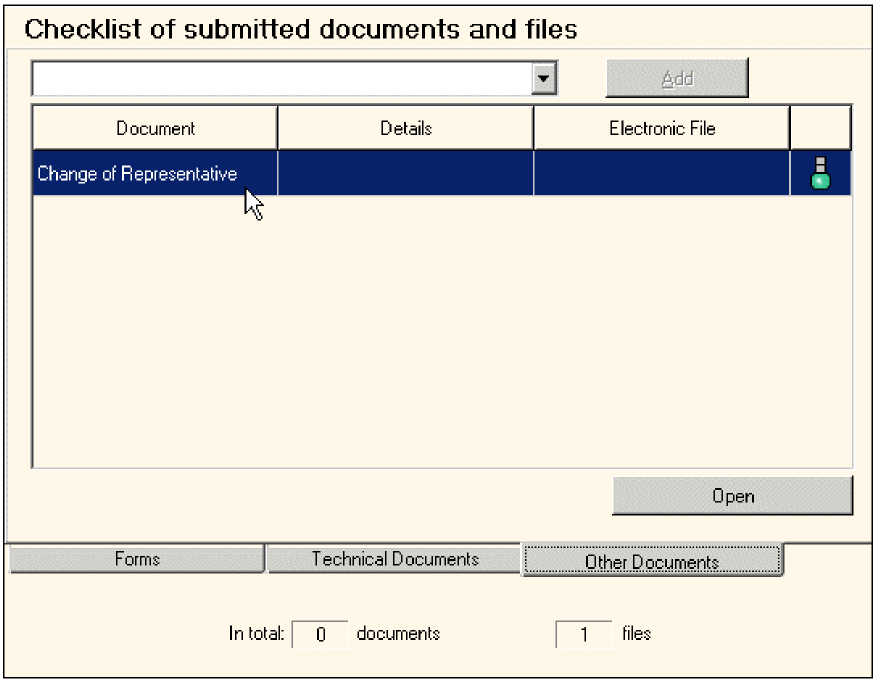


Figure 236: Opening document item, sample data

4 In the **Documents** window, type any **Details** you require.

5 Click the **Browse** button and attach the document.

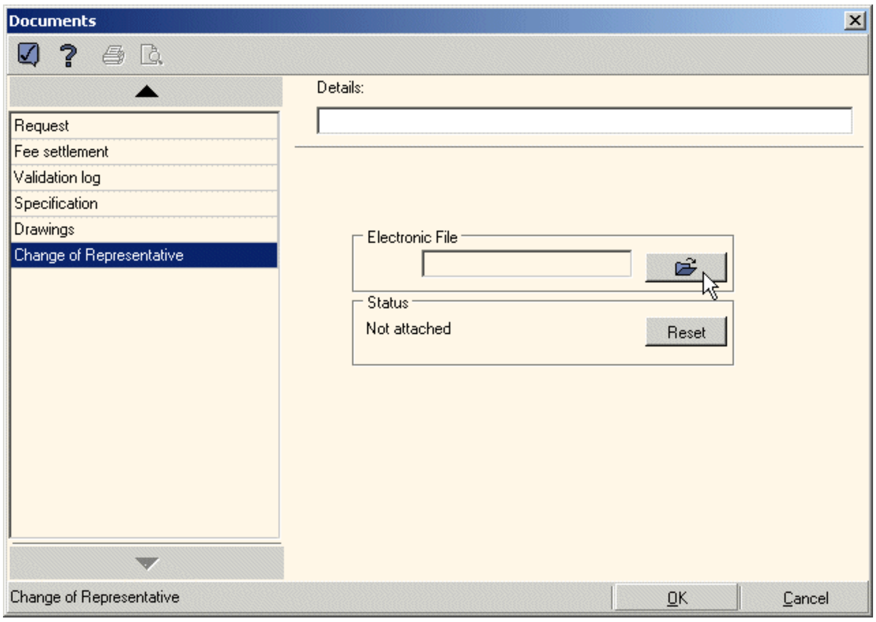


Figure 237: Attaching document type OTHER, sample data

36 Euro-PCT(1200E) Payment

The **Payment** section of Euro-PCT(1200E) is where you specify the mode of payment and give details of account number and account name.

Payment contains two sections for entering data:

1. Payment
2. Information needed for calculation of fees

36.1 Payment

1. In the Euro-PCT(1200E) **Payment** section, select an option from the **Mode of payment** list.
2. Enter the **additional information** appropriate to the mode of payment selected.
3. If appropriate select the check box **Reimbursements (if any) should be made to the following EPO deposit account** and complete the details.
4. If appropriate select the check box to request any **additional sets of copies of documents** and enter the **number of copies** required.

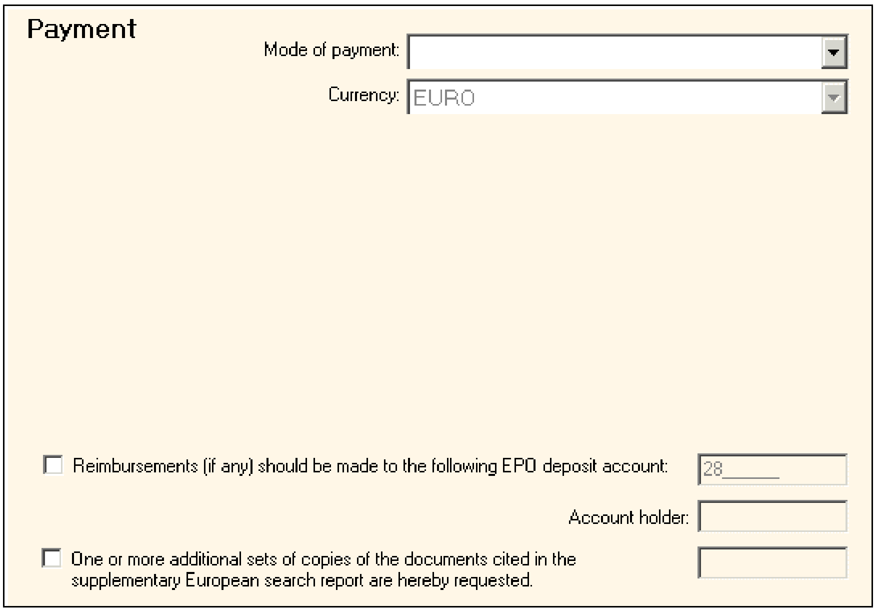


Figure 238: Euro-PCT(1200E) Payment

36.2 Information needed for calculation of fees

1 Select the check boxes appropriate to the Euro-PCT(1200) form.

If you select **International Preliminary Examining Authority = EP**, the preliminary examination report options become available; select the appropriate option.

If you select **Number of claims on entry into the regional phase**, type the number of claims in the box to the right.

This number is carried forward to the **Fees** section, minus 10. For example, if you type 15, the number 5 appears in the **Fees** section.

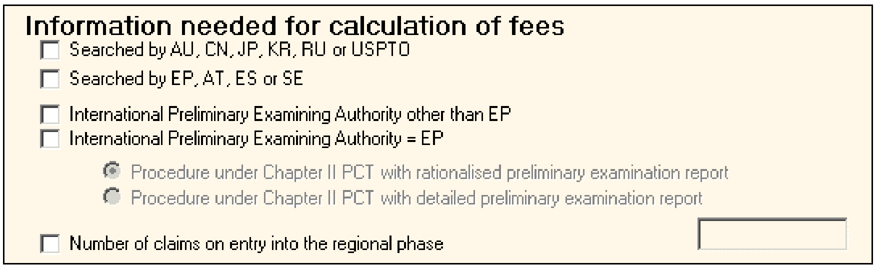


Figure 239: Euro-PCT(1200E) Payment information

37 Euro-PCT(1200E) Fees

The **Fees** section of Euro-PCT(1200E) is where fees associated with the submission are calculated.

The Fees section has three tabs:

- **Standard Fees**

Fees normally associated with a Euro-PCT(1200E) form, for example, Search, Claims and Renewal fee for the 3rd year.

- **Other Fees**

Priority document and subsequent renewal fees.

- **Additional Fees**

Fees applying to a variety of circumstances (targeted for future development)

The fees displayed depend on the option you chose in the **Payment** section. Click the drop-down arrow to get the **Fee schedule valid as of:** date. The fee information is held in the **Maintenance** section. You can only view it here. **Live Update** provides a service for updating the Online Filing software itself, plus the maintenance and fees data. The Live Update option is located in File Manager **Tools, Settings**.

37.1 Euro-PCT(1200E) Fees, Standard Fees tab

Please ensure that you are using the current fees. **Live Update** provides a service for updating the Online Filing software itself, plus the maintenance and fees data. The Live Update option is located in File Manager **Tools, Settings**.

1. In the Euro-PCT(1200E) **Fees** section, click the **Standard Fees** tab.
2. Select the date from the **Fee schedule for EUR valid as of:** list.

The standard fees and their descriptions are listed, with the relevant options selected.

The total amount due is displayed in the lower part of the form.

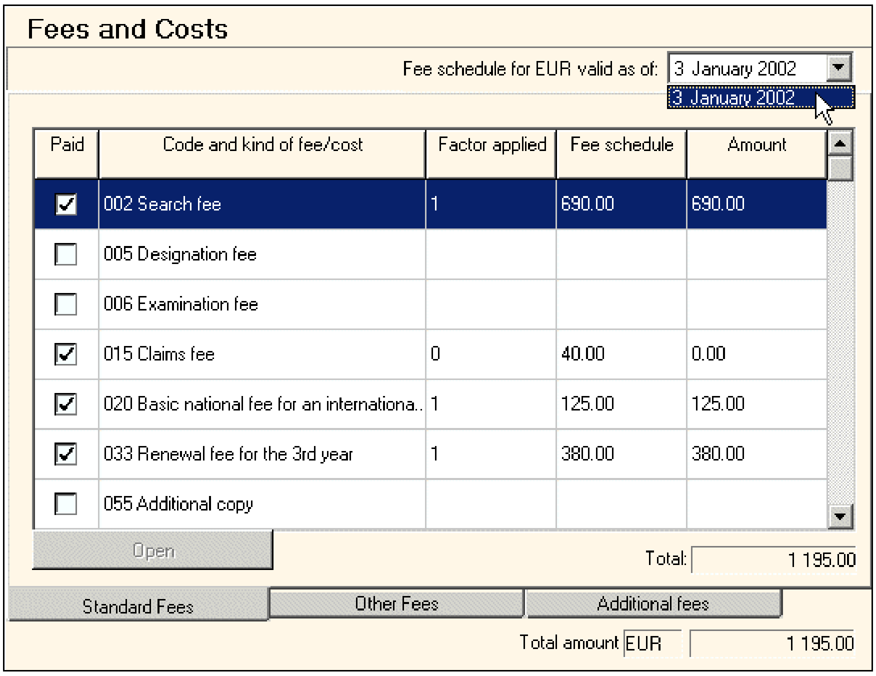


Figure 240: Euro-PCT(1200E) Fees, Standard Fees tab

37.2 Euro-PCT(1200E) Fees, Other Fees tab

1. In the Euro-PCT(1200E) **Fees** section, click the **Other Fees** tab.
2. Select the **date** from the **Fee schedule for EUR valid as of:** list.
3. Select the check boxes for the fees you wish to see.

The amounts are imported from the Fee schedule.

The total amount due is displayed in the lower part of the form.

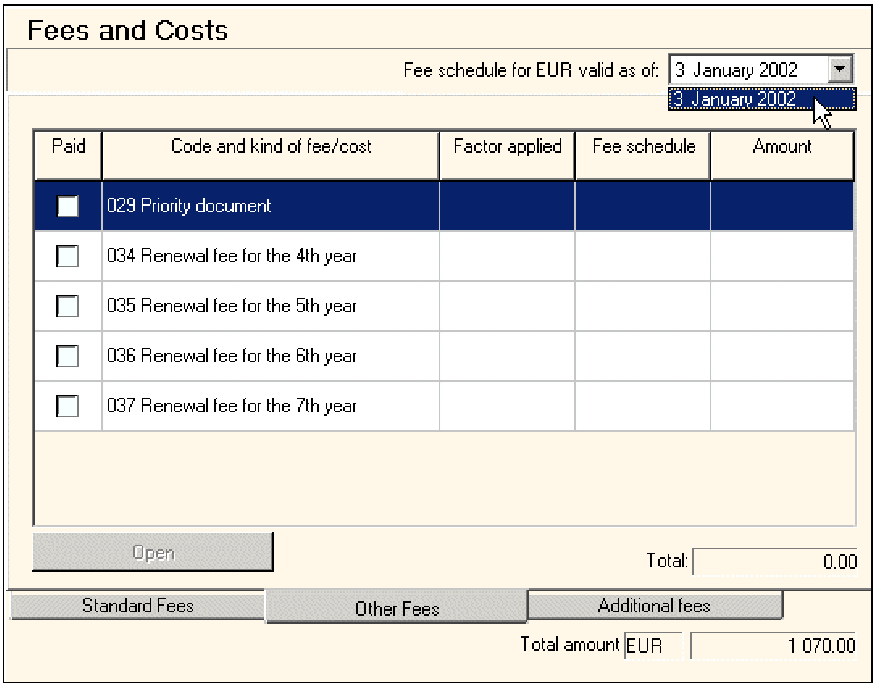


Figure 241: Euro-PCT(1200E) Fees, Other Fees tab

37.3 Euro-PCT(1200E) Fees, Additional Fees tab

1 Click the **Additional Fees** tab.

2 Select the date from the **Fee schedule for EUR valid as of:** list.

3 Select the check boxes for the fees you wish to see.

The fees are displayed.

The total amount due is displayed in the lower part of the form.

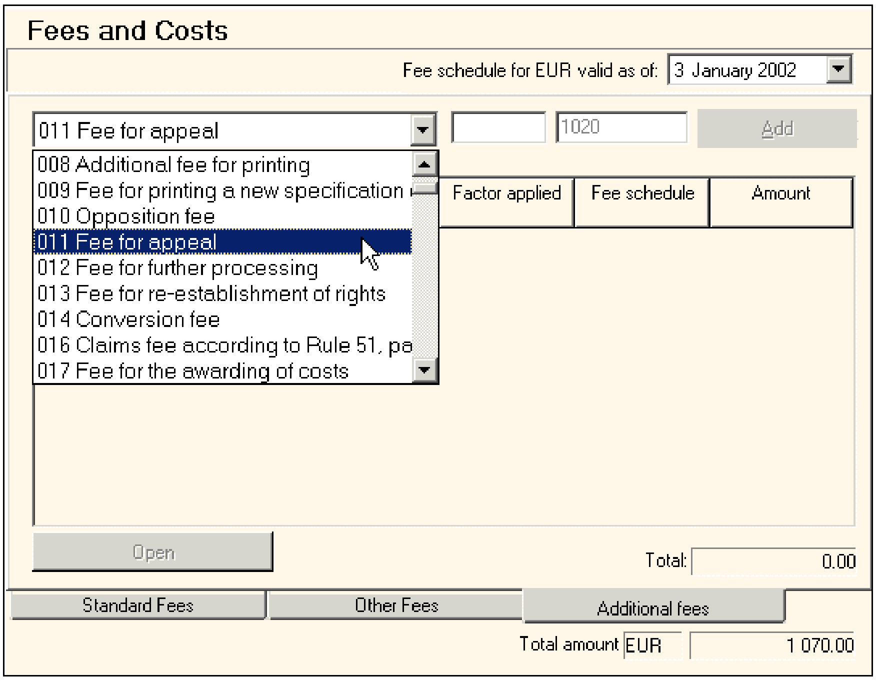


Figure 242: Euro-PCT(1200E) Fees, Additional Fees tab

Note The Additional Fees option is targeted for future development.

38 Euro-PCT(1200E) Annotate

The **Annotate** section is where you can see all the notes that have been made for this request. You can also add notes here. A **note (for EPO)** is a comment intended for those receiving the application as part of the data submitted. A **note (internal)** is for internal use only and is not transmitted to the EPO.

38.1 Adding notes

1 In the Euro-PCT(1200E) **Annotate** section, select a **type of note** and click **Add**.

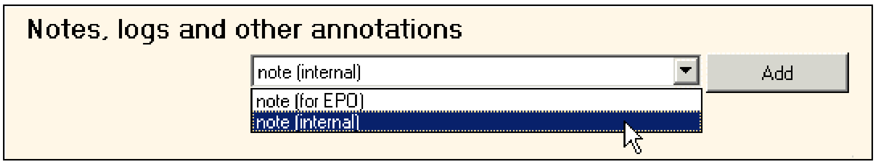


Figure 243: Adding a note

The **Note** window opens.

2 Type the **information** you require.

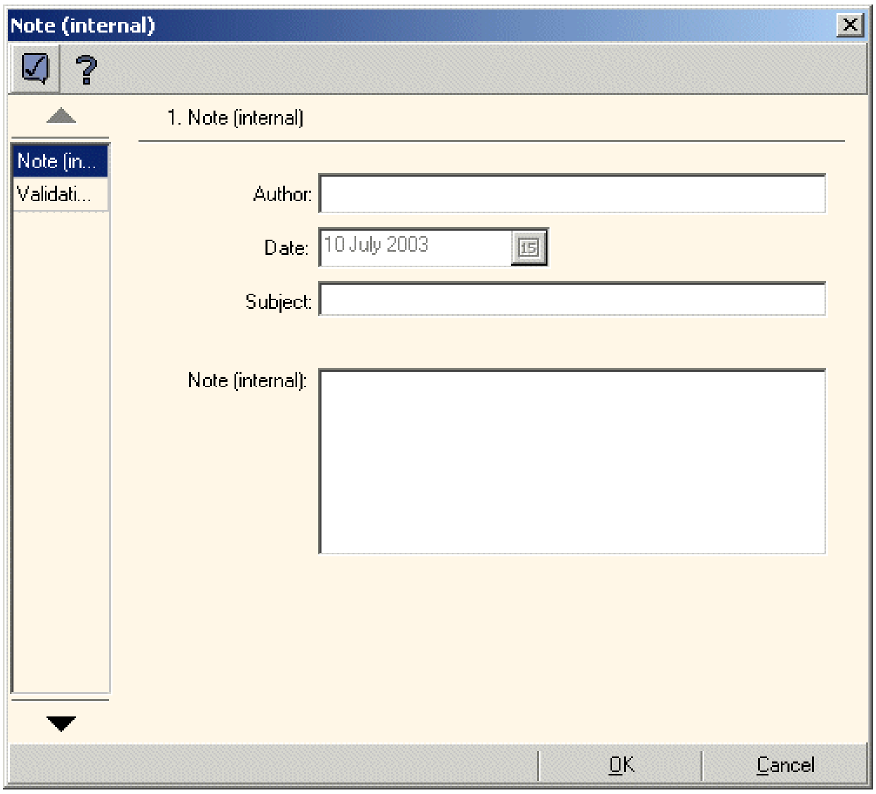


Figure 244: Annotate, completing note details

You can also add notes from the shortcut menus of other sections.

38.1.1 Deleting notes

1 In the **Annotate** section, click a note to select it.

2 Right-click the note to display the shortcut menu.

3 In the shortcut menu select **Cut.**

Note This operation cannot be undone.

38.1 Validation log

The **Annotate** section contains the **Validation log** of all the validation messages for this request. You can access the individual messages from the menu for each section.

1 To display **individual validation** messages related to completing the form correctly, click the **Validation** button in the sections.

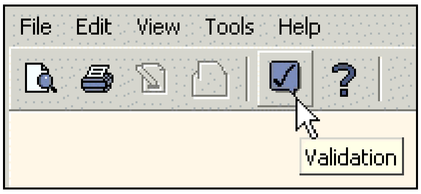


Figure 245: Validation button

2 In the Euro-PCT(1200E) Annotate section, double click **Validation log** to see the entire list.

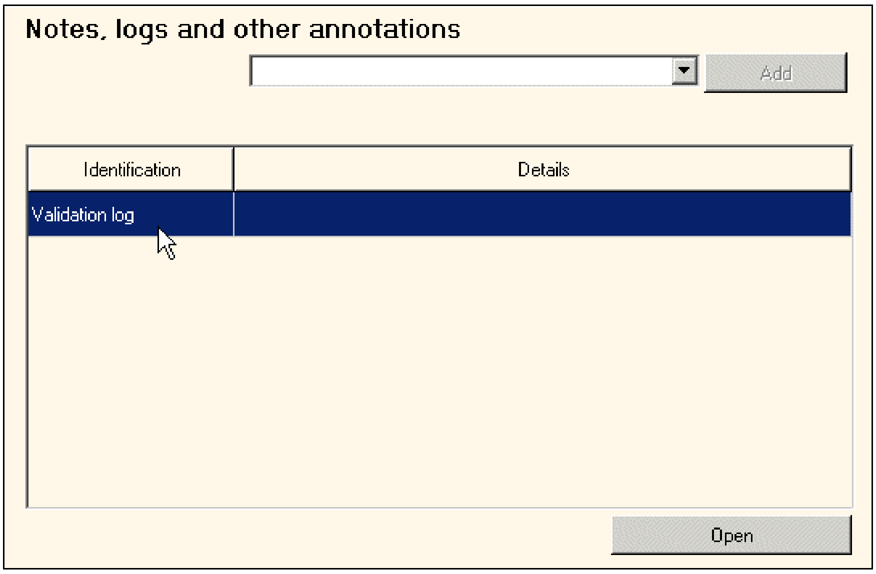


Figure 246: Validation log

The validation log opens.

3 Scroll through the list to see all the messages.

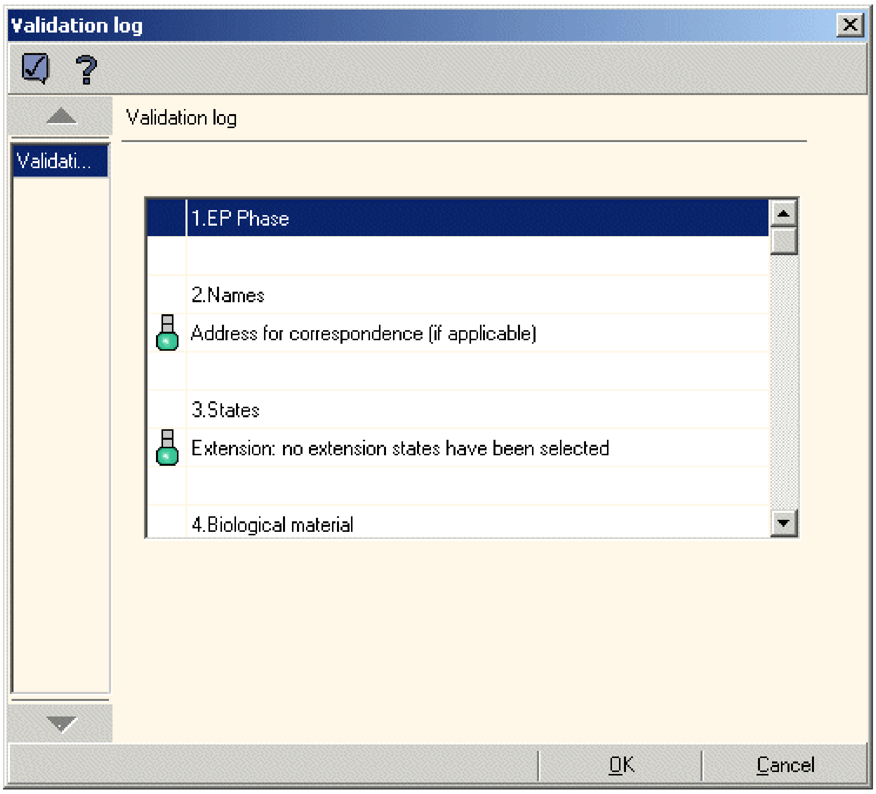


Figure 247: Euro-PCT(1200E) Validation log, sample data

Note In addition to checking individual sections, the system also carries out **global validation**, that is, it cross-checks the overall correctness of the submission. For example, if in the **Documents** section you select the option **unless replaced by the amendments attached**, in the **Contents** section the traffic light remains amber until you attach the amended document(s).

39 PCT-RO-101 Overview

PCT-RO-101 allows you to submit Patent Cooperation Treaty (PCT) applications electronically. It is used for requesting entry into the regional phase before the EPO as designated or elected office.

PCT-RO-101 is organised into several parts to help you process your form: **menu, toolbar** and **sections**. When you click a section to select it, the options for that section are displayed. These represent the types of information you need to complete for this request.

As you prepare the application, two features will help you decide whether the information is complete and correct:

For more information see **Traffic lights** (p 235) and **Validation messages** (p 235).

39.1 Creating new PCT-RO-101 forms

1 In File Manager select **New Form, PCT Form** from the **File** menu.

Figure 248: Creating a new form, PCT form

You can also create a new form in File Manager by double-clicking the **Normal** template, **PCT-RO-101**.

The **New application** window opens.

2 Select an option from the **Language of the proceedings** list.

3 Enter a **user reference**.

This reference must be unique. It is the name of this patent application.

4 Select the option to use File Manager **categories** if you wish.

Categories allow you to group forms in a way that is meaningful to your organisation, for example by type of content or department. Forms can then be sorted and displayed by category.

39.2 PCT-RO-101 Sections

The **PCT-RO-101** sections organise the information needed to complete a PCT patent application.

Section	Description
Request	The **Request** section of PCT-RO-101 is where you request the grant of a PCT patent, give the application a title and set the language.
States	The **States** section of PCT-RO-101is where you designate the contracting states for the application.
Names	The **Names** section of PCT-RO-101is where you enter applicant, agent and inventor details.
Priority	The **Priority** section of PCT-RO-101 is where you claim national, regional or international priority.
Biology	The **Biology** section of PCT-RO-101 is where you input details of biological material filed if relevant and name the depositary institution.
Declarations	The **Declarations** section of PCT-RO-101 is where you make applicant or inventor declarations.
Contents	The **Contents** section of PCT-RO-101 is where you attach the description, claims and other documents.
Fees	The **Fees** section of PCT-RO-101 is where you calculate fees.
Payment	The **Payment** section of PCT-RO-101 is where you set payment choices.
Annotate	The **Annotate** section of PCT-RO-101 is where you add remarks to the application.

39.3 PCT-RO-101 Menu options

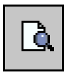
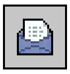
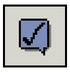
The PCT-RO-101 menu lists common tasks. The options available depend on the circumstances.

Menu		Description
File	Sign	Add electronic signatures.
	Save as Ready for Signing	Move to the Ready to Sign folder.
	Save as Draft	Save work so far for later completion.
	Save as Template…	Save work as a basis for creating new forms.
	Export unpacked WAD to...	Saves all data into XML files which, together with all attached document files, are stored in a selected directory.
	Export WAD to...	Saves all data into XML files which, together with all attached document files, are stored in a compressed ZIP file.
	Preview	Display the form in PDF format.
	Print	Print the application in PDF format.
	Close Form	Shut current patent application.
Edit	Undo **Ctrl+Z**	Reverse last action or clear the screen.
	Cut **Ctrl+X**	Remove selected item.
	Copy **Ctrl+C**	Make a duplicate of selected item.
	Paste **Ctrl+V**	Insert duplicated item.
	Delete **Ctrl+D**	In the Names section, delete selected entry. This option is only available if information has been entered.
	Remark	Add a comment intended for those receiving the application, as part of the data submitted.

Menu		Description
	Private Remark	Add a comment for internal use only, not transmitted to the EPO.
View	Request	Display the Request section.
	States	Display the States section.
	Names	Display the Names section.
	Priority	Display the Priority section.
	Biology	Display the Biology section.
	Declarations	Display the Declarations section.
	Contents	Display the Contents section.
	Fees	Display the Fees section.
	Payment	Display the Payment section.
	Annotate	Display the Annotate section.
Tools	Validation	See Validation messages and remarks.
Help	Contents	Accesses the Help file.
	About PCT Online Filing	Displays PCT Online Filing general information and WIPO Helpdesk details.

39.4 PCT-RO-101 Toolbar options

PCT-RO-101 toolbar buttons provide quick access to common tasks.

Button	Description
	Previews the page.
	Prints the page.
	Signs the form.
	Saves the form as ready sign.
	Opens the Help window.
	Displays validation messages.

Move the mouse pointer over a button to see a brief description of what it does. If a function is not currently available the button will be dimmed.

40 PCT-RO-101 Request

The **Request** section of PCT-RO-101 is the first one selected in a new PCT application.

40.1 Entering request details

1 In the PCT-RO-101 **Request** section, select an option from the **Receiving Office** list.

2 Select the **International Searching Authority** (ISA).

3 Select the **Language of filing of the international application**.

4 Enter the **Title of invention**.

The title should be short, concise and entered in **CAPITAL** letters.

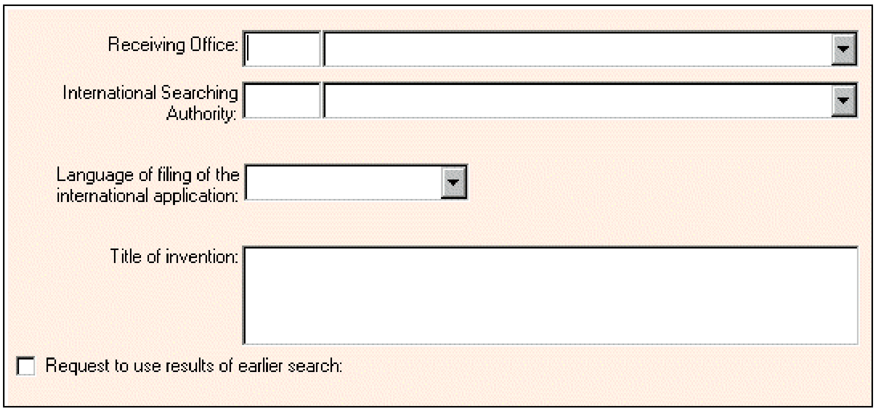


Figure 249: PCT-RO-101 Request

40.2 Request to use results of earlier search

1 Select the option **Request to use results of earlier search** if appropriate.

2 Double-click **Open to add reference to earlier search** to supply the additional information.

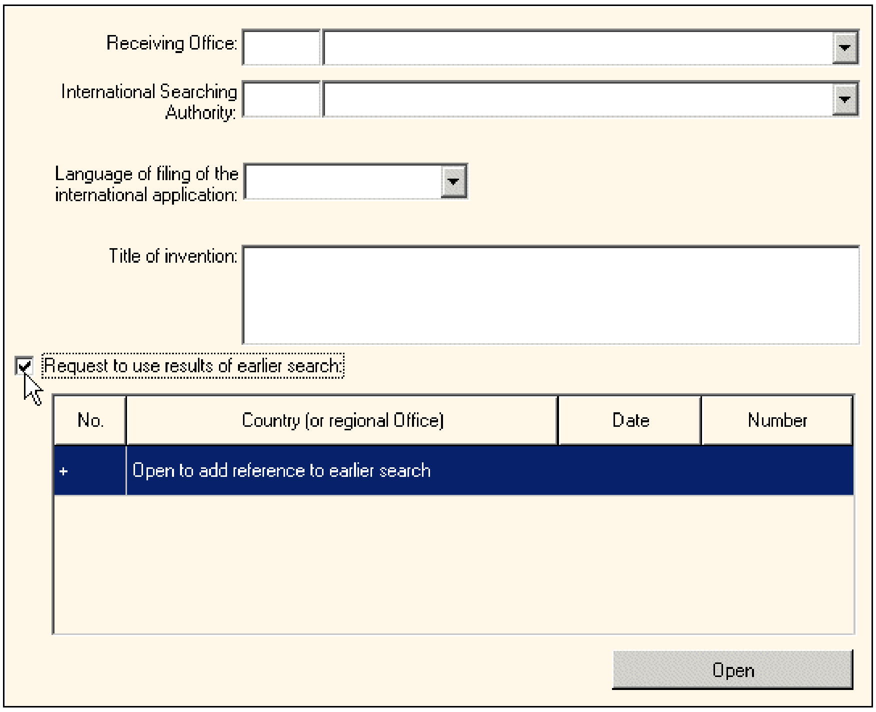


Figure 250: PCT-RO-101 Request, Results of earlier search

The **Details of Earlier Search** window opens.

3 Select an option from the **Country (or regional Office)** list.

This is the office of filing of the application or request for earlier search.

4 Enter the **date**.
This is the date on which the application or request for earlier search was filed.

5 Enter the reference **number**.
This is the number of the application or request for earlier search.

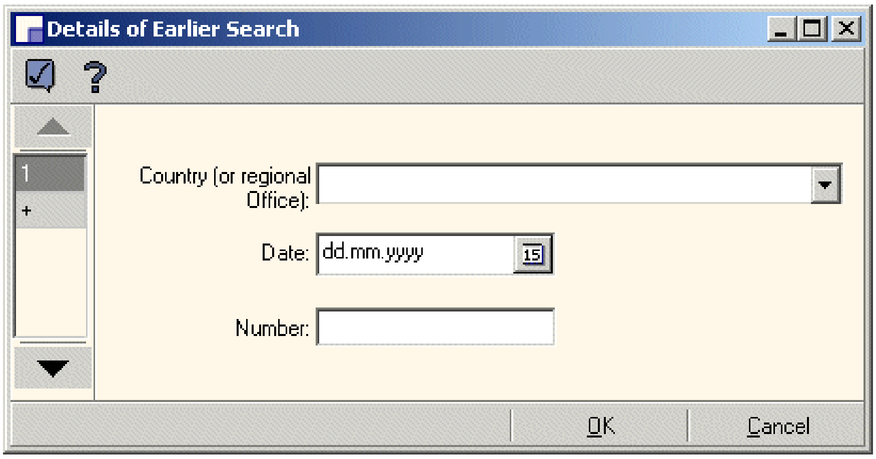


Figure 251: Details of earlier search

40.1 Deleting results of earlier search

The **results of earlier search** are numbered and listed in the **Request** section.

1 To delete an item from the list, right-click it and select **Cut** from the shortcut menu.

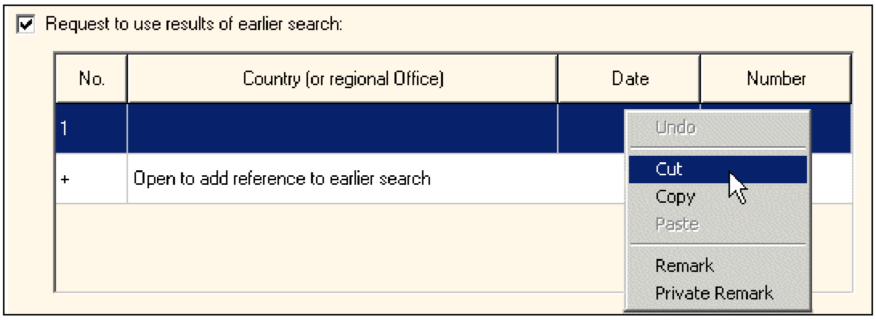


Figure 252: Deleting details of earlier search

41 PCT-RO-101 States

41.1 Designations

All Contracting States bound by the PCT on the international filing date are designated with the filing of this request. However, you may select the option NOT to designate Germany, the Republic of Korea or the Russian Federation for any kind of national protection. Use the check boxes provided to exclude irrevocably the designations concerned.

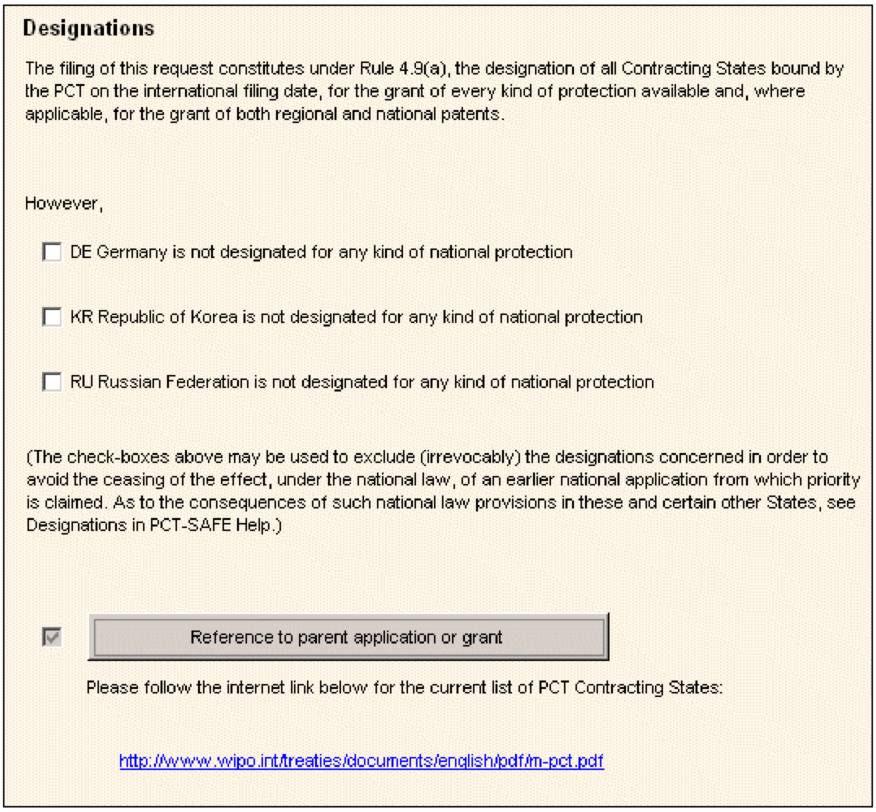


Figure 253: PCT-RO-101 Designations

Note The WIPO website provides the current list of PCT Contracting States. To view the list, click the link provided.

41.1 Reference to parent application or grant

1 To display the options, click **Reference to parent application or grant**.

The OAPI and National options are displayed.

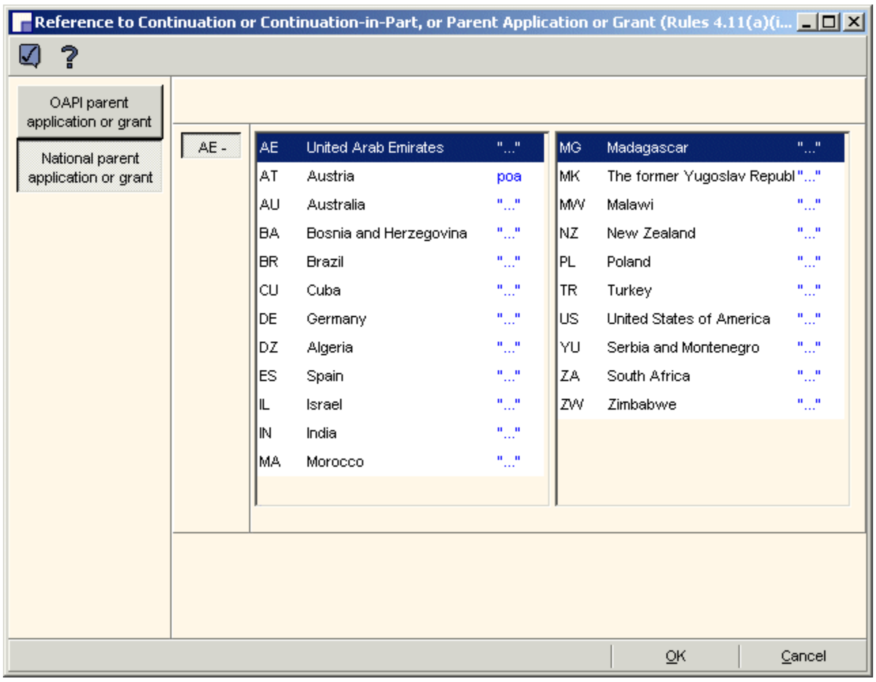
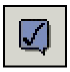


Figure 254: Options for reference to parent application

Note Once a reference is made, the **Reference to parent application or grant** check box is automatically selected. The validation colour for the States section will display as green only if the reference information have been entered correctly. Click the **Validation** button to see any messages.



41.2 PCT-RO-101 OAPI patent

1 In the PCT-RO-101 States section, click **Reference to parent application or grant**.

2 Click **OAPI parent application or grant**.

3 Select an option from the **Kind of parent application or grant** list.

4 Enter the **parent application** or **grant number**.

5 Enter the **parent application** or **grant date** in the format displayed. Do not type the full stops.

-OR-

Click the **Calendar** button and select a date.

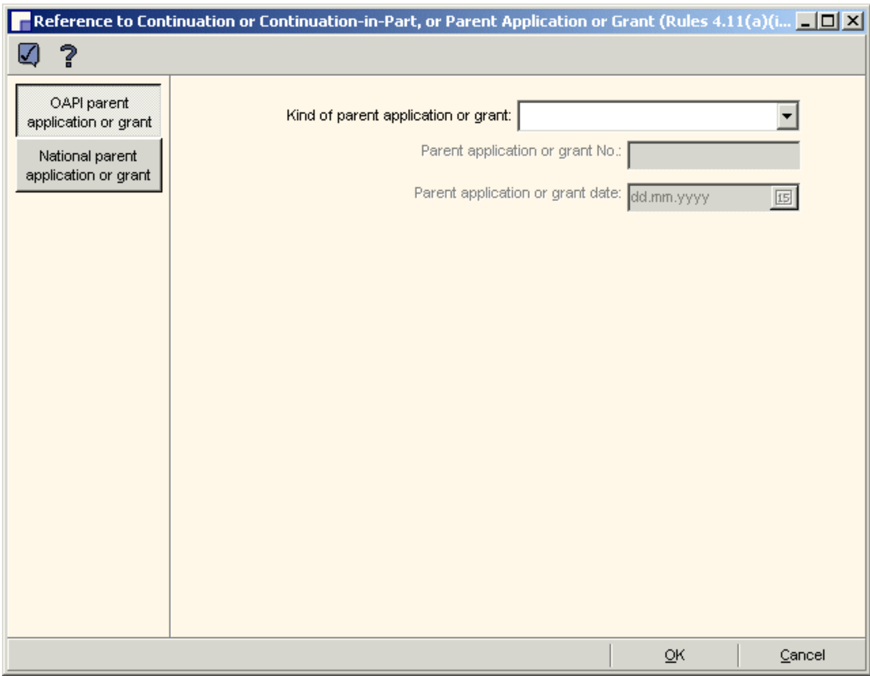


Figure 255: PCT-RO-101 States, changing OAPI patent details

41.3 PCT-RO-101 National patent

1. In the PCT-RO-101 States section, click **Reference to parent application or grant**.
2. Click **National parent application or grant**.
3. Select the State you require
4. Double-click the characters **"…"** in blue to view the available options.

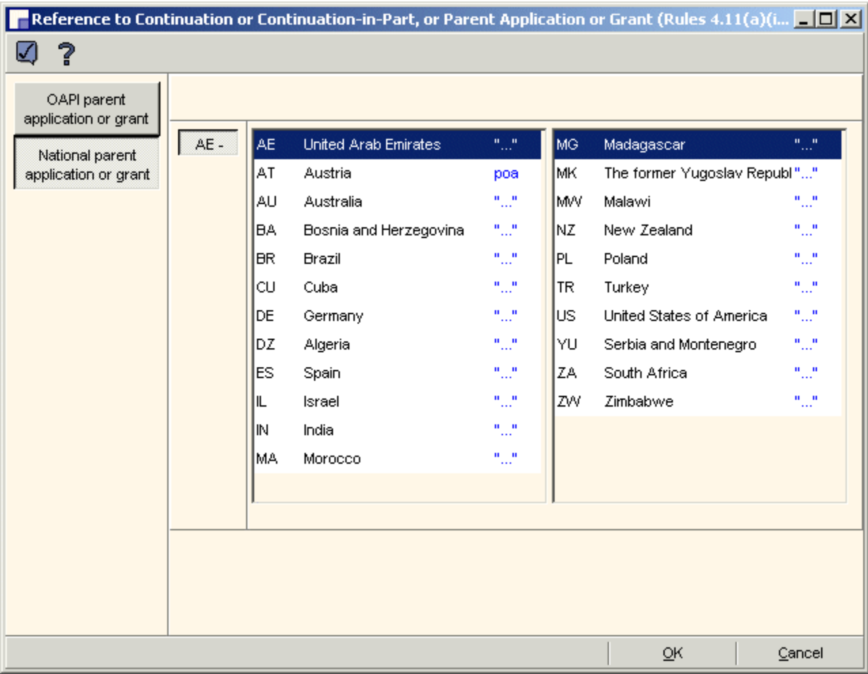


Figure 256: PCT-RO-101 National patent designations

5. Select an option from the **Kind of parent application or grant** list.
6. Enter the **parent application or grant number**.
7. Enter the **parent application** or **grant date** in the format displayed. Do not type the full stops.

-OR-

Click the **Calendar** button and select a date.

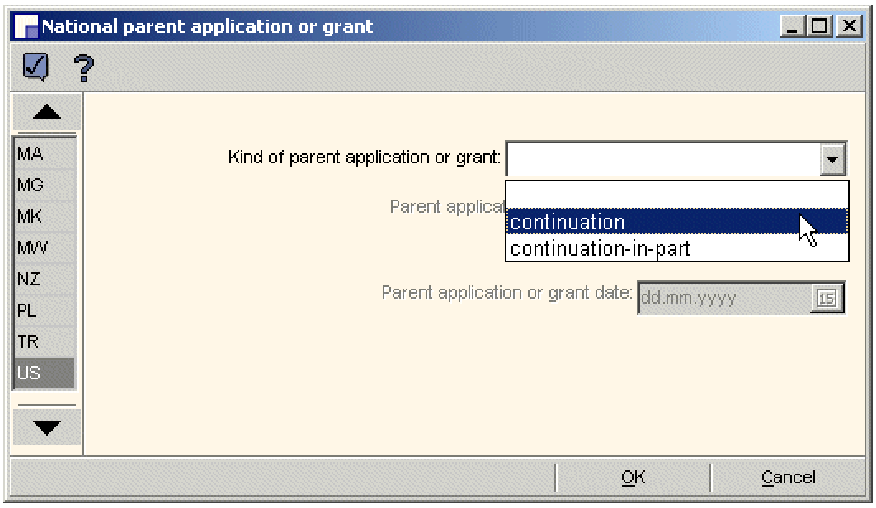


Figure 257: Options available for parent application or grant

42 PCT-RO-101 Names

The **Names** section of PCT-RO-101 is where contact details are supplied for the persons involved in this application.

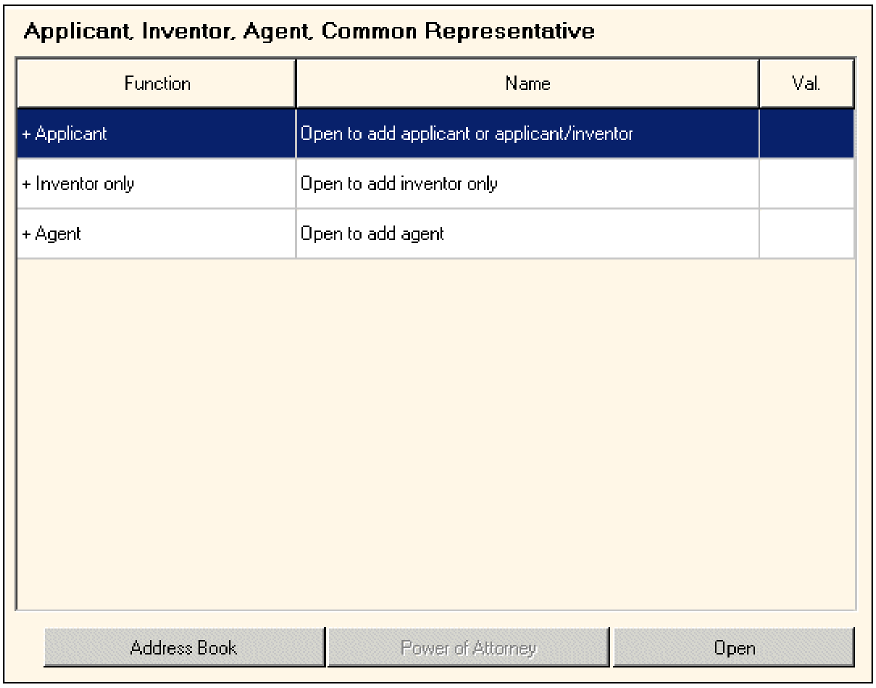


Figure 258: PCT-RO-101 Names, List of functions

42.1 Completing names and details

Details can be added for the following functions:

- Applicant
- Inventor
- Agent
- Common Representative.
- Correspondence Address

1 In the PCT-RO-101 **Names** section, select a function and click **Open**.

You can also double-click the function name: **applicant**, **inventor**, **agent**, **common representative** and **correspondence address**.

The corresponding window opens.

42.1 Declarations concerning applicant or inventor

You may add declarations concerning the applicant, inventor or invention:

- Declaration as to the identity of the inventor.
- Declaration as to the applicant's entitlement to apply for and be granted a patent.
- Declaration as to the applicant's entitlement to claim priority of an earlier application.
- Declaration of inventorship.
- Declaration as to non-prejudicial disclosures or exceptions to lack of novelty.

For more information see **PCT-RO-101 Declarations** (p 179).

42.2 PCT-RO-101 Details concerning applicant

1 In the PCT-RO-101 **Names** section, double-click the **Applicant** function to open the **Details concerning Applicant or Applicant/inventor** window.

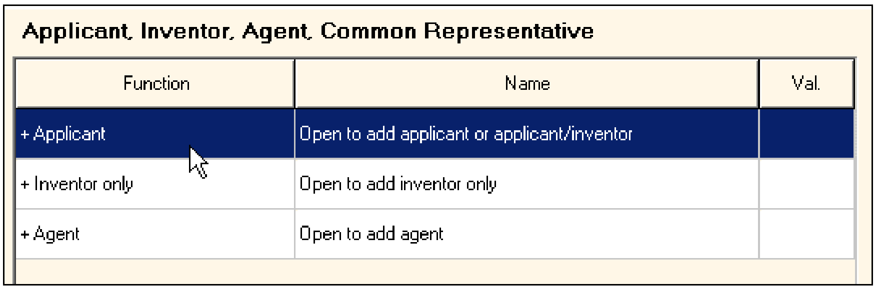


Figure 259: PCT-RO-101 Names, Applicant

2 Select the option for either **legal entity** or **natural person**.

If legal entity is selected, the **first name** option is unavailable.

For a natural person, select the check box **This person is also inventor** if appropriate.

Enter the **name** (ie surname) in CAPITAL letters and the **first name** with the first letter only capitalised.

Titles and academic degrees must be omitted.

3 Enter the **registration number**. Please note that this is essential as the registration number facilitates proper allocation to our back end system.

4 Enter the **country** code and **address details**.

5 Enter the **telephone and facsimile numbers** including the applicable country and area codes.

6 Select an option for the states for which this person is applicant.

7 To add additional applicant names click the **+Applicant** option, and then click **Open**.

As applicants are added, the system numbers them in order.

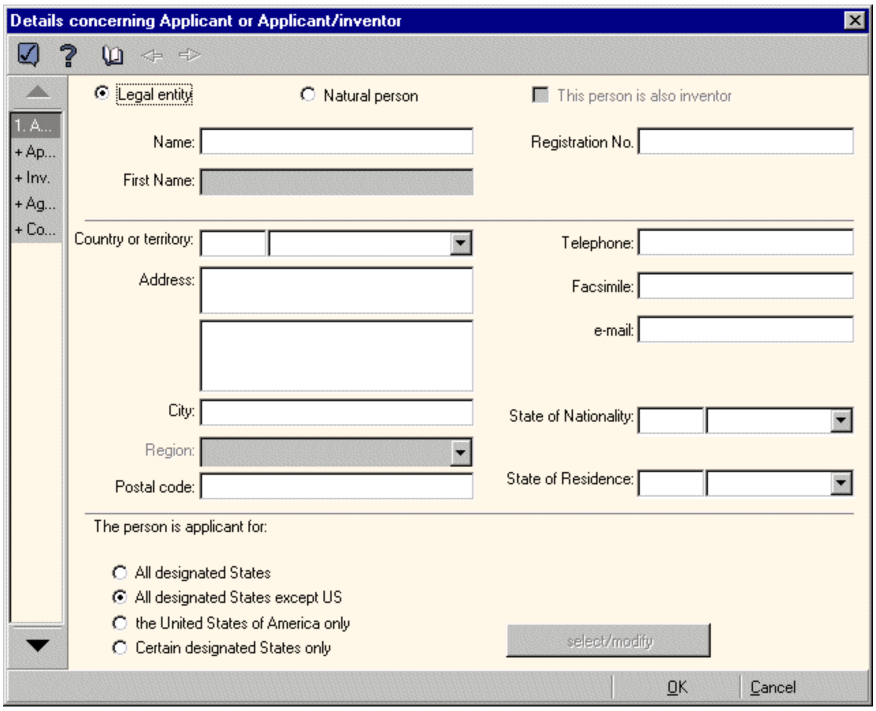


Figure 260: PCT-RO-101 Details concerning Applicant

42.2.1 Designating certain states only for applicant

When the **Certain designated States only** option is selected, the **select/modify** button becomes available.

1 Click **select/modify**.

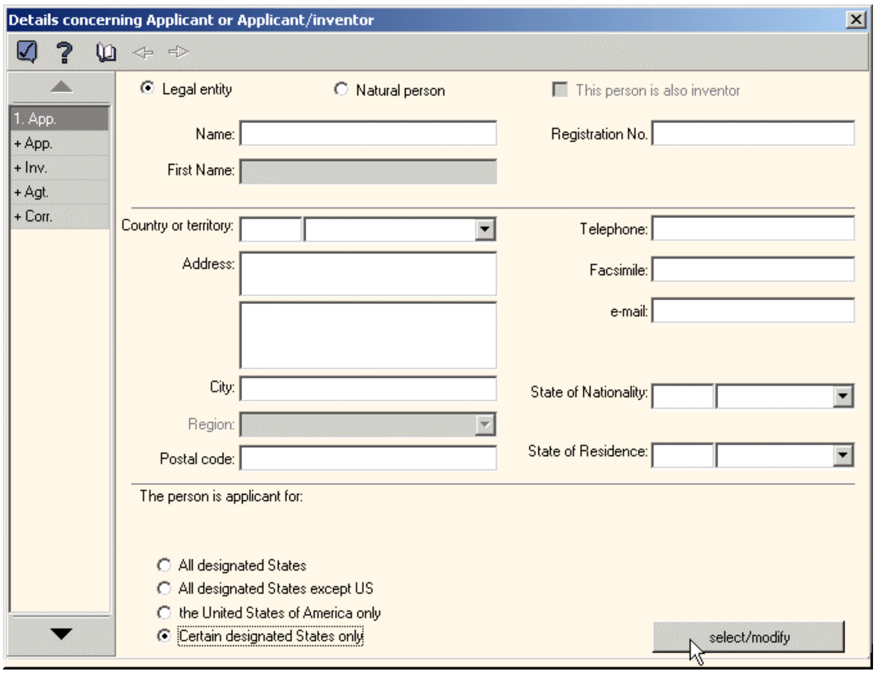


Figure 261: PCT-RO-101 Names, certain states only

The **View/Change Omissions** window opens.

2 Select the check boxes to indicate the individual **states** for which this person is the applicant, or click **Select All** as appropriate.

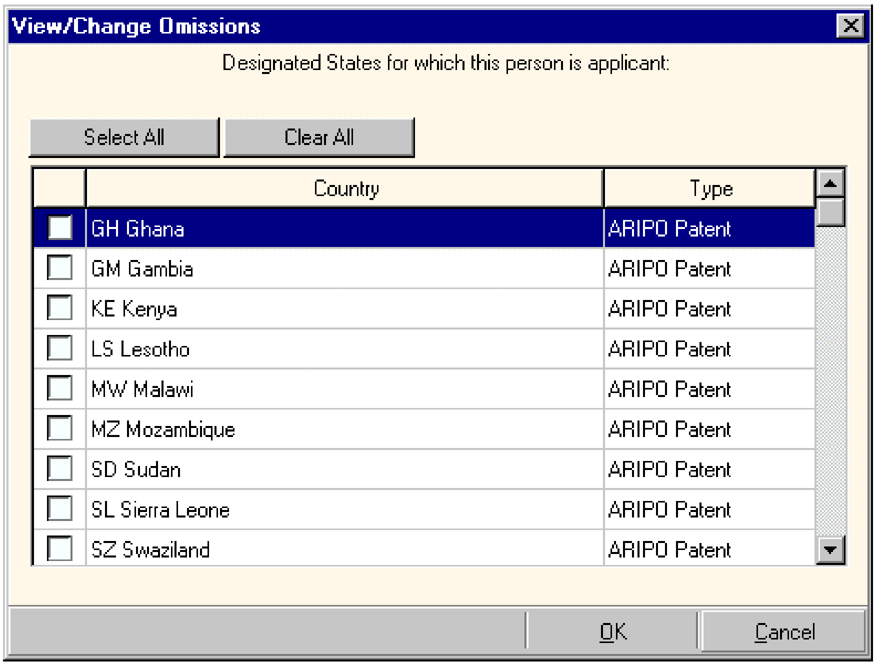
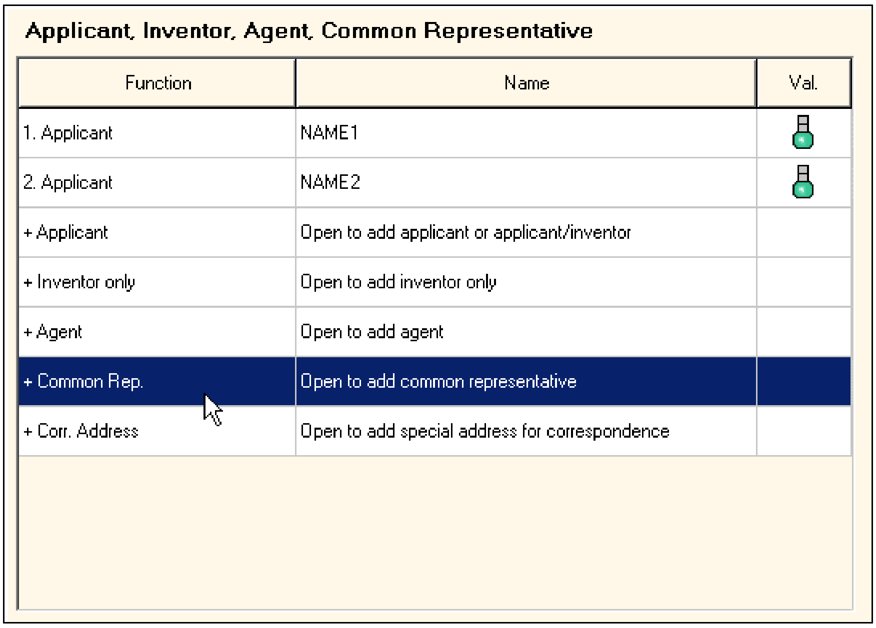


Figure 262: PCT-RO-101 View/Change Omissions

42.2.2 PCT-RO-101 Common representative

If more than one applicant is entered, the **Common Representative** option becomes available if no agent or correspondence address is used. Agent, common representative and correspondence address are mutually exclusive options, resulting in the automatic disappearance of the other two.

1 In the PCT-RO-101 **Names** section, double-click the **Common Rep.** function.



Applicant, Inventor, Agent, Common Representative

Function	Name	Val.
1. Applicant	NAME1	
2. Applicant	NAME2	
+ Applicant	Open to add applicant or applicant/inventor	
+ Inventor only	Open to add inventor only	
+ Agent	Open to add agent	
+ Common Rep.	Open to add common representative	
+ Corr. Address	Open to add special address for correspondence	

The **Details concerning Common Representative** window opens.

2 Select the appropriate applicant from the **Name** list.

The applicant details are completed automatically.

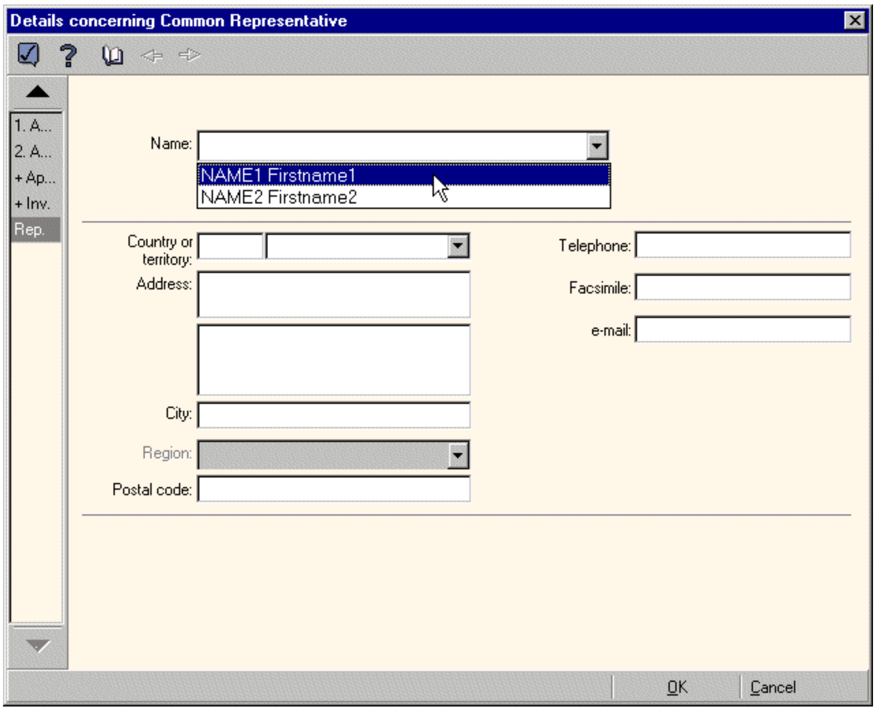


Figure 263: PCT-RO-101 Details concerning Common Representative

42.2.3 PCT-RO-101 Special correspondence address

Once the applicant details are entered, the **Correspondence Address** function appears in the **Names** section. Use this to indicate a special address to which correspondence should be sent. The function agent will then disappear.

1 In the PCT-RO-101 **Names** section, double-click the item **+Corr. Address**.

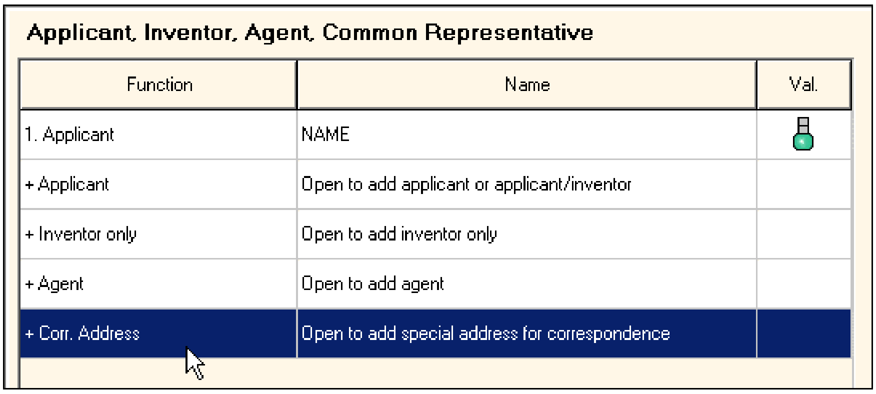


Figure 264: PCT-RO-101 Names, Correspondence Address

The **Details concerning Special Address for Correspondence** window opens.

2 Enter the details you require.

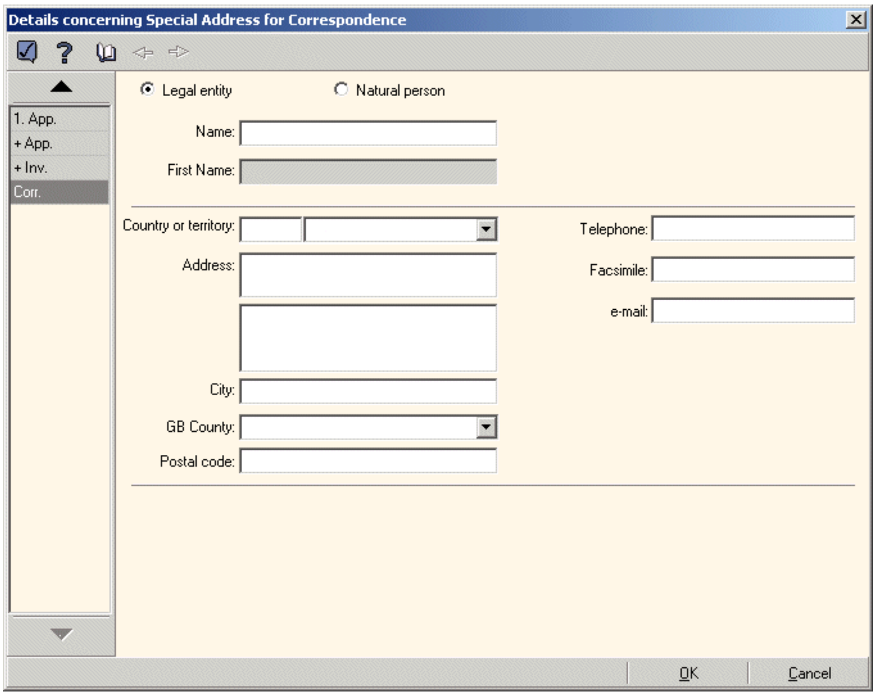


Figure 265: PCT-RO-101 Names, Special Address for Correspondence

42.3 PCT-RO-101 Details concerning inventor

1 In the PCT-RO-101 **Names** section, double-click the **Inventor only** function to open the **Details concerning Inventor Only** window.

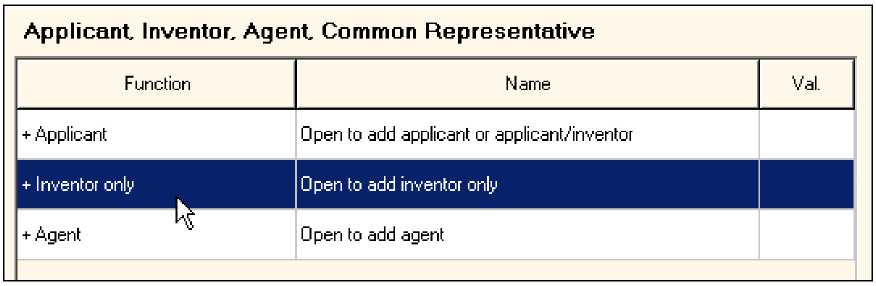


Figure 266: PCT-RO-101 Names, Inventor only

2 Enter the **name** (ie surname) in CAPITAL letters and the **first name** with the first letter only capitalised.

Titles and academic degrees must be omitted.

3 Enter the **country** code and **address details**.

4 To add additional inventor names click the **+Inventor** option, and then click **Open**.

As inventors are added, the system numbers them in the order entered.

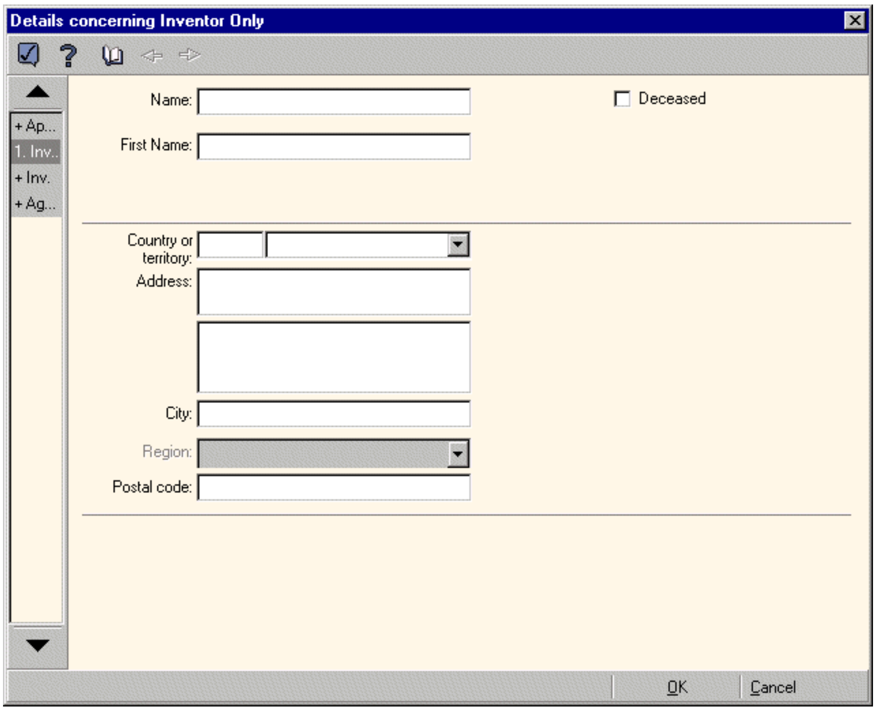


Figure 267: PCT-RO-101 Details concerning Inventor Only

42.3.1 PCT-RO-101 Deceased inventor

For the purposes of the designation of the **United States of America**, the successor to the rights of the deceased inventor can be selected. This option becomes available when:

- In the **Names** section, an applicant is designated for the **US**.
- In the **Names** section, the **Deceased** option is selected for the inventor.

The applicant names that appear on the list are those whose designations include the United States of America.

1 In the Names section, select the check box for the applicant(s) who is (are) successor(s) to the rights of the deceased inventor.

2 After selecting an applicant, double-click in the corresponding **Capacity** box.

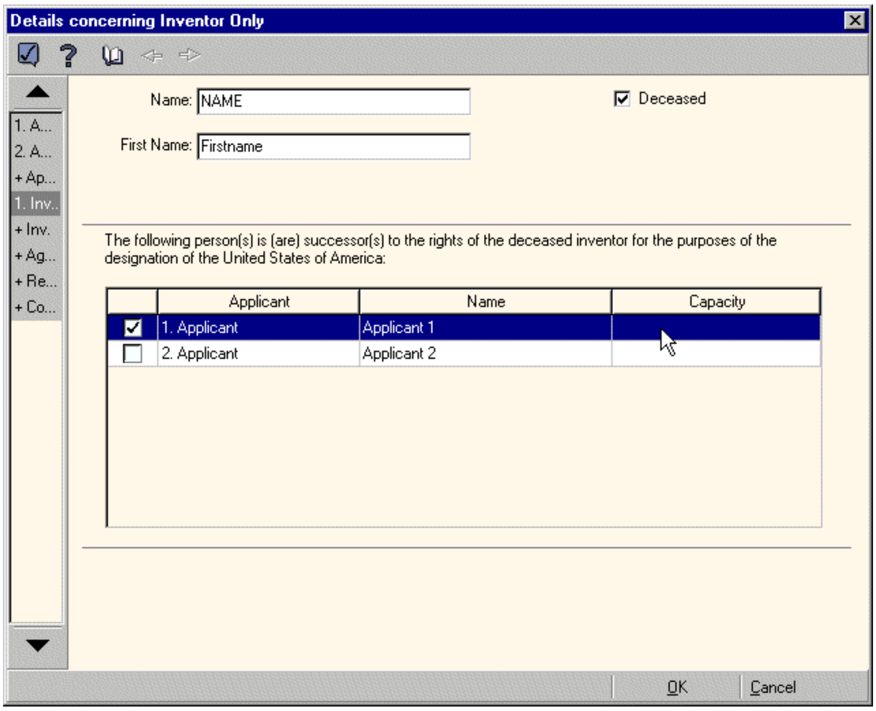


Figure 268: PCT-RO-101 Inventor Only, selecting applicant

The **Capacity** list appears.

3 Select the appropriate option from the **Capacity** list.

4 Repeat these steps where there is more than one legal representative for the deceased inventor.

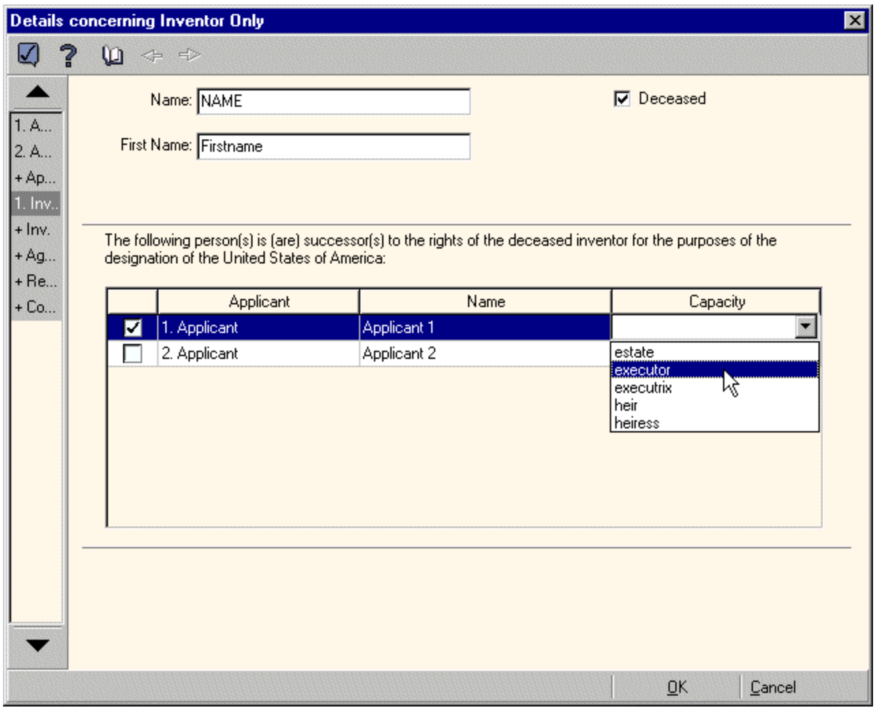


Figure 269: PCT-RO-101 Selecting executor for deceased inventor

42.4 PCT-RO-101 Details concerning agent

1 In the PCT-RO-101 **Names** section, double-click the **Agent** function in the **Names** section to open the **Details concerning Agent** window.

2 Select the option either for **Legal entity** or **Natural person**.

If legal entity is selected, the **First Name** option is unavailable.

Enter the **name** (ie surname in the case of a natural person) in CAPITAL letters and the **first name** with the first letter only capitalised.

Titles and academic degrees must be omitted.

3 Enter the **registration number**. Please note that this is essential as the registration number facilitates proper allocation to our back end system.

4 Enter the **country** code and **address details**.

5 Enter the **telephone** and **facsimile numbers** including the applicable country and area codes.

6 Click OK to return to the **PCT-RO-101 Electronic Request**.

7 To add additional agent names click the **+Agent** option, and then click **Open**.

As agents are added, the system numbers them in the order entered.

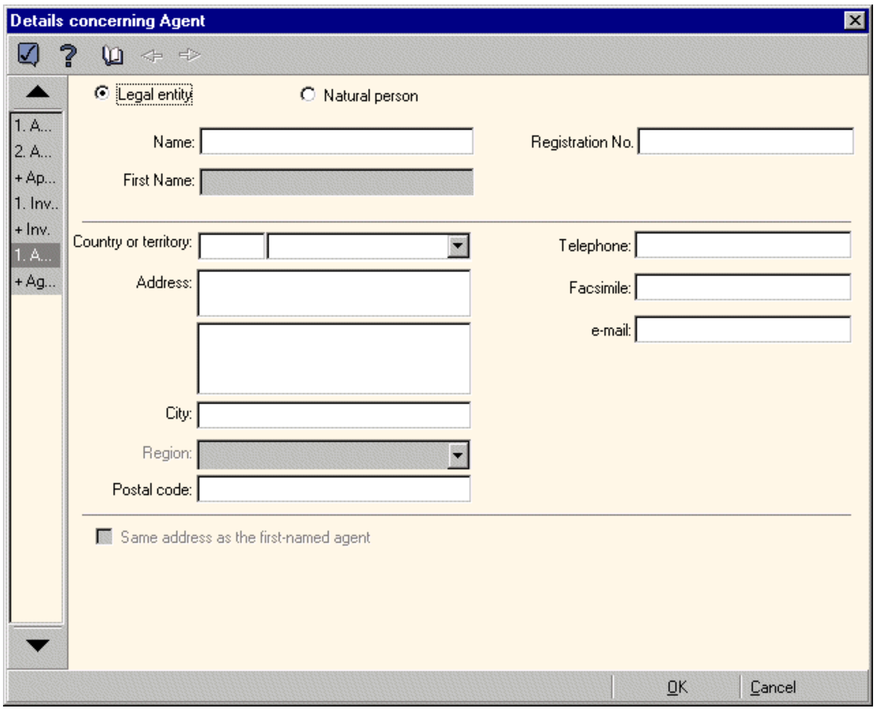


Figure 270: PCT-RO-101 Details concerning Agent

42.5 PCT-RO-101 Adding names from Address Book

You can enter names in your Address Book and then use them in patent application forms. To add a name to a patent application from the Address Book:

1 In the PCT-RO-101 **Names** section select a function from the list.

2 Click **Address Book**.

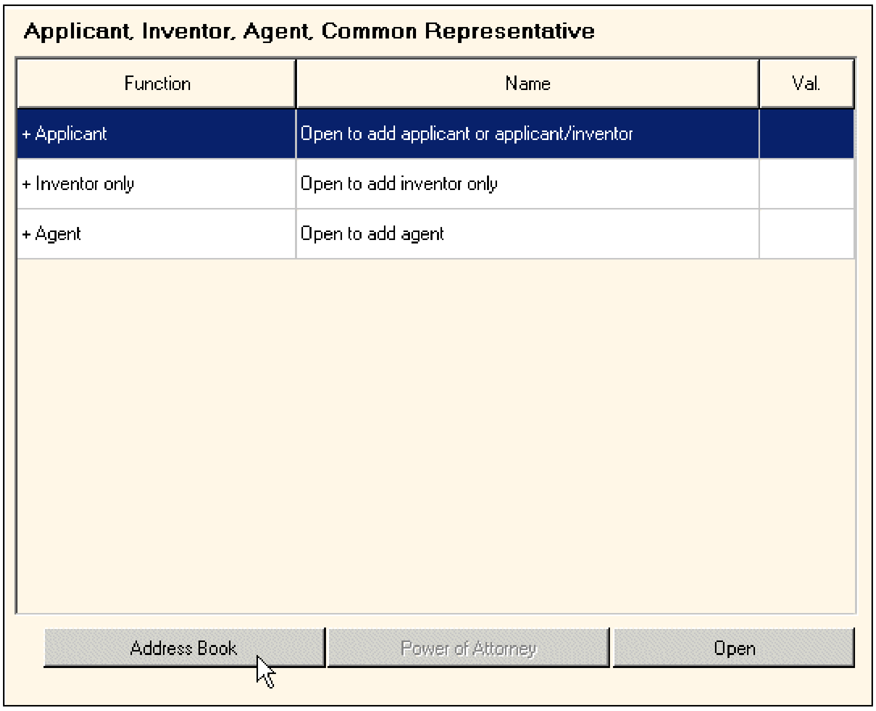


Figure 271: PCT-RO-101 Adding name from Address Book

The **Address Book Exchange** window opens.

The existing Address Book names are displayed in the upper half of the screen.

3 Click a **name** to select it, and then click a **function** button in the middle of the screen, for example **Applicant only**.

The entry is added to the **Names** section of the current form.

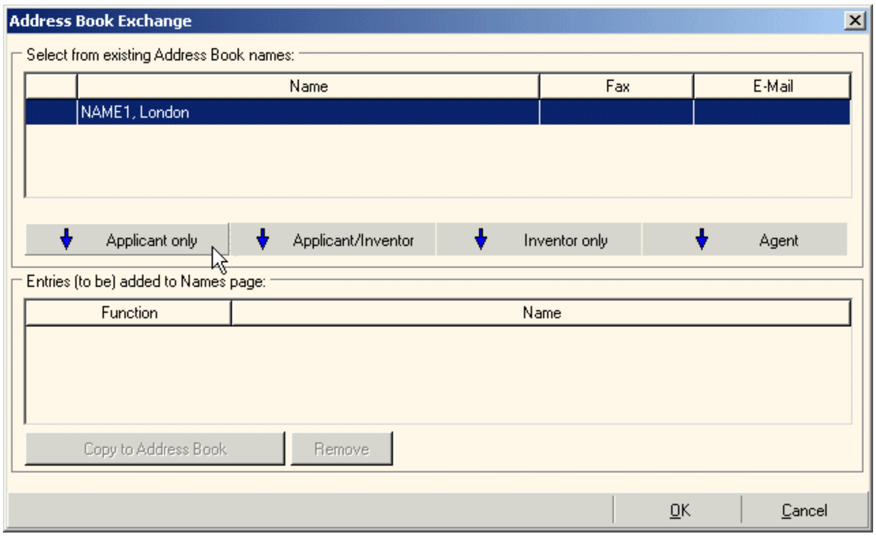


Figure 272: PCT-RO-101 Address Book Exchange

Note To remove a name you have added from the Address Book, select it and then click **Remove**.

42.6 PCT-RO-101 Adding names to Address Book

You can save applicant, inventor and agent details in the Address Book for reuse.

1 In the PCT-RO-101 **Names** section click **Address Book**.

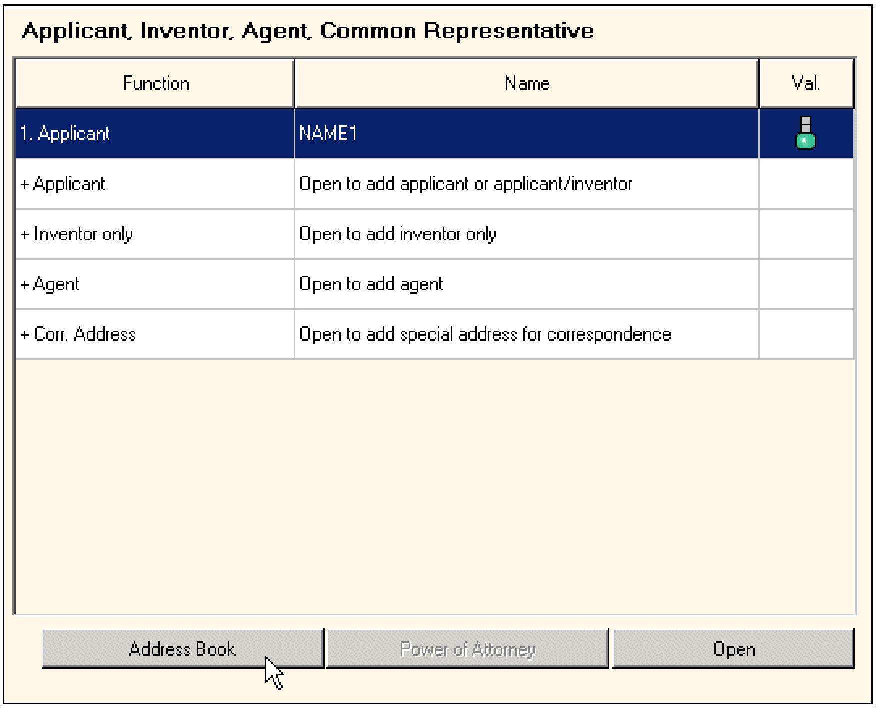


Figure 273: PCT-RO-101 Adding names to Address Book

The **Address Book Exchange** window opens. The names you have created are listed in the lower half of the screen.

2 Select the name you wish to save.

3 Click **Copy to Address Book**.

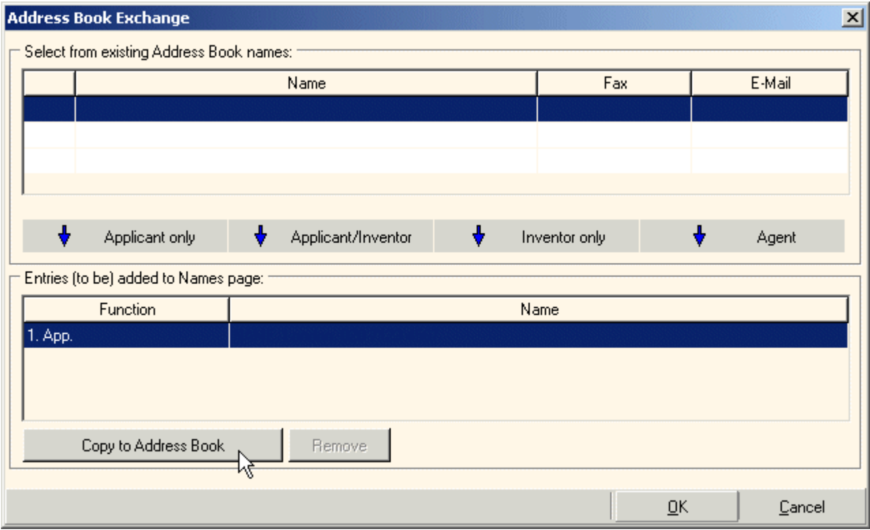


Figure 274: Address Book Exchange, Copy to Address Book

42.7 PCT-RO-101 Creating a power of attorney document

You can create a **power of attorney** document in PDF format and attach it to the application. The Power of Attorney option becomes available in these situations:

- At least one applicant and one agent are added.

-OR-

- More than one applicant and a common representative are added.

1 In the PCT-RO-101 **Names** section, click **Power of Attorney**.

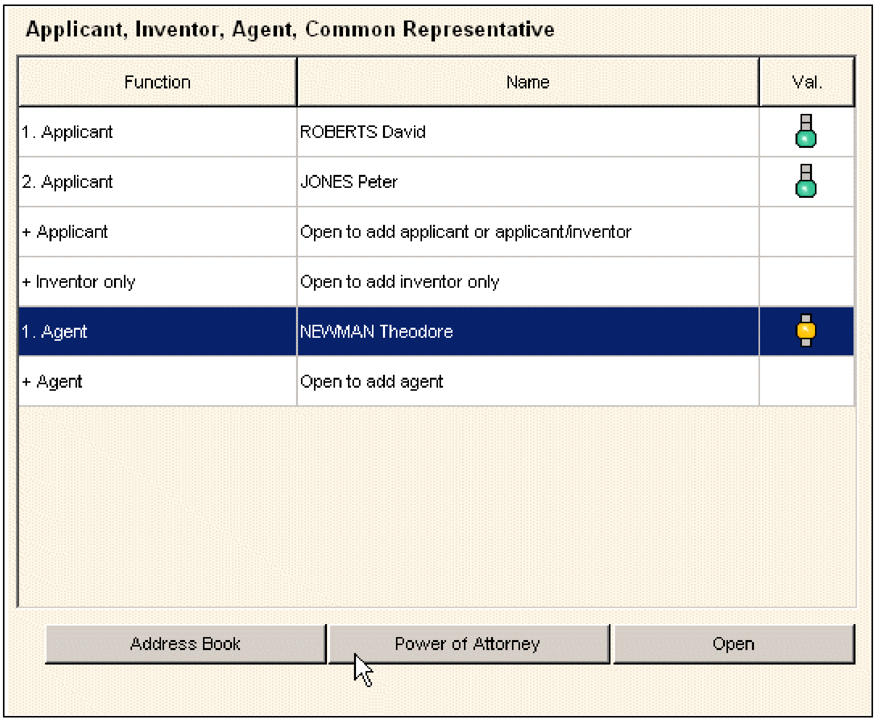


Figure 275: PCT-RO-101 Names, Power of Attorney

The **Power of Attorney** window opens.

2 Select the **applicant(s)** giving power of attorney.

3 Select the **agent(s)/common representative** to whom power of attorney is given.

4 Select the applicable **authority** from the drop-down list in the lower part of the form.

5 Select a **date**.

6 Click **Sign**.

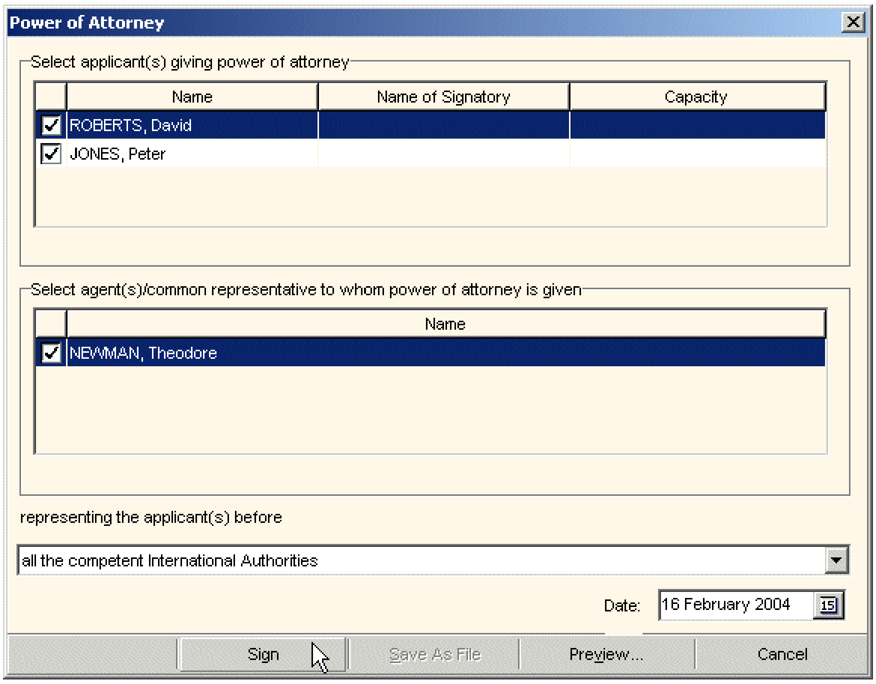
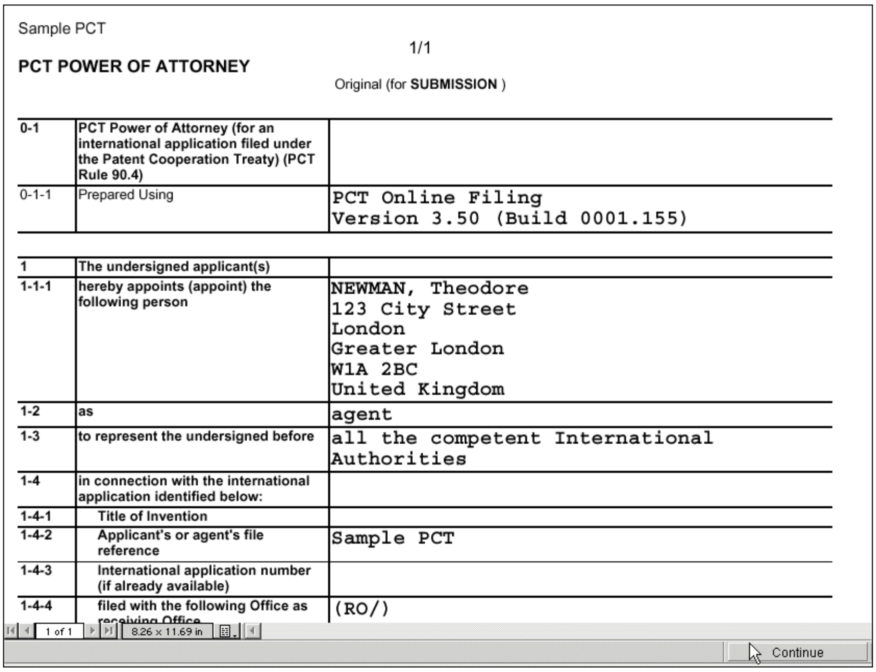


Figure 276: PCT-RO-101 Signing power of attorney

The **PDF Viewer** window opens.

7 Scroll through the information, and then click **Continue**.


Sample PCT

1/1

PCT POWER OF ATTORNEY

Original (for **SUBMISSION**)

0-1	**PCT Power of Attorney (for an international application filed under the Patent Cooperation Treaty) (PCT Rule 90.4)**	
0-1-1	Prepared Using	PCT Online Filing Version 3.50 (Build 0001.155)
1	**The undersigned applicant(s)**	
1-1-1	**hereby appoints (appoint) the following person**	NEWMAN, Theodore 123 City Street London Greater London W1A 2BC United Kingdom
1-2	**as**	agent
1-3	**to represent the undersigned before**	all the competent International Authorities
1-4	**in connection with the international application identified below:**	
1-4-1	**Title of Invention**	
1-4-2	**Applicant's or agent's file reference**	Sample PCT
1-4-3	**International application number (if already available)**	
1-4-4	**filed with the following Office as receiving Office**	(RO/)

Figure 277: PCT-RO-101 PDF viewer, sample data

The **List of Signatories** window opens.

8 Add the appropriate signatory.

Signing forms (p 243).

43 PCT-RO-101 Priority

The **Priority** section of PCT-RO-101 is for specifying details of an earlier application for which priority is claimed.

For each national, regional priority and international claim a matching item is added automatically to the **Contents** section, **Accompanying Items** tab. This only happens when the receiving Office has not been requested to prepare and transmit a copy to the International Bureau. For more information see **PCT-RO-101 Attaching Priority Claim documents** (See "PCT-RO-101 Attaching priority claim document" p 223).

Note Priority claims appear in the same order in which they are entered.

43.1 Creating priority claims

1 In the PCT-RO-101 **Priority** section, click **Open** to add a priority claim.

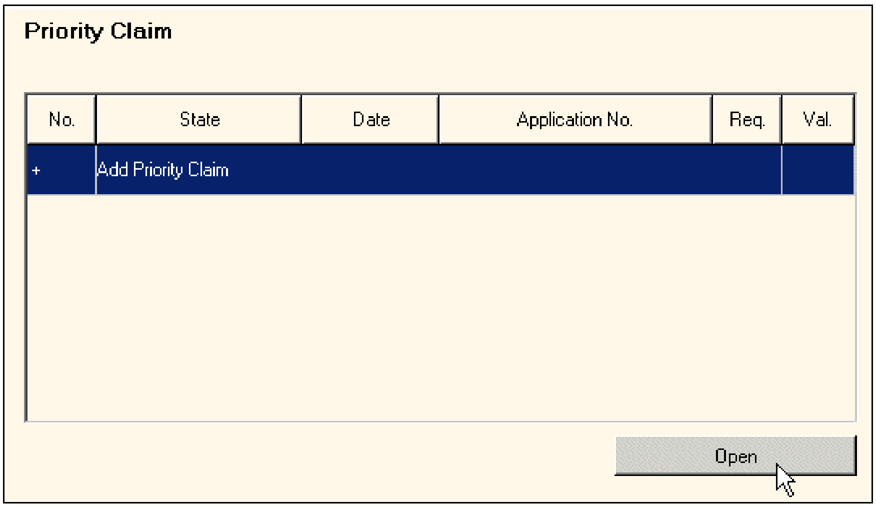


Figure 278: PCT-RO-101 Priority, Add Priority Claim

The **Details of Priority Claim of Earlier Application** window opens.

2 Select the appropriate option: **National**, **Regional** or **International (PCT)**.

3 From the **Country** list select the country where the earlier application was filed.

4 Enter the **filing date** of the earlier application.

5 Enter the **application number** that was assigned to the earlier application.

6 Select the option to request a **certified copy** if appropriate.

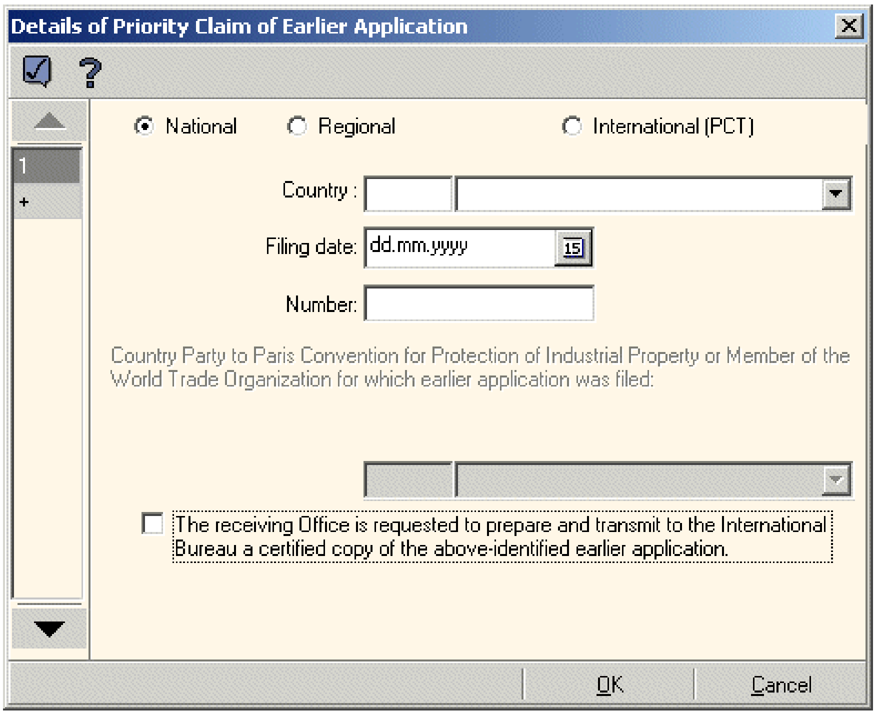


Figure 279: PCT-RO-101 Details of Priority Claim

43.1 Sorting priority claims

If additional priority claims are entered, they can be sorted chronologically.

1 Right-click one of the priority claims.

2 In the shortcut menu select **sort priority claims chronologically**.

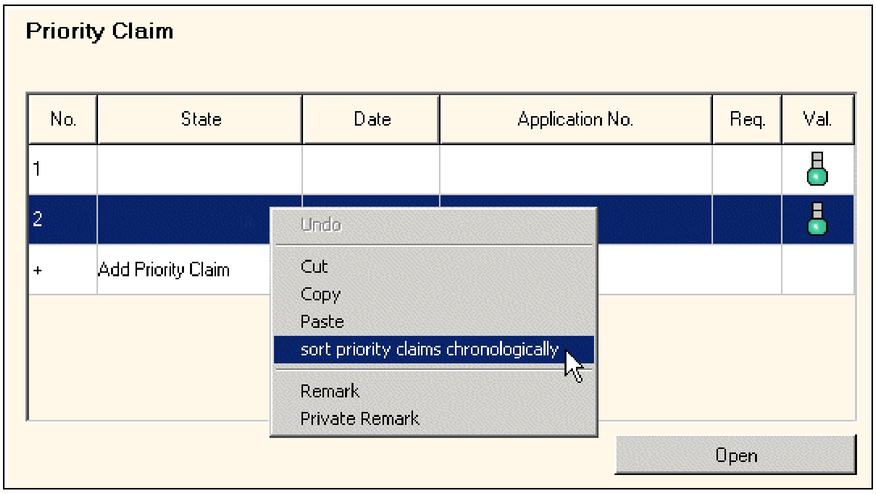


Figure 280: PCT-RO-101 Sorting priority claims chronologically

43.1.1 Deleting a priority claim

1 Right-click the priority claim you wish to delete.

2 Select **Cut** from the shortcut menu.

Note This action cannot be undone.

43.2 PCT-RO-101 Regional option for ARIPO

Where **Regional** and **ARIPO** are both selected in **Details of Priority Claim of Earlier Application**, the following option becomes available:

Country Party to Paris Convention for Protection of Industrial Property or Member of the World Trade Organization for which earlier application was filed.

1 In the PCT-RO-101 **Priority** section, **Details** window, enter the **filing date**.

2 Enter the **number** assigned to the earlier application.

3 Select an option from the list of states in the lower part of the window.

4 If appropriate, select the check box for a **certified copy**.

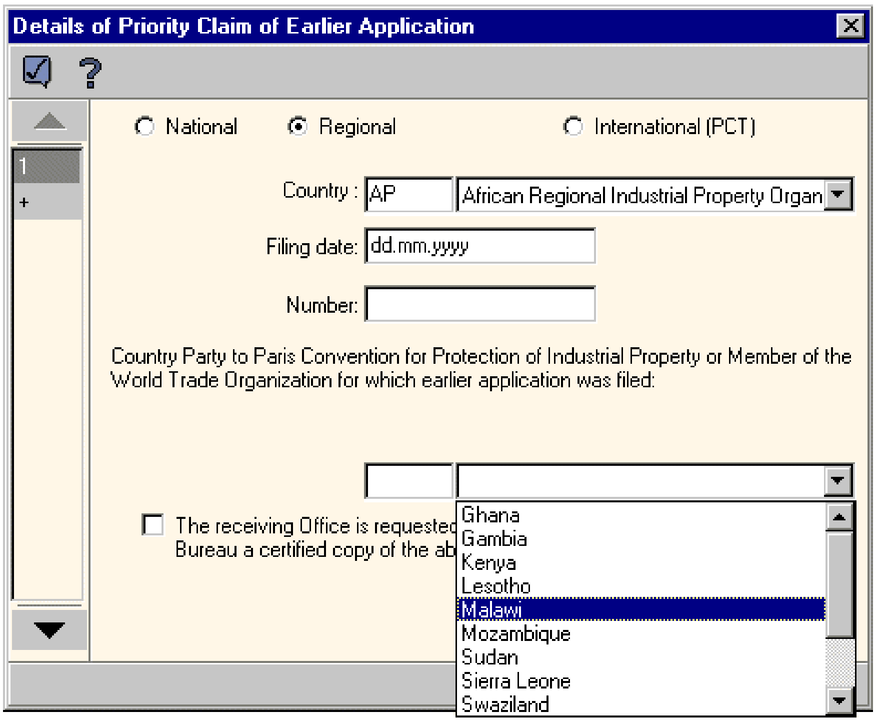


Figure 281: PCT-RO-101 ARIPO regional option

44 PCT-RO-101 Biology

The **Biology** section of PCT-RO-101 is where the following information is provided:

- Details concerning biological material filed if relevant.
- Name of the depositary institution.

44.1 Entering details concerning biological material

1 In the PCT-RO-101 **Biology** section, click **Open**.

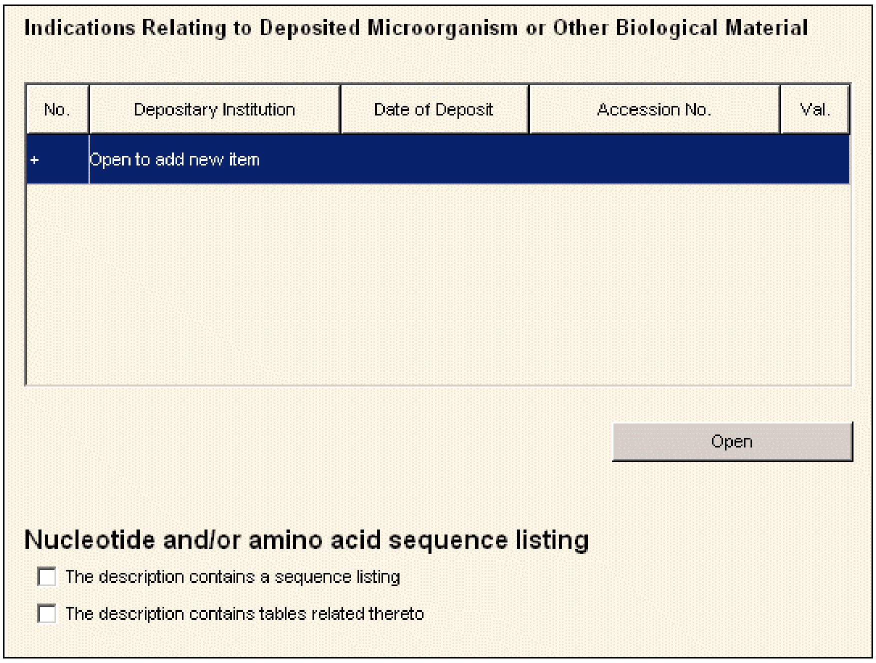


Figure 282: PCT-RO-101 Deposit of biological material

The **Details concerning Indications Relating to a Deposited Microorganism** window opens.

2 Enter the **paragraph number** of indications relating to the deposit of biological material.

3 Select a **depositary institution** from the drop-down list.

4 To the right of the acronym of the depositary Institution, enter the **accession number** attributed to the deposit.

5 Enter the **date of deposit**.

6 Type a short description of **additional Indications** if applicable.

7 Type **separate furnishing of indications** if applicable.

8 Select an option for **Designated States**.

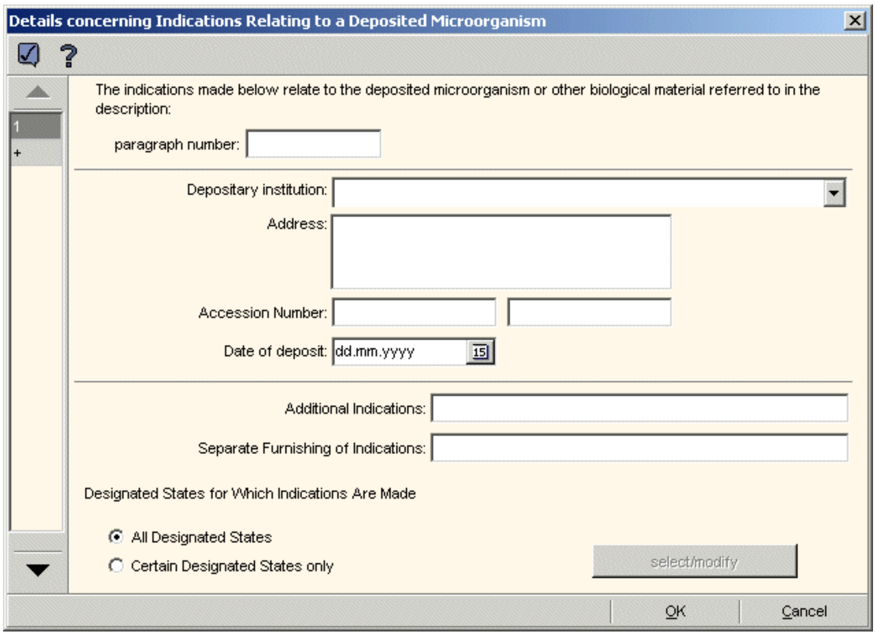


Figure 283: PCT-RO-101 Details concerning indications

Note You may attach separate indications concerning deposited microorganisms or biological material. For more information see **PCT-RO-101 Attaching separate indications for biological material** (See "Attaching separate indications for biological material" p 219).

44.1 Deleting indications of biological material

1 In the **Biology** section right-click the item you wish to delete.

2 Select **Cut** from the shortcut menu.

Note This action cannot be undone.

44.2 PCT-RO-101 Nucleotide and amino acid sequences

1 In the PCT-RO-101 **Biology** section under the heading **Nucleotide and/or amino acid sequence listing**, select the appropriate check box(es):

The description contains a sequence listing.

The description contains tables related thereto.

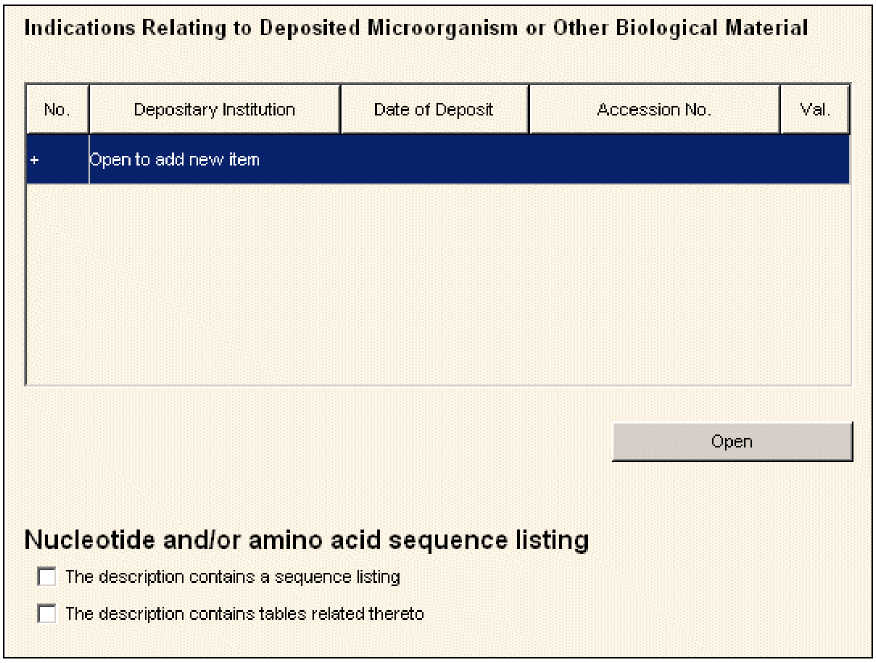


Figure 284: PCT-RO-101 Deposit of biological material

Selecting the first option automatically adds this document heading to the Contents section, International Application tab:

- Sequence listing.

Selecting the second option automatically adds this document heading to the Contents section, International Application tab:

- Tables related to sequence listing.

PCT-RO-101 Attaching sequence listings (See "PCT-RO-101 Attaching sequence listings in PDF form" p 205).

45 PCT-RO-101 Declarations

The **Declarations** section of PCT-RO-101 is where **Declaration sheets** are provided.

1 In the PCT-RO-101 **Declarations** section, select an option from the **Declarations** list, and then click **Add**.

Note The **Print declarations** button becomes available after the submission process, when the form is opened from the **Sent** folder.

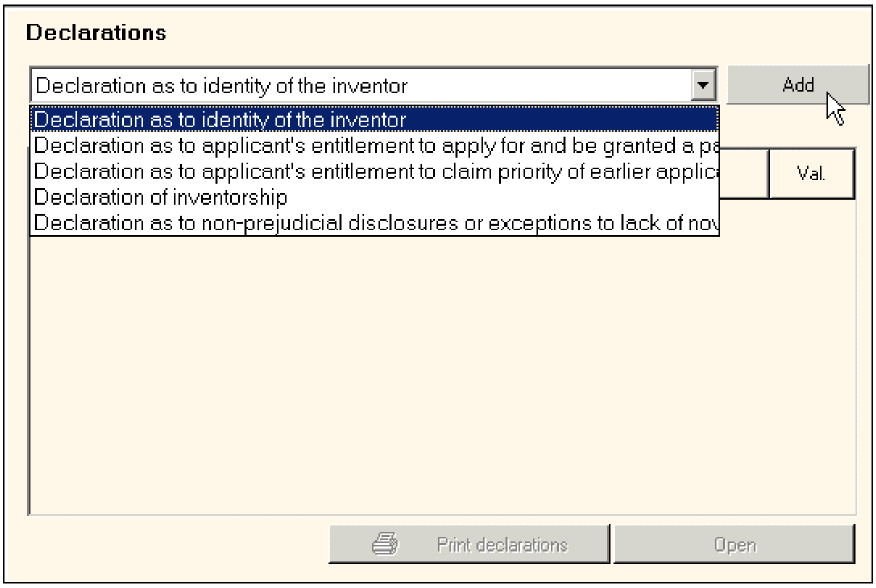


Figure 285: PCT-RO-101 Declarations, Selecting declaration

The corresponding **Declarations** window opens.

2 Complete the information.

45.1 PCT-RO-101 Declaration as to identity of inventor

In this example, **Declaration as to the identity of the inventor** is selected.

1 Select the applicable **Designation** option in the lower part of the window.

2 Double-click the **Inventor** heading to open the **Details** window.

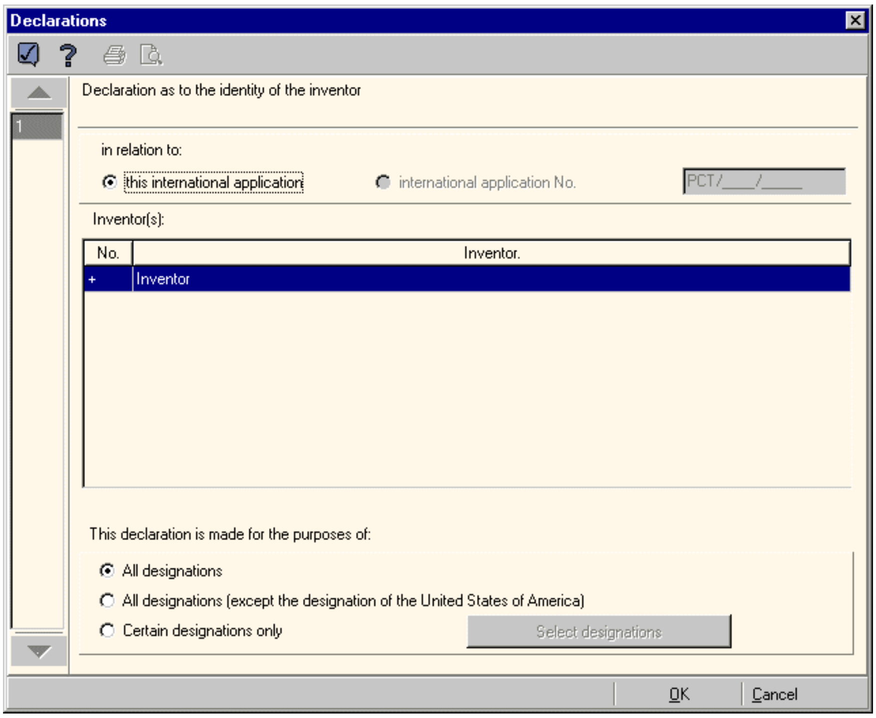


Figure 286: PCT-RO-101 Declarations, Identity of inventor

The **Details concerning Inventor** window opens.

3 Select an option from the **Name** list, or enter a **name**.

The names in the list are taken from the Address Book.

4 Enter the **other details**.

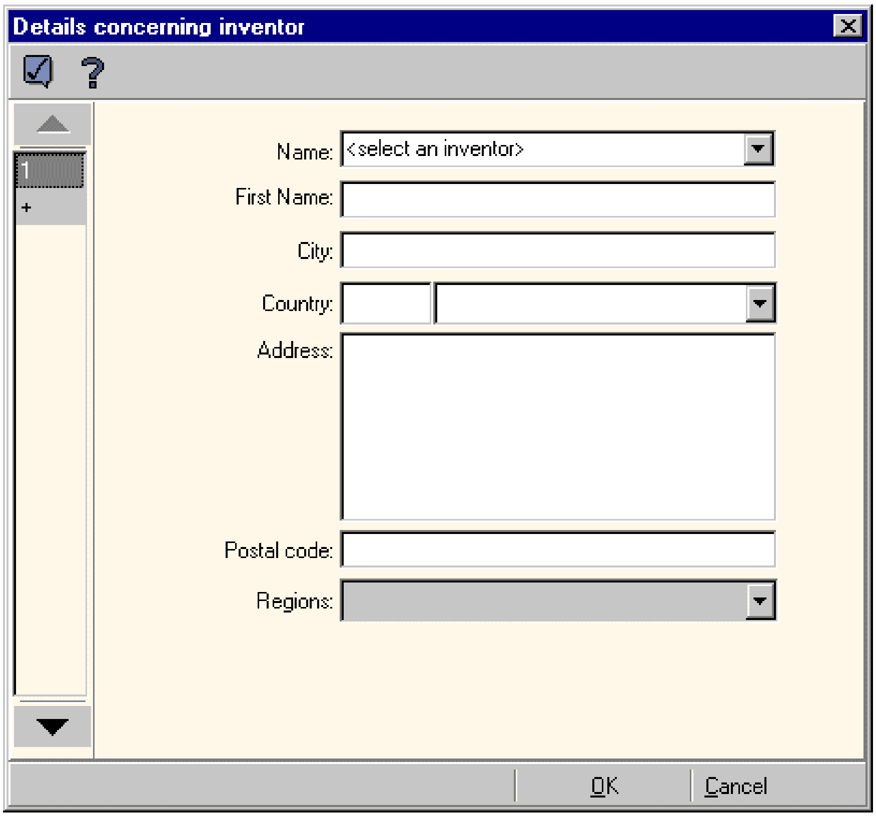


Figure 287: PCT-RO-101 Declarations, Details concerning inventor

45.2 PCT-RO-101 Declaration as to applicant entitlement

The example below adds a **Declaration as to the applicant’s entitlement to apply for and be granted a patent**.

1 Select the appropriate declaration from the option list, and then click **Add**.

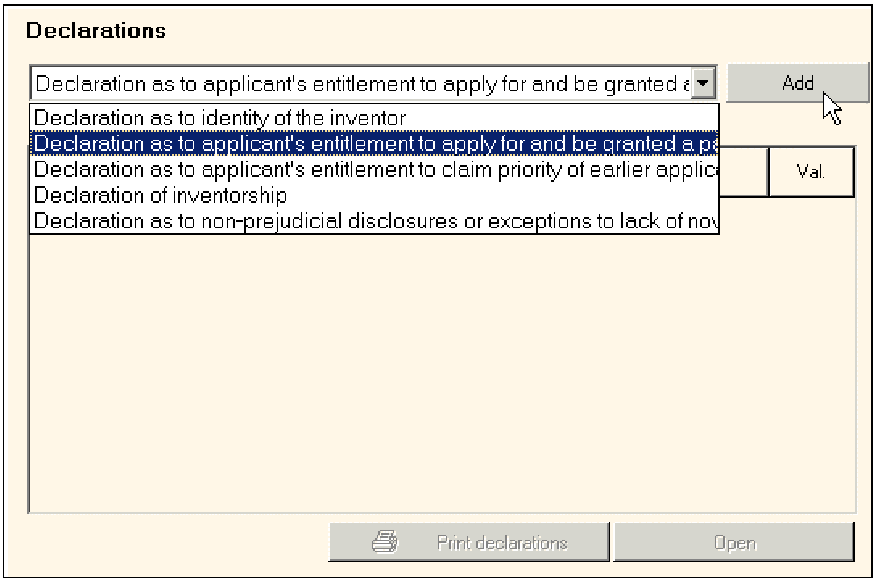


Figure 288: PCT-RO-101 Declarations, Applicant's entitlement

The corresponding **Declarations** window opens.

1 Select an option from the **Applicant** list, or enter an **applicant name**.

The names in the list are taken from the Address Book.

2 In the Status/Event column double-click **Add item**.

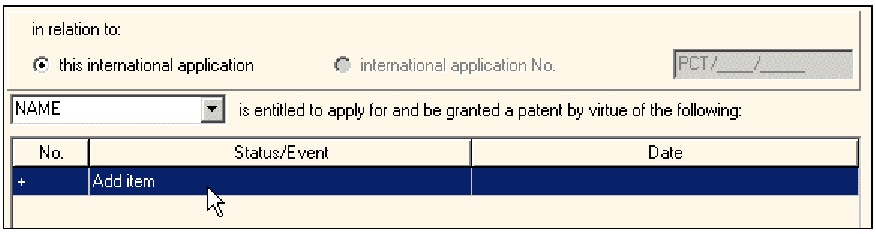


Figure 289: PCT-RO-101 Declarations, Add item

The **Status/Event** window opens.

3 Select the appropriate status or event.

In the example below, **court order** is selected.

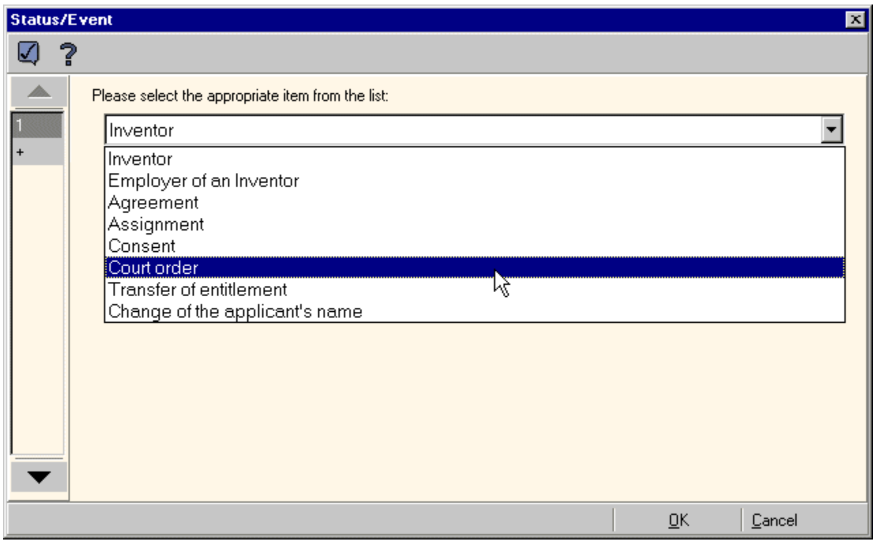


Figure 290: PCT-RO-101 Declarations, Status/Event, court order

4 Complete any additional information appropriate to the status or event.

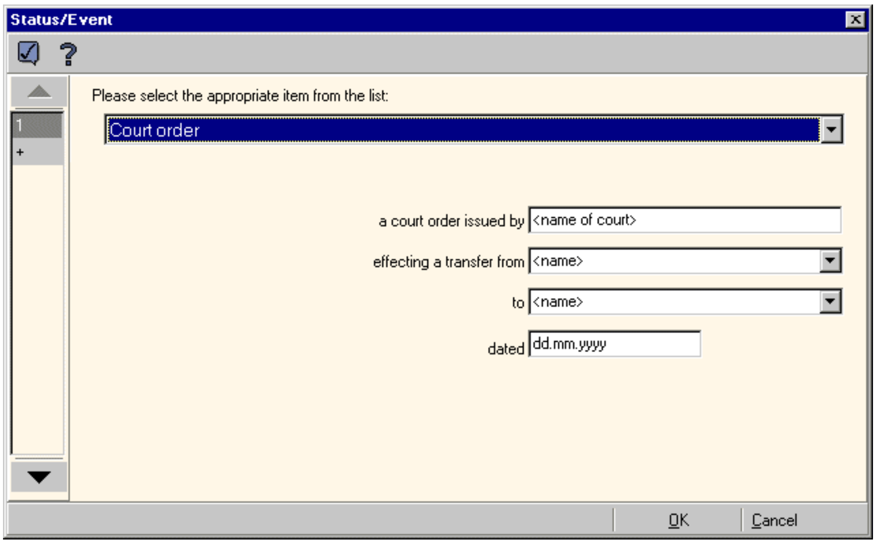


Figure 291: PCT-RO-101 Status/Event, court order details

45.3 PCT-RO-101 Declaration of inventorship

The example below adds a **Declaration of inventorship**.

1 Select the appropriate declaration from the option list, and then click **Add**.

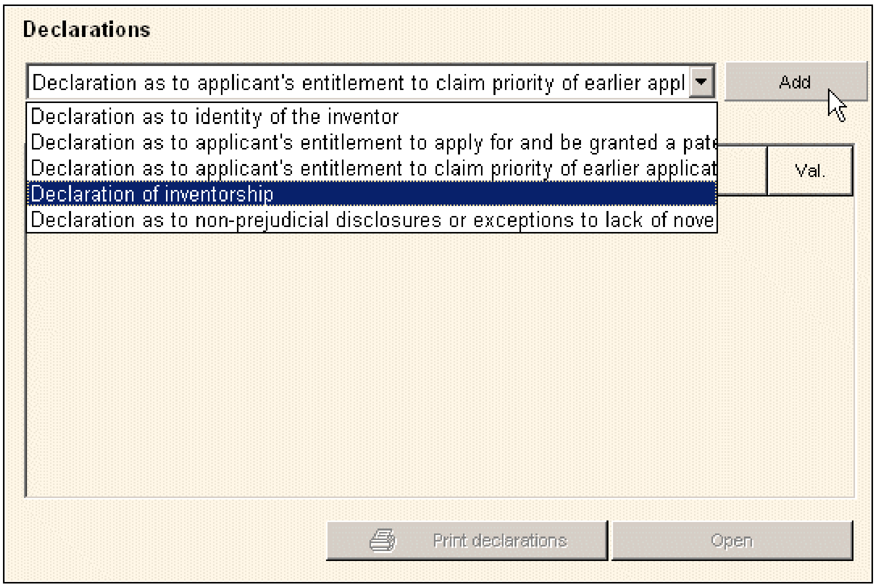


Figure 292: PCT-RO-101 Declaration of inventorship

The corresponding **Declarations** window opens.

2 Double-click **Add Prior Application** to enter the details.

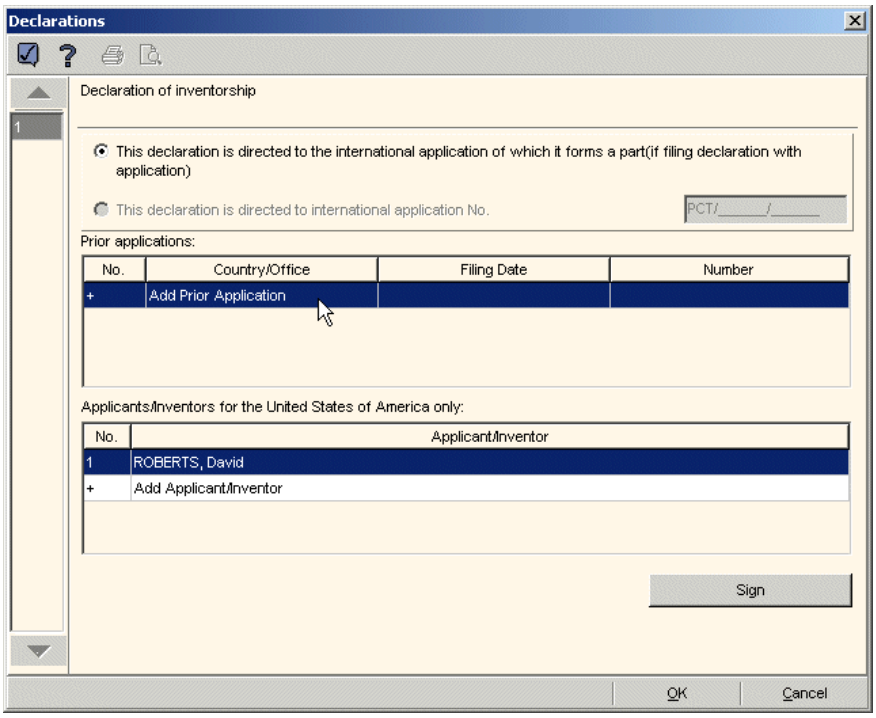


Figure 293: PCT-RO-101 Adding prior application

The **Details of prior applications** window opens.

3 Enter the appropriate information, and then click OK.

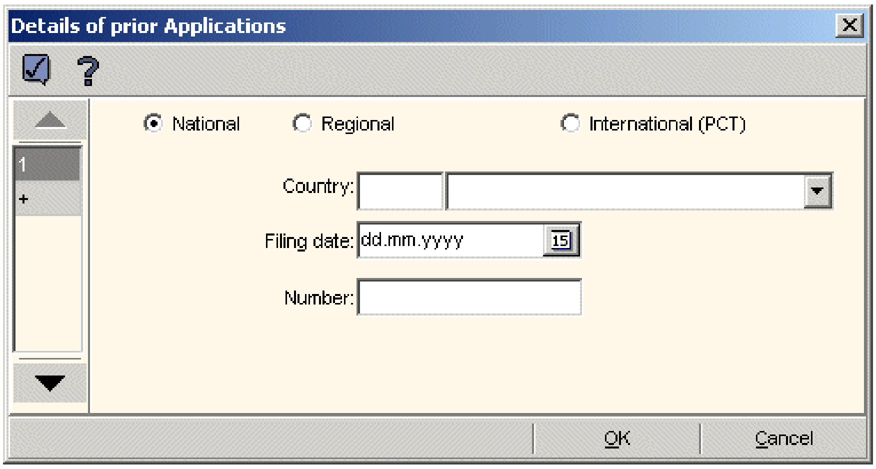


Figure 294: PCT-RO-101 Entering details of prior application

4 Double-click **Add Applicant/Inventor** to enter details.

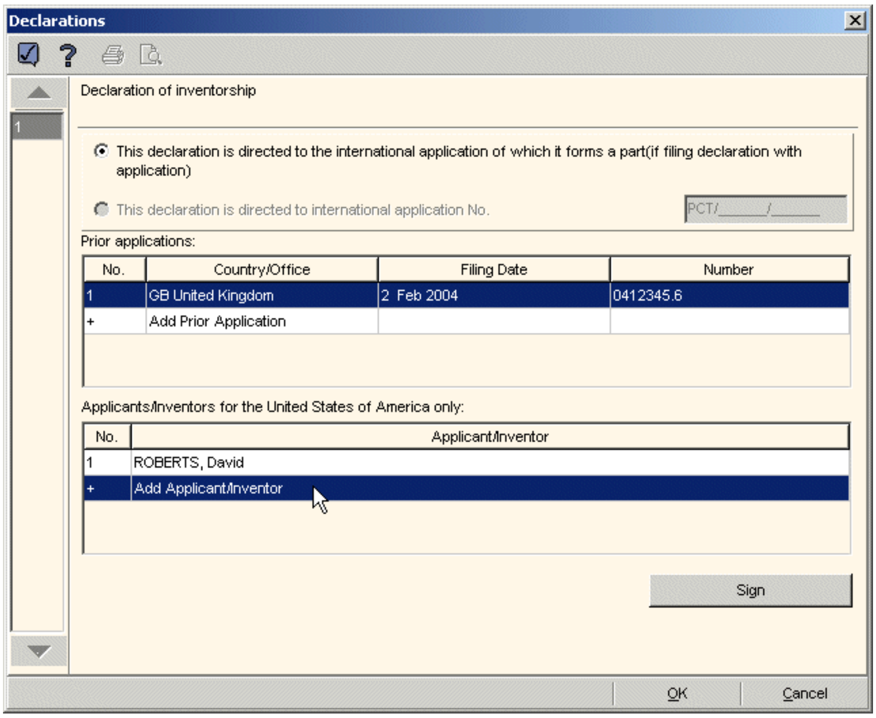


Figure 295: PCT-RO-101 Adding applicant/inventor details

The **Details concerning inventor** window opens.

5 Enter the appropriate information, and then click OK.

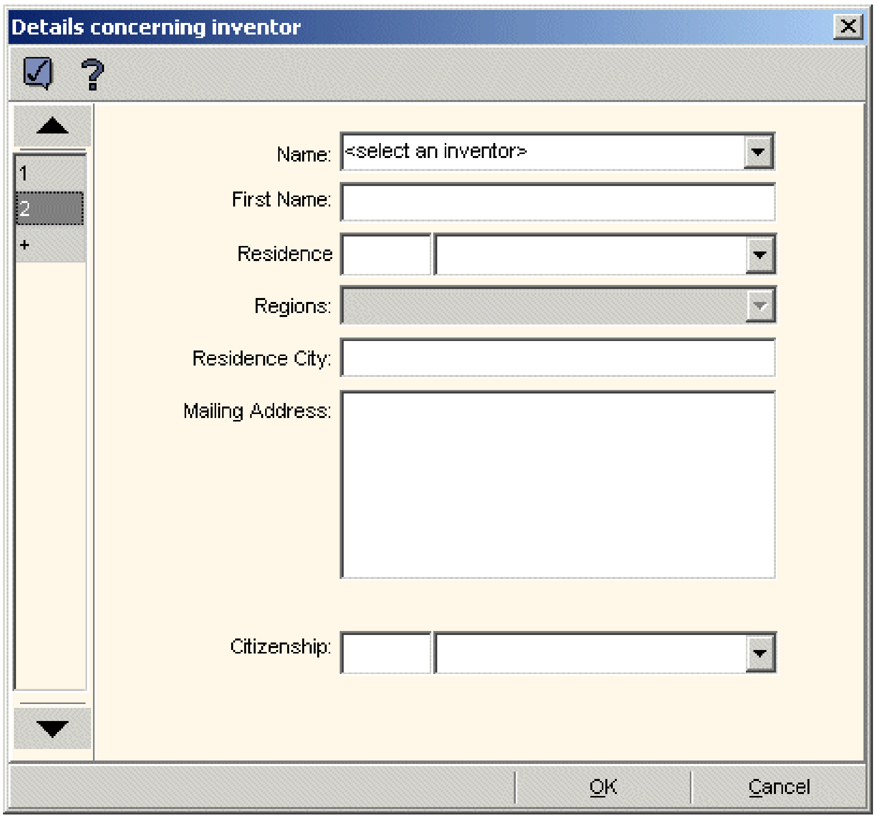


Figure 296: PCT-RO-101 Entering inventor details

6 In the **Declarations** window click **Sign**.

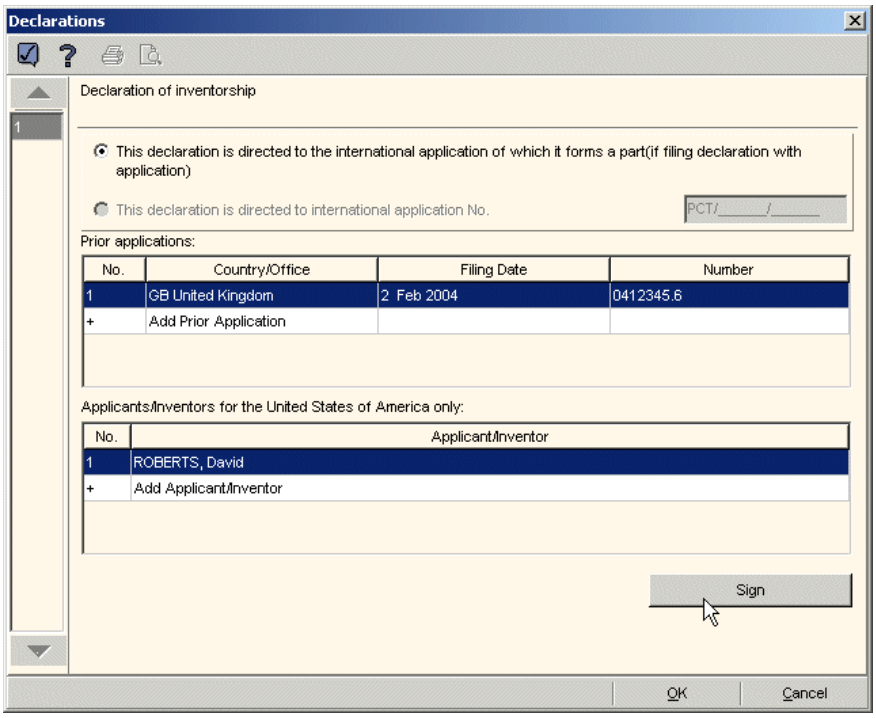


Figure 297: PCT-RO-101 Signing declaration of inventorship

The **List of Signatories** window opens.

7 Add the appropriate signatory.

For more information see **Signing forms** (p 243).

45.4 PCT-RO-101 Declaration as to non-prejudicial disclosures

The example below adds a **Declaration as to non-prejudicial disclosures or exceptions to lack of novelty**.

1 Select the appropriate declaration from the option list, and then click **Add**.

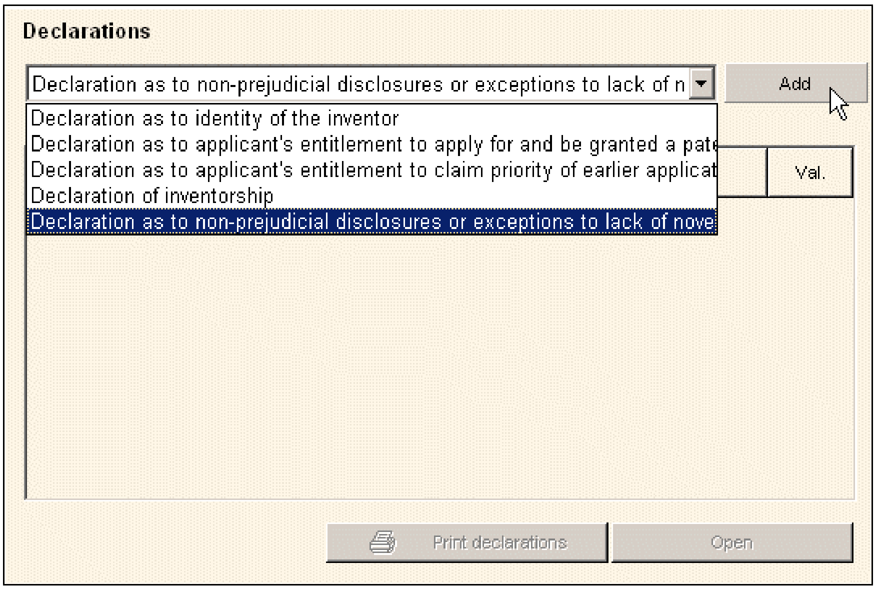


Figure 298: PCT-RO-101 Declaration as to non-prejudicial disclosures

The corresponding **Declarations** window opens.

2 Double-click **Add Disclosure** to enter the details.

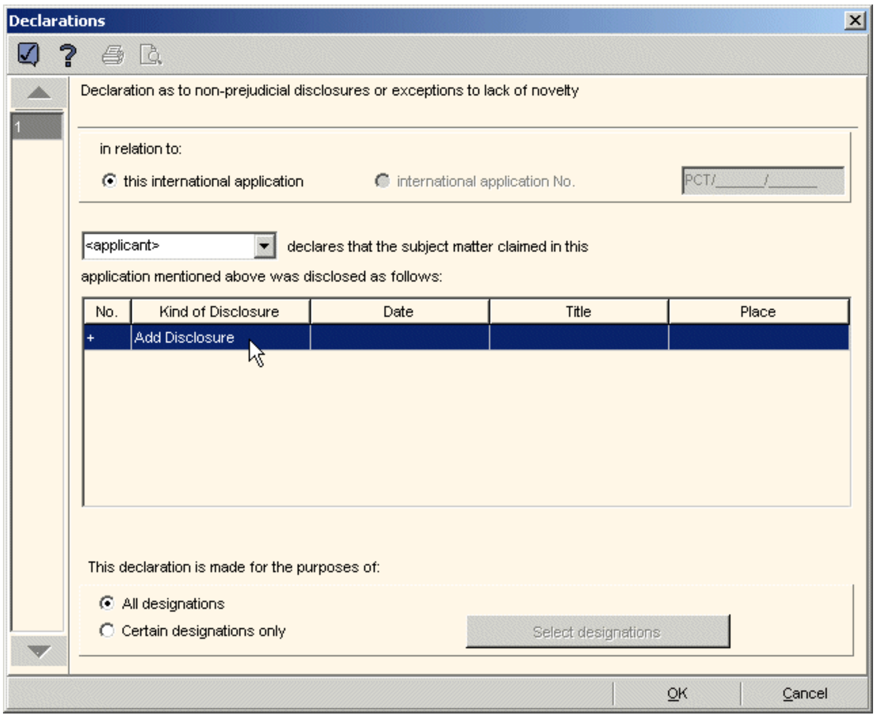


Figure 299: PCT-RO-101 Adding disclosure

The **Disclosure** window opens.

3 Enter the disclosure details, and then click OK.

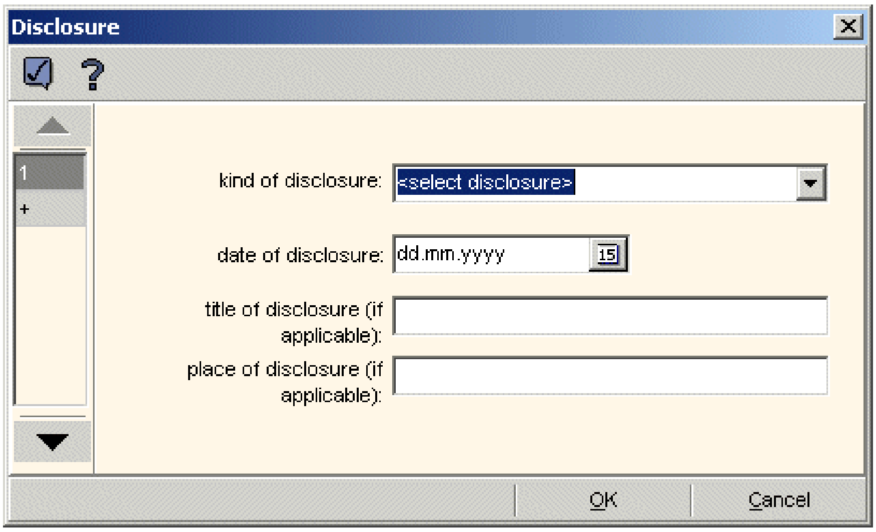


Figure 300: PCT-RO-101 Entering disclosure details

45.5 PCT-RO-101 Deleting declarations

1 In the **Declarations** section, right-click the declaration you wish to delete.

2 In the shortcut menu click **Cut**.

Note This action cannot be undone.

46 PCT-RO-101 Contents

The **Contents** section of PCT-RO-101 is where documents are attached to support the patent application. Attached documents are copies of the original. If the original changes and you wish to include the changes in the patent application, you will need to reattach it.

The **Contents** section of the PCT-RO-101 Electronic Request has two tabs:

- **International Application**
  Mandatory and recommended documents for the current patent application.
- **Accompanying Items**
  Additional information you may wish to include.

A red traffic light indicates that a mandatory document has not yet been attached.

Click the **Validation** button in the menu bar to see any explanatory messages.

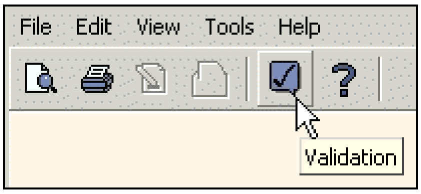


Figure 301: Validation button

46.1 Document preparation

Note The EPO can only accept documents prepared with the correct settings. The key points to remember are:

- Correct fonts must be chosen in order to display information correctly, including characters such as mathematical formulae and Greek characters.
- Paper size must be A4.
- Page orientation must be Portrait.

Portable Document Format hints and tips (p 275)

46.2 PCT-RO-101 International Application tab

The PCT-RO-101 Contents section, International Application tab is where the documents supporting the patent application are attached. These documents can be prepared in XML or PDF format.

- XML

An XML document is a combined file called Application body. It contains the description, claims, abstract and drawings.

- PDF

PDF documents can be attached as separate files or as a single specification file.

Note If you select a different option after attaching documents, the documents are automatically removed from the current form. The original documents are not affected.

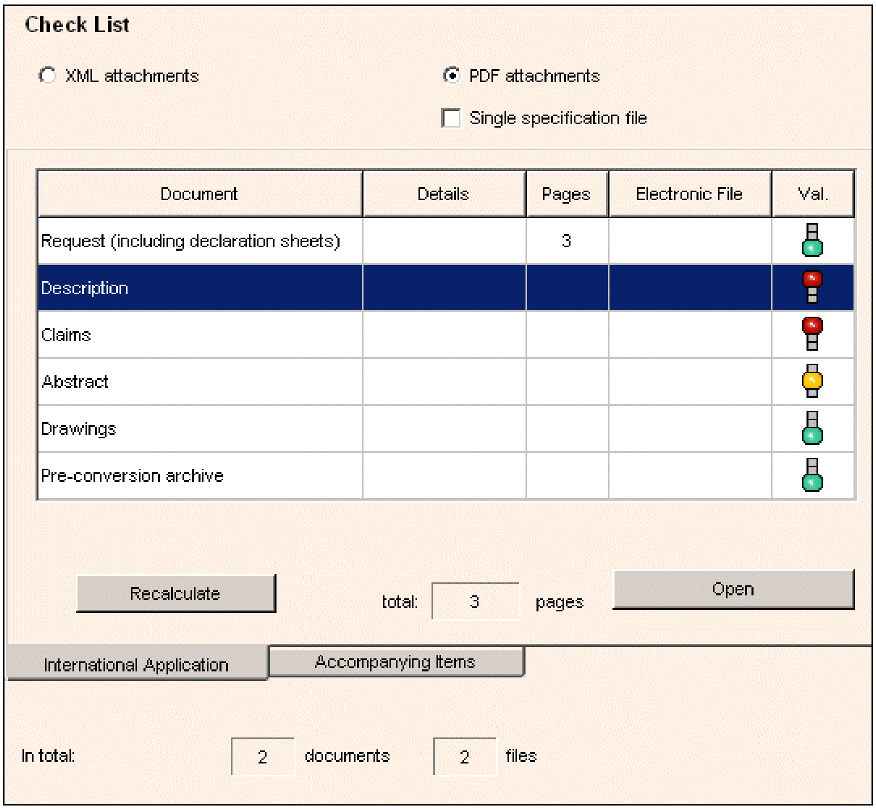


Figure 302: PCT-RO-101 Contents, International Application tab

46.2.1 Removing attached documents

1 In the PCT-RO-101 **Content Details** window, double-click the appropriate item and click **Reset**.

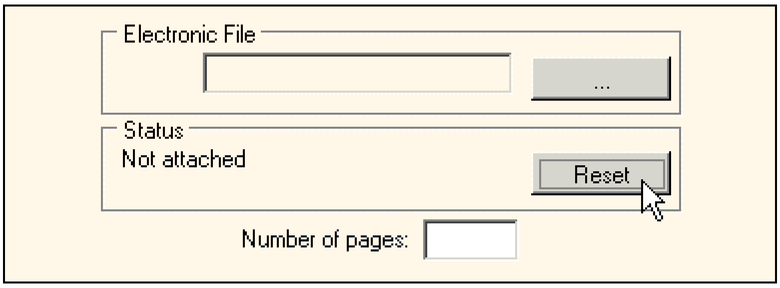


Figure 303: PCT-RO-101 Removing documents

46.2.2 XML attachments

1 In the **Contents** section, select the option **XML attachments**.

2 Double-click **Application body**.

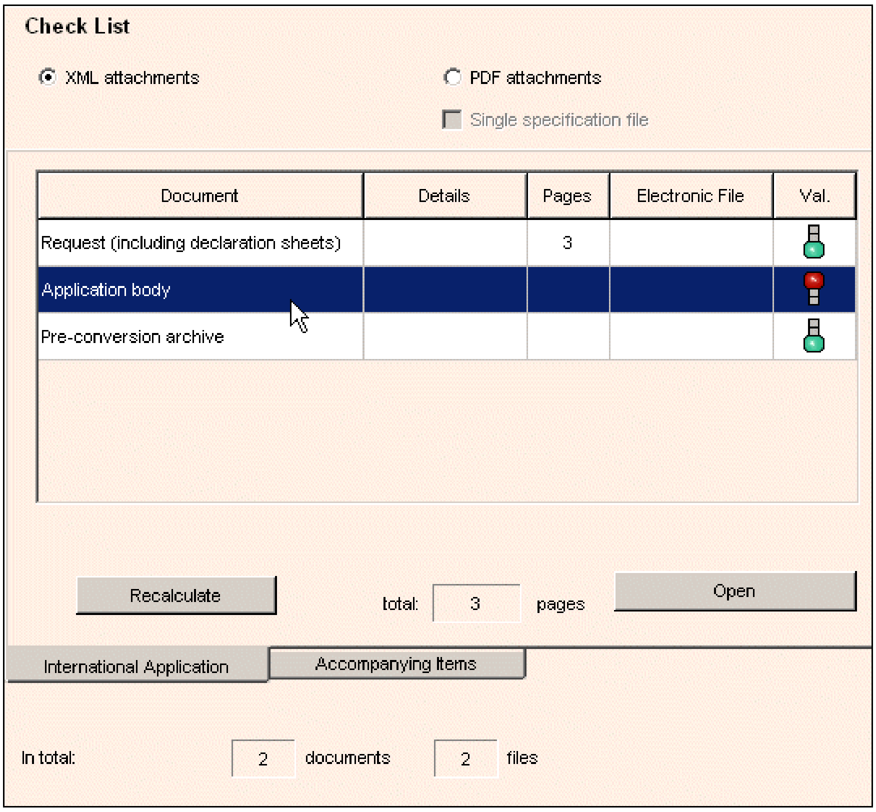


Figure 304: XML attachments

The **Content Details** window opens.

3 Click the **Browse** button and attach the relevant document.

4 Enter the **number of pages**.

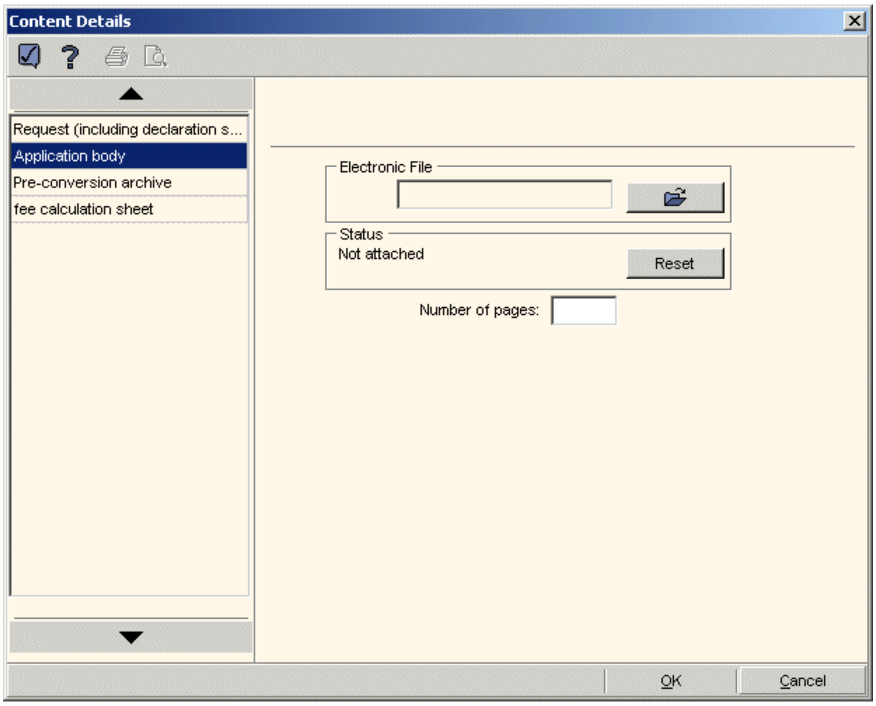


Figure 305: Attaching XML application body

This document is attached automatically and named **application-body.xml**.

46.2.3 PDF attachments

46.2.4 PCT-RO-101 Attaching descriptions

1 In the PCT-RO-101 **Contents** section, **International Application** tab, select the option PDF attachments.

2 Double-click **Description** to open the **Documents** window.

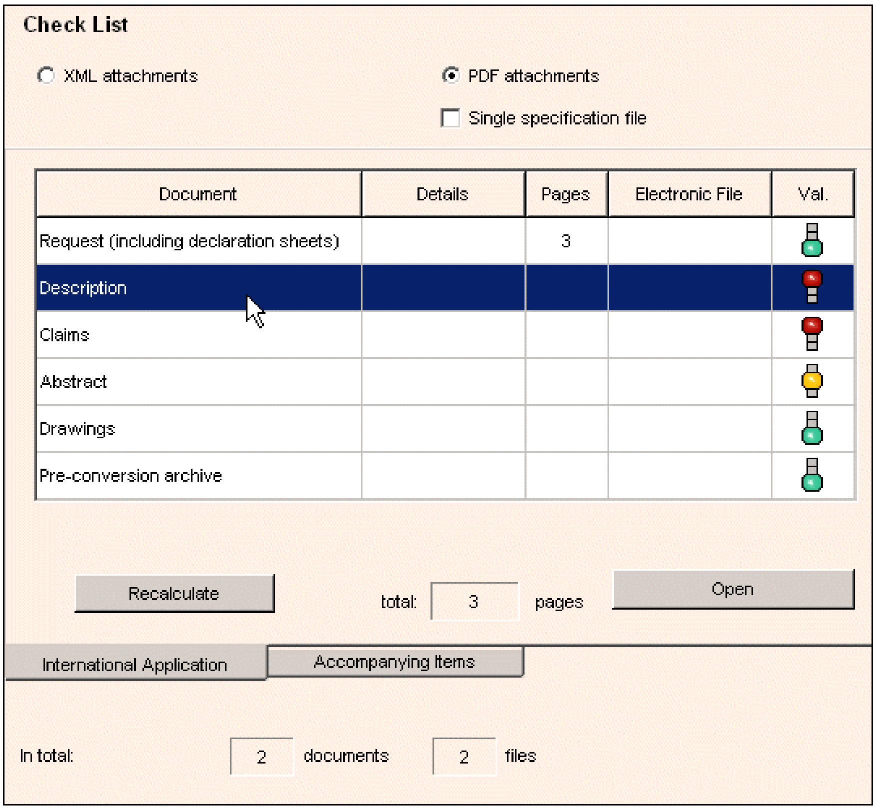


Figure 306: PCT-RO-101 Contents, Description

3 With **Description** selected on the left, click the **Browse** button.

4 Navigate to the description document and attach it.

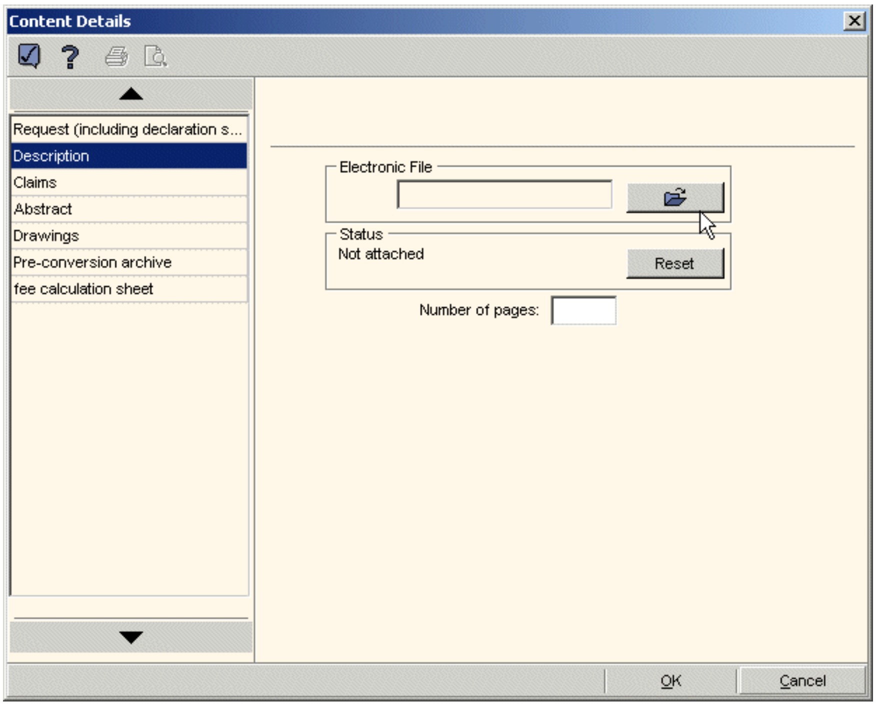


Figure 307: PCT-RO-101 Content Details, description

46.2.5 PCT-RO-101 Attaching claims

1 In the PCT-RO-101 **Contents** section, **International Application** tab, select the option PDF attachments.

2 Double-click **Claims** to open the **Content Details** window.

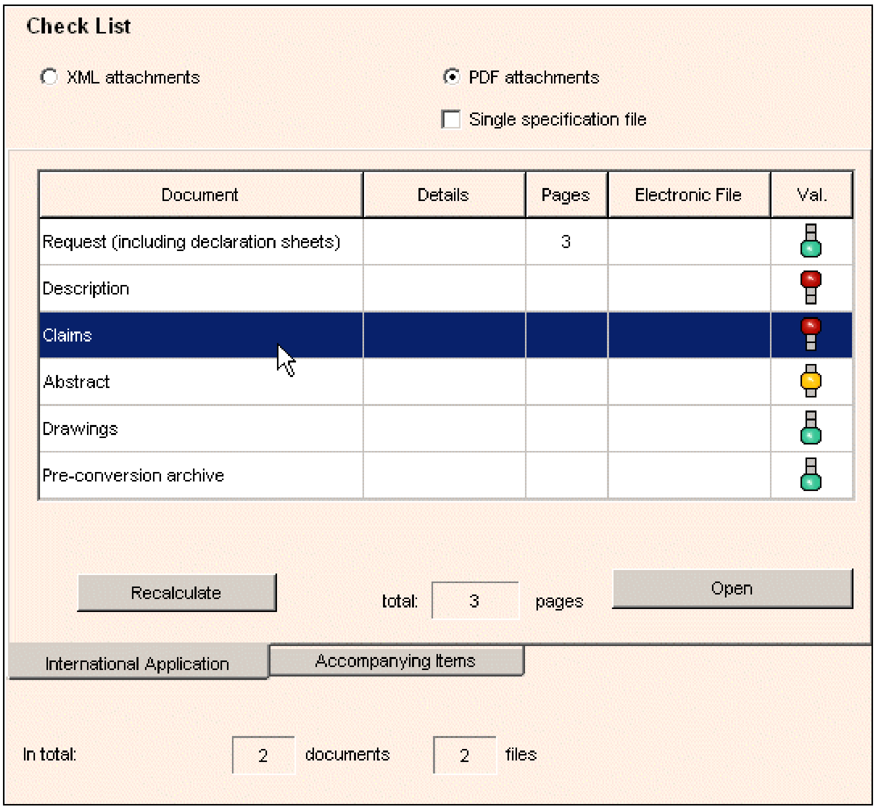


Figure 308: PCT-RO-101 Contents, attaching claims

3 Click the **Browse** button.

4 Navigate to the claims document and attach it.

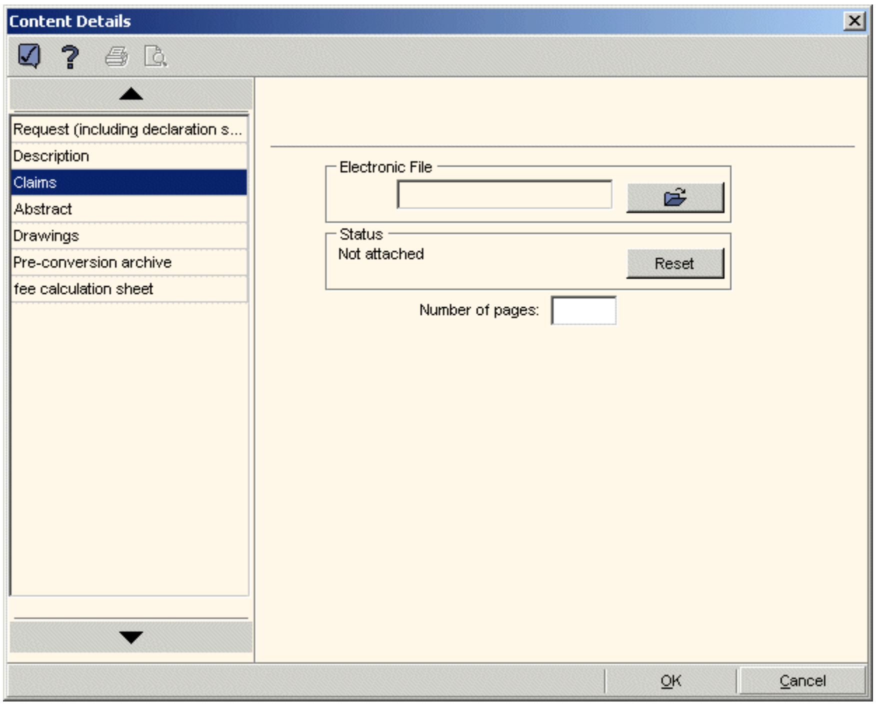


Figure 309: PCT-RO-101 Content Details, claims

46.2.6 PCT-RO-101 Attaching abstracts

1 In the PCT-RO-101 **Contents** section, **International Application** tab, select the option PDF attachments.

2 Double-click **Abstract** to open the **Content Details** window.

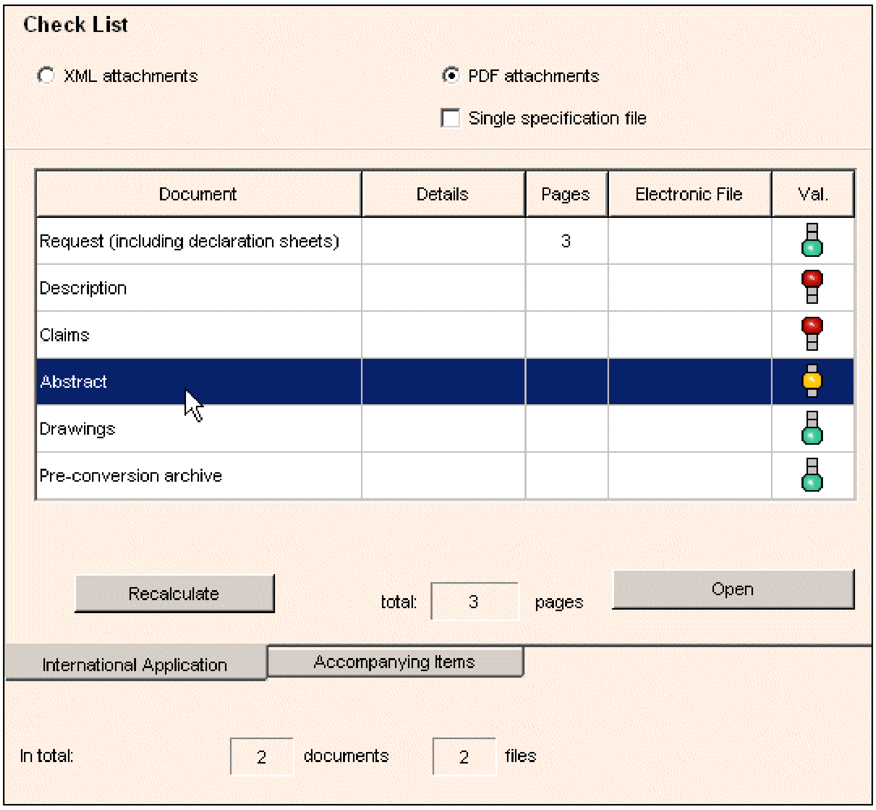


Figure 310: PCT-RO-101 Attaching abstract

3 With **Abstract** selected on the left, click the **Browse** button.

4 Navigate to the Abstract document and attach it.

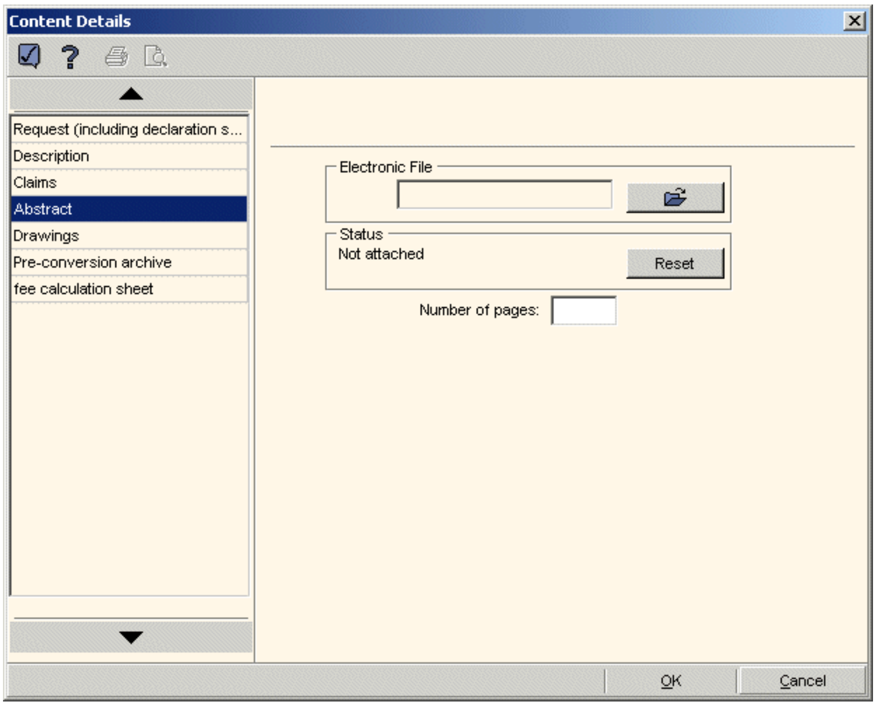


Figure 311: PCT-RO-101 Content Details, Abstract

46.2.7 PCT-RO-101 Attaching drawings

1 In the PCT-RO-101 **Contents** section, **International Application** tab, select the option PDF attachments.

2 Double-click **Drawings** to open the **Content Details** window.

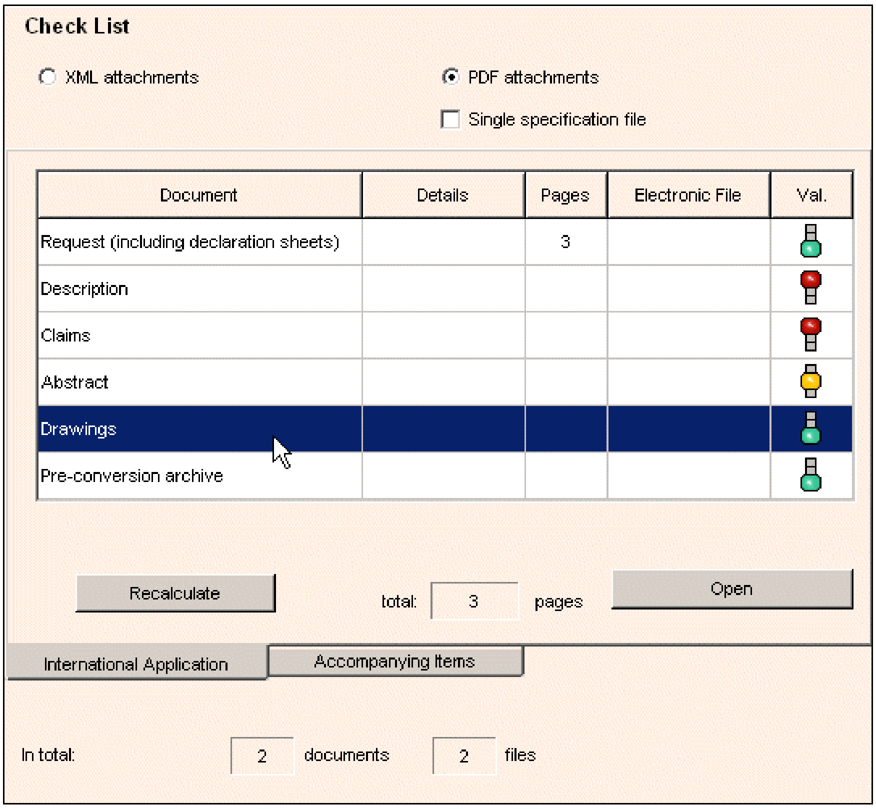


Figure 312: PCT-RO-101 Contents, Drawings

3 With **Drawings** selected on the left, enter the **Figure of the drawings which should accompany the abstract**.

4 Click the **Browse** button.

5 Navigate to the drawings document and attach it.

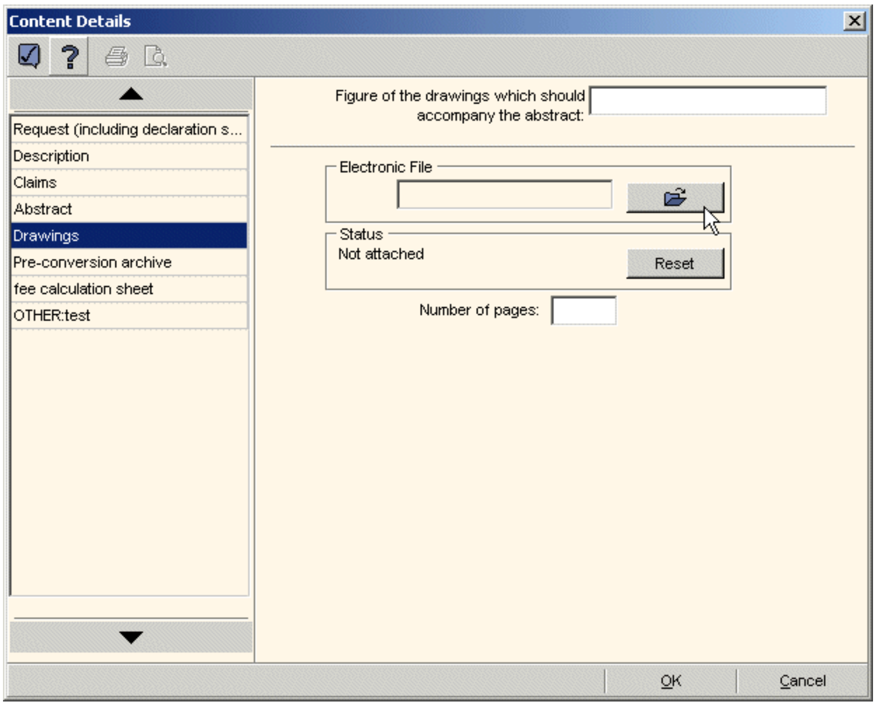


Figure 313: PCT-RO-101 Content Details, Drawings

46.2.8 PCT-RO-101 Attaching sequence listings in PDF form

The heading Sequence listing appears automatically in the Contents section, International Application tab, when the option The description contains a sequence listing is selected in the Biology section, Nucleotide and/or amino acid sequence listing section. For more information see **PCT-RO-101 Nucleotide and amino acid sequences** (p 177). This is a PDF document.

1 In the PCT-RO-101 **Contents** section, **International Application** tab, double-click the Sequence listing option. (If necessary scroll down the list to display it.)

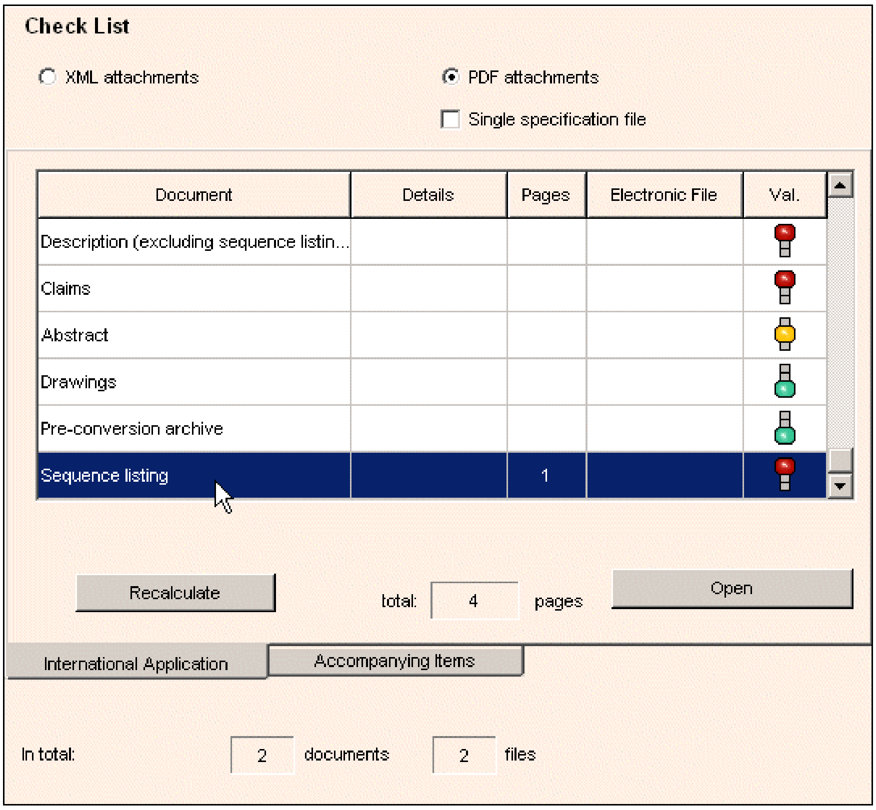


Figure 314: PCT-RO-101 Attaching sequence listing

The **Content Details** window opens.

2 Click the **Browse** button

3 Navigate to the sequence listing document and attach it.

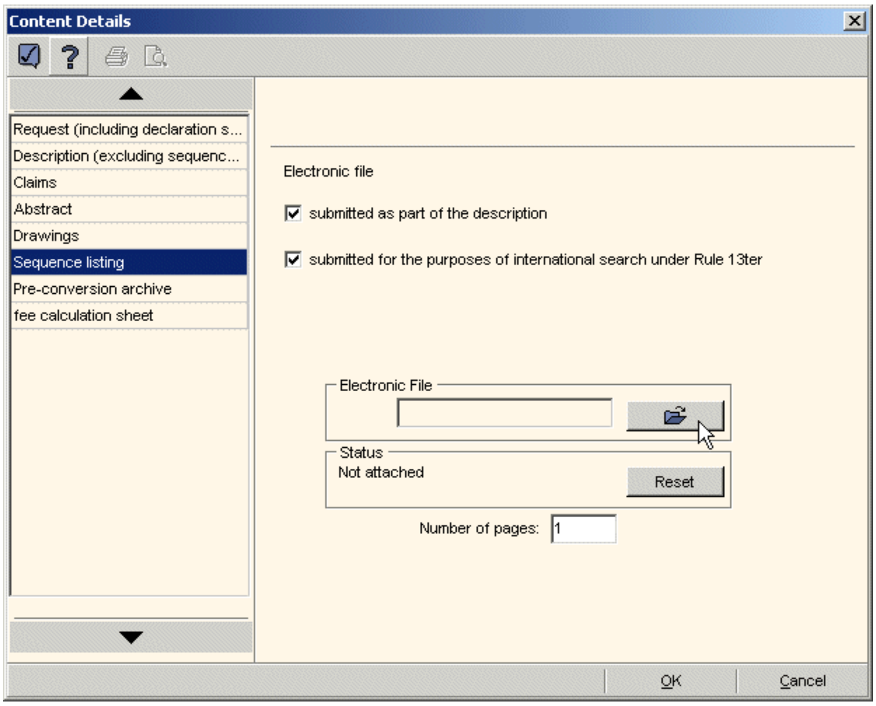


Figure 315: Attaching sequence listing

46.2.1 Removing sequence listings

1 In the **Biology** section clear the check box **The description contains a sequence listing**.

The headings and attached documents are automatically removed from the **Contents** section.

46.2.2 PCT-RO-101 Attaching tables related to sequence listing

The heading **Tables related to sequence listing** appears automatically in the Contents section, International Application tab, when the option **The description contains tables related thereto** is selected in the Biology section, Nucleotide and/or amino acid sequence listing. **PCT-RO-101 Nucleotide and amino acid sequences** (p 177). This is a PDF document.

1 In the PCT-RO-101 Contents section, International Application tab, double-click the **Tables related to sequence listing** option. (If necessary scroll down the list to display it.)

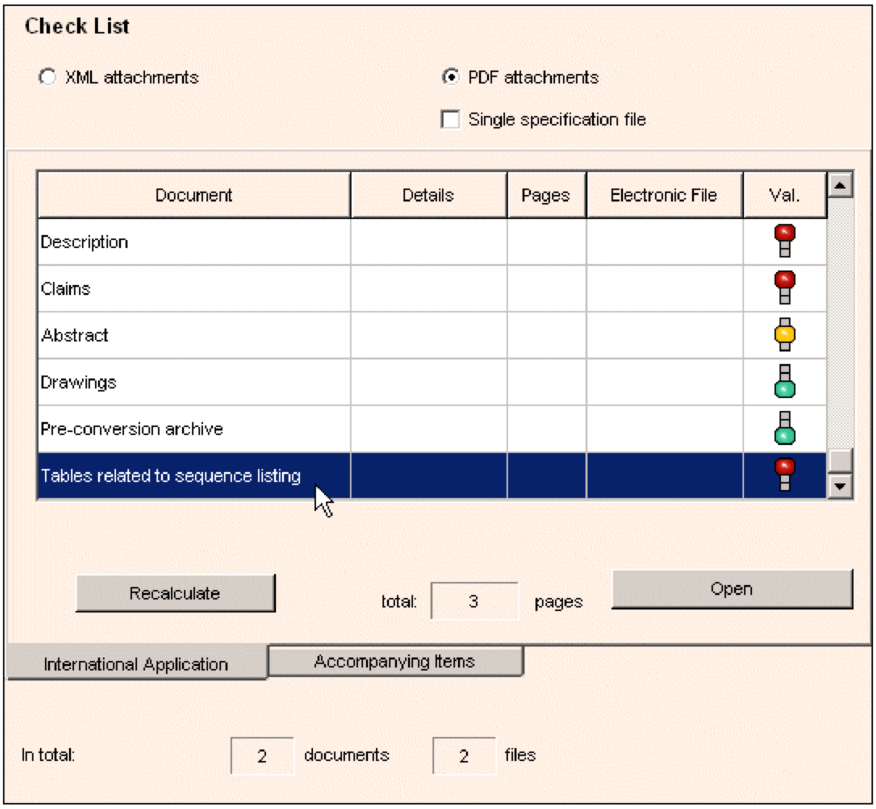


Figure 316: PCT-RO-101 Contents, attaching tables

The **Content Details** window opens.

2 Select the appropriate check box(es).

3 Click the **Browse** button

4 Navigate to the tables document and attach it.

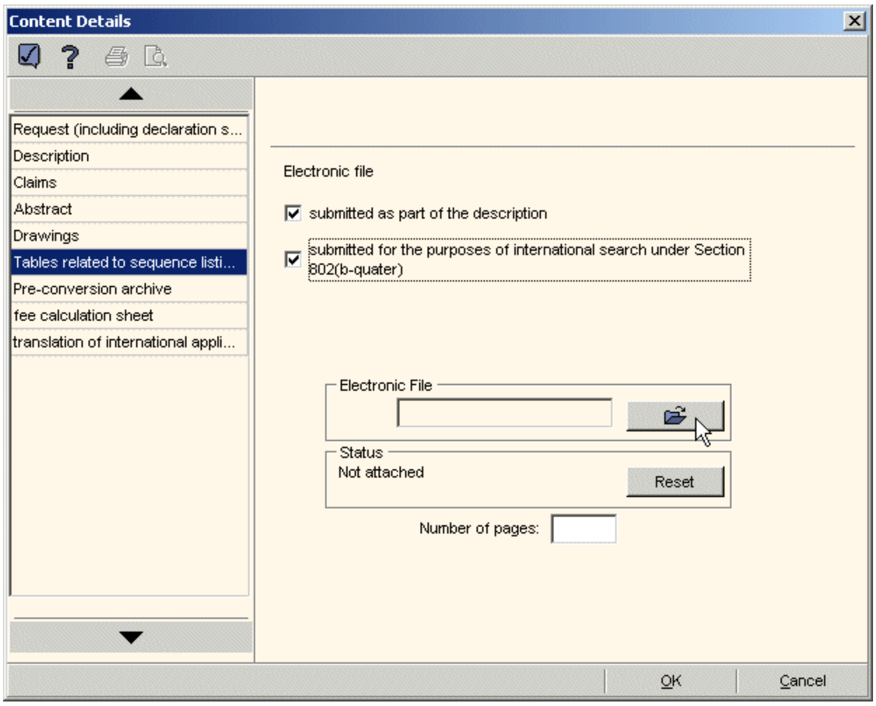


Figure 317: Attaching tables

46.2.3 PCT-RO-101 Attaching Single specification file

1 In the PCT-RO-101 **Contents** section, **International Application** tab, select the **Single specification file** option.

2 Double-click **Specification** to open the window.

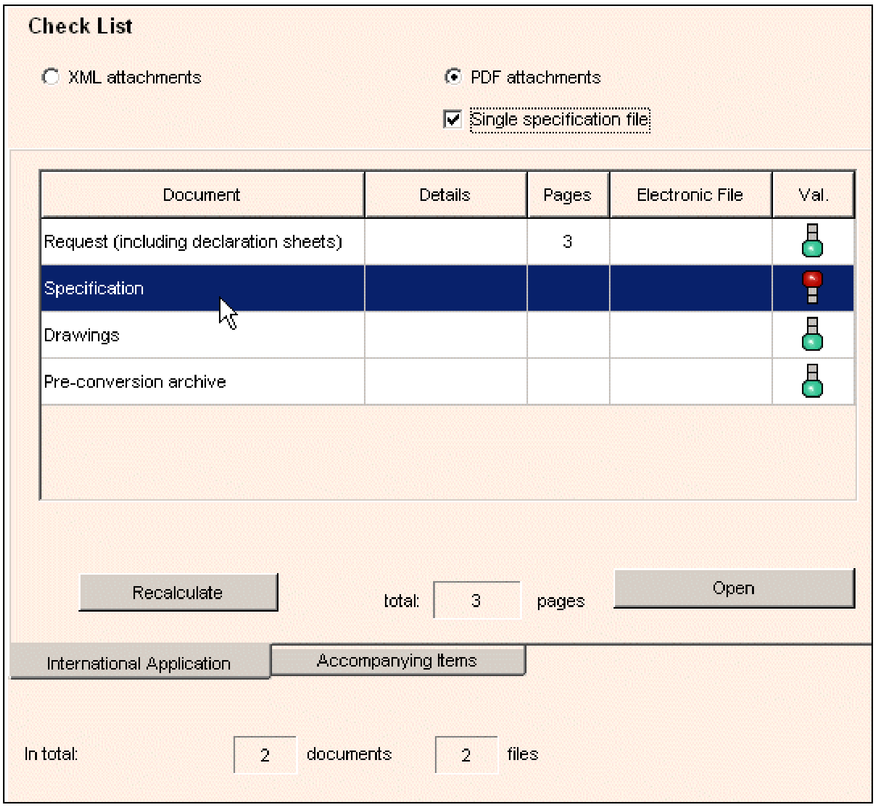


Figure 318: PCT-RO-101 Contents, Single specification file

3 In the **Content Details** window, click the **Browse** button and attach the specification file.

The total number of pages is calculated automatically.

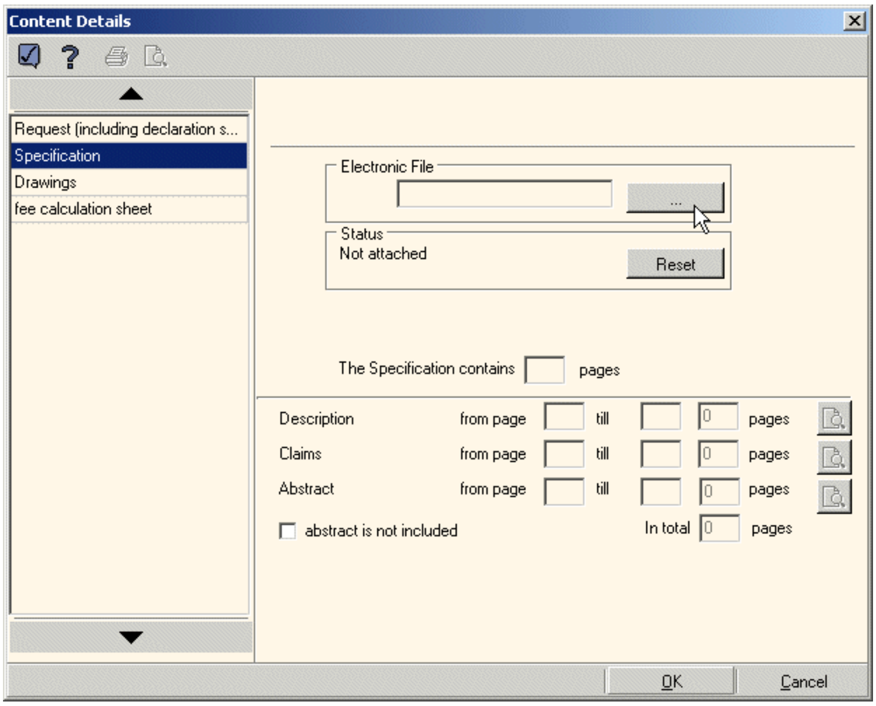


Figure 319: PCT-RO-101 Attaching single specification

4 Enter the **starting and ending pages** for the **Description**, **Claims** and **Abstract**.

(If appropriate select the check box **abstract is not included**.)

Sections must not overlap, and all pages must be accounted for.

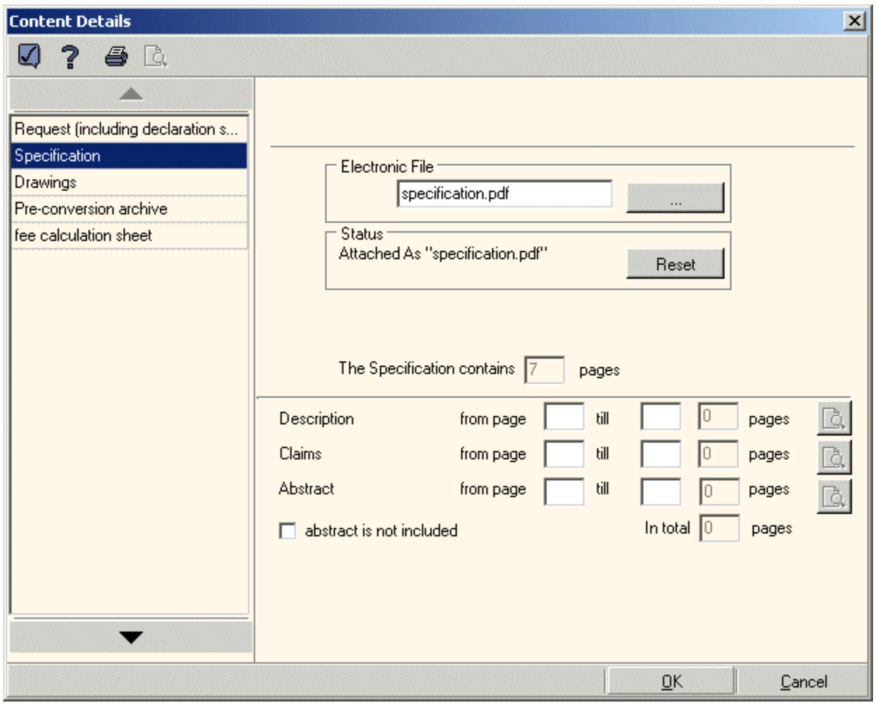


Figure 320: PCT-RO-101 Single specification, Page numbers

46.3 PCT-RO-101 Accompanying items tab

The PCT-RO-101 **Contents** section, **Accompanying Items** tab, contains a list of document types that may be attached to the current patent application.

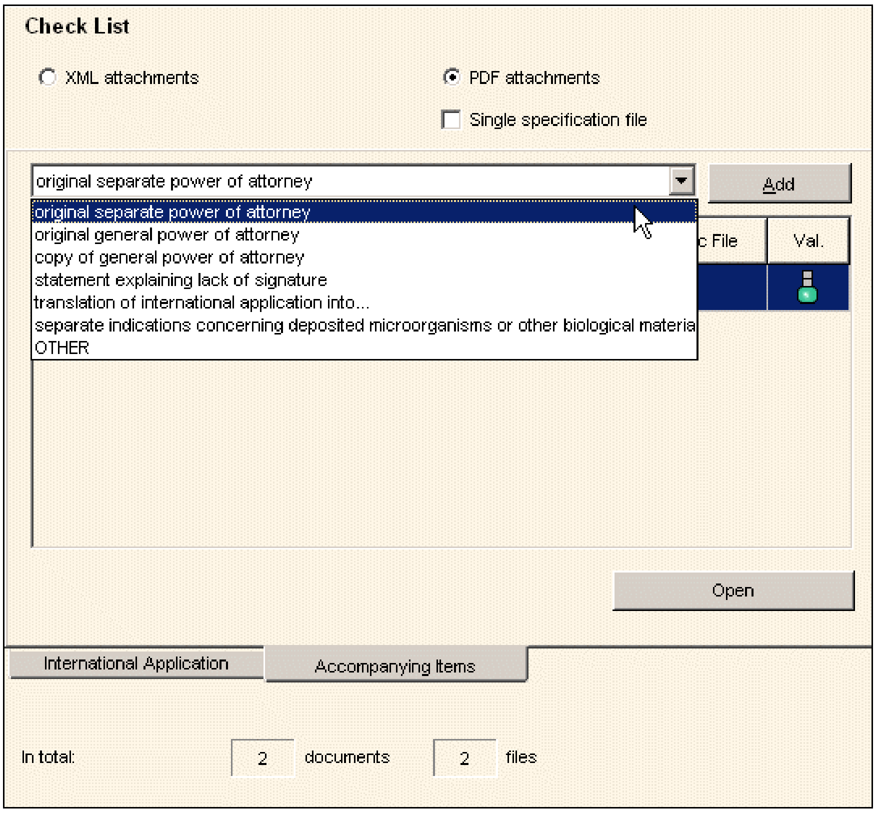


Figure 321: PCT-RO-101 Contents, Accompanying Items tab

46.3.1 PCT-RO-101 Attaching a power of attorney document

The details relating to a power of attorney are entered in the PCT-RO-101 **Names** section. These details can be printed, previewed and saved to a file in PDF format. For more information see **Creating power of attorney documents** (See "PCT-RO-101 Creating a power of attorney document" p 168).

To attach a power of attorney file to the current application:

1 In the PCT-RO-101 **Contents** section, **Accompanying Items** tab, select the appropriate **power of attorney** option from the drop-down list, and then click **Add**.

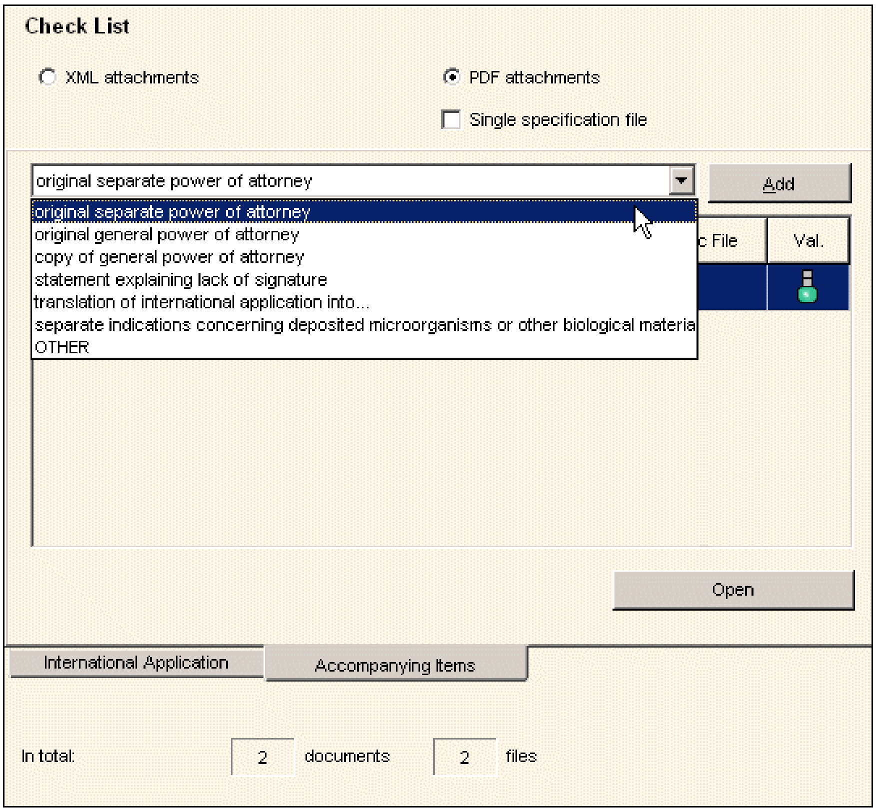


Figure 322: PCT-RO-101 Contents, Accompanying Items tab

The new heading appears in the checklist of documents.

2 Double-click the new item to open it.

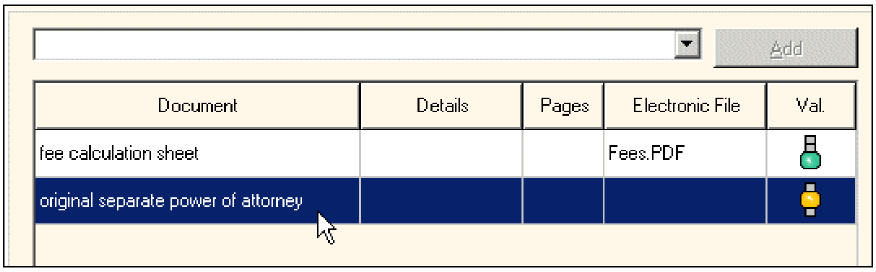


Figure 323: Opening power of attorney

The **Content Details** window opens.

3 Click the **Browse** button and attach the document.

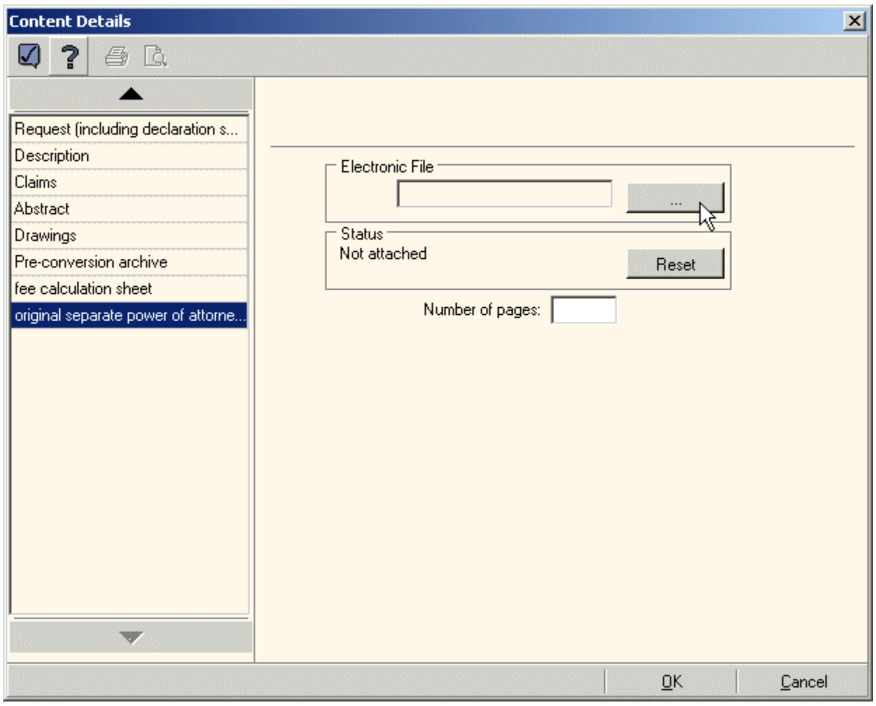


Figure 324: PCT-RO-101 Content Details, Attaching power of attorney

46.3.2 Attaching statement explaining lack of signature

1 In the PCT-RO-101**Contents** section, **Accompanying Items** tab, select **statement explaining lack of signature** from the drop-down list, and then click **Add**.

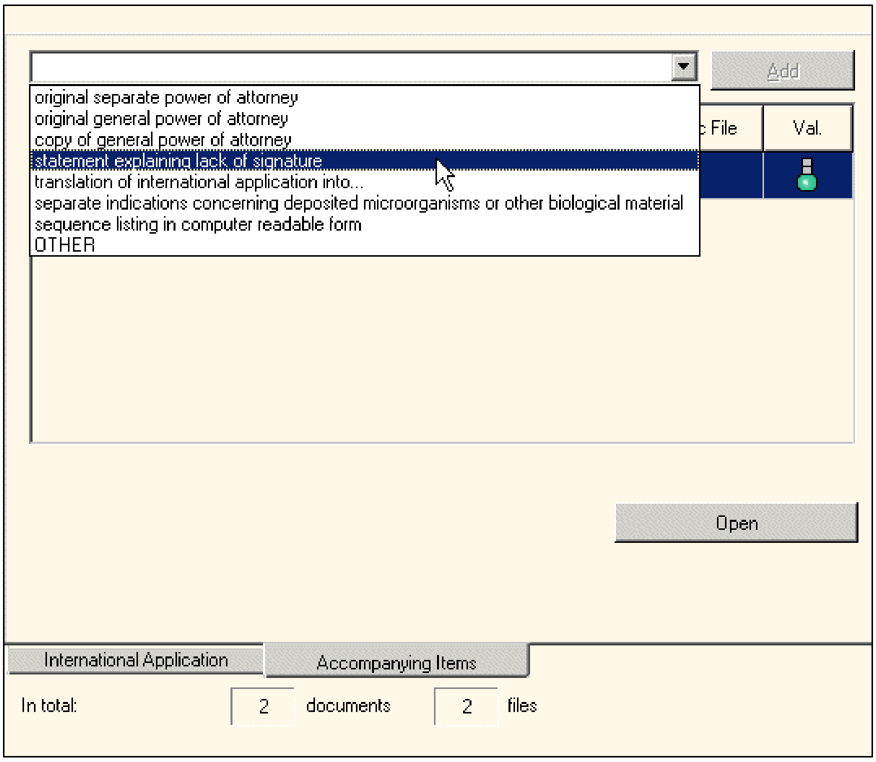


Figure 325: Statement explaining lack of signature

The new heading appears in the checklist of documents.

2 Double-click the new item to open it.

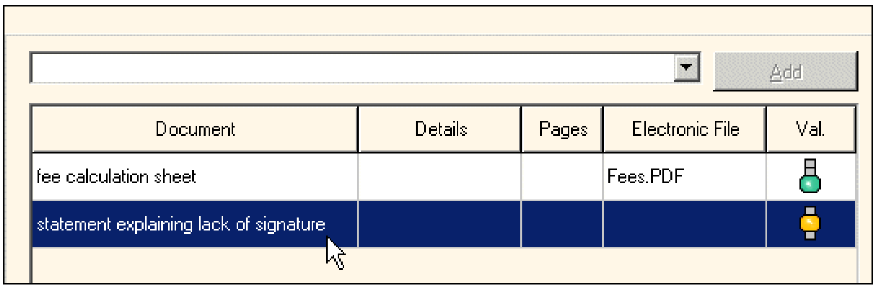


Figure 326: Opening statement item

The **Content Details** window opens.

3 Click the **Browse** button and attach the document.

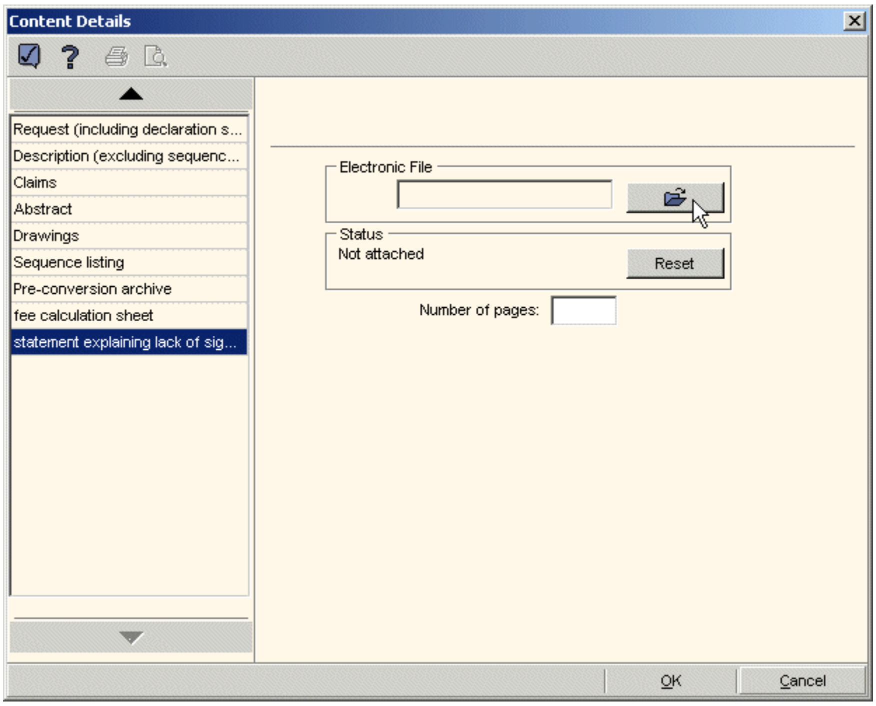


Figure 327: PCT-RO-101 Content Details, attaching statement

46.3.3 PCT-RO-101 Attaching translation of international application

1 In the PCT-RO-101 **Contents** section, **Accompanying Items** tab, select **translation of international application into...** from the drop-down list, and then click **Add**.

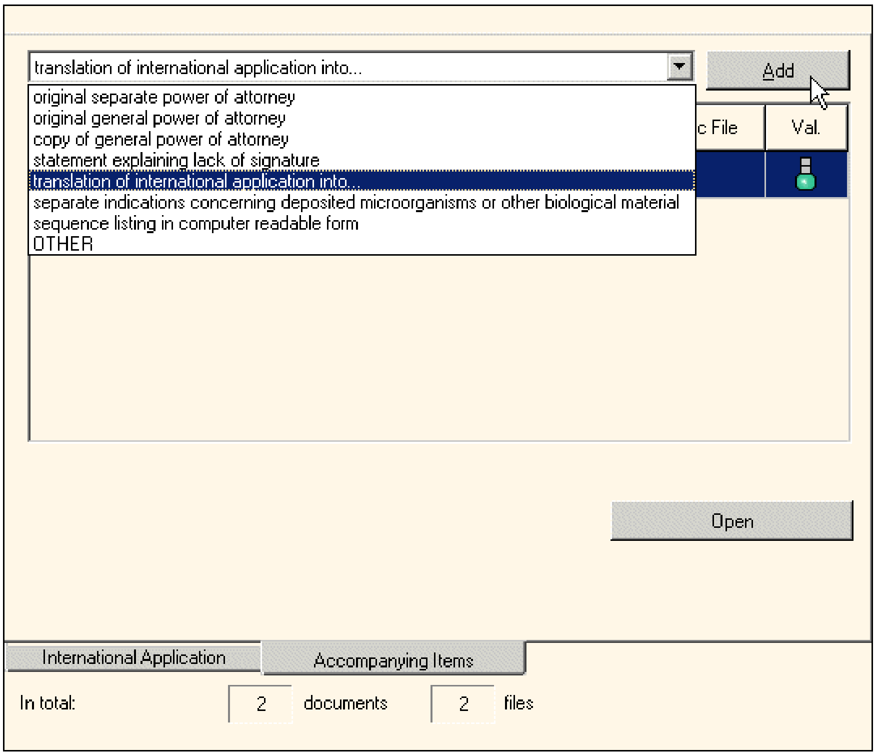


Figure 328: Attaching translation

The new heading appears in the checklist of documents.

2 Double-click the new item to open it.

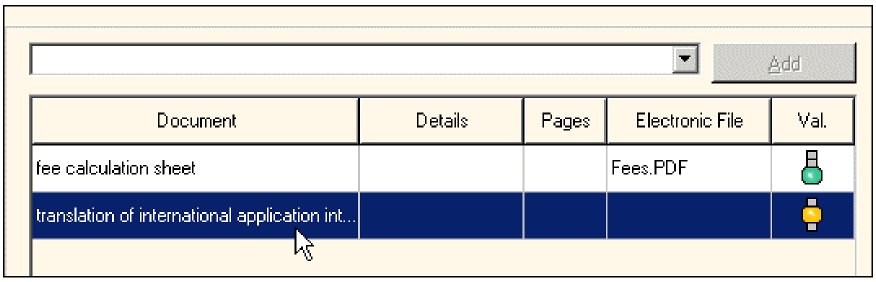


Figure 329: Opening translation item

The **Content Details** window opens.

3 Enter a **language** in the **translation of international application into:** box.

4 Click the **Browse** button and attach the document.

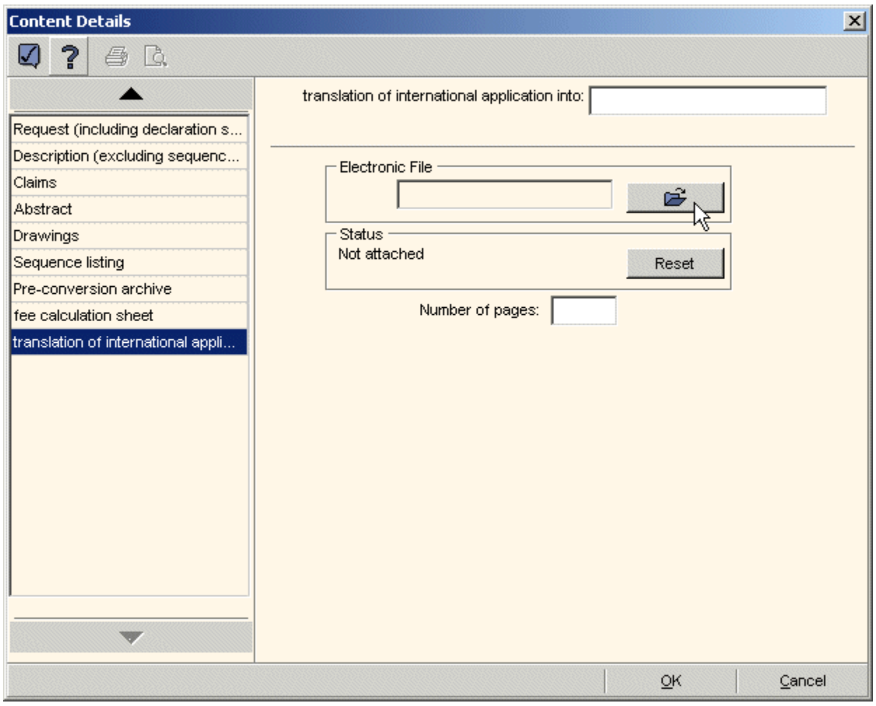


Figure 330: Attaching translation document

46.3.4 Attaching separate indications for biological material

The **Biology** section is where you enter details concerning indications relating to a deposited microorganism or other biological material referred to in the description of the invention.

You may also attach separate indications for biological material.

1 In the PCT-RO-101**Contents** section, **Accompanying Items** tab, select **Separate indications concerning deposited microorganisms or other biological material** from the drop-down menu, and then click **Add**.

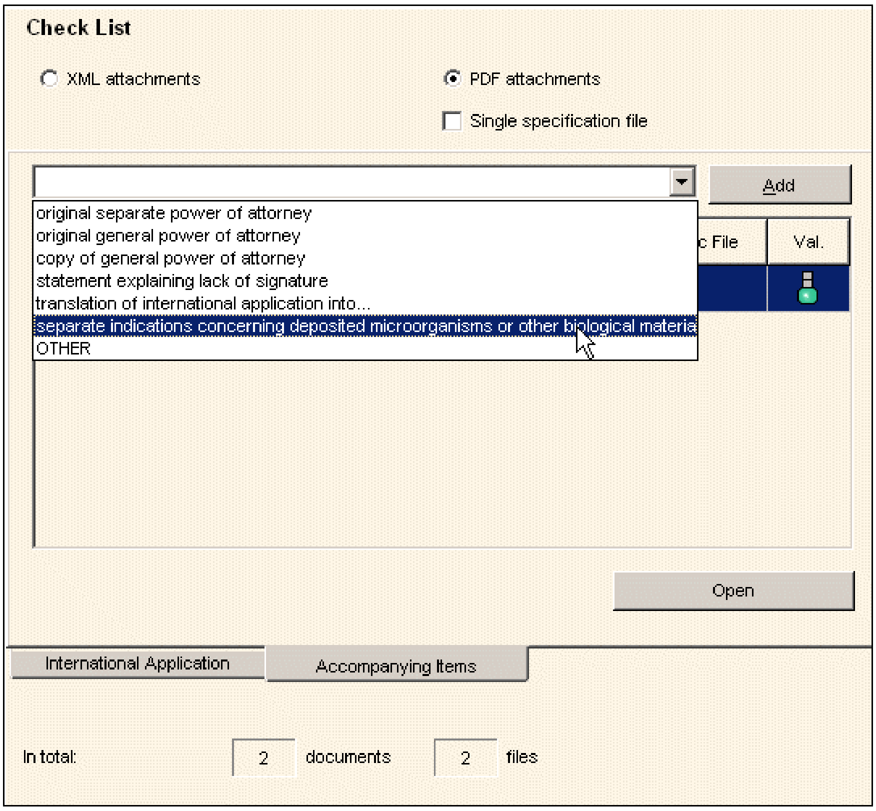


Figure 331: PCT-RO-101 Attaching separate indications

2 Double-click the new item to open it.

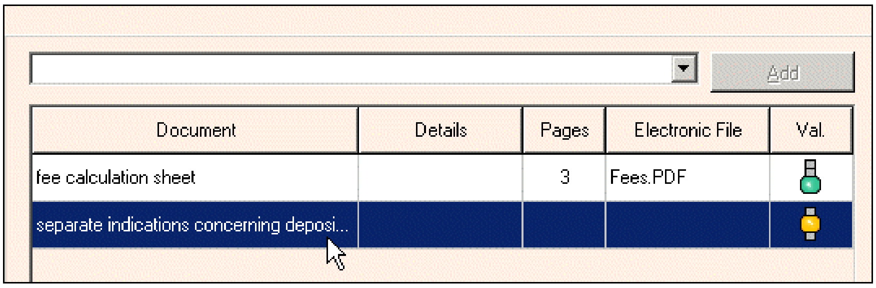


Figure 332: PCT-RO-101 Contents, Opening separate indications

The **Content Details** window opens.

3 Click the **Browse** button and attach the document.

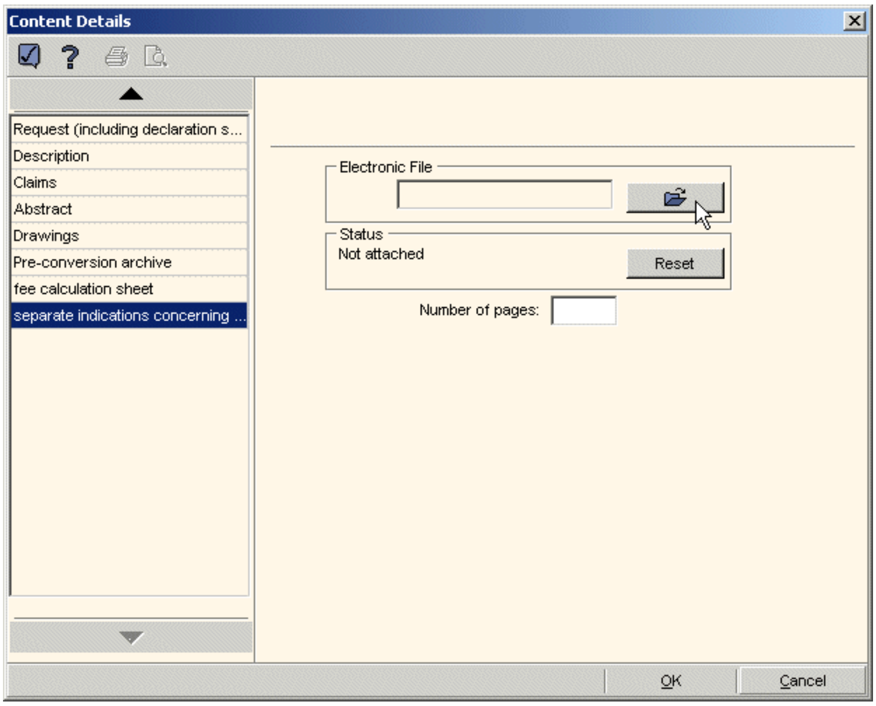


Figure 333: PCT-RO-101 Contents, Attaching separate indications

46.3.5 PCT-RO-101 Attaching document type OTHER

1 In the PCT-RO-101 **Contents** section, **Accompanying Items** tab, select the document type **OTHER** and click **Add**.

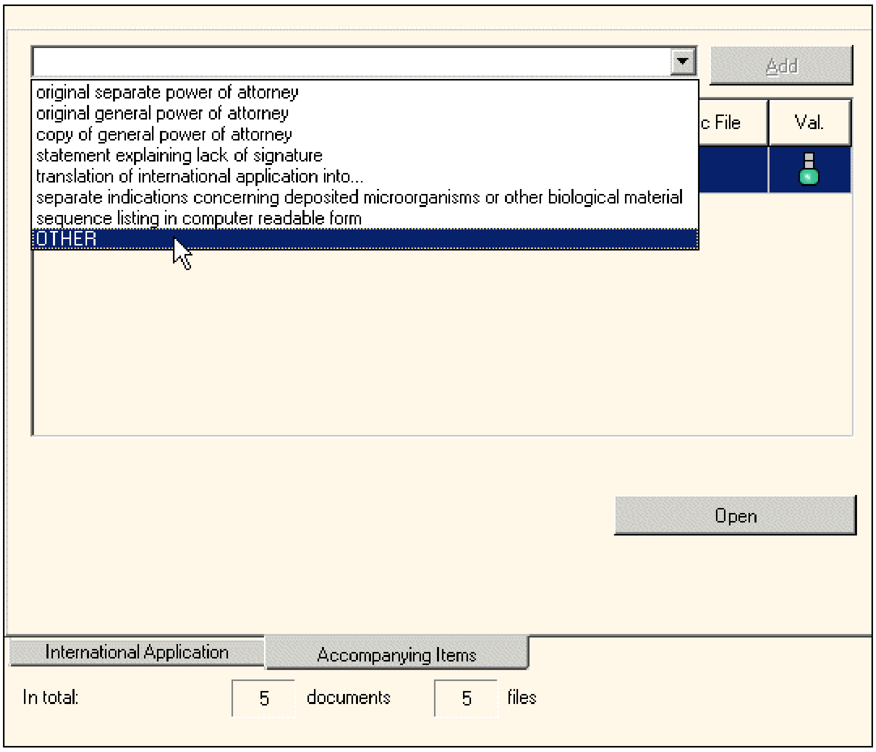


Figure 334: PCT-RO-101 Accompanying Items, Document type OTHER

The word **<specify>** appears.

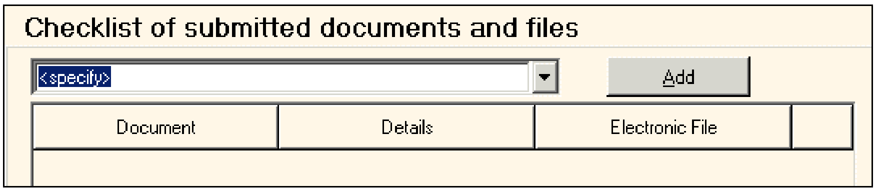


Figure 335: Document type OTHER, specify

2 Type a name for the document and click **Add**.

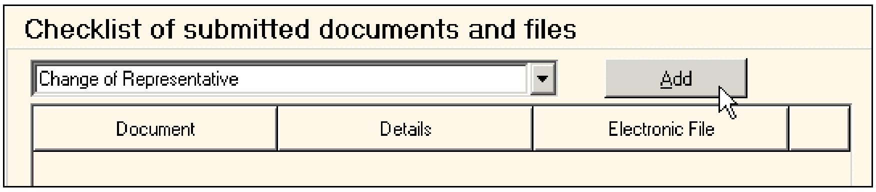


Figure 336: Document type OTHER, sample data

3 Double-click the document item to open the **Content Detail** window.

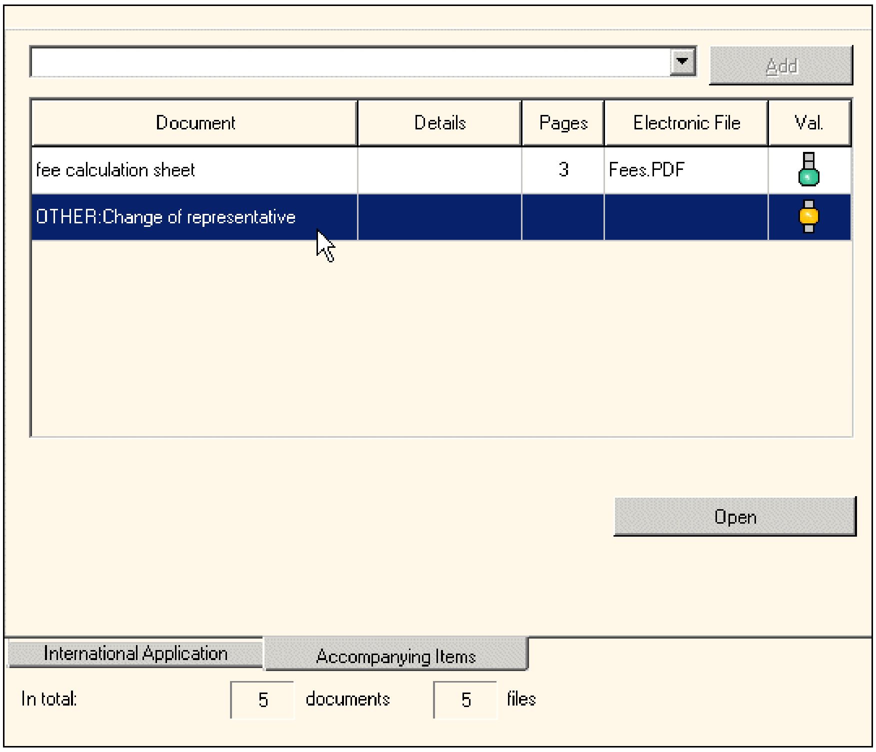


Figure 337: PCT-RO-101 Opening document type OTHER, sample data

4 In the **Content Details** window, click the **Browse** button and attach the document.

The number of pages is calculated automatically.

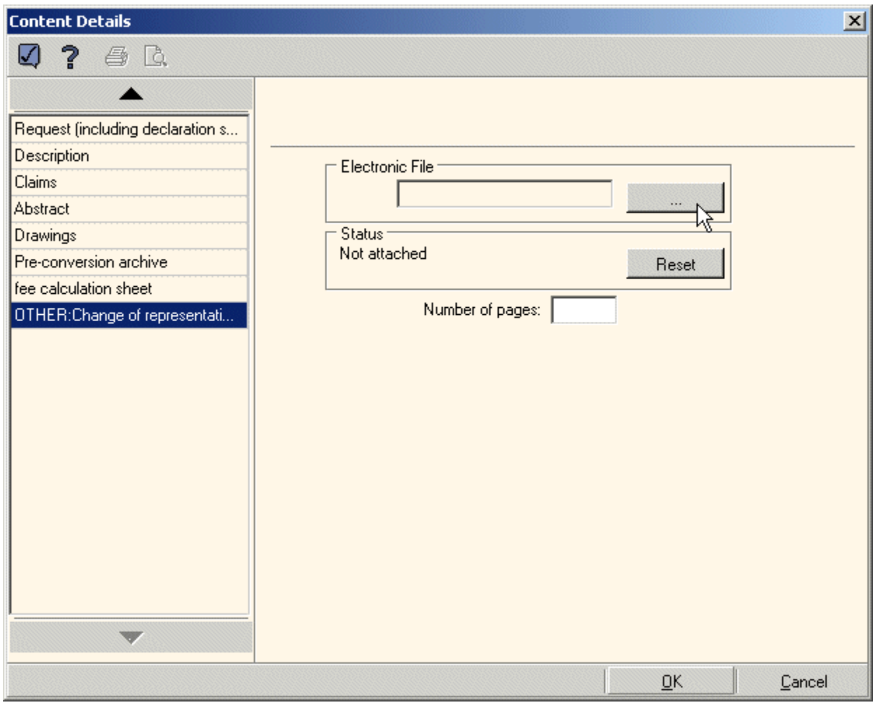


Figure 338: PCT-RO-101 Attaching document type OTHER, sample data

46.3.6 PCT-RO-101 Attaching priority claim document

The **Priority Claims** heading appears automatically in the **Contents** section, **Accompanying Items** tab, when a priority claim is created in the **Priority** section. For more information see **PCT-RO-101 Creating priority claims** (See "Creating priority claims" p 171).

1 In the PCT-RO-101**Contents** section, **Accompanying Items** tab, double-click the Priority Claims heading to open the **Content Details** window.

Note The choices available depend on the receiving Office selected in the **Priority** section. If the receiving Office allows paper submission, you will see an option for enclosing a paper document.

2 Click the **Browse** button and attach the document.

The **Details** box is completed automatically with information from the **Priority** section.

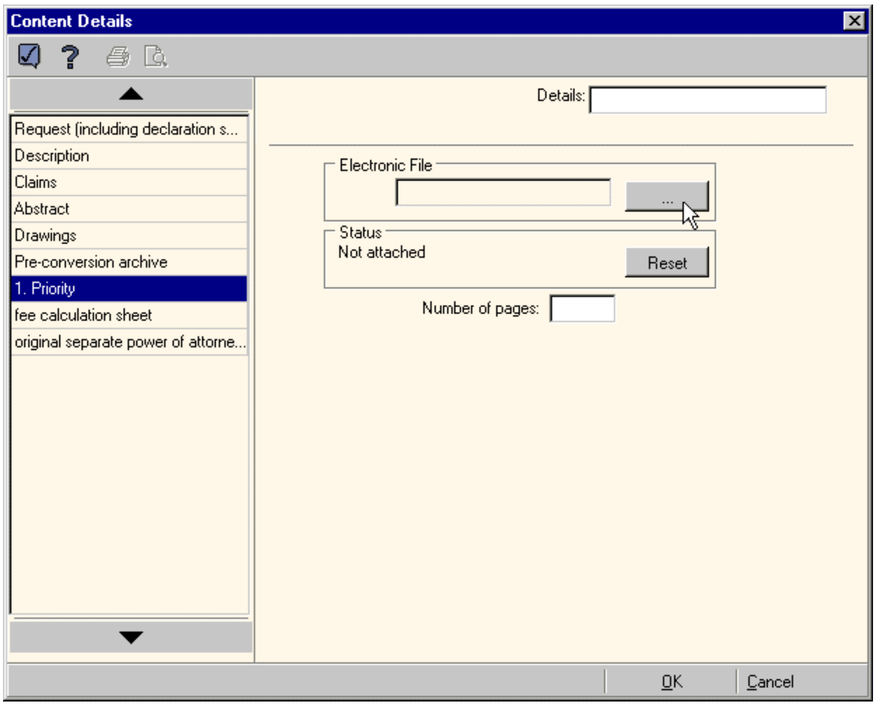


Figure 339: PCT-RO-101 Content Details, attaching priority claim

47 PCT-RO-101 Fees

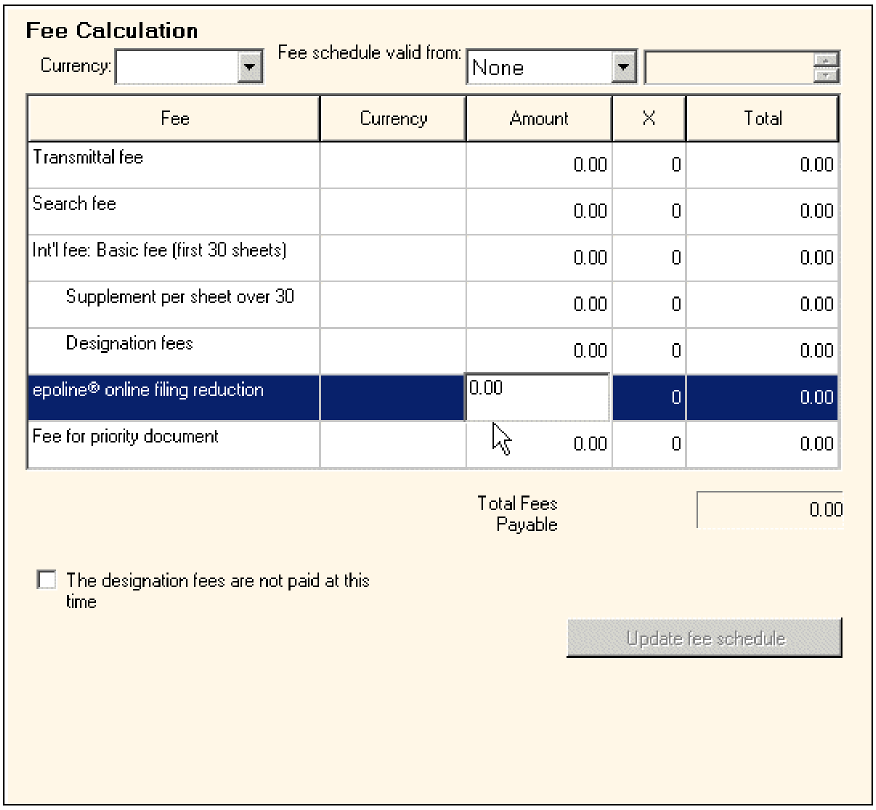
The **Fees** section of PCT-RO-101 displays the fees and amounts due. These are calculated automatically from the data in other sections. Fee amounts can also be entered or modified directly.

1 In the PCT-RO-101 **Fees** section, click the drop-down arrow to get the **Fee schedule valid from:** date.

2 To enter or modify the fee amount, double-click the number in the **Amount** column.

3 When the background colour changes to white, enter the **correct amount**.

4 If appropriate, select the option **The designation fees are not paid at this time**.


Fee Calculation

Currency:
Fee schedule valid from: None

Fee	Currency	Amount	X	Total
Transmittal fee		0.00	0	0.00
Search fee		0.00	0	0.00
Int'l fee: Basic fee (first 30 sheets)		0.00	0	0.00
Supplement per sheet over 30		0.00	0	0.00
Designation fees		0.00	0	0.00
epoline® online filing reduction		0.00	0	0.00
Fee for priority document		0.00	0	0.00

Total Fees Payable 0.00

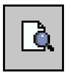
The designation fees are not paid at this time

Update fee schedule

Figure 340: PCT-RO-101 Fees

The **Total Fees Payable** amount is calculated automatically and displayed in the lower part of the form.

Note To display the **fee calculation sheet** in PDF format, open the item in the **Contents** section, **Accompanying items** tab. In the **Content Details** window, click the **Preview** button.



48 PCT-RO-101 Payment

The **Payment** section of PCT-RO-101 is where you specify the mode of payment and give details of the account number and account holder. Not all modes of payment may be available at all receiving Offices.

To specify the payment details:

1 In the PCT-RO-101 **Payment** section, select an option from the **Mode of Payment** list.

Options are displayed for the selected mode.

2 Enter the **details** for the mode of payment.

3 Select any relevant options for the **receiving Office**.

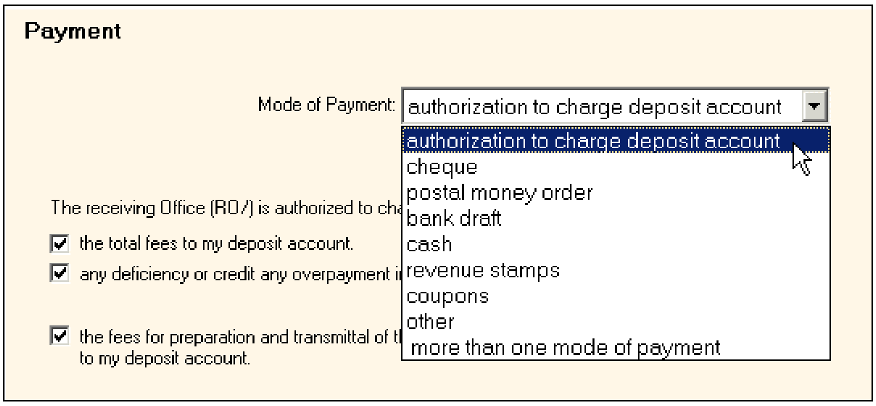


Figure 341: PCT-RO-101 Payment

If the option **more than one mode of payment** is selected, the itemised fees appear.

1 Double-click in the blue area to the right of the fee to display the drop-down list.

2 Select the appropriate **Mode of Payment** from the list.

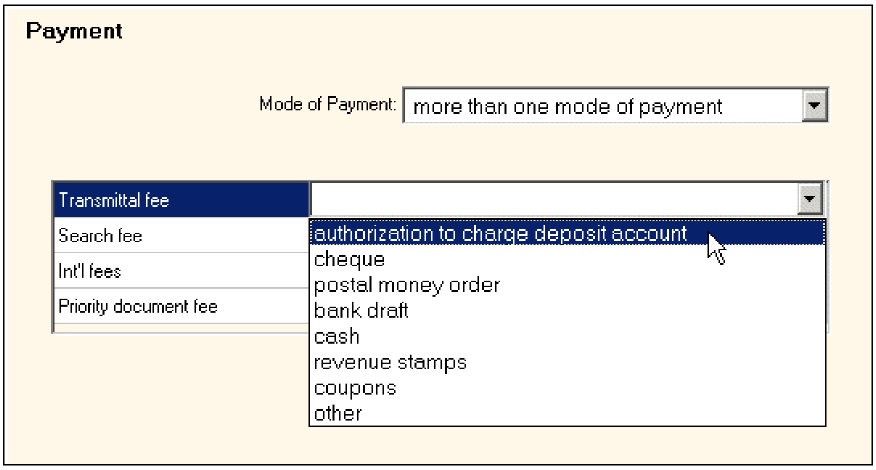


Figure 342: PCT-RO-101 Payment, Payment type

49 PCT-RO-101 Annotate

The **Annotate** section is where you can see all the remarks that have been made for this application. A **remark** is a comment intended for those receiving the application as part of the data submitted. A **private remark** is for internal use only and is not transmitted to the EPO.

The **Annotate** section also contains the **Validation log** with all the validation messages for the application.

49.1 Adding remarks

1 In the PCT-RO-101 **Annotate** section select a **type of remark**, and then click **Add**.

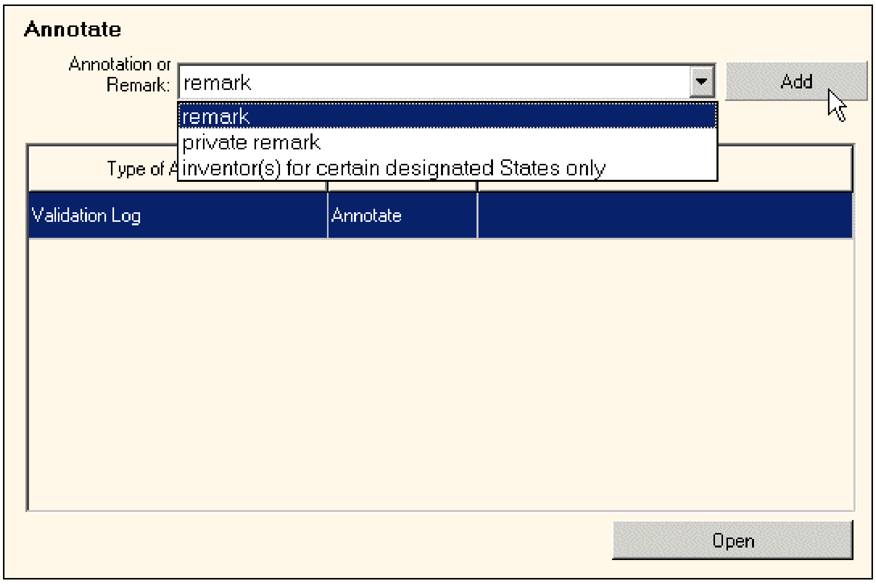


Figure 343: PCT-RO-101 Annotate, Selecting type of remark

The **Annotation edit dialog** window opens.

2 Type in the **information** you require.

You can also add remarks from the shortcut menus of other sections.

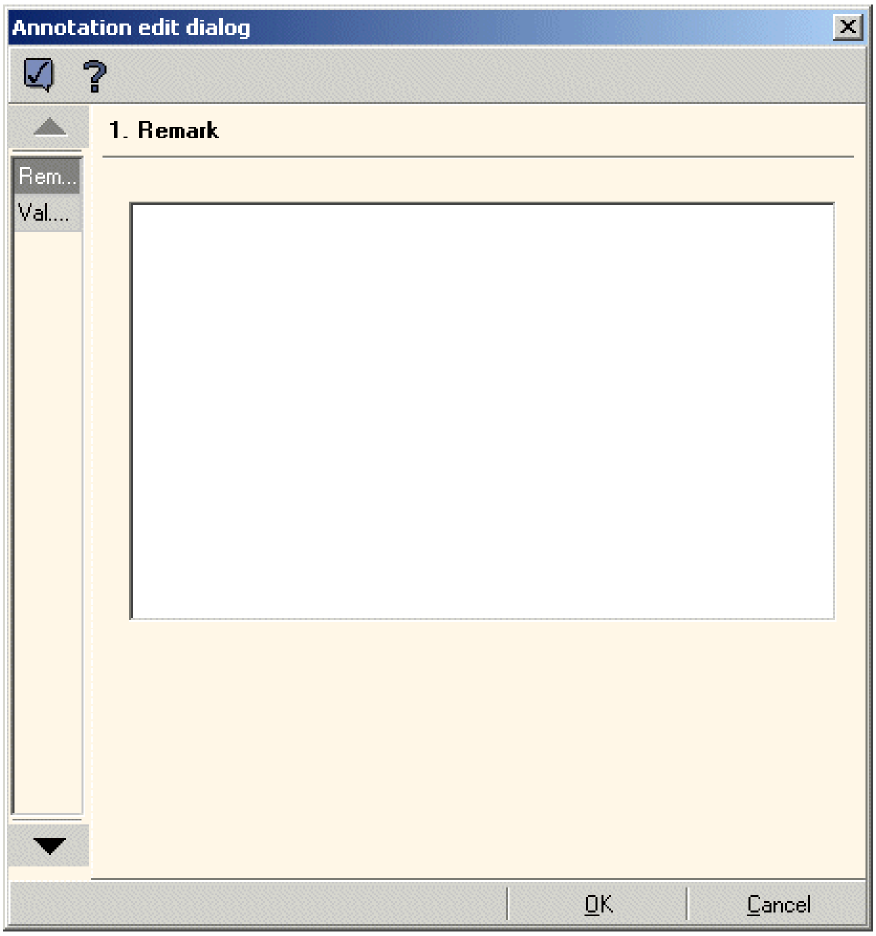


Figure 344: PCT-RO-101 Remark details

49.1.1 Deleting remarks

1 In the PCT-RO-101 **Annotate** section, click a remark to select it.

2 Right-click the remark to display the shortcut menu.

3 In the shortcut menu select **Cut.**

Note This operation cannot be undone.

49.1 Validation log

The **Annotate** section contains the **Validation log** of all the validation messages for the application. You can access the individual messages from the menu for each section.

1 To display **individual validation** messages related to completing the form correctly, click the **Validation** button in the sections.

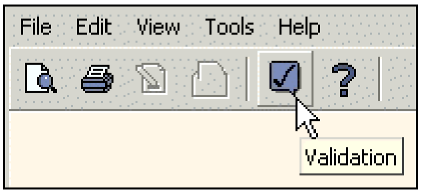


Figure 345: Validation button

2 In the PCT-RO-101 **Annotate** section, double click **Validation log** to see the entire list.

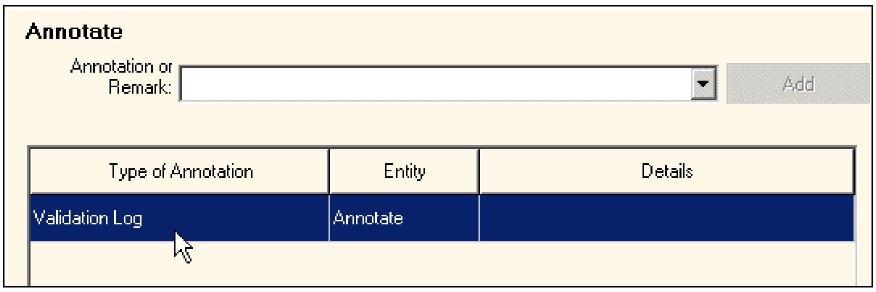


Figure 346: Opening validation log

The validation log opens.

3 Scroll through the list to see all the messages.

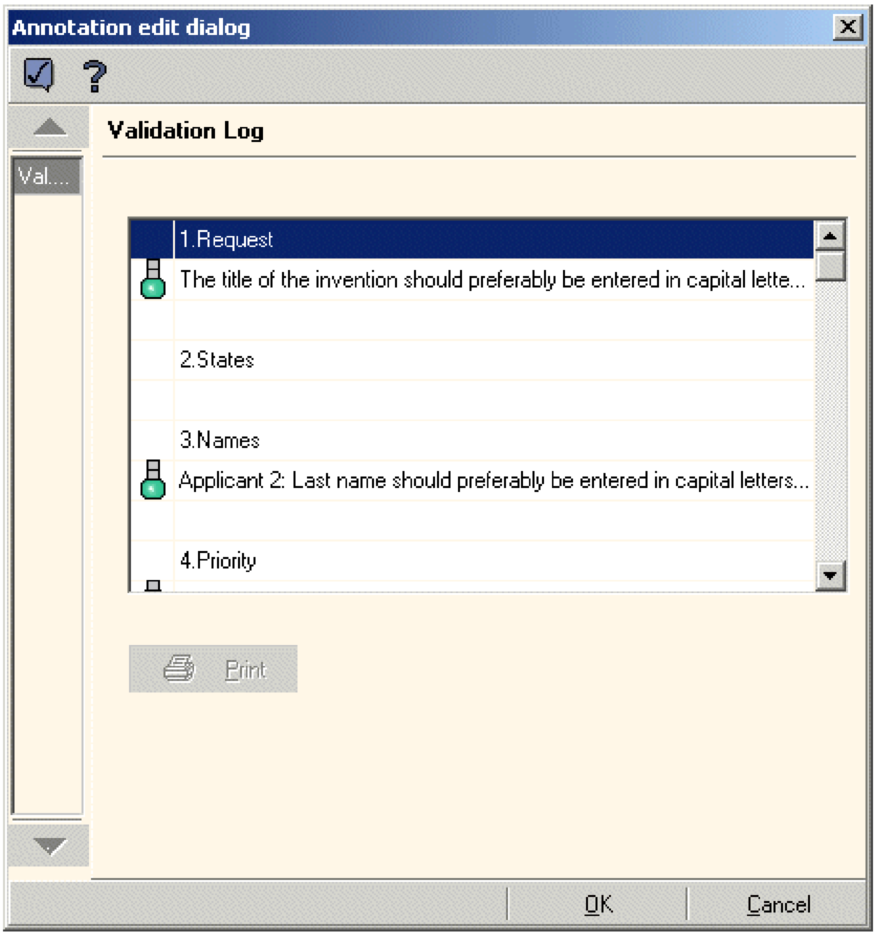


Figure 347: PCT-RO-101 Validation log, sample data

Note In addition to checking individual sections, the system also carries out **global validation**, that is, it cross-checks the overall correctness of the patent application. For example, if in the **Biology** section you select the option to include a sequence listing, in the **Contents** section the traffic light remains red until you attach the mandatory document.

49.2 PCT-RO-101 Designating inventor for certain states only

1 In the PCT-RO-101 **Annotate** section, select the option **inventor(s) for certain designated States only**, and then click **Add**.

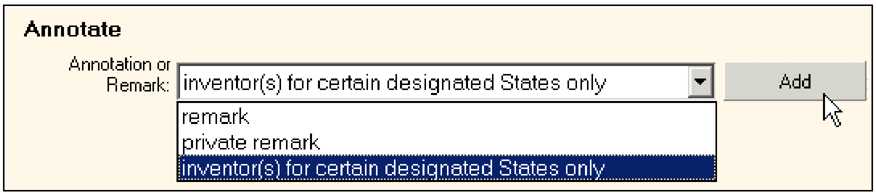


Figure 348: Annotate, inventor for certain states only

The **Annotate edit dialog** window opens.

2 Double-click the appropriate inventor name.

Names are taken from the **Names** section of the current application.

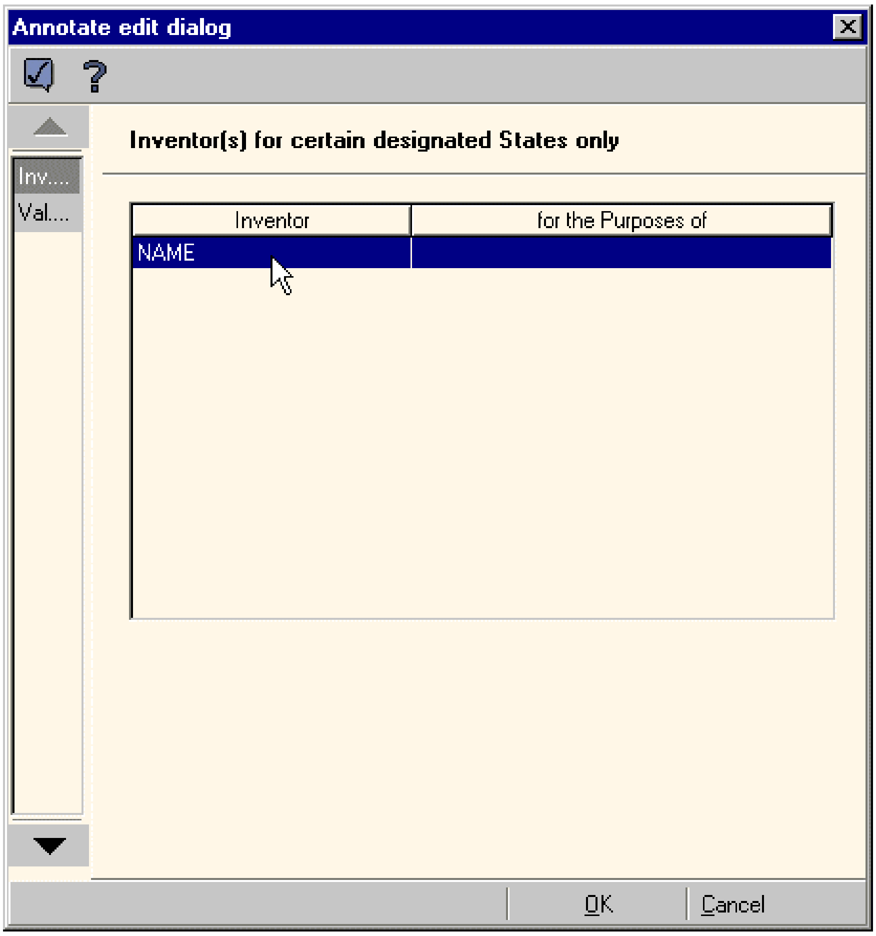


Figure 349: PCT-RO-101 Annotate, selecting inventor

The **View/Change Omissions** window opens.

3 Select the states for which this person is the inventor.

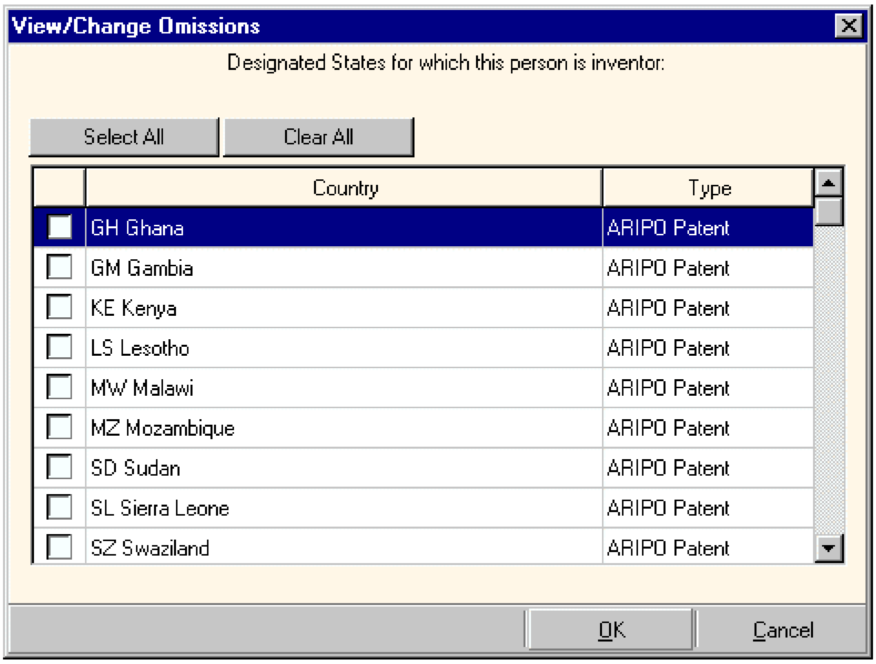


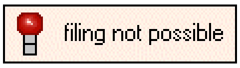
Figure 350: PCT-RO-101 Annotate, View/Change Omissions

50 Checking forms

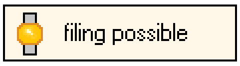
The system checks that the mandatory information is included in the form and that the mandatory documents have been attached.

50.1 Traffic lights

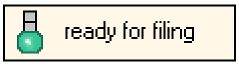
A red light signals that mandatory information is missing, for example the description of the invention or the claims. You must supply this before submitting the form. An amber light indicates that information is useful, but not mandatory at this stage, for example the abstract. A green light means that the information in this section is acceptable.



Red light



Amber light



Green light

50.2 Validation messages

The system checks individual sections and displays **validation messages**. You can access the individual messages from the menu for each section. The **Annotate** section contains the **Validation log** of all the validation messages for the application.

1 To display **individual validation** messages related to completing the form correctly, click the **Validation** button in the sections.

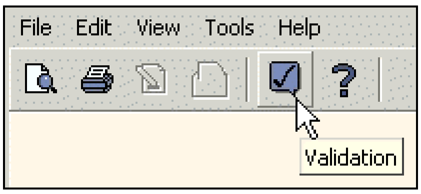


Figure 351: Validation button

Validation messages are displayed for the current section.

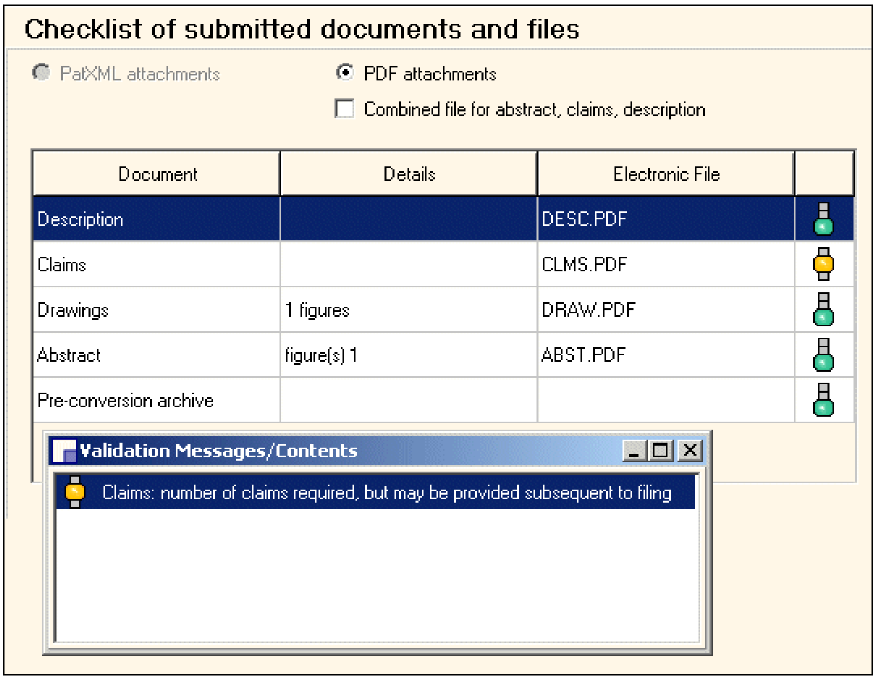


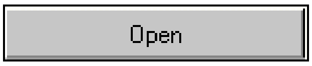
Figure 352: Sample validation messages for EP(1001E), Contents

50.3 Previewing documents

You can preview PDF documents from the form or from File Manager.

50.3.1 Previewing documents from the form

1 In the form **Contents** section, click **Open**.



The **Documents** window opens.

2 Click an item in the list of documents on the left.

3 Click the **Preview** button to display the documents in PDF format.

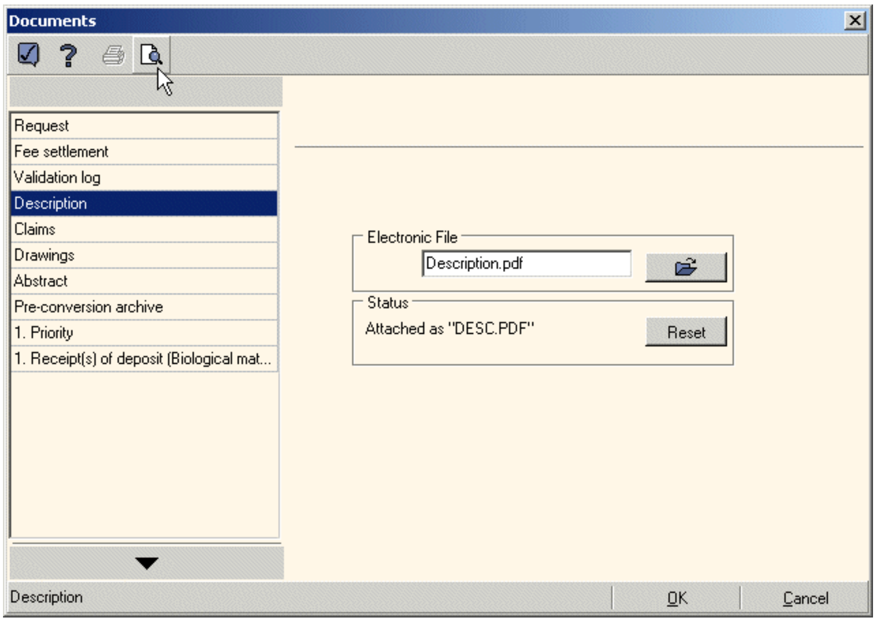


Figure 353: Previewing documents

50.3.1 Previewing documents from File Manager

1 In File Manager, select the **View** option **By Document**.

2 Click the **Reference** button to display the list of documents.

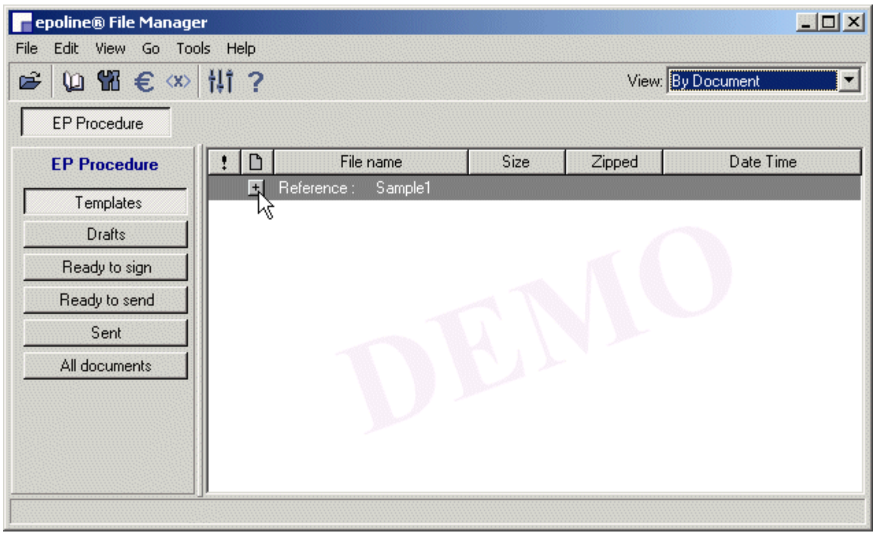


Figure 354: View By Document, Opening list of documents

3 Double click a document to display it in the **PDF Viewer**.

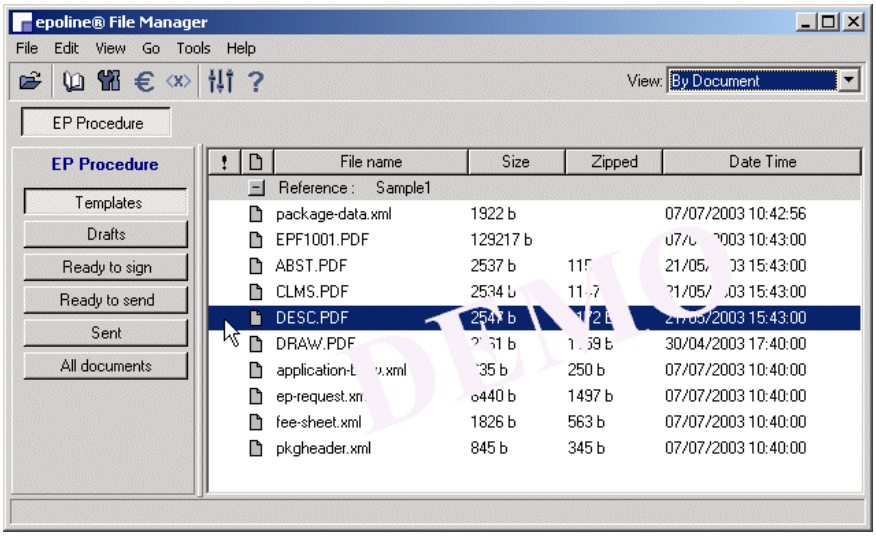


Figure 355: Opening PDF Viewer, sample data

50.4 Previewing the form

1 In the form toolbar, click the **Preview** button to see the form page.

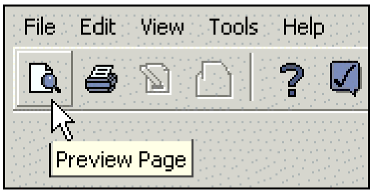
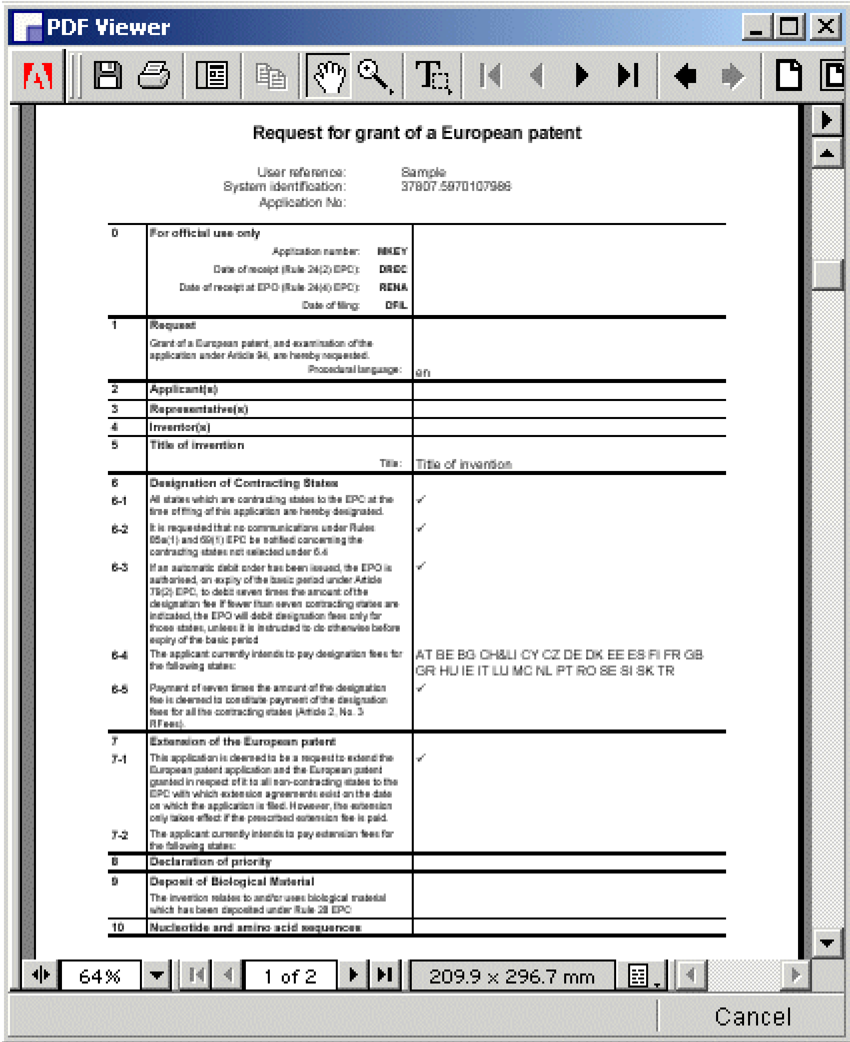


Figure 356: Previewing page

The form displays in PDF format, with the information completed so far. The example below is taken from EP(1001E).



Request for grant of a European patent

User reference: Sample
System identification: 37807.5970107986
Application No:

0	**For official use only** Application number: NKEY Date of receipt (Rule 24(2) EPC): DREC Date of receipt at EPO (Rule 24(4) EPC): RENA Date of filing: DFIL	
1	**Request** Grant of a European patent, and examination of the application under Article 94, are hereby requested. Procedural language:	en
2	**Applicant(s)**	
3	**Representative(s)**	
4	**Inventor(s)**	
5	**Title of invention** Title:	Title of invention
6	**Designation of Contracting States**	
6-1	All states which are contracting states to the EPC at the time of filing of this application are hereby designated.	✓
6-2	It is requested that no communications under Rules 85a(1) and 69(1) EPC be notified concerning the contracting states not selected under 6.4	✓
6-3	If an automatic debit order has been issued, the EPO is authorised, on expiry of the basic period under Article 79(2) EPC, to debit seven times the amount of the designation fee if fewer than seven contracting states are indicated, the EPO will debit designation fees only for those states, unless it is instructed to do otherwise before expiry of the basic period	✓
6-4	The applicant currently intends to pay designation fees for the following states:	AT BE BG CH&LI CY CZ DE DK EE ES FI FR GB GR HU IE IT LU MC NL PT RO SE SI SK TR
6-5	Payment of seven times the amount of the designation fee is deemed to constitute payment of the designation fees for all the contracting states (Article 2, No. 3 RFees).	✓
7	**Extension of the European patent**	
7-1	This application is deemed to be a request to extend the European patent application and the European patent granted in respect of it to all non-contracting states to the EPC with which extension agreements exist on the date on which the application is filed. However, the extension only takes effect if the prescribed extension fee is paid.	✓
7-2	The applicant currently intends to pay extension fees for the following states:	
8	**Declaration of priority**	
9	**Deposit of Biological Material** The invention relates to and/or uses biological material which has been deposited under Rule 28 EPC	
10	**Nucleotide and amino acid sequences**	

Figure 357: Form page in PDF Viewer, sample data

51 Saving forms

There are several options for saving your work, available from the **File** menu of the current form.

Option	Result
Save as Ready to be signed	Saved in File Manager **Ready to Sign** folder
Save as Draft	Saved in File Manager **Drafts** folder
Save as Template	Saved in File Manager **Templates** folder
Export unpacked WAD to...	Saved outside Online Filing as **XML** file
Export WAD to...	Saved outside Online Filing as **ZIP** file

51.1 Exporting unpacked WAD

WAD stands for Wrapped Application Document. This option saves the form: all data is saved in XML files and stored, together with all attached document files, in a selected directory outside Online Filing as a file in **XML** format. Exported forms can be imported in File Manager.

1 In the form, select **Export unpacked WAD to…** from the **File** menu.

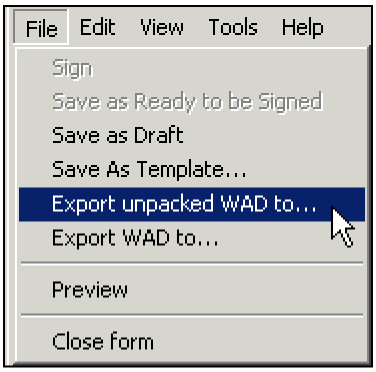


Figure 358: Exporting unpacked WAD

The Windows **Browse for Folder** window opens.

2 Navigate to the folder you require and click OK.

The file is saved in XML format.

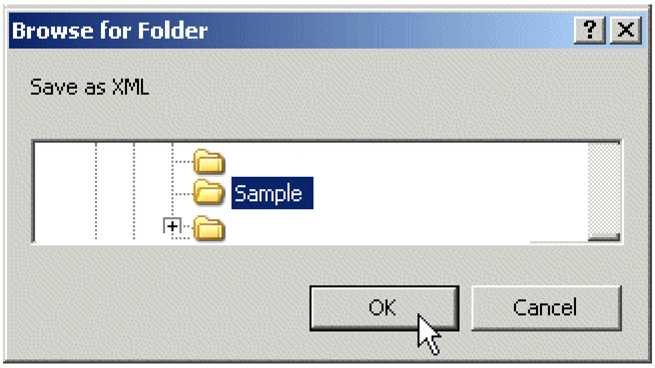


Figure 359: Saving as XML, sample data

51.2 Exporting WAD

WAD stands for Wrapped Application Document. This option saves the application outside Online Filing as a compressed file in **ZIP** format. Exported forms can be used as the basis for new forms. Exported files can then be imported in File Manager.

1 In the form, select **Export WAD to…** from the **File** menu.

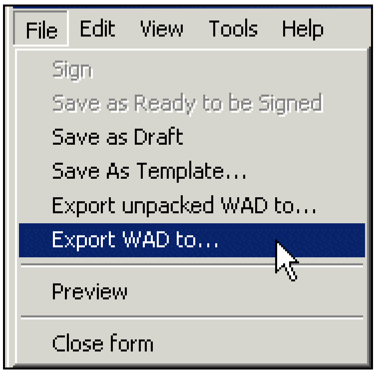


Figure 360: Exporting WAD

The Windows **Save as ZIP** window opens.

2 Navigate to the folder you require and save the file.

The file is saved in ZIP format.

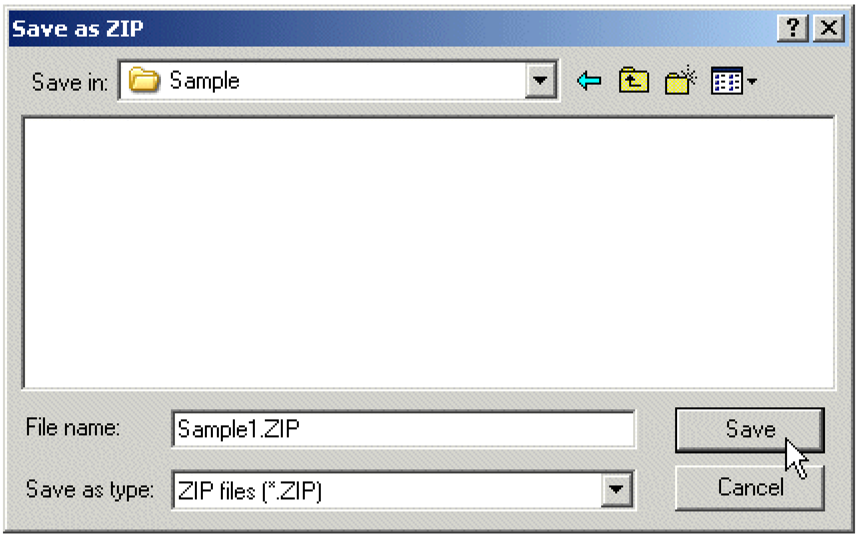


Figure 361: Saving as ZIP, sample data

52 Signing forms

At least one signature is required on the form. You can add signatures from the form itself or from File Manager. For more information see **Ready to Sign folder** (p 32).

1 In the completed form, click the **Sign** button.

The **Submission Preparation Progress** window opens.

2 Click **Continue**.

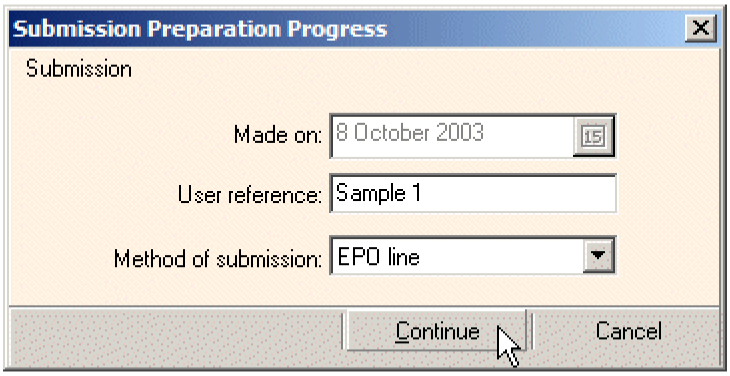


Figure 362: Submission Preparation Progress, Continue, sample data

The **Submission Preparation Progress** window expands as Online Filing checks that all the required information is included. When Online Filing finishes its checks, the **Close** button appears.

3 Click **Close**.

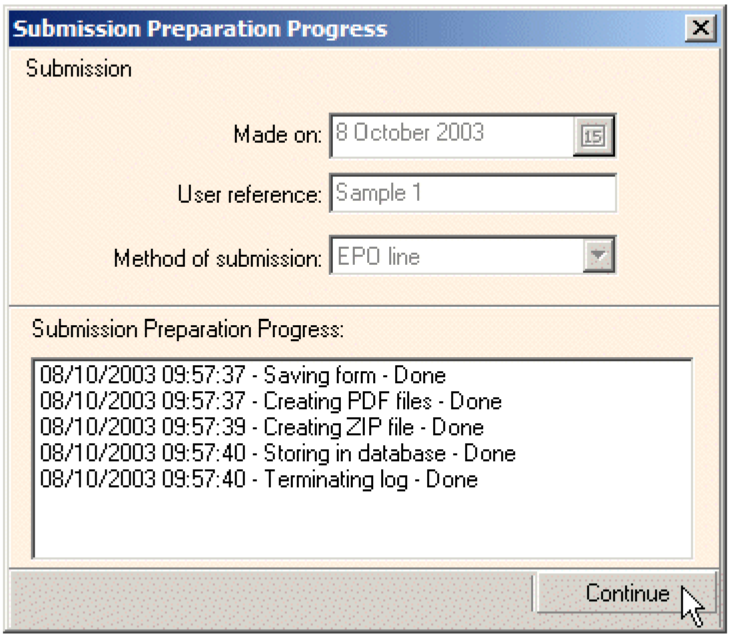


Figure 363: Submission Preparation Progress, Continue, sample data

Online Filing prepares the list of PDF documents for you to check. This may take a few moments. The documents may vary depending on the type of form.

When this list is ready the **PDF Viewer** window opens. Click the documents on the left to see them if you wish.

1 Once you are satisfied that the correct documents are attached, click **Sign Now**.

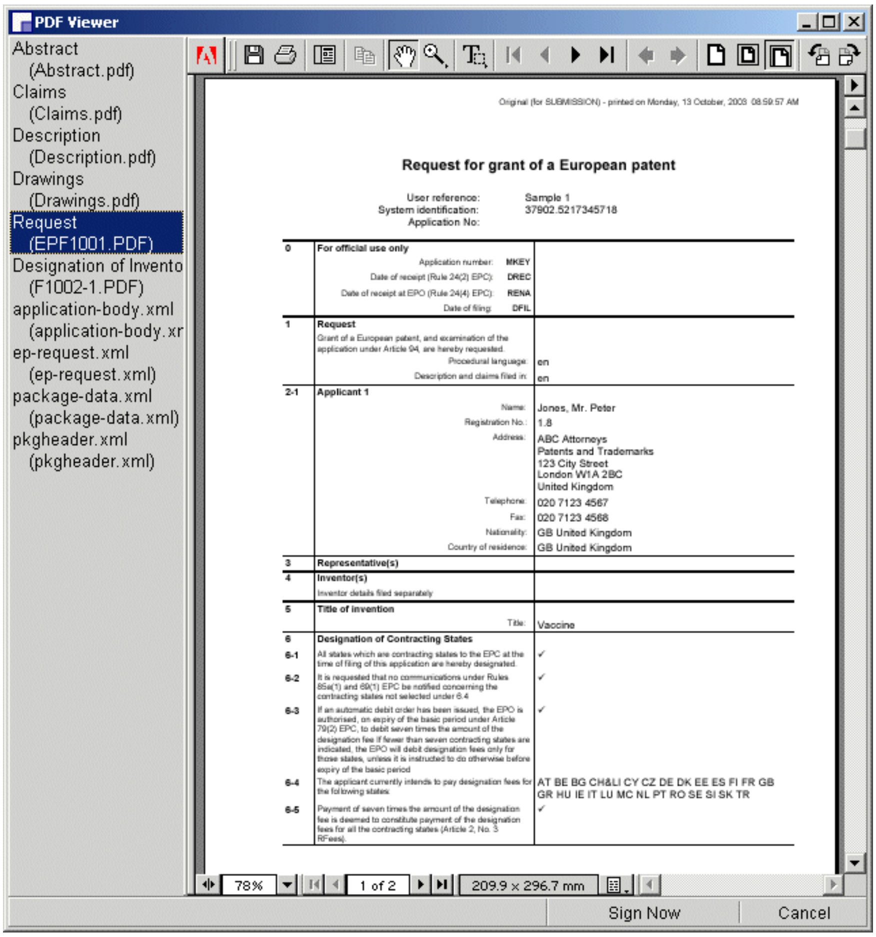


Figure 364: PDF Viewer, Sign Now, EP(1001E) sample data

Note If you decide that the form is not ready to sign, click **Cancel** in the **PDF Viewer** window. Back in the **Ready to Sign** folder right-click the form and select the **Return to Drafts** option from the shortcut menu.

The **List of Signatories** window opens. For EP(1001E) the choice of signatories includes:

- Any applicants or representatives from the **Names** section.
- Signatories from the Address Book.
- Names you type in at this point. Use the blank white space to the left of the **Add Signatory** button.

1 Select or enter the signatory name and click **Add Signatory**.

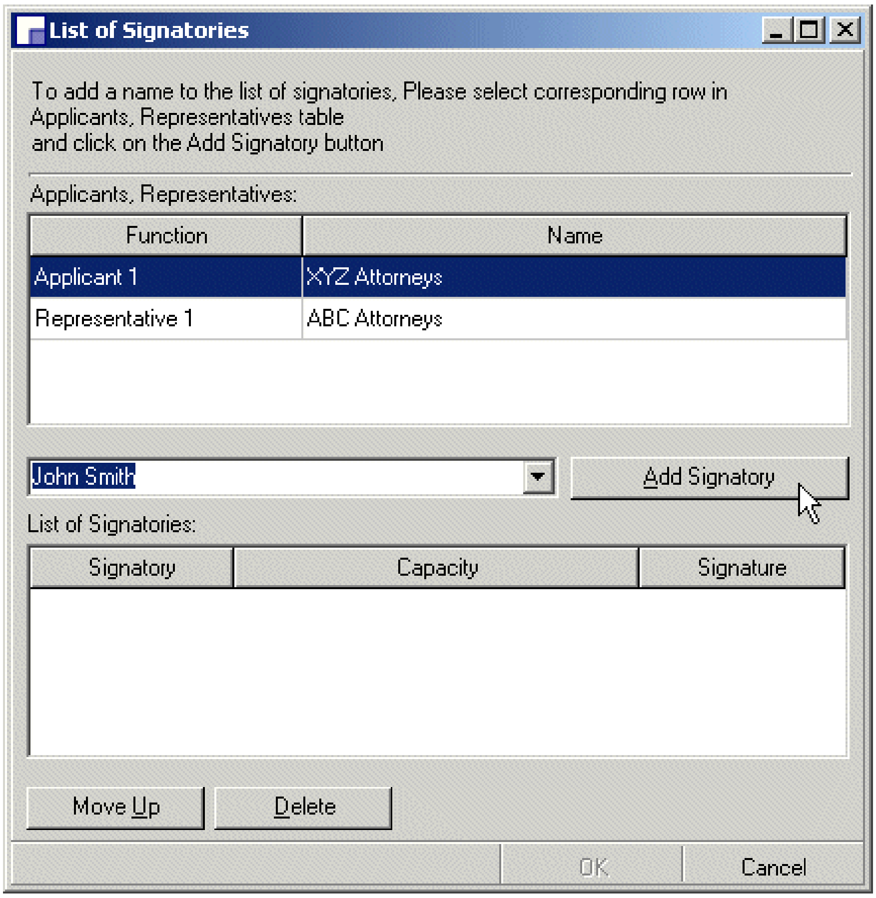


Figure 365: EP(1001E) Add Signatory, sample data

Note The List of Signatories window for Euro-PCT(1200E) and EP(1038E) reflects the options appropriate to those forms.

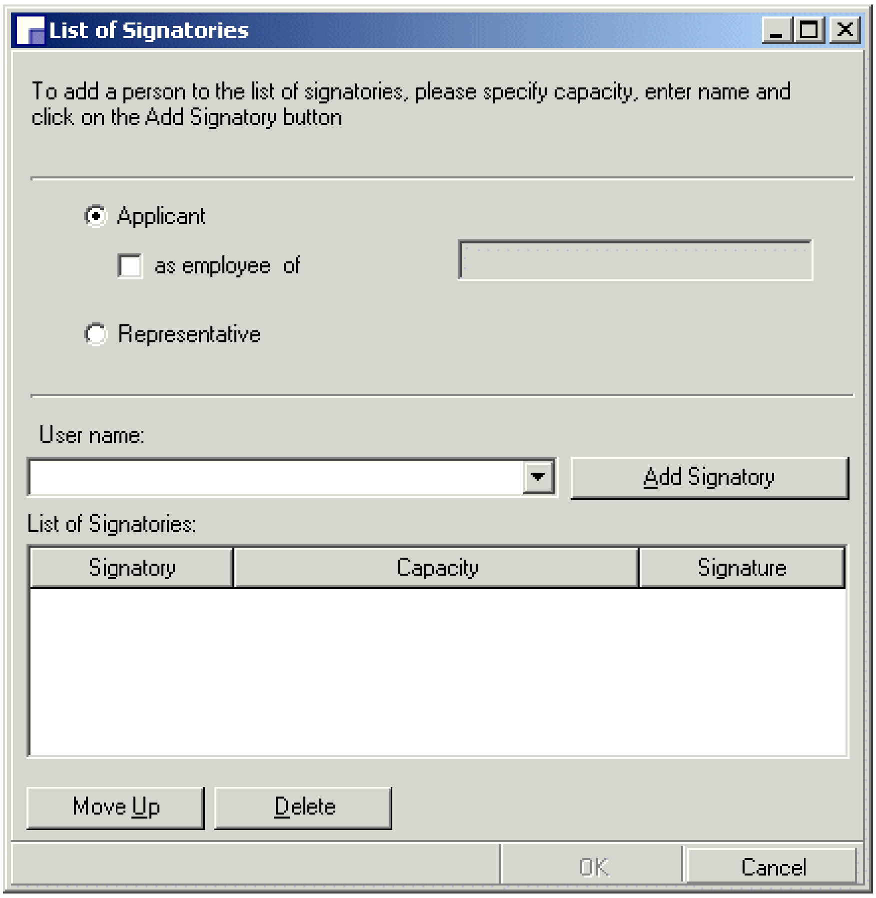


Figure 366: Euro-PCT(1200E) List of Signatories

The **Signature** window opens. Note that there are three legal signatures:

- Alphabetical
- Facsimile
- Digital

For more information see **Types of signature** (p 249).

1 Select the type of signature you wish to add.

2 Click **Apply Signature**.

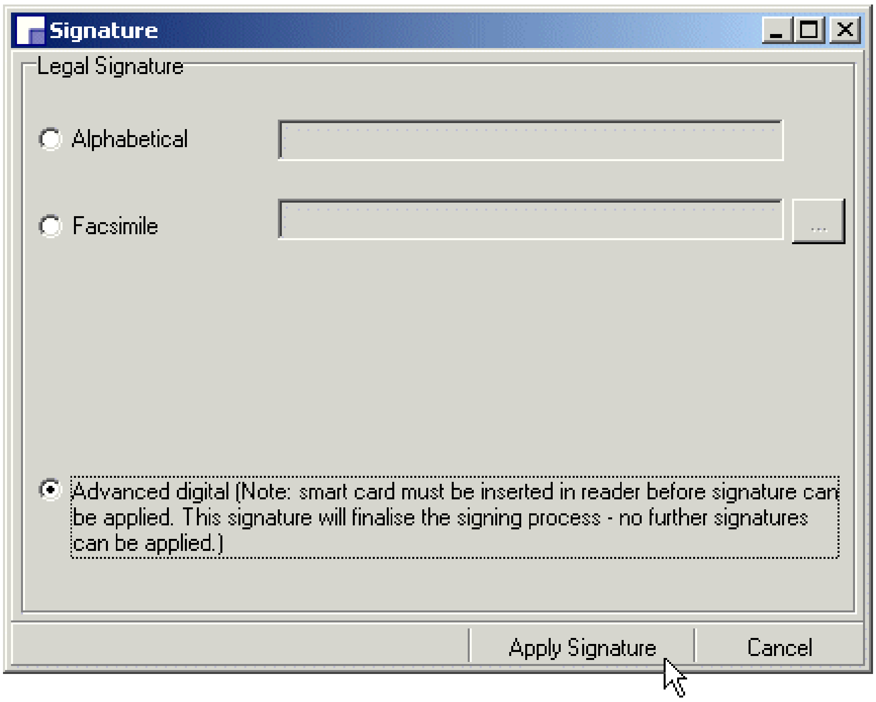


Figure 367: Signature, Advanced digital

You will see a message that signing is in progress. Once Online Filing has finished this process, File Manager opens.

Note If alphabetical or facsimile signatures are applied, the form remains in the **Ready to Sign** folder. You can add more signatures and move the form to the **Ready to Send** folder when you are ready. If a digital signature is applied, the form is moved automatically to the **Ready to Send** folder. For more information see **Types of signature** (p 249).

52.1 Types of signature

There are three legally recognised types of signature:

1 **Alphabetical**
An alphabetical signature is typed in.

2 **Facsimile**
A facsimile signature is an electronic file containing a scanned image of a handwritten signature.

3 **Digital**
A digital signature makes use of a smart card with a PIN.

Note If you use the digital signature option, only one signatory is allowed as the digital signature is also used to encrypt the package of all data files of the application or request. Once signed, the form then moves automatically to the **Ready to Send** folder. You may add more than one signature using the alphabetical or facsimile options. In this case, the form remains in the **Ready to Sign** folder. When the signatures are complete, right-click the form in File Manager and select **Move to Ready to Send** from the shortcut menu. If you make any changes to the information after signing, the signature is removed and the form is returned to the **Ready to Sign** folder.

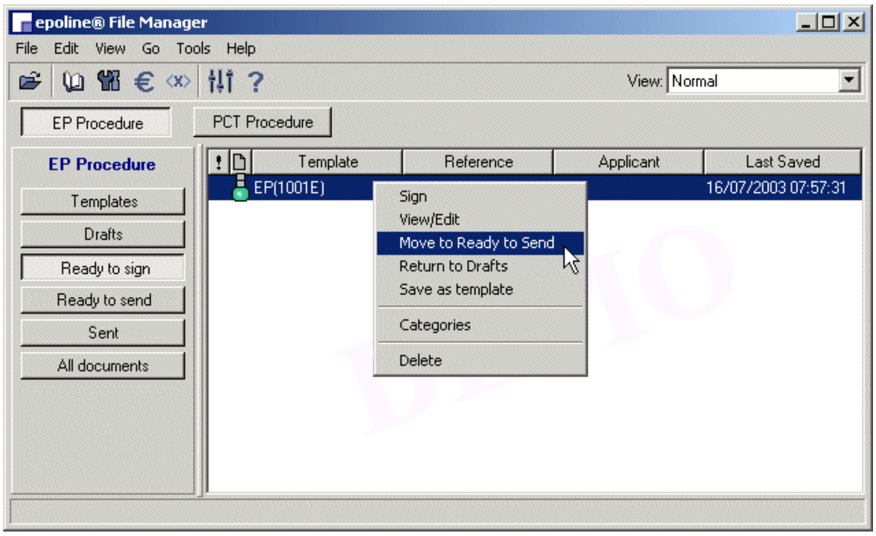


Figure 368: Ready to Sign, Move to Ready to Send

52.2 Adding alphabetical signatures

1 In the **List of Signatories** window select a **Capacity**.

2 Select a signatory from the list or enter a name.

3 Click **Add Signatory**.

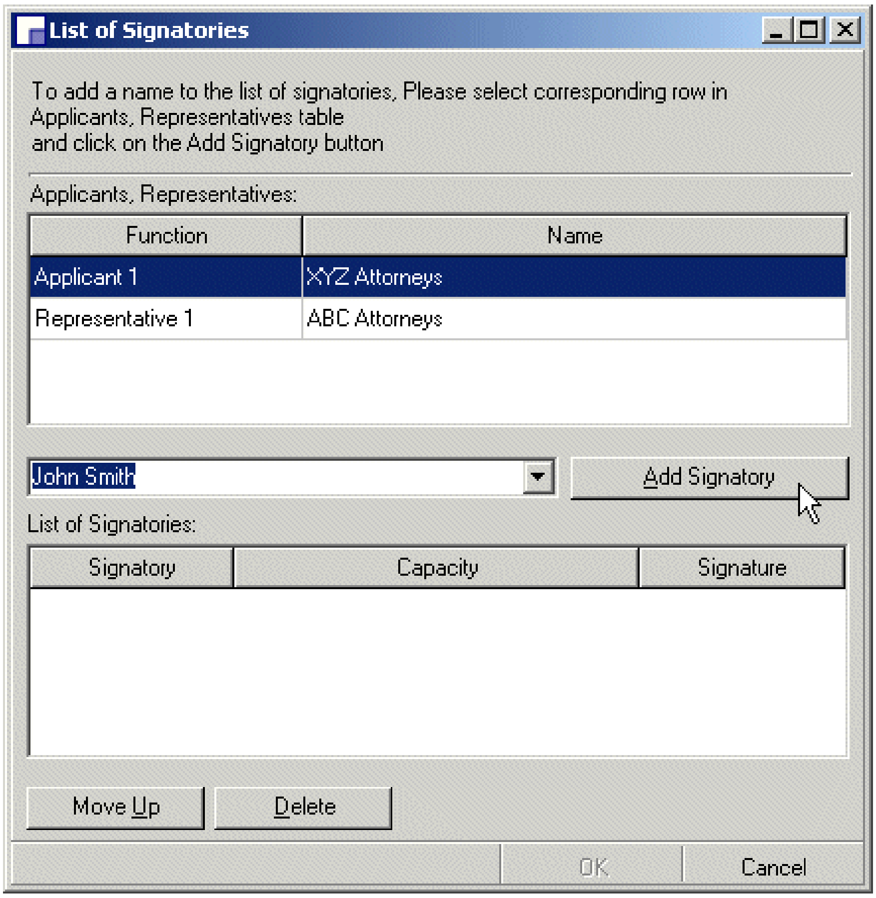


Figure 369: EP(1001E) Add Signatory, sample data

The **Signature** window opens.

4 Select the **Alphabetical** option.

5 Type in a **forward slash /**, then the **signature**, then type in **another forward slash /** to finish, for example **/Firstname Surname/**.

Note If the slashes are not typed, a warning message appears and they are added automatically by the system.

6 Click **Apply Signature**.

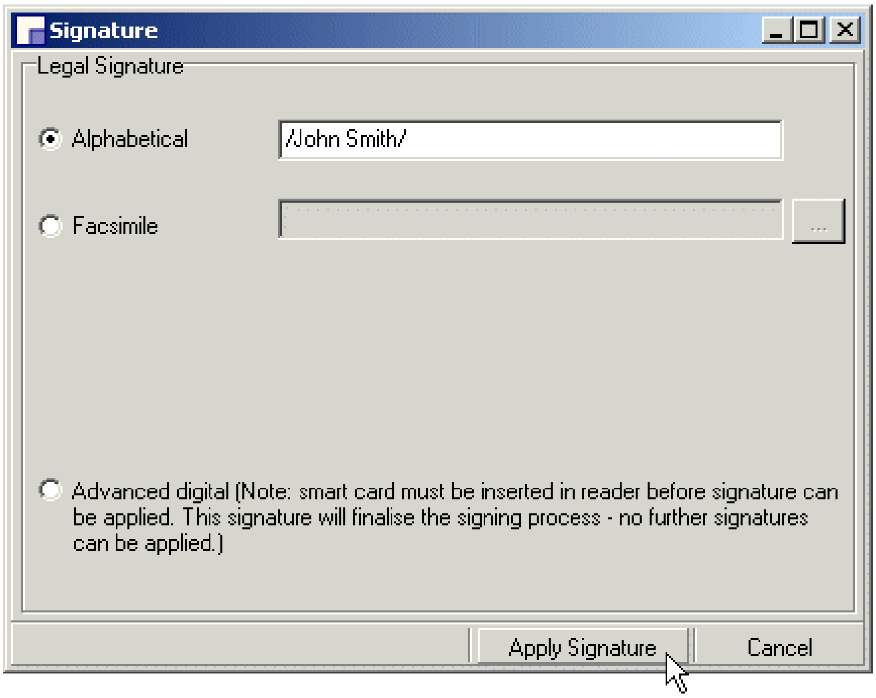


Figure 370: Signature, Alphabetical, Apply Signature

52.3 Adding facsimile signatures

1 Prepare the signature as an image file.

This may be in either TIFF (*.TIF) or JPEG (*.JPG) format, and the file name must not contain any spaces.

The default is TIFF.

2 In the **List of Signatories** window select a **Capacity**.

3 Select a signatory from the list or enter a name.

4 Click **Add Signatory**.

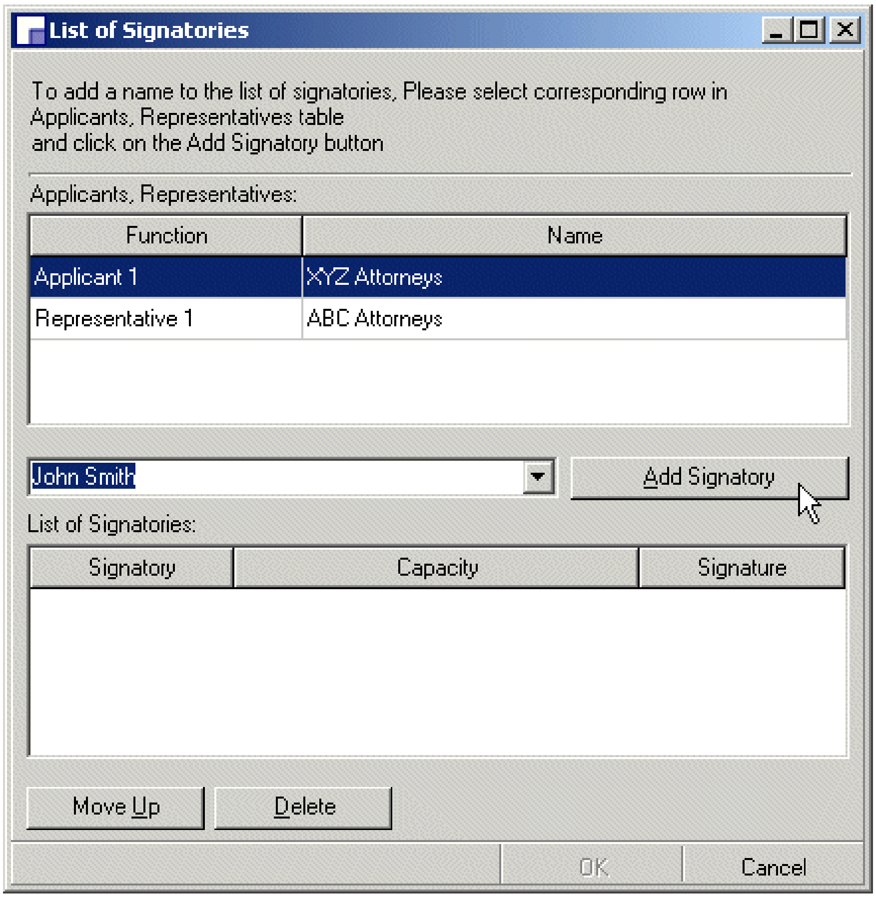


Figure 371: EP(1001E) Add Signatory, sample data

The **Signature** window opens.

5 Select the **Facsimile** option.

6 Click the **Browse** button and navigate to the image file location.

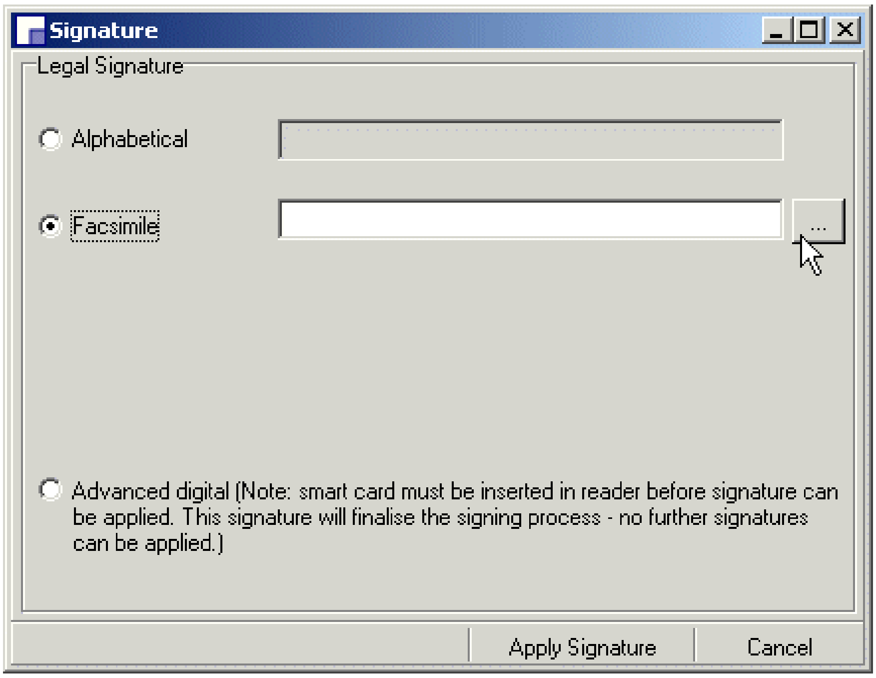


Figure 372: Facsimile signature, Browse to file location

7 Select file format and the image.

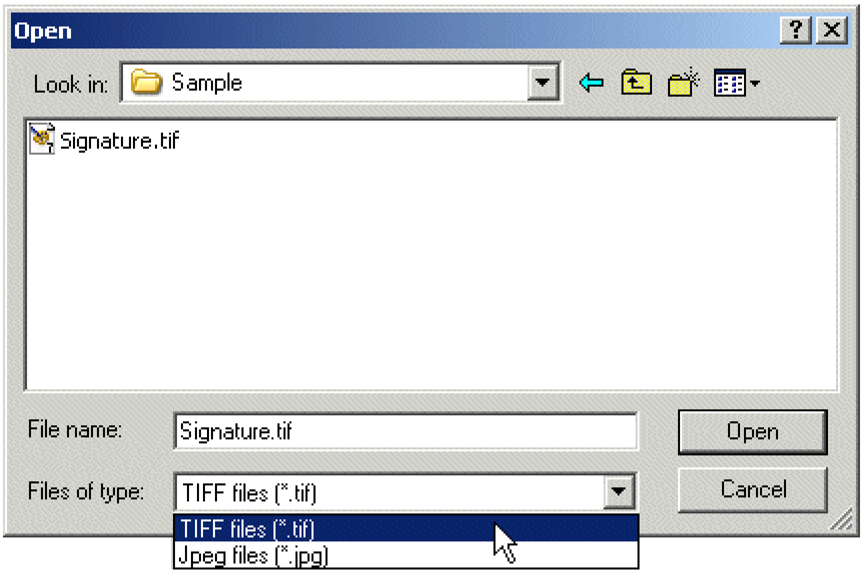


Figure 373: Selecting facsimile signature

8 Back in the Signature window click **Apply Signature**.

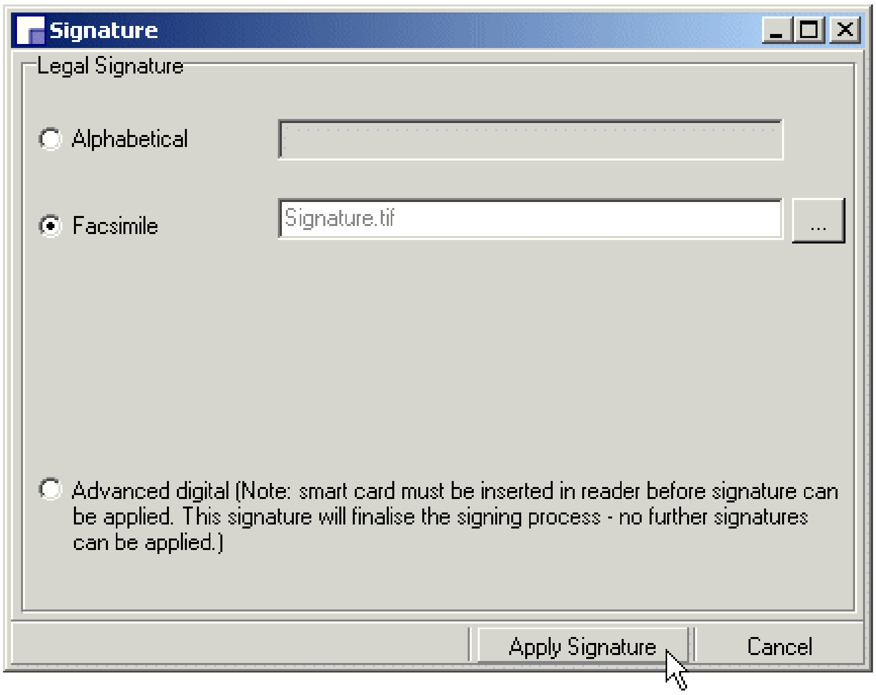


Figure 374: Applying facsimile signature

52.4 Adding digital signatures

1. In the **List of Signatories** window select a **Capacity**.
2. Select a signatory from the list or enter a name.
3. Click **Add Signatory**.

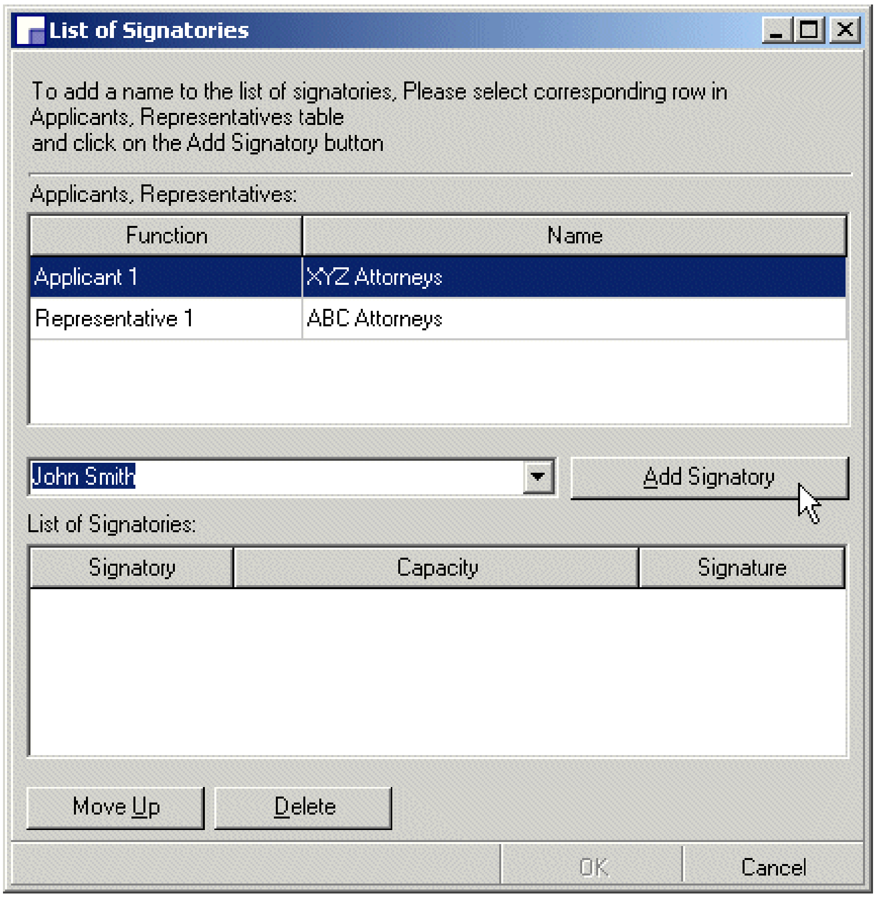


Figure 375: EP(1001E) Add Signatory, sample data

52.4.1 Smart cards

The European Patent Organisation provides authorised users with smart cards for use with digital signatures.

The smart card is a high security device that encrypts the signature. To add a digital signature, insert your smart card into a reader and type your PIN when prompted. The smart card software needs to be installed beforehand.

The smart card is created by a certification agency. It contains:

- The private key of the user.
- The public key of the user.
- A certificate testifying that this particular public key has been allocated to this particular user.

Each user must have his or her own smart card. If there are several people within a company with the right to sign and/or submit applications, they must each have their own smart card.

Figure 376: Inserting smart card

1 Make sure that the smart card reader is switched on and working properly.
The light on the side of the reader should be shining continuously, rather than blinking.

Note The light will only shine continuously once the smart card has been inserted. Otherwise it will blink.

When an attorney leaves a company, the company should inform EPO Customer Services and have the card revoked. The company should give the EPO the identity of the attorney taking over the files. The files are then detached from the previous FREP and attached to the new one. After this has been done the previous attorney will no long be able to see the files as 'his assets' .

Smart cards may never be shared; each and every person in a company who has the right to access ***epoline***® Online Filing should apply for a personal smart card. These should not be given to any other employee. The personal smart card enables the bearer to carry out any function for which he has been granted authority.

53 Sending forms

The sending process is initiated from File Manager.

- The system **checks** that all the mandatory information is present.
- You enter a **PIN**, using a **smart card**.
- The form is **transmitted** over a **secure Internet link**.
- The system issues a **receipt** confirming **date** and **time of transmission** and, in the case of EP filings, the **application number** as well.

53.1 Deciding not to send

You can decide that the form is not ready to send and move it out of the **Ready to Send** folder.

1 In the File Manager **Ready to Send** folder, right-click the form and select **Return to Drafts** from the shortcut menu.

Or

Select **Return to Ready to Sign**.

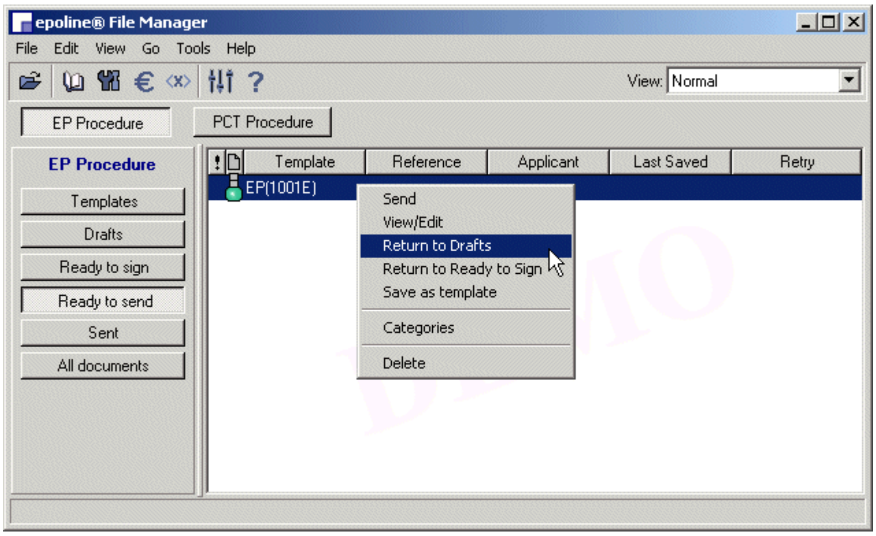


Figure 377: Ready to Send, Return to Drafts

53.2 Pre-transmission checks

Sending a form requires a **smart card** and a **PIN**. The system checks that all the mandatory information is present before it transmits the form. For additional options see **Ready to Send folder** (p 33).

1 In the File Manager **Ready to Send** folder right-click the form and select **Send** from the shortcut menu.

You can also double-click the form.

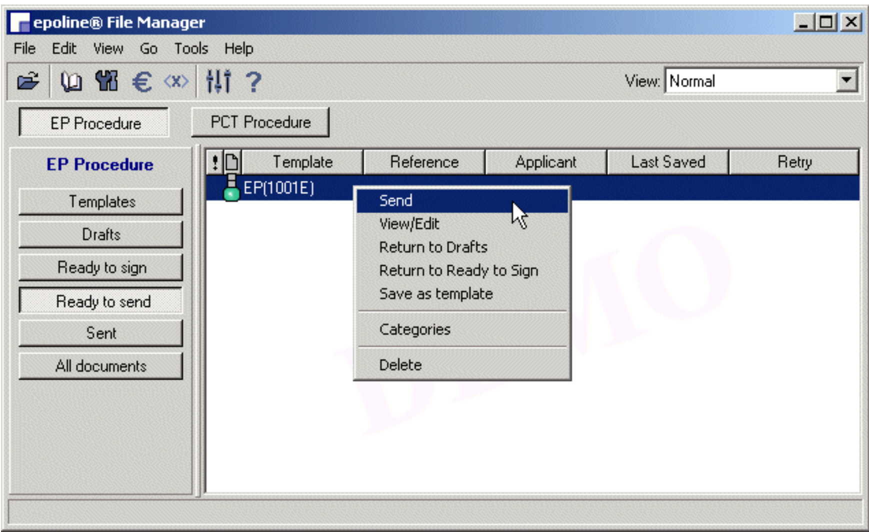


Figure 378: Sending a form

2 When prompted click **Continue Sending**.

Or

If you decide not to proceed, click **Stop Sending**. The form remains in the **Ready to Send** folder.

If you are submitting a real filing, make sure that you are sending the form to the **production server** and not the demo server.

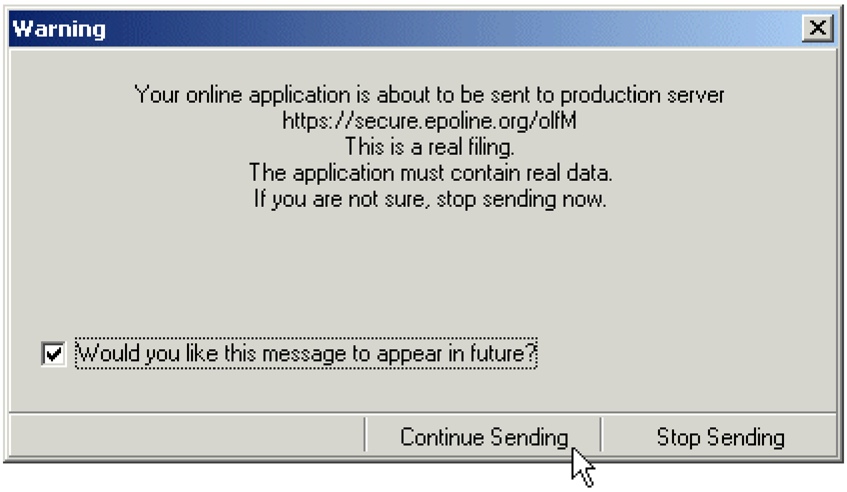


Figure 379: Pre-transmission checks, Continue Sending

The system checks that the mandatory information is present.

53.3 Entering a PIN

Once the pre-transmission checks are complete, the **Please enter PIN** window opens.

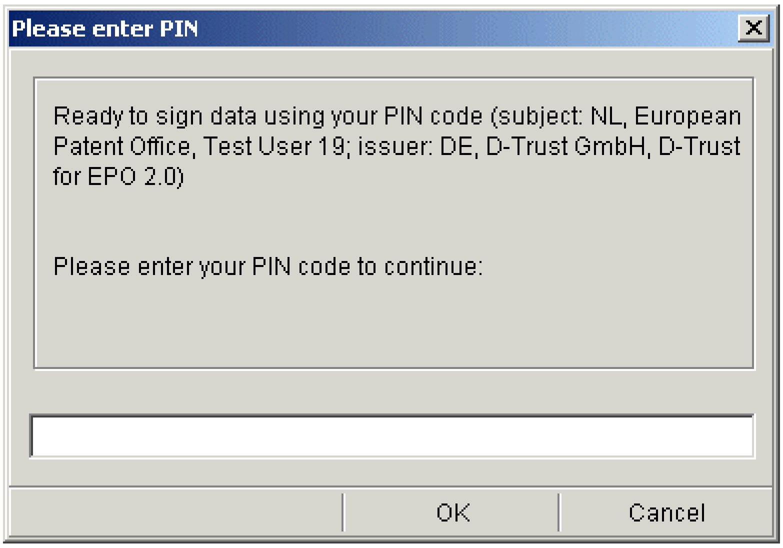


Figure 380: Please enter PIN

1 Enter your **PIN**.

2 Follow the prompts to complete the submission.

During the submission process a progress indicator displays the percentage of data sent. You can click the **Cancel** button to stop the submission.

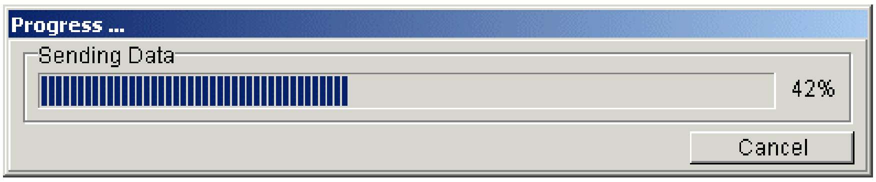


Figure 381: Progress indicator, Sending Data

53.4 Viewing receipt and reference number

As soon as your submission has been successfully completed, the system issues a receipt.

1 To view the receipt, click **Yes** when prompted.

Figure 382: Prompt to view receipt

2 When the **PDF Viewer** opens, view the receipt and then click Cancel.

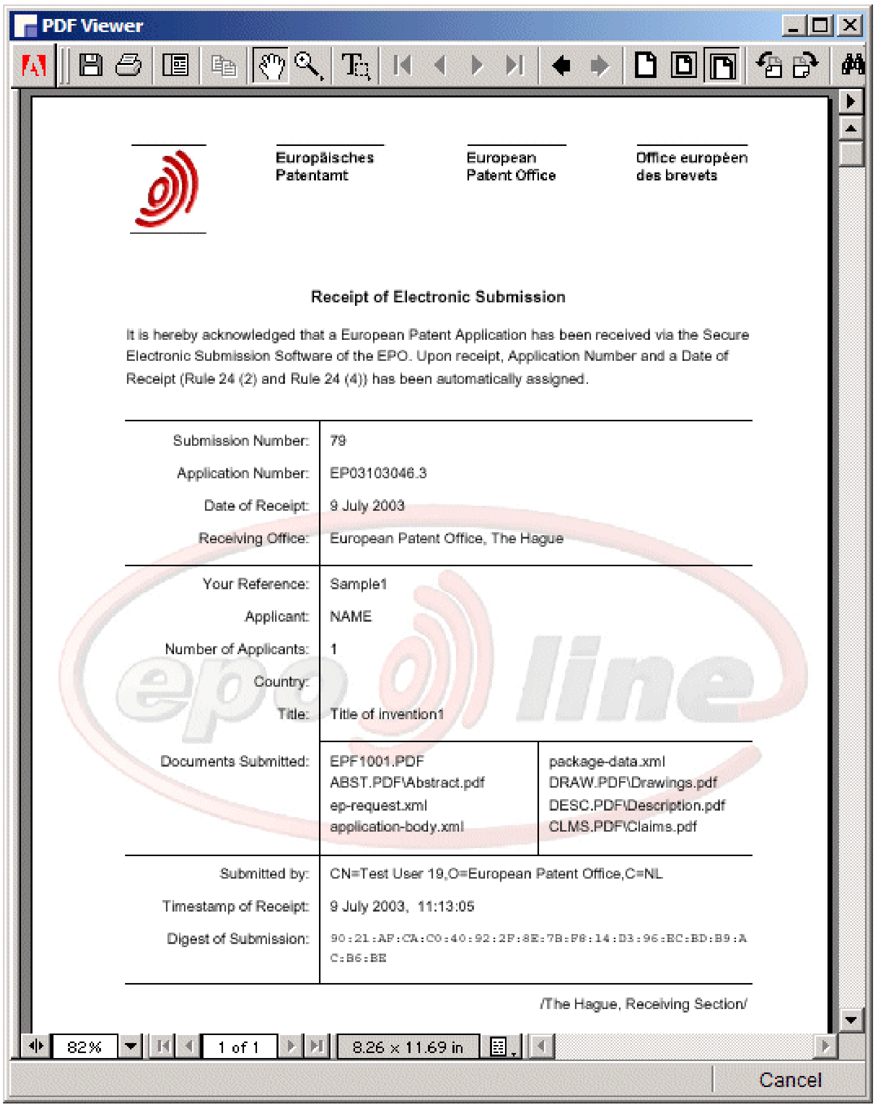


Figure 383: Receipt information, sample data from demo submission

Note To view a receipt again in future, double-click it in the **Sent** folder, with the **View By Document** selected.

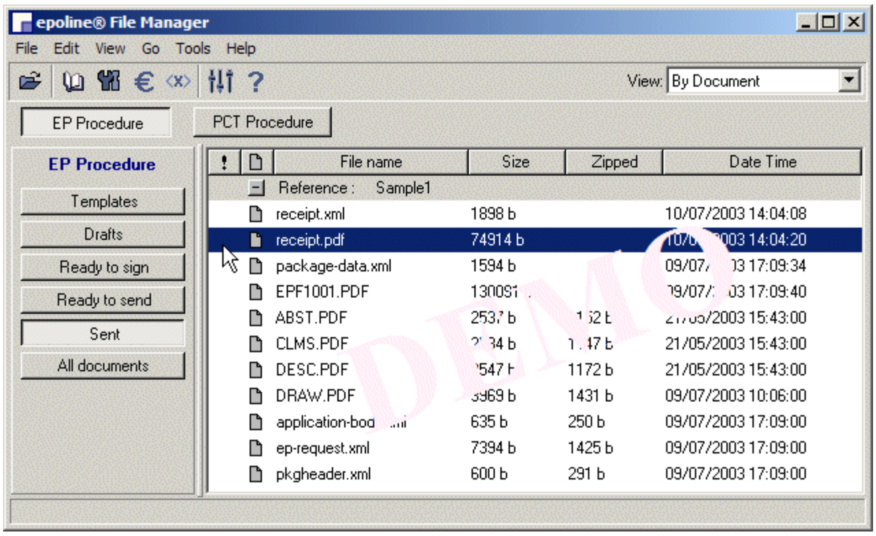
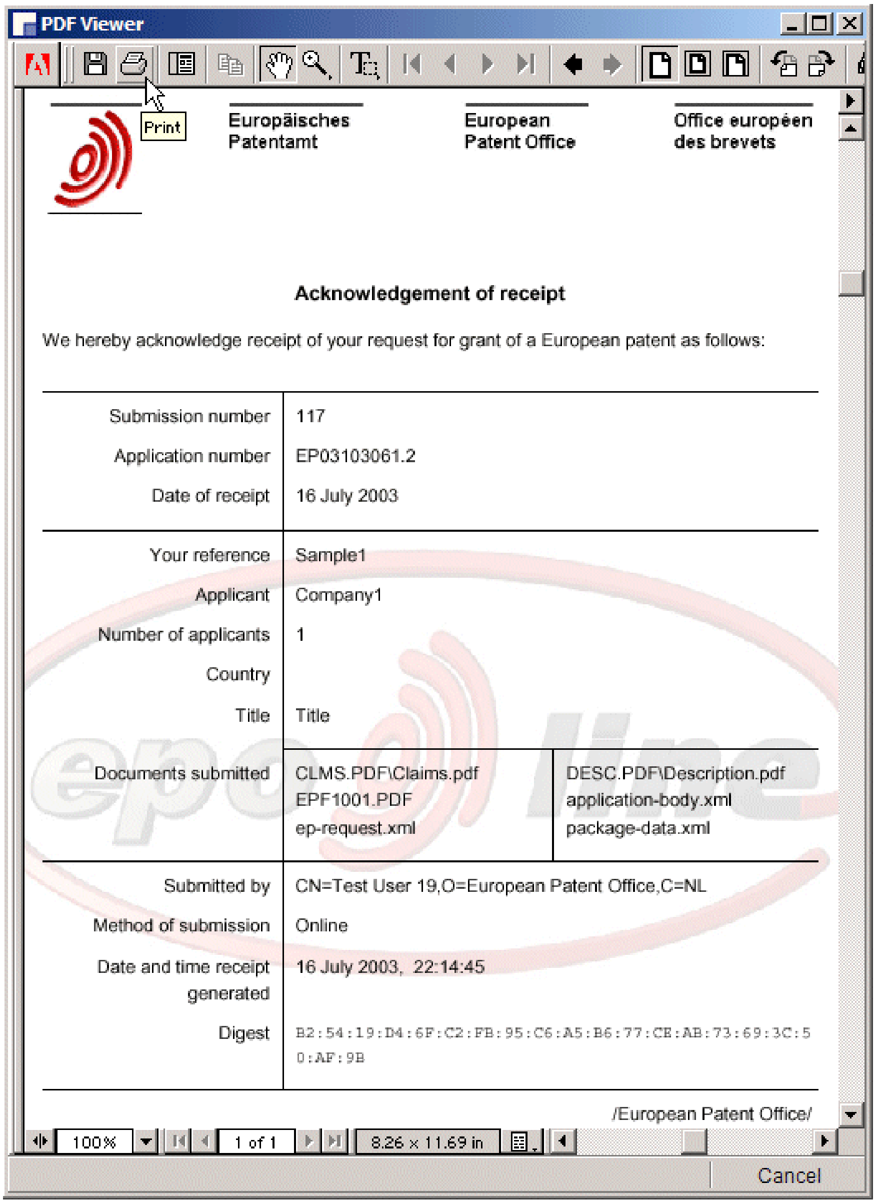


Figure 384: Opening receipt from Sent folder

You can also **print** the receipt from the **PDF Viewer** toolbar.



Europäisches Patentamt
European Patent Office
Office européen des brevets

Acknowledgement of receipt

We hereby acknowledge receipt of your request for grant of a European patent as follows:

Submission number	117	
Application number	EP03103061.2	
Date of receipt	16 July 2003	
Your reference	Sample1	
Applicant	Company1	
Number of applicants	1	
Country		
Title	Title	
Documents submitted	CLMS.PDF\Claims.pdf EPF1001.PDF ep-request.xml	DESC.PDF\Description.pdf application-body.xml package-data.xml
Submitted by	CN=Test User 19,O=European Patent Office,C=NL	
Method of submission	Online	
Date and time receipt generated	16 July 2003, 22:14:45	
Digest	B2:54:19:D4:6F:C2:FB:95:C6:A5:B6:77:CE:AB:73:69:3C:50:AF:9B	

/European Patent Office/

Figure 385: Receipt in PDF Viewer, Print option

53.5 Loading a form onto a CD

You may set the default option in File Manager, **Tools, Settings**. For more information see **CD-R submission** (p 6). Or you may select CD-R as the method of submission for an individual form.

1 In File Manager right-click a form in the **Ready To Send** folder.

2 In the shortcut menu click **Send**.

3 When prompted enter your **PIN**.

4 When prompted, save the file to a directory of your choice.
The name is taken from the user reference ID and given the file extension SGN.

5 Write the saved file to a recordable CD and send it to EPO Customer Services by post for uploading to the server. For the address see EPO Customer Services.

54 Appendix

54.1 Online Filing keyboard shortcuts

Shortcut	Description
Ctrl+B	Opens the Address Book.
Ctrl+C	Copies selection.
Ctrl+D	Deletes selection.
Ctrl+Q	Exits File Manager.
Ctrl+V	Pastes selection.
Ctrl+X	Cuts selection.
Ctrl+Z	Undoes the last action.
F5	Refreshes the view.

54.2 Export and Import summary

The following table summarises the options for saving files to external storage areas, and retrieving them. More detailed information is provided in the documentation for File Manager and the forms. The terms used are defined in the **Glossary of terms** in the Appendix.

Menu command	Location	Result
Address Book		
File, Export, Address Book	File Manager	Saves Address Book as an external file in **CSV** format. See **Exporting Address Book names** (p 42).
File, Import, Address Book	File Manager	Retrieves external Address Book information saved in **CSV** format. See **Importing Address Book names** (p 43).
Forms		

Menu command	Location	Result
File, Export, Forms	File Manager	**Backs up** folders and their associated forms to an external storage area. See **Exporting folders** (p 15).
File, Export, Forms, Delete items option selected	File Manager	**Archives** folders and their associated forms to an external storage area and also removes them from Online Filing central directory. See **Exporting folders** (p 15).
File, Import, Forms	File Manager	Retrieves **archived** folders. See **Importing folders** (p 18).
File, Export WAD to...	Online Filing procedures	Saves forms as XML file in compressed **ZIP** format. See **Exporting WAD** (p 241).
File, Import, XML from file	File Manager	Retrieves forms saved as XML file in compressed **ZIP** format. See **Importing XML from file (ZIP files)** (See "Importing XML from file (ZIP format)" p 21).
File, Export unpacked WAD to...	Online Filing procedures	Saves forms as **XML** format. See **Exporting unpacked WAD** (p 240).
File, Import, XML from folder	File Manager	Retrieves forms saved as **XML** format. See **Importing XML from folder** (p 22).

54.3 Sample EP(1001E) filing

The following example follows an EP(1001E) filing through the various stages of submission. Four sample documents were attached in the EP(1001E) Contents section: Description, Claims, Drawings and Abstract. The documents are displayed using the **View By Document** option in File Manager.

Drafts folder

All attached documents are viewable, as well as the system-generated files necessary to provide consistency and integrity during transmission: application-body.xml, ep-request.xml, package-data.xml and pkgheader.xml.

File	Comment
pkgheader.xml	Identifies the sender. Contains a digest of the submission to ensure that what is expected to arrive is identical to what actually arrives.
package-data.xml	References all the files as a checklist of what is transmitted.
application-body.xml	References all the technical PDFs.
ep-request.xml	Contains all the information entered on the form.

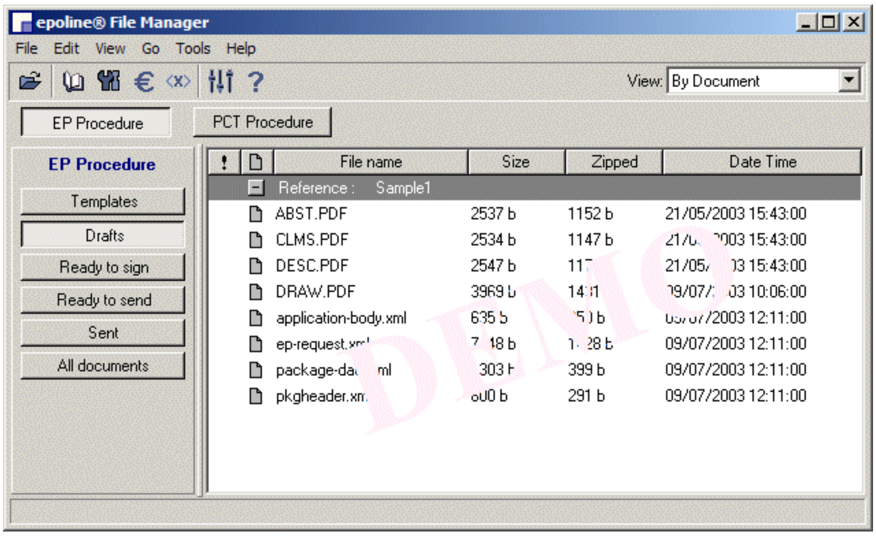


Figure 386: Sample EP(1001E) documents in Drafts folder

Ready to Sign folder

For this list, another document appears. An image file in JPG format has been added as a facsimile signature, **signature.jpg**. An application signed with an alphabetical or facsimile signature remains in the **Ready to Sign** folder until moved manually.

Another document appears, **EPF1001.PDF**. This is the application form itself as it appears with the signature added.

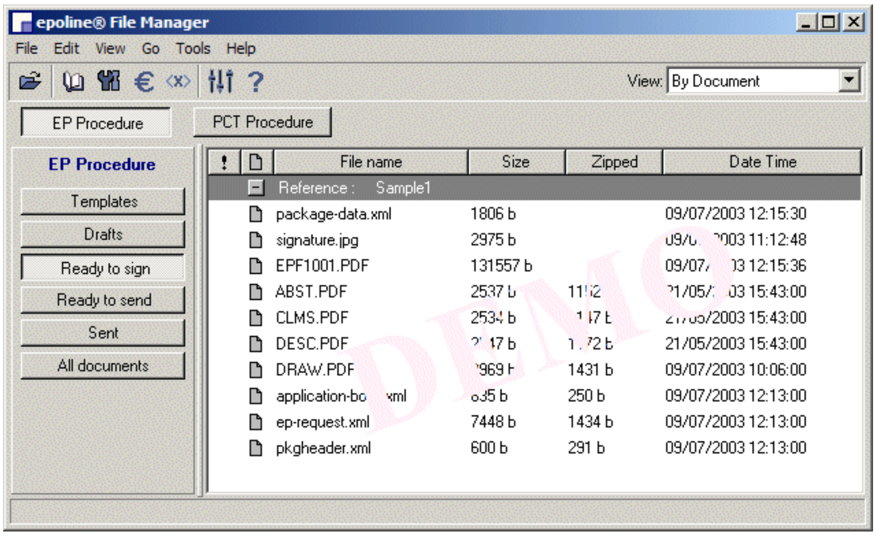


Figure 387: Sample EP(1001E) documents in Ready to Sign folder

Double-click any document you wish to view.

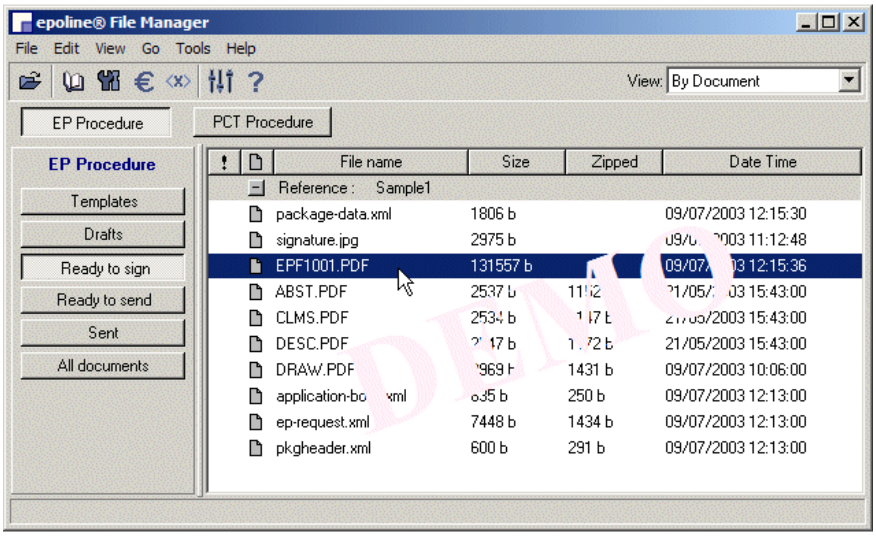


Figure 388: Viewing sample EPF1001 form

The document opens. You can use the **PDF Viewer toolbar**, for example to save the document as a PDF document in your own filing system, or to print it. Move your pointer over an icon to see a tooltip. Use the navigation buttons in the lower part to move through the pages. Scroll through the pages, and then click Cancel.

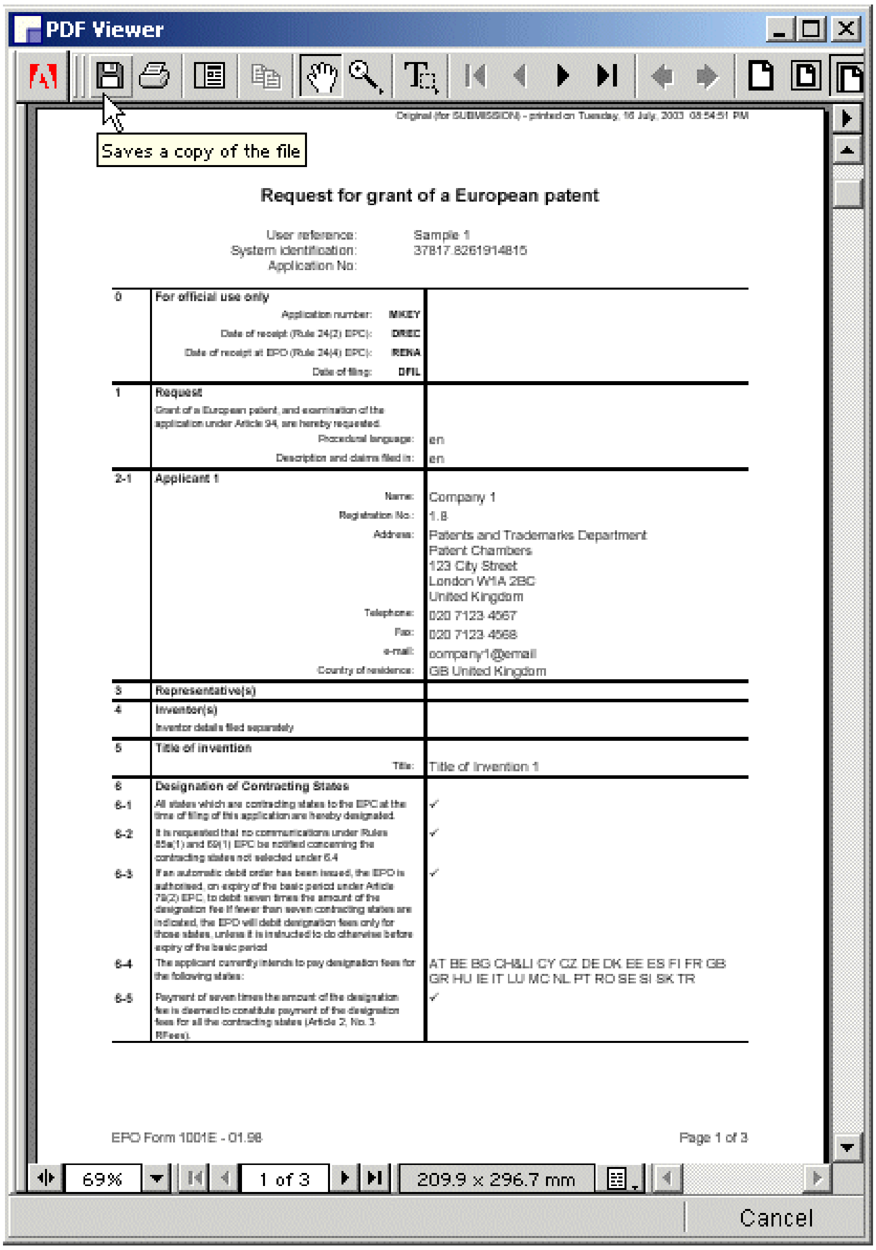


Figure 389: EPF1001 Request in PDF Viewer, Save option

Ready to Send folder

The sample file has been moved manually from the **Ready to Sign** folder. The list of documents is unchanged. You can open the file in View/Edit mode at this stage. However, if you make any changes, the signature is removed and the document is returned to the Ready to Sign folder.

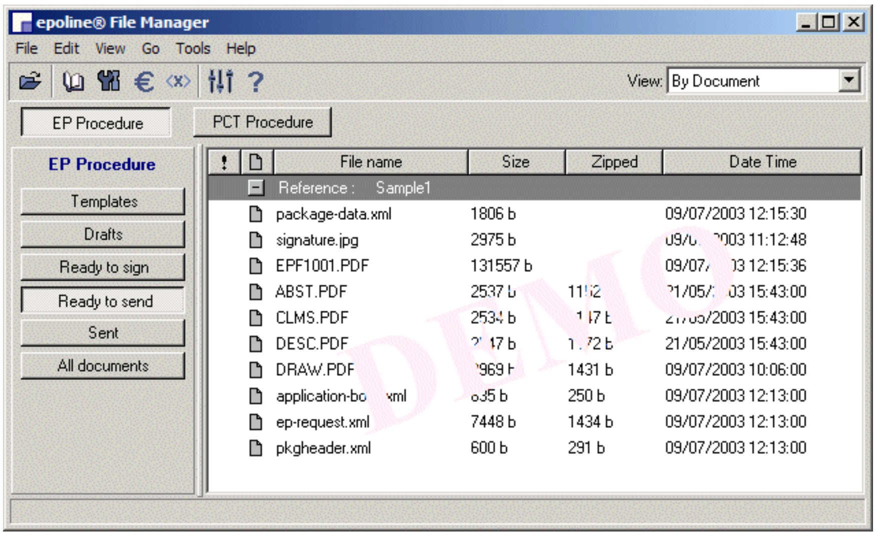


Figure 390: Sample EPF1001 documents in Ready to Send folder

Sent folder

The submission has been completed successfully. The **Receipt of Electronic Submission** is added to the list. The receipt is provided in two different formats, **XML** and **PDF**.

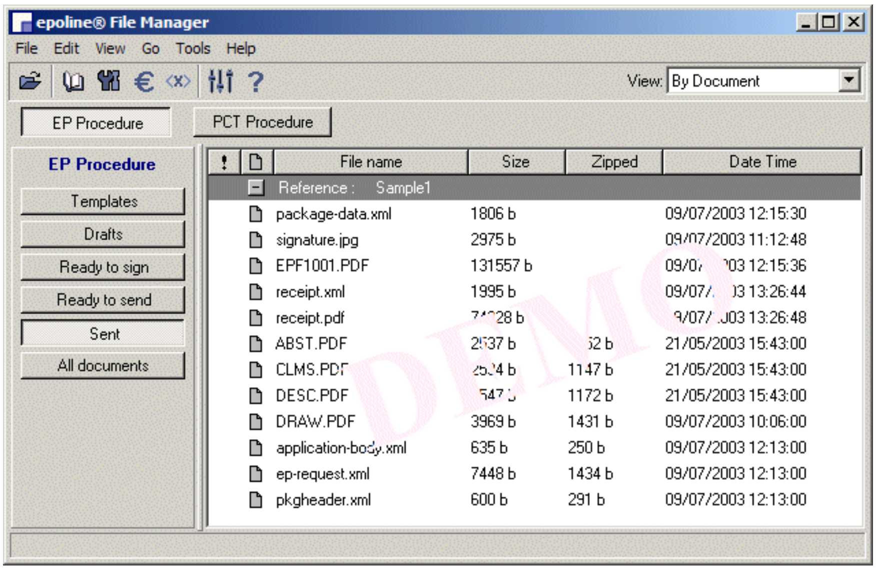


Figure 391: Sample EP(1001E) documents in Sent folder

To view a receipt at any time double-click it in the **Sent** folder. You can also **save** or **print** the receipt from the **PDF Viewer** toolbar.


PDF Viewer

Print

Europäisches Patentamt | European Patent Office | Office européen des brevets

Acknowledgement of receipt

We hereby acknowledge receipt of your request for grant of a European patent as follows:

Submission number	117	
Application number	EP03103061.2	
Date of receipt	16 July 2003	
Your reference	Sample1	
Applicant	Company1	
Number of applicants	1	
Country		
Title	Title	
Documents submitted	CLMS.PDF\Claims.pdf EPF1001.PDF ep-request.xml	DESC.PDF\Description.pdf application-body.xml package-data.xml
Submitted by	CN=Test User 19,O=European Patent Office,C=NL	
Method of submission	Online	
Date and time receipt generated	16 July 2003, 22:14:45	
Digest	B2:54:19:D4:6F:C2:FB:95:C6:A5:B6:77:CE:AB:73:69:3C:50:AF:9B	

/European Patent Office/

100% | 1 of 1 | 8.26 x 11.69 in

Cancel

Figure 392: Receipt in PDF Viewer, Print option

Error receipts

After the data has been received by EPO, you may receive a receipt indicating that an error occurred during validation. If this happens, please contact EPO **Customer Services** (p vi).

Europäisches Patentamt | European Patent Office | Office européen des brevets

Acknowledgement of receipt

We hereby acknowledge receipt of your request for grant of a European patent as follows:

Please note that an error occured during validation Incompatible xml encountered; please upgrade the client-software

Submission number	10001	
Application number	EP03104201.3	
Date of receipt	15 July 2003	
Your reference		
Applicant		
Number of applicants	0	
Country		
Title		
Documents submitted	CLMS.PDF EPF1001.PDF ep-request.xml	DESC.PDF application-body.xml package-data.xml
Submitted by	CN=I. Aliashkevich,O=European Patent Office,C=NL	
Method of submission	Online	
Date and time receipt generated	15 July 2003, 10:54:27	
Digest	57:6D:C8:86:E9:3D:C1:C8:6B:56:20:58:E6:D8:CF:9C:61:C0:4A:5D	

/European Patent Office/

Figure 393: Sample error receipt

55 Portable Document Format hints and tips

The following hints and tips are provided to assist you in preparing documents in Adobe® Portable Document Format (PDF), which is an open standard for electronic document distribution. Adobe® PDF preserves all the fonts, formatting, graphics, and colour of any source document, regardless of the application and platform used to create it.

The European Patent Office can only accept documents prepared in PDF with the correct settings. The key points to remember are:

- For any document that includes characters such as mathematical formulae and Greek characters, ensure that the font set you use includes these characters.
- Paper size must be A4.
- Page orientation must be Portrait.

PDF documents can be created with a number of tools, one of which, Amyuni® PDF Writer, is delivered with the Online Filing software. This software package is less feature-rich than Adobe® Acrobat, but it is reliable and easy to use. There are many other products on the market that generate PDF documents. You many select any tool which produces PDF documents in PDF 1.2 format.

55.1 Fonts in PDF documents

A PDF document is the electronic equivalent of a paper printout. It should be checked carefully. There are a few areas where problems might occur, especially in the field of font embedding.

There are two ways of using fonts in a document, **linking** and **embedding**.

55.2 Embedding fonts

Embedding means that the font is included with the document, so the entire package is self-contained. This is the appropriate option when sending it outside your own system.

We strongly recommend that you use standard fonts only, that is, fonts which are included in the set which come with the Adobe® PDF Reader. But if you have to use a non-standard font, for example to use symbols not available otherwise, you must ensure that this font is embedded.

If you are using special copyright-protected fonts, you must also ensure that you have sufficient rights to embed the font with your document. You should note the following from the Adobe® Acrobat guide:

“A TrueType font can contain a setting added by the font’s designer that prevents the font from being embedded in PDF files. Even though you can move such a font to an embed list, Distiller does not embed it in the PDF file, but displays an error message and lists the font in the log file. You can check whether the font was embedded by opening the resulting PDF file and viewing the Font Info dialog box.”

As a general rule programs used for PDF provide an option to embed all fonts. The suggestions below describe the options for two in particular, Adobe® Acrobat and Amyuni®. For other software products, please consult the manufacturer.

55.2.1 Font embedding with Adobe® Acrobat

Adobe® Acrobat provides two ways of producing PDF documents, PDF Writer and Distiller. As a general rule of thumb, use Distiller for more complex documents, for example those that include graphics and specialised fonts.

Embedding all fonts in Distiller is done in a configuration file called ***epoline*.joboptions.** This file has to be copied into the Distiller settings directory, usually:

C:\Program Files\Adobe\Acrobat 4.0\Distillr\Settings

Adobe® automatically installs files for press, print and screen optimised PDF output in this directory, with default setting as shown below. The **Embed All Fonts** option is selected automatically. It might be a good idea to make the file ***epoline*.joboptions** read-only.

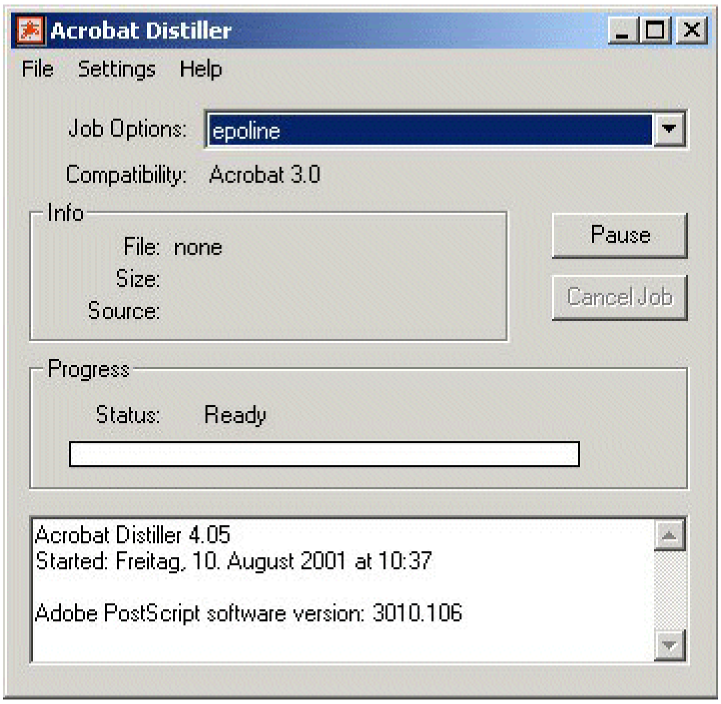


Figure 394: Acrobat Distiller settings

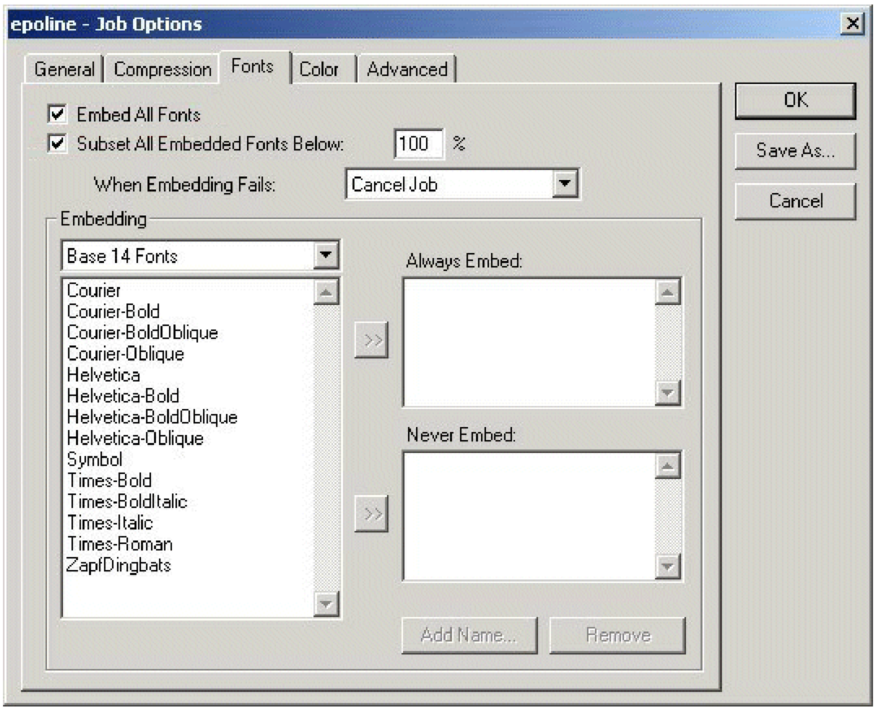


Figure 395: ***epoline*** *Job Options*

55.2.1 Adobe® Acrobat upgrades

Up to and including version 1.01e of the Online Filing software, only Adobe® Acrobat 4.0x as conversion tool is supported. The system must not be upgraded to Acrobat 5 or later.

55.2.1 PostScript printer

Installation of a PostScript (PS) printer driver is mandatory when using Adobe® Acrobat Distiller, even if there is no physical printer attached to the computer system. Version 4.0 of Adobe® Acrobat which was delivered with the first Online Filing software packages did not force the applicant to install a PS printer driver, whereas Version 4.05 (a maintenance release from Adobe® Acrobat) did.

55.2.2 Font embedding with Amyuni®

For the Amyuni® PDF Converter, font embedding is done after Amyuni® PDF Converter has been selected as printer.

Font embedding in PDFs is important because the generated PDF files are relocated from the applicant's PC to an EPO server. In order to prevent any missing characters, Amyuni® is configured in such a way that the on-screen options shown here cannot be changed.

To view the settings:

1 Select **File, Print** from the document menu.

2 Select **Amyuni® PDF Converter** as the printer.

3 In the Print dialogue window select **Properties**.

The **Amyuni® PDF Converter Properties** window opens.

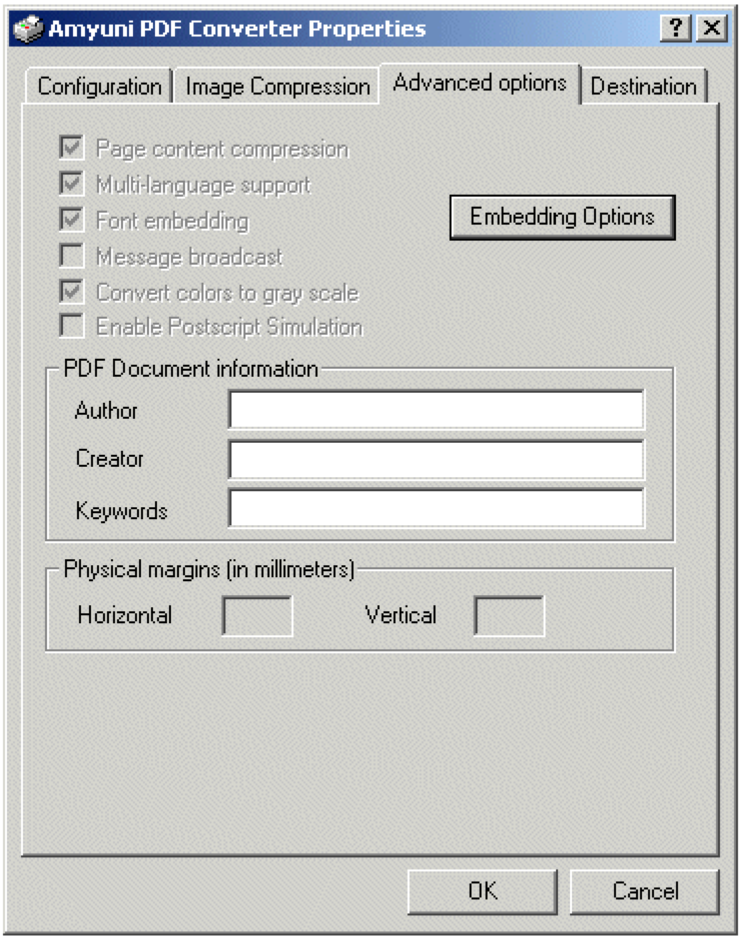


Figure 396: Amyuni PDF Converter options

55.2.3 Identification of possible problem areas

It might be useful to identify and test possible problem areas in advance. There are multiple computer platforms, and virtually hundreds of applications that can generate Portable Document Format. It is next to impossible to test all of these application/platform combinations and evaluate how they might handle certain complex document conversions. We recommend that you restrict yourself to the platform/application combination that you plan to use for PDF conversion, then identify any complex elements that future application documents might include. A few examples of complex elements are:

- Uncommon fonts.
- Non-Latin characters, for example the euro symbol €.
- Any Greek, Russian, Hebrew, Arabic or other characters.
- Embedded mathematical formulas or other embedded objects.
- Superscripts and subscripts.

Once those complex elements common to the application documents have been identified:

1 Create a test document with the authoring tool you intend to use, for example Microsoft® Word for Windows.

2 Try converting it to PDF on the relevant computer platform.

When you achieve a PDF that looks exactly like the original word-processed document, use the same settings for real online patent applications.

The figures below illustrate an example with special characters, prepared in Microsoft™ Word for Windows and viewed in PDF format with Adobe® Acrobat Reader.

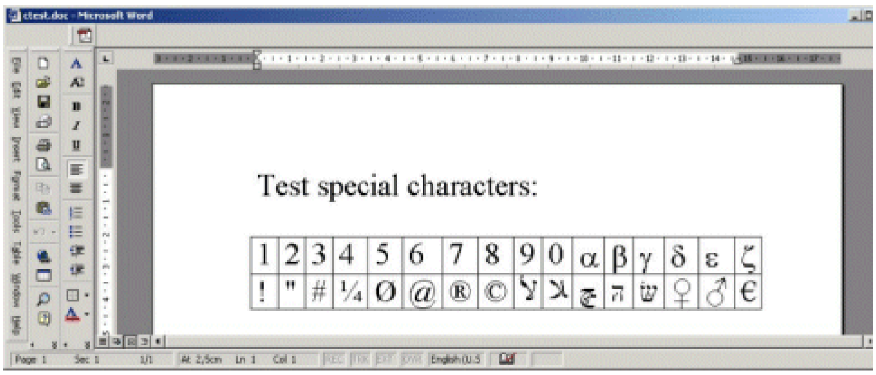


Figure 397: Font embedding, test Word document

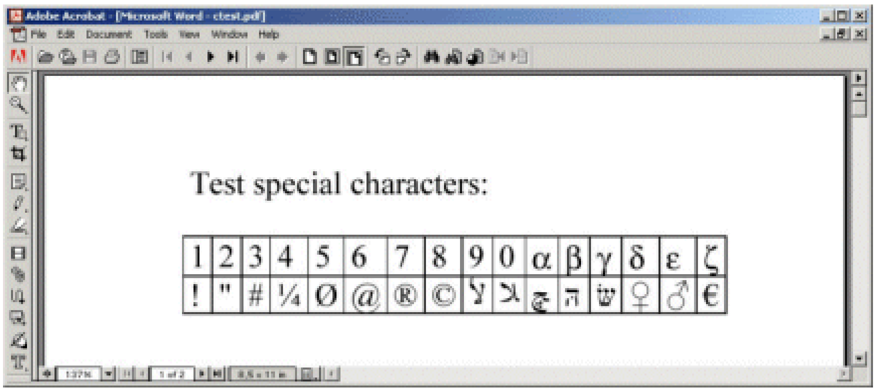


Figure 398: Font embedding, test Adobe Acrobat document

55.2.1 Which tool is the best?

No statement can be made as to which of the tools might be the best. Although Adobe® PDF Distiller is generally considered as the reference, it should be pointed out that the test approach described above is recommended as a way of finding out what suits your requirements the best. In some cases, Adobe® Acrobat PDF Writer with font embedding selected, or any other PDF generating tool, can do the job as well as the tools in the Online Filing package.

55.2.1 How to check that a PDF file is self-contained

If a non-standard font has been used in the creation of a technical document, then it is important to preview the file on a PC where this font is not installed in order to check whether the characters are indeed embedded. Therefore we advise using different PCs for the creation of the technical documents and for the electronic filing, at least once, to ensure that the selected PDF generating method is working properly. Make sure that the non-standard fonts are **not** installed on the PC used for electronic filing (and re-viewing of the PDF files). Using a PDF viewer other than Adobe® Acrobat could be an option as well. For more information see **Ghostscript and Ghostview** (p 284).

55.2.2 Paper size

Rule 35(4) EPC stipulates that **"The documents making up the European patent application shall be on A4 paper ...".** For the full text see our website:

EPO legal provisions website, Rule 35 (http://www.european-patent-office.org/legal/epc/e/r35.html)

This rule should also be followed for electronic filings, even though electronic rather than physical paper is being used. Any PDF generation software should be set to A4 paper size, that is:

- 29.7 cm x 21.0 cm (or 8.267" x 11.693")
- portrait orientation (landscape should be avoided).

Set the page size to A4 in both your word processor and the PDF generator.

To set Distiller to A4:

1 Select **Printer Properties**.

2 Select the **Advanced** option

3 Select **Portrait** mode.

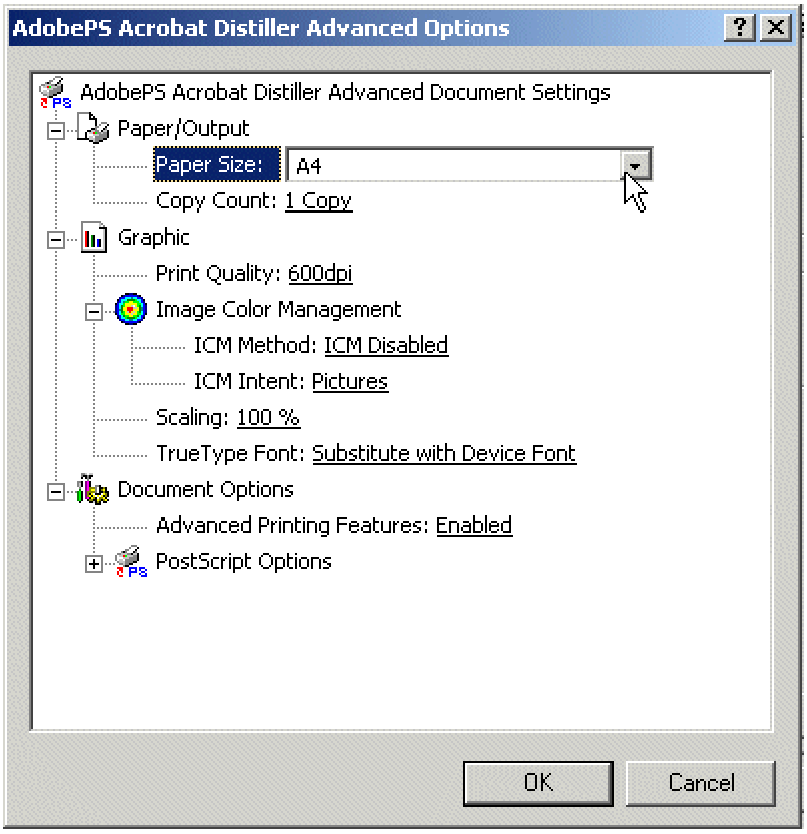


Figure 399: AdobePS Acrobat Distiller, Advanced Options

To set Amyuni® to A4:

1 Select the **A4** option directly under Printer Properties.

This seems to be especially important when drawings are not generated by graphic programs but are scanned and converted to PDF files. For any PDF filings that do not follow this rule, the EPO internal image database might then contain pages with black areas filling the remaining area between the unintentionally chosen format and A4 format.

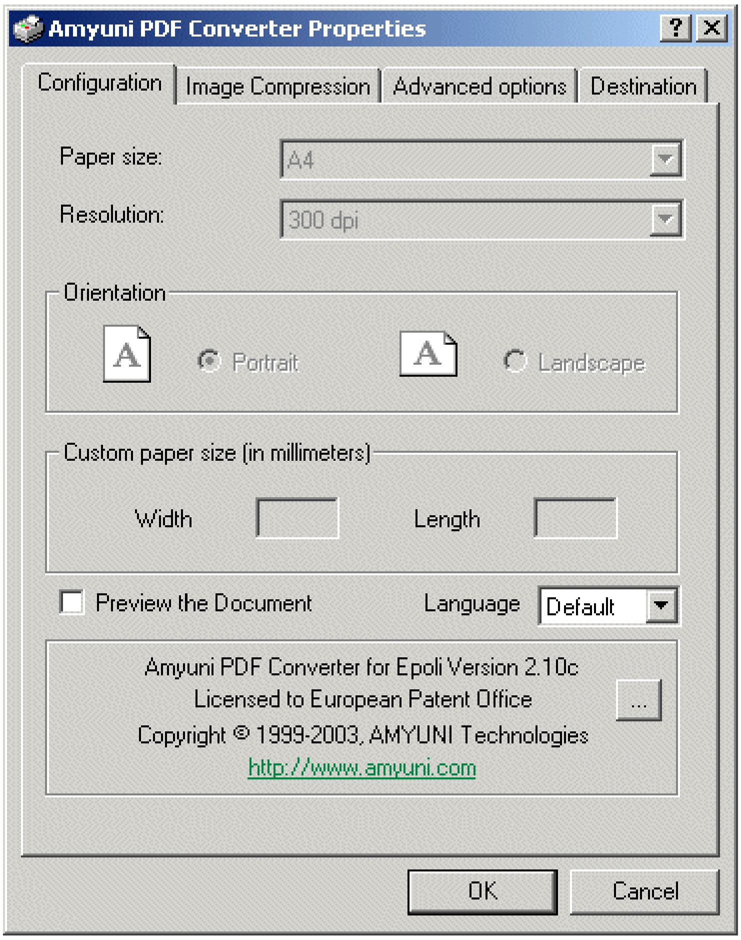


Figure 400: Amyuni PDF Converter paper size

55.2.3 Ghostscript and Ghostview

When checking that a PDF file is self-contained, you may wish to try a PDF viewer other than Adobe® Acrobat, such as Ghostview®**.** First, install the latest supported version of Ghostscript® and then Ghostview®.

For more information on Ghostscript® and Ghostview® see the GNU website.

Both of these products are under GNU public licence and give Windows users the ability to preview how the PDF file will be converted at the European Patent Office. Ghostview® is an alternative viewer which can also display PDF files. The EPO uses a Ghostscript®-based program to feed incoming PDF documents into its internal image database, so previewing PDF files with Ghostview® is another way to check that PDF files will be converted correctly at the EPO.

The figure below shows the test example prepared in Microsoft™ Word for Windows as it is displayed with Ghostview®.

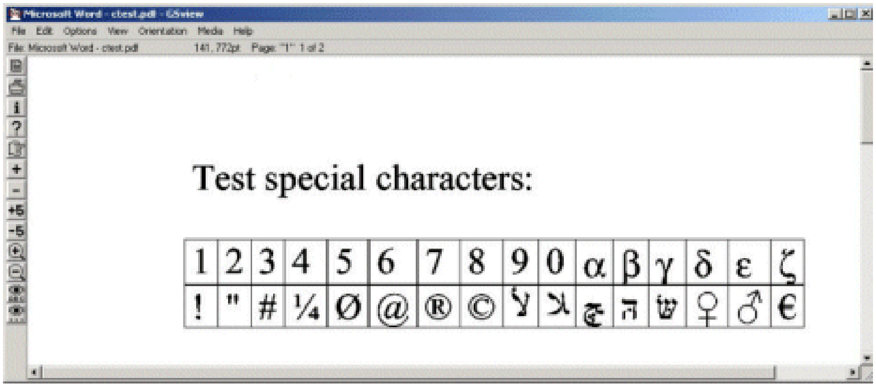


Figure 401: Font embedding test Ghostview

55.2.4 Generating PDF documents using a scanner

A scanner is very useful for drawings and all sorts of technical documents. However you should not use any default settings of the scanning/capturing software that might influence the virtual paper size of the PDF documents. Before starting the scan process, the scan area has to be set to DIN A4, Portrait. For more information see **Paper size** (p 282).

55.3 Linking fonts

Linking is a way to reference the font where it is stored on your own computer system. The advantage of this is that the document file size can be smaller. The disadvantage is that if you send the document to another system, as is the case with Online Filing, the linked information cannot be referenced. Specialised fonts, for example ones that use mathematical symbols, Greek characters or other non-Latin alphabets, may not be interpreted correctly.

56 Glossary of terms

A

Administrator

Within the context of user management, a person who can create accounts and assign passwords for other roles. Cannot carry out the functions related to preparing, signing or sending patent applications.

ASCII file

American **S**tandard **C**ode for **I**nformation **I**nterchange. May contain letters, numbers, spaces and punctuation, but no formatting. Also called a text file.

Assistant

Within the context of user management, a person who can prepare patent applications. Cannot sign or send applications.

B

Binary file

A file consisting of a sequence of 8-bit computer code, as distinguished from files consisting of human-readable text. Readable only by computer programs.

Browser

Internet software that lets a user view HTML documents and access files and software related to those documents.

C

CD-R

Compact **D**isk - **R**ecordable disk. Another method of submission for online filing.

Check box

A small square box that is selected or cleared to turn an option on or off. When an option is selected, an **x** or a check mark appears in the box. Where there are several check boxes in a set, more than one can be selected.

Click

To press the primary mouse button once without moving the mouse. The primary mouse button is the more frequently used button. This is generally the one on the left. Clicking selects or deselects an item.

Client

As applied to computers, a process, such as a program or task, that requests a service provided by another program.

Clipboard

A temporary storage area in Windows®.

Close button

The small **X** in the top right corner of the screen that shuts the active window.

CSV

Comma **S**eparated **V**alues. A format typically used for saving files where the data is arranged in columns and rows. The information can be imported or exported, the commas marking where the next item of information starts.

D

Default

An automatic selection made by the system when the user does not specify an alternative.

Double-click

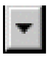
To press and release the mouse button twice without moving the mouse. The first click selects and the second activates a program or program feature.

Drag

To move an item from one place to another on the computer screen. The mouse pointer is positioned over the object, and the mouse button is pressed and held while the mouse is moved to the new location.

Drop-down

A set of options that appears when you click the **drop-down arrow**.



The menu remains open without further action until you close it or choose a menu item.

DTD

Document Type Definition is a file containing specific set of rules for how an XML document should look and how the elements of the document relate to each other.

E

Embed

A way to insert information, for example images or fonts, into the current document, so that it becomes part of the document. This is the appropriate option when sending a document outside your own system.

Extension

A set of characters added to a file Identifies what kind of computer application was used to produce the file. Typically three characters, separated from the file name by a full stop, for example, sample.doc would identify the document as produced in Microsoft® Word for Windows.

F

Firewall

A security system intended to protect an organisation's network against external threats. Usually a combination of hardware and software that prevents computers in the organisation's network from communicating directly with computers externally to the network. Instead, all communications are routed through a proxy server outside of the organisation's network, and the proxy server decides whether it is safe to let a particular message or file pass through to the organisation's network.

G

Grey-scale

A sequence of shades ranging from black to white, used in computer graphics to add detail to images.

H

HTML

Hyper**t**ext **M**arkup **L**anguage. The markup language used to format documents so that they can be interpreted and rendered by an Internet browser.

I

IP address

Internet **P**rotocol address. A number that uniquely identifies a host computer connected to the Internet, for the purpose of communication.

J

JPG

Joint **P**hotographic Engineering **Gr**oup. A standard for storing images in compressed form. JPG files may be used for scanned signatures.

L

Legal person

A corporate entity and cannot sign patent applications.

Legal Representative

Within the context of user management, a person who cannot create or manage accounts. Can carry out all functions related to patent applications, that is, prepare, sign and send them.

Link

A way to reference data, for example images or fonts, stored outside of the current document. The advantage of this is that the document file size can be smaller. The disadvantage is that if you send the document to another computer system, the linked information cannot be referenced.

M

Markup

Information added to a document that enhances its meaning in certain ways, in that it identifies the parts and how they relate to each other. A markup language is a set of symbols placed in a document to demarcate and label that document. Important to electronic documents because they are processed by computer programs. Allows the computer to distinguish one piece of text from another and treat it appropriately.

N

Natural person

An individual who can be an applicant and/or an inventor.

Note (for EPO)

A comment intended for those receiving the application, as part of the data submitted.

Note (internal)

A note for internal use only, not transmitted to the EPO.

O

Option button

Appears as a small circle. Used to select one of a group of options. When an option is selected it has a smaller, filled circle inside it. In a set of options, only one can be selected at a time.

P

PDF

Portable **D**ocument **F**ormat. A file format used in saving documents.

PIN

Personal **I**dentification **N**umber used for transmitting information electronically over a secure Internet link.

Port

A device for directing communication or channelling data between one computer and another.

Proxy server

A firewall component that manages Internet traffic to and from a network.

R

Right-click

To press and release the secondary mouse button. Typically displays a shortcut menu of options.

S

Secretary

Within the context of user management, a person who cannot prepare or sign patent applications. Sole function is to send applications.

Server

A computer running software that controls access to a network and its resources.

SSL

Secure **S**ocket **L**ayer. A protocol developed by Netscape Communications Corporation for ensuring security and privacy in Internet communications. Supports authentication of client, server, or both, as well as encryption during a communication session.

T

TIFF

Tagged **I**mage **F**ile **F**ormat. A standard file format commonly used for scanning and storing grey-scale images. TIF files may be used for scanned signatures.

TXT

Text. A file format used in saving documents in machine-readable form.

U

URL

Uniform **R**esource **L**ocator. An address for a resource on the Internet. Used by Web browsers to locate Internet resources.

V

VPN

Virtual **P**rivate **N**etwork. Provides a secure means of electronic transmission.

W

WAD

Wrapped **A**pplication **D**ocument. This option saves the form as **XML** files and all its attachments in one compressed file.

X

XML

The eXtensible Markup Language is a document processing standard officially recommended by the World Wide Web Consortium and widely accepted throughout the Internet community. Provides a way to define and manage information. It can be used to check the accuracy and quality of documents.

Z

ZIP

A format using for saving documents. Zipped files are compressed so that they take up less space and take less time to transmit electronically than equivalent unzipped files.

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