EPO Online Filing

Installation and troubleshooting

Version 5.08
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1 Legal notices

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Using the Online Filing software (OLF)

The EPO grants users the right to use the Online Filing software free of charge for an unlimited period. The software is exclusively intended for online filing with the EPO, i.e. for European patent applications and other documents.

Please refer to the EPO's website and go to Applying for a patent > Online services > Online filing > Download documentation (http://www.epo.org/applying/online-services/online-filing/documentation.html) to download the most recent version of the Conditions for the loan and use of the Online Filing software (http://docs.epoline.org/onlinefilingdocs/olf-license-en.pdf).
2 Document contents

This document describes the most important aspects of the installation of Online Filing (OLF) version 5.08. Online Filing enables users to file patent applications under the EP, PCT and national procedures of the EPO, WIPO, and the national offices electronically, using secure Internet connections and state-of-the-art electronic commerce technology for secure transactions.

Intended audience

This guide is intended for administrators who are responsible for installing and providing support for Online Filing software in networks or on stand-alone PCs.

Document structure

- The chapter **Online Filing – overview** (p. 6) provides a basic explanation of how OLF works and includes links to various support material on installing and using the software.
- The chapter **Installation requirements** (p. 9) provides an overview of installing OLF on Microsoft Windows operating systems and describes the hardware and software requirements.
- The chapter **Initial installation** (p. 13) describes how to install OLF version 5.08 for the first time and select the appropriate installation mode.
- The chapter **Installation maintenance** (p. 37) describes how to perform a reinstallation to update the OLF software (including national plug-ins).
- The chapter **Uninstalling** (p. 49) describes how to completely uninstall the OLF software.
- The chapter **Reinstallation with data migration** (p. 55) explains how to restore OLF after a fatal error and how to migrate to another computer and import all existing data.
- The chapter **Using the PMS gateway interface** (p. 59) outlines the steps needed to use and configure the PMS gateway interface.
- The chapter **Troubleshooting** (p. 61) provides help on how to troubleshoot the software and offers solutions to specific problems.
- The annex (p. 71) contains various reference information and lists, including tips on how to solve specific installation problems.
3 Online Filing – overview

3.1 Online Filing help

The EPO operates a helpdesk for Online Filing users. Send us your question using our contact form on the EPO website at www.epo.org/contact-form. Our experts will get back to you as soon as possible. You can also reach us by phone or e-mail:

<table>
<thead>
<tr>
<th>Open</th>
<th>Monday to Friday, 08:00 to 18:00 (CET)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Phone:</td>
<td>00800 8020-2020 (free call from most countries worldwide)</td>
</tr>
<tr>
<td>E-mail:</td>
<td><a href="mailto:support@epo.org">support@epo.org</a></td>
</tr>
<tr>
<td>Internet:</td>
<td>Online filing on the EPO website:</td>
</tr>
<tr>
<td></td>
<td><a href="http://www.epo.org/online-filing">www.epo.org/online-filing</a></td>
</tr>
<tr>
<td></td>
<td>Contact us online on the EPO website:</td>
</tr>
<tr>
<td></td>
<td><a href="http://www.epo.org/contact">www.epo.org/contact</a></td>
</tr>
<tr>
<td></td>
<td>Visit the Online filing discussion forum (English only):</td>
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<tr>
<td></td>
<td><a href="http://forums.epo.org/onlineservices-your-say-online-filing/">http://forums.epo.org/onlineservices-your-say-online-filing/</a></td>
</tr>
</tbody>
</table>

Online Services forum

You will find a lot of advice and information on the EPO’s Online Services discussion forum (http://forums.epo.org/onlineservices/). As a registered user, you can post questions and exchange experiences on the subject of Online Filing or other online services. The EPO’s experts or other users will answer your questions and help where possible to solve your problem. The Online Services forum is only available in English.

Documentation

More information on how to use Online Filing can be found in the User Guide for version 5.08 and other documents. You can access this documentation on the EPO website under Applying for a patent > Online services > Online filing > Download documentation (http://www.epo.org/applying/online-services/online-filing/documentation.html).

Information on the system settings, user administration, and importing and exporting data can also be found in the File Manager online help. Server Manager functions, in particular backup/restore, network settings and Live Update, are described in both the User Guide and the online help.

FAQs

In addition, EPO User Support has compiled a list of frequently asked questions on how to use Online Filing. This and a lot more information besides can be found on the EPO website under Applying for a patent > Online services > Online filing > FAQ (http://www.epo.org/applying/online-services/online-filing/faq.html).
3.2 How Online Filing works

Online Filing is based on a typical client/server architecture with database. The application can be installed in either client/server or stand-alone mode.

- In the **network version** (client/server mode) the OLF server and the database are installed on a server computer linked to the network. The OLF thin client is the actual user interface and is separately installed on each workstation for the different users. The distributed OLF thin clients communicate with the OLF server via the network.

- In the **stand-alone version** the server and client both run on the same physical computer. In this case, only a single user can work with Online Filing.

**OLF services, server and database**

The Firebird database server - an open-source software application - serves as the platform for OLF services and has both read and write access to the Firebird database. The database operates as a central storage area, containing all data on patent applications, OLF user administration and the OLF address book. Running on the Firebird database server are the OLF services, including File Manager, the plug-ins for all EP procedures and the activated national procedures. These services are operated and the database is administered using the **Online Filing 5.0 Server Manager** tool installed on the server computer.

**User connections via the thin client**

Starting the thin client automatically launches File Manager which manages all applications and features various different resources for OLF administration, including tools for user settings and authorisation management. In File Manager, a new OLF session is started for every application opened. The OLF server does this by retrieving the relevant data from the database and blocking this record for other users. This ensures that an application can only ever be processed by one user at a time.

**Data exchange between the server, client and filing office**

The GUI engine generates the data for the electronic forms and sends it to the OLF thin client. As soon as the user enters data, the thin client saves it in a temporary XML file on the client computer. Only when the user actively saves the application on the client is the data sent to the server and written to the database. When the application is closed, the client deletes the temporary data from the hard disk and terminates the server connection. This unblocks the modified record in the database so that it can be edited once more by another user.

Figure 1: Communication between the OLF thin client, OLF server and the filing office

To send an application to the EPO - or another filing office - the client sets up a secure internet connection to the EPO's receiving server via HTTPS. User authentication is necessary before you can start filing and is done with your personal smart card and PIN. If filing is successful, the EPO’s receiving server sends a receipt to the OLF client which, in turn, transmits this data to the local OLF service in PDF and XML format. Filing is now complete and the application’s status in the database changes to **Sent**.
3.3 Communication via CORBA or SOAP

The thin client has two ways of communicating with the OLF server: via CORBA for the internal network (LAN) or via SOAP for the internet (WAN).

CORBA communication

For low-level communication between the Thin Client and the OLF Server within a LAN, the CORBA-IIOP protocol is preferable. At network level communication, the IIOP port (CORBA port) can be configured separately for the OLF File Manager and for every service (EP1001E2K, EP1200E2K, EP1038E, EPOPPO, PCT/RO/101, etc.)

Note: For stand-alone installation, all communication is done by CORBA. The OLF software is configured in such a way that it rejects any connection attempt using one of the SOAP ports on a stand-alone installation.

SOAP communication

If you are using Online Filing in a company with subsidiaries connected through a WAN, you may want to use SOAP communication instead of CORBA. Although small performance losses might occur, SOAP can penetrate firewalls as communication is based on the HTTPS protocol.

Note: Please note that SOAP is not compatible with the PCT/RO/101 service. The PCT/RO/101 plug-in can only communicate with the OLF server via CORBA.

The CORBA and SOAP ports are usually configured during installation, see Setting CORBA and SOAP ports (p. 25). Each service has to have a separate port on the server for communication with the thin client. The ports in question must not be used by other processes on the server computer.
4 Installation requirements

Note: The Online Filing software can only be installed and only runs on computers with a suitable Windows operating system. Operating systems such as Linux or Mac OS are not supported.

To install and run EPO Online Filing you will need:
- a smart card and a smart card reader
- the latest version of the Online Filing software
- a PC with Internet access

A starter kit containing a smart card and smart card reader and other information material can be obtained from the EPO free of charge.

- To order your starter kit, go to the EPO website at Online services > Online filing (http://www.epo.org/online-filing).
- Follow the prompts to register and submit your data.

Your smart card will be sent to you in around four weeks.

Once you have enrolled online for a smart card you will receive an e-mail containing your enrolment form.

- Please print this form out, check your data, sign the form and return it to the address shown on the form.

4.1 Latest version of the OLF software

The latest version of the OLF software, including all new updates and patches, is always available for download on the EPO website.

You will find the downloads under Applying for a patent > Online services > Online filing > Download software for filing with the EPO (http://www.epo.org/applying/online-services/online-filing/download.html).

<table>
<thead>
<tr>
<th>Description of download</th>
<th>Name of download file</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>5.0.8 Full package for installation of Online Filing (OLF) V5 (Build 5.0.8.132) (stand-alone and/or server and thin client) Where? Under Software, at the top of the Download page</td>
<td>OLF508.exe</td>
<td>Suitable for all types of installation</td>
</tr>
<tr>
<td>EXE and MSI file for installation of Online Filing version 5 (thin client) Where? Under More software - Other installations at the bottom of the Download page</td>
<td>The ZIP file contains OLF508client.exe and OLF508client.msi</td>
<td>The EXE file is for installing and updating the thin client on all Windows versions. The MSI file is especially for remote installation or automated software distribution in a network. This installation file should not be used for updates.</td>
</tr>
</tbody>
</table>
4.2 Hardware requirements

To use OLF software version 5.0, your hardware should meet the following minimal requirements:

- Intel Pentium 4 processor (or equivalent), 2.4 GHz (or more, depending on operating system)
- RAM: 2 GB (4 GB, depending on operating system)
- 4 GB of available hard disk space, at least 20 GB recommended for server installation with database
- Monitor: resolution 1024*768 or higher
- Smart card reader, e.g. GemPC Twin, connected to USB port

Server machine

For use as an OLF server, a computer should be powerful enough to run the OLF services and all other current applications at the same time and with ease. In particular, it should have sufficient disk space to host the OLF database and create backup copies.

! Note: If your computer's hard disk is formatted with the FAT32 file system, the OLF database is limited in size to 2 GB. The NTFS file system, on the other hand, does not impose any restrictions.

As a rule, it is advisable to keep the size of the OLF database under 4.5 GB so that a backup copy fits on a DVD. The larger the database, the longer it takes to complete operations such as updates, backups and restores. You can work much faster with a more moderately sized database.

You will need free disk space equivalent to three times the size of the OLF database for future updates. For example, if the database is 4.5 GB in size, you will need at least 13.5 GB free disk space for the software update.

For more information on updating the database and cleaning disk space, see Updating the server (p. 38) and Compressing the database (p. 46).

4.3 Software requirements

The following operating systems are supported for running EPO Online Filing version 5.08:

- Microsoft Windows Server 2003 (SP3), 32-bit and 64-bit
- Microsoft Windows Vista (SP2), 32-bit and 64-bit
- Microsoft Windows 7 (SP1), 32-bit and 64-bit
- Microsoft Windows 8 / 8.1, 32-bit and 64-bit
- Microsoft Windows Server 2008, 32-bit
- Microsoft Windows Server 2008 R2, 64-bit
- Microsoft Windows Server 2012 / 2012 R2, 64-bit

! Note: Microsoft has stopped supporting Windows XP as of 8 April 2014. If you are planning to install OLF from scratch, it is recommended that you install it on a computer running Windows 7, Windows 8.1 or a suitable version of Windows Server. Bear in mind that using an outdated operating system without regular support and security updates puts your data security at risk.

Arial Unicode font

Online Filing requires the Arial Unicode MS (TTF) font for both the server installation and the client installation. This font is automatically installed with the MS Office package.

The font is also available for license from Ascender Corporation (http://www.ascenderfonts.com).

To install Arial Unicode on a server - without installing the actual Office programs at the same time - proceed as follows:

- Use a Microsoft Office installation CD-ROM/DVD or installation file.
- Select the Custom installation mode.
- Under Office Shared Features, select the Universal font and the Additional True Type fonts options.
Deselect all other MS Office components that you do not want to install.

Start the installation.

The file ARIALUNI.TTF should be in the folder /Windows/Fonts. If it is elsewhere, you will be asked during installation to specify the exact path.

**Additional software for the thin client**

The following additional software must be installed on the computer for the OLF thin client or stand-alone version:

- Adobe Acrobat Reader version 11 or higher.
- Gemalto Classic Client 6.3
  - There are different installation files for 32-bit and 64-bit systems.
- Gemplus driver for the smart card reader
  - The drivers are normally automatically installed if the Gemalto Classic Client was installed and the smart card reader was connected to the computer.

The EPO provides registered users with a free Online Services starter kit. The starter kit contains a smart card, a smart card reader and information material with direct links for downloading the additional software such as the latest version of the Gemalto Classic Client.

### 4.4 Windows user rights

To set the rights for a Windows user, you can either assign an account type to the user's account ([Control Panel > User Accounts](#)) or add the user to a local group ([Administrative Tools > Computer Management > Local Users and Groups](#)).

The minimum Windows user rights required for OLF correspond to the default account types or groups as follows:

<table>
<thead>
<tr>
<th></th>
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<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Install the OLF Server and the stand-alone version</td>
<td>Computer Administrator / Administrators</td>
<td>Administrator / Administrators</td>
</tr>
<tr>
<td>Install the OLF thin client</td>
<td>Computer Administrator / Administrators or Power Users</td>
<td>Administrator / Administrators</td>
</tr>
<tr>
<td>Start Server Manager (network version / stand-alone version)</td>
<td>Computer Administrator / Administrators</td>
<td>Administrator / Administrators</td>
</tr>
<tr>
<td>Start the thin client (network version / stand-alone version)</td>
<td>Limited / Users</td>
<td>Standard user / Users</td>
</tr>
</tbody>
</table>

**Adapting rights**

If your company has a special rights management system, compare the rights in your groups with those in the standard Windows groups. Where necessary, change the rights for your groups to give Online Filing users unrestricted access.

**Run as administrator**

In Windows (Vista and above) a standard user who is logged on can start programs with administrator rights without having to first log off. Windows prompts you to enter an administrator user name and password when starting certain programs or changing system settings. Once authentication is complete, you can proceed as an administrator.
4.5 Further information

Service status in Windows

The services used by Online Filing are configured during installation to start automatically with Windows; see Checking the status of the OLF server and OLF services (p. 61). Make sure that your system allows you to configure services that start automatically before you install the OLF software.

Using remote-access software

Remote-access software can generally be used without any problems. Select the /console option if working with Microsoft Remote Desktop. This option may appear as /admin, depending on the operating system used.

Display settings in Windows

The font size for the screen should be set to Normal or the default (100%) option; see Optimising the display settings (p. 67).
5 Initial installation

The following section describes how to install EPO Online Filing on Windows 7 (64-bit). Any deviations from this procedure for installation on other Windows versions are indicated at the appropriate place in the text.

- Read Initial installation checklist: client/server (p. 13) or Initial installation checklist: stand-alone (p. 14) if you have never installed any earlier versions of Online Filing on the target machine and you want to install Online Filing for the first time.
- If you want to operate Online Filing in a network, first install the server ("Server installation" p. 17), then the thin client(s) ("Thin client installation" p. 33).
- If you only want to operate Online Filing on a single PC, select Stand-alone installation (p. 35) as the installation mode.
- If you have already installed Online Filing and now want to update it, refer to the chapter Installation maintenance (p. 37).

5.1 Initial installation checklist: client/server

The following checklist details the most important steps for installing the software for the first time in a client/server network.

- Make sure you have the latest installation files to hand; see Latest version of the OLF software (p. 9)
- Choose how you want to use the application, i.e. in a network with server and client(s) or in stand-alone mode; see How Online Filing works (p. 7)
- Ask future users where (i.e. with which national office) they want to file applications online so that the relevant plug-ins are activated when OLF is installed
- Install any additional software necessary; see Software requirements (p. 10)
  - Arial Unicode font (for server and client)
  - Adobe Acrobat Reader (for client)
  - Gemalto Classic Client and Gemplus smart card driver (for client)
- Make note of the data for configuring the OLF server in your network:
  - IP address and hostname of the server computer
  - HTTP port number on the server to be used for OLF online help
  - CORBA and SOAP ports on the server that are available (or disabled or already in use)
  - IP address, hostname and port of the proxy server (if a proxy server is used to set up the internet connection to the EPO)
    - If necessary, user name and password for the proxy server
- Give all users in your network ample warning of the impending server disruption as it will have to be restarted after the OLF server has been installed
- Install the OLF server; see Server installation (p. 17)
- Start Server Manager and check the status of all OLF services; see Testing the server (p. 30)
- Use Live Update to check if there are any updates or patches available for Online Filing; see Performing a live update (p. 32)
  - Download all updates
  - Install all updates
  - Restart all OLF services in Server Manager
    - If necessary, restart the OLF server too
- Install a thin client ("Thin client installation" p. 33) for the Online Filing administrator first. Then, in demo mode, send a test application to a filing office's OLF demo server; see Testing the thin client (p. 35)
- Configure all users and groups for your company staff under User Administration in the OLF File Manager
- Install the thin clients for all users and any additional software that is necessary
- Test the client/server connection; see Testing the thin client (p. 35)
5.2 Initial installation checklist: stand-alone

The following checklist details the most important steps for stand-alone installation.

- Make sure you have the latest installation files to hand, see Latest version of the OLF software (p. 9)
- Choose how you want to use the application, i.e. in a network with server and client(s) or in stand-alone mode, see How Online Filing works (p. 7)
- Ask future users where (i.e. with which national office) they want to file applications online so that the relevant plug-ins are activated when OLF is installed
- Install any additional software necessary, see Software requirements (p. 10)
  - Arial Unicode font
  - Adobe Acrobat Reader
  - Gemalto Classic Client and Gemplus smart card driver
- Make note of the data for the configuration in your network:
  - IP address, hostname and port of the proxy server (if a proxy server is used to set up the internet connection to the EPO)
  - If necessary, user name and password for the proxy server
- Install the OLF software, see Stand-alone installation (p. 35)
- Start Server Manager and check the status of all OLF services, see Testing the server (p. 30)
- Use Live Update to check if there are any updates or patches available for Online Filing, see Performing a live update (p. 32)
  - Download all updates
  - Install all updates
  - Restart all OLF services in Server Manager
  - If necessary, reboot the stand-alone machine too

5.3 Starting installation

! Note: Quit all Windows programs now before proceeding with the installation.

- Log on to the computer as a Windows administrator; see Windows user rights (p. 11).

Running the downloaded installation file

You will find the downloads on the EPO website under Applying for a patent > Online services > Online filing > Download software for filing with the EPO (http://www.epo.org/applying/online-services/online-filing/download.html).

- To run the installer, right-click the OLF508.exe file and select Run as administrator.

! Note: Even if you are already logged on as a Windows administrator, you must start the OLF installation explicitly with the option Run as administrator.

- To confirm the security warning, click Yes in the User Account Control window.

Windows Installer starts the installation wizard.

Selecting the language

- Select the language for the installation process in the next dialogue box.
  The default setting is EN for English.

This initial language setting applies for the installation process only. You can set the language of the Online Filing user interface later in the actual software (change to Dutch, for instance).
→ Click OK.

Figure 2: Selecting the language for installation

The window **Welcome to the Online Filing 5.08 Installation Wizard** appears.

1. Please read the legal notices and the Online Filing software’s terms of use.
2. If you do not want to start the installation now, click **Cancel**.
3. To start the installation, click **Next**.
5.4 Installation mode

Select the installation mode in the following dialogue. The default setting is **Stand alone installation**.

![Figure 4: Selecting installation mode](image)

This table summarises the various uses of the Online Filing software.

<table>
<thead>
<tr>
<th>Planned use of OLF software</th>
<th>Installation mode</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>You want to use Online Filing on a single computer only</td>
<td><strong>Stand alone installation</strong></td>
<td>Installs the stand-alone version on the local computer</td>
</tr>
<tr>
<td>Many users in a corporate network are to use OLF and access a central database</td>
<td><strong>Server installation</strong></td>
<td>Installs the OLF server on the local computer only</td>
</tr>
<tr>
<td>A single user is to use OLF on his workstation which is networked to the OLF server</td>
<td><strong>Client installation</strong></td>
<td>Installs the OLF thin client on the local computer only</td>
</tr>
</tbody>
</table>
5.5 Server installation

Before installing the server, make sure that the destination drive also has sufficient free disk space for future use. Remember that the OLF database will grow over time and can store several GB of data.

- Select Server installation as the mode of installation; see Installation mode (p. 16).
- Click Next.

Specifying the destination folder

The default program folder for installation is C:\Program Files (x86)\EPO_OLF5 on a 64-bit system and C:\Program Files\EPO_OLF5 on a 32-bit operating system.

The default database location is C:\Program Files (x86)\EPO_OLF5\db\ and C:\Program Files\EPO_OLF5\db\, respectively.

- Click the first Browse button to select a different folder for installation, for instance, on another drive.

  **Attention:** Make sure the folder you select will only be used by Online Filing as it will be completely deleted in the event of uninstallation. If necessary, create a new folder on the destination drive. Never install the software directly in the root directory of a partition.

- Click the second Browse button to modify the database location.
- Click Next to use the selected folders or the default destination folders.
- To terminate the installation process, click Cancel.
5.5.1 Installation type

All national procedures compatible with Online Filing are integrated by default in the software as standalone plugins and are systematically installed. To be able to work with the plug-ins, however, you must activate them one by one.

The Select installation type dialogue contains two options:

- **Typical**
  - Installs all national plug-ins without activating them.

- **Custom**
  - Installs the default services and all national plug-ins.
  - Also activates selected national plug-ins, see Activating national plug-ins (p. 19).

→ Select the appropriate option.

→ Click Next.

![Select installation type](image)

Figure 6: Selecting installation type

You can activate national plug-ins either when installing the software or later in Server Manager.

- The advantage of activating the services during installation is that they are immediately available.
- In Server Manager you can activate or deactivate the plug-ins as required.

For more information on Server Manager features, refer to the online help for Server Manager or the user guide for Online Filing version 5.08.
5.5.2 Activating national plug-ins

The following dialogue only appears if you selected *Custom* as the installation type. You can skip this chapter if you selected *Typical* in the previous step.

The Online Filing features (i.e. services) available are displayed in a tree structure on the left. A feature description, including version number, is displayed on the right. File Manager (EPO OLF File Manager), all EPO OLF plug-ins and the PCT plug-in are selected by default for installation. You cannot deactivate these standard services.

![Figure 7: Overview of the EPO OLF plug-ins](image)

The icons in the installation tree have the following meaning:

<table>
<thead>
<tr>
<th>Control</th>
<th>Function</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐️</td>
<td>Show child objects in tree.</td>
</tr>
<tr>
<td>☐️</td>
<td>Hide child objects.</td>
</tr>
<tr>
<td>☐️</td>
<td>Feature will be installed on local hard drive.</td>
</tr>
<tr>
<td>☐️</td>
<td>Feature will be installed with some of its child features.</td>
</tr>
<tr>
<td>☐️</td>
<td>Feature will be installed with all child features.</td>
</tr>
<tr>
<td>☐️</td>
<td>Feature will be left unchanged</td>
</tr>
<tr>
<td>☐️</td>
<td>Feature will not be installed/will be uninstalled.</td>
</tr>
</tbody>
</table>
Expand the tree under Other procedures to open the list of national plug-ins.

Figure 8: All national plug-ins installed with Online Filing

Select the plug-in you want to activate, either in groups or individually.

Figure 9: Activating national plug-ins

When you are ready, click Next to continue.

Figure 10: Multiple national plug-ins selected for activation
The following dialogue warns you that reinstalling Online Filing can overwrite earlier updates.

- If you are installing the software for the first time, click **Next**, because the warning does not apply in this case.
- If you are unsure and would like to save your data before proceeding with the installation, click **Cancel**.

![Warning](image-url)

*Figure 11: Warning in the case of user-defined installation*
5.5.3 Confirming installation settings

You are given a last chance to change your settings or cancel installation before the installation proper begins. The **Ready to Install the Application** dialogue contains three options:

- **Back** – check – and where necessary change – settings
- **Next** – start installation
- **Cancel** – cancel installation without copying files to your computer

→ Click **Next** to continue.

![Figure 12: Options still available to begin installation, cancel it or go back](image)

The **Updating System** window appears and indicates the installation progress.

![Figure 13: Installation progress](image)
5.5.4 Enabling user management

The access to Online Filing can be protected by assigning an administrator password. For the purposes of data security, this is highly recommended, as otherwise, any random user could modify important data and settings in Online Filing.

User management not enabled

The option \textit{is not protected by password} is selected by default. This means that user management is not enabled for Online Filing.

If you do not enable user management when installing the software you can do so afterwards in File Manager's system preferences. For more information on user management, refer to the user guide for Online Filing version 5.08.

Enabling user management and entering the Administrator’s password

When you install Online Filing, an initial user named \textit{Administrator} is automatically created. This user can then create additional users and groups and assign them specific privileges under User Administration in OLF File Manager. The \textit{Administrator} user can be neither modified nor deleted.

Only the \textit{Administrator} user or another user from the \textit{Administrators} group in production mode is authorised to run Server Manager and administer the OLF services and OLF database.

\begin{quote}
\textbf{Note:} When installation is complete, make sure you create a second user with full administrator rights in production mode. This user will be able to unblock the initial administrator if his or her access to Online Filing is blocked after entering the wrong password three times in succession.
\end{quote}

\begin{itemize}
\item Select the option \textit{is protected by the following password}.
\item The \textit{Administrator} user name cannot be changed.
\item Enter the \textit{Password} for the administrator.
\item Re-enter the password in the \textit{Confirm password} field.
\item Click \textit{Next}.
\end{itemize}

![Figure 14: Setting password protection for Online Filing access](image-url)
5.5.5 Enabling password policy

If user management was selected in the previous step, password policy is automatically also enabled. The Enable Password Management option is selected and the check box is locked.

→ Click Next.

![Password policy is automatically enabled](image)

If the Administrator user's password does not comply with the default password policy, he or she is prompted to provide a new password in File Manager when logging on to Online Filing the first time.

The default password policy requires a password complying with these rules:

1. Password length: minimum 6 characters (i.e. letters, special characters or digits), maximum 20 characters
2. Minimum number of lowercase characters: 1
3. Minimum number of uppercase characters: 1
4. Minimum number of special characters: 0
   These special characters are allowed: ! # $ % * + , - / ; : = ? [ \ ] ^ _ { } ~
5. Minimum number of digits: 1

① For more information please refer to the "Password policy" chapter in the "File Manager" section in the most recent Online Filing User Guide.
5.5.6 Setting CORBA and SOAP ports

In this dialogue, you can change the CORBA and SOAP ports for the individual OLF services. For example, the default CORBA port for the File Manager is 11000 and the default SOAP port is 21000.

The EPO OLF PCT service (PCT/RO/101 plug-in) can only be used with CORBA. A SOAP port is thus not provided for it.

![Figure 16: CORBA and SOAP communication ports](image)

- Scroll down the list to check the ports for the plug-ins you activated.
- Modify the settings for CORBA and SOAP ports as required.
- Click Next.

You will find a list of all plug-ins and the default ports used by Online Filing in the annex under OLF services and ports (p. 76).

**Note:** Few antivirus software products can detect the use of these high ports, suggesting malign software or a Trojan horse has infected your system. Please configure your antivirus software or firewall accordingly so as to allow the plug-ins to use these ports.
5.5.7 Network settings

The OLF software’s online help is displayed as HTML pages in the Web browser. This is why the OLF server has its own inbuilt Web server where the OLF clients can go to retrieve help pages. This HTTP server has the same IP address in the network as the OLF server.

TCP/IP uses port 80 by default for HTTP connections. As a result, the OLF installation program always assigns the OLF server HTTP port number 88 to avoid conflicts with other Web servers on the same computer.

- Enter your server’s HTTP IP Address.

**Note:** The installation program recognises and automatically enters the computer’s current IP address. If your server uses a dynamic IP address, enter the server name instead of the IP address to guarantee that the clients can access the OLF server via its name in the network, even if its IP address changes regularly.

- Modify the HTTP Port number if required.

The SSL Version is set to TLSv1 by default and cannot be changed.

![HTTP settings for the OLF server](image)

*Figure 17: HTTP settings for the OLF server*
5.5.8 Proxy settings

Corporate networks mostly use a proxy server to set up internet connections. When operating in such environments, Online Filing also has to use a proxy server to set up a connection to the EPO to transmit data to the filing office or download updates from the EPO website, see also Performing a live update (p. 32).

- Enter an IP address or the name of the proxy server in the Proxy Server field.
- Enter the number of the relevant proxy server port in the field after the colon.
- If necessary, enter the username and password for logging on to the proxy server.

**Attention:** The username and password for the proxy user are saved in unencrypted form in the file OLFfm.conf. As a result, these credentials should NOT be identical to your Windows access.

You can change these settings later in Server Manager.

![Network settings](image)

**Figure 18:** Settings for internet access via a proxy server

**Applying the browser's connection settings**

If you are not familiar with the proxy settings in your network, try using your browser settings. You can find them at the following locations:

- **In the Windows Control Panel under:** Network and Internet > Internet Options > Connections > LAN settings
- **Internet Explorer:** Select Tools > Internet Options > Connections > LAN settings
  If your system uses a proxy server, you will find the address and the port here, see also Error: "Connection aborted on request" (p. 68).
- **Mozilla Firefox:** Select Tools > Options > Advanced > Network > Settings.
  Additional information is displayed here depending on the configuration.
  If Use system proxy settings is selected, Firefox applies the settings under Internet Options in the Windows Control Panel, see above.

If in doubt, consult your network administrator.
5.5.9 Configuring Live Update for national procedures

In the next window, select the countries for which Online Filing should search for and install updates using the automatic Live Update mechanism. You will receive new or updated plug-ins for the national procedures of the selected countries as soon as they are released by the EPO.

If you selected national plug-ins for activation in the course of Custom installation, the relevant countries are selected here by default.

- Select additional countries so that the corresponding plug-ins are also updated regularly.
  - You can also select countries here for which an OLF plug-in does not yet exist.
  - You can change the countries later in Server Manager.
- Click Next.

![Online Filing 5.08 Setup](Figure 19: Selecting countries for Live Update)
5.5.10 Completing the server installation

The installation program copies all data for the OLF server and the OLF plug-ins to the selected program folder. If your computer is equipped with a desktop firewall, it may now display a number of warnings indicating that an unknown program is trying to access your computer. Check carefully that these are the program files used by OLF, see OLF services and ports (p. 76), before you allow them through the firewall.

Reminder for thin client update/installation

The next window informs you that you should also update any thin clients installed. The installation file for the thin client (OLF508client.exe or OLF508client.msi) is located in the installation directory C:\Program Files (x86)\EPO_OLF5\ThinClient_v500. Alternatively, you can download the installation file, see Latest version of the OLF software (p. 9).

➔ Click OK in the message box.

The following screen will be displayed to inform you that installation has been successfully completed.

➔ Click Finish.

![Online Filing has been successfully installed](image)

**Figure 20: Online Filing has been successfully installed**

You are prompted to restart the computer.

➔ Click Restart now.

![Prompt to restart your computer](image)

**Figure 21: Prompt to restart your computer to complete the installation process**

If you cannot see this window, it might be hidden behind other windows on your screen.

➔ Press ALT+TAB to toggle between the windows.
5.5.11 Testing the server

The installation program creates the EPO Online Filing program group in the Windows Start menu. This is where you'll find the shortcut for starting the OLF Server Manager. In Windows 8.1, you will find a new app group in the Apps screen.

![Figure 22: Shortcuts in the Windows 7 Start menu and the Windows 8.1 Apps screen](image)

Starting Server Manager

- Right-click the Online Filing 5.0 Server Manager shortcut.
- Select Run as administrator in the shortcut menu.
- Click Yes in the User Account Control window (Allow in Windows Vista).
- If you are not the Windows administrator, you must now enter his or her Windows username and password.

Saving shortcut properties

You can save the option Run as administrator in the shortcut so that you don't have to remember to right-click every time.

- Right-click the shortcut Online-Filing 5.0 Server Manager and select Properties in the shortcut menu.
  - If you are using Windows 8.1, switch to the desktop mode to edit the shortcut properties.
- Click the Shortcut tab.
- Click the Advanced button.
- Select the option Run as administrator.
- Click OK.
- Return to the Properties window and click OK once more.

The next time you double-click the shortcut to start Server Manager, you only have to click Yes in the User Account Control window.
Checking the status of services in Server Manager

- Log on as Administrator in the login window using the administrator password set during installation. Server Manager opens at the Services tab.
- Check if all EPO OLF services are running, i.e. Running should appear in the Status column. If you activated national plug-ins during custom installation, their status should also be Running.
- If you want to activate additional national plug-ins now, use the Activate Service button.

![Figure 23: Checking services running in Server Manager and activating services](image)

Then start the services you just activated with the Start as service button.

![Figure 24: Starting an activated service in Server Manager](image)
5.5.12 Performing a live update

Before starting to install the thin clients for your users, you should first check your server installation for updates. To do so, use the Live Update function in Server Manager.

➔ Start Server Manager as the Administrator user.
➔ Click the Settings tab.
➔ Click Check Now in the lower part of the application window.

Live Update searches the EPO server for updates and patches for your installation, as well as for national plug-ins for the states you selected. If Live Update finds new updates, it outputs an appropriate message.

➔ Click Yes at the prompt.

The Live Update window displays the new updates available for your installation.

➔ Download the updates or patches one after the other (Download), and then install them (Install).

Figure 25: Downloading patches via Live Update

Alternatively, you can download the updates and patches from the EPO website and install them manually.

For more information on how to use Live Update, refer to the online help for Server Manager or the user guide for Online Filing version 5.08.
5.6 Thin client installation

An OLF server should have been installed in your network before you install a thin client. For more information, see Server installation (p. 17).

To install the thin client, you can either revert to the installation file OLF508.exe or the thin client installation files. You can find the thin client installation files OLF508client.exe or OLF508client.msi in the program folder C:\Program Files (x86)\EPO_OLF5\ThinClient_v500 (C:\Program Files\EPO_OLF5\ThinClient_v500 on 32-bit systems) on the server PC following OLF server installation. You can also download the latest version of the thin client installation files from the EPO website, see Latest version of the OLF software (p. 9).

Installation with the .exe file
The .exe file can be used to install and update the thin client on all Windows operating systems. You can update the thin client directly with the .exe file without having to uninstall it first.

Most established automated software distribution systems are able to distribute this file type.

Installation with the .msi package
The .msi file can be used to install the client for the first time, particularly in remote mode. Should installation with the .msi package fail, use the .exe file instead.

If you want to update the thin client with a new .msi file, you must first uninstall the older version completely. Otherwise, the installation routine will output an appropriate message.

As system administrator, you can save a lot of time by installing the client on all workstations from a batch file in silent mode. For more information, see Installing the thin client in silent mode (p. 79) in the annex.

5.6.1 Starting thin client installation

The following section describes how to install the thin client with OLF508client.exe.

- Log on to the computer as a Windows administrator.
- Right-click the installation file and select Run as administrator.
- To confirm the security warning, click Yes in the User Account Control window.
  - Windows Vista: Click Allow in the User Account Control window.
Windows Installer starts the installation wizard.

Selecting the language
Select the language for the installation process in the next dialogue.
The thin client will open in this language the first time you start it up after installation. You can change the language later under User Preference in File Manager. In addition to English, French, German and Spanish, you can also choose Dutch, Romanian, Slovak, Polish and Swedish.
- Select the language you want from the list. The default setting is EN for English.
- Click OK.
The Welcome to the Online Filing Client 5.0 Installation Wizard appears.
- Click Next.

Specifying the destination folder
The default program folder for installing the thin client is C:\Program Files (x86)\EPO_OLF5-TC (C:\Program Files\EPO_OLF5-TC on 32-bit systems).
- Click Next to use this destination folder.
  - OR-
    - Click Browse to select or create a different folder for installation, for instance, on another drive.
Confirming the settings for installation

You are given a last chance to change your settings or cancel installation before the installation proper begins. The Ready to Install the Application dialogue contains three options:

- **Back** – check – and where necessary change – settings
- **Next** – start installation
- **Cancel** – cancel installation without copying files to your computer

→ Click Next to continue

The Updating System window appears and indicates the installation progress.

5.6.2 Setting the connection to the server

The Server address information window prompts you to enter the IP address of the OLF server component to which the thin client should set up a connection.

You can select CORBA or SOAP as the method of connection for communication with the server, see also Communication via CORBA or SOAP (p. 8).

⚠️ Note: CORBA is recommended, since SOAP, due to its HTTP wrapping, will not be as fast as CORBA communication.

→ Enter the IP address or the computer name of your OLF server under IP Address.
→ Under Port, enter the port that you set for File Manager (EPO OLF File Manager) when installing the OLF server, see Setting CORBA and SOAP ports (p. 25).

The default setting is 11000 in CORBA and 21000 in SOAP.
→ Click Connect to start the client immediately and thereby test the File Manager connection to the OLF Server.
→ Click Cancel to defer configuring the setting.
→ Click Save to proceed with installation.

Figure 26: Data for the connection to the server

A screen will appear at the end of the process to inform you that the Online Filing client 5.0 has been successfully installed.
→ Click Finish.

You can start working with the OLF thin client immediately, without restarting your computer.
5.6.3 Testing the thin client

The installation program creates the **EPO Online Filing** program group in the Windows Start menu. This is where you'll find the shortcuts for starting the thin client. In Windows 8.1, you will find a new app group in the **Apps** screen.

![Figure 27: Shortcuts in the Windows 7 Start menu and the Windows 8.1 Apps screen](image)

**Starting the thin client**

- Select **Programs > EPO Online Filing > Online Filing Client 5.0**.
  - The Online Filing File Manager starts.
- Log on with your user name and password.
- Select either **production mode** or **demo mode**.
  - Production mode and demo mode each have a separate user management system. As a result, a user name and password has to be set for every user in both modes.

**Changing connection settings for the thin client**

If the client is unable to set up a connection to the server, check the OLF server data, i.e. IP address or server name and port number (CORBA or SOAP) for File Manager.

- Select **Programs > EPO Online Filing > EPO Online Filing Client 5.0 settings**.
  - The **Server address information** window appears, see Setting the connection to the server (p. 34).
- Change the connection data as required.

**Sending an application to the demo server**

- Start File Manager in demo mode from a client PC.
- Create a new application, for instance, with the Form EP(1038E).
- Attach a document.
- Insert your smart card into the reader connected to the workstation to digitally sign the application.
- Send the application to the EPO's demo server.

If no errors occur during the transfer operation and you receive your demo acknowledgment of receipt, everything is in order.

5.7 Stand-alone installation

In stand-alone installation, the Online Filing server and the Online Filing thin client are both installed on the same stand-alone computer. Following this type of installation, the OLF server cannot be accessed by other workstations, even if the computers are networked with each other. During installation, the client is automatically configured to point to the **localhost** address.

**Preparation**

- Log on to the computer as a Windows administrator, see **Windows user rights** (p. 11).
- Install the additional software, see **Software requirements** (p. 10).
The installation process
Stand-alone installation is basically identical to server installation, but it also installs the thin client.

- Start the installation with OLF508.exe; see Starting installation (p. 14).
- Select the **standalone installation** option as the mode of installation; see Installation mode (p. 16).
- Follow the instructions as described under Server installation (p. 17).

The **HTTP IP address** of the OLF server is automatically set to **localhost** and cannot be changed.

![Network settings](network_settings.png)

**Figure 28: Server address set to localhost in the stand-alone version**

When installation is complete, you are prompted to restart your computer.

Testing the stand-alone version
The installation program creates the **EPO Online Filing** program group in the Windows Start menu. This is where you'll find the shortcuts for starting the stand-alone version.

In Windows 8.1, you will find a new app group in the **Apps** screen.

![Shortcuts](shortcuts.png)

**Figure 29: Shortcuts in the Windows 7 Start menu and the Windows 8.1 Apps screen**

Starting Server Manager and running Live Update
See Testing the server (p. 30) and Performing a live update (p. 32) for installing the server.

Starting Online Filing (client)

- Select **Programs > EPO Online Filing > Online Filing 5.0**.
- Log on to File Manager with your user name and password.
- Send a demo application to the EPO, see Testing the thin client (p. 35).
6 Installation maintenance

This section describes how to update the Online Filing software. Software maintenance or updating using the installation program is mainly required in three situations:

A) Upgrading to a new version
The EPO releases a new version of Online Filing. All users must update their software if they want to continue to file applications with the EPO.

→ For more information, refer to the chapters Updating the server (p. 38), Updating the thin client (p. 43) and Updating the stand-alone version (p. 45).

B) Repairing the installation in the event of a malfunction
The latest version of Online Filing is already installed but the software or one of the national plug-ins is no longer working properly. You therefore want to repair the OLF software in the current version and continue using the same database as before.

→ For more information, refer to the chapter Repairing national plug-ins (p. 41).

C) Switching from stand-alone to network-based mode
You want to convert a stand-alone installation into a server installation and migrate all data in this process.

→ For more information, refer to the chapter Converting from stand-alone to server mode (p. 45).

6.1 Maintenance checklist

The following checklist details the most important steps in the maintenance of an Online Filing installation using the installation file.

→ Finalise the applications that are still being processed and send them all to the relevant filing office
→ Create a database backup in Server Manager (production database and demo database)
→ Give all users ample warning of the impending disruption
→ Start the installation program and proceed as described for updating the server (p. 38) and updating the stand-alone version (p. 45)
→ Install all updates, either via Live Update or from the downloaded patch files, see Performing a live update (p. 32)
→ Update the thin client for the administrator, start File Manager and check if all the same data is available as before
→ If using customised templates, these have to be updated, see Updating templates (p. 46)
→ Reinstall all thin clients too after updating the OLF server, see Updating the thin client (p. 43)
6.2 Updating the server

**Note:** If updating from an earlier version of OLF, first finalise all applications still being processed and submit them to the EPO. Then use Server Manager to create a backup of the OLF-database, see **Backing up data** (p. 56).

- Quit all Windows programs.
- To start the installation program on the server computer, right click the OLF508.exe file and select **Run as administrator**.

**Entering access data**

If user management is enabled in production mode and the users in the **Administrators** group have been assigned passwords, the installation program recognises that the version of Online Filing installed is password-protected.

**Attention:** Do not enter a password here if you have already used your **Administrator** user name without a password in production mode, otherwise your Administrator ID will be blocked.

- Enter the **User name** and **Password** for one of the users in the **Administrators** group.
- Click **Next**.

![Figure 30: Entering the password for accessing an existing OLF installation](image)

**Selecting the installation mode**

- In the Welcome screen click **Next**.
- Select **Server installation** as the mode of installation.
- Proceed through the ensuing steps until the **Application Maintenance** window appears.
- Select **Modify**.
Click Next.

![Figure 31: Modifying the Online Filing installation](image)

**Shutting down OLF services**

The installation program warns you that it will take some time to upgrade Online Filing. It is advisable to file all applications that are important or urgent before you start the upgrade.

- Give all logged-on users ample warning (at the latest now) of the impending service disruption.
- Click Next if there are no longer any applications still being processed.
- Click Yes in the ensuing message.

![Figure 32: Previous installation detected](image)

Confirm the InterBase server shutdown prompt with Yes.

![Figure 33: Shutdown InterBase (Firebird) Server](image)

**Updating the database**

The installation program creates a new database in the course of the update. The data from the existing database is therefore first copied and then imported into the new database.

The **Database Update** dialogue enables you to select which parts of the previous installation you want to have carried over. All options are selected by default.
Clear the check boxes beside the elements you do not want to have carried over to the updated database.

Click Next.

Figure 34: Database update

The copies of the production database (eOLF\gdb) and the demo database (eOLFdi\gdb) will be stored in a new sub-folder in the Unload folder of the installation directory (default: C:\Program Files (x86)\EPO_OLF5\Unload). This new sub-folder is labelled with the creation date and time during installation, e.g. 20150120_130305.

Please make sure that there is enough disk space available if your OLF database is already very large. You will need at least 2 GB of available hard disk space plus three times the size of the two databases (eOLF\gdb and eOLFdi\gdb).

6.3 Changing the server settings

The settings for Online Filing can be changed as required within the framework of installation maintenance. The dialogues are identical to those that appear during initial installation:

- Administrator password, see Enabling user management (p. 23).
- Password management, see Enabling password policy (p. 24).
- CORBA and SOAP port numbers, see Setting CORBA and SOAP ports (p. 25).
- Network connection, see Network settings (p. 26).
- Connection via the proxy server, see Proxy settings (p. 27).
- Countries for Live Update, see Configuring Live Update for national procedures (p. 28).

After this, the system is updated and the database is repopulated with the previously exported data. The progress indicator lets you monitor the installation progress.

Click Finish in the final screen.

Restart your computer.
6.4 Repairing national plug-ins

In Online Filing, all national plug-ins are automatically installed during initial installation. All you have to do is select whether or not the plug-in should be activated, see Activating national plug-ins (p. 19).

If at a later stage you want to use a national plug-in that is not available in the Forms folder in File Manager, you can simply activate it in Server Manager. This makes it available to all Online Filing users. If you would like Live Update to perform regular checks for updates of this plug-in, select the appropriate country in the Live Update Countries tab in Server Manager.

You should therefore only use the installation program if a plug-in is no longer working properly and has to be repaired.

⚠ Attention: Reinstallation overwrites all your current plug-ins with the plug-in versions available in the installation file. If you have installed updates or patches for your plug-ins since performing initial installation, you will lose all of these changes. You will therefore have to reinstall all updates once maintenance is complete.

- Read section Maintenance checklist (p. 37) in preparation for this step.
- Make note of the current build number of all plug-ins and the current updates installed. You will find these under Help > Info in the About File Manager window.

![Figure 35: Versions of Online Filing and all plug-ins currently installed](image)

- Scroll to the end of the lower list to see the updates or patches.
  - These are the precise updates you will have to reinstall later to bring your OLF installation up to date.
- Make note of the exact sequence of all updates as displayed in this window.

![Figure 36: List of patches already installed](image)
Make sure that you use the same installation file as for initial installation, otherwise the OLF database will not integrate properly.

Now proceed as described under **Updating the server** (p. 38) to repair plug-ins. In the Feature Overview dialogue you will again see which version is currently installed (**Old Version**) and which version will replace it (**New Version**).

In this example, the old version of File Manager (i.e. version currently installed) is more up to date than the new version (i.e. in the installation file), meaning that no change will be made.

![Figure 37: Comparison of the old and new version of EPO OLF File Manager](image)

The plug-ins activated in your installation are automatically selected by default.

Check the settings for the plug-ins you want to repair.

In this example, the old and the new version are identical so the plug-ins can be reinstalled.

![Figure 38: Comparison of the old and new version of the activated plug-ins](image)
Make sure that you read the warning. Following installation, you will have to reinstall all patches and updates you previously downloaded.

![Figure 39: Warning about the reinstallation of plug-ins](image)

- Proceed as described under **Updating the server** (p. 38).
- Download all the updates and patches that previously were installed from the EPO website.
- Install the updates one by one in the correct sequence, see the figure "List of patches already installed" above.

### 6.5 Updating the thin client

After you update the server installation, you should also update all thin clients so that all workstations are operating with the latest version.

- Start the `OLF508client.exe` installation file with the option **Run as administrator**, see **Thin client installation** (p. 33).

| Note: If you want to use the `OLF508client.msi`, it is recommended that you uninstall all thin clients first. For more information, see **Installing the thin client in silent mode** (p. 79). |

The **Modify** option is already selected in the Setup window.
Click **Next**.

![Figure 40: Modifying thin client installation](image)

- Change the OLF server connection data as required, see **Setting the connection to the server** (p. 34).
- Click **Finish** in the final window.

The thin client update is now complete.

### 6.6 Changing the thin client settings

You can change the connection parameters between the thin client and the OLF server in the **Server address information** dialogue, see **Setting the connection to the server** (p. 34).

- Open the **Online Filing Client 5.0 settings**:
  - In Windows 7, go to the Windows Start menu and select **Programs > EPO Online Filing > Online Filing Client 5.0 settings**.
  - In Windows 8.1, go to the Apps screen and select **Online Filing Client 5.0 settings** in the **EPO Online Filing** group.
- Right-click the shortcut and select **Run as administrator**.
- Change the settings, e.g. enter the server name instead of the IP address.
- Click **Save**.

![Figure 41: Changing the server address in the thin client settings](image)
6.7  Updating the stand-alone version

The procedure for updating a stand-alone version is for the most part identical to that for updating the server.

- Finalise the applications that are still being processed and send them all to the relevant filing office.
- Create a database backup in Server Manager (production and demo modes).
- Start the installation program with the option Run as administrator.
- Select Standalone installation as the mode of installation.
- Proceed as described in Updating the server (p. 38).
  - In the Network settings dialogue, localhost is set as the server’s IP address and cannot be changed.
- Install all updates, either via Live Update or from the downloaded patch files, see Performing a live update (p. 32).

6.8  Converting from stand-alone to server mode

If you installed Online Filing in stand-alone mode and are already operating the software successfully, you may want to make it available to additional staff in your company. For this to work, you must leave the OLF-database on the same computer but make the computer accessible via the network.

You do not have to reinstall the OLF server in this case. If the OLF database is installed on a sufficiently powerful computer, you can simply convert your stand-alone version into a server installation. Then install the latest OLF thin client on the computers of the relevant staff.

Attention: Make sure the version of Online Filing you install is exactly the same as the one used in the existing stand-alone version. Make note of all version numbers before you start the installation, see Repairing national plug-ins (p. 41).

Phase 1: Preparation and data backup

- In preparation for this step, re-read the section Initial installation checklist: client/server (p. 13) so that you have all necessary data to hand.
- Finalise the applications that are still being processed and send them all to the relevant filing office.
- Create a database backup in Server Manager (production and demo modes).
- Stop the Firebird Server - OLF service in the Windows Services Manager. This will also terminate all other EPO OLF services, see Checking the status of the OLF server and OLF services (p. 61).
- For added safety, copy the databases eOLFi.gdb and eOLFdi.gdb to a secure location. You will find the databases in the program folder C:\Program Files (x86)\EPO_OLF5\db. If anything goes wrong when converting your stand-alone version, you can use these database copies to restore your data.
Phase 2: Converting the stand-alone version into a server installation

- Start the installation program with the option **Run as administrator**.
- Select **Server installation** as the installation mode.
- Proceed through the ensuing steps until the **Application Maintenance** window appears.
- Select **Modify**.
- Proceed as described in section **Updating the server** (p. 38), making sure you observe the following:
  - Enter the computer's IP address or server name in the **Network settings** dialogue. The **localhost** setting from the stand-alone installation is still entered as the **HTTP IP Address**.
  - In the **CORBA/SOAP ports** dialogue, check if all these ports are accessible on the computer and, where necessary, change the firewall settings.
- Install all updates, either via Live Update or with the downloaded patch files, see **Performing a live update** (p. 32).

Phase 3: Configuring user administration and installing thin clients

- First install a thin client for the Online Filing administrator, see **Thin client installation** (p. 33).
- In demo mode, send a test application to a filing office's OLF demo server.
- Configure all users and groups for your company staff under User Administration in the OLF File Manager.
- Install the thin clients for all users and any additional software that is necessary.
- Test the client/server connection, see **Testing the thin client** (p. 35).

### 6.9 Updating templates

> **Note:** Updating Online Filing often results in changes to the data structure in the individual plug-ins, i.e. in the forms. Remember to also update your templates after a major update, e.g. from version 5.07 to 5.08.

- Open File Manager and go to the **Templates** folder.
- Right-click a template and select **Edit template** in the shortcut menu.
- If a warning about changing fee information appears, click **OK**.
- Save and close the template.
- Repeat this step for all templates that are still in use.

This makes sure that new applications based on these templates comply with the latest data structure of the relevant plug-in. Otherwise, the data may not be compatible with the database on the receiving site and could be refused or incorrectly processed by the filing office.

### 6.10 Compressing the database

Your OLF database will grow over time and can reach several GB in size, especially if you have been using the software for some time already, file a large number of applications or attach large documents.

The OLF database is not designed as a storage system for data from all applications ever created. Every time changes are made to procedures, the data structure of the forms also changes in Online Filing, but not the data structure in the applications and templates you created. This means that in version 5.08 you may not be able to open and correctly display older applications, i.e. those created in prior OLF software versions.

It is therefore advisable to archive filed applications and the templates you no longer need at regular intervals and remove them from the database. Afterwards, you can compress the database, considerably reducing its size. Performing this kind of maintenance frees up disk space on the server computer and speeds up Online Filing for all users.

For detailed information on performing backups, exports and imports refer to the online help for both **Server Manager** and **File Manager** or the user guide for Online Filing version 5.08.
Exporting and archiving data with Server Manager

You can use the export filter in Server Manager to selectively export applications at set intervals. For instance, you can export all applications sent in 2011 and then import them again afterwards, or you can export the applications sent prior to 2011 and then remove them permanently from the database.

➔ Start Server Manager and click the Export tab.

The All Applications view shows all applications.

➔ To see only the applications already filed, click Sent in the left pane.
➔ Select the check box Delete items from database after archiving.
➔ Select the check box Enable Filter.
➔ Using the two calendar icons select the first day (the date corresponds to the applications' last save date) and the last day of the interval you want to set.
➔ Click Apply Filter.

The list is updated accordingly.

➔ To select all applications, click in the column heading.
➔ Click the Export button.

The selected applications are exported to the default export directory C:\Program Files (x86)\EPO_OLF5\tools\smanager\data\ and simultaneously deleted from the database.

Creating a new database in Server Manager

➔ Click the Backup tab.
➔ Select the production database (Production appears in the Type column).

!!! Attention: The Empty Database function permanently removes all applications.

➔ Click the Empty Database button.

➔ In the next dialogue, select which data should be copied from the old database to the new one.
➔ Click OK.
The database will now be compressed; this may take a few minutes.

![Figure 43: Selecting the data to be copied to the new database following compression](image)

**Importing data with Server Manager**

If you want to open sent applications that you already exported, you can re-import them via Server Manager. We recommend that you start by creating a new folder in File Manager for the re-imported applications. Set this folder then as the destination import directory:

1. Start Server Manager and click the **Settings** tab.
2. To select the folder to be used in File Manager, click the folder icon beside the field *Import directory - destination*.
   - The default setting is *Default Folder*.
3. Select the folder to be used for importing applications and click **OK**.
4. Then click the **Import** tab.
   - All applications in the source import directory (*Import directory - source*) are displayed. The default directory is `C:\Program Files (x86)\EPO_OLF5\tools\smanager\data\`.
   - To select all applications, click the ![ ] icon in the column header.
   - Click the **Import** button.

**Deleting old database versions**

When updating Online Filing, e.g. from version 5.07 to 5.08, the entire database is copied to the OLF program folder and restored once installation is complete. During the update, you can choose which parts should be copied to the new database, see also *Updating the server* (p. 38). In this way, you can remove unwanted data and reduce the size of the database.

The database copies created for the earlier version by the installation program are kept however and can take up a considerable amount of disk space on the server. You should therefore remove these too from time to time.

1. Open the program folder `C:\Program Files (x86)\EPO_OLF5\Unload` in Windows Explorer.
   - This folder contains one or more subfolders created during previous updates. The subfolders are named after the creation date, e.g. `20150125_145257` relates to an update performed on 25.01.2015 at 14.52.57 hrs.
   - Both the production database `eOLFi.gdb` and the demo database `eOLFdi.gdb` are stored in these subfolders.
2. Delete all but the newest subfolders.
7 Uninstalling

If you decide you no longer want to run Online Filing on a specific computer, you can uninstall the software completely.

It is advisable to use the installation program for the OLF server or the OLF thin client also for uninstalling the software. The first steps are the same as for installation. Then select Remove in the Application Maintenance dialogue. The uninstallation routine completely removes all OLF system files and the relevant entries in the Windows registry.

If the installation file you used to install Online Filing is no longer available, you can also uninstall the software via the Windows Control Panel. Both methods work for the OLF server, for the thin client and for the stand-alone version.

Saving data for reuse

Before removing the software (and therefore also the OLF database) from the computer, you should export any data that you still need from Online Filing including, above all, the address book, the User Administration, the templates and the filed applications. For detailed information on the various export methods, refer to the user guide for Online Filing, version 5.08 or the online help for File Manager and Server Manager.

7.1 Uninstallation checklist

The following checklist details the most important steps for uninstalling Online Filing using the installation file.

- Make sure you have to hand the installation file you used to install or last update the Online Filing software:
  - OLF508.exe for uninstalling the OLF server
  - OLF508client.exe for uninstalling the OLF thin client
- Check if specific data is still needed for archiving or the import into other programs.
- Create a database backup or the relevant export files, see Backing up data (p. 56).
- In a network version, start by uninstalling the thin clients, see Uninstalling the thin client (p. 50), and then uninstall the server, see Uninstalling the server (p. 51).
  - The procedure for uninstalling the stand-alone version is similar to that for the server.
- Delete any files which are no longer required, see Removing OLF program files and folders (p. 54).
7.2 Uninstalling the thin client

The user rights needed to uninstall the OLF software in Windows are the same as those needed to install it, see Windows user rights (p. 11).

Uninstalling with the installation file

- Start the installation program with the file OLF508client.exe.
  - You will find the file in the program folder `C:\Program Files (x86)\EPO_OLF5\ThinClient_v500` on the server computer.
  - For the first steps, proceed as described for installation, see Starting thin client installation (p. 33).
  - Select **Remove** when the Application Maintenance window appears.
  - Click **Next**.

![Figure 44: Option for removing Online Filing Client 5.0](image)

The uninstallation routine starts.

- In the Online Filing Client 5.0 Uninstall window, click **Next**.
- In the Online Filing Client 5.0 has been successfully uninstalled window, click **Finish**.
  - You are prompted to delete the folder `C:\Program Files (x86)\EPO_OLF5-TC`.
  - Click **Yes** to confirm.

![Figure 45: Prompt to delete the Online Filing Client program folder](image)

If you cannot see the prompt, it might be because it is hidden behind other application windows on your screen.

- If this dialogue does not appear, check if the folder `C:\Program Files (x86)\EPO_OLF5-TC` was removed.
- If the folder still exists, delete it manually.
Uninstalling via the Windows Control Panel

→ Open the Windows Control Panel.
→ Go to Programs > Programs and Features > Uninstall a program.
→ Select Online Filing Client 5.0.
→ Click Uninstall/Change.
→ Proceed as described above when the uninstallation program starts.

7.3 Uninstalling the server

The user rights needed to uninstall the OLF software in Windows are the same as those needed to install it, see Windows user rights (p. 11).

Uninstalling with the installation file

→ To start the installation program, right-click the installation file OLF508.exe and select Run as administrator.
→ Confirm the security warning for user account control. The Wise Installation Wizard is initialised.
→ Select the required language and click Next.
→ Enter the Administrator password if login with user name and password is activated in your OLF installation, and click Next.
→ Click Next in the Welcome dialogue.
The option Server installation is already selected in the Installation Mode window.
→ Click Next.
→ Select Remove in the Application Maintenance window.
→ Click Next.

![Figure 46: Option for removing Online Filing](image-url)
- If you are sure you want to uninstall Online Filing, click **Next** in the **Online Filing 5.08 Uninstall** window.
- If you want to modify your settings, click **Back**.
- To exit the uninstall process, click **Cancel**.

![Figure 47: Starting the uninstall process](image)

The uninstall routine starts and the **Online Filing 5.0 Uninstall** window opens a second time.

- To re-confirm your wish to uninstall Online Filing, click **Next**. This starts the process which cannot be stopped.
- If you decide you do not want to uninstall the software, you can still click **Cancel** here.

![Figure 48: Second confirmation for uninstallation](image)
The uninstallation program starts.

![Image](https://via.placeholder.com/150)

Figure 49: Wise Installation Wizard is initialised for the uninstallation routine

The uninstallation progress is indicated in the **Perform Uninstall** window.

- In the **Online Filing has been successfully uninstalled** window, click **Finish**.
- You are prompted to delete the folder C:\Program Files (x86)\EPO_OLF5.
  - Click **Yes** to confirm.

![Image](https://via.placeholder.com/150)

Figure 50: Prompt to delete the Online Filing program folder

If you cannot see the prompt, it might be hidden behind other application windows on your screen.

- Restart your computer when uninstallation is complete.

**Uninstalling via the Windows Control Panel**

- Open the Windows **Control Panel**.
- Go to **Programs > Programs and Features > Uninstall a program**.
- Select **Online Filing 5.08**.
- Click **Uninstall/Change**.
- After starting the uninstallation program, proceed as described above.
7.4 Uninstalling the stand-alone version

- To uninstall the stand-alone version, proceed exactly as described for uninstalling the OLF server, see Uninstalling the server (p. 51).

7.5 Removing OLF program files and folders

**Attention: Do not delete system files unless you know exactly what you are doing.**

The OLF installation folder may remain on your computer after uninstalling the OLF software. You may also find other individual folders from earlier installations, such as epoline3 or EPO_OLF folders from older OLF versions.

By default, OLF version 5.08 uses the installation path C:\Program Files (x86)\EPO_OLF5 for the server or the stand-alone version and the path C:\Program Files (x86)\EPO_OLF5-TC for the thin client.

- Check Windows Explorer to see if the EPO_OLF5 folder is still present after restarting the computer.
- Delete the entire remaining EPO_OLF5 folder.
- Delete the EPO_OLF5-TC folder, too, if it is still present after uninstalling the thin client.
- Delete the folders epoline3 and EPO_OLF, if present.
- Delete the files GDS32.dll and fbclient.dll, if present in the directory WINDOWS\system32.
8 Reinstallation with data migration

This section describes how to reinstall the Online Filing software and migrate the database from a previous installation. Reinstallation with data migration is intended for the following scenarios:

A) Restoring the system after a software crash

Your Online Filing installation crashes or stops working properly after a fatal error. You have to reinstall the software and want to restore the old OLF database at the same time.

→ Refer to section Restore checklist (p. 55).

B) Migrating data to new servers

You have been using Online Filing for some time already and now have to replace the server computer because it is no longer powerful enough. You want to transfer the OLF database from the functioning, up-to-date OLF installation to the new computer.

→ Refer to section Migration checklist (p. 56).

C) Migrating data to a new operating system on the same computer

You want to install a new operating system on the computer used for Online Filing, e.g. upgrade from Windows Server 2003 (32-bit version) to Microsoft Windows 2008 R2 Server (64-bit version). This entails reinstalling Online Filing on the new operating system and then importing the data from the old database.

→ Refer also to section Migration checklist (p. 56).

Attention: When reinstalling Online Filing, ensure that you reinstall the exact same build (including all patches) as the one you were previously working with. Failure to do so may lead to inconsistencies in the data.

8.1 Restore checklist

Proceed as following to reinstall Online Filing following a system error:

→ Create a backup of the OLF database and additional copies of the database files, see Backing up data (p. 56).
  → If Server Manager is no longer working, refer to the information on how to copy the database manually.
→ Make note of the version numbers of the current installation, including all plug-ins, see Maintenance checklist (p. 37).
→ Uninstall the OLF server, see Uninstalling the server (p. 51).
  → If uninstallation is no longer working, proceed with the following two steps.
→ Remove any remaining program folders and files, see Removing OLF program files and folders (p. 54).
→ Prepare the software installation files, see Latest version of the OLF software (p. 9).
→ Reinstall the OLF server, see Server installation (p. 17).
→ Reinstall the exact same version of the OLF server and all plug-ins as you already had.
→ Restore your database, see Restoring data (p. 58).
→ If necessary, reinstall all thin clients, see Updating the thin client (p. 43).
8.2 Migration checklist

This checklist describes the steps needed to install OLF on a new computer or new operating system and then migrate the data.

¬ Create a backup of the OLF database on the old computer or operating system and copy the backup files and database to a secure location, see Backing up data (p. 56).
¬ Make note of the version numbers of the OLF installation on the old computer, including all plug-ins, see Maintenance checklist (p. 37).
¬ Prepare the new computer or the computer with the new operating system, see Installation requirements (p. 9).
¬ Install the OLF server on the new computer, see Initial installation checklist: client/server (p. 13).
¬ Reinstall the exact same version of the OLF server and all plug-ins as you had on the old computer.
¬ Restore your database on the new computer, see Restoring data (p. 58).
¬ Check that the Online Filing functions are working, see Testing the server (p. 30) and Testing the thin client (p. 35).
¬ If necessary, reinstall all thin clients, see Updating the thin client (p. 43).
¬ If you do not reinstall the thin clients, change the connection data to the new server for the thin clients, see Changing the thin client settings (p. 44).
¬ As soon as the new OLF server is working correctly, uninstall the OLF server from the old computer, see Uninstalling the server (p. 51).

8.3 Backing up data

We recommend that you create a backup of the database and save your data manually before you uninstall the Online Filing software.

Backing up the entire database with Server Manager's Backup function

The database backup function carries out a full backup of all the Online Filing data. All applications and templates, including all items in the Trash folder, are backed up. This option also backs up the Address Book, the user management settings, the File Manager folders and the folder management settings.

¬ Start Online Filing Server Manager as a user in the Administrators group.
¬ Click the Settings tab.
¬ Check the settings for the Backup and restore directory.
  The default path is C:\Program Files (x86)\EPO_OLF5\tools\smanager\data.

  ! Attention: The subsequent reinstallation will delete the entire EPO_OLF5 program folder. It is therefore advisable to either copy all backup files from this folder to another location or change the backup path before performing reinstallation.

¬ To change the backup path, click the folder icon.
¬ Select the new backup directory and click OK.
¬ Click the Backup tab.
  A list of all Server Manager database backups available in the selected backup folder is displayed.
¬ To create a new backup, click the Backup button.
¬ Back up the production database and the demo database one after the other.
  The new backup files are labelled with the time and date, e.g. 20150125_113210.prod.bak for the production database backup. You will find the associated physical files as 20150125_113210.prod.bk and 20150125_113210.prod.sha1 in the backup folder set under Settings.
Copy the *.bk and *.sha1 files for each database backup and save the file in a secure location such as on an external data carrier.

Attention: To restore a database at a later date, always use a backup created with the same build number or the same OLF version. If not, you run the risk data inconsistencies because the database structure changes from one version to another. For example, it would be impossible to restore the database from a backup created with version 5.07 in an installation of OLF version 5.08.

Backing up applications and templates manually with Server Manager's Export function

Try this method if the database backup with Server Manager does not work.

Note that a future import operation will place all applications – including those already sent – in Draft status in the new database. It is therefore advisable to group your applications in separate folders before you export or import them in order to maintain a clear overview.

Backing up the Address Book manually with File Manager's Export function

The Address Book can be exported as a CSV file and then re-imported later as required.

Manual database copy for emergencies

If none of the above-mentioned backup and export functions are working, you may be able to restore the database using a backup copy of the OLF database from an automatic backup. If possible, do not use the current database because this may already be corrupt as a result of the program crash.

Before performing an OLF migration make sure you create an extra copy of the current database in case an error occurs when restoring the database.

Before copying the database, terminate the service Firebird Server - OLF under Windows Control Panel > Administrative Tools > Services, see also Checking the status of the OLF server and OLF services (p. 61).

Copy the databases eOLFi.gdb (production) and eOLPdi.gdb (demo) from the default folder C:\Program Files (x86)\EPO_OLF5\db\ to a secure location.

Attention: You can only restore a database with the database copy if the Online Filing version reinstalled is the one that was last used by the database.

For detailed information on Backup/Restore and Export/Import, refer to the online help for Server Manager and File Manager and the user guide for Online Filing version 5.08.
8.4 Restoring data

Once you have completed the installation, your database will be empty. Server Manager enables you to restore your complete database or import individual applications or templates.

Restoring the entire database with Server Manager’s Restore function
To use the Restore function, you must have already created a backup of the database with Backup, see Backing up data (p. 56).

→ Copy the four backup files to the new computer (i.e. the *.bk and *.sha1 files for both the production database and the demo database) and place them in the folder C:\Program Files (x86)\EPO_OLF5\tools\smanager\data (default path) or in the folder set in Server Manager as the Backup and restore directory.

→ Start Online Filing Server Manager as a user in the Administrators group, see Enabling user management (p. 23).

→ Click the Backup tab.
  Two available backup copies are displayed: the production database and the demo database.

→ Select the database you want to restore: Demo or Production.

→ Click the Restore button.

→ Restore both databases.

Importing applications and templates with Server Manager

→ Try this method if the database restore with Server Manager does not work and the data has already been exported.

Note that a future import operation will reset all applications to Draft status. You will have to sign them again so they are ready to send before you can submit them to the filing office.

Importing the Address Book with File Manager

→ Copy the CSV file already exported to the new computer.

→ Start File Manager and open the Address Book.

→ Import the CSV file.

Importing a manually generated database copy

If you were unable to create a backup before reinstallation or if the Restore function did not work, you can copy the old database to the new program folder.

⚠️ Attention: If the old database was already corrupt at the time it was copied, errors can occur in your data. You should only use a database copy if you are sure that Online Filing was working properly when it was created.

→ Before copying the database, terminate the service Firebird Server - OLF under Windows Control Panel > Administrative Tools > Services, see also Checking the status of the OLF server and OLF services (p. 61).

→ Copy the databases eOLFp.gdb (production) and eOLFdi.gdb (demo) to the default folder C:\Program Files (x86)\EPO_OLF5\db\, i.e. overwrite the newer databases created during installation.
9 Using the PMS gateway interface

Note: It is advisable to coordinate your technical details with EPO User Support before using the PMS gateway interface for filing. The smooth operation of the PMS gateway is guaranteed only with PMS software tested and approved by the EPO as Online Filing-compatible.

Users operating a separate patent management system (PMS) can install Online Filing’s PMS gateway interface on both a stand-alone workstation and a server in the corporate network. This gateway sets up a connection from the PMS to the OLF receiving server installed on the office side and uses Online Filing mechanisms for data validation and transmission.

An installation guide and description of how the PMS gateway works is provided in the "Online Filing V5 PMS development kit (for applicants and PMS providers)". This kit is available under Applying for a patent > Online services > Online filing > Download software for filing with the EPO (http://www.epo.org/applying/online-services/online-filing/download.html). In addition to documentation, the kit also contains the necessary program files, Java classes, and DTDs.

Important information on using the PMS gateway

- The PMS gateway interface is activated under System Preferences in the OLF File Manager. Activation is only possible if user management is also enabled in OLF.
- A smart card that has been approved and registered by the EPO must be inserted in the OLF server computer's reader to send applications to the EPO.
- The PMS gateway can be used both in production mode and demo mode. To enable PMS for both production and demo mode, you need to log on in production mode.
- Certain validation messages (GUI-specific validations) are only output in English.

Importing PMS data in OLF

For a detailed description of the import data requirements, refer to the document "Importing Data into Online Filing version 5 and higher". It is available from the EPO website under Online filing > Download documentation (http://www.epo.org/applying/online-services/online-filing/documentation.html).

9.1 Technical coordination with the EPO

Enabling the Patent Management Systems (PMS) gateway interface requires prior approval of the PMS software by the patent office(s) where an application is to be filed. Using the PMS gateway interface without prior approval of the software may result in malfunctions or technical/procedural errors.

In the case of standard PMS software, the supplier may already have obtained the necessary approval. For custom-made PMS software, or where no approval has yet been obtained for the standard version, approval must be obtained from the support desk(s) of the patent office(s) concerned. With regard to the EP F1001 and PCT/RO/101 procedures, approval must also be requested from the EPO User Support before patent offices are contacted.

Please refer to the latest information on the EPO website (http://www.epo.org/online-services), before activating the PMS gateway and filing applications.

Testing the PMS gateway

Start by performing a test in demo mode. This sends data to the demo database on the EPO's OLF server.

- Log on as an administrator and start the OLF File Manager in demo mode.
  - User management is enabled if you log on here with your username and password.
  - If not, go to Tools > Preferences > System Preferences and select the check box Enable User Management.
- Activate the PMS gateway interface with the Smart card option under System Preferences.
- Use your PMS to submit a couple of demo applications to the EPO. You can use the EPO's sample applications for this as they contain all the relevant data.
Monitor the response from your PMS. If everything works as expected, contact EPO User Support (see "Online Filing help" p. 6) for further coordination. The EPO User Support checks the demo applications received and reports any technical malfunctions that may have occurred. You are then granted a release for your PMS software.

For the verification of procedures other than those filed or accepted by the EPO, please contact the relevant patent offices immediately and inquire directly about the CP approval procedures.

**Activating the PMS gateway for filing in production mode**

- Start the OLF File Manager in **Production mode**.
- If necessary, enable user management under **System Preferences**.
- Then go to the PMS gateway interface under **System Preferences** and activate the **Smart card** option.
- Select the check box **I confirm that the PMS software has been approved by the patent office(s) concerned**.
- Select the check box **Enable filing to production**.

This now lets you send your applications from the PMS to the EPO and the other patent offices over the PMS gateway interface.

### 9.2 PMS gateway features

The PMS gateway uses OLF Web service commands that match the basic functions of the OLF client:

<table>
<thead>
<tr>
<th>Command</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>validate</td>
<td>Checks and validates data in an application using the OLF software verification rules.</td>
</tr>
<tr>
<td>import</td>
<td>Imports an application from the PMS into the OLF database.</td>
</tr>
<tr>
<td>sign</td>
<td>Signs an application. The digital signature for non-repudiation is applied prior to transmission via a smart card inserted into a reader connected to the OLF server.</td>
</tr>
<tr>
<td>send</td>
<td>Sends an application to the receiving office. Only with authentication via a smart card.</td>
</tr>
<tr>
<td>export</td>
<td>Exports an application with all associated data from the OLF database to the PMS.</td>
</tr>
<tr>
<td>remove</td>
<td>Removes an object from the OLF database.</td>
</tr>
<tr>
<td>information</td>
<td>Exports data, including log files, to the OLF database for all or specific applications.</td>
</tr>
</tbody>
</table>

For more information, refer to the document "Introduction to the PMS Gateway Interface" supplied with the above-mentioned development kit.
10 Troubleshooting

The following section proposes solutions for a number of typical problems in Online Filing.

Note: If your problem is not listed here, please contact the EPO User Support or search the Online Filing discussion forum, see Online Filing help (p. 6).

10.1 Checking the status of the OLF server and OLF services

If you are unable to start File Manager from a client computer or activate plug-ins, it may be because those services do not run on the server computer.

The following services are configured when you install Online Filing version 5.08:

- Firebird server (Firebird Guardian OLF)
- Firebird database server (Firebird server OLF)
- File Manager (EPO OLF FM server)
- A service for each procedure (plug-in)

The same services are used in both production and demo mode. The Firebird server connects to either the production database or the demo database, depending on the mode selected.

You can monitor and control the OLF services in OLF Server Manager or in the Windows Services Manager.

Checking the status of OLF services in Server Manager

- Start Server Manager with the option Run as administrator via the Online Filing 5.0 Server Manager shortcut.
- Check the Services tab in Server Manager to see if the EPO OLF standard services and the services related to the national plug-ins you activated are running (status is Running), see paragraph "Checking the status of services in Server Manager" under Testing the server (p. 30).

Checking the status of OLF services in the Windows Services Manager

All services automatically start as Windows processes when the computer is booted.

Depending on your configuration, it may take some time for OLF services to start up after booting. Once start-up is complete, the services will be continuously available.

- Open the Windows Control Panel and select Administrative Tools > Services.
- Check if all EPO OLF standard services (EP1038, EP122K, EP2000, EPOPPO, FM Server, IBR101, IBR401 and IBRSFD) and those related to the national plug-ins started are running, i.e. Started appears in the Status column. The national plug-ins not activated are not running.
Note that the startup type for the national plug-ins activated is **Automatic**, while it is **Manual** for the plug-ins not activated.

![Figure 51: Checking EPO OLF services in Windows](image)

The services Firebird Server Guardian (Firebird Guardian - OLF) and Firebird Database Server (Firebird Server - OLF) should also be running.

![Figure 52: Status of Firebird Server - OLF in Windows](image)
If you terminate Firebird Server - OLF, all dependent OLF services will also terminate, i.e. the OLF service will shut down completely.

Figure 53: Prompt before terminating all OLF services with the Firebird server

10.2 Checking ports used by OLF

To verify that the ports are available, you can check in a DOS box.

- Open the Command Prompt.
  - In Windows 7, go to the Windows Start menu and select Programs > Accessories > Command Prompt.
  - In Windows 8.1, go to the Apps screen and click Command Prompt in the Windows System group.
- Type the command `netstat -an`.

You can see here which ports are currently open on your server. The ports used by the OLF server, such as 11000, should all have LISTENING status.

Figure 54: MS-DOS command "netstat -an"
10.3 Finding out the server's IP address

If you do not know the server's IP address, you can use the command `ipconfig`.

- Open the Command Prompt.
- In Windows 7, go to the Windows Start menu and select Programs > Accessories > Command Prompt.
- In Windows 8.1, go to the Apps screen and click Command Prompt in the Windows System group.
- Enter the command `ipconfig`.

This command displays the computer's IP configuration for all its network adapters – both LAN (Ethernet) and WLAN (wireless).

![Figure 55: Querying the computer's IP address](image)

10.4 Testing the connection between the client computer and the OLF server

If you are unable to connect to the OLF server with the OLF thin client, you will not be able to start File Manager. In this case, the network connection may be lost.

You can use `ping` to test the general connection to the server computer and `telnet` to test the connection to the individual plug-ins via the specific ports.

**Ping**

To check that the network connection to the server machine is possible, you can also do that at a DOS prompt with the MS-DOS command ping.

- Open the Command Prompt.
- In Windows 7, go to the Windows Start menu and select Programs > Accessories > Command Prompt.
- In Windows 8.1, go to the Apps screen and click Command Prompt in the Windows System group.
- Type the command `ping [IP address of your Online Filing server]`.
  
  Example: `ping 192.168.178.40`
The result should be a response from the server machine without any error messages.

Figure 56: MS-DOS command "ping"

Telnet

You can also use the telnet command to test the connection to the OLF server over the CORBA and SOAP ports you set during installation.

Note: If the telnet command is not recognised in the DOS command prompt, activate the Telnet Client and the Telnet Server under Control panel > Programs and Features > Turn Windows features on or off.

- Open the Command Prompt.
- Enter the command telnet [IP Address of your OLF server] [CORBA or SOAP port number]. Example: telnet 192.168.178.40 11000 to query the CORBA port for File Manager.

Figure 57: Enter the telnet command at the MS-DOS command prompt
The result should be an empty window showing the IP address of the queried server in the title bar.

Figure 58: Connection to the OLF server set up via telnet

Terminate the telnet connection to the CORBA port by pressing ENTER six times.

Figure 59: CORBA connection to the server terminated

Terminate the telnet connection to a SOAP port with the escape character CTRL + +, followed by the command quit.

Figure 60: SOAP connection to the server terminated
10.5 Optimising the display settings

Please note that Online Filing was optimised for display with the normal font size. Notebook computer users often choose a larger system font to make on-screen text easier to read on smaller, high-resolution displays. If you notice when working with Online Filing that some of the text in screen masks is missing or truncated, please change your settings as follows:

- Open the Control Panel.
- Go to Appearance and Personalization > Display.
- Select the Smaller - 100% (default) option.
- Click Apply.

You must log off your computer to activate the new settings.

Windows Vista

- Open the Control Panel.
- Go to Appearance and Personalization > Personalization.
- Click Adjust font size (DPI) in the Tasks area.
- Click Continue in the User Account Control window.
  - You are prompted to enter an administrator password here if you are not logged on as a Windows administrator.
- Select the Default scale (96 DPI) option.
- Click OK.

You must restart your computer to activate the new settings.

10.6 Configuring PDF display in Adobe Reader

The following error message may appear when you are trying to preview a form or open a form you want to sign (but no PDF is displayed):

![Figure 61: OLF cannot open Adobe Acrobat Reader](image)

If, however, Adobe Reader or Adobe Acrobat is installed on your computer and you have no problem opening other PDF files, please check the Windows Internet options.

Adobe Reader 11.x or Adobe Acrobat XI

If Adobe product versions 11 and above are installed, PDF display in Internet Explorer (and EPO Online Filing) is configured by managing the browser add-ons.

- Open the Windows Control Panel and go to Network and Internet > Internet Options.
- Click the Programs tab and click Manage add-ons.
- Under Add-on Types on the left, select Toolbars and Extensions.
- Make sure that All add-ons is selected.
- Select the Adobe PDF Reader add-on and check if the status is Enabled.
- If the status is Disabled, click the Enable button at the bottom right of the window.
Click Close.

![Status of the Adobe PDF Reader browser add-on](image)

**Figure 62: Status of the Adobe PDF Reader browser add-on**

### 10.7 Error: "Connection aborted on request"

The following error message may appear when an application you are trying to send fails to transfer and the sending process is aborted at 0% after a certain length of time:

![Error message: "Connection aborted on request"](image)

**Figure 63: Error message: "Connection aborted on request"**

**Changing the network settings in Server Manager**

If you are using a proxy server in your network, the error could occur because the settings for the proxy server connection are not correct in Online Filing.

- Open Server Manager and select the **Settings** tab.
  
  You will find the proxy server settings under **Default Network Settings**.
If you are familiar with your proxy settings, enter them correctly here.

If you are not familiar with this data, try using your browser settings. You can find them at the following locations:

- In the Windows Control Panel under: **Network and Internet > Internet Options > Connections > LAN settings**
- **Internet Explorer:** Select **Tools > Internet Options > Connections > LAN settings**

If your system uses a proxy server, you will find the address and the port here.

![Proxy server settings under Windows Internet Options](image)

If you cannot access Server Manager, you can change the settings for your own workstation as follows:

- **Open File Manager** (**Online Filing 5.0 Client**).
- **Select** **Tools > Preferences > User Preferences**.
- **Check if** **Use Default Network Settings** is selected under **Network Settings**.
  - If it is selected, the Server Manager settings are used.
- **Clear** this check box.
  - This enables the fields for the proxy settings for editing.
- **Enter** the proxy data (if you do not have this data, see above).
- **Click** **OK**.
You will be prompted to restart File Manager.

Figure 66: Individual setting for the proxy server in File Manager

10.8 Error: "Connection to server lost"

This or a similar error message appears if data retrieval suddenly fails while you are working in File Manager or in a form in Online Filing:

Figure 67: The client lost the connection to the server

This means that the OLF client or the OLF plug-in you are using is unable to set up a network connection to the OLF server in your network.

Loss of a connection can occur for a number of reasons:

- The OLF server is no longer running.
- The requested service is not running on the OLF server.
- The client is unable to set up a connection to the server because the network configuration is not correct.

Proceed as follows to solve the problem:

1. **Is the relevant service running?**
   - See Checking the status of the OLF server and OLF services (p. 61).
   - If the services are stopped, restart all of them on the server.

2. **Is the client connected to the server and are the ports available?**
   - See Testing the connection between the client computer and the OLF server (p. 64).
   - If you do not receive an answer with the IP address known to you, try using `ping` or `telnet` to query the server name of the OLF server.

3. **Is the server address in the Online Filing 5.0 client settings correct?**
   - Correct the IP address here or enter the server name, see Changing the thin client settings (p. 44).
   - Start File Manager.
   - Check if you can open all forms.
11 Annex

11.1 Installation scenarios

The following is a list of all installation scenarios described in this manual.

- Initial installation of Online Filing
  see Initial installation (p. 13)
- Updating an installation
  see Installation maintenance (p. 37)
- Converting a stand-alone installation into a network installation
  see Converting from stand-alone to server mode (p. 45)
- Migrating data to a new computer or a new operating system
  see Reinstallation with data migration (p. 55) and Migration checklist (p. 56)
- Restoring Online Filing including the database after a system crash
  see Reinstallation with data migration (p. 55) and Restore checklist (p. 55)
- Replicating the OLF server at a second site (mirror)
  see Replicating the OLF server (p. 71)
- Migrating the configuration of user rights from an existing OLF server to a new OLF installation
  see Migrating user data (p. 72)
- Migrating the OLF database of an existing OLF network installation to a different hard disk location
  see Migrating databases (p. 74)

11.1.1 Replicating the OLF server

You would like to replicate (mirror) the OLF server at a second site and program the thin clients to work with either server A or server B depending on the time and date.

A) Automatic script-based client configuration

The script must run in such a way that it is able to change the settings in the configuration file OLFClient.ini on all client computers at the same time.

The parameters that must be changed are:

- CORBA yes/no
- Server IP address and CORBA port/SOAP port for File Manager
  Example: Server A works with CORBA, server B with SOAP
  The script must change the CORBA parameter in the following manner:
  - CORBA=1 - if the client should connect to server A via CORBA
  - CORBA=0 - if the client should connect to server B via SOAP

In OLFClient.ini:

```ini
[Common]
...
CORBA=1
[CORBA]
ORBBINDADDR=inet:IPAddressServerA:11000
...
[SOAP]
ORBBINDADDR=inet:IPAddressServerB:21000
```
B) Manual server selection over the second thin client

You can configure a second client on each computer and program it to connect to either server A or server B. In this case, it is up to the user to start the correct client.

- Install the first thin client in the usual way.
- Program the client for the connection to server A.
- Copy the entire folder `EPO_OLF5-TC` to a different location on the client computer.
- Edit the `OLFClient.ini` file in this folder such that the connection to server B uses either CORBA or SOAP, see above.
- Create a shortcut for both clients on the Windows desktop.

**Note for Windows standard users**

Do not install thin clients in or copy them to the system folder `C:\Program Files (x86)` or `C:\Program Files`. Instead, choose a folder with write access for Windows standard users. Otherwise manual editing is impossible in `OLFClient.ini`.

What is more, changes made via the **Online Filing Client 5.0 settings** dialogue are not written to `OLFClient.ini` if the thin client was installed in the folder `C:\Program Files (x86)\EPO_OLF5-TC`.

### 11.1.2 Migrating user data

After successfully installing Online Filing on a new machine with an empty database, you may want to transfer your familiar user rights configuration from an existing OLF installation to the new server.

The Online Filing Server Manager provides a specific export/import function for this purpose.

- Start Server Manager as a user in the **Administrators** group.
- Click the **Data Migration** tab.
- There are three options available under **User Data Migration**:
  - Copy the complete user administration from the production server to the demo server.
  - Export the user administration from the production server to a file.
  - Import the user administration from a file to the production server.
- To migrate the data from the old machine to the new machine, first export the user administration from the old machine and then import it into the new machine.

⚠️ **Note:** Migrating the user administration from one physical server to another only works for the production server.

**Exporting the user administration from the old machine**

- Start Server Manager on the old machine and go to the **Data Migration** tab.
- Select the option **Export the user administration from the production server to a file**.
Click **Execute**.

![Server Manager](image)

**Figure 68: Exporting the user administration from the existing OLF installation**

The export operation creates a ZIP file in the Server Manager's default export directory. The ZIP file is named `useradministration[date]_[time].zip`, e.g. `useradministration20150120_153414.zip` and contains three files, `um.tmp`, `uma.tmp` and `umr.tmp`.

Copy this ZIP file to the target machine.

**Importing the user administration into the new machine**

- Start Server Manager on the new machine and go to the **Data Migration** tab.
- Select the option **Import the user administration from a file to the production server**.
- Click **Execute**.
- Select the appropriate ZIP file from the file system.
  - The Data Migration function opens Server Manager's import directory by default.
- Click **Open**.

![Open directory](image)

**Figure 69: Selecting the user administration file to be imported**
A prompt informs you when the import operation is complete.

![User administration import complete](image)

*Figure 70: User administration was successfully imported*

### 11.1.3 Migrating databases

You can move the Online Filing databases to a different hard disk drive if your server computer's hard disk runs out of space or if you have to replace the hardware.

By migrating the database to another location, the Online Filing server will be reconfigured to connect to the new database path.

1. Start Server Manager as a user in the *Administrators* group.
2. Click the *Data Migration* tab.
3. Under *Database Migration*, select the appropriate option:
   - Leave the copy of the database in the former location after successful migration (default)
   - Delete the copy of the database in the former location after successful migration

It is recommended to leave the copy of the database in the former location until you are sure that everything works correctly in the new location.

![Server Manager](image)

*Figure 71: Options for migrating the OLF database*

Both the production database and demo database can be migrated independently.

1. Click the folder icon next to the database path you wish to modify.
2. Select an existing folder in your file system or create a new one.
→ Click **OK**.

![Figure 72: Selecting a new location for the OLF database](image)

→ Wait until the **Information** prompt appears.

1. If the database is very large, the process of copying and verifying the database could take some time.

The new path is displayed in the message.

![Figure 73: Confirmation of successful database migration](image)
11.2 OLF services and ports

The table below lists the CORBA and SOAP port numbers for all EPO OLF services with the associated program and configuration files.

- There is a separate folder for every plug-in in the program folder C:\Program Files (x86)\EPO_OLF5.
- The program file for every plug-in is always located in the plug-in folder's bin subfolder.
- The configuration file for every plug-in is always located in the plug-in folder's config subfolder.

Example for the EP122K plug-in, Euro-PCT procedure (EP1200E2K)

Program file: C:\Program Files (x86)\EPO_OLF5\ep1200\bin\ep1200.exe
Configuration file: C:\Program Files (x86)\EPO_OLF5\ep1200\config\ep1200.conf

Exception: PCT/RO/101 plug-in

The PCT/RO/101 plug-in's plug-in folder does not have separate bin and config folders. Rather, the program file pcti.exe and the configuration file pcti.ini are stored directly under C:\Program Files (x86)\EPO_OLF5\pct\.

<table>
<thead>
<tr>
<th>Plug-in</th>
<th>Program file</th>
<th>CORBA port</th>
<th>SOAP port</th>
<th>Configuration file</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Standard</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>FMMNGR (File Manager)</td>
<td>OLFfm.exe</td>
<td>11000</td>
<td>21000</td>
<td>OLFfm.conf</td>
</tr>
<tr>
<td>EP1038</td>
<td>ep1038.exe</td>
<td>11103</td>
<td>21103</td>
<td>ep1038.conf</td>
</tr>
<tr>
<td>EP122K</td>
<td>ep1200.exe</td>
<td>11106</td>
<td>21106</td>
<td>ep1200.conf</td>
</tr>
<tr>
<td>EP2000</td>
<td>ep1001.exe</td>
<td>11105</td>
<td>21105</td>
<td>ep1001.conf</td>
</tr>
<tr>
<td>EPOPPO</td>
<td>ep_oppo.exe</td>
<td>11108</td>
<td>21108</td>
<td>ep_oppo.conf</td>
</tr>
<tr>
<td>IBR101 (PCT-plugin)</td>
<td>pcti.exe</td>
<td>11301</td>
<td>n.a.</td>
<td>pcti.ini</td>
</tr>
<tr>
<td>IBR401 (PCT-DEMAND)</td>
<td>PCT_Demand.exe</td>
<td>14121</td>
<td>24121</td>
<td>PCT_Demand.conf</td>
</tr>
<tr>
<td>IBRSFD (PCT-SFD)</td>
<td>PCTSFD.exe</td>
<td>14122</td>
<td>24122</td>
<td>PCTSFD.conf</td>
</tr>
<tr>
<td><strong>National</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>FRSUBS</td>
<td>e3fr.exe</td>
<td>11503</td>
<td>21503</td>
<td>e3fr.conf</td>
</tr>
<tr>
<td>FRDPT4 (FRDEPOT)</td>
<td>Plug.FR.exe</td>
<td>11504</td>
<td>21504</td>
<td>Plug.FR.conf</td>
</tr>
<tr>
<td>FIHAKE</td>
<td>FIPlugin.exe</td>
<td>11701</td>
<td>21701</td>
<td>FIPlugin.conf</td>
</tr>
<tr>
<td>FIEPTFI</td>
<td>FIEPPlugin.exe</td>
<td>11702</td>
<td>21702</td>
<td>FIEPPlugin.conf</td>
</tr>
<tr>
<td>FIPCT1</td>
<td>FIPCTPlugin.exe</td>
<td>11703</td>
<td>21703</td>
<td>FIPCTPlugin.conf</td>
</tr>
<tr>
<td>FISUBS</td>
<td>FISFDPlugin.exe</td>
<td>11704</td>
<td>21704</td>
<td>FISFDPlugin.conf</td>
</tr>
<tr>
<td>FIUMOD</td>
<td>FIUMPlugin.exe</td>
<td>11705</td>
<td>21705</td>
<td>FIUMPlugin.conf</td>
</tr>
<tr>
<td>ES3101</td>
<td>es3101e.exe</td>
<td>12701</td>
<td>22701</td>
<td>es3101e.conf</td>
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<tr>
<td>ESEPVL</td>
<td>esEPvalidation.exe</td>
<td>12703</td>
<td>22703</td>
<td>esEPvalidation.conf</td>
</tr>
<tr>
<td>ESTSUB</td>
<td>esTSubs.exe</td>
<td>12705</td>
<td>22705</td>
<td>esTSubs.conf</td>
</tr>
<tr>
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<td>ESCCCPS.exe</td>
<td>12706</td>
<td>22706</td>
<td>ESCCCPS.conf</td>
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<tr>
<td>ESINVE</td>
<td>ESINVE.exe</td>
<td>12707</td>
<td>22707</td>
<td>ESINVE.conf</td>
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<td>ESTOPO.exe</td>
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<td>22708</td>
<td>ESTOPO.conf</td>
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<td>Plug-in</td>
<td>Program file</td>
<td>CORBA port</td>
<td>SOAP port</td>
<td>Configuration file</td>
</tr>
<tr>
<td>----------</td>
<td>------------------</td>
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<td>-----------</td>
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</tr>
<tr>
<td>UK177E</td>
<td>uk177.exe</td>
<td>12901</td>
<td>22901</td>
<td>uk177.conf</td>
</tr>
<tr>
<td>UKNPUK</td>
<td>NP1.exe</td>
<td>12902</td>
<td>22902</td>
<td>NP1.conf</td>
</tr>
<tr>
<td>UKSFDE</td>
<td>uksfdf.exe</td>
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<td>uksfdd.conf</td>
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<td>23401</td>
<td>AT_Pat.conf</td>
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<td>AT_UM.exe</td>
<td>13402</td>
<td>23402</td>
<td>AT_UM.conf</td>
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<td>AT_SFD.exe</td>
<td>13403</td>
<td>23403</td>
<td>AT_SFD.conf</td>
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<tr>
<td>BEPAT1</td>
<td>berequete.exe</td>
<td>13501</td>
<td>23501</td>
<td>berequete.conf</td>
</tr>
<tr>
<td>BEPOST</td>
<td>be_post.exe</td>
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<td>23502</td>
<td>be_post.conf</td>
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<td>23503</td>
<td>be_epval.conf</td>
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<td>ISPAT1</td>
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<td>IS_plugin.conf</td>
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<td>ISEPVL</td>
<td>IS-EPval.exe</td>
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<td>24402</td>
<td>IS-EPval.conf</td>
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<td>LTPAT1</td>
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<td>nl_post.conf</td>
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<td>ROpct.conf</td>
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<tr>
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<tr>
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<tr>
<td>SKSFD1</td>
<td>skSFD.exe</td>
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<tr>
<td>SK4001</td>
<td>SK4001.exe</td>
<td>15604</td>
<td>25604</td>
<td>SK4001.conf</td>
</tr>
</tbody>
</table>
11.3 Executable files to be allowed

The following files are used by Online Filing. Your firewall or Anti-Virus software should be configured to allow execution of these files.

1. Installation time
   deploy.exe
   i5Backup.exe
   i5Restore.exe
   i5Setup.exe

2. Run time, EP and PCT plug-ins (default set)
   OLFClient.exe
   OLFfm.exe
   LUClient.exe
   fbguard.exe
   OLFSManager.exe
   mclient.exe
   ep1001.exe
   ep1038.exe
   ep1200.exe
   ep_oppo.exe
   pcti.exe
   PCT_Demand.exe
   PCTSFD.exe
   cl_cm.exe
   OLFSCard.exe

3. Run time, NO plug-ins
   berequete.exe (BE)
   be_post.exe (BE)
   be_epval.exe (BE)
   de2007.exe (DE)
   DK_plugin.exe (DK)
   e3fr.exe (FR)
   Plug_FR.exe (FR)
   es3101e.exe (ES)
   esEPvalidation.exe (ES)
   esTSubs.exe (ES)
   ESCCPS.exe (ES)
   ESINVE.exe (ES)
   ESTOPO.exe (ES)
   FIEPlugin.exe (FI)
   FIPCTPlugin.exe (FI)
   FIP.plugin.exe (FI)
   FISFDPlugin.exe (FI)
   IS-plugin.exe (IS)
   IS-EPval.exe (IS)
   LT_plugin.exe (LT)
11.4 Installing the thin client in silent mode

In silent mode, installation takes place in the background without any inputs by or interaction with the user. You can add the command line shown here to a batch file or invoke it directly in a DOS box.

**Syntax:**

```
msiexec /faumsv OLF508client.msi /quiet soap=soap parameter port=port number host=host name
```

- `/faumsv` f: force the update
  - a: including all files
  - u: include user specific Reg files
  - m: include machine specific Reg files
  - s: all shortcuts
  - v: run from source and re-cache local package

- `/quiet` perform installation in silent mode

- `soap=0` use Corba
- `soap=1` use SOAP

- `port` port number for File Manager, i.e. either CORBA or SOAP port

- `host` server name or IP address of the OLF server in the network

**Example:**

```
msiexec /faumsv OLF508client.msi /quiet soap=0 port=11000 host=192.168.178.27
```

The thin client is installed and the connection to the OLF server is set to CORBA port 11000.
11.5 Filing office host names and IP addresses

Online Filing uses the HTTPS protocol over the standard port 443. This port must be opened for all external IP addresses in your firewall so that you can send data to the filing offices.

You can find information about the filing offices in the Maintenance Tables of the File Manager.

- Start the File Manager by clicking the Online Filing Client 5.0 shortcut.
- In the menu bar, select Tools > Maintenance Table Viewer > Common Maintenance.
- In the Maintenance Table Viewer go to Filing Offices.

![Figure 74: Maintenance Table Viewer listing the Filing Offices](image)

- Select the office that you require from the list on the right of the screen.
  - In the lower part on the right the details for the selected procedure are listed: code, office, description, name of filing office, production server url and demo server url.
- You can copy the hostname from the field Production Server url.
- Highlight the name with your mouse, then right-click and select Copy from the shortcut menu.
- Paste that name into a text file if you wish to save it for further use.
- Look for the IP address if your firewall needs an IP address rather than a host name.
  - You can search one of the IP lookup services on the Internet or use the command ping. The filing office's server will probably block the ping request but will return the IP address.
- Open port 443 for that IP address.
Repeat the above steps for all filing offices concerned.

Figure 75: Pinging the receiving server to retrieve its IP address
12 Glossary

CORBA
Common Object Request Broker Architecture: defines cross-platform protocols and services, eases development of distributed applications in heterogeneous environments.

Firebird SQL database server
Firebird is a simplified Open Source spin-off of the InterBase relational database management system produced by Borland.

GUI
Graphical User Interface: software component allowing user interaction with graphical elements in the program via a mouse and keyboard.

HTTP
HyperText Transfer Protocol: method of transferring information on the WWW, usually in HTML.

HTTPS
HyperText Transfer Protocol Secure: indicates that HTTP is used with a different port (443) and an additional encryption/authentication layer between HTTP and TCP.

IIOP
Internet Inter ORB Protocol: defined in CORBA, used to execute remote procedure calls.

LAN
Local Area Network: typically within one building of a company.

ORB
Object Request Broker: agent enabling communication between objects within a distributed system, for example the Internet.

Patch
A new feature or function added to a program, commonly used as an interim measure before release of a full version of the software.

PMS
Patent Management System.

Port
A port is part of a network address for a server application running on a computer within the network. Typical ports are 80 for HTTP Web servers and 110 for POP3 mail servers.

Proxy server
A firewall component that manages Internet traffic to and from a network.

SOAP

SSL
Secure Socket Layer. A protocol for ensuring security and privacy in internet communications. Supports authentication of client, server, or both, as well as encryption during a communication session.

TCP
Transmission Control Protocol. Used to manage data exchange between computers via network connections.

URL

WAN
Wide Area Network: normally across several offices/subsidiaries of a large company or organisation, including Internet connection parts in between.
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