



EPO Online Filing

README document

Version 5.05, Build 5.0.5.94

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1 What is the Online Filing software (OLF)?

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

With the Online Filing software you can file

- ◆ European patent applications (Form 1001) with e-filing-enabled filing offices in the EPO member states
- ◆ Entry into the regional phase (Form 1200) and subsequent documents (Form 1038) with the EPO
- ◆ PCT applications with the EPO and WIPO (RO/IB) and with e-filing-enabled receiving offices in the EPO member states (Form RO/101)
- ◆ National applications with e-filing-enabled national offices in the EPO member states (optional). The required plug-ins are made available, defined and maintained by the national offices concerned. See <http://www.epo.org/> for a list of participating offices and supported procedures.
- ◆ Documents relating to opposition, appeal, revocation and limitation proceedings (Form EP(Oppo) and 1038) with the European Patent Office

2 System requirements

In order to run OLF, your system is recommended to have:

- ◆ Intel Pentium 4 processor (or equivalent) 2.4 GHz
- ◆ 2 GB RAM (depending on operating system)
- ◆ 4 GB hard disk free space
- ◆ Smart card reader connected to USB port, e.g. GemPC Twin

Supported operating systems for installing the Online Filing software (client, server or stand-alone):

- ◆ Microsoft Windows XP (SP3), 32-bit and 64-bit
- ◆ Microsoft Windows 2003 Server (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 2008 Server, 32-bit
- ◆ Microsoft Windows 2008 R2 Server, 64-bit

Arial Unicode Font

The MS Arial Unicode font is required to run the Online Filing software. This font can be installed from the Microsoft Office package (see fonts directory) or ordered and installed separately (see www.ascendercorp.com).

3 Setup and configuration

If you are updating an existing configuration, go to section 3.4.

3.1 Installation instructions

To install OLF, proceed as follows:

- Insert the installation CD into your CD-ROM drive
- From the install shield that pops up, install the following:
 - Gemplus smart card reader driver
 - Gemalto Classic Client 6.1
 - Adobe Acrobat Reader 10.1 or higher
 - Online Filing software v5.0
 - PatXML v1.3.5 (optional)
 - Amyuni PDF converter 4.50 (optional)
- If the Installer does not pop up, open the CD in the Windows Explorer and double-click on the `Superinstaller.exe` file.

3.2 Uninstall instructions

To remove the software from your computer, proceed as follows:

- Open the Windows **Control Panel**
- Go to **Programs > Programs and Features > Uninstall or change a program** (Windows 7 and Windows Vista) or **Add or Remove Programs > Change or Remove Programs** (Windows XP)
- Select **Online Filing 5.0** from the list of applications that can be uninstalled by Windows
- Click on the **Uninstall/Change** button (Windows 7 and Window Vista) or **Change/Remove** (Windows XP) to uninstall OLF. If the uninstall program encounters errors, see the following section for manual uninstall instructions.

Any other software which is part of the package has to be uninstalled in a similar way (e.g. GemSAFE libraries, Acrobat Reader, Amyuni PDF Converter).

3.3 Additional manual uninstall (clean-up) instructions

- Delete the **EasyTeam** key along with its contents from the Windows Registry
- Delete the keys for `MCClient.exe` from the Windows Registry
- Delete the `%WIN%\System32\GDS32.DLL` file

3.4 Updating from an older version

It is not possible to carry out a direct update from versions older than 5.04 (build 5.0.4.079 or higher).

- Run the OLF 5.0.5 installation file (**OLF505.exe**). The full installation package will be available for download from November/December 2012.
- Select **Modify**.

For information about updates, fixes and patches, users should check on www.epo.org. If you have activated Live Update, you will normally be notified automatically. However, for technical reasons the EPO may sometimes not be able to provide these software components via Live Update. Users wishing to be automatically informed of OLF updates, fixes and patches should therefore sign up for the RSS feed or consult www.epo.org at **Applying for a patent > Online services > Online filing > Download software for filing with the EPO**.

4 Help

4.1 Online help

The CD includes a user guide, containing detailed help in the Manuals folder. The latest user documentation is available from the download page on <http://www.epo.org>. Note: Some of the screenshots may differ in minor details from the screens as implemented by the software.

4.2 User Support

You can contact our EPO Customer Desk team as follows:

E-mail: support@epo.org
Tel.: +31 (0)70 340 4500
Fax: +31 (0)70 340 4600

Postal address:

EPO User Support
European Patent Office
Patentlaan 2
NL-2280 HV Rijswijk
The Netherlands

If you contact the EPO User Support, please include the following information:

- ◆ the build number of the individual component (can be found in File Manager under **Help > Info**)
- ◆ your name, address, e-mail address and telephone number
- ◆ your hardware and software configuration
- ◆ a description of the problem, and what you were trying to do when it occurred.

5 What is new in each version?

5.1 5.05 (SP5)

Server Manager:

- ◆ The database can be moved to a location other than the default (data migration)
- ◆ Stand-alone installations only: the update transforms all processes into Windows services

PCT/RO/101:

- ◆ The 1 July 2012 PCT-SAFE release (version 3.5.000.231) is available in eOLF Client
- ◆ Supports eOwnership in ePCT during signing

Technical improvements and software updates:

- ◆ All procedures
 - Updated build for all procedures (5.0.5.094)
- ◆ EP procedures:
 - Dutch Antilles (AN) is no longer valid for Country and/or Residence and/or Nationality. New territory codes are available: Curaçao (CW), Sint Maarten (SX), Bonaire, Saint Eustatius and Saba (BQ)
 - Bank details selectable for bank transfer as mode of payment are updated
 - The user reference is displayed on all forms generated by eOLF Client
- ◆ EP(1001E2K)
 - The signed "Inventor waiver - Rule 19(3) EPC" and the signed "Inventor waiver - Rule 20(1) EPC" can be attached in the Additional Documents tab
 - Fee code 501 can be selected only if fee code 001 is selected
 - Fee code 015e can be selected only if fee code 015 is selected
- ◆ EP(1200E2K)
 - Fee code 520 can be selected only if fee code 020 is selected
 - Fee code 015e can be selected only if fee code 015 is selected
- ◆ EP(1038)
 - New procedural categories added
- ◆ EP(OPPO)
 - When requesting an extension that brings the total time limit over six months, it is mandatory to give convincing reasons why a reply in the period previously laid down is not possible.
- ◆ DE2007
 - The number of claims in DE2007 is now mandatory
 - When "Erfinder ist/sind Arbeitnehmer;" is ticked for an inventor (Erfinder): the text "Erfinder ist/sind Arbeitnehmer" should be visible in the PDF
 - When "ist auch Erfinder" is ticked for a natural applicant: the text "Erfinder ist/sind d. Anmelder;" is added under "Das Recht auf das Patent ist auf den Anmelder übergegangen durch:..." in inventor.pdf

5.2 5.04 (SP4)

- ◆ Server Manager:
 - export and import of User Management from production server to demo server or to production server of a clean new installation
 - support for automated backup of production database when running in client/server installation.
- ◆ File Manager: possibility to create a diagnostic file to facilitate support requests.
- ◆ Tool tips introduced for displaying long labels.
- ◆ minor technical corrections and fixes.

5.3 5.00 SP3

EP procedures:

- ◆ Contains procedural changes concerning amended Rules 161/162 EPC, changes in the rules for the filing of sequence listings
- ◆ Minor functional changes and some defects fixed
- ◆ Austria is available as an e-filing enabled office from 1st June onwards

PCT procedure:

- ◆ The PCT procedure is updated to the level of PCT-SAFE Client version (3.51.049.225) (April 1, 2011)
- ◆ Austria is available as an e-filing enabled receiving office from 1st June onwards

National Offices:

- ◆ all procedures available as of 16th of May are been included

Technical improvements and updates of the software:

- ◆ Updated libraries (FOP 0.20.5.18, OpenSSL 1.0.0.a, Firebird 2.1.3)
- ◆ Improved loading and execution of the procedures
- ◆ Improved execution and extended functionality of PMS interface commands:
 - It is now possible to obtain the rendered request form in PDF format
 - Support for .net has been added (please check the PMS development kit for further information)
- ◆ Server manager: export of history has been added
- ◆ To increase the robustness of the update procedure, all procedures will be installed, but only the ones used are activated. Any procedure can be activated or deactivated at any time.

The procedural changes concerning amended Rules 161/162 EPC, changes in the rules for the filing of sequence listings and the minor functional changes and defects fixed are as follows:

EP(1001E2K)

- ◆ "Documents" tab - "Sequence Listings" sub tab:

For applications which contain sequence listings in the description it is no longer mandatory to file the sequence listing in PDF format. A WIPO standard 25 file is now mandatory. Layout and severity messages have been adapted to this legal change.

- ◆ "Priority" tab:

A copy of the search results required under Rule 141(1) EPC is not required if it is available to the EPO and is to be included in the file under the conditions determined by the President of the EPO. The European Patent Office shall include in the file of a European patent application a copy of the search results referred to in Rule 141(1) EPC, thus exempting the applicant from filing said copy, where the priority of a first filing made in one of the following states is claimed: Japan, United Kingdom, United States of America.

EP(1200E2K)

- ◆ "EP Phase" tab:

Checkbox has been added to waive the right to the communication under Rules 161/162 EPC.

- ◆ "Documents" tab - "Sequence Listings" sub-tab:

For international applications which contain sequence listings in the description filed under Rule 5.2(a) PCT, or furnished to the EPO as ISA under Rule 13ter.1(a) PCT, or is otherwise available to the EPO, in computer-readable format in accordance with WIPO standard 25. In case the sequence listing is filed upon "Entry into the European Phase" the WIPO standard 25 is mandatory. Layout and severity messages have been adapted accordingly.

EP(1038)

- ◆ "Documents" tab:

Attachment of waiver document possible under category "Request".

Other changes

- ◆ EP(1001E2K):

- The layout of the "Divisional" tab has been changed
- When a divisional application is filed by reference to an international application it is now possible to enter the data for the international application in the "Reference" tab
- The capture of the data regarding General Authorizations has been harmonized to EP(1200E2K)

- ◆ EP(1200E2K):

- "Documents" tab: Attachment of new document type "Handwritten Amendments" possible under "Additional documents" screen
- Search Fee (fee code 002) reduction is able to be entered in Euro amounts

- ◆ EP(1038):

- Attachment of new document type in category 'Non public...' possible requesting participation in the Patent Prosecution Highway scheme.
- Attachment of new document type in category "Amendments.." possible regarding "Handwritten Amendments".
- Attachment of new document type in new category "Third Party Observations..."
- Search Fee (fee code 002) reduction is able to be entered in Euro amounts

5.4 5.00 SP2

- ◆ Updated installer
- ◆ Consolidates all previous builds and updates since V5.00 release
- ◆ Compatible with Windows 64-bit operating systems
- ◆ New improved version of PatXML 1.3.5 (optional)
- ◆ Update of PCT fees, including 1 January 2011 fee schedule
- ◆ Procedural changes following amended Rule 141 EPC and new Rule 70b EPC
- ◆ A number of defects fixed and change requests implemented

5.5 5.00

- ◆ The procedures EP(1001E) and Euro-PCT(1200E) that were replaced by EP(1001E2K) and Euro-PCT(1200E2K) in version 4.0 following the implementation of EPC 2000 are no longer available in version 5.0.
- ◆ Compatibility with Windows 7 (32 Bit)
- ◆ The export functions have been standardised in File Manager, the form and Server Manager
- ◆ A blocked (disabled) user can be re-activated by an administrator or another user with user administration authorisation.
- ◆ Problems when attaching PDF documents have been fixed: PDF files containing pages in portrait and landscape format or pages that do not exactly match A4 format can now be attached to applications without any error messages. Attaching certified US priority documents is no longer a problem either.
- ◆ Fee calculation inconsistencies that occurred when importing forms and moving forms back to Draft status have been corrected.
- ◆ When signing applications with a smart card or soft certificate, a message box appears during the signing process to advise the user that it may take a while to generate the XML files and that the process is running smoothly in the background.
- ◆ Version 5.0 features WIPO's new PCT plug-in dated 1.10.2009 as well as a new WIPO certificate.
- ◆ New improved version of PatXML 1.3.4 (optional)
- ◆ Client build 5.027
- ◆ Procedural changes and fee adjustments with effect from 1 April 2010, and with effect from 1 May 2010 in the case of Albania and various bugs fixed

6 Known problems and limitations

- ◆ If you are using customised templates from earlier versions of Online Filing, some of the new features or bug fixes may not be available. We recommend that you verify the template and use the new standard templates as a basis.
- ◆ The OLF signature viewer only supports Acrobat Reader 5.0 and 6.01 and above or 7.00 and above.
- ◆ We advise checking for validation messages after filling up a form.
- ◆ Installation on certain versions of Windows 7 and Vista generates the error 'This program might not have installed correctly' a few times. We recommend selecting the option 'This program installed correctly' every time in order to allow the installation to progress.
- ◆ The user-defined description for 'other document' cannot be imported via the PMS/Gateway interface. This does not, however, cause any problems with regard to the processing of the document.
- ◆ When installing V5SP3, the Client installation (V5, V5SP1, V5SP2) will not be able to connect to the V5SP3 Server installation via SOAP (this is an exception). Very few users should be affected. For those who are:
 - either switch from SOAP to CORBA for all procedures on the client installation prior to initiating the Server installation of V5SP3
 - or install the V5SP3 Client installation and Server installation.Users who install in stand-alone mode are not impacted at all.

7 Patent management system interface

Online Filing v5 offers a Web service interface for users' patent management systems (PMS). To use this interface, your PMS must be able to

- ◆ generate applications in WIPO standard Annex F XML format
- ◆ communicate with the Online Filing Web service. For more information consult the PMS Development Kit, available from www.epo.org.

To be able to carry out production filings from your PMS via the Online Filing PMS interface, your PMS must first be approved by the EPO. Find out more about obtaining approval under www.epo.org at **Applying for a patent > Online services > Online filing > PMS interface**.