

EPO Online Filing

Advanced tutorials

Version 5.00 (Release 5.00)

Copyright© European Patent Office All rights reserved

Table of contents

1	Tutorial scenario			
2	Onl	ine Filing in a networked environment	6	
3	Use	er management in Online Filing	7	
	3.1	User administration - Overview	8	
	3.2	Creating groups		
	3.3	Creating profiles	11	
	3.4	Mapping profiles to groups	15	
	3.5	Adding users to groups		
	3.6	Adding user to a second group		
	3.7	Unblocking a user account	21	
	3.8	Activating folders for groups		
4	Wo	rkflow and privileges	27	
5	Imp	oorting contact details into the Address Book	30	
	5.1	Saving Microsoft Excel as a CSV file		
	5.2	Saving Microsoft Access as a CSV file		
	5.3	Mapping imported field names to the Address Book		
6	Editing routes, roles and registration numbers			
7	Cre	ating templates with user-specific standard data	45	
	7.1	Creating a new template	46	
	7.2	Selecting the filing office		
	7.3	Entering the applicant's name		
	7.4	Entering the representative's name	49	
	7.5	Entering the details for fee payment	50	
	7.6	Saving the template	50	
	7.7	Editing a template	51	
8	Cor	npleting an application with form EP(1001E2K)	53	
	8.1	Creating an application based on a template	54	
	8.2	Adding inventor's details		
	8.3	Attaching the technical documents as a PDF-file	56	
	8.4	Attaching a PDF file for the drawings	58	
	8.5	Saving application as "Ready to Sign"	59	
9	Мос	difying an application in a previous workflow status	60	
	9.1	Removing attached documents	62	
	9.2	Attaching new documents	63	

10	Sign	ing and sending the application	65
	10.1	Checking your smart card	65
	10.2	Signing the application	
	10.3	Sending the applications	
	10.4	Viewing and saving receipts	
11	Ехро	orting and importing individual applications	72
	11.1	Exporting applications to ZIP files	73
	11.2	Importing an application from a ZIP file	
12	Man	aging servers and services	79
	12.1	Server Manager - Overview	79
	12.2	Services management	
	12.3	Settings for file locations	83
	12.4	Setting up Live Update	85
13	Man	aging databases	88
	13.1	Backing up databases	
	13.2	Restoring databases	
	13.3	Emptying databases	
14	Ехро	orting and importing applications with the Server Manager	95
	14.1	Exporting applications and templates	
	14.2	Importing applications or templates	
15	Man	aging user sessions and connections	99
	15.1	Managing and terminating user sessions	
	15.2	Unlocking records	102
	15.3	Viewing the user sessions log (History)	104

1 Tutorial scenario

Using the Online Filing software in a firm of patent attorneys

Our scenario uses the British patent attorneys' firm, IP Partners, as an example. The firm acts as European representative for companies in several different countries and is based in Cambridge, United Kingdom. IP Partners have recently decided to start using the Online Filing software in their office.

The team at IP Partners is made up of patent attorney David Kilburn, two paralegals Jennifer Hancock and Oliver Barber, attorney's assistant Elizabeth Miners and an administrator (unnamed). In the course of our exercises, David Kilburn will be replaced as patent attorney by his colleague Jennifer Hancock and two American trainees, Patricia Baxter and Alex Haselmere, will join the IP Partners team.

User privileges

At IP Partners, different staff members have different privileges in the system, depending on their role. In Online Filing, these user privileges are assigned by the system administrator.

- Paralegals may draft and check applications when they are ready for signing, they may also make any necessary corrections and attach documents.
- Attorneys may perform all business functions such as drafting, signing and sending.
- Assistants may send applications to the European Patent Office and maintain the Address Book.

Electronic transmission of data

IP Partners have recently taken on a new client, an American company called Universal Engineering, based in Los Angeles, California. Universal Engineering sends him all its documents electronically.

Online Filing accepts files prepared in PDF-Format.



It also accepts files prepared in XML-Format.



Application templates and filing of data

IP Partners anticipate that the filing office, names and payment details will be the same for every application they submit on behalf of Universal Engineering. IP Partners create a template with the relevant data in order to save time when completing the forms. The applications are filed in a folder labelled by the company's name, with subfolders for each year.

Request for grant of a European patent

IP Partners prepare applications in the Online Filing software using Form EP(1001E2K) Request for Grant of a European Patent (EPC 2000).

Sending applications to the EPO via a secure Internet connection

For the purposes of this scenario, the team is going to use the "batch send" functionality, that is, they will send multiple applications to the EPO at the same time for filing. The assistant will use her personal smart card to transfer the applications that are ready to send to the OLF server at the EPO. The data will be encrypted and transmitted over a secure Internet link.



Figure 1: Inserting smart card into card reader

Confirmation of receipt by the EPO

Applications are received and stored on the EPO server in The Hague. The EPO server issues a receipt, showing the exact date and time of receipt, down to the second. The receipt is stored in the Online Filing software together with the sent application. IP Partners also make a copy and store it in a local folder.

2 Online Filing in a networked environment

In our example, the applicant, Universal Engineering of California, USA, prepares all the PDF documents relating to its patent applications and shares these within a networked Online Filing installation with its authorised representative, IP Partners in Cambridge, England. IP Partners then submit the completed applications to the EPO in The Hague.



Figure 2: Example of a networked scenario

IP Partners have installed the Online Filing software on a server. All users can access the server from their own PC and work with folders and documents.



Figure 3: Example of a networked environment

3 User management in Online Filing

Objective

We want to assign privileges to Online Filing users according to their roles in the company.

Step by step

We are going to assign privileges for an attorney, a paralegal and an attorney's assistant. In our example the company's policy specifies that all users must log in with a user name and password.

We will start with a tour of what is available. After that we are going to

- define groups,
- create profiles to assign privileges,
- map the profiles to the groups,
- add individual users to the groups,
- re-activate blocked users,
- activate folders for specific groups.

3.1 User administration - Overview

- → Log on to File Manager with the Administrator ID.
- → In the File Manager's menu, select **Tools > User Administration**.

User Administration always opens in the Users tab.

This is where all the individual persons allowed to use the Online Filing software are listed. Their names, user names and passwords are entered by the person acting as *Administrator*.

The user *Administrator* already exists and cannot be deleted. The administrator can change his or her password, but not the first/last name or login name, which is why these fields are greyed out. The administrator cannot be removed from the *Administrators* group either.

The purpose of the following process is to demonstrate that you cannot delete the administrator, not even accidentally:

→ Click the Delete button on the left.



An error message appears, informing you that the administrator cannot be deleted.

→ Then click the Delete button in the middle.

An error message appears, informing you that the administrator cannot be removed from the *Administrators* group.

Image: Bind in the Following Image: Bind in the Following First Name: Administrator Comments: Administrator Image: Bind in the Following I	User Administration File Edit View Help		
Users Groups Profiles Mapping Folders Image: Administrator First Name: Administrator Comments: Image: Administrator Last Name: Administrator Image: Administrator Login Name: Administrator Password: Image: Administrator Image: Administrator Image: Verification: Image: Administrator Administrator cannot be deleted. Is Contained in the Following Image: Administrators Image: Administrator cannot be deleted. Is Contained in the Following Image: Administrators Image: Administrator cannot be deleted. Is Contained in the Following Image: Administrator Image: Administrator cannot be deleted. Is Contained in the Following Image: Administrator cannot be deleted. Image: Administrator cannot be deleted. Image: Administrator Image: Administrator cannot be deleted. Image: Administrator cannot be deleted. Image: Administrator Image: Administrator cannot be deleted. Image: Administrator cannot be deleted. Image: Administrator Image: Administrator cannot be deleted. Image: Administrator cannot be deleted. Image: Administrator Image: Administrator cannot be deleted. Image: Administrator cannot be deleted.	5 5	Find:	(?)
First Name: Administrator Comments: Administrator Last Name: Login Name: Administrator Password: Fror Verification: Administrator cannot be deleted. Is Contained in the Following Is Contained in the Following OK Since Administrators Modifying Mapping Create Group Delete Group Edit Group Edit Group	Users Groups Profiles	Mapping Folders	
Rename Group Create User Delete User Edit user Rename User Create Profile	Administrator	First Name: Administrator Last Name: Administrator Login Name: Administrator Password: ******* Verification: ******* Account is disabled Administrator cannot be deleted. Is Contained in the Following OK Password: ******* Administrators * Modifying Mapping Create Group Delete Group Edit Group Edit Group Create User Delete User Edit user Edit user Rename User Create Profile	

Figure 4: Administrator as the first user in User Administration

→ Click the Groups tab.

This is where groups defined by the Administrator are listed. The *Administrators* and *Users* groups are already set by default and should not be changed.

🚥 User Administration		
File Edit View Help		
🗏 🤊 🥸	Find:	
Users Groups Profiles	Mapping Folders	
Administrators	Group Name: Desc Users Users/Groups Contained in the Group "Users": Sum Users/Groups Contained in the Group "Users": Sum There are no items to show in this view	rription: mary: vileges: privileges assigned yet.

Figure 5: User administration - Groups tab

→ Click the *Profiles* tab.

This is where the privileges are listed that can be assigned to each group.

They can be grouped into four headings:

- Address Book Management
- Application Workflow
- Folder/Data Management
- User Management.

(1) At the moment we cannot see any privileges under these headings. We will look at the full list once we have assigned one or more profiles to a group.

→ Click the *Mapping* tab.

Here you can assign the profiles to groups.

→ To start the exercise, return to the *Groups* tab.

3.2 Creating groups

We are now going to create separate groups for the IP Partners team and call them Attorneys, Assistants and Paralegals. The *Administrators* and *Users* groups will remain unchanged.

- → Click the New button in the Groups screen.
- ÷
- → In the middle panel enter Attorneys in the Group Name field.
- → Repeat this process to create groups called Assistants and Paralegals.
- → Finally, click the last of the new entries in the column on the left.

Your screen should look like this:

🔤 User Administration		
File Edit View Help		
🗎 🦘 🥸	Find:	(?)
Users Groups Profiles	Mapping Folders	
Administrators Assistants Attorneys Paralegals Users	Group Name: Paralegals Users/Groups Contained in the Group "Paralegals": There are no items to show in this view	Description: Summary: Privileges: No privileges assigned yet.
Entries with unsaved changes: 3	🤊 Revert Changes	

Figure 6: User Administration - groups created

Saving your data

It is important to save your work after each operation. In our example, we have created three new groups, but have not yet saved them.

A small grey arrow appears to the right of new or changed entries. The status bar also indicates the number of entries with unsaved changes in the current tab.

→ Click the Save All button to save your changes in all tabs.



→ Click the Revert All button in order to discard all changes since the last saving.



3.3 Creating profiles

The **Profiles** tab allows you to edit the list of privileges to be assigned to each group.

Three standard profiles are created when you install the Online Filing software:

- Administrators profile this profile is mapped to the Administrators group. This assignment cannot be modified. You cannot deactivate the privileges under User Management nor can you delete the Administrators profile.
- **Default administrator profile** this profile can be used as a template to provide additional user groups with administrator rights as well as to set specific rights restrictions. The settings under **User Management** can therefore be edited.
- Default user profile this profile is suitable for user groups mainly involved in processing applications. The Edit Maintenance Fees privilege under Folder/Data Management is deactivated.

We are now going to create three suitable profiles for the user groups we just created. We will not make any changes to the three default profiles.

Attorneys

In our example, the attorneys' group will have all privileges for the Address Book management, application workflow and folder/data management, but NOT for the user management.

→ Click the New button in the Profiles tab in order to create a new profile.



- → In the middle panel enter Attorney profile in the Profile Name field.
- → Click the Save All button.



Tick the check boxes for Address Book Management, Application Workflow and Folder/Data Management in the Privileges for "Attorney profile" panel.

User Management is NOT selected.

In the *Description* field enter Address Book Management, Application Workflow and Folder/Data Management and click the Save All button.

User Administration		
File Edit View Help		
H 🤊 🎸	Find:	(?)
Users Groups Profiles	Mapping Folders	
Administrators profile Attorney profile Default administrator profile Default user profile	Profile Name: Attorney profile Privileges for "Attorney profile": Image: Image	Description: Address Book Management, Application Workflow, Folder/Data Management Description Of Privilege: Folder/Data Management
Entries with unsaved changes: 1	🤊 Revert_Changes	

Figure 7: Attorney profile created

Paralegals

In our example, paralegals will have privileges for the Address Book management and most privileges for the application workflow, but will NOT have privileges relating to signing or sending applications. They will NOT have privileges for the user management.

- → Click the New button in the *Profiles* tab.
- → In the middle panel enter Paralegal profile in the Profile Name field.
- → Click the Save All button.
- Tick the check boxes for Address Book Management and Folder/Data Management. User Management is NOT selected.
- → Under Application Workflow double-click the Application sub-heading to open the list.
- → Clear the check boxes for *Remove Signature/Signatures, Send Application* and *Sign Application*. This removes these privileges from this profile.
- → In the Description field enter Not remove signature(s) / not send application / not sign application.
- → Click the Save All button.

User Administration		
File Edit View Help		
5 5	Find:	3
Users Groups Profiles	Mapping Folders	
Administrators profile Attorney profile Default administrator profile Default user profile Paralegal profile	Profile Name: Paralegal profile Privileges for "Paralegal profile": ✓ Address Book Management ✓ Application Workflow ✓ Application Workflow ✓ Delete Application in "Ready to Send" SI ✓ Delete Application in "Ready to Sign" Sta ✓ Delete Application in "Sent" State ✓ Move Application Back From "Ready to S ✓ Move Application Back From "Ready to S ✓ Move Application Back From "Ready to S ✓ Move Application From "Ready to Sign" ■ Remove Signature/Signatures ■ Send Application ■ Sign Application ✓ View Application in "Ready to Send" Sta ✓ View Application in "Ready to Send" Stat ✓ View Application in "Sent" State ↓ View Application in "Sent" State ↓ ✓ Template ↓ ✓ Folder/Data Management ↓ User Management	Description: Not remove signature(s), not send application, not sign application Description Of Privilege: Sign Application
Entries with unsaved changes: 0		

Figure 8: Paralegal profile created

Assistants

Assistants manage the Address Book. **Assistants** should not have any privileges relating to the application workflow, with the exception of sending applications. Nor should they have any user management privileges.

- → Click the New button in the Profiles tab.
- → In the middle panel enter Assistant profile in the Profile Name field.
- → Click the Save All button.
- Tick the check box for Address Book Management.
 Folder/Data Management and User Management are NOT selected.
- → Under Application Workflow double-click the sub-heading Application to open the list.
- → Tick the check box for **Send Application**.
- → Enter Send Application ONLY in the Description field.
- → Click the Save All button.

User Administration			
	Find:		?
Users Groups Profiles	Mapping Folders		
Administrators profile Assistant profile Assistant profile Default administrator profile Default user profile Paralegal profile	Profile Name: Assistant profile Privileges for "Assistant profile": ✓ Address Book Management ✓ Application Workflow ✓ Application Vorkflow ✓ Delete Application in "Ready to Send" SI Delete Application in "Sent" State Move Application Back From "Ready to Sign" State Move Application Back From "Ready to Sign" ⊂ Remove Signature/Signatures ✓ Send Application ✓ View Application in "Ready to Send" State View Application in "Beady to Send" State ✓ View Application in "Ready to Send" State ✓ Template ✓ Toraft ✓ Template ✓ Folder/Data Management ✓ User Management 	Description: Send application ONLY Description Of Privilege: Send Application	
Entries with unsaved changes: 0			

Figure 9: Assistant profile created

3.4 Mapping profiles to groups

We have defined our groups and profiles. Now we are going to associate them with one another.

- → Click the *Mapping* tab.
- → Click a group name on the left and then tick the check box to assign the associated profile in the middle panel.

In the example below, the *Paralegal profile* is selected as an assigned profile for the *Paralegals* group.

- Continue in the same manner to assign the Attorney profile to the Attorneys group and the Assistant profile to the Assistants group.
- → Click the Save All button.

To make sure that each group has the privileges you intend it to have, click each group name in turn and scroll down the *Summary* of privileges on the right.

(i) You can assign multiple profiles to a group. This gives the group all the rights of both profiles.

Your screen should look like this (Paralegals selected):

User Administration File Edit View Help		
E 5 S	Find:	3
Users Groups Profiles	Mapping Folders	
Administrators Assistants Attorneys Paralegals Users	Assigned Profiles for Group "Paralegals":	Summary: Address Book Management • Create Contact • Delete Contact • Edit Contact Application Workflow • Create Draft • Delete Draft • Delete Draft • Edit Draft • Move Draft To "Ready to Sign" • View Draft • Delete Application in "Ready to Send" State • Delete Application in "Ready to Sign" State • Delete Application in "Ready to Sign" State • Delete Application in "Sent" State • Move Application Back From "Ready to Send" To "Ready to Sign"
Entries with unsaved changes: 0		Move Application Back From "Ready to Sign" To "Draft" Move Application From "Ready to Sign" To "Ready to Send"

Figure 10: Mapping privileges to Paralegal Profile

3.5 Adding users to groups

Now that we have set up the structure of groups and profiles we are going to add individual users. For demo mode purposes the login name and the password will be David Kilburn's first name, in lower-case letters.

→ Click the *Users* tab and then click the <u>New</u> button in the left panel.



- → In the middle panel enter **David** as the *First Name* and Kilburn as the *Last Name*.
- → Enter david as the Login Name.
- → Enter david as the *Password* and enter it once again in the field *Verification*.
- → Click the Save All button.

Next, we will add the new user to the Attorneys group.

- → Make sure that *David Kilburn* is selected.
- → Click the **New** button in the middle.

User Administration File Edit View Help		
5 5	Find:	3
Users Groups Profiles	Mapping Folders	
Administrator	First Name: David Last Name: Kilburn Login Name: david Password: ******* Verification: ******* Account is disabled Is Contained in the Following Groups: There are no items to show in this view New	Comments: Summary: Privileges: No privileges assigned yet.
Entries with unsaved changes: 0		,

Figure 11: Add new user to group

→ In the *Add User to Group* panel tick the check box for *Attorneys* and click Add.

Add User to Group
Select the group(s) you want "David Kilburn" to be contained in.
Administrators
Attorneys
Aralegals
Add Cancel
V2

Figure 12: Select group(s) for user

→ Back in the Users screen, click the Save All button.

David Kilburn now has all the privileges available to *Attorneys*. Scroll through the *Summary* panel on the right to check the list.

User Administration File Edit View Help		
E 5 5	Find:	3
Users Groups Profiles	Mapping Folders	
Administrator C David Kilburn	First Name: David Last Name: Kilburn Login Name: david Password: ******* Verification: ******* Account is disabled Is Contained in the Following Groups: Account is disabled ******* Account is disabled Attorneys	Summary: Application Workflow Create Draft Delete Draft Edit Draft Move Draft To "Ready to Sign" View Draft Delete Application in "Ready to Send" State Delete Application in "Ready to Sign" State Delete Application in "Sent" State Move Application Back From "Ready to Sign" Move Application Back From "Ready to Sign"
Entries with unsaved changes: 0		

Figure 13: User added to Attorneys group

→ Repeat this process to add Elizabeth Miners to the Assistants group.



Figure 14: User added to Assistants group

3.6 Adding user to a second group

In our example, IP Partners have decided that one of their attorneys should also be responsible for system administration. This is particularly useful should the Administrator be absent.

We will therefore add David Kilburn to the Administrators group to give him all administrator privileges.

You can add a user to a group either in the **Users** tab (as described in the previous chapter) or in the **Groups** tab:

- → Click the *Groups* tab.
- → Select the group Administrators.
- → Click the New button in the middle and select Add Users.
- → In the Add User to Group window, tick the check box for David Kilburn.
- → Click Add.

Add User to Group
Select the user(s) you want to attach to the group "Administrators".
Administrator Asvid Kilburn Elizabeth Miners
Add Cancel

Figure 15: Adding user to the Administrators group

→ Back in the *Users* screen, click the Save All button.

User Administration		
E 5 S	Find:	3
Users Groups Profiles	Mapping Folders	
Administrators Assistants Attorneys Paralegals Users	Group Name: Administrators Users/Groups Contained in the Group "Administrators": Administrator David Kilburn	Description: Predefined list of administrators Summary: Privileges: User Management Modifying Mapping Create Group Delete Group Edit Group Rename Group Create User Delete User Edit user Rename User Create Profile Delete Profile Edit Profile Folder/Data Management
Entries with unsaved changes: 0		

Figure 16: User added to Administrators group

3.7 Unblocking a user account

The assistant Elizabeth Miners mistyped her password three times in succession when logging on to File Manager. A message appears informing her that her user account is now blocked and advising her to contact her administrator. As the system administrator is currently out of the office, she contacts her colleague, David Kilburn, who is also a member of the *Administrators* group in Online Filing.

Information
User name elizabeth is blocked, please contact your administrator
<u> </u>

Figure 17: User is blocked after three successive attempts to log on with the wrong password

The user account can be re-activated by any user with a profile that is authorised for user administration.

In the role of patent attorney David Kilburn, we are now going to re-activate Elizabeth Miners' user account.

- → Log on to File Manager as **david** with the password **david**.
- → Open User Administration.
- → Click the name *Elizabeth Miners* in the *Users* tab.

The Account is disabled check box is ticked.

- → Clear the check box to remove the tick.
- → Click the Save all button.

Elizabeth Miners' user account is active once more and she can log on to File Manager with her old password.

🗝 User Ad	dministratio	in				- • •
File Edit	View H	lelp				
	5	-	Find	±	P	()
Users	Groups	Profiles	Mapping	Folders		
Adri Adri Eliz Oliv	inistrator id Kilburn abeth Miners er Barber		First Name: Last Name: Login Name Password: Verification Verification Is Ontaine Account Is Account Acount Account Account Acount Acount Account Account Account Aco	Eli: Min eli: *** t is disabled d in the Follo	zabeth Comments: ners comments: zabeth server wing Groups: Summary: Wing Groups: Summary: Vinig Groups: Comments: Vinig Groups: Summary: Vinig Groups: Summary: Vinig Groups: Create Contact • Delete Contact • Delete Contact	

Figure 18: Unblocking the user account

3.8 Activating folders for groups

We want to enable folder management and activate specific File Manager folders for the Paralegals group to give all users in the group access to the same folders.

Folder management is not enabled by default when you install Online Filing. The Folders button on the navigation bar in User Administration is not active.

Users Groups	Profiles	Mapping	Folders
--------------	----------	---------	---------

Figure 19: The "Folders" button is inactive by default in User Administration

Enabling folder management

- → Close the User Administration window.
- → Click the System Preferences button in File Manager.
 - © -OR-
 - Select Tools > Preferences > System Preferences in the Tools menu.
- → Select the check box Enable Folder Management.
- → Click Save.

Close and restart File Manager to activate the new settings.

System Preferences					×
System Preferences Online Services File Manager General Signing Countries Runtime Variables PMS gateway interface EP-Filing EP(1038E) Euro-PCT(1200E2K) EP(1001E2K) EP(0ppo) PCT-Filing PCT/R0/101	Version: Security and L Enable Use	5.0 Jser Management r Management ler Management	Installed On:	29/05/2008 16:23:10	
					. 1
Reset All Settings				Save Can	cel

Figure 20: Enabling folder management under System Preferences

Creating folders

Next, we will create some folders in File Manager. In our example, there are three clients with patent applications that require administration in Online Filing.

- → Log on to File Manager with the Administrator ID.
- → Create three new folders and name them after the companies Nano Enterprise, TechEurope and Universal Engineering.
- → Create separate subfolders for these companies, named after specific years or individual team members, for instance.
- → Now create separate template folders for the three companies.



Figure 21: New folders created in File Manager

Overview of all folders

- → Open User Administration again.
- → Click the *Folders* button, which is now active.

All folders that we just created in File Manager are now displayed on the right.

All folders for the Administrators group are selected by default in the middle panel because they were created by the actual administrator.

The *Templates* folder is always enabled for all users, which is why it cannot be deselected. However, you can select or exclude individual subfolders under Templates.

The *Default Folder* is also always enabled for all users and is therefore not displayed for editing in Folder Management.



Figure 22: Folders assigned to the "Administrators" group

Assigning folders to a group

We are now going to assign specific folders and subfolders to the paralegals.

In this example, we will authorise the paralegals to use the **Nano Enterprise** folder with all subfolders, the **Hancock** subfolder and the two template folders **Nano Enterprise** and **Universal Engineering**. At the same time, we will disable all **TechEurope** folders for this group.

- → Select the *Paralegals* group.
- → Select the folders that the paralegals should be authorised to access.
 - Subfolders can be displayed by double-clicking the relevant parent folder.
 - Selecting a subfolder automatically assigns the relevant parent folder as well.
 - Assigning a parent folder automatically enables all of its subfolders, including any subfolders subsequently created.
- → Click the Save All button.



The folders assigned to paralegals are now displayed on the right.

User Administration File Edit View Help		
🗏 🤊 🌮	Find:	0
Users Groups Profiles	Mapping Folders	
Administrators Assistants Attorneys Paralegals Users	Assigned Folders for Group "Paralegals":	Summary:
Enales war ansaved changes, o		

Figure 23: Folders assigned to paralegals

Folders activated in File Manager

- → Create a new user with the name Jennifer Hancock.
- → Add Jennifer Hancock to the *Paralegals* group.
- → Log on to File Manager as Jennifer Hancock.

The folders and subfolders assigned to paralegals as well as the Default Folder and the Templates folder are now displayed. The **TechEurope** folder and the **Kilburn** subfolder, however, are no longer visible.

Paralegals are authorised by the User Administration settings to create new folders.

→ Create a new subfolder called Hancock_2008 in the Universal Engineering folder.

All other users who are already authorised to access the *Universal Engineering* folder will subsequently also be able to access this new folder.



Figure 24: New folder created by a user from the Paralegals group

4 Workflow and privileges

Objective

We are going to log on to Online Filing in various user roles to see which operations are permitted by the relevant profiles.

Step by step

- We will create a new application as a paralegal and save it as a draft.
- We will try to change the status of this application as an assistant.

Workflow concept

The Online Filing software tracks the workflow. In other words, it checks all tasks relating to the processing of an application for correctness and completeness. Depending on which tasks have been completed, applications are automatically assigned to one of the following statuses: *Draft, Ready to Sign, Ready to Send* or *Sent*.

User privileges for workflow operations

Users may only change the status of a selected application if they have been assigned sufficient privileges in the **User Administration**.

In this example the **Assistant Profile** has been assigned the **Send Application** privilege. Sending the application to the EPO server changes the status of the file from **Ready to Send** to **Sent**.



Figure 25: Assistant with "Send Application" privilege

However, according to the privileges shown in the above profile, assistants are not authorised to move an application from *Draft* to *Ready to Sign* status.

This is what we are going to demonstrate in this exercise.

Log on as paralegal Jennifer Hancock and create a new application with Form EP(1038E).

- → Select *Default Folder* as the storage location because this is the only location activated for assistants.
- Process the application further and save it.
 For example, just enter an EP application number such as 08000100.1 and an annotation to the EPO.
- → Log on in the role of assistant Elizabeth Miners.
- → Click *Default Folder* and select the application created by Jennifer Hancock.
- → Click the Next workflow button, which is now active.

An appropriate message appears.

🎫 File Manager Nano 1038					
File Edit View Workflow T	ools Help				
₽ 🗱 🚽 📐 🖌 🕞					۲ نو
Default Folder - ANL - EP(1) Ready to sig	03 <mark>8E) - Nano 1038</mark> n			1	item available
All Applications	All Draft Rea	dy to Sign Ready to Sen	d Sent La	st saved 💌	P
	Last saved Reference	Title		ype 🖉	Status
	21.10.2008 Nano 1038 S	ubsequently filed documents	0 0 1 EP(10	38E) 0 Draft	
Trash					
	Warning				
	You do n	ot have appropriate rights to i	perform this operatio	n	
		or nare appropriate rights to p	perform and operatio		
		OK N			
	:				
	I Form EP(1038E)				
	ID:	10			
	Title:				
	Status:	Draft			
	Messages:	SO 🛆 O 🕄 1			
	Last saved:	jennifer, 21.10.2008			
	Applicant:				
	Attachments:	0 View			
	Internal Notes:				
Logged in as Elizabeth Miners	Items selected: 1				11.

Figure 26: Message that appears after a user tries to perform an action without appropriate rights

Workflow stages for application submission

This example shows the application passing through all the workflow stages, from the initial **Draft** status to the final **Sent** status.

- The *paralegal* creates a new application, processes it and moves it to *Ready to Sign* status.
- As the paralegal does not have signing privileges, an attorney digitally signs the application with his or her smart card and then moves the application to **Ready to Send** status.
- The assistant is then allowed to send the applications to the EPO. This is only possible after the patent attorney has moved the applications to a folder assigned to the assistants.
- Online Filing automatically saves the acknowledgment of receipt in the database without any further user intervention.



Figure 27: Workflow stages for application submission

5 Importing contact details into the Address Book

Objective

In this section we are going to import contact details from an Office application into the Online Filing Address Book. In our office, it is the assistant Elizabeth Miners who manages the Address Book. We will therefore log back on to Online Filing in this role.

In our example we will use Microsoft Excel 2007 and Microsoft Access 2007 with the Windows Vista operating system to create a CSV file (CSV = comma separated values). You can of course use any previous versions of Excel or Access as well as any other commercially available spreadsheet software to export your data in CSV format.

Step by step

- We will save our contact addresses from a Microsoft Excel table as a CSV file.
- From our address database in Microsoft Access we will export a specific table and save it as a CSV file.
- We will import the CSV file into the Online Filing Address Book and assign the field names from the CSV file to the field names in the Address Book.

Sample CSV file

In a CSV file each address is stored in a new row. The individual data fields - e.g. surname and first name - are separated by delimiters (e.g. commas or semi-colons). The column headings or field names are entered in the first row of the CSV file and are also separated by delimiters.

In this example the *Type* field is used to distinguish between natural and legal persons. The English terms "natural" for natural person and "legal" for legal person should be used so that the data can be imported into Online Filing. If a row in the address file does not contain such a standardised term in the *Type* field, the default when importing into the Online Filing Address Book is "legal".

In Windows Notepad you can show a CSV file as simple text. In our example commas are used as separators.



Figure 28: CSV file in Windows Notepad

In Microsoft Excel the same data fields appear as cells in a table.

1	sample_co	ntacts.csv								×
	А	В	С	D	E	F	G	Н	1	
1	Туре	Name	First Name	Title	Country	Region	Address	City	Postal Code	
2	Natural	Lavail	Thierry	м.	France		120 Avenue des Pyrénées	Toulouse	31200	
3	Legal	Universal Engineering			USA	CA California	100 Pacific Highway	Los Angeles	91234	
4										-
14	() H S	ample_contacts 🤇 💱	· · · · · ·			hi i		1)	ī.:

Figure 29: CSV file opened in Microsoft Excel in table view

5.1 Saving Microsoft Excel as a CSV file

(i) The **XLS** file format is compatible with earlier versions of Microsoft Excel (Excel 97-2003). The **XLSX** format, however, can only be read by Office Suite 2007 applications. If you use different versions of Microsoft Office in your company, we therefore recommend that you save your files in **XLS** format.

→ Open the Excel file, which in our example is *contacts.xls*.

The workbook contains three sheets: contacts_2008, contacts_2007 and contacts_2006.

- → Select the sheet you want to export, in our example *contacts_2008*.
- → Select Save As > Other Formats from the main menu.

6		9 - (°	-	contacts.xls [Compa	tib	ility Mode] · Micros	oft Excel			- = 2	x
	New		Save a	copy of the document	er	View	Add-	Ins	¦and a sert	- Σ- A		×
				Excel Workbook Save the workbook in the default file format.	*	% ,	Form Cell S	at as Table ▼ ityles ▼	Delet	e v	rt & Find & ter * Select *	
	Con <u>v</u>	ert		Excel <u>Macro-Enabled Workbook</u> Save the workbook in the XML-based and macro-enabled file format.	m	iber 🖻		Styles	Cells	E	diting	*
	Save			Excel Binary Workbook	┢	Region	F	G		H	Postal code	
	1 2010		04940	optimized for fast loading and saving.	ŀ	Greate	r London	123 City Street		London	W1A 2BC	11
	Save	As 🕨		Excel 97-2003 Workbook	а	CA Cali	fornia	100 Pacific Highwa	ау	Los Angeles	91234	
	- S		EH	Save a copy of the workbook that is fully compatible with Excel 97-2003.		Cambri	dge	45 Red Lion Squar	e	Cambridge	CB2 1AB	
	Print	•				0	1	34, place de la rép	ublique	Toulouse	69008	
				Find add-ins for other file formats		Cambri	age dae	45 Red Lion Squar	e	Cambridge	CB2 1AB	
ž	Pr <u>e</u> pa	ire 🔸	R	Other Formats Open the Save As dialog box to select from		Cambri	uge	45 Neu Lion Squar	-	cambridge	CD2 IAD	-
Ē	sen <u>d</u>	•										
	P <u>u</u> bli	sh 🔸										-
	<u>C</u> lose											
				Excel Options 🗙 Exit Excel]							
1/												
14	() H C	ontact	s_2008	contacts_2007 / contacts_2006 / 💭	/						• I	
Rea	dy							Count: 19 🔠	□ □ 10	0% 😑	•	

Figure 30: "Save As" menu in Microsoft Excel

- → In the Save As window locate the folder where you want to store your file.
- → Change the file name to *contacts_2008.xls*.

	Excel Workbook (*.xlsx)
💌 Save As	Excel Macro-Enabled Workbook (*.xlsm)
	Excel Binary Workbook (*.xlsb)
	Excel 97-2003 Workbook (*.xls)
D	XML Data (*.xml)
	Single File Web Page (*.mht;*.mhtml)
	Web Page (*.htm;*.html)
Favorite Links	Excel Template (*.xltx)
Recent Places	Excel Macro-Enabled Template (*.xltm)
incection for the cost	Excel 97-2003 Template (*.xlt)
📃 Desktop	Text (Tab delimited) (*.txt)
Computer	Unicode Text (*.txt)
Free company	XML Spreadsheet 2003 (*.xml)
Documents	Microsoft Excel 5.0/95 Workbook (* xls)
Pictures	CSV (Comma delimited) (*.csv)
	Formatted Text (Space delimited) (*.prn)
Music	Text (Macintosh) (*.txt)
More »	Text (MS-DOS) (*.txt)
	CSV (Macintosh) (*.csv)
	CSV (MS-DOS) (*.csv)
Folders	DIF (Data Interchange Format) (*.dif)
	SYLK (Symbolic Link) (*.slk)
File name	Excel Add-In (*.xlam)
riic norre.	Excel 97-2003 Add-In (*.xla)
Save as type:	CSV (Comma delimited) (*.csv)
Authors:	Susanne Taos: Add a tao
	,,
Hide Folders	Tools - Save Cancel

→ Scroll down the Save as type list and select CSV (Comma delimited) (*.csv).

Figure 31: Saving Excel table in CSV format

- → Click Save.
- → Click OK in the ensuing message to save the selected sheet in CSV format (*contacts_2008* in this example).

Microsoft	Office Excel
<u>.</u>	The selected file type does not support workbooks that contain multiple sheets. • To save only the active sheet, dick OK. • To save all sheets, save them individually using a different file name for each, or choose a file type that supports multiple sheets. OK Cancel

Figure 32: Only the active sheet in the workbook is saved

→ Click Yes to confirm that you wish to change the file format to CSV.

Microsoft	t Office Excel
i	contacts_2008.csv may contain features that are not compatible with CSV (Comma delimited). Do you want to keep the workbook in this format? • To keep this format, which leaves out any incompatible features, click Yes. • To preserve the features, click No. Then save a copy in the latest Excel format. • To see what might be lost, click Help.
	Yes V No Help

Figure 33: Saving the CSV file in Microsoft Office Excel - confirmation of save

The file is now saved as *contacts_2008.csv*.

(1) The other sheets are still visible at this point but will have disappeared the next time you open the CSV file.

C	Contacts_2008.csv Microsoft Excel													
C	Hom	e Insert	Page La	yout Fo	rmulas (Data Re	view Vie	w Add	-Ins				0 - 🗖	x
	3 &	Calibri	* 11	· A A	= = =		ieneral -	👪 Conc	ditional Form	atting •	•= Insert 🔹	$\Sigma \cdot A$	7 🗥	
Pa	aste 🦪	BIU		<u>- A</u> -			,0 .00 .0 .00	Form	iat as Table * Styles *	Ē	Delete 🔹	Sol	t & Find &	
Clip	board 🕞		Font	Gi.	Alignmer	nt 🕞	Number [a 1	Styles		Cells	Ed	liting	
	A1		• ()	<i>f</i> _≭ Type	!									¥
	А	В	С	D	E	F	G	Н	I.	J	К	L	M	F
1	Туре	Name	First Nam	Title	Country	Region	Address	City	Postal cod	Company	Division	Country c	Residence	c
2	Legal	Nano Ent	erprise Ltd		United Kir	Greater Lo	123 City St	London	W1A 2BC		Nanotech	GB	United Kir	G
3	Legal	Universal	Engineerin	ng	United Sta	CA Califor	100 Pacific	Los Angel	91234		Solar tech	US	United Sta	U ≡
4	Legal	IP Partne	rs		United Kir	Cambridg	45 Red Lio	Cambridg	CB2 1AB			GB	United Kir	G
5	Legal	TechEuro	pe		France		34, place o	Toulouse	69008		Brevets	FR	France	FI
6	Natural	Kilburn	David	Mr.	United Kir	Cambridg	45 Red Lio	Cambridg	CB2 1AB	IP Partner	European	GB	United Kir	G
7	Natural	Hancock	Jennifer	Ms.	United Kir	Cambridg	45 Red Lio	Cambridg	CB2 1AB	IP Partner	European	GB	United Kir	G
8														
9														
10														-
Ready Count: 19 🗰 🛄 🛄 100% (=)														

Figure 34: File saved in CSV format

5.2 Saving Microsoft Access as a CSV file

(i) The *MDB* file format is compatible with earlier versions of Microsoft Access (Access 2000 to 2003). The *ACCDB* file format, on the other hand, can only be read by Office Suite 2007 applications. We therefore recommend saving in *MDB* format as Access 2000 or Access 2002-2003 database if you use different versions of Microsoft Office in your company.

→ Open the Microsoft Access database (file format *MDB*). In our example this is *clients.mdb* in Access 2002-2003 file format

Access databases normally contain multiple tables.

- → Open the table *clients_2008*.
- → Click External Data in the toolbar, then select the option Text file in the tool set for Export.

(1) - (1 -) =		Table Tools clients : Database (Access 2002 - 2003 file format) - Microsoft Access _ 😑 🙁 🗙								
Home Create External Da	ata Database Tools	Datasheet			۲					
Saved Imports Access Excel SharePoint M M	ext File ML File Aore ~ Saved Exports Excel	SharePoint List	Word Text File Mor Mor Create Manage Collect Data Collect Data							
All Tables										
clients 2007	ID V Name	Export s	elected object to a text	file. Country -	Address 👻					
clients_2007 : Table	1 Nano Enterpri	ise Ltd. Legal		United Kingdom	123 City Street					
clients_2006	2 Universal Engi	ineering Legal		United States of America	100 Pacific Highway					
clients_2006 : Table	3 IP Partners	Legal		United Kingdom	45 Red Lion Square					
clients_2008	4 TechEurope	Legal		France	34, place de la république					
clients_2008 : Table	5 Kilburn	Natural	Mr. David	United Kingdom	45 Red Lion Square					
	6 Hancock	Natural	Ms. Jennifer	United Kingdom	45 Red Lion Square					
*	(New)									
Pau	No Filter	No Eilfor Correb								
Datasheet View										

Figure 35: Exporting from Microsoft Access into a text file

The Export - Text File window opens.

→ Click Browse next to File name to change the destination folder and file name for the save.



Figure 36: Entering name for export of CSV file

The *File Save* window opens.

- → Select the folder you require from the list under **Save in**.
- → In the *File name* field type in the file name required together with the file suffix .csv. In this example you should enter clients_2008.csv.
- → Click Save.

🕼 File Save									
Search P									
🎍 Organize 🔻 🏢 Views 🔻 📑 New Folder 📀									
Favorite Links	Name	Date modified	Туре						
🖳 Recent Places	American Universal	10.09.2008 18:37	File Folder						
Nesktop	Exam	21.07.2008 09:57	File Folder						
New York Computer	퉬 Manzoni	30.06.2008 18:45	File Folder						
Documents	Mano Enterprise	17.07.2008 18:02	File Folder						
Pictures	Solar France	17.07.2008 16:41	File Folder						
Music	Oniversal Engineering	21.10.2008 10:16	File Folder						
Recently Changed									
P Searches									
Public									
Folders ^	•		۱. ۲						
File name: clients_2008.csv									
Save as type: Text Files (*.txt;*.csv;*.tab;*.asc)									
Hide Folders Tools									

Figure 37: Selecting folder and file name for export file
→ In the *Export - Text file* window click OK.

The Export Text Wizard opens.

→ Tick the *Delimited* option.

In the preview you will see that commas are being used as delimiters.

() You can change the type of delimiter in the following step.

→ Click Next.

E Export Text Wizard x
This wizard allows you to specify details on how Microsoft Office Access should export your data. Which export format would you like?
 Delimited - Characters such as comma or tab separate each field Fixed Width - Fields are aligned in columns with spaces between each field
Sample export format: 1"Nano Enterprise Ltd.";"Legal";"";"United Kingdom";"";"123 City Street";"Greater London 2"Universal Engineering";"Legal";"";"United States of America";"";"100 Pacific Highway"; 3"IP Partners";"Legal";"";"United Kingdom";"";"45 Red Lion Square";"Cambridge";"Cambridg 4"TechEurope";"Legal";"";"France";"";"34, place de la république";"";"Toulouse";"";"6000
5"Kilburn';"Natural";"David";"United Kingdom";"Mr.";"45 Red Lion Square";"Cambridge";"Ca 6"Hancock";"Natural";"Jennifer";"United Kingdom";"Ms.";"45 Red Lion Square";"Cambridge";
Advanced Cancel < Back

Figure 38: Export Text Wizard in Microsoft Access - selecting the "delimited" option

- → Select **Semicolon** as the delimiter that separates your fields.
- → Select the option *Include Field Names on First Row*.
- → Select {none} from the list in the Text Qualifier field.

(i) Note how the data in the preview field change.

→ Click Finish.

Export Text Wizard x
What delimiter separates your fields? Select the appropriate delimiter and see how your text is affected in the preview below.
Choose the delimiter that separates your fields:
○ <u>I</u> ab ○ <u>C</u> omma ○ <u>Space</u> ○ <u>Q</u> ther:
Name;Type;First Name;Country;Title;Address;Region;City;Company;Postal code;Country compa Nano Enterprise Ltd.;Legal;;United Kingdom;;123 City Street;Greater London;London;;W1A 2 Universal Engineering;Legal;;United States of America;;100 Pacific Highway;CA California IP Partners;Legal;;United Kingdom;;45 Red Lion Square;Cambridge;CB2 1AB;GB;;G TechEurope;Legal;;France;;34, place de la république;;Toulouse;;69008;FR;Brevets;FR;Fran Kilburn;Natural;David;United Kingdom;Mr.;45 Red Lion Square;Cambridge;Cambridge;IP Partn Hancock;Natural;Jennifer;United Kingdom;Ms.;45 Red Lion Square;Cambridge;Cambridge;IP Pa
Advanced Cancel < Back

Figure 39: Finishing the Export Text Wizard

The file has now been saved in CSV format and can be imported into the Online Filing Address Book.

5.3 Mapping imported field names to the Address Book

In this exercise we will import the data for our contact addresses which we previously stored in the CSV file *contacts_2008.csv*.

When CSV files are imported into the Address Book, column headings which are exact matches for the field names in Online Filing are automatically mapped to one another, provided that the column headings are in English.

→ Click the Address Book button in the toolbar.

l	@
_	

- → Select *File > Import* in the Address Book.
- → Select the file *contacts_2008.csv* and click Open.

Online Filing numbers the heading names in the CSV file and maps all exact matches.

If Online Filing does not find an exact match for the Address Book field, the CSV File Field indicates None.

In the following step we will map the CSV file fields to the fields in the Online Filing Address Book (drag the bottom edge of the window down to see all fields, if required).

🔤 Import Address Book		X
Please map the fields you wish to import:		
Address Book Field	CSV File Field	<u> </u>
Person Type	None	
Last Name	None	
First Name	3-First Name	
Middle Name	None	
Title	5-Title	
Country	4-Country	
Region	7-Region	
Address1	None	
Address2	None	
District	None	-
first string is data		
	OK Cancel	

Figure 40: Fields in CSV file to be imported not yet mapped to fields in the Address Book

In our example the Address Book fields First Name, Title, Country and Region are mapped to the corresponding fields in the CSV file because they happen to have the same name.

We now need to map all the remaining field names.

→ Double-click on the white space containing the word None next to the Address Book Field labelled Person Type in the first row.

This will open a drop-down list of available CSV column headings.

→ In the drop-down list select *Type* for the CSV field.

🔤 Import Address Book	
Please map the fields you wish to import:	
Address Book Field	CSV File Field
Person Type	None 🔽
Last Name	None
First Name	2-Type
Middle Name	3-First Name 4-Country
Title	5-Title
Country	5-Address 7-Region
Region	7-Region
Address1	None
Address2	None
District	None 👻
🔲 first string is data	
	OK Cancel

Figure 41: Mapping fields, selecting field in CSV file

- → Repeat this process to map the CSV field name *Name* to the Address Book field *Last Name*.
- → Continue for all other fields.

(i) If a field in the Address Book does not have a corresponding field in the CSV file, leave it as **None**. You can always add the data manually at a later date, if required.

→ Click OK when you are done.

🔤 Import Address Book	
Please map the fields you wish to import:	
Address Book Field	CSV File Field
Person Type	2-Туре
Last Name	1-Name
First Name	3-First Name
Middle Name	None
Title	5-Title
Country	4-Country
Region	7-Region
Address1	None
Address2	None
District	None
Street	6-Address
City	8-City
Postal Code	10-Postal code 🗸 🗸
🔲 first string is data	
	OK Cancel

Figure 42: Mapping field names for Address Book completed

The import process is now started. If the software finds a duplicate name in the Address Book a prompt appears.

Warning				
An Address Book entry to create another entry	v Nano Enterprise Ltd. with t v with the same display Nan	the same display N ne/Type?	ame/Type appears to ex	ist already. Do you wish
<u>O</u> verwrite	Overwrite all	<u>S</u> kip	Skip all	Add as new Recor

Figure 43: Prompt for existing Address Book entry

- Click Overwrite to replace the existing name with the imported data. If the software finds a further duplicate name, you will be asked again how you wish to proceed.
- → Selecting Overwrite all will replace all existing duplicate names at once.
- Click Skip if you do not wish to import a particular duplicate name. You will be prompted again if the software finds a further duplicate name.
- → Click Skip all if you do not wish to import any of the duplicate names.
- → Click Add as new Record to import the duplicate name as a new entry in the Address Book.

① If no person type (either natural or legal) is indicated for a record, a legal person type is assumed by default.

→ At the *Import complete* prompt click OK.

Address Book							x
Find in: Last na	ame 💌	Q					?
Ano Enterprise Ltd. TechEurope Universal Engineering	Last Name: First Name: Title:		V	Middle Nam Company: Department:	e(s):	IP Partners	
 Hancock, Jennifer Kilburn, David 	Building: Street:	45 Red Lion Squ	lare	GB County: Telephone:)	Cambridge +44 1223 3510	-
	District: City: Postal code:	Cambridge	Information Import compl	ete.	ce of	+44 1223 351690 info@ip-partners.co.uk GB United Kingdom GB United Kingdom	
	Country of incorporation:	GB United	d Kingdom 👤	State of incorporation	n:		- - 1
Logged in as Administrator	Route		Role There are no ite	ms to show in this view		Registration No.	

Figure 44: Import of data into Address Book complete

6 Editing routes, roles and registration numbers

Objective

In this section we are going to enter data for multiple routes, roles and registration numbers for a natural person whose details are stored in our Address Book. Multiple registration numbers may be entered manually or imported from a CSV file.

Step by step

- We will enter multiple routes, roles and registration numbers as the representative for a person.
- We will import a person with multiple registration numbers as an applicant.

Entering multiple routes and registration numbers manually

In this exercise we will log on in the role of assistant Elizabeth Miners and add missing data for Jennifer Hancock.

- 1st role: Route = EP, Role = Representative, Registration No. = 1234567.4
- 2nd role: Route = PCT, Role = Agent, Registration No. = 100123456
- 3rd role: Route = UK, Role = Party, Registration No. = 800812345

① Please bear in mind that this is only an example. For more information about roles and registration number formats contact the relevant national office.

→ From File Manager, open the Address Book by clicking the Address Book button.

@

- → Select the Address Book entry you wish to add data to, in this example *Hancock, Jennifer*.
- → Click the New button above the Route | Role | Registration No. headings.



When you click the **New** button *EP* automatically appears under *Route*, and *Applicant* under *Role*. The role needs to be changed.

- → Double-click the *Role* and change it to *Representative*.
- → Double-click the *Registration No.* field and enter the registration number 1234567.4.
- → Click the New button again to create the second line.
- → Select *PCT* as the *Route* and *Representative* as the *Role*.
- → Enter the registration number 100123456.
- → Click the New button to create the third line.
- → Select UK as the Route and Party as the Role.
- → Enter the registration number 1800812345.
- → Click the Save All button.

Address Book								×
Find in: Last name								\bigcirc
	Last Name:	Hancock	<i>•</i>	Midd	lle Name(s):			<u> </u>
IP Partners	First Name:	Jennifer		Com	pany:	IP Partn	ers	_
📩 Nano Enterprise Ltd.	Title:	Ms.	-	- Depa	artment:	Europea	in patents	
Universal Engineering	PO Box:			Cour	ntry:	GB	United Kingdom	•
Partners	Building:			GB C	County:	Cambrid	ge	-
Kilburn, David - IP Partners	Street:	45 Red Lion Square		45 Red Lion Square Telephone:		+44 1223 351688		
				Tele	fax:	+44 122	3 351690	
	District:			E-ma	ail:	hancock	@ip-partners.co.uk	
	City:	Cambridg	e	Natio	onality:	GB	United Kingdom	-
	Postal code:	CB2 1AB		Resi	dence:	GB	United Kingdom	-
	Country of incorporation:			- State incor	e of rporation:			F
	🗱 🕂							
	Route		B.	ole		Registr	ration No.	
	EP		Applicant only		1234567.4	4 is		
	UK		Party		₹ 80081234	5		
1			Party		—			
Logged in as Elizabeth Miners					15			

Figure 45: Multiple registration numbers entered manually

Importing route and registration numbers from a CSV file

In our example, there are two data sets in the CSV file for *Salvatore Manzoni*, a natural person. One is *EP/Applicant/155668895* and the other is *PCT/Applicant only/3440122388*. Both sets of data are contained in the *Role* field and separated from one another by vertical bars.

(i) Please bear in mind that the CSV file uses different names for roles depending on the route, in other words, it uses **Representative** in the **EP** procedure, **Agent** in the **PCT** procedure, **Applicant** in the **EP** procedure and **Applicant only** in the **PCT** procedure.

	A	В	С	D	N	
1	Person Type	Last Name	First Name	Title	Function-Role	
2	Natural	Manzoni	Salvatore	Mr.	EP Applicant 55668895 PCT Applicant only 440122388	
3						
1						
5						

Figure 46: Multiple registration numbers in the Procedure - Role field in an Excel table

- → Log on to File Manager as an administrator.
- → Import the CSV file into the Address Book as described in the last section's exercises.

The imported data for **Salvatore Manzoni** looks like this in the Address Book:

Address Book								• 🔀
Find in: Last name								?
IP Partners Nano Enterprise Ltd. TechEurope Universal Engineering Hancock, Jennifer - IP Partners Kilburn David - IP Partners	Last Name: First Name: Title: PO Box: Building:	Manzoni Salvatore Mr.	3	Middle 1 Compar Departn Country Region:	Name(s): ıy: nent: :		Italy	
Anzoni, Salvatore	District: City: Postal code:	Milano	a o	Telefax Telefax E-mail: Nationa Resider	ine: lity: nce:	+39 2 505 +39 2 505 salva@m IT IT	56 89 anzoni.it Italy Italy	
	Country of incorporation: Route EP PCT		Rol Applicant Applicant only	State of incorpor	55668895 440122388	Registra	tion No.	-
Logged in as Administrator								

Figure 47: Example of an imported Address Book entry with multiple registration numbers

7 Creating templates with user-specific standard data

Objective

In this exercise we are going to create and modify a template for our applications. For this operation, we will log on to Online Filing in the role of patent attorney David Kilburn.

Step by step

- We start by creating a new template for the procedure EP(1001E2K).
- We enter all the details for reuse. In our example these are the *Filing Office*, *Applicant*, *Representative* and *Fee Payment* details.
 - The data for our applicant, Universal Engineering, is already stored in the Address Book, so we can use it for our draft.
 - We can also use the data on the representative, David Kilburn, that is stored in the Address Book.
 - We change the fees selected and provide information about the mode of payment and the deposit account.
- We save the template.
- We will then open the template in order to change the name of the representative.

7.1 Creating a new template

We have already created an individual template folder for Universal Engineering's templates. We are going to use this subfolder for our new template.

- → Log on to File Manager in the role of patent attorney David Kilburn.
- → Select *New Template* in the File menu or press SHIFT+CTRL+N.
- → Enter UnivEng_EP as the template name.
- → You can use the *Group* field to assign the template to the possible procedure groups. These are *EP* and *PCT* in the default installation.
- → Select EP(1001E2K) from the Procedure list.
- → Select English as the Language of proceedings.
- → Select the *Universal Engineering* subfolder.
- → Enter the following brief description: EP filings for Universal Engineering.

Your screen should look like this:

Create a New Template	
Template Name:	UnivEng_EP
Group:	EP
Procedure:	EP(1001E2K)
Description:	int of a European patent (EPC 2000)
Based on Template:	<none></none>
Language of proceedings:	English 💌
Customer number:	_
Save to folder: TechEurope Universal Engineer Description: EP filings for Universal Engineer	ring
	Create Cancel

Figure 48: Creating a new template

→ Click Create.

An empty Form *EP(1001E2K)* opens with the new template.

7.2 Selecting the filing office

→ In the *Request* tab, enter **EP** in the *Filing Office* field.

The full name for the European Patent Office is completed automatically.

→ We do not enter a *Title of Invention*.

🕶 EPO Online Filing - EP(1001E2K) - UnivEng_EP 💿 📼							
File Edit View Tools Windows Help							
EP(1001E2K) - Template - UnivEng_EP Last saved on 21.10.2008							
Request 🛆 Names 🛇 States	Priority 🛆	Biological Material	Documents 📎	Fee Payment	Annotations		
Request Reference							
Grant of European patent and examin	ation of the app	lication under Article 94	4, are hereby reque	ested.			
Filing Office:	uropean Patent	Office (EPO)		•			
Request for examination in admiss	ible non-official I	EPO language:		Ŧ			
The applicant waives his right to b	e asked whethe	r he wishes to proceed	further with the ap	plication (Rule 70(2))		
Procedural language:		Language in which atta	ached or previous a	pplication filed:			
English		English					
		C Admissible languag contracting state:	e of an EPC		Ŧ	[
	C Other language:						
Title of Invention							
l Please use appropriate upper and low	ercase letters	I		·			×.
Logged in as David Kilburn					0	3 🛕	4 🚯 3

Figure 49: Selecting the filing office

7.3 Entering the applicant's name

→ In the Names tab click the Add button and select Applicant, Legal.



In our example the applicant is Universal Engineering.

→ The company's data are already in the Address Book, so in the Names tab click the Copy from address book button.



→ In the Address Book select the name and click the Copy records to form button.

1 Note that legal persons are indicated by the icon 1.

🔤 EPO Online Filing - EP(1001E2K)	- UnivEng_EP				×	
File Edit View Tools Window	vs Help					
EP(1001E2K) - Template - UnivEng_EP Last saved on 21.10.2008						
Request 🛆 Names 🛆 States	Priority 🛕 🛛 Biologi	ical Material Documents 🔇	Fee Payment (1)	Annotations		
	Company:	Universal Engineering	Registration:	708012345		
Applicants	Department:	Solar technology				
Representatives	Country:	US United States of A	Telephone:	+1 619 505 1234		
Inventors	Address:	100 Pacific Highway	Telefax:	+1 619 505 5678		
			E-mail:	info@universal-engineering.com		
	Postal code:	91234				
	City:	Los Angeles				
	US State:	CA California	Residence:	US United States of A 💌		
	Address for corresp	pondence				
	🔲 Universal Engineeri	ng is represented by the followir	ng employee acting pursu	uant to Art. 133(3) EPC:		
	Last Name:		General Authorisatio	on:		
	First Name:					
	Title:					
Logged in as David Kilburn				S 2 🔬 4 🕃	3	

Figure 50: Applicant (legal person) data copied from Address Book

7.4 Entering the representative's name

- → In the Names tab click the Add button and select Representative, Authorised. In our example the representative is David Kilburn.
- → David Kilburn's data are already in the Address Book, so in the Names tab click the Copy from address book button.



→ In the Address Book select the name *David Kilburn* and click the Copy records to form button.



(1) Note that natural persons are indicated by the icon \square .

EPO Online Filing - EP(1001E2K)	🕫 EPO Online Filing - EP(1001E2K) - UnivEng_EP						
File Edit View Tools Windo	ws Help						
EP(1001E2K) - Template - Un	EP(1001E2K) - Template - UnivEng_EP Last saved on 21.10.2008						
Request 🛆 Names 🛆 States	Priority 🛆	Biological Material	Documents 🛇	Fee Payment	Annotations		
	Last Name:	Kilburn		Registration:		1234567	3
Applicants	First Name:	David	•	Company:	IP Partners		1
Representatives	Title:	Mr.	•	Department:	European pa	itents	
Inventors		Please use ap	propriate upper an	d lowercase letters			-
	Country:	GB Un	ited Kingdom 🔽 💌	Telephone:	+44 1223 35	51681	
	Address:	45 Red Lion	Square	Telefax:	+44 1223 35	51690	
				E-mail:	kilburn@ip-p	artners.co.uk	
	Postal code:	CB2 1AB					
	City:	Cambridge					
	GB County:	Cambridgeshi	re 💌	[
Same address as the first representative							
Logged in as David Kilburn					6	2 🔥 4	3

Figure 51: Representative data copied from Address Book

7.5 Entering the details for fee payment

In this section we are going to enter the payment details for *IP Partners*, but without specifying the fees.

- → In the *Fee Payment* tab click the *Fee selection* sub-tab and clear all the check boxes.
- → Click the *Payment Details* sub-tab and select *Debit from deposit account* as the *Mode of payment*.
- → Enter the deposit account information, e.g. 28123456 for the Deposit account number and IP Partners for Account holder.

Your screen should look like this:

🔤 EPO Online Filing - EP(1001E2K) - UnivEng_EP	- • •						
File Edit View Tools Windows Help							
EP(1001E2K) - Template - UnivEng_EP	ast saved on 04/11/2009						
Request 🛆 Names 🛆 States 🕃 Priority 🛆 Biological Material Documents 📎 Fee Payment Annotations							
Payment Details Fee selection							
Mode of Payment: Debit from deposit account Currency: EUR							
The European Patent Office is hereby authorised, to debit from the deposit account with the EPO any fees and costs indicated on the fe	ees page.						
Deposit account number: 28123456 Account holder: IP Partners							
Only required if different from above - Reimbursement, if any, to be made to deposit account with the EPO:							
Account holder:							
Refund of search fee (Art. 10 RFees) is requested on the basis of the earlier search report:							
Additional copies of the documents cited in the European search report:	0 Copies						
Logged in as Administrator	2 🔺 4 🔕 3						

Figure 52: Selecting mode of payment and providing details of deposit account

7.6 Saving the template

→ Select *File* > *Save* from the menu.

The template is kept opened in the form view.

→ Close the template and select the option *Exit without saving*.

The template now appears in the Universal Engineering folder under Templates in File Manager.

7.7 Editing a template

In this example the previous representative, **David Kilburn**, has left the company.

We will log on as an administrator and add the former paralegal *Jennifer Hancock* to the Attorneys group. We will leave David Kilburn's username but we will change his password as a precaution and remove this user from all groups, leaving him without any user rights in Online Filing.

We will then change the template to reflect Jennifer Hancock as the new representative for future operations. We will transfer Jennifer Hancock's data from the Address Book.

- → Double-click the *Templates* folder in the File Manager in order to display the subfolders.
- → Select the templates folder Universal Engineering.
- → Right-click the template *UnivEng_EP* and select *Edit template* from the shortcut menu.

The template opens in the form view, ready for editing.



Figure 53: Opening template for editing

- → In the *Names* tab select the current representative, *David Kilburn*.
- → Click the Copy from address book button.
 - P

Þ

→ In the Address Book select the name *Hancock, Jennifer* and click the Copy records to form button.

Your screen should look like this:

💀 EPO Online Filing - EP(1001E2K) - UnivEng_EP						
File Edit View Tools Window	vs Help					
EP(1001E2K) - Template - UnivEng_EP Last saved on 21.10.2008						
Request \land Names 🛆 States	Priority 🛕 Biolog	gical Material Documents 🛇	Fee Payment	Annotations		
🕂 - 💥 🚇 💯	Last Name:	Hancock	Registration:	12345674		
Applicants Universal Engineering	First Name:	Jennifer	Company:	IP Partners		
Representatives	Title:	Ms.	Department:	European patents		
Hancock, Jennifer		Please use appropriate upper and	lowercase letters			
Inventors	Country:	GB United Kingdom 🔽	Telephone:	+44 1223 351688		
	Address:	45 Red Lion Square	Telefax:	+44 1223 351690		
			E-mail:	hancock@ip-partners.co.uk		
	Postal code:	CB2 1AB				
	City:	Cambridge				
	GB County:	Cambridgeshire 💌				
	🗖 Same address as t	ha first raprocentativa				
	L Dame and ess as (ane ni serepi esencouve				
Logged in as Administrator				S 2 ▲ 4 3 2		

Figure 54: Changing representative data in template and copying to Address Book

→ Close the template and select the option Save and exit.

The template has been saved together with the new data. Applications drafted using the previous template with David Kilburn as the representative are not affected by these changes. You will have to change the name in these applications if they are not yet in **Sent** status.

(i) It is not possible to edit the type of procedure in the template.

8 Completing an application with form EP(1001E2K)

Objective

In this section we will use the Online Filing software to create a new application based on *Form EP(1001E2K)*, enter the mandatory data and move the application from *Draft* to *Ready to Sign* status. We are going to use the role of paralegal Oliver Barber for this.

Step by step

- In our example, the paralegal uses the template created for Universal Engineering to create a new EP(1001E2K) application. The title of the invention is *Engine Filter*.
- The template already contains details of the applicant and representative, but the paralegal still needs to add the inventor.
- The paralegal also has to attach the mandatory documents provided by the applicant. These consist of two files: a combined PDF file for the description, claims and abstract, and a separate file for the drawings.
- Once the application is complete, the paralegal saves the work as *Ready to Sign*. The patent attorney Jennifer Hancock will sign the application later.

8.1 Creating an application based on a template

Create a new draft

- → Log on in the role of paralegal Oliver Barber.
- → Double-click the *Templates* folder in the File Manager and select the *Universal Engineering* subfolder.
- → Double-click the template UnivEng_EP. The window Create a New Application opens.
- → In the User Reference field enter UE2008-09.
- → Double-click the folder Universal Engineering, select the subfolder Hancock_2008 and then click Create.

Create a New Application	
User Reference:	UE2008_09
Group:	<none></none>
Procedure:	EP(1001E2K)
Description:	Request for grant of a European pat
Based on Template:	UnivEng_EP
Language of proceedings:	English 🗨
Customer number:	
Save to folder:	
🛅 Default Folder	
🕨 🛅 Nano Enterprise	
👻 🖿 Universal Engineering	
🛅 Hancock	
🖿 Hancock_2008	
	Create Cancel

Figure 55: Creating a new application using a template

Entering the title of the invention

- → In the *Request* tab, enter Engine Filter in the field *Title of Invention in English*.
- → Enter the relevant terms in the fields Translation into French and Translation into German.

(i) If you omit these entries, the yellow validation icon remains in the *Request* button. You can still file the application with the EPO but will have to submit the translations at a later point in time.

8.2 Adding inventor's details

The inventor in our example is called Harold Stockton. Harold Stockton works for Universal Engineering.

- → In the *Names* tab click the Add button and select *Inventor*.
- → Enter the details for Harold Stockton.

The lower part of the form contains information on the legal relationship between the applicant and inventor. The *As employer* option is selected by default.

- Select the options Waiver by inventor of notification of information and/or Renunciation of title by inventor, if required.
- → Click the Copy to address book button.



This creates a new entry for Harold Stockton in the Address Book.

This is shown in the status bar at the bottom of the screen.

편 EPO Online Filing - EP(1001E2K) - UB	🔤 EPO Online Filing - EP(1001E2K) - UE2008_09 📃 📼 🖭					
File Edit View Tools Windows	Help					
EP(1001E2K) - Draft - UE2008_0	9			Last saved on 21.10.2008		
Request Names States P	Priority 🛕 🛛 Biological Material	Documents 📎	Fee Payment	Annotations		
- ☆ @ 	ast Name: Stockton		Country:	US United States of A		
Applicants Fin	rst Name: Harold		Address:	100 Pacific Highway		
Representatives Tit	tle: Mr.	•				
Hancock, Jennifer			Postal code:	91234		
Stockton, Harold Co	ompany: Universal En	gineering	City:	Los Angeles		
De	epartment: Research &	tment: Research & Development Dept. US State		CA California		
_	Please use appropriate upper and lowercase letters					
		to the F unction and	ant an fallound			
•	As employer	to the European pate	ent as follows:			
0) As successor in title					
0	C Under agreement of dd.mm.yyyy					
	Waiver by inventor of notification of information under rule 19(3)					
	Renunciation of title by inventor	(Rule 20(1))				
Logged in as Oliver Barber	Data successfully copied to A	Address Book		⊘ 2 <u>∧</u> 2 ④ 0		

Figure 56: Information entered on the inventor

8.3 Attaching the technical documents as a PDF-file

In the *Documents* tab on the left there is a list of all the attached files. Our example currently contains no documents in this list.

We will add technical documents in the form of a PDF file. The file contains the description, the claims and the abstract.

The drawings are not included in this combined file, but rather are attached in a separate step.

→ In the *Documents* tab, click the *Specification* sub-tab and then click the Add button.



- Select the option *Technical document(s) in English* and in the *Open* window navigate to the file called *Engine filter.pdf*.
- → Click Open.

The file is renamed to **SPECEPO-1.pdf**. The original file name is also shown, for reference purposes.

→ Tick the check boxes for the **Description**, **Claims**, **Abstract** and **Drawings**.

This unlocks the associated fields for editing.

- → In the Specification sub-tab next to Description enter the page numbers for the description in the PDF file (From page and to). In our example the description starts on page 1 and finishes on page 7.
- → Enter 10 as the *Number of Claims* and 8 to 9 as the page numbers for the *claims*.
- → In the *Figure to be Published with Abstract* field enter the number 1.
- → Enter the page numbers 10 to 10 to indicate where the abstract is located in the document.

(1) All pages must be accounted for, and there must be no overlaps. In other words, the texts for the description, the claims and the abstract should each start on a new page in your combined file.

🔤 EPO Online Filing - EP(1001E2K) -	UE2008_09				
File Edit View Tools Windows	Help				
		(?)			
EP(1001E2K) - Draft - UE2008_09 Last saved on 04/11/2009					
Request Names States 🛈	Priority 🛕 Biological Material Documents 🛇 Fee Payment	Annotations			
Specification Sequence Listings Add	tional Documents				
↔	Original file name: Engine filter.pdf	Number of pages: 10			
Technical document(s) in	This file contains:				
SPECEPO-1.pdf	Contraction				
		From page: 1 to 7			
	Claims				
	Number of claims: 10	From page: 8 to 9			
	✓ Abstract				
	Figure to be Published with Abstract: 1 (eg 1, 2a)	From page: 10 to 10			
	Drawings				
	Number of Drawings:	From page: to			
The claims will be filed later					
A translation will be supplied later.					
Logged in as Oliver Barber		<u> </u>			

Figure 57: Technical documents attached as PDF file

8.4 Attaching a PDF file for the drawings

→ In the *Documents* tab, click the *Specification* sub-tab and then click the Add button.



- Select the Technical Document(s) in English option once again, navigate to where the Engine filter drawings.pdf is stored and select it.
- → Click **Open** to attach the file.

In the *Documents* tab, the check boxes for *Description*, *Claims* and *Abstract* are deactivated because you have already attached these components of the technical documents.

→ Select the *Drawings* check box.

The file is renamed to SPECEPO-2.pdf.

→ Enter 2 in the *Number of drawings* field.

EPO Online Filing - EP(1001E2K)	- UE2008_09						
File Edit View Tools Window							
EP(1001E2K) - Draft - UE2008		Last saved on 04/11/2009					
Request Names States 🕃	Priority 🛕 Biological Material Documents Fee Payment	Annotations					
Specification Sequence Listings A	iditional Documents						
₩	Original file name: Engine filter drawings.pdf	Number of pages: 1					
Technical document(s) in	This file contains:						
SPECEPO-1.pdf	Description						
SPECEPO-2.pdf		From page: to					
	Claims						
	Number of claims:	From page; to					
	T Abstract						
	Figure to be Published with Abstract: (eg 1, 2a)	From page; to					
	✓ Drawings						
	Number of Drawings: 2	From page: 1 to 1					
The claims will be filed later							
A translation will be supplied late	6						
Logged in as Oliver Barber		○ 0 <u>∧</u> 1 ③ 1					

Figure 58: PDF file for drawings attached

8.5 Saving application as "Ready to Sign"

The application for Universal Engineering is now complete and all red and grey validation icons have disappeared. A yellow validation icon only remains now in the Priority button, indicating that data is missing.

- → Click the *Priority* tab.
- → Select the option *It is not intended to file a (further) declaration of priority*. The yellow validation icon then also disappears.
- → Select *File* > *Close* in the menu.
- → At the prompt select the option *Move to Ready to Sign and exit*.

In the File Manager the file is displayed with *Ready to sign* status.



Figure 59: Application in "Ready to Sign" status

9 Modifying an application in a previous workflow status

Objective

In this section we will modify an application in Online Filing. For this operation, we will log back on in the role of paralegal Oliver Barber.

Step by step

- In our example, a paralegal has prepared a Form EP(1001E2K) application entitled *Engine Filter*, attached all documents and moved the form to *Ready to sign*.
- However, the applicant has now amended the description, claims and abstract and provided them in separate files.
- We will therefore remove the existing technical documents and attach the new files.
- The file containing the drawings is correct, so we do not have to make any changes here.

In the File Manager the ToolTip on the **Next** button says "Sign". Opening the application would therefore automatically launch the signing process. The paralegal must therefore return the application to **Draft** status in order to be able to amend it.

File Manager UE2008_09					- • •	
File Edit View Workflow To	ools Help					
₽ 🗶 🔍 🖉 🖻						
Hancock_2008 - All - EP(10	01E2K) - UE2008_	_09			1 item available	
Air Applications	All Draft	Ready to Sign Ready to S	end Sent	Last saved 💌	P	
	Last saved Reference	ce Title		Type 🖉	Status	
	21.10.2008 UE2008_0	09 Request for grant of a European		EP(1001E2K) 2 Read	y to sign	
	_	patent (EPC 2000)				
Hancock 2008						
Forms						
✓ □ Templates						
Nano Enterprise			-			
Universal Engineering						
Trash						
	<u> Form EP(100</u>	1E2K)				
	ID:	12				
	Title:	Engine Filter				
	Status:	Ready to sign				
	Messages:	<u>⊗o ∆o</u> 0				
	Last saved:	oliver, 21.10.2008				
	Applicant:	Universal Engineering				
	Attachments:	2 View				
	Internal Notes:					
	I					
Logged in as Oliver Barber	Items selected: 1				1.	

Figure 60: Application can be signed but not modified

→ In the File Manager click the **Previous** button. The ToolTip indicates "Draft".

🏧 File Manager UE2008_09					- • •
File Edit <u>View W</u> orkflow Tools Help					
Hancock_2008 - All - EP(10	001E2K) - UE2008_09				1 item available
	All Draft Rea	ady to Sign Ready to Send	Sent	Last saved 💌	٩
Default Folder		Tal-		T	Chathan
Nano Enterprise	Last saved hererence	The I	<u> a</u> lai	Type 🔗	Status
👻 🚞 Universal Engineering	21.10.2008 UE2008_09 F	Request for grant of a European	0 0 0 6	P(1001E2K) 2 Ready	y to sign
🛅 Hancock	4	Jaleni (EFC 2000)			
Hancock 2008					
Forms					

Figure 61: Clicking the "Previous" workflow button changes the status to "Draft"

The application is reset to *Draft* status.

🔤 File Manager UE2008_09				
File Edit View Workflow Tools Help				
Hancock_2008 - All - EP(1001E2K) - UE2008_09 1 item available				
All Applications All Draft Ready to Sign Ready to Send Sent Last saved				
Nano Enterprise Last saved Reference Title 🚫 🛆 🗊 Type 🖉 Status				
✓ ☐ Universal Engineering 21.10.2008 UE2008_09 Request for grant of a European 0 0 0 EP(1001E2K) 2 Draft Draft Draft				
Hancock				
Hancock_2008				
E Forms				

Figure 62: The application is back in "Draft" status and may be moved to "Ready to sign"

9.1 Removing attached documents

Before we can attach new documents, we must first remove the existing technical documents.

- → In the File Manager, double-click the application to open it in *Draft* status.
- → Click the *Documents* tab and then select the *Specification* sub-tab.
- → Select the file **SPECEPO-1.pdf**.
- → Click the Delete button.

✖

The combined file SPECEPO-1.pdf is removed.

EPO Online Filing - EP(1001E2K) - U	JE2008_09					
File Edit View Tools Windows	Help					
						?
EP(1001E2K) - Draft - UE2008_	09			Las	t saved on 04	/11/2009
Request Names States ④	Priority 🛕 Biological Material	Documents F	Fee Payment	Annotations		
Specification Sequence Listings Addi	tional Documents					
₽ - ×	Original file name:	Engine filter.pdf		Number of pages	s: 10	
Technical document(s) in	This file contains:					
SPECEPO-1.pdf	Description					
SPECEPO-2.pdf				From page: 1	to 🗾	P
	Claims					
	Number of claims:	10		From page: 8	to 🤦	P
	Abstract					
	Figure to be Published with Abstract:	1	(eg 1, 2a)	From page: 10	to 10	P
	Number of Drawings:			From page:	to	2
The claims will be filed later						
🔲 A translation will be supplied later.						
Logged in as Oliver Barber				<u></u>	0 🛕 1	1

Figure 63: Removing technical documents file

9.2 Attaching new documents

Now that the previous combined file has been removed, the new files can be attached. We will attach one file each for the description, the claims and the abstract.

Attaching a new description

→ In the *Documents* tab, click the *Specification* sub-tab and then click the Add button.



- → Select the Technical document(s) in English option, navigate to the file called Engine filter description.pdf and select it.
- → Click **Open** to attach the file.
- → Tick the check box for *Description*.

The file is renamed as SPECEPO-2.pdf.

🔤 EPO Online Filing - EP(1001E2K) - UE2008_09				• 💌
File Edit View Tools Windows Help				
				?
EP(1001E2K) - Draft - UE2008_09			Last saved o	n 04/11/2009
Request Names States 🛈 Priority 🛆	Biological Material Document	rs 🚫 Fee Payment	Annotations	
Specification Sequence Listings Additional Docu	ments			
Original	file name: Engine filter	description.pdf	Number of pages:	7
Technical document(s) in	contains:			
SPECEPO-2,pdf	iption			
SPECEPO-1.pdf			From page: 1 to	7
Claim:	5			
Number o	f claims:		From page: to	2
C Abstr	act			
Figure to	be Published with Abstract:	(eg 1, 2a)	From page: to	P
Drawi	ngs			
Number o	f Drawings:]	From page: to	2
The claims will be filed later				
A translation will be supplied later.				
Logged in as Oliver Barber			◎ 1	2 (1) 1

Figure 64: PDF file for description attached

Attaching new claims

→ Repeat this process to attach the claims file and select the check box for *Claims*.

The file is renamed as SPECEPO-3.pdf.

→ Enter 10 in the *Number of Claims* field.

① Claims may be filed later if required. In this case you should select the check box **The claims will be filed** *later*, which is below the list of attached documents (see above). This deactivates the check box for the claims.

Attaching a new abstract

- → Repeat this process to attach the abstract file and select the check box for Abstract.
 - The file is renamed as SPECEPO-4.pdf.
- → Enter 1 in the Figure to be published with abstract field.

Adding an internal note

Before we finish we are going to add an internal note to let the attorney know that the corrections have been made.

→ Click the Internal Note button.



- → Click the New button and enter Oliver Barber in the Author field.
- → Enter Revised documents in the Subject field.
- → Enter The applicant's revised documents are now attached in the Note field.

E	Internal Notes			X
	🕂 💥	Author:	Oliver Barber	Created on: 21.10.2008
	Revised documents Oliver Barber, 21.10.2008	Subject:	Revised documents	
		Note:	The applicant's revised documents are now attached.	
			<u> </u>	

Figure 65: Adding an internal note for the attorney

Saving the application as "Ready to Sign"

Now we will return the application to *Ready to sign* status.

- → Select *File* > *Close* from the menu.
- → At the prompt select the option *Move to Ready to sign and exit*.

In the File Manager the file is displayed with *Ready to sign* status. The author, date and subject of the internal note are shown in a summary on the lower part of the screen.

10 Signing and sending the application

Objective

The application now contains all the mandatory information and is ready for signing. In our example, we are going to apply a digital signature in the role of patent attorney Jennifer Hancock. We will then switch to the role of assistant Elizabeth Miners and send a number of completed applications to the demo server in The Hague, using the "batch send" functionality.

Step by step

- We will apply a digital signature to our application.
- · Before we sign the application we will check our personal smart card.
- We will send all our applications with *Ready to send* status to the demo server in The Hague.

10.1 Checking your smart card

→ Log on to File Manager in the role of patent attorney Jennifer Hancock.

The **Smart Card Checker** tool is automatically installed together with the File Manager or the Online Filing client. It starts automatically when the File Manager is running. The Smart Card Checker icon and the icon for the smart card reader are displayed in the Windows system tray.

The Smart Card Checker is only available in English.



Figure 66: Programme icons in the Windows system tray

The Smart Card Checker automatically locates the correct smart card driver software on the computer and checks registered certificates, so that when you change from one smart card to another you do not have to carry out any manual changes.

Checking your smart card

- → Insert your smart card into the reader.
 - If the green light flashes this indicates that either the card was not inserted properly or it cannot be read.
- → Right-click on the smart card checker symbol in the system tray and select Check Smartcard.



Figure 67: Check smart card

The smart card is checked.

If there is no reader connected to the PC, if no smart card is inserted, if the smart card has not been inserted properly, or if it is invalid, the smart card checker indicates that the card is not recognised.



Figure 68: Smart card not recognized

If the smart card is valid and was correctly inserted into the reader, the smart card checker checks the data and indicates that the smart card is recognised. The green LED on the reader indicates that the smart card is valid and inserted correctly by shining steadily, otherwise it flashes.

OLF Smartcard Checker Smart Card recognized	x	
DE	N, 😙 4) 📑 🍕 🥡	🛍 🛃 🌒 12:04

Figure 69: Smart card recognized

In the next step we use the smart card to sign the application.

10.2 Signing the application

In the File Manager our application has *Ready to sign* status. The ToolTip on the Next button now displays "Sign", so we can sign the application in the next stage of the workflow.

→ Click the Next button.

 \triangleright

The application is displayed in the **PDF-Viewer**. The documents attached are listed on the left.

- → Click Sign now in the lower right-hand corner to proceed.
- → For the purposes of this tutorial, select Jennifer Ashcroft as the Representative.
- → Select Smart Card as the Type of signature.

() If you normally use your smart card to sign applications, you can tick the **Save settings as default** check box.

- → Enter your PIN Code.
- → Enter Cambridge as the Place of Signing.

(1) The place of signing is optional.

→ To finish, click Sign.

Your screen should look like this:

Sign Application	he tune of signature and e	nter the corresponding details	
Applicants Universal Engineering <other> Representatives Jennifer Hancock</other>	Sign for representati Representative Name:	ve Jennifer Hancock:	
<other></other>	Type of signature: Smart Card Soft Certificate Alphabetical Facsimile Smart card details:	Enter PIN Code: MIRANA	
	Place of Signing:	Cambridge	Sign
☐ Save settings as default (Can be	changed in preferences)	C	llose

Figure 70: Signing details completed

The software checks the smart card data and generates XML files using the data from the form. This may take a while. The following message box is displayed while the process is running.

Warning	×
The electronic signature is being applied. This process may take a while. Please wait.	
Generating XMLs	

Figure 71: Processing the electronic signature

The *Sign application* window then closes automatically and the status of our application changes to *Ready to send* in File Manager.

(1) At least one signature is required on each application. Whether or not you are authorised to sign forms depends on the user rights you were assigned by the Online Filing administrator.

10.3 Sending the applications

To complete this exercise using the "batch send" functionality, we need at least two applications with **Ready to send** status. We will send all applications with **Ready to send** status to the demo server in The Hague.

→ Log on in the role of patent attorney Jennifer Hancock to create another application such as EP(1038E) and sign it.

As soon as the application receives a digital signature, it moves to *Ready to send* status.

- → Finally, move the signed applications to the *Default Folder* because personal folders are not activated for assistants in File Manager.
- → Log on in the role of assistant Elizabeth Miners to send the applications.
- → Select *Default Folder* and click *Ready to Send* in the navigation bar.
- → Create a multiple selection list of the applications you want to send with CTRL+click.
- → Click the Next button to proceed. The ToolTip indicates "Send".

File Manager UE2008_09		
File Edit View Workflow To	ools Help	
₽ 🗱 🔍 💽 🖓 🖓	@	00
Default Folder - Aleady to S	Send - EP(1001E2K) -	- UE2008_09 2 items available
Send		
All Applications	All Draft Re	eady to Sign Ready to Send Sent Last saved 💌 🔎
Default Folder		
E Forms	Last saved Heference	Inte 💊 🛆 🕃 Type 🔗 Hetry
Templates	21.10.2008 UE2008_08D	Subsequently filed documents U U 1 EP(1038E) U U
📅 Trash	21.10.2008 0E2008_09	patent (EPC 2000)
	·	
	Discrim EP(1001E2	2K)
	ID:	12
	Title:	Engine Filter
	Status:	Ready to send
	Messages:	
	Last saved:	oliver, 21.10.2008
	Applicant:	Universal Engineering
	Attachments:	4 View
	Internal Notes:	Oliver Barber, 21.10.2008, Revised documents
, Logged in as Elizabeth Miners	Items selected: 2	

Figure 72: Applications with "Ready to send" status selected

- → At the warning prompt, ensure that the transmission is going to the location you intend in this case the demo server.
- → Click Continue Sending.

Online Filing			×		
Warning					
Send to :	Online	C Physical Media			
	Smart Card	C Soft Certificate			
Your online application is about to be sent to demo server https://secure2.epoline.org/olfdemo/recerver for demo/test/practice purposes. There should be no sensitive data in this application. If you are not sure, stop sending now. Vould you like this message to appear in the future					
	Continue Send	ing Stop Sendin	<u> </u>		

Figure 73: Sending application to demo server

→ Enter your **PIN code** and click **OK**.

Ρ	lease enter PIN	X
	Ready to sign data using your PIN code (subject: DE, Form Netz, S. Schmidt 2933; issuer: , European Patent Office, European Patent Office CA) It will be used to establish a secure session with the server and to submit the application.	
[Please enter your PIN code to continue:	
	OK Cancel	

Figure 74: Entering PIN code before sending

As each application is sent, a progress indicator informs you of the current stage of the transmission.

Progress	
Sending Data	
	42%
	Cancel

Figure 75: Progress indicator

10.4 Viewing and saving receipts

Objective

In this section we will view and save copies of receipts. The assistants in our patent attorneys' firm are not authorised to open an application or the documents attached to it, which is why we will now log on again in the role of patent attorney Jennifer Hancock to check the acknowledgment of receipt.

Step by step

Once the transmission is complete, the applications are displayed in the File Manager with **Sent** status.

→ To view the attached documents (including the receipt), select an application and click the View... button.

File Manager UE2008_09						
File Edit View Workflow T	ools Help					
🔁 🗱 🔍 🕨 🐼 🕞						
Default Folder - Sent - EP	(1001E2K) - UE2008	_09				2 items available
All Applications	All Draft	Ready to Sign	Ready to Sen	nd Sent	Last saved 💌	٩ 📃
 Default Folder Nano Enterprise Universal Engineering Forms Forms Templates Trash 	Sent d/ Reference 21.10.2008 UE2008_08 21.10.2008 UE2008_08	B Subsequently fil D Subsequently for gra patent (EPC 20	Title led documents nt of a European 00)		Type Ø EP(1038E) 0 EP(1001E2K) 4	App.number EP08000100.1 EP08241091.1
	: Form EP(1001	E2K)				
	ID:	12				
	Title:	Engine Filte	er			
	Status:	Sent				
	Messages:	SO 🛆	0 🖲 0			
	Last saved:	oliver, 21.1	0.2008			
	Applicant:	Universal E				
	Attachments: Internal Notes:	4 Vie Oliver Baib	w ar, 21.16.2008, Re	vised documents		
Logged in as Jennifer Hancock	Items selected: 1					

Figure 76: Applications with "Sent" status

- → In the *PDF-Viewer* select the document *receipt.pdf* from the list of files.
- → Click the **Save copy** button and enter a file name for the PDF document.



Figure 77: Storing receipt from the PDF Viewer.

11 Exporting and importing individual applications

Objective

In this section we will export an application into an external folder on our PC and import another application for processing in the Online Filing software.

Step by step

- We will export all sent applications as ZIP files, including all attached files, into a storage location elsewhere in our company's network.
- We will import an application that was exported earlier back into File Manager to use it as a basis for a new application.

Further exercises

The chapter **Exporting and importing applications with the Server Manager** (p. 95) deals with exporting and importing applications in more detail. Managing and backing up databases is dealt with in the chapter **Managing databases** (p. 88).

User rights for import and export

Although Server Manager offers a comprehensive range of data management features, they can only be used by members of the *Administrators* group. A user with *Administrator* ID can add other users to the Administrators group in User Administration to grant them access to the same rights. Administrators in a company are responsible for managing the database as well as for exporting and archiving data.

All other users can use File Manager functions to export or import individual applications as required, provided they belong to a group with an appropriate profile of privileges.
11.1 Exporting applications to ZIP files

In this exercise, we will archive all sent applications in the role of patent attorney Jennifer Hancock. The *Export Forms* function generates a compressed ZIP archive for every application and at the same time enables you to delete the applications in the database.

- → In File Manager, select File > Export > Forms.
- → Click the sent Sent folder on the left.

Only sent applications are displayed.

 \rightarrow Click the *solution* icon in the table header.

This selects all applications.

- → Tick the check-box next to **Delete items from database after archiving**.
- → Click OK.

Forms Export		
Delete items from database after an end of the second s	rchiving	
All Applications	🗸 Last saved Reference 🛛 Title 🚫 🛕 🕄 Type 🔗	Status
Templates E Drafts	21.10.2008 UE2008_09 Request for grant of a European 0 0 0 EP(1001E2K 4 Sent patent (EPC 2000)	
Ready to sign	Z1.10.2008 UE2008_08ESubsequently filed documents 0 0 1 EP(1038E) 0 Sent	
Sent		
	·	
	OK	Cancel

Figure 78: Selecting the forms you want to export

Online Filing automatically opens the directory selected in **User Preferences** for exporting files. In this example the default directory is **EPO_data/Export** on drive G.

We will create a new subfolder for Universal Engineering in the *Export* folder.

→ Click the Make New Folder button.

Export Form ZIPs to folder	×
Export Form ZIPs to folder	
🖌 🧰 DATA (G:)	*
🔺 🍌 EPO_data	
Archives	
🛛 🕒 Backup	
D Clients	E
⊿ 📙 Export	
1006	
2007	
2008	
Jimport	-
Make New Folder	.

Figure 79: Selecting the folder for export

A new folder is created.

→ Enter Universal Engineering as the name of the new folder.

Export Form ZIPs to folder	—
Export Form ZIPs to folder	
▲ 퉬 EPO_data	*
Archives	
🛛 📴 Backup	
D Clients	
🔺 鷆 Export	=
2006	-
1007	
2008	
Universal Engineering	
🍌 Import	Ŧ
Make New Folder OK Cancel	.

Figure 80: New folder renamed in export destination

- → Click OK to start the export process.
- → Close the *Export complete* message by clicking OK.

The applications are then deleted in File Manager.

The new *Universal Engineering* folder can now be found in the *Export* folder and contains the ZIP files that Online Filing created and that were automatically renamed by the software as *UE2008_08D.zip* and *UE2008_09.zip* based on the file reference of the applications.

The ZIP file **UE2008_09.zip** contains multiple PDF and XML files. The file **ep_request.pdf** contains Form EP(1001E2K) and the application. **SPECEPO-1.pdf** contains the description, **SPECEPO-2.pdf** the drawings, **SPECEPO-3.pdf** the claims and **SPECEPO-4.pdf** the abstract. The acknowledgement of receipt is saved as **receipt.pdf** and the designation of inventor as **F1002-1.pdf**.

COC V ATA (E:) > EPO_data > Export > Universal Engineering > UE2008_09.zip + 4 Search UE2 Search UE2 Search UE2										
File Edit View Tools Help										
Organize 🔻 Extract all files 🛛 🕄 🐨 🗍 🔞										
Þ 퉲 DB	*	Name	Туре	Size	Date modified					
EPO_data		application-body.xml	XML Document	1 KB	04.11.2009 16:23					
P ackup		🔁 ep-request.pdf	Adobe Acrobat Document	149 KB	04.11.2009 16:32					
> Clients		🔮 ep-request.xml	XML Document	15 KB	04.11.2009 16:23					
A B Export		🔁 f1002-1.pdf	Adobe Acrobat Document	64 KB	04.11.2009 16:24					
2006		🔮 package-data.xml	XML Document	2 KB	04.11.2009 16:32					
2007	=	🔮 pkgheader.xml	XML Document	1 KB	04.11.2009 16:23					
> 2007		🔁 receipt.pdf	Adobe Acrobat Document	111 KB	04.11.2009 16:34					
A Universal Engineering		🔁 SPECEPO-1.pdf	Adobe Acrobat Document	22 KB	04.11.2009 15:32					
		🔁 SPECEPO-2.pdf	Adobe Acrobat Document	11 KB	04.11.2009 15:28					
UE2008_085.21p		🔁 SPECEPO-3.pdf	Adobe Acrobat Document	13 KB	04.11.2009 15:33					
Jess et		🔁 SPECEPO-4.pdf	Adobe Acrobat Document	11 KB	04.11.2009 15:33					
Import Office		🖹 xmit-receipt.xml	XML Document	3 KB	04.11.2009 16:34					
Payments	Ŧ	•	III		•					
12 items					iii.					

Figure 81: Applications and all associated files in the exported ZIP archives

11.2 Importing an application from a ZIP file

The team at IP Partners regularly archives sent applications and deletes them from the database. The system administrator moves the ZIP files from the Export folder to an archive folder.

In this example, patent attorney Jennifer Hancock is going to use Form EP(1038E) to submit other documents for the Universal Engineering application already sent. She needs data from the archived application for this and will import it back into File Manager.

- Select the folder *Hancock_2008* as the exact location in File Manager where you want to place the imported application.
- → In the menu select File > Import > XML from File.

The software automatically opens the directory selected for import in **User Preferences**, which in our example is the **EPO_data/Import** folder on the **G** drive.

- → Go to the Archives folder and open it with a double-click.
- → Select the file UE2008_09.zip then click Open.

🔤 Import XML fr	om file			×
Look in:	lachives		💽 🍅 🗈 🗢	.
Ca.	Name	Date modified	Туре	Size
Recent Places	UE2008_08D.zip	22.10.2008 11:38	Compressed (zipp	147 KB
	0E2008_09.2IP	22.10.2008 11:38	Compressed (Zipp	334 KB
Desktop				
Susanne				
Computer				
2				
Network				
	File name: UE	2008_09.zip	<u> </u>	Open
	Files of type: ZIF	^o files (*.zip)	•	Lancel

Figure 82: Selecting ZIP file containing application to be imported

The Create a New Application window opens.

- → Enter a UE2008_09A as the User Reference for the new application.
- → The subfolder *Hancock_2008* should already be selected.
- → Click Create.

Create a New Application	X
User Reference:	UE2008_09A
Group:	<none></none>
Procedure:	EP(1001E2K)
Description:	Request for grant of a European pat
Based on Template:	<none></none>
Language of proceedings:	English
Customer number:	_
Save to folder:	
🛅 Default Folder	
▶ 🛅 Nano Enterprise	
v 🖿 Universal Engineering	
Hancock	
Hancock_2008	
	Create Cancel

Figure 83: Creating a new application from imported data

The new application opens in the form view as a draft.

→ Close the application using the **Save and exit** option.



The application is now stored in *Draft* status in the subfolder *Hancock_2008*, within the *Universal Engineering* folder and can be processed further as required.

Figure 84: Imported application in "Draft" status in the File Manager

12 Managing servers and services

Objective

We are going to log on in the role of administrator to use Server Manager to manage the server and Online Filing's active services.

Step by step

- We will familiarise ourselves with the functions of the Server Manager.
- We will use the Server Manager to start and stop services for the File Manager and the various Online Filing procedures.
- We will determine which directories in our computer network can be accessed by the Server Manager.
- We will define settings for the Live Update mechanism.

12.1 Server Manager - Overview

The Server Manager allows Online Filing users to administer and manage the Online Filing servers, services and databases in their office network.

The Server Manager is automatically installed together with Online Filing (Version 4.00) when *Local Installation* or *Server Installation* is selected during the setup.

Starting Server Manager

Like the Online Filing client (File Manager), Online Filing Server Manager is started in Windows XP, Windows 2000 or Windows 2003 Server by simply clicking the link in the Program menu.

Proceed as follows in Windows Vista:

- → Go to the Windows Start menu and select: Programs > EPO Online Filing > Online Filing Server Manager.
- → Right-click the link **Online Filing Server Manager**.
- Select Run as administrator in the shortcut menu.
 If you are not the Windows administrator, you must now enter his or her Windows.
 - If you are not the Windows administrator, you must now enter his or her Windows password.
- → Click Allow in the User Account Control window (Windows Vista).

The Server Manager login window appears.

User mode in Server Manager

Production mode is the only option available when you log on to Server Manager. You can only log on to Server Manager if you are the user named **Administrator** or a user from the **Administrators** group.

Server Manager		×
Login		
User name:	Administrator	
Password:	*****	
	production mode	
	C demo mode	
	ок	Cancel

Figure 85: Logging into Server Manager in production mode

Server Manager - Overview

The Server Manager's most important features can be accessed via the following eight tabs. Server Manager always opens in the *Services* tab.

Feature	Comments
Services	Control services: monitor, stop and start Online Filing services.
Backup	Backup, restore and clear the complete database.
Export	Export items from the database, e.g. applications or templates, and store them as ZIP files. Deleting items after export is optional.
Import	Import items into the database that have been previously exported, e.g. applications or templates, to use them in File Manager.
Users	Monitor and manage users logged in to Online Filing.
Unlock	Disconnect users from items in the database, so that the respective record (application) in the database becomes unlocked and, hence, editable for other users.
History	List of user activities in File Manager and the other services, with IP addresses, Windows account names and OLF user names.
Settings	Define default file locations for backup, import and export.
	Define settings for Live Update and perform a live update.

(1) The *Export*, *Import* and *Unlock* functions are not available for data in the demo mode database.

12.2 Services management

The Services tab allows users to monitor and manage Online Filing services.

The list shows all installed services by *Plugin name*, *Exe file name* (path to the programme file), *Service name*, *Status*, *CORBA port*, *SOAP port* and *Connections* (number of active user connections).

→ Click the **Refresh** button.

This will display the current status of all services in the Server Manager.

In the example below, the service EPO OLF EP122K has been stopped.

We will restart the EPO OLF EP122K service and then stop the EPO OLF EP2000 service.

(1) Stopping/starting the File Manager (*EPO OLF File Manager*) will stop/start all other online services at the same time.

EPO	🔤 Server Manager													
Fil	File Action Help													
9	ervices	Backup	Export	Import	Users	Unlock	Histor	iry S	ettings					?
]														
	Plugi	n narr <mark>Refre</mark>	sh	Exe	file name				Serv	ice name	Status	Corba port	SOAP port	Connections
	EPO OLF Manager	File	C:\Program Fi	iles\EPO_O	LF5\fm\bin'	OLFfm.exe	E	EPO OLF	FM Serv	er (FireBird)	Running	11000	21000	0
	EPO OLF	EP1038	C:\Program Fi	iles\EPO_O	LF5\ep103	3\bin\ep1038	B.exe B	EPO OLF	EP1038	Server (FireBird)	Running	11103	21103	0
	EPO OLF	EP122K	C:\Program Fi	iles\EP0_0	LF5\ep120)\bin\ep120().exe B	EPO OLF	EP122K	Server (FireBird)	Stopped	11106	21106	0
	EPO OLF	EP2000	C:\Program Fi	iles\EPO_O	LF5\ep100	1\bin\ep1001	l.exe B	EPO OLF	EP2000	Server (FireBird)	Running	11105	21105	0
	EPO OLF	EPOPPO	C:\Program Files\EPO_OI	LF5\ep_opp	io\bin\ep_c	ppo.exe	E	EPO OLF	EPOPPO) Server (FireBird)	Running	11108	21108	0
	EPO OLF PCT C:\Program Files\EPO_OLF5\pct\pct.exe						E	EPO OLF	IBR101	Server (FireBird)	Running	11301		0

Figure 86: Services in active state

Starting a service

- → Select the EPO OLF EP122K service the current status is Stopped.
- → Click the Start as service button.

The *EPO OLF EP122K* service is started, and users can once again work with the procedure Euro-PCT(1200E2K).

EPO S	Server Manager												
File	File Action Help												
Services Backup Export Import Users Unlock His						Histo	ry Settings					?	
	Plugir	n name		Exe	file name			Ser	vice name	Status	Corba port	SOAP port	Connections
ŀ	l <mark>Start as</mark> Manager	service	C:\Program F	ïles\EPO_O	LF5\fm\bin	\OLFfm.exe	E	EPO OLF FM Ser	ver (FireBird)	Running	11000	21000	0
	EPO OLF	EP1038	C:\Program F	iles\EPO_O	LF5\ep103	8\bin\ep1038	B.exe E	EPO OLF EP1038	Server (FireBird)	Running	11103	21103	0
	EPO OLF	EP122K	C:\Program F	iles\EP0_0	LF5\ep120	0\bin\ep1200).exe - B	EPO OLF EP122#	Server (FireBird)	Stopped	11106	21106	0
	EPO OLF	EP2000	C:\Program F	iles\EP0_0	LF5\ep100	1\bin\ep1001	.exe B	EPO OLF EP2000	Server (FireBird)	Running	11105	21105	0
	EPO OLF	EPOPPO	C:\Program Files\EPO_0	LF5\ep_opp	o/bin/ep_c	ppo.exe	E	EPO OLF EPOPP	0 Server (FireBird)	Running	11108	21108	0
	EPO OLF	PCT	C:\Program Files\EPO_OLF5\pct\pcti.exe					EPO OLF IBR101	Server (FireBird)	Running	11301		0

Figure 87: Restarting service in Server Manager

Stopping a service

- → Select the EPO OLF EP2000 service the current status is Running.
- → Click the **Stop** button.

The EPO OLF EP2000 service is stopped and all active users are disconnected.

EPO	Server Manager														
Fil	File Action Help														
9	Services	Backup	Export	Import	Users	Unlock	Histo	ory	Settings						?
	Pluki	Sname		Exe	file name				Serv	ice name		Status	Corba port	SOAP port	Connections
	EPO OL ² Manager	top	C:\Program F	iles\EPO_0	LF5\fm\bin	\OLFfm.exe		EPO	OLF FM Serv	er (FireBird)		Running	11000	21000	0
	EPO OLF	EP1038	C:\Program F	iles\EP0_0	LF5\ep103	8\bin\ep1038	lexe	EPO (OLF EP1038	Server (FireBin	rd)	Running	11103	21103	0
	EPO OLF	EP122K	C:\Program F	iles\EP0_0	LF5\ep120	0\bin\ep1200	lexe	EPO (OLF EP122K	Server (FireBi	rd)	Running	11106	21106	0
	EPO OLF	EP2000	C:\Program F	iles\EP0_0	LF5\ep100	1\bin\ep1001	.exe	EPO (OLF EP2000	Server (FireBir	rd)	Running	11105	21105	0
	EPO OLF	EPOPPO	C:\Program Files\EPO_0	LF5\ep_opp	io/bin/ep_a	ppo.exe		EPO	OLF EPOPP() Server (FireB	Bird)	Running	11108	21108	0
	EPO OLF	PCT	C:\Program F	iles\EP0_0	LF5\pct\pc	ti.exe		EPO	OLF IBR101	Server (FireBir	d)	Running	11301		0

Figure 88: Stopping a service

12.3 Settings for file locations

The **Settings** tab allows you to define default directories for **Backup** and **Restore**, **Export** and **Import**. Only files located in these specific directories are offered for the selected function.

Setting	Comment
Backup and restore directory	Location for storing database backup files.
Export directory	Location for exporting applications as ZIP files. For production mode only.
Import directory - source	Default location from which ZIP files are imported as new applications. For production mode only.
Import directory - destination	Default folder in the File Manager where imported applications are created. For production mode only.

Changing directory settings

We will change the directory settings, so that data are no longer stored in the directory *EPO_OLF5\tools\smanager\data*. The default setting uses the path created when the Online Filing programme files were installed.

→ Click the folder button to the right of the directory path for **Backup and restore**.

Po Server Manager										
File Help										
Services	Backup	Export	Import	Users	Unlock	History	Settings	(?		
Backup ar C:\Progra Export dire C:\Progra	nd restore dire m Files\EPO_ ctory m Files\EPO_	ctory OLF5\tools\ OLF5\tools\	.smanager\c .smanager\c	Jata\ Jata\						
C:\Program Files\EPO_OLF5\tools\smanager\data\										
Import directory - destination Default Folder										

Figure 89: Default settings in the Server Manager

- → Navigate to the new directory in your computer/network drive.
- → Click OK.

Backup directory	×
Backup directory	
DVD RW Drive (F:)	*
4 💼 DATA (G:)	
a 🌗 EPO_data	
Archives	
D 📔 Backup	=
Clients	_
Export	
🌗 Import	
Diffice	
▷ pictures	Ŧ
Make New Folder OK Cancel	

Figure 90: Setting backup and restore directory

- → Repeat this procedure for the *Export* and *Import* directories.
- → Then change the default folder for imported applications in the File Manager.

Application import destination	x
Default Folder	_
	- 1
Nano Enterprise	-
OK Cancel	
\Z ¹	_

Figure 91: Setting default folder for imported applications

The new directory paths are now displayed in the Settings tab.

Server M	anager							
e Help	244 C							
ervices	Backup	Export	Import	Users	Unlock	History	Settings	(
3ackup an	nd restore dire	ctory		40	111			
G:\EPO_d	data\Backup\	- 10 A						
Export dire	ctory							
G:\EPO_d	data\Export\							
mport dire	ctory - source							
G:\EPO_d	data\Import\							
mport dire	ctory - destina	tion						
Application	ns_2008							

Figure 92: Folder settings in Server Manager changed

12.4 Setting up Live Update

Objective

We are going to set up the *Live Update* and check whether there are any changes on the EPO's update server that are relevant to our installation of the Online Filing software.

Step by step

- We will enter the settings for connection to the Live Update server.
- We will activate the automatic Live Update mechanism.
- We will check if there are any updates available in manual mode.
- We will select the specific countries for which Live Update should search for updates of national procedures.

Update types

Live Update performs three different types of update.

- Maintenance: Changes in the maintenance tables, such as countries, languages, fees, URLs, addresses. The relevant maintenance tables are automatically updated as soon as you download the update when starting File Manager.
- Patch: Changes to the existing software, new features, new national routes.
- Installation: New version of the Online Filing software released following a complete revision.

Instead of installation via Live Update, you can also download all updates as installation files (EXE files) via the Download Centre on the **EPO Online Services website** (http://www.epoline.org).

Network settings for Live Update

If your networked workstation is connected to the Internet via a proxy server, you can enter the settings required for connection to the EPO server under *Live Update proxy*.

- ① Contact your system or network administrator for information about the correct setting.
- → Open the Settings tab in Server Manager.

The Live Update options are on the lower part of the screen.

- → Enter the *IP address* or the computer name of the proxy server in the *Server* field.
- → Enter the port number assigned to Live Update in the proxy server in the Port field.
- → Enter a username in the Username field and the associated password in the Password field if this is required by your proxy server.

Warning: 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.

Live Update	proxy	Live Update e-mail							
Server:	myProxyServer	Server:							
Port:	8080 (E.g.: Proxy : 8080)	Sender:							
Username:	LUmanager	Receivers:							
Password:	******								
🔽 Enable sol	ftware update system	Check for update every 1 day(s)							
Live Update S	Live Update Server Location:								
EPO, The Ha	ague	▼							

Figure 93: Settings for Live Update

Activating automatic Live Update

→ Select the check box Enable software update system in the Settings tab. This option is normally selected by default.

The option Check for update every ... day(s) is set to 1 (day). You may change this if you wish.

From now on, the Online Filing software will always run searches at the set intervals.

Running Live Update manually

- ➔ To run Live Update immediately, click Check now.
 - If new updates are found, a prompt appears with a list of the updates available.
- → Select the updates you wish to install and click Download.
 - Online Filing verifies the downloaded data.
- → Click OK in the message.
- → The Install button activates.
- → Stop all Online Filing services in Server Manager before you install the updates.

Selecting countries for Live Update

The countries for Live Update are selected in File Manager.

- → Log on to File Manager as an administrator.
- → Click the System Preferences button.



-OR-

Select Tools> Preferences > System Preferences.

- → In the Online Services File Manager section to the left click Countries.
- → Tick or clear the check boxes for the countries you wish to include in/exclude from Live Update.
- → Click Save.
- → The File Manager must be closed and restarted in order to activate the new settings.

🕫 System Preferences				×
Online Services File Manager General Signing Countries Huntume Variables PMS gateway interface EP-Filing EV(1038E) Euro-PCT(1200E2K) EP(1001E2K) EP(0ppo) PCT-Filing PCT/R0/101	Live Update Online filing will automatically of procedures for all the countries note that not for all the countries AT Austria BE Belgium BG Bulgaria CH Switzerland CY Cyprus CZ Czech Republic CZ Czech Republic CZ Czech Republic CZ Czech Republic CZ Czech Republic EE Estonia ES Spain FI Finland FR France	heck for new national procedures or u you select here. This is done by using s listed here national procedures are a GB United Kingdom GR Greece HR Croatia HU Hungary IE Ireland IS Iceland IS Iceland IS Iceland I Liechtenstein LT Lithuania UL Luxembourg LV Latvia MC Monaco	pdates to already installed national the Live Update mechanism. Please vailable. MK The former Yugoslav Republic of Macedonia MT Malta MT Malta NL Netherlands NO Norway PL Poland PT Portugal RO Romania SE Sweden SI Slovenia SK Slovakia SM San Marino TR Turkey	
Reset All Settings			SaveCancel	

Figure 94: System Preferences - selecting countries for Live Update

13 Managing databases

Objective

In this section we will create backups of the Online Filing databases and restore a database from a backup file. We will then delete old applications from a database.

Step by step

- We will create a backup copy of the demo database and a backup of the production database.
- We will restore the demo database using an old backup copy.
- We will empty the production database, whilst retaining important data.

Overview of database and backup functionalities

The Server Manager's backup functionalities allow you to back up, restore and clear the entire database.

The **Backup** tab displays a list of all existing backup files stored in your default **backup directory** (see "Settings for file locations" p. 83). The list also includes the database **Type** (Demo or Production), plus the **File name** and **File date** of the backup files.

	Backup	Back up the complete Online Filing database to a ZIP file.					
	Restore	Restore the database from a selected backup file.					
*	Delete file	Delete a backup file.					
9	Empty database	Empty the database and create a new one.					
	Refresh	Update list of backup files from the default backup directory.					

🎫 Server M	Server Manager												
File Actio	ile Action Help												
Services	Backup	Export	Import	Users	Unlock	History	Settings		3			?	
Туре						File name						File date	
Demo	G:\EPO_data	\Backup\20	080901_16	0147.demo	zip							01.09.2008 16:02:0	02
Demo	G:\EPO_data	\Backup\20	080908_17	0319.demo	zip							08.09.2008 17:03:3	30
Production	G:\EPO_data	\Backup\20	080901_16	0119.prod.a	ip							01.09.2008 16:01:3	32
Production	G:\EPO_data	\Backup\20	080908_17	0250.prod.a	ip							08.09.2008 17:03:0	02
<u>.</u>													

Figure 95: List of backup files in the backup folder

13.1 Backing up databases

The backup function should be used regularly to save all users' data in a physical location other than the hard drive used by the server. Backup is available for both demo and production mode.

We will now create a backup copy of the demo and production databases and store it in the backup directory.

- → Click the *Backup* tab.
- → Click the Backup button to start the backup process.



If users are connected to the system, you will be prompted to disconnect them first.

Information
There are users connected to the system. Please first disconnect all users.
Ok

Figure 96: Prompt to disconnect all users

- → Select the *Demo database* option.
- → Click Start.

Backup logging		x
C Produ C Demo	ction database database	
	Start	Close

Figure 97: Selecting demo database for backup

The database will be backed up and stored in the default backup directory.

- → Click OK when the **Backup complete** prompt appears.
- → Repeat the process for the *Production database*.

Your screen should look like this:

🔤 Server M	Server Manager										×	
File Actio	n Help											
Services	Backup	Export	Import	Users	Unlock	History	Settings					?
, 1	🗓 🖹 X 🧐 🥸											
Туре						File name					File date	
Production	G:\EPO_data	\Backup\20	080901_16	0119.prod.z	ip						01.09.2008 16:01:3	32
Demo	G:\EPO_data	\Backup\20	080901_16	0147.demo.	zip						01.09.2008 16:02:0)2
Production	G:\EPO_data	\Backup\20	080908_17	0250.prod.z	ip						08.09.2008 17:03:0)2
Demo	G:\EPO_data	\Backup\20	080908_17	0319.demo.	zip						08.09.2008 17:03:3	30
Production	G:\EPO_data	\Backup\20	080909_17	0722.prod.z	ip						09.09.2008 17:07:3	32
Demo	G:\EP0_data	\Backup\20	080909_17	0804.demo.	zip						09.09.2008 17:08:1	4
1												

Figure 98: New backup files created from demo database and production database

Backup files are stored in ZIP format. The file names consist of the date on which they were created, the exact time (down to the second) and the database mode (demo or prod) as follows:

YYYYMMTT_hhmmss.mode.zip. For example, the file name 20080909_170804.demo.zip indicates that the backup file was created on 09.09.2008 at 17:08:04 hrs from the demo database.

(i) Applications previously moved to the *Trash* folder in the File Manager will not be included in the database backup. They therefore cannot be restored at a later date.

Deleting backup files

From time to time you should delete any backup files that you no longer require, in order to clear disk space.

- → Click the backup file in the list that you want to delete.
- → Click the **Delete** button.



→ Confirm that you want to delete the file by clicking Yes.

Question	
Are you sure you want to delete	this backup file now?
Yes	No

Figure 99: Prompt to delete backup file

13.2 Restoring databases

If you have to reinstall the Online Filing software, for example following a system crash, you can restore your data from a backup copy of the database.

Backup copies of the production database can only be restored to the production database, and backups of the demo database can only be restored to the demo database. The software only ever offers suitable options. In other words, it will never let you restore a backup of the production database to the demo database or vice versa.

Caution: The **Restore** function completely overwrites the selected database and restores the status that existed when the backup copy was created. All applications created in the meantime and all changes in applications and templates, the Address Book and User Administration are lost.

Restoring the demo database

We are now going to restore the demo database of September 09, 2008.

- → Click the *Backup* tab.
- → Select the required backup file from our list.

In this example we will use 20080909_1708048.demo.zip.

→ Click the **Restore** button.

	Server Manager											
File Action Help												
Services Backup Export Import Users Unlock History Settings												
Type 45 File name File date	Δ.											
Demo Nestore_data\Backup\20080908_170319.demo.zip 08.09.2008 17:03	30											
Demo G:\EP0_data\Backup\20080909_170804.demo.zip 03.03.2008 17:08	14											
Production G:\EP0_data\Backup\20080908_170250.prod.zip 08.09.2008 17:03	02											
Production G:\EP0_data\Backup\20080909_170722.prod.zip 09.09.2008 17:07	32											

Figure 100: Selecting backup file to restore the demo database

→ In the *Restore logging* prompt, click Start.

Restore logging		
C Produ C Demo	ction database database	
	Start	Close

Figure 101: Restore logging prompt

Once the restore process is finished successfully, the following message appears.

→ Click OK to continue.

Information
Restoring of "C:\Program Files\EPO_OLF5\db\eOLFdi.gdb" is done successfully
Ok
\ <u>\</u> _'

Figure 102: Restoring of demo database done successfully

Restoring the demo database

When restoring the production database, the *Restore logging* window is followed by an additional prompt asking if you are sure you want to overwrite the existing database.

→ Click Yes to overwrite all data in the database.



Figure 103: Warning before restoring the production database

13.3 Emptying databases

Emptying the database creates a new database and deletes any data in the existing database. When emptying the production database, you can specify which data should be transferred from the old database:

- All users, groups, profiles and mappings
- Templates
- Address Book
- All applications in Draft, Ready to sign and Ready to send status, i.e. all applications which are NOT in Sent status.

We will empty the production database and transfer all data, excluding sent applications, into the new database.

- → Click the *Backup* tab.
- → Click the Empty button.



If other users are currently logged on to Online Filing, a message appears prompting you to terminate these user connections before proceeding.

→ Select the *Production database* option.

The extended options are selected as default.

(i) All extended options apply to the demo database by default.

→ Click OK to continue.

Empty database
A complete new database will be created. Data which is currently stored in the selected database will be lost unless it is now explicitly marked for being taken over into the new database. Please select any of the following parts which should be taken over into the new database:
O Demo database
Production database
All users profiles and mappings
Vir deside, groupe, promod and mappings
AddressBook
All applications in status Draft, Ready to sign and Ready to send
Ok Cancel

Figure 104: Selecting data to transfer to new database

Warning: Sent applications are always deleted when you empty the database. Use the **Export** function if you want to archive sent applications before you empty the database. Select all sent applications for export.

→ Click Yes in the Question prompt to confirm that you want to empty the database.

Question	
Are you sure you want to emp	oty the production database?
Yes	No

Figure 105: Prompt to confirm that the production database should be emptied

The active services are terminated and the database is compressed.

Database emptying	
Compressing database	

Figure 106: Compressing the database

The services are restarted after you create the new database.

Database	e emptying		
 Starting 	plugin servers		

Figure 107: Restarting services after emptying the database

A message finally appears and confirms the production database was successfully emptied.

→ Click OK.

Information
Emptying of production database is done successfully.
Ok

Figure 108: The production database was successfully emptied

14 Exporting and importing applications with the Server Manager

Objective

We will export all applications which have a particular workflow status in the File Manager. We will then re-import other applications which have previously been exported with a particular status, for further processing in the File Manager.

Step by step

- We will export from the Server Manager all applications with **Draft** status.
- We will import with Server Manager all the applications with *Ready to send* status which are already in our default import directory. We will then open the File Manager to work on these imported applications.

14.1 Exporting applications and templates

The *Export* tab shows all the applications and templates stored in the Online Filing database by all the users in your system. *Export* stores applications and templates as individual ZIP files that contain the XML files and PDF documents generated by the Online Filing software.

(i) The export functions in the Server Manager correspond to the export functions in the File Manager and can only be used for data created in production mode.

Exporting all applications from a selected folder

In this exercise we are going to export all applications with **Draft** status.

- → Click the *Export* tab.
 - The *All Applications* and *Templates* folders from File Manager are shown on the left. The folders *Drafts*, *Ready to sign*, *Ready to send* and *Sent* filter the list of applications based on the relevant workflow status.
 - The list on the right shows the content of the selected folder or all applications in the selected workflow status, just like in File Manager.
- → Click the *Drafts* folder on the left.
- → Click the ✓ icon in the list header to select all applications.

→ Click the Export button to start exporting files.

Server Manager													• ×	
Services Backup Export	Impor	t Users	Unlock	History	Settings			_						?
Solution items from database after an Export	chiving													
All Applications	~	Last saved	Reference		Title		\otimes	▲	(Туре	Ø		Status	
Templates		08.09.2008	Beispiel 1200	Entry into th 2000)	e European p	hase (EPC	0	0	3	EP(1200E2K	() 0	Draft		Ε
Ready to sign Ready to send	•	08.09.2008	Sample 1200	Entry into th 2000)	e European p	hase (EPC	0	3	3	EP(1200E2K	() 1	Draft		
E Sent		08.09.2008	Exemple 1200	Entry into th 2000)	e European p	hase (EPC	0	0	2	EP(1200E2K	() ()	Draft		
		09.09.2008	Beispiel 1001	Request for patent (EPC	grant of a Eur 2000)	opean	2	1	0	EP(1001E2K	() ()	Draft		
	•	09.09.2008	Sample 1001	Request for patent (EPC	grant of a Eur 2000)	opean	2	1	1	EP(1001E2K	() 0	Draft		Ŧ

Figure 109: Selecting all applications with status "Draft" for export

Each application is stored as a separate ZIP file in the default export directory which you specified in **Settings**. If an application named with an identical user reference has already been exported at an earlier date, you will be asked if you want to overwrite the existing ZIP file.

→ Click Yes to confirm.

uestion
Existing zip files having the same name will be overwritten. Do you want to continue exporting?
Yes Cancel

Figure 110: Prompt for overwriting existing ZIP files during export

Deleting items from the database

During the export process you can opt to delete exported items from the database.

- → Tick the check box for the **Delete items from database after archiving** option.
- → Click the Export button.



The selected items will be permanently deleted from the database. If you need to retrieve them, use the *Import* function in the File Manager or in the Server Manager.

14.2 Importing applications or templates

The *Import* tab shows all the applications and templates available in the default import directory. The Server Manager reads the ZIP files that have been created during export by the File Manager or the Server Manager, including the original attachments.

(i) Like *Export*, *Import* works for applications and templates created in production mode only.

Importing all applications from a selected folder

We are going to select and import all applications with *Ready to sign* status from our default import directory.

- → Click the *Import* tab.
- + Click the *Ready to sign* folder on the left in order to display only applications with this status.
- → Click the select all applications in the list header to select all applications in the folder.
- → Click the Import button.

EPO	Server Manager													
File	Action	n Help											_	
Se	ervices	Backup	Export	Import	Users	Unlock	History	Settings					?	
(internet	\$													
	Import	+ oplication	s			LastSaved			Reference		Туре	9		
		plates			08.09.	2008	Beis	piel 1200			Euro-PCT(1200E2K)	0		
	🔚 Dr	afts	_		08.09.2008			Exemple 1200			Euro-PCT(1200E2K)	0		
	🔚 Re	ady to sign			08.09.	2008	Sam	ple 1200			Euro-PCT(1200E2K)	1		
	🔚 Re	eady to send												
	🔚 Se	ent												
													_	
1														

Figure 111: Selecting all applications with "Ready to send" status for import

The ZIP files are unzipped and imported into the database. This may take a few moments.

Warning: All imported applications are placed in **Draft** status. A special warning is not output if the applications imported have the same user reference as applications already in the database.

→ Click **OK** in the message that confirms the import is complete.



Figure 112: Import complete, imported applications have "Draft" status

In the File Manager you will find the imported applications in the default import directory specified in **Settings**. In our example this is **Applications_2008**.

- → Click the *Applications_2008* folder.
- → Click the Draft button to view the applications you have imported.

You can open these applications to work on them and then move them to the required status.

🔤 File Manager Sample 1200							[-	• 💌		
File Edit View Workflow T	ools Help										
Applications_2008 - All - EP(1200E2K) - Sample 1200 3 items available											
All Applications	All Dr	aft Read	y to Sign	Ready to Send	Sent	Last save	d 💌		۹ –		
Applications_2008	Last saved	Reference		Title	0	▲ ③	Туре	Ŷ	Status		
Nano Enterprise	16.10.2008	Sample 1200	Entry into th	e European phase (EPC	2000) 1	E	P(1200E2K)	1 D	raft		
	16.10.2008	Exemple 1200	Entry into th	e European phase (EPC	2000) 1	E	P(1200E2K)	0 D	raft		
	16.10.2008	Beispiel 1200	Entry into th	e European phase (EPC	2000) 1	E	P(1200E2K)	0 D	raft		
Forms											
Templates											
Trash											
	- Form E	P(1200E2K)								
	ID.	•	, _								
	Title		5								
	Status:		Draft								
	Messages:		©1 ∧	a							
		ŀ	Administrati	or 16 10 2008							
	Applicant			.,							
	Attachmen	ts:	1 Vier	AI							
	Internal No	ntes:									
, Logged in as Administrator	, Items selected	:1									

Figure 113: Imported applications in the File Manager in "Draft" status

15 Managing user sessions and connections

Objective

We will monitor which users are logged into Online Filing and we will disconnect user sessions. We will then unlock an application which has been locked by a particular user.

Step by step

- We will log on to Online Filing in several roles simultaneously.
- We will check user connections to the various services in the Server Manager.
- We will terminate user sessions.
- We will unlock a locked data record.
- We will review the session log.

15.1 Managing and terminating user sessions

The **Users** tab shows the users who are currently connected to the Online Filing server.

Individual users can open multiple connections to the server: starting the File Manager, opening applications and processing templates. In a server installation, all Online Filing plug-ins, e.g. EP(1001E2K), run as individual services to which users can connect when working on an application in the relevant procedure.

Viewing user connections

In our scenario, two young representatives from the USA - *Patricia Baxter* and *Alex HaseImere* - are on a placement with IP Partners. Both want to specialise in European patent law and are therefore also going to work with Online Filing.

We will create usernames for the two trainees and log on to Online Filing in their role.

- → Log on to File Manager as an administrator.
- → Create a new username for Patricia Baxter and Alex Haselmere.
- → Add the two users to the *Paralegals* group.
- → Log on to Online Filing as Alex HaseImere and Patricia Baxter at the same time where possible at different client PCs in your network.
- Create and save a new application using a procedure of your choice in both of these roles. Do not close these applications.
- → Now, log on to Server Manager as an administrator (leaving all other Online Filing windows open).
- → Click the Users tab.

The list on the left shows all individual connections with the services' **plugin name** and the user's **session ID**. The **User info** column shows the IP addresses of the computers and the Windows user accounts that the networked users entered to log on (Windows domain) as well as their usernames in Online Filing (OLF login). **Active** is shown in the **State** column, indicating that the user connection is live.

E	🚾 Server Ma	inager								
	File Action	i Help								
	Services	Backup	Export	Import	Users	Unlock	Histor	ny Sel	tting	3
Par 🕼 🗱 🥸										
	Plugin r	name	Session ID		Userin	nfo		State	IΓ	*
	EPO OLF File	e Manager	1	IP Address: 1	92.168.178.	21		Active	- խ	Jser Information: ID1=C:\Program Files\EP0_0LF\fmi.ini IP Address: 192.1
				Windows dor Administrator	vpcadmin (OL	.F login:		ſ	08.09.2008 17:06:06] User 1 data was loaded. User login - Administrator, u	
	EPO OLE File Manager		2	IP Address: 1	34	Active		l	08.09.2008 17:13:57] User ID = 1 logged out	
			-	Windows domain: PC318\ahaselmere (OLF login: Alex Haselmere)					ſ	09.09.2008 17:23:59] User ID = 1 logged in
			~	10 4 11 100 100 170		22		A 10	L	Jser Information: ID1=C:\Program Files\EP0_0LF\fmi.ini_IP Address: 192.1
	EPO OLF File Manager		3	Windows domain: PC315\pbaxter Patricia Baxter)		33 \pbaxter (OLF	Flogin:		:[09.09.2008 17:24:02] User 1 data was loaded. User login - Administrator, $\boldsymbol{\iota}$
				·,					09.09.2008 17:47:28] User ID = 1 logged out	
	EPO OLF EF	2000	1	IP Address: 1	92.168.178.	33		Active		10 00 2000 00 25:12 1 Lease ID = 1 leased in
				Windows domain: PU315 Patricia Baxter)		\pbaxter (ULF login:			μ	10.03.2008 03.33.13 J 0.881 1D = 1 logged in
					, ,				L	Jser Information: ID1=C:\Program Files\EP0_0LF\fmi.ini_IP Address: 192.1
	EPO OLF EP122K		1	IP Address: 192.168.178.34 Windows domain: PC318\ahaselmere (OLF login: Alex Haselmere)			Active		10.09.2008 09:35:16] User 1 data was loaded. User login - Administrator, u 🗮 👻	
										۲ (III) (IIII) (III) (I
Γ										

Figure 114: Users logged in to Online Filing services

Functionalities for user sessions

Button	Function	Description
	Get user log	Display login information for a selected user in the right-hand panel.
	Get full user log	Display more detailed information about the logged-in user.
*	Terminate user	Disconnect user from server.
S	Refresh	Update current user list of connected users.

Terminating user sessions

Before creating a backup copy of the database we will disconnect active users from the Online Filing server. We will start by terminating user **Patricia Baxter**'s connection to the File Manager.

- → On the left, click the user session *EPO OLF File Manager* with Patricia Baxter as OLF login.
- → Click the Terminate user button.

🔤 Server M	lanager									×
File Actio	on Help									_
Services	Backup	Export	Import	Users	Unlock	History	Setti	ngs		?
	× 3	•								
Plugin	name VC I s	ession ID		Userin	nfo		State	Click	ck "Get user log" or "Get full user log" button to see user log	*
EPO OLF F	il <mark>e Mar.</mark>	nate user	P Address: 1 Windows dor Administrator	92.168.178. nain: PC007')	21 .pcadmin (OL	, F login:	Active			
EPO OLF F	ïle Manager	2	IP Address: 1 Windows dor (OLF login: Al	92.168.178. nain: PC318 lex Haselmer	34 Nahaselmere e)	,	Active			
EPO OLF F	ïle Manager	3	IP Address: 1 Windows dor Patricia Baxte	92.168.178. nain: PC315' er)	33 .pbaxter (OLF	login:	Active			
EPO OLF E	:P2000	1	IP Address: 1 Windows dor Patricia Baxte	92.168.178. nain: PC315' x1)	33 .pbaxter (OLF	/ login:	Active			
EPO OLF E	:P122K	1	IP Address: 1 Windows dor (OLF login: Al	92.168.178. nain: PC318 lex Haselmer	34 Nahaselmere e)	,	Active			Ŧ
			-							
			1							

Figure 115: Terminating user session

In the file manager, user *Patricia Baxter* receives a message from Online Filing informing her that she has been disconnected from the server.

- Warning: All changes since the last save are lost.
- → Click OK.

File Manager then closes and can be restarted.

File Manager	×
Connection to server lost. Please clo	se and retry.
OK	

Figure 116: Message in the File Manager - Connection to server lost

Closing File Manager does not clear down the user connections to the individual services, e.g. for the procedures EP(1001E2K) and EP(1200E2K).

→ Terminate all other user connections one at a time, including the administrator's connections.

15.2 Unlocking records

The Unlock tab displays a list of all database records currently blocked by the users.

Unlocking database records

User Alex Haselmere has opened an application to work on, but has had to leave his desk. In the meantime, another employee of IP Partners wants to open the application in the File Manager but gets the following warning:

Warning
The requested document/form is locked by another user IP Address: 192.168.178.34 Windows domain: PC318\ahaselmere (OLF login: Alex Haselmere). The form is opened read-only.

Figure 117: Form locked by user

→ Click the Unlock tab.

The Server Manager lists information for each record about the *Plugin name* (service for selected procedure), *Session ID* (internal user number), *Table* (table in database) and *Record* (internal number of data record). The *User info* column shows the IP address of the computer and the Windows user account that the networked user entered to log on (Windows domain) as well as his or her username in Online Filing (OLF login).

In our example, Alex Haselmere is logged in to Form EP(1038E) and the Administrator is logged in to Form EP(1001E2K).

- → Select the data record with Form EP(1038E) which is blocked by Alex HaseImere.
- → Click the Unlock button.

ŀ	🕫 Server Ma	nager										
File Action Help												
	Services	Backup	Export	Import	Users	Unlock	History	Settings		3		
	6											
	Unloci	ame	Sessio	n ID	Table	Record			User info			
	EPO OLF EP	1	FORM	S	37	IP Address: 1 Windows do						
	EPO OLF EP122K 1 FORMS						IP Address: 192.168.178.34 Windows domain: PC318\ahaseImere (OLF login: Alex HaseImere)					
	EPO OLF EP	2000	2	FORM	S	36	IP Address: " Windows do	192.168.178.2 main: PC007\¢	1 bcadmin (OLF login: Administrator)			
Γ												

Figure 118: Unlock form blocked by user

Unlocking a data record always clears down the active user connection.



Figure 119: Prompt to disconnect user from form

When Alex Haselmere returns to his desk to work on the application in Form EP(1038E), he sees the following message:

→ Click OK.

The form closes and can be reopened.

EPO Online Filing	- EP(1038E) - Nano 1038	X
Connection to s	server lost. Please close and	retry.
	ОК	

Figure 120: Connection to server lost in Form EP(1038E)

15.3 Viewing the user sessions log (History)

The *History* tab provides a chronological list of all user logon and logoff actions as well as the status of services in Online Filing. A separate log is available for each service. Older entries are automatically hidden.

This enables the administrator to check user activities, perform troubleshooting and prevent any unauthorised activities.

→ Click the **Refresh** button to display the latest status.



→ Click a service (*Plugin name*) to display the associated log on the right.

Eile Action	Server Manager											
Services	Backup	Export	Import	Users	Unlock	History	Setting	s	?			
		I	I									
S									_			
	Plugin name			Date/time	Usern	name	Operation	Information	^			
EPO OL	EPO OLF File Manager			04.11.2009	I Administrat	or	Logged out					
EPO OL	F EP1038		Running	10.04.27								
EPO OL EPO OL	EPO OLF EP122K			04.11.2009	l Administrat	or	Logged in	IP Address: 192.168.178.21 Windows domain: PC007\pcadmin (OLF login: Administrator)				
	F EF2000 F EPAPPA		Bunning	04 11 2009	L David Kilb	um	Logged in	IP Address: 192 168 178 30				
FPO OL				14:05:54				Windows domain: PC188\dkilburn (OLF login: David Kilburn)				
<all plu;<="" td=""><td>gins></td><td></td><td></td><td>04.11.2009 14:06:37</td><td>l David Kilb</td><td>um</td><td>Logged out</td><td></td><td></td></all>	gins>			04.11.2009 14:06:37	l David Kilb	um	Logged out					
				04.11.2009 14:07:05	l David Kilb	um	Logged in	IP Address: 192.168.178.30 Windows domain: PC188\dkilburn (OLF login: David Kilburn)				
				04.11.2009 14:11:07	l David Kilb	um	Logged out					
				04.11.2009 14:13:52	l Administrat	or	Logged out					
				04.11.2009 14:13:57	I Administrat	or	Logged in	IP Address: 192.168.178.21 Windows domain: PC007\pcadmin (OLF login: Administrator)				
							04.11.2009 15:23:02	I Oliver Bart	ber	Logged in	IP Address: 192.168.178.23 Windows domain: PC207\obarber (OLF login: Oliver Barber)	
						04.11.2009 15:37:36	I Oliver Bart	ber	Logged out			
				04.11.2009 15:37:49	I Jennifer H	ancock	Logged in	IP Address: 192.168.178.25 Windows domain: PC245\jhancock (OLF login: Jennifer Hancock)				
		04.11.20 15:51:47		04.11.2009 15:51:47	4.11.2009 Jennifer Hancock L 5:51:47							
									Ŧ			

Figure 121: User activities log for File Manager