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BiSSAP Installation Guide

Biological Sequence Submission Application for Patents

Software version 1.3.6

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1. Licence information

BiSSAP is freeware. It may be used for commercial and non-commercial purposes. This program is delivered on an **"as is"** basis.
Installing and running BiSSAP means that you have read and accepted the following licence:

*Download, installation and use of the BiSSAP software is subject to the **Terms and conditions of use** for the European Patent Office website (see http://www.epo.org/termsofuse.html), and in particular section 8.3 thereof which reads:*

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2. Getting BiSSAP

BiSSAP is distributed by the EPO over the internet free of charge. The BiSSAP download site is located at http://www.epo.org/bissap.

Currently, the following versions are available for download as ZIP packages:
- BiSSAP version 1.3.6 for Windows 32-bit systems
- BiSSAP version 1.3.6 for Windows 64-bit systems

Please contact EPO Customer Services at support@epo.org for further information.

3.   System requirements

BiSSAP will work on computers running Microsoft Windows 7, 8, 8.1 or 10, both 32-bit and 64-bit systems.

The system should fulfil the following minimum requirements:
- 2 GB RAM (4 GB recommended)
- 4 GB free hard-disk space for program files and data (the necessary disk space depends on the total data volume of your sequence listing projects)
- Screen resolution 1280x900 pixels (greater than 1680x1200 recommended)
- Java 8 JRE (build 1.8 or newer) installed

4.   Installing Java on your computer

The *Java Runtime Environment (JRE™)* and the J*ava™ Platform Standard Edition (Java SE)* are available for download free of charge. For security reasons, it is always recommended that you install the most recent version.

(i) Installing Java on your machine requires Windows Administrator rights.

4.1.   Installing Java JRE from the Java website

→ To allow the Java website to automatically detect the correct version for your system, go to https://www.java.com/download/.
→ Click the red *Free Java Download* button and follow the instructions for installation.

(i) The Java website detects the version of the browser that you are using. If you are using a 32-bit browser on a 64-bit machine, the 32-bit Java JRE will be installed and BiSSAP for 64-bit systems will not work. Please install the 64-bit Java version manually; see 4.2 Downloading Java SE from the Oracle website.

4.2.   Downloading Java SE from the Oracle website

→ To select the Java version yourself, go to the Oracle website at http://www.oracle.com/technetwork/java/javase/downloads.
→ Click the *Java DOWNLOAD* button.
  You are directed to the *Java SE Development Kit Downloads* page.
→ Find the appropriate Java SE version for your system.
  Windows x86 is for 32-bit systems, *Windows x64* is for 64-bit systems.
→ Select the *Accept License Agreement* radio button.
→ To download the package, click the relevant file name.
→ Run the installation file.

5. Setting up BiSSAP on your computer

BiSSAP version 1.3.6 comes as an independent file package that you can extract and then copy to any location on your computer's hard disk. The software does not affect Windows system files or create entries in the Windows registry.

ⓘ Copying the BiSSAP package to your computer's hard disk does not require Windows Administrator rights.

5.1. Downloading the BiSSAP package

→ Go to the BiSSAP website at http://www.epo.org/bissap.
→ Download the appropriate ZIP archive file (32-bit or 64-bit) for Windows and save it to your computer.

5.2. Extracting the BiSSAP files

→ Right-click the downloaded ZIP file and select *Extract All* from the pop-up menu.
→ To select the destination folder for the extracted files, click *Browse*.
  You can use any folder for which you have full read and write permission. You can also create a new folder. Creating a folder inside the Windows program folders, i.e. *C:\Program Files* or *C:\Program Files (x86)*, however, is not recommended because this requires Windows Administrator rights.
→ To start extracting, click *OK* and then *Extract*.
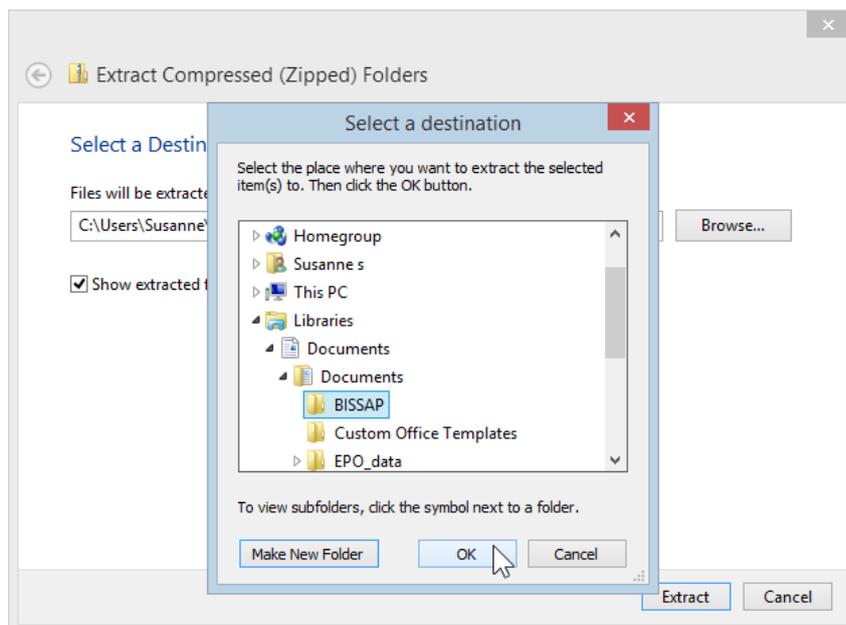
Figure 1: Selecting the folder into which the BiSSAP archive will be extracted

(i) Extracting the ZIP archive will create a new sub-folder named *bissap* in the selected folder.

5.3.   Creating shortcuts to start BiSSAP

The most convenient way to start BiSSAP is by using a shortcut. You can create a shortcut to BiSSAP on the Windows desktop, pin the program to the Windows start screen (Windows 8/8.1) or Windows start menu (Windows 10) and pin it to the Windows task bar.

→   Right-click the *bissap.exe* file in the *bissap* folder and select the appropriate option from the pop-up menu, e. g. in Windows 8.1:

- − *Pin to Start*
- − *Pin to Taskbar*
- − *Create shortcut*
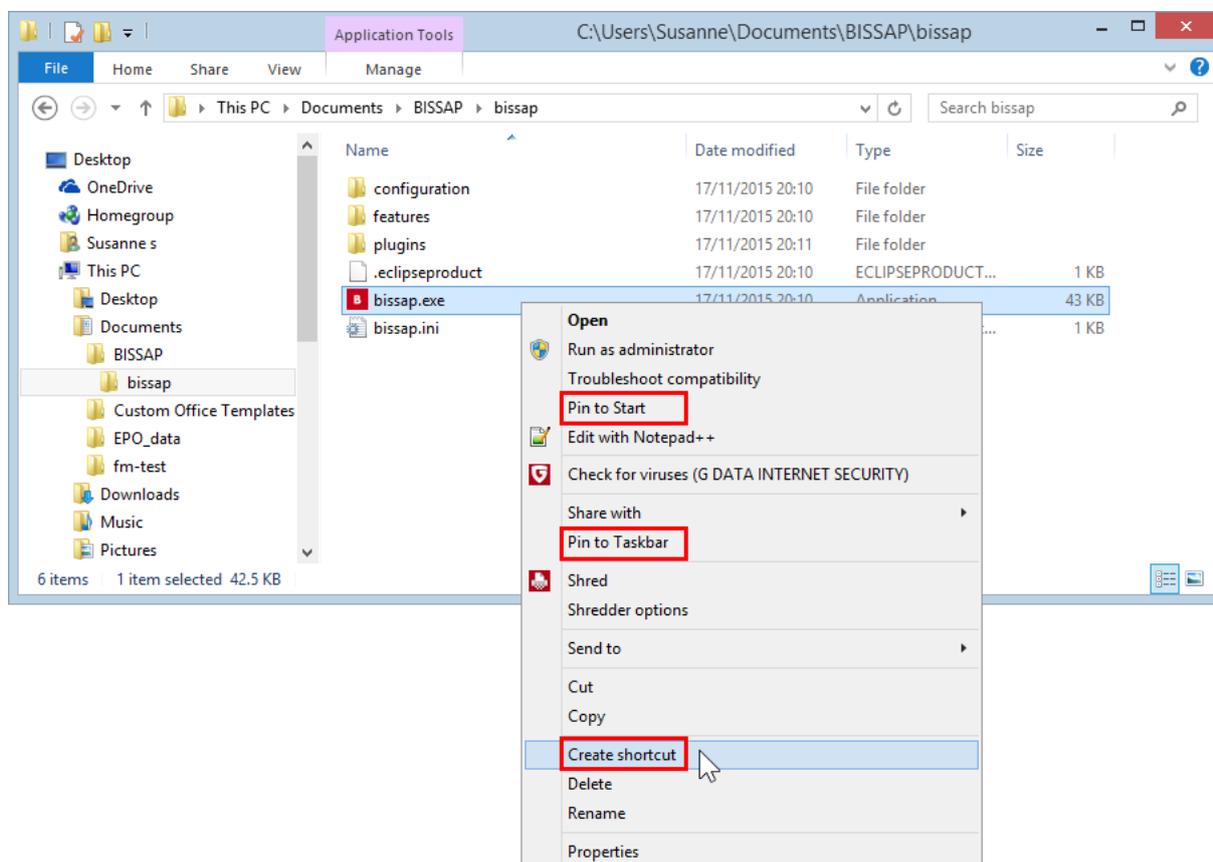
*Figure 2: Extracted **bissap** folder with options for the **bissap.exe** file in Windows 8.1*

5.4.   Verifying the BiSSAP workspace

A second *bissap* folder, in which BiSSAP stores your personal configuration and the workspace with the database, will be created in your personal user folder once you run BiSSAP. Therefore, please verify whether there is enough disk space for your data. You will not be able to load sequences which are larger than the available disk space.
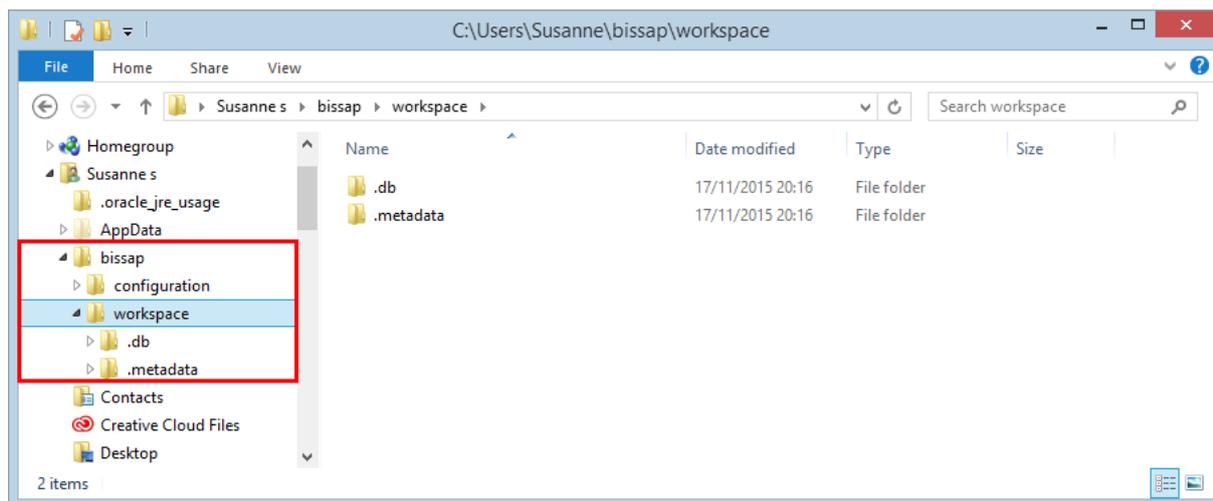
*Figure 3: User-specific BiSSAP configuration and workspace in the second **bissap** folder*

6.　　Running BiSSAP

To start BiSSAP, do one of the following:
- → Double-click the **bissap.exe** file in the **bissap** folder.
- → Double-click the **BiSSAP** shortcut on the Desktop.
- → Click the **BiSSAP** shortcut in the Taskbar.
- → Click the **BiSSAP** icon on the Start screen/menu.

6.1.　　Starting up

While BiSSAP is starting, you will see the BiSSAP splash screen.

Figure 4: The BiSSAP splash screen during start-up

Note that you can only run one instance of BiSSAP at a time. If a BiSSAP window is already open and you try to start the program again, you will get an error message to that effect.

→ To proceed, close the error message by clicking *OK*.

Figure 5: Error message if another instance of BiSSAP is running

6.2. Welcome page

When you start BiSSAP for the first time, you will see the welcome page providing links to various pieces of documentation.

→ To start working in BiSSAP, close the welcome page by clicking the white *X* in the *Welcome* tab.

*Figure 6: The **Welcome to BiSSAP** page at first run*

The welcome page is visible at first run only.

→ To open it again at a later time, select *Help > Welcome Page* from the main menu.

7. Removing BiSSAP from your computer

If you do not want to work with BiSSAP anymore, you can simply delete the software and all associated files from your computer.

Deleting the BiSSAP files is also recommended if you want to use a newer version of the software, e.g. you want to switch from version 1.3 to version 1.3.6.

→ Before deleting the *bissap* folders, check whether you created any sub-folders or sequence listing files inside these folders while you were working with the BiSSAP software.

→ Move all the data that you wish to keep into a readily identifiable folder on your hard disk.

7.1. Program files

→ Close BiSSAP if it is open.

→ Delete the entire *bissap* folder in the location to which you extracted the files initially; see 5.2 Extracting the BiSSAP files.

7.2. User workspace files

→ Locate your personal user folder on the hard disk; see 5.4 Verifying the BiSSAP workspace.
In general, you will find it under *C:\Users*.

→ Delete the entire *bissap* folder.

8. Getting help

8.1. Contacting EPO Customer Services

If you have problems running BiSSAP, please do not hesitate to contact EPO Customer Services. You can send an e-mail to support@epo.org or call the freephone number **00 800 80 20 20 20**.
We are open Monday to Friday, 08.00-18.00 hrs CET.

8.2. Accessing BiSSAP help

BiSSAP has a help system with a built-in search feature. You can access the help contents once you have started BiSSAP.

→ Select *Help > Help Contents* from the main menu.
The help browser opens in a new window.

You can browse the topics in the *Contents* frame on the left and then view the selected topic in the frame on the right.

The start topic presents some general information on how to use the help system. You will find most of the functions in the toolbars above the left and the right frame.

→ Use the **Back** ⇐ and **Forward** ⇒ buttons to navigate within the history of viewed topics.

→ To keep the table of contents synchronised with the topic you are currently viewing, click the `Link with Contents` ⇱ button. In the default setting, the button is pressed, i.e. synchronisation is activated.

→ If synchronisation is not activated, click the `Show in Table of Contents` button to locate the current topic in the table of contents on the left.

→ Use the **Print** 🖶 buttons on the left and on the right to print selected topics.
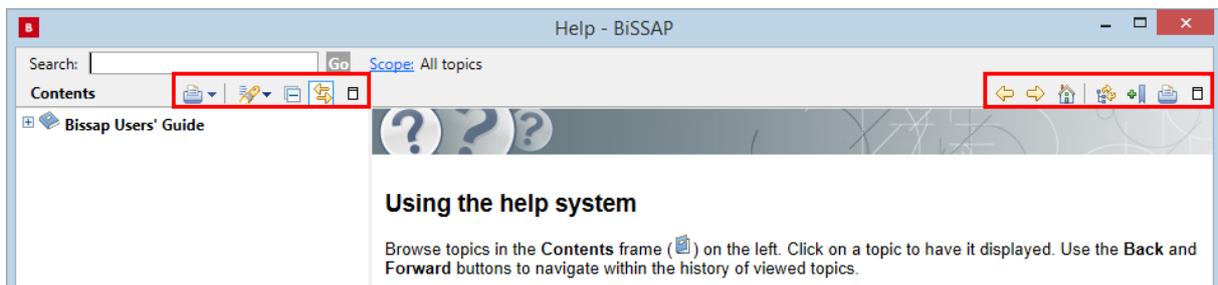
Figure 7: Start page with instructions for using the BiSSAP help system

→ Navigate through the table of contents by expanding and collapsing the topics in the tree structure on the left-hand side.
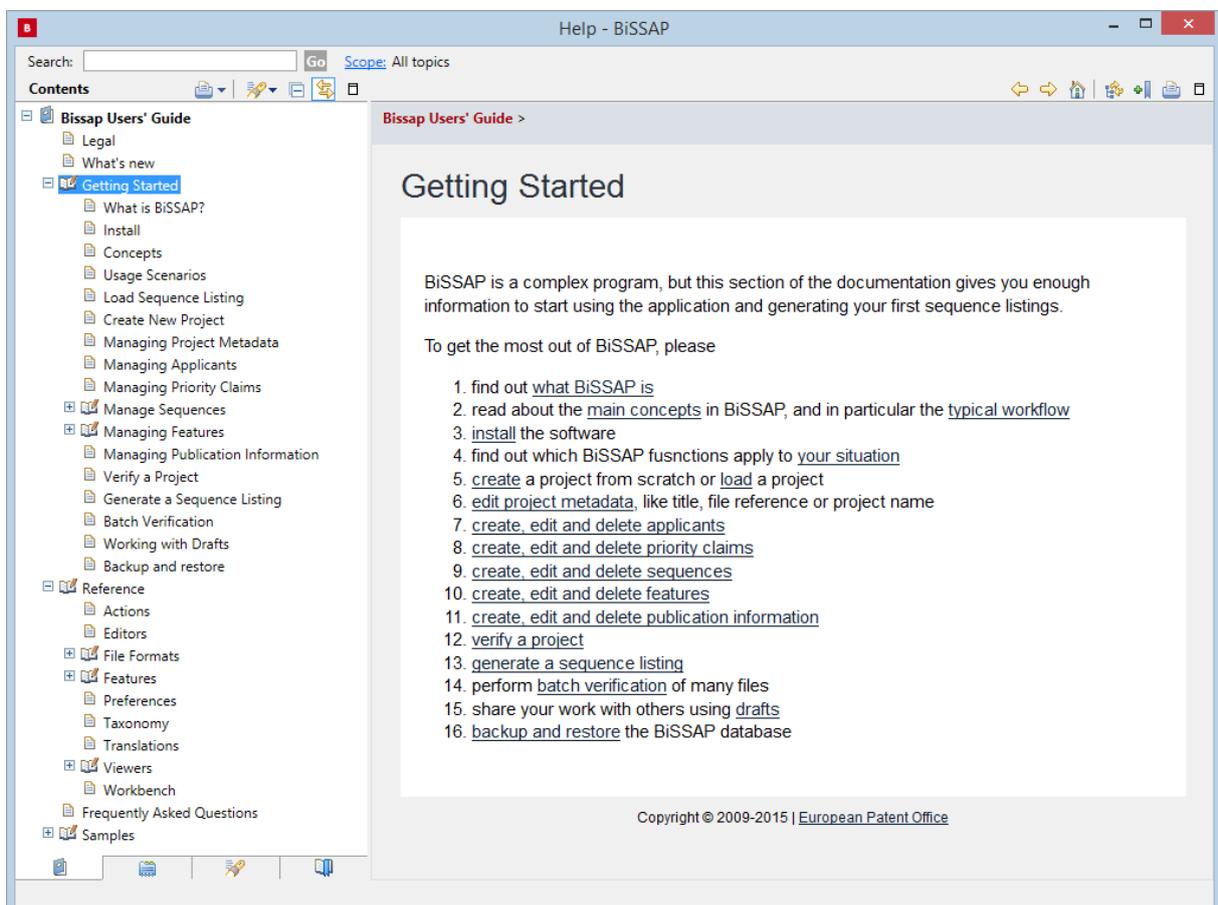
Figure 8: Navigating in the BiSSAP help contents

→ To activate the *Help* window with dynamic contents within the BiSSAP main window, select ***Help > Dynamic Help*** from the main menu.
→ Click an element in the BiSSAP interface, e.g. the ***Project Browser*** tab.
The *Help* window will load links to related help topics.
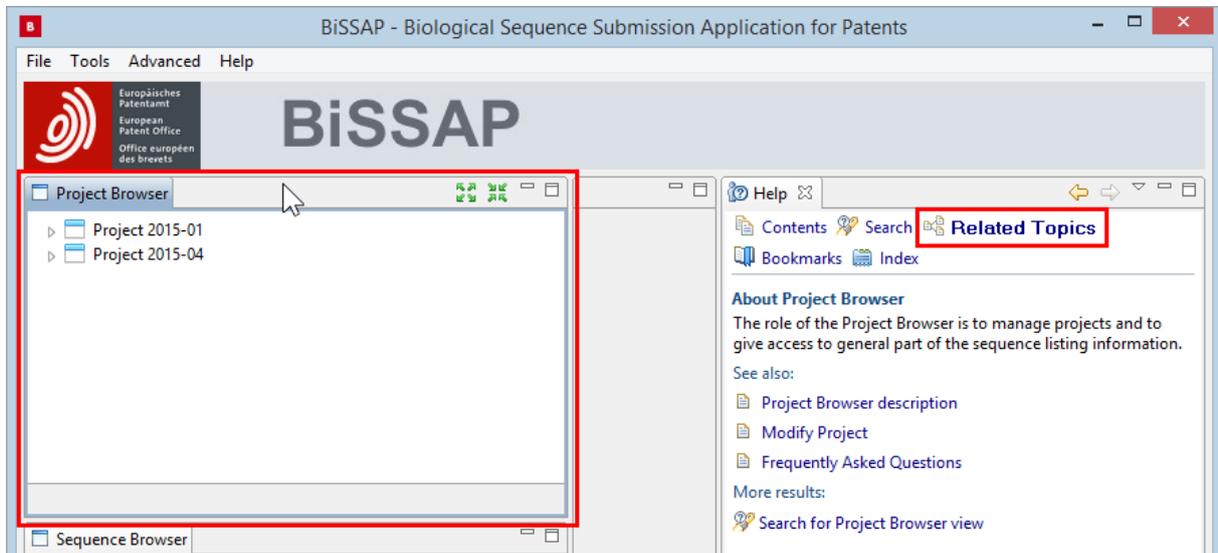
Figure 9: Related topics in the Dynamic Help window

→ To activate the ***Search*** form within the BiSSAP main window, select ***Help > Search*** from the main menu.
→ Enter your search expression and click ***Go***.
The *Help* window will display a list of hits for this keyword.
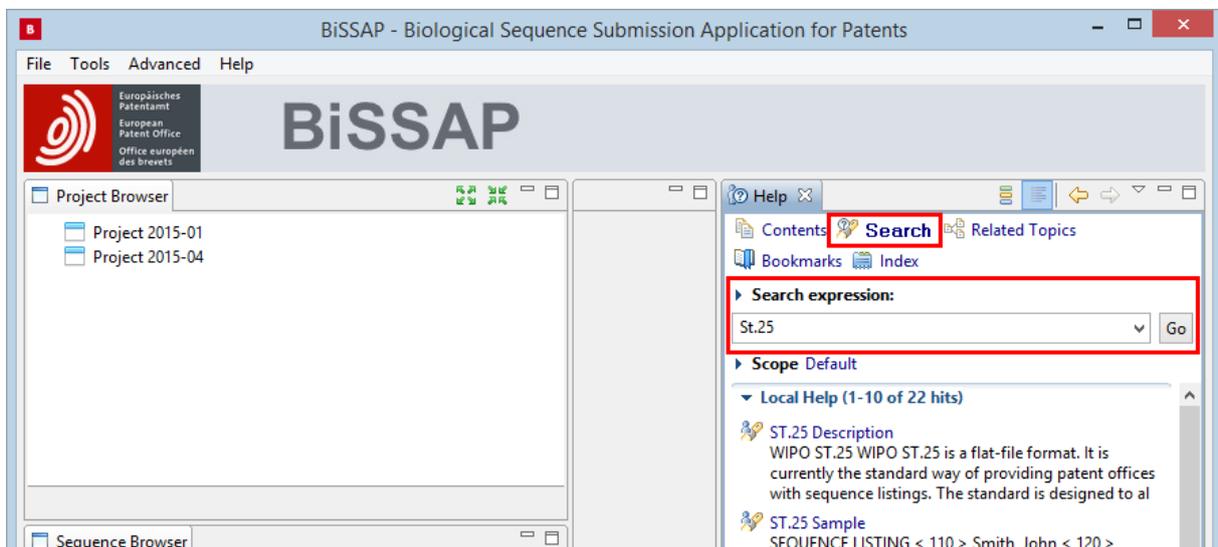
Figure 10: Help window with hits for a search expression

8.3. Troubleshooting

8.3.1. BiSSAP does not start

→ Check whether another copy of BiSSAP is running on your machine.
You can run only one instance of BiSSAP at a time.

Figure 11: Error message if another instance of BiSSAP is running

8.3.2. BiSSAP crashes during startup

→ Check that the old copy of BiSSAP has been entirely deleted; see 7 Removing BiSSAP from your computer.
When changing BiSSAP versions, all the old workspace files must be deleted. Because the database structure sometimes changes to reflect new biological verification rules, the new BiSSAP program may not be able to handle the old BiSSAP data with the result that the application crashes.

ⓘ Remember that the only guaranteed way of migrating data to the next BiSSAP version is by using the official WIPO standard files, i.e. ST.25.