



# IPTAP – Application Work Functionality

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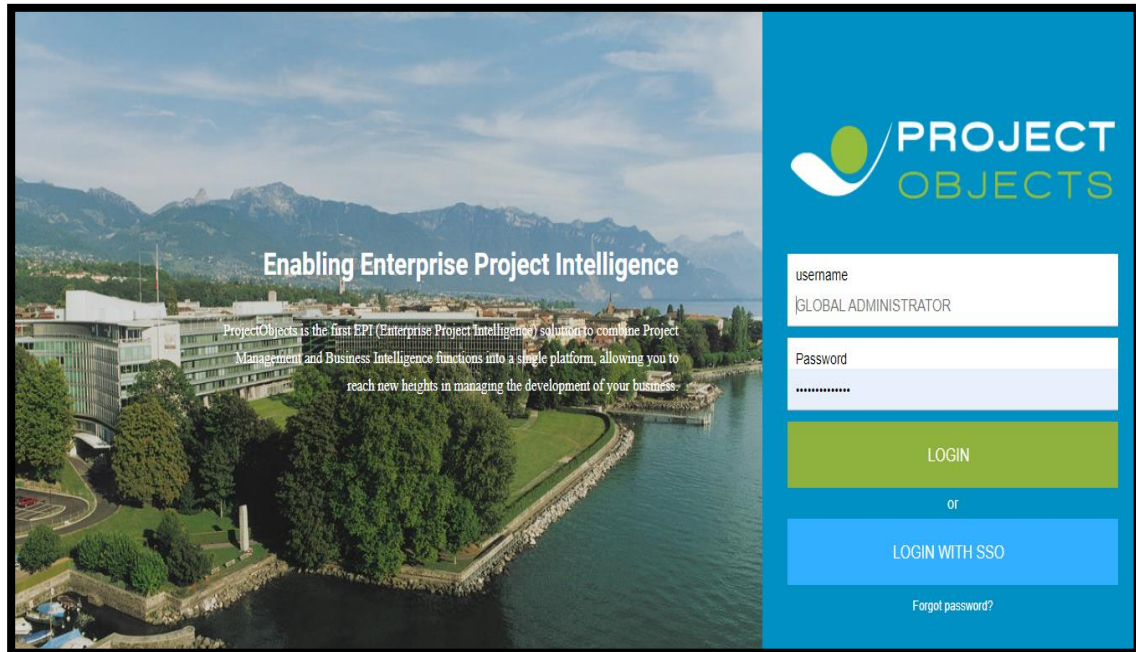
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## 1- LOGIN:

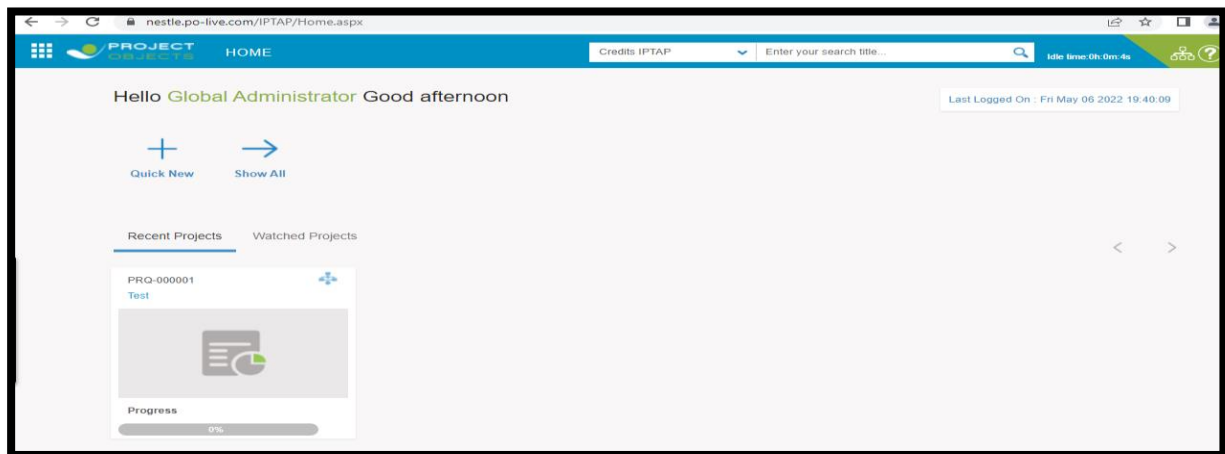
### Step 1

User id: GLOBAL ADMINISTRATOR

Password: Policoro76026!



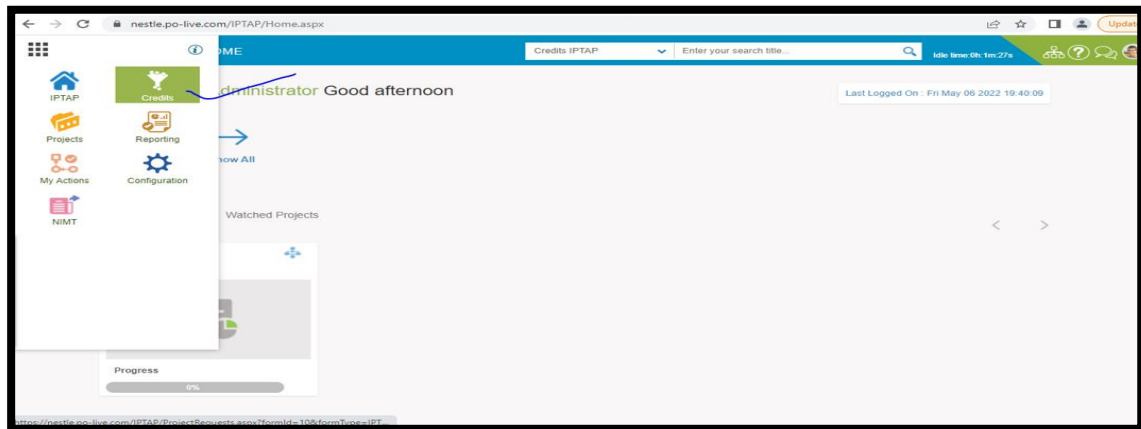
### Step 2: Redirect to Home Page open



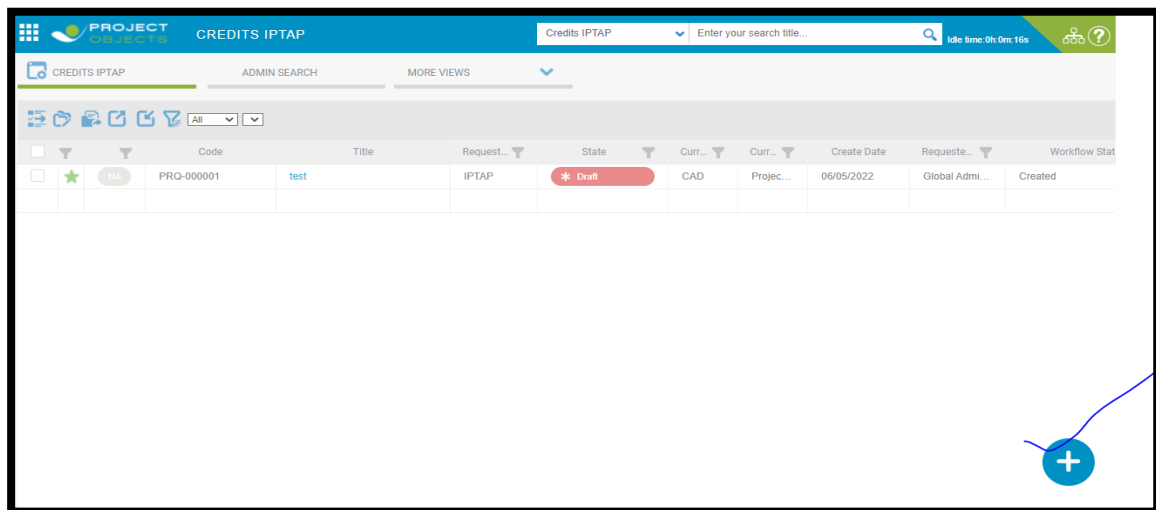
## 2- CREATE A PROJECT:

### Step 3: For project creation go to the Credit Register and click on new icon.

Main Menu > Credid > Add Icon > Open pop-up

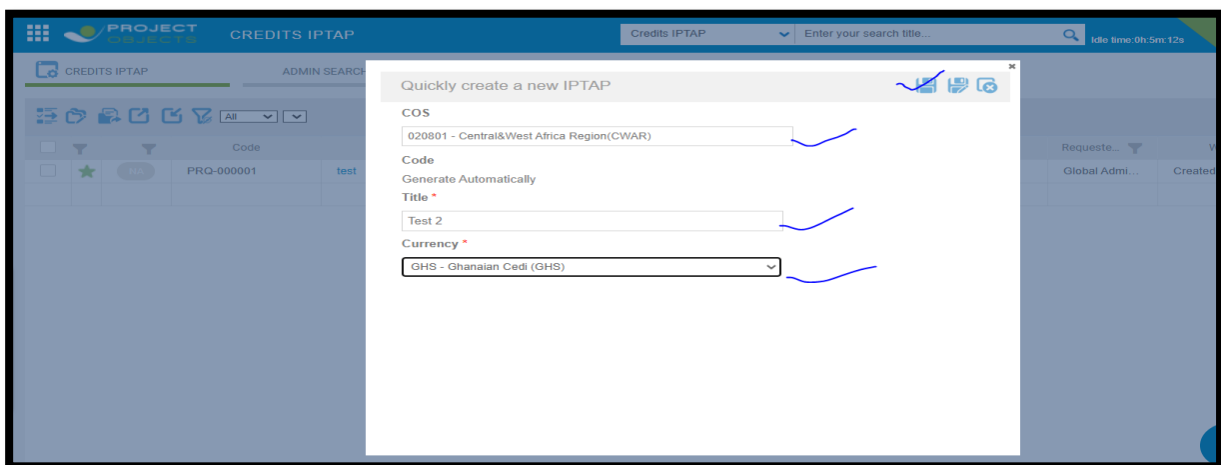


Below screenshot is Credit register and click on add icon for Object creation.

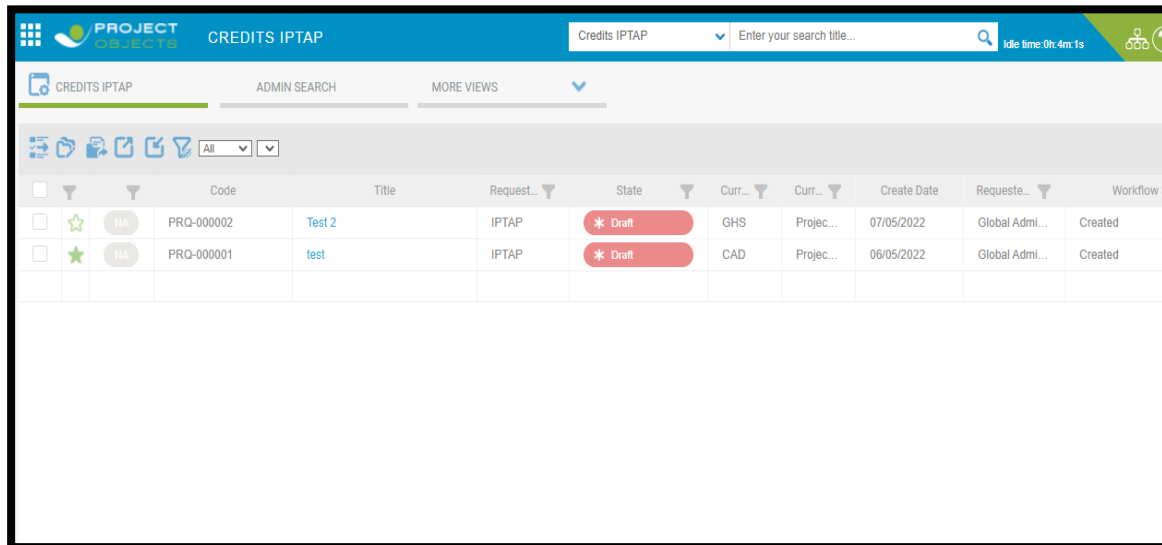


#### Step 4:

Then After, here is visible a Pop-up for Object Creation and fill all the required fields respectively and Save . If you select the Save&Edit option then you would be redirect the Object details page.



**Step 5: After save we redirected to the Credit register and object is also visible in Register.**

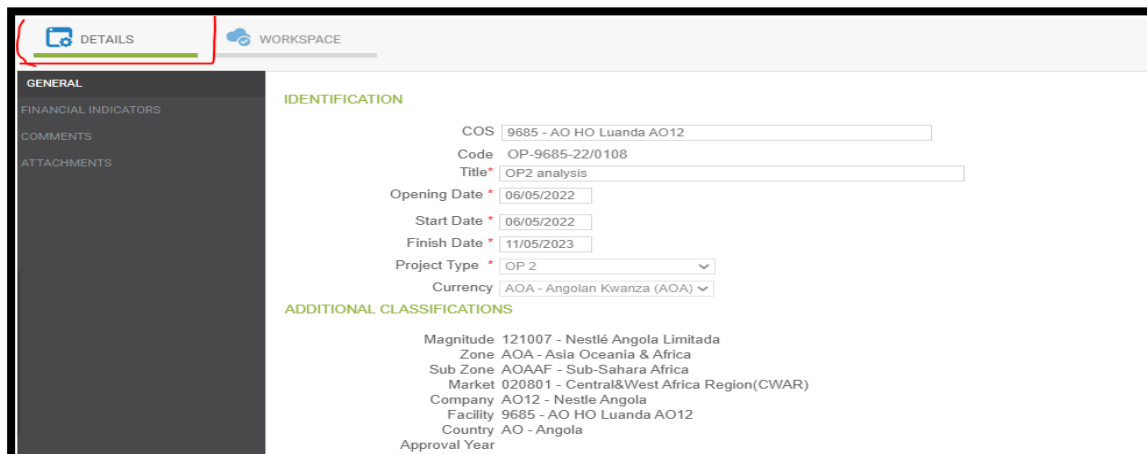


The screenshot shows the 'CREDITS IPTAP' dashboard. At the top, there's a search bar and a 'Credits IPTAP' dropdown. Below the search bar, there's a table with columns: Code, Title, Request..., State, Curr..., Create Date, Requeste..., and Workflow. Two rows are visible:

	Code	Title	Request...	State	Curr...	Create Date	Requeste...	Workflow
<input type="checkbox"/>	PRQ-000002	Test 2	IPTAP	* Draft	GHS	07/05/2022	Global Admi...	Created
<input type="checkbox"/>	PRQ-000001	test	IPTAP	* Draft	CAD	06/05/2022	Global Admi...	Created

**Step 6 :** Then after created the object and go to the project Detail page and we fill all required fields respectively.

Here the four fields to implement. Like (Project Territorial Scope, IP Rights at Stake, SBU, Contract Date)



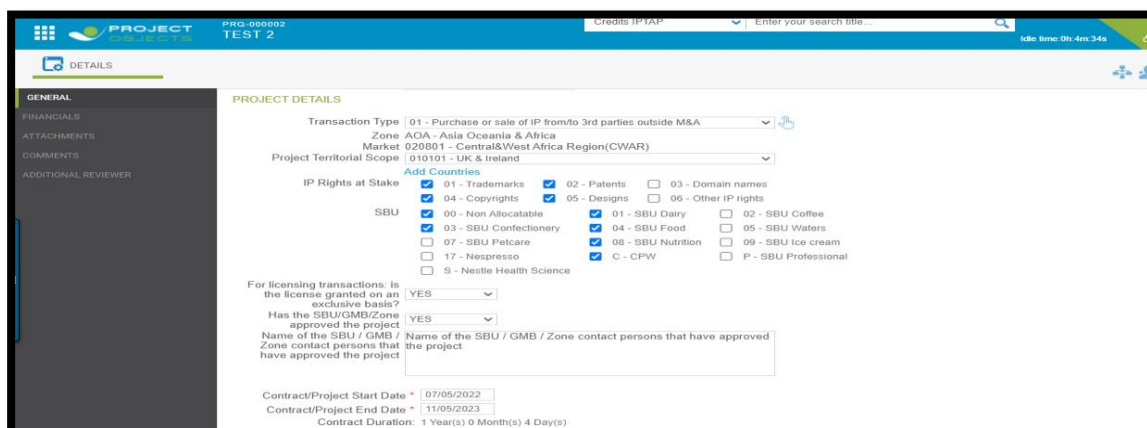
The screenshot shows the 'DETAILS' page for a credit object. The left sidebar has a 'DETAILS' tab selected. The main content area is divided into 'IDENTIFICATION' and 'ADDITIONAL CLASSIFICATIONS' sections.

**IDENTIFICATION**

- COS: 9685 - AO HO Luanda AO12
- Code: OP-9685-22/0108
- Title: OP2 analysis
- Opening Date: 06/05/2022
- Start Date: 06/05/2022
- Finish Date: 11/05/2023
- Project Type: OP 2
- Currency: AOA - Angolan Kwanza (AOA)

**ADDITIONAL CLASSIFICATIONS**

- Magnitude: 121007 - Nestlé Angola Limitada
- Zone: AOA - Asia Oceania & Africa
- Sub Zone: AOAAF - Sub-Sahara Africa
- Market: 020801 - Central&West Africa Region(CWAR)
- Company: AO12 - Nestlé Angola
- Facility: 9685 - AO HO Luanda AO12
- Country: AO - Angola
- Approval Year:



The screenshot shows the 'PROJECT DETAILS' page for a credit object. The left sidebar has a 'PROJECT DETAILS' tab selected. The main content area is divided into 'PROJECT DETAILS' and 'SBU' sections.

**PROJECT DETAILS**

- Transaction Type: 01 - Purchase or sale of IP from/to 3rd parties outside M&A
- Zone: AOA - Asia Oceania & Africa
- Market: 020801 - Central&West Africa Region(CWAR)
- Project Territorial Scope: 010101 - UK & Ireland

**SBU**

- IP Rights at Stake:
  - 01 - Trademarks
  - 02 - Patents
  - 03 - Domain names
  - 04 - Copyrights
  - 05 - Designs
  - 06 - Other IP rights
- SBU:
  - 00 - Non Allocatable
  - 01 - SBU Dairy
  - 02 - SBU Coffee
  - 03 - SBU Confectionery
  - 04 - SBU Food
  - 05 - SBU Waters
  - 07 - SBU Petcare
  - 08 - SBU Nutrition
  - 09 - SBU Ice cream
  - 17 - Nespresso
  - C - CPV
  - P - SBU Professional
  - S - Nestlé Health Science

**For licensing transactions: Is the license granted on an exclusive basis?** YES

**Has the SBU/GMB/Zone approved the project?** YES

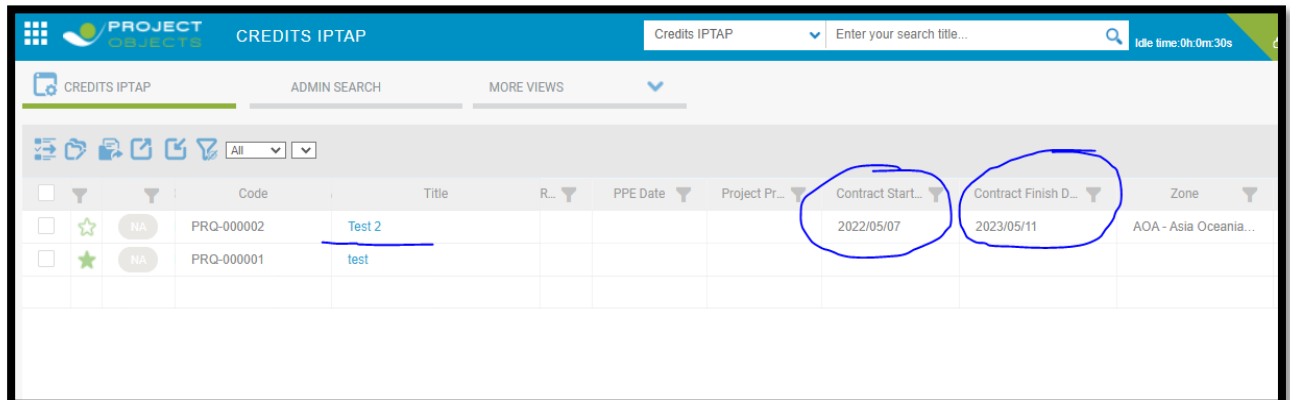
**Name of the SBU / GMB / Zone contact persons that have approved the project**

**Contract/Project Start Date:** 07/05/2022

**Contract/Project End Date:** 11/05/2023

**Contract Duration:** 1 Year(s) 0 Month(s) 4 Day(s)

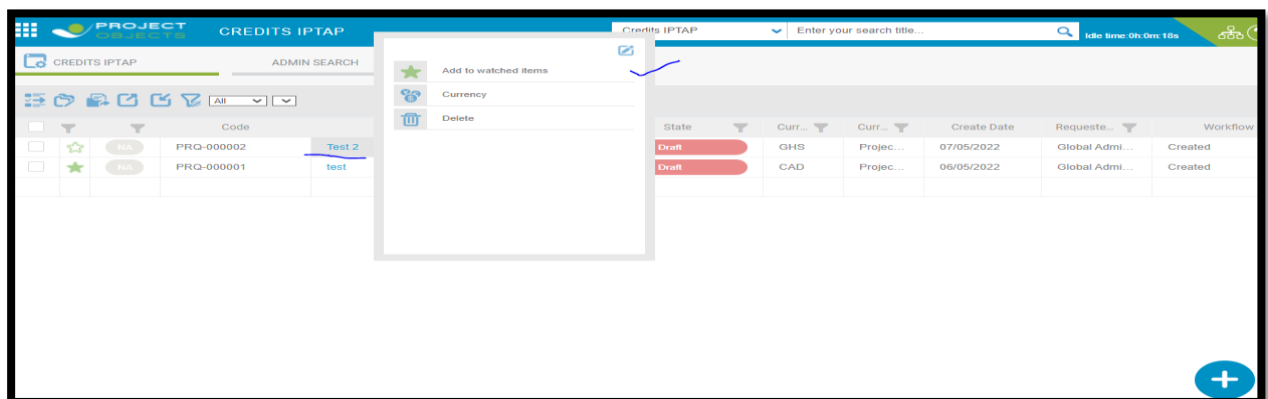
Then save the data and we redirect to the IPTAP credit register.  
Here is contract start date and contract finish date is visible in Credit Register.



			Code	Title	R...	PPE Date	Project Pr...	Contract Start...	Contract Finish D...	Zone
<input type="checkbox"/>		NA	PRQ-000002	Test 2				2022/05/07	2023/05/11	AOA - Asia Oceania...
<input type="checkbox"/>		NA	PRQ-000001	test						

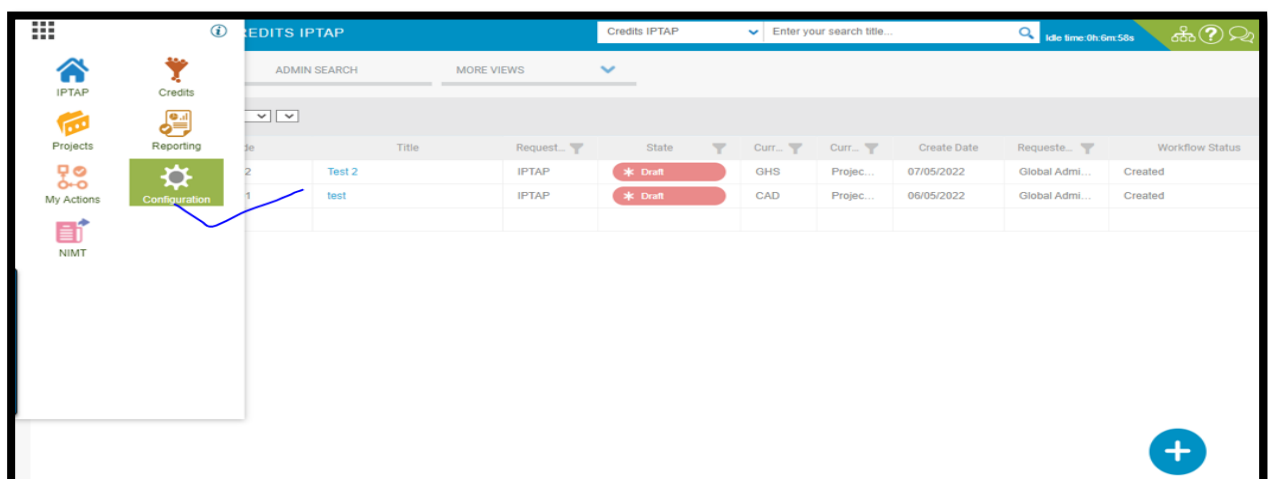
### 3- CONTEXT MENU:

**Step 7 :** In IPTAP credit register, we right click on object title and open a context menu.  
In context menu workspace icon is hide and edit icon is visible , User can add options in context menu accordingly from form builder in configuration.  
Configuration > Bussiness Process Management >Form Bulder > (Top right corner)Project context menu



			Code	Title	R...	PPE Date	Project Pr...	Contract Start...	Contract Finish D...	Zone
<input type="checkbox"/>		NA	PRQ-000002	Test 2				2022/05/07	2023/05/11	AOA - Asia Oceania...
<input type="checkbox"/>		NA	PRQ-000001	test						










- Add to watched items
- Currency
- Delete



- IPTAP
- Credits
- Projects
- Reporting
- My Actions
- Configuration
- NIMIT

			Code	Title	Request...	State	Curr...	Curr...	Create Date	Requeste...	Workflow Status
2				Test 2	IPTAP	* Draft	GHS	Projec...	07/05/2022	Global Admi...	Created
1				test	IPTAP	* Draft	CAD	Projec...	06/05/2022	Global Admi...	Created

Page pop-up for editing context menu from here.

Title	Visible	
Add to watched items	<input checked="" type="checkbox"/>	
Assign Structures and Profiles	<input checked="" type="checkbox"/>	
BreakDown Structure	<input type="checkbox"/>	
Change to template	<input type="checkbox"/>	
Copy project To a New facility	<input type="checkbox"/>	
Create Form A Report	<input type="checkbox"/>	
Currency	<input checked="" type="checkbox"/>	
Link To SharePoint	<input type="checkbox"/>	
MileStone	<input type="checkbox"/>	

## 4- RELEASE THE OBJECT:

We release the steps of the project from three method (Home, From Register and Project details page.).  
We release the steps of the project from Home page and go to the workflow icon.

DETAILS

GENERAL
FINANCIALS
ATTACHMENTS
COMMENTS
ADDITIONAL REVIEWER

### PROJECT IDENTIFICATION

COS 020801 - Central&West Africa Region(CWAR)

Code PRQ-000002

Title\* Test 2

Opening Date\* 07/05/2022

Project Type\* IPTAP

Currency GHS - Ghanaian Cedi (GHS)

### PROJECT DETAILS

Transaction Type 01 - Purchase or sale of IP from/to 3rd parties outside M&A

Zone AOA - Asia Oceania & Africa

Market 020801 - Central&West Africa Region(CWAR)

Project Territorial Scope 010101 - UK & Ireland

Add Countries

IP Rights at Stake

01 - Trademarks 02 - Patents 03 - Domain names

04 - Copyrights 05 - Designs 06 - Other IP rights

SBU

00 - Non Allocatable 01 - SBU Dairy 02 - SBU Coffee

03 - SBU Confectionery 04 - SBU Food 05 - SBU Waters

07 - SBU Petcare 08 - SBU Nutrition 09 - SBU Ice cream

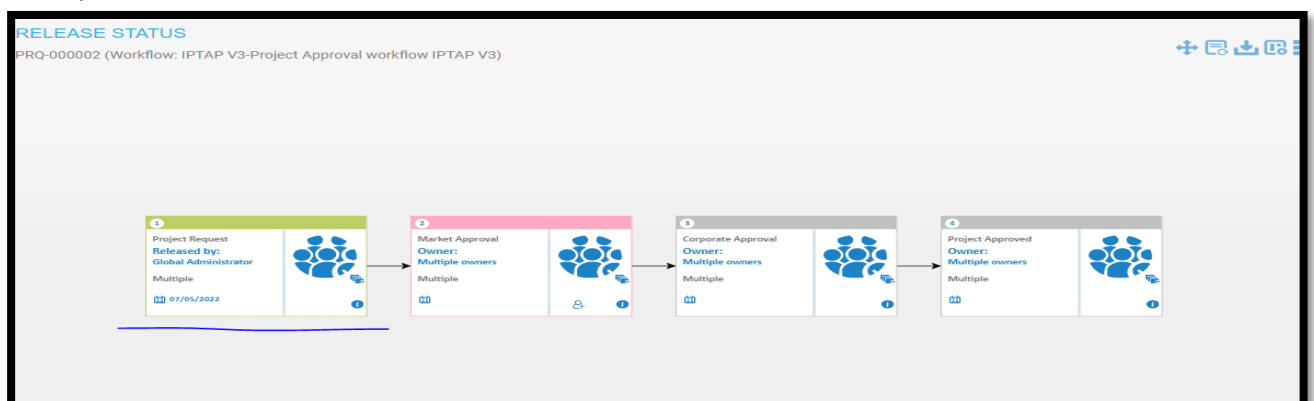
17 - Nespresso C - CPW P - SBU Professional

S - Nestle Health Science

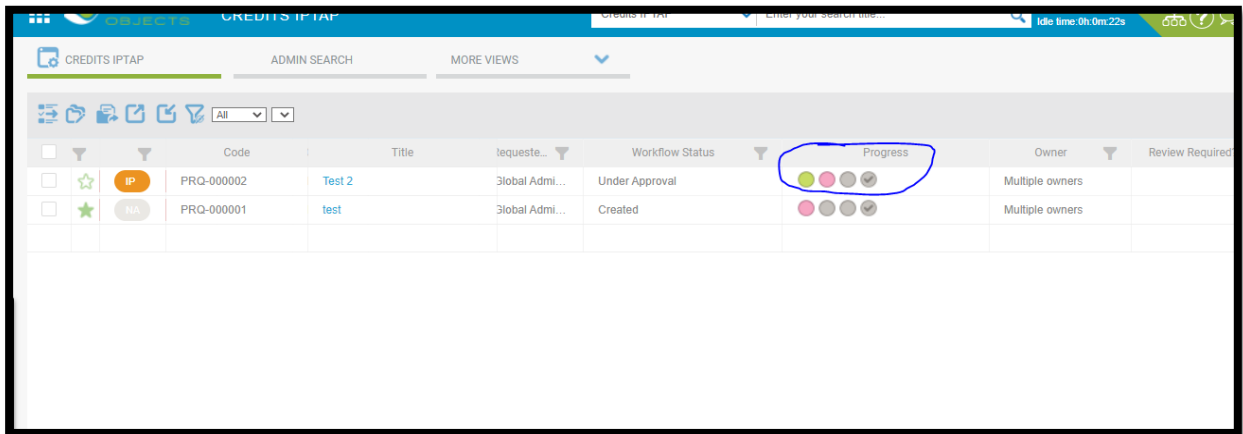
For licensing transactions: is

YES

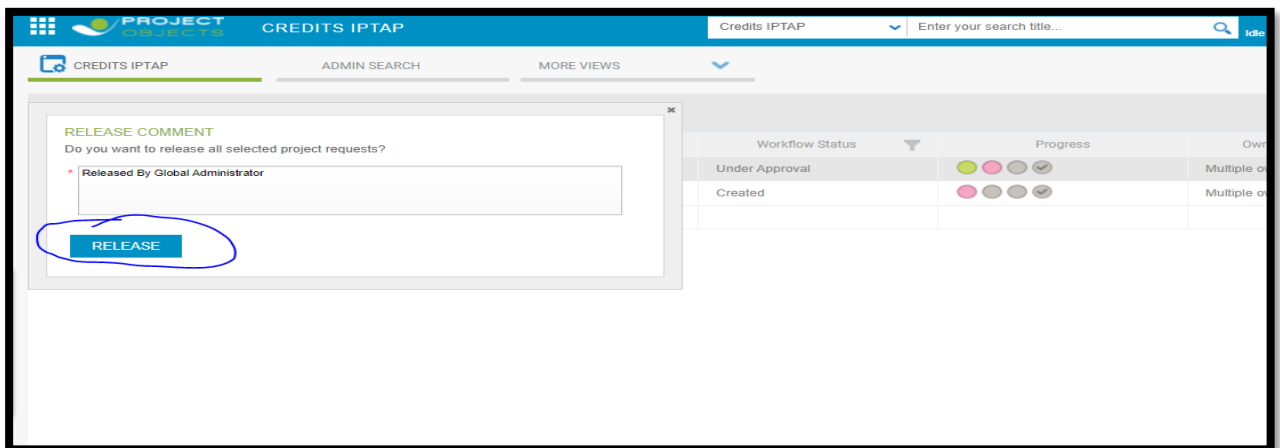
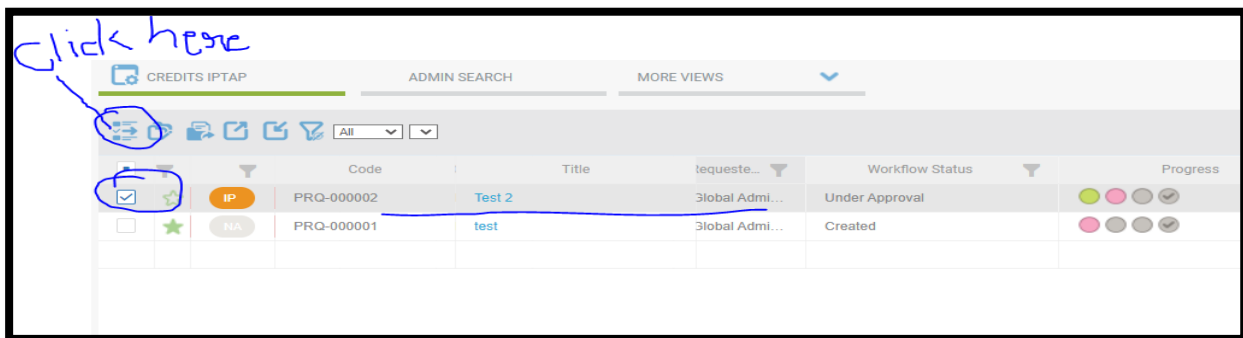
1st step release



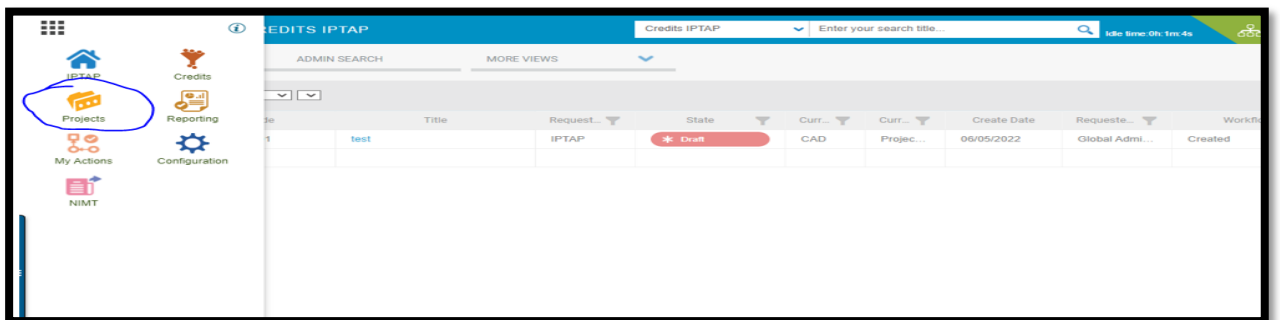
Page redirect to the register see the progress column.



2<sup>nd</sup> Step release from Grid in register.

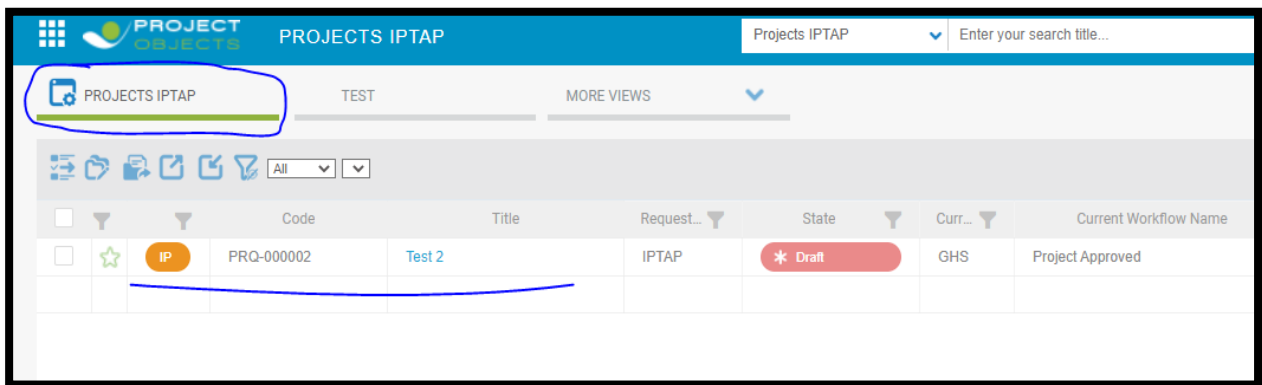


After all steps releasing Object will be visible in IPTAP Project. So here first we click on project icon.

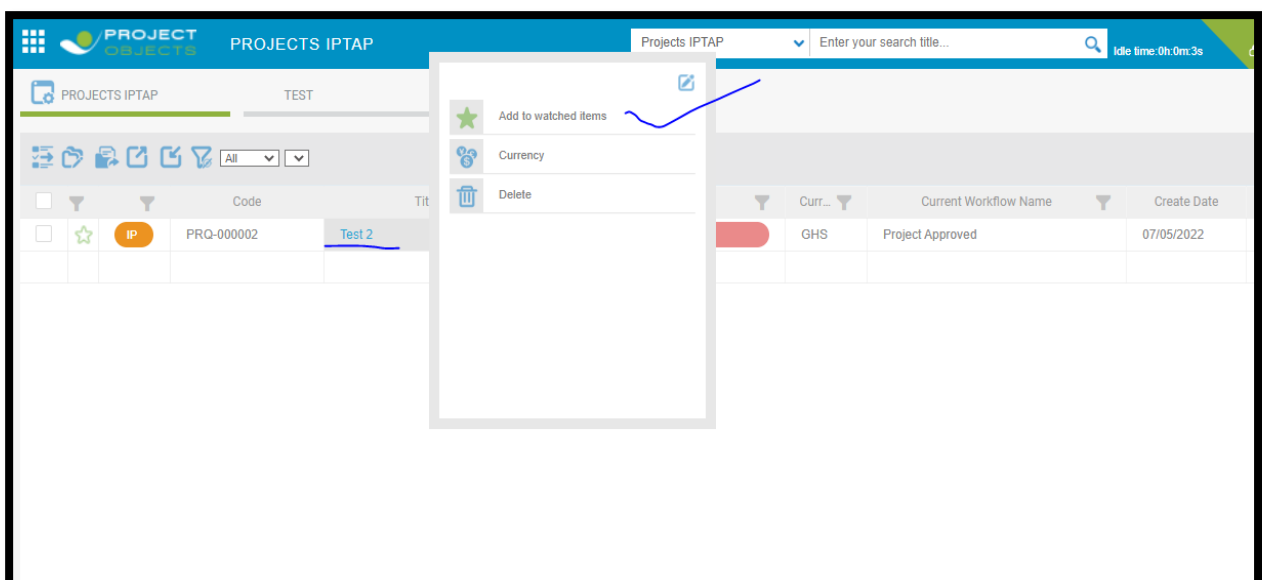




Now our object is visible in the project register.



In project register , Here is context Menu.  
User can select options accordingly.



Thankyou....