Birla Institute of Technology & Science, Pilani
Pilani | Dubai | Goa | Hyderabad

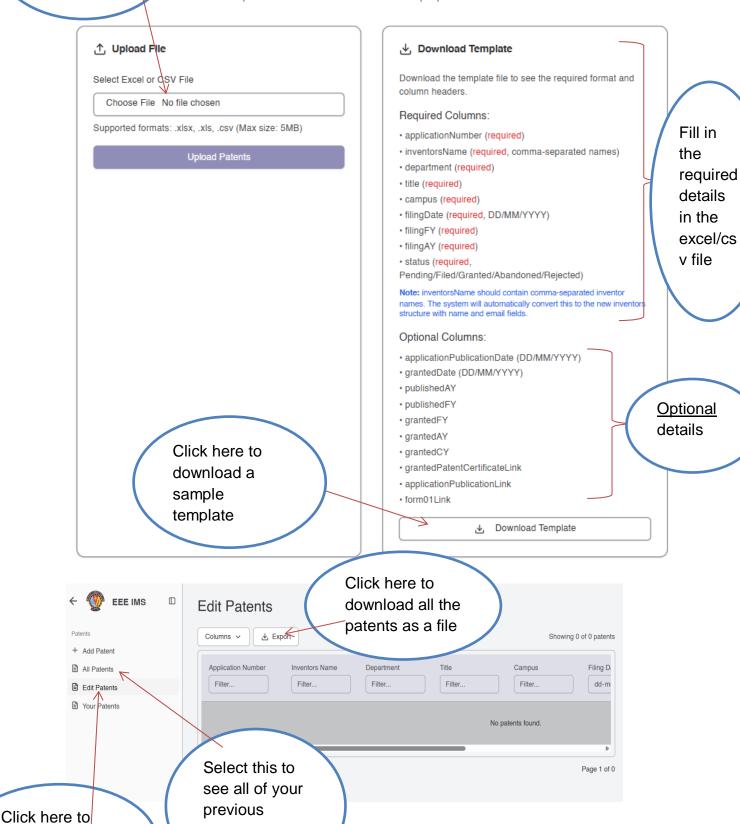## IMS EEE USER MANUAL
PATENT

1. Open the Patent module by clicking on the same in the sidebar

2. A page similar to the one above opens up. For uploading a single patent fill in the required details carefully then click create patent

3. For uploading more than one patent, use "BULK UPLOAD",

4. On clicking, a new window pops up, from there download the template and edit the excel file to fill the details. Save the file and upload it

Note: the file should be an excel or csv file only

Bulk Upload Patents

Upload Excel or CSV file to create multiple patents at once

⬆ Upload File

Select Excel or CSV File

Choose File   No file chosen

Supported formats: .xlsx, .xls, .csv (Max size: 5MB)

Upload Patents

⬇ Download Template

Download the template file to see the required format and column headers.

Required Columns:

• applicationNumber (required)
• inventorsName (required, comma-separated names)
• department (required)
• title (required)
• campus (required)
• filingDate (required, DD/MM/YYYY)
• filingFY (required)
• filingAY (required)
• status (required, Pending/Filed/Granted/Abandoned/Rejected)

Note: inventorsName should contain comma-separated inventor names. The system will automatically convert this to the new inventors structure with name and email fields.

Fill in the required details in the excel/csv file

Optional Columns:

• applicationPublicationDate (DD/MM/YYYY)
• grantedDate (DD/MM/YYYY)
• publishedAY
• publishedFY
• grantedFY
• grantedAY
• grantedCY
• grantedPatentCertificateLink
• applicationPublicationLink
• form01Link

Optional details

Click here to download a sample template

⬇ Download Template

Click here to download all the patents as a file

← 🛡 EEE IMS ▢

Patents

+ Add Patent

📄 All Patents

📄 Edit Patents

📄 Your Patents

Edit Patents

Columns ⌄   ⬇ Export

Showing 0 of 0 patents

Application Number	Inventors Name	Department	Title	Campus	Filing Da
Filter...	Filter...	Filter...	Filter...	Filter...	dd-m

No patents found.

Page 1 of 0

Select this to see all of your previous patents

Click here to edit previous patents