



## IMS EEE USER MANUAL

### PATENT

Click here to add  
a single patent

Click here to create  
multiple patents

The screenshot shows the 'Add Patent' form in the IMS EEE system. The form is titled 'Add Patent' and has a 'Back' button. On the left sidebar, there are links for 'Patents', '+ Add Patent', 'All Patents', 'Edit Patents', and 'Your Patents'. The main form area contains the following sections:

- Patent Information**: A section with the instruction 'Fill in the details below to create a new patent'. It includes fields for 'Application Number \*' (with an example 'e.g., 202411002982'), 'Title \*', and a section for 'Inventors'.
- Inventors**: A section with a '+ Add Inventor' button. It contains a table for 'Inventor #1' with fields for 'Email Address' and 'Full Name \*'. Below the email field is a note: 'Optional - will auto-fill name'.
- Department \*** and **Campus \***: Fields at the bottom of the form.

Callouts on the form indicate the following actions:

- 'Click here to add a single patent' points to the 'Single Patent' button.
- 'Click here to create multiple patents' points to the 'Bulk Upload' button.
- 'Fill in the following details' points to the 'Patent Information' section.
- 'Fill in the others details' points to the 'Inventors' section.
- 'Click here to add other inventors' points to the '+ Add Inventor' button.

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.

#### Optional Columns:

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

Fill in the required details in the excel/csv file

Optional details

Click here to download a sample template

Download Template

Click here to download all the patents as a file

Click here to edit previous patents

Select this to see all of your previous patents

EEE IMS

Patents

- + Add Patent
- All Patents
- Edit Patents
- Your Patents

Columns ▾ Export

Showing 0 of 0 patents

Application Number	Inventors Name	Department	Title	Campus	Filing Date
Filter...	Filter...	Filter...	Filter...	Filter...	dd-mm

No patents found.

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