Symphony IPMS v3.6

User Guide - Docketer

Last Updated: June 2022

About the Document

This is a User Guide that contains all the essential information required for a user to access **Symphony — MaxVal's intellectual property (IP) management application**. The Guide includes a description of the system functions and capabilities, contingencies and alternate modes of operation, and step-by-step procedures for application access and use.

The User Guide enables the Docketer of an organization to manage the lifecycle of an invention through Symphony. This includes coordinating the workflows for prosecuting a patent; generating forms; handling references, emails, and documents; managing the inventions, patents, trademarks, and other matters; and managing the renewals of a patent.

Note: Terms like IP Docketer/Docketer/You/User are used interchangeably to reflect the functions performed by Docketer profile.

Revision History

Version	Created/Reviewed By	Purpose	Date
1.0	MaxVal	Updated the document as per the Thermo Fisher phase 2 requirements for Docketer	June 2022

Table of Contents

Introduction

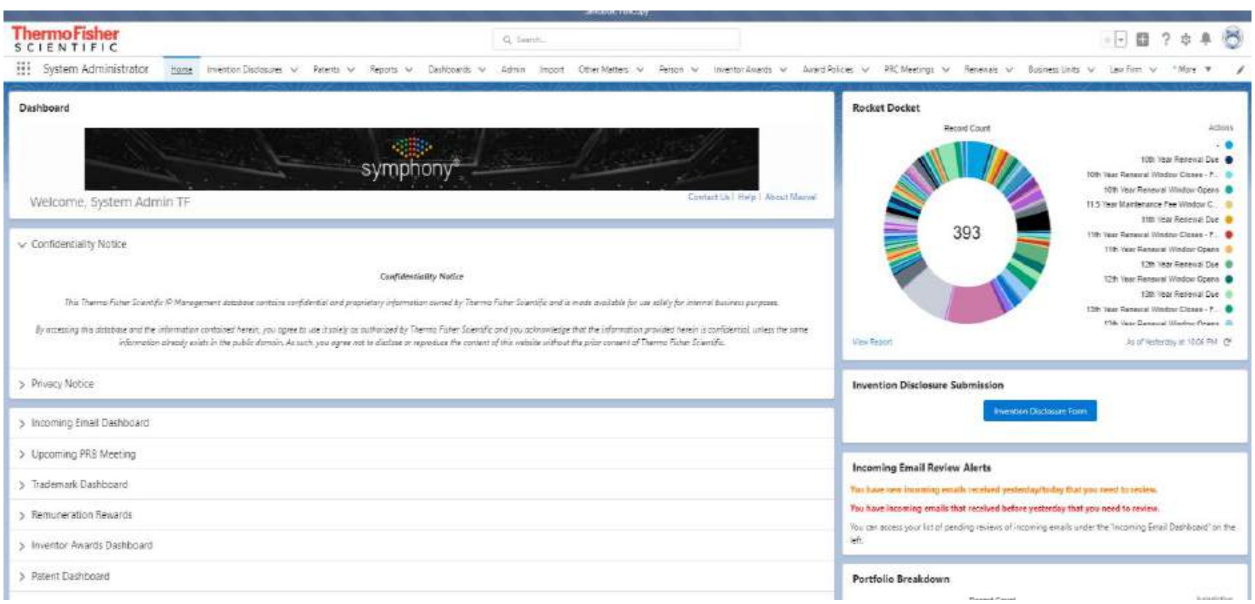
Symphony is a platform that advances the IP management capabilities of an organization. The platform simplifies the execution of complex workflows and enhances all aspects of asset management. It monitors asset prosecution and docketing status and forecasts your expenses.

Symphony also provides you options to create and manage invention disclosures, patents, trademarks, access docketing information, assign tasks, and generate reports.

To access the system, go to My Idaptive; (https://thermofisher.my.idaptive.app/my#/MyApps)
Search for Symphony and logon through SSO.
If you cannot find Symphony in the My Idaptive portal, please create a ticket with the Service desk:
https://thermofisherit.service-now.com/sp

Below are some of the modules and pages you can access on Symphony. We will discuss them in more detail in the subsequent sections.

- Home
- Invention Disclosures
- Patents
- Reports
- Dashboards
- Other Matters
- Inventor Awards



Home

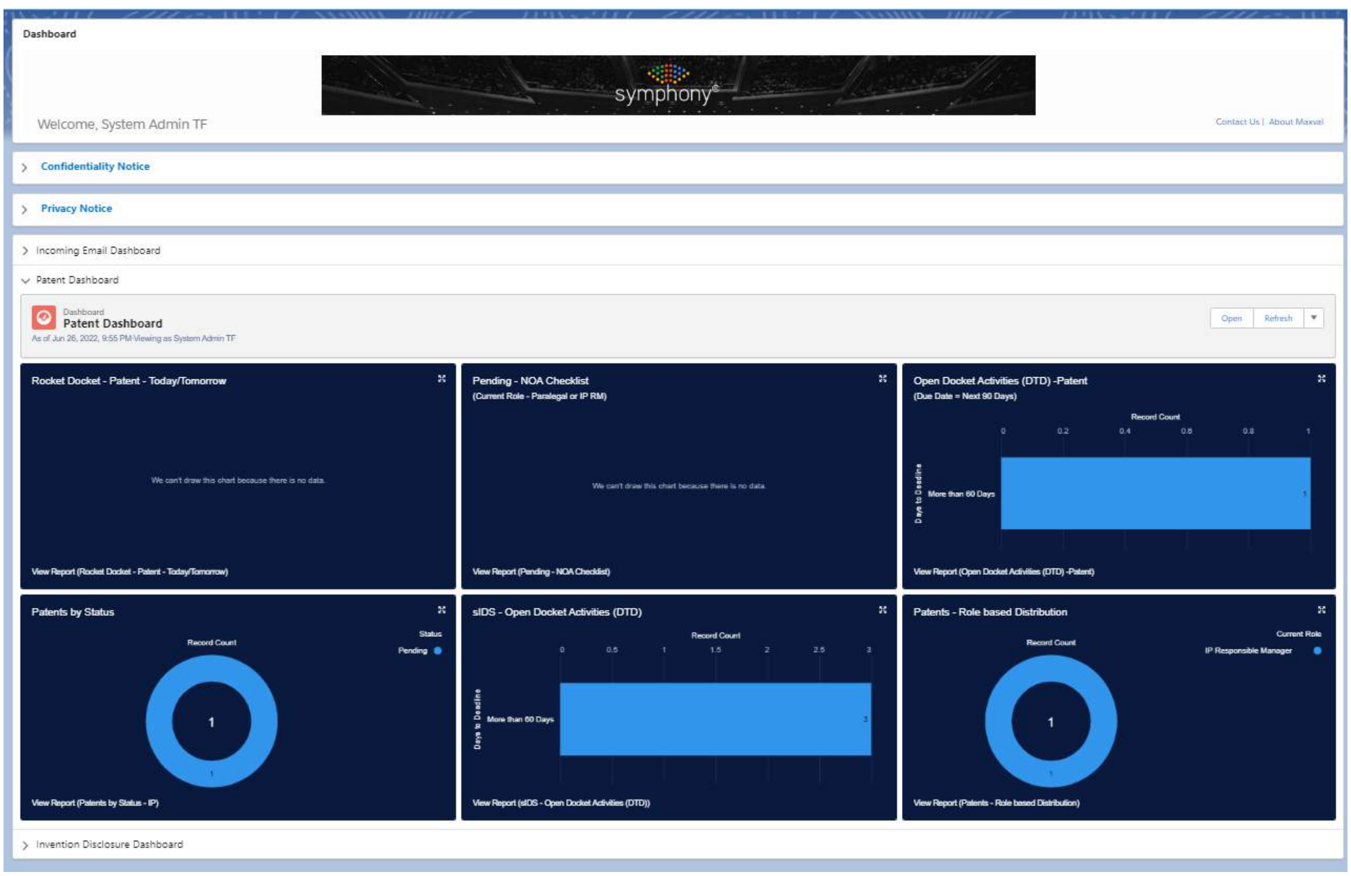
The 'Home' button leads you to the homepage that displays a snapshot of all the records within the portfolio. The homepage is set for the organization and cannot be modified by individual users.

You can access the following modules from the homepage:

a. Dashboards
b. Rocket Docket (Patent/ID)
c. Dashboard Reports

a. Dashboards

The Docketer can access the dashboards on their homepage with different graphs and status updates for Invention Disclosures, Patents, Trademarks, Inventor awards, Patent Review Committee (PRC) meetings, Incoming emails, etc. These dashboards are dynamic and change as per the logged-in user.



Note: Do not forget to click 'Refresh' to see the latest data.

Following dashboards are available for a Docketer view:

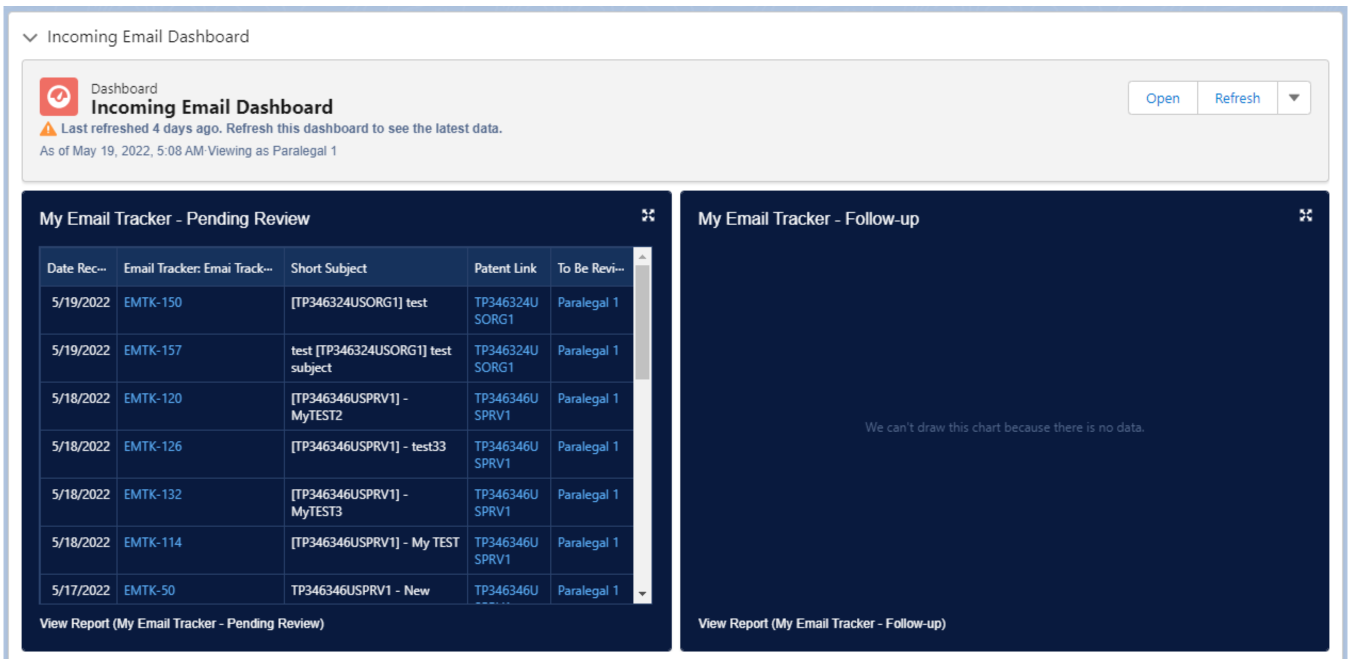
i. Backup Paralegal

Backup Paralegal

Jun 06 - Jun 10 - Paralegal 1
Jun 13 - Jun 17 - Paralegal 2
Jun 20 - Jun 24 - Paralegal 3

Docketer can view the information related to the dates and the name of backup paralegal assigned during the dates. System Admins will be able to edit and update this list.

ii. Incoming Email Dashboard



Docketer can view the incoming emails that require review under the Incoming Email Dashboard. As of June, 2022: The assignment of Docketers for IDF's, Patent and IP Other matters is as follows:

Denise Przybylski: Business Units AIG-CMD-AAT-Bremen IOMS (BU), AIG-CMD-AAT-Bremen TEA (BU), and AIG-CMD-LSMS-Bremen (BU)

Carina Frazer: Business Unit AIG-CMD-LSMS-SJ Life Science Mass Spectrometry (BU)

Susanna Li: All other AIG business units; All PSG and SDG business Units

Angela Lopez: All LSG, BPG, CCG, CRG and GSG business units

Docketers can add themselves onto specific cases as applicable (for example, Denise can add herself to a matter belonging to the AIG-CMD-AAT-GC/GCMS Milan (BU) if she so chooses; if she adds herself as Docketer, she should remove Susanna as Docketer and inform her of same).

iii. Patent Dashboard

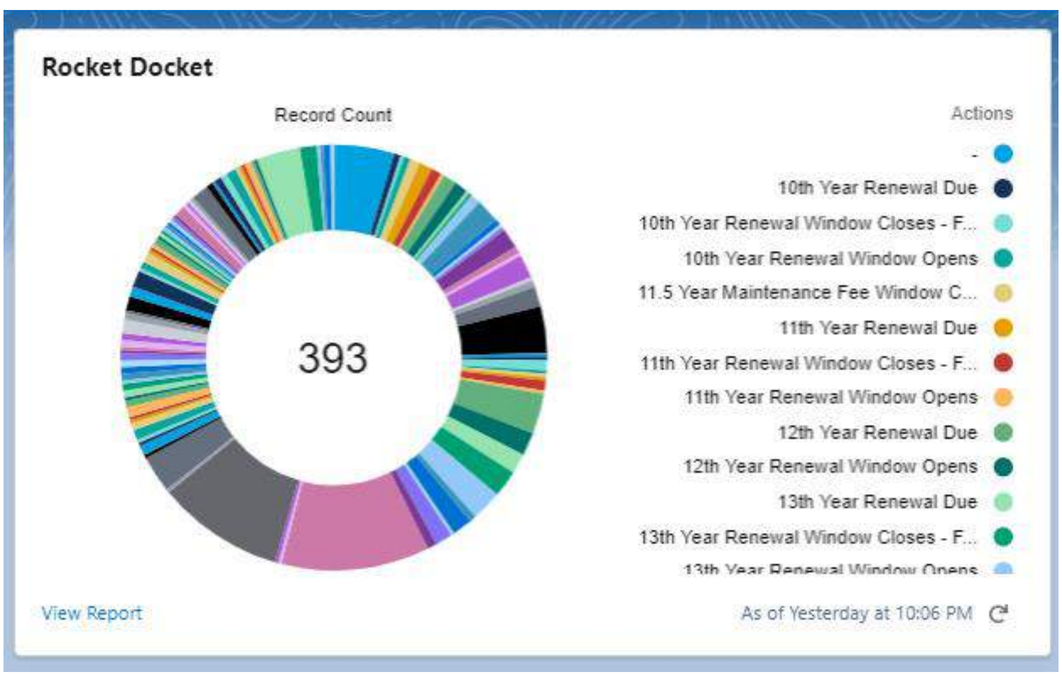
Patent Dashboard provides a quick view of the critical upcoming actions and updates on the patents that may require the Docketer's attention.

iv. Invention Disclosure Dashboard

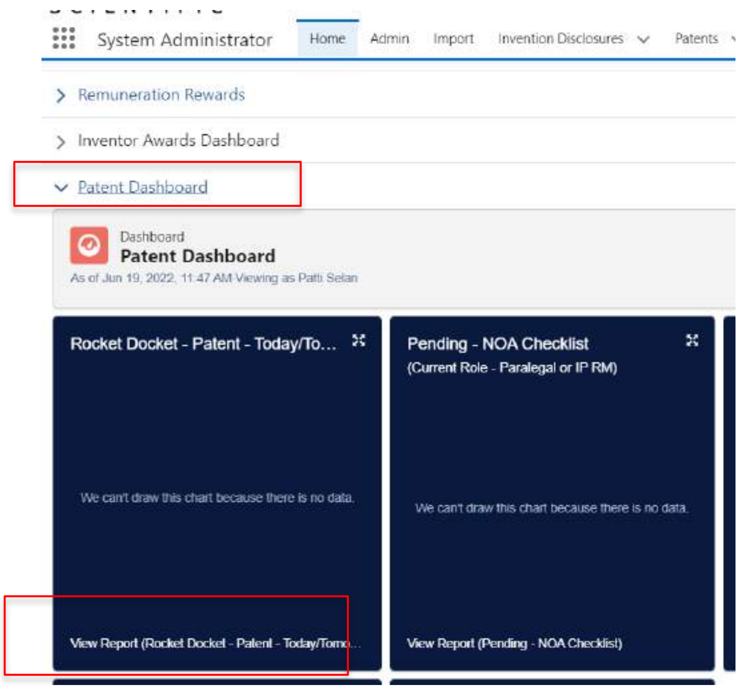
All the details related to the Invention Disclosures, their upcoming actions, etc., are provided under the Invention Disclosure Dashboard.

b. Rocket Docket

Rocket Docket report (on the right-hand side of the homepage) shows the actions with a due date of today's date and tomorrow or next business day date. This report depicts open actions for the entire organization that require urgent attention.

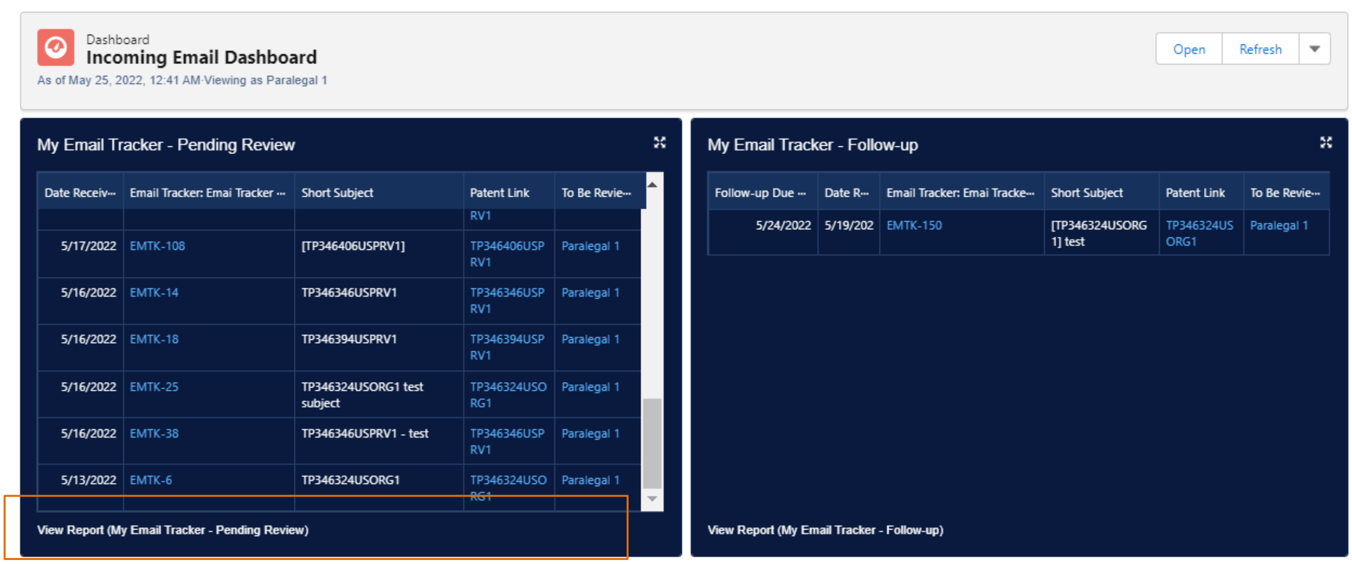


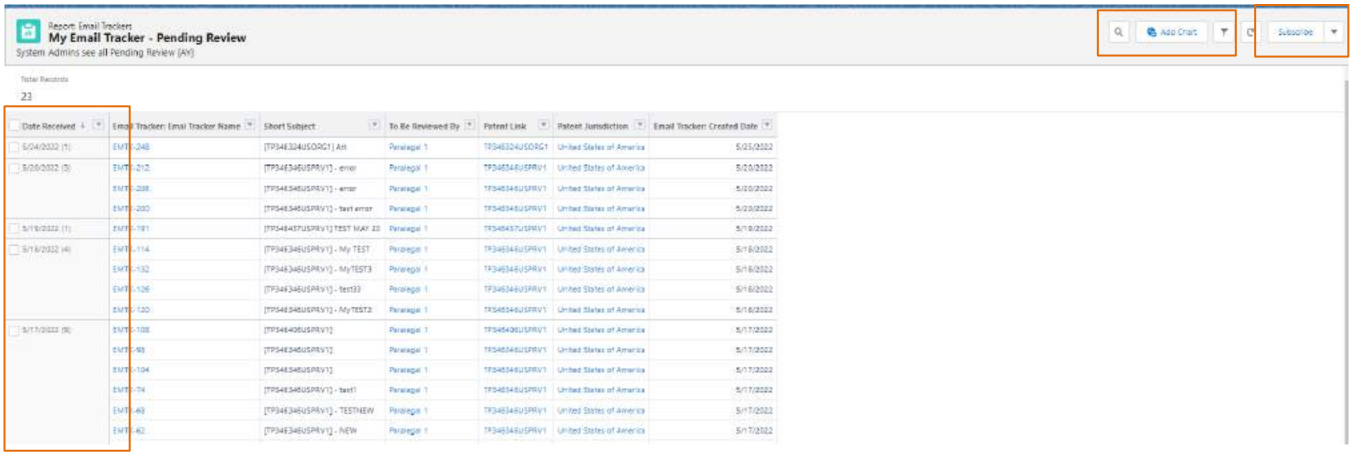
If a practitioner asks where they can see their own Rocket Docket report for their own cases, instruct them to go to the Patent Tab in the accordion, and click on the Rocket Docket dashlet, then click View Report.



c. Dashboard Reports

Docketers can access detailed information on each dashboard by clicking the 'View Report' option at the bottom of each widget.





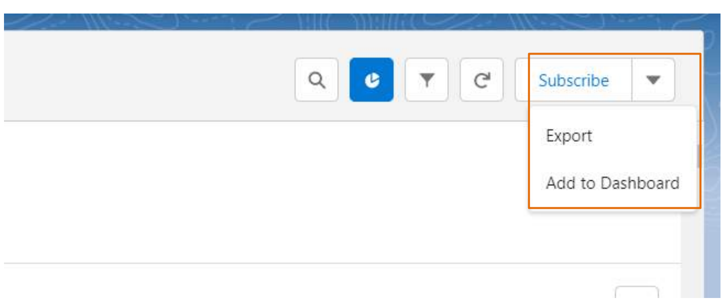
Note: Docketers will only see emails for the cases for which they Docket. They will not see emails for other Groups, Divisions or Business Units. Sys Admins can access all incoming emails. See Sys Admin Guide for more detail.

The following functions can customize the report's view:

- **Search**: Search any record/data that is part of the report.
- **Add Chart**: Add a chart to see the data pictorially.
- **Filter**: Filter the conditions based on which you want the current report to be shown.

In addition to this, you can also perform the following functions on the report:

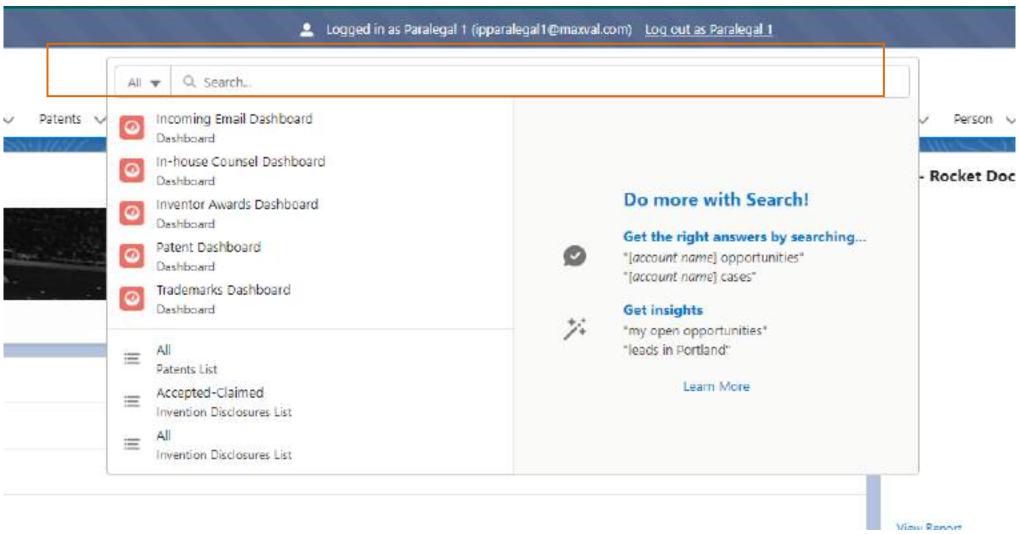
- **Subscribe** - Receive updates and notifications based on the customized frequency as selected.
- **Export** - Export the current report in excel to store in the local drive.
- **Add to Dashboard** - Create a separate dashboard by cloning the current data.



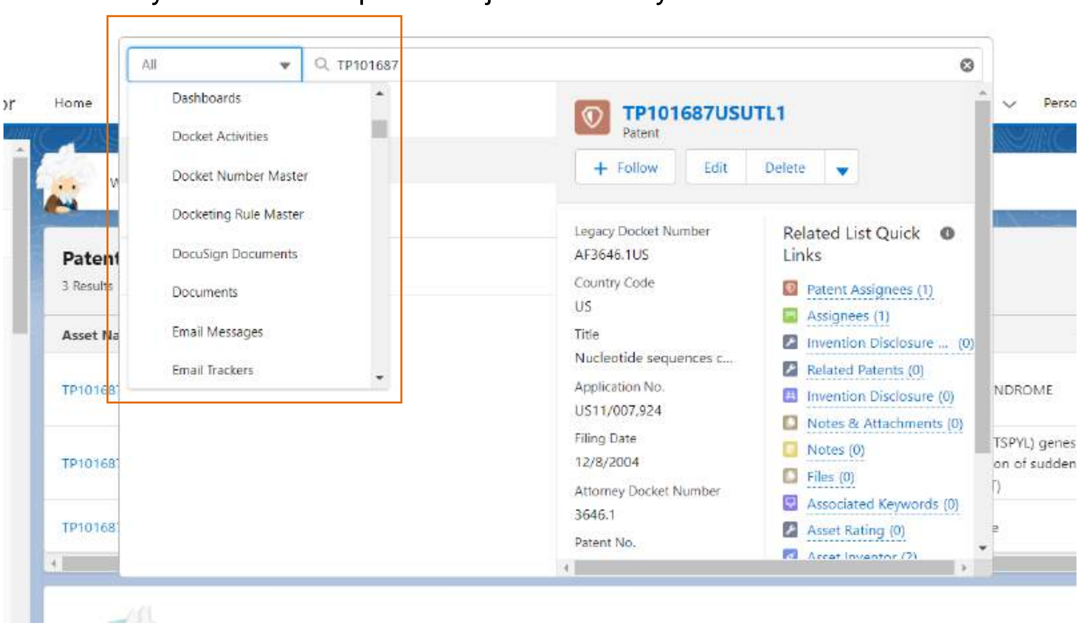
Global Search

Global Search feature allows you to search the file number/keywords globally. Below are the steps to conduct a global search on Symphony:

1. Provide the Symphony Docket Number, the Legacy File#, the application no, the patent no., and/or any keywords in the global search box.

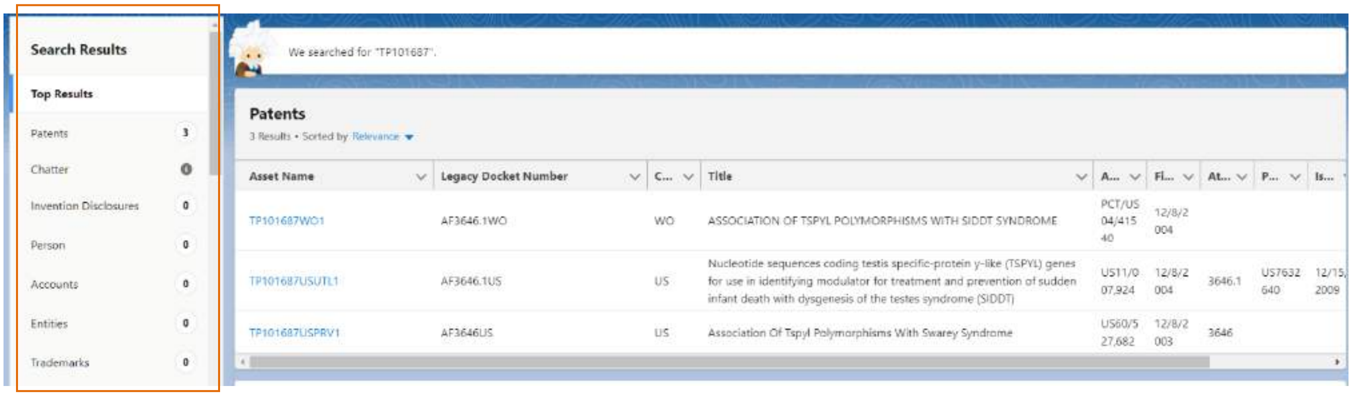


2. You may also select a specific object in which you want to conduct the search.

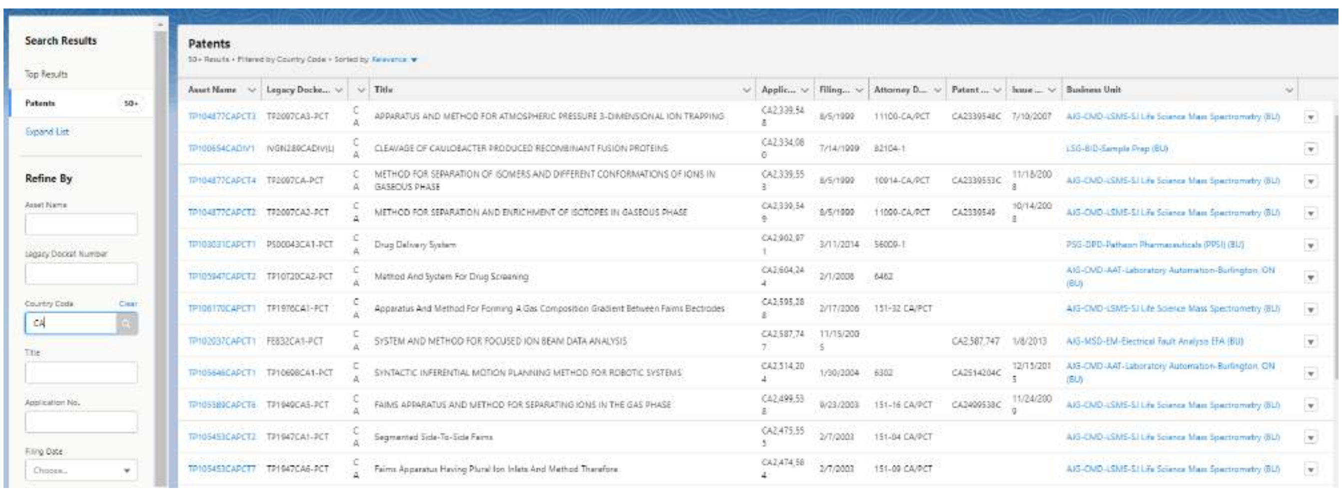


3. Once the input is provided, wait for the search results.

4. The search results will retrieve data from different objects where the given file number/keyword is present.

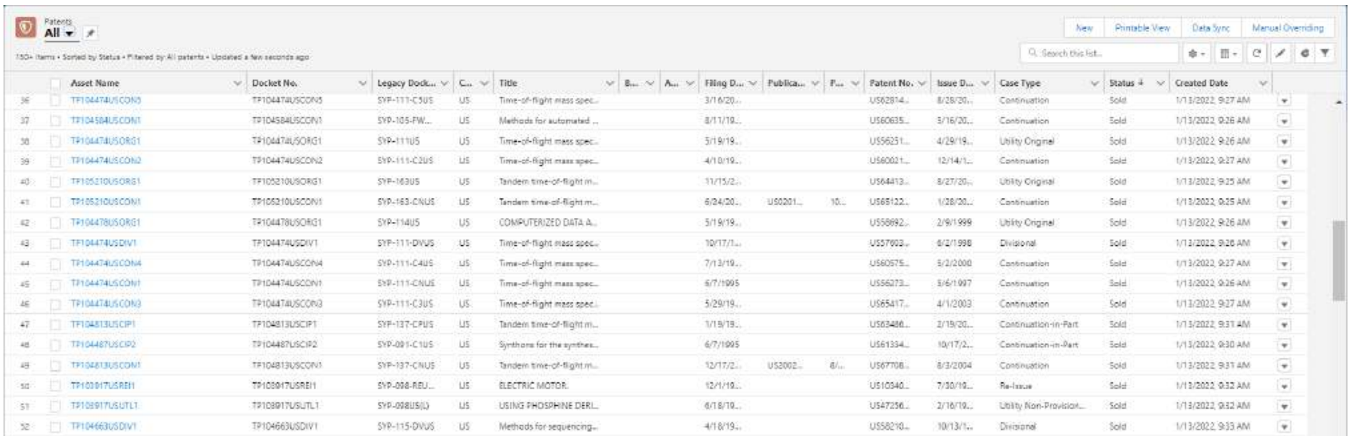


5. Click on the blue link under Asset Name column to navigate to the record.
6. You may refine the search further by selecting a particular object (the black items on the left box entitled "search results"). Once you click on an object, you can further refine by providing specific keywords or filters in **Refine By**.



List View

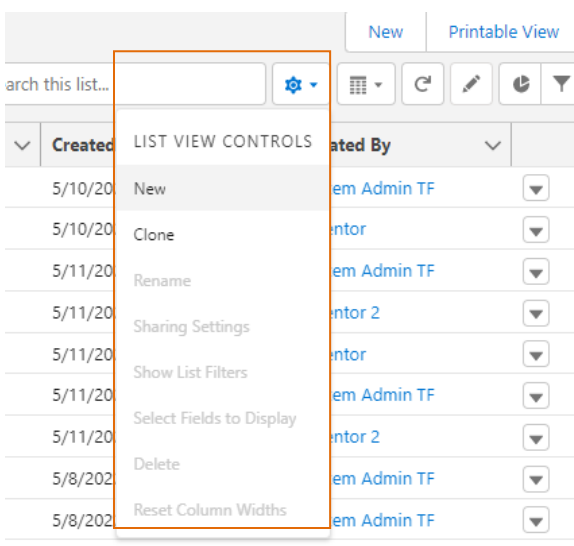
All the modules in Symphony have a list view that displays columns specific to a particular module. Docketers can perform following functions to customize the list view.



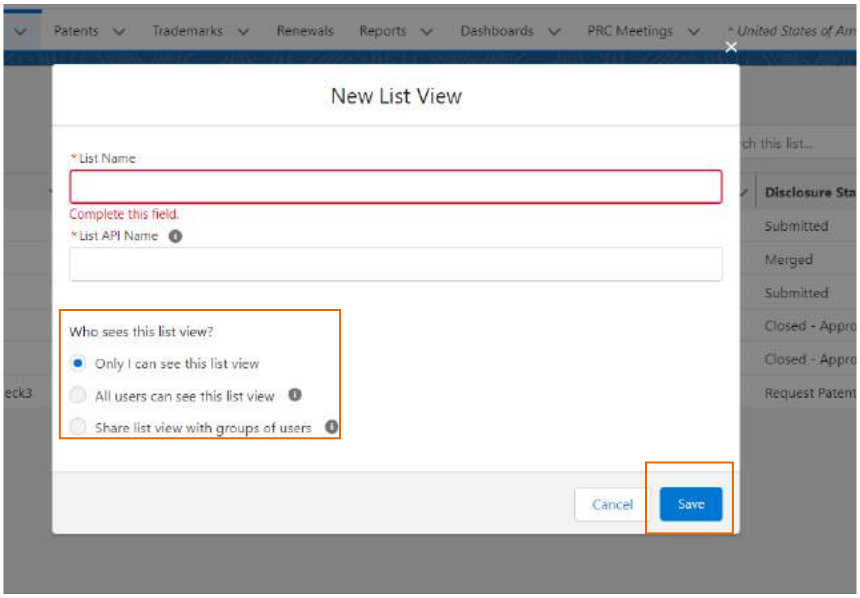
a. Create a New List

Docketer can create a new list view that can only be viewed on their Symphony screen. To create a new List view, docketers need to perform the following steps:

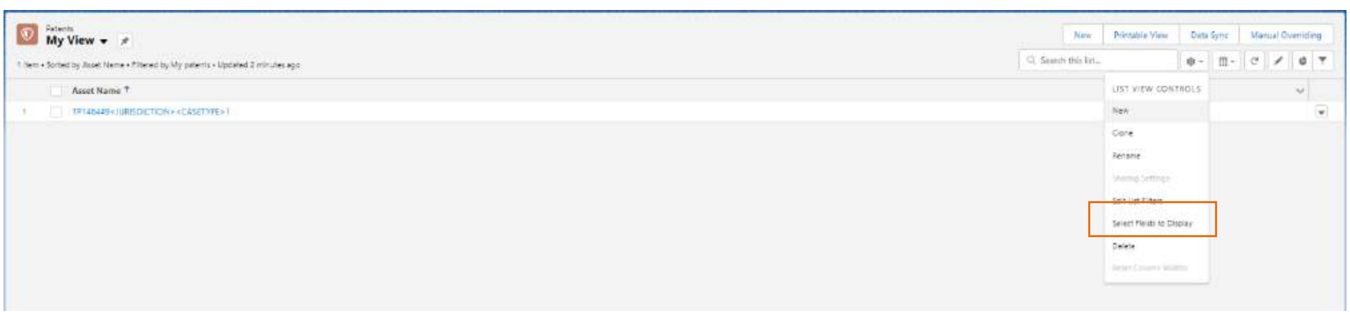
1. Click on List View Controls and select **New**.

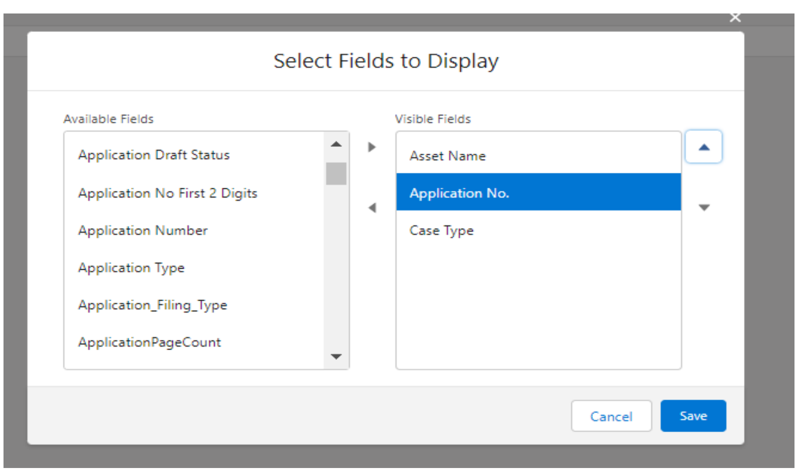


2. Add a **List Name**. List API Name gets auto populated.
3. Select permissions for the list view and click **Save**.

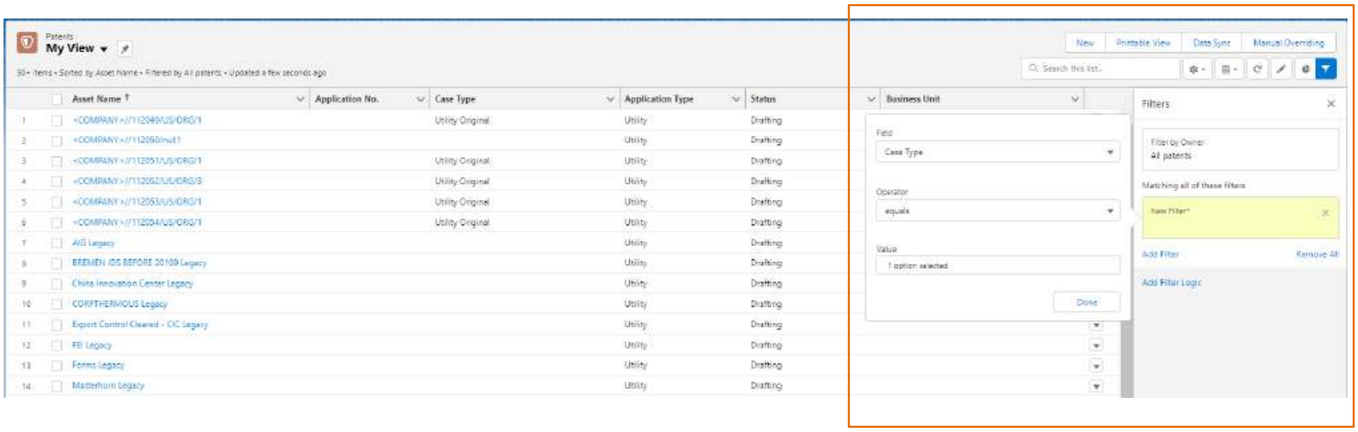


4. Once the view is created, select **Fields to Display**.



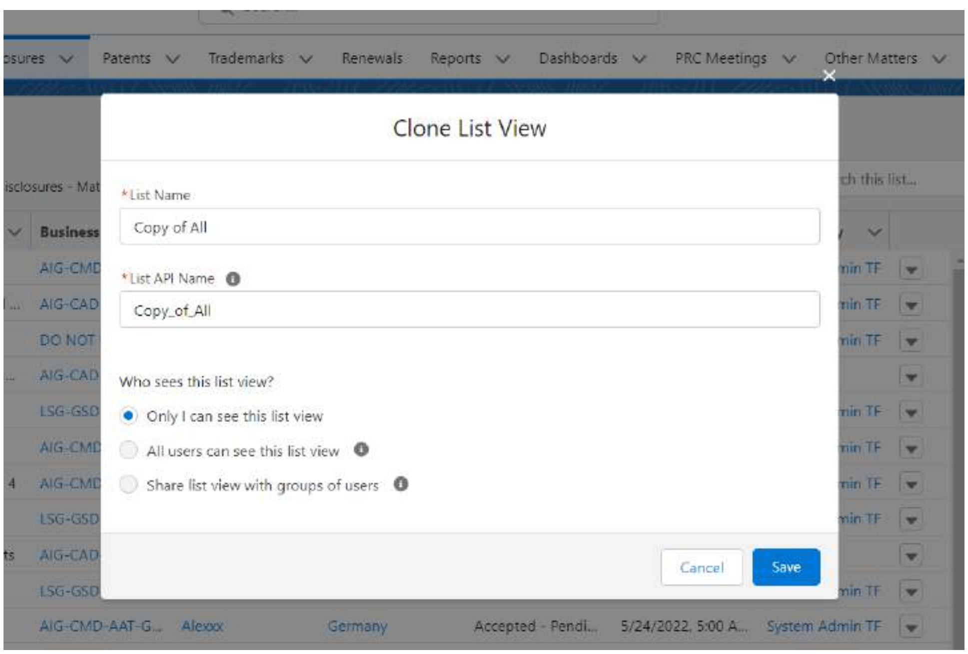


5. Once the fields are selected, apply filter conditions as required and **Save**.

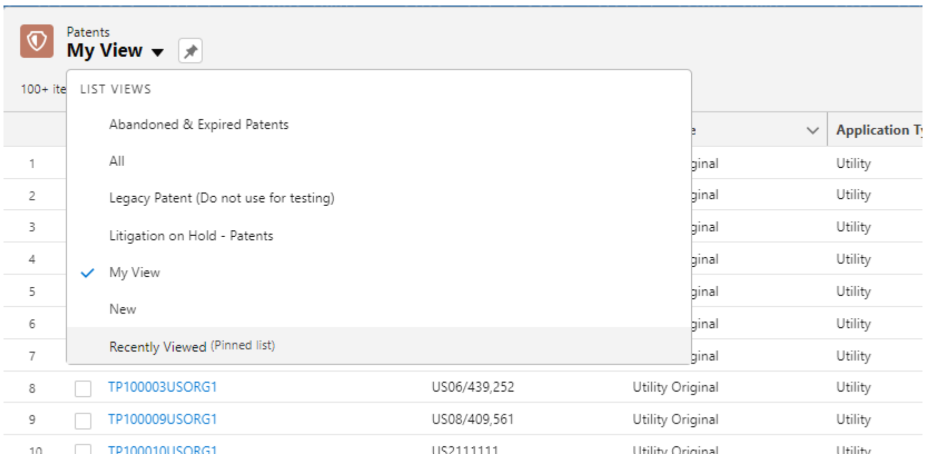


Note: Do not forget to keep **Filter by Owner** filter to **All patents**.

6. You may also create a replica of the displayed view and create your own copy. To do that, click on **Clone** from **List View Controls,** provide **List Name**, define view permissions, and select **Save**.

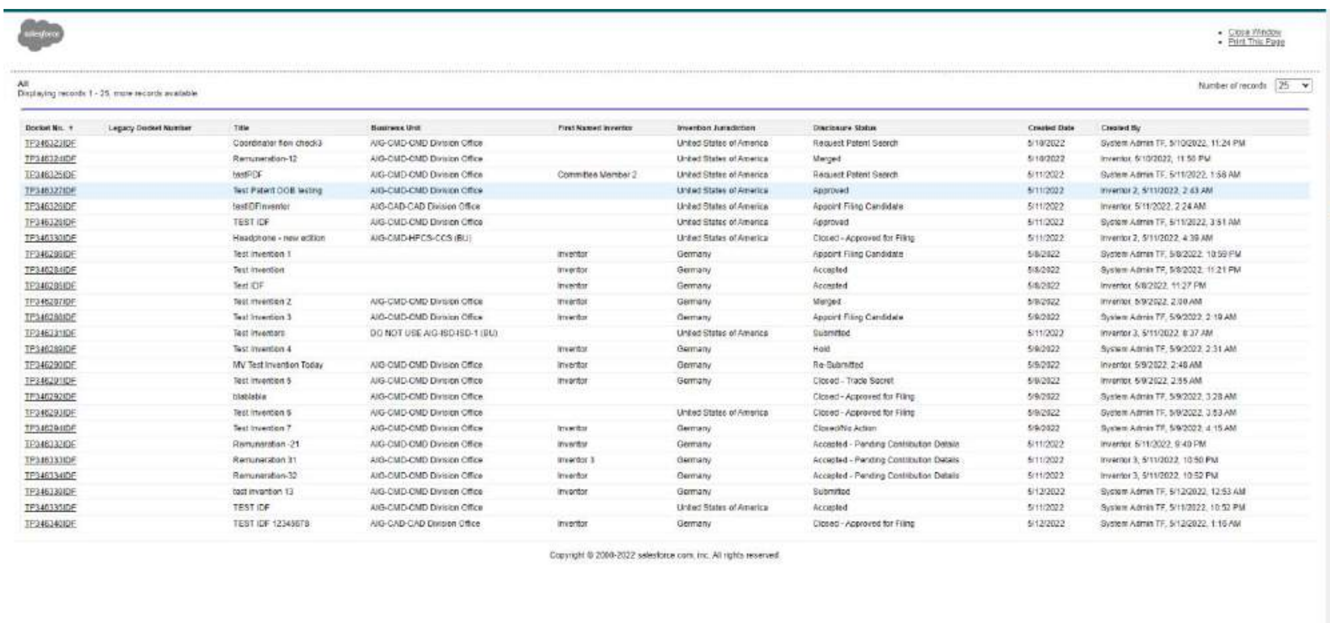


7. Once the **New** or **Clone** view is saved, you may be able to see it in the List View drop down for easy access.



b. Printable View

On selecting the Printable View, the Docketer can export the current view to the print-friendly interface. They can also select the number of items that need to be printed.


Close Window
Print This Page

All
Displaying records 1 - 25, more records available

Number of records 25

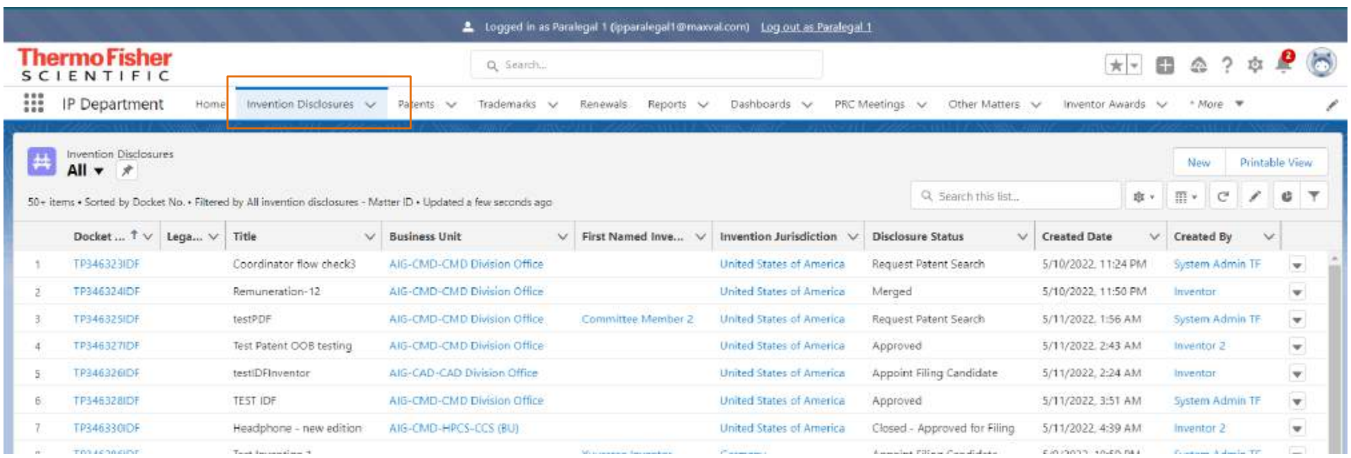
Docket No. ↑	Legacy Docket Number	Title	Business Unit	First Named Inventor	Invention Jurisdiction	Disclosure Status	Created Date	Created By
TP346323IDF		Coordinator flon check3	AIG-CMD-CMD Division Office		United States of America	Request Patent Search	5/10/2022	System Admin TF, 5/10/2022, 11:24 PM
TP346324IDF		Remuneration-12	AIG-CMD-CMD Division Office		United States of America	Merged	5/10/2022	Inventor, 5/10/2022, 11:50 PM
TP346325IDF		testPDF	AIG-CMD-CMD Division Office	Committee Member 2	United States of America	Request Patent Search	5/11/2022	System Admin TF, 5/11/2022, 1:58 AM
TP346327IDF		Test Patent OOB testing	AIG-CMD-CMD Division Office		United States of America	Approved	5/11/2022	Inventor 2, 5/11/2022, 2:43 AM
TP346326IDF		testIDFinventor	AIG-CAD-CAD Division Office		United States of America	Appoint Filing Candidate	5/11/2022	Inventor, 5/11/2022, 2:24 AM
TP346328IDF		TEST IDF	AIG-CMD-CMD Division Office		United States of America	Approved	5/11/2022	System Admin TF, 5/11/2022, 3:51 AM
TP346330IDF		Headphone - new edition	AIG-CMD-HPCS-CCS (BU)		United States of America	Closed - Approved for Filing	5/11/2022	Inventor 2, 5/11/2022, 4:39 AM
TP346286IDF		Test invention 1		Inventor	Germany	Appoint Filing Candidate	5/8/2022	System Admin TF, 5/8/2022, 10:59 PM
TP346284IDF		Test invention		Inventor	Germany	Accepted	5/8/2022	System Admin TF, 5/8/2022, 11:21 PM
TP346285IDF		Test IDF		Inventor	Germany	Accepted	5/8/2022	Inventor, 5/8/2022, 11:27 PM
TP346287IDF		Test invention 2	AIG-CMD-CMD Division Office	Inventor	Germany	Merged	5/9/2022	Inventor, 5/9/2022, 2:00 AM
TP346288IDF		Test Invention 3	AIG-CMD-CMD Division Office	Inventor	Germany	Appoint Filing Candidate	5/9/2022	System Admin TF, 5/9/2022, 2:19 AM
TP346331IDF		Test inventors	DO NOT USE AIG-ISD-ISD-1 (BU)		United States of America	Submitted	5/11/2022	Inventor 3, 5/11/2022, 8:37 AM
TP346289IDF		Test invention 4		Inventor	Germany	Hold	5/9/2022	System Admin TF, 5/9/2022, 2:31 AM
TP346290IDF		MV Test Invention Today	AIG-CMD-CMD Division Office	Inventor	Germany	Re-Submitted	5/9/2022	Inventor, 5/9/2022, 2:48 AM
TP346291IDF		Test invention 5	AIG-CMD-CMD Division Office	Inventor	Germany	Closed - Trade Secret	5/9/2022	Inventor, 5/9/2022, 2:55 AM
TP346292IDF		blablabla	AIG-CMD-CMD Division Office			Closed - Approved for Filing	5/9/2022	System Admin TF, 5/9/2022, 3:28 AM
TP346293IDF		Test invention 6	AIG-CMD-CMD Division Office		United States of America	Closed - Approved for Filing	5/9/2022	System Admin TF, 5/9/2022, 3:53 AM
TP346294IDF		Test Invention 7	AIG-CMD-CMD Division Office	Inventor	Germany	Closed/No Action	5/9/2022	System Admin TF, 5/9/2022, 4:15 AM
TP346332IDF		Remuneration -21	AIG-CMD-CMD Division Office	Inventor	Germany	Accepted - Pending Contribution Details	5/11/2022	Inventor, 5/11/2022, 9:40 PM
TP346333IDF		Remuneration 31	AIG-CMD-CMD Division Office	Inventor 3	Germany	Accepted - Pending Contribution Details	5/11/2022	Inventor 3, 5/11/2022, 10:50 PM
TP346334IDF		Remuneration-32	AIG-CMD-CMD Division Office	Inventor	Germany	Accepted - Pending Contribution Details	5/11/2022	Inventor 3, 5/11/2022, 10:52 PM
TP346339IDF		test invention 13	AIG-CMD-CMD Division Office	Inventor	Germany	Submitted	5/12/2022	System Admin TF, 5/12/2022, 12:53 AM
TP346335IDF		TEST IDF	AIG-CMD-CMD Division Office		United States of America	Accepted	5/11/2022	System Admin TF, 5/11/2022, 10:52 PM
TP346340IDF		TEST IDF 12345678	AIG-CAD-CAD Division Office	Inventor	Germany	Closed - Approved for Filing	5/12/2022	System Admin TF, 5/12/2022, 1:16 AM

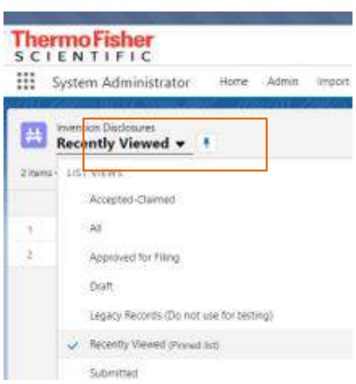
Invention Disclosure

The Invention Disclosure section allows you to view and manage the complete list of invention disclosures submitted by the inventors. The docketer can view, sort, and filter the list of records.

To reach this section, select the '**Invention Disclosure'** tab from the main menu. The **Invention Disclosure** page displays important asset information in a tabular format, such as Docket Number, Title, Business Unit, and more. Refer to the <u>Asset List Table – IDF</u> for the list of fields available.

***Note**: You can view 'All' or 'Recently Viewed' patents and pin it as a default landing view by clicking on the dropdown beside 'All'*





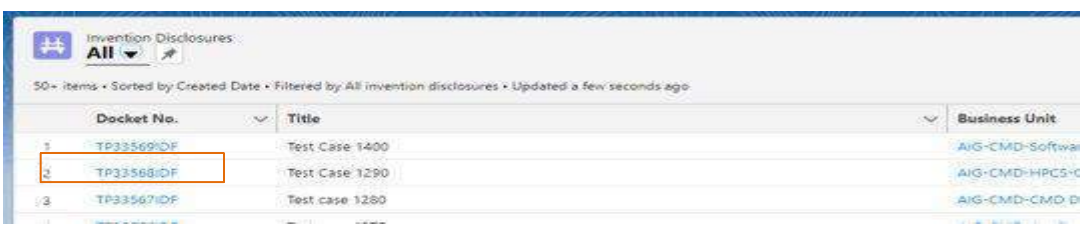
Asset List Table - IDF

FIELD	DESCRIPTION
Docket Number	Unique identifier created automatically for the new disclosure record

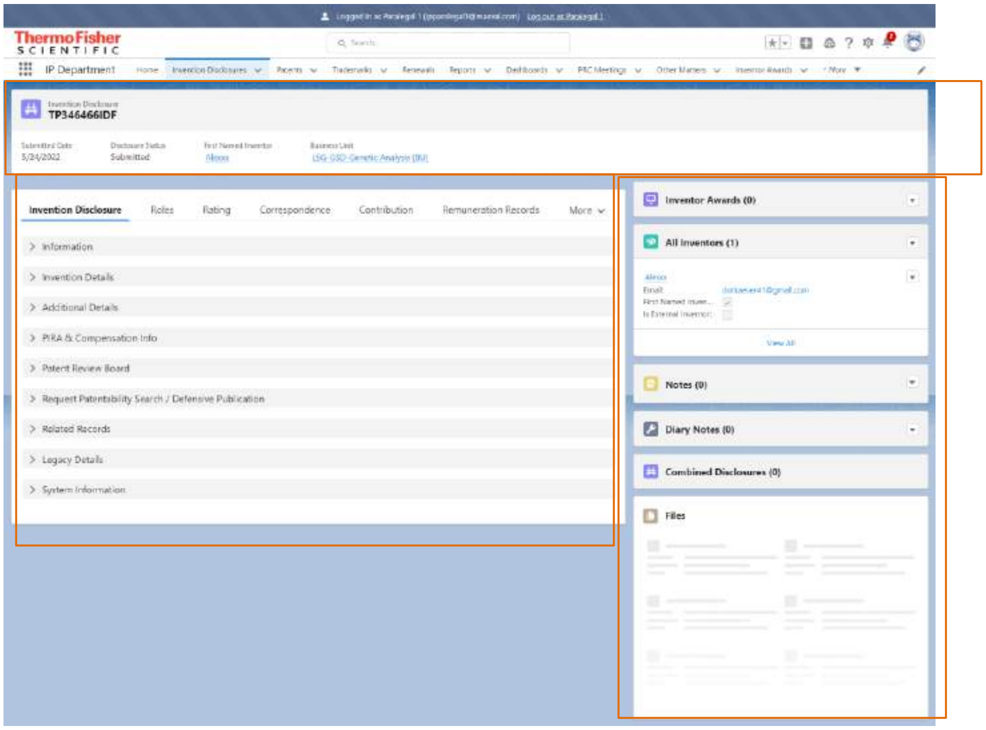
Legacy Docket Number	Docket number used in the legacy patent management system
Title	Title of the Invention Disclosure Record
Business Unit	Assigned Business Unit of the Invention Disclosure Record
First Named Inventor	Displays the primary inventor of the Invention Disclosure record
Invention Jurisdiction	Displays the jurisdiction for a record
Disclosure Status	Displays the current status of the record

1. View Disclosure (Asset Detailed View)

To view the IDF assets present in the portfolio, click the **Invention Disclosure** tab and click the **Docket Number** that you want to view.



The Invention Disclosure page is divided into three sections:

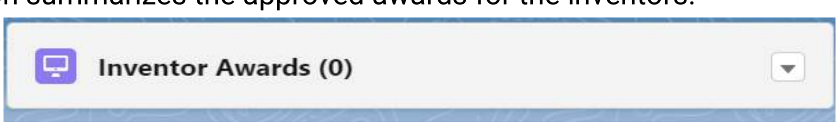


Top ribbon includes basic bibliographic information related to the asset, such as Docket Number, Submitted Date, Disclosure Status, Primary/First Names Inventor, Business Unit, etc.

Right-hand side widgets display other relevant information about the asset. A detailed description is given below.

- **Inventor Awards**

This section summarizes the approved awards for the inventors.



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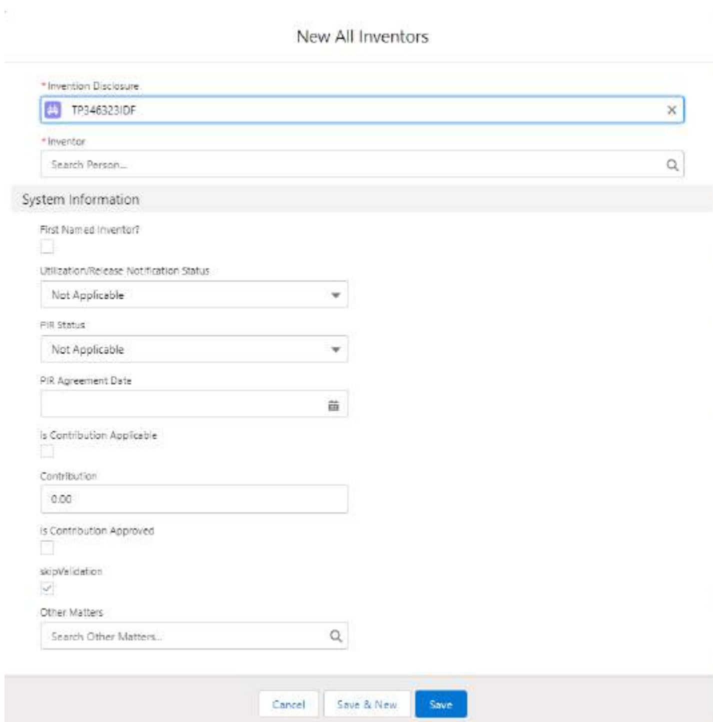
- **Files**

This section includes the auto-generated PDF copy of the submitted Invention Disclosure Form (IDF) and the attached documents or images related to the invention. Users can add new files to the asset by selecting **Add Files** from the down-arrow on the top-right corner. Users may also drag and drop the files into this section for upload.

- **All Inventors**

This section displays the details of all the inventors provided while submitting the Invention Disclosure.

The Inventor or Docketers can add additional Inventor names by clicking the down arrow on the right corner and selecting the **New** option. They can also search for the new inventor in the **Inventor** field within the **New Inventor** pop-up. The user may also provide additional details for the Inventor that may be required for remuneration calculations.

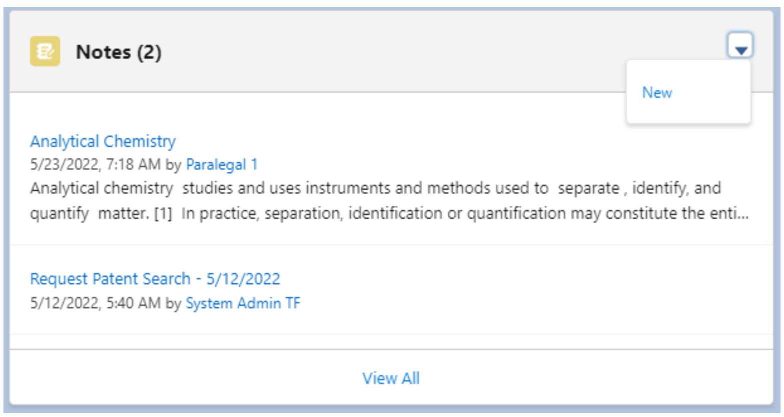


- **Diary Notes**

This feature allows the user to capture Notes related to the case.

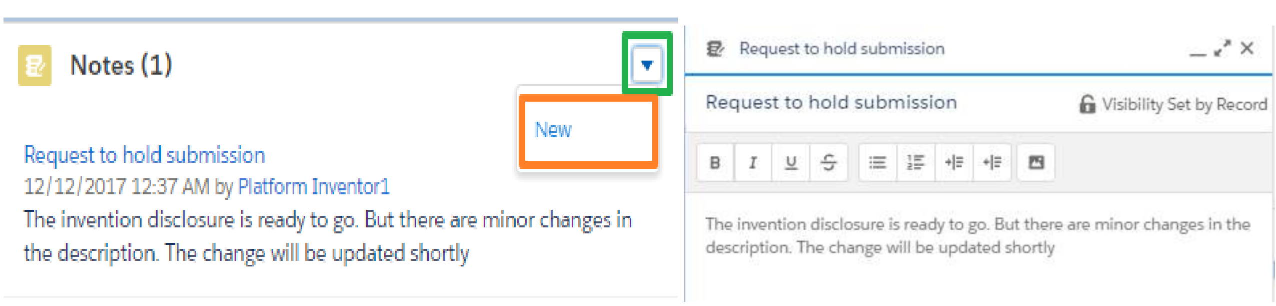
Notes. This is similar to the Matter Management Activity in the legacy system.

-

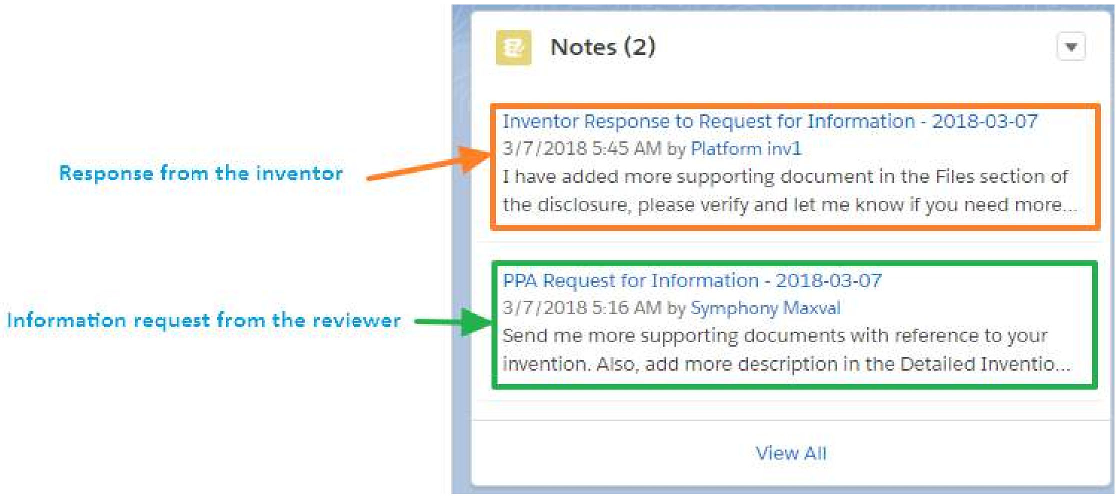


Notes section allows you to add a note for the given invention disclosure that will be available for other members and the reviewers. Similarly, the practitioners and paralegals can also add notes for a disclosure.

You can add a note by clicking the down arrow and selecting the **New** option. You may add the title and relevant content to it.

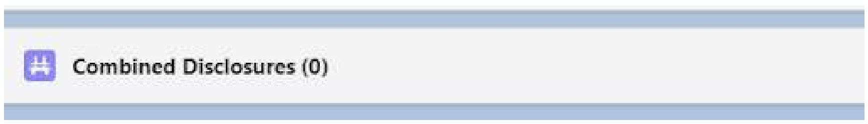


Apart from the general notes for the disclosure, this section also displays the disclosure action and responses from respective stakeholders.

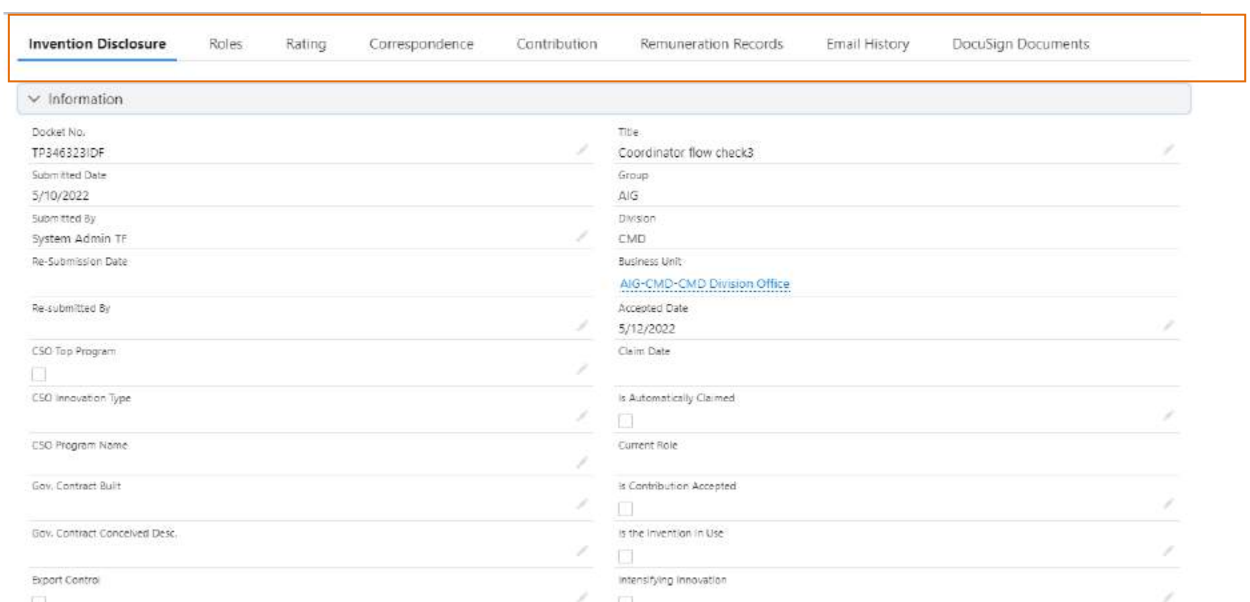


- **Combine Disclosure**

Docketers can view the information related to combined disclosures under this widget.



The **left-hand side tabs** of the asset page includes all matter-related information. Details are provided below:



a. **Invention Disclosure**: Provides details submitted by the inventor.

b. **Roles:** Provides information on key stakeholders of the invention.

c. **Disclosure Rating (Optional):** This is for the user to provide a rating to the invention.

d. **Correspondence**: The user can create tasks for the stakeholders. The communication exchange related to the invention is stored here.

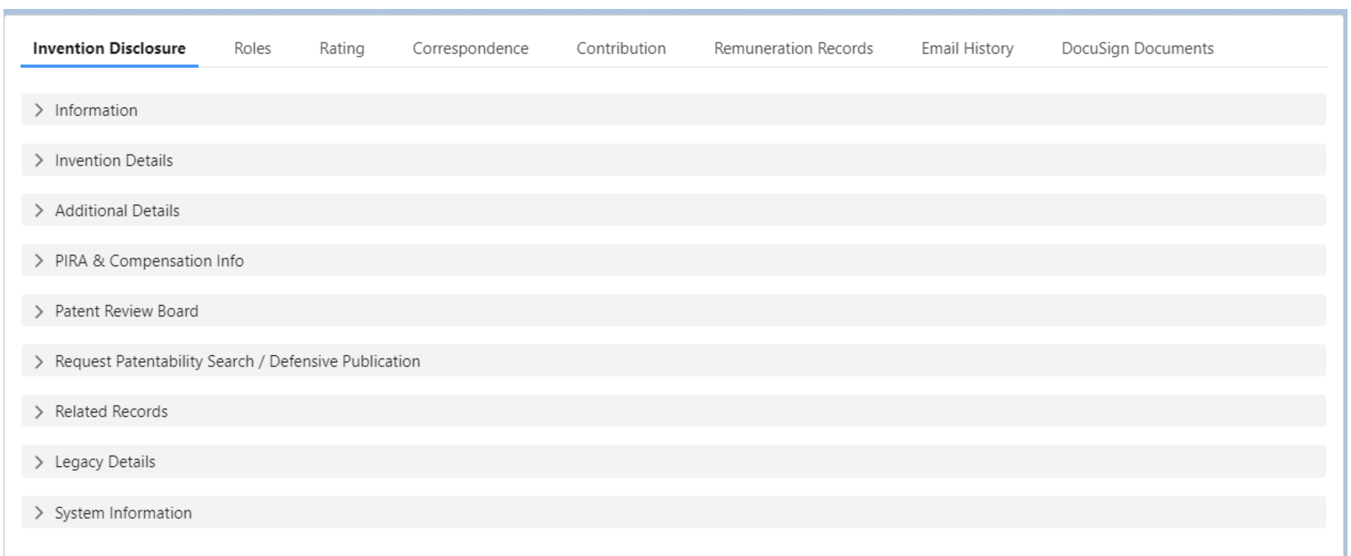
e. **Contribution**: This is the Remuneration related tab, which will be visible only if the record is eligible for remuneration. Only the related business unit IP Compensation Manager has access to view the details.

f. **Remuneration Record**: This is the Remuneration related tab to store reward-related information. The details in this tab will be visible only for related business unit IP Compensation Manager.

g. **Email History**: Contains the record of communication between the Docketer and others with a role on the matter including the inventor, the IP Responsible Manager, the paralegal, etc.

h. **DocuSign Documents**: In this section, docketers can keep a track of status of invention related agreements shared with the inventors using DocuSign.

a. Invention Disclosure



Invention Disclosure section contains the following details:

1. **Information**: Contains the bibliographic details on the submitted record, including docket number, title, and business unit

2. **Invention Details**: Detailed description provided by the inventor during submission

3. **Additional Details**: Information regarding external collaboration, publication, and other third-party details

4. **PIRA & Compensation Info**: Contains information regarding remuneration for German Inventors if applicable

5. **Patent Review Board**: Details regarding the assigned patent review board if applicable

6. **Request Patentability Search /Defensive Publication**: Contains additional details if the record needs external patentability search or defensive publication

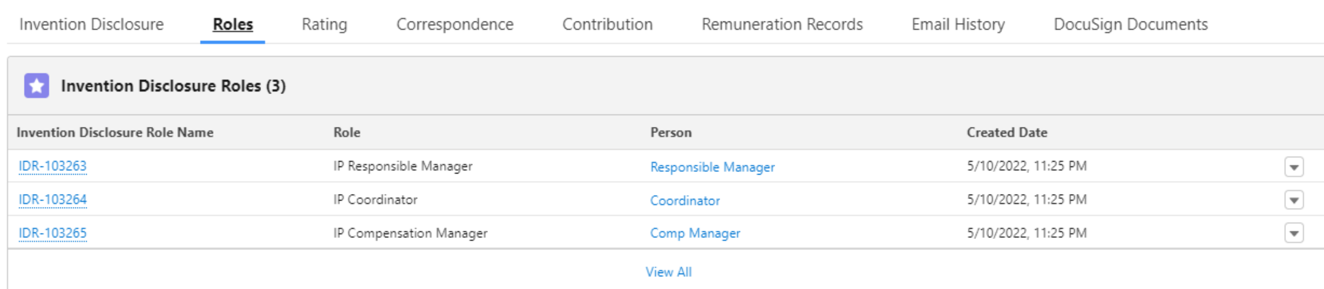
7. **Related Records**: List of IDF or Patents related to the submitted IDF

8. **Legacy Details**: List of legacy records related to the submitted IDF

9. **System Information**: Date and Role assigned to the IDF

b. Roles

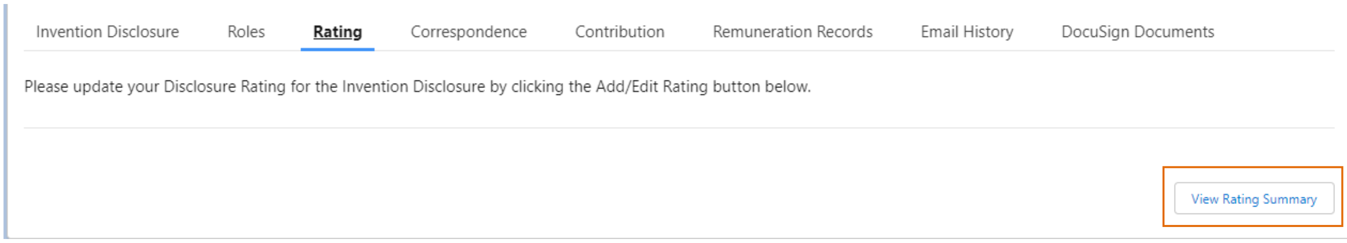
This section provides information to docketers on key stakeholders associated with the given disclosure and their respective roles.



Note: Docketers will have the ability to edit permissions on Roles, including adding, deleting or editing personnel with roles.

c. Disclosure Rating

This section allows you to view ratings provided by other users against the given invention disclosure. Docketer may view the ratings by choosing **View Rating Summary** Option. This section also displays the **Recommendations** for the invention disclosure and the relevant **Comment** for the rating.



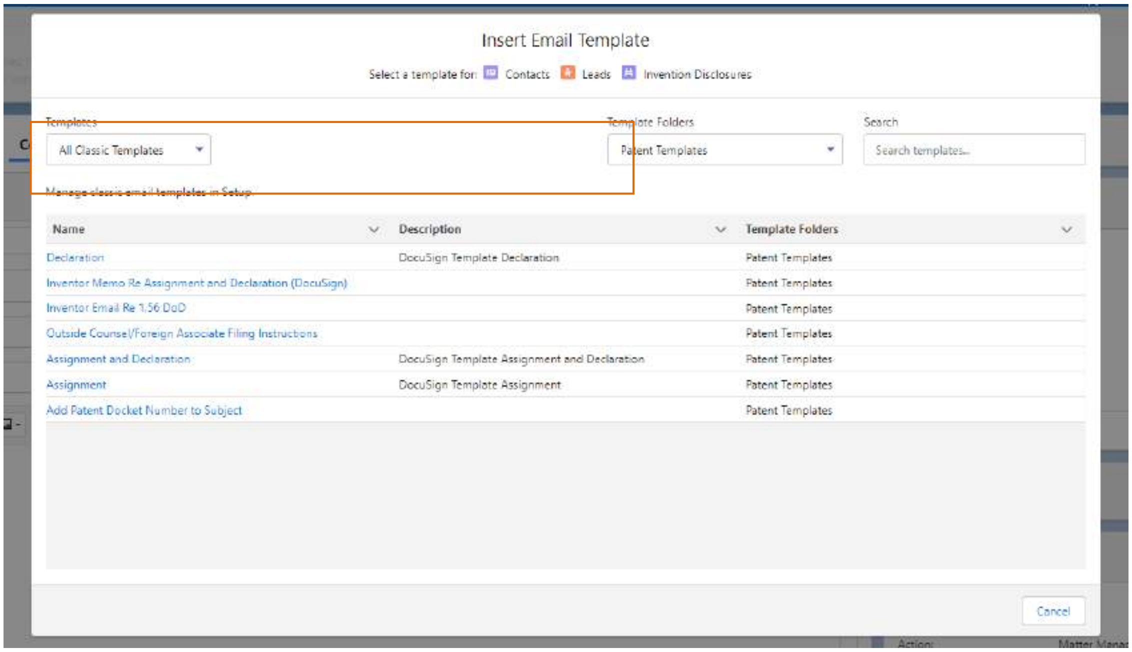
Note: as of June, 2022, Thermo Fisher does not have a unified rating system for all IDF's in all Business Units. Accordingly, the rating is optional and practitioners can use a rating specific to the Business Unit they support.

d. Correspondence

The **Correspondence** tab displays the emails between the respective stakeholders.

Users can compose and send out emails from the **Email** tab under **Correspondence**.

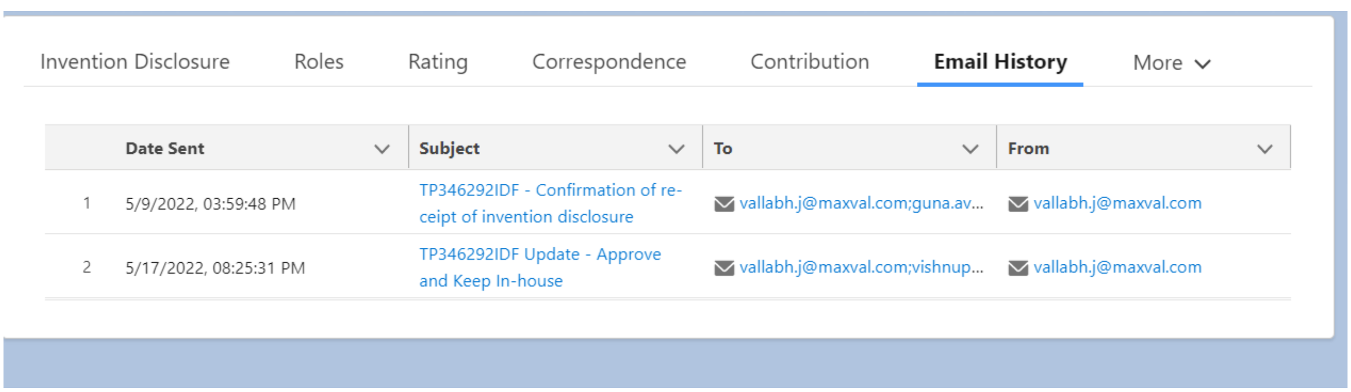
Further, users may insert predefined templates by clicking on the icon and selecting the required template.



Note: Always remember to select **All Classic Templates** in **Templates** dropdown.

e. Email History

All the correspondence between the users is recorded in the Email History tab.



Patent

Patent allows you to manage the complete list of patent assets of your organization. The docketer can view, sort, and filter the list of records.

An asset can be any of the following:

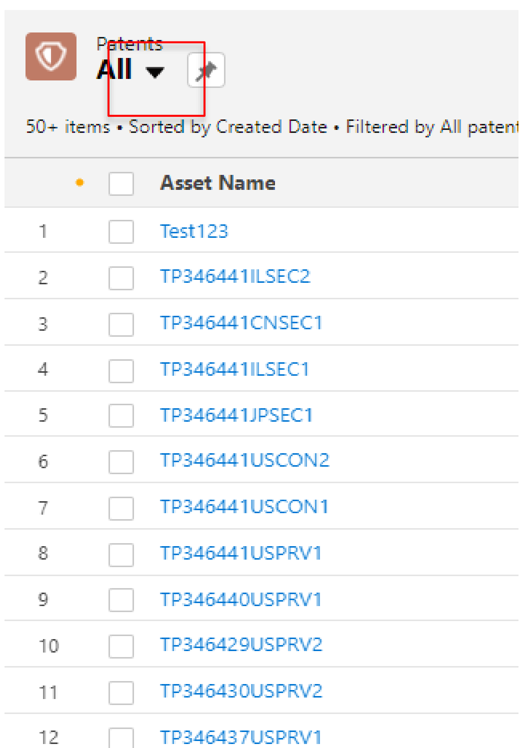
- Application
- Publication
- Patent

- Opposition

Note: *Once the In-House Counsel approves the disclosure for filing (Status: Closed-Approved for Filing), a patent shell record is created to track the status of the record.*

To reach this section, select the **Patents** tab from the main menu. The **Patents** page displays important asset information in a tabular format, such as Docket Number, Application Number, Publication Number, and more. Refer to the Asset List Table - Patents for the list of fields available.

Note: *You can view 'All' or 'Recently Viewed' patents and pin it as a default landing view by clicking on the dropdown beside 'All'*



Asset List Table - Patents

FIELD	DESCRIPTION
Asset Name	Displays the reference number given by the company to identify a patent application
Docket Number	Unique identifier created automatically for the new patent record
Legacy Docket Number	Docket number used in the legacy patent management system
Country Code	Displays the jurisdiction for a record
Title	Title of the Patent Record
Business Unit	Assigned Business Unit of the Patent Record
Application No.	Displays the reference number assigned by the PTO to a patent application after it is filed
Filing Date	Displays the date of filing of the application in the PTO
Publication No.	Displays the reference number assigned by the PTO to a patent application when it was published
Publication Date	Displays the publication date for a record
Patent No.	Displays the reference number assigned by the PTO when the patent is granted
Issue Date	Displays the reference number used by the Outside Counsel to identify a patent application
Case Type	Case type of the created patent record
Patent Status	Displays the patent status of the record

Docket Numbers:

How does the system generate a docket number for the patent record?

Whenever an invention disclosure, patent or trademark is created, a new docket number will be generated. The format of the docket number has been set by Thermo Fisher Scientific.

Symphony configuration includes the starting digit/number in the docket number tag (Family ID counter field).

For the related patent records, the docket number will include the parent family ID. If the parent family ID is empty, a new family ID will be generated.

Docket Number format:

Assets	Docket Number Format
Invention Disclosure	Draft/<First named inventor>/<Created date time> Example: Draft/Alexxx/2022-05-24/1
	TP <Familyid> IDF Example: TP117969IDF
Patent	TP <Family id> <Asset type> <Country code> <Case type> <Suffix> Examples: TP346517USORG1 or TP108623EPPCT1
Other Matters	OM<Series No.> Example: OM000093

Note: In WO applications there won't be any case type (e.g., ORG) in the docket number. Also, for national phase entries the case type will be PCT.

Below is the criteria for selecting Case type while creating a new matter record:

Case Type Description:

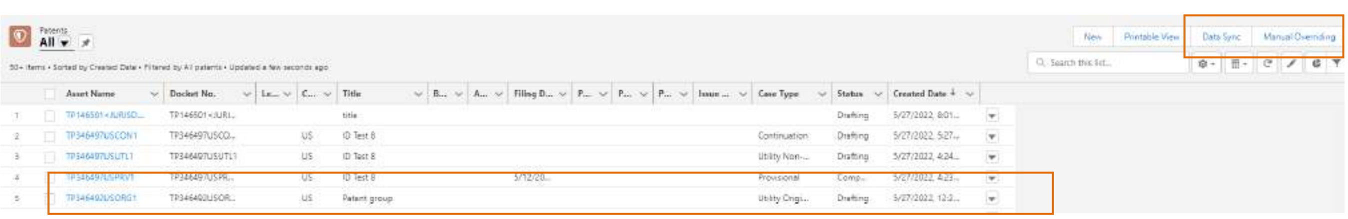
Symphony Case Type	Description	Asset Type	Jurisdiction
Provisional PRV	Provisional filing	Patent	US, AU, IN
Continuation CON	Continuation of a US Original or Non-Provisional Application	Patent, Design	US
Continuation-in-Part CIP	Continuation-in-Part of a US Original or Non-Provisional	Patent, Design	US
Divisional DIV	Divisional	Patent, Design	US, EP, JP
PCT National PCT	National phase of PCT application	Patents	Any of the PCT countries

Symphony Case Type	Description	Asset Type	Jurisdiction
Utility Original ORG	US first non-provisional application filing	Patent	US
Utility Non-Provisional UTL	US claiming priority to provisional or other Non- US application (not a continuation, divisional, or continuation-in-part)	Patent	US
Primary PRI	First filing of Non-US application, a US Design Case or a Utility Model Case	Patent, Design, Utility Model	WO-PCT, US Design, All other non-US countries, UM Countries (Japan, China, France, Austria, Germany,Georgia, Czech Republic, Guatemala, Hungary, Indonesia, Ireland, Italy, Korea, Malaysia, Mexico, Netherlands, Oapi, Panama, Peru, Philippines, Poland, Portugal, Russia, Slovakia, Spain, Taiwan, Thailand, Turkey, Ukraine, Uruguay, Viet Nam, Armenia, Belize, Ecuador, Estonia, El Salvador, Honduras, Kazakhstan, Kenya, Kyrgyzstan, Macao, Trinidad and Tobago, Uganda, Uzbekistan and Venezuela.)
Secondary SEC	Claims priority to another application	Patent, Design, Utility Model	WO-PCT, US Design, All other non-US countries, UM Countries (Japan, China, France, Austria, Germany,Georgia, Czech Republic, Guatemala, Hungary, Indonesia, Ireland, Italy, Korea, Malaysia, Mexico, Netherlands, Oapi, Panama, Peru, Philippines, Poland, Portugal, Russia, Slovakia, Spain, Taiwan, Thailand, Turkey, Ukraine, Uruguay, Viet Nam, Armenia, Belize, Ecuador, Estonia, El Salvador, Honduras, Kazakhstan, Kenya, Kyrgyzstan, Macao, Trinidad and Tobago, Uganda, Uzbekistan and Venezuela.)
EP Validation EPV	EP member state validation	Patent	EP Countries
Eurasian Validation	Eurasion patent validation	Patent	Turkmenistan, Republic of Belarus, Republic of Tajikistan, Russian Federation, Republic of Kazakhstan, Republic of

Symphony Case Type	Description	Asset Type	Jurisdiction
			Azerbaijan, Kyrgyz Republic, Republic of Armenia
Hague	Design based on Hague application similar to Nationalization of a PCT for Designs	Design	All
Madrid Designation	Designated jurisdictions from the WO registration filed with the International Bureau of WIPO through the office of origin of the basic registration. The international registration will be dependent on the original registration for a five-year period before it becomes independent of the basic registration.	Trademark	WIPO-Madrid
Madrid Subsequent Designation	For subsequent designations of Madrid Designations	Trademark	WIPO-Madrid
Re-Examination REX	Re-Examination of US Case	Patent	US
Re-Issue REI	Re-Issue of US Case	Patent	US
Re-Registration RG	HK Registration cases	Patent	HK

1. View Patent (Asset Detailed View)

To view the assets present in the portfolio, click the **Patents** tab and click the **Asset Name** (Docket Number) that you want to view.

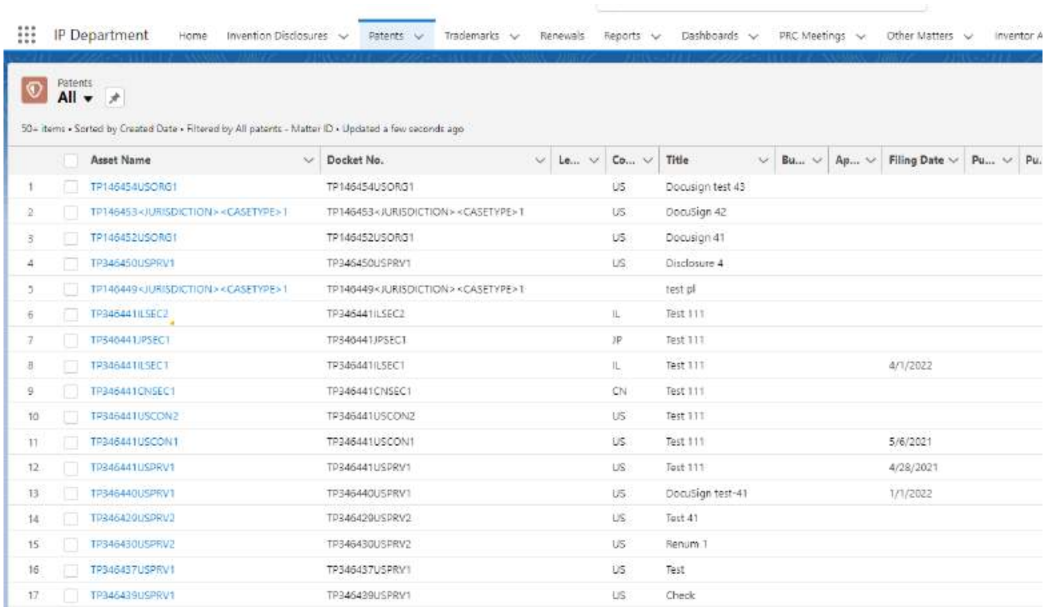


- **Data Sync**: This feature allows you to re-import asset information from the public domain into Symphony. By re-importing, any fields that were blank in Symphony but were available in the public domain will be updated. Running an **Update** does not change or affect any fields in

Symphony that currently contain data. It also retrieves data such as claims, drawings, etc for all published applications from the public domain (Data Source: IFI Claims).

To run an **Update**:

1. Select one or more assets using the checkboxes from the **Patent List Table**, then click the **Data Sync** button as shown below.



2. When the update is complete, the information retrieved from the public domain, if any, will be automatically registered to Symphony and reflected in the patent records selected for data sync.

Information Scraped from Public sources by Symphony:

The patent object fields in Symphony are updated manually and/or automatically through synchronization with PTO or third-party data sources (such as IFI Claims). The details of the fields scraped is provided below:

Source	IFI Claims	USPTO
Sync Recurrence	One time	Daily
Trigger	Patent No/Publication No	Application No (for published/issued patents) Note: for patent applications that are still in prosecution, we will set up a Sponsorship account from the client. Through the account the patent accessible to it can be synced to Symphony.
Manual Trigger	Present in Patent list view (Data Sync button)	Present within Patent > Prosecution History tab

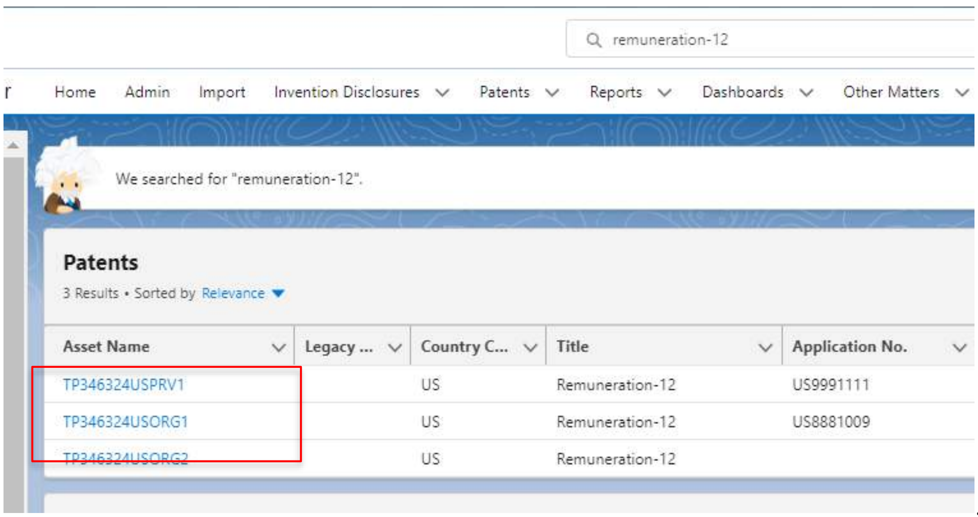
Patent Fields Imported from **IFI Claims Web Service & OPS Web Service & PAIR details**

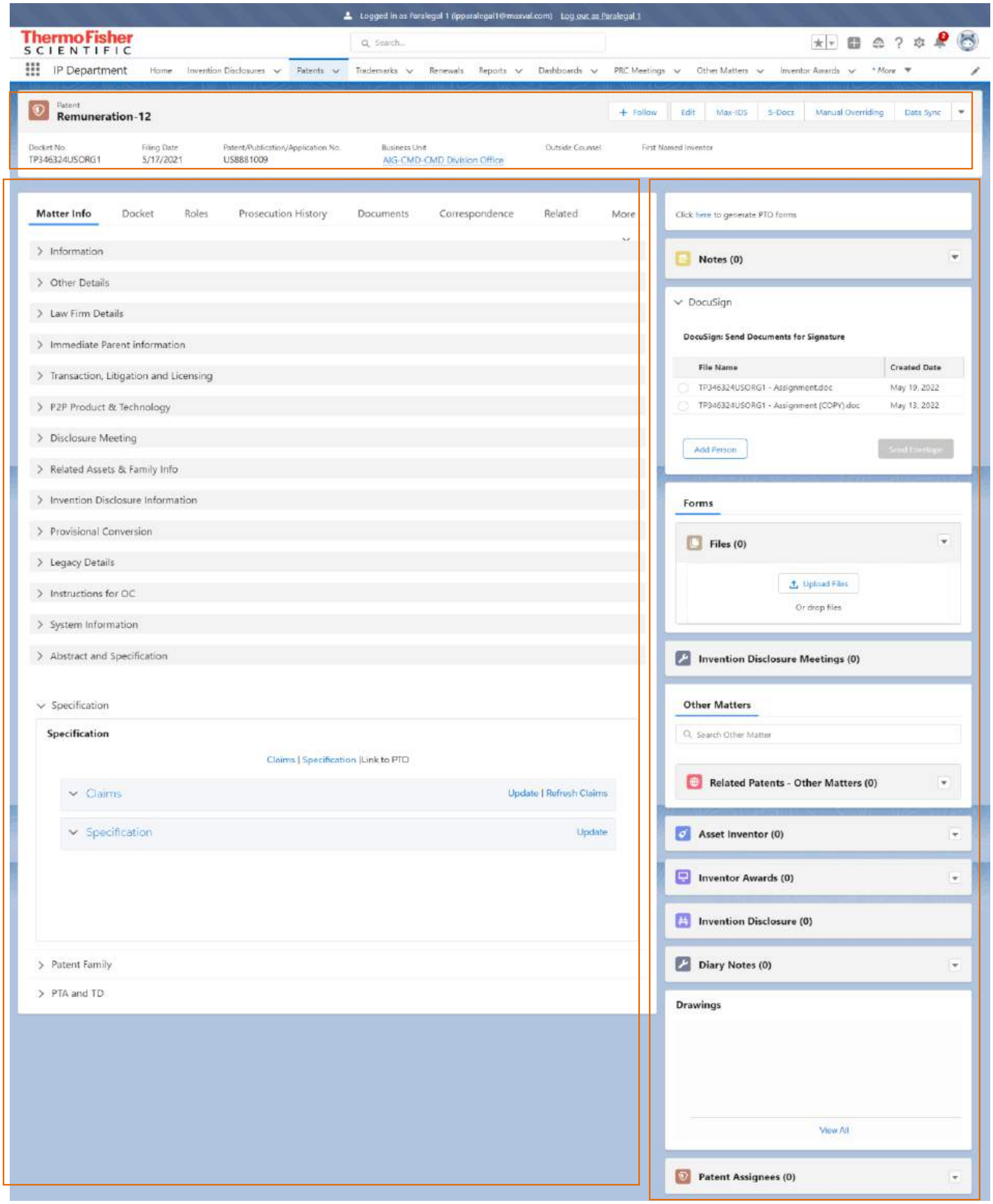
Field Description	Label Name	Source	Comments
Abstract	Abstract	IFI	User initiated sync with IFI
Application Number	Application No	Private PAIR/GD/IFI	One time sync with IFI/PAIR/GD
Application Status Date	Prosecution Status Date	Private PAIR	Regular sync with PAIR
Application Status Text	Prosecution Status	Private PAIR	Regular sync with PAIR
Application Type	Application Type	Private PAIR	One time sync with PAIR
Assignee	Assignee Data	IFI	One time sync with IFI
Attorney	Attorney	IFI	One time sync with IFI
Attorney Docket Number	Attorney Docket Number	Private PAIR	Regular sync with PAIR
Claims	Claim Count	IFI	User initiated sync with IFI
Confirmation Number	Confirmation Number	Private PAIR	Regular sync with PAIR
Customer Number	Correspondence Address Customer Number	Private PAIR	Regular sync with PAIR
Drawings		IFI	User initiated sync with IFI
Earliest Priority Date	Earliest Priority Date	IFI	One time sync with IFI
Earliest Publication Date	Publication Date	Private PAIR/GD/IFI	One time sync with IFI/PAIR/GD
Earliest Publication Number	Publication No.	Private PAIR/GD/IFI	One time sync with IFI/PAIR/GD
Examiner Name	Examiner Name	Private PAIR/IFI	Regular sync with PAIR
Filing Date	Filing Date	Private PAIR/GD/IFI	Regular sync with PAIR/GD
Group Art Unit	Group Art Unit	Private PAIR	Regular sync with PAIR
Invention Title	Title	Private PAIR/GD/IFI	One time sync with IFI/PAIR/GD
Jurisdiction	Jurisdiction	IFI	One time sync with IFI
Location	Location	Private PAIR	Regular sync with PAIR
Patent Class	Class/Subclass	Private PAIR	Regular sync with PAIR
Patent Issue Date	Issue Date of Patent	Private PAIR/IFI	One time sync with IFI/PAIR
Patent Number	Patent No.	Private PAIR/IFI	One time sync with IFI/PAIR
Priority Dates	Priority Dates	IFI	One time sync with IFI
Priority Numbers	Priority Numbers	IFI	One time sync with IFI
Specification	Specification	IFI	User initiated sync with IFI

- **Manual Overriding:** This feature allows the user to list the fields that can be overridden. The fields listed under this section do not update automatically during an import or any other application process. They must be updated manually.

Note: *The new Patent Fields Overriding feature allows users to control the fields of the patent that they want to update manually. User updates will not be overwritten by any automatic synchronization from PTO or third-party data sources.*

To view the details of the asset, select a patent by clicking on the Asset Name blue link.





The patent page is divided into three sections:

Top ribbon includes basic bibliographic information related to the asset, such as Docket Number, Filing Date, Patent/Publication/Application No., Business Unit, First Named Inventor, Outside Counsel etc.

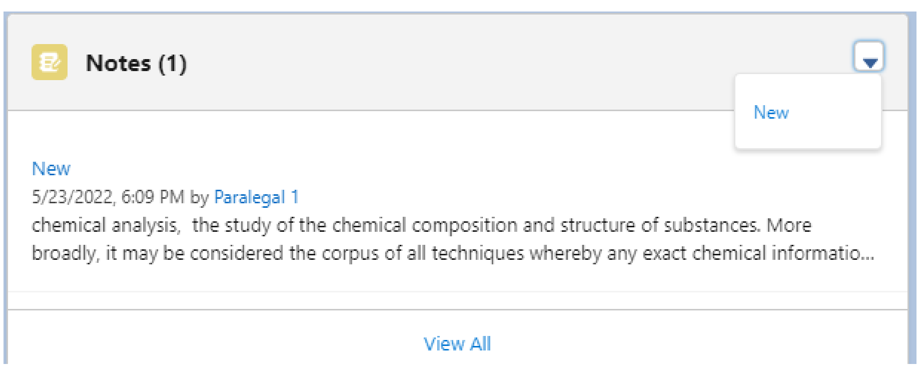
In addition to this, you can also perform the following functions at the asset level by clicking on the required button:

- Generate pre-populated templates and checklists using **S-Docs.**
- Directly navigate to **Max-IDS** for managing references and IDS forms for a given asset. Details of using Max-IDS are provided in the Paralegal User Guide.
- Select the fields to be **manually overridden**.

Right-hand side widgets display other relevant information about the asset. A detailed description is given below.

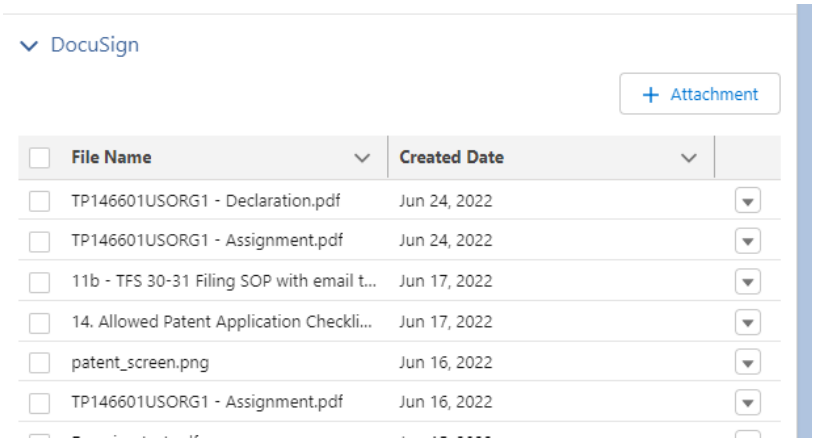
- **Notes**

This section displays the notes and other information related to the asset. It also allows you to add new notes to the asset by selecting the down-arrow on the top-right corner. This is to be used in place of the Matter Management Activity in the legacy docket system.



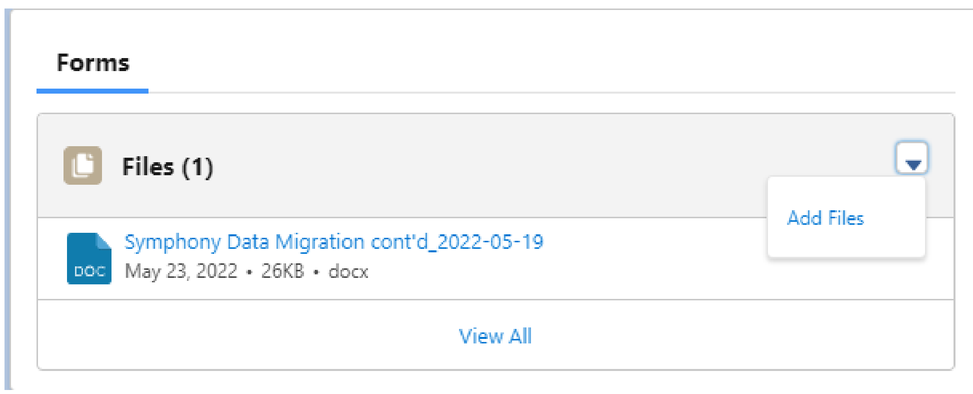
- **DocuSign**

This includes files or forms generated through S-Docs or uploaded manually that need to be sent to stakeholders. The widget allows the user to select the recipients and send through Symphony for Signatures.



- **Forms**

This section displays the pre-uploaded forms/templates to be used by the Paralegal or other user for signature and other purposes. You may also add new form/templates by selecting **Add Files**.

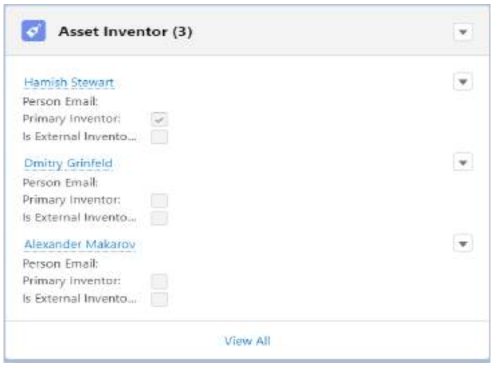


- **Other Matters**

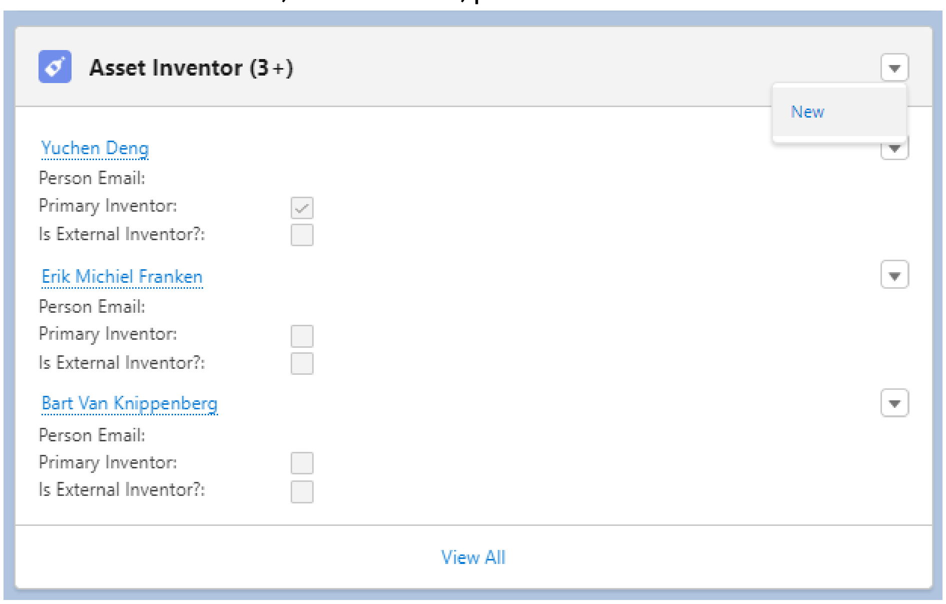
Other Matters widget allows the user to search for Other Matter records.

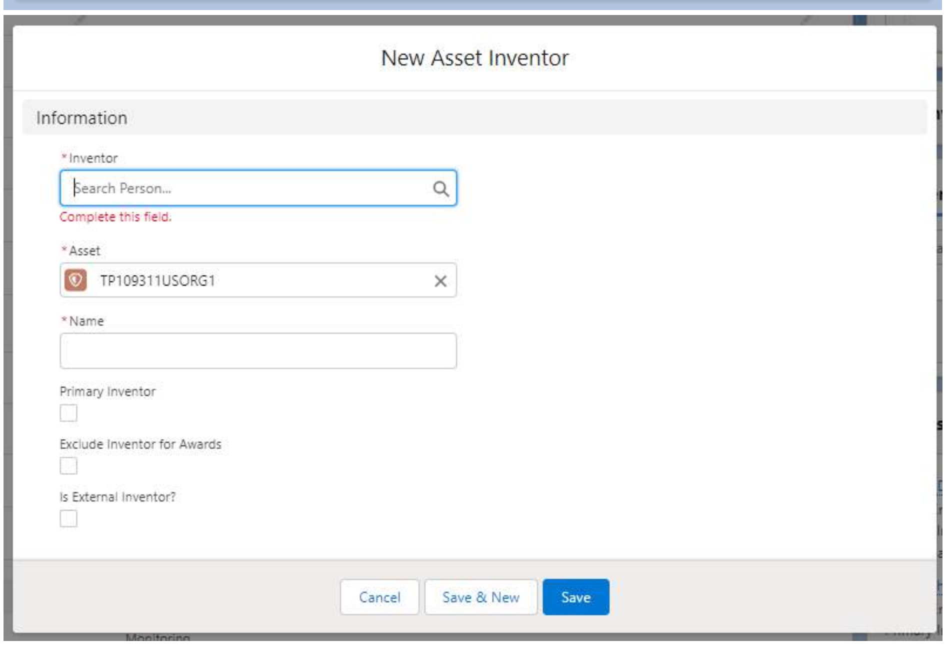
- **Asset Inventor**

This section displays the name of the inventor(s) for the asset.



If you want to add the inventors, click on New, provide Inventor details and **Save**.

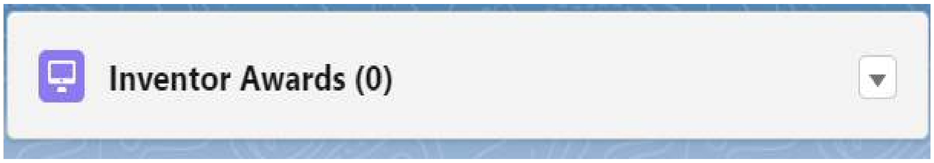




Note: You may be able to add inventors to the asset only if you are added with a Role (such as Docketer) under **Roles** for a given asset. Sys Admins can add roles to all matters.

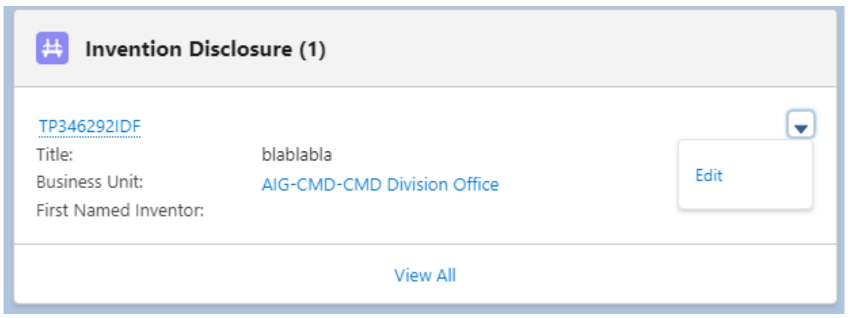
- **Inventor Awards**

This section summarizes the approved awards for the inventors.



- **Invention Disclosure**

This section displays the related invention disclosure.

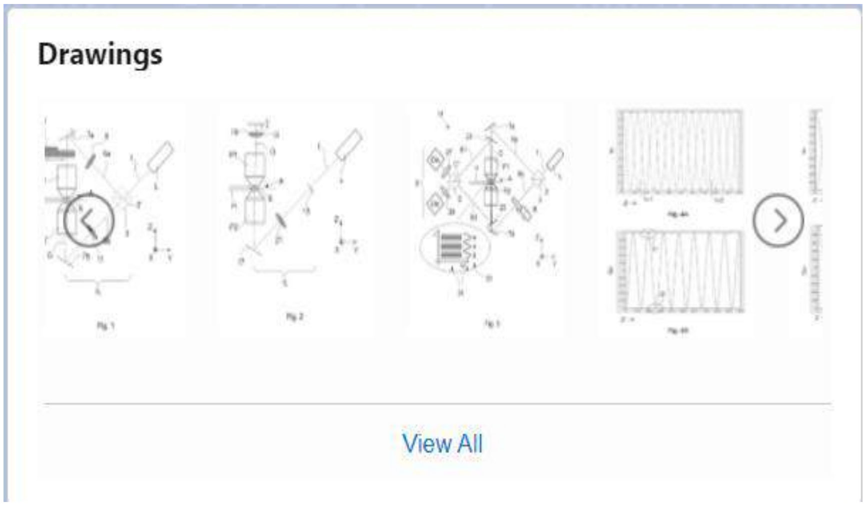


- **Diary Notes**

This feature allows the user to capture Notes related to the case.

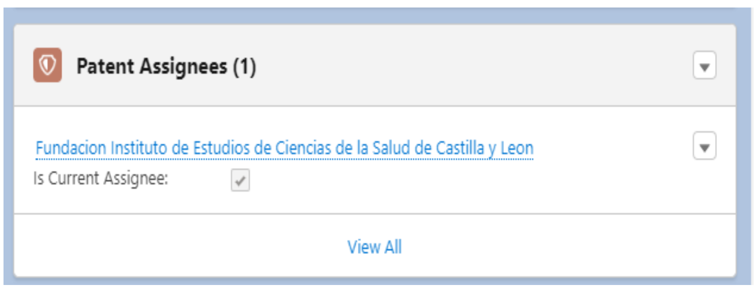
- **Drawings**

This contains the drawings and illustrations applicable to the invention.



- **Patent Assignees**

This section displays the name of the patent owner and the current owner if the patent ownership is changed.

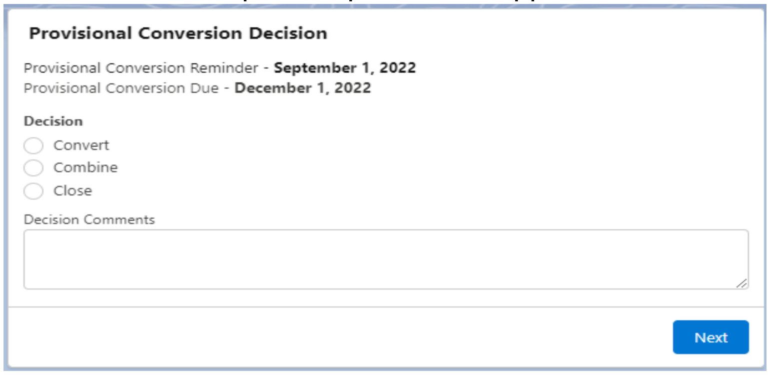


- **Provisional Conversion**

The Docketer will be able to see the Patent Provisional Conversion widget on the right-hand side if the selected patent has a Case type: Provisional and the Status: Pending. The docketer can take any one of the following three decisions on the Provisional application:

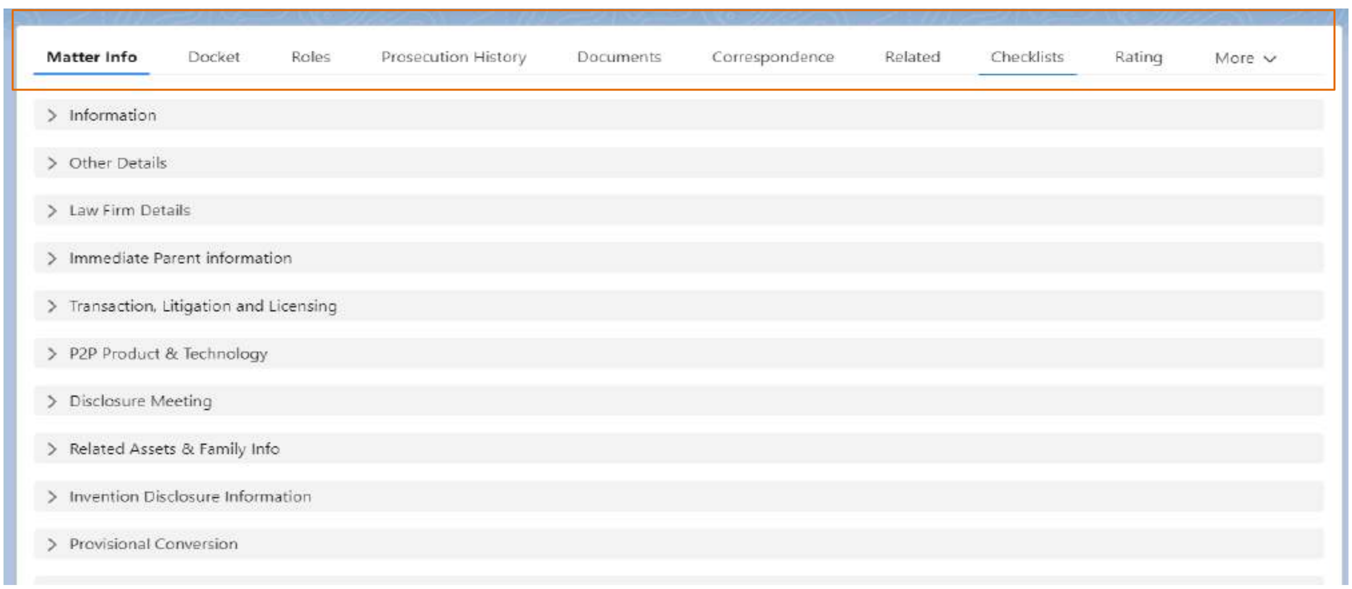
- **Convert**: By selecting convert, they can convert the selected provisional patent to another type of patent application such as non-provisional, etc.

- **Combine**: The docketer can combine the selected patent with a pre-existing patent by selecting the Combine option. Post selecting combine, they can search for related patents to be combined with the present provisional application.



- **Close**: If they want to close the filed provisional conversion, they can select Close and add additional comments for reference.

The **left-hand side** of the asset page includes all matter-related information. Details are provided below:



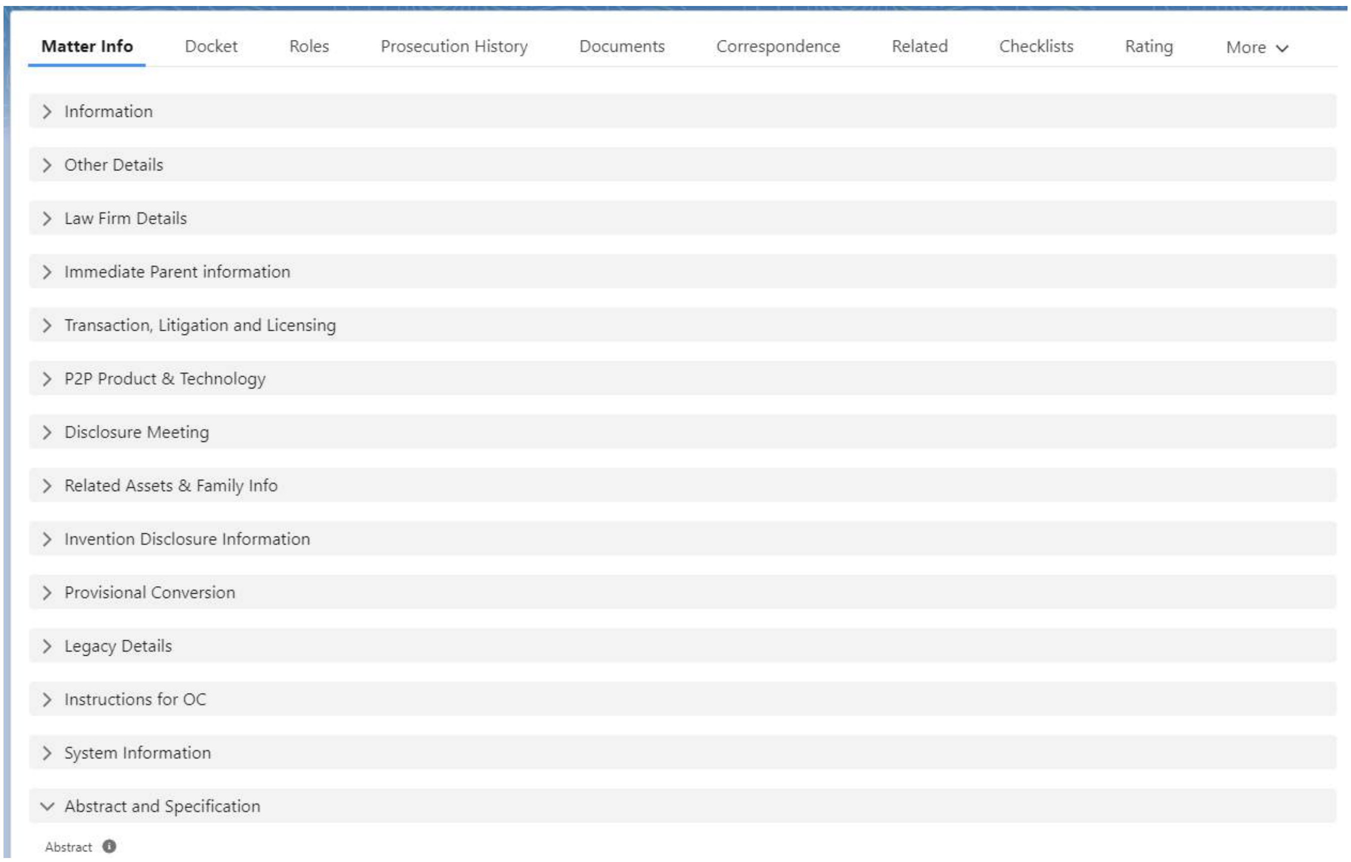
- Matter Info
- Docket
- Roles
- Prosecution History
- Documents
- Correspondence
- Related
- Checklist
- Rating

- Group, Division and BU

a. Matter Info

It displays the basic details of the asset such as Application/ Publication/Patent Number, Filing Country, Inventor, and more.

The **Matter Info** tab is divided into the following sections:

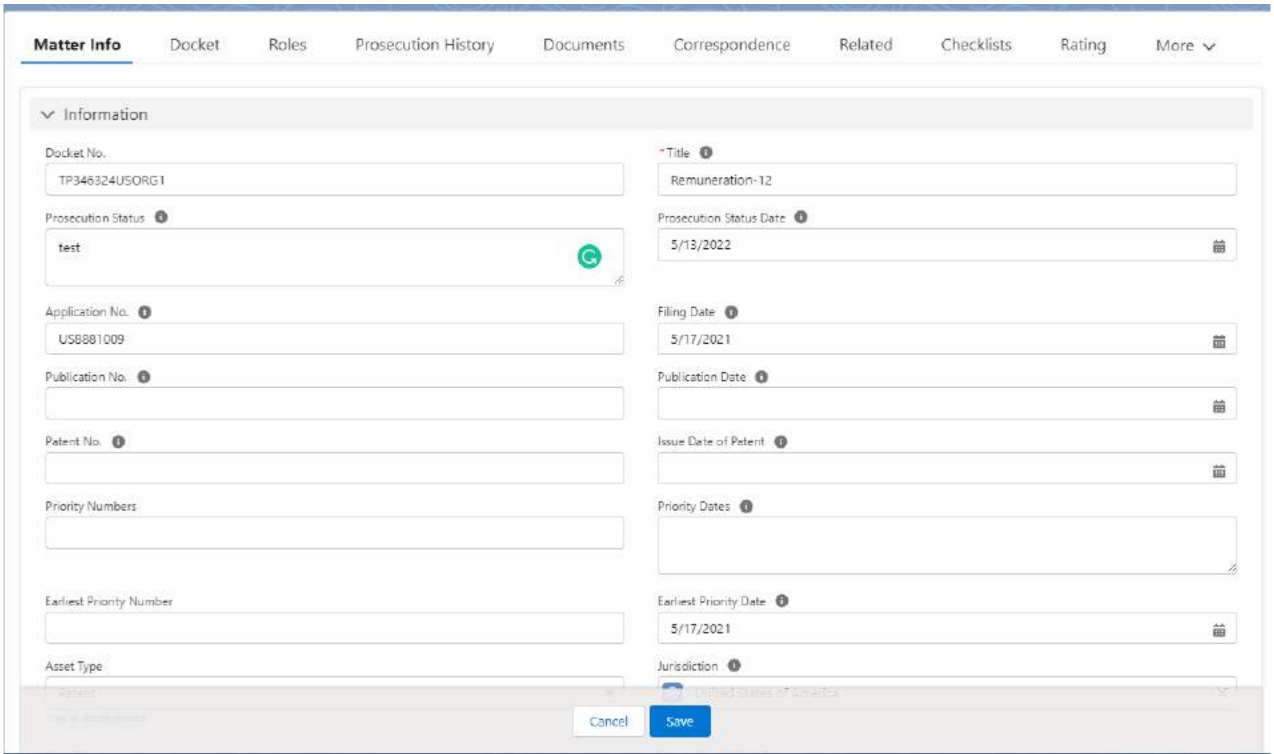


Editing Matter Info

All the fields in the matter info can be edited/updated by the Docketer except the **Asset Name** and **Docket Number.**

To edit any field click on **Edit** button on the top. Alternatively, you may also click the pencil icon  next to the respective field to make it editable.

Update the values and click on **Save**.



i. Updating PTA

The **PTA & TD** section in **Matter Info** displays the calculated expiration date for the patent. Also, it allows you to enter PTA days manually.

Note: PTA Days field in this section updates the adjustment dates automatically based on the patent expiry date and PTA Days entered by the user. It does not incorporate Terminal Disclaimers, so if a Terminal Disclaimer was filed, this field needs to be calculated manually and updated.

- Click the edit icon in the PTA Days field to enter a patent expiry day adjustment.

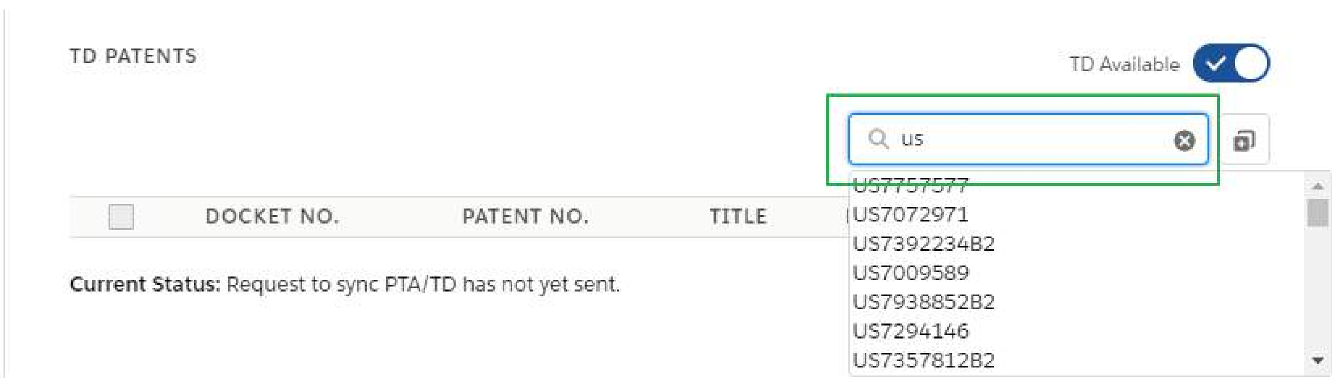
ii. Updating TD

This section displays the list of TDs that are related to the patent record. This section allows you to add related patents that are available in the list of patents available or manually add patent references that are not available in Symphony.

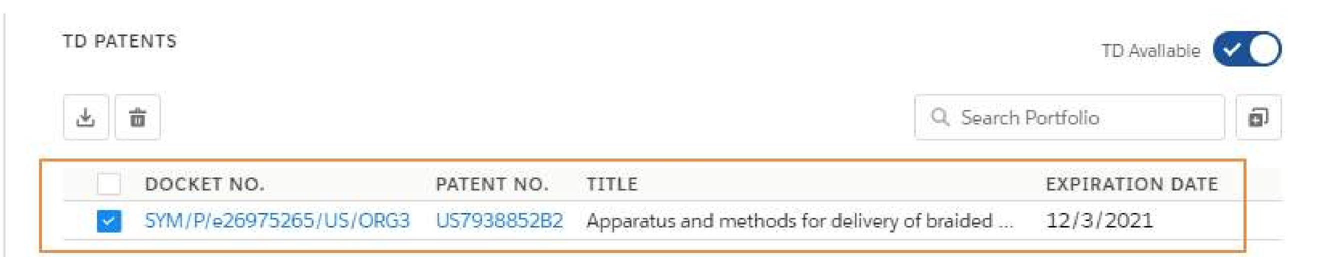
Follow the topics below to search and add patent references from the portfolio or add manually:
Add Patents from the list of Patents
Follow the steps below to add patent references from the portfolio:

- Toggle the **TD Available** switch to enable adding a reference.

- Enter the patent number in the Search Portfolio box to cite the patent or choose the relevant record from the drop-down.



- This adds the references under the TD PATENTS tab.

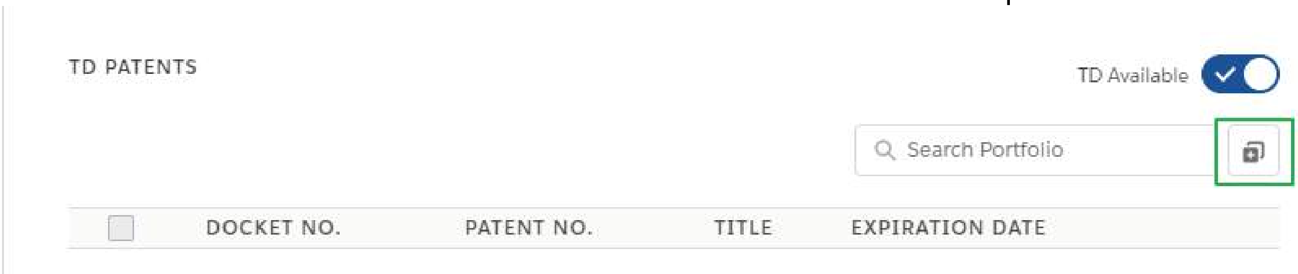


Add Patents Manually

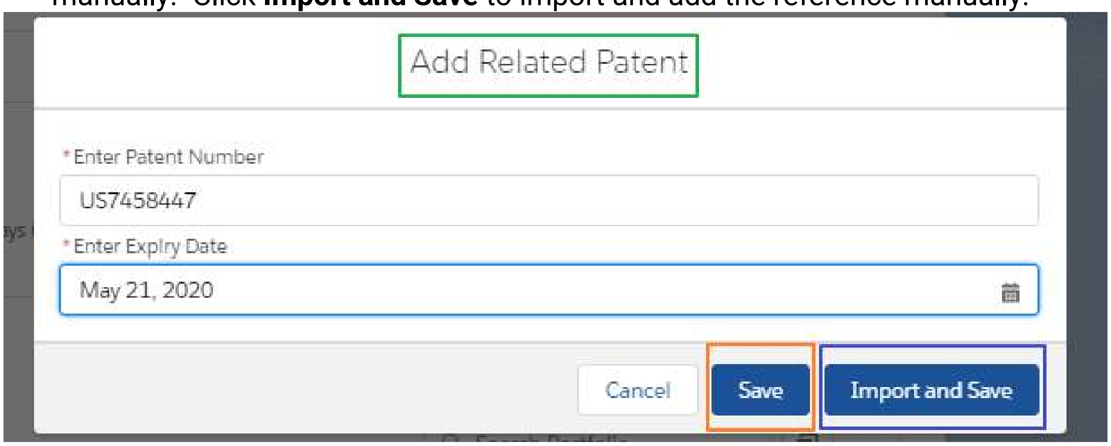
Follow the steps below to add patent references manually:

- Toggle the **TD Available** switch to enable adding a reference.

- Click the **Add Related Patent** icon next to the **Search Portfolio** box to add patent references.



- Fill out the fields in the **Add related Patent** pop-up and click **Save** to add the reference manually. Click **Import and Save** to import and add the reference manually.



- This adds the references under the **TD PATENTS** tab.

Delete Reference

Follow the steps below to delete the patent references:

- Select one or more patent references under the **TD PATENTS** section to delete references.

- Click the **delete** icon in the top-left corner to delete the references.

Import Reference

- Select one or more patent references under the **TD PATENTS** section to import references.

- Click the **Import** icon in the top-left corner to Import the selected references.

b. Docket

This section displays all the docketing activities created in the record based on the PTO events. Symphony will sync all US patent applications tied to one of the Thermo Fisher customer numbers. If the application is associated with a customer number, then Symphony sync's with the USPTO each night and uses the document codes from the USPTO and the relevant docketing rules to automatically create a docketing activity for US applications associated with a Customer Number. The **Docket** tab also automatically de-dockets an existing event based on a filing, so long as the document code associated with that filing is correct.

Each docket is created as an event with following information:

- Event Name
- Event Date
- De-Docketed Date
- De-Docketed By
- Office Action for the Event

For other countries, and for USPTO applications not associated with a Customer Number, the Docketer will add, close/complete docketing events manually based on the document code and country law docketing rule(s). Manual docketing/de-docketing is performed using the following options:

- Add Event (uses Country Law rules engine)
- Add Ad hoc Activity (does not use Country law rules engine)
- Abandon

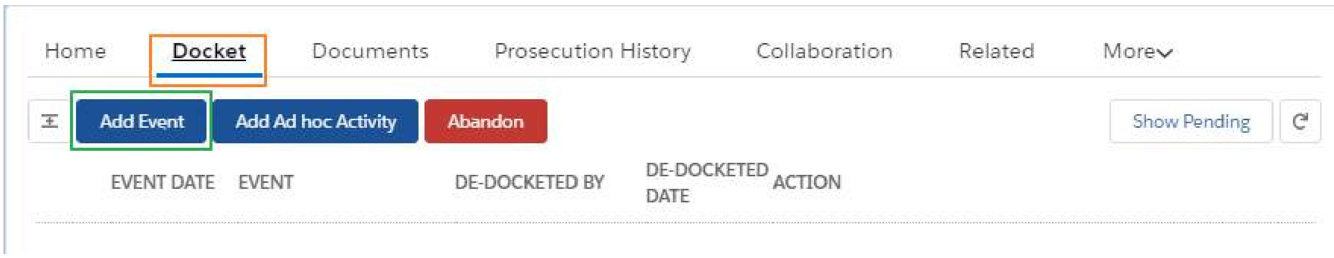
In addition to the above, manual docketing can also be performed directly through incoming emails. The details are provided in the subsequent section Email to Docketing.

i. Add Event

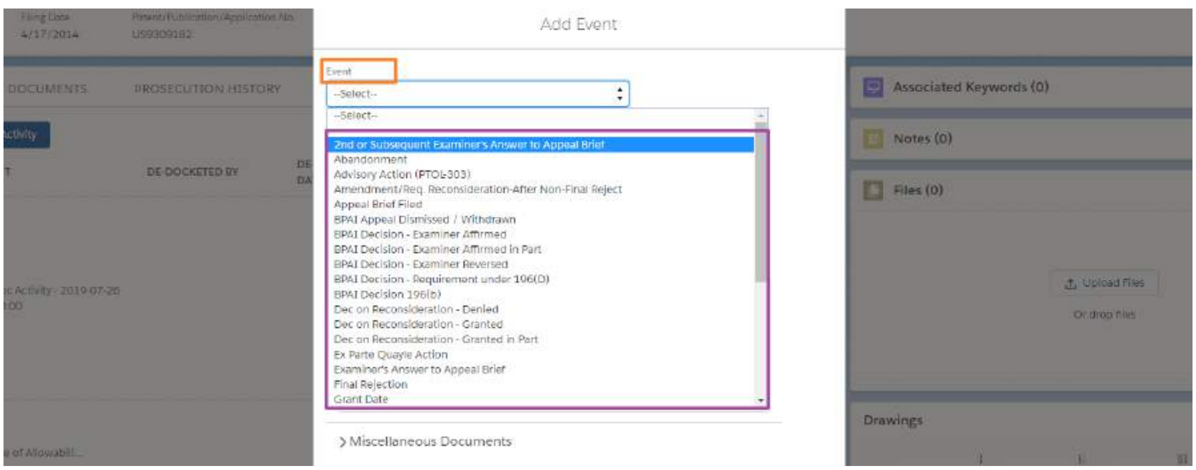
This feature allows you to add a new docket activity manually. You can create a new docket activity based on the list of document codes available in the application.

Follow the below-mentioned steps to add a new event to the docket:

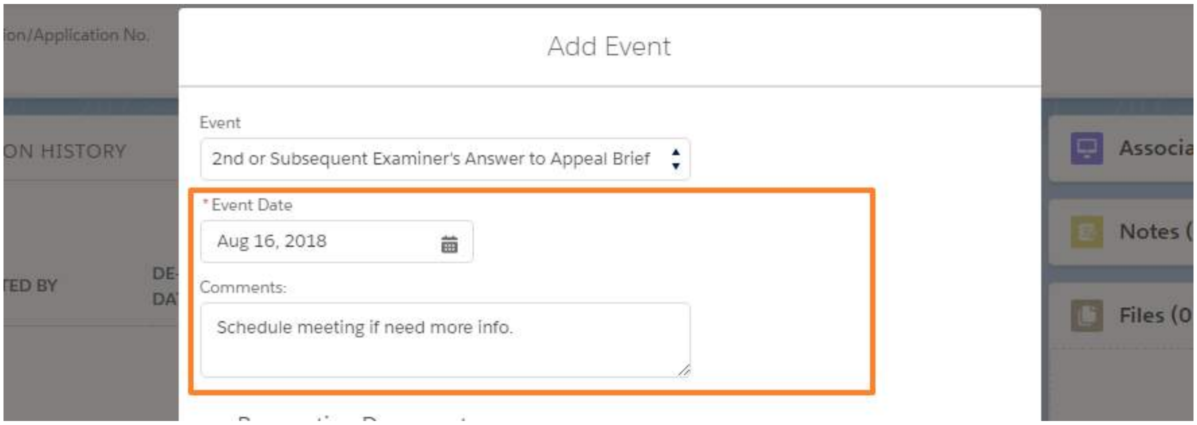
1. Click the **Add Event** button to add a new event.



2. Choose an office action from the **Event** drop-down in the **Add Event** pop-up.

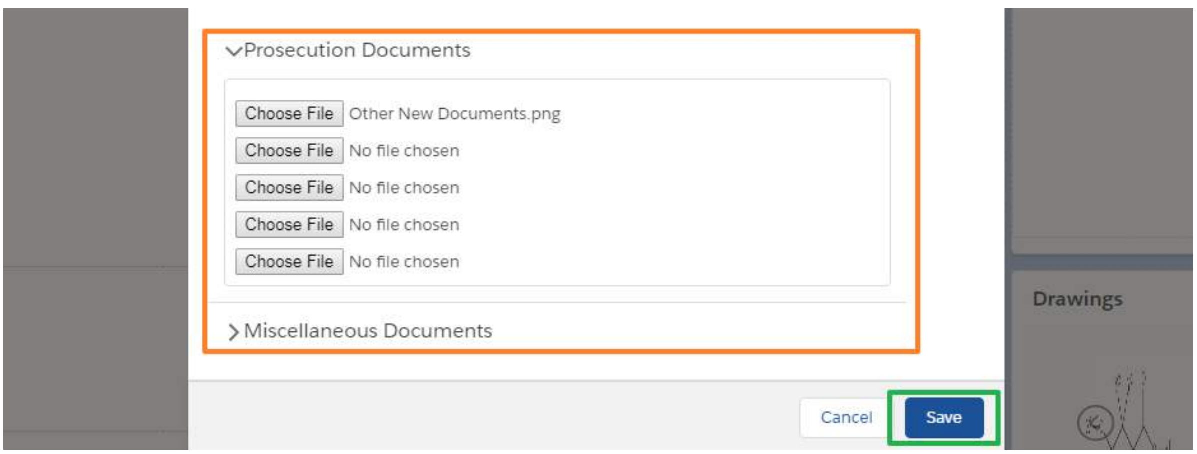


3. Choose an **Event Date** and add **Comments**.

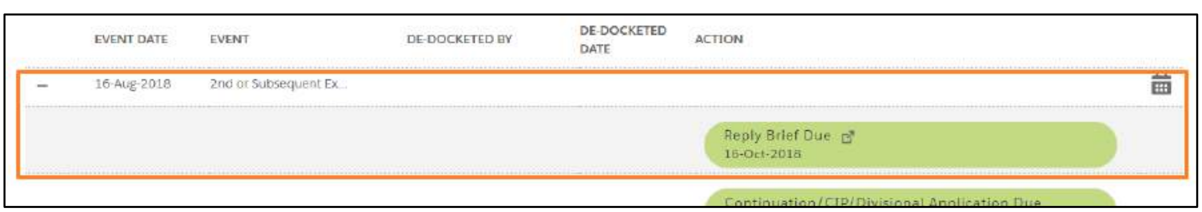


4. Upload any attachments under the **Prosecution Document** and **Miscellaneous Documents** section. Note: you do not need to upload attachments for USPTO cases that are tied to a customer number, nor for published cases associated with Global Dossier (WIPO, AU, CN, EPO, JP, or KR)

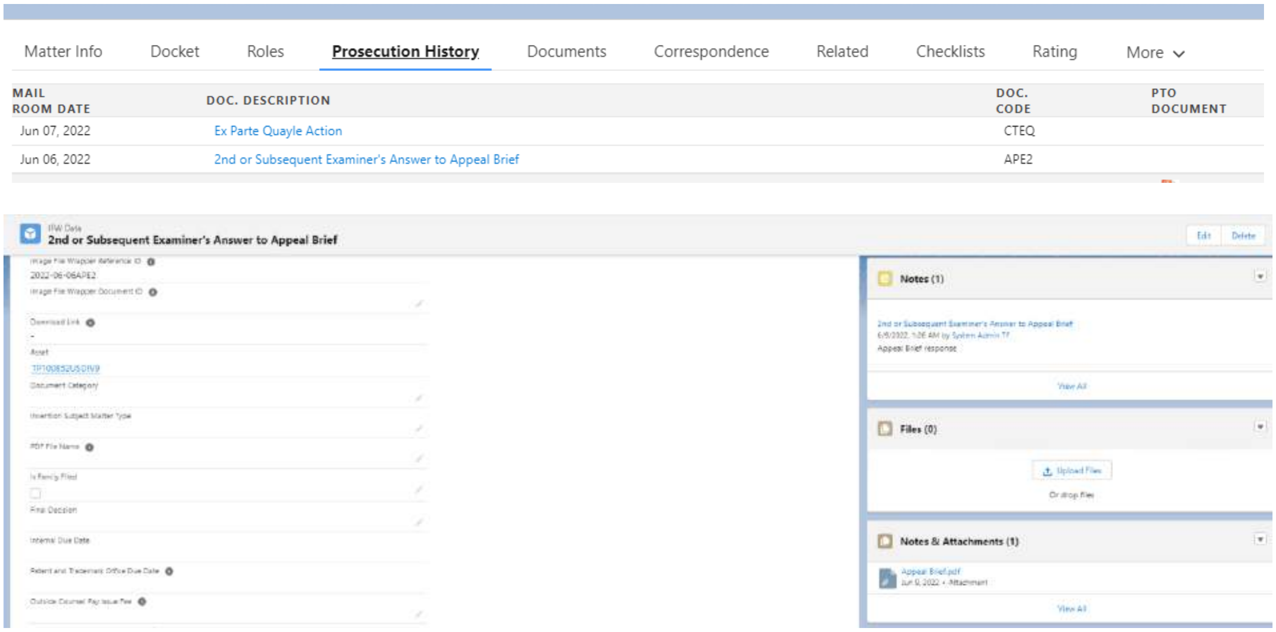
5. Click **Save** to create a new event.



6. The save function creates a new docket activity under the **Docket** tab, displayed based on the event target date as shown in the image below.



7. The save function also adds the event to **Prosecution History** along with the comments and prosecution documents uploaded by the user.

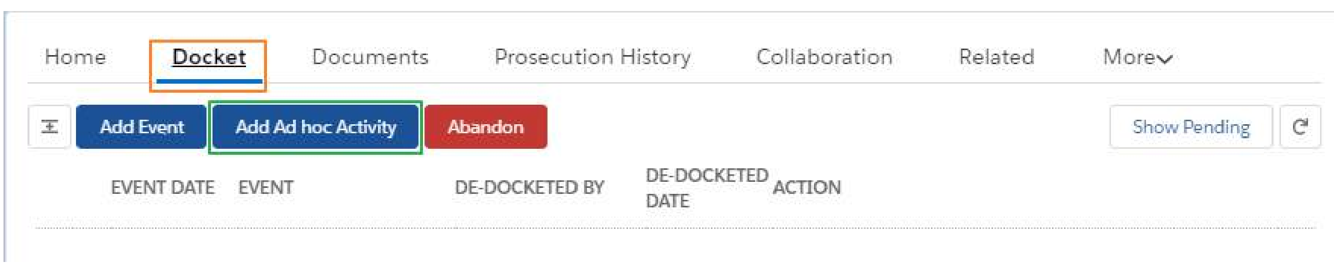


ii. Create Ad-hoc Activity

This feature allows you to manually create an event or alert within the application without any Country Law Rules.

Follow the below-mentioned steps to add a new Ad-hoc Activity to the docket:

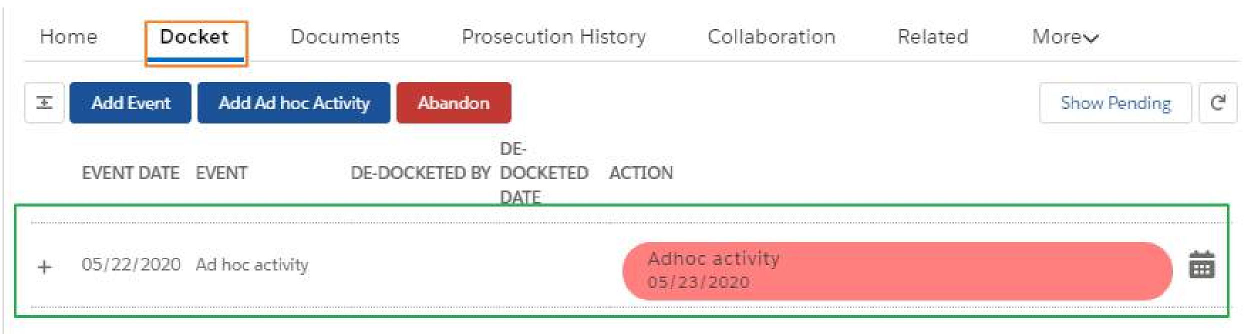
1. Click the **Add Ad hoc Activity** button to add a new activity.



2. Fill out the necessary fields from the **Add Ad hoc Activity** pop-up and click **Save** to create a new Ad hoc Activity.

The save function creates a new docket activity under the **Docket** tab displayed based on the event target date.

If “Add Prosecution Event?” is selected, the respective event will be created and displayed under the **Prosecution History** tab. This can be used for the non-US countries.

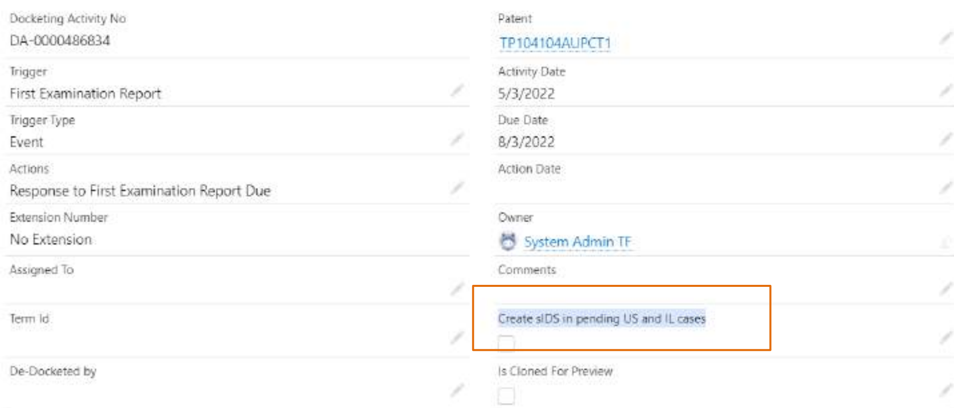


Note: The comments provided by the user at the time of activity creation can be seen in the detailed view of the docket activity.

- **sIDS Activity**

On receipt of an Office action with List of References cited by Examiner (892 document) in any US application, Symphony auto-creates an ad hoc sIDS docket activity for active/pending US-related and IL-related matters.

In addition to this, docketer can select **Create sIDS in pending US and IL cases** at the time of docketing a foreign examination report/search report to create the ad hoc sIDS docket activity for active/pending US-related and IL-related matters.

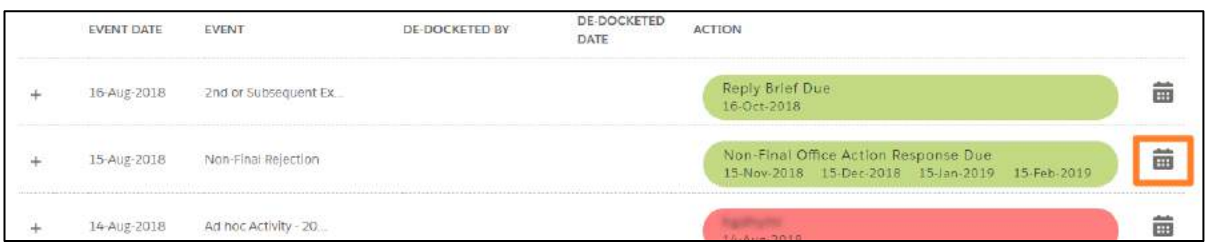


iii. De-Docket Activity

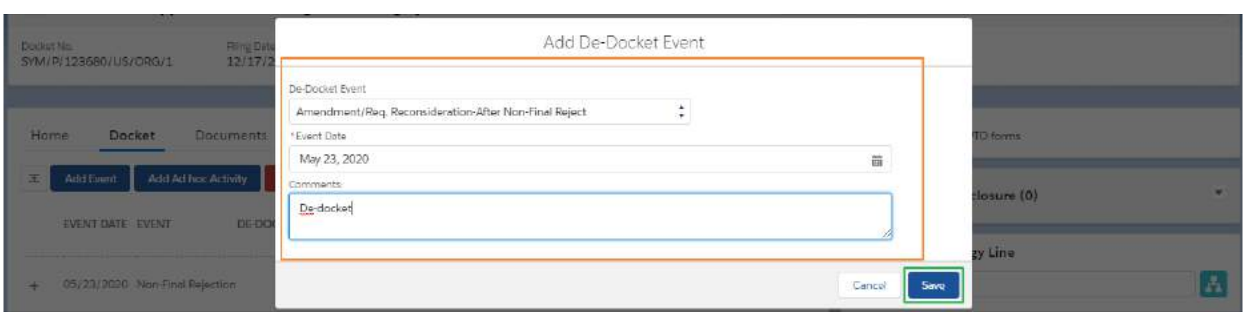
This feature allows you to manually de-docket an existing docket. For US applications, usually, the de-docket activity happens automatically based on the document code received during the IFW data sync.

Follow the steps below to manually de-docket an existing event in **US cases**:

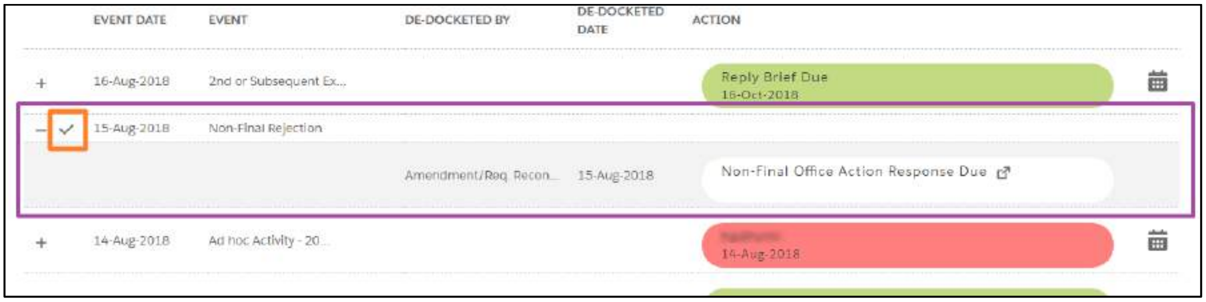
1. Click the **Calendar** icon next to the docket's **ACTION** column to de-docket an event.



2. Choose a **De-docket Event** and **Event Date** from the **Add De-docket Event** pop-up. Click **Save** to add a de-docket event against a docket event.



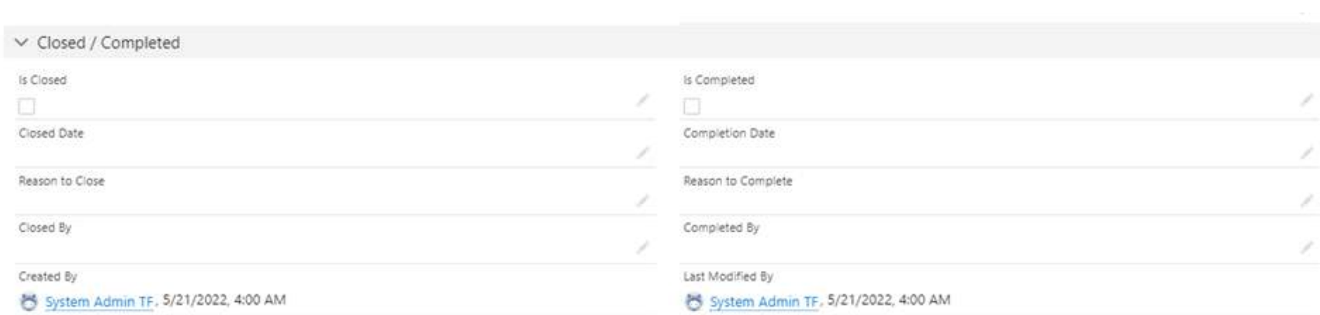
3. A successfully de-docketed event is marked with a **tick** symbol and displayed in the **DOCKET** tab.



Follow the steps below to manually de-docket the other activities:

1. Click on **+** to expand the docket actions against the event and click on the **due date**.

2. Update **Is Completed, Completion Date, Reason to Complete** and **Completed By** fields if the required activities have been completed.



3. Else, if you want to close the action without completing the required activities, then update **Is Closed, Closed Date, Reason to Close** and **Closed By** fields.

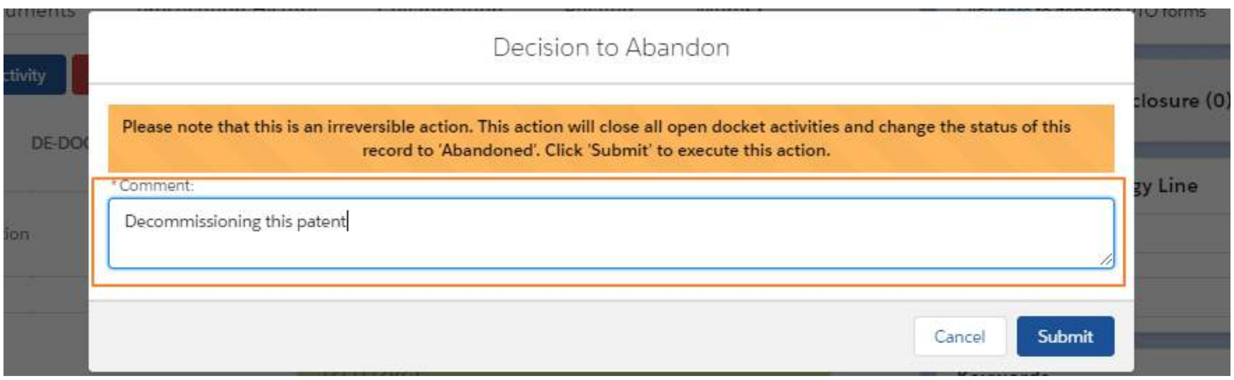
iv. Abandon

This feature allows you to abandon the patent record and close all open docket activities with a click of a button.

***Note**: Abandoning a patent record changes the patent status to 'Abandoned'.*

1. Click the Abandon button under the **Docket** tab to abandon a patent.

2. Fill in the relevant information in the **Comment** section of the **Decision to Abandon** pop-up as shown in the image below and click **Submit**.

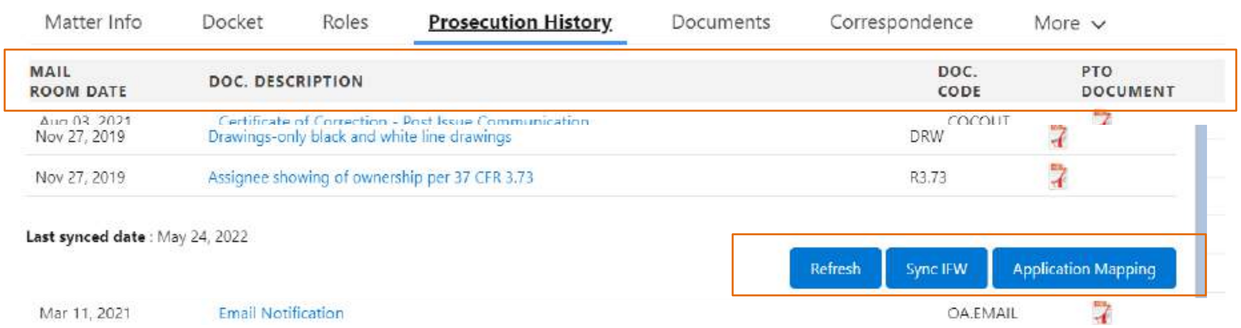


Note: Comments provided in Decision to Abandon get updated under **Notes**. Be sure to add the Responsible Manager's name who authorized the abandonment.

c. Prosecution History

The **Prosecution History** tab displays the entire history and the related prosecution information of an asset in a tabular format. The Prosecution History table contains the following information:

- Mailroom Date
- Document Description
- Document Code
- PTO Document



i. Refresh

Using this button, you can refresh the page to display the updated post IFW Sync.

ii. Sync IFW

This feature fetches IFW data related to a particular patent and updates Symphony with bibliographic data from the PTO and/or third-party data sources.

iii. Application Mapping

This feature allows mapping an individual record from Symphony and the MaxVal service to fetch IFW (Image File Wrapper) and bibliographic data from the PTO and/or third-party data sources.

Note: *Symphony automatically syncs file wrappers from Global Dossier for JP, CN, KR, WO, AU, and EP. If the prosecution history is available in GD, it would get synced in Symphony. Symphony does not sync deadlines associated with these countries, only documents. Also, due to delays with the Global Dossier database, documents might take up to one week to appear in Symphony. For US applications, the sync is performed through Private PAIR.*

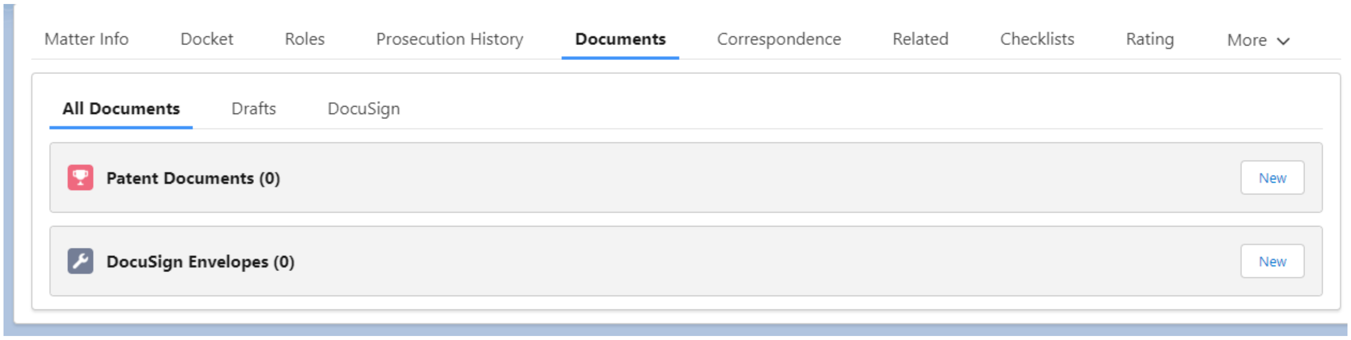
d. Documents

The **Documents** section is for drafts, documents for signature, and other transactions between the responsible individuals on the matter. It should not contain file history documents (those belong in Prosecution History).

The **Documents** tab displays all the documents under the three categories listed below:

i. All Documents

This section displays the list of all final documents uploaded/received in Symphony against the provided asset.

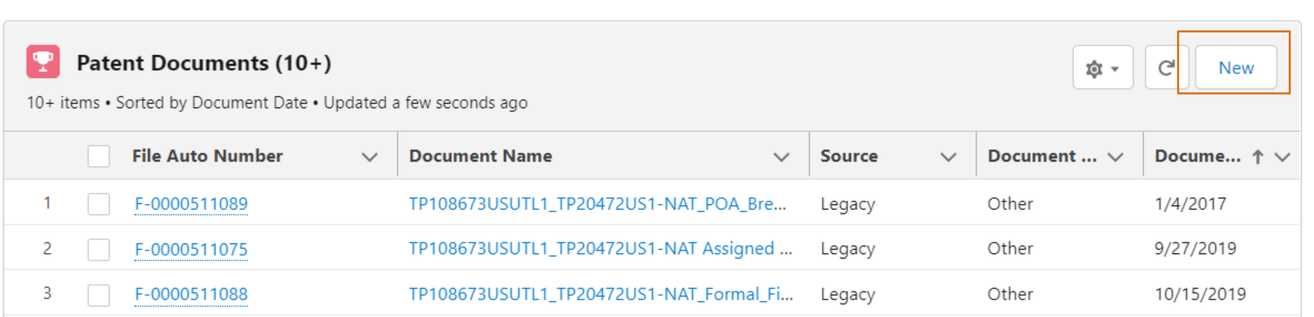


Following are some sample sources from where documents may be received in **All Documents**:

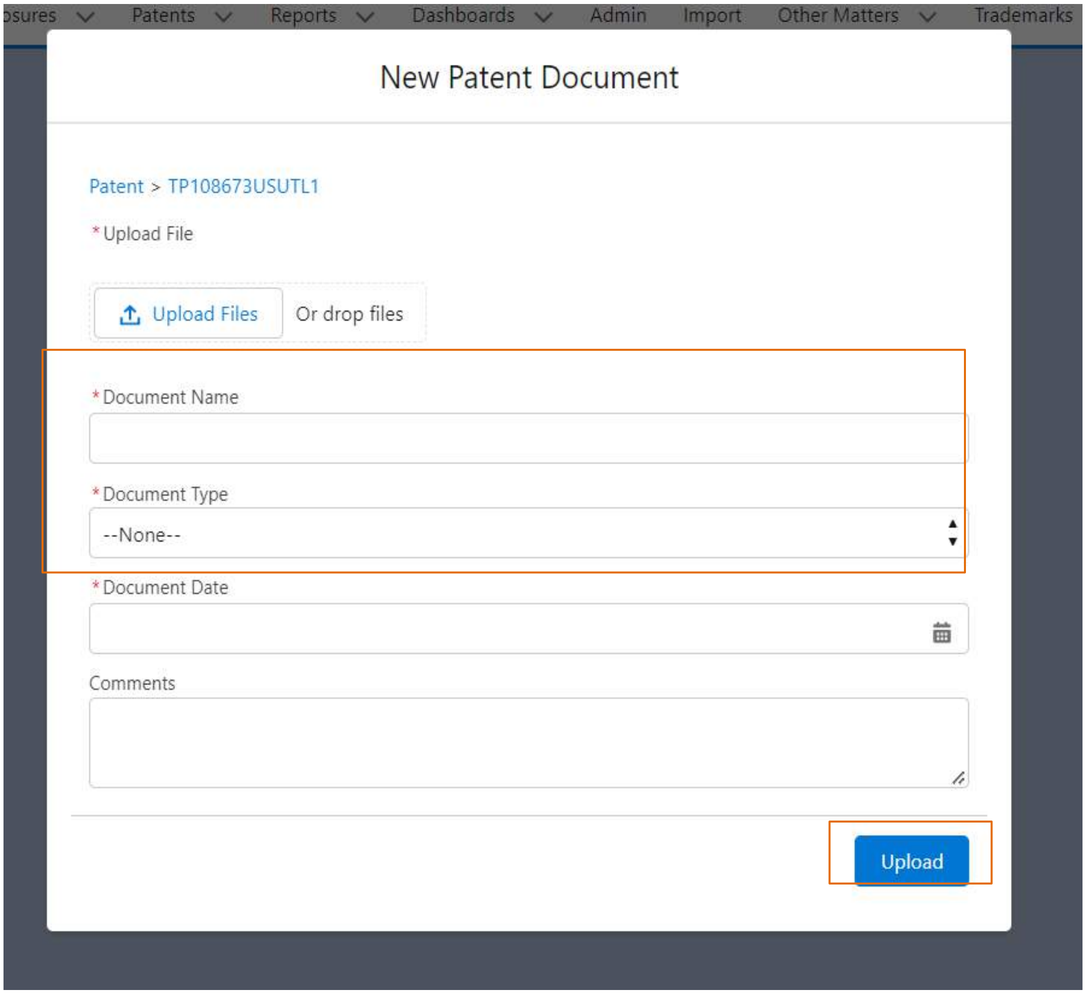
- Documents received through emails (details provided below under Email to Docketing)
- Documents manually uploaded by the user (non-US/non-IP5 file wrappers/internal communications, etc.) (details provided below under Manual Document Upload)
- Documents from the legacy system (details provided below)
- Final version of the drafts exchanged by the in-house counsel/outside counsel
- Templates and forms generated using S-Docs
- Signed DocuSign Envelopes

a. Manual Document Upload

1. To upload a document under **All Documents,** select **New**



2. Provide details related to the document in the **New Patent Document** pop-up, upload files and click **Upload**



osures
Patents
Reports
Dashboards
Admin
Import
Other Matters
Trademarks
New Patent Document
Patent > TP108673USUTL1
*Upload File
Upload Files
Or drop files
*Document Name
*Document Type
--None--
*Document Date
Comments
Upload

3. Symphony will automatically provide a **File Number** and a **Document Name** to the uploaded document

Patent Documents (10+)

10+ items • Sorted by Document Date • Updated a few seconds ago

	File Auto Number	Document Name	Source	Document ...	Docume...
1	F-0000511089	TP108673USUTL1_TP20472US1-NAT_POA_Bre...	Legacy	Other	1/4/2017
2	F-0000511075	TP108673USUTL1_TP20472US1-NAT Assigned ...	Legacy	Other	9/27/2019
3	F-0000511088	TP108673USUTL1_TP20472US1-NAT_Formal_Fi...	Legacy	Other	10/15/2019
4	F-0000511074	TP108673USUTL1_TP20472US1-NAT Draft Appl...	Legacy	Other	11/20/2019

b. Legacy Documents

1. For applications in prosecution, all the documents received from the Legacy system are uploaded with the source as **Legacy** and document type as **Other**

Patent Documents (10+)

10+ items • Sorted by Document Date • Updated a few seconds ago

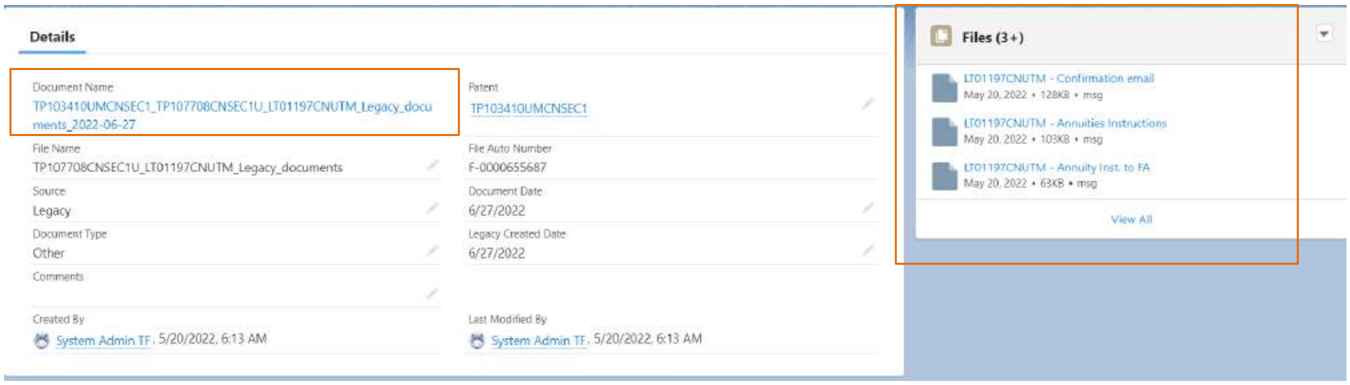
	File Auto Number	Document Name	Source	Document ...	Docume...
1	F-0000511089	TP108673USUTL1_TP20472US1-NAT_POA_Bre...	Legacy	Other	1/4/2017
2	F-0000511075	TP108673USUTL1_TP20472US1-NAT Assigned ...	Legacy	Other	9/27/2019
3	F-0000511088	TP108673USUTL1_TP20472US1-NAT_Formal_Fi...	Legacy	Other	10/15/2019
4	F-0000511074	TP108673USUTL1_TP20472US1-NAT Draft Appl...	Legacy	Other	11/20/2019

2. For granted patents outside the US and the Global Dossier countries, all the documents received from the Legacy system are uploaded under a single folder with the source as **Legacy**

Patent Documents (1)

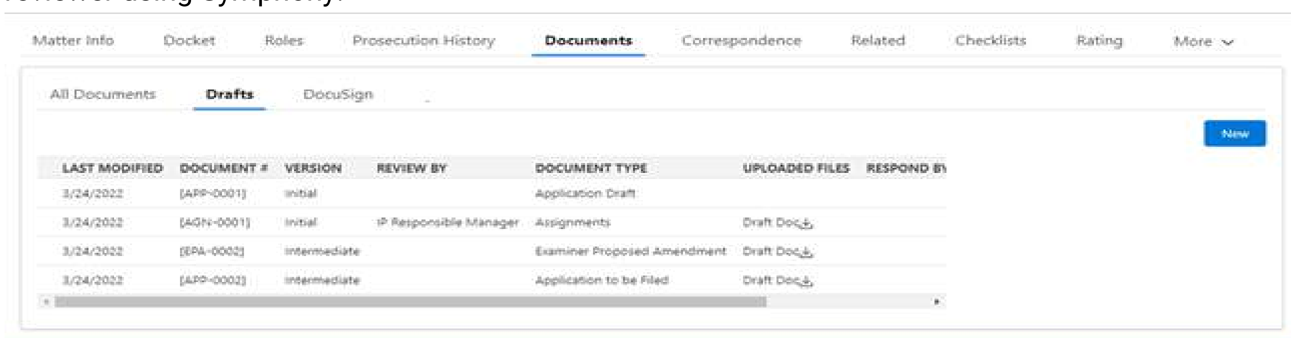
1 item • Sorted by Document Date • Updated a few seconds ago

	File Auto Number	Document Name	Source	Document ...	Docume...
1	F-0000655687	TP103410UMCNSEC1_TP107708CNSEC1U_LT0...	Legacy	Other	6/27/2022



ii. Draft Documents

This section displays the response drafts exchanged between outside counsel, in-house counsel, or the reviewer using Symphony.

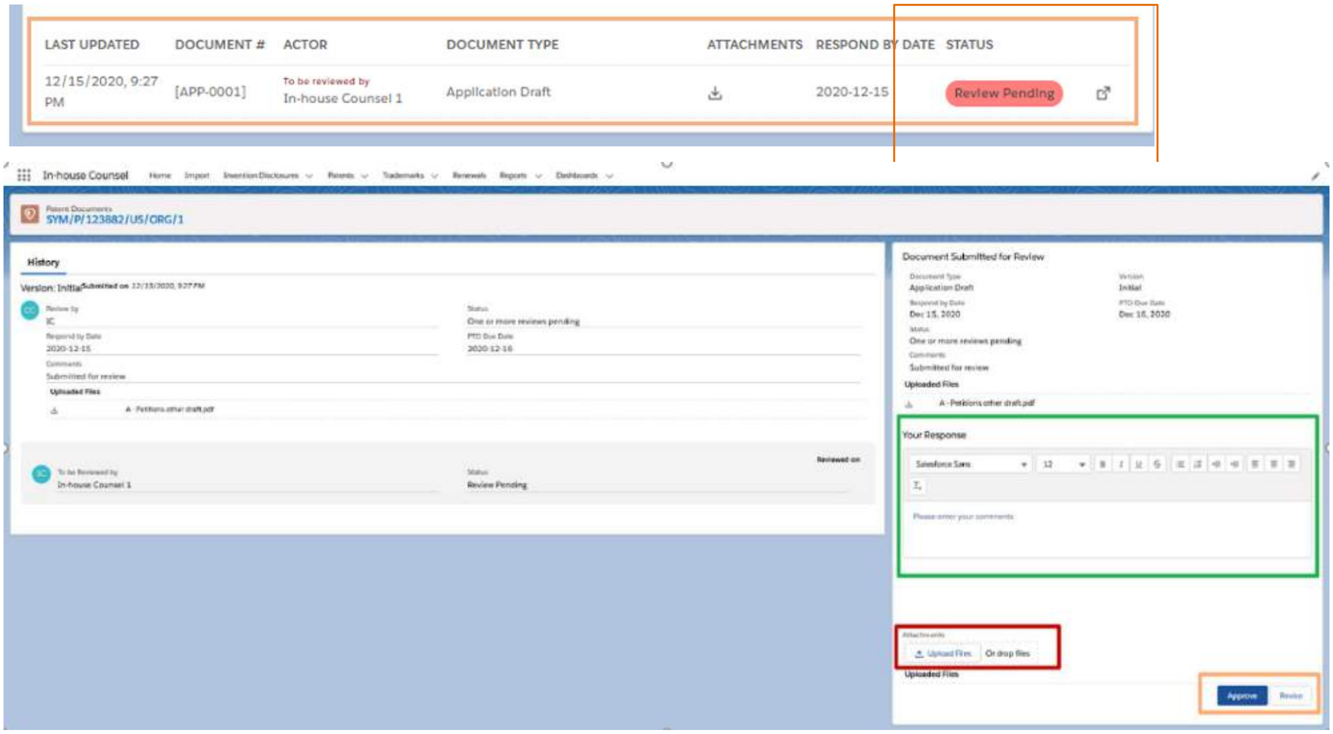


The section also provides a detailed document view where you can see the list of instructions and requests raised by the outside counsel with respect to a submitted disclosure for filing.

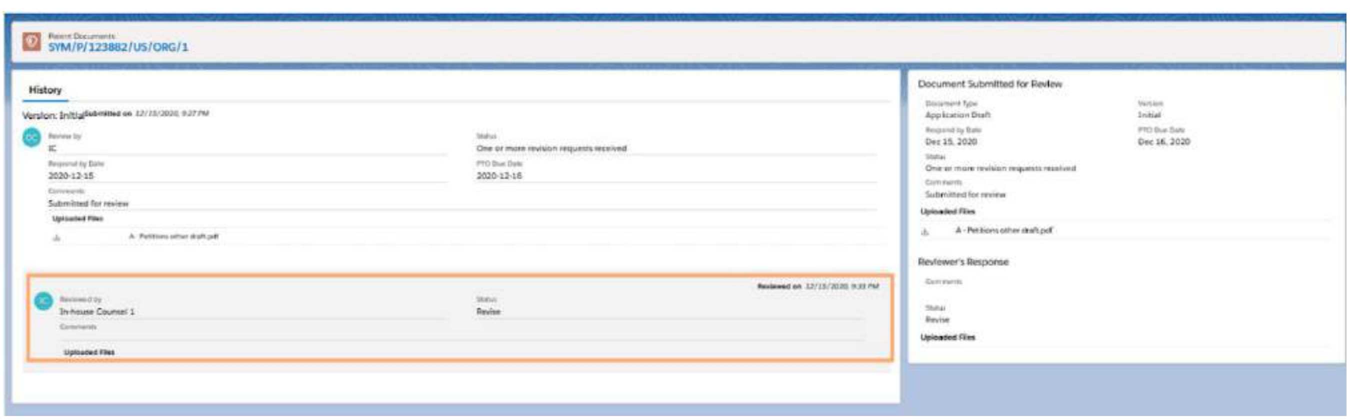
The document detailed view includes the following:

- Basic details about the review
- Reviewer's response
- Document details
- Review history along with timestamps
- Notes and attachments section for any other communication

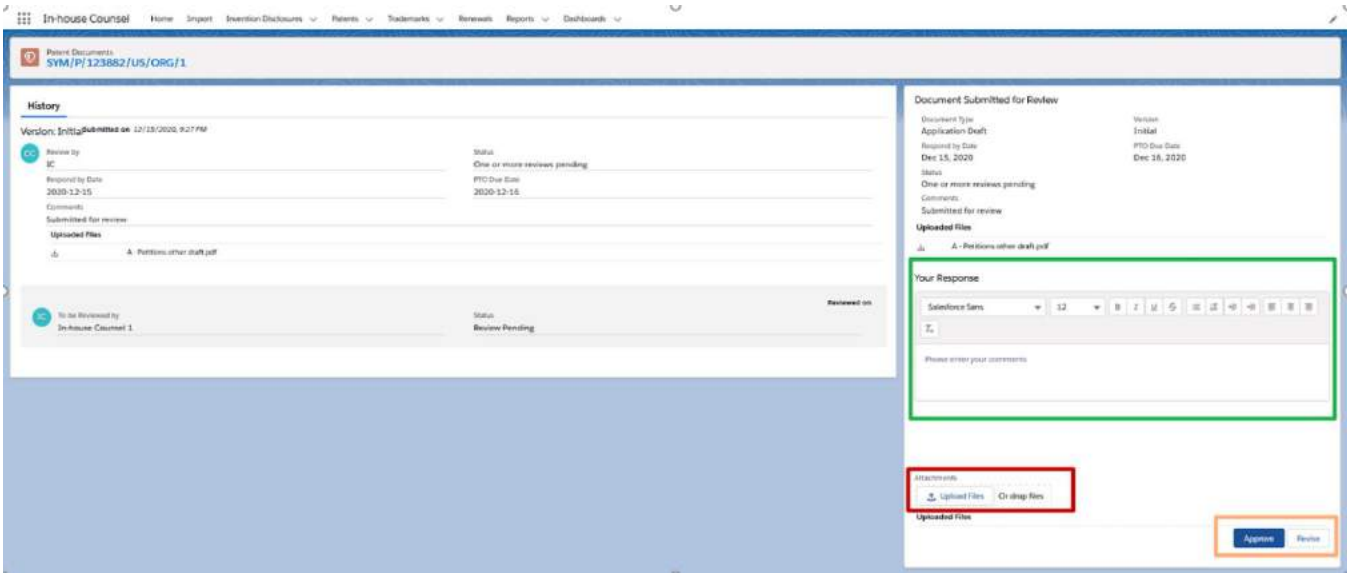
To see the details of any document, click the **View Document History** button to the right of Status (Review Pending). The following page will pop up.



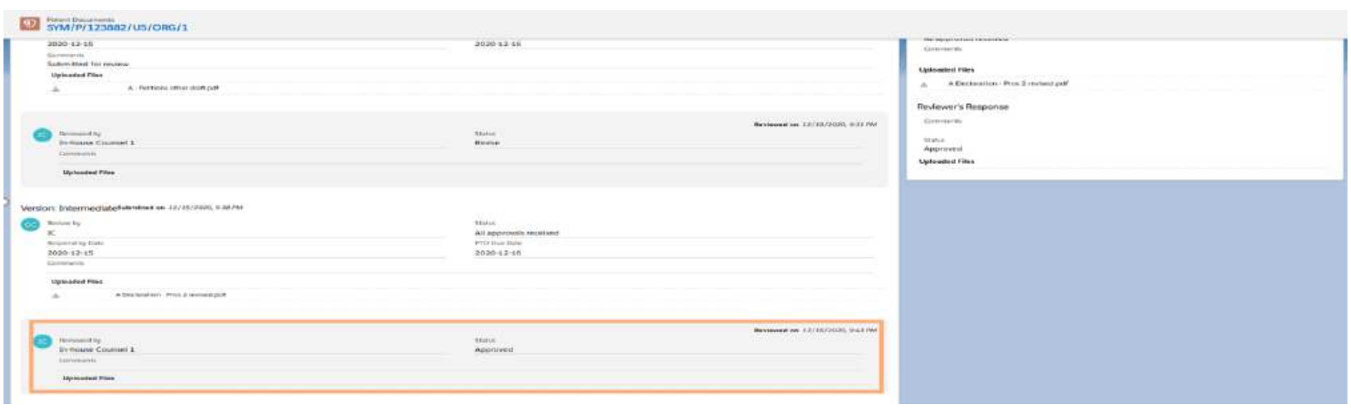
If a user wants to send the documents received from Outside Counsel (OC) for revision (see image above), enter your comments in the **Your Response** section, **Upload** any relevant documents and click **Revise**. The document's status is changed to **Revise** (image below); it goes to the OC to act upon those comments and resend for review again.



Once the OC has made the revisions and submitted the document for review, the status is changed to **Review Pending**. If the user want to send the document for revision again, follow the above steps or if you want to approve, enter your comments in the **Your Response** section, **Upload** any relevant documents and click **Approve** (image below).

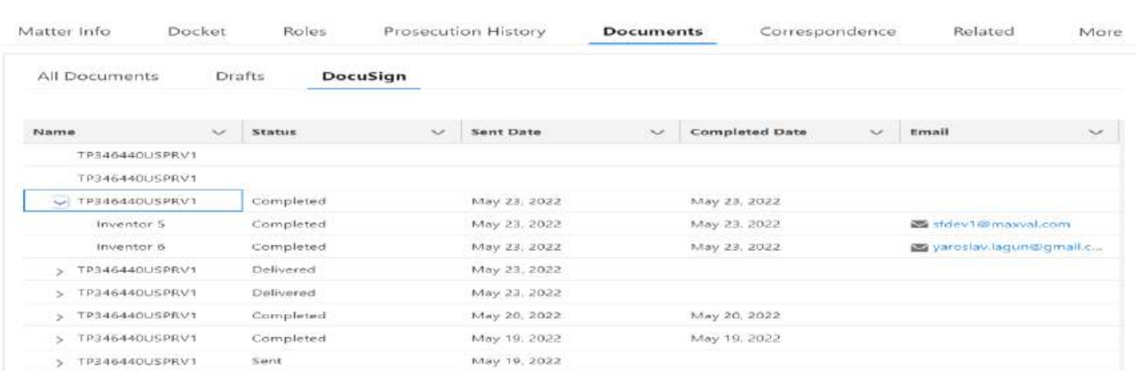


The status is changed to **Approved,** and the document is moved to **All Documents.**



iii. DocuSign

This section includes all the pending documents shared with the parties using DocuSign and their respective signature status. For further information on the DocuSign process, please refer [here.](#)



e. Related

The **Related** tab allows you to view and add new related patent records (child record) for a patent (parent record). This section divides the filing of child record into two types:

- Filing a patent in another country (international filing feature)
- Filing a related patent application for a parent invention

Related patent applications are filed after an initial original application but before it is issued as a patent. The related patents have similar or related technologies as that of the original patent.

From the **Related** tab, you can create a related record under the below-listed categories:

Family Patents:

- **Provisional**

Provisional application filed in the family.

- **International Case**

This application type allows filing an application in different countries. To file an international case, refer to Add International Case.

- **Continuation**

The continuation application is filed to pursue additional claims in an earlier application, i.e., the parent application.

- **Continuation-in-Part**

This application type is filed when the application contains subject matter that was not disclosed in the parent application.

- **Divisional**

This application type is filed when a parent application contains claims beyond the acceptable limit for one patent application or claims that do not match an application.

To file any of the above case types except for an international case, refer to Add Related Cases.

- **Utility Non-Provisional**

A non-provisional application is examined by a patent examiner and may be issued as a patent if all the requirements for patentability are met.

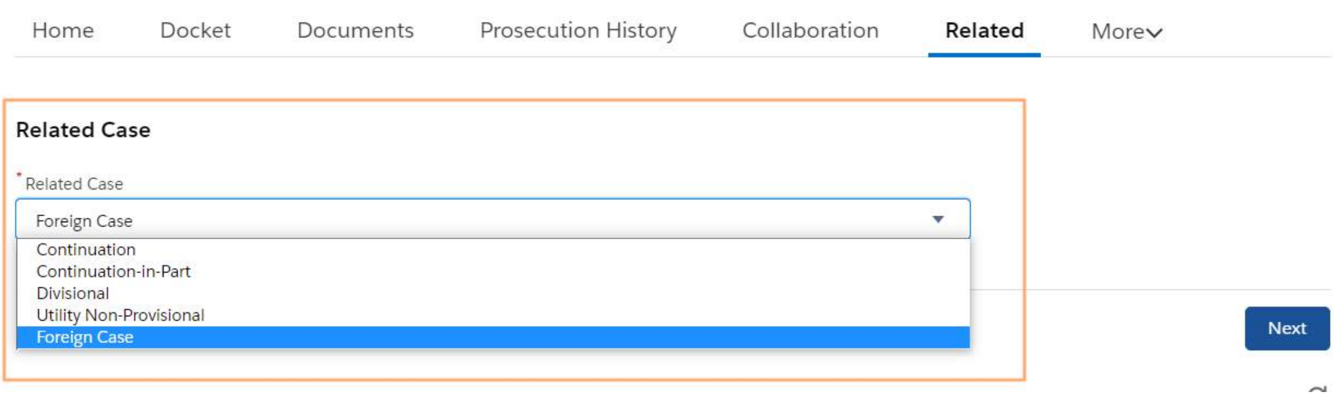
Other Patents:

Other patents demonstrate subject matter related applications that might not be directly in PTO records.

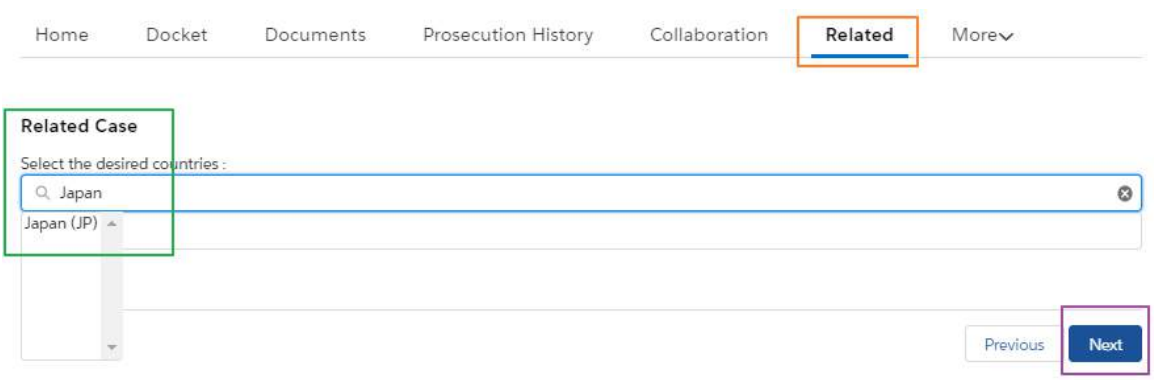
i. Add International Case

Follow the steps below to add a new foreign filing record for a patent record:

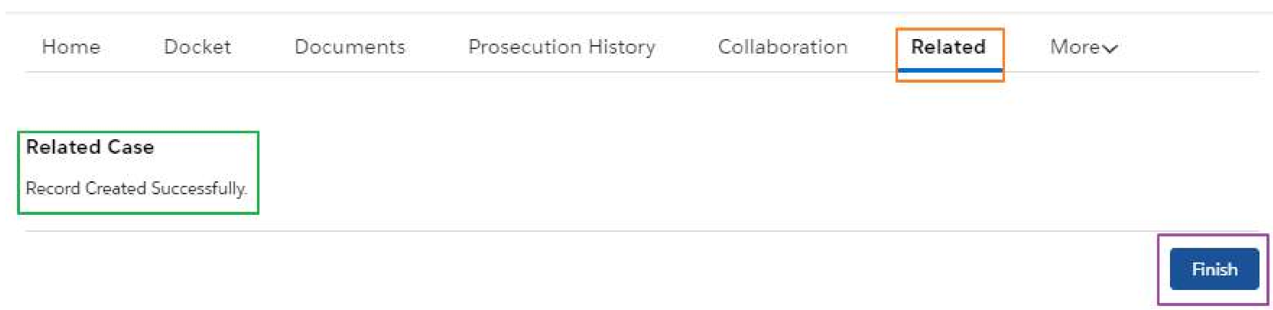
1. Select the **Foreign Case** option under **Related Case** and click **Next.**



2. From the **Select the desired countries** field, search and choose the relevant countries to file the application, and click **Next.**



3. Click **Finish** to create the relevant Patent record.



Note: For National Phase entries, always add the related applications from the parent PCT application.

ii. Add Related Cases

Follow the steps given below to file a related patent for an existing patent record:

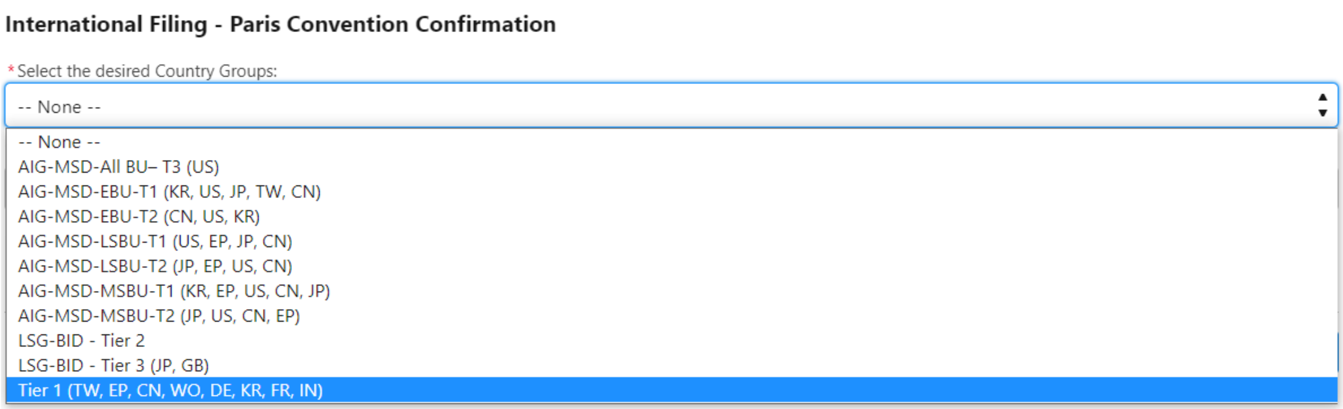
1. Select the **Continuation/Continuation-in-Part/Divisional** option from the **Related Case** drop-down and click **Next**.

2. The above action adds a related record in the **Related** tab, and an email notification is sent to OC on the new patent record creation. The same record can also be seen in the dashboard of their home page.

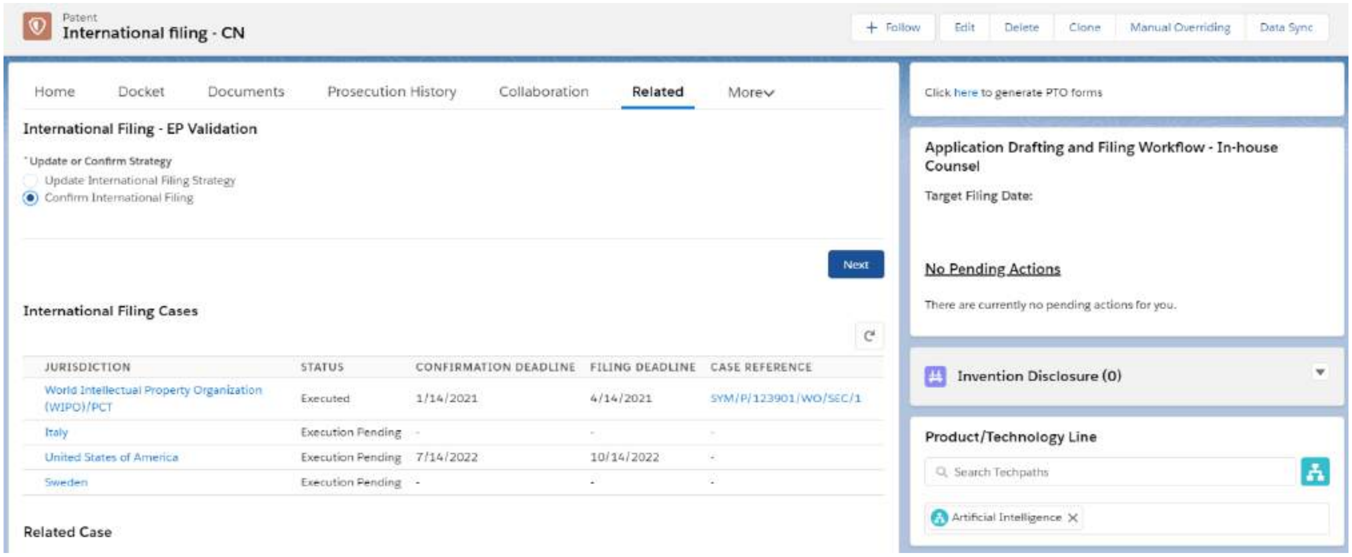
iii. International Filing Decision Workflow

This workflow creates and tracks international filing decisions across different jurisdictions with associated deadlines for the Paris Convention, PCT (Patent Cooperation Treaty), and EP (European Patent Office) validations. The workflow is activated for newly created cases only.

Some of the Jurisdiction groups for filing strategy workflow are pre-defined in Symphony. If you don't want to use the pre-defined groups, you may do a selection on a country-by-country basis.



The image below depicts the confirmation decision for filing a case in EP.



This module includes standard out-of-the-box workflows including International filing strategic group creation for:

- PCT or National Filing
- PCT National Phase entry
- EP Validation (this requires a new EP record to be created)

The workflow allows the in-house counsel/docketer to create and log an international filing strategy during the approval of the disclosure and then revisit, confirm, and/or modify the strategy at various deadlines. The IC/docketer can view the upcoming deadlines and pending decisions through corresponding queues. The workflow will adapt to the decisions being made and show relevant choices to the IC/docketer. As of June 2022, only MSD has international filing strategies; the other divisions and business units do not.

When the related cases are created for a patent, the below information is copied over.

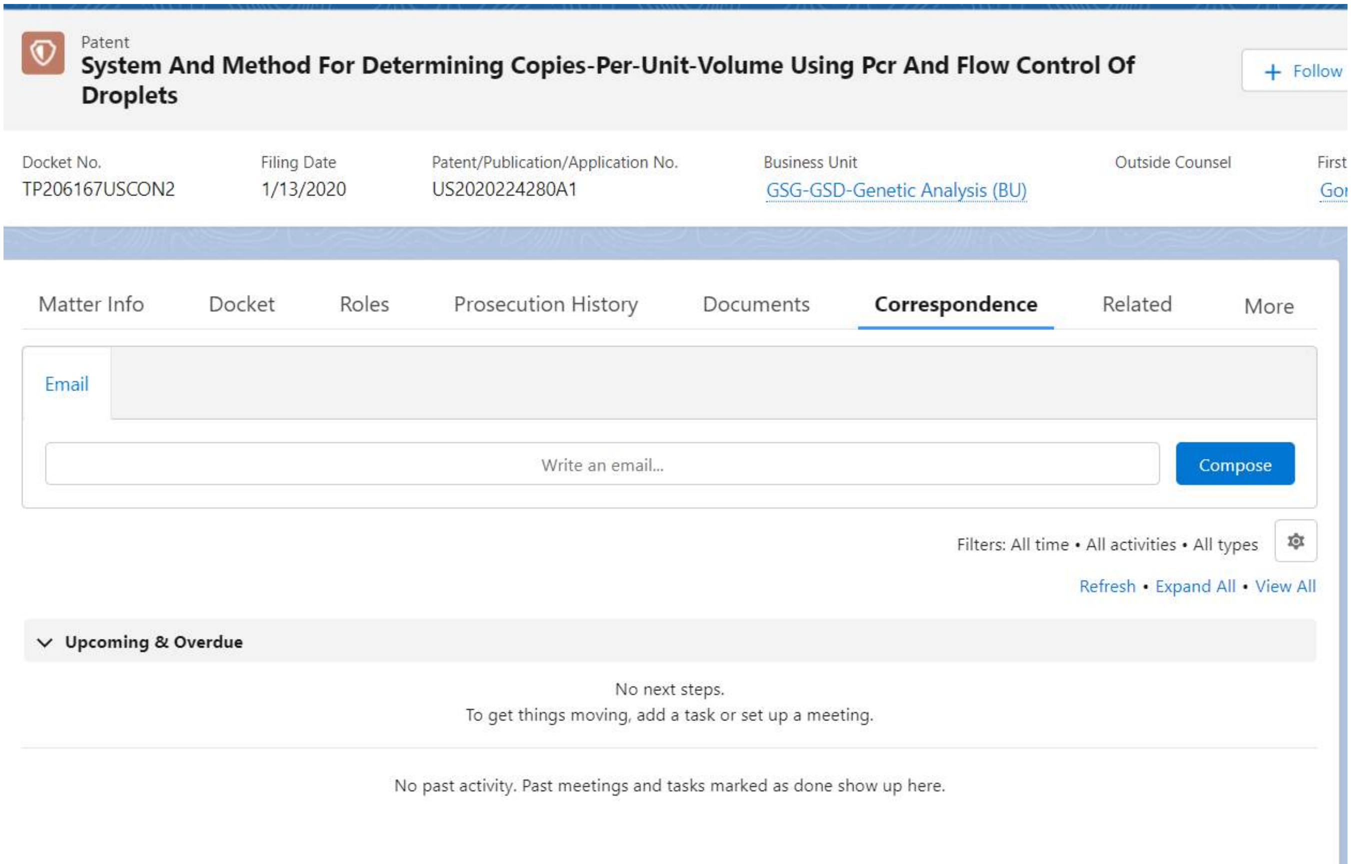
Object	Field label	Value	Comments
Patent	File Number	TP3124USORG1	Configured based on the case type
Patent	Application Type	Utility	It is set based on the related case chosen.
Patent	Asset Type	Patent	Copied from parent patent.
Patent	Base Invention Disclosure	a1Qq0000004BQYIEA4	Link to the disclosure

Patent	Case Type	Utility Original	This is also based on the related case created.
Patent	Country Code	US	This is based on related case creation.
Patent	Family ID	100088	Copied from parent patent.
Patent	File Number Suffix	1	Can be 2 or 3 based on related case type and family.
Patent	First Filing	FALSE	
Patent	First Named Inventor	a1Tq0000003MXUyEAO	Link to the primary inventor
Patent	Inventors	Inventor 2, Inventor 1	Lists all the inventors of the patent
Patent	Status	Drafting	
Patent	Title	Test Disclosure 2	
Patent	Law Firm	Law firm Name	Link to Law firm record, chosen during Assign to Lawfirm action.
Patent	Outside Counsel	OC Name	Link to OC person (if OC is chosen with Lawfirm then it will reflect here)
Patent	Target Filing Date		shows the value chosen by IP Coordinator OR Responsible Manager in the assign to law firm action.
Patent	Earliest Priority Date		

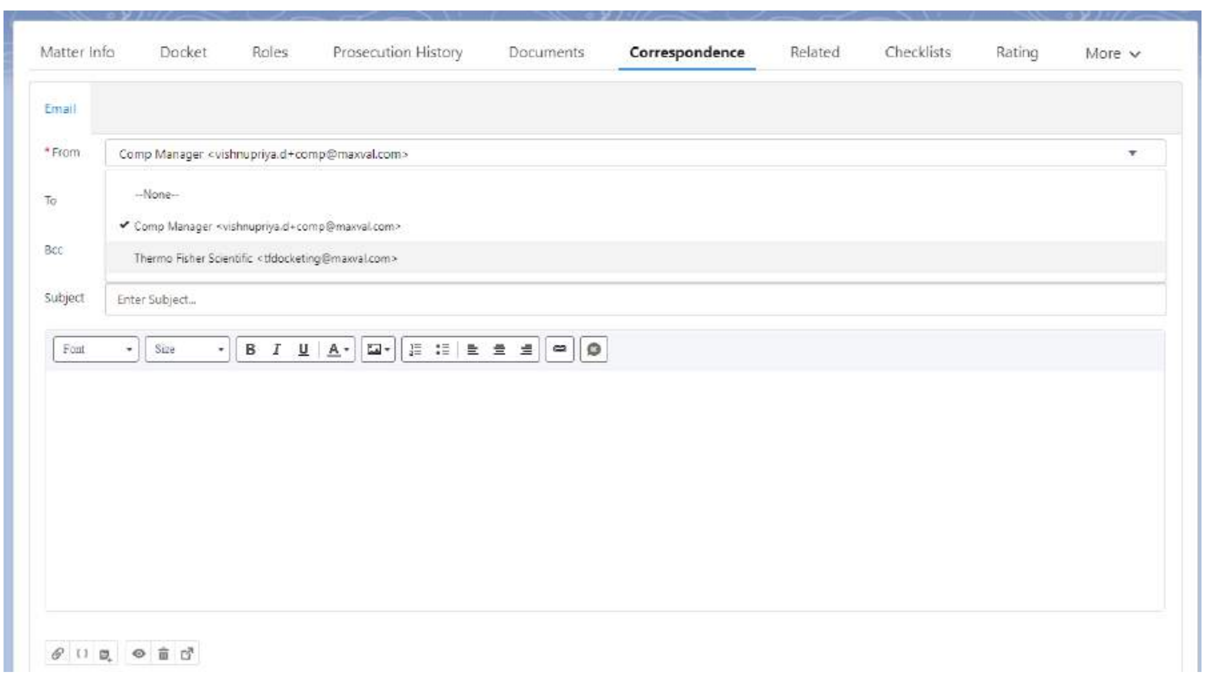
f. Correspondence

The **Correspondence** tab displays the emails between the respective stakeholders.

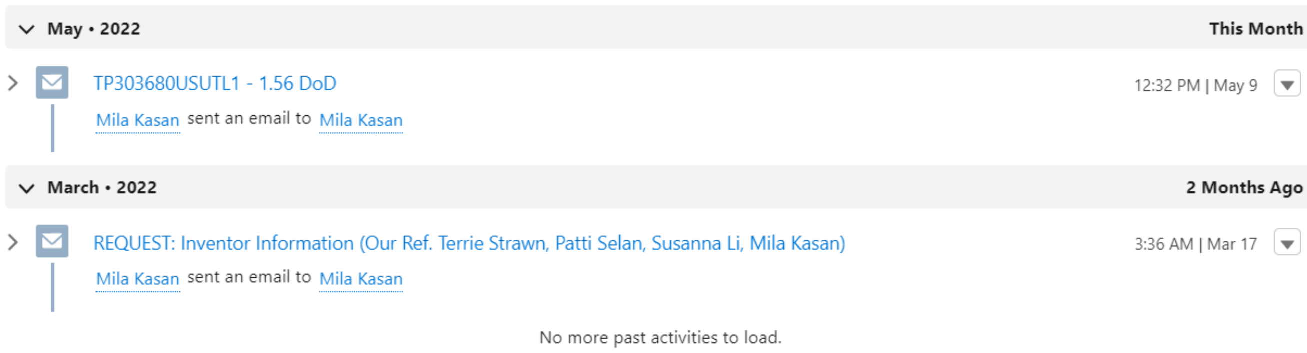
Users can compose and send out emails from the **Email** tab.

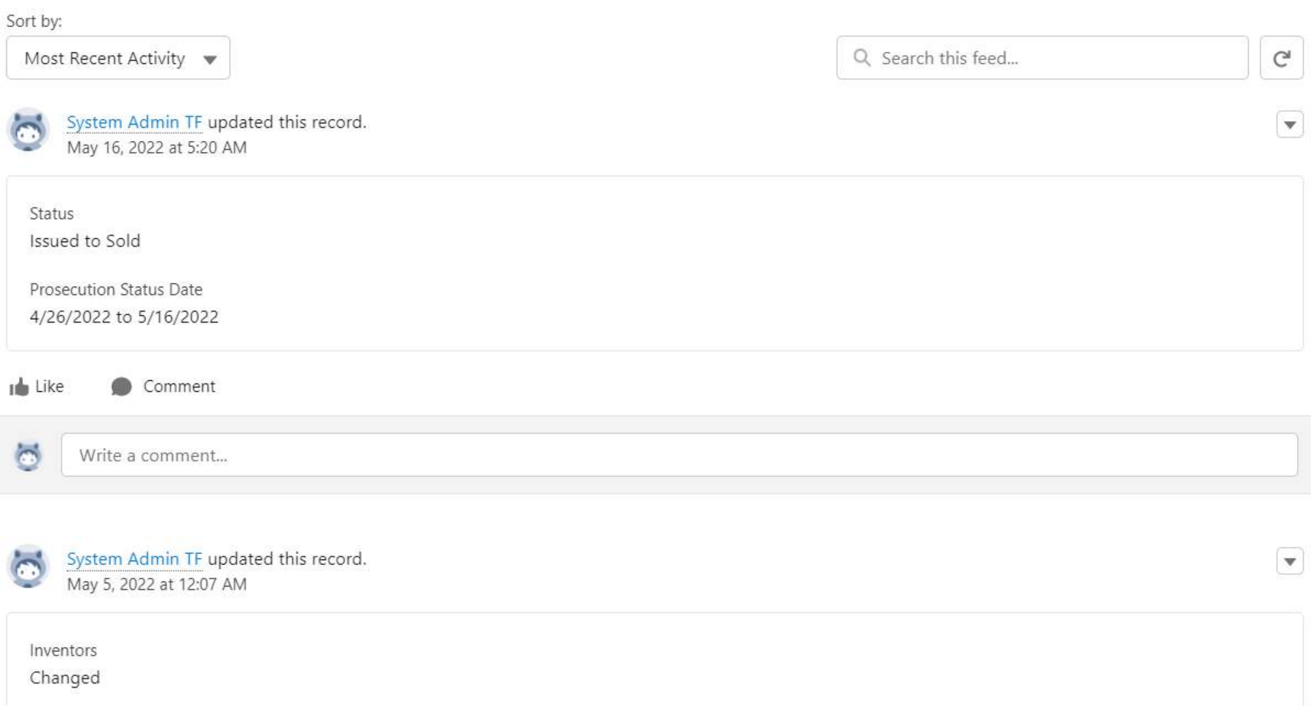


You can select your email address as From Address OR select tfdocketing@maxval.com and send the email. ***Note***: Always put **[Symphony Docket Number]** in the subject line.



This section also displays the emails exchanged against the asset and field history tracking against predefined fields.

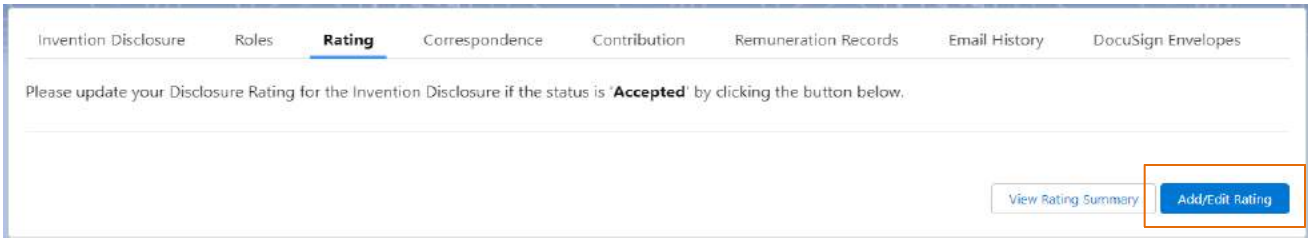




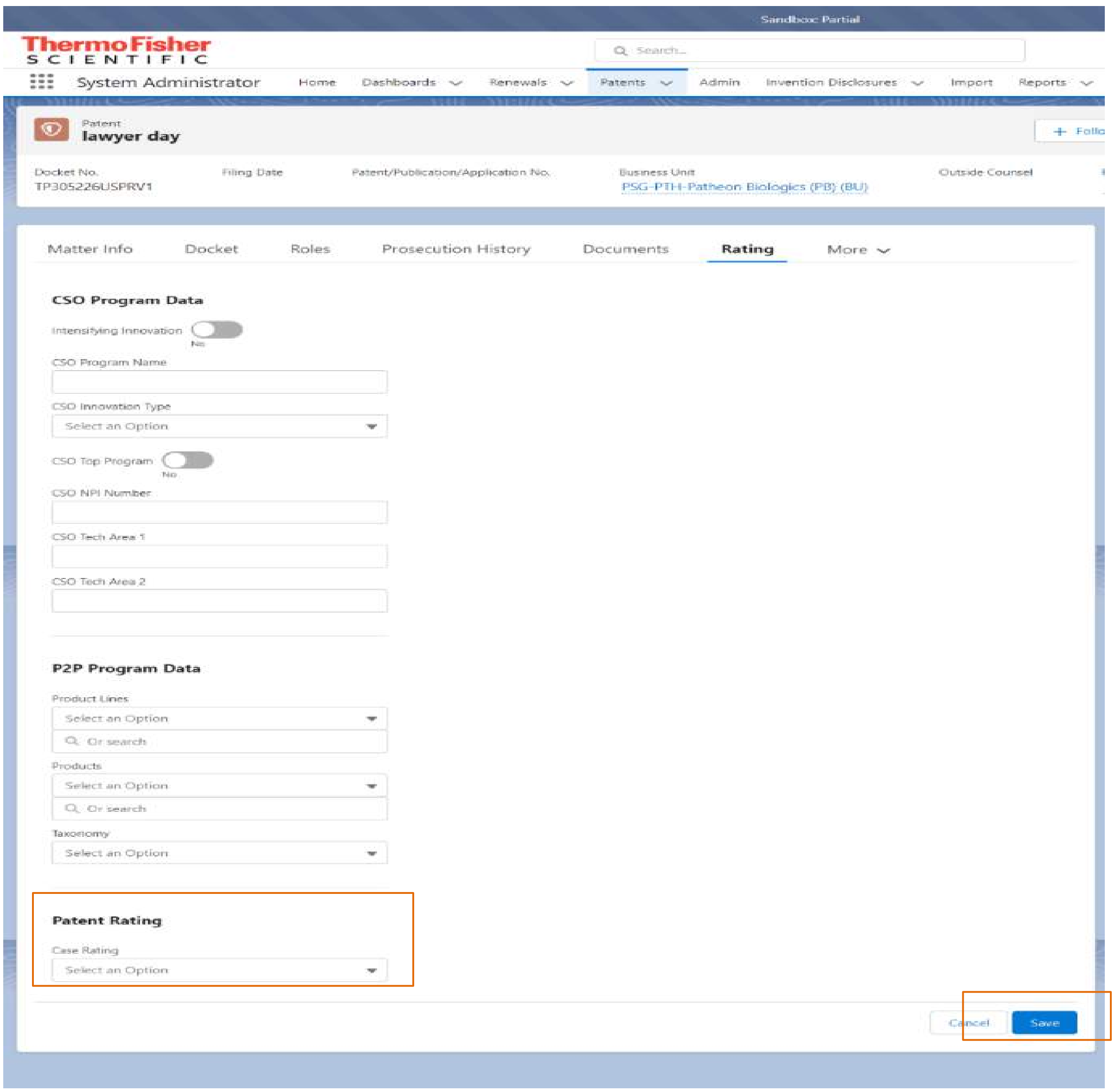
g. Patent Rating

This section allows a docketer to provide a rating to the given asset if provided that information by the IP Responsible Manager. IP Responsible Managers can update this as well.
Note: Docketer would be able to add ratings only if they are added as a Role to the given asset.

Follow the steps below to rate or change the asset rating:

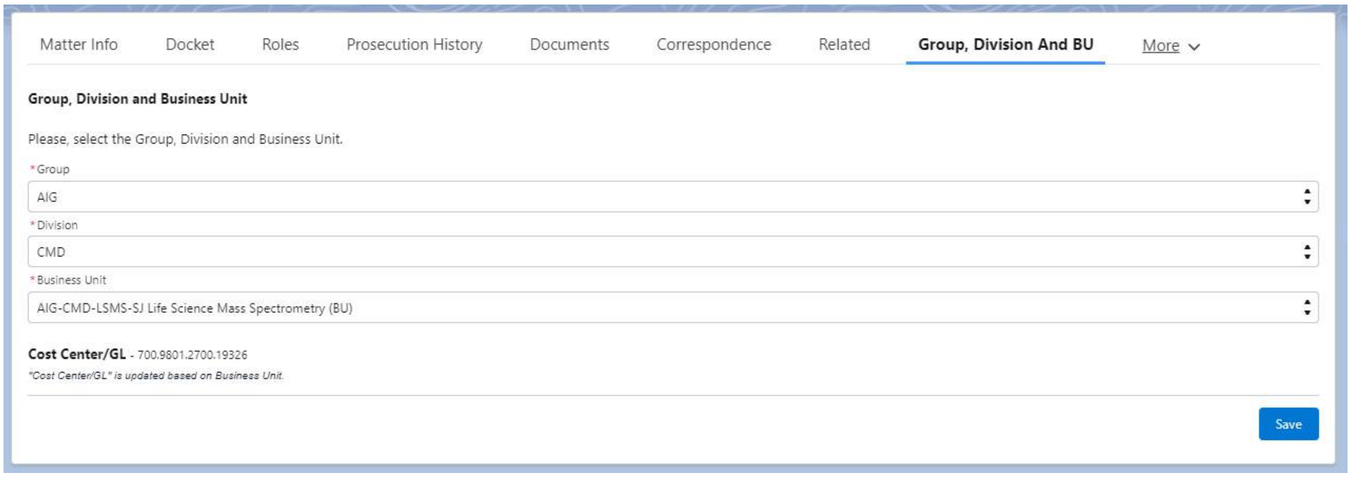


1. Choose a rating from the drop-down in each category available under the **Patent Rating** to rate an asset and click **Save** to continue.



h. Group, Division, and Business Unit

This section allows the user to update Group, Division, and Business Unit against a given asset. The Cost Center/GL information is provided here for information but will not be editable in the patent asset record. Only Sys Admins can update the Cost Center/GL information.

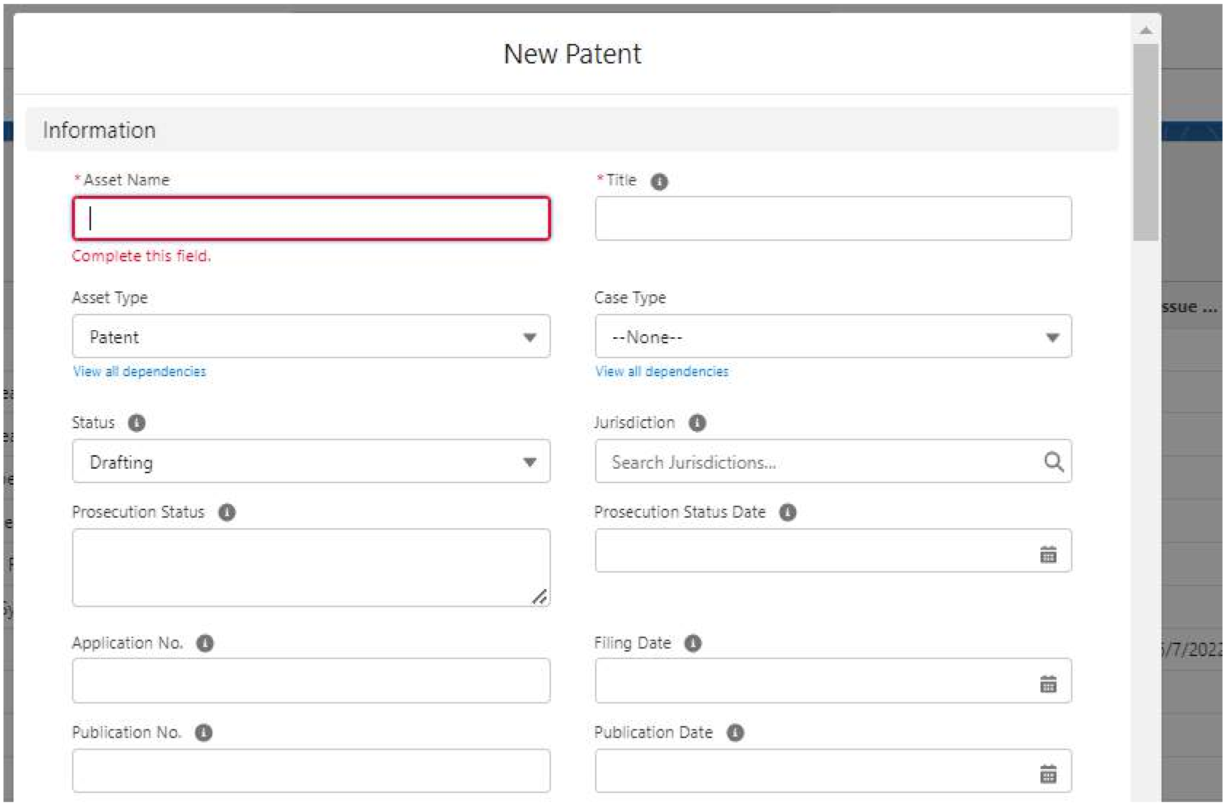


2. Create a New Patent

This feature allows you to create a new patent to the list of patents. The following steps may be followed to add a new patent asset manually.

1. Select the **New** button above the **Patents List Table**. This action will open a New Patent Creation Form in a new pop-up window.

2. Fill out the required fields under the **Information** section from the **New Patent** pop-up.



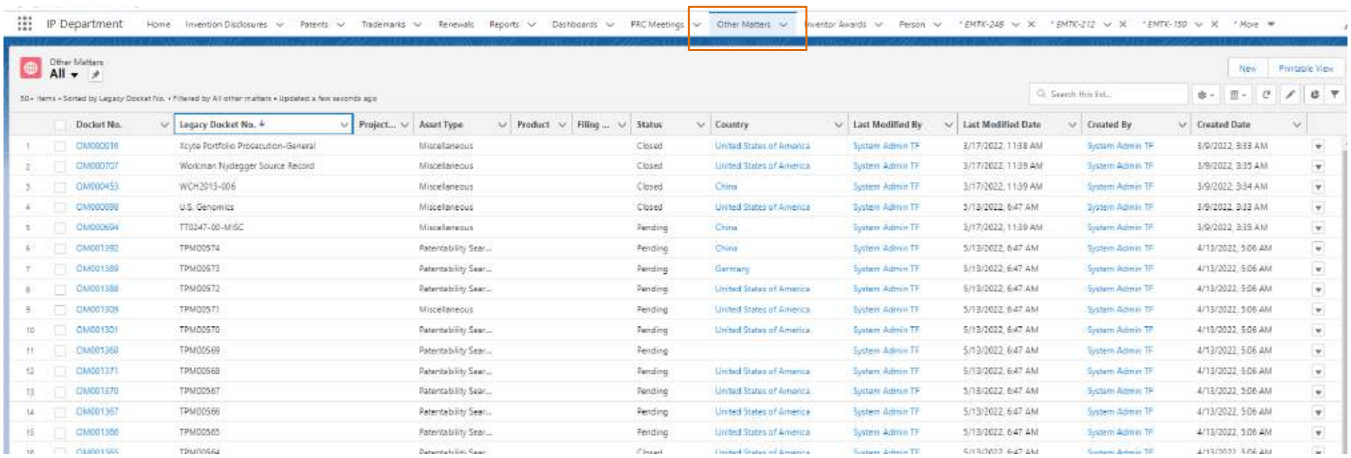
Note: Application No. format in Symphony requires the two letter Country Code in front of the Application No. Please always insert the CC in addition to the application number with no space in-between.

3. Next, fill out the asset details in the **Key Dates and Related Asset & family Info** section and Related Asset & Family Info sections of the form.
4. Click the **Save** button to create a new patent.

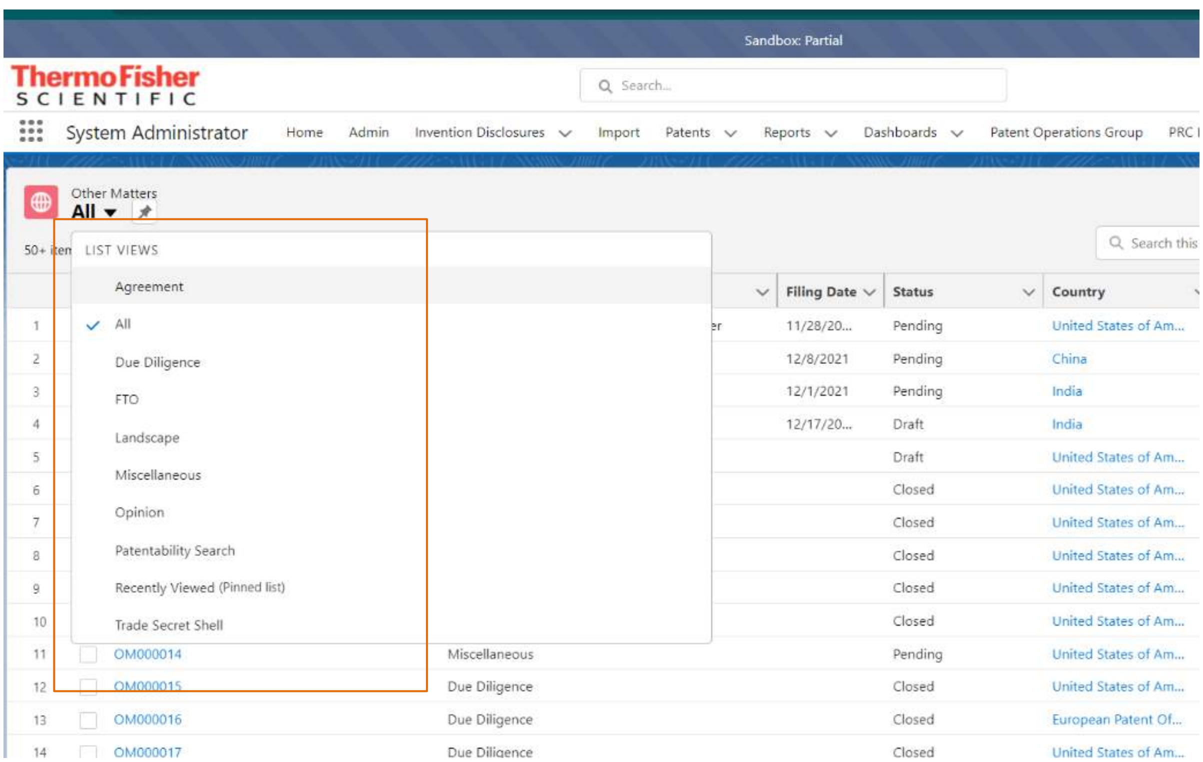
Other Matters

The **Other Matters** section allows you to view and manage the complete list of matters such as Due Diligence, Agreements, FTOs, landscapes, Opinions, Patentability Searches, Trade Secret Shells, etc.

Select the **Other Matters** tab from the home page to reach this section.

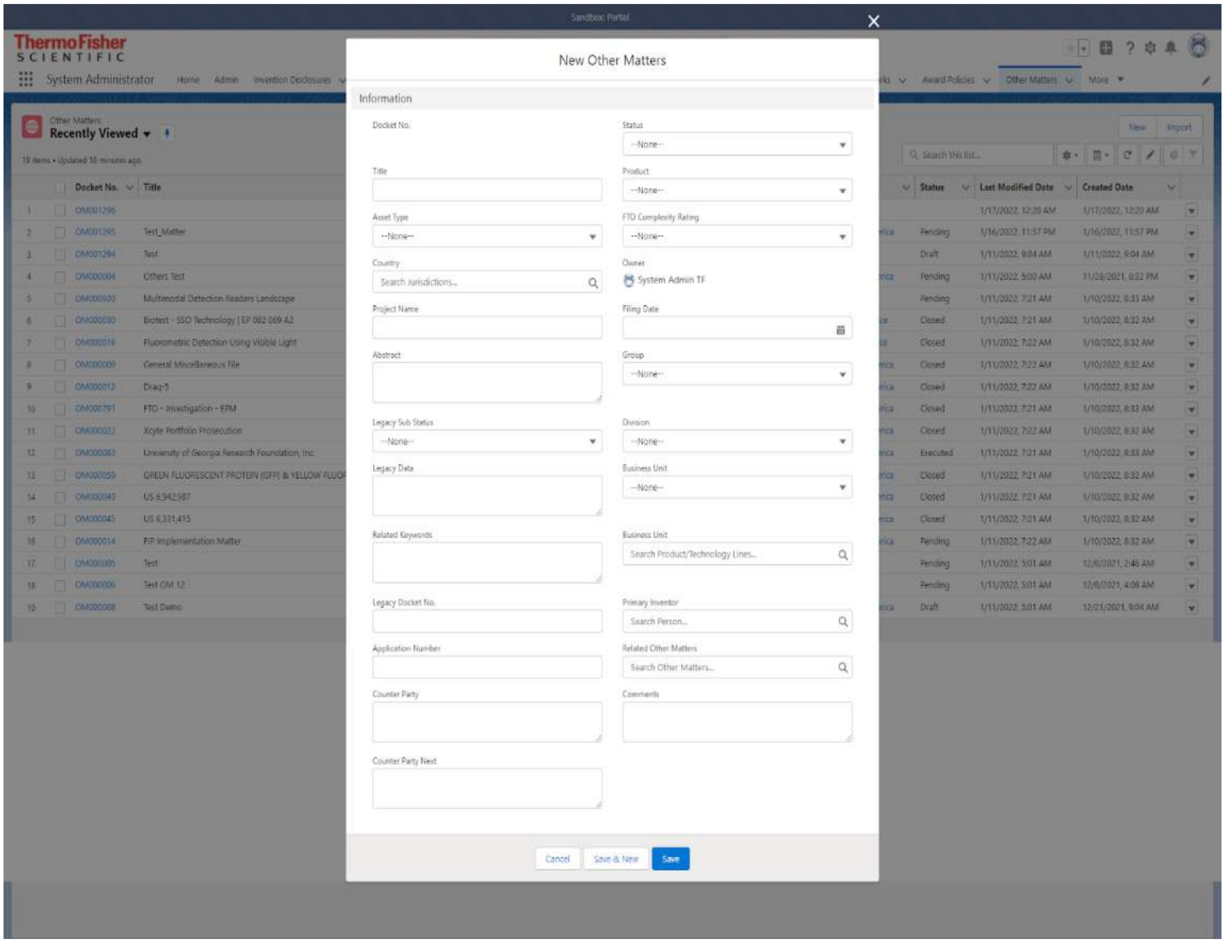


The listed records can be filtered based on the status by clicking the dropdown icon as shown below:



a. Create a New Record

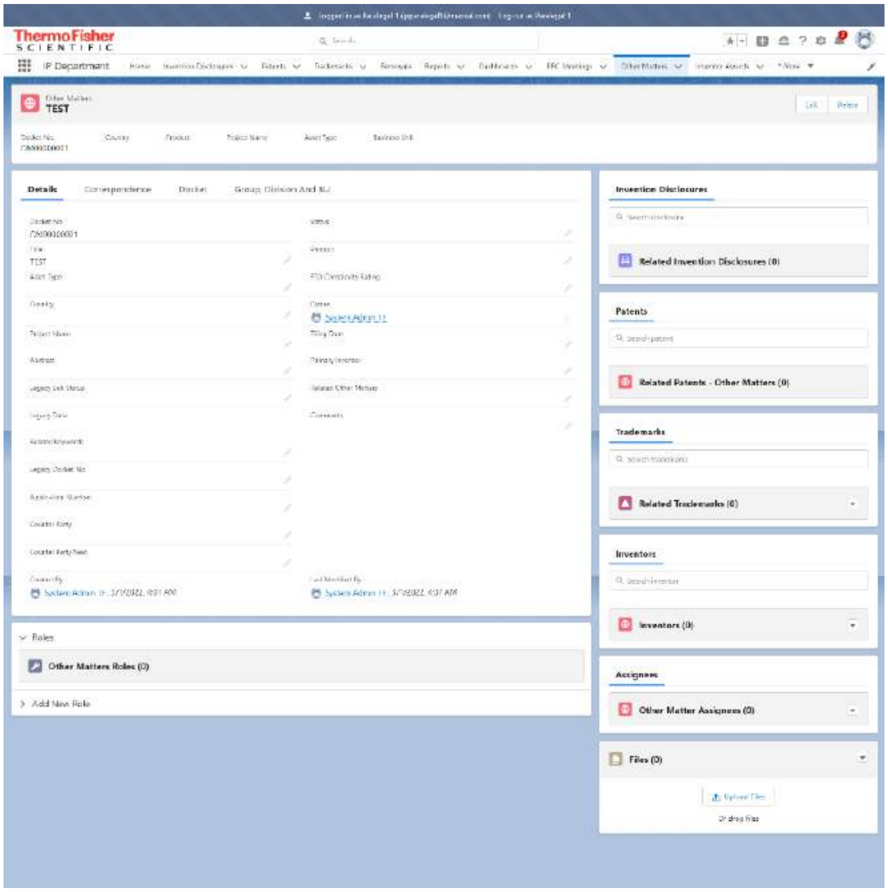
By clicking the **New** button on the right-hand corner of the record, the Docketer can create a new Other Matter record.



b. Other Matter Synopsis

i. Details

Detailed view contains the list of all the details added while adding the new record and widgets to other modules such as Invention Disclosure, Patents, and Trademarks.

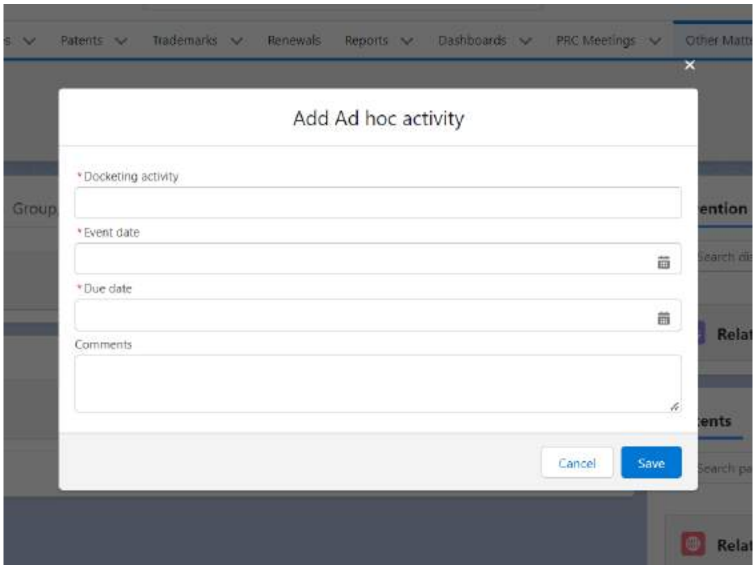


ii. Correspondence

The **Correspondence** tab displays emails between the respective stakeholders.

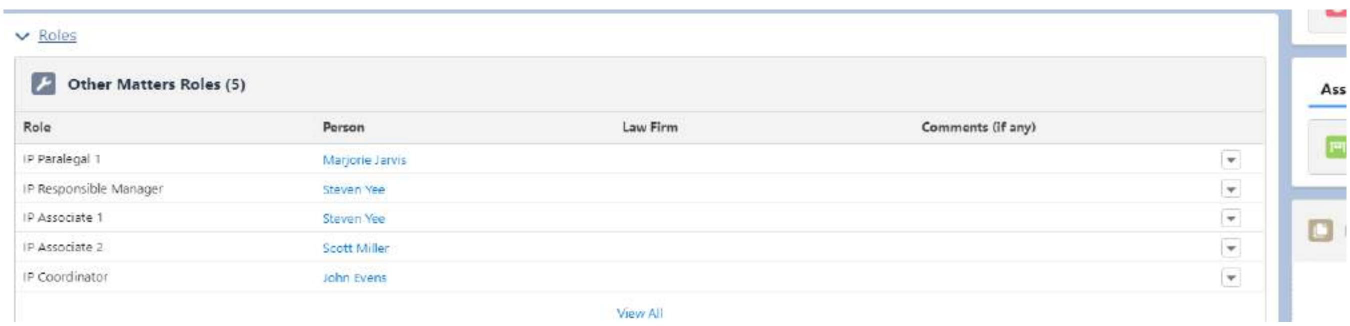
iii. Docket

This feature allows you to add a new docket activity, event or an alert manually. There are no country law rules associated with IP Other Matters.



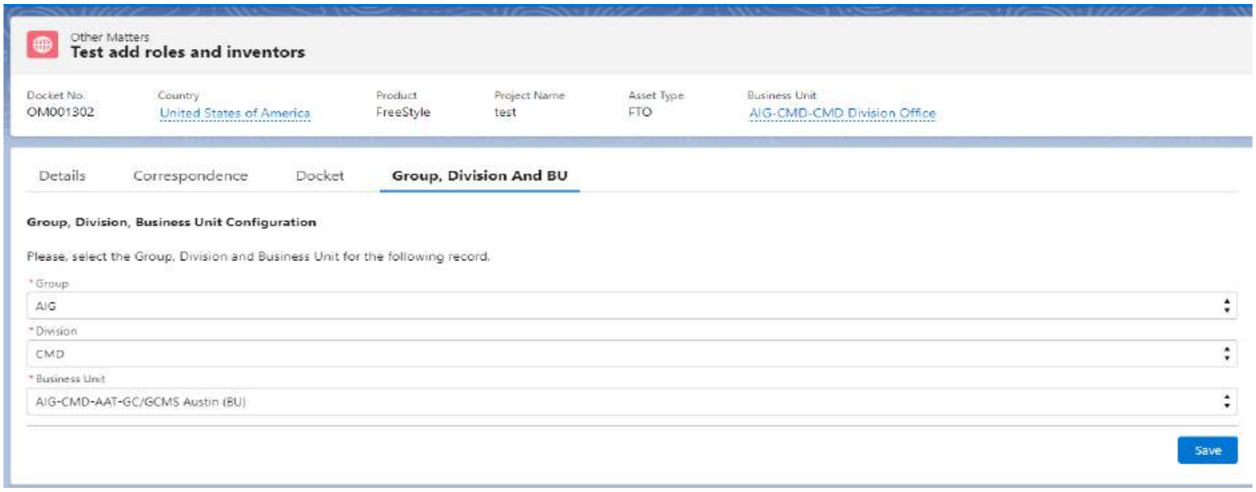
- **Roles**

All the other matter records have roles auto-populated based on the Business Unit selected for the record. You may see these roles under the Docket section.



iv. Group, Division, and BU

Docketer can change the associated Business Unit of the selected record.



On the **Right-Hand** side of the screen, you would be seeing following details:

i. Invention Disclosure

Add any associated Invention Disclosure record to the pre-existing other matter record.

ii. Inventors

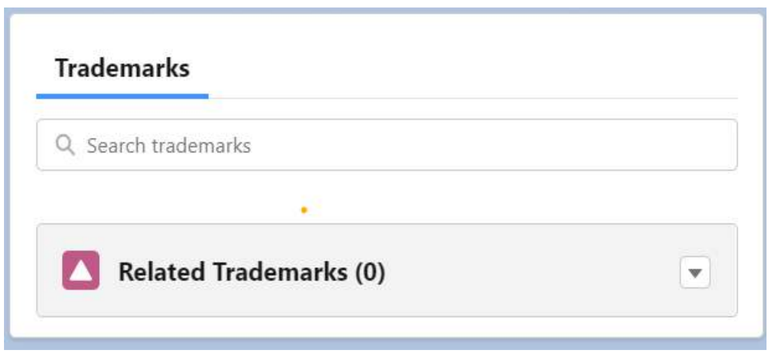
Add any associated Inventor person record to the pre-existing other matter record.

iii. Patents

Add any associated patent record to the pre-existing other matter record.

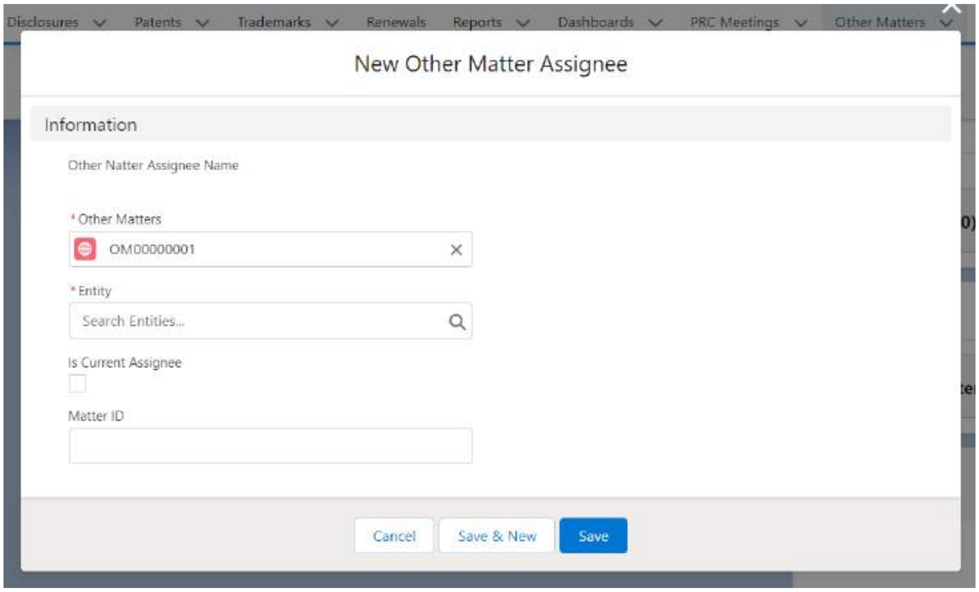
iv. Trademarks

Add any associated Invention Disclosure record to the pre-existing other matter record.



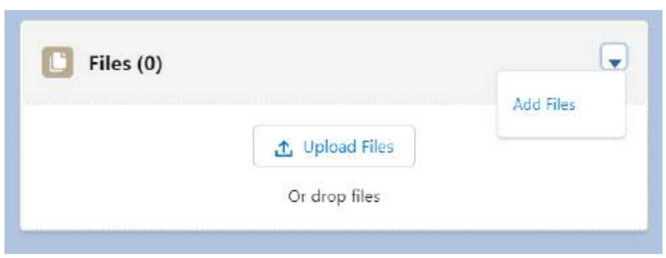
v. Assignees

Assign any associated assignee by selecting the entity and matter ID associated with the other record.



vi. Files

Files widget allows you to add new files to the asset by selecting Add Files from the down-arrow on the top-right corner. You may also drag and drop the files into this section for upload. This should be a rare occurrence, as most documents will be either in the Correspondence, the Prosecution History, or the Documents tabs.



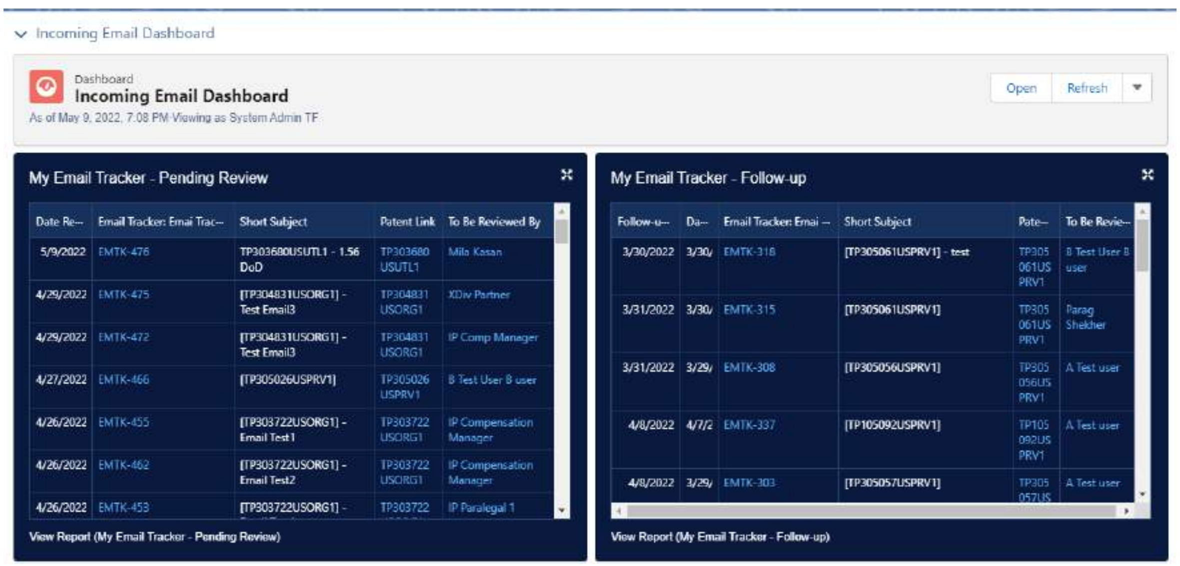
Email to Docketing

The Email to Docket functionality of Symphony allows users to keep track of all the incoming emails and docket actions directly through emails and upload the documents/attachments from emails to the respective asset. Please refer to the User Guide for Docketers for details on direct docketing through emails.

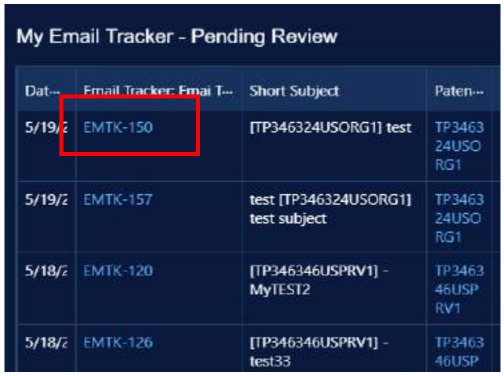
As shown below, all the emails sent to TFDocketing@maxval.com with the subject format **[Symphony Docket Number of the Patent Record]** are tracked in the **Incoming Email Dashboard** present on the **Homepage**.

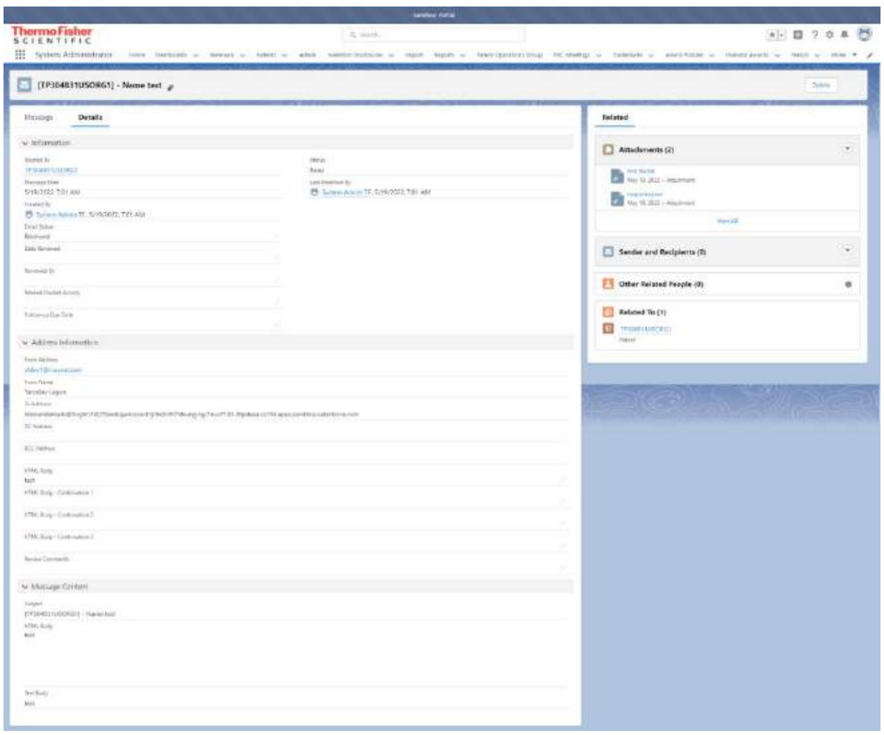
Note: Only these roles will receive emails: IP Responsible Manager, IP Partner, IP Paralegal, Docketing, IP Compensation Manager.

These roles will not receive emails in the Email Tracker: IP Associate, IP Coordinator, Inventor, Reviewers**.**

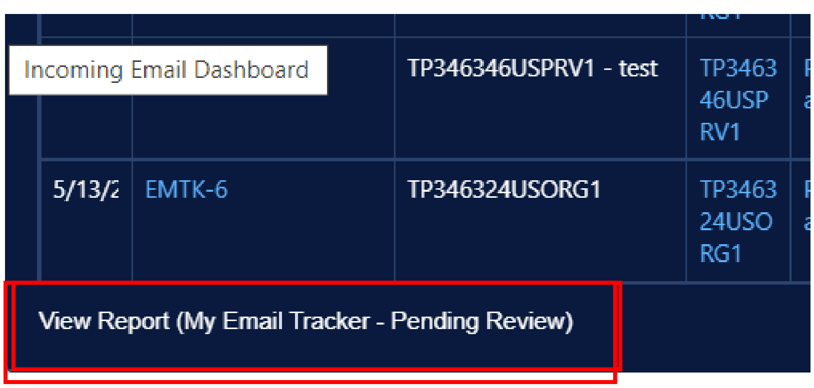


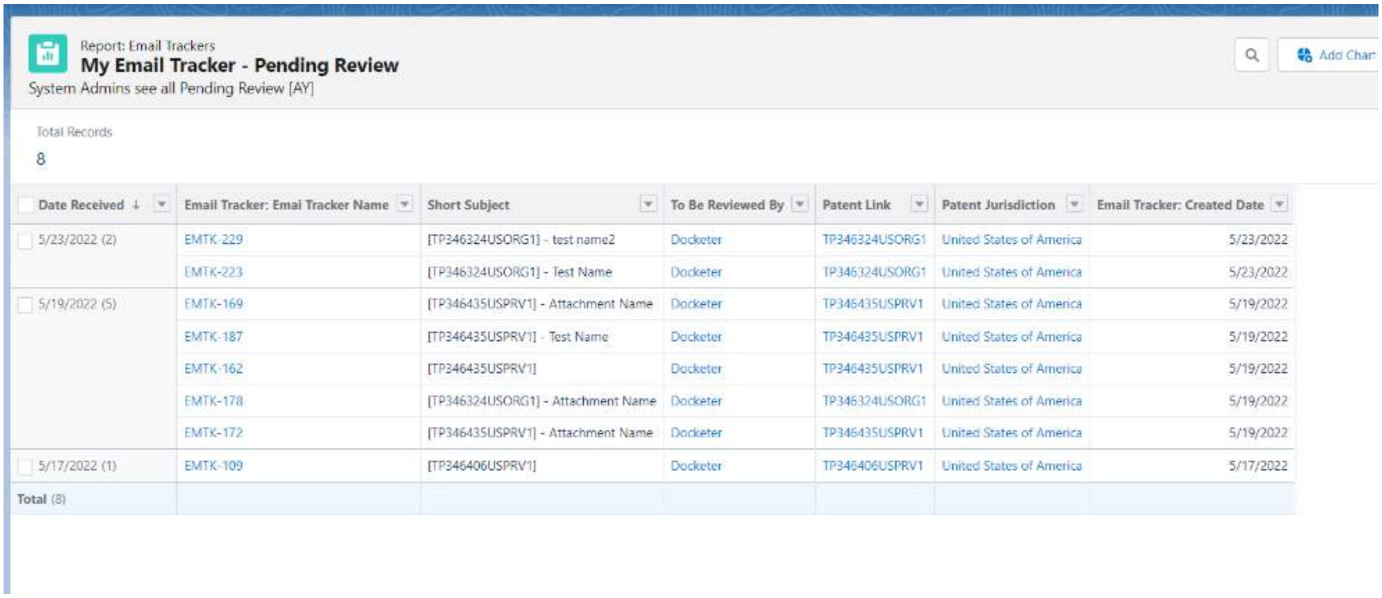
On selecting the Email link, the message details and the list of attached documents are displayed to the user.



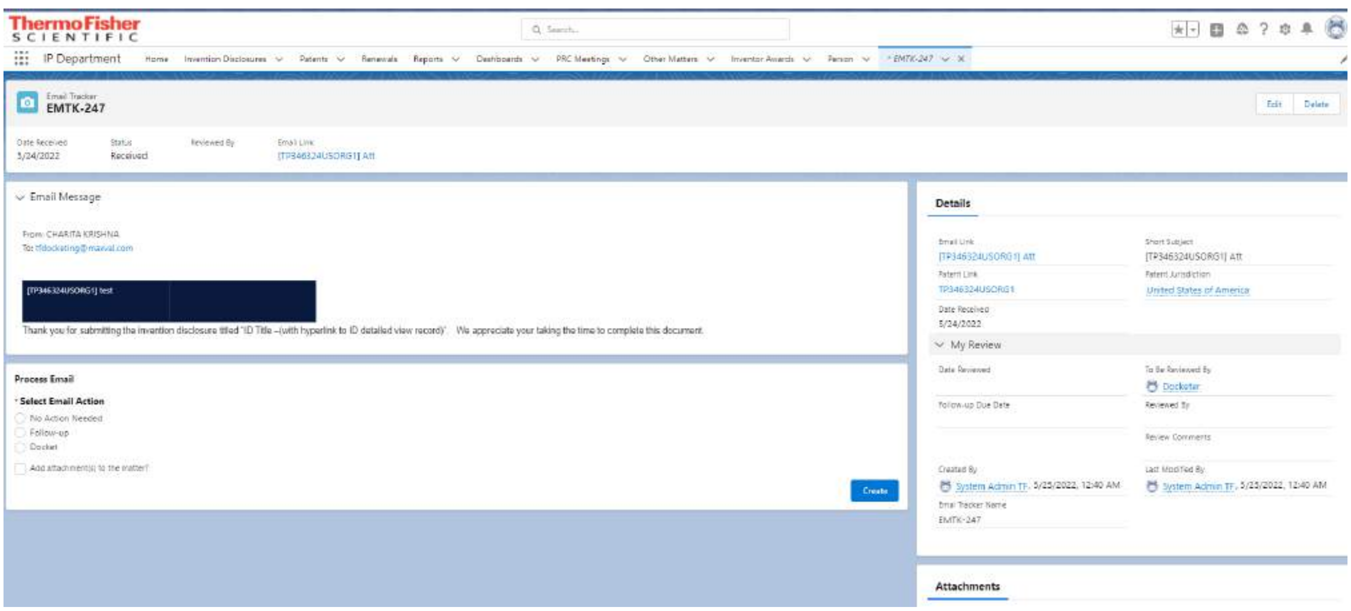


To view the complete list of incoming emails, the Docketing team can click on **View Report (My Email Tracker-Pending Review).**





As a docketer, you can see the following four action options available in a given email.



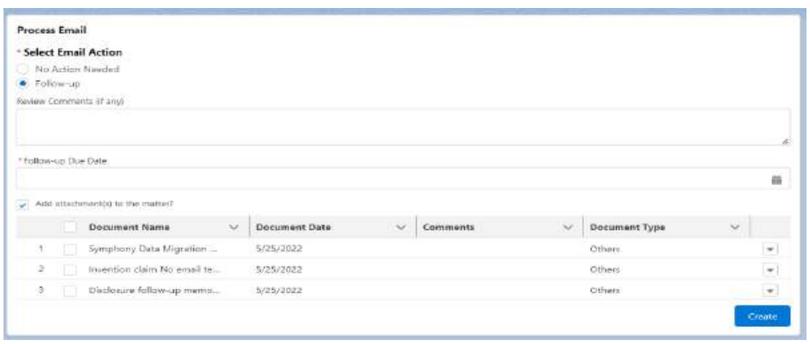
a. No Action Needed

By selecting this option, a docketer can add comments (optional) without undertaking any further action on the email. Use this option for back-and-forth communications regarding drafts, etc. For example, for an email from OC asking the practitioner to review a draft response, the Docketer can select "No Action Needed". The IP Responsible Manager and IP Partner will also see the email in their own dashboard. The IP Responsible Manager or IP Partner can select "Follow-up" for their *own* reminder. The Docketer's action on the email in their own dashlet does not impact the IP Responsible Manager's action on the email in the IP Responsible Manager's dashlet.

b.   Follow-Up

By selecting the Follow-Up option, the docketer can add required comments and a follow-up date for themselves when the email needs to be revisited. Post the selected action, and you can view the email record under the My Email Tracker - Follow Up section on the right side of the dashboard.

Note: the follow-up action is only for yourself, and not for others on the matter.

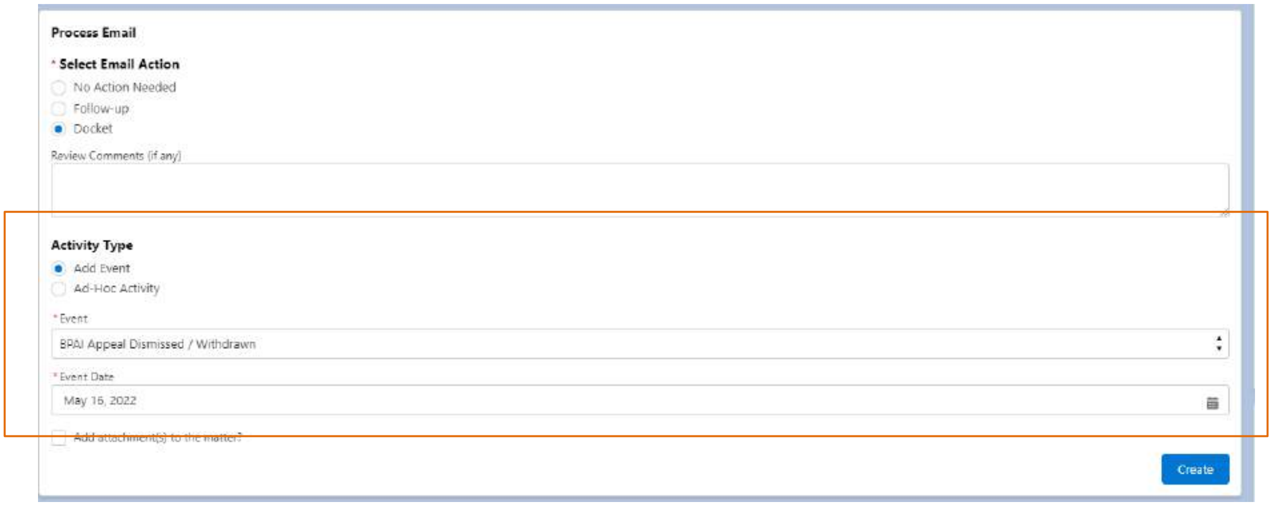


c. Docket

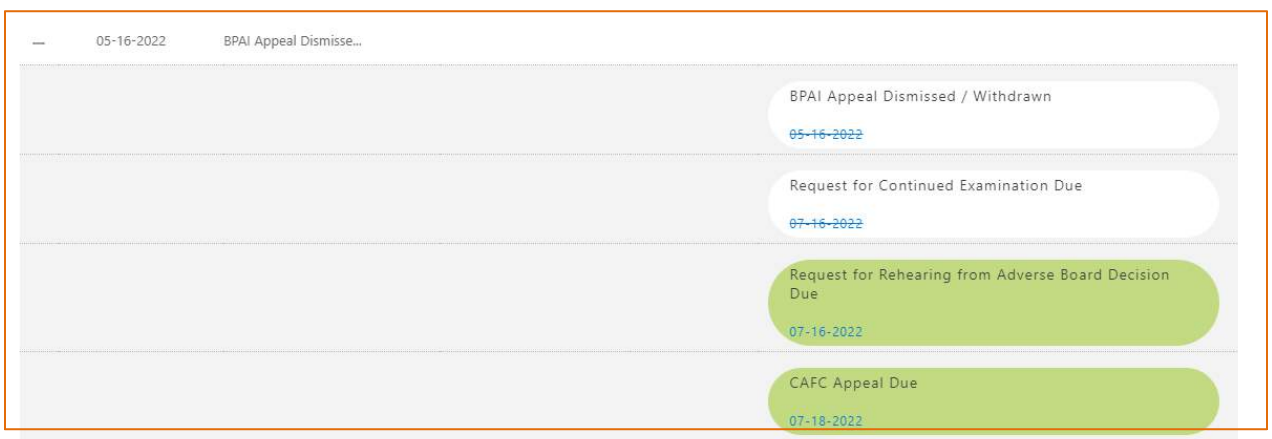
Docketers have the option to create an event and an ad-hoc activity directly from the email.

Add Event

1. To docket a prosecution action using Country Law Rules engine, select **Add Event** from the dropdown list and enter the respective **Event Date**.



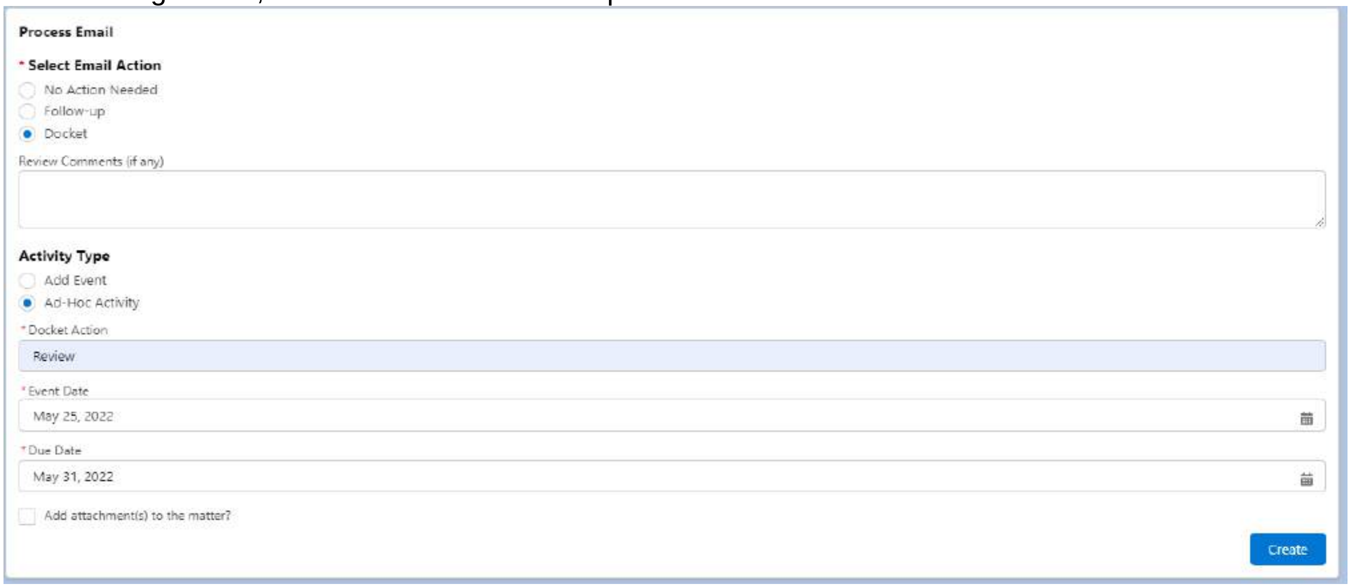
2. A new docket activity with the selected drop-down event name gets created in the provided record as per Symphony's rule engine.



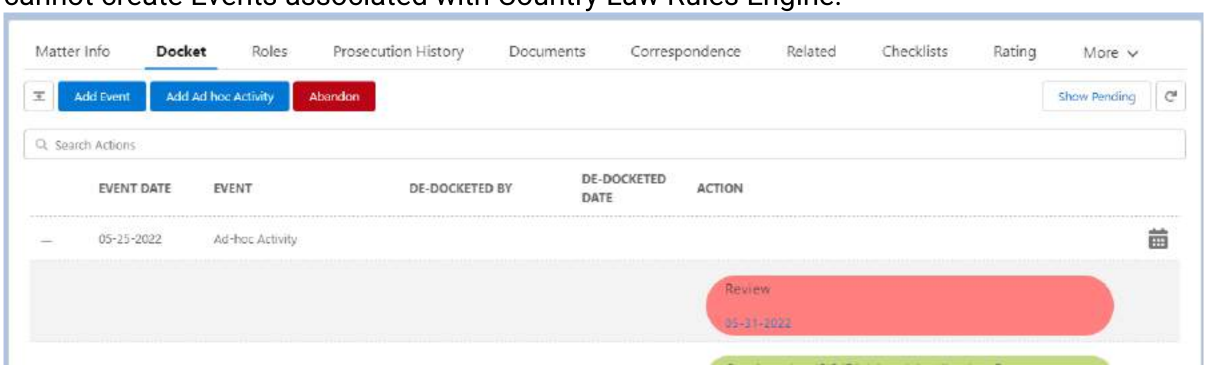
Note : For performing Docketing through email, please make sure that a filling date is updated in the given record, else event cannot be generated.

Add Ad Hoc Activity

Docketer can also create an Ad-hoc activity with relevant docket action name, event date and due date. On selecting create, a new reminder with the specified due date is created under the docket tab.



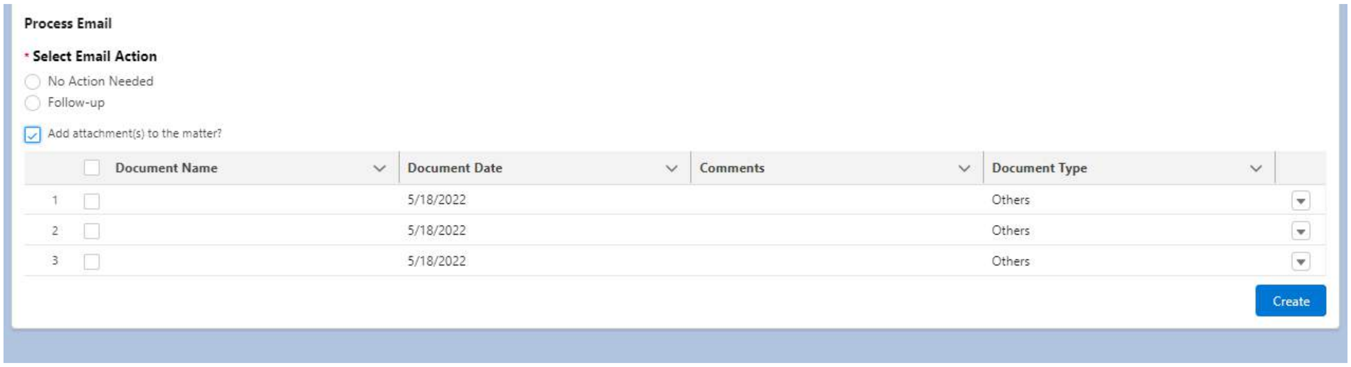
Note: IP Responsible Managers and IP Partners can create ad hoc activities in their own cases. They cannot create Events associated with Country Law Rules Engine.



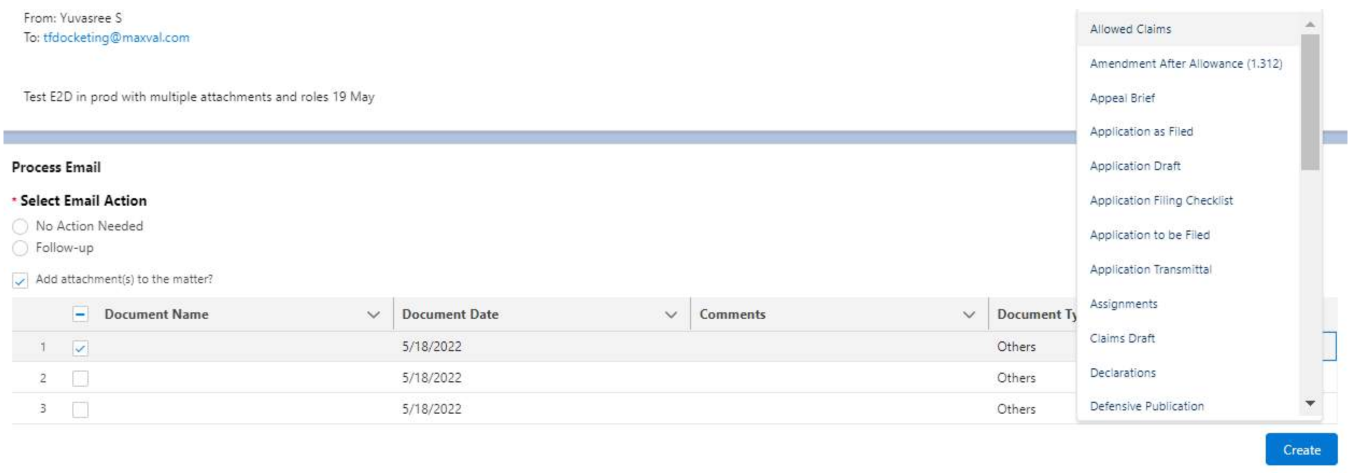
d. Upload Attachments

Docketer has an option to directly upload the attachments to a given asset. This is useful for those countries where the Prosecution History is not sync, e.g., for those countries not including USPTO, WIPO, AU, CN, EPO, JP, and KR.

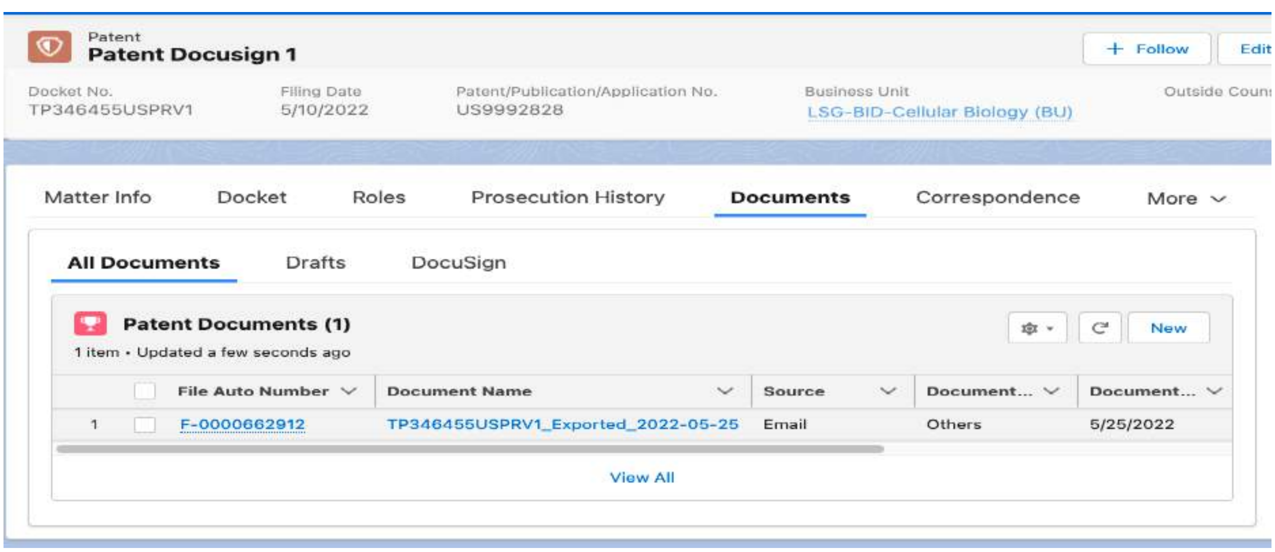
1. Select **Add attachment(s) to the matter?** It will provide the option of profiling the documents



2. Select the document, enter the **Document Name**, and update the **Document Type** and **Comments.** Click **Create**



3. The document will get uploaded in the given asset under the **All Documents** section with the source as **Emails**



Generating Templates using S-Docs

The S-Docs functionality of Symphony enables users to generate agreements, templates, and checklists with pre-populated asset information from Symphony. For more information, see the Paralegal Guide.

Generate PTO forms using MaxForms

The MaxForms functionality of Symphony enables paralegals to generate pre-populated PTO forms for US, EP, and PCT applications with the click of a button. Please refer to the Paralegal Guide for more information.

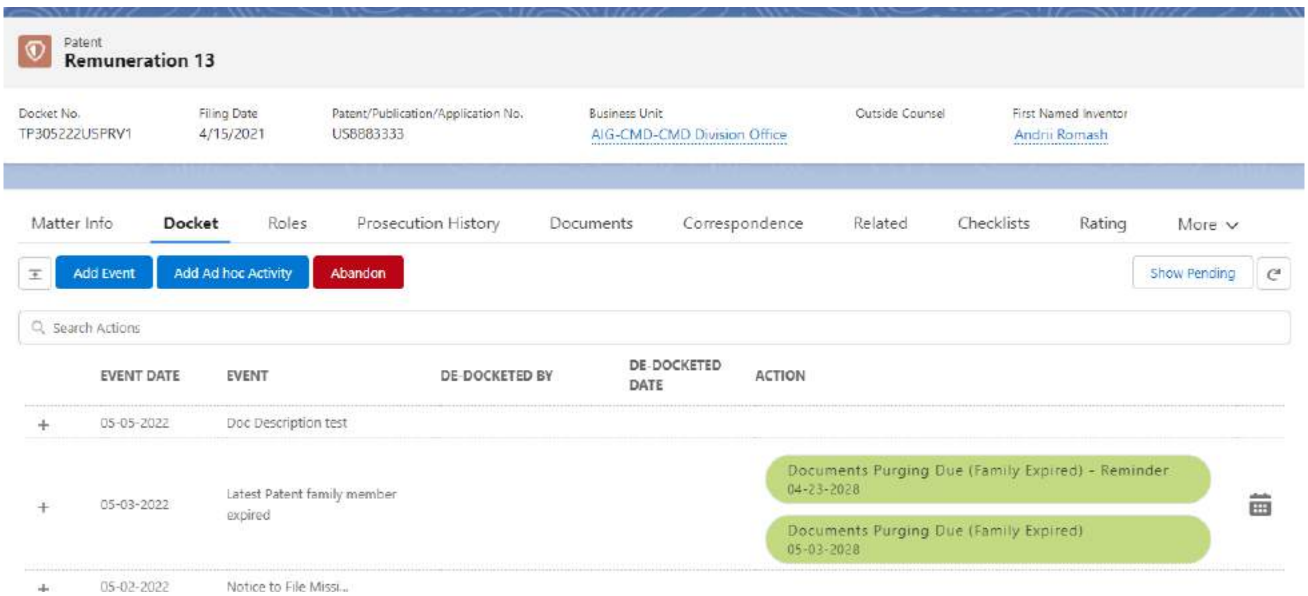
e-Signatures using DocuSign

The DocuSign integration with Symphony enables the paralegals to get e-signatures from multiple parties in the same document and allows to track the status of signatures by each party. For more information, refer to the Paralegal Guide.

Purging

All the documents that are stored in the Documents tab are scheduled to be purged automatically in accordance with the Thermo Fisher Records Retention Policy. The schedule states that, unless subject to Legal Hold, patent documents shall be purged Life plus 6 years. In Symphony, the setting will be **6 years plus 90 days from the date when the youngest family member of the patent has expired or lapsed.**

Only the final version of the documents will be retained along with the bibliographic data of the previous documents.



All the stakeholders of the documents will be notified 10 days before the actual document purging through an additional docket activity. This will allow them to make a local copy of the documents if there is a business reason for doing so.

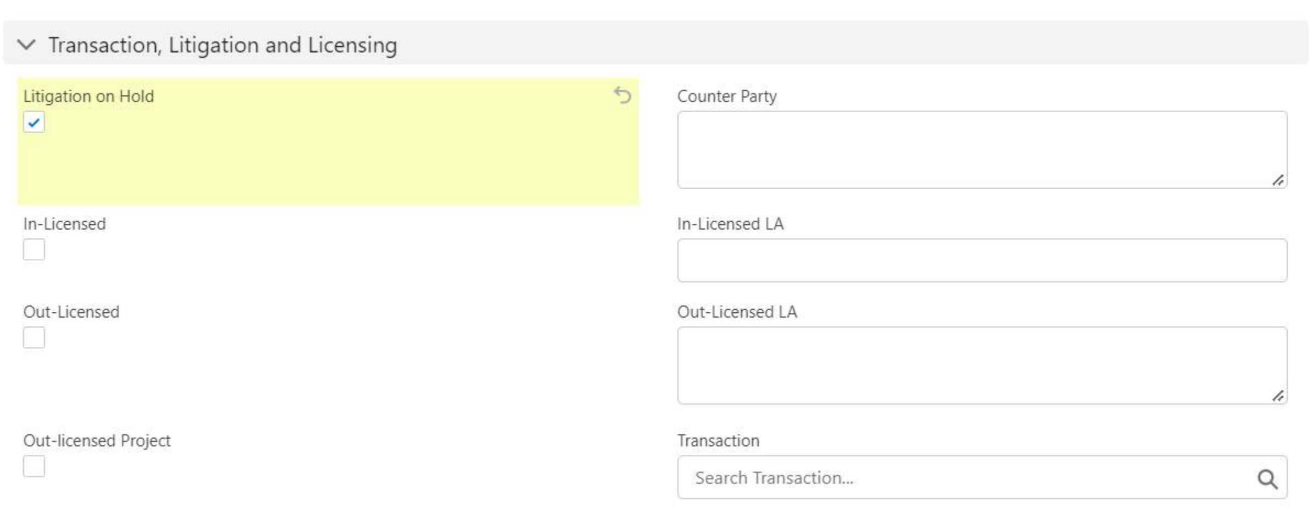
Following gets deleted after 90 days from the 6 years post family expiry date:

i. All documents in the Documents tab
ii. All emails in the Collaboration tab
iii. All documents in Files object
iv. All documents in IFW tab (optional)
v. All comments in Rating object
vi. All Notes

Only bibliographic detail of the patent record remains. All records subject to a litigation hold will be excluded from this purging activity through an automated process that the IP Paralegals will manage (as of June, 2022, managed by Cheri Gomez and Carina Frazer).

Litigation on Hold

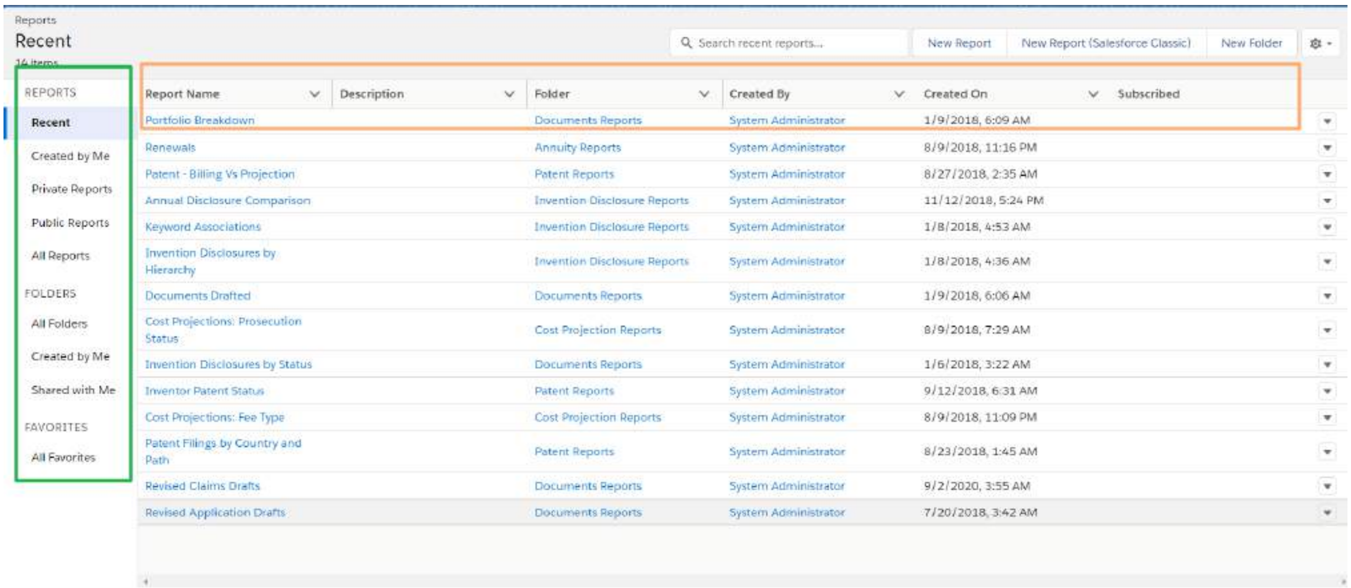
The IP Paralegals managing records retention can check the box **Litigation on Hold** to prevent documents from being purged. The documents will not be deleted until the IP Paralegals uncheck the Litigation on Hold box in the detailed view of the patent



Note: *If the Litigation on hold is selected for one patent, then the hold applies to the entire family*

Reports

The Reports section allows you to generate pre-configured reports or customized reports for the records in the user's portfolio.



This section displays the list of existing reports in a tabular format. See the list below for information on the fields displayed in the table:

- **Report Name**

Displays the name of the report

- **Description**

Displays a brief description of the report

- **Folder**

Displays the folder where the report is located

- **Created By**

Displays the report creator's username

- **Created On**

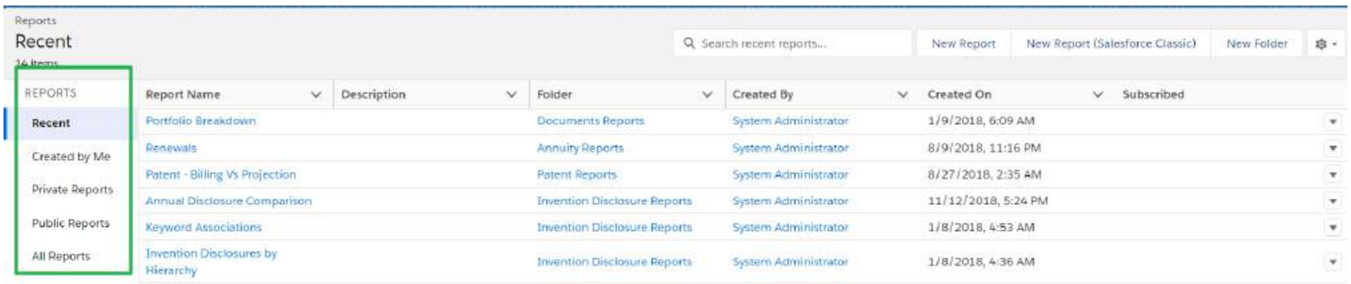
Displays the report creation date

- **Subscribed**

Displays a checkmark if you have currently subscribed to this report

- **Action**

Displays a drop-down arrow that will allow you to edit, delete, export, or subscribe to the report



From this page, you can also view the list of reports using the category filters on the left side of the navigation panel under **REPORTS.** The different category filters are described below:

- o **Recent**

Sorts the list of reports based on the last modified date

- o **Created by Me**

Lists all the reports that were created by you

- o **Private Reports**

Displays only the reports that are marked as 'private' when created

- o **Public Reports**

Retrieves all the reports except those marked as private

- o **All Reports**

Lists all the available reports

From this page, you can also view all the reports categorized by folders using the options on the left side of the navigation panel under **FOLDERS.** The different category filters are described below:

- **Folders**

When creating new reports, you can choose to add the reports to certain folders. You can also list reports available in specific folders by using its predefined filter.

- o **Created by Me**

Displays the list of folders created by you

- o **Shared with Me**

Lists all folders that are shared by other users

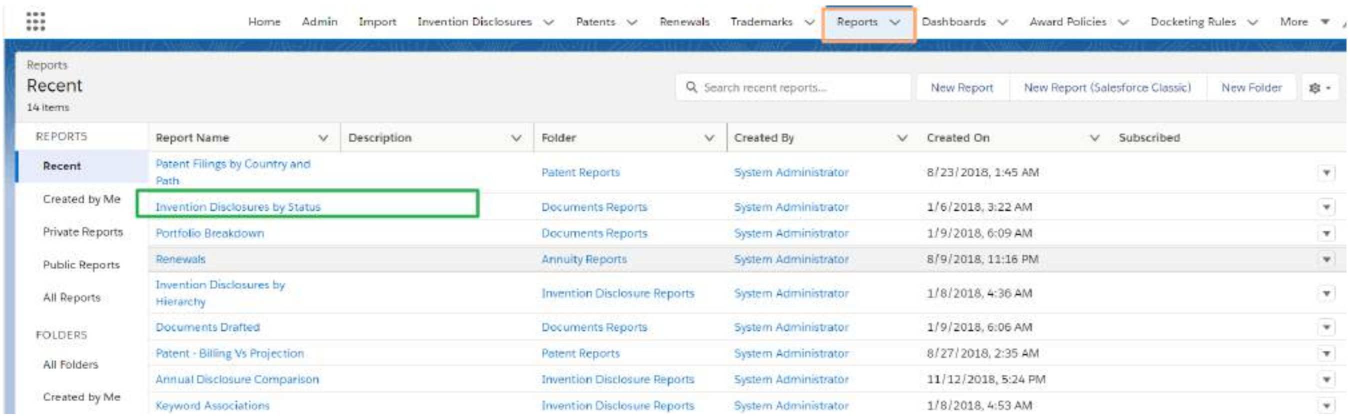
- o **All Folders**

Lists all folders that you have access to, both created by and shared with you

a. View a Report

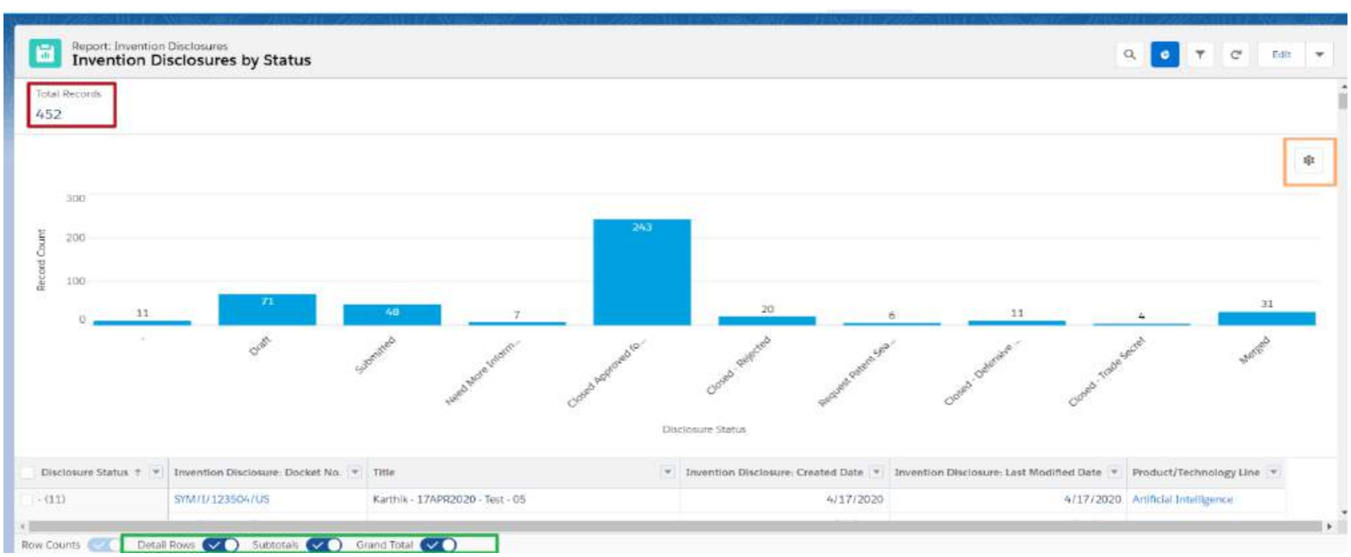
The information displayed on each report page will vary significantly for each report and can be modified by changing the report parameters. Refer to **Edit Report** for more information. Follow the procedure below to access a report:

1. Click the **Reports** tab and select a report from the reports list. The report page will display the following information:



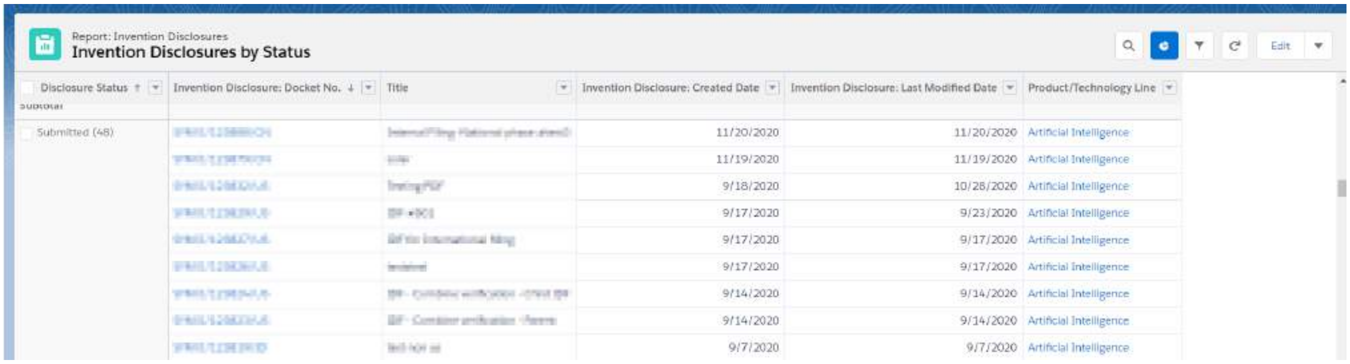
- **Chart**

The chart synthesizes the data (total number of records are shown at the top left corner) from the report and displays it in a graphical format. There are several chart types to choose from (column chart, bar chart, stacked bar chart, pie chart, etc.). You can change the chart type by clicking on the **Gear** icon on the right of the screen. You can also set the level of granularity of the report by choosing one or a combination of **Details, Subtotals,** and **Grand total** (shown at the bottom of the image).



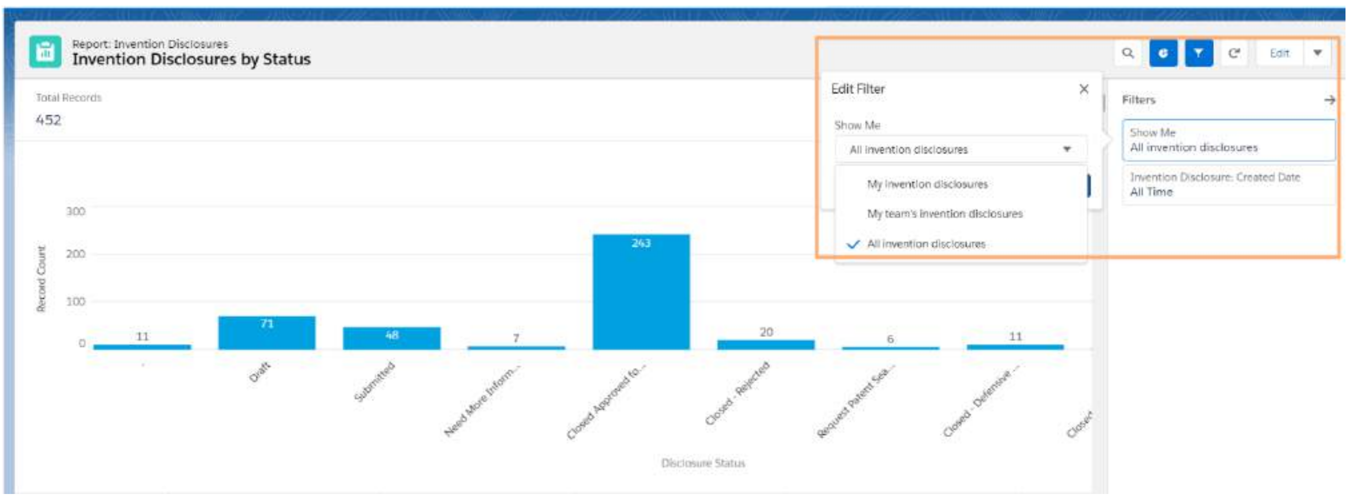
- **Record Table**

The record table section of the report displays the data in detail. The number and content of the columns are customizable and vary by report.



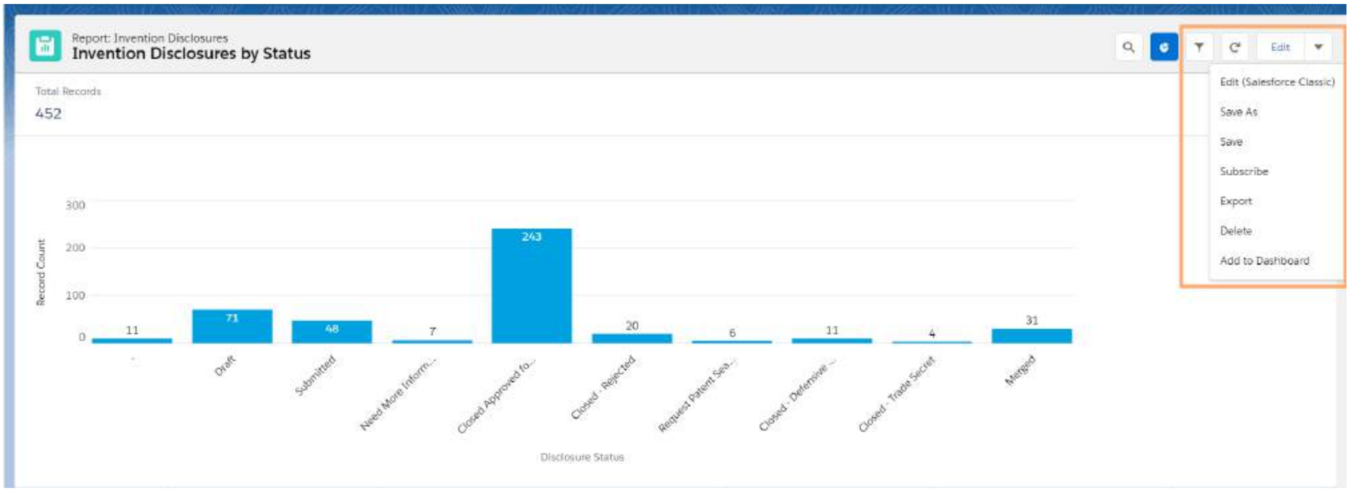
- **Filter Option**

Selecting the filter icon will bring up the filter settings. The filter options vary by report. Some filters are locked and can only be changed by editing the report.



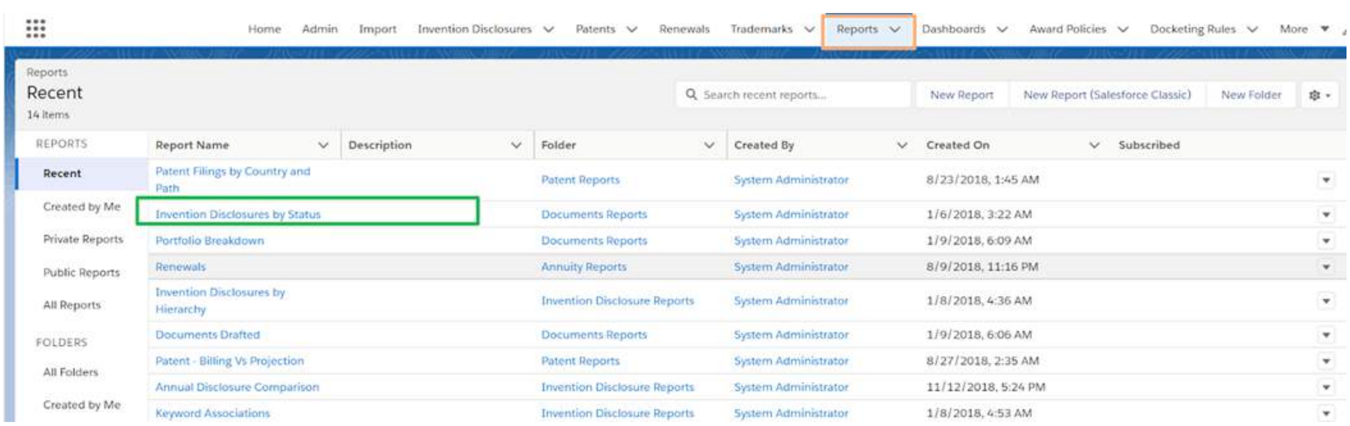
b. Run Report

This option allows you to edit and run an already created report. For instance, you can add a filter or add more fields to the report based on your requirement. The small drop-down arrow next to the **Edit** button will allow you to Clone, Delete, Export, Save, and Subscribe to the report.

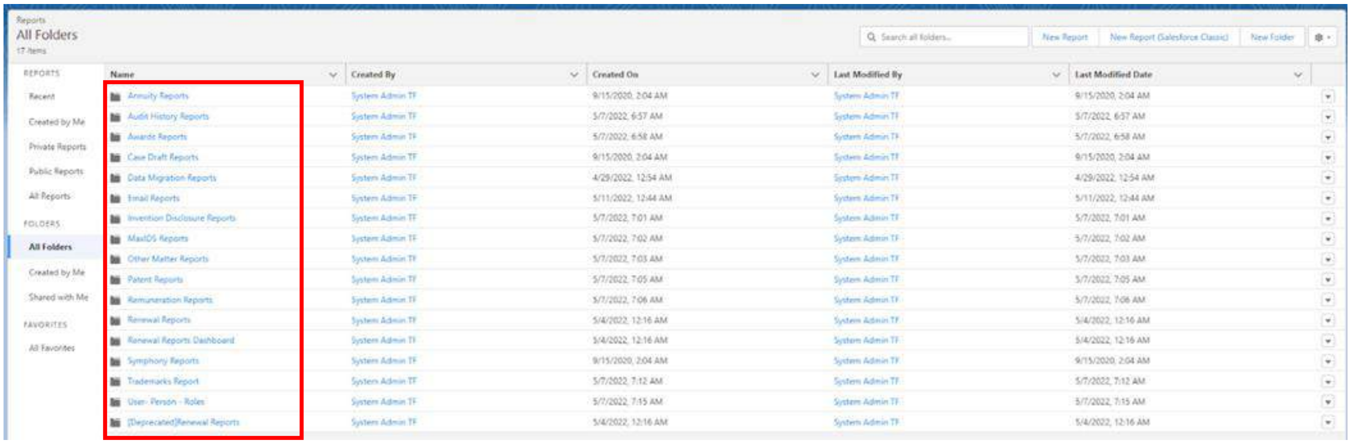


To run a report, follow the below steps:

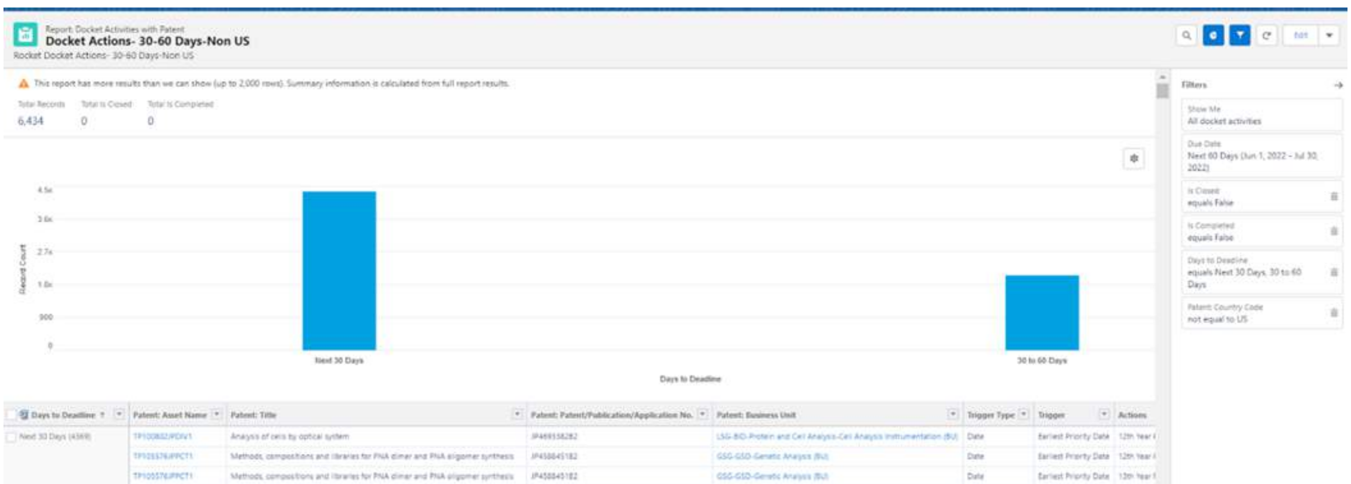
1. Click the **Reports** tab and select a report from the reports list. The report page will display the following information:



Alternatively, for quick access, you may move your regular reports to a folder.

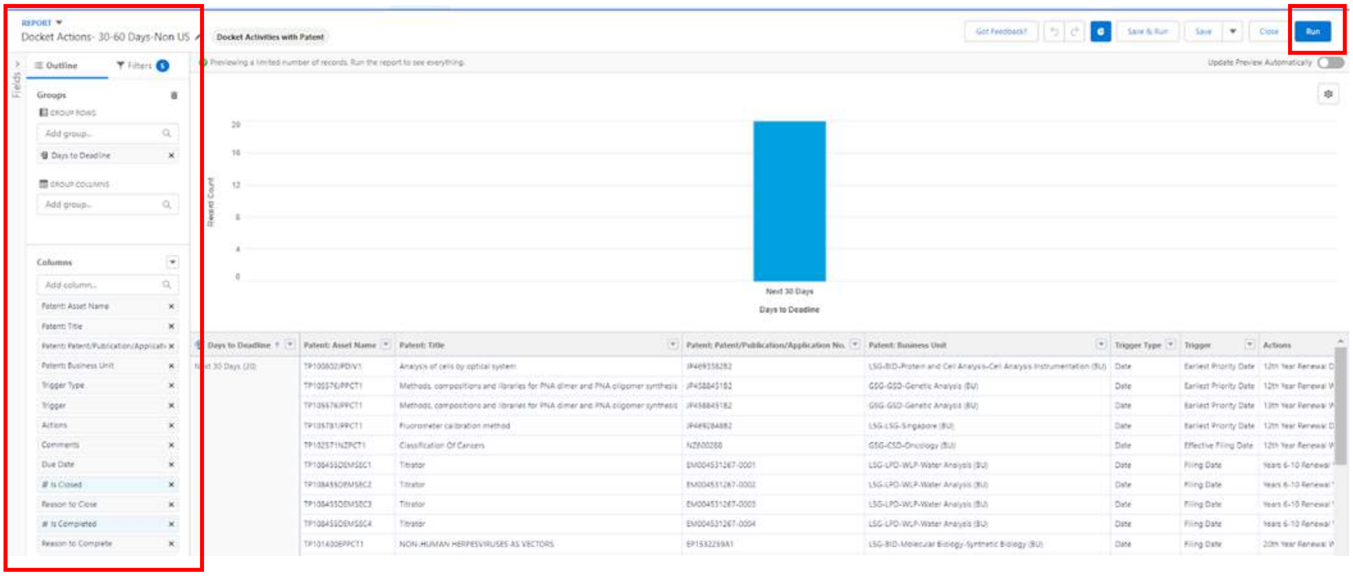


2. Select the report that you want to run.
3. Click on **Edit** if you want to make changes to the report OR want to apply filters to the data set**.**



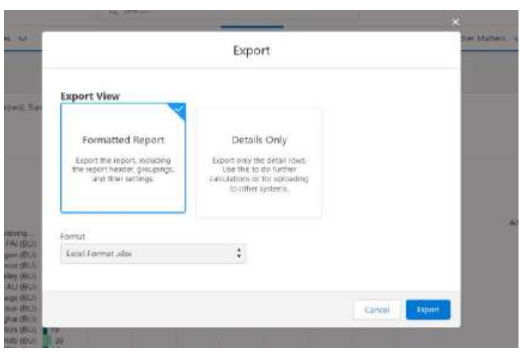
4. To group records in your report, choose a column from the **Add group**... picklist under GROUP ROWS. After grouping a row, you can group a column by choosing a column from the Add group... picklist under GROUP COLUMNS. Group up to 2 rows and 2 columns.

   Alternatively, expand the Fields pane, drag a column from the Columns list or from the preview pane onto the GROUP ROWS or GROUP COLUMNS list.



5. To add a column to your report, choose a field from the **Add column**... picklist. Alternatively, expand the Fields pane, then drag a field onto the Columns list or directly onto the report preview. To select multiple fields, press Ctrl (Windows), Cmd (Mac), or Shift when you click.
6. To filter records from your report, click FILTERS. To add a field filter, choose a field from the **Add filter**... picklist.
7. After editing the fields and filters, click **Run Report** to generate the entire document.

- **Export Report**



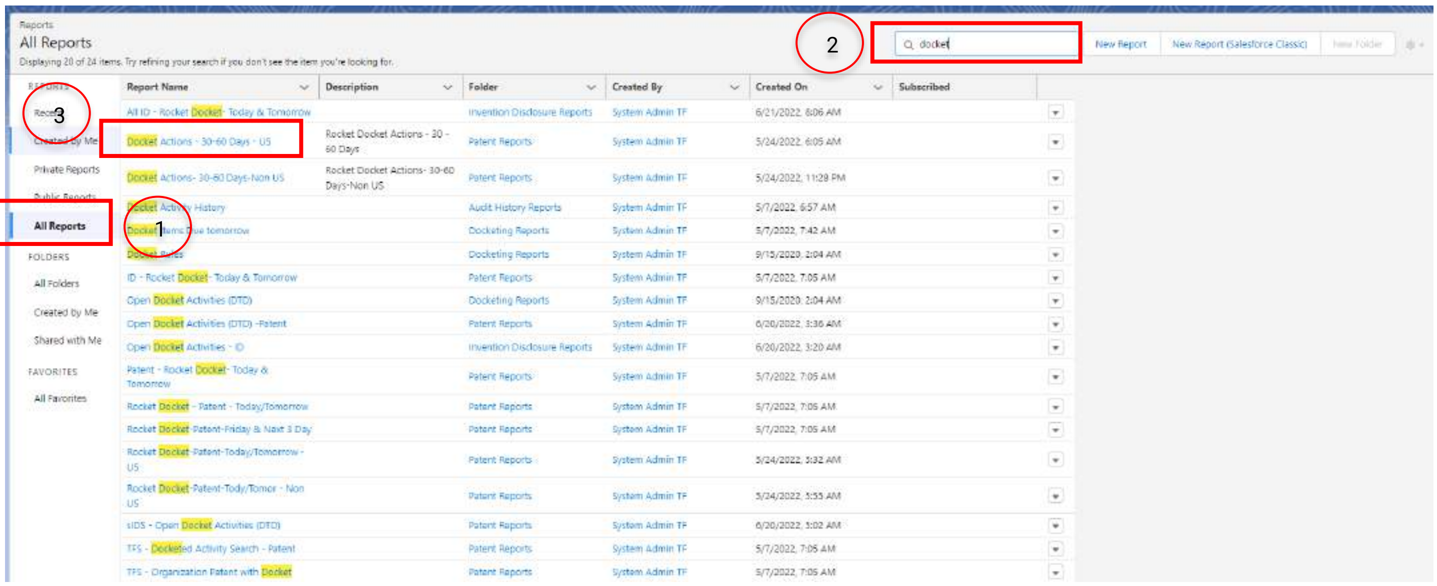
The 'Export' option allows the user to download the current report in the following ways:

- **Formatted Report**: The report includes the header, groupings, and filter setting.
- **Details Only**: This option only exports the rows of data without any additional settings.

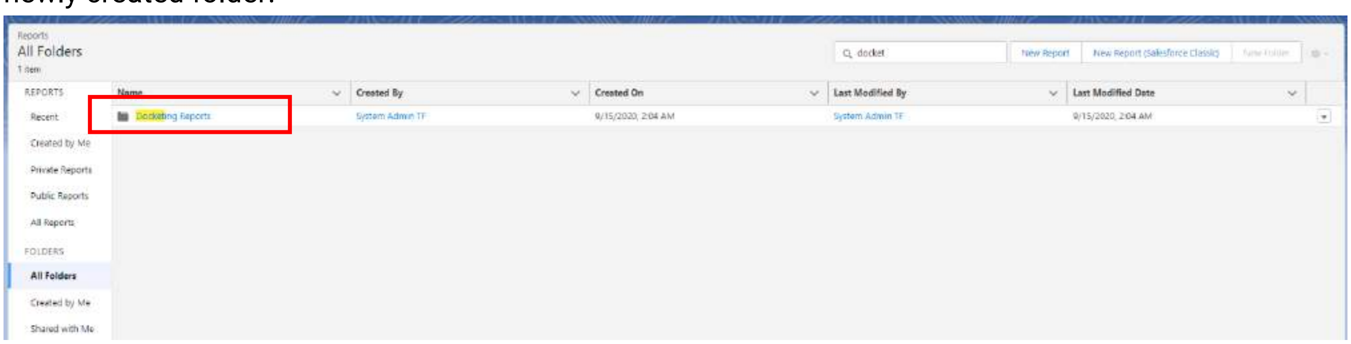
Step-by-Step Guide on ‘How to Run’ most frequently used reports in Symphony:

- **Docket Report:**

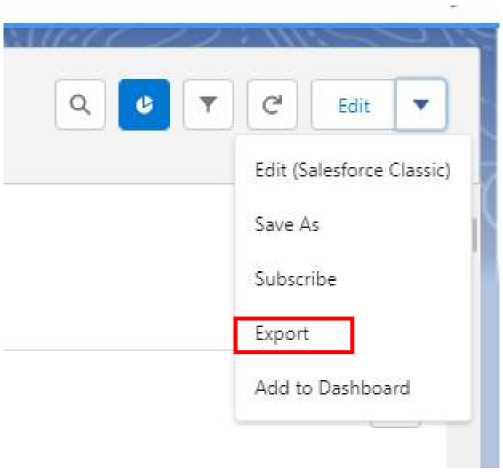
1. Click the **Reports** tab and click on **All Reports.**
2. Search for the report in the **Search** bar.
3. Click on the report that you want to run. In this example we are selecting **Docket Actions – 30-60 Days – US.**



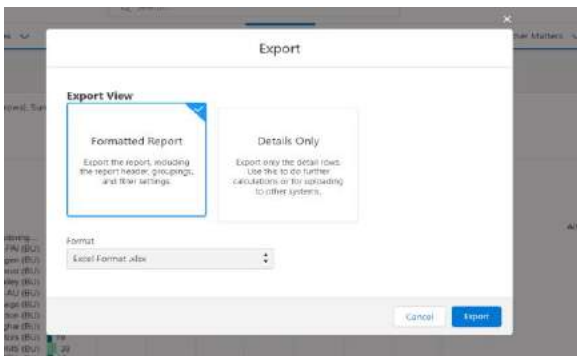
Alternatively, for quick access, you may create a folder and move all frequently used reports in the newly created folder.



4. If you want to download the report as it is, click on the drop-down on top and select **Export**.

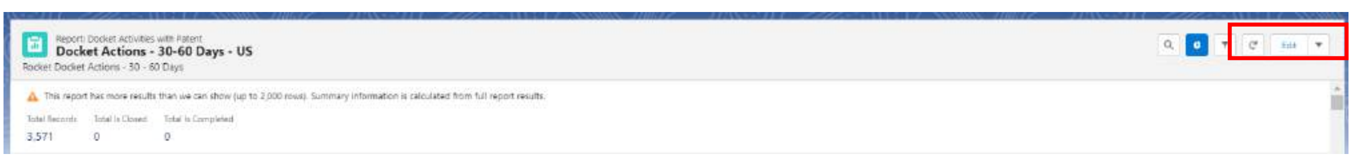


The ‘Export’ option allows the user to download the report as Formatted Report or as Details only.

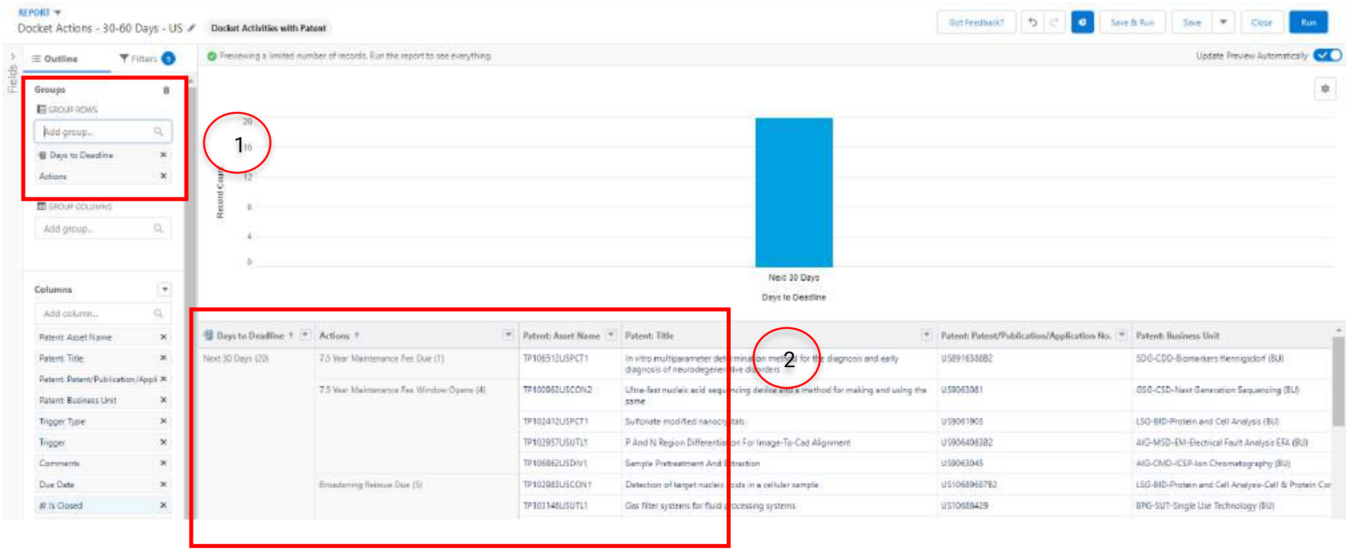


Select the option as per requirement, click on **Export** and save the report to your local drive.

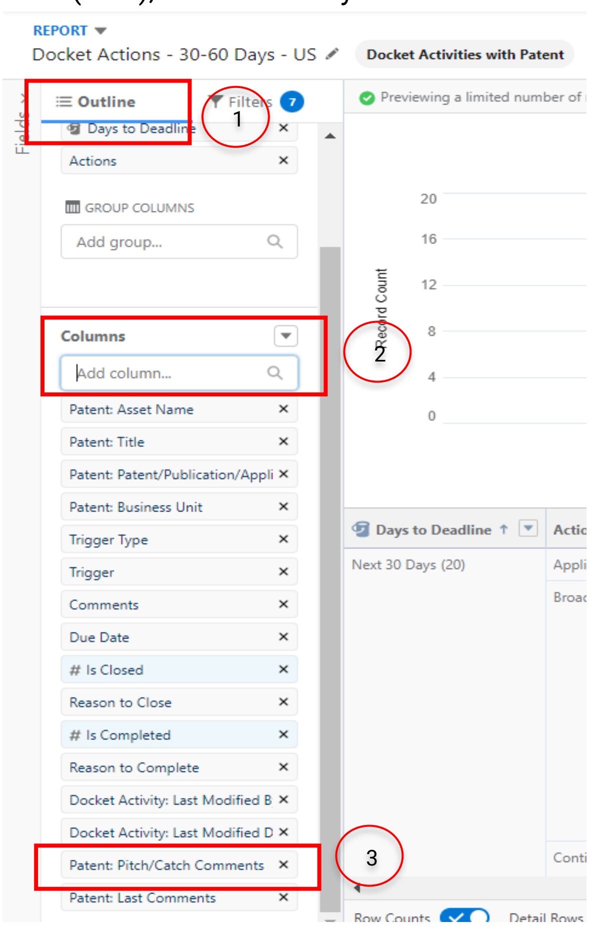
5. If you want to make some changes to the report before Export, click on **Edit**.



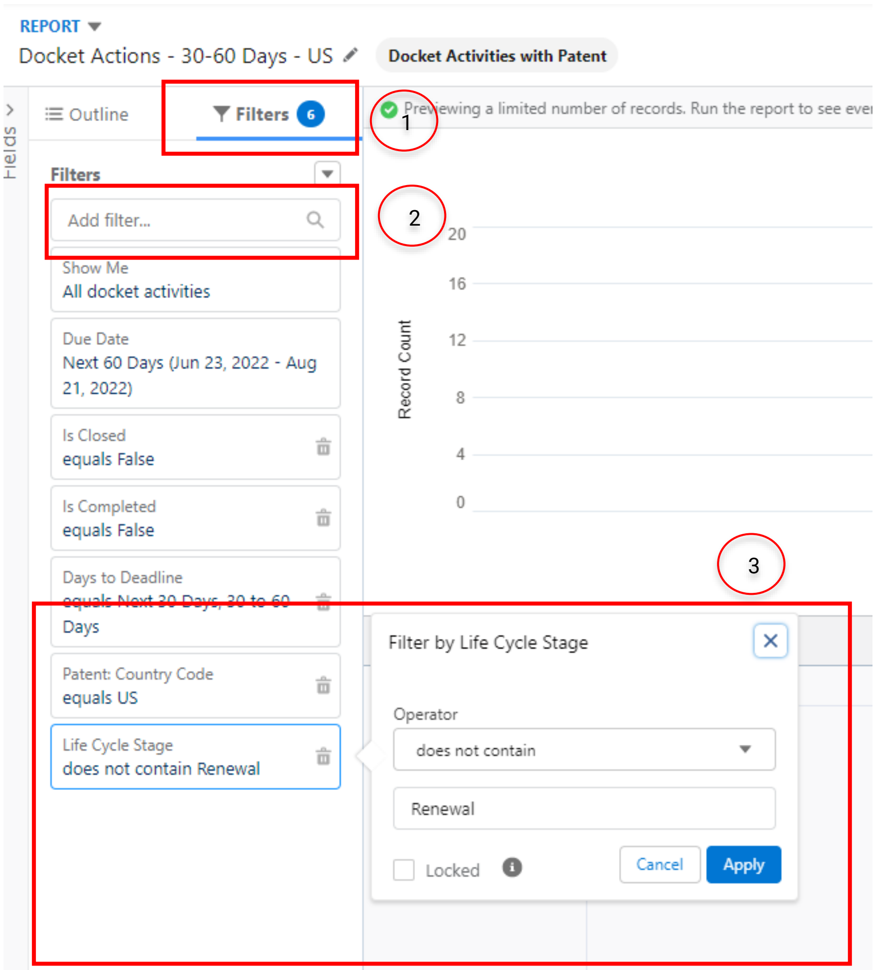
6. If you want to group the records based on Docket Actions, choose Actions from the **Add group**... picklist under GROUP ROWS. This will group the records based upcoming actions in next 30 days and 60 days.



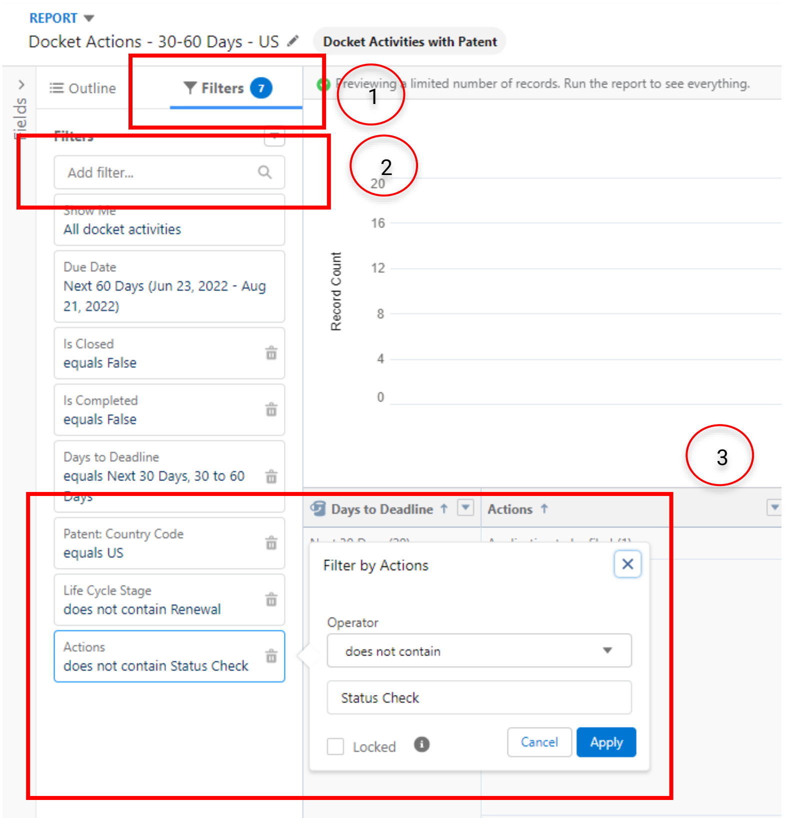
7. To add additional columns to your report such as **Pitch/Catch Comments,** etc, choose the fields from the **Add column**... picklist. Alternatively, expand the Fields pane, then drag a field onto the Columns list or directly onto the report preview. To select multiple fields, press Ctrl (Windows), Cmd (Mac), or Shift when you click.



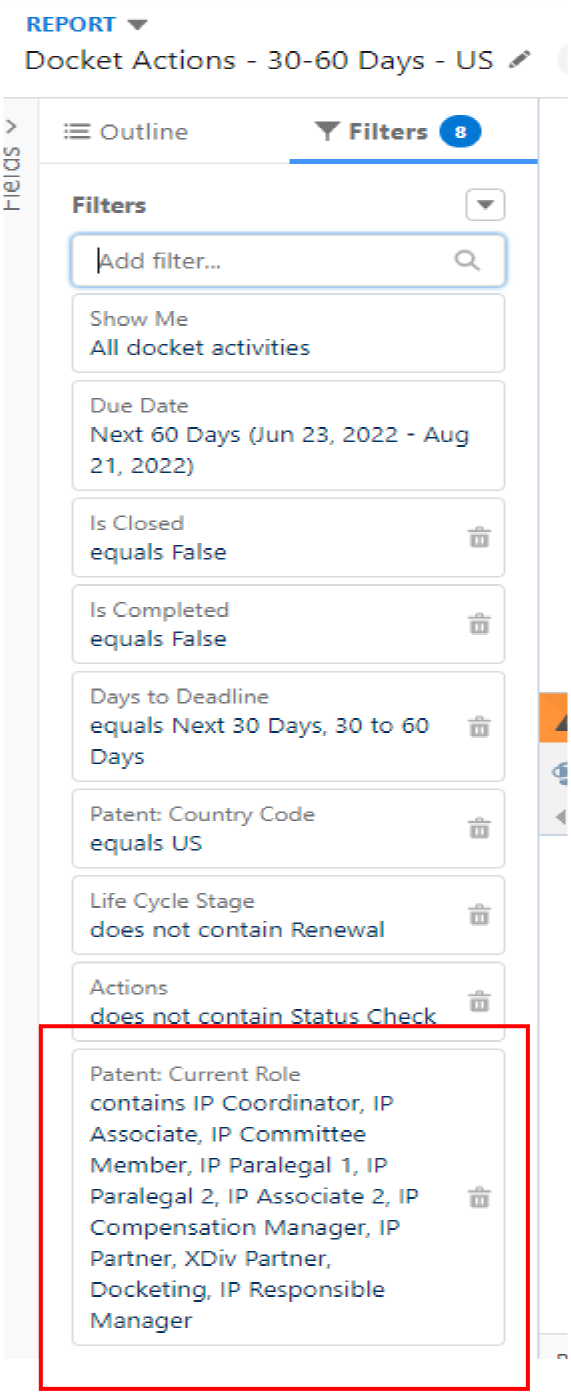
8. If you want to remove all Renewals deadlines from the report, click on **Filters** and choose **Life Cycle Stage** from the **Add filter**... picklist. Use operator ***does not contain*** and enter the value as **Renewal**. Click **Apply**.



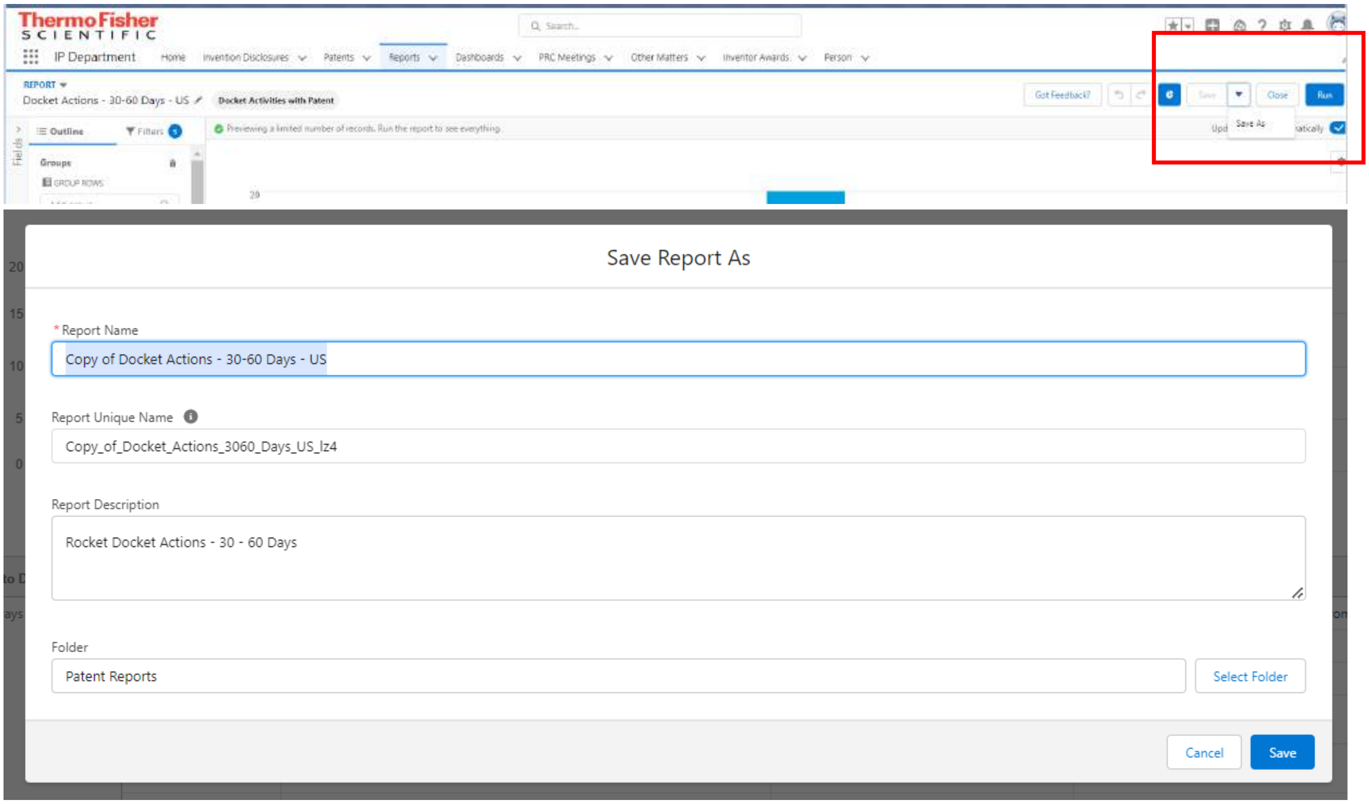
9. If you want to remove all Status Checks from the report, click on **Filters** and choose **Actions** from the **Add filter**... picklist. Use operator ***does not contain*** and enter the value as **Status Check**. Click **Apply**.



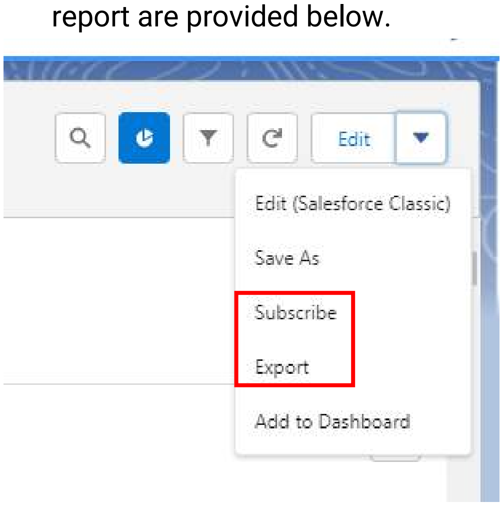
10. To further filters the report for only those cases where you have a role, click on **Filters** and choose **Current Role** from the **Add filter**... picklist. Use operator ***contains*** and enter the value as **IP Coordinator, IP Associate, IP Committee Member, IP Paralegal 1, IP Paralegal 2, IP Associate 2, IP Compensation Manager, IP Partner, XDiv Partner, Docketing, IP Responsible Manager**. Click **Apply**.



11. Once the edits are done, click on **Run.** If you want to save the report for future purposes, click on **Save As** and create a copy of the report with the new edits. Rename the report, select the folder and **Save**.



12. If you want to download the newly edited report, click on the drop-down on top and select **Export**. You may also subscribe to a report by selecting **Subscribe**. The steps on how to Subscribe to a report are provided below.



The steps mentioned above can be followed for running other frequently used reports as well such as Patent Family Status (Report Name : Patent Family Status), Pending Cases (Report Name : Patent Pending Cases), Issued Cases (Report Name : Patent Issued Cases), Active Portfolio (Report Name : Patent Active Cases) etc. All the reports are saved under **Frequently Used Reports** folder.

c. Create a Report

This feature allows you to create your own report to better analyze your portfolio. You can build a report to display different combinations of data and share the results with others. As you prepare to create your own report, keep these tips in mind:

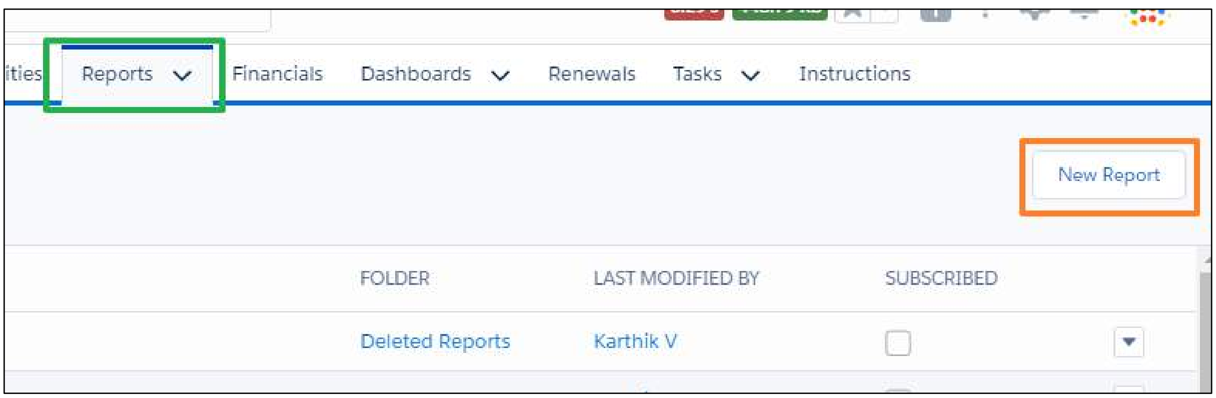
- Well-designed reports run faster.
- Before building your report, consider writing down each of the questions your report must answer. This way, your report is sure to return all the data you need.
- Reports are shared via folders. Whomever has permission to the folder your report is saved in also has access to your report. Ensure that you save your report in an appropriate folder.

Before building your first report, familiarize yourself with these features and concepts.

Report Builder

The report builder is a visual, drag-and-drop tool which you use to create reports and edit existing ones. The report builder is where you choose a report type, report format, and the fields that make up your report.

To launch the report builder, click New Report on the top-right corner of the page.



Fields

One or more fields describe each report result. If you imagine that your report as a table of information, then each row is a result, and each column is a field.

For example, a human resources manager creates a report about employees. Each result is an employee, and each field is a different piece of information about the employee: first name, last name, job title, start date, and so forth.

When you create or edit a report, you choose which fields you want to include in your report. To ensure your reports run quickly, it's a good idea to include only the fields that you need.

Filters

Limit the data that your report returns by using filters. Filters are useful for many reasons, such as focusing your report on specific data, or ensuring that your report runs quickly.

For example, say your report returns all the assets in your company, but you only want to see assets which are Issued and assigned to you. Filter the report on the Case Status field and the Role field.

Report Types

The report type governs which fields are available in your report.

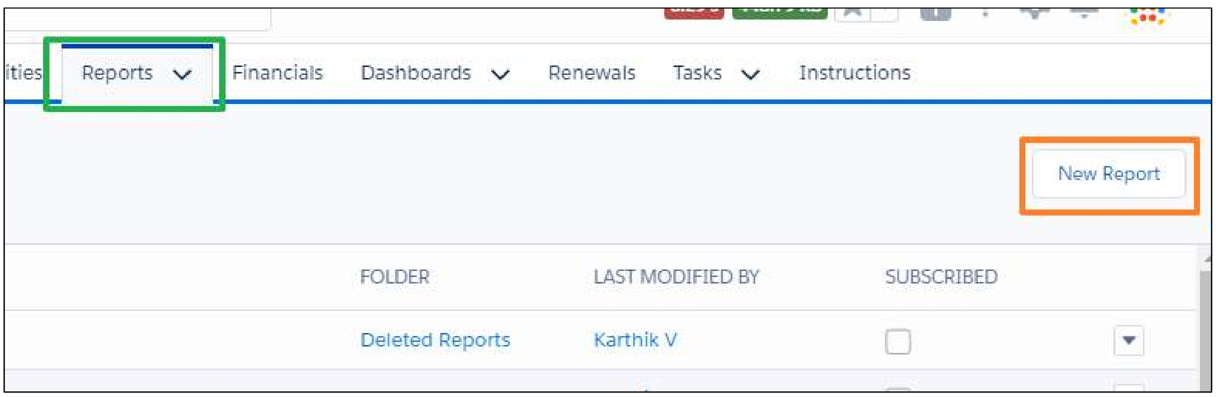
The first thing you do when creating a report is choose a report type.

Report Format

The report format specifies how your report results are laid out. Available formats are tabular (no grouping), summary (grouped by rows), matrix (grouped by rows and columns), or joined (with report blocks that provide different views of your data).

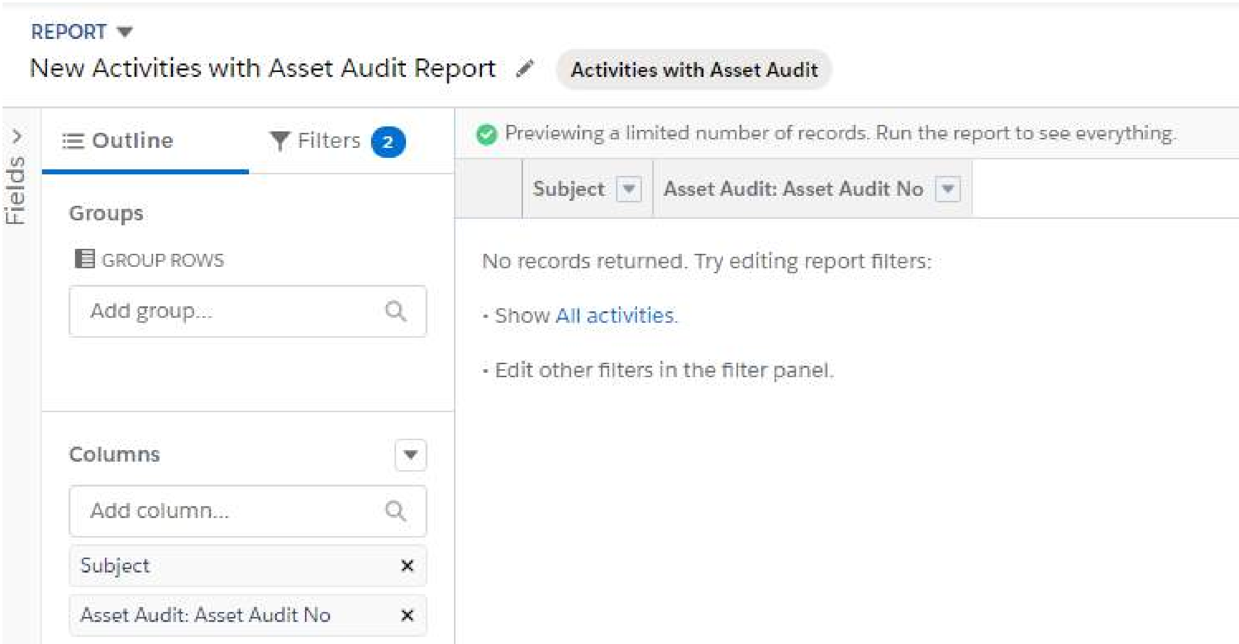
Follow the steps given below to create a new report, configure fields, and edit the filters:

1. From the **Reports** page, select the **New Report** button on the top-right corner of the page.



2. From the **Create New Report** page, you can select a report type from the **Select Report Type** panel. Select the report type that pertains to your desired output, and then click the **Create** button at the bottom of the page.

3. The report opens in edit mode and shows a preview. In edit mode, add and remove fields to your report as columns, group by rows and columns, filter report data, or add a chart. Customize your report until it shows exactly the data that you need.



4. To add a column to your report, choose a field from the **Add column**... picklist. Alternatively, expand the Fields pane, then drag a field onto the Columns list or directly onto the report preview. To select multiple fields, press Ctrl (Windows), Cmd (Mac), or Shift when you click.

5. To remove a column from your report, from the Columns list, find the column you want to remove, then click ×. Alternatively, from the preview pane, find the column you want to remove. Click | Remove Column. To remove all columns from your report, from the Columns list, click | Remove All Columns.

6. To summarize a column in your report, from the preview pane, find the column you want to summarize. Click | Summarize. Choose how you want to summarize the column: Sum, Average, Max, Min.

7. To group records in your report, choose a column from the **Add group**... picklist under GROUP ROWS. After grouping a row, you can group a column by choosing a column from the Add group... picklist under GROUP COLUMNS. Group up to 2 rows and 2 columns.

   Alternatively, drag a column from the Columns list or from the preview pane onto the GROUP ROWS or GROUP COLUMNS list.

   Alternatively, from the preview pane, find the column you want to group. Click | Group Rows by This Column (or Group Columns by this Column).

8. To ungroup records in your report, from the Groups list, find the group you'd like to ungroup and then click ×. Alternatively, drag the group onto the preview pane. To ungroup all groups in your report, from the Groups list, click .

9. To add a chart, first add at least 1 group, then click **Add Chart**. A chart appears. To customize the chart, click . Change the chart type, color palette, and more. To show or hide the chart, click . To remove the chart, click | Remove Chart.

10. To filter records from your report, click FILTERS. Depending on which report type you chose, your report has between two and four standard filters that are applied by default. Most templates include a Show Me filter and a Date filter. The Show Me filter scopes report results around common groups, like "my patents" or "all patents". The Date filter scopes results around a date field, like "created date" or "closed date".

    To add a field filter, choose a field from the **Add filter**... picklist. To edit a filter, including standard filters, click the filter. To remove a filter, click the on the filter.

11. After editing the fields and filters, click **Save** and add a descriptive title. Then, click **Run Report** to generate the entire document. Refer to Run and Read Report for more information.

12. Once a report has been created, it can be exported as a .xls or a .csv file by clicking the appropriate button under the drop-down arrow in the top-right corner.

d. Update Multiple Fields

To find out if a field is editable, hover over it and look for the pencil icon.

Non-editable fields show a lock icon.

When you apply an edit to a cell, the background color changes to indicate that a new value is stored locally. Change one or more values, and then click **Save** to save all the changes at one time.

For more details on updating fields, refer to the link.

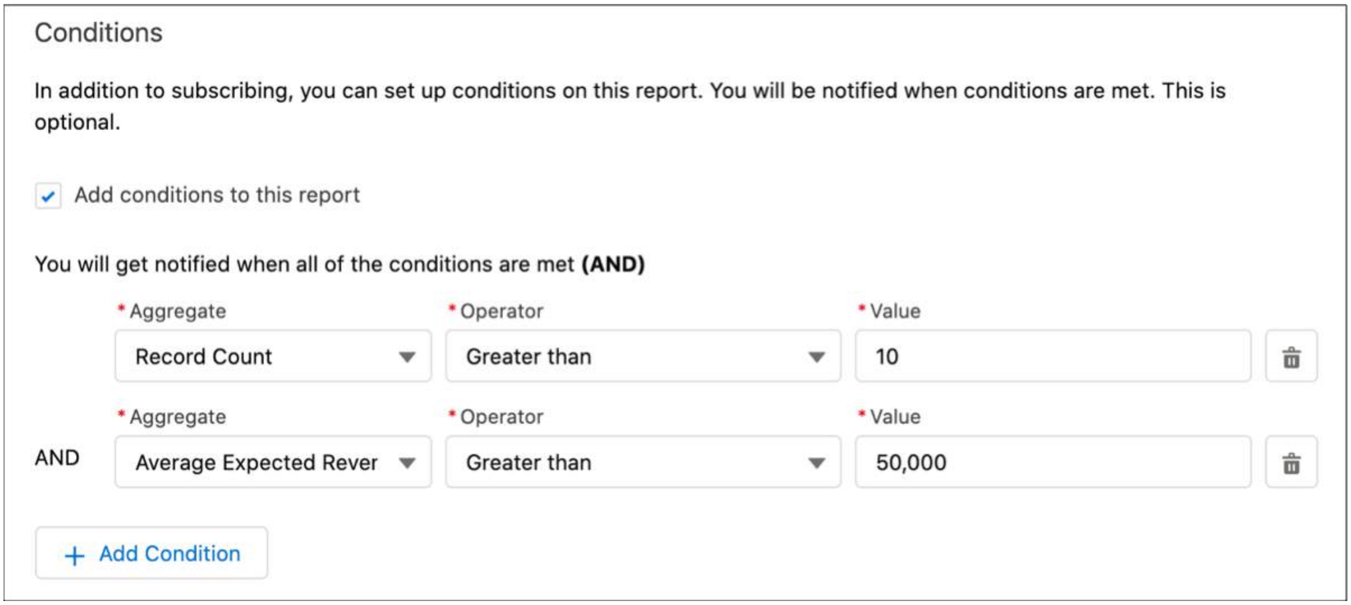
e. Schedule/Subscribe Reports

You may subscribe yourself and other users, groups, or roles to receive refreshed report results by email on a schedule that you set.
Use these steps to create a subscription or edit an existing one.

1. From the Reports tab or from the report run page, click | **Subscribe**.
2. In the **Edit Subscription** window, set the subscription schedule. For the weekly docket report, choose a weekly subscription with delivery Monday 8:00 AM.
3. To have the report results delivered as an attached file, click **Attach File**. Select **Formatted Report** (.xlsx format) or **Report Details** (.csx format). For .csx attachments, it's optional to change the encoding type. When you're finished selecting the attachment type, click **Save**.
4. Under Recipients, you're automatically selected as a recipient. To add others or remove yourself, click **Edit Recipients**. Select from the available entity types and start typing to see all the matching names. Only the users, groups, or roles with permission to access the report are shown in the list of matches. Select from the matching options and click **Add**. Add more users, groups, or roles as needed and then close the **Edit Recipients** window.

   When the subscription emails the refreshed report to each recipient, it sends it to the email address set in **Settings** | **Email** | **My Email Settings**. If no email is set in **My Email Settings**, then the refreshed report is sent to the recipient's email address set on their Symphony User record.

5. Under Run Report As, specify whose perspective is used when running the report.
   - **Me** — You run the report, and recipients see the same report data that you see.
   - **Another Person** — Recipients see the same report data as the person you select. The person must have permission to run reports and have access to this report.
6. Optionally, add conditions. The conditions are evaluated when the report is run according to the schedule you set. The report is emailed only if all conditions are met. For each condition, select an aggregate measure, an operator, and a value to match. You can add up to 5 conditions.

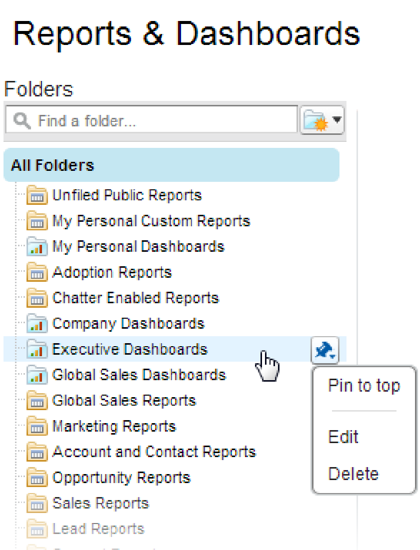


7. Click **Save**.

f. Organize Reports

Pin your most-used report and dashboard folders to the top of the folder list so you don't have to scroll down every time you need them.

1. In the list of report and dashboard folders, hover over any folder, then click .



2. Select **Pin to top**.

   Your folder moves to the top of the folders list.

Inventor Awards

The **Inventors Awards** tab displays the list of awards granted to the inventors based on the organization's award policy. The award policy allows you to trigger awards to the inventors based on the stages of the disclosure or an asset in your portfolio.

The **Inventors Awards** page displays the generated awards in a list, along with:

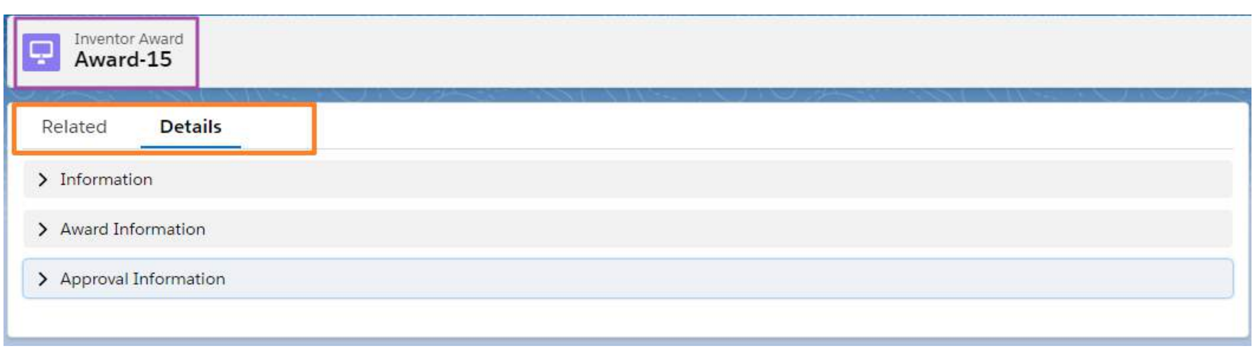
- Name of the Award
- Inventor Name
- Invention Disclosure Name
- Invention Status
- Award Currency
- Award Amount
- Approval Status
- Created Date
- Action

Click any award from the **Inventor Awards** page to view the award details.

a. Inventor Award – Detailed View

The inventor award detailed view displays the award name and other related information in two different tabs:

- Details
- Related



b. Details

This section of the awards detailed view displays the major information related to the generated award under different topics. The **Details** tab is divided into the following sections:

- **Information**

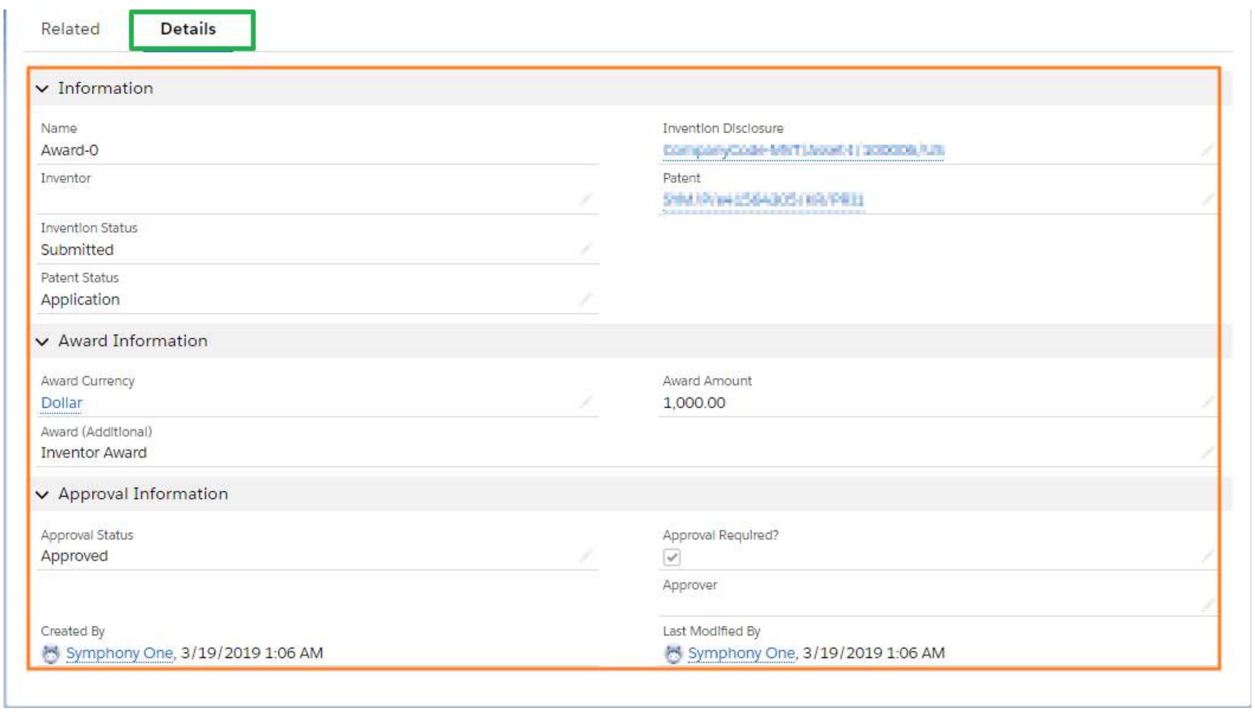
This section displays the name of the award, inventor, invention disclosure, invention status, patent status, award policy, and payment status.

- **Award Information**

This section displays the award information, such as award currency, award amount, and additional information.

- **Approval Information**

This section displays the approver information such as approval status, approver name, and other related information. To approve the new generated award, open it and select **Approved** from the **Approval Status** drop-down menu and **save.**

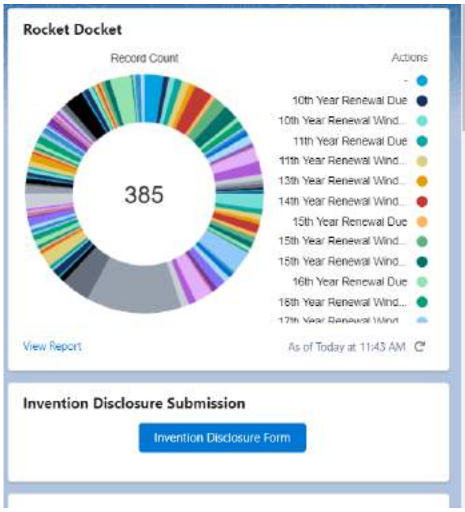
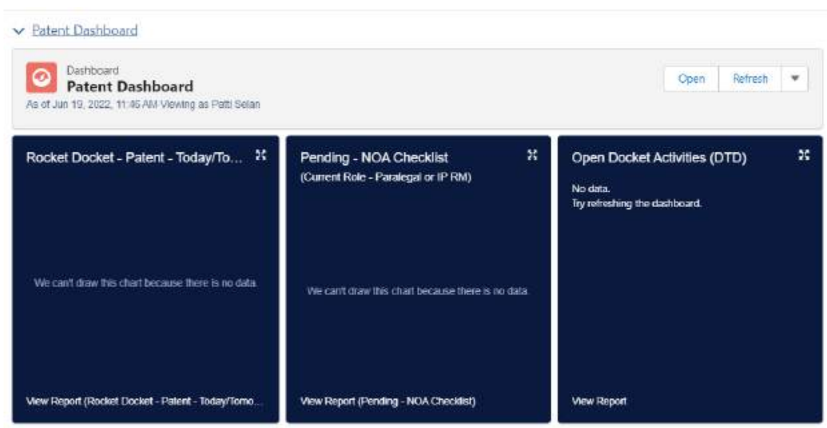
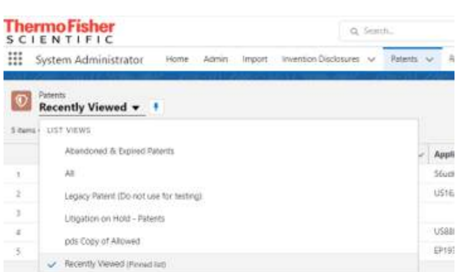


Glossary

FIELD	DESCRIPTION
Docket Number	Symphony docket number; Unique identifier created automatically for new records
Legacy Docket Number	Legacy Docket number; used in the legacy patent management system
Title	Title of the IDF, the Patent, the IP Other Matter, or the Trademark
Group	Assigned Group of the record
Division	Assigned Division of the record
Business Unit	Assigned Business Unit of the record
First Named Inventor	Displays the primary inventor
Jurisdiction	Country Name
Country Code	Two letter abbreviation for the jurisdiction
Status	Displays the current status of the record
Asset Name	Symphony Docket No.
Application No.	Displays the reference number assigned by the PTO to a patent application after it is filed
Filing Date	Displays the date of filing of the application in the PTO
Publication No.	Displays the reference number assigned by the PTO to a patent application when it was published

Publication Date	Displays the publication date for a record
Patent No.	Displays the reference number assigned by the PTO when the patent is granted
Issue Date	Displays the reference number used by the Outside Counsel to identify a patent application
Case Type	Case type of the created patent record
Patent Status	Displays the patent status of the record
IP Coordinator	If the Business Unit has an assigned IP Coordinator, this is the person who reviews and processes all incoming IDF's. This role does not have responsibility for patent prosecution; if same person is responsible for patent prosecution, then add them with Role = IP Partner to the patent record
IP Responsible Manager	Attorney, Agent or trainee responsible for prosecution and strategy of the entire patent family; only 1 per application
IP Paralegal	Supports Attorney or Agent responsible for prosecution *Note: If IP Partner exists, the IP Partner's paralegal has role. If no IP Partner exists, the RM's paralegal has role*
IP Partner	Attorney, Agent or trainee responsible for prosecution in local patent office; works with Responsible Manager and provides support "across the pond" from Europe, China or US
IP Associate 1	Group counsel
IP Associate 2	Div counsel or Manager of IP Responsible Manager
IP Associate 3	Attorney, agent or trainee who follows case but has no responsibility for prosecution
XDiv Partner	Attorney, Agent or trainee helping out on the case; will have IP Resp Manager or IP Partner role if responsible for signing/filing documents with patent office; will have role of XDiv Partner if only assisting; also for IP Associate 4 if necessary

IP Compensation Manager	Attorney, Agent, IPC or Paralegal responsible for calculating awards per the Thermo Fisher policy, or for calculation remuneration per local laws.
Patent Review Committee	Committee members who review IDF's and assist with making a decision on whether to file
1st Remuneration Manager	Site manager or Finance Manager who counter-signs Remuneration Agreements on behalf of that entity
2nd Remuneration Manager	Second site manager or Finance Manager who counter-signs Remuneration Agreements on behalf of that entity (optional; some business units only have one)
Previous Internal IP Contact	Provides the previous Responsible Manager in the event of a Pitch/Catch. If there was > 1 Pitch/Catch, only shows the most recent person.
Outside Counsel Firm	Firm that is the Responsible Manager's first point of contact for the application & is responsible for prosecution
Agent	The foreign associate that IC or OC uses. Can also be the firm handling EPO validations if necessary to track.
OC Support Firm	Firm that handles overflow work at RM's direction, but is not correspondence address nor practitioner of record
Assignee 1	First named applicant or assignee on a patent
Assignee 2	Second named applicant or assignee on a patent
Assignee 3, etc	Additional-named applicants or assignee on a patent
Accordion	Tabs in each module. To collapse an accordion tab, select another one to expand 

<table>
<tr><td>Widget</td><td>White boxes to the right of the screen. These apply across the organization. The screenshot below shows the Rocket Docket widget and the Invention Disclosure Submission widget.

</td></tr>
<tr><td>Dashlet</td><td>Dark blue boxes on the left side of the screen. These apply only to your cases. The screenshot below shows the Rocket Docket widget, the NOA Checklist, and Open Docket Activities specific to your cases

</td></tr>
<tr><td>List View</td><td>The default is to only show recently viewed items. To change the view, click on the down arrow to the right of "Recently Viewed" and select "All" or another sub-category

</td></tr>
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