

Symphony IPMS v3.6

User Guide - Inventor

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 Inventor of an organization to submit and manage invention disclosures and keep a track on awards and remunerations.

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

Revision History

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

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Introduction

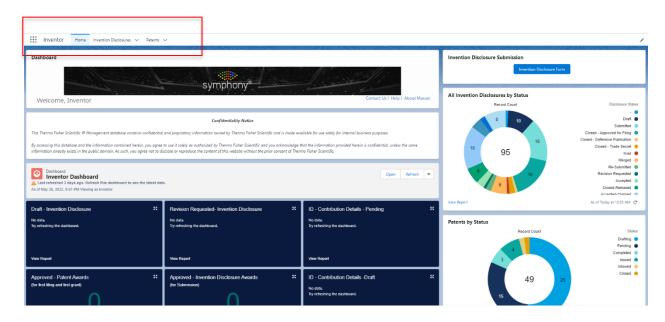
Symphony is a platform that allows efficient creation and submission of invention disclosures, which are then integrated into the workflow of the management of intellectual property assets.

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

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



Home

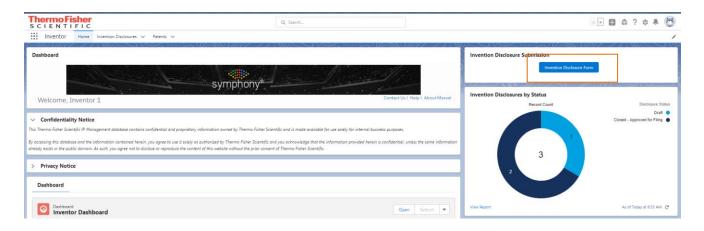
The 'Home' button leads you to the homepage that displays a snapshot of all the records within the portfolio.

You can access the following modules from the homepage:

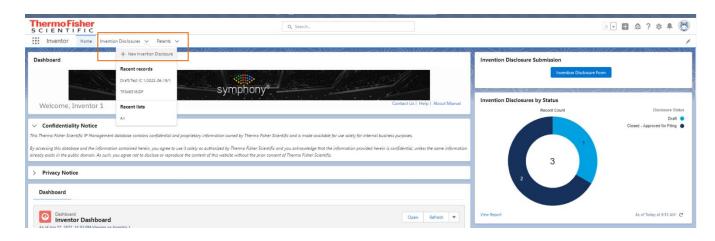
- a. Invention Disclosure Submission
- b. Dashboards
- c. Dashboard Reports

a. Invention Disclosure Submission

Inventor can login to Symphony and submit their invention disclosures by selecting **Invention Disclosure Form** button on the right.



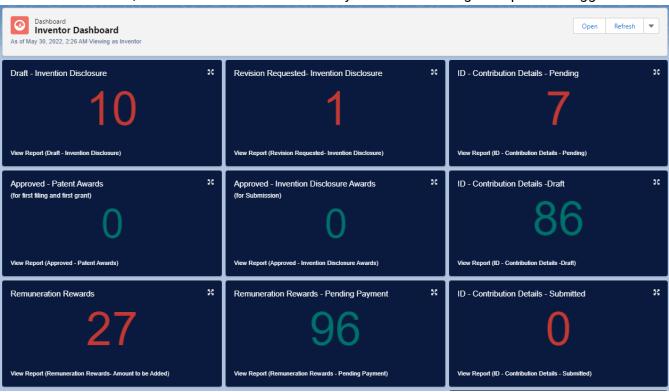
In addition to this, you can also select **Invention Disclosure** tab on the top and click on **New Invention Disclosure** to open a new form.



Details on how to create and submit a New Disclosure is provided below.

b. Dashboards

The Inventor can access the dashboards on their homepage with different graphs and status updates for Invention Disclosures, Patents, Approved Inventor Awards, Approved Remuneration Rewards, Pending Contribution Details, etc. These dashboards are dynamic and change as per the logged-in user.



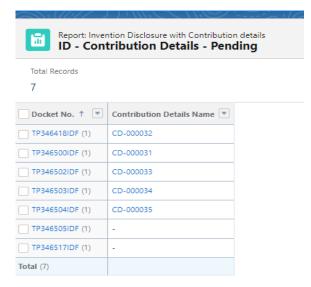
Note: Do not forget to click 'Refresh' to see the latest data.

c. Dashboard Reports

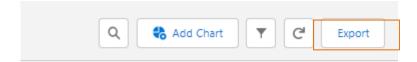
Inventors can access detailed information on each dashboard by clicking the 'View Report' option at the bottom of each widget.



Note: The report would show cases wherein you are added either as Primary Inventor or as Co-Inventor. **Note**: Remuneration and award information is scheduled for a later phase; detail might be blank until the IP Department announces the release of this feature.



In addition to this, you can also **Export** the current report in excel to store in the local drive.



Invention Disclosure

The Invention Disclosure section allows you to view and manage the complete list of invention disclosures submitted by you either as Primary Inventor or as Co-Inventor. You can create, 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'

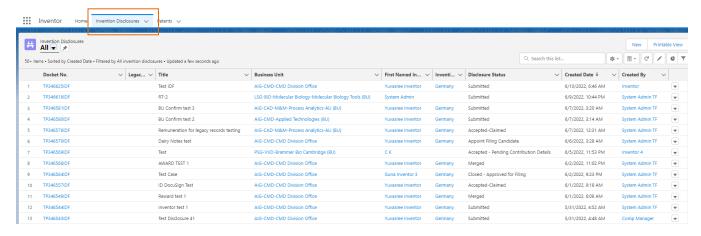


Table 01. Asset List Table - IDF

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

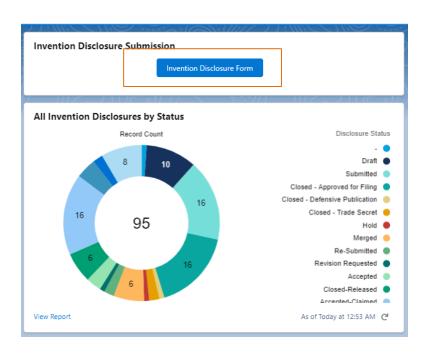
Business Unit	Assigned Business Unit of the Invention Disclosure Record
First Named Inventor	Displays the primary inventor of the Invention Disclosure record
Invention Jurisdiction	Displays the jurisdiction for a record
Disclosure Status	Displays the current status of the record

1. How to Submit an Invention Disclosure Form

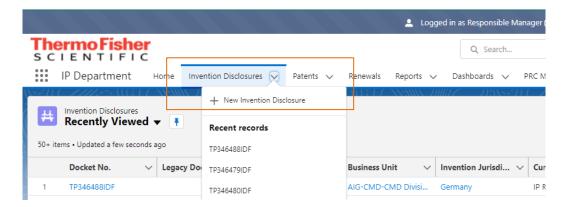
This feature allows you to submit an IDF and track your application. You can view and edit the IDF before submitting it for review.

Note: If your IDF is approved for filing, a patent shell record will be created. The shell record will have a different docket number, but will be related to your IDF (refer to the **Invention Disclosure** for more information).

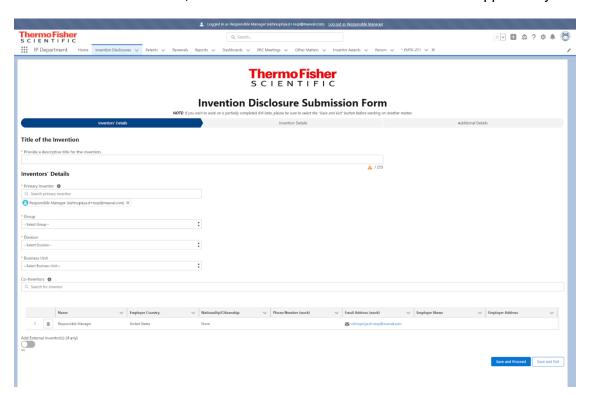
To submit a new disclosure, on the **Home** page, click on **Invention Disclosure Form** widget on the right-hand side of the screen. This action will open the Invention Disclosure Submission Form.



Alternatively, click on the Invention Disclosure tab and select New Invention Disclosure.



Once the selection is done, **Invention Disclosure Submission Form** will appear on your screen.

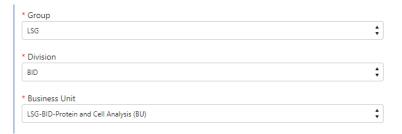


Inventor can submit a disclosure if they are a current employee or contractor and set up in Symphony. The **Invention Disclosure Submission form** has different sections and steps to gather the invention's details effectively. The sections are described below:

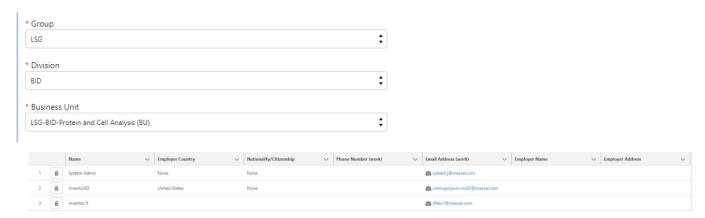
a. Inventors' Details

Following information can be added in the inventor details page:

- Title Add descriptive title of the invention disclosure
- Primary Inventor Details The invention disclosure will automatically set the submitter as the
 primary inventor. Primary inventor can be replaced if necessary. Only one primary inventor can be
 added to the invention disclosure
- **Group, Division and Business Unit** Based on the primary inventor details, the group and division will be automatically updated. The user must select the business unit accordingly.



Co-Inventors – Add the list of Co-Inventors if the invention was created by a group of inventors.
 User can add as many co-inventors as required to the record.



For Thermo Fisher employees, the submitter only needs to type the name. All the inventors' details will be auto-populated to the above table including:

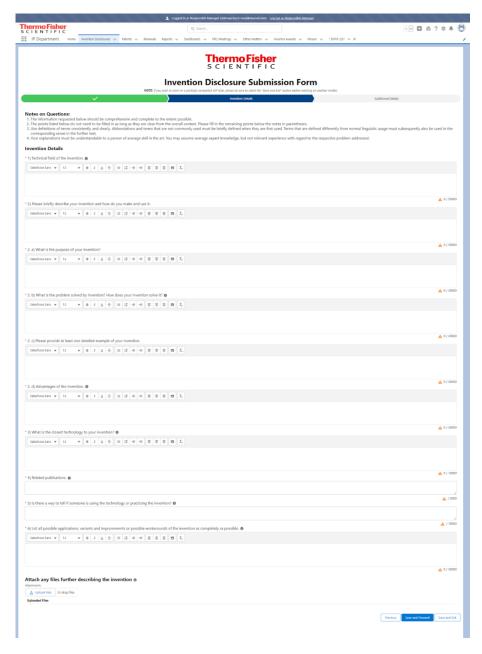
- Employer Country
- Nationality/Citizenship
- Phone Number (Work)
- Email Address (Work)
- Employer Name
- Employer Address
- External Inventors (Optional)- If there are any inventors who are part of the invention process but
 not a part of Thermo Fisher, the user can add them under External Inventors. This would be in the
 case of a joint invention with individuals at a university or research institution. You need to

provide their name and email address. If there are other important details such as Institution name, please add them to the "Any Other information" box.



b. Invention Details

Invention details contain different questions that will help you in describing your invention. Questions have different field boxes to provide the necessary information.



• Rich Text Options



Most of the questions in this section have rich text options wherein the user can format the answer as required and can also add images to support their information.

Plain Text Options



Question 4 and 5 have only plain text options wherein the user can add only text.

Attachments

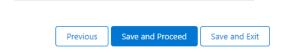
The user can add any format files under attachments that are relevant to the invention disclosure.

Attach any files further describing the invention Attachments Dyload Files Or drop files Uploaded Files

Save As Draft

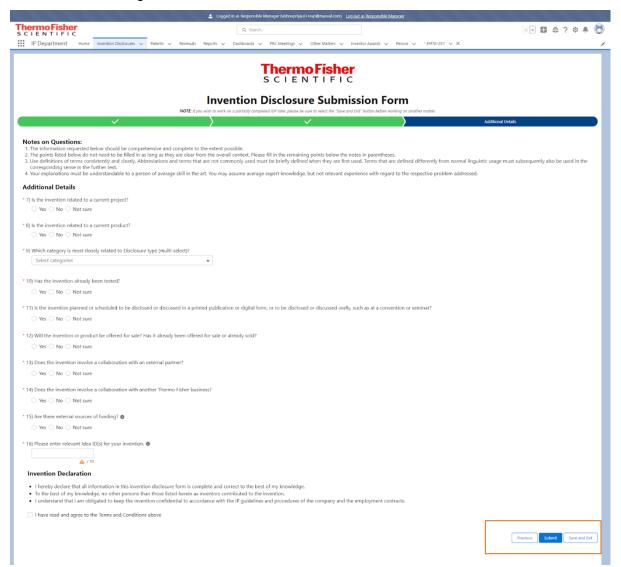
After adding all the information, user can select the following options:

- **Previous** To go back to the previous page
- Save and Proceed to go to next page
- Save and Exit to close the IDF form and save the current record as draft



c. Additional Details

You can add additional details related to the inventions in the final page. Filling out this section allows the reviewer to handle the disclosure submission properly. Once the details are provided, click on the declaration message to submit the invention disclosure.



d. Contribution Percentage (For Inventions with German Inventors)

If the invention includes more than one Inventor and at least one of the inventors is from Germany, then the submitter would be required to provide Contribution Percentages for the Inventors.

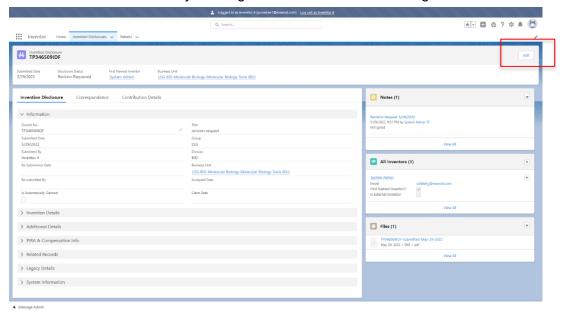


Total contribution is 100 %

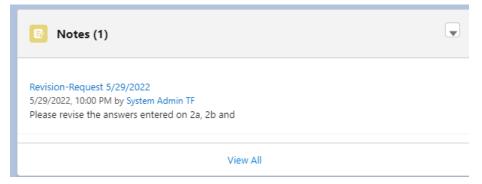
e. Revision Requested

If the reviewer thinks that the submitted IDF needs more information, the IDF will be sent back to inventors to edit. The status gets changed to **Revision Requested.**

Inventor can edit the IDF form by clicking on the Edit button on the right-hand corner.



Notes section will contain information from the reviewer regarding any revisions or edits required.



f. Re-Submission

Once the IDF is edited, the Inventor may click on the Re-Submit button and the status of the IDF will change to **Resubmitted**.

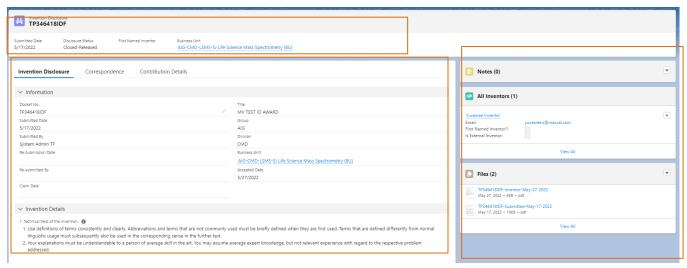


2. View Disclosure (Asset Detailed View)

To view the IDF assets submitted by you or on your behalf, click the **Invention Disclosure** tab and click the **Docket Number** that you want to view.



The Invention Disclosure page is divided into three sections:

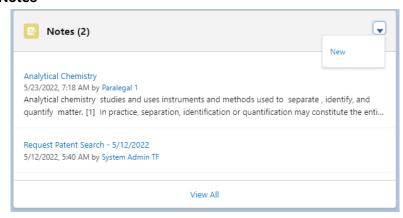


Top ribbon includes basic bibliographic information related to the asset, such as Docket Number, Submitted Date, Disclosure Status, Primary/First Names Inventor, Business Unit, etc.



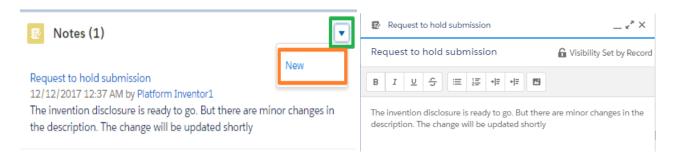
Right-hand side widgets display other relevant information about the asset. A detailed description is given below.

Notes

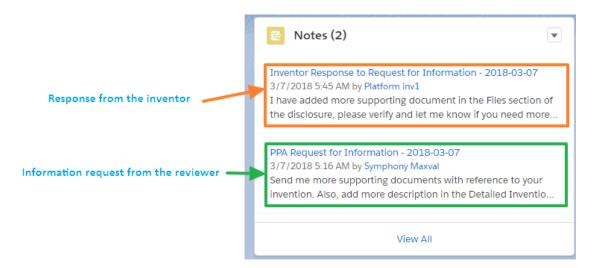


Notes section allows you to add a note for the given invention disclosure that will be available for other members and the reviewers. Similarly, the attorneys, agents and IP Coordinators can also add notes for a disclosure.

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.

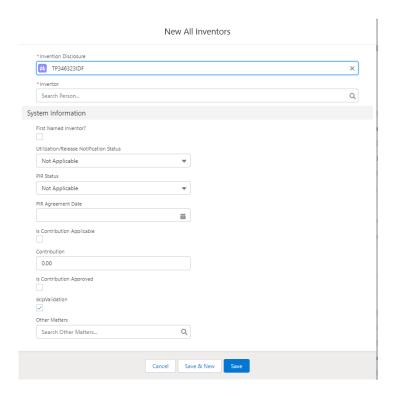


All Inventors

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



The Inventor 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.

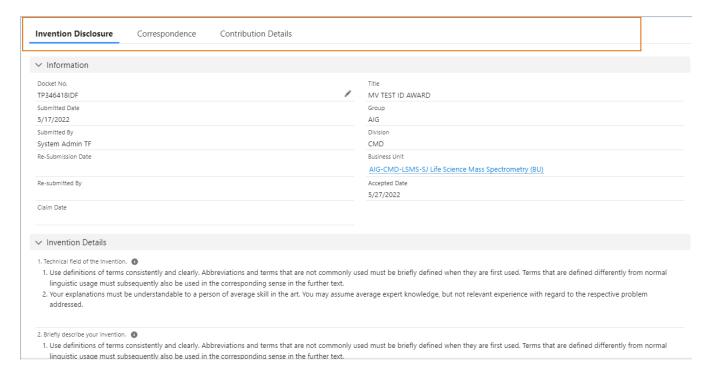


Files

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. You can 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.

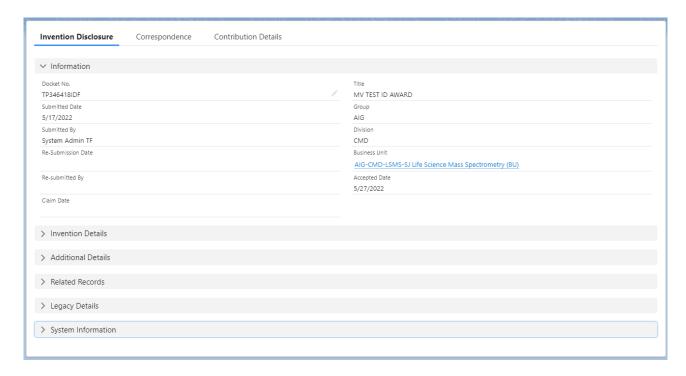


The left-hand side of the asset page includes all matter-related information. Details are provided below:



- a. **Invention Disclosure**: Provides details submitted by the inventor.
- b. **Correspondence**: The user can create tasks for the stakeholders. The communication exchange related to the invention is stored here.
- c. Contribution Details: This is the Remuneration related tab, which will be visible only if the record is eligible for remuneration and only the related business unit IP Compensation Manager has access to view the details.

a. Invention Disclosure

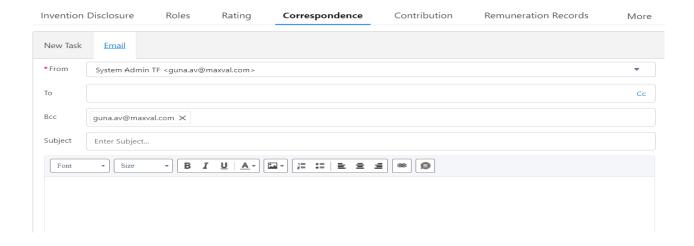


Invention Disclosure section contains the following details:

- 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
- Additional Details: Information regarding external collaboration, publication, and other third-party details
- 4. Related Records: List of IDF or Patents related to the submitted ID
- 5. Legacy Details: List of legacy records related to the submitted ID
- 6. System Information: Date and Role assigned to the ID

b. Correspondence

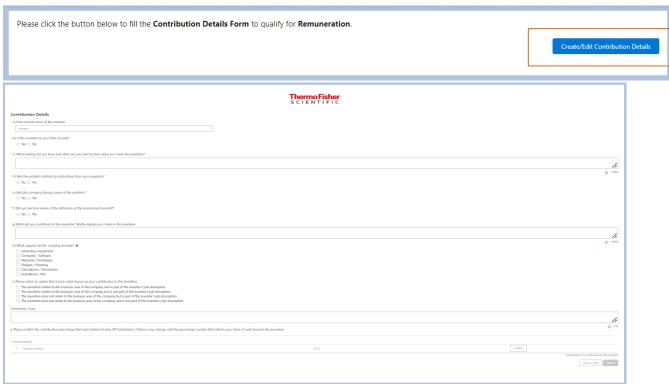
The **Correspondence** tab allows you to send emails to the respective stakeholders.



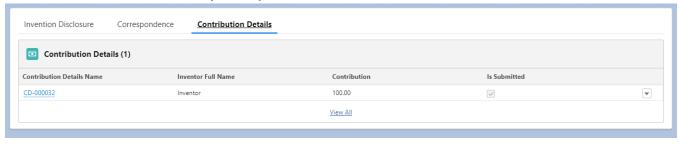
c. Contribution Details (only for German Inventors)

This section would contain values if one of the Inventors from the invention is from Germany.

An Inventor from Germany would be required to provide contribution details. Click in **Create/Edit Contribution Details** to submit the form:



Once the details are submitted, you may see them in the Contribution Details tab.



Patent

Patent tab allows you to view the complete list of patents which were filed off of your invention disclosure submissions. The Inventor can view, sort, and filter the list of records.

An asset can be any of the following:

- Application
- Publication
- Patent

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 <u>Asset List Table - Patents</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'

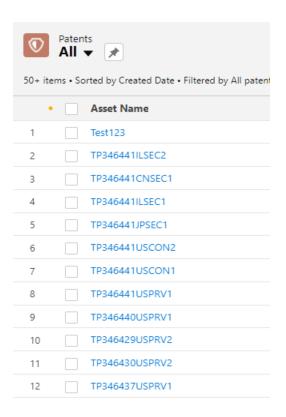
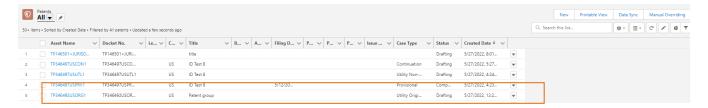


Table 02. Asset List Table - Patents

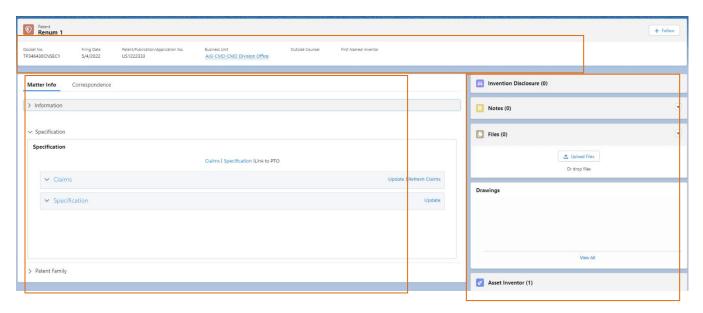
FIELD	DESCRIPTION
Asset Name	Displays the reference number given by the company to identify a patent application
Docket Number	Unique identifier created automatically for the new patent record
Legacy Docket Number	Docket number used in the legacy patent management system
Country Code	Displays the jurisdiction for a record
Title	Title of the Patent Record
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

1. View Patent (Asset Detailed View)

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



To view the details of the asset, select a patent from the **Asset List Table**.



The patent page is divided into three sections:

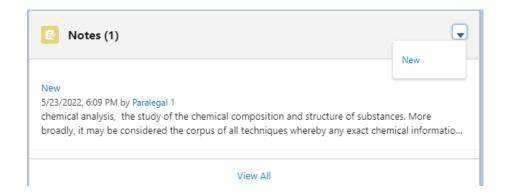
Top ribbon includes basic bibliographic information related to the asset, such as Asset Name, Docket Number, Filing Date, Patent/Publication/Application No., Business Unit, First Named Inventor, Outside Counsel etc.



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

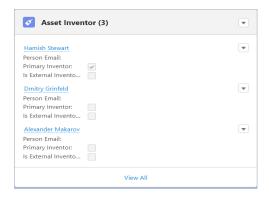
Notes

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.



Asset Inventor

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



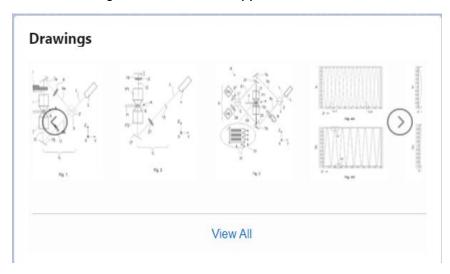
• Invention Disclosure

This section displays the related invention disclosure.



• Drawings

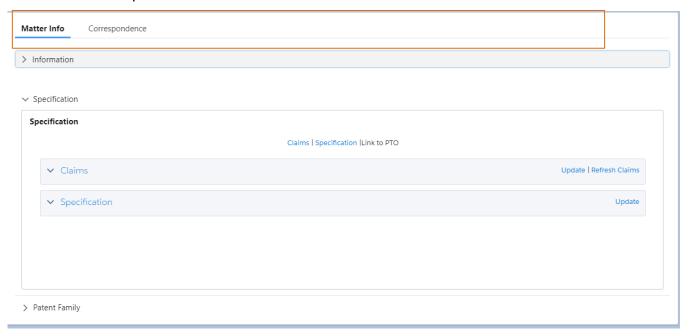
This contains the drawings and illustrations applicable to the invention.



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

Matter Info

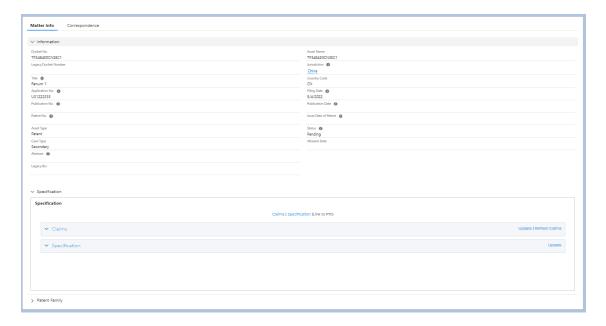
Correspondence



a. Matter Info

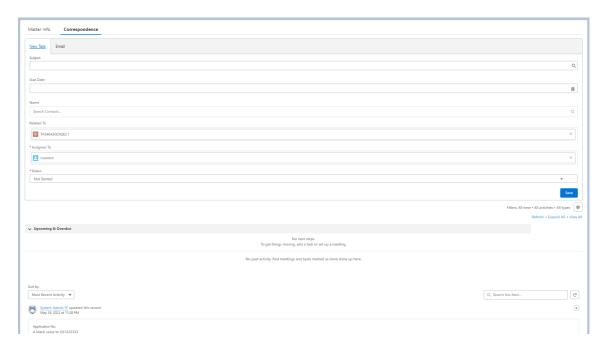
It displays the basic details of the asset such as Application/ Publication/Patent Number, Filing Country, Inventor, and more.

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

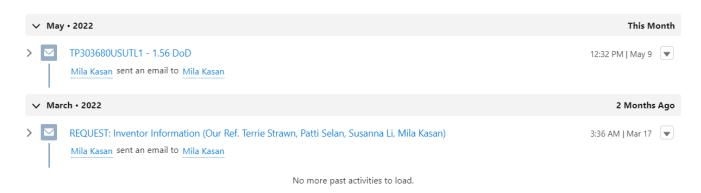


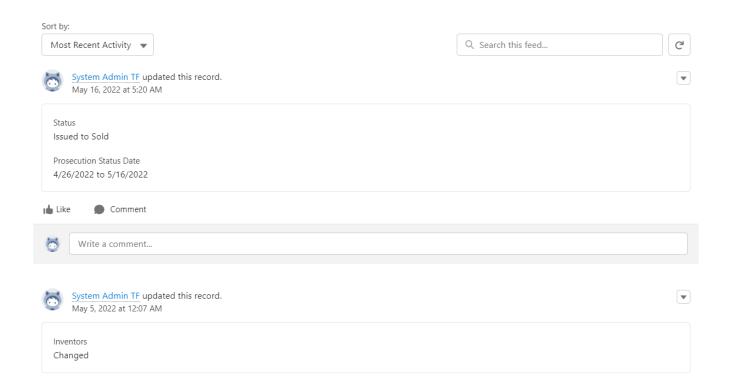
b. Correspondence

The **Correspondence** tab displays emails related to the record. Emails can be started directly from the record.



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

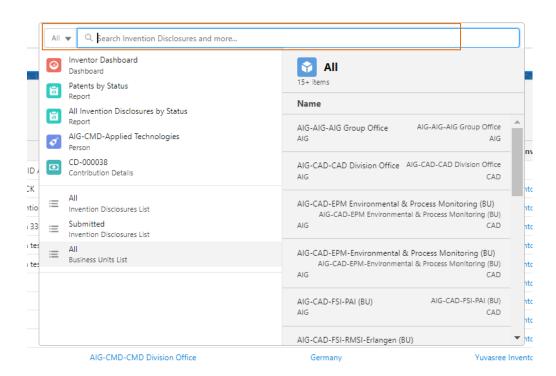


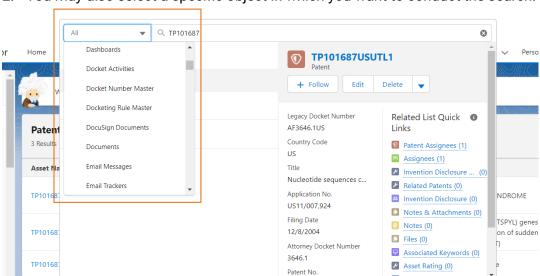


Global Search

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

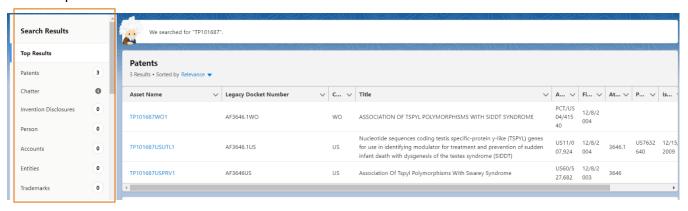
1. Provide the Symphony Docket Number, the legacy docket number, or any keywords in the global search box.



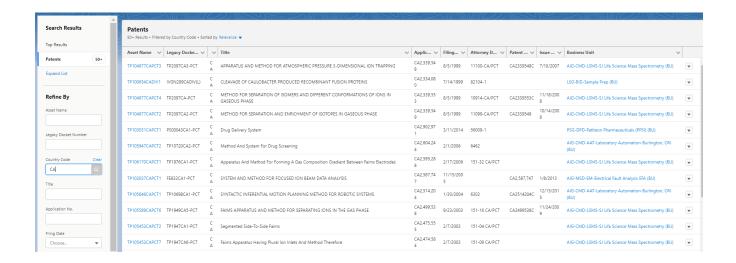


2. You may also select a specific object in which you want to conduct the search.

- 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.



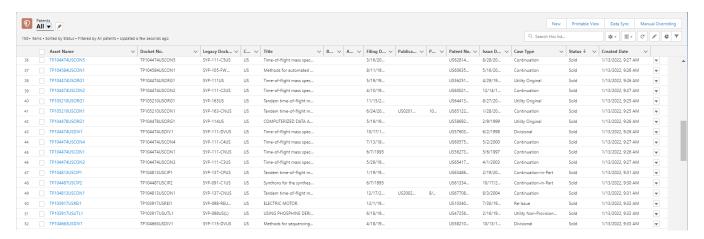
5. You may refine the search further by selecting a particular object from the search results (the black items in the "Search Results" box on the left-hand side), selecting **Refine By**, and then adding extra criteria such as country code, filing date, etc.



Note. You can see only those records wherein you are added either as Primary Inventor or as Co-Inventor.

List View

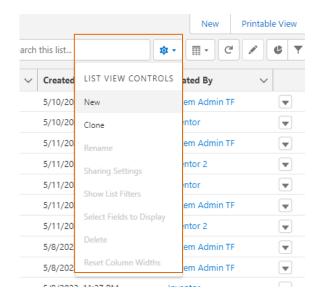
All the modules in Symphony have a list view that displays columns specific to a particular module. Inventors can perform following functions to customize the list view.



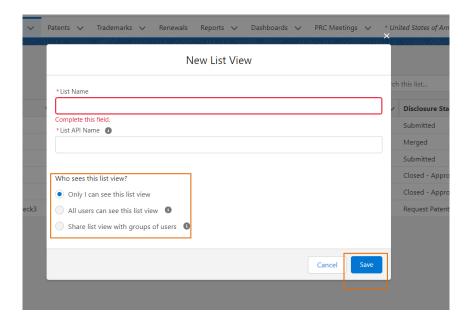
a. Create a New List

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

1. Click on List View Controls and select New.

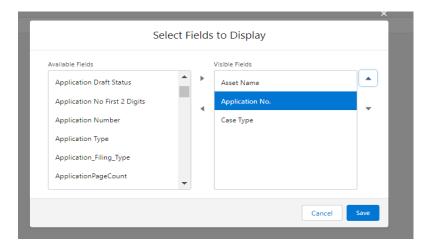


- 2. Add a List Name. List API Name gets auto populated.
- 3. Select permissions for the list view and click Save.

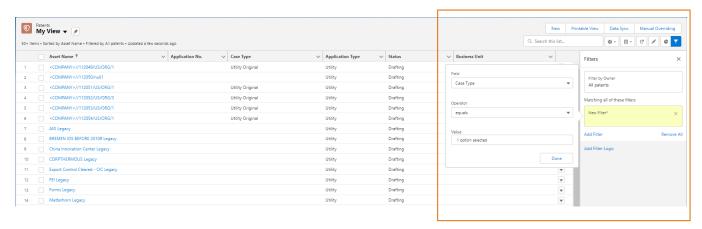


4. Once the view is created, select Fields to Display.



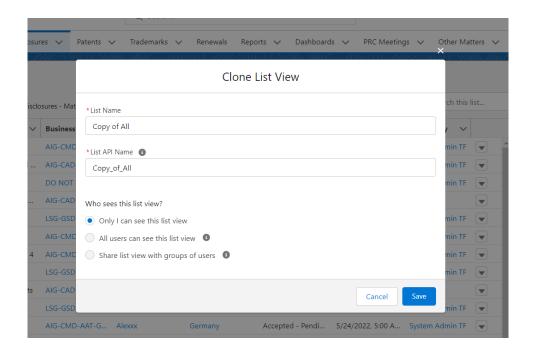


5. Once the fields are selected, apply filter conditions as required and Save.

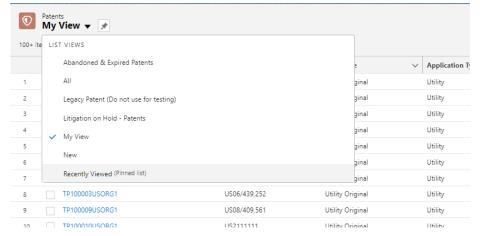


Note: Do not forget to keep Filter by Owner filter to All patents/All Disclosures.

 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 Inventor can export the current view to the print-friendly interface. They can also select the number of items that need to be printed.

