Symphony IPM

-Inventors



Table of Contents

- ☐ Inventor Home Page-
- ☐ Creating and Submitting Invention Disclosure Form
- ☐ Post Submission Detailed View of the Submitted Invention Disclosure
- ☐ Inventor Awards
- → Appendix



Inventor

Symphony's inventor platform allows you to effectively submit invention disclosure, see and track patents and view relevant reports.

The list below reflects the modules and pages that inventors have access to:

- Home
- Invention Disclosure
- Patents





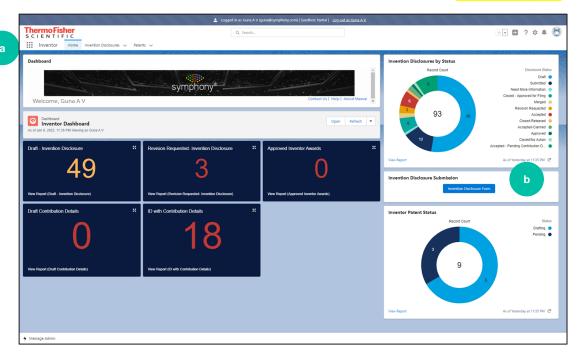
Inventor Homepage

The homepage displays a snapshot of inventors' invention disclosures and patent by status. The list below reflects the modules you

will have access to from the homepage:

(a). Dashboard

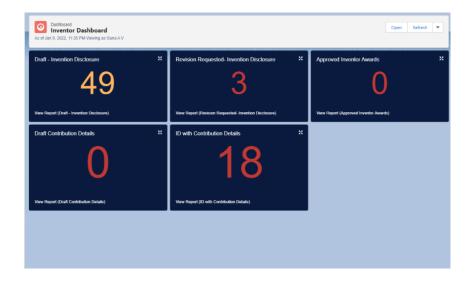
(b). Invention Disclosure





Dashboard

The application home page displays an easy-to-read, single-page, real-time dashboard. It allows the inventor to view and gain insight of your records in the portfolio. The dashboard reports can be configured by the user with the various available options





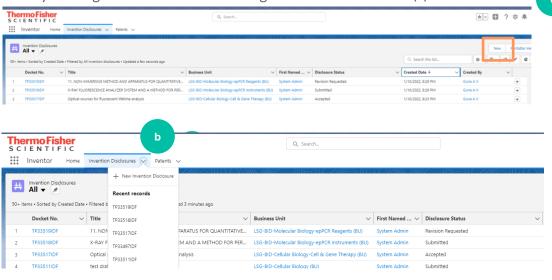
Invention Disclosure Submission

Invention disclosures section allows the inventor to create, view, submit and manage the complete list of invention disclosures in portfolio. The submitted disclosures go through a review process to determine whether a patent can be filed against this disclosure or not.

You can create a new invention disclosure from either directly in the Homepage (a) or click the Invention Disclosures drop down list (b) as shown in the screenshot below or by clicking on New button on the right side of the list view (c).

Invention Disclosure Submission

Invention Disclosure Form







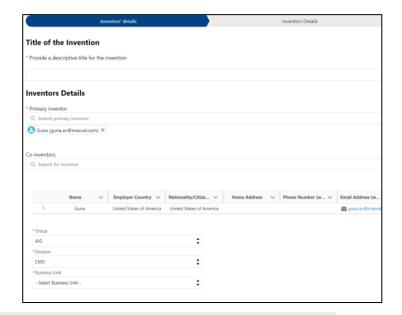


Submit a New Disclosure (cont.)

Summary and Inventors

Fill out the basic information of your invention in the form, such as:

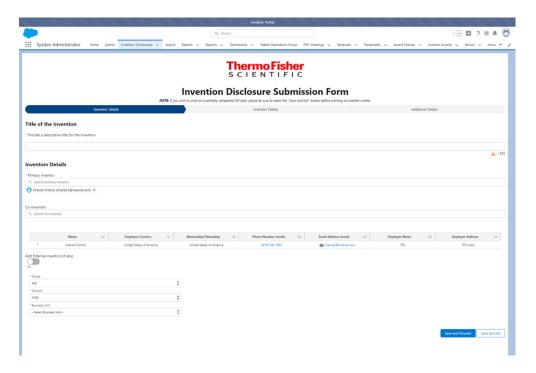
- Title of the Invention
- Primary Inventor Contact
- Primary Inventor Contact Division and Business
 Unit
- Others who made contributions to the conception of the invention
- Group, Division and Business Unit



Note:

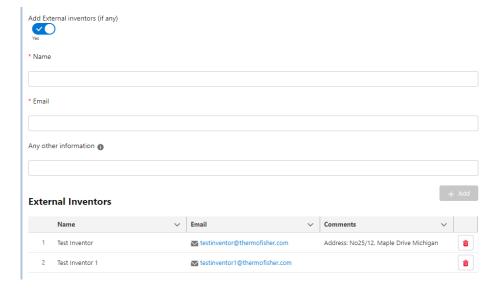
- The Title of the Invention is a mandatory field which needs to be filled, in order for the form to be saved a draft.
- Primary Inventor, Group, Division and Business Unit are mandatory field.
- To go to the next Section Click on -"Save and Proceed", To save as draft and exit Click on "Save and Exit".







External Inventors



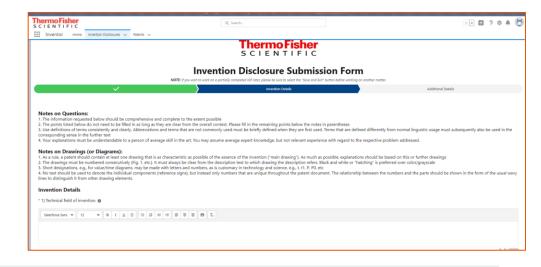


Submit a New Disclosure (cont.)

Invention Description (Section)

Fill out the basic information of your invention in the form, such as:

- Abstract
- Problem Description
- Detailed Description of the Invention
- Attach any files further describing the the invention

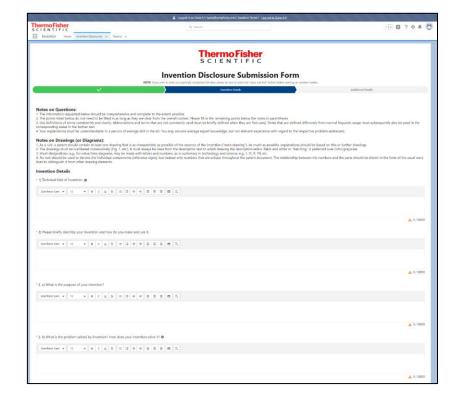


Note:

- Abstract Provide a brief summary of the invention and its key points of novelty. It's a mandatory Field
- Problem Description Describe the problems that motivated this invention. It's a mandatory Field
- Detailed Description of the Invention Provide detailed description related to the invention, It's a mandatory Field
- To go to the next Section Click on -"Save and Proceed", To save as draft and exit Click on "Save and Exit".







2. c) Please, provide at least one detailed example of your invention.	
5/les/brox Sans ▼ 12 ▼ 8 / 1 / ½ ⊕ Ξ 15 ⊕ ⊕ □ □ □ □ □ □ □ □	
	△ 0 / 100
2. d) Advantages of the invention. Output Description:	
Salesforce Sans w 12 v 0 1 1 12 √ 0 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	
	△ 0/500
1) What is the observe technology to your impaction?	
3) What is the closest technology to your invention? ●	
Szinolorec Sans w 12 w 0 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	
	△ 0/10
4) Related publications. 🕲	
	<u>▲</u> /56
 is there a way to tell if someone is using the technology or practicing the invention? ● 	
,	
	△ /10
s) List all possible applications, variants and improvements or possible workarounds of the invention as completely as possible. Output Description:	
Salesfore Sans w 12 w 8 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	
	△ 0/300
ttach any files further describing the the inventions	
Amorimens 1. Upland files Or drop files	
Cylonded files	

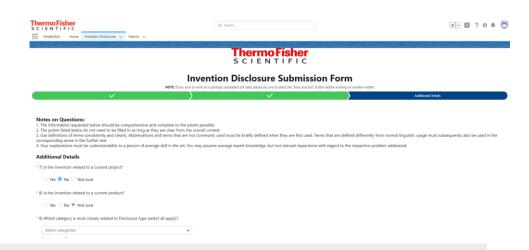


Submit a New Disclosure (cont.)

Conception and Other events (Section)

Fill out the basic information of your invention in the form, such as:

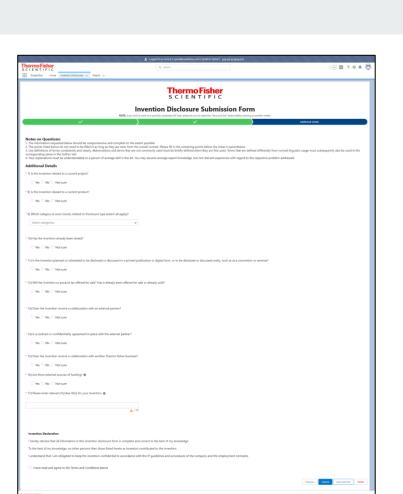
- Conception
- Public Disclosure or Sale



Note:

- Conception and Public Disclosure or Sale sections are mandatory.
- Conception Provide when was the invention first conceived? And Has the invention reduced to practice? If so when and how information.
- Public Disclosure or Sale Need to provide any sale or marketing activity occurred regarding this invention.
- This is the last page of the IDF, the user can Submit the form or Save As Draft.











View Invention Disclosure

The invention disclosure contains information about the invention, questionnaires and related answers that you provided while submitting a disclosure.

It also contains detailed information about the status, assigned reviewer(s), and other related information.

To reach this section, select the *Invention Disclosure* tab from the homepage.

The *Invention Disclosure* page displays important asset information such as *Docket Number*, *Title*, *First Named Inventor*, *Disclosure Status*, *Business Unit*, *Created Date* and more., in a tabular format.

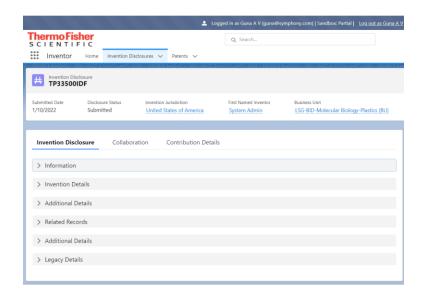


Follow the procedure below to view an invention disclosure and its details post submission.

Select a Docket No. from the asset list table under the **Invention Disclosure** tab.

The Disclosure detail will be displayed.

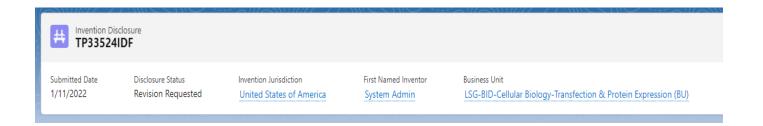
The subsection below the title displays few high level information about the disclosure.





Revision Requested/Resubmission

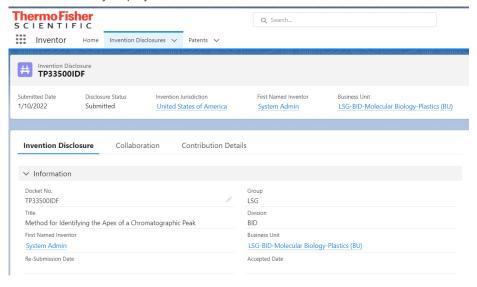
- Post Submission if the reviewer feels the submitted IDF is mission any critical information, then they can
 request for the revision. Post this decision the status of the IDF changes to Revision Requested and it is open
 to edit. Both the Primary Inventor or the associated Co-Inventors can add the requested information and
 submit it for further review.
- Once submitted, the status of the IDF changes to Resubmitted.





Disclosure Synopsis

This section contains the complete details of the invention disclosure. By default, the detailed view page displays the disclosure synopsys under the **Invention Disclosure** Title



Some of the key fields in the **Invention Disclosure** Tab include:

- Docket Number
- 2. Title
- 3. First Named Inventor
- 4. Invention Jurisdiction
- 5. Applicant



ID Inventors

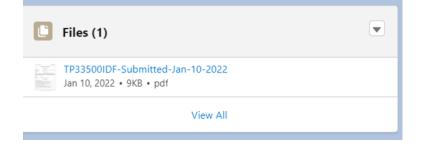
This section displays all the additional inventors that were provided while submitting the Invention Disclosure.

The Inventor can add additional Inventor names by clicking the down arrow on the right corner and selecting the **New** option.

Files

This section includes the auto generated PDF copy of the submitted IDF and also if there are any attached documents or images related to the invention. It also allows you to add new files to the asset by selecting the down-arrow on the top-right corner.





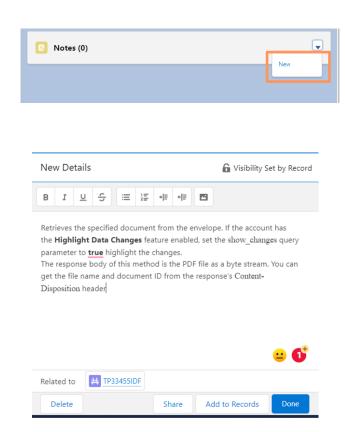


Notes

This section allows you to add a note for this invention disclosure that will be available for counsel members and the reviewers. Similarly, the mentors, reviewer or counsel members can also add notes for a disclosure.

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

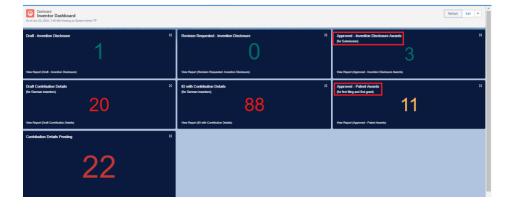
You can add a note by clicking the down arrow, and selecting the **New** option. This allows the user to add title and relevant content to it.

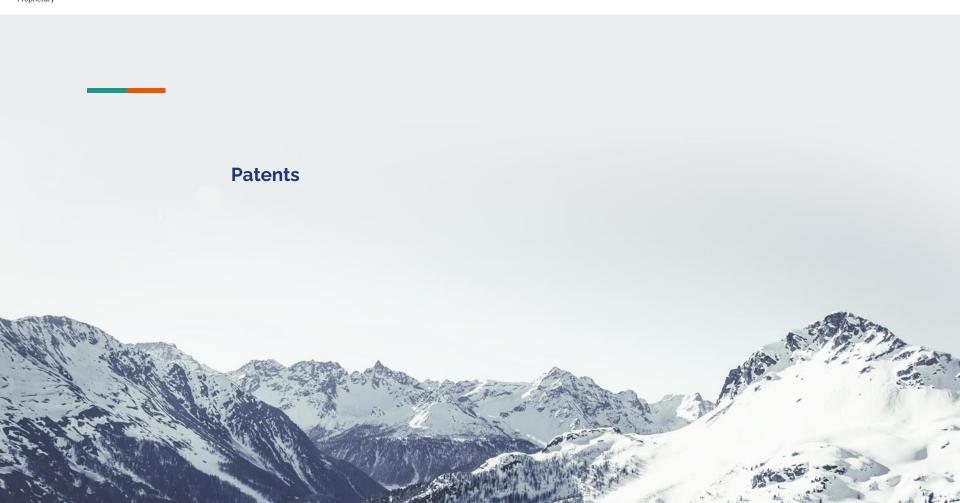




Dashboard-Inventor

The inventor can view different different status of submitted ID eligible for awards in the dashboard.

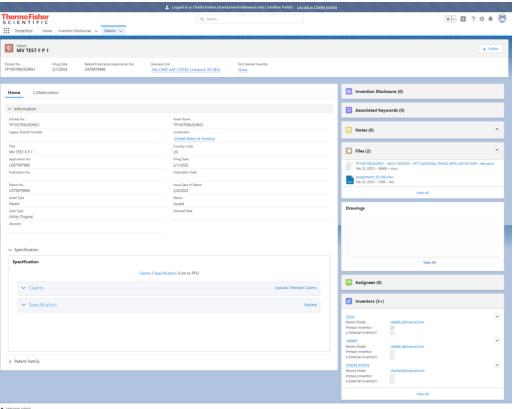




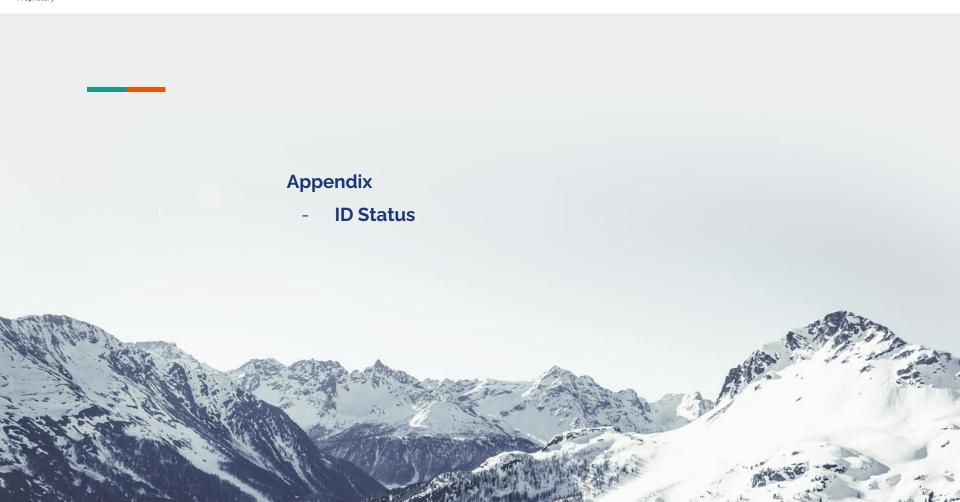


Patent Shell Record

Inventors have access to the Patent shell record of Invention disclosure for which they are either primary or the co inventor.



Message Admi





Appendix

The adjacent image is the list of Status and their meaning associated with the ID process. The inventor(s) will receive an email with every status change that happens with the submitted ID

SI No	Status	Action
1	Draft	Status indicating that the IDF is in the draft stage (yet to be submitted)
2	Submitted	Status to indicate that the invention is submitted in the system.
3	Revision requested	The status shows that the IP Co-Ordinator has requested a revision in the IDF.
4	Re-submitted	The status shows that the particular IDF has been re-submitted for review and approval.
5	Accepted	Status shows that the invention has been accepted for filing decisions.
6	Submitted -Claimed	The status specifies that the invention has been claimed by the employer from the inventor
7	Closed Released	The status specifies that the invention has been released to the inventor(s)
8	Need More Information	Status shows that the invention has been approved for filing decisions.
9	Closed-Defensive Publication	Status shows a shell record is created in place of the defensive publication
10	Closed Trade Secret	The status shows that the IDF has been closed for patent filing and is further processed under Trade Secret
11	Hold	The status shows if the IDF is put on hold by the review committee
12	Merged	The status shows that the IDF is merged with another existing IDF application
13	Closed - No Action	The status shows that the submitted IDF has been closed needing no further action on the same.
14	Approved Filing	The status shows if the filing process has been approved for further actions i.e through an In house Counsel
15	Final Dispositon	The final disposition is a status change to show that the invention is on hold before it moves to filing candidate

Thank you.