



Symphony IPMS v3.6

User Guide - Paralegal

Last Updated: June 2022

ThermoFisher
SCIENTIFIC

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 Paralegals 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 Paralegal/Paralegal/You/User are used interchangeably to reflect the functions performed by a Paralegal profile.

Revision History

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

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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.

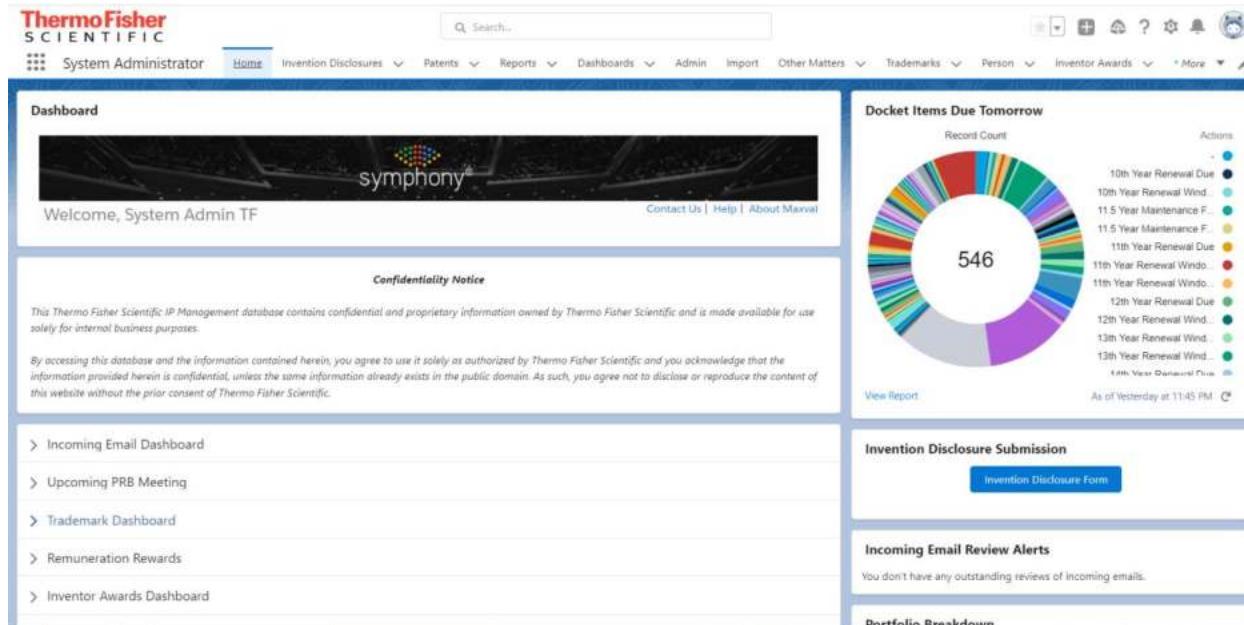
Symphony also provides you options to create and manage invention disclosures, patents, trademarks, access docketing information, assign tasks, and generate reports.

To access the system, go to My Iadaptive; (<https://thermofisher.my.idaptive.app/my#/MyApps>)
Search for Symphony and logon through SSO.

If you cannot find Symphony in the My Iadaptive portal, please create a ticket with the Service desk:
<https://thermofisherit.service-now.com/sp>

Below are some of the modules and pages an IP Paralegal 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



The screenshot shows the Thermo Fisher Scientific Symphony dashboard. At the top, there's a navigation bar with links for System Administrator, Home, Invention Disclosures, Patents, Reports, Dashboards, Admin, Import, Other Matters, Trademarks, Person, Inventor Awards, and More. Below the navigation is a search bar and a user profile icon. The main dashboard area has several sections: a "Dashboard" section with a welcome message "Welcome, System Admin TF" and a "Confidentiality Notice" about the database being for internal business purposes; a "Docket Items Due Tomorrow" section featuring a donut chart showing 546 items across various categories like Renewal Due, Renewal Wind., Maintenance F., etc.; an "Invention Disclosure Submission" section with a "View Report" button; an "Incoming Email Review Alerts" section stating "You don't have any outstanding reviews of incoming emails"; and a "Portfolio Breakdown" section. On the left side, there's a sidebar with links to Incoming Email Dashboard, Upcoming PRB Meeting, Trademark Dashboard, Remuneration Rewards, and Inventor Awards Dashboard.

Home

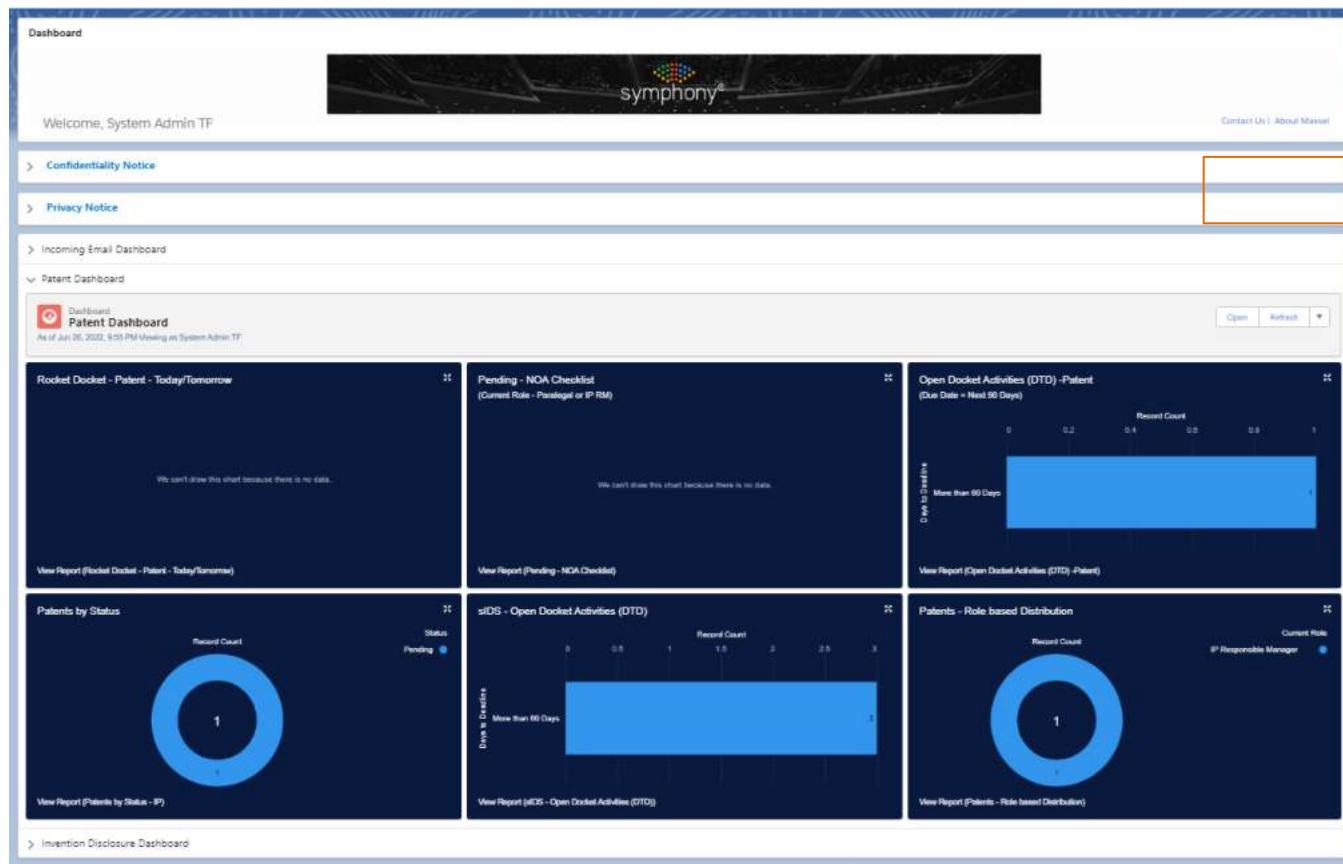
The 'Home' button leads the paralegal to the homepage that displays a snapshot of all the records within the portfolio. The homepage is set for the organization and cannot be modified by individual users.

IP Paralegal can access the following modules from the homepage:

- Dashboards
- Rocket Docket (Patent/ID)
- Dashboard Reports

a. Dashboards

The IP Paralegal 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 Paralegal view:

i. Incoming Email Dashboard

The screenshot shows the Incoming Email Dashboard interface. At the top, there's a header with a dashboard icon, the title "Incoming Email Dashboard", a note about last refresh (4 days ago), and buttons for "Open", "Refresh", and a dropdown menu. Below the header, there are two main sections:

- My Email Tracker - Pending Review:** This section contains a table with the following data:

Date Recd	Email Tracker: Email Track#	Short Subject	Patent Link	To Be Revied
5/19/2022	EMTK-150	[TP346324USORG1] test	TP346324U SORG1	Paralegal 1
5/19/2022	EMTK-157	test [TP346324USORG1] test subject	TP346324U SORG1	Paralegal 1
5/18/2022	EMTK-120	[TP346346USPRV1] - MyTEST2	TP346346U SPRV1	Paralegal 1
5/18/2022	EMTK-126	[TP346346USPRV1] - test33	TP346346U SPRV1	Paralegal 1
5/18/2022	EMTK-132	[TP346346USPRV1] - MyTEST3	TP346346U SPRV1	Paralegal 1
5/18/2022	EMTK-114	[TP346346USPRV1] - My TEST	TP346346U SPRV1	Paralegal 1
5/17/2022	EMTK-50	TP346346USPRV1 - New	TP346346U	Paralegal 1

[View Report \(My Email Tracker - Pending Review\)](#)

- My Email Tracker - Follow-up:** This section displays a message: "We can't draw this chart because there is no data." It also has a link: [View Report \(My Email Tracker - Follow-up\)](#).

IP Paralegal can view the incoming emails that require review under the Incoming Email Dashboard.

ii. Patent Dashboard

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

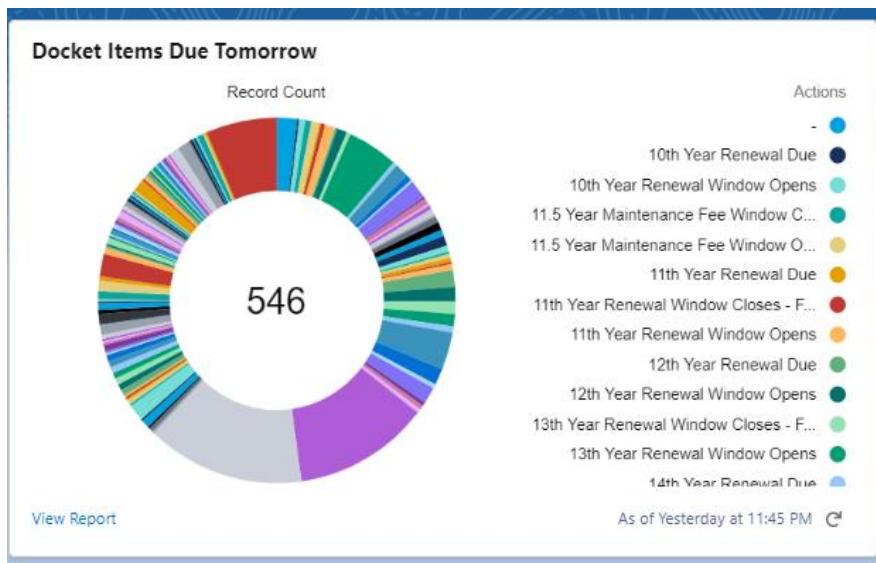
iii. Invention Disclosure Dashboard

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 for all IP practitioners. You can use this if you support multiple practitioners and/or are the back-up paralegal for a given week. If you click on View Report, you can see the details for the entire organization that require urgent attention.

If you want to see the Rocket Docket for your cases only, please expand the Patent Tab in the accordion, and click on the Rocket Docket dashlet, then click **View Report**.



System Administrator Home Admin Import Invention Disclosures Patents

➤ Remuneration Rewards

➤ Inventor Awards Dashboard

▼ Patent Dashboard

Patent Dashboard
As of Jun 19, 2022, 11:47 AM Viewing as Patti Selan

Rocket Docket - Patent - Today/Tomorrow

We can't draw this chart because there is no data.

[View Report \(Rocket Docket - Patent - Today/Tomorrow\)](#)

Pending - NOA Checklist
(Current Role - Paralegal or IP RM)

We can't draw this chart because there is no data.

[View Report \(Pending - NOA Checklist\)](#)

c. Dashboard Reports

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

The screenshot shows the 'Incoming Email Dashboard' for May 25, 2022, at 12:41 AM, viewed as Paralegal 1. It features two report cards:

- My Email Tracker - Pending Review:** A table showing pending reviews. The columns are Date Received, Email Tracker: Email Tracker Name, Short Subject, Patent Link, To Be Reviewed By, and Date Received. The data includes entries from 5/17/2022 to 5/13/2022, with subjects like 'TP346406USPRV1' and 'TP346324USORG1 test subject'. A button 'View Report (My Email Tracker - Pending Review)' is at the bottom.
- My Email Tracker - Follow-up:** A table showing follow-up tasks. The columns are Follow-up Due, Date Rec'd, Email Tracker: Email Tracker Name, Short Subject, Patent Link, and To Be Reviewed By. The data includes entries for 5/24/2022 and 5/19/2022, with subjects like 'TP346324USORG1 test' and 'TP346324USPRV1 - test'. A button 'View Report (My Email Tracker - Follow-up)' is at the bottom.

The screenshot shows the 'My Email Tracker - Pending Review' report card. It lists pending emails with the following columns: Date Received, Email Tracker: Email Tracker Name, Short Subject, To Be Reviewed By, Patent Link, Patent Jurisdiction, and Email Tracker: Created Date. The data is filtered by 'System Admins see all Pending Review [AV]'. A search bar, add chart button, filter icon, and subscribe button are at the top right. A specific row is highlighted with an orange border.

Date Received	Email Tracker: Email Tracker Name	Short Subject	To Be Reviewed By	Patent Link	Patent Jurisdiction	Email Tracker: Created Date
5/24/2022 (1)	EMTK-048	[TP346324USORG1] Att	Paralegal 1	TP346324USORG1	United States of America	5/23/2022
5/20/2022 (3)	EMTK-212	[TP346346USPRV1] - emr	Paralegal 1	TP346346USPRV1	United States of America	5/20/2022
	EMTK-206	[TP346346USPRV1] - emr	Paralegal 1	TP346346USPRV1	United States of America	5/20/2022
	EMTK-200	[TP346346USPRV1] - test emr	Paralegal 1	TP346346USPRV1	United States of America	5/20/2022
5/18/2022 (1)	EMTK-191	[TF344437USPRV1] TEST M4R 20	Paralegal 1	TP344437USPRV1	United States of America	5/18/2022
5/18/2022 (4)	EMTK-214	[TP346346USPRV1] - My TEST	Paralegal 1	TP346346USPRV1	United States of America	5/18/2022
	EMTK-152	[TP346346USPRV1] - My TEST3	Paralegal 1	TP346346USPRV1	United States of America	5/18/2022
	EMTK-126	[TP346346USPRV1] - test33	Paralegal 1	TP346346USPRV1	United States of America	5/18/2022
	EMTK-103	[TP346346USPRV1] - MyTEST2	Paralegal 1	TP346346USPRV1	United States of America	5/18/2022
5/17/2022 (9)	EMTK-108	[TP346406USPRV1]	Paralegal 1	TP346406USPRV1	United States of America	5/17/2022
	EMTK-98	[TP346346USPRV1]	Paralegal 1	TP346346USPRV1	United States of America	5/17/2022
	EMTK-104	[TP346346USPRV1]	Paralegal 1	TP346346USPRV1	United States of America	5/17/2022
	EMTK-174	[TP346346USPRV1] - test1	Paralegal 1	TP346346USPRV1	United States of America	5/17/2022
	EMTK-48	[TP346346USPRV1] - TESTNEW	Paralegal 1	TP346346USPRV1	United States of America	5/17/2022
	EMTK-42	[TP346346USPRV1] - NEW	Paralegal 1	TP346346USPRV1	United States of America	5/17/2022

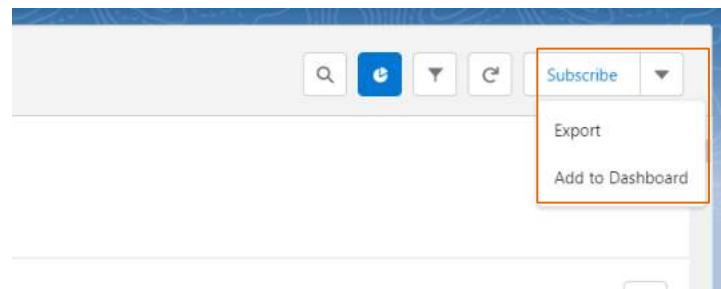
The following functions can customize the report's view:

- 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 the current report needs to be shown.

In addition to this, paralegal 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.

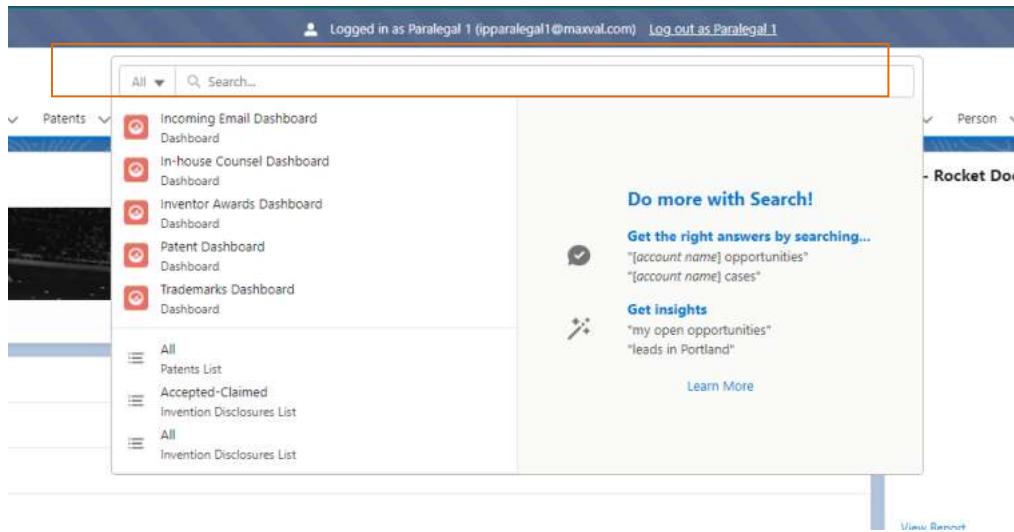
- **Add to Dashboard** - Create a separate dashboard by cloning the current data.



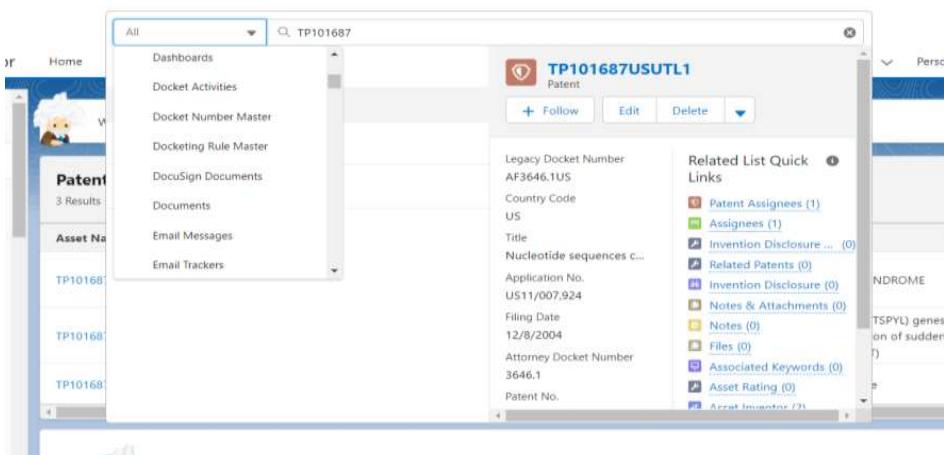
Global Search

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

1. Provide the File number/keywords in the global search box. Note that the Symphony docket number, the legacy docket number, Application No., Patent No., etc. are all searchable in this search box.



2. If you do not want to search the entire database, but only want to search a certain module, the Paralegal may also select a specific object in which he/she wants to conduct the search.



- Once the input is provided, wait for the search results.
- The search results will retrieve data from different objects where the given file number/keyword is present.

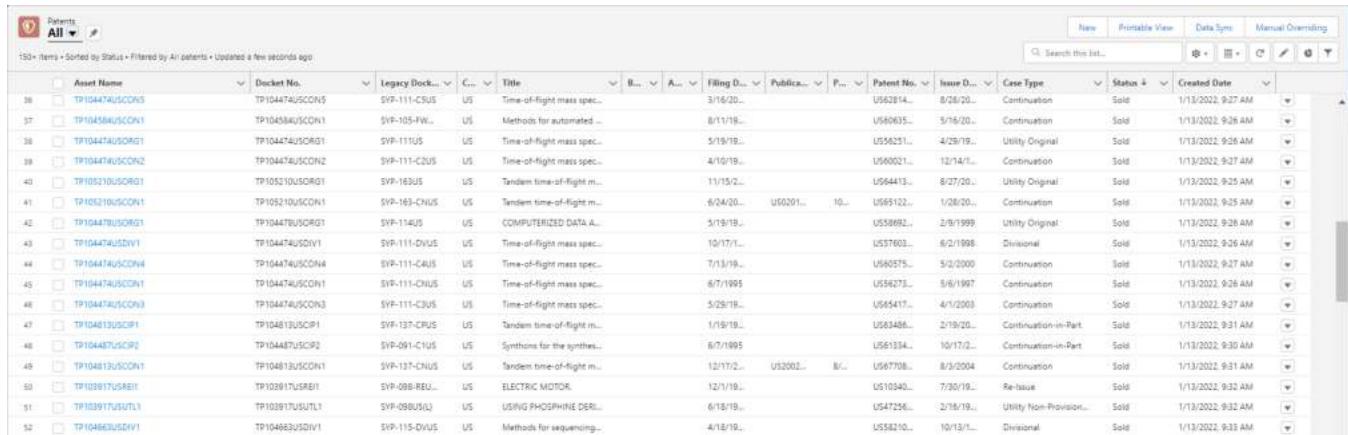
Asset Name	Legacy Docket Number	Type	Title	Application Number	Filing Date	Attorney Docket Number	Patent Number	Issue Date	Business Unit
TP101687WO1	AF3646.1WO	WO	ASSOCIATION OF TSPYL POLYMORPHISMS WITH SIDD SYNDROME	CA2,339,548	8/5/1998	Y1108-CA/PCT	CA2239548C	7/10/2007	AIG-CMO-LDMS-SI Life Science Mass Spectrometry (BS)
TP101687USUTL1	AF3646.1US	US	Nucleotide sequences coding testis specific-protein y-like (TSPYL) genes for use in identifying modulator for treatment and prevention of sudden infant death with dysgenesis of the testes syndrome (SIDD)	CA2,339,553	8/5/1998	10814-CA/PCT	CA2239533C	11/18/200	AIG-CMO-LDMS-SI Life Science Mass Spectrometry (BS)
TP101687USPRV1	AF3646US	US	Association Of Tspyl Polymorphisms With Swyer Syndrome	CA2,339,548	8/5/1998	11289-CA/PCT	CA2239549	10/14/200	AIG-CMO-LDMS-SI Life Science Mass Spectrometry (BS)

- Click on the blue link under Asset Name column to navigate to the record.
- You may refine the search further by selecting a particular object from the **Search Results** on the left such as Patents, Invention Disclosures, Person etc. In the search results of the selected object (Patents in the below screen), provide specific keywords in **Refine By**.

Asset Name	Legacy Docket Number	Type	Title	Application Number	Filing Date	Attorney Docket Number	Patent Number	Issue Date	Business Unit
TP101687CA1-PCT	TF2097CA3-PCT	C	APPARATUS AND METHOD FOR ATMOSPHERIC PRESSURE 3-DIMENSIONAL ION TRAPPING	CA2,339,548	8/5/1998	Y1108-CA/PCT	CA2239548C	7/10/2007	AIG-CMO-LDMS-SI Life Science Mass Spectrometry (BS)
TP101687CA1-PCT	IV04ZBRCADYU	A	CLEANING OF CALIBRATOR PRODUCED RECOMBINANT FUSION PROTEINS	CA2,334,080	7/14/1999	82104-1			LIS-BD-Sample Prep (BS)
TP101687CA1-PCT	TR2097CA1-PCT	C	METHOD FOR SEPARATION OF ISOMERS AND DIFFERENT CONFORMATIONS OF IONS IN A GASOUS PHASE	CA2,339,553	8/5/1998	10814-CA/PCT	CA2239533C	11/18/200	AIG-CMO-LDMS-SI Life Science Mass Spectrometry (BS)
TP101687CA1-PCT	TP2097CA2-PCT	A	METHOD FOR SEPARATION AND ENRICHMENT OF ISOTOPES IN GASOUS PHASE	CA2,339,548	8/5/1998	11289-CA/PCT	CA2239549	10/14/200	AIG-CMO-LDMS-SI Life Science Mass Spectrometry (BS)
TP101687CA1-PCT	PS0004CA1-PCT	C	Drug Delivery System	CA2,802,871	3/11/2011	54029-1			PSG-BPD-Pathon Pharmaceutical (PPS) (BS)
TP101687CA1-PCT	TP10720CA2-PCT	C	Method And System For Drug Screening	CA2,604,244	2/1/2008	5462			AIG-CMO-AAT-Laboratory Automation Burlington, ON (BS)
TP101687CA1-PCT	TP1976CA1-PCT	C	Apparatus And Method For Forming A Gas Composition Gradient Between Faraday Electrodes	CA2,595,288	2/17/2006	131-32-CA/PCT			AIG-CMO-LDMS-SI Life Science Mass Spectrometry (BS)
TP101687CA1-PCT	FE83CA1-PCT	C	SYSTEM AND METHOD FOR FOCUSED ION BEAM DATA ANALYSIS	CA2,547,749	11/15/200		CA2,387,747	1/8/2013	AIG-MSD-EM-Electrical Fault Analysis EFA (BS)
TP101687CA1-PCT	TP1068CA1-PCT	C	SINTACTIC PREFERENTIAL MOTION PLANNING METHOD FOR ROBOTIC SYSTEMS	CA2,334,224	1/30/2006	K907	CA2514204C	12/15/201	AIG-CMO-AAT-Laboratory Automation Burlington, ON (BS)
TP101687CA1-PCT	TP1948CA3-PCT	C	FAIMS APPARATUS AND METHOD FOR SEPARATING IONS IN THE GAS PHASE	CA2,499,338	9/23/2003	131-18-CA/PCT	CA2499538C	11/24/200	AIG-CMO-LDMS-SI Life Science Mass Spectrometry (BS)
TP101687CA1-PCT	TP1947CA1-PCT	C	Segmented Side-To-Side Faims	CA2,473,333	3/7/2003	131-04-CA/PCT			AIG-CMO-LDMS-SI Life Science Mass Spectrometry (BS)
TP101687CA1-PCT	TP1947CA6-PCT	C	Faims Apparatus Having Purge Ion Inlets And Method Therefor	CA2,474,564	4/7/2003	131-09-CA/PCT			AIG-CMO-LDMS-SI Life Science Mass Spectrometry (BS)

List View

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

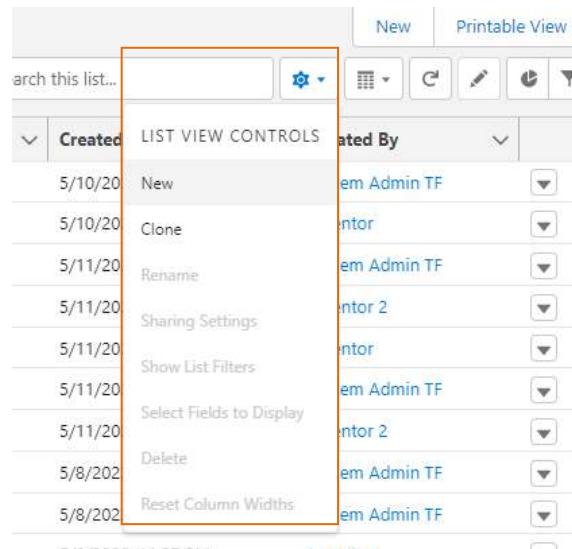


Asset Name	Docket No.	Legacy Doc...	C...	Title	B...	A...	Filing D...	Publica...	Patent No.	Issue D...	Case Type	Status	Created Date	
36 TP10447AU5CDN5	TP10447AU5CDN5	SYP-111-C5US	US	Time-of-flight mass spec...			3/16/20...		U56281...	8/26/20...	Continuation	Sold	1/13/2022, 9:27 AM	
37 TP10447AU5CDN1	TP10447AU5CDN1	SYP-105-FW...	US	Methods for automated ...			8/11/18...		U56043...	3/16/20...	Continuation	Sold	1/13/2022, 9:26 AM	
38 TP10447AU5CDN1	TP10447AU5CDN1	SYP-111-US	US	Time-of-flight mass spec...			5/19/19...		U55423...	4/29/19...	Utility Original	Sold	1/13/2022, 9:26 AM	
39 TP10447AU5CDN2	TP10447AU5CDN2	SYP-111-C2US	US	Time-of-flight mass spec...			4/10/19...		U550021...	12/14/1...	Continuation	Sold	1/13/2022, 9:27 AM	
40 TP105210US0R01	TP105210US0R01	SYP-163US	US	Tandem time-of-flight m...			11/15/2...		U554413...	8/27/20...	Utility Original	Sold	1/13/2022, 9:25 AM	
41 TP105210US0C01	TP105210US0C01	SYP-163-CHUS	US	Tandem time-of-flight m...			6/24/20...	U562091...	10...	U555122...	1/26/20...	Continuation	Sold	1/13/2022, 9:25 AM
42 TP10447BU5OR01	TP10447BU5OR01	SYP-114US	US	COMPUTERIZED DATA A...			5/19/19...		U553892...	2/9/1999...	Utility Original	Sold	1/13/2022, 9:28 AM	
43 TP10447AU5D0V1	TP10447AU5D0V1	SYP-111-DVUS	US	Time-of-flight mass spec...			10/17/1...		U557603...	6/2/1998...	Divisional	Sold	1/13/2022, 9:26 AM	
44 TP10447AU5CDN4	TP10447AU5CDN4	SYP-111-C4US	US	Time-of-flight mass spec...			7/13/19...		U560575...	5/2/2000...	Continuation	Sold	1/13/2022, 9:27 AM	
45 TP10447AU5CDN1	TP10447AU5CDN1	SYP-111-CHUS	US	Time-of-flight mass spec...			5/7/1995		U556273...	5/6/1997	Continuation	Sold	1/13/2022, 9:26 AM	
46 TP10447AU5CDN3	TP10447AU5CDN3	SYP-111-C3US	US	Time-of-flight mass spec...			5/29/19...		U554517...	4/1/2003...	Continuation	Sold	1/13/2022, 9:27 AM	
47 TP104813US0C01	TP104813US0C01	SYP-137-CRUS	US	Tandem time-of-flight m...			1/19/19...		U563486...	2/19/20...	Continuation-in-Part	Sold	1/13/2022, 9:31 AM	
48 TP10447U5CDP2	TP10447U5CDP2	SYP-091-CPUS	US	Synthesis for the synthesis...			6/7/1995		U56134...	10/17/2...	Continuation-in-Part	Sold	1/13/2022, 9:30 AM	
49 TP104813US0C01	TP104813US0C01	SYP-137-CHUS	US	Tandem time-of-flight m...			12/17/2...	U562001...	8/...	U567708...	8/3/2004...	Continuation	Sold	1/13/2022, 9:31 AM
50 TP1038917USRE01	TP1038917USRE01	SYP-098-REU...	US	ELECTRIC MOTOR,			12/1/19...		U510340...	7/30/19...	Re-issue	Sold	1/13/2022, 9:32 AM	
51 TP103917US0U1	TP103917US0U1	SYP-098USU1	US	USING PHOSPHINE DERIVAT...			6/18/19...		U547256...	2/18/19...	Utility Non-Provisional	Sold	1/13/2022, 9:32 AM	
52 TP1046630UD0V1	TP1046630UD0V1	SYP-115-DVUS	US	Methods for sequencing...			4/18/19...		U556210...	10/13/1...	Divisional	Sold	1/13/2022, 9:33 AM	

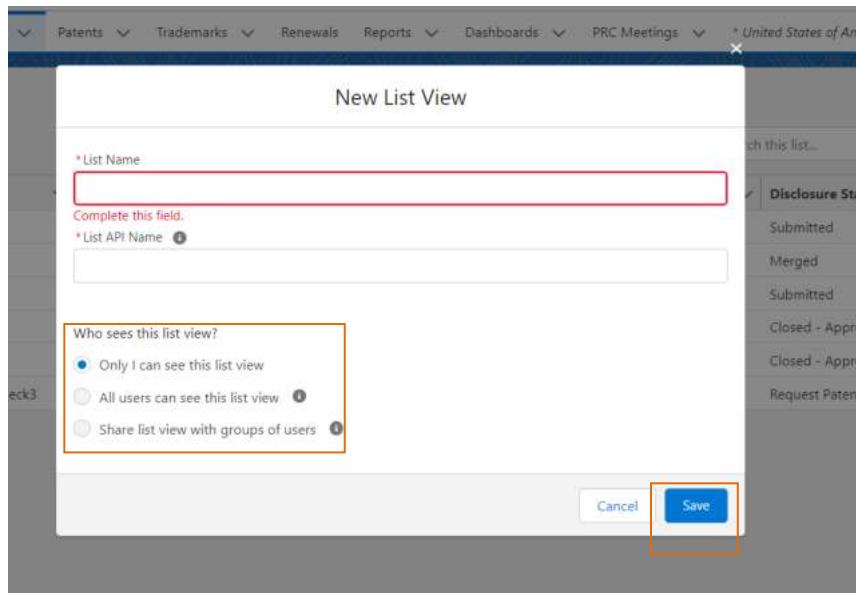
a. Create a New List

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

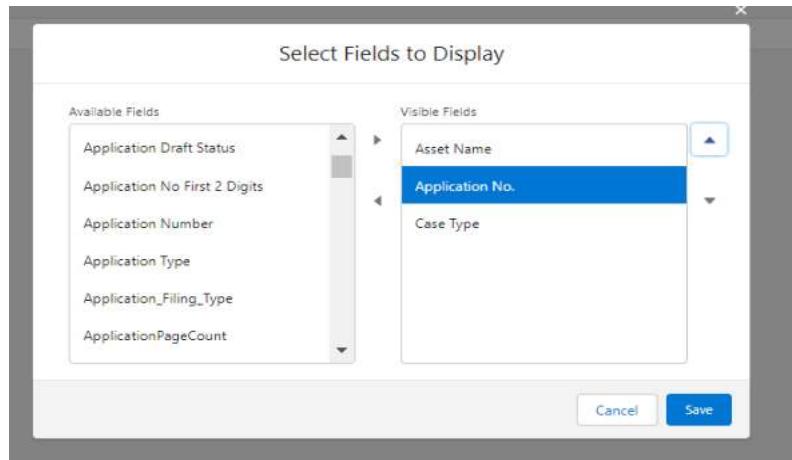
1. Click on List View Controls and select **New**.



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**.



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

	Asset Name	Application No.	Case Type	Application Type	Status
1	<COMPANY>/J112049/US/ORG/1		Utility Original	Utility	Drafting
2	<COMPANY>/J112050/US/1		Utility Original	Utility	Drafting
3	<COMPANY>/J112051/US/ORG/1		Utility Original	Utility	Drafting
4	<COMPANY>/J112052/US/ORG/1		Utility Original	Utility	Drafting
5	<COMPANY>/J112053/US/ORG/1		Utility Original	Utility	Drafting
6	<COMPANY>/J112054/US/ORG/1		Utility Original	Utility	Drafting
7	AIG Legacy		Utility	Utility	Drafting
8	BREMEN IDS BEFORE 20109 Legacy		Utility	Utility	Drafting
9	China Innovation Center Legacy		Utility	Utility	Drafting
10	COPERTHERMOS Legacy		Utility	Utility	Drafting
11	Export Control Cleared - OC Legacy		Utility	Utility	Drafting
12	FBI Legacy		Utility	Utility	Drafting
13	Farms Legacy		Utility	Utility	Drafting
14	Mattemhorn Legacy		Utility	Utility	Drafting

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

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

Patents Trademarks Renewals Reports Dashboards PRC Meetings Other Matters

Clone List View

List Name: Copy of All

List API Name: Copy_of_All

Who sees this list view?

- Only I can see this list view
- All users can see this list view
- Share list view with groups of users

Cancel **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.

Patents My View ▾

100+ items LIST VIEWS

1	All			
2	Legacy Patent (Do not use for testing)			
3	Litigation on Hold - Patents			
4	My View			
5	New			
6	Recently Viewed (Pinned list)			
7				
8	TP100003USORG1	US06/439,252	Utility Original	Utility
9	TP100009USORG1	US08/409,561	Utility Original	Utility
10	TP100010USORG1	US2111111	Utility Original	Utility

b. Printable View

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

The screenshot shows a table with the following data:

Docket No. #	Legacy Docket Number	Title	Business Unit	First Named Inventor	Invention Jurisdiction	Disclosure Status	Created Date	Created By
IP346323CE		Coordinator flew 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
IP346324CE		Remuneration-12	AIG-CMD-CMD Division Office		United States of America	Merged	5/10/2022	Inventor, 5/10/2022, 11:50 PM
IP346325CE		IsoPDF	AIG-CMD-CMD Division Office	Committee Member 2	United States of America	Request Patent Search	5/11/2022	System Admin, 5/11/2022, 1:56 AM
IP346327CE		Test Patent DOB testing	AIG-CMD-CMD Division Office		United States of America	Approved	5/11/2022	Inventor 2, 5/11/2022, 2:43 AM
IP346326CE		TestIDFmentor	AIG-CAD-CAD Division Office		United States of America	Approved Filing Candidate	5/11/2022	Inventor, 5/11/2022, 2:24 AM
IP346328CE		TEST IDF	AIG-CMD-CMD Division Office		United States of America	Approved	5/11/2022	System Admin TF, 5/11/2022, 3:51 AM
IP346329CE		Headphone - new edition	AIG-CMD-HPCS-CCS (BU)		United States of America	Closed - Approved for Filing	5/11/2022	Inventor 2, 5/11/2022, 4:38 AM
IP346288CE		Test invention 1		Inventor	Germany	Approved Filing Candidate	5/9/2022	System Admin TF, 5/6/2022, 10:58 PM
IP346284CE		Test invention		Inventor	Germany	Accepted	5/9/2022	System Admin TF, 5/9/2022, 11:21 PM
IP346286CE		Test IDF		Inventor	Germany	Accepted	5/9/2022	Inventor, 5/9/2022, 11:27 PM
IP346277CE		Test invention 2	AIG-CMD-CMD Division Office	Inventor	Germany	Merged	5/9/2022	Inventor, 5/9/2022, 2:00 AM
IP346280CE		Test invention 3	AIG-CMD-CMD Division Office	Inventor	Germany	Approved Filing Candidate	5/9/2022	System Admin, 5/9/2022, 2:19 AM
IP346315CE		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
IP346299CE		Test invention 4		Inventor	Germany	Host	5/9/2022	System Admin TF, 5/9/2022, 2:31 AM
IP346290CE		MV Test invention Today	AIG-CMD-CMD Division Office	Inventor	Germany	Re-Submitted	5/9/2022	Inventor, 5/9/2022, 2:48 AM
IP346291CE		Test invention 5	AIG-CMD-CMD Division Office	Inventor	Germany	Closed - Trade Secret	5/9/2022	Inventor, 5/9/2022, 2:55 AM
IP346292CE		Isolate	AIG-CMD-CMD Division Office			Closed - Approved for Filing	5/9/2022	System Admin TF, 5/9/2022, 3:28 AM
IP346293CE		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
IP346294CE		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
IP346312CE		Remuneration-21	AIG-CMD-CMD Division Office	Inventor	Germany	Accepted - Pending Contribution Details	5/11/2022	Inventor, 5/11/2022, 9:49 PM
IP346313CE		Remuneration-31	AIG-CMD-CMD Division Office	Inventor 3	Germany	Accepted - Pending Contribution Details	5/11/2022	Inventor 3, 5/11/2022, 10:59 PM
IP346324CE		Remuneration-32	AIG-CMD-CMD Division Office	Inventor	Germany	Accepted - Pending Contribution Details	5/11/2022	Inventor 3, 5/11/2022, 10:52 PM
IP346329CE		test invention 13	AIG-CMD-CMD Division Office	Inventor	Germany	Submitted	5/12/2022	System Admin TF, 5/12/2022, 12:53 AM
IP346330CE		TEST IDF	AIG-CMD-CMD Division Office		United States of America	Accepted	5/11/2022	System Admin TF, 5/11/2022, 10:52 PM
IP346340CE		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

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Invention Disclosure

The Invention Disclosure section allows IP Paralegal to view and manage the complete list of invention disclosures submitted by the inventors. The paralegal 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 Asset List Table – IDF 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'

The screenshot displays the Thermo Fisher Scientific Symphony User Guide interface. The top portion shows the 'Invention Disclosures' tab selected in the navigation bar. Below is a table of invention disclosure records with columns for Docket, Title, Business Unit, First Named Inventor, Invention Jurisdiction, Disclosure Status, Created Date, and Created By. The bottom portion shows a dropdown menu for 'Recently Viewed' items, with 'Recently Viewed (Pinned list)' selected.

Docket	Title	Business Unit	First Named Inventor	Invention Jurisdiction	Disclosure Status	Created Date	Created By
TP346323IDF	Coordinator flow check3	AIG-CMD-CMD Division Office	United States of America	Request Patent Search	5/10/2022, 11:24 PM	System Admin TF	
TP346324IDF	Remuneration-12	AIG-CMD-CMD Division Office	United States of America	Merged	5/10/2022, 11:50 PM	Inventor	
TP346325IDF	testPDF	AIG-CMD-CMD Division Office	Committee Member 2	United States of America	Request Patent Search	5/11/2022, 1:56 AM	System Admin TF
TP346327IDF	Test Patent OOB testing	AIG-CMD-CMD Division Office	United States of America	Approved	5/11/2022, 2:43 AM	Inventor 2	
TP346326IDF	testIDInventor	AIG-CAD-CAD Division Office	United States of America	Appoint Filing Candidate	5/11/2022, 2:24 AM	Inventor	
TP346328IDF	TEST IDF	AIG-CMD-CMD Division Office	United States of America	Approved	5/11/2022, 3:51 AM	System Admin TF	
TP346330IDF	Headphone - new edition	AIG-CMD-HPCS-CCS (BU)	United States of America	Closed - Approved for Filing	5/11/2022, 4:39 AM	Inventor 2	

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

Docket No.	Title	Business Unit
1 TP33569>IDF	Test Case 1400	AIG-CMD-Software
2 TP33568>IDF	Test Case 1290	AIG-CMD-HPC5-C
3 TP33567>IDF	Test case 1280	AIG-CMD-CMD-DI

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.

Invention Disclosure
TP346424IDF

Submitted Date: 5/18/2022 Disclosure Status: Revision Requested First Named Inventor: Business Unit: AIG-CMD-AAT-Micro GC Enschede (BU)

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

The screenshot shows the Thermo Fisher Scientific Symphony interface. The left side has a navigation bar with links like IP Department, Home, Invention Disclosures, Patents, Trademarks, Renewals, Reports, Dashboards, PTC Meetings, Other Matters, and Inventor Awards. The main content area displays an invention disclosure record with tabs for Information, Invention Details, Additional Details, PIRA & Compensation Info, Patent Review Board, Request Patentability Search / Defensive Publication, Related Records, Legacy Details, and System Information. To the right, there is a sidebar with several widgets:

- Inventor Awards (0)**: Shows 0 awards.
- All Inventors (1)**: Shows 1 inventor: **Shubham Srivastava** (Email: shubham.srivastava41@gmail.com).
 - Address: Not specified
 - Role: Inventor
 - Is External Inventor: No
- Notes (0)**: Shows 0 notes.
- Diary Notes (0)**: Shows 0 diary notes.
- Combined Disclosures (0)**: Shows 0 combined disclosures.
- Files**: Shows 3 files:
 - TP33467IDF-Submitted-Jan-05-2022.pdf (Jan 5, 2022, 9KB)
 - TP33467IDF-Shubham Srivastava-MV001-Jan-05-2022.pdf (Jan 5, 2022, 5KB)
 - TP33467IDF-Andrii Romash-123456-Jan-05-2022.pdf (Jan 5, 2022, 5KB)

● Inventor Awards

This section summarizes the approved awards for the inventors.

Inventor Awards (0)

● Files

Files (3)

- TP33467IDF-Submitted-Jan-05-2022.pdf (Jan 5, 2022, 9KB)
- TP33467IDF-Shubham Srivastava-MV001-Jan-05-2022.pdf (Jan 5, 2022, 5KB)
- TP33467IDF-Andrii Romash-123456-Jan-05-2022.pdf (Jan 5, 2022, 5KB)

Add File

View All

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. Paralegals can add new files to the asset by selecting **Add Files** from the down-arrow on the top-right corner. There is also a provision to 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 screenshot shows the 'All Inventors' section of the application. At the top right of the main panel, there is a dropdown menu with an orange box around the 'New' option. Below this, there is a table with columns for 'Name', 'Employment Status', 'Email', and 'Office Location/Country'. Underneath the table, a button labeled 'New All Inventors' is visible. A modal window titled 'New All Inventors' is open, containing fields for 'Invention Disclosure' (set to TP346323IDF), 'Inventor' (with a search bar), and 'System Information' (which includes checkboxes for 'First Named Inventor?' and 'Utilization/Release Notification Status' set to 'Not Applicable', dropdowns for 'PIR Status' and 'PIR Agreement Date', a checkbox for 'Is Contribution Applicable', a text input for 'Contribution' (0.00), a checkbox for 'Is Contribution Approved', and a checked checkbox for 'skipValidation'. There is also a 'Search Other Matters...' input field. At the bottom of the modal are three buttons: 'Cancel', 'Save & New', and 'Save'.

The Inventor or the Docketer 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 paralegal 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.

The screenshot shows two windows side-by-side. On the left is the 'New Diary Notes' form, which includes fields for Dairy Notes Name ID, For the attention of (with a search bar), Owner (System Admin TF), Priority (None), Note, Type (Action), Due Date (if any), Status (--None--), Other Matters (Search Other Matters...), and Currency (USD - U.S. Dollar). At the bottom are buttons for Cancel, Save & New, and Save. On the right is a list titled 'Diary Notes (1)' showing one entry: Priority: None, For the attention of: Attorney notes by System Admin TF, and Note: (empty). A 'View All' button is at the bottom.

● Notes

The screenshot shows a 'Notes (2)' section. It lists two entries: 'Analytical Chemistry' (5/23/2022, 7:18 AM by Paralegal 1) and 'Request Patent Search - 5/12/2022' (5/12/2022, 5:40 AM by System Admin TF). Below the list is a 'View All' button. To the right, there is a small box with a downward arrow and the word 'New'.

Notes section allows users to add a note for the given invention disclosure that will be available for other members and the reviewers. This is similar to the Matter Management Activity in the legacy system.

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.

Notes (2)
<p>Inventor Response to Request for Information - 2018-03-07 3/7/2018 5:45 AM by Platform inv1</p> <p>I have added more supporting document in the Files section of the disclosure, please verify and let me know if you need more...</p>
<p>PPA Request for Information - 2018-03-07 3/7/2018 5:16 AM by Symphony Maxval</p> <p>Send me more supporting documents with reference to your invention. Also, add more description in the Detailed Inventio...</p>

- **Review Board**

If the paralegals support a business that has a patent review committee or patent review board, the paralegal can select the Review Board by which the invention disclosure should be reviewed. The paralegal can see the list of Patent Boards assigned for the IDF record.

Review Board

* Select Review Board

--None--

Next

Post selecting the review board, the paralegal can navigate to the PRC Meeting tab, where the list of review boards is available.

The screenshot shows the Thermo Fisher Scientific Symphony software interface. The top navigation bar includes links for Home, Admin, Invention Disclosures, Import, Patents, Reports, Dashboards, Patient Operations Group, PRC Meetings, Renewals, and More. The PRC Meetings tab is currently selected. Below the navigation bar, a search bar and a 'Recently Viewed' dropdown are visible. A message indicates '8 items • Updated a few seconds ago'. The main content area displays a table with columns: Review Board, Meeting Date, Start Time, Duration in Minutes, Location, Number of Disclosures, and Number of Reviewers. The data in the table is as follows:

	Review Board	Meeting Date	Start Time	Duration in Minutes	Location	Number of Disclosures	Number of Reviewers
1	AIG - MSD EU - IPRB	1/1/2023				2	
2	KOMS - Bremen IP Committee	1/1/2023				3	
3	HPLC - Germany IP Committee	1/1/2023				2	
4	LSMS - Bremen IP Committee	1/1/2023				2	
5	CCS - Symmavie	1/1/2023				3	
6	AIG - MSD Global - IPRB	1/1/2023				2	
7	ICSP - Symmavie IP Committee	1/1/2023				6	
8	Test Docketing Rule	3/21/2023				0	

By selecting a particular review board, the paralegal can check the number of disclosures assigned and the meeting date (editable).

The screenshot shows the details of a selected PRC Meeting. The title is 'PRC Meeting AIG - MSD EU - IPRB'. The 'Details' tab is active, showing the following information:

- PRC Meeting:** AIG - MSD EU - IPRB
- Meeting Date:** 1/1/2023
- Duration in Minutes:** (not specified)
- Review Board:** AIG - MSD EU - IPRB
- Start Time (HH:MM):** (not specified)
- Location:** (not specified)
- Number of Disclosures Added:** 2
- Created By:** System Admin TF, 3/9/2022, 3:09 AM
- Last Modified By:** Pybe Faber, 4/11/2022, 1:55 AM

By clicking the **Invention Disclosure Queue**, the user can view the Invention Docket Number, Invention Title, Submitted Date, and the Status of the Invention Disclosure.

The screenshot shows the 'Invention Disclosure Queue' section for the selected PRC Meeting. The title is 'PRC Meeting AIG - MSD EU - IPRB'. The 'Invention Disclosure Queue' tab is active, displaying a table with the following data:

Invention Disclosure	Invention Title	Submitted Date	Status
TP304967IDF	UAT 2 permissions and roles test	3/16/2022	Accepted
TP305112IDF	Demo aan Sylvia	4/11/2022	Accepted

At the bottom of the table, there is a link labeled 'View All'.

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

The screenshot shows the 'Invention Disclosure' tab selected in a navigation bar. Below it is a section titled 'Information' with a dropdown arrow. The main area contains several pairs of columns, each consisting of a label on the left and a value or list on the right. Some values are highlighted in blue.

Invention Disclosure	Roles	Rating	Correspondence	Contribution	Remuneration Records	Email History	DocuSign Documents
Information							
Docket No.				Title			
TP346323IDF				Coordinator flow check3			
Submitted Date				Group			
5/10/2022				AIG			
Submitted By				Division			
System Admin TF				CMD			
Re-Submission Date				Business Unit			
				AIG-CMD-CMD Division Office			
Re-submitted By				Accepted Date			
CSO Top Program				5/12/2022			
<input type="checkbox"/>				Claim Date			
CSO Innovation Type				<input type="checkbox"/> Is Automatically Claimed			
CSO Program Name				<input type="checkbox"/> Current Role			
Gov. Contract Built				<input type="checkbox"/> Is Contribution Accepted			
Gov. Contract Conceived Desc.				<input type="checkbox"/> Is the Invention in Use			
Export Control				<input type="checkbox"/> Intensifying Innovation			
<input type="checkbox"/>				<input type="checkbox"/>			

- 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. IP Responsible Managers, IP Coordinators, and/or IP Paralegals or Docketers all have permissions to add a rating.
- d. **Correspondence:** 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 and only to the IP Compensation Manager for that Business Unit.
- f. **Remuneration Record:** This is the Remuneration related tab to store reward-related information. The details in this tab will be visible to the IP Compensation Manager for that Business Unit.
- g. **Email History:** Contains the record of communication between the IP Paralegal and the inventor
- h. **DocuSign Documents:** In this section, paralegals or IP Comp Managers can keep a track of status of invention related agreements shared with the inventors using DocuSign.

a. Invention Disclosure

Invention Disclosure	Roles	Rating	Correspondence	Contribution	Remuneration Records	Email History	DocuSign Documents
> Information							
> Invention Details							
> Additional Details							
> PIRA & Compensation Info							
> Patent Review Board							
> Request Patentability Search / Defensive Publication							
> Related Records							
> Legacy Details							
> System Information							

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
5. **Patent Review Board:** Details regarding the assigned patent review board
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 paralegals on key stakeholders associated with the given disclosure and their respective roles.

Invention Disclosure Roles (3)			
Invention Disclosure Role Name	Role	Person	Created Date
IDR-103263	IP Responsible Manager	Responsible Manager	5/10/2022, 11:25 PM
IDR-103264	IP Coordinator	Coordinator	5/10/2022, 11:25 PM
IDR-103265	IP Compensation Manager	Comp Manager	5/10/2022, 11:25 PM

[View All](#)

Note: Paralegals do not have edit permissions on Roles. If any edits or changes are needed, they need to email Docketing.

c. Disclosure Rating

This section allows you to view ratings provided by other users against the given invention disclosure. IP Paralegal 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.

Invention Disclosure Roles **Rating** Correspondence Contribution Remuneration Records Email History DocuSign Documents

Please update your Disclosure Rating for the Invention Disclosure by clicking the Add/Edit Rating button below.

[View Rating Summary](#)

Rating Summary - TP305244IDF

REVIEWER	SYSTEM ADMIN TF
Originality	2
Problem Resolution	3
Favorable Results	4
Competitive Advantage	
Competitors Usage	
Applicability	
Business Value	
Invention Design Complexity	
Invention Complexity	
Commercial Use	
Recommendations	Recommend Defensive Publication
Comments	

d. Correspondence

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

Paralegals and all users can compose and send out emails from the **Email** tab under **Correspondence**.

The screenshot shows the 'Correspondence' tab selected in a navigation bar. Below it is a form for composing an email. The fields include: 'From' (System Admin TF <guna.av@maxval.com>), 'To' (empty), 'Cc' (empty), 'Bcc' (guna.av@maxval.com), 'Subject' (Enter Subject...), and a rich text editor toolbar with options for font, size, bold, italic, underline, etc. A large text area for the message body is below the toolbar.

e. Email History

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

Date Sent	Subject	To	From
1 5/9/2022, 03:59:48 PM	TP346292IDF - Confirmation of receipt of invention disclosure	vallabh.j@maxval.com;guna.av...	vallabh.j@maxval.com
2 5/17/2022, 08:25:31 PM	TP346292IDF Update - Approve and Keep In-house	vallabh.j@maxval.com;vishnup...	vallabh.j@maxval.com

Patent

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

An asset can be any of the following:

- Application
- Publication
- Patent
- Oppositions

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'

The screenshot shows a table with 12 rows, each representing a patent asset. The columns are labeled 'Asset Name' and 'Number'. The 'Asset Name' column contains links to individual patent pages, while the 'Number' column contains the docket numbers. The table has a header row with a checkbox and a dropdown menu.

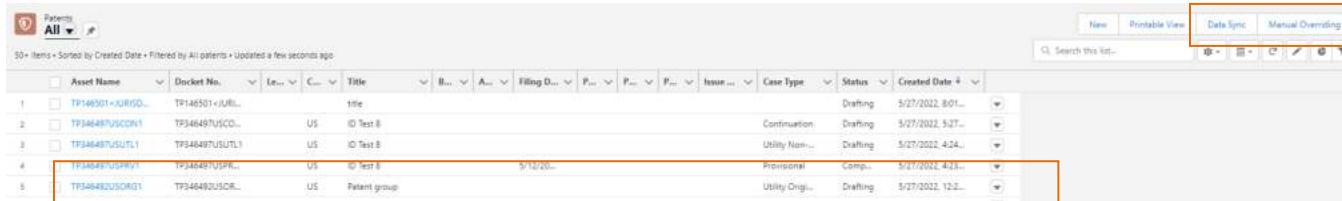
	Asset Name
1	Test123
2	TP346441ILSEC2
3	TP346441CNSEC1
4	TP346441ILSEC1
5	TP346441JPSEC1
6	TP346441USCON2
7	TP346441USCON1
8	TP346441USPRV1
9	TP346440USPRV1
10	TP346429USPRV2
11	TP346430USPRV2
12	TP346437USPRV1

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

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).

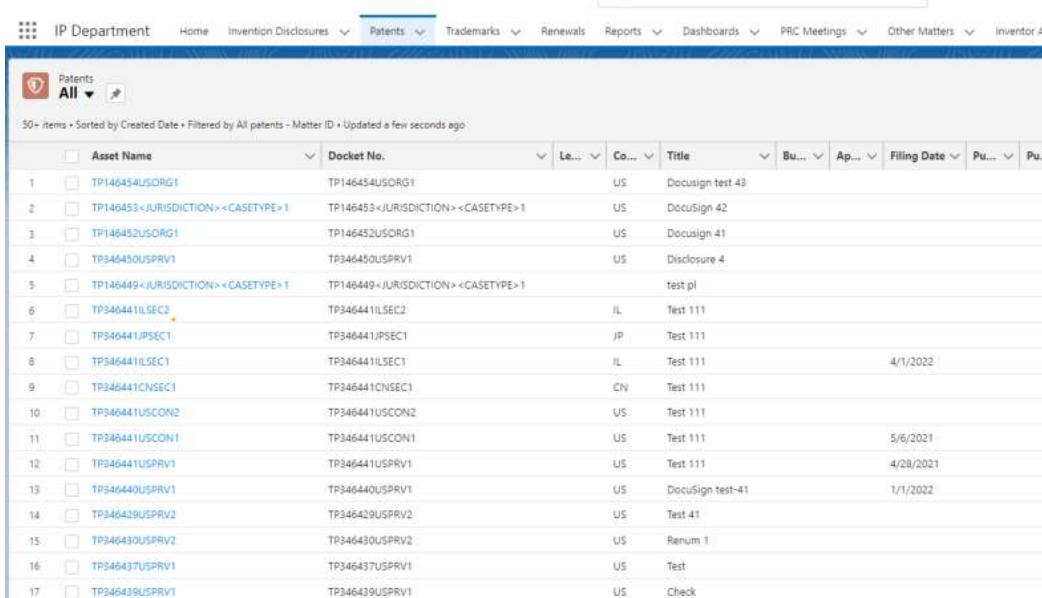


Asset Name	Docket No.	Le...	Co...	Title	Bu...	Ap...	Filing Date	Pu...	Pu...	Issue Date	Case Type	Status	Created Date
TP1464501<JURISO...	TP1464501<JURISO...			Title							Drafting	5/27/2022, 8:01...	
TP346487UUSCON1	TP346487UUSCON1	US		ID Test 8							Continuation	5/27/2022, 5:27...	
TP346487UUSUTL1	TP346487UUSUTL1	US		ID Test 8							Utility New...	5/27/2022, 4:24...	
TP346487USPRV1	TP346487USPRV1	US		ID Test 8	5/12/2022						Provisional	5/27/2022, 4:13...	
TP346487USORG1	TP346487USORG1	US		Patent group							Utility Org...	5/27/2022, 12:2...	

- 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, and patent numbers from the public domain. The sync functionality works for all published applications from all jurisdictions. (Data Source for the Sync – IFI Claims)

To run an **Update**:

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



Asset Name	Docket No.	Le...	Co...	Title	Bu...	Ap...	Filing Date	Pu...	Pu...	Issue Date	Case Type	Status	Created Date
TP146454USORG1	TP146454USORG1			DocuSign test 43									
TP146453<JURISDICTION><CASETYPE>1	TP146453<JURISDICTION><CASETYPE>1	US		DocuSign 42									
TP146452USORG1	TP146452USORG1	US		DocuSign 41									
TP346450USPRV1	TP346450USPRV1	US		Disclosure 4:									
TP146449<JURISDICTION><CASETYPE>1	TP146449<JURISDICTION><CASETYPE>1			test pl									
TP346441ILSEC2	TP346441ILSEC2	IL		Test 111									
TP346441JPSEC1	TP346441JPSEC1	JP		Test 111									
TP346441ILSEC1	TP346441ILSEC1	IL		Test 111			4/1/2022						
TP346441CNSEC1	TP346441CNSEC1	CN		Test 111									
TP346441USCON2	TP346441USCON2	US		Test 111									
TP346441USCON1	TP346441USCON1	US		Test 111			5/6/2021						
TP346441USPRV1	TP346441USPRV1	US		Test 111			4/28/2021						
TP346440USPRV1	TP346440USPRV1	US		DocuSign test-41			1/1/2022						
TP346429USPRV2	TP346429USPRV2	US		Test 41									
TP346430USPRV2	TP346430USPRV2	US		Renum 1									
TP346437USPRV1	TP346437USPRV1	US		Test									
TP346439USPRV1	TP346439USPRV1	US		Check									

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.

3. Information Scraped from Public sources by Symphony:

4. 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

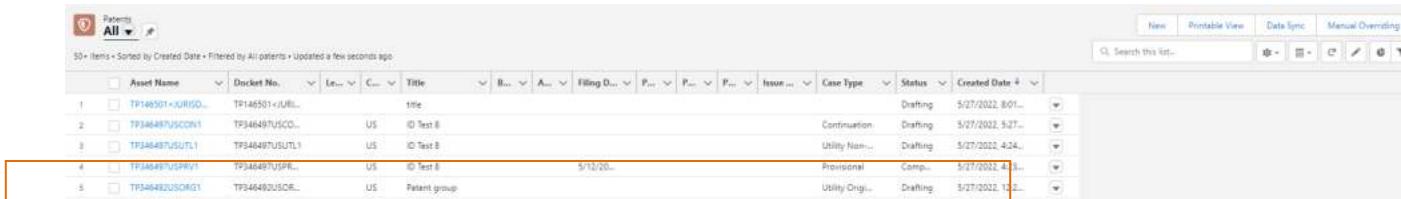
6. Patent Fields Imported from IFI Claims Web Service & OPS Web Service & PAIR details

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	AssigneeData	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 paralegal 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 paralegals to control the fields of the patent that they want to update manually. paralegal 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 from the **Asset List Table**.



	Asset Name	Docket No.	Le...	C...	Title	Filing D...	P...	P...	P...	Issue ...	Case Type	Status	Created Date
1	TP146501<US150...	TP146501<US0...			title						Drafting	5/27/2022, 8:01...	
2	TP346497U5C01	TP346497U5C0...	US	ID Test 8							Continuation	5/27/2022, 9:27...	
3	TP346497U5UTL1	TP346497U5UTL1	US	ID Test 8							Utility New...	5/27/2022, 4:24...	
4	TP346497U5P01	TP346497U5P0...	US	ID Test 8	5/12/20...						Provisional	5/27/2022, 4:24...	
5	TP3464982US08	TP3464982US08...	US	Patent group							Utility Orig...	5/27/2022, 10:2...	

The screenshot shows a patent page titled "Patent Remuneration-12".

Matter Info:

- Docket No.: TP346324USORG1
- Filing Date: 5/17/2021
- Patent/Publication/Application No.: US8881009
- Business Unit: AIG-CMD-CMD Division Office
- Outside Counsel
- First Named Inventor

Matter Info (Left Panel):

- Information
- Other Details
- Law Firm Details
- Immediate Parent information
- Transaction, Litigation and Licensing
- P2P Product & Technology
- Disclosure Meeting
- Related Assets & Family Info
- Invention Disclosure Information
- Provisional Conversion
- Legacy Details
- Instructions for DC
- System Information
- Abstract and Specification

Specification:

- Claims
- Specification

Forms (Right Panel):

- Click here to generate PTO forms
- Notes (0)
- DocuSign
 - DocuSign: Send Documents for Signature
 - File Name: TP346324USORG1 - Assignment.doc, Created Date: May 19, 2022
 - File Name: TP346324USORG1 - Assignment (COPY).doc, Created Date: May 13, 2022
 - Add Person
 - Send Envelope
- Forms
 - Files (0)
 - Upload Files
 - Or drop files
- Invention Disclosure Meetings (0)

Other Matters (Right Panel):

- Search Other Matter
- Related Patents - Other Matters (0)
- Asset Inventor (0)
- Inventor Awards (0)
- Invention Disclosure (0)
- Diary Notes (0)
- Drawings
- View All
- Patent Assignees (0)

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.

The screenshot shows a top ribbon interface for a patent asset titled "Multi-reflection mass spectrometer". The ribbon includes buttons for "Follow", "Edit", "Delete", "Max-IDS", "S-Docs", and "Manual Overriding". Below the ribbon, detailed information is displayed: Docket No. TP108673USUTL1, Filing Date 11/27/2019, Patent/Publication/Application No. US10964520, Business Unit AIG-CMD-LSMS-Bremen (BU), Outside Counsel, and First Named Inventor Hamish Stewart.

In addition to this, paralegals 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**. The step-by-step guide for using S-Docs is provided [below](#).
- Directly navigate to **Max-IDS** for managing references and IDS forms for a given asset. Details of using Max-IDS are provided [below](#).
- 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. This is the equivalent of the Matter Management Activity in the legacy system. It also allows users to add new notes to the asset by selecting the down-arrow on the top-right corner.

The screenshot shows a "Notes (1)" widget. It contains a single note entry with a "New" button and a "View All" link. The note details: New, 5/23/2022, 6:09 PM by Paralegal 1, chemical analysis, the study of the chemical composition and structure of substances. More broadly, it may be considered the corpus of all techniques whereby any exact chemical informatio... .

- **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.

▼ DocuSign

+ Attachment		
File Name	Created Date	
TP146601USORG1 - Declaration.pdf	Jun 24, 2022	▼
TP146601USORG1 - Assignment.pdf	Jun 24, 2022	▼
11b - TFS 30-31 Filing SOP with email t...	Jun 17, 2022	▼
14. Allowed Patent Application Checkli...	Jun 17, 2022	▼
patent_screen.png	Jun 16, 2022	▼
TP146601USORG1 - Assignment.pdf	Jun 16, 2022	▼

● Forms

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

The screenshot shows a 'Forms' section with a header 'Forms'. Below it is a 'Files (1)' section containing a single file: 'Symphony Data Migration cont'd_2022-05-19' (docx, May 23, 2022, 26KB). There is a blue 'Add Files' button with a downward arrow icon.

● Other Matters

Other Matters widget allows the user to search for Other Matter records that belong to the Business Unit.

The screenshot shows an 'Other Matters' section with a header 'Other Matters' and a search bar labeled 'Search Other Matter'. Below it is a 'Related Patents - Other Matters (0)' dropdown menu.

● Asset Inventor

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

Asset Inventor (3)

- Hamish Stewart**
Person Email:
Primary Inventor:
Is External Inventor:
- Dmitry Grinfeld**
Person Email:
Primary Inventor:
Is External Inventor:
- Alexander Makarov**
Person Email:
Primary Inventor:
Is External Inventor:

[View All](#)

- **Inventor Awards**

This section summarizes the approved awards for the inventors.

Inventor Awards (0)

- **Invention Disclosure**

This section displays the related invention disclosure.

Invention Disclosure (1)

TP346292IDF	blablabla
Title:	
Business Unit:	AIG-CMD-CMD Division Office
First Named Inventor:	

[Edit](#)

[View All](#)

- **Diary Notes**

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

Diary Notes (1)

Priority:	None
For the attention of:	
Note:	

[View All](#)

- **Drawings**

This contains the drawings and illustrations applicable to the invention.

Drawings

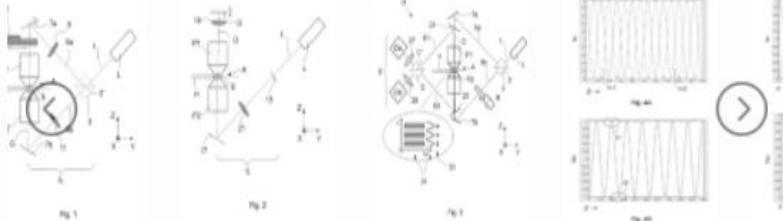


Fig. 1
Fig. 2
Fig. 3
Fig. 40

[View All](#)

- **Patent Assignees**

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

Patent Assignees (1)

Fundacion Instituto de Estudios de Ciencias de la Salud de Castilla y Leon

Is Current Assignee:

[View All](#)

- **Provisional Conversion**

The IP Paralegal 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. Docketing or the IP paralegal can take any one of the following three decisions on the Provisional application:

Provisional Conversion Decision

Provisional Conversion Reminder - **September 1, 2022**
Provisional Conversion Due - **December 1, 2022**

Decision

Convert
 Combine
 Close

Decision Comments

Next

- **Convert:** By selecting convert, they can convert the selected provisional patent to another type of patent application such as non-provisional, etc.
- **Combine:** The paralegal 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 Checklists Rating More ▾

> Information
> Other Details
> Law Firm Details
> Immediate Parent information
> Transaction, Litigation and Licensing
> P2P Product & Technology
> Disclosure Meeting
> Related Assets & Family Info
> Invention Disclosure Information
> Provisional Conversion

- 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:

Matter Info	Docket	Roles	Prosecution History	Documents	Correspondence	Related	Checklists	Rating	More ▾
Information									
Other Details									
Law Firm Details									
Immediate Parent information									
Transaction, Litigation and Licensing									
P2P Product & Technology									
Disclosure Meeting									
Related Assets & Family Info									
Invention Disclosure Information									
Provisional Conversion									
Legacy Details									
Instructions for OC									
System Information									
Abstract and Specification									
Abstract	1								

Note 1: The new application number format for assets enables Symphony to fetch prosecution data from

different sources such as USPTO Private PAIR, Global Dossier, and EP Register. The number format is now standardized to WIPO (World Intellectual Property Organization) standards (sample format shown below).

Jurisdiction	Sample Application number format
US	12655475
CN	201318003308
EP	12001234
KR	201500000023
JP	2014511127
WO	PCT/US2015/037547

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. 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 all other countries, and for USPTO applications not associated with a Customer Number, the functionality allows Docketers to add a docketing event manually based on the document code and docketing rule. Manual docketing/de-docketing is performed using the following options:

- Add Event
- Add Ad hoc Activity
- 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

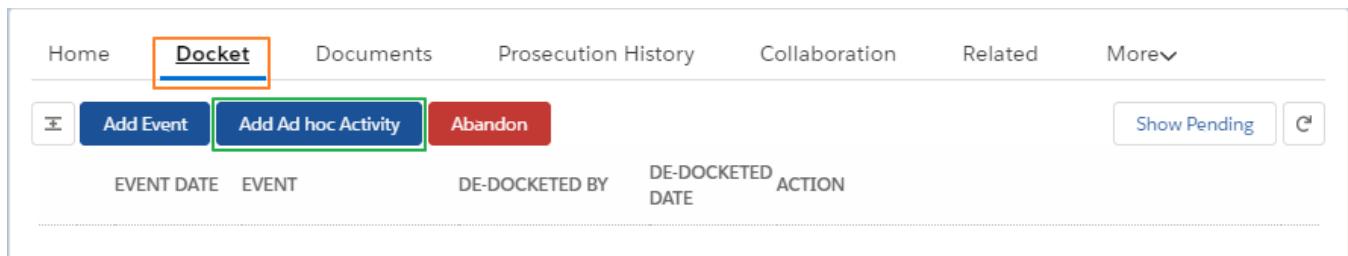
This feature allows Docketers to add a new docket activity manually. For more information, see the Docketing Guide.

ii. Create Ad-hoc Activity

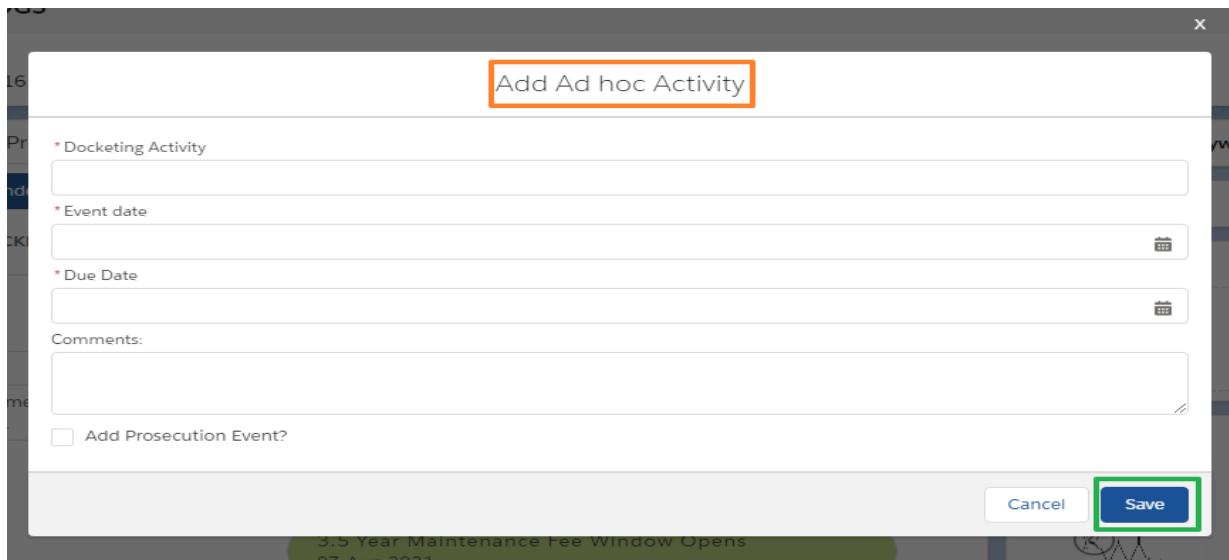
This feature allows Docketers or the paralegal to manually create an event or alert within the application without any docketing rule. This does not use Country Law Rules Engine. This feature should be used rarely but is provided in case the user wants to create a special reminder for the case.

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.

- **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.

Docketing Activity No DA-0000486834	Patent TP104104AUPCT1
Trigger First Examination Report	Activity Date 5/3/2022
Trigger Type Event	Due Date 8/3/2022
Actions Response to First Examination Report Due	Action Date
Extension Number No Extension	Owner System Admin TF
Assigned To	Comments
Term Id	<input checked="" type="checkbox"/> Create sIDS in pending US and IL cases
De-Docketed by	Is Cloned For Preview <input type="checkbox"/>

iii. De-Docket Activity

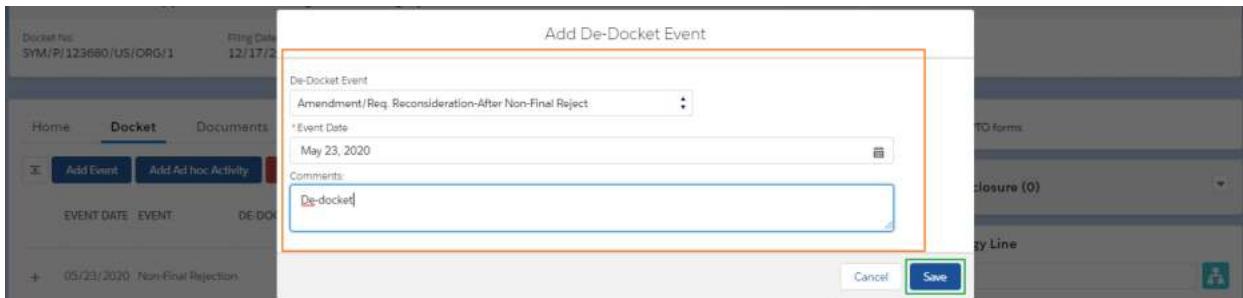
This feature allows paralegals or Docketers to manually de-docket an existing docket. For US applications, usually, the de-docket activity happens automatically based on the document code received during the IFW data sync.

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.

EVENT DATE	EVENT	DE-DOCKETED BY	DE-DOCKETED DATE	ACTION
+ 16-Aug-2018	2nd or Subsequent Ex...			Reply Brief Due 16-Oct-2018
+ 15-Aug-2018	Non-Final Rejection			Non-Final Office Action Response Due 15-Nov-2018 15-Dec-2018 15-Jan-2019 15-Feb-2019
+ 14-Aug-2018	Ad hoc Activity - 20...			14-Aug-2018

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 **checkmark** symbol and displayed in the **DOCKET** tab.

EVENT DATE	EVENT	DE-DOCKETED BY	DE-DOCKETED DATE	ACTION
+ 16-Aug-2018	2nd or Subsequent Ex...			Reply Brief Due 16-Oct-2018
- ✓ 15-Aug-2018	Non-Final Rejection	Amendment/Req. Recon...	15-Aug-2018	Non-Final Office Action Response Due
+ 14-Aug-2018	Ad hoc Activity - 20...			14-Aug-2018

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**.

+ 03-30-2021	Grant Date	
-		
	Broadening Reissue Due 	
	3.5 Year Maintenance Fee 01-30-2024 09-30-2024 01-30-2026	
	7.5 Year Maintenance Fee 01-30-2028 09-30-2028 01-30-2030	
	11.5 Year Maintenance Fee 01-30-2032 09-30-2032 01-30-2033	
+ × 11-27-2019	Filing Date	

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

Is Closed	<input type="checkbox"/>
Closed Date	
Reason to Close	
Closed By	
Created By	System Admin TF, 5/21/2022, 4:00 AM
Completed By	
Last Modified By	System Admin TF, 5/21/2022, 4:00 AM

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 the Docketer to abandon the patent record and close all open docket activities with a click of a button. For more information, see the Docketer Guide.

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 tab should contain the file history only, and not any drafts or other miscellaneous documents. The table contains the following information:

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

Matter Info	Docket	Roles	Prosecution History	Documents	Correspondence	More ▾
MAIL ROOM DATE	DOC. DESCRIPTION			DOC. CODE	PTO DOCUMENT	
Aug 03, 2021 Nov 27, 2019	Certificate of Correction - Post Issue Communication Drawings-only black and white line drawings			COOLIT DRW	7 7	
Nov 27, 2019	Assignee showing of ownership per 37 CFR 3.73			R3.73	7 7	

Last synced date : May 24, 2022

Mar 11, 2021 Email Notification OA.EMAIL

Refresh **Sync IFW** **Application Mapping**

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.

Notes: Symphony automatically syncs documents from the file wrappers from select Global Dossier countries: Australia, China, EPO, Japan, South Korea, and WIPO. 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.

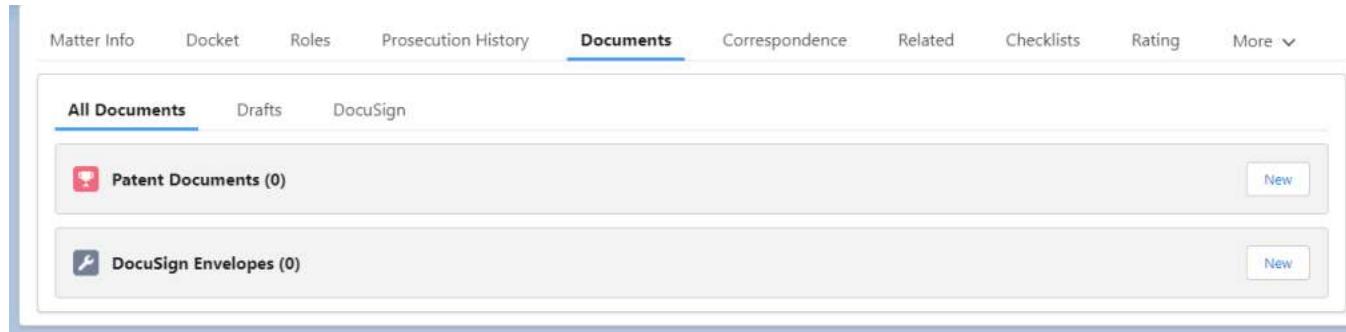
d. Documents

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 examples of what is in **All Documents**:

- Documents received through emails (details provided below under [Email to Docketing](#))
- Documents manually uploaded by the paralegals (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**

Patent Documents (10+)

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

	<input type="checkbox"/> File Auto Number	Document Name	Source	Document ...	Docume... ↑
1	<input type="checkbox"/> F-0000511089	TP108673USUTL1_TP20472US1-NAT_POA_Bre...	Legacy	Other	1/4/2017
2	<input type="checkbox"/> F-0000511075	TP108673USUTL1_TP20472US1-NAT Assigned ...	Legacy	Other	9/27/2019
3	<input type="checkbox"/> F-0000511088	TP108673USUTL1_TP20472US1-NAT_Formal_Fi...	Legacy	Other	10/15/2019

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

New Patent Document

Patent > TP108673USUTL1

*Upload File

Or drop files

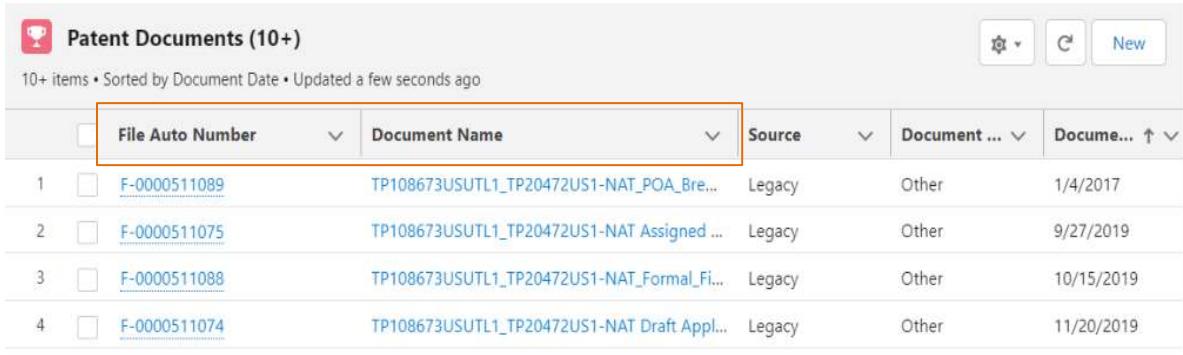
*Document Name

*Document Type

*Document Date

Comments

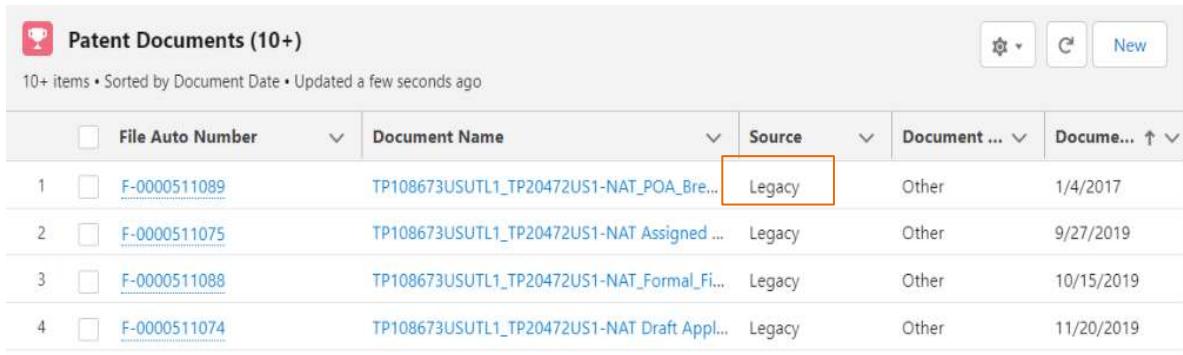
3. Symphony will automatically provide a **File Number** and a **Document Name** to the uploaded document



	<input type="checkbox"/> File Auto Number	Document Name	Source	Document ...	Docume... ↑
1	<input type="checkbox"/> F-0000511089	TP108673USUTL1_TP20472US1-NAT_POA_Bre...	Legacy	Other	1/4/2017
2	<input type="checkbox"/> F-0000511075	TP108673USUTL1_TP20472US1-NAT Assigned ...	Legacy	Other	9/27/2019
3	<input type="checkbox"/> F-0000511088	TP108673USUTL1_TP20472US1-NAT_Formal Fi...	Legacy	Other	10/15/2019
4	<input type="checkbox"/> 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**



	<input type="checkbox"/> File Auto Number	Document Name	Source	Document ...	Docume... ↑
1	<input type="checkbox"/> F-0000511089	TP108673USUTL1_TP20472US1-NAT_POA_Bre...	Legacy	Other	1/4/2017
2	<input type="checkbox"/> F-0000511075	TP108673USUTL1_TP20472US1-NAT Assigned ...	Legacy	Other	9/27/2019
3	<input type="checkbox"/> F-0000511088	TP108673USUTL1_TP20472US1-NAT_Formal Fi...	Legacy	Other	10/15/2019
4	<input type="checkbox"/> 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**



	<input type="checkbox"/> File Auto Number	Document Name	Source	Document ...	Docume... ↑
1	<input type="checkbox"/> F-0000655687	TP103410UMCNSEC1_TP107708CNSEC1U_LT0...	Legacy	Other	6/27/2022

The screenshot shows a detailed view of a document. On the left, there's a sidebar with 'Details' and a main area with various document metadata. On the right, a modal window titled 'Files (3+)' lists three attachments: 'LT01197CNUTM - Confirmation email', 'LT01197CNUTM - Annuities Instructions', and 'LT01197CNUTM - Annuity Inst. to FA'. A 'View All' link is at the bottom.

Document Name TP103410UMCNSEC1_TP107708CNSEC1U_LT01197CNUTM_Legacy_documents_2022-06-27	Patent TP103410UMCNSEC1
File Name TP107708CNSEC1U_LT01197CNUTM_Legacy_documents	File Auto Number F-0000655687
Source Legacy	Document Date 6/27/2022
Document Type Other	Legacy Created Date 6/27/2022
Comments	
Created By System Admin TF	Last Modified By System Admin TF

ii. Draft Documents

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

The screenshot shows a list of documents under the 'Drafts' tab. The columns include Last Modified, Document #, Version, Review By, Document Type, Uploaded Files, and Respond By. There are four items listed, each with a 'New' button on the right.

Last Modified	Document #	Version	Review By	Document Type	Uploaded Files	Respond By
3/24/2022	[APP-0001]	Initial		Application Draft		
3/24/2022	[AGR-0001]	Initial	IP Responsible Manager	Assignments	Draft Doc ₁	
3/24/2022	[EPA-0002]	Intermediate		Examiner Proposed Amendment	Draft Doc ₂	
3/24/2022	[APP-0002]	Intermediate		Application to be Filed	Draft Doc ₃	

The section also provides a detailed document view where paralegals 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 paralegal wants to send the documents received from Outside Counsel (OC) for revision (see image above), enter 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 paralegal want to send the document for revision again, follow the above steps or if they want to approve, enter the comments in the **Your Response** section, **Upload** any relevant documents and click **Approve** (image below).

Patent Documents
SYM/P/123882/US/ORG/1

History

Version: Initial Submitted on 12/15/2020, 9:27 PM

Reviewed by: In-house Counsel 1
Received by Date: 2020-12-15
Comments: Submitted for review
Uploaded Files: A - Positions other draft.pdf

Status: One or more reviews pending
PTO Due Date: 2020-12-16

Document Submitted for Review

Version: Initial Application Draft
Received by Date: Dec 15, 2020
Status: One or more reviews pending
Comments: Submitted for review
Uploaded Files: A - Positions other draft.pdf

Your Response

Font: Salesforce Sans
Size: 12
Bold: B
Italic: I
Underline: U
List: G
Table: O
Text: C
Image: P
Attachment: A - Positions other draft.pdf
Or drop files

Please enter your comments:

Attachments: A - Positions other draft.pdf
Upload File Or drop files

Approved Reject

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

Patent Documents
SYM/P/123882/US/ORG/1

2020-12-15
Comments:
Submitted for review
Uploaded Files: A - Positions other draft.pdf

Reviewed by: In-house Counsel 1
Received by Date: 2020-12-15
Comments:
Uploaded Files: A - Positions other draft.pdf

Version: Intermediate Approved on 12/16/2020, 9:26 PM

Reviewed by: In-house Counsel 1
Received by Date: 2020-12-15
Comments:
Uploaded Files: A - Declaration - PTO 2 revised.pdf

Reviewed by: In-house Counsel 1
Received by Date: 2020-12-16
Comments:
Uploaded Files: A - Declaration - PTO 2 revised.pdf

Approved

All Documents

Comments:
Approved
Uploaded Files: A - Declaration - PTO 2 revised.pdf

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](#).

Matter Info	Docket	Roles	Prosecution History	Documents	Correspondence	Related	More
All Documents	Drafts			DocuSign			
Name	Status		Sent Date	Completed Date	Email		
TP346440USPRV1							
TP346440USPRV1							
TP346440USPRV1	Completed		May 23, 2022	May 23, 2022			
Inventor 5	Completed		May 23, 2022	May 23, 2022	sfdev1@maxval.com		
Inventor 6	Completed		May 23, 2022	May 23, 2022	yaroslav.lagun@gmail.c...		
TP346440USPRV1	Delivered		May 23, 2022				
TP346440USPRV1	Delivered		May 23, 2022				
TP346440USPRV1	Completed		May 20, 2022	May 20, 2022			
TP346440USPRV1	Completed		May 19, 2022	May 19, 2022			
TP346440USPRV1	Sent		May 19, 2022				

e. Related

The **Related** tab allows the Docketer 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, Docketer can create a related record under the below-listed categories:

Family Patents:

- **Foreign Case**

This application type allows filing an application in different countries. This includes PCT filings as well.

- **Provisional**

Provisional application filed in the family.

- **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.

- **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.

For more information, see the Docketer Guide.

f. Correspondence

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

You can compose and send out emails based on your requirement from the **Email** tab.

The screenshot shows the Docketer software interface for a patent application. At the top, there is a header with a shield icon, the text "Patent System And Method For Determining Copies-Per-Unit-Volume Using Pcr And Flow Control Of Droplets", a "Follow" button, and a "First Go!" button. Below the header, there is a row of details: Docket No. TP206167USCON2, Filing Date 1/13/2020, Patent/Publication/Application No. US2020224280A1, Business Unit GSG-GSD-Genetic Analysis (BU), Outside Counsel, and First Go!. A navigation bar below these details includes tabs for Matter Info, Docket, Roles, Prosecution History, Documents, Correspondence (which is highlighted in blue), Related, and More. The Correspondence tab has a sub-section for Email, featuring a text input field with placeholder "Write an email..." and a "Compose" button. To the right of the input field are filters ("Filters: All time • All activities • All types") and refresh buttons ("Refresh • Expand All • View All"). Below the email section, there is a section titled "Upcoming & Overdue" with a note: "No next steps. To get things moving, add a task or set up a meeting." At the bottom of the page, there is a message: "No past activity. Past meetings and tasks marked as done show up here."

This section also displays the emails exchanged against the asset and field history tracking against pre-defined fields.

The screenshot shows a software interface for managing patent assets. At the top, there's a navigation bar with a dropdown for 'May • 2022' and a link to 'This Month'. Below this is a list of activities:

- A message icon next to 'TP303680USUTL1 - 1.56 DoD' indicates an email from Mila Kasan to Mila Kasan at 12:32 PM on May 9.
- A dropdown arrow is shown to the right of the date.
- A second section for 'March • 2022' shows an activity from 'REQUEST: Inventor Information (Our Ref. Terrie Strawn, Patti Selan, Susanna Li, Mila Kasan)' at 3:36 AM on March 17, with Mila Kasan sending an email to Mila Kasan.
- A dropdown arrow is shown to the right of the date.
- A message at the bottom states 'No more past activities to load.'

Below the activities, there's a 'Sort by:' dropdown set to 'Most Recent Activity' and a search bar with a magnifying glass icon and placeholder 'Search this feed...'. To the right of the search bar is a refresh/clear button.

Under the search bar, a user profile icon and the text 'System Admin TF updated this record.' are followed by the date 'May 16, 2022 at 5:20 AM'. A dropdown arrow is to the right of the date.

In a large box below, the 'Status' field is shown as 'Issued to Sold'. Under 'Prosecution Status Date', it shows '4/26/2022 to 5/16/2022'.

At the bottom of this box are 'Like' and 'Comment' buttons, each with a small user icon.

Below this box is another user profile icon and the text 'System Admin TF updated this record.' followed by the date 'May 5, 2022 at 12:07 AM'. A dropdown arrow is to the right of the date.

In a large box below, the 'Inventors' field is shown as 'Changed'.

g. Patent Rating

This section allows the IP Responsible Manager or the Docketer to provide a rating to the given asset and also allows to view the rating provided by others.

h. Checklists

The Paralegal can access Notice of Allowance checklist under the **Checklist** tab when the selected patent's status is Allowed.

1. Fill out the checklist and click **Next**

 NOA Checklists (0)

NOA Checklist - Paralegal

- All Bibliographic Info in the header is accurate
- Declaration(s) for all inventors signed and filed
- Assignment(s) for all inventors signed and recorded
- Drawings are in order
- Sequence Listing accepted
- Allowed claims saved to FTF in Word format
- IDS - All SB08 refs initialed by Examiner
- IDS - All art from US and foreign counterparts cited
- IDS - Double-check MaxIDS for uncited art

Other issues? Describe:

Next

2. The checklist is saved with the inputs provided by the paralegal

 NOA Checklists (1)

1 item • Updated a few seconds ago

<input type="checkbox"/>	US NOA CheckList	
1	<input type="checkbox"/> NOA-0000115	

  [View All](#)

3. Only after both the Paralegal and the IP Responsible Manager have filled it, a complete NOA checklist will be created.

i. Group, Division, and Business Unit

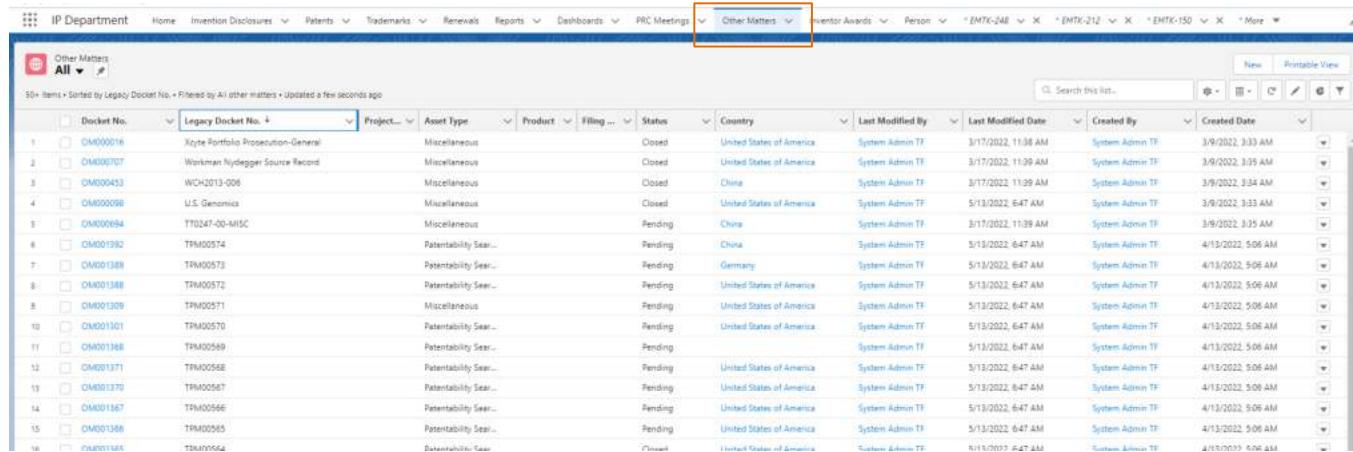
This section provides the Group, Division, Business Unit and Cost Center/GL for that asset.

The screenshot shows a software interface for managing legal assets. The top navigation bar includes tabs for Matter Info, Docket, Roles, Prosecution History, Documents, Correspondence, Related, Group, Division And BU (which is underlined in blue), and More. Below the navigation, a section titled "Group, Division and Business Unit" displays a message: "Please, select the Group, Division and Business Unit." There are three dropdown menus: "Group" (selected value: AIG), "Division" (selected value: CMD), and "Business Unit" (selected value: AIG-CMD-LSMS-SJ Life Science Mass Spectrometry (BU)). Below these fields, a note states: "Cost Center/GL - 700.9801.2700.19326" and "Cost Center/GL is updated based on Business Unit." At the bottom right is a blue "Save" button.

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.

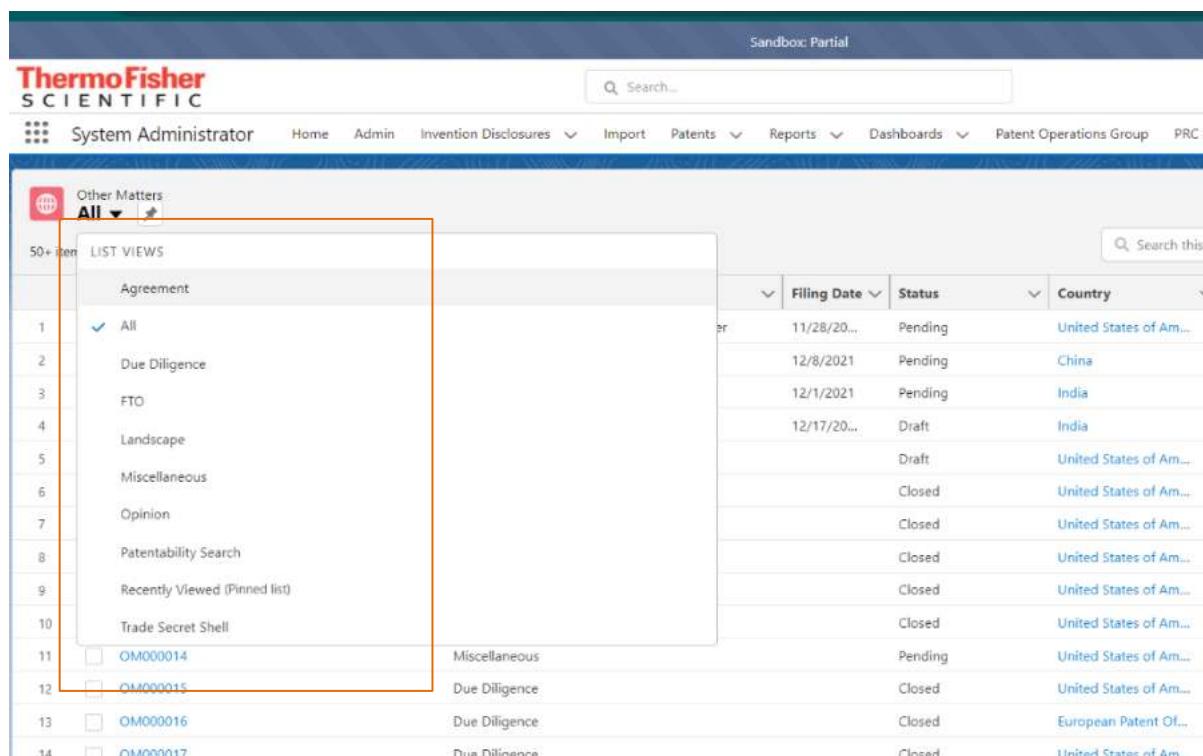
Select the **Other Matters** tab from the home page to reach this section.



50+ items • Sorted by Legacy Docket No. • Filtered by All other matters • Updated a few seconds ago

Docket No.	Legacy Docket No.	Project...	Asset Type	Product	Filing ...	Status	Country	Last Modified By	Last Modified Date	Created By	Created Date
1	OM000016	Xyle Portfolio Prosecution-General	Miscellaneous			Closed	United States of America	System Admin TF	3/17/2022, 11:34 AM	System Admin TF	3/9/2022, 3:33 AM
2	OM000707	Workman Nydegger Source Record	Miscellaneous			Closed	United States of America	System Admin TF	3/17/2022, 11:39 AM	System Admin TF	3/9/2022, 3:39 AM
3	OM000453	WCH2013-006	Miscellaneous			Closed	China	System Admin TF	3/17/2022, 11:39 AM	System Admin TF	3/9/2022, 3:34 AM
4	OM000998	U.S. Genomica	Miscellaneous			Closed	United States of America	System Admin TF	5/13/2022, 6:47 AM	System Admin TF	3/9/2022, 3:33 AM
5	OM000994	TT0247-00-MISC	Miscellaneous			Pending	China	System Admin TF	3/17/2022, 11:39 AM	System Admin TF	3/9/2022, 3:35 AM
6	OM001392	TPM00074	Patentability Sear...			Pending	China	System Admin TF	5/13/2022, 6:47 AM	System Admin TF	4/13/2022, 5:06 AM
7	OM001389	TPM00573	Patentability Sear...			Pending	Germany	System Admin TF	5/13/2022, 6:47 AM	System Admin TF	4/13/2022, 5:06 AM
8	OM001348	TPM00572	Patentability Sear...			Pending	United States of America	System Admin TF	5/13/2022, 6:47 AM	System Admin TF	4/13/2022, 5:06 AM
9	OM001309	TPM00571	Miscellaneous			Pending	United States of America	System Admin TF	5/13/2022, 6:47 AM	System Admin TF	4/13/2022, 5:06 AM
10	OM001301	TPM00570	Patentability Sear...			Pending	United States of America	System Admin TF	5/13/2022, 6:47 AM	System Admin TF	4/13/2022, 5:06 AM
11	OM001368	TPM00569	Patentability Sear...			Pending	System Admin TF	5/13/2022, 6:47 AM	System Admin TF	4/13/2022, 5:06 AM	
12	OM001371	TPM00568	Patentability Sear...			Pending	United States of America	System Admin TF	5/13/2022, 6:47 AM	System Admin TF	4/13/2022, 5:06 AM
13	OM001370	TPM00567	Patentability Sear...			Pending	United States of America	System Admin TF	5/13/2022, 6:47 AM	System Admin TF	4/13/2022, 5:06 AM
14	OM001367	TPM00566	Patentability Sear...			Pending	United States of America	System Admin TF	5/13/2022, 6:47 AM	System Admin TF	4/13/2022, 5:06 AM
15	OM001368	TPM00565	Patentability Sear...			Pending	United States of America	System Admin TF	5/13/2022, 6:47 AM	System Admin TF	4/13/2022, 5:06 AM
16	OM001364	TPM00564	Patentability Sear...			Pending	United States of America	System Admin TF	4/13/2022, 6:47 AM	System Admin TF	4/13/2022, 5:06 AM

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



Sandbox: Partial

ThermoFisher SCIENTIFIC

System Administrator Home Admin Invention Disclosures Import Patents Reports Dashboards Patent Operations Group PRC I

Other Matters All

50+ items LIST VIEWS

Agreement

All

Due Diligence

FTO

Landscape

Miscellaneous

Opinion

Patentability Search

Recently Viewed (Pinned list)

Trade Secret Shell

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a. Other Matter Synopsis

i. Details

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

The screenshot shows the Thermo Fisher Symphony software interface for the IP Department. The main title bar indicates the user is logged in as 'Docketer 1 (symphony@thermofisher.com)' and the date is '1/1/2022 4:37 AM'. The top navigation bar includes links for IP Department, Home, Invention Disclosures, Events, Submissions, Assignees, Reports, Trademarks, PTC Meetings, Other Matters, Inventor Awards, and Name. The current page is 'Other Matters' with a sub-page titled 'TEST'. The left sidebar lists 'Details', 'Correspondence', 'Docket', and 'Group, Division And EU'. The 'Details' section contains fields for Docket No. (OMA00000001), Title (TEST), Alert Type (PTO Compliance Policy), Group (Docket Admin II), Project Name (PTO), and Alert Type (Priority). Other fields include Legacy ID, Legacy Date, Reason Keywords, Legacy Docket No., Application Number, Counter Party, Counter Party Name, and Country. The 'Last Modified By' field shows 'System Admin II' at '1/1/2022 4:37 AM'. The right side of the screen features several expandable sections: 'Invention Disclosures' (0), 'Related Invention Disclosures (0)', 'Patents' (0), 'Related Patents - Other Matters (0)', 'Trademarks' (0), 'Related Trademarks (0)', 'Inventors' (0), 'Assignees' (0), and 'Files (0)'. Buttons for 'Import File' and 'Upload File' are located in the 'Files' section.

ii. Correspondence

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

Details **Correspondence** Docket Group, Division And BU

New Task: Email

Create a task... **Add**

Filters: All time • All activities • All types **Filter**
Refresh • Expand All • View All

Upcoming & Overdue

No next steps.
To get things moving, add a task or set up a meeting.

No past activity. Past meetings and tasks marked as done show up here.

iii. Docket

This feature allows Docketing to add a new docket activity, event or an alert manually.

Details Correspondence **Docket** Group, Division And BU

Press the button below to create new Ad hoc Docketing Activity.

Create Ad hoc Activity

Docket Activities (0)

Add Ad hoc activity

* Docketing activity

* Event date

* Due date

Comments

Cancel **Save**

- 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.

Role	Person	Law Firm	Comments (if any)
IP Paralegal 1	Marjorie Jarvis		
IP Responsible Manager	Steven Yee		
IP Associate 1	Steven Yee		
IP Associate 2	Scott Miller		
IP Coordinator	John Evans		

[View All](#)

iv. Group, Division, and BU

If necessary, Docketing can change the associated Business Unit of the selected record.

Docket No. OM001302 Country United States of America Product FreeStyle Project Name test Asset Type FTO Business Unit AIG-CMD-CMD Division Office

Details Correspondence Docket **Group, Division And BU**

Group, Division, Business Unit Configuration

Please, select the Group, Division and Business Unit for the following record.

*Group
AIG

*Division
CMD

*Business Unit
AIG-CMD-AAT-GC/GCMS Austin (BU)

[Save](#)

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

i. Invention Disclosure

Docketing can add any associated Invention Disclosure record to the pre-existing other matter record.

Invention Disclosures

Search disclosure

Related Invention Disclosures (0)

ii. Inventors

Docketing can add any associated Inventor person record to the pre-existing other matter record.

The screenshot shows a user interface for searching inventors. At the top, there is a header labeled "Inventors". Below it is a search bar with the placeholder text "Search inventor". Underneath the search bar is a button with a globe icon and the text "Inventors (0)". A small dropdown arrow is located to the right of the button.

iii. Patents

Docketing can add any associated patent record to the pre-existing other matter record.

The screenshot shows a user interface for searching patents. At the top, there is a header labeled "Patents". Below it is a search bar with the placeholder text "Search patent". Underneath the search bar is a button with a globe icon and the text "Related Patents - Other Matters (0)". A small dropdown arrow is located to the right of the button.

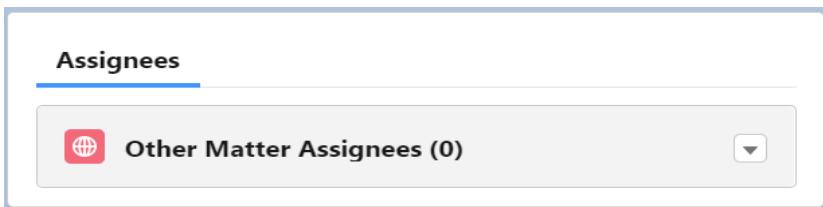
iv. Trademarks

Docketing can add any associated Invention Disclosure record to the pre-existing other matter record.

The screenshot shows a user interface for searching trademarks. At the top, there is a header labeled "Trademarks". Below it is a search bar with the placeholder text "Search trademarks". Underneath the search bar is a button with a triangle icon and the text "Related Trademarks (0)". A small dropdown arrow is located to the right of the button.

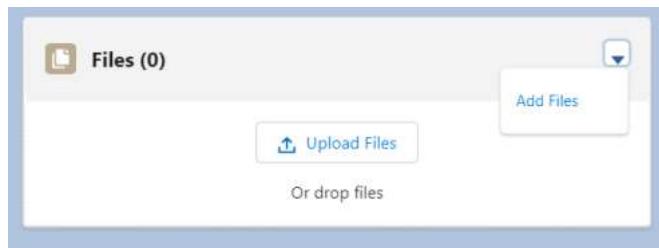
v. Assignees

Docketing can assign any associated assignee by selecting the entity and matter IDF 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.



Email to Docketing

The Email to Docketing functionality of Symphony allows paralegals 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 with the subject format **[Symphony Docket Number]** are tracked in the **Incoming Email Dashboard** present on the **Homepage**.

The screenshot shows the Incoming Email Dashboard with two panels:

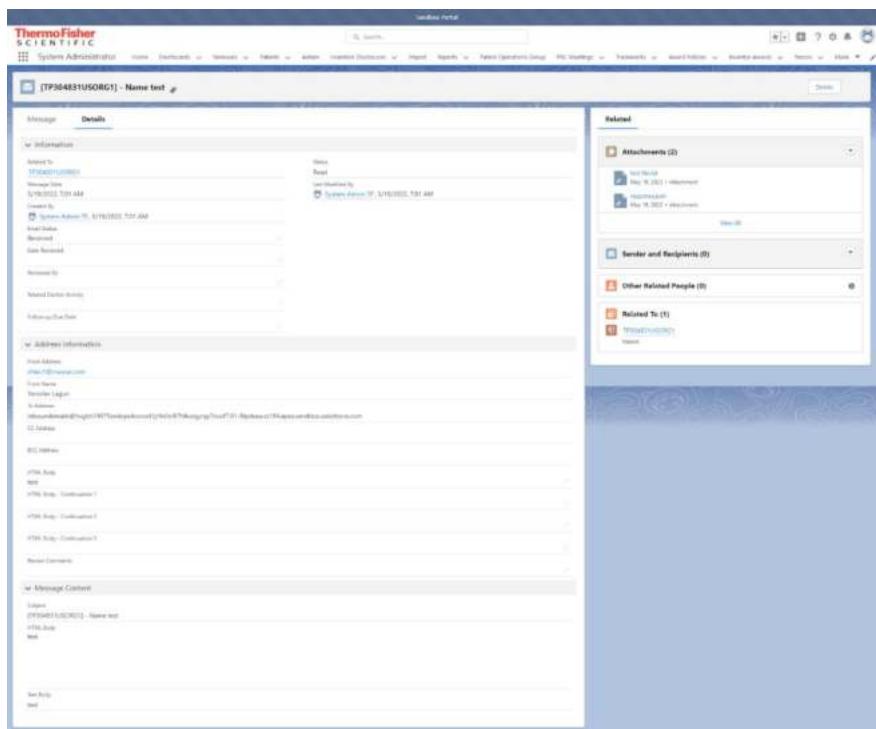
- My Email Tracker - Pending Review:** This panel lists emails pending review. It includes columns for Date Rec'd, Email Tracker: Email Trac..., Short Subject, Patent Link, and To Be Reviewed By. One row is highlighted with a red box around the "EMTK-150" entry.
- My Email Tracker - Follow-up:** This panel lists emails requiring follow-up. It includes columns for Follow-u..., Da..., Email Tracker: Email Trac..., Short Subject, Paste..., and To Be Review... .

Both panels have "View Report" links at the bottom.

Note: You should receive emails for matters only when you have a role on that matter. For example, if you have a role of IP Paralegal, then you will get notification of all emails sent to and from that matter.

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

My Email Tracker - Pending Review				
Date	Email Tracker: Email T...	Short Subject	Patent Link	Action
5/19/22	EMTK-150	[TP346324USORG1] test	TP346324USORG1	
5/19/22	EMTK-157	test [TP346324USORG1] test subject	TP346324USORG1	
5/18/22	EMTK-120	[TP346346USPRV1] - MyTEST2	TP346346USPRV1	
5/18/22	EMTK-126	[TP346346USPRV1] - test33	TP346346USPRV1	



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

Incoming Email Dashboard		TP346346USPRV1 - test	TP346346USPRV1 - test
5/13/22	EMTK-6	TP346324USORG1	TP346324USORG1
View Report (My Email Tracker - Pending Review)			

Date Received	Email Tracker: Email Tracker Name	Short Subject	To Be Reviewed By	Patent Link	Patent Jurisdiction	Email Tracker: Created Date
5/23/2022 (2)	EMTK-229	[TP346324USORG1] - test name2	Docketer	TP346324USORG1	United States of America	5/23/2022
	EMTK-223	[TP346324USORG1] - Test Name	Docketer	TP346324USORG1	United States of America	5/23/2022
5/19/2022 (5)	EMTK-169	[TP346435USPRV1] - Attachment Name	Docketer	TP346435USPRV1	United States of America	5/19/2022
	EMTK-187	[TP346435USPRV1] - Test Name	Docketer	TP346435USPRV1	United States of America	5/19/2022
	EMTK-162	[TP346435USPRV1]	Docketer	TP346435USPRV1	United States of America	5/19/2022
	EMTK-178	[TP346324USORG1] - Attachment Name	Docketer	TP346324USORG1	United States of America	5/19/2022
	EMTK-172	[TP346435USPRV1] - Attachment Name	Docketer	TP346435USPRV1	United States of America	5/19/2022
5/17/2022 (1)	EMTK-109	[TP346406USPRV1]	Docketer	TP346406USPRV1	United States of America	5/17/2022
Total (8)						

As a paralegal, you can see the following three action options available in a given email.

The screenshot shows a detailed view of an email tracker record. At the top, there's a header bar with the Thermo Fisher logo and navigation links like Home, Invention Disclosures, Patents, Trademarks, Renewals, Reports, Dashboards, PRC Meetings, Other Matters, and a search bar. Below the header, the main content area has a title "Email Tracker EMTK-248".

Email Message: Shows the subject "[TP346324USORG1] test" and a message body: "Thank you for submitting the invention disclosure titled \"ID Title\"—with hyperlink to ID detailed view record. We appreciate your taking the time to complete this document."

Details: Includes fields for Email Link, Short Subject, Patent Link, Patent Jurisdiction, Date Received, and Created By (System Admin TF).

My Review: Shows a review entry with Date Reviewed (5/24/2022), To Be Reviewed By (Paralegal 1), Follow-up Due Date, and Review Comment.

Attachments: Lists three attachments: "Symphony Data Migration config_2022-05-06.xlsx", "Invention claim No email template .doc", and "Disclosure follow-up memo- no filing_v2_f221.doc".

a. No Action Needed

By selecting this option, a paralegal can add comments (optional) without undertaking any further action on the email. They would do this when they have no action for a particular email. For example, for an email from OC asking the practitioner to review a draft response, the Paralegal 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 IP Paralegal'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.

The screenshot shows a 'Process Email' form. Under the 'Select Email Action' section, the 'No Action Needed' radio button is selected. There is also a 'Follow-up' radio button and a checkbox for 'Add attachment(s) to the matter?'. A blue 'Create' button is at the bottom right.

b. Follow-Up

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

The screenshot shows a 'Process Email' form. Under the 'Select Email Action' section, the 'Follow-up' radio button is selected. Below it, there is a 'Review Comments (if any)' text area and a 'Follow-up Due Date' field. A checkbox for 'Add attachment(s) to the matter?' is checked, and a list of attachments is shown below. The attachments are:

Document Name	Document Date	Comments	Document Type
1 Symphony Data Migration ...	5/25/2022	Others	
2 Invention claim No. email te...	5/25/2022	Others	
3 Disclosure follow-up memo...	5/23/2022	Others	

A blue 'Create' button is at the bottom right.

My Email Tracker - Follow-up						
Follow-u...	Da...	Email Tracker: Emai ...	Short Subject	Date...	To Be Review...	
3/30/2022	3/30/	EMTK-318	[TP305061USPRV1] - test	TP305 061US PRV1	B Test User B user	
3/31/2022	3/30/	EMTK-315	[TP305061USPRV1]	TP305 061US PRV1	Parag Shekher	
3/31/2022	3/29/	EMTK-308	[TP305056USPRV1]	TP305 056US PRV1	A Test user	
4/8/2022	4/7/2	EMTK-337	[TP105092USPRV1]	TP105 092US PRV1	A Test user	
4/8/2022	3/29/	EMTK-303	[TP305057USPRV1]	TP305 057US	A Test user	

[View Report \(My Email Tracker - Follow-up\)](#)

c. Upload Attachments

IP Paralegal has an option to directly upload the attachments to a given asset.

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

Process Email

* Select Email Action

No Action Needed
 Follow-up

Add attachment(s) to the matter?

	Document Name	Document Date	Comments	Document Type
1		5/18/2022		Others
2		5/18/2022		Others
3		5/18/2022		Others

Create

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

From: Yuvarshree S
To: tfdocketing@maxval.com

Test E2D in prod with multiple attachments and roles. 19 May

Process Email

* Select Email Action

- No Action Needed
- Follow-up

Add attachment(s) to the matter?

	Document Name	Document Date	Comments	Document Type
1	<input checked="" type="checkbox"/>	5/18/2022		Others
2	<input type="checkbox"/>	5/18/2022		Others
3	<input type="checkbox"/>	5/18/2022		Others



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

Generating Templates using S-Docs

The S-Docs functionality of Symphony enables paralegals to generate agreements, templates, and checklists with pre-populated asset information from Symphony.

Below is the list of Documents/Templates that are pre-configured in Symphony for easy access:

Name	Signature Recipients
12 MONTH – DIRECT NATIONAL AND/OR PCT INTERNATIONAL APPLICATION SOP with Email template	No Signature
30/31 MONTH - PCT NATIONAL PHASE APPLICATION SOP	No Signature
Assignment	Assignor - Inventors Assign - TF to confirm the role
Declaration	Inventors
EP DECISION TO GRANT CHECKLIST	No Signature
EP DIVISIONAL FILING CHECKLIST	No Signature
EP INTENTION TO GRANT CHECKLIST	No Signature
FF Filing particulars - direct national	No Signature
Inventor Email Re 1.56 DoD	EMAILS
Inventor Memo Re Assignment and Declaration	EMAILS
Outside Counsel/Foreign Associate Filing Instructions	EMAILS
PCT Response to Invitation to Pay Fees	IP Responsible Manager
Post Issuance Patent Checklist	No Signature
Preliminary Amendment	IP Responsible Manager
Quick Path Information Disclosure Stmt (QPIDS)	IP Responsible Manager
Response to FOA	IP Responsible Manager
Response to FOA - 2mo Early	IP Responsible Manager
Response to NFOA	IP Responsible Manager
Response to NOMP	IP Responsible Manager
Response to RR	IP Responsible Manager
TFS EP Regional Phase Entry Checklist	No Signature
U.S. NOTICE OF ALLOWANCE CHECKLIST	No Signature
312 Amendment	IP Responsible Manager
Appeal Brief	IP Responsible Manager
PETITION UNDER 37 CFR 1.84(a)(2) TO ACCEPT COLOR DRAWINGS	IP Responsible Manager
NOTIFICATION TO CORRECT DEFICIENCY OF OWED MAINTENANCE FEES	IP Responsible Manager
Merge form Family slide	No Signature
Merge form Matter slide	No Signature
Combine	No Signature

Paralegals can **Create** or **Edit** templates and checklists through S-Docs by using the following steps:

1. Select **S-Docs** when you want to generate templates/checklists for a given asset.

A screenshot of a patent record interface. At the top, it shows a shield icon and the word "Patent". Below that is the title "DETECTION APPARATUS FOR DETECTING CHARGED PARTICLES, METHODS FOR DETECTING CHARGED PARTICLES AND MASS SPECTROMETER". To the right are buttons for "+ Follow", "Edit", "Delete", "Max-IDS", "S-Docs", and "Manual Overriding". Below the title, there are fields for "Docket No.", "Filing Date", "Patent/Publication/Application No.", "Business Unit", "Outside Counsel", and "First Named Inventor".

2. Post clicking the **S-Docs** button, paralegals can view the list of documents that can be generated by Symphony.

A screenshot of the Thermo Fisher Scientific Symphony interface. The top navigation bar includes links for "IP Department", "Home", "Invention Disclosures", "Patents", "Renewals", "Reports", "Dashboards", "PRC Meetings", "Other Matters", "Inventor Awards", and "Person". Below this, a sub-menu titled "Create S-Docs" is shown, with a sub-link "Generate Documents". A search bar is also present. The main content area displays a list of "S-Doc Templates" with checkboxes next to them. One template, "12 MONTH - DIRECT NATIONAL AND/OR PCT INTERNATIONAL APPLICATION SOP", is highlighted with a red border. At the bottom of the list is a "Next Step" button.

3. Select the required document(s) and click **Next Step** to move further.

A screenshot showing a confirmation message: "The following S-Docs have been created". Below this, a table lists the created document: "12 MONTH - DIRECT NATIONAL AND/OR PCT INTERNATIONAL APPLICATION SOP" (Document ID: SD-253). The table includes columns for "VIEW", "EDIT", "DOCUMENT NUMBER", "NAME", "COMMENTS", "STATUS", "CREATED BY", and "CREATED ON".

4. Paralegals can download and view the pre-populated template and save it on their local drive for further action.
5. Alternatively, for Assignments and Declarations, you may be able to edit the document within Symphony. To do that, select **Assignment** and **Declaration** and click **Next Step**.

Select Document(s) then click the 'Next Step' button

S-Doc Templates

NAME	S-SIGN ENABLED	EDIT	DESCRIPTION
12 MONTH – DIRECT NATIONAL AND/OR PCT INTERNATIONAL APPLICATION SOP			
30/31 MONTH - PCT NATIONAL PHASE APPLICATION SOP			
312 Amendment			
Appeal Brief			
<input checked="" type="checkbox"/> Assignment			
<input checked="" type="checkbox"/> Declaration			
EP DECISION TO GRANT CHECKLIST			

Next Step

6. Click on the Edit icon to open the document in Symphony for editing.

View Document(s)

The following S-Docs have been created

VIEW	EDIT	DOCUMENT NUMBER	DOCUMENT NAME	COMMENTS	STATUS	CREATED BY	CREATED ON
		SD-718	Assignment	Add	Generated	Comp Manager	6/24/2022, 3:30 AM
		SD-719	Declaration	Add	Generated	Comp Manager	6/24/2022, 3:30 AM

7. Make the required Edits and click Save.

Edit Document

([[SymphonyIPM_Patent_.csymphonyipm_docket_no_.cl] - [[DocumentName]].pdf

Document Body:



do hereby:

SELL, ASSIGN, AND TRANSFER to **LIFE TECHNOLOGIES CORPORATION**, (the "Assignee", a corporation of the State of Delaware) **APPLIED BIO SYSTEMS LLC**, (the "Assignee", a limited liability company of the State of Delaware), having a place of business at 5823 Newton Drive, Carlsbad, California 92008, USA; the entire right, title, and interest for the United States and all foreign countries in and to

1. Any and all inventions, improvements, know-how, and other subject matter described, disclosed, or contained (whether claimed or not) in (a) **United States Provisional Patent Application Serial** [REDACTED]

Header:



Docket No.: TP146601USORG1
Customer No.: [REDACTED]

8. Click << Back to navigate to the patent record

Create S-Docs

Generate Documents

<< Back

Search in

ALL Categories

for:

Search

Select Document(s) then click the 'Next Step' button

S-Doc Templates

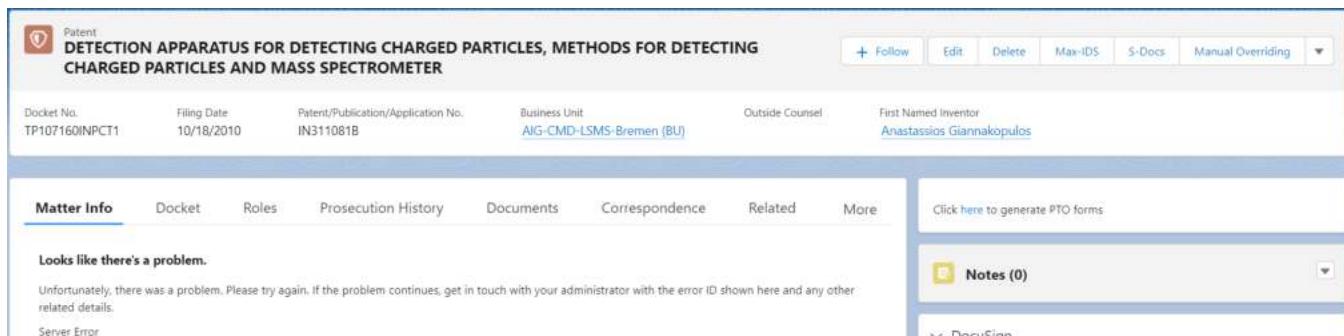
NAME	S-SIGN	ENABLED	EDIT	DESCRIPTION
<input type="checkbox"/> 12 MONTH - DIRECT NATIONAL AND/OR PCT INTERNATIONAL APPLICATION SOP				
<input type="checkbox"/> 30/31 MONTH - PCT NATIONAL PHASE APPLICATION SOP				
<input type="checkbox"/> 312 Amendment				
<input type="checkbox"/> Appeal Brief				
<input type="checkbox"/> Assignment				
<input type="checkbox"/> Declaration_Main				
<input type="checkbox"/> EP DECISION TO GRANT CHECKLIST				

Next Step

Generate PTO forms using MaxForms

The MaxForms functionality of Symphony enables paralegal to generate pre-populated PTO forms for US, EP, and PCT applications with the click of a button. Below are the steps to be followed for generating MaxForms:

1. Click **here** on the right-hand side widget when you want to generate PTO forms for a given asset



Docket No. TP107160INPCT1 Filing Date 10/18/2010 Patent/Publication/Application No. IN311081B Business Unit AIG-CMD-LSMS-Bremen (BU) Outside Counsel First Named Inventor Anastassios Giannakopoulos

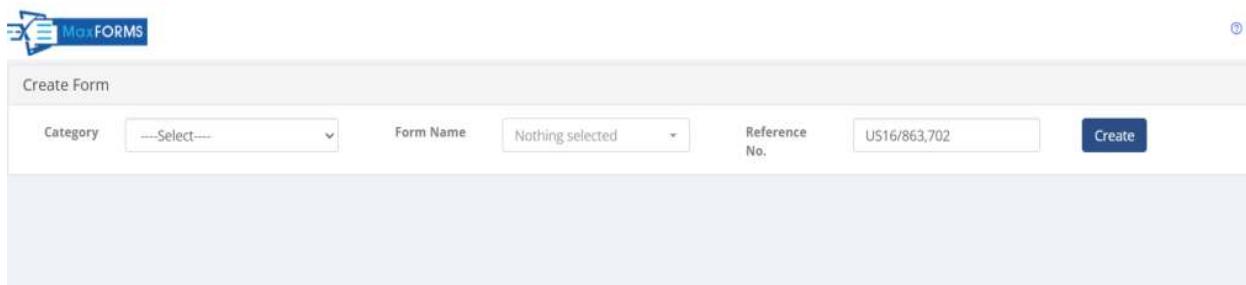
Matter Info Docket Roles Prosecution History Documents Correspondence Related More

Click here to generate PTO forms

Notes (0)

DocuScan

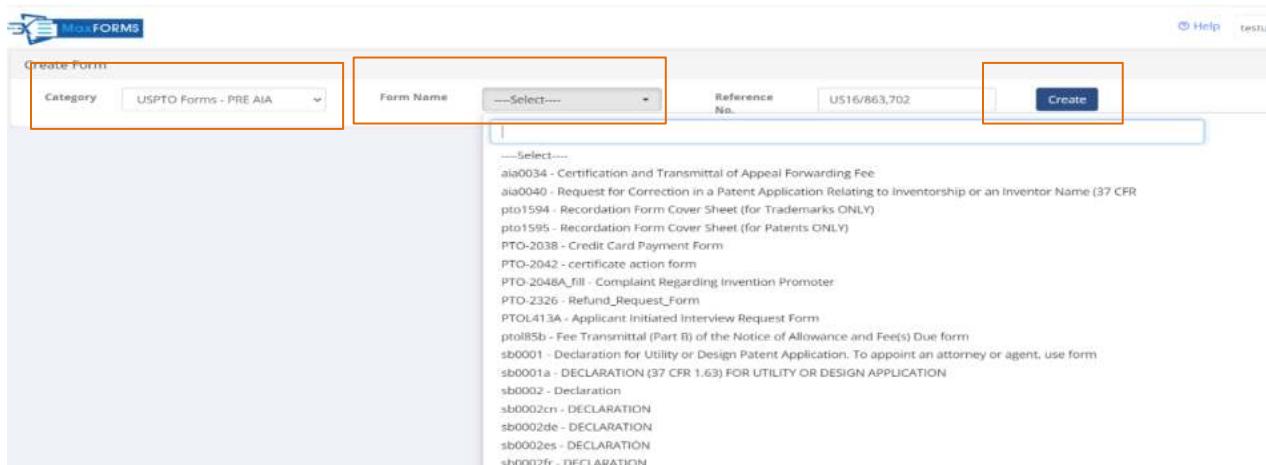
2. Symphony will navigate you to the MaxForms page



Create Form

Category: ---Select--- Form Name: Nothing selected Reference No.: US16/863,702 Create

3. Select the **Category** and **Form Name** to be generated and click **Create**



Create Form

Category: USPTO Forms - PRE AIA Form Name: ---Select---- Reference No.: US16/863,702 Create

---Select---

- aia0034 - Certification and Transmittal of Appeal Forwarding Fee
- aia0040 - Request for Correction in a Patent Application Relating to Inventorship or an Inventor Name (37 CFR pt01594 - Recordation Form Cover Sheet (for Trademarks ONLY)
- pto1595 - Recordation Form Cover Sheet (for Patents ONLY)
- PTO-2038 - Credit Card Payment Form
- PTO-2042 - certificate action form
- PTO-2048A_fill - Complaint Regarding Invention Promoter
- PTO-2326 - Refund_Request_Form
- PTO-413A - Applicant Initiated Interview Request Form
- pto185b - Fee Transmittal (Part B) of the Notice of Allowance and Fee(s) Due form
- sb0001 - Declaration for Utility or Design Patent Application. To appoint an attorney or agent, use form sb0001a - DECLARATION (37 CFR 1.63) FOR UTILITY OR DESIGN APPLICATION
- sb0002 - Declaration
- sb0002cn - DECLARATION
- sb0002de - DECLARATION
- sb0002es - DECLARATION
- sb0002fr - DECLARATION

4. By selecting Create, Symphony generates a pre-populated form using data fetched from asset details

5. The paralegal can **Download** the form and use it as required for filing purposes

e-Signatures using DocuSign

The DocuSign integration with Symphony enables the paralegal to get e-signatures from multiple parties in the same document and allows to track the status of signatures by each party.

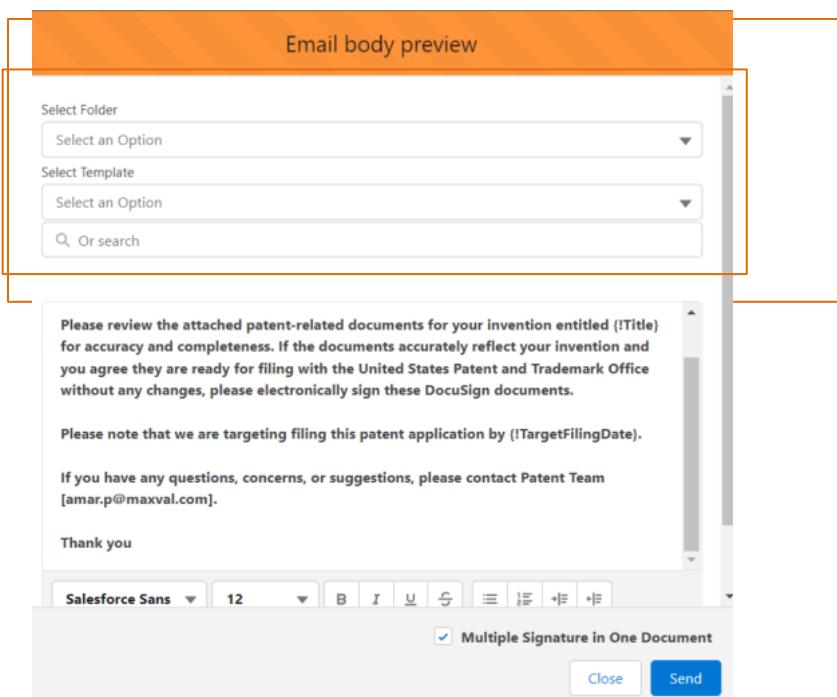
1. Select the document requiring signatures by multiple parties from the **DocuSign** widget on the right side.
Note: The widget displays the templates uploaded in the Files section.
2. User may also upload a related document such as the application that does not require a signature. To attach a document from a local drive, click on Attachment, select the file and Upload.

The screenshot shows the DocuSign widget interface. At the top left is a dropdown menu labeled "DocuSign". On the right is a "Attachment" button with a plus sign. Below these are two numbered circles: circle 1 highlights a list of files with checkboxes and creation dates; circle 2 highlights the "Attachment" button. At the bottom is a section titled "Additional Recipients" with three entries, each with a checkbox, name, email, and type (Signer). Circle 3 highlights this section. At the very bottom are "Add Person" and "Send Envelope" buttons.

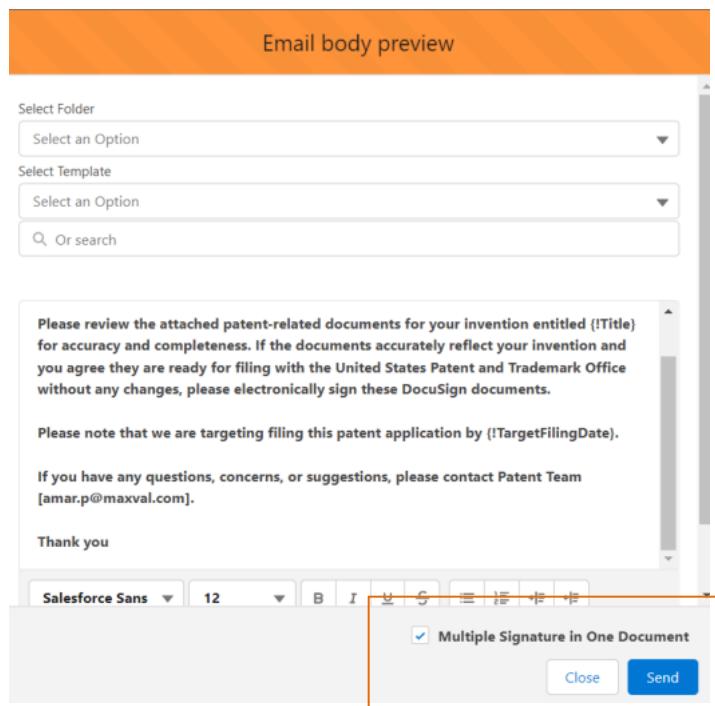
File Name	Created Date
TP146601USORG1 - Declaration.pdf	Jun 24, 2022
TP146601USORG1 - Assignment.pdf	Jun 24, 2022
11b - TFS 30-31 Filing SOP with email t...	Jun 17, 2022
14. Allowed Patent Application Checkli...	Jun 17, 2022
patent_screen.png	Jun 16, 2022
TPT146601USORG1 - Assignment.pdf	Jun 16, 2022
Doc sign test.pdf	Jun 15, 2022
Draft Doc.pdf	Jun 15, 2022
TP146601USORG1 - Assignment.pdf	Jun 14, 2022
TP146601USORG1 - Declaration.pdf	Jun 14, 2022

Name	Email	Type
Inventor 5	charita.k@maxval.com	Signer
S M Nol	smaksymchuk@noltic.c...	Signer
Charita Krishna	charita.k@maxval.com	Signer

3. Select the recipients of the document and **Send Envelope**.
4. **Select Folder** and **Select Template** that you want to use while sending the Envelope. Preview the template.
Note: A template list appears based on the selected folder. Standard email templates have been provided, and you may edit these as applicable.



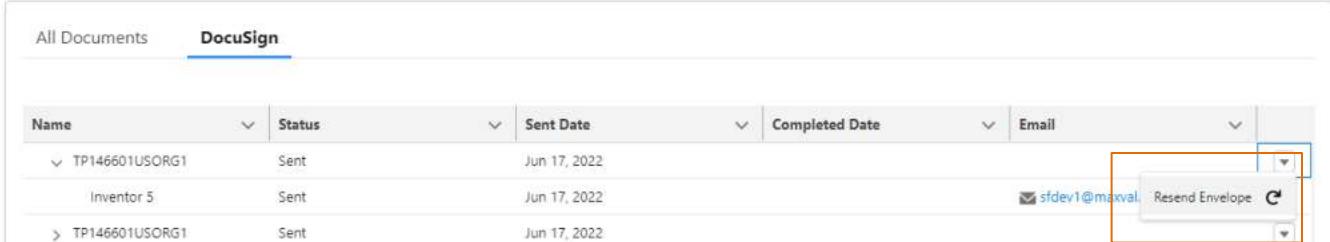
5. Select **Multiple Signature in one Document** if you want all the parties to sign the same document. **Send** the Envelope.



6. Once the document is sent for signature, Symphony generates a record under **DocuSign** tab to track the **Status** of signatures by each party and the overall Status of the document for the given asset. The overall status against the asset changes to **Completed** once all the recipients sign the document.

Matter Info	Docket	Roles	Prosecution History	Documents	Correspondence	Related	More
All Documents	Drafts	DocuSign					
Name	Status	Sent Date	Completed Date	Email			
TP346440USPRV1							
TP346440USPRV1	Completed	May 23, 2022	May 23, 2022				
Inventor 5	Completed	May 23, 2022	May 23, 2022	sfdev1@maxval.com			
Inventor 6	Completed	May 23, 2022	May 23, 2022	yaroslav.lagun@gmail.c...			
> TP346440USPRV1	Delivered	May 23, 2022					
> TP346440USPRV1	Delivered	May 23, 2022					
> TP346440USPRV1	Completed	May 20, 2022	May 20, 2022				
> TP346440USPRV1	Completed	May 19, 2022	May 19, 2022				
> TP346440USPRV1	Sent	May 19, 2022					

7. In case any of the recipients has not signed the document, you may resend the envelope by selecting the drop down  against the main envelope and selecting **Resend Envelope**. It will resend the Envelope only to the recipients who have not signed the document.



The screenshot shows a list of envelopes in the DocuSign interface. The columns are Name, Status, Sent Date, Completed Date, and Email. Three envelopes are listed:

Name	Status	Sent Date	Completed Date	Email
TP146601USORG1	Sent	Jun 17, 2022		
Inventor 5	Sent	Jun 17, 2022		
TP146601USORG1	Sent	Jun 17, 2022		

A context menu is open over the third envelope (TP146601USORG1) in the Email column. The menu items are sfdev1@maxval, Resend Envelope, and a clipboard icon. The 'Resend Envelope' option is highlighted with a red box.

Symphony with MaxIDS

Symphony provides seamless integration with MaxIDS platform to enable paralegal to generate IDS forms with easy access. Following steps can be performed by the paralegal:

1. Review the docket report with upcoming sIDS activity due dates.

Docket Activities							
Docketing Activity No	Patent	Activity Date	Actions	Due Date	Assign...		
DA-0006615574	TP346441ILSEC1	5/20/2022	sIDS (TP346441USPRV1_NTC OMIT_APP_5/20/2022)	8/20/2022			
DA-0006615573	TP346441USCON1	5/20/2022	sIDS (TP346441USPRV1_NTC OMIT_APP_5/20/2022)	8/20/2022			
DA-0006266860	TP346430ILSEC1	5/18/2022	sIDS (TP346430USPRV1)	8/18/2022			
DA-0006266859	TP346430USCON1	5/18/2022	sIDS (TP346430USPRV1)	8/18/2022			
DA-0006266536	TP346430ILSEC1	5/18/2022	sIDS (TP346430CNSEC1)	8/18/2022			
DA-0006206535	TP346430USCON1	5/18/2022	sIDS (TP346430CNSEC1)	8/18/2022			
DA-0006242751	TP346429USCON1	5/18/2022	sIDS (TP346429USPRV1)	8/18/2022			
DA-0005961109	TP146423ILCON1	5/18/2022	sIDS (TP146423ILUTL1)	8/18/2022			
DA-0005961108	TP146423ILDIV1	5/18/2022	sIDS (TP146423ILUTL1)	8/18/2022			
DA-0005900117	TP103303USCON2	5/18/2022	sIDS (TP207433USCON2)	8/18/2022			
DA-0005900116	TP102776USCON2	5/18/2022	sIDS (TP206197USCON2)	8/18/2022			
DA-0005900115	TP108883USUTL1	5/18/2022	sIDS (TP208440USUTL1)	8/18/2022			
DA-0005900114	TP108854USORG1	5/18/2022	sIDS (TP208410USORG1)	8/18/2022			
DA-0005900113	TP103092USCON2	5/18/2022	sIDS (TP206961USCON2)	8/18/2022			
DA-0005900112	TP103543USPCT1	5/18/2022	sIDS (TP208110USPCT1)	8/18/2022			

2. Click on the docket number to access the asset.
3. Go to **Docket** and look for the docket numbers from where sIDS activity is triggered.

The screenshot shows the Symphony Docket module interface. At the top, there's a header with a 'Patent' icon, the title 'Renum 1', and various navigation buttons like '+ Follow', 'Edit', 'Delete', 'Max-IDS', 'S-Docs', and 'Manual Overriding'. Below the header, there's a table with columns for Docket No., Filing Date, Patent/Publication/Application No., Business Unit, Outside Counsel, and First Named Inventor. The 'Docket' tab is selected in the navigation bar. On the left, there's a 'Matter Info' section with buttons for 'Add Event', 'Add Ad-hoc Activity', and 'Abandon'. Below it is a search bar labeled 'Search Actions'. The main area displays a list of docket entries. One entry for 'TP346430ILSEC1' on '05-18-2022' has three green rounded bars indicating sIDS activity: 'sIDS (TP346430HKSEC1) 08-12-2022', 'sIDS (TP346430CNSEC1) 08-18-2022', and 'sIDS (TP346430USPRV1) 08-18-2022'. To the right, there's a 'Notes' section with several collapsed notes. A note at the bottom right says 'Click here to generate PTO forms'.

4. Select **MaxIDS** from the asset page.

Docket No. TP346430ILSEC1 Filing Date 10/1/2021 Patent/Publication/Application No. US9992221 Business Unit AIG-CMD-CMD Division Office Outside Counsel First Named Inventor

Matter Info Docket Roles Prosecution History Documents Correspondence Related More

Add Event Add Ad hoc Activity Abandon

Search Actions

Event Date	Event	De-Docketed By	De-Docketed Date	Action
+ 05-18-2022	IDS			IDS (TP346430HKSEC1) 08-12-2022
				IDS (TP346430CNSEC1) 08-18-2022
				IDS (TP346430USPRV1) 08-18-2022

Click here to generate PTO forms

Notes

5. Symphony will auto-sign the paralegal to MaxIDS platform.
6. Paralegal can perform the IDS related actions on MaxIDS.
7. Once completed, they can de-docket the activity in Symphony.

Docket Activity
sIDS (TP346430HKSEC1)

De-Docketed by

Docketed by

Assigned to me?

Invention Disclosure

Email Tracker (Created From)

Next Action

Other Matters

Closed / Completed

Is Closed

Closed Date

Reason to Close

Closed By

Created By System Admin TF, 5/18/2022, 11:56 PM

Is Completed

Completion Date

Reason to Complete

Completed By

Last Modified By System Admin TF, 5/18/2022, 11:56 PM

8. Symphony continuously syncs with PrivatePAIR, fetches the filed IDS forms along with cited references and auto-populates them under the Prosecution History tab.

Jun 13, 2018	Information Disclosure Statement (IDS) Form (SB08)	IDS	
Jun 13, 2018	Foreign Reference	FOR	
Jun 13, 2018	Foreign Reference	FOR	
Jun 13, 2018	Foreign Reference	FOR	
Jun 13, 2018	Foreign Reference	FOR	
Jun 13, 2018	Foreign Reference	FOR	
Jun 13, 2018	Foreign Reference	FOR	
Jun 13, 2018	Foreign Reference	FOR	
Jun 13, 2018	Non Patent Literature	NPL	
Jun 13, 2018	Non Patent Literature	NPL	

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.

EVENT DATE	EVENT	DE-DOCKETED BY	DE-DOCKETED DATE	ACTION
+ 05-05-2022	Doc Description test			
+ 05-03-2022	Latest Patent family member expired			<p>Documents Purging Due (Family Expired) - Reminder 04-23-2028</p> <p>Documents Purging Due (Family Expired) 05-03-2028</p>
+ 05-02-2022	Notice to File Missi...			

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 so they can 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.

Transaction, Litigation and Licensing

Litigation on Hold

In-Licensed

Out-Licensed

Out-licensed Project

Counter Party

In-Licensed LA

Out-Licensed LA

Transaction

Search Transaction...

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 view pre-configured reports or customized reports for the records in your portfolio.

Recent					
REPORTS	Report Name	Description	Folder	Created By	Created On
Recent	Portfolio Breakdown		Documents Reports	System Administrator	1/9/2018, 6:09 AM
Created by Me	Renewals		Annuity Reports	System Administrator	8/9/2018, 11:16 PM
Private Reports	Patent - Billing Vs Projection		Patent Reports	System Administrator	8/27/2018, 2:35 AM
Public Reports	Annual Disclosure Comparison		Invention Disclosure Reports	System Administrator	11/12/2018, 5:24 PM
All Reports	Keyword Associations		Invention Disclosure Reports	System Administrator	1/8/2018, 4:53 AM
FOLDERS	Invention Disclosures by Hierarchy		Invention Disclosure Reports	System Administrator	1/8/2018, 4:36 AM
All Folders	Documents Drafted		Documents Reports	System Administrator	1/9/2018, 6:06 AM
Created by Me	Cost Projections: Prosecution Status		Cost Projection Reports	System Administrator	8/9/2018, 7:29 AM
Shared with Me	Invention Disclosures by Status		Documents Reports	System Administrator	1/6/2018, 3:22 AM
FAVORITES	Inventor Patent Status		Patent Reports	System Administrator	9/12/2018, 6:31 AM
All Favorites	Cost Projections: Fee Type		Cost Projection Reports	System Administrator	8/9/2018, 11:09 PM
	Patent Filings by Country and Path		Patent Reports	System Administrator	8/23/2018, 1:45 AM
	Revised Claims Drafts		Documents Reports	System Administrator	9/2/2020, 3:55 AM
	Revised Application Drafts		Documents Reports	System Administrator	7/20/2018, 3:42 AM

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

The screenshot shows a table of recent reports. The sidebar on the left has a 'REPORTS' section with filters: 'Recent' (selected), 'Created by Me', 'Private Reports', 'Public Reports', and 'All Reports'. The main table has columns: Report Name, Description, Folder, Created By, Created On, and Subscribed. The data includes:

Report Name	Description	Folder	Created By	Created On	Subscribed
Portfolio Breakdown		Documents Reports	System Administrator	1/9/2018, 6:09 AM	
Renewals		Annuity Reports	System Administrator	8/9/2018, 11:16 PM	
Patent - Billing Vs Projection		Patent Reports	System Administrator	8/27/2018, 2:35 AM	
Annual Disclosure Comparison		Invention Disclosure Reports	System Administrator	11/12/2018, 5:24 PM	
Keyword Associations		Invention Disclosure Reports	System Administrator	1/8/2018, 4:53 AM	
Invention Disclosures by Hierarchy		Invention Disclosure Reports	System Administrator	1/8/2018, 4:36 AM	

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:

The screenshot shows a table of reports categorized by folder. The sidebar on the left has a 'FOLDERS' section with filters: 'All Folders', 'Created by Me', 'Shared with Me', and 'All Favorites'. The main table has columns: Report Name, Folder, Created By, and Created On. The data includes:

Report Name	Folder	Created By	Created On
Documents Drafted	Documents Reports	System Administrator	1/9/2018, 6:06 AM
Cost Projections: Prosecution Status	Cost Projection Reports	System Administrator	8/9/2018, 7:29 AM
Invention Disclosures by Status	Documents Reports	System Administrator	1/6/2018, 3:22 AM
Inventor Patent Status	Patent Reports	System Administrator	9/12/2018, 6:31 AM
Cost Projections: Fee Type	Cost Projection Reports	System Administrator	8/9/2018, 11:09 PM
Patent Filings by Country and Path	Patent Reports	System Administrator	8/23/2018, 1:45 AM
Revised Claims Drafts	Documents Reports	System Administrator	9/2/2020, 3:55 AM
Revised Application Drafts	Documents Reports	System Administrator	7/20/2018, 3:42 AM

- **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

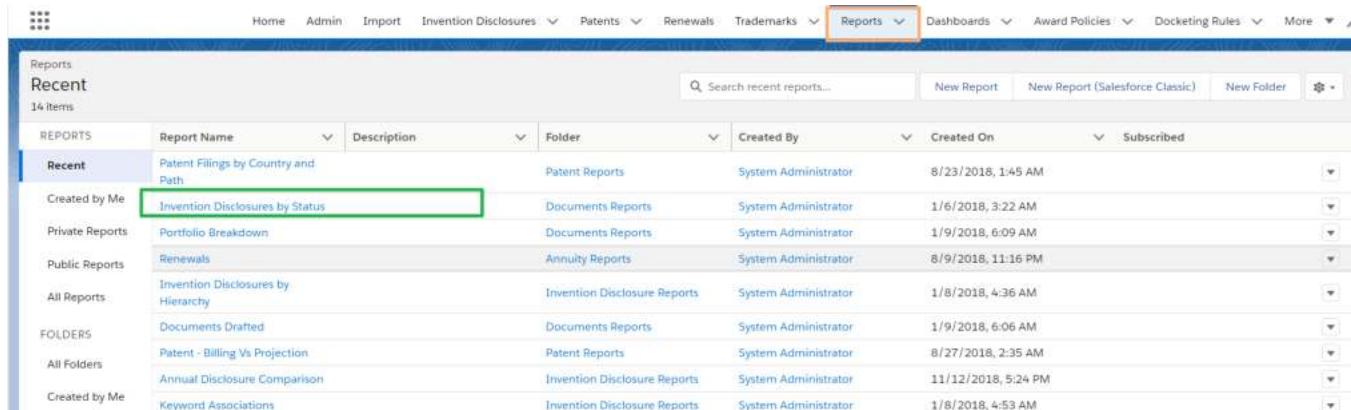
- o **All Folders**

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:

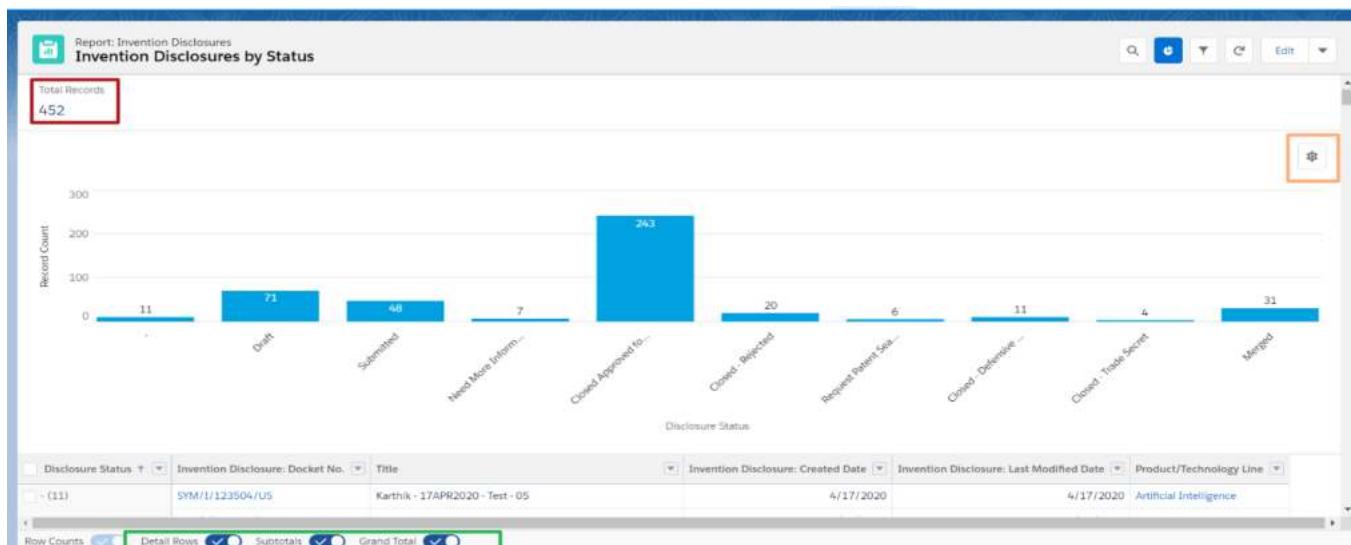


The screenshot shows the 'Reports' section of a software interface. The 'Recent' tab is selected, displaying 14 items. The reports are listed in a table with columns: REPORTS, Report Name, Description, Folder, Created By, Created On, and Subscribed. A search bar at the top right allows searching for recent reports. Buttons for 'New Report', 'New Report (Salesforce Classic)', and 'New Folder' are also present. The report 'Invention Disclosures by Status' is highlighted with a green border.

REPORTS	Report Name	Description	Folder	Created By	Created On	Subscribed
Recent	Patent Filings by Country and Path		Patent Reports	System Administrator	8/23/2018, 1:45 AM	
Created by Me	Invention Disclosures by Status		Documents Reports	System Administrator	1/6/2018, 3:22 AM	
Private Reports	Portfolio Breakdown		Documents Reports	System Administrator	1/6/2018, 6:09 AM	
Public Reports	Renewals		Annuity Reports	System Administrator	8/9/2018, 11:16 PM	
All Reports	Invention Disclosures by Hierarchy		Invention Disclosure Reports	System Administrator	1/8/2018, 4:36 AM	
FOLDERS	Documents Drafted		Documents Reports	System Administrator	1/9/2018, 6:06 AM	
All Folders	Patent - Billing Vs Projection		Patent Reports	System Administrator	8/27/2018, 2:35 AM	
Created by Me	Annual Disclosure Comparison		Invention Disclosure Reports	System Administrator	11/12/2018, 5:24 PM	
	Keyword Associations		Invention Disclosure Reports	System Administrator	1/8/2018, 4:53 AM	

• 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).



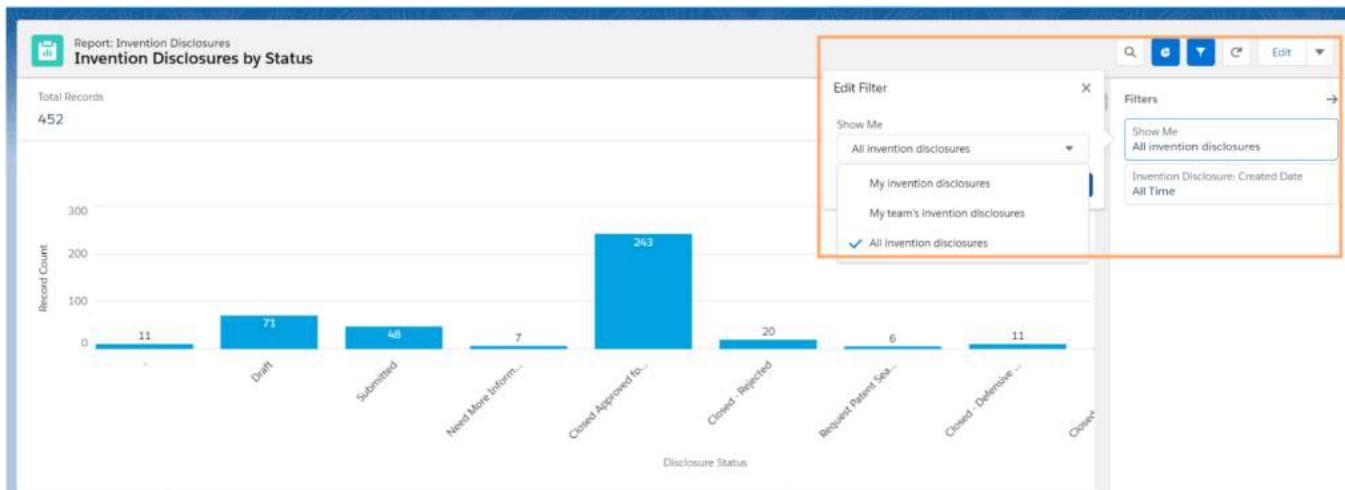
• Record Table

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.

Disclosure Status	Invention Disclosure: Docket No.	Title	Invention Disclosure: Created Date	Invention Disclosure: Last Modified Date	Product/Technology Line
Submitted (48)	IPR001.12388804	Initial Filing - Patent prosecution	11/20/2020	11/20/2020	Artificial Intelligence
	IPR001.12388803	None	11/19/2020	11/19/2020	Artificial Intelligence
	IPR001.12388805	Testing PDF	9/18/2020	10/28/2020	Artificial Intelligence
	IPR001.12388806	IPF-#01	9/17/2020	9/23/2020	Artificial Intelligence
	IPR001.12388807	Get IP International filing	9/17/2020	9/17/2020	Artificial Intelligence
	IPR001.12388808	testfile	9/17/2020	9/17/2020	Artificial Intelligence
	IPR001.12388809	IPR - Customer application - 20191109	9/14/2020	9/14/2020	Artificial Intelligence
	IPR001.12388810	IPR - Customer application - 20191109	9/14/2020	9/14/2020	Artificial Intelligence
	IPR001.12388810	Test IPF-#01	9/7/2020	9/7/2020	Artificial Intelligence

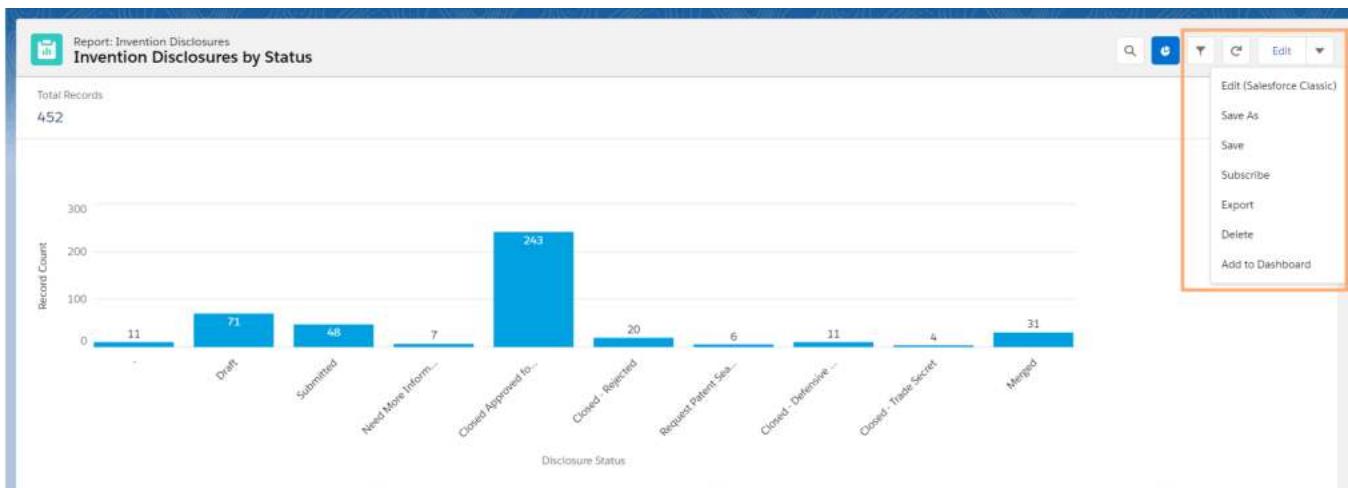
- **Filter Option**

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:

REPORTS	Report Name	Description	Folder	Created By	Created On	Subscribed
Recent	Patent Filings by Country and Path	Patent Reports	System Administrator	8/23/2018, 1:45 AM		
Created by Me	Invention Disclosures by Status	Documents Reports	System Administrator	1/6/2018, 3:22 AM		
Private Reports	Portfolio Breakdown	Documents Reports	System Administrator	1/9/2018, 6:09 AM		
Public Reports	Renewals	Annuity Reports	System Administrator	8/9/2018, 11:16 PM		
All Reports	Invention Disclosures by Hierarchy	Invention Disclosure Reports	System Administrator	1/8/2018, 4:36 AM		
FOLDERS	Documents Drafted	Documents Reports	System Administrator	1/9/2018, 6:06 AM		
All Folders	Patent - Billing Vs Projection	Patent Reports	System Administrator	8/27/2018, 2:35 AM		
Created by Me	Annual Disclosure Comparison	Invention Disclosure Reports	System Administrator	11/12/2018, 5:24 PM		
	Keyword Associations	Invention Disclosure Reports	System Administrator	1/8/2018, 4:53 AM		

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

REPORTS	Name	Created By	Created On	Last Modified By	Last Modified Date
Recent	Annuity Reports	System Admin TF	8/15/2020, 2:04 AM	System Admin TF	8/15/2020, 2:04 AM
Created by Me	Audit History Reports	System Admin TF	5/7/2022, 6:57 AM	System Admin TF	5/7/2022, 6:57 AM
Private Reports	Awards Reports	System Admin TF	5/7/2022, 6:58 AM	System Admin TF	5/7/2022, 6:58 AM
Public Reports	Case Draft Reports	System Admin TF	8/15/2020, 2:04 AM	System Admin TF	8/15/2020, 2:04 AM
All Reports	Data Migration Reports	System Admin TF	4/29/2022, 12:54 AM	System Admin TF	4/29/2022, 12:54 AM
FOLDERS	Email Reports	System Admin TF	5/1/2022, 12:44 AM	System Admin TF	5/1/2022, 12:44 AM
All Folders	Invention Disclosure Reports	System Admin TF	5/7/2022, 7:01 AM	System Admin TF	5/7/2022, 7:01 AM
Created by Me	Mailbox Reports	System Admin TF	5/7/2022, 7:02 AM	System Admin TF	5/7/2022, 7:02 AM
Shared with Me	Other Matter Reports	System Admin TF	5/7/2022, 7:03 AM	System Admin TF	5/7/2022, 7:03 AM
FAVORITES	Patent Reports	System Admin TF	5/7/2022, 7:05 AM	System Admin TF	5/7/2022, 7:05 AM
All Favorites	Remuneration Reports	System Admin TF	5/7/2022, 7:06 AM	System Admin TF	5/7/2022, 7:06 AM
	Renewal Reports	System Admin TF	5/4/2022, 12:16 AM	System Admin TF	5/4/2022, 12:16 AM
	Renewal Reports Default	System Admin TF	5/4/2022, 12:16 AM	System Admin TF	5/4/2022, 12:16 AM
	Typhomony Reports	System Admin TF	8/15/2020, 2:04 AM	System Admin TF	8/15/2020, 2:04 AM
	Trademarks Report	System Admin TF	5/7/2022, 7:12 AM	System Admin TF	5/7/2022, 7:12 AM
	User - Persons - Roles	System Admin TF	5/7/2022, 7:15 AM	System Admin TF	5/7/2022, 7:15 AM
	[Deprecated]Renewal Reports	System Admin TF	5/4/2022, 12:16 AM	System Admin TF	5/4/2022, 12:16 AM

2. Select the report that you want to run.

- Click on **Edit** if you want to make changes to the report OR want to apply filters to the data set.

Days to Deadline	Patient: Asset Name	Patient: Title	Patient: Patient/Publication/Application No.	Patient: Business Unit	Trigger Type	Trigger	Actions
Next 30 Days (30D)	TP1010802/PF01	Analysis of cells by optical system	JH4493382/02	LSS-BD-Protein and Cell Analysis-Cell Analysis Instrumentation (BL)	Date	Earliest Priority Date	12th Year I
	TP1013576/PFCT1	Methods, compositions and libraries for PNA-dimer and RNA oligomer synthesis	JH43641182	GSG-G3D-Genetic Analysis (BL)	Date	Earliest Priority Date	12th Year I
	TP1013576/PFCT1	Methods, compositions and libraries for PNA-dimer and RNA oligomer synthesis	JH43641182	GSG-G3D-Genetic Analysis (BL)	Date	Earliest Priority Date	12th Year I

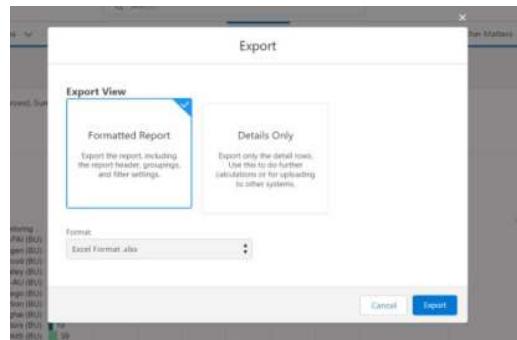
- To group records in your report, choose a column from the **Add group...** picklist under GROUP ROWS. After grouping a row, you can group a column by choosing a column from the Add group... picklist under GROUP COLUMNS. Group up to 2 rows and 2 columns.

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

Days to Deadline	Patient: Asset Name	Patient: Title	Patient: Patient/Publication/Application No.	Patient: Business Unit	Trigger Type	Trigger	Actions
Next 30 Days (30D)	TP1010802/PF01	Analysis of cells by optical system	JH4493382/02	LSS-BD-Protein and Cell Analysis-Cell Analysis Instrumentation (BL)	Date	Earliest Priority Date	12th Year Renewal
	TP1013576/PFCT1	Methods, compositions and libraries for PNA-dimer and RNA oligomer synthesis	JH43641182	GSG-G3D-Genetic Analysis (BL)	Date	Earliest Priority Date	12th Year Renewal
	TP1013576/PFCT1	Methods, compositions and libraries for PNA-dimer and RNA oligomer synthesis	JH43641182	GSG-G3D-Genetic Analysis (BL)	Date	Earliest Priority Date	12th Year Renewal
	TP1013571/PFCT1	Fluorometer calibration method	JH44928488/2	LSS-LSS-Singapore (BL)	Date	Earliest Priority Date	12th Year Renewal
	TP1013571/PFCT1	Classification Of Cancers	NC000288	GSG-G3D-Oncology (BL)	Date	Effective Filing Date	12th Year Renewal
	TP1013532/MSBC1	Titration	EM00431287-0001	LSS-LPD-WPA-Water Analysis (BL)	Date	Filing Date	Years 6-10 Renewal
	TP1013542/MSBC2	Titration	EM00431287-0002	LSS-LPD-WPA-Water Analysis (BL)	Date	Filing Date	Years 6-10 Renewal
	TP1013532/MSBC3	Titration	EM00431287-0003	LSS-LPD-WPA-Water Analysis (BL)	Date	Filing Date	Years 6-10 Renewal
	TP1013532/MSBC4	Titration	EM00431287-0004	LSS-LPD-WPA-Water Analysis (BL)	Date	Filing Date	Years 6-10 Renewal
	TP1014038/PFCT1	NON-HUMAN HERPESVIRUSES AS VECTORS	EP1322598/1	LSS-BD-Molecular Biology-Synthetic Biology (BL)	Date	Filing Date	20th Year Renewal

- 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.
- To filter records from your report, click FILTERS. To add a field filter, choose a field from the **Add filter...** picklist.
- 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.

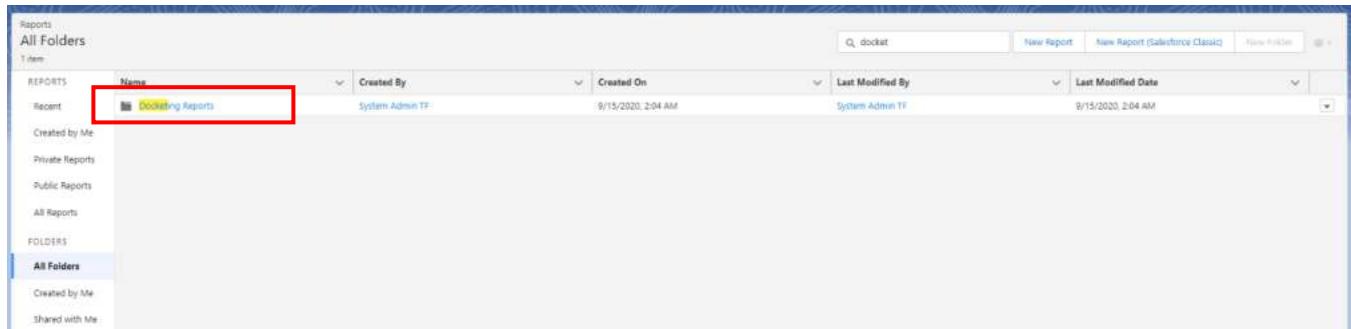
Step-by-Step Guide on 'How to Run' most frequently used reports in Symphony:

- **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**.

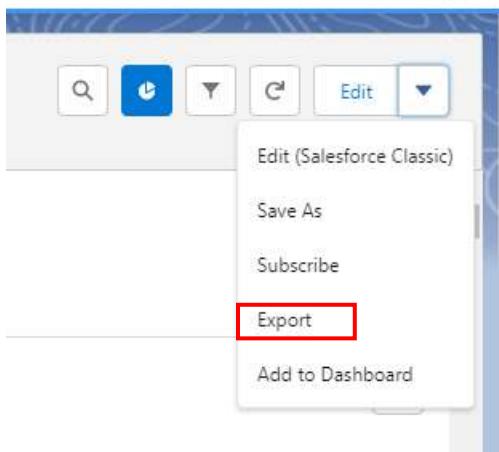
Report Name	Description	Folder	Created By	Created On	Subscribed
All ID - Rocket Docket - Today & Tomorrow	Invention Disclosure Reports	System Admin TF	5/21/2022, 8:08 AM		
Docket Actions - 30-60 Days - US	Patent Reports	System Admin TF	5/24/2022, 6:05 AM		
Rocket Docket Actions - 30-60 Days	Patent Reports	System Admin TF	5/24/2022, 11:28 PM		
Rocket Docket Actions- 30-60 Days-Non US	Audit History Reports	System Admin TF	5/7/2022, 6:57 AM		
Docket Activity History	Docketing Reports	System Admin TF	5/7/2022, 7:42 AM		
Docket Items - Today & tomorrow	Docketing Reports	System Admin TF	9/15/2020, 2:04 AM		
ID - Rocket Docket - Today & Tomorrow	Patent Reports	System Admin TF	5/7/2022, 7:05 AM		
Open Docket Activities (DTD)	Docketing Reports	System Admin TF	9/15/2020, 2:04 AM		
Open Docket Activities (DTD) - Patent	Patent Reports	System Admin TF	6/20/2022, 3:36 AM		
Open Docket Activities - ID	Invention Disclosure Reports	System Admin TF	6/20/2022, 3:20 AM		
Patent - Rocket Docket - Today & tomorrow	Patent Reports	System Admin TF	5/7/2022, 7:05 AM		
Rocket Docket - Patent - Today/Tomorrow	Patent Reports	System Admin TF	5/7/2022, 7:05 AM		
Rocket Docket - Patent-Friday & Next 3 Day	Patent Reports	System Admin TF	5/7/2022, 7:05 AM		
Rocket Docket - Patent-Today/Tomorrow - US	Patent Reports	System Admin TF	5/24/2022, 5:32 AM		
Rocket Docket - Patent-Tody/Tomor - Non US	Patent Reports	System Admin TF	5/24/2022, 5:55 AM		
SIDS - Open Docket Activities (DTD)	Patent Reports	System Admin TF	6/20/2022, 5:02 AM		
TFS - Docketed Activity Search - Patent	Patent Reports	System Admin TF	5/7/2022, 7:05 AM		
TFS - Organization Patent with Docket	Patent Reports	System Admin TF	5/7/2022, 7:05 AM		

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

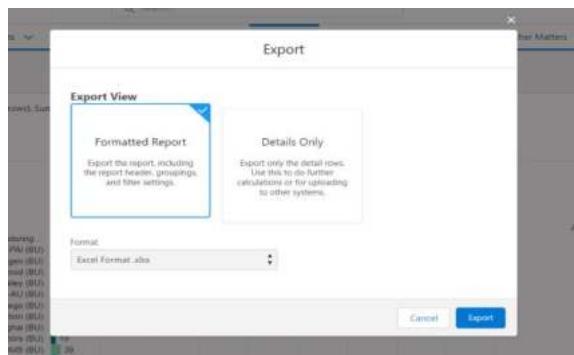


The screenshot shows the Salesforce Reports interface. On the left, there's a sidebar with categories like 'All Folders', 'Reports', 'Created by Me', 'Private Reports', 'Public Reports', and 'All Reports'. Under 'FOLDERS', 'All Folders' is selected. The main area displays a table of reports with columns for Name, Created By, Created On, Last Modified By, and Last Modified Date. A red box highlights the row for 'Docketing Reports' in the 'Recent' section.

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.



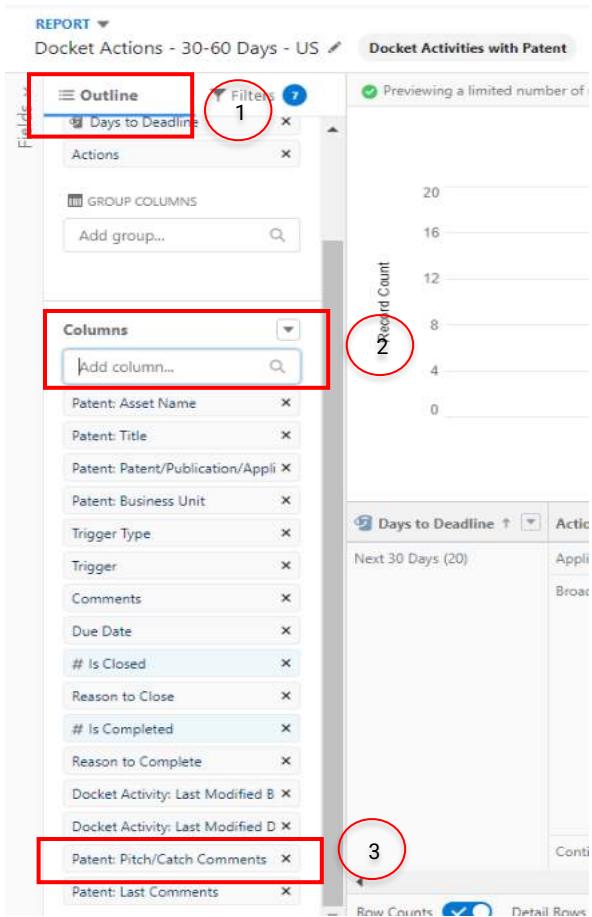
Select the option as per requirement, click on **Export** and save the report to your local drive.

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

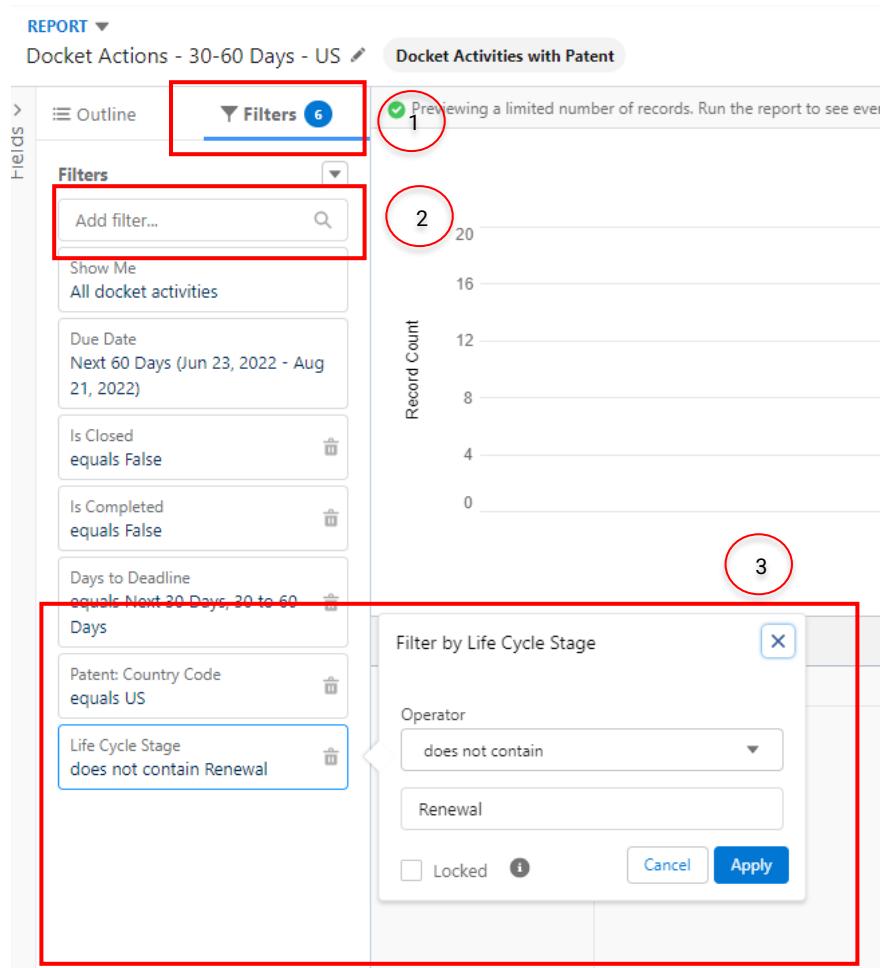
6. If you want to group the records based on Docket Actions, choose Actions from the **Add group...** picklist under GROUP ROWS. This will group the records based upcoming actions in next 30 days and 60 days.

Days to Deadline	Actions	Patent Asset Name	Patent Title	Patent: Publication/Application No.	Patent: Business Unit
Next 30 Days (20)	7.5 Year Maintenance Fee Due (1)	TP104510USPCT1	In vitro multiparameter determination method for the diagnosis and early diagnosis of neurodegenerative disorders	US8916188B2	LSG-CDD-Biomarkers Hennigstorf (BU)
	7.5 Year Maintenance Fee Window Opens (4)	TP100962US0CON2	Ultra-fast nucleic acid sequencing device and a method for making and using the same	US9063201	GSO-CSO-Next Generation Sequencing (BU)
		TP103412USPCT1	Sulfonate modified nanocarriers	US9061903	LSG-BIO-Protein and Cell Analysis (BU)
		TP102957USU1	P And N Region Differentiation For Image-To-Cell Alignment	US9063045	AIG-MSD-EM-Electrical Field Analysis (BU)
		TP106862USV1	Sample Pretreatment And Extraction	US106896782	AIG-CMD-ICSI-Ion Chromatography (BU)
	Broadening Release Due (3)	TP102983US0CON1	Detection of target nucleic acids in a cellular sample	US106896429	LSG-BIO-Protein and Cell Analysis-Cell & Protein Car
		TP103146USU1LT	Gas filter systems for fluid processing systems		EPI-SUT-Single Use Technology (BU)

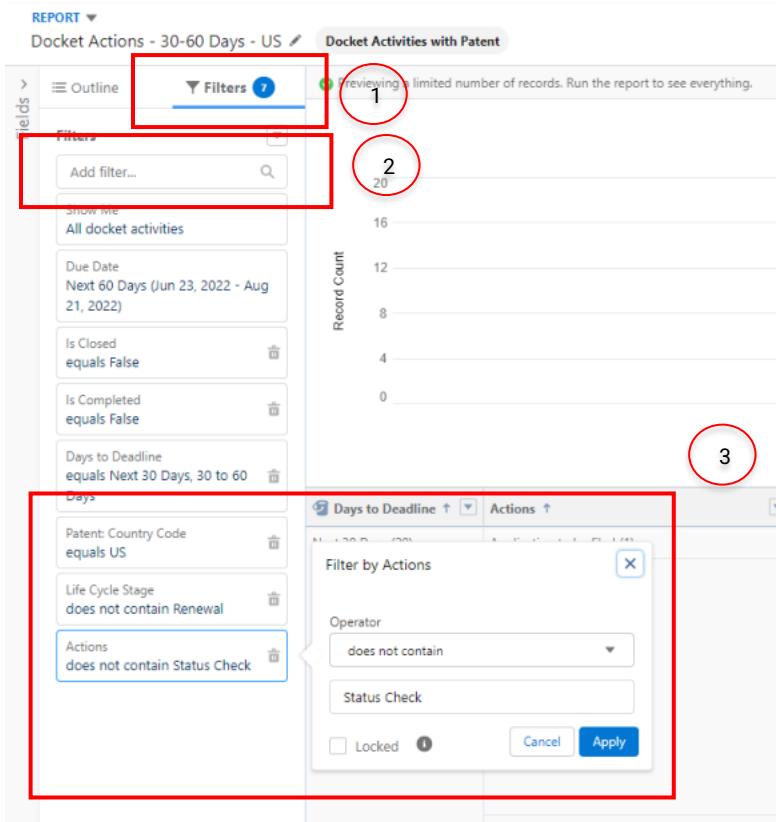
7. To add additional columns to your report such as **Pitch/Catch Comments**, etc, choose the fields from the **Add column...** picklist. Alternatively, expand the Fields pane, then drag a field onto the Columns list or directly onto the report preview. To select multiple fields, press Ctrl (Windows),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

REPORT ▾

Docket Actions - 30-60 Days - US 

Fields >  **Filters 8**

Filters

Add filter... 

Show Me
All docket activities

Due Date
Next 60 Days (Jun 23, 2022 - Aug 21, 2022)

Is Closed
equals False 

Is Completed
equals False 

Days to Deadline
equals Next 30 Days, 30 to 60 Days 

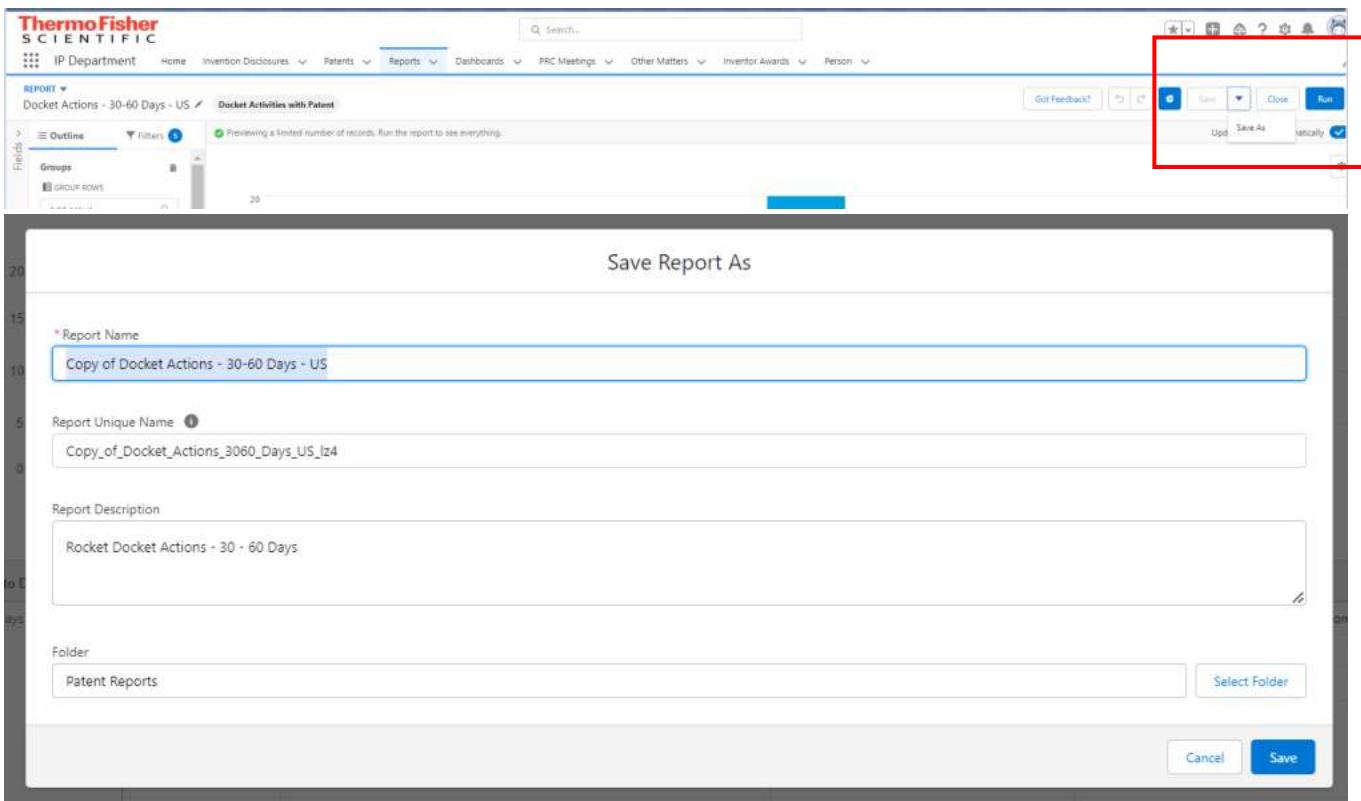
Patent: Country Code
equals US 

Life Cycle Stage
does not contain Renewal 

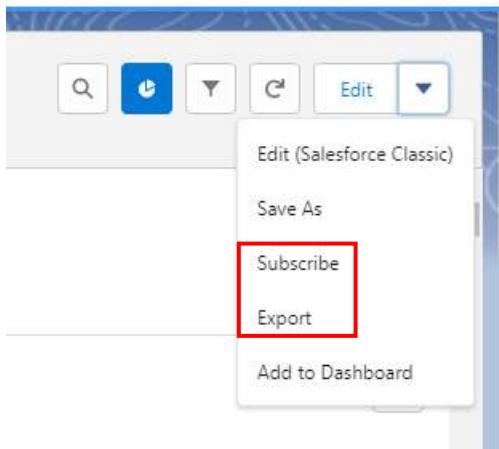
Actions
does not contain Status Check 

Patent: Current Role
contains 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 

- 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:

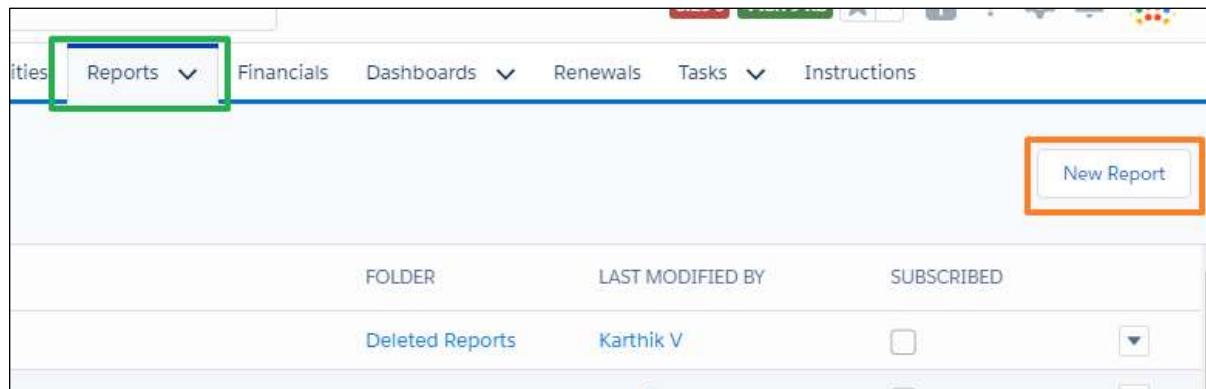
- Well-designed reports run faster.
- Before building your report, consider writing down each of the questions your report must answer. This way, your report is sure to return all the data you need.
- Reports are shared via folders. Whomever has permission to the folder your report is saved in also has 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 Owner field and Case Status field.

Report Types

The report type governs which fields are available in your report. For example, File and Content reports have fields like File ID, File Name, and Total Downloads. Accounts reports have fields like Account ID, Account Name, and Phone.

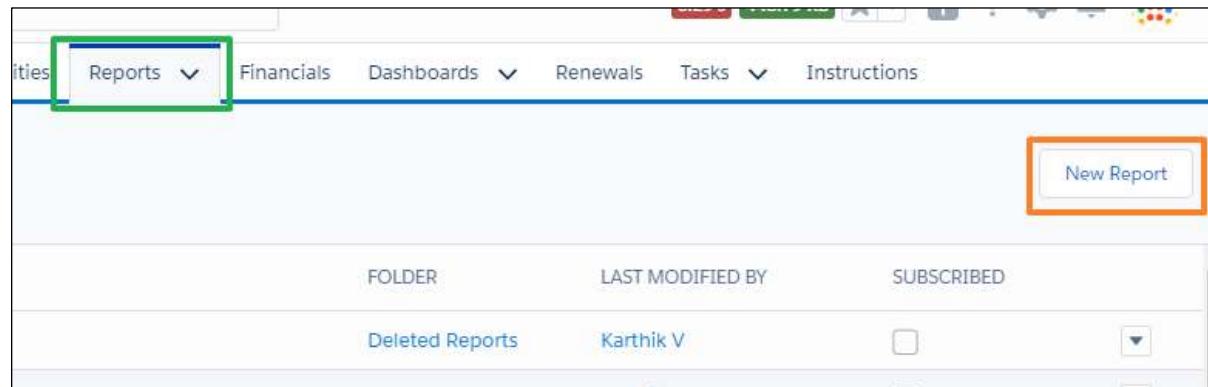
The first thing you do when creating a report is choose a report type.

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 to 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**.

- 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.

- 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.
- 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.

Conditions

In addition to subscribing, you can set up conditions on this report. You will be notified when conditions are met. This is optional.

Add conditions to this report

You will get notified when all of the conditions are met (**AND**)

* Aggregate Record Count	* Operator Greater than	* Value 10
* Aggregate Average Expected Rever	* Operator Greater than	* Value 50,000

+ Add Condition

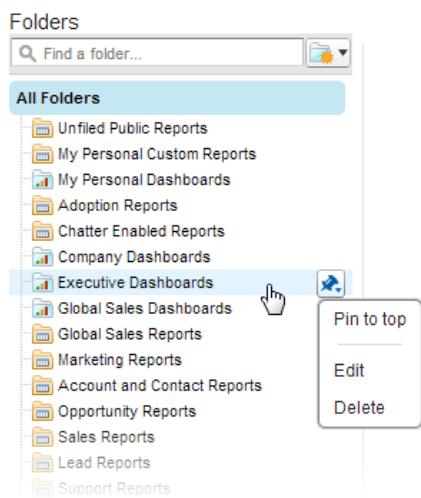
- Click **Save**.

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.

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

Reports & Dashboards



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



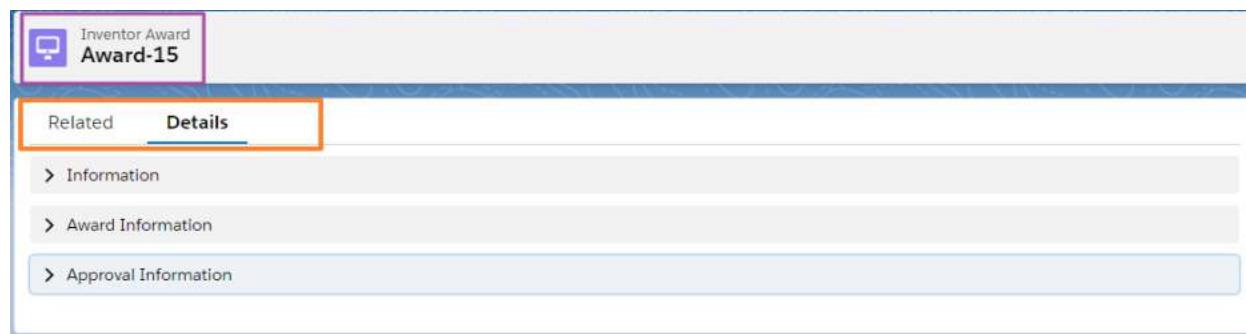
NAME	INVENTOR	INVENTION DISCLOSURE	INVENTION STATUS	AWARD CURREN...	AWARD AMOUNT	APPROVAL STATUS	CREATED DATE
Award-0	CompanyCode-MVT/Asset-1/100006/US	Submitted	Dollar	1,000.00	Approved	3/19/2019 1:06 AM	

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



The screenshot shows the 'Details' tab selected in the navigation bar. Below the tabs, there are three expandable sections: 'Information', 'Award Information', and 'Approval Information'. The 'Approval Information' section is currently expanded, showing its contents.

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**

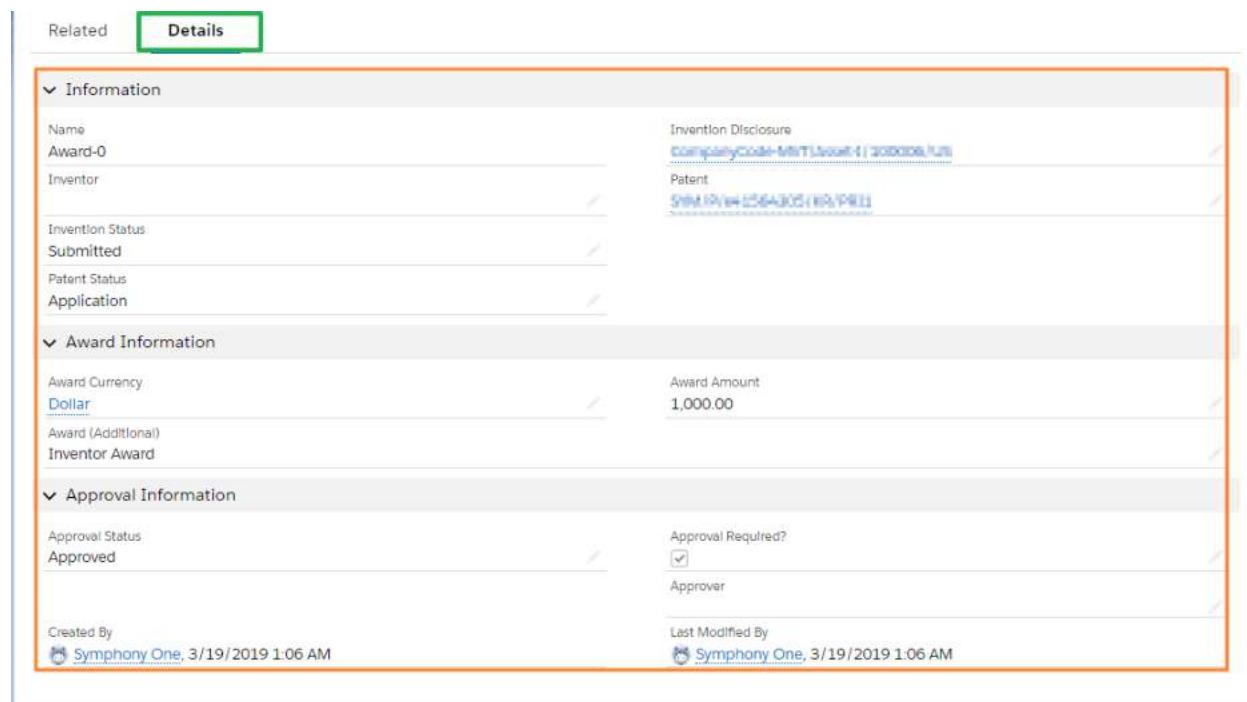
This section displays the name of the award, inventor, invention disclosure, invention status, patent status, award policy, and payment status.

- **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**.



Information	
Name	Invention Disclosure
Award	CompanyCode-MIT13Issue-1 20200617-US
Inventor	Patent
Invention Status	SYNTHETIC POLY(ADENYLIC ACID)
Submitted	
Patent Status	
Application	

Award Information	
Award Currency	Award Amount
Dollar	1,000.00
Award (Additional)	
Inventor Award	

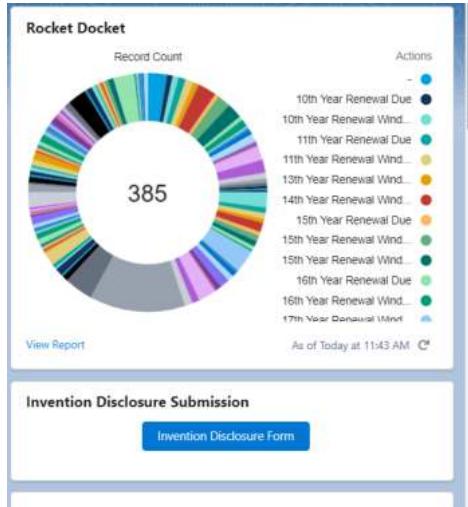
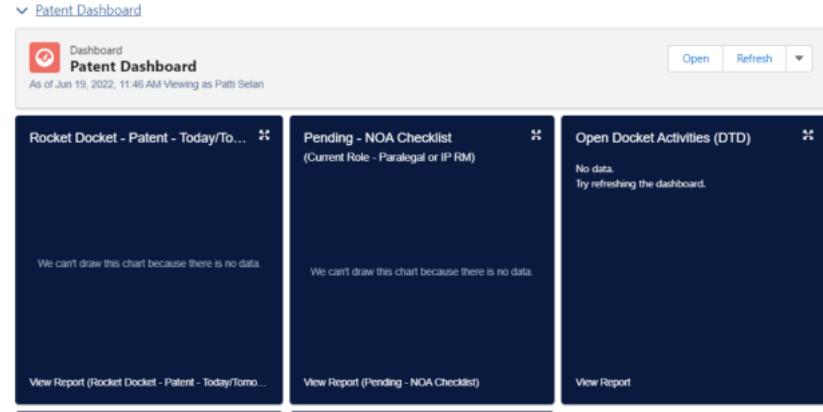
Approval Information	
Approval Status	Approval Required?
Approved	<input checked="" type="checkbox"/>
Approver	
Created By	Last Modified By
Symphony One, 3/19/2019 1:06 AM	Symphony One, 3/19/2019 1:06 AM

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 <i>Note: If IP Partner exists, the IP Partner's paralegal has role. If no IP Partner exists, the RM's paralegal has role</i>
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
1 st Remuneration Manager	Site manager or Finance Manager who counter-signs Remuneration Agreements on behalf of that entity
2 nd 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	<p>Tabs in each module. To collapse an accordion tab, select another one to expand</p> <ul style="list-style-type: none"> ➢ Incoming Email Dashboard ➢ Upcoming PRB Meeting ➢ Trademark Dashboard ➢ Remuneration Rewards ➢ Inventor Awards Dashboard

Widget	<p>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.</p> 
Dashlet	<p>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</p> 
List View	<p>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</p> 