



Symphony IPM

Invention Disclosure Flow

(for IP Responsible Manager)



Table of Contents



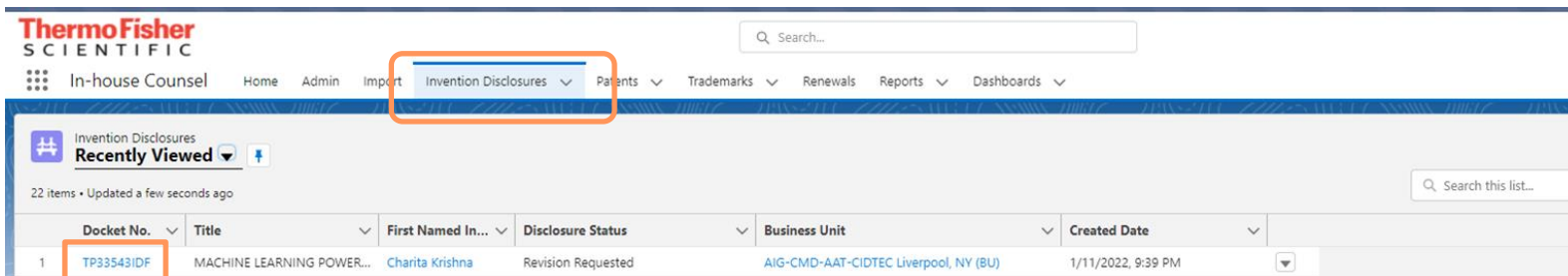
- ☐ **Dashboard**
- ☐ **Invention Disclosure Detailed View**
- ☐ **Disclosure Review Decision**
- ☐ **Patent**
- ☐ **Approved for Filing**
- ☐ **Appendix**



[illegible]

Invention Disclosure

- The IP Committee Member can view the accepted invention disclosure under the Invention Disclosure tab, where they can click on the docket number to view the particular IDF.



ThermoFisher SCIENTIFIC

Search...

In-house Counsel Home Admin Import **Invention Disclosures** Patents Trademarks Renewals Reports Dashboards

Invention Disclosures
Recently Viewed

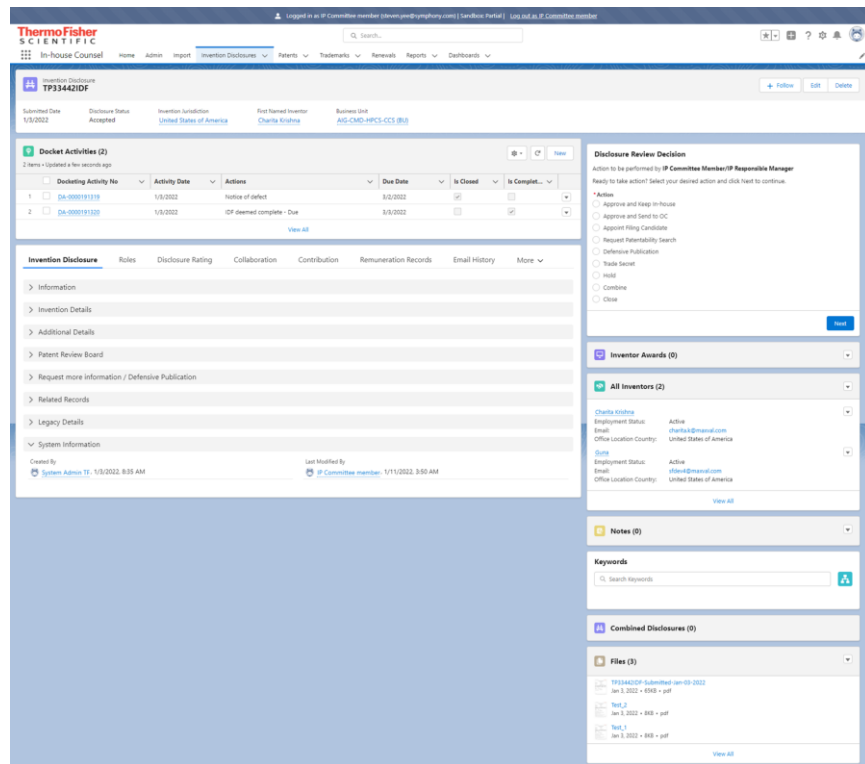
22 items • Updated a few seconds ago

Search this list...

Docket No.	Title	First Named In...	Disclosure Status	Business Unit	Created Date
1 TP33543/IDF	MACHINE LEARNING POWER...	Charita Krishna	Revision Requested	AIG-CMD-AAT-CIDTEC Liverpool, NY (BU)	1/11/2022, 9:39 PM

Invention Disclosure Detailed View

Detailed view of the selected IDF will contain the all the information submitted by the inventor(s), the list of disclosure review decision options, inventors associated with the invention and the PDF copy of the IDF submitted



The screenshot displays the 'Invention Disclosure' detailed view for item TP33442IDF. The interface includes a top navigation bar with the ThermoFisher Scientific logo and user information. The main content area is divided into several sections:

- Header Information:** Includes fields for Submitted Date (1/3/2022), Disclosure Status (Accepted), Invention Jurisdiction (United States of America), First Named Inventor (Charles Kishine), and Business Unit (AIG-CMS-MPCS-CGS-BU).
- Docket Activities (2):** A table showing two activities:

	Declaring Activity No	Activity Date	Actions	Due Date	In Closed	In Complete
1	DA-999919119	1/3/2022	Notice of defect	3/3/2022	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2	DA-999919120	1/3/2022	IDF deemed complete - Due	3/3/2022	<input type="checkbox"/>	<input checked="" type="checkbox"/>
- Invention Disclosure:** A sidebar menu with options: Information, Invention Details, Additional Details, Patent Review Board, Request more information / Defensive Publication, Related Records, Legacy Details, and System Information.
- Disclosure Review Decision:** A section for action to be performed by the IP Committee Member/Responsible Manager, with options like Approve and Keep In-House, Approve and Send to OC, Appoint Filing Candidate, Request Patentability Search, Defensive Publication, Trade Secret, Hold, Combine, and Close.
- Inventor Awards (0):** A section for inventor awards.
- All Inventors (2):** A list of inventors: Charles Kishine (Active, charles.kishine@thermofisher.com) and Boris (Active, boris.kishine@thermofisher.com).
- Notes (0):** A section for notes.
- Keywords:** A section for keywords.
- Combined Disclosures (0):** A section for combined disclosures.
- Files (3):** A list of files: TP33442IDF-Submitted-Jan-03-2022, TP33442IDF-Submitted-Jan-03-2022, and TP33442IDF-Submitted-Jan-03-2022.

View Invention Disclosure- Detailed View contd.,

The invention disclosure contains information about the invention, questionnaires and related answers that the inventor(s) has provided while submitting a disclosure.

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


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



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

Invention Disclosure TP33543IDF	
Submitted Date 1/11/2022	Disclosure Status Revision Requested
Invention Jurisdiction United States of America	First Named Inventor Charita Krishna
Business Unit AIG-CMD-AAT-CIDTEC Liverpool, NY (BU)	



Invention Disclosure	Roles	Disclosure Rating	Collaboration	Contribution	Remuneration Records	Email History	More
Information							
Docket No. TP33543IDF				Title MACHINE LEARNING POWERED USER AND ENTITY BEHAVIOR ANALYSIS			
First Named Inventor Charita Krishna				Group AIG			
Submitted Date 1/11/2022				Division CMD			
Submitted By Allin Srivastava				Business Unit AIG-CMD-AAT-CIDTEC Liverpool, NY (BU)			
Re-Submission Date				Accepted Date			
Re-submitted By				Claim Date			

- At each stage of process, the IP Committee Member can track the progress of the submitted IDF through docket activities as listed below.
- The docket activities show below specify that the current ID has been deemed complete with no history of revision request by the previous reviewer.


Docket Activities (2)



[New](#)

2 items • Updated 11 minutes ago

	<input type="checkbox"/> Docketing Activity No	Activity Date	Actions	Due Date	Is Closed	Is Complet...	
1	<input type="checkbox"/> DA-0000191319	1/3/2022	Notice of defect	3/2/2022	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
2	<input type="checkbox"/> DA-0000191320	1/3/2022	IDF deemed complete - Due	3/3/2022	<input type="checkbox"/>	<input checked="" type="checkbox"/>	



[View All](#)

View Invention Disclosure (cont.)

Roles

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

1. IP Associate
2. IP Coordinator
3. IP Committee Member
4. PRC Meeting (Assigned To)

<div>  Invention Disclosure Roles (3) <div>New</div> </div>			
Invention Disclosure Role Name	Role	Person	Created Date
IDR-13763	IP Associate	IP Associate	1/3/2022, 8:40 AM 
IDR-13805	IP Coordinator	IP Coordinator	1/4/2022, 8:10 AM 
IDR-13806	IP Committee member	IP Committee member	1/4/2022, 8:11 AM 
View All			

View Invention Disclosure (cont.)

6

All the invention details provided for the different questions are displayed in the *Description of Invention* section.

> Information

> Invention Details

> Additional Details

> Patent Review Board

> Request more information / Defensive Publication

> Related Records

> Legacy Details

▼ System Information

Created By

 [System Admin TF](#), 1/3/2022, 8:35 AM

Last Modified By

 [IP Committee member](#), 1/11/2022, 3:50 AM

View Invention Disclosure (cont.)



Files


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


ID Inventors


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

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




Files (3)



[TP33442IDF-Submitted-Jan-03-2022](#)
Jan 3, 2022 • 65KB • pdf


[Test_2](#)
Jan 3, 2022 • 8KB • pdf


[Test_1](#)
Jan 3, 2022 • 8KB • pdf

[View All](#)


All Inventors (2)


[Charita Krishna](#)

Employment Status:


Active

Email:

charita.k@maxval.com

Office Location Country:

United States of America



[Guna](#)

Employment Status:


Active

Email:

sfdev4@maxval.com

Office Location Country:

United States of America





[View All](#)

View Invention Disclosure (cont.)

Notes

This section allows you to add a note for this invention disclosure that will be available for counsel members and the reviewers. Similarly, the mentors, reviewer or counsel members can also add notes for a disclosure. Apart from the general notes for the disclosure, this section also displays the disclosure action and responses from respective parties

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



Notes (1)



New Details





1/4/2022, 3:42 AM by [System Admin TF](#)


Retrieves the specified document from the envelope. If the account has the Highlight Data Changes feature enabled, set the show_changes query...

[View All](#)

New Details

 Visibility Set by Record



B
I
U










Retrieves the specified document from the envelope. If the account has the **Highlight Data Changes** feature enabled, set the show_changes query parameter to **true** highlight the changes.

The response body of this method is the PDF file as a byte stream. You can get the file name and document ID from the response's Content-Disposition header

Related to  [TP33455IDF](#)

Delete

Share

Add to Records

Done

Change Assigned Business Unit

- The user can change the assigned Group, Division and Business Unit that was previously selected by the Primary inventor at the time of ID submission.

Confirm Group, Division and Business Unit.

Click on "**Finish**" to update the following details:

IDF Docket Number: **TP33526IDF**
 Group: **AIG**
 Division: **CMD**
 Business Unit: **AIG-CMD-AAT-GC/GCMS Milan (BU)**

[Previous](#) [Finish](#)

1

Confirm Group, Division and Business Unit

Current Group: **AIG**
 Current Division: **CMD**
 Current Business Unit: **AIG-CMD-AAT-CIDTEC Liverpool, NY (BU)**

Change? ☐

[Next](#)

2

Current Group: **AIG**
 Current Division: **CMD**
 Current Business Unit: **AIG-CMD-AAT-CIDTEC Liverpool, NY (BU)**

Change? ☒

Edit/Enter new values below.

* New Group
 AIG

* New Division
 CMD

* New Business Unit
 AIG-CMD-AAT-CIDTEC Liverpool, NY (BU)

--None--
 AIG-CMD-CMD Division Office
 AIG-CMD-Applied Technologies (BU)
 ✓ AIG-CMD-AAT-CIDTEC Liverpool, NY (BU)
 AIG-CMD-AAT-GC/GCMS Austin (BU)
 AIG-CMD-AAT-GC/GCMS Milan (BU)
 AIG-CMD-AAT-Micro GC Erschede (BU)
 AIG-CMD-AAT-Bremen IOMS (BU)
 AIG-CMD-AAT-Laboratory Automation-Burlington, ON (BU)
 AIG-CMD-AAT-Automated Incubators Langensbold (BU)
 AIG-CMD-AAT-Bremen TEA (BU)

Completeness Check

The submitted IDF can be reviewed for completeness of the submitted details. If selected Yes, then the IDF is deemed complete and moved to next action.

If selected No, then the IDF is returned to the inventor(s) where they can add the details as requested by the reviewer.

a

Invention Completeness Check

* Is the IDF Complete?

☐ Yes

☒ No

Next

b

Invention Completeness Check

Please provide comments for the specific information you are expecting from the inventor(s).

* Comments

Complete this field.

Previous
Next

c

Invention Completeness Check

* Is the IDF Complete?

☒ Yes

☐ No

Next

d


The Invention Disclosure was successfully accepted

Finish

Docket Activities

Post submission, there will be two docket activities which will be created related to completeness check.

1. Notice of Defect – which will be completed if the completeness check has failed.
2. IDF deemed complete Due – which will be completed if the completeness check has been successful.


Invention Disclosure
TP33526IDF

Submitted Date

1/11/2022

Disclosure Status

Submitted

Invention Jurisdiction


[United States of America](#)



First Named Inventor

[Charita Krishna](#)



Business Unit

[AIG-CMD-AAT-CIDTEC Liverpool, NY \(BU\)](#)


Docket Activities (2)




[New](#)

2 items • Updated a few seconds ago

	<input type="checkbox"/> Docketing Acti...	Activity Date	Actions	Due Date	Is Closed	Is Complet...	
1	<input type="checkbox"/> DA-0000311029	1/11/2022	Notice of defect	3/10/2022	<input type="checkbox"/>	<input type="checkbox"/>	
2	<input type="checkbox"/> DA-0000311030	1/11/2022	IDF deemed complete - Due	3/11/2022	<input type="checkbox"/>	<input type="checkbox"/>	

[View All](#)

- If Completeness Check decision is taken as No, then an additional docket activity will be created to track the due date for the revision request. The inventor(s) should complete the resubmitted IDF as specified by the reviewer comments.

 Invention Disclosure
TP33543IDF


Submitted Date
1/11/2022

Disclosure Status
Revision Requested



Invention Jurisdiction
[United States of America](#)




First Named Inventor
[Charita Krishna](#)

Business Unit
[AIG-CMD-AAT-CIDTEC Liverpool, NY \(BU\)](#)

 **Docket Activities (3)**

3 items • Sorted by Due Date • Updated a few seconds ago

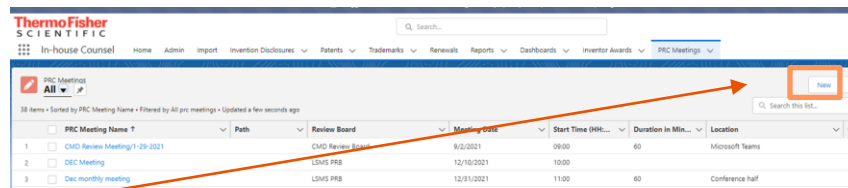
  [New](#)

<input type="checkbox"/>	Docketing ... ▾	Activity Date ▾	Actions ▾	Due Date ↑ ▾	Is Closed ▾	Is Completed ▾	
1	<input type="checkbox"/> DA-0000323834	1/16/2022	IDF revision due	2/13/2022	<input type="checkbox"/>	<input type="checkbox"/>	
2	<input type="checkbox"/> DA-0000311190	1/11/2022	Notice of defect	3/10/2022	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
3	<input type="checkbox"/> DA-0000311191	1/11/2022	IDF deemed complete - Due	3/11/2022	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

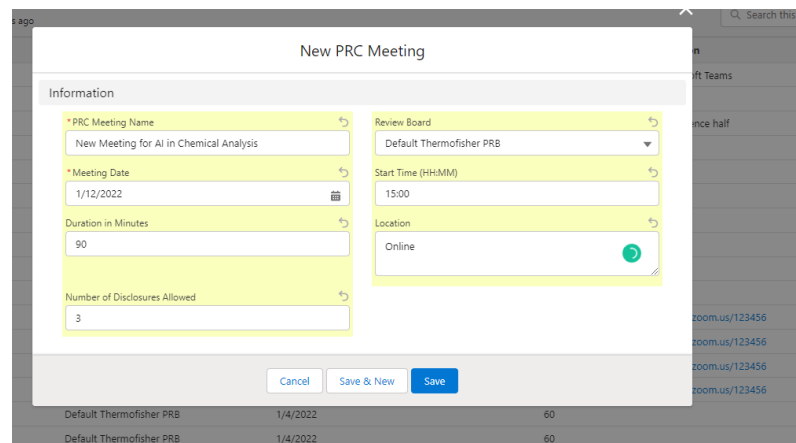
[View All](#)

Schedule PRC Meeting

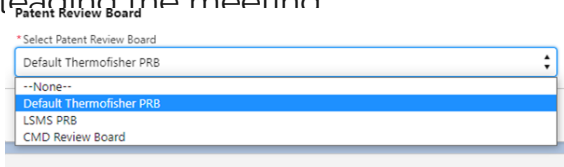
The user can create a new meeting by clicking on PRC Meeting tab and clicking on the New button.



Post which they can add the details as requested and schedule the meeting to discuss the submitted IDF.




Once scheduled the user can the select the Patent Board who will be leading the meeting




ID Queue

Once the ID is allocated to the Patent Review Board, the list of assigned ID can be viewed under PRC Meeting tab.

 PRC Meeting
ICSP - Synnyvale IP Committee

Details

Invention Disclosure Queue

 **Invention Disclosure Queue (6)**

New

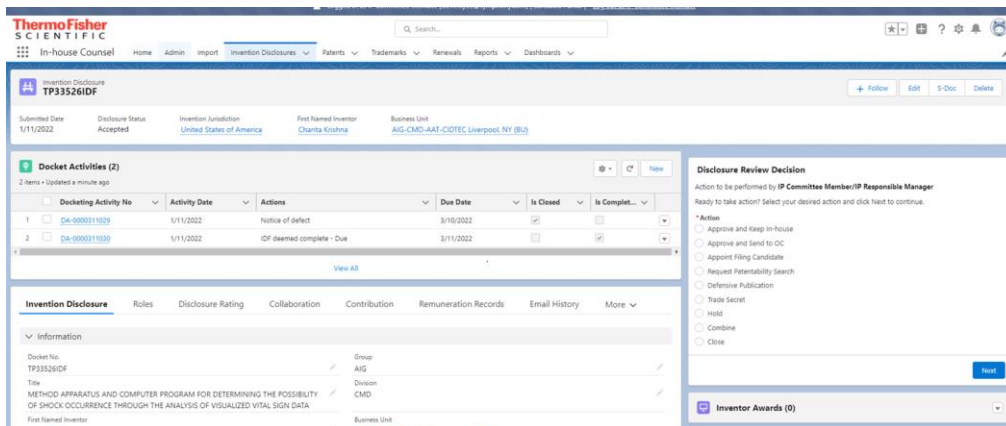
Invention Disclosure	Invention Title	Submitted Date	Status
TP304827IDF	TEST Partial Dpl	3/7/2022	Submitted
TP304924IDF	Test Assign PRB	3/14/2022	Closed - Application Approved for Filing
TP304896IDF	Test ID Actions	3/10/2022	Approved
TP304866IDF			Appoint Filing Candidate
TP304886IDF	Test CR	3/9/2022	Accepted - Pending Contribution Details
TP304934IDF	test contribution	3/14/2022	Accepted - Pending Contribution Details

View All

Disclosure Review Decision

The list of Disclosure Review Decisions can be on the widget on the right. Here each decision once taken cannot be changed in future. And the reviewer can only take one decision per disclosure except for the following exceptions:

1. Request Patentability Search
2. Hold



The screenshot displays the ThermoFisher Scientific IPM 3.6 interface. The top navigation bar includes links for Home, Admin, Import, Invention Disclosures, Patents, Trademarks, Renewals, Reports, and Dashboards. The main content area is titled "Invention Disclosure" and shows details for a specific disclosure, TP33526IDF, submitted on 1/11/2022. The disclosure status is "Accepted", and the first named inventor is Chantia Krishna. The business unit is AIS-CMD-AAT-CIDTEC Liverpool, NY (BU).

Below the disclosure details, there is a "Docket Activities (2)" section. It contains a table with the following data:

Docketing Activity No	Activity Date	Actions	Due Date	In Closed	In Complet...
1	1/11/2022	Notice of defect	3/10/2022	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2	1/11/2022	ISP deemed complete - Due	9/11/2022	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Below the docket activities, there is a "Disclosure Review Decision" section. It contains a form with the following options:

- ☐ Approve and Keep In-house
- ☐ Approve and Send to OC
- ☐ Appoint Filing Candidate
- ☐ Request Patentability Search
- ☐ Defensive Publication
- ☐ Trade Secret
- ☐ Hold
- ☐ Combine
- ☐ Close

At the bottom of the interface, there is an "Inventor Awards (0)" section.

Request Patentability Search

The user can select the Request Patentability Search to reach out external vendors or law firms to perform search actions for the submitted invention.

They can also add any comments or instructions that the external agency must follow to perform the search function.

Disclosure Review Decision

Action to be performed by **IP Committee Member/IP Responsible Manager**

Ready to take action? Select your desired action and click Next to continue.

*** Action**

- ☐ Approve and Keep In-house
- ☐ Approve and Send to OC
- ☐ Appoint Filing Candidate
- ☒ Request Patentability Search
- ☐ Defensive Publication
- ☐ Trade Secret
- ☐ Hold
- ☐ Combine
- ☐ Close

Next

Disclosure Review Decision

You can provide optional comments below related to the decision that will reflect on the disclosure.

Comments

*** Choose Law Firm/Vendor**

- ☐ Law Firm
- ☐ Vendor

Previous

Next

Defensive Publication

On selecting Defensive Publication, the ID will be sent to either Questal Ireland or Thermo Fisher internal to perform the necessary actions.

Disclosure Review Decision

Action to be performed by **IP Committee Member/IP Responsible Manager**

Ready to take action? Select your desired action and click Next to continue.

* Action

☐ Approve and Keep In-house
 ☐ Approve and Send to OC
 ☐ Appoint Filing Candidate
 ☐ Request Patentability Search
 ☒ Defensive Publication
 ☐ Trade Secret
 ☐ Hold
 ☐ Combine
 ☐ Close

Next

Disclosure Review Decision

You can provide optional comments below related to the decision that will reflect on the disclosure.

* Vendor

--Select--

--Select--

Questel Ireland Ltd

TFS – Internal

Previous

Next

Trade Secret

On Selecting Trade Secret, the inventors will lose all access to the submitted ID and the further process will continue as part of the Trademark module.

Disclosure Review Decision

Action to be performed by **IP Committee Member/IP Responsible Manager**
Ready to take action? Select your desired action and click Next to continue.

*** Action**

☐ Approve and Keep In-house

☐ Approve and Send to OC

☐ Appoint Filing Candidate

☐ Request Patentability Search

☐ Defensive Publication

☒ Trade Secret

☐ Hold

☐ Combine

☐ Close

Next

Disclosure Review Decision

You can provide optional comments below related to the decision that will reflect on the disclosure.

Comments

Previous Next

Hold

On selecting Hold, the submitted ID will be put hold until the user can revisit the ID and redo the disclosure decision. They can also add any notes or comments on why the ID has been put on hold for future reference.

The user can see all the disclosure review decisions and the appropriate decision can be take for the ID.

Disclosure Review Decision

Action to be performed by **IP Committee Member/IP Responsible Manager**

Ready to take action? Select your desired action and click Next to continue.

* Action

- ☐ Approve and Keep In-house
- ☐ Approve and Send to OC
- ☐ Appoint Filing Candidate
- ☐ Request Patentability Search
- ☐ Defensive Publication
- ☐ Trade Secret
- ☒ Hold
- ☐ Combine
- ☐ Close

Next

Disclosure Review Decision

You can provide optional comments below related to the decision that will reflect on the disclosure.

Comments

Previous

Next

Combine

If the submitted ID is any way related to any previously submitted ID record or patent, the user can select Combine option.

On selecting combine, the user can search for the related record by their docket number.

Disclosure Review Decision

Action to be performed by IP Committee Member/IP Responsible Manager

Ready to take action? Select your desired action and click Next to continue.

Action

☒ Approve and Keep In-house
 ☐ Approve and Send to OC
 ☐ Appoint Filing Candidate
 ☐ Request Patentability Search
 ☐ Defensive Publication
 ☐ Trade Secret
 ☐ Hold
 ☒ Combine
 ☐ Close

Next

Disclosure Review Decision

Search and select a parent disclosure to combine with

Previous

Next

Close

On selecting Close, the ID will be closed, and no further actions or decisions will be taken place for the same.

Disclosure Review Decision

Action to be performed by **IP Committee Member/IP Responsible Manager**

Ready to take action? Select your desired action and click Next to continue.

*** Action**

- ☐ Approve and Keep In-house
- ☐ Approve and Send to OC
- ☐ Appoint Filing Candidate
- ☐ Request Patentability Search
- ☐ Defensive Publication
- ☐ Trade Secret
- ☐ Hold
- ☐ Combine
- ☒ Close

Disclosure Review Decision

You can provide optional comments below related to the decision that will reflect on the disclosure.

Comments

Approve and Keep In House

On selecting Approve and Keep In House, the submitted ID will be further submitted internally to create a associated patent shell record for further prosecution.

Disclosure Review Decision

Action to be performed by IP Committee Member/IP Responsible Manager

Ready to take action? Select your desired action and click Next to continue.

***Action**

- ☒ Approve and Keep In-house
- ☐ Approve and Send to OC
- ☐ Appoint Filing Candidate
- ☐ Request Patentability Search
- ☐ Defensive Publication
- ☐ Trade Secret
- ☐ Hold
- ☐ Combine
- ☐ Close

Next

Disclosure Review Decision

***First Filing Jurisdiction**

United States of America

***Filing Type**

Provisional

***Applicant**

--Select--

Select

- AB Advanced Genetic Analysis Corporation
- Abgene Limited
- Abgene UK Limited
- Acoustic Cytometry Systems, Inc.
- Advanced Biotechnologies Limited
- Advanced Scientifics, Inc.
- Allymetrix, Inc.
- Ambion, Inc.
- Anglia Scientific Instruments Limited
- Applied Biosystems B.V. (Singapore Branch)
- Applied Biosystems Inc.
- Applied Biosystems Japan Ltd.
- Applied Biosystems, LLC
- Avocado Research Chemicals Limited
- B.R.A.H.M.S. GmbH
- BAC B.V.
- BAC IP B.V.
- Banner Life Sciences LLC
- Biochemical Sciences LLC

Email: charita.k@marvat.com

Approve and Send to OC

On selecting Approve and Send to OC, the ID record will be shared with selected Outside Counsel after filling in the following details:

1. First Filing Jurisdiction
2. Filing Type
3. OC Instructions:
 - a. Instruction for Case
 - b. Instruction for Outside Counsel
 - c. Target Filing Date

Here the user can select the type of law firm they want to prosecute the record selected and the drop down menu will show the associated law firms under each tier.

Disclosure Review Decision

Action to be performed by **IP Committee Member/IP Responsible Manager**

Ready to take action? Select your desired action and click Next to continue.

***Action**

- ☐ Approve and Keep In-house
- ☒ Approve and Send to OC
- ☐ Appoint Filing Candidate
- ☐ Request Patentability Search
- ☐ Defensive Publication
- ☐ Trade Secret
- ☐ Hold
- ☐ Combine
- ☐ Close

Next

Disclosure Review Decision

***First Filing Jurisdiction**

United States of America

***Filing Type**

Provisional

OC Instructions

***Instruction for Case**

Draft without PFS

Instruction for Outside Counsel

Target Filing Date

***Applicant**

--Select--

***Confirm Law Firm Tier**

-- None --

***Select Law Firm**

-- None --

***Select Outside Counsel**

None

Previous Next

Approve and Appoint Filing Candidate

On selecting Approve and Appoint Filing Candidate, the user can assign the responsibility of deciding the type of post approval procedure to follow.

Post selecting this decision, the IP Associate must make a decision between choosing an internal counsel or an outside counsel for further prosecution.

Disclosure Review Decision

Action to be performed by **IP Committee Member/IP Responsible Manager**

Ready to take action? Select your desired action and click Next to continue.

*** Action**

- ☐ Approve and Keep In-house
- ☐ Approve and Send to OC
- ☒ Appoint Filing Candidate
- ☐ Request Patentability Search
- ☐ Defensive Publication
- ☐ Trade Secret
- ☐ Hold
- ☐ Combine
- ☐ Close

Next

Disclosure Review Decision

This disclosure is assigned to **"Filing candidate"** for the further Decision.

Click on **"Finish"** to complete the action.

Finish



IP Responsible Manager Patent Actions

- Document
- NOA Checklist



Documents

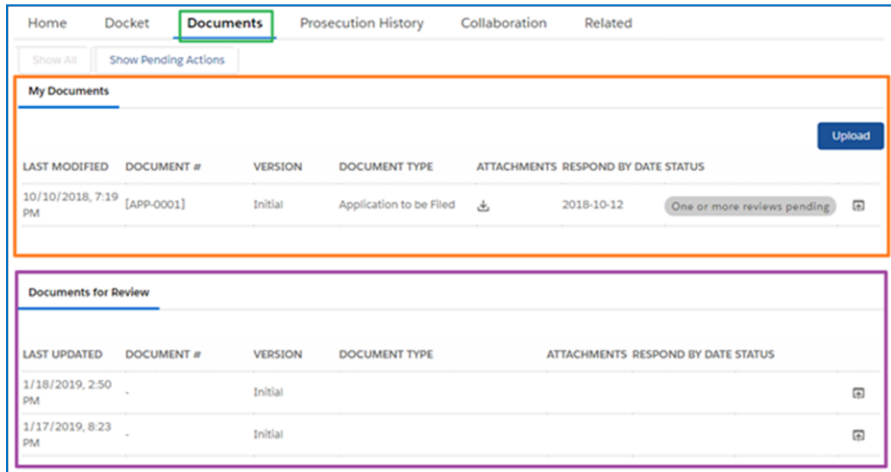
The **Documents** tab displays all the documents sent for review under the two categories listed below:





- **My Documents**

This section displays the list of document that you have uploaded from your end as a response for the review request.

- **Documents for Review**

This section displays the list of document review requests that you have received from the Outside Counsel,



Home	Docket	Documents	Prosecution History	Collaboration	Related
Show All	Show Pending Actions				
My Documents					
LAST MODIFIED	DOCUMENT #	VERSION	DOCUMENT TYPE	ATTACHMENTS	RESPOND BY DATE STATUS
10/10/2018, 7:19 PM	[APP-0001]	Initial	Application to be Filed		2018-10-12 One or more reviews pending 
Documents for Review					
LAST UPDATED	DOCUMENT #	VERSION	DOCUMENT TYPE	ATTACHMENTS	RESPOND BY DATE STATUS
1/18/2019, 2:50 PM	-	Initial			
1/17/2019, 8:23 PM	-	Initial			

This tab also takes you to the detailed document view where you can see the list of documents uploaded by outside counsel, or you have uploaded for review.

You can access the document history by using the version history icon.

In version history you can see :

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

Documents (cont.)

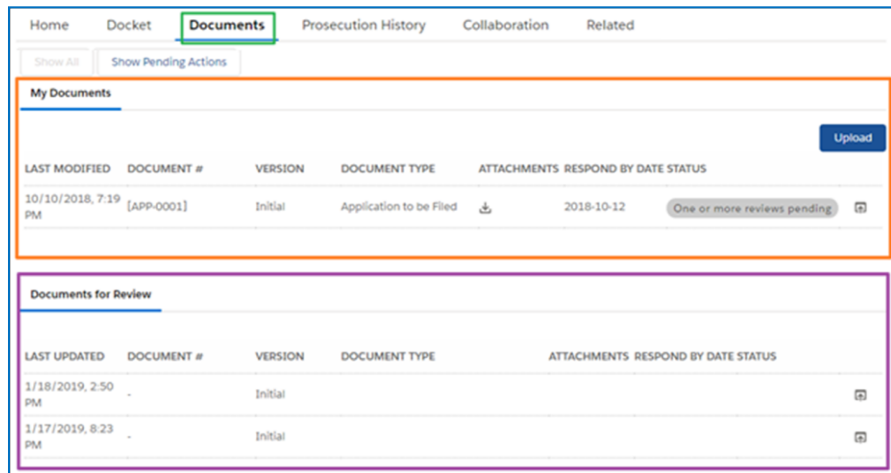
The **Documents** tab displays all the documents sent for review under the two categories listed below:





- **My Documents**

This section displays the list of document that you have uploaded from your end as a response for the review request.

- **Documents for Review**

This section displays the list of document review requests that you have received from the Outside Counsel,



Home	Docket	Documents	Prosecution History	Collaboration	Related
Show All	Show Pending Actions				
My Documents					
LAST MODIFIED	DOCUMENT #	VERSION	DOCUMENT TYPE	ATTACHMENTS	RESPOND BY DATE STATUS
10/10/2018, 7:19 PM	[APP-0001]	Initial	Application to be Filed		2018-10-12 One or more reviews pending 
Documents for Review					
LAST UPDATED	DOCUMENT #	VERSION	DOCUMENT TYPE	ATTACHMENTS	RESPOND BY DATE STATUS
1/18/2019, 2:50 PM	-	Initial			
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This tab also takes you to the detailed document view where you can see the list of documents uploaded by outside counsel, or you have uploaded for review.

You can access the document history by using the version history icon.

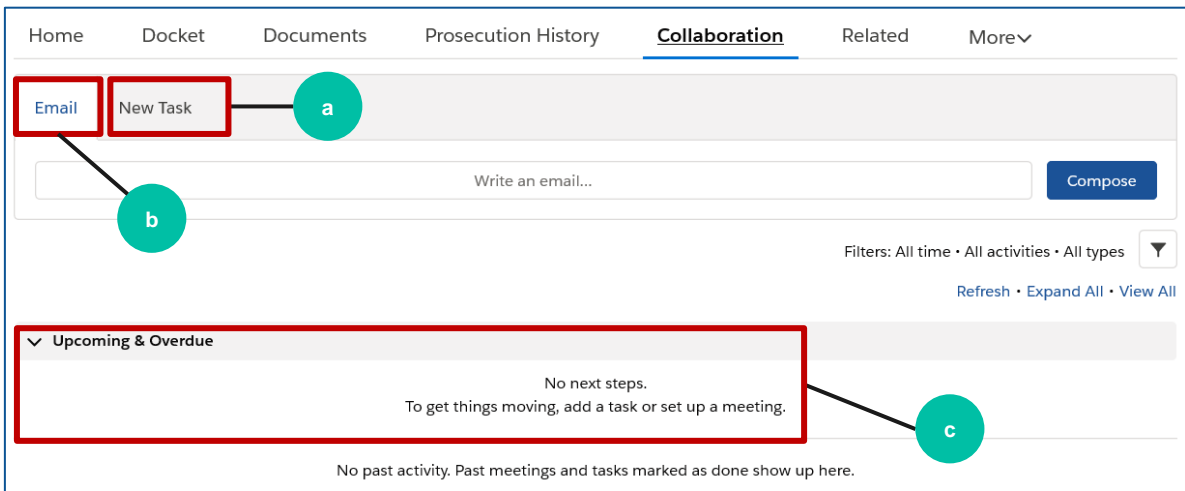
In version history you can see :

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

Correspondence

The **Collaboration** tab allows you to send out email, create new task and see upcoming tasks for a record.

Select the **Collaboration** tab next to **Disclosure Review** to access tasks and send emails. See the screenshot below for an overview of this tab.



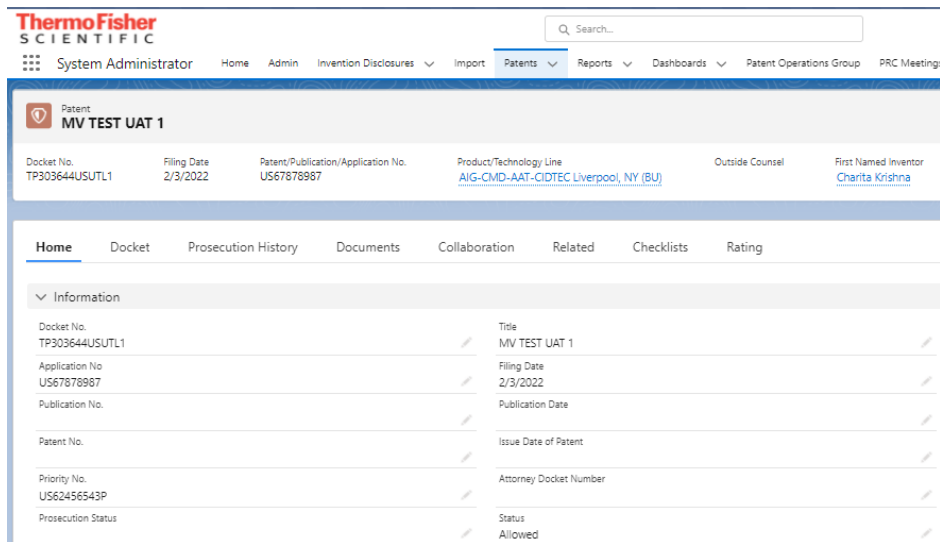
a **New Task** tab allows you to create new task and assign it to relevant person.

b **Email** tab allows you to the compose and send emails.

c **Upcoming & Overdue** displays list of upcoming and tasks that are overdue

NOA Checklist

The user can access NOA checklist when the selected patent's status to **Allowed**.



The screenshot displays the ThermoFisher Scientific IPM 3.6 interface. The top navigation bar includes a search bar and a menu with options: System Administrator, Home, Admin, Invention Disclosures, Import, Patents (selected), Reports, Dashboards, Patent Operations Group, and PRC Meetings. The main content area shows the details for Patent **MV TEST UAT 1**. Below the patent title, there is a table with the following information:

Docket No.	Filing Date	Patent/Publication/Application No.	Product/Technology Line	Outside Counsel	First Named Inventor
TP303644USUTL1	2/3/2022	US67878987	AIG-CMD-AAT-CIDTEC Liverpool, NY (BU)		Charita Krishna

Below this table, there is a horizontal menu with options: Home (selected), Docket, Prosecution History, Documents, Collaboration, Related, Checklists, and Rating. Under the 'Checklists' tab, there is a section titled 'Information' with a table of fields and their values:

Field	Value
Docket No.	TP303644USUTL1
Application No.	US67878987
Publication No.	
Patent No.	
Priority No.	US62456543P
Prosecution Status	Allowed
Title	MV TEST UAT 1
Filing Date	2/3/2022
Publication Date	
Issue Date of Patent	
Attorney Docket Number	
Status	Allowed

NOA Checklist–Paralegal

The NOA checklist should be filled by both Paralegal and the Attorney associated with the patent.

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

NOA Checklist - Paralegal

- ☒ All Bibliographic Info in the header is accurate

Add Comments? ☒ Yes

Comments

- ☐ 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

NOA Checklist- Attorney

Only after it has been filled by both the Paralegal and the Attorney, a NOA checklist will be created.

Paralegal Submission

(For reference only - will not update)

- ☒ 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 in Word format
- ☐ IDS - All SB08 refs initialed by Examiner
- ☐ IDS - All art from US and foreign counterparts cited
- ☐ IDS - Double-check MaxiIDS for uncited art

Any other issues:

Attorney Submission

(For Submission - Attorney submission will be updated)

- ☐ Allowed claims match most recent amendment(s)
- ☐ No amendment(s) to specification or claims needed
- ☐ Inventorship is correct for allowed claims
- ☐ Non-publication Request was filed
- ☐ Government has rights in invention
- ☐ Will Thermo Fisher pay maintenance fees?
- ☐ If allowed before 12-month date, confirm if PCT is needed
- ☐ Notify inventors of allowance & duty of disclosure
- ☐ Are commercial product(s) covered by claims?
- ☐ Decision on continuing/divisional application
- ☐ Reply to Examiner's Amendment/Reasons for Allowance
- ☐ Issue fee to be paid; if so, when?

Paralegal Submission

(For reference only - will not update)

- ☒ 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 in Word format
- ☐ IDS - All SB08 refs initialed by Examiner
- ☐ IDS - All art from US and foreign counterparts cited
- ☐ IDS - Double-check MaxiIDS for uncited art

Any other issues:

Attorney Submission

(For Submission - Attorney submission will be updated)

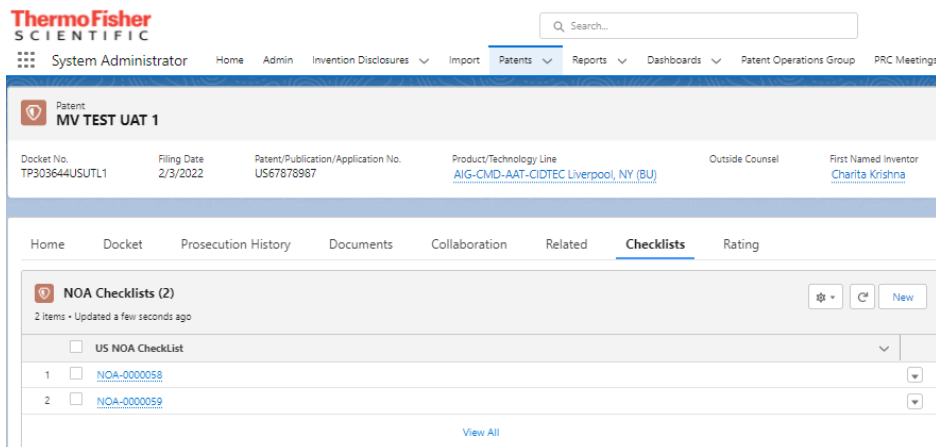
- ☒ Allowed claims match most recent amendment(s)
- Add Comments? ☐ No
- ☐ No amendment(s) to specification or claims needed
- ☐ Inventorship is correct for allowed claims
- ☐ Non-publication Request was filed
- ☐ Government has rights in invention
- ☐ Will Thermo Fisher pay maintenance fees?
- ☐ If allowed before 12-month date, confirm if PCT is needed
- ☐ Notify inventors of allowance & duty of disclosure
- ☐ Are commercial product(s) covered by claims?
- ☐ Decision on continuing/divisional application
- ☐ Reply to Examiner's Amendment/Reasons for Allowance
- ☐ Issue fee to be paid; if so, when?

Next

Next

View NOA Checklist

The updated NOA checklist record can be viewed under the checklist tab.



ThermoFisher SCIENTIFIC

Search...

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

Patent
MV TEST UAT 1

Docket No. TP303644USUTL1 Filing Date 2/3/2022 Patent/Publication/Application No. US67878987 Product/Technology Line [AIG-CMD-AAT-CIDTEC Liverpool, NY \(BU\)](#) Outside Counsel First Named Inventor [Charita Krishna](#)

Home Docket Prosecution History Documents Collaboration Related **Checklists** Rating

NOA Checklists (2)
2 items • Updated a few seconds ago

☐ US NOA Checklist

1	<input type="checkbox"/> NOA-0000058	
2	<input type="checkbox"/> NOA-0000059	

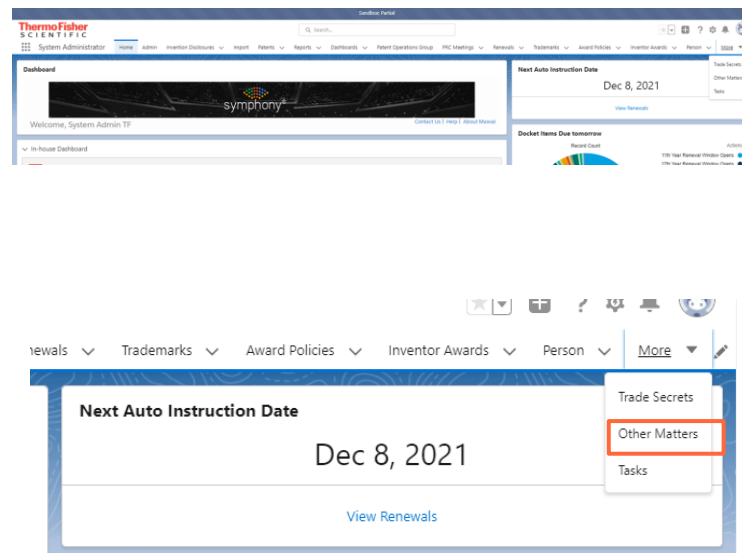
[View All](#)



Other Matters

Other Matter Record

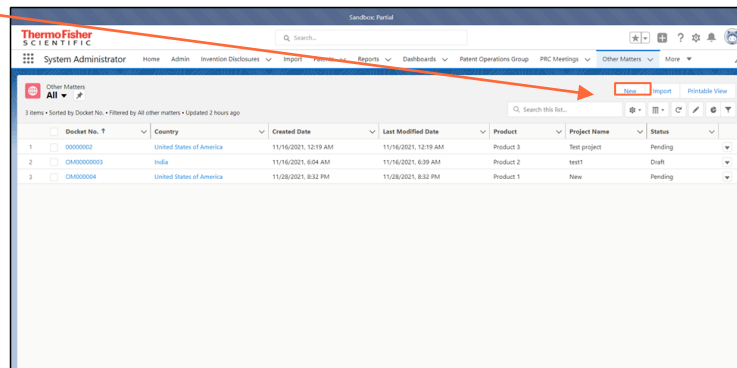
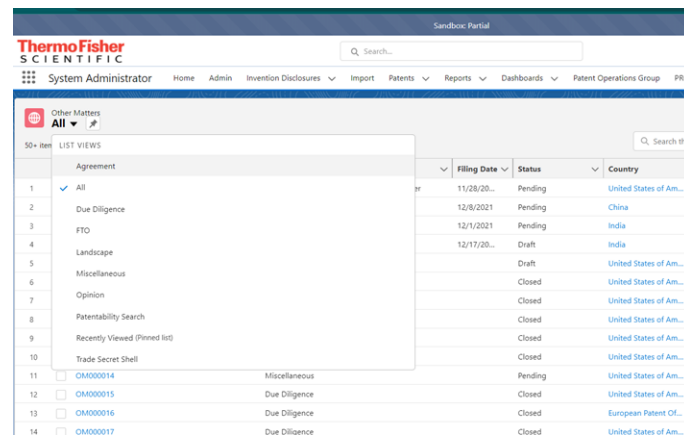
User can navigate to Other Matters module from the dropdown menu under More.



List View

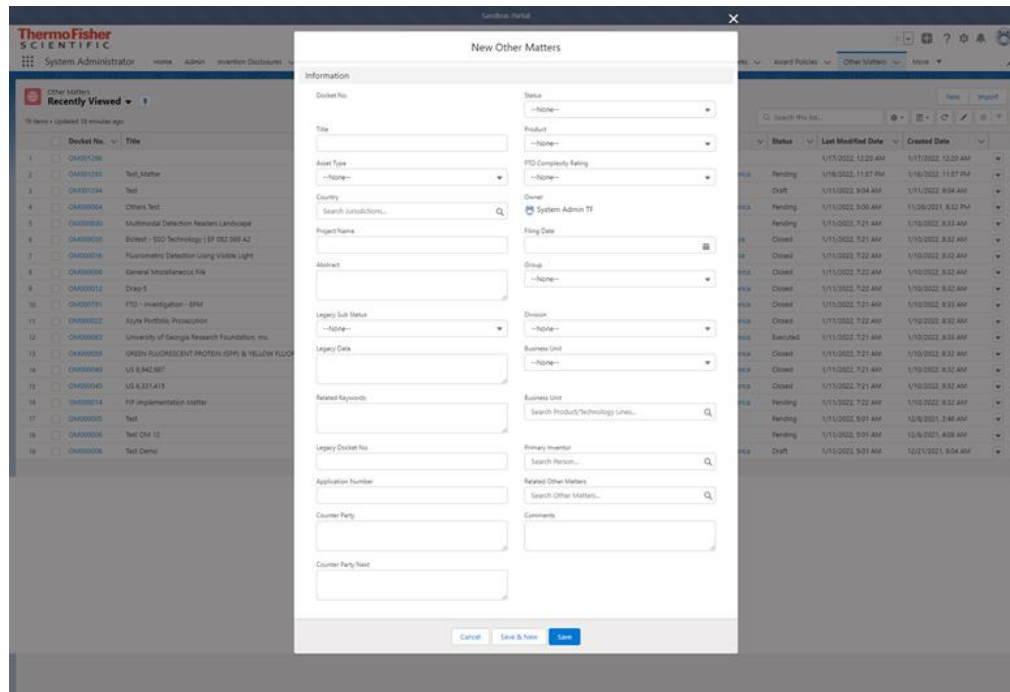
The drop down menu contains the **List view** of the other matters record. It can be filtered by different Asset Value types.

The user can create new other matter record by clicking on New on the right corner as shown here



Create a New Other Matter Record

The user can create a new record by adding all the necessary information as specified.



The screenshot displays the 'New Other Matters' form within the ThermoFisher Scientific System Administrator interface. The form is divided into two main sections: 'Information' and 'Legacy Sub Status'.

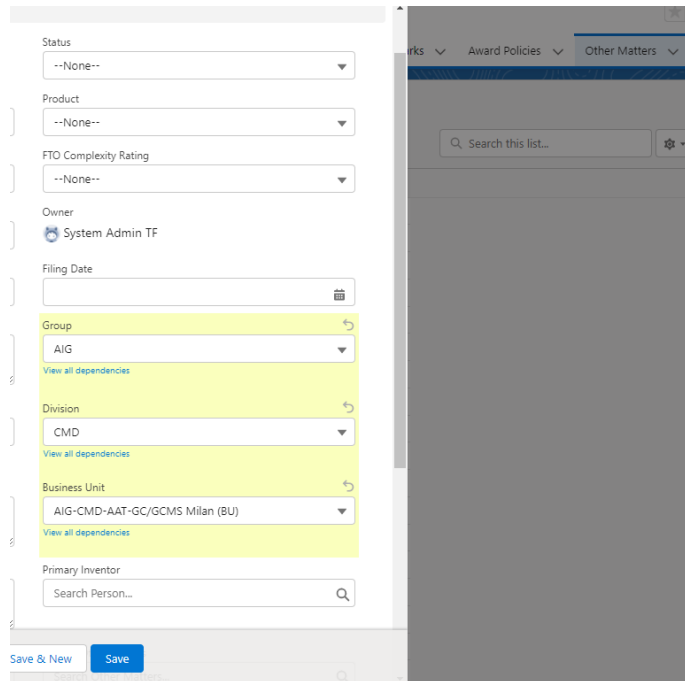
Information Section:

- Docket No.:** A dropdown menu with the value '--None--' selected.
- Title:** A text input field.
- Asset Type:** A dropdown menu with the value '--None--' selected.
- Country:** A dropdown menu with the value '--None--' selected.
- Project Name:** A text input field.
- Abstract:** A text input field.
- Legacy Sub Status:** A dropdown menu with the value '--None--' selected.
- Legacy Date:** A text input field.
- Related Keywords:** A text input field.
- Legacy Docket No.:** A text input field.
- Application Number:** A text input field.
- Counter Party:** A text input field.
- Counter Party Name:** A text input field.
- Status:** A dropdown menu with the value '--None--' selected.
- Product:** A dropdown menu with the value '--None--' selected.
- FTD Complexity Rating:** A dropdown menu with the value '--None--' selected.
- Owner:** A dropdown menu with the value 'System Admin TF' selected.
- Filing Date:** A text input field.
- Group:** A dropdown menu with the value '--None--' selected.
- Division:** A dropdown menu with the value '--None--' selected.
- Business Unit:** A dropdown menu with the value '--None--' selected.
- Business Unit:** A text input field.
- Primary Inventor:** A text input field.
- Related Other Matters:** A text input field.
- Comments:** A text input field.

Buttons: At the bottom of the form, there are three buttons: 'Cancel', 'Save & New', and 'Save'.

Background Interface: The background shows the 'System Administrator' interface with a sidebar containing a 'Recently Viewed' list of records. The main area displays a table of records with columns for 'Status', 'Last Modified Date', and 'Created Date'.

Add Group, Division and Business Unit in Other Matter



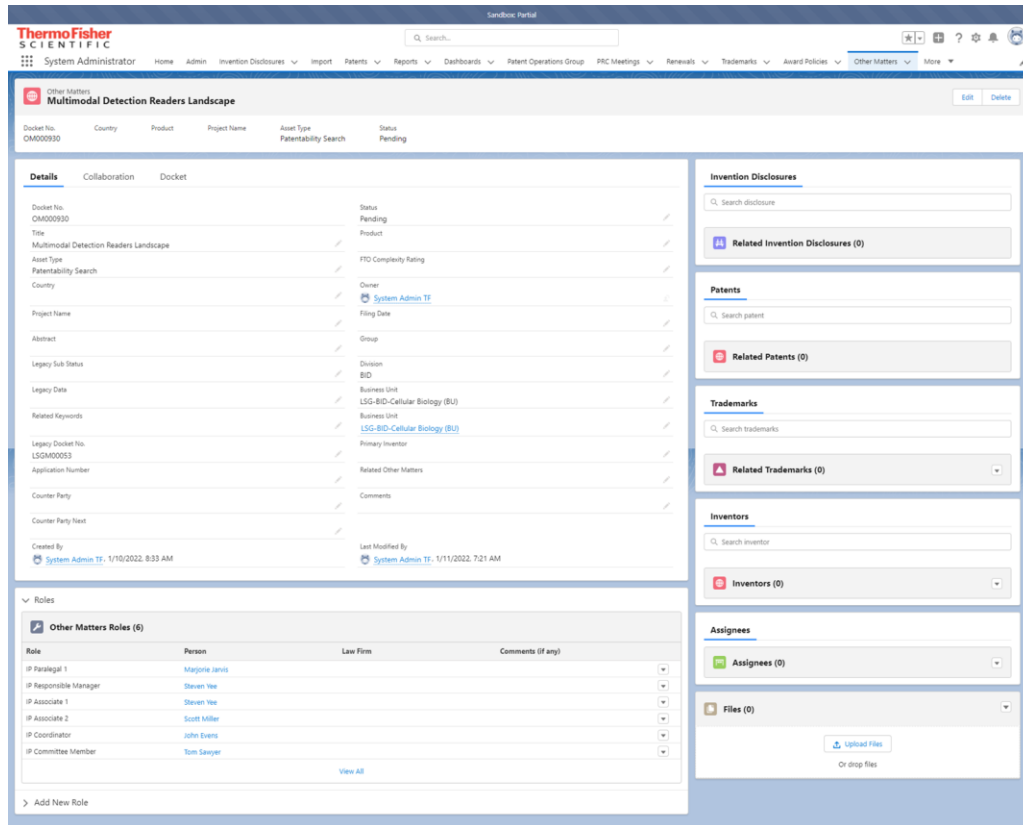
The screenshot displays the 'Other Matters' form in the Symphony IPM 3.6 application. The form is divided into several sections, each with a dropdown menu for selection and a 'View all dependencies' link. The sections are:

- Status:** A dropdown menu with the option '--None--' selected.
- Product:** A dropdown menu with the option '--None--' selected.
- FTO Complexity Rating:** A dropdown menu with the option '--None--' selected.
- Owner:** A dropdown menu with the option 'System Admin TF' selected.
- Filing Date:** A date input field with a calendar icon.
- Group:** A dropdown menu with the option 'AIG' selected. Below the dropdown is a link 'View all dependencies'.
- Division:** A dropdown menu with the option 'CMD' selected. Below the dropdown is a link 'View all dependencies'.
- Business Unit:** A dropdown menu with the option 'AIG-CMD-AAT-GC/GCMS Milan (BU)' selected. Below the dropdown is a link 'View all dependencies'.
- Primary Inventor:** A search input field with the placeholder text 'Search Person...' and a magnifying glass icon.

At the bottom of the form, there are two buttons: 'Save & New' and 'Save'.

Detailed View

Post creating new other matter record, the user can view created record by clicking on the docket number.



The screenshot displays the 'Multimodal Detection Readers Landscape' record in the ThermoFisher Scientific System Administrator. The interface includes a top navigation bar with various menu items and a search bar. The main content area is divided into several sections:

- Details:** A table showing key information about the record, including Docket No. (OM000930), Country, Product, Project Name, Asset Type (Patentability Search), Status (Pending), and various dates and names.
- Collaboration:** A section for managing roles and permissions.
- Docket:** A section for managing docket entries.
- Invention Disclosures:** A section for managing invention disclosures, including a search bar and a list of related disclosures.
- Patents:** A section for managing patents, including a search bar and a list of related patents.
- Trademarks:** A section for managing trademarks, including a search bar and a list of related trademarks.
- Inventors:** A section for managing inventors, including a search bar and a list of related inventors.
- Assignees:** A section for managing assignees, including a search bar and a list of related assignees.
- Files:** A section for managing files, including an upload button and a list of related files.

The 'Details' section contains the following information:

Field	Value
Docket No.	OM000930
Country	
Product	
Project Name	
Asset Type	Patentability Search
Status	Pending
Created By	System Admin TF
Created Date	1/10/2022, 8:33 AM
Last Modified By	System Admin TF
Last Modified Date	1/11/2022, 7:21 AM

The 'Collaboration' section shows a list of roles assigned to the record:

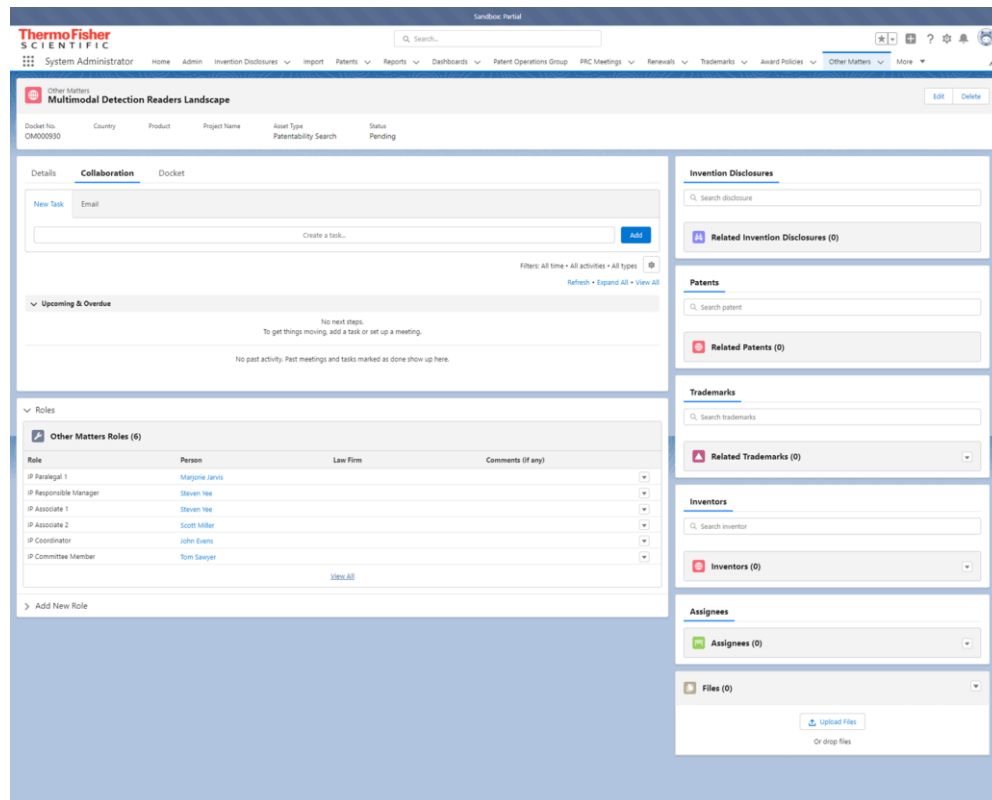
Role	Person	Law Firm	Comments (if any)
IP Paralegal 1	Marjorie Jarvis		
IP Responsible Manager	Steven Yee		
IP Associate 1	Steven Yee		
IP Associate 2	Scott Miller		
IP Coordinator	John Evans		
IP Committee Member	Tom Sawyer		

The 'Docket' section shows a list of docket entries:

Docket No.	Country	Product	Project Name	Asset Type	Status
OM000930				Patentability Search	Pending

Collaboration

Use can collaborate to communicated other users and track the corresponding email history.



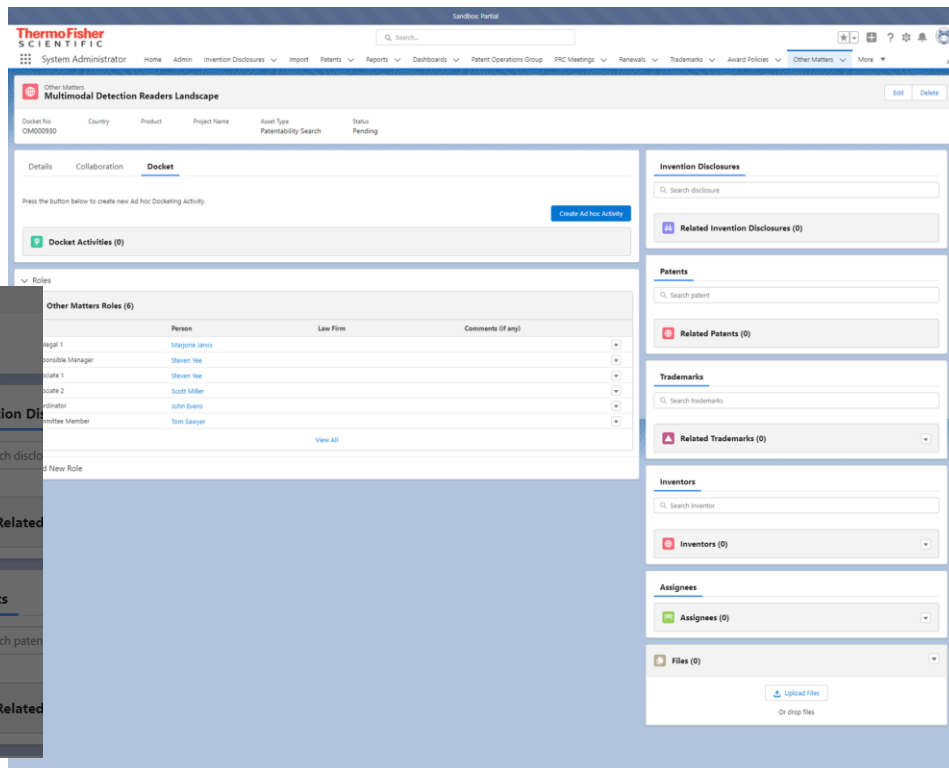
The screenshot displays the ThermoFisher Scientific System Administrator interface. The main section is titled "Multimodal Detection Readers Landscape" and shows a "Collaboration" tab. The interface includes a search bar, a list of roles, and a table of roles. The roles table lists the following roles and their associated persons:

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

The interface also includes sections for "Invention Disclosures", "Patents", "Trademarks", "Inventors", "Assignees", and "Files". Each section has a search bar and a list of related items. The "Collaboration" section also includes a "New Task" form and a "Docket" section.

Docket Activity

User can create Ad hoc docket activity to track any actions related to other matter record.



The screenshot displays the ThermoFisher Scientific System Administrator interface. The main content area shows the 'Multimodal Detection Readers Landscape' page. The 'Docket' tab is active, and a 'Docket Activities' section is visible with a 'Create Ad hoc Activity' button. A modal window titled 'Add Ad hoc activity' is open, showing fields for 'Docketing activity', 'Event date', 'Due date', and 'Comments'. The background also shows a table of 'Other Matters Roles' and a sidebar with various search filters.

Docket No.	Country	Product	Project Name	Asset Type	Status
OM000930				Patentability Search	Pending

Other Matters Roles (6)	Person	Law Firm	Comments (if any)
Legal 1	Maggie Jarvis		
Portfolio Manager	Steven Yee		
Associate 1	Steven Yee		
Associate 2	Scott Miller		
Coordinator	John Evans		
Committee Member	Tom Sawyer		

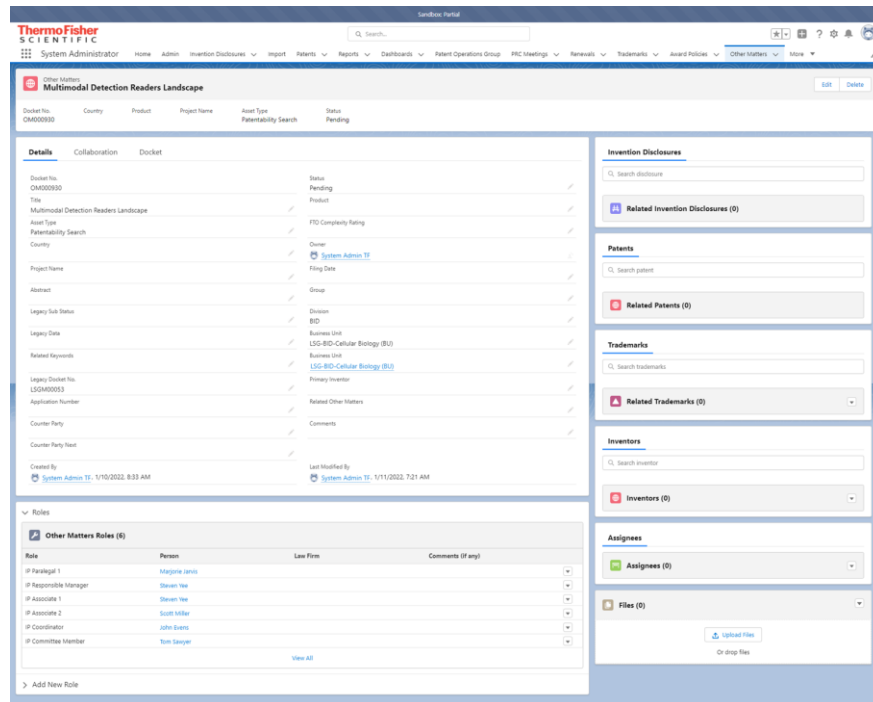
Add Associated Records and Users

The user can add the following records to the Other Matter record:

1. Invention Disclosure
2. Patent
3. Trademark

They can also add users who are :

1. Inventors
2. Assignees



The screenshot displays the 'ThermoFisher Scientific System Administrator' interface. The main section is titled 'Multimodal Detection Readers Landscape' and shows a list of records with columns for Docket No., Country, Product, Project Name, Asset Type, Patentability Search, and Status. The 'Details' tab is selected, showing a table of associated records with columns for Docket No., Country, Product, Project Name, Asset Type, Patentability Search, and Status. The table includes records for 'Invention Disclosures', 'Patents', 'Trademarks', 'Inventors', and 'Assignees'. The 'Roles' section at the bottom shows a list of roles with columns for Role, Person, Law Firm, and Comments (if any). The roles listed are 'IP Paralegal 1', 'IP Responsible Manager', 'IP Associate 1', 'IP Associate 2', 'IP Coordinator', and 'IP Committee Member'.

1

2

3

4

5

Roles

User can assign new roles to the Other Matters record by clicking on Add New Role (1).

They can select the list of roles as shown (2) and add the select the person they want to add by name (3) and view the updated person in Roles (4).

1

Roles

Other Matters Roles (5)

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

View All

2. Add New Role

2

Add New Role

Add Other Matter Role

Select the new role to create (only one).

NOTE - If you don't see the role here, it already exists and you need to edit the existing role to change the assigned person.

- ☐ IP Paralegal 2
- ☐ IP Partner
- ☐ IP Director
- ☐ IDA Partner
- ☐ IP Associate
- ☐ Previous Internal IP Contact
- ☐ IC
- ☐ IP Compensation Manager
- ☒ IP Committee Member
- ☐ IP Associate 3
- ☐ Debiting
- ☐ Agent
- ☐ OC Support Firm
- ☐ Outside Counsel Firm
- ☐ Other

Next

4

Roles

Other Matters Roles (6)

Role	Person	Law Firm	Comments (if any)
IP Paralegal 1	Maylene Jarvis		
IP Responsible Manager	Steven Vee		
IP Associate 1	Steven Vee		
IP Associate 2	Scott Miller		
IP Coordinator	John Evans		
IP Committee Member	Tom Sawyer		

View All

3

Person Selection

Search for Name/Email/Phone

☐ New Associate
☐ New Compensation Manager
☐ New Director
☐ New IDA Partner
☐ New Paralegal
☐ New Partner
☐ New Support Firm
☐ New User

Next

Comments (if any)

Previous Next



Appendix

1. ID status
2. ID Workflow



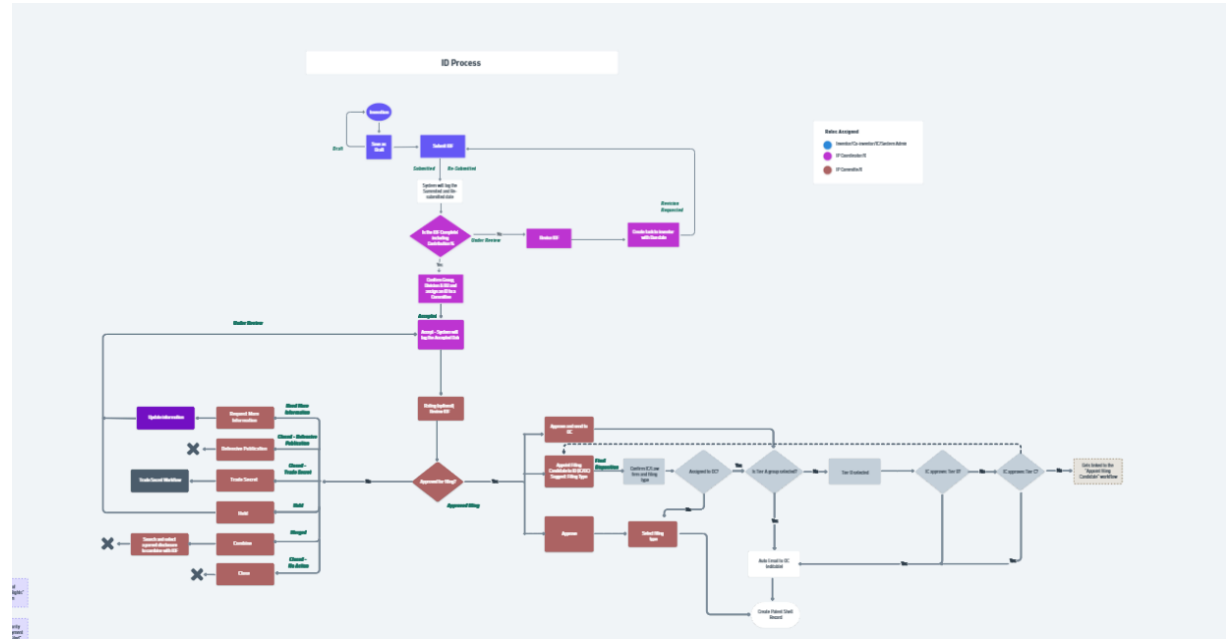
Appendix

- The adjacent image is the list of Status and their meaning associated with the ID process

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

ID Workflow

The adjacent image is the workflow designed for the ID process.



Patent Access for IP Responsible

Sl No	Action	Access
1.	Patents	Read
2.	Patents - Docketing	Read
3.	Patents - Documents	Write
4.	Patents - Related Patents	Read
5.	Patents - NOA Checklist	Write
6.	Patents - Rating	Read
7.	Patents - Email to Docketing	Read

Roles and Permissions Matrix

FIP Matter Role	Hierarchy	Symphony Profile	Invention Disclosure [Read/Write/No Access]	PRC Meeting	Patents [Read/Write/No Access]	Patents - Docketing [Read/Write/No Access]	Patents - Documents [Read/Write/No Access]	Patents - Related Patents [Read/Write/No Access]	Patents - NOA Checklist [Read/Write/No Access]	Patents - Rating [Read/Write/No Access]	Patents - Email to Docketing [Read/Write/No Access]	Awards [Read/Write/No Access]	Renewals [Read/Write/No Access]	Other Matters [Read/Write/No Access]	Trademarks [Read/Write/No Access]
System Admin	1	Admin (All access)	Full access	Full access	Full access	Full access	Full access	Full access	Full access	Full access	Full access	Full access	Full access	Full access	Full access
IP Associate 1, IP Associate 2 and IP Associate 3	8	IC	Write	Read	Read	Read	Write	Read	Read	Read	No access				
IP Coordinator	6	IC	Write	Write	Read	Read	Write	Read	Read	Write	No access				
IP Partner	7	IC	Write	Read	Read	Read	Write	Read	Read	Read	Write (restrict "Docket" action)				
IP Responsible Manager	5	IC	Write	Write	Read	Read	Write	Read	Write	Write	Write (restrict "Docket" action)				
XDiv Partner	7	IC	Write	Read	Read	Read	Write	Read	Read	Read	Write (restrict "Docket" action)				
Docketing	2	IC	Write	Write	Write	Write	Write	Write	Write	Write	Write				
IP Comp Manager	3	IC	Write	Write	Write	Write	Write	Read	Read	Read	Write (restrict "Docket" action)				
IP Paralegal 1 and IP Paralegal 2	4	IC	Write	Write	Write	Write	Write	Read	Write	Write	Write (restrict "Docket" action)				
Previous Internal IP Contact	9	IC	Read	Read	Read	Read	Write	Read	Read	Read	No access				
IP Committee Member		Reviewer	Read (Write access for Rating)	Read	No access	No access	No access	No access	No access	No access	No access				
Inventor		Inventor	Write access only for "Draft" and "Revision Requested" disclosures	Read No access	No access	No access	No access	No access	No access	No access	No access				



Thank you.

