

Symphony IPMS v3.6

User Guide – IP Coordinator

Last Updated: June 2022

ThermoFisher
S C I E N T I F I C

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 IP Coordinator 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 Coordinator/Coordinator/You/User are used interchangeably to reflect the functions performed by the IP Coordinator profile.

Revision History

| Version | Created/Reviewed By | Purpose | Date |
|---------|---------------------|---|-----------|
| 1.0 | MaxVal | Updated the document as per the Thermo Fisher phase 2 requirements for IP Coordinator | 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 Idaptive; (<https://thermofisher.my.idaptive.app/my#/MyApps>) Search for Symphony and login through SSO.

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

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

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



Home

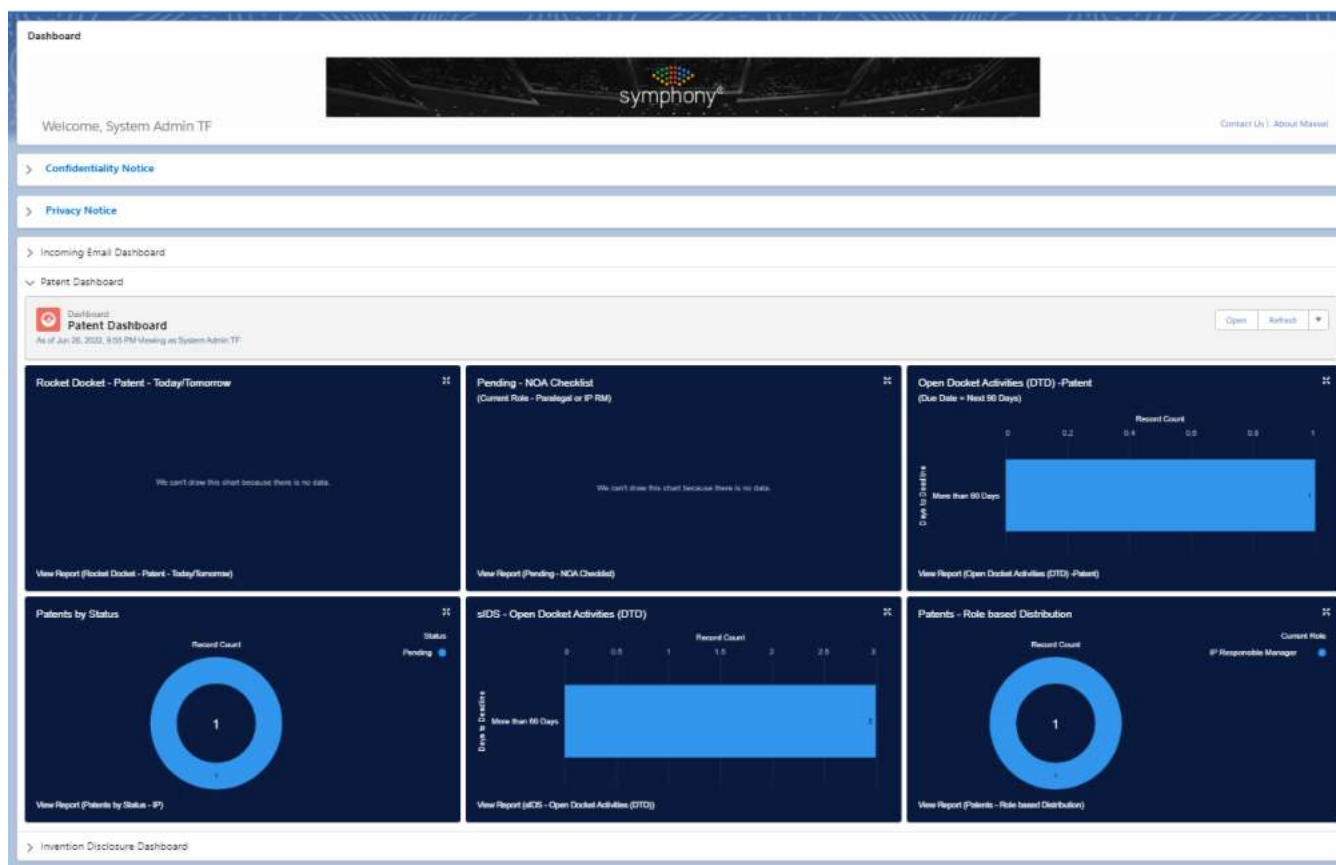
The 'Home' button leads you to the homepage that displays a snapshot of all the records within the portfolio. The homepage is set for the organization and cannot be modified by individual users.

You can access the following modules from the homepage:

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

a. Dashboards

The IP Coordinator 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 an IP Coordinator view:

i. Incoming Email Dashboard

Dashboard
Incoming Email Dashboard
Last refreshed 4 days ago. Refresh this dashboard to see the latest data.
As of May 19, 2022, 5:08 AM Viewing as Paralegal 1

Open Refresh

My Email Tracker - Pending Review

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

View Report (My Email Tracker - Pending Review)

My Email Tracker - Follow-up

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

View Report (My Email Tracker - Follow-up)

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

ii. Patent Dashboard

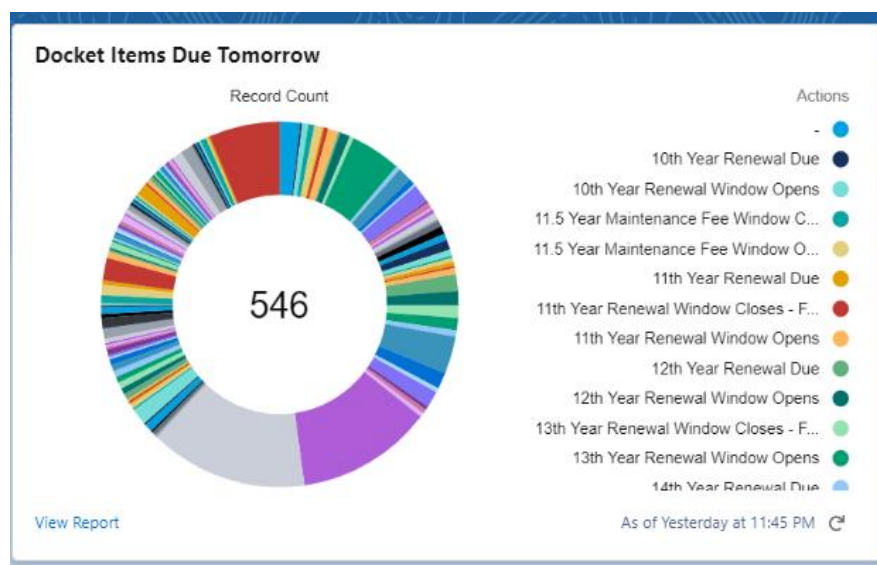
Patent Dashboard provides a quick view of the critical upcoming actions and updates on the patents that may require the IP Coordinator's attention.

iii. Invention Disclosure Dashboard

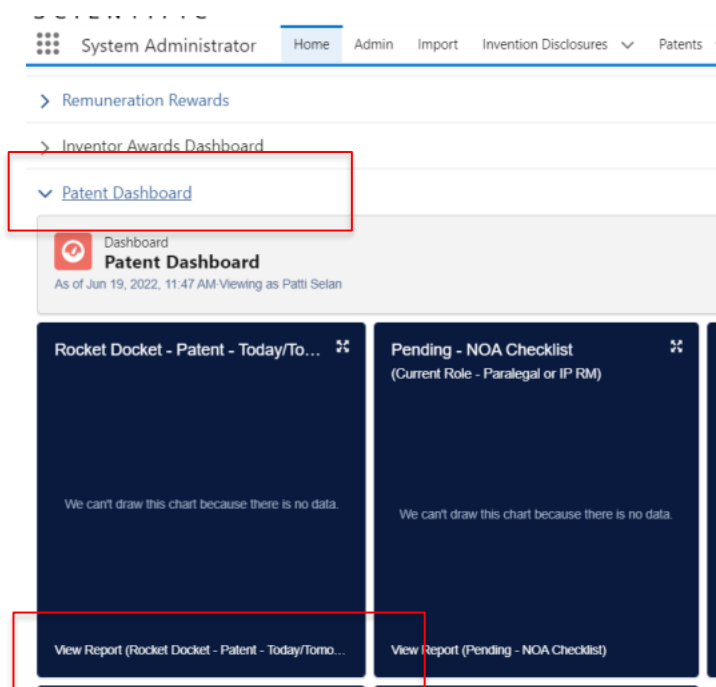
All the details related to the Invention Disclosures, their upcoming actions, etc., are provided under the Invention Disclosure Dashboard.

b. Rocket Docket

Rocket Docket report (on the right-hand side of the home page) is for the entire IP Department. It shows the actions with a due date of today's date and tomorrow or next business day date.



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.



c. Dashboard Reports

IP Coordinators can access detailed information on each dashboard by clicking the 'View Report' option at the bottom of each dashlet widget. For more information, please see **Reports**.

Dashboard
Incoming Email Dashboard
As of May 25, 2022, 12:41 AM Viewing as Paralegal 1

[Open](#)
[Refresh](#)

My Email Tracker - Pending Review

| Date Received | Email Tracker: Email Tracker -- | Short Subject | Patent Link | To Be Reviewed By |
|---------------|---------------------------------|-----------------------------|----------------|-------------------|
| 5/17/2022 | EMTK-108 | [TP346406USPRV1] | TP346406USPRV1 | Paralegal 1 |
| 5/16/2022 | EMTK-14 | TP346346USPRV1 | TP346346USPRV1 | Paralegal 1 |
| 5/16/2022 | EMTK-18 | TP346394USPRV1 | TP346394USPRV1 | Paralegal 1 |
| 5/16/2022 | EMTK-25 | TP346324USORG1 test subject | TP346324USORG1 | Paralegal 1 |
| 5/16/2022 | EMTK-38 | TP346346USPRV1 - test | TP346346USPRV1 | Paralegal 1 |
| 5/13/2022 | EMTK-6 | TP346324USORG1 | TP346324USORG1 | Paralegal 1 |

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

My Email Tracker - Follow-up

| Follow-up Due -- | Date R-- | Email Tracker: Email Tracker-- | Short Subject | Patent Link | To Be Reviewed By-- |
|------------------|-----------|--------------------------------|-----------------------|----------------|---------------------|
| 5/24/2022 | 5/19/2022 | EMTK-150 | [TP346324USORG1] test | TP346324USORG1 | Paralegal 1 |

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

Report: Email Trackers
My Email Tracker - Pending Review
System Admins see all Pending Review (AV)

[Search](#)
[Add Chart](#)
[Subscribe](#)

Total Records: 23

| 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-248 | [TP346324USORG1] AM | Paralegal 1 | TP346324USORG1 | United States of America | 5/23/2022 |
| 5/23/2022 (3) | EMTK-212 | [TP346346USPRV1] - error | Paralegal 1 | TP346346USPRV1 | United States of America | 5/23/2022 |
| | EMTK-206 | [TP346346USPRV1] - error | Paralegal 1 | TP346346USPRV1 | United States of America | 5/23/2022 |
| | EMTK-200 | [TP346346USPRV1] - test error | Paralegal 1 | TP346346USPRV1 | United States of America | 5/23/2022 |
| 5/18/2022 (1) | EMTK-181 | [TP346437USPRV1] TEST MAY 20 | Paralegal 1 | TP346437USPRV1 | United States of America | 5/18/2022 |
| 5/18/2022 (4) | EMTK-114 | [TP346346USPRV1] - My TEST | Paralegal 1 | TP346346USPRV1 | United States of America | 5/18/2022 |
| | EMTK-132 | [TP346346USPRV1] - My TEST3 | Paralegal 1 | TP346346USPRV1 | United States of America | 5/18/2022 |
| | EMTK-126 | [TP346346USPRV1] - test23 | Paralegal 1 | TP346346USPRV1 | United States of America | 5/18/2022 |
| | EMTK-120 | [TP346346USPRV1] - My TEST2 | Paralegal 1 | TP346346USPRV1 | United States of America | 5/18/2022 |
| 5/17/2022 (6) | EMTK-108 | [TP346406USPRV1] | Paralegal 1 | TP346406USPRV1 | United States of America | 5/17/2022 |
| | EMTK-86 | [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-74 | [TP346346USPRV1] - test1 | Paralegal 1 | TP346346USPRV1 | United States of America | 5/17/2022 |
| | EMTK-68 | [TP346346USPRV1] - TEST NEW | Paralegal 1 | TP346346USPRV1 | United States of America | 5/17/2022 |
| | EMTK-62 | [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 you want the current report to be shown.

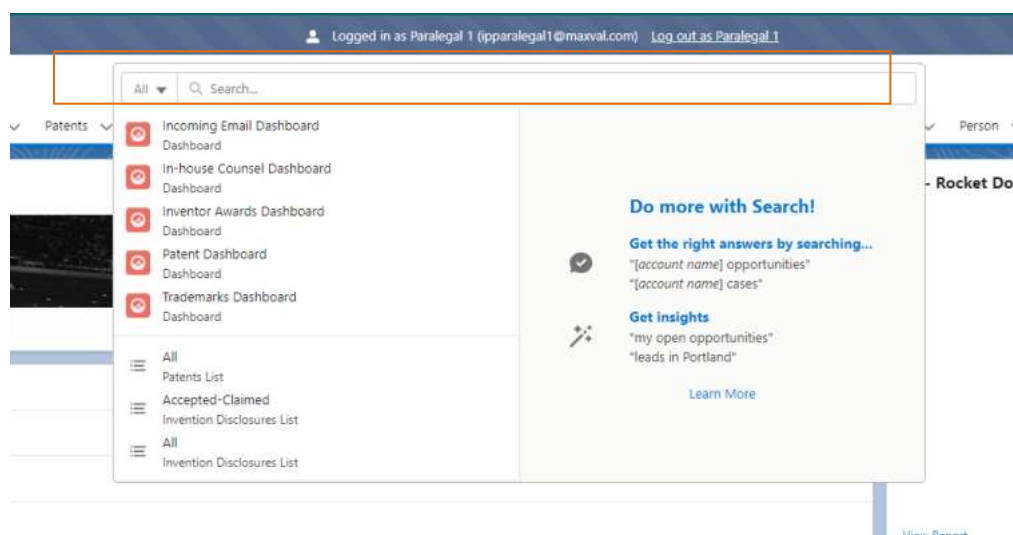
In addition to this, you can also perform the following functions on the report:

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

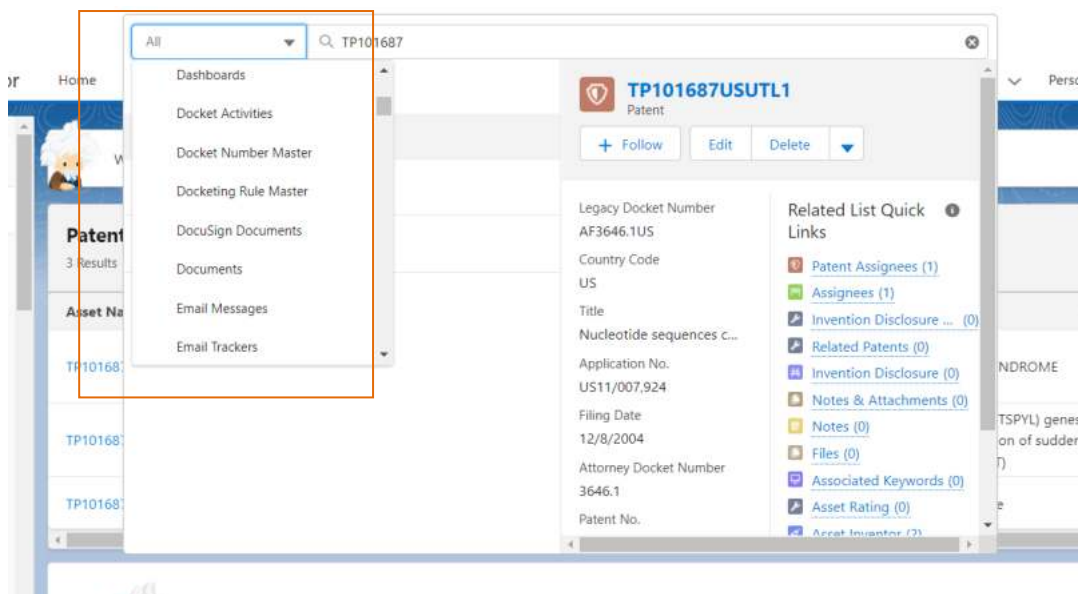
Global Search

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

1. Provide the 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, you may also select a specific object in which you want 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.

The screenshot shows the 'Search Results' interface. On the left, a sidebar lists various object types: Patents (3), Chatter (0), Invention Disclosures (0), Person (0), Accounts (0), Entities (0), and Trademarks (0). The main area displays 'Patents' with 3 results sorted by Relevance. The results table has columns: Asset Name, Legacy Docket Number, C... (Country), Title, A... (Applicant), FI... (Filing Date), At... (Attorney), P... (Patent Number), and Is... (Issued Date).

| Asset Name | Legacy Docket Number | C... | Title | A... | FI... | At... | P... | Is... |
|--------------------------------|----------------------|------|---|------------------|-----------|--------|------------|------------|
| TP101687WO1 | AF3646.1WO | WO | ASSOCIATION OF TSPYL POLYMORPHISMS WITH SIDDIT SYNDROME | PCT/US 04/415 40 | 12/8/2004 | | | |
| 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 (SIDDIT) | US11/0 07.924 | 12/8/2004 | 3646.1 | U57632 640 | 12/15/2009 |
| TP101687USPRV1 | AF3646US | US | Association Of Tspyl Polymorphisms With Swarey Syndrome | US60/5 27.682 | 12/8/2003 | 3646 | | |

- 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**.

The screenshot shows the 'Search Results' interface with 'Patents' selected. The 'Refine By' sidebar on the left includes fields for Asset Name, Legacy Docket Number, Country Code (set to 'CA'), Title, Application No., and Filing Date. The main area displays 50+ results filtered by Country Code, sorted by Relevance. The results table has columns: Asset Name, Legacy Docket Number, Title, Applica... (Applicant), Filing..., Attorney D..., Patent..., Issue..., and Business Unit.

| Asset Name | Legacy Docket Number | Title | Applica... | Filing... | Attorney D... | Patent ... | Issue ... | Business Unit |
|-------------------------------|----------------------|---|-------------|------------|---------------|------------|------------|---|
| TP104877CACT2 | TP2097CA3-PCT | APPARATUS AND METHOD FOR ATMOSPHERIC PRESSURE 3-DIMENSIONAL ION TRAPPING | CA2,339,548 | 8/5/1999 | 11109-CA/PCT | CA2329548C | 7/10/2007 | AVG-CMD-LIMS-SJ Life Science Mass Spectrometry (BS) |
| TP100846CAV1 | IV0428KADV01 | CLEAVAGE OF CAUSIBACTER PRODUCED RECOMBINANT FUSION PROTEINS | CA2,334,080 | 7/14/1999 | 82104-1 | | | LSD-RD-Sample Prep (BS) |
| TP104877CACT4 | TP2097CA2-PCT | METHOD FOR SEPARATION OF ISOMERS AND DIFFERENT CONFORMATIONS OF IONS IN GASSOUS PHASE | CA2,339,333 | 8/5/1999 | 10814-CA/PCT | CA2329533C | 11/18/2009 | AVG-CMD-LIMS-SJ Life Science Mass Spectrometry (BS) |
| TP104877CACT2 | TP2097CA2-PCT | METHOD FOR SEPARATION AND ENRICHMENT OF ISOTOPES IN GASSOUS PHASE | CA2,339,548 | 8/5/1999 | 11099-CA/PCT | CA2329549 | 10/14/2009 | AVG-CMD-LIMS-SJ Life Science Mass Spectrometry (BS) |
| TP100846CACT1 | PS00043CA1-PCT | Drug Delivery System | CA2,902,971 | 3/11/2014 | 5609-1 | | | PSG-DWG-Pathway Pharmaceuticals (PPG) (BS) |
| TP105477CACT2 | TP10720CA2-PCT | Method And System For Drug Screening | CA2,804,244 | 2/1/2006 | 8402 | | | AVG-CMD-AAT-Laboratory Automation-Burlington, ON (BS) |
| TP106179CACT1 | TP1979CA1-PCT | Apparatus And Method For Forming A Gas Composition Gradient Between Firms Electrodes | CA2,995,398 | 2/17/2006 | 131-32 CA/PCT | | | AVG-CMD-LIMS-SJ Life Science Mass Spectrometry (BS) |
| TP102037CACT1 | FE832CA1-PCT | SYSTEM AND METHOD FOR FOCUSED ION BEAM DATA ANALYSIS | CA2,587,747 | 11/15/2009 | | CA2387,747 | 1/8/2013 | AVG-MSD-EM-Electrical Fault Analysis (EFA) (BS) |
| TP102686CACT1 | TP10686CA1-PCT | SYNTHETIC INHERENT MOTION PLANNING METHOD FOR ROBOTIC SYSTEMS | CA2,314,203 | 1/30/2004 | 8302 | CA2514204C | 12/15/2011 | AVG-CMD-AAT-Laboratory Automation-Burlington, ON (BS) |
| TP102038CACT6 | TP1948CA5-PCT | TRAPS APPARATUS AND METHOD FOR SEPARATING IONS IN THE GAS PHASE | CA2,499,333 | 9/23/2003 | 131-16 CA/PCT | CA2499333C | 11/24/2009 | AVG-CMD-LIMS-SJ Life Science Mass Spectrometry (BS) |
| TP102686CACT2 | TP1947CA1-PCT | Segmented Side-To-Side Firms | CA2,473,333 | 3/7/2003 | 131-04 CA/PCT | | | AVG-CMD-LIMS-SJ Life Science Mass Spectrometry (BS) |
| TP105477CACT7 | TP1847CA6-PCT | Firms Apparatus Having Plural Ion Inlets And Method Therefore | CA2,474,564 | 3/7/2003 | 131-09 CA/PCT | | | AVG-CMD-LIMS-SJ Life Science Mass Spectrometry (BS) |

List View

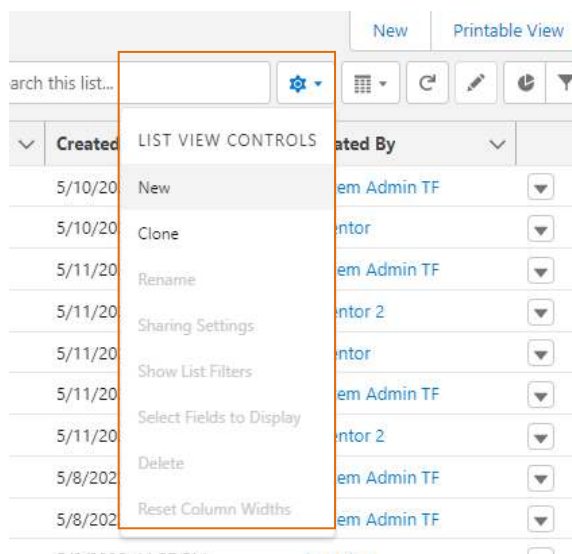
All the modules in Symphony have a list view that displays columns specific to a particular module. IP Coordinators can perform following functions to customize the list view.

| Asset Name | Docket No. | Legacy Docket No. | Title | Filing Date | Publication Date | Patent No. | Issue Date | Case Type | Status | Created Date |
|----------------|----------------|-------------------|--------------------------------|-------------|------------------|------------|------------|--------------------------|--------|--------------------|
| TP104474USCON5 | TP104474USCON5 | SVP-111-CBUS | US Time-of-flight mass spec... | 3/16/20... | | US62814... | 8/26/20... | Continuation | Sold | 1/13/2022, 9:27 AM |
| TP104584USCON1 | TP104584USCON1 | SVP-105-FW... | Methods for automated... | 8/11/18... | | US60635... | 5/16/20... | Continuation | Sold | 1/13/2022, 9:26 AM |
| TP104474USOR01 | TP104474USOR01 | SVP-111US | Time-of-flight mass spec... | 5/19/18... | | US56231... | 4/29/19... | Utility Original | Sold | 1/13/2022, 9:26 AM |
| TP104474USCON2 | TP104474USCON2 | SVP-111-CBUS | Time-of-flight mass spec... | 4/10/18... | | US60021... | 12/14/1... | Continuation | Sold | 1/13/2022, 9:27 AM |
| TP105210USOR01 | TP105210USOR01 | SVP-163US | Tandem time-of-flight m... | 11/15/2... | | US64413... | 8/27/20... | Utility Original | Sold | 1/13/2022, 9:25 AM |
| TP105210USCON1 | TP105210USCON1 | SVP-163-CBUS | Tandem time-of-flight m... | 6/24/20... | US0201... | US61122... | 1/28/20... | Continuation | Sold | 1/13/2022, 9:25 AM |
| TP104478USOR01 | TP104478USOR01 | SVP-114US | COMPUTERIZED DATA A... | 5/19/18... | | US58682... | 2/8/1999 | Utility Original | Sold | 1/13/2022, 9:26 AM |
| TP104474USDIV1 | TP104474USDIV1 | SVP-111-DIVUS | Time-of-flight mass spec... | 10/17/1... | | US57603... | 6/2/1998 | Divisional | Sold | 1/13/2022, 9:26 AM |
| TP104474USCON4 | TP104474USCON4 | SVP-111-CAUS | Time-of-flight mass spec... | 7/13/19... | | US60575... | 5/2/2000 | Continuation | Sold | 1/13/2022, 9:27 AM |
| TP104474USCON1 | TP104474USCON1 | SVP-111-CBUS | Time-of-flight mass spec... | 6/7/1995 | | US56273... | 5/6/1997 | Continuation | Sold | 1/13/2022, 9:26 AM |
| TP104474USCON3 | TP104474USCON3 | SVP-111-CBUS | Time-of-flight mass spec... | 5/29/18... | | US65417... | 4/1/2003 | Continuation | Sold | 1/13/2022, 9:27 AM |
| TP104813USCP1 | TP104813USCP1 | SVP-137-CBUS | Tandem time-of-flight m... | 1/18/19... | | US63486... | 2/19/20... | Continuation-in-Part | Sold | 1/13/2022, 9:31 AM |
| TP104813USCP2 | TP104813USCP2 | SVP-091-CBUS | Syntheses for the synthe... | 8/7/1995 | | US61334... | 10/17/2... | Continuation-in-Part | Sold | 1/13/2022, 9:30 AM |
| TP104813USCON1 | TP104813USCON1 | SVP-137-CBUS | Tandem time-of-flight m... | 12/17/2... | US3202... | US67708... | 8/3/2004 | Continuation | Sold | 1/13/2022, 9:31 AM |
| TP103917USAB01 | TP103917USAB01 | SVP-088-REU... | ELECTRIC MOTOR | 12/1/18... | | US10340... | 7/30/19... | Re-issue | Sold | 1/13/2022, 9:32 AM |
| TP103917USUTL1 | TP103917USUTL1 | SVP-098USIQ | USING PHOSPHINE DERI... | 6/18/19... | | US47256... | 2/18/19... | Utility Non-Provision... | Sold | 1/13/2022, 9:32 AM |
| TP104863USDIV1 | TP104863USDIV1 | SVP-115-DIVUS | Methods for sequencing... | 4/18/19... | | US58210... | 10/13/1... | Divisional | Sold | 1/13/2022, 9:33 AM |

a. Create a New List

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

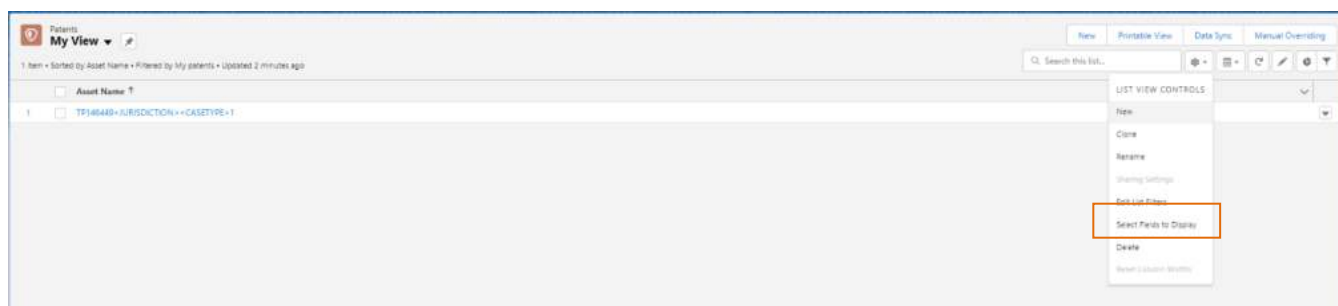
1. Click on List View Controls and select **New**.

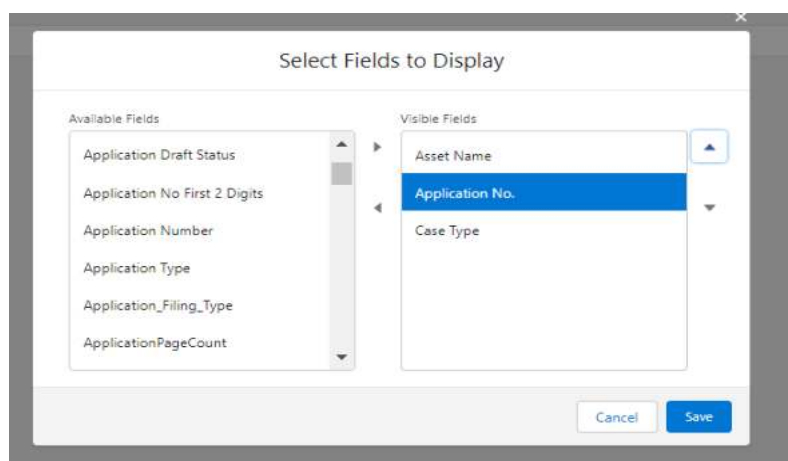


2. Add a **List Name**. List API Name gets auto populated.
3. Select permissions for the list view and click **Save**.

The screenshot shows the 'New List View' dialog box. It has two input fields: '* List Name' and '* List API Name'. The '* List Name' field is highlighted with a red border and has a red error message 'Complete this field.' below it. The '* List API Name' field is empty. Below the input fields is a section titled 'Who sees this list view?' with three radio button options: 'Only I can see this list view' (selected), 'All users can see this list view', and 'Share list view with groups of users'. At the bottom right of the dialog are 'Cancel' and 'Save' buttons. The 'Save' button is highlighted with an orange border.

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





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

| | Asset Name | Application No. | Case Type | Application Type | Status |
|----|-------------------------------------|-----------------|------------------|------------------|----------|
| 1 | +COMPANY+/112548/US/ORG/1 | | Utility Original | Utility | Drafting |
| 2 | +COMPANY+/112551/mult | | | Utility | Drafting |
| 3 | +COMPANY+/112551/US/ORG/1 | | Utility Original | Utility | Drafting |
| 4 | +COMPANY+/112552/US/ORG/1 | | Utility Original | Utility | Drafting |
| 5 | +COMPANY+/112553/US/ORG/1 | | Utility Original | Utility | Drafting |
| 6 | +COMPANY+/112554/US/ORG/1 | | Utility Original | Utility | Drafting |
| 7 | AKG Legacy | | | Utility | Drafting |
| 8 | BREMEN IDS BEFORE 20108 Legacy | | | Utility | Drafting |
| 9 | China Innovation Center Legacy | | | Utility | Drafting |
| 10 | CORPHERMOUS Legacy | | | Utility | Drafting |
| 11 | Export Control Cleared - CIC Legacy | | | Utility | Drafting |
| 12 | FBI Legacy | | | Utility | Drafting |
| 13 | Forms Legacy | | | Utility | Drafting |
| 14 | Matterhorn Legacy | | | Utility | Drafting |

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

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

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

| | Application T... | Utility |
|----|------------------|--------------|
| 1 | Original | Utility |
| 2 | Original | Utility |
| 3 | Original | Utility |
| 4 | Original | Utility |
| 5 | Original | Utility |
| 6 | Original | Utility |
| 7 | Original | Utility |
| 8 | TP100003USORG1 | US06/439,252 |
| 9 | TP100009USORG1 | US08/409,561 |
| 10 | TP100010USORG1 | US07/111,111 |

Invention Disclosure

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

To reach this section, select the **'Invention Disclosure'** tab from the main menu. The **Invention Disclosure** page displays important asset information in a tabular format, such as Docket Number, Title, Business Unit, and more. Refer to the [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'

| Docket ... | Leg... | Title | Business Unit | First Named Inve... | Invention Jurisdiction | Disclosure Status | Created Date | Created By |
|------------|-------------|-------------------------|-----------------------------|---------------------|--------------------------|------------------------------|---------------------|-----------------|
| 1 | 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 |
| 2 | TP346324IDF | Remuneration-12 | AIG-CMD-CMD Division Office | | United States of America | Merged | 5/10/2022, 11:50 PM | Inventor |
| 3 | 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 |
| 4 | TP346327IDF | Test Patent OOB testing | AIG-CMD-CMD Division Office | | United States of America | Approved | 5/11/2022, 2:43 AM | Inventor 2 |
| 5 | TP346326IDF | testIDFInventor | AIG-CAD-CAD Division Office | | United States of America | Appoint Filing Candidate | 5/11/2022, 2:24 AM | Inventor |
| 6 | TP346328IDF | TEST IDF | AIG-CMD-CMD Division Office | | United States of America | Approved | 5/11/2022, 3:51 AM | System Admin TF |
| 7 | 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 |

| System Administrator | Home | Admin | Import |
|---|------|-------|--------|
| Invention Disclosures | | | |
| Recently Viewed | | | |
| 2 items | | | |
| LIST VIEWS | | | |
| Accepted-Claimed | | | |
| All | | | |
| Approved for Filing | | | |
| Draft | | | |
| Legacy Records (Do not use for testing) | | | |
| ✓ Recently Viewed (pinning list) | | | |
| Submitted | | | |

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. Submit Disclosure

This feature allows the inventor to submit an invention disclosure and track the application. The inventor can view and edit the disclosure before submitting it for review. For more details on Invention Submission, please refer to Inventor user guide.

Note: After an invention disclosure is reviewed and approved, a patent shell record is created. It will be displayed in the Related Patent section (refer to the **Invention Disclosure** for more information).

2. 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.

| Invention Disclosures | | | |
|--|----------------|------------------|--|
| All | | | |
| 50+ items • Sorted by Created Date • Filtered by All invention disclosures • Updated a few seconds ago | | | |
| Docket No. | Title | Business Unit | |
| 1 TP33569IDF | Test Case 1400 | AIG-CMD-Software | |
| 2 TP33568IDF | Test Case 1290 | AIG-CMD-HPCS-C | |
| 3 TP33567IDF | Test case 1280 | AIG-CMD-CMD D | |

The Invention Disclosure page is divided into four sections:

Invention Disclosure
TP346311IDF

Submitted Date: 5/10/2022 | Disclosure Status: Submitted | First Named Inventor: Guna Inventor 3 | Business Unit: AIG-CMD-CMD Division Office

Docket Activities (2)
2 items • Sorted by Due Date • Updated a few seconds ago

| <input type="checkbox"/> | Docketing Activity No | Activity Date | Actions | Due Date | Is Closed | Is Complet... |
|--------------------------|-----------------------|---------------|---------------------------|-----------|--------------------------|--------------------------|
| <input type="checkbox"/> | DA-0005806180 | 5/10/2022 | Notice of defect | 7/6/2022 | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | DA-0005806181 | 5/10/2022 | IDF deemed complete - Due | 7/10/2022 | <input type="checkbox"/> | <input type="checkbox"/> |

[View All](#)

Confirm Group, Division and Business Unit

Current Group: AIG
Current Division: CMD
Current Business Unit: AIG-CMD-CMD Division Office

Change: ☐ No

[Next](#)

Invention Completeness Check

Is the IDF Complete? ☒ Yes ☐ No

[Next](#)

Review Board

*Select Review Board

--None--

[Next](#)

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

Information

| | | | |
|--------------------|-------------|---------------|-----------------------------|
| Docket No. | TP346311IDF | Title | Remuneration 12 |
| Submitted Date | 5/10/2022 | Group | AIG |
| Submitted By | Inventor | Division | CMD |
| Re-Submission Date | | Business Unit | AIG-CMD-CMD Division Office |
| Re-submitted By | | Accepted Date | |

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)

Below top ribbon, you may see **Docket Activities** created by Symphony related to the submitted disclosure.

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)
2 items • Updated a few seconds ago

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

[View All](#)

Docket activities represent the actions that need to be performed by either the IP Coordinator or, if there is no IP Coordinator assigned to the business unit, then the IPResponsible Manager.

Every docket action will contain the following features:

- **Docket ID** - unique ID given to the docket action, User can view the docket record by clicking on the ID.
- **Activity Date** - Date when the docket action was created.
- **Action** - Action associated with the created docket record.
- **Due Date** - Deadline before which the action assigned to the docket record.
- **Closed** - The docket action will be checked as closed if no action is taken on the docket.
- **Completed** - The docket action will be checked if the docket action has been successfully completed.

All docket records have either two statuses:

- **Closed** - If no action is being taken for the docket record, the docket is checked as closed.
- **Complete** - when the action assigned to the docket activity is finished and moved to the next process, it is checked as completed.

All docket activities, either closed or completed have the reason mentioned in the docket record as shown:

The screenshot shows the ThermoFisher Scientific Symphony IP Department interface. The main content area displays a docket activity record for 'IDF deemed complete - Due'. The record is highlighted with an orange box, showing the following fields:

- Is Completed:** ☒
- Completion Date:** 5/25/2022
- Reason to Complete:** Based on completeness check decision
- Completed By:** Responsible Manager

The record also shows other fields like 'Docketing Activity No.', 'Trigger', 'Completeness Check', 'Trigger Type', 'Event', 'Action', 'Extension Number', 'Assigned To', 'Term Id', 'De-Docketed by', 'Docketed by', 'Assigned to me?', 'Invention Disclosure', 'Email Tracker (Created from)', 'Next Action', and 'Other Matters'.

With each disclosure submission, Symphony creates 2 docket activities: **Notice of Defect** – due 2 months – 1 day from the acceptance date; and **IDF deemed complete** – due 2 months from the acceptance date. If the IDF is complete, then the IP Coordinator or the IP Responsible Manager can indicate it is complete and the two activities will get completed by the system.

The screenshot shows the 'Invention Completeness Check' form. It asks 'Is the IDF Complete?' with radio buttons for 'Yes' and 'No'. A 'Next' button is visible at the bottom right.

| Docket Activities (2) | | | | | | |
|--|-------------------------------|---------------|---------------------------|------------|-------------------------------------|-------------------------------------|
| 2 items • Sorted by Due Date • Updated a few seconds ago | | | | | | |
| <input type="checkbox"/> | Docketing Activity No | Activity Date | Actions | Due Date ↑ | Is Closed | Is Complet... |
| 1 | DA-0007218472 | 5/25/2022 | Notice of defect | 7/24/2022 | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 2 | DA-0007218473 | 5/25/2022 | IDF deemed complete - Due | 7/25/2022 | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| View All | | | | | | |

If the disclosure requires changes or additional information, then the IP Coordinator or the IP Responsible Manager can indicate it is not complete, and then a new action of **IDF Revision Due** is auto created to track the due date for resubmission.

| Docket Activities (3) | | | | | | |
|--|-------------------------------|---------------|---------------------------|------------|-------------------------------------|-------------------------------------|
| 3 items • Sorted by Due Date • Updated a few seconds ago | | | | | | |
| <input type="checkbox"/> | Docketing Activity No | Activity Date | Actions | Due Date ↑ | Is Closed | Is Complet... |
| 1 | DA-0007218501 | 5/26/2022 | IDF revision due | 7/21/2022 | <input type="checkbox"/> | <input type="checkbox"/> |
| 2 | DA-0007218499 | 5/26/2022 | Notice of defect | 7/25/2022 | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 3 | DA-0007218500 | 5/26/2022 | IDF deemed complete - Due | 7/26/2022 | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| View All | | | | | | |

Once the **Inventor completes the IDF**, the previous docket actions which were closed and completed (**IDF deemed complete** and **Notice of defect** respectively) will be reopened and the **IDF revision due** will be completed since the invention has been resubmitted.

| Docket Activities (3) | | | | | | |
|--|-------------------------------|---------------|---------------------------|------------|--------------------------|-------------------------------------|
| 3 items • Sorted by Due Date • Updated a few seconds ago | | | | | | |
| <input type="checkbox"/> | Docketing Activity No | Activity Date | Actions | Due Date ↑ | Is Closed | Is Complet... |
| 1 | DA-0007218476 | 5/25/2022 | IDF revision due | 7/20/2022 | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 2 | DA-0007218474 | 5/25/2022 | Notice of defect | 7/24/2022 | <input type="checkbox"/> | <input type="checkbox"/> |
| 3 | DA-0007218475 | 5/25/2022 | IDF deemed complete - Due | 7/25/2022 | <input type="checkbox"/> | <input type="checkbox"/> |
| View All | | | | | | |

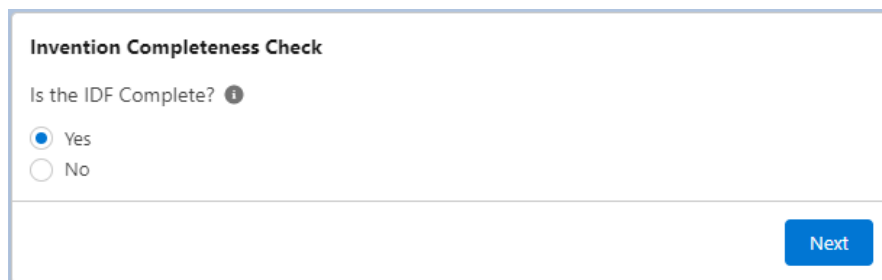
Post resubmission, the IP Coordinator or IP Responsible Manager should take the completeness check decision again to verify the updated information is accurate.

Note: There is no limitation on the number of times and IDF can be sent back for revisions.

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

- **Completeness Check**

Once submitted, the Invention Disclosure will be open for review by the IP Coordinator or IP Responsible Manager to verify whether the submitted details are accurate and are aligning to the questions asked in the disclosure form.

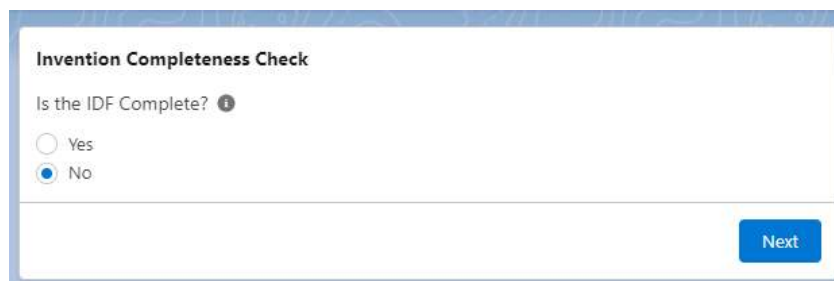


The screenshot shows a widget titled "Invention Completeness Check". Below the title is the question "Is the IDF Complete?" followed by an information icon. There are two radio button options: "Yes" (which is selected) and "No". At the bottom right of the widget is a blue button labeled "Next".

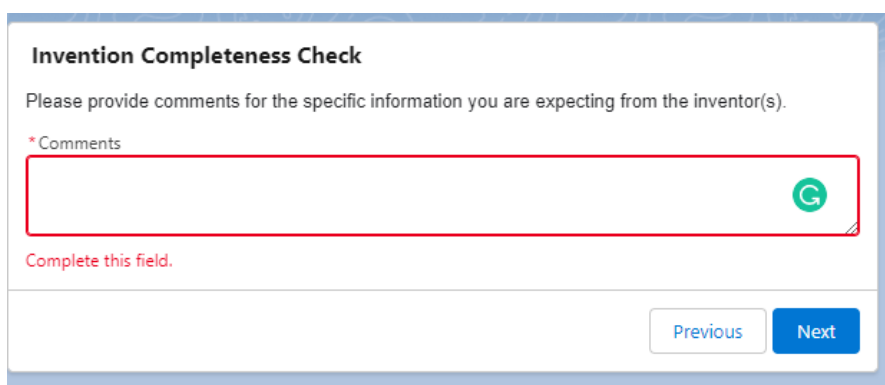
If the submitted record has all the required information in the right order, the IP Coordinator or IP Responsible Manager can select the **Yes** in the invention completeness check widget. After making the decision, there are two major changes that takes place in the selected record:

- Change in invention disclosure status: Status changes from **Submitted** to **Accepted**
- Change in the associated docket action: Since there were no defects found, the **Notice of Defect** docket action will be closed and submitted IDF is complete, the **IDF Deemed Complete- Due** is marked as completed.

If the submitted IDF needs any change in the information added in the IDF form, the IP Coordinator or IP Responsible Manager can add the comments after selecting No in the completeness check widget which opens a comment box to add details of necessary corrections required by the inventor(s).



The screenshot shows the same "Invention Completeness Check" widget, but now the "No" radio button is selected. The "Next" button remains at the bottom right.



This screenshot shows the expanded form for providing comments. It includes the title "Invention Completeness Check" and the instruction "Please provide comments for the specific information you are expecting from the inventor(s).". Below this is a text area labeled "* Comments" with a red border and a green circular icon with a 'G' in the top right corner. A red message "Complete this field." is displayed below the text area. At the bottom right, there are two buttons: "Previous" and "Next".

After making the decision, there are two major changes that takes place in the selected record:

1. Change in invention disclosure status: Status changes from **Submitted** to **Revision Requested**
2. Change in the associated docket action: Since there were defects found and the submitted IDF is incomplete, the **Notice of Defect** docket action will be completed and **IDF Deemed Complete- Due** is marked as closed. A new docket action gets created to track the status of IDF resubmission.

- **Change Group, Division and Business Unit**

For the submitted disclosure, the IP Coordinator or IP Responsible Manager has the permission to change the Group, Division and Business Unit that were assigned at the time of submission.

Confirm Group, Division and Business Unit

Current Group: **LSG**
 Current Division: **BID**
 Current Business Unit: **LSG-BID-Molecular Biology (BU)**

Change? ☐ No

Next

Confirm Group, Division and Business Unit

Current Group: **LSG**
 Current Division: **BID**
 Current Business Unit: **LSG-BID-Molecular Biology (BU)**

Change? ☒ Yes

Edit/Enter new values below.

* New Group
 AIG

* New Division
 MSD

* New Business Unit
 AIG-MSD-SPEC-Brno

Next

Note : Since all the roles associated with an IDF record are assigned based on the submitted Business Unit, making any changes in the Business Unit of the selected record, the IP Coordinator or IP Responsible Manager risks losing write permissions to that record; the IP Coordinator or IP Responsible Manager assigned to the new Business Unit will then take over.

- **Review Board**

IP Coordinators or IP Responsible Managers who support a Business Unit that has a patent review board or patent review committee can select the appropriate committee that will review the invention disclosure. The user can see the list of Patent Boards assigned for the IDF record.

Review Board

* Select Review Board

--None--

Next

Review Board

* Select Review Board

--None--

--None--

HPLC - Germering IP Committee

ICSP - Sunnyvale IP Committee

CCS - Sunnyvale

IOMS - Bremen IP Committee

LSMS - Bremen IP Committee

TEA - Bremen IP Committee

San Jose and Austin IP Committee

CMD Software IP Committee

AIG - MSG -Spectroscopy

AIG - MSD US - IPRB

AIG - MSD EU - IPRB

AIG - MSD Global - IPRB

Ralf Center

Email: ralf.hartmer@thermofisher.com.invalid

First Named Inventor?: ☒

After selecting the review board, the IP Coordinator or IP Responsible Manager can navigate to the **PRC Meeting** tab, where the list of review boards is available.

ThermoFisher Scientific

System Administrator Home Admins Invention Disclosures Import Patents Reports Dashboards Patent Operations Group PRC Meetings Renewals More

PRC Meetings

Recently Viewed

8 items • Updated a few seconds ago

Search this list...

| | PRC Meeting | Review Board | Meeting Date | Start Time | Duration in ... | Location | Number of D... | Number of D... |
|---|--|-------------------------------|--------------|------------|-----------------|----------|----------------|----------------|
| 1 | <input type="checkbox"/> AIG - MSD EU - IPRB | AIG - MSD EU - IPRB | 1/1/2023 | | | | 2 | |
| 2 | <input type="checkbox"/> IOMS - Bremen IP Committee | IOMS - Bremen IP Committee | 1/1/2023 | | | | 5 | |
| 3 | <input type="checkbox"/> HPLC - Germering IP Committee | HPLC - Germering IP Committee | 1/1/2023 | | | | 2 | |
| 4 | <input type="checkbox"/> LSMS - Bremen IP Committee | LSMS - Bremen IP Committee | 1/1/2023 | | | | 2 | |
| 5 | <input type="checkbox"/> CCS - Sunnyvale | CCS - Sunnyvale | 1/1/2023 | | | | 3 | |
| 6 | <input type="checkbox"/> AIG - MSD Global - IPRB | AIG - MSD Global - IPRB | 1/1/2023 | | | | 2 | |
| 7 | <input type="checkbox"/> ICSP - Sunnyvale IP Committee | ICSP - Sunnyvale IP Committee | 1/1/2023 | | | | 6 | |
| 8 | <input type="checkbox"/> Test Docking Rule | | 1/21/2022 | | 30 | | 0 | |

By selecting a particular review board, the IP Coordinator or IP Responsible Manager can check the number of disclosures assigned and the meeting date (editable).

The screenshot shows the 'Details' tab for the 'Invention Disclosure Queue' of a PRC Meeting. The meeting is titled 'AIG - MSD EU - IPRB'. The meeting date is '1/1/2023'. The duration is '2' minutes. The number of disclosures added is '2'. The meeting was created by 'System Admin TF' on '3/9/2022, 3:09 AM' and last modified by 'Pybe Faber' on '4/11/2022, 1:55 AM'. The review board is 'AIG - MSD EU - IPRB'. The start time is '(HH:MM)'. The location is blank.

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' table with 2 items. The table has columns for 'Invention Disclosure', 'Invention Title', 'Submitted Date', and 'Status'. The first item is 'TP304967IDF' with title 'UAT 2 permissions and roles test', submitted on '3/16/2022', and status 'Accepted'. The second item is 'TP305112IDF' with title 'Demo aan Sylvia', submitted on '4/11/2022', and status 'Accepted'. There is a 'View All' link at the bottom.

| 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 |

- **Inventor Awards**

This section summarizes the approved awards for the inventors.

The screenshot shows the 'Inventor Awards' section with a count of '(0)'. There is a dropdown arrow on the right.

- **Files**

The screenshot shows the 'Files' section with a count of '(3)'. There is an 'Add Files' button in the top right corner. The list shows three files: 'TP33467IDF-Submitted-Jan-05-2022', 'TP33467IDF-Altin Srivastava-MV001-Jan-05-2022', and 'TP33467IDF-Andrii Romash-123456-Jan-05-2022'. Each file is dated 'Jan 5, 2022' and is a 'pdf' file.

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

- **IDF Inventors**

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

The screenshot shows a web interface for managing inventors. At the top, there's a header 'All Inventors (2)' with a dropdown arrow. Below it, a list of inventors is shown, including 'Gutha' with details like 'Employment Status: Active' and 'Email: sfoeva@maival.com'. A 'New' button is highlighted with an orange box. Below the list, a 'New All Inventors' pop-up form is displayed. This form includes fields for 'Invention Disclosure' (with a dropdown showing 'TP346323IDF'), 'Inventor' (with a search bar), and a 'System Information' section. The 'System Information' section contains several checkboxes and dropdowns: 'First Named Inventor?' (unchecked), 'Utilization/Release Notification Status' (dropdown showing 'Not Applicable'), 'PIR Status' (dropdown showing 'Not Applicable'), 'PIR Agreement Date' (calendar icon), 'Is Contribution Applicable' (unchecked), 'Contribution' (input field showing '0.00'), 'Is Contribution Approved' (unchecked), 'skipValidation' (checked), and 'Other Matters' (search bar). At the bottom of the pop-up, there are three buttons: 'Cancel', 'Save & New', and 'Save'.

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

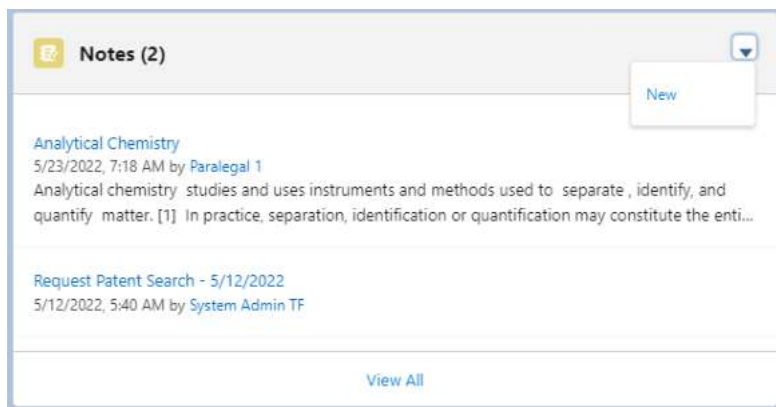
- **Diary Notes**

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

The screenshot shows a 'Diary Notes (1)' interface. It features a header with a wrench icon and a dropdown arrow. Below the header, there's a form with three fields: 'Priority:' (with a dropdown showing 'None'), 'For the attention of:', and 'Note:'. At the bottom of the form, there's a 'View All' link.

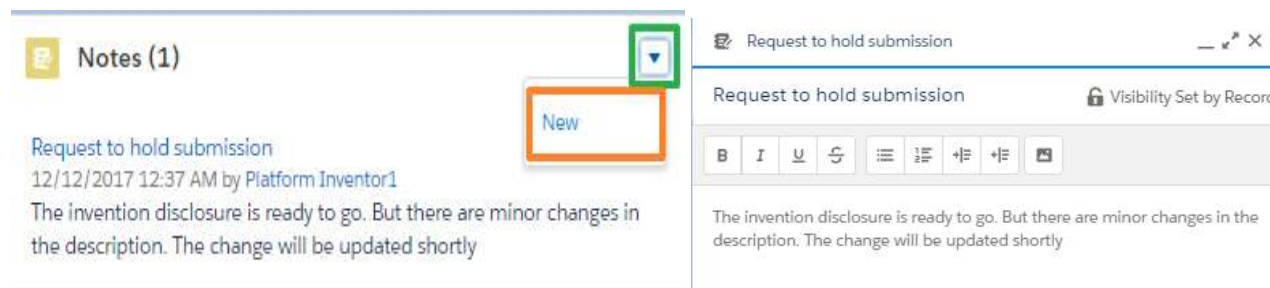
Note: This is similar to the Matter Management Activity in the legacy system.

- **Notes**

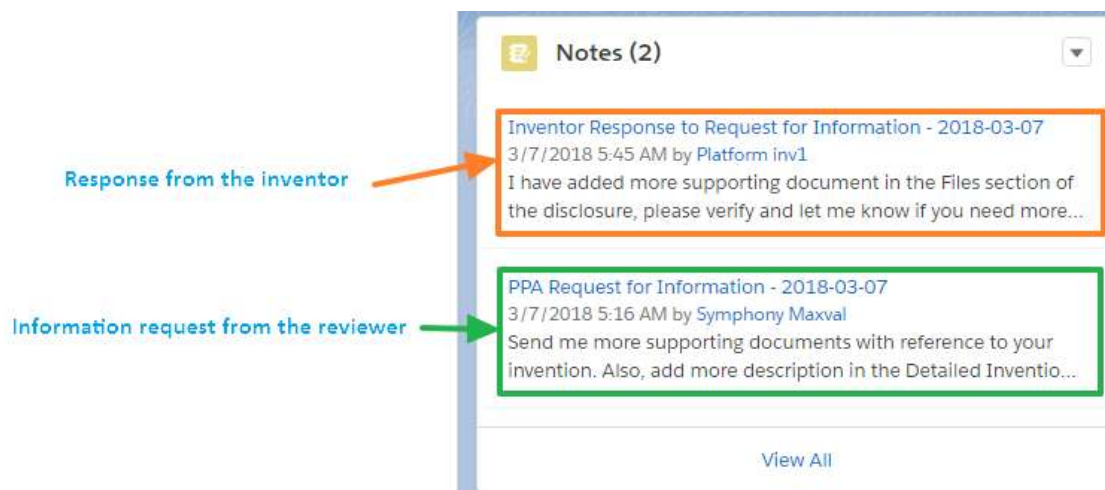


Notes section allows you to add a note for the given invention disclosure that will be available for other members and the reviewers. Similarly, others on the record can add notes.

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.



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

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

- Invention Disclosure:** Provides details submitted by the inventor.
- Roles:** Provides information on key stakeholders of the invention.
- Disclosure Rating (Optional):** This is for the user to provide a rating to the invention.
- Correspondence:** communication exchange related to the invention is stored here.

- e. **Contribution:** This is the Remuneration related tab, which will be visible only if the record is eligible for remuneration. Only the related business unit IP Compensation Manager has access to view the details.
- f. **Remuneration Record:** This is the Remuneration related tab to store reward-related information. The details in this tab will be visible only for related business unit IP Compensation Manager.
- g. **Email History:** Contains the record of communication between the IP Coordinator and/or IP Coordinator and the inventor(s).
- h. **DocuSign Documents:** In this section, IP Compensation Managers and/or IP Coordinators can keep a track of status of invention related agreements such as remuneration agreements that are 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 if applicable
5. **Patent Review Board:** Details regarding the assigned patent review board if applicable

6. **Request Patentability Search /Defensive Publication:** Contains additional details if the record needs external patentability search or defensive publication
7. **Related Records:** List of IDF or Patents related to the submitted IDF
8. **Legacy Details:** List of legacy records related to the submitted IDF
9. **System Information:** Date and Role assigned to the IDF

b. Email History

All the correspondence between the user (IP Coordinator) and the inventor is recorded in the Email History tab.

| Invention Disclosure | Roles | Rating | Correspondence | Contribution | Email History | More ▾ |
|--------------------------|---|-----------------------------------|------------------------|--------------|---------------|--------|
| 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 | | | |

c. Roles

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

| | | | | | | | |
|---|-------------------------|-------------------------------------|--------------------------------|------------------------------|--------------------------------------|-------------------------------|------------------------------------|
| Invention Disclosure | Roles | Rating | Correspondence | Contribution | Remuneration Records | Email History | DocuSign Documents |
| <div><div></div><div>Invention Disclosure Roles (3)</div></div> | | | | | | | |
| 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 | | | | | | | |

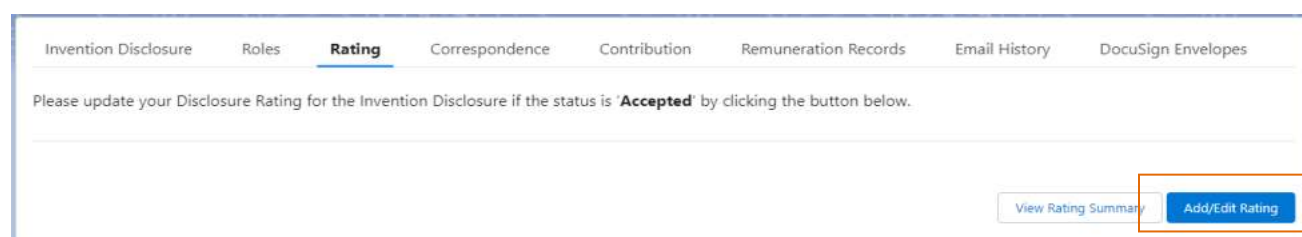
Note: IP Coordinators should email Docketing (tfdocketing@maxval.com) if they want to add individuals with Roles to a record. Emails to Docketing should include the Symphony Docket No. in brackets in the subject line.

d. Disclosure Rating

This section allows the IP Coordinator or IP Responsible Manager to rate the invention disclosure under different dimensions. The rating and the instructions will help the team learn more about the disclosure in terms of effective filing and patentability. This section also provides instructions to the IP Coordinator to consider before reviewing and drafting/filing the disclosure.

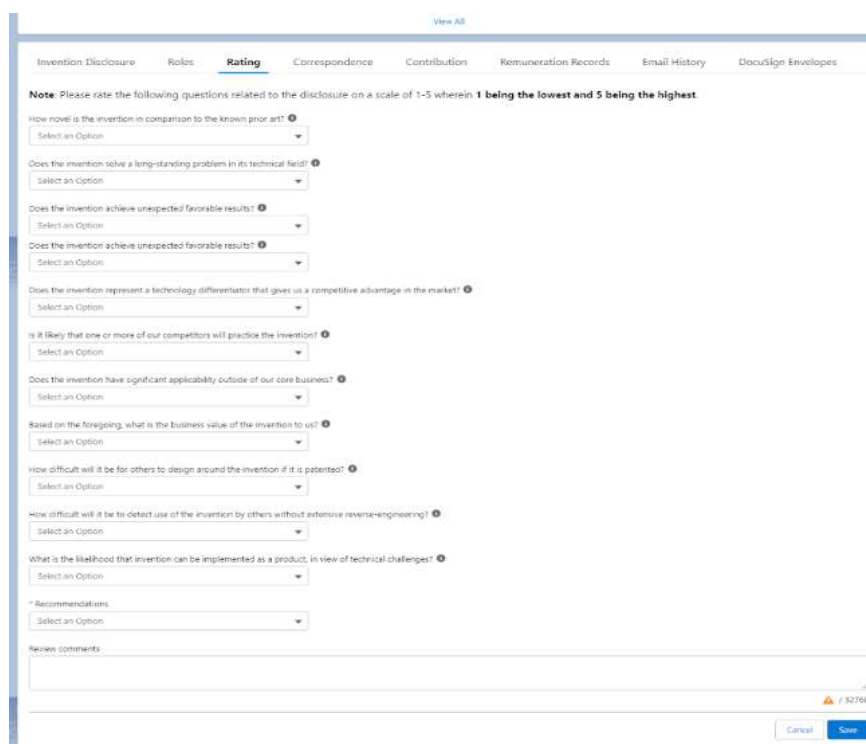
User can add a new rating or edit the existing rating for the invention disclosure by choosing the **Add/Re-enter Rating** option.

Note: As of June, 2022, Thermo Fisher does not have a defined rating system for all IDF's in all Business Units. Accordingly, the rating is optional and can be a rating specific to one Business Unit.



The screenshot shows the 'Rating' tab selected in a navigation bar. Below the navigation bar, there is a message: "Please update your Disclosure Rating for the Invention Disclosure if the status is 'Accepted' by clicking the button below." At the bottom right, there are two buttons: "View Rating Summary" and "Add/Edit Rating". The "Add/Edit Rating" button is highlighted with an orange rectangle.

Each rating that needs to be allocated is between 1- 5, where 1 specifies the minimum value to be assigned to the question, while 5 specifies the maximum value.



The screenshot shows the 'Rating' form with a list of questions to be rated on a scale of 1-5. The questions are:

- How novel is the invention in comparison to the known prior art?
- Does the invention solve a long-standing problem in its technical field?
- Does the invention achieve unexpected favorable results?
- Does the invention achieve unexpected favorable results?
- Does the invention represent a technology differentiator that gives us a competitive advantage in the market?
- Is it likely that one or more of our competitors will practice the invention?
- Does the invention have significant applicability outside of our core business?
- Based on the foregoing, what is the business value of the invention to us?
- How difficult will it be for others to design around the invention if it is patented?
- How difficult will it be to detect use of the invention by others without extensive reverse-engineering?
- What is the likelihood that invention can be implemented as a product, in view of technical challenges?
- * Recommendations
- Review comments

At the bottom right, there are "Cancel" and "Save" buttons. A small icon and the number "52768" are visible near the bottom right corner.

If the IDF is assigned to a business unit with a Review Committee, and if the Reviewers key in their ratings, then the IP Coordinator and IP Responsible Manager may view the ratings provided by other users 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 Envelopes](#)

Please update your Disclosure Rating for the Invention Disclosure if the status is **Accepted** by clicking the button below.

[View Rating Summary](#)
[Add/Edit Rating](#)

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 ⓘ | |

e. Correspondence

The **Correspondence** tab displays emails to and from the respective stakeholders.

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

[Invention Disclosure](#)
[Roles](#)
[Rating](#)
[Correspondence](#)
[Contribution](#)
[Remuneration Records](#)
[More](#)

New Task [Email](#)

* From: System Admin TF <guna.av@maxval.com>

To:

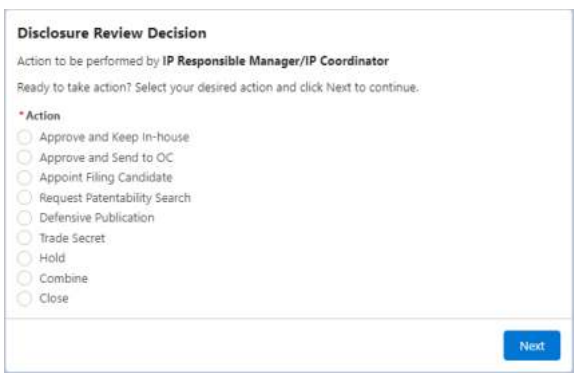
Bcc: guna.av@maxval.com X

Subject: Enter Subject...

Font: Size:
B *I* U A

3. Disclosure Review Decision

The IP Coordinator or IP Responsible Manager may review the invention disclosures submitted by the inventors and can take the following actions while reviewing.



During the review process, the user can also schedule review meetings that help in collaborating with stakeholders to complete the review. Refer to PRC Meetings for more information.

Below is the Invention disclosure review workflow running in Symphony:

- The inventor submits the invention disclosure, which is reviewed by the reviewer (IP Coordinator or IP Responsible Manager)
- During the review process, the reviewer coordinates with the inventor if the disclosure needs more information or additional supporting files
- The reviewer can send back the disclosure until it is ready for filing
- The approved disclosure is then ready for in-house counsel or Outside Counsel to prepare a draft application

The review process differs based on the disclosure review decision you choose. Refer to the topics listed below for choosing the relevant process for an action.

a. Approve and Keep In-house

If the application will be drafted by an internal practitioner, select the **Approve and Keep In house** option under the **Disclosure Review Decision** to approve the reviewed disclosure and save it in the application. Click **Next** to continue.

Disclosure Review Decision

Action to be performed by **IP Responsible Manager/IP Coordinator**

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](#)

Fill out the necessary fields available under each topic in the next step:

Disclosure Review Decision


*** First Filing Jurisdiction**

United States of America

*** Filing Type**

Provisional

*** Applicant**

Search Entities... 


Comments

[Previous](#) [Next](#)


System will send an email notification to the inventors informing about the review decision:

Disclosure Review Decision

To

 Inventor02 (vishnupriya.d+inv02@maxval.com) X





Cc





 Responsible Manager (vishnupriya.d+resp@maxval.com) X

Subject

TP346480IDF Update - Approve and Keep In-house

Mail body

Salesforce Sans 12 B I U    

Thank you for submitting the [invention disclosure](#) identified above. We appreciate you are taking the time to complete this document.

This disclosure has been reviewed and approved for filing a patent application covering your invention. Responsible Manager will be responsible for its preparation and will contact you within the next one to two months to initiate the patent application preparation process.

In the meantime, if you have not already done so, please collect and submit all relevant materials you may have regarding this invention, including notebook entries, test results, drawings, meeting notes, and prior art references. In addition, if you have

[here](#)

[Previous](#) [Send](#)

On sending the notification, the status of Invention Disclosure changes to **Closed – Approved for Filing**. This action also creates a patent shell record and can be accessed by clicking on the “here” link.

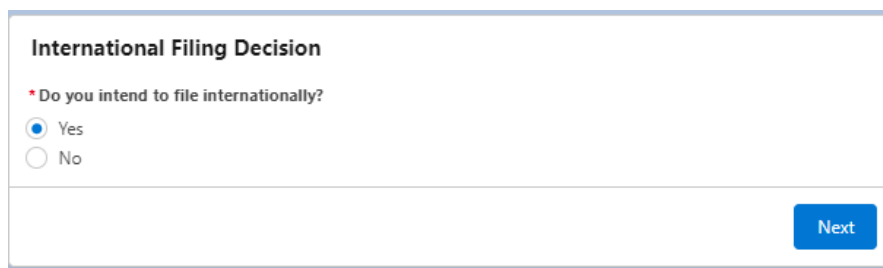
Disclosure Review Decision

This Disclosure is approved and the patent shell record can be accessed [here](#).

[Save](#)

International Filing Decision

The International Filing Decision Card displays the question “Do you intend to file internationally?” and gives options Yes/No.



International Filing Decision

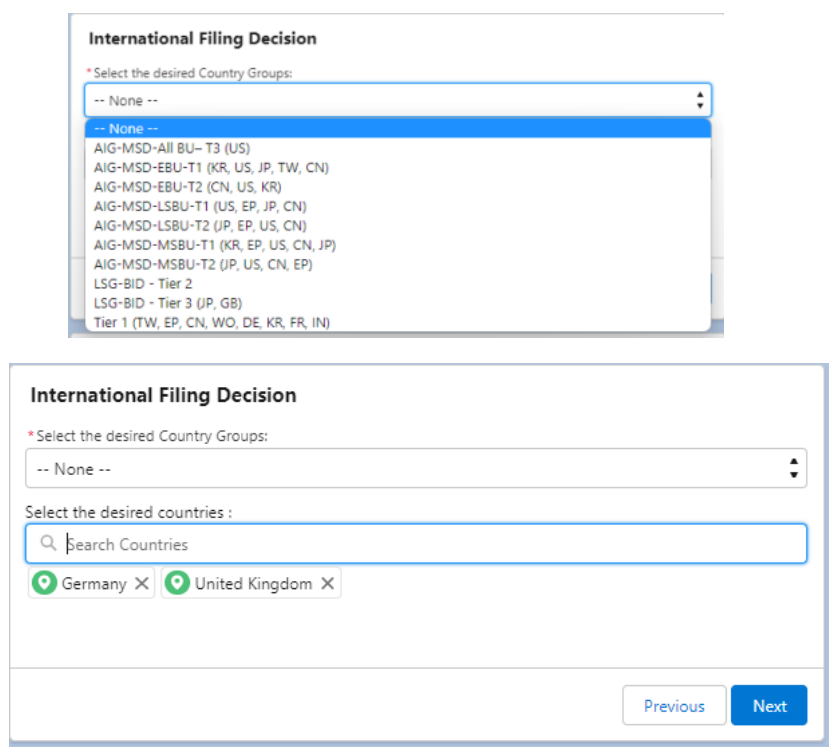
* Do you intend to file internationally?

☒ Yes

☐ No

Next

This decision can be postponed until a later date. However, if you already know the filing strategy, you may select the desired country groups from the drop-down list OR select the desired countries from the search box and click **Next** to create the International Filing Strategy.



International Filing Decision

* Select the desired Country Groups:

-- None --

-- None --

AIG-MSD-All BU- T3 (US)

AIG-MSD-EBU-T1 (KR, US, JP, TW, CN)

AIG-MSD-EBU-T2 (CN, US, KR)

AIG-MSD-LSBU-T1 (US, EP, JP, CN)

AIG-MSD-LSBU-T2 (JP, EP, US, CN)

AIG-MSD-MSBU-T1 (KR, EP, US, CN, JP)

AIG-MSD-MSBU-T2 (JP, US, CN, EP)

LSG-BID - Tier 2

LSG-BID - Tier 3 (JP, GB)

Tier 1 (TW, EP, CN, WO, DE, KR, FR, IN)

International Filing Decision

* Select the desired Country Groups:

-- None --

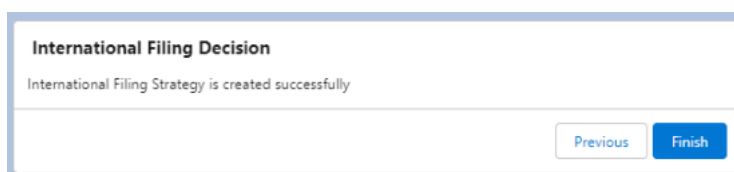
Select the desired countries :

Search Countries

Germany X United Kingdom X

Previous Next

Click **Finish** to complete the process.



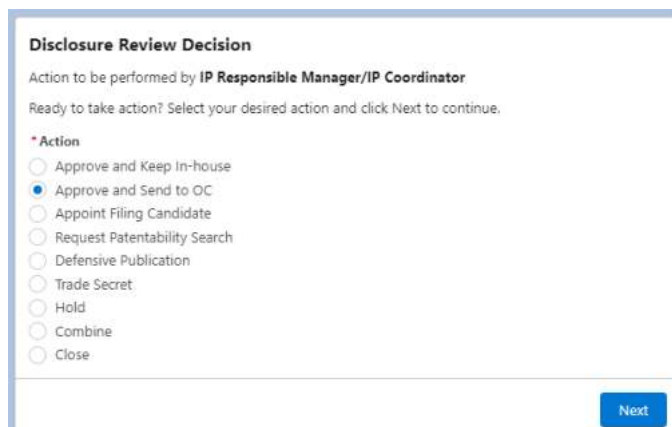
International Filing Decision

International Filing Strategy is created successfully

Previous Finish

b. Approve and Send to OC

If the application will be drafted by Outside Counsel, then select **Approve and Send to OC**. The IDF will be approved for further patent filing process and an Outside Counsel (OC) will be selected to draft the application. The status of the IDF changes to **Closed – Approved for Filing**.



IP Coordinator OR IP Responsible Manager must provide the following instructions for the OC:

- First Filing Jurisdiction/Country
- Filing Type
- Instruction for Case
- Instruction for Outside Counsel
- Target Filing date
- Applicant

Click **Next** to complete the process. The status change of the invention disclosure will be reflected in the **Disclosure Status** section.

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
Search Entities...

* Confirm Law Firm Tier
Tier A

* Select Law Firm
-- None --

Complete this field.
Select Outside Counsel Individual
None

Previous Next

c. Appoint Filing Candidate

On selecting the Appoint Filing Candidate option, the IP Coordinator can make a decision to put the patent filing process on Hold and also write any additional comments until the filing candidate can take further action. Status of Invention Disclosure changes to **Approve Filing Candidate**.

Disclosure Review Decision

Action to be performed by **IP Responsible Manager/IP Coordinator**

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

d. Request Patentability Search

By selecting Request Patentability Search, the IP Coordinator can assign either a law firm or a vendor to carry out the search.

Disclosure Review Decision

Action to be performed by **IP Responsible Manager/IP Coordinator**

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

Go

*** Choose Law Firm/Vendor**

- ☒ Law Firm
- ☐ Vendor

*** Confirm Law Firm Tier**

-- None --

*** Select Law Firm**

-- None --

Select Outside Counsel Individual

None

Previous Next

When selecting the Law Firm, the IP Coordinator can select the following details:

- Confirm Law Firm Tier
- Select Law Firm
- Select Outside Counsel

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

*** Confirm Law Firm Tier**

-- None --

*** Select Law Firm**

-- None --

Select Outside Counsel Individual

None

Previous Next

On selecting the Vendor, the IP Coordinator can select any of the vendors from the drop-down list as shown below.

☒ Vendor

*** Vendor**

--Select--

--Select--

Cardinal Intel. Prop

Effectual KN Services

Ingenious E-Brain Solutions

Landon IP

MaxVal

TFS - Internal

e. Defensive Publication

By selecting the defensive publication option, the IP Coordinator should select the vendor who will carry out the publication action on behalf of the organization. Add any additional comments if required.

Disclosure Review Decision

Action to be performed by **IP Responsible Manager/IP Coordinator**

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--

Comments

Previous

Next

f. Trade Secret

On selecting Trade Secret as disclosure review decision, a new record gets created in the Trade Secret module. The previously added comments get updated in the Notes widget. The trade secret record will contain IDF information and a new record number as a unique identifier.

Disclosure Review Decision

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

Comments

Previous

Next

System Administrator

[Home](#)
[Invention Disclosures](#)
[Patents](#)
[Reports](#)
[Dashboards](#)
[Admin](#)
[Import](#)
[Other Matters](#)
[Person](#)
[Inventor Awards](#)
[Award Policies](#)
[RBC Meetings](#)
[Renewals](#)
[Trade Secrets](#)
[More](#)

Track Secret
TS-0011

[Edit](#)
[Delete](#)
[Close](#)

Inventor
[InventorID](#)

Path
[AG-CAD-M&M Gauging-Wilmington \(BU\)](#)

Information

| | | | |
|---------------------------|------------|----------------|------------------------------------|
| Track Secret | TS-0011 | Invention Date | 3/27/2022 |
| Title | | Owner | System Admin TF |
| Test details | | Path | AG-CAD-M&M Gauging-Wilmington (BU) |
| Inventor | | | |
| Base Invention Disclosure | 1F34494EDF | | |

[Invention Details](#)

[Additional Details](#)

Files (0)

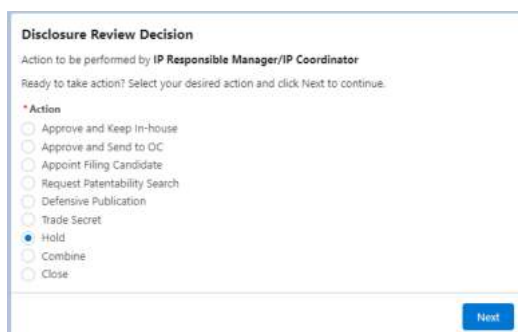
[Upload Files](#)

Or drop files

Notes (0)

g. Hold

On selecting Hold, the IP Coordinator can put the IDF record on hold until a decision has been taken to take further review.



Disclosure Review Decision
Action to be performed by **IP Responsible Manager/IP Coordinator**
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

h. Combine

IP Coordinator can combine the current record to an existing record with help of the search option as shown below.



Disclosure Review Decision
Action to be performed by **IP Responsible Manager/IP Coordinator**
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

Search Disclosure...

Previous

Next

Note. IP Coordinator can only combine records with IDF which belong to the same business unit.

i. Close

On selecting close, the IDF record will be closed, and no application will be filed. Any comments added in the following widget will be visible under Notes.

Disclosure Review Decision

Action to be performed by **IP Responsible Manager/IP Coordinator**

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

Patent

Selection of Patent from the tabs at the top allows you to manage the complete list of patent assets of your organization. The IP Coordinator can view, sort, and filter the list of records.

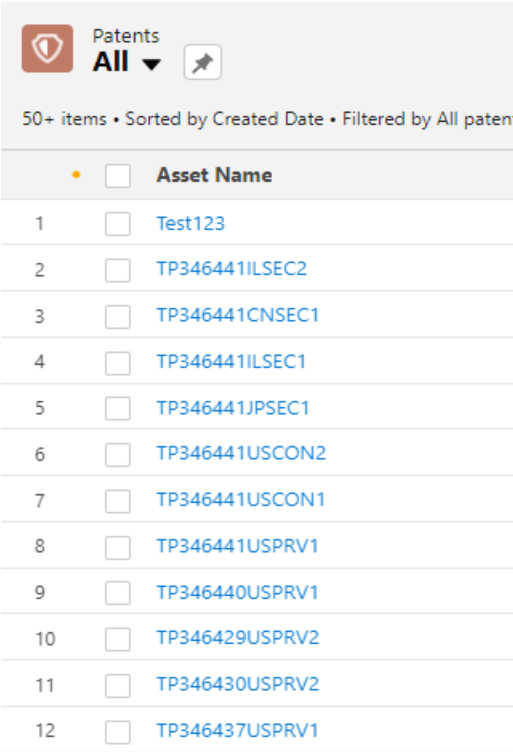
A patent asset can be any of the following:

- Application
- Publication
- Patent
- Opposition

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

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

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



| | <input type="checkbox"/> | Asset Name |
|----|--------------------------|--------------------------------|
| 1 | <input type="checkbox"/> | Test123 |
| 2 | <input type="checkbox"/> | TP346441ILSEC2 |
| 3 | <input type="checkbox"/> | TP346441CNSEC1 |
| 4 | <input type="checkbox"/> | TP346441ILSEC1 |
| 5 | <input type="checkbox"/> | TP346441JPSEC1 |
| 6 | <input type="checkbox"/> | TP346441USCON2 |
| 7 | <input type="checkbox"/> | TP346441USCON1 |
| 8 | <input type="checkbox"/> | TP346441USPRV1 |
| 9 | <input type="checkbox"/> | TP346440USPRV1 |
| 10 | <input type="checkbox"/> | TP346429USPRV2 |
| 11 | <input type="checkbox"/> | TP346430USPRV2 |
| 12 | <input type="checkbox"/> | 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) that you want to view.

| | Asset Name | Docket No. | Title | Status | Created Date |
|---|--------------------|--------------------|-----------------|-----------------|-----------------------------|
| 1 | TP346501<JURISD... | TP346501<JURISD... | title | Drafting | 5/27/2022, 8:01... |
| 2 | TP346487USCON1 | TP346487USCO... | US ID Test B | Continuation | Drafting 5/27/2022, 5:27... |
| 3 | TP346487USUTL1 | TP346487USUTL1 | US ID Test B | Utility Non... | Drafting 5/27/2022, 4:24... |
| 4 | TP346487USPRV1 | TP346487USPR... | US ID Test B | Provisional | Comp... 5/27/2022, 4:13... |
| 5 | TP346487USORG1 | TP346487USOR... | US Patent group | Utility Orig... | Drafting 5/27/2022, 12:2... |

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

ThermoFisher Scientific
IP Department

Logged in as Paralegal 1 (pparalegal1@msnail.com) Log out as Paralegal 1

Search...

Home Invention Disclosures Patents Trademarks Renewals Reports Dashboards PRC Meetings Other Matters Inventor Awards More

Remuneration-12 + Follow Edit Max IDS S-Draw Manual Overriding Data Sync

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 Docket Roles Prosecution History Documents Correspondence Related 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

Specification

Claims | Specification (Link to PTO)

- Claims Update | Refresh Claims
- Specification Update

Patent Family

PTA and TD

Click here to generate PTO forms

Notes (0)

DocuSign

DocuSign: Send Documents for Signature

| File Name | Created Date |
|--|--------------|
| TP346324USORG1 - Assignment.doc | May 18, 2022 |
| TP346324USORG1 - Assignment (COPY).doc | May 18, 2022 |

Add Person Send Envelope

Forms

Files (0)

Upload File

Or drop files

Invention Disclosure Meetings (0)

Other Matters

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 the top ribbon of a patent page. The title is 'Multi-reflection mass spectrometer'. To the right of the title are buttons: '+ Follow', 'Edit', 'Delete', 'Max-IDS', 'S-Docs', and 'Manual Overriding' with a dropdown arrow. Below the title is a table with the following data:

| | | | | | |
|----------------|-------------|------------------------------------|--------------------------|-----------------|----------------------|
| Docket No. | Filing Date | Patent/Publication/Application No. | Business Unit | Outside Counsel | First Named Inventor |
| TP108673USUTL1 | 11/27/2019 | US10964520 | AIG-CMD-LSMS-Bremen (BU) | | Hamish Stewart |

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

- Generate pre-populated templates and checklists using **S-Docs**.
 - **Note:** S-Docs forms will be heavily used by the paralegals, but IP Coordinators have access and will be able to generate forms
- Directly navigate to **Max-IDS** for managing references and IDS forms for a given asset.
- Select the fields to be **manually overridden**.

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

- **Schedule Disclosure Meeting**

This section allows IP Coordinator to schedule a review meeting for the given disclosure. The widget is present when the patent is in the Drafting stage. If you do not see this widget, it means that the patent application is filed, and the status is moved from Drafting to Pending.

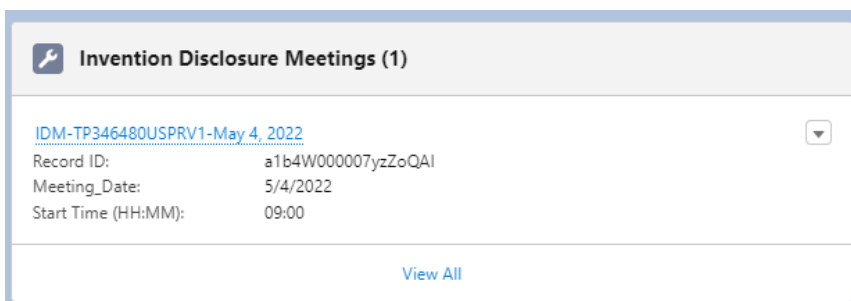
Note: Not all IP Coordinators conduct review meetings, but if you support a Business Unit that does this, the features are available and shown in more detail below:

The screenshot shows the 'Schedule Disclosure Meeting' widget. It has a title 'Schedule Disclosure Meeting' and a sub-header '*Select an option'. Below this are two radio buttons: 'Skip Disclosure Meeting' and 'Schedule Disclosure Meeting'. A 'Next' button is at the bottom right. Below this is a detailed form for scheduling the meeting. The form has the title 'Schedule Disclosure Meeting' and the following fields:

- *Meeting Date: A date picker field.
- *Meeting Start Time (HH:MM): A time input field.
- *Meeting Duration (in minutes): A number input field.
- *Meeting Location: A text input field.

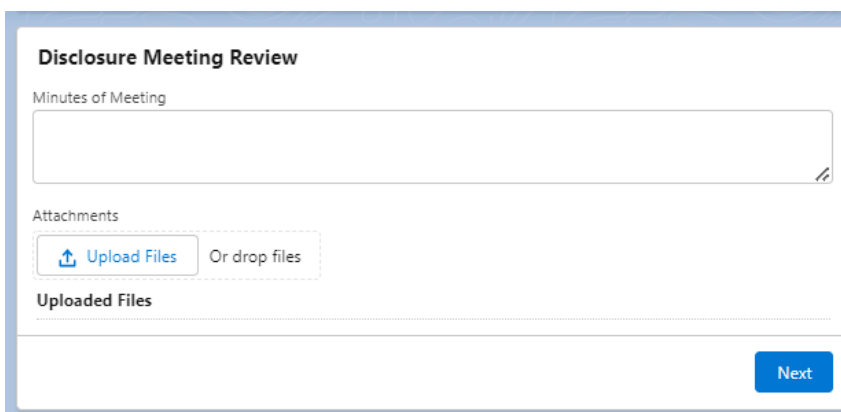
At the bottom of the form are 'Previous' and 'Next' buttons.

Once the meeting is scheduled, the IP Coordinator can review the upcoming meeting details in the below widget.



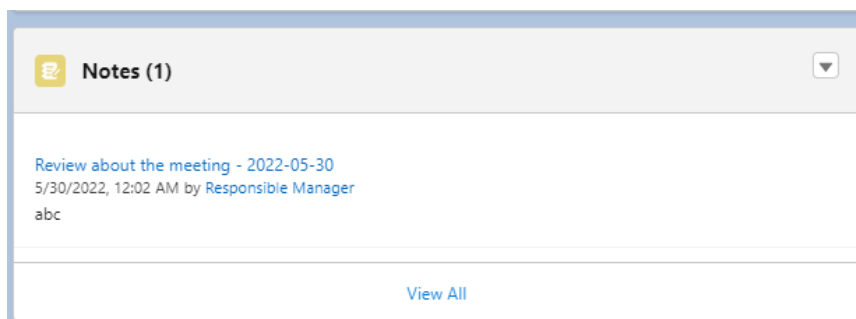
The screenshot shows a widget titled "Invention Disclosure Meetings (1)" with a wrench icon. It displays a link "IDM-TP346480USPRV1-May 4, 2022" with a dropdown arrow. Below the link, the following details are listed: Record ID: a1b4W000007yzZoQA, Meeting_Date: 5/4/2022, and Start Time (HH:MM): 09:00. At the bottom, there is a "View All" link.

You may directly update your meeting minutes in the below widget:



The screenshot shows a widget titled "Disclosure Meeting Review". It contains a text area labeled "Minutes of Meeting" with a pencil icon. Below this is an "Attachments" section with an "Upload Files" button and the text "Or drop files". Underneath is an "Uploaded Files" section. At the bottom right, there is a blue "Next" button.

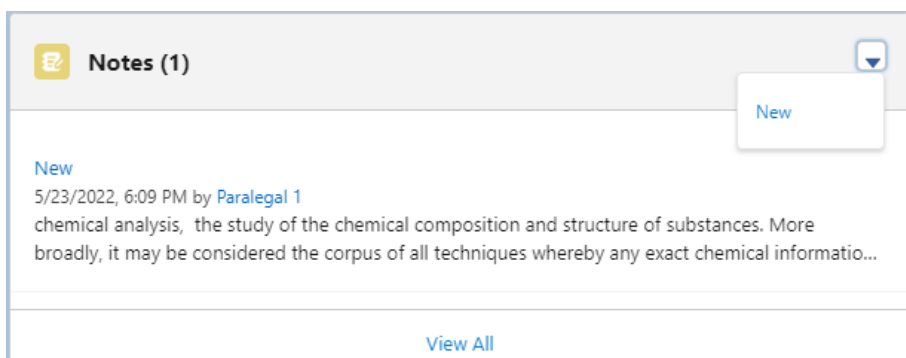
The updated minutes get added to **Notes**.



The screenshot shows a widget titled "Notes (1)" with a notepad icon. It displays a note titled "Review about the meeting - 2022-05-30" with a timestamp "5/30/2022, 12:02 AM" and the author "Responsible Manager". The note content is "abc". At the bottom, there is a "View All" link.

- **Notes**

This section displays the notes and other information related to the asset. It also allows you to add new notes to the asset by selecting the down-arrow on the top-right corner.



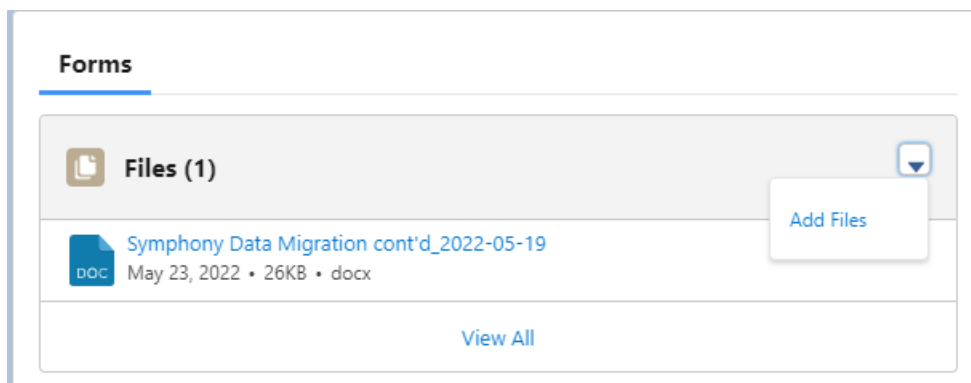
- **DocuSign**

This includes files or forms generated through S-Docs that need to be sent to stakeholders.



- **Forms**

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



- **Other Matters**

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

Other Matters

Related Patents - Other Matters (0)

- 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 Invento...

Dmitry Grinfeld

Person Email:

Primary Inventor:

Is External Invento...

Alexander Makarov

Person Email:

Primary Inventor:

Is External Invento...

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

Title:

Business Unit:

First Named Inventor:

blablabla

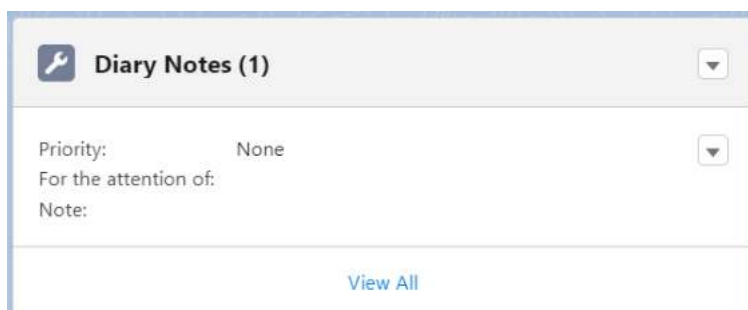
AIG-CMD-CMD Division Office

Edit

View All

- Diary Notes**

This feature allows the user to capture Notes related to the case. This is similar to the Matter Management Activity in the legacy system.



Diary Notes (1)

Priority: None

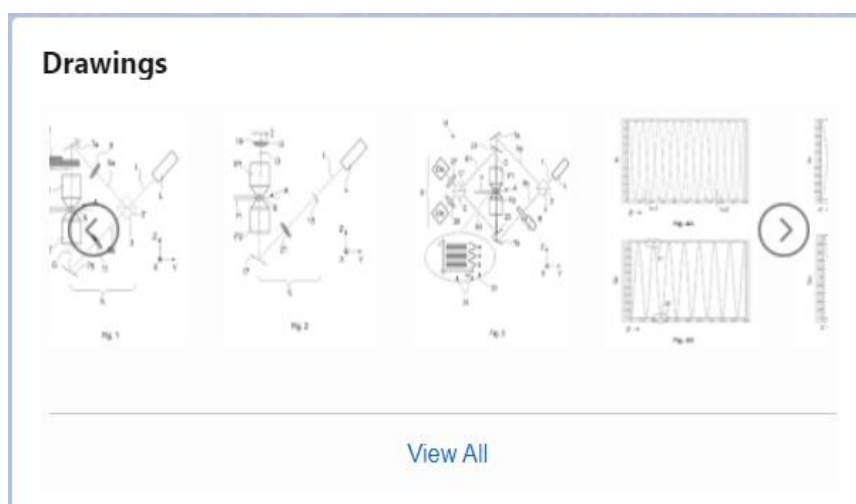
For the attention of:

Note:

[View All](#)

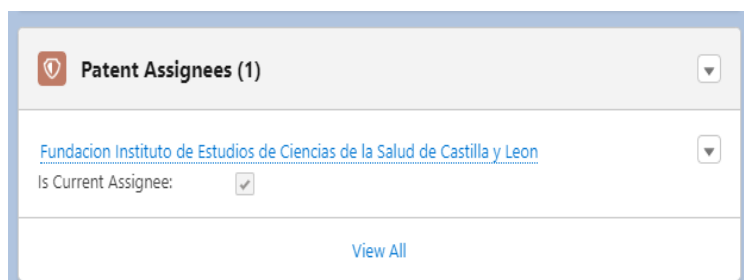
- **Drawings**

This contains the drawings and illustrations applicable to the invention.



- **Patent Assignees**

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



Patent Assignees (1)

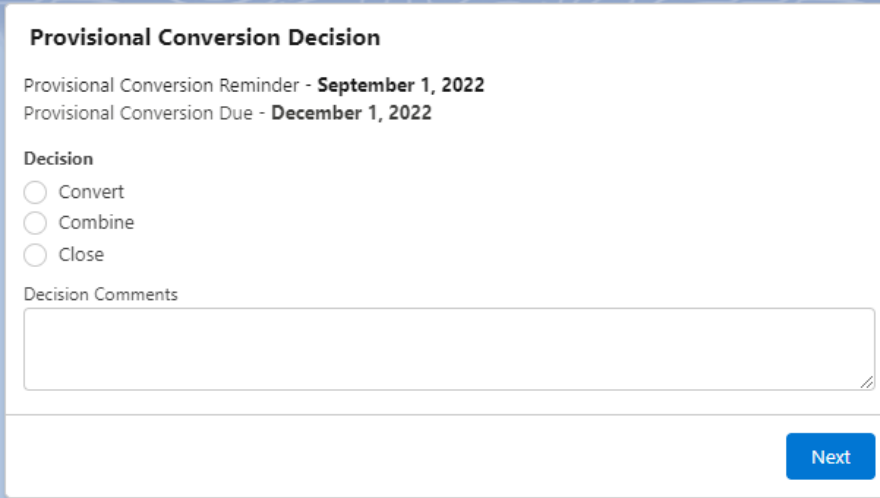
[Fundacion Instituto de Estudios de Ciencias de la Salud de Castilla y Leon](#)

Is Current Assignee: ☒

[View All](#)

- **Provisional Conversion**

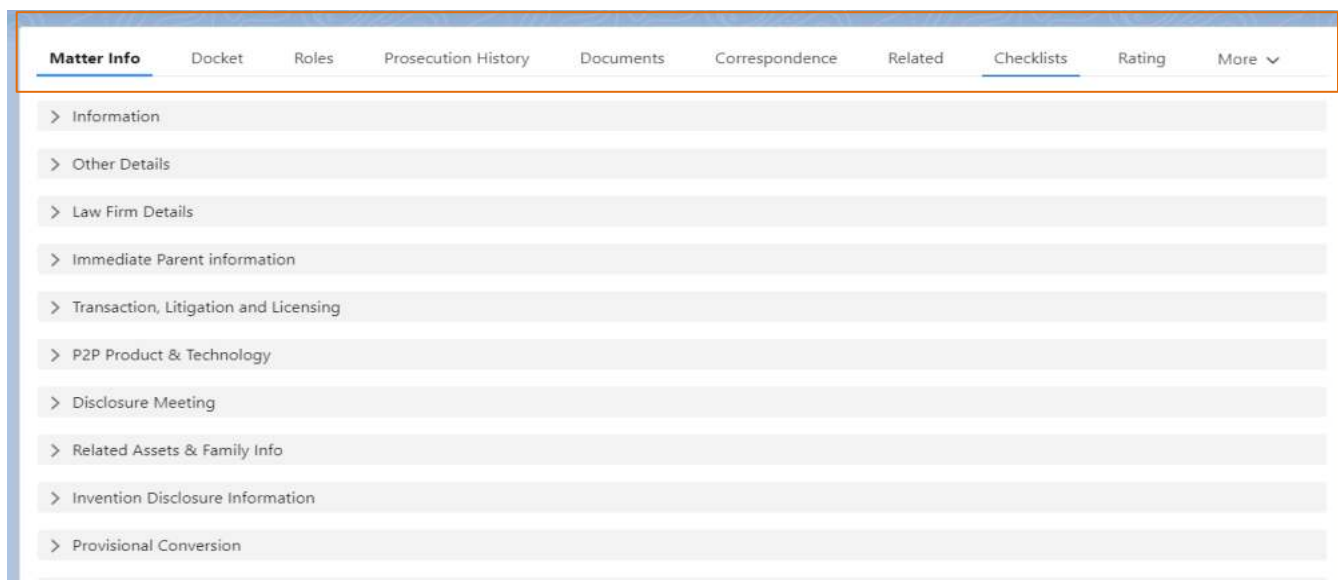
The IP Coordinator will be able to see the Patent Provisional Conversion widget on the right-hand side if the selected patent has a Case type: Provisional and the Status: Pending. The IP Coordinator can take any one of the following three decisions on the Provisional application:



The screenshot shows a web form titled "Provisional Conversion Decision". Below the title, there are two lines of text: "Provisional Conversion Reminder - September 1, 2022" and "Provisional Conversion Due - December 1, 2022". Under the heading "Decision", there are three radio button options: "Convert", "Combine", and "Close". Below these options is a text area labeled "Decision Comments". At the bottom right of the form is a blue button labeled "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 IP Coordinator can combine the selected patent with a pre-existing patent by selecting the Combine option. Post selecting combine, they can search for related patents to be combined with the present provisional application.
- **Close:** If they want to close the filed provisional conversion, they can select Close and add additional comments for reference.

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

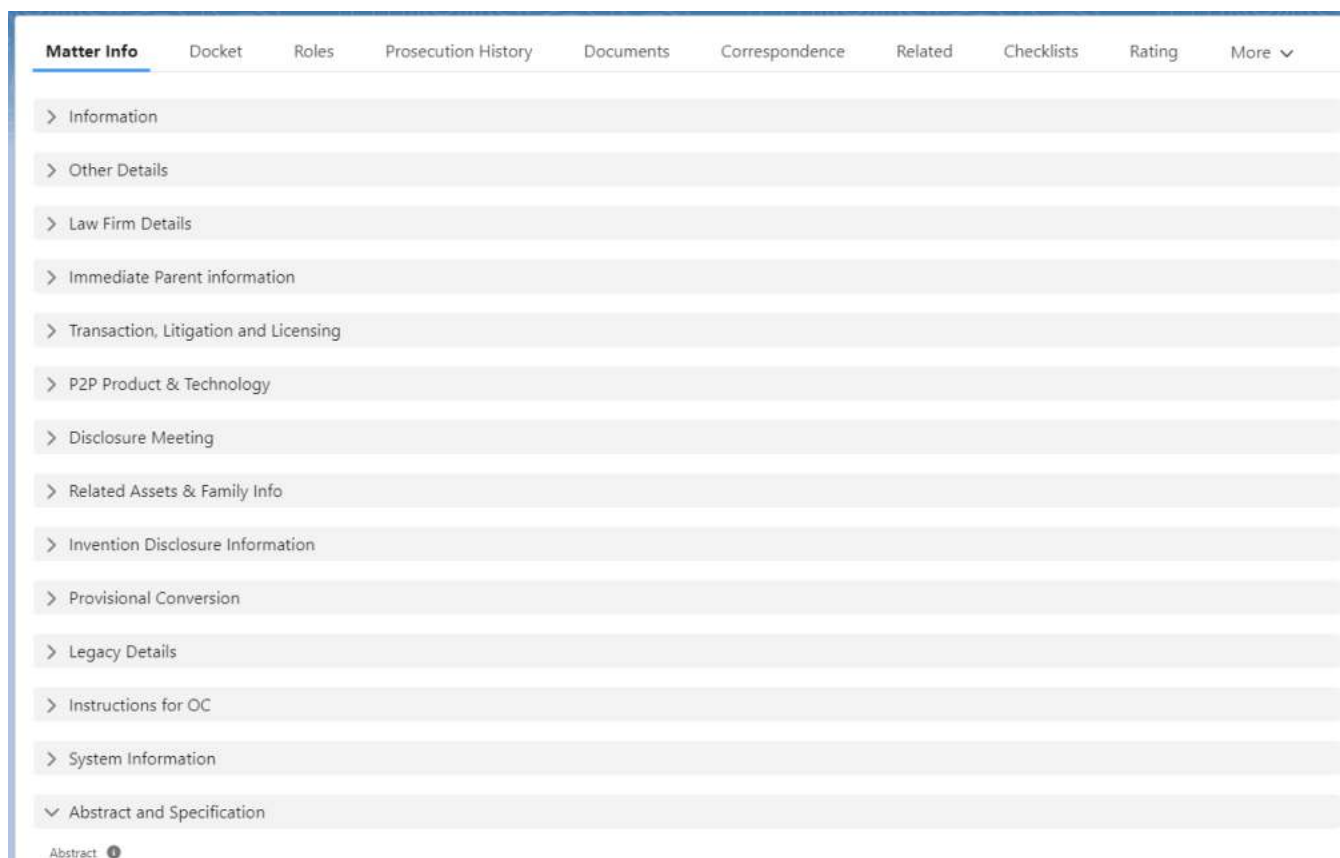


- Matter Info
- Docket
- Roles
- Prosecution History
- Documents
- Correspondence
- Related
- Checklist
- Rating
- Group, Division and BU

a. Matter Info

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

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



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.

| Matter Info | Docket | Roles | Prosecution History | Documents | Correspondence | Related | Checklists | Rating | More ▾ |
|---|---------------|-----------------------------|---------------------|---|----------------|---------|------------|--------|--------|
| <div> <div> Add Event Add Ad hoc Activity Abandon </div> <div>Show Pending</div> </div> | | | | | | | | | |
| <div> <div> <div>Q Search Actions</div> </div> </div> | | | | | | | | | |
| EVENT DATE | EVENT | DE-DOCKETED BY | DE-DOCKETED DATE | ACTION | | | | | |
| + | 06-02-2022 | Notice of Allowabili... | | Continuation/CIP/Divisional Application Due 09-02-2022 | | | | | |
| | | | | Issue and Publication Fee Due 09-02-2022 | | | | | |
| + | 05-23-2022 | Notice of Allowabili... | | Continuation/CIP/Divisional Application Due 08-23-2022 | | | | | |
| | | | | Issue and Publication Fee Due 08-23-2022 | | | | | |
| + | 05-17-2022 | Filing Date | | Adjusted Expiry 04-22-2042 | | | | | |
| | | | | Foreign Filing Due 04-22-2023 | | | | | |
| + ✓ | 05-11-2022 | Patent Shell Record Created | | | | | | | |
| + | 04-22-2022 | Effective Filing Date | | Expiry 04-22-2042 | | | | | |

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 docketing team will add and close/complete docketing events manually based on the document code and country law docketing rules.

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 |
|----------------|--|-----------|---|
| ALIN 03, 2021 | Certificate of Correction - Post Issue Communication | COCOLIT |  |
| Nov 27, 2019 | Drawings-only black and white line drawings | DRW |  |
| Nov 27, 2019 | Assignee showing of ownership per 37 CFR 3.73 | R3.73 |  |

Last synced date : May 24, 2022

Refresh

Sync IFW

Application Mapping

Mar 11, 2021

Email Notification

OA.EMAIL



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.

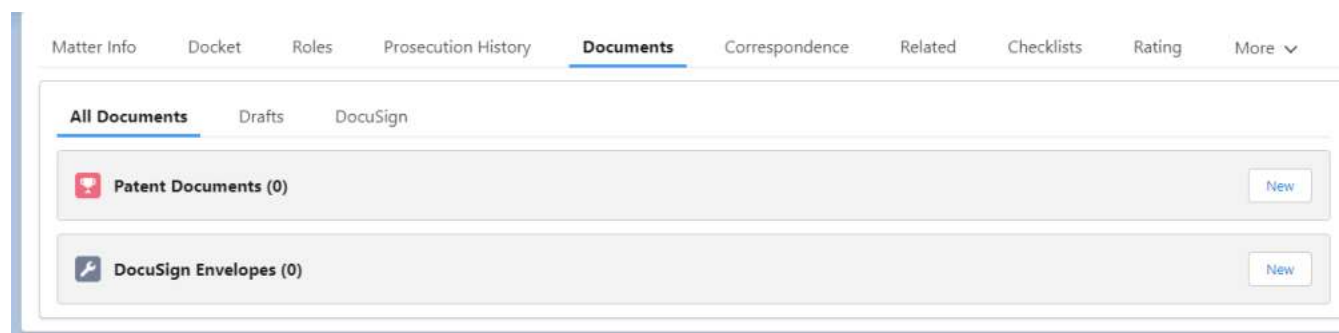
d. Documents

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

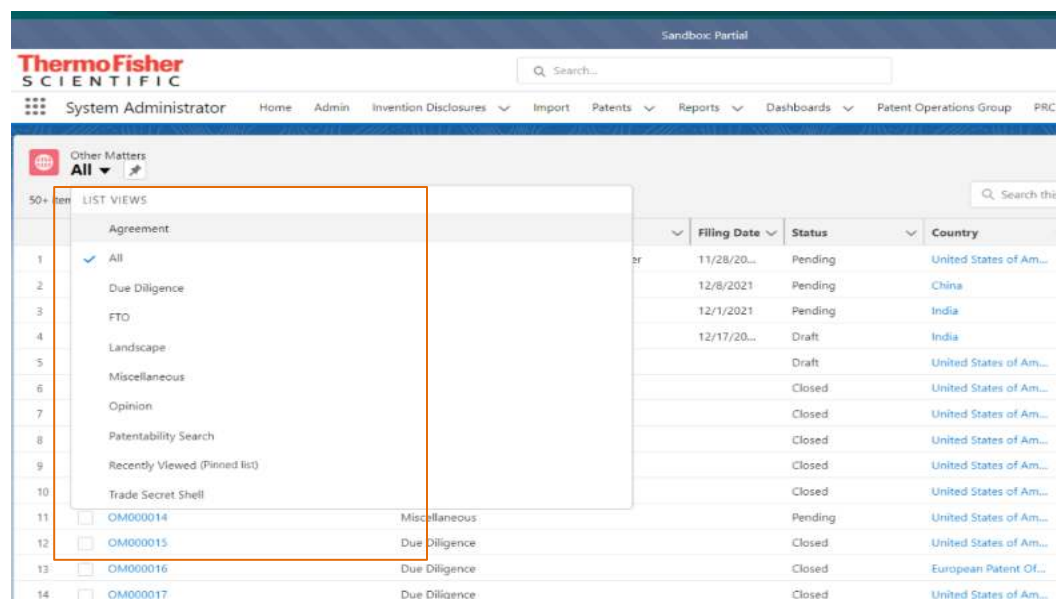
Other Matters

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.

| Docket No. | Legacy Docket No. | Project | Asset Type | Product | Filing | Status | Country | Last Modified By | Last Modified Date | Created By | Created Date |
|------------|-------------------|-------------------------------------|-----------------------|---------|--------|---------|--------------------------|------------------|---------------------|-----------------|--------------------|
| 1 | OM000016 | Xylem Portfolio Prosecution-General | Miscellaneous | | | Closed | United States of America | System Admin TF | 3/17/2022, 11:38 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, 3:35 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 | OM000098 | U.S. Genomics | 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 | OM000684 | 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 | TPM00574 | 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 | OM001388 | 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 | OM001308 | 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 | United States of America | 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 | OM001366 | 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 | OM001365 | TPM00564 | 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 |

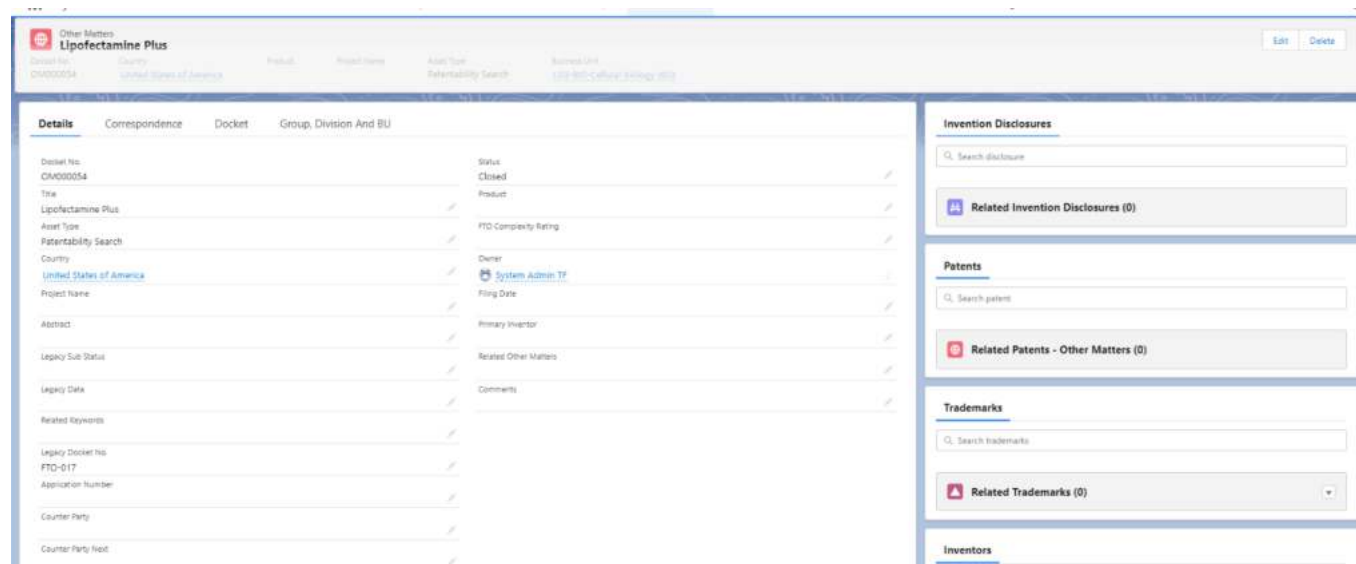
The listed records can be filtered based on the status by clicking the dropdown icon as shown below:



a. Other Matters Synopsis

i. Details

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



ii. Correspondence

The **Correspondence** tab allows you to send out an email to the respective stakeholders.

The screenshot shows the 'Correspondence' tab in the Symphony User Guide. The interface includes a 'New Task' section with a dropdown menu set to 'Email'. Below this, there are fields for 'From' (System Admin TF <guna.av@maxval.com>), 'To' (empty), 'Bcc' (guna.av@maxval.com), and 'Subject' (Enter Subject...). A rich text editor with various formatting options (Font, Size, Bold, Italic, Underline, Text Color, Background Color, Bulleted List, Numbered List, Indent, Outdent, Link, Unlink, Image, Video, Table, etc.) is provided for composing the email. At the bottom, there is a 'Related To' field with a dropdown menu showing 'QM000054' and a 'Send' button.

iii. Docket

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

The screenshot shows the 'Docket' tab in the Symphony User Guide. The interface includes a 'Details' section with a 'Create Ad hoc Activity' button. Below this, there is a section titled 'Docket Activities (0)'. A modal window titled 'Add Ad hoc activity' is open, showing fields for 'Docketing activity', 'Event date', 'Due date', and 'Comments'. The modal also includes 'Cancel' and 'Save' buttons.

- **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.

▼ Roles

| Other Matters Roles (5) | | | |
|-------------------------|---------------------------------|----------|-------------------|
| 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 Evens | | ▼ |

[View All](#)

iv. **Group, Division, and BU**

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

Other Matters
Test add roles and inventors

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

 **Related Invention Disclosures (0)**

ii. Inventors

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

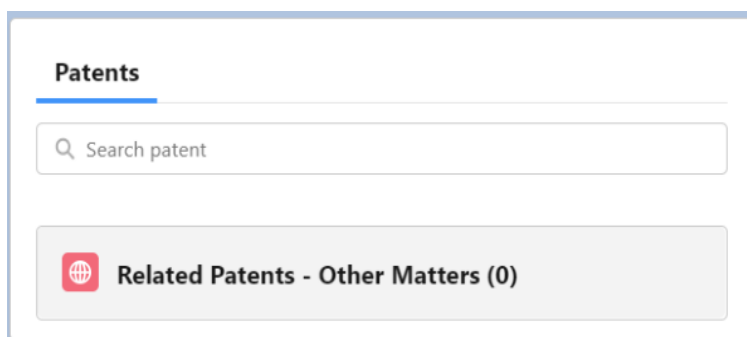
Inventors

 **Inventors (0)**



iii. Patents

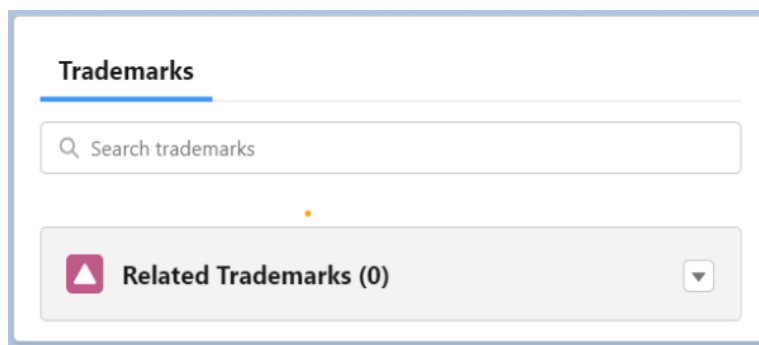
Docketing can add any associated patent record to the pre-existing other matter record.



The screenshot shows a user interface for the 'Patents' section. At the top, the word 'Patents' is underlined. Below it is a search bar with a magnifying glass icon and the placeholder text 'Search patent'. Underneath the search bar is a grey rectangular button with a red globe icon on the left and the text 'Related Patents - Other Matters (0)' on the right.

iv. Trademarks

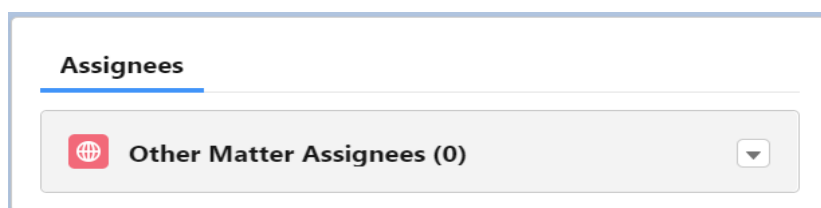
Docketing can add any associated Invention Disclosure record to the pre-existing other matter record.



The screenshot shows a user interface for the 'Trademarks' section. At the top, the word 'Trademarks' is underlined. Below it is a search bar with a magnifying glass icon and the placeholder text 'Search trademarks'. Underneath the search bar is a grey rectangular button with a purple triangle icon on the left, the text 'Related Trademarks (0)' in the middle, and a small downward-pointing arrow icon on the right.

v. Assignees

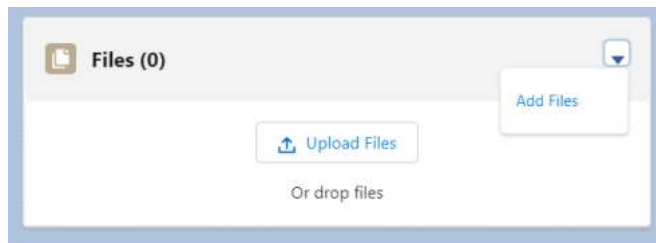
Docketing can assign any associated assignee by selecting the entity and matter IDF associated with the other record.



The screenshot shows a user interface for the 'Assignees' section. At the top, the word 'Assignees' is underlined. Below it is a grey rectangular button with a red globe icon on the left, the text 'Other Matter Assignees (0)' in the middle, and a small downward-pointing arrow icon on the right.

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. An example of a file you might wish to upload includes patent search results or due diligence schedules.



Email to Docketing

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

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

Note: The following roles receive copies of emails in patent records: IP Responsible Manager; IP Partner; Xdiv Partner; IP Paralegal. IP Coordinators do not receive copies of emails in patent records; they only receive emails related to invention disclosure records.

e-Signatures using DocuSign

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

Purging

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

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

The screenshot displays the 'Patent Remuneration 13' interface in Symphony. At the top, there is a header bar with the patent title and a sub-header with key information: Docket No. (TP305222USPRV1), Filing Date (4/15/2021), Patent/Publication/Application No. (US8883333), Business Unit (AIG-CMD-CMD Division Office), Outside Counsel, and First Named Inventor (Andrii Romash). Below this is a navigation bar with tabs: Matter Info, **Docket**, Roles, Prosecution History, Documents, Correspondence, Related, Checklists, Rating, and More. The 'Docket' tab is active, showing a table of events. The table has columns: EVENT DATE, EVENT, DE-DOCKETED BY, DE-DOCKETED DATE, and ACTION. The events listed are: 05-05-2022 (Doc Description test), 05-03-2022 (Latest Patent family member expired), and 05-02-2022 (Notice to File Miss...). To the right of the table, there are two green reminders: 'Documents Purging Due (Family Expired) - Reminder 04-23-2028' and 'Documents Purging Due (Family Expired) 05-03-2028'.

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

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

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

- All documents in the Documents tab
- All emails in the Collaboration tab
- 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

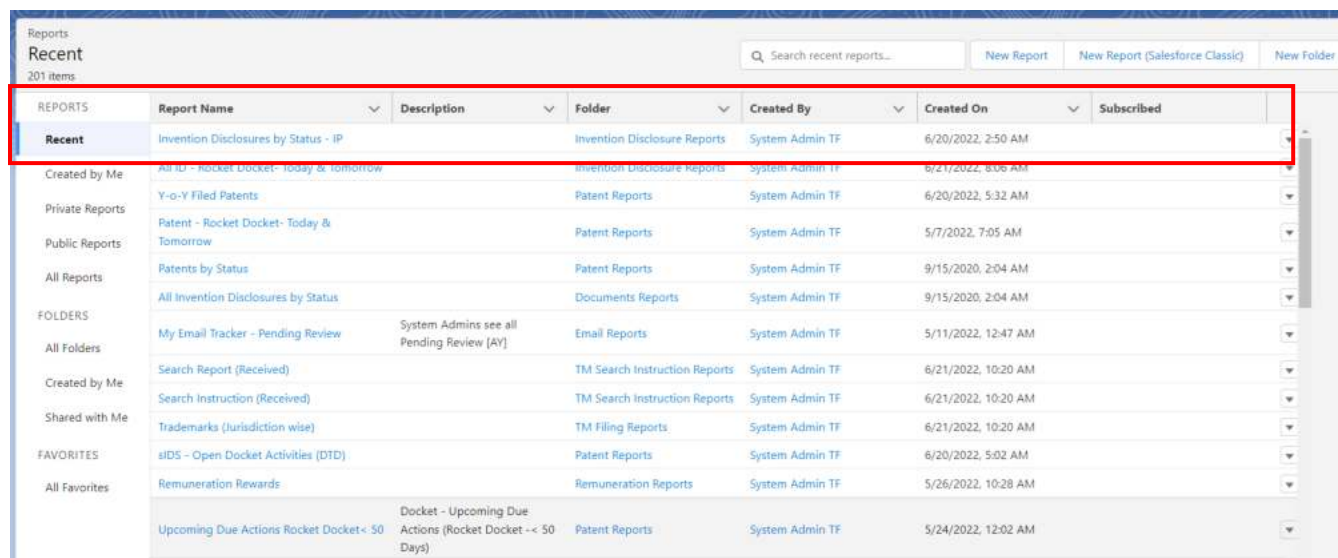
Transaction

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



| REPORTS | Report Name | Description | Folder | Created By | Created On | Subscribed |
|-----------------|--|---|-------------------------------|-----------------|---------------------|------------|
| Recent | Invention Disclosures by Status - IP | | Invention Disclosure Reports | System Admin TF | 6/20/2022, 2:50 AM | |
| Created by Me | All ILL - Rocket Docket - Today & Tomorrow | | Invention Disclosure Reports | System Admin TF | 6/21/2022, 8:06 AM | |
| Private Reports | Y-o-Y Filed Patents | | Patent Reports | System Admin TF | 6/20/2022, 5:32 AM | |
| Public Reports | Patent - Rocket Docket - Today & Tomorrow | | Patent Reports | System Admin TF | 5/7/2022, 7:05 AM | |
| All Reports | Patents by Status | | Patent Reports | System Admin TF | 9/15/2020, 2:04 AM | |
| | All Invention Disclosures by Status | | Documents Reports | System Admin TF | 9/15/2020, 2:04 AM | |
| FOLDERS | My Email Tracker - Pending Review | System Admins see all Pending Review [AY] | Email Reports | System Admin TF | 5/11/2022, 12:47 AM | |
| All Folders | Search Report (Received) | | TM Search Instruction Reports | System Admin TF | 6/21/2022, 10:20 AM | |
| Created by Me | Search Instruction (Received) | | TM Search Instruction Reports | System Admin TF | 6/21/2022, 10:20 AM | |
| Shared with Me | Trademarks (Jurisdiction wise) | | TM Filing Reports | System Admin TF | 6/21/2022, 10:20 AM | |
| FAVORITES | sIDS - Open Docket Activities (DTD) | | Patent Reports | System Admin TF | 6/20/2022, 5:02 AM | |
| All Favorites | Remuneration Rewards | | Remuneration Reports | System Admin TF | 5/26/2022, 10:28 AM | |
| | Upcoming Due Actions Rocket Docket < 50 Days | Docket - Upcoming Due Actions (Rocket Docket < 50 Days) | Patent Reports | System Admin TF | 5/24/2022, 12:02 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

| 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:

| Folder Name | Description | 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

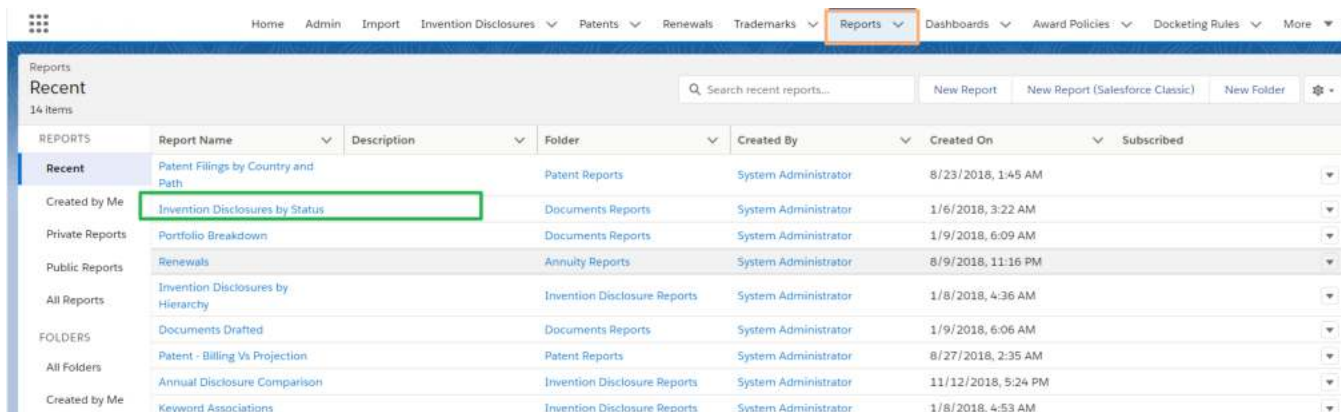
- o **All Folders**

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:

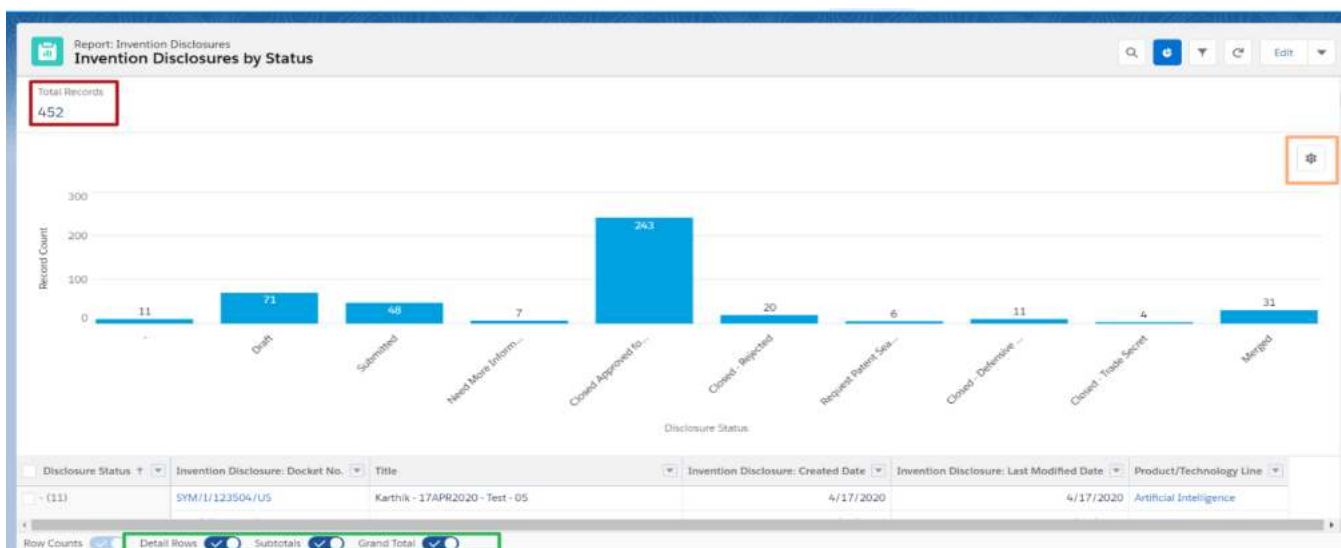
1. Click the **Reports** tab and select a report from the reports list. The report page will display the following information:



| 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 | |

• 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).



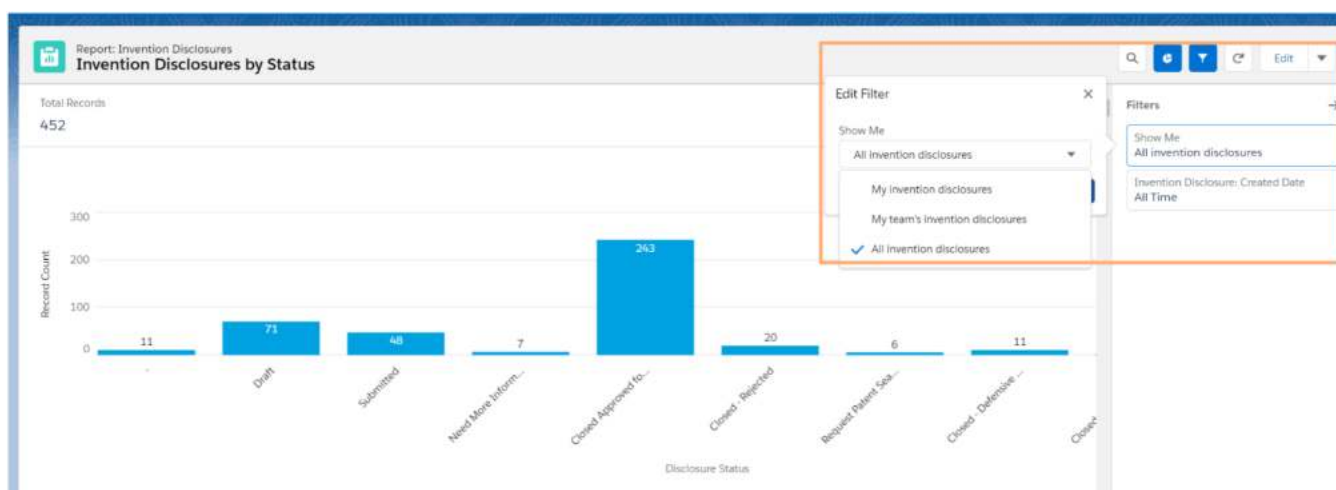
• Record Table

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) | 974815.1.2388888.001 | Internal Filing (National phase entry) | 11/20/2020 | 11/20/2020 | Artificial Intelligence |
| | 974815.1.2388888.001 | entry | 11/19/2020 | 11/19/2020 | Artificial Intelligence |
| | 974815.1.2388888.001 | Entry PGP | 9/18/2020 | 10/28/2020 | Artificial Intelligence |
| | 974815.1.2388888.001 | IP + PGP | 9/17/2020 | 9/23/2020 | Artificial Intelligence |
| | 974815.1.2388888.001 | IP + International filing | 9/17/2020 | 9/17/2020 | Artificial Intelligence |
| | 974815.1.2388888.001 | inventor | 9/17/2020 | 9/17/2020 | Artificial Intelligence |
| | 974815.1.2388888.001 | IP - combine with prior art with IP | 9/14/2020 | 9/14/2020 | Artificial Intelligence |
| | 974815.1.2388888.001 | IP - combine with prior art with IP | 9/14/2020 | 9/14/2020 | Artificial Intelligence |
| | 974815.1.2388888.001 | IP - combine with prior art with IP | 9/7/2020 | 9/7/2020 | Artificial Intelligence |

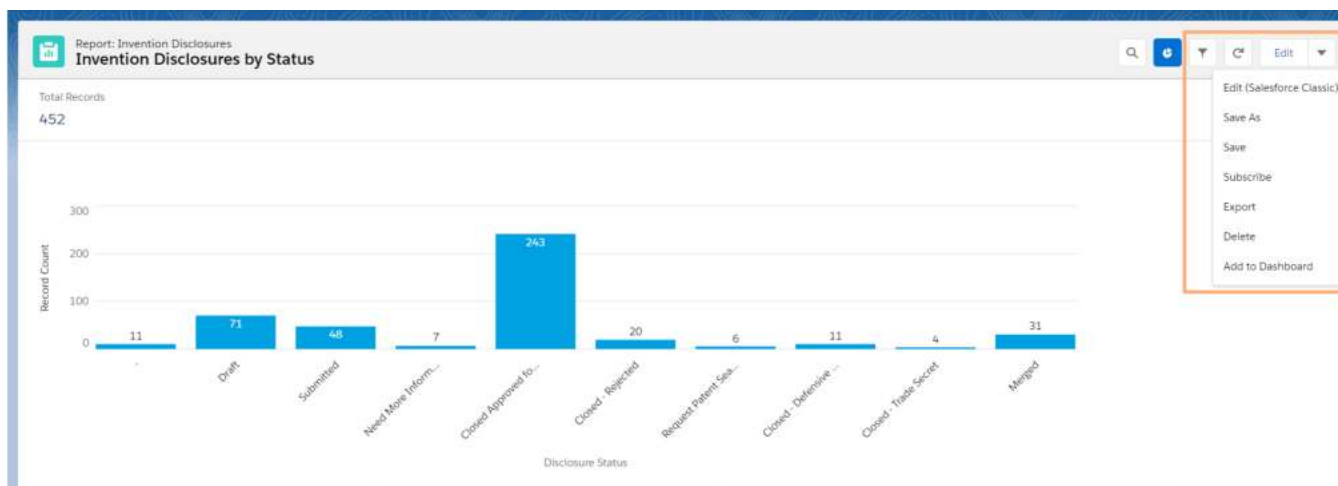
- **Filter Option**

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 information:

Home Admin Import Invention Disclosures Patents Renewals Trademarks **Reports** Dashboards Award Policies Docketing Rules More

Reports

Recent

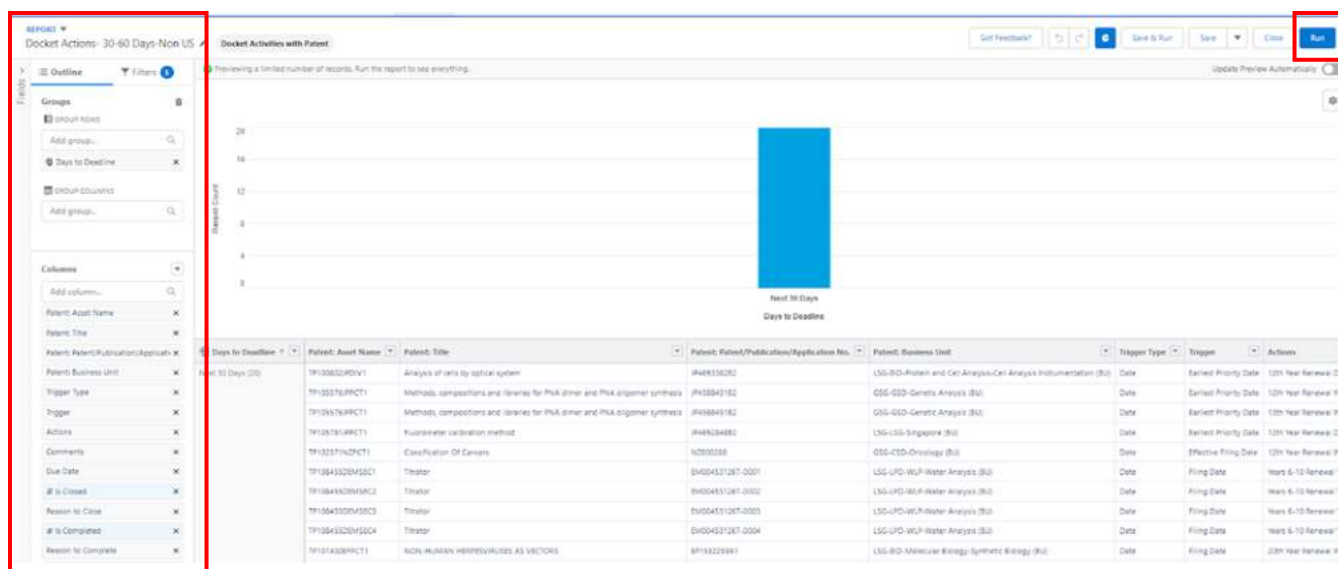
14 Items

Search recent reports...

New Report New Report (Salesforce Classic) New Folder

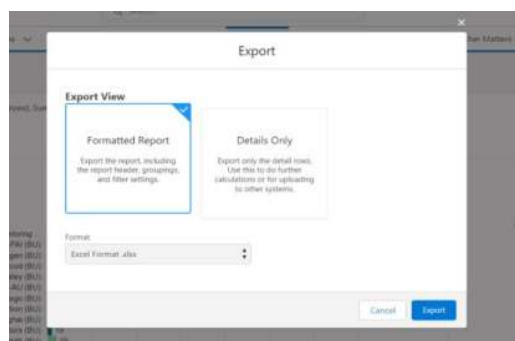
| REPORTS | Report Name | Description | Folder | Created By | Created On | Subscribed |
|-----------------|------------------------------------|-------------|------------------------------|----------------------|---------------------|------------|
| Recent | Patent Filings by Country and Path | | Patent 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.



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

- **Export Report**



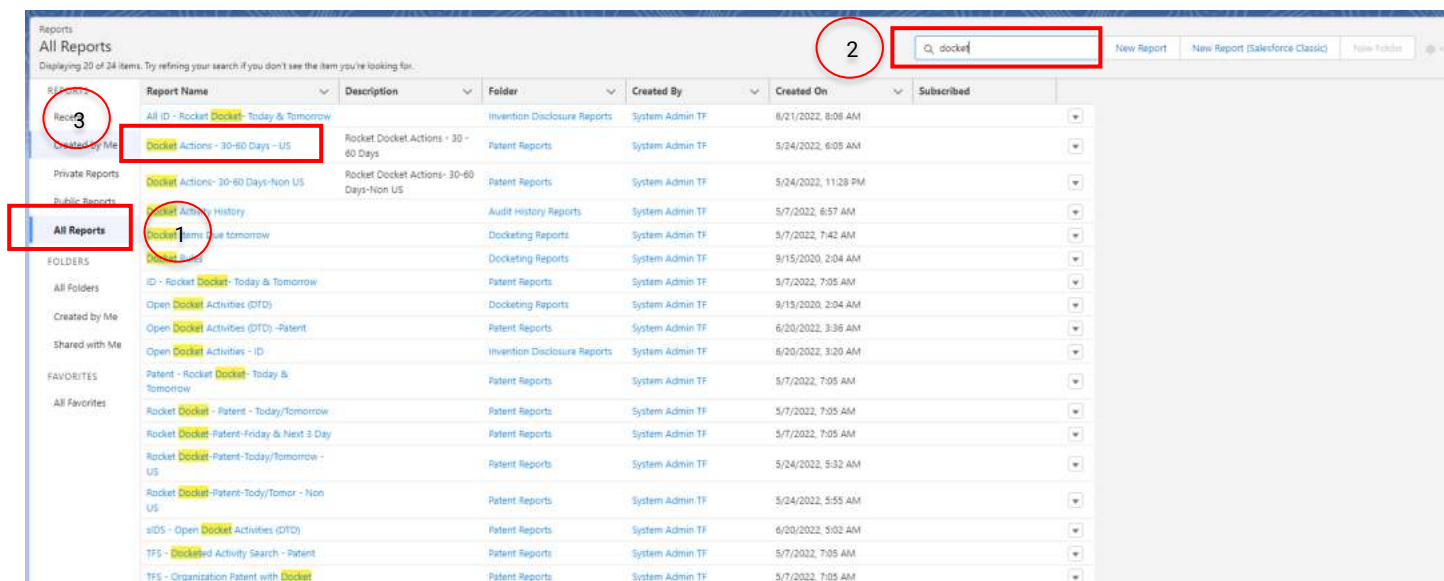
The 'Export' option allows the user to download the current report in the following ways:

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

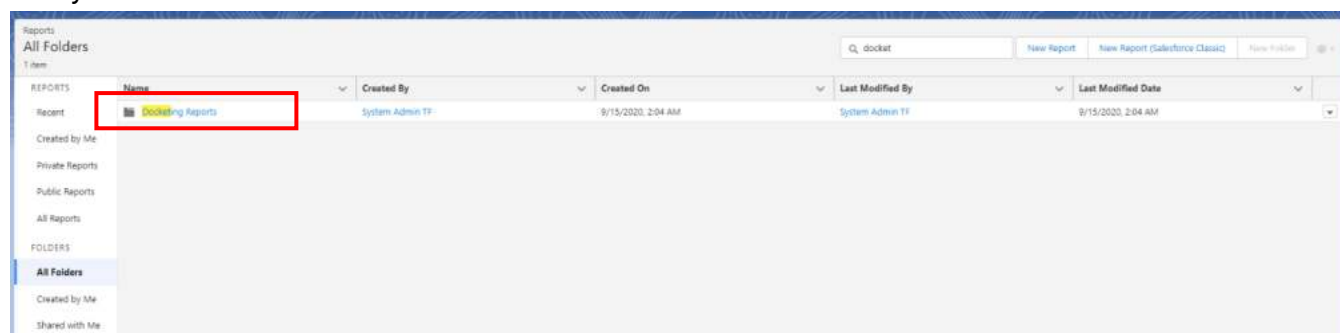
Step-by-Step Guide on 'How to Run' most frequently used reports in Symphony:


- **Docket Report:**

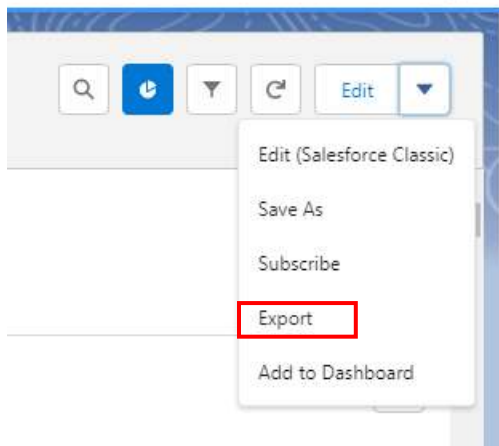
1. Click the **Reports** tab and click on **All Reports**.
2. Search for the report in the **Search** bar.
3. Click on the report that you want to run. In this example we are selecting **Docket Actions – 30-60 Days – US**.



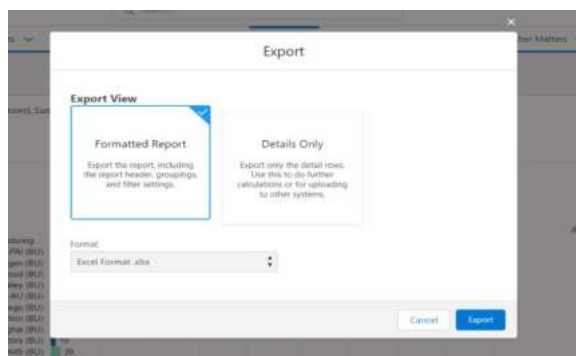
Alternatively, for quick access, you may create a folder and move all frequently used reports in the newly created folder.



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

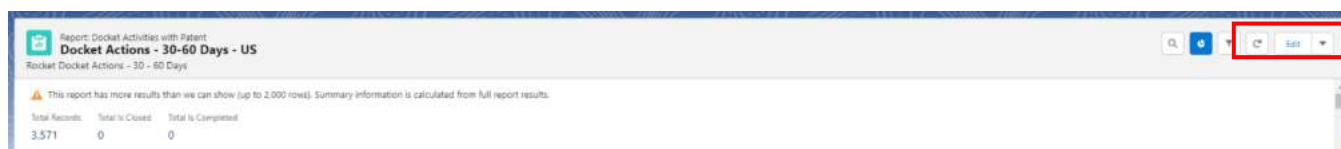


The 'Export' option allows the user to download the report as Formatted Report or as Details only.

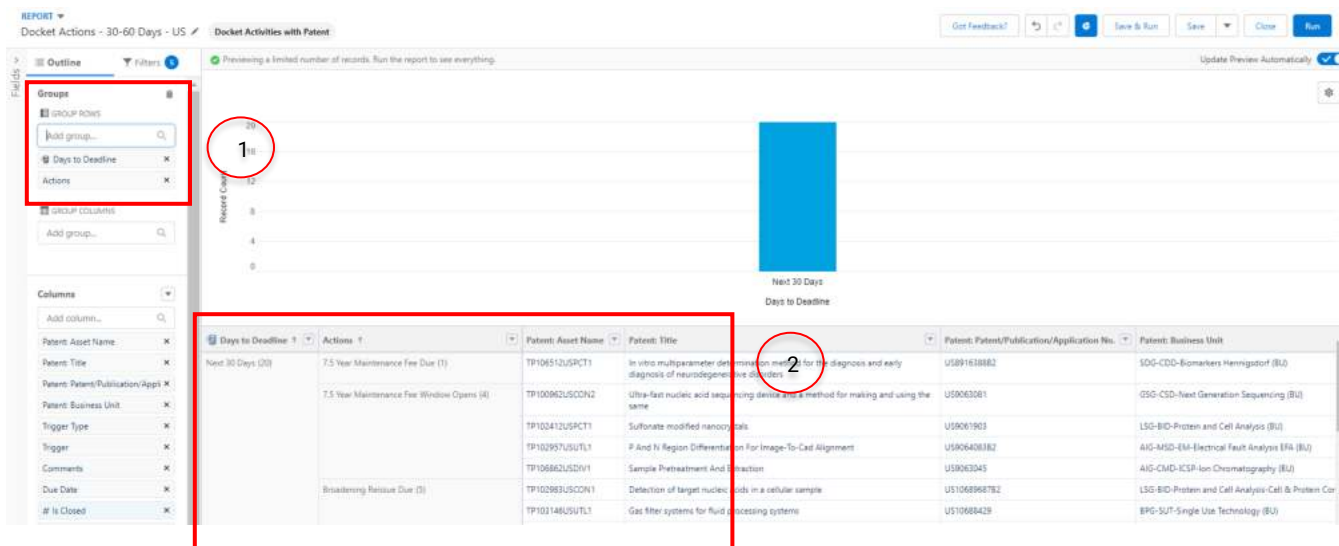


Select the option as per requirement, click on **Export** and save the report to your local drive.

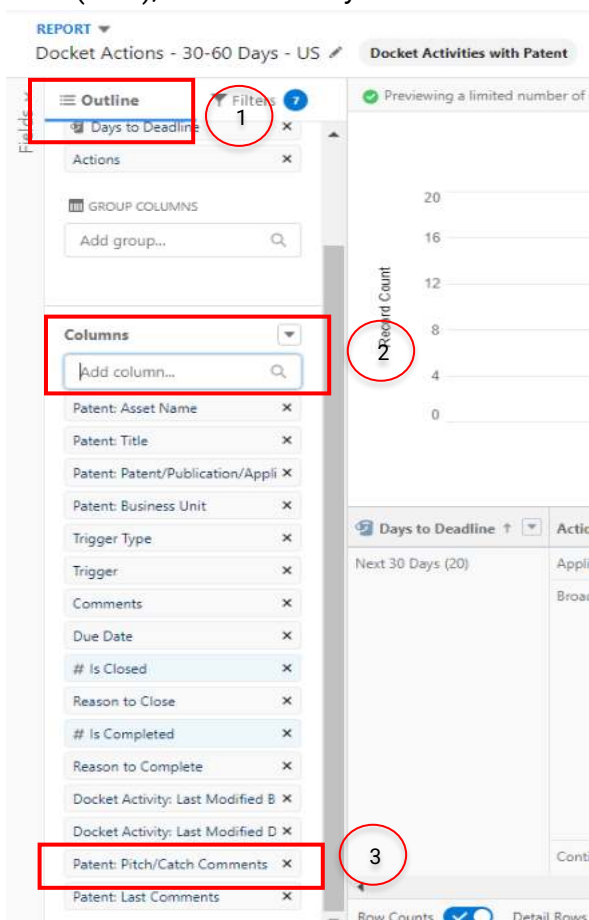
5. If you want to make some changes to the report before Export, click on **Edit**.



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

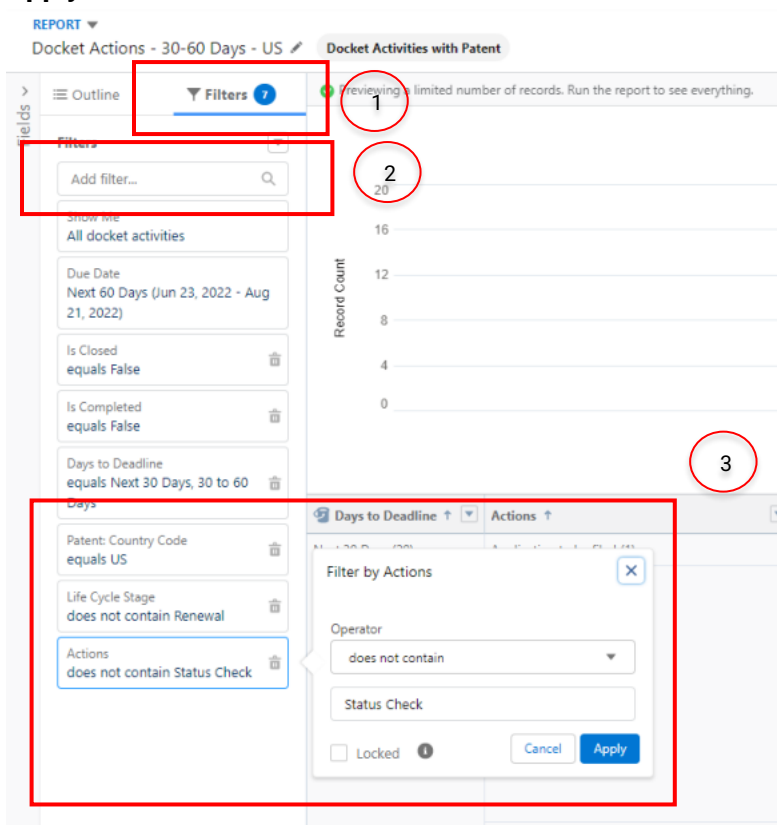


- To add additional columns to your report such as **Pitch/Catch Comments**, etc, choose the fields from the **Add column...** picklist. Alternatively, expand the Fields pane, then drag a field onto the Columns list or directly onto the report preview. To select multiple fields, press Ctrl (Windows),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

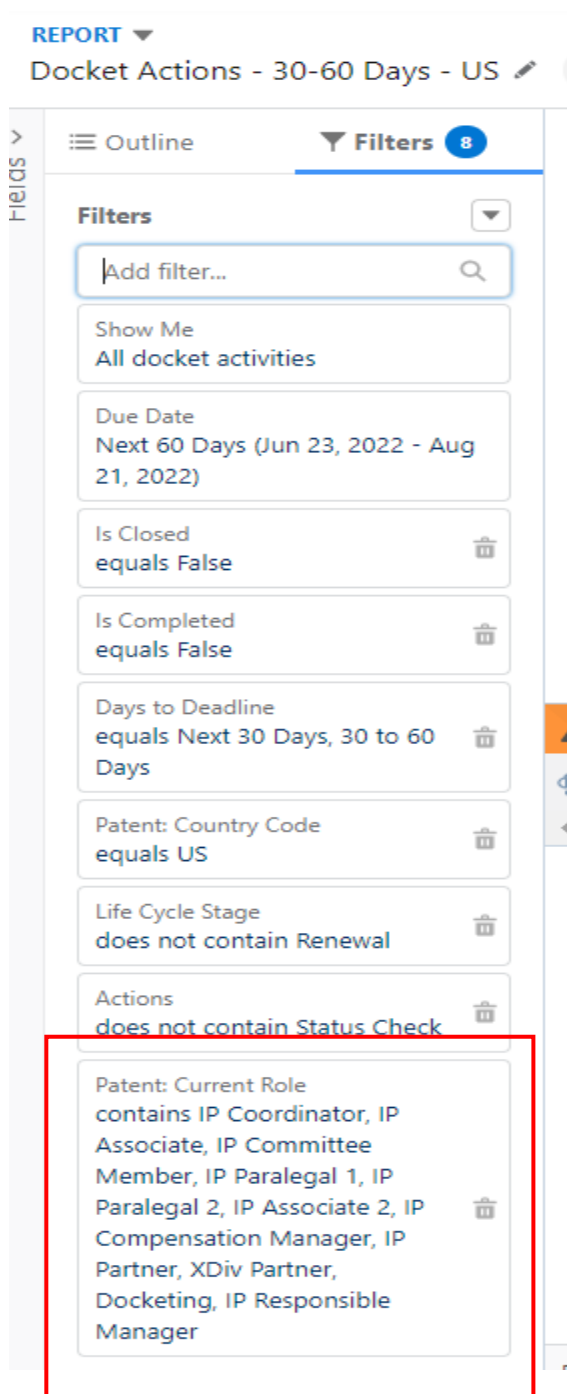


-
- REPORT** ▾
- Docket Actions - 30-60 Days - US ✎
- Docket Activities with Patent**
- Previewing a limited number of records. Run the report to see even more.
- 1
- 2
- 3
- Filters 6
- Add filter...
- Show Me
All docket activities
- Due Date
Next 60 Days (Jun 23, 2022 - Aug 21, 2022)
- Is Closed
equals 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
- Record Count
- 20
- 16
- 12
- 8
- 4
- 0
- Filter by Life Cycle Stage
- Operator
does not contain
- Renewal
- ☐ Locked ⓘ
- Cancel 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 filter 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 Coordinator**. Click **Apply**.



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

ThermoFisher Scientific

IP Department

Home

Invention Disclosures

Patents

Reports

Dashboards

PRC Meetings

Other Matters

Inventor Awards

Person

REPORT

Docket Actions - 30-60 Days - US

Docket Activities with Patent

Get Feedback?

Save

Close

Run

Upd

Save As

Initially

Save Report As

Report Name

Copy of Docket Actions - 30-60 Days - US

Report Unique Name

Copy_of_Docket_Actions_3060_Days_US_Iz4

Report Description

Rocket Docket Actions - 30 - 60 Days

Folder

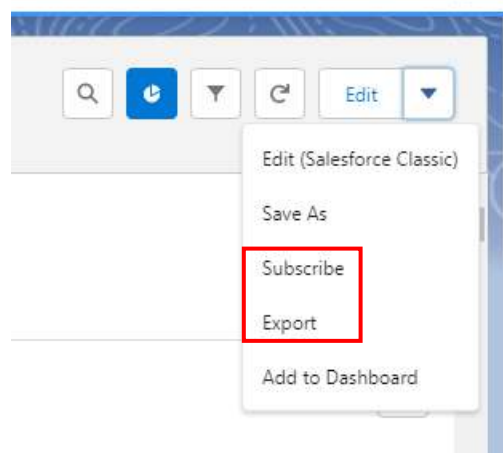
Patent Reports

Select Folder

Cancel

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. Schedule/Subscribe Reports

You may subscribe yourself and other users, groups, or roles to receive refreshed report results by email on a schedule that you set.

Use these steps to create a subscription or edit an existing one.

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

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

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

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 | * Operator | * Value | |
|------------------------|--------------|---------|--|
| Record Count | Greater than | 10 | |
| AND | | | |
| Average Expected Rever | Greater than | 50,000 | |

[+ Add Condition](#)

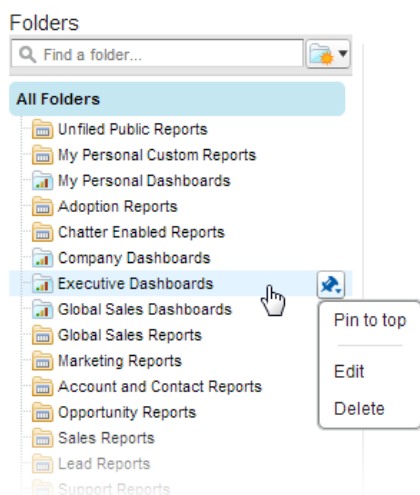
7. Click **Save**.

d. Organize Reports

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

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

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. This is a confidential tab and only IP Compensation Managers will be able to view the details and take actions. The award policy allows the IP Compensation Managers to trigger awards to the inventors based on the stages of the disclosure or an asset in your portfolio. For more information, see the IP Compensation Manager Guide.

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

Inventor Awards

All

New

Change Owner

1 Item • Sorted by Name • Filtered by all inventor awards • Updated a minute ago

Search this list...

| | NAME | INVENTOR | INVENTION DISCLOSURE | INVENTION STATUS | AWARD CURREN... | AWARD AMOUNT | APPROVAL STATUS | CREATED DATE |
|---|--|----------|-----------------------------------|------------------|-----------------|--------------|-----------------|-------------------|
| 1 | <div><div></div><div>Award-0</div></div> | | 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

| Related | Details |
|--|---------|
| <div>> Information</div> <div>> Award Information</div> <div>> Approval Information</div> | |

a. 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**.

The screenshot shows the 'Details' tab of an awards system. The 'Details' tab is highlighted with a green box. The main content area is outlined with an orange border and contains three expandable sections: 'Information', 'Award Information', and 'Approval Information'. Each section has a dropdown arrow on the left. The 'Information' section includes fields for Name (Award-0), Inventor, Invention Status (Submitted), Patent Status (Application), Invention Disclosure (with a link to 'ComplianceCode-MIT/Award-1 | 202008/10'), and Patent (with a link to 'Spat 12/14/2024/305 / 10/19/11'). The 'Award Information' section includes fields for Award Currency (Dollar), Award Amount (1,000.00), and Award (Additional) Inventor Award. The 'Approval Information' section includes fields for Approval Status (Approved), Approval Required? (checked), and Approver. At the bottom, there are fields for Created By (Symphony One, 3/19/2019 1:06 AM) and Last Modified By (Symphony One, 3/19/2019 1:06 AM).

| Information | |
|----------------------|--|
| Name | Award-0 |
| Inventor | |
| Invention Status | Submitted |
| Patent Status | Application |
| Invention Disclosure | ComplianceCode-MIT/Award-1 202008/10 |
| Patent | Spat 12/14/2024/305 / 10/19/11 |

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

| Approval Information | |
|----------------------|-------------------------------------|
| Approval Status | Approved |
| Approval Required? | <input checked="" type="checkbox"/> |
| Approver | |

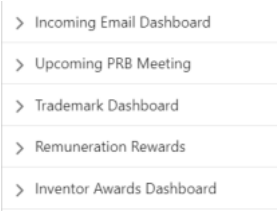
Created By: [Symphony One](#), 3/19/2019 1:06 AM

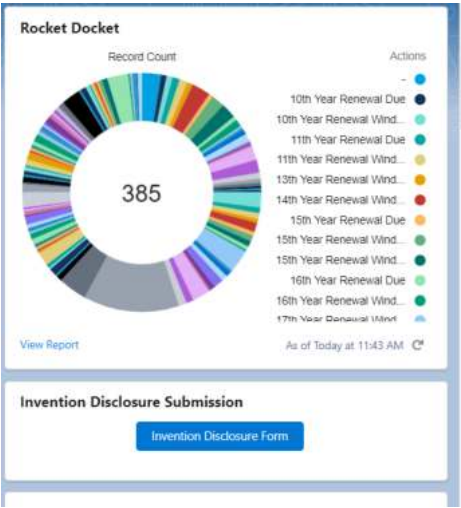
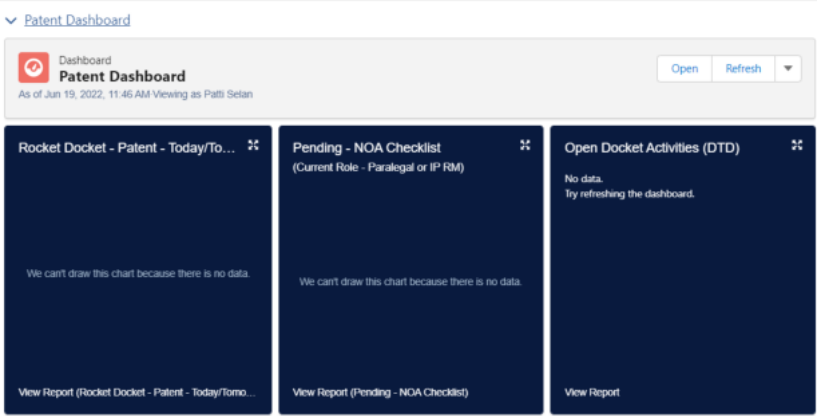
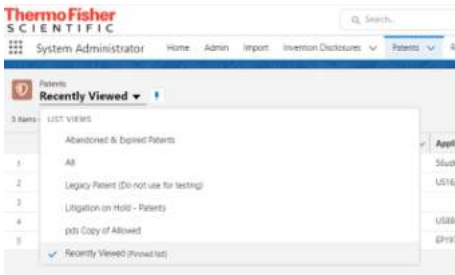
Last Modified By: [Symphony One](#), 3/19/2019 1:06 AM

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 Coordinator | 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 IP Coordinator 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 Coordinator |
| 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 IP Coordinator 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 IP Coordinator'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>  |

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

