

# Symphony IPMS v3.6

## User Guide - Docketer

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

## Revision History

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

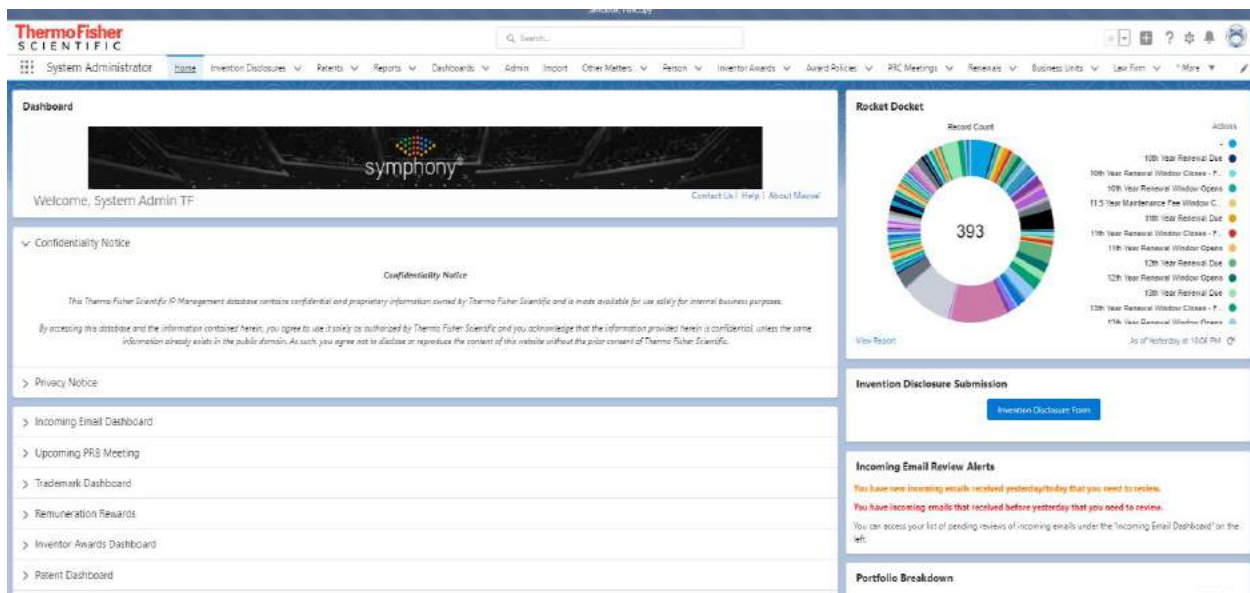
Symphony also provides you options to create and manage invention disclosures, patents, trademarks, access docketing information, assign tasks, and generate reports.

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

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

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
- Reports
- Dashboards
- Other Matters
- Inventor Awards



# Home

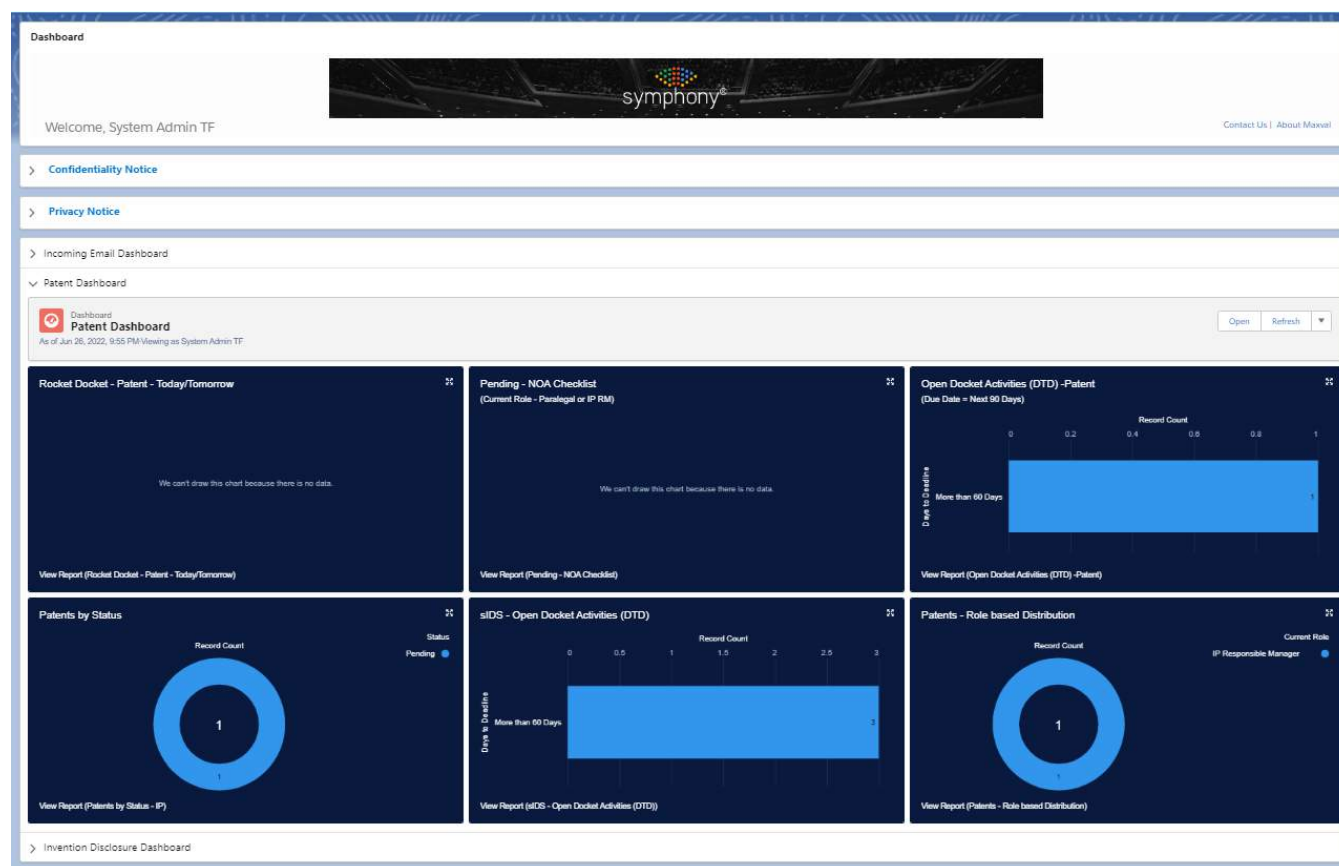
The 'Home' button leads you to the homepage that displays a snapshot of all the records within the portfolio. The homepage is set for the organization and cannot be modified by individual users.

You can access the following modules from the homepage:

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

## a. Dashboards

The Docketer can access the dashboards on their homepage with different graphs and status updates for Invention Disclosures, Patents, Trademarks, Inventor awards, Patent Review Committee (PRC) meetings, Incoming emails, etc. These dashboards are dynamic and change as per the logged-in user.



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

Following dashboards are available for a Docketer view:

## i. Backup Paralegal

### ▼ Backup Paralegal

Jun 06 - Jun 10 - Paralegal 1

Jun 13 - Jun 17 - Paralegal 2

Jun 20 - Jun 24 - Paralegal 3

Docketer can view the information related to the dates and the name of backup paralegal assigned during the dates. System Admins will be able to edit and update this list.

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

Docketer can view the incoming emails that require review under the Incoming Email Dashboard. As of June, 2022: The assignment of Docketers for IDF's, Patent and IP Other matters is as follows:

Denise Przybylski: Business Units AIG-CMD-AAT-Bremen IOMS (BU), AIG-CMD-AAT-Bremen TEA (BU), and AIG-CMD-LSMS-Bremen (BU)

Carina Frazer: Business Unit AIG-CMD-LSMS-SJ Life Science Mass Spectrometry (BU)

Susanna Li: All other AIG business units; All PSG and SDG business Units

Angela Lopez: All LSG, BPG, CCG, CRG and GSG business units



Docketers can add themselves onto specific cases as applicable (for example, Denise can add herself to a matter belonging to the AIG-CMD-AAT-GC/GCMS Milan (BU) if she so chooses; if she adds herself as Docketer, she should remove Susanna as Docketer and inform her of same).

### iii. Patent Dashboard

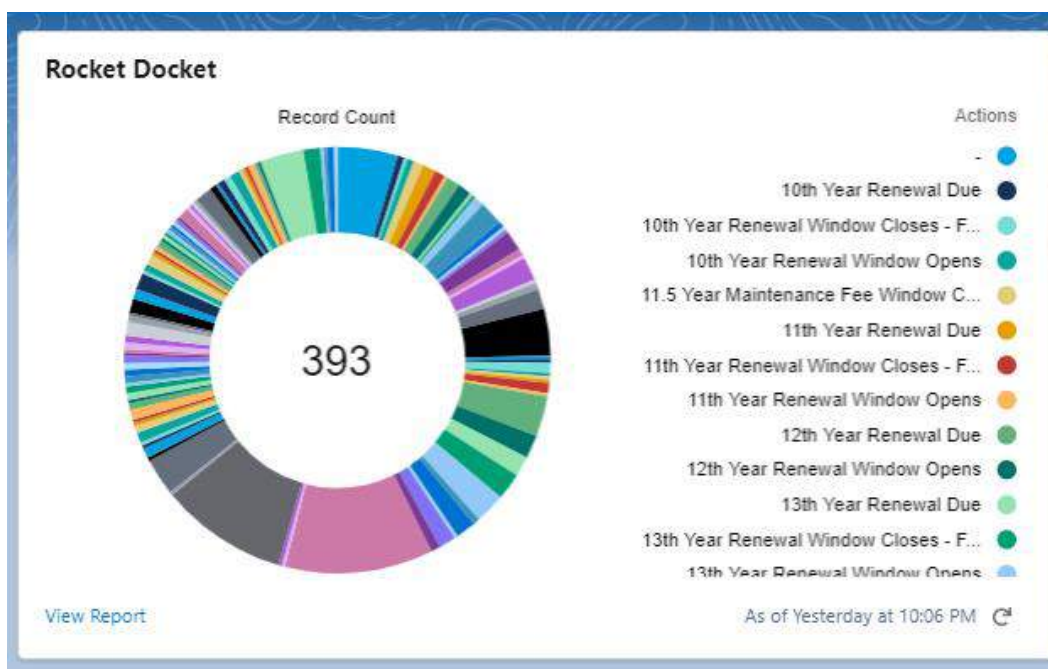
Patent Dashboard provides a quick view of the critical upcoming actions and updates on the patents that may require the Docketer's attention.

### iv. Invention Disclosure Dashboard

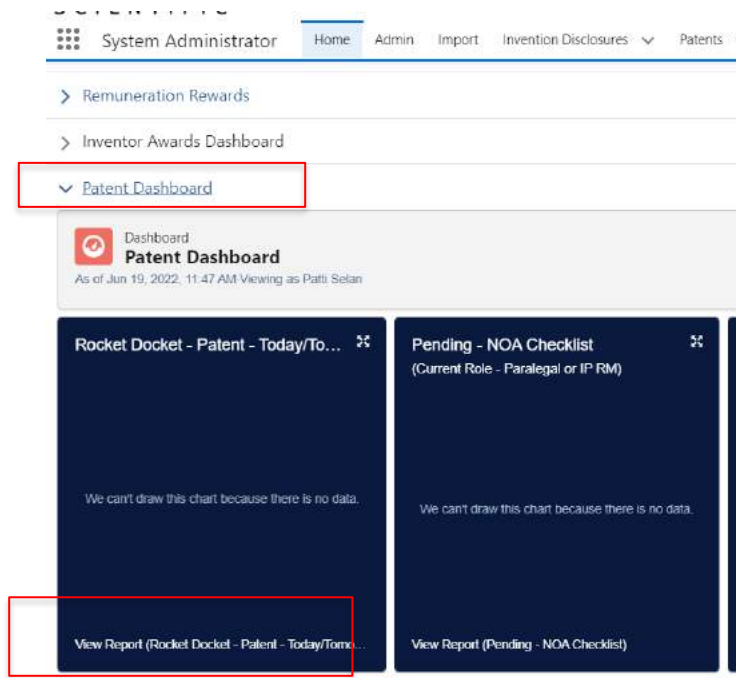
All the details related to the Invention Disclosures, their upcoming actions, etc., are provided under the Invention Disclosure Dashboard.

## b. Rocket Docket

Rocket Docket report (on the right-hand side of the homepage) shows the actions with a due date of today's date and tomorrow or next business day date. This report depicts open actions for the entire organization that require urgent attention.

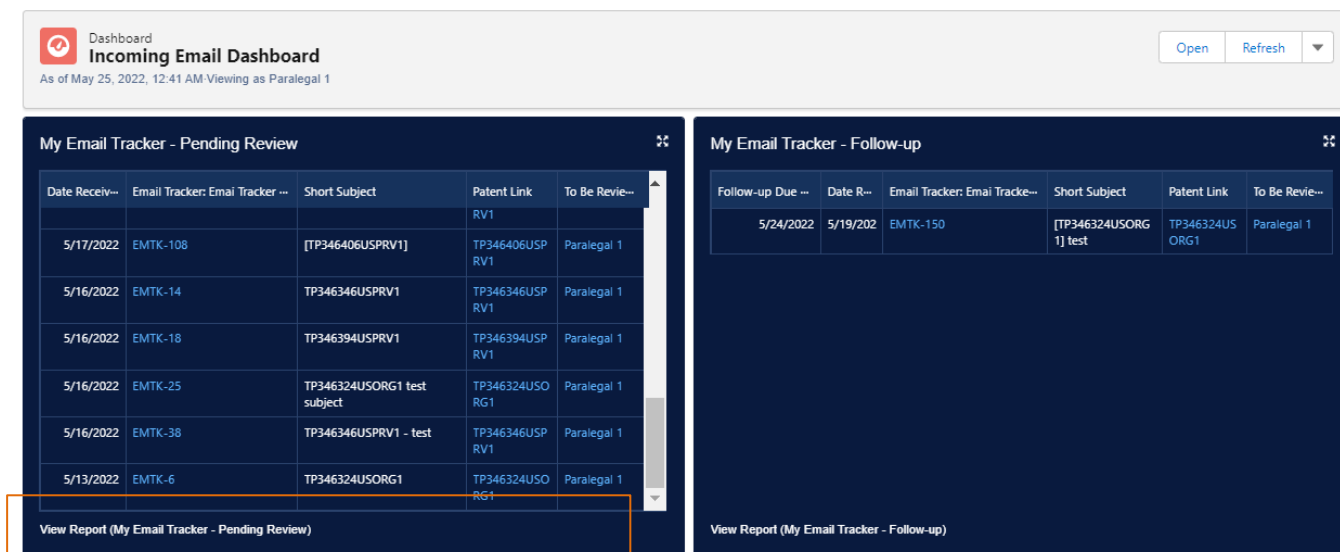


If a practitioner asks where they can see their own Rocket Docket report for their own cases, instruct them to go to the Patent Tab in the accordion, and click on the Rocket Docket dashlet, then click View Report.



### c. Dashboard Reports

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



Report: Email Tracker  
**My Email Tracker - Pending Review**  
 System Admins see all Pending Review (All)

23

[Date Received] +	Email Tracker: Email Tracker Name	Short Subject	To Be Reviewed By	Patent Link	Patent Jurisdiction	Email Tracker Created Date
5/04/2022 (1)	EMT-248	[TP546304US0001] Ah	Patent 1	TP546304US0001	United States of America	5/03/2022
5/05/2022 (5)	EMT-212	[TP546346USPRV1] - error	Patent 1	TP546346USPRV1	United States of America	5/03/2022
	EMT-208	[TP546346USPRV1] - error	Patent 1	TP546346USPRV1	United States of America	5/03/2022
	EMT-200	[TP546346USPRV1] - text error	Patent 1	TP546346USPRV1	United States of America	5/03/2022
5/16/2022 (1)	EMT-181	[TP546370USPRV1] TEST MAP 83	Patent 1	TP546370USPRV1	United States of America	5/16/2022
5/16/2022 (4)	EMT-114	[TP546346USPRV1] - My TEST	Patent 1	TP546346USPRV1	United States of America	5/16/2022
	EMT-132	[TP546346USPRV1] - MyTEST3	Patent 1	TP546346USPRV1	United States of America	5/16/2022
	EMT-126	[TP546346USPRV1] - test33	Patent 1	TP546346USPRV1	United States of America	5/16/2022
	EMT-120	[TP546346USPRV1] - MyTEST2	Patent 1	TP546346USPRV1	United States of America	5/16/2022
5/17/2022 (6)	EMT-108	[TP546346USPRV1]	Patent 1	TP546346USPRV1	United States of America	5/17/2022
	EMT-98	[TP546346USPRV1]	Patent 1	TP546346USPRV1	United States of America	5/17/2022
	EMT-104	[TP546346USPRV1]	Patent 1	TP546346USPRV1	United States of America	5/17/2022
	EMT-104	[TP546346USPRV1] - test1	Patent 1	TP546346USPRV1	United States of America	5/17/2022
	EMT-49	[TP546346USPRV1] - TESTHEAV	Patent 1	TP546346USPRV1	United States of America	5/17/2022
	EMT-40	[TP546346USPRV1] - NEW	Patent 1	TP546346USPRV1	United States of America	5/17/2022

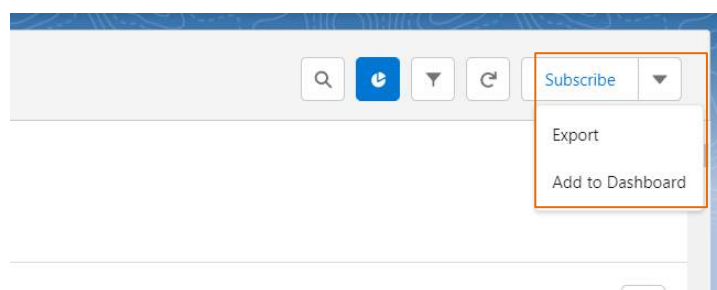
Note: Docketers will only see emails for the cases for which they Docket. They will not see emails for other Groups, Divisions or Business Units. Sys Admins can access all incoming emails. See Sys Admin Guide for more detail.

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:

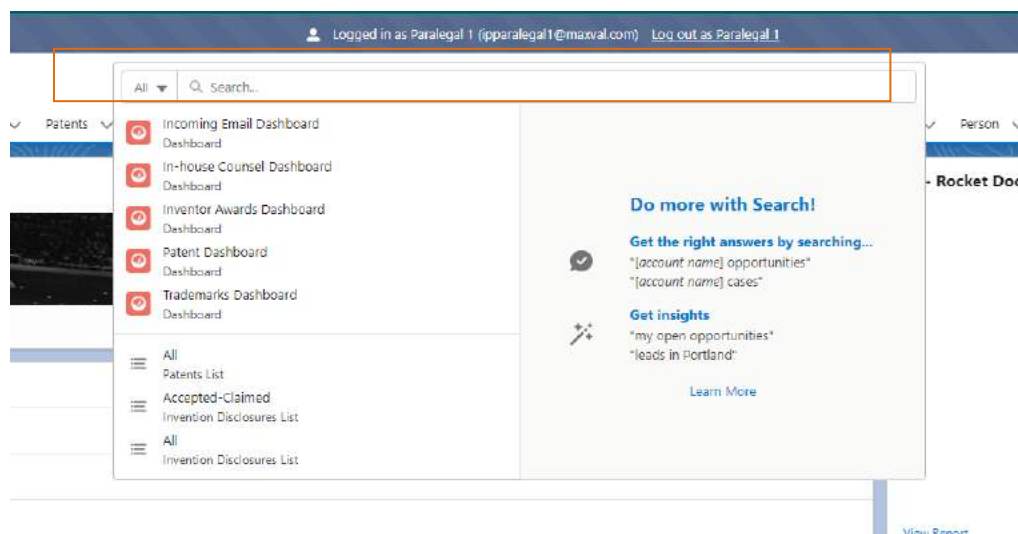
- **Subscribe** - Receive updates and notifications based on the customized frequency as selected.
- **Export** - Export the current report in excel to store in the local drive.
- **Add to Dashboard** - Create a separate dashboard by cloning the current data.



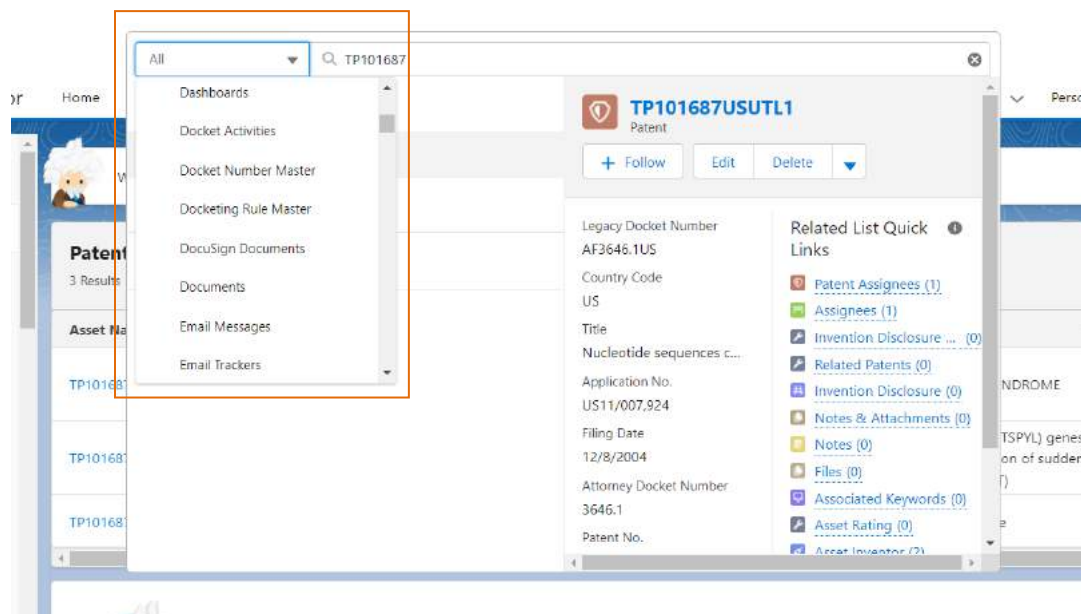
# Global Search

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 Symphony Docket Number, the Legacy File#, the application no, the patent no., and/or any keywords in the global search box.



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



3. Once the input is provided, wait for the search results.

- The search results will retrieve data from different objects where the given file number/keyword is present.

The screenshot shows a search results page for the keyword "TP101687". On the left, a sidebar titled "Search Results" lists various object types: Patents (3), Chatter (0), Invention Disclosures (0), Person (0), Accounts (0), Entities (0), and Trademarks (0). The main content area is titled "Patents" and shows 3 results sorted by Relevance. The results are displayed in a table with columns: Asset Name, Legacy Docket Number, C... (Country), Title, A... (Applicant), F... (Filing Date), At... (Attorney), P... (Patent Number), and B... (Business Unit).

Asset Name	Legacy Docket Number	C...	Title	A...	F...	At...	P...	B...
<a href="#">TP101687WO1</a>	AF3646.1WO	WO	ASSOCIATION OF TSPYL POLYMORPHISMS WITH SIDDIT SYNDROME	PCT/US 04/415 40	12/8/2004			
<a href="#">TP101687USUTL1</a>	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	640	US7632 12/15 2009
<a href="#">TP101687USPRV1</a>	AF3646.US	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 (the black items on the left box entitled "search results"). Once you click on an object, you can further refine by providing specific keywords or filters in **Refine By**.

The screenshot shows a search results page for the keyword "TP101687". On the left, a sidebar titled "Search Results" lists various object types: Patents (50+), Chatter (0), Invention Disclosures (0), Person (0), Accounts (0), Entities (0), and Trademarks (0). The main content area is titled "Patents" and shows 50+ results filtered by Country Code and sorted by Relevance. The results are displayed in a table with columns: Asset Name, Legacy Docket Number, Title, Appl... (Application Number), Filing... (Filing Date), Attorney D... (Attorney Docket Number), Patent... (Patent Number), Issue... (Issue Date), and Business Unit.

Asset Name	Legacy Docket Number	Title	Appl...	Filing...	Attorney D...	Patent ...	Issue ...	Business Unit
<a href="#">TP104877CAPCT3</a>	T22007CA3-PCT	APPARATUS AND METHOD FOR ATMOSPHERIC PRESSURE 3-DIMENSIONAL ION TRAPPING	CA2339.54 8	8/5/1999	11100-CA/PCT	CA2339548C	7/19/2007	AIG-CND-LSMS-SI Life Science Mass Spectrometry (BU)
<a href="#">TP10564CADIV1</a>	IN02189CADIV1	CLEAVAGE OF CAULOEACTER PRODUCED RECOMBINANT FUSION PROTEINS	CA2334.08 0	7/14/1999	82104-1			LSG-BD-Sample Prep (BU)
<a href="#">TP104877CAPCT4</a>	T22007CA-PCT	METHOD FOR SEPARATION OF ISOMERS AND DIFFERENT CONFORMATIONS OF IONS IN GASEOUS PHASE	CA2339.55 3	8/5/1999	10914-CA/PCT	CA2339553C	11/18/2000	AIG-CND-LSMS-SI Life Science Mass Spectrometry (BU)
<a href="#">TP104877CAPCT2</a>	T22007CA3-PCT	METHOD FOR SEPARATION AND ENRICHMENT OF ISOTOPES IN GASEOUS PHASE	CA2339.54 9	8/5/1999	11000-CA/PCT	CA2339548	10/14/2000	AIG-CND-LSMS-SI Life Science Mass Spectrometry (BU)
<a href="#">TP103031CAPCT1</a>	P50043CA1-PCT	Drug Delivery System	CA2902.87 1	3/11/2014	56009-1			PSC-DPD-Pathogen Pharmaceuticals (PPI) (BU)
<a href="#">TP105947CAPCT2</a>	T210720CA2-PCT	Method And System For Drug Screening	CA2804.34 4	2/1/2008	6462			AIG-CND-AAT-Laboratory Automation-Burlington, ON (BU)
<a href="#">TP106170CAPCT1</a>	T21870CA1-PCT	Apparatus And Method For Forming A Gas Composition Gradient Between FAIMS Electrodes	CA2595.28 8	2/17/2008	151-32 CA/PCT			AIG-CND-LSMS-SI Life Science Mass Spectrometry (BU)
<a href="#">TP102037CAPCT1</a>	F832CA1-PCT	SYSTEM AND METHOD FOR FOCUSED ION BEAM DATA ANALYSIS	CA2587.74 7	11/19/2000		CA2587.747	1/8/2013	AIG-MSD-EM-Electrical Fault Analysis (FA) (BU)
<a href="#">TP105648CAPCT1</a>	T210608CA1-PCT	SYNTHETIC INFERENTIAL MOTION PLANNING METHOD FOR ROBOTIC SYSTEMS	CA2514.20 4	1/30/2004	6302	CA2514204C	12/15/2001	AIG-CND-AAT-Laboratory Automation-Burlington, ON (BU)
<a href="#">TP105189CAPCT6</a>	T21840CA1-PCT	FAIMS APPARATUS AND METHOD FOR SEPARATING IONS IN THE GAS PHASE	CA2499.53 8	8/23/2003	151-16 CA/PCT	CA2499538C	11/24/2000	AIG-CND-LSMS-SI Life Science Mass Spectrometry (BU)
<a href="#">TP105433CAPCT2</a>	T21840CA1-PCT	Segmented Side-To-Side FAIMS	CA2475.55 5	2/7/2003	151-04 CA/PCT			AIG-CND-LSMS-SI Life Science Mass Spectrometry (BU)
<a href="#">TP105433CAPCT7</a>	T21840CA6-PCT	FAIMS Apparatus Having Plural Ion Inlets And Method Therefore	CA2474.58 4	2/7/2003	151-09 CA/PCT			AIG-CND-LSMS-SI Life Science Mass Spectrometry (BU)

# List View

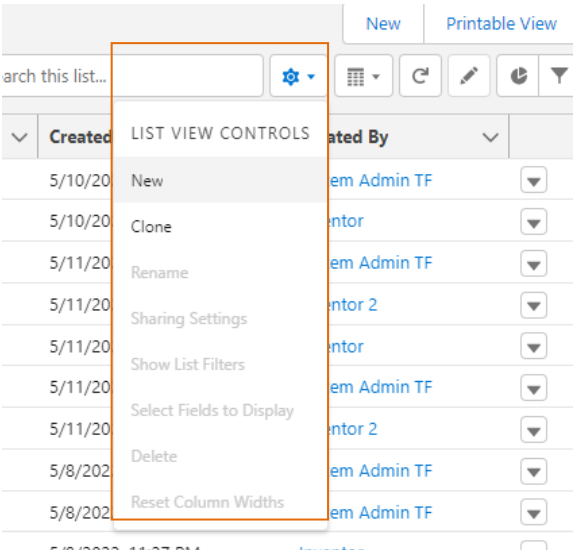
All the modules in Symphony have a list view that displays columns specific to a particular module. Docketers can perform following functions to customize the list view.

Asset Name	Docket No.	Legacy Docket No.	C...	Title	B...	A...	Filing Date	Publica...	P...	Patent No.	Issue Date	Case Type	Status	Created Date
TF104474USCON3	TF104474USCON3	SYN-111-C3US	US	Time-of-flight mass spec...			3/16/20...			US62874...	8/28/20...	Continuation	Sold	1/13/2022, 9:27 AM
TF104584USCON1	TF104584USCON1	SYN-105-PW...	US	Methods for automated ...			8/11/19...			US60635...	3/16/20...	Continuation	Sold	1/13/2022, 9:26 AM
TF104474USOR1	TF104474USOR1	SYN-111US	US	Time-of-flight mass spec...			3/19/19...			US56231...	4/28/19...	Utility Original	Sold	1/13/2022, 9:26 AM
TF104474USCON2	TF104474USCON2	SYN-111-C2US	US	Time-of-flight mass spec...			4/10/19...			US60021...	12/14/1...	Continuation	Sold	1/13/2022, 9:27 AM
TF105210USOR1	TF105210USOR1	SYN-163US	US	Tandem time-of-flight m...			11/15/2...			US64413...	8/27/20...	Utility Original	Sold	1/13/2022, 9:25 AM
TF105210USCON1	TF105210USCON1	SYN-163-CNUS	US	Tandem time-of-flight m...			8/24/20...	US0201...	10...	US68122...	1/28/20...	Continuation	Sold	1/13/2022, 9:25 AM
TF104474USOR1	TF104474USOR1	SYN-114US	US	COMPUTERIZED DATA A...			3/19/19...			US58882...	2/9/1999	Utility Original	Sold	1/13/2022, 9:26 AM
TF104474USDIV1	TF104474USDIV1	SYN-111-DIVUS	US	Time-of-flight mass spec...			10/17/7...			US57903...	8/2/1998	Divisional	Sold	1/13/2022, 9:26 AM
TF104474USCON4	TF104474USCON4	SYN-111-C4US	US	Time-of-flight mass spec...			7/13/19...			US60575...	5/2/2000	Continuation	Sold	1/13/2022, 9:27 AM
TF104474USCON1	TF104474USCON1	SYN-111-CNUS	US	Time-of-flight mass spec...			6/7/1995			US56073...	3/6/1997	Continuation	Sold	1/13/2022, 9:26 AM
TF104474USCON3	TF104474USCON3	SYN-111-C3US	US	Time-of-flight mass spec...			5/29/19...			US65417...	4/1/2003	Continuation	Sold	1/13/2022, 9:27 AM
TF104813USCP1	TF104813USCP1	SYN-127-CPUS	US	Tandem time-of-flight m...			1/18/19...			US63486...	2/18/20...	Continuation-in-Part	Sold	1/13/2022, 9:31 AM
TF104487USCP2	TF104487USCP2	SYN-081-C1US	US	Syntheses for the synthe...			6/7/1995			US61334...	10/17/2...	Continuation-in-Part	Sold	1/13/2022, 9:30 AM
TF104813USCON1	TF104813USCON1	SYN-127-CNUS	US	Tandem time-of-flight m...			12/17/2...	US3002...	6/...	US67708...	8/3/2004	Continuation	Sold	1/13/2022, 9:31 AM
TF103917USOR1	TF103917USOR1	SYN-008-ABJ...	US	ELECTRIC MOTOR			12/1/19...			US10540...	7/30/18...	Re-issue	Sold	1/13/2022, 9:32 AM
TF103917USUTL1	TF103917USUTL1	SYN-008USIQ	US	USING PHOSPHINE DERIV...			8/18/19...			US47256...	2/18/19...	Utility Non-Provision...	Sold	1/13/2022, 9:32 AM
TF104663USDIV1	TF104663USDIV1	SYN-115-DIVUS	US	Methods for sequencing...			4/18/19...			US58216...	10/13/1...	Divisional	Sold	1/13/2022, 9:33 AM

## a. Create a New List

Docketer can create a new list view that can only be viewed on their Symphony screen. To create a new List view, docketers 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**.

New List View

\* List Name

Complete this field.

\* List API Name

Who sees this list view?

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

Cancel Save

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

My View

1 Item • Sorted by Asset Name • Filtered by My patents • Updated 2 minutes ago

Asset Name

1 1PT4B449<|USSECTION><CASETYPE>1

LIST VIEW CONTROLS

- New
- Printable View
- Data Sync
- Manual Overriding
- Search this list...
- Reset
- Copy
- Rename
- Sharing Settings
- Select Fields to Display
- Delete
- Reset Columns Widths

Select Fields to Display

Available Fields

- Application Draft Status
- Application No First 2 Digits
- Application Number
- Application Type
- Application\_Filing\_Type
- ApplicationPageCount

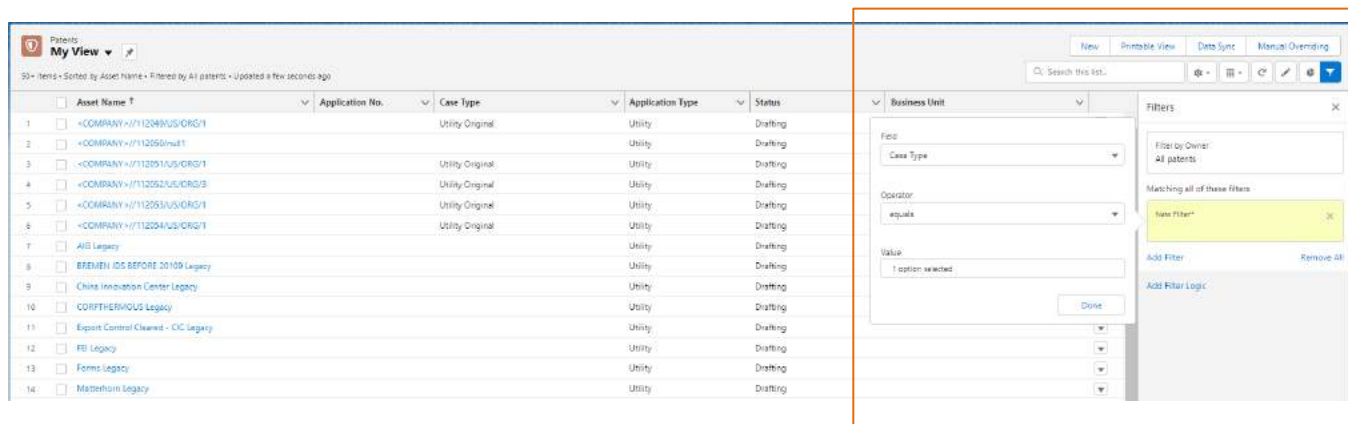
Visible Fields

- Asset Name
- Application No.
- Case Type

Cancel Save



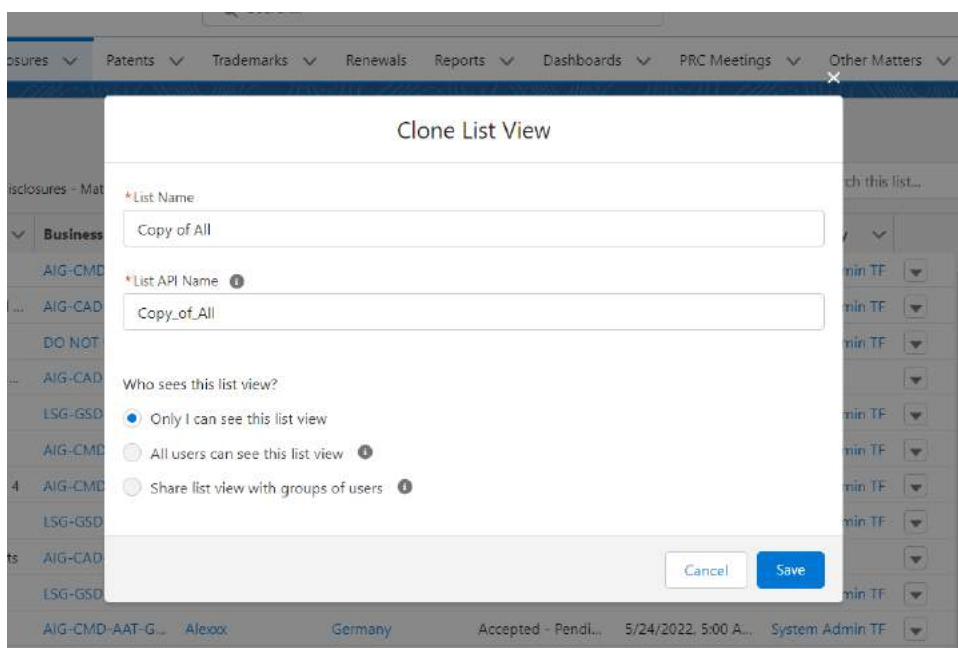
5. Once the fields are selected, apply filter conditions as required and **Save**.



The screenshot shows the 'Patents My View' interface. On the left is a table with columns: Asset Name, Application No., Case Type, Application Type, and Status. The table lists 14 items, mostly with 'Utility Original' case types and 'Drafting' status. On the right is a filter configuration panel. It includes a search bar, a 'Business Unit' dropdown, and a 'Field' dropdown set to 'Case Type'. The 'Operator' is set to 'equals', and the 'Value' is '1 option selected'. A 'Direct' button is at the bottom of the filter panel. To the right of the filter panel is a 'Filters' section showing 'Filter by Owner: All patents' and a 'New Filter' button.

**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**.



The screenshot shows a 'Clone List View' dialog box. It has two input fields: '\*List Name' with the value 'Copy of All' and '\*List API Name' with the value 'Copy\_of\_All'. Below these is a section '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 are 'Cancel' and 'Save' buttons. The background shows a navigation menu with items like 'Patents', 'Trademarks', 'Renewals', 'Reports', 'Dashboards', 'PRC Meetings', and 'Other Matters'.

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



Patents				
My View				
100+ items	LIST VIEWS			
	Abandoned & Expired Patents			
1	All			
2	Legacy Patent (Do not use for testing)			
3	Litigation on Hold - Patents			
4	My View			
5	New			
6	Recently Viewed (Pinned list)			
8	<input type="checkbox"/>	TP100003USORG1	US06/439,252	Utility Original
9	<input type="checkbox"/>	TP100009USORG1	US08/409,561	Utility Original
10	<input type="checkbox"/>	TP100010USORG1	US07/111,111	Utility Original

## b. Printable View

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

selectcare

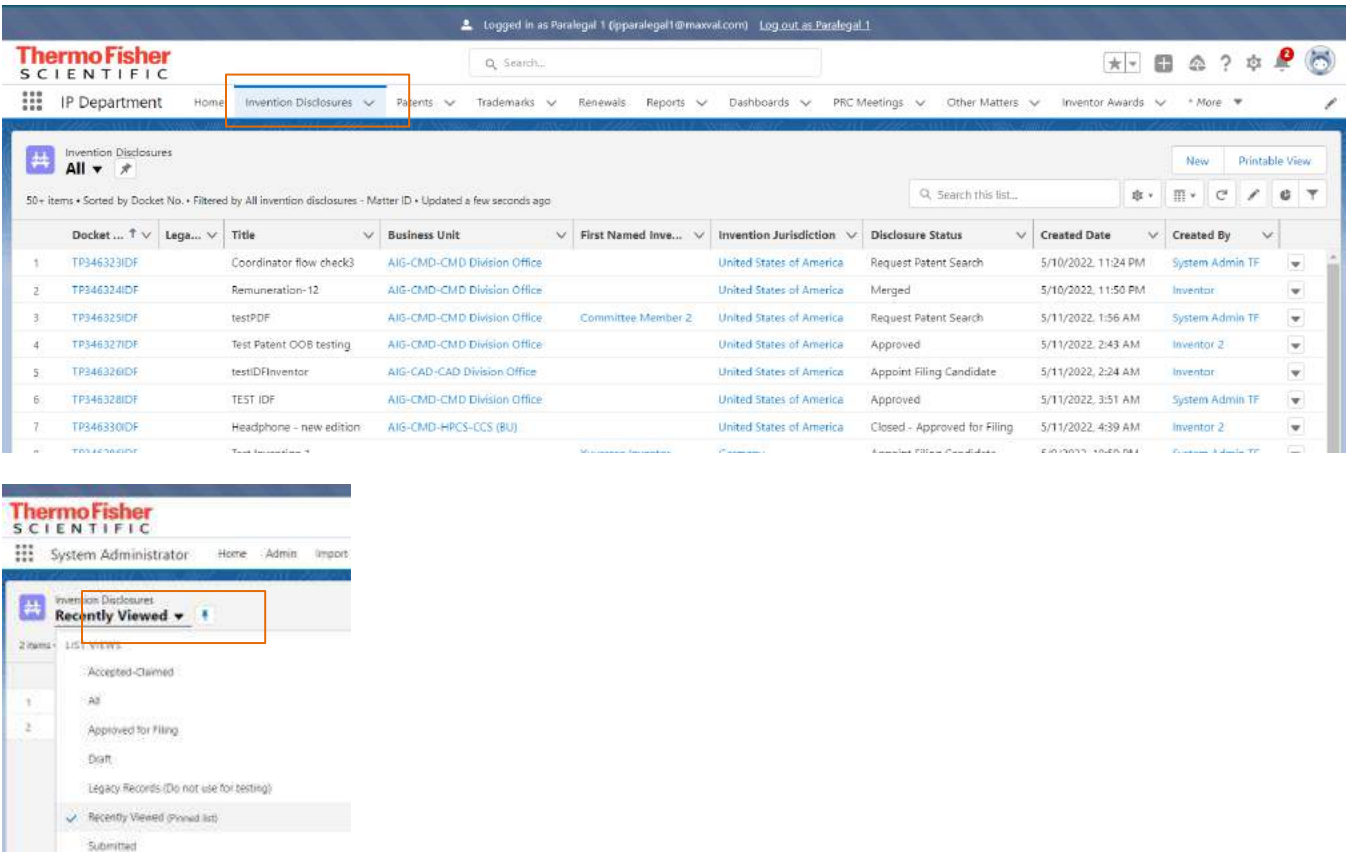
<

# Invention Disclosure

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

To reach this section, select the **'Invention Disclosure'** tab from the main menu. The **Invention Disclosure** page displays important asset information in a tabular format, such as Docket Number, Title, Business Unit, and more. Refer to the [Asset List Table – IDF](#) for the list of fields available.

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



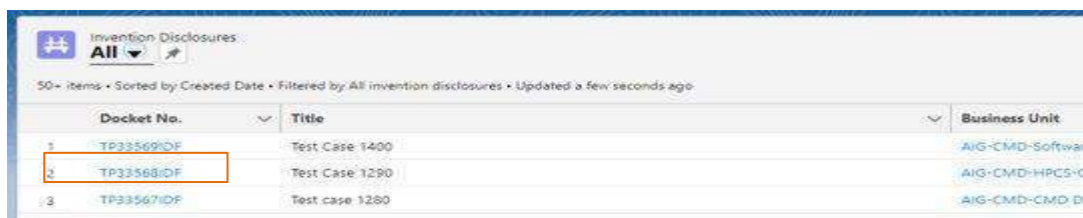
**Asset List Table - IDF**

FIELD	DESCRIPTION
Docket Number	Unique identifier created automatically for the new disclosure record

Legacy Docket Number	Docket number used in the legacy patent management system
Title	Title of the Invention Disclosure Record
Business Unit	Assigned Business Unit of the Invention Disclosure Record
First Named Inventor	Displays the primary inventor of the Invention Disclosure record
Invention Jurisdiction	Displays the jurisdiction for a record
Disclosure Status	Displays the current status of the record

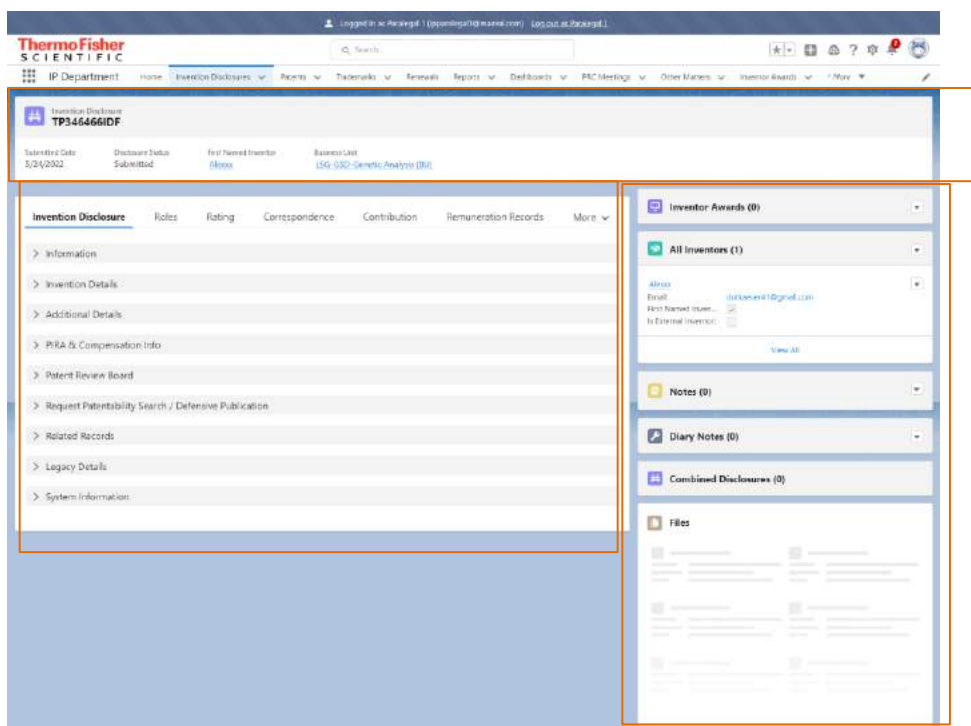
## 1. View Disclosure (Asset Detailed View)

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



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

The Invention Disclosure page is divided into three sections:



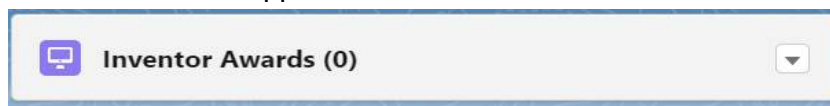
**Top ribbon** includes basic bibliographic information related to the asset, such as Docket Number, Submitted Date, Disclosure Status, Primary/First Names Inventor, Business Unit, etc.



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

- **Inventor Awards**

This section summarizes the approved awards for the inventors.



- **Files**



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

- **All Inventors**

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



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

The screenshot shows the 'New All Inventors' form. It includes fields for 'Invention Disclosure' (TP346323/DF), 'Inventor' search, and 'System Information'. The system information section contains checkboxes for 'First Named Inventor?', 'Is Contribution Applicable?', and 'Is Contribution Approved?'. It also has dropdowns for 'Utilization/Release Notification Status' and 'PIR Status', and input fields for 'PIR Agreement Date', 'Contribution' (0.00), and 'Other Matters'.

- **Diary Notes**

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

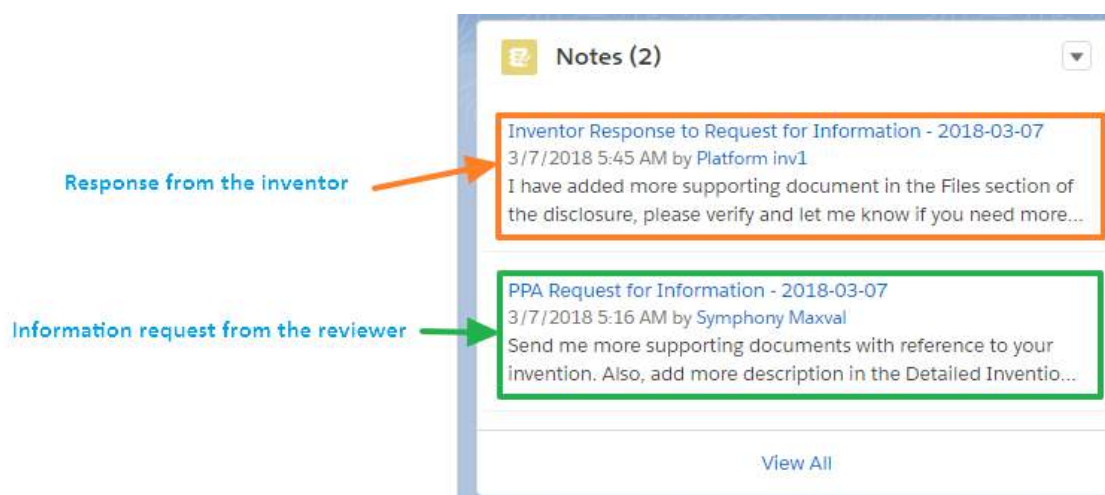
**Notes.** This is similar to the Matter Management Activity in the legacy system.

- 

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

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

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

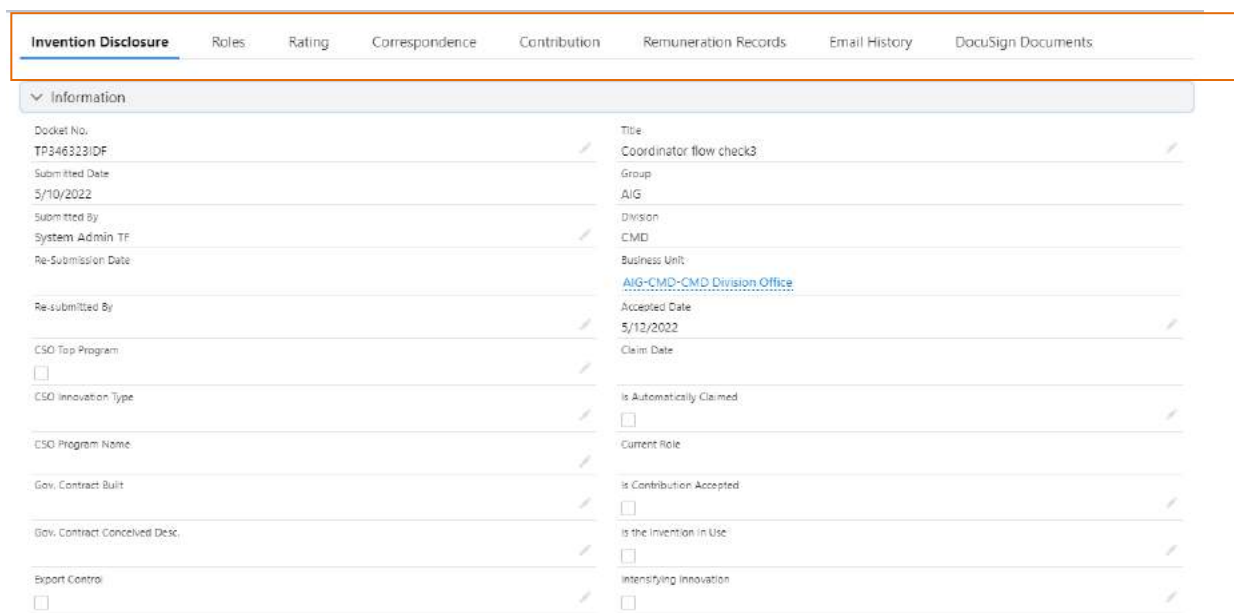


- **Combine Disclosure**

Docketers can view the information related to combined disclosures under this widget.



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



- a. **Invention Disclosure:** Provides details submitted by the inventor.
- b. **Roles:** Provides information on key stakeholders of the invention.
- c. **Disclosure Rating (Optional):** This is for the user to provide a rating to the invention.
- d. **Correspondence:** The user can create tasks for the stakeholders. The communication exchange related to the invention is stored here.
- e. **Contribution:** This is the Remuneration related tab, which will be visible only if the record is eligible for remuneration. 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 Docketer and others with a role on the matter including the inventor, the IP Responsible Manager, the paralegal, etc.
- h. **DocuSign Documents:** In this section, docketers can keep a track of status of invention related agreements shared with the inventors using DocuSign.

#### a. Invention Disclosure

The screenshot displays the 'Invention Disclosure' section of the Symphony User Guide interface. At the top, there is a horizontal tabbed menu with the following tabs: 'Invention Disclosure' (which is the active tab), 'Roles', 'Rating', 'Correspondence', 'Contribution', 'Remuneration Records', 'Email History', and 'DocuSign Documents'. Below the tabs, the 'Invention Disclosure' section is expanded, showing a list of nine sub-sections, each with a right-pointing arrow icon indicating it can be expanded or collapsed. These sub-sections are: 'Information', 'Invention Details', 'Additional Details', 'PIRA & Compensation Info', 'Patent Review Board', 'Request Patentability Search / Defensive Publication', 'Related Records', 'Legacy Details', and '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. Roles

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

Invention Disclosure	<u>Roles</u>	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				
<a href="#">IDR-103263</a>	IP Responsible Manager	<a href="#">Responsible Manager</a>	5/10/2022, 11:25 PM				
<a href="#">IDR-103264</a>	IP Coordinator	<a href="#">Coordinator</a>	5/10/2022, 11:25 PM				
<a href="#">IDR-103265</a>	IP Compensation Manager	<a href="#">Comp Manager</a>	5/10/2022, 11:25 PM				
<a href="#">View All</a>							

**Note:** Docketers will have the ability to edit permissions on Roles, including adding, deleting or editing personnel with roles.

## c. Disclosure Rating

This section allows you to view ratings provided by other users against the given invention disclosure. Docketer may view the ratings by choosing **View Rating Summary** Option. This section also displays the **Recommendations** for the invention disclosure and the relevant **Comment** for the rating.

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

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

View Rating Summary

Rating Summary - TP305244IDF

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

Note: as of June, 2022, Thermo Fisher does not have a unified rating system for all IDF’s in all Business Units. Accordingly, the rating is optional and practitioners can use a rating specific to the Business Unit they support.

## d. Correspondence

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

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


Invention Disclosure
Roles
Rating
**Correspondence**
Contribution
Remuneration Records
More

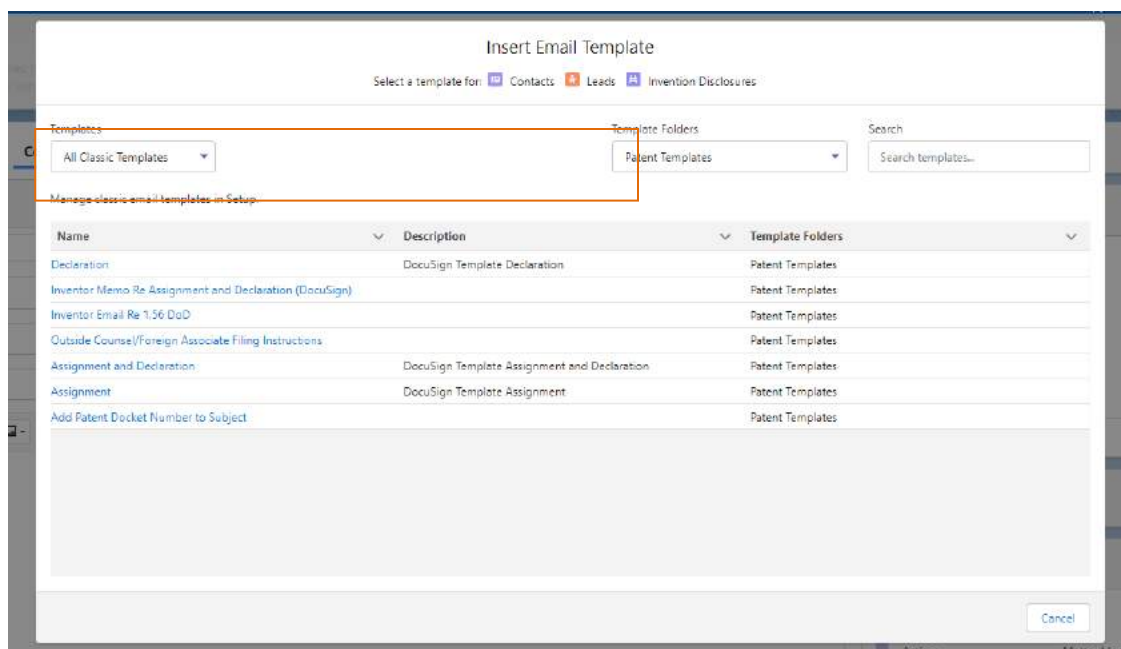
New Task

Email

From: System Admin TF <guna.av@maxval.com>
To:
Cc:
Bcc: guna.av@maxval.com X
Subject: Enter Subject...

Font
Size
B I U A

Further, users may insert predefined templates by clicking on the  icon and selecting the required template.



**Note:** Always remember to select **All Classic Templates** in **Templates** dropdown.

## e. Email History

All the correspondence between the users 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		

# Patent

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

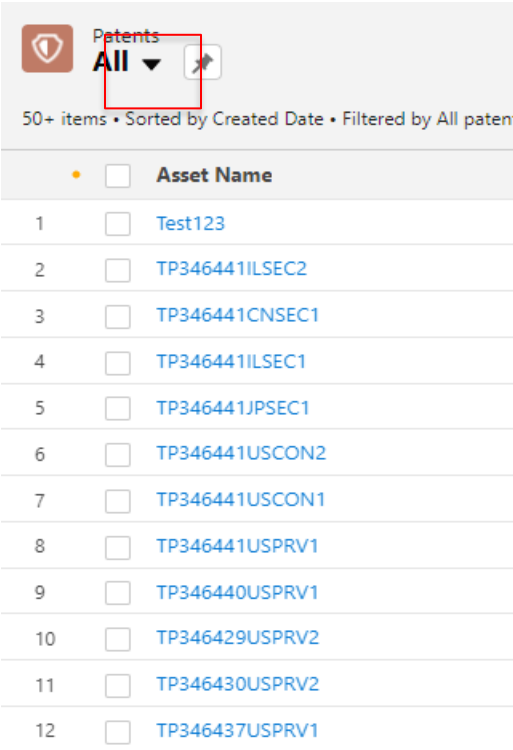
An asset can be any of the following:

- 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'



Patents	
All	
50+ items • Sorted by Created Date • Filtered by All patent	
	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**

<b>FIELD</b>	<b>DESCRIPTION</b>
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

### Docket Numbers:

How does the system generate a docket number for the patent record?

Whenever an invention disclosure, patent or trademark is created, a new docket number will be generated. The format of the docket number has been set by Thermo Fisher Scientific.

Symphony configuration includes the starting digit/number in the docket number tag (Family ID counter field).

For the related patent records, the docket number will include the parent family ID. If the parent family ID is empty, a new family ID will be generated.

### Docket Number format:

Assets	Docket Number Format
Invention Disclosure	Draft/<First named inventor>/<Created date time> Example: <a href="#">Draft/Alexxx/2022-05-24/1</a>
	TP <Familyid> IDF Example: <a href="#">TP117969IDF</a>
Patent	TP <Family id> <Asset type> <Country code> <Case type> <Suffix> Examples: <a href="#">TP346517USORG1</a> or <a href="#">TP108623EPPCT1</a>
Other Matters	OM<Series No.> Example: <a href="#">OM000093</a>

**Note:** In WO applications there won't be any case type (e.g., ORG) in the docket number. Also, for national phase entries the case type will be PCT.

Below is the criteria for selecting Case type while creating a new matter record:

### Case Type Description:

Symphony Case Type	Description	Asset Type	Jurisdiction
Provisional PRV	Provisional filing	Patent	US, AU, IN
Continuation CON	Continuation of a US Original or Non-Provisional Application	Patent, Design	US
Continuation-in-Part CIP	Continuation-in-Part of a US Original or Non-Provisional	Patent, Design	US
Divisional DIV	Divisional	Patent, Design	US, EP, JP
PCT National PCT	National phase of PCT application	Patents	Any of the PCT countries

Symphony Case Type	Description	Asset Type	Jurisdiction
Utility Original ORG	US first non-provisional application filing	Patent	US
Utility Non-Provisional UTL	US claiming priority to provisional or other Non- US application (not a continuation, divisional, or continuation-in-part)	Patent	US
Primary PRI	First filing of Non-US application, a US Design Case or a Utility Model Case	Patent, Design, Utility Model	WO-PCT, US Design, All other non-US countries, UM Countries (Japan, China, France, Austria, Germany, Georgia, Czech Republic, Guatemala, Hungary, Indonesia, Ireland, Italy, Korea, Malaysia, Mexico, Netherlands, Oapi, Panama, Peru, Philippines, Poland, Portugal, Russia, Slovakia, Spain, Taiwan, Thailand, Turkey, Ukraine, Uruguay, Viet Nam, Armenia, Belize, Ecuador, Estonia, El Salvador, Honduras, Kazakhstan, Kenya, Kyrgyzstan, Macao, Trinidad and Tobago, Uganda, Uzbekistan and Venezuela.)
Secondary SEC	Claims priority to another application	Patent, Design, Utility Model	WO-PCT, US Design, All other non-US countries, UM Countries (Japan, China, France, Austria, Germany, Georgia, Czech Republic, Guatemala, Hungary, Indonesia, Ireland, Italy, Korea, Malaysia, Mexico, Netherlands, Oapi, Panama, Peru, Philippines, Poland, Portugal, Russia, Slovakia, Spain, Taiwan, Thailand, Turkey, Ukraine, Uruguay, Viet Nam, Armenia, Belize, Ecuador, Estonia, El Salvador, Honduras, Kazakhstan, Kenya, Kyrgyzstan, Macao, Trinidad and Tobago, Uganda, Uzbekistan and Venezuela.)
EP Validation EPV	EP member state validation	Patent	EP Countries
Eurasian Validation	Eurasian patent validation	Patent	Turkmenistan, Republic of Belarus, Republic of Tajikistan, Russian Federation, Republic of Kazakhstan, Republic of

Symphony Case Type	Description	Asset Type	Jurisdiction
			Azerbaijan, Kyrgyz Republic, Republic of Armenia
Hague	Design based on Hague application similar to Nationalization of a PCT for Designs	Design	All
Madrid Designation	Designated jurisdictions from the WO registration filed with the International Bureau of WIPO through the office of origin of the basic registration. The international registration will be dependent on the original registration for a five-year period before it becomes independent of the basic registration.	Trademark	WIPO-Madrid
Madrid Subsequent Designation	For subsequent designations of Madrid Designations	Trademark	WIPO-Madrid
Re-Examination REX	Re-Examination of US Case	Patent	US
Re-Issue REI	Re-Issue of US Case	Patent	US
Re-Registration RG	HK Registration cases	Patent	HK

## 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.

Patents

All

New

Printable View

Date Sync

Manual Overwrite

30 Items • Sorted by Created Date • Filtered by All patents • Updated a few seconds ago

Q Search this list...

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	Asset Name	Docket No.	Ex...	C...	Title	B...	A...	Filing D...	P...	P...	P...	Issue ...	Case Type	Status	Created Date
1	TP146501<JURIS...	TP146501<JURIS...			title									Drafting	5/27/2022, 8:01...
2	TP346497USCON1	TP346497USCO...			US ID Text 8								Continuation	Drafting	5/27/2022, 5:07...
3	TP346497USUTL1	TP346497USUTL1			US ID Text 8								Utility Note...	Drafting	5/27/2022, 4:34...
4	TP346497USPRV1	TP346497USPR...			US ID Text 8			5/12/20...					Provisional	Comp...	5/27/2022, 4:23...
5	TP346497USORG1	TP346497USORL...			US Patent group								Utility Orgi...	Drafting	5/27/2022, 12:2...

- Data Sync:** This feature allows you to re-import asset information from the public domain into Symphony. By re-importing, any fields that were blank in Symphony but were available in the public domain will be updated. Running an **Update** does not change or affect any fields in



Symphony that currently contain data. It also retrieves data such as claims, drawings, etc for all published applications from the public domain (Data Source: IFI Claims).

To run an **Update**:

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

	Asset Name	Docket No.	Le...	Co...	Title	Bu...	Ap...	Filing Date	Pu...	Pu...
1	<input type="checkbox"/> TP146454USOR01	TP146454USOR01		US	DocuSign test 43					
2	<input type="checkbox"/> TP146453<JURISDICTION><CASETYPE>1	TP146453<JURISDICTION><CASETYPE>1		US	DocuSign 42					
3	<input type="checkbox"/> TP146452USOR01	TP146452USOR01		US	DocuSign 41					
4	<input type="checkbox"/> TP346450USPRV1	TP346450USPRV1		US	Disclosure 4					
5	<input type="checkbox"/> TP146449<JURISDICTION><CASETYPE>1	TP146449<JURISDICTION><CASETYPE>1			test p11					
6	<input type="checkbox"/> TP346441ILSEC2	TP346441ILSEC2		IL	Test 111					
7	<input type="checkbox"/> TP346441JPSEC1	TP346441JPSEC1		JP	Test 111					
8	<input type="checkbox"/> TP346441ILSEC1	TP346441ILSEC1		IL	Test 111			4/1/2022		
9	<input type="checkbox"/> TP346441CNSEC1	TP346441CNSEC1		CN	Test 111					
10	<input type="checkbox"/> TP346441USCON2	TP346441USCON2		US	Test 111					
11	<input type="checkbox"/> TP346441USCON1	TP346441USCON1		US	Test 111			5/6/2021		
12	<input type="checkbox"/> TP346441USPRV1	TP346441USPRV1		US	Test 111			4/28/2021		
13	<input type="checkbox"/> TP346440USPRV1	TP346440USPRV1		US	DocuSign test-41			1/1/2022		
14	<input type="checkbox"/> TP346420USPRV2	TP346420USPRV2		US	Test 41					
15	<input type="checkbox"/> TP346430USPRV2	TP346430USPRV2		US	Renum 1					
16	<input type="checkbox"/> TP346437USPRV1	TP346437USPRV1		US	Test					
17	<input type="checkbox"/> TP346439USPRV1	TP346439USPRV1		US	Check					

2. When the update is complete, the information retrieved from the public domain, if any, will be automatically registered to Symphony and reflected in the patent records selected for data sync.

### Information Scraped from Public sources by Symphony:

The patent object fields in Symphony are updated manually and/or automatically through synchronization with PTO or third-party data sources (such as IFI Claims). The details of the fields scraped is provided below:

Source	IFI Claims	USPTO
Sync Recurrence	One time	Daily
Trigger	Patent No/Publication No	Application No (for published/issued patents) Note: for patent applications that are still in prosecution, we will set up a Sponsorship account from the client. Through the account the patent accessible to it can be synced to Symphony.
Manual Trigger	Present in Patent list view (Data Sync button)	Present within Patent > Prosecution History tab

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

Field Description	Label Name	Source	Comments
Abstract	Abstract	IFI	User initiated sync with IFI
Application Number	Application No	Private PAIR/GD/IFI	One time sync with IFI/PAIR/GD
Application Status Date	Prosecution Status Date	Private PAIR	Regular sync with PAIR
Application Status Text	Prosecution Status	Private PAIR	Regular sync with PAIR
Application Type	Application Type	Private PAIR	One time sync with PAIR
Assignee	Assignee Data	IFI	One time sync with IFI
Attorney	Attorney	IFI	One time sync with IFI
Attorney Docket Number	Attorney Docket Number	Private PAIR	Regular sync with PAIR
Claims	Claim Count	IFI	User initiated sync with IFI
Confirmation Number	Confirmation Number	Private PAIR	Regular sync with PAIR
Customer Number	Correspondence Address Customer Number	Private PAIR	Regular sync with PAIR
Drawings		IFI	User initiated sync with IFI
Earliest Priority Date	Earliest Priority Date	IFI	One time sync with IFI
Earliest Publication Date	Publication Date	Private PAIR/GD/IFI	One time sync with IFI/PAIR/GD
Earliest Publication Number	Publication No.	Private PAIR/GD/IFI	One time sync with IFI/PAIR/GD
Examiner Name	Examiner Name	Private PAIR/IFI	Regular sync with PAIR
Filing Date	Filing Date	Private PAIR/GD/IFI	Regular sync with PAIR/GD
Group Art Unit	Group Art Unit	Private PAIR	Regular sync with PAIR
Invention Title	Title	Private PAIR/GD/IFI	One time sync with IFI/PAIR/GD
Jurisdiction	Jurisdiction	IFI	One time sync with IFI
Location	Location	Private PAIR	Regular sync with PAIR
Patent Class	Class/Subclass	Private PAIR	Regular sync with PAIR
Patent Issue Date	Issue Date of Patent	Private PAIR/IFI	One time sync with IFI/PAIR
Patent Number	Patent No.	Private PAIR/IFI	One time sync with IFI/PAIR
Priority Dates	Priority Dates	IFI	One time sync with IFI
Priority Numbers	Priority Numbers	IFI	One time sync with IFI
Specification	Specification	IFI	User initiated sync with IFI

- **Manual Overriding:** This feature allows the user to list the fields that can be overridden. The fields listed under this section do not update automatically during an import or any other application process. They must be updated manually.

**Note:** The new Patent Fields Overriding feature allows users to control the fields of the patent that they want to update manually. User updates will not be overwritten by any automatic synchronization from PTO or third-party data sources.

To view the details of the asset, select a patent by clicking on the Asset Name blue link.

[Home](#) [Admin](#) [Import](#) [Invention Disclosures](#) [Patents](#) [Reports](#) [Dashboards](#) [Other Matters](#)

We searched for "remuneration-12".

**Patents**  
 3 Results • Sorted by [Relevance](#)

Asset Name	Legacy ...	Country C...	Title	Application No.
<a href="#">TP346324USPRV1</a>		US	Remuneration-12	US9991111
<a href="#">TP346324USORG1</a>		US	Remuneration-12	US8881009
<a href="#">TP346324USORG2</a>		US	Remuneration-12	

ThermoFisher  
SCIENTIFIC

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

Search...

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

Patent Remuneration-12 + Follow Edit Max-IDS S-Doct 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 QC  
System Information  
Abstract and Specification

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 19, 2022
TP346324USORG1 - Assignment (COPY).doc	May 13, 2022

Add Person Send Package

Forms

Files (0)

Upload Files  
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.



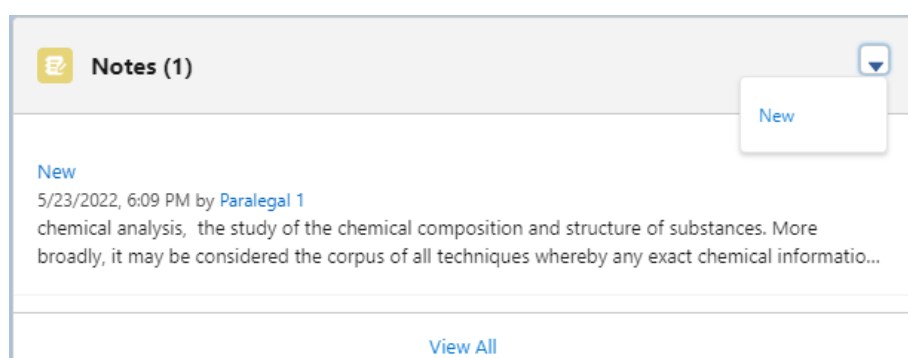
In addition to this, you can also perform the following functions at the asset level by clicking on the required button:

- Generate pre-populated templates and checklists using **S-Docs**.
- Directly navigate to **Max-IDS** for managing references and IDS forms for a given asset. Details of using Max-IDS are provided in the Paralegal User Guide.
- Select the fields to be **manually overridden**.

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

- **Notes**

This section displays the notes and other information related to the asset. It also allows you to add new notes to the asset by selecting the down-arrow on the top-right corner. This is to be used in place of the Matter Management Activity in the legacy docket system.



- **DocuSign**

This includes files or forms generated through S-Docs or uploaded manually that need to be sent to stakeholders. The widget allows the user to select the recipients and send through Symphony for Signatures.



**Asset Inventor (3)**

[Hamish Stewart](#)  
 Person Email:  
 Primary Inventor: ☒  
 Is External Inventor: ☐

[Dmitry Grinfeld](#)  
 Person Email:  
 Primary Inventor: ☐  
 Is External Inventor: ☐

[Alexander Makarov](#)  
 Person Email:  
 Primary Inventor: ☐  
 Is External Inventor: ☐

[View All](#)

If you want to add the inventors, click on New, provide Inventor details and **Save**.

**Asset Inventor (3+)** New

[Yuchen Deng](#)  
 Person Email:  
 Primary Inventor: ☒  
 Is External Inventor?: ☐

[Erik Michiel Franken](#)  
 Person Email:  
 Primary Inventor: ☐  
 Is External Inventor?: ☐

[Bart Van Knippenberg](#)  
 Person Email:  
 Primary Inventor: ☐  
 Is External Inventor?: ☐

[View All](#)

**New Asset Inventor**

**Information**

\* Inventor  
 Q  
 Complete this field.

\* Asset  
 X

\* Name

Primary Inventor  
☐

Exclude Inventor for Awards  
☐

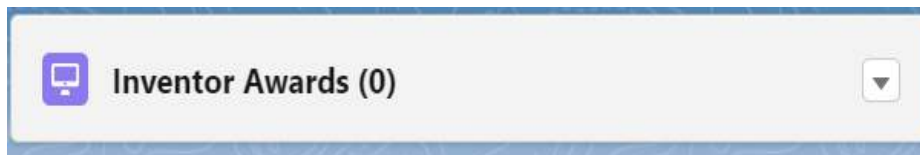
Is External Inventor?  
☐

Cancel Save & New Save

Note: You may be able to add inventors to the asset only if you are added with a Role (such as Docketer) under **Roles** for a given asset. Sys Admins can add roles to all matters.

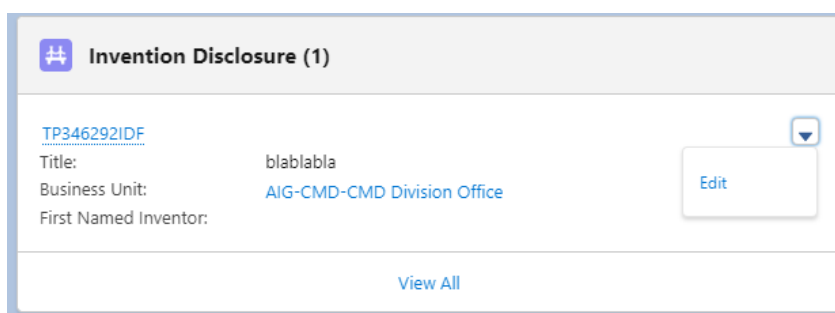
- **Inventor Awards**

This section summarizes the approved awards for the inventors.



- **Invention Disclosure**

This section displays the related invention disclosure.



- **Diary Notes**

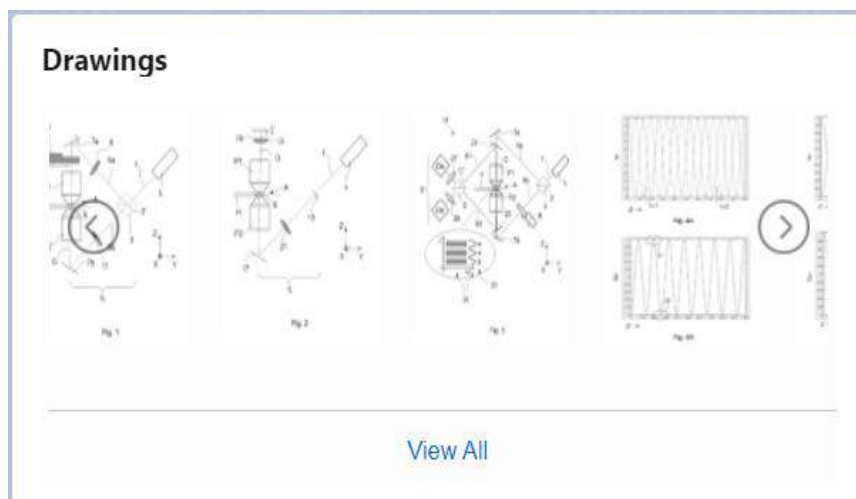
This feature allows the user to capture Notes related to the case.



- **Drawings**

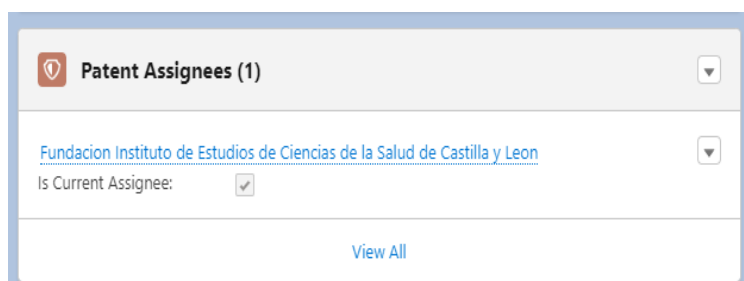
This contains the drawings and illustrations applicable to the invention.





- **Patent Assignees**

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



- **Provisional Conversion**

The Docketer 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 docketer can take any one of the following three decisions on the Provisional application:

- **Convert:** By selecting convert, they can convert the selected provisional patent to another type of patent application such as non-provisional, etc.

- **Combine:** The docketer 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:


The screenshot shows the 'Matter Info' tab selected in a navigation bar. Below the navigation bar is a list of sections, each with a right-pointing chevron icon to its left, indicating they are expandable. The sections are:

- > 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

Below the list, the 'Abstract' section is partially visible with a small information icon.

## Editing Matter Info

All the fields in the matter info can be edited/updated by the Docketer except the **Asset Name** and **Docket Number**.

To edit any field click on **Edit** button on the top. Alternatively, you may also click the pencil icon  next to the respective field to make it editable.

The screenshot shows the top navigation bar with the 'Edit' button highlighted by an orange box. Below the navigation bar is the header section containing the following information:

- Patent** TestPDF2
- Docket No.** TP346356USP0V1
- Filing Date**
- Patent/Publication/Application No.**
- Business Unit** AIG-CMD-CMD Division Office
- Outside Counsel**
- First Named Inventor** Committee Member 2
- Actions:** + Follow, Edit (highlighted), Main-DS, S-Docs, Manual Overriding, Data Sync

Update the values and click on **Save**.

### i. Updating PTA

The **PTA & TD** section in **Matter Info** displays the calculated expiration date for the patent. Also, it allows you to enter PTA days manually.

Note: PTA Days field in this section updates the adjustment dates automatically based on the patent expiry date and PTA Days entered by the user. It does not incorporate Terminal Disclaimers, so if a Terminal Disclaimer was filed, this field needs to be calculated manually and updated.

- Click the edit icon in the PTA Days field to enter a patent expiry day adjustment.

### ii. Updating TD

This section displays the list of TDs that are related to the patent record. This section allows you to add related patents that are available in the list of patents available or manually add patent references that are not available in Symphony.

Follow the topics below to search and add patent references from the portfolio or add manually:

**Add Patents from the list of Patents**


Follow the steps below to add patent references from the portfolio:

- Toggle the **TD Available** switch to enable adding a reference.



The screenshot shows the 'TD PATENTS' interface. At the top right, there is a toggle switch labeled 'TD Available' which is turned on (indicated by a blue circle with a white checkmark). Below this is a search bar labeled 'Search Portfolio' with a magnifying glass icon and a lock icon. Below the search bar is a table with the following headers: DOCKET NO., PATENT NO., TITLE, and EXPIRATION DATE. A small square icon is visible to the left of the DOCKET NO. header.

- Enter the patent number in the Search Portfolio box to cite the patent or choose the relevant record from the drop-down.



The screenshot shows the 'TD PATENTS' interface. The 'TD Available' switch is turned on. The search bar contains the text 'us'. A dropdown menu is open below the search bar, displaying a list of patent numbers: US7757577, US7072971, US7392234B2, US7009589, US7938852B2, US7294146, and US7357812B2. Below the table, a status message reads: 'Current Status: Request to sync PTA/TD has not yet sent.'

- This adds the references under the TD PATENTS tab.



The screenshot shows the 'TD PATENTS' interface. The 'TD Available' switch is turned on. Below the search bar, there are two icons: a download icon and a trash icon. Below these icons is a table with the following headers: DOCKET NO., PATENT NO., TITLE, and EXPIRATION DATE. The first row of the table is highlighted with a blue border and contains the following data: a checked checkbox, 'SYM/P/e26975265/US/ORG3', 'US7938852B2', 'Apparatus and methods for delivery of braided ...', and '12/3/2021'.

**Add Patents Manually**

Follow the steps below to add patent references manually:

- Toggle the **TD Available** switch to enable adding a reference.

TD PATENTS TD Available ☒

Search Portfolio 

<input type="checkbox"/>	DOCKET NO.	PATENT NO.	TITLE	EXPIRATION DATE
--------------------------	------------	------------	-------	-----------------

- Click the **Add Related Patent** icon next to the **Search Portfolio** box to add patent references.

TD PATENTS TD Available ☒

Search Portfolio 

<input type="checkbox"/>	DOCKET NO.	PATENT NO.	TITLE	EXPIRATION DATE
--------------------------	------------	------------	-------	-----------------


- Fill out the fields in the **Add related Patent** pop-up and click **Save** to add the reference manually. Click **Import and Save** to import and add the reference manually.

Add Related Patent

\* Enter Patent Number

US7458447

\* Enter Expiry Date

May 21, 2020 

- This adds the references under the **TD PATENTS** tab.

TD PATENTS TD Available ☒

Search Portfolio 

<input type="checkbox"/>	DOCKET NO.	PATENT NO.	TITLE	EXPIRATION DATE
<input type="checkbox"/>		US7458447	[No Title]	5/21/2020

### Delete Reference

Follow the steps below to delete the patent references:

- Select one or more patent references under the **TD PATENTS** section to delete references.

TD PATENTS

Search Portfolio

DOCKET NO.

PATENT NO.

TITLE

EXPIRATION DATE

US7458447

[No Title]

5/21/2020

- Click the **delete** icon in the top-left corner to delete the references.

TD PATENTS

Search Portfolio

DOCKET NO.

PATENT NO.

TITLE

EXPIRATION DATE

US7458447

[No Title]

5/21/2020

Thermo Fisher Scientific | Symphony User Guide

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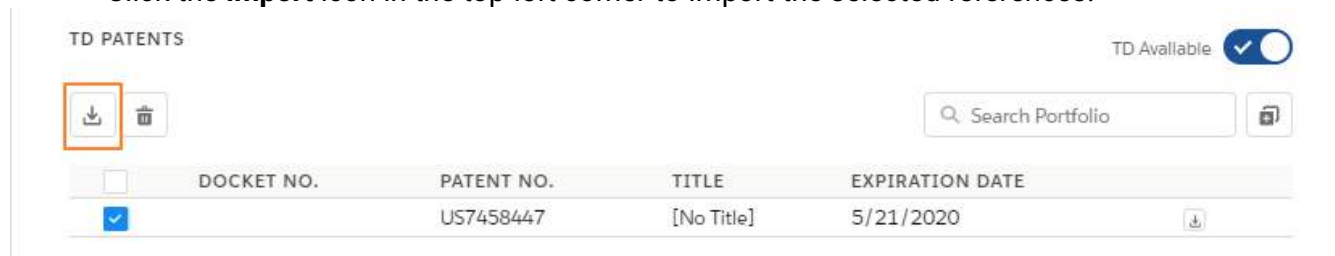
## Import Reference

- Select one or more patent references under the **TD PATENTS** section to import references.



The screenshot shows the 'TD PATENTS' section. At the top right, there is a 'TD Available' toggle switch which is turned on. Below this, there are two icons (download and trash) and a search bar labeled 'Search Portfolio'. A table with the following columns is displayed: DOCKET NO., PATENT NO., TITLE, and EXPIRATION DATE. The table contains one row with the following data: [checkbox checked], US7458447, [No Title], and 5/21/2020. A download icon is visible at the end of this row.

- Click the **Import** icon in the top-left corner to Import the selected references.



This screenshot is identical to the previous one, but with an orange box highlighting the 'Import' icon (a download arrow) in the top-left corner of the table area.

## 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 associated with a Customer Number. The **Docket** tab also automatically de-dockets an existing event based on a filing, so long as the document code associated with that filing is correct.

Each docket is created as an event with following information:

- Event Name
- Event Date
- De-Docketed Date
- De-Docketed By
- Office Action for the Event

For other countries, and for USPTO applications not associated with a Customer Number, the Docketer will add, close/complete docketing events manually based on the document code and country law docketing rule(s). Manual docketing/de-docketing is performed using the following options:

- Add Event (uses Country Law rules engine)
- Add Ad hoc Activity (does not use Country law rules engine)
- Abandon



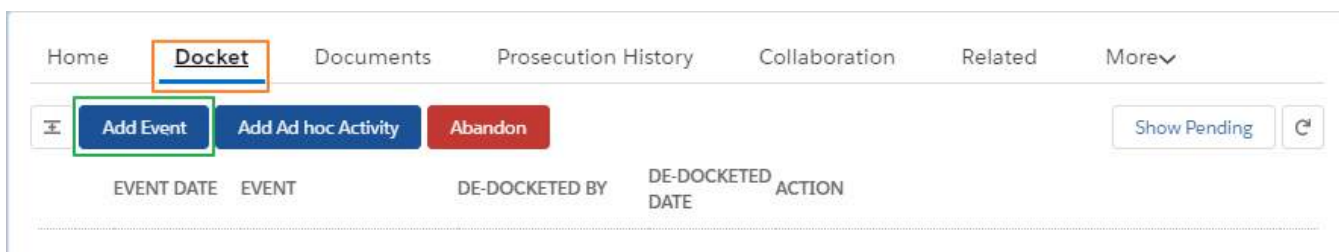
In addition to the above, manual docketing can also be performed directly through incoming emails. The details are provided in the subsequent section [Email to Docketing](#).

### i. Add Event

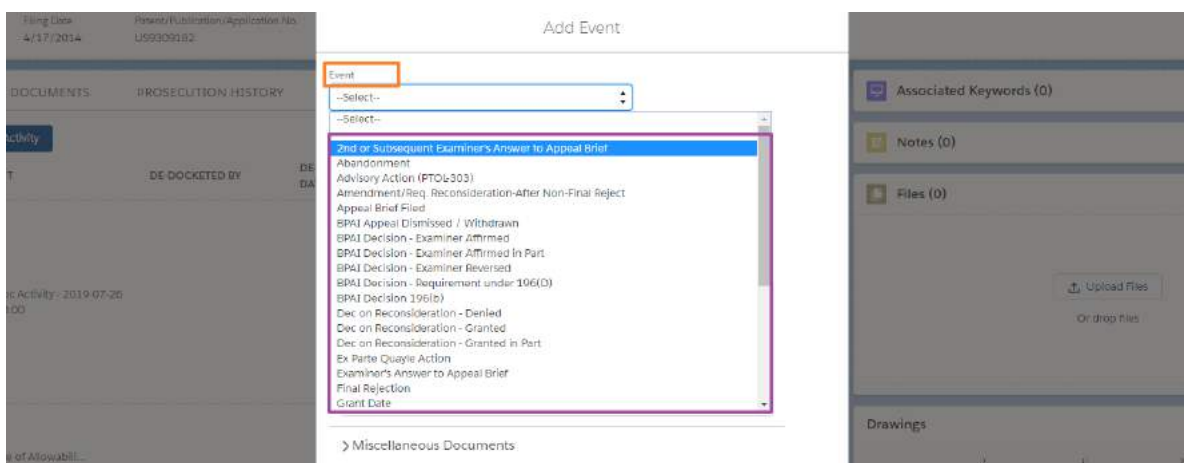
This feature allows you to add a new docket activity manually. You can create a new docket activity based on the list of document codes available in the application.

Follow the below-mentioned steps to add a new event to the docket:

1. Click the **Add Event** button to add a new event.



2. Choose an office action from the **Event** drop-down in the **Add Event** pop-up.



3. Choose an **Event Date** and add **Comments**.

ion/Application No.

ON HISTORY

ED BY DE DA

Associate

Notes (

Files (0

Add Event

Event

2nd or Subsequent Examiner's Answer to Appeal Brief

\* Event Date

Aug 16, 2018

Comments:

Schedule meeting if need more Info.

4. Upload any attachments under the **Prosecution Document** and **Miscellaneous Documents** section. Note: you do not need to upload attachments for USPTO cases that are tied to a customer number, nor for published cases associated with Global Dossier (WIPO, AU, CN, EPO, JP, or KR)
5. Click **Save** to create a new event.

✓ Prosecution Documents

Choose File Other New Documents.png

Choose File No file chosen

Choose File No file chosen

Choose File No file chosen

Choose File No file chosen

> Miscellaneous Documents

Cancel Save

Drawings

6. The save function creates a new docket activity under the **Docket** tab, displayed based on the event target date as shown in the image below.

EVENT DATE	EVENT	DE-DOCKETED BY	DE-DOCKETED DATE	ACTION
16-Aug-2018	2nd or Subsequent Ex...			<div> <div> Reply Brief Due 16-Oct-2018 </div> </div>
				Continuation/ETP/Divisional Application Due

7. The save function also adds the event to **Prosecution History** along with the comments and prosecution documents uploaded by the user.

MAIL ROOM DATE	DOC. DESCRIPTION	DOC. CODE	PTO DOCUMENT
Jun 07, 2022	<a href="#">Ex Parte Quayle Action</a>	CTEQ	
Jun 06, 2022	<a href="#">2nd or Subsequent Examiner's Answer to Appeal Brief</a>	APE2	

**2nd or Subsequent Examiner's Answer to Appeal Brief**

Download Link  
 Image File Wrapper Document ID  
 Image File Wrapper Document ID  
 Download Link  
 Accept  
 Document Category  
 Invention Subject Matter Type  
 PDF File Name  
 Is Pending Filed  
 Final Decision  
 Interim Due Date  
 Respondent and Third Parties Office Due Date  
 Outside Counsel Fee Issue Fee

**Notes (1)**  
2nd or Subsequent Examiner's Answer to Appeal Brief  
6/5/2022 7:05 AM by System Admin TF  
Appeal Brief response  
[View All](#)

**Files (0)**  
 Upload File  
Or drop file

**Notes & Attachments (1)**  
 Appeal Brief.pdf  
Jun 5, 2022 - Attachment  
[View All](#)

## ii. Create Ad-hoc Activity

This feature allows you to manually create an event or alert within the application without any Country Law Rules.

Follow the below-mentioned steps to add a new Ad-hoc Activity to the docket:

1. Click the **Add Ad hoc Activity** button to add a new activity.

Home
Docket
Documents
Prosecution History
Collaboration
Related
More

Add Event
Add Ad hoc Activity
Abandon
Show Pending

EVENT DATE	EVENT	DE-DOCKETED BY	DE-DOCKETED DATE	ACTION
------------	-------	----------------	------------------	--------

2. Fill out the necessary fields from the **Add Ad hoc Activity** pop-up and click **Save** to create a new Ad hoc Activity.

The save function creates a new docket activity under the **Docket** tab displayed based on the event target date.

If “Add Prosecution Event?” is selected, the respective event will be created and displayed under the **Prosecution History** tab. This can be used for the non-US countries.

EVENT DATE	EVENT	DE-DOCKETED BY	DOCKETED DATE	ACTION
05/22/2020	Ad hoc activity			Adhoc activity 05/23/2020

**Note:** The comments provided by the user at the time of activity creation can be seen in the detailed view of the docket activity.

- **sIDS Activity**

On receipt of an Office action with List of References cited by Examiner (892 document) in any US application, Symphony auto-creates an ad hoc sIDS docket activity for active/pending US-related and IL-related matters.

In addition to this, docketer can select **Create sIDS in pending US and IL cases** at the time of docketing a foreign examination report/search report to create the ad hoc sIDS docket activity for active/pending US-related and IL-related matters.

Docketing Activity No. DA-0000486834	Patent TP104104AJPCT1
Trigger First Examination Report	Activity Date 5/3/2022
Trigger Type Event	Due Date 8/3/2022
Actions Response to First Examination Report Due	Action Date
Extension Number No Extension	Owner System Admin TF
Assigned To	Comments <b>Create sIDS in pending US and IL cases</b>
Term Id	Is Cloned For Preview
De-Docketed by	

### iii. De-Docket Activity

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

Follow the steps below to manually de-docket an existing event in **US cases**:

1. Click the **Calendar** icon next to the docket's **ACTION** column to de-docket an event.

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

2. Choose a **De-docket Event** and **Event Date** from the **Add De-docket Event** pop-up. Click **Save** to add a de-docket event against a docket event.

3. A successfully de-docketed event is marked with a **tick** symbol and displayed in the **DOCKET** tab.

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

Follow the steps below to manually de-docket the other activities:

1. Click on **+** to expand the docket actions against the event and click on the **due date**.

+	03-30-2021	Grant Date	
			Broadening Reissue Due 03-30-2023
			3.5 Year Maintenance Fee 03-30-2024 09-30-2024 03-30-2025
			7.5 Year Maintenance Fee 03-30-2026 09-30-2026 03-30-2029
			11.5 Year Maintenance Fee 03-30-2032 09-30-2032 03-30-2033
+ X	11-27-2019	Filing Date	

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

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

3. Else, if you want to close the action without completing the required activities, then update **Is Closed**, **Closed Date**, **Reason to Close** and **Closed By** fields.

#### iv. Abandon

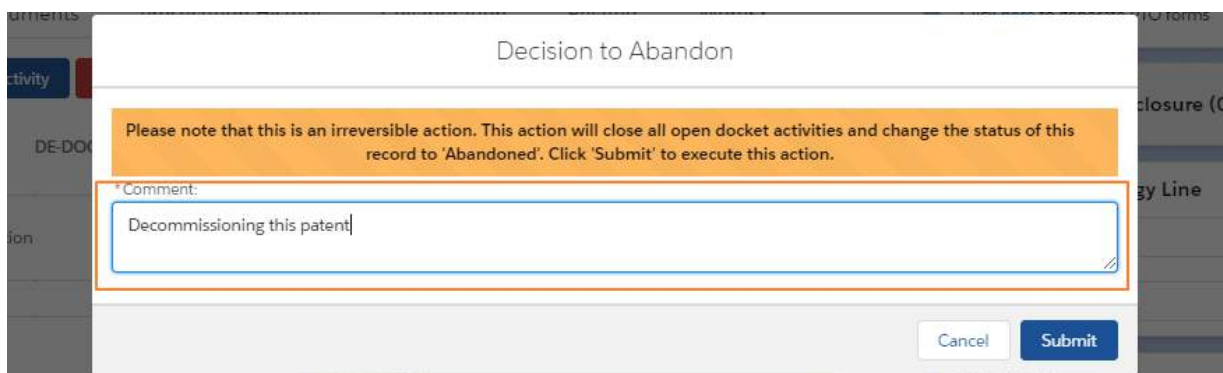
This feature allows you to abandon the patent record and close all open docket activities with a click of a button.

**Note:** Abandoning a patent record changes the patent status to 'Abandoned'.

1. Click the Abandon button under the **Docket** tab to abandon a patent.



2. Fill in the relevant information in the **Comment** section of the **Decision to Abandon** pop-up as shown in the image below and click **Submit**.



**Note:** Comments provided in Decision to Abandon get updated under **Notes**. Be sure to add the Responsible Manager's name who authorized the abandonment.

#### 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 table contains the following information:

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

Matter Info

Docket




Roles

Prosecution History

Documents

Correspondence

More ▾

MAIL ROOM DATE	DOC. DESCRIPTION	DOC. CODE	PTO DOCUMENT
Aug 02, 2021 Nov 27, 2019	Certificate of Correction - Post Issue Communication Drawings-only black and white line drawings	COCCOIT 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

OAEMAIL



#### 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.

**Note:** Symphony automatically syncs file wrappers from Global Dossier for JP, CN, KR, WO, AU, and EP. If the prosecution history is available in GD, it would get synced in Symphony. 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. For US applications, the sync is performed through Private PAIR.

#### d. Documents

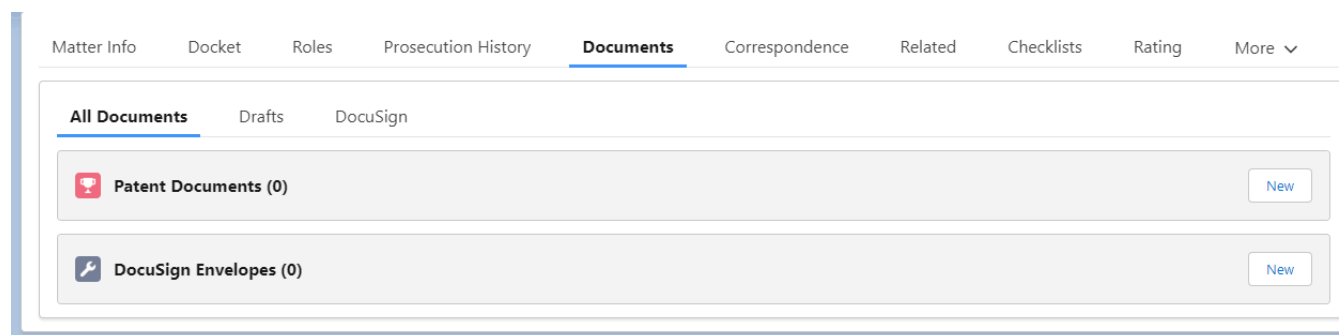
The **Documents** section is for drafts, documents for signature, and other transactions between the responsible individuals on the matter. It should not contain file history documents (those belong in Prosecution History).

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.

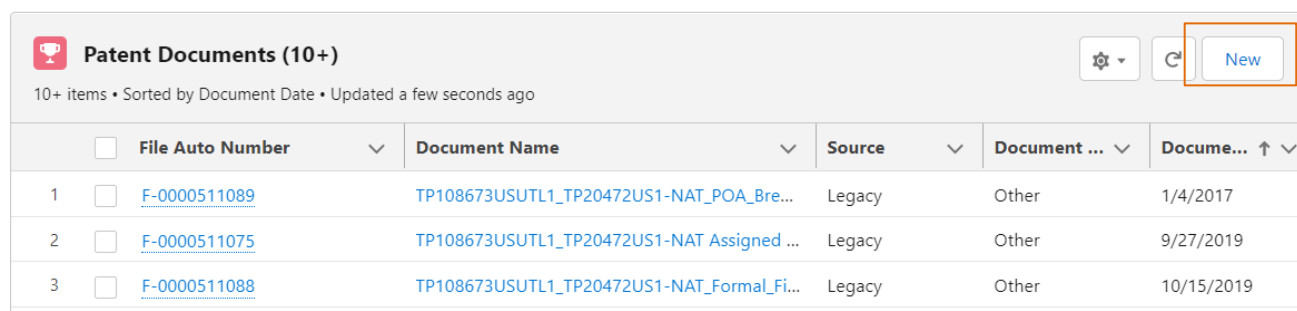


Following are some sample sources from where documents may be received in **All Documents**:

- 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

### a. Manual Document Upload

1. To upload a document under **All Documents**, select **New**



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


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

asures ▾ Patents ▾ Reports ▾ Dashboards ▾ Admin Import Other Matters ▾ Trademarks

## New Patent Document

Patent > TP108673USUTL1

\* Upload File

 Upload Files

 Or drop files


\* Document Name

\* Document Type


--None--

▲▼

\* Document Date



Comments



Upload

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

Patent Documents (10+)						
10+ items • Sorted by Document Date • Updated a few seconds ago						
	<input type="checkbox"/>	File Auto Number	Document Name	Source	Document ...	Docume... ↑
1	<input type="checkbox"/>	<a href="#">F-0000511089</a>	TP108673USUTL1_TP20472US1-NAT_POA_Bre...	Legacy	Other	1/4/2017
2	<input type="checkbox"/>	<a href="#">F-0000511075</a>	TP108673USUTL1_TP20472US1-NAT Assigned ...	Legacy	Other	9/27/2019
3	<input type="checkbox"/>	<a href="#">F-0000511088</a>	TP108673USUTL1_TP20472US1-NAT_Formal_Fi...	Legacy	Other	10/15/2019
4	<input type="checkbox"/>	<a href="#">F-0000511074</a>	TP108673USUTL1_TP20472US1-NAT Draft Appl...	Legacy	Other	11/20/2019

## b. Legacy Documents

- For applications in prosecution, all the documents received from the Legacy system are uploaded with the source as **Legacy** and document type as **Other**

Patent Documents (10+)						
10+ items • Sorted by Document Date • Updated a few seconds ago						
	<input type="checkbox"/>	File Auto Number	Document Name	Source	Document ...	Docume... ↑
1	<input type="checkbox"/>	<a href="#">F-0000511089</a>	TP108673USUTL1_TP20472US1-NAT_POA_Bre...	Legacy	Other	1/4/2017
2	<input type="checkbox"/>	<a href="#">F-0000511075</a>	TP108673USUTL1_TP20472US1-NAT Assigned ...	Legacy	Other	9/27/2019
3	<input type="checkbox"/>	<a href="#">F-0000511088</a>	TP108673USUTL1_TP20472US1-NAT_Formal_Fi...	Legacy	Other	10/15/2019
4	<input type="checkbox"/>	<a href="#">F-0000511074</a>	TP108673USUTL1_TP20472US1-NAT Draft Appl...	Legacy	Other	11/20/2019

- For granted patents outside the US and the Global Dossier countries, all the documents received from the Legacy system are uploaded under a single folder with the source as **Legacy**

Patent Documents (1)						
1 item • Sorted by Document Date • Updated a few seconds ago						
	<input type="checkbox"/>	File Auto Number	Document Name	Source	Document ...	Docume... ↑
1	<input type="checkbox"/>	<a href="#">F-0000655687</a>	TP103410UMCNSEC1_TP107708CNSEC1U_LT0...	Legacy	Other	6/27/2022

Details	
Document Name TP103410UMCNSEC1_TP107708CNSEC1U_LT01197CNUTM_Legacy_documents_2022-06-27	Patent <a href="#">TP103410UMCNSEC1</a>
File Name TP107708CNSEC1U_LT01197CNUTM_Legacy_documents	File Auto Number F-000655687
Source Legacy	Document Date 6/27/2022
Document Type Other	Legacy Created Date 6/27/2022
Comments	
Created By System Admin TF · 5/20/2022, 6:13 AM	Last Modified By System Admin TF · 5/20/2022, 6:13 AM

Document Name  
TP103410UMCNSEC1\_TP107708CNSEC1U\_LT01197CNU TM\_Legacy\_documents\_2022-06-27

File Name  
TP107708CNSEC1U LT01197CNUTM Legacy documents

Source

## Legacy

Document Type

Other

### Comments

Created 8

System Admin TF, 5/20/2022, 6:13 AM

### Patent

TP103410UMCNSEC1

File Auto Number

F-000065568

Document Date

6/27/2022

Legacy Created Date

6/27/2022

Last Modified By

System Admin TE, 5/20/2022, 6:13 AM

LAST UPDATED	DOCUMENT #	ACTOR	DOCUMENT TYPE	ATTACHMENTS	RESPOND BY DATE	STATUS
12/15/2020, 9:27 PM	[APP-0001]	To be reviewed by In-house Counsel 1	Application Draft		2020-12-15	Review Pending

**History**

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

Review by IC	Status One or more reviews pending
Respond by Date 2020-12-15	PTD Due Date 2020-12-16
Comments Submitted for review	
Uploaded Files A - Petition other draft.pdf	

**Document Submitted for Review**

Document Type Application Draft	Version Initial
Respond by Date Dec 15, 2020	PTD Due Date Dec 16, 2020
Status One or more reviews pending	
Comments Submitted for review	
Uploaded Files A - Petition other draft.pdf	

**Your Response**

Selection Size: 12

Rich text editor area

Upload Files (highlighted) Or drop files

Approved (highlighted) Revise (highlighted)

If a user wants to send the documents received from Outside Counsel (OC) for revision (see image above), enter your comments in the **Your Response** section, **Upload** any relevant documents and click **Revise**. The document's status is changed to **Revise** (image below); it goes to the OC to act upon those comments and resend for review again.

**History**

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

Review by IC	Status One or more revision requests received
Respond by Date 2020-12-15	PTD Due Date 2020-12-16
Comments Submitted for review	
Uploaded Files A - Petition other draft.pdf	

**Document Submitted for Review**

Document Type Application Draft	Version Initial
Respond by Date Dec 15, 2020	PTD Due Date Dec 16, 2020
Status One or more revision requests received	
Comments Submitted for review	
Uploaded Files A - Petition other draft.pdf	

**Reviewer's Response**

Comments

Status  
Revise

Uploaded Files

Once the OC has made the revisions and submitted the document for review, the status is changed to **Review Pending**. If the user want to send the document for revision again, follow the above steps or if you want to approve, enter your comments in the **Your Response** section, **Upload** any relevant documents and click **Approve** (image below).



### e. Related

The **Related** tab allows you to view and add new related patent records (child record) for a patent (parent record). This section divides the filing of child record into two types:

- Filing a patent in another country (international filing feature)
- Filing a related patent application for a parent invention

Related patent applications are filed after an initial original application but before it is issued as a patent. The related patents have similar or related technologies as that of the original patent.

From the **Related** tab, you can create a related record under the below-listed categories:

#### Family Patents:

- **Provisional**

Provisional application filed in the family.

- **International Case**

This application type allows filing an application in different countries. To file an international case, refer to [Add International Case](#).

- **Continuation**

The continuation application is filed to pursue additional claims in an earlier application, i.e., the parent application.

- **Continuation-in-Part**

This application type is filed when the application contains subject matter that was not disclosed in the parent application.

- **Divisional**

This application type is filed when a parent application contains claims beyond the acceptable limit for one patent application or claims that do not match an application.

To file any of the above case types except for an international case, refer to [Add Related Cases](#).

- **Utility Non-Provisional**

A non-provisional application is examined by a patent examiner and may be issued as a patent if all the requirements for patentability are met.

#### Other Patents:

Other patents demonstrate subject matter related applications that might not be directly in PTO records.

### i. Add International Case

Follow the steps below to add a new foreign filing record for a patent record:

1. Select the **Foreign Case** option under **Related Case** and click **Next**.

The screenshot shows the 'Related' tab in the Symphony User Guide. The 'Related Case' dropdown menu is open, showing options: Foreign Case, Continuation, Continuation-in-Part, Divisional, Utility Non-Provisional, and Foreign Case. The 'Foreign Case' option is selected. A 'Next' button is visible on the right.

2. From the **Select the desired countries** field, search and choose the relevant countries to file the application, and click **Next**.

The screenshot shows the 'Related' tab in the Symphony User Guide. The 'Select the desired countries' field is active, showing a search bar with 'Japan' entered and a dropdown menu with 'Japan (JP)' selected. A 'Next' button is visible on the right.

3. Click **Finish** to create the relevant Patent record.

The screenshot shows the 'Related' tab in the Symphony User Guide. The 'Record Created Successfully' message is displayed. A 'Finish' button is visible on the right.

**Note:** For National Phase entries, always add the related applications from the parent PCT application.

### ii. Add Related Cases

Follow the steps given below to file a related patent for an existing patent record:



1. Select the **Continuation/Continuation-in-Part/Divisional** option from the **Related Case** drop-down and click **Next**.

The screenshot shows the 'Related Case' dropdown menu. The 'Related' tab is selected in the top navigation bar. The dropdown menu is open, showing options: Continuation, Continuation-in-Part, Divisional, Utility Non-Provisional, and Foreign Case. The 'Continuation' option is highlighted. A 'Next' button is visible to the right of the dropdown.

2. The above action adds a related record in the **Related** tab, and an email notification is sent to OC on the new patent record creation. The same record can also be seen in the dashboard of their home page.

### iii. International Filing Decision Workflow

This workflow creates and tracks international filing decisions across different jurisdictions with associated deadlines for the Paris Convention, PCT (Patent Cooperation Treaty), and EP (European Patent Office) validations. The workflow is activated for newly created cases only.

Some of the Jurisdiction groups for filing strategy workflow are pre-defined in Symphony. If you don't want to use the pre-defined groups, you may do a selection on a country-by-country basis.

#### International Filing - Paris Convention Confirmation

The screenshot shows the 'Select the desired Country Groups' dropdown menu. The dropdown is open, showing a list of country groups. The 'Tier 1 (TW, EP, CN, WO, DE, KR, FR, IN)' option is highlighted.

The image below depicts the confirmation decision for filing a case in EP.

This module includes standard out-of-the-box workflows including International filing strategic group creation for:

- PCT or National Filing
- PCT National Phase entry
- EP Validation (this requires a new EP record to be created)

The workflow allows the in-house counsel/docketer to create and log an international filing strategy during the approval of the disclosure and then revisit, confirm, and/or modify the strategy at various deadlines. The IC/docketer can view the upcoming deadlines and pending decisions through corresponding queues. The workflow will adapt to the decisions being made and show relevant choices to the IC/docketer. As of June 2022, only MSD has international filing strategies; the other divisions and business units do not.

When the related cases are created for a patent, the below information is copied over.


Object	Field label	Value	Comments
Patent	File Number	TP3124USORG1	Configured based on the case type
Patent	Application Type	Utility	It is set based on the related case chosen.
Patent	Asset Type	Patent	Copied from parent patent.
Patent	Base Invention Disclosure	a1Qq0000004BQYIE A4	Link to the disclosure

Patent	Case Type	Utility Original	This is also based on the related case created.
Patent	Country Code	US	This is based on related case creation.
Patent	Family ID	100088	Copied from parent patent.
Patent	File Number Suffix	1	Can be 2 or 3 based on related case type and family.
Patent	First Filing	FALSE	
Patent	First Named Inventor	a1Tq0000003MXUyEAO	Link to the primary inventor
Patent	Inventors	Inventor 2, Inventor 1	Lists all the inventors of the patent
Patent	Status	Drafting	
Patent	Title	Test Disclosure 2	
Patent	Law Firm	Law firm Name	Link to Law firm record, chosen during Assign to Lawfirm action.
Patent	Outside Counsel	OC Name	Link to OC person (if OC is chosen with Lawfirm then it will reflect here)
Patent	Target Filing Date		shows the value chosen by IP Coordinator OR Responsible Manager in the assign to law firm action.
Patent	Earliest Priority Date		

## f. Correspondence

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

Users can compose and send out emails from the **Email** tab.


**Patent**  
**System And Method For Determining Copies-Per-Unit-Volume Using Pcr And Flow Control Of Droplets**
+ Follow

Docket No. TP206167USCON2
Filing Date 1/13/2020
Patent/Publication/Application No. US2020224280A1
Business Unit [GSG-GSD-Genetic Analysis \(BU\)](#)
Outside Counsel
First [Go](#)

Matter Info
Docket
Roles
Prosecution History
Documents
**Correspondence**
Related
More

Email

Write an email...

Compose

Filters: All time • All activities • All types

Refresh • Expand All • View All

▼ Upcoming & Overdue

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

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

You can select your email address as From Address OR select [tfdocketing@maxval.com](mailto:tfdocketing@maxval.com) and send the email. **Note:** Always put **[Symphony Docket Number]** in the subject line.

Matter Info
Docket
Roles
Prosecution History
Documents
**Correspondence**
Related
Checklists
Rating
More ▼

Email

\* From

Comp Manager <vishnupriya.d+comp@maxval.com>

To

--None--  
✓ Comp Manager <vishnupriya.d+comp@maxval.com>

Bcc

Thermo Fisher Scientific <tfdocketing@maxval.com>

Subject

Enter Subject...

Font


Size

B I U A

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

▼ May • 2022

This Month

> 

TP303680USUTL1 - 1.56 DoD


12:32 PM | May 9

▼

Mila Kasan sent an email to Mila Kasan

▼ March • 2022

2 Months Ago

> 

REQUEST: Inventor Information (Our Ref. Terrie Strawn, Patti Selan, Susanna Li, Mila Kasan)

3:36 AM | Mar 17

▼


Mila Kasan sent an email to Mila Kasan


No more past activities to load.

Sort by:

Most Recent Activity ▼

Search this feed...





 System Admin TF updated this record.  
May 16, 2022 at 5:20 AM


▼


Status  
Issued to Sold

Prosecution Status Date  
4/26/2022 to 5/16/2022

 Like

 Comment

 Write a comment...

 System Admin TF updated this record.  
May 5, 2022 at 12:07 AM

▼

Inventors  
Changed

## g. Patent Rating

This section allows a docketer to provide a rating to the given asset if provided that information by the IP Responsible Manager. IP Responsible Managers can update this as well.

**Note:** Docketer would be able to add ratings only if they are added as a Role to the given asset.

Follow the steps below to rate or change the asset 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](#)

1. Choose a rating from the drop-down in each category available under the **Patent Rating** to rate an asset and click **Save** to continue.

ThermoFisher SCIENTIFIC

System Administrator Home Dashboards Renewals Patents Admin Invention Disclosures Import Reports

Patent lawyer day

Docket No. TP305226USPRV1 Filing Date Patent/Publication/Application No. Business Unit PSG-PTH-Pattheon Biologics (PB) (BU) Outside Counsel

Matter Info Docket Roles Prosecution History Documents **Rating** More

**CSO Program Data**

Intensifying Innovation ☐ No

CSO Program Name

CSO Innovation Type   
 Select an Option

CSO Top Program ☐ No

CSO NPI Number

CSO Tech Area 1

CSO Tech Area 2

**P2P Program Data**

Product Lines   
 Select an Option   
 Or search

Products   
 Select an Option   
 Or search

Taxonomy   
 Select an Option

**Patent Rating**

Case Rating   
 Select an Option

Cancel Save

## h. Group, Division, and Business Unit

This section allows the user to update Group, Division, and Business Unit against a given asset. The Cost Center/GL information is provided here for information but will not be editable in the patent asset record. Only Sys Admins can update the Cost Center/GL information.

The screenshot shows a web interface with a top navigation bar containing tabs: Matter Info, Docket, Roles, Prosecution History, Documents, Correspondence, Related, **Group, Division And BU**, and More. Below the tabs, the section is titled "Group, Division and Business Unit" with the instruction "Please, select the Group, Division and Business Unit." There are three dropdown menus: "\*Group" with "AIG" selected, "\*Division" with "CMD" selected, and "\*Business Unit" with "AIG-CMD-LSMS-SJ Life Science Mass Spectrometry (BU)" selected. Below these is the "Cost Center/GL" field showing "700.9801.2700.19326" and a note: "\*Cost Center/GL" is updated based on Business Unit. A blue "Save" button is at the bottom right.

## 2. Create a New Patent

This feature allows you to create a new patent to the list of patents. The following steps may be followed to add a new patent asset manually.

1. Select the **New** button above the **Patents List Table**. This action will open a New Patent Creation Form in a new pop-up window.

The screenshot shows a table interface with a top navigation bar containing tabs: Import, Invention Disclosures, **Patents**, Trademarks, Annuities, Cost Projections, Award Policies, Inventor Awards, PRC Meetings, Reports, and Asset Collections. Below the tabs, there is a "New" button highlighted with an orange box. Below the button is a search bar with the text "Search this list...". Below the search bar is a table with columns: APPLICATION NO., FILING D..., PUBLICATI..., PUBLICAT..., PATENT NO., ISSUE DA..., JURISDICTION, and PATENT STATUS. The first row of the table contains the values: 234567987, 4/4/2019, United States of Ameri..., and Application.

2. Fill out the required fields under the **Information** section from the **New Patent** pop-up.

**Note:** Application No. format in Symphony requires the two letter Country Code in front of the Application No. Please always insert the CC in addition to the application number with no space in-between.

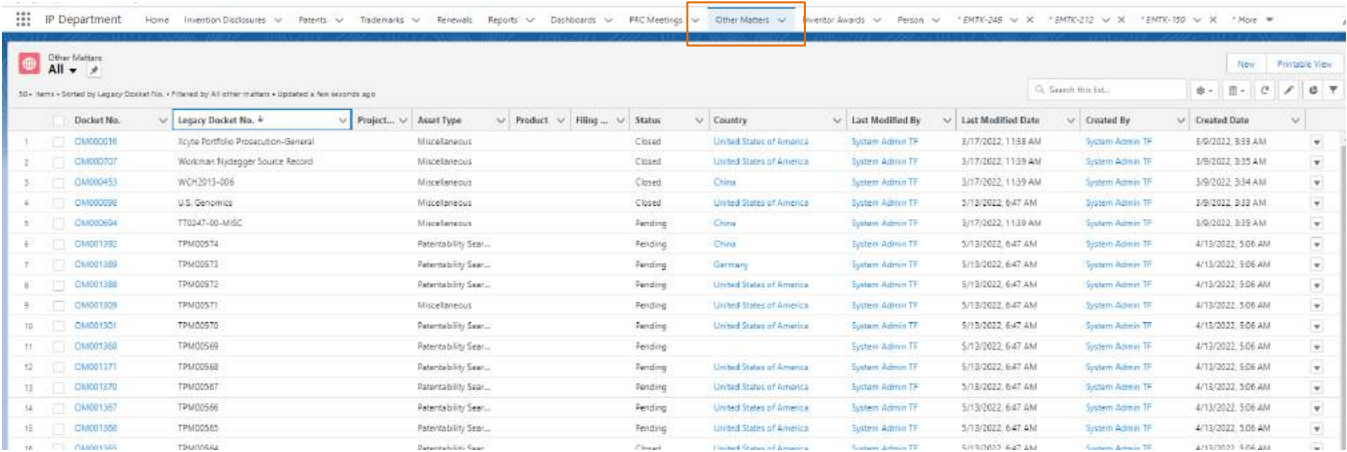
3. Next, fill out the asset details in the **Key Dates and Related Asset & family Info** section and Related Asset & Family Info sections of the form.
4. Click the **Save** button to create a new patent.



# Other Matters

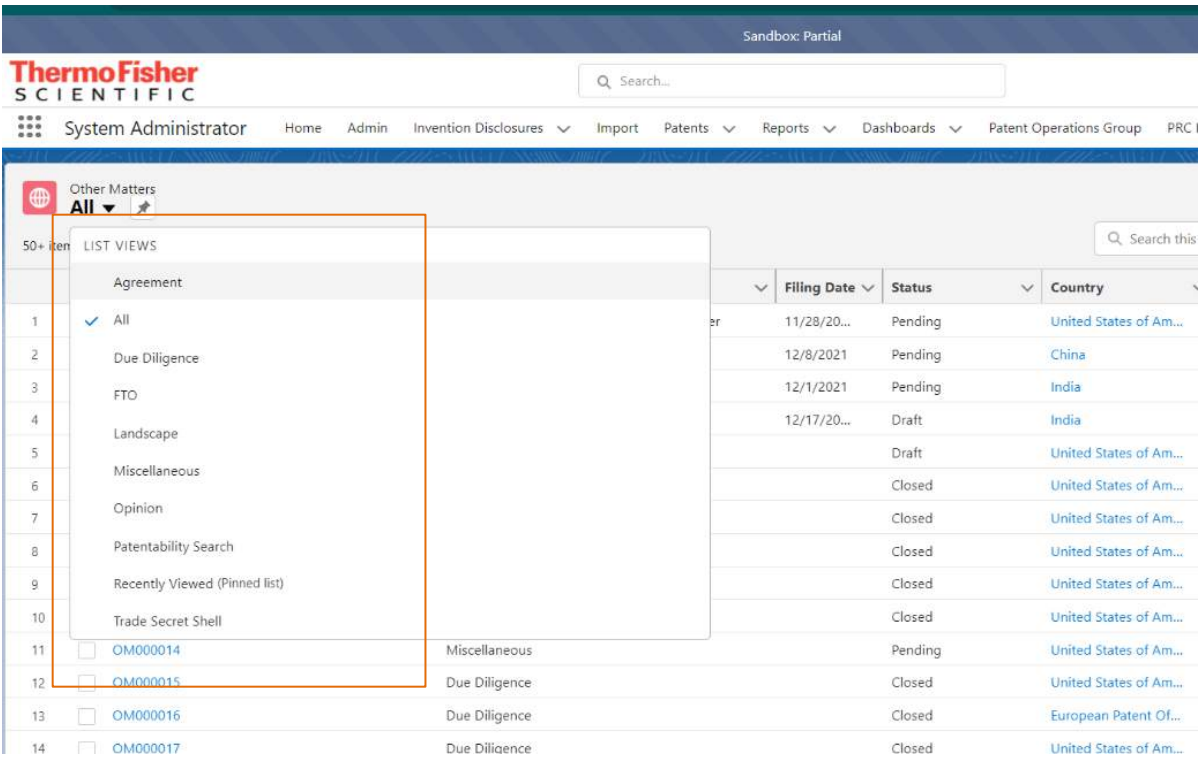
The **Other Matters** section allows you to view and manage the complete list of matters such as Due Diligence, Agreements, FTOs, landscapes, Opinions, Patentability Searches, Trade Secret Shells, etc.

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	OM000018	Roche Portfolio Prosecution-General	Miscellaneous			Closed	United States of America	System Admin TF	3/17/2022 11:39 AM	System Admin TF	3/9/2022 9:39 AM
2	OM000027	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 9:35 AM
3	OM000453	WCH-2013-006	Miscellaneous			Closed	China	System Admin TF	3/17/2022 11:39 AM	System Admin TF	3/9/2022 9:34 AM
4	OM000096	U.S. Genomics	Miscellaneous			Closed	United States of America	System Admin TF	3/17/2022 6:47 AM	System Admin TF	3/9/2022 9:32 AM
5	OM000064	TT0247-00-MISC	Miscellaneous			Pending	China	System Admin TF	3/17/2022 11:39 AM	System Admin TF	3/9/2022 9:35 AM
6	OM001392	TPM00574	Patentability Search			Pending	China	System Admin TF	5/13/2022 6:47 AM	System Admin TF	4/13/2022 5:06 AM
7	OM001389	TPM00573	Patentability Search			Pending	Germany	System Admin TF	5/13/2022 6:47 AM	System Admin TF	4/13/2022 5:06 AM
8	OM001388	TPM00572	Patentability Search			Pending	United States of America	System Admin TF	5/13/2022 6:47 AM	System Admin TF	4/13/2022 5:06 AM
9	OM001309	TPM00571	Miscellaneous			Pending	United States of America	System Admin TF	5/13/2022 6:47 AM	System Admin TF	4/13/2022 5:06 AM
10	OM001301	TPM00570	Patentability Search			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 Search			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 Search			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 Search			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 Search			Pending	United States of America	System Admin TF	5/13/2022 6:47 AM	System Admin TF	4/13/2022 5:06 AM
15	OM001306	TPM00565	Patentability Search			Pending	United States of America	System Admin TF	5/13/2022 6:47 AM	System Admin TF	4/13/2022 5:06 AM
16	OM000106	TPM00564	Patentability Search			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:



Docket No.	Legacy Docket No.	Project	Asset Type	Product	Filing	Status	Country	Last Modified By	Last Modified Date	Created By	Created Date
1	OM000014		Miscellaneous			Pending	United States of America				
2	OM000015		Due Diligence			Closed	United States of America				
3	OM000016		Due Diligence			Closed	European Patent Of...				
4	OM000017		Due Diligence			Closed	United States of America				

## a. Create a New Record

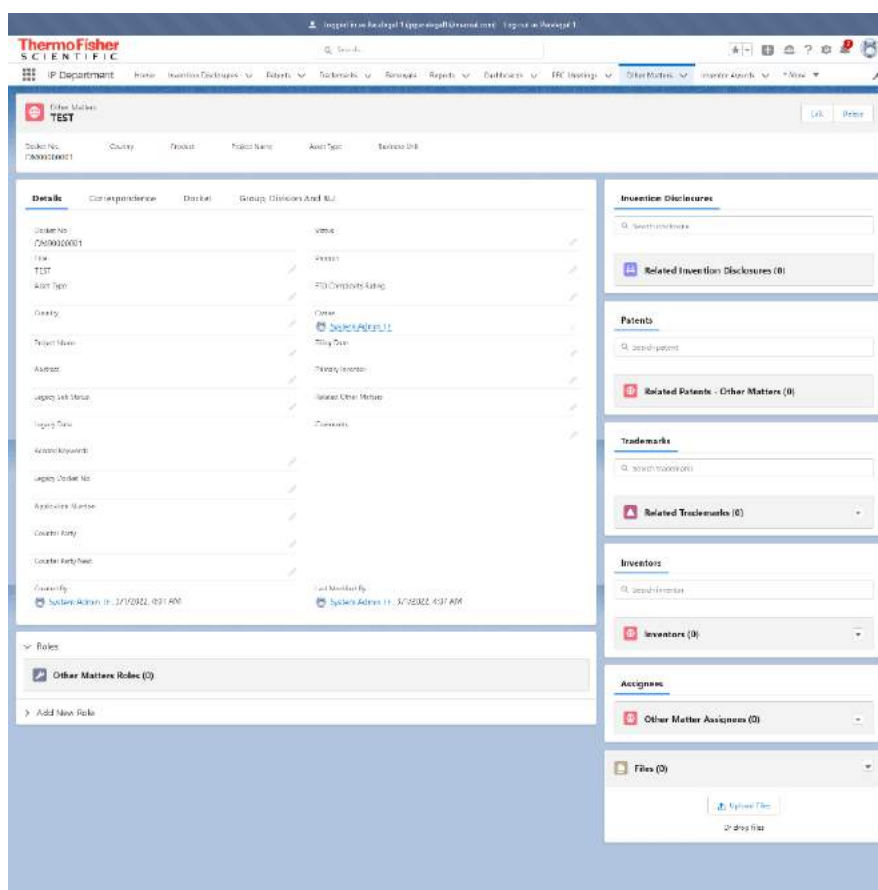
By clicking the **New** button on the right-hand corner of the record, the Docketer can create a new Other Matter record.

The screenshot displays the 'New Other Matters' form within the ThermoFisher Scientific Symphony interface. The form is a modal window with a title bar 'New Other Matters' and a close button. It contains various input fields for creating a new record, including Docket No., Title, Asset Type, Country, Project Name, Abstract, Legacy Sub Status, Division, Business Unit, Related Keywords, Legacy Docket No., Application Number, Counter Party, Counter Party Next, Status, Product, FTO Complexity Rating, Owner, Filing Date, Group, Primary Inventor, Related Other Matters, and Comments. The form is set against a background of the Symphony interface, showing a list of 'Recently Viewed' records on the left and a table of records on the right.

## b. Other Matter 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.

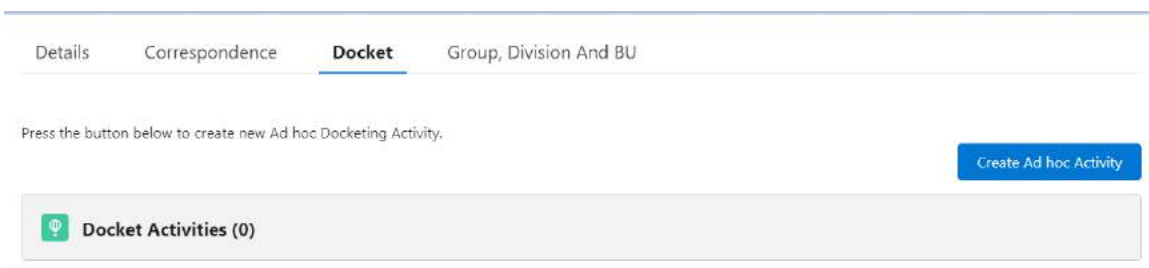


## ii. Correspondence

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

## iii. Docket

This feature allows you to add a new docket activity, event or an alert manually. There are no country law rules associated with IP Other Matters.



- **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 Evans		▼

[View All](#)

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

Docketer 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

Add any associated Invention Disclosure record to the pre-existing other matter record.

**Invention Disclosures**

Search disclosure

**Related Invention Disclosures (0)**

### ii. Inventors

Add any associated Inventor person record to the pre-existing other matter record.

**Inventors**

Search inventor

**Inventors (0)**

### iii. Patents

Add any associated patent record to the pre-existing other matter record.



**Patents**

 **Related Patents - Other Matters (0)**

### iv. Trademarks

Add any associated Invention Disclosure record to the pre-existing other matter record.

**Trademarks**

 **Related Trademarks (0)** 

### v. Assignees

Assign any associated assignee by selecting the entity and matter ID associated with the other record.

**Assignees**

 **Other Matter Assignees (0)** 

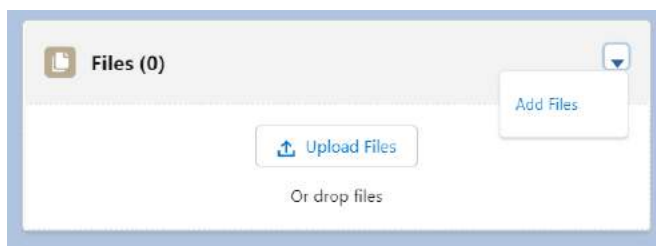
The screenshot shows a web application interface with a top navigation bar containing tabs: Disclosures, Patents, Trademarks, Renewals, Reports, Dashboards, PRC Meetings, and Other Matters. The main content area is titled 'New Other Matter Assignee'. Below the title is an 'Information' section with the following fields:

- 'Other Matter Assignee Name' (text input)
- '\* Other Matters' (dropdown menu showing 'OM00000001' with a red icon and a close button 'X')
- '\* Entity' (search input with placeholder 'Search Entities...' and a magnifying glass icon)
- 'Is Current Assignee' (checkbox, currently unchecked)
- 'Matter ID' (text input)

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

## 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. This should be a rare occurrence, as most documents will be either in the Correspondence, the Prosecution History, or the Documents tabs.



# Email to Docketing

The Email to Docket 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 sent to [TFDocketing@maxval.com](mailto:TFDocketing@maxval.com) with the subject format **[Symphony Docket Number of the Patent Record]** are tracked in the **Incoming Email Dashboard** present on the **Homepage**.

**Note:** Only these roles will receive emails: IP Responsible Manager, IP Partner, IP Paralegal, Docketing, IP Compensation Manager.

These roles will not receive emails in the Email Tracker: IP Associate, IP Coordinator, Inventor, Reviewers.

Dashboard

Incoming Email Dashboard

As of May 9, 2022, 7:08 PM Viewing as System Admin TF

Open

Refresh

My Email Tracker - Pending Review

Date Recv	Email Tracker: Email Trac	Short Subject	Patent Link	To Be Reviewed By
5/9/2022	EMTK-478	TP303680USUTL1 - 1.56 DoD	TP303680 USUTL1	Milo Kanan
4/29/2022	EMTK-475	[TP304831USORG1] - Test Email3	TP304831 USORG1	JDW Partner
4/29/2022	EMTK-472	[TP304831USORG1] - Test Email3	TP304831 USORG1	IP Comp Manager
4/27/2022	EMTK-466	[TP305026USPRV1]	TP305026 USPRV1	B Test User B user
4/26/2022	EMTK-455	[TP303722USORG1] - Email Test1	TP303722 USORG1	IP Compensation Manager
4/26/2022	EMTK-462	[TP303722USORG1] - Email Test2	TP303722 USORG1	IP Compensation Manager
4/26/2022	EMTK-453	[TP303722USORG1] -	TP303722	IP Paralegal 1

View Report (My Email Tracker - Pending Review)

My Email Tracker - Follow-up

Follow-up	Date	Email Tracker: Email	Short Subject	Patent	To Be Reviewed By
3/30/2022	3/30/	EMTK-318	[TP305061USPRV1] - test	TP305061US PRV1	B Test User B user
3/31/2022	3/30/	EMTK-315	[TP305061USPRV1]	TP305061US PRV1	Ranag Shukler
3/31/2022	3/29/	EMTK-308	[TP305056USPRV1]	TP305056US PRV1	A Test user
4/8/2022	4/7/2	EMTK-337	[TP105092USPRV1]	TP105092US PRV1	A Test user
4/8/2022	3/29/	EMTK-303	[TP305057USPRV1]	TP305057US	A Test user

View Report (My Email Tracker - Follow-up)

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



Date	Email Tracker: Email ID	Short Subject	Patent
5/19/2017	EMTK-150	[TP346324USORG1] test	TP3463 24USO RG1
5/19/2017	EMTK-157	test [TP346324USORG1] test subject	TP3463 24USO RG1
5/18/2017	EMTK-120	[TP346346USPRV1] - MyTEST2	TP3463 46USP RV1
5/18/2017	EMTK-126	[TP346346USPRV1] - test33	TP3463 46USP

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

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

As a docketer, you can see the following four action options available in a given email.

ThermoFisher

SCIENTIFIC

IP Department

Home

Invention Disclosures

Patents

Renewals

Reports

Dashboards

PRC Meetings

Other Matters

Inventor Awards

Person

EMTK-247

Email Tracker

EMTK-247

Edit

Delete

Date Received

5/24/2022

Status

Received

Reviewed By

Email Link

[TP346324USORG1] Att

Email Message

From: CHARITA KRISHNA

Torfdocking@marval.com

[TP346324USORG1] test

Thank you for submitting the invention disclosure titled "ID Title" (with hyperlink to ID detailed view record). We appreciate your taking the time to complete this document.

Process Email

Select Email Action

No Action Needed

Follow-up

Docketer

Add attachment(s) to the matter?

Create

Details

Email Link

[TP346324USORG1] Att

Short Subject

[TP346324USORG1] Att

Patent Link

TP346324USORG1

Patent Jurisdiction

United States of America

Date Received

5/24/2022

My Review

Date Reviewed

To Be Reviewed By

Docketer

Follow-up Due Date

Reviewed By

Review Comments

Created By

System Admin TF, 5/25/2022, 12:40 AM

Last Modified By

System Admin TF, 5/25/2022, 12:40 AM

Created By

System Admin TF, 5/25/2022, 12:40 AM

Email Tracker Name

EMTK-247

Attachments

### a. No Action Needed

By selecting this option, a docketer can add comments (optional) without undertaking any further action on the email. Use this option for back-and-forth communications regarding drafts, etc. For example, for an email from OC asking the practitioner to review a draft response, the Docketer can select "No Action Needed". The IP Responsible Manager and IP Partner will also see the email in their own dashboard. The IP Responsible Manager or IP Partner can select "Follow-up" for their own

reminder. The Docketer's action on the email in their own dashlet does not impact the IP Responsible Manager's action on the email in the IP Responsible Manager's dashlet.

Process Email

Select Email Action

☐ No Action Needed
 ☐ Follow-up
 ☐ Docket

☐ Add attachment(s) to the matter?

Create

## b. Follow-Up

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

**Note:** the follow-up action is only for yourself, and not for others on the matter.

Process Email

Select Email Action

☐ No Action Needed
 ☒ Follow-up

☐ Add attachment(s) to the matter?

Review Comments (if any)

\* Follow-up Due Date

☒ Add attachment(s) to the matter?
 

	Document Name	Document Date	Comments	Document Type
1	<input type="checkbox"/> Symphony Data Migration ...	5/25/2022		Others
2	<input type="checkbox"/> Invention claim No email to...	5/25/2022		Others
3	<input type="checkbox"/> Disclosure follow-up memo...	5/25/2022		Others

Create

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

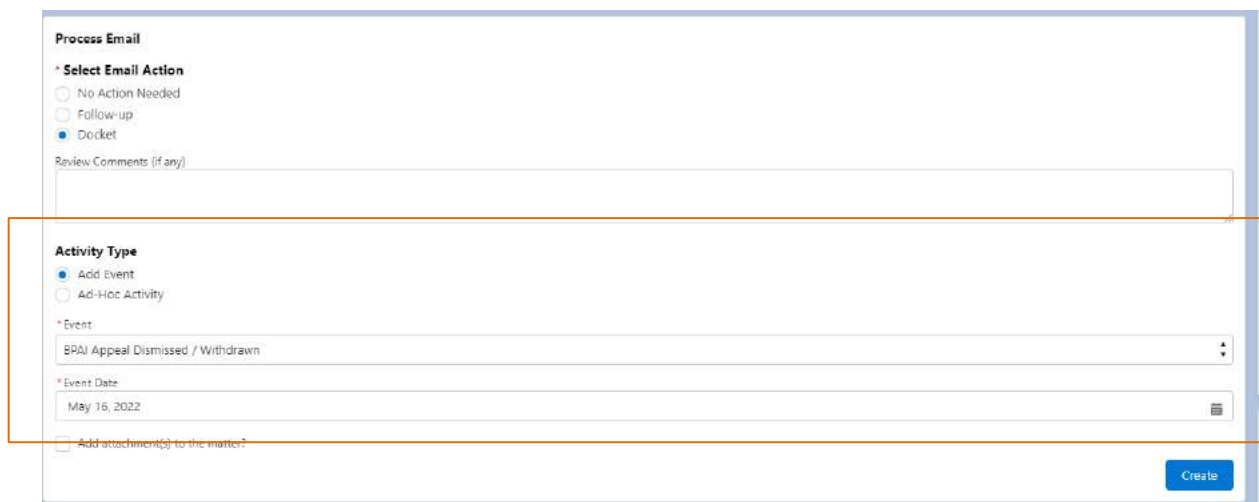
View Report (My Email Tracker - Follow-up)

### c. Docket

Docketers have the option to create an event and an ad-hoc activity directly from the email.

#### Add Event

1. To docket a prosecution action using Country Law Rules engine, select **Add Event** from the dropdown list and enter the respective **Event Date**.



The screenshot shows the 'Process Email' form. Under 'Select Email Action', 'Docket' is selected. Under 'Activity Type', 'Add Event' is selected. The 'Event' dropdown is set to 'BPAI Appeal Dismissed / Withdrawn' and the 'Event Date' is 'May 15, 2022'. A 'Create' button is at the bottom right.

2. A new docket activity with the selected drop-down event name gets created in the provided record as per Symphony's rule engine.



The screenshot shows a list of events in the Symphony interface. The header shows '05-16-2022' and 'BPAI Appeal Dismissed...'. The list contains four items: 'BPAI Appeal Dismissed / Withdrawn' (05-16-2022), 'Request for Continued Examination Due' (07-16-2022), 'Request for Rehearing from Adverse Board Decision Due' (07-16-2022), and 'CAFC Appeal Due' (07-18-2022). The last three items are highlighted in green.

**Note :** For performing Docketing through email, please make sure that a filing date is updated in the given record, else event cannot be generated.

## Add Ad Hoc Activity

Docketer can also create an Ad-hoc activity with relevant docket action name, event date and due date. On selecting create, a new reminder with the specified due date is created under the docket tab.

**Process Email**

\* **Select Email Action**

☐ No Action Needed  
☐ Follow-up  
☒ Docket

Review Comments (if any)

**Activity Type**

☐ Add Event  
☒ Ad-Hoc Activity

\* **Docket Action**

Review

\* **Event Date**

May 25, 2022

\* **Due Date**

May 31, 2022

☐ Add attachment(s) to the matter?

Create

Note: IP Responsible Managers and IP Partners can create ad hoc activities in their own cases. They cannot create Events associated with Country Law Rules Engine.

Matter Info **Docket** Roles Prosecution History Documents Correspondence Related Checklists Rating More

Add Event Add Ad hoc Activity Abandon Show Pending

Search Actions

EVENT DATE	EVENT	DE-DOCKETED BY	DE-DOCKETED DATE	ACTION
05-25-2022	Ad-hoc Activity			Review 05-31-2022

### d. Upload Attachments

Docketer has an option to directly upload the attachments to a given asset. This is useful for those countries where the Prosecution History is not sync, e.g., for those countries not including USPTO, WIPO, AU, CN, EPO, JP, and KR.

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

**Process Email**

**\* Select Email Action**

☐ No Action Needed

☐ Follow-up

☒ Add attachment(s) to the matter?

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

[Create](#)

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

From: Yuvasree S  
To: [tfddocking@maxval.com](mailto:tfddocking@maxval.com)

Test E2D in prod with multiple attachments and roles 19 May

**Process Email**

**\* Select Email Action**

☐ No Action Needed

☐ Follow-up

☒ Add attachment(s) to the matter?

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

[Create](#)

Allowed Claims

- Amendment After Allowance (1,312)
- Appeal Brief
- Application as Filed
- Application Draft
- Application Filing Checklist
- Application to be Filed
- Application Transmittal
- Assignments
- Claims Draft
- Declarations
- Defensive Publication

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

**Patent Docusign 1** [+ Follow](#) [Edit](#)

Docket No. TP346455USPRV1 Filing Date 5/10/2022 Patent/Publication/Application No. US9992828 Business Unit [LSG-BID-Cellular Biology \(BU\)](#) Outside Coun

**Matter Info** **Docket** **Roles** **Prosecution History** **Documents** **Correspondence** **More**

**All Documents** **Drafts** **DocuSign**

**Patent Documents (1)** 1 item • Updated a few seconds ago [New](#)

	<input type="checkbox"/> File Auto Number	Document Name	Source	Document...	Document...
1	<input type="checkbox"/>	<a href="#">F-0000662912</a>	TP346455USPRV1_Exported_2022-05-25	Email	Others 5/25/2022

[View All](#)

# Generating Templates using S-Docs

---

The S-Docs functionality of Symphony enables users to generate agreements, templates, and checklists with pre-populated asset information from Symphony. For more information, see the Paralegal Guide.

## Generate PTO forms using MaxForms

---

The MaxForms functionality of Symphony enables paralegals to generate pre-populated PTO forms for US, EP, and PCT applications with the click of a button. Please refer to the Paralegal Guide for more information.

## e-Signatures using DocuSign

---

The DocuSign integration with Symphony enables the paralegals 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, refer to the 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 shows the 'Patent Remuneration 13' interface. At the top, there is a header with fields for 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. Under the 'Docket' tab, there are buttons for 'Add Event', 'Add Ad hoc Activity', and 'Abandon', along with a 'Show Pending' button. A search bar labeled 'Search Actions' is present. Below the search bar is a table with the following columns: EVENT DATE, EVENT, DE DOCKETED BY, DE DOCKETED DATE, and ACTION. The table contains three rows of events. The second row has a green reminder bubble that says 'Documents Purging Due (Family Expired) - Reminder 04-23-2028'. The third row has a green reminder bubble that says '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
05-02-2022	Notice to File Missi...			Documents Purging Due (Family Expired) 05-03-2028

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
- All documents in IFW tab (optional)
- All comments in Rating object
- 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 the user's portfolio.

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	
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	

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

- **Action**

Displays a drop-down arrow that will allow you to edit, delete, export, or subscribe to the report

The screenshot shows the 'Reports' page with a sidebar on the left containing a 'REPORTS' section with filters: 'Recent' (highlighted), 'Created by Me', 'Private Reports', 'Public Reports', and 'All Reports'. The main table lists reports with columns: Report Name, Description, Folder, Created By, Created On, and Subscribed.

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

From this page, you can also view the list of reports using the category filters on the left side of the navigation panel under **REPORTS**. The different category filters are described below:

- o **Recent**

Sorts the list of reports based on the last modified date

- o **Created by Me**

Lists all the reports that were created by you

- o **Private Reports**

Displays only the reports that are marked as 'private' when created

- o **Public Reports**

Retrieves all the reports except those marked as private

- o **All Reports**

Lists all the available reports

From this page, you can also view all the reports categorized by folders using the options on the left side of the navigation panel under **FOLDERS**. The different category filters are described below:

The screenshot shows the 'Folders' page with a sidebar on the left containing a 'FOLDERS' section with filters: 'All Folders', 'Created by Me', 'Shared with Me', 'FAVORITES', and 'All Favorites'. The main table lists folders with columns: Folder Name, Description, Folder, Created By, and Created On.

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

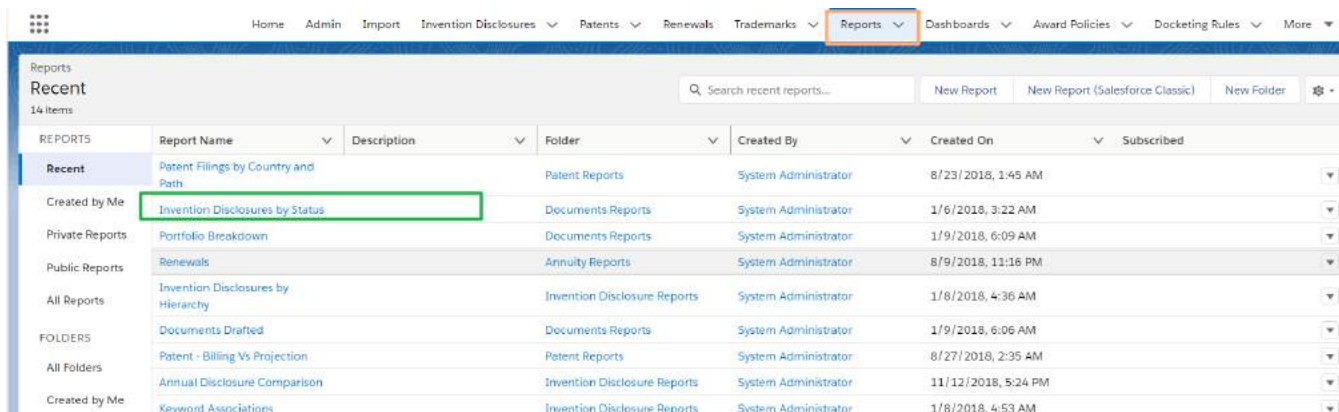
- o **All Folders**

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:

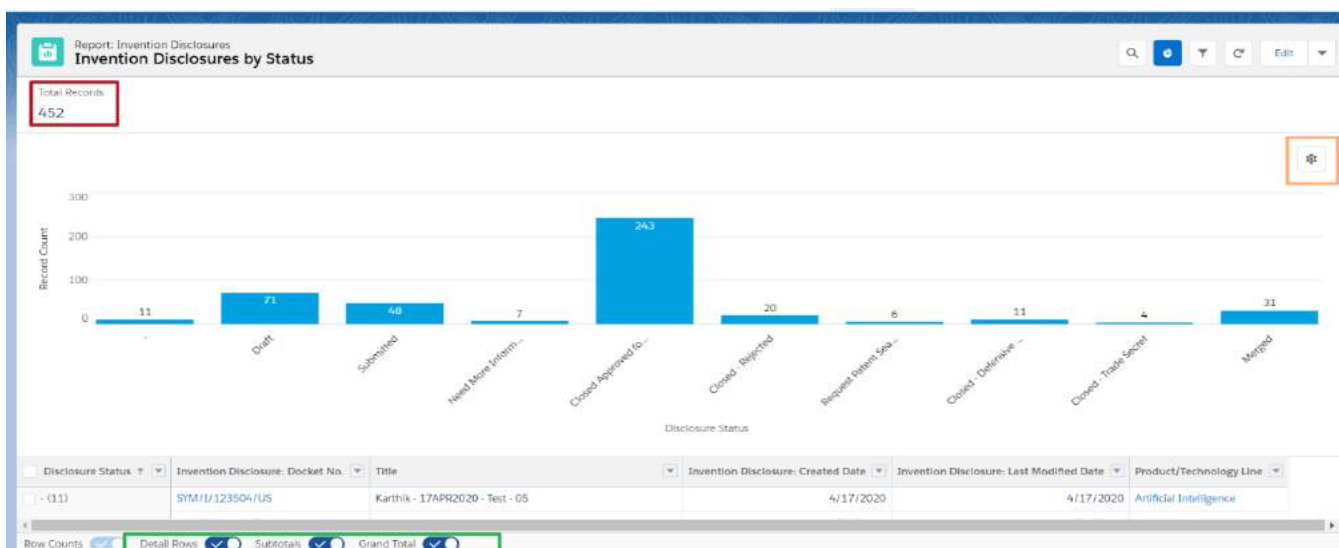
1. Click the **Reports** tab and select a report from the reports list. The report page will display the following information:



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

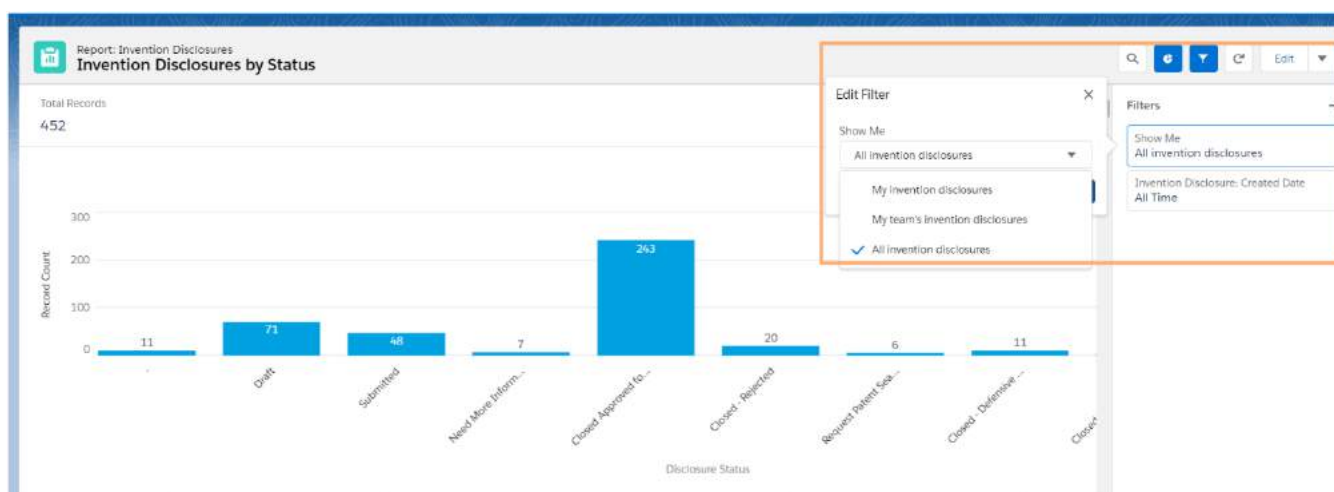
The record table section of the report displays the data in detail. The number and content of the columns are customizable and vary by report.

Report: Invention Disclosures  
**Invention Disclosures by Status**

Disclosure Status	Invention Disclosure: Docket No.	Title	Invention Disclosure: Created Date	Invention Disclosure: Last Modified Date	Product/Technology Line
Submitted (48)	IP#10123888024	Internet/Filing National phase (new)	11/20/2020	11/20/2020	Artificial Intelligence
	IP#10123888024	stop	11/19/2020	11/19/2020	Artificial Intelligence
	IP#10123888024	Inventor/PIF	9/18/2020	10/28/2020	Artificial Intelligence
	IP#10123888024	IP#1001	9/23/2020	9/23/2020	Artificial Intelligence
	IP#10123888024	Before International filing	9/17/2020	9/17/2020	Artificial Intelligence
	IP#10123888024	inventor	9/17/2020	9/17/2020	Artificial Intelligence
	IP#10123888024	IP# - Consider with/without - draft IP	9/14/2020	9/14/2020	Artificial Intelligence
	IP#10123888024	IP# - Consider with/without - Patent	9/14/2020	9/14/2020	Artificial Intelligence
	IP#10123888024	Not for use	9/7/2020	9/7/2020	Artificial Intelligence

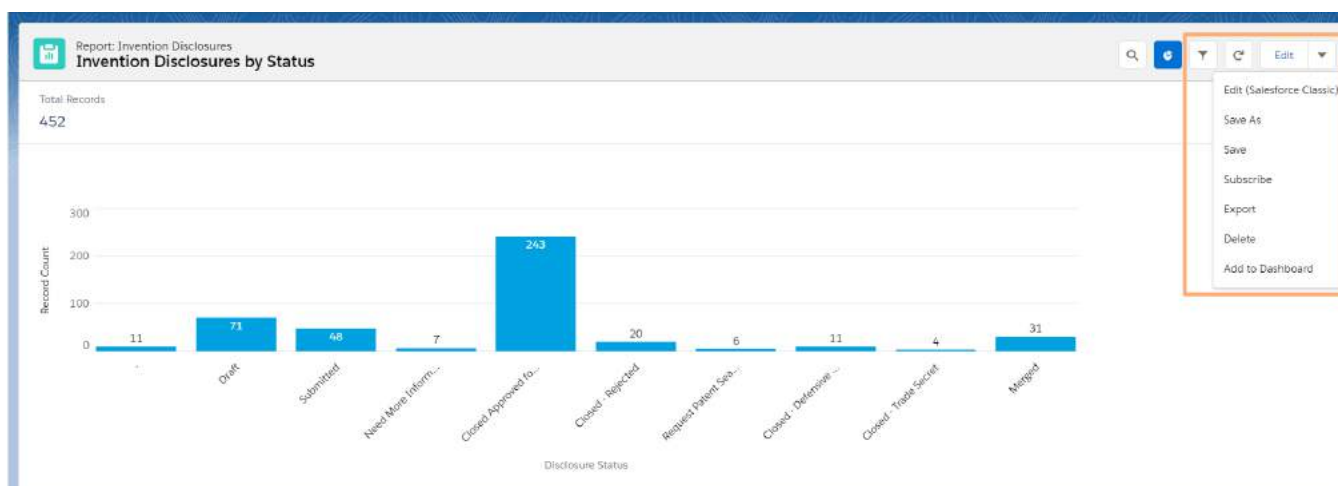
- **Filter Option**

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	<b>Invention Disclosures by Status</b>		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	
	Annual Disclosure Comparison		Invention Disclosure Reports	System Administrator	11/12/2018, 5:24 PM	
Created by Me	Keyword Associations		Invention Disclosure Reports	System Administrator	1/8/2018, 4:53 AM	

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

Reports

All Folders

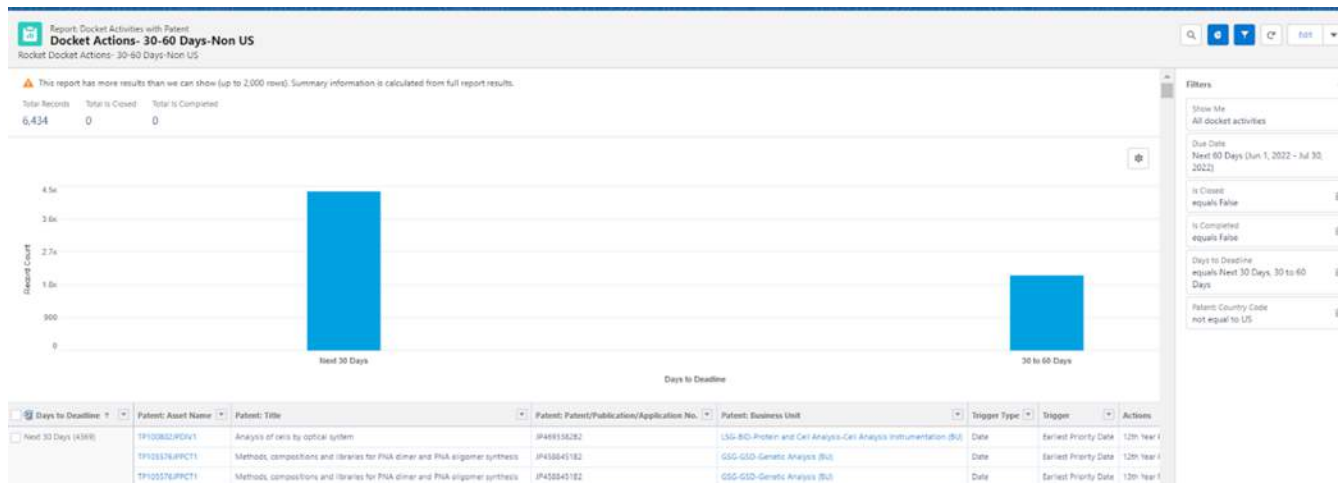
17 Items

Search all folders...

New Report New Report (Salesforce Classic) New Folder

REPORTS	Name	Created By	Created On	Last Modified By	Last Modified Date
Recent	Annulment Reports	System Admin TF	9/15/2020, 2:04 AM	System Admin TF	9/15/2020, 2:04 AM
Created by Me	Audio History Reports	System Admin TF	5/7/2022, 6:57 AM	System Admin TF	5/7/2022, 6:57 AM
Private Reports	Awards Reports	System Admin TF	5/7/2022, 6:58 AM	System Admin TF	5/7/2022, 6:58 AM
Public Reports	Case Draft Reports	System Admin TF	9/15/2020, 2:04 AM	System Admin TF	9/15/2020, 2:04 AM
All Reports	Data Migration Reports	System Admin TF	4/29/2022, 12:54 AM	System Admin TF	4/29/2022, 12:54 AM
FOLDERS	Enrol Reports	System Admin TF	5/11/2022, 12:44 AM	System Admin TF	5/11/2022, 12:44 AM
All Folders	Invention Disclosure Reports	System Admin TF	5/7/2022, 7:01 AM	System Admin TF	5/7/2022, 7:01 AM
Created by Me	MaxIO Reports	System Admin TF	5/7/2022, 7:02 AM	System Admin TF	5/7/2022, 7:02 AM
Shared with Me	Other Matter Reports	System Admin TF	5/7/2022, 7:03 AM	System Admin TF	5/7/2022, 7:03 AM
FAVORITES	Patent Reports	System Admin TF	5/7/2022, 7:05 AM	System Admin TF	5/7/2022, 7:05 AM
All Favorites	Remuneration Reports	System Admin TF	5/7/2022, 7:06 AM	System Admin TF	5/7/2022, 7:06 AM
	Renewal Reports	System Admin TF	5/4/2022, 12:16 AM	System Admin TF	5/4/2022, 12:16 AM
	Renewal Reports Dashboard	System Admin TF	5/4/2022, 12:16 AM	System Admin TF	5/4/2022, 12:16 AM
	Symphony Reports	System Admin TF	9/15/2020, 2:04 AM	System Admin TF	9/15/2020, 2:04 AM
	Trademarks Report	System Admin TF	5/7/2022, 7:12 AM	System Admin TF	5/7/2022, 7:12 AM
	User - Person - Roles	System Admin TF	5/7/2022, 7:15 AM	System Admin TF	5/7/2022, 7:15 AM
	Withdrawal/Renewal Reports	System Admin TF	5/4/2022, 12:16 AM	System Admin TF	5/4/2022, 12:16 AM

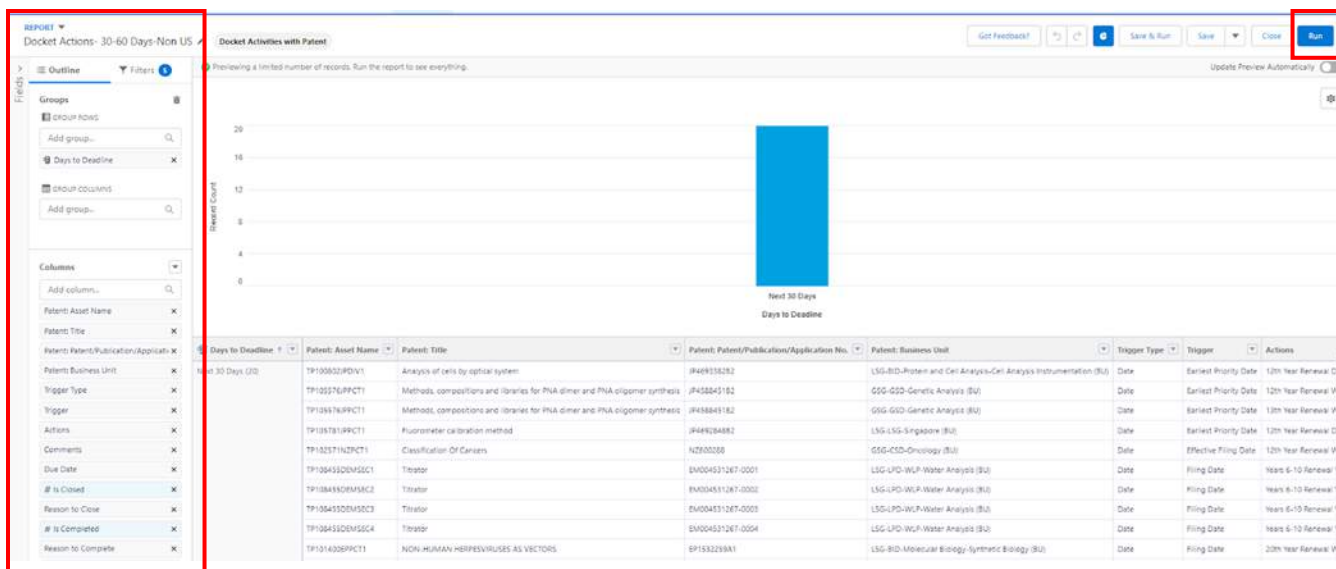
2. Select the report that you want to run.
3. Click on **Edit** if you want to make changes to the report OR want to apply filters to the data set.



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

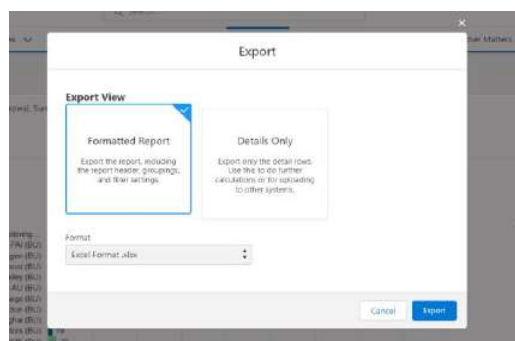
Alternatively, expand the Fields pane, drag a column from the Columns list or from the preview pane onto the GROUP ROWS or GROUP COLUMNS list.





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:

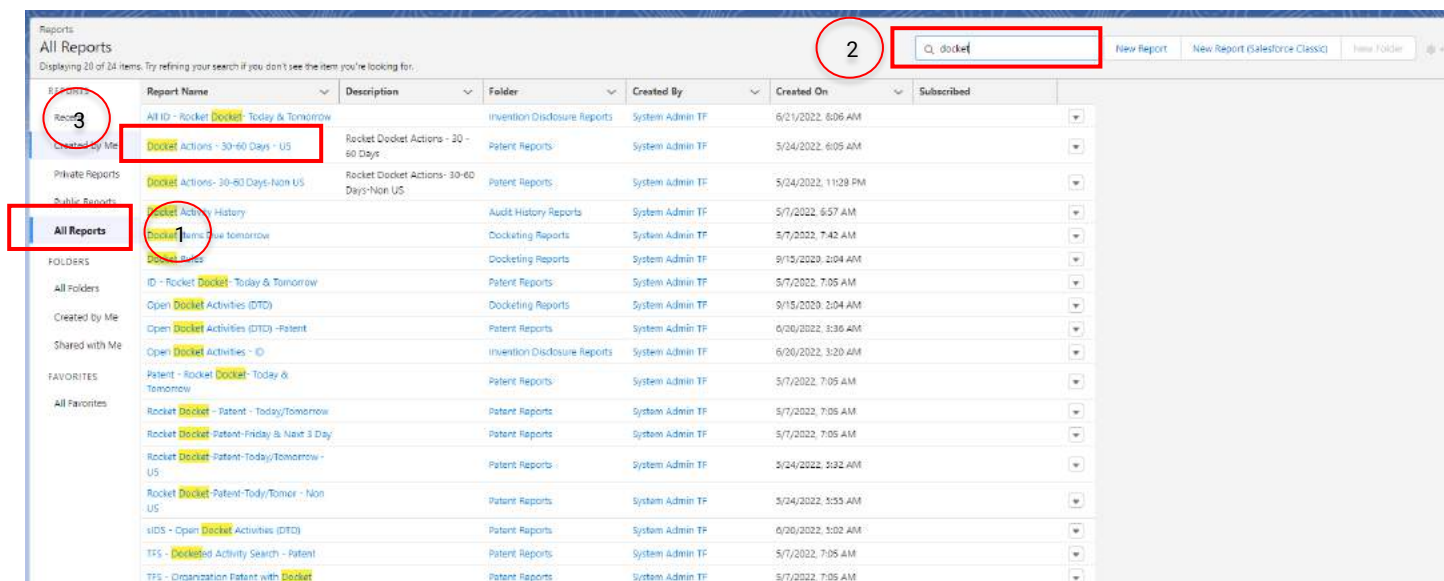
- **Formatted Report:** The report includes the header, groupings, and filter setting.
- **Details Only:** This option only exports the rows of data without any additional settings.



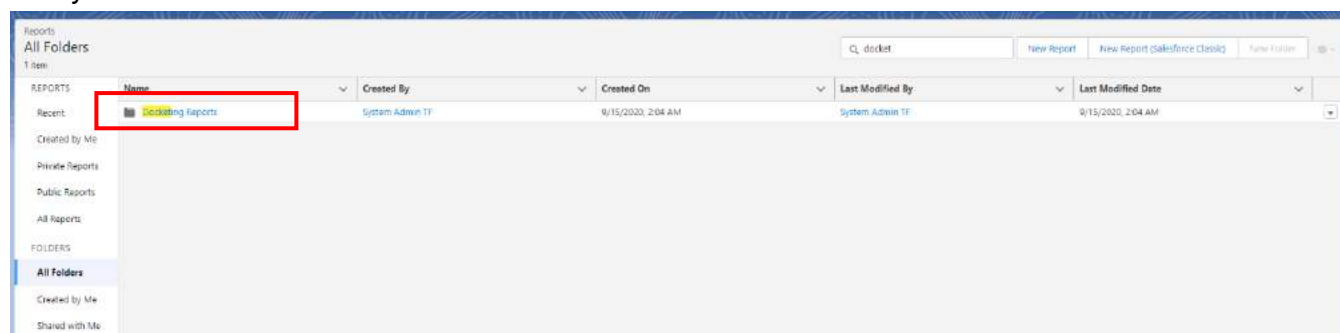
## Step-by-Step Guide on 'How to Run' most frequently used reports in Symphony:


- **Docket Report:**

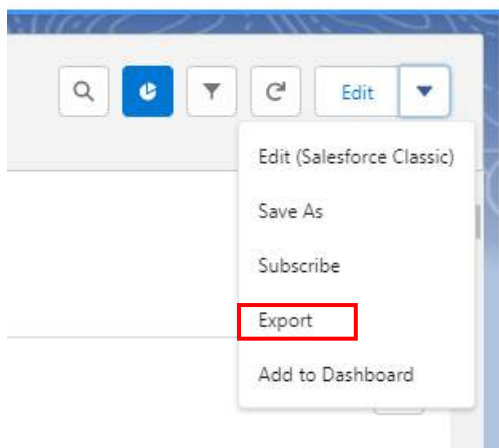
1. Click the **Reports** tab and click on **All Reports**.
2. Search for the report in the **Search** bar.
3. Click on the report that you want to run. In this example we are selecting **Docket Actions – 30-60 Days – US**.



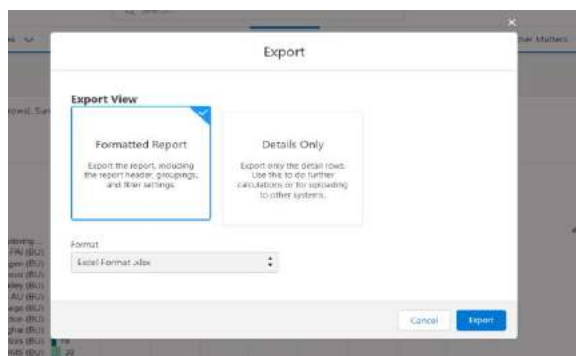
Alternatively, for quick access, you may create a folder and move all frequently used reports in the newly created folder.



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

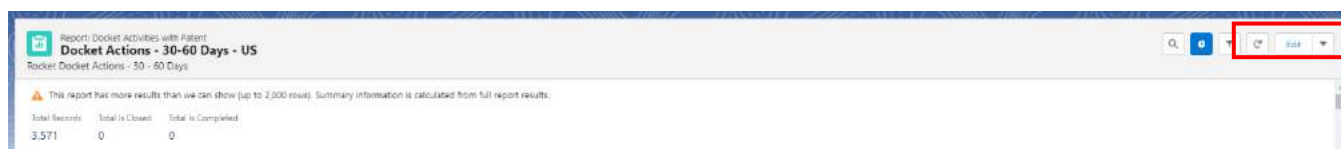


The 'Export' option allows the user to download the report as Formatted Report or as Details only.

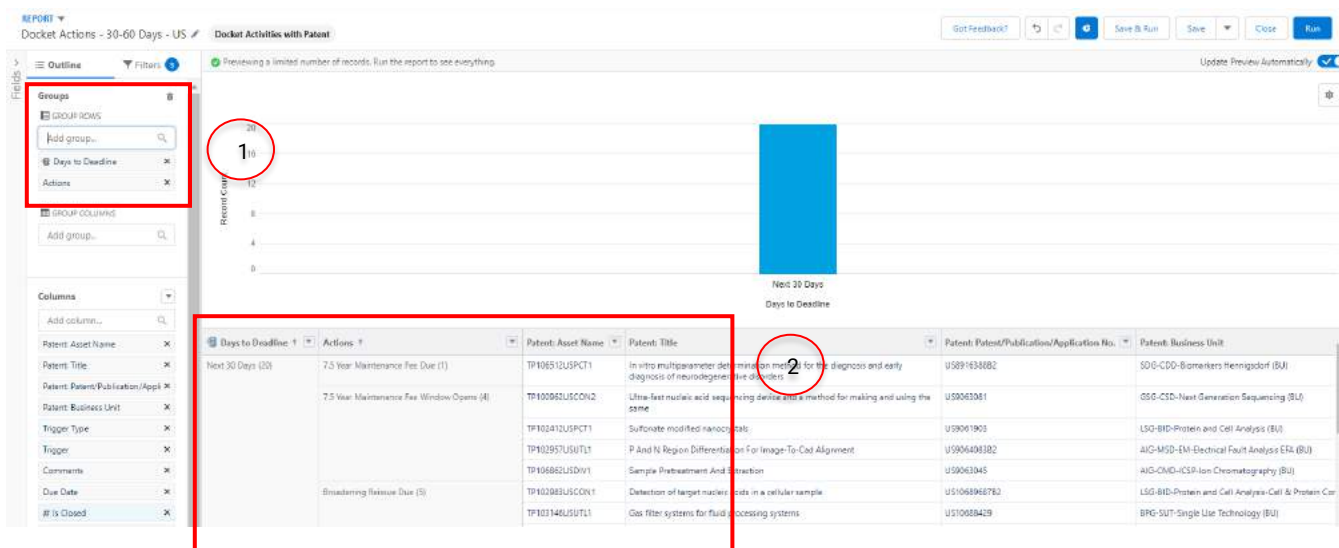


Select the option as per requirement, click on **Export** and save the report to your local drive.

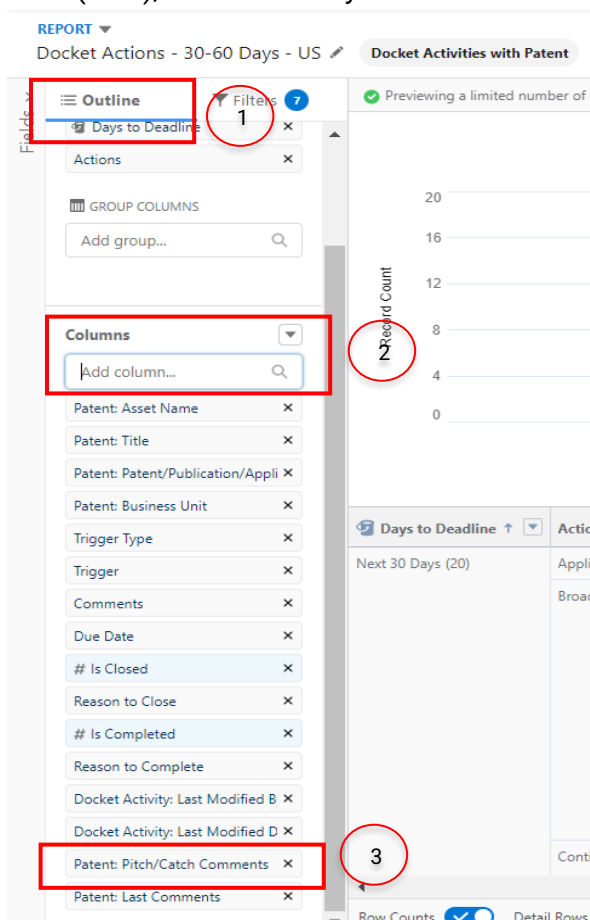
5. If you want to make some changes to the report before Export, click on **Edit**.



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.



8. If you want to remove all Renewals deadlines from the report, click on **Filters** and choose **Life Cycle Stage** from the **Add filter...** picklist. Use operator **does not contain** and enter the value as **Renewal**. Click **Apply**.

REPORT ▾

Docket Actions - 30-60 Days - US **Docket Activities with Patent**

Outline **Filters 6**

Previewing a limited number of records. Run the report to see even more.

**Filters**

Add filter...

Show Me  
All docket activities

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

Is Closed  
equals False

Is Completed  
equals False

Days to Deadline  
equals Next 20 Days, 20 to 60 Days

Patent: Country Code  
equals US

Life Cycle Stage  
does not contain Renewal

Record Count

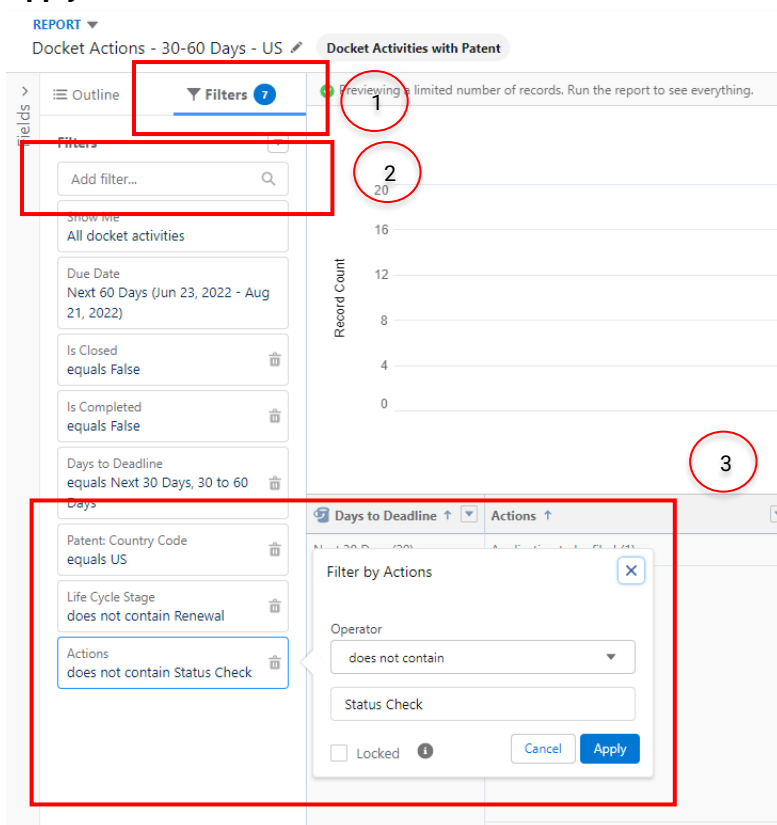
Filter by Life Cycle Stage

Operator  
does not contain

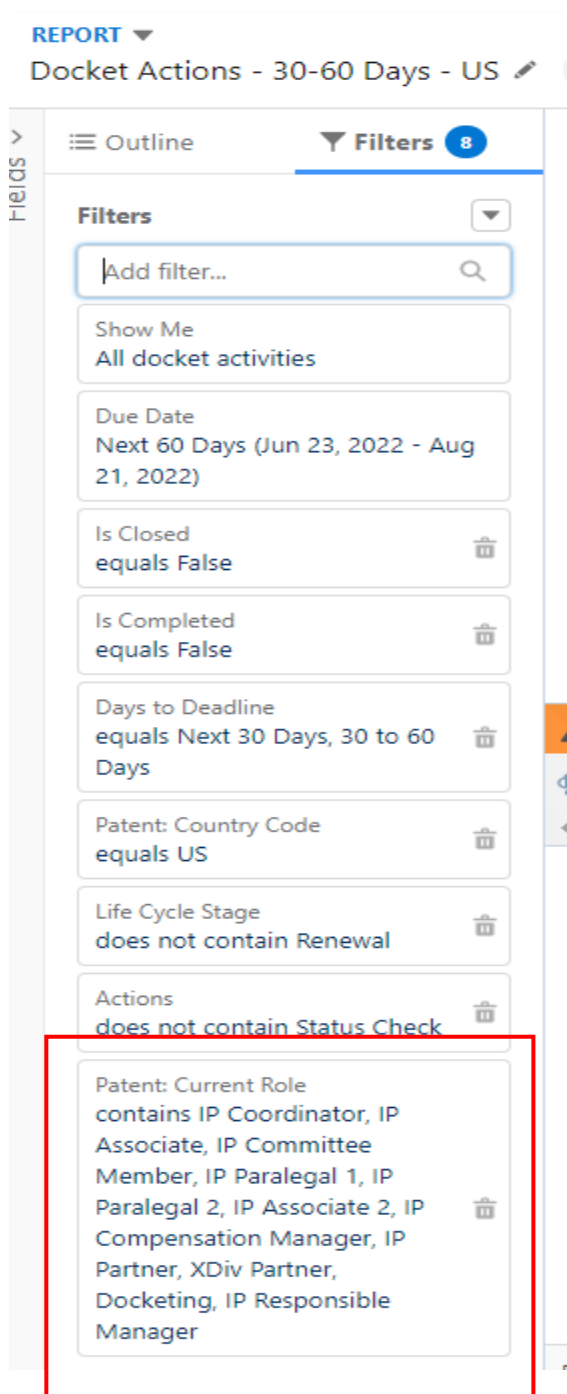
Renewal

☐ Locked **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 Responsible Manager**. Click **Apply**.



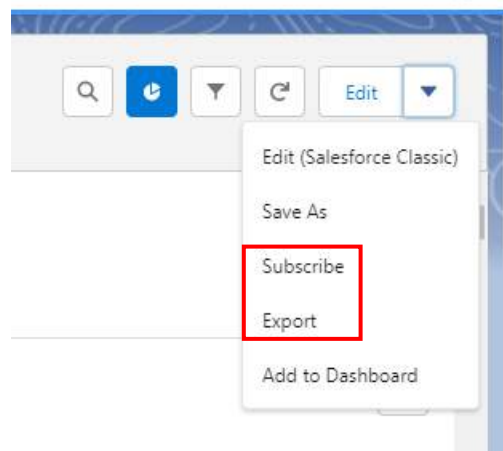
11. Once the edits are done, click on **Run**. If you want to save the report for future purposes, click on **Save As** and create a copy of the report with the new edits. Rename the report, select the folder and **Save**.

The screenshot shows the 'Save Report As' dialog box in the ThermoFisher Scientific Reports interface. The dialog contains the following fields and values:

- 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

At the bottom right of the dialog are 'Cancel' and 'Save' buttons.

12. If you want to download the newly edited report, click on the drop-down on top and select **Export**. You may also subscribe to a report by selecting **Subscribe**. The steps on how to Subscribe to a report are provided below.



The steps mentioned above can be followed for running other frequently used reports as well such as Patent Family Status (Report Name : Patent Family Status), Pending Cases (Report Name : Patent Pending Cases), Issued Cases (Report Name : Patent Issued Cases), Active Portfolio (Report Name : Patent Active Cases) etc. All the reports are saved under **Frequently Used Reports** folder.

### c. Create a Report

This feature allows you to create your own report to better analyze your portfolio. You can build a report to display different combinations of data and share the results with others. As you prepare to create your own report, keep these tips in mind:

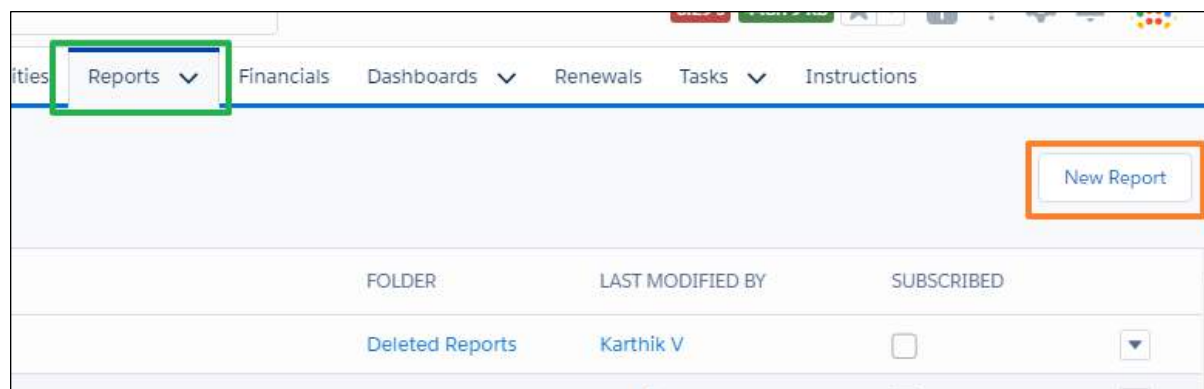
- Well-designed reports run faster.
- Before building your report, consider writing down each of the questions your report must answer. This way, your report is sure to return all the data you need.
- Reports are shared via folders. Whomever has permission to the folder your report is saved in also has access to your report. Ensure that you save your report in an appropriate folder.

Before building your first report, familiarize yourself with these features and concepts.

### ***Report Builder***

The report builder is a visual, drag-and-drop tool which you use to create reports and edit existing ones. The report builder is where you choose a report type, report format, and the fields that make up your report.

To launch the report builder, click New Report on the top-right corner of the page.



### ***Fields***

One or more fields describe each report result. If you imagine that your report as a table of information, then each row is a result, and each column is a field.

For example, a human resources manager creates a report about employees. Each result is an employee, and each field is a different piece of information about the employee: first name, last name, job title, start date, and so forth.

When you create or edit a report, you choose which fields you want to include in your report. To ensure your reports run quickly, it's a good idea to include only the fields that you need.

### ***Filters***

Limit the data that your report returns by using filters. Filters are useful for many reasons, such as focusing your report on specific data, or ensuring that your report runs quickly.



For example, say your report returns all the assets in your company, but you only want to see assets which are Issued and assigned to you. Filter the report on the Case Status field and the Role field.

### ***Report Types***

The report type governs which fields are available in your report.

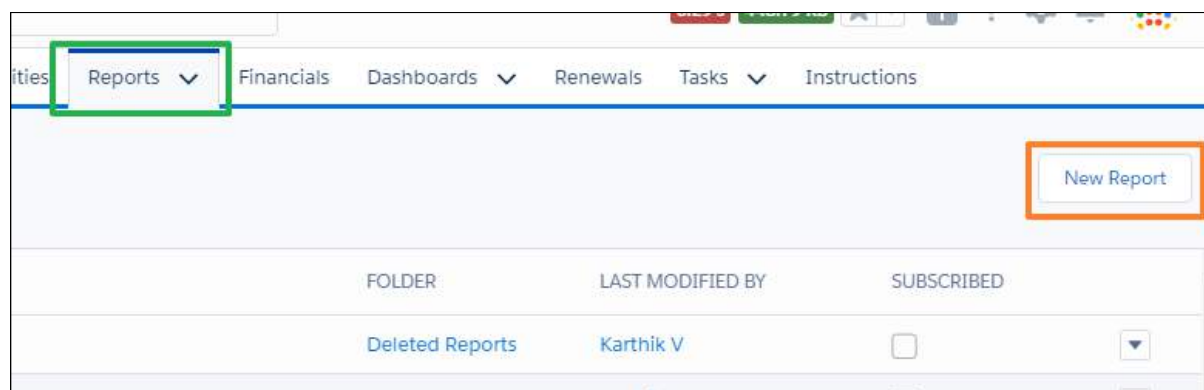
The first thing you do when creating a report is choose a report type.

### ***Report Format***

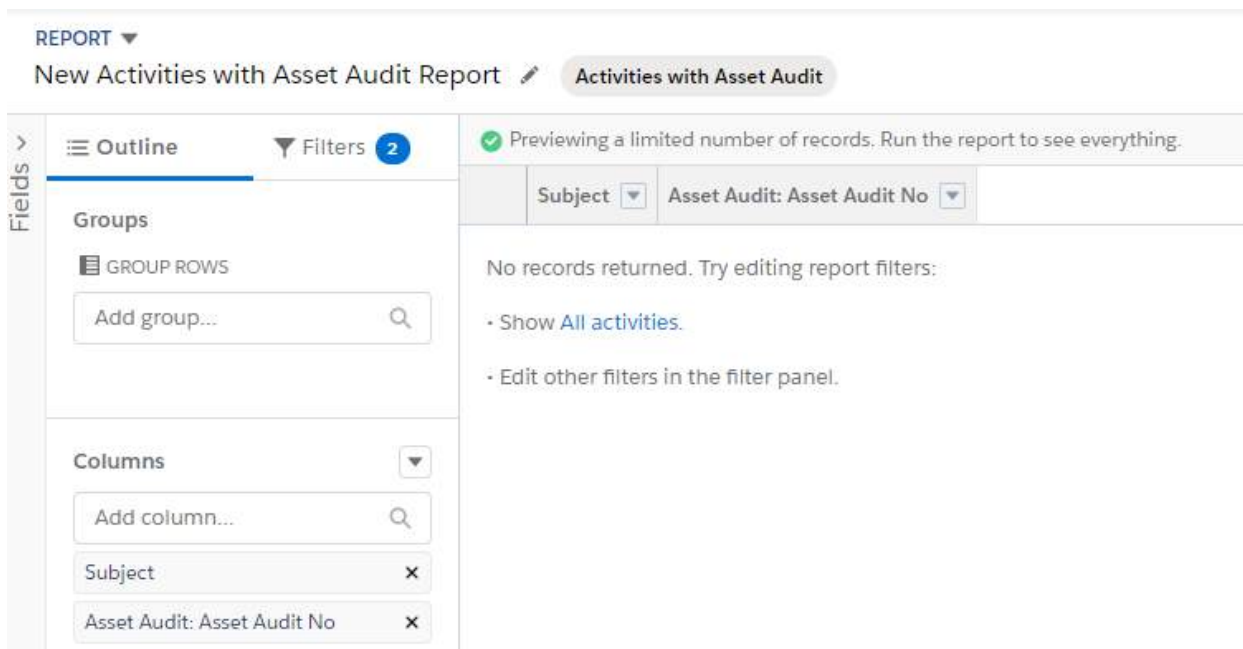
The report format specifies how your report results are laid out. Available formats are tabular (no grouping), summary (grouped by rows), matrix (grouped by rows and columns), or joined (with report blocks that provide different views of your data).





Follow the steps given below to create a new report, configure fields, and edit the filters:

1. From the **Reports** page, select the **New Report** button on the top-right corner of the page.






2. From the **Create New Report** page, you can select a report type from the **Select Report Type** panel. Select the report type that pertains to your desired output, and then click the **Create** button at the bottom of the page.
3. The report opens in edit mode and shows a preview. In edit mode, add and remove fields to your report as columns, group by rows and columns, filter report data, or add a chart. Customize your report until it shows exactly the data that you need.







4. To add a column to your report, choose a field from the **Add column...** picklist. Alternatively, expand the Fields pane, then drag a field onto the Columns list or directly onto the report preview. To select multiple fields, press Ctrl (Windows), Cmd (Mac), or Shift when you click.
5. To remove a column from your report, from the Columns list, find the column you want to remove, then click . Alternatively, from the preview pane, find the column you want to remove. Click  | Remove Column. To remove all columns from your report, from the Columns list, click  | Remove All Columns.
6. To summarize a column in your report, from the preview pane, find the column you want to summarize. Click  | Summarize. Choose how you want to summarize the column: Sum, Average, Max, Min.
7. To group records in your report, choose a column from the **Add group...** picklist under GROUP ROWS. After grouping a row, you can group a column by choosing a column from the Add group... picklist under GROUP COLUMNS. Group up to 2 rows and 2 columns.


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

Alternatively, from the preview pane, find the column you want to group. Click  | Group Rows by This Column (or Group Columns by this Column).

8. To ungroup records in your report, from the Groups list, find the group you'd like to ungroup and then click . Alternatively, drag the group onto the preview pane. To ungroup all groups in your report, from the Groups list, click .

9. To add a chart, first add at least 1 group, then click **Add Chart**. A chart appears. To customize the chart, click . Change the chart type, color palette, and more. To show or hide the chart, click . To remove the chart, click  | Remove Chart.

10. To filter records from your report, click  FILTERS. Depending on which report type you chose, your report has between two and four standard filters that are applied by default. Most templates include a Show Me filter and a Date filter. The Show Me filter scopes report results around common groups, like “my patents” or “all patents”. The Date filter scopes results around a date field, like “created date” or “closed date”.

To add a field filter, choose a field from the **Add filter...** picklist. To edit a filter, including standard filters, click the filter. To remove a filter, click the  on the filter.

11. After editing the fields and filters, click **Save** and add a descriptive title. Then, click **Run Report** to generate the entire document. Refer to [Run and Read Report](#) for more information.
12. Once a report has been created, it can be exported as a .xls or a .csv file by clicking the appropriate button under the drop-down arrow in the top-right corner.

#### d. Update Multiple Fields

To find out if a field is editable, hover over it and look for the pencil icon.



Non-editable fields show a lock icon.




When you apply an edit to a cell, the background color changes to indicate that a new value is stored locally. Change one or more values, and then click **Save** to save all the changes at one time.

For more details on updating fields, refer to the [link](#).

#### e. Schedule/Subscribe Reports

You may subscribe 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	
<b>AND</b>			
Average Expected Rever	Greater than	50,000	

[+ Add Condition](#)

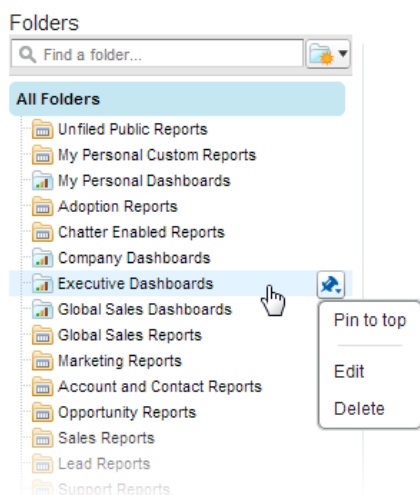
7. Click **Save**.

## f. Organize Reports

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

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

## Reports & Dashboards



2. Select **Pin to top**.

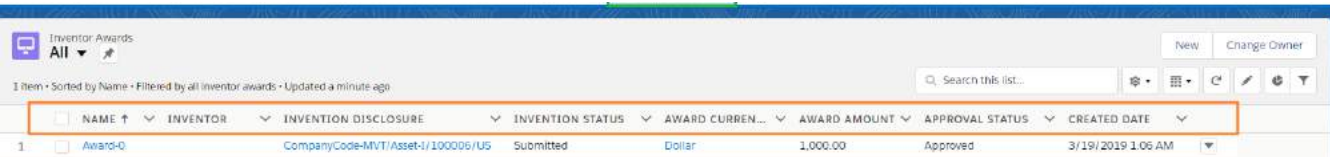
Your folder moves to the top of the folders list.

# Inventor Awards

The **Inventors Awards** tab displays the list of awards granted to the inventors based on the organization's award policy. The award policy allows you to trigger awards to the inventors based on the stages of the disclosure or an asset in your portfolio.

The **Inventors Awards** page displays the generated awards in a list, along with:

- Name of the Award
- Inventor Name
- Invention Disclosure Name
- Invention Status
- Award Currency
- Award Amount
- Approval Status
- Created Date
- Action



The screenshot shows a table titled 'Inventor Awards' with a search bar and several action buttons. The table has columns for NAME, INVENTOR, INVENTION DISCLOSURE, INVENTION STATUS, AWARD CURRENCY, AWARD AMOUNT, APPROVAL STATUS, and CREATED DATE. A single row is visible with the following data: NAME: Award-0, INVENTOR: CompanyCode-MVT/Asset-I/100006/US, INVENTION STATUS: Submitted, AWARD CURRENCY: Dollar, AWARD AMOUNT: 1,000.00, APPROVAL STATUS: Approved, CREATED DATE: 3/19/2019 1:06 AM.

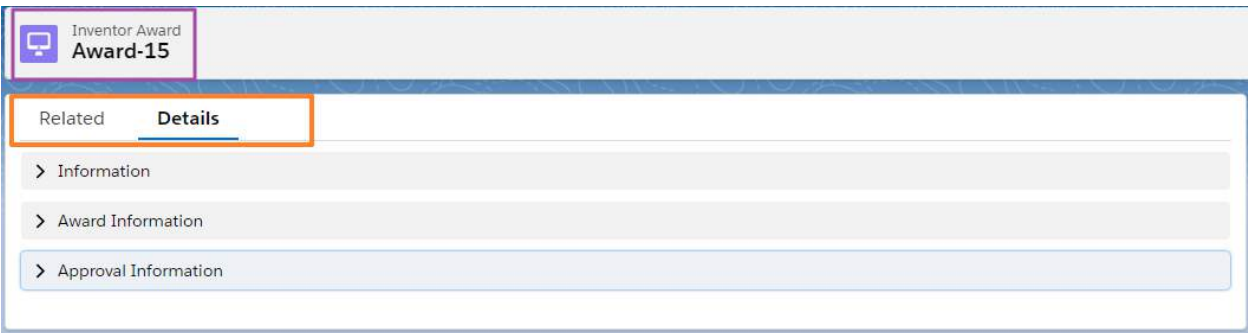
	NAME	INVENTOR	INVENTION DISCLOSURE	INVENTION STATUS	AWARD CURRENCY	AWARD AMOUNT	APPROVAL STATUS	CREATED DATE
1	Award-0	CompanyCode-MVT/Asset-I/100006/US		Submitted	Dollar	1,000.00	Approved	3/19/2019 1:06 AM

Click any award from the **Inventor Awards** page to view the award details.

## a. Inventor Award – Detailed View

The inventor award detailed view displays the award name and other related information in two different tabs:

- Details
- Related



The screenshot shows the detailed view for 'Inventor Award Award-15'. It features two tabs: 'Related' and 'Details'. The 'Details' tab is active and shows three expandable sections: 'Information', 'Award Information', and 'Approval Information'.

Related	Details
	<div>&gt; Information</div> <div>&gt; Award Information</div> <div>&gt; Approval Information</div>

## b. Details

This section of the awards detailed view displays the major information related to the generated award under different topics. The **Details** tab is divided into the following sections:

- **Information**

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

- **Award Information**

This section displays the award information, such as award currency, award amount, and additional information.

- **Approval Information**

This section displays the approver information such as approval status, approver name, and other related information. To approve the new generated award, open it and select **Approved** from the **Approval Status** drop-down menu and **save**.

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 in orange 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), Invention Disclosure (a link to 'CompanyCode-MMT(Award-1) 300008.F01'), Inventor, Patent (a link to 'SNU-A-224305-01-P01'), Invention Status (Submitted), and Patent Status (Application). The 'Award Information' section includes Award Currency (Dollar), Award Amount (1,000.00), and an 'Award (Additional) Inventor Award' field. The 'Approval Information' section includes Approval Status (Approved), Approval Required? (checked), and an Approver field. At the bottom, there are 'Created By' and 'Last Modified By' fields, both showing 'Symphony One, 3/19/2019 1:06 AM'.

Information	
Name	Award-0
Invention Disclosure	<a href="#">CompanyCode-MMT(Award-1) 300008.F01</a>
Inventor	
Patent	<a href="#">SNU-A-224305-01-P01</a>
Invention Status	Submitted
Patent Status	Application

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

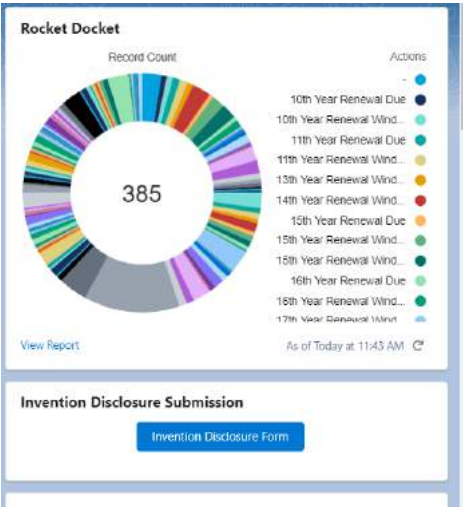
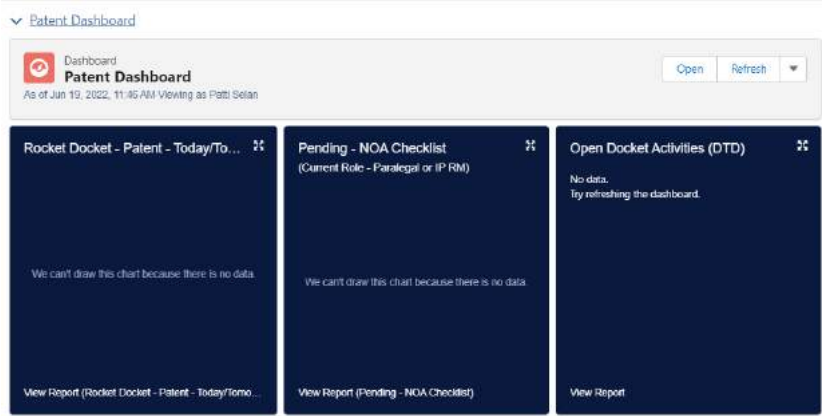
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FIELD	DESCRIPTION
Docket Number	Symphony docket number; Unique identifier created automatically for new records
Legacy Docket Number	Legacy Docket number; used in the legacy patent management system
Title	Title of the IDF, the Patent, the IP Other Matter, or the Trademark
Group	Assigned Group of the record
Division	Assigned Division of the record
Business Unit	Assigned Business Unit of the record
First Named Inventor	Displays the primary inventor
Jurisdiction	Country Name
Country Code	Two letter abbreviation for the jurisdiction
Status	Displays the current status of the record
Asset Name	Symphony Docket No.
Application No.	Displays the reference number assigned by the PTO to a patent application after it is filed
Filing Date	Displays the date of filing of the application in the PTO
Publication No.	Displays the reference number assigned by the PTO to a patent application when it was published



Publication Date	Displays the publication date for a record
Patent No.	Displays the reference number assigned by the PTO when the patent is granted
Issue Date	Displays the reference number used by the Outside Counsel to identify a patent application
Case Type	Case type of the created patent record
Patent Status	Displays the patent status of the record
IP Coordinator	If the Business Unit has an assigned IP Coordinator, this is the person who reviews and processes all incoming IDF's. This role does not have responsibility for patent prosecution; if same person is responsible for patent prosecution, then add them with Role = IP Partner to the patent record
IP Responsible Manager	Attorney, Agent or trainee responsible for prosecution and strategy of the entire patent family; only 1 per application
IP Paralegal	Supports Attorney or Agent responsible for prosecution <i>Note: If IP Partner exists, the IP Partner's paralegal has role. If no IP Partner exists, the RM's paralegal has role</i>
IP Partner	Attorney, Agent or trainee responsible for prosecution in local patent office; works with Responsible Manager and provides support "across the pond" from Europe, China or US
IP Associate 1	Group counsel
IP Associate 2	Div counsel or Manager of IP Responsible Manager
IP Associate 3	Attorney, agent or trainee who follows case but has no responsibility for prosecution
XDiv Partner	Attorney, Agent or trainee helping out on the case; will have IP Resp Manager or IP Partner role if responsible for signing/filing documents with patent office; will have role of XDiv Partner if only assisting; also for IP Associate 4 if necessary

IP Compensation Manager	Attorney, Agent, IPC or Paralegal responsible for calculating awards per the Thermo Fisher policy, or for calculation remuneration per local laws.
Patent Review Committee	Committee members who review IDF's and assist with making a decision on whether to file
1 <sup>st</sup> Remuneration Manager	Site manager or Finance Manager who counter-signs Remuneration Agreements on behalf of that entity
2 <sup>nd</sup> Remuneration Manager	Second site manager or Finance Manager who counter-signs Remuneration Agreements on behalf of that entity (optional; some business units only have one)
Previous Internal IP Contact	Provides the previous Responsible Manager in the event of a Pitch/Catch. If there was > 1 Pitch/Catch, only shows the most recent person.
Outside Counsel Firm	Firm that is the Responsible Manager's first point of contact for the application & is responsible for prosecution
Agent	The foreign associate that IC or OC uses. Can also be the firm handling EPO validations if necessary to track.
OC Support Firm	Firm that handles overflow work at RM's direction, but is not correspondence address nor practitioner of record
Assignee 1	First named applicant or assignee on a patent
Assignee 2	Second named applicant or assignee on a patent
Assignee 3, etc	Additional-named applicants or assignee on a patent
Accordion	<p>Tabs in each module. To collapse an accordion tab, select another one to expand</p> 

<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> 