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Symphony IPM

Invention Disclosure Flow

(for IP Coordinator)

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- Actions-
  1. Confirm Group, Division and Business Unit (Optional)
  2. Assign Patent Review Board
  3. Completeness Check
- Appendix

Actions to be Performed by the IP Coordinator

Sl. No	Action Items	Slide No.	Related Docket Activity	Slide No.
	Confirm Group, Division and Business Unit	Slide 20	N/A	N/A
2.	Assign Patent Review Board	Slide 23	N/A	N/A
3.	Completeness Check	Slide 21	Notice of defect IDF deemed complete - Due	Slide 22

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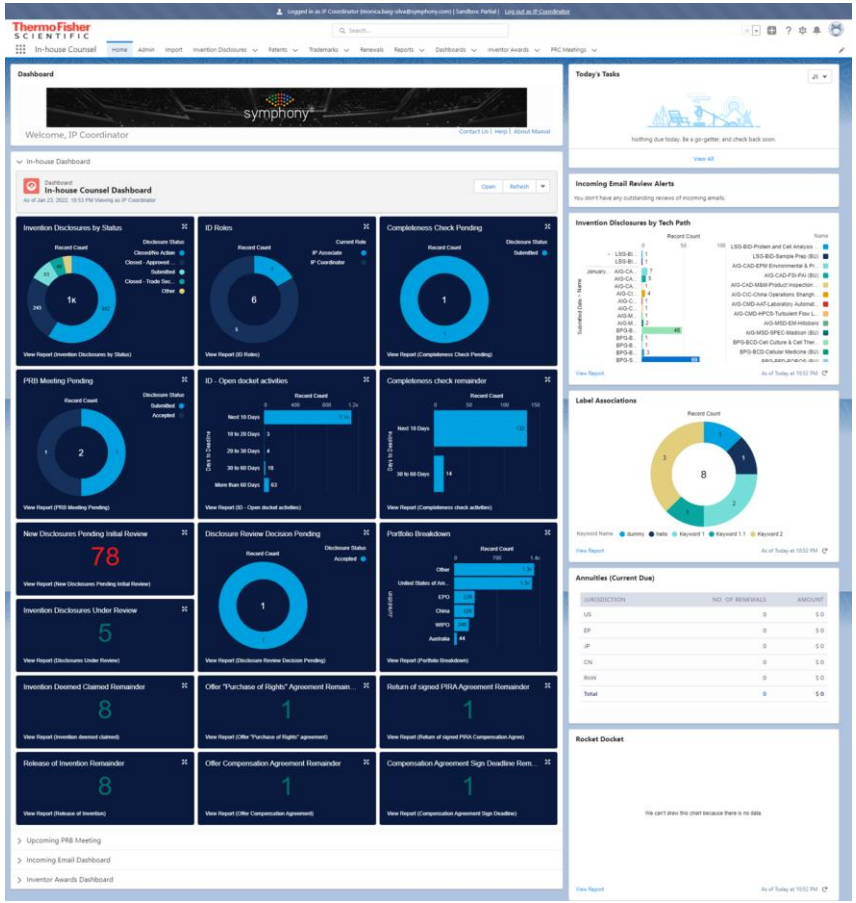
Home

Dashboard

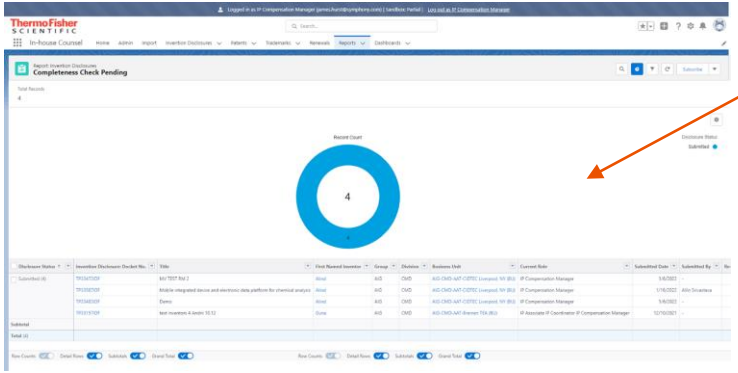
The IP Coordinator will be able to access the dashboard in their home page with different graphs and status updates of various submitted IDFs related to the respective Business Unit of the Manager.

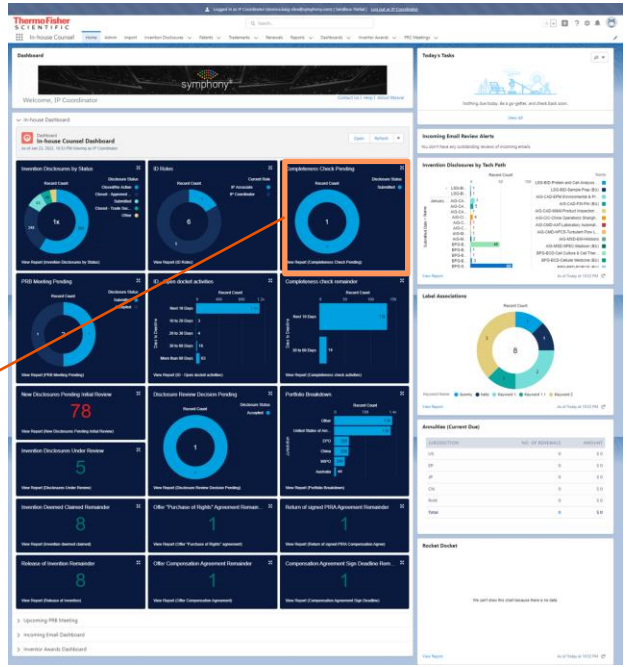


Using Dashboard

The user can navigate the dashboard by clicking on the graph related to the action item status.

They can access the records related the status directly from the dashboard.



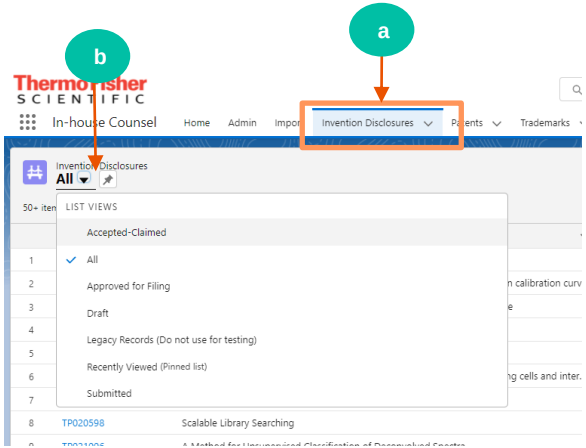


Invention Disclosure- List View

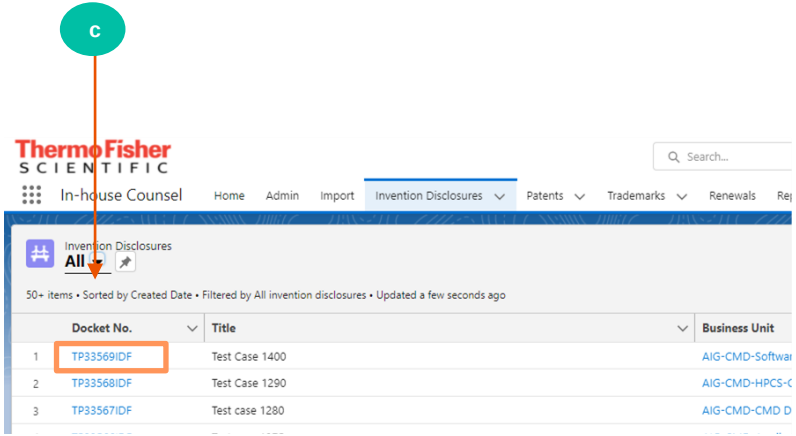
a. If the user wants to see all the disclosures, he/she can select the **Invention Disclosure** tab from the homepage to view ID records.

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

b. The listed records can be filtered based on the status by clicking on the dropdown icon as shown here



c. The user can click on the docket number of the particular record to view its details.

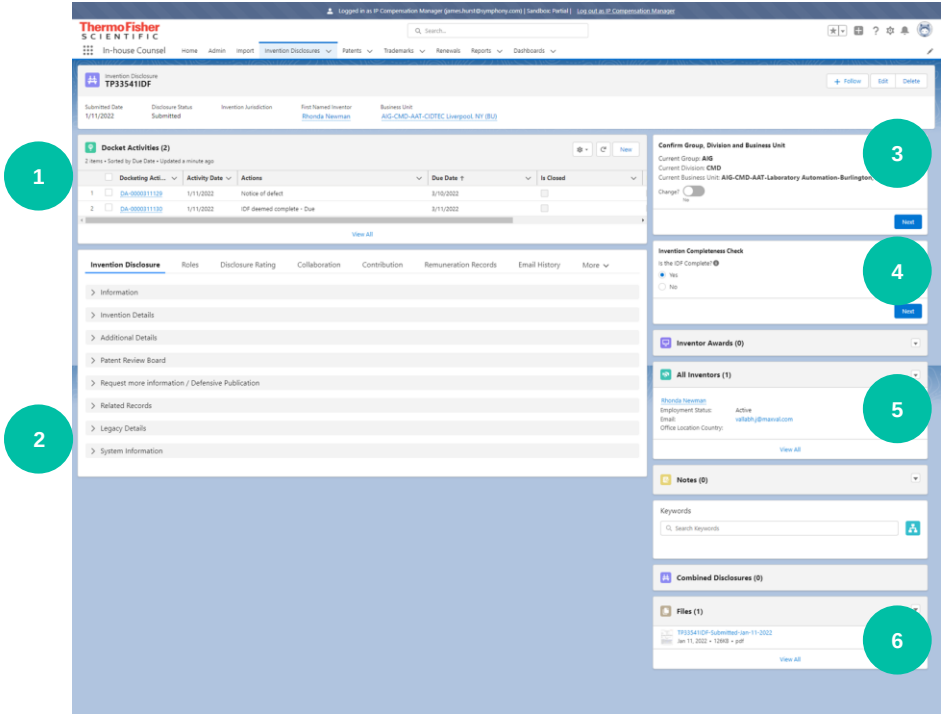


Invention Disclosure - Detailed View

On clicking the docket number of a particular record, user can see the details of invention as submitted by Inventor including the following:

1. Docket Activities
2. Disclosure Related Information
3. Change Group, Division and Business Unit
4. Completeness Check
5. ID Inventors Details
6. Files

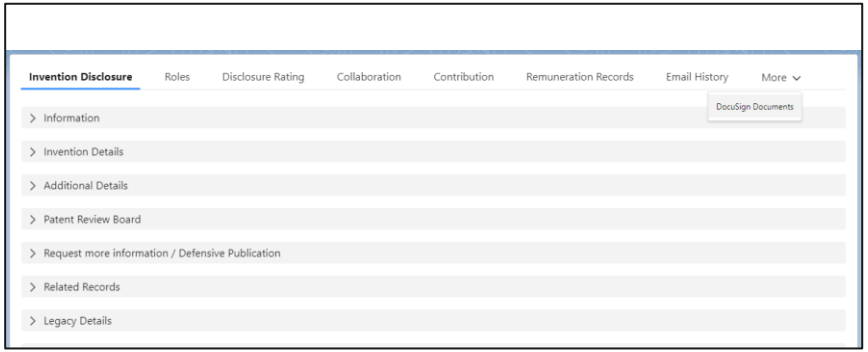
Additionally, Inventor Awards, Keywords and Combined Disclosure.



Invention Disclosure Information

The user can view following details related to Invention:

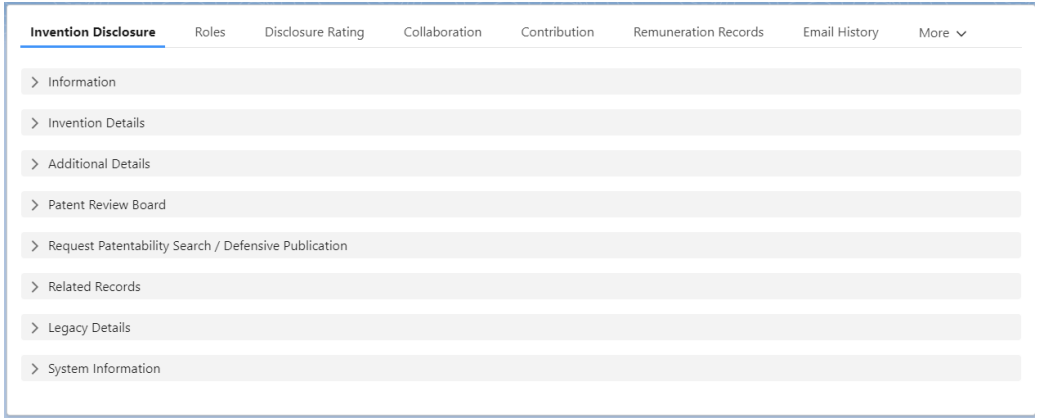
a. Invention Disclosure: Provides details as submitted by Inventor
b. Roles: Provides information on key stakeholders of the invention
c. Disclosure Rating (Optional): The user can provide a rating to invention
d. Collaboration :User can create tasks for the stakeholders
e. Email History: Contains the record of communication between the IP Compensation manager and the inventors
f. Contribution: Remuneration related tab not visible for IP Coordinator
g. Remuneration Record: Remuneration related tab not visible for IP Coordinator
h. DocuSign Documents: Remuneration related tab not visible for IP Coordinator



Invention Disclosure - Detailed View

Invention Disclosure contains the following details:

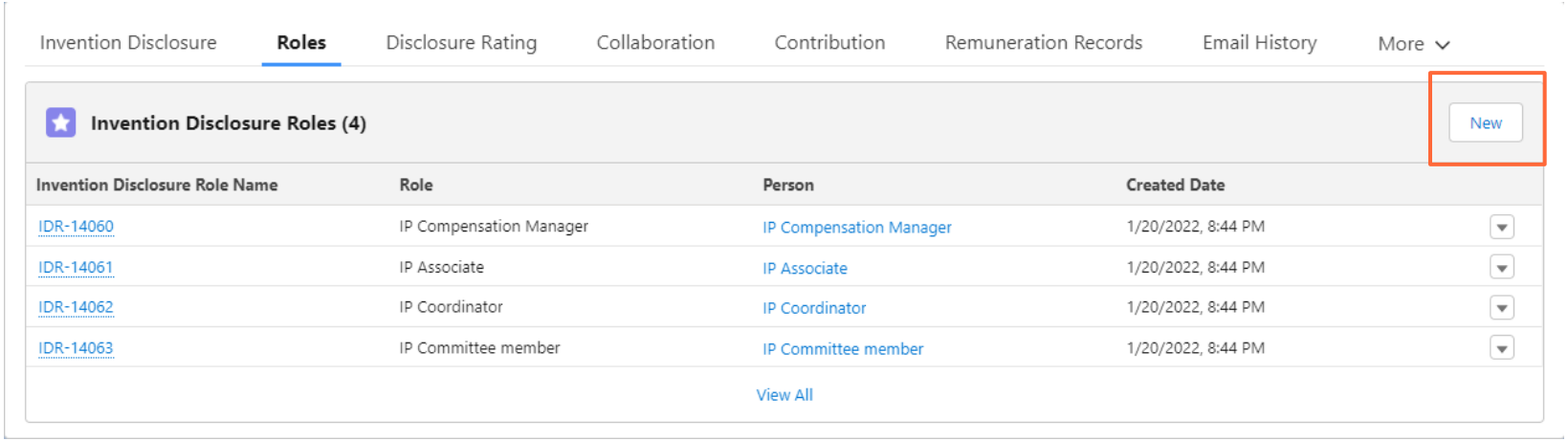
1. Information - Contains the bibliographic details about the submitted record including docket number, title and business Unit
2. Invention Details - Detailed description as provided by the inventor during submission
3. Additional Details - Information Regarding external collaboration, publication and other third party details
4. Patent Review Board - Details regarding the assigned patent review board
5. Request Patentability Search /Defensive Publication - Details of further information if the record is decided needs external patentability search or defensive publication.



6. Related Records - List of any ID/ Patents which are related to the submitted ID.
7. Legacy Details - List of of any legacy records related to the submitted ID
8. System Information - Date and Role assigned to the ID

Roles

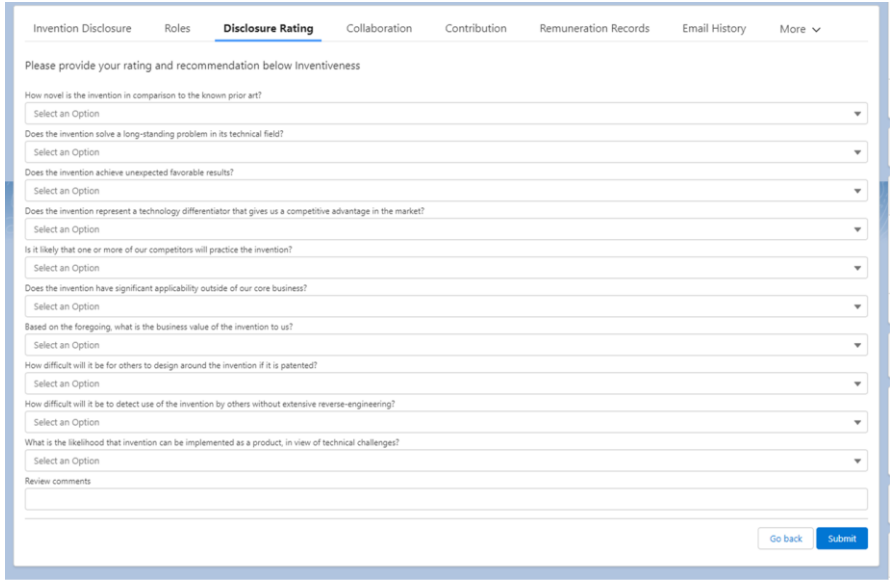
Roles section Contains information of the roles assigned to the same business unit as mentioned in the submitted IDF. User can also add new roles/person by clicking on **New** button



Disclosure Rating

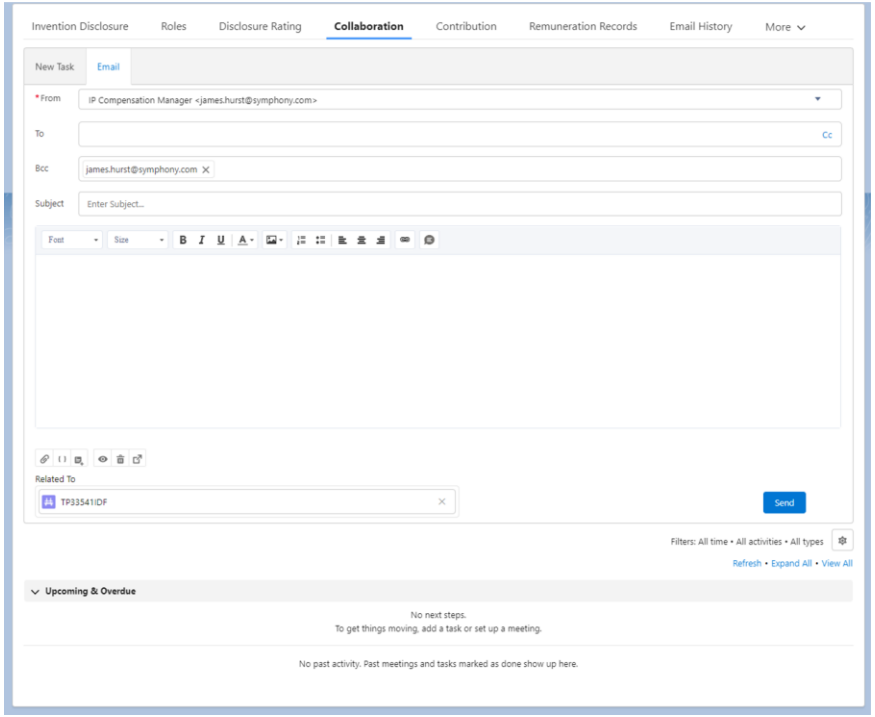
All reviewers have access to the disclosure rating which is optional.

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



Correspondence

The user can collaborate with the inventor(s) to communicate regarding any information related to the particular ID record.



Email History

All the correspondence between the user (IP Compensation Manager) and the inventors will be recorded in the Email History tab.

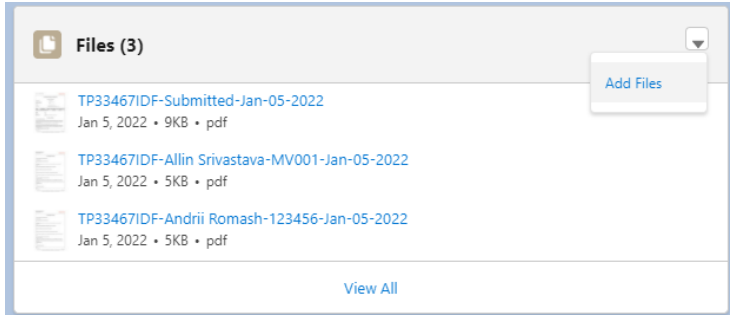
Invention Disclosure | Roles | Disclosure Rating | Collaboration | Contribution | Remuneration Records | **Email History** | More

	Date Sent	Subject	To	From
1	Jan 13, 2022, 01:08:15 PM	Confirmation of receipt of invention disclosure TP33571IDF	alind.s@maxval.com;sfdev3@maxval.com;	alind.s@maxval.com
2	Jan 13, 2022, 01:13:10 PM	Invention disclosure was accepted.	alind.s@maxval.com;sfdev3@maxval.com;	guna.av@maxval.com
3	Jan 13, 2022, 01:13:11 PM	Invention disclosure was accepted.	alind.s@maxval.com;sfdev3@maxval.com;	guna.av@maxval.com

Files and ID Inventors

Files

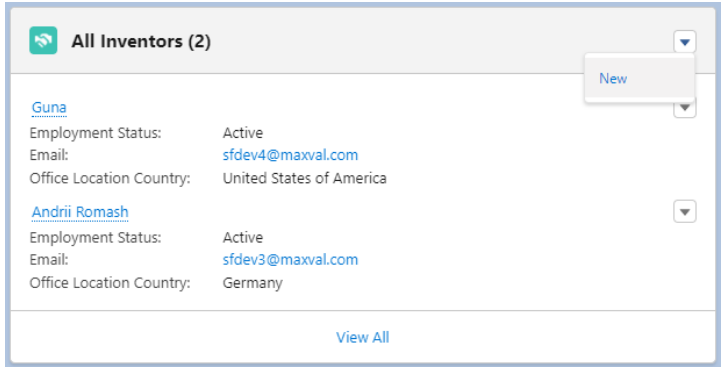
This section includes the auto generated PDF copy of the submitted IDF and also if there are any attached documents or images related to the invention. It also allows you to add new files to the asset by selecting **Add Files** from the down-arrow on the top-right corner.



ID Inventors

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

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

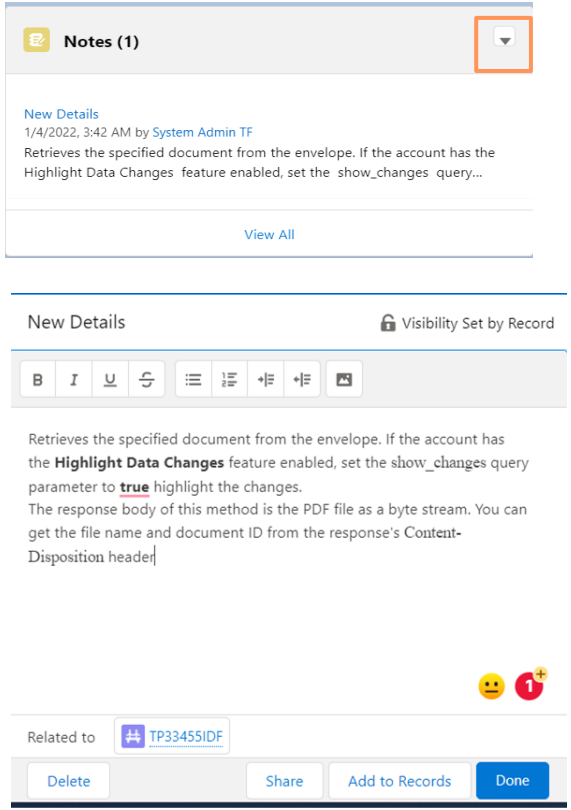


Notes

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

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

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



Inventor Awards, Keywords and Combined Disclosures

Inventor Awards

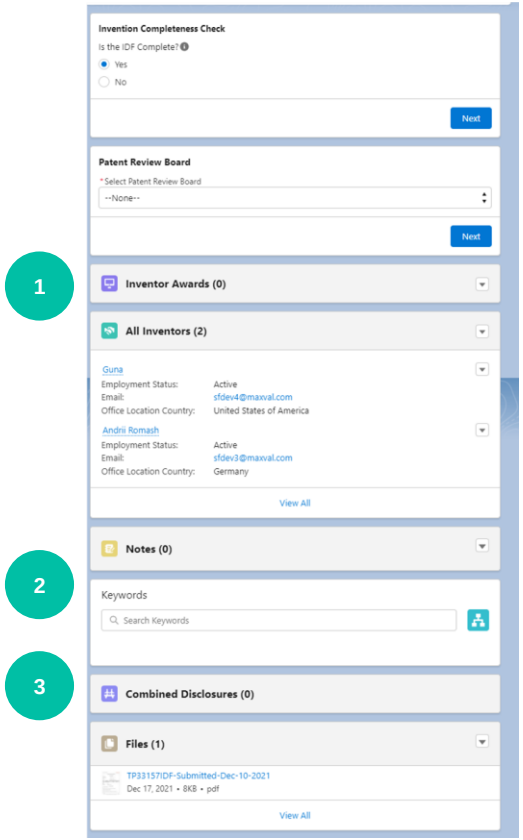
The widget will be auto populated when the submitted ID are allocated awards in the future.

Keywords

The user can add any appropriate keyword that can be to associated with the ID.

Combined Disclosure

The widget will contain the record of any disclosure that are combined with the submitted ID

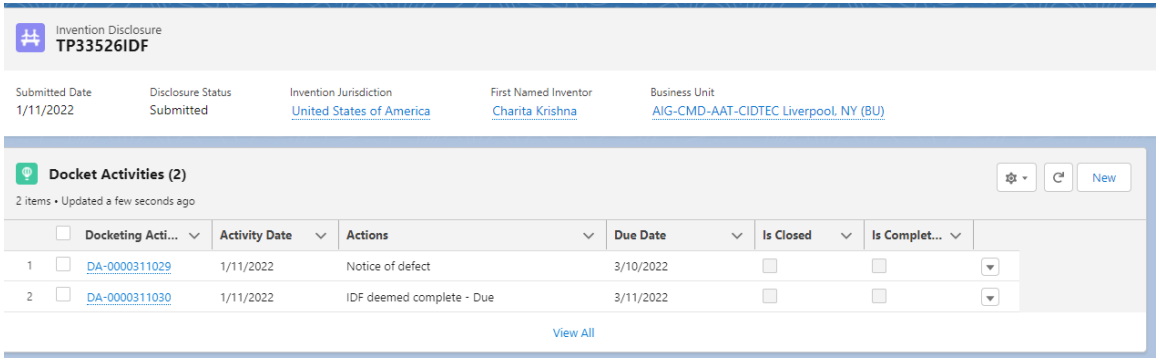


Docket Activities

Each action that needs to be undertaken will have associated docket activities based on the decision of the IP Compensation Manager.

Every docket action will contain the following features:

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



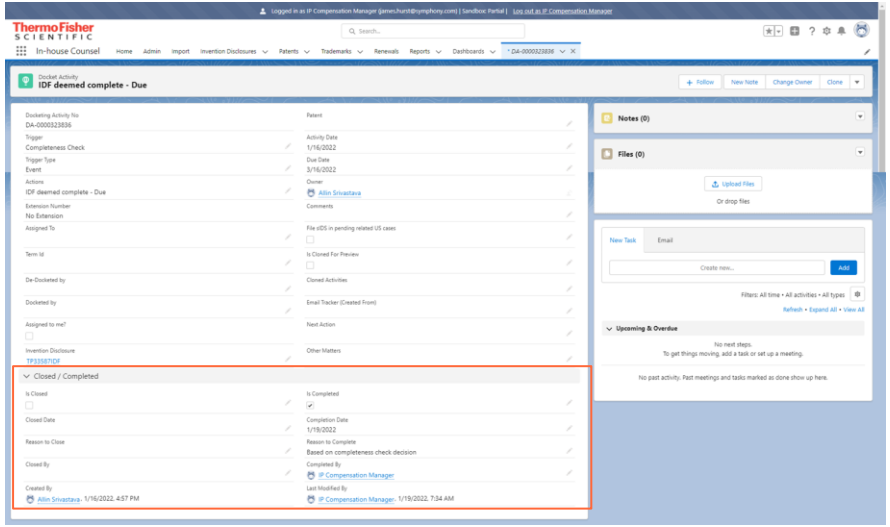
Sample Docket Record

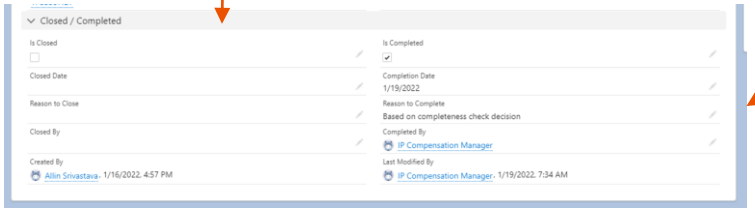
All docket records have either two status

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

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

In case of auto-closure of docket record based on completeness check, the reason is auto-populated by system.





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Action

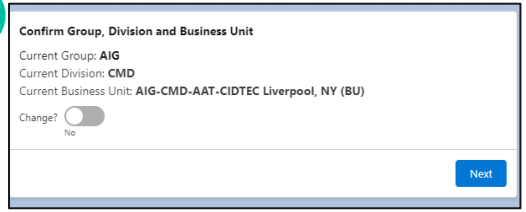
- Confirm Group, Division and Business Unit
- Assign Patent Review Board
- Completeness Check

Change Assigned Business Unit (Optional)

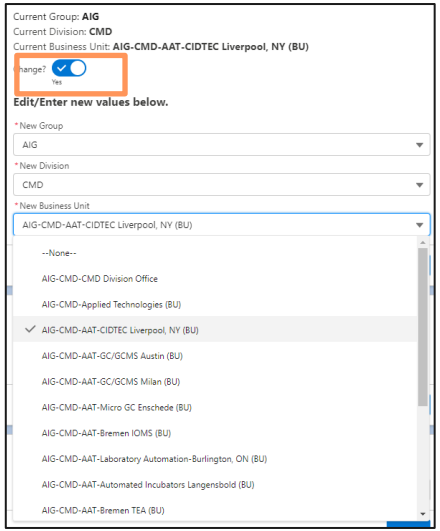
The user can change the assigned Group, Division and Business Unit that was previously selected by the Primary inventor at the time of ID submission.

This action is not a mandatory requirement,

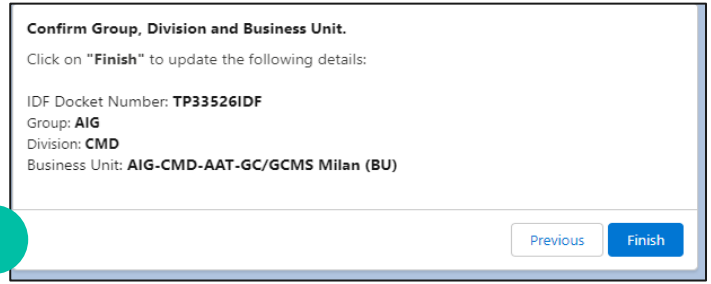
1



2



3



<<Back

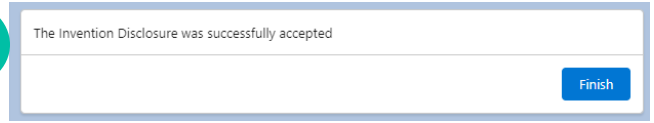
Completeness Check

The submitted IDF can be reviewed for completeness of the submitted details. If selected Yes (1a and 1b), then the IDF is deemed complete and moved to next action.

If selected No (2a and 2b), then the IDF is returned to the inventor(s) where they can add the details as requested by the reviewer.

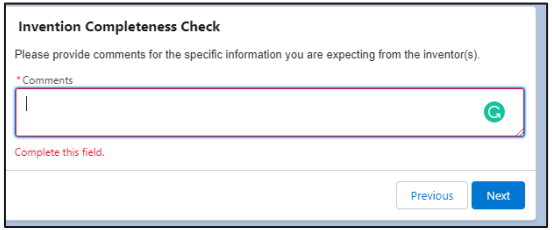
1a

1b



2a

2b



<<Back

Docket Activity - Completeness Check

(1) If the completeness check is selected as Yes,
-the Notice of Defect is Closed since no revision has been requested.
- IDF deemed complete-Due is completed since completeness check has been completed.

(1) If the completeness check is selected as No
- A new docket activity will be created as IDF revision due to track the revision request to the inventors.
- the notice of defect is completed because the revision has been requested and,
- IDF deemed compete-Due is closed since the completeness check has failed.

1

Docketing Activi...	Activity Date	Actions	Due Date	Is Closed	Is Completed
DA-0000311728	1/12/2022	Notice of defect	3/11/2022	☑	☐
DA-0000311729	1/12/2022	IDF deemed complete - Due	3/12/2022	☐	☑

2

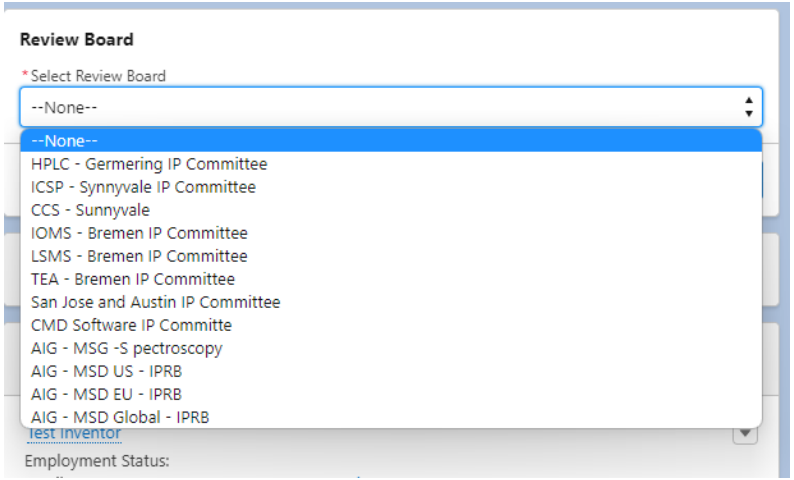
Docket Activities (3)
3 items • Sorted by Due Date • Updated a few seconds ago
New

	Docketing ...	Activity Date	Actions	Due Date	Is Closed	Is Completed
1	DA-0000323834	1/16/2022	IDF revision due	2/13/2022	☐	☐
2	DA-0000311190	1/11/2022	Notice of defect	3/10/2022	☐	☑
3	DA-0000311191	1/11/2022	IDF deemed complete - Due	3/11/2022	☑	☐

View All

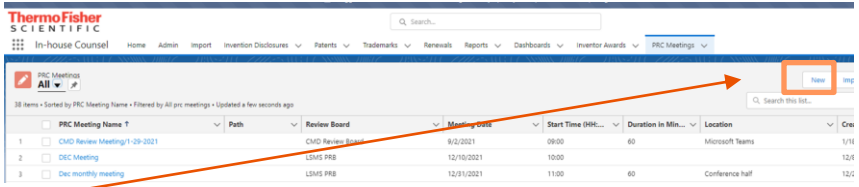
Note: The revision request for the ID can happen in multiple iterations and associated docket activities will be created multiple times to track the changes

<<Back

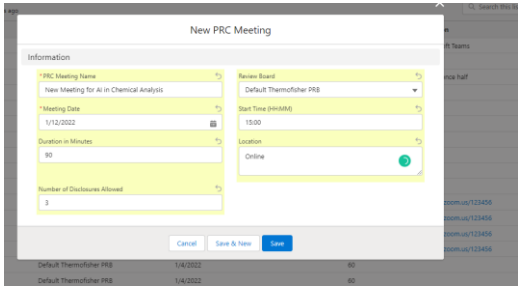

Review Board
* Select Review Board
--None--
--None--
HPLC - Germering IP Committee
ICSP - Synnyvale IP Committee
CCS - Sunnyvale
IOMS - Bremen IP Committee
LSMS - Bremen IP Committee
TEA - Bremen IP Committee
San Jose and Austin IP Committee
CMD Software IP Committe
AIG - MSG -S pectroscopy
AIG - MSD US - IPRB
AIG - MSD EU - IPRB
AIG - MSD Global - IPRB
Test Inventor
Employment Status:

Schedule PRC Meeting

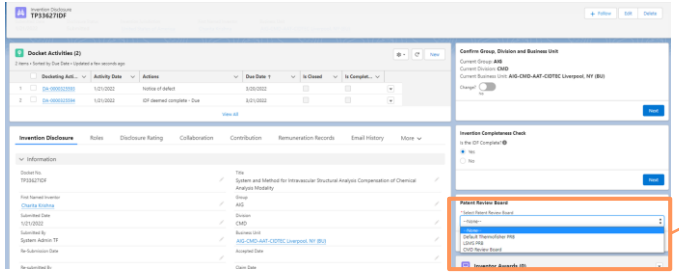
The user can create a new meeting by clicking on PRC Meeting tab and clicking on the New button.

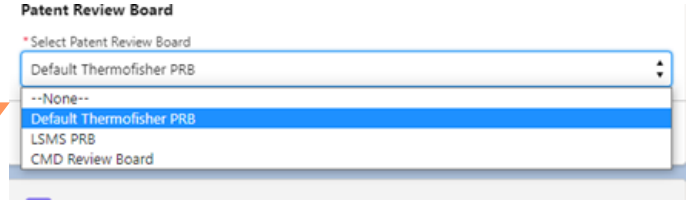


Post which they can add the details as requested and schedule the meeting to discuss the submitted IDF .

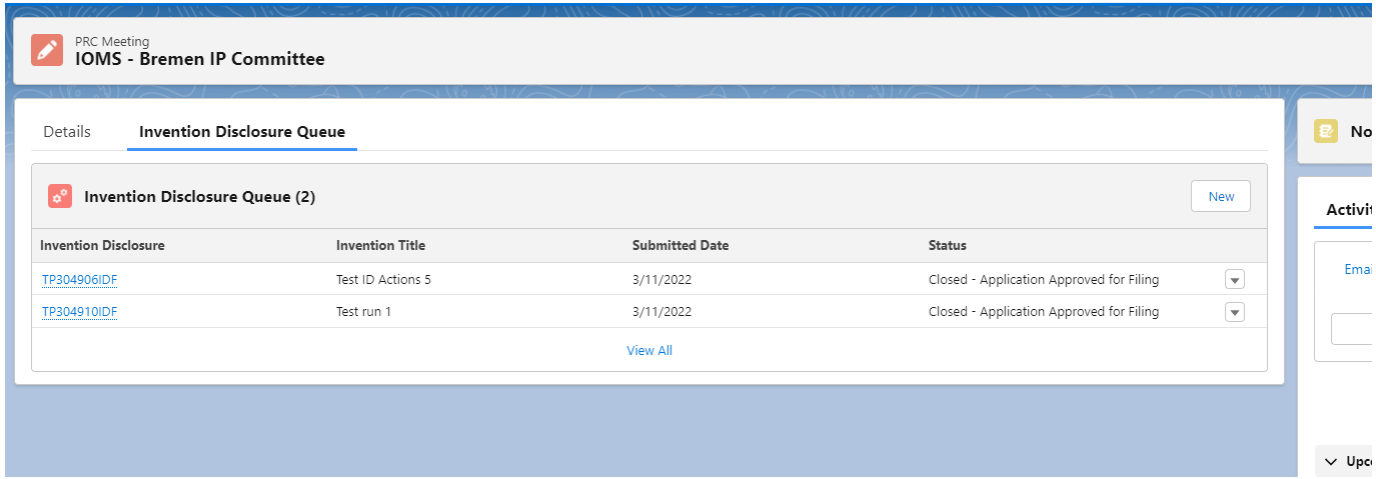


Once scheduled the user can the select the Patent Board who will be leading the meeting.





<<Back


PRC Meeting
IOMS - Bremen IP Committee
Details
Invention Disclosure Queue
Invention Disclosure Queue (2)
New
Invention Disclosure
Invention Title
Submitted Date
Status
TP304906IDF
Test ID Actions 5
3/11/2022
Closed - Application Approved for Filing
TP304910IDF
Test run 1
3/11/2022
Closed - Application Approved for Filing
View All

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Patent Actions

- Patent Documents

3.2.5. Documents (cont.)

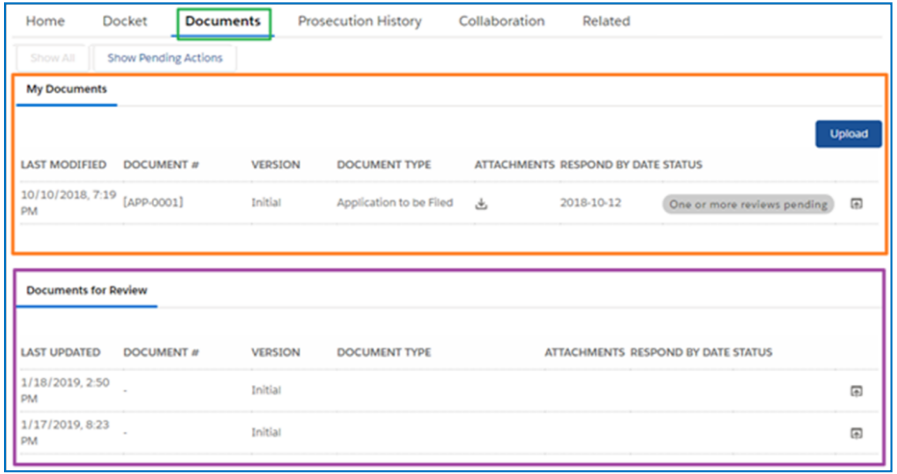
The **Documents** tab displays all the documents sent for review under the two categories listed below:

- **My Documents**

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

- **Documents for Review**

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



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

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

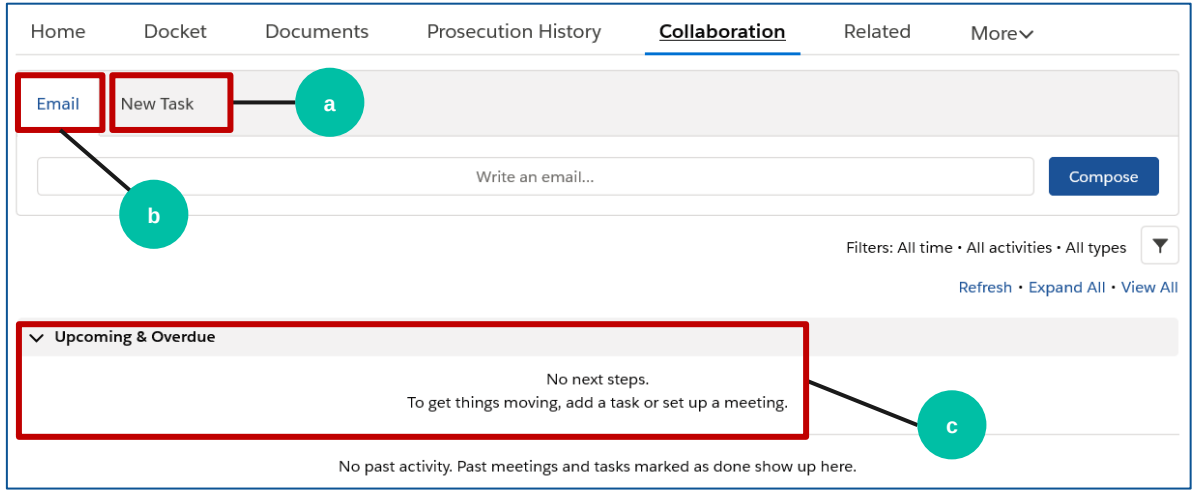
In version history you can see: :

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

3.2.6. Collaboration

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

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



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

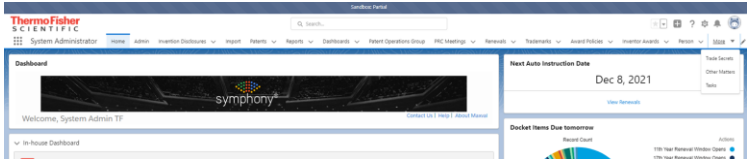
b **Email** tab allows you to the compose and send emails.

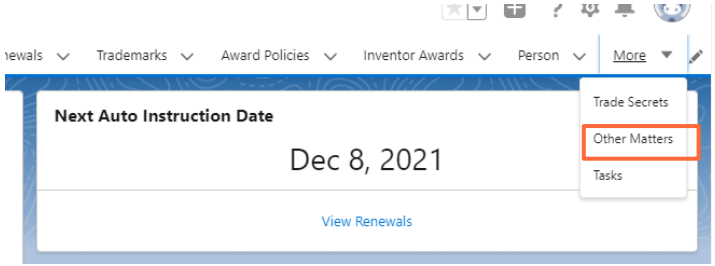
c **Upcoming & Overdue** displays list of upcoming and tasks that are overdue

Other Matters

Other Matter Record

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

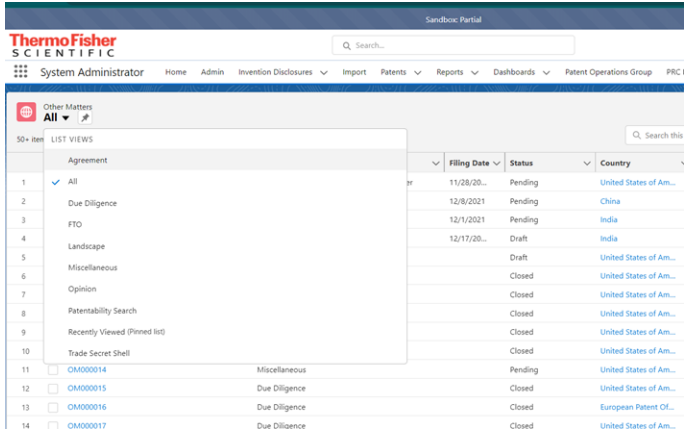


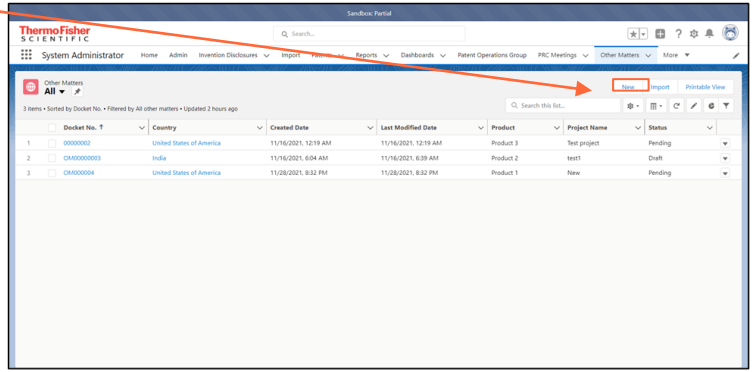


List View

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

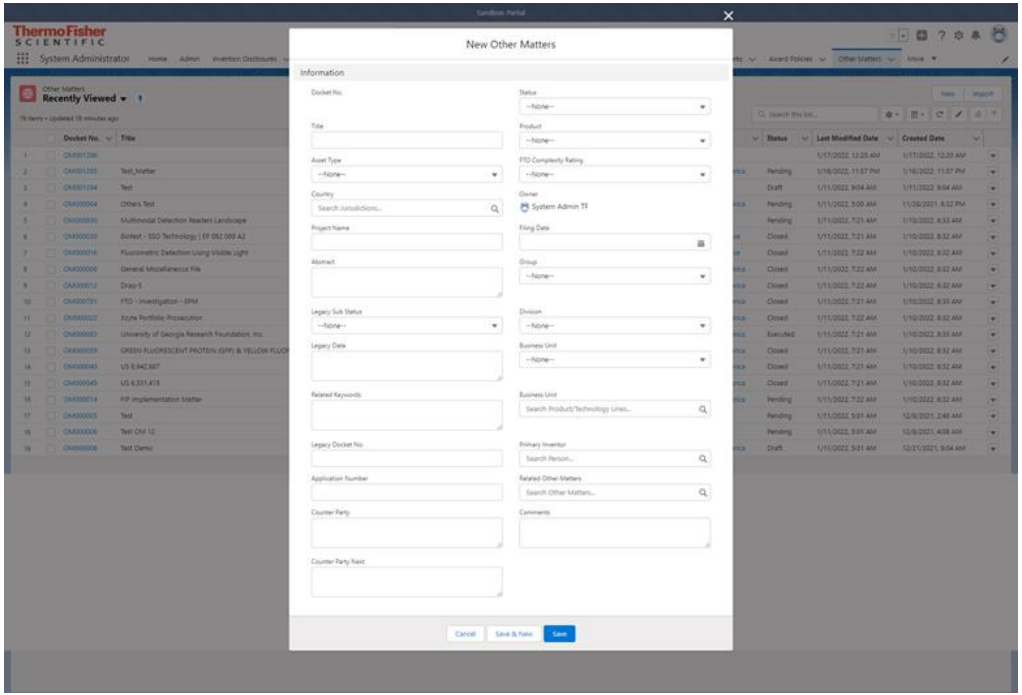
Te user can create new other matter record by clicking on New on the right corner as shown here



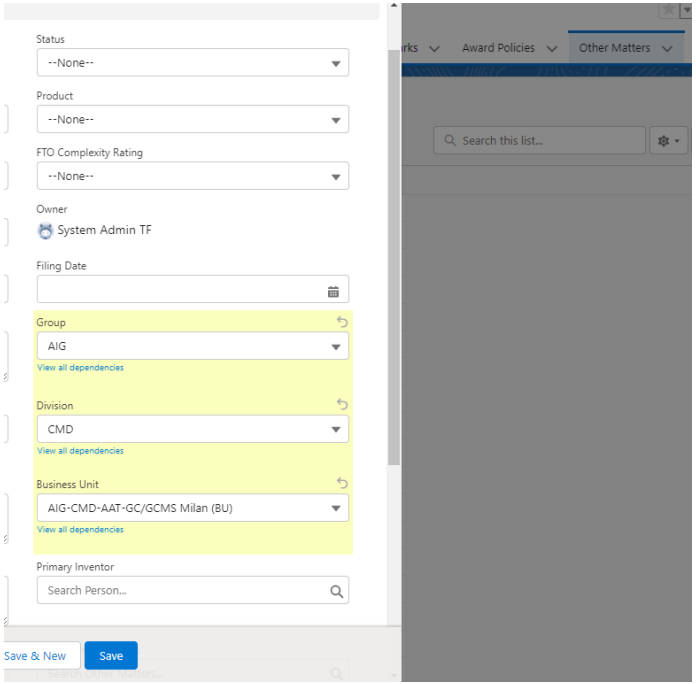


Create a New Other Matter Record

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

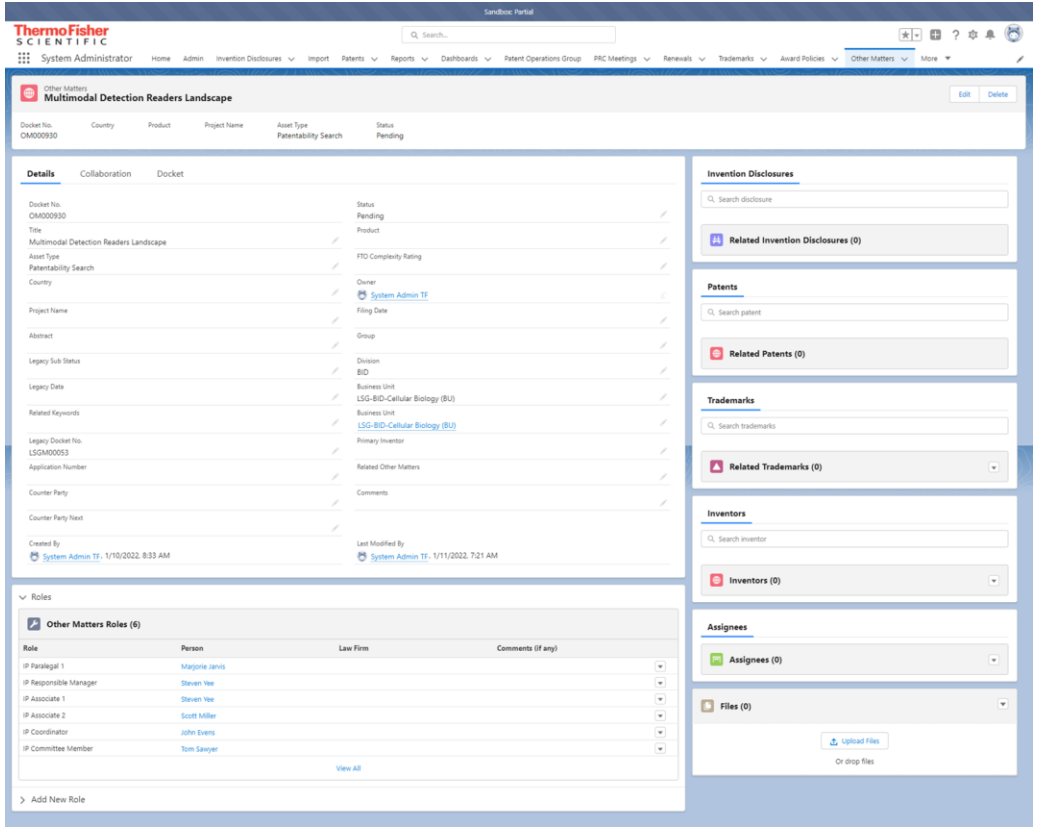


Add Group, Division and Business Unit in Other Matter



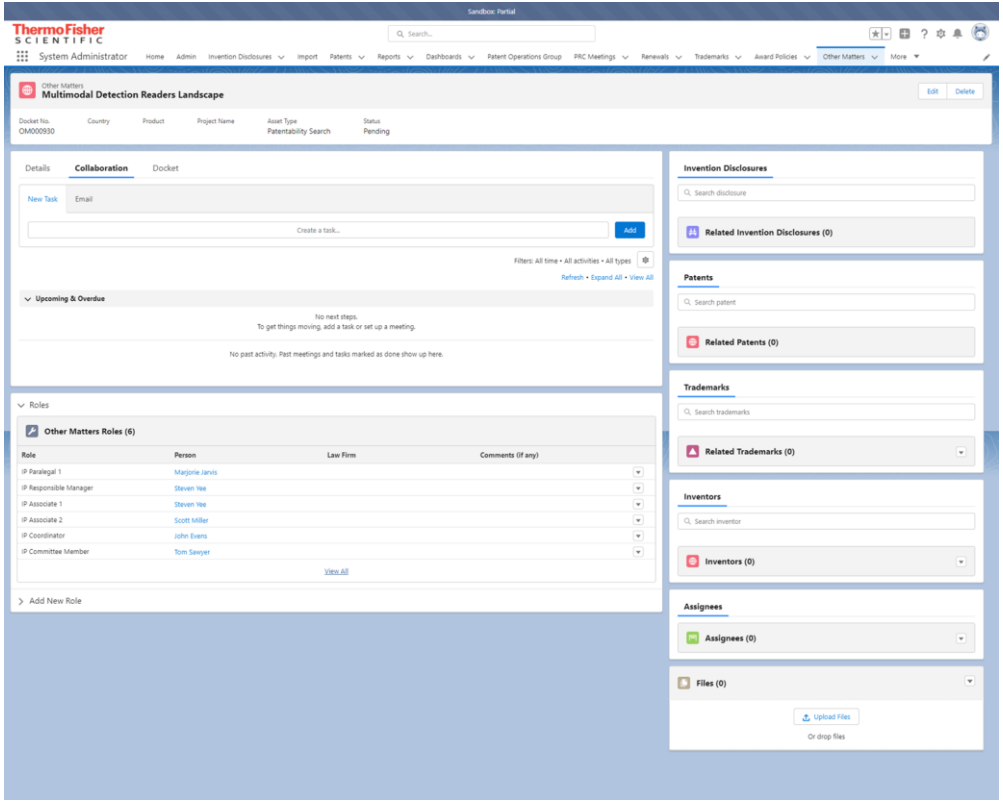
Detailed View

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



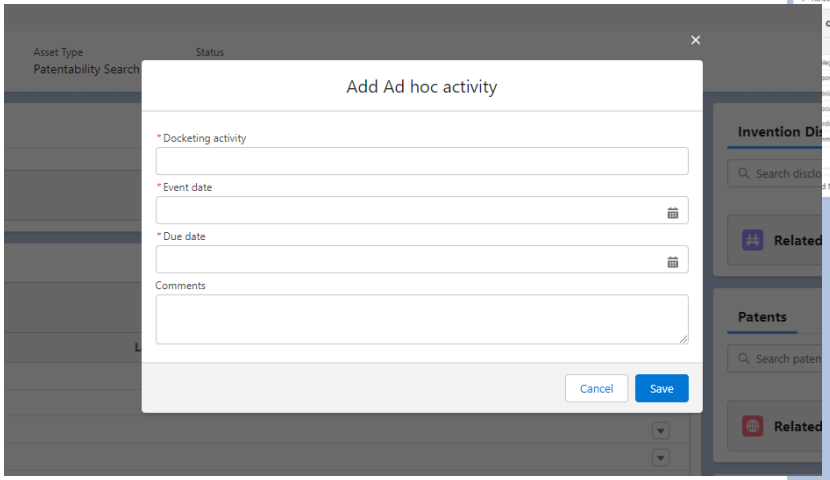
Collaboration

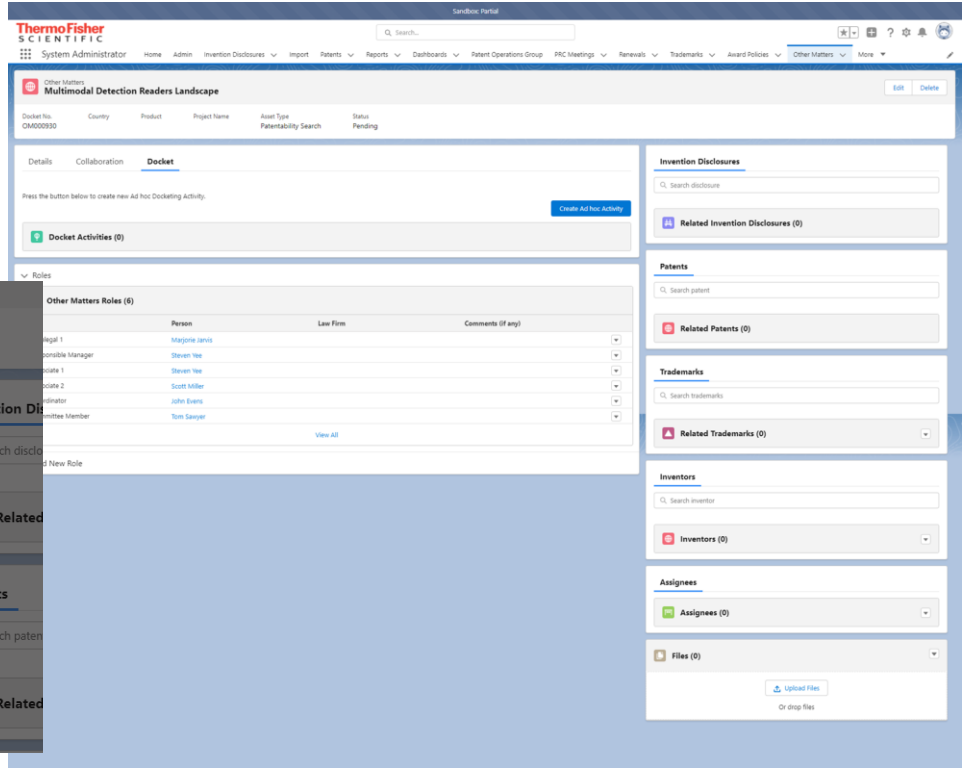
Use can collaborate to communicated other users and track the corresponding email history.



Docket Activity

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





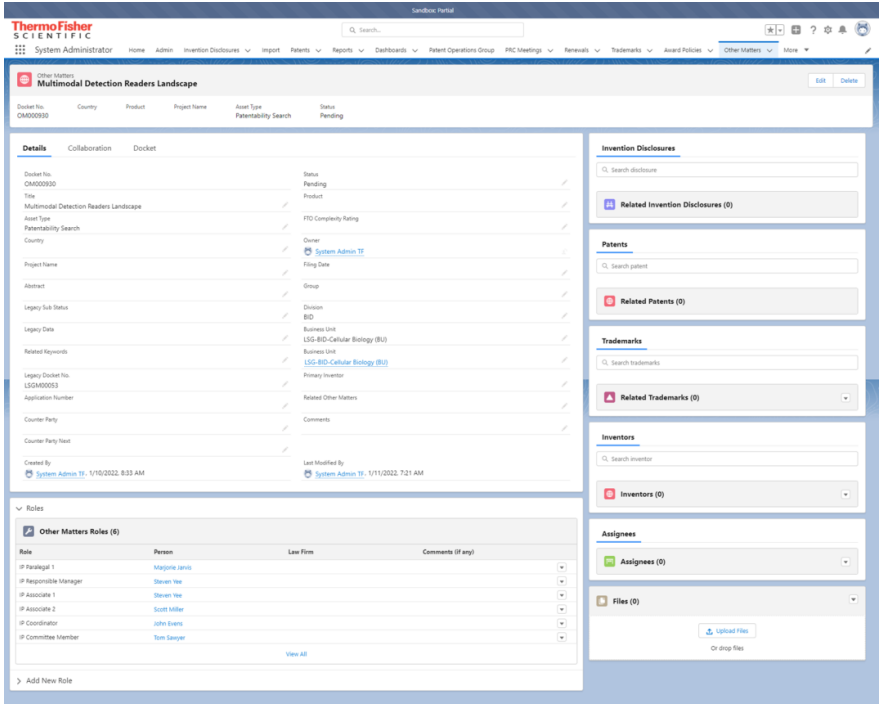
Add Associated Records and Users

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

1. Invention Disclosure
2. Patent
3. Trademark

They can also add users who are :

1. Inventors
2. Assignees



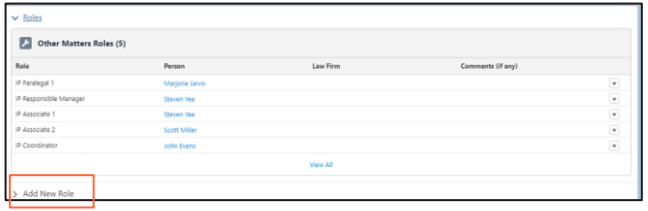
1
2
3
4
5

Roles

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

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

1



2

4

3

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Appendix

1. ID status
2. ID Workflow

Appendix

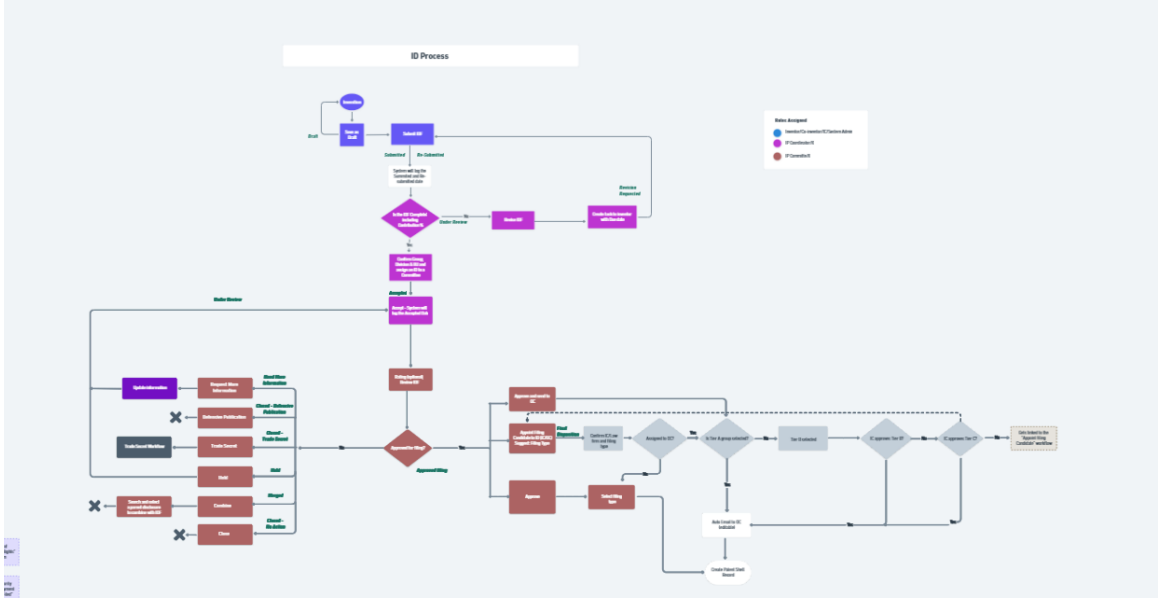
Invention Disclosure – Status

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

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

ID Process

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



Patent Access for IP Coordinator

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

Roles and Permissions Matrix

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

Thank you.