

PCT-EASY Manual

for PCT Receiving Offices

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1. RECEIVING OFFICE FUNCTIONS IN PCT-EASY MODE

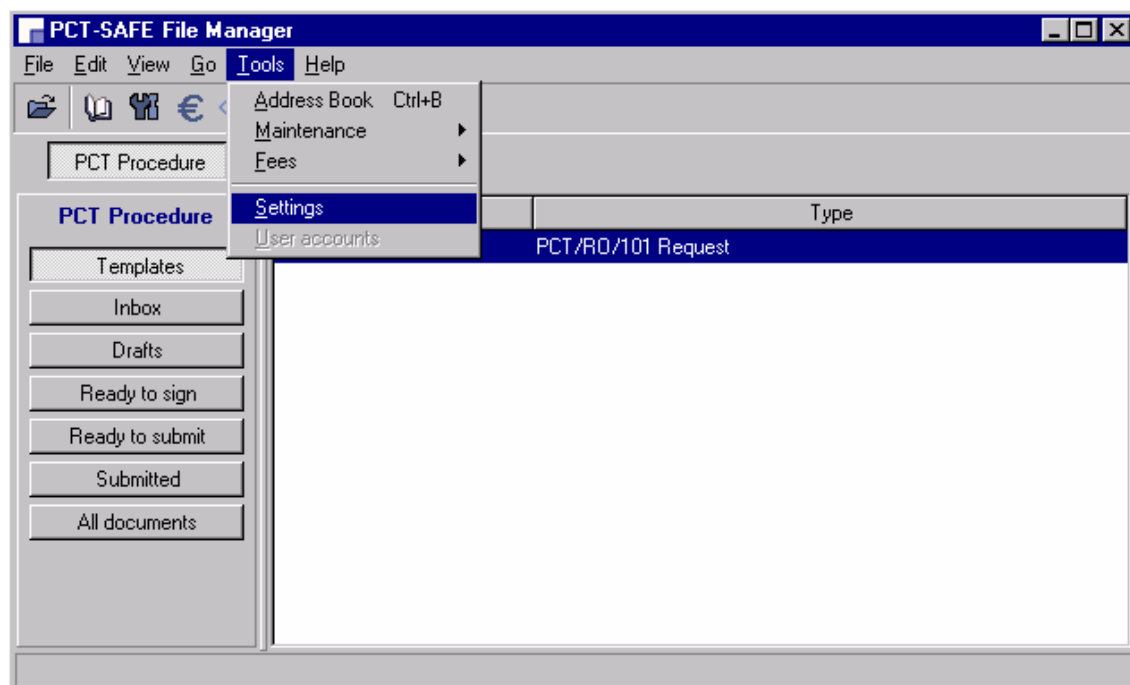
PCT-SAFE software provides for certain functions relating to the receipt and processing of PCT-EASY international application data in electronic form by the receiving Office, including:

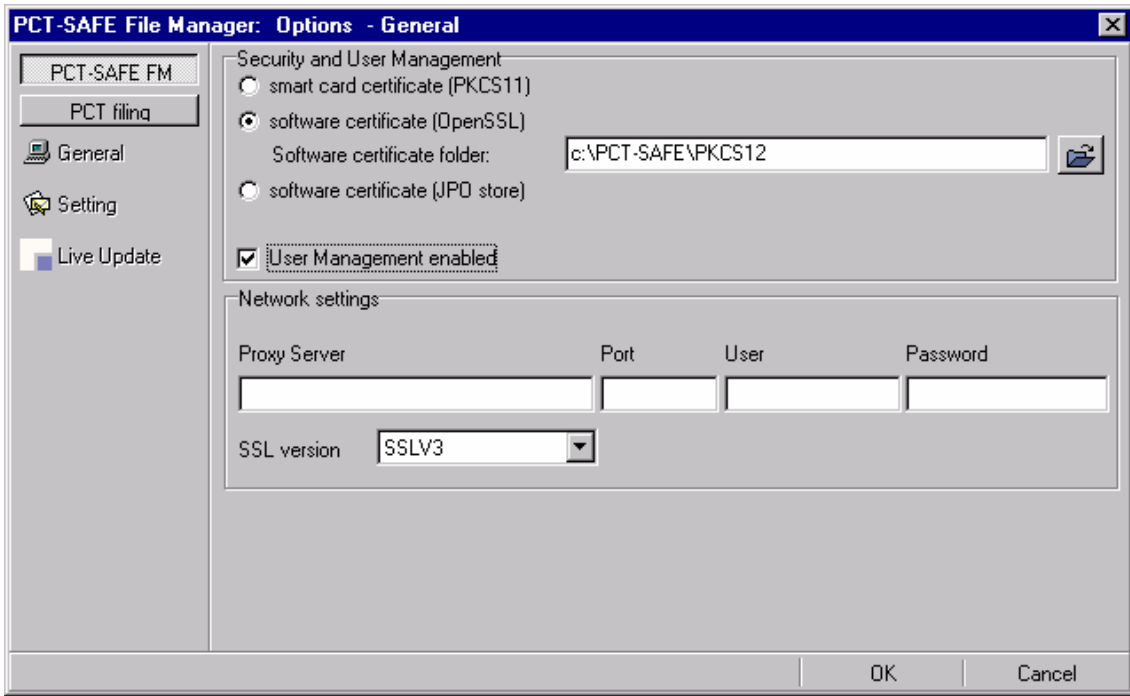
- Validations — performed on submitted application data to facilitate receiving Office formalities examination.
- Receiving Office processing — where the receiving Office can add information which it usually adds to the paper Request form (for example, International Application No., International Filing Date). Such indications are validated and saved to the electronic application file.
- The possibility to make *ex officio* corrections to PCT-EASY Request form data. Such indications are validated and saved to the electronic application file.
- Submission functionality — a process whereby PCT-EASY Request form data, examined by the receiving Office, can be copied to diskette for submission to the International Bureau.

1.1 Special installation instructions and considerations for PCT-EASY receiving Office functionality

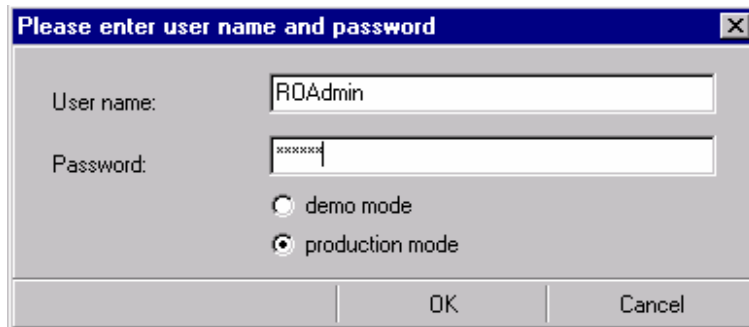
First install PCT-SAFE in the standard 'applicant mode', restarting the computer when prompted. Then follow the installation instructions given below. Please contact the PCT-SAFE Help Desk to obtain the password in order to have access rights to receiving Office functionality.

Please note that the software installed for receiving Office use (i.e., receiving Office mode) should not be used for filling out PCT Request forms (i.e., in Applicant/Agent mode). If you wish to test the software in the latter mode, you will need to install the software onto a different computer using the standard applicant mode. This deliberate distinction is intended to help avoid confusion between the two modes and their different functionality.





After checking the User Management enabled box, close PCT-SAFE and restart.



Select Installation for: PCT receiving Office, enter the name of the receiving Office and the authorized officer.

The screenshot shows the 'PCT-SAFE File Manager: Options - PCT filing - General' dialog box. It has a sidebar with 'PCT-SAFE FM', 'PCT filing', and 'PCT General' (selected). The main area contains the following fields and controls:

- Version:** 3.51.015.190
- installed on:** 22/02/2007 11:45:03
- Installation for:** A dropdown menu with 'PCT receiving Office' selected. A list of options is shown: 'Applicant/Agent', 'PCT receiving Office' (highlighted), and 'International Bureau (WIPO)'.
- Maintenance/Fee update:** 01/10/2006
- FOP version:** 0.20.5.7
- Receiving Office:** IB International Bureau of the World Inte (dropdown)
- Authorised officer:** (empty text field)
- Filing Mode:** Full Electronic Filing PCT-EASY Mode
- Help:** (button)
- Destination folder:** A:\ (text field with folder icon)

Buttons at the bottom: OK, Cancel.

Return to the PCT-SAFE FM screen and uncheck the 'User Management enabled' box. Restart PCT-SAFE, without using user name and password, to ensure that the above modifications have been recorded.

2. PROCESSING PCT-EASY DISKETTES¹

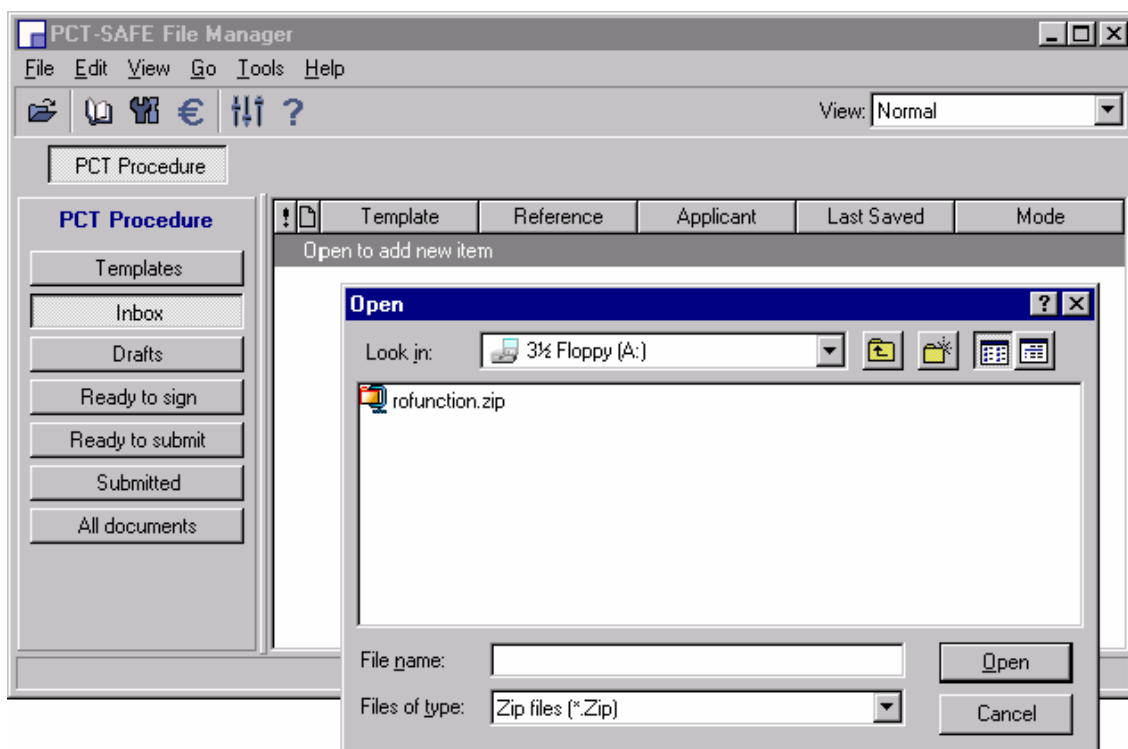
2.1 Adding a PCT-EASY application file from diskette to the File Manager Inbox

- Virus check the PCT-EASY diskette submitted by applicant (see your systems administrator if necessary).
- Insert the diskette into the disk drive.
- Open the File Manager by clicking on the PCT-SAFE-FM shortcut in your Windows Start menu (Start->Programs->Pct-safe) to start the software .
- Select the Inbox folder.
- Double click the “Open to add new item” row of the Information Viewer.
- Select the PCT-EASY zip file contained on the diskette from the “Open” file dialog.

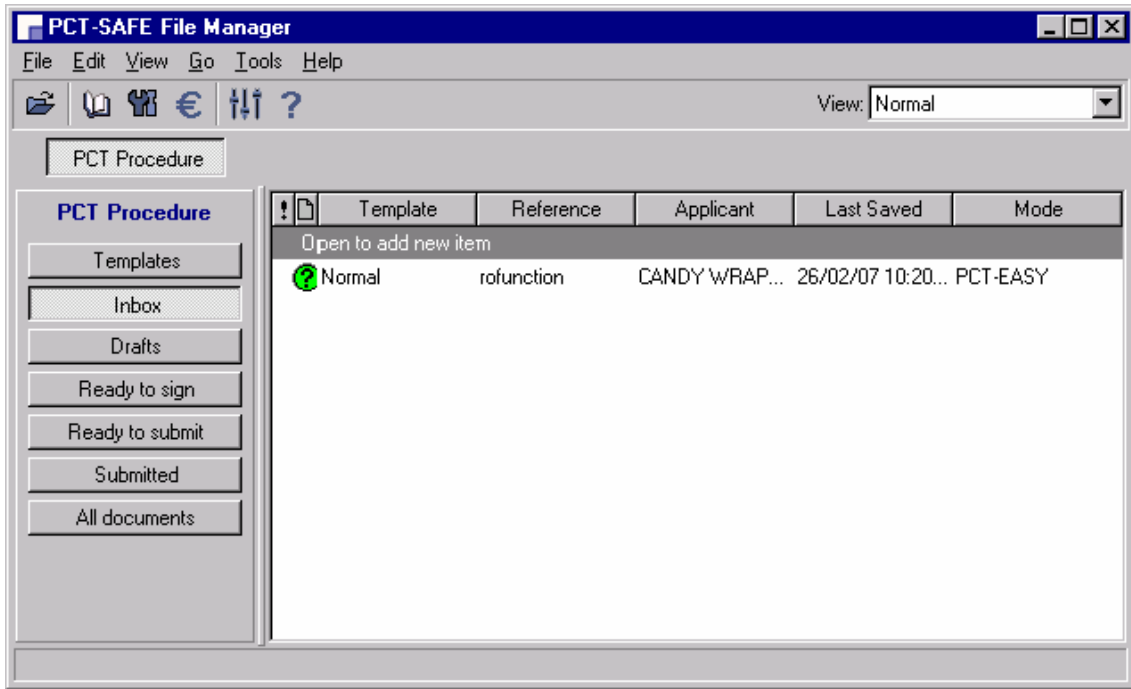
The PCT-EASY zip file has now been added to the File Manager, Inbox folder.

2.2 Opening a PCT-EASY file for examination

- Double click the row containing the PCT-EASY zip file in the Inbox folder of the File Manager.
- The PCT-EASY module will be opened and data may now be examined.



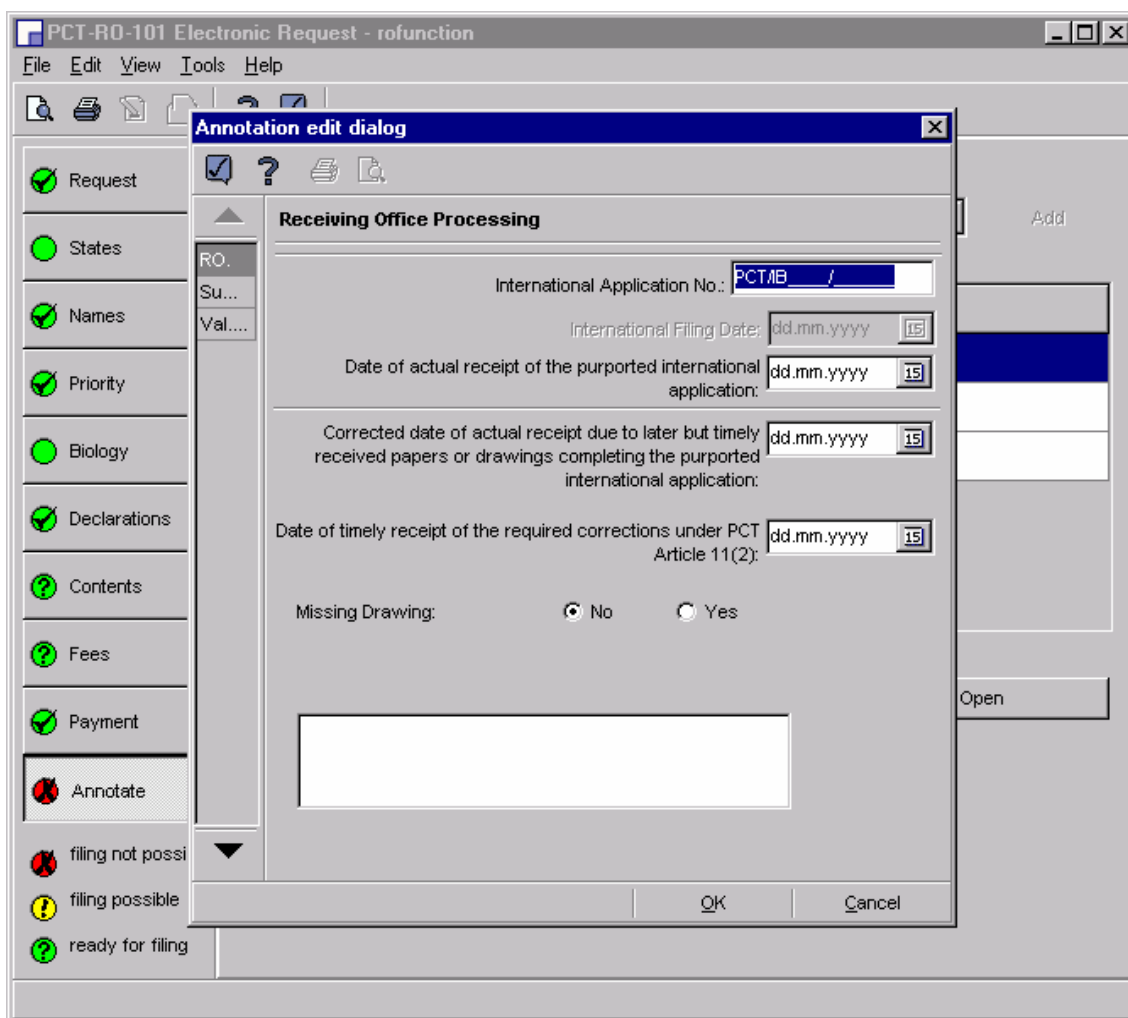
¹ This manual refers to PCT-EASY “diskette” although PCT-EASY requests may also be submitted on other physical medium specified by the receiving Office (see Section 102bis of the Administrative Instructions under the PCT).



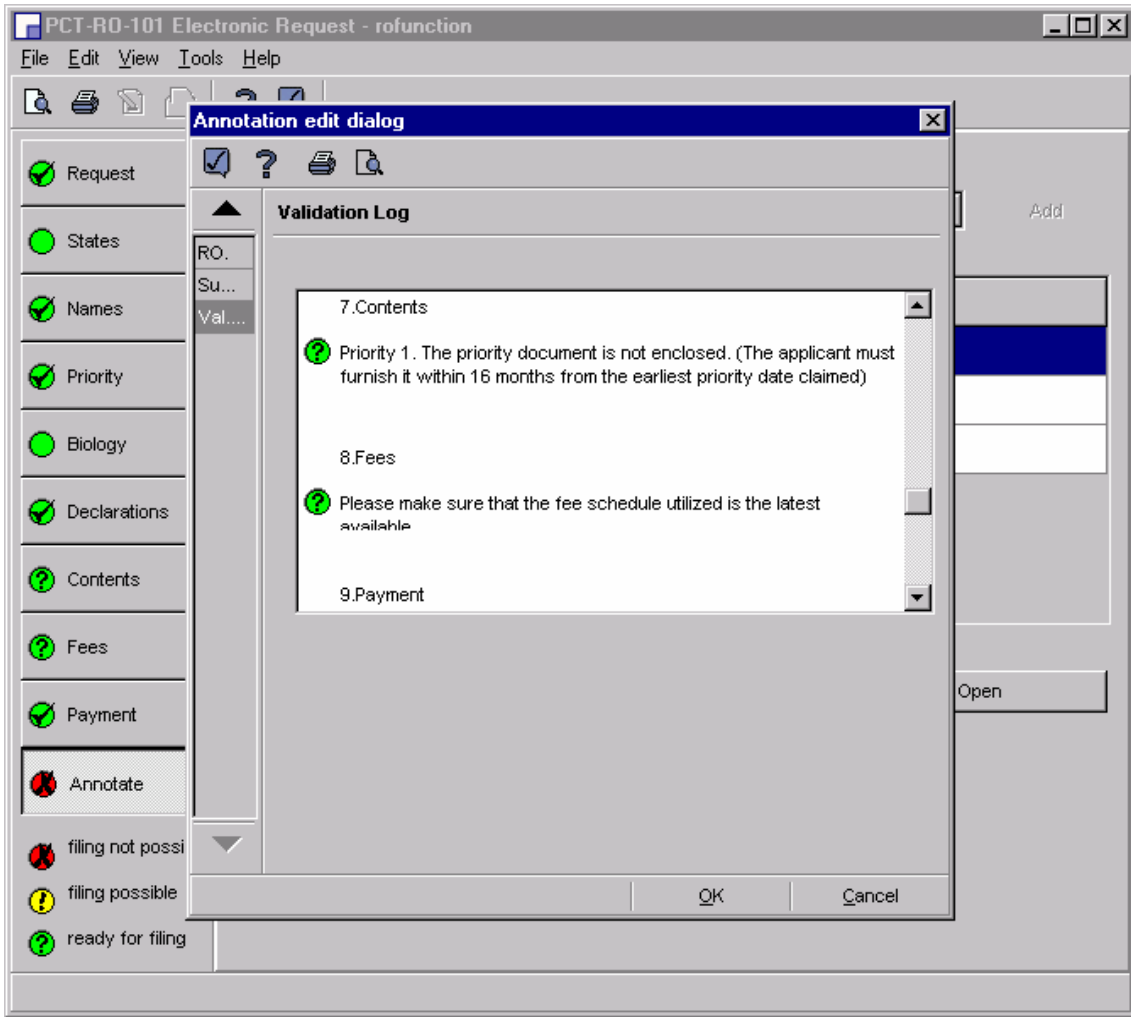
2.3 Receiving Office Processing

This function allows the receiving Office to make the same indications to the PCT-EASY file as are made on the first and last sheet of the Request form printout (spaces marked “for receiving Office use only”).

- If not already running, open the PCT-EASY file (see above).
- The Receiving Office Processing dialog box appears.
- Enter the appropriate indications (International Application No., Date of Actual Receipt, etc.).
- Select “OK” to save indications, or “Cancel” to exit without saving.
- Once saved, changes can be made to RO indications by double clicking the RO processing row of the Annotate master table. Changes can only be made, however, *before preparing the application data for transmittal to the International Bureau (see below)*.



Select the Validation Log on the Annotate page to view any errors or omissions signaled by the software. Also see “Validation function”, section 2.2 in the PCT-SAFE User Reference Manual, PCT-EASY Mode, for more details.

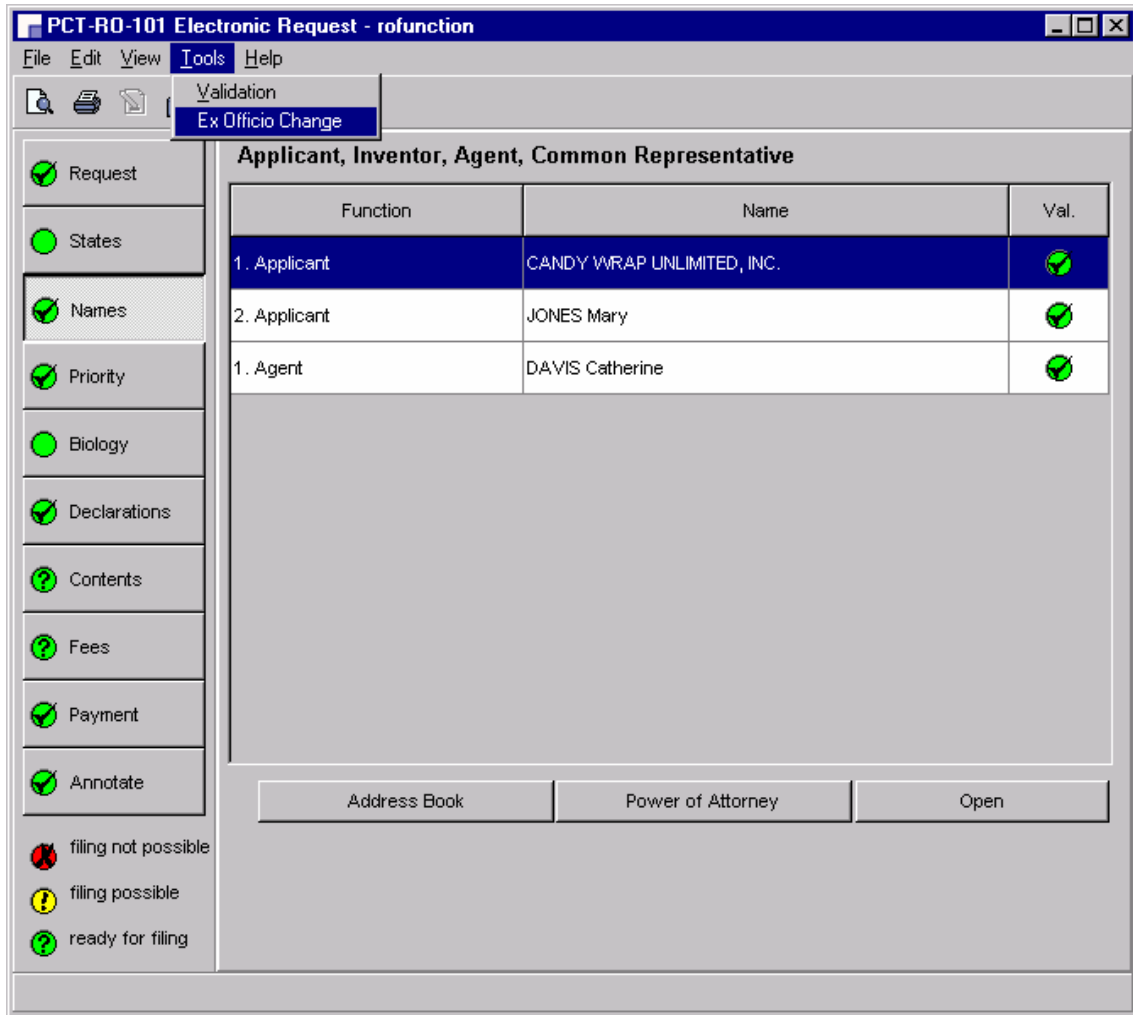


2.4 Making *ex officio* Corrections

The software was designed to minimize the need for *ex officio* corrections by validating Request form data *before* actual filing. All the same, should it be necessary to add, modify or delete an indication, this can be done using the following procedure:

- If not already running, open the PCT-EASY file for examination (see above).
- Go to the Notebook page where the change is to be made (but do not access detail screens).
- From the Tools menu, select the *Ex officio* Change command.
- Verify the name of the person making the change and the date of the change. In the comment field enter comments **specifically identifying** the change (e.g., canceled *ex officio* by RO). It is vital that comments be precise as these indications will help identify the change later. Select OK. The application is now “unlocked”.
- Make the *ex officio* change you have identified using normal PCT-EASY functionality (e.g., to cancel *ex officio*, delete the indication, to add *ex officio*, add the indication as a user would). **Be careful not to make any other changes.**
- Take the time to view the *ex officio* change now (see below). Review the comments and, if necessary, make changes in the text to better identify the change.
- When finished, select the “Save” button in the Ex Officio Change box.
- Select “Confirm” to save changes, “Cancel” to go back and review changes or “Don’t save” to discard changes.

<p>IMPORTANT: Always ensure that any <i>ex officio</i> changes made using PCT-EASY in electronic form are also indicated on the PCT-EASY request form printout submitted by the applicant, which is the legally binding copy.</p>
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Details concerning Applicant or Applicant/inventor

?

Legal entity **Natural person** This person is also inventor

Name: JONES Registration No.

First Name: Mary

Country or territory: GB United Kingdom Telephone:

Address: c/o Candy Wrap Unlimited, Inc.
 43 West Coach Lane Facsimile:

43 West Coach Lane e-mail:

City: London State of Nationality: GB United Kingdom

GB County: Greater London State of Residence: GB United Kingdom

Postal code: SW2 4ST

The person is applicant for:

All designated States
 All designated States except US
 the United States of America only
 Certain designated States only

select/modify

OK Cancel

Ex officio change

You are about to make an Ex Officio Change. Before making this change please enter:

Name: PCT SAFE

Date: 16 April 2007 15

Comment: Duplicate address line deleted ex officio

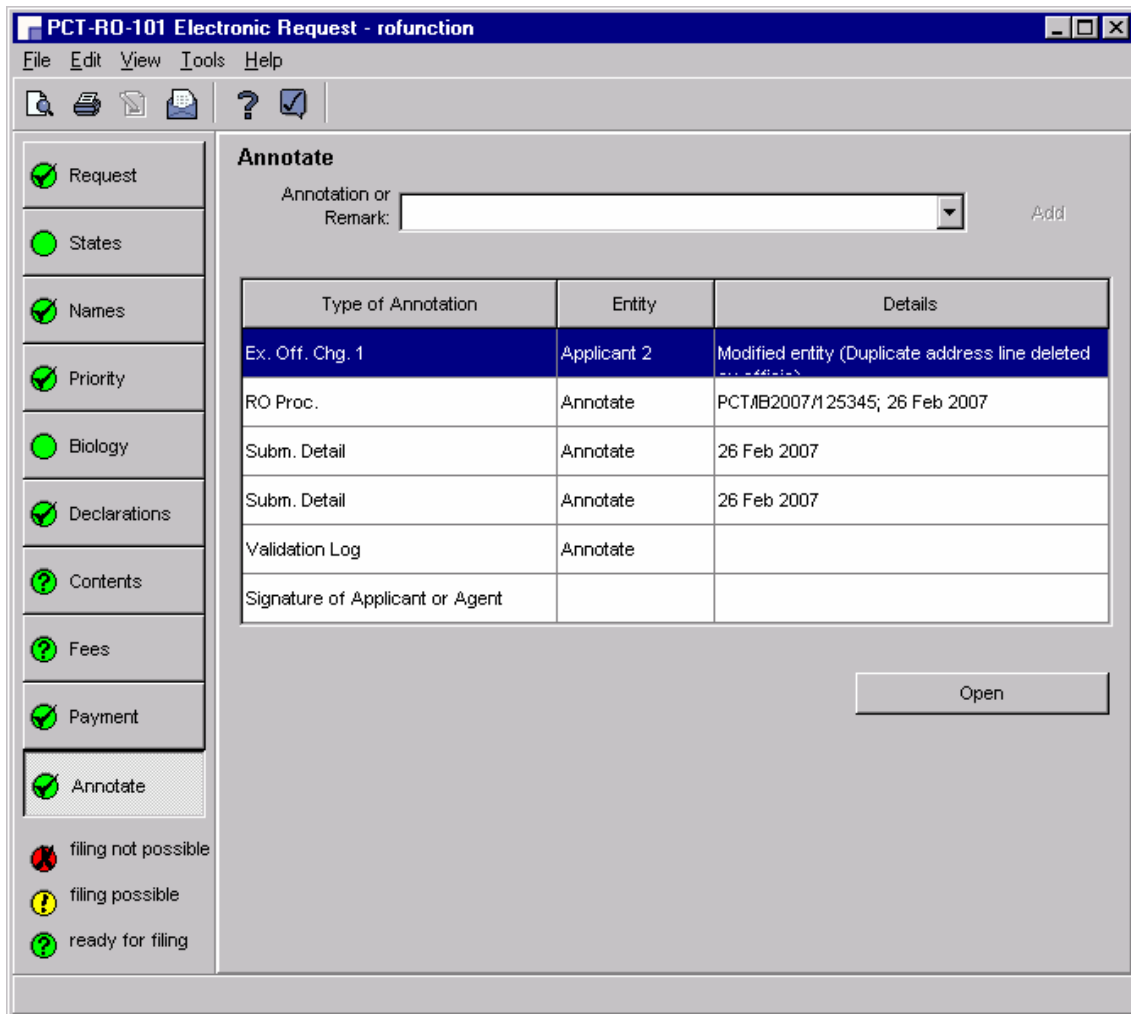
OK Cancel Help

2.5 Viewing *ex officio* Changes

Ex officio change details can be viewed through the following procedure:

- Select the Annotate notebook page.
- Double click on the row of the Annotate master table containing the *ex officio* change to review.

In the Annotation Edit Dialog, the original text is displayed at the top of the window with each text block preceded by the > character. The corrected text, without the preceding > character is displayed beneath the original text. Verify that the change has been recorded.



Original Text

The screenshot shows a dialog box titled "Annotation edit dialog". On the left is a vertical menu with options: "Ex. ...", "RO.", "Su...", "Su...", "Val...", and "Sign...". The main area contains a text field with the following content:

- >Applicant and/or inventor 2
- >This person is:: applicant and inventor
- >Applicant for: US only
- >Name: JONES, Mary
- >Attn.: c/o Candy Wrap Unlimited, Inc.
- 43 West Coach Lane
- >Street address: 43 West Coach Lane
- >City: London
- >Postal code: SW2 4ST
- >Country or territory: GB
- >State of nationality: GB
- >State of residence: GB

 Below the text field are three input fields:

- Name: PCT SAFE
- Date: 16 April 2007 (with a calendar icon)
- Duplicate address line deleted ex officio

 At the bottom are "OK" and "Cancel" buttons.

***Ex officio* corrected text**

The screenshot shows the same "Annotation edit dialog" window, but with the text in the main field corrected. The content is now:

- Applicant and/or inventor 2
- This person is:: applicant and inventor
- Applicant for: US only
- Name: JONES, Mary
- Attn.: c/o Candy Wrap Unlimited, Inc.
- Street address: 43 West Coach Lane
- City: London
- Postal code: SW2 4ST
- Country or territory: GB
- State of nationality: GB
- State of residence: GB

 The input fields below remain the same:

- Name: PCT SAFE
- Date: 16 April 2007 (with a calendar icon)
- Duplicate address line deleted ex officio

 The "OK" and "Cancel" buttons are still at the bottom.

3. PREPARATION FOR TRANSMISSION TO THE INTERNATIONAL BUREAU

Once receiving Office processing details have been added, and, if necessary, any *ex officio* changes made, the PCT-EASY application data file should be prepared for transmittal to the International Bureau along with the international application in paper form.

This process includes the following functions:

- Submission log. It indicates “paper with physical medium” as method of submission (i.e., full application in paper form accompanied by a diskette generated as part of the preparation for transmittal process); and
- Creation and copying of the PCT-EASY zip file, containing the original applicant filing incorporating receiving Office processing, to diskette for transmittal to the International Bureau.

IMPORTANT: Once the submission process has been completed, the PCT-EASY file will be locked (i.e., no changes can be made). Consequently, before proceeding, verify your work.

3.1 Accessing the Preparation for Submission process

Select the “Save as ready for submission” button from the top left hand corner of the Request form or, alternatively, select the “Save as ready for submission” command from the File menu.

Please note that the “Save as ready for submission” button and command can only be selected when all “Red” validation messages relating to the data entered or modified by the receiving Office for this international application have been cleared.

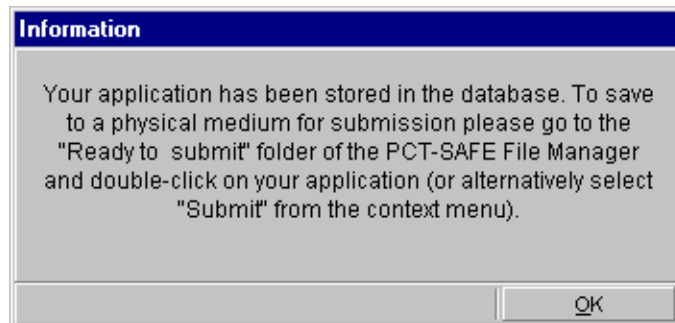
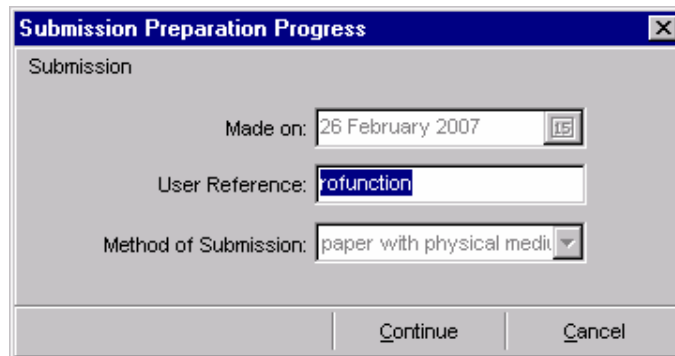
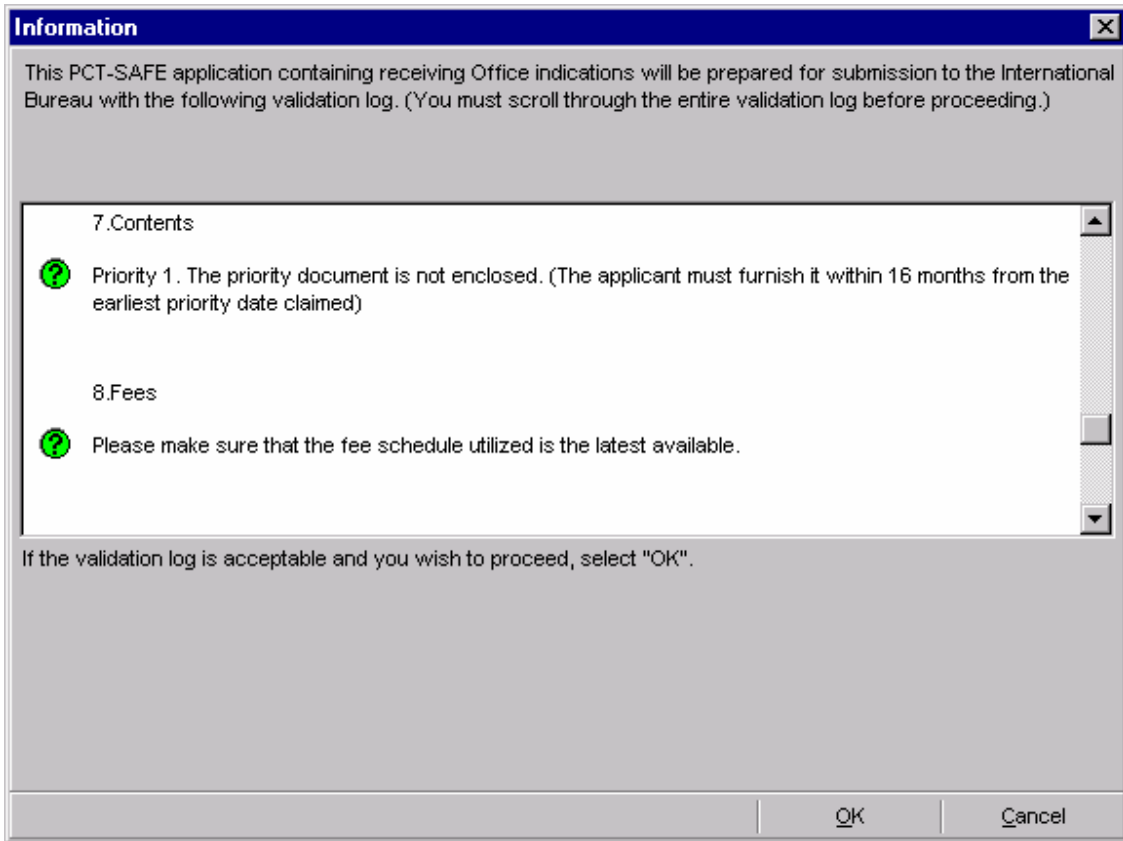
Preparation for submission consists of the following steps:

3.2 Confirmation

Click OK on the Abstract Editor Viewer page, then review the Validation log in the confirmation dialog box. If it is acceptable and you wish to continue, scroll through the entire validation log and select OK. If you wish to cancel, to make any changes before preparing the application for transmittal to the International Bureau, select Cancel.

3.3 Submission Log

The submission log displays the progress of the submission process. It also indicates the date of preparation, the user reference and the “Method of Submission” of the international application by the receiving Office to the International Bureau. Normally nothing should be changed by the receiving Office user at this stage. Select “Continue”.

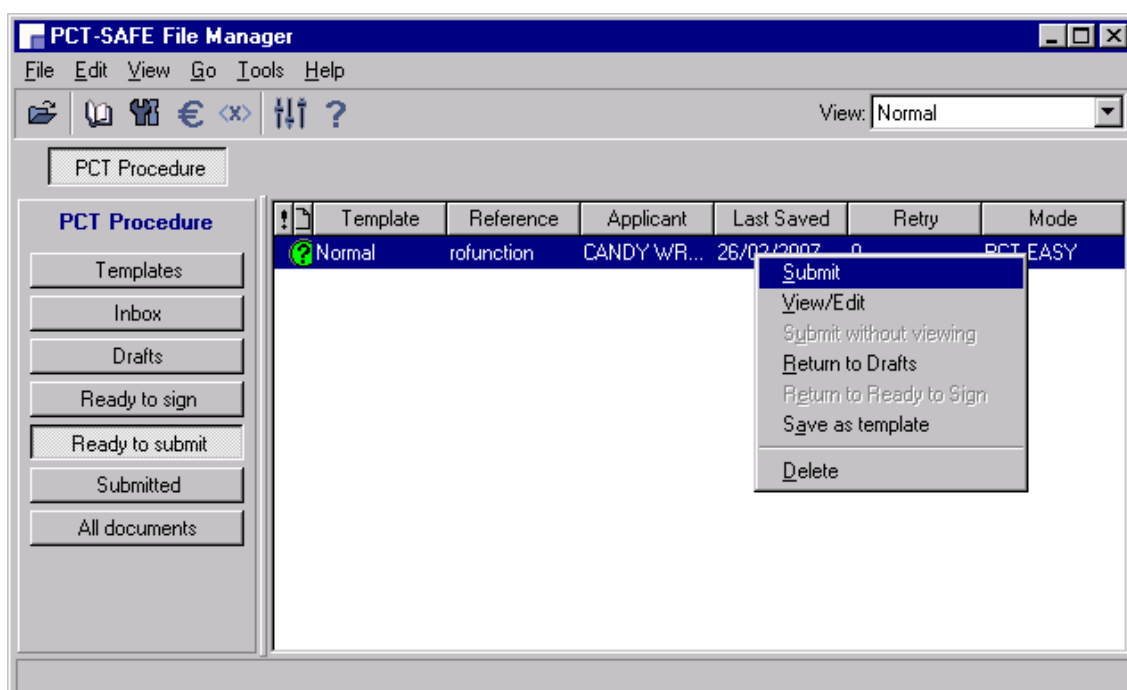


4. CREATION AND COPYING OF THE PCT-EASY GENERATED ZIP FILE TO DISKETTE

4.1 Copying to diskette

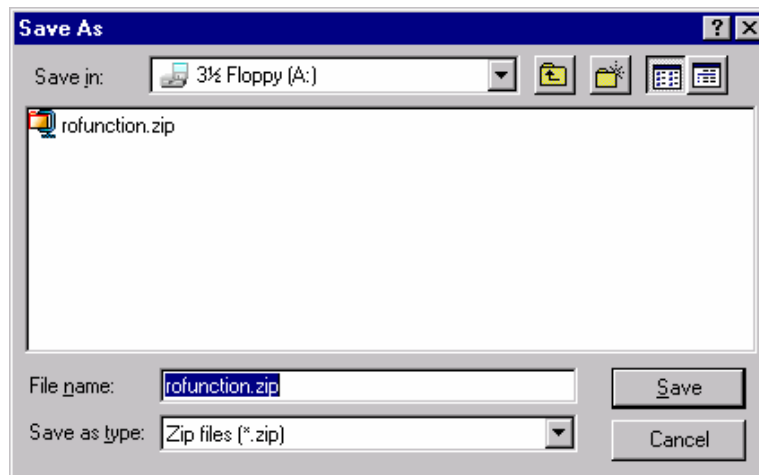
After closing the Submission Log, an Information dialog box appears indicating that the application may now be copied to diskette for transmittal. Insert the applicant's original diskette (or a blank formatted diskette) in the a:\ drive. Select the application in the Ready to submit folder of the File Manager, right click and select Submit, change the drive path if necessary in the "Save As" dialog box that appears, and then select "OK". The zip file will be copied to diskette and saved to the "Submitted" folder in the File Manager, for later reference.

Once the zip file has been copied to diskette, the PCT Application No. should be added (stamped) to the label. The diskette should be transmitted to the International Bureau with the entire international application in paper form.



4.2 Correcting an error or omission from an application that has already been prepared for transmittal to the International Bureau

After the preparation for transmittal process has been completed it is not possible to modify the application. If an error or an omission is discovered at this time, you must redo the RO processing procedure using the original zip file submitted by the applicant. When copying the zip file to diskette a second time, use the same diskette or file directory where the previous file was copied, replacing the previous zip file with the newly generated one.



5. SUBMITTED FORMS

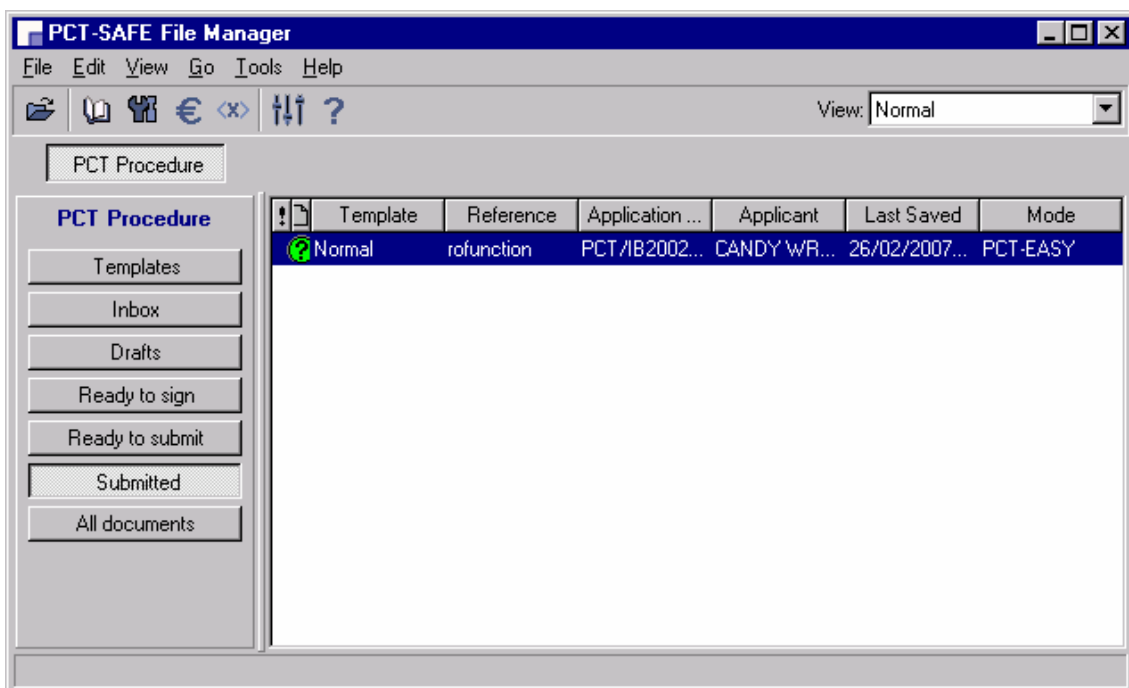
On completion of the preparation for submission process, the completed electronic form will be stored in the Submitted forms folder.

5.1 Viewing an application in the Submitted folder

Double click on the relevant application, or right click and select View in the “Submitted” folder information viewer. The locked application will then open for viewing.

5.2 Resending the application to diskette

If necessary, the application can be copied to diskette from this directory. This is done by inserting a blank formatted diskette in the a:\ drive, then selecting the application to be recopied from the “Submitted” folder information viewer. Click on the right-hand mouse button and select the “Resend” command. At this point a “Save File” dialog box appears, change the drive path if necessary, and then select “Save”. The zip file is then recopied to diskette.



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