Topic 15: WIPO File - System Administration

WIPO Regional Training Workshop

Harare, September 10-14, 2018

WIPO Industrial Property Business Solutions Division (IPOBSD)

Agenda

- Prerequisites for operation of the WIPO File Administrator Portal
- Features for system administrator
- Features for office users
- E-filing requests received in IPAS
- System health check
- Monitoring and troubleshooting
- Possible Improvements 2019-2020

Operation Prerequisites 1/2

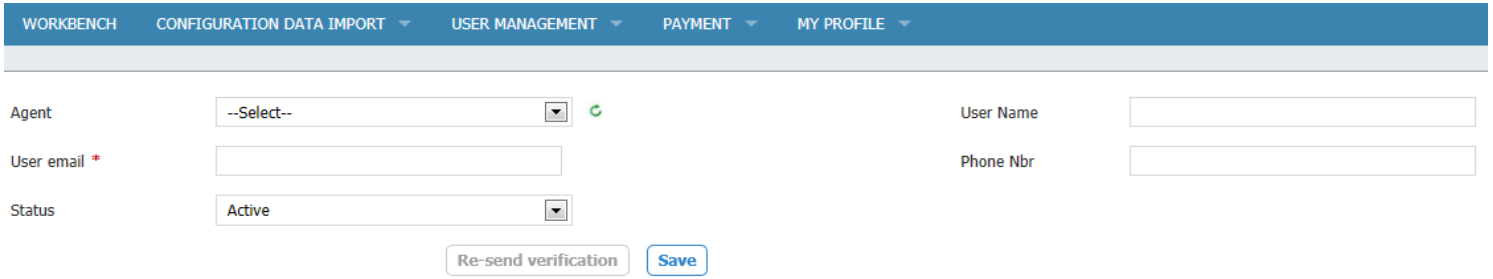
- Access to the Administrator Portal requires the System Administrator account (only one). Administrator password should be changed after installation
- Access to the Administrator Portal should be restricted to the Office's intranet
- All configurations changes to support online filing should have been done in IPAS
- It is compulsory to upgrade IPAS to the latest release 3.5.0 for New WIPO File deployment
- Customize IPAS file and registration number formats used in subsequent filing forms

Operation Prerequisites 2/2

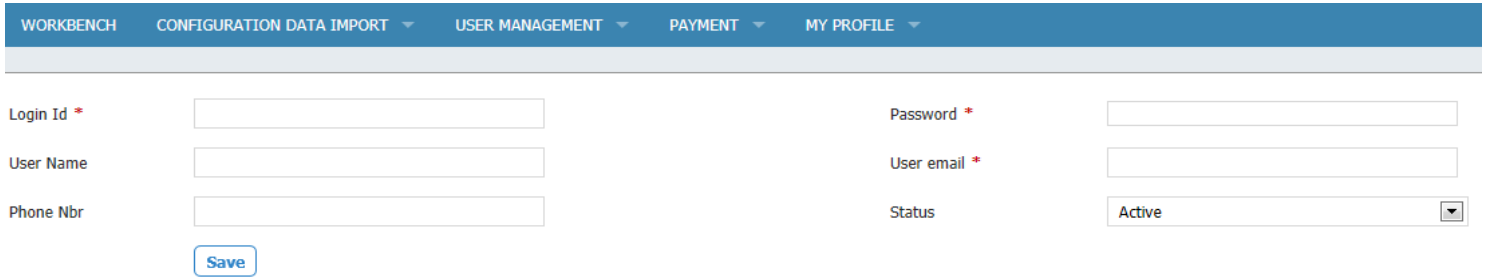
- Disable or enable fee calculation (recommended)
- If fee calculation is enabled, disable or enable payment reference number generation by WIPO File or external system
- Configure office logo and digital certificate used in request forms and receipt forms
- Configure file workflow status conditions to accept filing of certain types of use documents

User Management

- Manage agent user accounts



- Manage office user accounts



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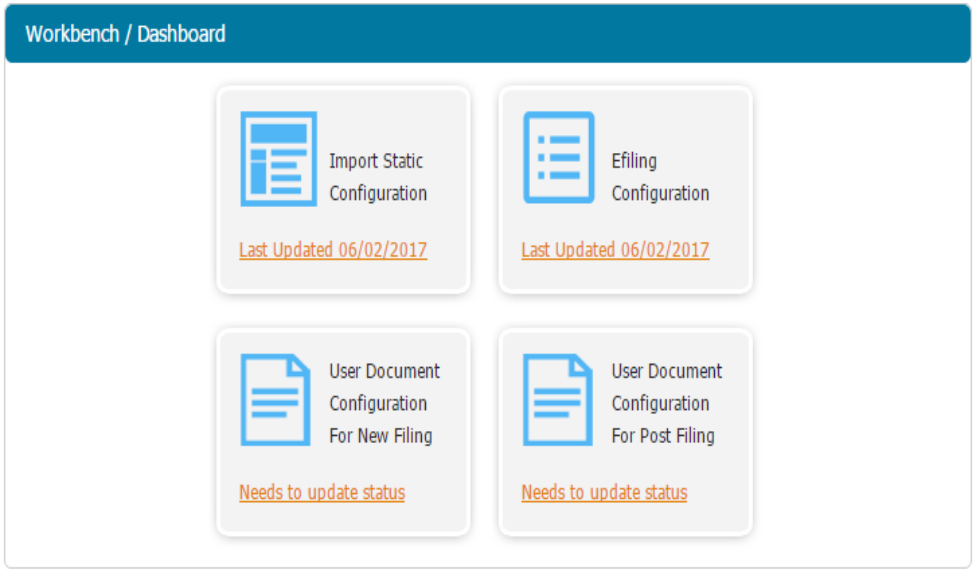
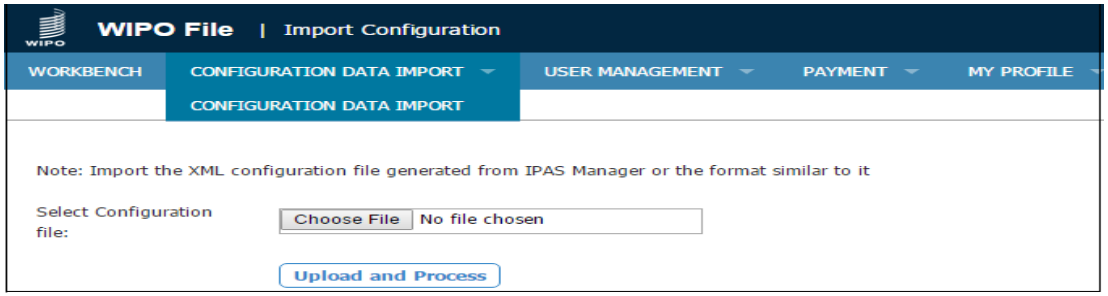
Manage e-filing Services 1/5

- Administrator workbench



- Import IPAS configuration after stopping the Agent portal



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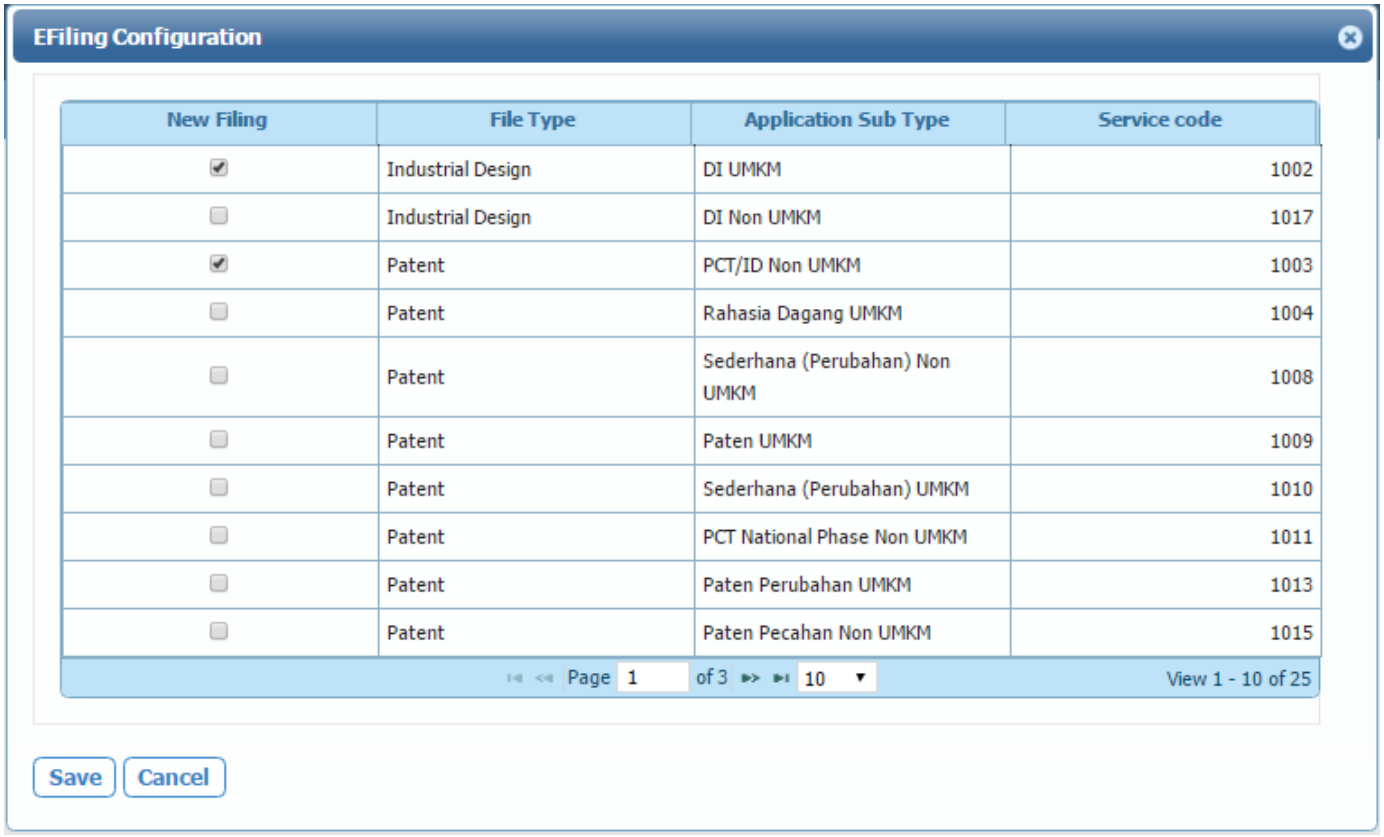
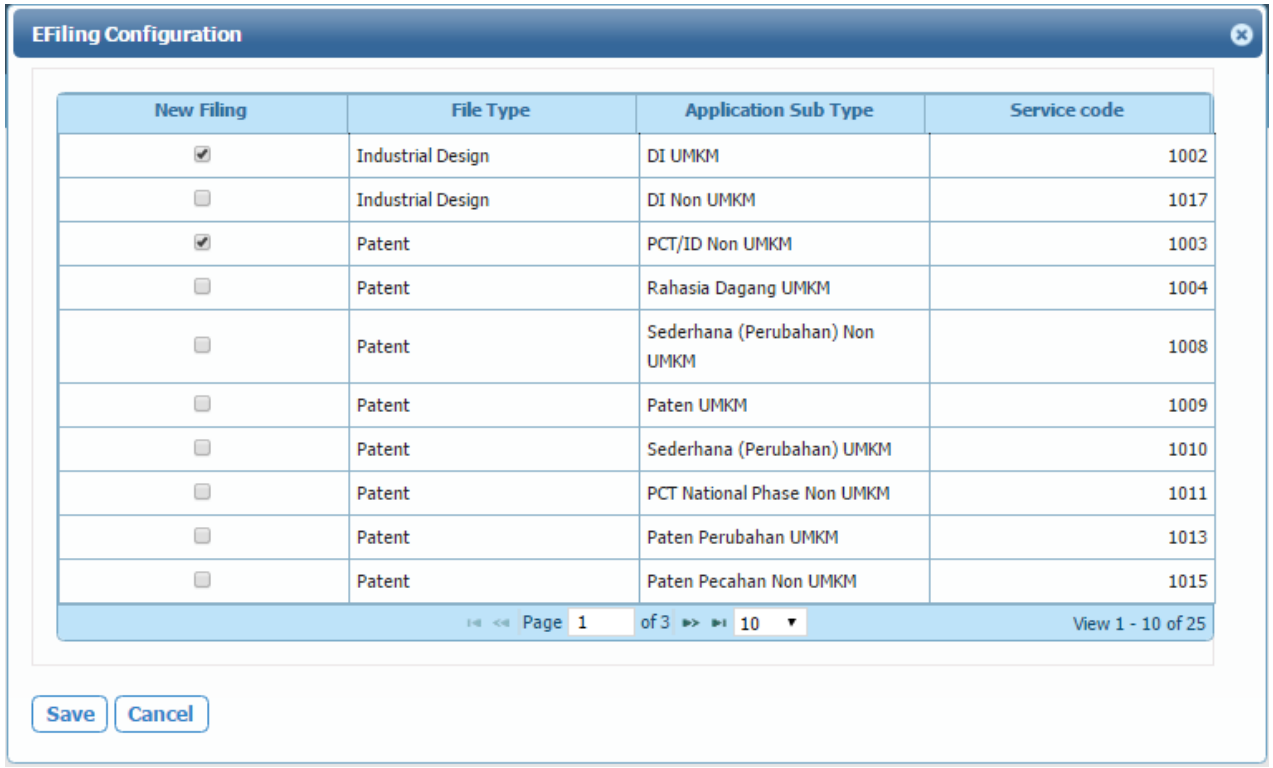
Manage e-filing Services 2/5

- Enable or disable filing of applications (subtypes)



Manage e-filing Services 3/5

- Enable or disable filing of applications (subtypes)



- Customize service code if required by external payment gateway system

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Manage e-filing Services 4/5

- Enable or disable supporting documents for new applications

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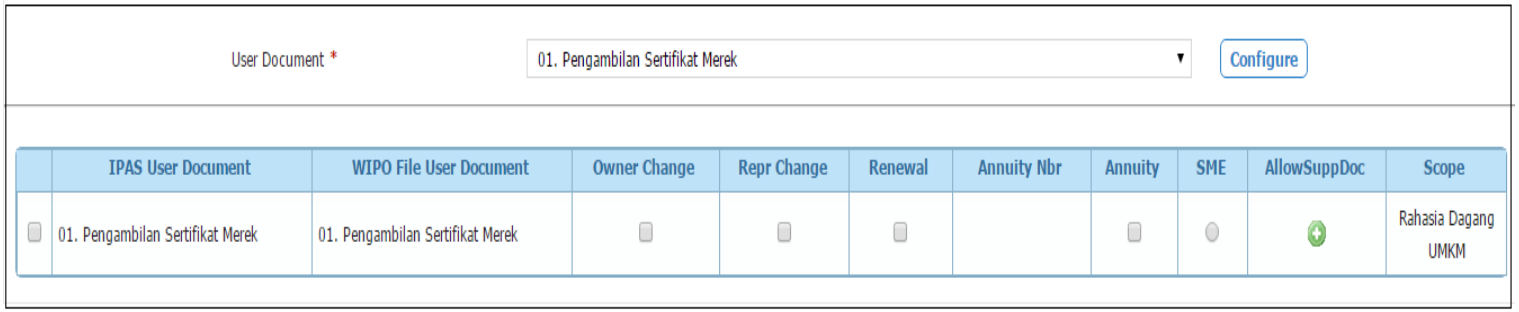
Manage e-filing Services 5/5

- Enable or disable subsequent filing of user documents



Including supporting documents

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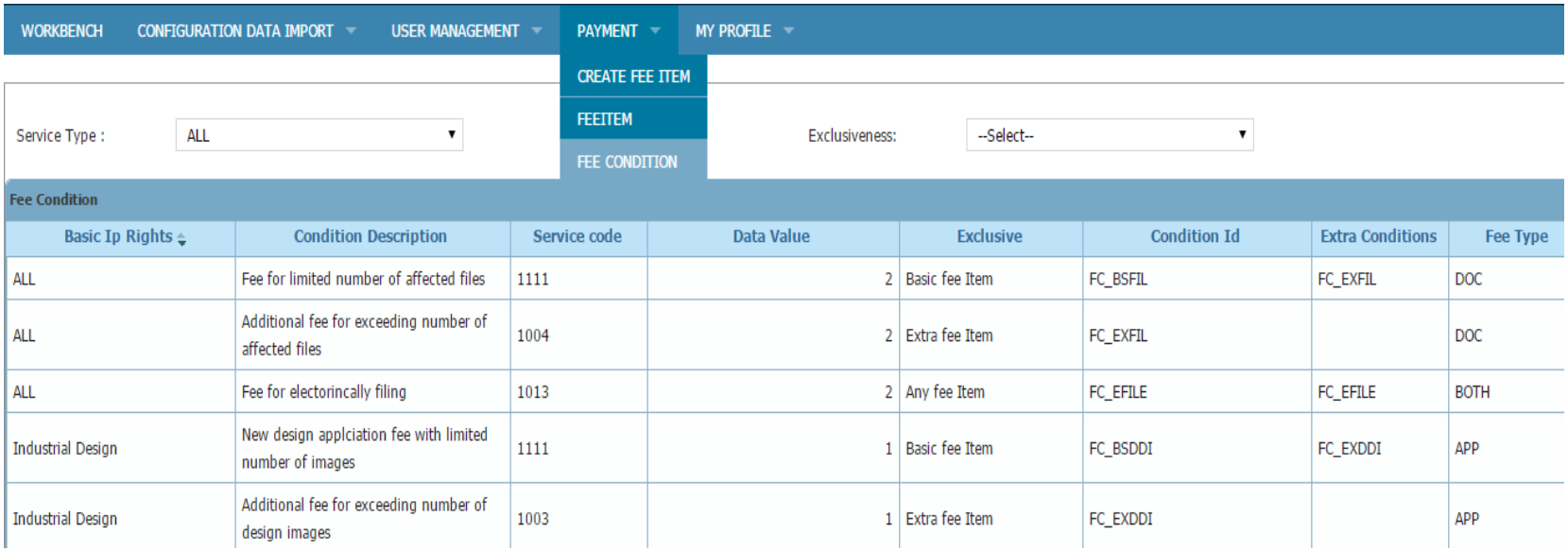
Manage Filing fees

- Configure fee items for each application or user document and customize fee conditions



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E-filing Requests in IPAS

Close | New action | View mark | Other process | Set filter | Other mark | Tree mode | Refresh | Add manual sub process | Edit | Save changes

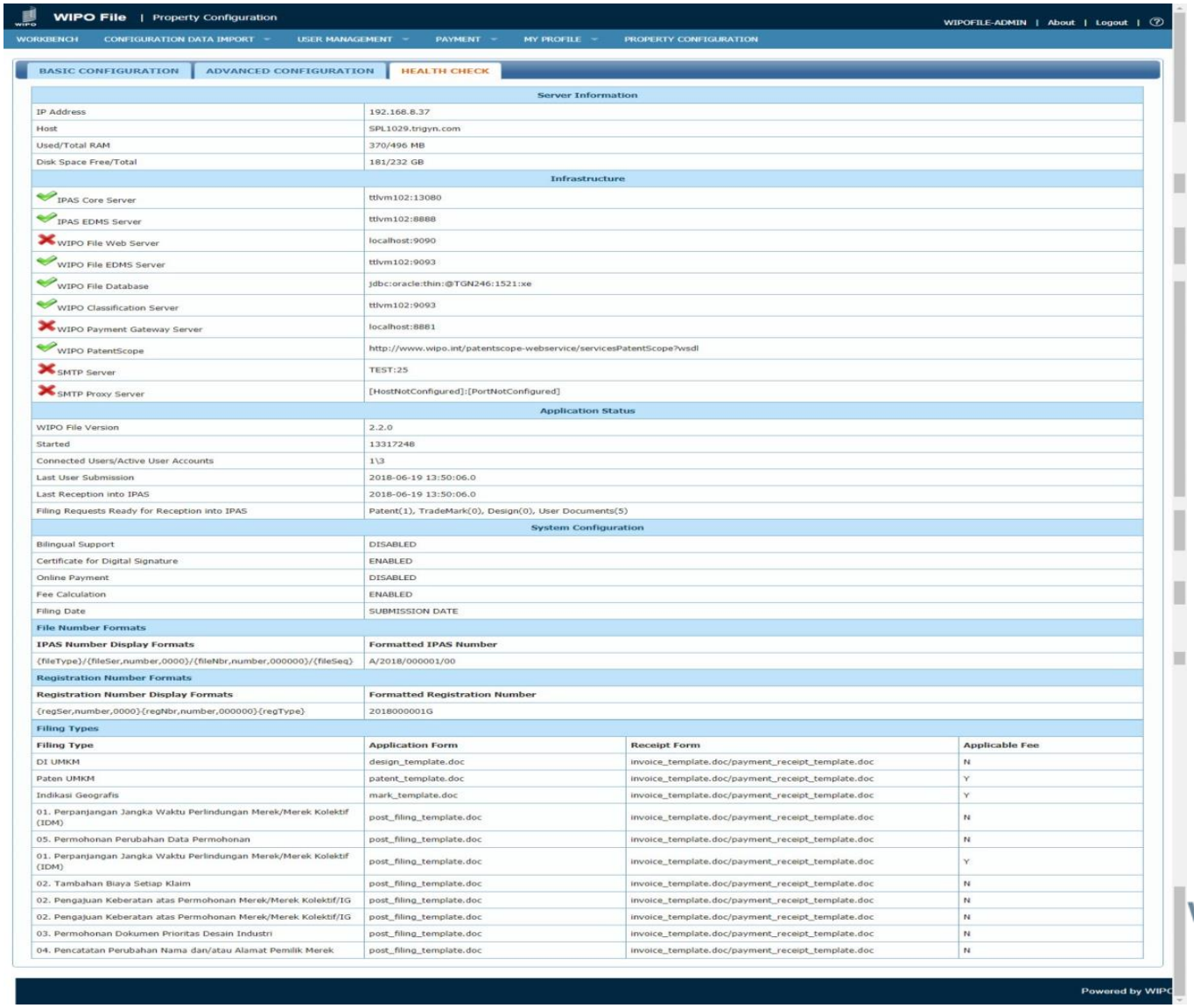
Edit process data

File:74342 - Ice Mountain - Fraser and Neave, Limited - TM Pending for Dept. Decision

Events | Status | Frozen By | Freezing

Type	Date	Description	Notes	Action 1	Action 2
e-doc	15/06/2017	Foreign Trademarks	Content certified on 15/06/2017 by KHDIPMOC		PDF
Action	15/06/2017	(automatic) New online application		Details	
User Doc.	17/07/2017	Userdoc:UD Receiving Original Document (Doc 2017/9432) File:74342 - Ice Mountain - Fraser and Neave, Limited	UD Received (09/08/2017) .		PDF
Note	25/07/2017	TM Update Status* [deleted]		Details	
Action	25/07/2017	TM Assign Examiner		Details	
Action	04/09/2017	TM Recommend Provisional Refusal (Examiner)	Different Address	Details	
Action	07/09/2017	TM Recommend Provisional Refusal (Bureau)		Details	

System Health Check



Server Information	
IP Address	192.168.8.37
Host	SPL1029.trigyn.com
Used/Total RAM	370/496 MB
Disk Space Free/Total	181/232 GB
Infrastructure	
IPAS Core Server	ttlvm102:13080
IPAS EDMS Server	ttlvm102:8888
WIPO File Web Server	localhost:9090
WIPO File EDMS Server	ttlvm102:9093
WIPO File Database	jdbc:oracle:thin:@TGN246:1521:xe
WIPO Classification Server	ttlvm102:9093
WIPO Payment Gateway Server	localhost:8881
WIPO PatentScope	http://www.wipo.int/patentscope-webservice/servicesPatentScope?wsdl
SMTP Server	TEST:25
SMTP Proxy Server	[HostNotConfigured]:[PortNotConfigured]
Application Status	
WIPO File Version	2.2.0
Started	13317248
Connected Users/Active User Accounts	1\3
Last User Submission	2018-06-19 13:50:06.0
Last Reception into IPAS	2018-06-19 13:50:06.0
Filing Requests Ready for Reception into IPAS	Patent(1), TradeMark(0), Design(0), User Documents(5)
System Configuration	
Bilingual Support	DISABLED
Certificate for Digital Signature	ENABLED
Online Payment	DISABLED
Fee Calculation	ENABLED
Filing Date	SUBMISSION DATE
File Number Formats	
IPAS Number Display Formats	**Formatted IPAS Number**
{fileType}/{fileSer,number,0000}/{fileNbr,number,000000}/{fileSeq}	A/2018/000001/00
Registration Number Formats	
Registration Number Display Formats	**Formatted Registration Number**
{regSer,number,0000}{regNbr,number,000000}{regType}	2018000001G

Filing Types

Filing Type	Application Form	Receipt Form	Applicable Fee
DI UMKM	design_template.doc	invoice_template.doc/payment_receipt_template.doc	N
Paten UMKM	patent_template.doc	invoice_template.doc/payment_receipt_template.doc	Y
Indikasi Geografis	mark_template.doc	invoice_template.doc/payment_receipt_template.doc	Y
01. Perpanjangan Jangka Waktu Perlindungan Merek/Merek Kolektif (IDM)	post_filing_template.doc	invoice_template.doc/payment_receipt_template.doc	N
05. Permohonan Perubahan Data Permohonan	post_filing_template.doc	invoice_template.doc/payment_receipt_template.doc	N
01. Perpanjangan Jangka Waktu Perlindungan Merek/Merek Kolektif (IDM)	post_filing_template.doc	invoice_template.doc/payment_receipt_template.doc	Y
02. Tambahan Biaya Setiap Klaim	post_filing_template.doc	invoice_template.doc/payment_receipt_template.doc	N
02. Pengajuan Keberatan atas Permohonan Merek/Merek Kolektif/IG	post_filing_template.doc	invoice_template.doc/payment_receipt_template.doc	N
02. Pengajuan Keberatan atas Permohonan Merek/Merek Kolektif/IG	post_filing_template.doc	invoice_template.doc/payment_receipt_template.doc	N
03. Permohonan Dokumen Prioritas Desain Industri	post_filing_template.doc	invoice_template.doc/payment_receipt_template.doc	N
04. Pencatatan Perubahan Nama dan/atau Alamat Pemilik Merek	post_filing_template.doc	invoice_template.doc/payment_receipt_template.doc	N

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Monitoring and Troubleshooting

- Daily backup of WIPO File database and data folder of WIPO File EDMS
- Use of utility program to decrypt data packages stored in WIPO File EDMS if needed
- Archive old data package files to free up disk space
- Regular transfer of e-filing data into IPAS (reception and data capture)
- Regular check for payment confirmation by local banks
- Renewals of SSL certificates and digital certificates for digital signature of forms
- Import IPAS configuration in case of changes affecting WIPO File

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Possible Improvements 2019-2020

- Administrator dashboard for system monitoring
- Automatic email notification to system administrator in case of unexpected errors during data transfer from WIPO File to IPAS