IPAS Data Capture, Quality Management, and Journal Publication

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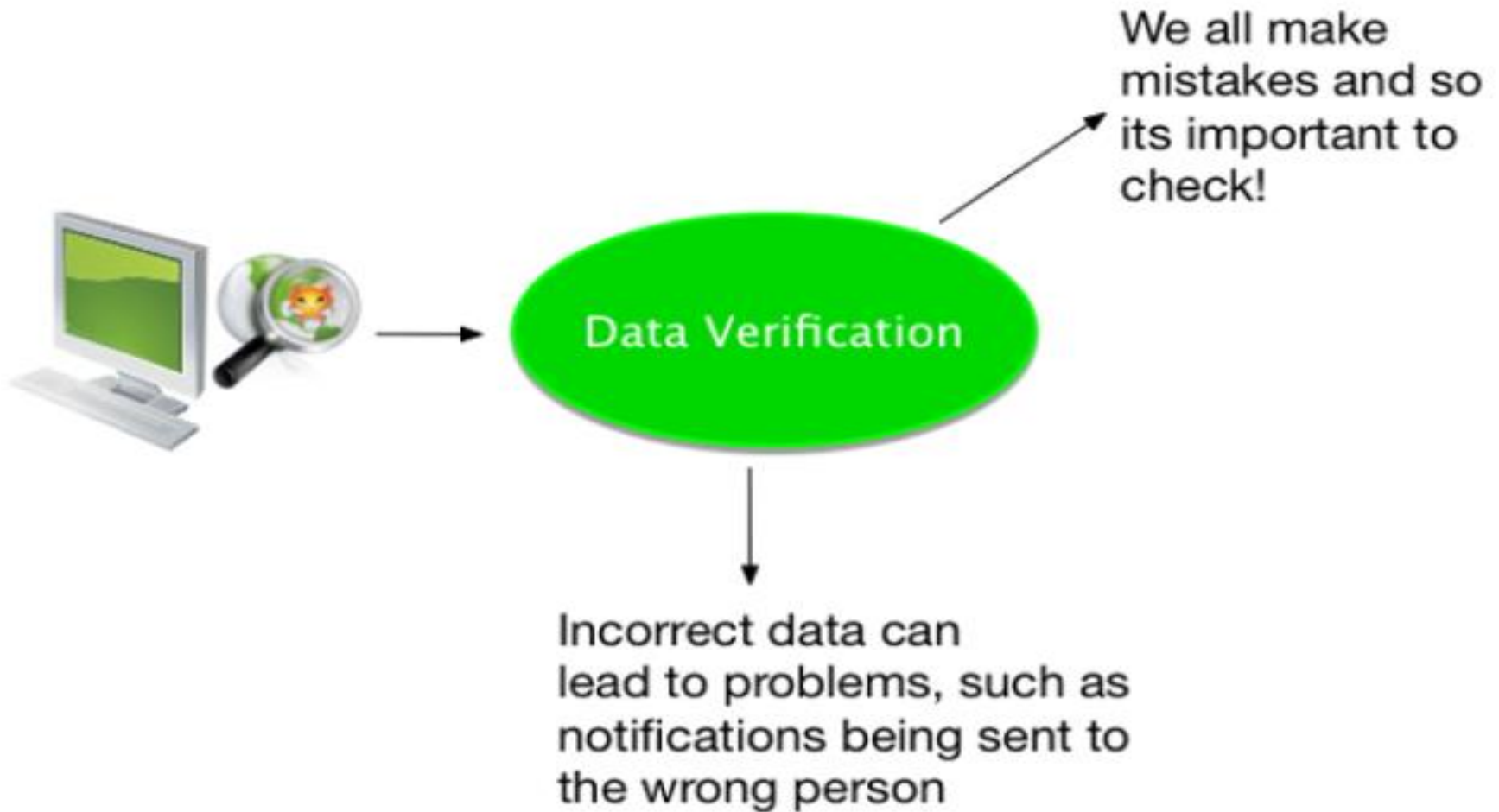Regional Expert, IP Offices Business Solutions Division

Overview

- Why Data Verification?

- Why do you check the data?

- Causes of Data Quality Problems

- Assessing your Data Quality

- Defining Issues with your Data – Example

- Best Practices – IPAS Data Capture

- Data Standardization

- IPAS Data Input Verification
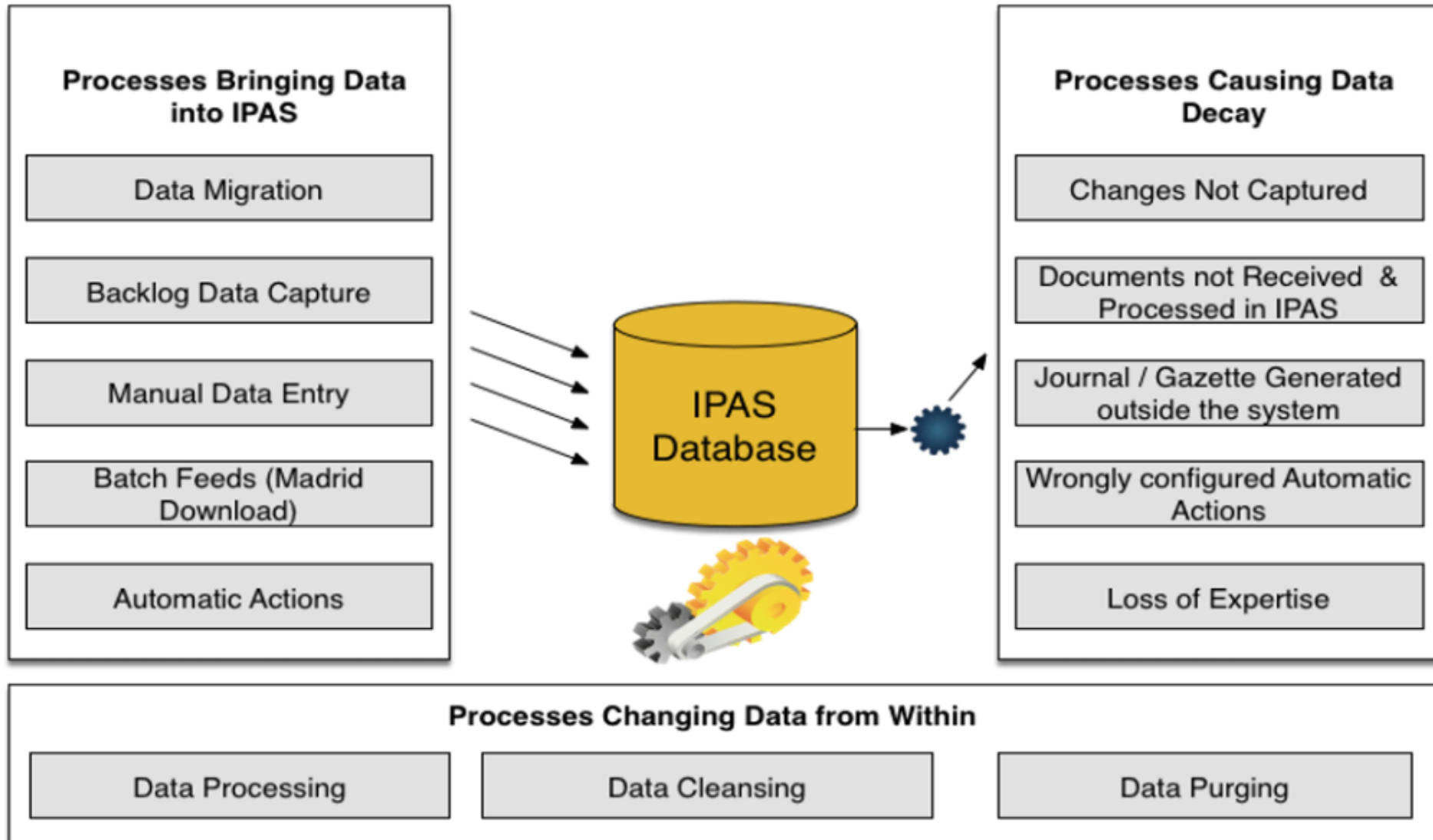
- IPAS In-built Data Validation

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ORGANIZATION

Why Data Verification?

❖ Check for spelling mistakes

❖ Check for data that has not been entered correctly

❖ Check for incomplete data capture
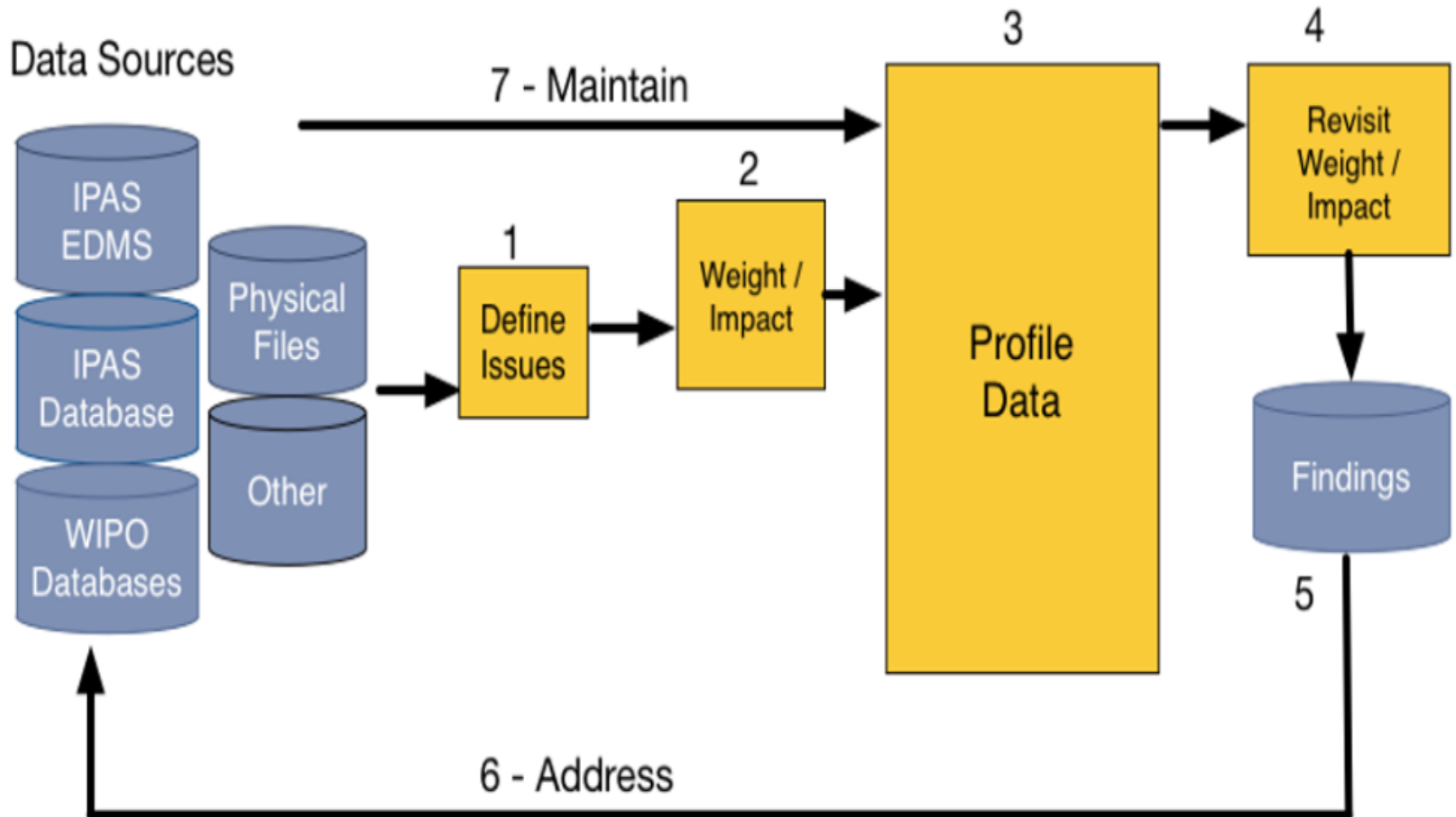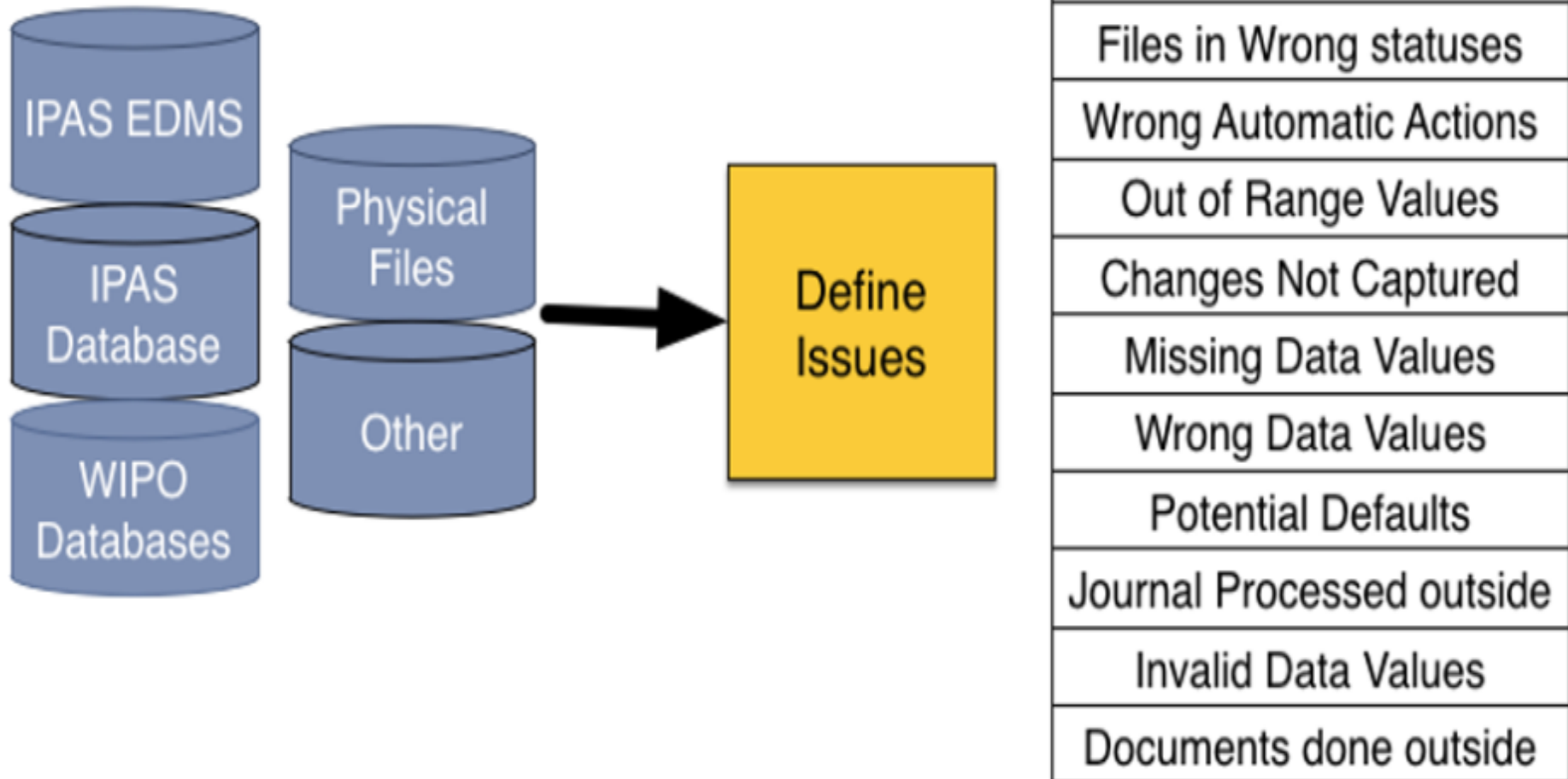
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Why do you check the data?

We all make mistakes and so its important to check!

Data Verification

Incorrect data can lead to problems, such as notifications being sent to the wrong person

Causes of Data Quality Problems

Processes Bringing Data into IPAS

- Data Migration
- Backlog Data Capture
- Manual Data Entry
- Batch Feeds (Madrid Download)
- Automatic Actions

IPAS Database

Processes Causing Data Decay

- Changes Not Captured
- Documents not Received & Processed in IPAS
- Journal / Gazette Generated outside the system
- Wrongly configured Automatic Actions
- Loss of Expertise

Processes Changing Data from Within

- Data Processing
- Data Cleansing
- Data Purging

Assessing your Data Quality

Defining Issues with your Data - Example

Data Sources

IPAS EDMS

IPAS Database

WIPO Databases

Physical Files

Other

Define Issues

Potential Duplicates
Files in Wrong statuses
Wrong Automatic Actions
Out of Range Values
Changes Not Captured
Missing Data Values
Wrong Data Values
Potential Defaults
Journal Processed outside
Invalid Data Values
Documents done outside

Best Practices – IPAS Data Capture
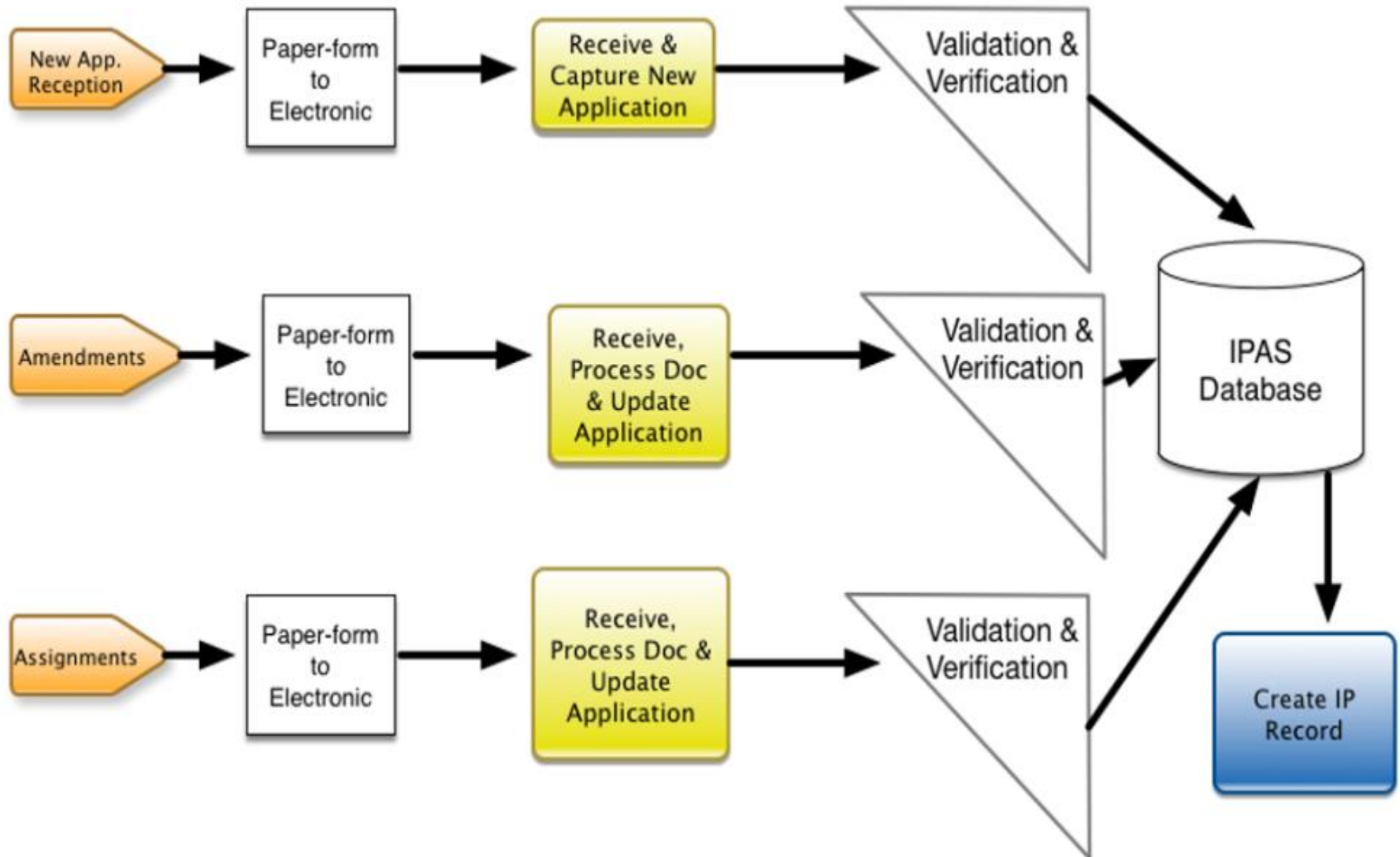
Data Standardization

Unstandardized Data	Standardized Data	...
Microsoft Corp.	Microsoft Corporation	
DataFlux Inc	DataFlux Incorporated	
Windmill Co.	Windmill Company	
MR RAMSAY SHONGE	Mr. Ramsay Shonge	
Mister Ramsay Shonge	Mr. Ramsay Shonge	
Mster Robert Chiweza	Mr. Robert Chiweza	
#(877)8463589 EXT250	877-846-3589 ext 250	
8778463589 x250	877-846-3589 ext 250	
Adams and Adams	Adams & Adams	
COCA-COLA	Coca Cola	
Int'l Paper Company	International Paper Company	

IPAS Data Input Verification

IPAS In-built Data Validation

IPAS In-built Data Validation

In-built Data Validation

Data Validation by IPAS Daily Log

Data Validation by IPAS Daily Log

IPAS - Industrial Property Administration System

| Back | ◄ | ◄ | ► | ► | Edit | Save changes | Undo close | Check affected files | Check file capture | Check digitalisation | Delete | Duplicate

Daily log data

Record 13/197

Document Origin *	Trade Marks
Document Log *	Input
Log Date *	02/09/2015
Next Working Date	
Is Open	☑
Is Closed	☑
Date Affected Files Identified	
Date Userdoc Data Captured	
Date Application Data Captured	
Date Logo Image Scanned	

In-built Data Validation

Nice Class Edition must be an integer.

New | Delete highlighted | Update highlighted | Initialise description

Status	Ed	Nbr	Description
Pending	9	44	Medical services; veterinary services; hygienic and beauty care for human beings or animals; agriculture, horticulture
Pending	11	9	

Details of highlighted Nice class

Nice Class Edition *   w

Nice Class Nbr *   9

Nice Class Description

Validation through Changes Log

Data Input Verification – Option List

Option name	Checked			
Correctly classify the goods or services		Select	Unselect	Detail
Date the application form		Select	Unselect	Detail
Insert the Full Name of Applicant on application form		Select	Unselect	Detail
Insert the Full address of applicant on application form		Select	Unselect	Detail
Insert the full legal stat. of applicant on application form		Select	Unselect	Detail
Lodge Priority Documentation		Select	Unselect	Detail
Lodge form of authorisation (Power of Attorney)		Select	Unselect	Detail
Lodge representations of the mark		Select	Unselect	Detail
Other		Select	Unselect	Detail
Please date the application		Select	Unselect	Detail

Data Validation through IPAS

Data Validation through IPAS

Thank You