WIPO Regional Training Workshop
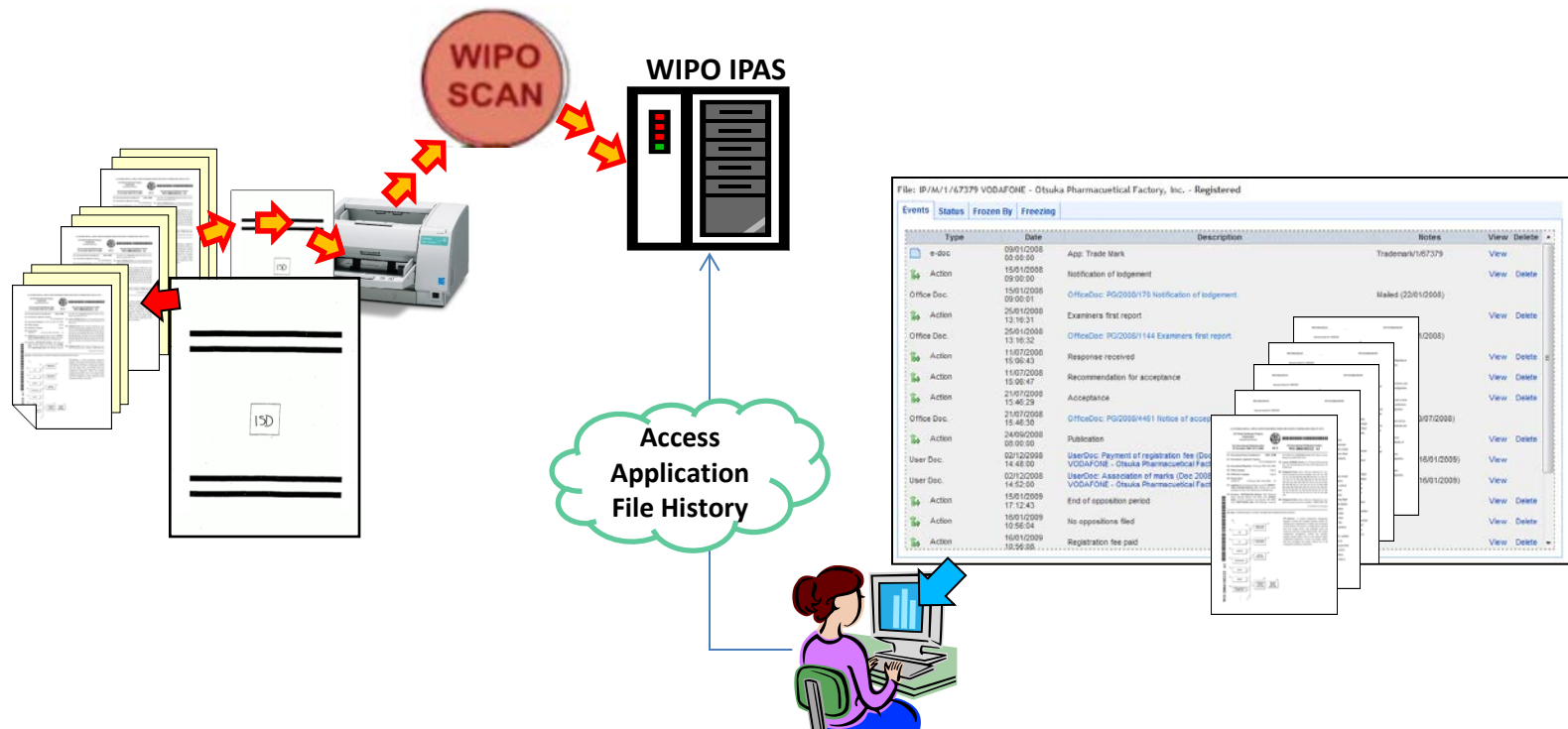
Topic 15: WIPO SCAN & EDMS
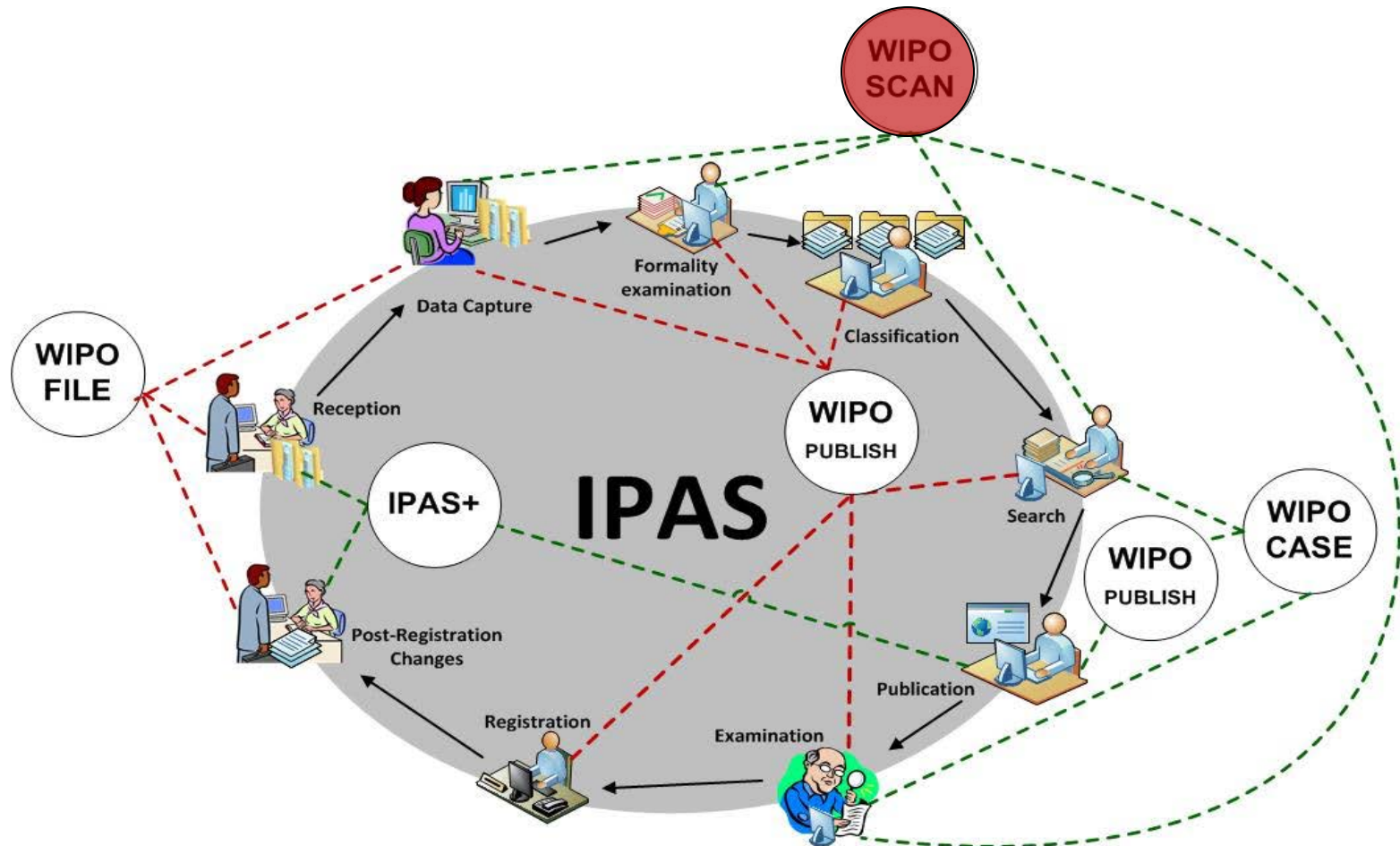
Daniel Cheng, Victoria Falls, October 19-23, 2015

WIPO Industrial Property Business Solutions Division (IPOBSD)

WIPO Scan & EDMS

■ Making available digitalized documents to application files through an Electronic Document Management System (EDMS)

Possible uses of WIPO Scan in IP Administration Process

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File and Document numbers in IPAS and in EDMS

WIPO PUBLISH

trademarks   **edms**

SEARCH	ADVANCED SEARCH	

+/- Fields

EDoc Date   (yyyyMM) ⌄   201407

Search

Showing 1 to 15 of 370 |◀◀ ◀ *1* 2 3 4 5 6 7 8 9 10 ▶ ▶▶|

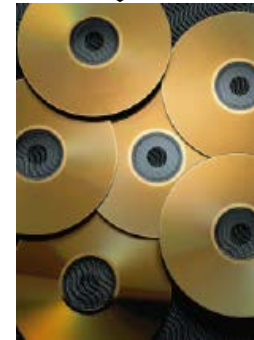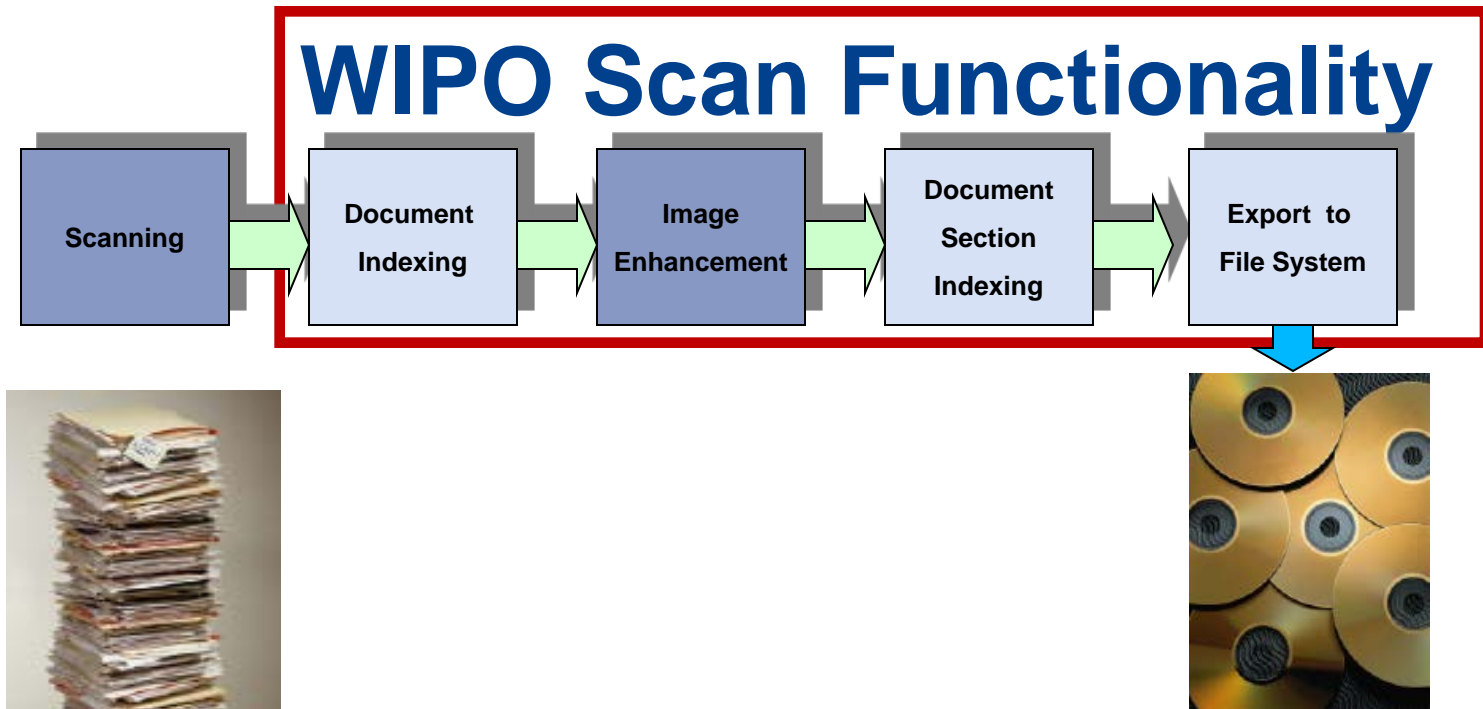| FILE	FILE_ID	DOCUMENT ID	DOC_REF	LEGAL DATE	EDOC_REF	EFOLDER_REF	STATUS
	KH-T-2014-58387	KH-E-2014-123106	KH-FILE_T_2014-2014-58387	2014 Jul 03	2-2014-58387	2-2014-58387	RequireScanning
	KH-T-2004-20855	KH-E-2014-123105	KH-REN2014-2014-13782	2014 Jul 03	3-2014-123105	2-2004-20855	RequireScanning
	KH-T-2014-58385	KH-E-2014-123103	KH-FILE_T_2014-2014-58385	2014 Jul 03	2-2014-58385	2-2014-58385	RequireScanning
	KH-T-2014-58386	KH-E-2014-123104	KH-FILE_T_2014-2014-58386	2014 Jul 03	2-2014-58386	2-2014-58386	RequireScanning
	KH-T-2008-29954	KH-E-2014-123186	KH-AFF2014-2014-13417	2014 Jul 03	3-2014-123186	2-2008-29954	RequireScanning
	KH-T-2014-58425	KH-E-2014-123162	KH-FILE_T_2014-2014-58425	2014 Jul 03	2-2014-58425	2-2014-58425	RequireScanning

File number,   Document daily log number   Optional Document reference number   EDMS keys

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WIPO Scan Workflow

WIPO Scan Functionality

| Scanning | → | Document Indexing | → | Image Enhancement | → | Document Section Indexing | → | Export to File System |

Document Indexing without IPAS

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Document Indexing integrated IPAS

Document Indexing by QR codes

- Generating and printing QR codes at document reception with IPAS+ offers the possibility to automate document indexing by reading QR codes
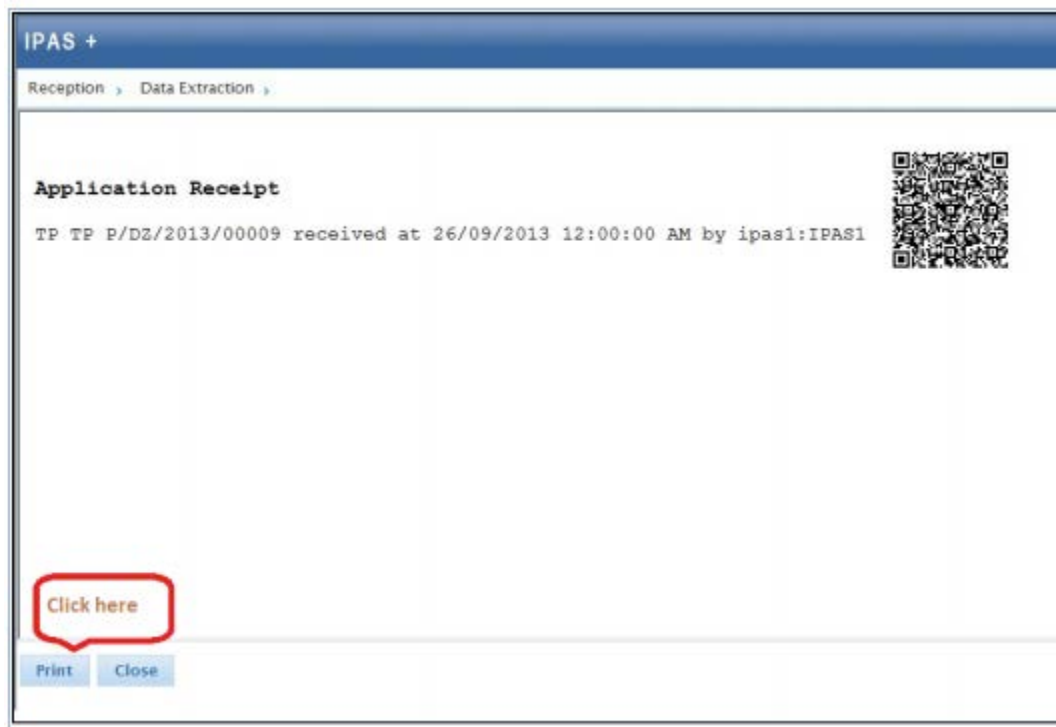
- Require good quality of printers

Image Enhancement
& Document Section Indexing

Document Life Cycle & Quality Control

WIPOSCAN+ implements a three-stage document life cycle as follows:
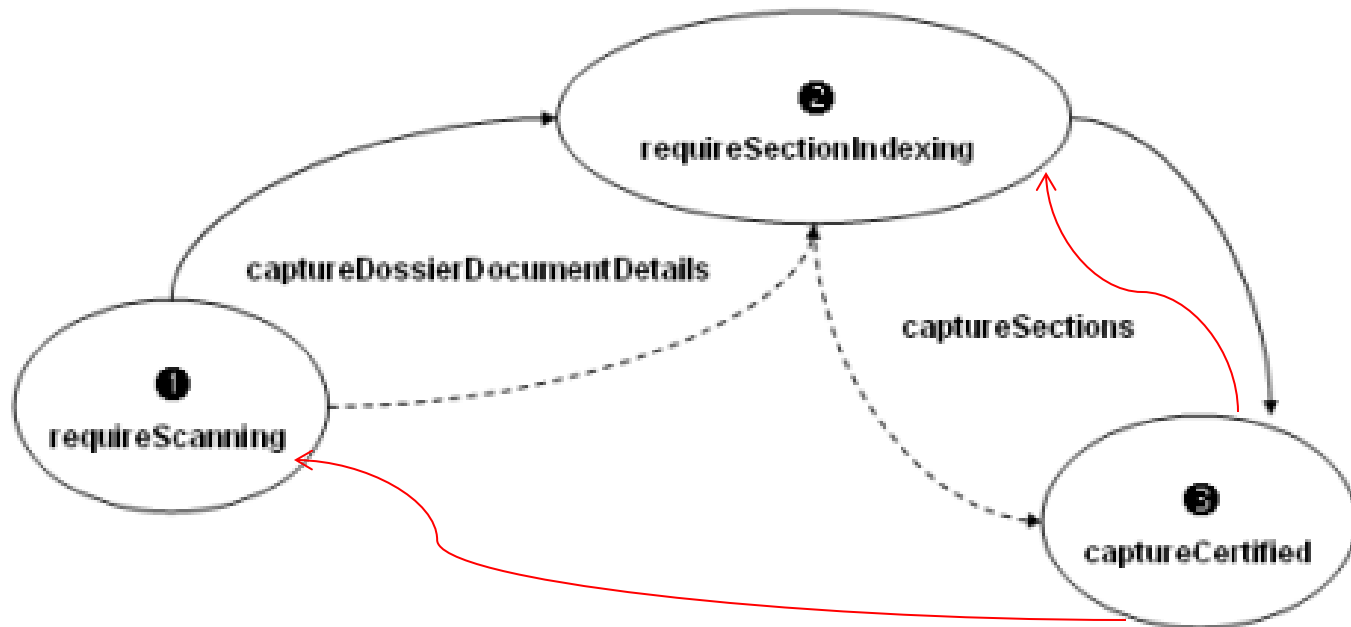
- Wrong document number indexing
- Several documents scanned as one

Document Section Indexing for Back-files and Front-files

■ Back-file: file documents indexed as one single document

■ Front-file: file documents are indexed separately

APPLICATION DATA

POA

LEGAL / TECH

FEES...etc.

Basic Considerations

Document Scanning + Indexing

- Any scanning source
- TIFF images 300 dpi
- Batch scanning
- Simplex or duplex mode
- No page limit
- Paper documents are usually labeled, sorted, indexed, placed in folders & filed in cabinets
- *Electronic documents are handled in a similar manner*
- Indexing must allow ease of use & be easily understood
- Indexing include document reference & folder structure

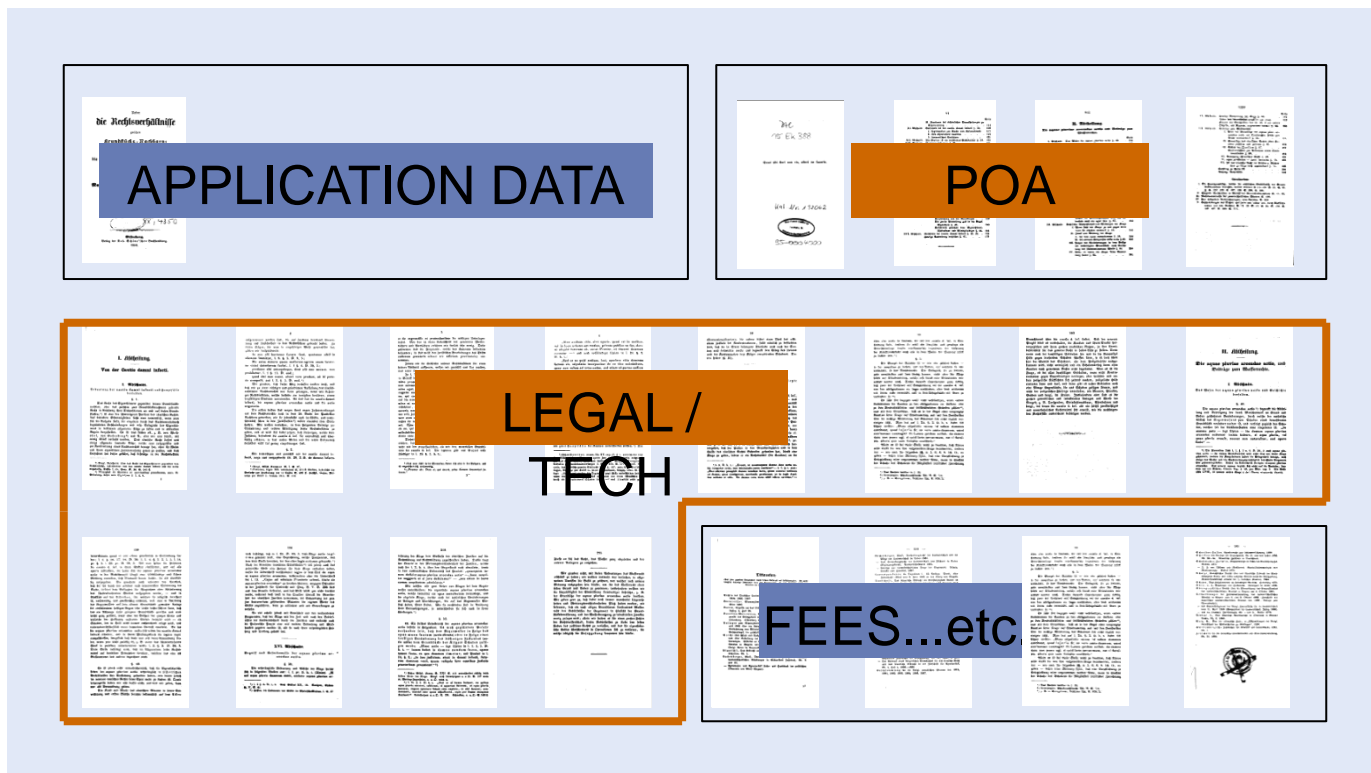**Scanning Preparation**

- Determine size of collection
- Determine quality of paper
- Determine requirements for bibliographic data (import from IP Admin sys or Capture/ OCR)
- Organize paper for scanning
- Move docs to scanning point
- Remove duplicate docs/paper
- Prepare docs for scanning

Image Enhancement + document section Indexing

- Document type Indication
- Document section indexing e.g. bibliographic data, description, claims, drawings
- Image cleaning and editing including deskew, removal of dirty marks, spots
- Alignment of margins

Storage + Retrieval of Docs

- Documents once brought into the system must be stored
- Uses non-proprietary and widely used storage standards & format i.e. xml, tiff, mysql, pdf, jpg
- Storage devices include hard drives, optical, and tapes
- Retrieval is where an indexing system pays off
- Systems creates searchable CD/DVD capable of bibliographic data search + abstract

Advantages of Digitization

- Preserve the origin

- Enable quick and enhanced access by high structured documents

- Provide standardized output formats for data exchange & systems integration

- Reduce cost of paper processing

- Increase user productivity & throughput

- Add value by increasing quality of service

- Improve online services

Future Enhancement

- Improve reading of QR codes

- Possibility to include QR codes on some specific office documents

- Web-based interface, except image editing

- Integration with IPAS user authentication and authorization