

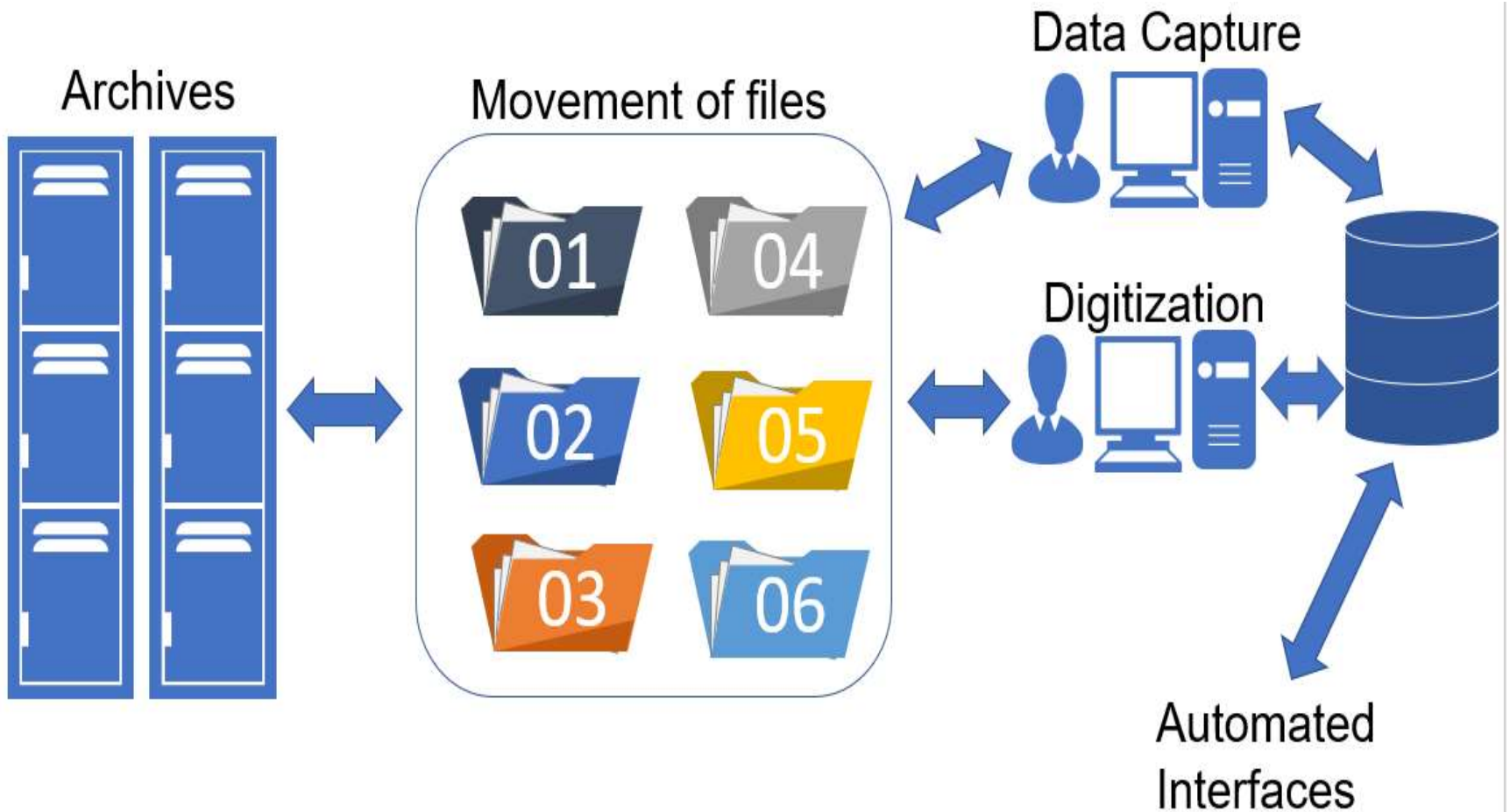


Electronic Registry Administration

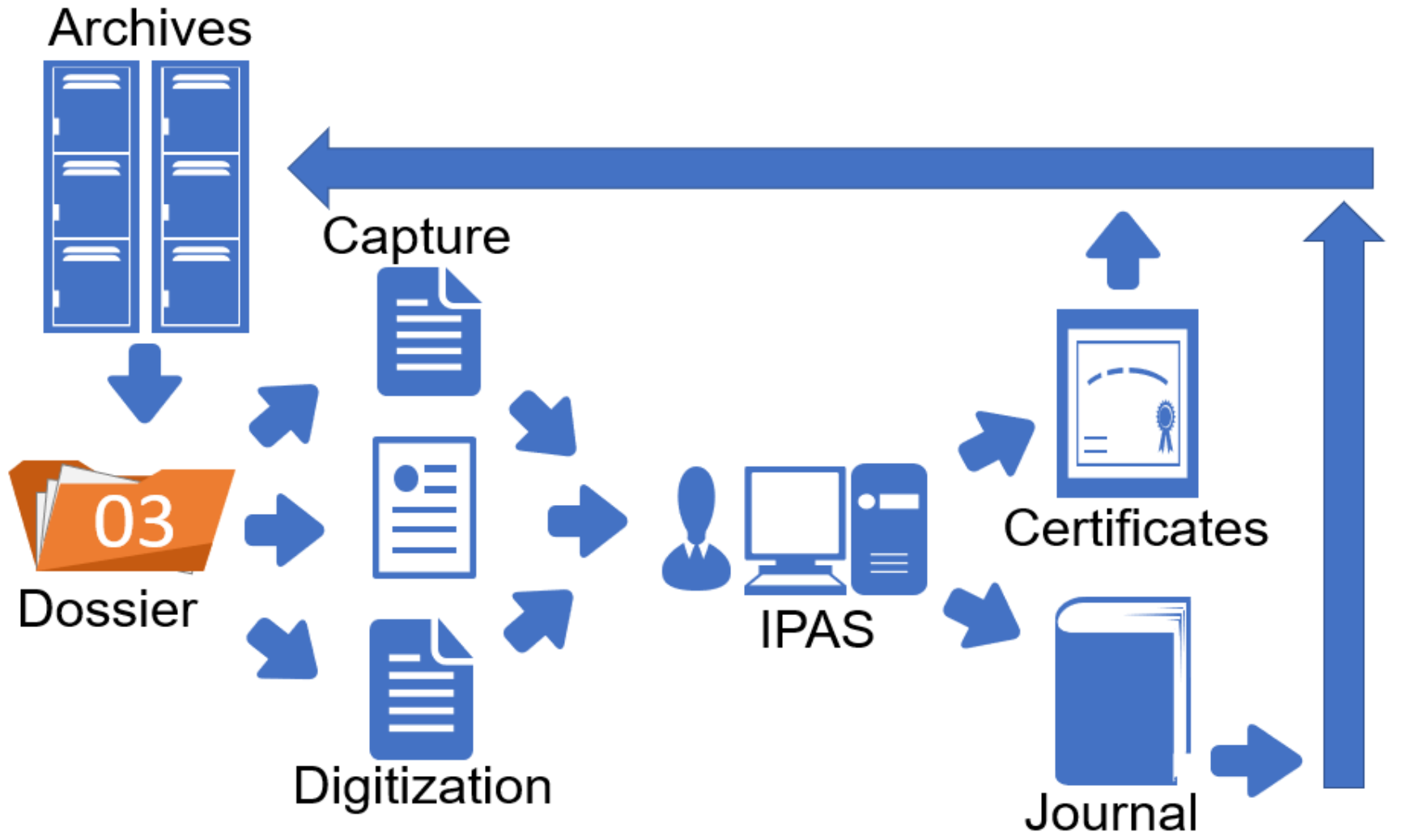
GREGORY SADYALUNDA
IP Offices Business Solutions Division

August 2019

From Paper Registry to Electronic Registry



More Paper



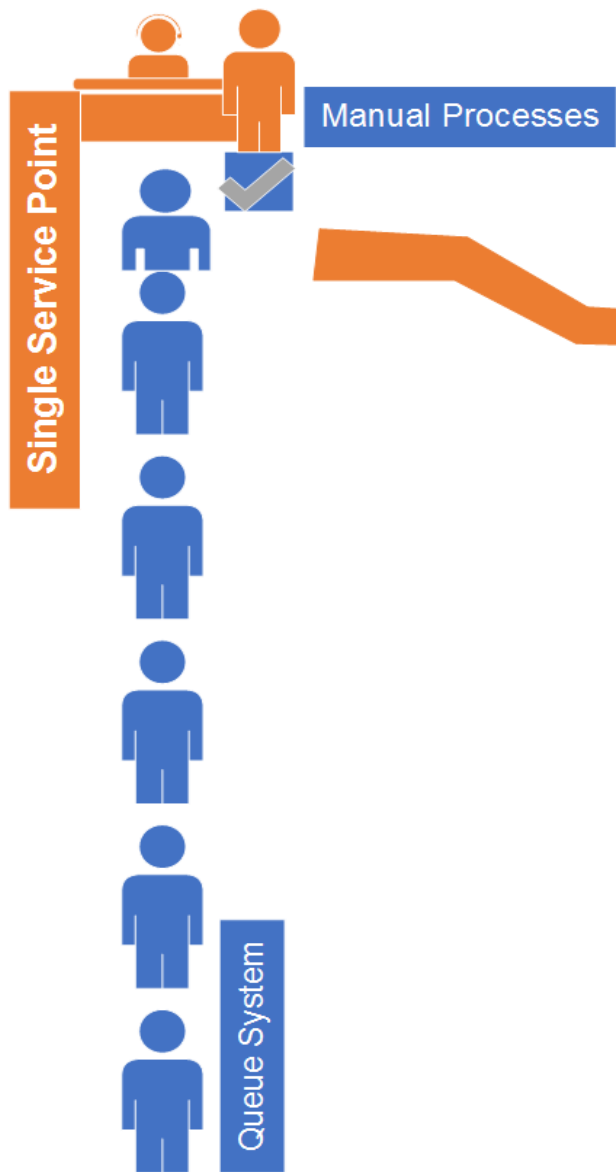
Model for Automation Maturity Assessment



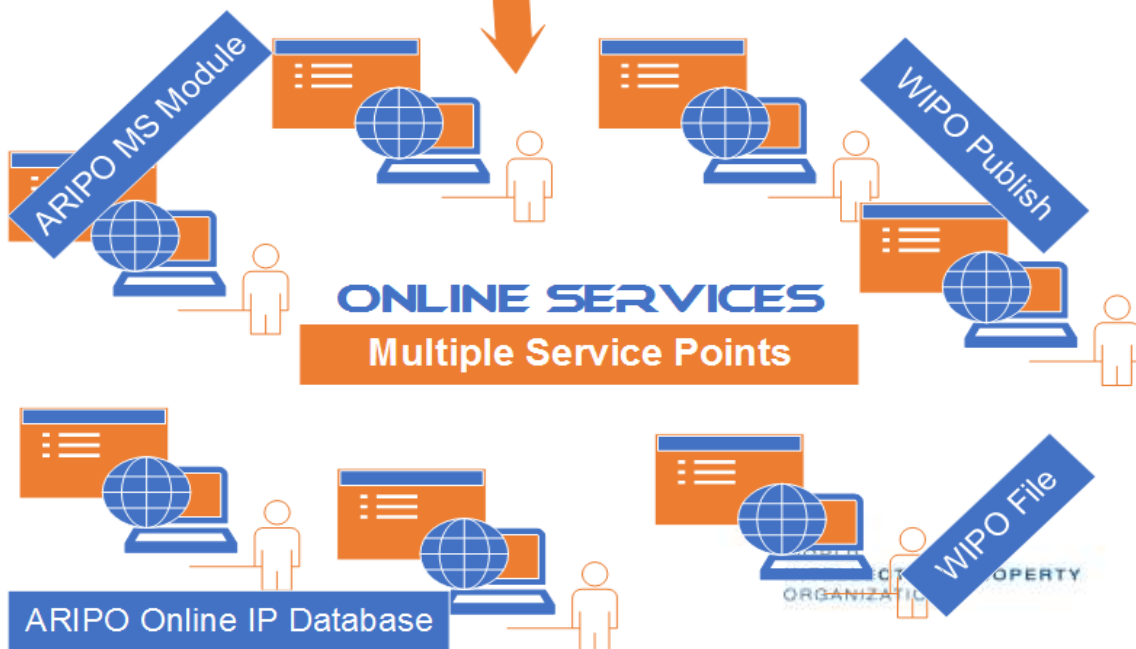
Establish a good foundation with the right staff, structures, budget and IT equipment	Use the IP Admin System to standardise workflows, respect legal requirements, record data and automate office functions	The IP Admin system should be the authoritative source of all information, replacing paper registers and used for all official communications and records	Paper dossiers are replaced with digitized documents, scanned and indexed on receipt	Applicants can interact with the office online and the public can search and access all relevant information online
Benefits:				
Reliability of systems	Standardization of work practices and conformity to legislation	Quality and efficiency of service	Quality and efficiency of service	More responsive to applicants, better outreach better information for all stakeholders

Business Process Migration

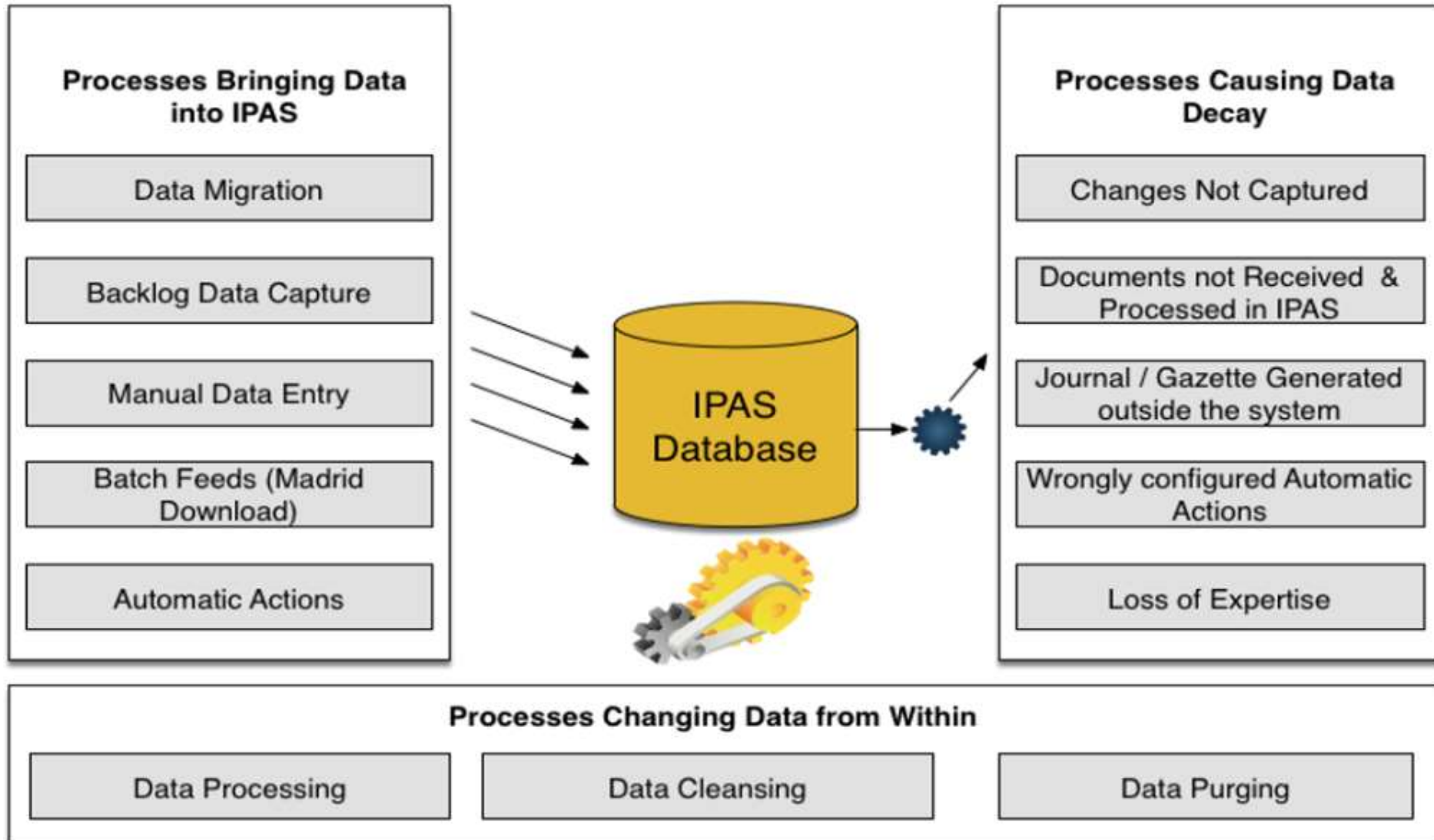
BEFORE AUTOMATION & MODERNIZATION



Hybrid – Queue + Multiple Service Points

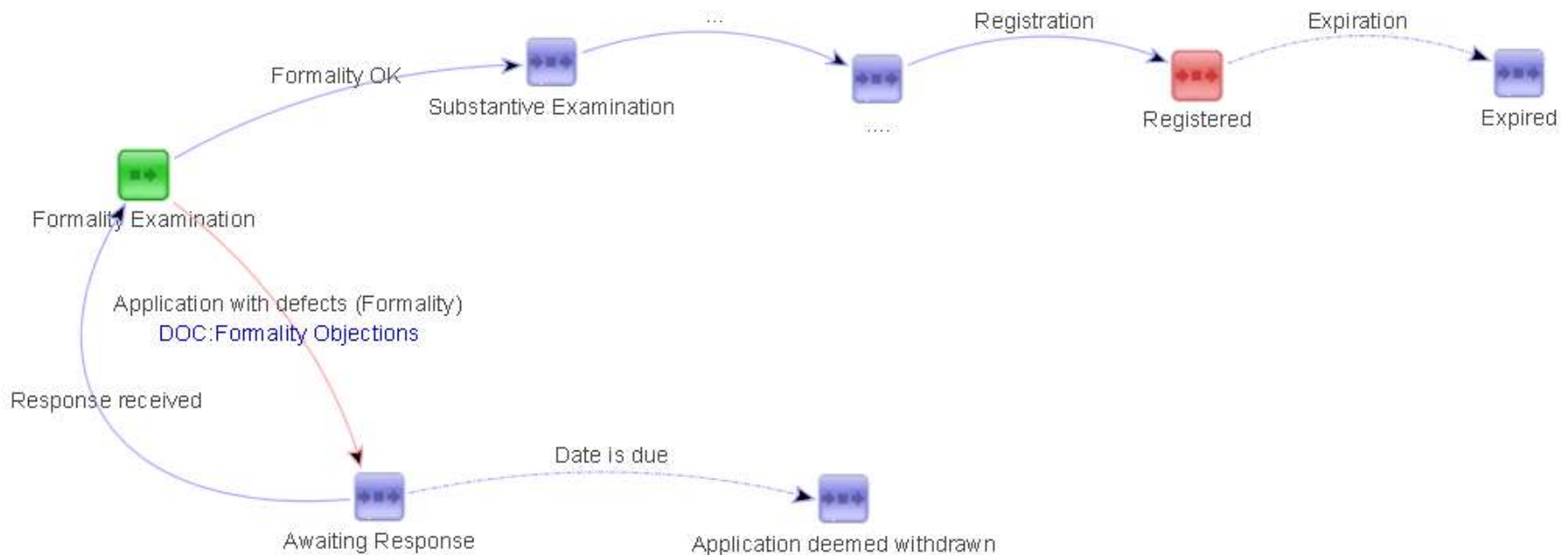


Back Office Data Quality Issues



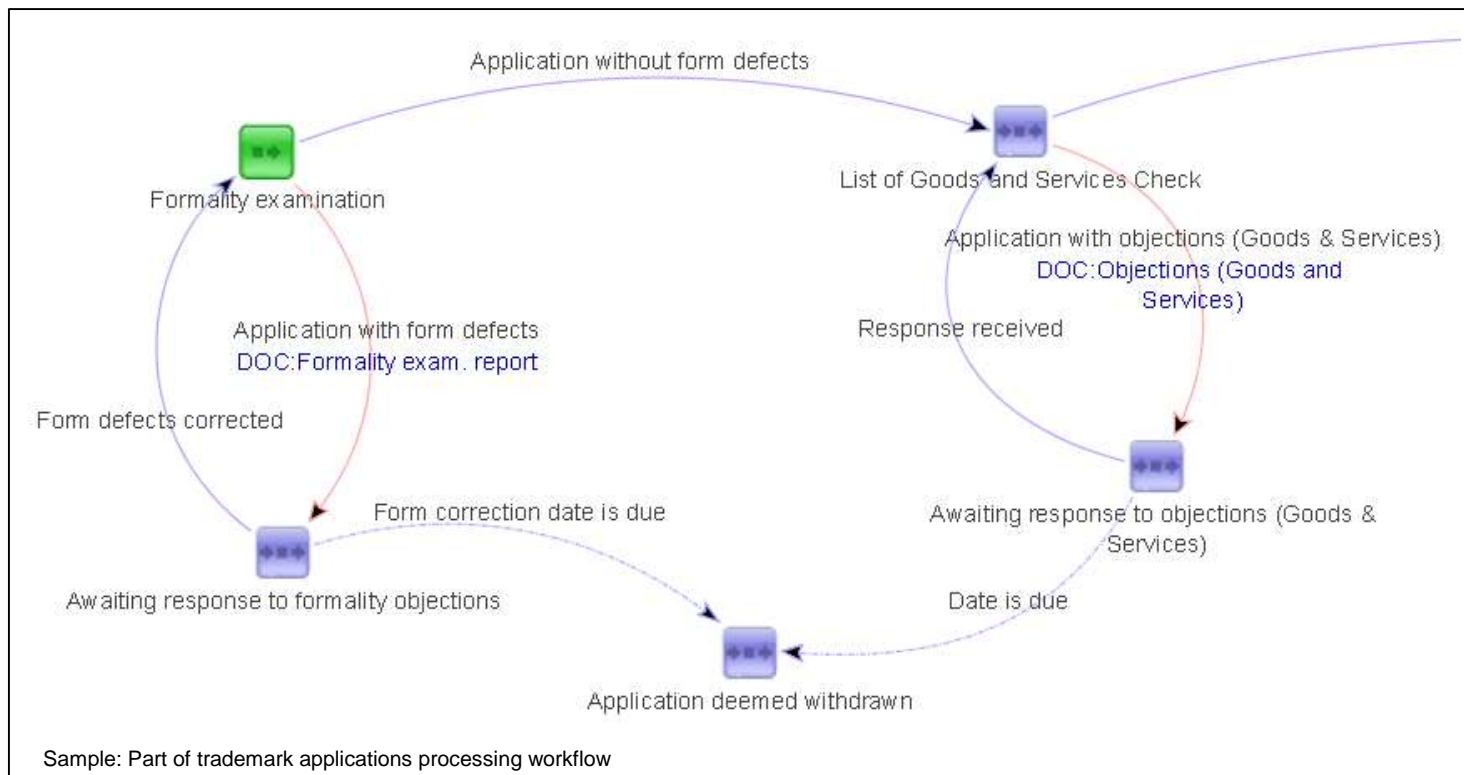
Legal and Administrative Procedures Workflows

- Statuses, Manual actions, Actions with time limits, Automatic actions, Actions with document outputs, Actions linked with User Documents

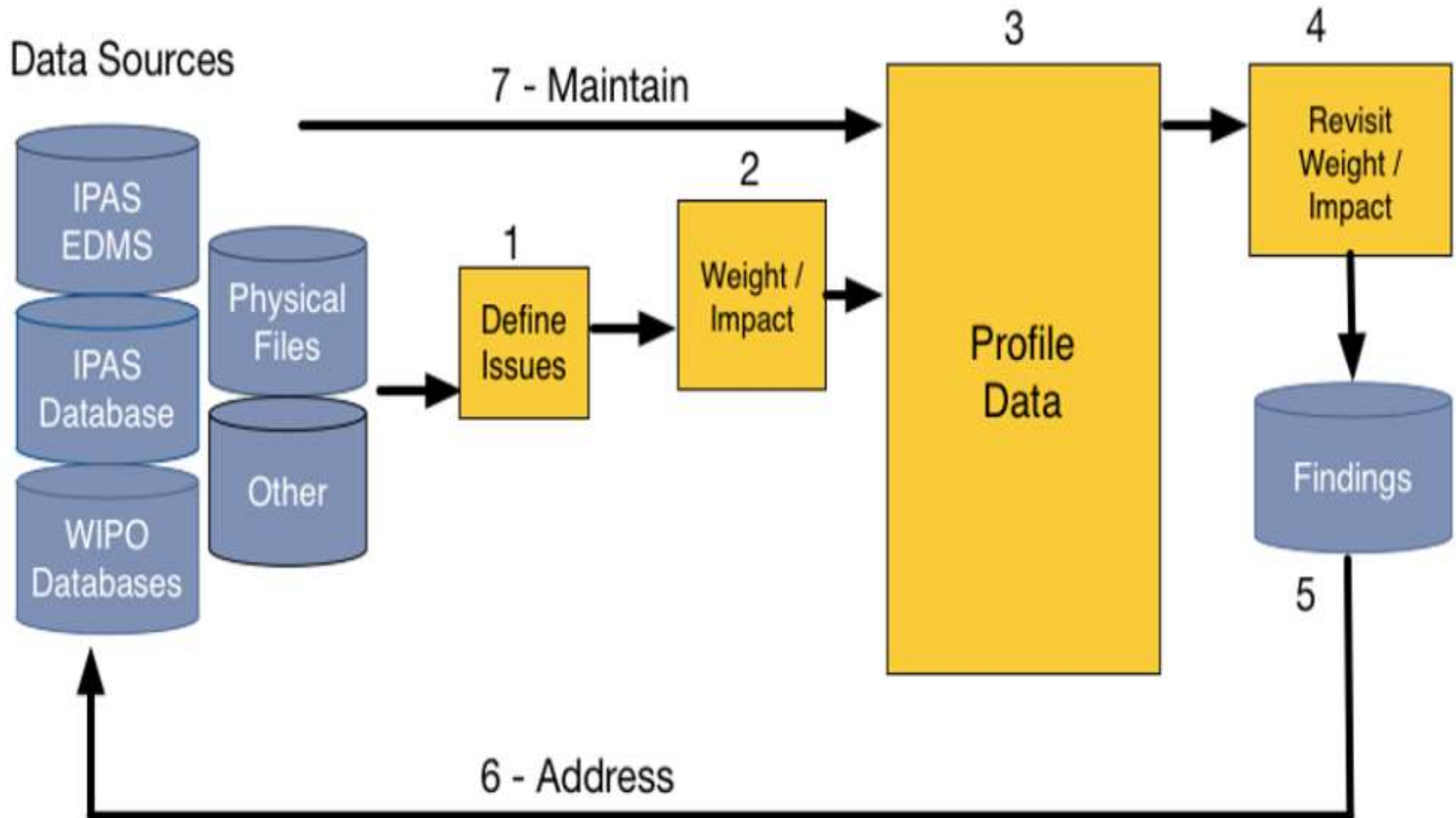


Legal and Administrative Procedures

- Workflow-based system which ensures legislated regulations are respected during IP files processing

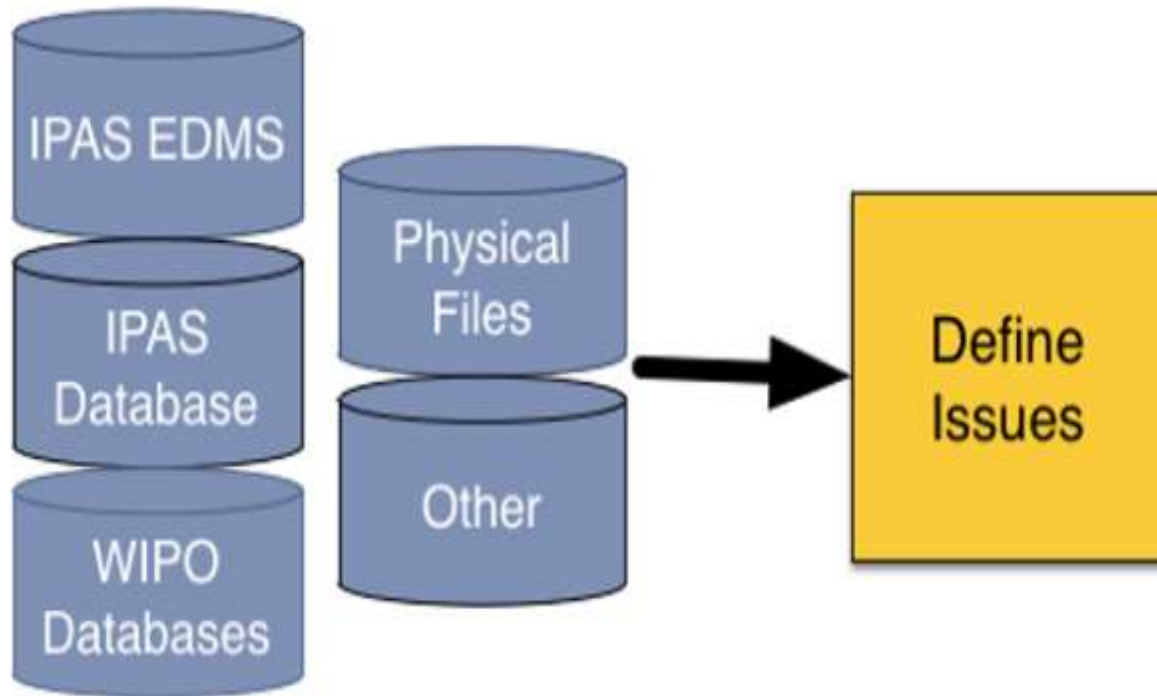


Assessing your Data Quality



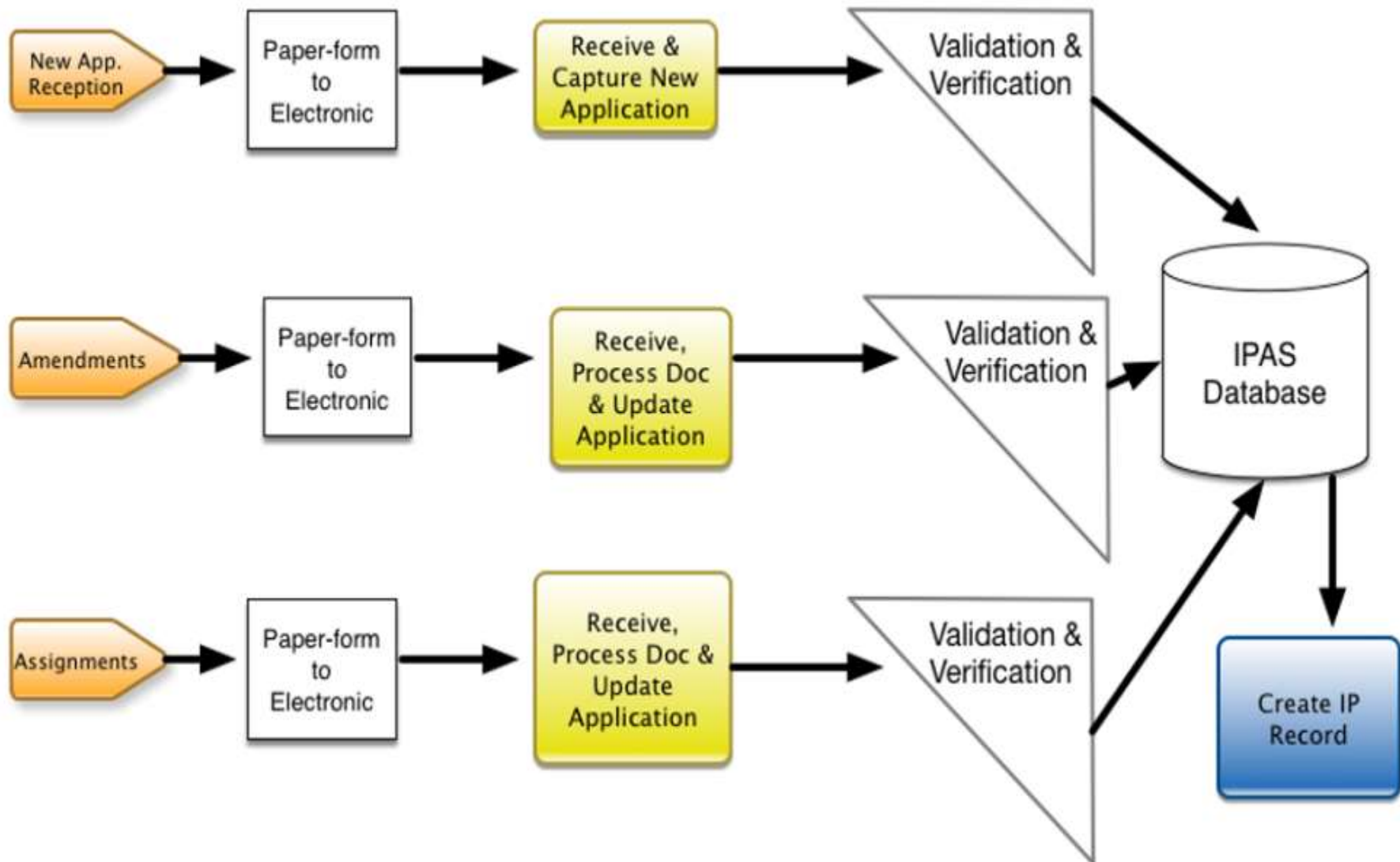
Defining Issues with your Data - Example

Data Sources



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 - Industrial Property Administration System

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Edit trademark

Mark TM/T/2015/000900 - pharm

[Filing](#) | [Registration](#) | [Sign](#) | [Public](#)

[New](#) | [Delete highlighted](#) | [Update high](#)

Name

Pulse Pharmaceuticals

United Kingdom
 Unknown
 Uruguay
 US Minor island
 US Virgin Islands
 Uzbekistan
 Vanuatu
 Vatican
 Venezuela
 Viet Nam
 Wallis&Futana I
 Western Sahara
 WIPO

[s](#) | [Priorities](#) | [Related](#) | [Nice](#) | [Vienna](#)

road, Msasa

IPAS In-built Data Validation

Mark TM/T/2015/000900 - pharmacy.healthy.beauty utano

Filing Registration Sign Publication Other Poa Ref

File Sequence Trade Marks

File Type National Marks

File Series 2015

File Number 900

External System Id

Application Subtype Part A

Filing Date 31/09/2015 00:00:00

Filing Date is not a valid date or does not respect the 'dd/MM/yyyy HH:mm:ss' format.

Prevent this page from creating additional dialogs

OK

IPAS In-built Data Validation

IPAS - Industrial Property Administration System

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Edit trademark

Mark TM/T/2015/000900 - pharmacy.healthy.beauty.utano

Filing Registration Sign Publication Other Poa Ref al Payment

Filing Date is not a valid date or does not respect the 'dd/MM/yyyy HH:mm:ss' format.

OK

File Sequence Trade Marks

File Type National Marks

File Series 2015

File Number 900

External System Id

Application Subtype • Part A

Filing Date • 02/09/2015 00:00

In-built Data Validation


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Date 25/05/2012 is not closed yet

Daily log data

Record 13/197

Document Origin *	<input type="text" value="Trade Marks"/>
Document Log *	<input type="text" value="Input"/>
Log Date *	<input type="text" value="02/09/2015"/>
Next Working Date	<input type="text"/>
Is Open	<input checked="" type="checkbox"/>
Is Closed	<input checked="" type="checkbox"/>
Date Affected Files Identified	<input type="text"/>
Date Userdoc Data Captured	<input type="text"/>
Date Application Data Captured	<input type="text"/>

Data Validation by IPAS Daily Log

 IPAS - Industrial Property Administration System

[Back](#) | [W](#) | [◀](#) | [▶](#) | [W](#) | [Edit](#) | [Save changes](#) | [Check file capture](#) | [Check digitalisation](#) | [Delete](#) | [Duplicate](#)

The file whose input log entry is ZW/E/2015/10 and whose number is ZW/T/2015/361 has not been captured yet

Daily log data

Record 7/9

Document Origin *	<input type="text" value="Zimbabwe"/>
Document Log *	<input type="text" value="Input"/>
Log Date *	<input type="text" value="01/04/2015"/>
Next Working Date	<input type="text"/>
Is Open	<input type="checkbox"/>
Is Closed	<input type="checkbox"/>
Date Affected Files Identified	<input type="text" value="20/10/2015"/>
Date Userdoc Data Captured	<input type="text" value="20/10/2015"/>
Date Application Data Captured	<input type="text"/>

Data Validation by IPAS Daily Log

IPAS - Industrial Property Administration System

Back | Home | Previous | Next | 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	<input checked="" type="checkbox"/>
Is Closed	<input checked="" type="checkbox"/>
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 *

Nice Class Nbr *

Nice Class Description


Validation through Changes Log

file	filingData	validationDate	Before:	
			After:	20/10/2015 11:50:09
		validationUserId	Before:	
			After:	4

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


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View trademark

Record 1/1

(219) Application Nbr	TM/T/2015/000800
Status	Awaiting Publication fee [due date 29/01/2016]
Last action	TV8 Advice
Application type	Part A
Sign type	Name only
(541) Mark name	VIACE
(512) Nice class(es)	

Ed	Nbr	Status	Description
9	5	Pending	pharmaceutical preparations in class 05

Data Validation through IPAS


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View trademark

Record 1/1

(219) Application Nbr	TM/T/2015/000800
Status	Awaiting Publication fee [due date 29/01/2016]
Last action	TV8 Advice
Application type	Part A
Sign type	Name only
(541) Mark name	VIACE

(512) Nice class(es)

Ed	Nbr	Status	Description
9	5	Pending	pharmaceutical preparations in class 05

Thank You