Seventh Edition

Acknowledgements

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Note: Quantify IP is the business name of Computer Software Associates, Inc.

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1 Overview

Introduction

GLOBAL IP ESTIMATOR is an easy-to-use program that generates estimates for Intellectual Property applications in most countries of the world. The estimates are based on the Minimum Fee Schedules supplied by associates in these countries. The user selects the countries desired, then supplies the particular information requested for that application, e.g., the number of pages in the application. Estimates are then automatically calculated, and presented in both summary and detailed formats.

Patent Estimates that include the PCT or EPO phase can be created in one step for all phases in the application process, including the National and EPO Validation phases. Also available is the ability to exclude specific fee categories, as well as various stages, e.g., Filing stage.

The user may edit the In-House fees, creating different sets if desired. Currency rates may also be edited. While the Foreign Associate fees are accurate as supplied, the user may set fees and costs for all countries as desired. Scenarios of countries and application data can be saved for future use.

GLOBAL IP ESTIMATOR creates estimates for Patents and Trademarks. Additional software packages are available to create Design Estimates, Assignment Cost Estimates, and the projection of costs on a Timeline.

Supplemental Software Packages

Supplemental Packages are available as follows:

- **Design Module:** for Design Estimates.
- **Assignment/Modification Module:** for Assignment and Name/Address Change Estimates.
- **Prosecution Module**: for charges related to the prosecution process of patent applications.

- **Timeline Module:** to create Excel spreadsheets with costs allocated to specific years.
- **User Fee Rules – Detailed Module:** with the ability to specify User Fee Rules under complete user control.

Installation and Getting Started

- Program installation instructions may be found in *Appendix A*.
- License installation instructions may be found in *Appendix B.*

Once the program is ready to use, it is important that the user customize the data to conform to his or her practice. A discussion of this "Initial Customization of Data" process may be found in *Appendix C*, covering:

- Review of In-House Charges.
- Data settings for users in the U.S. and outside the U.S.
- Home Country Charges.

Getting Help

Training

Tutorial Slide Shows

The slide shows take just a few minutes to review and give a good overview of the estimate preparation process. Demos are available on the following subjects:

- **Patent Application Demo:** Provides a brief overview of how to prepare an estimate for patent applications.
- **Trademark Application Demo:** Provides a brief overview of how to prepare an estimate for trademark applications.
- **Menu Options Demo:** Provides a brief overview of the various options and functionality available in the GLOBAL IP ESTIMATOR program.

The Tutorial demos can be viewed from the Help Menu.

User's Guide

The User's Guide gives instructions for working in all areas of the software, from preparing basic estimates to advanced editing of settings and values used within the system.

Troubleshooting

Help Menu

Help can be accessed by selecting the Help Menu at the top of the first screen that appears for GLOBAL IP ESTIMATOR. There you can choose to review information by content, index, or search mode. When on other screens, click the Help button that appears at the bottom left-hand side of each screen. There you can choose help by content or search mode.

Technical Support

If, after reading the User's Guide and accessing the Help sections, you feel you need further assistance, please contact our Technical Support by calling Quantify IP at (808) 891-0099; by sending email to support@globalip.com; or by sending a fax to (808) 891-0299.

GLOBAL IP ESTIMATOR includes some tools that will automatically send information that may be useful in diagnosing and fixing problems. These tools are located on a submenu of the main Help menu. If they are needed, you will be directed to that menu item, and further instructions will be provided by our Technical Support.

Uninstall

There are two separate installation packages associated with GLOBAL IP ESTIMATOR – one of the initial program and files, and the second for the monthly update. Both packages need to be uninstalled to remove GLOBAL IP ESTIMATOR.

An easy uninstall feature was added in December 2005 in order to facilitate uninstallation of either the full GLOBAL IP

ESTIMATOR program or the monthly updates, if it becomes necessary.

From the Windows Start Menu, choose Programs, then choose the Global IP Net option, and if the full program has been installed since December 2005, the option “Uninstall Global IP Estimator” will appear. The option to “Uninstall Global IP Estimator Monthly Update” will always appear.

GLOBAL IP ESTIMATOR may also be uninstalled through the Windows Control Panel, Add/Remove Programs. Both the full and monthly update packages will be found there.

The Initial Registration

GLOBAL IP ESTIMATOR uses a license registration process. Every computer using the program is issued a Registration ID. This ID must be sent to us so that Monthly Updates can continue to run at that computer. You will be asked to send your Registration in when installing the license for a computer.

Generating an Estimate – Basic Steps

To start the program, click on the GLOBAL IP ESTIMATOR icon. The initial screen will be displayed, as shown in Figure 1-1:

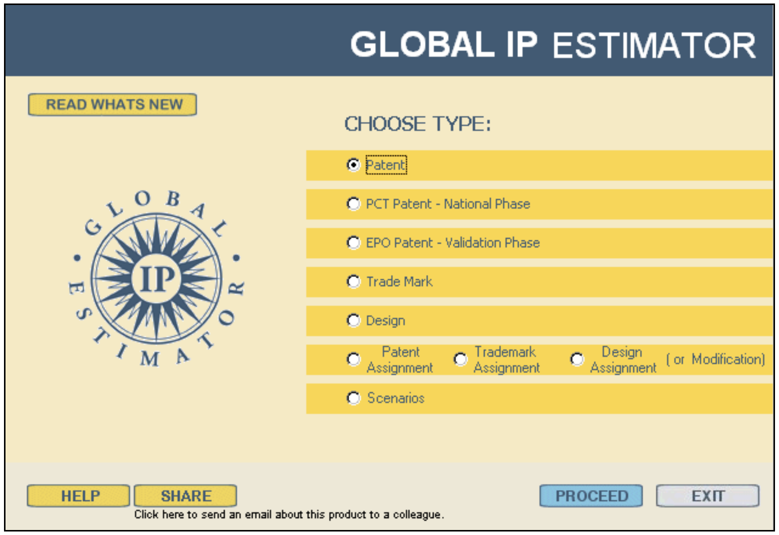


Figure 1-1 Initial GLOBAL IP ESTIMATOR screen

Click the appropriate radio button to identify the type of Application desired. Then click the **Proceed** button.

The ‘Country Selection’ screen is presented, as shown in Figure 1-2:

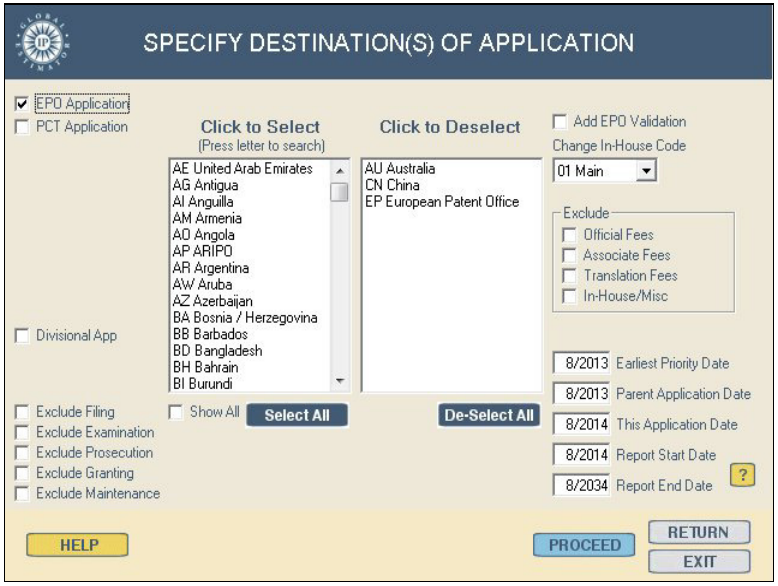


Figure 1-2 Country Selection screen

The list on the left shows possible destinations for an application, and includes all countries in the database plus the EPO and PCT (for patents). To select destinations, click on them in turn. The destinations selected are then displayed in the list on the right. In Figure 1-2, Australia, China, and European Patent Office have been selected.

Click on the **Proceed** button after destination selection is complete.

Based on the destinations you have selected, the program determines the relevant application parameters, and presents the 'Enter Application Information' screen, as shown in Figure 1-3:

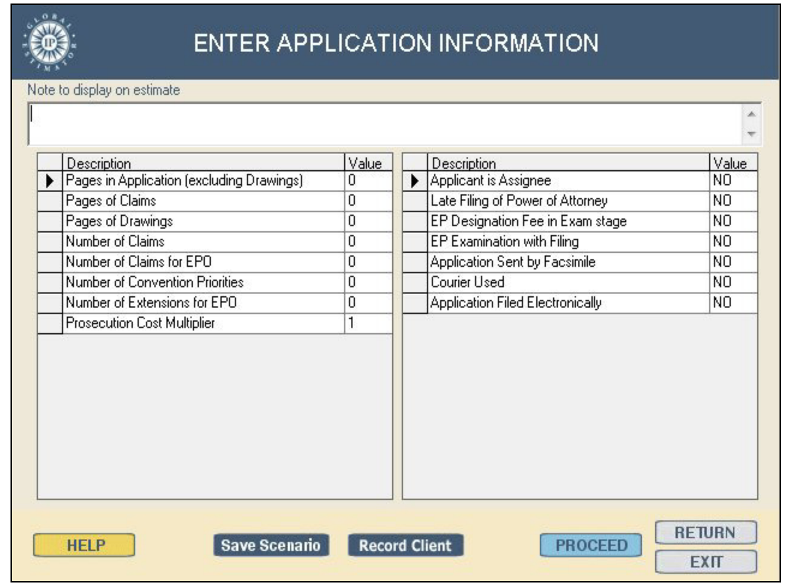


Figure 1-3 Enter Application Information screen

In this screen, you enter the appropriate numbers into the list on the left. You can tab or use the arrow key to move between the fields. You change the values of the Yes/No options on the right by either tabbing into the box or clicking the item so they are highlighted and using the space bar to change the value.

At this point, you have the option of saving the scenario for future re-use or reference by clicking the **Save Scenario** button. A new box will appear, allowing you to name the scenario. Scenarios will be discussed in more detail in *Chapter 5, Scenarios*.

Click the **Proceed** button when all data about the application has been entered.

The estimate is calculated, and presented in Condensed Summary Report format, as shown in Figure 1-4:

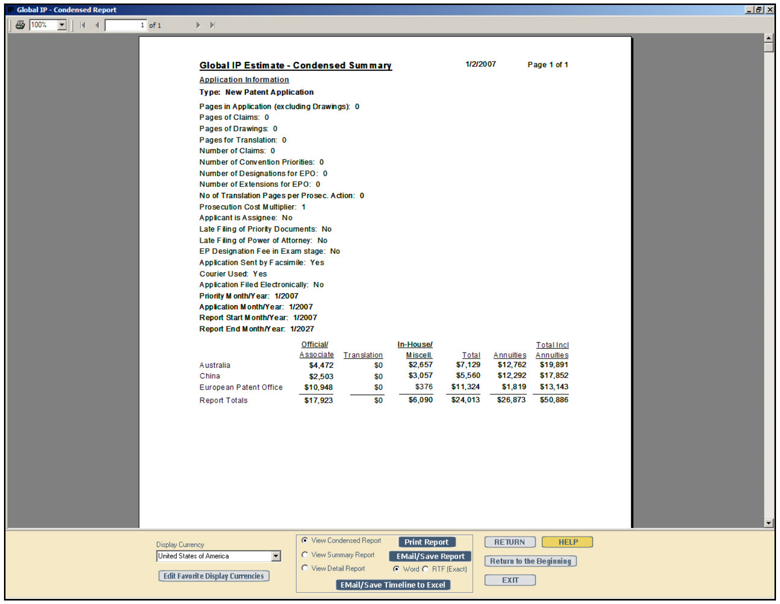


Figure 1-4 Estimate Condensed Summary Report screen

You can also choose to view the Summary Report of the estimate by clicking the **View Summary Report** button which brings up the 'Global IP Estimate – Summary' screen.

Clicking the **View Detail Report** button brings up the 'Global IP Estimate – Detail' screen, which displays a detailed version of the estimate. This screen is shown in Figure 1-5:

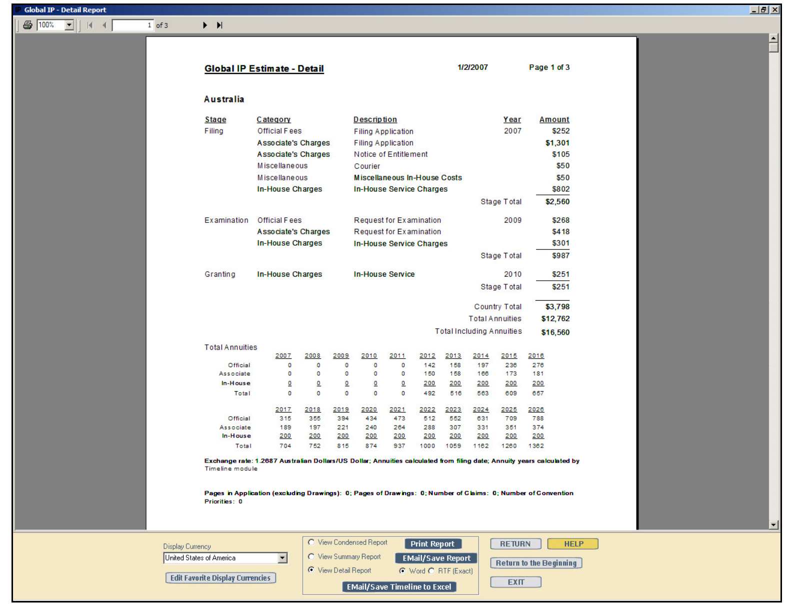


Figure 1-5 Estimate Detail Report screen

Estimates may be printed from any of the report screens. To print, click the **Print Reports** button while viewing the report you wish to print.

Additional information abut each of the report formats is available in *Chapter 6, Reports*.

Data Used in Generating Estimates – Fee Rules

For each country, Fee Schedules from associates are used to determine the fee rules used by the database to calculate estimates. Some fee rules reflect fixed amounts, and some depend on the attributes of the application, such as the number of claims.

The fee rules for a Patent application include categories for the filing, examination, prosecution, granting, and maintenance stages. Another set of categories is for official and associate's charges and translation costs. For some countries this categorization is not possible, since the Minimum Fee Schedules do not separate these charges.

For a Trademark application, categories for the stages of search, filing, registration, and renewal are used.

A further set of fee rules reflect in-house charges, such as the U.S. user's costs for handling the application, and various costs incurred locally.

The program calculates estimates based on current Official and Foreign Associate's fees and current exchange rates. Historic fees or exchange rates are not available, and projected future fees and exchange rates are not available, unless the user enters Associate fees and exchange rates themselves. (See *Chapter 8, Edit Menu*, for additional information on making data changes.)

Data Modifications Available to User

The display currency of the reports can be changed from the Report screen. The default currencies available are Euros, United Kingdom Pound Sterling, and United States Dollar, but any world currency can be selected by editing the **Favorite Display Currencies** on the Reports screen. Additional details are available in *Chapter 6, Reports*.

Foreign fee rules can be modified using percentages. You can specify that a percentage of greater or less than 100% of the given official fees, associate's charges, or translation costs be used in the estimate. These percentages may be specified once to apply to all countries, or specified on a country-by-country basis.

You can also set foreign fees and costs by country and application type. Several methods, varying in complexity, are available for entering these fee rules.

Each estimate contains monetary amounts for in-house fees and miscellaneous costs which are based on local processing charges. You can change the values used in the fee rules in these calculations.

You can also specify the actual translation cost per page for one or more languages. This specified cost will replace the system-supplied translation cost.

The user can also modify the currency rates. The Monthly Update will include the latest currency rates.

You can also enter a comment to print at the end of the Summary Report and Detail Report for a particular country, as well as change the Report Headings for in-house amounts.

Chapter 8, Edit Menu contains a detailed description of how changes may be made by the user via the **Edit Menu**.

The Main Menu Bar and Other System Functions

The initial screen (shown in Figure 1-1) has a menu bar at the top. This menu bar is used to access various functions, such as changing the in-house fees and costs used in the estimates.

File Menu

Figure 1-6 shows the **File Menu**:

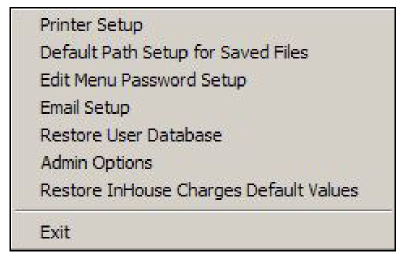


Figure 1-6 The File Menu screen

This menu allows you to access the setup for the printer, the default path for saved files, password function for the **Edit Menu**, and to exit the program.

Edit Menu

Figure 1-7 shows the **Edit Menu**:

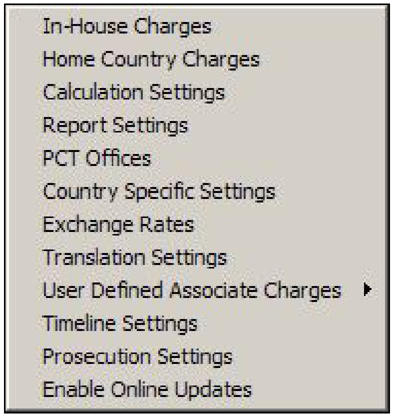


Figure 1-7 The Edit Menu screen

This menu accesses the ability to modify both the numerical data used in calculating estimates and certain report headings. It also allows access to certain user-defined information, including exchange rates, country specific settings, in-house data, translation, and user defined associate charges. You can password-protect access to the **Edit Menu** by choosing “Edit Menu Password Setup” from the **File Menu**.

Reports Menu

Figure 1-8 shows the **Reports Menu**:

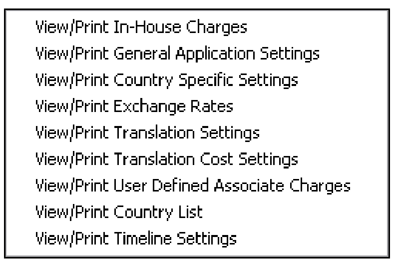


Figure 1-8 The Reports Menu screen

This menu is used to view and/or print certain sections of the data used in generating estimates.

Licensing Menu

Figure 1-9 shows the Licensing Menu:

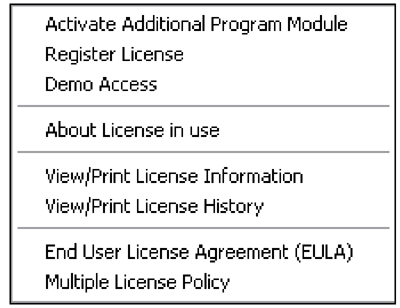


Figure 1-9 The Licensing Menu screen

This menu is used to register your license, view and print license information and end-user license agreement, as well as activate additional licensing options.

Help Menu

Figure 1-10 shows the Help Menu:

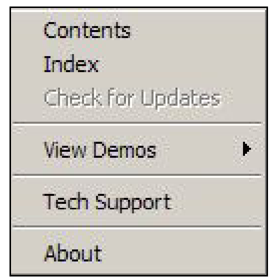


Figure 1-10 The Help Menu screen

This menu is used to access the Help section, as well as information about the software, licenses, and registration. The Tech Support option will be used as directed by the GLOBAL IP ESTIMATOR Technical Support personnel for assistance in troubleshooting.

Monthly Update

The data used for generating the estimates are updated on a monthly basis. The Monthly Update is ready by the second business day of each month and may be downloaded from our web site. Clients are notified by email when the update is ready for download. U.S. and Canadian clients have the option to have the Monthly Update sent on disk, via U.S. Mail.

The Monthly Update contains:

- Current Official and Associate Fees
- Current Exchange Rates
- The Latest Version of the GLOBAL IP ESTIMATOR Program

The Monthly Update does not affect the User settings. For example, In-House Charges are not affected by the update.

When installing the program on a new computer, or re-installing the program, use the original program CD (or original full program download), and the latest Monthly Update. The program and data will be fully up-to-date, and earlier updates need not be installed.

If the program is installed on several computers and the same settings for user-defined data are required on all of them, one way to ensure this is to have the main “gipuser.mdb” file on one computer, and copy this file to other computers whenever a data change is made.

If the program is re-installed, user settings may be retained by saving the “gipuser.mdb” file and copying it into the application folder after re-installation.

Is the Latest Update Installed?

To check the date of the update being used, go to the Help Menu at the top of the initial ‘Global IP – Main’ screen. Click the “About” item. The screen displayed will show the “Data ID”. This is the date of the latest Update being used.

What’s New

As seen in Figure 1-1, at the top of the initial GLOBAL IP ESTIMATOR screen is a **What’s New** button. Every release of GLOBAL IP ESTIMATOR will include a quick overview of what new functionality has been recently added.

Share

This is a quick and easy way for you to share information about GLOBAL IP ESTIMATOR. As seen in Figure 1-1, the **Share** button near the bottom of the main screen allows you to send an email to a colleague, whether within your company or not. You can change the text or subject of the email; the email is added to the ‘Outbox’ of the email program your computer is configured to use.

2 Country Selection

Introduction

After you select the type of application desired from the initial screen, the ‘Specify Destination(s) of Application’ screen appears as shown in Figure 2-1. This screen is used to select countries/destinations for which application estimates are needed.

Stages may be excluded from the estimate via this screen:

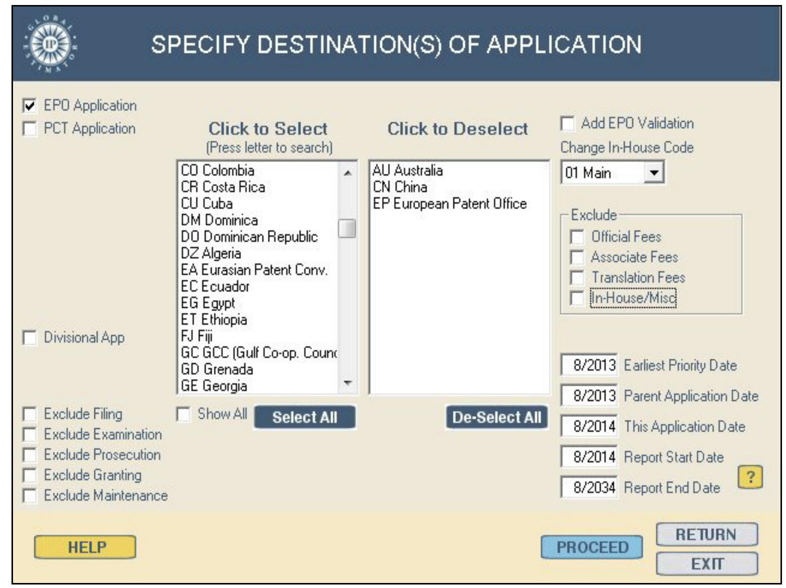


Figure 2-1 Country Selection screen

Selecting Countries

To select a country, click on it in the list box on the left, which moves it to the list box of selected countries on the right. To de-select a country, click on it in the list box on the right.

To find a country in the list box on the left, use the scroll bar. A quicker method is to press the first letter of that country on the keyboard. The left-hand list will immediately display countries starting with that letter.

Selecting EPO and PCT Applications

To specify an EPO destination for a patent, ***either*** click in the check box marked **EPO Application**, ***or*** click on **European Patent Office** in the country list box. Specifying EPO removes EPO members from the list of available countries.

To specify a PCT destination for a patent, ***either*** click in the check box marked **PCT Application, *or*** click on **PCT (International)** in the country list box. Specifying PCT removes PCT members from the list of available countries.

If you wish to include one or more PCT or EPO countries as well as the PCT or EPO, select these countries first, and then select PCT or EPO. Additionally, after selecting either PCT or EPO, a **Show All** box is displayed below the country list. Checking this box redisplays all countries.

Search and Examination for PCT

When the **PCT Application** box on the upper left of the screen is checked, the current PCT Offices settings are displayed to the left middle of the screen, as shown below in Figure 2-2:

Figure 2-2 Receiving Office/Search/Exam

This option is included because the estimate for a PCT application is affected by where the search and examination will be performed. Also, the estimate for sending a completed PCT application to the

EPO is affected by where the search and examination ***were*** performed.

To change the settings, click the **Edit** button. This will bring up the PCT Offices screen, discussed in *Chapter 8, Edit Menu, PCT Offices*. Change the settings in that screen. From that screen, you can set the new selection of Offices as the default by checking the ‘Set As Default’ checkbox at the bottom of the screen.

Two- and Three-Stage Estimates

An option is available to create estimates in one step for all phases in a PCT or EPO Patent application process, including the National and EPO Validation phases.

The ‘Specify Destination(s) of Application’ screen (with PCT selected) is shown below:

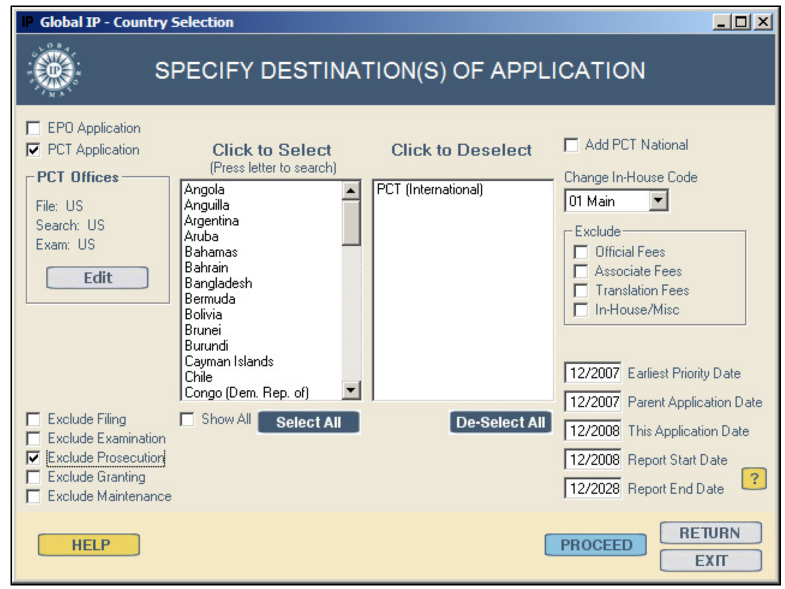


Figure 2-3 Specify Destination(s) of Appliation with PCT selected - Two- and Three-State Estimates screen

Notice that PCT is chosen. When PCT is chosen, a checkbox to the middle right of the screen is displayed – **Add PCT National**. If this box is checked, after the **Proceed** button is clicked, ***another*** 'Specify Destination(s) of Application' screen is displayed, in which the PCT National Phase countries are selected.

Similarly, if EPO is checked in the first 'Specify Destination(s) of Application' screen, the **Add EPO Validation** checkbox is displayed. If PCT is chosen here, and EPO is chosen in the second 'Specify Destination(s) of Application' screen, the **Add EPO Validation** checkbox is displayed in that second country selection screen. If checked, a ***third*** 'Specify Destination(s) of Application screen' is displayed with EPO countries for the Validation phase.

All countries selected in these screens appear on the same estimate report.

Excluding Stages

The lower left of the 'Specify Destination(s) of Application' screen (see Figure 2-1) has boxes that you can check to exclude some of the stages of an application.

Excluding a stage may be desirable if, for example, you need an estimate based on the filing and examination stages only (for a Patent application).

If you exclude all stages except maintenance for Patents, the Condensed and Detailed Reports will display information; the Summary report will be blank for this selection.

For a Trademark, you can exclude each of the search, filing, registration, and renewal stages. Note that the **Exclude Search** and the **Exclude Renewal** boxes are checked as the default position, and need to be ***unchecked to include search or renewal costs*** in the estimate.

For Trademarks, a **Renewal Only** option is available.

Please Note: For some countries, separate information is not available for every stage. For example, when you exclude the filing stage for a Patent, the estimate may provide only the maintenance fees for a particular country, since the fees for the examination and

granting stages are not explicitly specified in the fee schedules for that country.

Specifying Range of Years for Patent Annuities

The default setting for range of years for Patent annuities is 1 to 20. To change this setting, click in the **Include Maintenance for Years** boxes for the beginning and ending years.

Whenever a range is entered that is different from the default setting of 1 to 20, a comment will be added to the estimate.

Excluding Categories of Costs

You can exclude each of the four categories of costs, individually or in combination, to create an estimate that shows only the types of costs that you wish to include. These categories are:

- **Official Fees:** Official Fees in the country, if they appear separately in Fee Schedules from that country. If not, these fees are included in the Associate category.
- **Associate Fees:** Foreign associate charges, including VAT if any.
- **Translation Fees:** Translation costs, if necessary.
- **In-House and Miscellaneous Fees:** In-House fees for various stages of the estimate are calculated from numbers entered by the user. Miscellaneous in-house costs, such as fax charges, are calculated from numbers entered by the user.

Running a Madrid Protocol Trademark Estimate

In order to run a Madrid Protocol Trademark estimate, choose Madrid Protocol in the Country Selection screen. ***Do not*** choose the countries to be designated in this Country Selection screen.

A second screen listing all the countries party to the Madrid Protocol will appear as shown in Figure 2-4; select the countries you wish to include. GLOBAL IP ESTIMATOR will calculate the number of countries designated, and will include Individual Fees where appropriate.

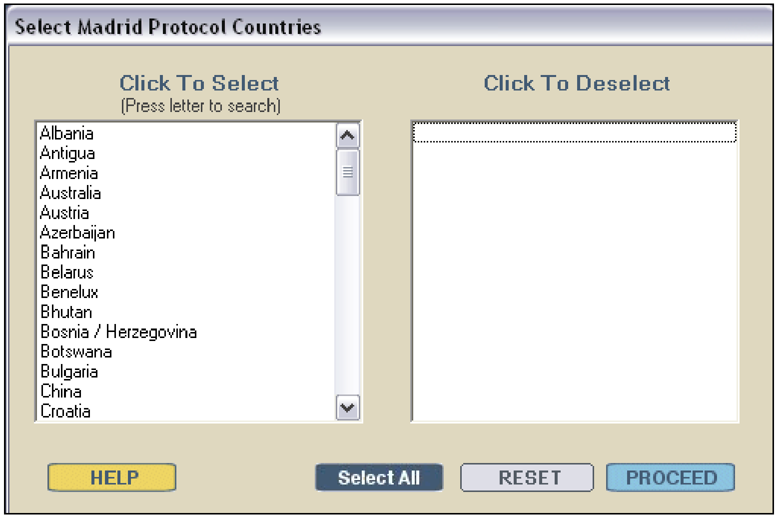


Figure 2-4 Madrid Protocol Country Selection screen

The **Select All** button will choose all of the Madrid Protocol countries which have Individual Fees.

There are three Yes/No item specifically associated with the Madrid Protocol estimate:

- **MP T/M filed with USPTO:** If marked as Yes the Official Certification fee charged by the USPTO is added to the estimate.
- **MP T/M filed with UKIPO:** If marked as Yes the Official Handling Charge charged by the UKIPO is added to the estimate.
- **MP - Subsequent Designation:** If "Yes" is selected, this option includes the costs for extending the scope of the international registration to members of the Madrid Union for whom either no designation has been recorded to date, or the prior designation is no longer in effect.

Eurasian Patent Convention Help

To include the Eurasian Patent Convention in the estimate, choose Eurasian Patent Conv. (EA) from the Country Selection list.

A secondary screen will appear as shown in Figure 2-5, from which the individual countries can be chosen. Choosing a country will include that country's renewal fees in the Eurasian Patent Convention estimate, as well as other fees and charges specific to the Eurasian Patent Convention.

Figure 2-5 Eurasian Patent Convention Country Selection screen

To select individual countries, click on the name of the country. To remove a country from the selection, click on that country on the right-hand side; it will be moved back to the left-hand list.

The **Select All** button will choose all of the Eurasian Patent Convention countries.

After the countries have been selected, clicking the **Proceed** button will return the user to the **Specify Destination(s) of Application** screen.

Clicking the Reset button will remove all of the selected countries, will remove the Eurasian Patent Convention selection from the country selections on the **Specify Destination(s) of Application** screen, and will return the user to the **Specify Destination(s) of Application** screen.

3 PCT and EPO Estimates

Introduction

The Patent Cooperation Treaty (PCT) implements the concept of a single international Patent application with legal effect in the countries bound by the treaty and designated by the applicant. By filing an original application in one of the PCT-member countries, the applicant reserves the right to file patents in each country at a specified later date.

Choosing to pursue this option is usually less expensive initially, and can allow the applicant time to test-market an application before filing Patents in individual countries.

The European Patent Convention (EPO) offers the same sort of protection and process.

After the initial filing, search, and examination steps, the PCT approach requires that applications be filed in the individual countries specified by the applicant.

After the grant of an EPO patent, a validation step is required for the chosen countries.

GLOBAL IP ESTIMATOR allows you to estimate the costs involved in both the PCT and EPO, either individually or in concert, and affords a great deal of flexibility in creating accurate estimates.

The process is best described via examples. This section assumes you are familiar with the overall process of generating an estimate.

Examples Including PCT and EPO

The following examples illustrate the process of generating estimates that involve the PCT and EPO. Suppose that a Patent is desired in Japan, Australia, the United Kingdom, and Germany.

Route 1 - File Applications Directly in Selected Countries

In this example Patent applications are filed directly in each country.

To generate this estimate:

- Choose **Patent** on the 'Global IP – Main' screen.
- Choose **Countries**: Japan, Australia, United Kingdom and Germany on the 'Specify Destination(s) of Application' screen.
- Enter **Application information** on the 'Enter Application Information' screen and obtain the estimate.

Route 2 - The PCT Route Followed by National Applications

Since these countries are all members of the PCT, the PCT route could be taken. First, file a PCT application. Assuming that the full delay possible via the PCT process is taken, national applications would then be filed 30 months after the initial PCT application.

Two options for generating this estimate using the software are available:

either

1) Generate an Estimate in One Report:

- Choose **Patent** on the 'Global IP – Main' screen.
- Choose **PCT Application** on the 'Specify Destination(s) of Application' screen, ***and*** check the box **Add PCT National**.
- Choose **Countries:** Japan, Australia, United Kingdom and Germany on the ***second*** 'Specify Destination(s) of Application' screen presented.
- Enter **Application information** on the 'Enter Application Information' screen and obtain the estimate.

or

2) Generate an Estimate in Two Separate Reports:

This method gives you an estimate for the entire process as two reports. The two reports reflect the fact that the two steps are performed a long period apart.

- Choose **Patent** on the 'Global IP – Main' screen.

- Choose **PCT Application** on the 'Specify Destination(s) of Application' screen.
- Enter **Application information** on the 'Enter Application Information' screen and obtain the estimate for the PCT phase.
- Go back to the 'Global IP – Main' screen using the **Return to Beginning** button and choose **PCT Patent – National Phase**.
- Choose **Countries**: Japan, Australia, United Kingdom, and Germany on the 'Specify Destination(s) of Application' screen.
- Enter **Application information** on the 'Enter Application Information' screen and obtain the estimate for the national phase step.

If you were preparing an estimate close to the end of the 30-month period after the PCT filing, for the national phase only, the PCT Patent – National Phase item would be used for a single report for this phase only.

Route 3 – The PCT and EPO Route Followed by National Applications

Since the UK and Germany are also part of the EPO, the EPO could be included as part of the process.

First, file a PCT application. Assuming that the full delay possible via the PCT process is taken, national applications would then be filed 30 months after the initial PCT application. File an EPO application at this time, as well as national phase estimates in Japan and Australia. Then, after the EPO grant (perhaps four years later), validate the EPO Patent in the UK and Germany.

Two options for generating this estimate using the software are available:

either

1) **Generate an Estimate in One Report:**

- Choose **Patent** on the 'Global IP – Main' screen.
- Choose **PCT Application** on the 'Specify Destination(s) of Application' screen, ***and*** check the **Add PCT National** box.
- Choose **Japan, Australia and European Patent Office** on the ***second*** 'Specify Destination(s) of Application' screen presented, ***and*** check the **Add EPO Validation** box.
- Choose **United Kingdom and Germany** on the ***third*** 'Specify Destination(s) of Application' screen.
- Enter **Application information** on the 'Enter Application Information' screen and obtain the estimate.

Note that the Application Information items will include items for **Number of Designations for the EPO** and **Number of Extensions for the EPO**. These values may be changed by the user, if desired.

or

2) **Generate an Estimate in Three Separate Reports:**

This method gives you an estimate for the entire process as three reports. The three reports reflect the fact that the three steps are performed long periods apart.

- Choose **Patent** on the 'Global IP – Main' screen.
- Choose **PCT Application** on the 'Specify Destination(s) of Application' screen
- Enter **Application information** on the 'Enter Application Information' screen and obtain the estimate.
- Go back to the 'Global IP – Main' screen using the **Return to Beginning** button and choose **PCT Patent – National Phase**.
- Choose **Countries**: Japan, Australia, and European Patent Office on the 'Specify Destination(s) of Application' screen.

- Enter **Application information** on the 'Enter Application Information' screen and obtain the estimate for the National phase step and the EPO process.
- Go back to the 'Global IP – Main' screen using the **Return to Beginning** button and choose **EPO Patent – Validation Phase**.
- Choose **Countries**: United Kingdom and Germany on the 'Specify Destination(s) of Application' screen.
- **Enter Application information** on the 'Enter Application Information' screen and obtain the estimate for Validation phase in the European countries.

If you were preparing an estimate close to the end of the 30-month period after the PCT filing for the national phase only, the **PCT Patent – National Phase** item would be used for a report for that phase only. If you were preparing an estimate after the EPO grant for the European countries in the validation phase, the **EPO Patent – Validation Phase** item would be used for a report for the validation phase only.

Example Including EPO - Without the PCT

The following example illustrates the process of generating estimates that involve the EPO without the PCT. Suppose a Patent is desired in Austria, France, the United Kingdom, and Germany.

Route 1 - File Applications Directly in Selected Countries

In this example, Patent applications are filed directly in each country.

To generate this estimate:

- Choose **Patent** on the 'Global IP – Main' screen.
- Choose **Countries**: Austria, France, United Kingdom, and Germany on the 'Specify Destination(s) of Application' screen.
- Enter **Application information** on the 'Enter Application Information' screen and obtain the estimate.

Route 2 - The EPO Route Followed by National Validation

Since these countries are all members of the EPO, the EPO route could be taken. First, file an EPO application. After the EPO grant, validate the EPO Patent in the individual countries.

Two options for generating this estimate using the software are available:

either

1) **Generate an Estimate in One Report:**

   - Choose **Patent** on the 'Global IP – Main' screen.
   - Choose **EPO Application** on the 'Specify Destination(s) of Application' screen, ***and*** check the **Add EPO Validation** box.
   - Choose **Countries**: Austria, France, United Kingdom, and Germany on the ***second*** 'Specify Destination(s) of Application' screen presented.
   - Enter **Application information** on the 'Enter Application Information' screen and obtain the estimate.

   Note that the Application Information items will include items for **Number of Designation**s **for the EPO** and **Number of Extensions for the EPO**. These values may be changed by the user, if desired.

or

2) **Generate an Estimate in Two Separate Reports:**

   This method gives you an estimate for the entire process as two reports. The two reports reflect the fact that the two steps are performed a long period apart.

   - Choose **Patent** on the 'Global IP – Main' screen.
   - Choose **EPO Application** on the 'Specify Destination(s) of Application' screen.

   - Enter **Application information** on the 'Enter Application Information' screen and obtain the estimate for the EPO step.
   - Go back to the 'Global IP – Main' screen using the **Return to Beginning** button and choose **EPO Patent – Validation Phase** in the main screen.
   - Choose **Countries**: Austria, France, United Kingdom, and Germany on the 'Specify Destination(s) of Application' screen presented.
   - Enter **Application information** on the 'Enter Application Information' screen and obtain the estimate for the validation phase step.

Note: If you were preparing an estimate close to the time of the EPO Grant for the validation phase only, the **EPO Patent – Validation Phase** item would be used for a single report for the validation phase only.

PCT Application Search and Examination Authorities

The estimate for a PCT Application is affected by where the Search and Examination are to be performed. Also, the estimate for sending a completed PCT Application to the EPO is affected by where the Search and Examination were performed. For additional information about Search and Examination, see *Chapter 2, Country Selection, Search and Examination for PCT* and *Chapter 8, Edit Menu, PCT Offices*.

PCT Patent - National Phase

PCT Patent - National Phase provides an estimate for the national phase of the PCT process and can include EPO application and validation step estimates, or the EPO application step only. An example with three variations follows:

1) Generate an Estimate: PCT Patent - National Phase - No EPO Included:

- Choose **PCT Patent - National Phase** on the 'Global IP – Main' screen.
- Choose **Countries** on the 'Specify Destination(s) of Application' screen to select individual countries for the PCT National Phase.
- Enter **Application information** on the 'Enter Application Information' screen and obtain the estimate.

2) Generate an Estimate: PCT Patent National Phase - EPO Application Included:

To include an EPO Application in the **PCT Patent - National Phase** estimate**:**

- Choose **PCT Patent - National Phase** on the 'Global IP – Main' screen.
- Choose **Countries** on the 'Specify Destination(s) of Application' screen to select individual countries for the PCT Patent - National Phase ***and*** check the **EPO Application** checkbox on the left side of the screen. Specifiying EPO removes EPO members from the list of available countries. Checking the **Show All** box redisplays all countries.
- Enter **Application information** on the 'Enter Application Information' screen and obtain the estimate.

3) Generate an Estimate: PCT Patent National Phase - EPO Application Included with EPO Validation:

- Choose **PCT Patent - National Phase** on the 'Global IP – Main' screen.
- Choose **Countries** on the 'Specify Destination(s) of Application' screen to select individual countries for the PCT Patent - National Phase ***and*** check the **EPO Application** checkbox on the left side of the screen ***and*** the **EPO Validation** checkbox that appears on the right side of the screen. Specifiying EPO removes EPO members from the list of available countries. Checking the **Show All** box redisplays all countries.
- Choose **Countries** on the ***second*** 'Specify Destination(s) of Application' screen presented; at least one additional country in which to have the EPO Validation performed must be selected from this second screen.
- Enter **Application information** on the 'Enter Application Information' screen and obtain the estimate.

EPO Patent - Validation Phase

EPO Patent - Validation Phase estimates are estimates for the validation phase of the EPO process and can include the EPO Application Grant step or Validation Phase only. An example with two variations follows:

1) Generate an Estimate: EPO Patent - Validation Phase:

- Choose **EPO Patent - Validation Phase** on the 'Global IP – Main' screen.
- Choose **Countries** on the 'Specify Destination(s) of Application' screen to select individual countries.
- Enter **Application information** on the 'Enter Application Information' screen and obtain the estimate.

2) Generate an Estimate: EPO Patent - Validation Phase with EPO Grant phase included:

To include EPO Application Grant phase in this estimate:

- Choose **EPO Patent - Validation Phase** on the 'Global IP – Main' screen.
- Choose **Countries** on the 'Specify Destination(s) of Application' screen to select individual countries ***and*** check the **EPO Grant** checkbox on the left side of the screen. Checking this box will add the grant costs to the estimate,

and will select the European Patent Office as a destination. Annuities will not be included for this EPO grant estimate.

- Enter **Application information** on the 'Enter Application Information' screen and obtain the estimate.

Note that the **Select All** button does not automatically select the EPO grant stage. To do this, you must click the **EPO Grant** check box or select the European Patent Office as a destination.

Completing the Selection

Once destination and options selection are complete, click the **Proceed** button on the lower right of the 'Specify Destination(s) of Application' screen. The 'Enter Application Information' screen is then presented.

Clicking the **Return** button cancels the estimate request and all information entered about that request.

4 Application Information

Introduction

Based on both the type and destinations you have entered for the application, various attributes of the application will be automatically selected and will appear in the 'Enter Application Information' screen, as shown in Figure 4-1:

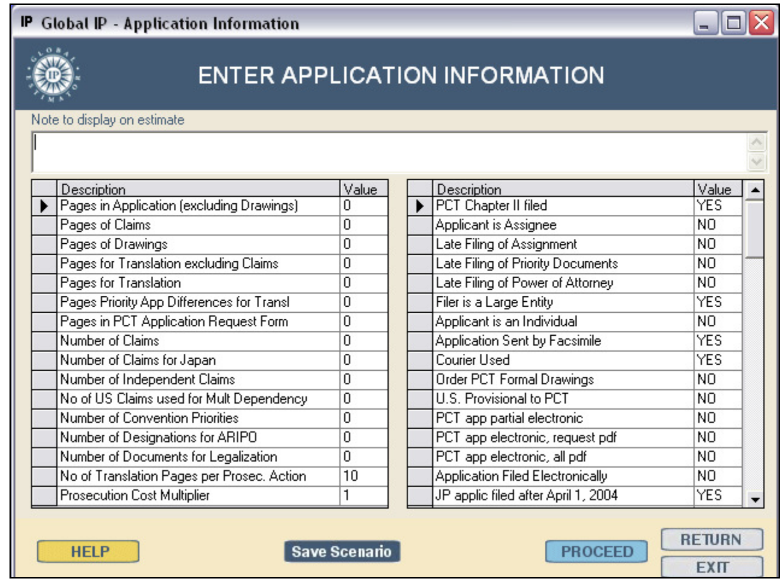


Figure 4-1 'Enter Application Information screen

Data Requested for Application Information

You can use the "Note to display on estimate" box at the top of the screen to identify the estimate being generated. The text you enter here will be printed at the top of the reports. It can specify identifying information such as a client name, file number or attorney name, or notes about the estimate.

In the remaining boxes, either numeric information or Yes/No information is requested.

- Enter the numeric information appropriate to the application into the boxes on the left side of the screen. To move into a data entry box, either click on the box with the mouse button or navigate from one box to the one above or below it by using the tab key or the arrow keys on the keyboard.
- Yes/No information is entered into the list of boxes on the right. You will need to either tab to a box or click in the box to highlight the value, then use the space bar or "Y" or "N" keys to change from "Yes" to "No" and vice versa. You can navigate from one box to the one above or below it by using the arrow keys or the tab key, although pressing the space bar will be required to change it.

Item Definitions for Application Information Screen

Use the **Help** button to access definitions for the application information items that may appear for an application. Choose "Item Definitions" from the Help screen that appears for the list of definitions.

See *Appendix G* for a complete list of definitions.

Stage Used for EPO Designation Fees

When running an EPO estimate, a Yes/No box labeled **EP Designation Fee in Exam Stage** is one of the items displayed. "No" is the default and indicates that the EPO Designation Fees will appear in the filing stage of an estimate. To move the EPO Designation fees to the examination stage in the EPO estimate, click the box to change it to "Yes". (Note that this option only appears for EPO applications.)

Generating the Estimate

All data entry must be completed before you request an estimate.

Click the **Proceed** button to initiate calculations and proceed to the Report screen. From the report, if you decide you wish to make changes to the application information, choose the **Return** button to go back to the 'Enter Application Information' screen.

Clicking the **Return** button will take the program back to the country selection process, without generating an estimate.

Save Scenario

A **Save Scenario** button can be found at the bottom middle of the screen. This option allows the user to save all the data specified up to this point including the application type, countries, and application information as a scenario for future use. For more information on creating and saving scenarios, see *Chapter 5, Scenarios.*

Assumptions Made in Calculating Estimates

This section discusses some assumptions made by the software in generating estimates.

- **Translation Costs** are usually quoted as a fee per 100 words. The assumption made by the program is that a page contains 300 words. However, this assumption can be changed by the user via the 'Translation Settings' screen on the Edit Menu. The user can also set the costs per word, as described in *Chapter 8, Edit Menu – Translation Settings*.
- The translation cost for filing equals the number entered in Pages for Translation ***multiplied by*** the translation fee for 300 words, ***plus*** typing fees per page.

Note: For multiple-country applications for Patents, an option is provided to incur the cost of translation into a language only once. You can also set the amount for using a copy of the translation. (See *Chapter 8, Edit Menu, Translation Settings.)*

- Where applicable, the **Value Added Tax** is added to the associate ***and*** translation categories. It is ***not added*** to official, miscellaneous, or in-house categories. (For some countries, VAT is already included in the official amounts.)
- With Trademark applications for non-multi-class countries, not all charges are incurred in the full amount for each class. Some charges, such as application fees, are multiplied by the number of classes. Others, such as the associate's fee for filing a priority document, are not multiplied. Such charges, appearing in the

associate ***and*** miscellaneous categories, are calculated at only 20% of the full amount for all classes after the first.

- No **Miscellaneous Costs** are added for an initial PCT Patent application. The assumption is that these costs are added to the amount you have specified for In-House Service Charges.
- **Associate's Charges** have been included for all countries. If the user prefers, they may change the associate's charges for any country. (See *Chapter 8, Edit Menu, User Defined Associate Charges* for a discussion.)
- A set of **In-House Charges** has been provided. The user may opt to change all in-house charges. (See *Chapter 8, Edit Menu, In-House Charges*.) Another option provided is to exclude all in-house amounts from an estimate for any country. (See *Chapter 8, Edit Menu, Country Specific Settings* for further information.)

One country may be set as the Home Country. The estimates for this country include only Official Fees and In-House Charges controlled by the User. Additional information about the Home Country charges may be found in *Chapter 8, Edit Menu, Home Country Charges*.

5 Scenarios

Introduction

A scenario contains all the elements required to generate an estimate: the application type, countries, and application information. It is one way to "save an estimate" so that the information can be used again when creating future estimates.

Scenarios can be filtered by application type, and sorted by the owner's name, the name of the scenario, or the description, making it quick and easy to find exactly the scenario desired in multiple-user situations.

Until at least one scenario is defined, the menu item titled **Scenarios** in the main program screen will appear gray and be unavailable.

Creating a Scenario

- To define a Scenario, you must first select an **Application Type** from the 'Global IP – Main' screen.
- Once selected, proceed to the 'Specify Destination(s) of Application' screen and **select countries for the estimate.**
- Once you have selected the countries and any other additional boxes from the options supplied, **proceed** to the 'Enter Application Information' screen.
- Enter Application Information if the values are to be saved with the scenario. The values may be left unchanged if only the application type and countries are required to define the scenario.
- The **Save Scenario** button appears on bottom middle of this screen, as shown in Figure 5-1:

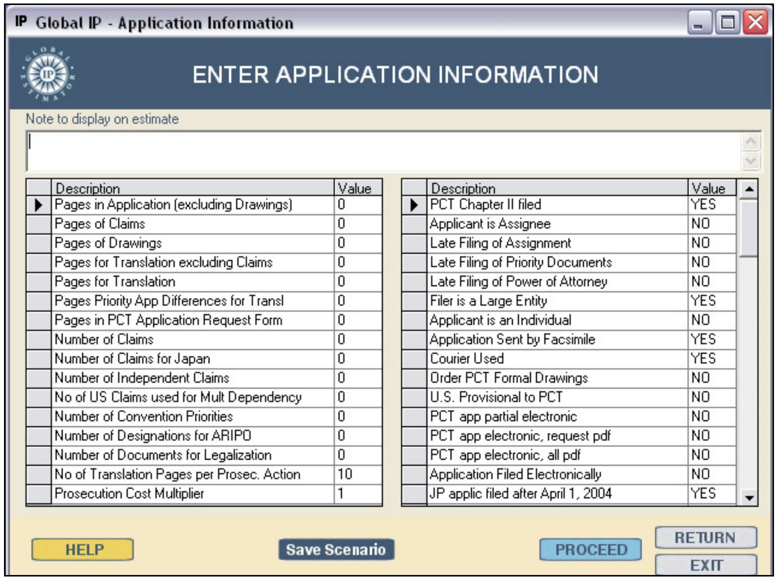


Figure 5-1 Enter Application Information screen

- Click the **Save Scenario** button. The 'Save Scenario' screen will appear, as shown below in Figure 5-2.

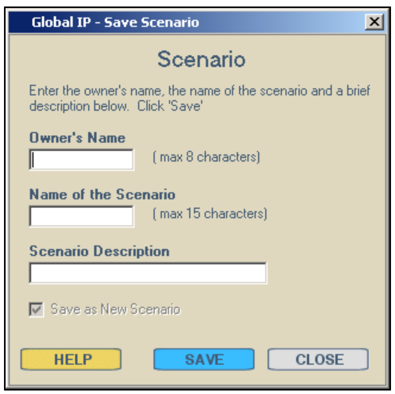


Figure 5-2 Save Scenario screen

- Enter the **Owner's Name** (up to eight characters), a **Scenario Name** (up to 15 characters), and a **brief scenario description** (up to 100 characters).

- To save the Scenario, click the **Save** button. If you do not wish to save this scenario, click the Cancel button.

Using Saved Scenarios

To use a saved scenario:

- Click on the **Scenarios** button on the 'Global IP – Main' screen. Click on the **Proceed** button. The 'Select a Previously Saved Scenario' screen will be displayed as shown in Figure 5-3:

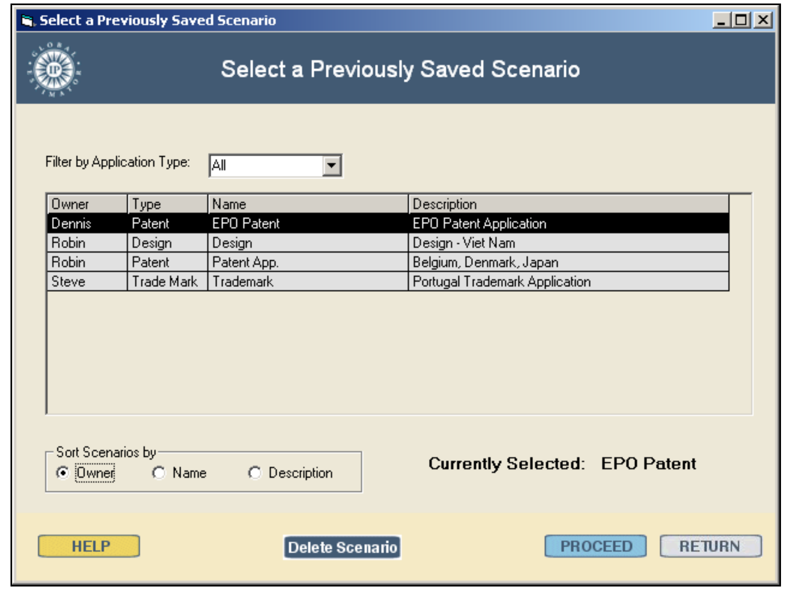


Figure 5-3 Select a Previously Saved Scenario screen

- Click the **Filter by Application Type** drop-down list located towards the top of the screen to choose either a specific application type (Patent, Trademark, or Design) or All Types of scenarios. Once a type of scenario has been chosen, a list of the relevant saved scenarios will appear in a list below. If you haven't saved any scenarios for that type, no scenarios will be listed. If you have many scenarios stored, a scroll bar will appear on the right side of the scenario listing to allow you to view more of them.

You also have the option of sorting the scenarios by the name of the owner, the name of the scenario, or the scenario description. To sort the scenarios, click on the appropriate radio button in the **Sort Scenarios By** section at the bottom left side of the screen.

- Highlight the **Scenario** you wish to use and click on the **Proceed** button. This will take you to the 'Specify Destination(s) of Application' screen with your scenario selections already showing. Click the **Proceed** button on this screen and on the 'Enter Application Information' screen to proceed to the report screen to print the estimate report.

Editing Scenarios or Creating Scenarios Based on Existing Scenarios

To edit a scenario or create a scenario based on an existing scenario:

- Click on the **Scenarios** button on the 'Global IP – Main' screen. Click on the **Proceed** button. The 'Select a Previously Saved Scenario' screen will be displayed.
- Click the **Filter by Application Type** drop-down list located towards the top of the screen to choose either a specific application type (Patent, Trademark, or Design) or All Types of scenarios**.** Once a type of scenario has been chosen, a list of the relevant saved scenarios will appear in a list below.
- Highlight the **Scenario** you wish to use and click on the **Proceed** button. This will take you to the 'Specify Destination(s) of Application' screen with your scenario selections already showing.
- Make any needed changes to the 'Specify Destination(s) of Application' screen. When all changes have been made, click on the **Proceed** button.
- Make any needed changes to the 'Enter Application Information' screen. When all changes have been made, you can click on the **Save Scenario** button to save your changes.

To update this scenario with the changes you have just made, click the **Save** button.

- To save your changes as a new scenario, change the owner's name, the name of the scenario, and the scenario description as relevant. Click the **Save As New Scenario** checkbox at the bottom left side of the screen and then click the **Save** button.

Note: Do not reuse the same name as another scenario, even if you change the owner's name or the description; you will overwrite the existing scenario.

6 Reports

Introduction

The estimate created by the program consists of three reports: the Condensed Summary, the Summary, and the Detail Reports, which you can view in turn by clicking the appropriate **View** button at the bottom of each screen. This section discusses the layout of the reports and the command buttons located at the bottom of the 'Report' screen. For information on editing the report settings see *Chapter 8, Edit Menu, Report Settings*. For information on how to view and print some of the underlying report data, see *Chapter 9, Reports Menu*.

Note: Some of the fee categories listed in the reports as well as the comments that appear on each report can be modified by the user; see *Chapter 8, Edit Menu* for further details.

Report Screen

As shown in Figure 6-1, the top part of each screen contains the report itself. Various command buttons, including those to print the reports, are located at the bottom of each screen.

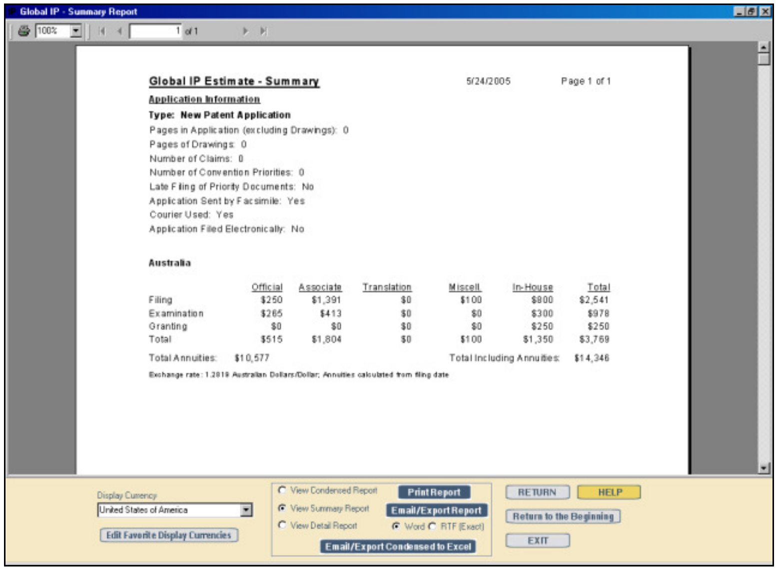


Figure 6-1 Example of Report screen

Each page will also show the date of the report and the page number. Below that are the estimates for each country selected.

To Navigate Within The Report

The top bar of the screen shows several navigation tools available to the user. To view sections of the report page not visible on the screen, use the navigation tools at the top of the screen and the scroll bar on the right side of the screen. Use the scroll bar until you reach the end of the page. To go forward in the report click the ▶ button; the ▶| button takes you to the end of the report. Likewise, to view the previous page, choose the ◀ button; the |◀ button returns you to the beginning of a report.

A Print Report icon is available on the top bar of the screen. When it is clicked, a Print box will appear giving options for the number of

copies and pages to be printed. To the right of the Print Report Icon is a drop-down list with view magnifications options. Click on the drop-down list and click on the desired view option.

Command Buttons

Command buttons are located at the bottom of each report screen. Following are the functions of each button:

Display Currency	This shows the currency of the report. The home country currency will be added to the "favorite" currencies, if it is not already in the list.
Edit Favorite Display Currencies	You can add any world currency to the display currencies by clicking on the **Edit Favorite Display Currencies** button and double-clicking the country name on the next screen. You cannot delete your home country currency, nor can you delete the currency in which reports are currently displayed.
View Condensed Report	Clicking this radio button presents the Condensed Summary Report.
View Summary Report	Clicking this radio button presents the Summary Report.
View Detail Report	Clicking this radio button presents the Detail Report.
Print Report	Clicking this button prints the report that is currently being viewed.
Email/Save Report	Allows the option to email saved reports to any one email address. Saves report being viewed as MS Word document (and most other word processing programs). Additional information about the Email/Save functionality is included in the *Saving the Reports* section below.

Email/Save Condensed to Excel	Allows the option to email saved reports to any one email address. Saves Condensed Report in Excel format. Additional information about the Email/Save functionality is included in the *Saving the Reports* section below.
Email/Save Timeline to Excel	When the TIMELINE software is activated, this button will replace the **Save Condensed to Excel** button. Allows the option to email saved reports to any one email address. Saves Timeline Reports along with the Condensed Report to Excel format. Additional information about the Email/Save functionality is included in the *Saving the Reports* section below.
Return	Returns to the 'Enter Application Information' screen. ***The current estimate is not kept.***
Return to Beginning	Returns to the initial 'Global IP – Main' system screen. *Countries selected and application information are not kept.*
Exit	Exits the GLOBAL IP ESTIMATOR program entirely.

Application Information Section

The "Application Information" appears at the top of the Condensed Summary and Summary Reports and contains the attributes of the application that were previously entered in the 'Enter Application Information' screen (see Figure 6-1). The Detail Report does not include an Application Information section, but does list the numeric Application Information Items applicable to the report.

Categories of Costs

The reports include different categories of costs. They are described in the following table:

Official	Official Fees in the country, as published by the Patent and Trademark Office for that jurisdiction. For some smaller countries, these fees may not be clearly identifiable. In such cases, the Official fees, if any, are combined with the Associate charges.
Associate	Foreign associate charges, including VAT if any.
Translation	Translation costs, if necessary.
Miscellaneous	Miscellaneous in-house costs, such as fax charges, calculated from numbers entered by the user.
In-House	In-House fees for various stages of the estimate, calculated from numbers entered by the user.

Condensed Report

The Condensed Report presents column totals in a single row for each country, with totals for all countries immediately beneath. Four formats are available. (The format desired can be chosen as described in *Chapter 8, Edit Menu, Report Settings.)*

These formats are described as follows:

The Default Format

This format divides the estimate into four to six columns of expenses, depending on the application type: The **Official/Associate** column totals the amounts of the Official and Associate's Charges; the **Translation** column shows the totals for all translation costs; the **In-House/Miscell.** column totals the amounts of all the in-house fees and miscellaneous expenses; the **Total** column totals the cost of these first three columns.

If you have selected a Patent type, two more columns will appear: The **Annuities** column totals the annuities for the number of annuities years selected; and the **Total Incl. Annuities** column, which totals the costs of all the previous columns**.**

The Totals Only Format

Shows only a **Totals** column. The Patent report includes **Total Annuities.**

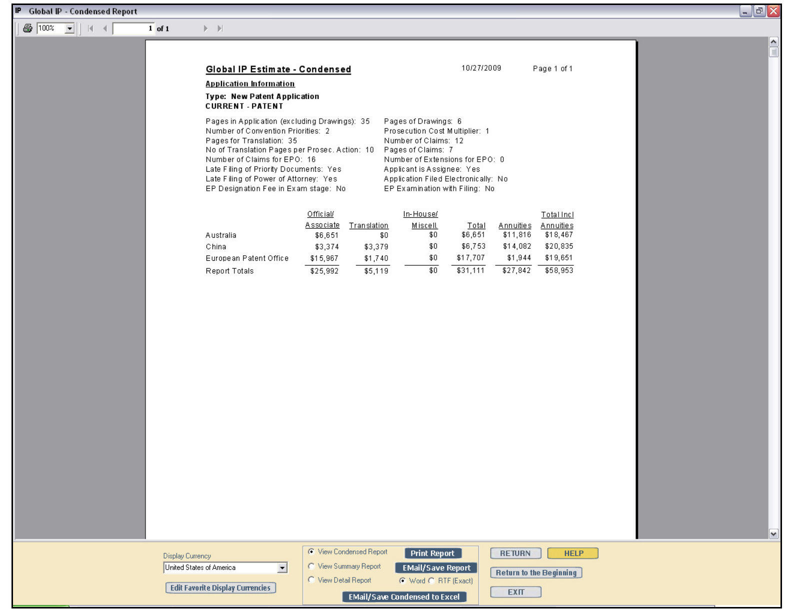
The Miscell. in Associate Column Format

Like the default format, but with the **Miscell.** total added to the **Official/Associate** total, leaving the ***In-House*** total in its own column.

The Associate, In-House in Attorney Column

This format replaces the **In-House/Miscell.** column with a column labeled **Attorney**, which contains the Associate, Miscellaneous, and In-House charges, leaving the *Official* total in its own column.

An example of the Default Format of the Condensed Summary Report is shown in Figure 6-2:



Global IP Estimate - Condensed 10/27/2009 Page 1 of 1

Application Information

Type: New Patent Application
CURRENT - PATENT

Pages in Application (excluding Drawings): 35 | Pages of Drawings: 6
Number of Convention Priorities: 2 | Prosecution Cost Multiplier: 1
Pages for Translation: 35 | Number of Claims: 12
No of Translation Pages per Prosec. Action: 10 | Pages of Claims: 7
Number of Claims for EPO: 16 | Number of Extensions for EPO: 0
Late Filing of Priority Documents: Yes | Applicant is Assignee: Yes
Late Filing of Power of Attorney: Yes | Application Filed Electronically: No
EP Designation Fee in Exam stage: No | EP Examination with Filing: No

	Official/ Associate	Translation	In-House/ Miscell.	Total	Annuities	Total Incl Annuities
Australia	$6,651	$0	$0	$6,651	$11,816	$18,467
China	$3,374	$3,379	$0	$6,753	$14,082	$20,835
European Patent Office	$15,967	$1,740	$0	$17,707	$1,944	$19,651
Report Totals	$25,992	$5,119	$0	$31,111	$27,842	$58,953

Figure 6-2 Condensed Summary Report screen

Summary Report

Figure 6-3 illustrates the layout of the Summary Report. In this figure, the Application Information is visible, followed by a summary estimate for the EPO.

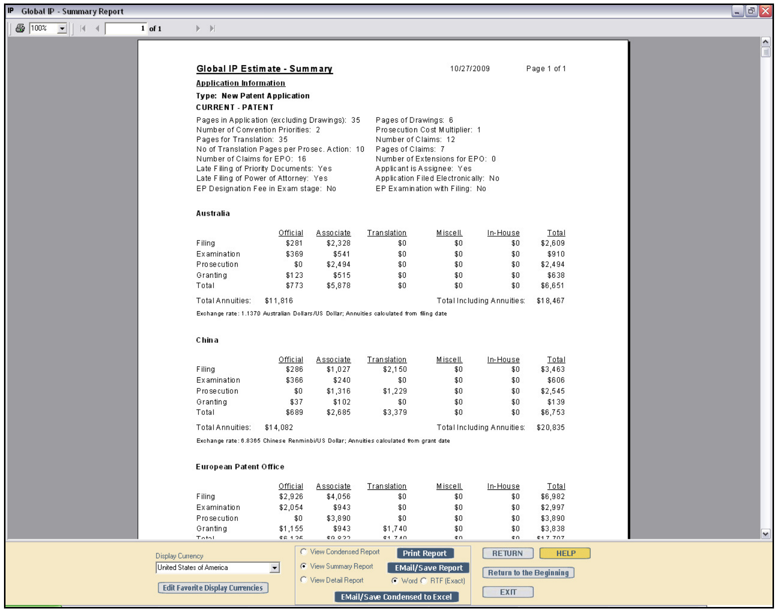


Figure 6-3 Summary Estimate Report screen

The ***columns*** of the estimate each represent different ***categories*** of costs.

The ***rows*** of the summary contain estimates for ***stages*** of the application. For Patent types, an additional row contains the Total Annuities.

The next row contains ***exchange rates*** used in the estimate. There may be more than one, e.g., for the EPO. This is followed by the "Country Comment" entered by the user in the **Country-Specific Settings** for that country.

Detail Report

The Detail Report lists each item used in the calculation of the estimate. Figures 6-4 and 6-5 illustrate respectively the upper and lower sections of this report.

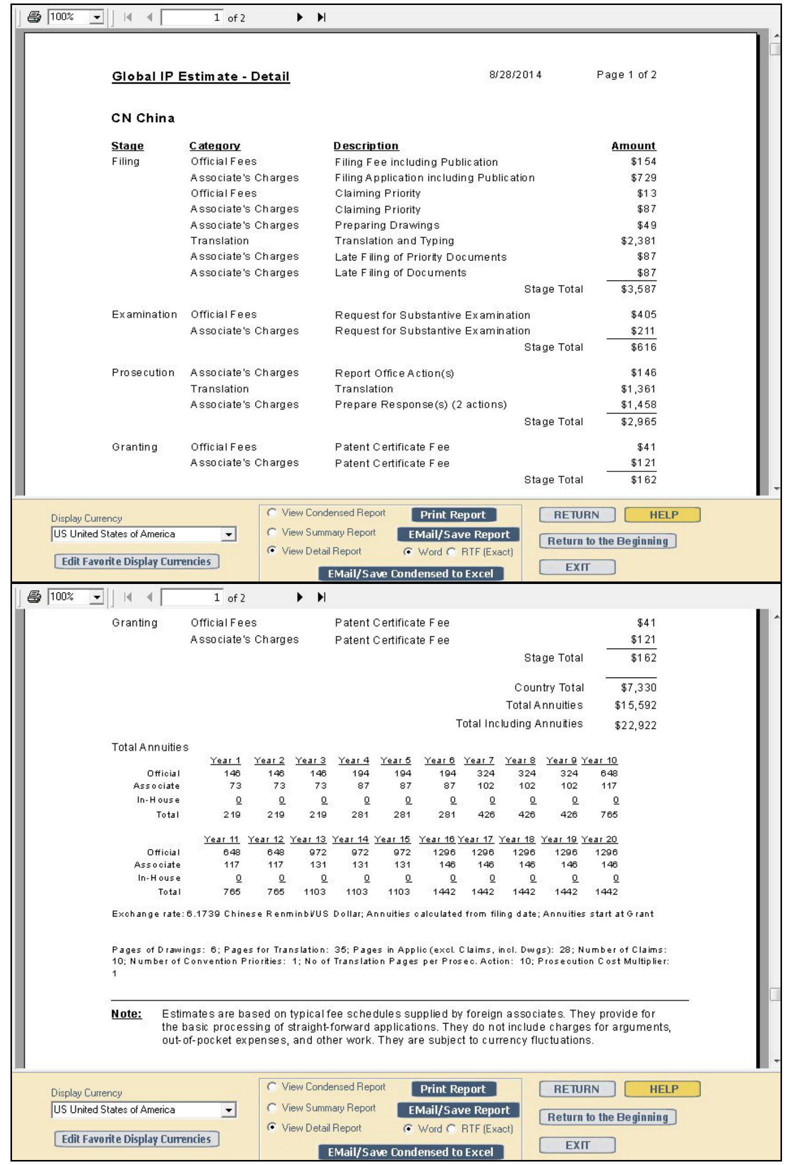


Figure 6-4 and 6-5 Upper and lower sections of Detail Report screens

In general, the Detail report is structured to correspond to items in the Fee Schedules of foreign associates. The report divides the costs by Stages. For each stage, the **Official Fees**, **Associate's Charges** and **Translation** fees are shown, followed by the **Miscellaneous** and **In-House Charges** with a description of each cost.

For Patents, Annuities are printed in a chart toward the end of the estimate. Annuities are separated into Official, Associate and In-House amounts and totaled by year. A **Total Annuities** is also added to the body of the estimate.

Both the exchange rates used and the **Country Comments** previously entered for the particular country appear at the end of the report.

Saving the Reports

Any of the three GLOBAL IP ESTIMATOR reports can be saved as Word documents: the Condensed Report, the Summary Report, or the Detail Report. The saved Excel workbook contains an expanded version of the Condensed Report. Enter information for the estimate as usual – identifying the countries and application information. Once you proceed to the 'Reports' screen, you will find the buttons at the bottom of the screen, as shown below in Figure 6-6.

Saving the Report as a Microsoft Word Document

There are two save formats available: a save to a ".doc" file and to a ".rtf" file, as shown below:

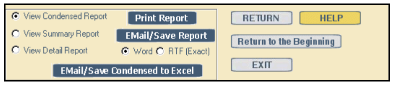


Figure 6-6 Email/Save Report Buttons screen

There is also the option to email the reports to any email address desired. The option labeled "Word" creates the ".doc" file. The option labeled "RTF (Exact)" creates the ".rtf" file, and the emailed reports are identical to the saved reports.

The ".doc" file is an easily editable Microsoft Word document. However, some of the formatting of the report cannot be saved, e.g., the page numbering is missing, the spacing between lines is different, and the lines above totals are missing.

The ".rtf" file is an exact replica of the report. This format can be read and printed via Microsoft Word. However, the document uses text boxes, which makes extensive editing not practical.

If the save is done in order to modify some of the wording, or to cut and paste portions of the report into another document, choose the "Word" option. If the save is done in order to save or email the report for review, or for printing exactly as generated, choose the "RTF (Exact)" option.

The Save Process

To save a report as a Microsoft Word document, the report must first be viewed on the screen. To view a report, click the radio button next to the report. For example, for the Summary Report, click the **View Summary Report** radio button.

Once you are viewing the report that you wish to save, choose the format ("Word" or "RTF (Exact)"), and click the **EMail/Save Report** button. A 'Save As' window will appear on the screen as shown below. Use this screen to enter the name of the document and set the "Save in:" folder.

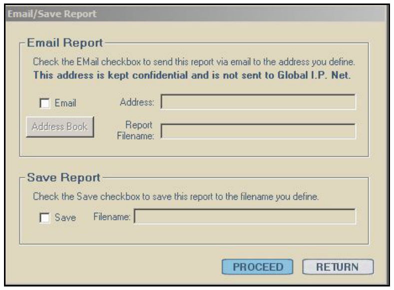


Figure 6-7 The Email/Save screen

Once you have made your changes to the 'Save As' screen, click **Save**. The saved report will be created and saved in the folder specified by you.

Saving the Report in Microsoft Excel Format

For Timeline reports, two Excel spreadsheets are generated. More information about these reports is given below, and in *Chapter 12, Timeline Module*.

The default folder that will be used is identified (see *Default Folder for Saved Reports* section below for instructions on setting the default path) and can be changed here.

To save the Condensed Report in Excel, click the **Email/Save Condensed to Excel** button. An 'Email/Save Excel Condesned Report' window will appear on the screen. Use this screen to enter the name of the document and set the "Save in" folder.

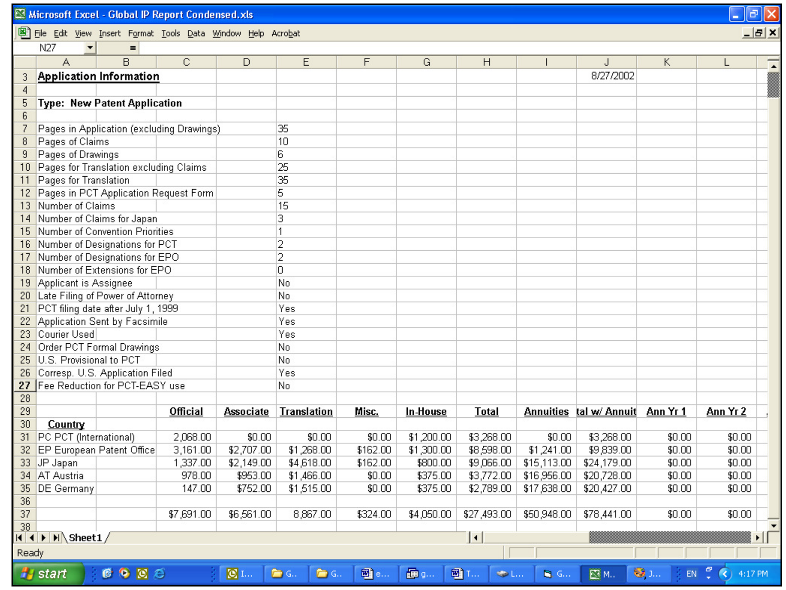
Note: If the Timeline Module has been activated, the label for the Excel save button will read **Email/Save Timeline to Excel**. Clicking this button will result in saving the Condensed Summary Report in addition to the other Timeline format spreadsheets. The name given to the Condensed Summary Format spreadsheet has "_Condensed.xls" as a suffix.

A typical Windows "Save As" screen will appear, using the default folder identified as a starting point. However, the user can easily navigate to any folder desired. After clicking the Windows **Save** button, you will be returned to the GLOBAL IP ESTIMATOR 'Email/Save Excel Condensed Report' screen, and the location the worksheet will be saved in will show in the **Filename** path. See *Default Folder for Saved Reports* section below for instructions on setting the default path.

Once you click the **Proceed** button the saved report will be created and saved in the folder specified by you.

Saved Condensed Summary Format

The saved Excel Condensed Summary Spreadsheet is generated with the format shown in Figure 6-8:



	A	B	C	D	E	F	G	H	I	J	K	L
3	**Application Information**									8/27/2002		
4												
5	**Type: New Patent Application**											
6												
7	Pages in Application (excluding Drawings)				35							
8	Pages of Claims				10							
9	Pages of Drawings				6							
10	Pages for Translation excluding Claims				25							
11	Pages for Translation				35							
12	Pages in PCT Application Request Form				5							
13	Number of Claims				15							
14	Number of Claims for Japan				3							
15	Number of Convention Priorities				1							
16	Number of Designations for PCT				2							
17	Number of Designations for EPO				2							
18	Number of Extensions for EPO				0							
19	Applicant is Assignee				No							
20	Late Filing of Power of Attorney				No							
21	PCT filing date after July 1, 1999				Yes							
22	Application Sent by Facsimile				Yes							
23	Courier Used				Yes							
24	Order PCT Formal Drawings				No							
25	U.S. Provisional to PCT				No							
26	Corresp. U.S. Application Filed				Yes							
27	Fee Reduction for PCT-EASY use				No							
28												
29			**Official**	**Associate**	**Translation**	**Misc.**	**In-House**	**Total**	**Annuities**	**tal w/ Annuit**	**Ann Yr 1**	**Ann Yr 2**
30	**Country**											
31	PC PCT (International)		2,068.00	$0.00	$0.00	$0.00	$1,200.00	$3,268.00	$0.00	$3,268.00	$0.00	$0.00
32	EP European Patent Office		3,161.00	$2,707.00	$1,268.00	$162.00	$1,300.00	$8,598.00	$1,241.00	$9,839.00	$0.00	$0.00
33	JP Japan		1,337.00	$2,149.00	$4,618.00	$162.00	$800.00	$9,066.00	$15,113.00	$24,179.00	$0.00	$0.00
34	AT Austria		978.00	$953.00	$1,466.00	$0.00	$375.00	$3,772.00	$16,956.00	$20,728.00	$0.00	$0.00
35	DE Germany		147.00	$752.00	$1,515.00	$0.00	$375.00	$2,789.00	$17,638.00	$20,427.00	$0.00	$0.00
36												
37			$7,691.00	$6,561.00	8,867.00	$324.00	$4,050.00	$27,493.00	$50,948.00	$78,441.00	$0.00	$0.00
38												

Figure 6-8 Condensed Summary Saved Spreadsheet screen

The Application information is shown at the top. Then there is one line per country with totals for Official, Associate, Translation, Miscellaneous, and In-House categories. For Patents, the annuities are shown, both totaled and on a year-by-year basis. Note that the annuities are allocated to years in a manner similar to that used for the annuity table in the Detail Report; the Timeline Module allocates the annuities to the actual years when they may be expected to occur.

Default Folder for Saved Reports

The **File Menu** item in the main program screen has an item labeled **Default Path Setup for Saved Files**. Clicking this menu item results in the typical Windows folder navigation screen. Identify the folder into which you wish to place any saved reports. The report name that shows on this folder navigation screen is "Global IP Report". This is for illustration purposes only. The actual report names will reflect which report is being saved. The purpose of the menu item is to identify the ***folder*** into which to place the reports.

Once the default path has been set, it can be modified by either returning to the **File Menu Export Default Path Setup** item or at the time the **Email/Save Report** button is clicked on the 'Report' screen. There you can modify the folders where the reports are saved.

7 File Menu

Introduction

Figure 7-1 shows the **File Menu**, which is used to change the printer settings, the default path for saved files, and the password functions for the **Edit Menu**.

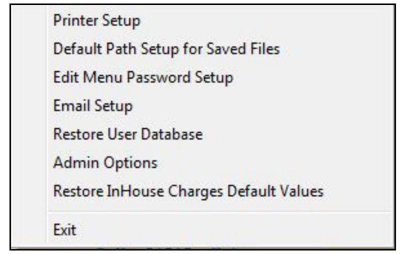


Figure 7-1 The File Menu screen

Printer Setup

This menu item runs the Windows printer setup program. You can use it to change printer settings. Refer to the Microsoft Windows system manual, or Microsoft Windows Help for assistance in changing the printer settings.

Default Path for Saved File Setup

This item is used to designate the default path for all saved reports. (See *Chapter 6, Reports* for further information.)

Edit Menu Password Setup

This item allows the **Edit Menu** to be password protected. Because the **Edit Menu** accesses items that are user-defined, access to the menu may need to be restricted to ensure consistent estimates when the system is used on a network or by multiple users on the same computer.

The system initially does not require a password to access the **Edit Menu**, and the option can be enabled/disabled at any time. The **Edit Menu Password Setup** item controls the enabling/disabling process. The screen presented via this menu item is shown on the next page:

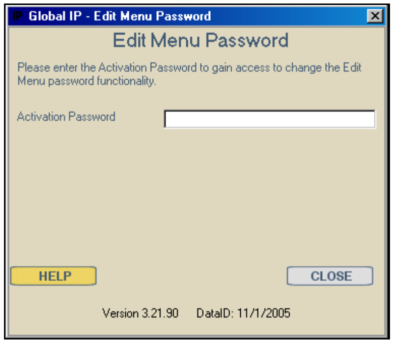


Figure 7-2 Edit Menu Password Setup screen

Enable Password

To ***enable*** the password requirement, choose **Edit Menu Password Setup** from the **File Menu** drop-down list.

This will call up a screen requesting the “Activation Password”. This password is made available with the software. Please contact us to request the password.

When you enter the correct “Activation Password”, the screen will show the “Require Password to Access Edit Menu” field. Click the **Yes** button. The screen will then show the “Edit/Confirm Menu Password” fields. Enter a password, which should contain five to 15 characters. Enter this password again in the “Confirm Edit Menu password” field for verification. Click **Save**.

Change Password

To ***change*** the password, choose **Edit Menu Password Setup** from the File Menu drop-down list.

This will call up a screen requesting the “Activation Password”. Please contact us to request the initial password.

When you enter the correct “Activation Password”, the screen will show the “Edit/Confirm Menu Password” fields. In the “Edit Menu Password” field select the existing password and type over it with a new password, which should contain five to 15 characters. Enter this new password again in the “Confirm Edit Menu password” field for verification. Click **Save**.

Once you have changed the password, the system is set up to allow you to access the Edit Menu items without having to enter your new password, as long as you do not exit the software. Once you have exited the software you will be required to enter your new password to access the Edit Menu items.

Disable Password

To ***disable*** the password requirement, choose **Edit Menu Password Setup** from the **File Menu** drop-down list.

This will call up the screen requesting the “Activation Password”.

When you enter the correct “Activation Password”, a second screen will appear. Click the **No** button in the “Require Password to Access Edit Menu” field. Click **Close.**

Email Setup

This option allows a user to set email configuration options in order to automatically send reports via email from within the program. When the user selects this option, the following screen is shown:

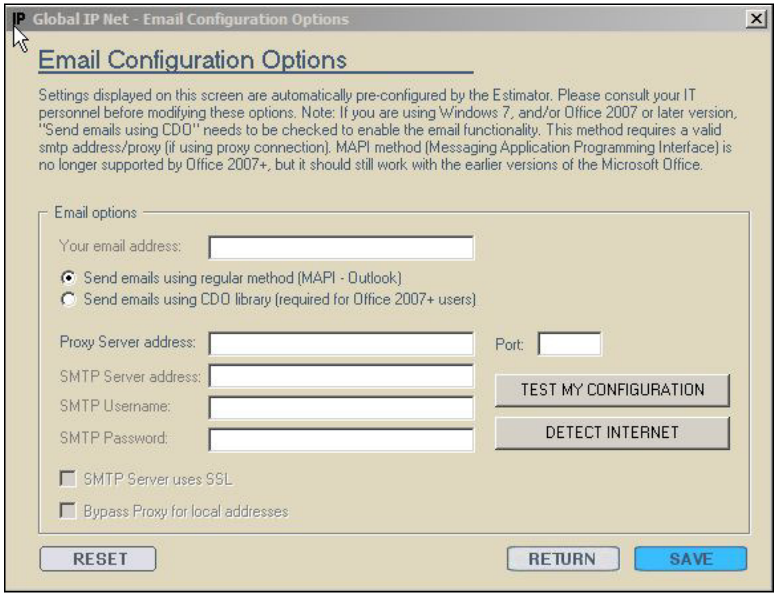


Figure 7-3 Email Setup screen

Starting with version Office 2007, Microsoft ceased to support the email library MAPI (Messaging Application Programming Interface). New versions (2007 and up) use an alternative library called CDO (Collaboration Data Objects). GLOBAL IP ESTIMATOR supports both methods (MAPI and CDO) depending on the version of Microsoft Office. The “Configure Email Options” screen allows user to configure any necessary settings that enable full email functionality throughout the program (Sending reports via email or emailing the registration form).

Description of the configuration fields required when using the CDO method only:

Your email address: Email address to be used in the FROM field when sending reports. MAPI method will automatically get the settings for this from Outlook, but the CDO method will fail unless user specifies his email address first.

Proxy server address/port: This field is automatically populated. First, the program tries the alternative method (checking IE settings) to determine proxy settings. If that fails, it looks for the *proxy.ini* file

in the application folder and reads it. These checks are done only if the proxy connection was discovered.

SMTP server address: Outgoing mail server address. When using a proxy connection this will typically be the proxy address.

SMTP username: Outgoing mail server username (needed only if required by the server).

SMTP password: Outgoing mail server password (needed only if required by the server).

SMTP Server Uses SSL: If this option is checked, the CDO method will try the SSL ports instead of the regular port when accessing the outgoing mail server.

Bypass proxy for local addresses: If this is checked, the CDO method will append a “<local>” string to its *cdoURLProxyBypass* field in order to access a local SMTP server.

Restore User Database

After reinstallation, the user database containing the user settings can be restored for use. After choosing this option, either enter the full path to the location this database was moved to, or browse to the location of the database and choose the **Proceed** button.

Admin Options

In order to choose this option, the user must start GLOBAL IP ESTIMATOR as an administrator, which is available in Windows 7 and Vista by right-clicking on the icon, and selecting “Run as Administrator” from the pop-up menu. The following screen will be shown:

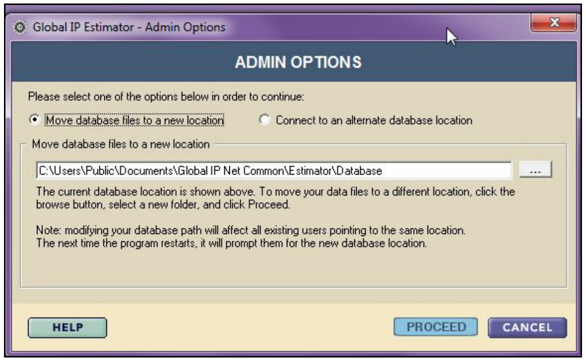


Figure 7-4 Admin Options

The choices from this screen allow the administrator to either move the database to a new location or connect to an alternate location. This should generally only be done at the direction of GLOBAL IP ESTIMATOR'S technical support staff.

Restore In-House Charges Default Values

Choosing this option will enable the user to restore the In-House Charges values to the default values included with GLOBAL IP ESTIMATOR when it is initially delivered.

8 Edit Menu

Introduction

Figure 8-1 shows the **Edit Menu**. This menu accesses options for modifying data that can be changed by the user.

Figure 8-1 The Edit Menu screen

A brief description of each menu item follows:

In-House Charges

The **In-House Charges** item allows you to modify the default in-house charges that are included with the software as well as to create additional in-house charges sets for use by different individuals using the software, in various scenarios, and with different clients. The user can also set the currency for In-House Charges, which is the default currency to be used for generating reports.

Home Country Charges

The **Home Country Charges** item allows the user to set countries as the Home Country. The estimates for these countries include only Official fees and In-House charges controlled by the user.

Calculation Settings

From this edit item you can set adjustment factors (by percentage) for associate's charges, translation costs, and official charges for the estimate in general.

Report Settings

From here, you can choose whether countries will appear throughout the software program by code prefix or by country name, alter the Condensed Summary Report format, specify the Summary Report headings and the Detail Report headings for the in-house charges, and alter the text used in the standard estimate footnote.

PCT Offices

This menu item is used to specify the Receiving Office, the Search Authority, the International Preliminary Examination Authority, and the Supplemental Search Authority for a PCT Patent Application.

Country Specific Settings

For each country in the database, you can set adjustment factors (by percentage amounts) for associate's charges, translation costs, and official charges, create notes that will appear on the estimate, choose whether the in-house charges will be included, and specify which in-house charges set will be used for the country.

Exchange Rates

You can change currency exchange rates used in the calculations.

Translation Settings

You can use this screen to define translation costs for estimates.

User Defined Associate Charges

This menu item allows the user to add or replace the system-defined fee rules for each individual country, giving the user nearly unlimited ability to set the Associate's Charges to exact specifications (unlike the Calculation and Country Specific Settings, which are by percentage). Three methods are provided for editing the fee rules, each increasing in complexity: Simple, Detailed Via Pre-Defined Templates, and Detailed via Advanced Method. Only the Simple method is described in this Edit Menu section. The other two methods are available in a separate software module. See *Chapter 13, User Defined Associate Charges – Detailed Module* for further information.

Timeline Settings

You can change settings for the Timeline Module. Please refer to *Chapter 12, Timeline Module*, for a detailed discussion of the Timeline Module settings.

Prosecution Settings

You can change settings that are used in generating estimates including the prosecution stage. Please refer to *Chapter 15, Prosecution Module* for a detailed discussion of Prosecution Settings.

Each of the above menu items (with the exception of the Timeline Module Settings and Prosecution Settings) will now be discussed in detail in this Section.

Enable Online Updates

This enable/disable flag allows users to run the online updates. If disabled, the Help/Check for Updates menu item will be grayed out, and users will not be able to run the monthly update.

Edit Menu – In-House Charges

In-House Charges are the fees and costs associated with processing the foreign applications, i.e., the fees and costs of sending the information to the foreign associates and handling responses. For example, the "original" application has been sent to the Official agency, and the client has decided to proceed with applications in various foreign countries. The in-house fees would then be included in the estimate as part of the charges that would be incurred in processing the application in these foreign countries.

The category labeled "In-House" below refers to fees, and the category labeled "Miscellaneous" refers to costs.

In-House Charges are entered in "sets". There are two sets to begin with, a default set – the "01" set labeled "Main" and a "ZZ" set labeled "All Zeroes". The information contained in the default "01 Main" set may be changed by the user, but the set itself may not be deleted. The information contained in the "ZZ All Zeroes" set cannot be changed, except for the Patent/Design Annuities, on which the "EPO Grants in Year" value may be changed. The process of changing and adding sets of In-House Charges will be described after discussing what a set contains and each type of Application (Trademarks, All Patents except new PCT & EPO Regional, etc.).

The screen displayed by this menu item is shown in Figure 8-2:

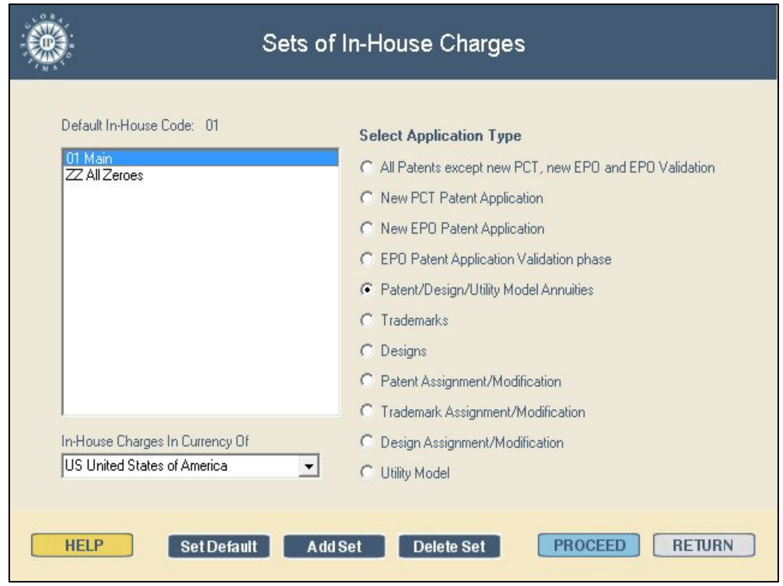


Figure 8-2 Sets of In-House Charges screen

First, the user should choose the currency of the In-House Charges. The estimates are converted into this currency. To change the "In-House Charges In Currency Of" setting, click on the down arrow to the right of the drop-down box and highlight the country whose currency you wish to use. The default is based on the country of registration of the licensee. Whenever this setting is changed, a Global IP Message box will appear, asking the user to confirm the change, and when the conversions are complete, another Global IP Message box will appear, informing of the completion.

All sets of In-House Charges will be converted to that currency; you may wish to review the sets of In-House Charges, since you may wish to round the values.

Once a user has chosen a set and selected an Application Type, a screen is displayed showing the details of the in-house charges for that selection. All the sets will show, in general, the same fees and costs format (except Patent Annuities, where the display has a different format – see subsection below, *Patent Annuities*).

An example of an In-House Charges detail screen is shown in Figure 8-3:

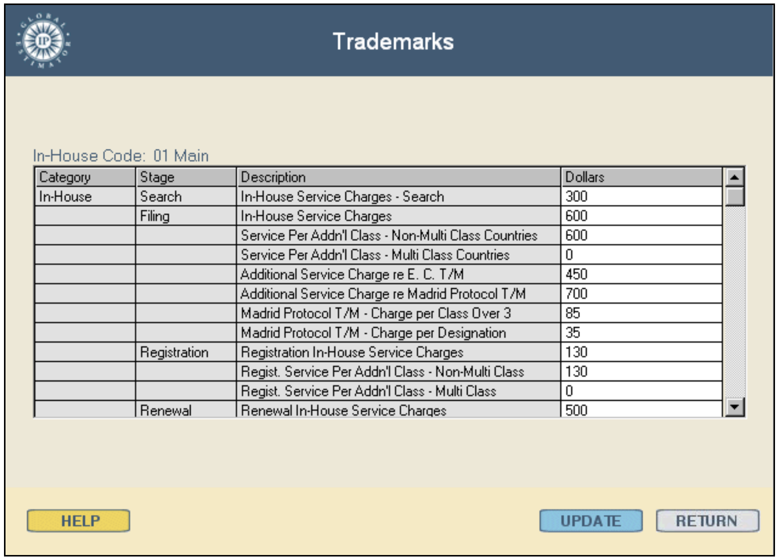


Figure 8-3 Sample of In-House Charges screen

The amounts are grouped by **Category** (In-House and Miscellaneous), and by **Stage** (Filing, Examination, and Granting). Amounts are entered in the currency selected by the user for the estimate reports. The name of the currency in use is displayed in the heading above the amount column. Use the tab key or arrow keys on the keyboard to move between the cells containing the amounts; highlight the amount to change it. The scroll bar is used to display additional items. ***All*** data should be entered before clicking the **Update** button.

Following is a discussion of each Application Type and the associated fees and costs.

All Patents Except New PCT, New EPO, and EPO Validation

The screen displayed for this option is shown in Figure 8-4:

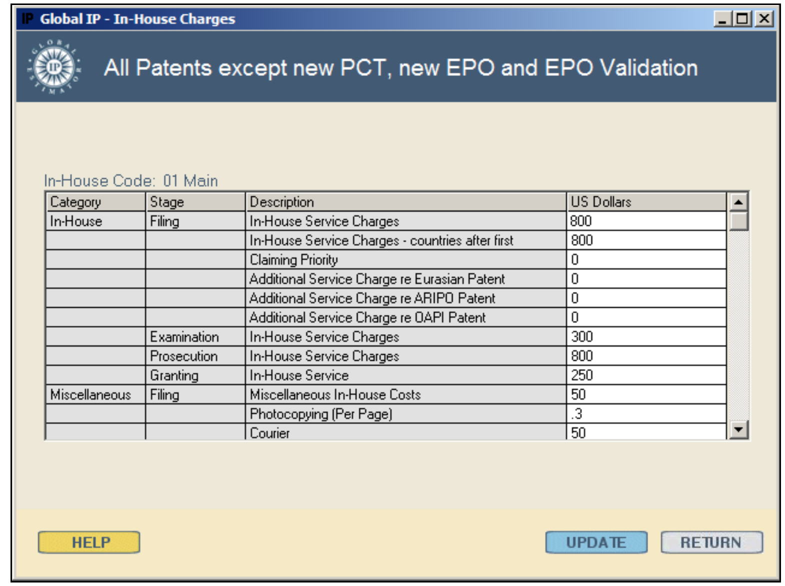


Figure 8-4 In-House Charges: All Patents Except new PCT, new EPO and EPO Validation

Amounts in this type are included in estimates as **In-House Service Charges** for an application which is:

- Made ***directly*** to a country, or
- A National Phase PCT Patent.

They are ***not*** included in estimates for:

- A *new* PCT application,
- A *new* EPO application, or
- An EPO Validation Phase Estimate.

The item labeled “In-House Service Charges - countries after first” allows for a discounted amount to be charged for the second and subsequent countries being processed at the same time. If no discount is offered, the amount should be the same as the amount labeled “In-House Service Charges”. If no amount is entered for “countries after the first”, whenever an estimate is run that includes more than one country, *no* In-House Service Charges will appear in the estimate.

If a particular country needs to be charged the amount for the “first” country, if that country is selected first (i.e., clicked on first) via the ‘Specify Destination(s) of Application’ screen, that country will be shown with this amount, regardless of the order in which it appears in the estimate. Note that if a scenario is used, the first country in alphabetic order will be shown with this amount.

The following **Miscellaneous Filing** charges affect the calculations as follows:

Conforming Drawings...	Multiplies Number of Pages of Drawings
Photocopying	Multiplies Pages in Application Plus Pages of Drawings
Priority Applic. Certified Copy	Multiplies Number of Convention Priorities
Facsimile Charges	Multiplies Pages in Application Plus Pages of Drawings ***if*** “Application Sent by Facsimile” is clicked “Yes”
Postage	Multiplies Pages in Application Plus Pages of Drawings
Courier	Included ***if*** “Courier Used” is clicked “Yes”
Miscellaneous In-House Costs	Always included in estimate

The **Examination In-House Service** and **Miscellaneous Costs** are added to their respective categories for countries which perform an examination for novelty. The **Grant Stage Miscellaneous Costs** are added for all countries.

New PCT Application

The screen displayed for this option is shown in Figure 8-5:

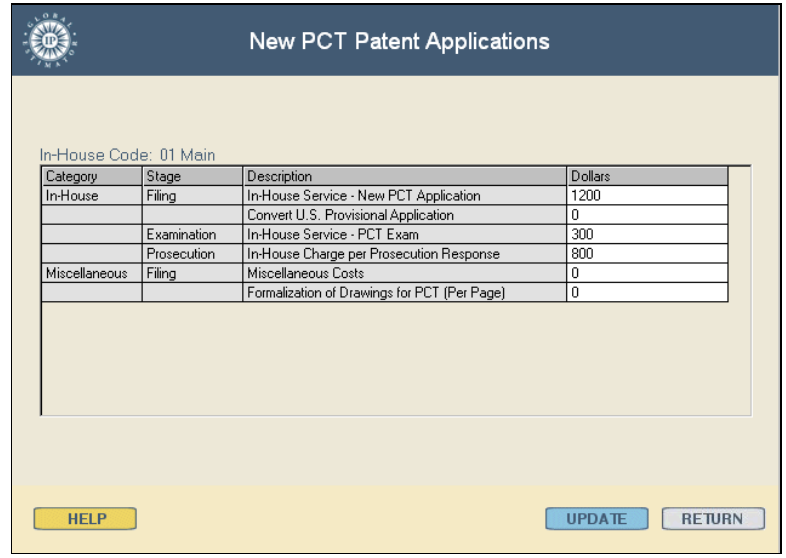


Figure 8-5 In-House Charges: New PCT Patent Applications screen

Amounts in this screen are included in the **In-House Service Charges** for a PCT (International) estimate only.

The **In-House Service - New PCT Application** fees are added to the In-House category.

The **Convert U.S. Provisional Application** amount is added to the **Filing** stage of a PCT application ***if*** the appropriate box on the ‘Enter Application Information’ screen is checked “Yes” when running the estimate. (This is a check box with the label **Convert U.S. Provisional Application**.) The amount specified is an *additional* amount; the **In-House Service - New PCT Application** amount will still be included in the estimate.

The **In-House Service - PCT Exam** amount is included in the Examination stage.

In-House Service Charges are added to the Prosecution stage. (A similar line is added for the **All Patents except new PCT and EPO Validation In-House Charges** as well.)

Miscellaneous Costs are added to the **Filing** stage for a new PCT application. They will appear in the **Miscell.** Category on the Summary and Detail Report.

The **Formalization of Drawings for PCT (Per Page)** amount is multiplied by the number of pages of drawings. It is added to the **Filing** stage for a PCT application *if* the checkbox labeled **Order PCT Formal Drawings,** displayed on the 'Enter Application Information' screen, is checked to indicate "Yes".

New EPO Application

The screen displayed for this option is shown in Figure 8-6:

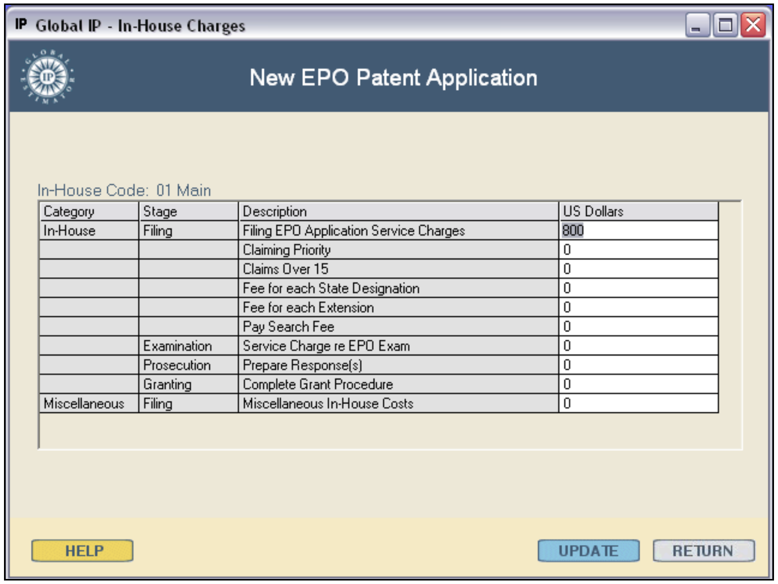


Figure 8-6 In-House Charges: New EPO Patent Applications screen

Amounts in this screen are included in the **In-House Service Charges** for a new EPO (European Patent Office) estimate only.

The Filing EPO Application Service Charges are fees added to the Filing stage, as are the charges for Claiming Priority, Claims over 15, Fee for each State Designation, Fee for each Extension, Pay Search Fee, and Miscellaneous In-House Costs.

The **Fee for each State Designation** will be multiplied by the number of state designations identified in the **Application Information** numeric items (**"Number of Designations for EPO"**). The **Designation Fees** will appear in the Examination stage if the **"EP Designation Fee in Exam Stage" Application Information** item is checked "yes".

The **Service Charge re EPO Exam** will appear in the Examination stage; the fee for **Prepare Response(s)** will appear in the Prosecution stage; and the **Complete Grant Procedure** will appear in the Granting stage.

EPO Patent Application Validation Phase

The screen displayed for this option is shown below:

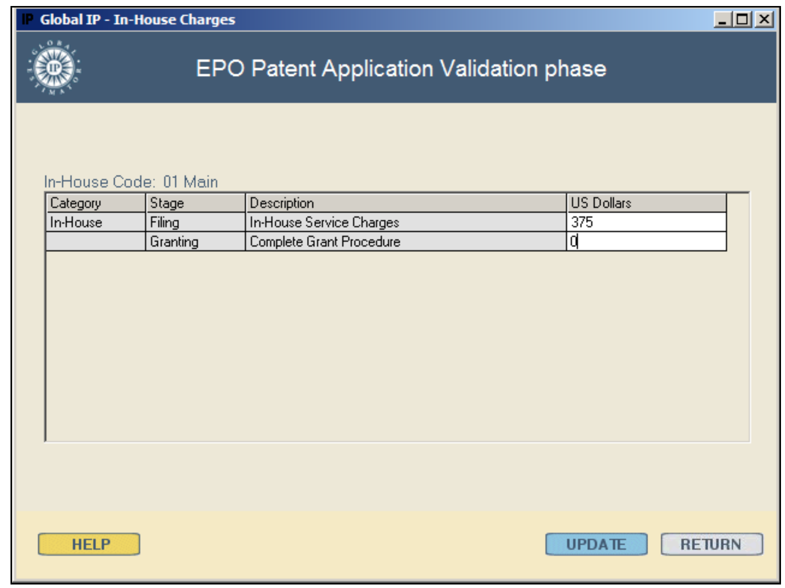


Figure 8-7 In-House Charges: EPO Regional Patent Application (Validation Phase) screen

The amounts on this screen are included in the **In-House Service Charges** in estimates for the EPO Regional phase (which may also be called the Validation phase), after the EPO Grant.

Patent/Design Annuities

The screen displayed for this option is shown in Figure 8-8:

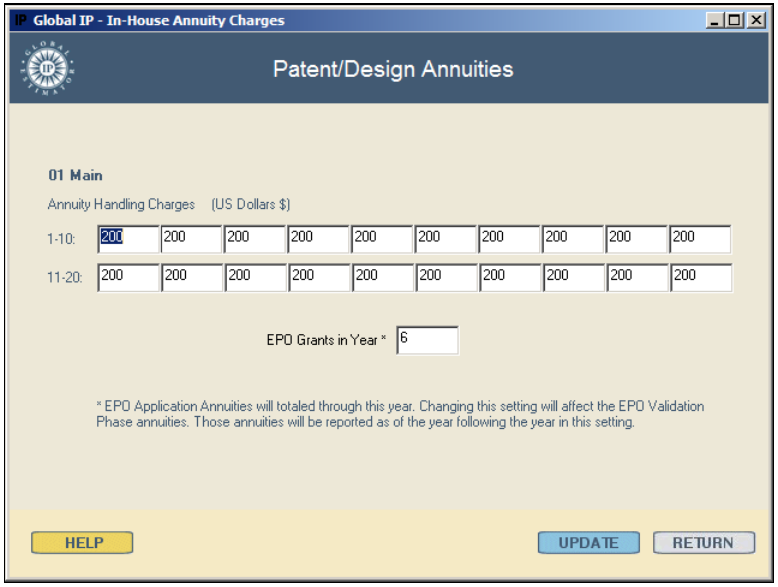


Figure 8-8 In-House Charges: Patent/Design Annuities screen

Amounts in this screen are included in Patent and Design Estimates in the **Total Annuities** on the Summary Report and on a separate row within the **Annuities** section of the Detail Report.

The first row of boxes, labeled **1-10**, is for the in-house charges that are incurred in handling the first 10 annuity payments. Similarly, the row labeled **11-20** contains the charges for the 11th to the 20th payments. The amounts for any of the charges may differ from each other.

The “EPO Grants in Year” applies to EPO and EPO Regional Application Estimates. For an EPO Application estimate it will be used to calculate an **Annuity Total** including years ***up to and including*** the year entered in the box. For an EPO Regional phase application estimate, the annuity totals for each country are calculated from the year ***after*** the year entered in that box.

Make ***all*** changes before clicking the **Update** button.

Trademarks

The screen displayed for this option is shown in Figure 8-9:

Figure 8-9 In-House Charges: Trademarks screen

For Trademarks, In-House Service Charges can be specified for each stage. An amount is specified for the first class (in the “In-House Service Charges” field), with the ability to specify additional service charges ***for each class after the first***. The additional service charges are specified separately for multi-class and non-multi-class countries (in the “Service Per Addn’l Class -…” fields). The non-multi-class countries require a separate application for each class, and therefore an additional charge is often applied. Additional charges may be specified for processing a Madrid Protocol application (in the “Additional Service Charge re Madrid Protocol T/M” field), and a European Community application (in the “Additional Service Charge re E.C. T/M” field).

Also, for Madrid Protocol Trademark applications, in both the Filing and Renewal stages, there is a “Charge Per Class Over 3” and a “Charge per Designation”. These charges are set to zero, and should be updated to reflect your practice.

The following **Miscellaneous Filing** charges affect the calculations as follows:

Priority Application Certified Copy (Per Copy)	Multiplies Number of Convention Priorities
Courier	Included ***if*** "Courier Used" clicked "Yes"
Miscellaneous In-House Costs	Always included in estimate

In-House Charges for the Madrid Protocol Trademark

There are several In-House Charge amounts that may be specified, as follows:

- **Additional Service Charge re Madrid Protocol T/M:** This is the additional amount you charge for processing the application (in addition to the usual In-House Service Charges for Trademarks).

For both the filing and renewal stages, the following In-House Charges may also be specified:

- **Charge per Class Over 3:** This amount multiplies the number of classes over 3.
- **Charge per Designation:** This amount multiplies the total number of countries designated.

Note that there are no Associate fees in the estimate. The program assumes that the Madrid Protocol application is handled by the user of the software.

Designs

The screen displayed for this option is shown in Figure 8-10:

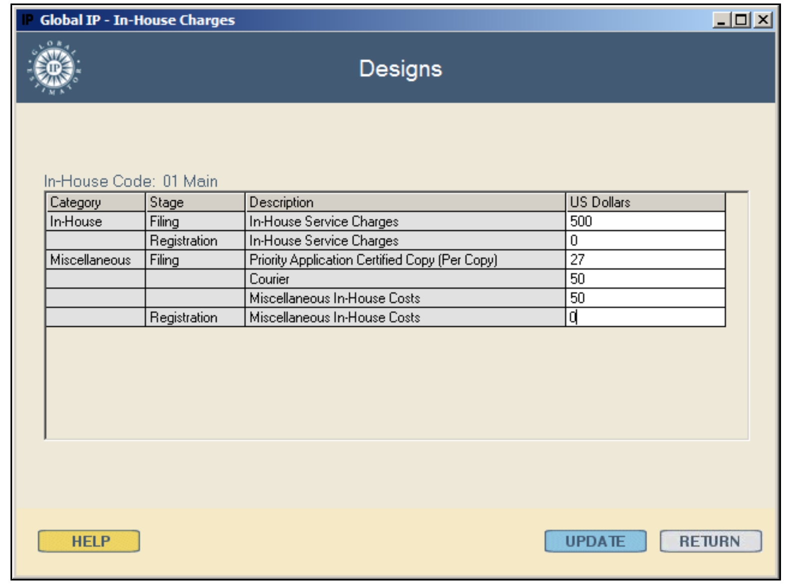


Figure 8-10 In-House Charges: Designs screen

Both the **In-House Filing Service Charges** as well as the **Miscellaneous Charges** for Design Estimates can be edited from this screen.

The following **Miscellaneous Filing** charges affect the calculations as follows:

Priority Applic. Certified Copy	Multiplies Number of Convention Priorities
Courier	Included ***if*** "Courier Used" clicked "Yes"
Miscellaneous In-House Costs	Always included in estimate

Assignment and Modification

The GLOBAL IP ESTIMATOR allows the user to set Assignment as well as Name and Address modification in-house charges for Patents, Trademarks, and Designs. To change the Assignment and/or modification charges, the Assignment Module, a separate software module, must be purchased and activated. Please refer to *Chapter 14,*

Assignment/Modification Module for additional information on these capabilities.

Changing, Adding, and Deleting Sets of In-House Charges

GLOBAL IP ESTIMATOR allows you to modify existing sets of In-House Charges as well as create additional sets of In-House Charges for use in various scenarios, with different clients or for use by different individuals.

The “01 Main” set can be edited but not deleted. The “ZZ All Zeroes” set cannot be deleted, and with the exception of changing the “EPO Grants in Year” value on the **Patent/Design Annuities** screen, cannot be edited. ***Each new set of In-House Charges will be based on the default set at the time of creating the new set.***

Changing an Existing In-House Charges Set

To modify any existing In-House set:

- Go to the Edit Menu and select the **In-House Charges** item from the drop-down list.
- The ‘Sets of In-House Charges’ screen will appear. Click on the set you wish to modify and then select the Application Type. Click **Proceed.**
- Make the changes to the fees and costs fields. When you have completed your changes, click **Update.** This will take you back to the ‘Sets of In-House Charges’ screen. From here you can either continue choosing different Application Types to be modified for that set, choose other sets to be modified or click **Return** to be taken back to the ‘Global IP – Main’ screen.

Creating an Additional In-House Charges Set

To create a new In-House Charge set:

- Go to the Edit Menu and select the **In-House Charges** item from the drop-down list.

- The ‘Sets of In-House Charges’ screen will appear. Click the Add Set button. (Note: The program will use the default set as its starting point when creating an additional set of charges.)
- A “Global IP In-House Code” box will appear into which you enter the code number (two characters, either alphabetic or numeric) and a brief description (50 characters). After entering this information, click the **Save** button.
- The new set will be added to the “Sets of In-House Charges” list of sets. Click the **Close** button to close the box and return to the ‘Sets of In-House Charges’ screen. From this screen, you can choose the new set you just created and modify it following the *Changing an Existing In-House Charges Set* instructions as described above.

There is no limit to the number of sets of charges you can create.

Setting the Default In-House Charges Set

You can specify any one of your In-House sets as the default set.

To change the default set:

- Go to the **Edit Menu** and select the “In-House Charges” item from the drop-down list.
- The ‘Sets of In-House Charges’ screen will appear. Click the Charges Set in the list that you want to set as the default to highlight it. Click the **Set Default** button. The “Default In-House Code: XX” above the sets of charges list will change to the new default set. You can either proceed with In-House Charges modifications or click **Return** to go back to the ‘Global IP – Main’ screen.

Copying In-House Charges Set

To copy an In-House Charges set:

- Make the set the **Default Set**, as described above in the *Setting the Default In-House Charges Set* section.
- Create the new set, as described above in the *Creating an Additional In-House Charge Set*.

- Change the **Default Set** back to the setting used before beginning this process.

Changing the Name of an In-House Charges Set

You can change the name of any set.

To change the name of a set:

- Go to the **Edit Menu** and select the “In-House Charges” item from the drop-down list.
- The ‘Sets of In-House Charges’ screen will appear. Click the name of the set in the list you wish to change. Click the **Add Set** button.
- The ‘Add In-House Code’ screen will appear. Change the name in the “Description” field and click the **Save** button.
- A dialog box will appear that says, “This In-House Code exists. The Description has been updated.” Click the **OK** button.

Deleting an In-House Charges Set

You can delete any of your In-House sets, except the “01 Main” set.

To delete a set:

- Go to the **Edit Menu** and select the “In-House Charges” item from the drop-down list.
- The ‘Sets of In-House Charges’ screen will appear. Click the **Delete Set** button. A Global IP Message box will appear asking “Are you sure you want to delete the set?” If yes, click the **Yes** button.

If you are deleting the Default set, you will next see a message that says, “You have deleted your In-house default code – the default code has been set to 01.” Click **OK** button**.**

Note: The program checks to see if the In-House set has been specified for one or more countries in the “Country Specific Settings” and will not delete the set if that is the case.

Edit Menu – Home Country Charges

Any number of countries may be set as the Home Country. The estimates for these countries include only Official fees and In-House charges controlled by the user.

The **Edit Menu** item “Home Country Charges” displays the following screen:

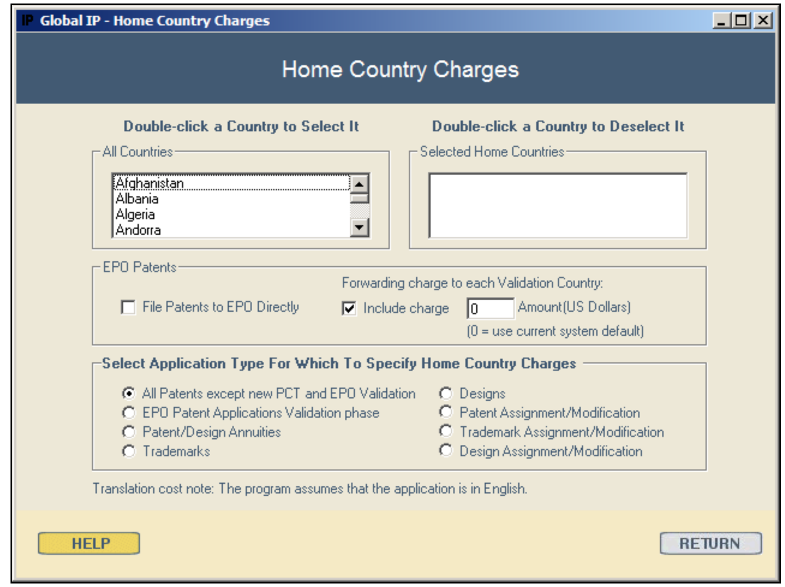


Figure 8-11 Home Country Charges screen

There is no Home Country initially selected. To specify a Home Country, double-click a country name from the left-hand list at the top of the screen. To remove a country from the Home Country list, double-click the name of the country on the right-hand list. A confirmation screen will appear, and once the user chooses **Yes** or **No**, the action will take place.

Once a home country is selected, the user can specify additional in-house charges for use specific to that country. After selecting a country (or countries) as a home country, a “Proceed” button will appear at the bottom of the “Home Country Charges” screen. Selecting the application type radio button and then selecting **the**

"Proceed" button will take the user to a Home Country Charges screen identical to those illustrated in the Edit Menu – In-House Charges section. These charges will only be applied if the home country is selected from the "Specify Destination(s) of Application" screen.

Because there are generally no translation costs for the Home Country, GLOBAL IP ESTIMATOR will set the Translation Cost for the Home Country language to .001 per page, which will create translation values of nearly zero, and which will be ignored by the program. (See *Edit Menu – Translation Settings* later in this section for additional information.)

If the user has User Fee Rules specified for a country via "User Defined Associate Charges – Simple", that country cannot be the Home Country. The User Fee Rule amounts need to be zeroed out first for the country to be selectable as Home Country.

For a country set as the Home Country, in the case of a PCT National Phase application to the Home Country, the In-House fees will be calculated with the "general" In-House code used for the estimate. This means the default In-House code settings are used, or the settings for the In-House code specified in the '**Specify Destination(s) of Application**' screen when running the estimate.

The reasoning for this is as follows:

For most "In-House codes" there is the ability to specify an In-House amount for the "first application" and a different amount for subsequent applications. These amounts are used for both Direct applications as well as PCT National Phase applications.

For the Home Country In-House code ("HC"), there is only the ability to specify an amount for the "Original Application". "Original Application" means the application which takes considerably more work than filing foreign applications. This is the application where the specification is first drafted, where the claims are first written, etc. This can cost from $5,000 to $15,000, or more, depending on the work involved. To use this amount for a PCT National Application to this Home Country would not make sense. For PCT National the application has already been drafted; it makes more sense to use the amount for a PCT National Phase application to any country. Being

the Home Country, a different amount may be desired. (However, this additional provision has not been made.)

The **File Patents to the EPO Directly** checkbox is available for use by EPO attorneys, who wish to file applications directly to the European Patent Office. Checking this option will affect numeric values and calculations as follows:

- No "associate" charges will be included for the EPO application, and
- For an EPO Validation phase estimate, no charge for "Forwarding by EP Associate" will be included.

By default, a forwarding charge is included in each EPO Validation estimate, for forwarding the application to each country. The user is able to control whether to include this charge, and to control the amount of the charge. The user can choose to include the system default charges by checking the "Include charge" box, or specify an amount to be used instead by entering an amount, which will be used for every country with a charge for forwarding by an EP associate.

The system default charge will be included by leaving the "Include charge" checkbox checked, as well as leaving the Amount box at "0". These charges can be excluded by unchecking the "Include charge" checkbox.

The program will include a user-set amount by leaving the "Include Charge" checkbox checked, and entering an amount in the "Amount" box. This charge is in the currency specified on the **In-House Charges** screen, and if the In-House Charges currency is changed, the forwarding charge currency is also changed.

The charges for each Application Type are set by selecting the appropriate application type button, and clicking the **Proceed** button.

The charges are very similar to the In-House charges entered via the "In-House Charges" **Edit Menu** item, and will not be described here.

In fact, these charges are given the In-House code of HC for all countries chosen as Home Countries. This can be confirmed by viewing the countries in the "Country Specific Settings" **Edit Menu** item.

Edit Menu – Calculation Settings

In this screen you can set the adjustment factors (by percentage or a fixed amount) for associate's charges, translation costs, and official charges for the estimate in general. (Adjustment factors for individual countries can be edited in the 'Country Specific Settings' screen – see instructions in this Chapter, *Country Specific Settings.)*

The screen presented by this menu item is shown below:

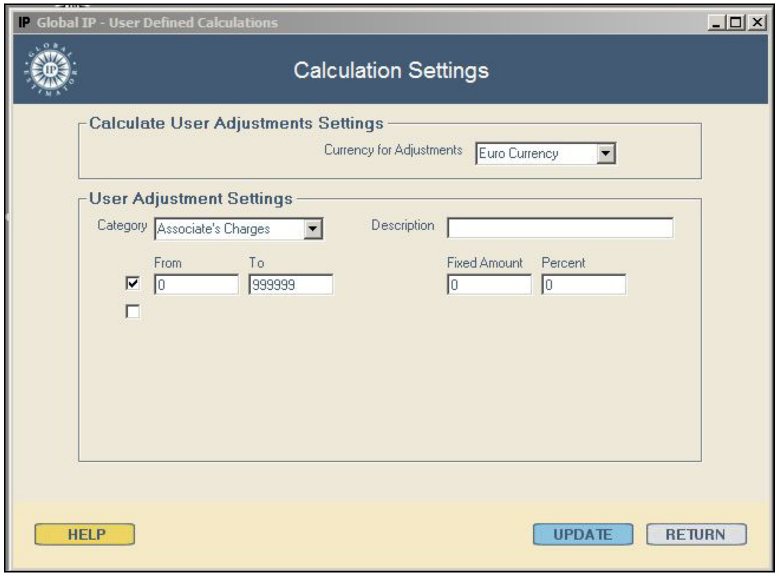


Figure 8-12 Calculation Settings screen

You can tab from one field to the next, or click the mouse button directly into the box you wish to update.

A detailed description of each field follows:

Adjustment Factors

You can enter separate adjustment factors by percentage amounts, or a fixed amount, which apply to all countries that do not have adjustments entered in the Country Specific Settings. The adjustment

factors are for the **Associate's Charges, Translation Costs,** and/or **Official Charges** categories.

Lines are created in the Detail Report with the adjustments calculated for each category for each stage. These amounts then affect the totals and the Summary Reports.

Note: The percentage entered does not affect the Patent annuity stage of the estimate.

To enter or change the "Adjustment Factors", click or tab into the appropriate adjustment box and enter or replace data. First select the Category. You can change the Description or leave it as "Adjustment". Whatever text is entered here appears as an additional line in the Detail Estimate Report.

For all fees in the selected range (choose the lower value (OVER this amount) and upper value (up to and including this amount), add a fixed amount and/or a percentage amount. For example, for all fees in the range of 0 to $1000, add a fixed amount of $100 and a percentage increase of 10%.

By checking the next box, you can add a second range. The lower range will be defaulted to the first upper range, and you may add a new upper range. Unchecking the box will remove that range.

Click **Update** after each Category changed/adjusted. A message will be displayed with the date and time of the change.

To cancel a previously entered percentage, replace it with the number "0". Click the **Update** button.

Choosing **Return** will return you to the 'Global IP – Main' screen.

Edit Menu – Report Settings

From here, you can choose whether countries will appear throughout the software program by code prefix or by country name, alter the Condensed Summary Report format, specify the Summary Report headings and the Detail Report text headings for the In-House Charges, and alter the text used in the standard estimate footnote.

The screen presented by this menu item is shown below:

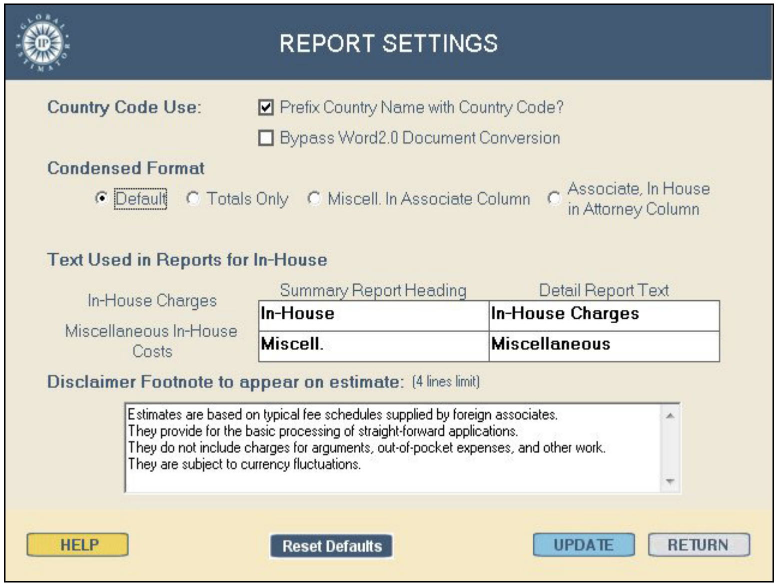


Figure 8-13 Report Settings screen

You can tab from one field to the next, or click the mouse button directly into the box you wish to update.

A description of each field follows.

Country Code Prefix

If you wish to list the countries throughout the program by the standard two-letter country code, click the Country Code Use: **Prefix Country Name with Country Code?** box. Click the **Update** button.

All countries listed, including on reports, will now be alphabetized by country code, accompanied by the country name.

Bypass Word 2.0 Document Conversion

GLOBAL IP ESTIMATOR Word reports are in a format that requires a conversion to be compatible with newer versions of Microsoft Office. This conversion happens automatically without user interaction. Check this box only should user experience any technical issues when saving an estimate in a Word format.

Condensed Summary Format

You must choose one of the four formats listed. These four formats are described in detail in *Chapter 6, Reports*.

Text Used in Reports for In-House

You can change the report headings and text for two categories of in-house costs: the **In-House Charges** and the **Miscellaneous In-House Costs**.

In the Condensed Summary and Summary Reports, the report headings defaults, **In-House** and **Miscell.**, can be changed to accommodate new headings for each. To change these headings, click into the appropriate box, highlight the existing text, and enter new text to a maximum of 11 characters.

In the Detail Report text, the text for the In-House Categories defaults to **In-House Charges** and **Miscellaneous,** respectively. To change this text, click into the appropriate box, highlight the existing text and enter new text to a maximum of 20 characters.

To reset the “Summary Report Heading” and “Detail Report Text” to the default values, click the **Reset Defaults** button in the center bottom of the screen.

Disclaimer Footnote to Appear on Estimate

The default disclaimer footnote appears at the bottom of every page of the Condensed Summary, Summary, and Detail Reports. You can alter this text from the default text, to a maximum of four lines of text.

This disclaimer is used only if you have no Prosecution Module installed or choose to exclude the Prosecution stage costs from the estimate. If you exclude the Prosecution costs, please use the disclaimer found on the **"Edit Menu => Prosecution Settings"** screen.

To reset the "Disclaimer Footnote" text back to the default disclaimer footnote, click the **Reset Defaults** button in the center bottom of the screen.

Choosing **Return** will return you to the 'Global IP – Main' screen.

Edit Menu – PCT Offices

This menu item is used to specify the Receiving Office, the Search Authority and International Preliminary Examination Authority for a PCT Patent Application.

The following screen is displayed.

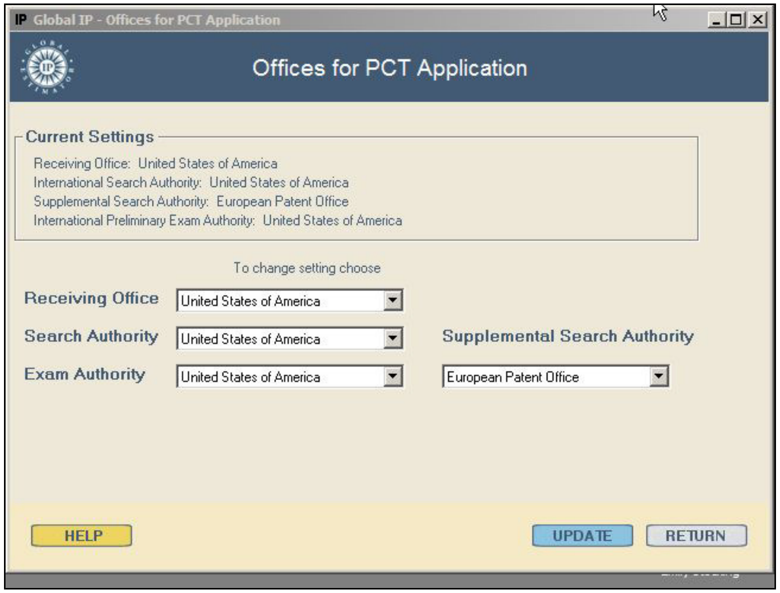


Figure 8-14 PCT Offices Selection Screen

The current settings are displayed at the top.

To change the settings, first select a Receiving Office from the dropdown list in the middle of the screen. Based on the Receiving Office selected, the Search Authority and Exam Authority list boxes will display the relevant offices. In many cases there will be only one office displayed. Clicking the arrow to the right of a list box displays the other choices available (if any).

After selecting offices, click the **Update** button, or click the **Return** button to return without changing the office settings.

If this screen was displayed via the '**Specify Destination(s) of Application**' screen when running an estimate, a check box labeled

"Set as Default" will be shown. Check this box if the selection is to be the new default settings. (See *Chapter 2, Country Selection*.)

Edit Menu – Country Specific Settings

For each country in the database, you can set adjustment factors (by percentage amounts) for associate's charges, translation costs, and official charges, create notes that will appear on the estimate, choose whether the in-house amounts will be included, and specify which In-House Charges Set is to be used for the country. You can also set the default number of prosecution actions per country.

The screen presented by this menu item is shown below:

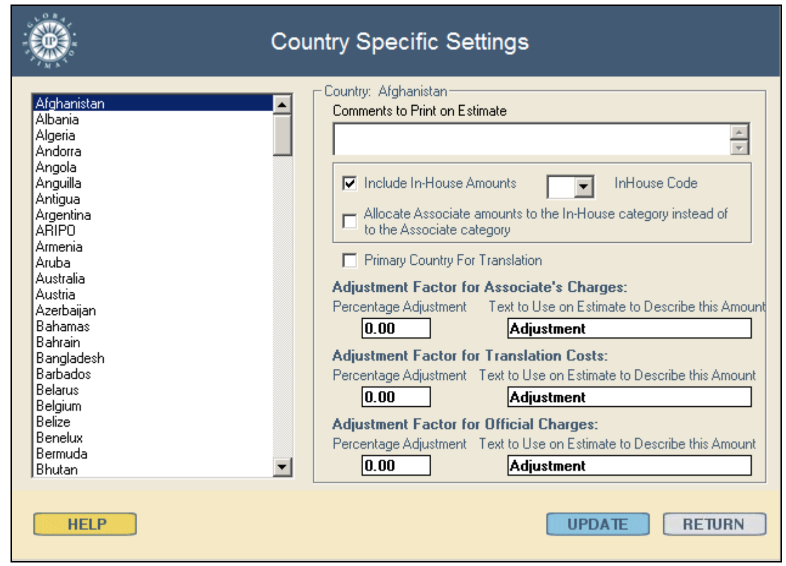


Figure 8-15 Country Specific Settings screen

Click on the country you wish to edit to highlight it.

For all the settings discussed below, be sure to click the **Update** button after each country before moving on to the next; the program will respond with a note that the information for each specific country has been updated.

You can tab from one field to the next or click the mouse button directly into the box you wish to update.

Choosing **Return** will return you to the 'Global IP – Main' screen without saving your changes.

Once you have chosen the country you wish to edit:

Comments to Print on Estimate

You can enter or change a comment by clicking into the "Comments to Print on Estimate" box. This comment will then appear on both the Summary and Detail Estimates just below the estimate itself.

Include In-House Amounts

You can direct the In-House costs to be included in the estimate for the country by clicking the **Include In-House Amounts** checkbox. This box is checked by default. If you do not wish for In-House Amounts to be included in the reports, you must uncheck the box.

An example of not including In-House Amounts would probably arise when you are doing an estimate for your home country. In this case, you would probably also click the **Allocate Associate amounts to the In-House category instead of to the Associate category** box. In essence, the software would then represent the Associate's fees in the In-House column, and thus eliminate the Associate's fees. (To change the Associate's fees from the system-defined fees to fees you enter yourself, see *Chapter 8, Edit Menu, User Defined Associate Charges*.)

In-House Code

You may also select the **In-House Code** set to use for the country, in case the set of In-House Codes you want to use for the country is different from the default set of In-House Codes. By leaving this field blank, the default set of In-House Codes will be used for the country.

Allocate Associate Amounts to the In-House Category

As described briefly above, by checking this box the program allocates the **Associate's** costs to the **In-House** costs category. If the

Include In-House Amounts box is left unchecked, **both** the values from the In-House set and the Associate's charges will appear as In-House Charges.

Primary Country For Translation

This setting allows the user to select which country's charges will be used for translation if the **Translation Re-Use** box is checked on the "Translation Settings" page. GLOBAL IP ESTIMATOR'S default setting is to use the country with the lowest translation charge.

Adjustment Factors

The adjustment factors are expressed as percentages. You can enter separate adjustment factors for the categories **Associate's Charges, Translation Costs,** and/or **Official Charges.**

Lines are created in the Detail Report with the adjustments calculated for each category for each stage. These amounts then affect the totals and the Summary Reports.

Note: The percentage entered does not affect the Patent annuity stage of the estimate.

To enter or change the "Adjustment Factors", click or tab into the appropriate adjustment box and enter or replace data.

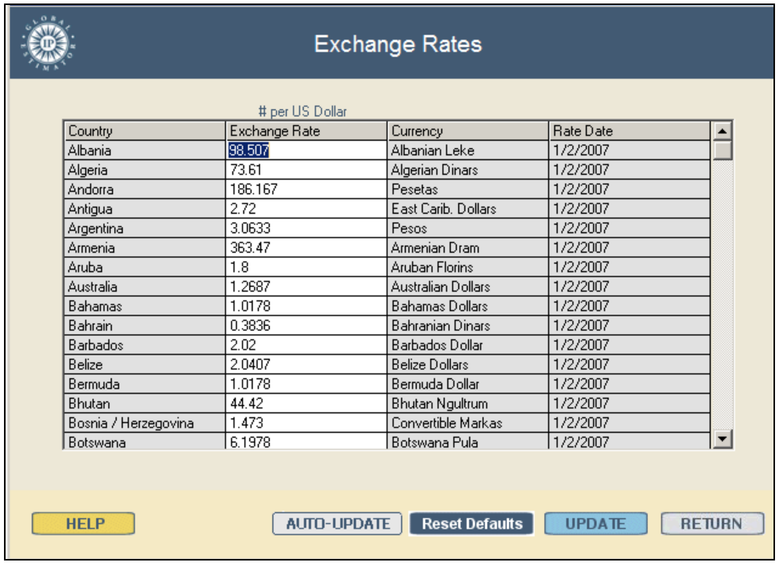
To cancel a previously entered percentage, replace it with the number "0".

If you enter a percentage factor, there must also be an entry in the "Text to Use on Estimate to Describe this Amount" field or the program will issue an error message. In order to prevent this error message from appearing, the text "Adjustment" is already entered as a default setting. Whatever text is entered here appears as an additional line in the Detail Estimate Report.

Edit Menu – Exchange Rates

This screen allows you to change currency exchange rates used in the program. Currency rates are entered as the number of currency units per $US expressed in decimal form.

The screen displayed by this menu item is shown in Figure 8-16:



Country	Exchange Rate	Currency	Rate Date
Albania	98.507	Albanian Leke	1/2/2007
Algeria	73.61	Algerian Dinars	1/2/2007
Andorra	186.167	Pesetas	1/2/2007
Antigua	2.72	East Carib. Dollars	1/2/2007
Argentina	3.0633	Pesos	1/2/2007
Armenia	363.47	Armenian Dram	1/2/2007
Aruba	1.8	Aruban Florins	1/2/2007
Australia	1.2687	Australian Dollars	1/2/2007
Bahamas	1.0178	Bahamas Dollars	1/2/2007
Bahrain	0.3836	Bahranian Dinars	1/2/2007
Barbados	2.02	Barbados Dollar	1/2/2007
Belize	2.0407	Belize Dollars	1/2/2007
Bermuda	1.0178	Bermuda Dollar	1/2/2007
Bhutan	44.42	Bhutan Ngultrum	1/2/2007
Bosnia / Herzegovina	1.473	Convertible Markas	1/2/2007
Botswana	6.1978	Botswana Pula	1/2/2007

Figure 8-16 Exchange Rates screen

Click in the “Exchange Rate” column for the country you wish to change and enter the new rate.

Use the tab key or arrow keys on the keyboard to move from one field to the next, or click the mouse button directly into the box you wish to update.

Some countries do not need an exchange rate entered because costs are already presented in $US. (Fee schedules from those countries are received in $US.) In this case, the country is not listed on the ‘Exchange Rates’ screen.

Updates to exchange rates are included as part of the monthly maintenance package provided by Quantify IP. You will not

generally need to change the exchange rates. Exchange rates entered via this menu item are overwritten by the monthly update.

Choosing **Return** – before clicking the **Update** button – will return you to the ‘Global IP – Main’ screen without saving your changes.

If the program detects an active internet connection, and detects that the user has the computer rights to be able to change the data file, then two new buttons are displayed on the ‘Exchange Rates’ screen:

- **Auto Update:** This button retrieves the latest exchange rates and updates the data with these rates.
- **Reset Defaults:** This button resets the exchange rates to those sent out with the monthly data.

Edit Menu – Translation Settings

This screen is used to edit translation costs. These changes affect all estimates generated, and are not specific to any country. There are a number of settings that can be modified: You can change the number of words per page; select calculations based on total pages or on total words, specify that the translation done for one country be used for an application in another country and specify additional amounts to add to the estimate for re-using the translation; and lastly, change the per-page translation cost for any language.

The screen presented by this menu item is shown below:

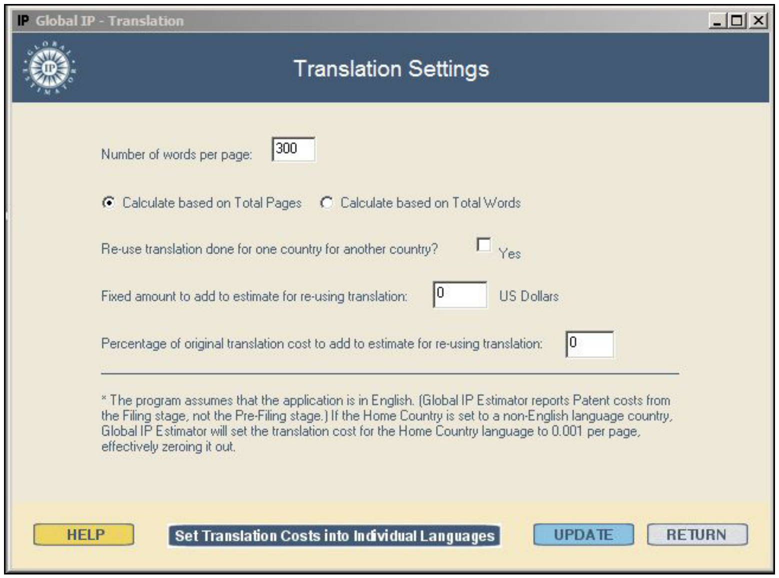


Figure 8-17 Translation Settings screen

You can click the mouse button directly into the box you wish to update, or tab between items.

Once you have opened the 'Translation Settings' screen, set the following options to your specifications:

Number of Words per Page

You can change this setting by clicking into the box labeled "Number of words per page", and entering the desired number. The default setting assumes 300 words per page. For example, if you enter 250 words per page, the translation costs used by GLOBAL IP ESTIMATOR will be automatically multiplied by a factor of .83333 (i.e., 250 divided by 300).

If the number of words per page is different from 300, an entry will appear in the Application Information section at the top of each estimate indicating the number of words per page being used.

If you specify the translation cost per page into a particular language by using the **Set Translation Costs into Individual Languages** button, the cost entered there continues to assume 300 words per page. If you have also entered a number of words per page different from 300, then the translation cost per page will be adjusted accordingly, as described above. (See *Set Translation Costs into Individual Languages* section below for further discussion on this setting option.)

The program assumes the application is in English.

Calculate Based on Total Pages

This is the default method of calculation for GLOBAL IP ESTIMATOR. Application Information item questions are asked, and calculations are based on the number of pages.

Calculate Based on Total Words

If this option is chosen, then GLOBAL IP ESTIMATOR will ask the Application Information item questions based on the number of words, and the resulting calculations will reflect these values.

Translation Re-Use

The option to re-use translations can be turned on or off by checking the **Re-use translation done for one country for another country?** This option affects ***only*** Patent Estimates (in the Filing stage).

If checked, which means yes, the translation cost used in the estimate is that of the selected country with the lowest translation cost. The user has the option of setting a specific country as the primary country for translation. (See *Edit Menu - Country Specific Settings* earlier in this section for more information.)

You then enter the amount for re-using the translation either as a fixed amount or as a percentage, or both. To enter a fixed amount enter the amount in the “Fixed amount to add to estimate for re-using translation ($ US)” field. You can specify that a percentage of the original translation amount be used in addition to the fixed amount. Enter the percentage in the “Percentage of original translation cost to add to estimate for re-using translation” field.

The Detail Report for each country where a translation is re-used will show the calculated amount as a separate line. The description in the detail line indicates which country’s cost has been used. If the user has a Home Country setting which does not accept applications in English, the Condensed Summary and Summary reports will have a line of text reading “Application in English or already translated into English.”

In certain countries, it is possible to submit an application in one of several languages. In Switzerland, for example, the application, and therefore the translation, may be in French, German, or Italian. This possibility is included in the re-use logic.

Set Translation Costs into Individual Languages

Clicking the button labeled **Set Translation Costs into Individual Languages** brings up the screen shown below:

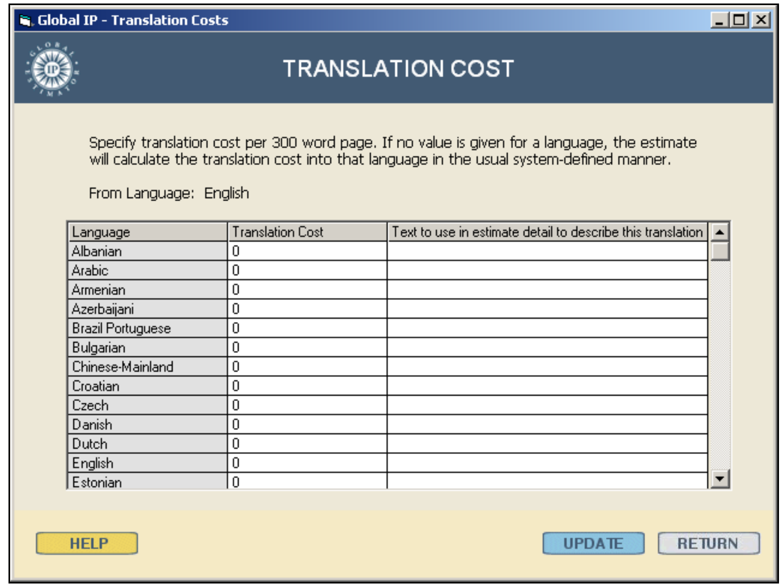


Figure 8-18 Set Translation Costs into Individual Languages screen

A list of the languages available in the system appears on the left of the screen. The scroll bar on the right of the screen can be used to display languages not visible. To enter a translation cost ***into*** a particular language, click or tab into the field next to the name of the language, and enter the per-page cost in $US. Costs may be entered for any number of languages.

The assumption is that the cost given is for a page containing 300 words.

In the box to the right of the cost, enter the text description to appear in the Detail Estimate Report, e.g., the name of the translator.

If no value is given for a language, the estimate will calculate the translation cost into that language in the usual system-defined default manner. A previously entered amount may be reset to zero, in which case the program reverts to the system-supplied translation cost.

When all new data has been entered, click the **Update** button. Clicking the **Return** button will return you to the ‘Translation Settings’ screen without saving your changes.

Edit Menu – User Defined Associate Charges

Fee rules define the parameters used by GLOBAL IP ESTIMATOR to generate estimates for each individual country. GLOBAL IP ESTIMATOR uses Fee Schedules from Associates to determine the default fee rules. Some fee rules reflect fixed amounts, and some depend on the attributes of the application, such as the number of pages in the application or number of claims.

This menu item allows the user to ***add to*** or ***replace*** the system-defined fee rules, giving the user nearly unlimited ability to set the Associate's Charges to exact specifications.

Three methods are provided for editing the Fee Rules, each increasing in complexity: Simple, Detailed via Pre-Defined Templates, and Detailed via Advanced Process. All three methods may be used for any country. All rules specified will apply.

The Annuity Service fee rule capability is also provided from this menu option.

Note: While all three methods will be briefly described below, only the Simple method is described further in this section. Both Detailed methods require the purchase of a separate software module, the User-Set Fee Rules Module, and instructions for them can be found in *Chapter13, User Defined Associate Charges – Detailed Module*.

- **Simple Method**

  Allows the user to enter amounts for basic charges. The user does not need to understand how fee rules are customized to use the Simple method.

- **Detailed via Pre-Defined Templates**

  Greater detail may be specified. The user needs to understand something about how fee rules are constructed, but templates are provided which simplify the process.

- **Detailed via Advanced Method**

  Any number of fee rules may be specified, with full access to the elements that comprise each fee rule. The user needs to understand exactly what a fee rule is, and how to construct one.

- **Annuity Service**

  This menu item is provided to aid the user in specifying Associate Charges for patent and design annuities that apply to all countries. This may be useful if, for example, an annuity service is used that charges a given amount for paying the annuity regardless of country.

Simple Method – General Description

Once the user has chosen the **Simple** option from the **User Defined Associate Charges** under the **Edit Menu**, a screen titled 'User Defined Associate Charges – Simple' will appear, as shown below:

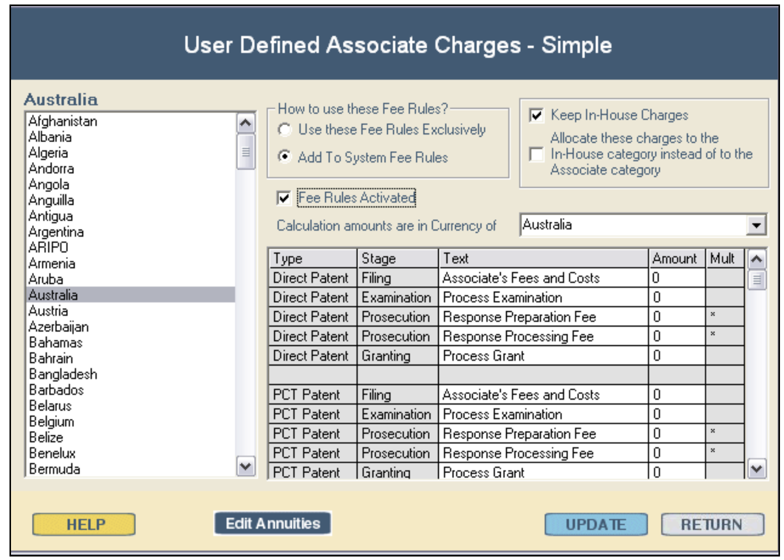


Figure 8-19 User Defined Associate Charges – Simple screen

The list of countries on the left is used to select the country for which user-defined associate charges are to be specified. The option buttons to the top right are used for settings that apply to all rules for the given country. The associate charges are specified in the spreadsheet grid to the bottom right of the screen.

Choose the country whose associate charges you wish to modify.

Once you have chosen the country, review the option buttons on the top right of the screen and change their settings as required. Additional information about these options is presented below.

Make your changes to the associate charges in the spreadsheet grid.

Annuity associate charges are specified separately by clicking the **Edit Annuities** button at the bottom of the screen. (See *Edit Annuities Associate Charges – Simple Method* later in this section.)

When your changes are completed, click the **Update** button at the bottom right corner of the screen.

Option Buttons

Once you have chosen the country whose associate charges you wish to modify, review the option buttons at the top of the screen. The options chosen will apply to all the associate charges defined for this country. These buttons are now described in detail:

Fee Rules Activated

When the screen is initially presented for the country, this checkbox is checked. This means that once the **Update** button has been clicked, the associate charges entered will be processed and used when generating an estimate. If you later wish to revert to the system-defined associate charges for the country, ***uncheck*** this box. You will not need to delete the rules if you wish to switch between the user-defined associate charges and the system-defined associate charges.

How to use these Fee Rules?

This box delineates, if you have checked the **Fee Rules Activated** box, how your new fee rules will be applied. You can check either **Use these Fee Rules Exclusively** if you want your new user-defined associate charges to be used ***exclusively*** in place of the default system associate charges, or check **Add To System Fee Rules** if you prefer your new associate charges to be in used ***in addition*** to the default associate charges.

Keep In-House/Allocation Options

Keep In-House Charges

You can direct the In-House costs to be included in the estimate for the country by clicking the **Keep In-House Charges** checkbox. This box is checked by default. If you do not want In-House Charges to be included in the reports, you must uncheck the box.

An example of not including In-House Charges would probably arise when you are doing an estimate for your home country. In this case, you would probably also click the **Allocate the charges to the In-House category instead of to the Associate category** box. In essence, the software would then represent the Associate's fees in the In-House column, and thus eliminate the Associate's fees.

Allocate these charges to the In-House category instead of to the Associate category

As described briefly above, if you click the **Allocate these charges to the In-House category instead of to the Associate category** option, the program changes the category associated with all Associate's amounts for this country (including the user-defined associate charges being entered in this screen) from the **Associate** category to the **In-House** category. If the **Keep In-House Charges** box is left checked, ***both*** the values from the In-House set and the Associate's charges will appear as In-House Charges.

These Keep In-House/Allocation options are ***identical*** to the similarly labeled options that can be set via the **Country-Specific Settings Edit Menu** item. **Note:** Changing the settings for these options in this 'User Defined Associate Charges' screen, ***is the same as*** changing the settings in the 'Country-Specific Settings' screen with the exception that they are used from here ***only*** if non-zero fee rules are entered.

Calculation Amounts are in Currency of Drop Down Field

The currency to use in relation to the associate charges you are entering is selected via this drop-down list box. This entry may initially either default to the currency of the country being processed or be set to $US.

Fee Rules Spreadsheet

Once the country and option buttons have been set, the Associate Charges for that country may be modified. The columns in the fee-rules spreadsheet are interpreted as follows:

Type: This refers to the Application type, which are: **Direct Patent** – an application directly to the country; **PCT Patent –** National Phase of a PCT Patent; **EPO Patent –** Validation Phase of an EPO Patent; **Trademark;** and **Design**.

Stage: The stage that corresponds to the line item. If the rule results in a non-zero amount, the line will appear on the Detail report in this stage. The stage indicated cannot be changed.

Text: The text that will appear on the Detail Report for this rule can be modified here.

Amount: This column indicates a specific amount to include in the Total on the Condensed and Summary Report and on a separate line on the Detail report. If the **Mult** column is blank (has no "*"), then the amount specified is a fixed amount which will be used in the estimate. If the **Mult** column has an "*", then the amount specified will be multiplied by the value given when running the estimate for the Application Information described in the **Text** column.

Mult: If an "*" is shown here then the amount is a multiplicative amount (see *Amount* above).

Access any field you wish by clicking within the field. You can also navigate from cell to cell using the arrow keys on your keyboard. The tab key does not navigate between these cells.

To delete an Associate Charges item, zero out the amounts in the line to be deleted.

Note that the following Prosecution Cost entries are handled slightly differently than usual:

Response Preparation Fee – This amount is multiplied by both the "Number of Prosecution Actions" in the country and the "Prosecution Cost Multiplier" entered when running an estimate.

Response Processing Fee – This amount is multiplied by the "Number of Prosecution Actions" in the country.

Completing the Process

When all the changes are made, click the **Update** button. A message box indicates that the changes have been made and offers the option to proceed to the 'Edit Annuities' screen for the country. The 'Edit Annuities' screen is described below. After processing that screen, or choosing not to, the 'User Defined Associate Charges – Simple' screen is displayed. At this point you can choose another country for which to edit the fee rules, or choose **Return** to go back to the main screen.

Pressing the **Return** button – before clicking the **Update** button – will return you to the main program screen without saving your changes.

Edit Annuities Associate's Charges – Simple Method

To specify amounts for the Patent Annuities and Design Annuities, click the **Edit Annuities** button.

Clicking the **Edit Annuities** button results in the screen shown below:

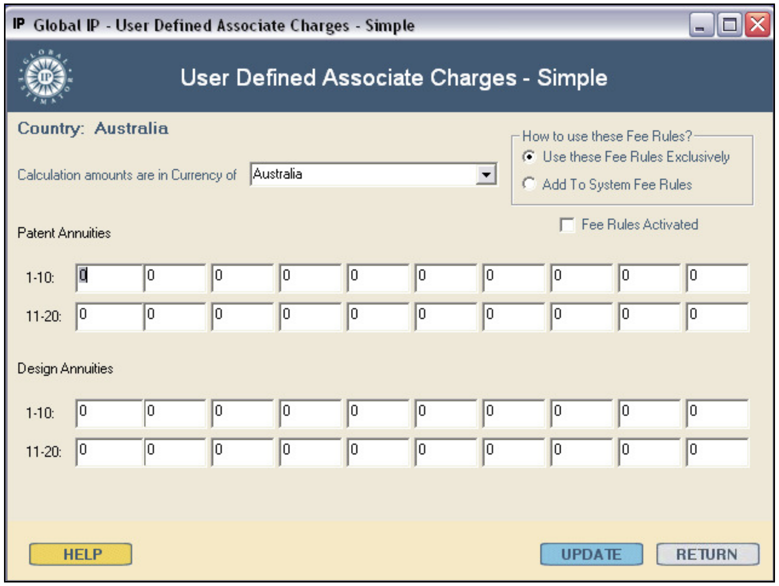


Figure 8-20 User Defined Associate Charges – Simple (Annuities) screen

Calculation Amounts are in Currency of Drop Down Field

The currency to use in relation to the associate charges you are entering is selected via this drop-down list box. This entry may initially either default to the currency of the country being processed or be set to $US.

Option Buttons

The option buttons to the top right of the screen are used as follows:

Fee Rules Activated

When the screen is initially presented for the country, this checkbox is checked. This means the fee rules entered, once the **Update** button has been clicked, will be processed and used when generating an estimate. If you later wish to revert to the system-defined associate charges for the country, ***uncheck*** this box. You will not need to delete the rules if you wish to switch

between the user-defined associate charges and the system-defined associate charges .

How to use these Fee Rules?

This box delineates, if you have checked the **Fee Rules Activated** box, how your new associate charges will be applied. You can check either **Use These Fee Rules Exclusively** if you want your new user-defined associate charges to be used ***exclusively*** in place of the default system associate charges, or check **Add To System Fee Rules** if you prefer your new associate charges to be in used ***in addition*** to the default associate charges.

Enter amounts for the Patent annuities and the Design Annuities in the boxes shown. The boxes labeled **1-10** are for years one to 10; the boxes labeled **11-20** are for years 11 to 20.

Click **Update** when done, or **Return** to return without any changes being made.

Annuity Service

This menu item is used to enter Associate Charges associated with Patent and Design Annuities that are applicable to all countries. Any settings for annuities applied through User Defined Associate Charges, either Simple or Detailed, will override these charges for a specific country. (See *Chapter 8, Edit Menu, User Defined Associate Charges, Simple Method – General Description* or *Chapter 13, User Defined Associate Charges – Detailed Module* for additional information.)

The Annuity Service menu item has been added to replace the repetitive process of entering these amounts separately for each country.

To specify amounts for the Patent and/or Design Annuities, choose **Annuity Service** from **User Defined Associate Charges** in the Edit Menu. The following screen will be displayed:

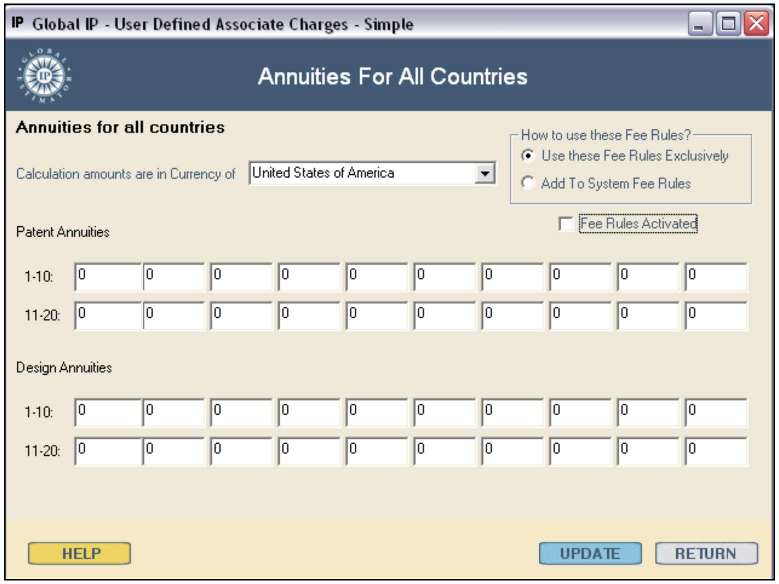


Figure 8-21 Annuity Service screen

Enter the desired amounts for each annuity year. When all amounts have been entered, click the **Update** button, or click the **Return** button to return to the previous screen without any changes being made.

If all amounts are set to zero, the program assumes that the annuity service method of setting associate annuity amounts across countries is not to be used. If, in fact, the user wants to show zero amounts, set the amounts to "0.1". The 0.1 will be rounded down to zero.

Calculation Amounts are in Currency of Drop Down Field

The currency to use in relation to the amounts you are entering is selected via this drop-down list box. This entry defaults to the United States of America.

Option Buttons

Once all the amounts have been entered, review the option buttons at the top of the screen. These buttons are now described in detail:

Fee Rules Activated

When the screen is initially presented, this checkbox is checked. This means that once the **Update** button has been clicked, the annuity amounts entered will be processed and used when generating an estimate. If you later wish to revert to the system-defined annuity amounts for the country, ***uncheck*** this box. You will not need to delete the annuity amounts if you wish to switch between the user-defined amounts and the system-defined annuity amounts.

How to Use These Fee Rules?

This box delineates, if you have checked the **Fee Rules Activated** box, how your new amounts will be applied. You can check either **Use these Fee Rules Exclusively** if you want your new user-defined amounts to be used ***exclusively*** in place of the default system amounts, or check **Add To System Fee Rules** if you prefer your new amounts to be in used ***in addition*** to the default annuity amounts.

9 Reports Menu

Introduction

Figure 9-1 shows the **Reports Menu**:

View/Print In-House Charges
View/Print General Application Settings
View/Print Country Specific Settings
View/Print Exchange Rates
View/Print Translation Settings
View/Print Translation Cost Settings
View/Print User Defined Associate Charges
View/Print Country List
View/Print Timeline Settings

Figure 9-1 The Reports Menu screen

The Reports Menu gives you the option to view and print some of the data that underlies the GLOBAL IP ESTIMATOR, especially data that can be modified by the user via the various items of the **Edit Menu**.

To Navigate Within the Reports

To view a report, click **Reports** and choose the report to bring it up on the screen.

The top bar of each report screen shows several navigation tools available to the user. To view sections of the report page not visible on the screen, use the navigation tools at the top of the screen and the scroll bar on the right side of the screen. Use the scroll bar until you reach the end of the page. To go forward in the report click the ▶ button; the ▶| button takes you to the end of the report. Likewise, to view the previous page, choose the ◀ button; the |◀ button returns you to the beginning of a report.

A Print Report icon is available on the top bar of the screen. When clicked, a Print box will appear giving options for number of copies and pages to be printed. To the right of the Print Report icon is a drop-down list with view magnification options. Click on the drop-down list and click on the desired view option.

You can also print the report by clicking the **Print Report** button at the bottom of the report page. Clicking this button will print the entire report.

An "Export Report" function is also available. To use this, click on the Export button on the top bar of the screen. An "Export" box will then be shown, allowing the user to choose the type of Excel format to use, as well as the destination of the file.

To return to the 'Global – IP Main' Menu screen, click the **Return** button.

View/Print Reports

The **Reports Menu** items are detailed below:

View/Print In-House Charges

In addition to the default "01 Main" set of In-House Charges that are part of the basic GLOBAL IP ESTIMATOR software, this report reflects the In-House Code sets that you may have created.

You can view one set of charges at a time by highlighting the In-House code you wish to view and clicking the **Proceed** button. If you wish to view all of the sets of charges, click the **View All** check box and then click the **Proceed** button.

To close the box without viewing the report, click on the **Close** button, and you will be returned to the main menu. (See Chapter 8, Edit Menu, In-House Charges for more information.)

View/Print General Application Settings

In addition to the default set of Report and Calculation values that are part of the software, this report reflects changes to these settings made by user within two Edit Menu items: the **Report Settings** and the **Calculation Settings**. (See Chapter 8, Edit Menu, Report Settings and Calculation Settings for more information.)

View/Print Country Specific Settings

The Country Specific Settings report reflects changes entered by the user through the Edit Menu, **Country Specific Settings** option.

Each country will have an individual section on the report, reflecting the comments to be printed on the Summary and Detail reports, the In-House Code Charges to be used for that country, as well as the adjustment values. (See *Chapter 8, Edit Menu, Country Specific Settings* for more information.)

View/Print Exchange Rates

This report shows the currency exchange rates and the date last modified for all countries in the GLOBAL IP ESTIMATOR. Countries using $US are also listed. While the most current currency exchange rates are provided with each Monthly Maintenance Update, changes to these figures can be made via the **Exchange Rates** item in the Edit Menu. (See *Chapter 8, Edit Menu, Exchange Rates* for more information.)

View/Print Translation Settings

In addition to the default set of **Translation Settings** values that are part of the software, this report reflects changes to these settings made by user in the **Translation Settings**, an option of the **Edit Menu**. (See *Chapter 8, Edit Menu, Translation Settings* for additional information.)

View/Print Translation Cost Settings

This report shows the values entered in the **Set Translation Costs into Individual Languages** screen, which is part of the **Translation Settings**, an option of the **Edit Menu**. This report shows the fixed amounts you assigned for translation from a specific language to any other language, as well as the text description you assigned. (See *Chapter 8, Edit Menu, Translation Settings* for additional information.)

View/Print User Defined Associate Charges

This report shows the user-defined associate charges that have been created for each country, whether using the Simple method, Pre-defined Templates or the Advanced Process. (See *Chapter 8, Edit Menu, User Defined Associate Charges* for further additional information.)

View/Print Country List

Choosing this item presents a screen for selection of the type of Application (i.e., Patent, PCT Patent - National Phase, EPO Patent - Regional Phase, Trade Mark, or Design). After making this selection, click **Proceed** to view and/or print the list of countries available in the GLOBAL IP ESTIMATOR for that type of application.

View/Print Timeline Settings

This report shows changes made to the **Timeline Settings**, both for all countries and for individual countries. (*See Chapter 12, Timeline Module* for additional information.)

10 Licensing Menu

Introduction

GLOBAL IP ESTIMATOR requires an active license for each computer given access to the program. Each active license is identified via a unique Registration ID, which is associated with a particular computer. The hardware installed on the computer is used as part of the identification process.

The Registration ID is allocated to a computer when the program is first used at the computer, and must be sent to Quantify IP for processing. We enter the Registration ID into the current validation table. This validation table is sent out with the next Maintenance Update. If the Registration ID for the computer is not included in the validation table, program use is disallowed.

The Licensing Menu, **Register License** option allows the user to register the license for the computer in use, if it has not already been completed at the time of installation. Other options include allowing the user to activate additional software licenses and software modules as well as view and print licensing information and history. Lastly, an option is available that allows the Licensing Agreement to be brought up on the screen and printed out.

Before discussing the Licensing Menu items, a brief description will be given of important information about licenses, registration, and activating software modules.

Registering

Registration of each license is required. The Registration Form may be sent in as part of the program installation process, or later via a Licensing Menu option.

Program Options (Modules) and Module Activation

The functions provided by the GLOBAL IP ESTIMATOR program are divided into "modules". The modules currently available are:

- **System Module:** the basic GLOBAL IP ESTIMATOR software module – required for all other modules.
- **Patent and Trademark Module:** for Patent and Trademark Estimates.
- **Design Module:** for Design Estimates.
- **Timeline Module:** to create Excel spreadsheets with costs allocated to specific years.
- **User Defined Associate Charges:** with the ability to specify User Fee Rules under complete user control.
- **Assignment/Modification Module:** for Assignment and name/address change estimates.
- **Prosecution Module:** for charges related to the Prosecution process of Patent applications.

The System Module is always activated. Other modules are activated via authorization passwords. When you purchase a license for the software, you acquire the System Module and activate the Patents and Trademark Module via a password.

The password to activate a module may be entered during initial program installation (as described in *Appendix B, License Installation*), or later via the **Licensing Menu**, as described in the *Activate Additional Program Module* section below. The authorization password for each module changes monthly.

Multiple License Policy

GLOBAL IP ESTIMATOR is typically an occasional use program – not used constantly, but invaluable when needed.

The needs of many firms can be met by purchasing one license for the program. This license entitles the firm to install the software on one computer. This computer is then used to generate estimates for everyone in the firm.

There are also situations where a firm has several frequent users. In this case, it may be more efficient to have several computers licensed to install the software.

We have attempted to balance these factors by providing the option to purchase a Main License for any given location, plus the option of purchasing Additional Licenses for that location at a significantly lower price than the main license.

The availability of additional licenses is restricted as follows:

1) Each additional license must be for the *same* company/business entity as purchased the main license.

2) Each additional license must be for a computer at the *same* physical location (i.e., street address) as the computer on which the main license is installed.

3) Every computer on which the software is installed must have its own license, and may be used by more than one person.

4) In a network installation, the program may be placed on a network server. However, items 1 to 3 above still apply, in that any computer given access to the program (via a Windows desktop icon or other means) needs to have its own license. (Please note that this licensing agreement is not the same as the more common “concurrent user” software license.) Additional licenses must be for the same company, and be at the same address as the main license. If different addresses are involved, then each address must have its own main (and additional) license(s) for the computer(s) accessing the network server for the program and/or maintenance updates.

It is also possible to purchase a Location License. This licensing option can be a cost effective choice when there is a desire to have more than 12 computers licensed to use the software at one location. Locations with a Location License are not required to register each registration ID. The software recognizes the Location License, and allows program use.

Once a Main License has been purchased, additional software modules (Design, Assignment, Timeline, etc.) can be purchased to enhance various estimating capabilities. These additional modules, described above in the [*Program Options (Modules) and Module Activation*] section, are licensed to the Main License. All licenses

(Main and any Additional Licenses) at the location are licensed to use these additional modules at no additional charge.

Licensing Menu Items

The Licensing menu screen is shown on the next page:

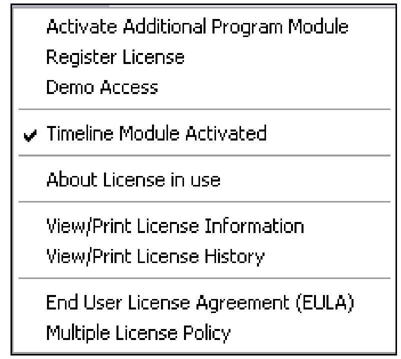


Figure 10-1 Licensing Menu screen

Activate Additional Program Module/License

This menu item is used to activate additional licenses as well as additional program modules.

Once a user chooses **Activate Additional Program Module** from the **Edit Menu Licensing** drop-down list, a screen will appear, as shown below:

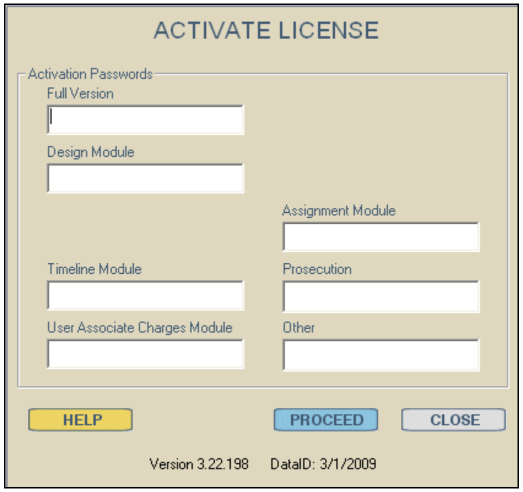


Figure 10-2 Activate License screen

Activating Additional Licenses

Once the Main License has been purchased and installed at a location, Additional Licenses may also be purchased and installed at that same location.

To activate an Additional License, notify our office of your desire to purchase the license(s). Once the license(s) has/have been purchased, our office will send you the current password to activate the license(s).

If the Additional Licenses are for a network installation, the password is entered in the "Full Version" field. If the Additional License(s) is/are for stand-alone computer(s), the password is entered during initial program installation on the computer(s).

Activating Additional Modules

Additional modules may be purchased and installed at any time. These additional software modules are embedded in the software but must be activated with a password to become available for use. As mentioned above, once an additional module has been purchased for a location, all licenses (Main and any Additional

Licenses) at the location are licensed to use it at no additional charge.

To activate an additional module, notify our office of your desire to purchase the module(s). Once the module(s) has/have been purchased our office will send you the current password(s) to activate the module(s).

Once you have the password(s) you can activate the module(s) for each license by choosing **Activate Additional Program Module** from the **Licensing Menu** drop-down list. Each module has a corresponding password field. Enter the password in the module's field, click the **Proceed** button, and the license will be activated.

If a module is already activated, the activation option for that module will not appear on the screen.

Register License

As mentioned above, the Registration ID is allocated to a computer when the program is first used at the computer and must be sent to Quantify IP for processing.

During initial program use, the user is invited to either email or print out and fax the registration form.

To complete the registration process after initial use, click the **Register License** item on the **Licensing Menu**. The screen presented by this item is shown in Figure 10-3:

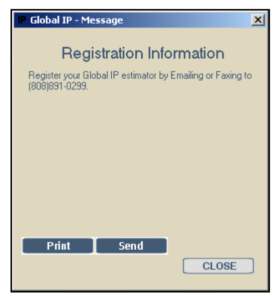


Figure 10-3 Registration Information screen

Options are provided for printing the registration (**Print**) or sending via the Internet (**Send**). If the **Print** button is clicked the printer dialog box will appear. Click **OK**. This will print out the Registration Form so that it can be faxed in. Clicking the **Send** button will show the following screen, which allows you to send the registration information via the Internet. You can also save the information to a file and send it later.

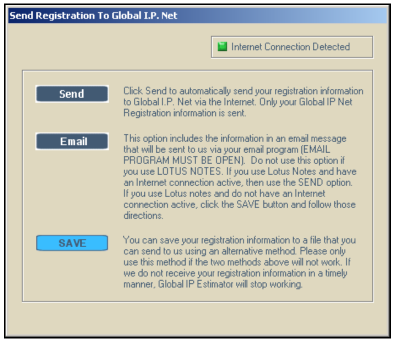


Figure 10-4 Send Registration screen

To email the form, the user's computer must have some type of emailing software program available on their computer (e.g., Outlook). If your email software is not up and running already, activate it now.

Once the user clicks the **Email** button, the registration process is completed immediately. A dialog box saying "Thank you" appears. Click **OK.**

Demo Accesss

This item may be used to enable a Program Module that you have not purchased, and would like to know more about.

To activate this feature, you must first contact Quantify IP, and we will enable program modules for that single session of program use.

About License in Use

This menu item presents a screen showing licensee information for the current user. It also shows the expiration date of the license, and the "Data ID", which contains the date of the last installed Monthly Update.

Once a user chooses **About License in Use** from the Licensing Menu drop-down list, a screen will appear, as shown below:

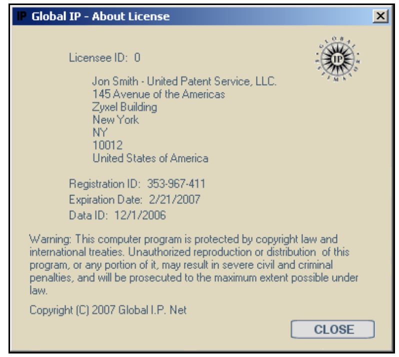


Figure 10-5 About License in Use screen

When you have completed reviewing this screen, click **Close** to close the screen and go back to the 'Global IP – Main' screen.

View/Print License Information

This menu item presents a report with detailed information about licenses on the current server. The server could be a single computer, or a network server.

Once a user chooses **View/Print License Information** from the **Licensing Menu** drop-down list, a screen will appear which offers the user various options for sorting the data. Choose the **Sort by:** option by clicking the radio button to the left of your chosen sort by option. Choose whether this data is to be in Descending or Ascending order by clicking the appropriate radio button located at the bottom of the screen. Click the **Proceed** button.

The items on the report are described as follows:

Licenses on this server: The number of licenses that are active and running from the current server.

Licenses allowed at this location: The number of licenses that have been purchased for the current location (physical address).

This is followed by information about each license, including the Registration ID, Computer Name (given when installed), Computer Location (given when installed), the Network Name, Install Date, Last Changed and Last Used.

Regarding the counts of licenses described above, an example may clarify how the counts will appear.

Example: If the location is licensed for four licenses; three of the licenses have been installed; and all three are being used via installation on a network server:

The report will have “Licenses on this server” as 3; and “Licenses allowed at this location” as 4. The detailed part of the report will show all three licenses.

If the location is licensed for four licenses, and three of the licenses have been installed, each on a separate computer (being used via local installation): The report will have the same counts at each computer with “Licenses on this server” as 1; and “Licenses allowed at this location” as 4. The detailed part of each report will have one license (the license locally installed at the computer).

View/Print License History

This menu item presents a report with detailed information about the history of licenses on the current server. The server could be a single computer, or a network server.

The use of this item, and the report itself, is similar to the View/Print License Information item described above.

End User License Agreement

This menu item displays the license agreement associated with use of the program, with the option to print it out.

The End User License Agreement is printed in *Appendix F*.

11 Design Module

Introduction

The Design Module allows the user to generate estimates for Design patent applications. Design patents are completely different from trademarks with a design element.

After activating this module, the user should review the in-house fees and costs associated with Design Estimates. These in-house charges are described in the *In-House Fees and Costs for Design Estimates* section below.

Without activating the Module, you can run estimates for Denmark and Japan.

Running a Design Estimate

Go to the initial screen for GLOBAL IP ESTIMATOR titled 'Global IP – Main' screen. You will notice that, once you have installed the Design Module, the selection button for Designs will be activated (white). Click the **Design** radio button.

The 'Global IP–Main' screen is shown in Figure 11-1:

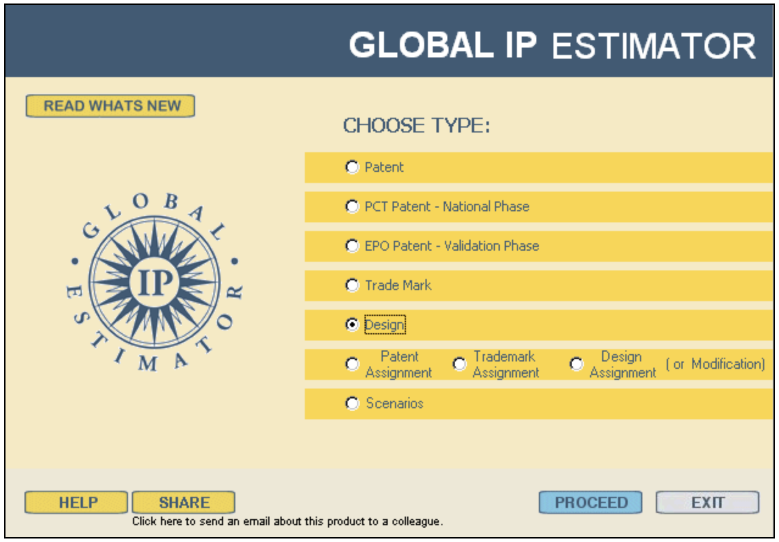


Figure 11-1 Design Global IP – Main screen

Once the **Design** radio button has been selected, click the **Proceed** button.

The 'Specify Destination(s) of Application' screen is presented. Select the countries to include in the estimate by clicking on each one. Boxes are available to change the In-House set of charges to be used and to specify whether to include only Official Fees or only Official and Translation Costs. You can also choose to exclude various stages by clicking the buttons provided on the left bottom side of the screen. In-House Fees and Costs for Designs will be discussed in more detail in the following section.

This screen is shown in Figure 11-2:

Figure 11-2 Design Specify Destination(s) of Application screen

Once the country selection and any changes to the In-House Charges set, categories and stages to exclude selections have been completed, click the **Proceed** button.

Based on the destinations you have selected, the program determines the relevant application parameters and presents the 'Enter Application Information' screen.

This screen is shown in Figure 11-3:

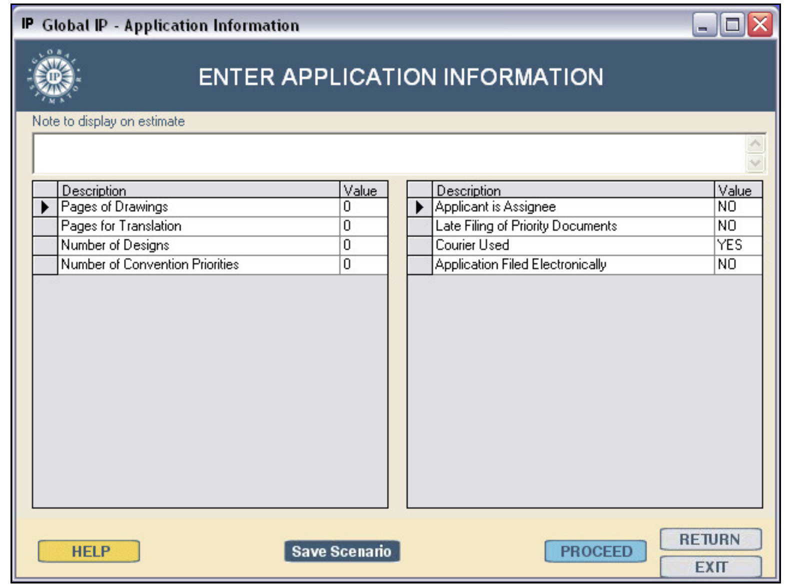


Figure 11-3 Design Enter Application Information screen

In this screen, enter the appropriate amounts into the boxes on the left. You can change the Yes/No options on the right by tabbing or clicking on the item and using the space bar to change the value. You can also use the arrow keys to navigate between items.

At this point, you have the option of saving the scenario for future re-use or reference by clicking the **Save Scenario** button. A new box will appear, allowing you to name the scenario. Scenarios are discussed in more detail in *Chapter 5, Scenarios*.

Once you have entered the amounts in the application parameters, click the **Proceed** button.

The estimate is calculated and presented in report form. The first report to appear will be the GLOBAL IP ESTIMATOR – Condensed Summary. The screen is presented below:

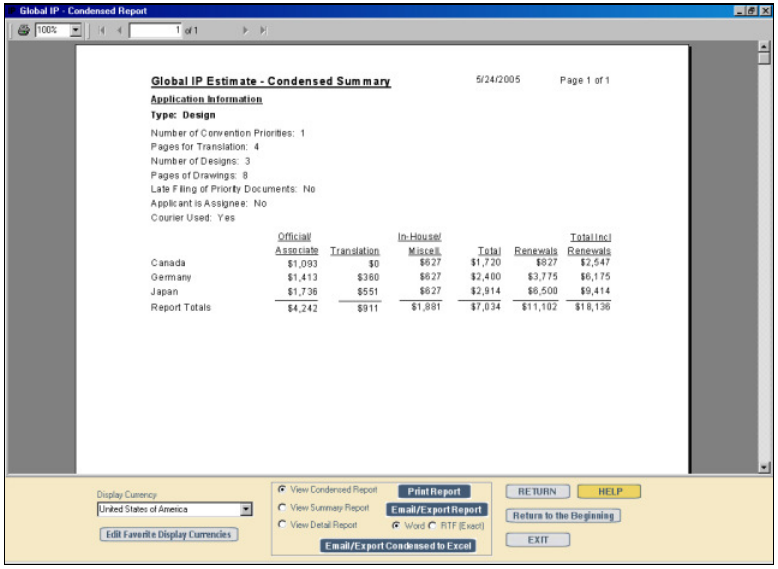


Figure 11-4 Design Global IP Condensed Report screen

You can also choose to view and print the Summary Report and the Detail Report.

From the report screen, you have the option of returning to the beginning in order to create additional Design or other application type estimates.

For further instructions on preparing estimates, please review the various sections devoted to estimating elsewhere within this *Guide*.

In-House Fees and Costs for Design Estimates

Introduction

The ‘In-House Charges’ **Edit Menu** item allows you to modify the default In-House Charges that are included with the software, as well as create additional sets of In-House Charges for use by different individuals using the software, in various scenarios, and with different clients.

Please review *Chapter 8, Edit Menu, In-House Charges* for a general description of In-House Charges, as well as to learn how to change, add, and delete sets of In-House Charges. The following section will focus on the specifics of Design In-House Charges.

Design In-House Charges

Once a user has chosen the **In-House Charges** from the Edit Menu drop-down list, a screen titled ‘Sets of In-House Charges’ will appear. This screen has an option for selecting Designs. The ‘Sets of In-House Charges’ screen is shown below:

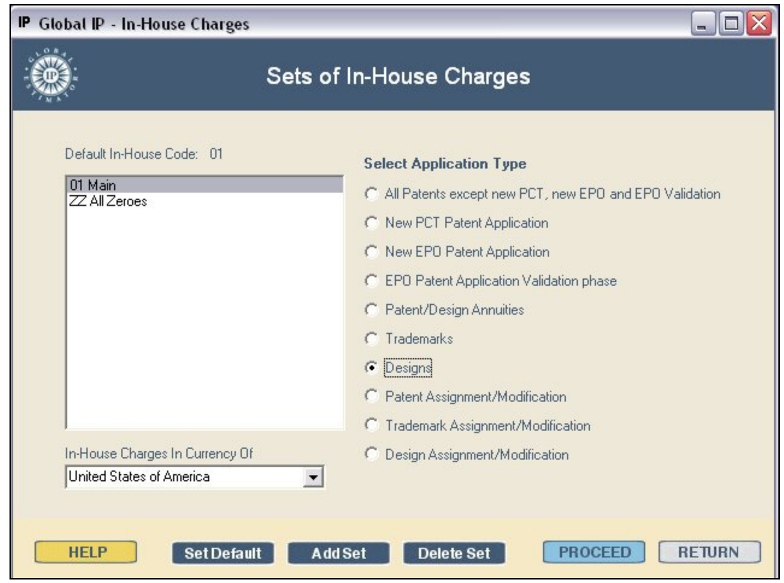


Figure 11-5 Design Sets of In-House Charges screen

Choose Designs by clicking on the **Designs** radio button. Click the **Proceed** button. The ‘Designs’ screen will appear.

The screen is shown in Figure 11-6:

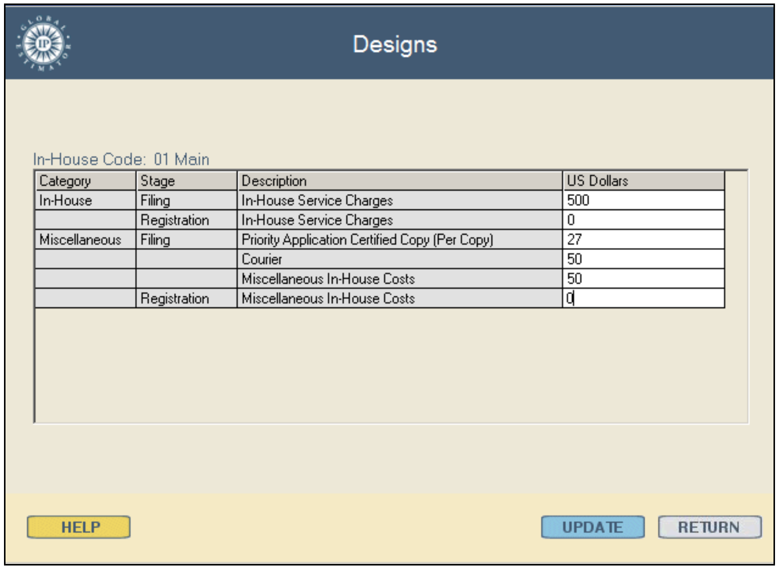


Figure 11-6 Design In-House Charges screen

The first column specifies the **Category of Charge**. The second column specifies the **Stage**. The third column gives a description of each **Type of Charge**. The fourth column indicates the current **Charge Amount**.

To modify an amount, either click or tab into the box. This will highlight the amount. Replace the amount with the new amount. To move from one Charge box to the next, use the tab key or the up and down arrow keys on the keyboard.

Completing the Process

When all the changes have been made, click the **Update** button. This will take you back to the ‘Sets of In-House Charges’ screen. From here you can continue to create, modify, or delete sets of In-House Charges for Designs or other application types.

Choosing **Return** will return you to the ‘Sets of In-House Charges’ screen without saving your changes.

12 Timeline Module

Introduction

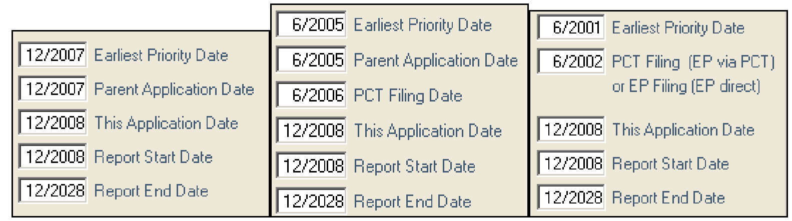
The Timeline Module allocates the costs calculated by the program to particular years in the future. This capability is useful for budgeting future costs. For patents, the year associated with a stage is shown on the Detail Report, and years are shown for the annuities in the Annuity table in the Detail Report. The calculations are also saved to four Excel spreadsheets: one with the costs separated into categories (Official, Associate, In-House and Miscellaneous) for each country; one with the costs separated into stages (Filing, Examination, Grant for Patents) for each country; one with the totals for each country; and one with running totals, showing the cumulative amounts paid up to a specific year.

The Timeline projection uses average times for each stage to be completed. Since this information is not typically included in fee schedules from foreign associates, we obtained the average processing times by communicating with associates and asking them for the information. The data is included in the monthly update, and may change as a country's policies change, or as the data becomes more refined.

While the module does come with system-defined Timeline data (as described above), the user can specify the average number of years for completion of stages of the application. These user-defined averages can be entered for any selected countries, to be used in place of system numbers. Entering this information is discussed in the *Changing the Timeline Settings* section below.

Dates Associated With Timeline Generation

The 'Country Selection' screen for a Patent application will have date fields on the lower right of the screen, which varies per application type, as shown below:



Patent National Phase *PCT Patent - Validation Phase* *EPO Patent -*

Figure 12-1 Timeline Dates

These date fields are used as follows:

Earliest Priority Date

Definition:	Date of the earliest priority claimed for the application being estimated.
Program Use:	Annuities are calculated for 20 years from this date. No other use by the program.
Preset Value:	**Patent:** Current date minus 12 months.
	PCT National: Current date minus 42 months
	EPO Validation: Current date minus (("Years to EPO Grant") x 12 months) minus 42 months (assumes EPO via PCT). The "Years to EPO Grant" is a value set by the user in the **In-House Charges** for annuities. (Pre-set to 4 years.)

Parent Application Date

Definition: Date of the initial application for this patent family.

Program Use: PCT National Phase application dates are set to 30 months from this date. PCT Exam date is set to 22 months from this date.

Preset Value: **Patent:** Current date minus 12 months.

PCT National: Current date minus 42 months

EPO Validation: N/A

PCT Filing Date

Definition: Date the application was filed with the PCT Receiving Office.

Program Use: Affects Exam dates and Annuity dates of PCT National phase country applications.

Preset Value: **Patent:** N/A

PCT National: Current date minus 30 months

EPO Validation: N/A

PCT Filing (EP via PCT) or EP Filing (EP direct)

Definition: For an EP application that was filed via the PCT, enter the date the PCT application was filed with the PCT Receiving Office. For an EP application filed directly, and not via the PCT, enter the date filed with the EP.

Program Use: Affects Annuity dates for the EP Validation phase countries.

Preset Value: **Patent:** N/A

PCT National: N/A

EPO Validation: Current date minus ((“Years to EPO Grant”) x 12 months) minus 30 months (assumes EPO via PCT). The “Years to EPO Grant” is a value set by the user in the **In-House Charges** for annuities. (Pre-set to 4 years.)

This Application Date

Definition: Date application being estimated is filed.

Program Use: Affects Filing, Exam, Prosecution, Grant and Annuity dates.

Preset Value: Current date for all types

Report Start Date

Definition: Include costs from this date.

Program Use: Costs are included from this date on.

Preset Value: Current date for all types

Report End Date

Definition: Include costs until this date.

Program Use: Costs are included until this date.

Preset Value: Current date plus 20 years

For annuities, the calculation is by year. If an annuity occurs during or after the *year* of the Report Start Date, it will be included, regardless of the month. If an annuity occurs during or before the *year* of the Report End Date, it will be included, regardless of the month.

Note that the “**Include Maintenance From and To Year**” fields are not displayed when the Timeline Module is activated. The selection of these years is done via the Report Start and End dates.

Generating the Timeline Spreadsheets

A Timeline spreadsheet can be produced for *any* Patent or Trademark estimate. Enter information for the estimate as usual, identifying the countries and application information. Once you proceed to the reports screen, you will find the following buttons at the bottom of the screen, as shown in Figure 12-2.

Figure 12-2 Timeline Report Buttons screen

Clicking the **EMail/Save Timeline to Excel** button will result in another window appearing on the screen. Use this screen to specify one email address to which to send the saved file, or enter the name of the spreadsheet and set the folder.

A default name for the spreadsheet, “Global IP Report Timeline.xls”, is given. To replace the existing name, highlight the existing name (if it is not already highlighted) and type in the new name. Whatever name is entered will be used for the main spreadsheets and for the Condensed Summary Format spreadsheet, which contains country totals only.

The default folder that will be used is identified, and can be temporarily changed here. (See *Default Folder for Saved Spreadsheets* section below for instructions on setting the default path.)

Once you have made your changes to the ‘Save As’ screen, click **Save**. The Timeline format spreadsheets will be created and saved in the folder specified by you.

In addition to the Timeline format spreadsheets described below. a Condensed Summary Format spreadsheet is also produced, which is the default Excel save format, and is described in *Chapter 6, Reports*. The name given to this spreadsheet has “_Condensed.xls” as a suffix.

Timeline Spreadsheet – Details

Patents

The average number of years to Patent examination and grant in each country is used to produce a yearly projection of when costs will be incurred. The annuities are then allocated to the appropriate years, based on whether annuities begin from filing date, from publication date, or from grant date.

The Patent Timeline can be used with:

- An estimate for applications sent directly to national Patent offices.
- A two-part estimate – for example, to project PCT application costs with ensuing National Phase costs.
- A three-part estimate – for example, to obtain the Timeline projection for a PCT application, followed by an EPO application, followed by the EPO Validation phase.

Two Timeline spreadsheets generated contain detailed country information. The spreadsheet named “Category” has rows with Official, Associate, In-House and Miscellaneous totals by year. The spreadsheet named “Stage” has rows with Stage (for example, Filing) totals by year.

Both a “Totals” and a “Running Totals” spreadsheets are also produced. The “Running Totals” spreadsheet shows the cumulative costs of the patent.

Part of the Timeline spreadsheet by Stage for a three-part Patent estimate is shown in Figure 12-3:

	Total	Discounted 0%	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021
PCT (International)																			
Filing	3174	3174	3174	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Ch II Demand	1057	1057	0	0	1057	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total	*4231*	*4231*	*3174*	*0*	*1057*	*0*	*0*	*0*	*0*	*0*	*0*	*0*	*0*	*0*	*0*	*0*	*0*	*0*	*0*
PCT - National Phase																			
European Patent Office																			
Filing	5640	5640	0	0	0	5640	0	0	0	0	0	0	0	0	0	0	0	0	0
Examination	2431	2431	0	0	0	0	0	0	2431	0	0	0	0	0	0	0	0	0	0
Granting	4099	4099	0	0	0	0	0	0	0	4099	0	0	0	0	0	0	0	0	0
Maintenance	4263	4263	0	0	0	834	864	1267	1298	0	0	0	0	0	0	0	0	0	0
Total	*16433*	*16433*	*0*	*0*	*0*	*6474*	*864*	*1267*	*3729*	*4099*	*0*	*0*	*0*	*0*	*0*	*0*	*0*	*0*	*0*
Japan																			
Filing	7240	7240	0	0	0	7240	0	0	0	0	0	0	0	0	0	0	0	0	0
Examination	2068	2068	0	0	0	0	0	2068	0	0	0	0	0	0	0	0	0	0	0
Granting	560	560	0	0	0	0	0	0	0	560	0	0	0	0	0	0	0	0	0
Maintenance	8160	8160	0	0	0	0	0	0	0	0	0	0	400	400	400	600	600	600	1290
Total	*18028*	*18028*	*0*	*0*	*0*	*7240*	*0*	*2068*	*0*	*560*	*0*	*0*	*400*	*400*	*400*	*600*	*600*	*600*	*1290*
EPO - Validation Phase																			
Austria																			
Filing	4047	4047	0	0	0	0	0	0	0	4047	0	0	0	0	0	0	0	0	0
Maintenance	15972	15972	0	0	0	0	0	0	0	474	620	629	632	954	982	982	1413	1430	1430
Total	*20019*	*20019*	*0*	*0*	*0*	*0*	*0*	*0*	*0*	*4521*	*620*	*629*	*632*	*954*	*982*	*982*	*1413*	*1430*	*1430*
France																			
Filing	3354	3354	0	0	0	0	0	0	0	3354	0	0	0	0	0	0	0	0	0
Maintenance	10476	10476	0	0	0	0	0	0	0	490	490	490	671	725	725	725	725	1087	1087

Figure 12-3 Timeline Excel Spreadsheet Sample screen

This is the timeline report for a PCT application followed by National Phase applications to the EPO and Japan, followed by validation of the EPO patent in Austria, France and Germany. The PCT application was filed in November 2005.

There are several elements worth pointing out about the time allocation of the costs.

- The PCT filing amounts are in 2005.
- The Chapter II amounts are in 2007, since Chapter II is 22 months after filing, and filing was in November 2005. If the filing had been February 2005, the Chapter II amounts would have been allocated to 2006.
- The EPO and Japanese National Phase filing amounts are in 2008 (30 months after filing the PCT application). Again, the filing month affects the allocation. With a filing month of February, the time allocation is to August 2007. If the filing month had been July or later, then the allocation would have been to 2008.
- The EPO exam amounts are in 2008, three years after the international filing date. The grant is in 2012, four years after the EPO filing date.

- The EPO annuity amount calculations are based on the International Priority date. Since the date is in 2005, there is an annuity due in 2008, the same year as the EPO filing. EPO annuities are also added into the amounts for 2009, 2010, and 2011. (The totals in any year include all sources of charges for that year.)
- The Japanese exam amounts are in 2008 (2.5 years after the international filing date) and grant amounts are in 2012 (four years after filing in Japan), since our system settings have these numbers of years in the database.
- The Austrian validation amounts are in 2012, the same year as the EPO grant. The Austrian annuities start the same year. The annuity amounts are based on the publication date, which is calculated as 18 months from the International Priority date. The French and German amounts are in similar years, except that their annuities are calculated based on the International filing date.
- Annuity calculations stop 20 years from the filing date.

Note the “Discounted Total” column next to the “Total” column. The discount rate is a user setting (0% above). If not zero, amounts in future years are discounted via the “Net Present Value” function in Excel.

Trademarks

For Trademarks, the Timeline projects application and renewal costs by year. An example of a Trademark Timeline spreadsheet is shown in Figure 12-4:

By Stage	Total	Discounted 0%	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10	Year 11	Year 12	Year 13	Year 14	Year 15	Year 1
Argentina																		
Search	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Filing	3895	3895	3895	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Registration	936	936	0	936	0	0	0	0	0	0	0	0	0	0	0	0	0	
Renewal	3525	3525	0	0	0	0	0	0	0	0	0	0	3525	0	0	0	0	
Total	*8356*	*8356*	*3895*	*936*	*0*	*0*	*0*	*0*	*0*	*0*	*0*	*0*	*3525*	*0*	*0*	*0*	*0*	
Australia																		
Search	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Filing	2469	2469	2469	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Registration	1480	1480	0	1480	0	0	0	0	0	0	0	0	0	0	0	0	0	
Renewal	1899	1899	0	0	0	0	0	0	0	0	0	0	1899	0	0	0	0	
Total	*5848*	*5848*	*2469*	*1480*	*0*	*0*	*0*	*0*	*0*	*0*	*0*	*0*	*1899*	*0*	*0*	*0*	*0*	
Brazil																		
Search	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Filing	3956	3956	3956	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Registration	2886	2886	0	2886	0	0	0	0	0	0	0	0	0	0	0	0	0	
Renewal	4196	4196	0	0	0	0	0	0	0	0	0	0	4196	0	0	0	0	
Total	*11038*	*11038*	*3956*	*2886*	*0*	*0*	*0*	*0*	*0*	*0*	*0*	*0*	*4196*	*0*	*0*	*0*	*0*	
Totals																		
Search	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Filing	10320	10320	10320	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Registration	5302	5302	0	5302	0	0	0	0	0	0	0	0	0	0	0	0	0	
Renewal	9620	9620	0	0	0	0	0	0	0	0	0	0	9620	0	0	0	0	
Total	*25242*	*25242*	*10320*	*5302*	*0*	*0*	*0*	*0*	*0*	*0*	*0*	*0*	*9620*	*0*	*0*	*0*	*0*	

Figure 12-4 Timeline Trademark Report Sample screen

The amounts shown in Year 1 are Filing costs, the amounts shown in Year 2 are Registration costs, the amounts shown in Year 11 are Renewal costs. If the renewal was due in fewer years than 10 years after registration, the renewal costs would have been placed in the appropriate year.

Designs

Timeline reports are not yet available for Designs.

Changing the Timeline Settings

As mentioned previously, while the Timeline Module does contain system-defined Timeline data, the user can specify the average number of years for completion of stages of the application for any of the selected countries. The user-defined Timeline settings, once entered, will take precedence over the system-defined settings.

Once the user has chosen the **Timeline Settings** from the Edit Menu drop-down list, a screen titled 'Timeline Settings' will appear. Figure 12-5 shows this screen:

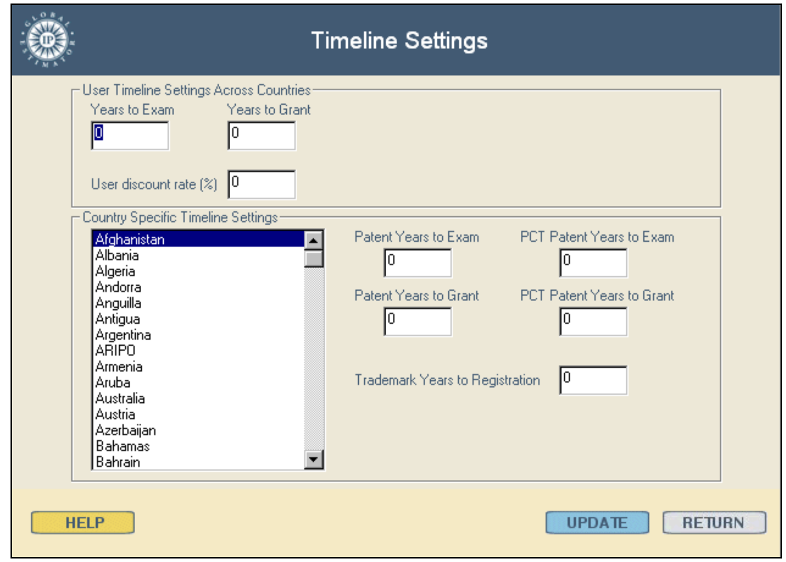


Figure 12-5 Timeline Settings screen

The top part of this screen includes user settings that apply for all countries without specific settings. The country-specific settings are entered in the lower part of the screen.

User Timeline Settings Across Countries

These items on the top part of the screen are used as follows:

- **Years to Exam:** (For Patents) Default years to Patent examination. Used only if there is no system-defined data for a country. (See discussion of "Precedence Rules" below.)
- **Years to Grant:** (For Patents) Default years to Patent grant. Used only if there is no system-defined data for a country. (See discussion of "Precedence Rules" below.)
- **User discount rate:** A percentage rate for use in calculating discounted totals. If not zero, amounts in future years are discounted via the "Net Present Value" function in Excel.

Country Specific Timeline Settings

Data for particular countries may be entered in the 'Country Specific Timeline Settings' section on the bottom half of the screen.

To modify the data for a country, first select the country in the country drop-down list. Once the country is highlighted, you may proceed to enter the related data in the boxes to the right.

The country items are shown with self-explanatory labels:

- Patent Years to Exam
- Patent Years to Grant
- PCT Patent Years to Exam
- PCT Patent Years to Grant
- Trademark Years to Registration

Note the added distinction of time settings for direct national Patent applications versus PCT National Phase applications.

Completing the Process

Once you have made the data modifications for your selected country, click the **Update** button. A box will appear stating that the "Country Specific Timeline Settings have been updated". Click **OK**. This latest user-entered data for the country modified will now take precedence over any other settings, including the system-defined settings for that country.

You may continue to select countries and modify their Timeline data or click the **Return** button to return to the 'Global IP – Main' screen.

Pressing the **Return** button – before clicking the **Update** button – will return you to the previous screen without saving your changes.

Deleting User-Defined Timeline Data

To delete the user-defined data for any or all fields and return to the system-defined data, select the country on the Timeline Settings screen that you wish to modify and replace the user-entered data in the specified field with "0". Once you have made all your changes,

click the **Update** button. For every field that has "0" as its value, the system-defined data will take precedence.

Precedence Rules

There are several database fields that contain information about the timing of the same event. For example, the "Years to Exam" for Patents may be identified in several ways. The program uses the following rules to establish which number to use. The "Years to Exam" for Germany will be used for illustration purposes.

- If the user has entered a non-zero value for "Patent Years to Exam" for Germany (in the 'Timeline Settings' screen shown above), that value is used.
- If there is no user-entered value for "Patent Years to Exam" for Germany, the system-defined value for "Patent Years to Exam" for Germany will be used. (This value is sent as part of the database every month, and may change if we change the database because of additional information from foreign associates.)
- If there is no user-entered value *and* no system-defined value for "Patent Years to Exam" for Germany, the *user-entered default* value for "Years to Exam" (if any) will be used, i.e., the non-zero value entered in the "User Specific Timeline Settings" in the top part of the 'Timeline Settings' screen as shown above.
- If there is no user-entered value *and* no system-defined value for "Patent Years to Exam" for Germany, *and* no user-entered default value for "Years to Exam", then the *system-defined default* value for "Years to Exam" will be used.

Default Folder for Saved Spreadsheets

The **File** Menu item in the main program screen has an item labeled 'Default Path Setup for Saved Files'. Clicking this menu item results in the typical Windows folder navigation screen. Identify the folder into which you wish to place any saved reports. The report name that shows on this folder navigation screen is "Global IP Report". This is for illustration purposes only. The actual report name will reflect which report is being saved. The purpose of the menu item is to identify the folder into which to place the reports.

Once the default path has been set, it can be modified by either returning to the File Menu **Default Path Setup for Saved Files** item or at the time the **Email/Save Report** button is clicked on the 'Report' screen. There you can modify the "Save in" setting.

13 User Defined Associate Charges – Detailed Module

Introduction

Fee rules define the parameters used by GLOBAL IP ESTIMATOR to generate estimates for each individual country. GLOBAL IP ESTIMATOR uses Fee Schedules from Associates to determine the default fee rules. Some fee rules reflect fixed amounts, and some depend on the attributes of the application, such as the number of pages in the application, or number of claims.

The User Defined Associate Charges – Detailed Module allows the user to add to or replace the system-defined fee rules via two methods: Pre-Defined Templates and Advanced Process. For each individual country, you can set individual fee rules for Associate's Charges for each type of application available for that country. This module thus gives the user nearly unlimited ability to set the Associate's Charges to exact specifications.

Note: A third method, the Simple Method, is supplied as part of the basic GLOBAL IP ESTIMATOR software. It allows the user to enter a limited number of fee rules. To view instructions on this method, see *Chapter 8, Edit Menu, User Defined Associate Charges*. All three methods may be used for any country. All rules specified will apply.

General Description

Once a user has chosen **User Defined Associate Charges - Detailed** from the **Edit Menu** drop-down list, a screen titled 'User Defined Associate Charges Country and Type Selection' will appear, as shown in Figure 13-1:

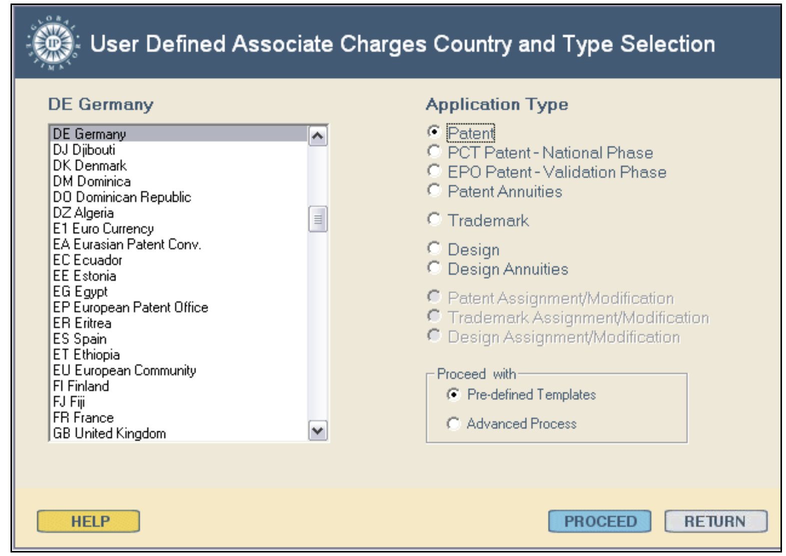


Figure 13-1 User Defined Associate Charges Country and Type Selection screen

The list of countries on the left is used to select the country. The option buttons to the top right are used to select the Application Type. The option buttons on the bottom right are used to select the process (Pre-defined Templates or Advanced) to use.

Choose the country whose Associate's Charges you wish to modify.

Once you have chosen a country, the Application types available for that country will become activated, with a white radio button. (Un-available types will show a gray radio button.) The fee rules depend on the type of application: **Patent, PCT Patent - National Phase, EPO Patent - Validation Phase, Patent Annuities, Trademark, Design,** or **Design Annuities**. Choose the Application Type.

You can choose between two methods for changing the associate charges: **Pre-Defined Templates** or **Advanced Process.** If you choose the Pre-Defined Templates method you will need to understand something about how fee rules are constructed, but "templates" are provided which simplify the process. If the Advanced Process is chosen, any number of associate charges may be specified, with full access to the elements that comprise each fee rule. The user needs to understand exactly what a fee rule is, and how to construct one. The changes made by one method will not affect the changes made by the other method.

Typically, if you make changes to any of the three Patent application types, you will also want to make changes to the Patent Annuities application type. Likewise, if you make changes to the Design application type, you will want to make changes to the Design Annuities application type.

Each User Defined Associate Charge represents one line item in the Detail Report. These line items are accumulated into totals for the Condensed and Summary Report numbers.

Once you have chosen the country, application type, and process (Pre-defined Templates or Advanced Process), click the **Proceed** button to move to the next screen. If Predefined Templates were chosen, this screen will be titled ‘User Defined Associate Charges - Template’. If the Advanced Process was chosen, a screen titled ‘User Defined Associate Charges List’ will appear.

The rest of this chapter discusses these two process options, starting with the Pre-Defined Templates followed by the Advanced Process.

Pre-Defined Templates

Once the user has chosen the country, application type, and the Pre-Defined Templates, a screen will be displayed, titled ‘User Defined Associate Charges - Template’. This screen shows all the fee rules and other processing options for that selection. All countries and Application Type selections for the Pre-Defined Associate Charges process will show, in general, the same basic screen layout. (The exception is the Patent Annuities screen, where the display has a different format. This will be discussed in the sub-section, *Pre-Defined Templates - Patent Annuities.*)

The procedures for modifying the Pre-Defined Templates Associate Charges will be illustrated via the example of **Germany** selected, **Patent**, and **Pre-Defined Templates** selected. This screen is shown in Figure 13-2:

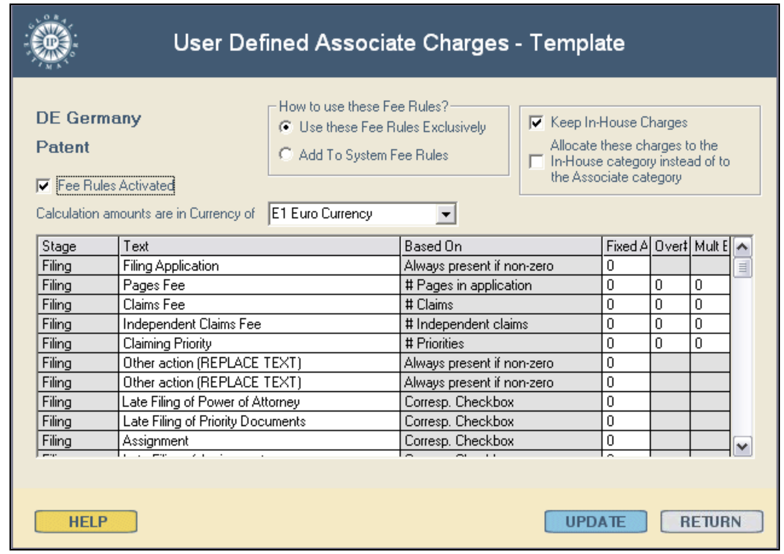


Figure 13-2 User Defined Associate Charges Template screen

There are option buttons at the top of the screen which apply to all the associate charges defined for this country and application type.

Fee Rules Activated

When the screen is initially presented for the country/application type, this checkbox is checked. This means that once the **Update** button has been clicked, the fee rules entered will be processed and used when generating an estimate. If you later wish to revert to the system-defined fee rules for the country/application type, ***uncheck*** this box. You will not need to delete and re-enter these rules if you wish to switch between the user-defined rules and the system-defined rules.

How to use these Fee Rules?

This box delineates, if you have checked the **Fee Rules Activated** box, how your new fee rules will be applied. You can check either the **Use these Fee Rules Exclusively** box if you want your new user-defined associate charges to be used ***exclusively*** in place of the default system fee rules, or check the **Add To System Fee Rules** box if you prefer your new fee rules to be in used *in **addition*** to the default fee rules.

Keep In-House/Allocation Options

Keep In-House Charges

You can direct the In-House costs to be included in the estimate for the country by clicking the **Keep In-House Charges** checkbox. This box is checked by default. If you do not want In-House Amounts included in the reports, you must uncheck the box.

An example of not including In-House Fees would probably arise when you are doing an estimate for your home country. In this case, you would probably also click the **Allocate these charges to the In-House category instead of to the Associate category** box. In essence, the software would then represent the Associate's fees in the In-House column, and thus eliminate the Associate's fees.

Allocate these amounts to the In-House category instead of to the Associate category

As described briefly above, if you click the **Allocate these charges to the In-House category instead of to the Associate category** option, the program changes the category associated with all **Associate's** amounts for this country (including the user-defined associate charges being entered in this screen) from the **Associate** category to the **In-House** category. If the **Keep In-House Charges** box is left checked, ***both*** the values from the In-House set and the Associate's charges will appear as In-House charges.

These Keep In-House/Allocation options are ***identical*** to the similarly labeled options that can be set via the **Country-Specific Settings** Edit Menu item. **Note:** Changing the settings for these options in this 'User Defined Associate Charges - Template' screen, ***is the same*** *as* changing the settings in the 'Country Specific Settings' screen, with the exception that they

are used from here ***only*** if fee rules are also entered and activated.

Calculation Amounts Are in Currency of Drop-Down Field

The currency to use in relation to the fee rules you are entering is selected via this drop-down list box. This entry may initially either default to the currency of the country being processed, or be set to $US.

Entering the Fee Rules

For each type of application available in a specific country, a customizable list of fee rules (taking up the bottom half of the screen) is presented in spreadsheet form. This spreadsheet represents the logic for the line items in the Detail Report. You can make changes to these items, including the **Text** that will appear on the report for all items in white boxes; the items in gray boxes are fixed and cannot be altered. Additionally, lines for user-defined items are available; by default, these are labeled "Other action (REPLACE TEXT)" and are only for Fixed Amount items. If you use any of these to add new items to the Fixed Amounts, be sure to change the text so it reflects what these new items represent.

Access any field you wish to change by tabbing to or clicking within that field. You can also navigate from cell to cell using the arrow keys on your keyboard.

To delete a Fee Rule item, zero out the amounts in the line to be deleted.

Fee Rules Spreadsheet

The columns in the fee-rules spreadsheet are interpreted as follows:

Stage: The stage that corresponds to the line item. If the rule results in a non-zero amount, the line will appear on the Detail Report in this stage. The stage indicated cannot be changed.

Text: The text that will appear on the Detail Report for this rule. This text can be modified here.

Based On: This column is critical to defining how the fee rule is used. This information corresponds to items that appear on the 'Enter Application Information' screen. By defining a rule that is **Based On** a particular Application Information item, that item will appear in the 'Enter Application Information' screen the next time an estimate is run for that country/application type.

For example, by defining a "multiply by" amount for the **based On/# Pages in application**, you are telling the program that, when you enter the number of pages for the estimate in the 'Enter Application Information' screen, the number of pages will be multiplied by this amount.

Fixed Amount: This column indicates a specific amount to include on the Detail Report. If based on a numeric 'Enter Application Information' screen item (e.g., number of pages), this amount will always appear. If based on a **Yes/No** item, the amount will appear if the 'Enter Application Information' screen item is marked **Yes** when running the estimate.

Over# and **Mult By:** These options offer additional flexibility beyond the simple addition of a fixed amount. These columns are used when the 'Enter Application Information' screen item in the **Based On** box is numeric.

Example: A flat fee of $100 may be charged for filing the first 50 pages of an application (including drawings), but for more than 50 pages, the per-page rate becomes $5. To create this rule:

- In the line based on **# Pages in application**, enter the amount for the first 50 pages in the **Fixed Amount** column: "$100".
- Enter "50" in the **Over#** column
- Set the **MultBy** column to "5".

Suppose that later you are creating an estimate for 54 pages (excluding drawings) plus six pages of drawings, for a total of 60 pages. When the Detail report for your 60-page application is generated, an additional line specifying $150 for Page Charges will appear in the Filing stage section.

Completing the Process

When all the changes are made, choose the **Update** button, which will return you to the 'User Defined Associate Charges Country and Type Selection' screen. At this point you can either proceed to the next application type for the country, choose another country for which to edit the fee rules, or choose **Return** to go back to the 'Global IP – Main' screen.

Pressing the **Return** button – before clicking the **Update** button – will return you to the 'User Defined Associate Charges Country and Type Selection' screen without saving your changes.

Pre-Defined Templates – Patent Annuities

The screen presented by choosing the 'User Defined Associate Charges Country and Type Selection – Pre-Defined Templates – Patent Annuities' option is shown below:

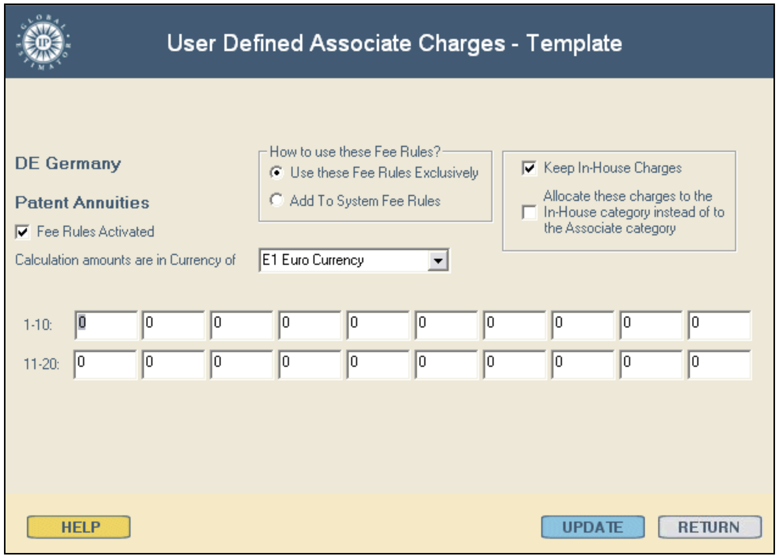


Figure 13-3 User Defined Associate Charges Country and Type Selection – Pre-Defined Templates - Patent Annuities screen

The button and box options found on the upper portion of the 'User Defined Associate Charges – Template' screen for Patent Annuities are the same as those found on the ‘User Defined Associate Charges – Template’ screen, described above.

The lower part of the screen, where the calculation amounts are entered, is different from the other Pre-Defined Template screens. The amounts in this screen are the annuities for years 1 to 20. The first 10 annuities are entered in the first row; the second 10 in the second row. The amounts for any of the charges may differ from each other.

In the case of annuities only, the Simple Method and the Pre-Defined Template Method change the same data.

Changes made to the annuity amounts are applied only to the country you selected on the ‘User Associate Charges Country and Type Selection’ screen. The changes are included in the reports for Patent Estimates, showing in the **Total Annuities** on the Summary Report and on a separate row within the **Annuities** section of the Detail Report.

Make ***all*** changes before clicking the **Update** button.

Advanced Process

The Advanced Process method is a more complex method, and the fee rules that are part of the system defined fee rules and Pre-Defined Templates method will be sufficient for most cases. However, we include the option to create the fee rules for advanced users, or for specialized situations. **Note:** It is advisable to read through the Pre-Defined Templates instructions, above, before attempting to modify the fee rules using the Advanced Process.

Once you have chosen the country, application type, and the Advanced Process, a screen will appear, titled ‘User Defined Associate Charges List’.

The screen shows all the Advanced Process fee rules already entered for that country/application type in the main part of the screen. (The screen below shows no fee rules, as no rules have been entered yet.)

The process for the Advanced Process method will be illustrated via the example of Germany, Patent, and Advanced selected. This screen is shown below:

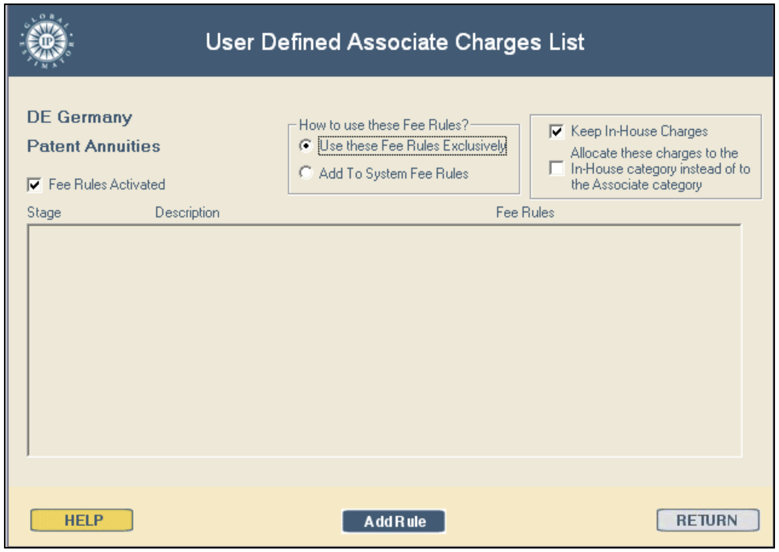


Figure 13-4 User Defined Associate Charges List – Advanced Process

There are option buttons at the top of the screen which apply to all the rules defined for this country and application type. These options are the same as with the Pre-Defined Templates method. If both methods have been used for a country/application type, then setting these options via either method applies to ***both*** methods. The Simple Method has similar option buttons.

Fee Rules Activated

When the screen is initially presented for the country/application type, this checkbox is checked. This means that once the **Update** button has been clicked, the fee rules entered will be processed and used when generating an estimate. If you later wish to revert to the system-defined fee rules for the country/application type, ***uncheck*** this box. You will not need to delete and re-enter these rules if you wish to switch between the user-defined rules and the system-defined rules.

How to Use these Fee Rules?

This box delineates, if you have checked the **Fee Rules Activated** box, how your new fee rules will be applied. You can check either the **Use these Fee Rules Exclusively** if you want your new user defined associate charges to be used ***exclusively*** in place of the default system fee rules or check the **Add to System Fee Rules** if you prefer your new fee rules to be in used ***in addition*** to the default fee rules.

Keep In-House/Allocation Options

Keep In-House Charges

You can direct the In-House costs to be included in the estimate for the country by clicking the **Keep In-House Charges** checkbox. This box is checked by default. If you do not want In-House Amounts included in the reports, you must uncheck the box.

Allocate these charges to the In-House category instead of to the Associate category

If you click the **Allocate these charges to the In-House category instead of to the Associate category** option, the program changes the category associated with all **Associate** amounts for this country (including the user-defined associate charges being entered in this screen) from the **Associate** category to the **In-House** category. If the **Keep In-House Charges** box is left checked, ***both*** the values from the In-House set and the Associate's Charges will appear as In-House Charges.

These Keep In-House/Allocation options are ***identical*** to the similarly labeled options that can be set via the **Country-Specific Settings** Edit Menu item. **Note:** Changing the settings for these options in this 'User Defined Associate Charges List' screen ***is the same as*** changing the settings in the 'Country Specific Settings' screen, with the exception that they are used from here ***only*** if fee rules are entered and activated.

Adding Advanced Process Associate Charges

From the 'User Defined Associate Charges List' screen, choose **Add Rule** to move to the 'User Defined Associate Charges Detail' screen, where the rule will be defined.

Each rule is associated with a **stage** (filing, examination, etc.), and involves specifying a **rule** about how the values of given 'Enter Application Information' screen items result in an **amount** to add to the estimate. Each rule will result in a separate line in the Detail Report.

Each rule therefore specifies the stage, a description for the report, the application information items to use, and amounts to add or multiply.

This screen is shown in Figure 13-5:

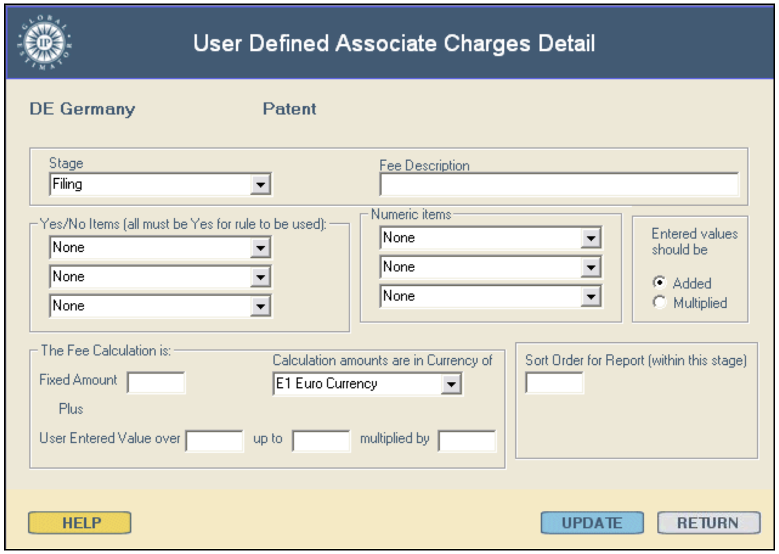


Figure 13-5 User Defined Associate Charges Detail – Advanced Process

Once on this screen you can access any field you wish to change by clicking within that field.

The fields on the screen are used as follows:

Stage

Select the stage associated with the rule from the dropdown list under the heading **Stage.**

Fee Description

Type in the text that you want printed in the Detail Report (up to 40 characters). This is a required field.

Yes/No Items

These items are chosen from the options presented in a drop-down box, which differ depending on the application type. You can specify up to three Yes/No Items for the rule. Each item specified will result in a "Yes/No" type question being presented about that item when viewing the 'Enter Application Information' screen when preparing an estimate.

An example would be to choose "Late Filing of Assignment" from the **Yes/No Items** drop-down list. Once this item is chosen as part of the fee rule for that country and type, a "Late Filing of Assignment" item will appear on the related 'Enter Application Information' screen. Choosing "Yes" will indicate that the rule, and thus the associated fee, will be applied as part of the estimate. Choosing "No" indicates that the rule will not be applied, and thus the associated fee will not be added as part of the estimate.

If more than one "Yes/No" item for the rule is specified it is important to note that ***all*** these items must be marked as "Yes" on the 'Enter Application Information' screen in order for the rule, and thus the fees, to take effect and become part of the estimate.

Numeric Items

You can specify up to three "Numeric Items". These items are chosen from the options presented in a drop-down box, which differ depending on the application type. Each item specified will result in an 'Enter Application Information' screen question

being presented about that item when an estimate is being prepared. When the estimate is run, the values entered by the user are used to calculate the amount to add to the estimate based on the current rule.

Entered Values Should be Added/Multiplied

You can determine whether the values based on the "Numeric Items" will be added together or multiplied before calculation by selecting the appropriate radio button. One of these options must be chosen in order for the rule to take effect. "Added" is the default setting.

The result of choosing to add or multiply the Numeric Items will define the equation used when you enter the numeric information for each item (e.g., number of pages) for the estimate on the 'Enter Application Information' screen. This aspect of the rule is called the **User Entered Value.** The equation for determining the value is further described in the *Fee Calculation* section, discussed below.

It is crucial to understand the difference between Numeric Items and the *Values* for those items that affect the fee calculation amount. For example, if a calculation is based on the Pages of Claims, the Numeric Item is Pages of Claims. The *Value* is not entered on this screen. The *Value* is entered when running the estimate, on the 'Enter Application Information' screen.

The Fee Calculation

Once the Yes/No Items and/or Numeric Items on which the rule is based have been identified, the actual fee calculation must be specified, i.e., how the amount for the estimate is calculated.

The fee amount calculation contains a Fixed Amount (the "Fixed Amount" on the screen). It can also have an additional amount that varies dependent on the amounts entered in the "User Entered Value over" fields.

Fixed Amount: Enter the amount that you wish to have as the Flat Fee for the fee rule you are defining. This value will be added to an estimate's Detail Report if either the rule's Yes/No

Item(s) are designated “Yes” on the ‘Enter Application Information’ screen when preparing an estimate, or if a flat fee is associated with the Numeric Item(s).

Plus User Entered Value over: Enter a value that represents the lower limit the “User Entered Value” must reach before the rule is applied. This option will be used as part of the calculation when a “Numeric Item” is selected.

up to: Enter a value that represents the upper limit the “User Entered Value” can reach for the rule to be applied. This option will be used as part of the calculation when a “Numeric Item” is selected.

When creating a fee rule that uses a specified range (e.g., for pages in an application between 25 and 50), “50” would be entered to represent the high end of this range.

When an “up to” value is present, the **User Entered Value** must fall within the range for the rule to apply. Conversely, if ***no*** “up to” value is present, the **Fixed Amount** always applies. Care should therefore be used when creating rules using ranges of values. In such cases, the final range should have a value of “999” for the “up to” value. See the examples at the end of this chapter for a discussion of this process.

multiplied by: Enter the amount that represents the per-item value of the option selected (e.g., to create a per page charge of $25, enter “25” in the “Multiplied by” box).

Calculation amounts are in Currency of: The currency to use for these rules is entered via this drop-down list box. This entry may initially either default to the currency of the country being processed, or be set to $US.

Sort Order for Report (within this stage): The fee rules you create will be added to the Detail Estimate Report. You control the position within the report via the **Sort Order for Report (within this stage)** box. You can enter two-position numbers or two-position alphanumeric data.

Completing the Process

When all the changes are made, choose the **Update** button, which will return you to the ‘User Defined Associate Charges List’ screen. At this point you can either add more rules via the **Add Rule** button, or choose **Return** to go back to the ‘User Defined Associate Charges Country and Type Selection’ screen and then either proceed to the next application type for the country, choose another country for which to edit the fee rules, or choose **Return** to go back to the ‘Global IP – Main’ screen.

Pressing the **Return** button – before clicking the **Update** button – will return you to the ***previous*** screen without saving your changes.

Annuities Associate Charges

The data entry screen for fee rules for Patent and Design annuities is almost the same as the screen of Figure 13-5 for the other fee rules.

The “Sort Order” to the lower right of the screen is replaced with boxes for the “From” and “To” years.

Editing User-Defined Associate Charges

Each time a rule is added, the screen listing the rules for the country/application type is shown, with the just-added rule included in the list. The screen with some rules in the list is shown in Figure 13-6.

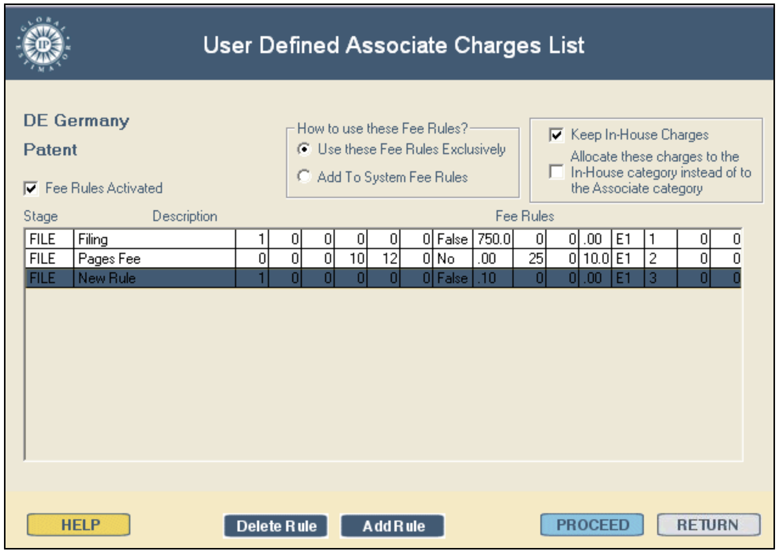


Figure 13-6 User Defined Associate Charges List – Advanced Process – with Some Rules Defined

To edit an existing associate charge, highlight the fee rule you wish to edit in the 'User Defined Associate Charges List' screen and click on the **Proceed** button. This will take you to 'User Defined Associate Charges Detail' screen. Make any needed changes and, when finished, click on the **Update** button.

Deleting User-Defined Associate Charges

To delete an existing associate charge, highlight the associate charge you wish to delete in the 'User Defined Associate Charges List' screen and click on the **Delete Rule** button. A warning box alerting you that you are deleting the associate charge will appear; if you wish to continue with the deletion, choose the **Yes** option. The program will return a message that indicates the row has been deleted, and when you press **OK,** the screen will refresh and the associate charge will no longer be part of the list.

Examples of User Defined Associate Charges – Advanced Process

For all these examples, first choose a country, application type, and the **Advanced Process** from the 'User Associate Charges Country and Type Selection' screen and then click **Proceed**.

1) Flat Fee Amount

In this example we will assume there is a charge of $500 in the Filing stage for processing the application. This is an example where a fee amount is always present. This item will thus not generate an item for the 'Enter Application Information' screen.

To generate this fee rule:

- Choose **Filing** from the **Stage** drop-down box
- Enter a "Fee Description"
- Choose **Always present** from the first **Yes/No Items** drop-down box
- Enter "500" in the "Fixed Amount" field
- Specify the "Sort Order", and
- Click the **Update** button.

2) Basic Addition of a Specified Amount – Based on One or More Yes/No Item(s)

There is a charge of $150 in the Filing stage in the event the applicant is an assignee and the assignment was filed late. This is an example where the fee amount is a specified amount if "Yes/No Items" are designated "Yes" on the 'Enter Application Information' screen.

To generate this fee rule:

- Choose **Filing** from the **Stage** drop-down box
- Enter a "Fee Description"
- Choose **Applicant is Assignee** from the first **Yes/No Items** drop-down box

- Choose **Late Filing of Assignment** from the second **Yes/No Items** drop-down box
- Enter "150" (which represents the additional flat fee charged) in the "Fixed Amount" field
- Specify the "Sort Order", and
- Click the **Update** button.

3) The Fee Amount is Based on Single Numeric Item

In the Filing stage, there is a fee of $20 per claim. This is an example where the fee amount is multiplied by the value entered for the item on the 'Enter Application Information' screen.

To generate this fee rule:

- Choose **Filing** from the **Stage** drop-down box
- Enter a "Fee Description"
- Choose **Number of Claims** from the first of the **Numeric Items** drop-down boxes
- Leave the "Fixed Amount" field blank
- Leave the "Plus (User Entered value) over" field blank
- Leave the "up to" field blank
- Enter a value of "20" in the "multiplied by" field,
- Specify the "Sort Order"
- Click the **Update** button.

4) The Fee Amount is Based on Two Numeric Items – Adding/Multiplying the Values Before Performing Additional Calculations

In the Filing stage, there is a flat fee of $100 for the first 50 pages of an application; the per-page charge increases to $5 above 50 pages. [This creates results similar to the example detailed above in the *Pre-Defined Templates* section.]

To generate this fee rule:

- Choose **Filing** from the **Stage** drop-down box
- Enter a "Fee Description"
- Choose Pages in Application (excluding Drawings) from the first of the Numeric Items drop-down boxes,
- Choose **Pages of Drawings** from the second of the **Numeric Items** drop-down boxes
- Leave the **Entered values should be** radio button option specified as **Added**
- Enter "100" (which represents the flat fee amount) in the "Fixed Amount" field
- Enter "50" (which represents the pages above which the per page charge will apply) in the "Plus (User Entered value) over" field
- Leave the "up to" field blank
- Indicate a value of "5" in the "multiplied by" field
- Specify the "Sort Order"
- Click the **Update** button.

5) The Fees Amount is Based on Numeric Values in Various Ranges - Different Fees Depending on Which Range Applicable

In the Granting stage, there is a fee of $250 for between one and five claims, $40 per claim for the next five claims, and $25 for any additional claims. This situation will require several fee rules.

To generate the first fee rule:

- Choose **Granting** from the **Stage** drop-down box
- Enter a "Fee Description"
- Choose **Number of Claims** from the first of the **Numeric Items** drop-down boxes

- Enter “250” (which represents the flat fee amount) in the “Fixed Amount” field
- Leave the “Plus (User Entered value) over” field blank or enter “0”
- Enter “5” in the “up to” field
- Leave the “multiplied by” field blank
- Specify the “Sort Order”
- Click the **Update** button.

For the next part of this set of fee rules (in case the number of claims is between six and 10):

- Choose **Granting** from the **Stage** drop-down box
- Enter a “Fee Description”
- Choose **Number of Claims** from the first of **the Numeric Items** drop-down boxes
- Enter “250” in the “Fixed Amount” field (this is for the first five claims)
- Enter “5” in the “Plus (User Entered value) over” field
- Enter “10” in the “up to” field
- Enter “40” in the “Multiplied by” field
- Specify the “Sort Order”
- Click the **Update** button.

For the last part of this set of fee rules (in case the number of claims is over 10):

- Choose **Granting** from the **Stage** drop-down box
- Enter a “Fee Description”
- Choose **Number of Claims** from the first of the **Numeric Items** drop-down boxes
- Enter “450” in the “Fixed Amount” field (this is 250 for the first five claims plus 200 (5 times 40) for the next five claims
- Enter “10” in the “Plus (User Entered value) over” field

- Enter “999” in the “up to” field (see the discussion below for why this is important)
- Enter “25” in the “Multiplied by” field
- Specify the “Sort Order”
- Click the **Update** button.

When an “up to” value is present, the “User Entered value” must fall within the “…over” and “up to” range for the rule to apply. Conversely, if no *up to* value is present, the “Fixed Amount” always applies.

Suppose, in the final example above, we had left out the “999” in the “up to” box. Then if the number of claims was three, *both* the first rule with the flat fee of $250 would be included (since number of claims was in the range of zero to five) **and** the third rule would apply. The third rule would include an amount of $450, since the rule would be saying only that the fee is $450 plus $25 for claims over 10. Without the “up to” value, the interpretation of the rule is very different!

14 Assignment/Modification Module

Introduction

The Assignment/Modification Module provides the functionality to run estimates for an Assignment or Name/Address Change for Patents, Trademarks, and Designs. A single estimate may be obtained for several assignments of the same application type (e.g., several Patents) at the same time.

After activating this module, the user should review the In-House Fees and Costs associated with assignments and modifications. These In-House Charges are described in the *In-House Charges for Assignment/Modification* section below.

Without activating the Module, you can run estimates for Denmark and Japan.

Running an Assignment/Modification Estimate

From the 'Global IP – Main' screen (the initial screen) click the appropriate radio button to identify the type of Assignment/Modification application desired.

The 'Global IP – Main' screen is shown in Figure 14-1:

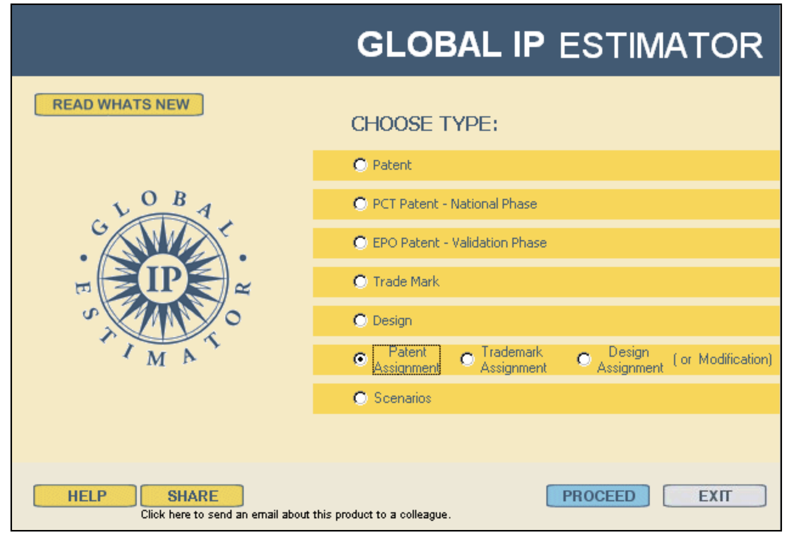


Figure 14-1 Assignment/Modification Global IP – Main screen

Once the Assignment/Modification Application Type has been selected, click the **Proceed** Button.

The process of running the Assignment/Modification estimate is similar to running the other types of estimates. Therefore, the screens will not be displayed in this section of this chapter.

The 'Specify Destination(s) of Application' screen is presented. Select the countries to include in the estimate by clicking on each one. Boxes are available to change the In-House Charges set to be used and to specify whether to include only Official Fees or only Official and Translation Costs. In-House Fees and Costs for an Assignment/Modification will be discussed in more detail in the following section.

Once the country selection and any changes to the In-House Charges set and fees selection have been completed, click the **Proceed** button.

Based on the destinations you have selected, the program determines the relevant application parameters, and presents the 'Enter Application Information' screen.

In this screen, enter the appropriate amounts into the boxes on the left. These parameters will include the number of assignments/ modifications to be included in the estimate. The default value for these parameters is zero.

At this point, you have the option of saving the scenario for future re-use or reference by clicking the **Save Scenario** button. A new box will appear, allowing you to name the scenario. Scenarios are discussed in more detail in *Chapter 5, Scenarios*.

Once you have entered the amounts in the application parameters, click the **Proceed** button.

The estimate is calculated and presented in report form. The first report to appear will be the GLOBAL IP ESTIMATOR – Condensed Summary.

You can also choose to view and print the Summary Report and the Detail Report.

From the report screen, you have the option of returning to the beginning in order to create additional assignment/modification or other application type estimates.

For further instructions on preparing estimates, please review the various chapters devoted to estimating elsewhere within this *Guide*.

In-House Charges for Assignment/Modification

Introduction

The **In-House Charges Edit Menu** item allows you to modify the default In-House Charges that are included with the software, as well as to create additional sets of In-House Charges for use by different individuals using the software, in various scenarios and with different clients.

Please review *Chapter 8, Edit Menu, In-House Charges* for a general description of In-House Charges as well as to learn how to change, add, and delete sets of In-House Charges. The following section will focus on the specifics of Assignment/Modification In-House Charges.

Assignment In-House Charges

Once a user has chosen the **In-House Charges** from the **Edit Menu** drop-down list a screen titled 'Sets of In-House Charges' will appear. This screen has options for choosing Patent, Trademark, or Design Assignments (and Name/Address Changes).

Choose the type of Assignment/Modification application for which you wish to modify the In-House fees. Click the **Proceed** button. For instruction purposes we have chosen Patent Assignment/Modification, and the following screens and details correspond to the fees and costs values for Patents. Similar In-House Charges screens and fees and costs are used for Trademarks and Designs.

The screen presented by the Patent Assignment/Modification option is shown in Figure 14-2:

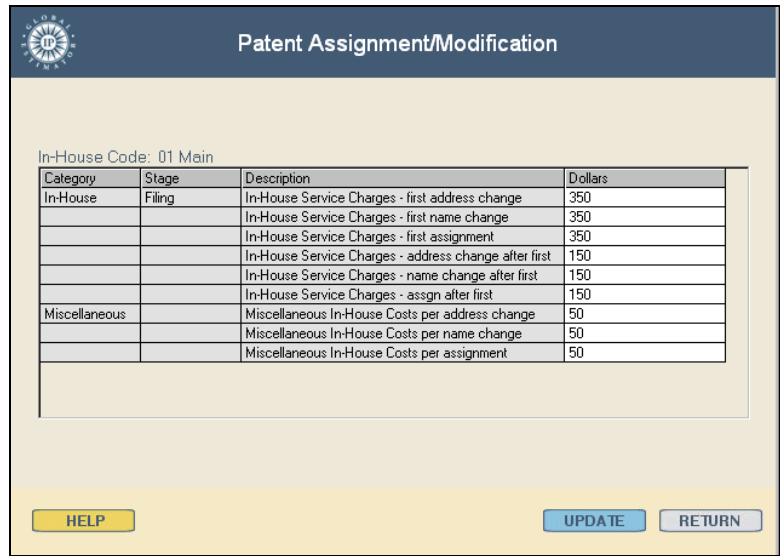


Figure 14-2 Patent Assignment In-House Charges screen

The first column specifies the **Category of Charge.** The second specifies the **Stage.** The third column gives a description of each **Type of Charge.** The fourth column indicates the **Current Charge Amount.**

Charges fall into three main categories: Assignment, Name Change, and Address Change. For each kind of charge a fee may be entered for the ***first*** change, and a ***different*** fee for the second and subsequent modifications of the same kind.

There are also miscellaneous costs for each main kind of change which may be entered. These apply to ***each*** modification of the same kind.

For example, suppose there are five Patents that are to be assigned from one entity to another entity in 10 different countries. The fee for "In-House Service Charges – first assignment" would apply to the first assignment ***in each*** of the 10 countries. The fee for "In-House Service Charges – assignment after the first" would be multiplied by four, and be included in the estimate ***for each*** of the 10 countries.

In this example, the "Miscellaneous In-House Costs per assignment" would be multiplied by five, and be included in the estimate for each of the 10 countries.

A similar logic applies to name changes and address changes.

To modify an amount, click in the box. This will highlight the amount. Replace the amount with the new amount. To move from one charge box to the next, use the tab key or the up and down arrow keys.

Completing the Process

When all the changes have been made, click the **Update** button. This will take you back to the 'Sets of In-House Charges' screen. From here you can continue to create, modify, or delete sets of In-House Charges for any of the Assignment types or other application types.

Choosing **Return** will return you to the 'Sets of In-House Charges' screen without saving your changes.

15 Prosecution Module

Introduction

The Prosecution Module applies to Patent applications. The module adds a Prosecution stage between the Examination and Grant stages. As these fees do not typically appear on associates' fee schedules, the numbers used in the estimate are based on surveys of foreign associates.

Prosecution costs vary widely depending on the application. GLOBAL IP ESTIMATOR provides estimates for "straightforward" applications. Even these applications may expect to undergo Office Actions in a typical process.

In our survey, we asked foreign associates how many Office Actions were to be expected in a straightforward case. This number is in addition to filing, examination, publication, and granting. We then calculated an average number of Office Actions for each country.

For each Office Action there are charges for preparing a response (which incurs fees for a professional's time); charges for processing the response in the Patent Office; translation costs, if any; and In-House Charges for each response.

In addition, the program uses a Prosecution Cost Multiplier to reflect any anticipated difficulty with the application. This multiplicative factor is initially set to one, and is an Application Information item entered when running the estimate.

These Prosecution cost items may be further described as follows:

Office Actions

The database contains a number of Office Actions for most countries, based on the Associate survey. There is a "default number" that applies to countries without a specific number.

The user may enter a number of Office Actions for any country, which will be used in place of the system-defined value. The user may also enter a default number of Office Actions.

Preparing a Response to an Office Action

The Associate charge for preparing a response is not always clearly defined in Fee Schedules. The amount that has been entered into the database is close to the amount the Associate charges for handling the initial application. This approach therefore approximates the different levels of costs in each country. This amount (the Associate Charge for preparing a response for each Office Action) can also be set by the user for any country.

Processing a Response to an Office Action

The Associate Charge and (sometimes) Official Fee for handling each office action are often specified in Fee Schedules. These amounts are averaged just as other Associate amounts are averaged in the database.

Translation Costs

The cost per page for the translation (if any) associated with each Office Action is calculated exactly as the translation of the initial application itself. The *number* of pages for each Office Action is an Application Information item entered by the user when running an estimate. A default number of pages is set in the program, and may be changed by the user.

In-House Charges

There are In-House Charges items for Prosecution costs, as discussed in the *Prosecution In-House Charges* section below.

Prosecution Cost Multiplier

This factor simply multiplies the cost for preparing each response. It does not affect the processing cost, the translation cost, or the In-House Charges.

For users with the Timeline Module, the Prosecution Costs are all allocated to the point in time halfway between the month/year calculated for the Examination stage and the month/year calculated for the Grant stage.

Including the Prosecution Cost in the Estimate

The ‘Country Selection’ screen has a checkbox labeled **Exclude Prosecution** to the lower left of the screen, as shown in Figure 15-1. If the Prosecution Module has been purchased and activated, this checkbox is available for use. By default, it is ***not checked***. The Prosecution stage will be included. To ***exclude*** this stage, ***check*** the box.

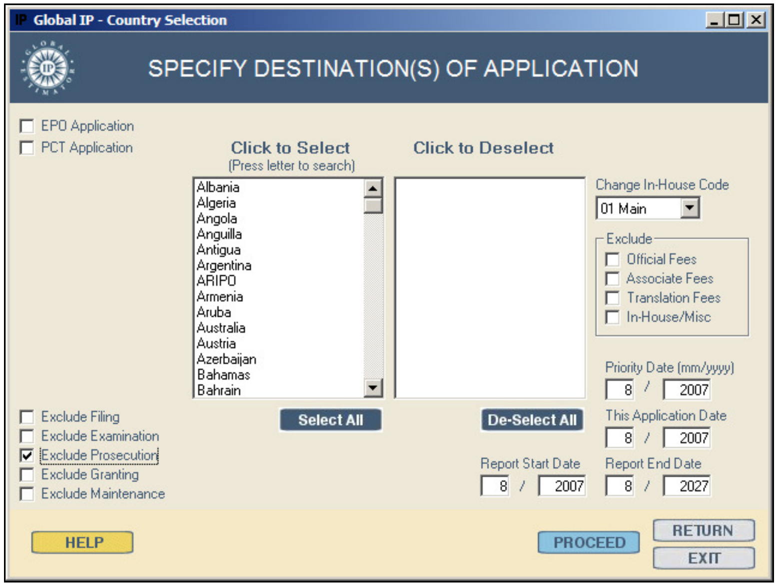


Figure 15-1 Country Selection with Prosecution Excluded

If the Prosecution stage is included, the Application Information screen will include one or two additional items. These items are as follows:

Number of Translation Pages per Prosecution Action

The user may change the default value that appears. Setting the default value is described in the *Changing the Prosecution Settings* section below.

Prosecution Cost Multiplier

This multiplicative factor is initially always set to one, so that it has no effect. Any number entered for this multiplier is used to multiply the Associate Charges for ***preparing*** a response to each Office Action. No other costs in the Prosecution stage are affected.

Note: The number of Office Actions is *not* an Application Information item. This number varies from country to country, and is calculated by the program according to the precedence rules discussed in the *Precedence Rules* section below.

Changing the Prosecution Settings

Most of the information used to calculate Prosecution Costs may be changed by the user. Once the user has chosen **Prosecution Settings** from the **Edit Menu** drop-down list, a screen titled ‘Prosecution Settings’ will appear. This screen is presented below:

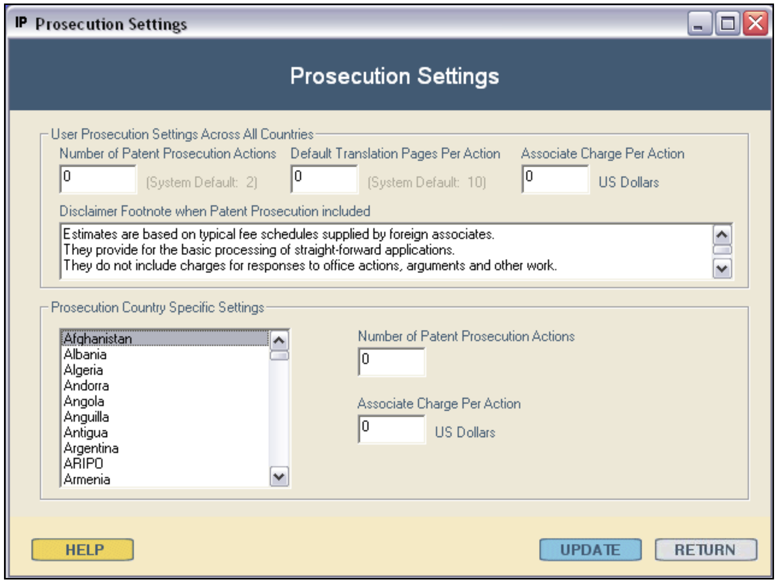


Figure 15-2 Prosecution Settings screen

The top part of this screen includes user settings that apply for all countries without specific settings. The country-specific settings are entered in the lower part of the screen.

User Prosecution Settings Across All Countries

These items on the top part of the screen are used as follows:

Number of Patent Prosecution Actions: If the number of Office Actions for a particular country is zero ***both*** in the User Country Setting (described below) ***and*** in the system-defined data for the country, then this number of Office Actions is used. The number replaces the system default shown in brackets next to the entry.

Default Translation Pages Per Action: The Application Information screen for an estimate has a field for the number of Translation Pages per Office Action. The number that appears by default (and may be changed there) is the number entered here, if non-zero. If zero, the system default is used.

Associate Charge Per Action: The value entered here replaces the system-defined value for the Associate Charge for *preparing* each response to an Office Action, ***if*** the similar user-defined value for the particular country is zero. (See discussion of "Precedence Rules" below.) Note that the Associate Charge for ***processing*** the response to an Office Action is not affected.

Disclaimer Footnote when Patent Prosecution included: The text entered here appears at the bottom of each page of the estimate when the Prosecution stage is included.

This disclaimer is used only if you have the Prosecution Module installed and choose to include the Prosecution stage costs in the estimate. If you include the Prosecution costs, please use the disclaimer found on the **"Edit Menu => Report Settings"** screen.

Prosecution Country Specific Settings

Data for particular countries may be entered in the 'Prosecution Country Specific Settings' section on the bottom half of the screen.

To modify the data for a country, first select the country in the country list. Once the country is highlighted, you may proceed to enter the related data in the boxes to the right.

The country items are:

Number of Patent Prosecution Actions: If non-zero, this is the value used for the number of Office Actions in the country. The non-zero number entered here takes higher precedence than any other value.

Associate Charge per Action: The value entered here replaces the system-defined value for the Associate Charge for ***preparing*** each response to an Office Action. Note that the Associate charge for ***processing*** the response to an Office Action is not affected.

Completing the Process

Once you have made your data modifications to the settings that apply to all countries or for your selected country, click the **Update** button. A box will appear stating that the "Country has been updated". Click **OK**. This latest user-entered data for the country modified will now take precedence over any other settings, including the system-defined settings for that country.

You may continue to select countries and modify their Prosecution data or click the **Return** button to return to the 'Global IP – Main' screen.

Pressing the **Return** button – before clicking the **Update** button – will return you to the previous screen without saving your changes.

Deleting User-Defined Prosecution Data

To delete the user-defined data for any or all fields and return to the system-defined data, select the country that you wish to modify on the 'Prosecution Settings' screen and replace the user-entered data in the specified field with "0". Once you have made all your changes, click the **Update** button. For every field that has "0" as its value, the system-defined data will take precedence.

Precedence Rules

There are several database fields that contain information about similar Prosecution settings. For example, the "Number of Patent Prosecution Actions" may be identified in several ways. The program uses the following rules to establish which number to use. The "Number of Patent Prosecution Actions" for Germany will be used for illustration purposes.

- If the user has entered a non-zero value for "Number of Patent Prosecution Actions" for Germany (in the 'Prosecution Settings' screen shown above), that value is used.
- If there is no user-entered value for "Number of Patent Prosecution Actions" for Germany, the system-defined value for "Number of Patent Prosecution Actions" for Germany will be used. (This value is sent as part of the database every month, and may change if we change the database because of additional information from foreign associates.)
- If there is no user-entered value ***and*** no system-defined value for "Number of Patent Prosecution Actions" for Germany, the ***user-entered default*** value for "Number of Patent Prosecution Actions" (if any) will be used, i.e., the non-zero value entered in the "User Prosecution Settings Across All Countries" in the top part of the 'Prosecution Settings' screen as shown in Figure 15-2.
- If there is no user-entered value ***and*** no system-defined value for "Number of Patent Prosecution Actions" for Germany, ***and*** no user-entered default value for "Number of Patent Prosecution Actions", then the ***system-defined default*** value for "Number of Patent Prosecution Actions" will be used.

Prosecution In-House Charges

In-House Charges are the fees and costs associated with the home country portion of processing the foreign applications. The "All Patents except new PCT, new EPO and EPO Validation" and "New PCT Patent Application" application types both have entries for prosecution charges. You may wish to alter these entries to reflect your charges for these items. For additional information, refer to *Chapter 8, Edit Menu, In-House Charges*.

16 Utility Model Module

Introduction

The Utility Model Module allows the user to run estimates for Utility Model applications. The fees included in the estimates are obtained from official sources as well as from associates, following our common practices for calculating values for the various steps in Utility Model prosecution.

After activating this module, the user should review the in-house fees and costs associated with Utility Model Estimates. These in-house charges are described in the In-House Fees and Costs for Utility Model Estimates section below.

Without activating the Module, you can run estimates for Denmark and Japan.

Running a Utility Model Estimate

Go to the initial screen for GLOBAL IP ESTIMATOR titled ‘Global IP – Main’ screen. You will notice that, once you have installed the Utility Model Module, the selection button for Utility Models will be activated (white). Click the **Utility Model** radio button.

The ‘Global IP–Main’ screen is shown in Figure 16-1:

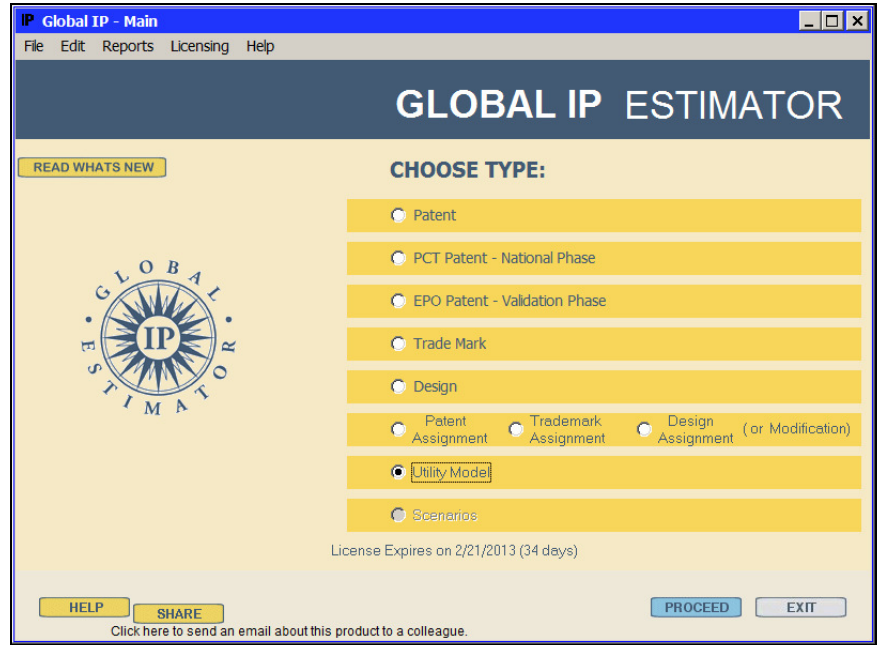


Figure 16-1 Utility Model – Main Screen

Once the **Utility Model** radio button has been selected, click the **Proceed** button.

The ‘Specify Destination(s) of Application’ screen is presented. Select the countries to include in the estimate by clicking on each one. Boxes are available to change the In-House set of charges to be used and to specify whether to include only Official Fees or only Official and Translation Costs. You can also choose to exclude various stages by clicking the buttons provided on the left bottom side of the screen. In-House Fees and Costs for Utility Models will be discussed in more detail in the following section.

This screen is shown in Figure 16-2:

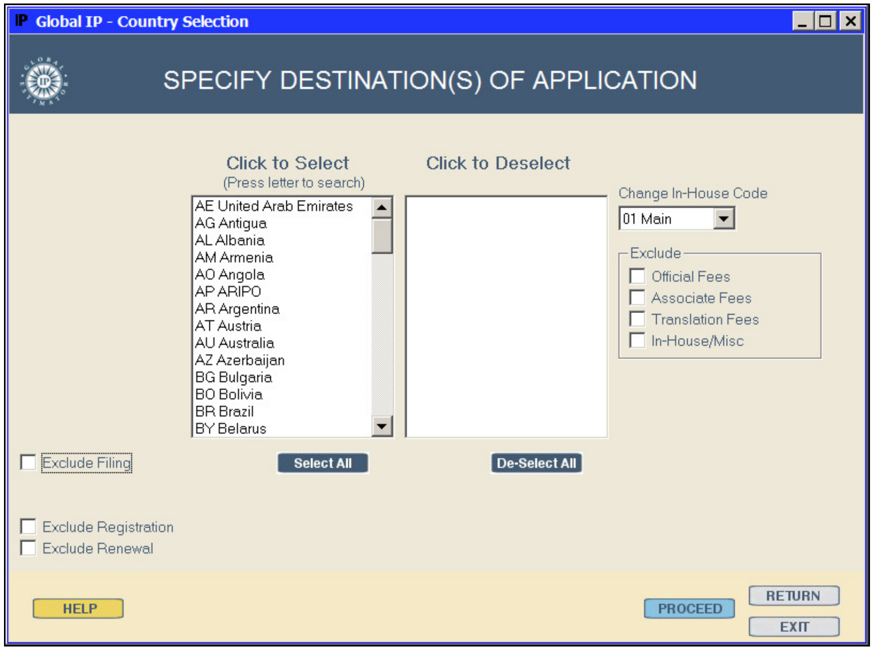


Figure 16-2 Utility Model Enter Application Information screen

Once the country selection and any changes to the In-House Charges set, categories and stages to exclude selections have been completed, click the **Proceed** button.

Based on the destinations you have selected, the program determines the relevant application parameters and presents the 'Enter Application Information' screen.

This screen is shown in Figure 16-3:

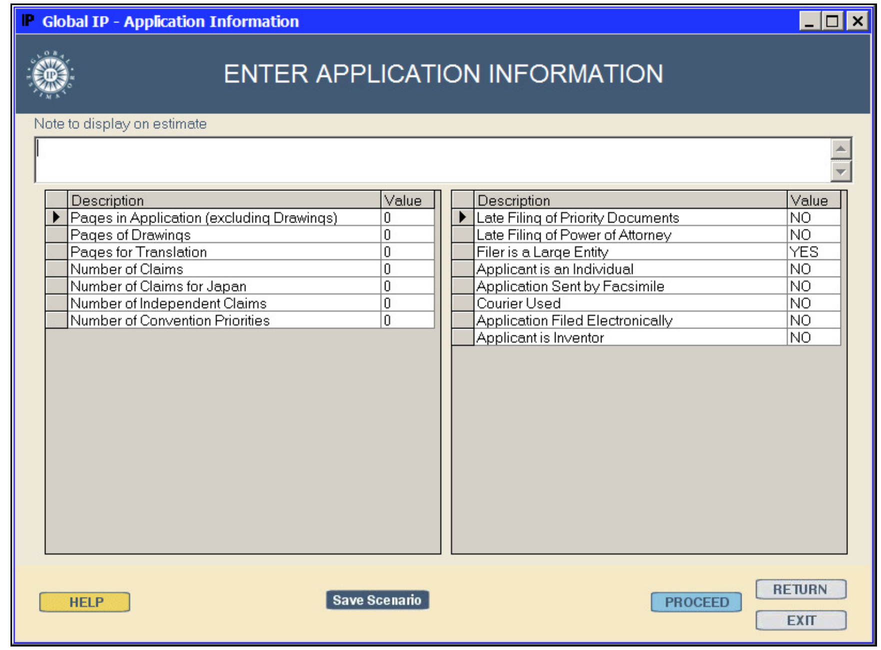


Figure 16- 3 Utility Model Enter Application Information screen

In this screen, enter the appropriate amounts into the boxes on the left. You can change the Yes/No options on the right by tabbing or clicking on the item and using the space bar to change the value. You can also use the arrow keys to navigate between items.

At this point, you have the option of saving the scenario for future re-use or reference by clicking the **Save Scenario** button. A new box will appear, allowing you to name the scenario. Scenarios are discussed in more detail in *Chapter 5, Scenarios*.

Once you have entered the amounts in the application parameters, click the **Proceed** button.

The estimate is calculated and presented in report form. The first report to appear will be the GLOBAL IP ESTIMATOR – Condensed Summary. The screen is presented below:

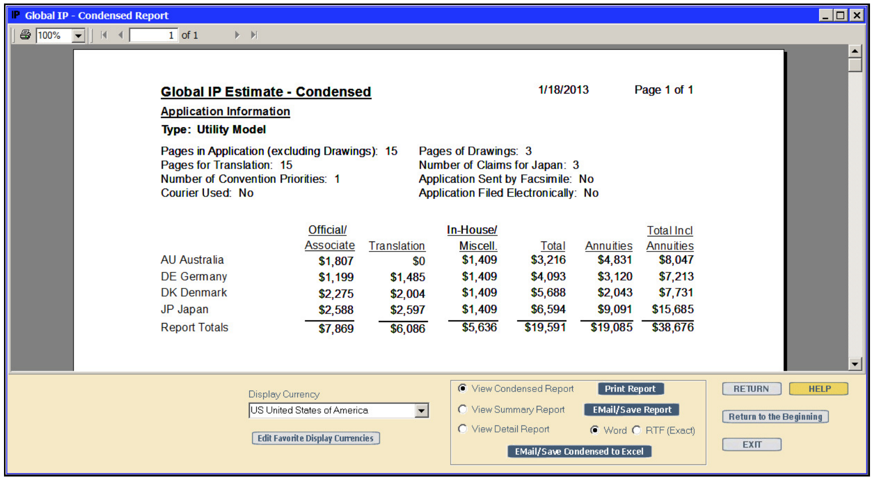


Figure 16-4 Utility Model Global IP Condensed Report screen

You can also choose to view and print the Summary Report and the Detail Report.

From the report screen, you have the option of returning to the beginning in order to create additional Utility Model or other application type estimates.

For further instructions on preparing estimates, please review the various sections devoted to estimating elsewhere within this *Guide*.

In-House Fees and Costs for Utility Model Estimates

Introduction

The 'In-House Charges' **Edit Menu** item allows you to modify the default In-House Charges that are included with the software, as well as create additional sets of In-House Charges for use by different individuals using the software, in various scenarios, and with different clients.

Please review *Chapter 8, Edit Menu, In-House Charges* for a general description of In-House Charges, as well as to learn how to change, add, and delete sets of In-House Charges. The following section will focus on the specifics of Utility Model In-House Charges.

Utility Model In-House Charges

Once a user has chosen the **In-House Charges** from the Edit Menu drop-down list, a screen titled 'Sets of In-House Charges' will appear. This screen has an option for selecting Utility Models. The 'Sets of In-House Charges' screen is shown below:

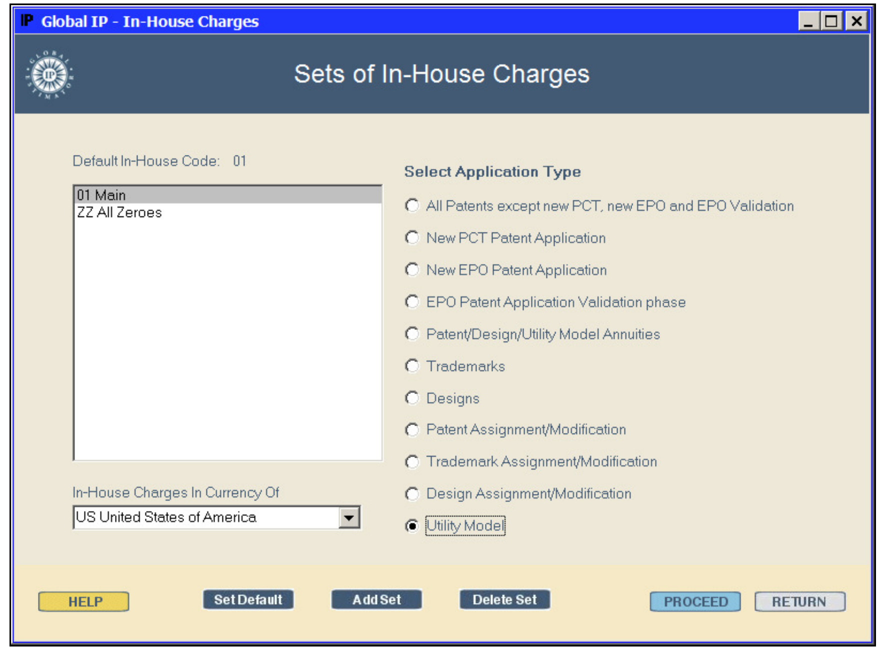


Figure 16-5 Utility Model Sets of In-House Charges screen

Choose Utility Models by clicking on the **Utility Model** radio button. Click the **Proceed** button. The 'Utility Model' screen will appear.

The screen is shown in Figure 16-6:

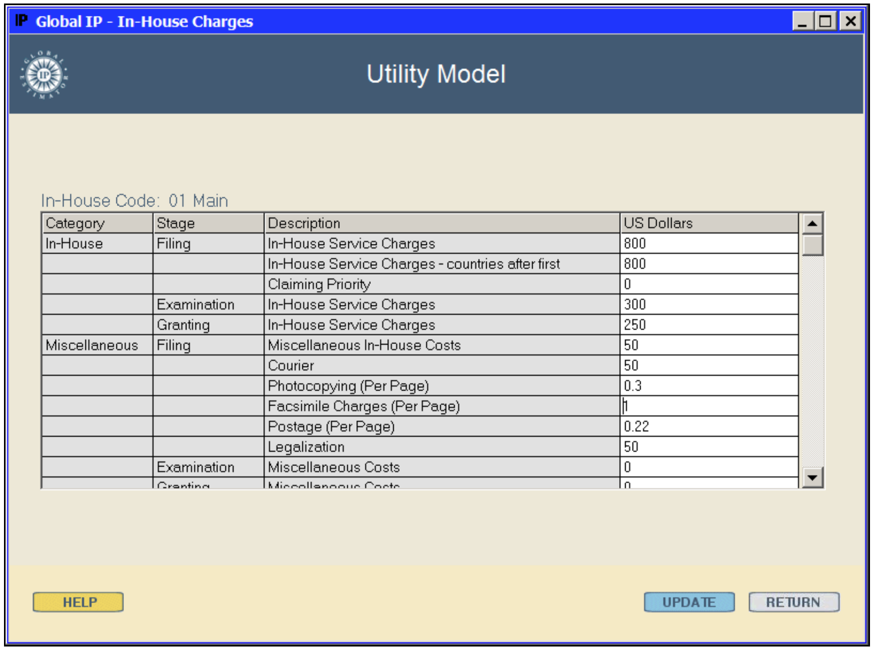


Figure 16-6 Utility Model In-House Charges screen

The first column specifies the **Category of Charge**. The second column specifies the **Stage**. The third column gives a description of each **Type of Charge**. The fourth column indicates the current **Charge Amount**.

To modify an amount, either click or tab into the box. This will highlight the amount. Replace the amount with the new amount. To move from one Charge box to the next, use the tab key or the up and down arrow keys on the keyboard.

Completing the Process

When all the changes have been made, click the **Update** button. This will take you back to the 'Sets of In-House Charges' screen. From here you can continue to create, modify, or delete sets of In-House Charges for Utility Models or other application types.

Choosing **Return** will return you to the 'Sets of In-House Charges' screen without saving your changes.

A Program Installation

Introduction

Download and run the installation package from our website. To get access to the package, go to: https://www.quantifyip.com/global-ip-estimator/free-trial.aspx. Once you have downloaded and run the package, the Microsoft Windows Installer will begin. Depending on the version of Windows being used, a computer restart may be needed during the installation.

The same installation process will be used for either an installation on a local / network drive for use on a single computer or an installation in a network environment where the program may be used from several computers located on the same network.

Uninstalling Previous Versions

Before installing GLOBAL IP ESTIMATOR version 4, any previous versions must be uninstalled. You can uninstall it using the Add/Remove Programs function in the Windows Control Panel, or via the "Uninstall GLOBAL IP ESTIMATOR" item on the Start Menu under Global IP Net. There may be more than one entry in the Add/Remove programs. You must uninstall all versions of GLOBAL IP ESTIMATOR. It is also recommended to delete the Global IP Net folder along with the desktop shortcut before you proceed with the installation. If you wish to save your existing settings, see below.

Saving custom settings

To save your existing settings (scenarios, in-house values, country-specific settings), you must first save your gipuser.mdb file.

For Windows XP users with a standard installation, this file is typically located in Program Files\Global IP Net\Global IP Estimator\Database. Copy the gipuser.mdb file only to your desktop, and after reinstallation, copy this file back to the database location.

For Windows Vista/Windows 7 users who run the program as a standard user, the gipuser.mdb file will typically be located in c:\users\your_username\appdata\local\virtualstore. For Windows Vista/Windows 7 users who run the program as an administrator, the gipuser.mdb file is typically located in the application folder (c:\Program Files\Global IP Net\Global IP Estimator\Database).

Installation

Installation must be performed with full Administrator rights. On Windows XP, you must be logged in as an Administrator. On Windows Vista or Windows 7, you must right-click on ‘gip_package.exe’ and choose “Run as Administrator”.

Installations and upgrades are available in two packages:

gip_package.exe - will perform an initial setup on a new machine. It will **also** perform an update if the GLOBAL IP ESTIMATOR has already been installed on that machine.

gip_update.exe - is a “patch” package. It will perform an upgrade for an existing GLOBAL IP ESTIMATOR installation. The advantage of using the patch package is that it is a much smaller file to download than full gip_setup.exe.

After the Windows Installer welcome screen for the **GLOBAL IP ESTIMATOR**, the **End-User License Agreement (EULA)** screen will appear.

If you agree to the License Terms, select the appropriate checkbox, and proceed to select the program destination folder. The default folder displayed installs the program in the Program Files folder, and would typically be left unchanged (e.g., Figure A-1). Click **Next**, and then **Install** to begin the installation.

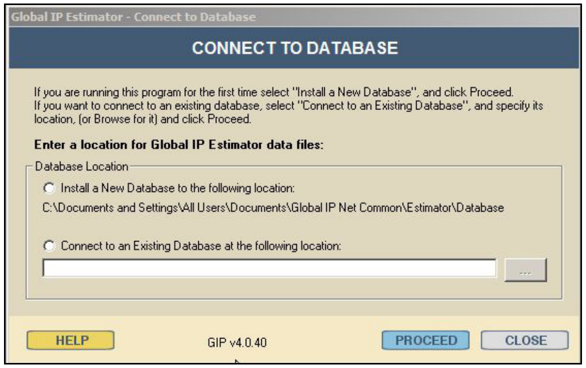


Figure A-1 Global IP Estimator InstallShield Wizard screen

When the installation is completed, a **GLOBAL IP ESTIMATOR** program icon will be added to the Windows desktop.

When the program is used for the first time, a license screen will appear with an option to choose to use a Free Version or to install a Full License. Further license installation is described in *Appendix B, License Installation*. The first time, the splash screen may stay onscreen for a while. During this period, the GLOBAL IP ESTIMATOR is performing some initial setup.

You can now configure the program for a single-machine installation or a network installation, as described below. To begin the configuration, you must run GLOBAL IP ESTIMATOR as an administrator. On Windows XP you must be logged in as an Administrator. On Windows Vista or Windows 7, you must right-click the GLOBAL IP ESTIMATOR icon and choose “Run as Administrator”.

Full Install on Single Machine

Download / Run (as Administrator) gip_package.exe

Run (as Administrator) GLOBAL IP ESTIMATOR for the first time.

When prompted to connect to a database, just click on the check box to indicate that you want local databases. (GLOBAL IP ESTIMATOR will then copy databases from the Database Install Folder into the normal Database Folder, and shut down).

GLOBAL IP ESTIMATOR is now ready to be run by the Standard User.

Network Setups

Software is always installed on **every** machine in a network. Consequently, there are multiple clients accessing a shared database on a network folder. This is a direct result of supporting the Windows Installer which has trouble installing / repairing / updating across a network. Each client machine will therefore have to be installed / updated separately.

Create a Network Install

- Set up a network shared drive for database files.
- On a client machine, do a *Full Install* as described above.
- Run (as Administrator) GLOBAL IP ESTIMATOR and Move Databases to the network shared drive. To do this, select the "File" menu, then "Admin Options".
- GLOBAL IP ESTIMATOR is now ready to be run by the Standard User.

Add a Client Machine to a Network Install

- Download / Run (as Administrator) gip_package.exe
- Run (as Administrator) GLOBAL IP ESTIMATOR for the first time.
- When prompted to connect to a database, enter network shared drive.
- GLOBAL IP ESTIMATOR is now ready to be run by the Standard User.

Running the Program with Data stored on a Network Server

If you want to share **GLOBAL IP ESTIMATOR** data on a network server, follow the instructions for the Full Install above (to install each user on their local machine). Then, at each of those computers,

start the program, and point to the location of the **GLOBAL IP ESTIMATOR Database** folder that is stored on the server.

Uninstall

Once the install has been completed, [1]it may be uninstalled from the Windows Start Menu. Choose Programs | Global IP Net | Uninstall Estimator.

The GLOBAL IP ESTIMATOR may also be uninstalled through the Windows Control Panel | Add/Remove Programs.

[1] The client is responsible for periodic backups. Quantify IP assumes no responsibility for lost data.

B License Installation

Introduction

GLOBAL IP ESTIMATOR requires an active license for each computer given access to the program. Each active license is identified via a unique Registration ID, which is associated with a particular computer. The hardware installed on the computer is used as part of the identification process.

The Registration ID is allocated to a computer when the program is first used at the computer and must be sent to Quantify IP for processing. Registration information can be automatically sent via the Internet, or via email. If you are emailing it, it is suggested that you open an email program, if available, and leave it open and minimized before continuing with the registration process.

License Installation on the First Local / Network Computer

When GLOBAL IP ESTIMATOR is used for the first time, the following screen (Figure B-1) will appear to allow you to specify where you want to store your Estimator data. Choose the “Install a New Database to the following location:…”, or if you prefer another location such as a server, you may specify an alternate database location by selecting the “Connect to an Existing Database at the following location”. If you need to change the database location later, go to the main menu on the initial screen, and click **File | Admin Options**. (Contact your IT administrator or **Quantify IP** for more information.) After saving, restart the program to begin using the databases.

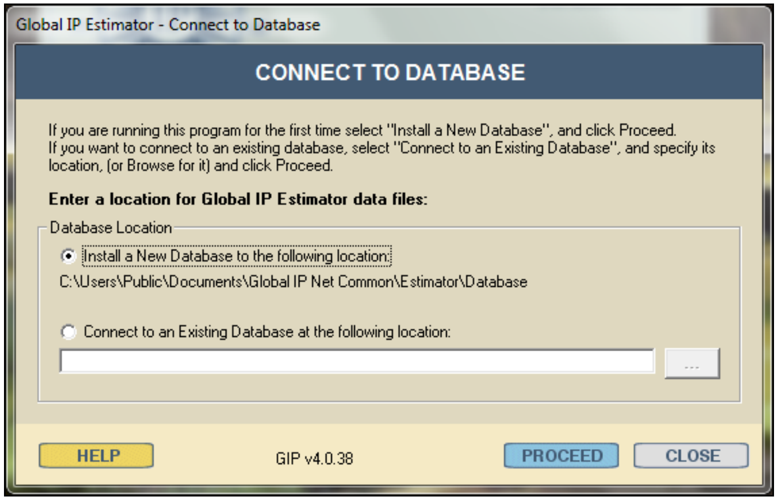


Figure B-1 Connect to Database screen

License Options

Next, a **License Options** screen will appear (Figure B-2) with an option to register a purchased license or to use the Free Version.

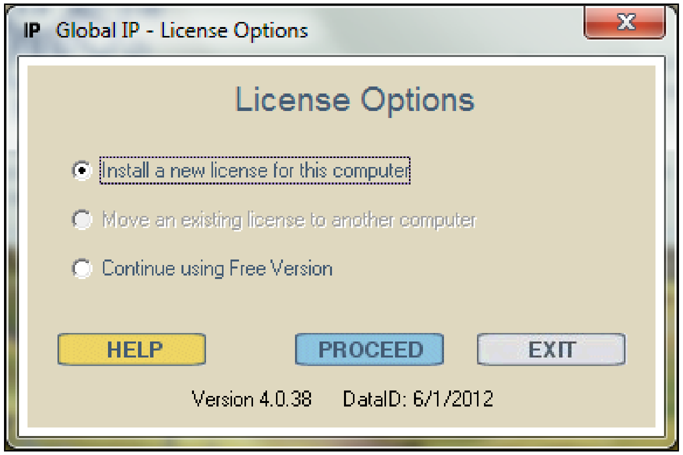


Figure B-2 License Options screen

Free Version

Selecting the '**Continue Using Free Version**' radio button bypasses the registration process, and allows the user to use the Free Version program. The Free Version enables the same program estimating features as the Full Version, except that the user is restricted to estimates for Denmark and Japan only.

Licensee Information

Prior to installing a license for the computer, the user must have purchased a license. As part of the license purchase process, an Activation Password is provided for each program option being purchased. These passwords will be requested in a subsequent screen. If the Activation Password is known, choose the **'Install a new license for this computer**' radio button (Figure B-2).

The **Licensee Information** screen is presented next (Figure B-3).

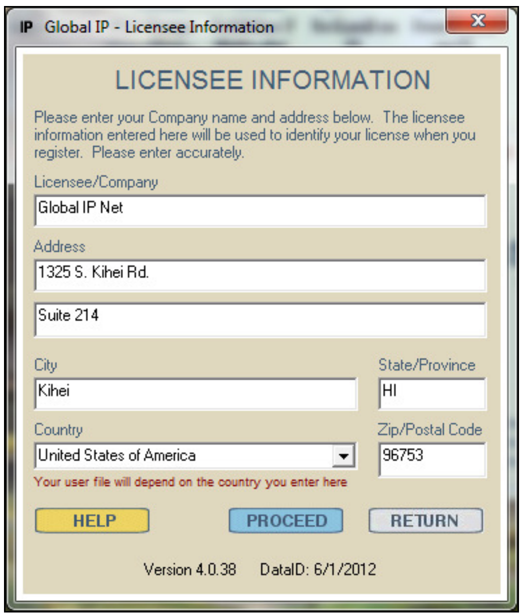


Figure B-3 Licensee Information screen

Please enter the Licensee Information as accurately as possible. This information is sent to Quantify IP as part of the registration process and is used to match the Licensee Information given at the time of purchasing the license. It is also used to minimize any communication issues when troubleshooting problems. This information is kept strictly confidential.

You can now click **PROCEED** to open the License Activation screen.

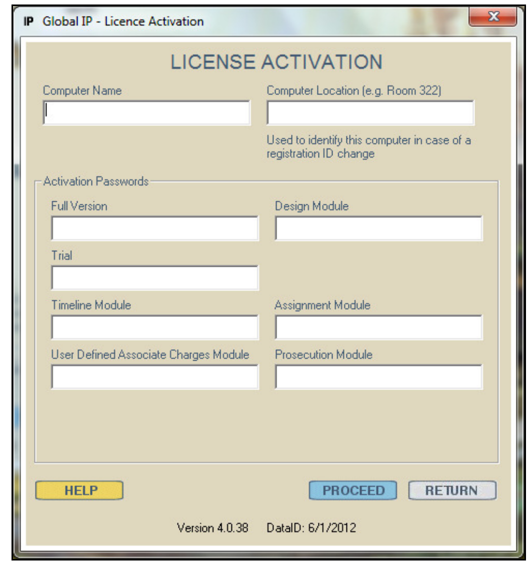


Figure B-4 License Activation screen

The "Computer Name" in this screen is automatically set to the network name of the computer, if any. The name may be changed in this screen, if another name will describe the computer better. The "Computer Location" field is used to further identify the computer. These items are sent to Quantify IP as part of the registration process. If a substitute Registration ID needs to be generated in the future (in case of computer failure, for example), these items will help to identify which Registration ID is being discontinued.

Enter the Activation Passwords for the modules purchased.

Typically, either the Full Version or a Trial Version has been purchased, and one of these passwords will always be entered.

With the Full Version, additional modules may have been purchased. These passwords may also be entered in the appropriate field.

Registration

After clicking **PROCEED**, the **Send Registration** screen (Figure B-4) appears with the options available for submitting the registration. GLOBAL IP ESTIMATOR requires an active license for each set of databases. A Database ID is allocated to a set of databases when the program is first used at the company and must be sent to Quantify IP for processing. Registration information can be automatically sent via the Internet, or sent via email. If you are emailing it, it is suggested that you open an email program first, if available, before continuing with the registration process. If a substitute Database ID needs to be generated in the future (in case of computer failure, for example), these items will help to identify which Database ID is being discontinued.

Your registration information needs to be sent to Quantify IP. This will reduce program authorization issues in the future.

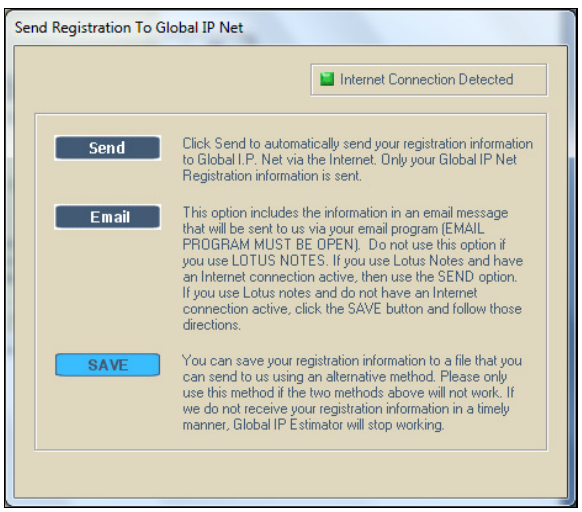


Figure B-4 Send Registration screen.

The next Monthly Update will contain the validated Registration ID and the date that the license expires. The program will then no longer consider the license a temporary license.

After completion of the Activate License process, program use is enabled and the main GLOBAL IP ESTIMATOR program screen will be displayed.

License Installation for a Network Client

After the main license has been installed, if more than one license was purchased, the licensing process recognizes that additional licenses are available. The screen presented when installing an additional license is shown in Figure B-5:

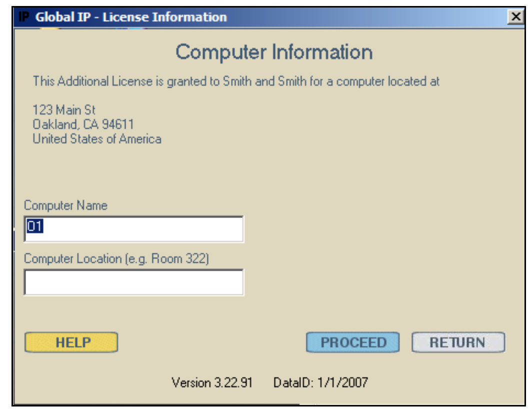


Figure B-5 GLOBAL IP ESTIMATOR – Additional License screen

Enter the computer identification requested, and click **Proceed**.

The next screen will be the same as shown in Figure B-4, the Send Registration screen. Your registration information is sent to Quantify IP via the Internet, via email or can be faxed by the user, as described in the previous section.

Moving a License for a Network Client

If a license needs to be moved from one computer to another, choose the **Move** option from the 'License Options' screen presented when starting the program at the computer where the license is to be installed. See Figure B-6:

Figure B-6 GLOBAL IP ESTIMATOR – License Options screen

This option will present a screen with existing licenses. Choose the license to be allocated to this computer. The 'Computer Information' screen of Figure B-4 will be presented. Enter the requested information and email or print/fax the new registration.

Registering Later

If the user opts to print the Registration Form and then, for some reason, does not send it to Quantify IP, the Registration Form may be printed at any time from the program, via the Licensing Menu **Register License** item. However, the new license will expire in approximately 45 days, and will require action for reinstatement. For more information, please see *Chapter 10, Licensing Menu*.

C Initial Configuration of Data

The following settings and items should be reviewed prior to intial use, as you may wish to customize them to reflect your individual business practices:

- **In-House Charges:** These are the fees and costs associated with the home country portion of processing the foreign application, and reflect the fees and costs of sending the information to the foreign associates and handling responses. In-House charges are entered in "sets"; the default set installed with GLOBAL IP ESTIMATOR is in the currency of registration of the license. However, for a user within a company instead of a law firm, it may be appropriate to set the In-House Charges to zero (which can also be accomplished by checking the box labeled **Exclude In-House/Misc** on the 'Specify Destination(s) of Application' screen; see *Excluding Stages, in Chapter 2, Country Selection*.)

  In a law firm, you may wish to create a set of In-House Charges for the various levels of associates, i.e., one set of charges for partners, and another set of charges for associates. Please review *Chapter 8, Edit Menu, In-House Charges* for additional detail about changing these fees.

  Please print out the values for the In-House Charges using the Reports Menu at the top of the initial GLOBAL IP ESTIMATOR screen before making any adjustments to the values. Select the **View/Print In-House Charges Menu** option. A sample set of In-House Charges is shown on the next page.

- **Currency Used for Estimate Reports:** The default currency is based on the country of registration of the Licensee. To change this setting:

- Go to the Edit Menu, **In-House Charges**

- Change the country in the "In-House Charges In Currency of" field.

  Changing this setting will also automatically convert the In-House Charges to the currency selected. The converted values may need to be reviewed for rounding the amounts.

Global IP Estimator - In-House Charges 7/9/2004 Page 1 of 3

01 Main

Amounts are in currency of: United States of America

All Patents except new PCT and EPO Regional

Stage	Category	Decription	Amount
Filing	In-House	In-House Service Charges	$800.00
		In-House Service Charges - countries after first	$800.00
		Additional Service Charge re EPO	$650.00
		Additional Charge per EPO Designation	$0.00
		Additional Charge per EPO Extension	$0.00
	Miscell.	Miscellaneous In-House Costs	$50.00
		Photocopying (Per Page)	$0.30
		Courier	$50.00
		Facsimile Charges (Per Page)	$1.00
		Postage (Per Page)	$0.22
		Conforming Drawings to Foreign Specs. (Per Drawing)	$20.00
		Priority Application Certified Copy (Per Copy)	$27.00
		Legalization	$50.00
Examination	In-House	In-House Service Charges	$300.00
		Additional Service Charge re EPO Exam	$0.00
	Miscell.	Miscellaneous Costs	$0.00
Prosecution	In-House	In-House Service Charges	$800.00
Granting	In-House	In-House Service	$250.00
	Miscell.	Miscellaneous Costs	$0.00

New PCT Patent Applications

Stage	Category	Decription	Amount
Filing	In-House	In-House Service - New PCT Application	$1,200.00
		Convert U.S. Provisional Application	$0.00
	Miscell.	Miscellaneous Costs	$0.00
		Formalization of Drawings for PCT (Per Page)	$0.00
Examination	In-House	In-House Service - PCT Exam	$300.00
Prosecution	In-House	In-House Charge per Prosecution Response	$800.00

EPO Regional Applications (Validation Phase)

Stage	Category	Decription	Amount
Filing	In-House	In-House Service Charges	$375.00

Patent/Design Annuities

1-10:	200	200	200	200	200	200	200	200	200	200
2-20:	200	200	200	200	200	200	200	200	200	200

EPO Patent application annuities totaled through year: 4

Trademarks

Stage	Category	Decription	Amount
Search	In-House	In-House Service Charges - Search	$300.00
	Miscell.	Miscellaneous In-House Costs - Search	$50.00
Filing	In-House	In-House Service Charges	$600.00
		Service Per Addn'l Class - Non-Multi Class Countries	$600.00
		Service Per Addn'l Class - Multi Class Countries	$0.00
		Additional Service Charge re Madrid Protocol T/M	$700.00
		Additional Service Charge re E. C. T/M	$450.00
		Madrid Protocol T/M - Charge per Class Over 3	$85.00
		Madrid Protocol T/M - Charge per Designation	$35.00
	Miscell.	Priority Application Certified Copy (Per Copy)	$27.00
		Courier	$50.00
		Miscellaneous In-House Costs	$50.00
Registration	In-House	Registration In-House Service Charges	$130.00
		Regist. Service Per Addn'l Class - Non-Multi Class	$130.00
		Regist. Service Per Addn'l Class - Multi Class	$0.00
Renewal	In-House	Renewal In-House Service Charges	$500.00
		Renewal Service Per Addn'l Class - Non-Multi Class	$500.00
		Renewal Service Per Addn'l Class - Multi Class	$0.00
		Additional Service Charge re Madrid Protocol T/M	$700.00
		Madrid Protocol T/M - Charge per Class Over 3	$85.00
		Madrid Protocol T/M - Charge per Designation	$35.00
	Miscell.	Renewal - Miscellaneous In-House Costs	$0.00

- **Currency Used for In-House Charges:** The currency used for In-House Charges is the same as the currency used for the estimate reports. See the previous section, *Currency Used for Estimate Reports*.
- **Translation Settings:** Translation costs can be modified in many ways, from changing the default number of words per page and reusing translations done for one country in another country. Translation costs can also be set for individual languages, and the user may wish to make certain that the estimates run for a specific country do not include translation costs. Countries set as home countries are automatically adjusted by GLOBAL IP ESTIMATOR to have no translation costs, but the user can also set translation costs for other languages to zero. Additional information about Translation Settings is available in *Chapter 8, Edit Menu, Home Country Charges,* and *Chapter 8, Edit Menu, Translation Settings.*
- **Home Country Estimates:** The Associate's Charges provided for Home Country estimates will also need review. Use the Home Country feature described in *Chapter 8, Edit Menu, Home Country Charges* to enter appropriate In-House Charges.
- **Report Settings:** The user may also wish to customize the Report Settings available for the reports. Additional information about changing the Report Settings is in *Chapter 8, Edit Menu, Report Settings*.

EPO Attorneys

Additional functionality has been added for attorneys who file applications directly to the EPO. For an overview of the settings affected by these changes, please review *Chapter 8, Edit Menu, Home Country Charges*.

Users in Corporate Legal Departments

The concept of In-House Charges will have a different meaning for users who are not in a law firm that charges clients or other departments for the processing of foreign applications.

These users may want to set the In-House Charges to zero. Please review *Chapter 8, Edit Menu, In-House Charges,* for instructions on changing the In-House Charges to zero.

Estimates may also be run with the **Exclude In-House/Misc** checkbox marked. See *Chapter 2, Country Selection, Excluding Categories of Costs* for additional information.

D System Administrator Notes

Ensuring Uniform User Settings in a Multi-User Environment

All user settings are kept in the file named "gipuser.mdb" in the Application Folder/Database Folder.

If the program is installed on several computers and the same settings for user-defined data are required on all of them, one way to ensure this is to have the main "gipuser.mdb" file on one computer, and copy this file to other computers whenever a data change is made.

If the program is re-installed, user settings may be retained by saving the "gipuser.mdb" file and copying it into the Application folder after re-installation.

In a network environment, in which all users share the databases in the Application Folder, all users will automatically use the same values.

Note: Do not copy the "gipuser2.mdb" file between computers. This file contains licensing data particular to the computer(s) being licensed. The incorrect file will cause unpredictable problems.

Uninstall

Always create a back up copy of your Database folder prior to uninstalling. As there are a number of pieces that need to be aligned, please contact Quantify IP customer support prior to attempting an uninstall/re-install.

How to uninstall

From the Windows Start Menu (or icon), go to all Programs | Global IP Net | Uninstall Estimator.

The GLOBAL IP ESTIMATOR may also be uninstalled through the Windows Control Panel, Add/Remove Programs. There may be more than one entry in the Add/Remove programs. You must uninstall all versions of GLOBAL IP ESTIMATOR. It is also recommended to delete the Global IP Net folder along with the desktop shortcut before you proceed with the installation.

Initial Installation Folders/Files

Application Folder

This folder contains files relating to the Application.

Default location:

32-bit PCs: C:\Program Files\Global IP Net\Global IP Estimator
64-bit PCs: C:\Program Files (x86)\Global IP Net\Global IP Estimator

Application Files

The following Application files are installed during the initial installation process.

Installation Path:

Application Folder specified during installation.

Files:

GlobalIP.exe	Application exe
gip4.ini	The gip4.ini is updated using **File Menu | Admin Options**.
Demo.exe	
\Demo\MadridDemo.exe	
\Demo\MenuDemo.exe	
\Demo\PatentDemo.exe	
\Demo\TrademarkDemo.exe	
\dlls	The \dlls folder contains redistributables necessary for the Estimator.
\images	

DLLs

Installation Path:

Application Folder specified during installation**/Dlls**

Files:

cpeaut32.dll	ExportModeller.dll
craxddrt.dll	P2smon.dll
craxdrt.dll	pg32conv.dll
Crpaig80.dll	sscsdk80.dll
crpe32.dll	u2dapp.dll
crtslv.dll	u2ddisk.dll
crviewer.dll	u2fwordw.dll
crviewer.oca	u2fxls.dll
crxf_rtf.dll	

Images

Installation Path:

Application Folder specified during installation**/Images**

Files:

Various .gif/.jpg/.bmp/.ico files used by program

Common User Folder

In a network environment, all users share the databases in the Database folder. (The Database folder location is specified during the initial run of the program.)

Installation Path:

XP:	C:\Documents and Settings\All Users\Documents\Global IP Net Common\Estimator
Vista/W7:	C:\Users\Public\Documents\Global IP Net Common\Estimator

Files:

\Database	
Getting Started Chapters of User's Guide.pdf	
gip.sys	
Global IP Estimator User's Guide.pdf	
GlobalIP.chm	
GlobalIP.chm	Note: The Help files are local to each machine
Major Changes.pdf	
\Updates	
Whats New.rtf	

Temp Database Folder

These database files are saved, as part of the installation, to a path under Common User Folder. When the program is run for the first time, the user may select to use these default databases. If so, the databases installed here (labeled "Database Install – Estimator") are copied to "Global IP Net Common\Estimator\Database".

Installation Path for Default database files:

XP:	C:\Documents and Settings\All Users\Documents\Global IP Net Common\Database Install - Estimator
Vista/W7:	C:\Users\Public\Documents\Global IP Net Common\Database Install - Estimator

Files:

gipdata.mdb
gipuser.mdb
gipuser2.mdb
gipuser3.mdb
gipuser3_base.mdb
gipuser_base.mdb
gipuser_base_AT.mdb
gipuser_base_AU.mdb
gipuser_base_BE.mdb
gipuser_base_CH.mdb
gipuser_base_DE.mdb
gipuser_base_DK.mdb
gipuser_base_ES.mdb
gipuser_base_FI.mdb
gipuser_base_FR.mdb
gipuser_base_GB.mdb
gipuser_base_GR.mdb
gipuser_base_IE.mdb
gipuser_base_IT.mdb
gipuser_base_LU.mdb
gipuser_base_NL.mdb
gipuser_base_NO.mdb
gipuser_base_PT.mdb
gipuser_base_SE.mdb
gipuser_base_US.mdb

System Files that are part of Supplementary Standard Windows Modules installed:

Installation Path:

32-bit PCs: “[path to windows]\SysWOW64\” (e.g. C:\Windows\system32\)
64-bit PCs: “[path to windows]\System32\” (e.g. C:\Windows\SysWOW64\)

Files:

MSXML 3.0
Microsoft OLE 2.40 for Windov4s NT and Windows 95
Microsoft C Runtime Library 6.0
Microsoft C++ Runtime Library 6.0
Microsoft Visual Basic Virtual Machine 6.0
Microsoft Data Formatting Object Library 6.0
Microsoft Masked Edit Control 6.0
Microsoft MAPI Controls 6.0
Microsoft Internet Transfer Control 6.0
Microsoft Hierarchical FlexGrid Control 6.0
Microsoft DataGrid Control 6.0
Microsoft Windows Common Controls (6.0)
Microsoft Data Binding Collection VB 6.0
ADO Data Control 6.0
MFC 6.0
Microsoft Common Dialog Control 6.0
Microsoft Component Category Manager Library

Shortcuts

[Desktop]/Global IP Estimator

[TaskBar][Start Menu][Programs Menu]/Global IP Net/ Estimator Demo

[TaskBar][Start Menu][Programs Menu]/Global IP Net/ Estimator User's Guide

[TaskBar][Start Menu][Programs Menu]/Global IP Net/ Estimator

[TaskBar][Start Menu][Programs Menu]/Global IP Net/ Uninstall Estimator

Registry

Items Added to Registry during the Install:

[HKLM\Software\Global IP Net\Global IP Estimator\ V4_Installer]

The GLOBAL IP ESTIMATOR also uses the system registry to save various user settings. These settings are stored under:

[HKEY_CURRENT_USER]/[SOFTWARE]/Global IP Net/ Global IP Estimator

Files Installed During a Maintenance Upgrade

Any of the files initially installed may be updated during a maintenance upgrade. There are two types of updates that may occur. These updates are for:

Cost data maintenance (e.g., exchange rates and fees) and

Upgrades to the software

E System Requirements

Introduction

The GLOBAL IP ESTIMATOR installation package can be downloaded from our website. To access the package, go to: http://www.globalip.com/downloads/downloads.asp. Once you have downloaded and run the package, the Microsoft Windows Installer will begin. Depending on the version of Windows being used, a computer restart may be needed during the installation. For installation instructions, refer to the "Program Installation" portion of this document.

Hardware Requirements

Initially, GLOBAL IP ESTIMATOR uses only 50 Megabytes of hard disk space. This size increases with the monthly updates and with database backups stored in the application folders. It is therefore recommended that there be a minimum of 1 gigabyte of available disk space on the drive letter where the application is installed. Additionally, for a smooth program operation, a minimum of 512 megabytes of RAM is needed.

Internet Connectivity

Certain program features (program registration, sending reports via email, automatic updates) use the Internet connection. In order for these features to work, a computer must have a network card and a valid Internet connection configured. If your network uses proxy, an additional program configuration may have to be performed.

Software Requirements

GLOBAL IP ESTIMATOR program runs as a stand-alone application and requires a version of Microsoft Windows. The following versions are supported: Windows XP, NT or Windows 2000, Windows Vista, Windows 7 32bit and 64bit, Windows 8 32bit and 64bit.

Some of the reports are created in Excel. Therefore, in order to see these reports; a version of Microsoft Excel must be installed on the computer running the program. For a smooth operation:

Set the Macro Security Level to "Low",

Check the "Trust VB" (or Trust VBA) option, and

Set the "default Number of sheets in a new workbook" to at least "3".

User Permissions

The GLOBAL IP ESTIMATOR requires read and write access rights to folders storing database files, user reports and the \Updates folder. Additionally, if the program is configured to access database files over the network, proper read and write permissions to the network share are needed.

For a list of paths used on different versions of Windows, refer to the "System Administrator Notes" part of this help document.

F End User License Agreement

By purchasing this GLOBAL IP ESTIMATOR software product OR exercising your rights to make and use copies of the SOFTWARE (as may be provided for below), you agree to be bound by the terms of this agreement. If you do not agree to the terms stated in this document, promptly return this SOFTWARE.

SOFTWARE LICENSE

GRANT OF LICENSE.

Quantify IP grants you the right to use the GLOBAL IP ESTIMATOR software product (the SOFTWARE) on a single computer, and for a limited period of time (see Duration of License below). The SOFTWARE is considered to be in use on a computer when it is loaded into temporary memory or installed into permanent memory of the computer. For program use on a CITRIX Server (or other "thin-client" use), the license is granted to a single user, and the Server setup must restrict access to the SOFTWARE to that user only.

MULTIPLE LICENSES.

Each physical location of each Licensee Company must have a MAIN License.

The availability of (lower-priced) additional licenses is restricted as follows:

1. Each additional license must be for the same company/business entity as purchased the main license.
2. **Each additional license must be for a computer at the same physical location (i.e. street address) as the computer on which the main license is installed.**
3. Every computer on which the SOFTWARE is installed must have its own license. For CITRIX Server ("thin-client") use, each user given access to the SOFTWARE must have a separate license.

4. In a network installation, the program may be placed on a network server. However, items 1 to 3 above still apply, in that any computer (or user for CITRIX Server ("thin-client") use) given access to the program (via a Windows desktop icon, or other means) needs to have its own license. (Please note that this licensing agreement is not the same as the more common "concurrent user" software license.) Additional licenses must be for the same company, and be at the same address as the main license. If different addresses are involved, then each address must have its own main (and additional) license(s) for the computer(s) accessing the network server for the program and/or maintenance updates.

COPYRIGHT.

The SOFTWARE is owned by Quantify IP or its suppliers and is protected by United States copyright laws and international treaty provisions. Therefore, you must treat the SOFTWARE like any other copyrighted material except that you may either (a) make one copy of the SOFTWARE solely for backup or archival purposes, or (b) transfer the SOFTWARE to a single hard disk. You may not copy the written materials accompanying the SOFTWARE.

OTHER RESTRICTIONS.

You may not rent or lease the SOFTWARE, but may transfer the SOFTWARE and accompanying written material on a permanent basis provided you retain no copies and the recipient agrees to the terms of this agreement. You may not reverse engineer, decompile, or disassemble the SOFTWARE. You may not rent, lease or sell data from the program, or program reports.

DURATION OF LICENSE.

The license is for a limited period of time, until an expiration date built into the SOFTWARE. The expiration date is determined by the length of your maintenance contract with Quantify IP.

CAPABILITIES OF SOFTWARE.

You acknowledge that you understand that the data used in the SOFTWARE to generate estimates are averages based on minimum fee schedules and other communications from IP practitioners. The estimates generated provide for the basic processing of straight-forward applications. They do not include charges for responses to office actions, arguments and other work. You acknowledge that you understand that it is possible for the actual costs incurred in the processing of IP applications to differ significantly from the costs reported by the SOFTWARE.

LIMITED WARRANTY.

This program, instruction manual, and reference materials are sold “as is”, without warranty as to their performance, merchantability, or fitness for any particular purpose. The entire risk as to the results and performance of this program is assumed by the purchaser. However, to the original purchaser only, the publisher warrants the magnetic media on which the program is recorded to be free from defects in materials and faulty workmanship under normal use for a period of ninety days from the date of purchase. If, during this ninety-day period, the media should become defective, it may be returned to the publisher for a replacement without charge, provided proof of purchase of the program accompanies the return. Your sole and exclusive remedy in the event of a defect is expressly limited to replacement of the media as provided above. If failure of the media has resulted from accident or abuse the publisher shall have no responsibility to replace the media under terms of this warranty. Any implied warranties relating to this product, including any implied warranties of merchantability and fitness for a particular purpose, are limited to a period of ninety days from date of purchase. Publisher shall not be liable for indirect, special, or consequential damages resulting from the use of this product. Some states do not allow the exclusion or limitation of incidental or consequential damages, so the above limitations might not apply to you. This warranty gives you specific legal rights, and you may also have other rights which vary from state to state.

PRIVACY POLICY.

To ensure that the GLOBAL IP ESTIMATOR is properly licensed and to enable all required features / program modules, we ask that you activate it by following the License Registration process and submitting a License Registration Form.

During the program activation, when installing updates, whenever licensing errors occur, or during a typical program use, we may collect basic information about the current license and technical details identifying your computer such as an IP address, a MAC address, or a computer name.

Quantify IP uses this information to ensure license compliance, to activate various features, to provide technical support, critical updates and notifications regarding the software, to improve software quality and user experience, and to develop new products and services. The information collected this way is encrypted and sent via a secure protocol to Quantify IP’s licensing server. Quantify IP does not share this information with any third party.

G Item Definitions for Application Information Screen

Patents

These are frequently referred to as Patents, Invention Patents, or Patents of Invention.

Numeric Items

Pages in Application (excluding Drawings): The number of pages in the application, but not including the pages of drawings. These are typically, but not always, the pages of text which may need translation. (Note that you specify the number of pages needing translation separately in the **Pages for Translation** item.)

Pages of Claims: The number of pages in the application that contain the claims.

Pages of Drawings: The number of pages in the application that contain drawings.

Pages for Translation excluding Claims: The number of pages in the application (exluding claims) that need translation.

Pages for Translation: The number of pages in the application that need translation.

Pages Priority App Differences for Transl: For this item you should enter only the number of pages in the priority application that are ***different*** from the country application. This option is available because some countries require that the application used for claiming priority be translated, but the priority document may largely duplicate the country application which has already been translated. If the country application is essentially identical to the application used to claim priority, then leave this item as zero.

Pages in Applic (excl. Claims, incl. Dwgs): The number of pages in the application (excluding pages of claims, but including drawings).

Pages in PCT Application Request Form: The number of pages in the request form that accompanies the initial PCT application. This number is typically five or six.

Number of Claims: The number of claims in the application.

Number of Claims for Japan: The number of claims used for the Japanese application for the examination, granting, and annuity stages. This allows for the fact that applications to Japan are sometimes modified to reduce the number of claims, since the Japanese charges for these stages increase with the number of claims.

Number of Claims for EPO: The separate entry for the number of claims used for the European Patent application allows for the fact that the application to the EPO may be modified to reduce the number of claims, so as to reduce the official fees.

Number of Independent Claims: The number of independent claims in the application.

No. of U.S. Claims used for Mult Dependency: If *any* number of multiple dependent claims is present, there is a single surcharge at the current fee amount. This “Number of U.S. Claims used for Mult Dependency” add to the “Number of Claims”, and the total is used for the excess claims (over 20) calculation for U.S. estimates.

Number of Convention Priorities: The number of earlier applications which are being used to claim priority for the current one.

Number of Designations for EPO: The number of countries designated in the EPO application.

Number of Designations for ARIPO: The number of countries designated in the ARIPO application.

Number of Extensions for EPO: The number of extension countries (Albania, Bosnia and Herzegovina, etc.) designated in the EPO application.

Number of Designations for EA: The number of countries designated in the EA application.

Number of Documents for Legalization: This represents the number of documents which must be legalized.

Number of Translation Pages per Prosecution Action: The cost per page for the translation (if any) associated with each Office Action is calculated exactly as the translation of the initial application itself. A default number of pages is set in the program, and may be changed by the user. Additional information about prosecution costs can be found in *Chapter 15, Prosecution Module*.

Prosecution Cost Multiplier: This factor simply multiplies the cost for preparing each response. Additional information about prosecution costs can be found in *Chapter 15, Prosecution Module*.

Yes/No Items

PCT Chapter II filed: If "Yes" is selected, this indicates that the PCT Chapter II request has been or will be filed prior to the application's entry to the national process.

Applicant is Assignee: If "Yes" is selected, this indicates that the application is being made by the assignee.

Late Filing of Assignment: If "Yes" is selected, this indicates that the Assignment (if required) will be filed late.

Late Filing of Priority Documents: If "Yes" is selected, this indicates that Priority documents (if required) will be filed late.

Late Filing of Power of Attorney: If "Yes" is selected, this indicates that the Power of Attorney (if required) will be filed late.

Translation Extension: If "Yes" is selected, this indicates that the time extension to file the translation for the national phase of the PCT applications will be requested. The estimate then contains the associated fees.

EP Designation Fee in Exam stage: The designation fees associated with an EPO application may be paid at the examination stage. If "Yes" is selected, the estimate allocates these fees to the examination stage instead of the filing stage.

EP Examination with Filing: The examination charges associated with an EPO application may be paid at the filing stage. If "Yes" is selected, the estimate allocates these fees to the filing stage, instead of the examination stage.

Filer is Large Entity - CA: If "Yes" is selected, this indicates that the filer meets the Large Entity requirements for Canada.

Filer is Large Entity - US: If "Yes" is selected, this indicates that the filer meets the Large Entity requirements for the United States.

Filer is a Large Entity: If "Yes" is selected, this indicates that the application is being filed by a large entity. In this case, the lower fees that may be available for a small entity are not used in the estimate.

Filer is US Microentity: If "Yes" is selected, this indicates that the filer meets the Microentity requirements for the United States.

Applicant is an Individual: If "Yes" is selected, this indicates that the application is being filed by an individual.

Application Sent by Facsimile: If "Yes" is selected, this indicates the application is being sent by facsimile. The associated In-House charges are then added to the estimate.

Courier Used: If "Yes" is selected, this indicates that a courier is being used with the application. The associated In-House charges are then added to the estimate.

Order PCT Formal Drawings: If "Yes" is selected, this indicates that PCT formal drawings will be ordered. The program will then add the associated In-House charges to the PCT estimate.

US Request for Prioritized Examination: If "Yes" is selected, the application will use the appropriate charge for a prioritized examination in the U.S.

U.S. Provisional to PCT: If "Yes" is selected, this indicates that this is a U.S. provisional application being converted to a PCT application. The program will then add the associated In-House charges to the PCT estimate.

PCT App Priority Document: If "Yes" is selected, the PCT application has a Priority Document.

PCT Request NOT Character-Coded: If "Yes" is selected, this indicates that the international application is filed on paper together with a copy in electronic form, in character coded format (i.e., PDF, TIFF, or XML), of the request and abstract; or if the international application is filed in electronic form, the request not being in character coded format. This corresponds with the e-filing reduction labeled CHF 100 on Table 1(a) of the PCT Fee Tables, issued monthly by WIPO.

PCT App Electronic, Request Character-Coded: If "Yes" is selected, this indicates that the international application is filed in electronic form, the request being in character coded format (i.e., PDF, TIFF, or XML). This corresponds with the e-filing reduction labeled CHF 200 on Table 1(a) of the PCT Fee Tables, issued monthly by WIPO.

PCT App Fully Electronic, All Character-Coded: If "Yes" is selected, this indicates that the international application is filed in electronic form, the request, description, claims and abstract being in character coded format (i.e., PDF, TIFF, or XML). This corresponds with the e-filing reduction labeled CHF 300 on Table 1(a) of the PCT Fee Tables, issued monthly by WIPO.

PCT Supplementary Search Requested: If "Yes" is selected, the PCT Supplementary Search is requested.

Application Filed Electronically: If "Yes" is selected, this indicates that the application is filed electronically. Some countries offer fee reductions to official charges with this option.

JP applic filed after April 1, 2004: The official fees associated with filing an application in Japan changed on April 1, 2004. A "Yes" answer to this question will use those fees.

JP exam request after April 1, 2004: The official fees associated with requesting an examination in Japan changed on April 1, 2004. A "Yes" answer to this question will use those fees.

TW applic filed after January 2, 2010: The official fees associated with requesting an examination in Taiwan depend on whether filing date is after January 1, 2010. A "Yes" answer to this question will use those fees.

SG application filed after July 1, 2004: The official fees associated with filing an application in Singapore changed on July 1, 2004. A "Yes" answer to this question will use those fees.

SG – Use PCT Search Report: The official fees associated with granting of an application in Singapore depend on whether Filing date is after July 1, 2004. A "Yes" answer to this questions will use those fees.

Applicant is Inventor: If "Yes" is selected, this indicates that the application is being filed by the inventor.

SE – Voluntary International Type Search: If "YES" is selected, the official fees for an International-Type Search will be added.

Lic of Right (AL,DE,ES,FR,GB,LT,MW,SK): If "Yes" is selected, this indicates that the appropriate discount for the annuities for license of right will be applied. The license of right is a public offer of a non-exclusive right by the patent owner, subject to agreement on royalties.

Trademarks

Global IP Estimator calculates the charges for single verbal/word trademarks, not collective or series trademarks, not design, symbol, or logo trademarks.

Numeric Items

Number of Classes: The number of international Trademark classes being applied for.

Number of Pages for Translation of Goods: The number of pages of goods in the Trademark application.

Number of Items of Goods: The type of goods is a subcategory of the classes as defined under the International Classification of Goods and Services.

Number of Convention Priorities: The number of earlier applications which are being used to claim priority for the current one.

Number of Seniority Claims for E.C. T/M: The number of Trademarks granted elsewhere that are used as seniority claims when filing for the European Community Trademark.

Number of Designations for ARIPO: This number is the count of countries designated that are members of ARIPO.

Number of Documents for Legalization: This represents the number of documents which must be legalized.

Yes/No Items

Applicant is Assignee: If “Yes” is selected, this indicates that the application is being made by the assignee.

Late Filing of Assignment: If “Yes” is selected, this indicates that the Assignment (if required) will be filed late.

Late Filing of Priority Documents: If “Yes” is selected, this indicates that Priority documents (if required) will be filed late.

Late Filing of Power of Attorney: If “Yes” is selected, this indicates that the Power of Attorney (if required) will be filed late.

Filer is a Large Entity: If “Yes” is selected, this indicates that the application is being filed by a large entity. In this case, the lower fees that may be available for a small entity are not used in the estimate.

Applicant is an Individual: If “Yes” is selected, this indicates that the application is being filed by an individual.

Courier Used: If “Yes” is selected, this indicates that a courier is being used with the application. The associated **In-House** amount is then added to the estimate.

Application Filed Electronically: If “Yes” is selected, this indicates that the application is filed electronically. Some countries offer fee reductions to official charges with this option.

JP - Reclassification Required: If “Yes” is selected, this indicates that reclassification of the specification of goods under the former Japanese classes to the international classes is required.

Renewal Includes TM Maintenance: If “Yes” is selected, this indicates that maintenance fees, such as yearly taxes or quinquennial fees, that would become due prior to the renewal of a trademark should be included in the estimate.

CA-File Declaration of Use: This allows for a distinction between “Intend to Use” and “Use Based” trademark applications.

Extended Search in All EU: Searches among identical and similar, national, international, and Community Trademarks in all 27 EU member countries.

Extended Search in Core EU: Searches among identical and similar, national, international, and Community Trademarks in Austria, Belgium, Denmark, Finland, France, Germany, Greece, Ireland, Italy, Luxembourg, Netherlands, Portugal, Spain, Sweden, United Kingdom.

Madrid Protocol

Numeric items

Number of Classes: The number of international Trademark classes being applied for.

Yes/No items

MP T/M filed with USPTO: If marked “Yes”, this indicates that the Madrid Protocol Trademark was filed with the United States Patent Office and the Official Certification Fee charged by the USPTO is added to the estimate.

MP T/M filed with UKIPO: If “Yes” is selected, this indicates that the Madrid Protocol Trademark was filed with the United Kingdom Intellectual Property Office.

MP - Subsequent Designation: If “Yes” is selected, this option includes the costs for extending the scope of the international registration to members of the Madrid Union for whom either no designation has been recorded to date, or the prior designation is no longer in effect.

Designs

These are also referred to as Industrial Designs or Industrial Models.

Numeric Items

Pages in Application (excluding Drawings): The number of pages in the application, but not including the pages of drawings. These are typically, but not always, the pages of text which may need translation. (Note that you specify the number of pages needing translation separately in the **Pages for Translation** item.)

Pages of Drawings: The number of pages in the application that are drawings.

Pages for Translation: The number of pages in the application that need translation.

Number of Designs: The number of designs in the application.

Number of Classes: The number of international classes applied for.

Number of Drawings: The number of drawings in the application.

Number of Convention Priorities: The number of earlier applications which are being used to claim priority for the current one.

Number of Designations for ARIPO: This number is the count of countries designated that are members of ARIPO.

Number of Documents for Legalization: This represents the number of documents which must be legalized.

Yes/No Items

Applicant Is Assignee: If “Yes” is selected, this indicates that the application is being made by the assignee.

Late Filing of Assignment: If “Yes” is selected, this indicates that the Assignment (if required) will be filed late.

Late Filing of Priority Documents: If “Yes” is selected, this indicates that Priority documents (if required) will be filed late.

Late Filing of Power of Attorney: If “Yes” is selected, this indicates that the Power of Attorney (if required) will be filed late.

Filer is Large Entity – US: If “Yes” is selected, this indicates that the filer meets the Large Entity requirements for the United States.

Filer is a Large Entity: If “Yes” is selected, this indicates that the application is being filed by a large entity. In this case, the lower fees that may be available for a small entity are not used in the estimate.

Applicant is an Individual: If “Yes” is selected, this indicates that the application is being filed by an individual.

Courier Used: If “Yes” is selected, this indicates that a courier is being used with the application. The associated **In-House** cost is then added to the estimate.

Application Filed Electronically: If “Yes” is selected, this indicates that the application is filed electronically. Some countries offer fee reductions to official charges with this option.

Applicant is Inventor: If “Yes” is selected, this indicates that the application is being filed by the inventor.

Utility Models

These are frequently referred to as Petty Patents, Short-Term Patents, or Patent of Innovation.

Numeric Items

Pages in Application (excluding Drawings): The number of pages in the application, but not including the pages of drawings. These are typically, but not always, the pages of text which may need translation. (Note that you specify the number of pages needing translation separately in the **Pages for Translation** item.)

Pages of Drawings: The number of pages in the application that are drawings.

Pages for Translation: The number of pages in the application that need translation.

Number of Claims: The number of claims in the application.

Number of Claims for Japan: The number of claims used for the Japanese application for the examination, granting, and annuity stages. This allows for the fact that applications to Japan are sometimes modified to reduce the number of claims, since the Japanese charges for these stages increase with the number of claims.

Number of Independent Claims: The number of independent claims in the application.

Number of Convention Priorities: The number of earlier applications which are being used to claim priority for the current one.

Number of Designations for ARIPO: This number is the count of countries designated that are members of ARIPO.

Yes/No Items

Late Filing of Priority Documents: If “Yes” is selected, this indicates that Priority documents (if required) will be filed late.

Late Filing of Power of Attorney: If “Yes” is selected, this indicates that the Power of Attorney (if required) will be filed late.

Filer is a Large Entity: If “Yes” is selected, this indicates that the application is being filed by a large entity. In this case, the lower fees that may be available for a small entity are not used in the estimate.

Applicant is an Individual: If “Yes” is selected, this indicates that the application is being filed by an individual.

Application Filed Electronically: If “Yes” is selected, this indicates that the application is filed electronically. Some countries offer fee reductions to official charges with this option.

Applicant is Inventor: If “Yes” is selected, this indicates that the application is being filed by the inventor.

Assignments

The Assignment Module is the one place in GLOBAL IP ESTIMATOR where it is possible to obtain an estimate for multiple patents, trademarks, or designs at one time. For example, if the assignment document for trademarks has several trademarks, the user can get one single estimate, as long as each trademark has the same number of classes.

Numeric Items

Pages for Translation: The number of pages in the assignment application that need translation.

Number of Classes: The number of international classes applicable to the assignment.

Number of Designations for ARIPO: The number of countries designated in the ARIPO application.

Number of Documents for Legalization: This represents the number of documents which must be legalized.

Number of Assignments: The number of patents, trademarks, or designs being assigned on the application.

Number of Name Changes: The number of patents, trademarks, or designs with name changes in the application.

Number of Address Changes: The number of patents, trademarks, or designs with address changes in the application.

Yes/No Items

Filer is a Large Entity: If “Yes” is selected, this indicates that the application is being filed by a large entity. In this case, the lower fees that may be available for a small entity are not used in the estimate.

Applicant is an Individual: If “Yes” is selected, this indicates that the application is being filed by an individual, and lower fees may be available.

Application Filed Electronically: If “Yes” is selected, this indicates that the application is filed electronically. Some countries offer fee reductions to official charges with this option.

H Global IP Directory

Please take advantage of our FREE WEB SERVICE for IP practitioners.

Global IP Directory

What is it? It lists legal practices all over the world specializing in Intellectual Property, and has been created to meet your needs as an IP practitioner. Listings are organized by country. Each firm has its own page, which includes information about the size of the firm, the specialties of practitioners, and comments about IP applications for that country. You will also find a link to the firm's web site.

Where is it? Got to our web site at www.quantifyip.com, and click on the Global IP Directory tab at the right side of the page.

How are firms selected for listing? The condition for selection is that they send us their fee schedules on a regular basis. These schedules are incorporated into the database for GLOBAL IP ESTIMATOR, continually enhancing its accuracy. (For your information, the database incorporates information from many more firms than are currently listed.)

DO YOU HAVE A FEW MINUTES TO HELP US GATHER MORE LISTINGS?

Additional listings serve you, us, and the firms listed.

- **Global IP Directory serves you** as a source for new associates, and as a source of continually updated contact information for associates you already know.
- **Global IP Directory serves the firms** by providing them with another method of announcing their services.
- **Global IP Directory serves us** by providing yet another source for the latest worldwide fee information, which is incorporated into GLOBAL IP ESTIMATOR, and serves you in turn.

TO RESPOND, please email us at **research@quantifyip.com** with the subject "Global IP Directory". We will communicate with you to arrange the most appropriate method of contacting your foreign associates.

We hope that Global IP Directory will become a well-used resource for you and your firm, and we thank you for your help in adding listings to the site.

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