WIPO – ASEAN IT Workshop

Topic 10 WIPO IPAS Cloud Work Distribution and Hands-On Exercise

WIPO IP Office Business Solutions Division
March 27-30, 2023

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WIPO IPAS Cloud
Work Distribution

- Assign a responsible user group or a responsible user to work on given workflow actions, But other users are still able to perform the assigned action (except when it is exclusive)
- Distribute workflow actions (tasks) to all users of the responsible group

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Methods of Distribution 1/2

- Primary status if a workflow process when it is created by reception for application file or user document or generation of the office document (applicable responsible group only)
- Automatically distribute of tasks based on technology fields or industrial sectors associated to the administrative unit (division, department, section)

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Methods of Distribution 2/2

- Manual or automatic distribution action based on users and respective work quantities of the assigned user group
- Manual execution of actions by selecting the responsible user group or responsible user
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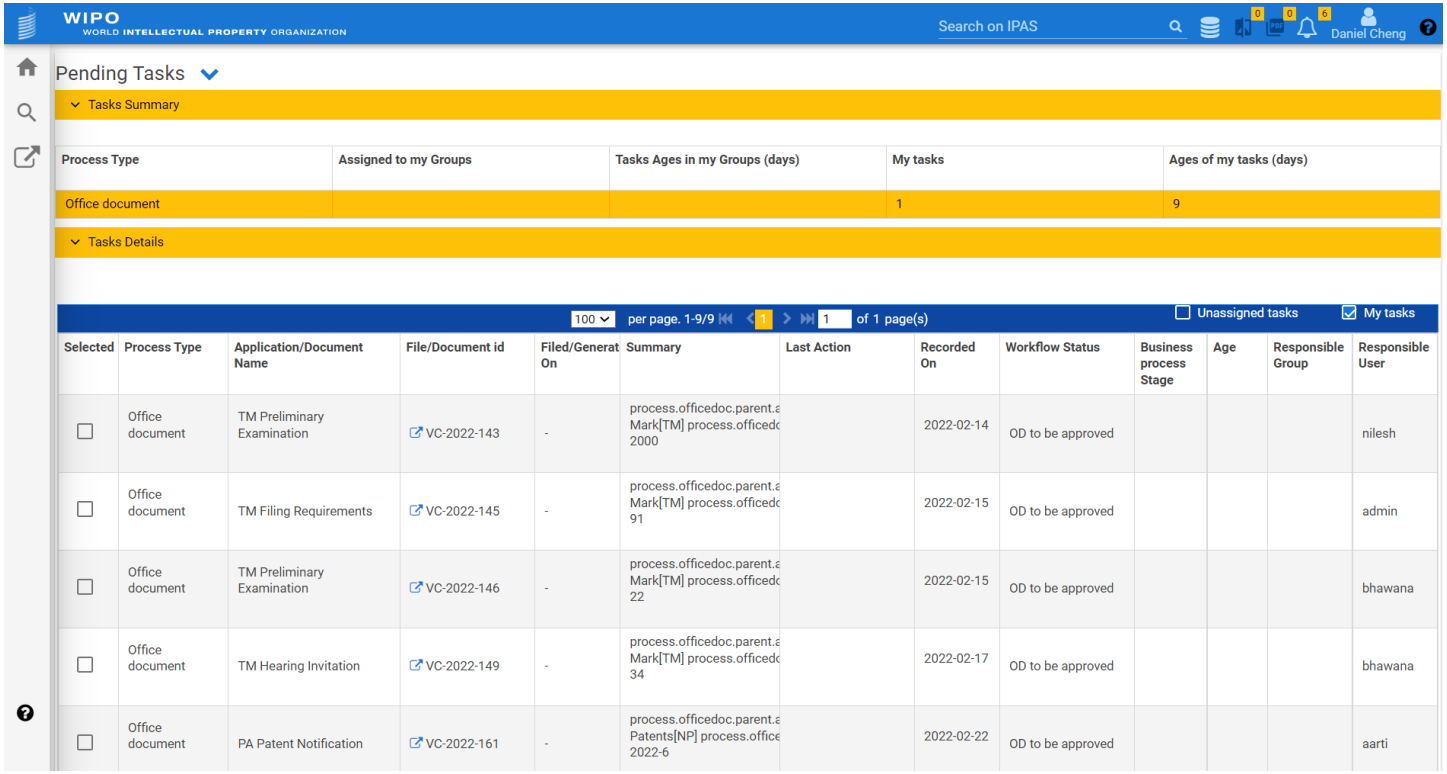
Pending Tasks

- Pending tasks for work distribution



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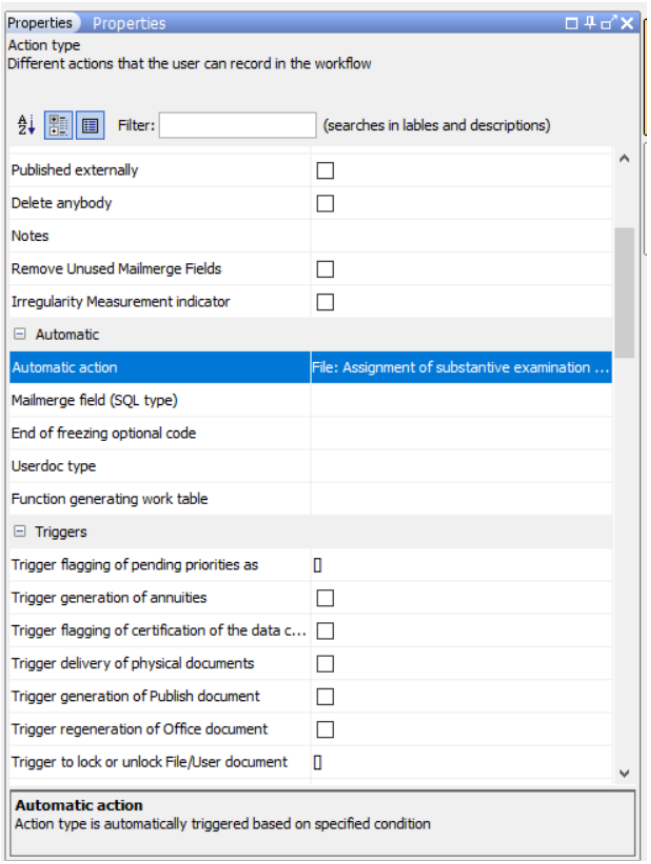
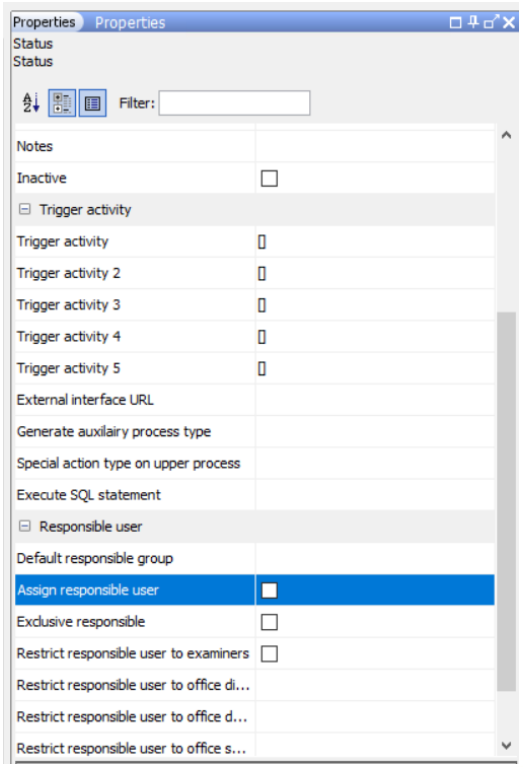
Distribution using Automatic Action 1/3

- Configuration of automatic action to assign responsible user to work on the task





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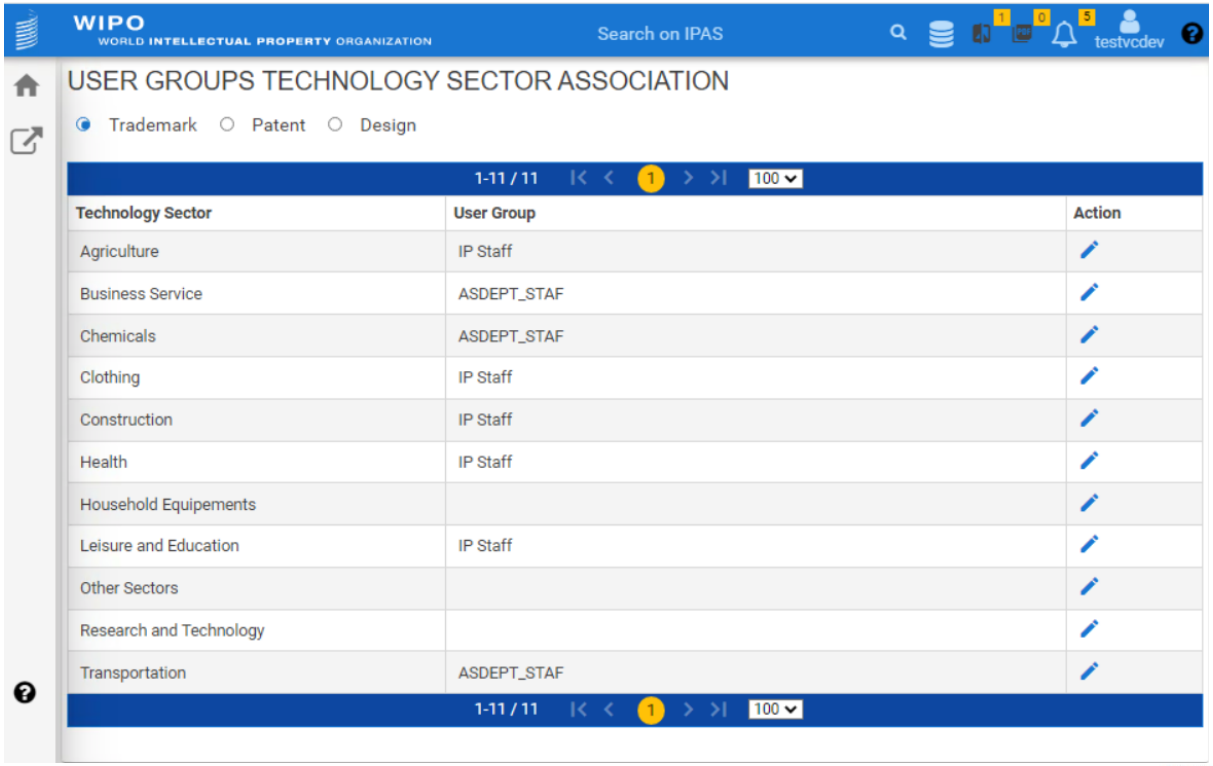
Distribution using Automatic Action 2/3

- Association of technology or industrial sectors to staff units



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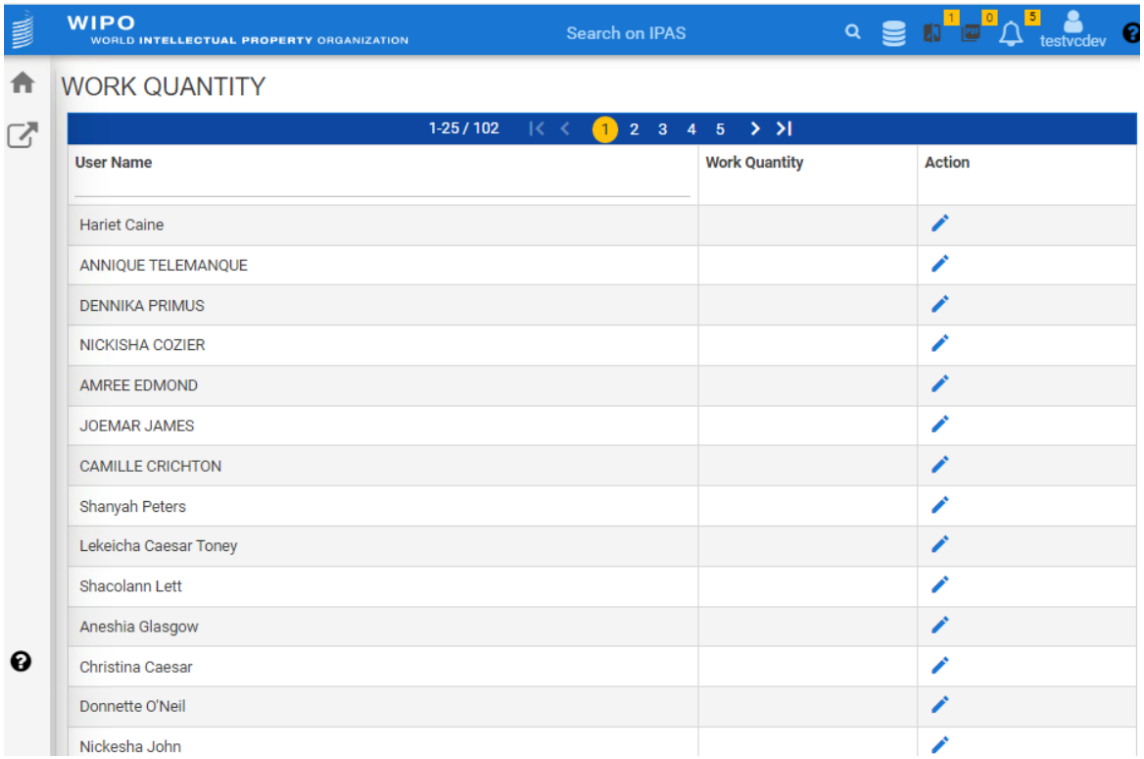
Distribution using Automatic Action 3/3

- Definition of work quantity of each staff member



- Hourly automatic distribution to units

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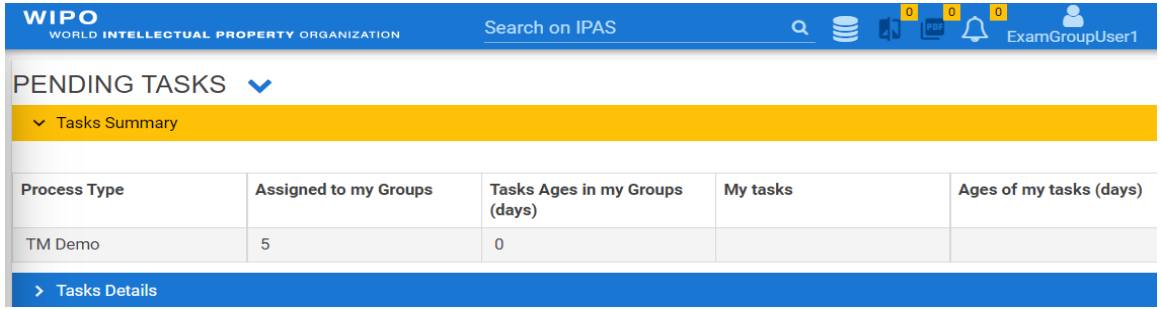
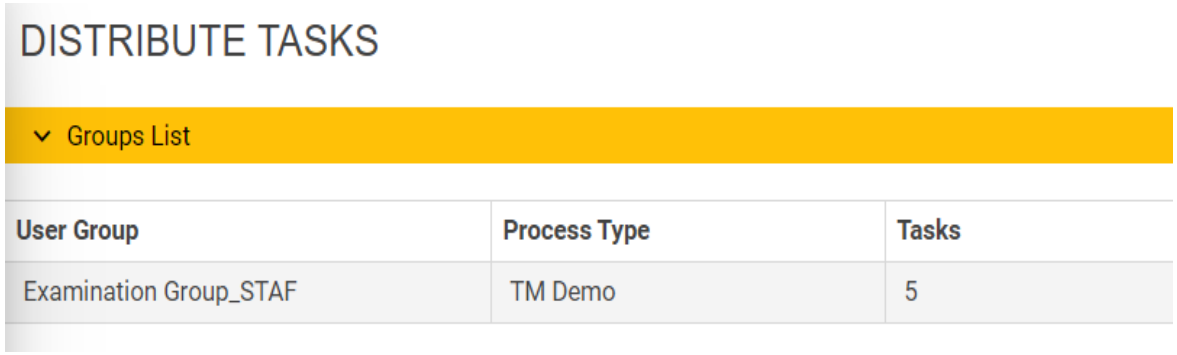
Manual Distribution 1/2

- Pending tasks to distribute



- Selection of distribution unit / user group



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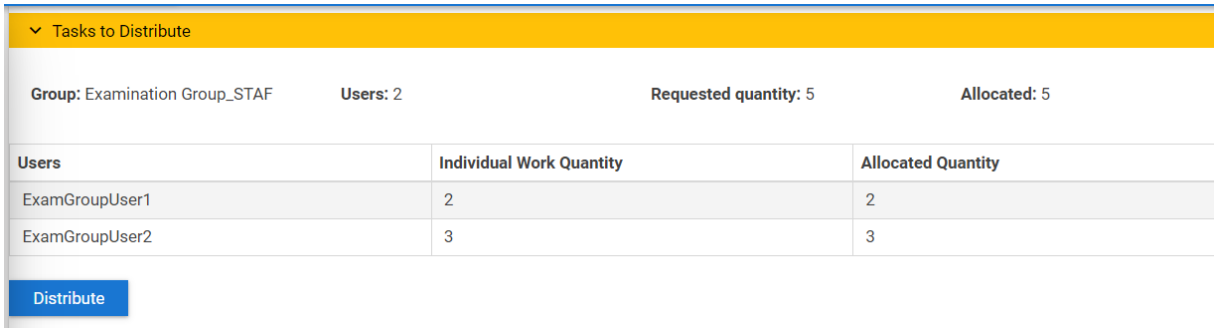
Manual Distribution 2/2

- Preview and perform distribution



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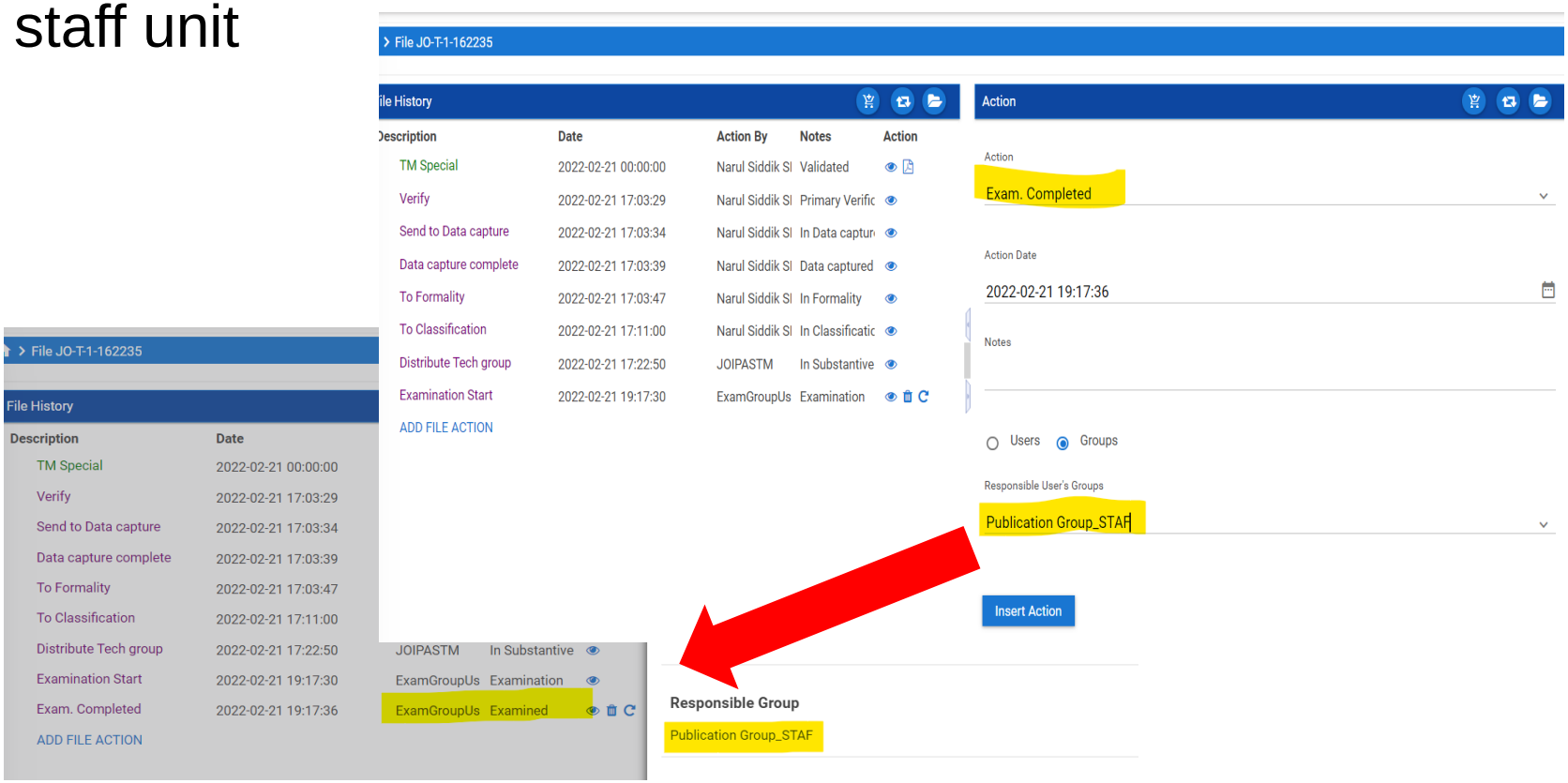
Task Assignment through Workflow

- Insert a workflow action to assign responsible user group / staff unit



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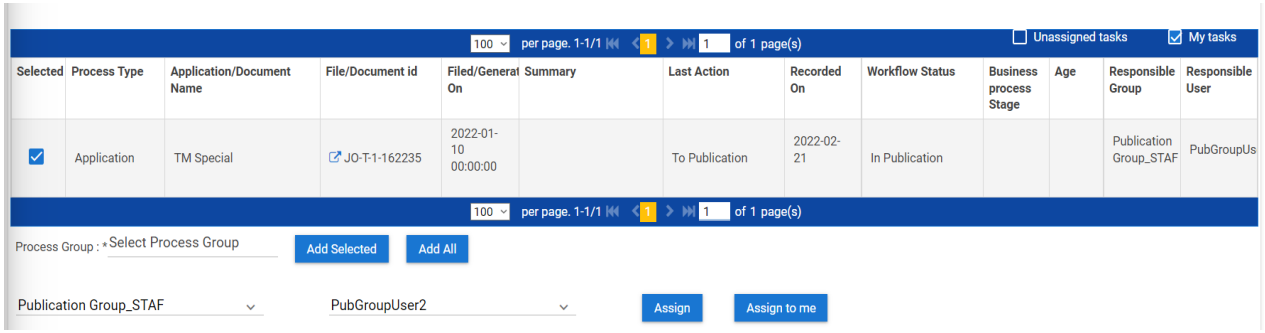
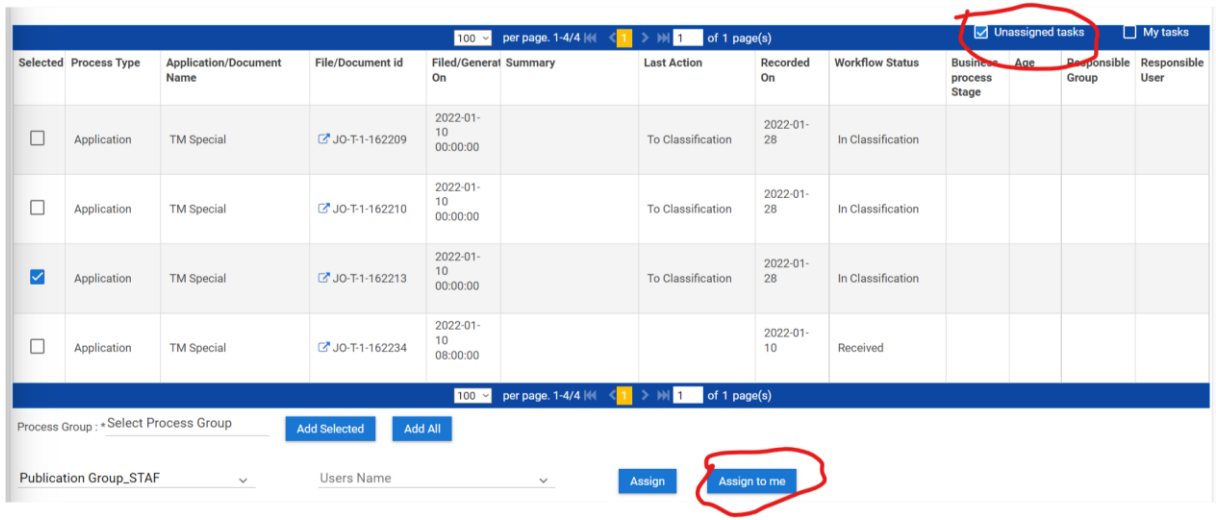
Manual Direct Assignment of Tasks

- Assign pending tasks to user groups or one particular user



- Assign Pending tasks to my-self



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