



# **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*

# 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

# WIPO IPAS Cloud

## 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)

# WIPO IPAS Cloud

## 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
-

# WIPO IPAS Cloud

## Pending Tasks

### ■ Pending tasks for work distribution

WIPO WORLD INTELLECTUAL PROPERTY ORGANIZATION Search on IPAS Daniel Cheng

Pending Tasks

Tasks Summary

Process Type	Assigned to my Groups	Tasks Ages in my Groups (days)	My tasks	Ages of my tasks (days)
Office document			1	9

Tasks Details

100 per page, 1-9/9 1 of 1 page(s) Unassigned tasks My tasks

Selected	Process Type	Application/Document Name	File/Document id	Filed/Generat On	Summary	Last Action	Recorded On	Workflow Status	Business process Stage	Age	Responsible Group	Responsible User
<input type="checkbox"/>	Office document	TM Preliminary Examination	<a href="#">VC-2022-143</a>	-	process.officedoc.parent. Mark[TM] process.officedoc 2000		2022-02-14	OD to be approved				nilesh
<input type="checkbox"/>	Office document	TM Filing Requirements	<a href="#">VC-2022-145</a>	-	process.officedoc.parent. Mark[TM] process.officedoc 91		2022-02-15	OD to be approved				admin
<input type="checkbox"/>	Office document	TM Preliminary Examination	<a href="#">VC-2022-146</a>	-	process.officedoc.parent. Mark[TM] process.officedoc 22		2022-02-15	OD to be approved				bhawana
<input type="checkbox"/>	Office document	TM Hearing Invitation	<a href="#">VC-2022-149</a>	-	process.officedoc.parent. Mark[TM] process.officedoc 34		2022-02-17	OD to be approved				bhawana
<input type="checkbox"/>	Office document	PA Patent Notification	<a href="#">VC-2022-161</a>	-	process.officedoc.parent. Patents[NP] process.office 2022-6		2022-02-22	OD to be approved				aarti

# WIPO IPAS Cloud

## Distribution using Automatic Action 1/3

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

Properties Properties

Action type  
Different actions that the user can record in the workflow

Filter: (searches in labels and descriptions)

Published externally	<input type="checkbox"/>
Delete anybody	<input type="checkbox"/>
Notes	
Remove Unused Mailmerge Fields	<input type="checkbox"/>
Irregularity Measurement indicator	<input type="checkbox"/>
Automatic	
<b>Automatic action</b>	<b>File: Assignment of substantive examination ...</b>
Mailmerge field (SQL type)	
End of freezing optional code	
Userdoc type	
Function generating work table	
Triggers	
Trigger flagging of pending priorities as	<input type="checkbox"/>
Trigger generation of annuities	<input type="checkbox"/>
Trigger flagging of certification of the data c...	<input type="checkbox"/>
Trigger delivery of physical documents	<input type="checkbox"/>
Trigger generation of Publish document	<input type="checkbox"/>
Trigger regeneration of Office document	<input type="checkbox"/>
Trigger to lock or unlock File/User document	<input type="checkbox"/>

**Automatic action**  
Action type is automatically triggered based on specified condition

Properties Properties

Status  
Status

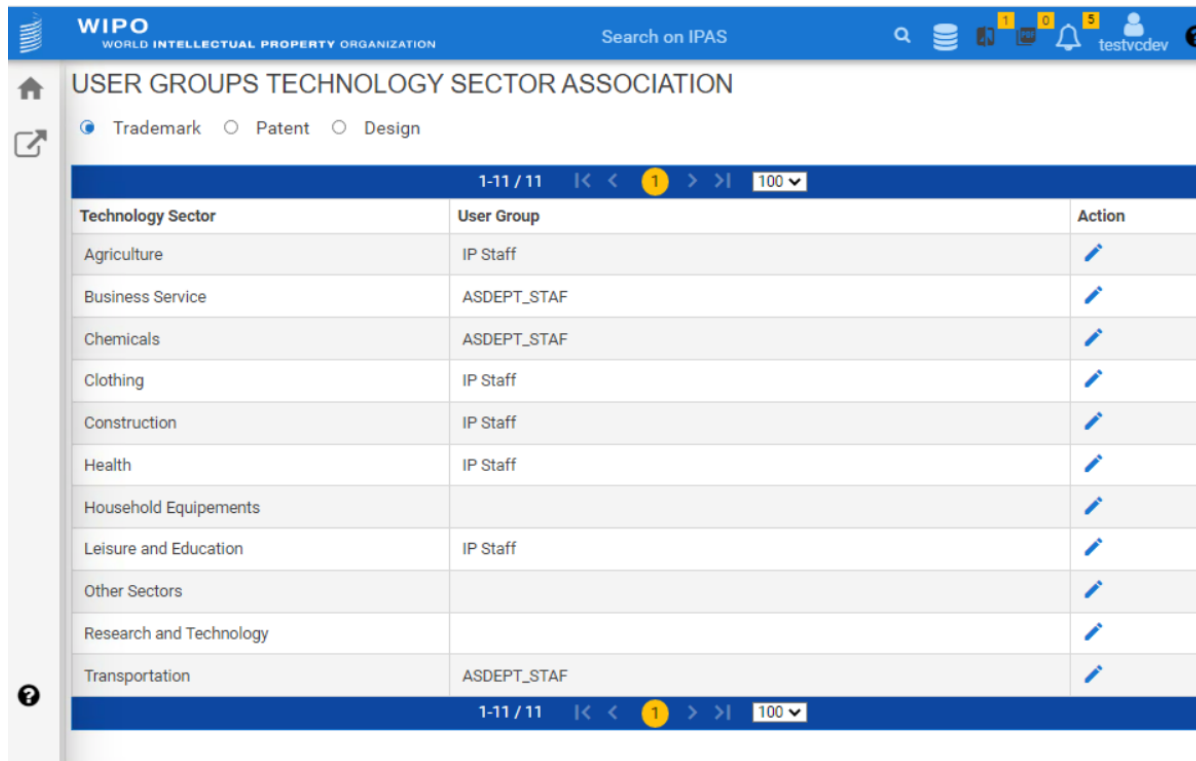
Filter:

Notes	
Inactive	<input type="checkbox"/>
Trigger activity	
Trigger activity	<input type="checkbox"/>
Trigger activity 2	<input type="checkbox"/>
Trigger activity 3	<input type="checkbox"/>
Trigger activity 4	<input type="checkbox"/>
Trigger activity 5	<input type="checkbox"/>
External interface URL	
Generate auxiliary process type	
Special action type on upper process	
Execute SQL statement	
Responsible user	
Default responsible group	
<b>Assign responsible user</b>	<input checked="" type="checkbox"/>
Exclusive responsible	<input type="checkbox"/>
Restrict responsible user to examiners	<input type="checkbox"/>
Restrict responsible user to office di...	
Restrict responsible user to office d...	
Restrict responsible user to office s...	

# WIPO IPAS Cloud

## Distribution using Automatic Action 2/3

- Association of technology or industrial sectors to staff units



WIPO  
WORLD INTELLECTUAL PROPERTY ORGANIZATION

Search on IPAS

testvcdev

### USER GROUPS TECHNOLOGY SECTOR ASSOCIATION

Trademark  Patent  Design

1-11 / 11 | 100

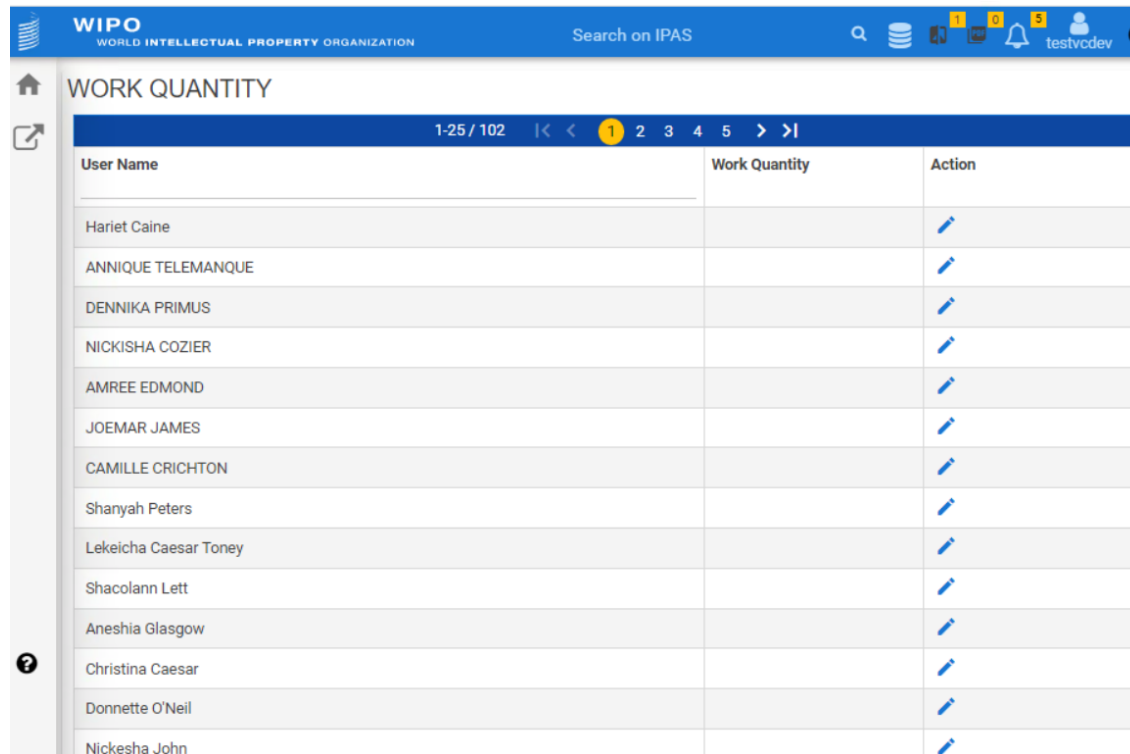
Technology Sector	User Group	Action
Agriculture	IP Staff	<a href="#">✎</a>
Business Service	ASDEPT_STAF	<a href="#">✎</a>
Chemicals	ASDEPT_STAF	<a href="#">✎</a>
Clothing	IP Staff	<a href="#">✎</a>
Construction	IP Staff	<a href="#">✎</a>
Health	IP Staff	<a href="#">✎</a>
Household Equipements		<a href="#">✎</a>
Leisure and Education	IP Staff	<a href="#">✎</a>
Other Sectors		<a href="#">✎</a>
Research and Technology		<a href="#">✎</a>
Transportation	ASDEPT_STAF	<a href="#">✎</a>

1-11 / 11 | 100















# WIPO IPAS Cloud

## Distribution using Automatic Action 3/3

- Definition of work quantity of each staff member



The screenshot displays the WIPO IPAS Cloud interface. At the top, there is a blue header with the WIPO logo and the text 'WORLD INTELLECTUAL PROPERTY ORGANIZATION'. To the right of the header is a search bar labeled 'Search on IPAS' and several notification icons. Below the header, the page title 'WORK QUANTITY' is visible. A navigation bar shows '1-25 / 102' and page navigation controls. The main content is a table with three columns: 'User Name', 'Work Quantity', and 'Action'. The table lists 14 staff members, each with an edit icon in the Action column.

User Name	Work Quantity	Action
Harriet Caine		
ANNIQUE TELEMANQUE		
DENNIKA PRIMUS		
NICKISHA COZIER		
AMREE EDMOND		
JOEMAR JAMES		
CAMILLE CRICHTON		
Shanyah Peters		
Lekeicha Caesar Toney		
Shacolann Lett		
Aneshia Glasgow		
Christina Caesar		
Donnette O'Neil		
Nickesha John		

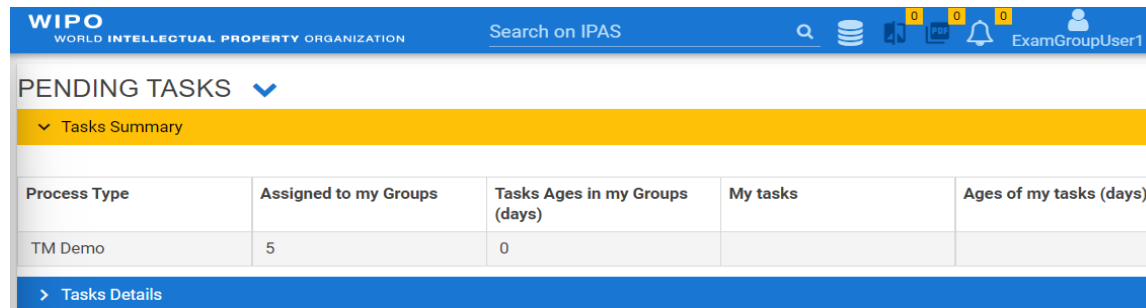
- Hourly automatic distribution to units



# WIPO IPAS Cloud

## Manual Distribution 1/2

### ■ Pending tasks to distribute

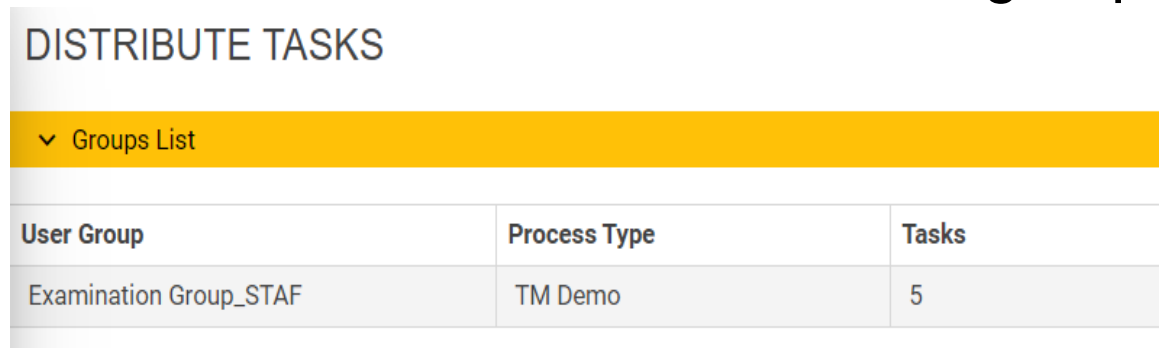


The screenshot shows the WIPO IPAS Cloud interface. At the top, there is a blue header with the WIPO logo, the text "WORLD INTELLECTUAL PROPERTY ORGANIZATION", a search bar with "Search on IPAS", and a user profile icon labeled "ExamGroupUser1". Below the header, the main content area is titled "PENDING TASKS" with a dropdown arrow. Underneath, there is a yellow bar with a dropdown arrow and the text "Tasks Summary". Below this, there is a table with the following data:

Process Type	Assigned to my Groups	Tasks Ages in my Groups (days)	My tasks	Ages of my tasks (days)
TM Demo	5	0		

Below the table, there is a blue bar with a right-pointing arrow and the text "Tasks Details".

### ■ Selection of distribution unit / user group



The screenshot shows the "DISTRIBUTE TASKS" section of the WIPO IPAS Cloud interface. It features a yellow bar with a dropdown arrow and the text "Groups List". Below this, there is a table with the following data:

User Group	Process Type	Tasks
Examination Group_STAF	TM Demo	5

# WIPO IPAS Cloud

## Manual Distribution 2/2

- Preview and perform distribution

Tasks to Distribute

Group: Examination Group\_STAF    Users: 2    Requested quantity: 5    Allocated: 5

Users	Individual Work Quantity	Allocated Quantity
ExamGroupUser1	2	2
ExamGroupUser2	3	3

Distribute

# WIPO IPAS Cloud

## Task Assignment through Workflow

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

The screenshot displays the WIPO IPAS Cloud interface for a workflow action configuration. The main window shows a list of actions for 'File JO-T-1-162235'. The 'Exam. Completed' action is selected, and its configuration panel is open on the right. In this panel, the 'Responsible User's Groups' field is set to 'Publication Group\_STAF'. A red arrow points to the 'Responsible Group' field in the configuration panel, which is also set to 'Publication Group\_STAF'. The 'Insert Action' button is visible at the bottom of the configuration panel.

Description	Date	Action By	Notes	Action
TM Special	2022-02-21 00:00:00	Narul Siddik SI	Validated	Exam. Completed
Verify	2022-02-21 17:03:29	Narul Siddik SI	Primary Verific	
Send to Data capture	2022-02-21 17:03:34	Narul Siddik SI	In Data captur	
Data capture complete	2022-02-21 17:03:39	Narul Siddik SI	Data captured	
To Formality	2022-02-21 17:03:47	Narul Siddik SI	In Formality	
To Classification	2022-02-21 17:11:00	Narul Siddik SI	In Classificatic	
Distribute Tech group	2022-02-21 17:22:50	JOIPASTM	In Substantive	
Examination Start	2022-02-21 19:17:30	ExamGroupUs	Examination	
Exam. Completed	2022-02-21 19:17:36	ExamGroupUs	Examined	

# WIPO IPAS Cloud

## Manual Direct Assignment of Tasks

- Assign pending tasks to user groups or one particular user

The screenshot shows a task list table with the following data:

Selected	Process Type	Application/Document Name	File/Document id	Filed/General On	Summary	Last Action	Recorded On	Workflow Status	Business process Stage	Age	Responsible Group	Responsible User
<input checked="" type="checkbox"/>	Application	TM Special	<a href="#">JO-T-1-162235</a>	2022-01-10 00:00:00		To Publication	2022-02-21	In Publication			Publication Group_STAF	PubGroupUser2

Below the table, the 'Process Group' is set to 'Publication Group\_STAF' and the 'Responsible User' is set to 'PubGroupUser2'. The 'Assign' and 'Assign to me' buttons are visible.

- Assign Pending tasks to my-self

The screenshot shows a task list table with the following data:

Selected	Process Type	Application/Document Name	File/Document id	Filed/General On	Summary	Last Action	Recorded On	Workflow Status	Business process Stage	Age	Responsible Group	Responsible User
<input type="checkbox"/>	Application	TM Special	<a href="#">JO-T-1-162209</a>	2022-01-10 00:00:00		To Classification	2022-01-28	In Classification				
<input type="checkbox"/>	Application	TM Special	<a href="#">JO-T-1-162210</a>	2022-01-10 00:00:00		To Classification	2022-01-28	In Classification				
<input checked="" type="checkbox"/>	Application	TM Special	<a href="#">JO-T-1-162213</a>	2022-01-10 00:00:00		To Classification	2022-01-28	In Classification				
<input type="checkbox"/>	Application	TM Special	<a href="#">JO-T-1-162234</a>	2022-01-10 08:00:00			2022-01-10	Received				

Below the table, the 'Process Group' is set to 'Publication Group\_STAF' and the 'Responsible User' is set to 'Users Name'. The 'Assign' and 'Assign to me' buttons are visible. Red circles highlight the 'Unassigned tasks' checkbox and the 'Assign to me' button.