

IP Operations Guide

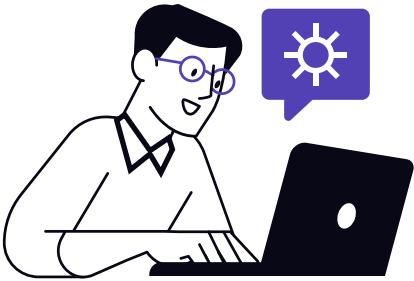
Meet Paul, an IP Operations Manager at a global corporation. He helps his department grow and thrive by improving daily docketing operations and processes. His team is responsible for managing timely patent and trademark filings, maintaining attorney dockets, and ensuring IP data integrity. He is the go-to person for all things AQX® Corporate, his team’s IP management platform.



A Day in the Life of an IP Operations Manager Using AQX

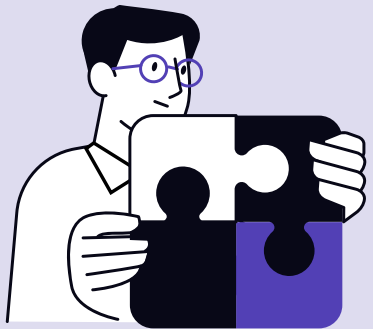
8:00 AM

Paul checks the status of [Document Auto-Processing](#) in his docketing inbox in AQX. The Document Auto-Processing capability collects bibliographic data and due dates, identifies the document type and extracts the data from the PTO forms. The AQX platform automates many of the steps that Paul used to do manually. This gives him more time to review outside counsel and foreign filing communications and ensure that attorneys are informed.



8:30 AM

Paul validates the PTO docketing that has been automated via Document Auto-Processing. Where needed, AQX flags documents automatically to another member of his team for a second validation. The one- or two-step docketing validation process removes the need for manual entry of data. This allows him to spend his time on more substantive work and on supporting his IP Operations team.



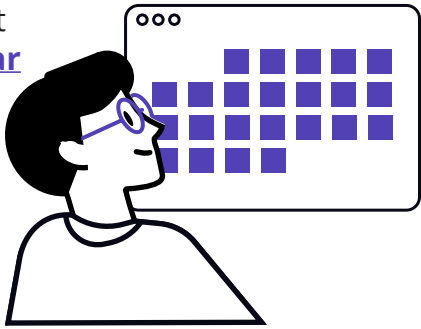
10:15 AM

Paul’s team member Naomi logs into AQX and receives a notification to review and validate a Notice of Abandonment. After Naomi validates the docketing of the notice, it is automatically routed to Paul to ensure that the attorney has requested abandonment per the company’s internal guidelines, and he validates the Notice of Abandonment.



11:30 AM

One of Paul’s team members, Laura, will be out of town next week. Paul uses the [AQX Calendar View](#) to balance the workload of the rest of his team. He logs into AQX to review Laura’s upcoming tasks for the week and reassigns them. Paul can now focus on additional data validation work and reporting.



2:40 PM

Paul is managing incoming email for his team and sees that he has received instructions with a foreign filing deadline coming up this week. The email is uploaded using the Outlook plugin, and based on the subject, it identifies the record and saves the email and attachments to the record. The file is ready with instructions for the appropriate attorney to review.



4:30 PM

Paul meets with one of his paralegals, Jeff. He reviews all reports to ensure all critical tasks for the day have been filed and closed out. If items are not filed, he will contact the attorneys.



5:30 PM

It was an extremely busy day, but Paul was able to get everything done with AQX’s help. He can go home now and relax, knowing that everything was received, docketed, and validated correctly in their IP management platform.



Client Quote

“IBM is at the forefront of innovation, and embracing automation in our IP management processes makes us as efficient as possible. We are excited about Anaqua’s Document Auto-Processing capability in AQX for processing documents from PTO offices.

With this Document Auto-Processing capability, we can automate PTO correspondence and document processing. IBM has a large IP portfolio, so you can imagine downloading documents by hand would be very time consuming. This is where automation saves a lot of time.”

Maria Sova, Intellectual Property Law Systems Lead, IBM