

DAS Applicant Portal
User Guide

December 2014
Version 2.1

CONTENTS

About DAS	4
Participating Offices	4
Documents Which Can Be Made Available	4
DAS and the PCT	5
Overview of DAS Use	5
DAS Applicant Portal.....	6
Creating a WIPO Account	7
Selecting a Browser and Language	7
Supported Browsers	7
Languages	7
Logging In	7
Managing your Workbench	8
Tracking Document	10
Viewing Access History	10
Downloading Certificate (Of Availability).....	11
Manage Notification PreferenceS	12
Viewing or Clearing NotificationS.....	12
Unavailability of system components	13
Lost access control codes	13

Support.....13

ABOUT DAS

The WIPO Digital Access Service (“DAS”), available at <http://www.wipo.int/das/en/>, allows you to meet requirements for providing priority and similar documents in respect of participating Offices, without the need to obtain and send multiple certified paper copies of an application. Instead, you ask the Office where you are claiming priority (“Office of Second Filing” or OSF) to download a copy of the document directly from a digital library, normally held by or on behalf of the Office where the earlier application was filed from which priority is claimed (“Office of First Filing” or OFF).

DAS provides a secure, trusted mechanism which allows Offices both to transmit and to access unpublished documents with confidence that the transmission has been permitted by the applicant or other authorized person.

It is essential that users properly understand what is required to give permission for this transfer. Because the system is designed to work between pairs of Offices, which may have no other working relationship, there are steps involved, which are different from, or additional to those in other priority document exchange systems in operation between certain Offices.

As of 1st July 2014, 10 out of 11 participating Offices have already implemented the necessary operational and technical changes to offer the new procedure, enabling you to indicate on the application form the access code and request the OSF to retrieve the document. The Danish Patent and Trademark Office is the only office which operates DAS services as a depositing Office only.

As of 1st January 2015, the termination of the transitional period of DAS will be effective. It will not be possible to give access permissions to Offices by setting up Access Control List (ACL) via the DAS portal. The DAS web portal will be revised to provide tracking facilities to view details of the access history of your priority documents by Offices.

Participating Offices

An up-to-date list of participating Offices is maintained on the WIPO DAS website at: http://www.wipo.int/das/en/participating_offices.html. Other Offices are at various stages of preparation to join the system and are expected to join in the future.

Documents Which Can Be Made Available

The service is intended for use with documents related to patents, utility models, industrial designs and trademarks. At present, the service is operational for exchange of patent, utility model and design priority documents. The scope of documents which can be made available also depends on the policy of the Office of First Filing. Some Offices will allow any patent application filed at their Office to be entered into the system; other Offices offer the service only for a limited range of applications, such as those which have been filed in electronic form. The relevant scope for each participating Office is outlined in each Office's notification on WIPO's Digital Access Service (DAS) website at:

http://www.wipo.int/das/en/participating_offices.html

The service will be extended to trademarks, once the participating Offices have made the necessary operational and technical changes.

DAS and the PCT

You can use DAS to meet PCT priority document requirements, by requesting the International Bureau to retrieve an earlier national application that has been filed with a participating Office, or an earlier international application filed with RO/AU, RO/CN, RO/DK, RO/ES, RO/FI, RO/IB and RO/SE. In terms of giving permission, the International Bureau is treated like any other Office of Second Filing. Even though the International Bureau runs the core systems of DAS, it cannot access your applications for use as PCT priority documents, unless you have provided it with the access code. A separate detailed User Guide on how to use DAS for PCT purposes, named "PCT and DAS", is available on the WIPO DAS web site at <http://www.wipo.int/das/en/documentation.html>

In short, the steps for furnishing priority documents for PCT purposes are as follows:

After you have taken all the necessary steps with the Office of First Filing to make your priority application available via DAS, you can request the International Bureau to obtain it by marking the corresponding check-box in the Priority details of the request form PCT/RO/101 and indicating the access code in the relevant space.

Overview of DAS Use

There are essentially two steps to using the system:

Step 1. Ensure that the document is available to DAS

You need to request the Office to provide a copy of the earlier application to DAS.

The exact means of doing this will depend on the requirements of the particular Office with which the earlier application was filed. See the DAS home page at <http://www.wipo.int/das/en/> and the PCT Applicant's Guide, Annex B <http://www.wipo.int/pct/en/appguide/index.jsp> of the DAS depositing Office for further indications of the procedure to be followed.

Links to detailed instructions provided by each Office can be found on WIPO's DAS website at:

http://www.wipo.int/das/en/participating_offices.html

Following your request to the Office, you will either receive an access code, or else a code which was given to you as part of the application process (for example, in the case of a United States application, a code which appears on the original filing receipt) will become available for use as an access code.

Step 2. Ask the Office of Second Filing to retrieve the document

The Office of Second Filing will attempt to retrieve the priority document from DAS only if you specifically request them to and you need to indicate on the application form the access code.

If you filed a PCT application without DAS indications, it is also possible to provide them after filing. This can be done in the ePCT service (<https://pct.wipo.int/epct>) as an Online Action or via the Upload Documents feature. For detailed instructions on how to use the ePCT, please refer to the user guides available on the ePCT home page.

DAS APPLICANT PORTAL

This document describes the following features of the new DAS portal available at http://www.wipo.int/das/en/applicant_portal.html. This new portal requires a WIPO account. If you already have an account used for a WIPO online service such as ePCT (but currently excluding Patentscope), the same account can be used here. All screenshots provided hereafter are only available in the demo version of the new portal. The actual schedule for the replacement of the portal in production mode is currently planned on 19th December 2014.

CREATING A WIPO ACCOUNT

The creation of a WIPO account is a self-registration process. Fill in the [form to request a WIPO account at the URL https://webaccess.wipo.int/wipoaccounts/en/usercenter/public/register.jsf](https://webaccess.wipo.int/wipoaccounts/en/usercenter/public/register.jsf).

An automatic e-mail will immediately be sent giving a link to a page allowing you to confirm the email address associated with your WIPO account. After your confirmation, you may use your WIPO account to login into the new DAS portal.

SELECTING A BROWSER AND LANGUAGE

Supported Browsers

The applicant portal supports the following browsers:

- Mozilla Firefox 29.0+
- Microsoft Internet Explorer 8.0+
- Google Chrome 32.0+

The system may not work correctly with other browsers and the Help Desk will not be able to give assistance in such cases.

Languages

You can switch between different language versions of the portal by clicking on the links at the top right of the page. The portal is currently available in the following languages:

- English
- French
- Japanese
- Korean
- Chinese
- Spanish

Note: Some shortcuts may not be available in all languages that are supported by the portal application itself.

LOGGING IN

The new Applicant portal of DAS will be made available via WIPO web site at:

http://www.wipo.int/das/en/applicant_portal.html. At the moment, this URL refers to the original version of the portal, which is no longer required for use of the system.

To allow you to try it out before you use it for real, a demo version of the portal is available at:

<https://webaccess.wipo.int/daspplicantdemo/>

After accessing the demo portal, a screen appears requesting the following login information:

WIPO
WORLD INTELLECTUAL PROPERTY ORGANIZATION

Contact Us | My Account | English ▾

Sign in

Important information
The "Heartbleed" bug and WIPO Accounts

Username
[Forgot your username?](#)

Password
[Forgot your password?](#)

[Sign in](#)

Don't have a WIPO Account?
[Create account](#)

Why create a WIPO Account?
Using just one username and password, you can access your profiles for any of the following services:

- PCT
- Madrid system
- Hague system
- WIPO Green

Registration for the WIPO account is open to all users and free of charge.

Having difficulties?
[Read our WIPO Account help guide.](#)

Figure 1 – Login Screen

To log in to the new DAS Applicant portal, please provide the username and password of your WIPO account.

MANAGING YOUR WORKBENCH

After successful login, a workbench screen is displayed and it allows you to add priority documents for which you wish to check the access history by Offices of second filing. When using the new portal for the first time and no document is associated with your account, the **Workbench** content is empty.

The following screenshot is a workbench example in which two priority documents have been added. A few key elements of the Workbench screen are highlighted and explained in red labels from **WB 1** to **WB11**.

WIPO
WORLD INTELLECTUAL PROPERTY ORGANIZATION

DEMO Contact Us Daniel Cheng English Logout

Home IP Services WIPO DAS

WIPO DAS - Digital Access Service Applicant Portal

Below application details can be used for demo and test purposes:

IP Right	Priority Number	Filing date	Access Code
Patent	GB 1200780.3	2012-01-18	7B9B
Patent	FI 20085242	2008-03-25	A0BF
Utility Model	ES U201230131	2012-02-08	E82D

Workbench Notifications

Items: 20 Filter Priority Documents: All in Workbench

2 record(s) found matching the filter criteria.

<input type="checkbox"/>	IP Right	Priority Number	Filing date	Access Code	Date of Availability	Last Accessed	Tracked By	Comments
<input type="checkbox"/>	Patent	GB 1200780.3	2012-01-18	7B9B	2013-04-30	2013-10-31 16:50:12.0		Test
<input type="checkbox"/>	Utility Model	ES U 201230131	2012-02-08	E82D	2013-04-18	2014-07-25 15:50:39.0		Test

Remove Tracking Add Tracking

Figure 2 – Workbench Screen

Description of the key elements:

- **WB1** Three sample priority application numbers are provided in the workbench of the demo version for demonstration only.
- **WB2** This is the active tab of the screen which shows the list of priority documents that are associated with your WIPO account.
- **WB3** Tracking of documents can be added to or removed from your workbench (see Adding Document to Workbench screenshot).
- **WB4** This dropdown box offers several filtering options of your workbench.
- **WB5** Details of each priority document are displayed in a row.
- **WB6** This link allows you to download the certificate of availability from DAS.
- **WB7** This link allows you to view the access history of Office(s) of second filing.
- **WB8** This link indicates whether the document is also being tracked by other WIPO account(s).
- **WB9** This links to your WIPO account details.
- **WB10** This is the language switch to use the DAS portal in other languages
- **WB11** Logging out of the portal.

TRACKING DOCUMENT

To add a priority document to your workbench, you need to provide document details as follows:

Add Priority Number To Your Workbench

Please fill in the priority number which should include the two letter country code of the office of the first filing (e.g. GB 0909001.1). All fields marked with * are mandatory

IP Right *

Priority Number *

Filing Date *(dd/MM/yyyy)

Access Code *

Add

Figure 3 – Adding Document Screen

It should be noted that this operation is allowed if all of the provided details match one of the priority documents that are available in DAS. Tracking of the same priority document can be associated with different WIPO accounts.

VIEWING ACCESS HISTORY

After adding a priority document to your workbench, you can view the access history of Offices of second filing. The following screenshot shows typical responses by the system.

Retrieval History for Priority Document Number: GB 1200780.3

RETRIEVAL DATE	AUTHORIZED OFFICE	COMMENTS
2013-10-31 16:50:12	IB	Priority document withdrawn from DAS by depositing Office.
2013-10-31 16:50:10	IB	Retrieved successfully
2013-05-06 12:24:39	IB	Access denied due to mismatch of access code 7B9B or priority filing date 2012-01-18 - Please supply the correct access code or priority filing date to the accessing Office
2013-05-06 11:44:47	IB	Access denied due to mismatch of access code 7B9B and priority filing date 2012-01-18 - Please supply the correct access code and priority filing date to the accessing Office
2013-05-06 10:45:37	IB	Access denied due to mismatch of priority filing date 2012-01-18 - Please supply the correct priority filing date to the accessing Office
2013-05-06 10:42:32	IB	Access denied due to wrong access code 7B9B - Please supply the correct access code to the accessing Office
2013-05-06 10:39:34	IB	Certified copy cannot be made available due to incomplete document - Please contact the depositing Office
2013-05-06 10:32:20	IB	Document cannot be disseminated due to missing national security clearance - Please contact the depositing Office

1 2 > >> >>>

Close

Figure 4 – Viewing Access History Screen

DOWNLOADING CERTIFICATE (OF AVAILABILITY)

The system allows you to view or download a certificate of availability to confirm that the copy of the application is available in DAS. This may be useful either as confirmation in your files, or to provide evidence to an Office that you have taken all the necessary steps to make the document available to them by the appropriate date and that any delays due to system problems, such as the digital library of the Office of First Filing being temporarily unavailable, were not your fault. You can select whether such a certificate covers one, some or all of the Offices to which access has been granted. The system permits Offices to retrieve a similar certificate for themselves covering only the access which has been given to that Office.

Priority Document Access Service
(DAS)

WIPO
WORLD
INTELLECTUAL PROPERTY
ORGANIZATION

To:

**CERTIFICATE OF AVAILABILITY OF A CERTIFIED PATENT DOCUMENT
IN A DIGITAL LIBRARY**

The International Bureau certifies that a copy of the patent application indicated below has been available to the WIPO Priority Document Access Service since the date of availability indicated, and that the patent application has been available to the indicated Office(s) as of the date specified following the relevant Office code:

Document details: Country/Office:
Filing date:
Application number:

Date of availability of document:
Availability to Office(s):

Date of issue of this certificate:

34, chemin des Colombettes
1211 Geneva 20, Switzerland
www.wipo.int

Figure 5 – Example of DAS Certificate

MANAGE NOTIFICATION PREFERENCES

You can setup some notification options to receive from the DAS system alerts relating to the priority documents that are in your workbench. Possible options are:

You may choose to receive any of the following notifications by ticking the corresponding boxes.

- Receive notifications when another user associates any documents listed in my workbench with his/her account.
- Receive notifications when an accessing office first successfully retrieves a document listed in my workbench.
- Receive notifications when an accessing office fails to retrieve any documents listed in my workbench.
- Receive the selected notifications also to my WIPO account email address **my.email@example.com**

Figure 6 – Notification Preference Screen

VIEWING OR CLEARING NOTIFICATIONS

Notifications can be sent to the email address which is associated with your WIPO account and are made available in the DAS portal as follows:

Workbench Notifications

Items: 20 Preference

Filter Notifications: All Notifications

1 notification(s) found.

<input type="checkbox"/>	Subject	IP Right	Priority Number	Received (1)	Read (0)
<input type="checkbox"/>	User with email address 'demo.qboffice@gmail.com' also tracking this priority document.	Patent	GB 1200780.3	2014-01-24 00:00:00	

Figure 7 – Notification Screen

UNAVAILABILITY OF SYSTEM COMPONENTS

The system as a whole depends on the IT systems of many different Offices, over which the International Bureau has no control. However, the system is designed to cope with situations where a library in one Office is not available for a period and in such cases requests are placed in a queue until the relevant systems are available again. This may cause delay in the applicant portal to verify your access code so it is important that registering the application and setting access rights for Office is not left until the last minute. It may also delay the Office of Second Filing from successfully retrieving a copy of your application, but this should only affect you in extreme cases and you should always be given an opportunity to supply a paper certified copy, in the unlikely event that the system fails completely for any particular case.

LOST ACCESS CONTROL CODES

If you lose your DAS access control code for an earlier application filed at CN, FI, JP, KR or US, please contact the Office where you filed that application. If the application was filed at another DAS participating Office, contact the PCT eServices Help Desk for the access code to be resent to the e-mail address that you have provided for DAS purposes.

SUPPORT

For any DAS related questions, please contact the PCT eServices Help Desk, available Monday to Friday from 09:00 until 18:00 Central European Time. Every attempt will be made to respond to questions within one business day.

Web Form contact: <http://www.wipo.int/contact/en/area.jsp?area=patentscope>

The screenshot shows a web form titled "Contact Us" with a navigation bar at the top containing "Home", "Inside WIPO", and "Contact Us". The form fields are as follows:

- Topic:** A dropdown menu with "Patents" selected.
- Sub-topic:** A dropdown menu with "Select sub-topic" selected.
- Question:** A large text area with up and down arrow icons on the right side.
- First name (optional):** A text input field.
- Last name (optional):** A text input field.
- Company/Organization (optional):** A text input field.
- Phone number (optional):** A text input field.
- E-mail address:** A text input field.
- Verification:** A box containing the characters "k b u m i" in a stylized font. Below it is a text input field with the instruction "Please enter below the characters displayed above."

At the bottom of the form are three buttons: "Submit" (in a dark blue rounded rectangle), "Reset" (in a light blue rounded rectangle), and "Reload image" (in a light blue rounded rectangle).

Should you need to submit a screenshot or other attachment(s) please use the following e-mail address: epct@wipo.int

The Help Desk can also be contacted by telephone at +41 22 338 9523.

The Help Desk is closed on Saturdays and Sundays, as well as on non-working days at WIPO which are listed at: <http://www.wipo.int/contact/en/holidays.html> .

Note: The participating Offices' websites also provide useful DAS information relevant to that particular Office, please see http://www.wipo.int/das/en/participating_offices.html .

[End of Document]