

Guidelines for Submitting Annual Technical Reports (ATR)

Requesting access to the restricted area of the ATR Wiki Space

Annual Technical Reports (ATRs) should be submitted via the restricted area of the ATR Wiki Space. Following you can find the instructions on how to request access to this area. If you already have a WIPO User Center Account, please skip steps one to three and proceed to step four, below.

1. Create a WIPO User Center Account at:

<https://www3.wipo.int/wipoaccounts/usercenter/public/register.jsf>

2. Validate the WIPO User Center Account, following the instructions received by e-mail:

During the validation of the account, the user will be required to create a username to be used for accessing the WIKI space. It is recommended that the username be preceded by the [ST.3](#) code of the Office separated by a dash (e.g., "ca-jsmith").

3. Click on "Log in" at the top-right corner of the page, enter your username and password (see figure 0) to be sure that the account has been successfully created.

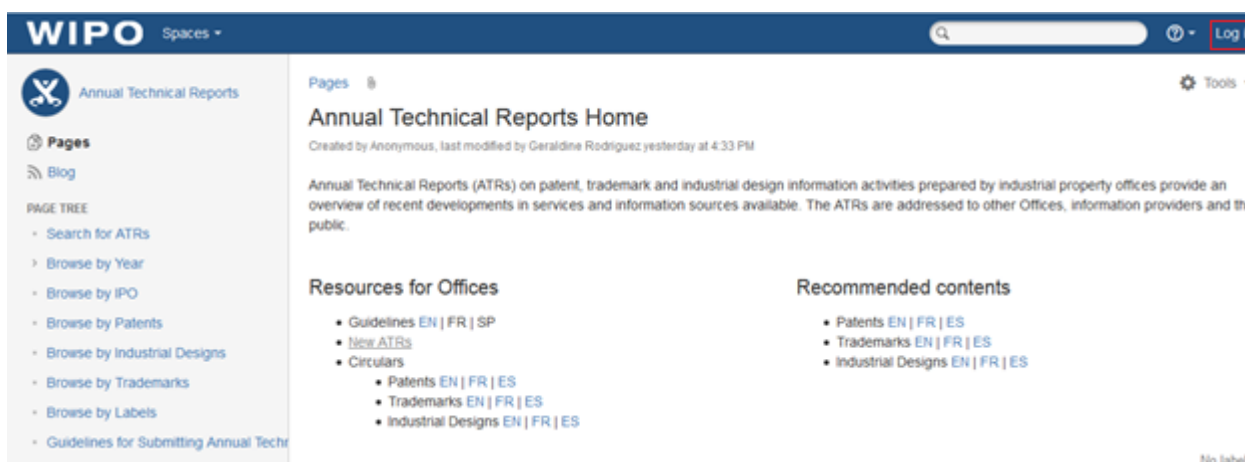


Figure 0

4. Send the following details to the International Bureau at atr.mail@wipo.int:

- Name of Office/Organization;
- Last name, First name (Mr./Ms.);
- Position in the Office;
- WIPO User Center ID (username created following the above instructions); and
- E-mail address used when creating WIPO User Center account.

5. Once the details listed above are processed by the International Bureau, the access to the restricted area of the ATR Wiki Space will be granted.

Submitting Annual Technical Reports

The ATR Wiki Space is available at <https://www3.wipo.int/confluence/display/ATR/Annual+Technical+Reports+Home>

To submit an ATR please follow the instructions below:

6. Access the restricted area of the ATR Wiki Space clicking on "Log in" at the top-right corner of the page, enter your username and password (see figure 0)

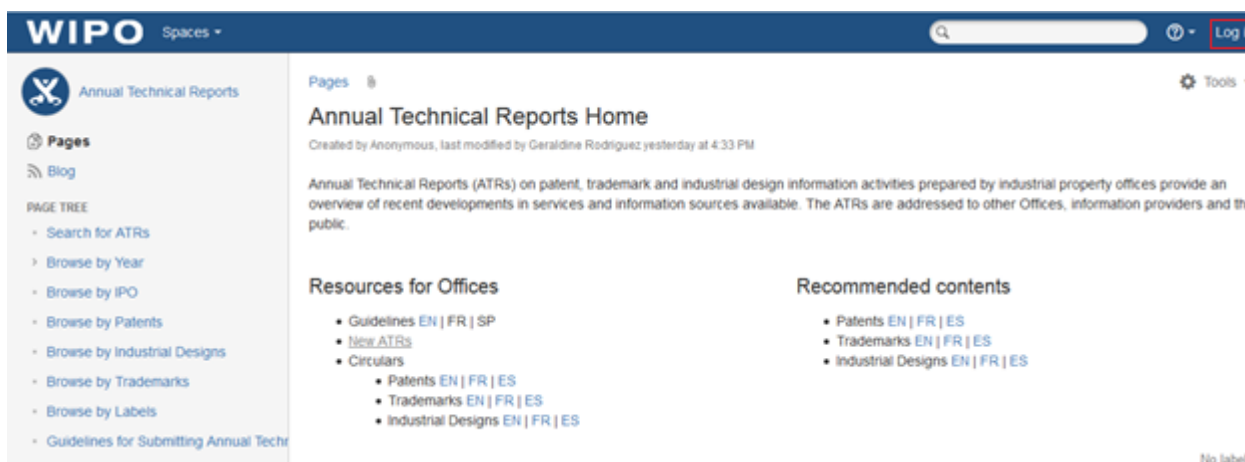


Figure 0

7. Click on the link “New ATR” under “Resources for Offices” or in the left menu under “Page tree” (see figure 1)

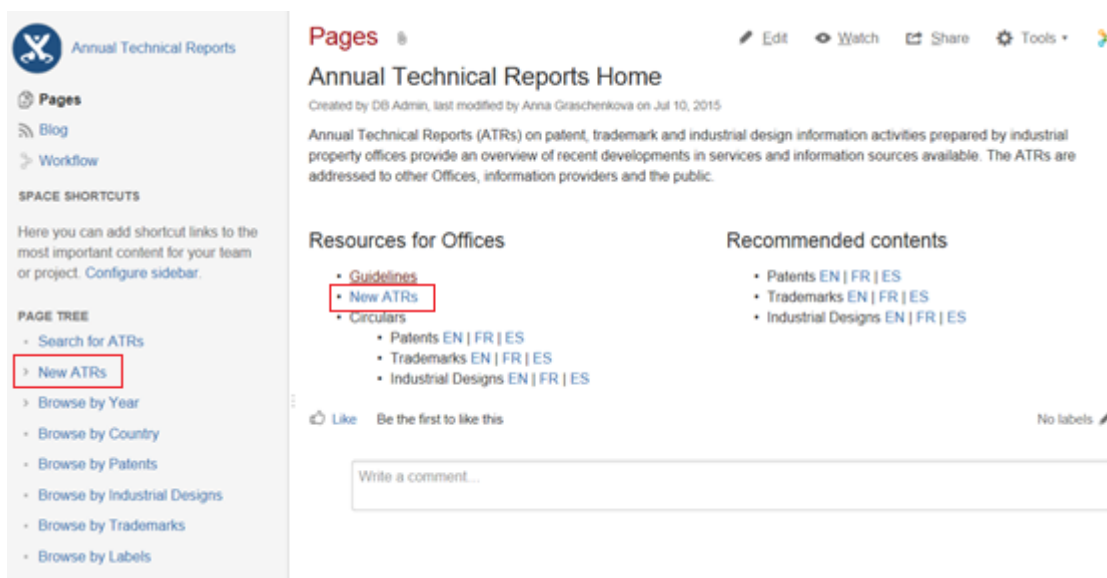


Figure 1

8. Choose the ATR type (patents, trademarks or industrial designs) and language (English, French or Spanish) and click on the corresponding button (see figure 2)

To insert a new ATR, choose below:

| | | | |
|------------|----------|--------------------------------|------------|
| In English | Patents | Industrial Designs | Trademarks |
| In French | Brevets | Dessins et modèles industriels | Marques |
| In Spanish | Patentes | Dibujos y modelos industriales | Marcas |

Figure 2

9. **Restrict** the page to yourself and the admin group. To do so, please:



- click on the icon “Restrictions apply” at the top of the page;
- choose “Viewing and editing restricted” in the drop-down list;
- your name will be in the list by default;
- type “atr_admin” in the text field (replacing the text “Enter a user or group”);
- click “Add”;
- make sure that two restrictions (yourself and “atr_admin”) are in place; and

- click "Apply" to save the changes (see figure 3)

Restrictions [Help](#)

Viewing and editing restricted Only some people can view or edit this page. There are [inherited view restrictions](#).

Type a user name or group Can view and edit Add

| | |
|--------------------|--|
| Everyone | Has no access |
| Anna Grashchenkova | Can view and edit |
| atr_admin | Can view and edit Remove |

Apply Cancel

Figure 3

Setting up these restrictions allows preparation of the ATR over several steps (see items 15 and 16, below). The restrictions will be removed by the administrator once the ATR is ready to be published (see item 17, below)

10. Complete the **title and subtitle** of the page in the indicated text field:

- type the 2-letter code of your office in the title (according to [ST.3](#)); and
- type the country name or organization in the subtitle (according to [ST.3](#)) (see figure 4)

Annual Technical Reports / Pages / Annual Technical Reports Home / New ATRs

CWS/ATR/ID/2014 Country Code

Heading 1 B I U A

Annual Technical Report on Industrial Design Information Activities in 2014 submitted by
 Please insert the country/organization name

Figure 4

11. Include necessary **labels**. To do so, please:

- click on the "Labels" icon at the top of the page;
- type the 2-letter code of your office;
- click "Add";
- type the country name or organization (use underscore "_" to separate words if necessary, e.g., russian_federation, please see the page ["Browse by IPO"](#) for reference);
- click "Add";
- make sure the page has five labels: ATR type (patents, trademarks or industrial_designs), year, language, two-letter code and country name or organization ; and
- click "Close" (see figure 5)

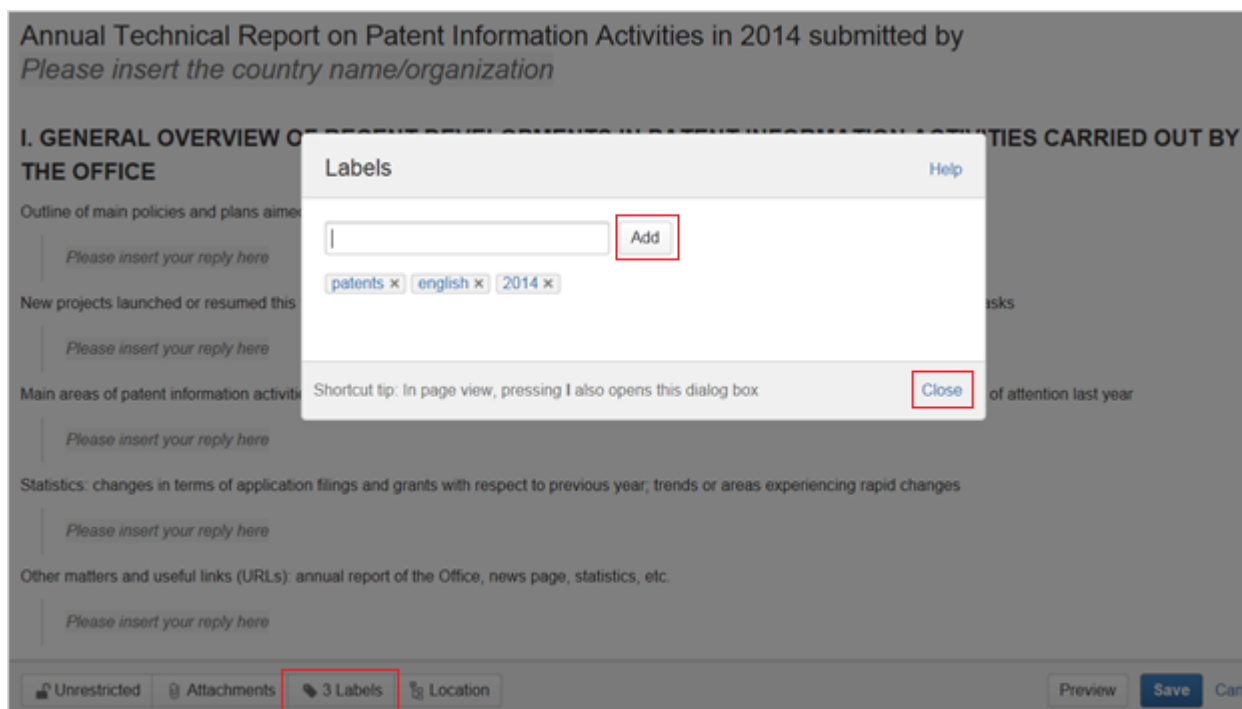


Figure 5

12. Insert the ATR **content** in the indicated fields, replacing the text "Please insert your reply here".

13. If you need to add **attachments**, please:

- select the text or place where a hyperlink to the attachment should be inserted;
- click on "Insert link" in the horizontal top menu or press "Ctrl"+"K";
- select "Attachments" on the left;
- click "Choose file";
- browse for the file to be attached;
- click "Open"; and
- click "Insert" (see figure 6)

Annual Technical Reports / Pages / Annual Technical Reports Home / New ATRs

CWS/ATR/PI/2014/Country Code

Paragraph B I U A % Table Link Image Table of contents + Undo Redo

Annual Technical Report on Patent Information Activities in 2014 submitted by

Please insert the country name/organization

I. GENERAL OVERVIEW OF RECENT DEVELOPMENTS IN PATENT INFORMATION ACTIVITIES CARRIED OUT BY THE OFFICE

Outline of main policies and plans aimed at development of patent information activities and expected time frames for their realization

Please insert your reply here

New projects launched or resumed this year in the context of the policies and plans mentioned above, short description: aims, partners, tasks

Please insert your reply here

Main areas of patent information activities and related information and communication technology (ICT) practices which were in the focus of attention last year

Please insert your reply here

Statistics: changes in terms of application filings and grants with respect to previous year, trends or areas experiencing rapid changes

Please insert your reply here

Other matters and useful links (URLs): annual report of the Office, news page, statistics, etc.

Please insert your reply here

Unrestricted Attachments 3 Labels Location Preview Save Ca

Figure 7

15. **Save** the page, click "Save" at the bottom of the page.

Due to the restrictions set up earlier (see item 9), the saved page is only available for you and WIPO administrators.

16. If you haven't completed the ATR or should you like to change it, you can return to the page and edit it. To do so, please:

- login to the ATR Wiki Space to see the restricted page (see item 6);
- click on the title of the ATR you created under "New ATRs" on the left menu (see figure 8);

Annual Technical Reports

Pages Edit Watch Share Tools

Annual Technical Reports Home

Created by DB Admin, last modified by Anna Graschenkova on Jul 10, 2015

Annual Technical Reports (ATRs) on patent, trademark and industrial design information activities prepared by industrial property offices provide an overview of recent developments in services and information sources available. The ATRs are addressed to other Offices, information providers and the public.

Resources for Offices

- [Guidelines](#)
- [New ATRs](#)
- Circulars
 - Patents [EN](#) | [FR](#) | [ES](#)
 - Trademarks [EN](#) | [FR](#) | [ES](#)
 - Industrial Designs [EN](#) | [FR](#) | [ES](#)

Recommended contents

- Patents [EN](#) | [FR](#) | [ES](#)
- Trademarks [EN](#) | [FR](#) | [ES](#)
- Industrial Designs [EN](#) | [FR](#) | [ES](#)

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PAGES

Blog Workflow

SPACE SHORTCUTS

Here you can add shortcut links to the most important content for your team or project. Configure sidebar.

PAGE TREE

- Search for ATRs
- **New ATRs**
 - CWS/ATR/ID/2014/CH
- Browse by Year
- Browse by Country
- Browse by Patents
- Browse by Industrial Designs
- Browse by Trademarks
- Browse by Labels

Figure 8

- click "Edit" at the top right of the page;
- amend the ATR; and
- save the page, click "Save" at the bottom of the page

17. Once the ATR is completed, please send an e-mail to atr.mail@wipo.int notifying the International Bureau that the ATR has been submitted and is to be published. Publication of the ATR will occur once the International Bureau has controlled the content.

Contact information

For any questions related to ATRs, please contact us at atr.mail@wipo.int.