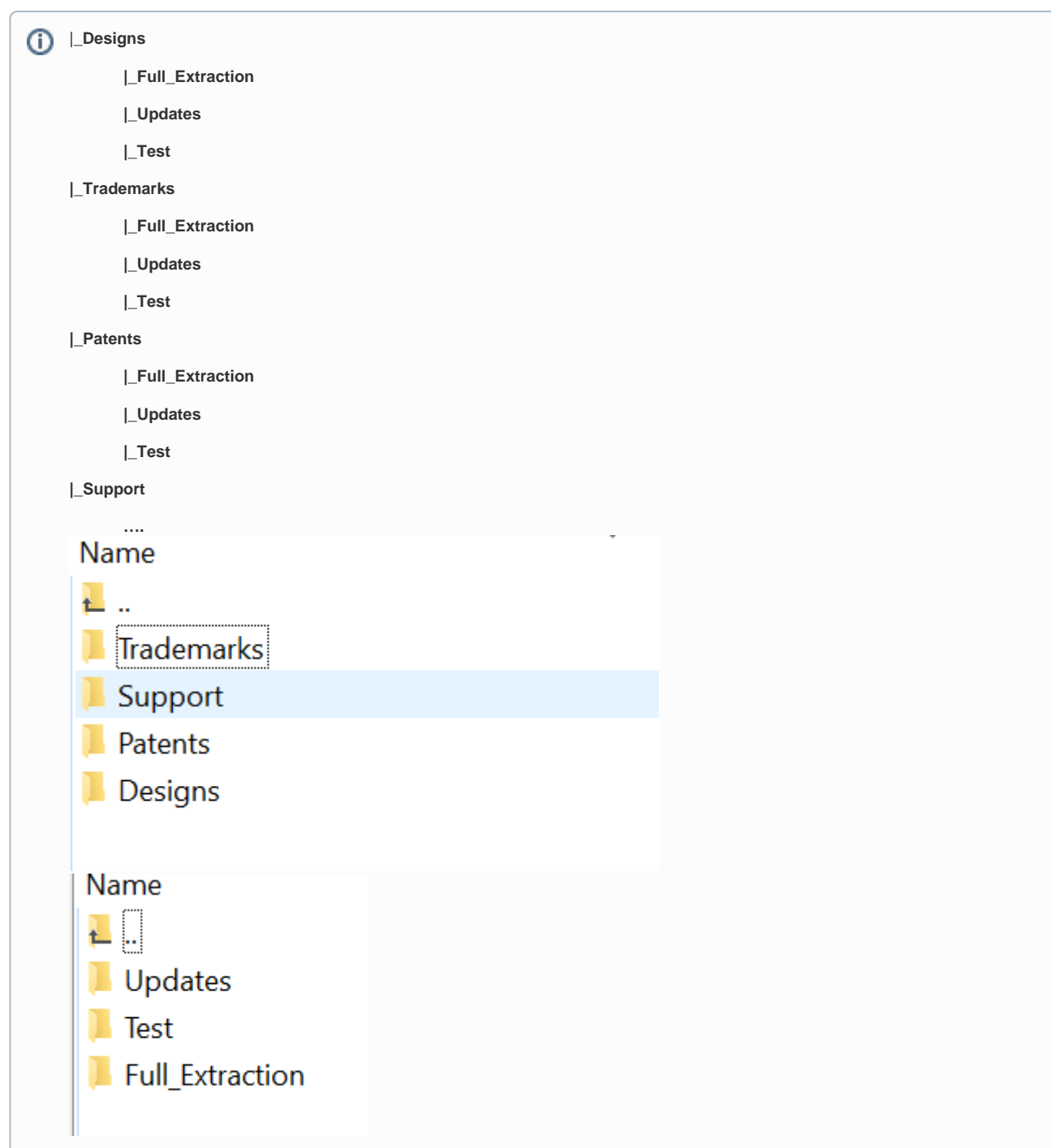# c.- Folders usage

mosalicAs the new SFTP will be used for many services (GBD,GDD,PATENTSCOPE and IPAS Support), the following folder arrangement should be used, to facilitate the distribution of data:

|_Designs

        |_Full_Extraction

        |_Updates

        |_Test

|_Trademarks

        |_Full_Extraction

        |_Updates

        |_Test

|_Patents

        |_Full_Extraction

        |_Updates

        |_Test

|_Support

        ....

Name

  ..

  Trademarks

  Support

  Patents

  Designs

Name

  ..

  Updates

  Test

  Full_Extraction

For published IP data exchange with WIPO, please use as follow:

Service	Main folder	Full_Extraction sub-folder	Updates sub-folder	Test sub_folder
GBD	Trademarks	/Trademarks/Full_Extraction	/Trademarks/Updates	/Trademarks/Test
GDD	Designs	/Designs/Full_Extraction	/Designs/Updates	/Designs/Test
PATENTSCOPE	Patents	/Patents/Full_Extraction	/Patents/Updates	/Patents/Test

- Full_Extraction sub.folder: for the initial upload of the full published collection
- Updates sub-folder: for the uploads of new files and updates to files already delivered

- Test sub-folder: to use during the initial discussion with the service, for exchange of sample data. Once the format is approved, use the other two folders

> ⊘ Be aware that the folder will also be used for the backup of previously uploaded data.
>
> Just keep uploading the new files, the life-cycle of the data will keep the files in storage for up to two years (unless they are manually deleted).
>
> So please, unless is indicated, do not manually delete any previously uploaded file.

For exchange of information with IPAS Operational Support:

In case of the exchange of "files" with Op-Support (dumps, configuration files, pdf, etc.), please use the /Support folder.

> ⓘ If necessary (and only for IPAS OP-Support), you are free to create sub-folders under "/Support", in case you consider is necessary to separate the content to upload of any other content already present in "/Support"