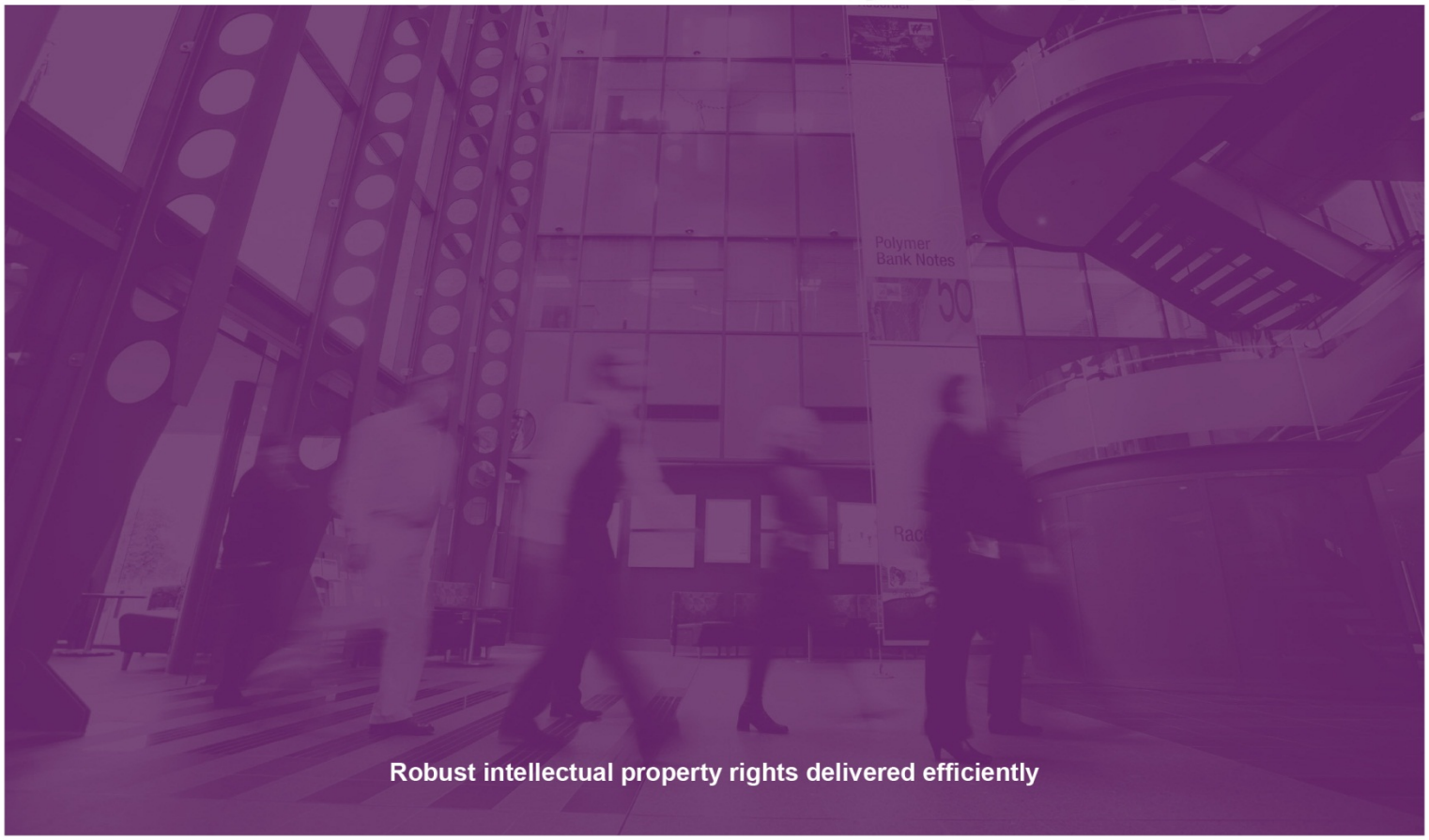
Australian Government
IP Australia

AusPat Email Notification User Guide

March 2014



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Introduction

AusPat is IP Australia's online Patent search facility. Recently enhancements were carried out to AusPat realising a new function known as eDossier. The eDossier enhancement provides customers with access to a suite of documents relating to patent applications dating back to 2006 and which are open to public inspection (OPI). Customers are now able to directly access documents such as examination reports, responses, amendments and search reports.

IP Australia has introduced an electronic notification service which advises interested parties, including customers and/or agents, of a change to a relevant patent case through eDossier. The service is a subscription based email to a nominated address, advising customers when both incoming and outgoing documents are added to eDossier.

Please note that the Service is based on documents in the eDossier section of AusPat, and therefore will only include applications from 2006 onward.

Subscribing to the Notification Service

Subscription Routes

Self subscription may be accessed via the IP Australia Website, the AusPat website or at the bottom of each Application Details page once a search has been performed in AusPat. A link to the subscription screen through the Manage Subscription option in either of your Confirmation or Notification Emails is also available.

Via the IP Australia Website

www.ipaustralia.gov.au/get-the-right-ip/patents/search-for-a-patent/

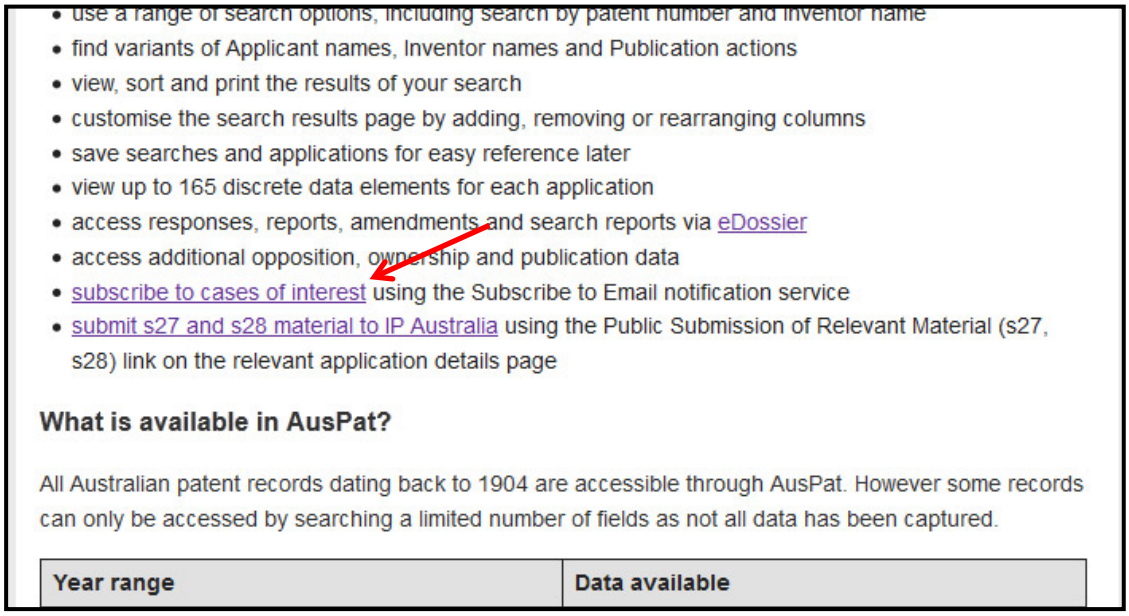


Figure 1

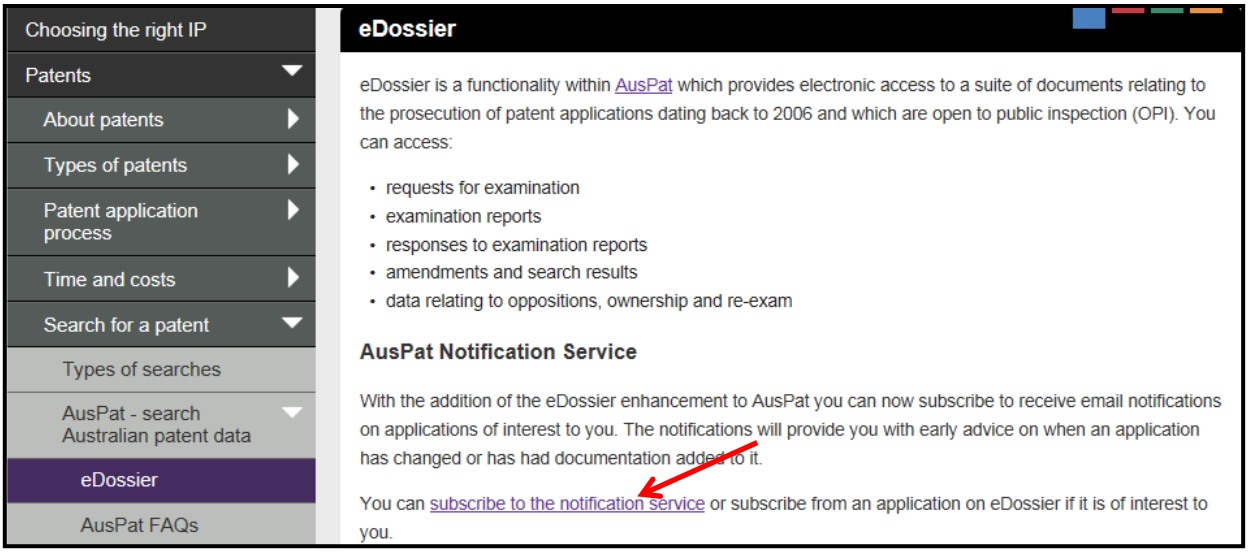


Figure 2

Via AusPat Landing Page

http://www.ipaustralia.gov.au/auspat/

Figure 3

Via AusPat Application Details (bottom of page)

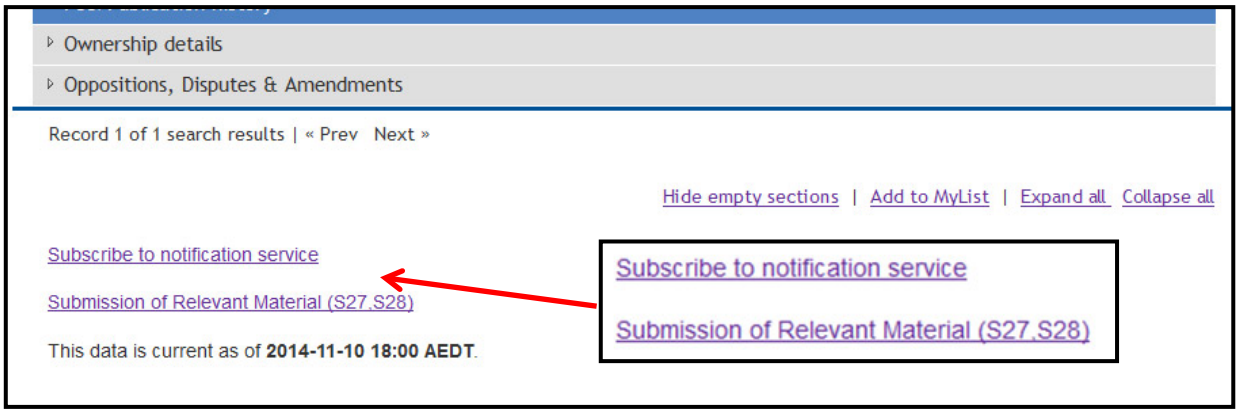


Figure 4

Accessing the subscription service by any of the above three routes will lead you to the screen shown at page 7, Figure 5.

Notification Service Landing Page

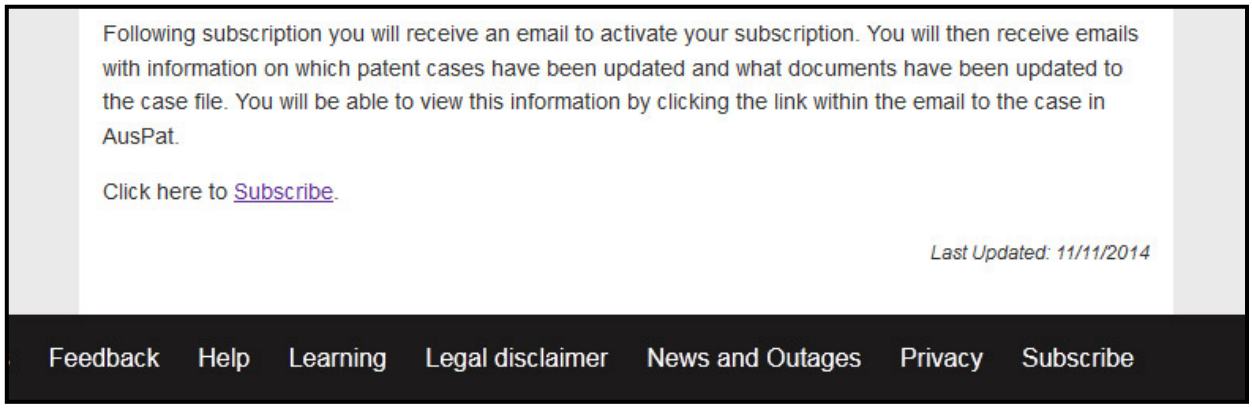


Figure 5

To subscribe, enter your email address, application number of interest, and your reference details, and select the **Subscribe** button to save this request.

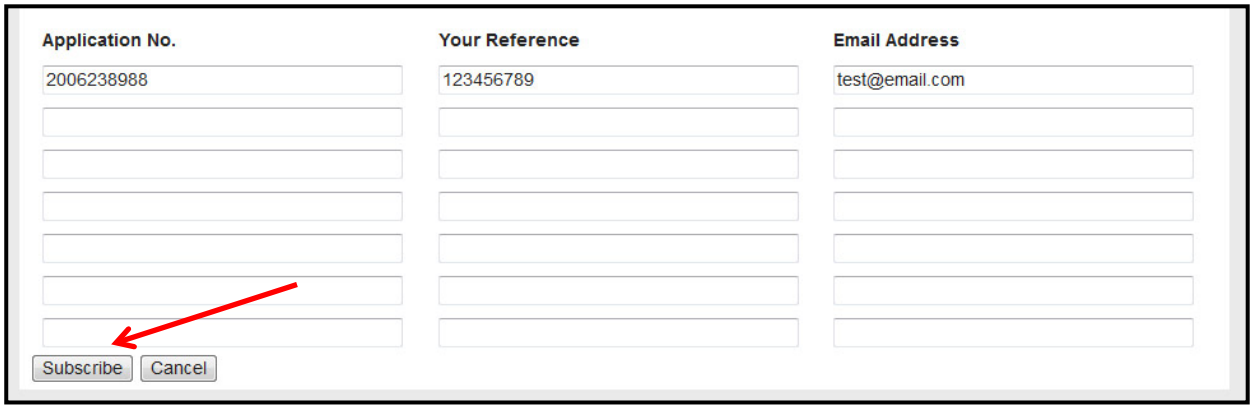


Figure 6

After subscribing, a message will appear on the screen advising that an email will be sent the nominated address for your action to confirm, see the following example:

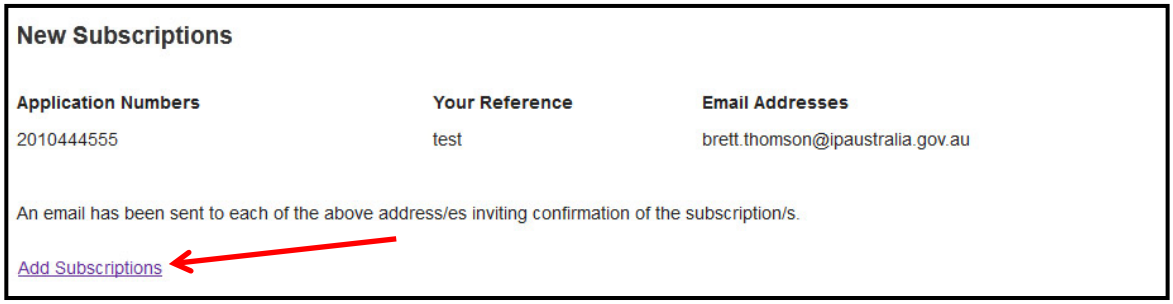


Figure 7

You are provided with a link to add more subscriptions at the bottom of the New Subscriptions page (Figure 7).

Notification Service Confirmation

Confirmation Email

Once you have submitted a subscription request to the Email Notification Service you will then receive an email to confirm that you have subscribed to the service. This confirmation email will be sent to every email address you have provided to receive notifications. To confirm the subscription, click "**confirm my subscription"**. Remember, the request for subscription will expire if not confirmed within 7 days as can be seen in the example following.

For all Notification Emails, the subject line will show the application number, your reference value, and the document title. The document title will vary according to whether there is more than one document update. Changes have been made in the Notification Service to make the document title in the subject line understandable where document titles are abbreviated.

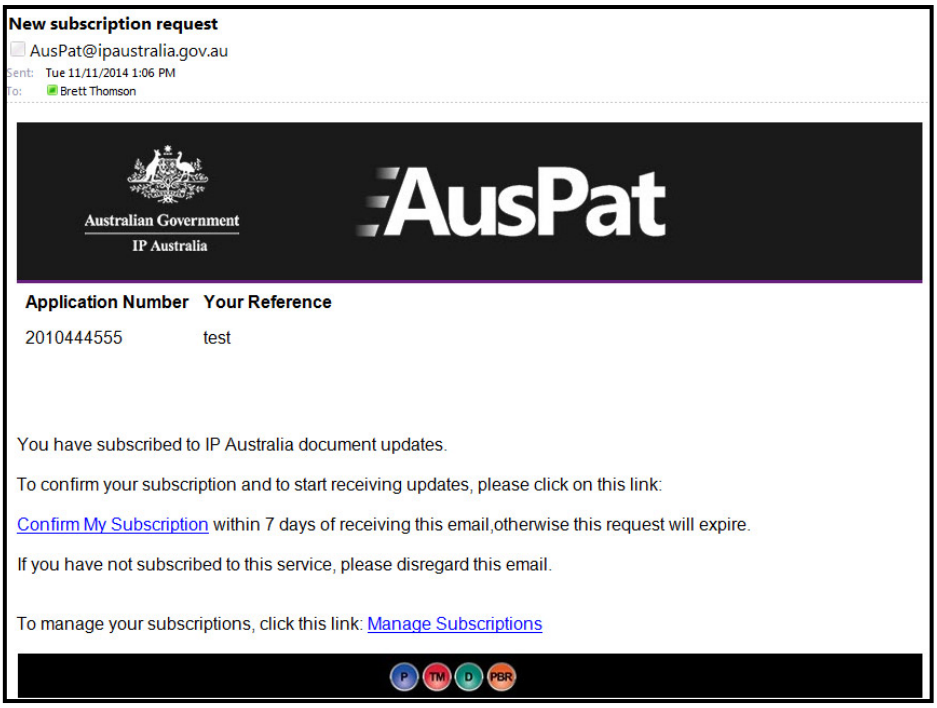


Figure 8

Notification Service Acceptance

By clicking on the **'confirm my subscription'** link you will be directed to a web page with confirmation that the service is now active.

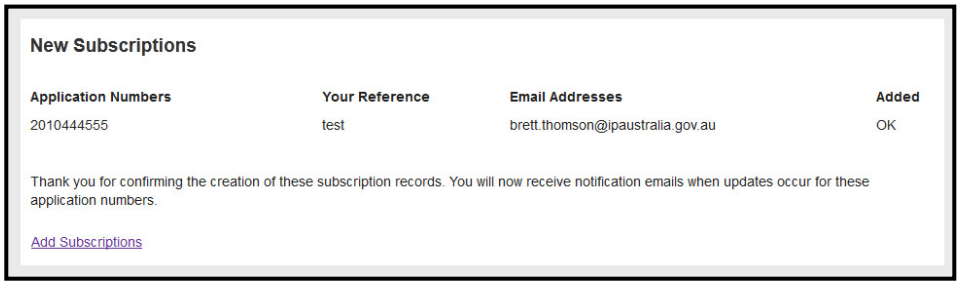


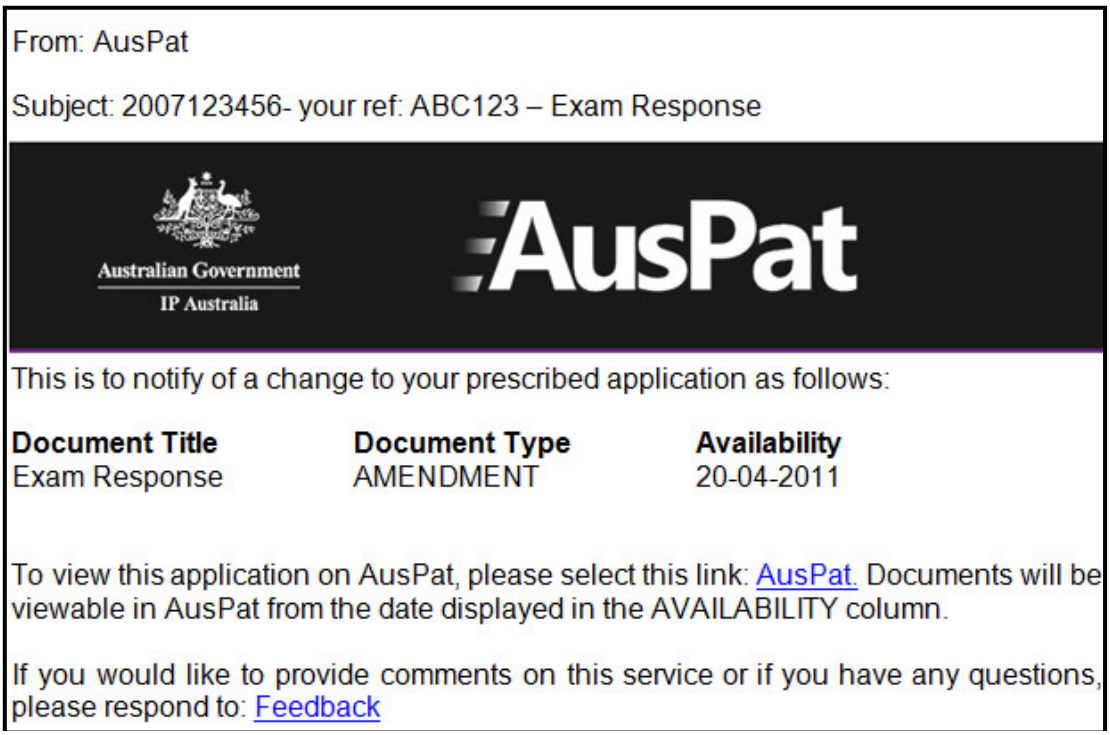
Figure 9

If you find that you have made an error in the application number or reference number, you can change these by retrieving the **confirmation email** and selecting the Manage Subscriptions link.

Notification Service Emails

Notification Email (Single Document)

Below is an example of a Notification Email where there has been a single document update.


From: AusPat

Subject: 2007123456- your ref: ABC123 – Exam Response

Australian Government
IP Australia

AusPat

This is to notify of a change to your prescribed application as follows:

Document Title	Document Type	Availability
Exam Response	AMENDMENT	20-04-2011

To view this application on AusPat, please select this link: AusPat. Documents will be viewable in AusPat from the date displayed in the AVAILABILITY column.

If you would like to provide comments on this service or if you have any questions, please respond to: Feedback

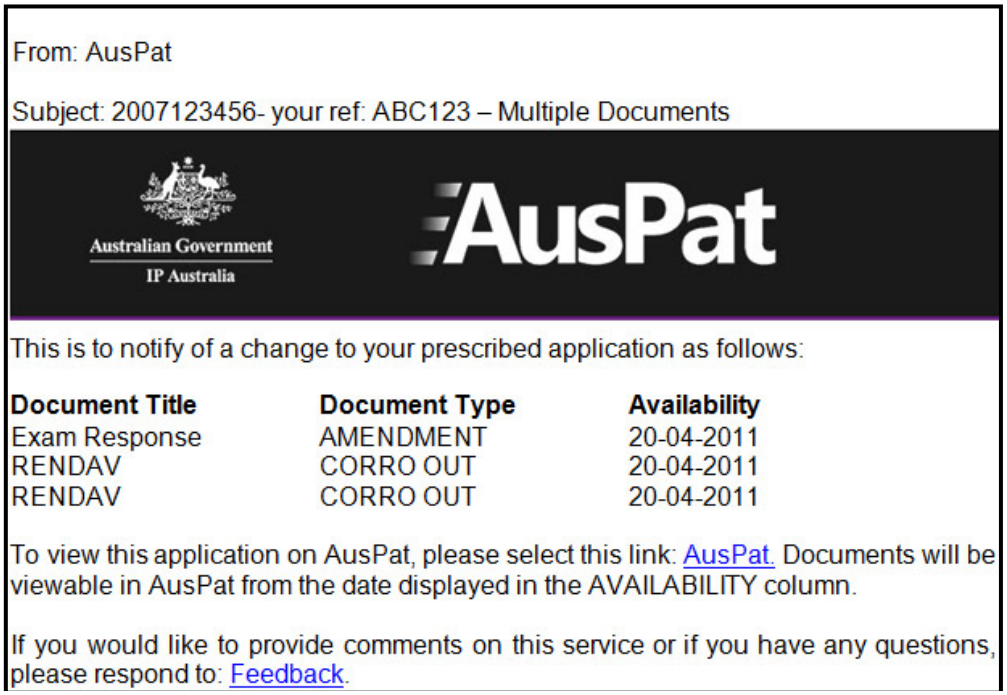
Figure 10

IP Australia currently uses a number of acronyms and abbreviations for document names in its Patent administration systems. These names are reflected in eDossier. To provide a more valuable service, the document title displayed in the subject line of the Notification Email has been changed to show the full name of the document to make it easier for subscribers to understand the document type.

For example:
DIRECT EXAM REQ is the title displayed in eDossier, but has been changed to *Direction to Request Examination* in the subject line of the notification email. In addition, *SLPCONT* will be changed to *Notice of Lapsing.*

Notification Email (Multiple Documents)

If there has been more than one document added to the application/case you have subscribed to, you will receive only one email notifying you of **"multiple documents"**. These will be displayed as can be seen in the example below.



From: AusPat

Subject: 2007123456- your ref: ABC123 – Multiple Documents

Australian Government
IP Australia

AusPat

This is to notify of a change to your prescribed application as follows:

Document Title	Document Type	Availability
Exam Response	AMENDMENT	20-04-2011
RENDAV	CORRO OUT	20-04-2011
RENDAV	CORRO OUT	20-04-2011

To view this application on AusPat, please select this link: AusPat. Documents will be viewable in AusPat from the date displayed in the AVAILABILITY column.

If you would like to provide comments on this service or if you have any questions, please respond to: Feedback.

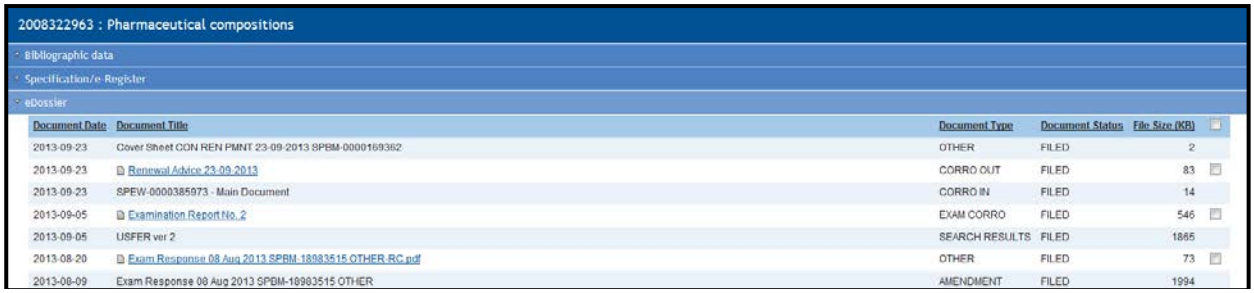
Figure 11

In the case that more than one document is updated and the documents reflect a single activity, the subject line will show this.

For example:
If you receive a notification and a document title is any of "ACPT" then subject line in the email notification will read 'Notice of Acceptance'.

Viewing on AusPat / eDossier

The notification email will contain a link to the case in AusPat / eDossier. Simply click on the AusPat link. This will take you to the updated application, from here you will be able to access eDossier and view all documents available on the case file. Please note that the most recent documents will appear at the top of the list.



2008322963 : Pharmaceutical compositions

Bibliographic data

Specification/e-Register

eDossier

Document Date	Document Title	Document Type	Document Status	File Size (KB)	
2013-09-23	Cover Sheet CON REN PMNT 23-09-2013 SPBM-0000169362	OTHER	FILED	2	
2013-09-23	Renewal Advice 23-09-2013	CORRO OUT	FILED	83	
2013-09-23	SPEW-0000385973 - Main Document	CORRO IN	FILED	14	
2013-09-05	Examination Report No. 2	EXAM CORRO	FILED	546	
2013-09-05	USFER ver 2	SEARCH RESULTS	FILED	1865	
2013-08-20	Exam Response 08 Aug 2013 SPBM-18983515 OTHER-RC.pdf	OTHER	FILED	73	
2013-08-09	Exam Response 08 Aug 2013 SPBM-18983515 OTHER	AMENDMENT	FILED	1994	

Figure 12

Manage Subscription Service

Managing your subscriptions

To view all the applications that you have subscribed to click the **'Manage Subscription'** link available on your confirmation email, or on each notification email you receive thereafter. You will then be directed automatically to a screen which displays a list of all your subscription details, as seen in the example below.

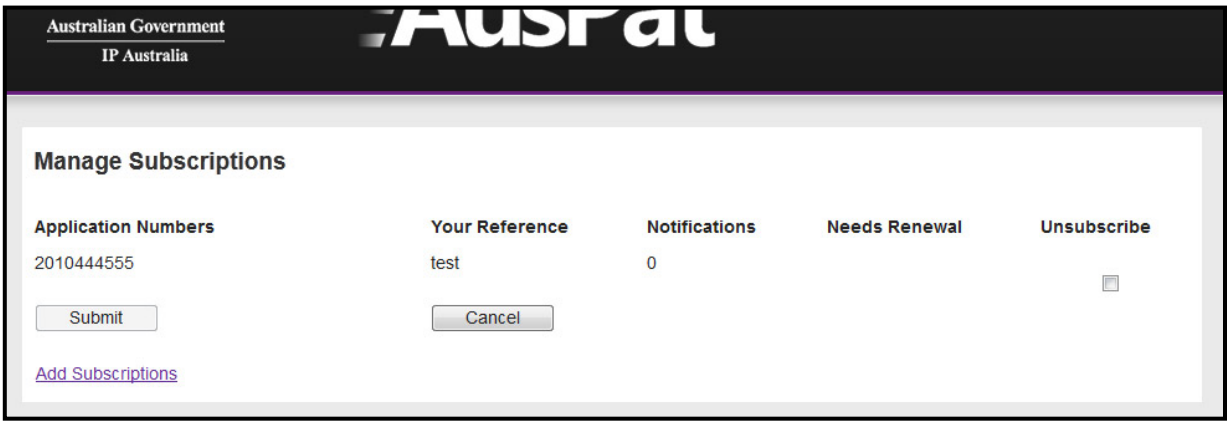


Figure 13

Unsubscribe

You can unsubscribe to a case by checking the small boxes adjacent to the relevant Application Number/s and click **'submit'.**

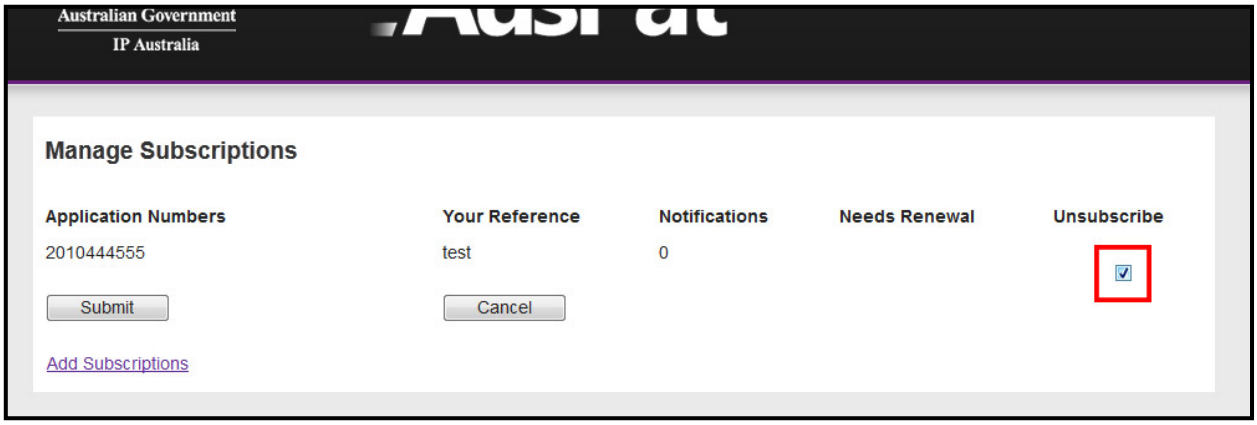


Figure 14

After selecting 'Submit', a message appears on the Manage Subscriptions web page requesting that you check your email to finalise the removal of that subscription.

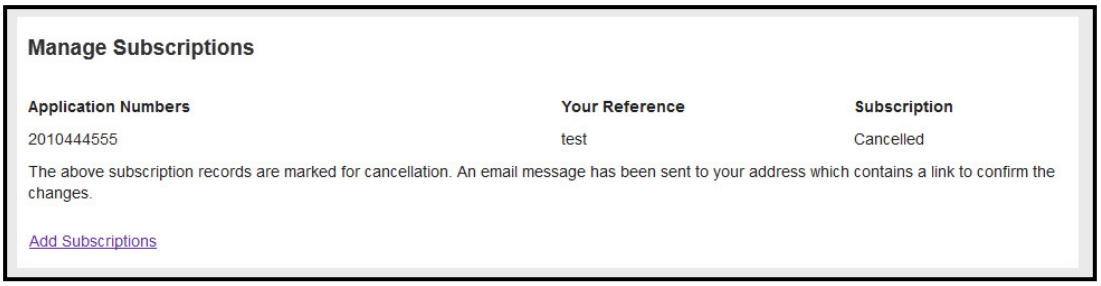


Figure 15

A confirmation email will be sent to your email address requesting your confirmation to remove the nominated applications from your subscription list, as per the example following.

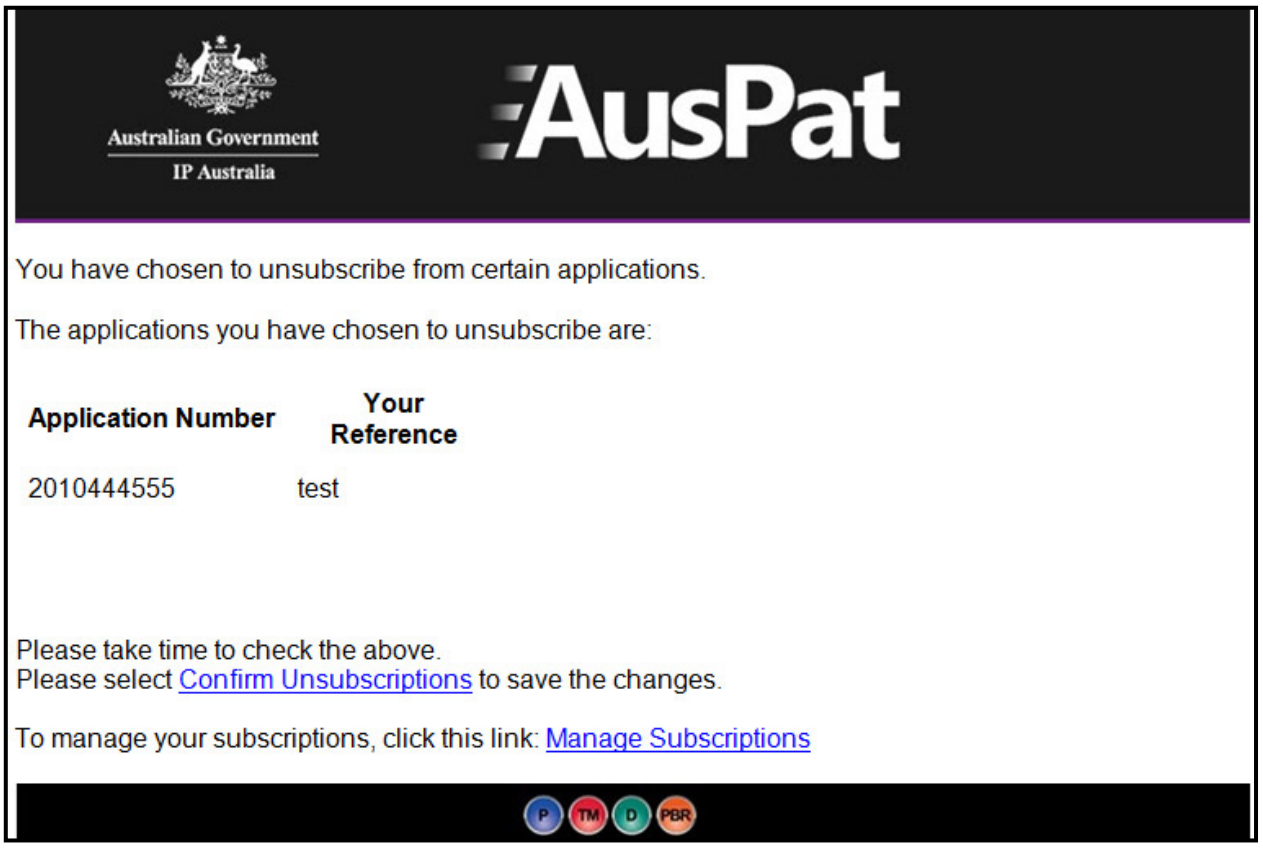


Figure 16

Following confirming unsubscribe, a confirmation screen will be displayed showing that the applications were successfully unsubscribed, as below.

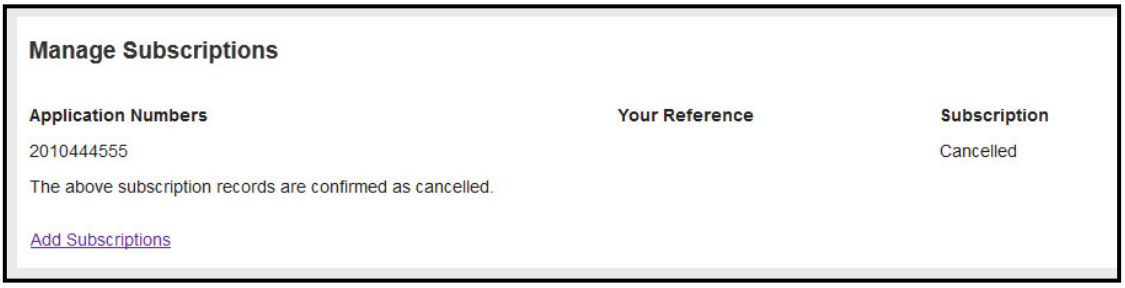


Figure 17

Subscription Renewal

The notification service confirms that the subscription is current by checking whether any emails have been sent to the email address over the last year. If that is the case, an email will be sent requiring confirmation. Without selecting the 'Renew Subscription' link on the confirmation email the subscription will lapse after 14 days and no more emails will be sent.

Figure 18

On the manage subscriptions page there is a column 'needs renewal' which indicates with a 'Y' that a subscription requires confirmation.

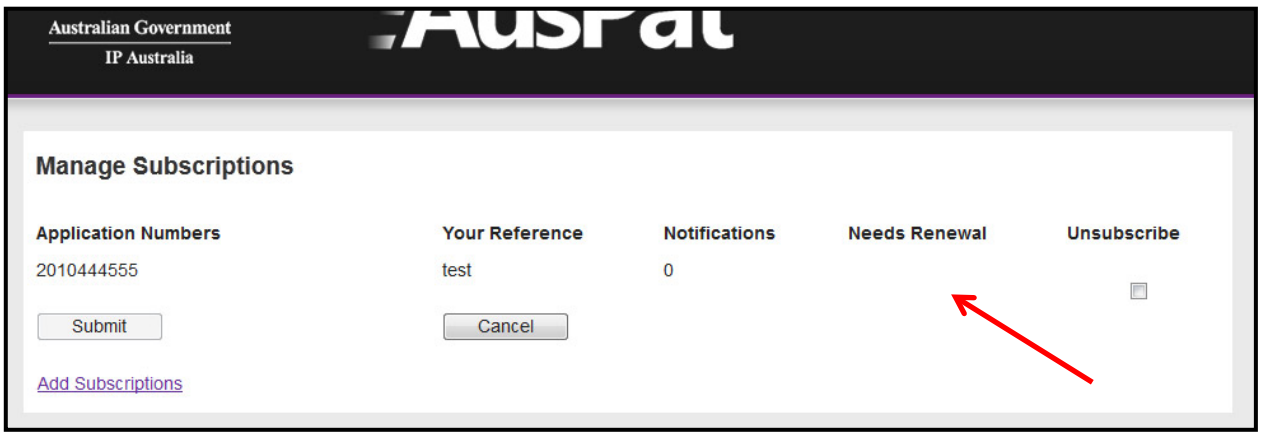


Figure 19

Frequently Asked Questions (FAQs)

What is AusPat?

AusPat is IP Australia's search database that allows inventors, industry and researchers to access patent applications lodged and granted in Australia. To find out more about AusPat and how the database can help you click on the link below.
http://www.ipaustralia.gov.au/auspat/auspat_userguide.pdf

What is eDossier?

The eDossier system is a feature of AusPat which allows users to view documents that are Open for Public Inspection (OPI) within AusPat. It includes documents for applications that are from the year 2006 onwards, i.e. prefixed by 2006 or greater.

What is the Email Notification Service?

The AusPat Email Notification Service provides IP Australia customers with an email service to notify them of recent documents that have been added to cases of interest nominated in your subscription.

How does the Email Notification Service work?

You can subscribe to cases of interest and receive email notifications of new documents that have been added to cases in AusPat. The Email Notification sends automatic updates of case interests you have subscribed to your nominated email address. The email contains a link to the case where the new documents in AusPat.

What Information will I receive?

When you first subscribe to the service using Self-Subscription, you will receive an email to activate your subscription. You will then receive emails with information on which patent cases have been updated and documents have been added to the case file. You will be able to view this information by clicking the link within the email to the case in AusPat.

How do I subscribe?

Self subscription may be accessed via the IP Australia Website, the AUSPAT website or at the bottom of each Application Details page once a search has been performed in AUSPAT. A link to the subscription screen through the Manage Subscription option in either of your Confirmation or Notification Emails is also available.

How do I view my subscription?

The details of your subscription can only be accessed through an email you have received. To view your current subscription you can click on the **'Manage Subscription** link in the confirmation email you initially receive, or though the notification emails received thereafter.

How do I add application numbers to my list?

In Manage Subscription there is an option to Add Applications. Using this link you can self subscribe by entering your email address, application numbers you would like to receive updates on, and optionally a reference value.

What if I want to unsubscribe from the service?

You can remove selected cases from your subscription by using the **'Manage Subscription' option** in your confirmation or notification email. On this page there will be a list of cases contained in your current subscription. You can tick the boxes (maximum of 10 at a time) of those you would like to remove then select **'submit'**. You will then receive an email that you will need to action in order to confirm the removal.

What is the email asking me to renew subscription?

You will receive a renewal subscription email if there have been no emails for greater than 12 months. You will need to click on the renewal subscription link to continue receiving emails for your subscribed applications. Otherwise, your subscription will expire.

Feedback

Feedback can be sent using the Feedback link in the notification email or to:
patentsearch.feedback@ipaustralia.gov.au

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