

## Getting Started

Inprotech is Venable's web-based Docketing application for managing IP Cases.

Inprotech opens in a browser window where you can view or search for cases.

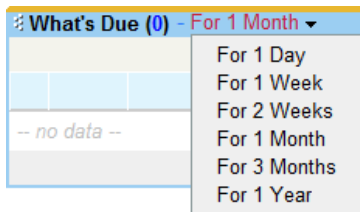
**Note:** Only available in Internet Explorer

## Screen Tabs

Across the top of the screen are two tabs providing quick access to upcoming Docket Deadlines and My Details.



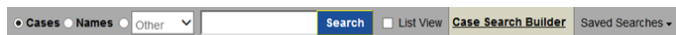
- **Docket Deadlines** displays due dates using the built in searches. You can also use the **Case Search Builder**.



- **My Detail** displays login information and allows for password changes.

## Searching

The Search Bar located at the top of each page allows you to run Quick Searches, Saved Searches or more extensive searches using the **Case Search Builder**. You can search for information by Case Number or Name. Search results can be exported into Microsoft Excel, Word and as a PDF.



## Actions Sidebar

There are no Actions available at this time.

## Searching

### Quick Search

Allows for quick searching by typing in the Case reference number, Official number or Name.

**Note:** Quick searches look across multiple fields, so multiple hits are more likely using Quick Search.

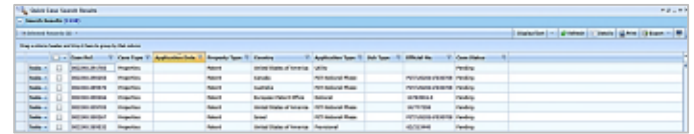


### Quick Search by Case or Name

1. Select the **Case** or **Name** radio button.
2. Enter a Case Reference number or Official number or Case Name in the **Search** field.

3. Click **Search** or press the **Enter** key.
  - A full or partial reference can be used in the Quick Search field.
  - The **%** is used as a wild card to represent one or more characters when entering search criteria in a Name Search.

The results are returned in a separate Search Results Window.



4. Click on a Case to open and view or modify.
5. Click the in the upper right to close the Search Window to return to the Case list.

## Saved Searches

Searches that you have saved and shared searches are accessible under Saved Searches.

1. Click on **Saved Searches** to access the Saved or Predefined Searches menu.
2. Hover and Click on a Search from the menu to run it.

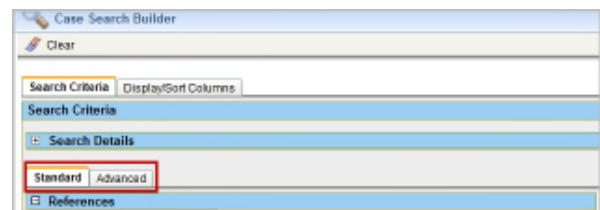
The results open in a separate Search Results Window.

## Case Search Builder

The Case Search Builder allows you to search on multiple criteria.

To create a more advanced search:

1. Click the **Case Search Builder** button.



There are two search tabs:

- **Standard** Tab uses the search operator equal to (=).
  - **Advanced** Tab provides a list of operators to select from and additional fields, such as Events.
2. Fill in the search fields on the **Standard** Tab.
    - **Country** - Enter the WIPO code and press TAB or click the lookup button to select.
    - **Property** - type the name or use the lookup button. For Patent or Trademark types enter a space and then the first letter.

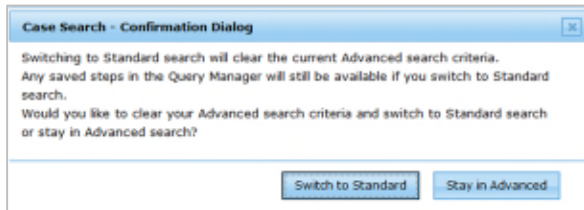
- To delete an entry select it and press the Delete Key.

3. Click the **Run Search** button on the upper right.

The Search Results window appears.

4. Click on a case to open and view.

If you click on **Standard** Tab the after entering search criteria on the **Advanced** Tab you will receive the following message.

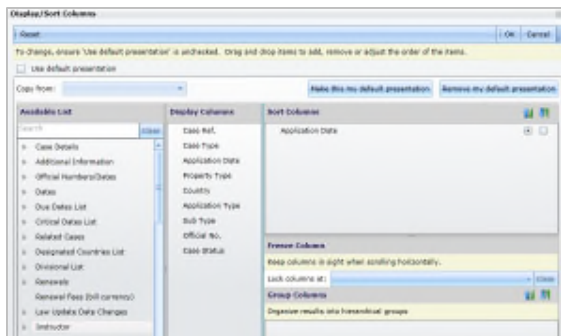


**Note:** Clicking on **Switch to Standard** clears the Advanced search criteria.

### Display/Sort Columns

To add additional columns or change the sort order for the Search Results view.

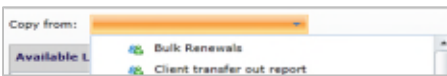
1. Click on the **Display/Sort** button.




2. Uncheck **Use default presentation**.
3. Drag fields from the **Available list** to the **Display Columns** list.

**Note:** You can also find fields by using the Search box under **Available List**.

**Note:** To copy a layout by from another search use the **Copy from:**



4. Drag a field to the Sort Columns to change the Sort field.
5. Click the radio button  to change the sort order.

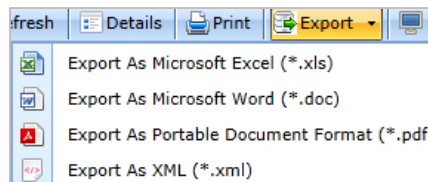
**Note:** If you want to make this your default presentation for future searches click **Make this my default presentation**.

6. Click **Run Search**.

The Search Results window appears.

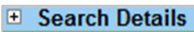
7. Click the **Print** button to print the results.

8. Click the Export button and select a format type.



The data will be exported and you will be prompted to open or save the file.

To save a search as a personal search:

1. Click the + next to Search Details 
2. Enter a Search Name.
3. Click the **Save** button.

### Using Saved Search Criteria in the Case Search Builder

To build a new search from a Saved Search by:

1. Click on the **Case Search Builder**.
2. Click on **Saved Searches**.
3. Select the Saved Search.
4. Modify the fields using new criteria.
5. Click **Run Search**.