Working with folders or exporting from PatBase Express when IP verified

When accessing PatBase Express via IP verification, no user ID is necessary.

If a user is interested in working with folders or running an export, an email address needs to be provided so we can pull up the correct list of folders and/or send the export to the correct recipient.

In these cases, a user will be prompted to enter an email address and login.

Working with folders

To activate folders simply click on the *My folders* icon along the bottom of the page:
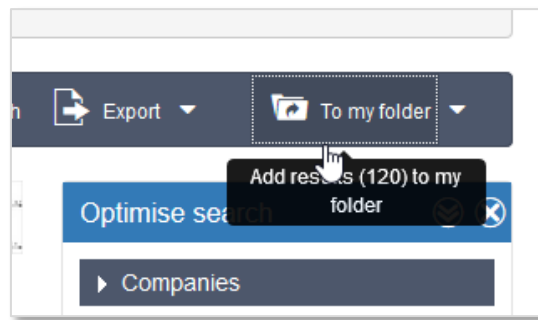

Entering your email address will retrieve the list of previously saved folders or allow you to create new folders via the folder shortcut link when reviewing results.

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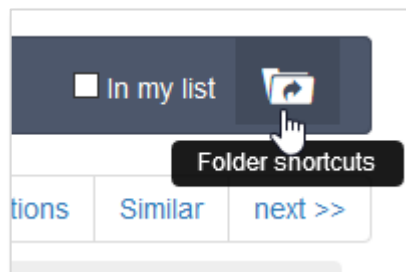support@minesoft.com

Activating an ID in PatBase Express also allows you to bulk add records to a folder:
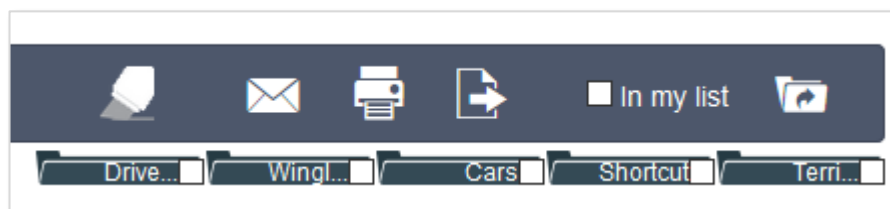

When clicking *To my folder* a list of previously saved folders will appear (if any) along with the option to create new folders.

When reviewing a results list, individual records can be added to a folder via the folder shortcuts, which can be opened via the folder shortcut link in the top right-hand corner.
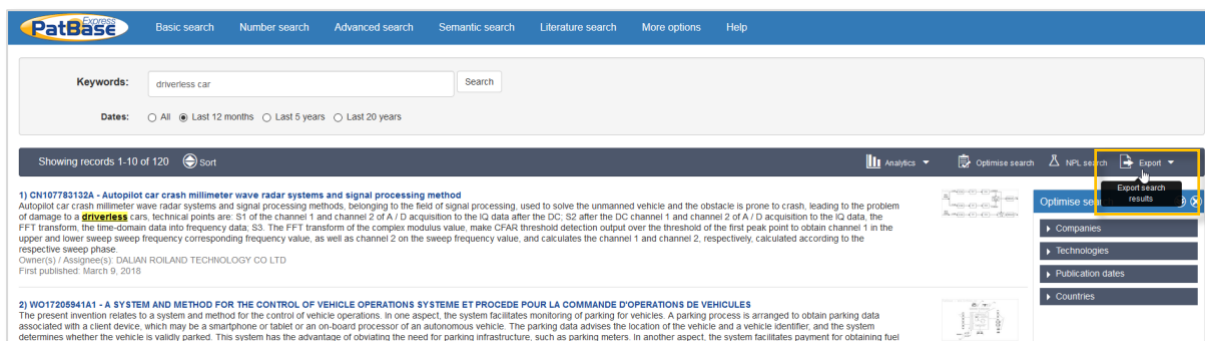

Selecting or creating the relevant folders will display these along the top of each record, simply click on the desired folder to add the record to this.

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Exporting

When clicking on the export button in the top right-hand corner of the results page, you will be prompted to login by entering your email address.

Once you have clicked on *Login* you will be taken to the *Export Wizard* to complete the desired export.

Please note: it is possible to export single records without logging in.

If you have any questions about working with folders or exporting from PatBase Express, contact support@minesoft.com or call us on +44 (0)20 8404 0651.

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