

Getting started with PatBase

Logging in

PatBase Login Please enter your email address to begin log in
Email address
support@minesoft.com
Next
For Corporate Access (Single Sign On) please enter your email address in the box above.

- 1. Go to the secure PatBase login page https://www.patbase.com
- 2. Enter your User ID (usually your email address)
- 3. Enter your Password.
- 4. Enter a Sub account (optional)

Use the sub account option when you want to charge a search to a named account. For further information on sub accounts refer to the Sub Account section of the PatBase Manual

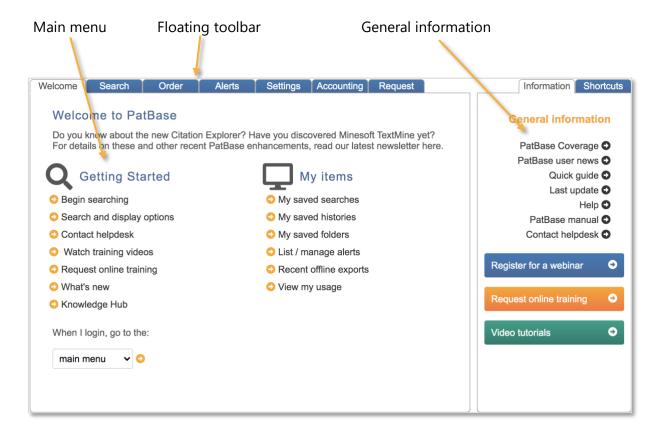
- 5. Select *Remember my login information* if you want PatBase to remember your login details
- 6. Select Continue last session if you want to carry on the work from previous sessions

Please note, if one of your colleagues is using the same User ID, this may result in loss of data. We recommend that you do not share User IDs. Please contact us if you need additional User IDs.

Please note, as with all secure sites, avoid the internet browser forward and back buttons. We also recommend clearing temporary internet files regularly and that on the rare occasion of a failure, to log out and close the browser too.

First page / Main menu

When you first log in to PatBase, you are presented with the following display:



General information

Links to PatBase coverage information, PatBase news, PatBase command language, the PatBase Manual, helpdesk contact information and tutorial videos.

<u>PatBase coverage</u> – Provides details of PatBase coverage including past weeks' data, also hyperlinks to detailed statistics for major countries. Question marks highlight points to note.

PatBase user news – Provides information with the latest updates and features in PatBase.

Quick guide – Provides a quick reference to commands and functions available in PatBase, with examples given.

Help – A link to *Help* where topics are grouped together by subject (listed on the left) so you can easily find what you are looking for.

<u>PatBase manual</u> – A comprehensive manual provided in PDF form, so it can be saved to your PC for future reference.

<u>Contact helpdesk</u> – Click to contact the PatBase Helpdesk.

Register for a webinar – Click to register on one of our monthly running webinars.

Register for online training- Request an online training with one of our training specialists at a time that suits you.

<u>Video tutorials-</u> Watch our short tutorial videos to improve your use of PatBase.

Floating toolbar

Visible on almost every page in PatBase, the floating toolbar travels along the page with you. It can be disabled by visiting the Settings tab, then Display & search options. Please refer to the section in this document about PatBase Settings.

Navigating the main toolbar



Menu

Click to return to the Main menu, change display options or create an alert.

Search

Mouse over to reveal all search options (with exception of the command line) and search assistance tools.



The command line search field is found at the bottom of the screen:



History

Click to view your searches and to save them.

Session

Click to view, export or clear your session log (what you have achieved since logging on).

Folder

Click to create a new folder or view existing folders.

Order

Click to order PDF's.

Help

Click to view and search help files.

Logoff

Click to log out of PatBase.

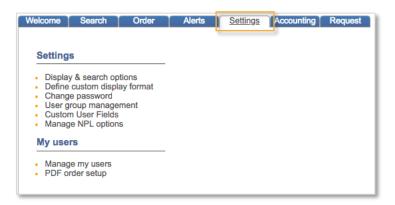
When on the Main menu page, a tab bar is also available below the main toolbar:



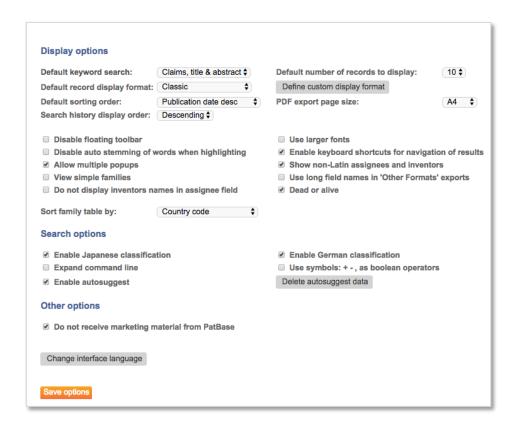
Many of these options are repeated elsewhere, but from these tab bars as well as *Search* (view all search options, search tools, search history, session and folders), *Order* (order PDF's) and *Alerts* (create and manage any alerts you have set up) you can also view/edit all *Settings* options and view/edit all *Accounting* options. *Requests* provides options to Minesoft and RWS services outside of your PatBase subscription.

Settings

PatBase offers a variety of display and search options, which are found under the *Settings* tab on the *Main menu*.



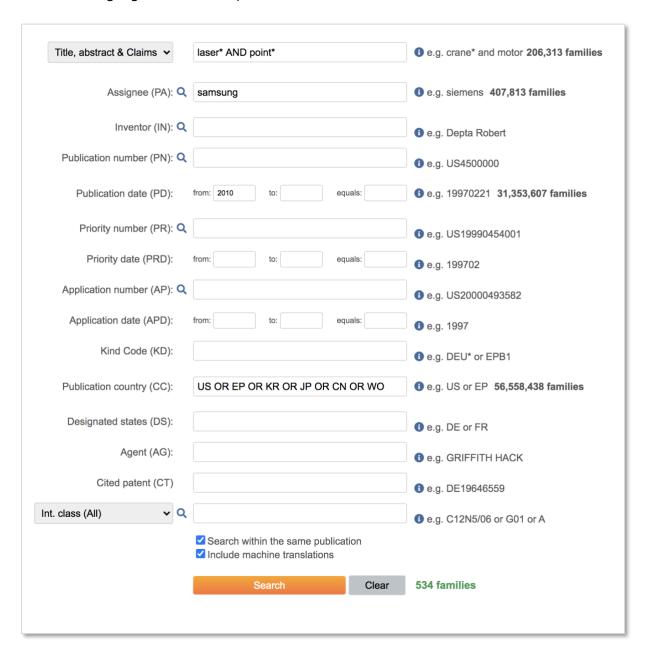
From the Display & search options you can modify the settings to meet your requirements:



For more information about PatBase Settings, please refer to the PatBase Manual.

Using the search form

The main search form in PatBase is fully featured and simple to use. It can be used at any time during a search session and provides a structure to searches if you are unfamiliar with command language and/or field qualifiers.



Access the Search form from the Main menu page or from the toolbar under Search.

Enter the criteria you wish to search. Multiple fields can be searched at once – as shown in the above example. Then click *Search*. To empty the form, click *Clear*.

Select "Search within the same publication" to search all fields across the same publication.

The checkbox to "Include machine translations" will run the search across all original and machine translated text.

Click this icon • to access the *Browse index* (or Lookup) for a corresponding field. The Browse index feature allows users to see the contents of the database index before submitting a search. The Browse index enables users to explore variations in spellings for example.

Click on this icon • to access the PatBase help file for the related field.

Please note, when searching classifications, the German and Japanese Classification search options are only available if enabled in the Search & display options found under the Settings tab.

Search history page

The Search history page displays all the searches you have run. An option to *Clear* search history is found under the *History* tab.



Searches are numbered and can easily be combined in the command line:



The above search combines searches #2 and #3.



Please note: Clicking on the red number of a search line, will enter that search query into the command line. This enables users to edit the search criteria in the command line.

Next to your Results are options to View, Browse, Hits, Optimise, Export data and more...

To view PatBase records of your search results click on View or Browse.

PatBase results are based in patent families - One family is equal to one invention. *Hits*

A hit map which displays the frequency of keywords in a document.

Optimise

Filter results by Companies, Technologies, Publication dates and Countries.

Export

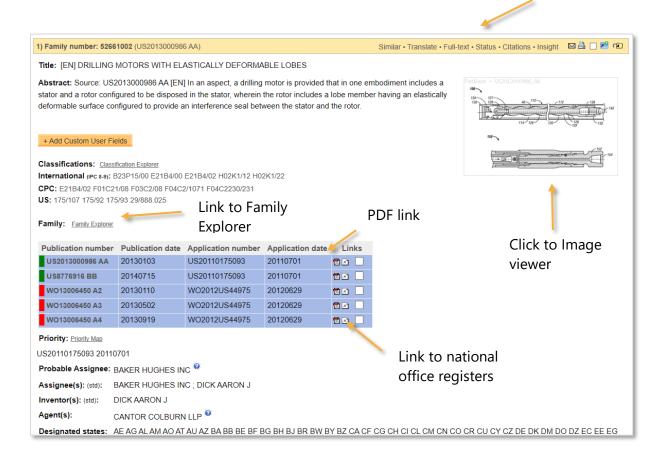
Export data/results in different formats. For more information on exporting, please see "Exporting data from PatBase" user guide.

More...

Lists options to analyse and visualise results through a number of tools including the sophisticated PatBase Analytics; publish, export and save search results; add all these results to a folder, set this search as a filter and assign custom fields.

Viewing a PatBase record

Access to all the advanced options: Similar, Translate, Full Text, Legal Status and Citation Explorer and Insight



Within one PatBase record there are many options to gather further information about one particular invention with links to the image viewer to see the mosaic for example; the Family Explorer to reveal details about individual publication, review the legal status in the national register offices or open up the PDF document.

On the family bar you can access to the advanced options:

Similar

Finds similar patents based on the title and abstract, claims, description, images (US only), citations, classifications and for non-patent literature.

Translate

Select your language of choice to translate the full text.

Full Text

A new pop up window will display the full text. In the left-hand column is a list of all the full text documents available for the selected patent family.

Status

A Legal status table will be displayed in a new window, showing legal events and colour coded legal status groups.

Citations

To view the backward and forward citations from all the members of the family.

If you are viewing multiple families as part of a result set, you will see blue arrows within the ribbon bar for each family as shown below:

Insight

View general information and further insights about the family.



These arrows allow you to jump to the next (right arrow) or previous (left arrow) families in your result set or to return to the first result in your set (Up arrow).

Enable the Keyboard shortcuts in your settings to navigate the records in PatBase.



Analysing the Results

A graphical analysis of a result set is available through the PatBase Analytics. Access to this tool either from the *History* page, by clicking on *more...* next to the results set to be analysed, then select *PatBase Analytics* in the right-hand column. Alternatively select the *Analytics* tab along the top, when viewing records in the *View, Browse* or *Hits* mode. Analytics on the last search strategy can also be accessed by typing *A* in the command line.



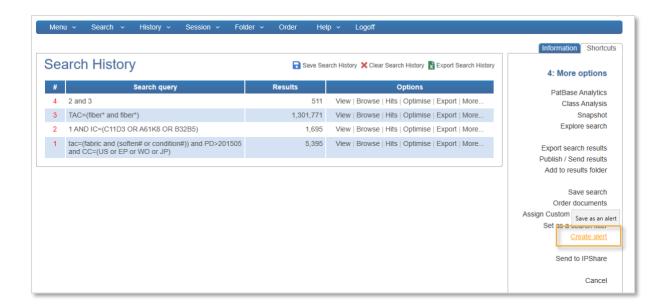
Create an Alert

You can create an alert to keep up to date with technological developments and monitor competitive intelligence without the need to login to PatBase and run searches manually.

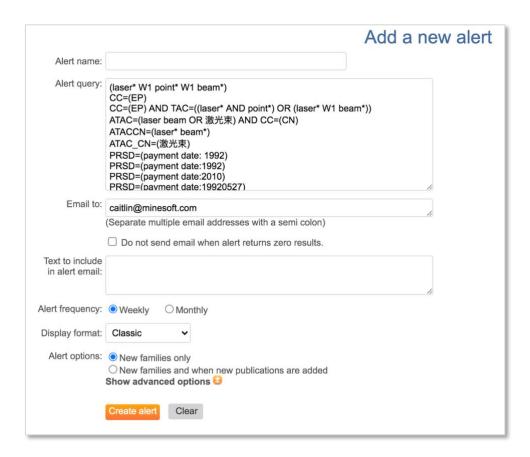
In an alert you can include specific Patent Classification codes (subject) and/or Assignee data (competitors) and keyword searches for example. Results can be delivered to PatBase users and non-PatBase users so that information is easily shared with colleagues.

There are 2 ways to set up an alert:

1. From the *History* page, click on *more...* against the search query to be used to create the alert. This will link through to the Alert set-up screen with the search strategy automatically added to the *Alert query* box. If the alert should consist of a combination of search queries, then click on *more...* against the last search step to be included in the alert.



2. From the *Menu* tab in the tool bar or within the *Alerts* tab in the *Main Menu*, click on *Create a new alert*. The alert set-up screen will appear from where the alert can be created.



For further help on getting started with PatBase, please visit <u>PatBasics</u>, where you can find introductory videos and other useful guides.