DISTRIBUTION REPORTS: WIDGET OVERVIEW

Hello! Welcome to our tutorial.

In this video you will learn how to use the "Distribution Reports for IP Offices" widget.

First of all, access your IP Portal Dashboard. Click on "IP Portal login" in the upper right corner.



Enter your WIPO Account username and password.

Welcome to V	NIPO	
Login with your WIPO Account to acce services	ess WIPO's online IP	
Username		
Password	٢	
Login		
Create WIPO Account	nt	
Forgot your username? Forgot y	our password?	
	Welcome to A Login with your WIPO Account to acce services Username Password Login Create WIPO Account	Welcome to WIPO Login with your WIPO Account to access WIPO's online IP services Username Password Login Login Create WIPO Account

Then click on "Login".

Welcome to WIPO Login with your WIPO Account to access WIPO's online services	e IP
Username	
Password	0
Login	
Create WIPO Account	
Forgot your username? Forgot your password?	

Now you are logged in to your WIPO Account.

When your WIPO Account and the IP Portal are paired, you will see the Customer ID of your IP Office and your name in the upper right corner.

If you haven't still paired them, please watch our previous tutorial on this subject.

Now click on your name in the upper right corner.



A menu will open. Select "My IP Portal Dashboard" from the list.



Find the widget "Distribution Reports for IP Offices".

The widget contains some useful information we recommend to read before starting using it.

My	IP Portal D	ashboard								Give us feedback
Widgets 4	WIPO Pay Summary 0 Unpaid	0 Basket	Distribution Reports (IP Offices) Quick start guide Definition of terms		Annual Contrib (WIPO - UPOV M Quick start guide Financial regulati	utions Members) ons and ru	les			
	0 Pending	0 Payment History	Type of document Hague, Lisbon & Madrid	*	Invoice	~	2024	~ ~		
		instory	No results were found. Please try a	✓ another month	No results were organization or	e found. P ' year.	lease try anothe	r	1	

"Quick start guide" is a practical manual that can answer your questions about report data and presentation formats.

Distribution Rep (IP Offices)	ports			
Quick start guide Definition of term	<u>15</u>			
Type of docum Monthly report	ent : – Individual fe	es	~	
Madrid			~	
Jan	~	2022	~	

"Definition of terms" is a guide that will help you to better understand the reports.

Distribution Reports (IP Offices)			
Quick start guide			
Type of document Monthly report – Individual fe	ees	~	
Madrid		~	
Jan 🗸	2022	~	
Madrid Monthly Report - Ind	lividual fees - January…		N.

Select a type of document of your interest that can be a letter, a monthly report, an annual statement, an annual payment statement, or a country share.

Distribution Reports (IP Offices)		
Quick start guide		
Definition of terms		
Type of document		
Monthly report – Individual fees	~	
Letter - Individual fees		
Monthly report – Individual fees		
Annual statement - Individual fees		
Annual payment statement - Individual fe	es	
Country share – yearly Supplementary & C	Complementary fees	95
Madrid Monthly Report - Individual fee	s - January	

Some of these documents contain a list of individual fees that are individual transactions for a given month or year.

The periods "month" or "year" must be considered as "calendar month" (that is from the 1st day of the month to the last) and "calendar year" (that is from the 1st of January to the 31st of December of a given year).

Letters can be downloaded on the monthly basis, while the country share - on an annual basis.

Choose your treaty among Madrid, Hague, and Lisbon. You can also select all of them together.

For some document types, the treaties are already pre-selected to "Hague, Lisbon and Madrid" and can't be changed.

Distribution Reports (IP Offices)		
<u>Quick start guide</u> <u>Definition of terms</u>		
Type of document Monthly report – Individual fees	~	
Madrid	~	
Hague, Lisbon & Madrid		
Madrid Madrid Handling Hague Lisbon Madrid Monthly Report - Individual rees - January		

If you have selected a document that is issued monthly, you can choose a specific month from the list.

Feb Mar Apr May			
Jul Aug Sep Oct	es	~	
Nov Dec		~	
Jan Madrid Marstella Darrettella	2022	~	

Then select a year.

		2024
		2023
		2022
		2021
		2020
		2019
		2018
		2017
La contra de la cont	Distribution Reports	2016
(IP Offices)	2015
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	Quick start guide	2013
	Definition of terms	2012
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When all the filters are applied, click on the download icon.

Distribution Re (IP Offices)	ports			
<u>Quick start guide</u> Definition of terr	<u>ns</u>			
Type of docum Monthly repor	nent t – Individual fe	es	~	
Madrid			~	
Jan	~	2022	~	69
Madrid Monthl	y Report - Ind	ividual fees - Jar	nuary 🚣 🔵	

The list of formats available for download varies based on the type of the document selected. For example, monthly reports can be downloaded in 4 different formats. You can choose those that better suit your business needs.

Distribution Reports (IP Offices)		
Download Madrid Monthly Report - Individual fees - January 2	2022	
XML Download XLS Download PDF Download CSV Download Cancel		

XML file can be imported in the IP Office's internal IT System. **PDF and XLS** are the standard formats for the raw data presentation. **CSV** is similar to XLS format but it is used to work with data allowing sorting and calculations based on specific criteria.

Click on the desired format. The download will start immediately.

Now your downloaded report is ready for viewing.

You can find more videos on our website - wipo.int.

Finally, we remind you to **be aware of possible scam attempts** by phone, email, or text message. You can learn more about how to protect your IP Office and yourself from different types of scams on the dedicated webpage on our website.

Thank you for watching our tutorial. We are looking forward to seeing you again at our next tutorial.