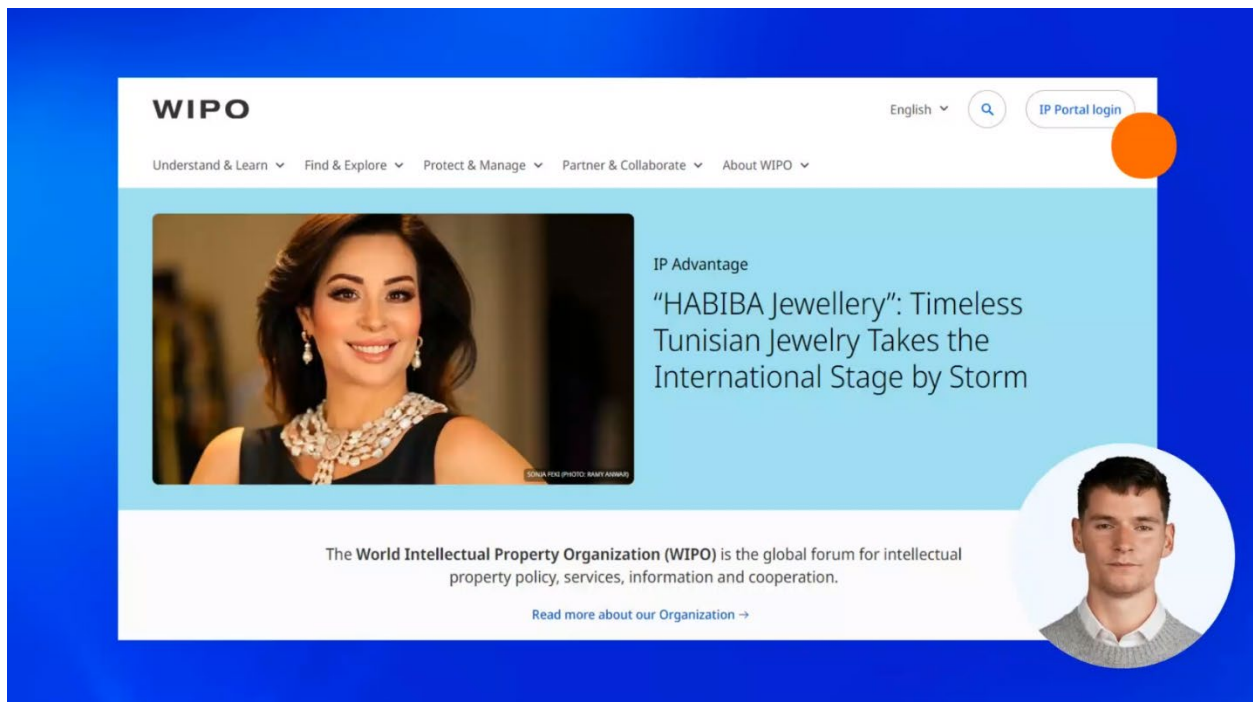


DISTRIBUTION REPORTS: WIDGET OVERVIEW

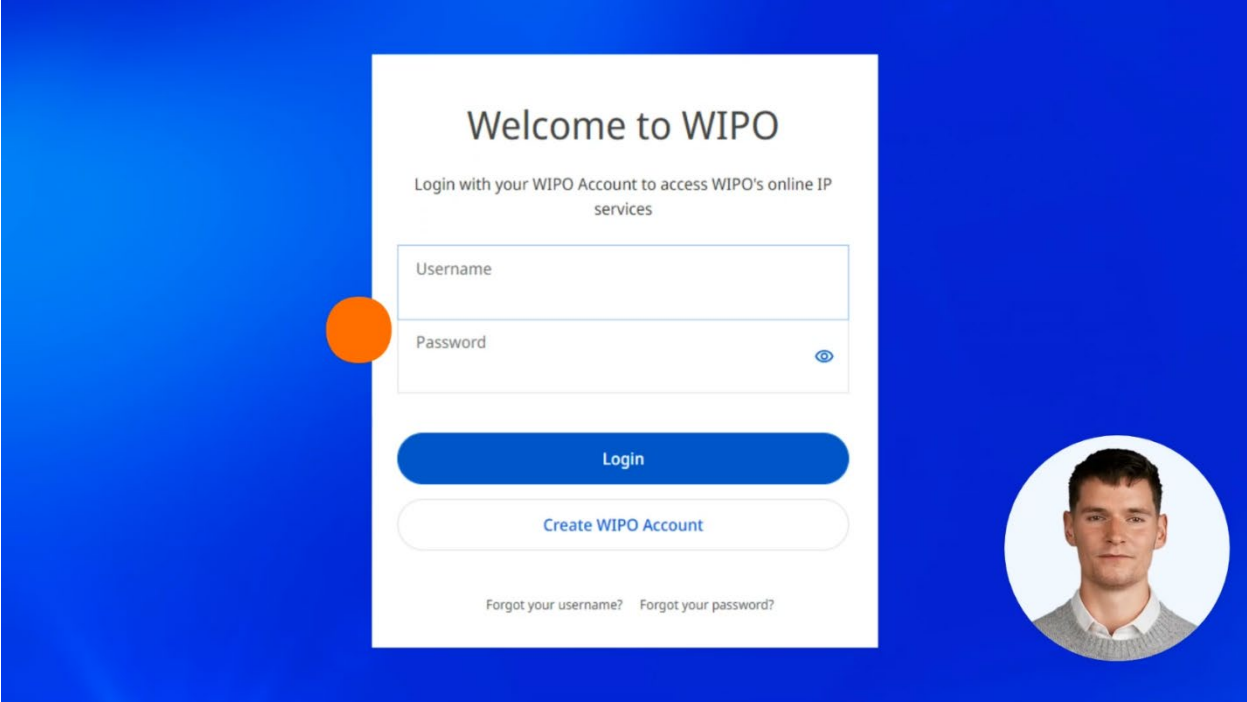
Hello! Welcome to our tutorial.

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

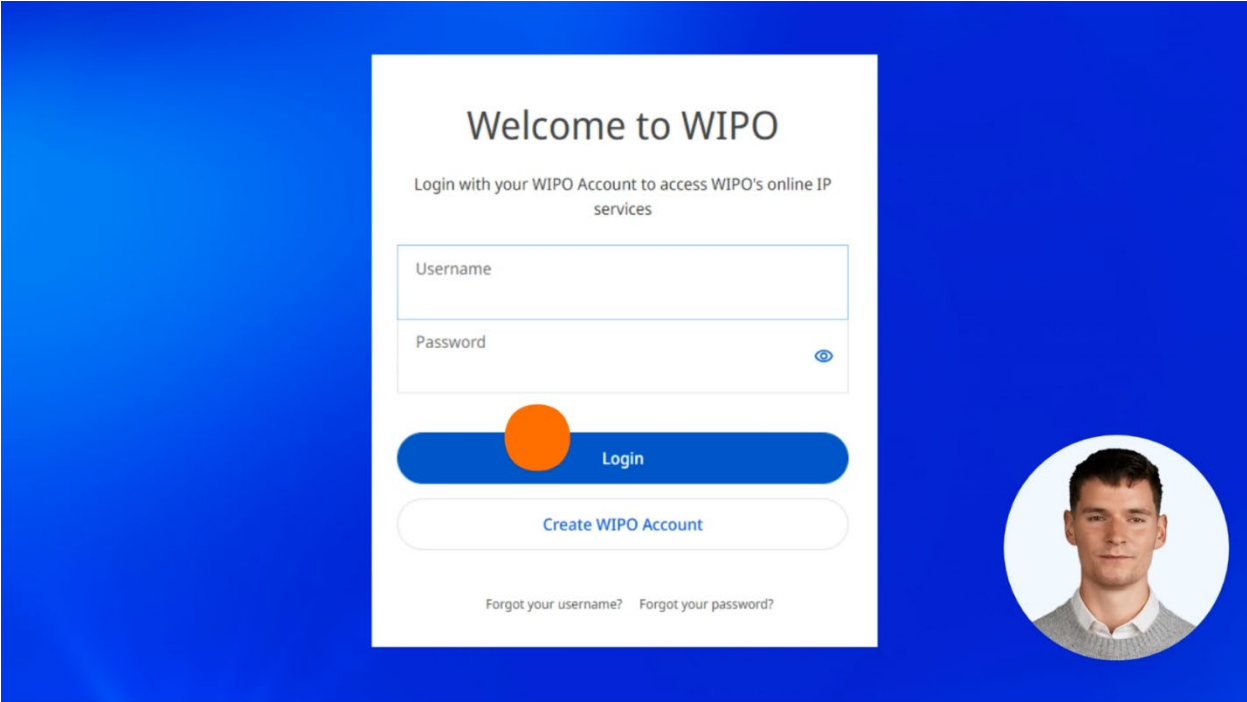
First of all, access your IP Portal Dashboard. Click on "IP Portal login" in the upper right corner.



Enter your WIPO Account username and password.



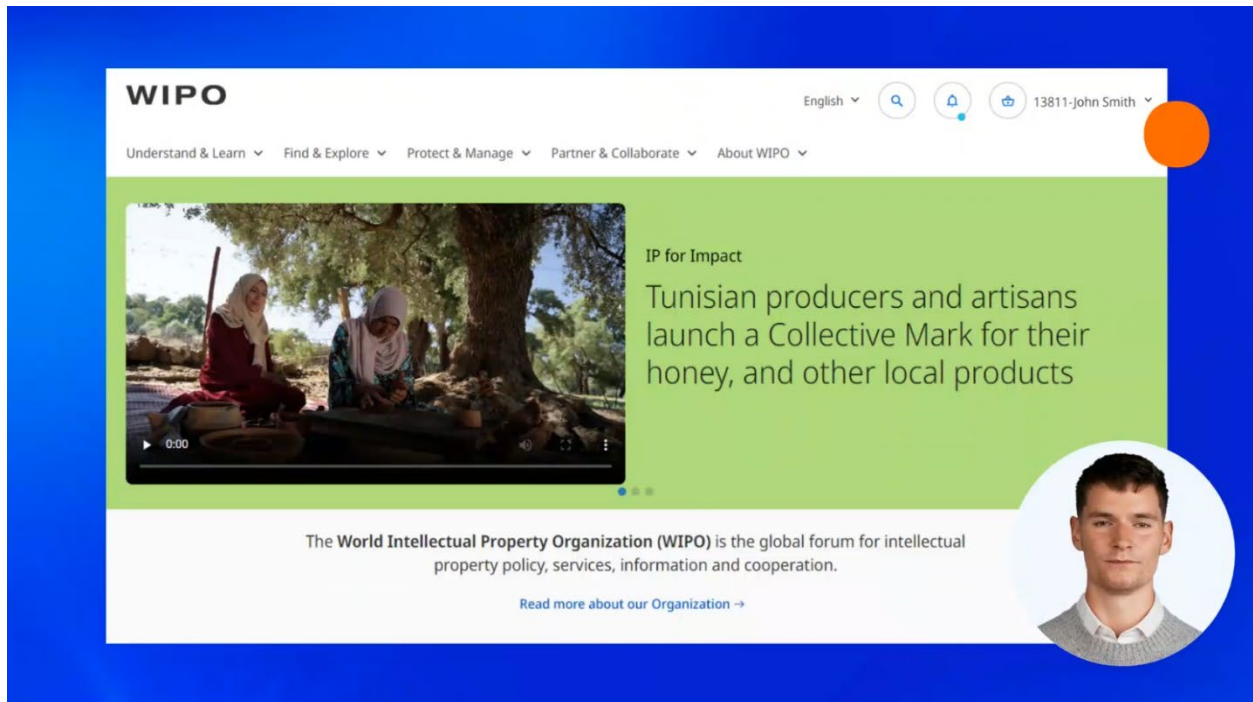
Then click on "Login".



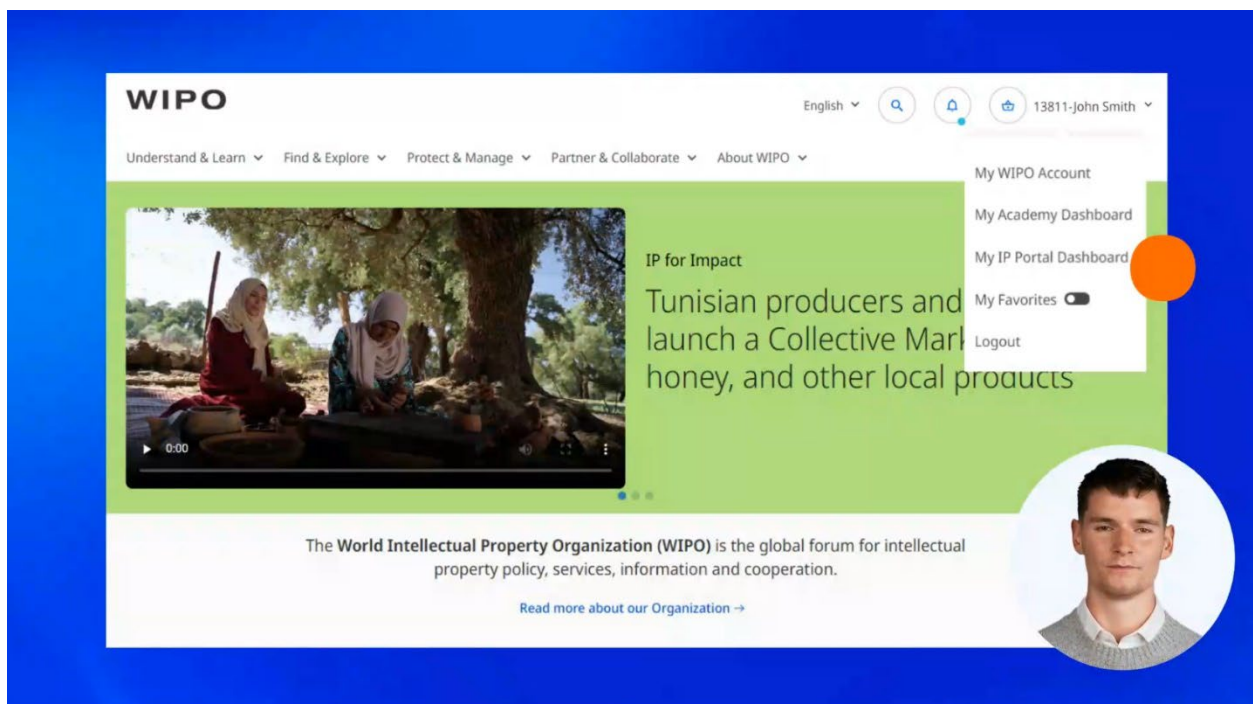
Now you are logged in to your WIPO Account.

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.

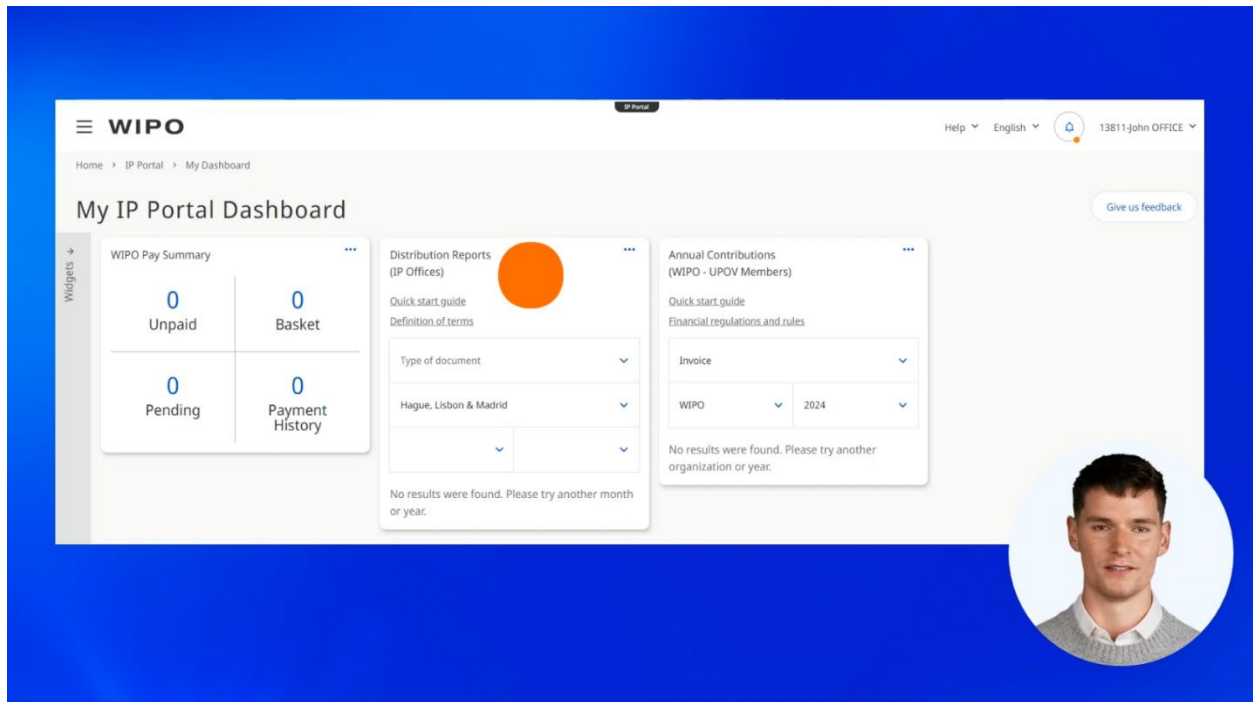


A menu will open. Select "My IP Portal Dashboard" from the list.

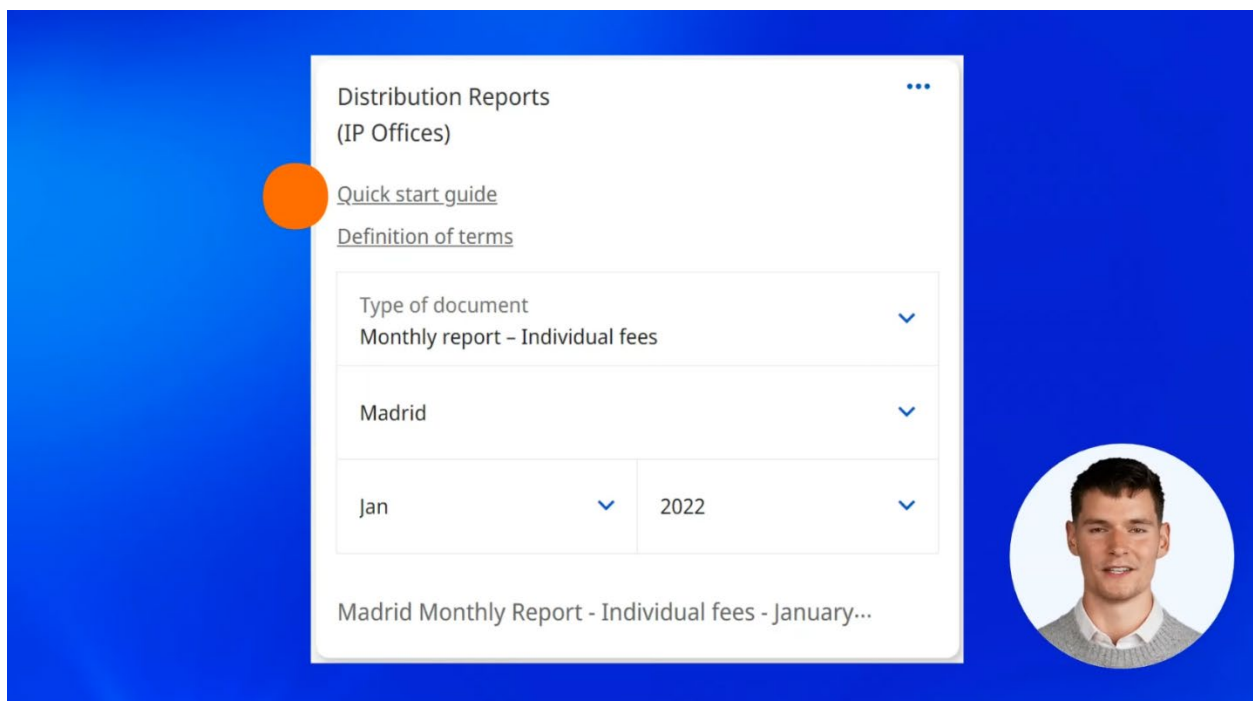


Find the widget "Distribution Reports for IP Offices".

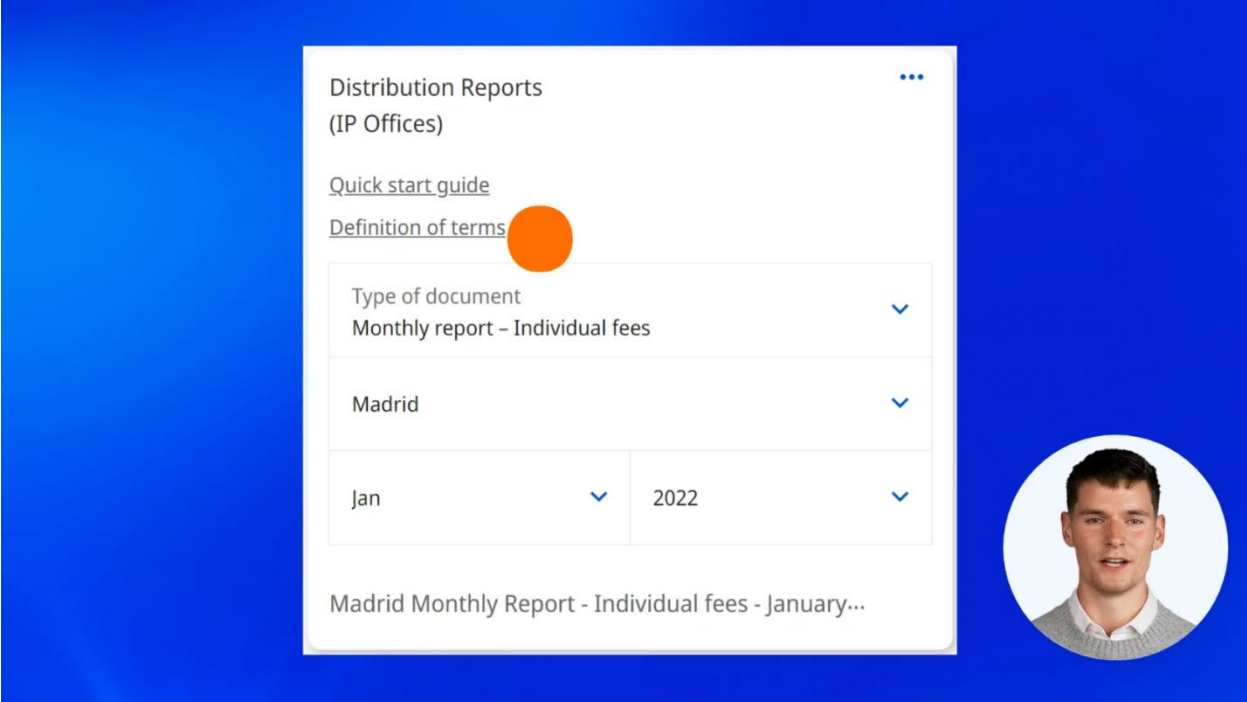
The widget contains some useful information we recommend to read before starting using it.



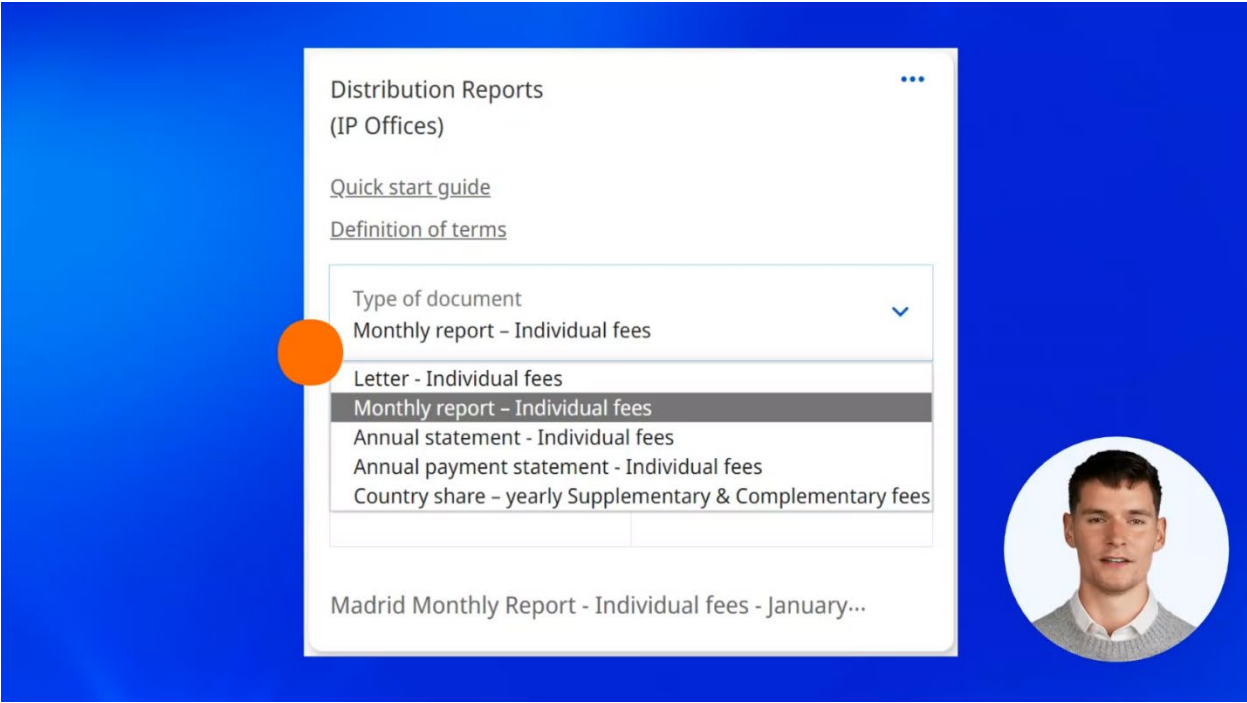
"Quick start guide" is a practical manual that can answer your questions about report data and presentation formats.



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



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.



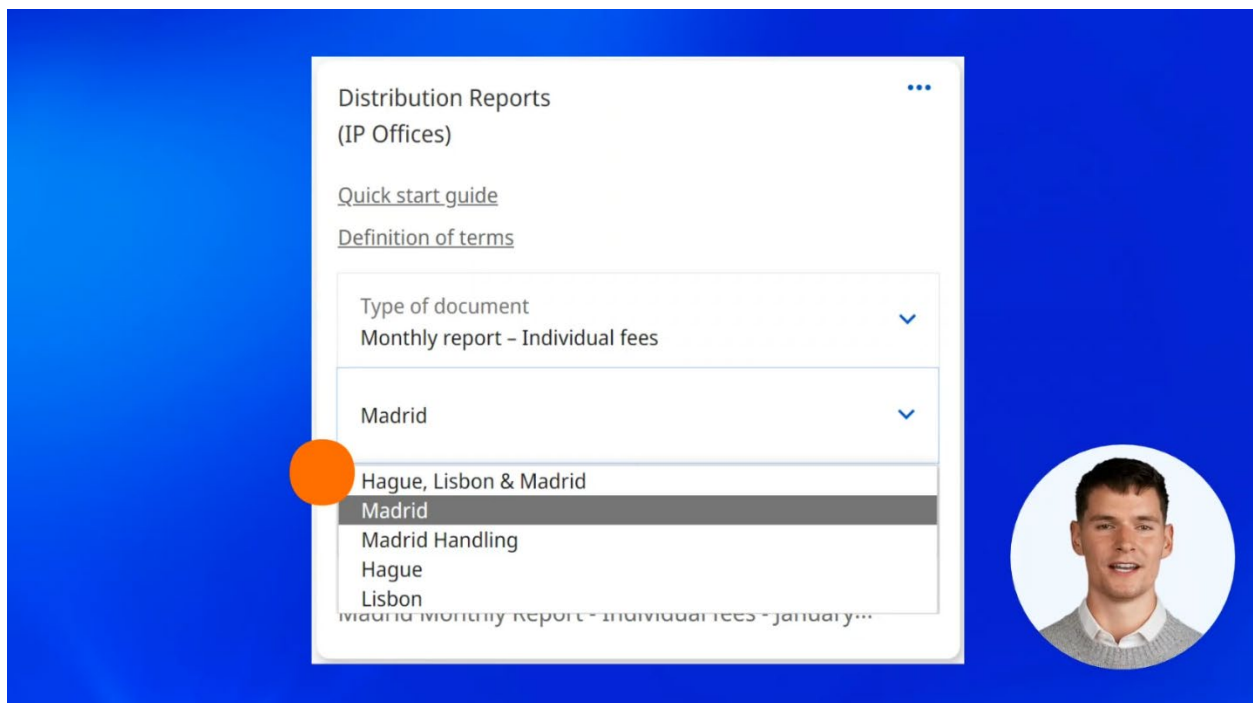
Some of these documents contain a list of individual fees that are individual transactions for a given month or year.

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.

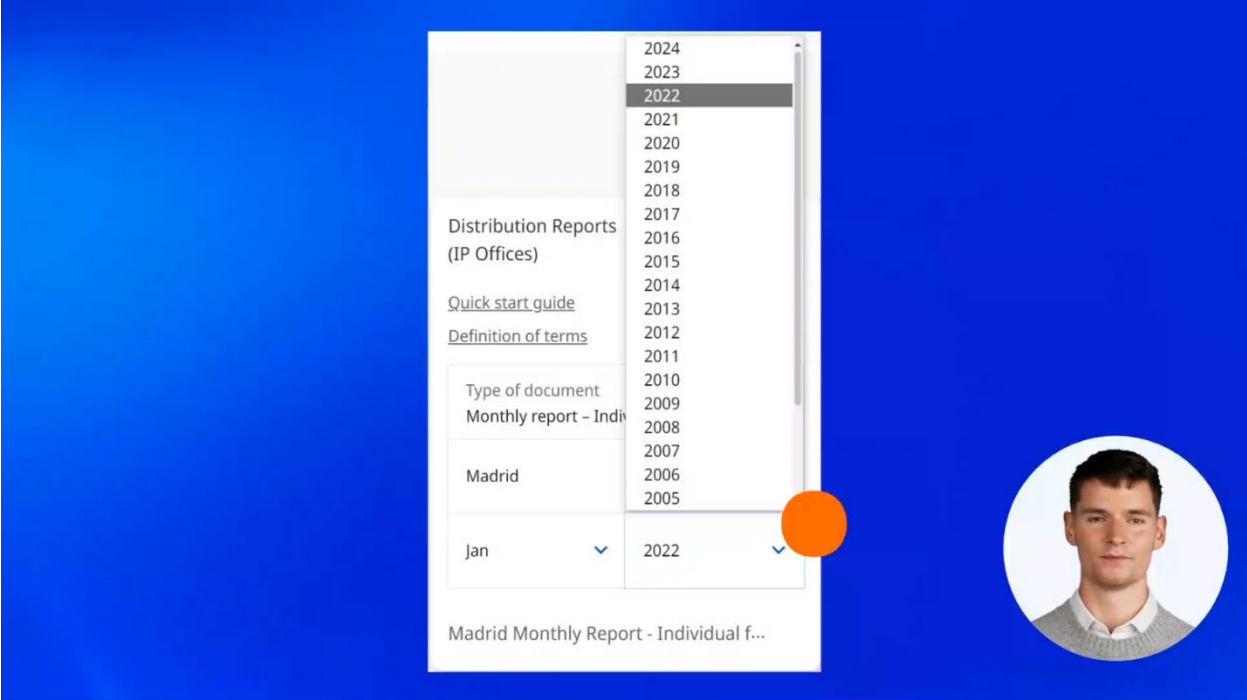
For some document types, the treaties are already pre-selected to "Hague, Lisbon and Madrid" and can't be changed.



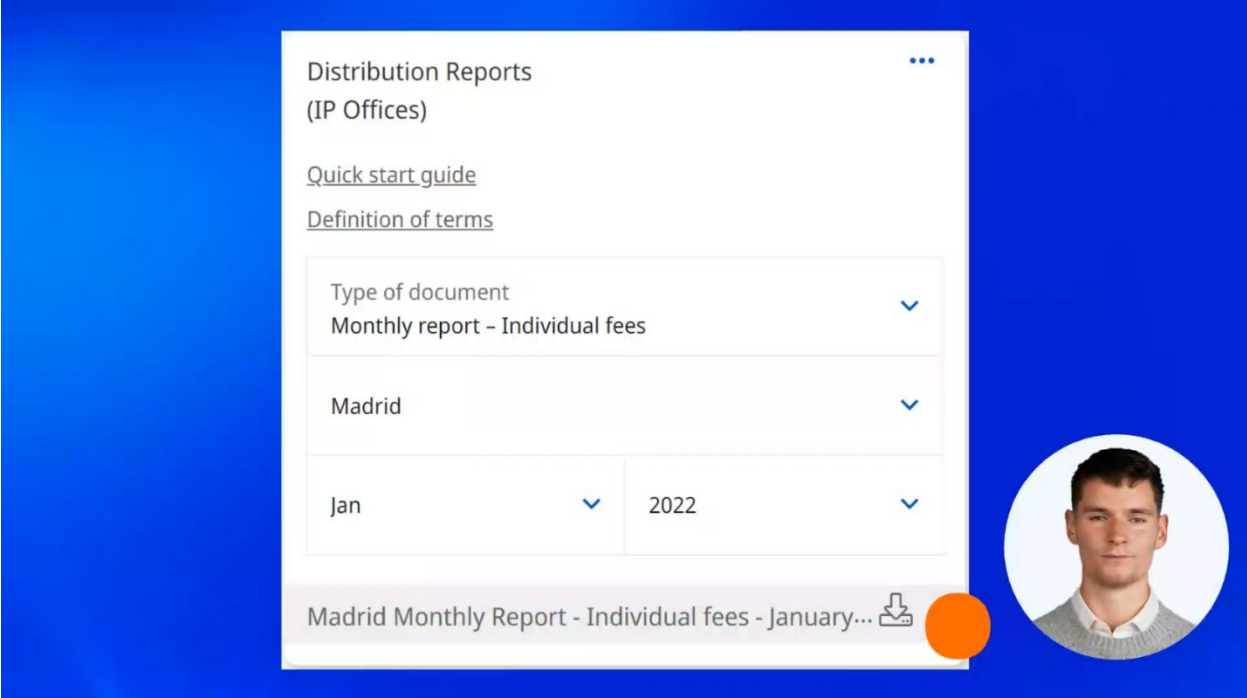
If you have selected a document that is issued monthly, you can choose a specific month from the list.



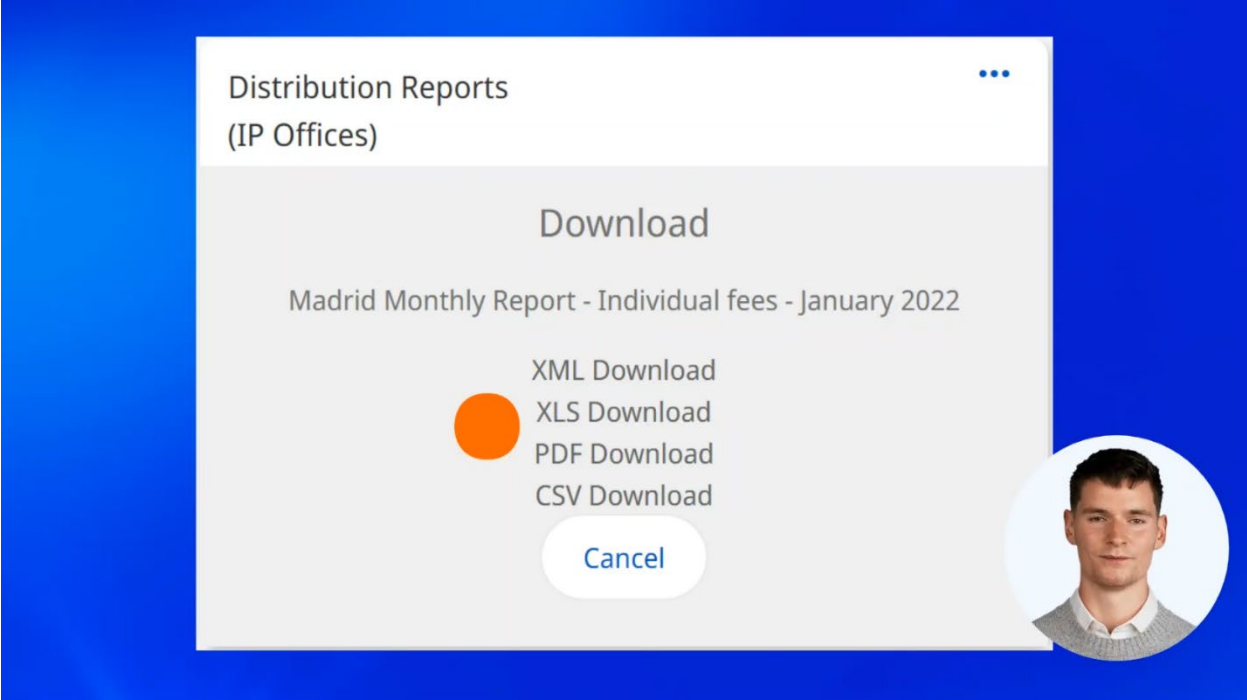
Then select a year.



When all the filters are applied, click on the download icon.



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.



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.