Technical workshop on the established EPO Online Filing software – basic installation, configuration and system administration

EPO User Day – The Hague
Agenda Online Filing Technical Workshop

- Overview of Online Filing, new online filing system (CMS) and web-form filing 35 minutes
- Installation of Smart Card infrastructure 15 minutes
  - Hands-on training
- Installation of Online Filing client from scratch 35 minutes
  - Hands-on training
- Basic configuration of Online Filing client 25 minutes
- Configuring different web browsers for the new online filing (CMS) 10 minutes
Overview of Online Filing, new online filing system (CMS) and web-form filing
Online filing

Use the Online filing software to file EP, Euro-PCT and PCT applications; submissions in opposition, appeal, limitation and revocation proceedings before the EPO, and subsequently filed documents for all EP proceedings. You can also use it to file applications and documents with participating national offices.

You can also use the EPO new online filing (CMS) or the EPO web form filing. See online filing options comparison table (PDF, 21 KB).

Getting started

- Enrol for a smart card
- Register or renew your smart card
- EPO smart cards
- Features and benefits of Online filing
- What you need to use the Online filing service
- Online filing user guides, manuals and other documentation
- Online filing tutorial - This short e-learning module shows you what Online filing has to offer and gives you some simple exercises to try.
New online filing (CMS)

The new online filing (CMS) application is now available for filing EP Form 1001 (EP direct), EP Form 1200 (Euro-PCT), PCT/RO/101 and EP Form 1038 (subsequent actions for all EP and PCT procedures, including PCT Chapter II demand, documents in respect of appeal proceedings and notice of opposition (PDF only)).

Accessible from most browsers, new online filing (CMS) stores your data and documents on a secure network hosted by the EPO.

Because the application is web-based, there is no software to install -- except for the smart card software that allows you to log on in a secure environment. Your smart card must first be activated.

**Direct access**

**Smart card access**

If you have already registered to new online filing (CMS) you can access it direct. Enter your activated smart card and press the button below.

**Getting started with new online filing (CMS)**

The first time you log on, you will be prompted to read - and agree to - the terms and conditions of use for new online filing (CMS).
Web-form filing

Web-form filing is an Internet browser application which allows applicants and representatives to upload and submit Annex F-compliant PDFs relating to:

- PCT/RO/101 (RO-EPO) - request
- PCT RO-EPO subsequently filed documents
- PCT ISA-EPO subsequently filed documents
- PCT IPEA subsequently filed documents
- EP 1001 - Request for grant of a European patent
- Euro-PCT 1200 - Entry into the European phase
- EP subsequently filed documents with the exception of opposition, limitation and revocation proceedings (Articles 99 to 105c EPC) and appeal proceedings (Articles 106 to 112a EPC).

The service is provided via a secure internet connection.

Direct access

Open web-form filing

Getting started with web-form filing

- Register for web-form filing
- Decision of the President of the European Patent Office dated 10 September
Online Filing client: Modes of installation

Different types of users:

- Isolated users
- Collaborating users (sharing data)
- PMS users (developed in-house or commercially available)
- with or without IT capability on site
- if IT capable, "heavily" regulated ↔ loose

There is not a single solution which fits all ...
Online Filing client: Stand alone installation
Online Filing client: Distributed installation

Applicant’s infrastructure

- Administrative staff
  - Draft application

- Representative
  - Check application,
  - Sign application

- Administrative staff
  - Send applications

Office infrastructure

- Receiving server

Online filing
- Applicant side

Internet
Online Filing client: v5 client/server architecture

Thin client
- Presentation GUI

Server
- Business logic
- Persistent storage applicant data

Online filing
- Annex F protocol
- Internet

Office processing
- Physical media
- Online transaction processing
- Off line backend processing

Desktop Applicant

Office side receiving server
Online Filing client: PMS-Gateway interface (see training part III)
Questions and Answers
Installation of smart card infrastructure
Cryptovision Smart Card software installation

- Cryptovision software allows Online Filing to make use of EPO-issued smart cards

- Needed to set up Public Key Infrastructure (PKI) support

- Smart cards store digital user certificates needed for
  - Digital signing: Allows to achieve non-repudiation of sent data
  - Establishing of Secure Socket Layer (SSL) with receiving server: Strongly encrypted data transfer for security reasons
Cryptovision Smart Card software installation: Hands-on Training

Exercise:

- Install Cryptovision Smart Card software on your training PC
- Test correctness of installation with your training smart card
Cryptovision Smart Card software installation II

Start c_cryptovision_scinterface_epo_64.exe

Click on **Run**

Click on **Install**
Cryptovision Smart Card software installation III

Click **Install** to install reader driver
Click Next

Select “I accept...” and click Next
Select "Read-Only..." and Click Next

Select both plugins and click Next
Cryptovision Smart Card software installation VI

1. Click **Install**
2. Click **Finish**
3. Click **Close**
Cryptovision Smart Card software installation V

- Plug in smart card reader
- Insert smart card
- Click on Start → All Programs → cv act sc interface utility -> Export Certificates

Smart card certificates must be displayed in the Export Certificates tab, otherwise not correct.
Questions and Answers
Installation of Online Filing: Server component
Online Filing installation: Hands-on Training

Exercise:

- Install the Online Filing server component on your training PC
- Install the Online Filing Thin Client component on your training PC
- Test correctness of installation
Online Filing installation: Server component

Start OLF511.exe
Online Filing installation: Server component

User management previously switched off

User management previously switched on
Online Filing installation: Server component
Online Filing installation: Server component II

Use destination folder given by default
Online Filing installation: Server component III

Choose custom installation

Select DE and UK procedures
Online Filing installation: Server component IV
Choose password protection and leave password empty
Tick "DE" and "GB" to receive eventual updates
Online Filing installation: Server component VII

Usage of Online Filing possible only after installation of Thin Client!
Online Filing installation: Server component VIII

Online Filing 5.0 has been successfully installed.

Click the Finish button to exit this installation.

Please restart your computer.

Restart now    Restart later

Re-start computer and log in again
Questions and Answers
Installation of Online Filing: Thin Client component
Online Filing installation: Thin Client component

- Start Windows Explorer
- Navigate to C:\Program Files\EPO_OLF5\ThinClient_v500
- Start OLF500client.exe
Online Filing installation: Thin Client component II

Use destination folder given by default
Online Filing installation: Thin Client component III

Use port numbers given by default
Online Filing installation: Thin Client component IV

Start Online Filing Client and log in as Administrator

Start menu after installation
Questions and Answers
Basic Configuration of Online Filing
Online Filing configuration: Password Policy

Password policy can only be enabled when user management is enabled.
Online Filing configuration: Password Policy

When logging in with an existing user name/password:
Online Filing configuration: Firewall issues

For each Vista machine on which Online Filing Thin Client is installed:
Windows Security Alert shows up when starting for the first time

- File Manager
- All EP/PCT/NO procedures (via File Manager)
- Server Manager
- Thin client

Click on "Unblock" button
Online Filing configuration: Address Book import

Address Book can be populated centrally for all Online Filing users

(available in File Manager under Tools → Address Book)

Address Book can be populated with data from Comma Separated Values file
Online Filing configuration: Address Book import II
Allowed signing methods can be configured for all users in System Preferences (available in File Manager under Tools → Preferences → System Preferences)

For production mode, un-tick those ones not to be used
Online Filing configuration: Signing methods II
Online Filing configuration: Filing methods

Allowed filing methods can be configured for all users in System Preferences.

In production mode, untick CD filing for those procedures that do not use it.
Online Filing configuration: Filing methods II

Selection of CD filing for EP(1001E2K) not possible any more
Configuring different web browsers for the new online filing (CMS)
New online Filing (CMS)

- The CMS only requires the installation of the Gemalto Classic Client and *smart card reader driver*.
- The following web browsers are supported and require extra configuration.

- Internet Explorer
- Mozilla Firefox
- Google Chrome
- Apple Safari
Configuring web browsers for the New Online Filing (CMS)

- Only Version 11 and above are supported.
- Set up Internet Options.
  Tools → Internet Options → Advanced →
- Disable all protocols except for **TLS 1.0 and 1.2**
Configuring web browsers for the New Online Filing (CMS)

- Get the most recent version
- Set up cryptovision software in the Browser.

Tools → Options → Privacy and Security → Security Devices
Configuring web browsers for the New Online Filing (CMS)

- Get the most recent version
- Disable Hardware Acceleration.
- → → Settings, Search for **Hardware**
Configuring web browsers for the New Online Filing (CMS)

Apple Safari

- Get the most recent version
- Get the latest Macintosh version of Gemalto from Customer Desk
Configuring different web browsers for the CMS

For further information

See p4 – 14 of the Settings and quick access to new online filing (CMS) functions
Questions and Answers
Thank you for your attention

www.epo.org