Preparing a Preliminary Search and Opinion (PSO)

Published 14/12/2020

> **Note:** Outgoing correspondence must not be created outside of PAMS and then manually imported – all outgoing correspondence must be generated in PAMS.

1. Opening and Editing of a PSO Task

1. Follow the instructions at **2. Examiner's Preliminary Search and Opinion (PSO)** (see below).
2. Click **Edit/View**.
   Result: When you click Edit/View, Doc Gen will open the template for the Preliminary Search and Opinion.

   3. The *Document Information* screen will show data sourced directly from PAMS. If there are any discrepancies they must be corrected in PAMS and the PSO task closed and opened again.

4. The *Basis of the Report* screen has questions about the makeup of the specification. Some of the questions will generate further questions or pages as necessary.

Basis of the Report

Application Number: **[skipwithoutvalue]** Document Name: Preliminary Search and Opinion

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In addition to the specification as filed have you considered any of the following? Select if applicable

☐ Sequence listings
☐ Allowed or Proposed S104 amendments

Is this case being examined during overtime? * ❓

○ Yes
◉ No

Do you have certificate of Acceptance Delegation? *

○ Yes
○ No

Answer these questions

Is this a corrected version of a previous report? ❓

○ Yes
◉ No

Would you like to include additional comments under Basis of Opinion?

○ Yes
◉ No

Note: The system will display prompts if any mandatory fields are not entered.

5. The *Report Formulation* screen automatically generates the introductory paragraph of your report. You need to indicate which objection types are to be included in your report. Remember, you can move through the template at any time to amend this screen. Each objection type you indicate will generate an additional page for that objection.

Report Formulation

Application Number: **[skipwithoutvalue]**   Document Name: Preliminary Search and Opinion

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Will your report (including SIS if required) contain images?

○ Yes
● No

Do you have any citations?

● Yes
○ No

Answer these questions

Objections to be included in Report ❓

☐ Novelty and Inventive Step
☐ Patentable Subject Matter
☐ Other Issues (Amendments, Support, Disclosure, Clarity etc.)
☐ Lack of Unity

6. Objections can be written under each Heading using PERP codes and/or free text. Additional objections can be written using the **ADD** button.

Novelty & Inventive Step

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☐ Insert PERP

Paragraph 1

| Styles | B I U ABC ≡ ≡ ≡ ■ ✓ |
| X ⎘ ⎘ ⎘ ⎘ ≣ ▾ ≣ ▾ ≡ ≡ ↺ ↻ x₂ x² Ω |

Free text area

☐ Insert PERP

Add button allows you to add more objections

⊕ →

7. The Citations screen is where you list the relevant citations for the case. The format for entering citations is important.

- Country Code **MUST** be in capital letters.

Note: An invalid country code can cause errors at generation and you will have to retype the entire report.

- Publication Numbers must conform to the formats shown at 6.1.12.5.5 Citation Examples. The publication level must be entered.
- Citation reference numbering is automated, but the user can overwrite the default value.
- User must select Citation type from options: NPL or PAT (Patent literature).
- The citation status will be by default "Raised" in the PSO.
- Country code, publication number, publication level, publication date and applicant name fields will appear if citation type, PAT is selected. The Applicant Name will automatically be bracketed.
- NPL details field (not shown in the screenshot) will appear if NPL is selected. This is a free text field and NPL details in an acceptable format must be entered. There is a limit of 240 characters as per PAMS.
- Appropriate category/categories for each citation must be selected. For X and Y category documents, the user will also have to fill a mandatory "claim no." field. The user should enter claim number/s ONLY against each identified category in this field. Claim numbers should simply be transcribed from the objection/s taken in the report. The user does not need to provide a detailed analysis of the novelty/inventive step of each claim to confirm the citation category/categories selected.
- Use the calendar to enter publication dates
- will add another row, will add another row with the same data as the previous row. If you wish to delete a citation row, click the box next to the citation and then click .

Citations

Application Number: **[skipwithoutvalue]**

Document Name: Preliminary Search and Opinion

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Application Number ❓ [   ]

There are no citations available for reuse. Click the plus 🖼(+) symbol below to add a citation manually.

☐ ☰ How do you want to supply the citation? *	⦿ I will 'key in' the citation data. ◯ I would like to pre-populate the fields with an existing citation		
	Use previous claims? * ⦿ Yes ◯ No		
Reference Number e.g D1 * ❓	D1		
Citation Type * ❓	PAT ▾	Country Code * ❓	US
Citation Status * ❓	Raised ▾	Publication Number *	4567890
Footnote No. * ❓	1	Publication Level *	A
Categories *	☑ X ☐ Y ☐ A ☐ P ☐ E ☐ L ☐ O ☐ T ☐ & ☐ Other	Publication Date *	4/02/1986 📅

The publication date of this document is on or after the earliest priority date of this application.
Please ensure that you correctly identify whether this is an 'E' or 'P' category citation.

Applicant Name * ❓ Ohta et al.

Category X Claims *

1 - 10

Extra citations can be added using ⊕ button

⊕ ⊖ ⊝

FER Sources

8. In the *Summary Statement* screen enter the appropriate claim numbers in answer to the questions.

Summary Statement on Novelty/Inventive Step & Patentable Subject Matter

Statement of Novelty/Inventive Step

Which Claims are Novel AND contain an Inventive Step? *

None

Which Claims are NOT Novel or DO NOT contain an Inventive Step? *

1 - 10

Statement on Patentable Subject Matter ❓

Which Claims define Patentable Subject Matter? *

1 - 10

Which Claims DO NOT define Patentable Subject Matter? *

None

Enter the claim numbers here

9. The *Search Information Section* records information about the search strategy and three person team. Use the , or (**Add**, **Delete** or **Fill down**) buttons if more than one search strategy was used.

Search Information Section

Application Number: [skipwithoutvalue]   Document Name: Preliminary Search and Opinion

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Additional search team member 1: *

Additional search team member 2: *

Search Completion Date *

Earlier Search Results *

Answer these questions

○ Yes
○ No

Upload or enter Detailed Search Strategy?

● Enter details
○ Upload

Search Strategy

Search Strategy Paragraph

Enter the search strategy hare

Search Statement(s) viewed?

Results of search statement _ viewed

Was the Applicant(s)/Inventor(s) name searched in internal databases? *

○ Yes   ○ No

10. The Report Finalisation screen records information about Apologies and Supervision.

11. The Contacts screen should pre-populate with information from PAMS. It may need correction if a case has been re-assigned as the data is captured when the template is opened the first time.

You can see a PDF of your report using the (**Preview**) button. This is the time to get your report supervised or arrange for QA where applicable. You can either give your supervisor or the QA person a printed copy of the report OR you can email the PDF to them.

12. When the report is ready to be sent to the applicant, click . This will close the template, and place a pdf version of the report onto PAMS with a DOC STATUS of DRAFT.

Alternatively, a report can be saved in Intelledox using the (**Save**) button. Any report which is still in Intelledox can be edited. To open the desired report, open Intelledox from your PAMS Corro task. Your saved report will be listed under IN PROGRESS on the right-hand side of the screen – see **3. Opening a Saved Report** below. You can move through the template using the (**Back** and **Next**) buttons or click on the page you want from the list on the left hand side of the screen.

Please note that once is pressed you are unable to return and edit your report. Please ensure any QA/Supervision is carried out using the Preview function before pressing Generate Document(s).

13. In PAMS click **Send** to dispatch the report.

2. Examiner's Preliminary Search and Opinion (PSO)

Published 10/12/2020

1. Open the PSO Task in PAMS.
2. Click **Edit/View** in the *Preliminary Search Opinion* Screen to open the report template in Intelledox. The application number, address for service, applicant, examiner's name and the date auto-populate in the report. Write the remainder of the report following the instructions at **1. Preliminary Search and Opinion** (see above).
3. To save your PSO in PAMS:

   - When the document is ready to be sent to the applicant and any necessary supervision and QA has been completed, click **GENERATE DOCUMENT(S)** in Intelledox.
   - The document will be placed in PAMS in pdf form with a Doc Status of DRAFT after clicking the **Refresh** button in PAMS.

Note: Submit the report for supervision (where applicable) and QA before clicking **GENERATE DOCUMENT(S)**.

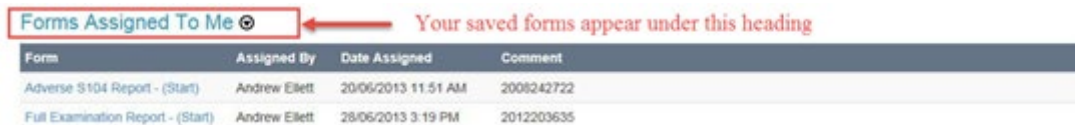4. Click **Send** to complete the PSO Task on the *Preliminary Search Opinion* screen.

Result: The document is status is changed to FILED. The Correspondence task is completed. The report is dispatched via the outbound correspondence system.

3. Opening a Saved Report

Published 10/12/2020

When returning to Intelledox to continue working on, or editing, a saved document, PAMS will take you to the home page.

Your saved reports appear under **Forms Assigned To Me**. Click on the arrow to show/hide the list of your saved reports.
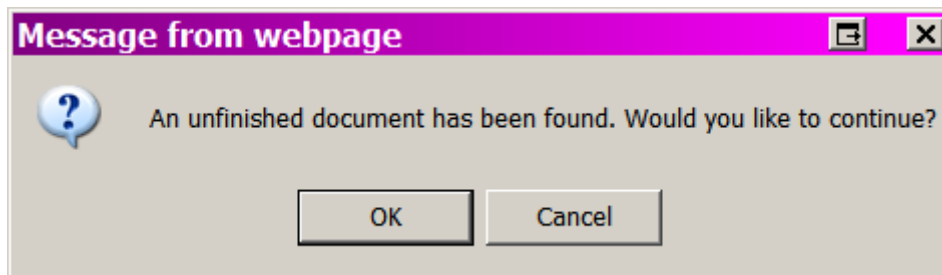

Click on the report you want to continue working on.

If you don't save your report, when you next open Intelledox it will come up with this screen.

Only the most recent report you have worked on is available this way. If you click CANCEL you will lose all data on that template and Intelledox will take you to the home page. If you click on OK the template will open at the last page you entered data, but all of your data may not be there. Do not rely on this to save your reports.

Note: When returning to work on a saved report, always access the template from the MyExamTasks list on PAMS for PAMS cases. International reports can be accessed via the Home page of Intelledox.