

IP AUSTRALIA

# Tableau Reader

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# Instruction Manual

For use with

**Patents Production  
Reporting System**

Last Updated 30/6/2016

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## 1. Background

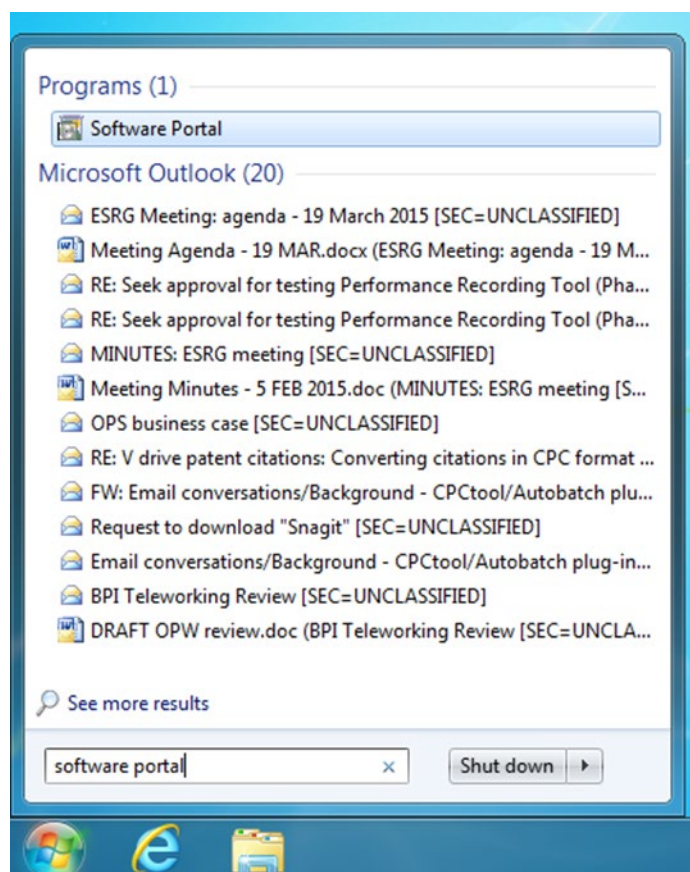
The Patents Production Reporting System has been developed as an automated solution to capturing, recording and displaying completed Examination tasks by individual Examiners, Sections, and the Patent Group as a whole.

Production data will be automatically sourced from INTESS, PAMS and DocGen and no action is required on the Examiner's part.

Production data will be available for viewing in the form of a Tableau workbook and can be viewed using Tableau reader.

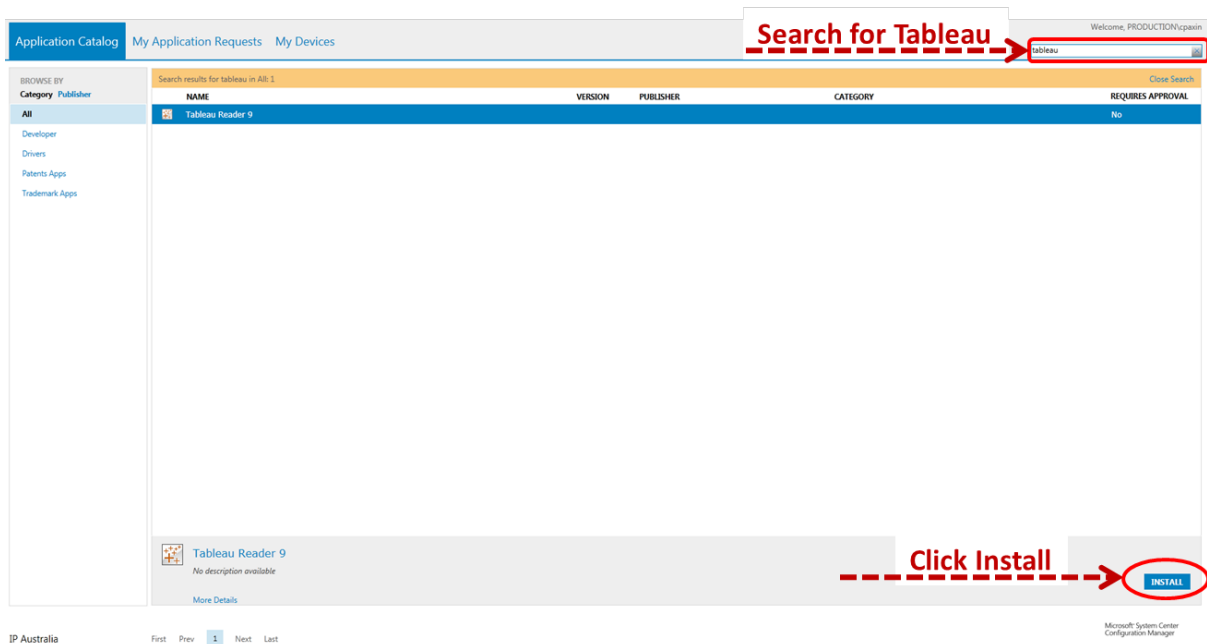
## 2. Downloading the Tableau Reader

Click on the Start Menu  and enter "software portal" in the "Search programs & files" search field

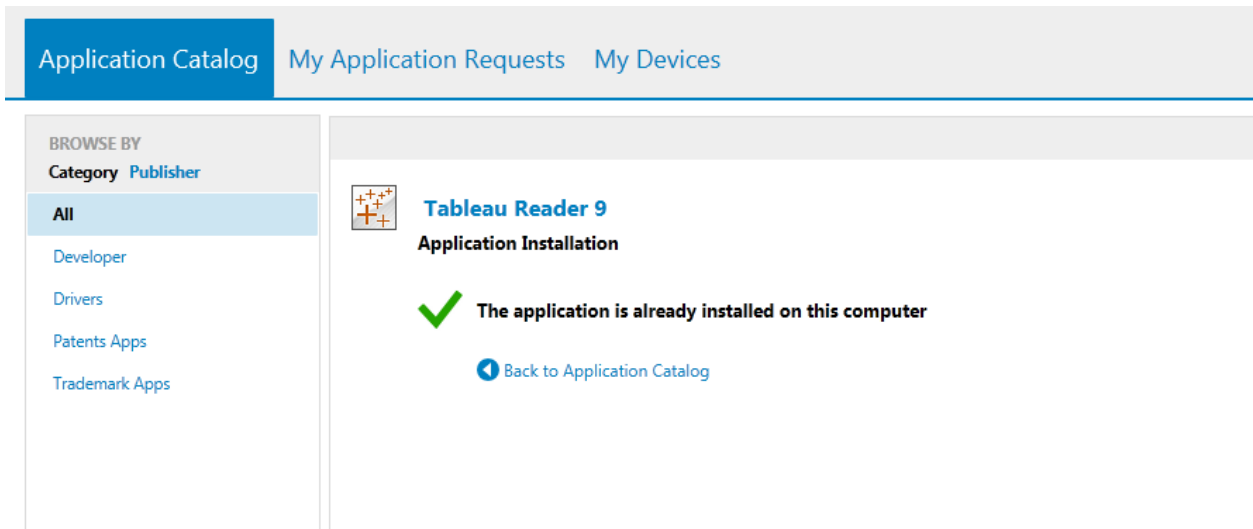


This opens up the software portal. Search for “Tableau Reader” in the search field.

Click on the “Install” button:

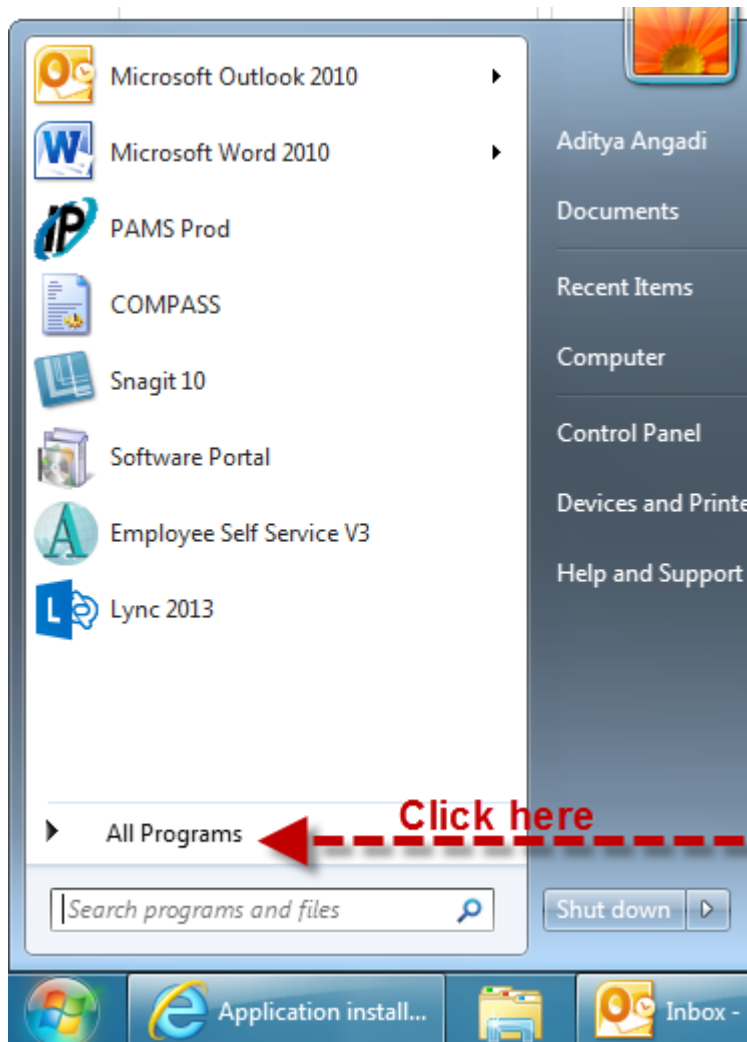


The application will be installed and you will see the following screen

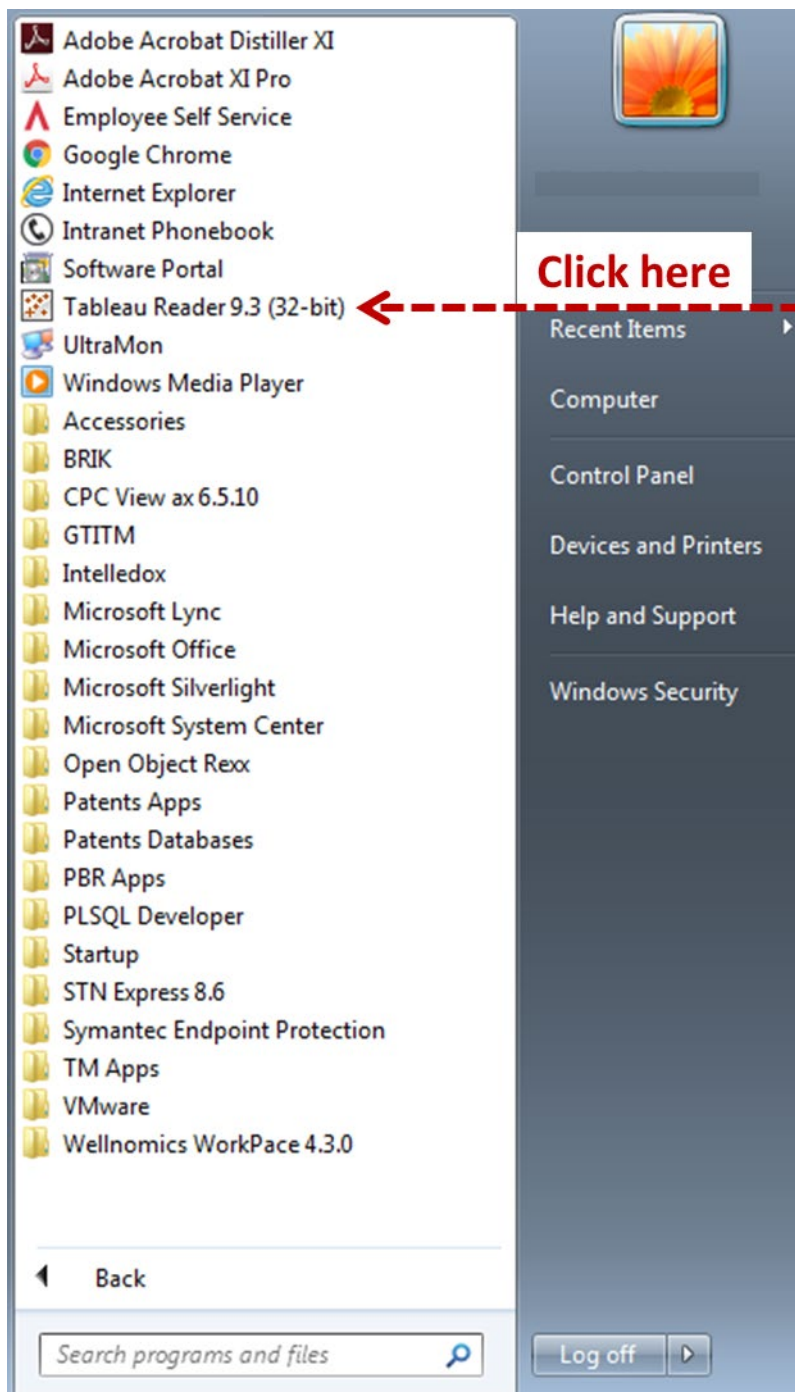


### 3. Accessing Tableau Reader

Click on the Start Menu  and click on “All Programs”

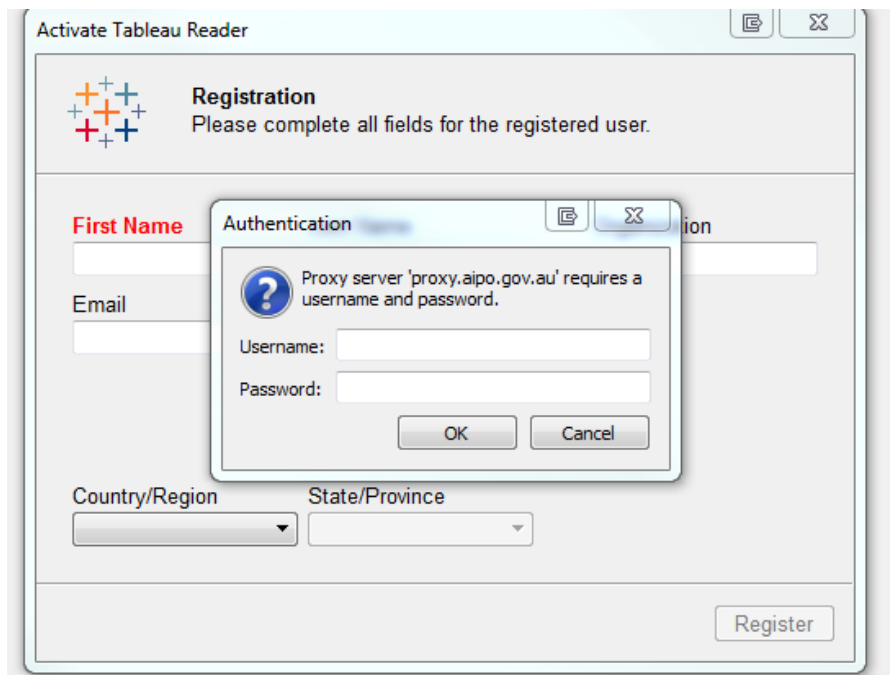


Click on the Tableau Reader program:



This will open up the Tableau Reader application.

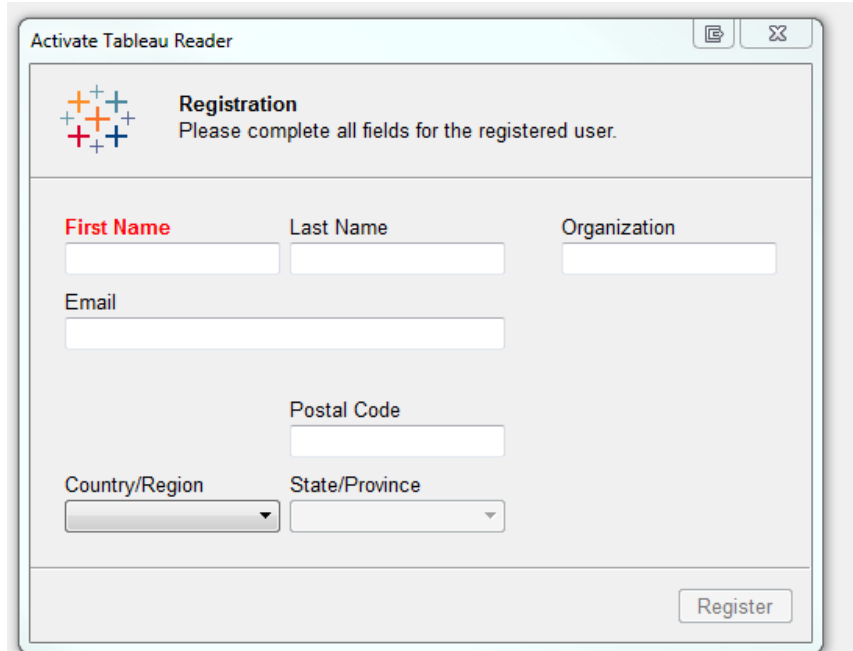
The following Authentication window will appear:



The screenshot shows the 'Activate Tableau Reader' window. At the top, it says 'Registration' and 'Please complete all fields for the registered user.' Below this, there are input fields for 'First Name', 'Email', 'Country/Region', and 'State/Province'. A 'Register' button is at the bottom right. Overlaid on top of the registration form is a smaller 'Authentication' dialog box. This dialog box has a question mark icon and text that reads: 'Proxy server 'proxy.aipo.gov.au' requires a username and password.' It contains two input fields, 'Username:' and 'Password:', and 'OK' and 'Cancel' buttons at the bottom.

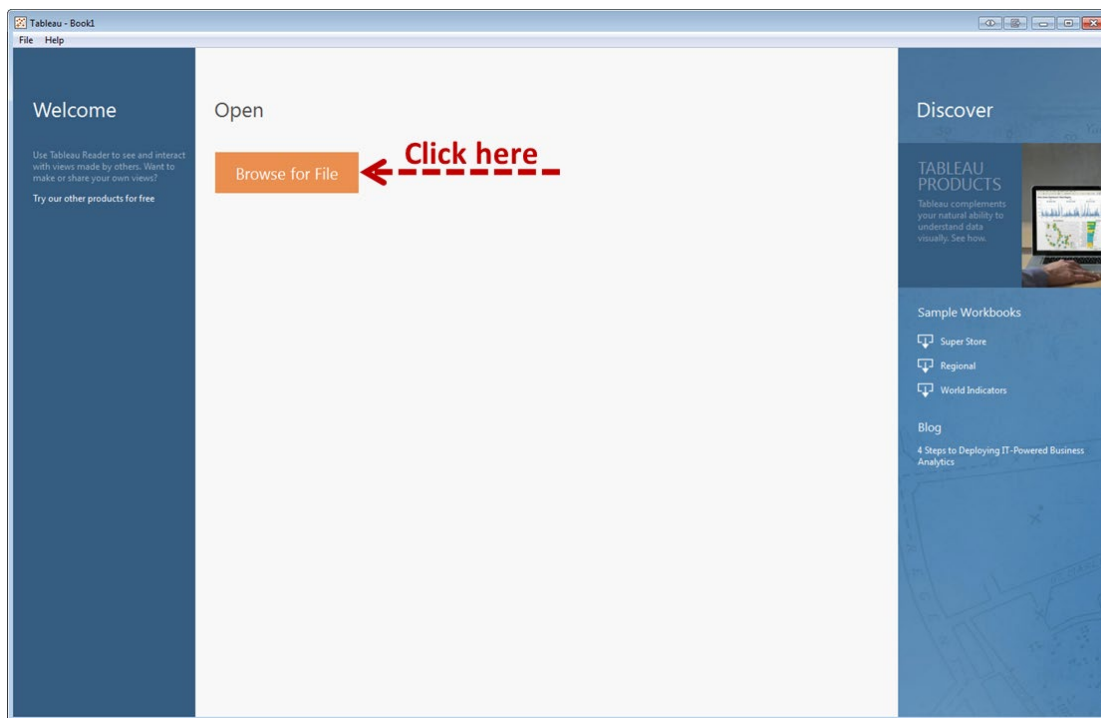
Enter your LAN username and password, and then click on OK.

To activate Tableau Reader, fill in the registration form and click on Register:



The screenshot shows the 'Activate Tableau Reader' window with the registration form. It includes the 'Registration' header and the instruction 'Please complete all fields for the registered user.' The form has input fields for 'First Name', 'Last Name', 'Organization', 'Email', 'Postal Code', 'Country/Region', and 'State/Province'. A 'Register' button is located at the bottom right of the form.

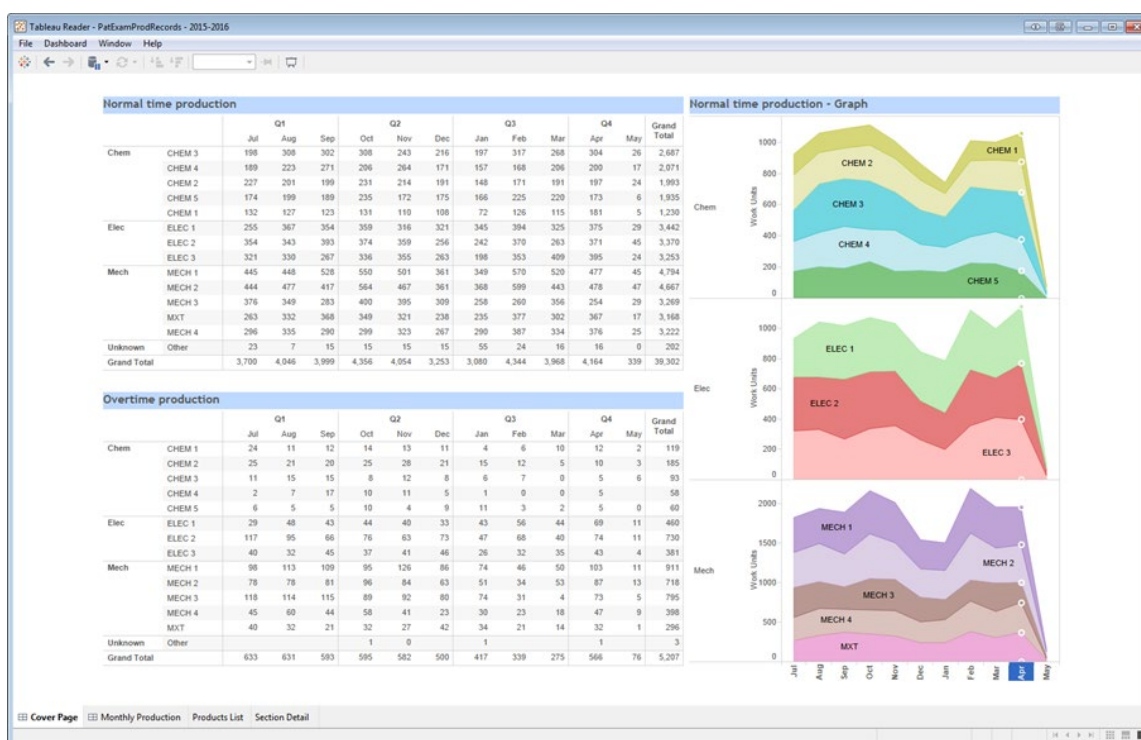
Click on the “Open a Workbook” button



In the pop-up window, select your workbook (e.g **Patents Production Reporting 2016-2017.twbx**) from the following location:

**G:\Performance Records**

This opens up the Patents Production Reporting workbook:



Click on the “Monthly Production” tab and enter your Section password in the “Password Input” Field and select your section name in the “Workgroup Selection” field:

**Monthly Production**

WU Chart WU YTD

Work Units

Normal Time: Number of products

Overtime: Number of products

Monthly Production Products List Section Detail

Colour Legends  
Month, Year of Complete...

Workgroup Login  
81

Password Input

Workgroup selection  
(AB)

Examiner Name  
(AB)

Last Updated  
4/5/2016

## 4. Understanding the Patents Production Reporting workbook

It has 4 worksheet tabs:

1. Cover Page
2. Monthly Production
3. Products List
4. Section details

### 4.1 Cover Page

This provides a summary of performance records across all sections. It displays:

**a) Normal Time Production**

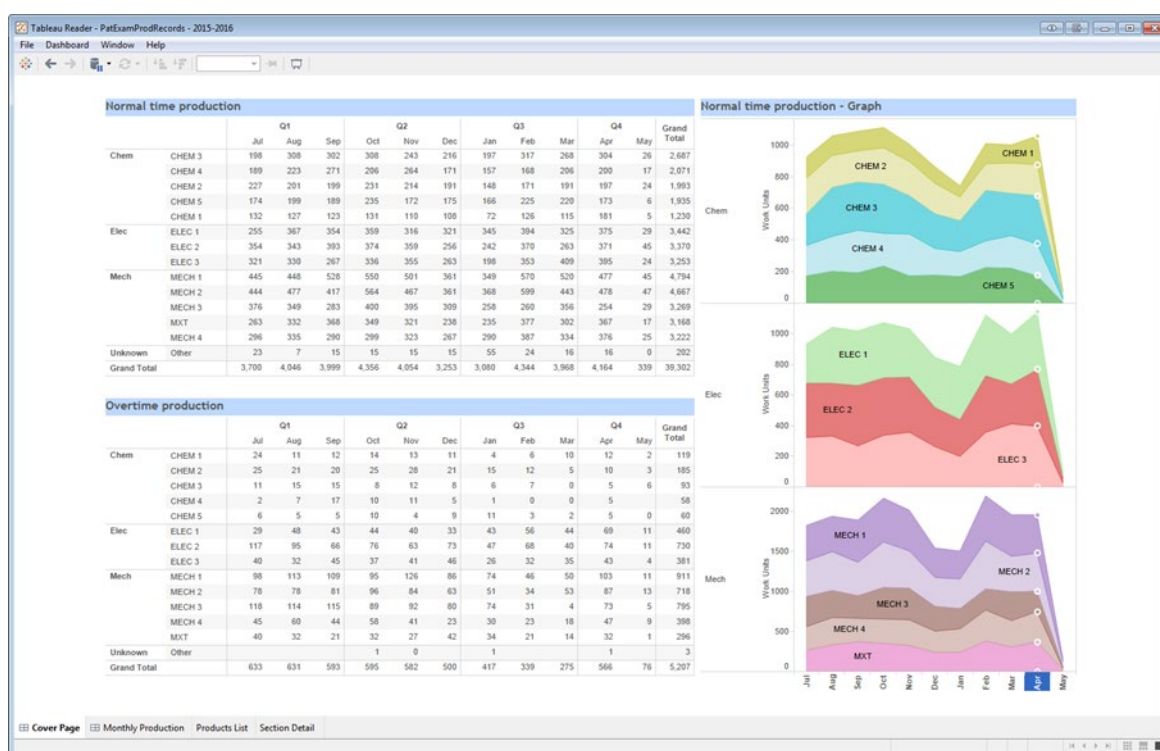
Overview of monthly section outputs (Work Units) across all sections

**b) Overtime Production**

Overview of monthly section overtime outputs (Work Units) across all sections

**c) Normal Time Production – Graph**

For each technology group (CHEM, ELEC and MECH), monthly section outputs (Work Units) are displayed as stacked graphs



## 4.2 Monthly Production

This provides a monthly summary of your section's performance records.

**Filters\*** on the right hand panel allows for the selection of months of interest, and/or examiner name(s).

In the "Examiner Name" cell, the pull down menu defaults to single value selections (i.e. the selection of all examiners or a single examiner). To select a subset of examiners, enable multiselect by clicking on the down arrow located in the top right corner of the "Examiner Name" cell and select "Multiple Values".

Colour Legends

- Normal Time
- Overtime

Month, Year of Complete..

- ☒ (All)
- ☒ July 2015
- ☒ August 2015
- ☒ September 2015
- ☒ October 2015
- ☒ November 2015
- ☒ December 2015
- ☒ January 2016
- ☒ February 2016
- ☒ March 2016
- ☒ April 2016
- ☒ May 2016

Workgroup Login

B1

Password Input

Workgroup selection

ELEC 3

Examiner Name

(All)

Last Updated

4/5/2016

Single Value

Multiple Values

Only relevant values

All values in database

Include Values

Exclude Values

Deselect

\*Note that filter selections made here will apply to the “Monthly Production”, “Products List” and “Section Detail” tabs.

The Monthly Production tab displays:

**a) Work Units (WU) Chart**

Overview of section outputs (Work Units) completed during Normal Time (Black) and during Overtime (Orange) for the selected time period

**b) Work Units Year-to-date (YTD) chart**

Overview of cumulative year-to-date monthly section outputs (Work Units) completed during Normal Time (Black) and during Overtime (Orange)

**c) Work Units**

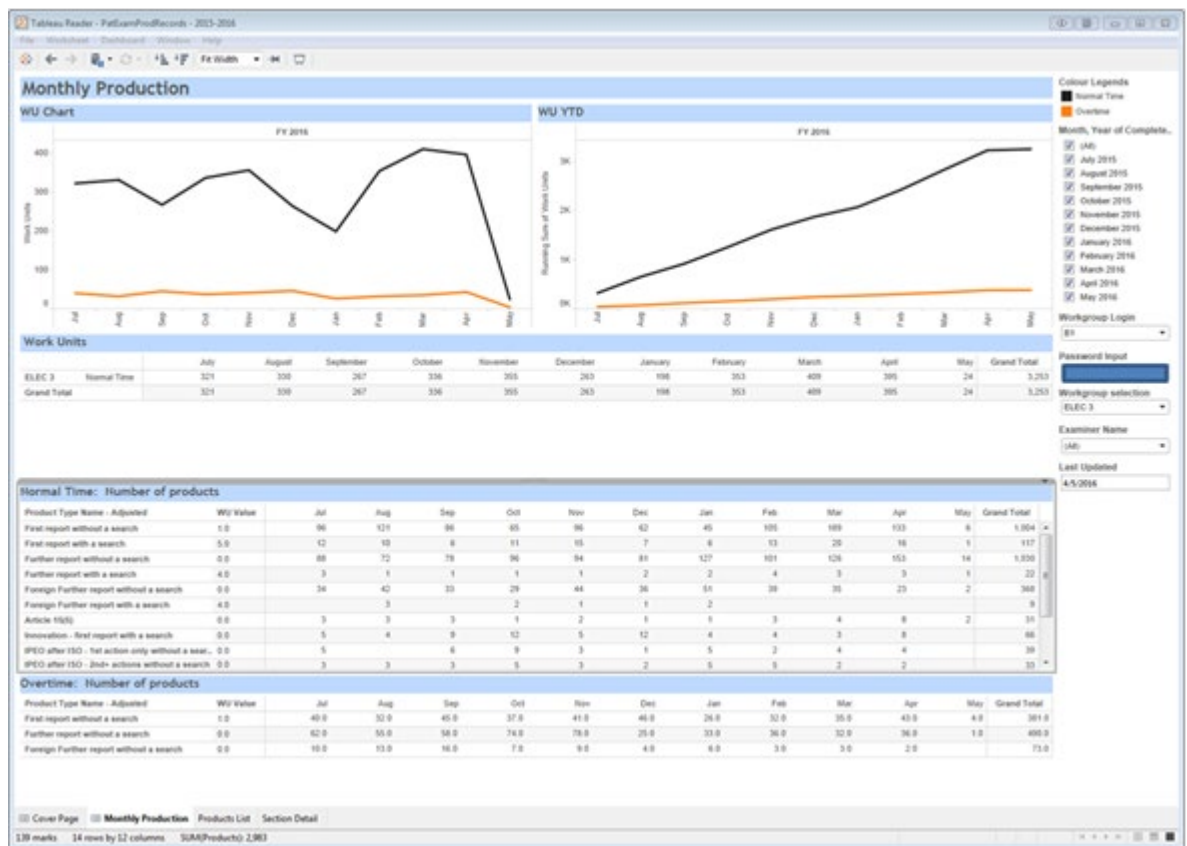
Overview of monthly section outputs (Work Units) completed during Normal Time for the selected time period

**d) Normal Time: Number of Products**

Overview of product types completed per month by the section during Normal Time for the selected time period

**e) Overtime: Number of Products**

Overview of product types completed per month by the section during Overtime for the selected time period



### 4.3 Products List

This provides details of individual products completed over the time period selected (from the filter used in the right hand panel of the Monthly Production Tab)

Tableau Reader - PatExamProdRecords - 2015-2016					
Month, Day, Year of ..	Overtime Ind..	Examiner_Name	IP Right Number	Product Type	WU
1 July 2015	Normal Time	ANDREW ELLETT	2014200101	Further report without a search	0
			2014208225	First report without a search	1
		CATHY REES	PCT-AU2015-000272	ISR + ISO with a search	4.7
		LEJLA ABAZ	2013200120	Further report without a search	0
		LILI ENG	2012238325	Further report without a search	0
		RAVI MCCOSKER	2013271625	First report without a search	1
		ROBERT FOSTER	2012382777	First report without a search	1
			2013271754	First report without a search	1
			2013293151	First report without a search	1
		SUNIL KAUL	2012217216	Further report without a search	0
	Overtime	CHARLES BERKO	2013201949	Further report without a search	0
		CHIRAG MEHTA	2012255037	Further report without a search	0
		JASON PREMNATH	2011281655	Further report without a search	0
			2012258453	Further report without a search	0
		OLUTOPE OMOGBENIGUN	2011293091	Further report without a search	0
2 July 2015	Normal Time	AMARDEEP SINGH	2012203489	Further report without a search	0
		ANDREW ELLETT	2013238429	First report without a search	1
			2014221287	First report without a search	1
		KHALID AHMAD	2012203330	Foreign Further report without a search	0
		NEIL MILLER	2015202572	First report with a search	5
		OLUTOPE OMOGBENIGUN	2010287253	Further report without a search	0
			2011307320	First report without a search	1
		PETER GARAY	2010350737	Further report without a search	0
			2013221855	First report without a search	1
			2013221868	First report without a search	1
	Overtime	AMARDEEP SINGH	2010202061	Foreign Further report without a search	0
		MD REZA E RABBI	2011232739	Foreign Further report without a search	0
			2011320742	Further report without a search	0
		SUNIL KAUL	2009350904	First report without a search	1
3 July 2015	Normal Time	AMARDEEP SINGH	2013362809	First report without a search	1
		ANDREW ELLETT	2012202862	Further report without a search	0
		BENJAMIN LAM	2013341706	Further report without a search	0
			PCT-AU2015-000231	ISR + ISO with a search	4.7
		CHARLES BERKO	2014202978	First report without a search	1
		CLINTON MCCARTHUR	2012201311	Further report without a search	0
		KANWAL PAHWA	2010200880	First report without a search	1
		LACHLAN PAGET	2010239111	Foreign Further report without a search	0
		LEJLA ABAZ	2009336872	Further report without a search	0
			PCT-AU2014-001163	IPEO after ISO - 1st action only without a search	0.3
		OLUTOPE OMOGBENIGUN	2012335624	Further report without a search	0
			2013201597	First report without a search	1
		PETER GARAY	2009295791	First report without a search	1
			2010202038	Foreign Further report without a search	0
			2010202066	Further report without a search	0
		RAVI MCCOSKER	2013222038	Foreign Further report without a search	0
		VESSELIN KOLEV	2012231737	Further report without a search	0

The Products List tab displays:

- a) **Month, Day, Year of Completion Date**  
Task completion dates
- b) **Overtime Indicator**  
Indicates if the examination task was carried out during Normal Time or Overtime.
- c) **Examiner name**  
Name of the Examiner who completed the task.
- d) **IP Right Number**  
Application number of task completed.
- e) **Product Type**  
Examination task type completed.
- f) **WU**  
Work units allocated for the Examination task based on the product type

## 4.4 Section Detail

This provides a summary of individual monthly outputs (Work Units) for the time period and Examiners selected from the filters used in the right hand panel of the Monthly Production Tab.

Tableau Reader - PatExamProdRecords - 2015-2016							
File Worksheet Window Help							
Fit Width							
		July	August	September	October	November	Grand Total
Normal Time	ADRIAN GILLMORE	100	100	100	100	100	600
	AMARDEEP SINGH	100	100	100	100	100	600
	ANDREW ELLETT	100	100	100	100	100	600
	ANDREW MUNRO	100	100	100	100	100	600
	ANDREW WALKER	100	100	100	100	100	600
	BENJAMIN LAM	100	100	100	100	100	600
	BORIS CETINICH	100	100	100	100	100	600
	CADE MCTAGGART	100	100	100	100	100	600
	CATHY REES	100	100	100	100	100	600
	CATRIONA BRUCE	100	100	100	100	100	600
	CHARLES BERKO	100	100	100	100	100	600
	CHIRAG MEHTA	100	100	100	100	100	600
	CLINTON MCCARTH..	100	100	100	100	100	600
	ELLA JUNGERTH	100	100	100	100	100	600
	HENDRIK LIEBENBE..	100	100	100	100	100	600
	HENRY BOLTON	100	100	100	100	100	600
	JASON NG	100	100	100	100	100	600
	JASON PREMNATH	100	100	100	100	100	600
	JEROME LAY	100	100	100	100	100	600
	KANWAL PAHWA	100	100	100	100	100	600
	KHALID AHMAD	100	100	100	100	100	600
	KIM UNG	100	100	100	100	100	600
	KURT TOBLER	100	100	100	100	100	600
	LACHLAN PAGET	100	100	100	100	100	600
	LEJLA ABAZ	100	100	100	100	100	600
	LILI ENG	100	100	100	100	100	600
	LUKE DAVESON	100	100	100	100	100	600
	MARTINUS VAN D..	100	100	100	100	100	600
	MATTHEW LEE	100	100	100	100	100	600
	MD REZA E RABBI	100	100	100	100	100	600
	NEIL MILLER	100	100	100	100	100	600
	NOT RECORDED	100	100	100	100	100	600
	OLUTOPE OMOGBE..	100	100	100	100	100	600
	PETER GARAY	100	100	100	100	100	600
	PETER THONG	100	100	100	100	100	600
	RACHEL POLDY	100	100	100	100	100	600
	RAFIQ UDDIN	100	100	100	100	100	600
	RAVI MCCOSKER	100	100	100	100	100	600
	ROBERT FOSTER	100	100	100	100	100	600
	ROSS STOPFORD	100	100	100	100	100	600
	SUNIL KAUL	100	100	100	100	100	600
	TIM YANG	100	100	100	100	100	600
	VESSELIN KOLEV	100	100	100	100	100	600
	VESSELIN KOLEV	100	100	100	100	100	600
	VICTOR MALUKI	100	100	100	100	100	600
	VIVEK JOSHI	100	100	100	100	100	600
	YAMER SIMON	100	100	100	100	100	600

Cover Page

Monthly Production

Products List

Section Detail

226 marks49 rows by 6 columnsSUM of AGG(Work Units): 1,609.1

## 5. Data Sources and Accuracy

### 5.1 Data Sources

For the Patents Production Reporting System, production data is currently sourced as follows:

Work Types	Data Source
Acceptance tasks	PAMS
All National work with the exception of Acceptance tasks	DocGen
All International work	INTESS

### 5.2 Data Accuracy

In order for production data to be properly captured, Examiner details will need to be recorded correctly in the sources identified below:

#### 5.2.1 PAMS

**2012290086**

Examination Details

Main

App No: 2012290086 Status: FILED

Patent Type: Standard Complete First IPC: A61F 2/14

Title: Intraocular implant cell migration inhibition system

Exam Section: MECH 4 - I Examiner: cpaxin

Ref. to Exam

Search/Opinion Related Apps...

Exam Request Details

Examination Direction Date: 24 Mar 2015

**EXAM REQUEST - 2012290086**

Request for Examination

SR Type: EXAM FULL Filing Date: 11 May 2015

Appl Status: FILED Exam Direction Date: 24 Mar 2015

Batch No: SPBM-0000606 Customer Ref: M50054941

Expedited Examination

Expedited Examination Requested: ☐ Yes ☒ No

Expedited Examination Granted: ☐ Yes ☒ No

(Delegate with delegation for Reg 3.17(2))

IPER

PCT Number: PCT/US2012/049176

IPER Issued by IP Australia for this application: ☐ Yes ☒ No

Search Results

Search Results Lodged with this Service Request: ☐ Yes ☒ No

Postpone Acceptance

Request to Postpone Acceptance lodged with this Service Request: ☒ Yes ☐ No

Paid Status: PAID Paid Date: 11 May 2015

SR Status: FILED Comment: ☒ ...

Original Search Required: \* ☐ Yes ☒ No

Original Search Status:

Overtime: \* ☐ Yes ☒ No

Proceed To Acceptance ☐

Select "Yes" where a search involving a 3 person team has been conducted. Selecting "Yes" results in a first/further report with a search being recorded.  
Select "No" where no search was done or where only a top-up search was done.

## 5.2.2 INTESS

ISR/ISO:

~PCT SEARCH Properties (intess:9060)

Name: PCT SEARCH

Fields:

**PCT Search Type Catalogue**

Application Number: PCT-AU2011-001549

Admin Officer: Simon Henkel

Search Action Type: ISR & ISO

Earlier Search Application Number:

Earlier Search Examiner:

Search Fee Refundable (%):

Search received by ISA: ☒ 9/12/2011

Date Sent to Examination Section: ☒ 9/12/2011

Customer Service Charter due date: ☒ 17/02/2012

Final Date for Action Type: ☒ 9/03/2012

Broad IPC Mark: A61J

US Excluded Technology:

ISA/202 sent to US Date: ☐ 27/04/2016

US Notification ISA/AU not Competent Sent Date: ☒ 27/04/2016

First IPC Mark:

Examination Section: MECH 4

Examiner:

Supervisor (if Examiner pre-AD):

Date left Examination Section: ☒ 27/04/2016

Search Report Dispatch Date: ☒ 23/01/2012

Citation Sales Order No.:

Request for Sequence Listing Sent Date: ☐ 27/04/2016

Request for Sequence Listing Due Date: ☐ 27/04/2016

Number of Additional Fees Requested:

Request Additional Search Fees Sent Date: ☐ 27/04/2016

Additional Search Fees Due Date: ☐ 27/04/2016

Request Additional Search Fees Response Date: ☐ 27/04/2016

Number of Additional Search Fees Paid: This is filled by the PCT unit

Paid under Protest:

OK Close Apply

Examiners are reminded to also fill in the IPC mark as well as Supervisor details (if below AD)

## IPEOs/IPRP II:

Fields:

**PCT Exam Type Catalogue**

Application Number: PCT-AU2014-050271

Admin Officer: Uththara Vigneswaran

Exam Action Type: Demand

Action Filing Date: 10/08/2015

Demand Fee Status: Paid

Action Withdrawn Date: 14/06/2016

IPEA/403 Demand Fee Notice Sent Date: 14/06/2016

IPEA/404 Demand Defect Notice Sent Date: 14/06/2016

IPEA/424 Article 34 Request Sent: 14/06/2016

IPEA/424 Article 34 Amendments Received: Yes

22 Month Date (PCT only): 8/08/2015

Customer Service Charter due date: 7/09/2015

Final Date for Action Type: 8/02/2016

Date Sent to Examination Section: 12/08/2015

First IPC Mark: G01R31/36

**Examination Section:** ELEC 2

**Examiner:** Abhinay Mukunthan

**Supervisor (if Examiner pre-AD):**

Number of Additional Fees Requested:

Additional Exam Fees Sent Date: 14/06/2016

Additional Exam Fees Due Date: 14/06/2016

Number of Additional Exam Fees Paid:

Paid under Protest:

Decision on Protest:

**Date left Examination Section:** 3/02/2016

IPRP2/Examination Report Dispatch Date: 4/02/2016

Remarks: Final date for IPRP II is 8/2/2016

Opinion Dispatch Date: 7/09/2015

“Date left Examination Section” field is to be filled in for the 1<sup>st</sup> Demand action worth 0.3 points. This can be either a Written Opinion No.2 or an IPRP II.

Fields:

**First Response Examination Section:** ELEC 2

**First Response Examiner:** Abhinay Mukunthan

**First Response Supervisor (if Examiner pre-AD):**

**First Response Date left Examination Section:** 4/09/2015

**First Response Opinion Dispatch Date:** 7/12/2015

**Second Response Examination Section:** ELEC 2

**Second Response Examiner:** Abhinay Mukunthan

**Second Response Supervisor (if Examiner pre-AD):**

**Second Response Date left Examination Section:** 3/12/2015

“\_\_First Response Date left Examination Section” field is to be filled in in response to the “First response received” (i.e. either a Written Opinion No.3 or an IPRP II) or for the establishment of an IPRP II in the event that no response has been received and the 28 month deadline from the EPD is approaching.

“\_\_Second Response Date left Examination Section” field is to be filled in in response to the “Second response received” (i.e. either a Written Opinion No.4 or an IPRP II) or for the establishment of an IPRP II in the event that no response has been received and the 28 month deadline from the EPD is approaching.

The same logic follows for Third Response Date Left Examination Section and Fourth Response Date Left Examination Section (if required).

### 5.2.3 Telephone Directory

Last Name	McCarthur
First Name	Clinton
Title	
Job Title	Senior Examiner, C4
Responsibilities	
Job Function	
Qualifications	
Subject Matter/Expert	
Extension	7924
Mobile	
E Mail	clinton.mccarthur@ipaustalia.gov.au
Languages Spoken	

Business		OTHER	
Building	Discovery	Department	IP Australia
Floor	N3	Section	ELEC 3 – Computing
Room No.	F26	Address	47 Bowes Street Phillip
Direct Number	0262837924	City	
Fax		State	ACT
Manager		Post Code	2606
See Also		Country	

### 5.2.4 DocGen

Examiner details on the Contacts section is sourced from Telephone Directory:

**Contacts**

Application Number: 2013201406 Document Name: Examination Report No. 1

Examiner Name *	Clinton McCarthur
Examiner Section *	ELEC 3 – Computing
Examiner Section Name *	Electrical
Examiner Phone Number *	(02) 6283 7924

Submit

## Basis of the Report

Application Number: **2013200123**

[Click here to access Patents Manual](#)

Is this an accelerated examination request under the Patent Prosecution Highway? 

- ☐ Yes  
☒ No

Is this case being examined during overtime? 

- ☐ Yes  
☒ No

Is this a corrected version of a previous report? 

- ☐ Yes  
☒ No

“Select ‘Yes’ only if you have already sent the Examination Report to the applicant. If the report has already been sent, ensure that this report number has been incremented in PAMS by 1 compared to the previous report. See MPP 5.6.1.11 for more information on how to do this.”

## Report Formulation

Application Number: **2013200123**

[Click here to access Patents Manual](#)

Last Objection number from Last Report \*

0

Do you wish to insert additional comments in the introductory paragraph?

- ☐ Yes  
☒ No

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

- ☐ Yes  
☒ No

Was a search conducted? \*

- ☐ Yes, and I formed a search team  
☐ Yes, but I did not form a search team  
☒ No

Do you have any citations?

- ☒ Yes  
☐ No

Select “Yes, and I formed a search team” where a search involving a 3 person team has been conducted. Selecting “Yes” results in a first/further report with a search being recorded.  
Select “Yes, but I did not form search team” when a top-up search was done and no additional Work Units being claimed.  
Select “No” where no search was done.

### 5.2.5 Doing work from another Section

Examiners performing work for another Section (e.g. doing overtime work from another Section's In-Tray) will have to manually update their Section information in PAMS.

2012290086

Examination Details

Main

App No: 2012290086 Status: FILED

Patent Type: Standard Complete First IPC: A61F 2/14

Title: Intraocular implant cell migration inhibition system

Exam Section: MECH 4 - I Examiner: cpaxin

Ref. to Exam

Search/Opinion Related Apps...

Exam Request Details

Examination Direction Date: 24 Mar 2015

## **6. Contacts for Issues**

### **6.1 *Issues with installing Tableau Reader***

Please contact Service Centre on x3100 for assistance.

### **6.2 *Issues with password/access***

Please contact Will Findlay on x2018 or your section's ESG representative.

### **6.3 *Issues with navigating/understanding the workbook***

Please contact Will Findlay on x2018 or your section's ESG representative.

### **6.4 *Issues with data discrepancies in the workbook***

If you believe that there are issues with the data presented (for example, missing work units or products), please send an email to your supervising examiner who will then forward them on to the PAPR team for resolution.