# **CUBA Desktop Client User Guide**



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## **Version Control**

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1.1.2	12/00/2013	MUCU SHAKUNG	screenshots	VITL



#### **1. INTRODUCTION**

This document contains a step by step guide for CUBA (CIPC Utility for Bulk Applications) users. It will enable the users to utilize the functionality that the application contains.

### 2. PURPOSE OF THE CUBA USER GUIDE

This document serves as a guide on how to use CUBA Desktop Client and it comprehends the installation process of the application.

#### 3. INSTALLATION

#### 3.1 SOFTWARE PREREQUISITES

The PC utilized must have the following software installed:

- Windows 7/8/XP/Vista
- Microsoft .net Framework 4.0
- CUBA Desktop Client (latest version 1.0.0.6)
- Internet connection
- Windows Installer 3.1

#### 3.2 USER LOGIN PREREQUISITES

The user should already have the following:

- Username and password
- Test Data:
  - xml file
  - Word document
  - Invalid xml file
- An electronic digital certificate

#### 3.3 INSTALLATION CUBA DESKTOP

In order to download and install CUBA Desktop; enter the following link on your web browser: <u>http://efile.cipc.co.za/Downloads.aspx</u>

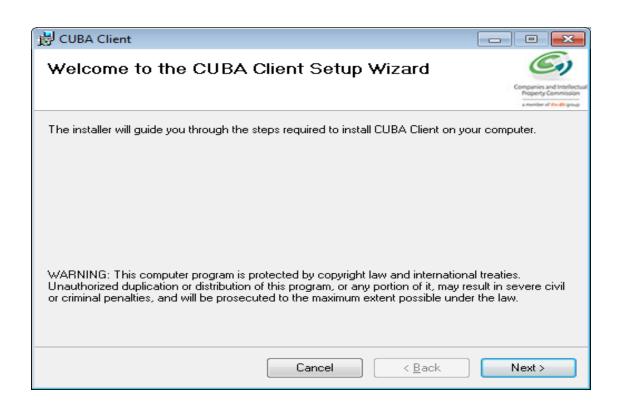


The first screen that will appear displays the latest version of CUBA as well as the link for downloading CUBA.

1. Click on the link first link *Installer Version*, as shown below:

	Download CUBA Desktop Client and XML Schema(Test Version) Last updated on : Aug 14 2013 9:00AM CUBA Desktop Client Installer Version 1.0.06 CUBA Desktop Client Executable Version 1.0.06 CUBA Desktop Client Executable Version 1.0.06 CIPC XML Schema	
	© Copyright 2013 CIPC	
CUBA_ClientSetup (4).msi 3.8/3.8 MB, 0 secs left		Show all downloads ×

- 2. Click on the dropdown list and select open.
- 3. Run file CUBA\_ClientSetup.msi
- 4. After running the CUBA\_ClientSetup.msi, the following screen will appear:





5. Continue with the installation by continuously clicking the **Next** button until the following screen is shown.

谩 CUBA Client	
Installation Complete	C)
	Companies and Intellectual Property Commission
CUBA Client has been successfully installed.	Transfer in or of during
Click "Close" to exit.	
Please use Windows Update to check for any critical updates to the .NET Fran	nework.
Cancel < <u>B</u> ack	

 Click Close. The CUBA Client shortcut /Icon will be displayed on your desktop. Find the CUBA Client short cut on your desktop.



-Double Click the icon to open CUBA Client



By default the application creates a folder on the **C:\CUBAFolder**.



## 4. CUBA LOGIN

The user will be directed to this page after clicking the icon on the desktop. The user should enter

their login credentials: Username and password

GUBA Client	and a second		- 0 X
Upload View Messages HistoryLogs Settings Help Exit			
🥵 Upload 🧕 Submitted 📫 Not Submitted 🖌 Validated 📋 Show All 🥹 Submission Error 🥌 In Progress 🥹 Processed 🔒 Lock 📼 🔹			E Select All
Batch Name Date Uploader	d File Type	Status	Select
CUBA Desktop Client         Viername:         Password:         Login			
	Refresh	Validate	Submit
Status: Ready			Username:

Figure 1: CUBA Login page

The user should click the **login** button after entering their credentials.

NB: The application may take time to authenticate if you are using the application for the first time.

## **5. SETTINGS**

It is advisable to change settings on CUBA before any activities take place. On the menu toolbar, the user should click on **Settings** 

To change the operational folders click on **Settings** then select **Defaults** shown below:

👔 CUBA Client	
Upload View Messages History Logs	Settings Help Exit
😺 Upload 🛛 🍓 Submitted 🛛 🖶 Not Subm	🚯 Defaults Show All 😣 Submission Error 🛭 🍲 In Progress 😔 Processed 🔒 Lock
	8 User Settings
Batch Name	🔒 Security & Logs
	V Signing Settings

#### Figure 2: Settings menu

The default screen will be displayed as shown below:



Default Settings           Processing Settings         Folder Settings				x
Folder Settings				
Overwrite existing files	No		•	
Allow offline login	Yes		•	
Auto watch folder for new XML files	Yes		•	
Auto submit XML files	Yes		•	
Clear temporary files at logon	Yes		•	
		Restore Defaults	Save All	Close



The Defaults settings screen above consists of the **Processing Settings** tab and **Folder Settings** tab.

The Processing Settings tab entails the following settings that can be changed:

- a) Overwrite existing files- The user can decide what action to be taken when uploading duplicate xml files. By selecting "Yes", the files will be overwritten without warning. "No"- Does not allow users to overwrite files without warning during File Upload.
- b) Allow offline login- The purpose of this setting is to allow the user to choose to have accessibility to CUBA with or without network connection.
   When you select "Yes" it will allow you to be authenticated locally, without internet connection. The "No" option requires the user to be always connected to the internet.



c) Auto watch folder for new XML files- This setting allows the user two options of uploading an xml file; either automatically or manually.

The "Yes" option allows you to dump files into a folder (Auto watch folder path) so that the system auto uploads them into CUBA Client. Files that are dumped in this folder will automatically be available on the uploaded files on the application. The application will not allow files to be automatically uploaded when choosing the "No" option. When dumping the files in the Auto watch folder path, the files will not be processed until you manually upload them.

*d)* Auto submit XML files- This setting allows you to submit files automatically when checking the following statement on the Automatic digital signing window (see Settings> Signing Settings) which states *"I agree to using my electronic digital certificate to allow CUBA Client Desktop system to automatically validate digitally sign, submit xml files in the background without user intervention"*

By selecting *"Yes"* this allows the XML files to be submitted automatically; this means that the xml files will be validated and submitted automatically (in the back end).

The "No" option means that the user is required to upload, validate and submit the XML files manually.

e) Clear temporary files at logon- This setting is necessary to control the performance of the application, files that are not cleared will take up most of the space in the application hence it is advisable that you select the *"Yes"* option.

By selecting "Yes"; temporary files will be deleted when logging in again. Files will not be saved when choosing the "No" option.



🛞 Default Settings		X
Processing Settings Folder Settings		
New XML uploads path	C:\CUBAFolder\NewXML\	Browse
User log folder path	C:\CUBAFolder\UserSettings\	Browse
Auto watch folder path	C:\CUBAFolder\	Browse
Error XML folder path	C:\CUBAFolder\ErrorXML\	Browse
Verified XML folder path	C:\CUBAFolder\VenfiedXML\	Browse
Processed XML folder path	C:\CUBAFolder\ProcessedXML\	Browse
Default XML source	C:\EJournal\ProcesedXML\Trademarks\	Browse
Deleted XML folder path	C:\CUBAFolder\DeletedXML\	Browse
Uploads log folder path	C:\CUBAFolder\UploadLog\	Browse
Updates log folder path	C:\CUBAFolder\UploadLog\	Browse
CUBA application updates folder	C:\CUBAFolder\CUBAUpdates\	Browse
Processed files backup folder	C:\CUBAFolder\VenfiedXMLBackup\	Browse
Error log path	C:\CUBAFolder\UploadLog\	Browse
	Restore Defaults Save All	Close

Figure 4: Folder Settings window

The above screen displays the **Folder Settings** tab. The fields are titled and allow the user the option to browse for the file they wish to extract from.



## 6. UPLOADING XML FILES

Users need to upload files into CUBA. There are two ways in which the user can upload files in CUBA Client: Manual Upload, and Auto Upload.

🕼 Upload

Icon.

#### 6.1 MANUAL UPLOAD

To manually upload an XML file click on the Upload menu or the

	Trade Marks -		📄 Sele
Batch N Upload	Date Uploaded	File Type St	atus Select

Figure 5: Upload icon

When submitting manually the following window will appear; this will enable the user to browse for files to they want to upload.



Upload Files		
C:\EJournal\ProcesedXML\Trademarks\		Browse
File name	Upload Status	
	Upload	Cancel

#### Figure 6: Upload files window

- 1) Click the Browse button to find XML files to upload.
- 2) After Clicking Browse, navigate to and select an XML File
- 3) Click Open
- 4) After clicking open the user will be taken back to the above screen
- 5) On the Upload files Screen, click the **Upload** button.

Note: The uploaded files will now be included in the list of uploaded files.

#### 6.2 AUTO UPLOAD

The second option is to automatically upload. The following steps will take you through the process of automatically uploading an xml file:

- 1) Click Settings> Defaults
- 2) On the settings screen, Set the Auto watch folder for new XML files option to Yes
- 3) Note the folder specified in the Auto watch folder path setting
- 4) Paste an XML file in the folder specified in the **Auto watch folder path**.



All XML compliant files can be uploaded, but only known XML file types can successfully validate.

5) Once processed, the file pasted above will appear in the list of submitted files.



## All XML compliant files can be uploaded, but only known XML file types can successfully validate.



The user should access the C:\CUBAFolder, as shown below:

✓ Somputer ► Local Disk (C:) ►						
nize 🔻 🔚 Open 🛛 Include in library 🔻 Share with 🔻 Burn 🛛 New folder						
avorites	Name	Date modified	Туре	Size		
Desktop	UBAFolder	2013/07/25 01:06	File folder			
Downloads	📕 EJournal	2013/07/25 12:55	File folder			
Dropbox	퉬 Intel	2013/07/22 10:18	File folder			
Recent Places	Perfl.ogs	2009/07/14 05:20	File folder			

#### Figure 7: C:\CUBAFolder

The screen below shows the xml files (highlighted) that have been pasted within the CUBAFolder

Organize 🔻 🛛 Include in	ibrary ▼ Share with ▼ Burn	New folder		
🔆 Favorites	Name	Date modified	Туре	Size
🧮 Desktop	CUBAUpdates	2013/07/25 12:55	File folder	
🐌 Downloads	DeletedXML	2013/07/25 12:55	File folder	
💝 Dropbox	ErrorXML	2013/07/25 12:55	File folder	
🖳 Recent Places	퉬 NewXML	2013/07/25 03:11	File folder	
	ProcessedXML	2013/07/25 12:55	File folder	
🧃 Libraries	鷆 TempDocuments	2013/07/25 12:55	File folder	
Documents	鷆 TempImages	2013/07/25 12:55	File folder	
J Music	鷆 UploadLog	2013/07/25 01:06	File folder	
Pictures	🐌 UserSettings	2013/07/25 12:55	File folder	
🛃 Videos	VerifiedXML	2013/07/25 01:32	File folder	
	📗 VerifiedXMLBackup	2013/07/25 01:32	File folder	
🖳 Computer	CopyrightXML9056	2013/07/25 01:02	XML Document	3 087 k
鑑 Local Disk (C:)	CopyrightXML9057	2013/07/25 01:01	XML Document	3 087 k
RECOVERY (D:)	DesignNEWSHEMANew5201	2013/07/25 01:02	XML Document	2 079 k
Image: HP_TOOLS (E:)	DesignNEWSHEMANew5202	2013/07/25 01:01	XML Document	2 079 k
👝 New Volume (G:)	DPCT25_TEST04New	2013/07/25 01:02	XML Document	2 044 k
🙀 Shared Drives (\\10.(	DPCT25_TEST04New1	2013/07/25 01:03	XML Document	2 044 k
	P1P_ProvTT52100	2013/07/25 01:01	XML Document	962 k
📬 Network	P1P_ProvTT52101	2013/07/25 01:03	XML Document	962 k
	PT1_SWORDP1COMP1	2013/07/25 01:02	XML Document	371 k
	PT1_SWORDP1COMP2	2013/07/25 01:03	XML Document	371 K

#### Figure 8: xml files pasted

Within a few seconds, all the xml files will disappear. This means that the xml files have been uploaded in CUBA Desktop Client.

To see the files, return to CUBA Desktop Client, and **refresh** the page, as shown in the screen below:



Upload View Messages History Logs Settings Help Exit 🥩 Upload 🌎 Submitted 🚽 Not Submitted 🖌 Validated 📄 Show All 🍚 Submission Error 🦛 In F	Progress 🧐 Processed   🔒 Lock 🛛 🔽		آًا Se
Batch Name			Select
CopyrightXML9056.xml	2013-07-25 01:06:42 RF1	Validated	
CopyrightXML9057.xml	2013-07-25 01:06:42 RF1		
DesignNEWSHEMANew5201.xml	2013-07-25 01:06:42 DS1		
DesignNEWSHEMANew5202.xml	2013-07-25 01:06:42 DS1	Not Submitted	
+ DPCT25_TEST04New.xml	2013-07-25 01:06:42 PCT	Validated	
DPCT25_TEST04New1.xml	2013-07-25 01:06:42 PCT	Not Submitted	
P1P_ProvTT52100.xml	2013-07-25 01:06:42 P1P	Not Submitted	
F P1P_ProvTT52101.xml	2013-07-25 01:06:42 P1P	Validated	
F PT1_SWORDP1COMP1.xml	2013-07-25 01:06:42 P1C	Not Submitted	
F PT1_SWORDP1C0MP2.xml	2013-07-25 01:06:42 P1C	Validated	
CopyrightXML9056.xml	2013-07-25 03:11:17 RF1	Validated	
CopyrightXML9057.xml	2013-07-25 03:11:17 RF1	Not Submitted	
DesignNEWSHEMANew5201.xml	2013-07-25 03:11:17 DS1	Not Submitted	
DesignNEWSHEMANew5202.xml	2013-07-25 03:11:17 DS1	Not Submitted	
DPCT25_TEST04New.xml	2013-07-25 03:11:17 PCT	Not Submitted	
DPCT25_TEST04New1.xml	2013-07-25 03:11:17 PCT	Not Submitted	
+ P1P_ProvTT52100.xml	2013-07-25 03:11:17 P1P	Not Submitted	
+ P1P_ProvTT52101.xml	2013-07-25 03:11:17 P1P	Not Submitted	
PT1_SWORDP1COMP1.xml	2013-07-25 03:11:17 P1C	Not Submitted	
PT1_SWORDP1COMP2.xml	2013-07-25 03:11:17 P1C	Not Submitted	
CopyrightXML9056.xml	2013-07-25 03:11:37 RF1	Validated	
CopyrightXML9057.xml	2013-07-25 03:11:37 RF1	Not Submitted	
DesignNEWSHEMANew5201.xml	2013-07-25 03:11:37 DS1	Not Submitted	
E DesignNEWSHEMANew5202 xml	2013-07-25.03:11:37 DS1	Not Submitted	
All (20)			_
All (30)		Refresh Validate	e Subi

Figure 9: CUBA Desktop Client uploaded xml files

The list of xml files will appear in a data grid. The status of those xml files should be "Not submitted"

## 7. VALIDATING XML FILES

Validation is performed only to check if the required fields have been completed.

All uploaded files are visible in the data grid. To validate a <u>single XML</u> file; right click it and select **Validate**.

CUBA Client	-	and in the second	Access for a second second	
Upload View Messages History	/ Logs	Settings Help E	xit	
🥩 Upload   🍓 Submitted   🕂 N	ot Sub	omitted 🛛 💎 Validated	📋 Show All 😧 Submission Error 🥌 In Progress 🥹 Processed 🔒 Lock	•
Batch Name				Date Uploa
+ CopyrightXML9056.xml				2013-07-25
+ CopyrightXML9057.xml				2013-07-25
+ DesignNEWSHEMANew5201.xml				2013-07-25
+ DesignNEWSHEMANew5202.xml	D.	16	1	2013-07-25
+ DPCT25_TEST04New.xml		View Validate		2013-07-25
DPCT25_TEST04New1.xml				2013-07-25
P1P_ProvTT52100.xml		Sign & Submit Delete		2013-07-25
+ P1P_ProvTT52101.xml				2013-07-25
PT1_SWORDP1COMP1.xml	2			2013-07-25
+ PT1_SWORDP1COMP2.xml		Properties		2013-07-25
+ CopyrightXML9056.xml				2013-07-25
+ CopyrightXML9057.xml				2013-07-25

Figure 10: Validate single xml file

To validate <u>multiple</u> XML files, select the check box next to the file that you want to validate. Click the **Validate** button on the bottom right corner of **CUBA Client**'s main screen.



To validate <u>all</u> XML files, click on the **Select all** icon and all the files will be checked. Click on the **Validate** button at the bottom right corner of CUBA Client's main screen as shown below:

Batch Name	Date Uploaded	File Type St	tatus S	Select
CopyrightXML9056.xml	2013-07-25 01:06:42	RF1 Va	lidated	<b>V</b>
CopyrightXML9057.xml	2013-07-25 01:06:42	RF1 Va	lidated	<b>V</b>
DesignNEWSHEMANew5201.xml	2013-07-25 01:06:42	DS1 Va	lidated	V
DesignNEWSHEMANew5202.xml	2013-07-25 01:06:42	DS1 Su	Ibmitted	<b>V</b>
DPCT25_TEST04New.xml	2013-07-25 01:06:42	PCT Va	lidated	<b>V</b>
P1P_ProvTT52100.xml	2013-07-25 01:06:42	P1P No	ot Submitted	
P1P_ProvTT52101.xml	2013-07-25 01:06:42	P1P Va	lidated	V
PT1_SWORDP1COMP1.xml	2013-07-25 01:06:42	P1C No	ot Submitted	
CopyrightXML9056.xml	2013-07-25 03:11:17	RF1 Va	lidated	<b>V</b>
CopyrightXML9057.xml	2013-07-25 03:11:17	RF1 Va	lidated	<b>V</b>
DesignNEWSHEMANew5201.xml	2013-07-25 03:11:17	DS1 No	ot Submitted	V
DesignNEWSHEMANew5202.xml	2013-07-25 03:11:17	DS1 Su	Ibmitted	V
DPCT25_TEST04New.xml	2013-07-25 03:11:17	PCT Va	lidated	V
P1P_ProvTT52100.xml	2013-07-25 03:11:17	P1P No	ot Submitted	
P1P_ProvTT52101.xml	2013-07-25 03:11:17	P1P No	ot Submitted	
PT1_SWORDP1COMP1.xml	2013-07-25 03:11:17	P1C No	ot Submitted	<b>V</b>
CopyrightXML9056.xml	2013-07-25 03:11:37	RF1 Va	lidated	<b>V</b>
CopyrightXML9057.xml	2013-07-25 03:11:37	RF1 Va	lidated	V
DesignNEWSHEMANew5201.xml	2013-07-25 03:11:37	DS1 No	ot Submitted	V
DesignNEWSHEMANew5202.xml	2013-07-25 03:11:37	DS1 Su	bmitted	$\checkmark$
DPCT25_TEST04New.xml	2013-07-25 03:11:37	PCT Va	lidated	V
P1P_ProvTT52100.xml	2013-07-25 03:11:37	P1P No	ot Submitted	V
P1P_ProvTT52101.xml	2013-07-25 03:11:37	P1P No	ot Submitted	<b>v</b>
PT1_SWORDP1COMP1 xml	2013-07-25.03-11-37	P1C No	ot Submitted	

Figure 11: Validate multiple xml file

### **8. SUBMITTING XML FILES**

Only files that have been validated successfully can be submitted.

To submit, right click a validated XML file and click **Sign and submit** on the context menu.

<b>3</b>	CUBA CI	ient								Color In
U	pload	View	Messag	ges	History Logs Setti	ngs Help	Exit			
4	🔓 Uploa	ad [	Submit	tted	Not Submitted	🗸 Valida	ted 📋	Show All	🛞 Sul	bmission Errc
	Batch	Name								
÷	Copyrig	ghtXML	9056.xm	d -						
÷	Copyrig	ghtXML	9057.xr		10	1				
÷	Design	NEWSF	HEMAN		View					
÷	Design	NEWSH		() ()	Validate					
÷	DPCT2	25_TEST	F04Nev	<b>9</b>	Sign & Submit					
		25_TEST		×	Delete					
		rovTT52		2	Refresh					
			2101.xn-	_	Properties					
			P1COMP		ป					

Figure 12: Sign and Submit xml file





The Terms and Conditions window will appear. The user should read them thoroughly and accept them by selecting the "I agree" option.

arrow and Conditions	
CIPC IP e-Services Terms and Conditions	
In these Terms and Conditions (referred to as "the Agreement") "you" and "your" refers to all CIPC customers making use of the IP e-services offerings, "we", "us" and "our" refers to CIPC and "Service" refers to the services provided by CIPC through the CIPC IP e-services. This Agreement sets out CIPC's obligations to you, and sets out your obligations to CIPC while accessing and using the CIPC IP e-service	
Please read this Agreement carefully before accessing or using the CIPC IP e-Services. By accessing or using the IP e-Services, you agree I and conditions of the Agreement. Violation of the Agreement will result in suspension of your CIPC user account.	to be bound by the terms
Definitions	
"browser" means a computer program which allows a person to read hyperlinked data messages; "CIPC" means the Companies and Intellectual Property Commission; "CIPC CUBA web site" "content" means, include but not limited to, software and material;	
"customer" means a visitor who is - (1) registered for IP e-services via the "Customer Registration" facility on the CIPC web site; and (2) transacts with CIPC via the CIPC CUBA website?? Again there is no CUBA website? "data" means electronic representations of information in any form; "discontinue service" means the withdrawal of the offering or functionality of a service in part or in total; "ECT" means the Electronic Communications and Transactions Act, 2002 (Act No. 25 of 2002) "fora" means, including but not limited to, bulletin boards, chat rooms and other public areas found on the CIPC CUBA web site; "material" means, including but not limited to, text, submissions, images, audio and/or video in whole or in part; "service" means, including but not limited to, any images or files incorporated in or generated by the software or data accompanyi	
"submissions" means, including but not limited to, notes, images, creative materials, ideas, suggestions, concepts, communication inclu comments and other information submitted in the CIPC CUBA web site ????via transmission by electronic mail or otherwise; "visitor" means a person who uses and/or accesses computer software and/or material via the CIPC CUBA web site.	Joing any data,questions,
Service conditions, accessibility and delivery	L.,
Do you agree to the CIPC terms and conditions mentioned above?	I do not agree
	Cancel Continue



🕹 Terms and Conditions 📃 🗉 🕺	
CIPC IP e-Services Terms and Conditions	-
In these Terms and Conditions (referred to as "the Agreement") "you" and "your" refers to all CIPC customers making use of the IP e-services offerings, "we", "us" and "our" refers to the Services provided by CIPC through the CIPC IP e-services. "Service" refers to the services provided by CIPC through the CIPC IP e-services. This Agreement sets out CIPC's obligations to you, and sets out your obligations to CIPC while accessing and using the CIPC IP e-services Please read this Agreement carefully before accessing or using the CIPC IP e-Services. By accessing or using the IP e-Services, you agree to be bound by the terms and conditions of the Agreement. Violation of the Agreement will result in suspension of your CIPC user account.	
DefinitionSubmit	
"browse "CIPC" You are about to submit a new Trade Mark xml with batch number TESTCMSGCLA78ST5 containing 10 records. The estimated batch cost is R5900.	
"CIPC C "conter "custom (1) (2) "data" "discont "ECT" "Tora"	
Trateria Terrice Softwar So	
"submist	
Service conditions, accessibility and delivery	
Do you agree to the CIPC terms and conditions mentioned above? <ul> <li>I do not agree</li> </ul>	•
Cancel Continue	;]

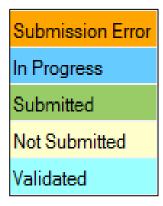
The user will then be requested to enter their digital certificate and password for safety purposes.

Digital Signing		
Certificate Path	D:\Development\Jeminah_F2FCert.pfx	<u></u>
Certificate Password	1	
Serial Number		
Expiry Date		
Certificate Email		
Organisation		
lssuer		I
Friendly Name		
Allow CUBA to au	comatically sign and submit XML files using this signature.	
۲ <u>ــــــــــــــــــــــــــــــــــــ</u>	Verify Continue Cance	



## 9. VIEWING XML FILES

There are different statuses for each activity; these statuses are represented by the following colours:



- The file has been submitted and is being processed in CUBA server the status will change to "In progress"
- When the file has been submitted to the server the status will be "Submitted"
- "Not Submitted" is the default status after an XML batch has been uploaded
- When the file has been successfully validated against the XML Schema the status will be "Validated"

The user can choose to display XML files of a particular status only. By doing so, click on the **View** Menu and select the status you wish the xml files to be displayed in.

-	CUBA CI	lient								100.00	terms of 2 dataset	and have	
U	pload	View	Messages	Histo	ry Logs	Settings	Help E	xit					
1	🔒 Uplo	6	Submitted		Not Subn	nitted 🛛 🚽	Validated	📄 Show A	dl 😧 Sub	omission Error	🚮 In Progres	s 🕘 Processed	🔒 Lock
			In Progress								•		. —
	Batch	3	Processed										
+	Copyri	4	Not Submitted										
	Copyri	-	Validated										
	Desig		Error XML										
+	Desig	Ē	Show All										
+	DPCT2	25_TE	ST04New.xml										
	DROT	-	07040										

There are other ways to access the different view options, and they will be explained as follows:

 Submitted – All the files that have been submitted to the server will be displayed. Click the Submitted Icon (in red) to view the submitted files.



CUBA Client	
Upload View Messages History Logs Settings Help Exit	
😵 Upload 💽 Submitted 🚽 Not Submitted 🖌 Validated 📋 Show All 😔 Submission Error 🦃 In Progress 🥹 Processed 🔒 Lock	•
Batch Name Submitted	Date Uplo

Not Submitted – Displays all files that have been uploaded but have not yet been submitted.
 Click the Not Submitted Icon (in red) to view the files that are not yet submitted.

CUBA Client	
Upload View Messages <u>History Logs Settings</u> Help Exit	
🕼 Upload   🌑 Submitted 📑 Not Submitted 🖌 🎸 Validated   📋 Show All 😡 Submission Error 🛛 🐲 In Progress 🥹 Processed   🔒 Lock 📔	•
Not Submitted	
Batch Name	Date Upload

3) **Validated** –Ffiles that have been successfully validated against the XML Schema will be displayed. Click the **Validated** Icon (in red) to view the validated files.

CUBA Client	(db for lash 1) futured. Mount for	
Upload View Messages	History Logs Settings Help Exit	
😺 Upload 🛛 🍓 Submitted	📫 Not Submitted 📝 Validated 📋 Show All 闷 Submission Error 🦛 In Progress 🥹 Processed 🔒 Lock 📃	•
Batch Name	Validated	Date Uplo

Error XML – Displays all XML Files that have had errors while submitting. Click the Error XML
 Icon (in red) to view the Error XML files.

📲 CUBA CI	lient		(d) in lot () Adved. Moud Ref.	
Upload	View	/ Messages	History Logs Settings Help Exit	
🤹 Uplo	٥	Submitted	Not Submitted 🛛 🗸 Validated 📋 Show All 😣 Submission Error 🦃 In Progress 🥹 Processed 🔒 Lock	-
-	-	In Progress		
Batch	0	Processed		Date Uplo
+ Copyri		Not Submitted		2013-07-2
+ Copy	×	Validated	2	2013-07-2
- Desid	×	Error XML	2	2013-07-2
+ Design	È	Show All		2013-07-2

5) Show all – Shows all files that have been uploaded regardless of their status. To view all XML files Click on the following menu: View > Show All

CUBA C	lient										
Upload	View	Messages	History Logs	Settings	Help B	xit					
🤹 Uplo	ad 🚺	Submitted	H Not Sub	mitted ┥	Validated	Show All	Submission Erro	r 🥌 In Progress	🥹 Processed 🧯	Cock	•
Batch	Name					Show All					Date Uplo
+ Copyri	abtXML9	056 xml									2013-07-2

To view the xml file, right click on the file and choose the View option.



GUBA Client					Caller San	
Upload View Messages	History Logs Setti	ngs Help	Exit			
🎉 Upload 🛛 🔞 Submitted	I 🚽 Not Submitted	🛷 Validat	ed 📄	Show All 🛛 🗧	Submission Error	🥌 In Progr
					<b>-</b>	· •
Batch Name						
+ CopyrightXML9056.x	View					
+ CopyrightXML9057.x	Validate					
+ DesignNEWSHEMAN						
+ DesignNEWSHEMAN	Sign & Submit					
+ DPCT25_TEST04Ner	Delete					
+ DPCT25_TEST04Ner	Refresh					
+ P1P_ProvTT52100.xm	Properties					
+ D1D_DrovTT52101.vml						

#### Figure 13: View xml file

Within the file, contains the individual xml files, as seen below in a grid list:

These are the fields that are included when viewing the xml file: Unique no. ; Mark/Title;

#### **Classification and Status**

Unique No	Mark / Title	Classification	Status
X0000101	WALL STREET: MONEY NEVER SLEEPS	FILM	Waiting for us
X0000102	BIG MOMMAS: LIKE FATHER, LIKE SON	FILM	Waiting for us
X0000103	BIG MOMMAS: LIKE FATHER, LIKE SON	FILM	Waiting for us
X0000104	WALL STREET: MONEY NEVER SLEEPS	FILM	Waiting for us
X0000105	WALL STREET: MONEY NEVER SLEEPS	FILM	Waiting for us
X0000106	BIG MOMMAS: LIKE FATHER, LIKE SON	FILM	Waiting for us
X0000107	WALL STREET: MONEY NEVER SLEEPS	FILM	Waiting for u
X0000108	BIG MOMMAS: LIKE FATHER, LIKE SON	FILM	Waiting for u
X0000109	WALL STREET: MONEY NEVER SLEEPS	FILM	Waiting for u
X0000110	BIG MOMMAS: LIKE FATHER, LIKE SON	FILM	Waiting for us
New Copyright Refresh All			

#### Figure 14: Individual xml files

The individual xml files allows for the following options when right clicking:

#### - View, print, and delete



Unique No	Mark / Title	Classification	Status
×0000101 ×0000102	WALL STREET: MONEY NEVER SLEEPS	FILM	Waiting for use Waiting for use
X0000102 X0000103 X0000104 X0000105 X0000106 X0000107 X0000108 X0000109 X0000110	BIG MOMMAS: LIKE FATHER, LIKE SON BIG MOMMAS: LIKE FATHER, LIKE SON WALL STREET: MONEY NEVER SLEEPS BIG MOMMAS: LIKE FATHER, LIKE SON WALL STREET: MONEY NEVER SLEEPS BIG MOMMAS: LIKE FATHER, LIKE SON WALL STREET: MONEY NEVER SLEEPS BIG MOMMAS: LIKE FATHER, LIKE SON WALL STREET: MONEY NEVER SLEEPS BIG MOMMAS: LIKE FATHER, LIKE SON	FILM FILM FILM FILM FILM FILM FILM FILM	Waiting for us Waiting for us Waiting for us Waiting for us Waiting for us Waiting for us Waiting for us
	opyright		

#### Figure 15: View individual xml file

There are two options for viewing the xml file:

#### 1) Double click or

2) Right click on the xml file and choose View

The screen below illustrates the xml file that has been opened and/or viewed. Within the window are the details as well as the supporting documents of the particular domain viewed.



🖹 Patent Application View [Pro	ovisional]			
P1 Form P2 Form P4 Form D	ocuments			
Unique Reference :	X0000101	Applic	cation	
Address for Service:	DM Kisch Inc Inanda Greens Business Park, 54 Wierda Road West, Wierda Valley, Sandton. Pretoria			
	Applicant name	Address		
	Spressit Logistics CC, a South African close corporation	14 Davidson Street Rynfield, Benoni, 1501, Gauteng, South A	frica, Pretor	
Applicants :				
Title :	SYSTEM AND METHOD FOR DISPENSING SOAP			
P2 Form - Register of pa	tents			
P3 Form - Declaration ar	nd Power of Attorney (Section 30 - Regulation 8, 22(i)(c) and 33)			
P4 Form - Application or	request to registrar (Regulation 39)			
P6 Form - Provisional Sp	pecification (Section 30(I) - Regulation 27)			
P26 Form - Statement or	n the use of indigenous biological resource, genetic resource traditio	onal knowledge or use (Section 30(sA) - Regulations 22(	1), 67B(4))	
÷ 📢 🖂   1		of 2   🕨		

#### Figure 16: [Domain] Application View window

The xml file will be saved temporarily, and the action thereafter will be determined by the settings: see **Settings>Defaults> Clear temporary files at logon)** 

By closing the window, the user will be directed back to the list of xml files

In order to print the xml file,

1) Right click on the file and select **print.** 

Take note that the document is viewed in pdf format.



MSG_32041	_0.pdf - Adobe Reader								
	ew Window Help								×
J 🔂 😡	24 🗎 🖨 🖂	(1) /	4 98.2	.% 🔹 📘	🕀   🖻 🍹				Tools Sign Comment
									Sign In  Export PDF
Ũ	REPUBLIC OF SOUTH AFRICA FORM RF1							1	Adobe ExportPDF  (2) Convert PDF files to Word or Excel online.
	REGISTRATION OF COVRIGHT IN CINEMATOGRAPH FILMS ACT, 1977 R510 APPLICATION FORM AND ACKNOWLEDGEMENT OF RECEIPT R510								Select PDF File:
	(Section 6 (1) – Regulation 9	(1) he registration of the copyri	ght in a cinematograph filr	n is hereby	OF	FFICIAL DATE ST	TAMP		1 file / 11 KB
			he undermentioned application						Convert To: Microsoft Word (*.docx)
-	OFFICIAL APPLICATION NO	D.			ICATION OR AGENT'S I	REFERENCE		- 1	Recognize Text in English(U.S.) Change
	<sup>21</sup> 02 NOI	NE		×000	0101			- I.	
	CATEGORY	LANGUAGE	COLOUR		BLACK & WHITE	RUNN	ING TIME	- I.	Convert
	DR	EN	x		L	180MI	NS	- 1	
	71 Full name(s) and a	ddress(es) of applicant(s)						- I.	Create PDF
	Spressit Logistics CC, a							- I.	► Send Files
	14 Davidson Street Rynf :amabuto@sword-sa.con		teng, South Africa, Pre	toria, ZA, 0001,	Phone :0123418664,	Fax :01234186	64, Email	- L	► Store Files
	amaouogsworo-sa.com								
								- I.	
	TITLE OF CINEMATOGRAP								
	WALL STREET: MONEY NE	VER SLEEPS							
					7			-	

#### Figure 17: Printing an xml file

The above screen is a pdf that is populated with information from the validated xml file. Use the print icon to print the document.

#### **10. MESSAGES**

Delivery receipt messages and any other messages from the server after submission of XML files can be viewed by clicking the messages menu.

When the user clicks the **Messages** menu, two different types of messages are displayed, **Ingoing** and **Outgoing** 

CUBA Client	
Upload View Messages History Logs Settings Help Exit	
Submitted Validated Submitsion Error Submitsion Error I and In Progress Outgoing	•
Batch Name	Date Uplo
+ CopyrightXML9056.xml	2013-07-2
+ CopyrightXML9057.xml	2013-07-2

1) To view the Messages, the user must click the Messages menu, and then click Incoming.

The following screen will then appear; showing all the messages that have been received.



				Messag	je Li
From	Subject	Received		Select	
CIPC	Patents - [PA510349/DZ]	8/9/2013 6:0	1:45 PM		
IPC	Patents - [PA152078/ZA] 2013/03414	8/12/2013 10	):04:13 AM		
IPC	Trademarks - [TA3281977] 2013/12974	8/16/2013 8:	57:28 AM		
IPC	Trademarks - [TA3281976A] 2013/12975	8/16/2013 8:	58:06 AM		
IPC	Trademarks - [TA3281976] 2013/12976	8/16/2013 8:	59:05 AM		
IPC	Trademarks - [TA3281974] 2013/12977	8/16/2013 8:	59:29 AM		
IPC	Trademarks - [TA3281975] 2013/12978	8/16/2013 8:	59:50 AM		
Full Mes	sañe				
ruli Mes	sage				

#### Figure 18: Incoming messages

The **Incoming messages** screen allows the user to view the details of the message (included is the **recipient, subject, time and date**) received.

The **Full Message** tab displays the complete message.

 By clicking on the same menu on **Outgoing Messages**, a list of all the messages that have been sent out by the user will be shown.



Select Messo	ge Type :*	<b>_</b>	Message Reference :* 2013/0634	
Test Test Tes	Trade m Patents Designs Copyrigh Other			
Sent Messag	es			Send Clear
Reference	Date Sent	Message		
2013/0634	8/14/2013 10:47:5	AM Test Test Test		
2013/0676	8/14/2013 10:47:44	AM Test Test Test		
2013/0698	8/14/2013 10:47:30	AM Test Test Test		
2013/0933	8/14/2013 10:47:28	AM Test Test Test		
2013/0333		AM Test Test Test		

#### Figure 19: Outgoing messages



It is important that the user is familiar with their email contact list since it is very

risky to open unknown mail.

## 11. HISTORY LOGS

The History logs are logged on the users' machine and show errors that have occurred in the

application for the users' reference. CUBA Client has 2 types of Logs available for the user to view:

- 1) Error Logs
- 2) Usage statistics

3 CUBA Client	(d) in his () hand the
	Help Exit Validated 📄 Show All 💫 Submission Error 🦃 In Progress 🥹 Processed 🔒 Lock 🔽 🔹



#### 11.1 ERROR LOGS

3) To view the History logs, the user must click the History Logs menu, and then click Error

Logs as shown below:

CUBA Client		
Upload View Messages	History Logs Settings	Help Exit
🥵 Upload 🛛 🍓 Submitted	🥹 Error Logs	Validated 📋 Show All 😧 Submission Error 🛭 🏀 In Progress 🥹 Processed 🔒 Lock 🔽 💌 💌
· · · · · · · · · · · · · · · · · · ·	📃 Usage Statistics	

4) The following screen will then appear showing Errors that have occurred

S Error Logs	×
CUBA_Client.Classes.StringTransactionResponse GetRootXMLElement(System.String) Error Date - 2013-08-08 03:32:47 Description - Error catched in the specific method.The 'FileField' start tag on line 49 position 10 does not match the end tag of 'RECORDATTACHEMENTS'. Line 56, position 7. File Type - Internal Error	*
CUBA_Client.Classes.StringTransactionResponse GetRootXMLElement(System.String) Error Date - 2013-08-12 01:46:56 Description - Error catched in the specific method.There are multiple root elements. Line 3, position 4. File Type - Internal Error	
CUBA_Client.Classes.StringTransactionResponse GetRootXMLElement(System.String) Error Date - 2013-08-12 01:47:24 Description - Error catched in the specific method.There are multiple root elements. Line 3, position 4. File Type - Internal Error	
======================================	Ŧ
Clear Logs Save	Close

#### Figure 20: Error logs window

On the above screen, the errors are displayed in a list.

- *Saving the Logs:* The user can click the **Save** button to save the error log for future reference.
- *Clearing Logs:* The error Logs can be cleared by clicking the **Clear Logs** button. This will delete all errors that are shown on the error log and a new clean log file will be created.





#### 11.2 USAGE STATISTICS

To view Usage statistics, the user must click the following menu: **History Logs > Usage Statistics** as shown below:

CUBA Client		
Upload View Messages	History Logs Settings	Help Exit
😼 Upload 🛛 🍓 Submitted	🥹 Error Logs	Validated 📋 Show All 😮 Submission Error 🛭 🎲 In Progress 😕 Processed 🔒 Lock 🔽 💌 🔻
	🗮 Usage Statistics	

Usage Statistics	
	Message List
Domain Name	Record Count
Copyright	10
Designs	4
Patents	360
Trademarks	54
	Refresh Close

Figure 21: Usage statistics window

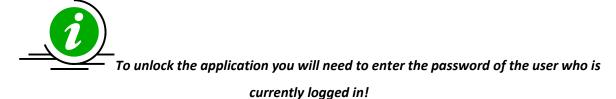
The usage statistics indicates the number of xml files within the application for each domain.

#### **12. LOCKING THE APPLICATION**

In an instance where the user doesn't want to exit, the **lock** function will work best.

CUBA Client	Contraction of the second s
Upload View Messages History Logs Settings Help	Exit
😵 Upload   💽 Submitted   🖶 Not Submitted   ✔ Valid	lated   📄 Show All   🥹 Submission Error   🥌 In Progress   🥹 Processed   🔒 Lock   💽 🔹
To lock the application, click on the	<b>Constant</b> Lock Icon on the toolbar. The application will remain open
have been and the state of the	

but locked, which ensures that no one can temper with the submissions unless they have a password of the user who is currently logged on.





## 13. SEARCHING

The user can search according to a domain. The top menu consists of an empty dropdown list; this list has four of the domains (**Trade Marks, Patents, Designs, Copyright**) the user can choose from.

UBA Client	
Upload View Messages History Logs Settings Help Exit	
🧈 Upload   🌑 Submitted   🖶 Not Submitted   🎻 Validated   📋 Show All   🥹 Submission Error   🥌 In Progress   🥹 Processed   🔒 Lock	l ·
Batch Name	Trade Marks Patents Oa
CopyrightXML9056 xml	Designs 25
CopyrightXML9057.xml	Copyright 2013-07-25
	2012 07 25

#### Figure 22: Search field

E.g. Choose one domain you wish to search for;

On the screen below, the user searched for all *Patents* regardless of the status. As shown below:

DPCT25_TEST04New.xml		Status	Select
	2013-07-25 01:06:42 PCT	Validated	
DPCT25_TEST04New1.xml	2013-07-25 01:06:42 PCT	Not Submitted	
P1P_ProvTT52100.xml	2013-07-25 01:06:42 P1P	Not Submitted	
P1P_ProvTT52101.xml	2013-07-25 01:06:42 P1P	Validated	
PT1_SWORDP1COMP1.xml	2013-07-25 01:06:42 P1C	Not Submitted	
PT1_SWORDP1COMP2.xml	2013-07-25 01:06:42 P1C	Validated	
DPCT25_TEST04New.xml	2013-07-25 03:11:17 PCT	Not Submitted	
DPCT25_TEST04New1.xml	2013-07-25 03:11:17 PCT	Not Submitted	
P1P_ProvTT52100.xml	2013-07-25 03:11:17 P1P	Not Submitted	
P1P_ProvTT52101.xml	2013-07-25 03:11:17 P1P	Not Submitted	
PT1_SWORDP1COMP1.xml	2013-07-25 03:11:17 P1C	Not Submitted	
PT1_SWORDP1COMP2.xml	2013-07-25 03:11:17 P1C	Not Submitted	
DPCT25_TEST04New.xml	2013-07-25 03:11:37 PCT	Not Submitted	
DPCT25_TEST04New1.xml	2013-07-25 03:11:37 PCT	Not Submitted	
P1P_ProvTT52100.xml	2013-07-25 03:11:37 P1P	Not Submitted	
P1P_ProvTT52101.xml	2013-07-25 03:11:37 P1P	Not Submitted	
PT1_SWORDP1COMP1.xml	2013-07-25 03:11:37 P1C	Not Submitted	
PT1_SWORDP1COMP2.xml	2013-07-25 03:11:37 P1C	Not Submitted	

However the Patents xml file can be viewed by status. The screen below shows all the patents xml

files with the status "Not submitted"



ml 2013-07-25 01:06:42 PCT Not Submitted	
ml 2013-07-25 01:06:42 PCT Not Submitted	
2013-07-25 01:06:42 P1P Not Submitted	
xml 2013-07-25 01:06:42 P1C Not Submitted	
nl 2013-07-25 03:11:17 PCT Not Submitted	
ml 2013-07-25 03:11:17 PCT Not Submitted	
2013-07-25 03:11:17 P1P Not Submitted	
2013-07-25 03:11:17 P1P Not Submitted	
xml 2013-07-25 03:11:17 P1C Not Submitted	
xml 2013-07-25 03:11:17 P1C Not Submitted	
nl 2013-07-25 03:11:37 PCT Not Submitted	
ml 2013-07-25 03:11:37 PCT Not Submitted	
2013-07-25 03:11:37 P1P Not Submitted	
2013-07-25 03:11:37 P1P Not Submitted	
۲۰۰۱ 2013-07-25 03:11:37 P1C Not Submitted	
2013-07-25 03:11:37         P1P         Not Submitted           2013-07-25 03:11:37         P1P         Not Submitted           xml         2013-07-25 03:11:37         P1C         Not Submitted	

- 1)Select the domain you wish to search for.
- 2) Select the status on the View menu or the icon (submitted, not submitted, validated,

submission error and show all)

3) All the Patent xml files with the specified status will be displayed.

## **14. HELP FUNCTION**

The Help Menu has four informational submenus:

1) Online Help

GUBA Client				
Upload View Messages History Logs Settings	Hel	lp Exit	_	
🧈 Upload 🛛 🍓 Submitted 🚽 Not Submitted	۵,	Online Help	ssion Error 🛭 🥌 In Progress 🥹 Processed 🛛 🔒 Lock	•
	0	Status Codes		
Batch Name		Country Codes	[	Date Uplo
+ CopyrightXML9056.xml		About CUBA Desktop Client	2	013-07-25
+ CopyrightXML9057.xml	_	About COBA Desktop Client	2	013-07-25
+ DesignNEWSHEMANew5201.xml			2	013-07-25
+ DesignNEWSHEMANew5202.xml			2	013-07-25

#### Figure 23: Online Help

The online help will link the user to a webpage that gives information that is required by the user.



#### 2) Status Codes

🙀 CUBA Client			(d) for last () Advantage Mound Red
Upload View Messages History Logs Settings	Help Exi	xit	
🎉 Upload 🛛 🍓 Submitted 🚽 Not Submitted	🕄 Onlin	ne Help	ssion Error 🛭 🍜 In Progress 🥹 Processed 🛛 🔒 Lock 🖉 🔻
	<ol> <li>Status</li> </ol>	is Codes	
Batch Name	Coun	ntry Codes	Date Uple
+ CopyrightXML9056.xml	Abou	ut CUBA Desktop Client	2013-07-2
+ CopyrightXML9057.xml	Abou	at COBA Desktop Client	2013-07-2
+ DesignNEWSHEMANew5201.xml			2013-07-2
+ DesignNEWSHEMANew5202.xml			2013-07-2

The status code window is a guide for the user with the description of the statuses used within the

#### application.

Status	Description	Status Type
Billed	Billing for all the batch records has been completed successfully.	Batch Status
Downloaded	Records have been downloaded from the FTP server.	Batch Status
In Progress	Received and email notification has been sent to user.	Batch Status
Pending	Uploading process is still in progress.	Batch Status
Processed	Records have been inserted into the primary master database.	Batch Status
Semi-Billed	Billing has taken place but not all records have been billed for.	Batch Status
Submitted	Uploading process has been successfully completed.	Batch Status
Downloaded	XML file has been downloaded to the working folders.	Application Status
Inserted	Record has been inserted into the database table.	Application Status
Invalid	Invalid digital certificate.	Application Status
Permanent Error	Application has been permanently rejected before billing and processing. Application need	Application Status
Processed	Application number has been allocated.	Application Status
Received	XML file has been received by CIPC server.	Application Status
Recycle	Application has been re-checked from Rejected list. Application is still not ready for proces	Application Status
Rejected	Application has been refered.	Application Status

Figure 24: Status Codes window



#### 3) Country Codes

This is to serve as a reference given to country names used within the xml files.

Country Code	Country Name	Language
D	Andorra	EN
AE	United Arab Emirates	EN
AF	Afghanistan	EN
AG	Antigua and Barbuda	EN
AI	Anguilla	EN
AL	Albania	EN
AM	Armenia	EN
AN	Netherlands Antilles	EN
AO	Angola	EN
AP	African Regional Industrial Property Organization	EN
AR	Argentina	EN
AT	Austria	EN
AU	Australia	EN
AW	Aruba	EN
AZ	Azerbaijan	EN
BA	Bosnia and Herzegovina	FN

#### Figure 25: Country Codes window

#### 4) About CUBA Desktop Client

This window contains information about CUBA Desktop Client such as:

- The version of CUBA
- The URL where CUBA can be downloaded

About CUBA Desktop Client		x
Companies and Intellectua Property Commission a member of the dti group	CUBA Desktop Client Version 1.0.0.6 Copyright © CIPC 2013 Companies and Intellectual Property Commision CUBA Desktop Client is designed for users who lodge bulk applications to CIPC. It allows users to upload XML files containing applications being lodged. Prescribed XML file structure is available on http://efile.cipc.co.za/Downloads.aspx	•
	powered by site of change System Innovation Group OK	



## **15. TRAINING CHECKLIST**

The following is a checklist that should be filled in by you (user); this assures that you have been taken through training by the SSA Training Team.

Complete the training checklist below for CUBA Desktop Client		Yes	No
			$\boxtimes$
1.	Verify that you make use of the test cases		
2.	Have you been taken through the correct installation of CUBA Desktop		
	Client?		
3.	Verify that internet connection works properly		
4.	Have you successfully logged in with your credentials (check username).		
5.	Have you been taken through the functionality of all the buttons and		
	icons?		
6.	Have you been taken through the trade mark life cycle? E.g. first upload,		
	then validate		
7.	Do you know what to expect after each activity?		
8.	Does the system communicate with you?		
9.	Do you have the required software specifications?		
10	Does the help function work properly?		
11	Did you validate all information? (Physical to electronic)		
12	Have you changed settings to the recommended settings?		
13	Verify that you understand the terms used		
14	Verify that the country codes are helpful		
15	Was the training sufficient and were you given a platform to ask questions?		



## SIGN-OFF

The signatures below indicate an acceptance of the information as detailed in this document.

#### For and on behalf of CIPC:

CIPC Signature:	CIPC Signature:
Name:	Name:
Designation:	Designation:
Date:	Date:
For and on behalf of Sword SA:	
SSA Signature:	SSA Signature:
Name:	Name:
Designation:	Designation:

Date:

Date:

