

CUBA Desktop Client User Guide



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Version Control

| Version | Date | Author(s) | Comments | Checked/ Reviewed |
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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:

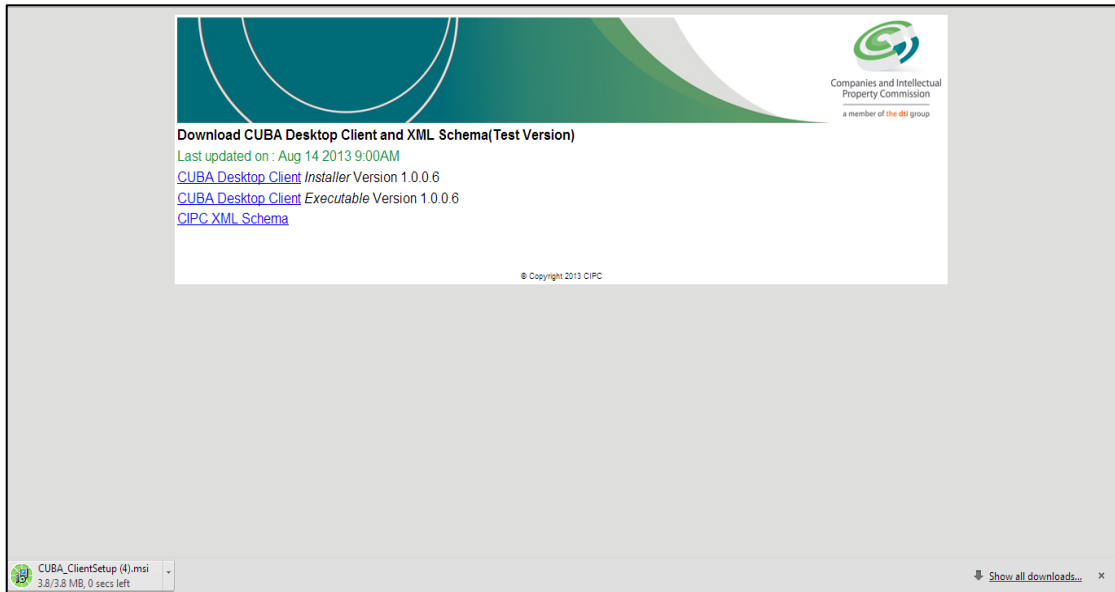
- Username and password
- Test Data:
 - xml file
 - Word document
 - Invalid xml file
- An electronic digital certificate

3.3 INSTALLATION CUBA DESKTOP

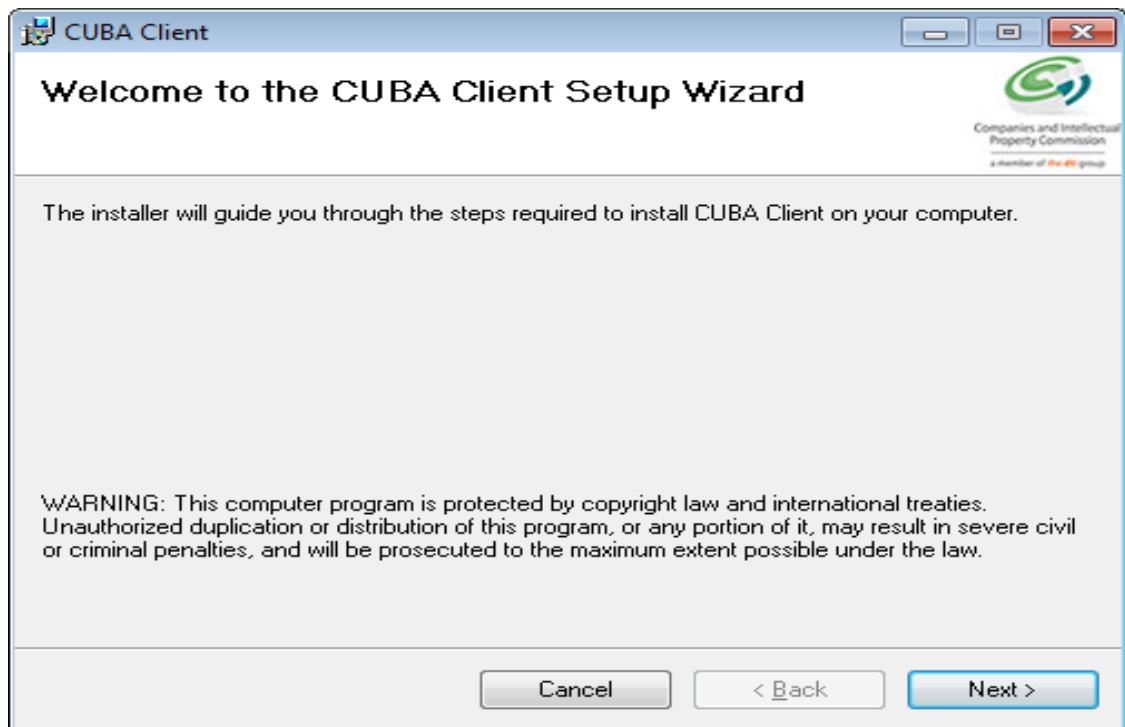
In order to download and install CUBA Desktop; enter the following link on your web browser:
<http://efile.cipc.co.za/Downloads.aspx>

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

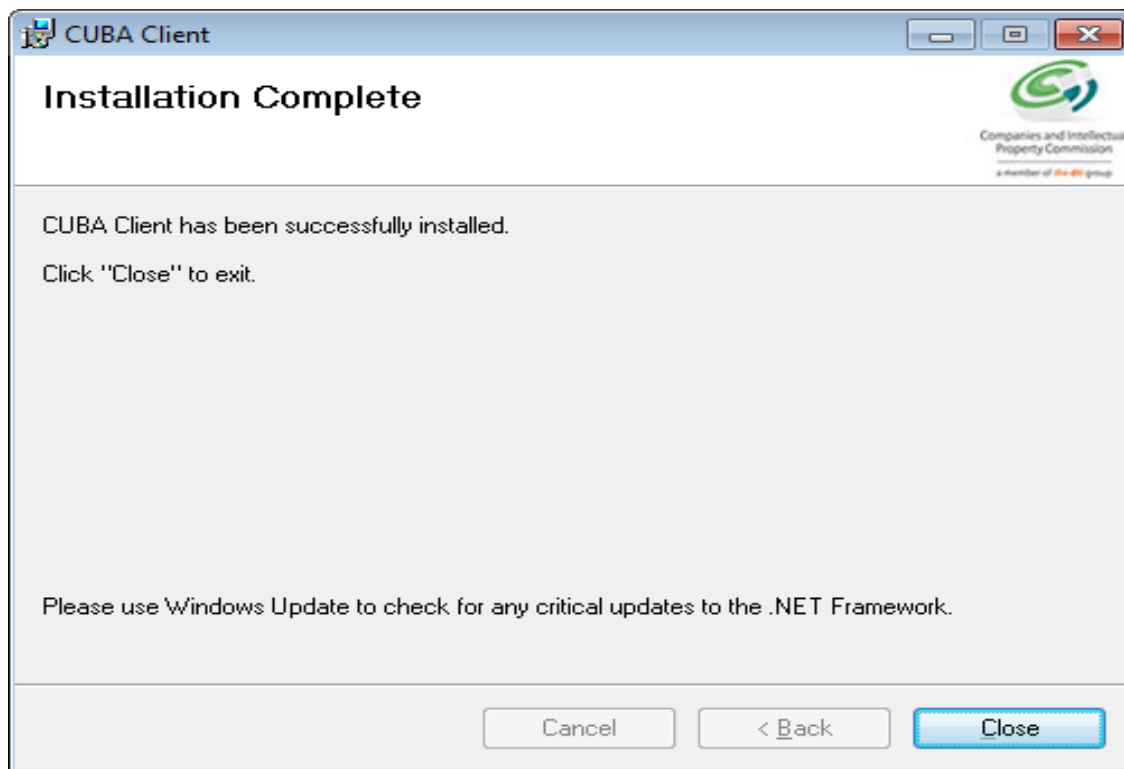
1. Click on the link first link *Installer Version*, as shown below:



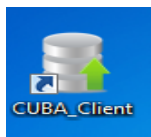
2. Click on the dropdown list and select open.
3. Run file CUBA_ClientSetup.msi
4. After running the CUBA_ClientSetup.msi, the following screen will appear:



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



6. 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**

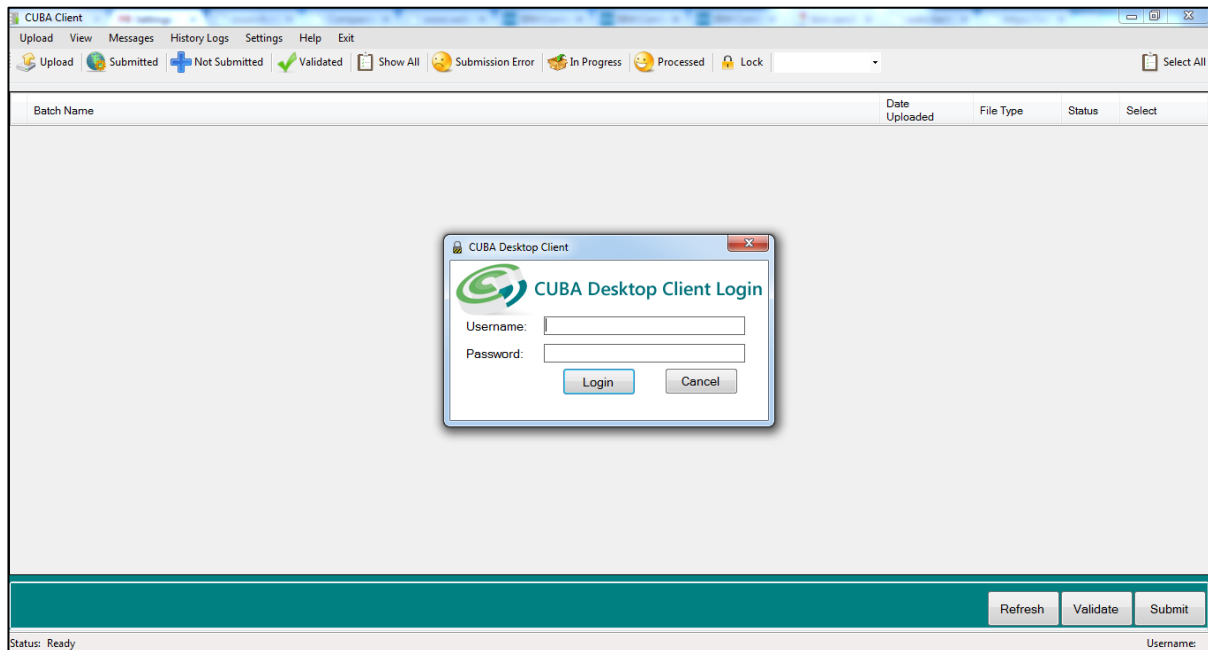


Figure 1: CUBA Login page

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:

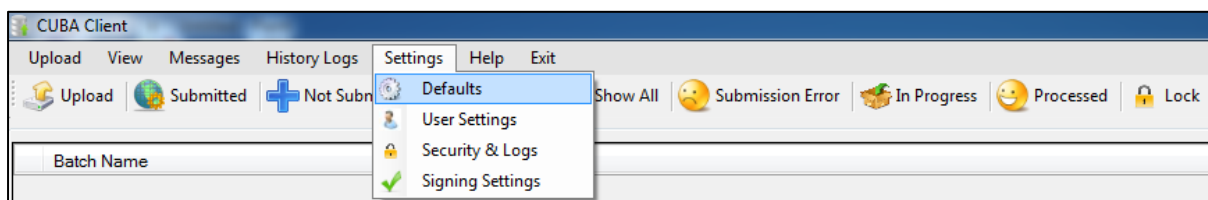


Figure 2: Settings menu

The default screen will be displayed as shown below:

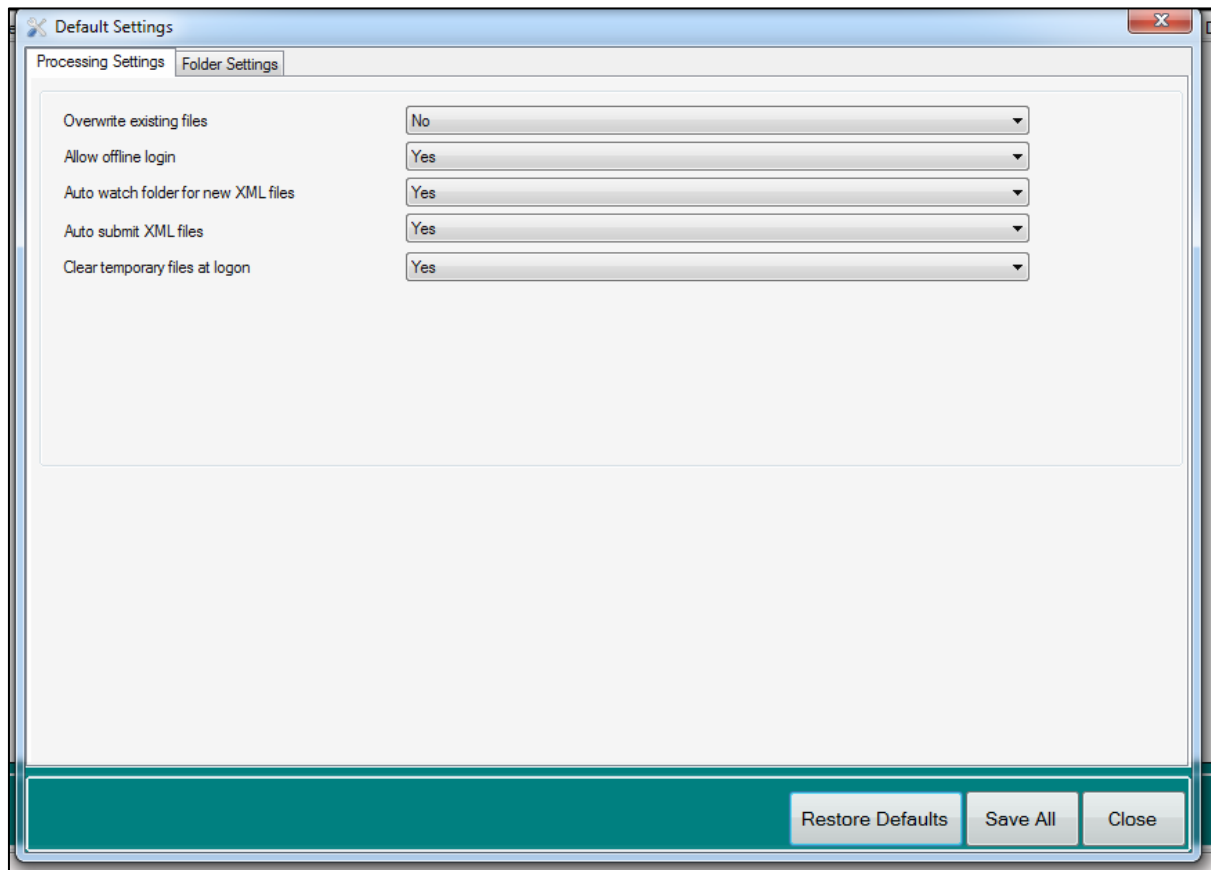


Figure 3: Processing Settings window

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.

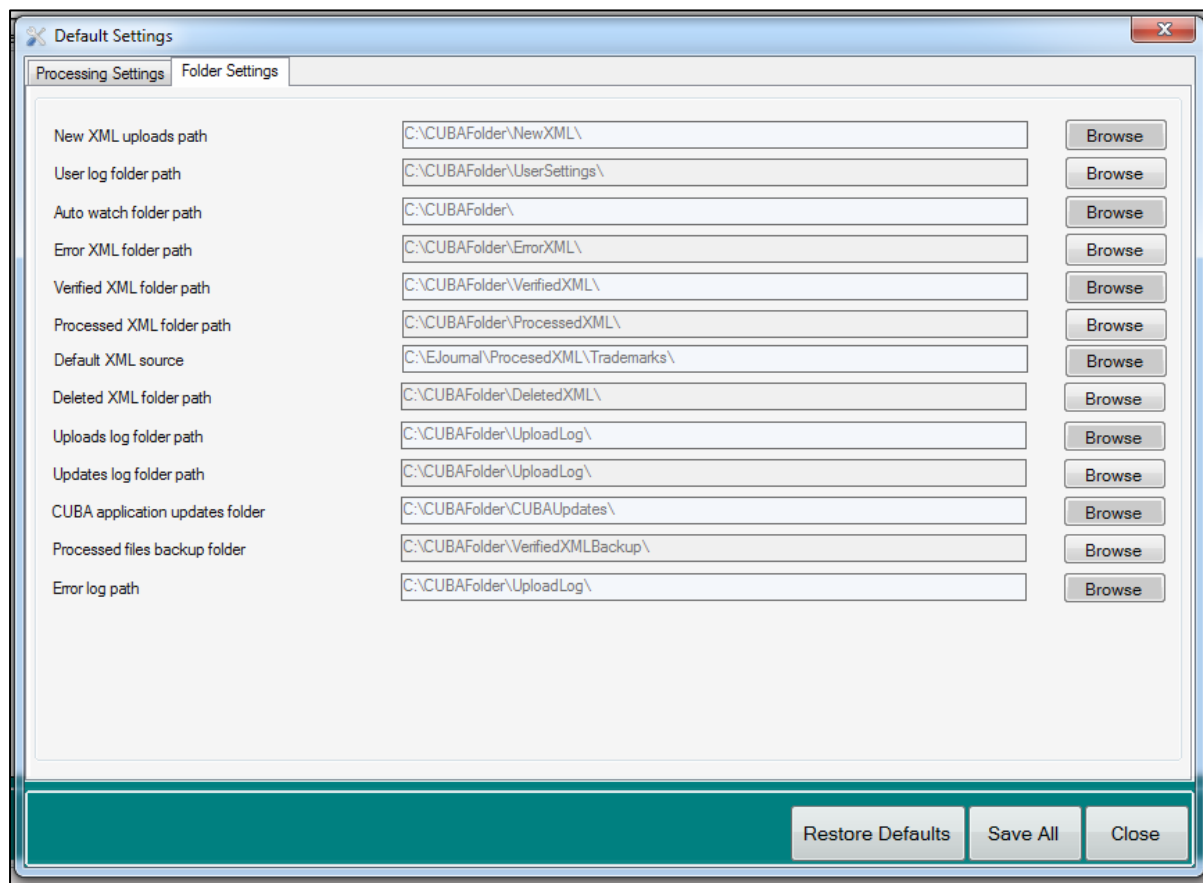



Figure 4: Folder Settings window

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.

6.1 MANUAL UPLOAD

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

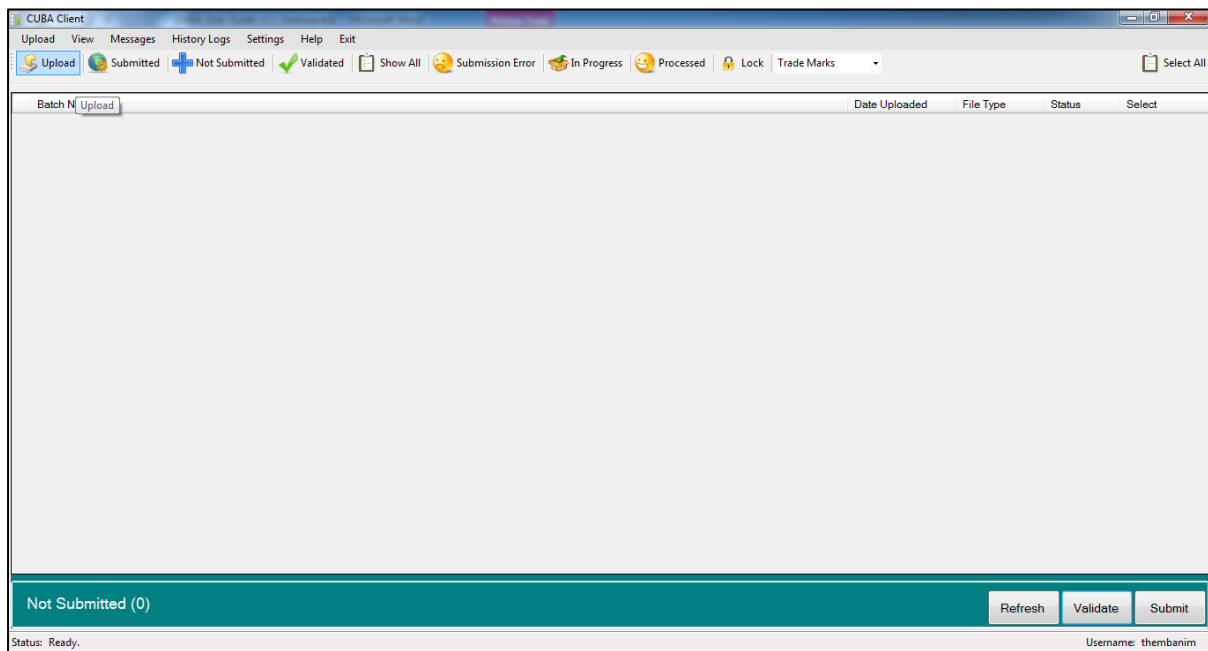


Figure 5: Upload icon

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

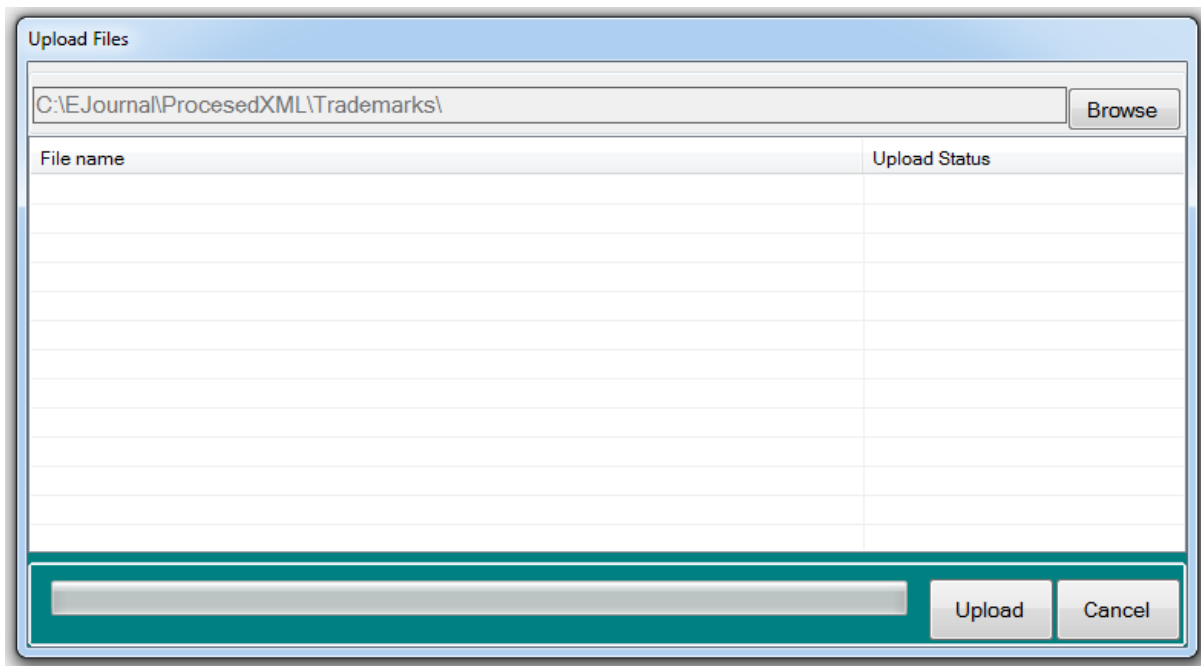


Figure 6: Upload files window

- 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:

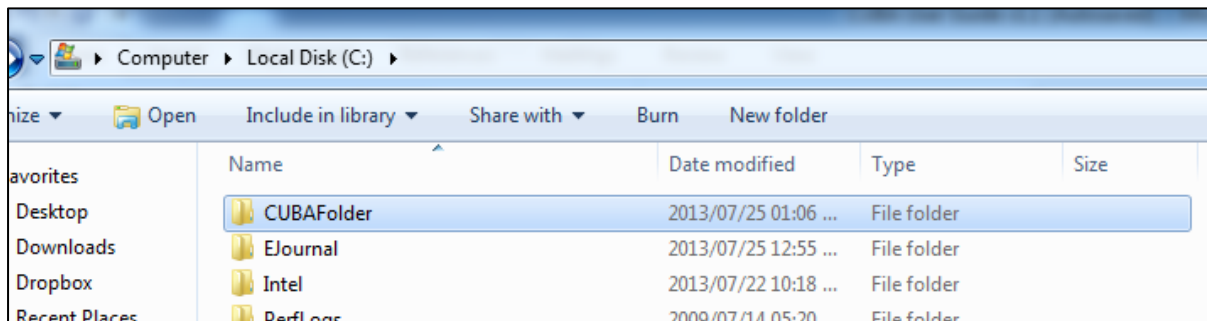


Figure 7: C:\CUBAFolder

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

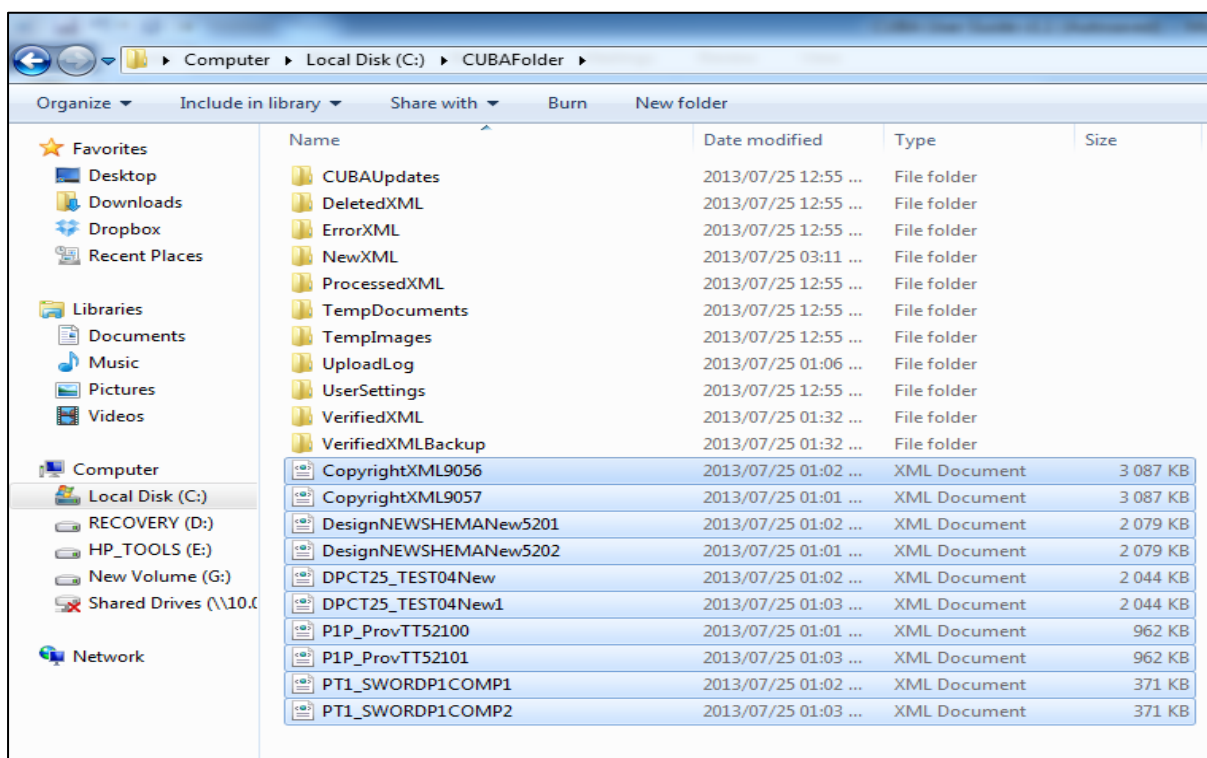


Figure 8: xml files pasted

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:

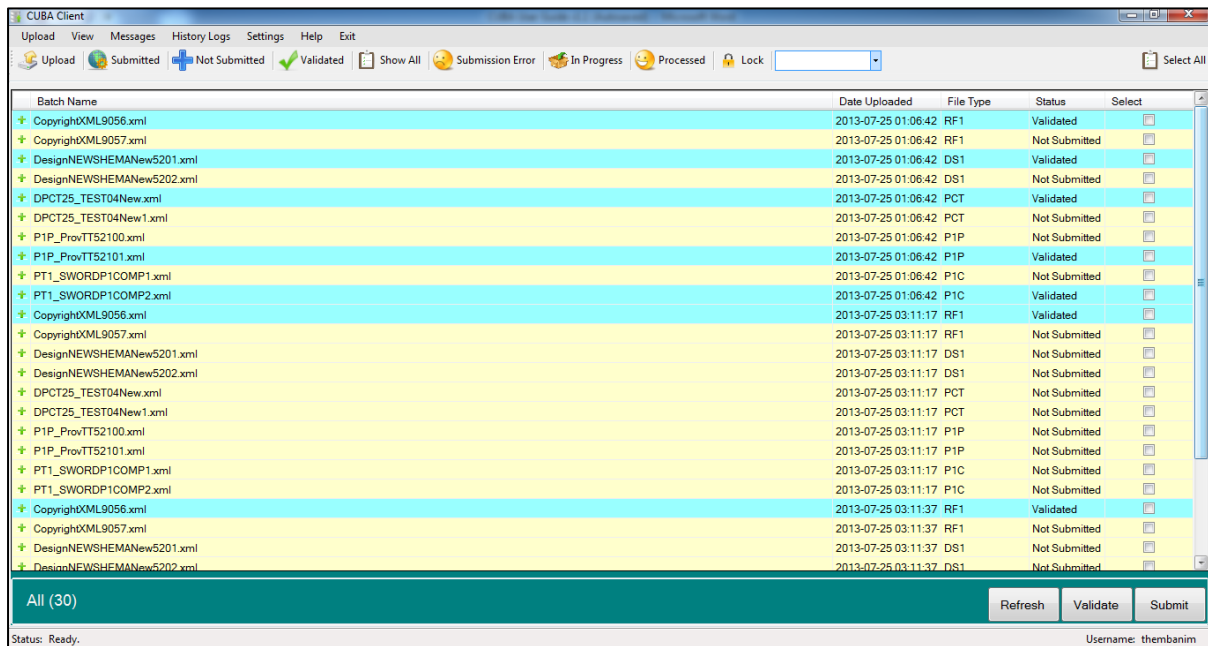


Figure 9: CUBA Desktop Client uploaded xml files

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 single XML file; right click it and select **Validate**.

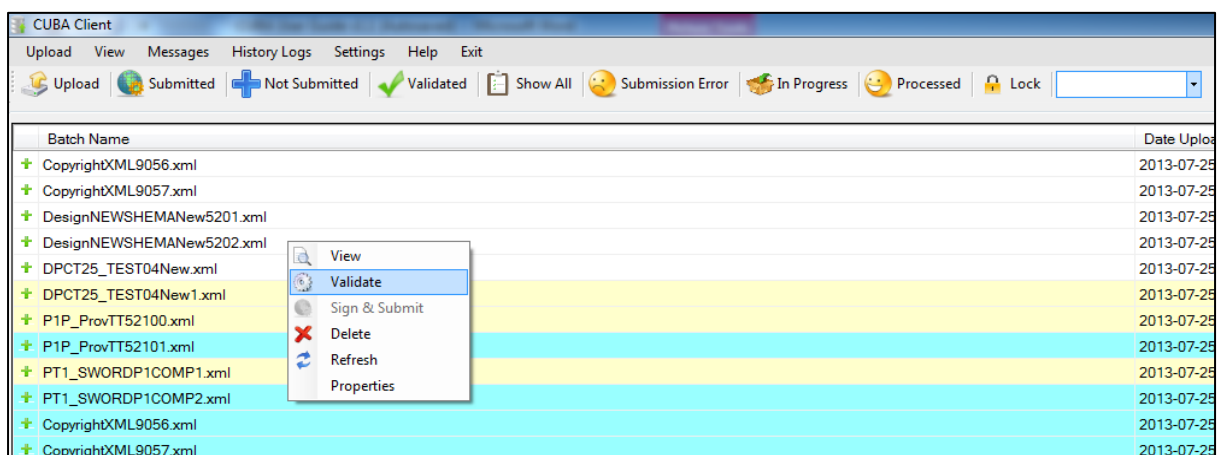


Figure 10: Validate single xml file

To validate multiple 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 all 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:

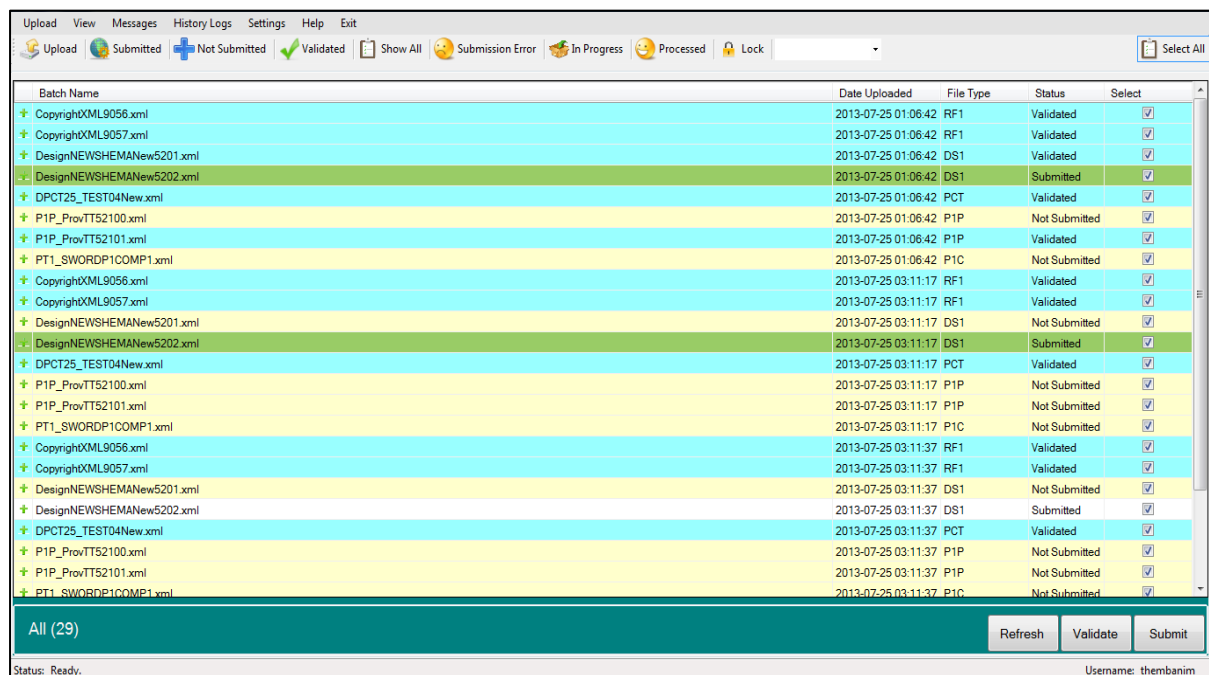


Figure 11: Validate multiple xml file

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.

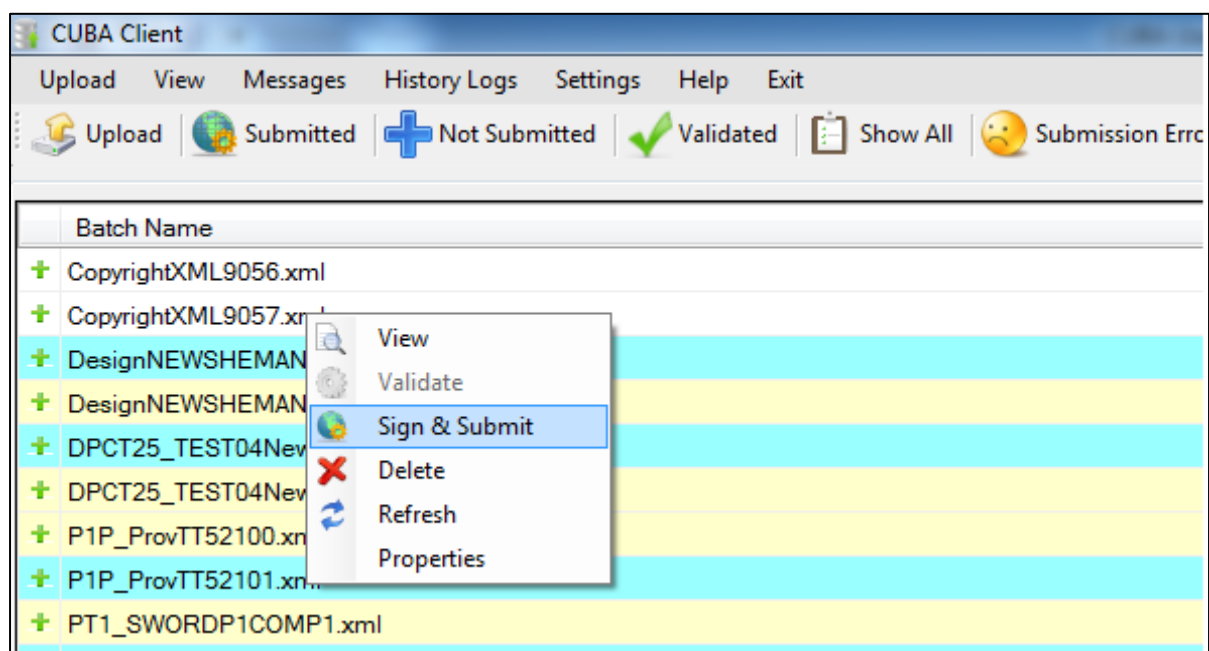


Figure 12: Sign and Submit xml file



Submission of XML files requires an internet connection, preferably fast ADSL.

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

Terms and Conditions

CIPC IP e-Services Terms and Conditions

=====

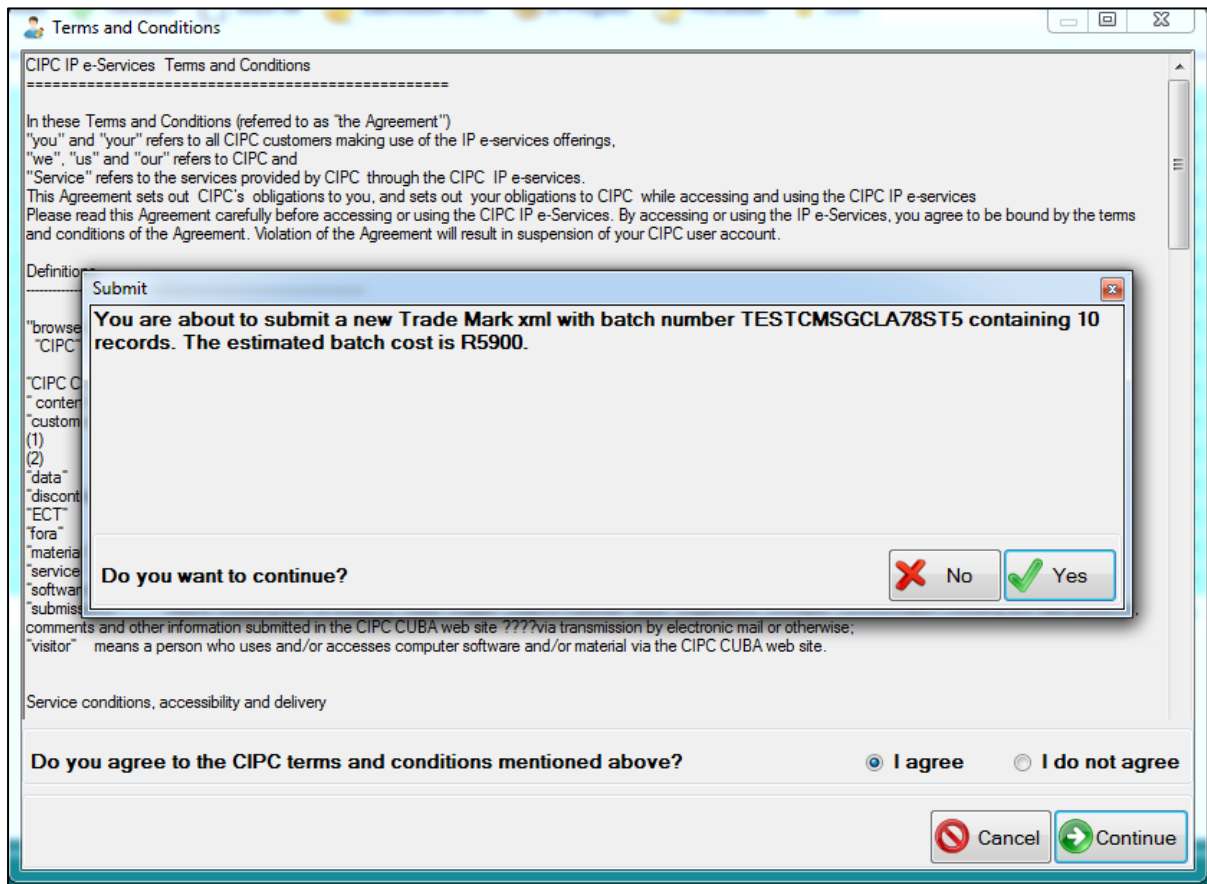
In these Terms and Conditions (referred to as "the Agreement")
"you" and "your" refers to all CIPC customers making use of the IP e-services offerings.
"we", "us" and "our" refers to CIPC and
"Service" refers to the services provided by CIPC through the CIPC IP e-services.
This Agreement sets out CIPC's obligations to you, and sets out your obligations to CIPC while accessing and using the CIPC IP e-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.

Definitions

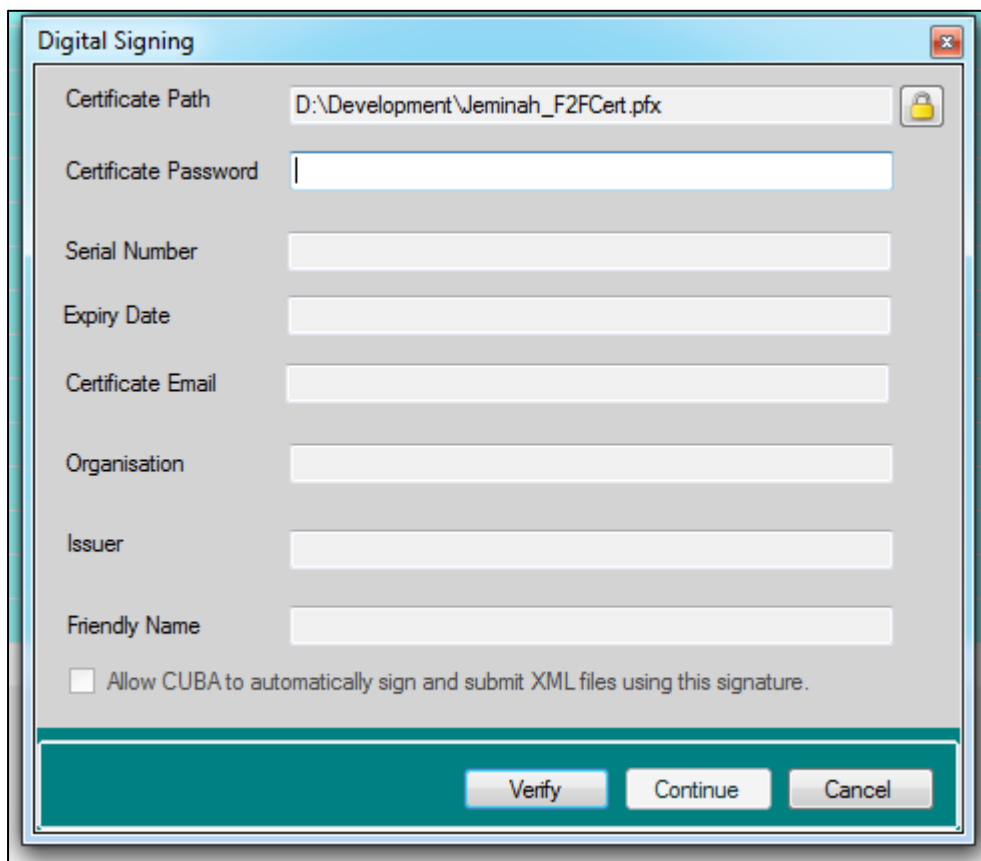
"browser" means a computer program which allows a person to read hyperlinked data messages;
"CIPC"
means the Companies and Intellectual Property Commission;
"CIPC CUBA web site"
"content" means, include but not limited to, software and material;
"customer" means a visitor who is -
(1) registered for 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" includes but is not limited to, the searching of information or lodgment of an application for which a fee is payable;
"software" means, including but not limited to, any images or files incorporated in or generated by the software or data accompanying such software;
"submissions" means, including but not limited to, notes, images, creative materials, ideas, suggestions, concepts, communication including any data, questions, 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.

Service conditions, accessibility and delivery

Do you agree to the CIPC terms and conditions mentioned above? ☒ I agree ☐ I do not agree



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



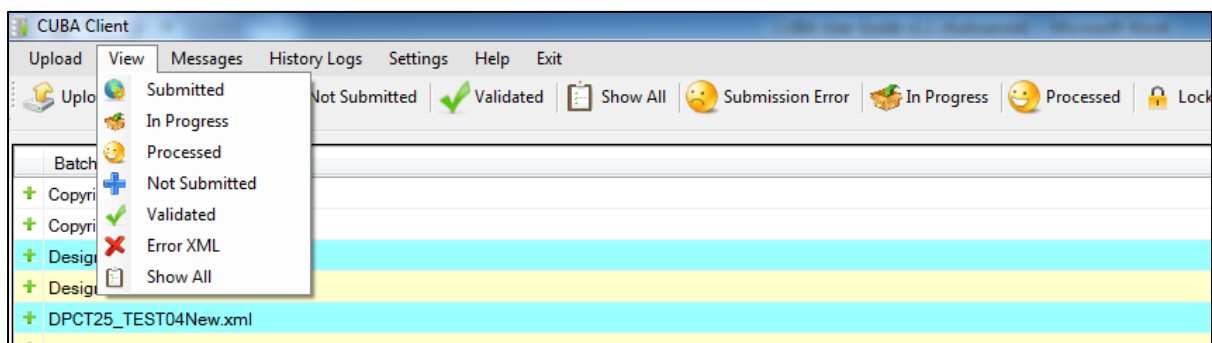
9. VIEWING XML FILES

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

| |
|------------------|
| Submission Error |
| In Progress |
| Submitted |
| Not Submitted |
| Validated |

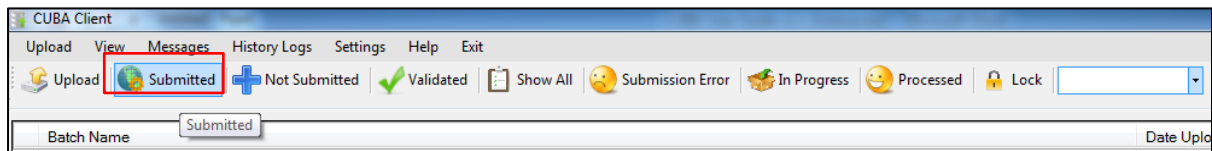
- The file has been submitted and is being processed in CUBA server the status will change to **“In progress”**
- When the file has been submitted to the server the status will be **“Submitted”**
- **“Not Submitted”** is the default status after an XML batch has been uploaded
- When the file has been 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.

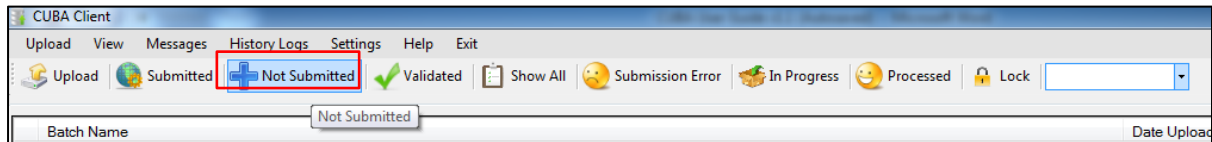


There are other ways to access the different view options, and they will be explained as follows:

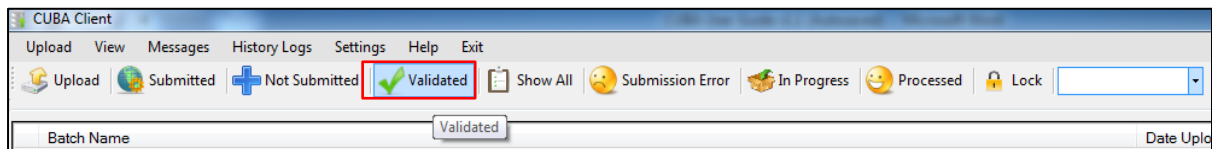
- 1) **Submitted** – All the files that have been submitted to the server will be displayed. Click the **Submitted** Icon (in red) to view the submitted files.



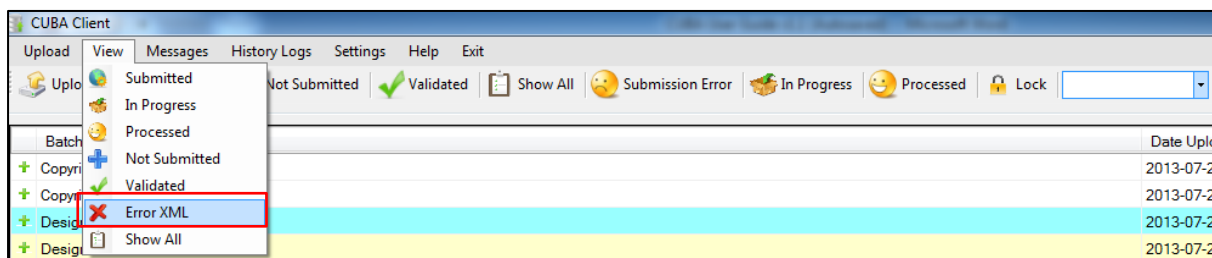
- 2) **Not Submitted** – Displays all files that have been uploaded but have not yet been submitted. Click the **Not Submitted** Icon (in red) to view the files that are not yet submitted.



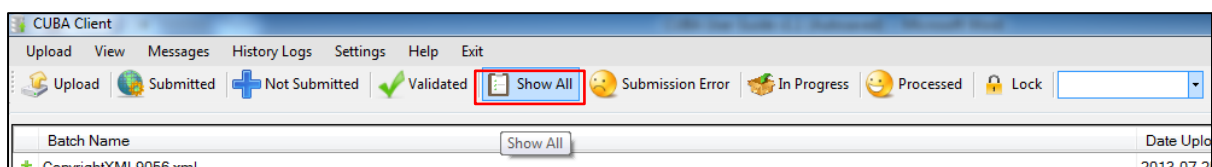
- 3) **Validated** –Files that have been successfully validated against the XML Schema will be displayed. Click the **Validated** Icon (in red) to view the validated files.



- 4) **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.



- 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**



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

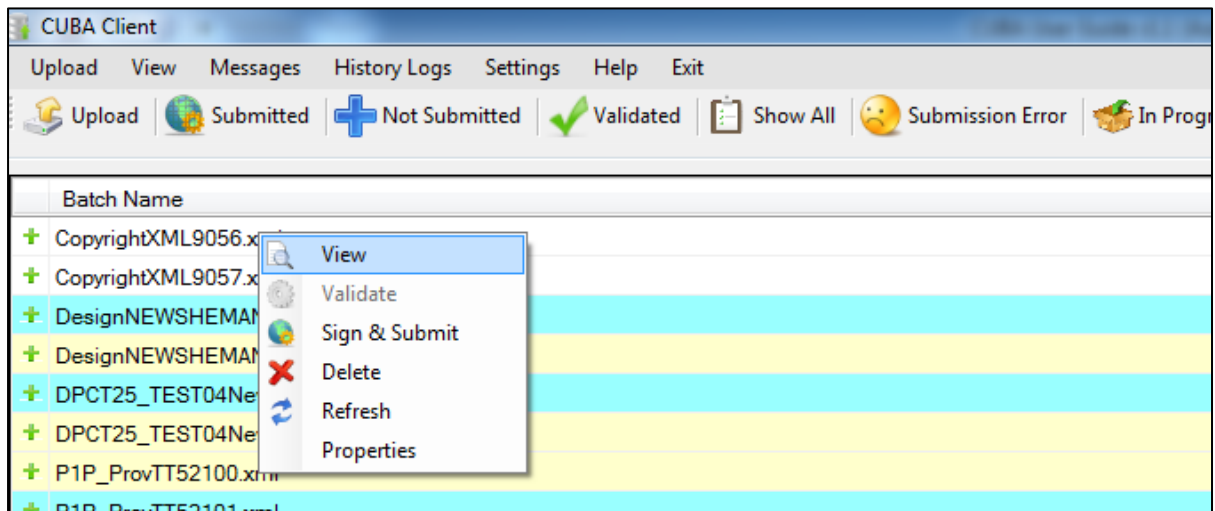


Figure 13: View xml file

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

| File Name: CopyrightXML9056.xml [MSG_32041] | | | |
|---|-----------------------------------|----------------|------------------|
| Unique No | Mark / Title | Classification | Status |
| X0000101 | WALL STREET: MONEY NEVER SLEEPS | FILM | Waiting for user |
| X0000102 | BIG MOMMAS: LIKE FATHER, LIKE SON | FILM | Waiting for user |
| X0000103 | BIG MOMMAS: LIKE FATHER, LIKE SON | FILM | Waiting for user |
| X0000104 | WALL STREET: MONEY NEVER SLEEPS | FILM | Waiting for user |
| X0000105 | WALL STREET: MONEY NEVER SLEEPS | FILM | Waiting for user |
| X0000106 | BIG MOMMAS: LIKE FATHER, LIKE SON | FILM | Waiting for user |
| X0000107 | WALL STREET: MONEY NEVER SLEEPS | FILM | Waiting for user |
| X0000108 | BIG MOMMAS: LIKE FATHER, LIKE SON | FILM | Waiting for user |
| X0000109 | WALL STREET: MONEY NEVER SLEEPS | FILM | Waiting for user |
| X0000110 | BIG MOMMAS: LIKE FATHER, LIKE SON | FILM | Waiting for user |

New Copyright
Refresh All
Close

Figure 14: Individual xml files

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

- View, print, and delete

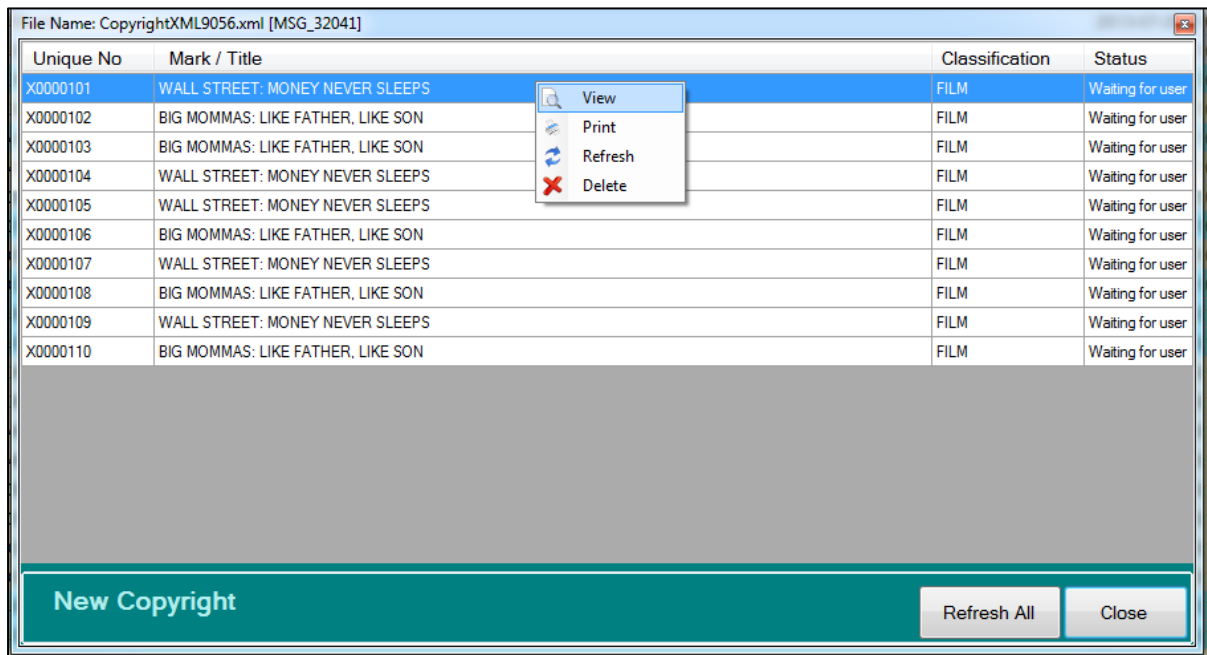


Figure 15: View individual xml file

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 [Provisional]

P1 Form P2 Form P4 Form Documents

Unique Reference : X0000101

Address for Service: DM Kisch Inc
Inanda Greens Business Park, 54 Wierda Road West, Wierda Valley, Sandton.
Pretoria

Applicants :

| Applicant name | Address |
|--|---|
| Spressit Logistics CC, a South African close corporation | 14 Davidson Street Rynfield, Benoni, 1501, Gauteng, South Africa, Pretor... |

Title : SYSTEM AND METHOD FOR DISPENSING SOAP

☒ P2 Form - Register of patents
☒ P3 Form - Declaration and Power of Attorney (Section 30 - Regulation 8, 22(i)(c) and 33)
☒ P4 Form - Application or request to registrar (Regulation 39)
☒ P6 Form - Provisional Specification (Section 30(l) - Regulation 27)
☐ P26 Form - Statement on the use of indigenous biological resource, genetic resource traditional knowledge or use (Section 30(sA) - Regulations 22(1), 67B(4))

Application number not assigned

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.

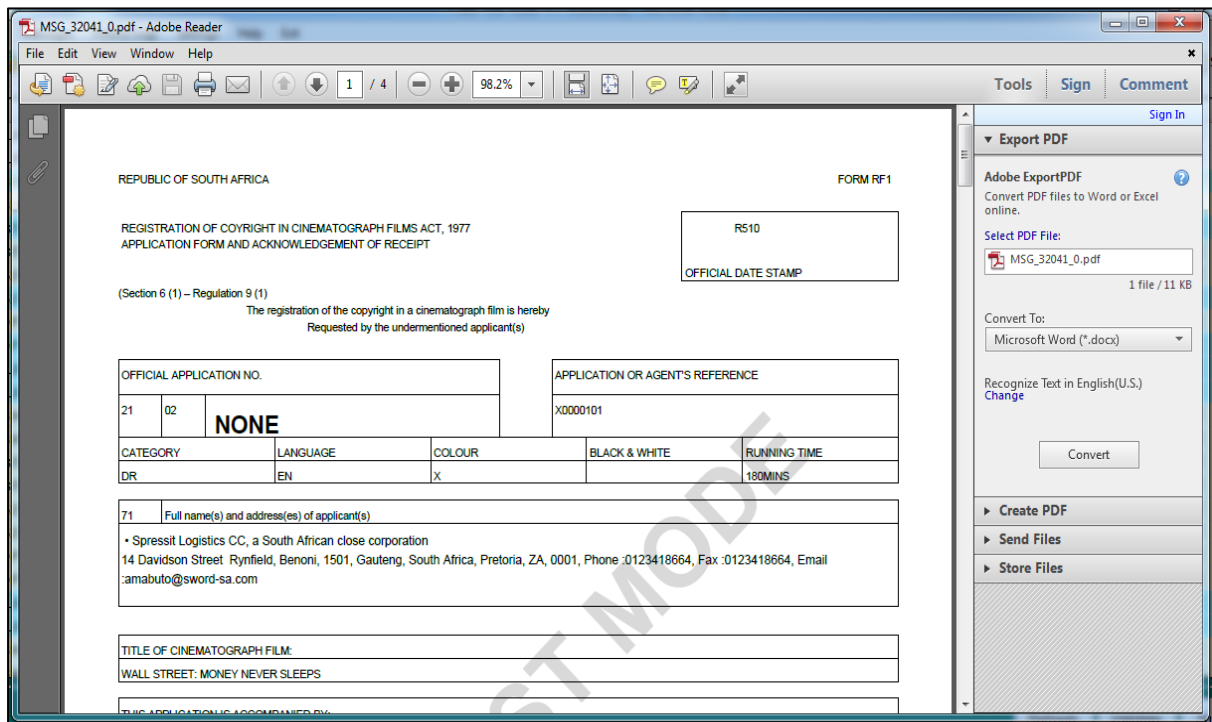


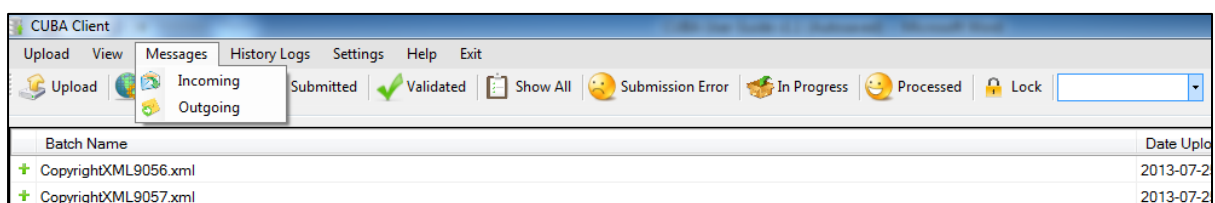
Figure 17: Printing an xml file

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**



- 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.

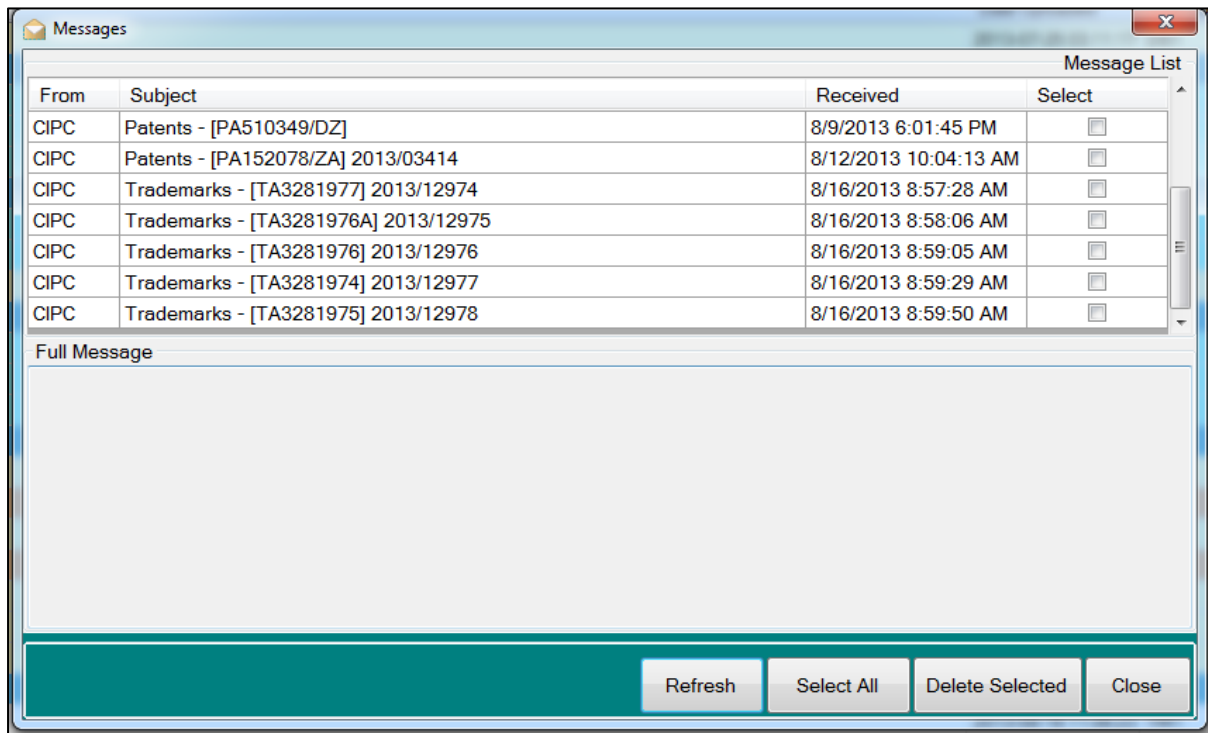


Figure 18: Incoming messages

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.

- 2) 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.

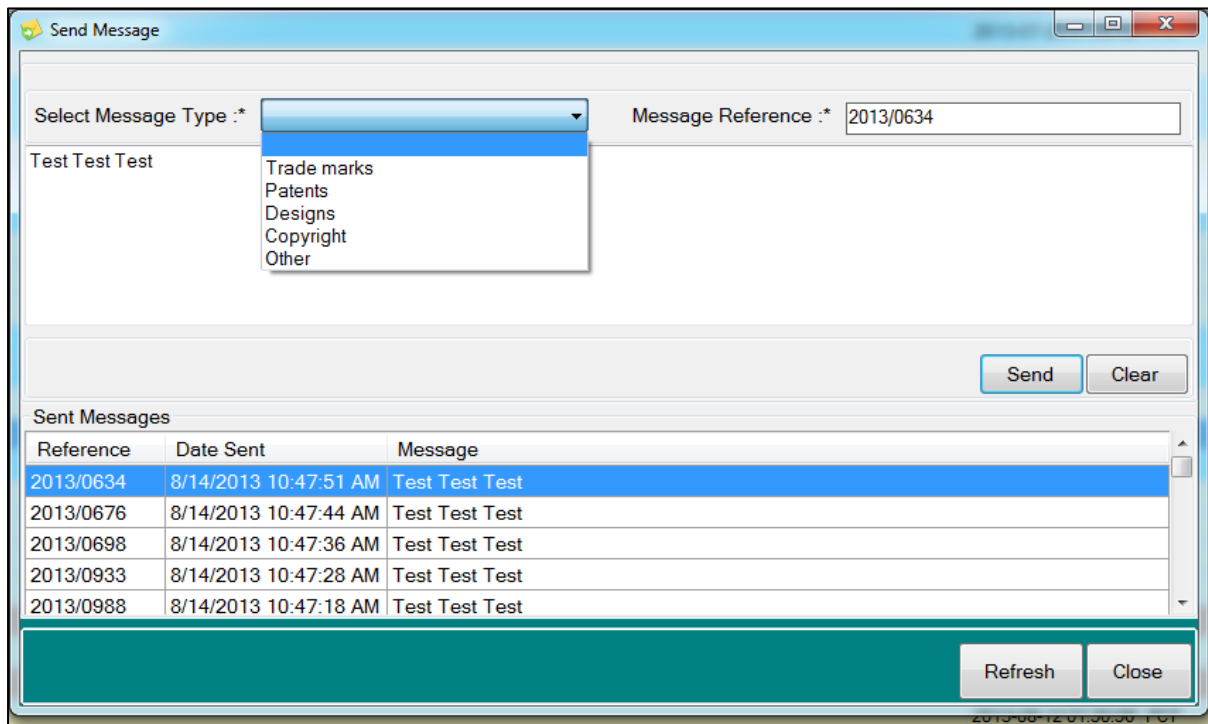


Figure 19: Outgoing messages

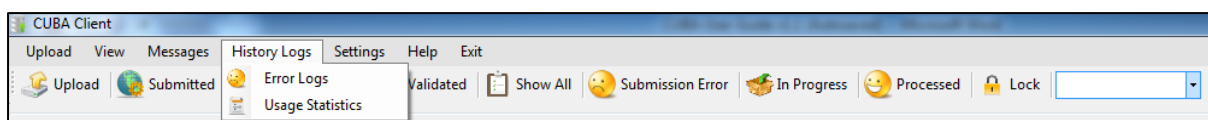


It is important that the user is familiar with their email contact list since it is very risky to open unknown mail.

11. HISTORY LOGS

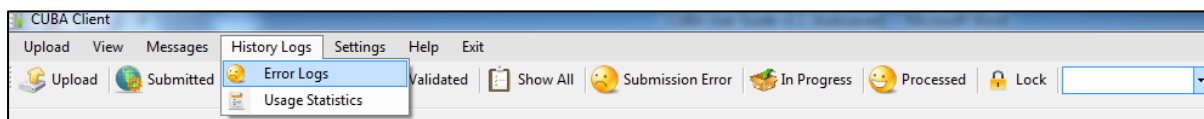
The History logs are logged on the users' machine and show errors that have occurred in the application for the users' reference. CUBA Client has 2 types of Logs available for the user to view:

- 1) Error Logs
- 2) Usage statistics



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:



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

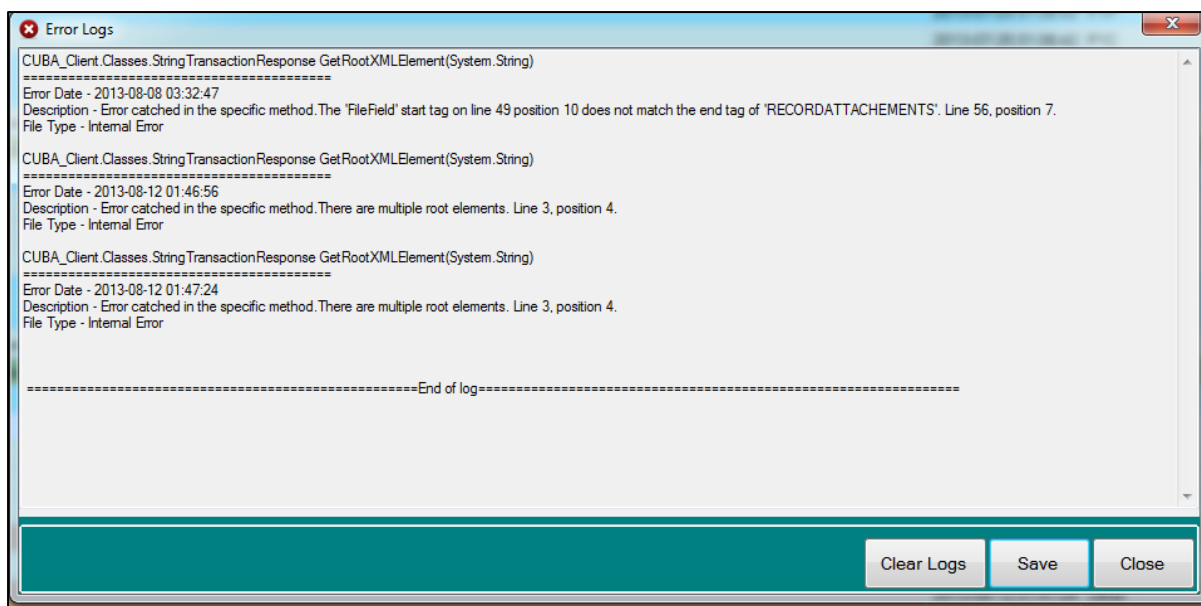


Figure 20: Error logs window

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.



It is advisable to save the Error Logs first before clearing for future reference

11.2 USAGE STATISTICS

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

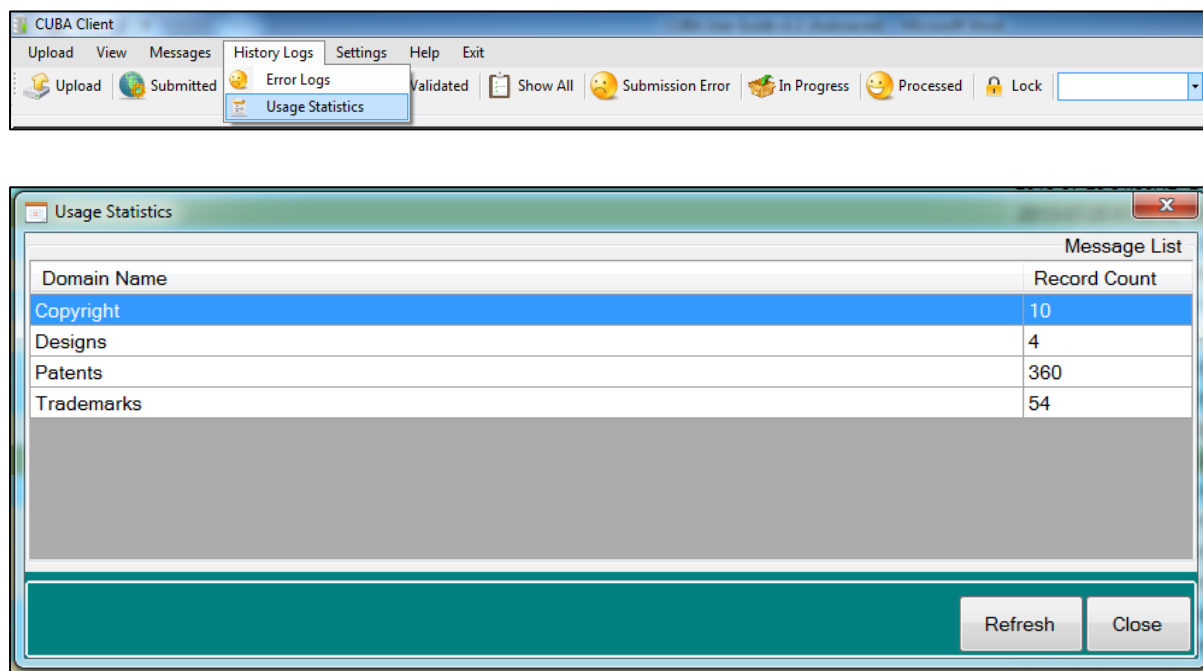
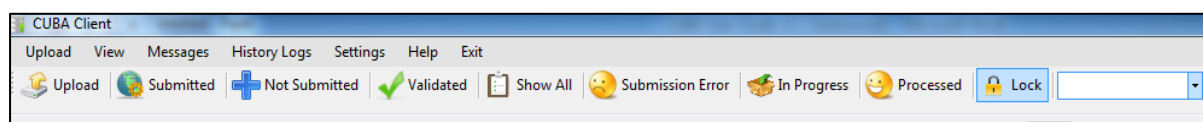


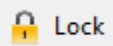
Figure 21: Usage statistics window

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.



To lock the application, click on the  icon on the toolbar. The application will remain open 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.



To unlock the application you will need to enter the password of the user who is currently logged in!

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.

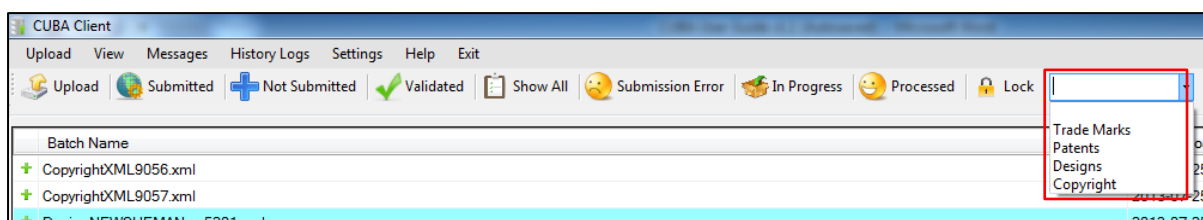
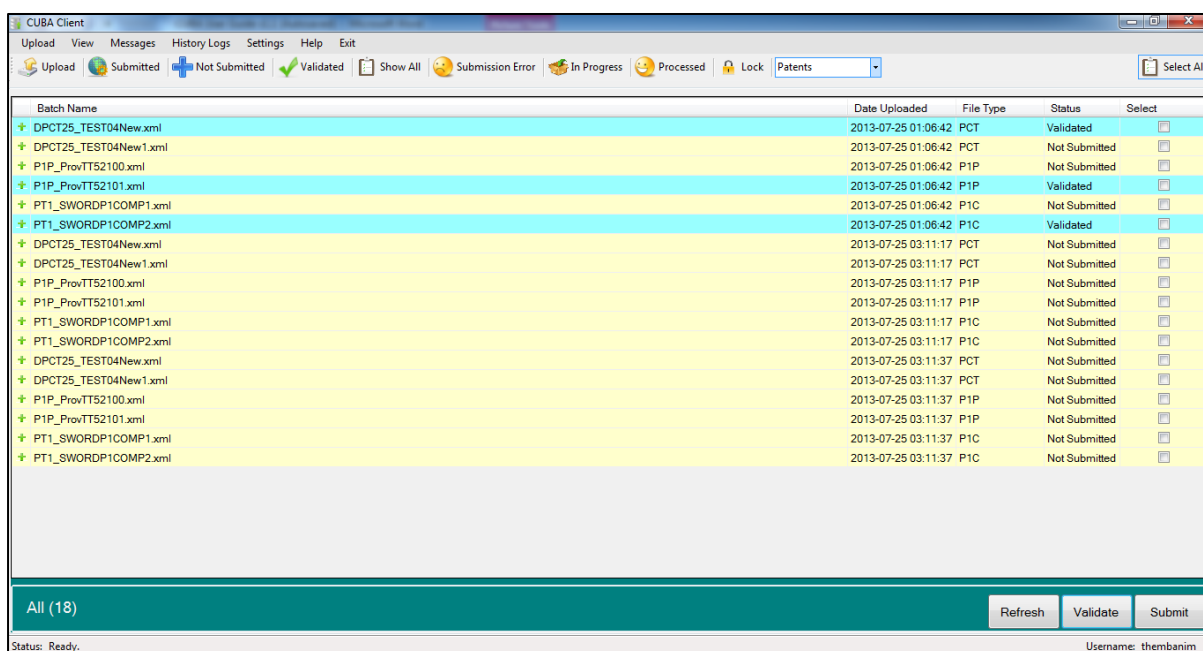


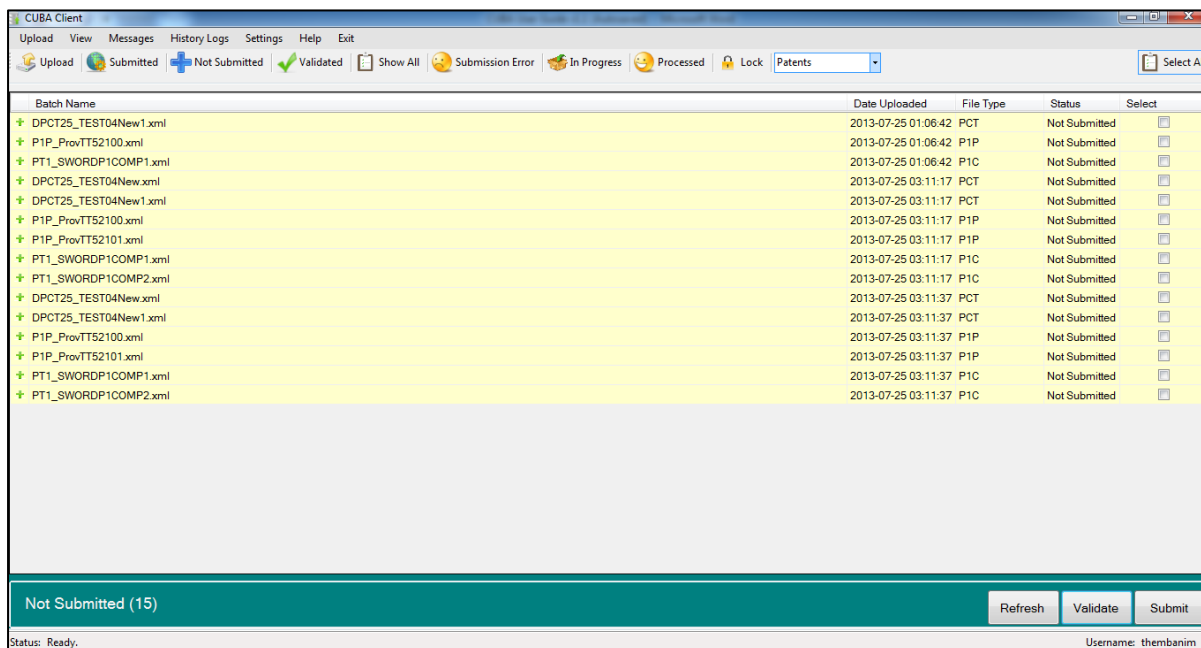
Figure 22: Search field

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:



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

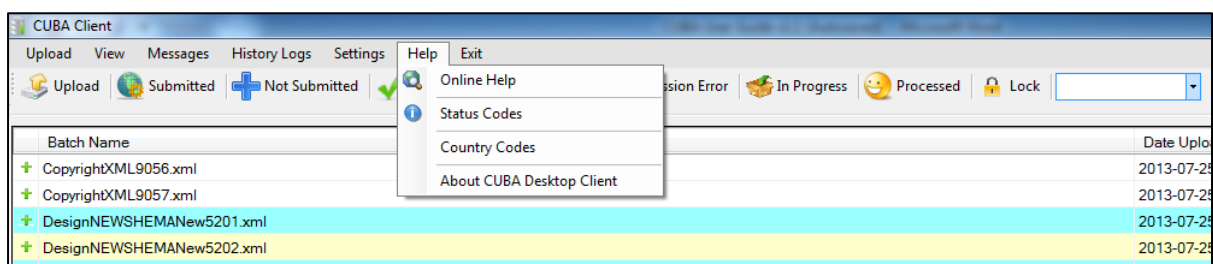
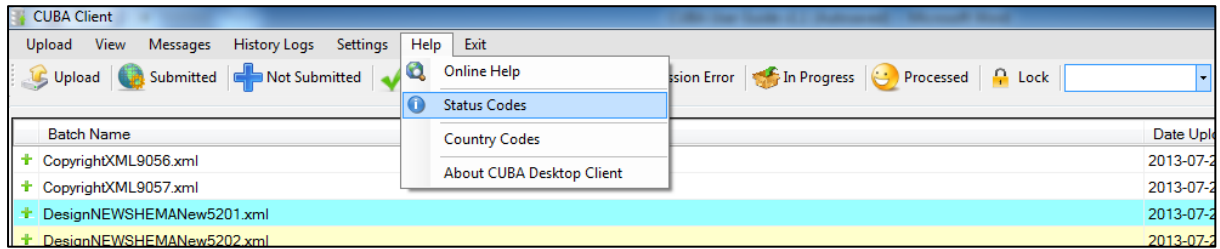


Figure 23: Online Help

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

2) Status Codes



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

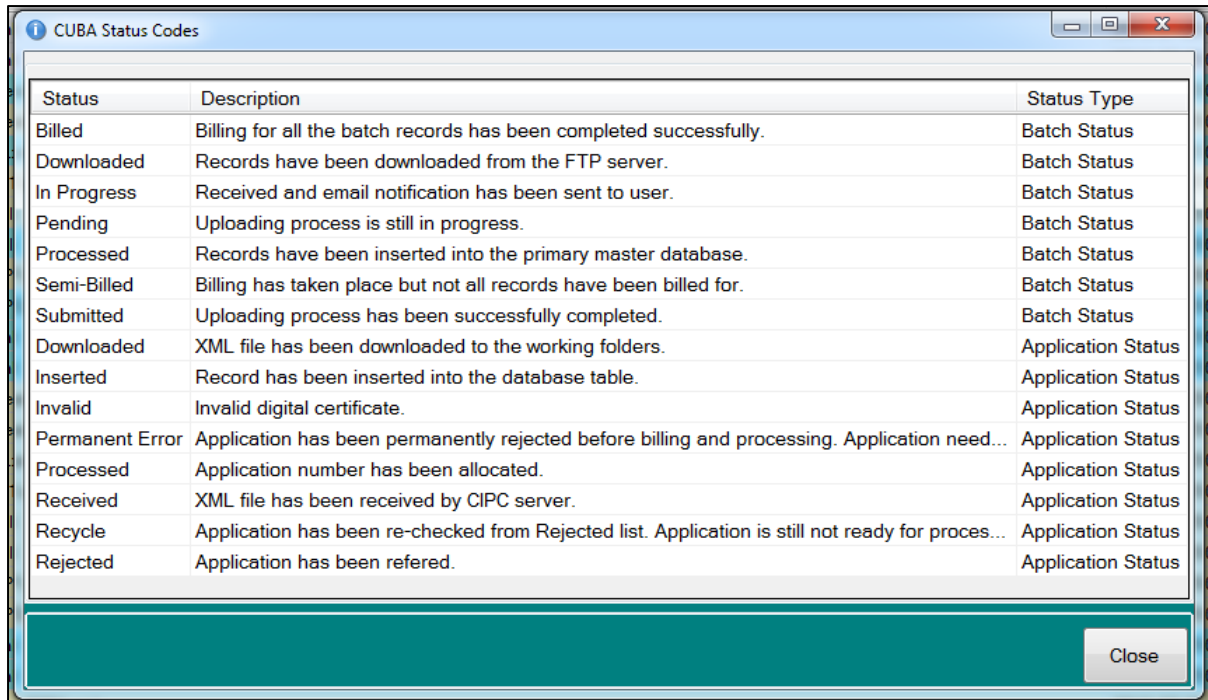
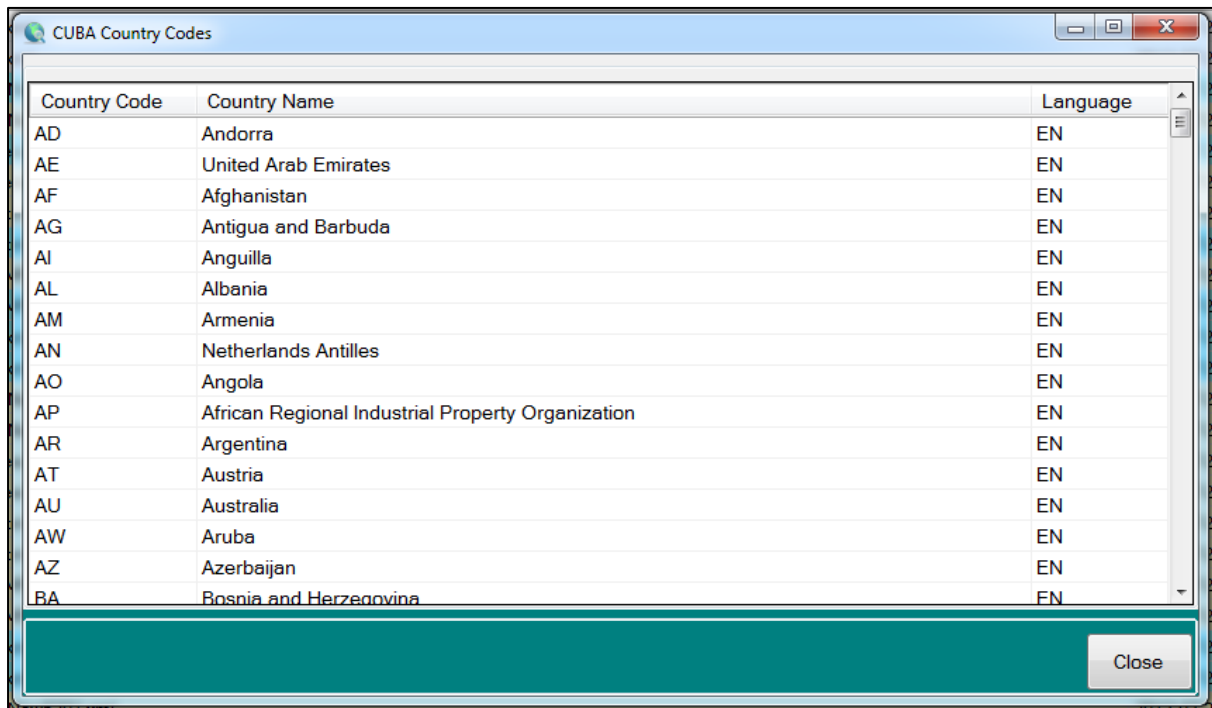


Figure 24: Status Codes window

3) Country Codes

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



| Country Code | Country Name | Language |
|--------------|---|----------|
| AD | 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 | EN |

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



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 <input checked="" type="checkbox"/> | No <input type="checkbox"/> |
|--|--|--------------------------------|
| 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: |
| Name: |
| Designation: |
| Date: |

| |
|------------------------|
| CIPC Signature: |
| Name: |
| Designation: |
| Date: |

For and on behalf of Sword SA:

| |
|-----------------------|
| SSA Signature: |
| Name: |
| Designation: |
| Date: |

| |
|-----------------------|
| SSA Signature: |
| Name: |
| Designation: |
| Date: |