

WATCH ON SERION™

QUICK REFERENCE GUIDE

Watch on SERION helps you to manage your trademark and applicant watches, from order to analysis, at the time that suits you and in the way you choose. This Quick Reference Guide will lead you through the most important workflow tools.

To reach Watch on SERION, go to compumark.thomson.com, fill in your username and password and choose 'Watch'.



WATCH ON SERION:
SAVE TIME WITH THE BEST TOOLS

ONLINE PROCESS

Watch on SERION offers online tools for every phase of the watch process:

- Order new watches
- Consult and update your portfolio
- Consult and archive Watch Results
- Analyse and review Watch Results
- Report Watch Results to your clients

SET YOUR PREFERENCES

You can set your preferences to customise your results view. A default setting has been assigned for easy viewing of the most important information.

VIEW OUR ONLINE TUTORIALS

Our online tutorials give you a brief introduction into the different tools of Watch on SERION. To view these recorded demonstrations, go to compumark.thomson.com and choose 'Downloads' under 'Useful information'.

ORDER NEW WATCHES

1. Choose a product



2. Default entries (necessary)

- Your reference
- Start date
- Trademarks (or names)
- International classes,
- Regions or countries

3. Additional entries (optional)

- Limit the identical trademarks to report in other classes
- Limit the watch region to specific countries of interest (Advanced)
- Add instructions for our Watch analysts

CONSULT AND UPDATE YOUR WATCH PORTFOLIO

PORTFOLIO OVERVIEW

Click on Portfolio and get a complete overview of your watch portfolio.

SORT

Click on the column headers to view your watches in the order you prefer.

FILTER

Search for specific watches and view only those. Click on the filter button and enter the term you want to filter or select the desired filter criteria. To clear all filters, click on Clear Filter.

OPEN IN EXCEL

Select one or more trademarks and click on Open in Excel to export your complete portfolio or a personalised overview into an Excel document.

UPDATE WATCH(ES)

Update existing watches by selecting a trademark and clicking on Update Watch(es). Change the existing order details and confirm to return to the portfolio overview. An icon indicates this watch is being updated.



ADD INFORMATION

Include relevant information about the watched trademarks on the watch notices. You can add full text information (appl./reg. number and date, owner, classes and goods/services), free text or both.

Select a watched trademark, click on Add Information. To add full text information, first select a register in which your trademark has been registered, then enter the trademark number and click on Start Query. Click on Link Full Text to add it to new watch notices as of tomorrow.



CONSULT AND ARCHIVE YOUR WATCH RESULTS

WATCH RESULTS OVERVIEW

Click on Watch Results and get an overview of the watch results during the last month.

SORT

Click on the column headers to view the watch results in the order you prefer. To return to the default overview, click on Default Filter.

FILTER

Search for specific results and view only those. Click on the filter button and enter the term you want to filter or select the desired filter criteria.

To return to the default overview, click on Default Filter. Watch results are saved for six years.

OPEN WATCH NOTICE

Select a trademark, click on Open Watch Notice and choose Open to immediately view the watch notice. Watch notices are available for six months.

Open Watch Notice

E-Mail Watch Notice(s)

Request Translation

Open in Excel

E-MAIL WATCH NOTICE(S)

Select one or more trademarks and click on E-Mail Watch Notice(s).

Choose your contacts from the dropdown list or insert the e-mail address of your contacts.

Group your watch notices by your trademark watched, your reference or your client. Use the standard template as mail body or define your own template.

REQUEST TRANSLATION

Select a trademark and click on Request Translation to order an English translation of the goods and services.

This request is free of charge for the watched classes. The translation will be sent to you by e-mail within 48 hours.

OPEN IN EXCEL

Select one or more trademarks and click on Open in Excel to create Excel reports of watch results.

REQUEST INT'L LOCAL SERVICE

In case the opposition deadline of an international trademark is not available, the Int'l Local Service informs you of the date of publication in the Local Gazette and the opposition deadline calculated as of this date.

Click on the Request Int'l Local Service link to order this free service. Select the countries of interest.

ANALYSE AND REVIEW YOUR WATCH RESULTS

WORK OVERVIEW

This is a global overview of the analysis and review tasks of your company. Select a date to view the watch results for that day and click on View Watch Results.

SHOW DETAILS

Click on Show Details to view more details for each reported trademark. Click on Hide Details to return to the overview without details.

COMMENT

Add a comment for internal use to every result and save it. A speech bubble will appear in the overview on the left hand side.



STATUS

Analyse your watch results by changing the status code from new into another code. The status will be saved automatically.

You can create your own status codes on company level in Preferences - Status Management.

MULTIPLE STATUS CHANGE

Select multiple trademarks and click on Multiple Status Change to change their statuses at once.

The selected trademarks will disappear from the overview as the filter is set to view new results only.

Multiple Status Change ▾

Change the status of the selected watch results to:

- New
- Opposition
- No
- Hold
- Action
- Archive
- Yes

Apply Cancel

Support & training

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