



SAEGIS™ QUICK REFERENCE CARD

SAEGIS IS THE LEADING ONLINE TRADEMARK SCREENING SOLUTION. THIS QUICK REFERENCE CARD WILL LEAD YOU THROUGH ITS TOOLS AND THE MOST IMPORTANT STRATEGIES.

SAEGIS TOOLS

Custom Search

Develop your own tailored search strategy and retrieve the required information from our databases. In one go you can search trademarks, industrial names, pharmaceutical names in use and domain names.

AutoScreen

Simply enter a search term and AutoScreen will define a search strategy and locate identical and closely similar trademarks listed in order of relevance. In one go you can search trademarks, industrial names and pharmaceutical names in use.

ISS

Find out whether your trademark exists anywhere in the world. The search covers identical and phonetically identical trademarks published for the first time since 1 January 1976, without any subsequent changes or updates.

HOW CAN YOU REACH THESE TOOLS?

1. Go to <http://compumark.thomson.com>.
2. Fill in your username and password, click 'login' and choose 'SAEGIS'.
3. Select the relevant tool on the SAEGIS home page.

QUESTIONS?

You can find out more in the SAEGIS Help functions and in our detailed manual. For passwords, support and training, please contact our Customer Services:

saegis.support.be@thomsonreuters.com

phone: + 32 3 220 72 11

fax: + 32 3 220 73 98

CUSTOM SEARCH

Develop your own tailored search strategy and retrieve the required information from our databases. To reach Custom Search, click on the appropriate link on the home page.

FOUR STEPS TO RETRIEVE YOUR RESULTS

1. Enter Strategy

You can enter a reference, select databases and enter the search criteria. Please see below for more information on the search criteria.

- click Next

2. Show Hit Count

You will see the number of hits found and can define the options to view the hits, like range of hits and display format. The Calculate Cost button gives you a price indication.

- click Next (€)

3. View Hits (€)

In the tabular overview you can tick the box in front of each trademark you wish to include in the final report. Again you can define the display format and calculate the cost.

- click Next (€)

4. View Report (€)

You can view the final report. To start a new search, click the New Search button.

Both in step 3 and 4 you can save the results to the Inbox for later review and/or you can export directly in a Word, Excel or PDF format. By using the Back button you can always return to the previous page.

SEARCH CRITERIA: HOW TO GET THE BEST OUT OF YOUR SEARCH

Searching Trademarks: Three easy to use strategies

1. Exact Trademark – Trademark – Phonetic Trademark

Click the down arrow to select Exact Trademark, Trademark or Phonetic Trademark. Selecting one of these criteria will bring the following results:

Exact Trademark: Exact word with spaces, punctuation and English plurals

| Query | Will retrieve | Will not retrieve |
|-------|--|--------------------------------------|
| sport | sport sports s p o r t s-port! s.p.o.r.t | sport car maxi sport esportiva |

Trademark: Exact Trademark and word in combination with separate words

| Query | Will retrieve | Will not retrieve |
|-------------|---|---|
| sport | sport s.p.o.r.t sport plus multi sport multi sports plus | sporta supersport |
| multi sport | multi sport multisports multi plus sport sport for multi use | multina sport sporta multi sportmulti multinasport |

Phonetic Trademark: Exact Trademark, Trademark and phonetic variants

| Query | Will retrieve | Will not retrieve |
|-------|---|---|
| sport | sport multi sports sportt spoor spart | sportmulti spord (Consult the Phonetic Rules*) |

* For a complete list of phonetic rules, please consult the manual or e-mail us at support.be@thomsonreuters.com.

2. Operators

Add one of the following operators to the entry field to further tailor your results:

| Operator | Function | Example |
|----------|---|----------------------------|
| and | For trademark searching, leave blank instead of using and. | multi sport |
| or | Search for synonyms or translations of a trademark by using or. | sport or sportt or deporte |
| not | Use not to exclude terms. | polo not sport |

Operators must be placed within speech marks when searched literally, e.g. dead "or" alive.

3. Truncation

You can use the drop down menu (Equals, Begins with, Ends with, Contains) next to the search fields to specify the type of search or you can manually truncate as follows:

| Truncation | Query | Will retrieve |
|------------|---------------------|--|
| * | sport* | sport sportivo active sportdrink s p o r t |
| | *sport* | sport sportivo disport esportivo s p o r t |
| | Also: *sport, sp*rt | |
| ? | sport? | sporta sport2 s p o r t a sport |
| | Also: ?sport, sp?rt | |

Plurals are automatically covered. Therefore e.g. sport? will automatically retrieve sports but also sportsy.

Searching Classes

Leave a space between the classes you enter e.g. 3 29 30 31. The blank means or.

When searching a range of classes, insert the colon (:) or the hyphen (-) between the first and last class you require e.g. 3 29:33 or 3 29-33.

Number Searching

Select Number, Application Number or Registration Number in the list of searchable fields:

- Leave out special signs.
- For a complete list of countries and their record number format, please consult the manual or e-mail us at saegis.support.be@thomsonreuters.com.

Owner Searching

To search for marks owned by a specific owner, select the field Owner Name. Enter only the most distinctive parts of the owner name. Do not include terms like *GmbH, Corp, Ltd.*

AUTOSCREEN

Simply enter a search term and AutoScreen will define a search strategy and deliver a set of qualified results in order of relevance. To reach AutoScreen, click on the appropriate link on the home page.

FOUR STEPS TO RETRIEVE YOUR RESULTS

1. Enter Strategy

You can enter a reference, select databases and enter the trademark name and the class(es).

- click Next

2. Confirm Details

A recapitulation of the strategy and a price indication is displayed. You can also click on Preview Hit Count to know the number of hits found.

- click Next (€)

3. View Hits (€)

In the tabular overview you can click on the link to get the full text for a trademark. You can also tick the box in front of each trademark you wish to include in the final report.

- click Next

4. View Report

You can view the final report. To start a new search, click the New Search button.

Both in step 3 and 4 you can save the results to the Inbox for later review and/or you can export directly in a Word, Excel or PDF format. By using the Back button you can always return to the previous page.

ISS

Find out whether your trademark exists anywhere in the world. To reach ISS, click on the appropriate link on the home page.

FIVE STEPS TO RETRIEVE YOUR RESULTS

1. Select Product

Choose between a Worldwide (WISS), Regional (RISS) or Country (KISS) Identical Screening Search. You can also define an own region in the Customized RISS (up to ten selected countries).

● click Next

2. Enter Strategy

You can select regions or countries (not for WISS), enter a reference, the name to be searched and the class(es). You can choose between Trademark, Owner or Prefix search.

● click Next

3. Confirm Details

A recapitulation of the strategy and an exact indication of the price is displayed.

● click Next (€)

4. View Hits (€)

You will see the final report. For the registers, which correspond to our full text databases, a link is included to obtain current full text information. Alternatively you can tick the box in front of each trademark to make a report of several full texts. In this case proceed to the next step.

● click Next (€)

5. View Report (€)

The final report is displayed. To start a new search, click the New Search button.

Both in step 4 and 5 you can save the results to the Inbox for later review and/or you can export directly in a Word, Excel or PDF format. By using the Back button you can always return to the previous page.

ACCOUNT

Account allows you to see your current charges (even during your search) and check your invoices of the past twelve months. To reach Account, click on the appropriate link on the home page or the navigation bar.

INBOX

Inbox allows you to open or export saved documents or create new reports from saved documents. To reach Inbox, click on the appropriate link on the home page or the navigation bar.

OPEN

Open saved documents by clicking on the name of the document.

CREATE A REPORT

Create a Report from a saved hitlist by opening the hitlist, selecting the trademarks you need and follow the indicated steps.

EXPORT

Export your documents into Word, Excel or PDF. Both text and images will be saved.

The export procedure is as follows

1. Click on the format you require
2. Choose 'Open' to open the documents immediately or 'Save' to save in chosen format
3. Select name and location where you would like to save the report and click on 'Save'

All saved documents remain in Inbox for twelve months.

PREFERENCES

Preferences allows you to tailor your search and work flow to your needs. To reach Preferences, click on the appropriate link in the navigation bar.

LANGUAGES

You can choose between English, German, French, Italian, Spanish and Dutch to set as default language for the Interface and/or Report Headings.

STRATEGY OPTIONS

You can set a Reference and/or the International Class(es) to be searched as a default.

REPORT OPTIONS

Tailor search reports to your needs and set as a default to save valuable time each time you generate a Report.