

Online Filing SE, Module 2

Creating and managing your organisation

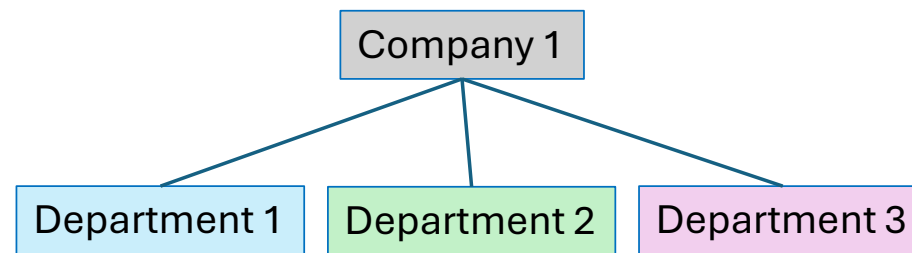
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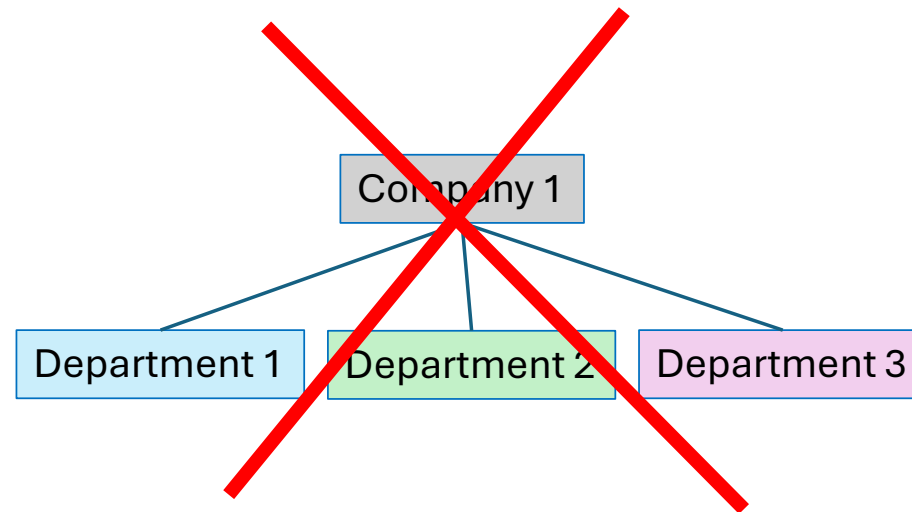
Creating Organisation(s)

Online Filing SE does **not** support hierarchical organizations.



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Creating Organisation(s)

Each ***department/function*** within a company that is to be kept separate must therefore be created as a ***separate organization***.

Company1_Dep1

Company2_Dep2

Company1_Dep3

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Company1_Dep1

Company2_Dep2

Company1_Dep3

Each organization is ***created and owned*** by an ***individual user***. It is therefore important that your company has decided ahead of time ***who*** shall create and handle the organization(s) for your company.

Roles

Online Filing SE has the following roles for users in an organization:



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Note: The **creator** of an organization **cannot currently be removed** from that organization.

It is therefore important for the company to select a trusted individual for creating the company organization(s).

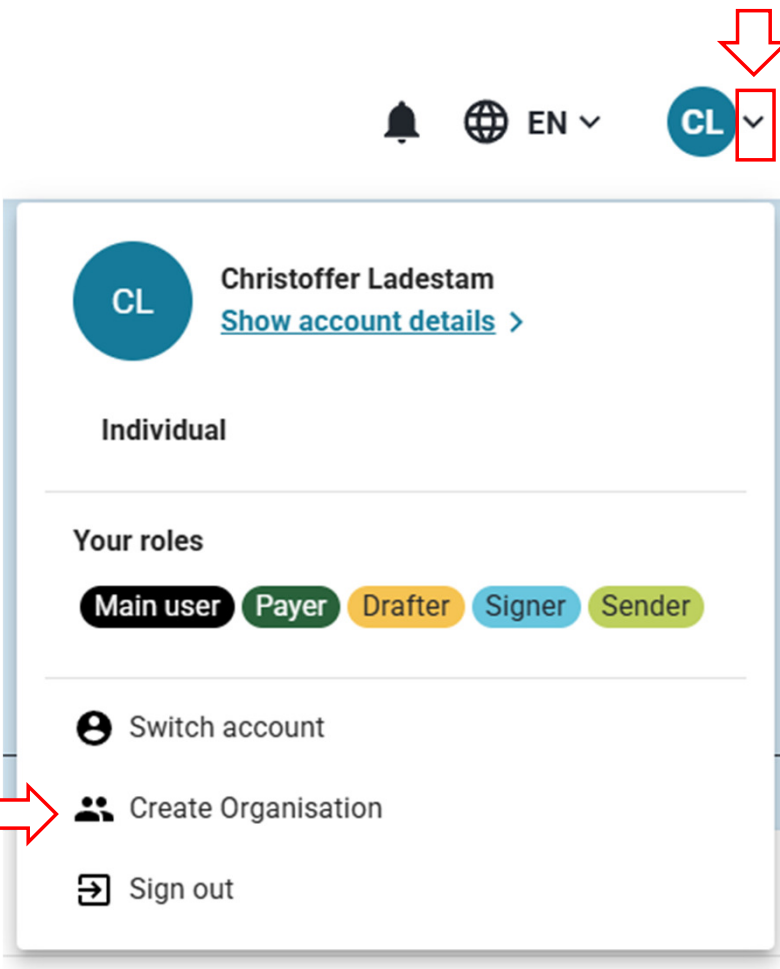
PRV recommends to only invite new members to an organisation *after* they have created their personal accounts.

Example: Creating an organisation

Press the little arrow next to your initials to see your account settings, and create organisations

The screenshot displays the PRV Patent Service user interface. At the top, the header includes the PRV logo, the text 'PATENT OCH REGISTRERINGS VERKET' and 'PATENT SERVICE', a language selector set to 'EN', and a user profile icon with the initials 'CL' and a dropdown arrow. A red box highlights this arrow, with a callout box above it stating: 'Press the little arrow next to your initials to see your account settings, and create organisations'. Below the header, a red sidebar on the left contains a circular icon and a document icon with a right-pointing arrow. The main content area has a light blue background and features a large welcome message: 'Welcome Christoffer Ladestam'. Below this, a subtitle reads: 'This is your national patent e-filing portal. Here you can manage all your submissions.' At the bottom of the main area, there are three navigation links: 'National submissions' (which is underlined), 'International submissions', and 'European patent applications'.

Example: Creating an organisation



The screenshot shows a user profile dropdown menu. At the top right, a red arrow points down to a circular profile icon labeled 'CL' with a small downward arrow next to it. The dropdown menu itself contains the following information:

- Profile icon: A blue circle with the letters 'CL'.
- Name: Christoffer Ladestam
- Link: [Show account details >](#)
- Account type: Individual
- Section header: Your roles
- Roles: Main user (black), Payer (green), Drafter (yellow), Signer (blue), Sender (light green)
- Section header: Account management
- Options: Switch account (person icon), Create Organisation (two people icon), Sign out (logout icon)

On the left side of the image, the text "Press **Create Organisation**" is followed by a red arrow pointing to the "Create Organisation" option in the dropdown menu.

Example: Creating an organisation

- Information (Name)
- Description
- Choose accent colour

The screenshot shows the 'New organisation' page on the PRV website. The page has a red sidebar on the left with a hamburger menu icon and a document icon. The main content area is white. At the top, there is a header with the text 'PATENT OCH REGISTRERINGS VERKET' and the PRV logo, followed by 'PATENT SERVICE'. Below the header, there is a breadcrumb trail: 'First page > My account'. The main heading is 'New organisation'. Below this, there is a paragraph: 'On this page you can create a new organisation. You can later edit this information in the organisation page.' The section is titled 'Organisation information'. There are three input fields: 'Organisation information', 'Description', and 'Choose accent colour'. Red arrows point to each of these fields. Below the 'Choose accent colour' field, there is a row of six colored circles: blue, pink, green, orange, yellow, and grey. The text 'This colour will be used to display your organisation name on the navigation bar.' is located above the color selection row.

PATENT OCH REGISTRERINGS VERKET **PRV** PATENT SERVICE

[First page](#) > My account

New organisation

On this page you can create a new organisation. You can later edit this information in the organisation page.

Organisation information

Organisation information

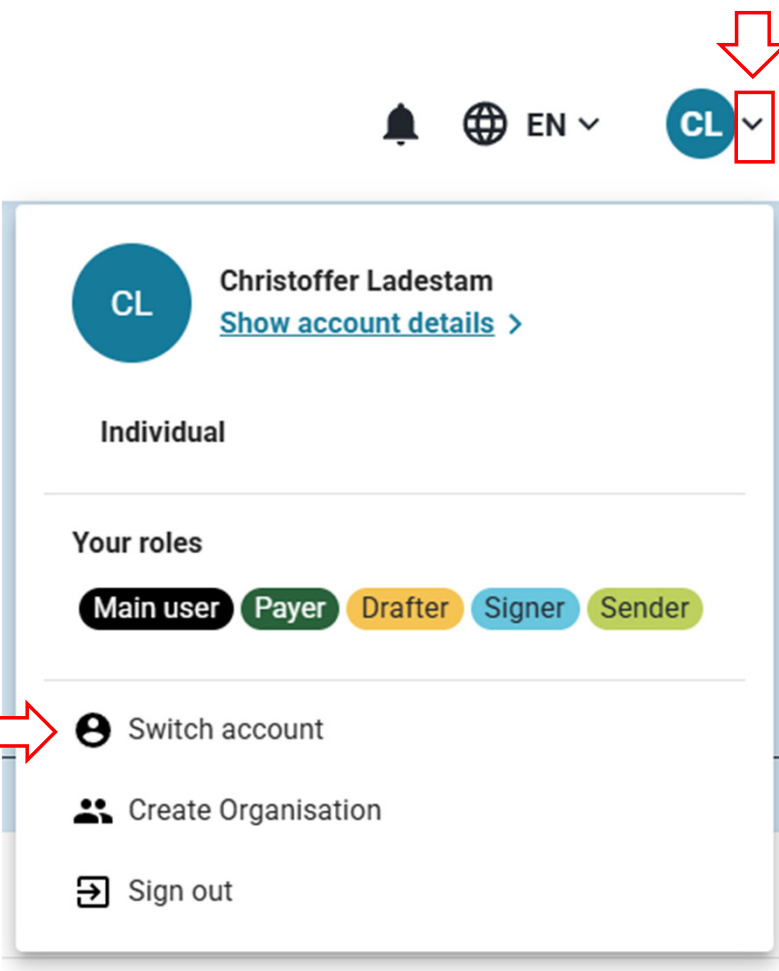
Description

Choose accent colour

This colour will be used to display your organisation name on the navigation bar.

Color selection:

Example: Switch to your new organisation



The screenshot shows a user interface with a top navigation bar and a user profile dropdown menu. The top bar includes a bell icon, a globe icon, the text "EN", and a circular profile icon with the initials "CL" and a downward arrow. A red arrow points to this "CL" icon. The dropdown menu is open, showing the user's name "Christoffer Ladestam", a link to "Show account details", and the role "Individual". Below this, under the heading "Your roles", are five buttons: "Main user", "Payer", "Drafter", "Signer", and "Sender". At the bottom of the menu are three options: "Switch account" (with a person icon), "Create Organisation" (with a group icon), and "Sign out" (with a sign-out icon). A red arrow points to the "Switch account" option, and the text "Press **Switch account**" is written next to it.

Press **Switch account**

Example: Switch to your new organisation

The screenshot shows the PRV Patent Service interface. At the top, the header includes the PRV logo, the text 'PATENT OCH REGISTRERINGS VERKET' and 'PATENT SERVICE', and user controls like a notification bell, a globe icon, 'EN', and a user profile icon 'CL'. A red sidebar on the left contains a menu icon and a document icon. The main content area has a breadcrumb 'First page > Switch account' and a heading 'Select an account to sign in'. Below this, there are two account selection cards. The left card, titled 'Organisation account', is highlighted with a red border and contains a blue circle with 'S' and the text 'Storkund A'. Below the title, it lists roles: 'Signer' (blue), 'Main user' (black), 'Payer' (green), 'Drafter' (yellow), and 'Sender' (light green). The right card, titled 'Individual account', contains a blue circle with 'f' and the text 'f5195dda-0fb7-4d76-be86-823f5eff6e7d'. It also lists the same roles: 'Signer' (blue), 'Main user' (black), 'Payer' (green), 'Drafter' (yellow), and 'Sender' (light green). Both cards have a right-pointing arrow.

PATENT OCH REGISTRERINGS VERKET **PRV** PATENT SERVICE

First page > Switch account

Select an account to sign in

S Storkund A

Organisation account

Signer Main user Payer Drafter Sender

f f5195dda-0fb7-4d76-be86-823f5eff6e7d

Individual account

Signer Main user Payer Drafter Sender

Select the account

Example: Switch to your new organisation

The image shows a two-part interface for the PRV Patent Service. The left part is a 'Switch account' page where a user can select an account to sign in. The right part is a settings page for the selected organisation account.

Left Panel: Switch account

Header: PATENT OCH REGISTRERINGS VERKET **PRV** | PATENT SERVICE

Breadcrumbs: [First page](#) > Switch account

Select an account to sign in

S Storkund A

Organisation account
Signer Main user Payer Drafter Sender

Select the account

PRV

Right Panel: Settings for the organisation account

Header: Storkund A **CL**

CL Christoffer Ladestam
[Show account details](#) >

Organisation
[Storkund A](#) >

Your roles

Sender Main user Signer Drafter Payer

Switch account

Create Organisation

Sign out

Example: Managing the account

My organisation

Storkund A

Admin

CL Christoffer Ladestam

Organisationen hanterar ärenden som Storkund A lämnar till företaget. Endast inbjudna handläggare kan se dessa ärenden.

Members

Manage invitations

Invite Members

Example: Inviting members

Invite members

To invite members to join your organisation in Front Office please search for them or enter their email address and hit enter.\n\nPlease note that when adding multiple users they will have the same roles.

elina.staaf@prv.se; kristin.wiklund@prv.se

Roles

- ☐ Drafter
- ☐ Signer
- ☐ Sender
- ☐ Payer
- ☐ Main user

Add one or more users to invite.
Press *Enter* after each e-mail address to activate the e-mail invitation.

Select one or more roles.
If multiple users are added, they will have the same roles.

Each user can be a part of multiple organisations, at different Roles.

Cancel

Confirm

Example: Inviting members

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Press *Confirm* to send the invitation

Cancel

Confirm

Example: Moving drafts/submissions

Note: Can only be done by a user with Role: Main User

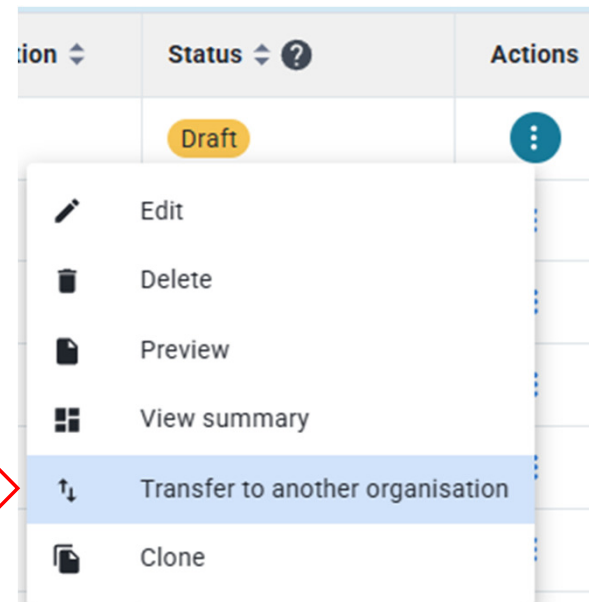
National patent applications		Supplements and responses				
						+ Create submission
<div> Filters</div>						
<input type="checkbox"/> User reference ▾	Case ID ▾	Applicant ▾	Title of the invention ▾	Last modification ▾	Status ▾ ?	Actions
<input type="checkbox"/> SUBM1_Företag1	000000189	Företag1	Submission draft	22.04.2025	Draft	
<input type="checkbox"/> TEMP_Företag1	000000185	Företag1	TEMPLATE	22.04.2025	Draft	

Find the draft or submission you want to move, press the three buttons in the Actions column

Example: Moving drafts/submissions

Note: Can only be done by a user with Role: Main User

Select ***transfer*** to another organisation




Example: Moving drafts/submissions

Note: Can only be done by a user with Role: Main User

Select organisation



 **Transfer applications**

Transfer application to another organisation.

Select the organisation you wish to transfer this submission to

Select organisation

Cancel

Transfer



Press Transfer

Merge accounts

If the company has accidentally created two or more organizations with the same name, contact PRV and EPO to merge the accounts.

- End of Module 2 -