Online Filing SE, Module 3
Create draft-templates and clone drafts

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Templates

This version of Online Filing SE does **not include** a separate database for submission **templates**. This development is planned for the next version of Online Filing SE.

However, it is possible to **clone drafts** of various applications, and thereby create various types of templates to clone from.

It is important to **re-save your original-template** at regular intervals (approximately once per 6 months) to not risk having the draft-template deleted due to inactivity.

Note: PCT and EP1001 drafts cannot be cloned.

Procedure

1. Create a submission draft for a Swedish National Patent, EP validation or SPC

2. Name the draft suitably

3. Fill out the draft information

4. Save and close draft

5. Go to the overview page for submissions and drafts, find the template draft and press the three-dots button in the column **More** for the draft

6. Select the option **Clone**

7. Open and rename the cloned draft

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Example: Create a draft submission
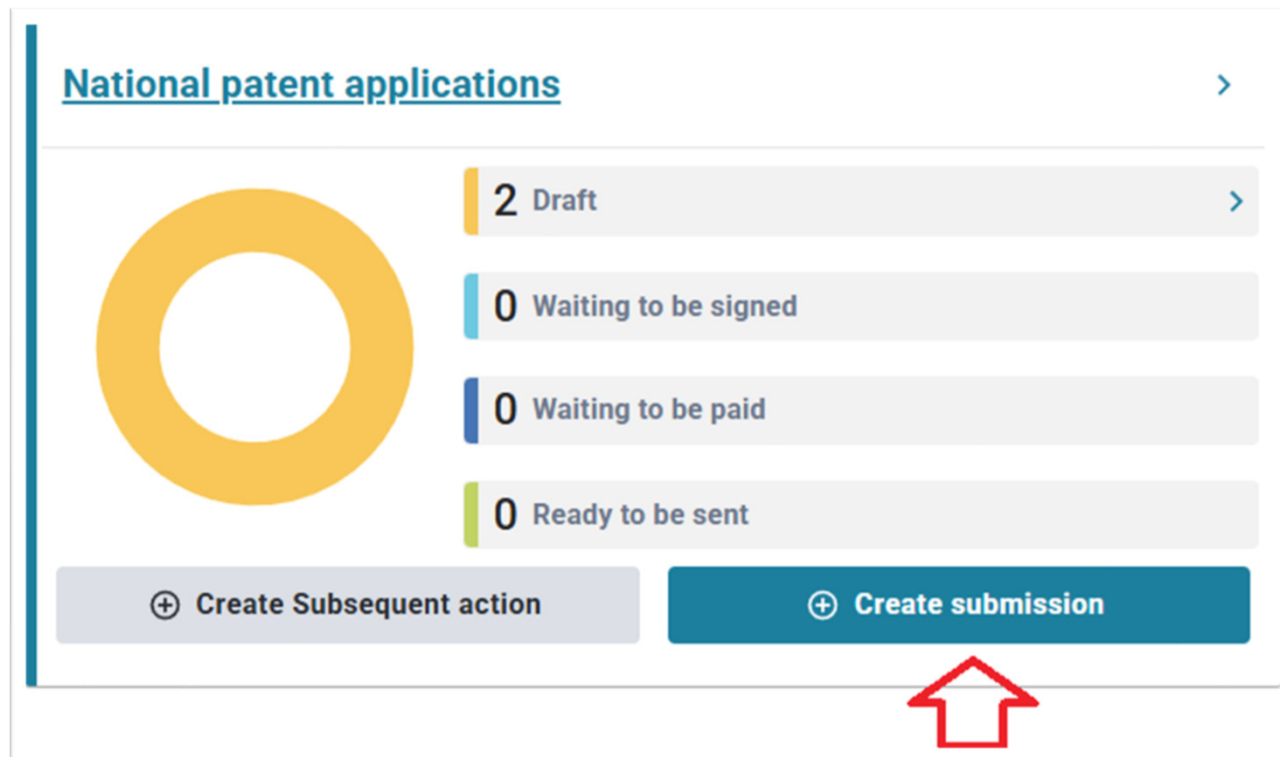
Example: Naming the submission

Basic filing information

Please note that user reference is mandatory for the creation of a draft application. Without a user reference the draft cannot be saved.

User reference
TEMP_Företag1

Select a name that is easy to identify as a template, then fill out the rest of the common information (such as Group ID, Applicant and Representative)

Example: Save and close the draft

Example: Find the draft

1. Open the overview page for submissions and drafts.

2. Find the template draft
To filter based on Status (Drafts), Applicant and/or User reference can be useful:

Example: Clone the draft

User reference	Case ID	Applicant	Title of the inve…	Last modification	Status	Actions
TEMP_Företag1	000000185	Företag1	TEMPLATE	22.04.2025	Draft	⋮

Edit

Delete

Preview

View summary

Transfer to another organisation

Clone

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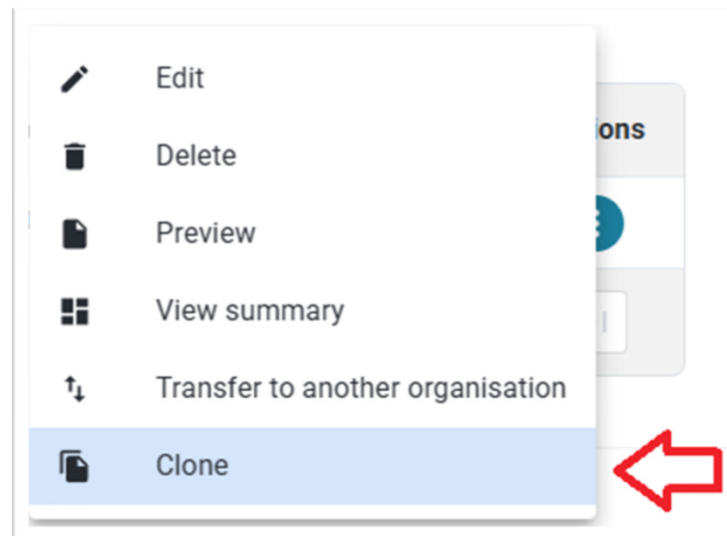
Example: Cloning completed

Example: Rename the cloned file

Renamed user reference

Added title of invention

Cloned

Original

	User reference	Case ID	Applicant	Title of the inve…	Last modification	Status
☐	SUBM1_Företag1	000000189	Företag1	Submission draft	22.04.2025	Draft
☐	TEMP_Företag1	000000185	Företag1	TEMPLATE	22.04.2025	Draft

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- End of Module 3 -