

How to register with



ADDING VALUE TO YOUR IP

Need any help? Call: 01235 85 40 85

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Next: register your IP and other intangible assets

Once you've registered your company with Inngot, you can describe your full range of intellectual assets – not just patents and trademarks, but copyright, trade secrets, proprietary processes and specialist customer knowledge.

Inngot saves each completed step, so you can register your IP all at once or in stages. You can modify details at step (g), or at any time after registration has been completed.

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a

Describe your innovation and its “domain”

b

Select knowledge components

c

Pick the benefits associated with your IP

d

Choose the sectors and sub-sectors your IP serves

e

Identify your IP's stage of development

f

Enter data on registered IP & intellectual assets

g

Review your registration

h

Payment (if not already made)

Before you start, you'll need the following:

- Your login information (e-mail address and password)
- Reference numbers and dates for any previously registered rights (patents, trademarks, designs)
- A name and description of your intellectual property
- Credit/debit card (if your IP registration is not pre-paid) and/or promotional code

d Choose the sectors and sub-sectors your IP serves:

you'll now see the Inngot Sector Grid again, but with a difference. This time it is used to identify which markets, or applications, your IP is intended to serve. You can pick as many sectors as apply; and on the following screen, for each sector, you can highlight the relevant sub-sectors, using Inngot's shuttle mechanism.

*If you are happy to leave your choices at sector level, you can un-tick **Refine Sectors** to go straight to the next section.*



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Continue

e Identify your IP's stage of development:

next, use the shuttle system to pick the development stage that best describes your IP. This works on the same basis as previously, with folders and items that you click to select, but this time you can only pick one of them. A description is provided to help you.

Remember to revisit Inngot to update this setting as your IP develops.

Continue

f Enter data on registered IP & intellectual assets:

the last set of information, itemising the different types of intellectual assets you possess, comes in two parts.

First, you provide a few key items of information on any IP which is registered elsewhere: patents, trademarks or designs. Include the reference number, then indicate what stage the registration has reached, and say what territory it covers. As before, simply click on the type of intellectual property you wish to add, then fill in the fields in the centre panel.

Take care: *if you have not yet applied for a patent, but may wish to do so, you can still register with Inngot, but you will need to hide some information. See step (g).*

Continue

Of course, registrable rights are only part of the story. Uniquely, Inngot also helps you identify other intangible assets which contribute to your strengths and capabilities. The shuttle mechanism is used again, and each item has a description to help you identify the most relevant items.

These are organised under four headings:

Copyright Protection:

identifies each of the different “families” of copyright, from literary works to semiconductor topographies.

Product/Service Assets:

highlights items that underpin your offering, like trade secrets.

Resource/Relationship Assets:

helps you explain specialist know-how relating to your capabilities, customers and suppliers.

Approvals and Endorsements:

enables you to highlight licences and awards that contribute to your market reputation.

Continue

Review your registration:

g

use the **Edit** buttons.

Just one more point to watch.

Depending on the development stage you have selected, your review page will show a number of boxes ticked under Level of Exposure. These settings govern what other users will see, so you can opt to hide anything you feel is particularly sensitive (for instance, anything that you might want to protect with a patent) at the time of registration.

The screenshot displays the registration review interface. On the right, the 'Level of Exposure' section is visible, containing a list of items with checkboxes, all of which are checked. The items are: Name, Description of the innovation, Inventive domain, Knowledge components, Stage of development, Market applications, Benefits, Statutory IP rights, Copyrights, and Intangible Assets. To the left, there are sections for 'Available' and 'Selected' items, with a central text area for descriptions.

Confirm

Payment (if not already made):

h

if you've pre-paid for your IP, then you're done! You will be taken to Inngot's control centre page.

If you haven't pre-paid (or if you are registering a second or subsequent item of IP), you'll see our payment page. Just use your credit/debit card and/or promotional code.