
MANAGING OPT PATENTS & COPYRIGHTS

The patents/software copyrights application is used to create and maintain a history of your patents and/or software copyrights. Once entered, these references will be automatically auto-populated in your Promotion and Tenure template.

You can enter the patent/software copyright references yourself or assign a designee editor to enter them on your behalf. (To assign a designee editor, navigate to Nav Bar > Main Menu > Self Service > UF Faculty Promotion & Tenure, click Add/Update a Designee Editor and enter the UFID of your designee editor (an 8-digit number)).

This instruction guide describes how to add, edit, view and delete Packet patents/copyrights within the OPT module in myUFL.

NAVIGATION

Login into myUFL and navigate to:

Nav Bar > Main Menu > My Self Service > Faculty Promotion & Tenure

Click the **Faculty Activity** link found at the bottom of the screen under the Track Ongoing Activity heading. Then click the **Patents/Software Copyrights** link.

ADDING PATENTS/SOFTWARE COPYRIGHTS

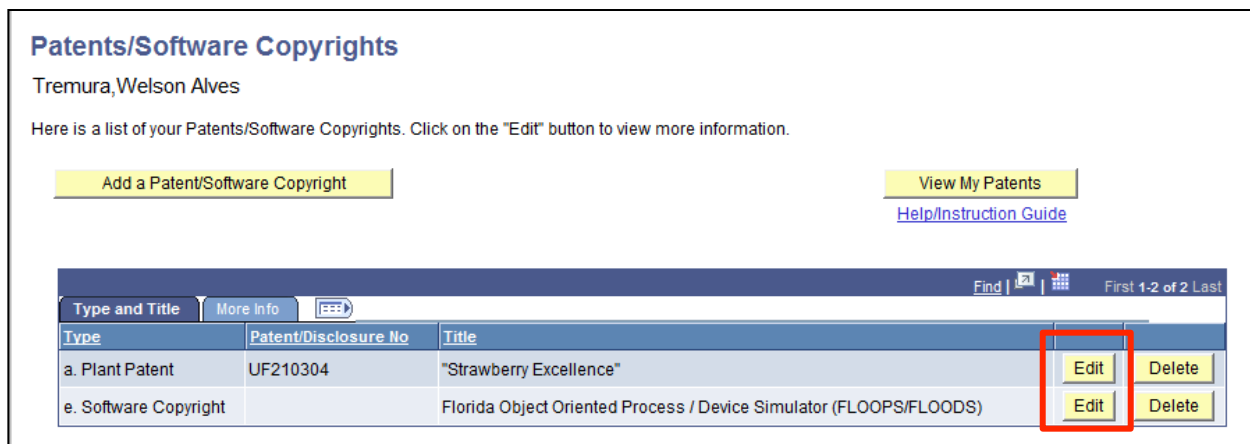
1. Click the **Add a Patent/Software Copyright** button.
 2. Choose the type of patent/copyright from the **Patent/Software Copyright Type** dropdown list.
Options are:
 - a. Plant Patent
 - b. Utility Patent
 - c. Design Mark Patent
 - d. Invention Disclosure
 - e. Software Copyright
 3. Enter the title of patent/copyright into the **Title** field.
 4. Enter the description/significance into the Description/Significance field. Note that the limit is 1000 characters maximum.
 5. Enter the patent application number in the **Patent Appl No** textbox field.
 6. Enter the year the patent/copyright was filed into the **Year Filed** field.
-

7. Select the approval status in the **Approved** dropdown field.
8. Select the licensed status in the **Licensed** dropdown field.
9. Indicate the amount of revenue generated by the patent/copyright from the Revenue dropdown field.
Options are:
 - a. None
 - b. \$1 – \$50,000
 - c. \$50,001 - \$100,000
 - d. \$100,001 - \$500,000
 - \$500,001 - \$1M+
10. Enter Inventor/Copyright Holder List Work Area data as needed.
11. **Scroll down**, if needed.
NOTE: Any previously added patents/copyrights will be listed.
12. Enter any appropriate notes into the **Notes** field. Check the Include box if you want the notes to appear when your list is printed.
13. Click the **Save** button.
14. Click the **Go to Patent/Copyright List** button.
NOTE: If you want to see your list as they will print in your template, or if you want the list for other purposes, click the View My Patents button.

ADDING PATENTS/SOFTWARE COPYRIGHTS

Patent/copyright references are listed in the Type and Title section. Clicking the Edit button will allow you to make any needed changes.

1. Click the **Edit** button.



Patents/Software Copyrights
Tremura, Welson Alves

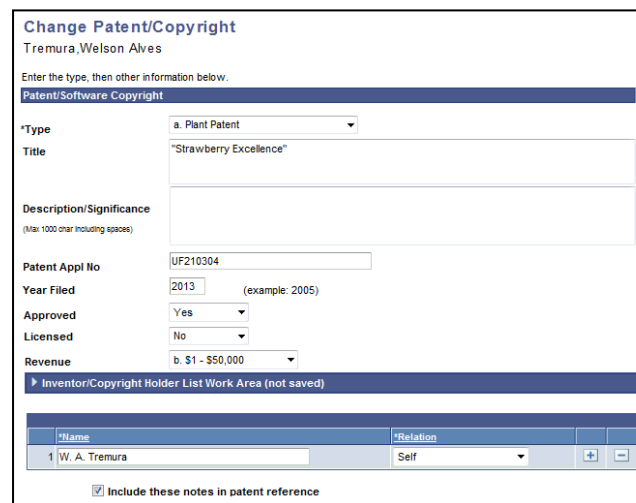
Here is a list of your Patents/Software Copyrights. Click on the "Edit" button to view more information.

[Add a Patent/Software Copyright](#) [View My Patents](#)
[Help/Instruction Guide](#)

Type and Title	More Info	Find	First 1-2 of 2 Last
Type	Patent/Disclosure No	Title	
a. Plant Patent	UF210304	"Strawberry Excellence"	Edit Delete
e. Software Copyright		Florida Object Oriented Process / Device Simulator (FLOOPS/FLOODS)	Edit Delete

2. Make any desired changes to the following items on the Change Patent/Copyright screen.
Options may include:
 - a. Patent/Copyright Type
 - b. Patent/Copyright Title
 - c. Patent/Copyright Description

- d. Patent Application Number
- e. Year Filed
- f. Approved
- g. Licensed
- h. Revenue
- i. Notes

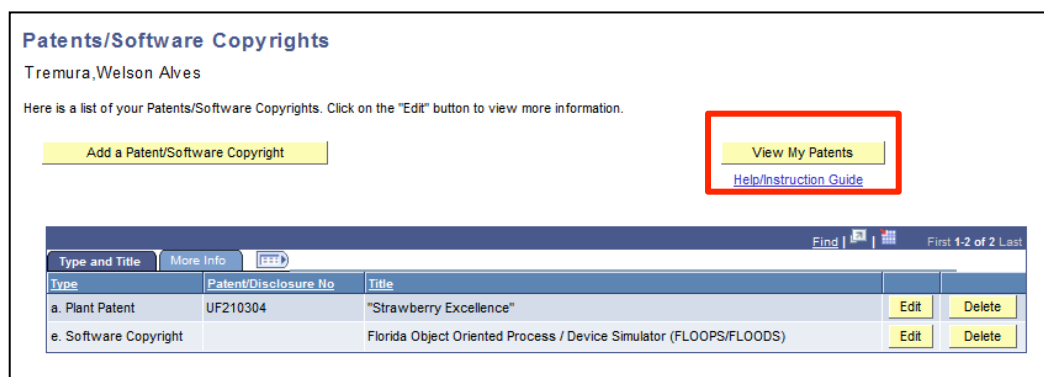


- 3. Click **Save** when finished.
- 4. Click the **Return to Patent/Copyright** button to make further edits. Otherwise, click **Go to Patent/Copyright List** button to return Patent/Copyright screen.

VIEWING ALL PATENTS/COPYRIGHTS

Clicking the View My Patents button will display the full details of all of your patents/copyrights in an .rtf document in the P & T template format.

- 1. Click the **View My Patents/Copyrights** button.



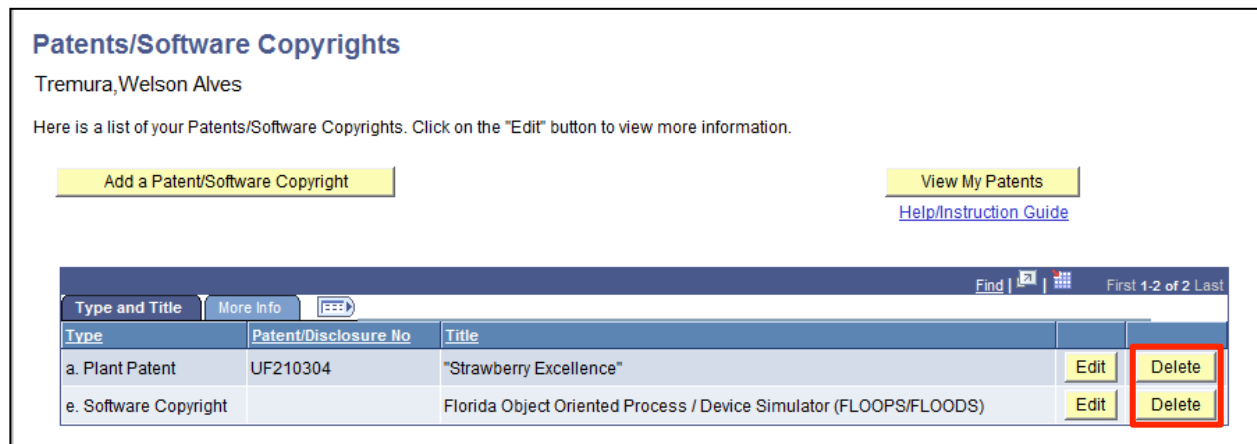
- 2. Click the **Open** button if you get a open/save message window.

NOTE: You may need to disable your browsers popup blockers and enable downloads to successfully view the .rtf document.

DELETING PATENTS/COPYRIGHTS

Any patent/copyright that you no longer hold can be deleted.

1. Click the **Delete** button for each patent/copyright you wish to delete.



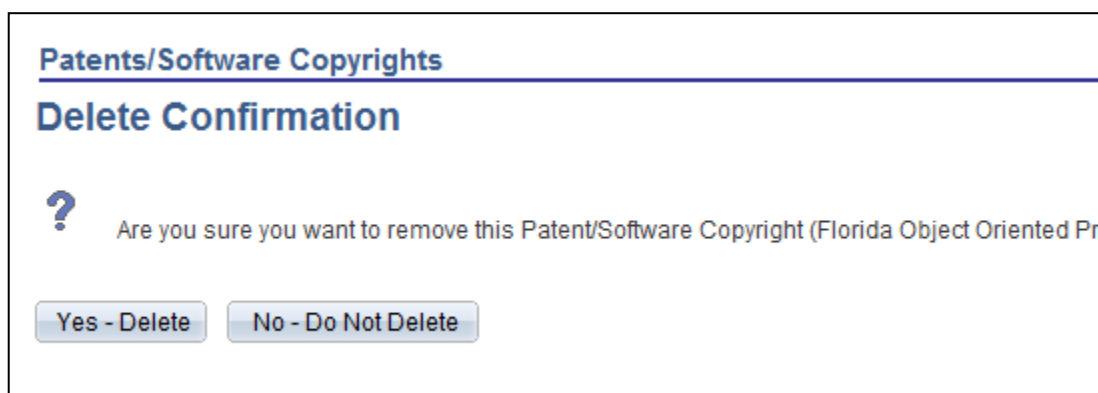
Patents/Software Copyrights
Tremura, Welson Alves

Here is a list of your Patents/Software Copyrights. Click on the "Edit" button to view more information.

[Add a Patent/Software Copyright](#) [View My Patents](#)
[Help/Instruction Guide](#)

Type and Title	More Info	Find	First 1-2 of 2 Last
Type	Patent/Disclosure No	Title	
a. Plant Patent	UF210304	"Strawberry Excellence"	Edit Delete
e. Software Copyright		Florida Object Oriented Process / Device Simulator (FLOOPS/FLOODS)	Edit Delete

2. Confirm the deletion by clicking **Yes – Delete** on the Delete Confirmation screen. If you decide not to delete the patent/copyright, click **No – Do Not Delete**.



Patents/Software Copyrights

Delete Confirmation

? Are you sure you want to remove this Patent/Software Copyright (Florida Object Oriented Pr

[Yes - Delete](#) [No - Do Not Delete](#)

If you accidentally delete the wrong patent/copyright, add it back to your list of patents/copyrights by clicking the **Add a Patent/Software Copyright** button on the Patents/Software Copyrights page.