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Work Files Essentials

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See [Shared Work Files Help](#) for information on how to share Work Files.

See [Work File Annotations](#) for information on how to add comments and attachments to Work Files.

What Work Files are:

Work Files are customized lists of patent records you create to work with in any manner you choose. Work Files can be saved for an indefinite period of time. When creating Work Files, you can combine the results from multiple searches into a consolidated list, choose just a few patents, enter multiple patent numbers, or import a list of patents from another application. Work Files can contain up to 20,000 records.

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What to use Work Files for:

Work Files function like file folders containing Result Sets for the specific patent records that you want. You can set them aside to work on later, without having to re-run your queries. A Work File has most of the same characteristics as a Result Set and, as such, can be manipulated like a Result Set within many of the Delphion analytical and productivity tools like Snapshot, Clustering, Data Extract, and PDF Express.

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Derwent Work Files & patent office record Work Files:

Work Files can contain just patent office records, just Derwent records or a mix of patent office and Derwent records.

While both patent office records and Derwent records are contained in a Work File, the two types of records are displayed and manipulated separately. The following screen capture shows how the patent office and Derwent items are shown separately on the Work File Administration page.

Description	Patent Items	Derwent Items	Actions		
All items from ((fuel cell) <in> TI) and ((toshiba) <in> PA)	1642	1496	Edit	Annotate	Share
All items from ((fuel cell) <in> TI)	-	19214	Edit	Annotate	Share
Items selected from ((robot) <in> TI)	15	25	Edit	Annotate	Share
Items selected from ((adhesives) <in> TITLERMS)	-	20	Edit	Annotate	Share
All items from (fuel cell*) and ((toshiba) <in> PA) Owner: Sumika Sakanishi < sumika.sakanishi@thomson.com >	-	1550	Edit	Annotate	Share
competitive Owner: Cindy Poulos < cpoulos@delphion.com >	15	11	Edit	Annotate	Share

Click the link under **Patent Items** to display the patent office records. Click the link under **Derwent Items** to display the Derwent records.

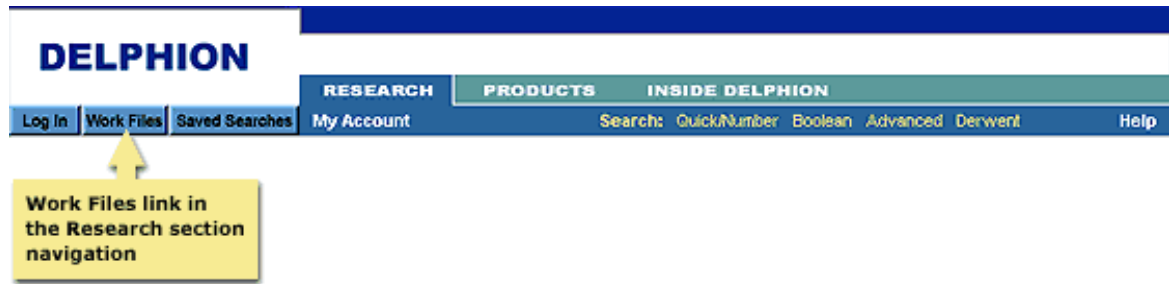
When you Edit, you can edit patent office records, Derwent records or both. When you Annotate or Share, your actions are against the entire Work File.

Details on all of these activities are contained in this Help page and in the [Shared Work Files Help](#) page and [Work File Annotations Help](#) page.

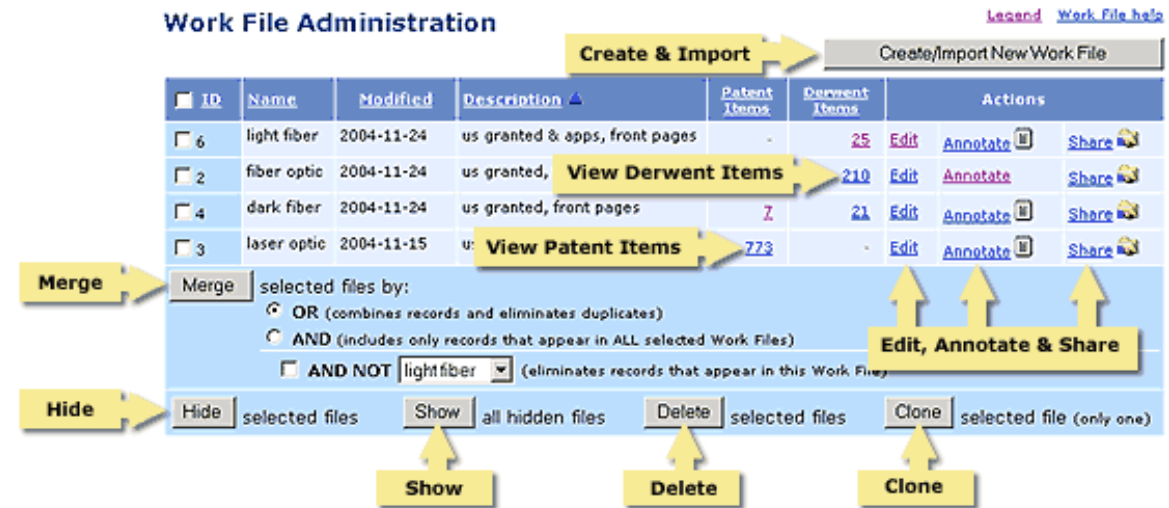
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Accessing Work Files from anywhere on the Delphion website:

Access your existing Work Files from the light blue navigation bar under the Delphion name toward the left on your screen — from any page on the Delphion website.



The links display the Work File Administration page from which you can view, edit, share, clone, merge, or delete your existing Work Files — in addition to creating new ones.



NOTE: If none of your Work Files contain Derwent records, the Derwent Items column will not display.

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Overview of the Work File viewing control panel:

The following is a high-level overview of the control panel you see when viewing Work Files:

The screenshot shows the control panel for a Work File. Callouts highlight the following features:

- The name and description of the selected Work File:** Points to the header area showing "Work File: dark fiber" and "Description: us granted, front pages".
- Choose to move to any of these tools to manage or analyze your Work File:** Points to the navigation tabs: "Current Results", "PDF Express", "Data Extract", "Snapshot", and "Clustering".
- View Derwent records from a patent office Result Set:** Points to the "View Derwent records (21)" link.
- Link to the Edit Work File screen to make substantive edits to the Work File:** Points to the "Edit this Work File" link.
- Quickly deletes selected items from the Work File without having to go to the Edit Work File screen:** Points to the "Delete" button.

Below the control panel, a table of search results is visible, including a row for "US5898811 Multi-fiber optical cable".

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How to create a Work File:

Method 1, from a Result Set display:

Create a Work File from any Result Set display, like the one shown following.

The screenshot shows a table of search results with a callout "Create a Work File" pointing to the "Add" button. The table has columns for "Publication Title", "Pub. Date", and "Score".

PDF	Publication Title	Pub. Date	Score
<input checked="" type="checkbox"/>	US6493117 WDM optical network with passive pass-through at each node	2002-12-10	98%
<input type="checkbox"/>	US6357913 Add/drop acousto-optic filter	2002-03-19	97%
<input checked="" type="checkbox"/>	US6343165 Optical add drop multiplexer	2002-01-29	97%
<input type="checkbox"/>	US6427035 Method and apparatus for deploying fiber optic cable to subscriber	2002-07-30	96%

1. At the **Add** field, choose to include **Selected Items on this Page** or **All Items (up to 20,000)**.
2. Accept default of **Create New Work File**.
3. Click **Add**.
4. Delphion displays the **Create Work File** page (shown following).

Create/Import Work File

Work File Name: (ID: New)

Description:

Import from local file: You can optionally add patents or Derwent Records to this Work File by importing the numbers from a file below:

File should have numbers separated by commas or new line.
Examples: US5551212, US3336767, US1119999, 2003-220792, 2003-090160, etc.

Fields: **Patent Fields** **Derwent Fields**

Show: Thumbnail Derwent Title Inventor Assignee
 Pub. No. Pub. Date Update IPC Code [\(Check all\)](#)

Sort by: **Items per page:**

5. Enter a **Work File Name** (required).
6. Optionally, enter a **Description**.
7. At the **Fields** section, choose the patent fields you want included in your Work File display as well as the order you want them sorted by.
8. Click **Save** to create your Work File.
9. The **Work File Administration** page displays showing your newly created Work File as well as any Work Files you may already have.

NOTE: If the Work File you are creating does not contain Derwent records, then the Derwent Fields tab will not display.

Method 2, from a list of patent numbers:

1. On the **Work File Administration** page, click **Create/Import New Work File**.
2. Delphion displays the **Create/Import Work File** page (shown following).

Create/Import Work File

Work File Name: (ID: New)

Description:

Source:

Enter (or cut and paste) Patent and Accession numbers here:

Enter numbers separated by commas or new lines.
 Examples: US5551212, US3336767, US20030088892A1, EP00029213A1, WO09747840A1, JP21006100A2, 1993-000011, 1969-026052, 1999-510118 etc.

Import from local file:

You can optionally add patents or Derwent Records to this Work File by importing the numbers from a file below:

File should have numbers separated by commas or new line.
 Examples: US5551212, US3336767, US1119999, 2003-220792, 2003-090160, etc.

Fields:

Patent Fields | **Derwent Fields**

Show: Thumbnail Title Derwent Title Abstract Assignee
 Pub. Date Filed Priority Date IPC Code [\[Check all\]](#)

Sort by: **Items per page:**

3. Enter a **Work File Name** (required).
4. Optionally, enter a **Description**.
5. In the **Source** field, manually enter patent numbers or Derwent Accession numbers by typing or pasting numbers copied from another application. Enter numbers separated by commas, new lines, or both.
6. Alternatively, in the **Import from file location** field, choose to import a list of patent numbers or Derwent Accession numbers in a file (see [How to import items into a new or existing Work File](#) for further details).
7. At the **Patent Fields** or **Derwent Fields** section, choose the fields you want to included in your Work File display as well as the order you want them sorted by.
8. Click **Save** to create your Work File.
9. If any of the records you have chosen to add or import cannot be found — or if the patent numbers or Derwent Accession numbers are invalid — Delphion will display a message advising which record(s) cannot be included. You will have the option of continuing to create the Work File with the records that were found or canceling the operation.
10. The **Work File Administration** page displays showing your newly created Work File.

NOTE: If the Work File you are creating does not contain Derwent records, then the Derwent Fields tab will not display.

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How to add items to a Work File:

Method 1, from a Result Set display:

1. At the **Add** field, accept the default selection of **Selected Items on this Page** or choose to add **All Items (up to 20,000)**.

- If you are adding only selected items from this page, in the **Select** column, check to identify the patents you want added.
- From the **Work File** drop down box, select the Work File to which you want to add these patents (shown following).

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PDF	<input type="checkbox"/>	Accession No. ▼	Derwent T
	<input checked="" type="checkbox"/>	2003-485122	Localizing language of text
	<input checked="" type="checkbox"/>	2003-450941	Computer system for natural language translation

- Click **Add**.
- The **Add to Work File** pop-up displays with a message confirming that the selected number of files have been added to the specified Work File.
- On the **Add to Work File** pop-up, optionally enter an annotation for that Work File, uncheck **Private** box if you want your annotation to be viewed by others, click **Save**. (See the [Work File Annotations Help](#) page for more information.)

NOTE: If choosing to add only selected (instead of all) records, your additions are limited to those records displayed on the current Result Set page. To add records that are "deeper" than the initially displayed page, complete your add from the first page, return to your Result Set display, and then advance to the next page of the Result Set display to add records visible on that page. Initially choosing to display your Result Set with the maximum number of matches per page (500) will reduce the number of times this process must be repeated.

Method 2, from the Work File Administration page:

- From the **Work File Administration** page, check to select the appropriate Work File and click **Edit** in the **Actions** column.
- The **Edit Work File** page displays.
- Click **Edit Items**.
- The Edit Work File page redisplay with the patent numbers or Derwent Accession numbers for the selected Work File shown in **Source**, an editable text box (shown following).

[View](#) | [Edit](#) | [Annotate](#) | [Share](#)

Work File Name: (10: 2)

Description:

Source: Work File contains **9080** items

Enter (or cut and paste) Patent and Accession numbers here:

Patent Data (8870 items)	Derwent Data (210 items)
Patent numbers	Accession numbers
<input type="text" value="NULL00000, US3553366, US3553467, US3555177, US3556085, US3557345, US3560642, US3560792, US3562539, US3564126"/>	<input type="text" value="1981-17237D, 1984-313729, 1985-159098, 1986-225538, 1988-279727, 1989-046279, 1989-271824, 1993-054492, 1993-346262, 1994-359184"/>

Enter numbers separated by commas or new lines.
Examples: US3551212, US3936767, US20030088892A1, EP00029213A1, WO09747840A1, JP21006100A2, 1993-000011, 1969-02605Z, 1999-510118 etc.

5. In the **Source** box, type or paste the patent numbers or Derwent Accession numbers you want added to your Work File. (You can also delete patent numbers or Derwent Accession numbers you want removed from your Work File.)
6. Scroll to the bottom of the page and click **Save Changes**.
7. If any of the numbers you have chosen to add are invalid, the **Work File Patent Validation Report** will display. See [Manually adding or importing invalid record numbers](#) for details.
8. If any of the patents you requested were not available and equivalents were provided instead, The **Work File Patent Validation Report** will display telling you the number of requested patents that were replaced by equivalents. See [Manually adding or importing records and receiving equivalents](#) for details.

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How to import items into a new or existing Work File:

Use this function to import a list of patent numbers or Derwent Accession numbers to be included in your Work File.

1. Choose to edit an existing Work File or create a new one.
2. You will be working from the **Edit Work File** page or the **Create/Import Work File** page. Both pages have the **Import from file location** field (shown following).

Import from file location:	<p>You can optionally add additional patents to this Work File by importing the numbers from a file below:</p> <div style="border: 1px solid #ccc; padding: 2px;"> <input style="width: 150px; height: 20px;" type="text"/> <input type="button" value="Browse..."/> </div> <p>(File should have numbers separated by commas or new lines, for example: US5551212,US3336767,US1119999, etc.)</p>
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3. At the **Import from file location** field, enter a file name in the text box or click **Browse...** to select a file. File for import should be a .txt file with patent numbers or Derwent Accession numbers separated by commas, new lines, or both.

NOTE: Patent Publication numbers (not Derwent Accession Numbers) must be in the Delphion 12-character standard format, see [Publication Numbers: Formats and Searching](#) for a description of that format.

4. After selecting the appropriate text file, scroll to the bottom of the page and click **Save** (from the Create/Import Work File page) or **Save Changes** (from the Edit Work File page).
5. If any of the numbers you have chosen to import are invalid, the **Work File Patent Validation Report** will display. See [Manually adding or importing invalid record numbers](#) for details.
6. If any of the patents you requested were not available and equivalents were provided instead, The **Work File Patent Validation Report** will display telling you the number of requested patents that were replaced by equivalents. See [Manually adding or importing records and receiving equivalents](#) for details.

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Correcting invalid record numbers during Work File import:

The **Work File Patent Validation Report** displays when record numbers you requested to add are found to be invalid. This applies when you type or paste in record numbers or import them from a file.

Work File Patent Validation Report

Work File Name: Optic fiber

Description:

Rejected Patents:

<div style="border: 1px solid gray; padding: 2px;"> USA5551212 </div>	<p>One or more of the patent or Derwent accession numbers you submitted were not found. You can edit these patent numbers and Submit again or Save the valid patent numbers into a Work File, excluding these patents.</p> <div style="text-align: right; margin-top: 10px;"> <input type="button" value="Submit Changes"/> </div>
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This Work File will contain all valid patent numbers and equivalents for those not available.

1. The **Work File Patent Validation Report** will display the rejected/invalid patent number (s) or Derwent Accession number(s) for you to edit.
2. Edit the number(s) and click **Submit Changes** to have the edited numbers validated and added to your Work File.
3. Click **Save** at the bottom of the page to save your Work File.
4. You can also ignore the edit box and refrain from clicking Submit Changes to continue adding all valid numbers to your Work File — this will omit the patent(s) or Derwent record (s) in question. Click **Save** at the bottom of the page to save your Work File.

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Manually adding or importing records and receiving equivalents

The **Work File Validation Report** displays when patents you requested were not available and alternative/equivalent patents were provided instead. This applies when you type or paste in record numbers or import them from a file. (See screen example above.)

1. The **Work File Validation Report** will display telling you the number of requested patents that were replaced by equivalents. There will also be a link from which you can review details about the substitution(s).
2. Click **Save** at the bottom of the page to save your Work File.
3. If you choose not to accept the equivalent substitutions, click **Cancel Import** to cancel the entire Work File import operation.

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How to delete items from a Work File:

Method 1, from a Result Set display:

1. Access your Work File by clicking the linked number of Patent Items or Derwent Items from the Work File Administration page.
2. The Result Set interface for the selected Work File displays (shown following).

Current Results | PDF Express | Data Extract | Snapshot | Clustering

Work File: laser optic [Edit this Work File](#) | [Annotate](#) | [Share](#) [help](#)

Description: us granted, front pages

773 matches found Displaying results 1 - 20 of 773

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Delete selected items from this Work File

Add selected items to Work File:
 all 773 items

PDF	<input type="checkbox"/>	Publication Title (To sort a column, click label at top)	Pub. Date ▼	IPC Code
	<input type="checkbox"/>	US6356864 Methods for analysis and evaluation of the semantic content of a writing based on vector length	2002-03-12	G06F 17/27
	<input type="checkbox"/>	US6353624 Semiconductor laser with tunable gain spectrum	2002-03-05	H01S 5/32
	<input type="checkbox"/>	US6351483 Laser optical axis correcting method	2002-02-26	H01S 3/08
	<input type="checkbox"/>	US6350326 Method for practicing a feedback controlled laser induced surface modification	2002-02-26	C21D 1/54
	<input type="checkbox"/>	US6350276 Tissue remodeling apparatus containing cooling fluid	2002-02-26	A61F 7/00
	<input type="checkbox"/>	US6347007 Semiconductor laser high power amplifier system	2002-02-12	H01S 3/00
	<input type="checkbox"/>	US6345061 Short-pulse laser device	2002-02-05	H01S 3/04

3. Select those items you want to delete from the Work File.
4. Click **Delete** to delete the items.
5. A confirmation box appears. Click **OK** to delete the items or **Cancel** to continue without the deletion.

Method 2, from the Work File Administration page:

1. From the Work File Administration page, check to select the appropriate Work File and click **Edit** in the **Actions** column.
2. The Edit Work File page displays.
3. Click **Edit Items**.
4. The Edit Work File page redisplay with the patent numbers for the selected Work File shown in **Source**, an editable text box (shown following).

Edit Work File [View](#) | [Edit](#) | [Annotate](#) | [Share](#)

Work File Name: (ID: 2)

Description:

Work File contains 9080 items

Source:

Patent Data (8870 items) Patent numbers	Derwent Data (210 items) Accession numbers
NUL00000,	1981-A7237D,
US3553366_	1984-313729,
US3553467_	1985-159098,
US3555177_	1986-225538,
US3556085_	1988-279727,
US3557345_	1989-046279,
US3560642_	1989-271824,
US3560792_	1993-054492,
US3562539_	1993-346262,
US3564126_	1994-359184,

Enter numbers separated by commas or new lines.
 Examples: US5551212, US3336767, US20030088892A1, EP00029213A1, WO09747840A1, JP21006100A2, 1993-000011, 1969-02605Z, 1999-510118 etc.

5. In the **Source** box, delete the patent numbers you want removed from your Work File. (You can also enter patent numbers you want added to your Work File.)
6. Scroll to the bottom of the page and click **Save Changes**.

7. The **Work File Administration** page displays with a message confirming that the Work File has been modified.

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How to copy or clone Work Files:

1. From the **Work File Administration** page, check to select the file you want copied. Click **Clone**.
2. The **Clone Work File** page displays.
3. Optionally, enter a new name for the cloned Work File (two Work Files can have the same name, but it may be less confusing to change the name of a cloned Work File).
4. Optionally, add, delete, or import items or change the display before saving your new cloned Work File.
5. Click **Save** to save your new Work File.
6. The **Work File Administration** page displays showing your newly cloned Work File.

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How to merge Work Files:

1. From the Work File Administration page, in the **ID** column, check the Work Files you want merged.
2. Scroll to the bottom of the screen and choose the method you want used for the merge.
 - o Choose **OR** to combine sets of records and eliminate duplicates.
 - o Choose **AND** to include only records that appear in all selected Work Files.
 - o Additionally, you can select **AND NOT** and choose a Work File whose patents you do not want to appear in your new merged Work File.
3. Click **Merge**.
4. The **Merge Work Files** page displays.
5. Enter a name for the new merged Work File.
6. Optionally, you can choose to change the description and display parameters before saving your new Work File.
7. Click **Save** to save your new Work File.
8. The **Work File Administration** page displays showing your new Work File.

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How to delete Work Files:

1. From the Work File Administration page, in the **ID** column, check the Work Files you want to delete.
2. Click **Delete**.
3. The **Delete Work Files** page displays asking you to confirm that you want these Work Files deleted.
4. Click **Delete** to delete the selected Work Files.
5. The **Work File Administration** page displays confirming that the selected Work Files were deleted.

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