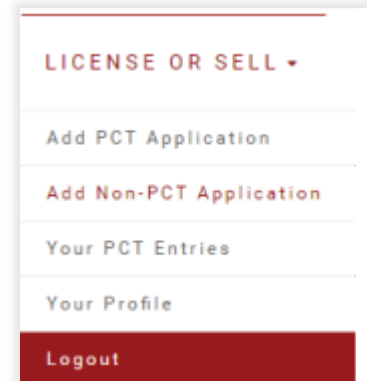


Adding a Non-PCT Application

To add a regular PCT applications that exist on WIPO, see the tutorial [Adding a PCT Application](#).

1. To add non-PCT applications to the system, you must log in first. The log in is found under the **LICENSE OR SELL** menu.
2. Once logged in, you'll find *members only* links under the **LICENSE OR SELL** menu. Click **Add Non-PCT Application**.
3. Enter the main details of your patent application information.



2

EDIT UNPUBLISHED PCT

Application Number * (cannot be changed)

CA 2596767

Title

AIR DEFLECTOR

Patent Application Description *

BACKGROUND OF THE INVENTION

Many buildings, and particularly many modern buildings have centrally supplied heated and cooled air supplies, which are distributed through the building by way of one or more overhead air ducts which are often positioned above a suspended ceiling, the air being expelled from the air ducts into that area of the building proximate the outside of the air duct, through, for example, overhead air vents which distribute by way of an air diffuser, the supplied air to an area proximate the air vent.

Classes (comma separated list - e.g: C07F, A61K, A61P) *

F24F

Filing Date *

2007-08-09

Owner *

HENNEBERRY, GARY A.

4. Set your visibility and message to prospective buyers.

By default, your entry is activated in the system, but you could uncheck this box to hide it from the search results.

The screenshot shows a form with a checked checkbox labeled 'Activated' and a text area below it labeled 'AGENT MESSAGE (SHOWN ON THE APPLICATION'S CONTACT PAGE)'. An arrow points from the text box on the left to the checkbox.

5. Set your pricing and licensing on a country by country basis.

Click a region name to view all countries listed in that region. You can fill in your asking price and/or check Licensing Available on a country by country basis or fill in your values by region. If you enter by region, you can individually override each country within the region.

The screenshot shows a form titled 'FILL AMOUNTS IN REGION AREAS TO AUTOFILL ALL COUNTRIES WITHIN THE REGION, OR FILL INDIVIDUALLY'. It lists regions: NORTH AMERICA, EUROPE, EUROPEAN UNION, ASIA, OCEANIA, MIDDLE EAST, SOUTH AMERICA, THE CARIBBEAN, AFRICA, and CENTRAL AMERICA. Each region has a 'Purchase Price (\$US)' field and a 'Licensing Available' checkbox. The 'NORTH AMERICA' section is expanded to show individual countries: Canada, United States, and Mexico, each with its own price and licensing checkbox. An arrow points from the text box on the left to the 'NORTH AMERICA' region header.

Region	Purchase Price (\$US)	Licensing Available
NORTH AMERICA	\$	<input type="checkbox"/>
Canada	\$ 100000	<input checked="" type="checkbox"/>
United States	\$ 100000	<input checked="" type="checkbox"/>
Mexico	\$	<input type="checkbox"/>
EUROPE	\$	<input type="checkbox"/>
EUROPEAN UNION	\$	<input type="checkbox"/>
ASIA	\$	<input type="checkbox"/>
OCEANIA	\$	<input type="checkbox"/>
MIDDLE EAST	\$	<input type="checkbox"/>
SOUTH AMERICA	\$	<input type="checkbox"/>
THE CARIBBEAN	\$	<input type="checkbox"/>
AFRICA	\$	<input type="checkbox"/>
CENTRAL AMERICA	\$	<input type="checkbox"/>

6. Save your case before adding documents and images.

The screenshot shows a confirmation screen with the heading 'Save your case before managing your images and documents'. It contains two buttons: 'MANAGE APPLICATION AS FILED' with 'ADD APPLICATION AS FILED' and 'MANAGE REPRESENTATIVE FIGURE' with 'ADD REPRESENTATIVE FIGURE'. Below these is a paragraph of legal confirmation text and a large 'SAVE' button. A large number '6' is positioned to the left of the 'SAVE' button.

7. Once your case has been saved, you can click **ADD REPRESENTATIVE FIGURE**.

AFRICA	Purchase Price (\$US) \$	Licensing Available <input type="checkbox"/>
CENTRAL AMERICA	Purchase Price (\$US) \$	Licensing Available <input type="checkbox"/>

MANAGE APPLICATION AS FILED

ADD APPLICATION AS FILED

MANAGE REPRESENTATIVE FIGURE

ADD REPRESENTATIVE FIGURE 7

By clicking SAVE, I confirm that I have the full legal authority to offer for sale or license the patent application and priority rights in relation to Test 456123, in each of the countries/regions selected, at the indicated purchase prices.

SAVE

[RETURN TO YOUR ENTRIES](#)

8. In the pop up window that opens, click **CHOOSE A FILE** to select an image from your computer. You can choose between JPG, PNG, GIF AND PDF files up to 2 MB in size.
9. Then click **UPLOAD FILE** to upload it to our server.

UPLOAD REPRESENTATIVE FIGURE

Choose your file (maximum file size: 2 MB).
Only JPG, PNG, GIF and PDF files are valid.

8

No file chosen

CHOOSE A FILE

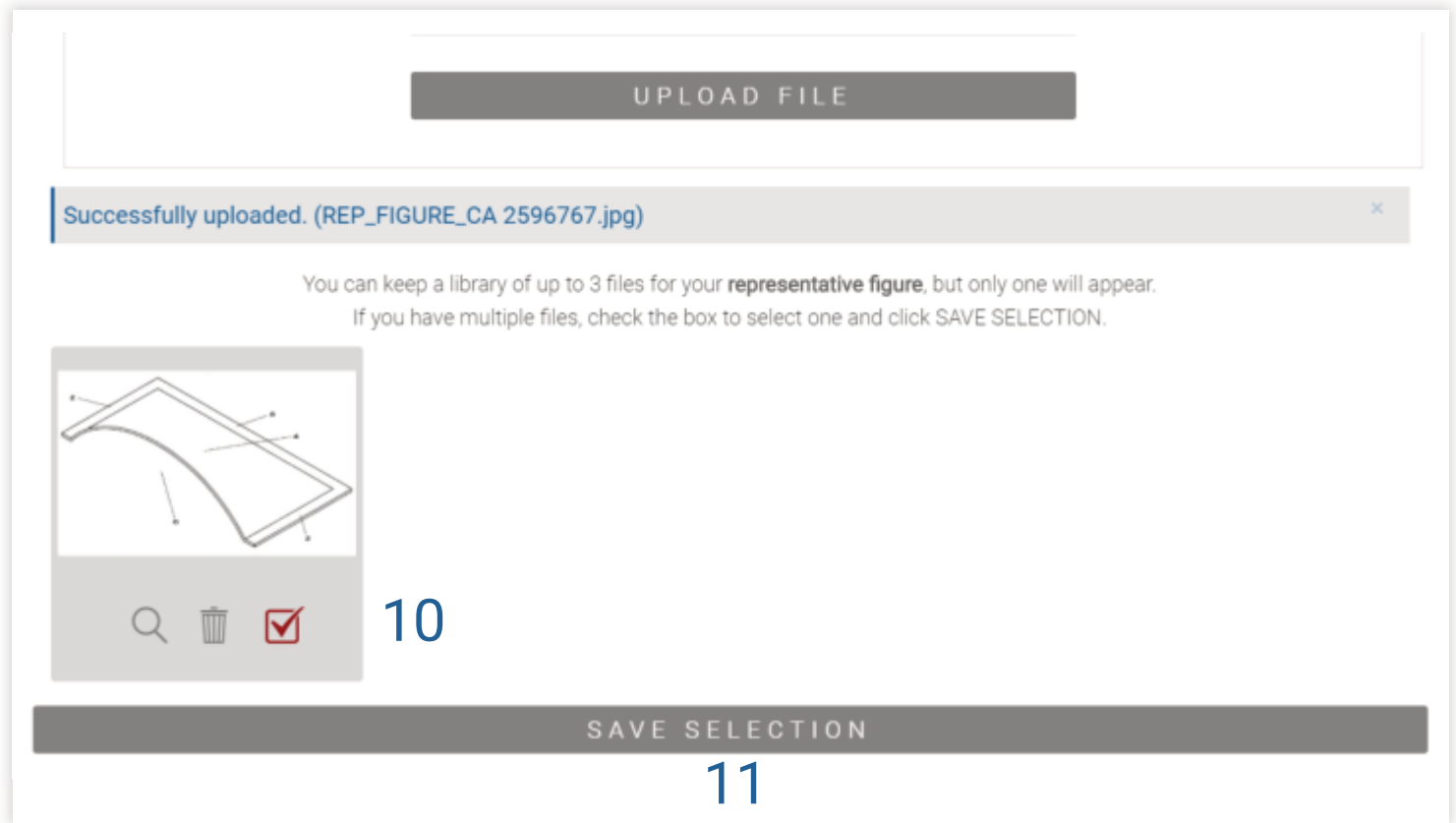
9

UPLOAD FILE

You can keep a library of up to 3 files for your **representative figure**, but only one will appear.
If you have multiple files, check the box to select one and click **SAVE SELECTION**.

SAVE SELECTION

10. After uploading, your file will appear below. By default, it will be selected with a red check mark. If it isn't, select it.
11. Clicking **SAVE SELECTION** attaches the selected file to your case. Note that while you can maintain up to three files related to each case, only the one that is checked will be shown to the world.



12. You can repeat this process to add an **Application as Filed** document. That's it. You're done.