

UNITED STATES PATENT AND TRADEMARK OFFICE



**TRADEMARK IMAGE CAPTURE AND
RETRIEVAL SYSTEM (TICRS)
SYSTEM ADMINISTRATOR GUIDE**

Trademark Systems Division

October 12, 2001

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1. INTRODUCTION

1.1 Purpose

This document is a reference guide to the United States Patent and Trademark Office's Trademark Image Capture and Retrieval System (TICRS). TICRS runs Action Point's Input*Accel* software and uses the PTONet connection between the different modules and the server.

This document provides configuration specifications for hardware, software, and network components used in the TICRS environment. This includes the TICRS server, workstations, and scanners, as well as the network components employed in the TICRS environment. The configurations are specified as part of the installation procedures outlined in the remainder of this document.

To help the reader understand the configuration process conveyed here, this document is presented as a "how-to" guide, with step-by-step instructions where appropriate. Using this document and the appropriate hardware, software, and tools, a sufficiently trained administrator will be able to replicate the TICRS environment.

1.2 Background

The primary objective of TICRS is to capture and store digital images of all incoming applications and correspondence; eventually, this will extend to outgoing correspondence as well. During the initial phases of implementation, these digital images are intended to serve as a backup to the paper originals and enable continued prosecution of Trademark applications in the event the paper originals are temporarily misplaced. This strategy is necessary insurance given the sheer volume of incoming mail received at the Office of Trademark.

1.3 Limitations

This document assumes that the reader has experience in systems administration, integration and troubleshooting. Thus, certain fundamental procedures--such as installing operating systems or setting up network connections and troubleshooting network problems--have not been included. Details of such procedures are beyond the scope of this document.

Additionally, the *TICRS Supervisor Manual* contains the configuration parameters for the Input*Accel* system and instructions on how to compile a process control file (PCF) to govern Input*Accel*'s performance. Accordingly those details are not included here.

Due to the dynamic nature of the TICRS environment, changes are made to the system to add enhancements. This document presents the system configuration at the time this document was published (see cover or headers for latest revision date.)

To protect the security of the TICRS production system, and to allow wide distribution of this document, all user ID and password information needed to install and configure the TICRS has been omitted from this document.

2. SYSTEM ADMINISTRATION INFORMATION

2.1 Capture Subsystem Software

The capture subsystem is based on the Action Point Input*Accel* document capture and processing software product. Input*Accel* utilizes MS Windows NT 4.0 server and client workstations, and the TCP/IP network protocol. This subsystem employs clients for the following functions: Scanning, Image Enhancement, IA Multi Split, Quality Assurance (QA), Indexing, Rescan, Optical Character Recognition (OCR)/ PDF Conversion, Export Image, Export Index, Export PDF, and Delete.

2.2 Capture Subsystem Hardware

Several high-speed document scanners, including the Kodak 3590C, are used by TICRS to perform scanning. The scanner is attached to a scanning workstation via a SCSI interface. The Rescan station uses a Fujitsu fi-4750C scanner attached to the workstation via a SCSI interface.

Barcode guns are used to read the unique application bar code labels affixed to the application file wrappers. The bar code input devices selected are plug and play with integrated software utility that can add prefix and suffix characters to bar code input values.

2.3 NT Operating System Requirements

This section describes the configuration requirements for the Microsoft Windows NT domain servers used for Input*Accel* client/server connections.

2.3.1 Required Components

In order to configure the Microsoft Windows NT Server, the following components are required:

- Microsoft Windows NT Server Version 4.0
- Microsoft Windows NT Service Pack 6 or higher.
- The server must have at least one large Windows NT File System (NTFS) disk partition. The minimum acceptable partition size is 200 megabytes with a recommended size of 400 megabytes.
- Software driver for Network Interface Card (NIC) and configured with Microsoft TCP/IP-32 on the server.
- The Windows NT server TCP/IP printing services should be loaded to enable network-printing capabilities.

2.3.2 IP Addressing Plan

Before configuring the server or any of the workstations, an IP addressing plan should be created. Creating this plan now will simplify installation and configuration of the servers and workstations later. Each server, workstation, or network printer must be assigned an IP address.

The server and workstations are attached to the PTONet network. The server uses a static IP address while the workstations are automatically assigned an IP address via PTONet by a Dynamic Host Configuration Protocol (DHCP) server. Multiple instances of the same module may occur based on processing volumes. For conceptual clarity only one of each is shown below.

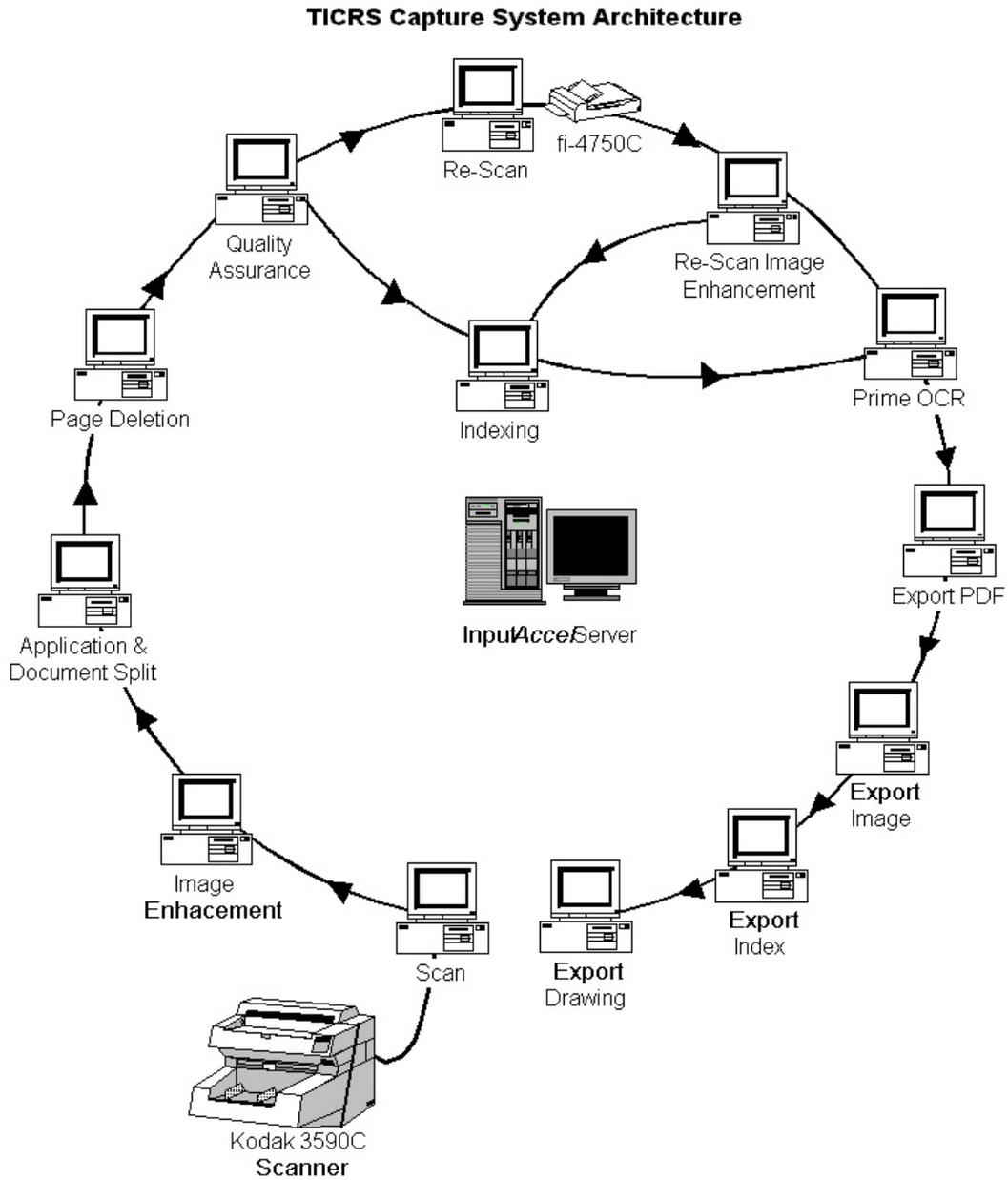


Figure 1 – TICRS System Architecture

3. SERVER SETUP INFORMATION

3.1 InputAccel Installation Procedures

3.1.1 InputAccel Server Installation

Before a remote client module can connect to the InputAccel Server (IAS), an entry must be added to both the clients' and server's TCP/IP Services file to identify InputAccel as a service to the rest of the network. Under InputAccel 2.2.2, this procedure is accomplished automatically during the software installation process. However, the manual procedure is outlined below in case its use should become necessary. Normally, however, the installation CD will have taken care of this step.

To update the **SERVICES** file, do the following:

1. Open Windows Explorer.
2. Locate the **SERVICES** file on the server:

For NT clients and server, the file is located in the following directory:

C:\WINNT\SYSTEM32\DRIVERS\ETC

3. Edit this file by selecting **Open with...** from the **FILE** pull down menu option, the command box comes up.
4. Select **NOTEPAD** as your text editor and make sure the "*Always use this program to open this file*" check box is *not* selected.
5. Press the **ENTER** key or click **OK**.
6. Go to the last line in the file and add two lines. The first is "**InputAccel 10099/tcp**". The second is **Enter**. The last line of the file should then be only an **Enter** character. (At least one space is required between "InputAccel" and the port address. Pressing the **Enter** key is also required. Note that there is no space between "Input" and "Accel." Make sure everything is aligned. The hard return after, and the space between, "InputAccel" and the port address "10099" are necessary; otherwise the service will not work.) Select the **File** pull down menu and then **Save**.
7. Select **Exit** option from the **File** pull down menu.

The change will take effect the next time you reboot the Windows NT server.

Following are the steps in table form to perform InputAccel server installation.

Table 1. Steps to Upgrade the InputAccel Server from 2.0 to 2.2.2 (Build 2.2.65)

| Step | Action |
|------|--|
| 1. | Stop all the IA clients connected to the IA server. |
| 2. | Stop InputAccel services from the Server Applet located in the Administrator Program Group or form the command CMD prompt type net stop inputaccel . |
| 3. | Copy the file D:\ias\values.idx to a safe location as a security precaution. <i>(IA 2.2.2 install should import these file values)</i> |
| 4. | Copy the configured PCF D:\ias\process\ticrs13.pcf to a safe location as a security precaution. <i>(IA 2.2.2 install should import these file values)</i> |
| 5. | Click Start/Programs/InputAccel 2.0/Uninstall InputAccel Client Software . |
| 6. | Insert the CD for InputAccel 2.2.2 and setup.exe should autostart. On the Action Point splash screen click InputAccel v2.2.2 . If prompted to install Adobe 4.05 this is optional. |
| 7. | The Welcome screen appears, click NEXT . |
| 8. | On the InputAccel Product Installation screen, under installable components, accept the default radio button for InputAccel 2.2.2 and click NEXT . |
| 9. | On the InputAccel 2.2.2 Options screen, select the type of IA install accept the default boxes checked for Server setup and Client setup and click NEXT . |
| 10. | On the InputAccel Wizard Selection screen, click NEXT . |
| 11. | On the Installation Requirements for InputAccel Server screen, click NEXT . |
| 12. | On the Installation Requirements for InputAccel 2.2.2 Clients screen, click NEXT . |
| 13. | On the Choose Destination for Client Modules screen accept the default and click NEXT . |
| 14. | On the Choose Destination for InputAccel Server Data screen change the default C:\ias to the current directory used in production “D” click Browse... , and type id D:\IAS , and click NEXT . (Folder already exists due to the IA2.0 Server installation it will be found by default from previous InputAccel Installation.) |
| 15. | On the Select Client Components screen accept the defaults and click NEXT . |
| 16. | On the Select a Scanner screen accept the default “No Scanner, file import only” click NEXT . |
| 17. | On the Select InputAccel Server Components screen click NEXT . |
| 18. | On the Preserver Registry Values screen click NEXT . |
| 19. | On the InputAccel Server Startup Mode Screen accept the default “Run as a service only” and click NEXT . |

| | |
|-------------|--|
| 20. | On the Startup InputAccel Server Automatically screen accept the default “Start the InputAccel Server as a service automatically”, and click NEXT . |
| 21. | On the InputAccel Server Licenses screen accept the default “No they’re already installed or I’ll do it later” and click NEXT . |
| 22. | On the Select Program screen accept the default folder and click NEXT . |
| 23. | On the Start Copying Files screen click NEXT . |
| 24. | When files have finished copying click FINISH . |
| 25. | Copy in configured PCF (Remove canned PCFs). |
| 26. | When prompted to install Adobe 3.01 decline do not install. |
| 27. | When prompted to Reboot System, click Reboot . |
| Note | Verify system restarted IA services by connecting using IA Supervisor client module. Verify PCF configuration parameter settings. Begin connecting client modules from STB verify connectivity. Run batches through system and monitor progress. |

3.1.2 Installing the Hardware Security Key

The *InputAccel* licensing system requires that a Hardware Security Key, provided by Action Point, be attached to the parallel port of the IAS and that license codes be entered to validate the operator’s rights to use each module. The Hardware Security Key is pre-coded with a unique server identification number.

To install the Hardware Security Key:

1. Shut down and turn off the power to the *InputAccel* Server.
2. Connect the Hardware Security Key to the computer’s first parallel port (LPT1).

NOTE: Ensure that LPT1 is enabled in the BIOS. This is critical since, by default on most servers, it is disabled.

3. Restart the server and run the *InputAccel* Server.

3.1.3 InputAccel 2.2.2 Server Setup Process

To set up the *InputAccel* server, follow the steps in Table 2.

Table 2. InputAccel Server Setup Process

| Step | Action |
|------|---|
| 1. | Click Start . A box with different options will appear. |
| 2. | Highlight the Settings option, then click Control Panel . |

| | |
|----|--|
| 3. | In the Control Panel screen, double-click Services and the Services dialog box appears. |
| 4. | Select the InputAccel Service from the list and click Start to begin running IAS as a Windows NT service. A clock will appear to confirm the service is started. <hr/> To make InputAccel start automatically whenever the system is restarted, double-click InputAccel Service in the Services list box, and select AUTOMATIC , then click OK . |
| 5. | Click Close to return to the server desktop. |

Installation of InputAccel client modules on the server is recommended in order to make the system configuration easier.

3.1.4 InputAccel 2.2.2 Client Installation on the Server (Build 2.2.65)

You can choose to install a single client module or multiple client modules. For convenience, we recommend installing the IMAGE ENHANCEMENT, INDEXING, SUPERVISOR, EXPORTIMG, EXPORTPDF, and EXPORTIDX modules on the server.

To set up the InputAccel clients, follow the steps in Table 3.

Table 3. Steps to Install/Upgrade to the InputAccel Client 2.2.2

| Step | Action |
|------|---|
| 1. | Un-install the existing InputAccel 2.0 client software (if applicable): Click Start/Programs/InputAccel 2.0/Uninstall InputAccel Client Software . |
| 2. | Insert the CD for InputAccel 2.2.2 and setup.exe should autostart. On the Action Point splash screen click InputAccel v2.2.2 . If prompted to install Adobe 4.05 you may do so; however, this is optional. It is useful if you intend to read the IA Manual that comes in a PDF on the CD. |
| 3. | The Welcome screen appears, click NEXT . |
| 4. | On the InputAccel Product Installation screen, under installable components, accept the default radio button for InputAccel 2.2.2 and click NEXT . |
| 5. | On the InputAccel 2.2.2 Options screen, select the type of IA install DESELECT SERVER SETUP checkbox – ensure only Client setup box is selected and click NEXT . |
| 6. | On the InputAccel Wizard Selection screen, click NEXT . |
| 7. | On the Installation Requirements for InputAccel Server screen, click NEXT . |
| 8. | On the Installation Requirements for InputAccel 2.2.2 Clients screen, click NEXT . |
| 9. | On the Choose Destination for Client Modules screen accept the default (C:\IACLIENT) and click NEXT . |
| 10. | On the Select Client Components screen accept the defaults and click NEXT . |

| | |
|-----|---|
| 11. | On the Select a Scanner screen accept the default “No Scanner, file import only”. Click NEXT . |
| 12. | On the InputAccel Server Name screen type in TICRS-DC-01 and click NEXT . |
| 13. | On the Test TCP/IP Communication screen click the radio button for “ No, do not test communications ”. |
| 14. | * On machines without a previously installed version of InputAccel the Modifying Services File screen will appear accept the default selection “ Let Setup to modify the services file ” click NEXT . |
| 15. | On the Select Program screen accept the default folder and click NEXT . |
| 16. | On the Start Copying Files screen click NEXT . |
| 17. | After files have been copied/installed the Setup Complete screen appears asking if you want to view the Read-me file – DESELECT the check box and click FINISH . |

3.2 NT Server Management and Security Access

3.2.1 Domain Users, Accounts, and Groups

The TICRS servers and clients exist in their own domain entitled “TICRS.” There exists a one-way NT trust relationship with PTONet in that TICRS “trusts” PTONet, allowing administrators from PTONet to administer the TICRS domain.

The following Windows NT user accounts have been established in the TICRS domain.

1. Each user (Operator and Supervisor) has a specific user account. These were created in the User Manager for Domains utility, and consisted of the first initial of their first name followed by their complete last name. For example, a user named Todd Smith would have an ID of “TSmith.” Each of these users executes the Login.bat login script at the time of their authentication to the NT server.
2. Currently, a unique user ID account entitled “UNATTENDED” was created to log on to the server from the workstations running the unattended InputAccel modules. This account executes the Unattended.bat login script that maps drives to the \\USPTO-A-TMSRV-1\VOL1 server so that exports can take place to TradeUps.
3. All TICRS Operator Supervisor IDs must be added to the NT “Domain Users” group. To access any TICRS domain resources (servers, client, printers) this must be done.
4. All TICRS Supervisor IDs must be added to both the “Domain Admins” “Administrators” groups. This provides them the NT administrative authority to perform certain actions such as deleting files etc.

3.2.2 Server Directory Structure

The following diagram shows the directory structure for the TICRS server:

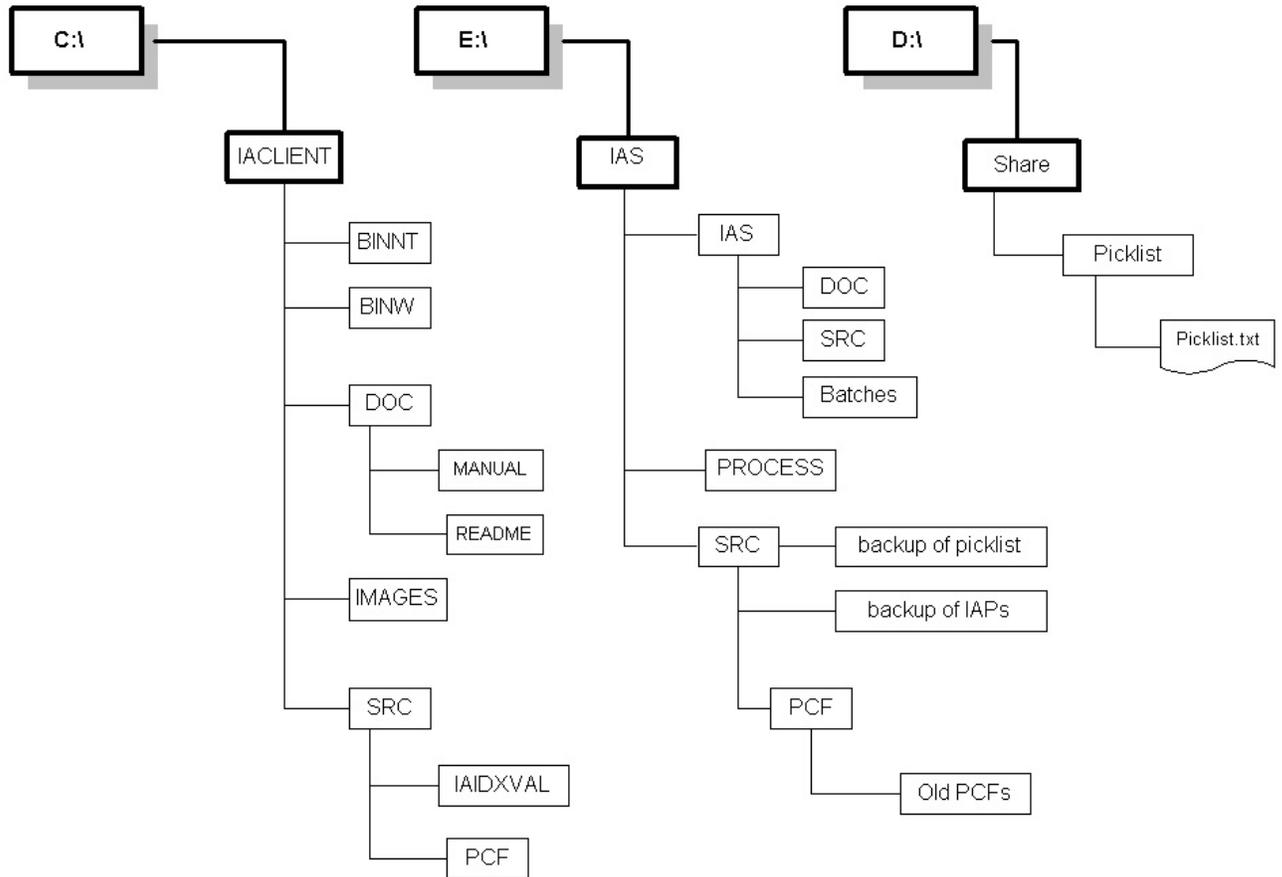


Figure 2 – TICRS Server Directory Structure

3.2.3 The Login Script

Two different login script files are being used in the TICRS environment.

The “*Login.bat*” file is common to all users and supervisor accounts and allows them to log on to the server from any machine and have the mapped drives to the shared subdirectories on the server.

The “*Unattended.bat*” file is only used on the workstations running the unattended modules i.e. IMAGE ENHANCEMENT, EXPORTIMG, EXPORTPDF, EXPORTDRAWINGS and EXPORTIDX.

Both of these login script files are stored in the following directory on the server:

C:\WinNT\System32\REPL\Import\Scripts

Appendix E contains copies of these files.

3.2.4 Updating the picklist

The picklist includes the different document types contained in an application file wrapper. The Indexing module uses the picklist file to validate the Document Type indexing field. This file is stored in a shared directory on the server, and the client computers must have a drive mapping to this location corresponding to the letter “G” as specified in the Indexing module’s configuration parameter on the server.

Table 4. Steps to update the Picklist

| Step | Action |
|------|---|
| 1. | Launch the Notepad text editor from the Start, Program, Accessories menu. |
| 2. | From the windows menu bar, click File, Open then chose the picklist.txt file from the server’s shared directory. This will open the file in an edit mode and allow you to add or delete a document type to the list. <i>Note:</i> If you need to add a new document type, make sure it is entered on a new line. |
| 3. | After you finish editing, click File, Save then File, Exit to close the Notepad utility. |

3.2.5 Establishing shares

The picklist’s file shares must be established correctly in order to permit the system to work. Normally they will already be in place. However, it may be necessary to re-establish them.

Table 5. Steps to share the Picklist

| Step | Action |
|------|---|
| 1. | Launch the Windows Explorer . After highlighting the C:\ drive, go to the File tab and select the New Folder option. |
| 2. | Create a folder called “Share,” and within that folder create a folder called “Picklist” by typing in the name in the “New Folder” box. |
| 3. | Right click and choose the file’s “Properties.” |
| 4. | Select the Sharing tab, click Shared and fill in the Shared As dialog box with “Picklist.” |
| 5. | Click OK . |
| 6. | Place the file “picklist.txt” in the new directory. |

3.2.6 Configure network

Note that you must then choose the **Start** button, the **Settings** tab, the **Control Panels** folder, and the **Network** icon. Within the **Network** icon, set the **Protocols** radio buttons on as follows:

Network link NetBIOS

TCP/IP Protocol.

Also within the **Network** icon, make sure the following **Services** are active:

Computer Browser

Microsoft TCP/IP printing

NetBIOS Interface

RPC Configuration

Server

Workstation

3.3 The InputAccel Software Configuration

3.3.1 The Process Control File

The purpose of the capture subsystem is to collect and export images and index values to the central TICRS database as well as to export OCR text to TradeUps. To perform these tasks, InputAccel uses the process control file (PCF), which must be input, compiled, and installed.

The images are automatically sent to the server during the export process. The index values are exported from variables and constants defined within the PCF.

The *TICRS Supervisor Manual* contains the configuration parameters for the Input Accel system and instructions on how to compile a PCF. The *PCF Programmer's Maintenance Manual* contains the PCF code and detailed descriptions.

4. WORKSTATION SETUP INFORMATION

Workstations used in the TICRS domain should be baselined using the Non-Enterprise TICRS baseline configuration. If it becomes necessary to reinstall *InputAccel*, the following sections will outline the necessary step to set up an *InputAccel* client workstation.

4.1 *InputAccel* Version 2.0 Uninstall Process

InputAccel Version 2.0, if present, must be uninstalled prior to the installation of Version 2.2.2

Table 6. Steps to Uninstall *InputAccel* Version 2.0

| Step | Action |
|------|--|
| 1. | If <i>InputAccel</i> Version 2.0 client software is already installed, click Start on the menu bar or go to Control Panel, Install/Uninstall Software . Click Programs . Then click InputAccel Client – 2.0 . Next click Uninstall InputAccel Client Software . |
| 2. | The Uninstall <i>InputAccel</i> Client Software, Select Uninstall Method dialog box appears. The Automatic option is selected by default. Click Next . |
| 3. | The Uninstall <i>InputAccel</i> Client Software, Perform Uninstall dialog box appears. Click Finish . |
| 4. | If the Remove Shared Component dialog box appears, click No to All . The program then completes the uninstall process. |

4.2 *InputAccel* 2.2.2 Client Installation

See Table 3. Steps to Install/Upgrade to the *InputAccel* Client 2.2.2 in section 3.1.4 *InputAccel* 2.2.2 Client Installation on the Server (Build 2.2.65).

4.3 *InputAccel* Workstation Installation

Before a remote client module can connect to the *InputAccel* Server (IAS), an entry must be added to both the clients' and server's TCP/IP Services file to identify *InputAccel* as a service to the rest of the network. Under *InputAccel* 2.2.2, this procedure is accomplished automatically during the software installation process. However, the manual procedure is outlined below in case its use should become necessary. Normally, however, the installation CD will have taken care of this step.

To update the **SERVICES** file, do the following:

1. Open Windows Explorer.
2. Locate the **SERVICES** file on the server:
3. For NT Clients Server, the file is located in the following directory:
4. **C:\WINNT\SYSTEM32\DRIVERS\ETC**

5. Edit this file by selecting **Open with...** from the **FILE** pull down menu option, the command box comes up,
6. Select NOTEPAD as your text editor and make sure the “*Always use this program to open this file*” check box is *not* selected.
7. Press the **ENTER** key or click **OK** .
8. Go to the last line in the file and add two lines. The first is “**InputAccel 10099/tcp**”. The second is **Enter**. The last line of the file should then be only an **Enter** character. (At least one space is required between “InputAccel” and the port address. Pressing the **Enter** key is also required. Note that there is no space between “Input” and “Accel.” Make sure everything is aligned. The hard return after, and the space between, “InputAccel” and the port address “10099” are necessary; otherwise the service will not work.) Select the **File** pull down menu and then **Save**.
9. Select **Exit** option from the **File** pull down menu.

The change will take effect the next time you reboot the IA client.

4.4 Microsoft Windows NT 4.0 Workstations

This section describes the configuration requirements specific to the MS Windows NT 4.0 Workstations used for the remaining *InputAccel* clients (IMAGE ENHANCEMENT, IAMULTI, QA, INDEXING, EXPORTIMG, EXPORTPDF, EXPORTIDX, PRIMEOCR and IADELETE).

4.3.1 Required Components

In order to configure Microsoft Windows NT 4.0 workstations, the following components are required:

- Microsoft Windows NT Workstation Version 4.0
- Microsoft Windows NT Service Pack 6 or higher.
- Software driver for Network Interface Card configured to run the Microsoft TCP/IP-32.
- Network Interface Card (NIC) driver for MS Windows NT 4.0.

5. CROSSPRD PROGRAM

5.1 CrossPRD Scope

CrossPRD is an unattended, in-house Visual Basic application developed by Trademark Systems Division. It takes the exported PDF files from the TICRS directory on the server \\USPTO-A-TMSRV-1\VOL1, and moves them to the \\USPTO-A-TMSRV-1\VOL1\TRADEUPS\DATA. Furthermore, the program records the transfer process into a Microsoft Access database for reference by the TradeUps application.

The functionality of the CrossPRD program includes various entries of non-conforming PDF files to a reject file and a log describing the rejected files. A comparison is made with every output file name to the previous written file name. If the new file is not one greater a log entry is written showing the range of numbers moved to TRADEUPS. This entry can be used to check later to know which files were moved.

5.2 Using CrossPRD

Checking the log for files rejected by CrossPRD prior to their inclusion in TradeUps enables you to rework these rejects.

Establish a schedule to monitor the CrossPRD folder in order to ensure that rework is performed in a reliably timely manner.

APPENDIX A GLOSSARY OF TERMS

| Terms | Definitions |
|-----------------------|---|
| ADF | Automatic Document Feeder |
| ASCII | American Standard Code for Information Interchange |
| Bitonal, bitonally | Black and White |
| Client | Workstation Drawing Resources from a Central Source (Server) |
| DHCP | Dynamic Host Configuration Protocol |
| DLL | Dynamic Link Library |
| DPI | Dots per Inch Resolution |
| Dongle | Hardware Security Key |
| ETC | Emerging Technologies Center (Testing Development Laboratory) |
| GUI | Graphical User Interface |
| IA | Action Point's Input <i>Accel</i> |
| IDX | Index File Extension |
| IMG | Image |
| LIE | Legal Instrument Examiner |
| NIC | Network Interface Card |
| NIS | Network Information Service |
| NTFS | Windows NT File System |
| OCR | Optical Character Recognition |
| OS | Operating system |
| PCF | Process Control File |
| PDF | Adobe's Portable Document Format |
| PTM | Prime Template Manager |
| QA | Quality Assurance |
| SCSI | Small Computer System Interface |
| Server | Central Resource Distributing Services to Client Workstations |
| STB | South Tower Building |

| Terms | Definitions |
|--------------|--|
| TCP/IP | Transmission Control Protocol/ Internet Protocol |
| TEAS | Trademark Electronic Application System |
| Throughput | Imaging Speed |
| Thumbnails | Tree Display |
| TICRS | Trademark Image Capture and Retrieval System |
| TIFF | Tagged Image Format File |
| TLT | Trademark Law Treaty |
| TradeUps | Trademark Data Entry Update System |
| TRAM | Trademark Recording And Monitoring |
| TXT | Text |
| XSearch 1 | Trademark Cropped Image Server |

APPENDIX B

TICRS SOFTWARE VERSION TABLE

| Software |
|--|
| Microsoft Windows NT Server 4.0 with Service Pack 6 |
| Microsoft Windows NT Workstation 4.0 with Service Pack 6 |
| Action Point InputAccel 2.2.2 Server (Build 2.2.65) |
| Action Point InputAccel 2.2.2 Client |
| Prime Recognition's Prime OCR 3.8 |

APPENDIX C HARDWARE DONGLE LICENSES

| Item | Description |
|------|--|
| 1. | Rainbow Sentinel gray dongle (InputAccel Server) S/N: <u>791522</u> Attached to: TICRS-DC-01 |
| 2. | Rainbow Sentinel gray dongle (InputAccel Server) S/N: <u>908131</u> Attached to: TICRS-DC-02 |

APPENDIX D PICKLIST

PICKLIST.TXT

application

specimens

APPENDIX E

LOGIN BATCH FILES

LOGIN.BAT

```
net use * /delete /yes  
net use G:\\TICRS-DC-01\PICKLIST  
exit
```

UNATTENDED.BAT

```
net use * /delete /yes  
net use I:\\USPTO-A-TMSRV-1\VOL1 spring98/USER: USPTO-A-TMSRV-1\TICRS  
net use P:\\USPTO-A-TMSRV-1\VOL1 spring98/USER:USPTO-A-TICRS-1\TICRS  
net use T:\\TICRS-AIS-01\TICRSEXP  
exit
```

APPENDIX F TICRS BACKUP SCRIPT

I. Nightly backup script for TICRS-DC-01 and TICRS-DC-02

II. Setup Instructions:

- a. Since the process is sending the file to the AIS server the Schedule Service must logon with administrator rights to do this
 1. Create **IABACKUP** userid via the Domain User Manager Applet. Make IABACKUP part of the Domain Administrator Group. Then make a password for IABACKUP.
 2. Open the Services Applet via the Control Panel. Scroll through the list until you see Schedule. If schedule is started, click stop.
 3. Click Schedule
 4. Click Startup
 5. In Schedule applet if “**automatic**” is not selected, select it.
 6. Select “Logon As” Select “This Account” Enter **IABACKUP** as USERID and enter the **password** created during step 1. then confirm password by typing it again.
 7. Click OK
 8. Click start. You should see a message the Schedule Services is Starting.
- b. Copy pkzip25.exe and ptobak.cmd to directory which is part of the path variable, normally in the C:\(root) or the WINNT\SYSTEM32 Directory of each Server. The system32 directory is suggested since most users don't peruse this area . Remember, if a user double-clicks the ptobak.cmd it will run and pause the InputAccel services! You may want to set the NTFS rights to this command to Admin only
- c. Open a DOS Command on DC-01 and type: **AT 20:00 /EVERY:M,T,W,TH,F PTOBAK.CMD**
- d. Open a DOS Command on DC-02 and type: **AT 22:00 /EVERY:M,T,W,TH,F PTOBAK.CMD**

III The Backup Script:

PTOBAK.CMD

```
REM @ECHO OFF
REM Written by Lowell Downing SAIC (703-905-6213)
REM Assumes MM-DD-YYYY format.
REM Assumes date separator is "/"
IF NOT '%1'==' ' GOTO SetEnvVars
for /F "delims=/ tokens=1-4" %i in ('date/t') do cmd /c
    Ptbak.cmd %i %j %k %l
GOTO Done
:SetEnvVars
set DayOfWeek=%1
set Month=%2
set Day=%3
set Year=%4
Set Date=%1%2%3%4
```

```
Net pause inputaccel
cmd /c PKZIP25 -SILENT -ADD -DIR=root \\TICRS-AIS-
01\IABACKUP\DC01%DayOfWeek%.ZIP D:\IAS\*.TXT D:\IAS\*.IDX
D:\IAS\BATCHES\*

net continue InputAccel

:Done
REM End of PTOBAK.CMD
```

***NOTE:** Highlighted Text on Line 16 (currently stating DC01) is the TICRS server on which this script file is located and will be run from. Change this to **DC02** before copying it to the \\TICRS-DC-02\C:\WINNT\SYSTEM32 directory. This can be changed by any text editor like Notepad, Wordpad, etc.

IV What it does

The PTOBAK.CMD will execute each night and create a zip file on TICRS-AIS-01\BACKUP . This file will be named DC01MON.ZIP OR DC02MON.ZIP depending from where the files were zipped and the day of the week. One file for each server will be created each night. The DC01MON.ZIP file will be over written the following Monday. This will also be the case for each day of the week i.e. DC01TUE.ZIP will be overwritten each Tuesday. This gives TICRS the ability to recover to any day during the last week if required.

The POTBAK.CMD uses the NET PAUSE command that InputAccel 1.2.2. and greater supports. This allows unattended workstations to keep their connections during the backup process without losing connections to the IAServer. A warning message “Waiting For Server” will be displayed on all clientstations connected to the IAServer during the backup process.

The NET PAUSE command is required since backing up the IAP files while the IAServer is running can corrupt the files causing loss of batches, files, and license codes.