



IGE | IPI

Access Guide without a user account

The IPI's Data Exchange Platform

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1 Introduction

For secure and simple data sharing, the Swiss Federal Institute of Intellectual Property (IPI) now offers a Data Exchange Platform (DEP). It is administered by the IPI and operates on its infrastructure. All data is transmitted and stored in encrypted form.

It is particularly important to us that the IPI's DEP is used solely for data transfer and not for long-term data storage. For this reason, files which have not been accessed in more than 60 days are automatically sent to the owner's recycle bin.

2 Access

a) Customers without a user account

If you do not have an account for the IPI's DEP, you will be sent a link to access the files you are authorised to view. Please note that, depending on your level of authorisation, you may have access to a more streamlined user interface with fewer functions than the one shown on the following pages.

b) URL

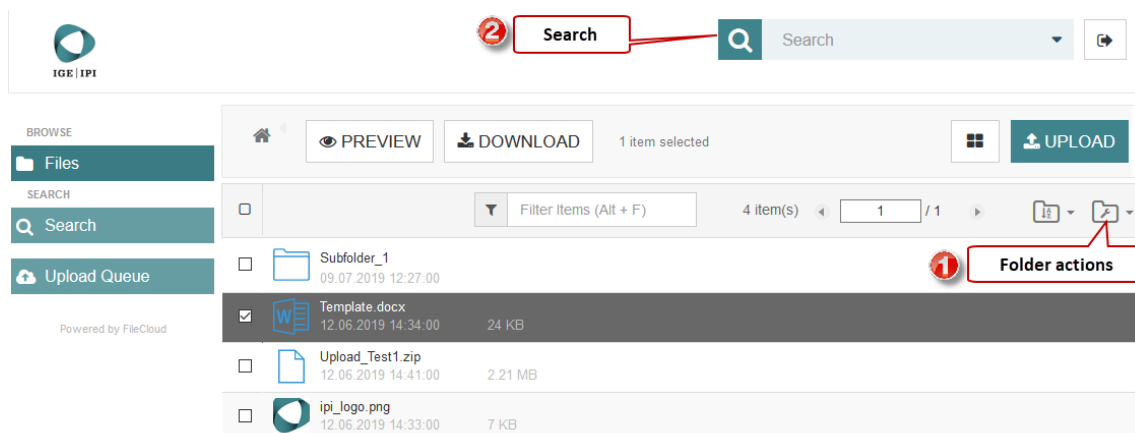
The web address of the IPI's DEP is <https://dataexchange.ipi.ch>.

By accessing the above link, you agree to the [General Terms of Use of the IPI's DEP](#).

3 Functions

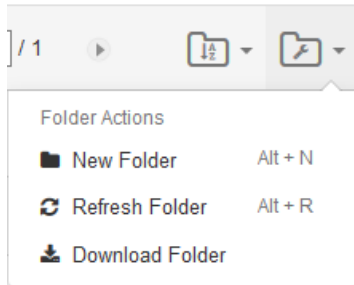
a) Overview of workspace

The following image shows the workspace of the IPI's DEP. The most important functions are explained on the following pages.



1) Folder Actions

It is important to ensure that no file is selected as certain folder actions will be otherwise unavailable (greyed out).



New Folder: creates a subfolder in the current folder

Refresh Folder: updates the view

Download Folder: downloads the selected folder as a ZIP file

1.1) Upload files and folders

The easiest way to upload one or several files is to drag and drop the files into the browser window. This is supported by all popular browsers.

Folders can currently only be uploaded using Google Chrome and Mozilla Firefox.

You can view the progress of your upload on the progress bar.

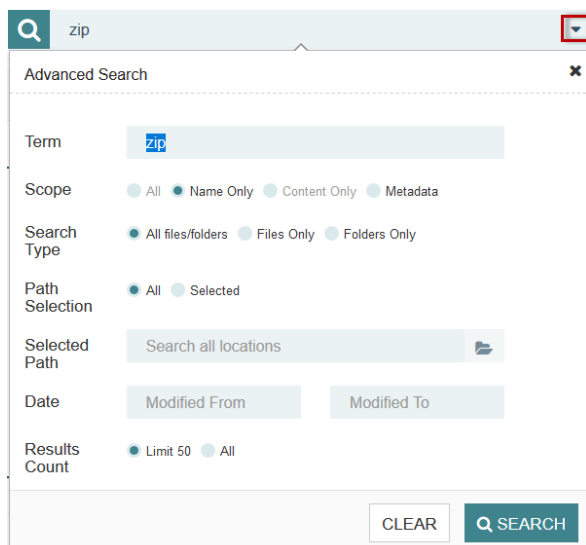


2) Search

This function enables you to search all shared files using a key word from the file name. If you select one of the search results, the other file options become available to you.

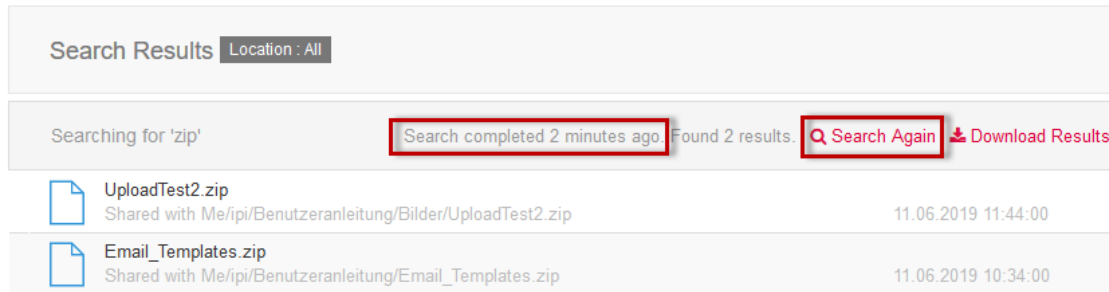
2.1) Advanced Search

The Advanced Search can be opened by clicking on the arrow to the right of the search box.



2.2) Indexing

The search indexes findings for key words to display results more quickly. If you search for a word that you have searched for at least once before, the result of the last search will be presented with an indication of when this search was completed.



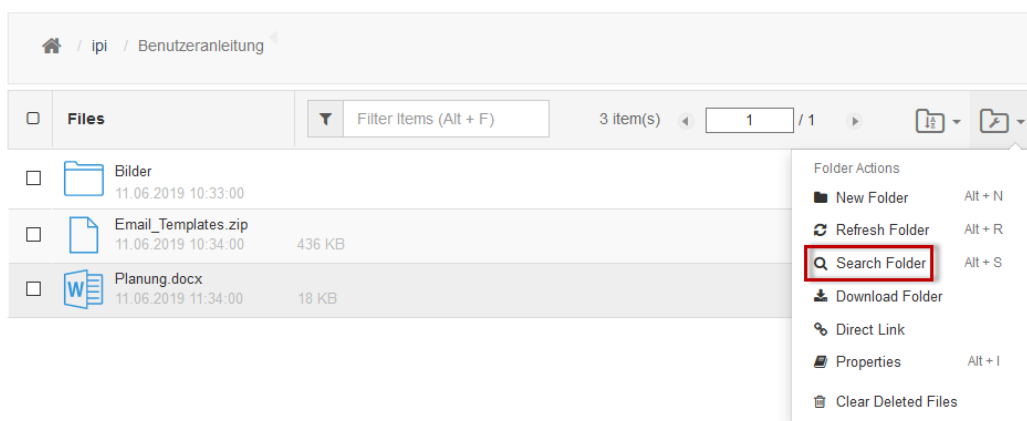
The screenshot shows a search results interface. At the top, it says "Search Results" with a dropdown menu set to "Location : All". Below this, it indicates "Searching for 'zip'" and "Search completed 2 minutes ago. Found 2 results." There are two buttons: "Search Again" and "Download Results". The results list includes:

File Name	Location	Date/Time
UploadTest2.zip	Shared with Me/ipi/Benutzeranleitung/Bilder/UploadTest2.zip	11.06.2019 11:44:00
Email_Templates.zip	Shared with Me/ipi/Benutzeranleitung/Email_Templates.zip	11.06.2019 10:34:00

If the file you searched for does not appear, you can start again by clicking on 'Search Again' to search for results which have not been indexed.

2.3) Search within a folder

If you would like to search within a particular folder, you can do so in the Advanced Search (Path Type) or in Folder Actions:



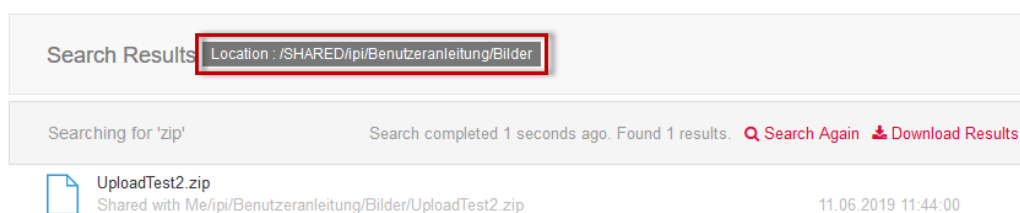
The screenshot shows a file explorer interface. The current location is "/ ipi / Benutzeranleitung". The file list includes:

File Name	Date/Time	Size
Bilder	11.06.2019 10:33:00	
Email_Templates.zip	11.06.2019 10:34:00	436 KB
Planung.docx	11.06.2019 11:34:00	18 KB

A context menu is open over the "Bilder" folder, showing "Folder Actions":

- New Folder (Alt + N)
- Refresh Folder (Alt + R)
- Search Folder (Alt + S)**
- Download Folder
- Direct Link
- Properties (Alt + I)
- Clear Deleted Files

The search results show which folder was searched:



The screenshot shows a search results interface. At the top, it says "Search Results" with a dropdown menu set to "Location : /SHARED/ipi/Benutzeranleitung/Bilder". Below this, it indicates "Searching for 'zip'" and "Search completed 1 seconds ago. Found 1 results." There are two buttons: "Search Again" and "Download Results". The results list includes:

File Name	Location	Date/Time
UploadTest2.zip	Shared with Me/ipi/Benutzeranleitung/Bilder/UploadTest2.zip	11.06.2019 11:44:00