

## 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 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. Select the desired process from the links below.

- [Adding patents/copyrights](#)
- [Editing patents/copyrights](#)
- [Viewing all patents/copyrights](#)
- [Deleting patents/copyrights](#)

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## Navigation

1. Log into **my.ufl.edu** with your Gatorlink username and password.
2. Navigate through **Nav Bar > Main Menu > My Self Service > Faculty Promotion & Tenure**.
3. Click the **Faculty Activity** link found at the bottom of the screen under the Track Ongoing Activity heading.
4. Click **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
  - e. \$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.

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## Editing a Patent/Copyright

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"	<span style="border: 2px solid red; padding: 2px 5px;">Edit</span> <span style="margin-left: 10px; padding: 2px 5px;">Delete</span>
e. Software Copyright		Florida Object Oriented Process / Device Simulator (FLOOPS/FLOODS)	<span style="padding: 2px 5px;">Edit</span> <span style="margin-left: 10px; padding: 2px 5px;">Delete</span>

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

### Change Patent/Copyright

Tremura, Welson Alves

Enter the type, then other information below.

Patent/Software Copyright

\*Type: a. Plant Patent

Title: "Strawberry Excellence"

Description/Significance  
(Max 1000 char including spaces)

Patent Appl No: UF210304

Year Filed: 2013 (example: 2005)

Approved: Yes

Licensed: No

Revenue: b. \$1 - \$50,000

▶ Inventor/Copyright Holder List Work Area (not saved)

	*Name	*Relation		
1	W. A. Tremura	Self	+	-

Include these notes in patent reference

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.

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## 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.

**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](#)

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

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.

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## 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	Patent/Disclosure No	Title	Edit	Delete
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.

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If you need help with...

- Technical issues, contact the UF Help Desk at 392-HELP(5275) or [helpdesk@ufl.edu](mailto:helpdesk@ufl.edu)
- Policies and Directives, contact Academic Personnel at 392-2477 or <http://hr.ufl.edu/academic/default.asp>