# Office of Innovation Advancement and Commercialization

## Office of the Vice President for Research & Economic Development

## AU Department Portal

### USER GUIDE

AUBURN UNIVERSITY

OFFICE OF INNOVATION ADVANCEMENT AND COMMERCIALIZATION

**WELCOME** to the Office of Innovation Advancement and Commercialization's AU Department Portal User Guide.

The AU Department Portal may be accessed via the Office of Innovation Advancement and Commercialization (IAC) website from anywhere by visiting https://cws.auburn.edu/ovpr/pm/tt/home and selecting the innovator portal.
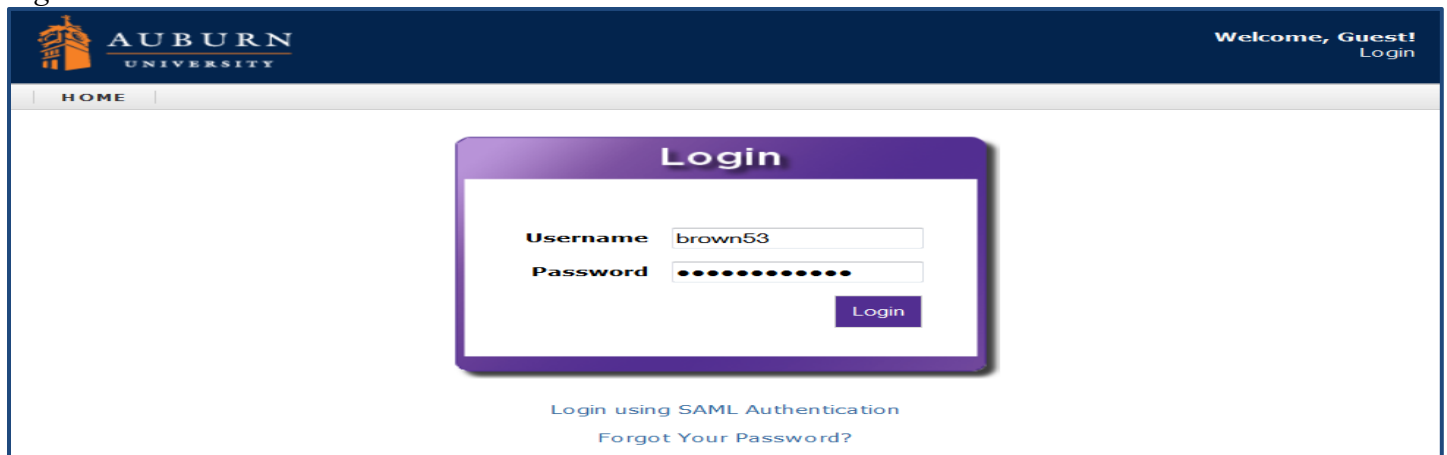
The AU Department Portal was developed to provide AU department heads and other selected persons access to real-time, accurate information pertaining to their department's intellectual property (IP) and agreement portfolios managed through the IAC office. Portal users may now access and view a detailed listing sorted by invention, IP, and agreement for their department or may utilize the Custom Reports options to create customizable Excel spreadsheets for use in reporting and record keeping.

Your department's IP portfolio and agreement details are secure and only accessible utilizing the secure user name and password provided by IAC. While some IP and/or agreements may include contributors from other colleges/schools/departments, division-specific information is not viewable or accessible across divisions.

## HOME PAGE

Department Heads identified by IAC are provided with their department's user name and password upon request.

*Figure 1*



Once logged in, users are taken directly to their department's home page. From the home page, users can select from three Custom Report options to export their department's agreement, invention, or patent information directly into an Excel spreadsheet for off-line review and customization or utilize the inter-active reporting option. *(see Figure 2)*

Additionally, users may view real-time detail directly from their home page where information is grouped by inventions, IP, and agreements for those matters which list one or more contributors who have been identified as being a past or current faculty member, staff member, or student within their department. *(see Figure 2)*

*Figure 2*



NOTE: For those contributors who have multiple assignments across campus, it should be noted that their information will only be viewable when a division/unit within your college was selected for submitted inventions, IP and/or agreements. Subsequently, some contributors within your college may

*have existing inventions, IP and/or agreements that will not be viewable if their work was done under another college's assignment.*
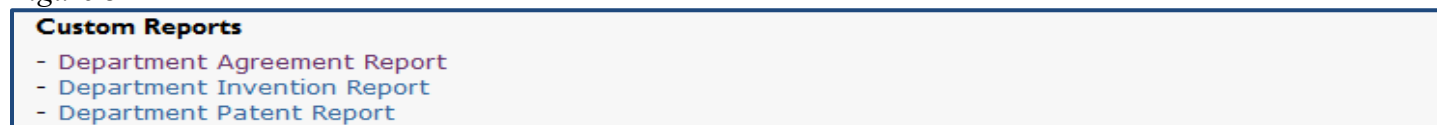
The AU Department Portal offers a user-friendly interface which utilizes common elements throughout, creating an easy-to-navigate format for all levels of computer users.

By selecting information displayed in blue or purple on your screen, the selected topic detail will be shown on a new page with all related information items. For example, if an invention number is selected, that invention detail will open on a new page and all related intellectual property and/or agreements will be included.

## CUSTOM REPORTS

Upon selection of one of the three Custom Report options located at the bottom of your home page (see Figure 3), users will be given the option to Export Report or Run Report. *(see Figure 4)*

*Figure 3*

**Custom Reports**

- Department Agreement Report
- Department Invention Report
- Department Patent Report

*Figure 4*

**Department Agreement Report**

***** Note*****

This may take a minute...due to how this query must run utilizing permissions...please hold.

* indicates a required field

[ Export Report ] [ Run Report ]
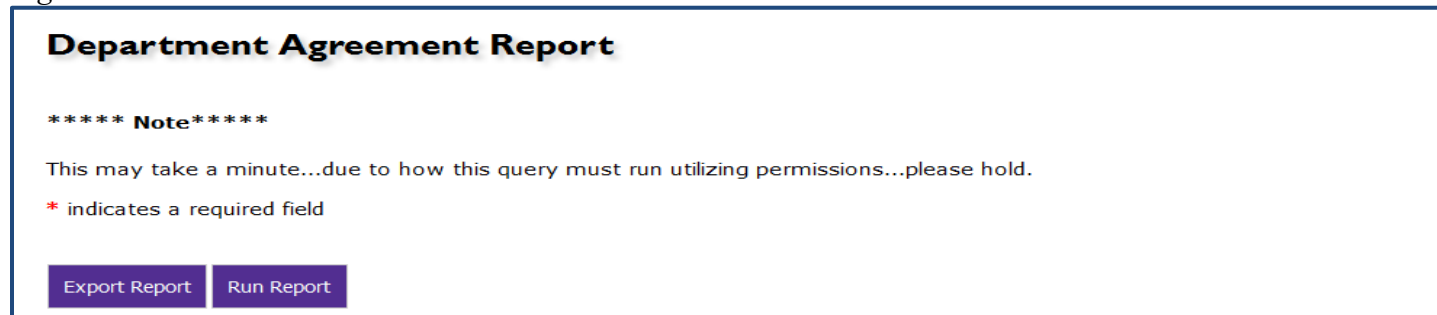
By selecting Export Report users can export the selected report into an Excel spreadsheet for organization and additional editing options.

When Run Report is selected, users are taken to a live report. *(see Figure 5)*

*Figure 5*



**Department Agreement Report**

***** Note*****

This may take a minute...due to how this query must run utilizing permissions...please hold.

\* indicates a required field

[Export Report] [Run Report]

| **Results** | | | | | Record Count: 34 |
|---|---|---|---|---|---|

**2015-0234**

| Type | External Organization | Persons/PI | Affiliation | Start Date | Status |
|---|---|---|---|---|---|
| LICEXC - License Exclusive | Auburn University | | Nutrition, Dietetics, and Hospitality Management | Apr 16, 2015 | Active |

**2015-0208**

| Type | External Organi | | Affiliation | Start Date | Status |
|---|---|---|---|---|---|
| Amendment | Auburn University | | Nutrition, Dietetics, and Hospitality Management | Aug 4, 2015 | Active |

**2015-0196**

| Type | External Organi | | Affiliation | Start Date | Status |
|---|---|---|---|---|---|
| LICNON - License Non-Exclusive | Auburn University | | Nutrition, Dietetics, and Hospitality Management | Feb 6, 2015 | Active |

**2015-0184**

| Type | External Organi | | Affiliation | Start Date | Status |
|---|---|---|---|---|---|
| Other | Auburn University | | Consumer and Design Sciences (fka Consumer Affairs) | Jun 22, 2015 | Active |

**2015-0111**

| Type | External Organi | | Affiliation | Start Date | Status |
|---|---|---|---|---|---|
| MTAIN - Materials Transfer Agreement Incoming | Auburn University | | Nutrition, Dietetics, and Hospitality Management | Mar 18, 2015 | Active |

**2015-0090**

| Type | External Organi | | Affiliation | Start Date | Status |
|---|---|---|---|---|---|
| Amendment | Auburn University | | Nutrition, Dietetics, and Hospitality Management | Jan 30, 2015 | Active |

In the live Agreement Report screen, agreements are displayed by number with additional agreement detail provided to the right.

By clicking on the agreement number, users are provided with additional details for the selected agreement. *(see Figure 6)*

*Figure 6*

## Agreement 2015-0234

Customize Page

### ▼ Details

| | |
|---|---|
| **Type** | LICEXC - License Exclusive |
| **Field of Use** | *What is covered in this agreement.* |
| **Status** | Active |
| **Start Date** | Apr 16, 2015 |
| **Completion Date** | Aug 31, 2015 |
| **Effective Date** | Aug 28, 2015 |
| **Termination Date** | None |
| **Expiration Date** | Sep 6, 2031 |
| **Confidentiality Expiration Date** | None |
| **Agreement Title** | Second Restated License Agreement between Auburn   Licensee |
| **External Contract Number** | None |

### ▼ Organizations

| Organization | Contact | Relationship Type |
|---|---|---|
| Auburn University | | Internal |
| Other organization | | External |

### ▼ Persons / Principal Investigators

| Lead | Person | Organization/School/Department | Relationship Type |
|---|---|---|---|
| ☆ Name here | Hsieh | Nutrition, Dietetics, and Hospitality Management (Department) | Internal |

### ▼ Inventions

| Share | No. | Title | Disclosure Date | Disclosure Status | Inventors |
|---|---|---|---|---|---|
| None | 1997 | Great Stuff! | Feb 10, 1997 | ExcLicense | |
| None | 2001 | More Great Stuff! | Apr 9, 2001 | ExcLicense | |

### ▼ Intellectual Properties

No Intellectual Properties

Customize Page

In addition to more detailed information on the selected agreement, users are also provided with the names of all related organizations, inventions and IP which are related to that agreement.
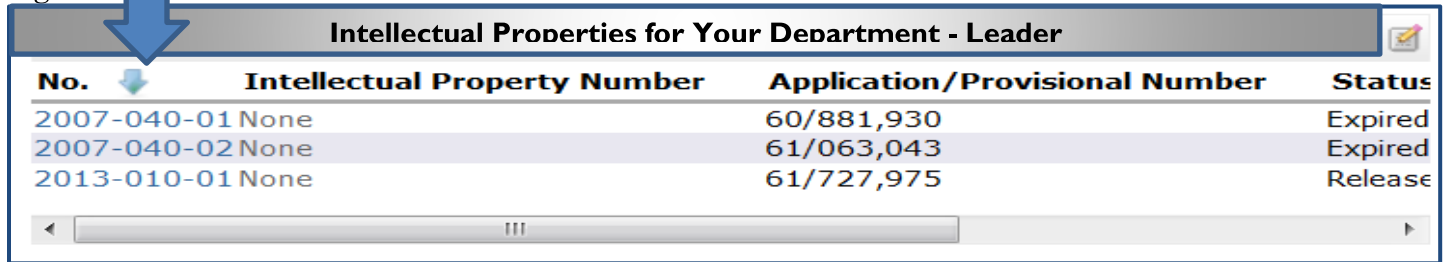
As with the Agreement Report, by selecting specific invention numbers while in the Invention Report option, users are provided with additional detail on the selected invention, to include, sponsor organization names with their contract/grant numbers, if applicable, and all related IP and agreements.

Selecting the Patent Report option also provides IP detail and will include the selected record's related inventions and agreements. Users are also able to print from either the main report page and/or from the agreement detail page for their convenience.

## CUSTOMIZE YOUR HOME PAGE

By clicking on column headers within each section, the items' sort order may be changed within that column. Items can appear from most recent to oldest and vice versa. (*See Figure 7*)
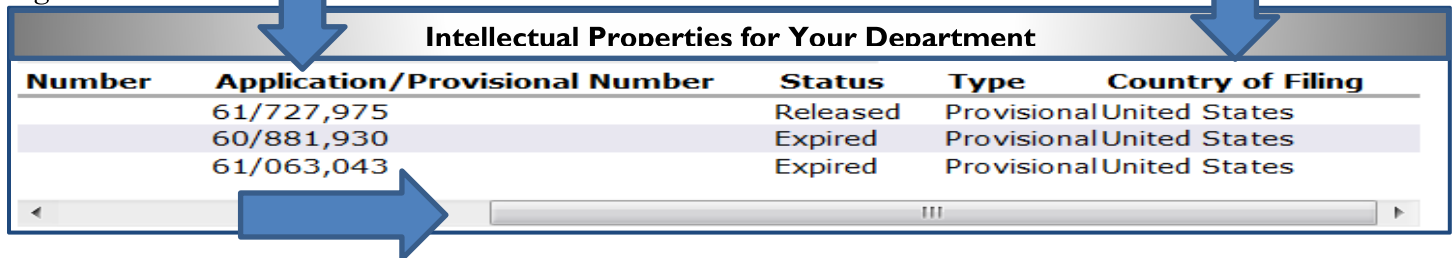
*Figure 7*



By using the slide bar located at the bottom of each section additional columns become viewable. *(see Figure 8)*

*Figure 8*



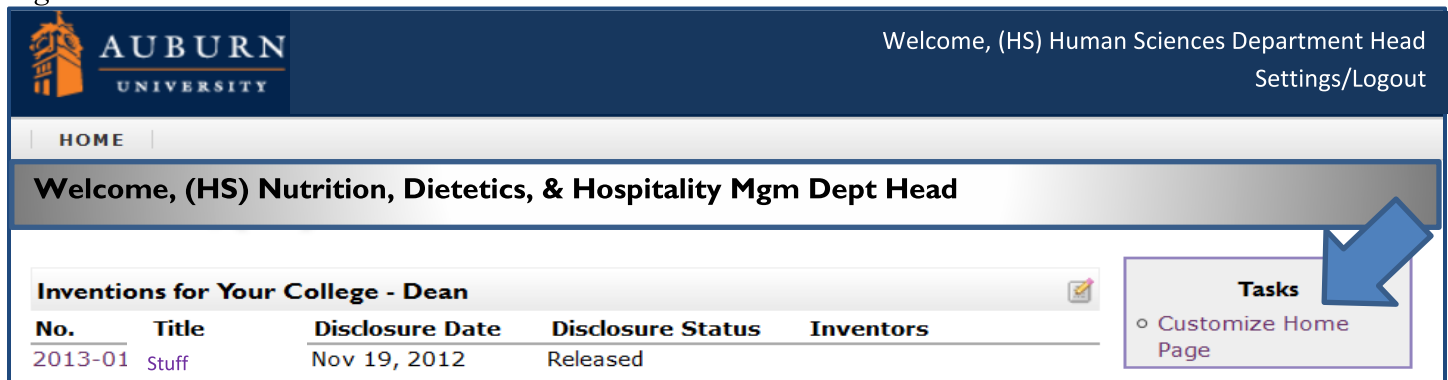More customization options are available to users by selecting Customize Home Page located under the Tasks menu. *(see Figure 9)*

*Figure 9*

*Figure 10*



Available Home Page Widgets listed on the left may be added by selecting the Add to Home Page button on the right. The selected items will appear at the bottom of the page under Current Home page Widgets. Set the Sort Order to indicate the order in which items will appear on a user's home page. Once the list is complete, select Finish to return to the home page view. *(see Figure 10)*

The selected widgets will now be displayed on the user home page.

Support for the AU Department Portal is available during Auburn University's normal working hours from 7:45 a.m. until 4:45 p.m. Monday through Friday by contacting IAC at (334) 844-4977) or via email at iac@auburn.edu.