Workflow for creating a Dashboard

If you already have the patents and you want to populate the Dashboard with those patent numbers, then we follow the steps mentioned below to create the Dashboard:

Step 1: We require the following inputs from you as a first step:

- List of the patent numbers (or) publication numbers
    - ♦ Please send this information preferably in spreadsheet/text file/MS Word
- List of emails of all the users who need access to this Dashboard
- Title of the parent category in the taxonomy (or) name of the project

Step 2: Once all the above inputs are received, Dolcera team will setup a new Dashboard with the following items:

- Parent category with the title given in Step 1.
- All the patents will be listed in the parent category.
- Logins for all the users requested in Step 1 will be set up.

Step 3: Dolcera team will send emails to all the users who are given access to this specific Dashboard. Once the emails are sent, the 30-day trial period of the Dashboard usage starts.

Step 4: You can start classifying the patents by adding your own categories/sub-categories and then "dragging and dropping" the patents into the required categories.

Contact

If you have any troubles/queries regarding Dashboard usage, please email us at **tech@dolcera.com**. You can also reach us at +91 9908060143