UNIVERSITI TEKNOLOGI MALAYSIA

Innovation & Commercialisation Centre

USER MANUAL - CO-INVENTOR

Innovation & Commercialisation System (INNOCOMMS 2.0)

UTM Intellectual Property Module (Ver. 2.0)

INNOVATION & COMMERCIALISATION CENTRE
INNOCOMMS 2.0
UTM Intellectual Property Module (Ver. 2.0)
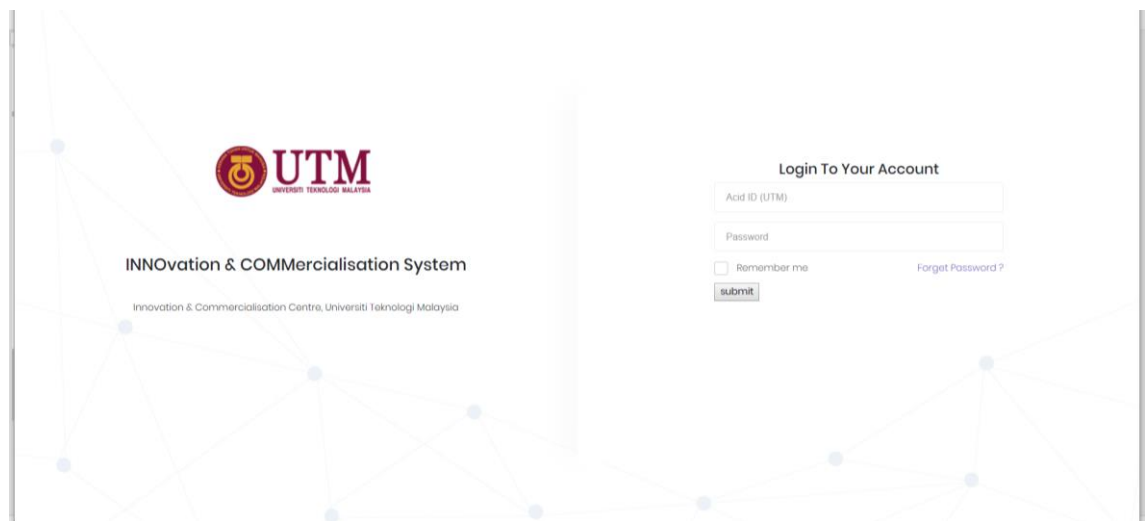# User Manual

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1.0 USER LOG IN

User Log in Interface

Figure 1.1 User Log Interface

To log in, user is required to have **User ID** and **Password**.
Steps to log in are:
1. URL https://innocomms.utm.my
2. Key in **'ID'**
3. Key in **'Password'**
4. Click '**Submit**' button

CO-INVENTOR ACCEPTANCE

USER: CO-INVENTOR

2.0 CO-INVENTOR ACCEPTANCE

On this screen, Co-Inventor decide to Agree or Disagree.

Prior decision, Co-Inventor will receive email notified that he/she are invited as Co-Inventor.
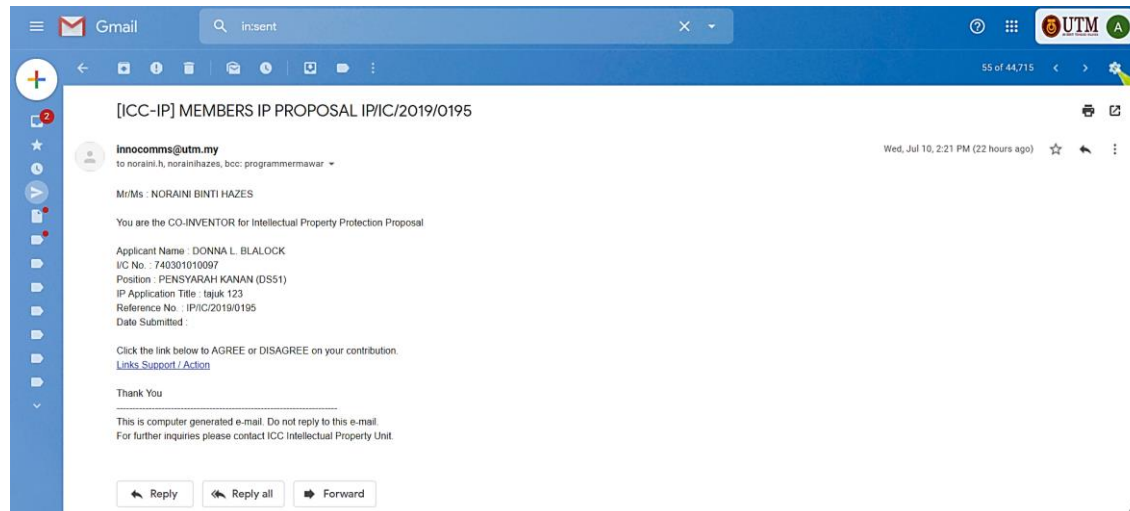

Figure 2.1 Email Notification Invitation as Co-Inventor

1. Co-Inventor will receive email notification and can directly Agree/Disagree.
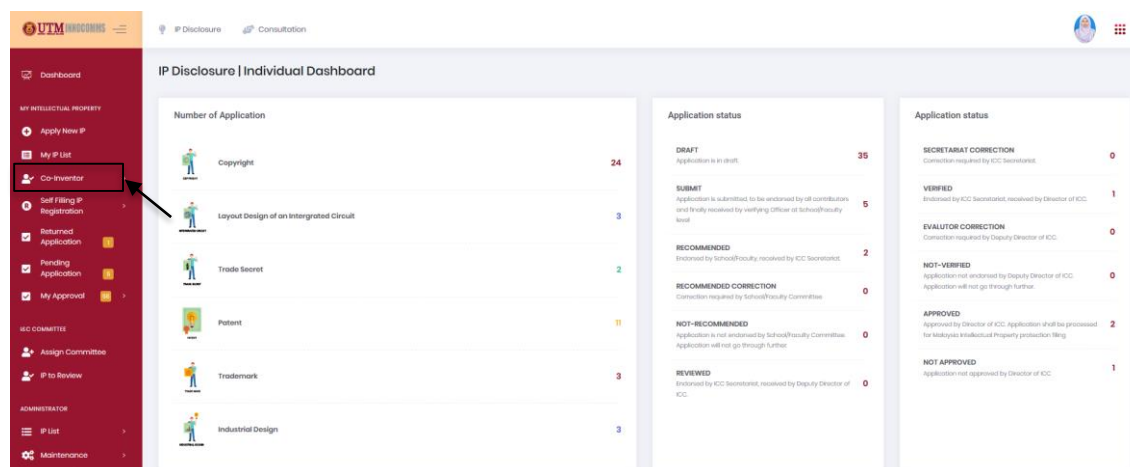2. Co-Inventor also can directly access through https://innocomms.utm.my.

Figure 2.2 Co-Inventor Acceptance

3. Click **"Co-Inventor"**. Then Click **"IP to Accept"**.

Figure 2.3 IP to Accept Lists

4. According to **Figure 2.3** above, select the Reference No. with the selected IP.

Figure 2.4 Co-Inventor Acceptance

5. Co-Inventor select **"Agree"** or **"Disagree"** in Co-Inventor section.
6. Click submit button to submit acceptance to Head of PTJ/ Dean of RA.

3.0 CONCLUSION

The Intellectual Property Module (Ver. 2.0) is developed to create UTM Intellectual Property online database and replace manual process by automating the process of application, monitoring and approval of intellectual property with a new and updated version.

This move is hoped to create a more systematic and efficient work process by allowing access to status update and record via online.