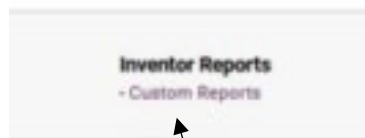


## Inventor Portal Instructions – Part 5

### Inventor Reports

At the bottom-center of the page, under “Inventor Reports,” there is a link to the Custom Reports page, which allows you to view and download report versions of each of the sections.



Click the *Custom Reports* link at the bottom of any page to open the listing of reports available.

### Custom Reports

Each section has an exportable report listed below that shows the fields above.

a. This section has three options for each report. Run, Print & Export.

i. Click on the respective report below.

ii. Export – allows you to export in CSV and manipulate the fields with all Excel functions.

Inventor Reports			
Name	Last Run	Created By	Created On
CTL Agreements	Mar 16, 2021	System Admin (DC)	Mar 9, 2020
Filing History and Status	Feb 12, 2021	System Admin (DC)	Mar 9, 2020
Inventor Disclosure	Feb 12, 2021	System Admin (DC)	Mar 9, 2020

Select the report that you want to run. The information in the reports is the same as that displayed in the portal. Reports can be exported into CSV (comma separated values) format and opened in Excel or other spreadsheet programs. Please be sure to save the exported file in a “Workbook” format to preserve any formatting changes you wish not to lose.

1. Inventor Disclosure Report

You can choose to Run or Export the *Inventor Disclosure* report. There are no parameters for this report, and no required fields. For an explanation of the fields, see the *Inventor Disclosure* section above. To return to the Welcome screen, use the Home bar at the top of the page.

Welcome [Inventor Name]  
Favorites | Settings | Logout

Home

### Inventor Disclosure

\* indicates a required field

Export Report Run Report

Inventor Reports  
- Custom Reports

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Use the "Run..." button to view the results on screen.

Use the "Export..." button to export the results to a CSV file.

**Results Example**

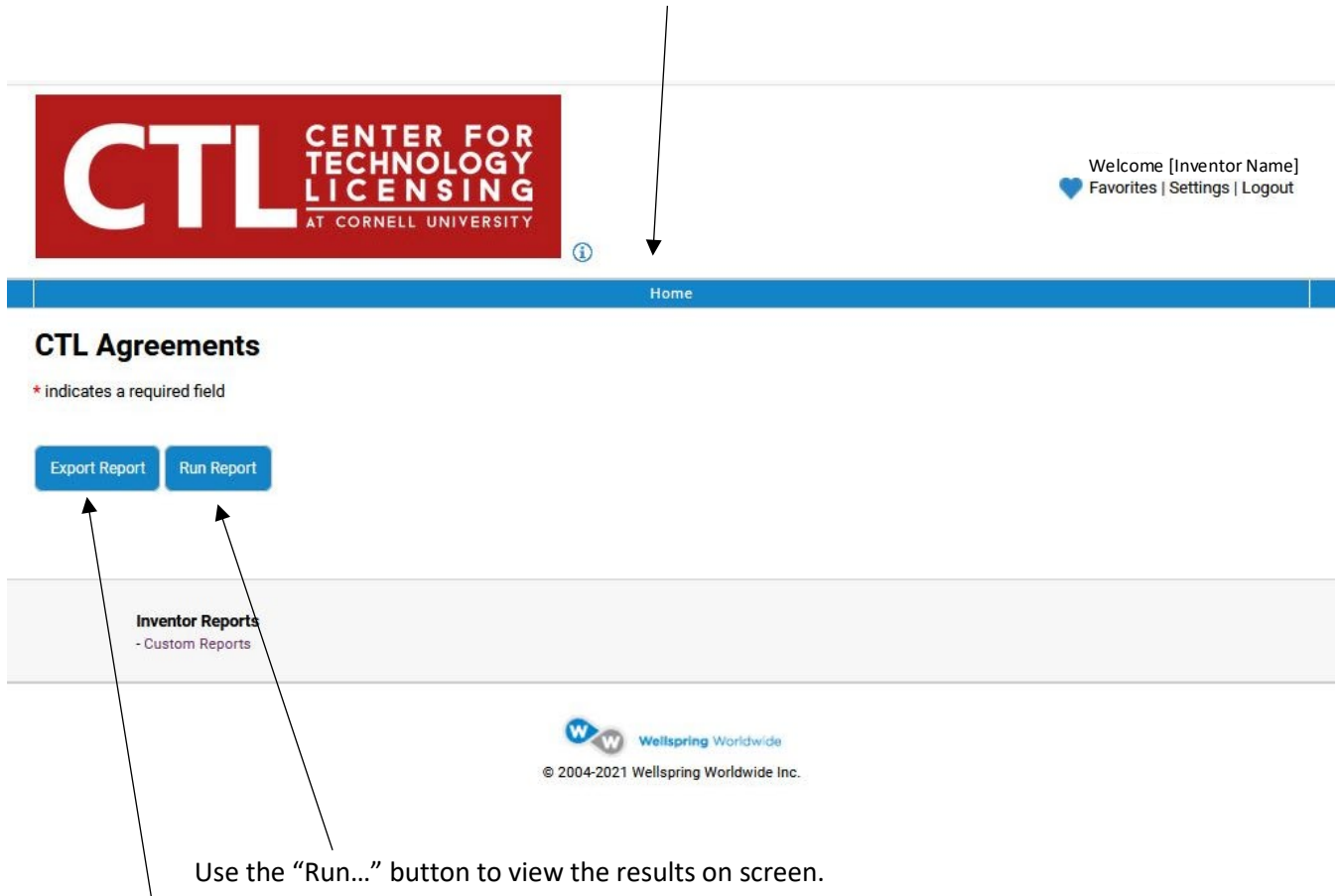
Export Report Run Report

Results Record Count: 1

Docket No.	Disclosure Title	TLO	Inventors	Invention Type	Disclosure Date
5000	Non-docket Attorney Expenses	[TLO Name]	[Inventor Name(s)]	Filed by Cornell	Dec 1, 2009

## 2. CTL Agreements Report

You can choose to Run or Export the *CTL Agreements* report. There are no parameters for this report, and no required fields. For an explanation of the fields, see the *CTL Agreements* section above. To return to the Welcome screen, use the *Home* bar at the top of the page.



Home

### CTL Agreements

\* indicates a required field

Export Report Run Report

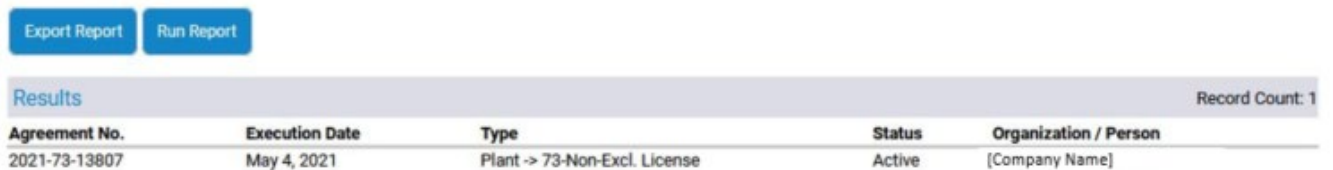
Inventor Reports  
- Custom Reports

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Use the “Run...” button to view the results on screen.

Use the “Export...” button to export the results to a CSV file.

### Results Example

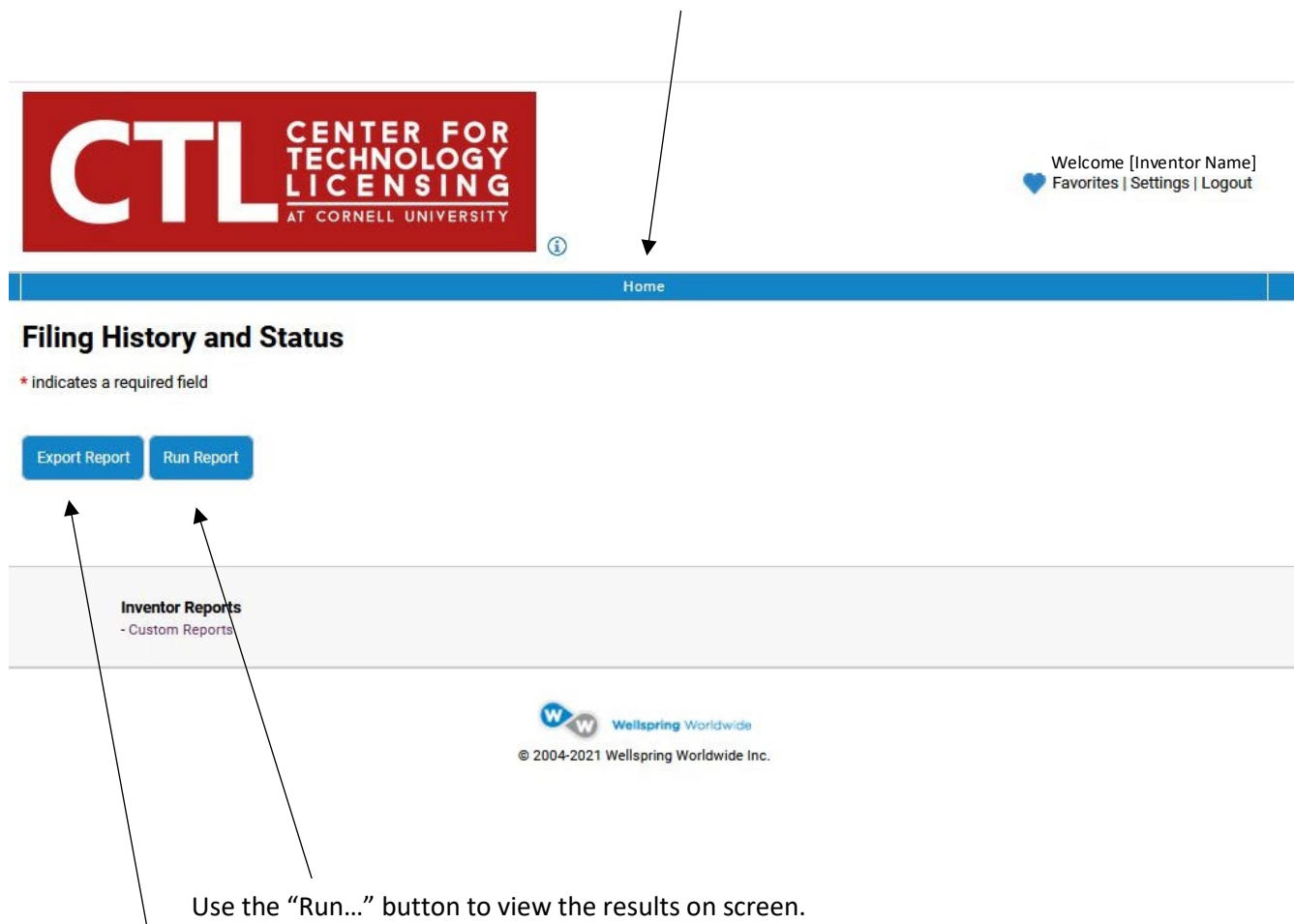


Agreement No.	Execution Date	Type	Status	Organization / Person
2021-73-13807	May 4, 2021	Plant -> 73-Non-Excl. License	Active	[Company Name]

Record Count: 1

### 3. Filing History and Status

You can choose to Run or Export the *Filing History and Status* report. There are no parameters for this report, and no required fields. For an explanation of the fields, see the *Filing History and Status* section above. To return to the Welcome screen, use the Home bar at the top of the page.



Welcome [Inventor Name]  
[Favorites](#) | [Settings](#) | [Logout](#)


[Home](#)

## Filing History and Status

\* indicates a required field

[Export Report](#) [Run Report](#)

**Inventor Reports**  
 - Custom Reports

  
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Use the “Run...” button to view the results on screen.

Use the “Export...” button to export the results to a CSV file.

### Results Example



[Export Report](#) [Run Report](#)

**Results** Record Count: 1

Docket#	IP Type	IP Status	Application Number	Filing Date	Patent No.	Issue Date	Application Title	Inventors
5000-01-US MPR - Manuscript	Provisional	Filed		None		None	A Really Cool Invention	[Inventor Name(s)]