Annex 3

Desknotes: To be used with the PDJ checklist

Library on SharePoint – PDJ LIVE

Check formatting, headings & sequential numbering;

- Main headings   Arial Bold 15 font
- Sub headings   Arial Bold 12
- Patent numbers   Arial Bold and Capitals 12 font
- Remaining text   Arial 12 font
- Dates   Arial and typed in full.

Send electronic version to Publishing

- Once the PDJ is ready for sending to publishing;
- create an email
- click attach file
- scroll to Y Drive
- select PDJ then highlight all entries and click insert into the email. (Do not insert the summary listing).
- Check all adverts have copied over to the email and send the email to Publishing, copying the email to B2.

Send Summary Listing S27 & S75 to Webmaster

- Check the content of the Summary Listing against the opposition advert.
- If there are any blank rows on the Summary Listing (there are blank rows when there are no amendments for that section of the Act) delete the row.
- Create a new email
- click attach file
- Scroll to Y Drive – PDJ then insert the Summary Listing.
- If there are any electronic amendments, click attach file. Scroll to Y Drive, PDJ Store then insert the amendments

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Send email to advise if no entries for Summary Listing

- If there are no Summary Listings send an email to Webmaster informing them that there are no Summary Listings.

<u>Archive weekly entry on SharePoint</u>

- Click on the Site Actions tab
- View All Site Content
- PDJ Store Workflow
- Run PDJ Workflow
- Workflows
- Copy Items to PDJ Store
- Start.
- Then go to PDJ Store to check that all the adverts have moved over.

<u>Copy blank summary listing template from PDJ Store into PDJ Live to create new PDJ</u>

- Go to PDJ Store, then Template and open "S27 and S75 Webmaster Summary Listing Blank Template". To save the Summary Listing to PDJ Live, scroll to Y Drive and save in PDJ as document.
- Check PDJ Live to confirm summary listing has saved in PDJ Live.

<u>Delete oldest PDJ in PDJ Store</u>

- In order to only store PDJ's from the previous three months, delete the oldest PDJ in PDJ store by ticking each advert. Choose the delete document button.

<u>Move any electronic amendments into amendments advertised</u>

- On SharePoint in PDJ Store locate the amendment sent to Webmaster in the "Amendments to be advertised" folder. Click edit properties. In the PDJ Number row it should read Amendments to be advertised, delete "to be". This will move the amendment from the "Amendments to be advertised" folder into the "Amendments advertised" folder.