| Command Abbreviation | Function Name | Description |
|---|---|---|
| ADD F1 | Additional F1 Details | Used to record the AFS and de-log the F9A |
| ADD NP1 | Additional NP1 Details | Used to record the AFS, Inventors, International application and publication data and to de-log the F9A |
| CAL CHE | Calculate Check Digit | - |
| CHA CAS | Change Case Details | Used to correct details only in very exceptional circumstances and under the direction of the Formalities Manager |
| CHA CSE | Change CS&E Details | Used to set/reset the CS&E flag |
| CHA PAS | Change Password | Used when a password is created for the first time or to change it after 6 months |
| CHA ROL | Change Roles | Used to create new roles, close old roles and correct information |
| COR COM | Correct Compulsory Licence | - |
| COR ENT | Correct Entry | - |
| COR INS | Correct Instrument | - |
| COR IPC | Correct IPC | - |
| COR NAM | Correct Name/Address for Case | - |
| COR PDJ | Correct PDJ Entry | - |
| COR UKC | Correct UKC | - |

| Command Abbreviation | Function Name | Description |
|---|---|---|
| DEL EQU | Delete Equivalent Cases | - |
| DIS ABS | Display Abstract Title | - |
| DIS ADP | Display ADP Number Details | Used to give the full details of a legal entity or person |
| DIS ALL | Display Allocation of Case | Used to display the Group and Heading an application has been allocated to |
| DIS AUT | Display Authorities for Case | Used to display the applicant and AFS details for a given application |
| DIS CAS | Display Cases for Name | Used to display all applications where a particular legal entity or person has a valid role . |
| DIS CIT | Display Citations for Case | - |
| DIS CLA | Display Classification for Case | - |
| DIS CUR | Display Current Register | Used to display the current register ie. no below - the-line entries |
| DIS DET | Display Details | Shows all details of case eg. allocation, progress status, private applicant or not, date of receipt of F9A and if priority has been claimed |
| DIS DIV | Display Divisionals | Used to display any divisional applications claiming an earlier date from a given application |
| DIS EQU | Display Equivalent Cases | - |

| Command Abbreviation | Function Name | Description |
|---|---|---|
| DIS FIE | Display Fields of Search/Citations | - |
| DIS FOR | Display Forms History | Used to show all the forms associated with a given case and their action date |
| DIS FUL | Display Full Register | Used to display the full register ie. complete with below - the-line entries |
| DIS HEA | Display Heading Register | - |
| DIS LAT | Display Later Cases (Priority) | Used to display any applications claiming priority from a given application |
| DIS NUM | Display Numbers for Case | Used to display the Application or Publication number for a case |
| DIS PAR | Display Parameters | - |
| DIS PRI | Display Priority Details | Used to display the priority details of a given application |
| DIS PRO | Display Processing Status | Used to show the current status of an application |
| DIS REN | Display Renewals Data | Used to display details of any renewal payments and associated dates |
| DIS SEA | Display Search Material Location | - |
| DIS TER | Display Term Frequencies | - |
| PRI FRO | Print Front Page | Used to print the front page of A/B print details |

| Command Abbreviation | Function Name | Description |
|---|---|---|
| REC ABS | Record Abstract Title | Used to record the abstract title for publication purposes |
| REC ACT | Record Actioned Form | Used to delog certain forms |
| REC ADD | Record Additional F1 Details | Used to add name and address details supplied after the date of filing |
| REC ALL | Record Allocation | Used to record the Group and/or Heading of an application |
| REC CIT | Record Citations | - |
| REC EQU | Record Equivalent Cases | - |
| REC F7 | Record F7 Details | Used to record the Inventor details |
| REC F14 | Record F14 | Used to record a reinstatement and generate PDJ entries |
| REC F52 | Record F52 | Used to delog F52 and generate PDJ entries |
| REC FIE | Record Field of Search | - |
| REC FOO | Record Footnotes for Front Page | Used to record footnotes for the front page of the A print (fixed or free text) |
| REC FOR | Record Formalities Status | Used to set a case ready for A publication |
| REC GRA | Record Grant Title | Used to record the Grant title for the B print, certificate of grant and register |

| Command Abbreviation | Function Name | Description |
|---|---|---|
| REC GRE | Record Green Channel Patent Application | Used to record a request for acceleration via the Green Channel. |
| REC IPC | Record IPC | - |
| REC LAT | Record Late Priority Decision | Used to record a decision on a late filed priority claim |
| REC LEG | Record Legal Entity | Used to create a new ADP number for a legal entity |
| REC NON | Record Non-UK Document | - |
| REC PER | Record Person | Used to create a new ADP number for a person |
| REC PRE | Record Pre-Grant Form | Used to delog a pre-grant form eg. later F9A and F10 (pre publication) |
| REC PRO | Record Processing Status | Used to change the processing status of an application |
| REC REC | Record Reclassification | - |
| REC S20 | Record S20 Letter Not Sent | Used to reset the system to ensure that an application re-appears on the next WR1 list |
| REC UKC | Record UKC | - |
| REG ENT | Register Entry (Sundry or Free Text) | Used to record ad hoc register entries |
| REG F14 | Register F14 Decision | Used to delog F14 when reinstatement has not been allowed |

| Command Abbreviation | Function Name | Description |
|---|---|---|
| REG FIL | Register Filing of Form | Used to record the filing of certain forms eg. F14, to create PDJ entries |
| REG NAM | Register Name/Address Cases Change | Used to record changes and update the register with regard to roles |
| REV IPC | Revise IPC | - |
| REV TEC | Revise Technical Search | - |
| REV UKC | Revise UKC | - |
| SEA NAM | Search Name/Addresses | Used to look for a given name string on the system |
| SEA REG | Search Register | Used to look for a given piece of data on the register |
| SEA TEC | Search Technical information | - |
| SET TIM | Set Time Limits | Used to record an extension to certain periods of time |
| SPE STA | Special Stationery Menu | Used to produce reports for monitoring purposes |
| SUP INV | Suppress Inventor Address | Used to suppress the name and/or address of an inventor |