**CTL** CENTER FOR TECHNOLOGY LICENSING AT CORNELL UNIVERSITY
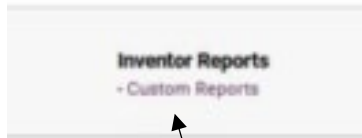
# Inventor Portal Instructions – Part 5

## 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.

Inventor Reports
- Custom Reports

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.
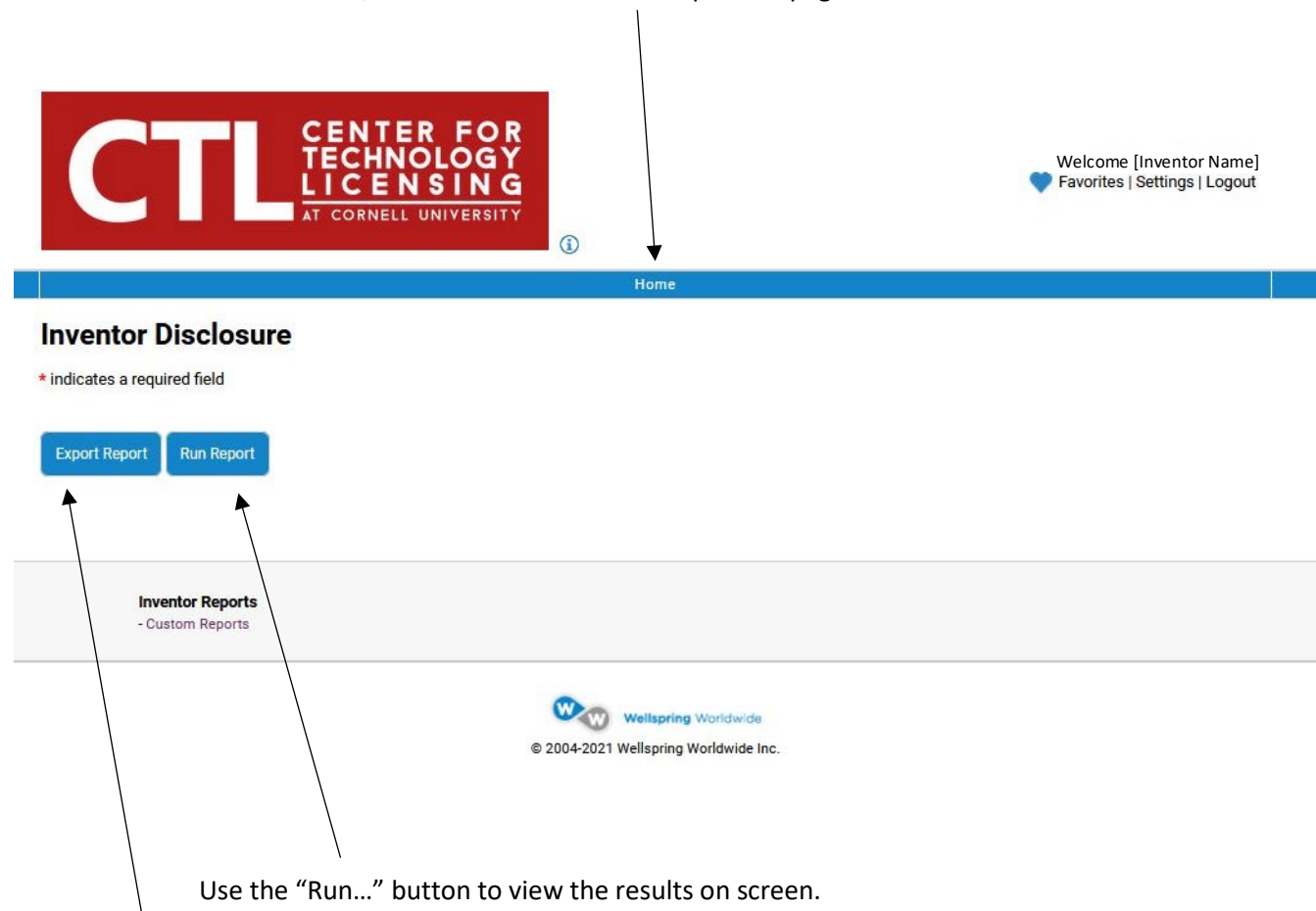i. Click on the respective report below.
ii. Export – allows you to export in CSV and manipulate the fields with all Excel functions.

### 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.



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

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

**Results Example**

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.



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

Use the "Export…" button to export the results to a CSV file.
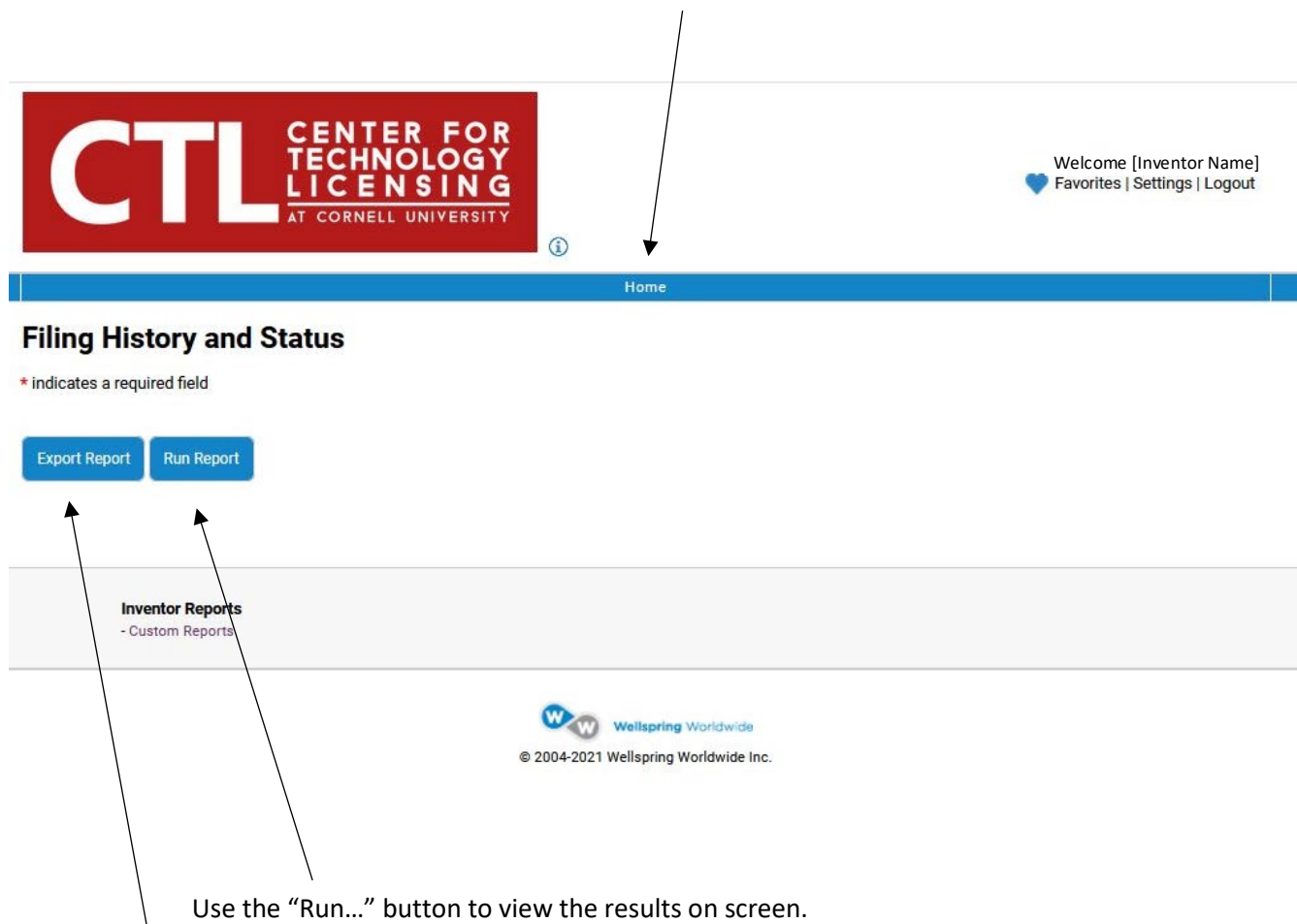
**Results Example**



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

### 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.
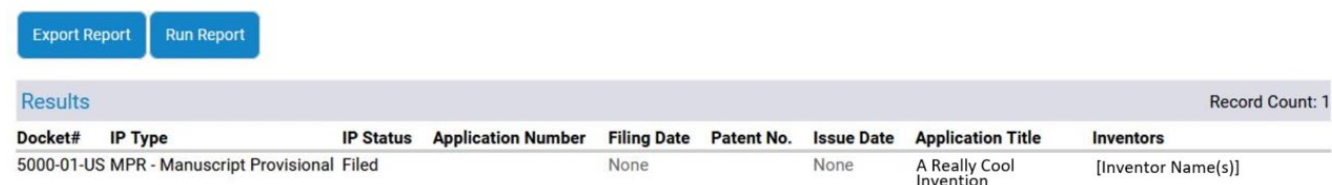


Use the "Run…" button to view the results on screen.

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

**Results Example**



| 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)] |

Record Count: 1