Access guide (without a user account)

The IPI's Data Exchange Platform

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1   Introduction

For secure and simple data sharing, the Swiss Federal Institute of Intellectual Property (IPI) now offers a Data Exchange Platform (DEP). It is administered by the IPI and operates on IPI infrastructure. All data to be shared is transmitted and stored in encrypted form.

It is particularly important to us that the IPI's DEP is used solely for data transfer and not for long-term data storage. For this reason, files which have not been edited for more than 60 days are automatically sent to the owner's recycle bin.

2   Access

a) Customers without a user account

If you do not have an account for the IPI's DEP, you will be sent a link to access the files you have been authorised to view. Please note that, depending on your level of authorisation, you may have access to a more streamlined user interface with fewer functions than the one shown on the following pages.
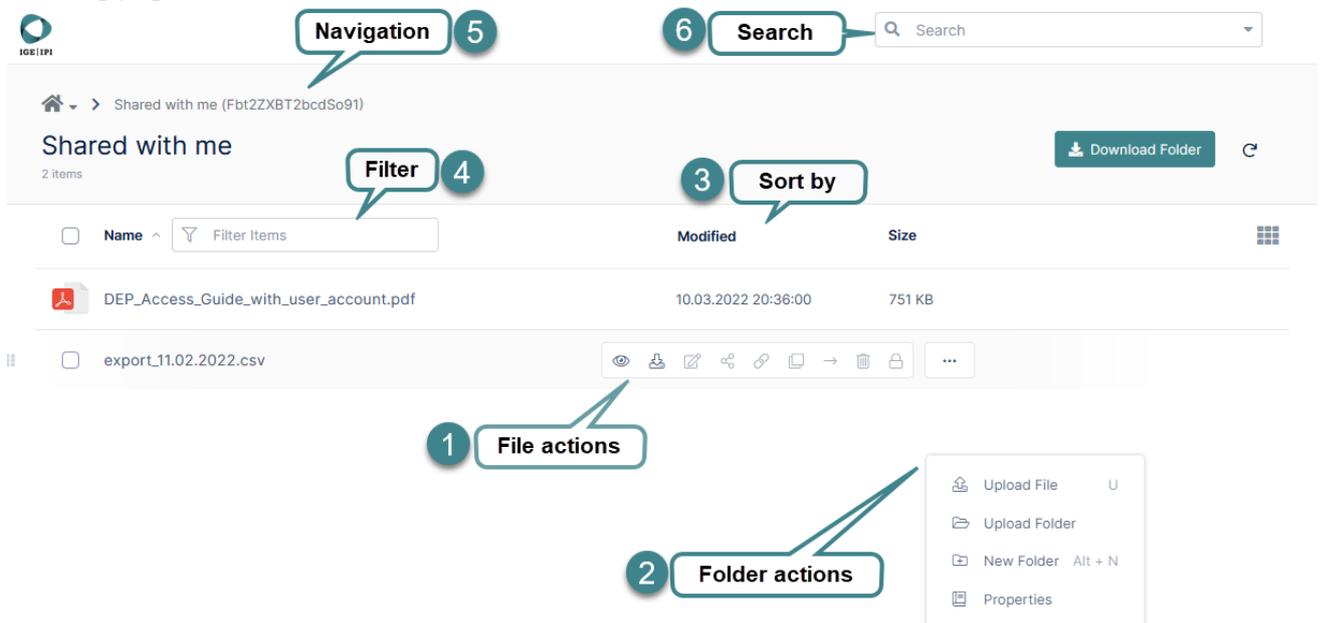
b) URL

The web address of the IPI's DEP is: https://dataexchange.ipi.ch

By accessing the above link, you agree to the General Terms of Use of the IPI's DEP.

3   Functions

a) Overview of workspace

The following image shows the workspace of the IPI's DEP. The most important functions are explained on the following pages.

1) File actions

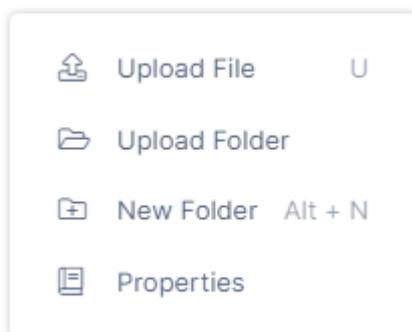Hover the cursor over a file to display a bar with the actions available.

Excluding the greyed-out buttons, the actions are as follows from left to right:
- Preview
- Download
- Edit
- Copy a direct link to the file
- Copy
- Move
- Delete

2) Folder actions

Right click on a blank area to make the actions for the current folder visible.

Upload File: uploads a file to the current folder

Upload Folder: uploads a folder to the current folder

New Folder: creates a subfolder in the current folder

Properties: displays folder details

2.1) Upload files and folders

The easiest way to upload one or more files is to drag and drop the selected files into the browser window. This is supported by all common browsers.

You can also use the Add Files and Folders button.

Uploads of folders and their contents are only supported by modern browsers, such as Mozilla Firefox, Microsoft Edge and Google Chrome.

You can view the progress of your upload on the progress bar that appears:

3) Search

This function enables you to search all shared files using a keyword from the file name. If you select one of the search results, the other file options become available to you.

3.1) Advanced Search

The Advanced Search can be opened by clicking on the arrow to the right of the search box.

3.2) Indexing

The search indexes results for keywords so that they can be displayed more quickly. If you search for a word that you have searched for at least once before, the result of the last search will be presented with an indication of when this search was completed:

If the file you searched for does not appear, you can start again by clicking on 'Search Again' and searching for results which have not been indexed.

3.3) Search within a folder

If you would like to search within a particular folder, you can do so in the Advanced Search (Selected Path):
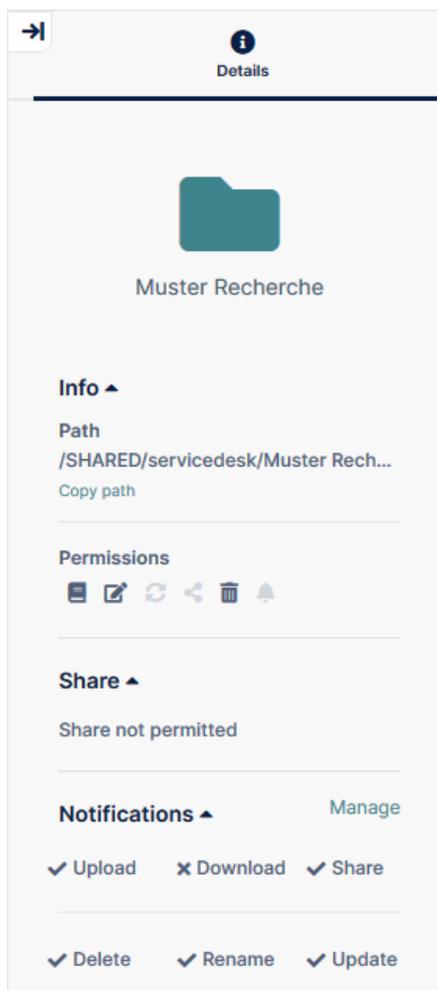
The search results show which folder was searched:
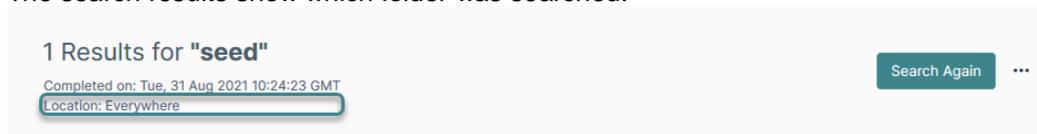
4) Details tab

The Details tab shows additional information about the current folder, such as the path, permissions and the people with whom the folder was shared.

You can hide and unhide the Details tab using the horizontal arrow.