

# EHRI

Enterprise Human Resource Integration

## Electronic Official Personnel Folder (eOPF) User Guide

**FROM:**  
The e-Gov Program Office  
U.S. Office of Personnel Management  
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*“Implementation of e-Government is important in  
making government more responsive and cost effective”*

President George W. Bush  
July 10, 2004



Electronic Official Personnel Folder User Guide

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# Chapter 1: Introduction to eOPF

Electronic Official Personnel Folder (eOPF) is a system developed as a management solution to handle official personnel files and to simplify your access to your own Official Personnel Folder (OPF). The OPF contains human resource (HR) records and documents related to Federal civilian employees. An OPF is created when an employee begins Federal service and is maintained throughout the employee's career in accordance with United States Office of Personnel Management (OPM) regulations.

The eOPF provides electronic, Web-enabled access to OPF for all employees, supervisors, and HR staff members to view eOPF documents. All employees are able to view their own OPF through the eOPF Web interface. The eOPF also allows supervisors to have view-only access to specific documents contained in the eOPF of employees who report directly to them.

eOPF has security measures in place to ensure the integrity of the system. For example, users are able to view their own eOPF documents, but cannot modify the documents. Additionally, all activity performed in the eOPF is logged and can be accessed through various reports.

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## **Note:**

The eOPF is not a vehicle through which documents can be modified. (Information found on SF-50/52s, benefits documents, etc. can be modified/corrected through agency HR systems, Employee Benefits Information Systems, etc.)

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The eOPF has a variety of functions that are accessible depending upon the role of the logged in user. This User Guide covers the basic employee role and assumes you have working knowledge of Microsoft Windows desktop. This Guide covers topics for installed versions of eOPF. If you do not have access to the Internet or the eOPF application, please contact an eOPF administrator to assist you with setup.

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## **IMPORTANT!**

This User Guide includes representative pages from the eOPF; however, your system may be slightly different depending upon your agency's requirements. In addition, some functionality, such as career briefs and position descriptions, is optional and may or may not be configured for your system.

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# **Chapter 2: Browser and Viewer Requirements**

To access and utilize the eOPF, you must use two basic “off-the-shelf” software components: a Web browser application and Adobe Acrobat Reader. The Web browser enables you to view the various system screens such as Logon and Search. Adobe Acrobat Reader enables you to view documents.

## **Browsers**

You can use commercially available Web browsers to access the eOPF. For best results, it is recommended that you use the latest version of Microsoft Internet Explorer.

## **Downloading and Configuring the Viewer (Adobe Reader)**

The eOPF stores documents as Portable Document Format (PDF) files, which can be viewed and printed using Adobe Reader. If you do not have Adobe Reader installed on your computer, it is available as a free download on the Internet.

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### **Note:**

The Adobe Reader “options” should be set to “not” view inside the browser. This option can be accessed by selecting Edit → Preferences → Internet in Adobe Reader v6.x version.

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# Chapter 3: Getting Started with eOPF

Before you can perform any activity within the eOPF, you need to log on. Logging on requires that you have a valid user name and password. Your user name and password are created either at system deployment or when you initially become an employee. If you do not already have a user name and password for eOPF, please contact an eOPF administrator to obtain one. If you have a user name, but do not recall your password, a 'Forgot your password?' link is available on the eOPF Web Logon page. When selected, this generates a letter sent by U.S. mail or email, which assigns a new random password to you.

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**Note:**

At this time, both Single Sign On and eAuthenticate initiatives are being implemented for eOPF. When activated for your agency you will no longer directly log into the eOPF application. You will connect using an agency portal or eAuthenticate portal. **The eOPF application's user id and password functionality will be disabled.**

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**Note:**

After three (3) consecutive failed attempts to log on to eOPF, you are locked out of the system as a security precaution. The number of failed attempts is configurable by the administrator.

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In order to ensure the security of the eOPF, remember to safeguard your user name and password. Some guidelines for password security are:

- Do not share your password with anyone.
- Do not write your password down.
- Do not allow anyone to use eOPF with your user name/password combination, because all eOPF system actions are logged by user name.

After you log on to eOPF, you can change your password. Additional eOPF features that you can use include changing your email address, viewing and updating emergency data, and accessing eOPF online help.

## Logging on to eOPF

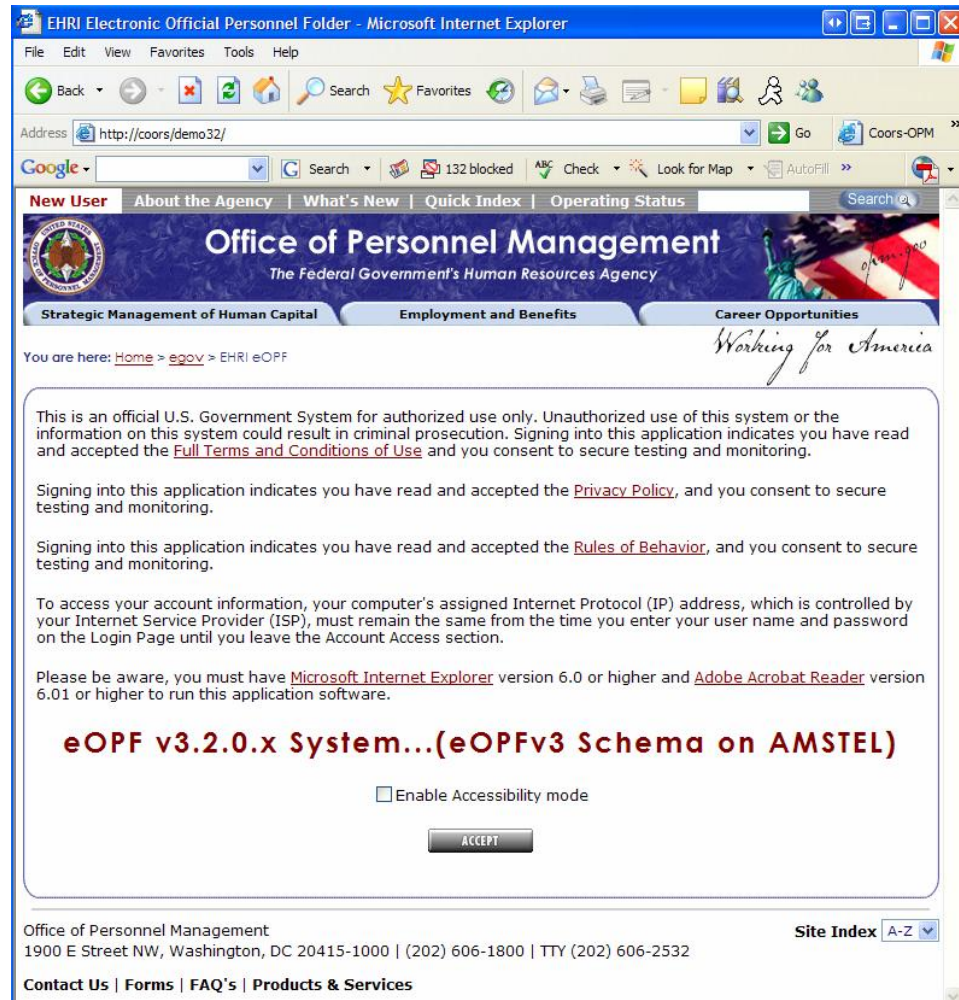
You must log on to the eOPF each time you want to access the system. After you log on to eOPF, you can change your password.

### To Log on to eOPF:

1. **Launch the eOPF application by opening *Internet Explorer* and entering the URL assigned to the eOPF.**

The *eOPF User Agreement* page displays. Above the Accept Button, administrator may place a system message advertising a specific maintenance event. At other times, a problem message may be displayed and the Accept Button disabled.

This figure displays the *eOPF User Agreement* page.



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**Note:**

The specific URL address for eOPF will be announced at the time of deployment, or you may obtain the address from the eOPF administrator.

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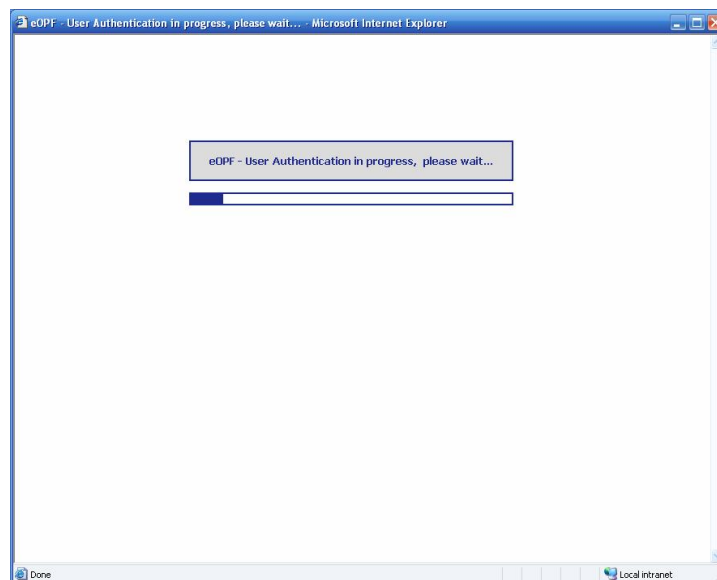
**2. To optimize the user experience when using software assist programs such as JAWS, start eOPF in Accessibility Mode by checking the checkbox.**

This will change the preference for your logon to use the Accessibility Mode pages. You may also changed modes within eOPF under *Preferences*.

**3. Read the *User Agreement* and click the  *Accept* button.**

An intermediate page is present while the system determines the authentication mode. Currently, the majority of users will be forward to the traditional *eOPF Web Logon* page. However some users will have access to single sign on resources that will by pass the *eOPF Web Logon* page and take the user directly to the *eOPF Welcome* page as show after step 5.

This figure displays the *Authentication Transition* page.



This figure displays the *eOPF Web Logon* page.



4. In the *eOPF ID* field, type your user name.
5. Type your password in the *Password* field.
6. Click the **Submit** button to activate logon process.  
If you have entered in correct information the *eOPF Welcome* page opens.

The following figure displays the *eOPF Welcome* page.



## New User – Request a Password

### To Request a New User Password:

1. From the eOPF Web Login page, click the **New User-Request your Password** link.

The New User – Password Request page appears.


The following figure displays the *New User – Password Request* page.



The screenshot shows a web browser window titled "New User - Password Request - Microsoft Internet Explorer". The page content is as follows:

- New User - Password Request** (Section Header)
- eOPF ID:** [Text Input Field]
- Email Address of record in eOPF:** [Text Input Field]
- Home Zip Code (first 5 digits) of record in eOPF:** [Text Input Field]
- Please provide name and contact information if you cannot provide above details.** (Instructional text)
- Message:** [Large Text Area]
- SUBMIT** [Button with green checkmark icon]
- CANCEL** [Button with red X icon]

The browser's status bar at the bottom shows "Done" and "Local intranet".

2. Type your eOPF Logon ID in the *eOPF ID* field.
  - Type your eOPF email address in the *Email Address of record in eOPF* field.
  - Type the first five characters of your Home Zip Code in the *Home Zip Code of record in eOPF* field.
  - Enter problem and contact information in the **Message** text box. This is limited to 255 characters.
3. Click the  **Submit** button.

The *New User – Password Request* page reappears displaying the following message “Your password request has been submitted for processing.”



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**Note:**

Once you request a New User Password, depending on the validation of the information you supplied you will either be emailed a new password directly or the eOPF administrator generates a letter containing your new password. Depending on your organizations policy this letter will be sent by post office or via email.

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**Note:**

You can exit the *New User – Password Request* page by clicking the



*Cancel* button.

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## Using the Main Menu Buttons

The eOPF main menu buttons display in the left hand margin of your browser page. The following table describes the eOPF buttons.

Menu Option	Description
My eOPF	Displays all of the contents of your eOPF. You can select individual documents for viewing or printing. See <i>Viewing Your Entire eOPF</i> for details.
Search eOPF	Displays the <b>Search</b> page from which you can filter the contents of your eOPF. You can view or print documents using this option. See <i>Searching for Specific Documents in Your eOPF</i> for more details.
Change Email	Displays the <b>Email Address</b> page from which you can enter your email address. See <i>Changing Your Email Address</i> for more details.
Emergency Data	Displays the <b>Emergency Contact Information</b> page from which you can view and update your emergency information. See <i>Viewing and Updating Emergency Data</i> for more details.
Change Pwd	Displays the <b>Change Password</b> page from which you can change your password at any time. See <i>Managing Your eOPF Password</i> for more details.
Preferences	Displays the <b>Preference Web</b> page where user can set general setting such as default forms list shown on search page and the number of rows to return in a result set. The workflow tab is only enabled if you have workflow access.
Logout	Logs you out of the eOPF. See <i>Logging Out of eOPF</i> for more details.

## Managing Your eOPF Password

The following topics are only relevant to you if you are using the traditional eOPF login page requiring a user id and password. As the Federal Government implements single sign on and eAuthenticate technologies the need to maintain an eOPF specific user id and password will cease to exist.

### Password Policies

Passwords are used in conjunction with a user name to gain access to the eOPF. eOPF passwords must adhere to the requirements defined by the eOPF administrator. The following password restrictions can be enabled by the eOPF administrator:

Minimum number of characters

- Contain at least one uppercase letter (i.e., 'A')
- Contain at least one lowercase letter (i.e., 'a')
- Contain at least one number (i.e., '1')
- Contain at least one special character (i.e., !, @, #, \$, %, ^, &, \*, (, ), +, {, }, [, ], ', ;, ", :, ?, >, <, ,, ,, /)
- Password expiration period

For example, your eOPF password can be set to expire every 90 days. When your password expires, you will be forced to select a new one the next time you log in before proceeding with any other functions.

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#### Note:

These password requirements may change since the eOPF administrator can configure the password requirement settings.

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## Manually Changing Your Password

eOPF provides the ability for you to manually change your password at any time.


### To Change Your Password:

1. From the *eOPF Welcome* page, click the  **Change Pwd** button.

The *Change Password* page displays.


This figure displays the *Change Password* page.



2. Enter your current password in the *Old Password* field.
3. In the *New Password* field, enter your new password.
4. In the *Verify Password* field, enter your new password again.
5. Click the  **UPDATE** button, which will update your new password in the eOPF.

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### Note:

You can cancel the password change by clicking the  **CANCEL** button.

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## Resetting Your Password

If you forget your password, eOPF has a facility to allow you to request that your password be reset. This link will bring you to an eOPF password reset request web page. This web page will prompt you for your eOPF ID, eOPF email address of record, eOPF home zip code of record and a free text message in which you can enter additional information including contact information. When you select the “Reset Password” button the entries you made will be compared against data in the eOPF employee information repository. If all three entered values match the stored values then eOPF will send a new password email to you. The email is sent to your email address of record in the eOPF repository. Your email address of record is shown on the eOPF Welcome Page after you log in successfully. Once logged into eOPF you can change this email address if required.

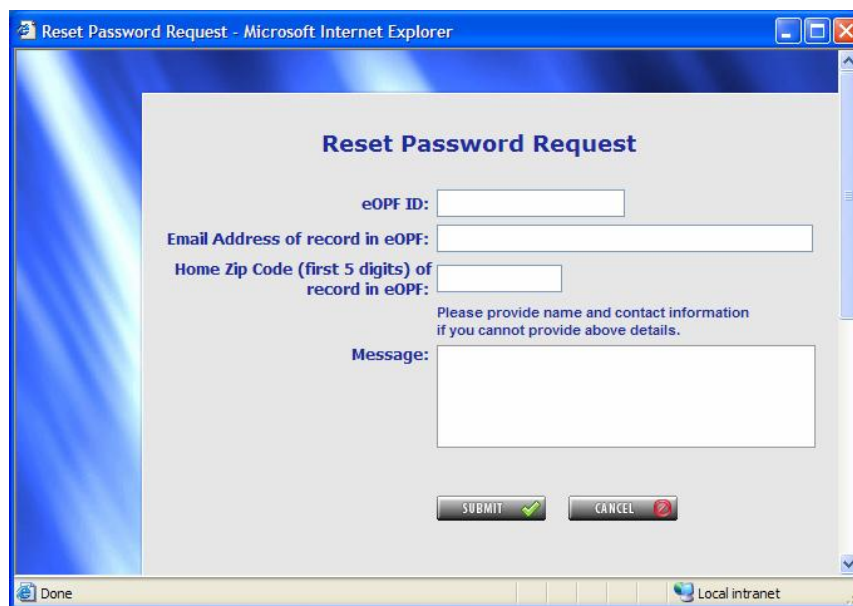
If the values you entered do not match the values held in eOPF repository an email is sent to the eOPF support staff who will contact you to help resolve any login issues.

### To Request a Password Reset:

1. From the *eOPF Web Logon* page, click the *Forgot your password?* link.

The *Reset Password Request* page appears.

The following figure displays the *Reset Password Request* page.



The screenshot shows a web browser window titled "Reset Password Request - Microsoft Internet Explorer". The page content is as follows:

- Reset Password Request** (Section Header)
- eOPF ID:
- Email Address of record in eOPF:
- Home Zip Code (first 5 digits) of record in eOPF:
- Please provide name and contact information if you cannot provide above details.
- Message:
- SUBMIT
- CANCEL

The browser's status bar at the bottom shows "Done" and "Local intranet".

2. Type your eOPF Logon ID in the *eOPF ID* field.

- Type your eOPF email address in the *Email Address of record in eOPF* field.
- Type the first five characters of your Home Zip Code in the *Home Zip Code of record in eOPF* field.
- Enter problem and contact information in the Message text box. This is limited to 255 characters.

3. Click the  **Submit** button.

The *Reset Password Request* page reappears displaying the following message “**Your password request has been submitted for processing. You will either receive an email with your new password or be contacted by support staff.**” After submitting a password request do not continue to attempt to logon to the application as you will lock out your account.




---

**Note:**

Once you request a password reset, depending on the validation of the information you supplied you will either be emailed a new password directly or the eOPF administrator generates a letter containing your new password. Depending on your organizations policy this letter will be sent by post office or via email.

---

**Note:**

You can exit the *Reset Password Request* page by clicking the

 **Cancel** button.



## Chapter 4: Viewing Documents

eOPF manages personnel documents, which are organized by folder. Folders are created for every employee. Individual documents and forms are filed in chronological order in the individual eOPF folders. Each eOPF folder contains all the documents that are appropriately retained in an OPF in accordance with OPM guidelines in the same manner that the traditional paper-based folders hold the paper personnel documents. The electronic folders that eOPF manages, are organized and stored in accordance with OPM guidelines.

eOPF was designed to give you maximum flexibility in viewing your personnel-related documents. You will be able to view and print these documents using eOPF.

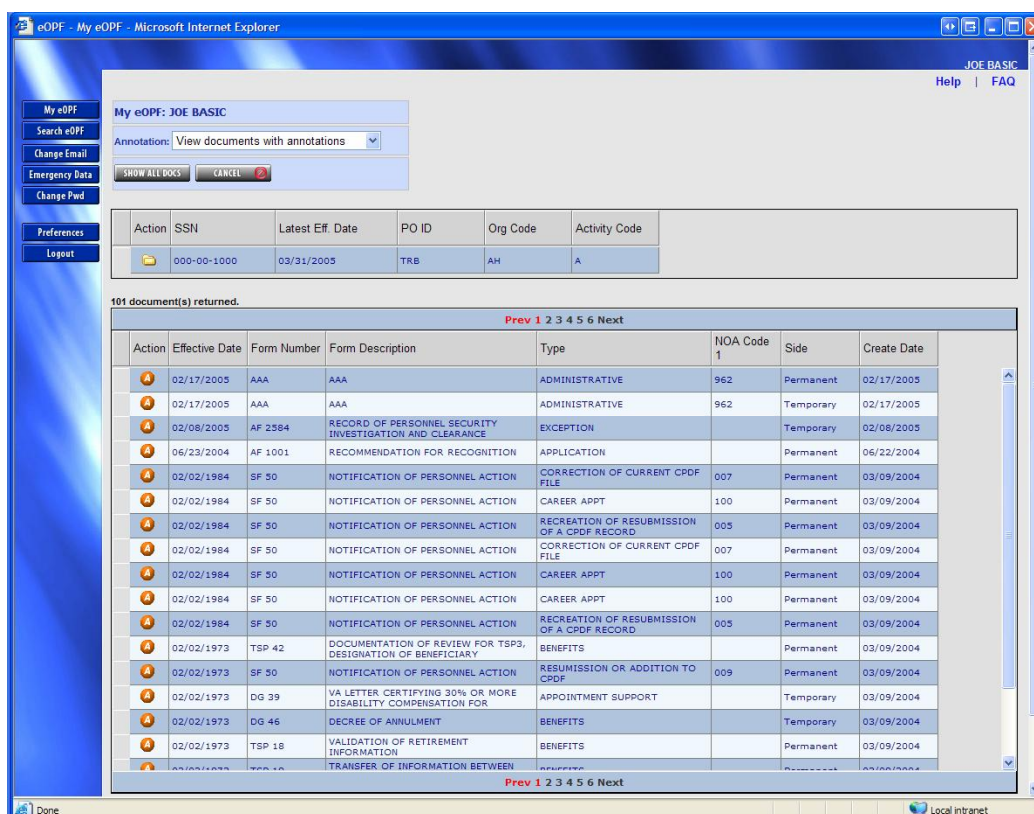
### Viewing Your eOPF Documents


Once logged on to the eOPF system, you can click either the *My eOPF* button or *Search eOPF* button to access your OPF information. If you select the *My eOPF* option, you see a listing of all documents stored in your eOPF listed by effective date of the document. If you choose the *Search eOPF* option, you see a filtering page to search for and list specific documents within your eOPF. You can also print one or more documents.







### Viewing Your eOPF

To view all contents of your eOPF in order by effective date of the documents, click on My eOPF. After clicking My eOPF, you see the Folder page, which displays a single row representing your eOPF folder. A second listing automatically opens to display your OPF contents.

The following figure displays the *My eOPF Results* page.



From the *My eOPF Results* page, you can access folder actions by clicking on the folder icon  :

-  **Open** Open your eOPF,
-  **Show All Docs** Access *Show All Docs* page and features,
-  **Emergency Data** Access your emergency contact info,
-  **View Career Brief** Access your career brief (if enabled),
-  **Clip Folder** Access clip folders associated your eOPF, or
-  **View PDQ** Access Position Description (if enabled).

---

**Note:**

A clip folder is a virtual collection of one or more documents from your eOPF. It is used for quick access by eliminating the need to search through all of the documents within your eOPF. These clips can be public or private. See *Working with Paper Clips* for more information.

---

The *My eOPF Results* page automatically opens your folder and lists its content.

The screenshot shows the 'My eOPF' interface for user JOE BASIC. On the left is a navigation menu with options like 'Search eOPF', 'Change Email', 'Emergency Data', 'Change Pwd', 'Preferences', and 'Logout'. The main area displays a summary table for the user's profile:

Action	SSN	Latest Eff Date	PO ID	Org Code	Activity Code
	000-00-1000	03/31/2005	TRB	AH	A

Below this is a list of 101 documents returned. The first document is highlighted, and its details are shown in a table below the list:

Action	Effective Date	Form Number	Form Description	Type	NOA Code	Side	Create Date
	02/17/2005	AAA	AAA	ADMINISTRATIVE	962	Permanent	02/17/2005
	02/17/2005	AAA	AAA	ADMINISTRATIVE	962	Temporary	02/17/2005
	02/08/2005	AF 2584	RECORD OF PERSONNEL SECURITY INVESTIGATION AND CLEARANCE	EXCEPTION		Temporary	02/08/2005
	06/23/2004	AF 1001	RECOMMENDATION FOR RECOGNITION	APPLICATION		Permanent	06/22/2004
	02/02/1984	SF 50	NOTIFICATION OF PERSONNEL ACTION	CORRECTION OF CURRENT CPDF FILE	007	Permanent	03/09/2004
	02/02/1984	SF 50	NOTIFICATION OF PERSONNEL ACTION	CAREER APPT	100	Permanent	03/09/2004
	02/02/1984	SF 50	NOTIFICATION OF PERSONNEL ACTION	RECREATION OF RESUBMISSION OF A CPDF RECORD	005	Permanent	03/09/2004
	02/02/1984	SF 50	NOTIFICATION OF PERSONNEL ACTION	CORRECTION OF CURRENT CPDF FILE	007	Permanent	03/09/2004
	02/02/1984	SF 50	NOTIFICATION OF PERSONNEL ACTION	CAREER APPT	100	Permanent	03/09/2004
	02/02/1984	SF 50	NOTIFICATION OF PERSONNEL ACTION	CAREER APPT	100	Permanent	03/09/2004
	02/02/1984	SF 50	NOTIFICATION OF PERSONNEL ACTION	RECREATION OF RESUBMISSION OF A CPDF RECORD	005	Permanent	03/09/2004
	02/02/1973	TSP 42	DOCUMENTATION OF REVIEW FOR TSP3, DESIGNATION OF BENEFICIARY	BENEFITS		Permanent	03/09/2004
	02/02/1973	SF 50	NOTIFICATION OF PERSONNEL ACTION	RESUBMISSION OR ADDITION TO CPDF	009	Permanent	03/09/2004
	02/02/1973	DG 39	VA LETTER CERTIFYING 30% OR MORE DISABILITY COMPENSATION FOR	APPOINTMENT SUPPORT		Temporary	03/09/2004
	02/02/1973	DG 46	DECREE OF ANNULMENT	BENEFITS		Temporary	03/09/2004
	02/02/1973	TSP 18	VALIDATION OF RETIREMENT INFORMATION	BENEFITS		Permanent	03/09/2004
			TRANSFER OF INFORMATION BETWEEN				

You can view a document by clicking the Action Button of the corresponding to the document you want to view and selecting the view View option.

---

**Note:**

Each time an eOPF document is viewed by you or any other individual, the event is logged electronically.

---

## To View an eOPF Document Using “My eOPF”:




1. Click *My eOPF* on the eOPF main menu.  
The *My eOPF Results* page displays.
2. From the *Annotation* drop-down list located at the top of the display, select whether you wish to view the document with or without annotations.

---

### Note:

An annotation is a transparent layer placed on top of the document that may be used to highlight, markup, or write comments. These layers can be public or private. The ability to create annotations is only provided to limited groups of people, such as HR specialists.

---

3. Search for and locate the eOPF document you would like to view.
4. Click the  **Action Button** of the corresponding to the document you want to view. A pop up menu is activated. Select the  **View** option.  
This action opens the document using Acrobat Reader in a new window.
5. If the document contains multiple pages, use the *Next Page* and *Previous Page* buttons located in the document viewer (Adobe Acrobat) to navigate through the document.
6. When you are finished, click the  **Close** button in the upper right corner of the document viewer window to close the viewer window.



## Searching for Specific Documents in Your eOPF

You can search for and display specific documents in your eOPF. For example, this may be helpful if you are searching for a specific document type or looking for documents created in a specific period of time. To search for specific documents, click the Search eOPF button from the eOPF main menu to display the Search page.

From within the Search page, you can narrow your search by Form, Type, Folder Side, Create Date, and Effective Date range. The Form List is filtered into three categories: Common, All, and Agency. ‘Common’ option is a predetermine list of forms commonly found in the OPF. ‘All Forms’ option will provide the entire list of all forms defined in the eOPF repository. ‘Agency’ option will list only forms that are specific to the agency in which you are an active employee. Your default setting can be set in user preferences.

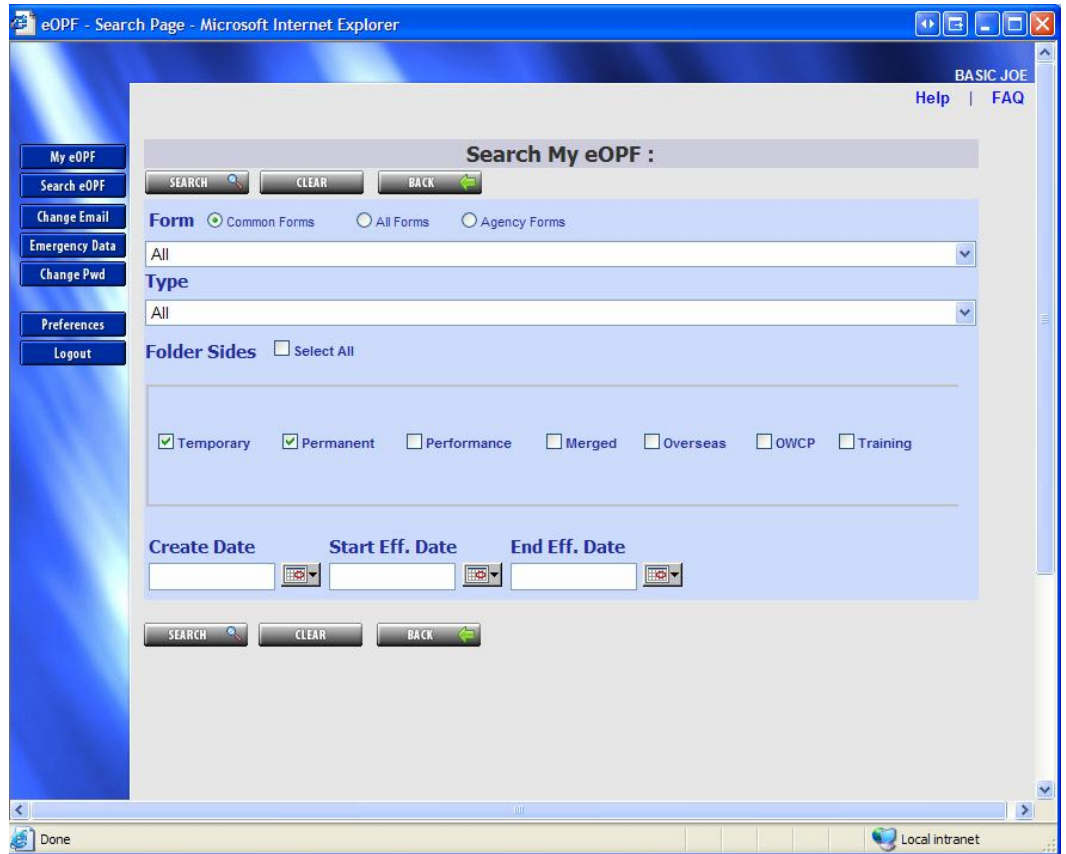
---

**Note:**

Important to note that the result set of documents found in your folder and presented to you is also filtered by the Form Setting you have chosen. If you want to see all documents in your folder then chose the “All Forms” choice.

---

This figure displays the *Search* page.



## To View an eOPF Document Using “*Search eOPF*”:

1. Click the *Search eOPF* button on the eOPF main menu to open the *Search* page, which allows you to view all or a subset of your eOPF.

2. Enter your search criteria to retrieve a list of specific documents in your eOPF.

For example, you could search for documents on a specific folder side or you could search by document *Create Date*.

---

### Note:

Important to note that the result set of documents found in your folder and presented to you is also filtered by the Form Setting you have chosen. If you want to see all documents in your folder then chose the “All Forms” choice.

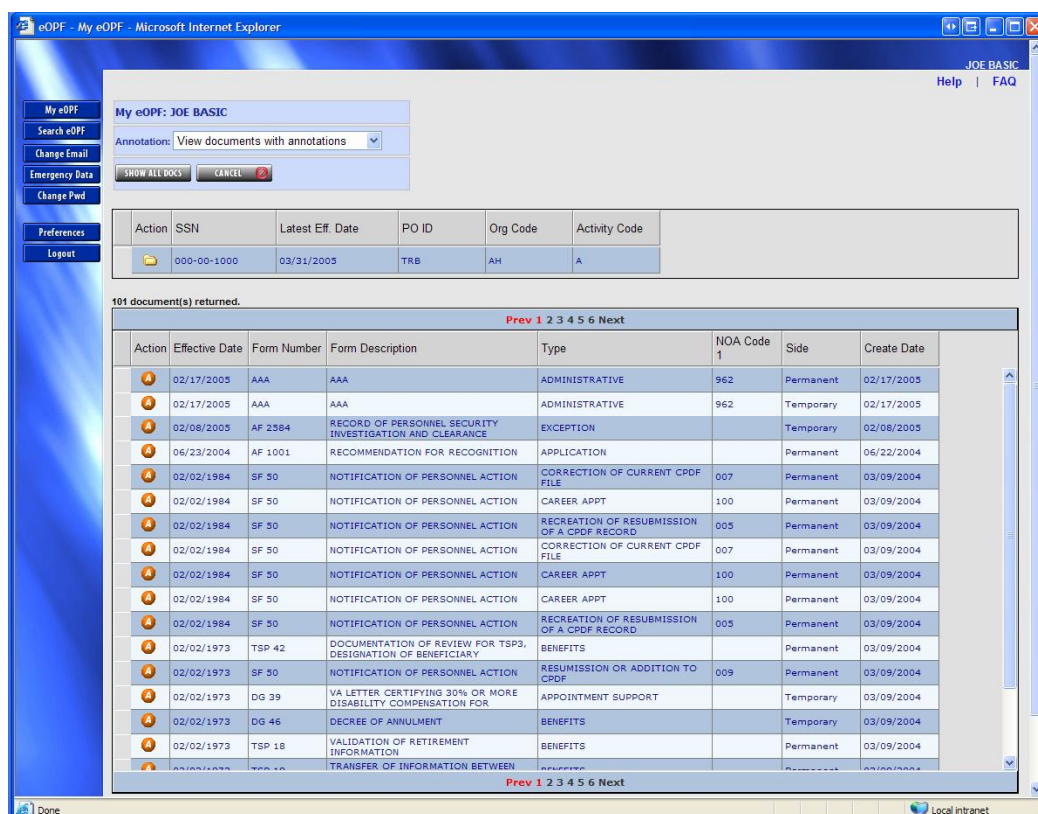
---


3. To retrieve all of your documents, click the **Search** button.



Because of the size of the Search page, we have place the action buttons at both the top and bottom of the page. The *Search Results* page displays when the *Search* button is activated.

The following figure displays the *Search Results* page.



Click the  **Show All Docs** button to show all documents that meet the search criteria. The *Show All Documents* page displays.

---

**Note:**

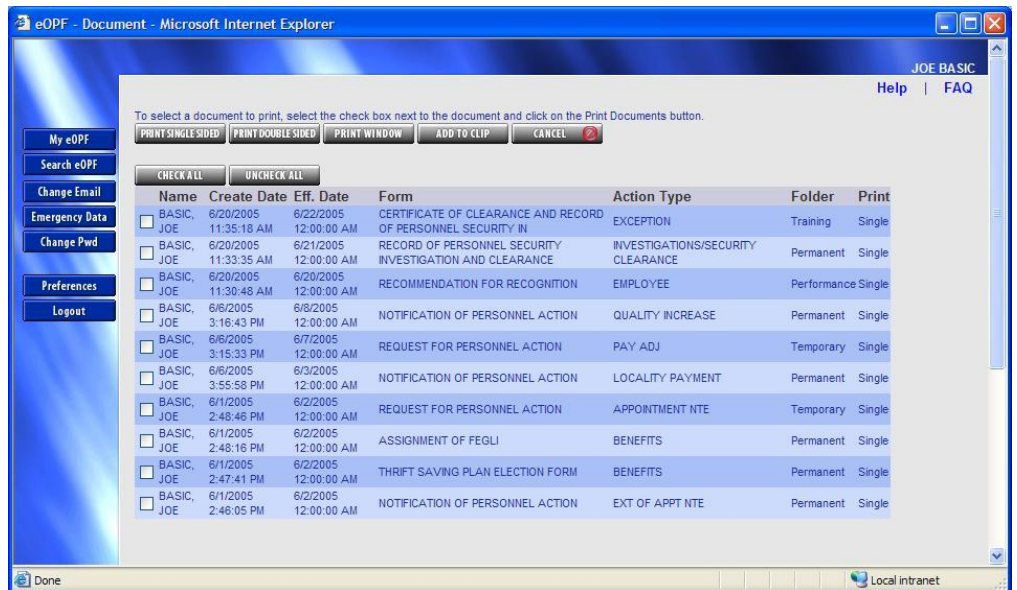
By using the *Show All Docs* button, you have the ability to select one or more documents, and have them merged into a single document for viewing/printing in the document viewer.

---

The following figure displays the *Search Results* page.



The following figure displays the *Show All Documents* page.





## Viewing Documents from the *Search Results* Page

You can use the *Search Results* page to view and print a document in your eOPF. Note that you can only view and print documents one at a time from the *Search Results* page. If you want to view and print multiple documents at once, see Viewing Documents from the *Show All Documents* Page.


### To View Documents from the *Search Results* Page:

**From the top of the *Search Results* page, select whether you want to include annotations or not by choosing an *Annotation* option.**

(See *Searching for Specific Documents in Your eOPF* for steps on how to display the *Search Results* page.) The default setting is to include any public annotations on the selected documents.

2. **Click the  *Action Button* of the corresponding to the document you want to view and select the  *View* option to view.**

The document opens in a new window, using Acrobat Reader.

3. **If the document contains multiple pages, use the *Next Page* and *Previous Page* buttons located in the document viewer (Adobe Acrobat) to navigate through the document.**
4. **When you are finished, click the  *Close* button in the upper right corner of the document viewer window to close the viewer window.**

## Viewing Documents from the *Show All Documents* Page

You can use the *Show All Documents* page to view and print a document in your eOPF. You can view and print multiple documents at once from the *Show All Documents* page.



### To View Documents from the *Show All Documents* Page:

1. **From the *Show All Documents* page, click the checkbox(es) corresponding to the document(s) you want to view.**

(See *Searching for Specific Documents in Your eOPF* for steps on how to display the *Show All Documents* page.)

---

**Note:**

Use the  *Check All* and  *Uncheck All* buttons to select and deselect all documents listed.

---

- 2. Check the *Print* column on the *Show All Documents* page. If the document is single-sided, click the *Print Single Sided* button.**

The document opens using Acrobat Reader in a new window. If you selected more than one document, the documents are merged to create a new document.

**-OR-**

- If the document is double-sided, click the *Print Doubled Sided* button.**


The document opens using Acrobat Reader in a new window. If you selected more than one document, the documents are merged to create a new document.

---

**Note:**

You must have access to a duplex printer for double-sided printing.

---

- 3. If the document contains multiple pages, use the *Next Page* and *Previous Page* buttons located in the document viewer to navigate through the document.**
- 4. When you finish, click the  *Close* button in the upper right corner of the document viewer to close the viewer window.**

---

**Note:**

Using the **Show All Docs** button to view and print document(s) will always include annotations.

---

## Show All Documents for a Specific Folder using Search eOPF

Showing all documents for a certain folder allows easy bulk printing of documents and a way to add many documents to a clip folder at once.

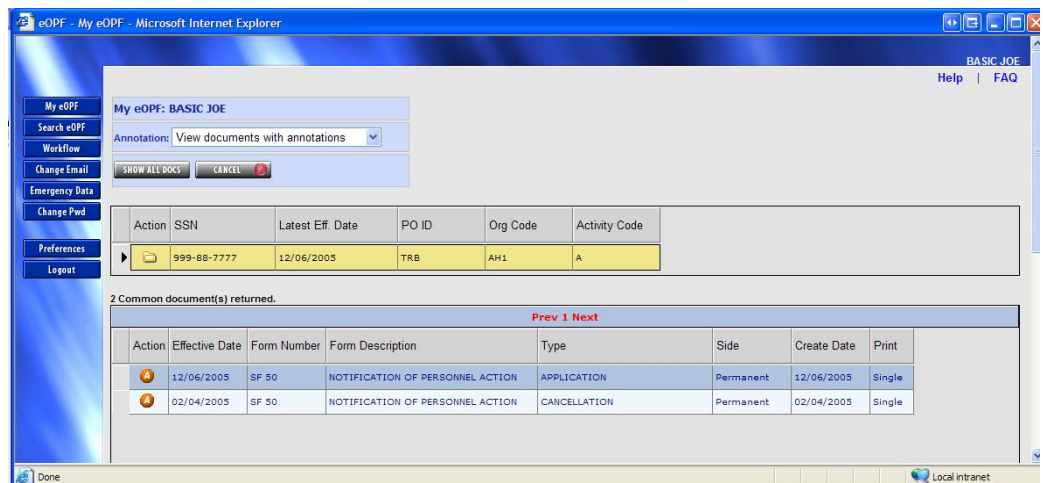
1. **Click the Search eOPF button from the main menu on the eOPF application to open the Search page.**



This page allows an Investigator to query by PO ID, SSN, Last Name, Activity Code, Organization Code, Employee ID, NOA Code 1, NOA Code 2, and Query Package and to filter within the results by Form, Type, Folder Side, Create Date, and Effective Date range.

2. **Enter search criteria and click the  Search button.**

The *Search Results* page displays.

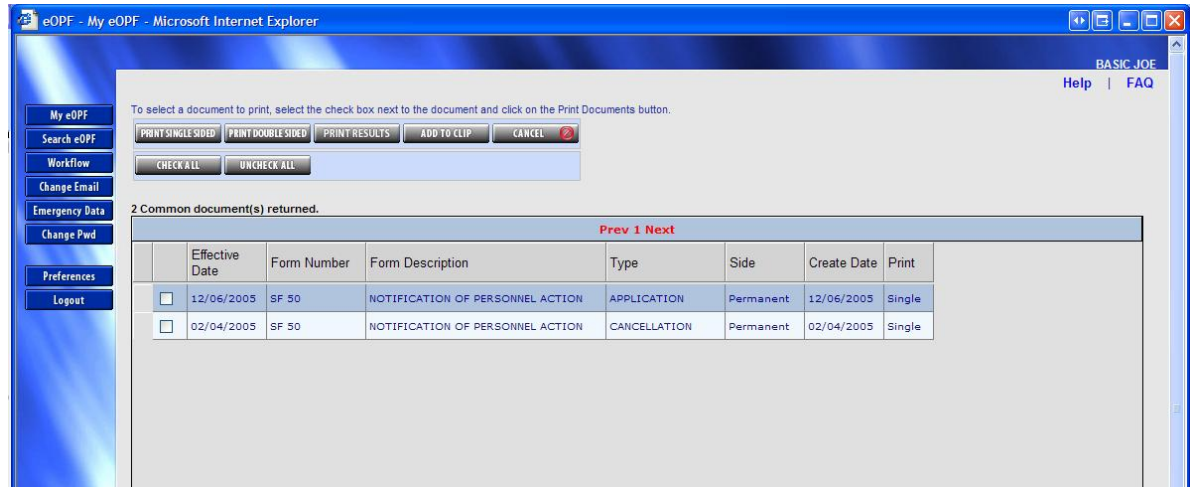
This figure displays the *Search Results* page.



3. **Click on the  Folder Action icon and select the  Show All Docs Show All Docs option to display the documents contained in the chosen folder.**



The *Show All Documents* page will appear and display all documents for this folder. The following figure shows the *Show All Documents* page.



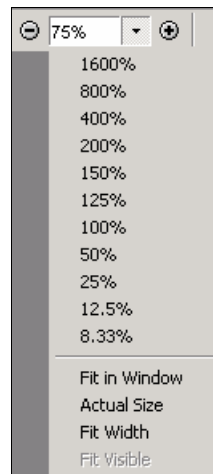
## Changing the Viewing Size of an eOPF Document

Once you open a document, you may need to change the way it appears on your screen. Perhaps you need to change the size to fit in your monitor or you would like to zoom in to view details. The following steps demonstrate how to use the Adobe Acrobat document viewer.

### To Change the Page Size:

- 1. Search for and open the desired eOPF document.**  
If there are multiple pages, navigate to the page you wish to view by using the *Next Page* and *Previous Page* buttons.
- 2. Click the *Zoom In* or *Zoom Out* buttons to change page sizes.**  
You can also select a view size from the drop-down list. The numbers represent the percent of original size.

The following figure displays the *Zoom* drop-down list.



- 3. To return to screen size, select *Fit in Window* from the drop-down list.**

## Viewing Annotations within an eOPF Document

The eOPF includes an annotation feature to allow HR specialists to make annotations on documents. Annotations are preserved as transparent layers that sit on top of the original document. As a basic user, you only have access to view public annotations on your folder.

The annotation is attached directly to the page the comment references. You can view or print the document in its original state or with the annotations that have been added. Furthermore, if multiple HR users make annotations, each is saved as a separate layer, which preserves the information about who added what information.

Annotations are added separately to each individual page of a document. Therefore annotating multi-paged documents requires navigation to each page to view the annotations for that page.

---

### Note:

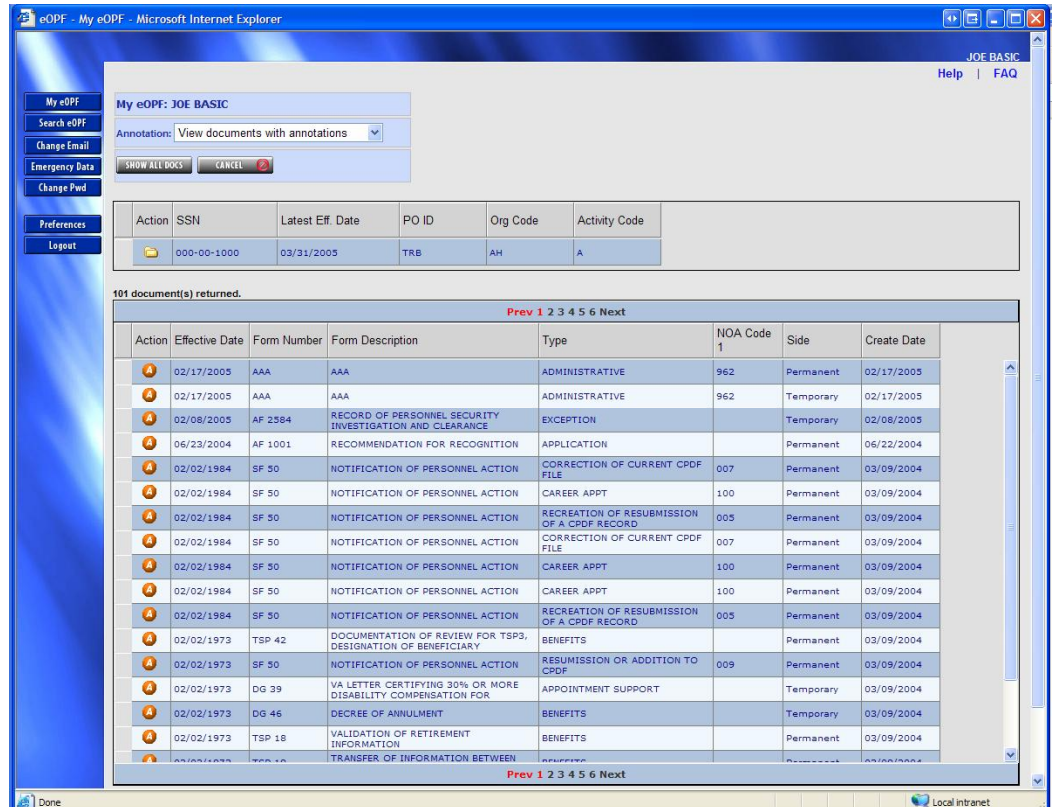
There are two classifications of an annotation: **public** and **private**. Unless you define an annotation as “private,” it can be viewed by anyone who views the document via the eOPF. In addition, a public annotation may be edited or deleted by any HR specialist or supervisor who has the ability to create an annotation. Private annotations can only be viewed and or edited by the user who created the annotation. eOPF administrators can view and modify both types of annotations.

---


## To View an eOPF Document:

1. After clicking *My eOPF*, search for and locate the eOPF document you would like to view.  
The *Search Results* page displays.


The following figure displays the *Search Results* page.



2. From the *Annotations* drop-down list located at the top of the display, select *View documents with annotations*.  
This is the default setting.
3. You can view a document by clicking the **A** *Action Button* of the corresponding to the document you want to view and selecting the **View** option.  
The document opens using Acrobat Reader in a new window.
4. If the document contains multiple pages, use the *Next Page* and *Previous Page* buttons located in the document viewer to navigate through the document.

5. When you are finished, click the  **Close** button in the upper right corner of the document viewer window to close the viewer window.


## Viewing Instruction Pages

The eOPF allows you to see instruction pages related to forms placed in your eOPF. When an eOPF administrator adds a form to the system, the eOPF administrator can also add instruction pages. If a form includes instruction pages, the  **Instruction Page** icon is enabled on the Action Menu.

### To View Document Instruction Pages:






















1. After clicking *My eOPF*, search for and locate the eOPF document in your folder with instructions you would like to view.

The following figure displays the eOPF *Search Results* page.




The screenshot shows the eOPF search results page. At the top, there is a search bar with the text "My eOPF: JOE BASIC" and a dropdown menu for "Annotation: View documents with annotations". Below this is a table with columns: Action, SSN, Latest Eff Date, PO ID, Org Code, and Activity Code. The first row shows a folder icon, SSN 000-00-1000, Latest Eff Date 03/31/2005, PO ID TRB, Org Code AH, and Activity Code A.

Below the table, it says "101 document(s) returned." and "Prev 1 2 3 4 5 6 Next".

Action	Effective Date	Form Number	Form Description	Type	NOA Code	Side	Create Date
	02/17/2005	AAA	AAA	ADMINISTRATIVE	962	Permanent	02/17/2005
	02/17/2005	AAA	AAA	ADMINISTRATIVE	962	Temporary	02/17/2005
	02/08/2005	AF 2584	RECORD OF PERSONNEL SECURITY INVESTIGATION AND CLEARANCE	EXCEPTION		Temporary	02/08/2005
	06/23/2004	AF 1001	RECOMMENDATION FOR RECOGNITION	APPLICATION		Permanent	06/22/2004
	02/02/1984	SF 50	NOTIFICATION OF PERSONNEL ACTION	CORRECTION OF CURRENT CPDF FILE	007	Permanent	03/09/2004
	02/02/1984	SF 50	NOTIFICATION OF PERSONNEL ACTION	CAREER APPT	100	Permanent	03/09/2004
	02/02/1984	SF 50	NOTIFICATION OF PERSONNEL ACTION	RECREATION OF RESUBMISSION OF A CPDF RECORD	005	Permanent	03/09/2004
	02/02/1984	SF 50	NOTIFICATION OF PERSONNEL ACTION	CORRECTION OF CURRENT CPDF FILE	007	Permanent	03/09/2004
	02/02/1984	SF 50	NOTIFICATION OF PERSONNEL ACTION	CAREER APPT	100	Permanent	03/09/2004
	02/02/1984	SF 50	NOTIFICATION OF PERSONNEL ACTION	CAREER APPT	100	Permanent	03/09/2004
	02/02/1984	SF 50	NOTIFICATION OF PERSONNEL ACTION	RECREATION OF RESUBMISSION OF A CPDF RECORD	005	Permanent	03/09/2004
	02/02/1973	TSP 42	DOCUMENTATION OF REVIEW FOR TSP3, DESIGNATION OF BENEFICIARY	BENEFITS		Permanent	03/09/2004
	02/02/1973	SF 50	NOTIFICATION OF PERSONNEL ACTION	RESUBMISSION OR ADDITION TO CPDF	009	Permanent	03/09/2004
	02/02/1973	DG 39	VA LETTER CERTIFYING 30% OR MORE DISABILITY COMPENSATION FOR	APPOINTMENT SUPPORT		Temporary	03/09/2004
	02/02/1973	DG 46	DECREE OF ANNULMENT	BENEFITS		Temporary	03/09/2004
	02/02/1973	TSP 18	VALIDATION OF RETIREMENT INFORMATION	BENEFITS		Permanent	03/09/2004
	02/02/1973	TSP 18	VALIDATION OF RETIREMENT INFORMATION	BENEFITS		Permanent	03/09/2004
	02/02/1973	TSP 18	VALIDATION OF RETIREMENT INFORMATION	BENEFITS		Permanent	03/09/2004
	02/02/1973	TSP 18	VALIDATION OF RETIREMENT INFORMATION	BENEFITS		Permanent	03/09/2004
	02/02/1973	TSP 18	VALIDATION OF RETIREMENT INFORMATION	BENEFITS		Permanent	03/09/2004
	02/02/1973	TSP 18	VALIDATION OF RETIREMENT INFORMATION	BENEFITS		Permanent	03/09/2004
	02/02/1973	TSP 18	VALIDATION OF RETIREMENT INFORMATION	BENEFITS		Permanent	03/09/2004
	02/02/1973	TSP 18	VALIDATION OF RETIREMENT INFORMATION	BENEFITS		Permanent	03/09/2004
	02/02/1973	TSP 18	VALIDATION OF RETIREMENT INFORMATION	BENEFITS		Permanent	03/09/2004

2. You can view a document by clicking the  Action Button of the corresponding to the document you want to view and selecting the  **Instruction Page** option.

The instruction pages open in a new window.

3. If the document contains multiple pages, use the *Next Page* and *Previous Page* buttons located in the document viewer to navigate through the document.
4. When you are finished, click the  *Close* button in the upper right corner of the document viewer window to close the viewer window.







# Chapter 5: Printing

Although the eOPF is designed to make reviewing your OPF more of a paperless process, there will be times when you will need a hard copy of an OPF document. You can print documents with or without annotations.

You can choose to print all or specific documents found in your eOPF. Using the *My eOPF* option, you can only print a single document at a time. Using the *Search eOPF* option, you can select one or more documents from your eOPF for printing.

## Printing an eOPF Document Using *My eOPF*

### To Print an eOPF Document:

1. **After clicking *My eOPF* and expanding your folder, search for and locate the desired eOPF document to print.**
2. **You can view a document by clicking the  Action Button of the corresponding to the document you want to view and selecting the  View option.**

Do not forget to set your desired annotation setting. The default setting for printing annotations is *Print All Annotations*.

---

### Note:

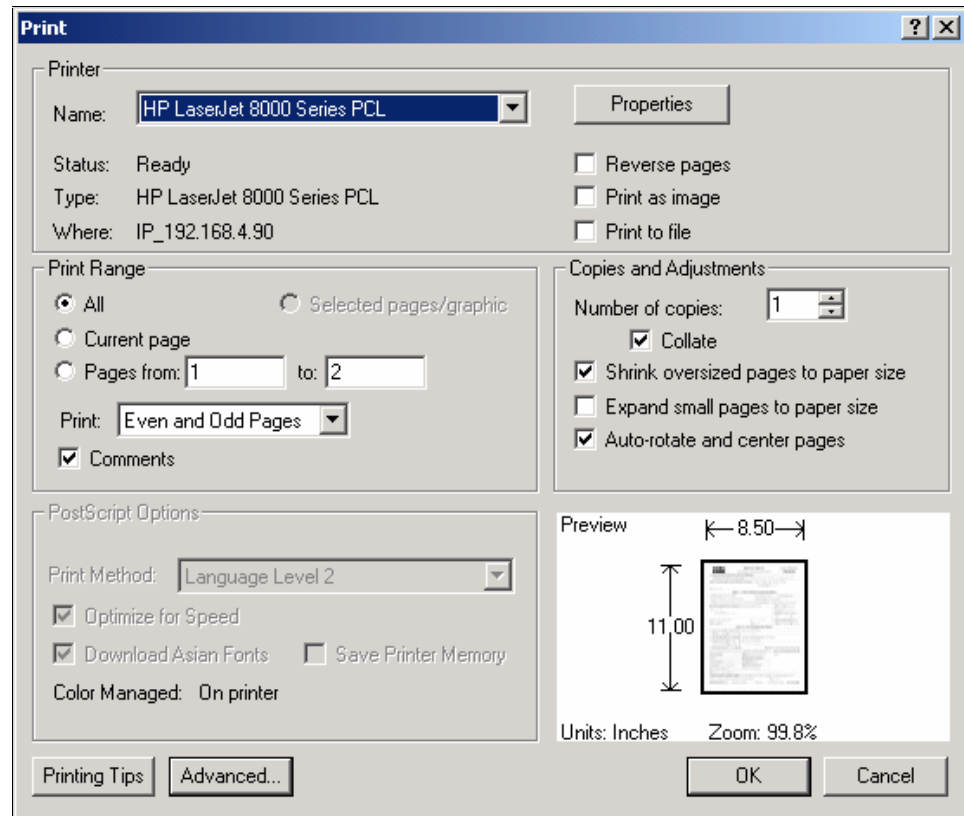
The column labeled *Print* on the *Search Results* and *Show All Documents* pages indicates whether the original document was a single or a double-sided document. The Print column may not be visible if disabled in your preferences. See *Changing Your Preferences*.

---

3. **On the document view window toolbar, click either the *Print* button, or select *File, Print* from the viewer window menu.**

The *Print Dialog* box opens. Ensure that your printer settings are correct.

The following figure displays the *Print Dialog* window.




---

**Note:**

If you are printing a double-sided document, make sure that the printer selected is capable of performing duplex printing.

---

- 4. When you finish modifying the printer settings, click the *OK* button in the printer setup dialog box.**  
The document begins to print.
- 5. Click the *Cancel* button to exit the print mode.**
- 6. Click the  *Close* button to close the document view window.**

## Printing Entire eOPF or a Subset of Documents Using *Search eOPF*

eOPF produces search results pages that contain the list of documents matching your search query. You have the option of printing one or more documents directly from the results page, if desired.

### To Print One or More Documents Based on Search Results:

1. Click the *Search eOPF* button on the eOPF main menu. The *Search* page displays.

This figure displays the *Search* page.

The screenshot shows the eOPF Search Page interface. It includes a navigation menu on the left with options like 'My eOPF', 'Search eOPF', 'Change Email', 'Emergency Data', 'Change Pwd', 'Preferences', and 'Logout'. The main content area is titled 'Search My eOPF :'. It features a search bar with 'SEARCH', 'CLEAR', and 'BACK' buttons. Below the search bar are filters for 'Form' (Common Forms, All Forms, Agency Forms), 'Type' (All), and 'Folder Sides' (Temporary, Permanent). There are also date fields for 'Create Date', 'Start Eff. Date', and 'End Eff. Date'. The browser's address bar shows 'Done' and 'Local intranet'.

Enter search criteria to narrow the list of desired documents and click the  *Search* button.

-OR-

Click on the  **Search** button without entering search criteria if you desire all documents within your eOPF.

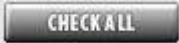
The *Search Results* page displays.

3. From the *Search Results* page, click the  **Show All Docs** button.

The *Show All Documents* page appears containing only the documents that meet the search criteria.

This figure displays the *Show All Documents* page.




4. Select the documents to print by clicking on the checkbox(es) to the left of each document. You can select all listed documents by clicking on the  **Check All** button.

5. Click either the  **Print Single Sided** or the  **Print Double Side** button located at the top of the page to start the printing process.


The selected documents are merged into a single PDF document and displayed in the document viewer.

---

**Note:**

Use the  *Print Window* button on the *Show All Documents* page to print the shown list.

---

6. From the document viewer click the *Print* option.
7. Click the  *Close* button in the top right corner of the document view window to close the document.

# ***Chapter 6: Working with Paper Clips***

## **Paper Clipping Documents within Your Folder**

eOPF provides the ability to “paper clip” documents from the same folder together. These paper clips are actually associations that allow you to view groupings of documents. eOPF paper clipping allows you to select individual pages within a document for clipping or to select multiple complete documents to be inserted into a paper clip folder.

Each folder can have an unlimited number of paper clips. For maximum usability, we recommend that you paper clip documents by meaningful association, such as “all benefit forms associated with the birth of an employee’s child”.

eOPF allows you to create two kinds of paper clips – public and private. Any user of the eOPF can see public clips. Private clips can only be seen by the creator, administrator, or HR Specialist that manage the OPFs. “Private” paper clips can be reassigned as “public” paper clips by either the clip owner or the eOPF administrator.

If a document that has been “paper clipped” to other documents is deleted from the eOPF, the paper clip remains intact (with the other clipped documents), minus the newly deleted and purged document.

## Creating a Paper Clip

The first step in using paper clips is to create a new paper clip for a folder.

### To Create a New Paper Clip for a Folder:

1. Click the **My eOPF** button on the eOPF main menu.  
The *Folder* page displays a single row representing your eOPF folder.

The following figure displays the *My eOPF Results* page.

My eOPF: JOE BASIC

Annotations: View documents with annotations

SHOW ALL DOCS CANCEL

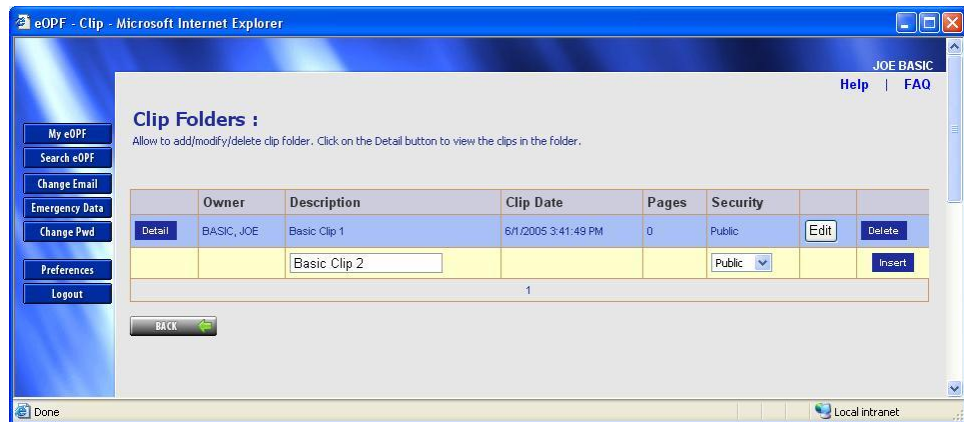
Action	SSN	Latest Eff. Date	PO ID	Org Code	Activity Code
	000-00-1000	03/31/2005	TRB	AH	A

101 document(s) returned.

Action	Effective Date	Form Number	Form Description	Type	NOA Code	Side	Create Date
A	02/17/2005	AAA	AAA	ADMINISTRATIVE	962	Permanent	02/17/2005
A	02/17/2005	AAA	AAA	ADMINISTRATIVE	962	Temporary	02/17/2005
A	02/08/2005	AF 2584	RECORD OF PERSONNEL SECURITY INVESTIGATION AND CLEARANCE	EXCEPTION		Temporary	02/08/2005
A	06/23/2004	AF 1001	RECOMMENDATION FOR RECOGNITION	APPLICATION		Permanent	06/22/2004
A	02/02/1984	SF 50	NOTIFICATION OF PERSONNEL ACTION	CORRECTION OF CURRENT CPDF FILE	007	Permanent	03/09/2004
A	02/02/1984	SF 50	NOTIFICATION OF PERSONNEL ACTION	CAREER APPT	100	Permanent	03/09/2004
A	02/02/1984	SF 50	NOTIFICATION OF PERSONNEL ACTION	RECREATION OF RESUBMISSION OF A CPDF RECORD	005	Permanent	03/09/2004
A	02/02/1984	SF 50	NOTIFICATION OF PERSONNEL ACTION	CORRECTION OF CURRENT CPDF FILE	007	Permanent	03/09/2004
A	02/02/1984	SF 50	NOTIFICATION OF PERSONNEL ACTION	CAREER APPT	100	Permanent	03/09/2004
A	02/02/1984	SF 50	NOTIFICATION OF PERSONNEL ACTION	CAREER APPT	100	Permanent	03/09/2004
A	02/02/1984	SF 50	NOTIFICATION OF PERSONNEL ACTION	RECREATION OF RESUBMISSION OF A CPDF RECORD	005	Permanent	03/09/2004
A	02/02/1973	TSP 42	DOCUMENTATION OF REVIEW FOR TSPS, DESIGNATION OF BENEFICIARY	BENEFITS		Permanent	03/09/2004
A	02/02/1973	SF 50	NOTIFICATION OF PERSONNEL ACTION	RESUBMISSION OR ADDITION TO CPDF	009	Permanent	03/09/2004
A	02/02/1973	DG 39	VA LETTER CERTIFYING 30% OR MORE DISABILITY COMPENSATION FOR	APPOINTMENT SUPPORT		Temporary	03/09/2004
A	02/02/1973	DG 46	DECREE OF ANNULMENT	BENEFITS		Temporary	03/09/2004
A	02/02/1973	TSP 18	VALIDATION OF RETIREMENT INFORMATION	BENEFITS		Permanent	03/09/2004
A	02/02/1973	TSP 18	TRANSFER OF INFORMATION BETWEEN	BENEFITS		Permanent	03/09/2004

2. Click on the **Folder Action** icon and select the **Clip Folder** option to open the Clip Folders page of this folder.

The following figure displays the *Clip Folders* page.



**3. Enter a description for the paper clip in the *Description* field.**

For maximum usability, try to be as specific and descriptive as possible.

**4. In the *Security* field, select either *Public* or *Private* based on your needs.**

eOPF allows you to create two kinds of paper clips – public and private. Any user of the eOPF can see public clips. Private clips can only be seen by the creator, administrator, or HR Specialist that manage the eOPFs.

**5. Click the  *Insert* button.**

**6. Click the  *Back* button to return to the previous page.**



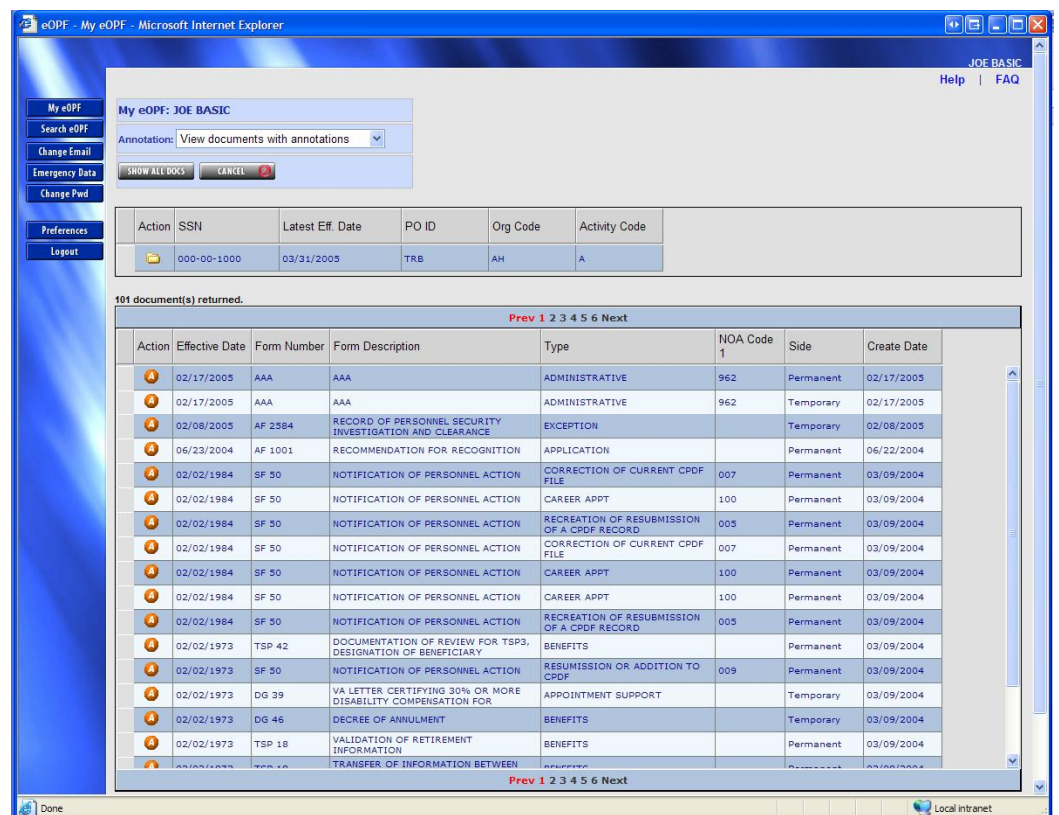
## Adding Documents to a Paper Clip



Once you add a paper clip to your folder, you can add additional documents to the paper clip at any time. This can be done from either the *My eOPF Results* page or from the *Show All Documents* page.

### To Add Documents to a Paper Clip from *My eOPF Results* page:

1. Click the *My eOPF* button on the eOPF main menu. The *My eOPF Results* page displays your eOPF folder and document contents.

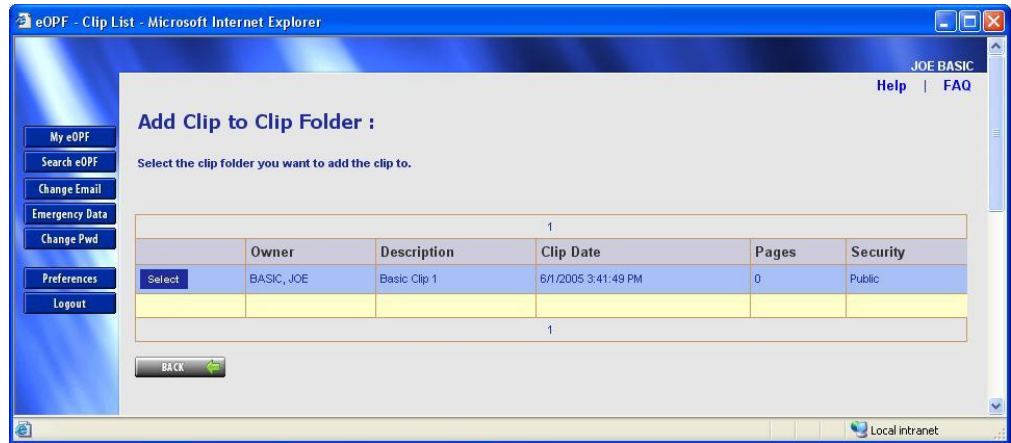
The following figure displays the *My eOPF Results* page.



2. On the *My eOPF Results* page, click the  **Action Button** of the corresponding to the document you want to view and select the  **Add to Clip** icon, for the document you want to place in a clip folder.

This opens the *Add Clip to Clip Folder* page.

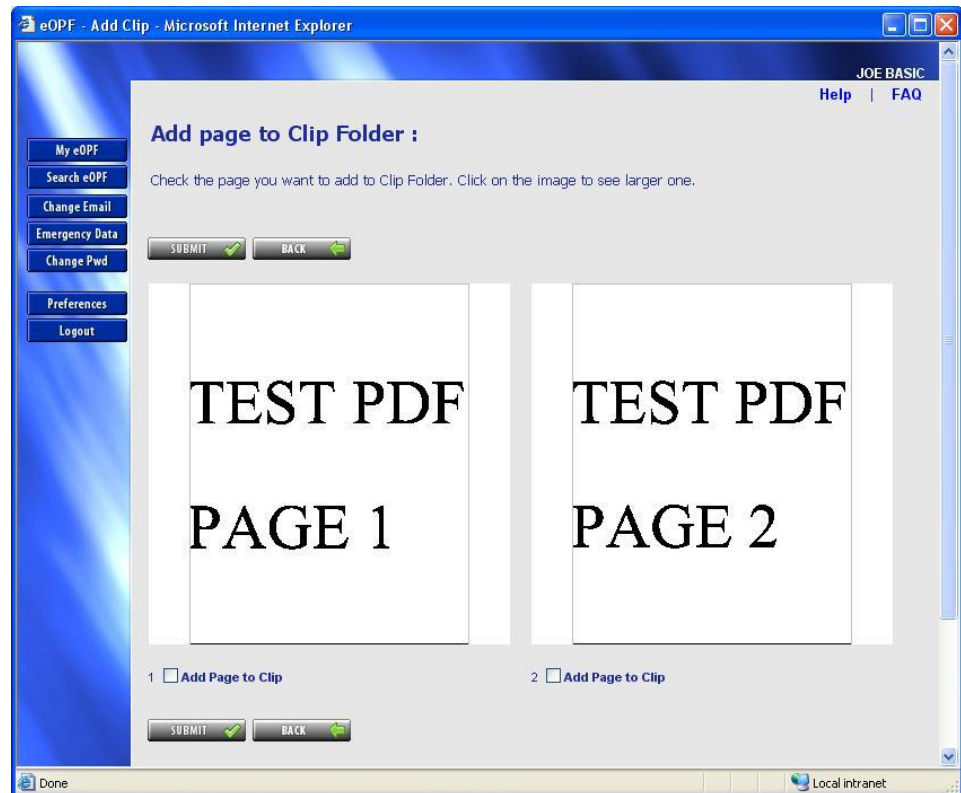
The following figure displays the *Add Clip to Clip Folder* page.



4. Click the **Select** button to add the clip to the clip folder.

The Add Page to Clip Folder page appears.

The following figure displays the *Add Page to Clip Folder* page.



5. Select the *Additional Pages* you want to add to the clip, and then click the  **Submit** button. The *Confirmation* page appears.

---


**Note:**

Click the  **Back** button to return to the previous page.

---

The following figure displays the *Confirmation message* page.



6. Select the  **OK** button. The *Search Results* page reappears.

## To Add Documents to a Paper Clip from *Show All Docs* page:

1. Click the *My eOPF* button on the eOPF main menu. The *My eOPF Results* page displays your eOPF folder.

The following figure displays the *My eOPF Results* page.

My eOPF: JOE BASIC

Annotation: View documents with annotations

SHOW ALL DOCS CANCEL

Action	SSN	Latest Eff Date	PO ID	Org Code	Activity Code
	000-00-1000	03/31/2005	TRB	AH	A

101 document(s) returned.

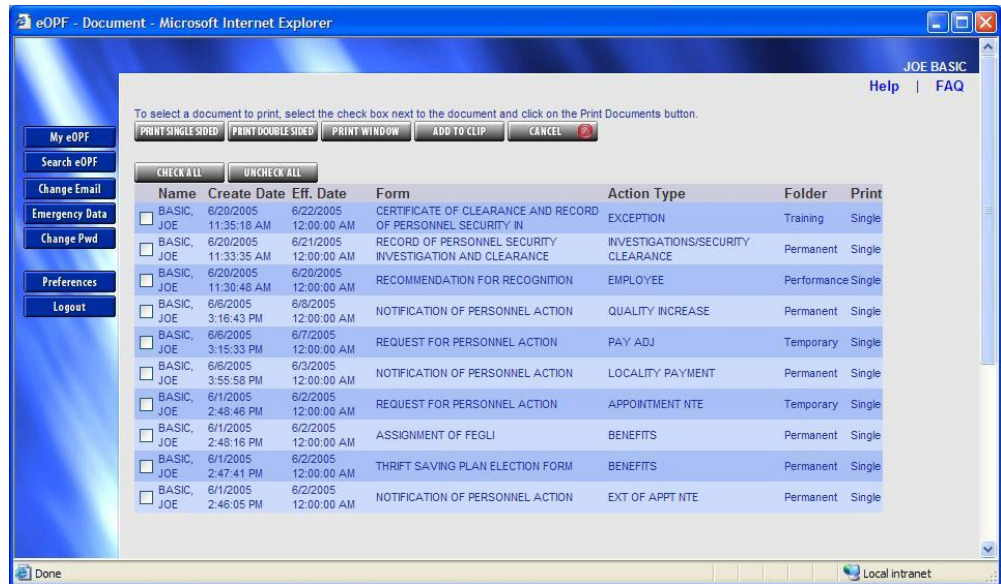
Prev 1 2 3 4 5 6 Next

Action	Effective Date	Form Number	Form Description	Type	NOA Code	Side	Create Date
A	02/17/2005	AAA	AAA	ADMINISTRATIVE	962	Permanent	02/17/2005
A	02/17/2005	AAA	AAA	ADMINISTRATIVE	962	Temporary	02/17/2005
A	02/08/2005	AF 2584	RECORD OF PERSONNEL SECURITY INVESTIGATION AND CLEARANCE	EXCEPTION		Temporary	02/08/2005
A	06/23/2004	AF 1001	RECOMMENDATION FOR RECOGNITION	APPLICATION		Permanent	06/22/2004
A	02/02/1984	SF 50	NOTIFICATION OF PERSONNEL ACTION	CORRECTION OF CURRENT CPDF FILE	007	Permanent	03/09/2004
A	02/02/1984	SF 50	NOTIFICATION OF PERSONNEL ACTION	CAREER APPT	100	Permanent	03/09/2004
A	02/02/1984	SF 50	NOTIFICATION OF PERSONNEL ACTION	RECREATION OF RESUBMISSION OF A CPDF RECORD	005	Permanent	03/09/2004
A	02/02/1984	SF 50	NOTIFICATION OF PERSONNEL ACTION	CORRECTION OF CURRENT CPDF FILE	007	Permanent	03/09/2004
A	02/02/1984	SF 50	NOTIFICATION OF PERSONNEL ACTION	CAREER APPT	100	Permanent	03/09/2004
A	02/02/1984	SF 50	NOTIFICATION OF PERSONNEL ACTION	CAREER APPT	100	Permanent	03/09/2004
A	02/02/1984	SF 50	NOTIFICATION OF PERSONNEL ACTION	RECREATION OF RESUBMISSION OF A CPDF RECORD	005	Permanent	03/09/2004
A	02/02/1973	TSP 42	DOCUMENTATION OF REVIEW FOR TSP3, DESIGNATION OF BENEFICIARY	BENEFITS		Permanent	03/09/2004
A	02/02/1973	SF 50	NOTIFICATION OF PERSONNEL ACTION	RESUBMISSION OR ADDITION TO CPDF	009	Permanent	03/09/2004
A	02/02/1973	DG 39	VA LETTER CERTIFYING 30% OR MORE DISABILITY COMPENSATION FOR	APPOINTMENT SUPPORT		Temporary	03/09/2004
A	02/02/1973	DG 46	DECREE OF ANNULMENT	BENEFITS		Temporary	03/09/2004
A	02/02/1973	TSP 18	VALIDATION OF RETIREMENT INFORMATION	BENEFITS		Permanent	03/09/2004
A	02/02/1973	TSP 18	TRANSFER OF INFORMATION BETWEEN	BENEFITS		Permanent	03/09/2004

SHOW ALL DOCS

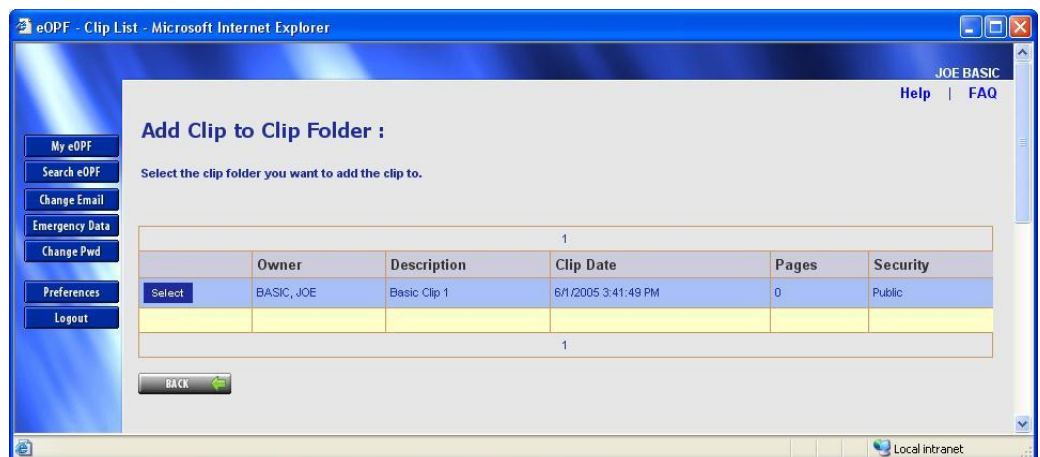
2. From the *My eOPF Results* page, click the **Show All Docs** button. The *Show All Documents* page appears containing only the documents that meet the search criteria.

The following figure displays the *Show All Docs* page.



- Using the *Show All Docs* page, select the documents you want to add to a clip folder. Click the **ADD TO CLIP** *Add to Clip* button, which opens the *Add Clip to Clip Folder* page.

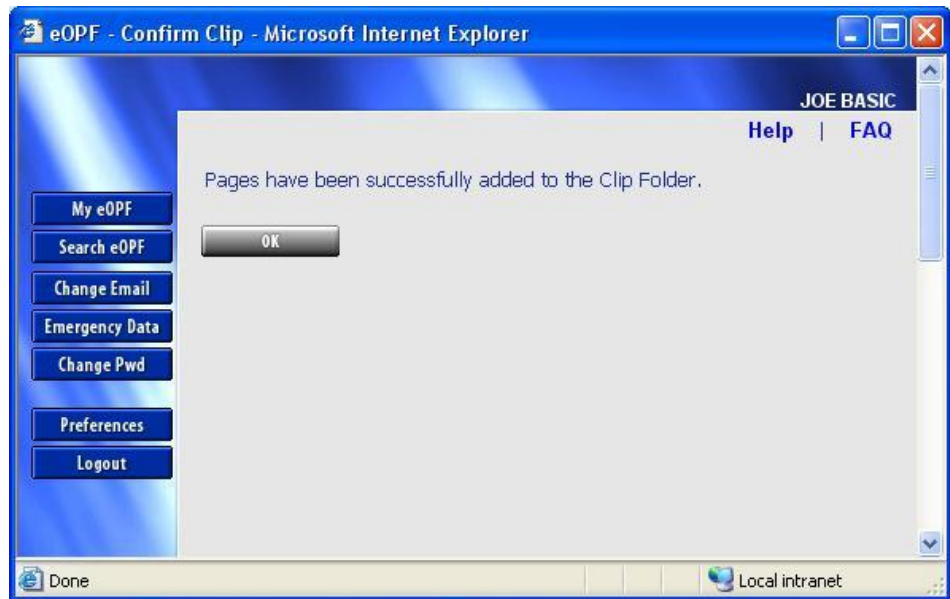
The following figure displays the *Add Clip to Clip Folder* page.



- Click the **Select** *Select* button to add the documents to the *clip folder*.

The entire set of selected documents is added to the selected clip folder.

The following figure displays the *Confirmation message* page.



5. Select the  **OK** button.

The *Search Results* page reappears.

## Viewing Documents within a Paper Clip

Once a paper clip has been created and populated, you can view a list of the documents associated with that clip and view those documents.

### To View Documents Contained within a Paper Clip:

1. Click the **My eOPF** button on the eOPF main menu. The **Search Results** page displays your eOPF folder.

The following figure displays the **My eOPF Results** page.

The screenshot shows the eOPF interface in Microsoft Internet Explorer. The user is logged in as JOE BASIC. The search results page displays a table with the following data:

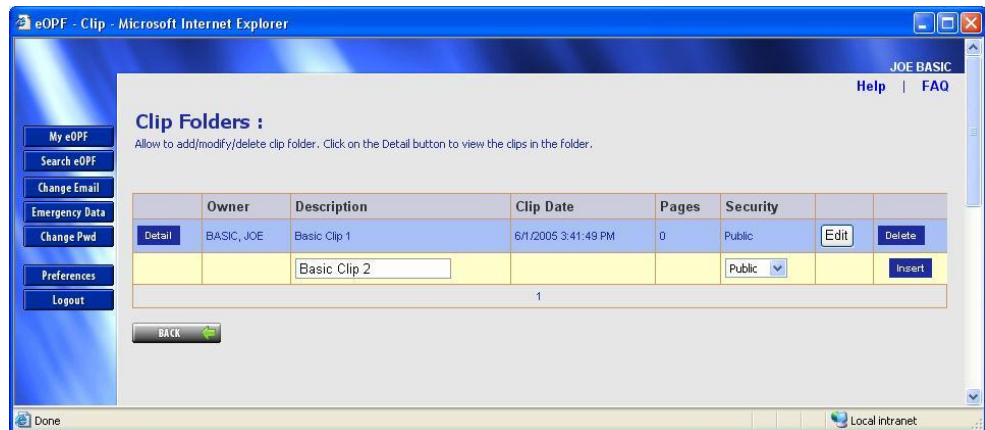
Action	SSN	Latest Eff. Date	PO ID	Org Code	Activity Code
	000-00-1000	03/31/2005	TRB	AH	A

Below the table, it indicates "101 document(s) returned." and shows a list of documents with the following columns: Action, Effective Date, Form Number, Form Description, Type, NOA Code, Side, and Create Date.

Action	Effective Date	Form Number	Form Description	Type	NOA Code	Side	Create Date
	02/17/2005	AAA	AAA	ADMINISTRATIVE	962	Permanent	02/17/2005
	02/17/2005	AAA	AAA	ADMINISTRATIVE	962	Temporary	02/17/2005
	02/08/2005	AF 2584	RECORD OF PERSONNEL SECURITY INVESTIGATION AND CLEARANCE	EXCEPTION		Temporary	02/08/2005
	06/23/2004	AF 1001	RECOMMENDATION FOR RECOGNITION	APPLICATION		Permanent	06/22/2004
	02/02/1984	SF 50	NOTIFICATION OF PERSONNEL ACTION	CORRECTION OF CURRENT CPDF FILE	007	Permanent	03/09/2004
	02/02/1984	SF 50	NOTIFICATION OF PERSONNEL ACTION	CAREER APPT	100	Permanent	03/09/2004
	02/02/1984	SF 50	NOTIFICATION OF PERSONNEL ACTION	RECREATION OF RESUBMISSION OF A CPDF RECORD	005	Permanent	03/09/2004
	02/02/1984	SF 50	NOTIFICATION OF PERSONNEL ACTION	CORRECTION OF CURRENT CPDF FILE	007	Permanent	03/09/2004
	02/02/1984	SF 50	NOTIFICATION OF PERSONNEL ACTION	CAREER APPT	100	Permanent	03/09/2004
	02/02/1984	SF 50	NOTIFICATION OF PERSONNEL ACTION	CAREER APPT	100	Permanent	03/09/2004
	02/02/1984	SF 50	NOTIFICATION OF PERSONNEL ACTION	RECREATION OF RESUBMISSION OF A CPDF RECORD	005	Permanent	03/09/2004
	02/02/1973	TSP 42	DOCUMENTATION OF REVIEW FOR TSP3, DESIGNATION OF BENEFICIARY	BENEFITS		Permanent	03/09/2004
	02/02/1973	SF 50	NOTIFICATION OF PERSONNEL ACTION	RESUBMISSION OR ADDITION TO CPDF	009	Permanent	03/09/2004
	02/02/1973	DG 39	VA LETTER CERTIFYING 30% OR MORE DISABILITY COMPENSATION FOR	APPOINTMENT SUPPORT		Temporary	03/09/2004
	02/02/1973	DG 46	DECREE OF ANNULMENT	BENEFITS		Temporary	03/09/2004
	02/02/1973	TSP 18	VALIDATION OF RETIREMENT INFORMATION	BENEFITS		Permanent	03/09/2004
			TRANSFER OF INFORMATION BETWEEN				

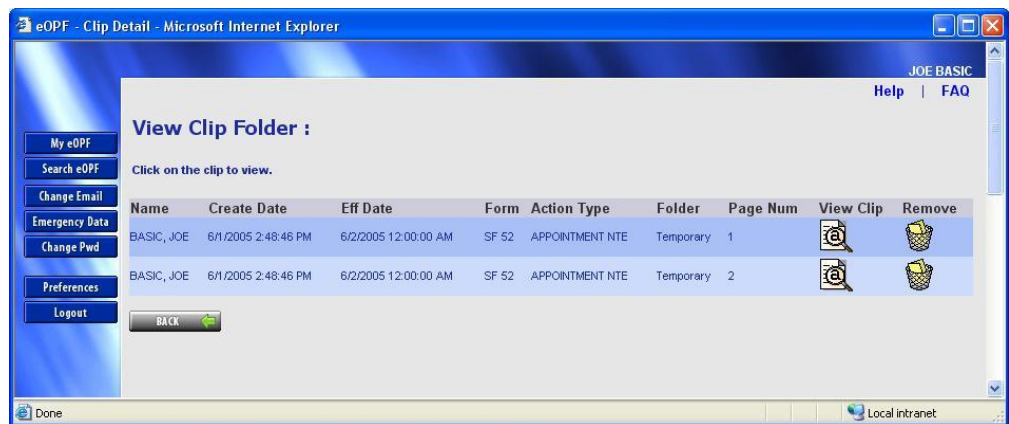
2. Click on the **Folder Action** icon and select the **Clip Folder** option to open the **Clip Folders** page for this folder.

This figure displays the *Clip Folders* page.



3. Click the  **Detail** button next to the desired paper clip.  
The *View Clip Folder* page appears.

This figure displays the *View Clip Folder* page.



4. Click the  **View Doc** icon to view the desired document within the clip.  
The document appears.



---

**Note:**

A paper clip is classified as *public* or *private*. A public paper clip can be viewed by any user accessing the selected folder. However, a private paper clip can be viewed ONLY by the user who created the paper clip, an eOPF administrator, and any HR Specialist that manages the OPF.

---

5. Click the  **Back** button to return to the previous page.

## Removing a Document from a Paper Clip

As your use for paper clips changes over time, you may need to modify the contents of a paper clip. In addition to being able to add documents to a paper clip at any time, you also have the option of removing them from the paper clip.

---

### Note:

Removing a paper clip from a document does not remove the document from the system. Rather, it removes the association of the document to the other paper clipped documents.

---

### To Remove a Document from a Paper Clip:

1. Click the *My eOPF* button on the eOPF main menu. The *Search Results* page displays your eOPF folder.

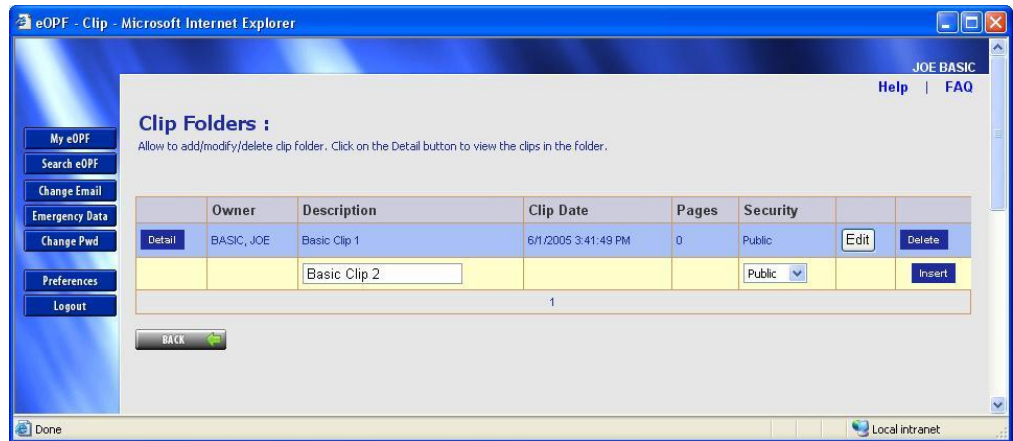
The following figure displays the *My eOPF Results* page.

The screenshot shows the eOPF My eOPF Results page. The browser title is 'eOPF - My eOPF - Microsoft Internet Explorer'. The user is identified as 'JOE BASIC'. The search criteria are 'My eOPF: JOE BASIC' and 'Annotation: View documents with annotations'. The search results are displayed in a table with the following columns: Action, Effective Date, Form Number, Form Description, Type, NOA Code, Side, and Create Date. The table lists 101 documents returned, with the first 15 rows visible. The table is paginated with 'Prev 1 2 3 4 5 6 Next'.

Action	Effective Date	Form Number	Form Description	Type	NOA Code	Side	Create Date
A	02/17/2005	AAA	AAA	ADMINISTRATIVE	962	Permanent	02/17/2005
A	02/17/2005	AAA	AAA	ADMINISTRATIVE	962	Temporary	02/17/2005
A	02/08/2005	AF 2584	RECORD OF PERSONNEL SECURITY INVESTIGATION AND CLEARANCE	EXCEPTION		Temporary	02/08/2005
A	06/23/2004	AF 1001	RECOMMENDATION FOR RECOGNITION	APPLICATION		Permanent	06/22/2004
A	02/02/1984	SF 50	NOTIFICATION OF PERSONNEL ACTION	CORRECTION OF CURRENT CPDF FILE	007	Permanent	03/09/2004
A	02/02/1984	SF 50	NOTIFICATION OF PERSONNEL ACTION	CAREER APPT	100	Permanent	03/09/2004
A	02/02/1984	SF 50	NOTIFICATION OF PERSONNEL ACTION	RECREATION OF RESUBMISSION OF A CPDF RECORD	005	Permanent	03/09/2004
A	02/02/1984	SF 50	NOTIFICATION OF PERSONNEL ACTION	CORRECTION OF CURRENT CPDF FILE	007	Permanent	03/09/2004
A	02/02/1984	SF 50	NOTIFICATION OF PERSONNEL ACTION	CAREER APPT	100	Permanent	03/09/2004
A	02/02/1984	SF 50	NOTIFICATION OF PERSONNEL ACTION	CAREER APPT	100	Permanent	03/09/2004
A	02/02/1984	SF 50	NOTIFICATION OF PERSONNEL ACTION	RECREATION OF RESUBMISSION OF A CPDF RECORD	005	Permanent	03/09/2004
A	02/02/1973	TSP 42	DOCUMENTATION OF REVIEW FOR TSP3, DESIGNATION OF BENEFICIARY	BENEFITS		Permanent	03/09/2004
A	02/02/1973	SF 50	NOTIFICATION OF PERSONNEL ACTION	RESUBMISSION OR ADDITION TO CPDF	009	Permanent	03/09/2004
A	02/02/1973	DG 39	VA LETTER CERTIFYING 30% OR MORE DISABILITY COMPENSATION FOR	APPOINTMENT SUPPORT		Temporary	03/09/2004
A	02/02/1973	DG 46	DECREE OF ANNULMENT	BENEFITS		Temporary	03/09/2004
A	02/02/1973	TSP 18	VALIDATION OF RETIREMENT INFORMATION	BENEFITS		Permanent	03/09/2004
A	02/02/1973	TSP 18	TRANSFER OF INFORMATION BETWEEN	BENEFITS		Permanent	03/09/2004

- Click on the  **Folder Action** icon and select the  **Clip Folder** option to open the Clip Folders page for this folder.

The following figure displays the *Clip Folders* page.



- Click the  **Detail** button next to the desired Paper Clip.

The *View Clip Folder* page appears.

The following figure displays the *View Clip Folder* page.



- Click the  **Delete** icon to delete the desired document within the clip.

The document is removed from the clip.

---

**Note:**

A paper clip is classified as *public* or *private*. A public paper clip can be viewed by any user accessing the selected folder. However, a private paper clip can be viewed ONLY by the user who created the paper clip, a member of the eOPF Administrator user group, or any HR Specialist that manages the OPF.

---

---

**Note:**

Click the  **Back** button to return to the previous page.

---

## Designating a Public Paper Clip as Private and Vice Versa

When a paper clip is assigned the status of “private,” only the creator, the eOPF administrator, and HR Specialists managing the OPF will have access to it.

### To Designate a Public Paper Clip as Private (and Vice Versa):

#### 1. Click the *My eOPF* button on the eOPF main menu.

The *Folder* page displays a single row representing your eOPF folder.

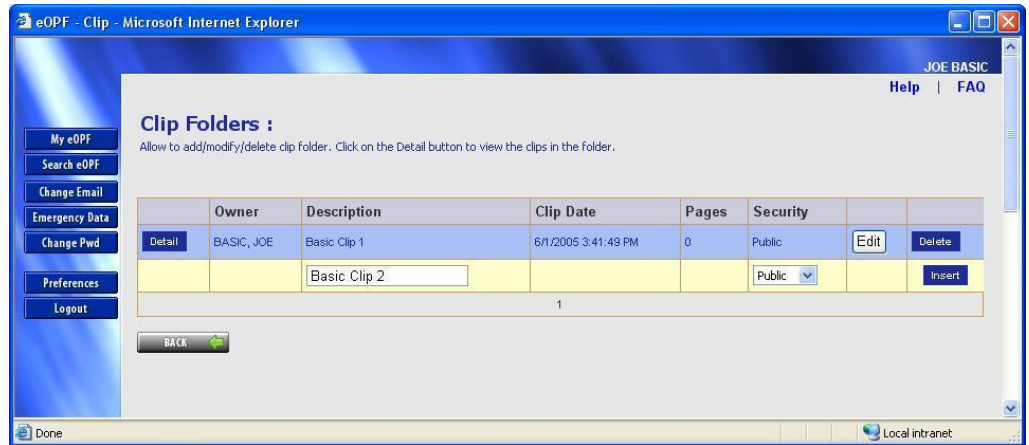
The following figure displays the *My eOPF Results* page.

The screenshot shows the eOPF interface in Microsoft Internet Explorer. The user is identified as JOE BASIC. The page displays a table of 101 documents returned. The table has the following columns: Action, Effective Date, Form Number, Form Description, Type, NOA Code, Side, and Create Date. The first row of the table is:

Action	Effective Date	Form Number	Form Description	Type	NOA Code	Side	Create Date
A	02/17/2005	AAA	AAA	ADMINISTRATIVE	962	Permanent	02/17/2005

#### 2. Click on the *Folder Action* icon and select the *Clip Folder* option to open the Clip Folders page of this folder.

The following figure displays the *Clip Folders* page.



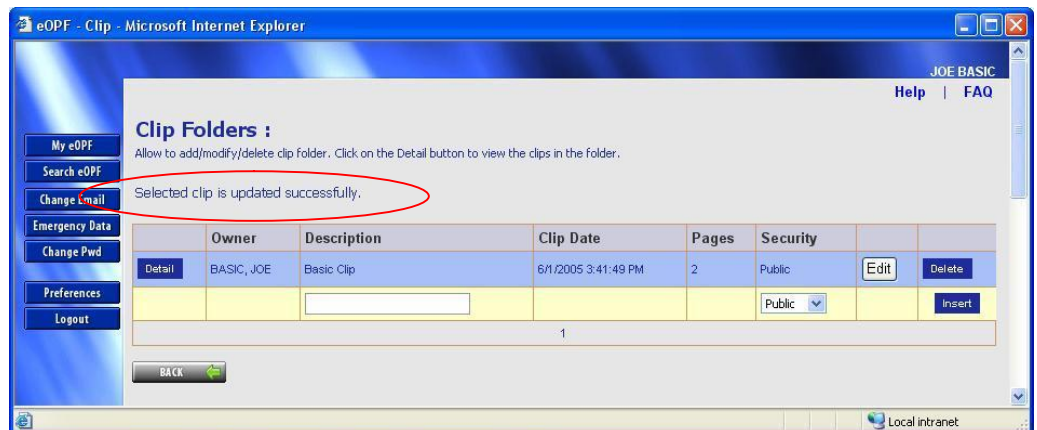
3. Click the  **Edit** button associated with the document.

4. In the **Security** field, select either **Public** or **Private** based on your needs.

5. Edit the desired fields, and then click the  **Update** button.

The *Clip Folders* page reappears displaying the following message: “Selected clip is updated successfully” above the list as shown in the following figure.

This figure displays the *Clip Folders* page with the verification message.



---

**Note:**

A paper clip is classified as *public* or *private*. A public paper clip can be viewed by any user accessing the selected folder. However, a private paper clip can be viewed ONLY by the user who created the paper clip and the eOPF administrator.

---

**6. Click the *Cancel* button to return to abort the edit process.**

## Deleting a Paper Clip

eOPF provides you the ability to delete paper clip associations you have created. Deleting a paper clip only removes the association between the documents, not the documents themselves. If you wish to remove a document from eOPF, please see an eOPF administrator.

### To Delete a Paper Clip Association from a Set of Documents:

1. Click the **My eOPF** button on the eOPF main menu. The **Search Results** page displays your eOPF folder.

The following figure displays the **My eOPF Results** page.

Action	SSN	Latest Eff. Date	PO ID	Org Code	Activity Code
	000-00-1000	03/31/2005	TRB	AH	A

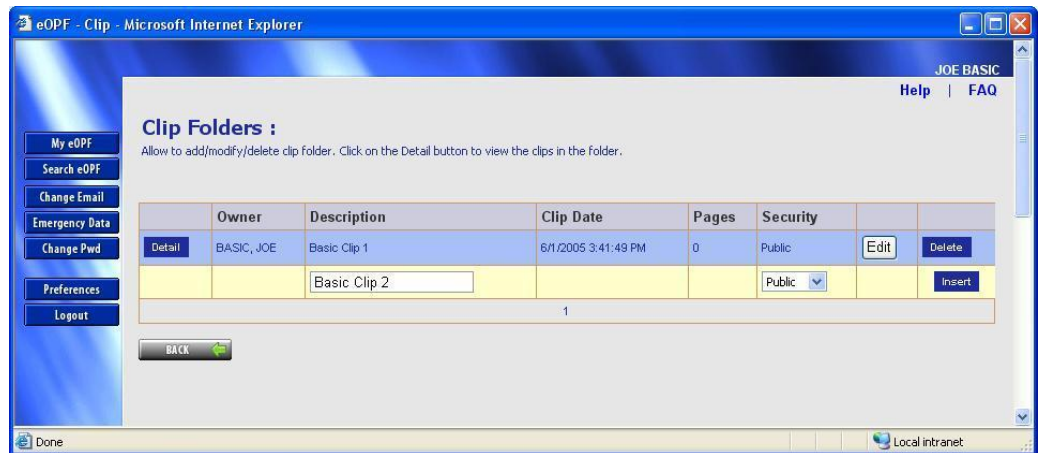
  

Action	Effective Date	Form Number	Form Description	Type	NOA Code	Side	Create Date
A	02/17/2005	AAA	AAA	ADMINISTRATIVE	962	Permanent	02/17/2005
A	02/17/2005	AAA	AAA	ADMINISTRATIVE	962	Temporary	02/17/2005
A	02/08/2005	AF 2584	RECORD OF PERSONNEL SECURITY INVESTIGATION AND CLEARANCE	EXCEPTION		Temporary	02/08/2005
A	06/23/2004	AF 1001	RECOMMENDATION FOR RECOGNITION	APPLICATION		Permanent	06/22/2004
A	02/02/1984	SF 50	NOTIFICATION OF PERSONNEL ACTION	CORRECTION OF CURRENT CPDF FILE	007	Permanent	03/09/2004
A	02/02/1984	SF 50	NOTIFICATION OF PERSONNEL ACTION	CAREER APPT	100	Permanent	03/09/2004
A	02/02/1984	SF 50	NOTIFICATION OF PERSONNEL ACTION	RECREATION OF RESUBMISSION OF A CPDF RECORD	005	Permanent	03/09/2004
A	02/02/1984	SF 50	NOTIFICATION OF PERSONNEL ACTION	CORRECTION OF CURRENT CPDF FILE	007	Permanent	03/09/2004
A	02/02/1984	SF 50	NOTIFICATION OF PERSONNEL ACTION	CAREER APPT	100	Permanent	03/09/2004
A	02/02/1984	SF 50	NOTIFICATION OF PERSONNEL ACTION	CAREER APPT	100	Permanent	03/09/2004
A	02/02/1984	SF 50	NOTIFICATION OF PERSONNEL ACTION	RECREATION OF RESUBMISSION OF A CPDF RECORD	005	Permanent	03/09/2004
A	02/02/1973	TSP 42	DOCUMENTATION OF REVIEW FOR TSP3, DESIGNATION OF BENEFICIARY	BENEFITS		Permanent	03/09/2004
A	02/02/1973	SF 50	NOTIFICATION OF PERSONNEL ACTION	RESUBMISSION OR ADDITION TO CPDF	009	Permanent	03/09/2004
A	02/02/1973	DG 39	VA LETTER CERTIFYING 30% OR MORE DISABILITY COMPENSATION FOR	APPOINTMENT SUPPORT		Temporary	03/09/2004
A	02/02/1973	DG 46	DECREE OF ANNULMENT	BENEFITS		Temporary	03/09/2004
A	02/02/1973	TSP 18	VALIDATION OF RETIREMENT INFORMATION	BENEFITS		Permanent	03/09/2004
A	02/02/1973	TSP 18	TRANSFER OF INFORMATION BETWEEN	BENEFITS		Permanent	03/09/2004

2. Click on the  **Folder Action** icon and select the  **Clip Folder** option to open the Clip Folders page of this folder.



The following figure displays the *Clip Folders* page.



3. Click the  **Delete** button.

The *Confirmation* pop-up box appears.

The following figure displays the *Confirmation* pop-up box.

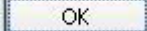


---

**Note:**

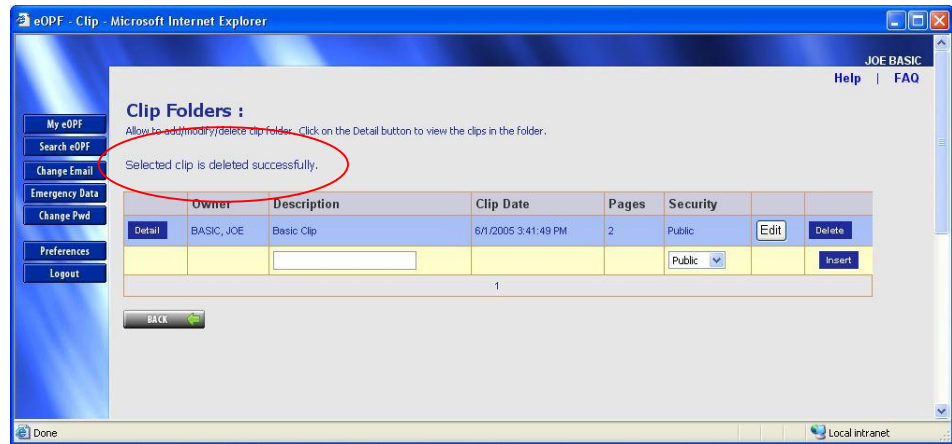
To cancel the deletion of the record, click the *Cancel* button.

---

4. Click the  **OK** button.

The *Clip Folders* page reappears displaying the following message “Selected clip is deleted successfully”.

The following figure displays the *Clip Folders* page with a confirmation message.



---

**Note:**

Click the *Back* button to return to the previous page.

---

# Chapter 7: Using Other Functions

The eOPF application allows you to change your email address, view and update emergency data, access eOPF online help, change your user preferences and view your career brief.

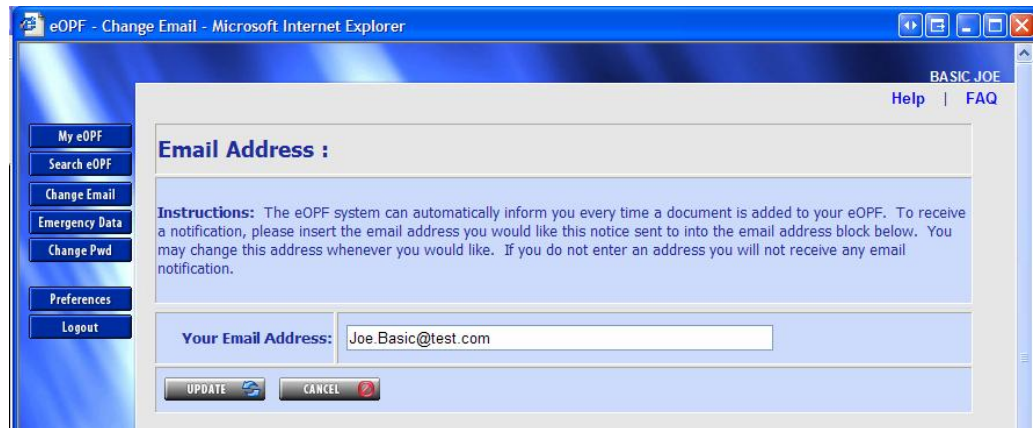
## Changing Your Email Address


The eOPF application notifies users when new eOPF documents are added via email, therefore if your email address changes it is important that you update it in the system. eOPF allows all users to change their email address.

### To Change Your Email Address:

1. Click the **Change Email** button on the eOPF main menu. The *Email Address* page appears.

The following figure displays the *Email Address* page.




2. Type your email address in the *Your Email Address* field.
3. Click the  **Update** button. The *eOPF Welcome* page appears with the updated email address displayed.

The following figure displays the *eOPF Welcome* page with an updated email address.



---

**Note:**

You can exit the *Change Email* page by clicking the  *Cancel* button and return to the *eOPF Welcome* page.

---

## Viewing and Updating Emergency Data

The eOPF application allows you to enter emergency contact information. This information is available to your supervisor and/or HR personnel for emergency use only.

### To View and Update Emergency Data:

1. Click the **Emergency Data** button on the eOPF main menu. The **Emergency Contact Information** page appears.

The following figure displays the **Emergency Contact Information** page.

The screenshot shows a web browser window titled "eOPF - Emergency Data - Microsoft Internet Explorer". The page content is as follows:

User Info:	
Last Name:	BASIC
First Name:	JOE
Initials:	JB
SSN:	090-09-0999
Home Address:	
Address (cont):	
City:	
State:	
Zip/Postal Code:	55555-1234
Country:	UNITED STATES
Last Updated:	3/28/2006
Work Address:	555 Work Bldg
Bldg Name/Location:	Work Center
City:	Work City
State:	VA
Zip/Postal Code:	22222
Country:	UNITED STATES

Notify First:	Notify Second:
Last Name: BASIC	Last Name:
First Name: MARY	First Name:
Relationship: Wife	Relationship:
Street 1: 9876 Elm St	Street 1:
Street 2:	Street 2:
City: Work City	City:
State: VA	State:
Zip: 22222	Zip:
Country: UNITED STATES	Country: UNITED STATES
E-Mail: wife@hometest.com	E-Mail:
Home Phone: 555-555-5555	Home Phone:
Work Phone:	Work Phone:
Cell Phone:	Cell Phone:

At the bottom of the form are two buttons: "APPLY" (with a checkmark icon) and "CANCEL" (with a red X icon).

2. Edit the desired fields, then click the  **Apply** button.

The **Emergency Contact Information** page reappears displaying the message “Emergency data updated successfully.”

---

**Note:**

You can exit the *Emergency Contact Information* page by clicking the



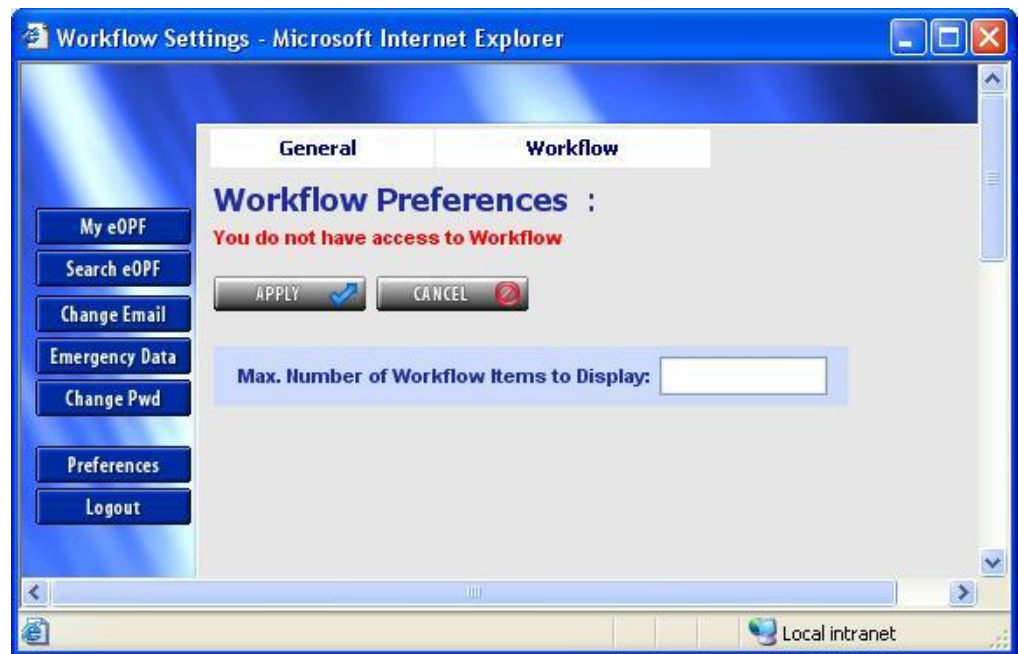
*Cancel* button and return to the *eOPF Welcome* page.

---

## Changing Your Preferences

The eOPF application allows users to set specific preferences when using the application. There are two types of preferences: General and Workflow. Workflow is only accessible if you have workflow enabled for your account. If you do not have a workflow enabled account a message is displayed indicating you do not have access when you try to access the workflow preference tab.

The following figure displays the *Workflow Preferences* page with denial of access message.



From the General Preferences tab, a user can set the default forms list that is provided on the Search Page and the number of rows to display in a result set. The number of rows is relevant to HR Specialist and Administrators to control long lists within the administration pages of eOPF. The filter on the Forms list improves performance by reducing the size of the list transmitted to your web browser. If you select 'All Forms' your list will probably exceed three hundred forms.

### To Change Your Preferences (General):

1. Click the  **Preferences** button on the eOPF main menu.

The *Preferences* page appears with the General tab active.

The following figure displays the *General Preferences* page.



2. **Type your desired number of rows per page in the *Number of Rows per Page (Display)* field.**
3. **Select which fields you'd like to see in the results list displayed at folder level.**  
The choices are: Social Security Number (SSN), First Name, and Last Name.
4. **Select the Default Search Option (Forms) you desire.**  
The choices are: Common Forms, All Forms, and Agency Forms. Common forms are defined by the agency as forms people typically search to see. All Forms produce a very large list of all possible forms including a mix of agency specific and federal forms. Agency Forms produces a list of forms that are owned by the particular agency you are a member of.
5. **Select which fields you'd like to see in the results list displayed document level.**  
The choices are: Form Number, Form Description, Type Description, NOA Code 1, NOA Code 2, Side by Side, Create Date, Side, Exception Comment, and Print.



6. **Enable Section 508 Compatibility, if you would like to have page display altered to improve performance when using software assistance software such as JAWS.**

This mode alters the pages so that accessibility tools can perform actions and receive prompts for action. Select the 'No' option re-enable the standard page display.

7. **Click the  Apply button.**

The *Preference* page displays a message “User Preference settings updated.”

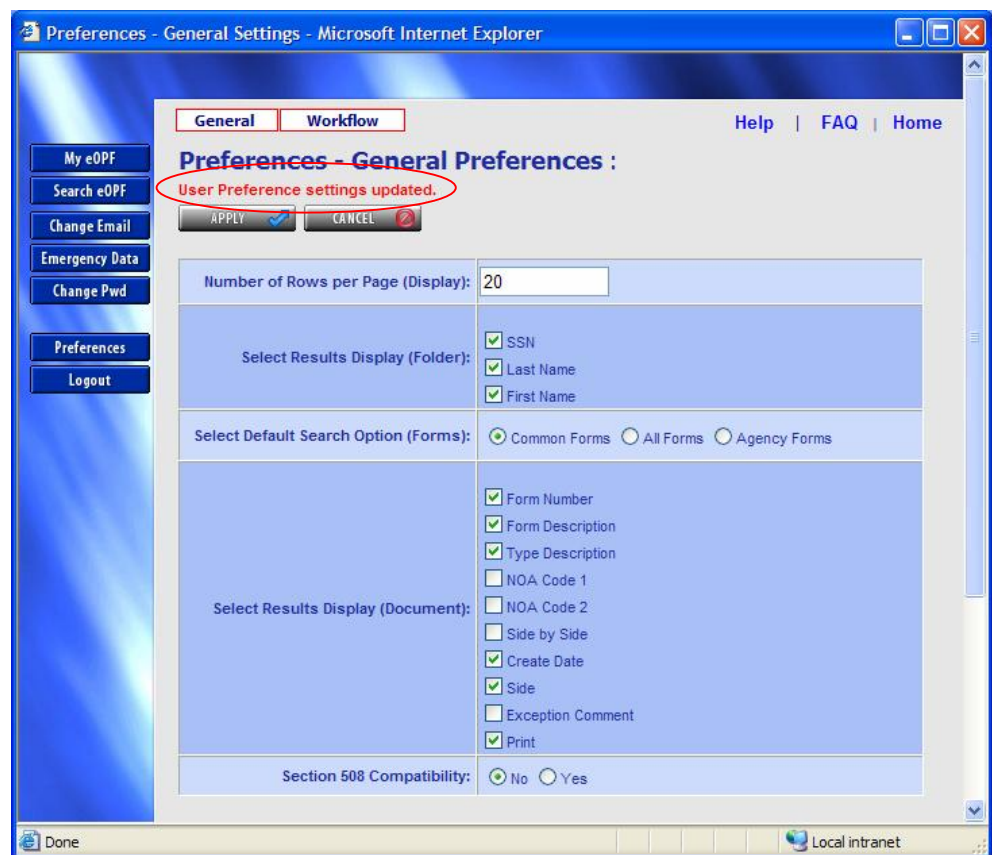
---

**Note:**

To cancel and return to *eOPF Welcome* page, click the *Cancel* button.

---

The following figure displays the *General Preferences* page with a confirmation message.



## To Change Your Preferences (Workflow):

1. Click the  **Preferences** button on the eOPF main menu.

The *Preferences* page appears with the General tab active.

The following figure displays the *General Preferences* page.



2. Click on the **Workflow** tab.

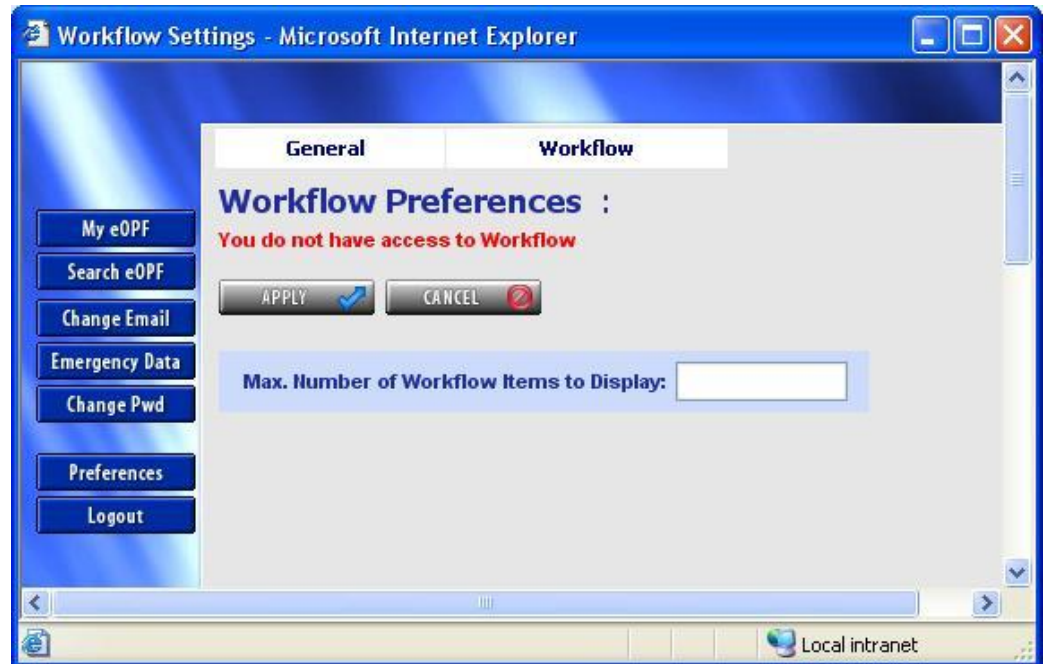
The Workflow tab appears. If you have access to workflow the following graphic displays the options available to you. If you do not then a message in red text will appear indicating you do not have access to workflow.




---

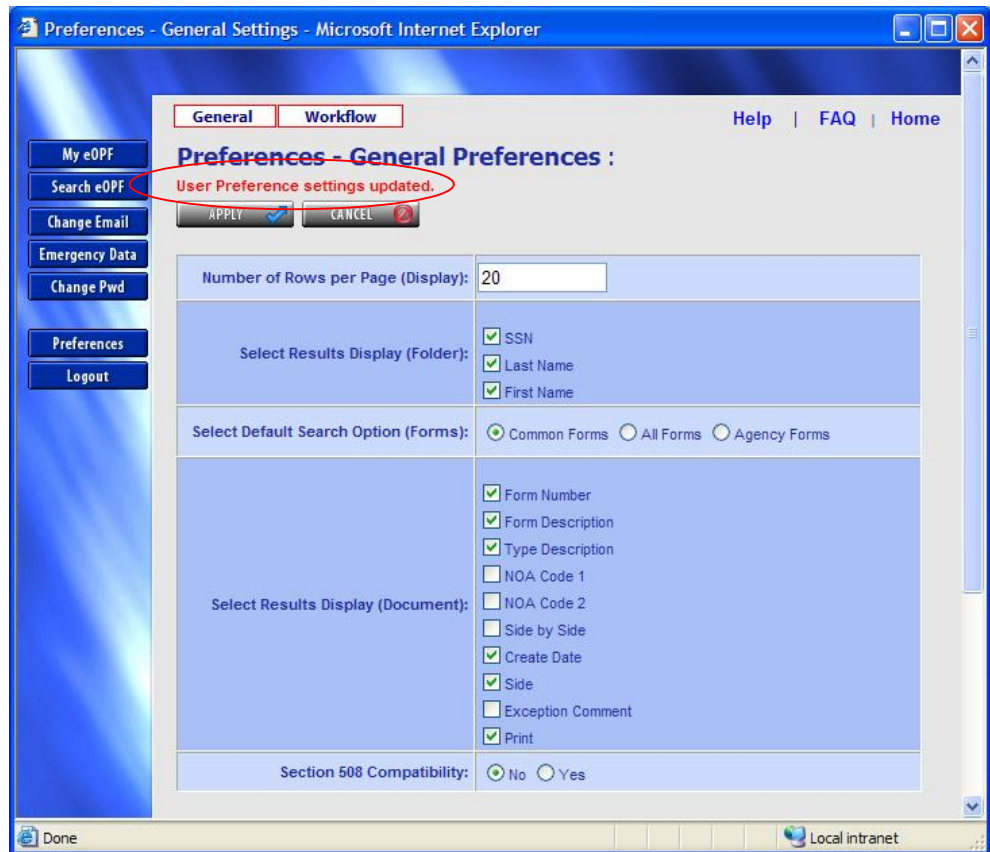
**Note:**

If you do not have workflow access the following page is displayed.



- 
3. **Type your desired max number of workflow items per page to Display in the *Max. Number of Workflow Items to Display* field.**
  4. **Select from the drop down lists to configure your preferences for work item list display.**  
See the chapter on workflow for detailed explanations regarding Display Process, Display Task, Display InfoSource and other Worklist and Workitem settings.
  5. **Click the  *Apply* button.**  
The *Preference* page displays a message “User Preference settings updated.”

The following figure displays the *General Preferences* page with a confirmation message.



---

**Note:**

To cancel and return to the *eOPF Welcome* page, click the *Cancel* button.

---

## Viewing a Position Description (Optional Availability)

eOPF offers the capability to view position descriptions through an online position description query (PDQ). This must be implemented to be used. By default, the position description function is disabled.

### To View a Position Description:



1. Click the **My eOPF** button on the eOPF main menu. The **My eOPF Results** page displays your eOPF folder and also lists the document within it.

The following figure displays the **My eOPF Results** page.

Action	SSN	Latest Eff. Date	PO ID	Org Code	Activity Code
[Folder icon]	000-00-1000	03/31/2005	TRB	AH	A

102 document(s) returned.

Action	Effective Date	Form Description	Type	Side
A	02/17/2005	AAA	ADMINISTRATIVE	Permanent
A	02/17/2005	RECOMMENDATION FOR RECOGNITION	APPLICATION	Permanent
A	02/17/2005	AAA	ADMINISTRATIVE	Temporary
A	02/08/2005	RECORD OF PERSONEL SECURITY INVESTIGATION AND CLEARANCE	EXCEPTION	Temporary
A	06/23/2004	RECOMMENDATION FOR RECOGNITION	APPLICATION	Permanent
A	02/02/1984	NOTIFICATION OF PERSONNEL ACTION	CORRECTION OF CURRENT CPDF FILE	Permanent
A	02/02/1984	NOTIFICATION OF PERSONNEL ACTION	CAREER APPT	Permanent
A	02/02/1984	NOTIFICATION OF PERSONNEL ACTION	RECREATION OF RESUBMISSION OF A CPDF RECORD	Permanent
A	02/02/1984	NOTIFICATION OF PERSONNEL ACTION	CORRECTION OF CURRENT CPDF FILE	Permanent
A	02/02/1984	NOTIFICATION OF PERSONNEL ACTION	CAREER APPT	Permanent
A	02/02/1984	NOTIFICATION OF PERSONNEL ACTION	CAREER APPT	Permanent
A	02/02/1984	NOTIFICATION OF PERSONNEL ACTION	RECREATION OF RESUBMISSION OF A CPDF RECORD	Permanent
A	02/02/1973	DOCUMENTATION OF REVIEW FOR TSP3, DESIGNATION OF BENEFICIARY	BENEFITS	Permanent
A	02/02/1973	NOTIFICATION OF PERSONNEL ACTION	RESUBMISSION OR ADDITION TO CPDF	Permanent
A	02/02/1973	VA LETTER CERTIFYING 30% OR MORE DISABILITY COMPENSATION FOR	APPOINTMENT SUPPORT	Temporary

2. Click on the  **Folder Action** icon and select the  **View PDQ** **View PDQ** option to view the PDQ.

The following figure shows a sample PDQ document.



Home Create View Edit Eval Statement OF8 Printer Friendly Help Delete

PD #: H100208

### Position Description

WG - Worker

**Pay Plan:** WG  
**Job Title:** Maintenance Mechanic  
**Series:** 4749  
**Grade:** SF-52 #

**PLFA:** DDC

**Is this a BSM PD?** No  
Active  
Completed  
Signed

**Created By:** CN=Tina.Flickinger/O=  
**Date Created:** 03/28/1997  
**Date Completed:** 08/13/2002

**Major Duties:**

1. Performs scheduled preventive maintenance of equipment and component parts of the automatic fire sprinkler system. Work is performed on a scheduled and 24 hour emergency service basis. Preventive maintenance may include dismantling, cleaning and replacement of any or all components comprising the sprinkler system. Repairs may consist of replacement or rebuilding of sprinkler valves, cut out and replacement of piping, servicing and repair of system air compressors and the maintenance, servicing and repair of gasoline and electric powered pump driver. Performs scheduled testing of pump controllers, auxiliary pump drivers, water distribution system and sprinkler heads to evaluate operational capabilities of the system and to determine the necessity for repairs or adjustments. Uses hand tools, wrenches, hammers, mallets, chisels, saws, levels, and other tools of the trade. Operates

3. Close the PDQ window by clicking the  **Close** button in the top right corner.





## Viewing a Career Brief

The eOPF optionally provides access to your career brief. This must be implemented to be used. By default, the Career Brief function is disabled. The career brief is a summary of your career activities. It is both a viewable and a printable report.

This feature may or may not be enabled by your eOPF administrator.

This figure displays the *My eOPF Results* page.

The screenshot shows the eOPF interface in Microsoft Internet Explorer. The page title is "My eOPF: FIRST1000 LAST1000". On the left, there is a navigation menu with buttons for "My eOPF", "Search eOPF", "Change Email", "Emergency Data", "Change Pwd", "Preferences", and "Logout". The main content area shows a summary table with columns: Action, SSN, Latest Eff. Date, PO ID, Org Code, and Activity Code. Below this, it states "102 document(s) returned." and provides a list of documents with columns: Action, Effective Date, Form Description, Type, and Side. The list includes various administrative actions, recommendations, and security investigations.

Action	SSN	Latest Eff. Date	PO ID	Org Code	Activity Code
	000-00-1000	03/31/2005	TRB	AH	A

Action	Effective Date	Form Description	Type	Side
	02/17/2005	AAA	ADMINISTRATIVE	Permanent
	02/17/2005	RECOMMENDATION FOR RECOGNITION	APPLICATION	Permanent
	02/17/2005	AAA	ADMINISTRATIVE	Temporary
	02/08/2005	RECORD OF PERSONNEL SECURITY INVESTIGATION AND CLEARANCE	EXCEPTION	Temporary
	06/23/2004	RECOMMENDATION FOR RECOGNITION	APPLICATION	Permanent
	02/02/1984	NOTIFICATION OF PERSONNEL ACTION	CORRECTION OF CURRENT CPDF FILE	Permanent
	02/02/1984	NOTIFICATION OF PERSONNEL ACTION	CAREER APPT	Permanent
	02/02/1984	NOTIFICATION OF PERSONNEL ACTION	RECREATION OF RESUBMISSION OF A CPDF RECORD	Permanent
	02/02/1984	NOTIFICATION OF PERSONNEL ACTION	CORRECTION OF CURRENT CPDF FILE	Permanent
	02/02/1984	NOTIFICATION OF PERSONNEL ACTION	CAREER APPT	Permanent
	02/02/1984	NOTIFICATION OF PERSONNEL ACTION	CAREER APPT	Permanent
	02/02/1984	NOTIFICATION OF PERSONNEL ACTION	RECREATION OF RESUBMISSION OF A CPDF RECORD	Permanent
	02/02/1973	DOCUMENTATION OF REVIEW FOR TSP2, DESIGNATION OF BENEFICIARY	BENEFITS	Permanent
	02/02/1973	NOTIFICATION OF PERSONNEL ACTION	RESUBMISSION OR ADDITION TO CPDF	Permanent
	02/02/1973	VA LETTER CERTIFYING 30% OR MORE DISABILITY COMPENSATION FOR	APPOINTMENT SUPPORT	Temporary

### To View Your Career Brief:

1. Click the *My eOPF* button on the eOPF main menu. The *My eOPF Results* page displays a single row representing your eOPF folder and also lists the document within it..
2. Click on the **Folder Action** icon and select the **View Career Brief** *View Career Brief* option to view the Career Brief.

## Accessing Online Help

You can access eOPF online help by clicking on the **Help** link at the top of an **eOPF Web** page. From the **Help** page, you can jump to topics of interest.

The following figure shows the **eOPF Welcome** page with the **Help** link circled.



## Accessing Frequently Asked Questions (FAQ)

The eOPF provides access to a *Frequently Asked Questions (FAQ)* page. The *FAQ* page can be accessed by clicking on the *FAQ* link provided at the top of eOPF pages.

The following figure displays the *eOPF Welcome* page with the *FAQ* link circled.



Accessing the FAQ page provides current eOPF information to you. For example, the FAQ page may post information about:

- Definition of the eOPF
- Frequently asked questions
- What's new
- Discuss technical issues
- How to contact support; and
- Post general information about eOPF access.

## Accessing the Home Page

You can return to the eOPF Welcome page at any time by activating the “Home” link at the upper right corner of any page.

The following figure shows the *Emergency Contact Information* page with the *Home* link circled.



## Chapter 8: Logging out of eOPF

In order to ensure the security of the eOPF, remember to log out of the system when you are finished.

---

### Note:

You will be automatically logged out of the eOPF after the system is idle for a certain amount of time configured by your local Web site administrator.

---

The following figure displays the *eOPF Welcome* page with the *Logout* button circled.



### To Log out of eOPF:

1. Click the  **Logout** button.  
A log out confirmation prompt is displayed.

The following figure displays the log out confirmation page.






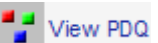
2. Click the  **OK** button to logout and close the browser window.

-OR-

Click the  **Cancel** button to return to eOPF and continue work.

# Glossary

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<b>Administrator</b>	A user that has special access to setup, modify, and delete parameters within the eOPF system.
<b>Career Brief</b>	A report (accessible via  <a href="#">View Career Brief</a> icon) that is a summary of an employee's career.
<b>Contact Information</b>	Data (accessible via  icon) is voluntarily supplied by employees for use by management during an emergency.
<b>Groups</b>	A combination of functional processes for which a user is granted access.
<b>Folder</b>	A container for documents.
<b>Password</b>	A complex sequence of characters required for access to the eOPF.
<b>Password Letter</b>	Notification from the Agency to the employee providing the password for the eOPF.
<b>Position Description</b>	A written description of the duties, knowledge, skills and abilities for a position in the Federal Service accessible via icon. 
<b>PDQ</b>	An  icon for accessing Position Descriptions. May not be available on all eOPF deployments.


**Security Access**

A level of accessibility to documents and functions within EOPF.

**Supervisor**

A user that has access to not only his or her own EOPF, but also is provided with access to view and print documents for employees that he or she supervises.

**View Doc**

A  View icon used to view the documents within a folder.



# ***Acronyms***

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<b>eOPF</b>	Electronic Official Personnel Folder
<b>NOAC</b>	Nature of Action Code
<b>OPF</b>	Official Personnel Folder
<b>OPM</b>	Office of Personnel Management
<b>PDF</b>	Portable Document Format



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