eOPF Tips & Techniques

Search, View, Print, and Save Documents Using My eOPF

Introduction

Your electronic Official Personnel Folder, or eOPF, manages all of your personnel documents, organized by virtual folders. The Permanent and Temporary virtual folders contain documents in accordance with OPM's *Guide to Personnel Recording Keeping* (located at: http://www.opm.gov/policy-data-oversight/data-analysis-documentation/personnel-documentation/).

Useful Features

My eOPF button:

Lists the details associated with your eOPF and your documents. By clicking the **My eOPF** button, you can access subject tabs which will appear at the top of the screen.

My eOPF Search page:

While you do not have to use these filters, they can help you narrow your search results. Available search fields include:

Search Option	Format	Details
Form ***(Groupings)***	Radio button	Select from these groupings: • Common Forms - frequently used forms found in eOPF • All Forms - all forms found in eOPF (this button is pre-selected) • Agency Forms - forms used only in your agency
Form ***(Number/Title)***	Drop-down menu	To locate a particular form quickly, enter the first letter of the form number in the drop-down menu. For example, to find an SF 50, enter "SF" in the drop-down menu to jump to the forms beginning with "SF."
Type	Drop-down menu	Select the specific document type related to the form. Types depend on the form selected.
Folder Sides	Check box	Select the folder side(s) in which you want to search. Check the Select All box to search all folders.
Create Date	Field and Calendar	Create Date is the date that a document is added to eOPF.
Effective Date	Fields and Calendars	Using Start Effective Date and End Effective Date limits the number of returned documents to those within the specified effective date range.

My eOPF Print Folder page:

Enables you to select a folder side(s) and create a printable file. This function compiles all of the individual documents saved to the selected folder side(s) to one consolidated PDF file which can be found on the print status page.

My eOPF Print Status page:

Provides a list of print requests that you have submitted, displaying in the order in which they were submitted. Each print request is assigned a Request Identification (Request ID) number. Depending on the size of a request, a print job may be broken into two or more parts. A password is required for access.

New Security Feature for Print Requests

If you want to print several documents at once, or an entire eOPF, you will first make a print request. The completed request is accessed from the print status page. Before you can view, save or print a print request, you must enter a password unique to your request. Instructions about the password function are included in this document, in Part 5, and also on the print status pages of the eOPF application.

In this Document

The following sections detail the steps to view, search, sort, print, and save your documents.

Part 1: View, Print, and Save a Single Document

Part 2: Sort your Documents

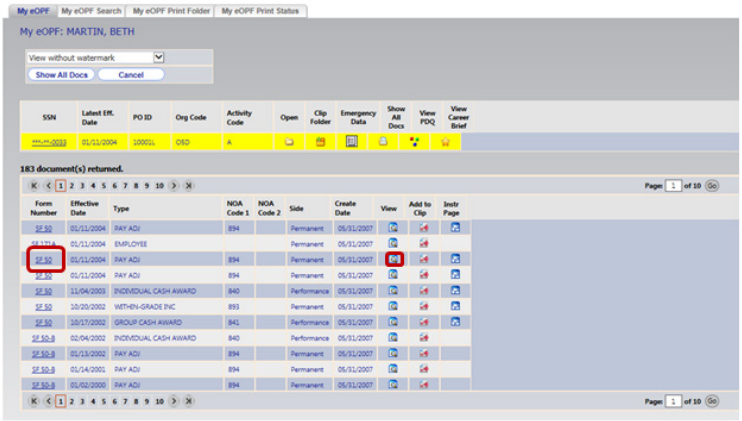
Part 3: Search for Specific Documents

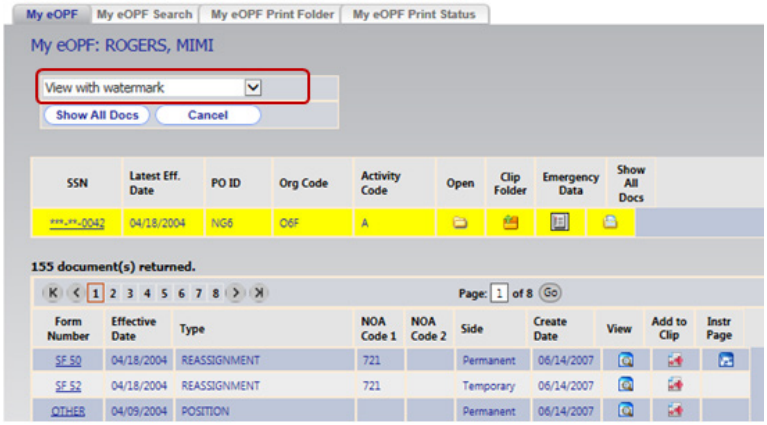
Part 4: Select a Group of Documents

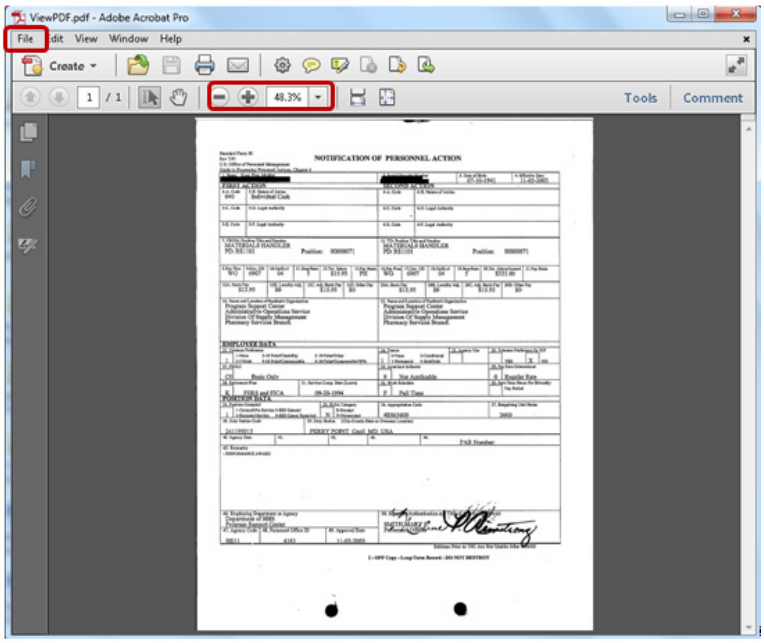
Part 5: Use Print Status

Part 6: Print your entire eOPF

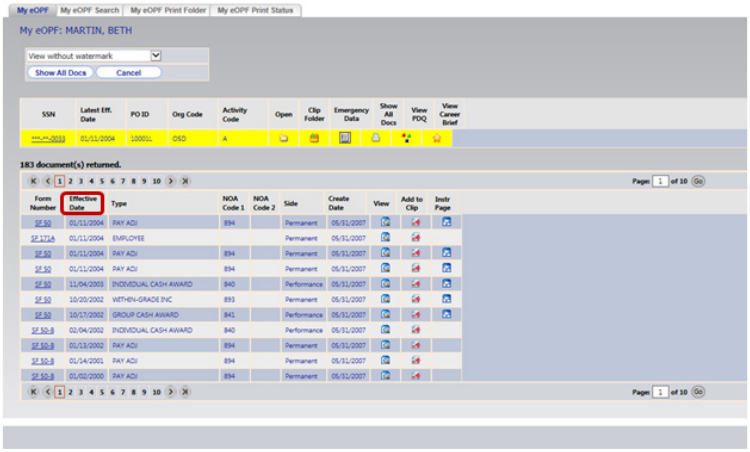
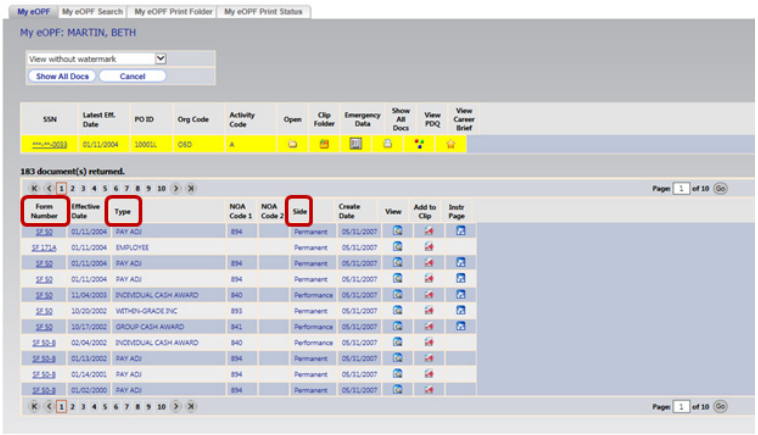
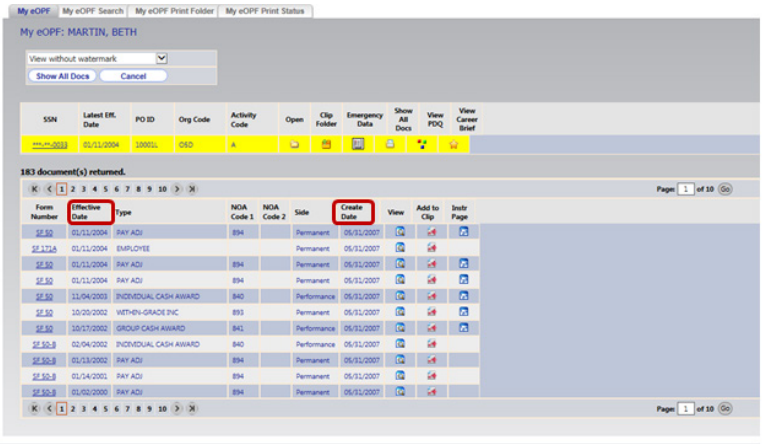
Part 1: View, Print, and Save a Single Document

Step	Action	Screen Shot
1	From the eOPF main menu, select **My eOPF** button.	
2	The **My eOPF** page displays by default. This page lists documents in your eOPF, in chronological order with the most recent Effective Date first. Depending on your **My Profile – General Preferences** settings, your screen may display differently than shown here. Please refer to the "eOPF User Guide" for details. To view a document, either click the **Form Number** or click the **View** icon.	

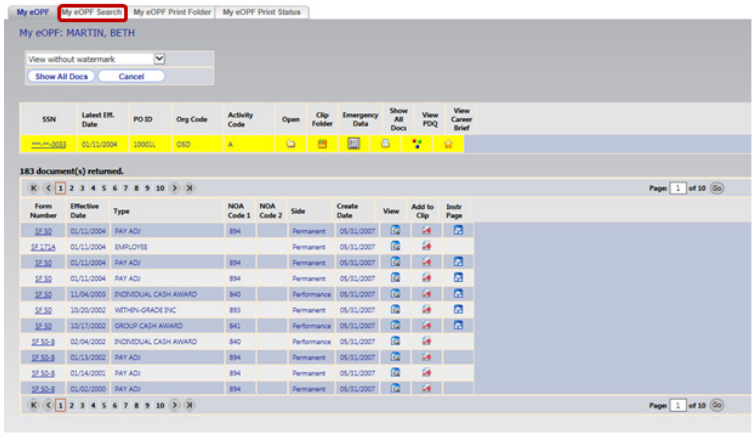
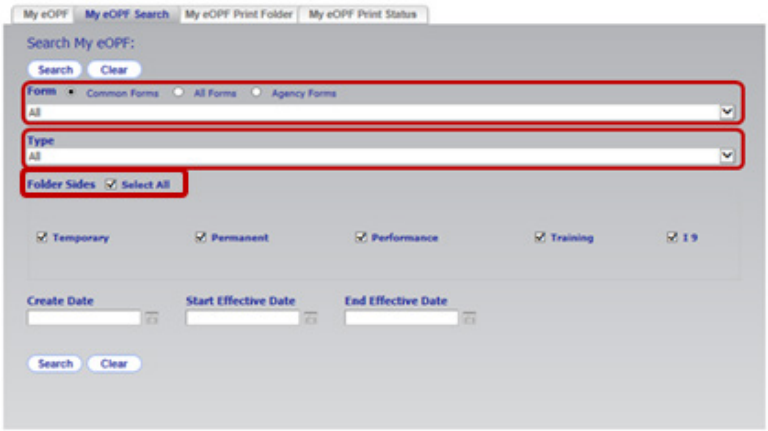
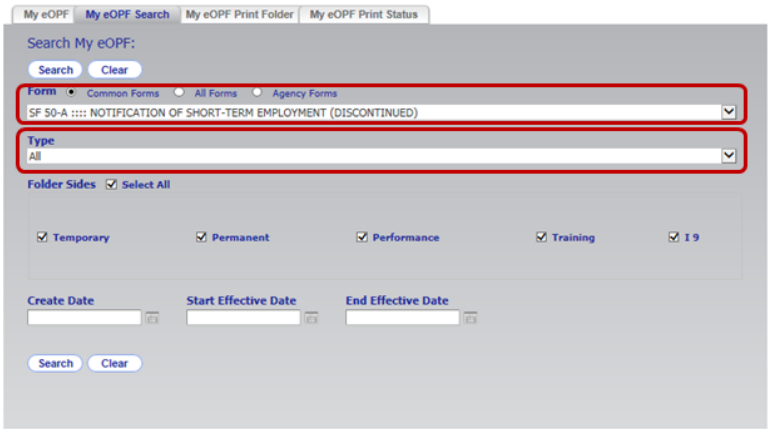
Step	Action	Screen Shot
3	You can add a watermark to a document by selecting the “View with watermark” option. The watermark displays at the bottom of each page and states, “This is an ‘official’ document generated from the eOPF system.”	
4	A browser download prompt may display. Your browser may use a different prompt. To view, click the **Open** button.	

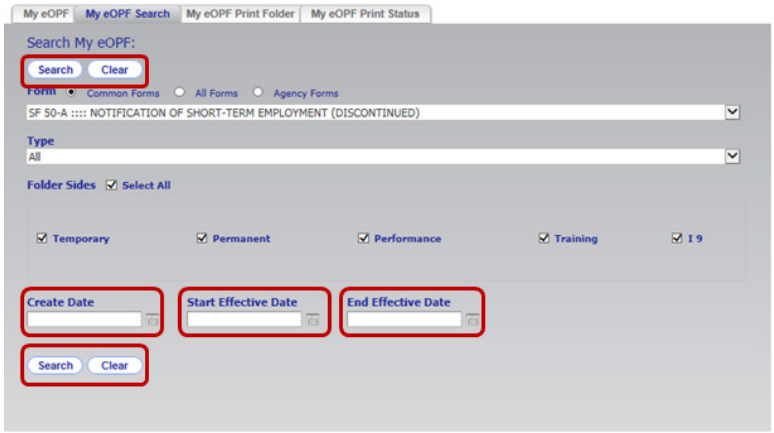
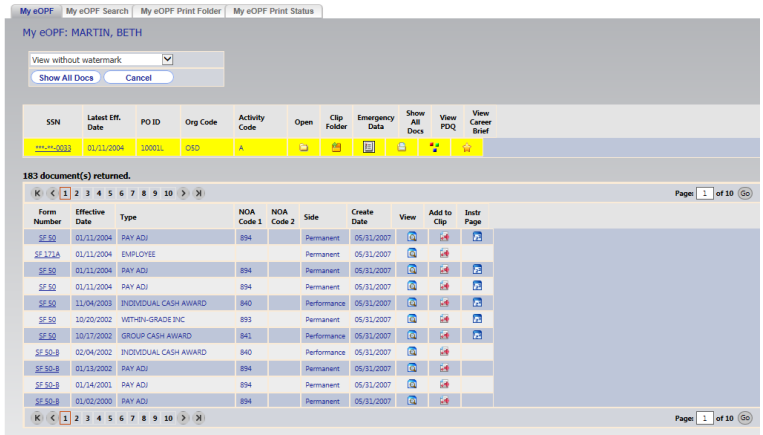
Step	Action	Screen Shot
5	A new window opens in Adobe Reader. The selected document is displayed. **To View:** Use the + and – signs to change the size of the document for better viewing. **To Print:** From the **File** menu, click the **Print** function to print the document to your local printer. **To Save:** From the File menu, use the **Save** or **Save As** feature to save the document on your computer. <u>Note:</u> Most eOPF documents contain personally identifiable information and should be protected at all times. When you are finished, click the red '**X**' icon to close the document window.	

Part 2: Sort your Documents

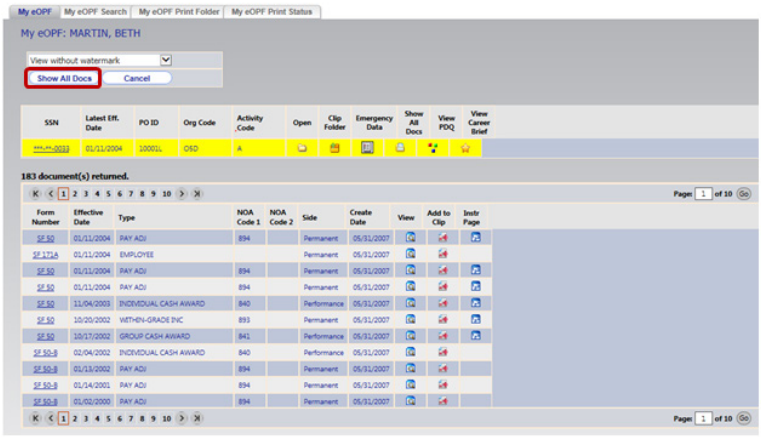
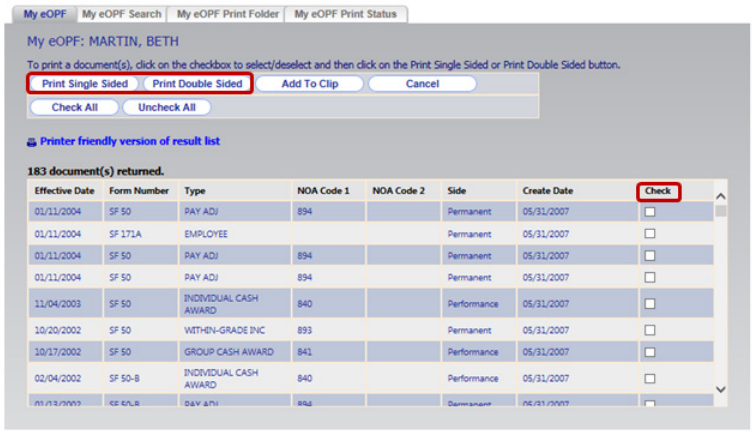
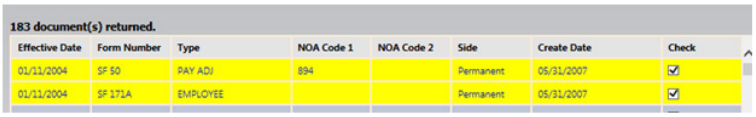
Step	Action	Screen Shot
1	From the **My eOPF** page, you can change the sort order in any column. In this example, the Effective Date column header is highlighted. Click on a column header to sort in descending order. Click again for ascending order. The sort order remains in effect until you either sort by another field or log out of eOPF.	
2	To sort documents alphabetically, click on the headers for Form Number, Form Description, Type, or Side (which is the virtual folder side where the document is assigned).	
3	To sort by date, click on the headers for Effective Date or Create Date (which is the date the document was added to eOPF).	

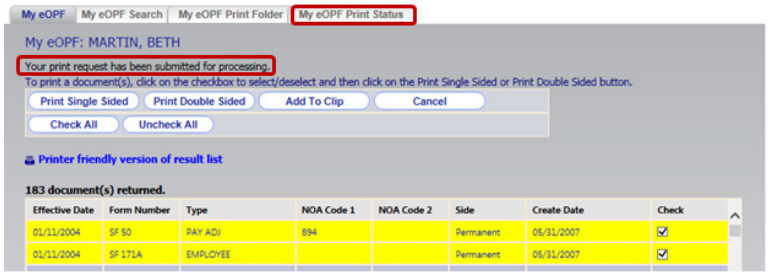
Part 3: Search for Specific Documents

Step	Action	Screen Shot
1	To search for a specific document, click the **My eOPF Search** tab at the top of the page.	
2	The **Search My eOPF** page displays. Enter search criteria in the available fields to retrieve specific documents. The more specific your entered search criteria, the more targeted your search results. Selecting **All Forms** radio button in the **Form** section and selecting **Select All** in the **Folder Sides** check box returns all of the documents in your folder.	
3	Narrow the search by selecting a specific **Form** and/or a specific document **Type** from the drop-down menus. To find your form or type more quickly, you can begin to type the name or number of a Form or a Type into the drop-down text boxes. This will bring up forms beginning with that letter or number.	

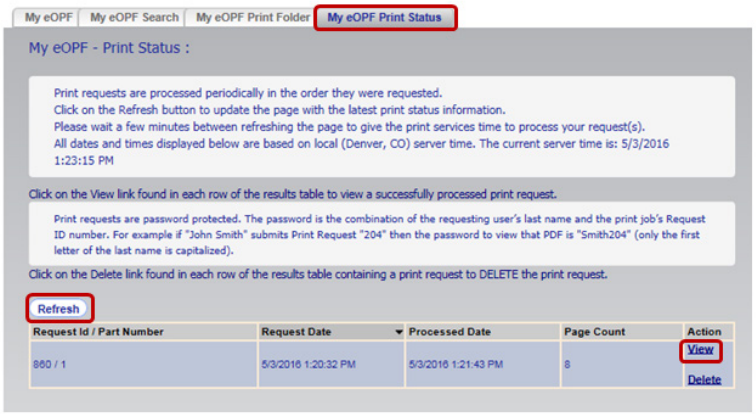
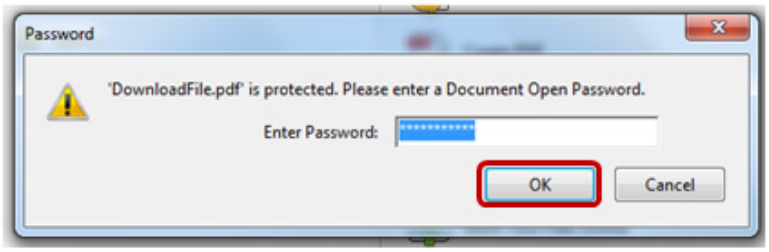
Step	Action	Screen Shot
4	You can search using a **Create Date** (the date the document was added to eOPF). Or, use **Start Effective Date** and **End Effective Date** to target forms with an Effective Date falling within a specified range. To start all over with new search criteria, use the **Clear** button. Once all your criteria are entered, click the **Search** button at either the top or the bottom of the page.	
5	The **My eOPF** page displays with the search results. The documents meeting the entered search criteria are listed.	

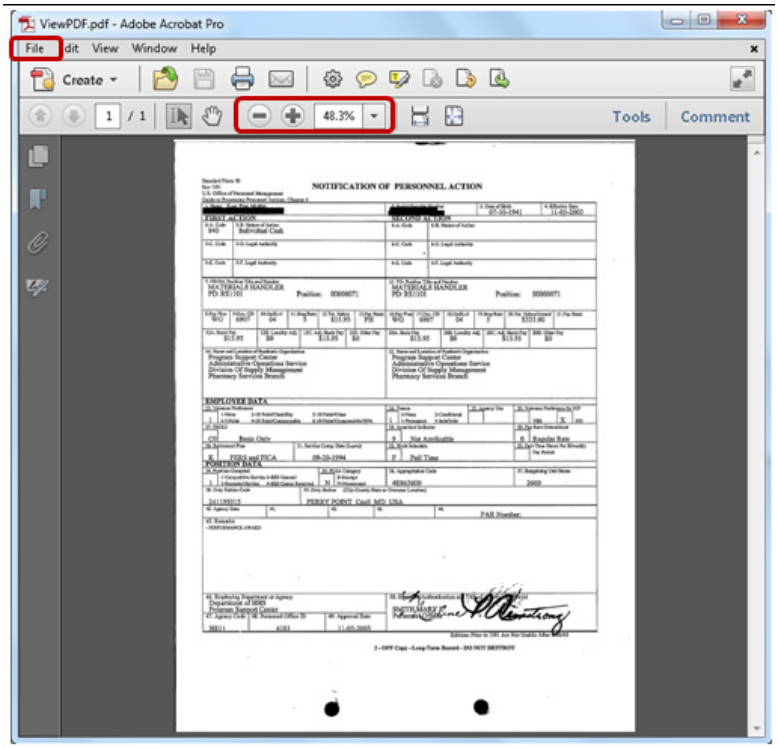
Part 4: Select a Group of Documents

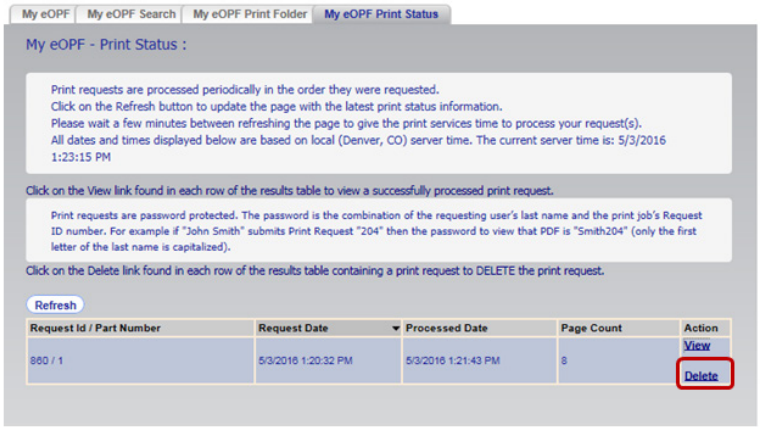
Step	Action	Screen Shot
1	From the **My eOPF** page, you can compile a group of selected documents. For example, you may want to compile all your SF 50 forms for viewing or printing. First, click the **Show All Docs** button.	
2	The page refreshes, with check boxes displayed in the far right column. The documents can be sorted by clicking on the column headers (see Part 2). Place check marks in the boxes for those documents you would like to view or print. The row turns yellow once checked. Identify print preferences by clicking either the **Print Single Sided** or **Print Double Sided** button. **Note:** Clicking **Print Single Sided** or **Print Double Sided** does not send the document to your local printer, but rather compiles the selected documents into a consolidated PDF. You can then print to your local printer using the navigation menu in Adobe Reader.	 Rows selected for printing: 

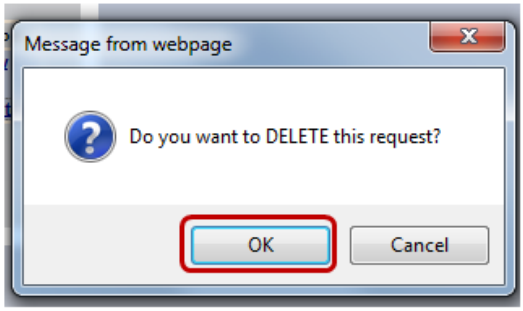
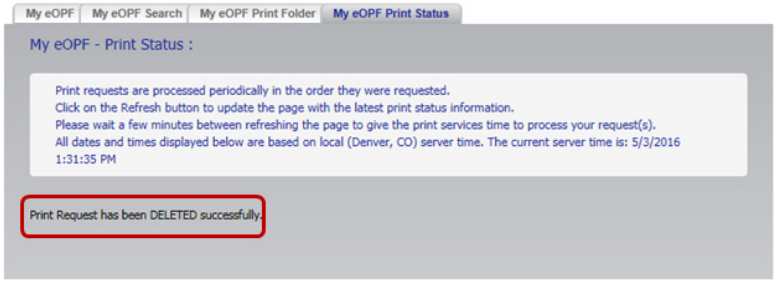
Step	Action	Screen Shot
3	The page refreshes and a message displays indicating, “Your print request has been submitted for processing.” Click the **My eOPF Print Status** tab from the top of the page to view the consolidated documents.	

Part 5: Use Print Status

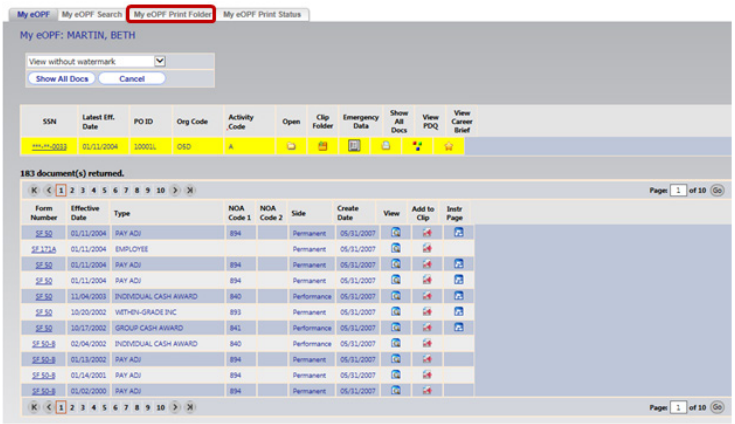
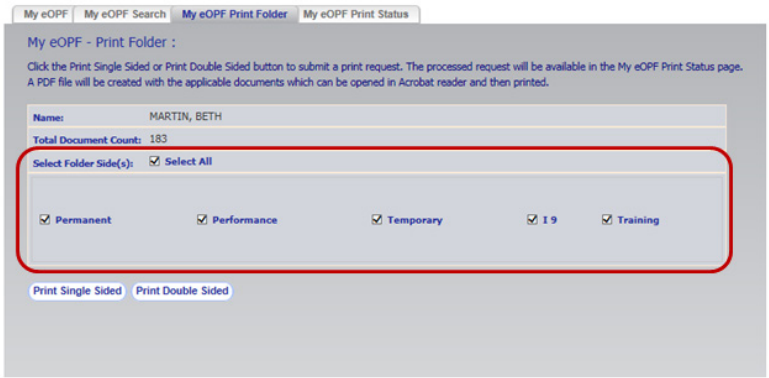
Step	Action	Screen Shot
1	Click on the **My eOPF Print Status** tab to display the **My eOPF Print Status** page. The results list the print requests you have made. **Note:** If you do not see your request, wait a few minutes and click the **Refresh** button. Click the **View** link to open the documents in Adobe Reader.	
2	A file download prompt may display. Your browser may use a different prompt. To view, click the **Open** button.	
3	Print requests are password protected. The password is the combination of the requesting user's last name and the print job's Request ID number. In this example, HR Specialist Abbott Doe submits Print Request 103, then the password to view the PDF is Doe103. (Only the first letter of the last name is capitalized.) Click the **OK** button.	

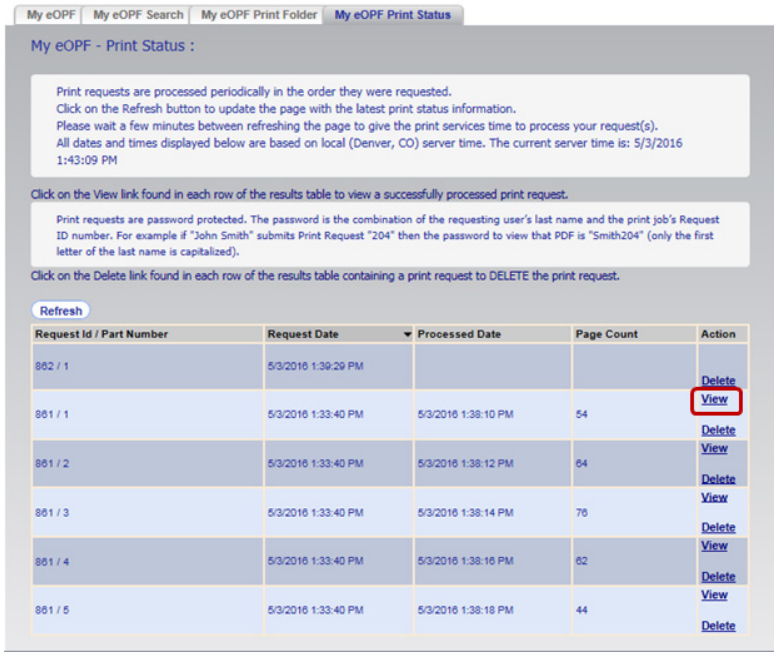
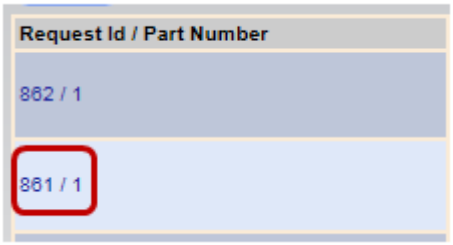
Step	Action	Screen Shot
4	A new window opens in Adobe Reader. **To View:** Use the + and – signs to change the size. **To Print:** From the **File** menu, choose **Print**. **To Save:** From the **File** menu, use the **Save** or **Save As** feature to save the document(s) on your computer. **Note:** Most eOPF documents contain personally identifiable information and should be protected at all times. When you are finished, click the red '**X**' icon to close the document window.	

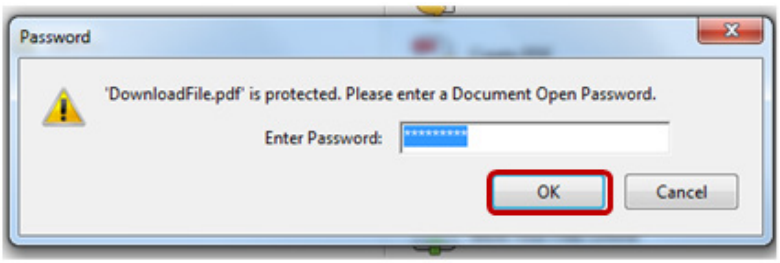
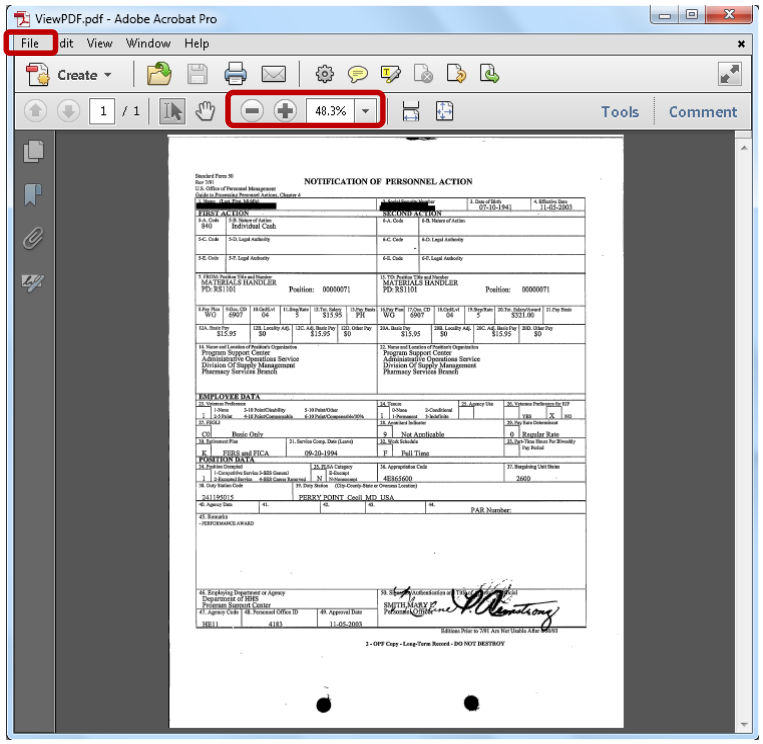
Step	Action	Screen Shot
5	If there is more than one part to your print request, you will need to **View** each part (which includes submitting a password as in Step 3) to continue the printing process. In this example, the print request 105 has 5 parts. **Note:** To avoid the dividing of a print request into parts due to its large size, limit print jobs to only those folders and/or documents necessary. For example, if you need to examine the permanent folder, only select the permanent folder for printing. If you need the permanent and the performance folders, submitting two separate print requests may avoid segmentation.	
4	When you are done using this print request, delete it from the printing queue. Click the **Delete** link in the row of the request you wish to delete. **Note:** The print requests remain on the My eOPF Print Status for a period of seven days at which time they are automatically deleted.	

Step	Action	Screen Shot
5	A confirmation displays asking, “Do you want to DELETE this request?” Click the **OK** button.	
6	A confirmation displays stating “Print Request has been DELETED successfully.” The request no longer displays in the **My eOPF Print Status** table.	

Part 6: Print your Entire eOPF

Step	Action	Screen Shot
1	Click the **My eOPF Print Folder** tab to print your entire eOPF or print only selected virtual folder sides within the eOPF.	
2	The **My eOPF Print Folder** page displays. Select the one or more virtual folders from the **Select Folder Side(s)** window. Or, click the **Select All** checkbox to select all folder sides and print the entire eOPF.	
	Identify print preferences by clicking either the **Print Single Sided** or **Print Double Sided** button. **Note:** Clicking **Print Single Sided** or **Print Double Sided** does not send the document to your local printer, but rather compiles the selected documents into one consolidated PDF. You can then print to your local printer using the navigation menu in Adobe Reader.	

Step	Action	Screen Shot
3	The page refreshes and a message displays indicating, “Your request has been submitted for processing.” Click the **My eOPF Print Status** tab to view your request.	
4	The **My eOPF Print Status** page displays. When a request exceeds the size threshold, the request is divided into two or more parts, as shown in this example. Click on the **View** link in the far right hand column. **Note**: The parts are identified in the **Request ID / Part Number** column. This example shows Request ID 104, Parts 1 and 2.	 Parts of print request: 

Step	Action	Screen Shot
5	A file download prompt may display. Your browser may use a different prompt. To view, click the **Open** button.	
6	Print requests are password protected. The password is the combination of the requesting user's last name and the print job's Request ID number. If HR Specialist Abbott Doe submits a print request that is given Request ID 104, the password to view the PDF is Doe104. Click the **OK** button.	
7	A new window opens in Adobe Reader. **To View:** Use the + and – signs to change the size. **To Print:** From the **File** menu, choose the **Print** function to print the document to your local printer. **To Save:** From the **File** menu, use the **Save** or **Save As** feature to save the document on your computer. When you are finished, click the red '**X**' icon to close the document window.