



## 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/>).

**My eOPF** provides flexibility when searching for documents in your eOPF. From the **My eOPF** button on the main menu, you can access subject tabs which will appear at the top of the screen. The **My eOPF** page lists the details associated with your eOPF and the documents residing on the folder sides to which you have access.

**My eOPF Search** page contains the selection criteria you may use to search for a specific document or a group of documents in your eOPF. Available search fields include:

- Form radio buttons
  - 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 drop-down list

Select a particular form to further filter your search. To locate a particular form quickly, enter the first letter of the form number in the drop-down box. For example, if looking for an SF 50, enter "SF" in the Form drop-down box to jump directly to the forms beginning with "SF."
- Type drop-down list

Select the specific document type related to the form. Types vary depending on the form selected.
- Folder Sides check box

Select the folder or folders for which you want to search. You may also check the Select All box to search on all folders to which you have access.
- Date fields

Allow you to search for documents created on a specific date or with a specific effective date range. Select from:

  - Create Date is the date that a document is added to eOPF.

## Electronic Official Personnel Folder

- 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 a consolidated PDF file. You have the option of printing single or double sided

**My eOPF Print Status** page provides a list of submitted print requests, displaying in the order in which they were submitted. Each print request is assigned a Request Identification number (Request ID). Depending on the size of a request, a print job may be broken into two or more parts. The Request ID is displayed first followed by the part number.

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**


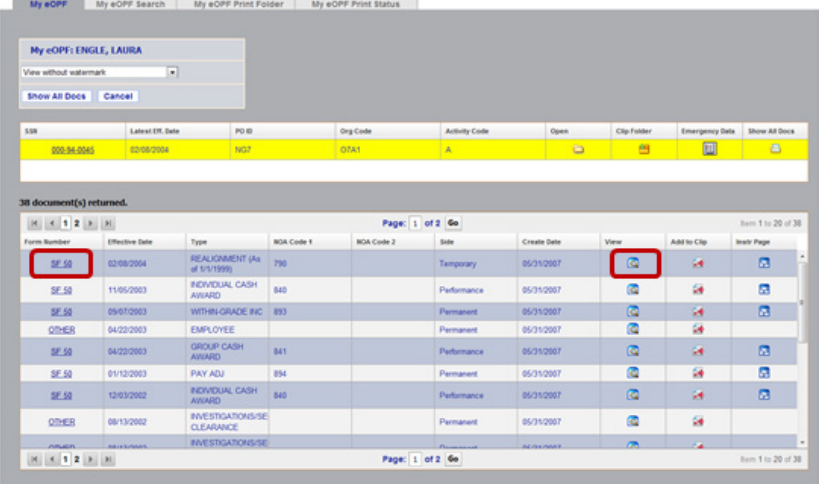
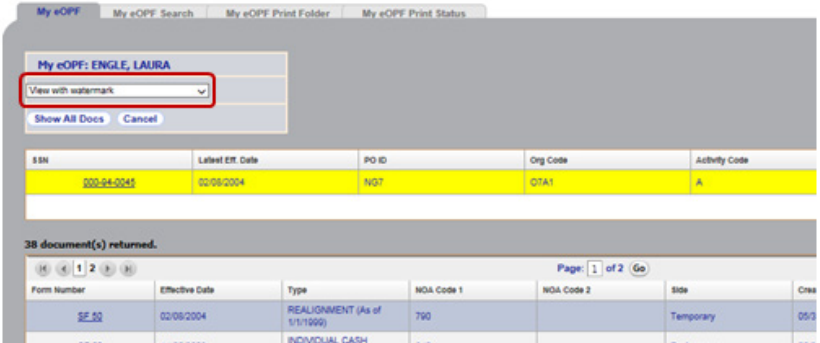
**Part 4: Select a Group of Documents**

**Part 5: Use Print Status**

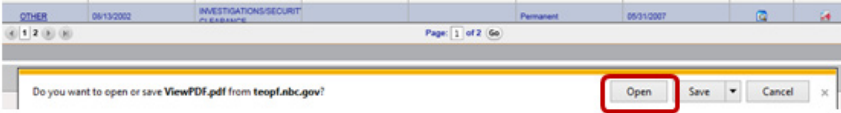
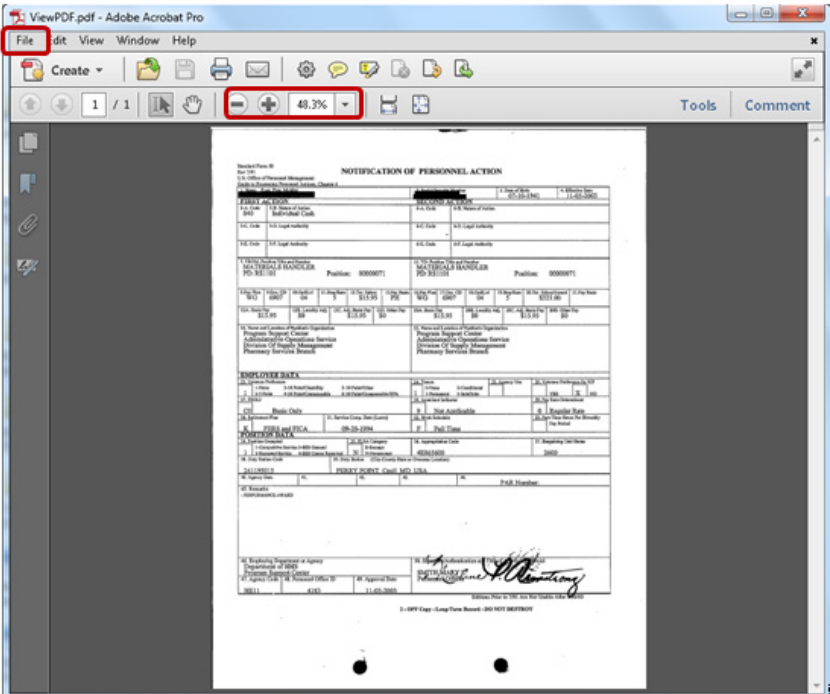
**Part 6: Print your entire eOPF**

# Electronic Official Personnel Folder

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

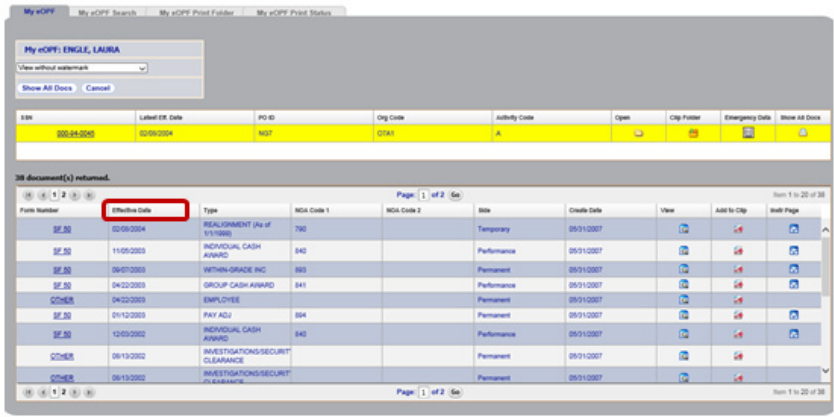
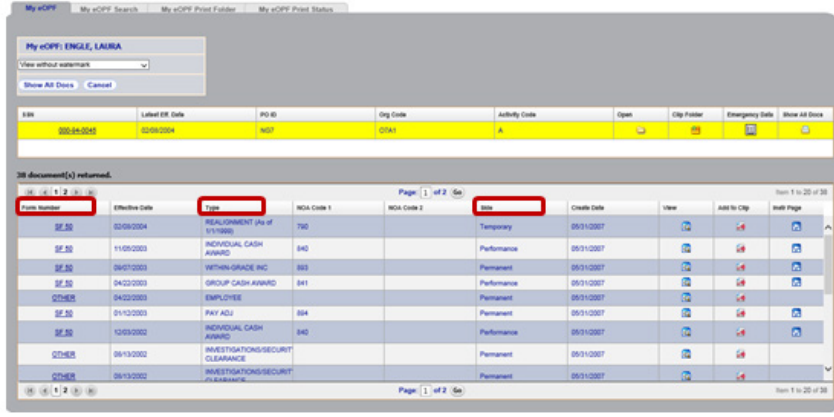
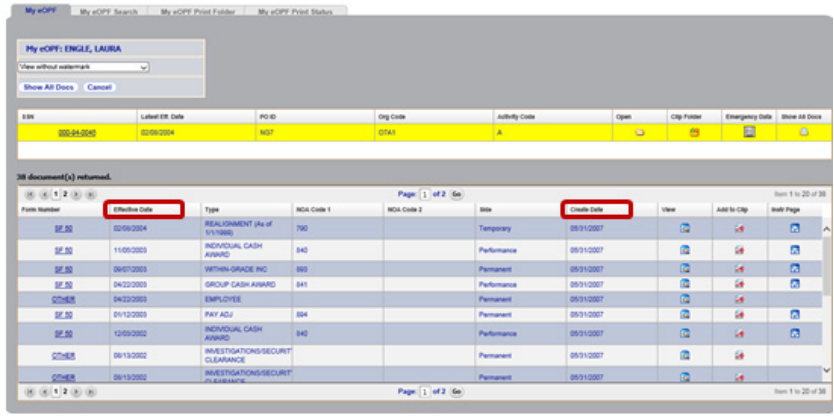
Step	Action	Screen Shot
1	From the eOPF main menu, select <b>My eOPF</b> button.	
2	<p>The <b>My eOPF</b> page displays by default. This page lists documents in your eOPF, in chronological order with the most recent Effective Date first.</p> <p>Depending on your <b>My Profile – General Preferences</b> settings, your screen may display differently than shown here. Please refer to the “eOPF User Guide” for details.</p> <p>To view a document, either click the <b>Form Number</b> or click the <b>View</b> icon.</p>	
3	<p>You can add a watermark to a document by selecting the “View with watermark” option.</p> <p>The watermark displays at the bottom of each page and states that the document is an official document.</p>	

# Electronic Official Personnel Folder

Step	Action	Screen Shot
4	<p>A browser download prompt displays. This example is from Internet Explorer 10. Your browser may use a different prompt.</p> <p>To view, click the <b>Open</b> button.</p>	
5	<p>A new window opens in Adobe Reader. The selected document is displayed.</p> <p><b>To View:</b> Use the + and – signs to change the size of the document for better viewing.</p> <p><b>To Print:</b> From the <b>File</b> menu, click the <b>Print</b> function to print the document to your local printer.</p> <p><b>To Save:</b> From the File menu, use the <b>Save</b> or <b>Save As</b> feature to save the document on your computer.</p> <p><u>Note:</u> This is only recommended on a private computer. Most eOPF documents contain personally identifiable information and should be protected at all times.</p> <p>When you are finished, click the red 'X' icon to close the document.</p>	

# Electronic Official Personnel Folder

## Part 2: Sort your Documents

Step	Action	Screen Shot
1	<p>From the <b>My eOPF</b> page, you can change the sort order in any column. 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.</p>	 <p>The screenshot shows the 'My eOPF' interface for user LAURA ENGLE. Below the user profile, there is a table of documents. The 'Effective Date' column header is highlighted with a red box, indicating that the documents are sorted by this date in descending order. The table lists various document types such as 'REASSIGNMENT (w/ or w/o)', 'INDIVIDUAL CASH AWARD', 'WITHIN-GRADE INC', 'GROUP CASH AWARD', 'EMPLOYEE', 'PAY ADJ', and 'INVESTIGATIONS/SECURITY CLEARANCE'.</p>
2	<p>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).</p>	 <p>The screenshot shows the 'My eOPF' interface for user LAURA ENGLE. The document list is now sorted alphabetically by 'Form Number'. The 'Form Number' column header is highlighted with a red box. The document types and descriptions are the same as in the previous screenshot.</p>
3	<p>To sort by date, click on the headers for Effective Date or Create Date (which is the date the document was added to eOPF).</p>	 <p>The screenshot shows the 'My eOPF' interface for user LAURA ENGLE. The document list is now sorted by 'Create Date' in descending order. The 'Create Date' column header is highlighted with a red box. The document types and descriptions are the same as in the previous screenshots.</p>

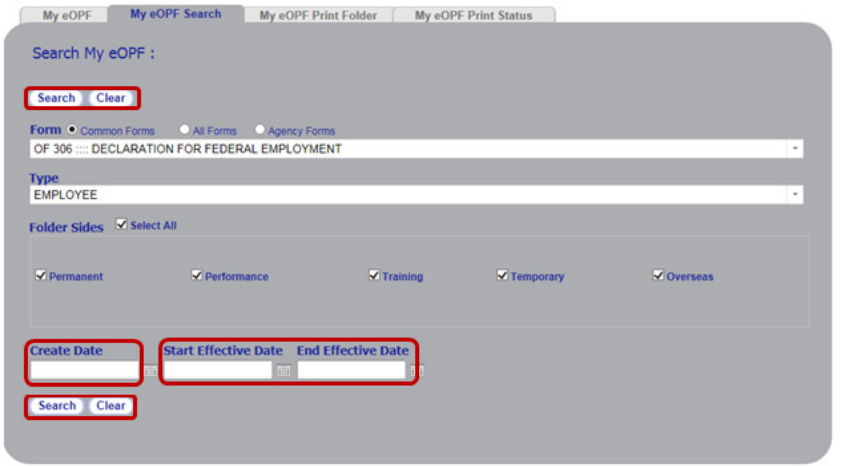
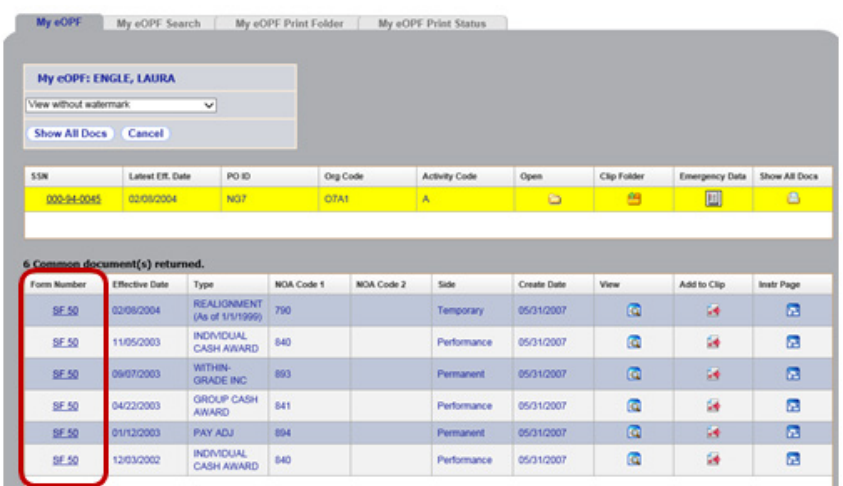
# Electronic Official Personnel Folder

## Part 3: Search for Specific Documents

Step	Action	Screen Shot
1	<p>To search for a specific document, click the <b>My eOPF Search</b> tab at the top of the page.</p>	
2	<p>The <b>Search My eOPF</b> page displays.</p> <p>Enter search criteria in the available fields to retrieve specific documents. The more specific your entered search criteria, the more targeted your search results.</p> <p>Selecting <b>All Forms</b> radio button in the <b>Form</b> section and selecting <b>Select All</b> in the <b>Folder Sides</b> check box returns all of the documents in your folder.</p>	
3	<p>Narrow the search by selecting a specific <b>Form</b> and/or a specific document <b>Type</b> from the drop-down menus.</p> <p>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.</p>	

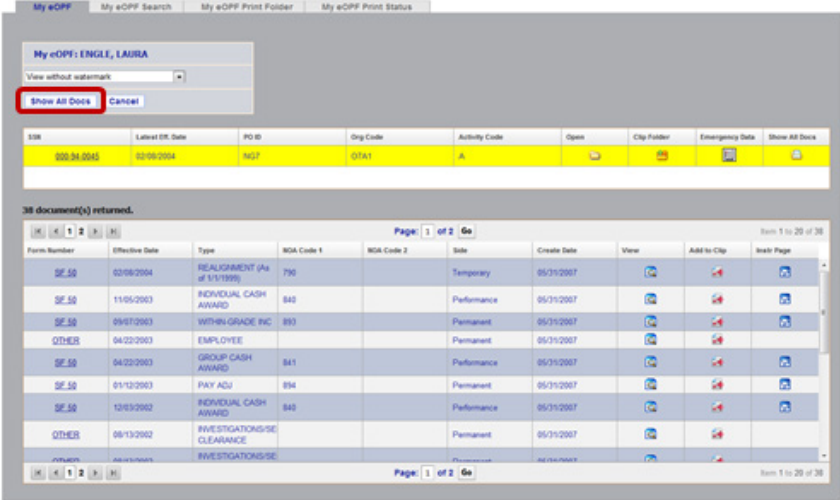



# Electronic Official Personnel Folder

Step	Action	Screen Shot																																																																						
4	<p>You can search using a <b>Create Date</b> (the date the document was added to eOPF). Or, use <b>Start Effective Date</b> and <b>End Effective Date</b> to target forms with an Effective Date falling within a specified range.</p> <p>To start all over with new search criteria, use the <b>Clear</b> button.</p> <p>Once all your criteria are entered, click the <b>Search</b> button at either the top or the bottom of the page.</p>																																																																							
5	<p>The <b>My eOPF</b> page displays with the search results. The documents meeting the entered search criteria are listed.</p>	 <table border="1"> <thead> <tr> <th>Form Number</th> <th>Effective Date</th> <th>Type</th> <th>NOA Code 1</th> <th>NOA Code 2</th> <th>Side</th> <th>Create Date</th> <th>View</th> <th>Add to Clip</th> <th>Instr Page</th> </tr> </thead> <tbody> <tr> <td>SF_50</td> <td>02/08/2004</td> <td>REALIGNMENT (As of 1/1/1999)</td> <td>790</td> <td></td> <td>Temporary</td> <td>05/31/2007</td> <td></td> <td></td> <td></td> </tr> <tr> <td>SF_50</td> <td>11/05/2003</td> <td>INDIVIDUAL CASH AWARD</td> <td>840</td> <td></td> <td>Performance</td> <td>05/31/2007</td> <td></td> <td></td> <td></td> </tr> <tr> <td>SF_50</td> <td>09/07/2003</td> <td>WITHIN-GRADE INC</td> <td>893</td> <td></td> <td>Permanent</td> <td>05/31/2007</td> <td></td> <td></td> <td></td> </tr> <tr> <td>SF_50</td> <td>04/22/2003</td> <td>GROUP CASH AWARD</td> <td>841</td> <td></td> <td>Performance</td> <td>05/31/2007</td> <td></td> <td></td> <td></td> </tr> <tr> <td>SF_50</td> <td>01/12/2003</td> <td>PAY ADJ</td> <td>894</td> <td></td> <td>Permanent</td> <td>05/31/2007</td> <td></td> <td></td> <td></td> </tr> <tr> <td>SF_50</td> <td>12/03/2002</td> <td>INDIVIDUAL CASH AWARD</td> <td>840</td> <td></td> <td>Performance</td> <td>05/31/2007</td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Form Number	Effective Date	Type	NOA Code 1	NOA Code 2	Side	Create Date	View	Add to Clip	Instr Page	SF_50	02/08/2004	REALIGNMENT (As of 1/1/1999)	790		Temporary	05/31/2007				SF_50	11/05/2003	INDIVIDUAL CASH AWARD	840		Performance	05/31/2007				SF_50	09/07/2003	WITHIN-GRADE INC	893		Permanent	05/31/2007				SF_50	04/22/2003	GROUP CASH AWARD	841		Performance	05/31/2007				SF_50	01/12/2003	PAY ADJ	894		Permanent	05/31/2007				SF_50	12/03/2002	INDIVIDUAL CASH AWARD	840		Performance	05/31/2007			
Form Number	Effective Date	Type	NOA Code 1	NOA Code 2	Side	Create Date	View	Add to Clip	Instr Page																																																															
SF_50	02/08/2004	REALIGNMENT (As of 1/1/1999)	790		Temporary	05/31/2007																																																																		
SF_50	11/05/2003	INDIVIDUAL CASH AWARD	840		Performance	05/31/2007																																																																		
SF_50	09/07/2003	WITHIN-GRADE INC	893		Permanent	05/31/2007																																																																		
SF_50	04/22/2003	GROUP CASH AWARD	841		Performance	05/31/2007																																																																		
SF_50	01/12/2003	PAY ADJ	894		Permanent	05/31/2007																																																																		
SF_50	12/03/2002	INDIVIDUAL CASH AWARD	840		Performance	05/31/2007																																																																		

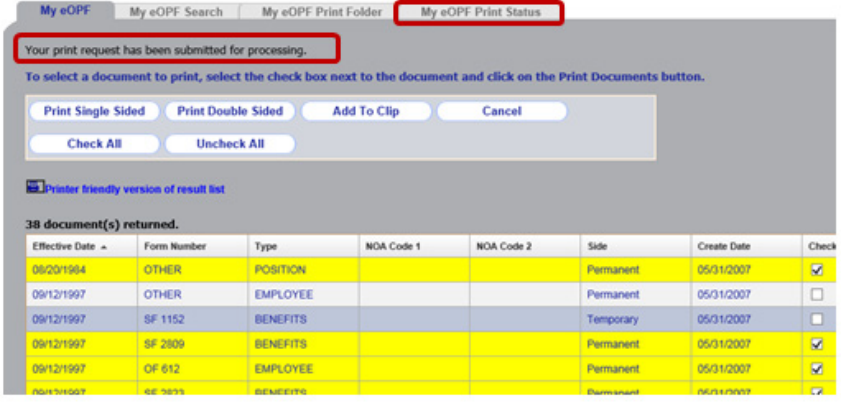
# Electronic Official Personnel Folder

## Part 4: Select a Group of Documents

Step	Action	Screen Shot
1	<p>From the <b>My eOPF</b> 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.</p> <p>First, click the <b>Show All Docs</b> button.</p>	 <p>The screenshot shows the My eOPF interface for user LAURA ENGLE. A 'Show All Docs' button is highlighted with a red box. Below it is a table with columns: EOE, Latest Eff. Date, PO ID, Org Code, Activity Code, Open, Clip Folder, Emergency Date, and Show All Docs. The first row is highlighted in yellow. Below the table, it says '38 document(s) returned.' and shows a list of documents with columns: Form Number, Effective Date, Type, NOA Code 1, NOA Code 2, Title, Create Date, View, Add to Clip, and Print Page. The first row is highlighted in blue.</p>
2	<p>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).</p> <p>Place check marks in the boxes for those documents you would like to view or print. Identify print preferences by clicking either the <b>Print Single Sided</b> or <b>Print Double Sided</b> button.</p> <p><b>Note:</b> Clicking <b>Print Single Sided</b> or <b>Print Double Sided</b> 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.</p>	 <p>The screenshot shows the My eOPF interface with a dialog box for printing. The 'Print Single Sided' and 'Print Double Sided' buttons are highlighted with a red box. Below the dialog box, it says '38 document(s) returned.' and shows a list of documents with columns: Effective Date, Form Number, Type, NOA Code 1, NOA Code 2, Title, Create Date, and a 'Check' box. The first row is highlighted in blue, and the 'Check' box is highlighted with a red box.</p>

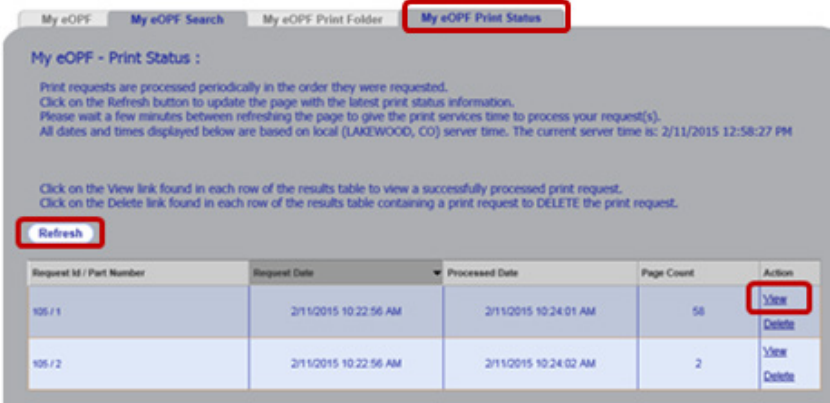



# Electronic Official Personnel Folder

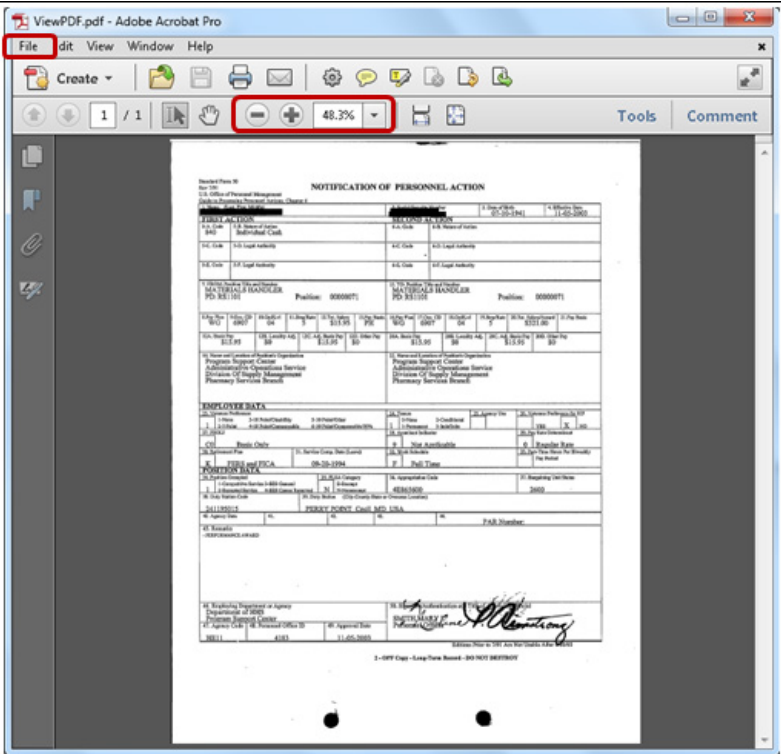

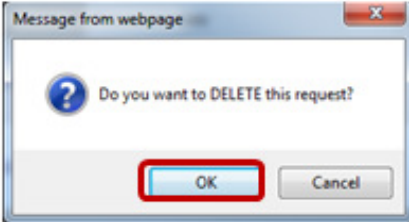
Step	Action	Screen Shot																																																
3	<p>The page refreshes and a message displays indicating, "Your print request has been submitted for processing."</p> <p>Click the <b>My eOPF Print Status</b> tab from the top of the page to view the consolidated documents.</p>	 <p>The screenshot shows the 'My eOPF Print Status' tab selected. A message states: 'Your print request has been submitted for processing.' Below this are buttons for 'Print Single Sided', 'Print Double Sided', 'Add To Clip', 'Cancel', 'Check All', and 'Uncheck All'. A table titled '38 document(s) returned.' is visible, with columns for Effective Date, Form Number, Type, NOA Code 1, NOA Code 2, Side, Create Date, and Check. The table contains several rows of document information.</p> <table border="1"> <thead> <tr> <th>Effective Date</th> <th>Form Number</th> <th>Type</th> <th>NOA Code 1</th> <th>NOA Code 2</th> <th>Side</th> <th>Create Date</th> <th>Check</th> </tr> </thead> <tbody> <tr> <td>08/20/1994</td> <td>OTHER</td> <td>POSITION</td> <td></td> <td></td> <td>Permanent</td> <td>05/31/2007</td> <td><input checked="" type="checkbox"/></td> </tr> <tr> <td>09/12/1997</td> <td>OTHER</td> <td>EMPLOYEE</td> <td></td> <td></td> <td>Permanent</td> <td>05/31/2007</td> <td><input type="checkbox"/></td> </tr> <tr> <td>09/12/1997</td> <td>SF 1152</td> <td>BENEFITS</td> <td></td> <td></td> <td>Temporary</td> <td>05/31/2007</td> <td><input type="checkbox"/></td> </tr> <tr> <td>09/12/1997</td> <td>SF 2809</td> <td>BENEFITS</td> <td></td> <td></td> <td>Permanent</td> <td>05/31/2007</td> <td><input checked="" type="checkbox"/></td> </tr> <tr> <td>09/12/1997</td> <td>OF 812</td> <td>EMPLOYEE</td> <td></td> <td></td> <td>Permanent</td> <td>05/31/2007</td> <td><input checked="" type="checkbox"/></td> </tr> </tbody> </table>	Effective Date	Form Number	Type	NOA Code 1	NOA Code 2	Side	Create Date	Check	08/20/1994	OTHER	POSITION			Permanent	05/31/2007	<input checked="" type="checkbox"/>	09/12/1997	OTHER	EMPLOYEE			Permanent	05/31/2007	<input type="checkbox"/>	09/12/1997	SF 1152	BENEFITS			Temporary	05/31/2007	<input type="checkbox"/>	09/12/1997	SF 2809	BENEFITS			Permanent	05/31/2007	<input checked="" type="checkbox"/>	09/12/1997	OF 812	EMPLOYEE			Permanent	05/31/2007	<input checked="" type="checkbox"/>
Effective Date	Form Number	Type	NOA Code 1	NOA Code 2	Side	Create Date	Check																																											
08/20/1994	OTHER	POSITION			Permanent	05/31/2007	<input checked="" type="checkbox"/>																																											
09/12/1997	OTHER	EMPLOYEE			Permanent	05/31/2007	<input type="checkbox"/>																																											
09/12/1997	SF 1152	BENEFITS			Temporary	05/31/2007	<input type="checkbox"/>																																											
09/12/1997	SF 2809	BENEFITS			Permanent	05/31/2007	<input checked="" type="checkbox"/>																																											
09/12/1997	OF 812	EMPLOYEE			Permanent	05/31/2007	<input checked="" type="checkbox"/>																																											

# Electronic Official Personnel Folder


## Part 5: Use Print Status

Step	Action	Screen Shot															
1	<p>Click on the <b>My eOPF Print Status</b> tab to display the <b>My eOPF – Print Status</b> page. The results list the print requests you have made.</p> <p><b>Note:</b> If you do not see your request, wait a few minutes and click the <b>Refresh</b> button.</p> <p>Click the <b>View</b> link to open the documents in Adobe Reader.</p>	 <p>My eOPF - Print Status :</p> <p>Print requests are processed periodically in the order they were requested.          Click on the Refresh button to update the page with the latest print status information.          Please wait a few minutes between refreshing the page to give the print services time to process your request(s).          All dates and times displayed below are based on local (LAKEWOOD, CO) server time. The current server time is: 2/11/2015 12:58:27 PM</p> <p>Click on the View link found in each row of the results table to view a successfully processed print request.          Click on the Delete link found in each row of the results table containing a print request to DELETE the print request.</p> <p>Refresh</p> <table border="1"> <thead> <tr> <th>Request # / Part Number</th> <th>Request Date</th> <th>Processed Date</th> <th>Page Count</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>105 / 1</td> <td>2/11/2015 10:22:56 AM</td> <td>2/11/2015 10:24:01 AM</td> <td>58</td> <td>View Delete</td> </tr> <tr> <td>105 / 2</td> <td>2/11/2015 10:22:56 AM</td> <td>2/11/2015 10:24:02 AM</td> <td>2</td> <td>View Delete</td> </tr> </tbody> </table>	Request # / Part Number	Request Date	Processed Date	Page Count	Action	105 / 1	2/11/2015 10:22:56 AM	2/11/2015 10:24:01 AM	58	View Delete	105 / 2	2/11/2015 10:22:56 AM	2/11/2015 10:24:02 AM	2	View Delete
Request # / Part Number	Request Date	Processed Date	Page Count	Action													
105 / 1	2/11/2015 10:22:56 AM	2/11/2015 10:24:01 AM	58	View Delete													
105 / 2	2/11/2015 10:22:56 AM	2/11/2015 10:24:02 AM	2	View Delete													
2	<p>A file download prompt displays. This browser prompt example is from Internet Explorer 10. Your browser may use a different prompt.</p> <p>To view, click the <b>Open</b> button.</p>	 <p>Do you want to open or save Downloadfile.pdf from teopf.nbc.gov?</p> <p>Open Save Cancel</p>															

# Electronic Official Personnel Folder

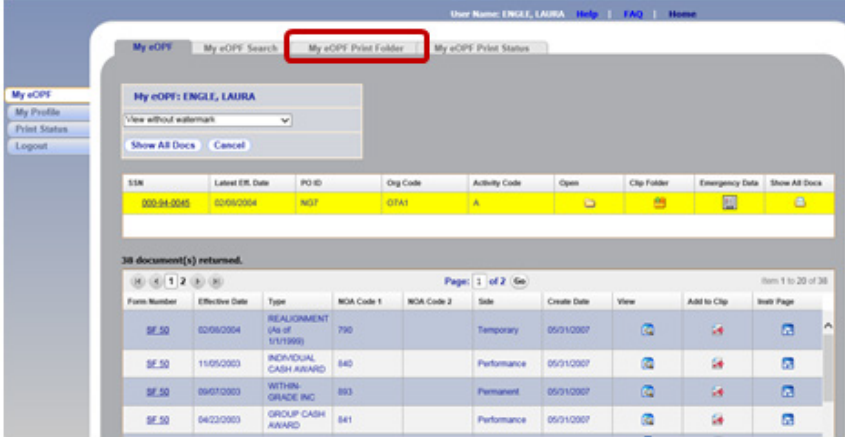
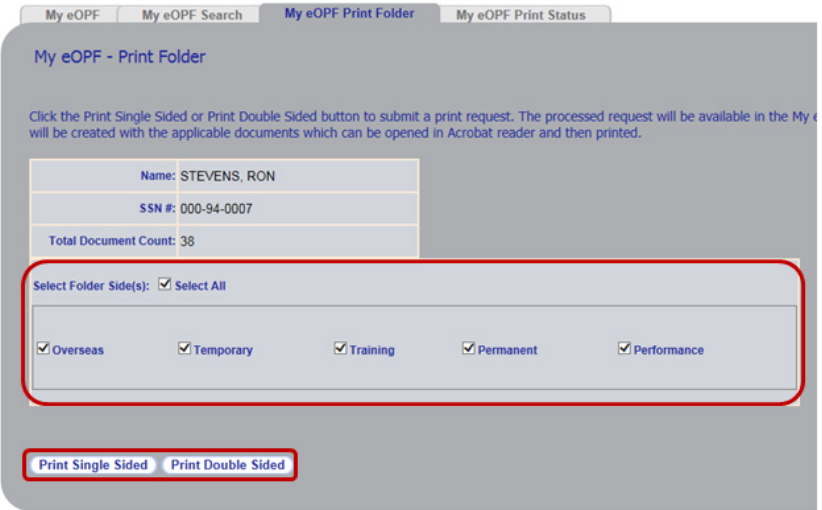
Step	Action	Screen Shot
3	<p>A new window opens in Adobe Reader.</p> <p><b>To View:</b> Use the + and – signs to change the size.</p> <p><b>To Print:</b> From the <b>File</b> menu, choose <b>Print</b>.</p> <p><b>To Save:</b> From the <b>File</b> menu, use the <b>Save</b> or <b>Save As</b> feature to save the document(s) on your computer.</p> <p><u>Note:</u> This is only recommended on a private computer. Most eOPF documents contain personally identifiable information and should be protected at all times.</p> <p>Click the 'X' icon to close the document.</p>	
4	<p>When you are done using this print request, delete it from the printing queue. Click the <b>Delete</b> link in the row of the request you wish to delete.</p> <p>Note – The print requests remain on the My eOPF Print Status for a period of 7 days at which time they are automatically deleted.</p>	
5	<p>A confirmation displays asking, “Do you want to DELETE this request?”</p> <p>Click the <b>OK</b> button.</p>	

# Electronic Official Personnel Folder

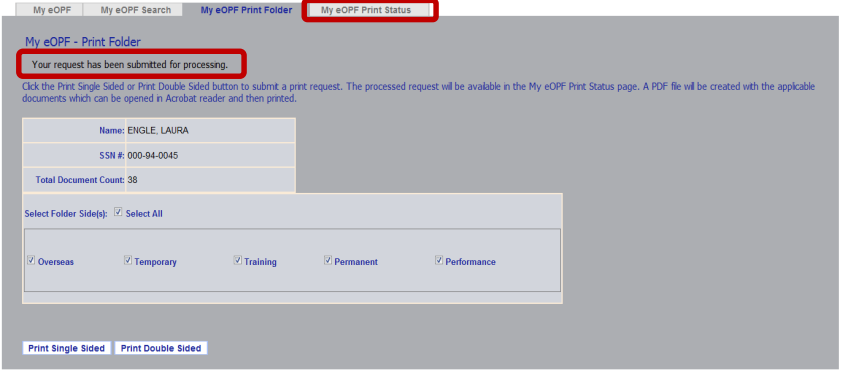

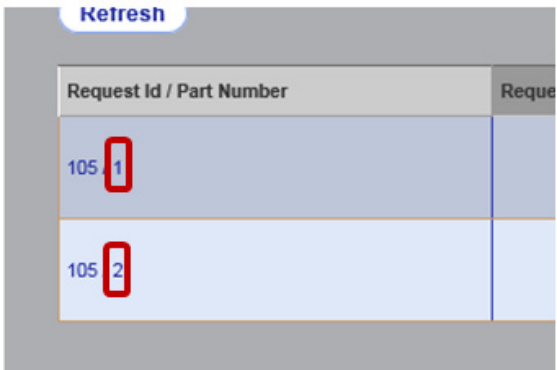
Step	Action	Screen Shot										
6	A confirmation displays stating "Print Request has been DELETED successfully." The request no longer displays in the <b>My eOPF – Print Status</b> table.	 <p>The screenshot shows the 'My eOPF - Print Status' page. At the top, there are navigation tabs: 'My eOPF', 'My eOPF Search', 'My eOPF Print Folder', and 'My eOPF Print Status'. Below the tabs, the page title is 'My eOPF - Print Status :'. A message states: 'Print requests are processed periodically in the order they were requested. Click on the Refresh button to update the page with the latest print status information. Please wait a few minutes between refreshing the page to give the print services time to process your request(s). All dates and times displayed below are based on local (LAKEWOOD, CO) server time. The current server time is: 6/18/2014 7:26:36 AM'. A red box highlights the message: 'Print Request has been DELETED successfully.'. Below this is a 'Refresh' button. A table follows with the following data:</p> <table border="1"> <thead> <tr> <th>Request # / Part Number</th> <th>Request Date</th> <th>Processed Date</th> <th>Page Count</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>140 / 1</td> <td>6/18/2014 7:07:35 AM</td> <td>6/18/2014 7:07:52 AM</td> <td>6</td> <td><a href="#">View</a> <a href="#">Delete</a></td> </tr> </tbody> </table>	Request # / Part Number	Request Date	Processed Date	Page Count	Action	140 / 1	6/18/2014 7:07:35 AM	6/18/2014 7:07:52 AM	6	<a href="#">View</a> <a href="#">Delete</a>
Request # / Part Number	Request Date	Processed Date	Page Count	Action								
140 / 1	6/18/2014 7:07:35 AM	6/18/2014 7:07:52 AM	6	<a href="#">View</a> <a href="#">Delete</a>								

# Electronic Official Personnel Folder

## Part 6: Print your Entire eOPF

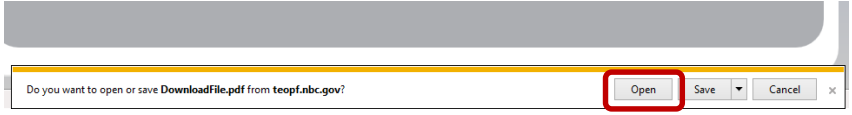
Step	Action	Screen Shot
1	<p>Click the <b>My eOPF Print Folder</b> tab to print your entire eOPF or print only selected virtual folder sides within the eOPF.</p>	
2	<p>The <b>My eOPF – Print Folder</b> page displays.</p> <p>Select the one or more virtual folders from the <b>Select Folder Side(s)</b> window. Or, click the <b>Select All</b> checkbox to select all folder sides you have access to and print the entire eOPF.</p> <p>Identify print preferences by clicking either the <b>Print Single Sided</b> or <b>Print Double Sided</b> button.</p> <p>Note: Clicking <b>Print Single Sided</b> or <b>Print Double Sided</b> 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.</p>	

# Electronic Official Personnel Folder

Step	Action	Screen Shot
3	<p>The page refreshes and a message displays indicating, "Your request has been submitted for processing."</p> <p>Click the <b>My eOPF Print Status</b> tab to view your request.</p>	
4	<p>The <b>My eOPF Print Status</b> page displays.</p> <p>When a request exceeds the size threshold, the request is broken out into two or more parts, as shown in this example.</p> <p>Click on the <b>View</b> link in the far right hand column.</p> <p><b>Note:</b> The parts are identified in the <b>Request ID / Part Number</b> column. This example shows Request ID 105, Parts 1 and 2.</p>	 <p><b>Parts of Print Folder request:</b></p> 



# Electronic Official Personnel Folder

Step	Action	Screen Shot
5	<p>A file download prompt displays. This browser prompt example is from Internet Explorer 10. Your browser may use a different prompt.</p> <p>To view, click the <b>Open</b> button.</p>	
6	<p>A new window opens in Adobe Reader.</p> <p><b>To View:</b> Use the + and – signs to change the size.</p> <p><b>To Print:</b> From the <b>File</b> menu, choose the <b>Print</b> function to print the document to your local printer.</p> <p><b>To Save:</b> From the <b>File</b> menu, use the <b>Save</b> or <b>Save As</b> feature to save the document on your computer.</p> <p>When you are finished, click the 'X' icon to close the document.</p>	