



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.

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- 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

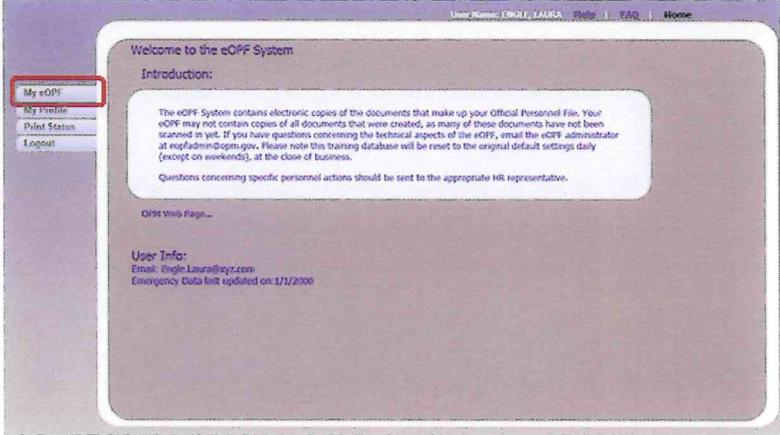
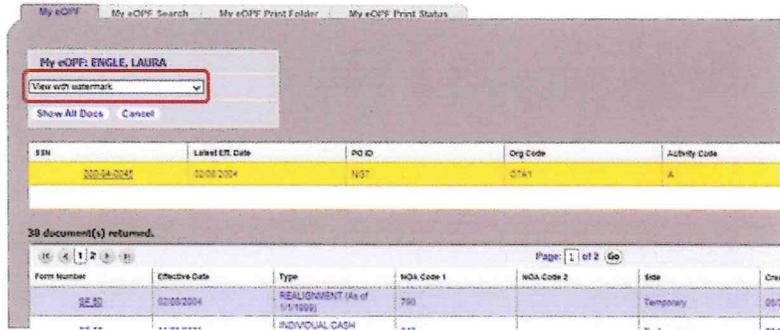
Part 4: Select a Group of Documents

Part 5: Use Print Status

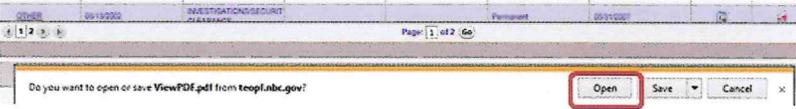
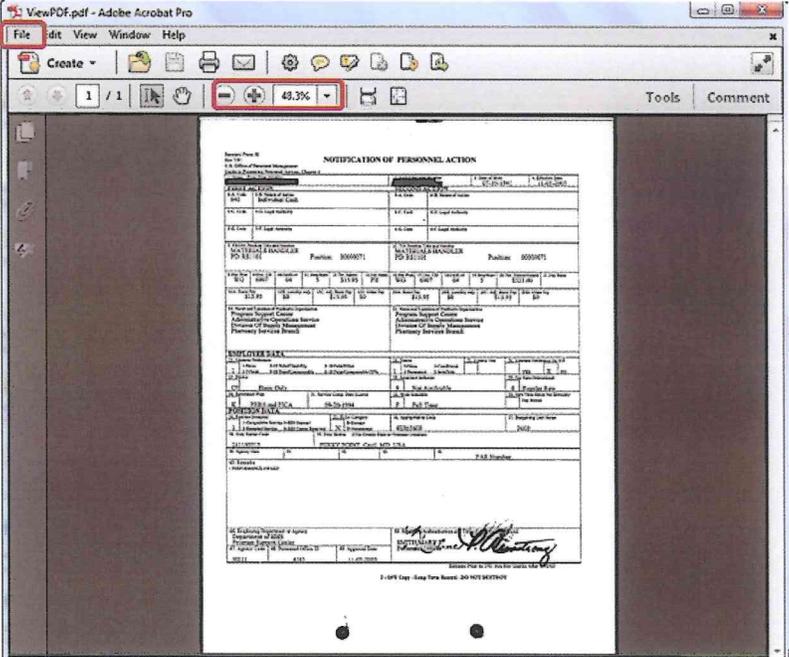
Part 6: Print your entire eOPF

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

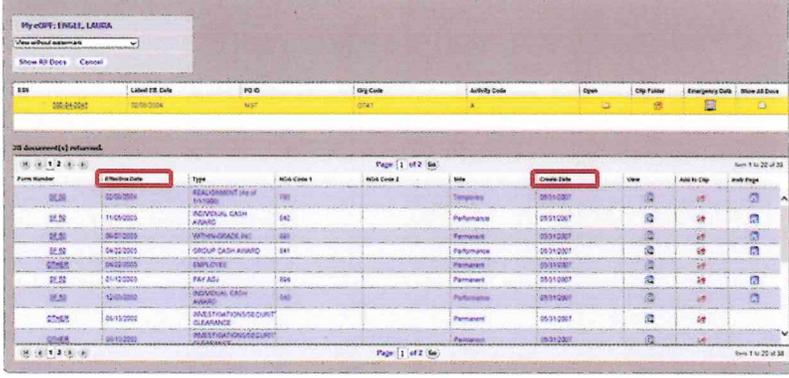
Step	Action	Screen Shot
1	From the eOPF main menu, select My eOPF button.	
2	<p>The My eOPF page displays by default. This page lists documents in your eOPF, in chronological order with the most recent Effective Date first.</p> <p>Depending on your My Profile – General Preferences settings, your screen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

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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 Open button.</p>	
5	<p>A new window opens in Adobe Reader. The selected document is displayed.</p> <p>To View: Use the + and – signs to change the size of the document for better viewing.</p> <p>To Print: From the File menu, click the Print function to print the document to your local printer.</p> <p>To Save: From the File menu, use the Save or Save As feature to save the document on your computer.</p> <p>Note: 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>	

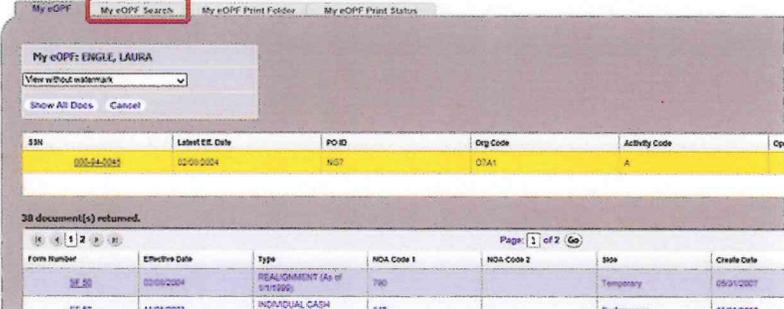
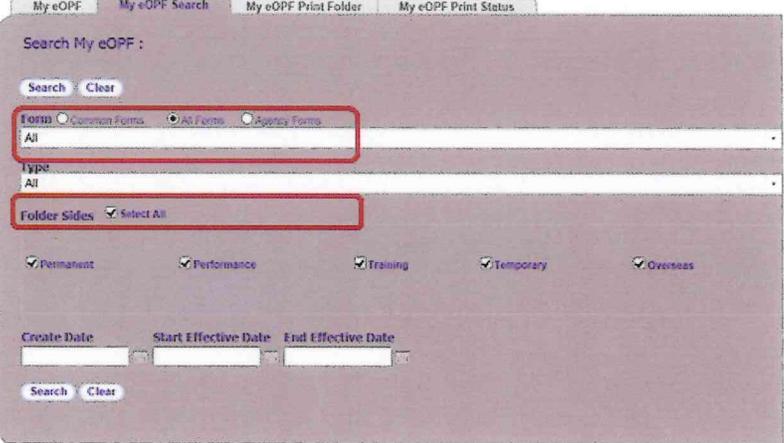
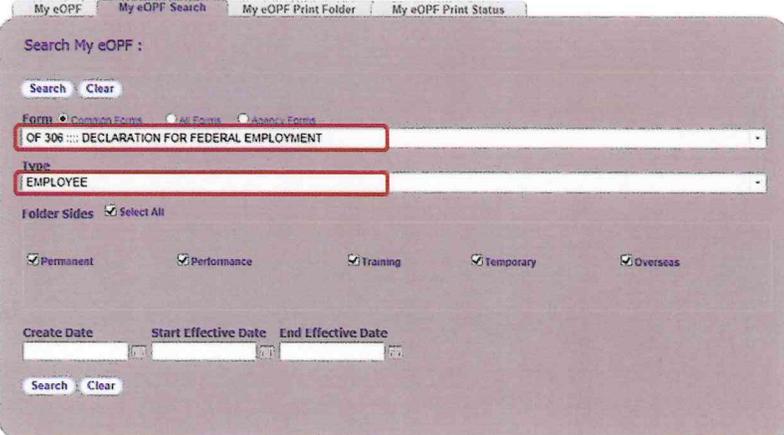
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Part 2: Sort your Documents

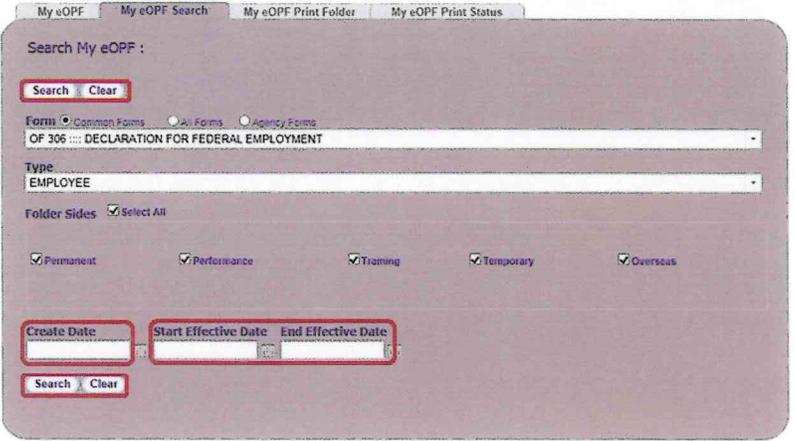
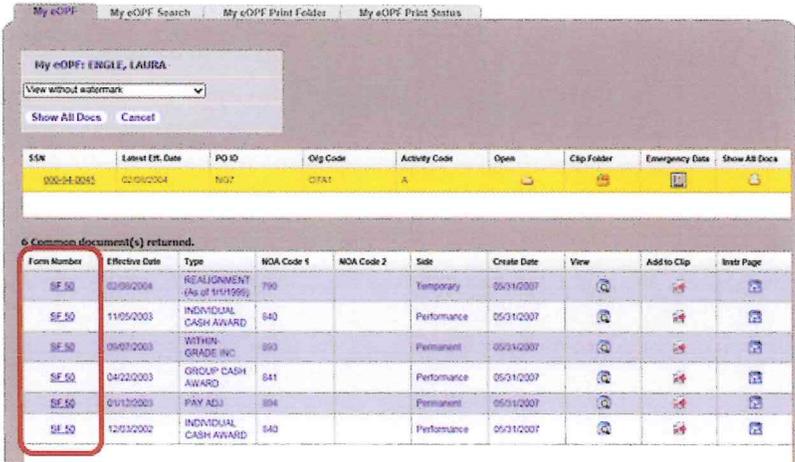
Step	Action	Screen Shot
1	<p>From the My eOPF page, you can change the sort order in any column. Click on a column header to sort in descending order. Click again for ascending order. The sort order remains in effect until you either sort by another field or log out of eOPF.</p>	
2	<p>To sort documents 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>	
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>	

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Part 3: Search for Specific Documents

Step	Action	Screen Shot
1	<p>To search for a specific document, click the My eOPF Search tab at the top of the page.</p>	 <p>The screenshot shows the 'My eOPF Search' tab highlighted in the top navigation bar. Below the navigation bar, there is a search interface for 'My eOPF: ENGLE, LAURA'. It includes a search bar with a dropdown menu set to 'View without watermark', 'Show All Docs', and 'Cancel' buttons. Below this is a table with columns: SSN, Latest Eff. Date, PO ID, Org Code, and Activity Code. The first row is highlighted in yellow with values: 000245042, 02/01/2004, NS7, OTA1, and A. Below the table, it says '28 document(s) returned.' and shows a pagination control for 'Page: 1 of 2'. At the bottom, there is another table with columns: Form Number, Effective Date, Type, NDA Code 1, NDA Code 2, SDO, and Create Date. The first row shows 'SE 80', '02/01/2004', 'REALIGNMENT (As of 1/1/1995)', '780', 'Performance', 'Temporary', and '05/01/2007'. The second row shows 'CE 40', '11/14/1993', 'INDIVIDUAL CASH', '624', 'Performance', and '04/14/1997'.</p>
2	<p>The Search My eOPF 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 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.</p>	 <p>The screenshot shows the 'Search My eOPF' page. It has a search bar with 'Search' and 'Clear' buttons. Below the search bar are three radio buttons: 'Common Forms', 'All Forms', and 'Agency Forms'. The 'All Forms' radio button is selected and highlighted with a red box. Below the radio buttons is a dropdown menu for 'Form' with 'All' selected and highlighted with a red box. Below the dropdown menu is another dropdown menu for 'Type' with 'All' selected. Below the 'Type' dropdown is a 'Folder Sides' section with a 'Select All' checkbox checked and highlighted with a red box. Below the 'Folder Sides' section are five checkboxes: 'Permanent', 'Performance', 'Training', 'Temporary', and 'Overseas', all of which are checked. Below these checkboxes are three date input fields: 'Create Date', 'Start Effective Date', and 'End Effective Date'. At the bottom are 'Search' and 'Clear' buttons.</p>
3	<p>Narrow the search by selecting a specific Form and/or a specific document Type 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>	 <p>The screenshot shows the 'Search My eOPF' page. It has a search bar with 'Search' and 'Clear' buttons. Below the search bar are three radio buttons: 'Common Forms', 'All Forms', and 'Agency Forms'. The 'All Forms' radio button is selected. Below the radio buttons is a dropdown menu for 'Form' with 'OF 306 : DECLARATION FOR FEDERAL EMPLOYMENT' selected and highlighted with a red box. Below the dropdown menu is another dropdown menu for 'Type' with 'EMPLOYEE' selected and highlighted with a red box. Below the 'Type' dropdown is a 'Folder Sides' section with a 'Select All' checkbox checked. Below the 'Folder Sides' section are five checkboxes: 'Permanent', 'Performance', 'Training', 'Temporary', and 'Overseas', all of which are checked. Below these checkboxes are three date input fields: 'Create Date', 'Start Effective Date', and 'End Effective Date'. At the bottom are 'Search' and 'Clear' buttons.</p>

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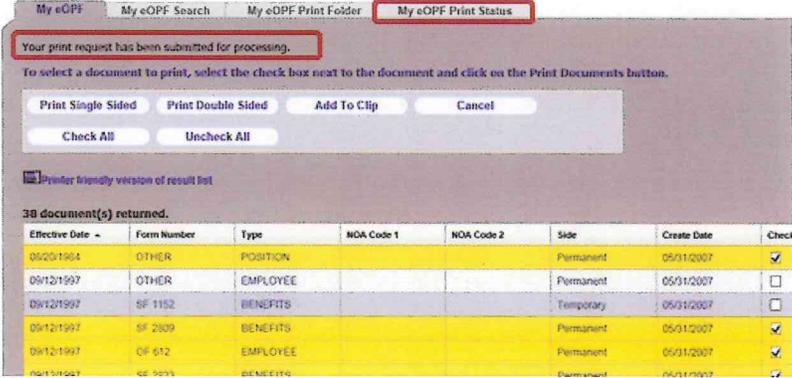
Step	Action	Screen Shot																																																																						
4	<p>You can search using a Create Date (the date the document was added to eOPF). Or, use Start Effective Date and End Effective Date to target forms with an Effective Date falling within a specified range.</p> <p>To start all over with new search criteria, use the Clear button.</p> <p>Once all your criteria are entered, click the Search button at either the top or the bottom of the page.</p>																																																																							
5	<p>The My eOPF 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>SE_50</td> <td>03/09/2004</td> <td>REASSIGNMENT (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>SE_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>SE_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>SE_50</td> <td>04/22/2003</td> <td>GRUPE 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>SE_50</td> <td>01/13/2003</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>SE_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	SE_50	03/09/2004	REASSIGNMENT (As of 1/1/1999)	790		Temporary	05/31/2007				SE_50	11/05/2003	INDIVIDUAL CASH AWARD	840		Performance	05/31/2007				SE_50	09/07/2003	WITHIN-GRADE INC.	893		Permanent	05/31/2007				SE_50	04/22/2003	GRUPE CASH AWARD	841		Performance	05/31/2007				SE_50	01/13/2003	PAY ADJ.	894		Permanent	05/31/2007				SE_50	12/03/2002	INDIVIDUAL CASH AWARD	840		Performance	05/31/2007			
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Part 4: Select a Group of Documents

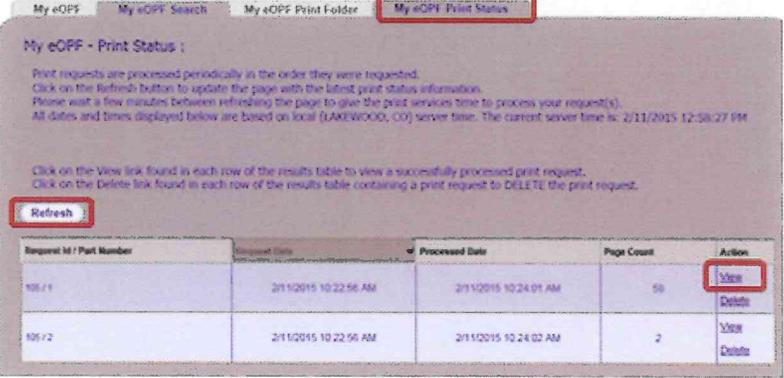
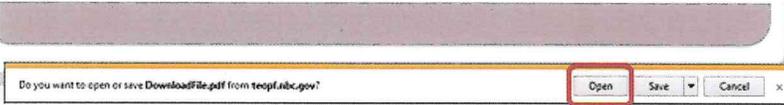
Step	Action	Screen Shot
1	<p>From the My eOPF page, you can compile a group of selected documents. For example, you may want to compile all your SF 50 forms for viewing or printing.</p> <p>First, click the Show All Docs button.</p>	 <p>The screenshot shows the 'My eOPF' page for user 'LINGLE, EMURA'. A 'Show All Docs' button is highlighted with a red box. Below it is a table of documents with columns for Form Number, Effective Date, Type, NSA Code 1, NSA Code 2, Title, Create Date, View, Add to Clip, and Print Page. The table contains several rows of document information.</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 Print Single Sided or Print Double Sided button.</p> <p>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.</p>	 <p>The screenshot shows the same document list as the previous screenshot. At the top, there are buttons for 'Print Single Sided', 'Print Double Sided', 'Add to Clip', and 'Cancel'. The 'Print Single Sided' and 'Print Double Sided' buttons are highlighted with red boxes. Below the buttons is a table of documents with a 'Check' checkbox in the far right column for each row. The 'Check' checkbox for the first row is also highlighted with a red box.</p>

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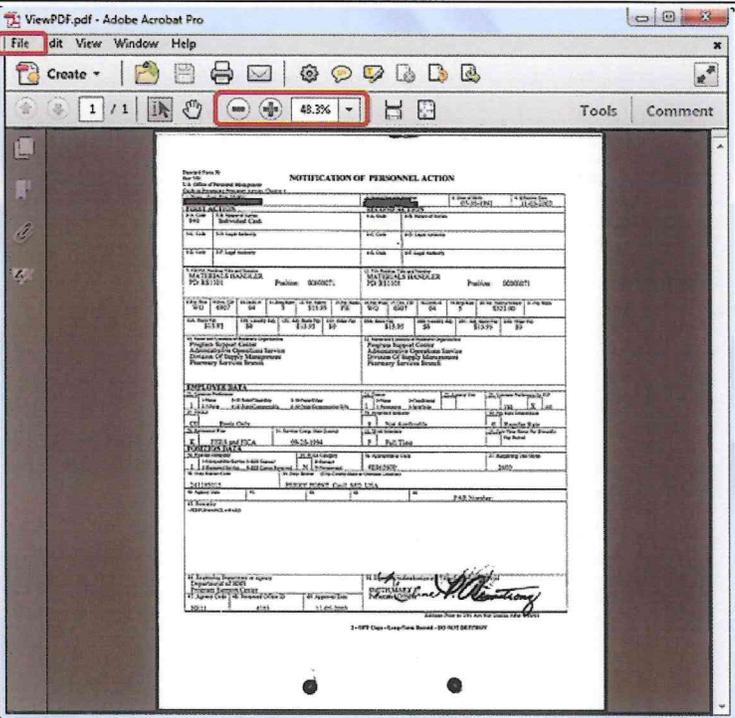
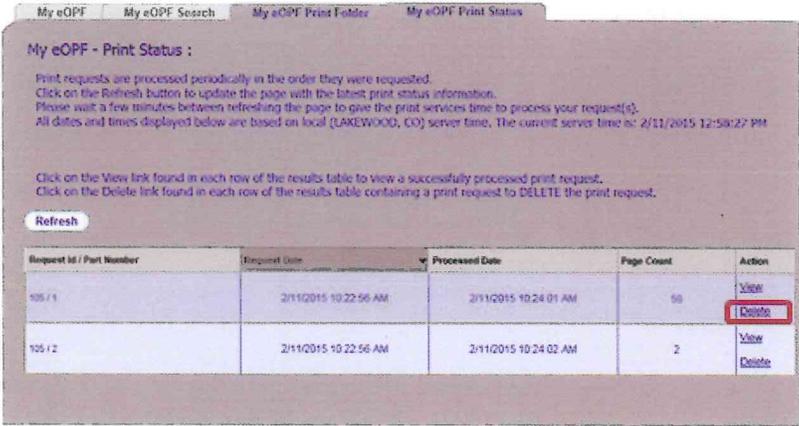
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3	<p>The page refreshes and a message displays indicating, "Your print request has been submitted for processing."</p> <p>Click the My eOPF Print Status tab from the top of the page to view the consolidated documents.</p>	 <p>The screenshot shows the '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'. A message box states: 'Your print request has been submitted for processing.' Below this, there are instructions: 'To select a document to print, select the check box next to the document and click on the Print Documents button.' There 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 displayed with the following columns: 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>05/20/1964</td> <td>OTHER</td> <td>POSITION</td> <td></td> <td></td> <td>Permanent</td> <td>05/01/2007</td> <td><input checked="" type="checkbox"/></td> </tr> <tr> <td>05/12/1997</td> <td>OTHER</td> <td>EMPLOYEE</td> <td></td> <td></td> <td>Permanent</td> <td>05/01/2007</td> <td><input type="checkbox"/></td> </tr> <tr> <td>05/12/1997</td> <td>SF 1152</td> <td>BENEFITS</td> <td></td> <td></td> <td>Temporary</td> <td>05/01/2007</td> <td><input type="checkbox"/></td> </tr> <tr> <td>05/12/1997</td> <td>SF 2809</td> <td>BENEFITS</td> <td></td> <td></td> <td>Permanent</td> <td>05/01/2007</td> <td><input checked="" type="checkbox"/></td> </tr> <tr> <td>05/12/1997</td> <td>OF 612</td> <td>EMPLOYEE</td> <td></td> <td></td> <td>Permanent</td> <td>05/01/2007</td> <td><input checked="" type="checkbox"/></td> </tr> <tr> <td>05/12/1997</td> <td>GE 3035</td> <td>BENEFITS</td> <td></td> <td></td> <td>Permanent</td> <td>05/01/2007</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	05/20/1964	OTHER	POSITION			Permanent	05/01/2007	<input checked="" type="checkbox"/>	05/12/1997	OTHER	EMPLOYEE			Permanent	05/01/2007	<input type="checkbox"/>	05/12/1997	SF 1152	BENEFITS			Temporary	05/01/2007	<input type="checkbox"/>	05/12/1997	SF 2809	BENEFITS			Permanent	05/01/2007	<input checked="" type="checkbox"/>	05/12/1997	OF 612	EMPLOYEE			Permanent	05/01/2007	<input checked="" type="checkbox"/>	05/12/1997	GE 3035	BENEFITS			Permanent	05/01/2007	<input checked="" type="checkbox"/>
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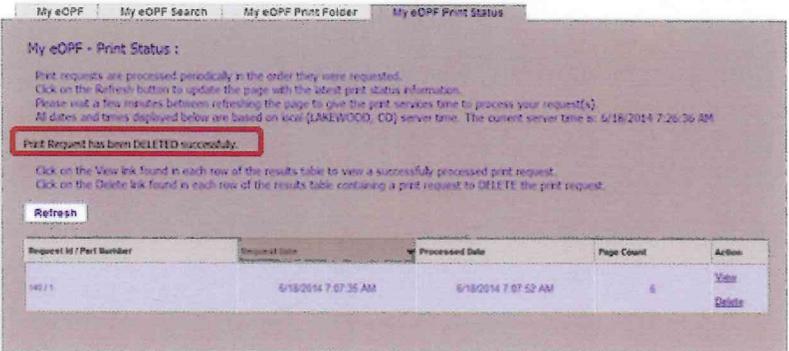
Part 5: Use Print Status

Step	Action	Screen Shot															
1	<p>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.</p> <p>Note: If you do not see your request, wait a few minutes and click the Refresh button.</p> <p>Click the View link to open the documents in Adobe Reader.</p>	 <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' (which is highlighted). Below the tabs, there is a 'Refresh' button. The main content area contains a table with the following data:</p> <table border="1"> <thead> <tr> <th>Request Id / 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 Id / 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
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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 Open button.</p>	 <p>The screenshot shows a browser file download prompt. The text of the prompt is: 'Do you want to open or save DownloadFile.pdf from teopf.libcc.gov?'. There are three buttons: 'Open', 'Save', and 'Cancel'.</p>															

Electronic Official Personnel Folder

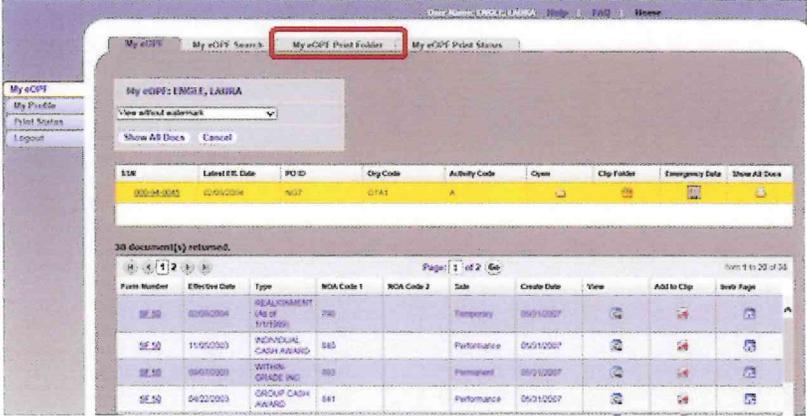
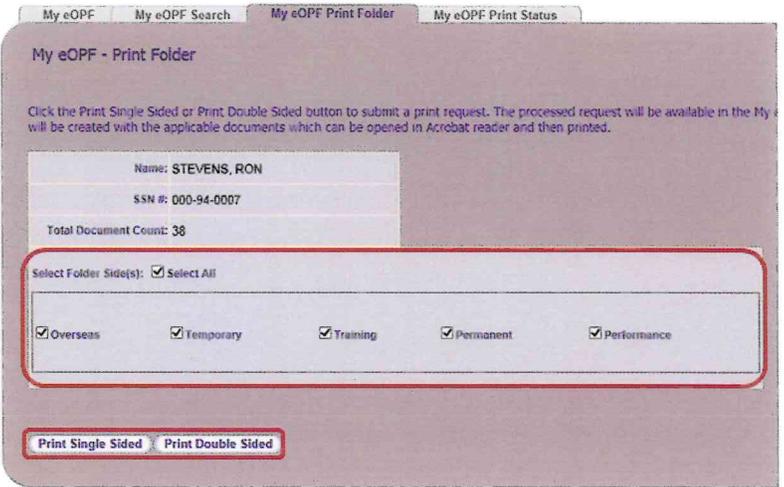
Step	Action	Screen Shot
3	<p>A new window opens in Adobe Reader.</p> <p>To View: Use the + and – signs to change the size.</p> <p>To Print: From the File menu, choose Print.</p> <p>To Save: From the File menu, use the Save or Save As feature to save the document(s) on your computer.</p> <p>Note: This 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 Delete 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 OK button.</p>	

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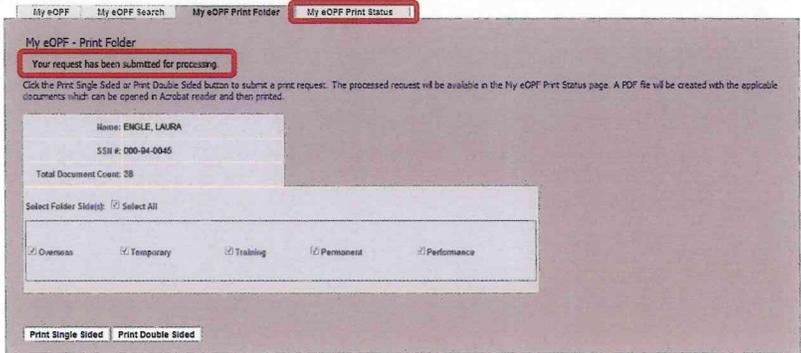
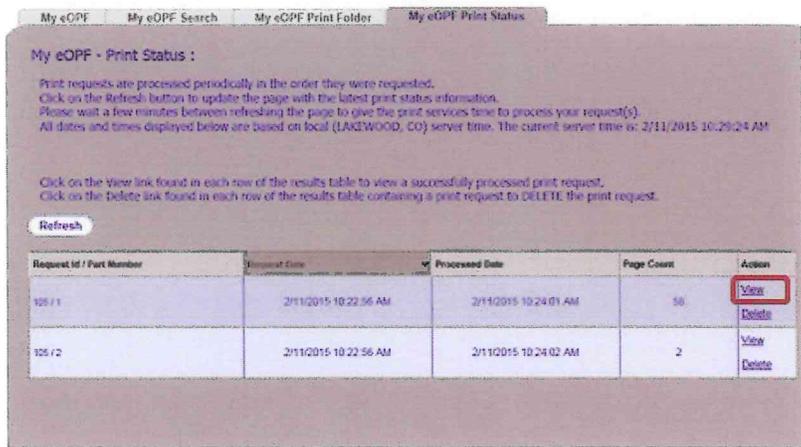
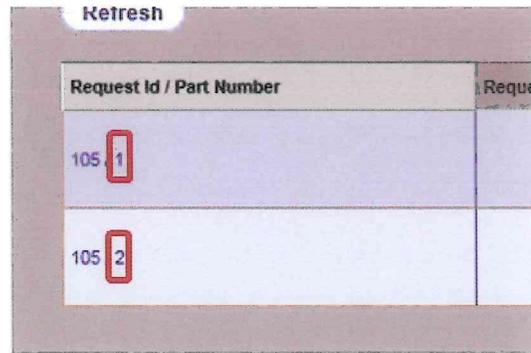
Step	Action	Screen Shot										
6	A confirmation displays stating "Print Request has been DELETED successfully." The request no longer displays in the My eOPF – Print Status table.	 <p>The screenshot shows the 'My eOPF - Print Status' page. At the top, there are navigation tabs: 'My eOPF', 'My eOPF 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 kool (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 ID / Print Number</th> <th>Requested Date</th> <th>Processed Date</th> <th>Page Count</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>14971</td> <td>6/18/2014 7:07:35 AM</td> <td>6/18/2014 7:07:52 AM</td> <td>6</td> <td>View Delete</td> </tr> </tbody> </table>	Request ID / Print Number	Requested Date	Processed Date	Page Count	Action	14971	6/18/2014 7:07:35 AM	6/18/2014 7:07:52 AM	6	View Delete
Request ID / Print Number	Requested Date	Processed Date	Page Count	Action								
14971	6/18/2014 7:07:35 AM	6/18/2014 7:07:52 AM	6	View Delete								

Electronic Official Personnel Folder

Part 6: Print your Entire eOPF

Step	Action	Screen Shot
1	<p>Click the My eOPF Print Folder tab to print your entire eOPF or print only selected virtual folder sides within the eOPF.</p>	
2	<p>The My eOPF – Print Folder page displays.</p> <p>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 you have access to and print the entire eOPF.</p> <p>Identify print preferences by clicking either the Print Single Sided or Print Double Sided button.</p> <p>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.</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 My eOPF Print Status tab to view your request.</p>	
4	<p>The My eOPF Print Status 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 View link in the far right hand column.</p> <p>Note: The parts are identified in the Request ID / Part Number column. This example shows Request ID 105, Parts 1 and 2.</p>	 <p>Parts of Print Folder request:</p> 

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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 Open button.</p>	
6	<p>A new window opens in Adobe Reader.</p> <p>To View: Use the + and – signs to change the size.</p> <p>To Print: From the File menu, choose the Print function to print the document to your local printer.</p> <p>To Save: From the File menu, use the Save or Save As feature to save the document on your computer.</p> <p>When you are finished, click the 'X' icon to close the document.</p>	