



US Department of Interior
Bureau of Land Management
BLM eOPF USER INSTRUCTION, dated 12/17/2010

version 1.0



BLM eOPF User Instruction



DESCRIPTION

This instruction document includes a complete description of the use of the Kofax scanner software and the use of the eOPF software. These are the key software components of the eOPF workstations.

Other unique software components of an eOPF workstation such as the Data at Rest (DAR) software or the Vontu monitoring software are not directly accessed by a user and will not be described herein.

Pages 2-6 describe the use of the Kofax Scanner software. The use of Kofax software is described both in text and with appropriate graphics depicting exactly how the scanner software is to be used. If you do NOT follow each step in sequence and as described, you may possibly find that the software does not function as expected.

Pages 7-15 describe the use of OPM's eOPF software. The use of the eOPF software is described both in text and with appropriate graphics depicting exactly how the software is to be used. If you do NOT follow each step in sequence and as described, you may possibly find that the software does not function as expected.

If there are any issues or errors with any of these software components, please contact your local IT support staff for resolution.

Recommendations for improvements to the instruction or observed errors in the instruction may be sent to the NOC IT Systems Management Section.



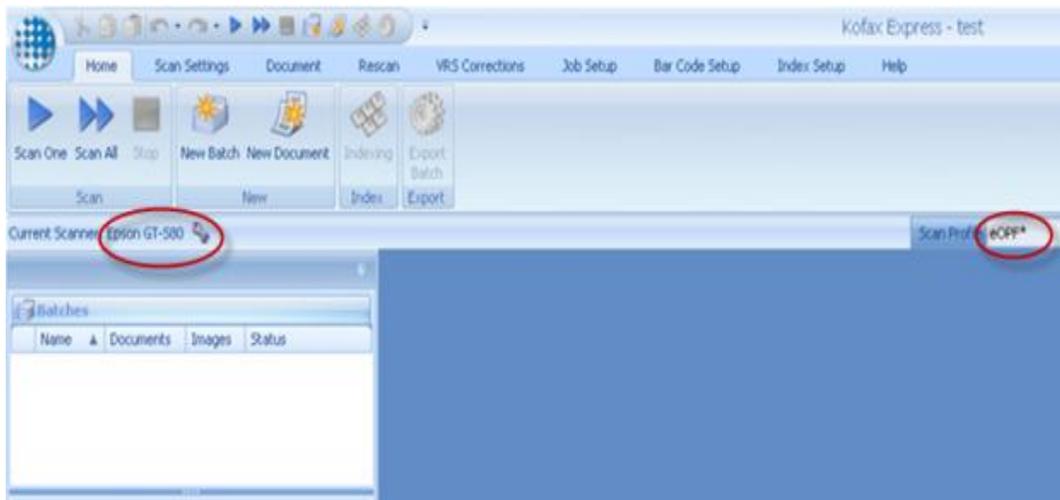
Kofax Scanner Software

1. Make sure you are logged into the computer, and that you have access to your network shared drives.

2. To scan a new .pdf file for eOPF start by Clicking on the Kofax icon. ->

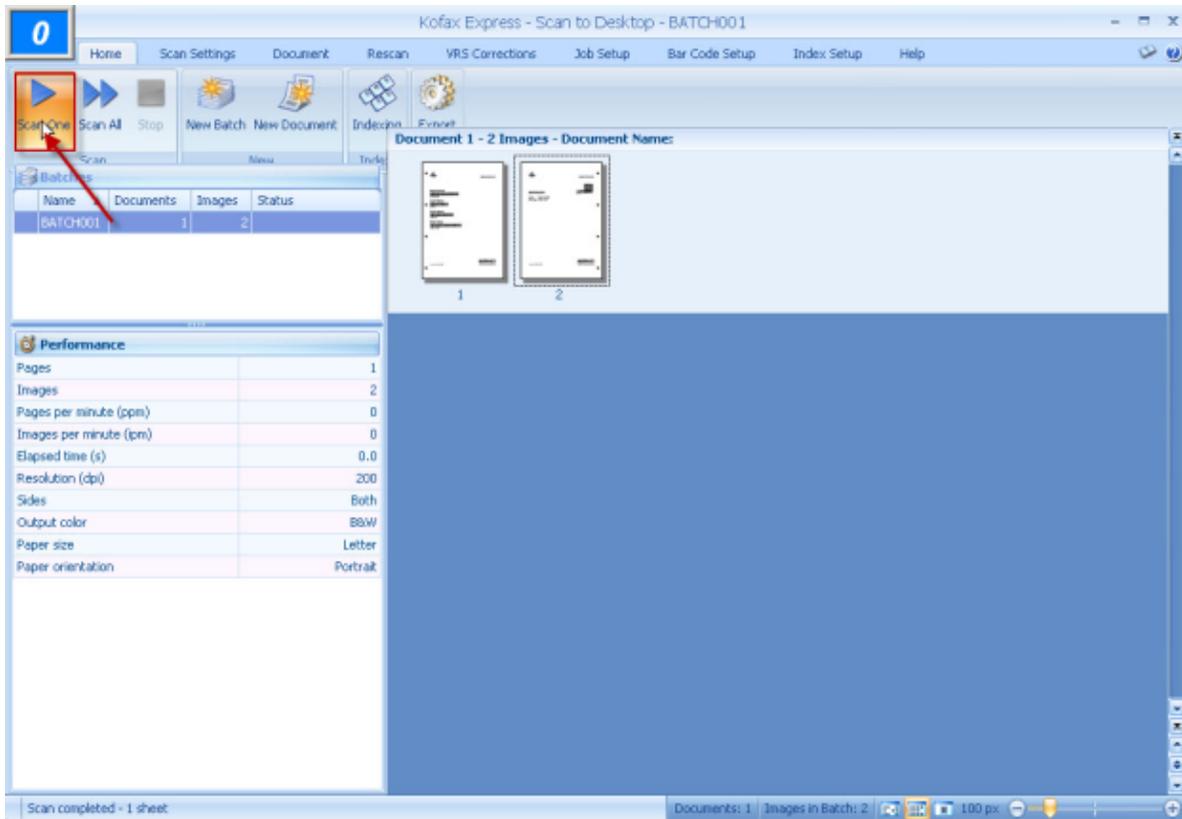


3. Make sure the scanner is seen and that the profile is EOPF. See example.



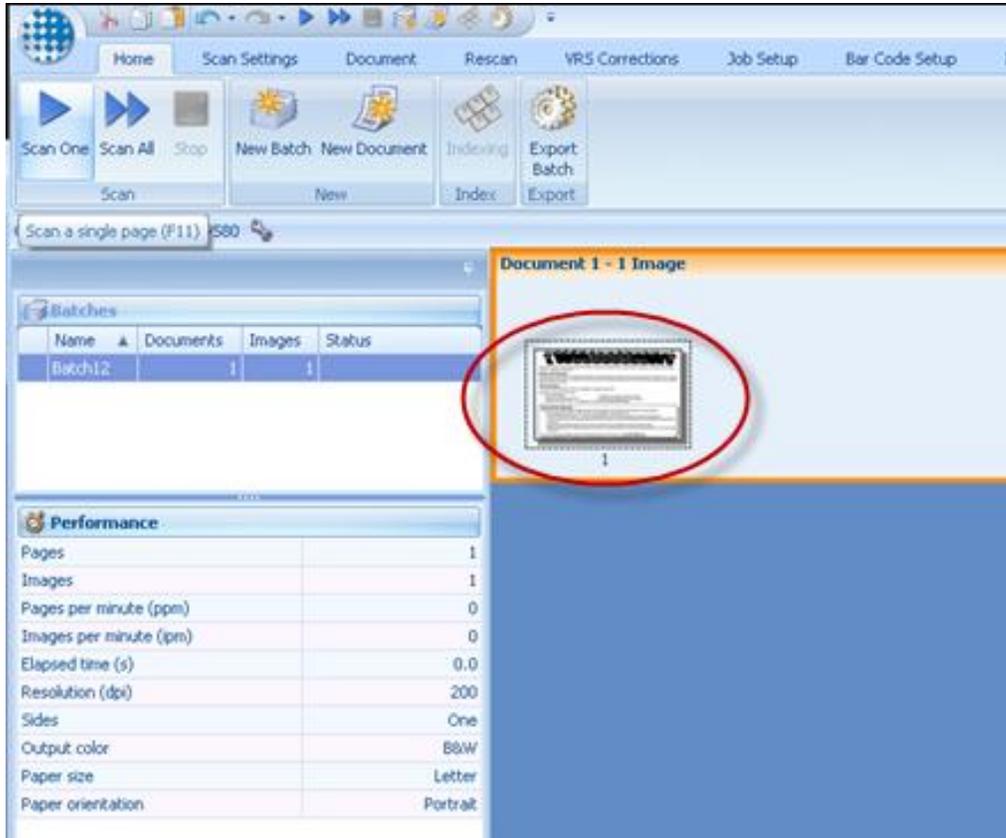


4. Insert document into the scanner then click on “Scan One”

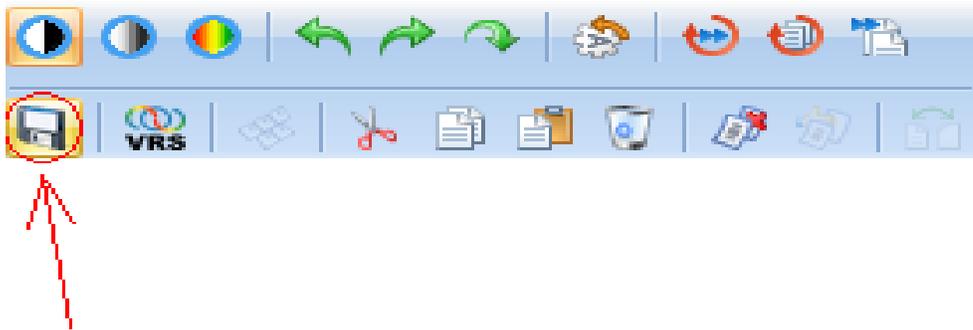




5. Document will be scanned and will show up in the images.

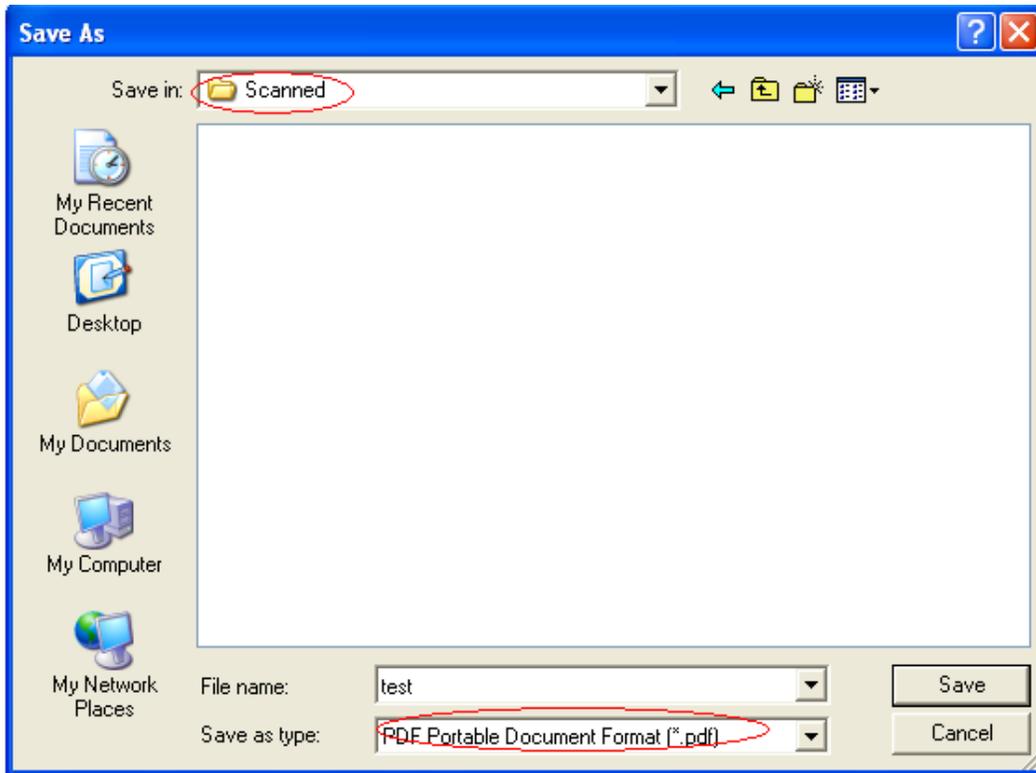


6. Right click on the image and select save.





7. A box will ask you where to save. Be sure it saves to the Default location (c:\TEMP\Scanned)
As a .PDF file



8. Open the eOPF Portal link and import the PDF to the profile as outlined in the eOPF Training manual.

If there are any issues or errors please contact your local IT support staff for resolution.

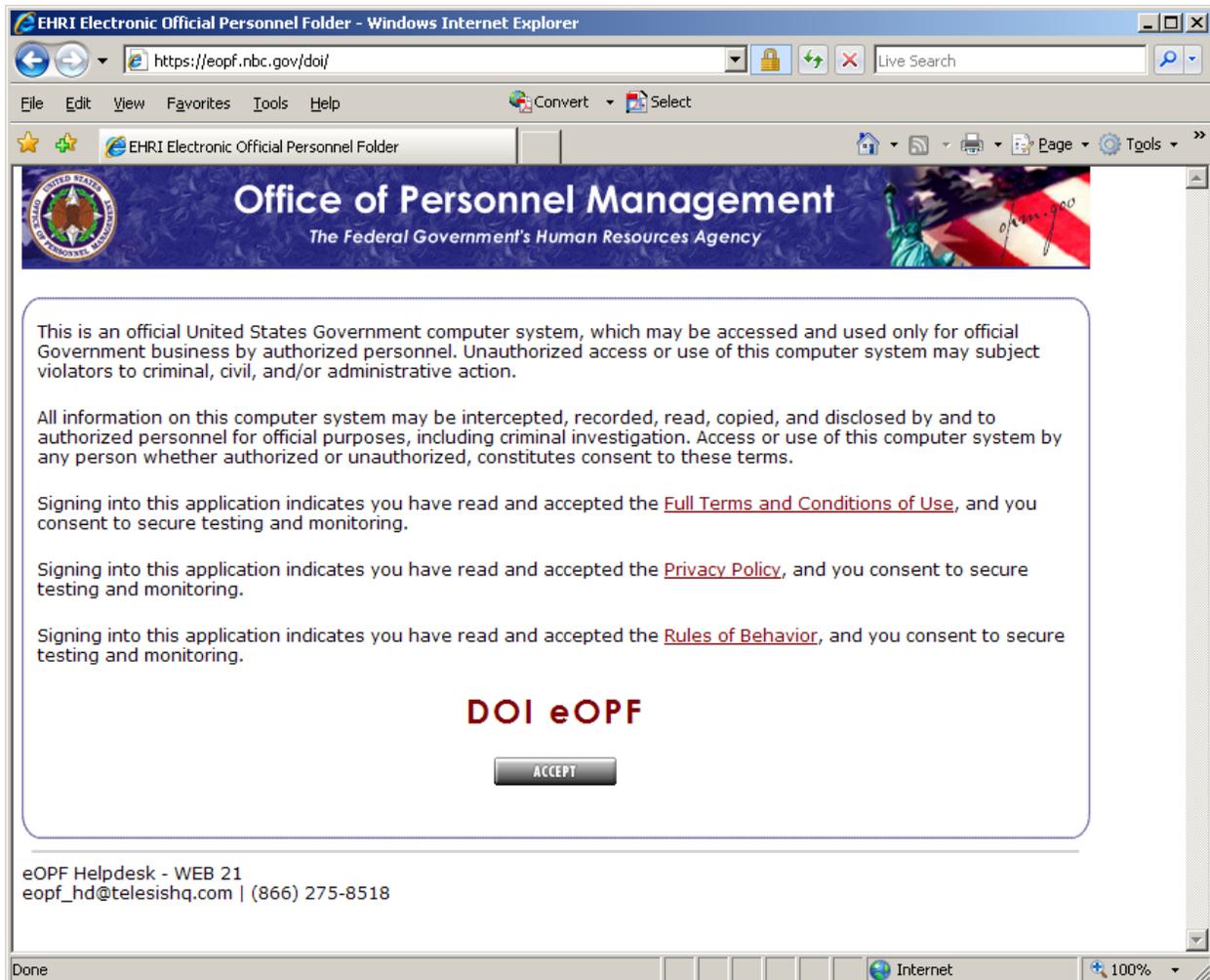


OPM's eOPF Software

To log into eOPF:

If there is an eOPF 'shortcut' on the desktop, then launch the eOPF application by double-clicking the OPM eOPF shortcut on your desktop, otherwise you may simply access the website listed next – the eOPF URL is <https://eopf.nbc.gov/doi/>

The OPM Government Usage Agreement page appears with warnings and conditions for using the OPM eOPF site.



Read the **User Agreement**, and click the **Accept** 



The eOPF Logon page appears.



In the **eOPF ID** field, enter your eOPF ID.

In the **Password** field, enter your password.

Click the Submit button. If you have logged into this eOPF version previously, the **eOPF Welcome** page appears.



The eOPF welcome screen is shown below:



Viewing eOPF Documents

eOPF organizes and manages personnel documents within an electronic folder. All Federal government employees have an eOPF with all of their personnel documents organized in the same manner as the traditional OPF.

Viewing eOPF Documents

To view eOPF documents:

1. Logon to the OPM eOPF solution.
2. Click on the **Search eOPF** button to specify the individual's records you wish to view.
3. Complete the SSN or name field and select the type of forms and folder sides as appropriate.



4. Click on the “search” button”

eOPF lists documents starting with the most recent effective date.

Search eOPF allows you to view:

Your entire eOPF.

Others eOPF documents.

Particular documents.

Action	SSN	Latest Eff. Date	PG ID	Org Code	Activity Code
		11/5/2003 12:00:00 AM	TRAIN2	03E	A

114 document(s) returned.

Action	Effective Date	Form Number	Type	NOA Code	Side
	01/12/2003	SF 50	PAY ADJ	894	Permanent
	01/13/2002	SF 50-b			
	01/13/2002	SF 50	CORRECTION		
	02/08/2001	SF 50	REALIGNMENT	750	Temporary
	01/14/2001	SF 50	PAY ADJ	894	Permanent
	01/16/2000	SF 50	PAY ADJ	894	Permanent
	11/30/1999	SF 50	CHG IN DATA ELEMENT	800	Permanent
	01/17/1999	SF 50	PAY ADJ	894	Permanent

Click the **Action** icon next to the document that you want to view and select the **View** **View** option.



Note that you must select an option from the drop-down menu in the "reason" field. That needs to occur before a document can be viewed.

The document you want to view launches a **File Download** box for Adobe Acrobat Reader.

114 document(s) returned.

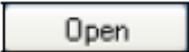
Prev 1 2 3 4 5 6 Next

Action	Effective Date	Form Number	Type	NOA Code	Side
	01/12/2003	SF 50	PAY ADJ	894	Permanent
	01/13/2002	SF 50-B	PAY ADJ	894	Permanent
	01/13/2002	SF 50	CORRECTION	002	Permanent
	02/08/2001	SF 50	REALIGNMENT	790	Temporary
	01/14/2001	SF 50	PAY ADJ	894	Permanent
	01/16/2000	SF 50	PAY ADJ	894	Permanent
	11/30/1999	SF 50	CHG IN DATA ELEMENT		Permanent
					Permanent
		50-B	PERFORMANCE AWARD	885	Temporary
		50	PAY ADJ	894	Permanent

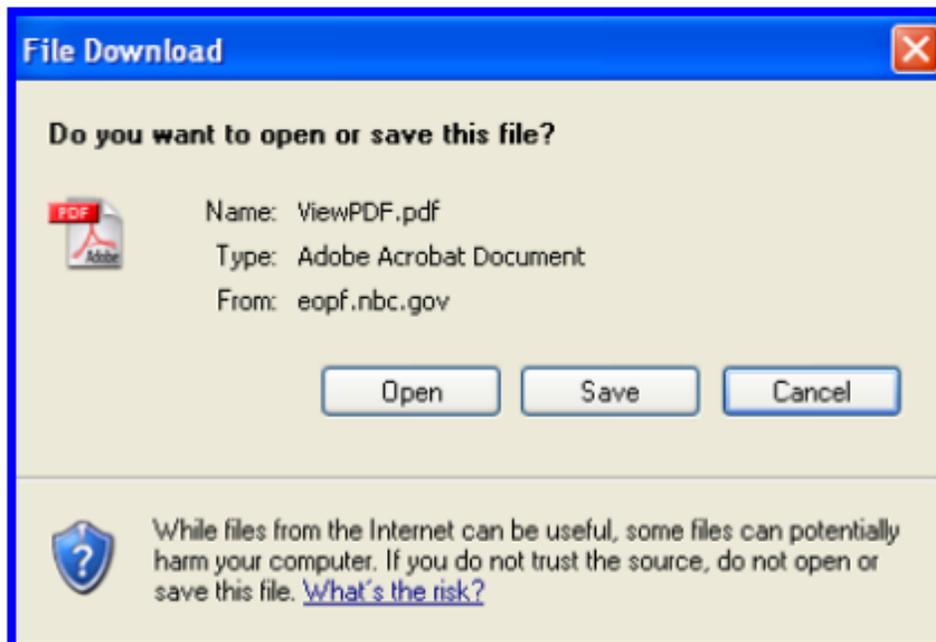
View Document

View
Add to Clip
Instruction Page



Click the **Open**  button when the **File Download** box appears.

Adobe Acrobat Reader is opened and the selected document is displayed.



Click the **Close**  button when finished viewing the document and return to eOPF.



Adding Electronic Documents To The eOPF

eOPF allows authorized users to import electronic documents into the eOPF. eOPF supports files that are scanned, images, Microsoft Word, and many other types of electronic files.

To import an eOPF document:

1. Search for and open the desired folder.
2. Select a reason from the **Reason** drop-down list.
3. Click the **Folder Action**  icon and select the **Add Doc**  **Add Doc** option.

The eOPF ActiveView page appears.



4. Click the **Open**  button.

The **Choose File** dialog box appears.

5. Search for and select the desired file, and click the **Open**  button.

The selected file appears.



6. Click the **Save**  button.

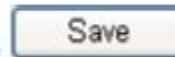
The **Document Information** box appears. The First Name, Last Name, and SSN fields are completed based upon the SSN of the selected folder.

7. Complete all known indexing information to describe the new document that you are adding to the OPF. Add as a minimum:
 - From the **Form** drop-down list.
 - From the **Type** drop-down list.



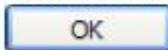
- The **Effective Date** of the action from the drop-down calendar.
- Select the **Folder Side** on which the document resides.

8. Verify your indexing information and click the **Save** button.



A confirmation box appears.

9. Double-check that your information is accurate and click the **OK** button to save the indexing information.



The **eOPF ActiveView** page reappears with a confirmation box.

10. Click the **OK** button to import another document or to close the confirmation box.



11. Click the **Exit** button.

The **Search Results** page reappears.



Importing a New Page Into An Existing eOPF Document

Sometimes you may need to add a missing page from an electronic document.

To insert a new page from an electronic file:

1. Search for and open the desired folder.
2. Select a reason from the **Reason** drop-down list.
3. Click the **Action**  icon next to the document that has to be modified and select the **Modify**  **Modify** option.

The **eOPF ActiveView** page appears.



4. Click the **Import** **Import** button.

The **Page Import** dialog box appears.

5. Select the desired document, and click the **OK**  button.

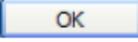
The **eOPF ActiveView** page reappears with the imported pages in the existing document.



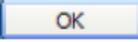
6. Click the **Save** **Save** button.

A confirmation box appears.



7. Click the **OK**  button.

A confirmation box displays the following message "**Document saved.**"

8. Click the **OK**  button.

The **Search Results** page reappears.