



eOPF Tips and Techniques

Subject: Recommended Settings in eOPF for My Profile

The eOPF application allows users to set specific preferences to optimize the search functionality.

From the General Preferences tab, you can set the default forms list that is provided on the search page, the number of rows displayed in the result set, and the columns displayed in the result set. The filter on the Forms List improves performance by reducing the size of the list.

From the eOPF **Main Menu**, click the **My eOPF** button, then follow the steps below to configure your preferences (see instructions on next page).

Enterprise Human Resources Integration Electronic Official Personnel Folder

Setting your Preferences using the General Preferences tab

The screenshot shows the 'General Preferences' tab in the eOPF system. At the top, there are navigation tabs: 'WhoAmI?', 'General Preferences' (highlighted with a red box and callout 1), 'Change Email', 'Emergency Data', and 'Change Password'. Below these is a sub-tab 'Change Security Questions'. The main content area is titled 'Preferences - General Preferences :'. A message box states: 'Purpose: This feature allows you set your preferences whenever you login to eOPF. Choose the settings that you would like to see during document and folder search.' Below this are 'Apply' and 'Cancel' buttons (callout 8). The 'Number of Rows per Page (Display)' field is set to 200 (callout 2). Under 'Select Results Display (Folder)', three checkboxes are checked: 'Display SSN column with Folder results' (callout 3), 'Display Last Name column with Folder results', and 'Display First Name column with Folder results'. Under 'Select Default Folder sides', 'Select All' is selected (callout 4), and other options like 'Temporary', 'Permanent', 'Performance', 'Overseas', and 'Training' are also checked. Under 'Select Default Search Option (Forms)', 'Common Forms' is selected (callout 5), with 'All Forms' and 'Agency Forms' also visible. Under 'Select Results Display (Document)', several checkboxes are checked: 'Display Form Number column with Document results' (callout 6), 'Display Form Description column with Document results', 'Display Type Description column with Document results', 'Display NOA Code 1 return with Document results', 'Display NOA Code 2 column with Document results', 'Display Side by Side column with Document results', 'Display Create Date column with Document results', 'Display Folder Side column with Document results', 'Display Exception Comment column with Document results', and 'Display Print column with Document results'. At the bottom, the 'Are you using assistive technology (ex. Screen Reader)' dropdown is set to 'No' (callout 7).

1. Click the **General Preferences** tab at the top of the screen.
2. In the **Number of Rows per Page (Display)** field, type your desired number of rows per page.
3. Select the fields you want to see in the results list displayed at folder level in the **Results Display (Folder)** option. The choices are: Social Security Number (SSN), First Name, and Last Name.
4. Select the **Default Folder Sides** to display, or choose Select All.
5. Select the **Default Search Option (Forms)**. The choices are: Common Forms, All Forms, and Agency Forms.
 - Common Forms are the most often used forms in Federal government.
 - All Forms produces a list of all possible forms including a mix of agency specific and Federal forms. It is best to choose All Forms.
 - Agency Forms produces a list of forms that are used by your agency.
6. In **Results Display (Document)**, select the fields you want to see in the results list displayed at the document level. The choices are: Form Number, Form Description, Type Description, Nature of Action (NOA) Code 1, NOA Code 2, Side-by-Side, Create Date, Side, Exception Comment, and Print.
7. Select Yes in the “**Are you using assistive technology (ex. screen reader)**” option if you would like to have eOPF change how the pages are displayed to improve performance when using assistive technology 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 to re-enable the standard page display.
8. Remember to click **Apply** button at the top left of the screen when completed. This will save your settings.