

Using the eOPF Document Viewer

Overview

The USPHS Division of Commissioned Corps IT group has implemented a new *Document Viewer* for the Electronics Official Personnel Folder (**eOPF**) to provide the printing capability missing in the current viewer. This document is a step-by-step guide on how to use the new *Document Viewer*.

The new **eOPF Document Viewer** is divided into four (4) sections:

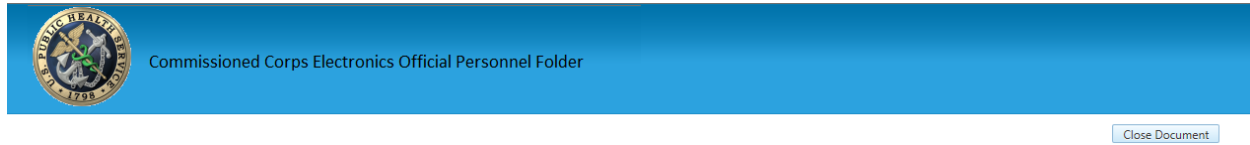
- Page Header
- Toolbar
- Document Viewer
- Document Attributes Listing

The screenshot displays the eOPF Document Viewer interface. At the top, there is a blue header with the USPHS logo and the text "Commissioned Corps Electronics Official Personnel Folder". Below this is a "Page Header" section with a "Close Document" button. The main content area is titled "Officer Document" and contains a "Toolbar" with various icons and a page number "2 / 10". The form itself is titled "10. UNIFORMED SERVICE" and includes a table for service records. The table has columns for Service Component, Regular or Reserve, Highest Rank Held, Duty (From/To), Active or Inactive Duty, and Total Active Non-Public Health Service Time. The first row shows "NAVY", "USNR", "LT, O-3", "01/02/1997", "PRESENT", "ACTIVE", and "4 YEARS". Below the table are questions 11, 12, 13, 14, 15, 16, 17, and 18, each with a "YES" or "NO" column. Question 11 asks if the user has ever been rejected for duty. Question 12 asks for dependent information. Question 13 asks about Federal Government scholarship. Question 14 asks about convictions. Question 15 asks about convictions in the past seven years. Question 16 asks about delinquency on Federal debts. Question 17 asks about conscientious objection to military service. Question 18 asks about willingness to serve in a noncombatant position. On the right side, there is a "Document Attributes" sidebar with fields for Employee ID, Doc Type, Last Name, First Name, Middle Name, Suffix, Doc Date, Create Date, Archive Date, Section, Person ID, PHS No, and SSN. The sidebar also has a "Attributes Listing" section.

SERVICE COMPONENT	REGULAR OR RESERVE	HIGHEST RANK HELD	DUTY FROM (MMDD/YYYY)	TO (MMDD/YYYY)	ACTIVE OR INACTIVE DUTY	TOTAL ACTIVE NON-PUBLIC HEALTH SERVICE TIME (In years and months)
NAVY	USNR	LT, O-3	01/02/1997	PRESENT	ACTIVE	4 YEARS
						1 MONTH
						AT PRESENT

Using the eOPF Document Viewer

Page Header



The **Page Header** of the *Document Viewer* is the top portion of the viewer page and contains the USPHS logo and the **Close Document** button. The **Close Document** button, when clicked, closes the viewer page and returns the user to the document selection listing after viewing a document.

Toolbar



The **Toolbar** consists of the available toolset that can be used to interact with the displayed document. The following is a list of the tools (represented as icons) on the **Toolbar** and their functions:



Zoom Out: Used to zoom out of the displayed document.



Slider Bar: Used to zoom in or out on the displayed document by sliding left or right.



Zoom In: Used to zoom in to a specific area on the displayed document.



Actual Size: Displays the selected document in its actual size in the viewer.



Fit Page: Fits the selected document to the viewer window.



Print: Enables the user to print the selected document.



First Page: Moves to the first page of a document in the viewer.



Previous Page: Moves to the previous page of a document in the viewer.



Next Page: Move to the next page of a document in the viewer.



Last Page: Moves to the last page of a document in the viewer.

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Rotate Counterclockwise: Rotates the displayed page counterclockwise in the viewer.



Rotate Clockwise: Rotates the displayed page clockwise in the viewer.



Rotate All Counterclockwise: Rotates the entire document counterclockwise in the viewer.



Rotate All Clockwise: Rotates the entire document clockwise in the viewer.

Document Viewer

Officer Document

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10. UNIFORMED SERVICE: List below in chronological order all service you have had in the ARMY, NAVY, AIR FORCE, MARINE CORPS, COAST GUARD, COMMISSIONED CORPS OF THE NATIONAL OCEANIC AND ATMOSPHERIC ADMINISTRATION, and COMMISSIONED CORPS OF THE U.S. PUBLIC HEALTH SERVICE (PHS). Include any present Uniformed Services affiliations: PHS, Reserve Unit, ROTC commitment, etc. **Except for PHS affiliation, you will soon be asked to initiate a request for inter-service transfer, conditional release, or to provide proof of discharge, as may be applicable to your situation. No immediate action is required.**

SERVICE COMPONENT	REGULAR OR RESERVE	HIGHEST RANK HELD	DUTY		ACTIVE OR INACTIVE DUTY	TOTAL ACTIVE NON-PUBLIC HEALTH SERVICE TIME <small>(In years and months)</small>
			FROM (MM/DD/YYYY)	TO (MM/DD/YYYY)		
NAVY	USNR	LT, O-3	01/02/1997	PRESENT	ACTIVE	4 YEARS 1 MONTH AT PRESENT

11. Were you ever rejected for duty in any branch of a Uniformed Service?
 Yes No If "Yes," state when and where rejected and cause: _____

12. DEPENDENTS INFORMATION (Full name of spouse and full name(s) and date(s) of birth of child(ren) and/or other dependent(s): *(Continue in Item #30 if needed)*)
(Name) _____ (Relationship) SPOUSE (Date of Birth: MM/DD/YYYY) _____
 NOT APPLICABLE _____

Indicate Answers by Placing an "X" in the Appropriate Column.

	YES	NO
13. Have you ever received a Federal Government scholarship? If Yes, check appropriately: <input type="checkbox"/> Indian Health Service <input type="checkbox"/> National Health Service Corps Length of Service obligation: _____ Years <input type="checkbox"/> Other Describe: _____		X
14. Have you ever been convicted, forfeited collateral, or are you now under charges for any felony or for any firearms or explosives violations? (A felony is defined as any offense punishable by imprisonment for a term exceeding one year but does not include any offense classified as a misdemeanor under the laws of a State and punishable by a term of imprisonment of two years or less.)		X
15. During the past seven years, have you been convicted, imprisoned, on probation or parole or forfeited collateral, or are you now under charges for any offense against the law not included in item 14 above? (When answering items 14 and 15, you may omit: (a) traffic fines for which you paid a fine of \$150.00 or less, (b) any offense committed before your 18th birthday which was finally adjudicated in a juvenile court or under a youth offender law, (c) any conviction the record of which has been expunged under Federal or State law, and (d) any conviction set aside under the Federal Youth Corrections Act or similar State authority.)		X
16. Are you delinquent on the repayment of any Federal debt(s)? If your answer is "Yes," please provide an explanation in item 30. (Examples of Federal debt include delinquent taxes, audit disallowances, guaranteed or direct student loans, FHA loans, and other miscellaneous administrative debts. The definition of delinquency for the purposes of direct and guaranteed loans are any loan(s) more than 31 days past due on a scheduled payment. Deferred loans are not considered delinquent.)		X
17. Are you a conscientious objector to military service? (If "No," go to question 19.)		
18. If you are a conscientious objector, are you willing to serve in a noncombatant position?		X

The document viewer is an ASPX based webpart that gives eOPF users the ability to *view*, *print*, and *convert* displayed documents to PDF.

Using the eOPF Document Viewer

Document Attributes Listing

Document Attributes	
Employee ID	* [REDACTED]
Doc Type	* Application for Appointment as a Commissio
Last Name	* [REDACTED]
First Name	* [REDACTED]
Middle Name	[REDACTED]
Suffix	
Doc Date	* 2/13/2003 12:00 AM
Create Date	* 2/27/2004 12:00 AM
Archive Date	* 2/27/2004 12:00 AM
Section	PINK
Person ID	[REDACTED]
PHS No	* [REDACTED]
SSN	* [REDACTED]

When a document is displayed in the *Document Viewer*, its associated attributes are displayed in a read-only grid to the right of the document. Required indexing fields are marked with a red asterisk in the Attributes Listing.

Using the eOPF Document Viewer

Document Viewer Core Functions

Using the eOPF *Document Viewer* webpart, users can perform the following core functions:

- View an eOPF document
- Print an eOPF document
- Convert an eOPF document to PDF

Viewing an eOPF Document

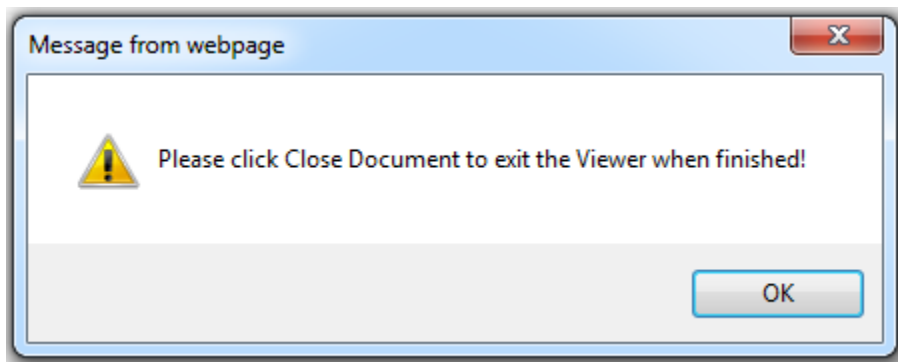
To view an eOPF document using the new *Document Viewer*, follow these steps:

1. Log on to the Officer Secure Area of the CCMIS web site.
2. Once presented with a document listing, click on the hyperlink (**Employee ID**) of a record. An informational popup dialog is displayed.

7 records found:

Employee ID	Document Date	Document Type	Last Name	First Name
1234567				
1234567	11 Mar 2011	Transcript		
1234567	17 Apr 2009	Transcript		
1234567	12 Dec 2003	Appointment Board Recommendation		
1234567	14 Jun 2003	Memo - Acknowledgement of Receipt of Application		
1234567	13 Feb 2003	Application for Appointment as a Commissioned Officer		
1234567	08 Feb 2003	Reference Form		
1234567	06 Feb 2003	Transcript		

3. On the popup dialog, click the *OK* button.



4. In a few seconds, the *Document Viewer* page opens with the selected document displayed in the viewer.

Using the eOPF Document Viewer

Officer Document

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FEB 20 2003

DCP USE ONLY: Date Avail: 3/2003 Cat: MDD Trn Code: Appt Type: Age: Grad Date:

U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES
Public Health Service

OMB No. 0937-0025
Expiration: 7/31/2003

**APPLICATION FOR APPOINTMENT AS A COMMISSIONED OFFICER IN
THE U.S. PUBLIC HEALTH SERVICE COMMISSIONED CORPS**

BEFORE COMPLETING THE APPLICATION, READ ATTACHED INSTRUCTIONS CAREFULLY. GIVE COMPLETE ANSWERS TO ALL ITEMS.

TYPE OR PRINT IN INK. If additional space is needed, attach an 8 1/2 x 11 inch sheet of paper. Include your name, address, social security number, and the pertinent item numbers on each sheet so used. All material submitted becomes the property of the Federal Government and will not be returned. Part of the information will be used for a suitability/background investigation. **YOU MUST SIGN THIS APPLICATION ON PAGE 5 OR YOUR APPLICATION WILL NOT BE PROCESSED.**

Submit signed original and a clearly readable copy (photocopy acceptable) with **original signature** to: Division of Commissioned Personnel, 5600 Fishers Lane, Room 4-20, Rockville, MD 20857-0001.

1a. FULL NAME (Last, First, Middle) (Maiden, if any) 2. SOCIAL SECURITY NUMBER 3a. DATE OF BIRTH (MM/DD/YYYY)

5. Click the **Close Document** button and answer “**Yes**” to the prompt to return to the record (document) listing when finished.

Printing an eOPF Document

Follow these steps, to print an eOPF document displayed in the *Document Viewer*:

1. With a document displayed in the *Document Viewer* window, click the **Printer** icon. The *Print Options* dialog is displayed.

Print Options

All Pages
 Current page
 Pages...

From: 1
To: 3

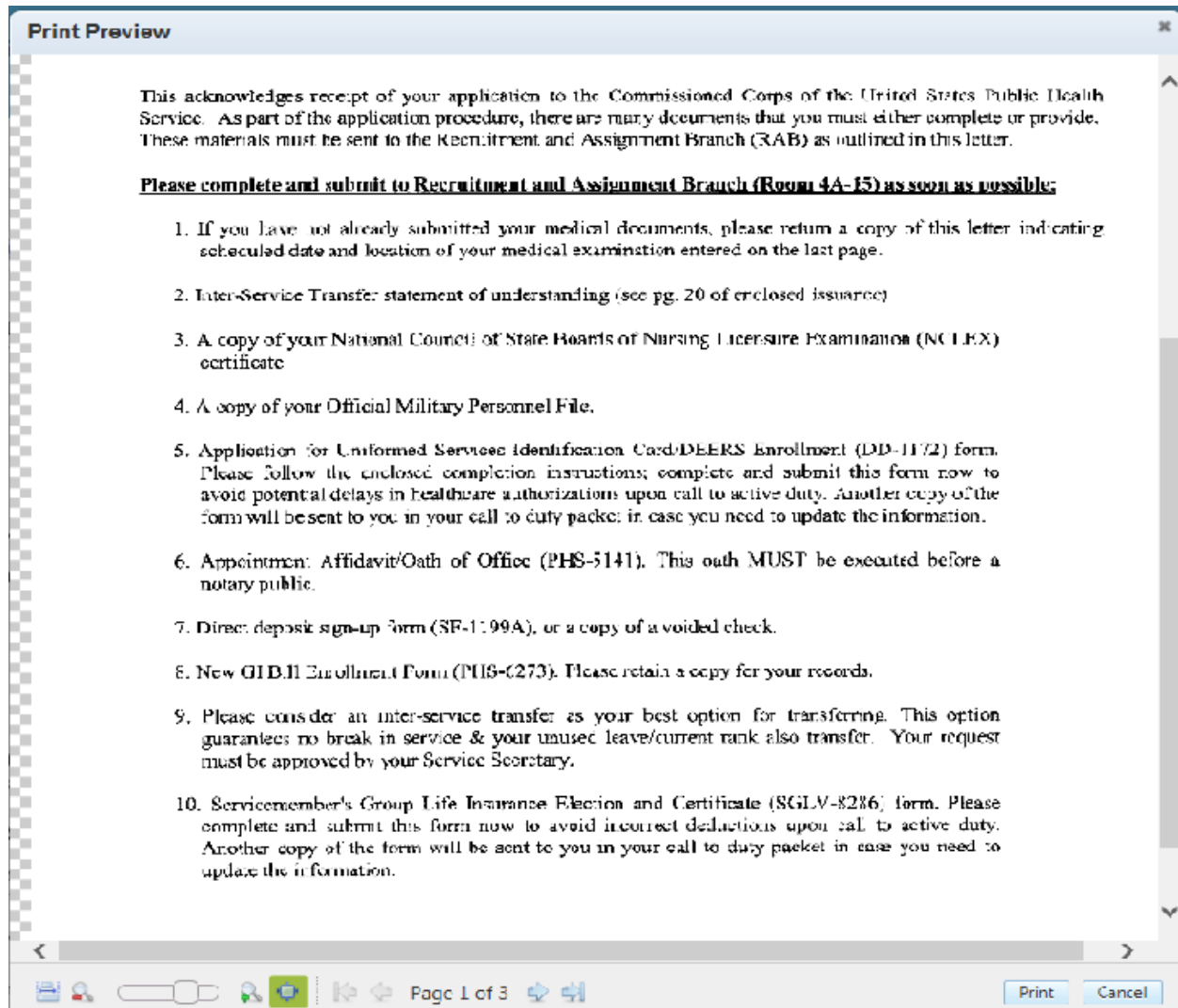
Convert to PDF
 Ignore Markups
 Force grayscale
 Low resolution

Print Preview Cancel

Using the eOPF Document Viewer

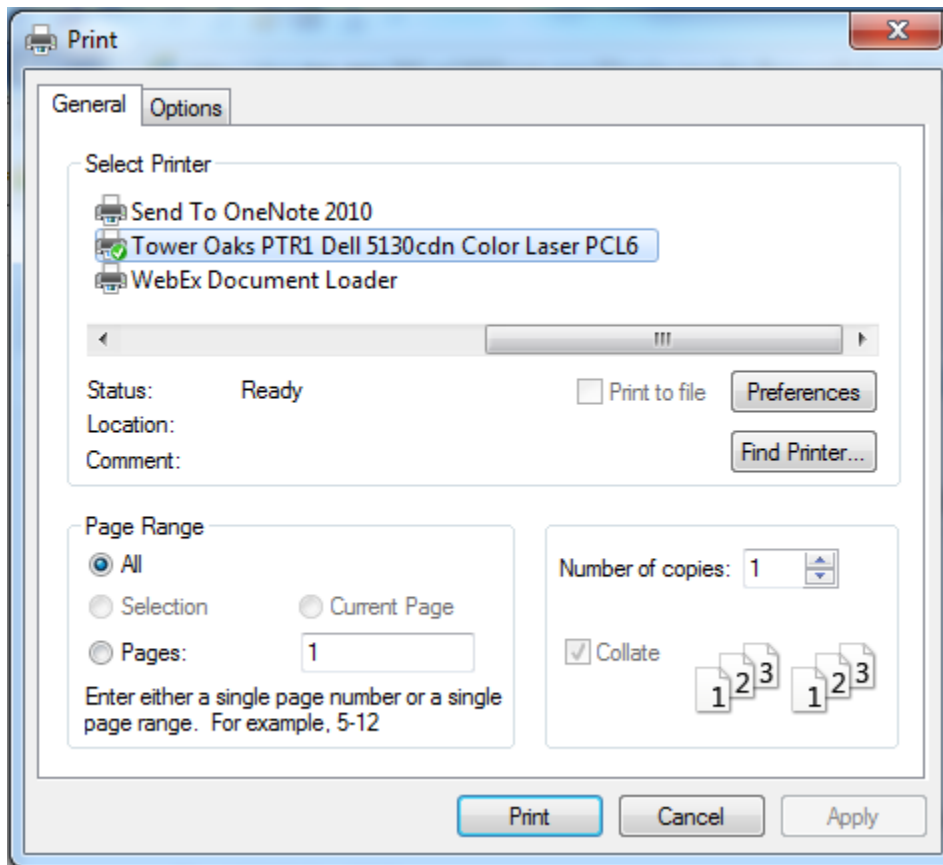
On the *Print Options* dialog, set the desired print options and click the *Print Preview* button. The *Print Preview* dialog is displayed.

Note: *Some users have reported that the first, second, or last page of a printed document comes out smaller than the rest; if you experienced that on your printer, click the **Convert to PDF** checkbox and print the resulting PDF document instead.*

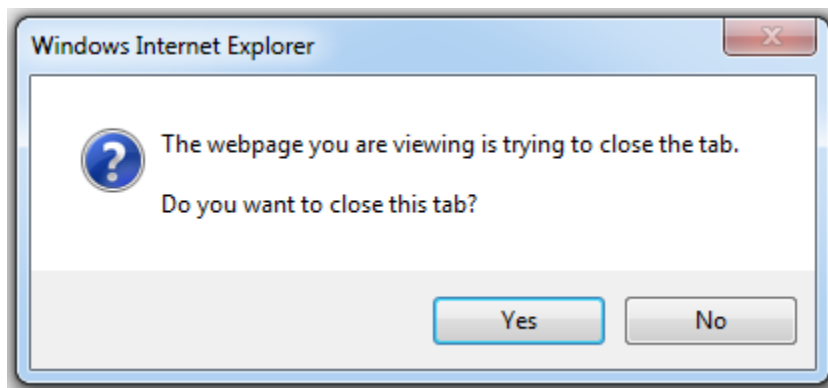


Using the eOPF Document Viewer

2. On the *Print Preview* dialog, click the *Print* button. The *Print* dialog, which allows you to select the desired print destination, is displayed.



3. Select the print destination, set the desired output preferences, and click the *Print* button. The displayed document is sent to the selected printer.
4. Click the *Close Document* button to return to the record (document) listing. An informational message, asking if you wish to close the *Document Viewer*, is displayed.

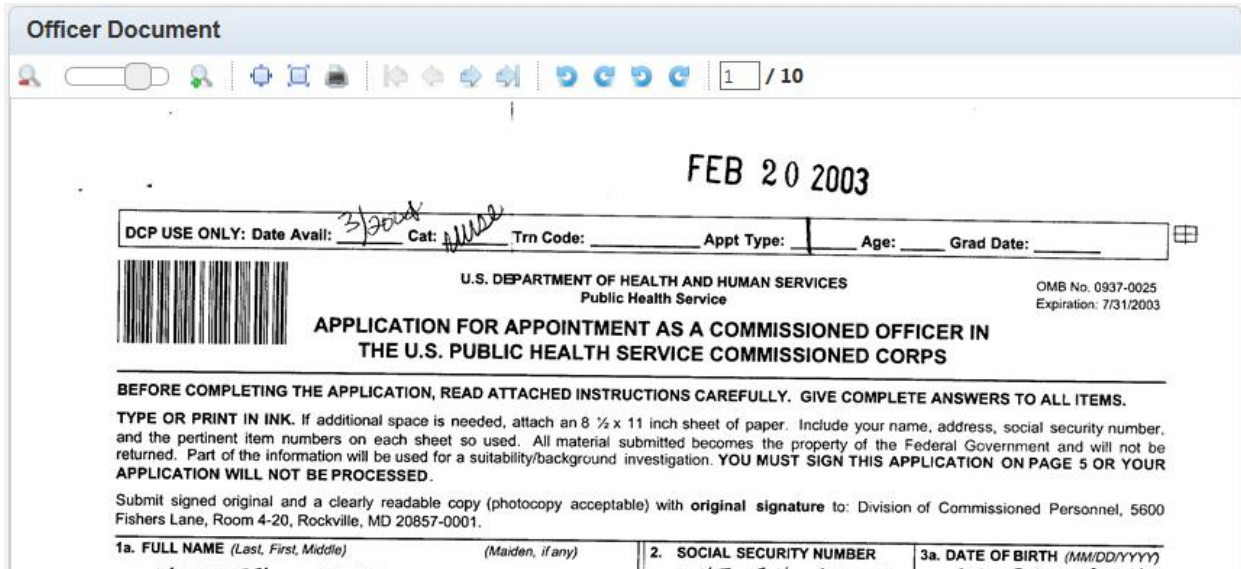


5. Click *Yes* to return to the record (document) listing.

Using the eOPF Document Viewer

Converting an eOPF Document to PDF

To convert an eOPF document to PDF using the *Document Viewer*, perform the following steps:



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FEB 20 2003

DCP USE ONLY: Date Avail: 3/2003 Cat: M112 Trn Code: Appt Type: Age: Grad Date:

U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES
Public Health Service

OMB No. 0937-0025
Expiration: 7/31/2003

**APPLICATION FOR APPOINTMENT AS A COMMISSIONED OFFICER IN
THE U.S. PUBLIC HEALTH SERVICE COMMISSIONED CORPS**

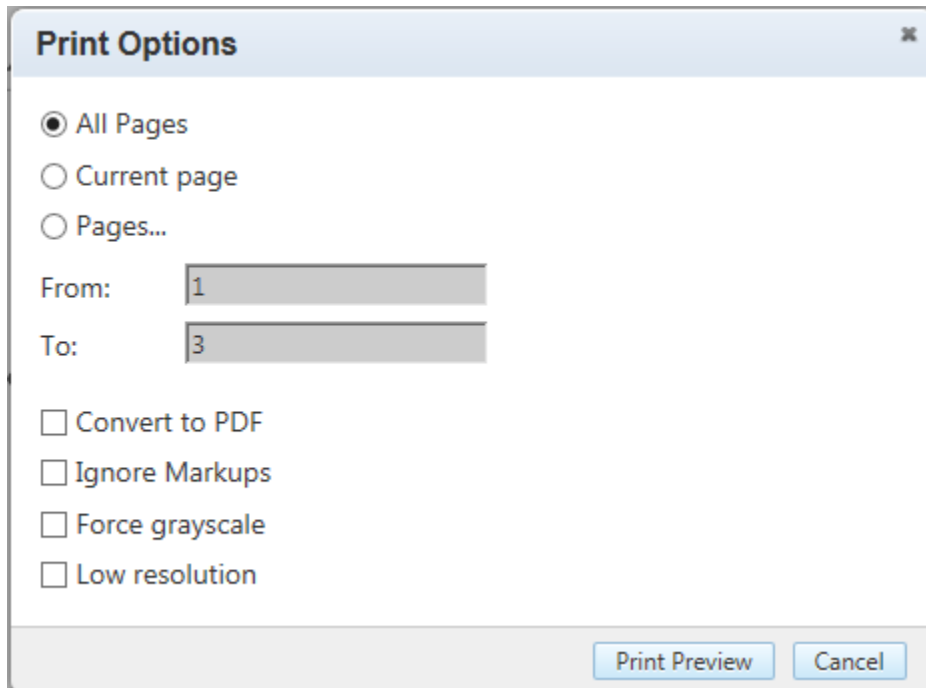
BEFORE COMPLETING THE APPLICATION, READ ATTACHED INSTRUCTIONS CAREFULLY. GIVE COMPLETE ANSWERS TO ALL ITEMS.

TYPE OR PRINT IN INK. If additional space is needed, attach an 8 1/2 x 11 inch sheet of paper. Include your name, address, social security number, and the pertinent item numbers on each sheet so used. All material submitted becomes the property of the Federal Government and will not be returned. Part of the information will be used for a suitability/background investigation. **YOU MUST SIGN THIS APPLICATION ON PAGE 5 OR YOUR APPLICATION WILL NOT BE PROCESSED.**

Submit signed original and a clearly readable copy (photocopy acceptable) with **original signature** to: Division of Commissioned Personnel, 5600 Fishers Lane, Room 4-20, Rockville, MD 20857-0001.

1a. FULL NAME (Last, First, Middle) (Maiden, if any) 2. SOCIAL SECURITY NUMBER 3a. DATE OF BIRTH (MM/DD/YYYY)

1. With a document displayed in the *Document Viewer* window, click the *Printer* icon. The *Print Options* dialog is displayed.



Print Options

All Pages

Current page

Pages...

From: 1

To: 3

Convert to PDF

Ignore Markups

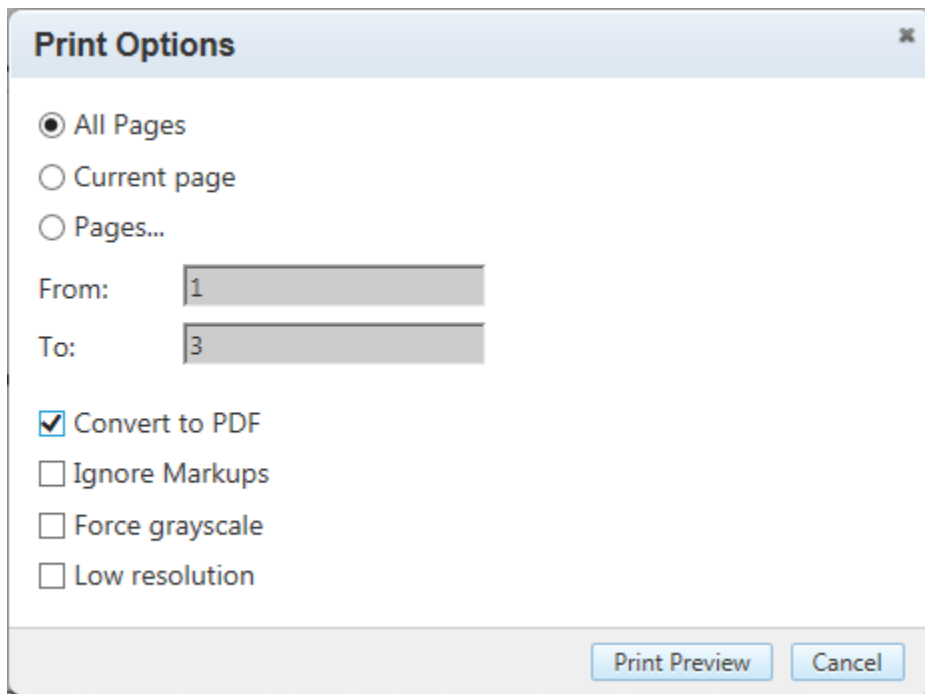
Force grayscale

Low resolution

Print Preview Cancel

Using the eOPF Document Viewer

2. On the *Print Options* dialog, select the **Convert to PDF** checkbox and click the *Print Preview* button. Note: the *Document Viewer* passes the displayed document to the client Operating System which launches **Adobe Acrobat Reader** to convert the document. In order for the conversion to take place, the user must have **Adobe Reader**, or equivalent software, installed on the client machine.



Using the eOPF Document Viewer

3. The displayed document is converted to PDF and presented to the user in Adobe Reader.

The screenshot shows the Adobe Acrobat Reader interface. The main window displays a PDF form with the following content:

10. UNIFORMED SERVICE: List below in chronological order all service you have had in the ARMY, NAVY, AIR FORCE, MARINE CORPS, COAST GUARD, COMMISSIONED CORPS OF THE NATIONAL OCEANIC AND ATMOSPHERIC ADMINISTRATION, and COMMISSIONED CORPS OF THE U.S. PUBLIC HEALTH SERVICE (PHS). Include any present Uniformed Services affiliations: PHS, Reserve Unit, ROTC commitment, etc. **Except for PHS affiliation, you will soon be asked to initiate a request for inter-service transfer, conditional release, or to provide proof of discharge, as may be applicable to your situation. No immediate action is required.**

SERVICE COMPONENT	REGULAR OR RESERVE	HIGHEST RANK HELD	DUTY FROM (MM/DD/YYYY)	DUTY TO (MM/DD/YYYY)	ACTIVE OR INACTIVE DUTY	TOTAL ACTIVE NON-PUBLIC HEALTH SERVICE TIME (In years and months)
NAVY	USNR	LT, O-3	01/02/1997	PRESENT	ACTIVE	4 YEARS 1 MONTH AT PRESENT

11. Were you ever rejected for duty in any branch of a Uniformed Service?
 Yes No If "Yes," state when and where rejected and cause: _____

12. DEPENDENTS INFORMATION (Full name of spouse and full name(s) and date(s) of birth of child(ren) and/or other dependent(s)): (Continue in Item #30 if needed)
 (Name) _____ (Relationship) SPOUSE (Date of Birth: MM/DD/YYYY) _____
 NOT APPLICABLE

Indicate Answers by Placing an "X" in the Appropriate Column.

	YES	NO
13. Have you ever received a Federal Government scholarship? If Yes, check appropriately: <input type="checkbox"/> Indian Health Service <input type="checkbox"/> National Health Service Corps Length of Service obligation: _____ Years		<input checked="" type="checkbox"/>
14. Have you ever been convicted, forfeited collateral, or are you now under charges for any felony or for any firearms or explosives violations? (A felony is defined as any offense punishable by imprisonment for a term exceeding one year but does not include any offense classified as a misdemeanor under the laws of a State and punishable by a term of imprisonment of two years or less.)		<input checked="" type="checkbox"/>
15. During the past seven years, have you been convicted, imprisoned, on probation or parole or forfeited collateral, or are you now under charges for any offense against the law not included in item 14 above? (When answering items 14 and 15, you may omit: (a) traffic fines for which you paid a fine of \$150.00 or less, (b) any offense committed before your 18th birthday which was finally adjudicated in a juvenile court or under a youth offender law, (c) any conviction the record of which has been expunged under Federal or State law, and (d) any conviction set aside under the Federal Youth Corrections Act or similar State authority.)		<input checked="" type="checkbox"/>
16. Are you delinquent on the repayment of any Federal debt(s)? If your answer is "Yes," please provide an explanation in item 30. (Examples of Federal debt include delinquent taxes, audit disallowances, guaranteed or direct student loans, FHA loans, and other miscellaneous administrative debts. The definition of delinquency for the purposes of direct and guaranteed loans are any loan(s) more than 31 days past due on a scheduled payment. Deferred loans are not considered delinquent.)		<input checked="" type="checkbox"/>
17. Are you a conscientious objector to military service? (If "No," go to question 19.)		<input checked="" type="checkbox"/>
18. If you are a conscientious objector, are you willing to serve in a noncombatant position? (NOTE: By Executive Order, the PHS Commissioned Corps may be militarized during times of national emergency and does have officers serving in support roles at all times. If in this item (18) you state an objection, you will be precluded from appointment in the Commissioned Corps of the Public Health Service.)		<input checked="" type="checkbox"/>
19. If you served in the military service, were you ever convicted by a general court martial or have you ever received less than an honorable discharge?		<input checked="" type="checkbox"/>
20. Have you ever been charged with, or are currently facing charges, of a violation of any State law pertaining to habit-forming drugs, narcotics, or intoxicating liquor? (NOTE: If your answer to items 14, 15, 16, 19, or 20 is "Yes," give details in item 30. Show for each offense: (a) date, (b) charge, (c) place, (d) court, and (e) action taken.)		<input checked="" type="checkbox"/>

21. REFERENCES: List the names of four individuals, including your most recent employer, with whom you have had professional affiliation or training at some time

The Adobe Acrobat Reader interface includes a top menu bar (File, Edit, View, Window, Help), a toolbar with various icons, and a right-hand sidebar with options like 'Export PDF', 'Create PDF', 'Edit PDF', 'Comment', 'Combine Files', 'Fill & Sign', 'Send for Signature', and 'Send & Track'. The Windows taskbar at the bottom shows the time as 12:41 PM on 5/11/2016.

Note: the instructions in this User Guide were written while using the Internet Explorer browser to view the eOPF website. Other browsers, such as Chrome or Firefox, may render the converted PDF document in the viewer instead of launching Adobe Reader. **Depending on your browser, you may or may not see options (Print, Save as, Download, etc.) for interacting with the displayed document after converting to PDF. If so, right-click on the document or move your mouse toward the top of the document to get the options available to your browser.**


Using the eOPF Document Viewer

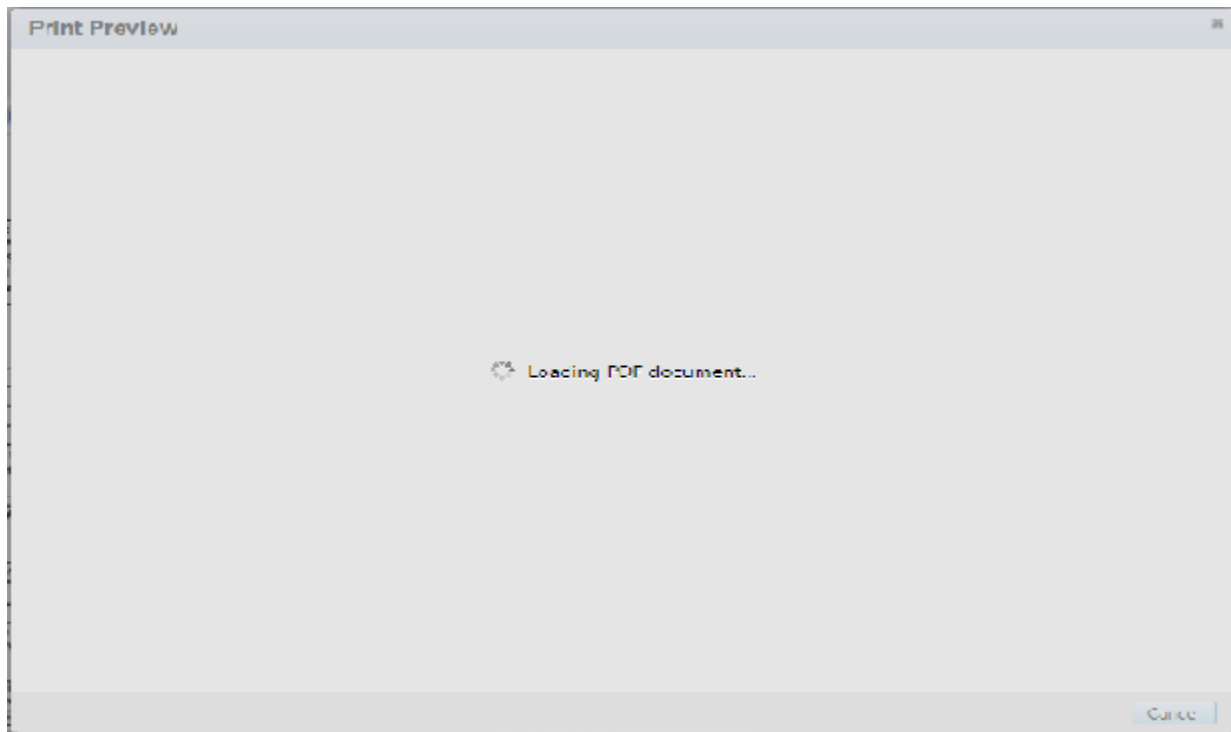
Reported Issues and Recommended Solutions

During testing of the new eOPF *Document Viewer*, the issues in this section were reported by some testers. The Development Team is investigating the reported issues for resolution.

If you experience any of the issues below, please follow the recommended solutions before calling the CCHelpdesk.

- **Print Preview dialog loses focus when converting a document to PDF.** Some testers reported that, when converting a document displayed in the *Document Viewer* to PDF, the Print Preview dialog loses focus and cannot be closed.

Recommended Solution: Click the *Refresh*  button of the browser window and click *OK* on the popup dialog to return focus to the *Document Viewer*.




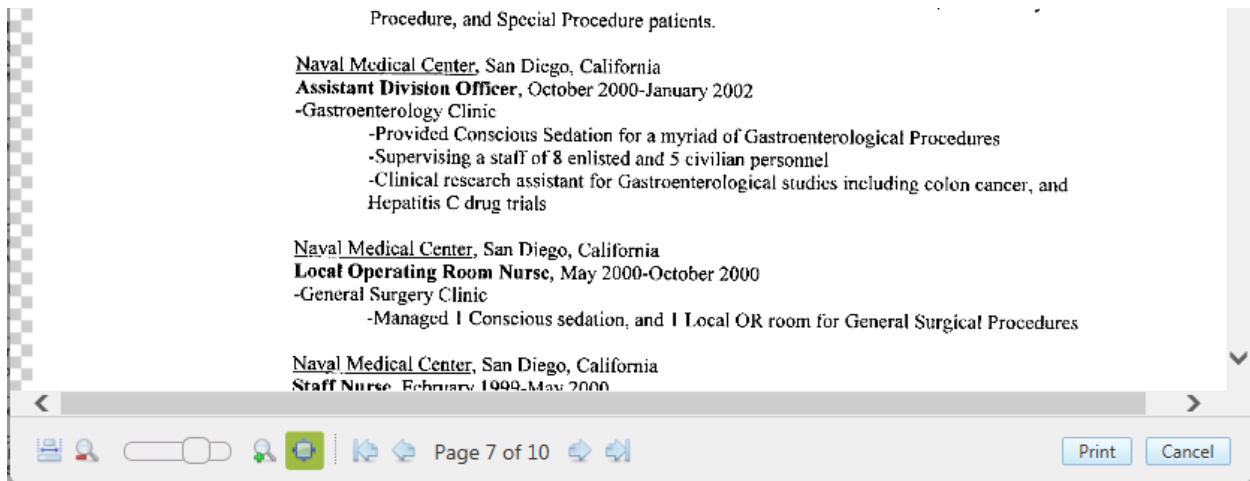
- **The Zoom icons disappear intermittently;** when that happens, the **first page of the document in the Document Viewer does not fully display until the user does something** with the document.

Recommended Solution: Click one of the page navigation icons (*Next Page, Last Page, etc.*) Additionally, close and reopen the document.

Using the eOPF Document Viewer

- **When printing a multipage document, the first, second, or last page comes out at about a third of the original page size.** This issue could be due to printer driver incompatibility with some printer models.

Recommended Solutions: Ensure that the most current driver for your printer is installed. Or, try displaying the document in its *Actual Size*, by clicking the  icon on the toolbar at the bottom of the *Print Preview* dialog, before sending the document to the printer.



Additionally, if you still experienced problem printing, click the **Convert to PDF** checkbox on the *Print Options* dialog and print the resulting PDF document instead. If your browser does not present you with a print option after converting a document to PDF, **right-click on the document** or **move your mouse toward the top of the document** to reveal the available options in the viewer.