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).

Setting your Preferences using the General Preferences tab

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.