



eOPF

Resource Guide

Investigator

Investigator Reference Guide

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IMPORTANT! This reference guide includes screens from eOPF which are representative of what you may see. However, your system may appear slightly different depending upon your role or versioning of the system.

Purpose

This document provides guidance for individuals assigned to the Investigator role. The Investigator role allows individuals to search for or view documents in an employee’s eOPF. Investigators cannot add or modify documents in the employee’s folder.

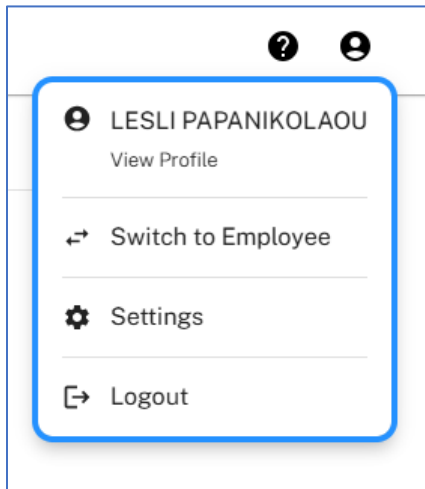
Introduction to eOPF

See the **eOPF Employee Reference Guide** on the toolkit for guidance on the following features and functionality:

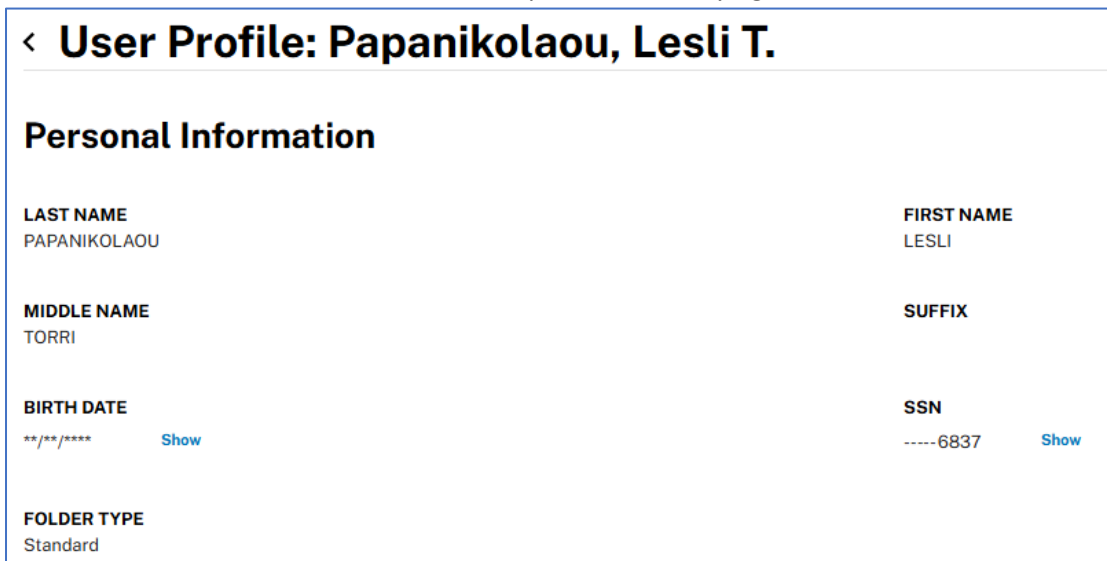
- Logging in to eOPF
- Configuring My Settings
- Contacting the eOPF Help Desk
- Giving Feedback

View Profile

1. To access your Profile, click the profile icon  and select “View Profile” under your name.



2. The User Profile page is divided into 5 Sections:
 - a. **Personal Information:** This section contains personal identifying information about the user.



- b. **Contact Information:** This section contains the user’s address and e-mail address

Contact Information

<p>ADDRESS (HOME) 700 US HIGHWAY 441 Suite 4530 FARGO, GA 31631 UNITED STATES</p>	<p>EMAIL LESLI.PAPANIKOLAOU.0207@notARealEmailService.gov</p>
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- c. **Employment Account Information:** This section contains information about the user’s employments. If a user has multiple or dual employments, they will all show here. As an employee moves from agency to agency, the employment history will be logged in this table.

Employment Account Information

Select	EMPLOYMENT ID	AGENCY	AGENCY SUBELEMEN	POID	ORG CODE	ACTIVITY CODE	ACCOUNT TYPE	START DATE	END DATE	ELEVATED PERMISSION	FOLDER STATUS
<input checked="" type="checkbox"/>	790489	VETERANS HEA...	VATA	1782	VATA89905603	CHOLCO...	Employee	2025-01-29		Yes	ACTIVE

Rows per page: 10 ▾ 1-1 of 1 < >

ACCOUNT STATUS
Active

- d. **Role and Access:** This section contains the user’s assigned Role and Access Rights in the system.

Role and Access:

ROLE
[Investigator](#)

POID	AGENCY SUBELEMEN	ORG CODE	ACTIVITY CODE	SSN	EFFECTIVE FROM	EFFECTIVE TO	EXCLUDED
1782	VATA				2025-01-30		false

Rows per page: 10 ▾ 1-1 of 1 < >


- e. **User Activity:** This section contains information about the user’s login activity

User Activity

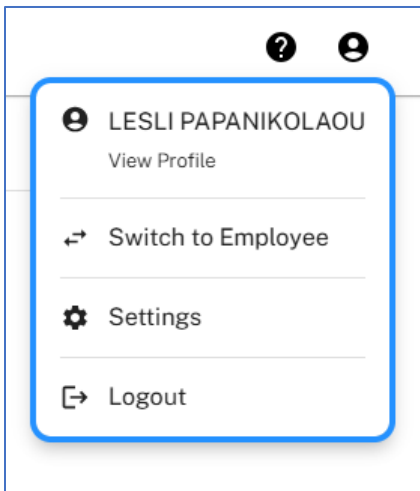
TOTAL LOGIN COUNT
20


Note: You will not be able to update any information in your own profile. If there are any changes needed to your personal and contact information, please contact your HR System of Record. For changes to your employment or Access, please contact your HR Admin or Agency POC.

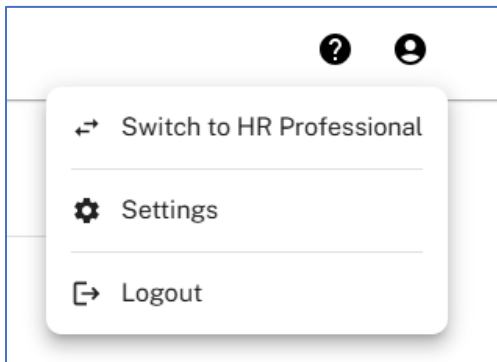
Toggle to Employee View

- Logging in will automatically take you to HR Professional view. Aside from Contractors, all users with access to HR Professional view will have to ability to toggle to Employee View to view their own employee documents. To access Employee View, click the profile icon  and select “Switch to Employee”.

See the **eOPF Employee Reference Guide** in the toolkit for guidance on the Employee view:

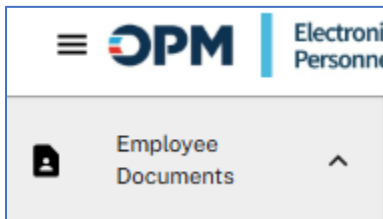


2. To switch back to HR Professional view, click the profile icon  and select "Switch to HR Professional"



Employee Folder Search

1. Investigators can access the employee folder search by clicking the "Employee Documents" tab in the left-side navigation or by clicking the "Search Folders" link on the home page beneath the welcome header.



2. From the Employee Folder search, enter the employee information in any of the available search fields then press "Search". It is recommended to search by SSN.

Employee Folder Search

Search federal employee information to find available employee folders.

SSN Employee ID

Last Name First Name

POID ORG CODE

- The matching results will be returned in the grid below the search fields. The list of employee folders is presented in alphabetical order by last name, but the order can be changed by selecting any of the column headings.

Employee Folder Search

Search federal employee information to find available employee folders.

SSN Employee ID

Last Name First Name

POID ORG CODE

10 results returned of 15

LAST NAME	FIRST NAME, MI	SSN	SOURCE	POID	ORG CODE	ACTIVITY CODE	EMPLOYEE ID	FOLDER STATUS
ABULABAN	JENEE	***-**-6804	VATA	1782			TIM2147438324	ACTIVE
ALFEROS	PATTIE	***-**-8451	VATA	1782	VATA89905603	CHOLCOMB	TIM2147479959	INACTIVE
BATAYOLA	FRANKIE	***-**-6250	VATA	1782	VATA89905603	CHOLCOMB	TIM2147448192	ACTIVE
CUTHILL	CORRINE	***-**-8850	VATA	1782	VATA89905603	CHOLCOMB	TIM2147483481	ACTIVE
DOKTOR	ALETHA	***-**-7594	VATA	1782			TIM2147392108	ACTIVE

Note: A search for an employee outside of assigned access will result in a “No results found. Try a different search” message.

View Documents

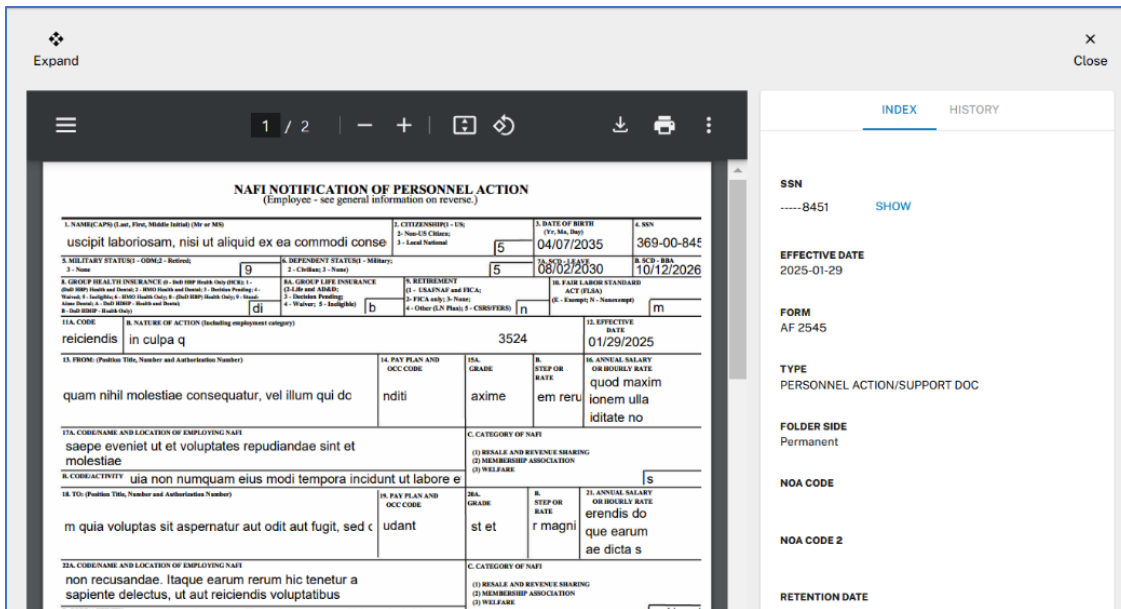
- Double click on an employee’s folder to display a list of the documents within the OPF. The list of documents is presented in order by most recent effective date, but the order can be changed by selecting any of the column headings.




< Documents for: ABULABAN, JENEE

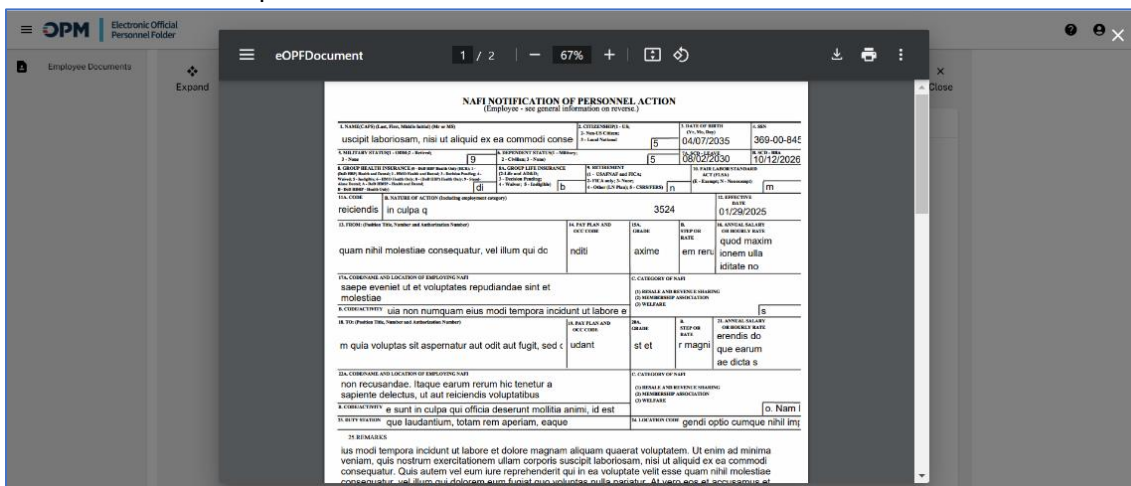
<input type="checkbox"/>	FORM	NOA CODE	NOA CODE 2	AGENCY	FOLDER SIDE	EFFECTIVE DATE	CREATE DATE
<input type="checkbox"/>	SF 50	842		VETERANS HEALTH ADMINISTRATION	Permanent	06/03/2024	06/05/2024
<input type="checkbox"/>	SF 50	002	740	VETERANS HEALTH ADMINISTRATION	Permanent	05/31/2024	06/05/2024
<input type="checkbox"/>	SF 50	931		VETERANS HEALTH ADMINISTRATION	Permanent	06/03/2024	06/05/2024
<input type="checkbox"/>	SF 50	600		VETERANS HEALTH ADMINISTRATION	Permanent	06/01/2024	06/05/2024

Total Rows: 4

- To view a document and its associated indexing information, select a form number. A document preview window opens providing a preview of the document. The indexing information is presented on the right.



- If you would like to enlarge the page, select the Expand button  at the top of the document preview window. A full-page view of the selected document displays. Then change the zoom percentage at the top of the document. You may download or print from the full-page view of the document by selecting the download icon  or the print icon  also at the top of the document.

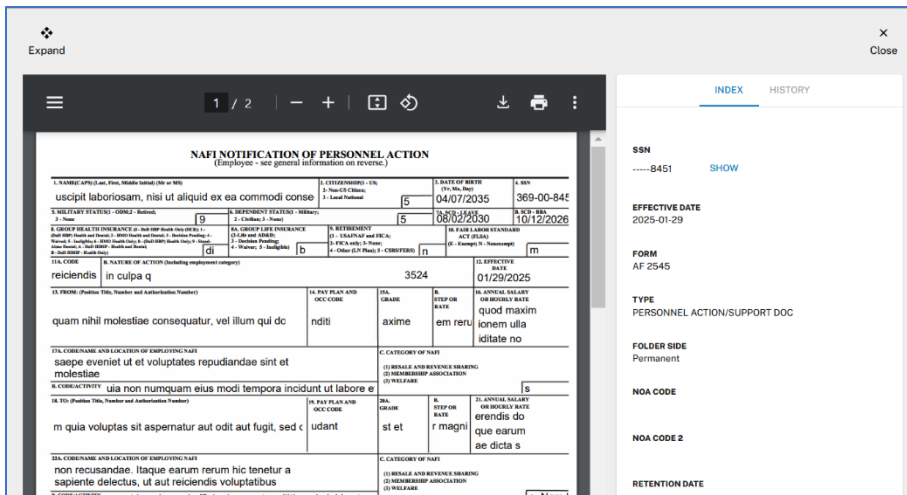




Downloading and Printing Documents

There are two ways an Investigator can download and/or print an employee's documents. It can be done from the document preview, or from the top of the Employee Documents list.

Downloading/Printing from the Document Preview

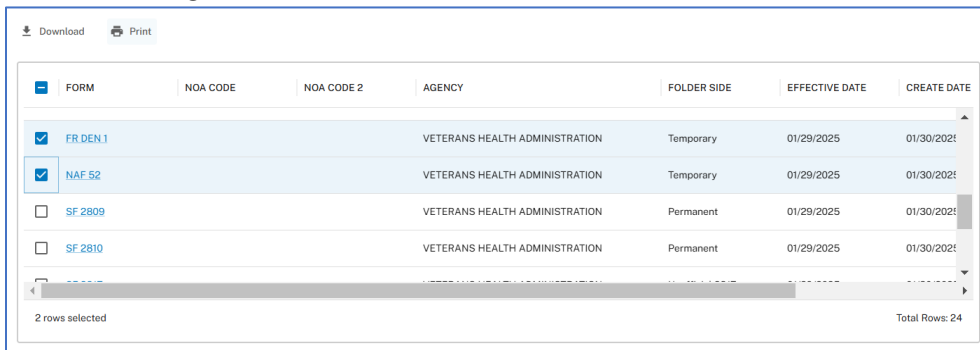
- From the Employee Documents list, click the form number of the document you wish to download or print.
- A document preview of the selected form as well as the associated indexing information on the right displays.





3. Select the download icon  or the print icon  to download or print the selected document. Follow your system's prompts to download or print. When you are finished, select the Close icon in the top right corner. You are returned to the Employee Documents list.

Downloading/Printing from the Employee Documents List

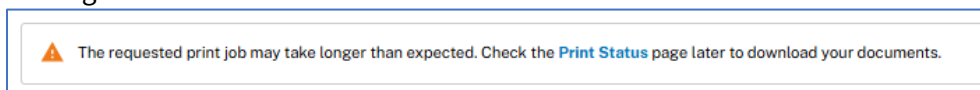
4. From the Employee Documents list, select the checkbox(es) next to the form number of the document(s) you wish to download or print. If you would like to print the entire folder, you can select the checkbox next to the Form column heading and all checkboxes will be selected.



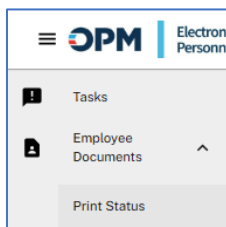
5. Select the download link  [Download](#) or print link  [Print](#) at the top of the Employee Documents list to download or print the selected document(s). Follow your system's prompts to download or print.

Print Status

1. When printing more than 2 documents or a document of large file size, the following system message will display, guiding the user to the Print Status page to download the print request. This page can be accessed through the link in the message or by selecting the "Print Status" option under the "Employee Documents" tab in the left navigation.
 - a. System message



- i. Print Status tab



- i.

- Clicking the Print Status page will show a grid of all your print requests. The grid will be cleared every 48 hours at midnight EST. Print requests that are not ready to be downloaded will display “Pending” in the Processed date column.

Print Status

Click on the Request ID link to download the print request.
This page will be cleared every 48 hours at midnight Eastern Standard Time. The current date and time is 04/11/2025 02:11 PM EDT.

Print requests are password protected. ⓘ

1 results returned of 1

Request ID	Employee name	Requesting user	Date requested ↓	Date processed	Document count	Delete
10040	AALAND, KEVIN	VACCARELLO, MAUREEN	04/11/2025 2:11PM EST	Pending	9	×

Rows per page: 5 1-1 of 1 < >

- Refresh the page using the Refresh button in your browser to update the Print Status grid.
- When the print request is done processing, click on the Request ID link to initiate the download.

Request ID	Employee name	Requesting user	Date requested ↓	Date processed	Document count	Delete
10040	AALAND, KEVIN	VACCARELLO, MAUREEN	04/11/2025 2:11PM EST	04/11/2025 2:11PM EST	9	⊖

- When opening the downloaded file, you will be prompted to enter a password.
 - Note: The password is a combination of the requesting user’s birth year and the Request ID. For example: 1980100

Password required

This document is password protected. Please enter a password.

Submit

Canceling a print request

- If a pending print request is no longer needed, click the × icon to cancel the request.
- The pop-up modal below will display, giving you the option to confirm or cancel the action. Note that this action cannot be undone, and you will need to resubmit the request if needed.

Cancel print request ×

This action cannot be undone, and you will need to resubmit the request if needed.

Confirm Go Back

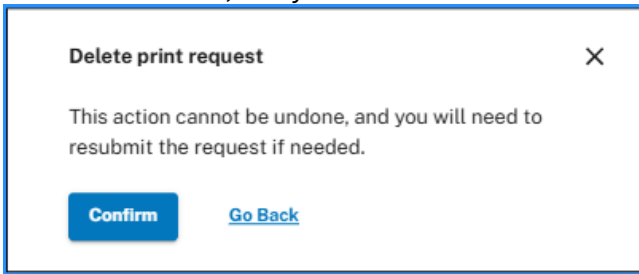
- One confirmed, a confirmation message will display and the print request will be removed from the grid.

✓ The print request has been canceled successfully.

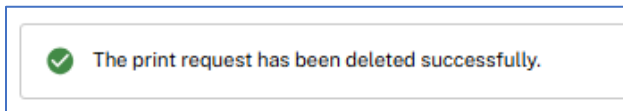
Deleting a print request

- If a completed print request is no longer needed, click the ⊖ icon to delete the request.

- The pop-up modal below will display, giving you the option to confirm or cancel the action. Note that this action cannot be undone, and you will need to resubmit the request if needed.

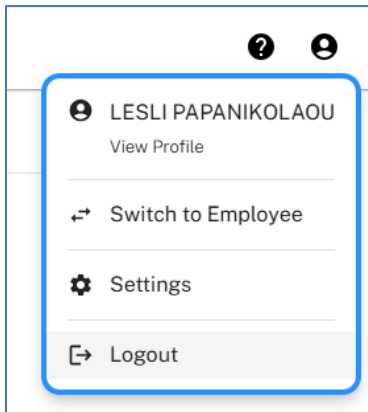


- Once confirmed, a confirmation message will display and the print request will be removed from the grid.



Logout

- When you are ready to log out of the system, select the profile icon in the top-right corner of the screen and select the "Logout" option.



- The system will return to the login screen, confirming logout.

