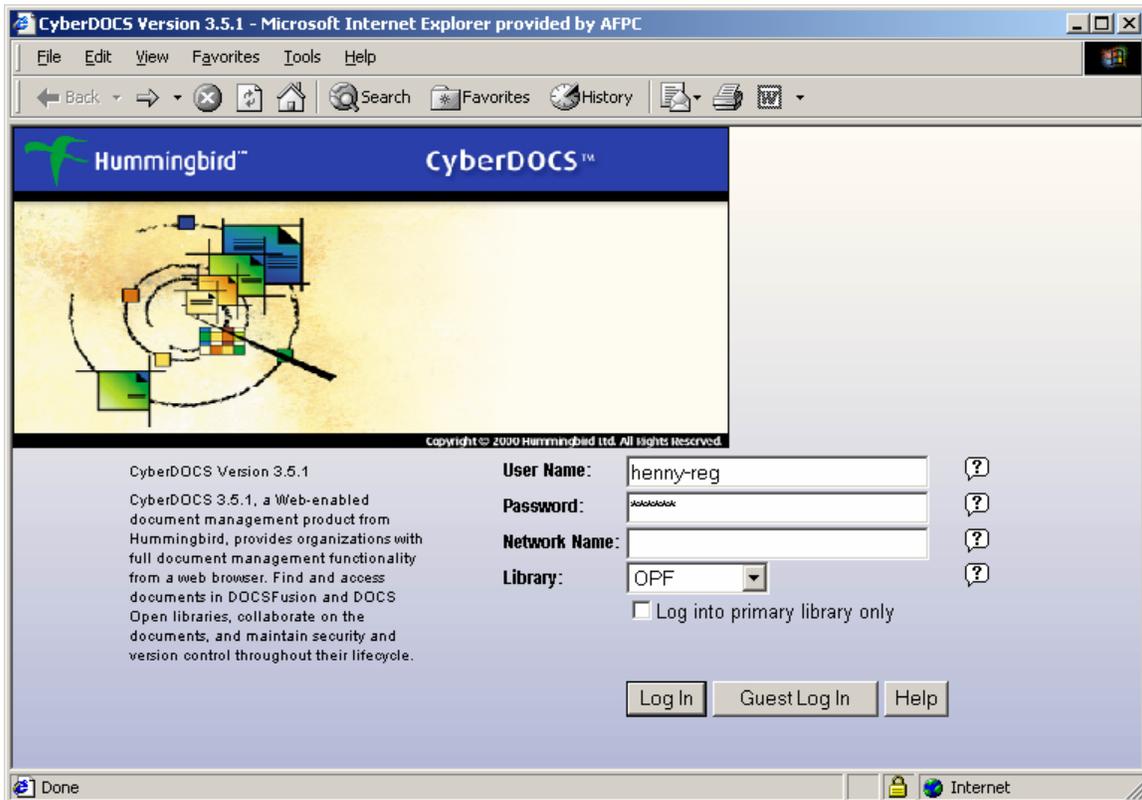


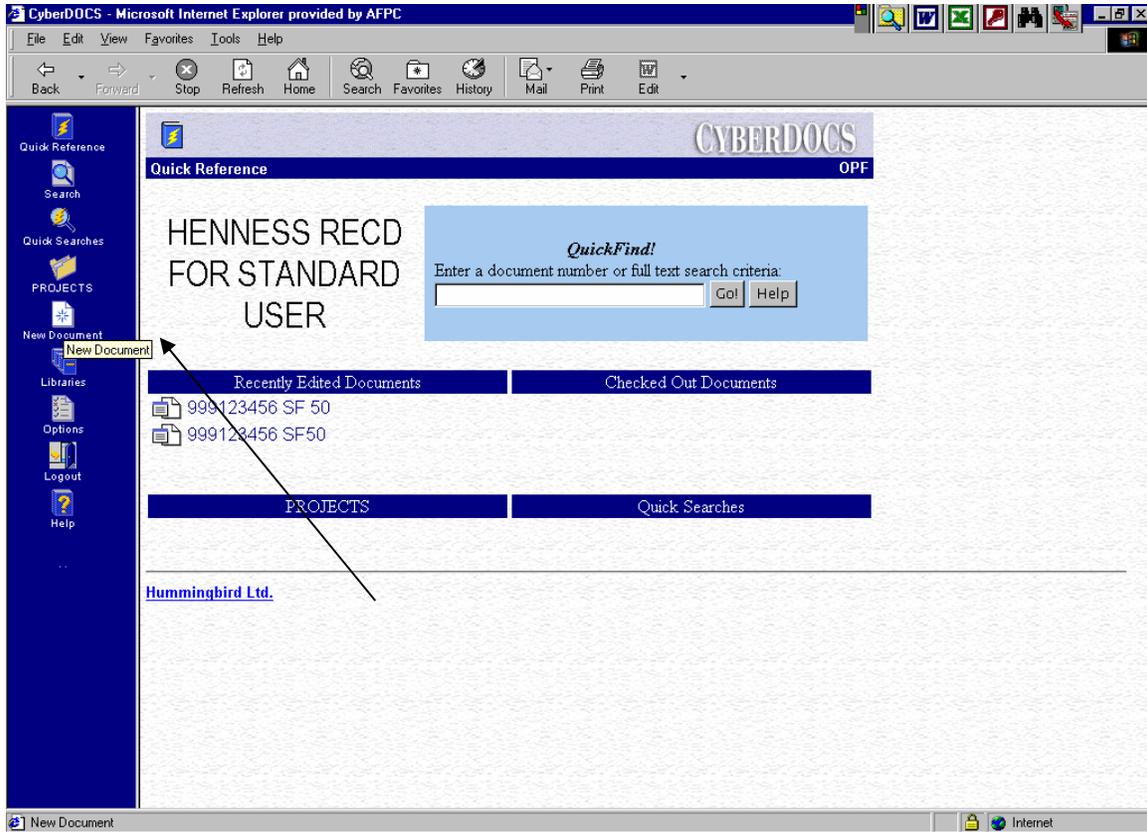
Profiling Documents into PARIS from Cyberdocs (OPF Library -- SF50 Processing)

In order to profile SF50 documents into PARIS, the user must have first scanned the SF50 on an employee and saved the document as a single *.tif file, either to a PC hard drive or to a common server. Later in the profiling process, this saved *.tif file will be retrieved and attached to the profiled record and will eventually become a document file in the PARIS OPF library. The single *.tif file can contain scanned images of all pages to the SF50. However, the *.tif file is restricted to only one personnel action (specific NOA and effective date) action for the affected employee. Once the user has scanned and saved the applicable document(s), they can begin the profiling process.

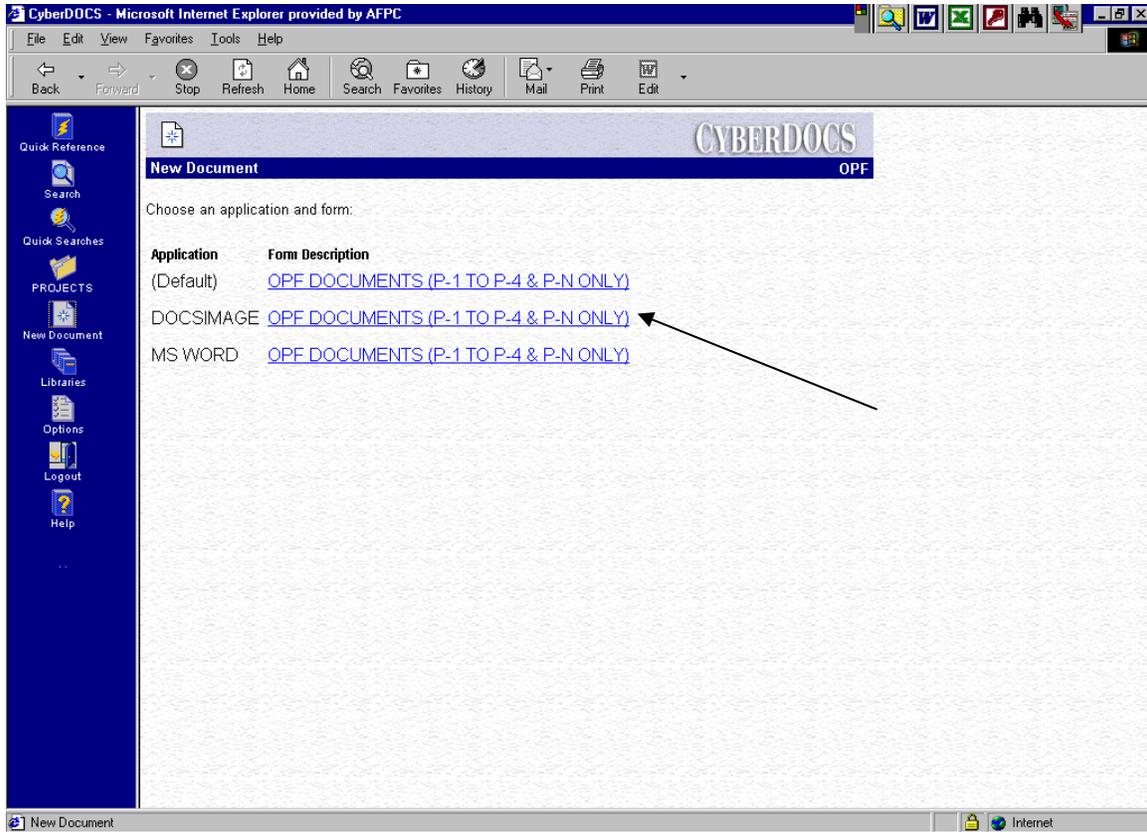
From the PARIS/Cyberdocs splash screen, login to PARIS using your assigned user name/password and select the '**OPF**' library. Click '**Log In**' to continue.



After you have logged into the PARIS OPF library and come to the 'Quick Reference' page, highlight and double click 'New Document' from the left column.



Under the **'Form Description'** heading, highlight and double click **'OPF DOCUMENTS (P-1 TO P-4 & P-N ONLY)** for the **DOCSIMAGE** application.



This will bring you to the **'New Document'** profile screen. The document profile screen will contain a number of text boxes already auto populated with data, i.e., CPF ID, Author, Storage Type and Retention Days. Please do not attempt to change these settings, as any change will disrupt the profiling process for your CPF.

SSAN (Required Field): Employee's social security number (SSAN). Can be typed in directly into the field or selected from table by clicking on the ellipsis button (...). SSAN is the primary key for all OPF documents placed in PARIS. Use no punctuation. **FORMAT 123456789**.

The following profile entries will be auto-populated after the scanned SF50 is attached to this profile and saved into the OPF library. Data is maintained on the Civemp table in PARIS and will populate based on the SSAN provided above:

Grade: Current grade of the employee.

Employee: Employee's name.

Office Symbol: Current office symbol of the employee.

CPCN: Employee's current Civilian Position Control Number.

DT EOD Air Force: Date employee entered the Air Force.

CPF ID (Required Field): The 2-digit code of the CPF where the employee is assigned. This code is used to set the security on the OPF documents. This field should already be auto-populated. Please do not attempt to change these setting's as any change will disrupt the profiling process for your CPF.

The screenshot shows the 'New Document' form in the CyberDOCS application. The form is organized into several sections:

- EMPLOYEE DATA:** Contains fields for SSAN (999123456), Employee, CPCN, CPF ID (8L), Grade, Office Symbol, and DT EOD Air Force.
- DOCUMENT DATA:** Contains fields for Document Name, Effective Date, Form (SF 50), NOA 1st, and NOA 2nd.
- Additional Options:** Includes checkboxes for 'Duplicate' and 'QC'd', a 'DESCRIPTION' field, and a 'Retention Schedule' section with 'Storage Type' (Keep) and 'Retention Days' (0).
- Warnings:** A prominent message states 'PLEASE DO NOT CHANGE ANY PRESET VALUES'.
- Metadata:** A 'History' section shows 'Date Created' as 03/06/2002 and 'Author' as FUSION.

Document Name (Required Field): A literal field to describe the profiled document. This is a restricted profile field and the format should be strictly adhered to. It will contain the employee's SSAN and the literal **'SF 50'**. **FORMAT: 123456789 SF 50**.

CYBERDOCS

New Document OPF

EMPLOYEE DATA DOC #

SSAN 999123456 Grade
Employee Office Symbol
CPCN DT EOD Air Force
CPF ID 8L

DOCUMENT DATA

Document Name 999123456 SF 50 Effective Date
Form SF 50
NOA 1st
NOA 2nd

PLEASE DO NOT CHANGE ANY PRESET VALUES

Duplicate QC'd

DESCRIPTION

History

Date Created 03/06/2002
Created By
Author FUSION

Retention Schedule

Storage Type Keep
Retention Days 0

Effective Date (Required Field): Effective date of the document being profiled. The format for this field is MM/DD/YYYY. However, if you enter the date incorrectly, a prompt will appear advising you of the incorrect format. If hyphens (-) are used instead of the forward slash (/), the system will automatically insert the slash correctly after the SF50 is attached to this profile and saved into the OPF library.

The screenshot shows the CyberDOCS web application interface in Microsoft Internet Explorer. The browser title bar reads "CyberDOCS - Microsoft Internet Explorer provided by AFPC". The page header includes "CYBERDOCS" and "OPF". The main content area is titled "New Document" and contains several form sections:

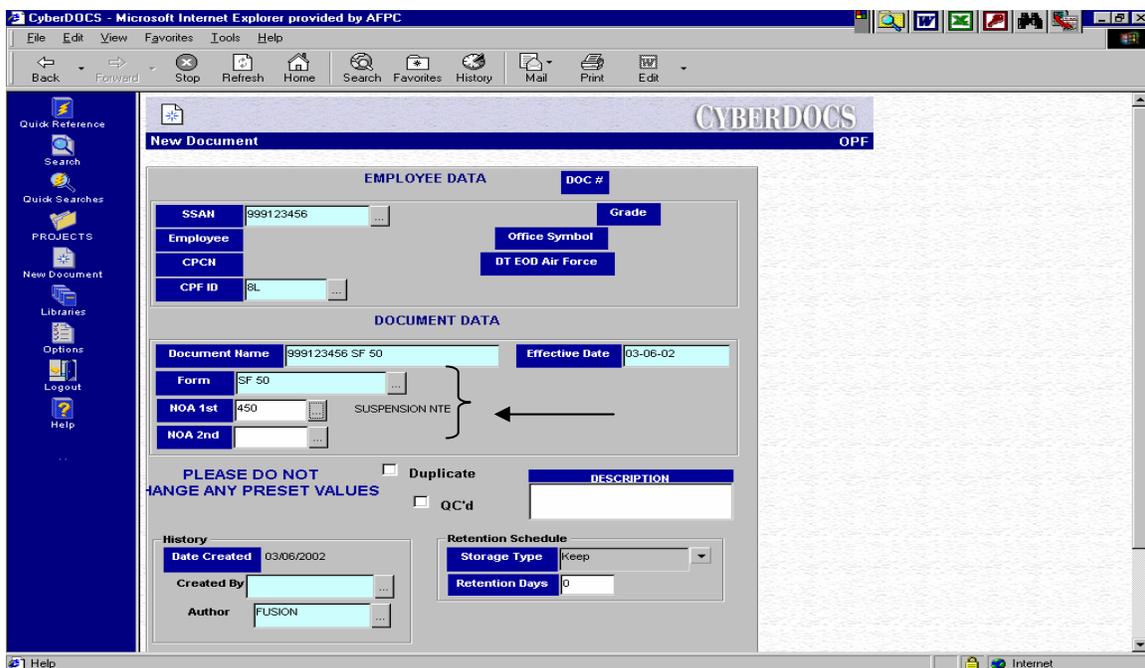
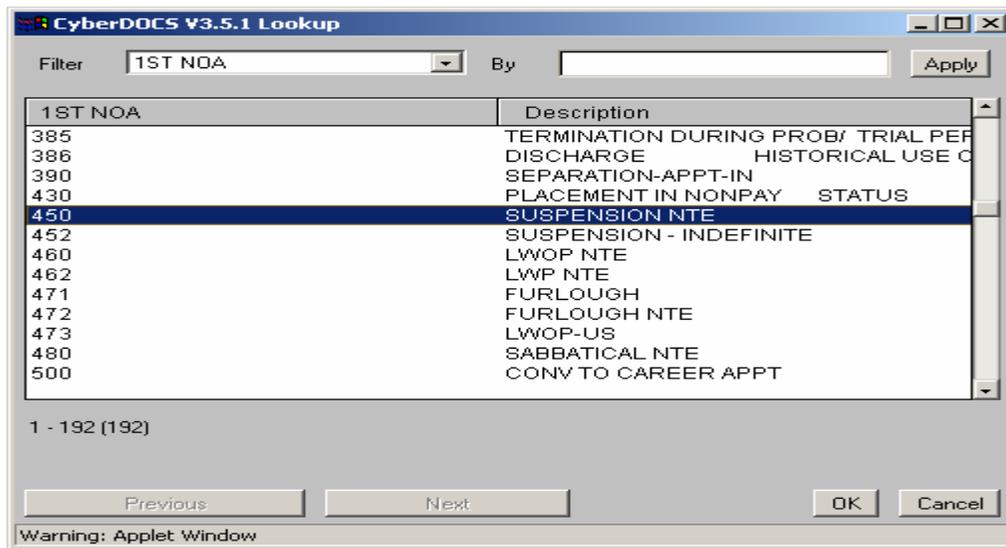
- EMPLOYEE DATA:** Includes fields for SSAN (999123456), Employee, CPCN, and CPF ID (8L). There are also buttons for "DOC #", "Grade", "Office Symbol", and "DT EOD Air Force".
- DOCUMENT DATA:** Includes fields for Document Name (999123456 SF 50), Form (SF 50), NOA 1st, and NOA 2nd. The "Effective Date" field is highlighted in blue and contains the value "03-06-02". An arrow points to this field.
- PLEASE DO NOT CHANGE ANY PRESET VALUES:** Includes checkboxes for "Duplicate" and "QC'd".
- DESCRIPTION:** A text area for entering a description.
- History:** Includes fields for "Date Created" (03/06/2002), "Created By", and "Author" (FUSION).
- Retention Schedule:** Includes a "Storage Type" dropdown menu (set to "Keep") and a "Retention Days" field (set to "0").

The browser's address bar shows "Help" and "Internet". The status bar at the bottom indicates "Internet".

Form (Required Field): This field should already be auto-populated with 'SF 50'. Please do not attempt to change these settings, as any change will disrupt the profiling process for your CPF.

NOA 1st: The NOA in block 5A of the SF50 being profiled. Can be typed in or selected from the NOA table by clicking the ellipsis button (...).

NOA 2nd: The NOA in block 6A of the SF50 being profiled. Leave blank if not applicable. Can be typed in or selected from the NOA table by clicking the ellipsis button (...).



Date Created (Required Field): This date is system generated at the time of the profile.

Created By: Click the ellipsis button (...) to bring up the People table.

CyberDOCS - Microsoft Internet Explorer provided by AFPC

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites History Mail Print Edit

Quick Reference
Search
Quick Searches
PROJECTS
New Document
Libraries
Options
Logout
Help

CYBERDOCS
OPF

New Document

EMPLOYEE DATA DOC #

SSAN 999123456 Grade
Employee Office Symbol
CPCN DT EOD Air Force
CPF ID BL

DOCUMENT DATA

Document Name 999123456 SF 50 Effective Date 03-06-02
Form SF 50
NOA 1st 450 SUSPENSION NTE
NOA 2nd

PLEASE DO NOT CHANGE ANY PRESET VALUES Duplicate
QC'd

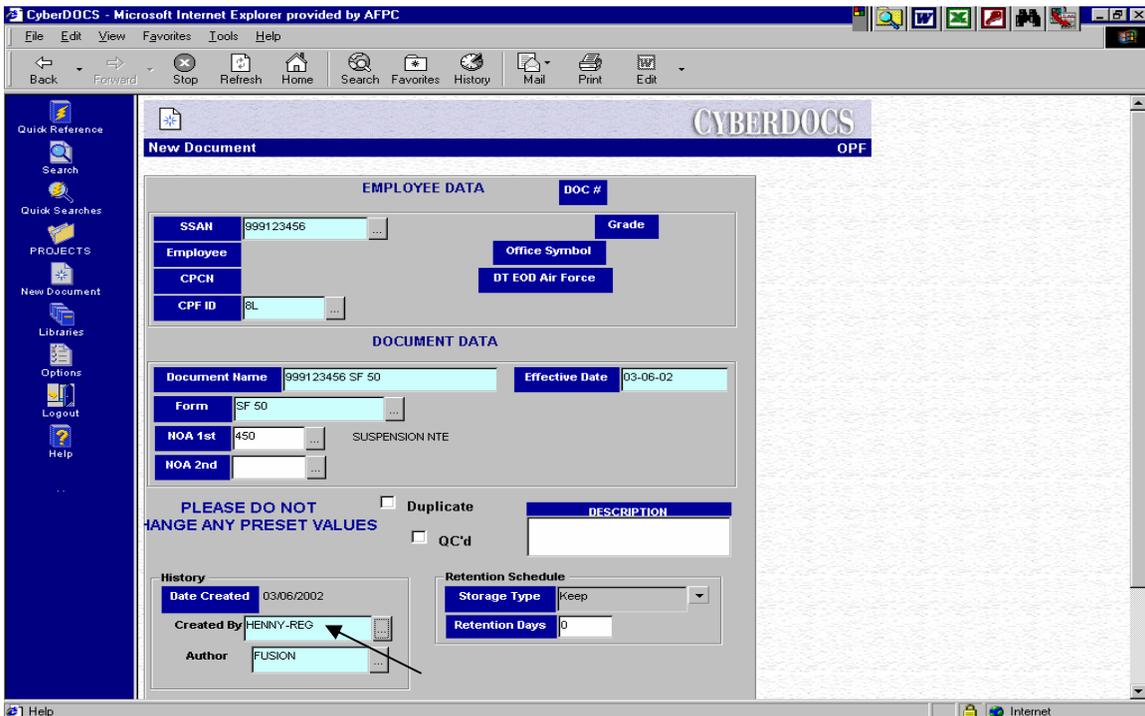
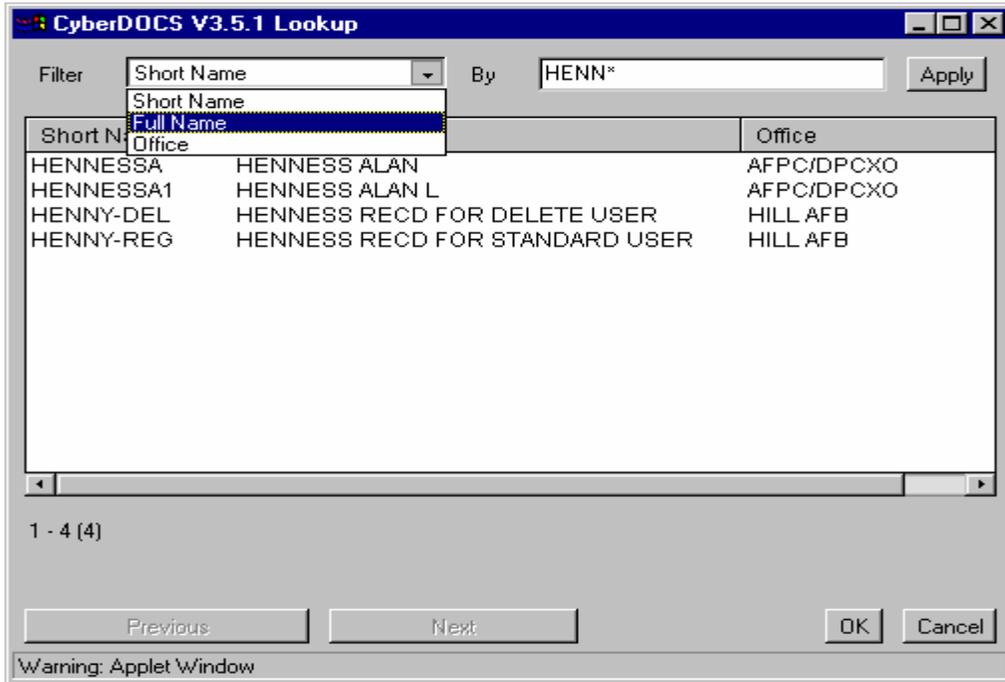
DESCRIPTION

History
Date Created 03/06/2002
Created By
Author FUSION

Retention Schedule
Storage Type Keep
Retention Days 0

Help Internet

Using the **'Filter'** option, select the **'Full Name'** option on the People table. In the **'By'** window, input the user's last name followed by an asterisk (*) and click the **'Apply'** button (do not click 'OK' at this point). From the selection that will appear, the user should highlight their name and click **'OK'**. Their PARIS short name will populate the **'Created by'** text box.



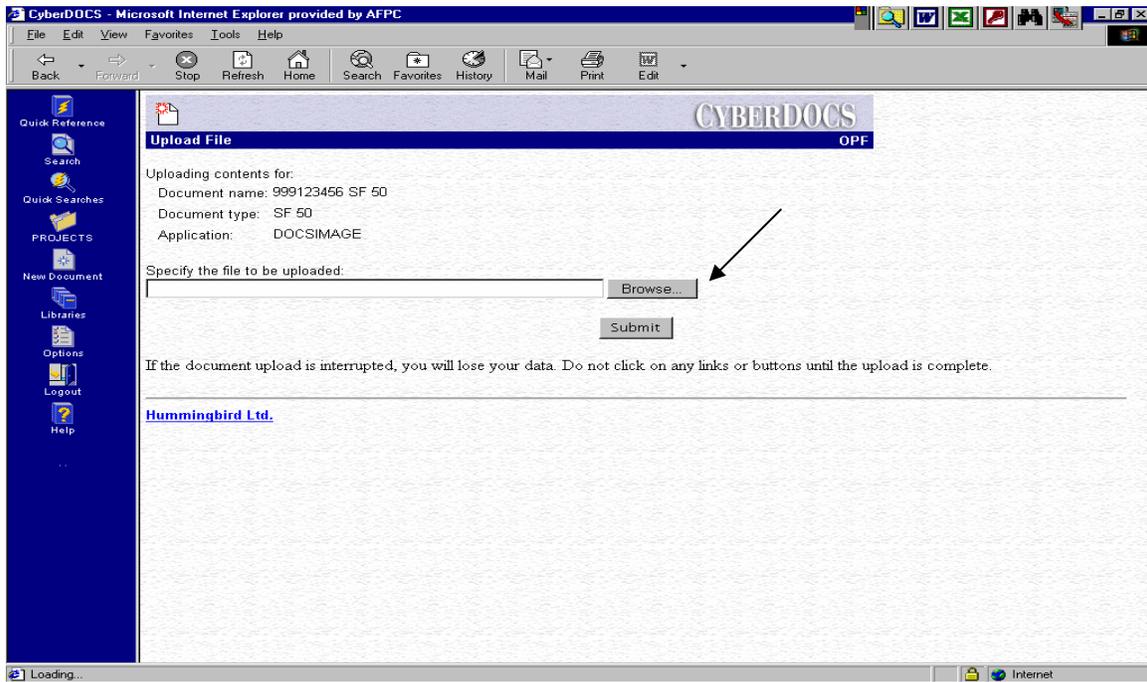
The following text blocks are pre-set and under no circumstances should these blocks be changed, as it would disrupt the profiling process for your CPF:

Author: Pre-set to **FUSION**.
Storage Type: Pre-set to **Keep**.
Retention Days: Pre-set to **0** (zero).

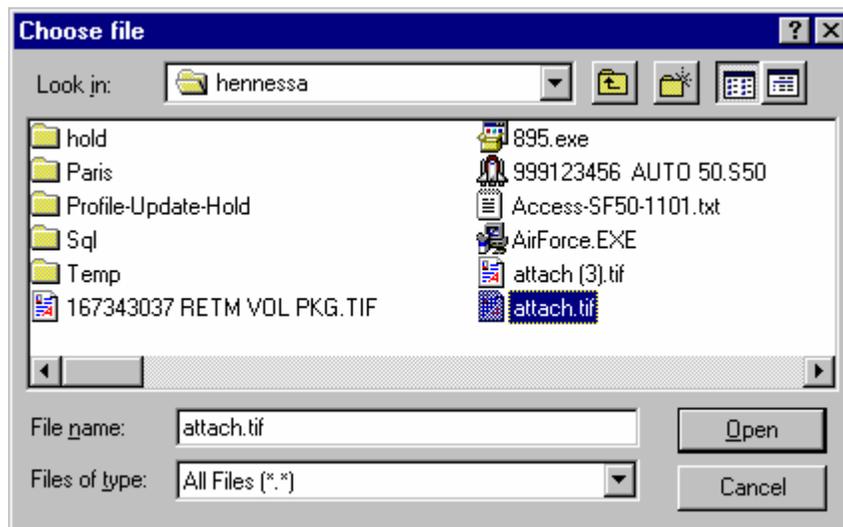
You are now ready to attach your scanned document to complete the profiling process. Scroll down until you see the **'Submit'** button and click it to go to the **'Upload File'** screen.

At the **'Upload File'** screen, you will see some information carried over from the previous **'New Document'** screen, i.e., Document Name, Document type and Application.

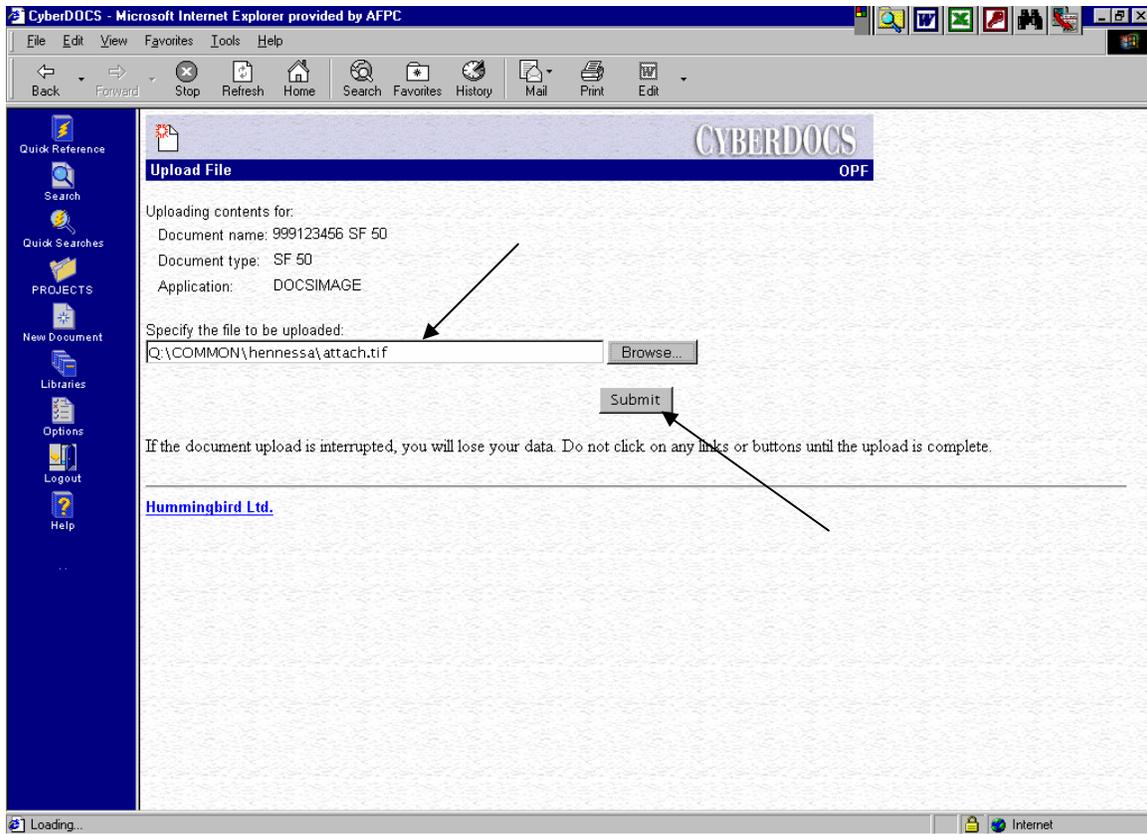
Now you are going to attach the previously scanned SF50 that was saved to the PC's hard drive or to a common server. Click the **'Browse'** button to retrieve the document.



From the **'Choose file'** window, locate the scanned SF50 file (*.tif) you had previously scanned. When you find it, highlight it and click the **'Open'** button.

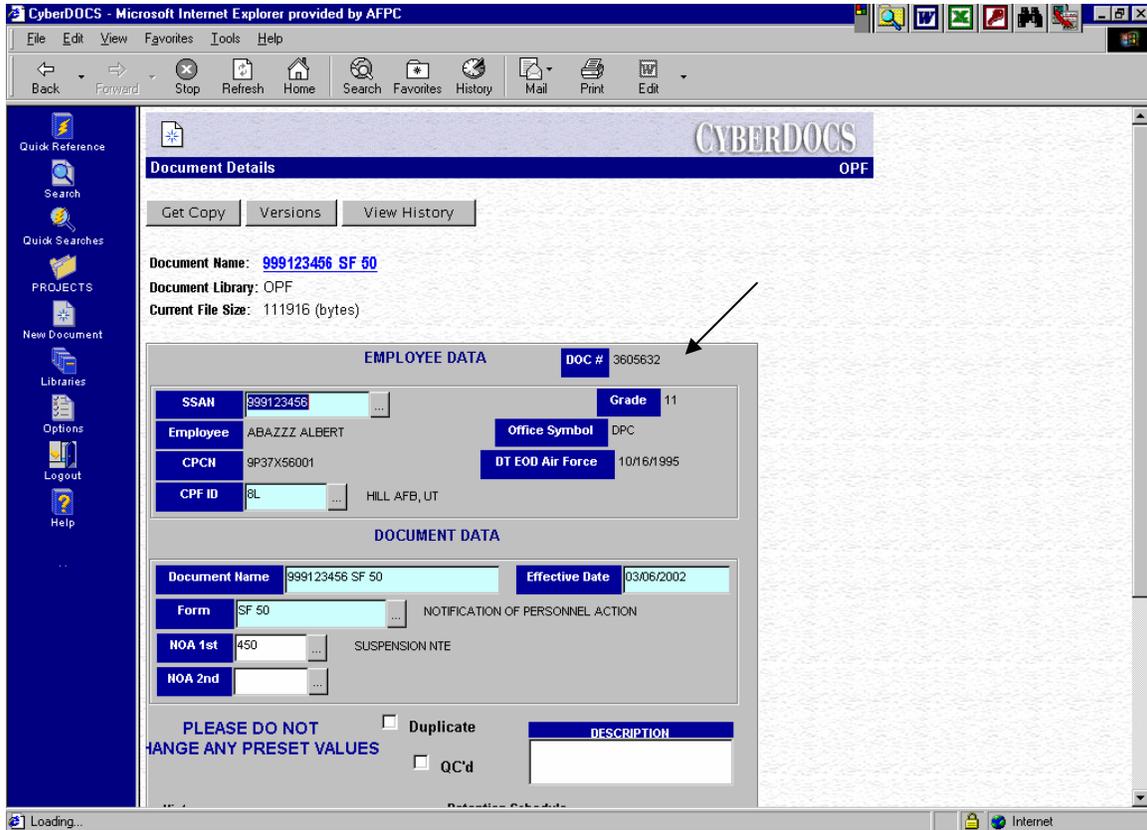


When you come back to the **'Upload File'** screen, the system file path for this scanned document has now populated the text box window shown below.



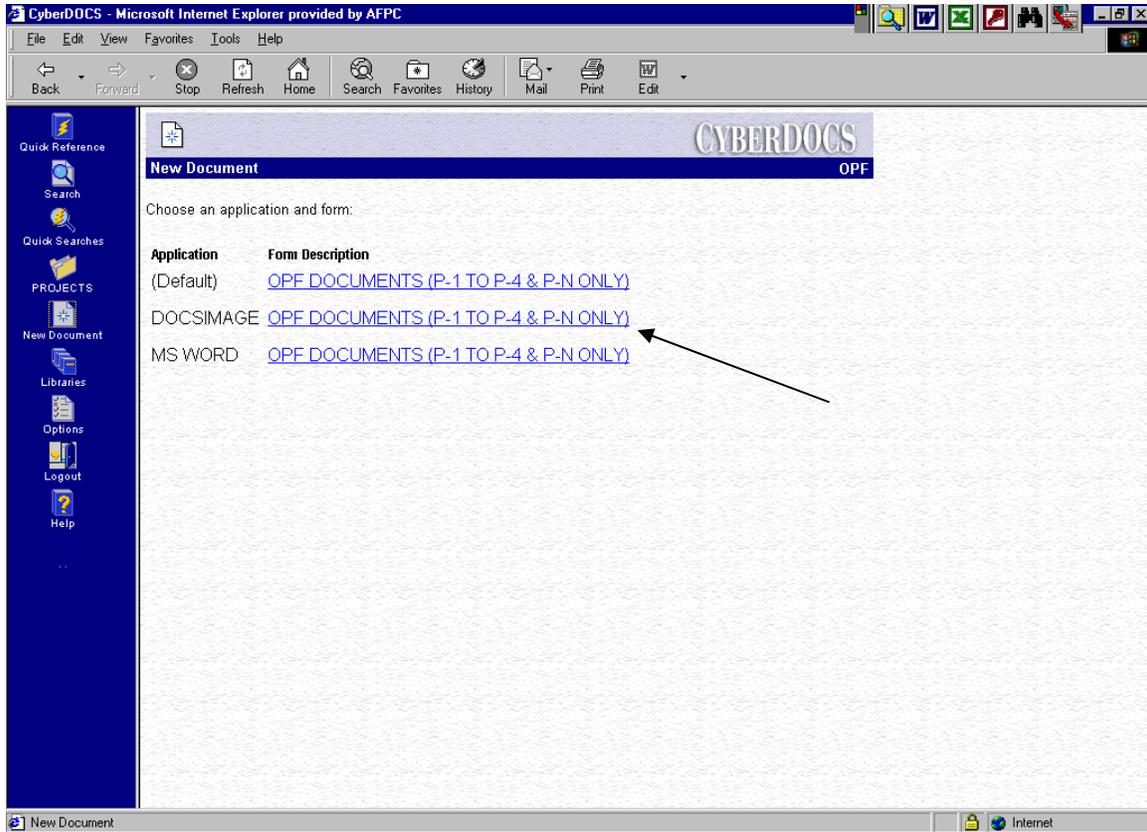
To complete the document profiling process into PARIS, click the **'Submit'** button.

The response screen you should receive will be similar to the one reflected below. You should see your profile screen with an assigned document number in the upper right corner of the screen as well as the other personal information on the employee SF50 you profiled, i.e., Grade, Employee name, Office Symbol, CPCN and DT EOD Air Force. The document number assigned to your scanned SF50 document is now filed in the PARIS OPF library.



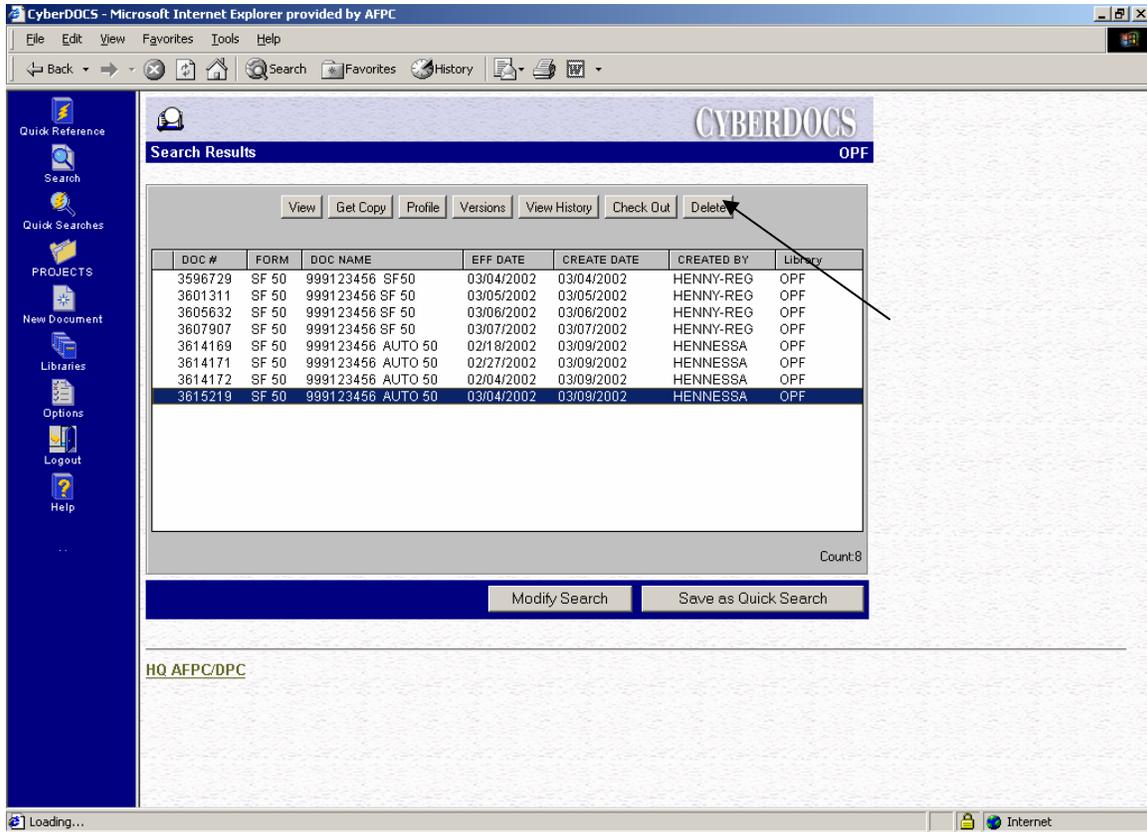
If you want to verify the document is in the OPF, click the **'Search'** button from the left column, which will retrieve the **'Search'** profile screen. Input either the applicable employee SSAN or the newly profiled document number and click the **'Search'** button in the lower right corner to review.

If you want to profile another SF50, simply click the **'New Document'** button from the left column and choose the application and form on the **'New Document'** screen. Follow the directions discussed earlier in this guide.



To **delete** a document from the OPF, you must have 'delete' privileges assigned to your PARIS/Cyberdocs account. To delete the document, highlight the applicable file and click the **Delete** button.

NOTE: Users should practice extreme care while using the 'delete' privilege. Should a document be erroneously deleted from the OPF, there may not be a source immediately available from which to retrieve the deleted document and have it reprofiled into the OPF.



After clicking the **Delete** button, the screen below will appear. Click **OK** to delete the document.



After the document is deleted from the OPF, the remaining documents will be realigned by 'DOC#' sequence, minus the deleted document.

The screenshot shows the CyberDOCS web application interface within a Microsoft Internet Explorer browser window. The browser title is "CyberDOCS - Microsoft Internet Explorer provided by AFPC". The interface includes a navigation menu on the left with options like "Quick Reference", "Search", "PROJECTS", "New Document", "Libraries", "Options", "Logout", and "Help". The main content area displays "Search Results" for the "OPF" library. A table lists search results with columns for DOC #, FORM, DOC NAME, EFF DATE, CREATE DATE, CREATED BY, and Library. Below the table, there are buttons for "View", "Get Copy", "Profile", "Versions", "View History", "Check Out", and "Delete". At the bottom of the search results area, there are "Modify Search" and "Save as Quick Search" buttons. The status bar at the bottom of the browser shows "Loading..." and "Internet".

DOC #	FORM	DOC NAME	EFF DATE	CREATE DATE	CREATED BY	Library
3596729	SF 50	999123456 SF50	03/04/2002	03/04/2002	HENNY-REG	OPF
3601311	SF 50	999123456 SF 50	03/05/2002	03/05/2002	HENNY-REG	OPF
3605632	SF 50	999123456 SF 50	03/06/2002	03/06/2002	HENNY-REG	OPF
3607907	SF 50	999123456 SF 50	03/07/2002	03/07/2002	HENNY-REG	OPF
3614169	SF 50	999123456 AUTO 50	02/18/2002	03/09/2002	HENNESSA	OPF
3614171	SF 50	999123456 AUTO 50	02/27/2002	03/09/2002	HENNESSA	OPF
3614172	SF 50	999123456 AUTO 50	02/04/2002	03/09/2002	HENNESSA	OPF

Count:7

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