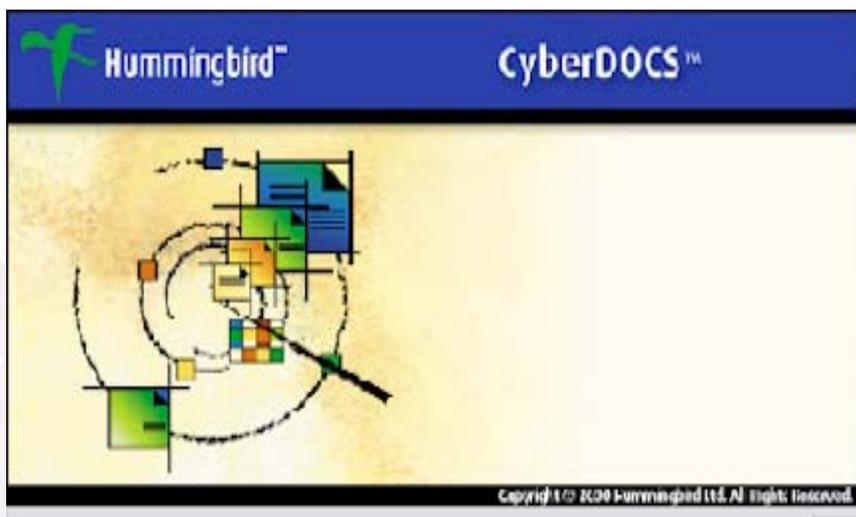
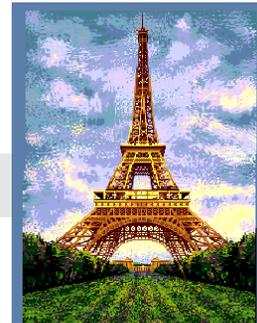


PARIS



CPF End User's Guide

OPR: AFPC/DPCXO
PARIS
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VERSION: 14 December 2001

TABLE OF CONTENTS

<u>CHAPTER</u>	<u>TOPIC</u>	<u>PAGE</u>
ONE	INTRODUCTION AND OVERVIEW	3
TWO	BASIC SEARCH GUIDANCE	5
THREE	OPF LIBRARY	10
FOUR	PD LIBRARY	12
FIVE	DOCSMISC LIBRARY	15
	EMDS	
SIX	DOCUMENT DISPLAY BUTTONS	18
SEVEN	WANG IMAGING™ TOOLS	20
EIGHT	USER OPTIONS	25
SUPPLEMENT A	Saving Documents To PARIS Thru CyberDocs (New)	27

CHAPTER ONE INTRODUCTION AND OVERVIEW

This document incorporates the changes that have occurred with the upgrade to CyberDocs™ Version 3.1. The user will notice some changes in the way they do their searches, the look of the windows, and the placement and addition of some buttons.

1.1 **Background Information.** The Personnel Automated Records Information System (PARIS) is an electronic records system containing documents maintained in Official Personnel Folders (OPF), position description libraries, and administrative files. The electronic documents are stored in a variety of electronic file formats (i.e., TIFs, MS Word, ASCII text, etc.). OPF documents are back filed to 1 Oct 1996. There are 15 documents the Office of Personnel Management (OPM) has determined must also be maintained in the OPF irrelevant of the effective date. Most of these documents relate to benefits, military service, security information, etc.

1.2 **General User Information.** Operation of PARIS over the Web requires a familiarization with the basic operation of a personal computer (PC), mouse, printer, and an Internet Browser. Users who are not experienced with Windows applications and using a mouse will find it helpful to review the Windows Tutorial for general information. Also, the tutorial that is contained with the Internet Browser will provide the user with the basics of using the browser before going into the CyberDOCS™ application. Unless specifically instructed to use the right mouse button, all references to clicking refers to use of the left mouse button.

1.3 **Record Access.** The Civilian Personnel Flights (CPF's) will use PARIS to access the electronic OPF and the PD Library. Only HQ AFPC and the owning CPF will have access to the OPF records for a specific base. All users are granted Read Only access to the PD Library. CPF access is limited to Read only also. PARIS will allow documents to be viewed by more than one person at a time.

1.4 **Security and Privacy.** The data stored in PARIS is UNCLASSIFIED FOR OFFICIAL USE ONLY. The employee data stored in PARIS is subject to the Privacy Act of 1974. Access to the system should not be granted to anyone without the appropriate approval authority. Access is controlled by user accounts and associated passwords. The user is responsible for providing adequate security and protection of this information in accordance with current regulations and guidance.

1.5 **CyberDOCS™.** CyberDOCS™ is the Web based application for PARIS access by the CPF's. This document will provide the end user with the tools to search and view documents currently stored in the PARIS system. This will replace the current application of PC DOCS loaded on the NT server in each of the CPF's. The requirements to operate CyberDOCS™ are in Attachment 1 of this document.

1.6 **Changes Made to PARIS in August 1999.** PARIS went through some major changes and came on-line on 2 August 1999. PARIS documents were stored in one master library. Because of the size of the database, it was broken up into four separate libraries: **OPF, PD, DOCSMISC, and DOCSADMN**. This allows for a much faster search process for users and allows for better administration of the database. The CPF has access to three of the four libraries:

- OPF** This library contains all the OPF documents and OPF related documents for each employee.
- PD** This library contains the COREDOC and Position Descriptions as well as the AFJAAM documents.
- DOCSMISC** This library contains other documents available to the CPFs such as Overseas files, Inprocess Files, and Base documents. At a later date, Career program documents will also be available here.
- EMDS** The purpose of this library is to provide appropriated Air Force Civilian employees the capability to update the required information for Next-of-Kin (NOK) notification in the case of any emergency.

NOTE: The 4th library, DOCSADMN is restricted to AFPC/DPC access only.

CHAPTER TWO BASIC SEARCH GUIDELINES

2.1 **Accessing CyberDOCS™.** Open the Web browser on the workstation. It should be either Microsoft Internet Explorer™ or Netscape Navigator™.

After the user has logged into the Security Front End and launched CyberDocs™, the Login Screen will display. The user will need to decide which library they want to go into then select the applicable library from the drop down list on the login screen. (Figure 2.1a.)

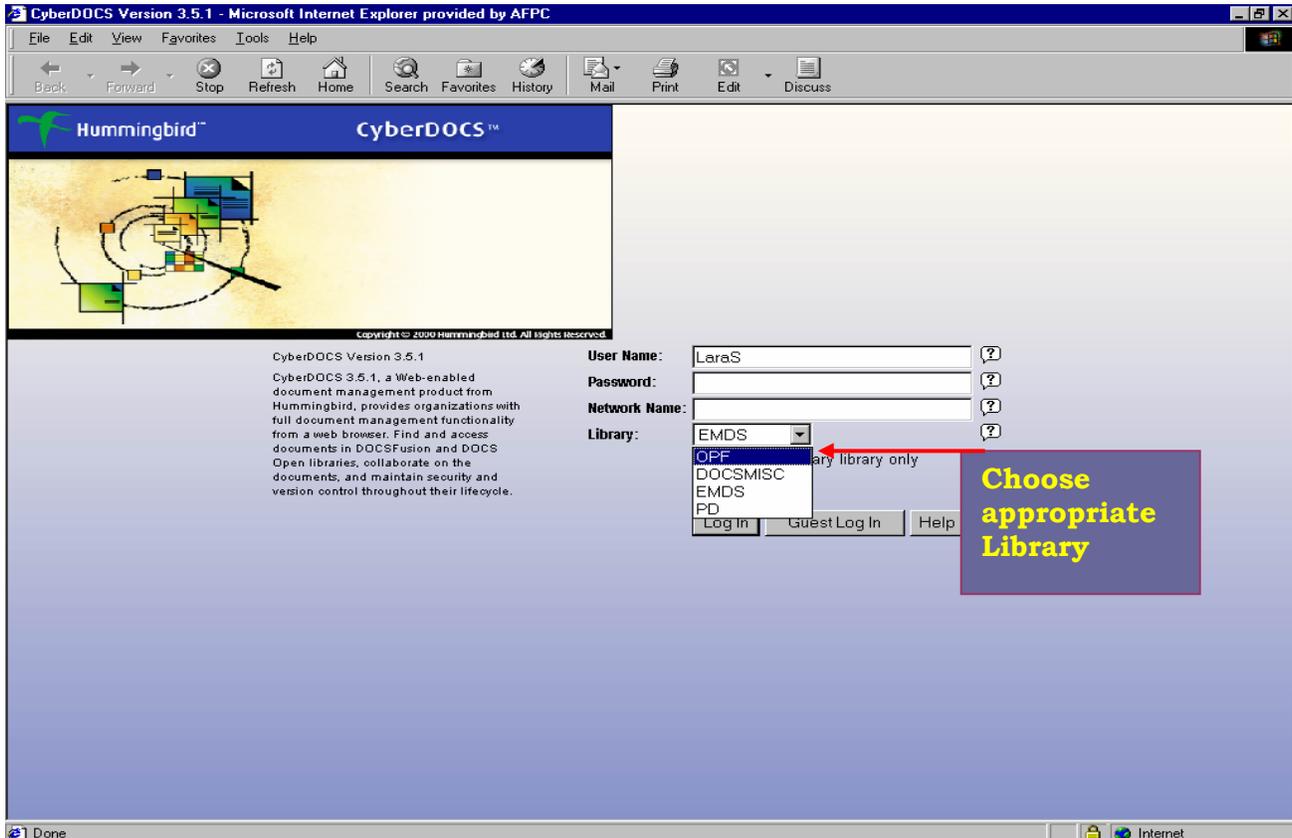


Figure 2.1a. **Login Screen.**

Enter your **USERID** in the **User Name** block and **Password** in the **Password** block. These are the only entries required to complete the login process. Click on the **Library** ▼ button to display the available libraries. Highlight one and it will display in the box. Click the **Login Button** to complete the login process.

Successful completion of login will bring up a **Quick Reference** window. (Figure 2b) The look of this window has changed significantly with this new version of Cyber Docs

2.2 **New Features.** There are some new features with this version of CyberDocs™.

A. The first change the user will notice is the **Quick Reference** window has a different look. The changes include the user's name and current date is displayed. Also a list of recently edited documents, Checked Out documents,

Projects, and Quick Searches. For most users these items won't apply Out. (Figure 2.2b)

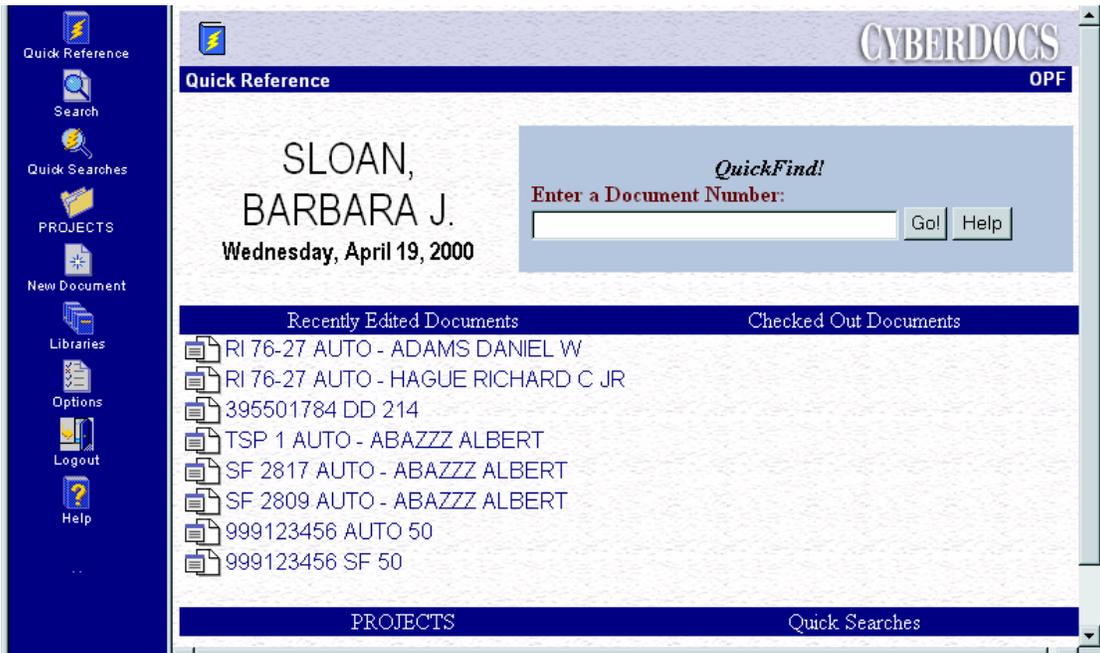


Figure 2.2b. Quick Reference window

B. A new feature that appears on the **Quick Reference** window is the **QuickFind!** Option. (Figure 2.2c) Here the user can input a specific document number, click the **Go!** Button (Figure 2.2d) and bypass the normal search screens. Document will be listed on the **Search Results** window.

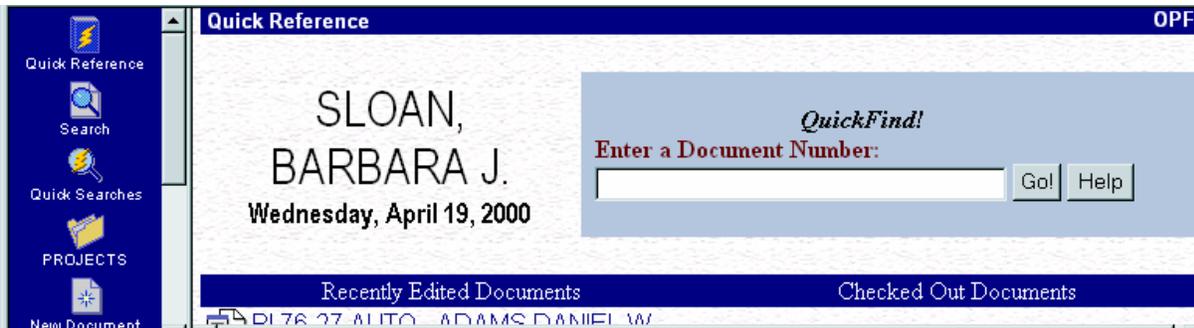


Figure 2.2c Quick Reference - QuickFind!

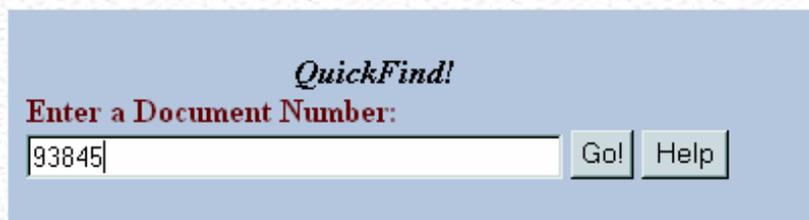


Figure 2.2d QuickFind1 with docnumber

C. User will notice on the CyberDocs™ left-hand tool bar a **Logout** button (Figure 2.2e) has been added. When the user needs to change libraries, click on the logout button and user will be returned to the login page automatically.

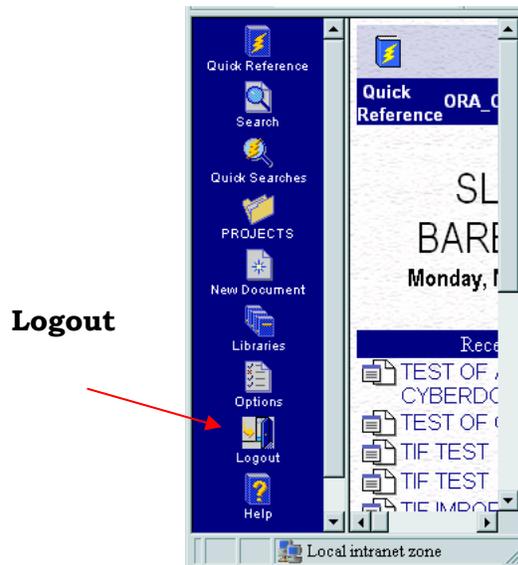


Figure 2.2e Left hand CyberDocs™ tool bar - Logout button

2.3 Lookup Tables.

The lookup tables have been modified and will look and function a bit differently than the user is used to. The user will note that some fields on the search Profiles have down arrows ▼ or ellipsis ... buttons to the right of the input box. These symbols indicate that there are valid options available on lookup tables the user can select from. To enter data into a field the user can either manually type the data into the field or choose the appropriate data from the lookup table or list by clicking the button.

Once the user has the lookup table displayed, (Figure 2.3a) if the user is not sure what data is needed or knows only a partial spelling, it can be keyed in the **By** box with a mask * (**Example: SF***) and click on **Apply**. (Figure 2.3b) Any data item on the lookup table that meets the SF criteria would be displayed.

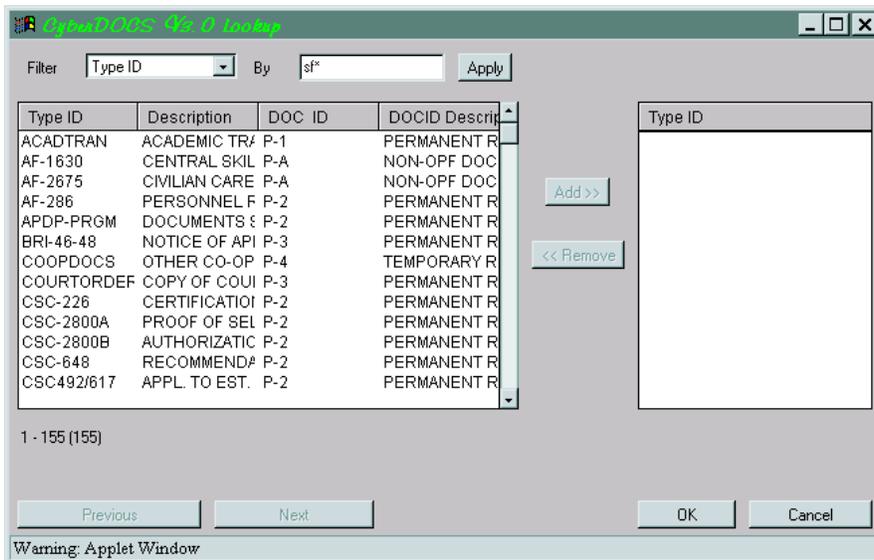


Figure 2.3a Lookup Table

Select required data item by highlighting the item in the left column of the lookup table then click on the **Add** button. This places the selected data item in the right column of the lookup table. (Figure 2.3b). To complete the step, click the **OK** button. The data item will be placed in the appropriate block on the Profile.

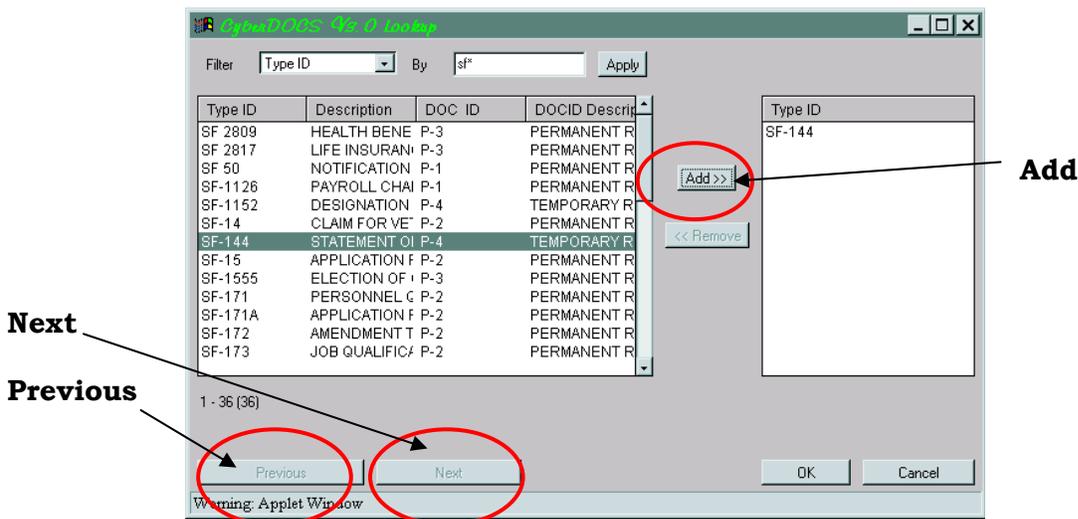


Figure 2.3b Lookup table showing selection made

If the lookup table has more entries than displayed in the window, click on the **Next** button. To see data on a previous page click the **Previous** button. (Figure 2.3b)

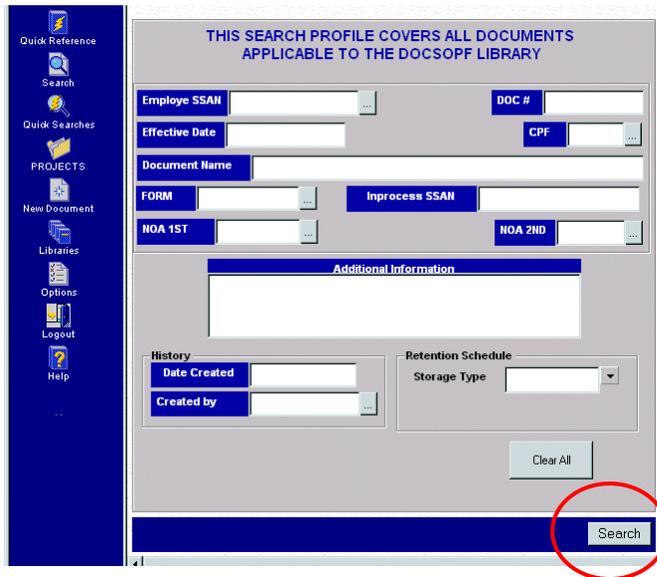


Figure 2.3b Search Profile Example (OPF Search)

Once user completes the search criteria click on the **Search** button. The user will notice that the **Search** button is now located at the bottom right corner of the profile. (Figure 2.3b)

2.4 **Search Results Display.** If documents are available that match the search criteria the results will be displayed in a **Search Results** window. (Figure 2.4a).

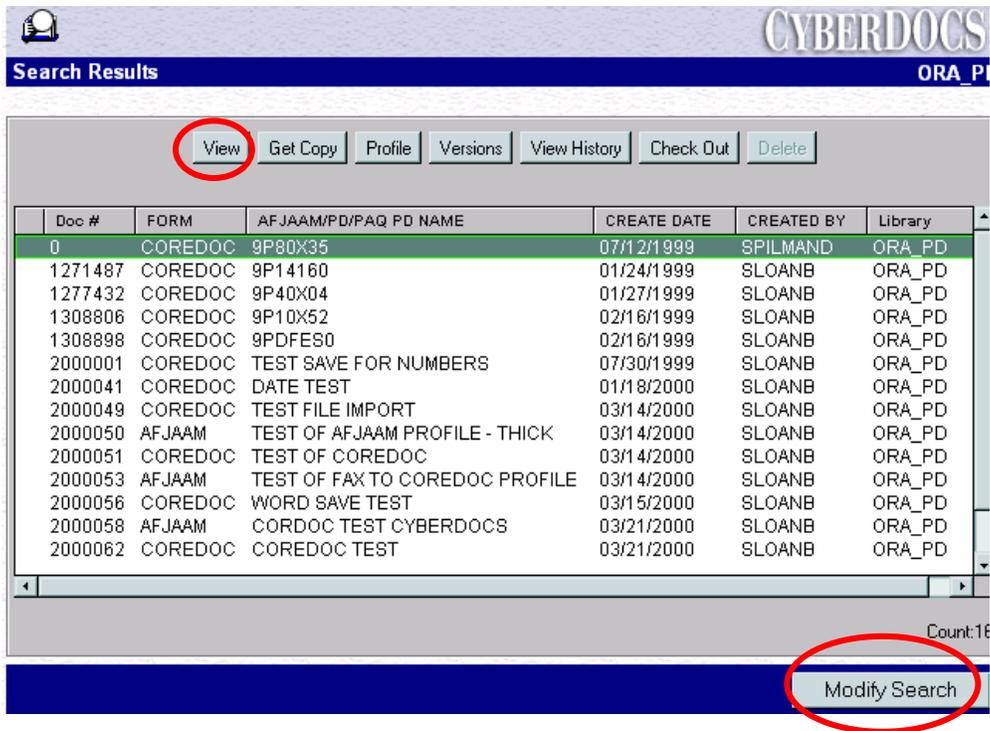


Figure 2.4a Search Results Display

An indexed list (by Doc #) is displayed in the window. To view the document, click on the selected document then click on the **View** button. The document will display

using the applicable application software. (See Chapter Six for function of each of the document display buttons.)

A scanned document

Uses Wang Imaging to Open

Any 'Auto' document such as
SF-50, SF 2809, SF 2817, or
TSP 1, RI 76-10
(**'Auto'** will appear in the
Document title)

Uses the PARISView application
to launch JetForm 2.15

NOTE: The Search results windows can be resorted by clicking the heading bar of any column. For example to sort a document list in **Form** order click on the **Form** heading and the list will resort the list. Click it again and the order will reverse.

2.5 **Additional Searches**. If the user needs to do an additional search, instead of using the **Back** button on the browser the user only needs to click on the **Modify Search** button (Figure 2.4a). CyberDocs will automatically go back to the search profile. The search criteria can be added to, deleted, or cleared completely allowing the user to start over with a completely new search.

CHAPTER THREE OPF LIBRARY

3.1 **OPF Document Search.** To locate an OPF document, the user must be logged into the OPF Library. Refer to Chapter Two for basic search guidance. When the Search button on the left-hand tool bar is clicked the OPF Search Profile will display (Figure 3.1a).

THIS SEARCH PROFILE COVERS ALL DOCUMENTS
APPLICABLE TO THE DOCSOPF LIBRARY

Employee SSAN ... DOC #

Effective Date CPF ...

Document Name

FORM ... Inprocess SSAN

NOA 1ST ... NOA 2ND ...

Additional Information

History

Date Created

Created by ...

Retention Schedule

Storage Type ▼

Clear All

Search

Figure 3.1a **OPF_Search**

3.2 **Data Fields Used For OPF Document Search.**

1. **SSAN:** Employee social security number. This applies to only employees currently on board. SSAN is the primary key to all OPF documents stored in PARIS. If the SSAN is known, the user can key it directly into the block. If not, user can click on the ... to produce the lookup table. Reference Chapter 2 for Lookup table instructions. **FORMAT 999999999 with no punctuation.**
2. **DOC #:** This is a number system generated for every document created in the PARIS. If the user has the document #, this is the fastest means of searching.
3. **Effective Date:** This is the effective date of the action user is looking for. Example: **NOA 872 effective 07-31-98.**

4. **CPF:** This is the two-digit code that identifies the base. Can be manually input or selected from the lookup table.
5. **Document Name:** This is a literal field of up to 256 characters filled in by the person who profiles the document. The functional areas of responsibility within AFPC/DPCM control what data goes into this field. For most documents it is formatted with SSAN then Form name: Example **123456789 SF 50**
6. **Form:** This identifies the type of document user is looking for. I.E. SF 50, DD 214, SF 2809, etc. Can be keyed in or selected from lookup table.
7. **Inprocess SSAN: This is for AFPC use only.**
8. **NOA 1st:** If user is searching for a particular NOA such as **872** use this block. Can be keyed in or selected from lookup table.
9. **NOA 2nd:** If document had a second NOA such as a correction action might have, use this box. Input is the same as for item #8.
10. **Additional Information:** This field is a literal field and can contain any data the person profiling feels is pertinent to the document. It is difficult to search on unless user knows exactly what is in the field.
11. **Date Created:** This is a system-generated date the document was profiled into PARIS.
12. **Created by:** This is the USERID of the person who profiled the document and is a searchable field.

CHAPTER FOUR PD LIBRARY

4.1 COREDOC/AFJAAM DOCUMENTS

To search and view a Position Description, COREDOC, or AFJAAM documents, the user must be logged into the PD Library. Refer to Chapter Two for basic search guidance.

THIS SEARCH PROFILE COVERS ALL DOCUMENTS
APPLICABLE TO THE PD LIBRARY

PD Number CPF ... DOC #

Pay Plan ... Series ... Grade ...

PD NAME/PAQ PD Name

Position Title

Org Structure Office Symbol

PAS Code FORM ...

AFJAAM Name

SKILL 1 SKILL 2 SKILL 3

VACANCY OFF SYM SUPV LVL

AFPC OFF SYM ... CP Code ...

Additional Information

History

Date Created Storage Type

Created by ...

Clear All

Search

Figure 4.1a. POSN_ Search Profile

4.2 Data Fields Used For COREDOC/AFJAAM Search

THE FIRST GROUP OF DATA APPLIES TO ALL DOCUMENTS IN PD LIBRARY

1. **PD Nbr:** First 7 digits of the CPCN. This number is created from the Core PD number and the CPF ID. This number appears both on the Coredoc and the AFJAAM documents. **Example: 8B73215. FORMAT: XX????? - XX = CPF ID,????? = Core PD number.**

2. **CPF:** Two-digit CPF ID. Can be manually typed in or selected from Lookup table.

3. **DOC #:** This is a system-generated number for every document created in PARIS. If the user has the document #, this is the fastest means of searching.
4. **Form:** Refer to the following sections of this Chapter for Form guidance.
5. **Additional Information:** This is a literal field and would be very hard to search on unless the user knew at least part of what the data was in the field.
6. **Date Created:** This is a system-generated date the document was profiled into PARIS.
7. **Created by:** This is the USERID of the person who profiled the document and is a searchable field.

THE FOLLOWING ITEMS APPLY TO COREDOC DOCUMENTS

1. **Pay Plan:** The pay plan of the position or positions being searched for. Example: GS, WG, WL, etc. Can be keyed in or selected from lookup table.
2. **Series:** The 4 digit Occupational Series assigned to the position at the time that it is classified. Can be keyed in or selected from lookup table.
3. **Grade:** Two-digit grade of the position being searched for. Can be keyed in or selected from lookup table.
4. **PD Name/PAQ PD Name:** Normally this will be the same as the PD number but could have some additional information included. User can mask the field with an * if unsure what they need. **Example: 9P152***
5. **Position Title:** Self-explanatory.
6. **Org Structure:** Org Structure Code of the position. I.e. CC, DPC, etc. or can be masked with an *.
7. **Office Symbol:** Office Symbol of the position. Can be masked with an *.
8. **PAS Code:** PAS Code of the organization where the position is located.
9. **FORM:** For a Position Description or COREDOC, use **COREDOC** in the form field.

THE FOLLOWING ITEMS APPLY TO AFJAAM DOCUMENTS

1. **AFJAAM Name:** Name of the AFJAAM. The functional area of responsibility within AFPC determines the naming convention. Searching using this field can be difficult unless the user has some idea of what was put into the field and then the user can mask the field using an *.
2. **SKILL 1, SKILL 2, & SKILL 3:** Skills of the AFJAAM. Can be masked using an * if any part is known.

3. **Vacancy Office Symbol:** Office symbol of the vacant position the AFJAAM is for.
4. **Supv Level:** Supervisory Level of the position. Select from drop down menu.
5. **AFPC Off Sym:** Office symbol of the AFPC team that is responsible for the AFJAAM.

THE FOLLOWING ITEMS APPLY TO PAQ COREDOC DOCUMENTS

1. **CP Code:** Career Program Code. Can be keyed in or selected from lookup table.
2. **Form:** For Career Program COREDOCs, use **PAQ-CORE**. Can be keyed in or selected from lookup table.
3. **PD Name/PAQ PD Name:** Normally this will be the same as the PD number but could have some additional information included. AFPC/DPKR determines the format for this field for PAQ-CORE document. Can be masked with an *.

CHAPTER FIVE DOCSMISC LIBRARY

5.1 INPROCESSING, OVERSEAS, BASE, AND CAREER PROGRAM DOCUMENTS

To search and view documents that pertain to Inprocess, Overseas, Base, or Career Programs, the user must be logged into the **DOCSMISC** Library. Refer to Chapter Two for basic search guidance.

THIS SEARCH PROFILE COVERS ALL DOCUMENTS APPLICABLE TO THE DOCSMISC LIBRARY.

FORM ... DOC #

Employee/Applicant SSAN CPF ...

Employee/Applicant/Document Name

AFPC Servicing Team ... Date PCS

The Below Fields Are Career Program (DPK) Unique

Series ... Entry Grade PAQ PD Number

CP Code ... Tgt Grade ... Off Sym

PAR # PAQ Training Plan #

Additional Information

History

Date Created

Created by ...

Retention Schedule

Storage Type ▼

Clear All

5a. MISC_Search Profile

5.2 Data Fields Applicable To All Documents in the Library.

1. **Form:** This is the type of form being searched for. Refer to later sections of this chapter for specific guidance.
2. **DOC #:** This is a system-generated number for every document created in PARIS. If the user has the document #, this is the fastest means of searching for a document.

3. **CPF:** This is the two-digit code that identifies the base. Can be manually input or selected from the lookup table.
4. **Employee/Applicant/Document Name:** Refer to later sections of this chapter for specific guidance.
5. **Additional Information:** This is a literal field and would be very hard to search on unless the user knows at least part of what the data is in the field.
6. **Date Created:** This is a system-generated date the document was profiled into PARIS.
7. **Created by:** This is the USERID of the person who profiled the document and is a searchable field.

5.3. Data Fields Specific to Inprocess documents.

1. **Form:** In this field, use **INPROCESS** to select only Inprocess documents for an individual with CPF code for a group.
2. **Employee/Applicant SSAN:** Use the SSAN of the new employee. The system will now search using the applicants SSAN. **FORMAT 999999999 with NO punctuation.**

5.4 Data Fields Specific to Overseas documents.

1. **Form:** In this field, use **OSRTNRTS** to select only Overseas documents for an individual.
2. **Employee/Applicant SSAN:** Use the SSAN of the employee. Format the same as in section 5.3.2.
3. **Date PCS:** This is the date the employee went PCS to the overseas location. **FORMAT mm/dd/yy.**

5.5 Data Fields Specific to Base Documents.

1. **AFPC Servicing Team:** The office symbol of the team servicing the base the document references.

5.6. Data Fields Specific to Career Program Documents.

1. **Series:** Occupational Series user is searching for. Can be keyed in by user or selected from lookup table.
2. **Entry Grade:** This is the entry grade of the position the PAQ intern is assigned to.
3. **PAQ PD Number:** PD Number the PAQ intern is assigned to.
4. **CP Code:** Career Program Code. Can be keyed in if known or selected form lookup table.

5. **TGT Grade:** Target grade of the position the PAQ Intern is assigned to.
6. **OFF Sym:** Office symbol of the position PAQ Intern is assigned to.
7. **PAR#:** Personnel Action Request Number.
8. **PAQ Training Plan #:** Training plan number intern is assigned.
AFPC/DPKR has responsibility for the format of the data in this field.

CHAPTER SIX DOCUMENT DISPLAY BUTTONS

At the upper edge of the **Search Results** window there are several buttons provided for accessing documents. Below is an explanation of what each of the button will provide the end user.



6.1 VIEW:

Click this button to view the document in it's proper application.

JetForm 2.15 for any Auto Forms
Wang Imagingtm for scanned documents

6.2. GET COPY:

Click on this button to copy of the document to put to your local drive.

6.3 PROFILE:

Click on this button to display the profile the document was saved in.

6.4 VERSIONS:

This button will show if the document has more than the original version saved. This is useful especially for Position Descriptions.

6.5 VIEW HISTORY:

This button will display the history of the document from the creation date. It will show who created it, and anyone who has accessed, edited, etc. Anytime the document is touched, an entry is written to this log. (Figure 6.6.5a)

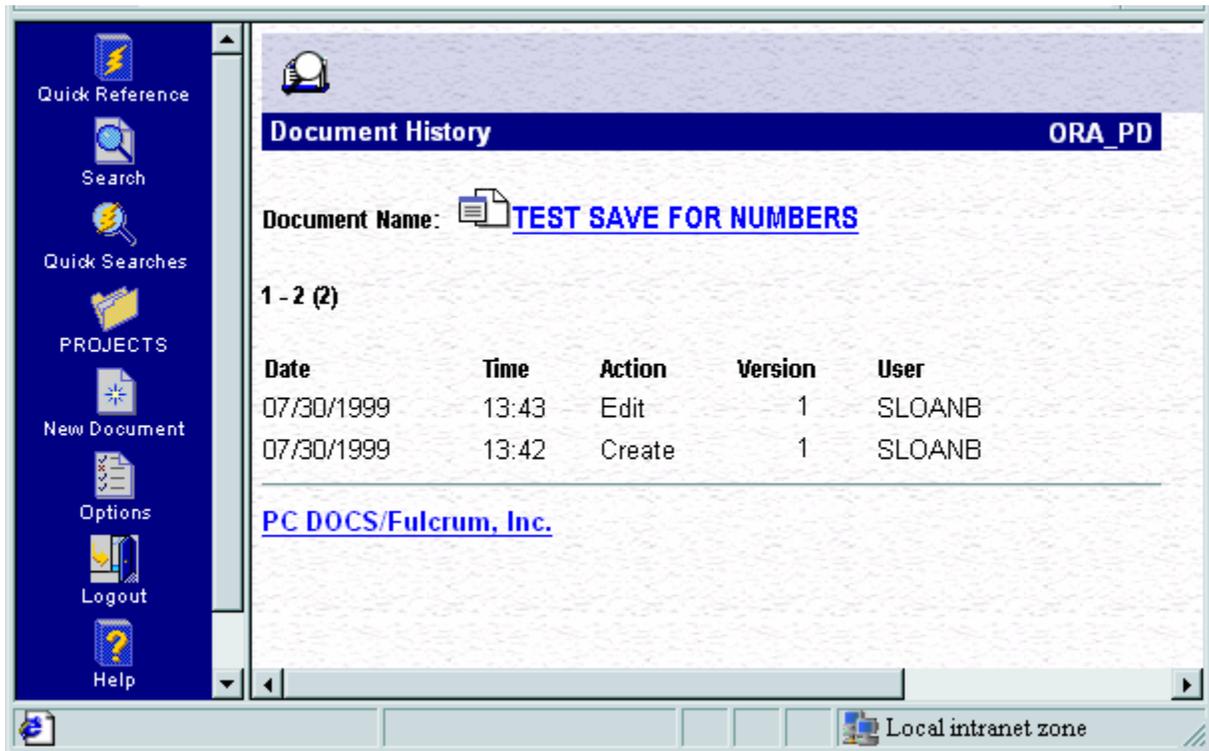


Figure 6.6.5a. **View History Display**

CHAPTER SEVEN IMAGING TOOLS

7.1 Imager Tools

The following is a list of all available tools utilized with Wang Imaging™. When first going into PARIS Imager, only a top line toolbar will be displayed. To activate the Annotation tools, you must click on the icon shown below next to Annotation Toolbox

Figure 7.1a. **Document Tools**



Scan New.



New Blank Document.



Open.



Save.



Print.



Select. This tool allows you to select an area of the image to perform editing, such as cutting or copying.

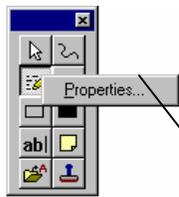


Drag.



Annotation Toolbox. This activates/deactivates Annotation tools.

Figure 7.1b **Annotation Tools**



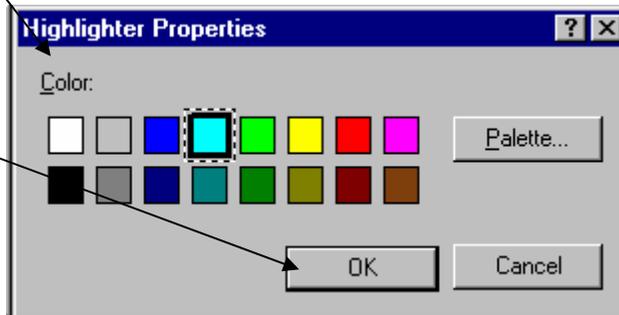
To change the properties of the annotation tools place the mouse pointer on a tool button and click the **RIGHT** mouse button.

The Properties option will appear on your screen.

Place the mouse pointer on the word properties and click the left mouse button. The Properties window will appear on your screen.



Select the appropriate option and click on the **OK**



Select Annotations.



Freehand Line: To specify width and color, click the right mouse button, and then click Properties.



Highlighter: To specify the highlight color, click the right mouse button, and then click Properties. When color is changed to black, this tool can be used to “sanitize” data, such as Social Security Number.



Straight Line: To specify the line width and color, click the right mouse button, and then click Properties.



Hollow Rectangle/Filled Rectangle: To specify the line width, color, and transparency of the Hollow Rectangle, click the right mouse button, and then click Properties. To specify the fill color of the Filled Rectangle, click the right mouse button, and then click Properties.



Text: To specify font characteristics, click the right mouse button, and then click Properties.



Attach-a-Note: To specify note color or font, click the right mouse button, then click Properties. Drag the mouse pointer diagonally to make your note pad, then type your text.



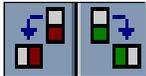
Text from File: To specify font characteristics, click the right mouse button, and then click Properties. Click the cursor where you want to place the annotation. Locate and click the file you want, then click Open.



Rubberstamp: To create a custom stamp, click the right mouse button, then click Properties. You can edit text/fonts to create and save different Stamps.



Zoom In/Zoom Out: With Zoom In, each zoom enlarges the page by a factor of two. With Zoom Out, each zoom reduces the page by a factor of two.



Rotate Left/Rotate Right: An example of a document scanned sideways is an Education Transcript. The rotate tools can be used to view the document.

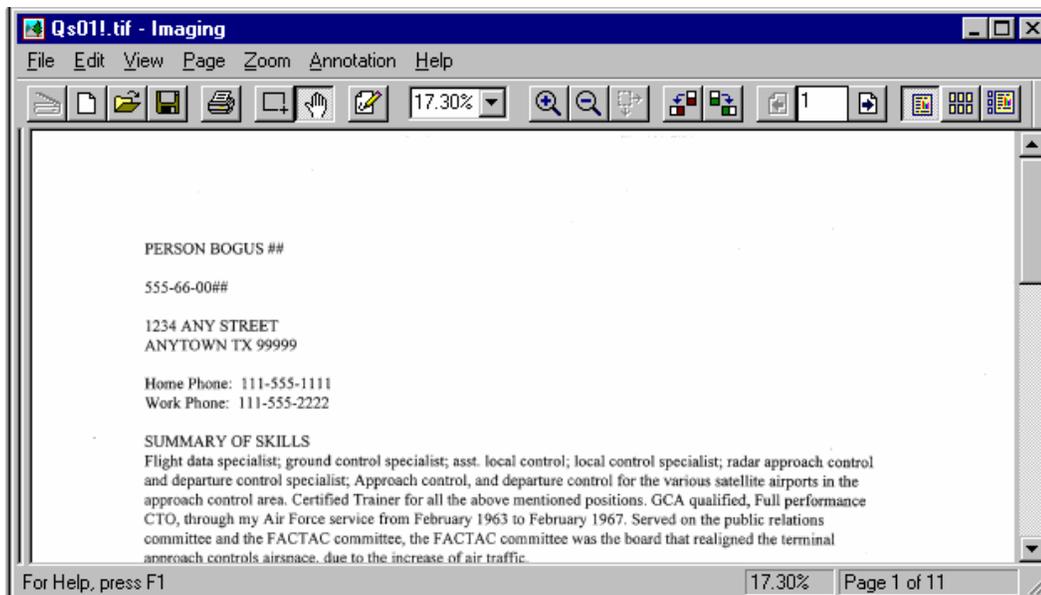


Figure 7.1c. **Single Page View.**

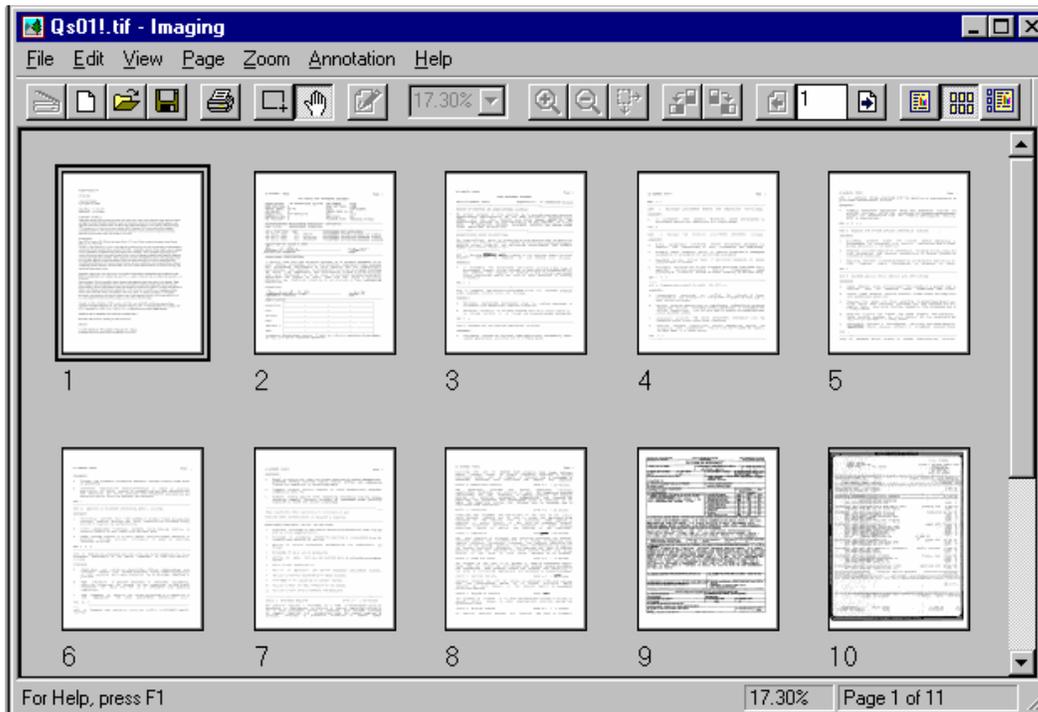


Figure 7.1d. **Thumbnail View.**

This gives a thumbnail of all pages of the specified document. Clicking on a thumbnail brings up a One-Page View of the selected page.

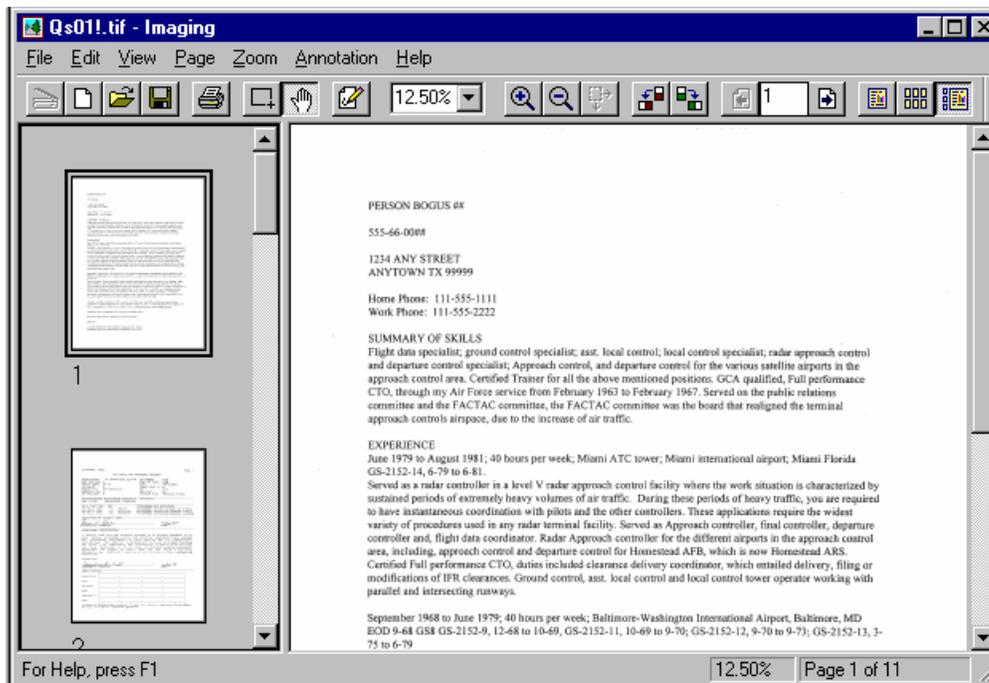


Figure 7.1e. **Page and Thumbnail View.**

User can resize the Thumbnail portion of the window to position the Thumbnails in multiple rows by dragging the resizing bar located just to the right of the scroll bar.

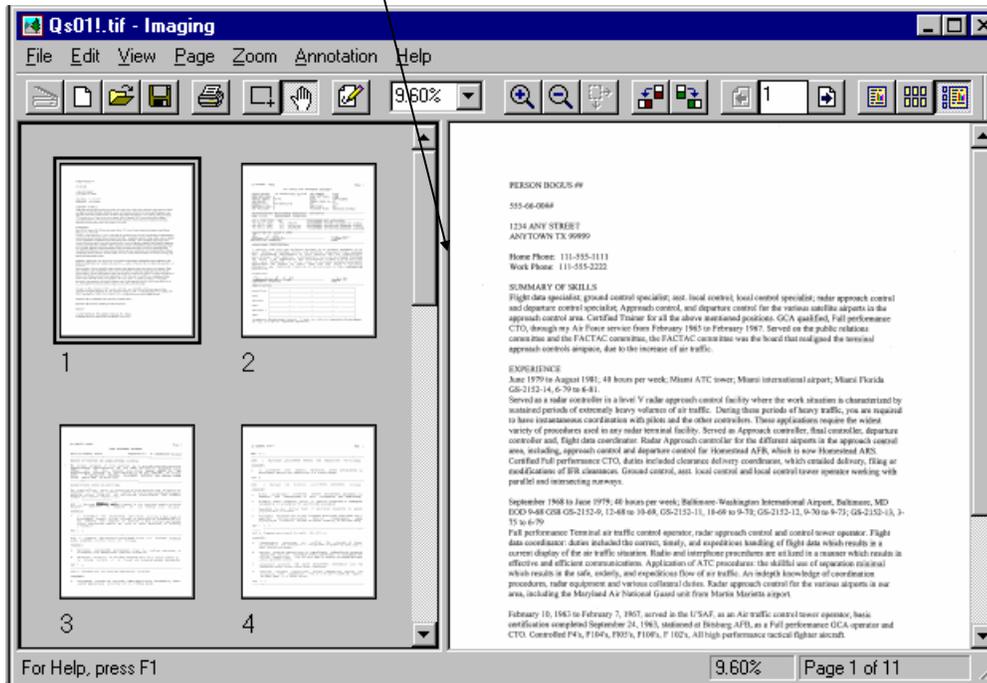


Figure 7.1f. Page and Expanded Thumbnail View

CHAPTER EIGHT USER OPTIONS

8.1 USER OPTIONS.

The following two figures display the options available to the user when they click on the Options button on the left hand toolbar.

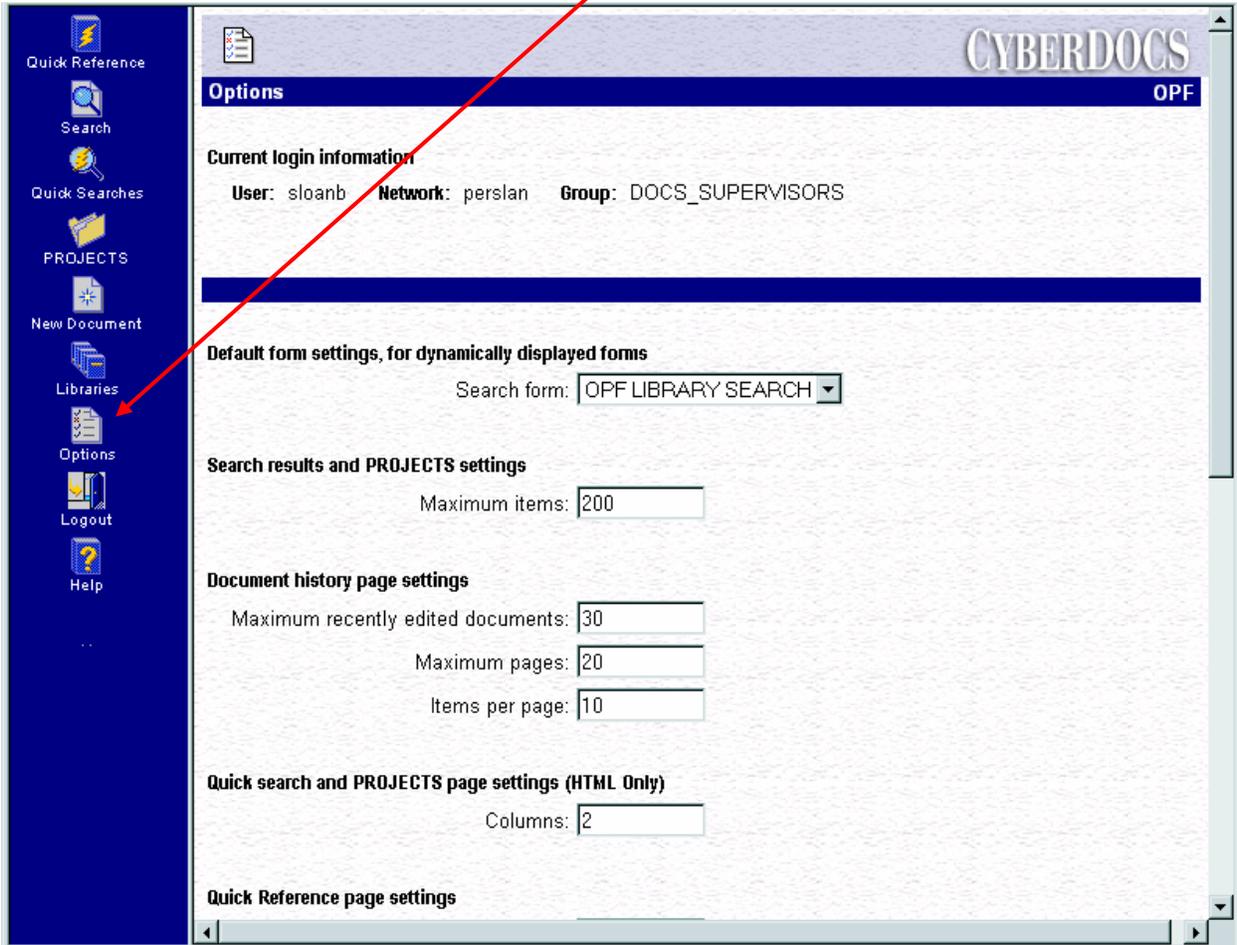


Figure 8.1a Options Screen - Top Portion

8.1.1 Current Login Information: This identifies the person logged in, what the Network is they are using if applicable, and the PC DOCS group they are assigned to.

8.1.2 Default Form Settings, for dynamically displayed forms: This indicates what the default Search form is. Each Library has only one search form.

8.1.3 Search Results and Projects: This setting is the maximum number of items displayed after a search has completed. Can be changed.

8.1.4 Document history page settings: This controls the number of documents listed on a Search Results page. If the user has a smaller monitor,

the number can be lowered to 15 to prevent having to scroll up and down three the documents.

8.1.5 **Quick search and PROJECTS page settings (HTML Only):** N/A for PARIS users.

Quick Reference page settings

Maximum items:

Date and time format settings, for both display and data entry

Date format:

Time format:

Browser usage settings

Show the banner at the top of each page

Application activation settings, for applications supporting in-place activation

Run the application in the workspace frame

Run the application in the full browser window

Run the application in a new browser window

Document Viewer settings

View the document with its native application

View the document with the FulView viewer

Hummingbird Ltd.

Figure 8.1.b User Options Page - Lower portion

8.1.6 **Quick Reference Page Settings:** This number is the number of items displayed under the Recent Edits. Probably an item the CPF users will have need for.

8.1.7 **Browser usage settings:** If this box is unchecked, the Banner at the top of the application window that says CyberDocs is turned off.

8.1.8 **Application activation settings, for applications supporting in-place activation:** **Leave** this set at the default. This tells the application in which window format to run.

8.1.9 **Document Viewer settings:** Do not change this setting or user will have problems with documents needing a specific application to display.

SUPPLEMENT A SAVING DOCUMENTS TO PARIS THRU CYBERDOCS

The following instructions will step the user through the process of profiling a new document into PARIS using the web and CyberDocs. Documents should already be created in a PARIS compatible format. Examples of these files are an image with an extension of **.tif**, a text file with a **.txt** extension, or a word document with an extension of **.doc**. Be sure user is logged into the correct Library. For Example, **PD Library** if documents are Coredocs

1. Log into CyberDocs using the normal login. In the left column of the **Quick Reference Page**, click on **New Document**. (Figure 1.1) This will display the **New Document** window. (Figure 1.2)

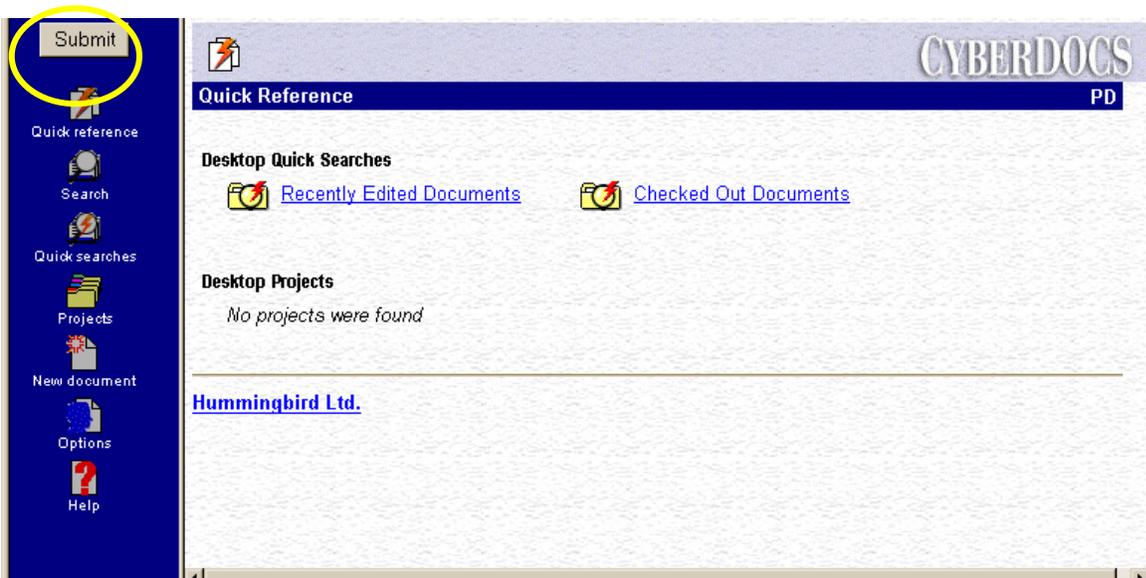


Figure 1.1 CyberDocs Quick Reference Window – New Document

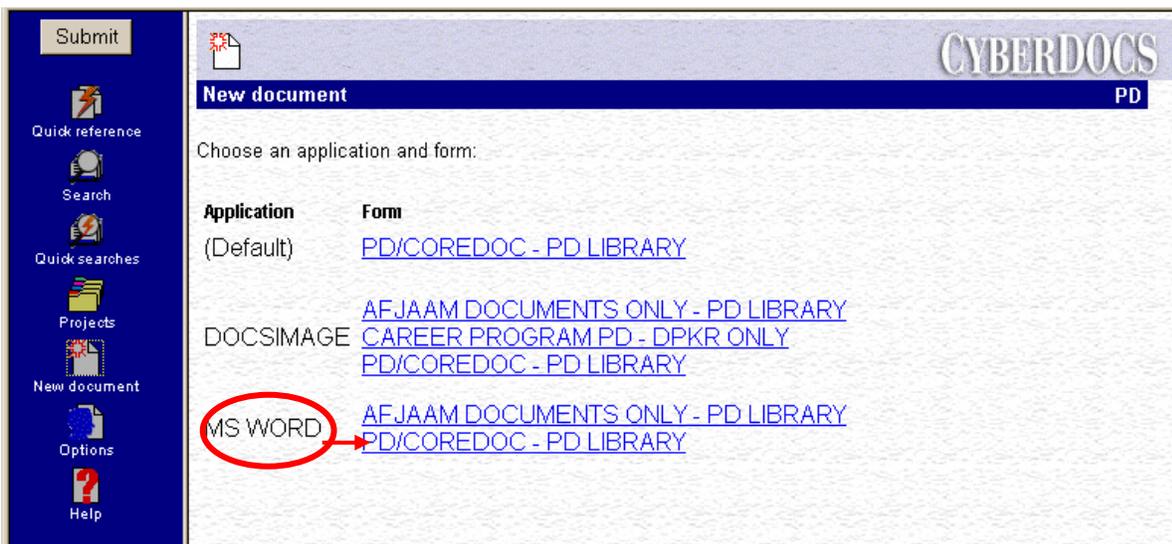


Figure 1.2 New Document Window

2. From the **New Document** window select the appropriate Profile. User may possibly see a series of Profiles listed under the **Form Description** heading. In this case, select the applicable Profile listed for the application the new document was created in. For example: If the new document is a Position Description and was created in MS Word, the user would select the **PD/COREDOC – PD LIBRARY** Profile listed next to the Application MS WORD. (Figure 1.2) A blank document Profile window will display. (Figure 2.1)

The screenshot shows a web-based form titled "New document" with a "PD" label in the top right corner. The form is divided into several sections:

- Top Section:** Fields for "PD Number", "CPF", and "DOC #". A warning message reads: "PLEASE BE SURE THE PD NUMBER IS THE FIRST ITEM IN PD NAME".
- Second Section:** A field for "PD NAME".
- Third Section:** Fields for "OFF SYM" and "Position Title".
- Fourth Section:** Fields for "Pay Plan", "Series", and "Grade".
- Fifth Section:** Fields for "Org Structure", "PAS CODE", and "FORM" (which has "COREDOC" entered). A warning message reads: "PLEASE DO NOT CHANGE ANY PRESET VALUES".
- Additional Information:** A large empty box on the right side.
- History Section:** Fields for "Date Created:", "Created By", and "Author" (which has "FUSION" entered).
- Retention Schedule Section:** Fields for "Storage Type" (set to "Keep") and "Retention Days" (set to "0").

A vertical sidebar on the left contains the following items from top to bottom: "Submit", "Quick reference", "Search", "Quick searches", "Projects", "New document", "Options", and "Help". The "CYBER" logo is visible in the top right corner of the window.

Figure 3.1 Blank new document Profile with defaulted data

User will notice that there are several fields that have default data already in them.

Under no circumstances is this data to be changed.

4. Complete the profile with all required information. All input boxes with a cyan background are required. Format for the required is the responsibility of the Functional area within AFPC. When inputting data in a field that has a ...button, user can click on the button and select the data from the Lookup table or key the data in as long as it is an exact match to the table. (Figure 4.1)

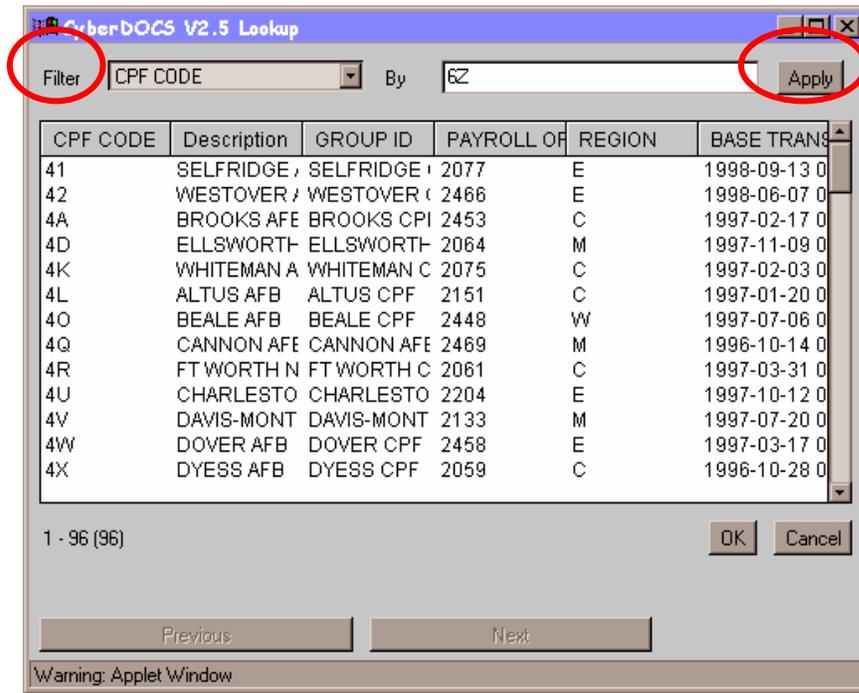


Figure 4.1 Lookup table, Filter and Apply

To locate the correct data, in the **By** box, put the CPF ID as shown in Figure 4.1 and click the **Apply** button. When the correct data item appears on the list, highlight and click on the **OK** button. (Figure 4.2) The data item will appear on the Profile. The user can also sort the columns in the table by clicking on the heading and then scroll thru the list and locate the correct data item then proceed as above to get data on profile. Complete the other data fields and click on the **Submit** button (Figure 4.3). The

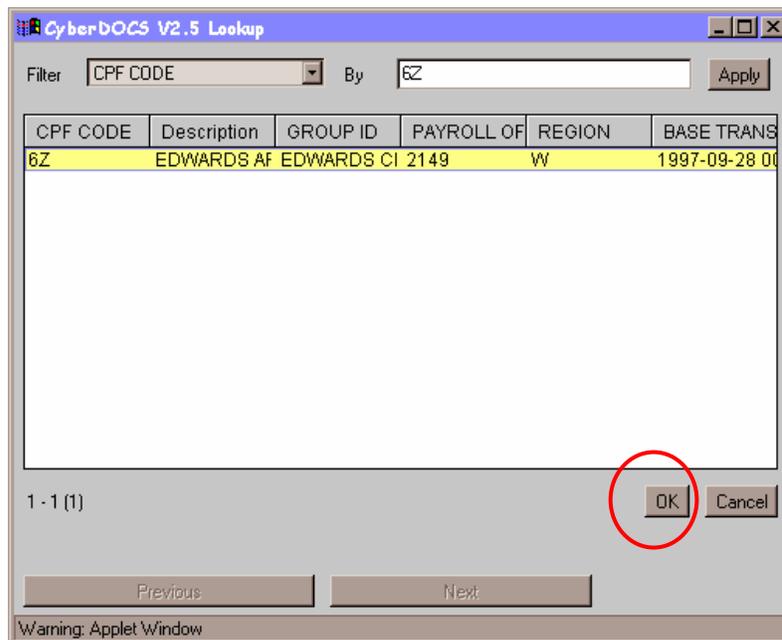


Figure 4.2 Data selected on lookup table

Submit

Quick reference

Search

Quick searches

Projects

New document

Options

Help

CYBER

New document PD

PD Number 6Z12345 CPF 6Z ... DOC #

PD NAME 6Z12345 PLEASE BE SURE THE PD NUMBER IS THE FIRST ITEM IN PD NAME

OFF SYM DPCX Position Title PERSONNEL MANAGEMENT SPECIALIST

Pay Plan GS Series 0201 ... Grade 12 ...

Org Structure DPCX PAS CODE 6Z0M1234 FORM COREDOC

PLEASE DO NOT CHANGE ANY PRESET VALUES

Additional Information

History

Date Created:

Created By SLOANB ...

Author FUSION ...

Retention Schedule

Storage Type Keep ...

Retention Days 0

Figure 4.3 Profile with populated data fields, Submit button

5. When action in **Step 4** is initiated an **Upload File** window will open. (Figure 5.1) From this window, user should click on the **Browse** button to locate the file to be uploaded into PARIS. The browse will open a **Chose File** dialog box. User should locate the file using normal search techniques. When the file is located, highlight it and click the **Open** button. (Figure 5.2) The path to the file will appear in the **Specify the file to be uploaded:** box. (Figure 5.3) Click on the **Submit** button to complete the upload into PARIS.

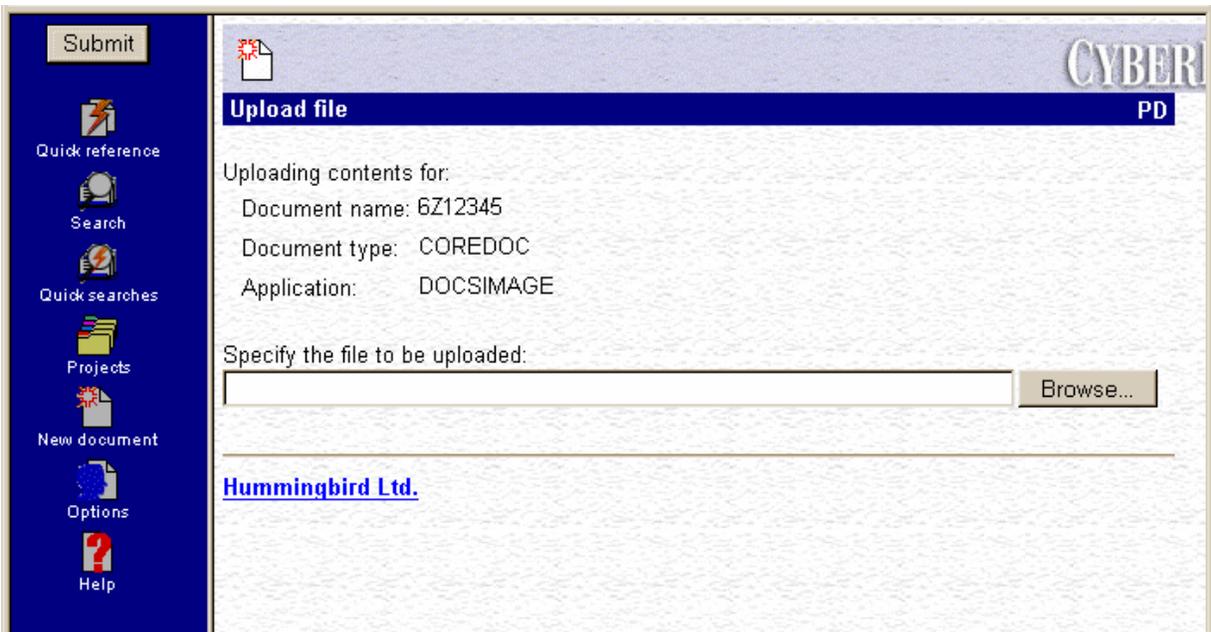


Figure 5.1 Upload File window

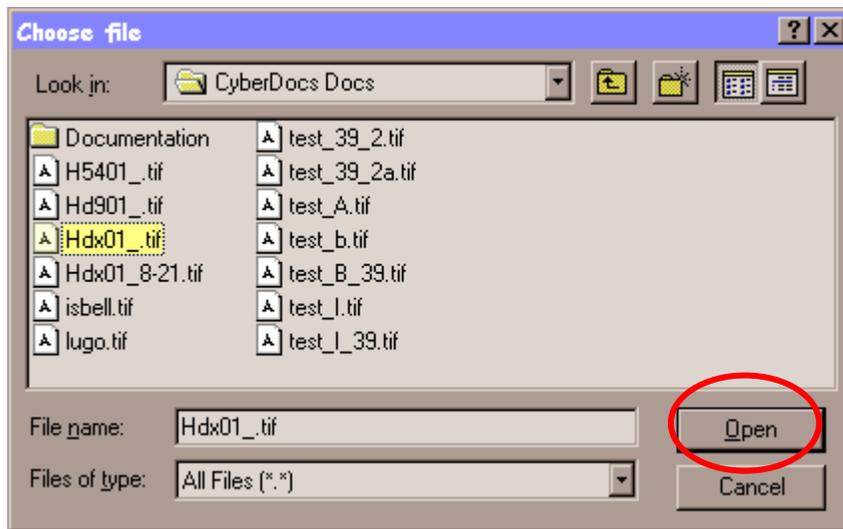


Figure 5.2 Choose File dialog box, selected file

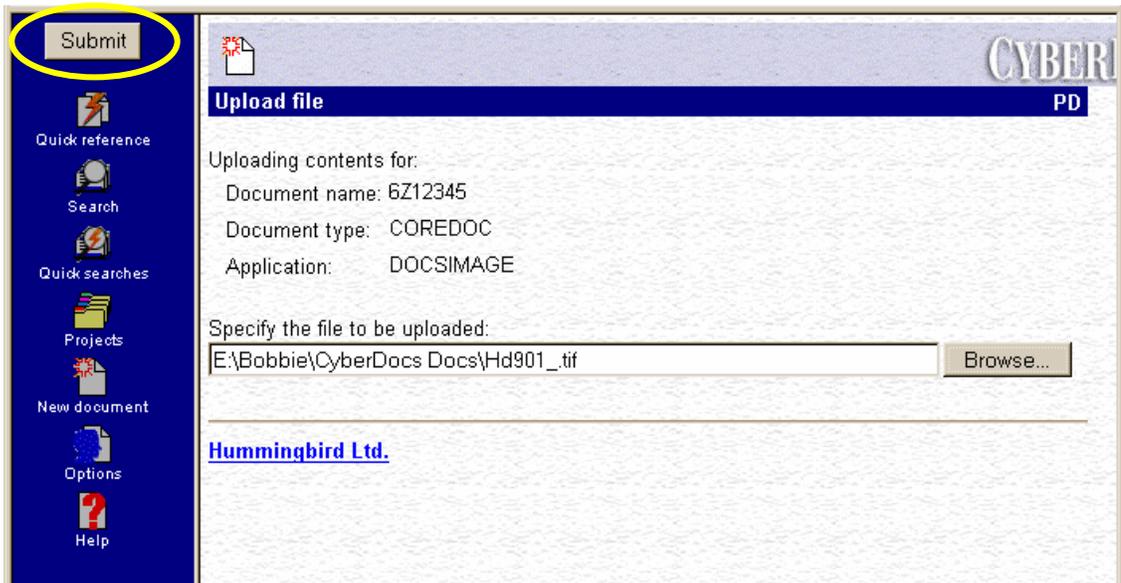


Figure 5.3 Completed Upload File window

6. When the upload and save process is complete, the system will return user to a window displaying the completed profile. User will notice that a DOC # has been assigned to the file (Figure 6.1). This completes the adding of a new document into PARIS.

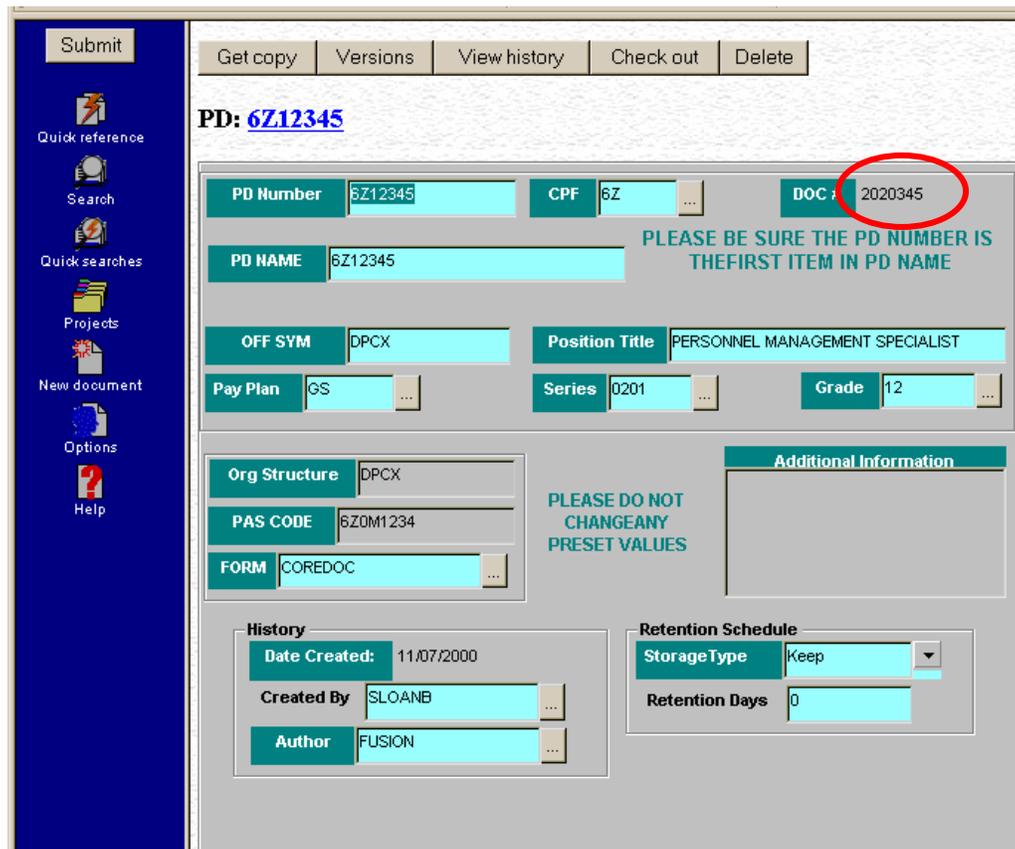


Figure 6.1 Document saved in PARIS

File ID: q:\common\paris\cyberdocs_guides\cyberdocs_3_user.doc
Version: 11/14/00