

Instructions to Upload and View e-OPF Documents

as of June 1, 2015

Abledoc Instructions (to upload OPF documents to SAP)

All agency HR offices are required to create and/or maintain an electronic official personnel file (e-OPF) for employees who separate, are newly hired through the onboarding process, transfer from an agency that has already converted, or within an agency who has completed the e-OPF conversion.

For employees who meet this criteria, you should use the following instructions to use Abledoc to send any OPF documents* to the e-OPF. Using procedures defined by your agency, you should quality assure these files after uploading them into SAP.

*The document extensions currently supported and will process through Abledoc are doc, docx, htm, html, pdf, txt, xls, and xlsx.

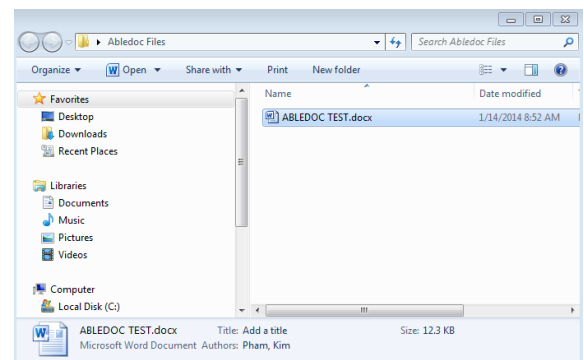
1. Using Internet Explorer, connect to the following page (bookmark this link as a favorite for easy access): http://172.22.19.26/abledoc_HR

*Every user will need an Abledoc license assigned prior to the use of this application

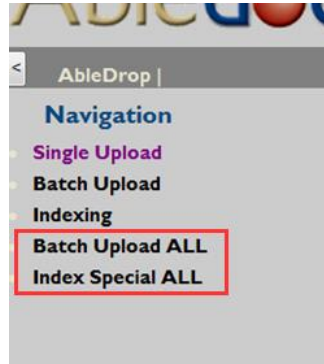
2. This is your start screen. To upload one file at a time, either select 'Browse' and find your document, or drag and drop the file (from a separate Windows Explorer folder) into the white area/blue file cabinet.



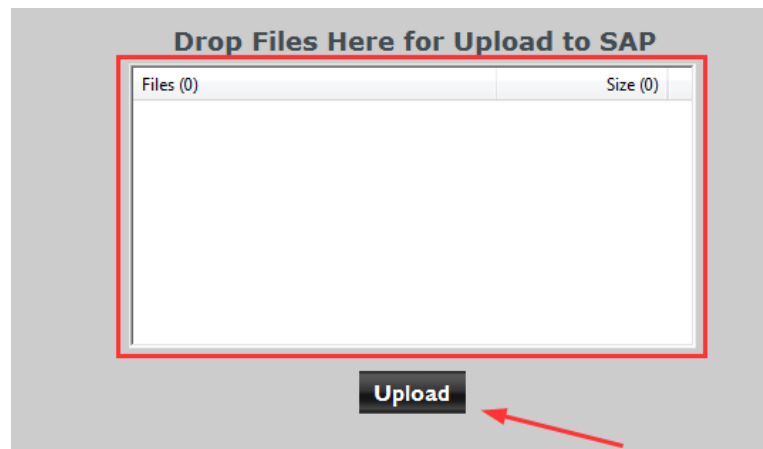
(Separate Windows Explorer folder)



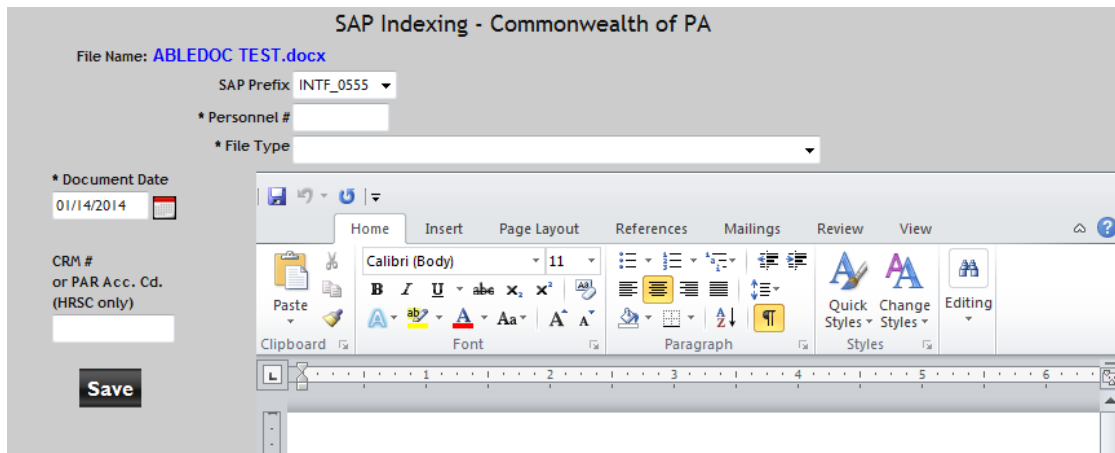
NOTE: For users who require access to multiple agencies (ie HRSC users, merged HR Offices), you will have additional links under the 'Navigation' menu. You will need to select the special 'Batch Upload' and 'Index Special' links that have been assigned to you. Your links will not say 'ALL' but should have your agency listed. Using the default 'Single Upload' and 'Batch Upload' links will only give you access to employees in your agency. You will receive a 'Not Authorized' error if you are using the wrong links.



To upload multiple documents, click on the 'Batch Upload' (or the special 'Batch Upload') link on the left Navigation menu. Select your documents (from a separate Windows Explorer folder), drag and drop in the white area, and click 'Upload'. **It is highly recommended that no more than ten (10) documents be dropped at one time.**



- When your document(s) load, you will be prompted with the SAP Indexing screen. Complete as directed below.



SAP Prefix – Defaults to INTF_0555. Do not change this unless you need to delete the document. **To delete a document from your queue, select DELETE and click SAVE to remove it from your indexing queue. This will not send the document to SAP.**

Personnel # - Enter the employee's personnel number that is valid to your agency.

File Type – Select the file type of the e-OPF document you are processing from the dropdown list. You have the ability to tab to this field and press the keyboard down arrow to repeat the last indexed file type. This will expedite the process of uploading batches of the same file type.

Document Date – Enter the date or click on the calendar icon to find the effective date of the document. The date format (mm/dd/yyyy) can be entered with or without slashes. If an invalid date is entered, it will prompt with an error after clicking Save.

NOTE: The effective date **cannot** be a date prior to the employee's original hire date. It will not save to SAP and will error out.

- Click the **Save** button to finish processing the document. If multiple files were dropped, your next document will automatically open for processing. Continue to index all documents in your queue until you reach the start screen.

If you do not successfully index or delete a document prior to closing your web browser, your document will remain in your queue the next time you log on. To navigate to your indexing screen/queue, click on the 'Indexing' (or the special 'Index Special ALL') link on the left Navigation menu.

- At this point, if you are done filing your documents, you can close your web browser.
- Once Abledoc commits the document, it is sent to an FTP site where it resides until a batch process downloads the document into SAP. It is suggested waiting an hour before attempting to view the document from within SAP (otherwise the document may not be visible in SAP yet).

Abledoc Tips and Shortcuts

- By including the personnel number or date in the file name of a document to be uploaded, each value will prepopulate in the application, provided the following formats are used:
 - When a file name contains the letter "P" (case sensitive) followed by the eight digit personnel #, the eight digits will prepopulate into the Personnel # field
 - When a file name contains the letter "D" (case sensitive) followed by the eight digit date, the formatted date will prepopulate into the Document Date field
 - The expected format for the effective date is YYYYMMDD

Example: A file can be named either 'P00123456_EPR_D20141231.pdf' or 'D20141231_P00123456_TEST_EPR.pdf' – the order of personnel number and date in the file name does not matter, nor do other characters in the file name. Once the file is uploaded to Abledoc, the Personnel # and Document date fields will already be prepopulated based on the file name. The File Type field is the only field that will need to be completed prior to saving.

SAP Indexing - Commonwealth of PA 2

File Name: **P00123456_EPR_D20141231.pdf**

SAP Prefix: INTF_0555

* Personnel #: 00123456 Display Name

* File Type: [Dropdown]

* Document Date: 12/31/2014

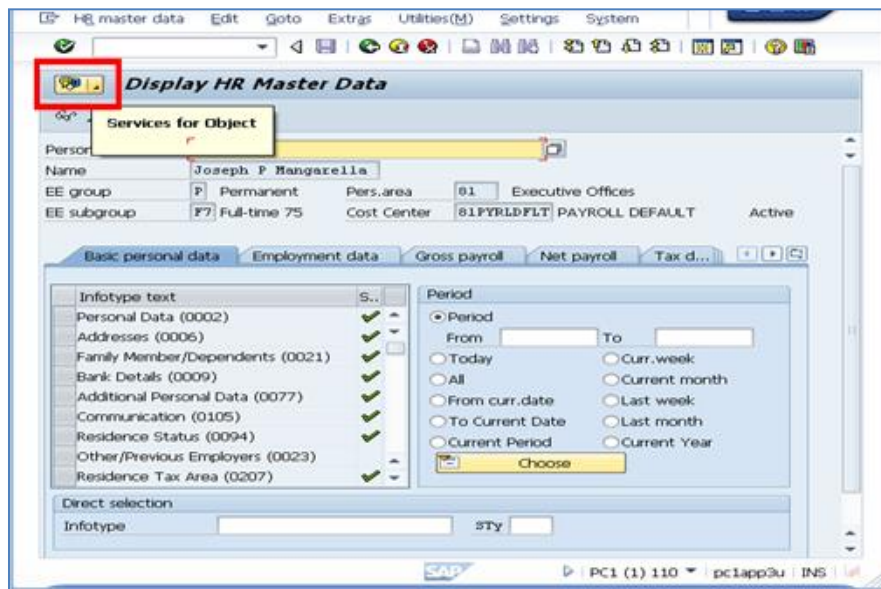
Save

Toolbar: Save, Print, Zoom, Refresh

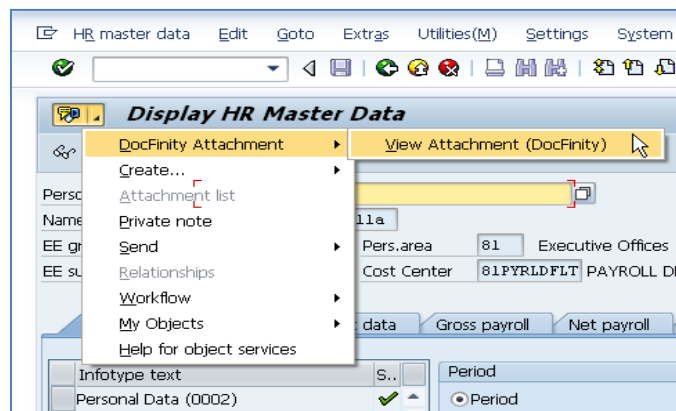
- The use of the Ctrl + down arrow keys will repeat the previously indexed Personnel #
- The use of the Ctrl + up arrow keys will repeat the previously indexed Document Date
- "Clear Fields" button will clear all fields
- "Tips" button contains all shortcuts available

Instructions to View eOPF Documents in SAP

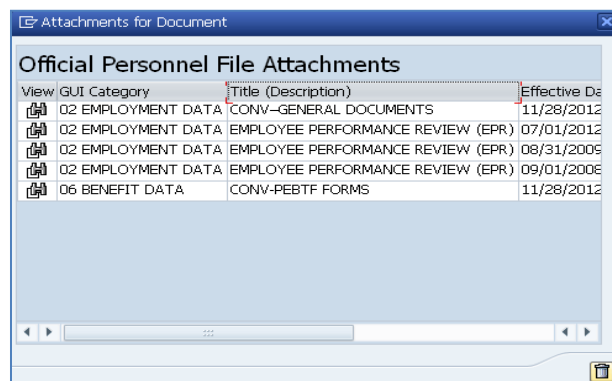
1. After the batch job pulls the file into SAP it can be viewed via the **Services for Objects** button in PA20/PA30.



2. Select the down arrow on the **Services for Object** button, and the following menu will appear:



3. Select **DocFinity Attachment > View Attachment (DocFinity)** - the e-OPF Attachments window will open:



4. From this window you may:
 - a. View an individual e-OPF document by selecting the binocular icon (left)
 - b. Delete a file by highlighting the row and clicking the trash can icon (SAP delete role required)
 - c. Sort files by right-clicking the column heading and choosing the sort order:

