



WCPOC

OPF TRACKER SYSTEM

USER GUIDE

JULY 2000

INSTRUCTIONS FOR THE WCPOC OPF TRACKER SYSTEM

1. Double click your WCPOC INTERNET Tools icon to access the OPF Tracker System.
2. Login to the WCPOC Internet Tools by entering your PPI login and password and clicking the “**CLICK TO LOGIN**” button.

(**NOTE:** If you are a CPAC/CPOC supervisor with two (2) PPI Accounts, you should use your CPAC/CPOC User login, **not** your Manager User login).

3. Click on the OPF TRACKER II link to access the system. There are six (6) areas that can be accessed by single clicking on the Title tabs at the top of the page:
 - a. OPF Home
 - b. Search for OPF
 - c. OPFs Checked Out
 - d. Pick/Wait List
 - e. Transfer OPFs
 - f. Site Home

OPF Home – Click on the **OPF Home** tab. Selecting this option will bring you back to the OPF Tracker Start Page (i.e., the first screen you see after login to the Tracker)

OPF Tracker II

OPF Tracker II is an Internet Based Utility designed to aid the OPF Filesroom and its customers with the processes of locating, requesting, obtaining, and returning files in every day operations.

If a problem occurs please contact the helpdesk@cpocwcp.army.mil and detail the problem that you are experiencing.

Search for OPF – This option can be used to determine if a specific OPF is available or checked out and to whom. Click on the **Search for OPF** tab. On this screen, enter a SSN or last name or just the first three letters of the last name, and click on the “**Search for OPF**” button. A **Search Results** screen will provide the requested information on the OPF.

Enter OPF Search Criteria

<input checked="" type="checkbox"/>	By SSN (Format: 999-99-9999 or 9999999999)
	SSN: <input type="text"/>
<input type="checkbox"/>	By Name (Must supply at least 3 letters)
	Name: <input type="text"/>
<input checked="" type="checkbox"/>	Starting with Last Name
<input type="checkbox"/>	Anywhere in Name
	<input type="button" value="Search for OPF"/>

Search Results

SSN	Name	DOB	CP AC	Checked-Out To	Checked-Out On	Pick
999-99-9999	PAUL JONES	12-DEC-67	XX			<input type="checkbox"/> <input type="button" value="Add to Pick/Wait Li"/>

You can add the OPF searched for to your Pick List at this time by clicking on the box in the **Pick** column and clicking the “**ADD TO PICK/WAIT LIST**” button.

If the OPF is checked out, you can still pick it and it will be added to your “**WAIT**” list. If you are the only person waiting for the OPF, you will receive the OPF once it is turned back in to the File Room.

OPFs Checked Out - Click on the **OPFs Checked Out** tab. This screen will show a list of the OPFs checked out to you (**NOTE:** The person the OPF is checked out to is responsible for the OPF). It will also show the check-out date, the number of days it has been checked out, and the number of other personnel waiting to check out the OPF.

OPFs Checked Out

SSN	Name	DOB	CPAC	Check-Out Date	# Days	# Waiting
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Pick/Wait List – A Pick/Wait List is a listing of the OPFs you have requested and/or are waiting for. To access this screen, click on the **Pick/Wait List** tab.

Pick/Wait List

SSN	Name	DOB	CPAC	Picked On	Remove
				Remove from Pick/Wait List	

This screen shows: the OPFs on your list, the CPAC site, and the date you picked each OPF. You also have the option to **“REMOVE”** a previously “picked” OPF from your list.

To remove an OPF from your list, click on the box in the REMOVE column next to the OPF you want to remove, then click on the **“Remove from Pick/Wait List”** button.

Transfer OPFs - The Transfer of an OPF requires the person **receiving** the OPF to enter their PPI login and password to accept the transfer.

Click on the **Transfer OPFs** tab, the receiver of the OPF must enter their PPI login/username and password, and then click on the **Verify User** button. A list of OPFs will appear on the screen. To transfer an OPF, click in the box in the **Transfer** column then click on the **Transfer OPFs** button in the lower left hand corner at the bottom of the OPF list. Transfer is complete. (See screen on next page).

Transfer OPFs

The person receiving the OPF must authorize the transfer of the OPF with their PPI Username and Password.		
Username:	<input type="text"/>	
Password:	<input type="password"/>	
Verify User		

Site Home - Selecting this option by clicking on the **Site Home** tab will take you to the WCPOC Regional Home Page.

Creating a Desktop Icon for OPF Tracker II

This information is provided to create a desktop icon on the requestor's desktop. Creating, selecting and launching the application using this Icon assumes an Internet connection is available.

On your Internet browser navigate to the OPF Tracker II logon page. With this page displayed go to the browser menu bar and select File, Send, Shortcut to Desktop. Clicking this option will create an Icon on the desktop labeled OPF Tracker II. Double click this Icon to automatically launch your Internet browser and bring up the OPF Tracker II logon page.

For additional assistance with the WCPOC
OPF Tracker System please contact:

Robert Flaiban, WCPOC, File Room
DSN 879-0441 - (520) 538-0441
FAX: DSN 879-0447 - (520) 538-0447
EMAIL: robert.flaiban@cpocwcp.army.mil