Electronic Official Personnel File (e-OPF)

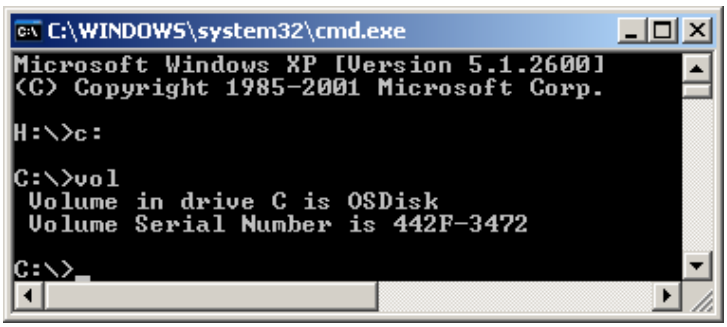
Abledoc Installation Instructions

as of April 22, 2013

Follow the guidance below to install the Abledoc software. This software will need to be added to all computers that will be used to upload documents into the e-OPF.

PRE-INSTALLATION

1. Secure admin rights to the installation PC (contact agency help desk)
   a. From the installation PC determine
      i. PC Name
      ii. C:\ drive Volume Serial Number



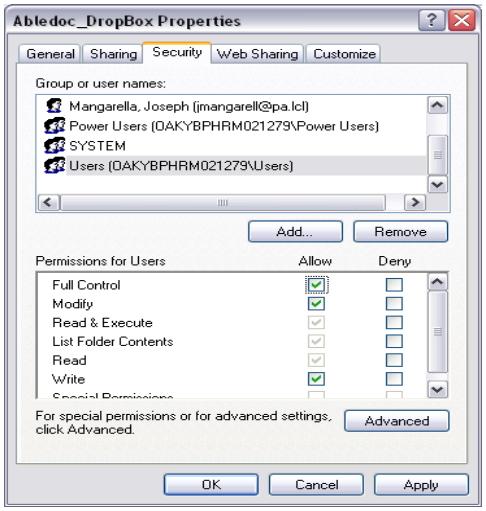
   b. Determine Org_ID where PC is located
   c. HRSC - Create log file on FTP server
      Format: OrgID-PC Name.txt Example: 00813046-OAKYBPHRM021279.txt
   d. Obtain license from CDMS (dbetz@cdmspa.com, ph. 717.540.1301 x104)
      I. Provide the information obtained from 1b above
      II. CDMS will email the license file in .zip format

ABLEDOC INSTALLATION

2. Run **setup.exe** from the **DropBox_Install** folder:
   a. Accept all defaults until setup has completed
   b. Select "OK"

3. Locate the **Copy_ After_Install** folder within the set of installation files (on Win7 64-bit PCs this folder will be **C:\Program Files (x86)\Abledoc_Drop_Box**). Copy all the files from this folder to **C:\Program Files\Abledoc_DropBox**.

4. Set permissions on Abledoc folder
   a. Right-click and go to "Properties" of the **:\Program Files\Abledoc_DropBox** folder
   b. Give "Users" Full Control to this folder
      (Win7 64-bit PCs should use the "Advanced" button to make this change)



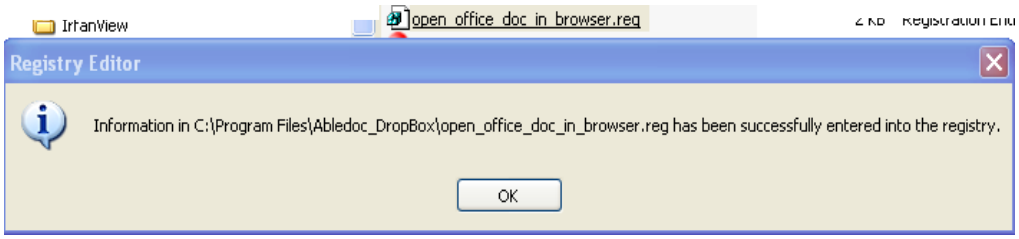
5. Create desktop shortcut:
   a. Browse to **C:\Program Files\Abledoc_DropBox\DropBox_Scan.exe** and create a shortcut. **Move** this shortcut to the "All Users" desktop folder and rename it "Abledoc"

   NOTE *– Best practice for this item is to create a shortcut in the Abledoc_Dropbox folder, and then* ***move*** *the shortcut to the desktop. If you right-click on DropBox_Scan.exe and "Send to desktop (create shortcut)" the program may not run successfully. This item* ***MUST*** *be a shortcut; if you copy DropBox_Scan.exe to the desktop Abledoc will not run.*

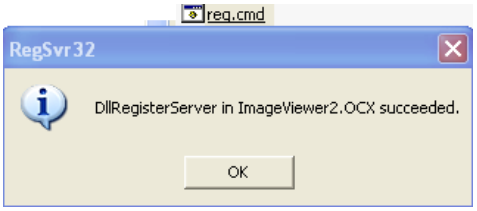
   Win7 64-bit PCs may have to place this shortcut in the hidden folder named "Users\Public\Public Desktop".

6. Create **Abledoc Files** folder at a shared network location as directed by the HR Office:
   a. Set the User permissions on this folder the same as in Step 4 above
   b. Open the Abledoc Files folder and create a new folder named **Processed**

7. Return to the **C:\Program Files\Abledoc_DropBox** folder to make two changes to the registry:
   a. Select **open_office_doc_in_browser.reg**; select "Yes" and then "OK"

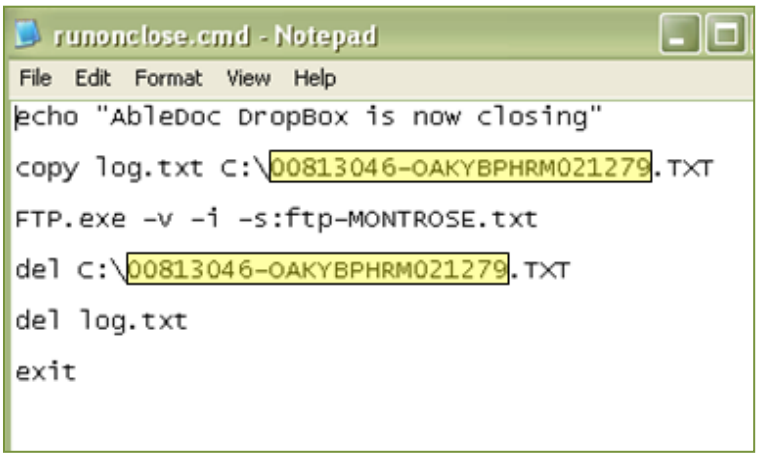


b. Select **reg.cmd** and select "OK"

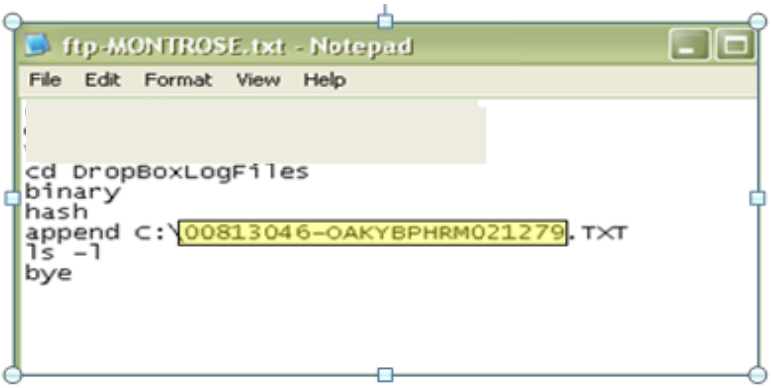


*NOTE: For Win7 64-bit PCs, change to the working directory **(C:\Program Files (x86)\Abledoc_Drop_Box)** via the command prompt and then run **rgsvr** to register the above .OCX file*

8. From the **C:\Program Files\Abledoc_DropBox** folder, edit the two batch files for logging purposes:
   a. Edit **runonclose.cmd**: Change the two entries to **OrgID-PC Name**.txt (Example: 00813046-OAKYBPHRM021279.txt)



   b. Edit **ftp-Montrose.txt**: Change the single entry the same as in 8a above:

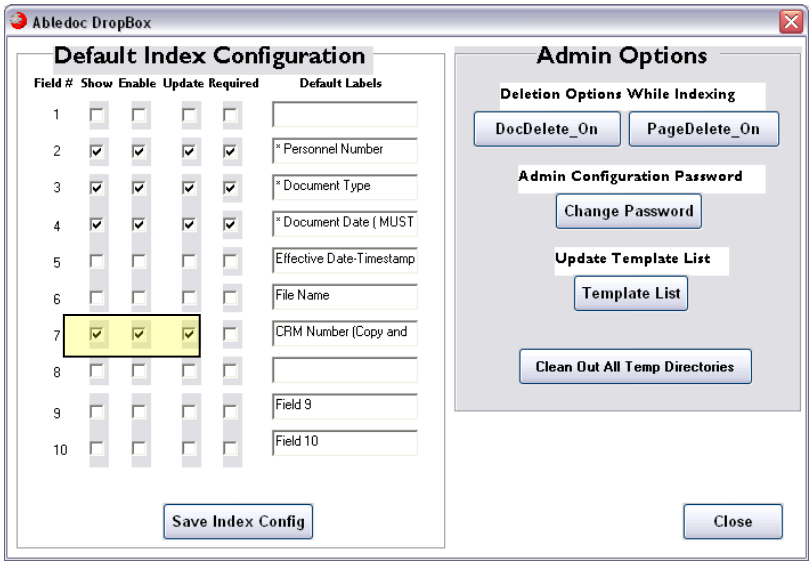


NOTE for Windows 7 Installs Only: *Change the User Account Control settings (from Control Panel – User Accounts) to "Never notify." This will allow the log file to be written to the correct folder so that the batch process above will complete successfully.*

9. Browse to **C:\Program Files\Abledoc_DropBox\license**, and open the file (if this file does not have a .txt extension, add .txt to the end of the filename and open the file). Copy the license key code provided by the vendor into this file, and save. Rename the file with no file extension (in other words, delete .txt from the filename so that the file has no extension).

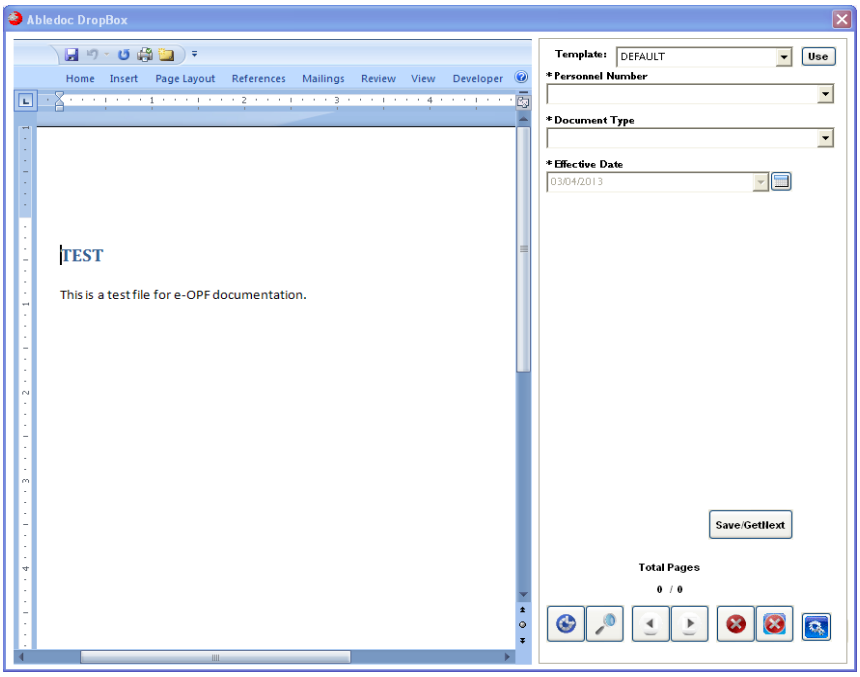
   NOTE: **DO NOT INCLUDE A FILE EXTENSION AS PART OF THIS FILE NAME.** *The inclusion of a file extension here will result in licensing errors when Abledoc is opened*

10. Remove CRM Field from Abledoc interface view:
    a. Using the desktop icon, open Abledoc.
    b. Go to Setup – Admin, Contact OA-HRSC BIS (877-242-6007, Opt. 4) for administrator password.
    c. Return to Setup – Admin again.
    d. Uncheck the 3 boxes next to the "CRM Number" Default Label field.
    e. Select "Save Index Config".
    f. Close window.



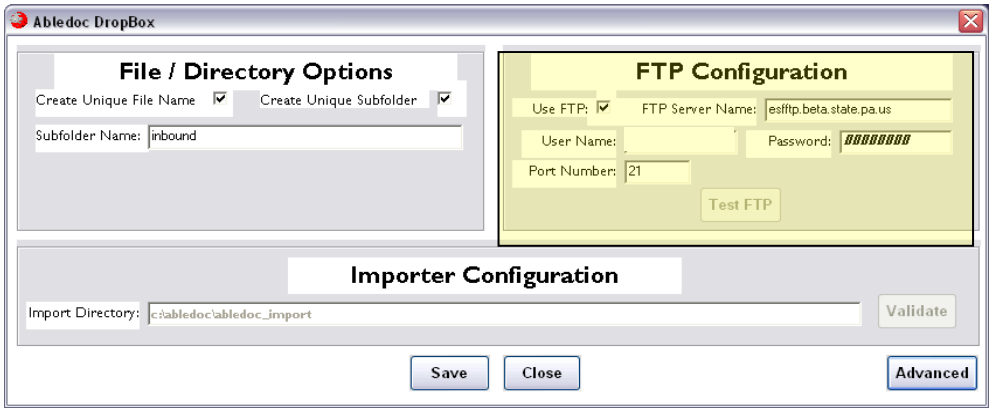
11. Test Abledoc functionality:
    a. Drag and drop a MS Word test file to the red folder displayed in the Abledoc program window
    b. Select the globe that appears in the bottom-left corner of the Abledoc window

c. The Abledoc interface screen will open:



i. Uncheck "Ask this question every time" in the next box that appears and click "OK"
ii. Select a Personnel Number and a Document Type from the drop-down lists
iii. Click **Save/GetNext**
iv. Click **OK** on the next box that appears

12. Set FTP to production:
    a. From the initial Abledoc window choose Setup – Admin - *Enter password*
    b. From the initial Abledoc window choose Setup – Configuration
    c. Contact OA-HRSC BIS (877-242-6007, Opt. 4) to direct Abledoc to production server
    d. Uncheck **"Use FTP"** and the apply the checkmark here again; the **Test FTP** button below will activate



e. Click the **Test FTP** button to check the new connection
f. A message should display indicating that the test succeeded
g. Select Save
h. Close this window
i. Close out of the Abledoc program completely to run the log file batch program