

INSTRUCTIONS FOR RECEIVING CPDF ERROR FILES/REPORTS ELECTRONICALLY

Definitions

Error files are data files that identify Status or Dynamics records that failed one or more edits. These files contain the data you submitted followed by the error codes, i.e., the code(s) for the edit(s) the record failed. The error file format is in figure F-1 in The Guide to Central Personnel Data File Reporting Requirements. The Guide is available on the Web at <http://www.opm.gov/feodata/guidance.htm>.

Error reports are formatted listings of Dynamics records that failed one or more edits. These reports were designed as print files. The reports contain headings identifying the data element, the data you submitted underneath each heading, and the error codes, i.e., the code(s) for the edit(s) the record failed. These reports are sorted by personnel office identifier.

Agency Requirements

1. You need a PC with Internet access and a Web browser.
2. You need an OPM userid. Complete “Application for Access to OPM Sisplex System” and fax it to Ron Trueworthy at 202-606-1719. Complete blocks 1 through 5 and sign/date block 14. In block 1 (Applicant’s Name), include your email address along with your name. In block 3 (Social Security Number), put 5 zeros followed by the last 4 digits of your SSN. In block 4 (under Region), put your duty location city and state. In block 5 (OPM Program Group), put your agency name.
3. We will send you instructions on using OPM's system in addition to the information listed below.

The Error File/Report Process

1. We will create an error file for every Status and Dynamics submission. We will create error reports for every Dynamics submission. (The exception will be if you have no errors on a particular submission.)
2. You will receive an email notifying you every time we create an error file or report. The email will contain links to the error file or report. You click on the link to access OPM's system. You will have to enter your userid and password on a login screen. You can then view and download the error file or report.

Enclosure 1

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3. Error files are available as text files only. Error reports are available in three formats identified by the file extension - pdf for Adobe Acrobat, htm for HTML and txt for text. If you want to view or download the error report in more than one format, you can do so, but you will have to click on the link for each format separately and go through the login screen each time.

4. You can identify the submission from the email line that shows "From Dataset:" followed by a filename. The middle of the filename identifies the CPDF submission. That section follows the same naming convention we use for electronic submissions. It is:

DYYYYMM1.AGR or SYYYYMM0.AGR

The first position indicates a Dynamics file (D) or a Status file (S).

The next six positions (YYYYMM) are the year and month (as of date) for the submission.

The next position (1 or 0) is a one for Dynamics and a zero for Status. If an agency submits more than one file each month, we will assign different numbers to differentiate each file.

The next positions (AG) are the agency code for the submitting agency.

The last position (R) is the resubmission indicator. The first submission is always a zero.

Example: Transportation's December 2001 status file would be shown as S2001120.TD0.

5. The error files and reports will remain on OPM's system for several months.

Using OPM's System

1. We will send you guidelines for creating and maintaining your password on OPM's system.

2. If you don't access the system for 30 days, your userid will be revoked. You can reinstate your userid by contacting OPM. We'll also send you information on this process.

Getting Help

1. We'll give you a contact point for help on userid and password issues.

2. For help on interpreting the error files or reports (understanding how and why the record failed an edit), contact the appropriate CPDF file manager. Randall Matke is the CPDF Status File Manager, 202-606-1203 or rtmatke@opm.gov. Ron Trueworthy is the CPDF Dynamics File Manager, 202-606-1409 or crtruewo@opm.gov.

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Special Issues with WEB/CPDF Error Files and Error Reports

For error files only.

- If using Internet Explorer 5.0 or greater, a dialog box will be presented to allow the user to either save the file to disk or view it in a browser window.
- If using other versions of Internet Explorer or other browsers, the file will be presented in the browser window.
- The file is sent with trailing blanks removed but a CR/LF is appended to each record to mark the end of the record.
- The file may contain ellipses “...” or the text
“***** End of Transmitted Data *****”.
These lines should be removed from the saved file.
- When viewing the text file in the browser the text may not line up as expected. When the file is transferred to a mainframe the file will be correct as long as it is transferred as text.

For error reports only.

- The PDF format of the reports does not function correctly with Internet Explorer 5.0 or greater. The usual symptoms are a blank page is returned and the user may be prompted to allow unsecured data to be received. This problem is documented in a Microsoft technical bulletin and a work-around was provided. If the user unchecks the browser integration check box in the Adobe Acrobat Reader General preferences then the PDF will be displayed in another window. The problem with this solution is that this affects all references to PDF's using a browser interface and may not be acceptable to the users. We continue to work with the vendors to fix this problem. Until then, we suggest you use the text or HTML versions of the reports.
- If you download the TXT format of the reports into word processing software, you will need to adjust the document for proper printing. The document should be printed in landscape. With most printers, it should have 1/2" left and right margins, and a size 8 font.