

US Navy PEO Digital Orchestrated Repository for Enterprise Member User Guide

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Logging in

Go to the ORE URL, https://ore.azure.e3labs.net/

To log in, you will need your username and password. Your username is your email address, and the ORE administrator will provide password. If you do not remember your password, please contact your ORE administrator to reset.

Ensure that the "member" tab is clicked before providing logon information.

Provide email address and password and click "login".



Select Role (Landing Page)

After logging in, you will be presented with the Select Role landing page. Select User then click continue:

PEOPIE DIGITAL & DITEMPRE SERVES					
Select Role					
Select Role User 👻					
CONTINUE					
CANCEL					

ORE User Dashboard

Members will now have access to the User dashboard.



The user dashboard displays the key information available, including:

• Total viewable documents



- Total shared users
- Your top viewed documents

La	ast 7 Da	ays
La	ast 30 (Days
L	ast 90 [Davs

- Documents added in the last 7 days
- Your Shared Users



Top Menu

The top menu has options for "integrated applications" gateway, switch roles, notifications, and signing out.



Side Menu

The Side menu offers all the main pages available to the user. As a shared user, the Dashboard and the Document list are the only options.



Account Details

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account details are provided for the user. A user can edit By clicking on the User icon and save details to their profile or reset the whole profile.

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Documents

The documents landing page provides a view of all uploading documents into the ORE system.

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User Dashboard	Q, Search X								
Documents Staged Documents	File Name	File type	Media Type	Section	Category	Version	Size	File Date	Actions
Upload	2 Twelve Solutions_7A2T2_Cover_Letter.pdf	.pdf	Document	Company	Presentation Materials	0	256410	4/1/2021	0
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	FedHealth SSP v1.4 (Final).pdf	.pdf	Unclassified	Company	Uncategorized	0	1782964	6/8/2021	0
	Inonde Architectural Diagram.pdf	.pdf	Unclassified	Company	Uncategorized	0	594232	6/9/2021	0

Staged Documents Documents are placed in the Staged Document area pending approval from the company admin.

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Upload

▲ Upload ▶ The Option allows the user to upload document, video/audio, or image/drawing, CAD files as shown in the diagram below.

	Dashboard					
Q	Documents					
٩	Staged Documents					
0	Upload 🔨					
	Documents					
	Image/Drawing/CAD					
	Video/Audio					

Settings (Manage User Settings)

Setting options provide a user with managing notifications and messages. Included in these settings are notifications: email, push notifications, text messages and phone calls. Messages include email, push notifications and phone calls.

			🔹 4 📀 🗉
Darius Cone User	< SETTINGS Manage User Settings		
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Q Documents	Notifications	Messages	
Q Staged Documents	Mail Email	C Email	
▲ Upload ▶	Push Notifications	Push Notifications	
Settings	Text Messages	Phone calls	
•	Phone calls		
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Adding a Shared User

In Your Shared Users section (red box), look for the Add Shared User option shown by the red arrow. Click the Add Shared User option and continue.

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Shared User (Landing Page)

You will then be prompted to the Shared User (Create New Shared User) landing page. There is an option to click check email (red arrow) which will take you to the next screen below without populating the email field or a user could enter an email address to populate the email field. Click check email.

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Add User Details (includes adding an email address, unless performed in the step above), Shared Key (password), Key Encryption and Privileges. Mandatory input fields are highlighted below.

Shared User Email				
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Complete all mandatory fields and click Create.

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		_/ DR/01 0 R/07
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Your Shared User Display

New Shared User information will be displayed in Your Shared Users section. There are currently two shared users. Delegation of privileges are decided when adding a shared user. Viewing (read-only) is available for shared users.

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	Test One	jdcone04@yahoo.com	05/26/2021	05/27/2021	123 Mancock Lane Anywhere, DE 12345	8885551234	0	•	•	•	07

Actions

Change Access Key and Adding documents to share are the available options for adding documents to share, viewing documents, and resetting password information.

Clicking on the change access key will provide you with the option to change shared key information as seen in the diagram below.

Access Key Change	
Shared Key	
Please Enter a shared key	
Confirm Key	
Confirm Shared Key is Required	
	UPDATE

Clicking on the Adding documents icon will allow viewing of all documents available to a particular user as shown in the figure below.

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	AWS Recommendations.pdf	.pdf	Unclassified	Company	Uncategorized	0	419602	6/9/2021	0
	FedHealth SSP v1.4 (Final).pdf	.pdf	Unclassified	Company	Uncategorized	0	1782964	6/8/2021	0
	Inonde Architectural Diagram.pdf	.pdf	Unclassified	Company	Uncategorized	0	594232	6/9/2021	0

Shared User Home Screen Dashboard

Upon successful log on, the shared user will be transported to the Dashboard.

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	он инности Велану 2021	٥	947 47799 1990 199708/2021	6

The shared user dashboard displays the key information available, including:

- Total viewable documents
- ORE user who invited the shared user
- Account expiration.
- Access granted and expiration dates

Uploading Documents

	Dashboard
۹	Documents
۹	Staged Documents
6	and and a
	Mich

Select Upload and a Documents and Videos option will be available.

Select Documents and the UPLOAD documents menu will appear. Click on the arrow highlighted in the diagram below to expand Browse for Documents.

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Θ	< UPLOAD Documents					
Darius Cone User	Browse for Documents				~	
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Each field must be completed before a document is uploaded.

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Provide the information for each category then click Browse.

Browse for Documents Choose Company 2 Twelve Solutions	_
Browse for Documents Choose Section Choose Company All Sections 2 Twelve Solutions Private Public Company Company Company	Choose Media Type: Document
Browse for Documents Choose Company 2 Twelve Solutions Choose Section Private	Image Video Audio Unclassified Photo Album
Browse for Documents Choose Company 2 Twelve Solutions Choose Section Private	Choose Media Type Unclassified Music Collections Audio Library Professional Credentials Financial Statements Miscellaneous Reports
File Name	Presentation Materials Road Show Materials Prospectus Resume Uncategorized

A window for selecting a file will open, please select a file then click open.

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Lusers	© 2 Twelve Solutions - Powered by ^E 3 Labs	

Staged Documents Menu

The newly uploaded file will now be present in the Staging Documents category, pending approval before being moved to the Documents category.

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After approval by company admin, the newly uploaded file will be accessible in the Documents (Document Filters) category for viewing.

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	AWS Recommendations.pdf	.pdf	Unclassified	Company	Uncategorized	0	419602	6/9/2021	0
	FedHealth SSP v1.4 (Final).pdf	.pdf	Unclassified	Company	Uncategorized	0	1782964	6/8/2021	0
	Inonde Architectural Diagram ndf	ndf	Unclassified	Company	Uncategorized	0	594737	6/9/2021	0

Viewing Documents

To view specific document, click on the ^(O) icon to the left of the document. For example, to read "Agency_Authentication_Playbook," click on the highlighted icon below.

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8	DOCUMENTS								
varius Cone User	Document Filters								~
shboard	Q Search ×								
cuments	File Name	File	Media	Section	Category	Version	Size	File	Actions
ged Documents		type	Туре					Date	
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ged Documents oad 🕨	2 Twelve Solutions_7A2T2_Cover_Letter.pdf Agency_Authorization_Playbook (1).pdf AWS Recommendations.pdf	pdf .pdf .pdf	Type Document Unclassified Unclassified	Company Company Company	Presentation Materials Uncategorized Uncategorized	0	256410 1309732 419602	Date 4/1/2021 6/9/202 6/9/2021	0
ged Documents	2 Twelve Solutions_7A2T2_Cover_Letter.pdf Agency_Authorization_Playbook (1).pdf AWS Recommendations.pdf FedHealth SSP v1.4 (Final).pdf	type .pdf .pdf .pdf	Type Document Unclassified Unclassified Unclassified	Company Company Company Company	Presentation Materials Uncategorized Uncategorized Uncategorized	0 0 0	256410 1309732 419602 1782964	Date 4/1/2021 6/9/2022 6/9/2021 6/8/2021	© © ©

This will launch the document reader view.



To move to the previous or next page, click on the highlighted tabs at the bottom of the viewer page. Note that the green share icon is still available for sharing. The document is viewable but not shared.

To go back to previous document list, click on the "X" highlighted in the upper left box in the graphic above, or click on the options in the left menu.

Viewing Shared Documents

The Action icon ^(O) will be red denoting that the document has been shared and available to shared users only for viewing.

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Darius Cone User Dashboard Documents Staged Documents Upload > Settings	File Name	File type	Media Type	Section	Category	Version	Size	File Date	Actions
	2 Twelve Solutions_7A272_Cover_Letter.pdf	.pdf	Document	Company	Presentation Materials	0	256410	4/1/2021	۲
	Agency_Authorization_Playbook (1).pdf	.pdf	Unclassified	Company	Uncategorized	0	1309732	6/9/20	0
	AWS Recommendations.pdf	.pdf	Unclassified	Company	Uncategorized	0	419602	6/9/202	
	FedHealth SSP v1.4 (Final).pdf	.pdf	Unclassified	Company	Uncategorized	0	1782964	6/8/2021	0
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	129 pdf	.pdf	Unclassified	Company	Uncategorized	0	4522024	5/18/2021	0
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Also note the remove share option (in red) if a document is no longer to be shared.



Signing Out

Remember to sign out at the end of every session.

