



# US Navy PEO Digital Orchestrated Repository for Enterprise Document Upload Guide

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### **Logging In**

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

You will then be presented with the ORE welcome screen.

Ensure that the "member" tab is selected as shown in figure below:

#### Figure 1 ORE Welcome Screen



Click the "LOGIN" button

You will be presented with the login screen if you are not already signed in as shown in the figure below:

#### Figure 2 ORE Login Page

	JIGITAL
PRO	GRAM EXECUTIVE OFFICE DIGITAL & ENTERPRISE SERVICES
Sign in to ORE	You are accessing a U.S. Government information system, which includes (1) this computer. (2) this computer nativork. (3) all computers connected to this network and (4) all devices and
Sign in to ORE	storage media attached to this network or to a computer on this network. This information
	system is provided for U.S. Government-authorized use only.
Or Login with username and password	well as civil and criminal penalties.
Username or email	By using this information system, you understand and consent to the following:
l	<ul> <li>You have no reasonable expectation of privacy when you use this information system;</li> </ul>
Feasword	this includes any communications or data transiting, stored on, originated from or directed to this information system. At any time, and for any lawful government.
	purpose, the government may monitor, intercept, search and seize any communication
	<ul> <li>or date transiting, stored on, originated from or directed to or from this information evenem.</li> </ul>
Sign In	<ul> <li>The government may disclose or use any communications or data transiting, stored on,</li> </ul>
	originated from or directed to or from this information system for any lawful
	<ul> <li>You are NOT authorized to process classified information on this information</li> </ul>
New user? Register	system.
new south integrate	

Enter your ORE username and password and click the "Sign In" button. Please contact your ORE PoC if you do not yet have one or do not know it.

### **Uploading a Document**

After logging in, you will be presented with the Select Role landing page.

Select User then click continue:

**Figure 3 Select Role** 

Select Role	
CONTINUE	
CANCEL	
Welcome to 5	

Then Select Upload as shown below

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### Figure 4 Upload Option

Select the Documents or Video/Audio option to begin uploading it.

#### Figure 5 Upload Document, Video/Audio, or Image/Drawing/CAD Option



Enter applicable document or video/audio information into the drop down fields in the form below, then click Browse to select a file to upload.

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			Wet	come to Eg					

#### **Figure 6 Upload Entry**

A window will open that will allow selection of one or more file(s) to upload.

#### Figure 7 File Upload Window

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Organize • New folder				- 1		0
3D Objects     Desktop     Documents     Downloads     Music     Pictures     Windows (C1)	No items	: match ;	your search.			
Network						
File name:		~	Adobe Acro	bat Docu	ment (*.p	ж ×

After selection of the file(s), press the green Upload button to complete the process. Reset will allow a user to reset the process, for instance uploading an incorrect file for upload.

#### Figure 8 Upload Submit

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

#### **Figure 9 Staged Documents**

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After approval, the newly uploaded file will be accessible in the Documents category for viewing as well as all other approved files residing in the Documents category.

#### **Figure 10 Documents**

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