Orchestrated Repository for Enterprise Shared User Creation Guide

07/25/2023

Overview

Logging in

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ORE User Dashboard

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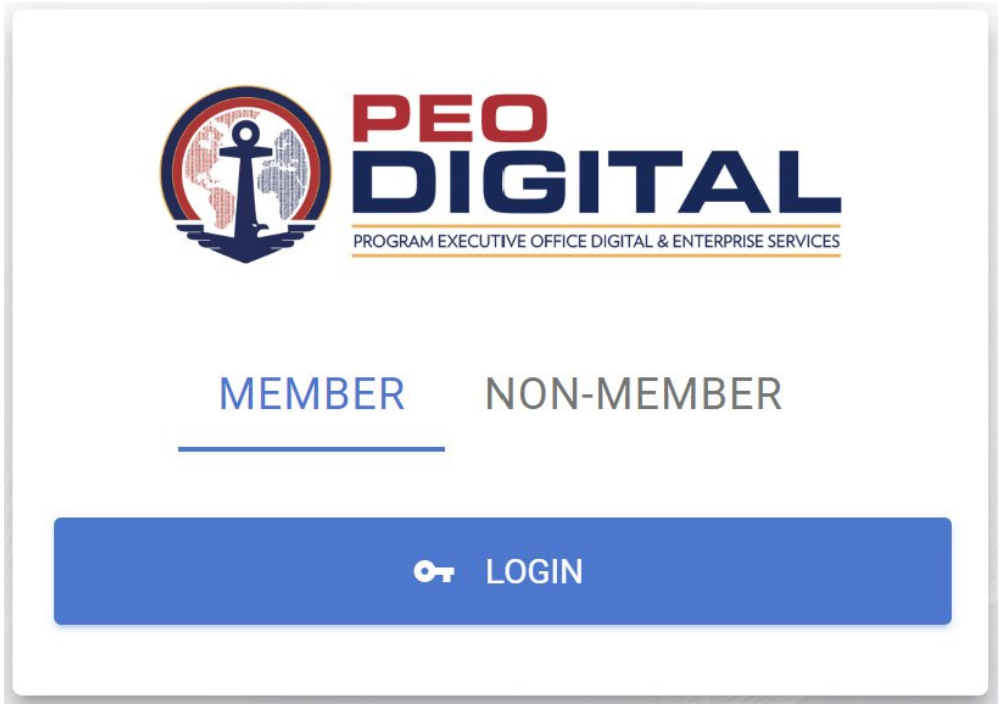
Logging In

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.

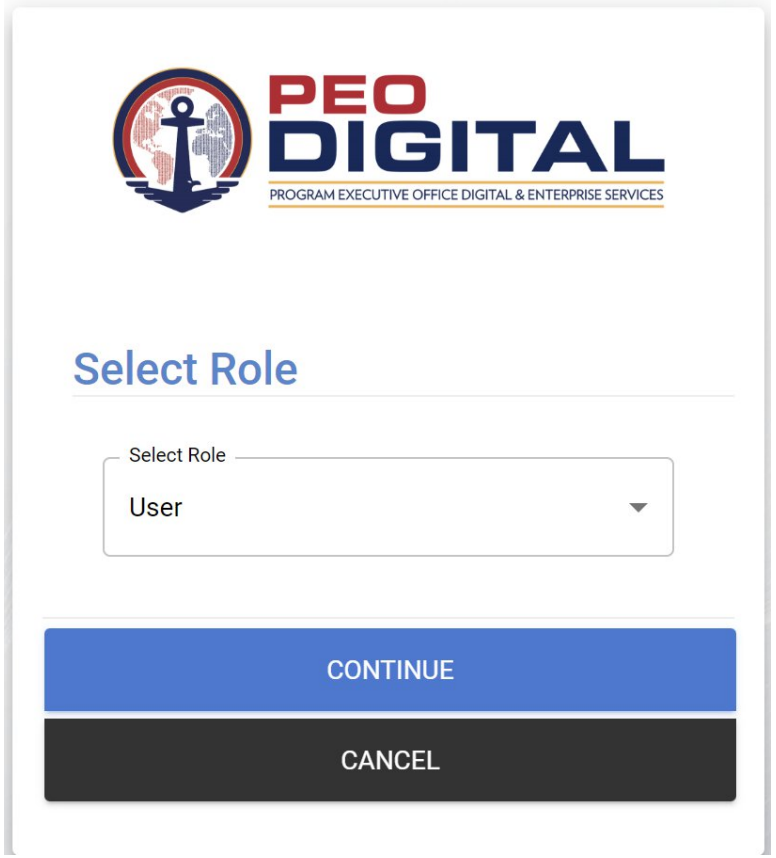
Ensure that the “member” tab is clicked before providing login information.

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:



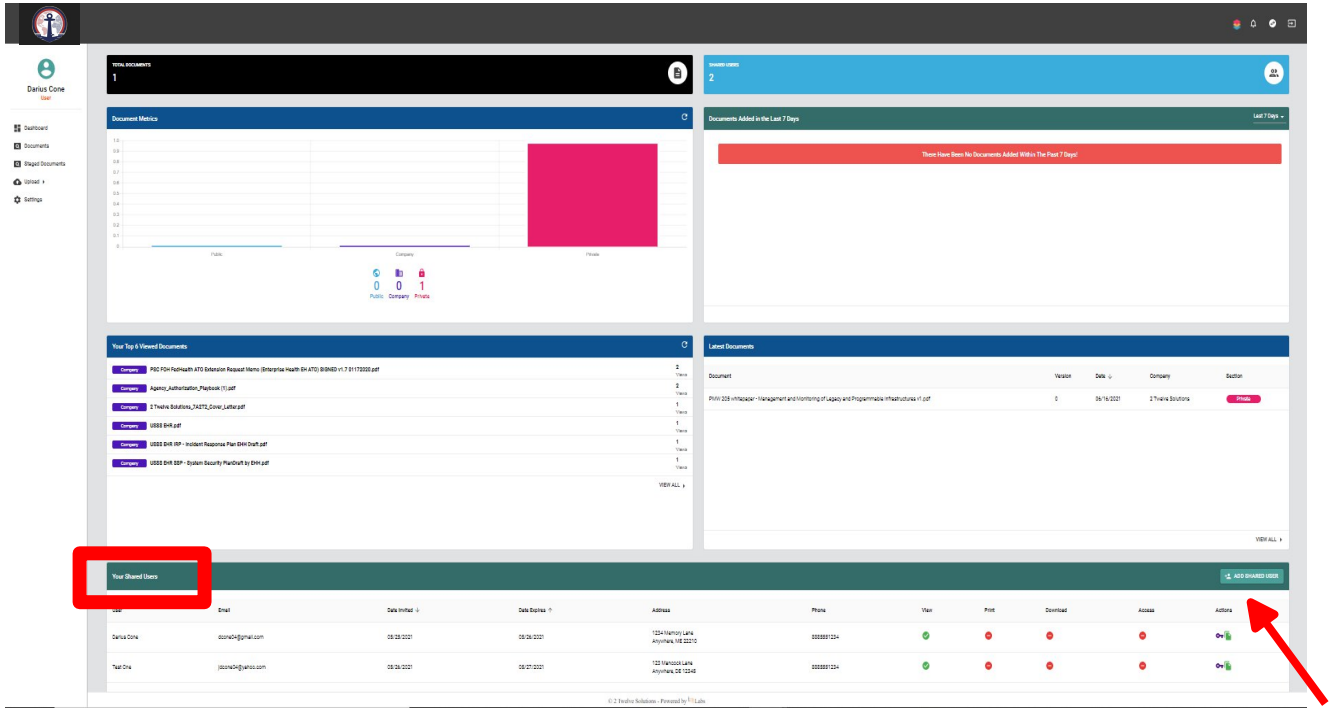
ORE User Dashboard

Members will now have access to the User Dashboard.

The user dashboard displays the key information available, including:

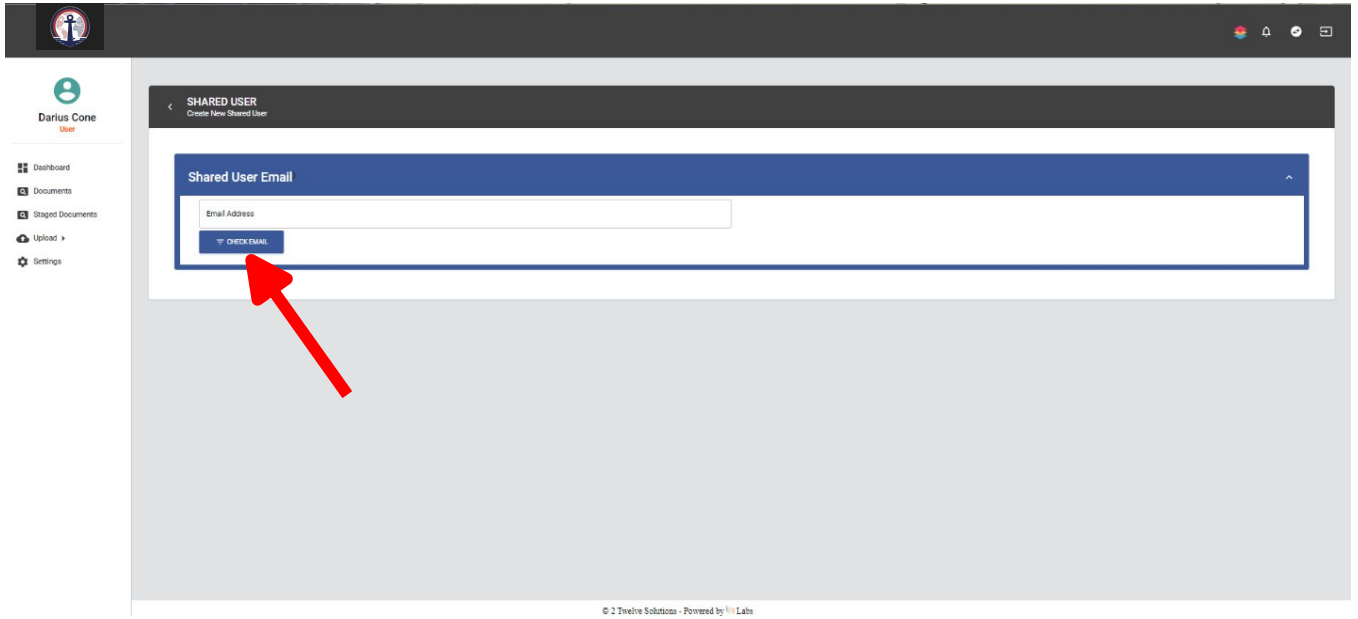
- Total viewable documents
- Total shared users
- Your top viewed documents
- Documents added in the last 7 days
- Your shared users

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



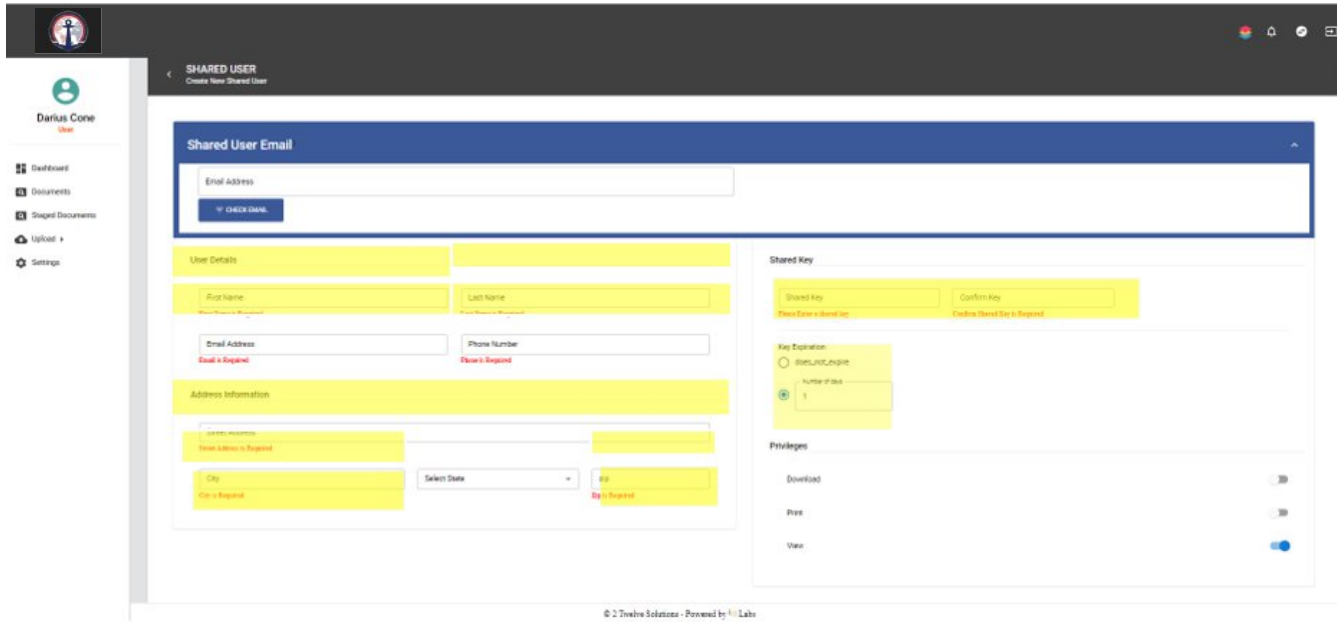
Shared User (Landing Page)

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.



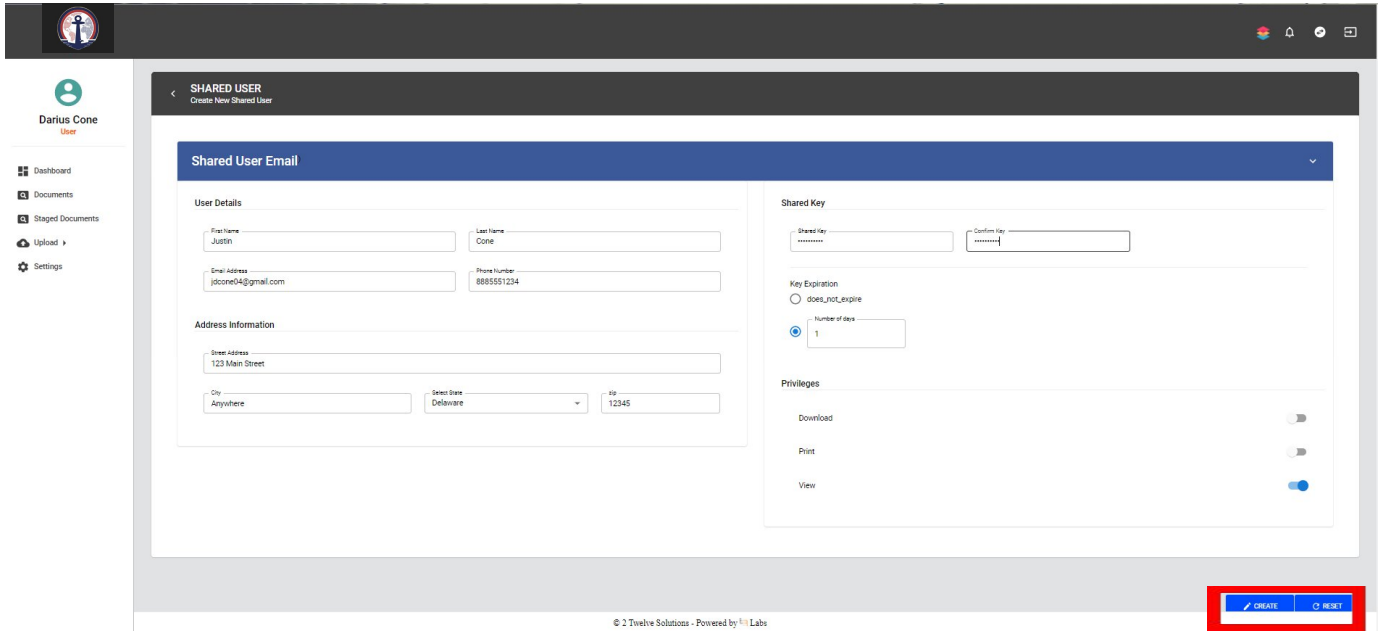
Shared User (Landing Page) (Cont.)

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.



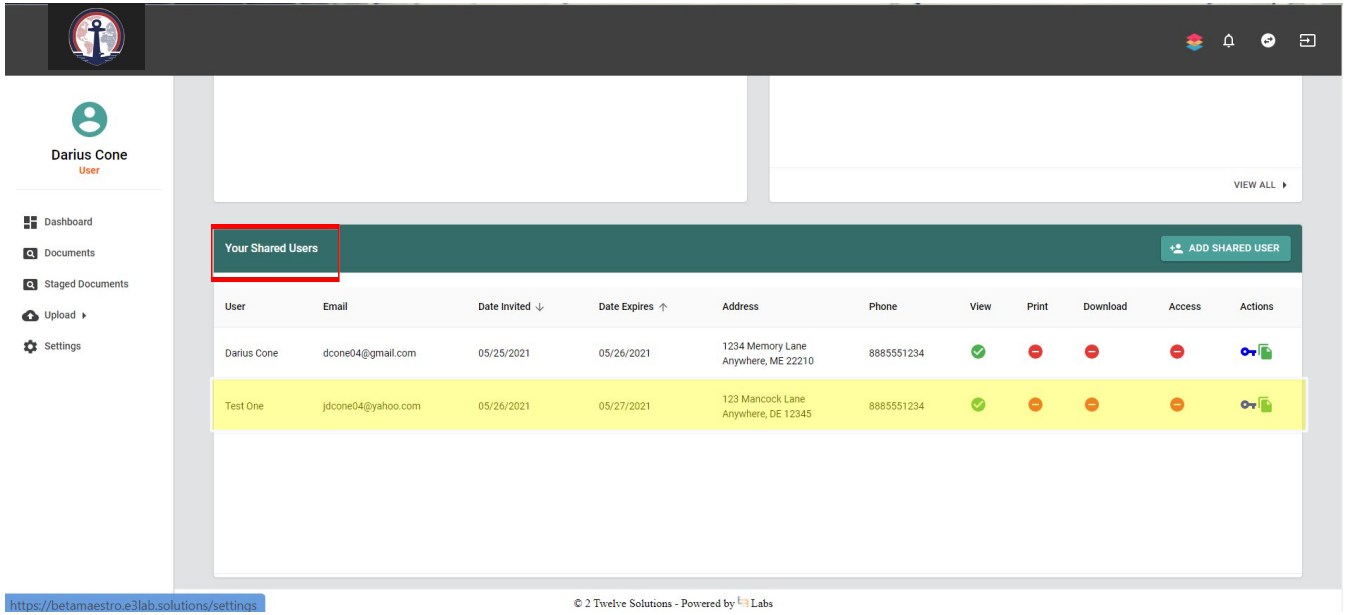
Shared User (Landing Page) (Cont.)

Complete all mandatory fields and click Create;



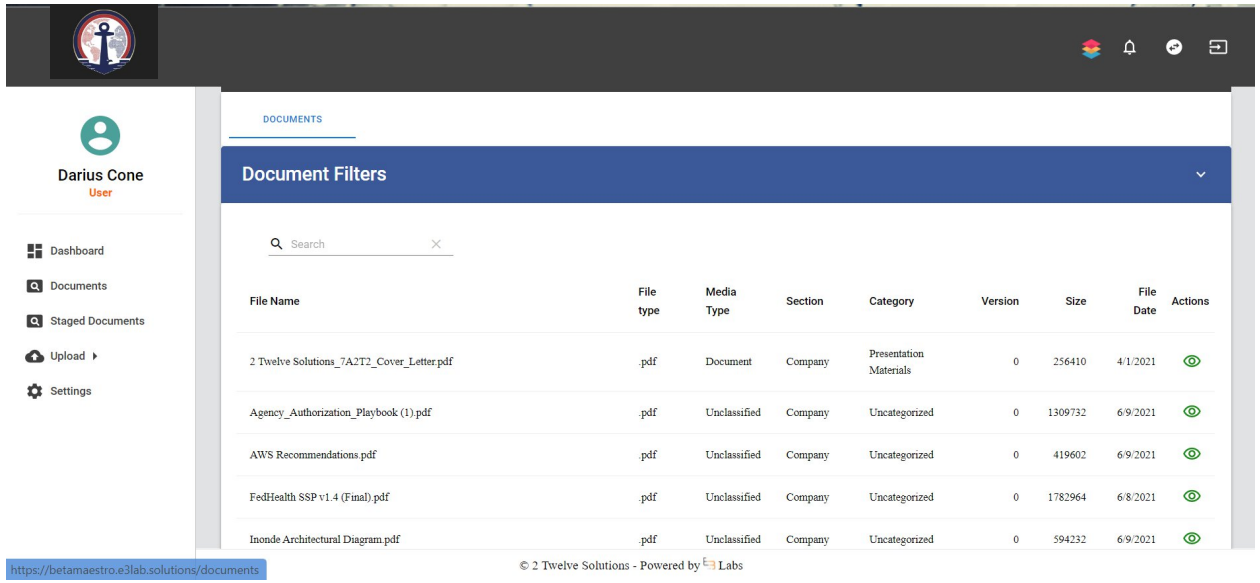
Shared User (Landing Page) (Cont.)

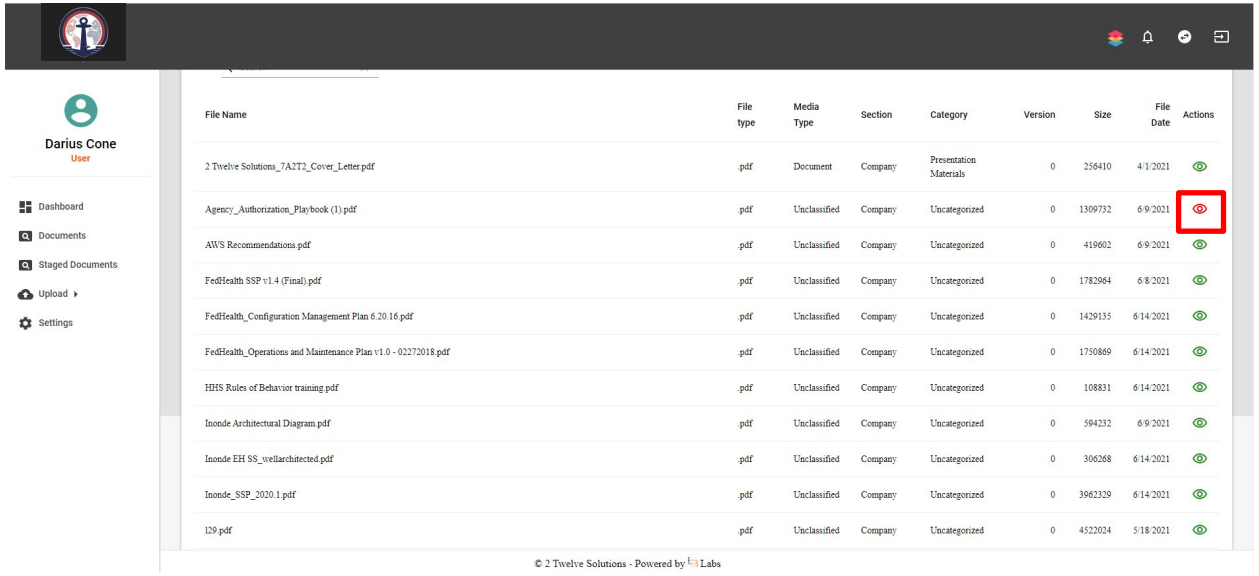
New Shared User information will be displayed in Your Shared Users section. There are currently two shared users. Delegation of privileges are decided when adding a shared user. Viewing (read-only) is available for shared users



Documents (Landing Page)

The parameters for viewing are initially set when a new shared user is created. Below are the documents available for viewing but no access has been granted.



Documents (Landing Page)(Cont.)

The shared document will be highlighted with a red eye which confirms the document is accessible and viewable to a shared user.