



Orchestrated Repository for Enterprise Shared User Creation Guide

07/25/2023

Overview

Logging in

Select Role (Landing Page)

ORE User Dashboard

Shared User (Landing Page)

Documents (Landing Page)


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.

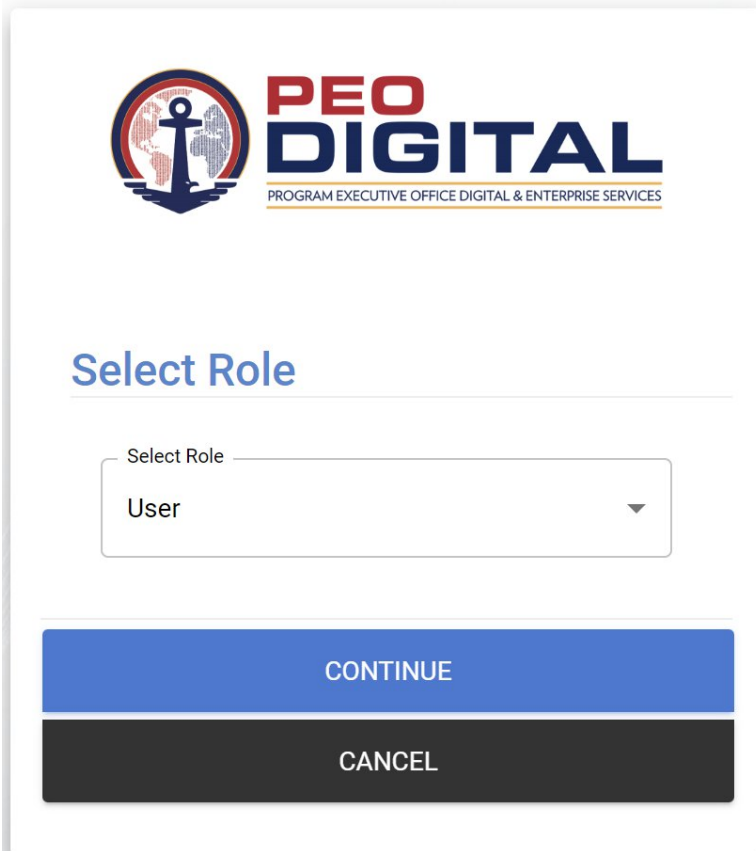
Provide email address and password and click “login”.



The login interface for PEO Digital features a logo on the left consisting of a circular emblem with a globe and an anchor, and the text 'PEO DIGITAL' in large, bold letters to the right. Below the logo, the text 'PROGRAM EXECUTIVE OFFICE DIGITAL & ENTERPRISE SERVICES' is displayed in a smaller font. Two tabs, 'MEMBER' and 'NON-MEMBER', are positioned below the logo, with 'MEMBER' being the active tab and underlined. At the bottom of the interface is a large blue button with a key icon and the text 'LOGIN'.

Select Role (Landing Page)

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



The screenshot shows the 'Select Role' landing page for PEO Digital. At the top is the PEO Digital logo, which includes a circular icon with a stylized anchor and the text 'PEO DIGITAL' in bold, with 'PROGRAM EXECUTIVE OFFICE DIGITAL & ENTERPRISE SERVICES' in smaller text below it. Below the logo, the title 'Select Role' is displayed in blue. Underneath the title is a dropdown menu labeled 'Select Role' with 'User' selected. At the bottom of the page are two buttons: a blue 'CONTINUE' button and a black 'CANCEL' button.

PEO DIGITAL
PROGRAM EXECUTIVE OFFICE DIGITAL & ENTERPRISE SERVICES

Select Role

Select Role

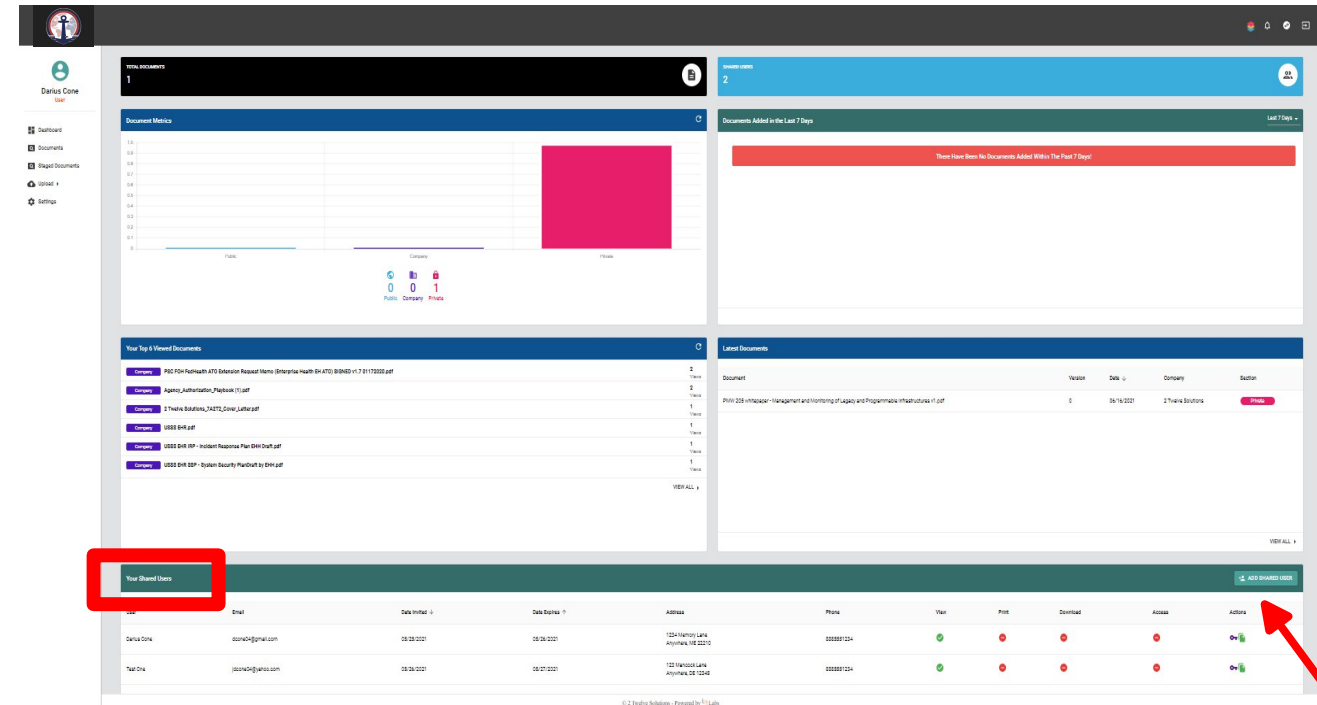
User

CONTINUE

CANCEL

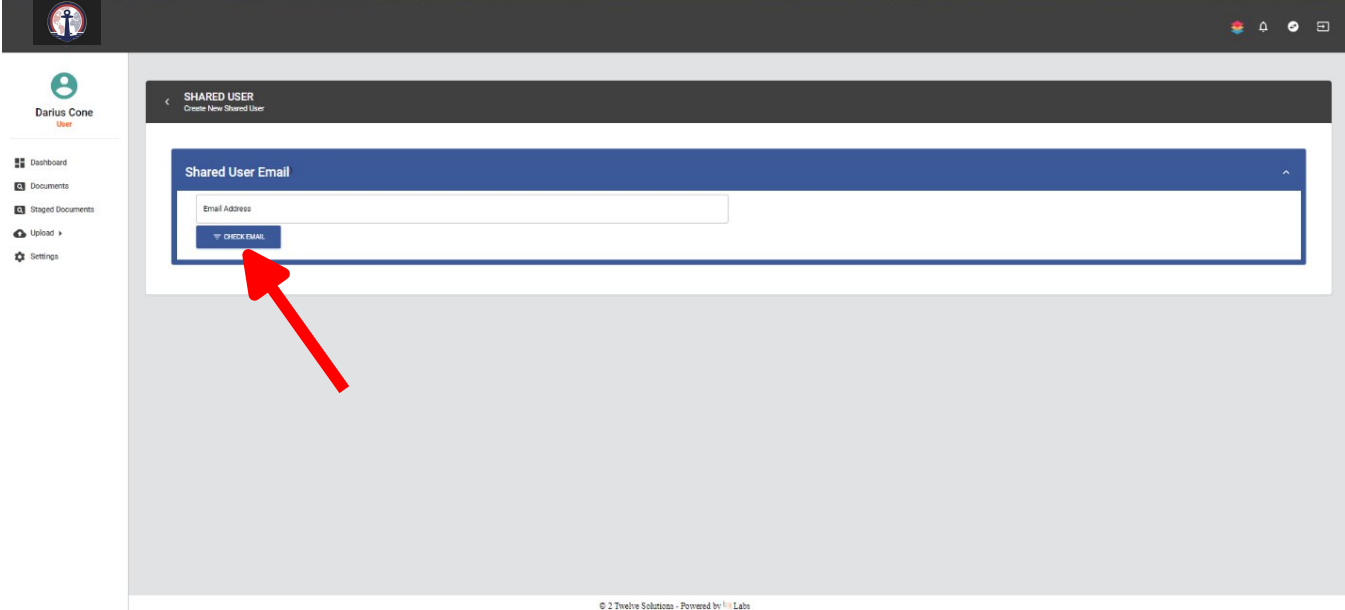
The user dashboard displays the key information available, including:

- 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.



The screenshot shows a web application interface for creating a new shared user. On the left is a sidebar with a user profile icon and the name 'Darius Cone', and a menu with 'Dashboard', 'Documents', 'Shared Documents', 'Upload', and 'Settings'. The main content area is titled 'SHARED USER' with a subtitle 'Create New Shared User'. Below this is a section titled 'Shared User Email' containing an 'Email Address' input field and a blue button labeled 'CHECK EMAIL'. A red arrow points to the 'CHECK EMAIL' button. At the bottom right of the page, there is a small copyright notice: '© 2 Twelve Solutions - Powered by LAB'.

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.

The screenshot displays the 'SHARED USER' landing page, which is used to create a new shared user. The page is divided into several sections, each containing input fields for user details. The 'Shared User Email' section includes an 'Email Address' field and a 'Create Email' button. The 'User Details' section includes 'First Name' and 'Last Name' fields. The 'Email Address' and 'Phone Number' fields are also present. The 'Address Information' section includes 'Country/Region', 'Street Address', 'City', 'Select State', and 'Zip' fields. The 'Shared Key' section includes 'Shared Key' and 'Confirm Key' fields. The 'Key Expiration' section includes a 'Number of Days' field. The 'Privileges' section includes 'Download', 'Print', and 'View' checkboxes. Mandatory input fields are highlighted in yellow. The footer shows '© 2 Twelve Solutions - Powered by LAB'.

Shared User (Landing Page) (Cont.)

Complete all mandatory fields and click Create;

The screenshot shows the 'SHARED USER' creation page. The left sidebar contains a user profile for 'Darius Cone' and a menu with 'Dashboard', 'Documents', 'Staged Documents', 'Upload', and 'Settings'. The main form is titled 'SHARED USER' and 'Create New Shared User'. It has three main sections: 'User Details', 'Address Information', and 'Shared Key'. The 'User Details' section has fields for 'First Name' (Justin), 'Last Name' (Cone), 'Email Address' (jdone04@gmail.com), and 'Phone Number' (8885551234). The 'Address Information' section has fields for 'Street Address' (123 Main Street), 'City' (Anywhere), 'State/Province' (California), and 'Zip' (12345). The 'Shared Key' section has fields for 'Shared Key' (xxxxxxxx) and 'Confirm Key' (xxxxxxxx), a 'Key Expiration' section with radio buttons for 'does_not_expire' and 'Number of days' (1), and a 'Privileges' section with toggle switches for 'Download', 'Print', and 'View'. At the bottom right, there are 'CREATE' and 'RESET' buttons, with the 'CREATE' button highlighted by a red box.

SHARED USER
Create New Shared User

Shared User Email

User Details

First Name: Justin
Last Name: Cone
Email Address: jdone04@gmail.com
Phone Number: 8885551234

Address Information

Street Address: 123 Main Street
City: Anywhere
State/Province: California
Zip: 12345

Shared Key

Shared Key: xxxxxxxx
Confirm Key: xxxxxxxx

Key Expiration

☐ does_not_expire
☒ Number of days: 1

Privileges

Download: ☐
Print: ☐
View: ☒

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CREATE RESET

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

The screenshot displays the 'Your Shared Users' section of the 2twelve application. The left sidebar shows the user profile 'Darius Cone' and navigation links for Dashboard, Documents, Staged Documents, Upload, and Settings. The main content area features a table of shared users. The 'Test One' user is highlighted in yellow. The table columns are: User, Email, Date Invited, Date Expires, Address, Phone, View, Print, Download, Access, and Actions. The 'Test One' row shows a date of invitation of 05/26/2021, a date of expiration of 05/27/2021, and a phone number of 8885551234. The 'Actions' column for 'Test One' includes icons for View, Print, Download, Access, and a key icon.

User	Email	Date Invited	Date Expires	Address	Phone	View	Print	Download	Access	Actions
Darius Cone	dcone04@gmail.com	05/25/2021	05/26/2021	1234 Memory Lane Anywhere, ME 22210	8885551234	✓	✗	✗	✗	🔑 📄
Test One	jdcone04@yahoo.com	05/26/2021	05/27/2021	123 Mancock Lane Anywhere, DE 12345	8885551234	✓	✗	✗	✗	🔑 📄

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.

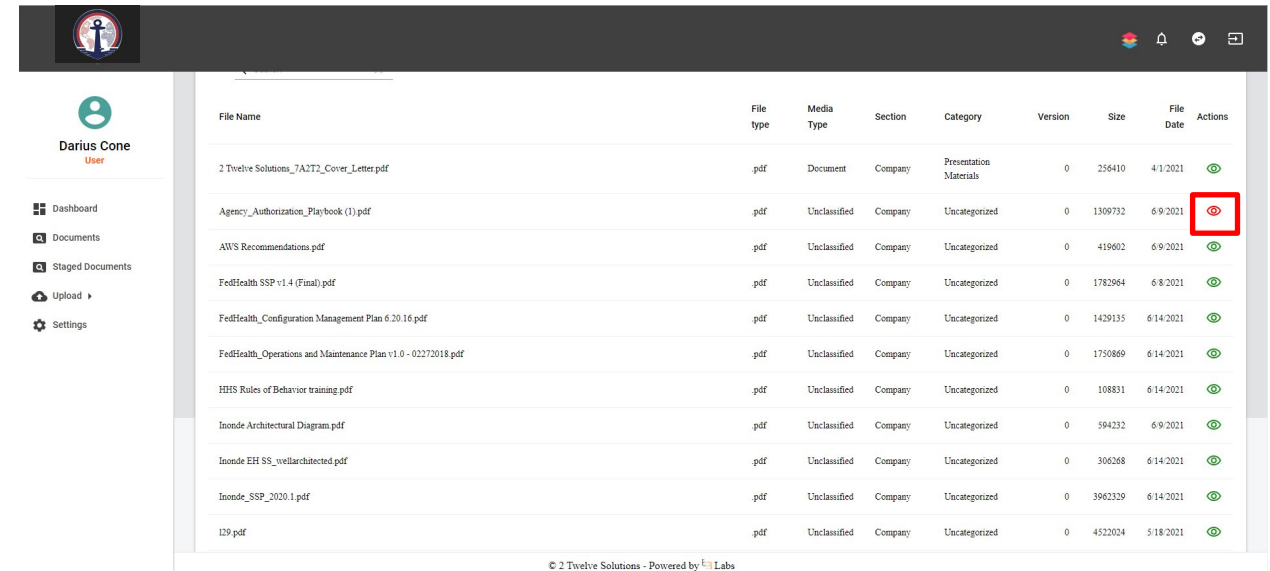
The screenshot shows the 'DOCUMENTS' landing page for a user named 'Darius Cone'. The page features a sidebar with navigation links: Dashboard, Documents, Staged Documents, Upload, and Settings. The main content area displays a 'Document Filters' section with a search bar and a table of documents. The table columns are File Name, File type, Media Type, Section, Category, Version, Size, File Date, and Actions. Five documents are listed, all with a file type of '.pdf' and a media type of 'Document' or 'Unclassified'. Each document has an 'Actions' column with a green eye icon, indicating that the user can view the documents but has not been granted access.












File Name	File type	Media Type	Section	Category	Version	Size	File Date	Actions
2 Twelve Solutions_7A2T2_Cover_Letter.pdf	.pdf	Document	Company	Presentation Materials	0	256410	4/1/2021	
Agency_Authorization_Playbook (1).pdf	.pdf	Unclassified	Company	Uncategorized	0	1309732	6/9/2021	
AWS Recommendations.pdf	.pdf	Unclassified	Company	Uncategorized	0	419602	6/9/2021	
FedHealth SSP v1.4 (Final).pdf	.pdf	Unclassified	Company	Uncategorized	0	1782964	6/8/2021	
Inonde Architectural Diagram.pdf	.pdf	Unclassified	Company	Uncategorized	0	594232	6/9/2021	

<https://betamaestro.e3lab.solutions/documents> © 2 Twelve Solutions - Powered by LAB

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.



File Name	File Type	Media Type	Section	Category	Version	Size	File Date	Actions
2 Twelve Solutions_7A2T2_Cover_Letter.pdf	pdf	Document	Company	Presentation Materials	0	256410	4/1/2021	
Agency_Authorization_Playbook (1).pdf	pdf	Unclassified	Company	Uncategorized	0	1309732	6/9/2021	
AWS Recommendations.pdf	pdf	Unclassified	Company	Uncategorized	0	419602	6/9/2021	
FedHealth SSP v1.4 (Final).pdf	pdf	Unclassified	Company	Uncategorized	0	1782964	6/8/2021	
FedHealth_Configuration Management Plan 6.20.16.pdf	pdf	Unclassified	Company	Uncategorized	0	1429135	6/14/2021	
FedHealth_Operations and Maintenance Plan v1.0 - 02272018.pdf	pdf	Unclassified	Company	Uncategorized	0	1750869	6/14/2021	
HHS Rules of Behavior training.pdf	pdf	Unclassified	Company	Uncategorized	0	108831	6/14/2021	
Inonde Architectural Diagram.pdf	pdf	Unclassified	Company	Uncategorized	0	594232	6/9/2021	
Inonde EH SS_wellarchitected.pdf	pdf	Unclassified	Company	Uncategorized	0	306268	6/14/2021	
Inonde_SSP_2020.1.pdf	pdf	Unclassified	Company	Uncategorized	0	3962329	6/14/2021	
129.pdf	pdf	Unclassified	Company	Uncategorized	0	4522024	5/18/2021	

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