



Orchestrated Repository for Enterprise Member User Guide

07/25/2023

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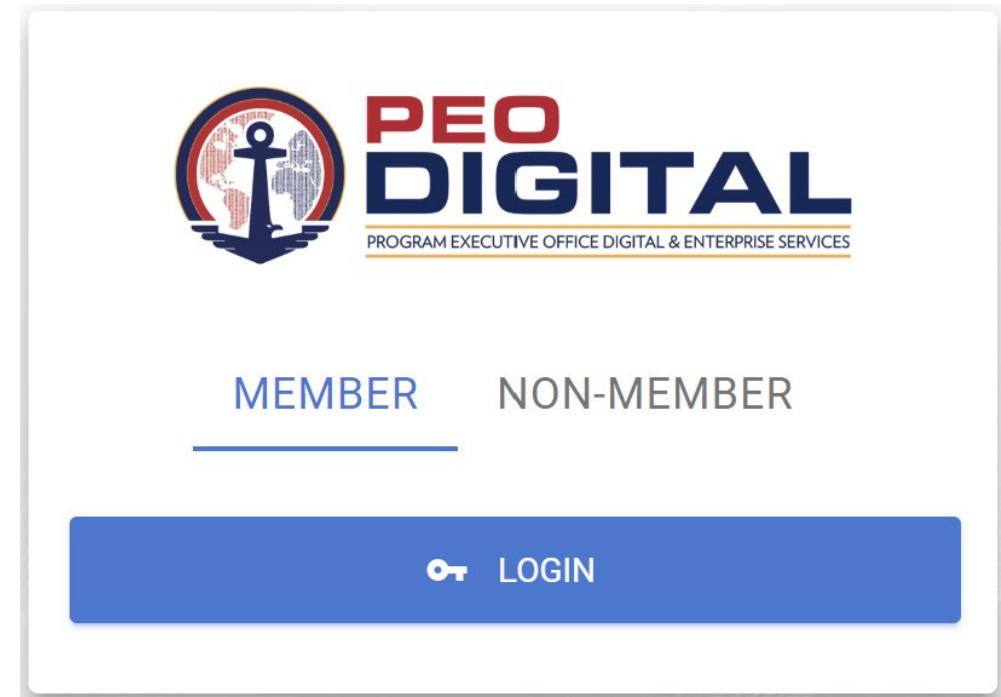
Logging In

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.

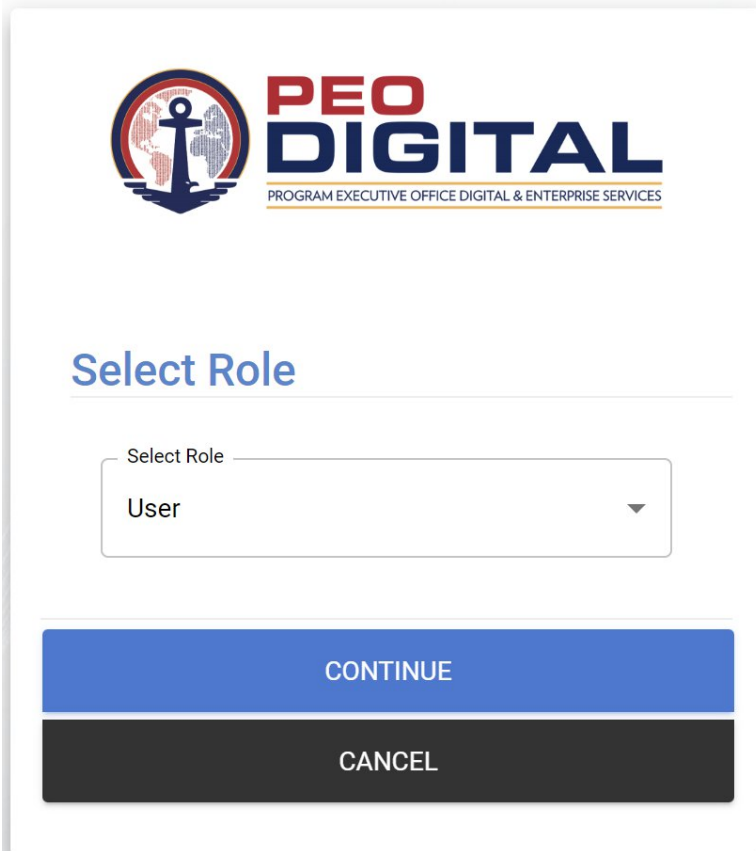
Provide email address and password and click “login”.



The image shows a login interface for PEO Digital. At the top, there is a logo on the left consisting of a circular emblem with a globe and an anchor, and the text "PEO DIGITAL" in large, bold, blue letters to its right. Below the logo, the full name "PROGRAM EXECUTIVE OFFICE DIGITAL & ENTERPRISE SERVICES" is written in smaller blue text. Below the logo and name, there are two tabs: "MEMBER" and "NON-MEMBER". The "MEMBER" tab is selected, indicated by a blue underline. Below the tabs, there is a large blue button with a white 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

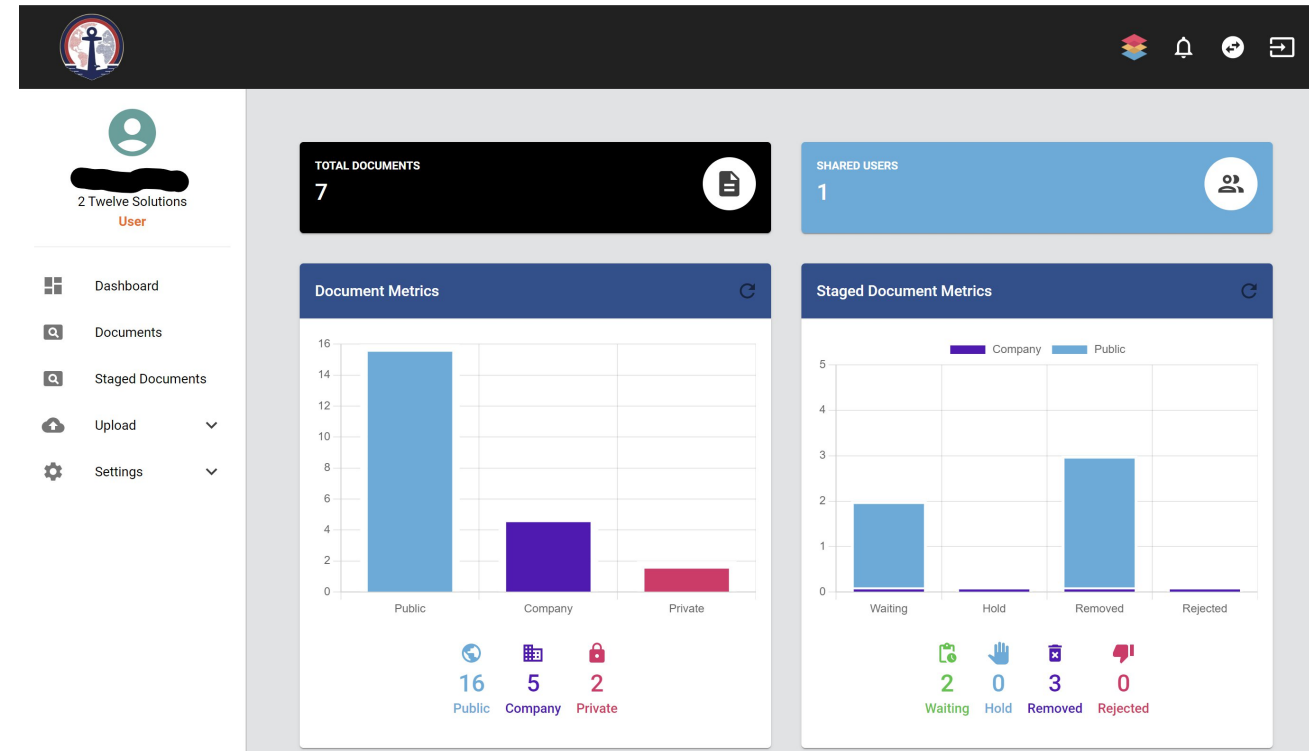
CANCEL

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

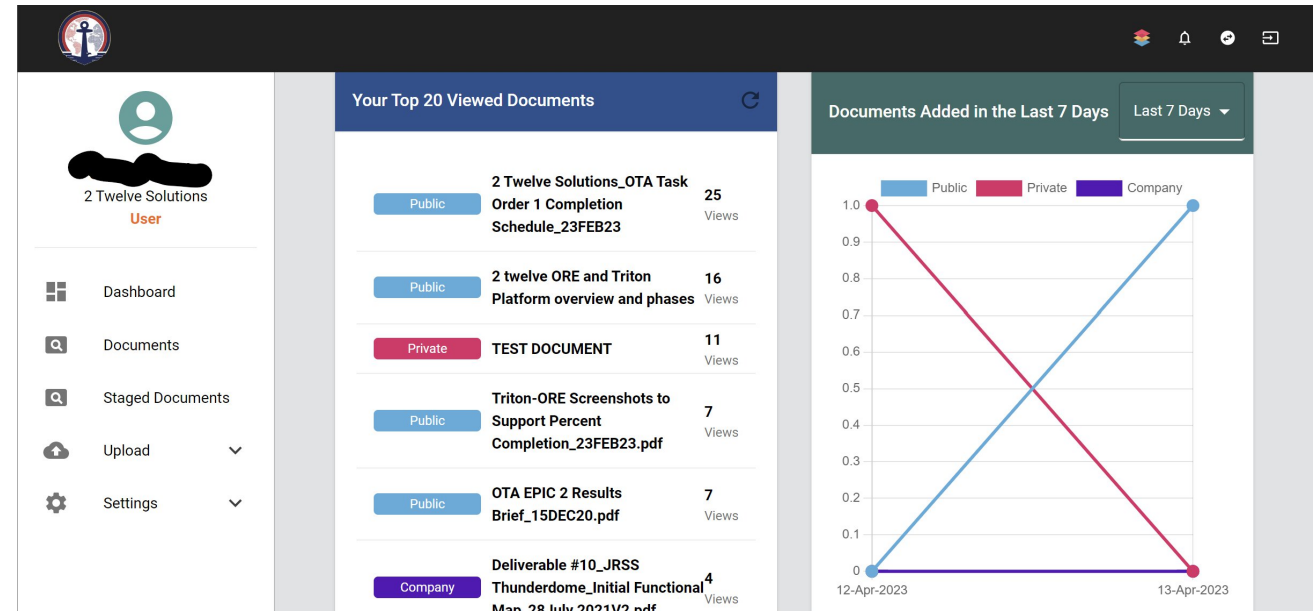


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ORE User Dashboard

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The user dashboard displays the key information available, including:

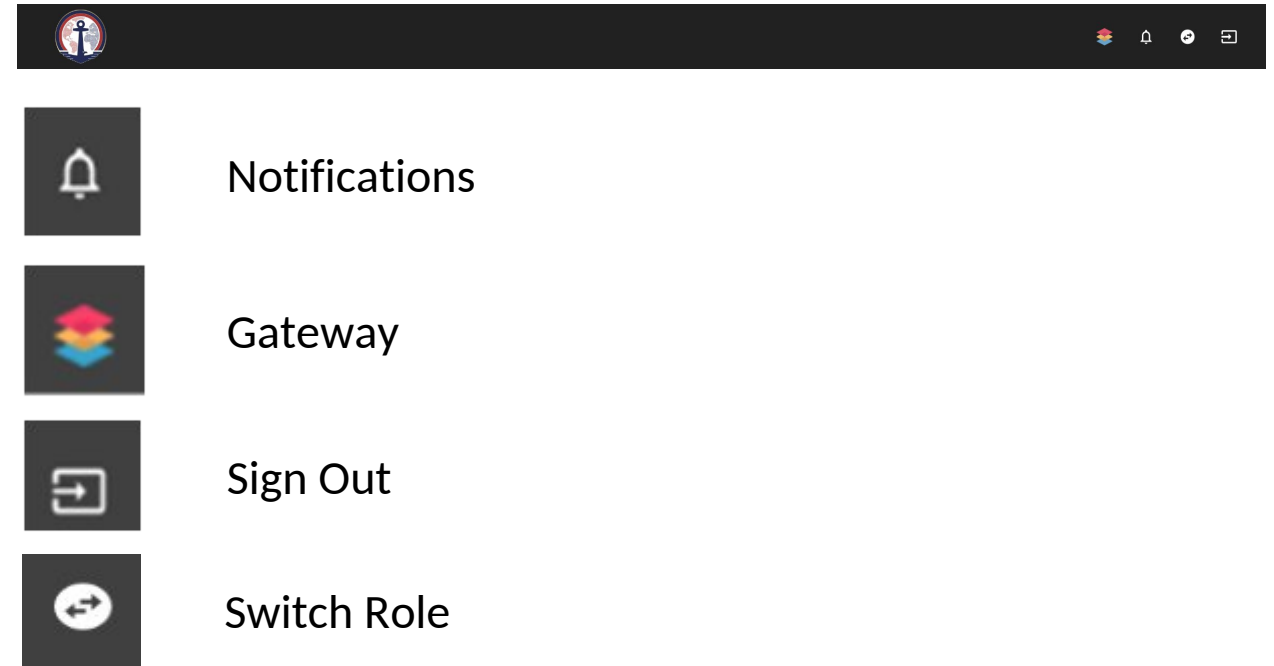
- Total viewable documents
- Total shared users
- Your top viewed documents
- Documents added in the last 7 days
- Your shared users

The screenshot displays the ORE User Dashboard interface. On the left is a sidebar menu with the following items: Dashboard, Documents, Staged Documents, Upload, and Settings. The main content area is titled 'Your Shared Users' and includes an 'ADD SHARED USER' button. Below the title is a search bar and a table with the following columns: Name, Email, Date Expires, Address, Phone, View, Print, and Download. The table contains one entry for Jacob Halle. At the bottom of the table, it shows 'Rows per page: 20 rows' and '1-1 of 1'.

Name	Email	Date Expires	Address	Phone	View	Print	Download
Jacob Halle	jhallefts@gmail.com	4/17/2023	123 street test, MD 12345	7249916645			

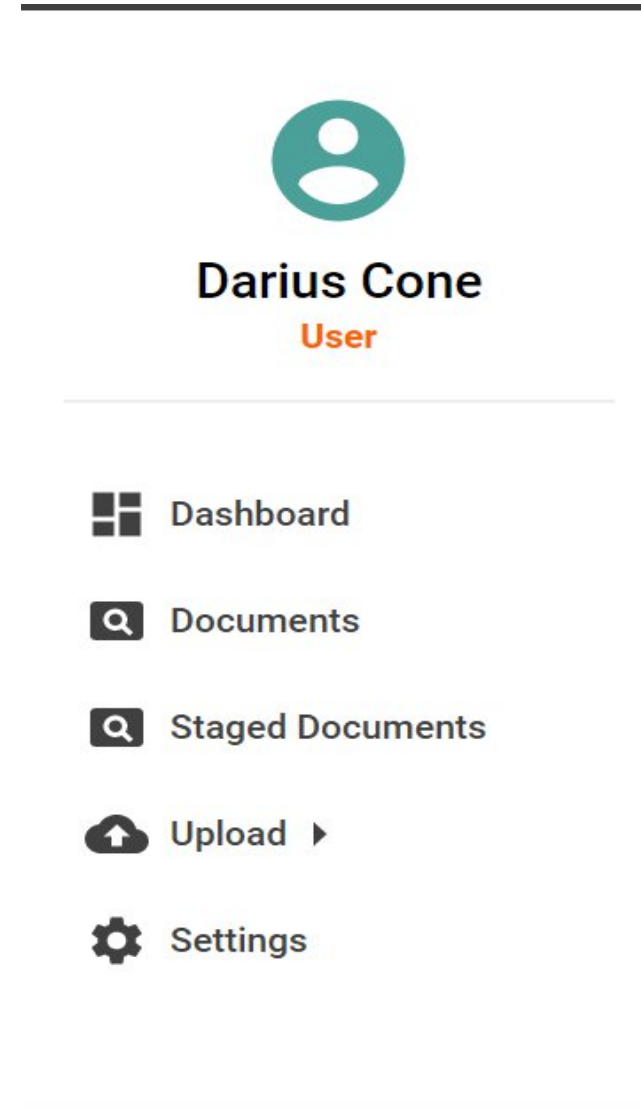
Top Menu

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

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

The screenshot shows a web application interface. At the top is a dark navigation bar with a user profile icon and name "Darius Cone User" on the left, and notification, chat, and menu icons on the right. Below the navigation bar is a sidebar with a menu: Dashboard, Documents, Staged Documents, Upload, and Settings. The main content area is titled "ACCOUNT DETAILS" with a sub-header "View/Edit Account Details". It features a profile card for "Darius Cone User" with a "CHANGE PASSWORD" button and a 100% profile completeness bar. To the right is a "Profile" form with fields for First Name, Last Name, Email Address, Phone Number, Street Address, City, Select State, and ZIP. "SAVE DETAILS" and "RESET" buttons are at the bottom of the form.

ACCOUNT DETAILS
View/Edit Account Details

Darius Cone
User
Arlington, VA

Profile Completeness: 100%

[CHANGE PASSWORD](#)

Profile
Update your profile information

First Name Darius	Last Name Cone
Email Address dccone@2twelvesolutions.com	Phone Number 301-335-1703
Street Address 2011 Crystal City Drive	
City Arlington	Select State Virginia
ZIP 22202	

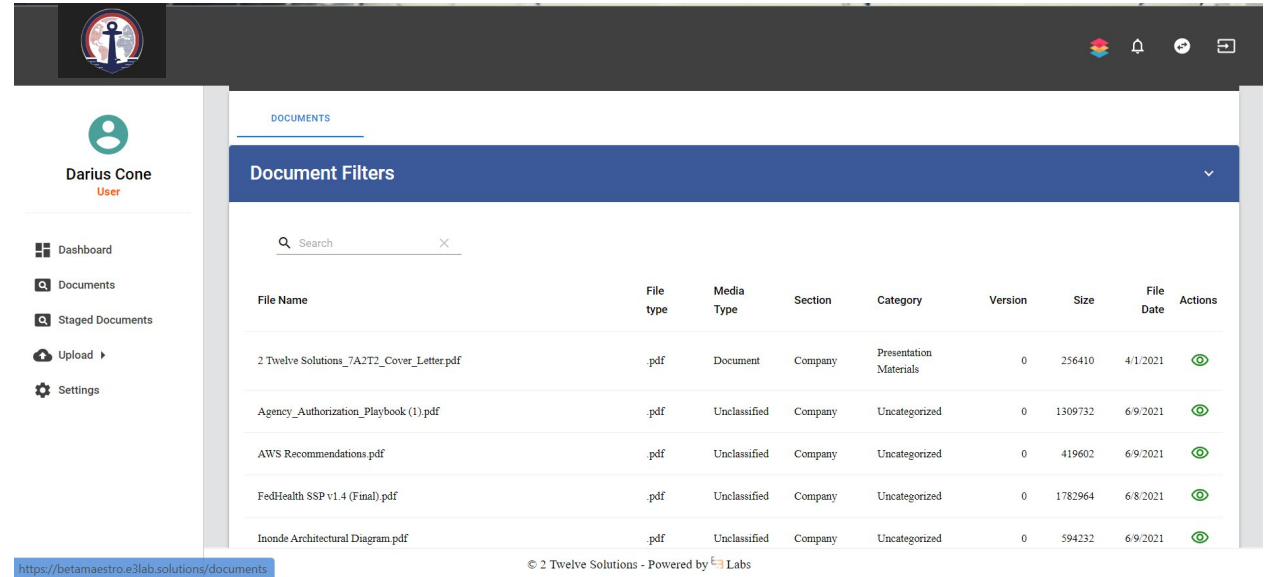
[SAVE DETAILS](#) [RESET](#)

<https://betamaestro.e3lab.solutions/settings>

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Documents

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



The screenshot displays the 'Documents' landing page in the 2twelve system. The sidebar on the left shows the user 'Darius Cone' and navigation options: Dashboard, Documents, Staged Documents, Upload, and Settings. The main content area is titled 'DOCUMENTS' and features a 'Document Filters' section with a search bar. Below the filters is a table listing documents.

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	

At the bottom of the page, the URL <https://betamaestro.e3lab.solutions/documents> is visible on the left, and the footer text '© 2 Twelve Solutions - Powered by LAB' is on the right.

Staged Documents

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

The screenshot shows the 'STAGED DOCUMENTS' interface. The left sidebar contains a user profile for 'Darius Cone' and a navigation menu with 'Dashboard', 'Documents', 'Staged Documents', 'Upload', and 'Settings'. The main content area has a header 'STAGED DOCUMENTS' with a sub-header 'View/Approve Staged Documents'. Below this is a 'DOCUMENTS' section with an 'Apply Filters' button. A search bar is present, followed by a table with columns: File Name, File type, Media Type, Section, Category, Version, Size, File Date, Last Name, and Actions. The table is currently empty, displaying a pink message: 'No Documents to Display!'. At the bottom right of the table, it shows '0 rows' and pagination controls. The footer of the interface includes the URL 'https://betamaestro.e3lab.solutions/documents' and the copyright notice '© 2 Twelve Solutions - Powered by LAB'.

STAGED DOCUMENTS
View/Approve Staged Documents

DOCUMENTS

Apply Filters

Search

File Name	File type	Media Type	Section	Category	Version	Size	File Date	Last Name	Actions
No Documents to Display!									

0 rows |< < 0-0 of 0 > >|

<https://betamaestro.e3lab.solutions/documents>

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Upload

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



Dashboard



Documents



Staged Documents



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.

SETTINGS
Manage User Settings

Notifications
Manage the notifications

Notifications	Messages
<input checked="" type="checkbox"/> Email	<input checked="" type="checkbox"/> Email
<input checked="" type="checkbox"/> Push Notifications	<input type="checkbox"/> Push Notifications
<input type="checkbox"/> Text Messages	<input checked="" type="checkbox"/> Phone calls
<input checked="" type="checkbox"/> Phone calls	

SAVE

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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.

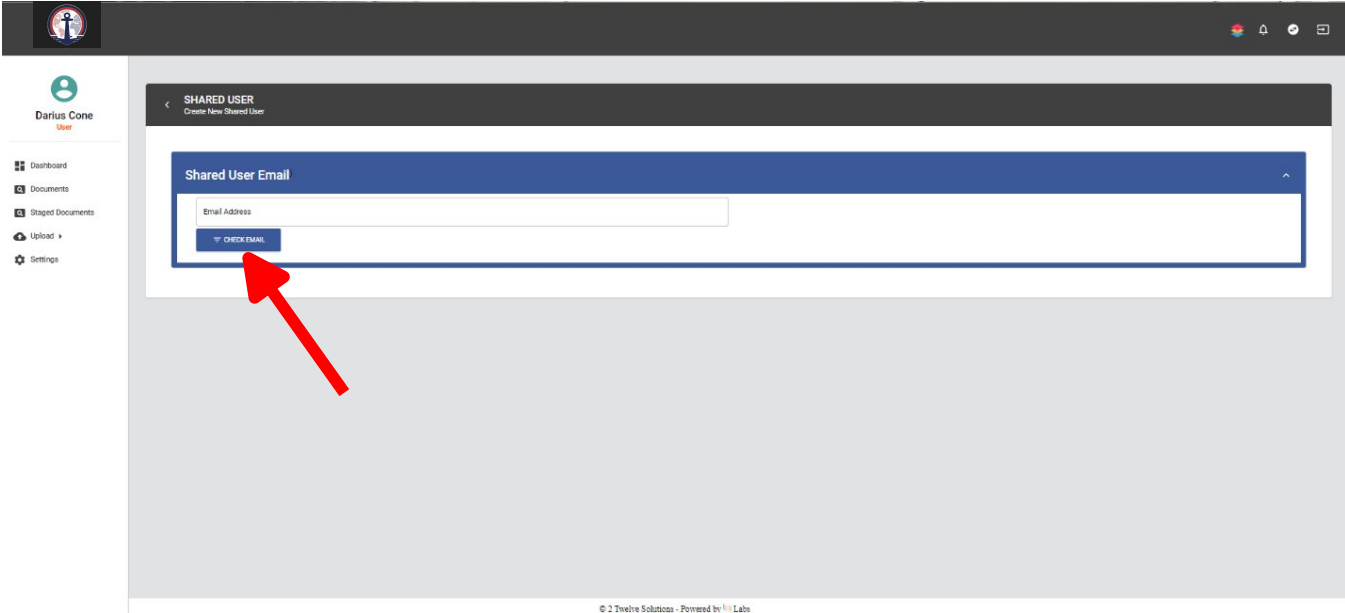
The screenshot displays the 2twelve dashboard interface. The 'Your Shared Users' section is highlighted with a red box. A red arrow points to the 'Add Shared User' button in the top right corner of this section. The dashboard also shows a 'Document Metrics' chart, a 'Your Top 6 Viewed Documents' list, and a 'Latest Documents' table.

Document	Version	Date	Company	Status
Policy 100 - Information Management and Monitoring of Logistics and Programmatic Infrastructure v1.pdf	1	06/16/2021	2 Twelve Solutions	Active

User	Email	Date Invited	Date Expires	Address	Phone	View	Print	Download	Access	Actions
Dariusz Duda	dariusz@2twelve.com	06/06/2021	06/06/2021	1234 Main St, Anywhere, NY 12345	555-555-1234	✓	✗	✗	✗	✗
Tamara	tamara@2twelve.com	06/06/2021	06/06/2021	123 Main St, Anywhere, NY 12345	555-555-1234	✓	✗	✗	✗	✗

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 without populating the email field or a user could enter an email address to populate the email field. Click check email.



The screenshot displays the 'SHARED USER' landing page, titled 'Create New Shared User'. On the left is a sidebar menu with options: Dashboard, Documents, Staged Documents, Upload, and Settings. The main content area features a 'Shared User Email' section with an 'Email Address' input field and a blue 'CHECK EMAIL' button. A red arrow points to this button. The footer contains the text '© 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.

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 highlighted in yellow, indicating they are mandatory, and both have red error messages below them: 'Email is Required' and 'Phone is Required'. The 'Address Information' section includes 'Country/Region', 'Street Address', 'City', 'Select State', and 'Zip' fields, with 'Street Address', 'City', and 'Zip' also highlighted in yellow and having red error messages: 'Street Address is Required', 'City is Required', and 'Zip is Required'. The 'Shared Key' section includes 'Shared Key' and 'Confirm Key' fields, with a red error message 'Shared Key is Required' below the 'Shared Key' field. The 'Key Expiration' section includes a radio button for 'Share Until Expired' and a 'Number of Days' field. The 'Privileges' section includes checkboxes for 'Download', 'Print', and 'View'. The footer of the page 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), with a 'Key Expiration' dropdown set to 'Number of days' and '1'. The 'Privileges' section has checkboxes for 'Download', 'Print', and 'View', with 'View' checked. At the bottom right, there are 'CREATE' and 'RESET' buttons, with 'CREATE' highlighted by a red box. The footer shows '© 2 Twelve Solutions - Powered by LAB'.

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: ☒

CREATE RESET

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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

The screenshot displays the 'Your Shared Users' section of the 2twelve application. The interface includes a sidebar with navigation options: Dashboard, Documents, Staged Documents, Upload, and Settings. The main content area shows a table of shared users. The table is highlighted with a red border. The table has the following columns: User, Email, Date Invited, Date Expires, Address, Phone, View, Print, Download, Access, and Actions. There are two users listed: Darius Cone and Test One. The 'View' column for both users shows a green checkmark, indicating they are active. The 'Access' column shows a red minus sign, indicating they are not accessible. The 'Actions' column shows a key icon, indicating they can be managed.

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	✓	✗	✗	✗	🔑

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:



Access Key Change

Shared Key

Please Enter a shared key

Confirm Key

Confirm Shared Key is Required

UPDATE

CANCEL

Actions (Cont.)

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



The screenshot displays the 'DOCUMENTS' section of the 2Twelve Solutions web application. The interface includes a sidebar with navigation options: Dashboard, Documents, Staged Documents, Upload, and Settings. The main content area shows 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. The footer shows the URL <https://betamaestro.e3lab.solutions/documents> and the copyright notice '© 2 Twelve Solutions - Powered by LAB'.

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	

Shared User Home Screen Dashboard

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

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

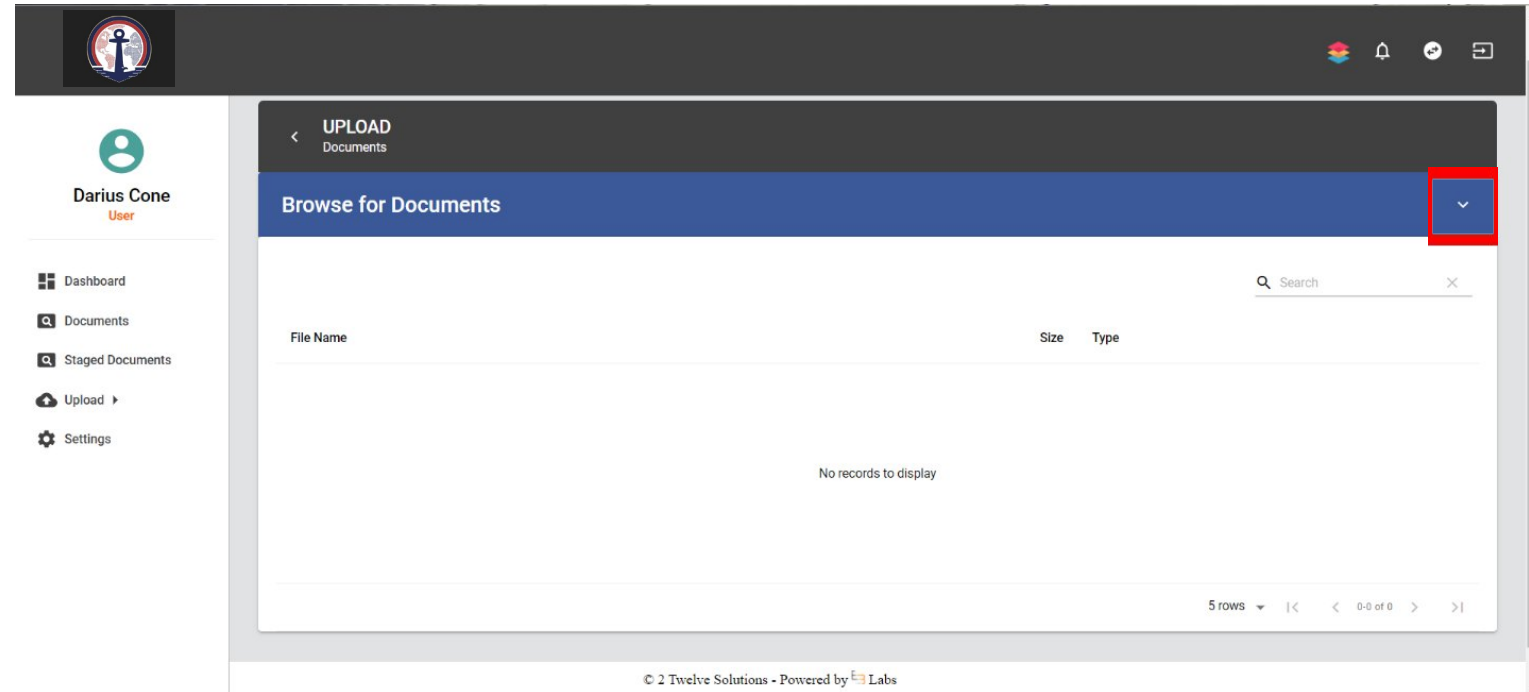


Uploading Documents

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 to expand Browse for Documents.

Each field must be completed before a document is uploaded.

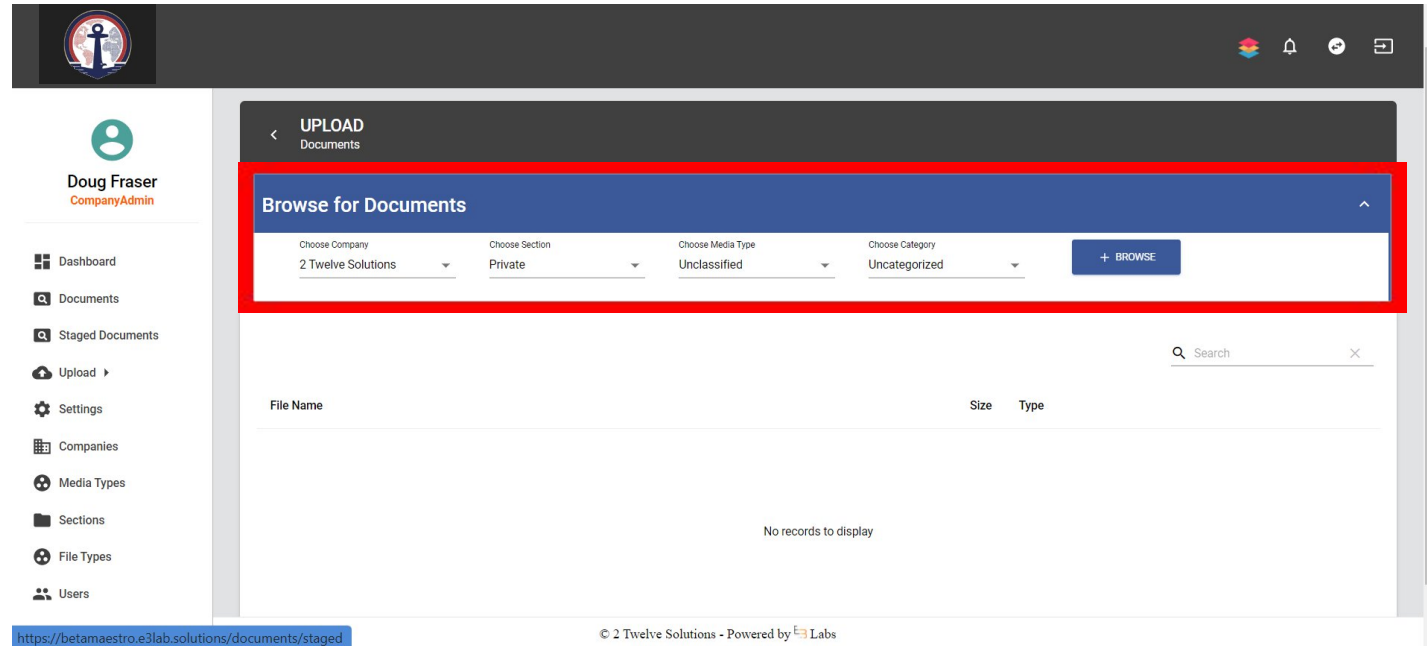


Uploading Documents (Cont.)

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 to expand Browse for Documents.

Each field must be completed before a document is uploaded.



Uploading Documents (Cont.)

Provide the information for each category then click Browse.

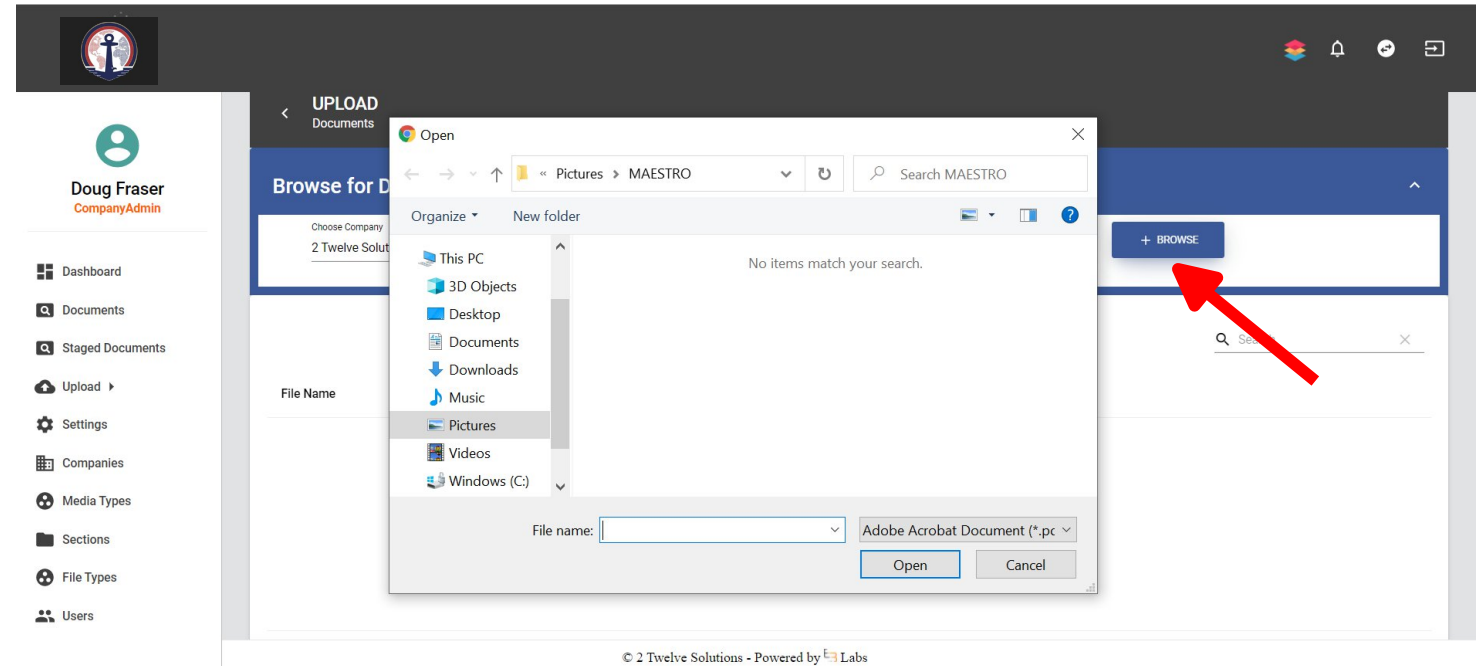
The form consists of four stacked sections, each titled "Browse for Documents".

- Step 1:** The "Choose Company" dropdown is open, showing "2 Twelve Solutions" as the selected option.
- Step 2:** The "Choose Section" dropdown is open, showing "Private" as the selected option.
- Step 3:** The "Choose Media Type" dropdown is open, showing "Unclassified" as the selected option.
- Step 4:** The "Choose Category" dropdown is open, showing "Uncategorized" as the selected option.

Below the dropdowns, there is a "File Name" label and a text input field.

Uploading Documents (Cont.)

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



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.

The screenshot shows the 'STAGED DOCUMENTS' section of the application. The left sidebar contains a user profile for 'Darius Cone' and a navigation menu with 'Dashboard', 'Documents', 'Staged Documents', 'Upload', and 'Settings'. The main content area has a header 'STAGED DOCUMENTS' with a sub-header 'View/Approve Staged Documents'. Below this is a 'DOCUMENTS' tab and an 'Apply Filters' button. A search bar is present, followed by a table with columns: File Name, File type, Media Type, Section, Category, Version, Size, File Date, Last Name, and Actions. A pink message bar states 'No Documents to Display!'. At the bottom right, it shows '0 rows' and pagination controls. The footer includes the URL <https://betamaestro.e3lab.solutions/documents> and the copyright notice '© 2 Twelve Solutions - Powered by LAB'.

STAGED DOCUMENTS
View/Approve Staged Documents

DOCUMENTS

Apply Filters

Search

File Name	File type	Media Type	Section	Category	Version	Size	File Date	Last Name	Actions
No Documents to Display!									

0 rows |< < 0-0 of 0 > >|

<https://betamaestro.e3lab.solutions/documents>

© 2 Twelve Solutions - Powered by LAB

Staged Documents Menu

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

The screenshot shows the user interface of the 2 Twelve Solutions application. On the left is a sidebar with a user profile for 'Darius Cone' and a menu with options: Dashboard, Documents, Staged Documents, Upload, and Settings. The main content area is titled 'DOCUMENTS' and 'Document Filters'. It contains a search bar and a table of staged documents.

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	

At the bottom left, the URL <https://betamaestro.e3lab.solutions/documents> is shown. At the bottom right, the footer reads '© 2 Twelve Solutions - Powered by LAB'.

Viewing Documents

To view specific document, click on the eye icon to the left of the document. For example, to read “Agency_Authentication_Playbook,” click on the highlighted icon in the diagram:

This will launch the document reader view.

The screenshot shows the 'DOCUMENTS' section of the 2Twelve Solutions interface. A sidebar on the left lists navigation options: Dashboard, Documents, Staged Documents, Upload, and Settings. The main content area displays a table of documents. The document 'Agency_Authorization_Playbook (1).pdf' is highlighted, and its eye icon in the Actions column is circled in red.

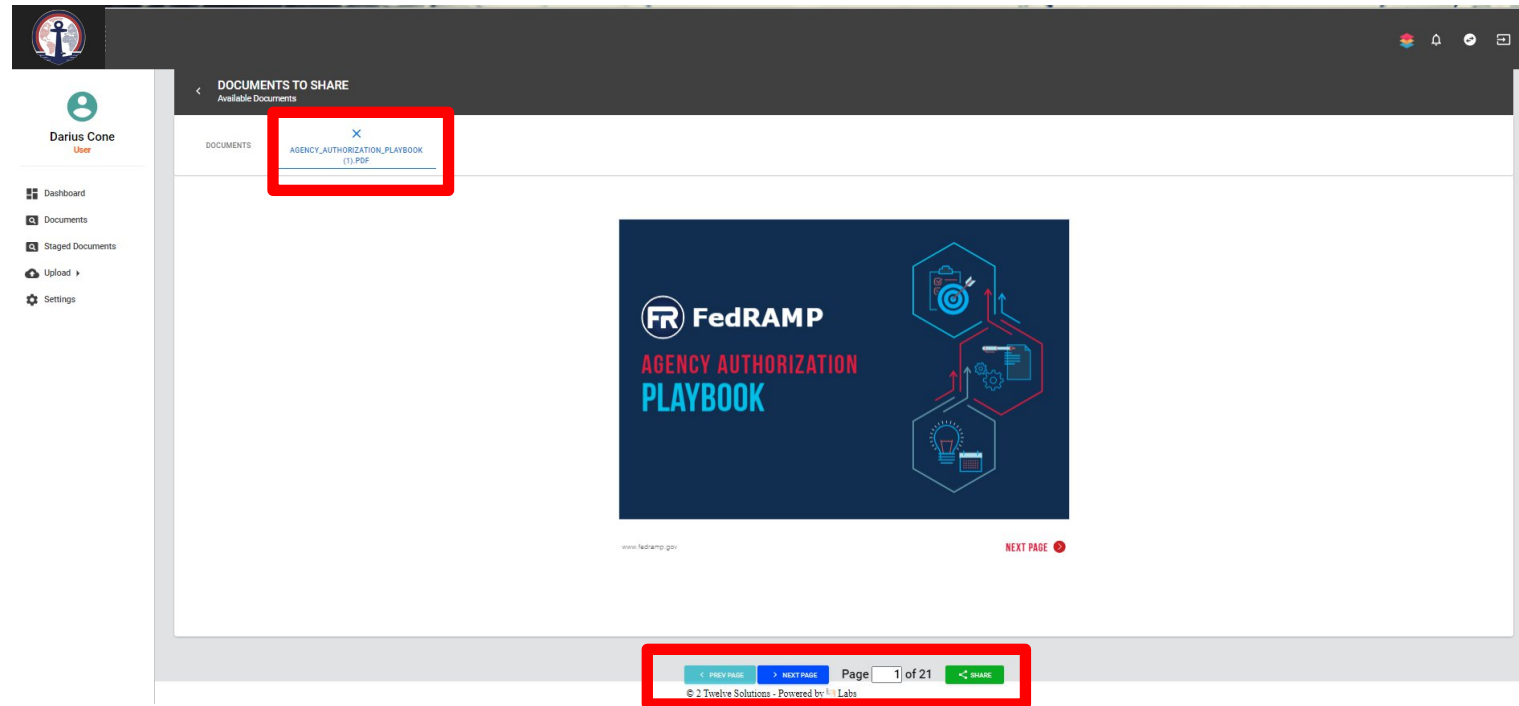
File Name	File type	Media Type	Section	Category	Version	Size	File Date	Actions
2 Twelve Solutions_7A2T2_Cover_Letter.pdf	.pdf	Document	Company	Presentation Materials	0	256410	4/1/2021	
Agency_Authorization_Playbook (1).pdf	.pdf	Unclassified	Company	Uncategorized	0	1309732	6/9/2021	
AWS Recommendations.pdf	.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	

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Viewing Documents (Cont.)

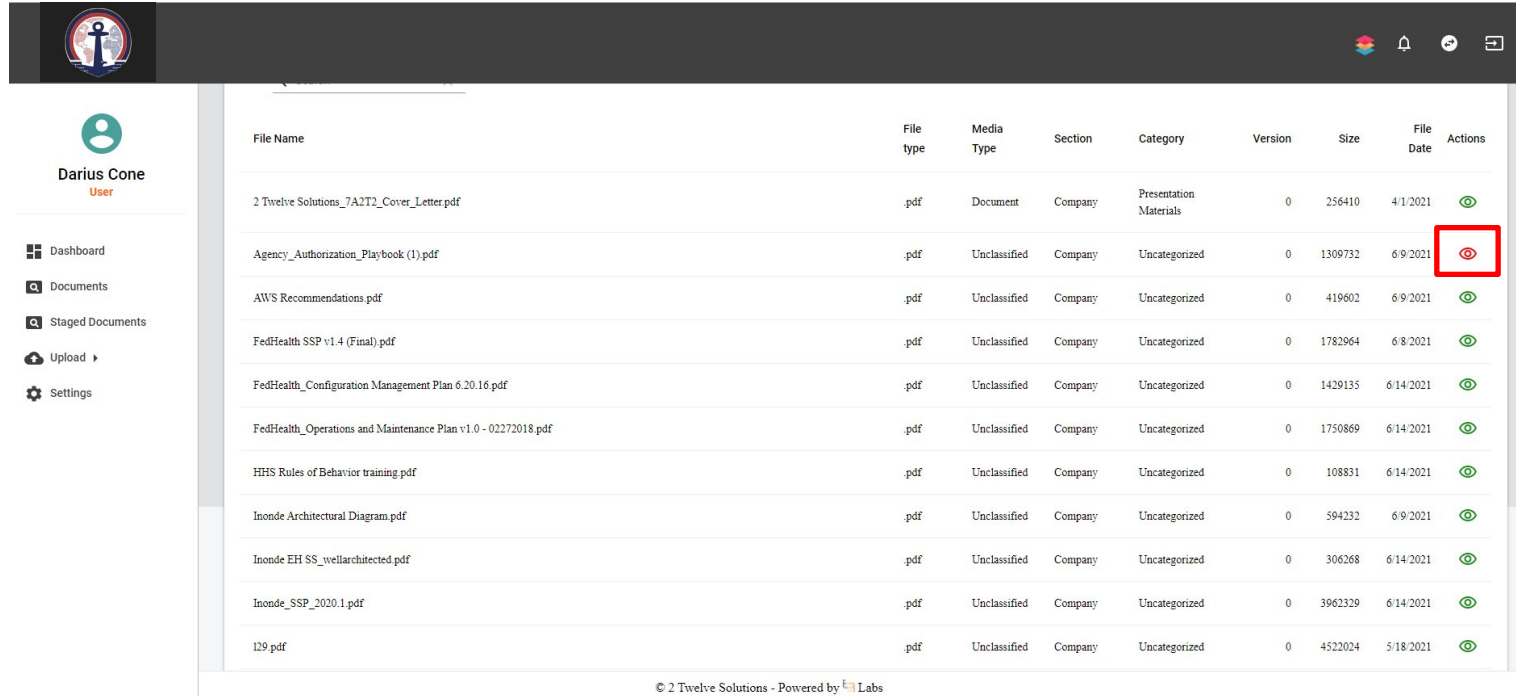
To move to the previous or next page, click on the highlighted tabs at the bottom of the viewer page. Note that the green share icon is still available for sharing. The document is viewable but not shared.

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 eye icon will be red denoting that the document has been shared and available to shared users only for viewing.



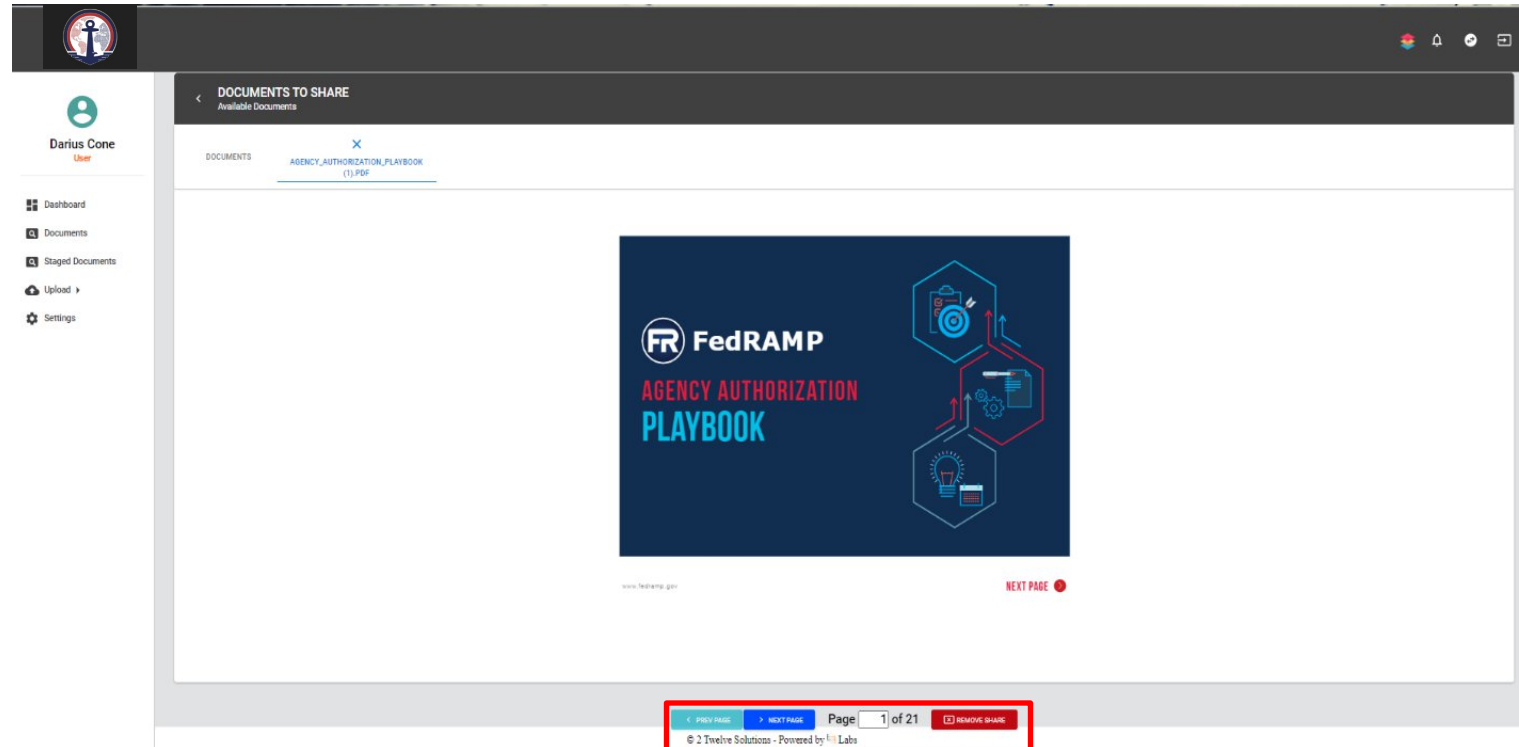
The screenshot displays the 2 Twelve Solutions web application interface. On the left, a sidebar shows the user profile 'Darius Cone' and navigation links for Dashboard, Documents, Staged Documents, Upload, and Settings. The main content area features a table of documents with columns for File Name, File type, Media Type, Section, Category, Version, Size, File Date, and Actions. The document 'Agency_Authorization_Playbook (1).pdf' is highlighted with a red eye icon in the Actions column, signifying it is shared.

File Name	File type	Media Type	Section	Category	Version	Size	File Date	Actions
2 Twelve Solutions_TA2T2_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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Viewing Shared Documents

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.

