



**US Navy**  
**PEO Digital**  
**Orchestrated Repository for Enterprise**  
**Member User Guide**

24 July 2023

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**Date of determination is the date of the cover page. Other request for this document shall be**  
**referred to PEO Digital.**

# Table of Contents

Logging in.....	3
Select Role (Landing Page).....	3
ORE User Dashboard.....	4
Top Menu.....	5
Side Menu.....	5
Account Details.....	6
Documents.....	6
Staged Documents.....	7
Upload.....	7
Settings (Manage User Settings).....	8
Adding a Shared User.....	8
Shared User (Landing Page).....	9
Your Shared User Display.....	10
Actions.....	11
Shared User Home Screen Dashboard.....	12
Uploading Documents.....	12
Staged Documents Menu.....	14
Viewing Documents.....	15
Viewing Shared Documents.....	16
Signing Out.....	17

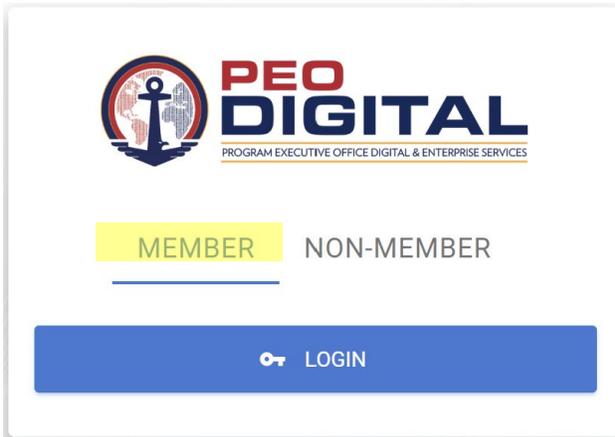
## Logging in

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.

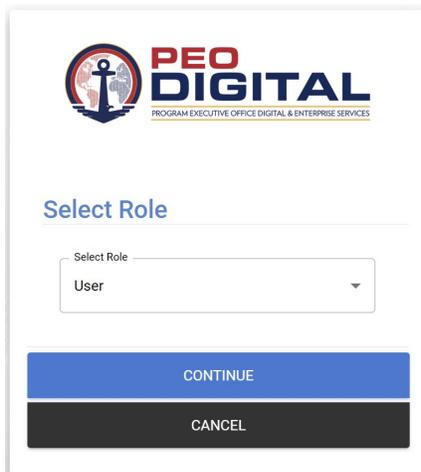
Provide email address and password and click “login”.



The image shows the login page for PEO Digital. At the top left is the PEO Digital logo, which includes an anchor icon and the text "PEO DIGITAL PROGRAM EXECUTIVE OFFICE DIGITAL & ENTERPRISE SERVICES". Below the logo are two tabs: "MEMBER" (highlighted in yellow) and "NON-MEMBER". At the bottom of the page is a blue button with a key icon and the text "LOGIN".

## Select Role (Landing Page)

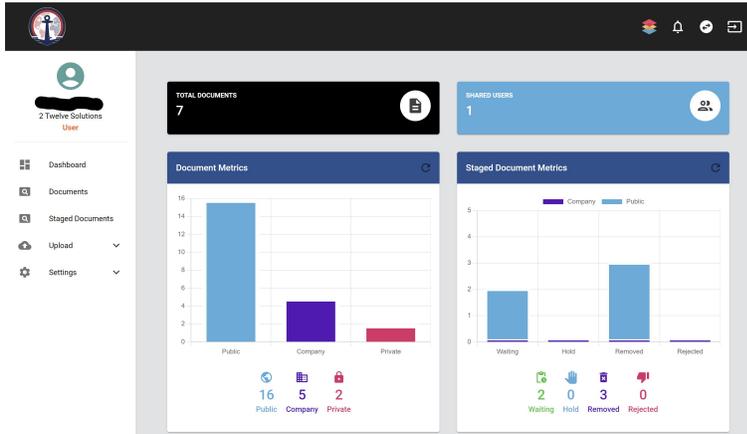
After logging in, you will be presented with the Select Role landing page. Select User then click continue:



The image shows the "Select Role" landing page. At the top left is the PEO Digital logo. Below the logo is the heading "Select Role". Underneath 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.

# 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



**Your Shared Users**

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

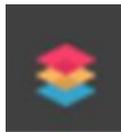
Rows per page: 20 rows | 1-1 of 1 | < >

## Top Menu

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



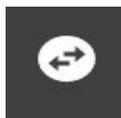
Notifications



Gateway



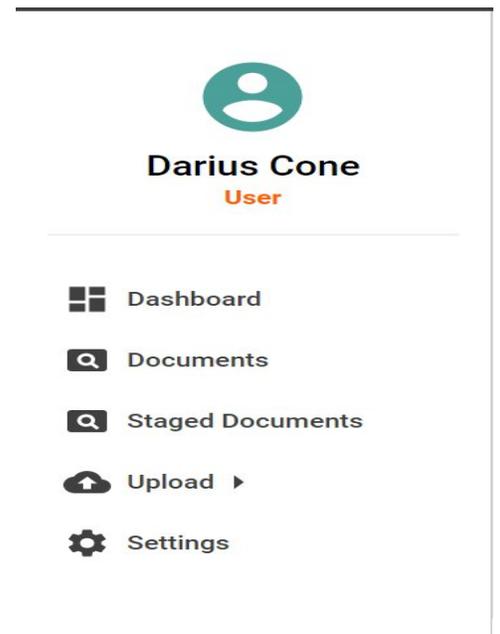
Sign Out



Switch Role

## 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.

<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.

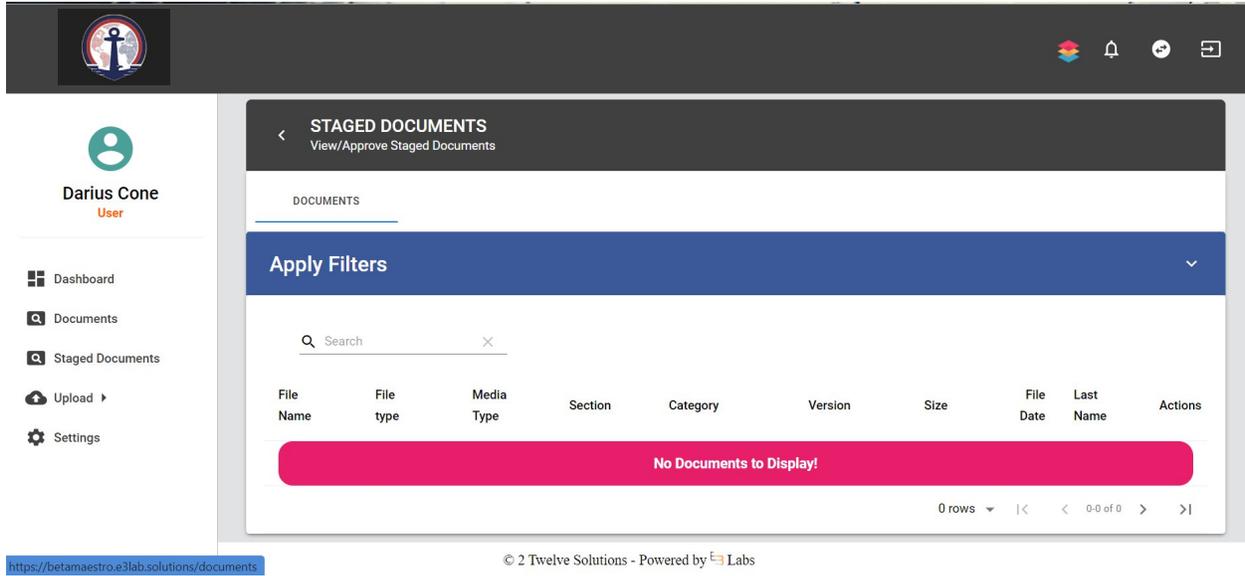
File Name	File type	Media Type	Section	Category	Version	Size	File Date	Actions
2 Twelve Solutions_7A2T2_Cover_Letter.pdf	pdf	Document	Company	Presentation Materials	0	256410	4/1/2021	
Agency_Authorization_Playbook (1).pdf	pdf	Unclassified	Company	Uncategorized	0	1309732	6/9/2021	
AWS Recommendations.pdf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

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# Staged Documents

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



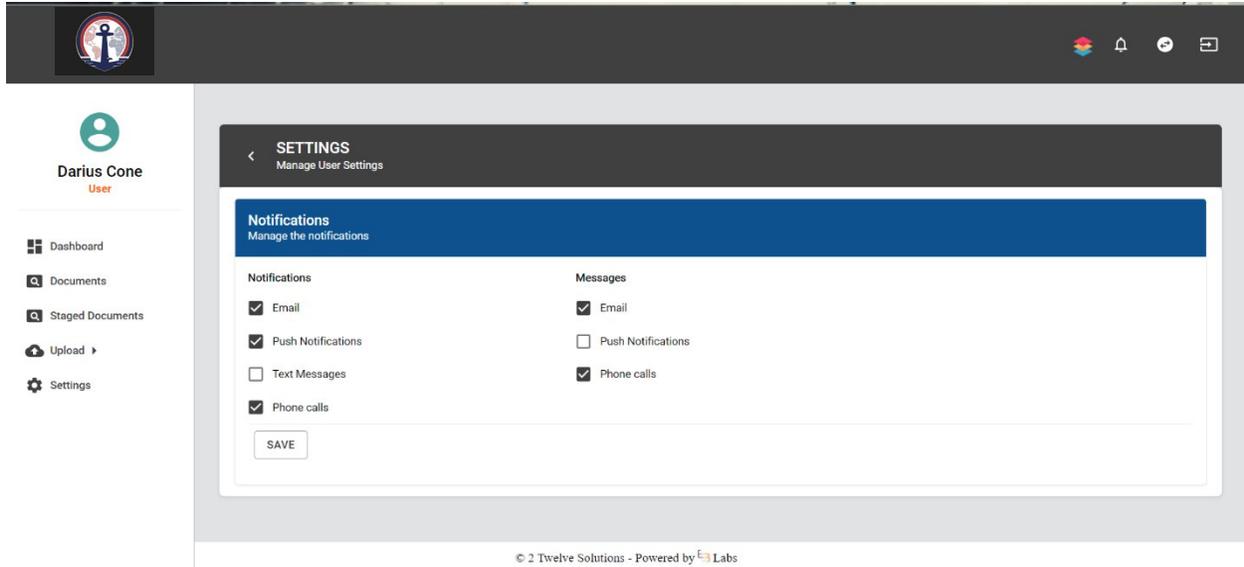
# Upload

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

-  Dashboard
-  Documents
-  Staged Documents
-  Upload 
-  Documents
-  Image/Drawing/CAD
-  Video/Audio

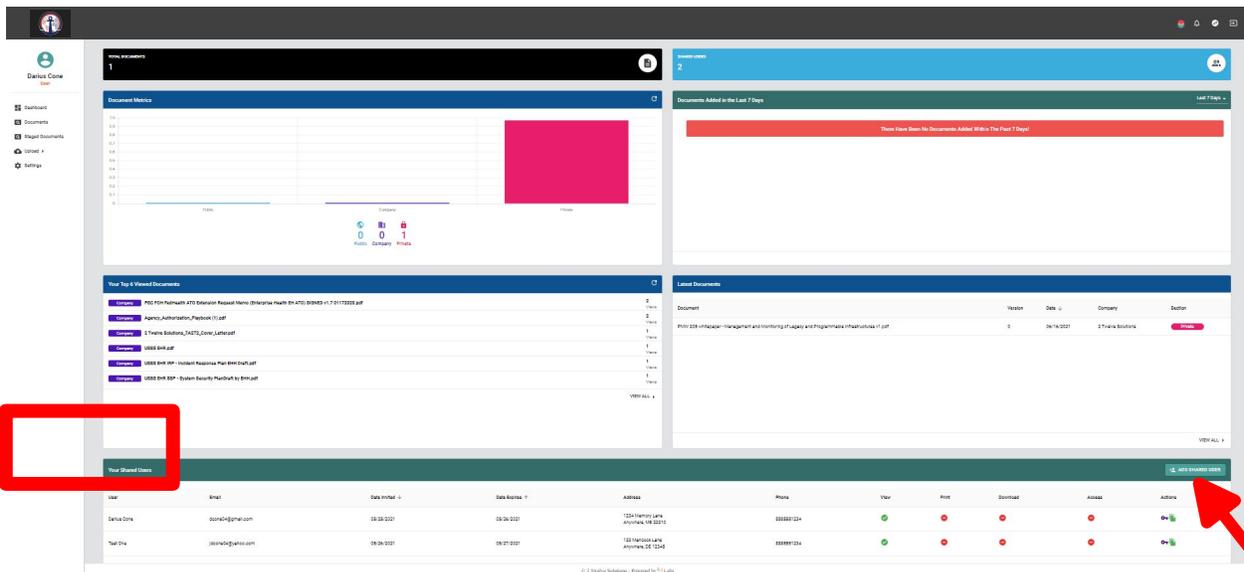
## Settings (Manage User Settings)

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.



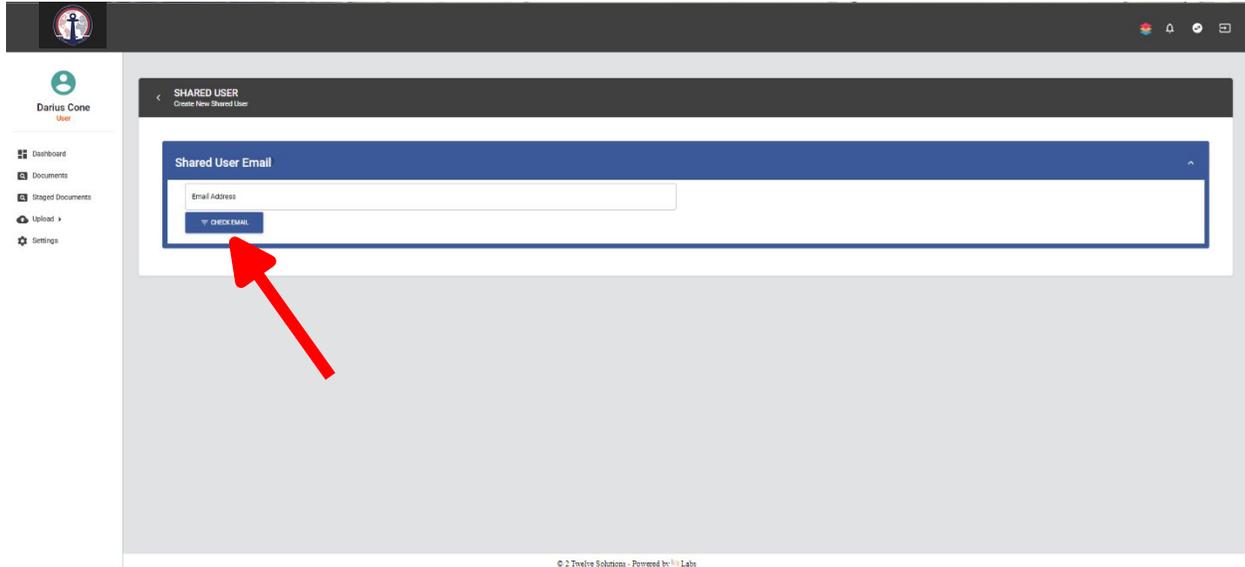
## Adding a Shared User

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.



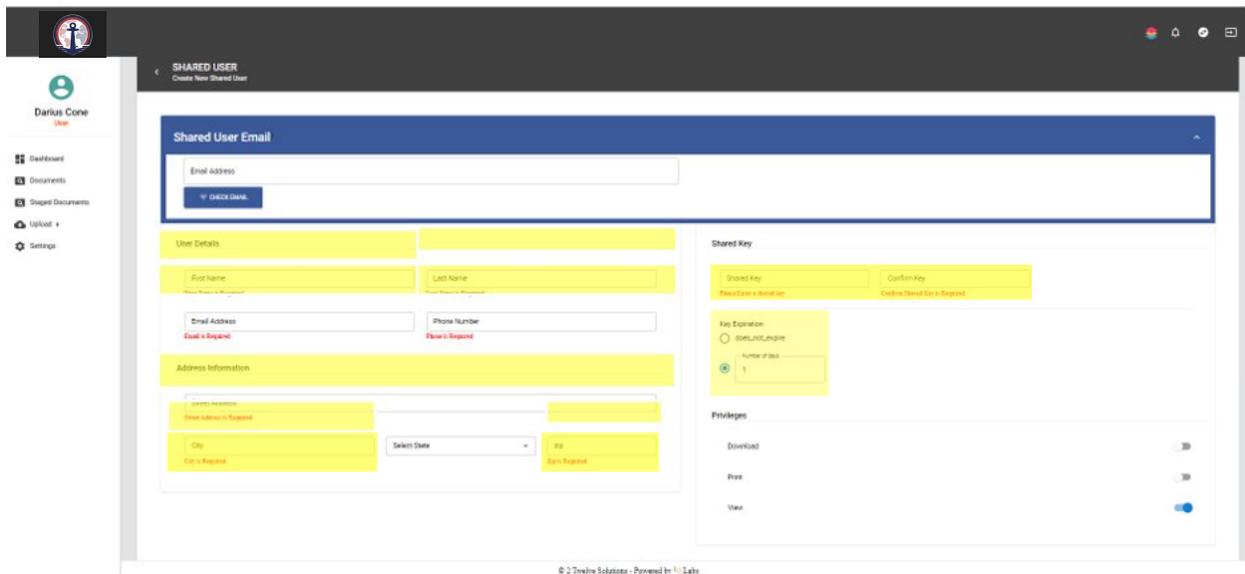
## Shared User (Landing Page)

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 the 'SHARED USER' landing page. The main content area is titled 'Shared User Email' and contains an 'Email Address' input field and a 'CHECK EMAIL' button. A red arrow points to the 'CHECK EMAIL' button. The left sidebar shows the user profile 'Darius Cone' and navigation options: Dashboard, Documents, Staged Documents, Upload, and Settings. The footer indicates '© 2 Twelve Solutions - Powered by Lato'.

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 shows the 'SHARED USER' form. The 'Shared User Email' section is at the top. Below it are three sections: 'User Details', 'Shared Key', and 'Privileges'. Mandatory input fields are highlighted in yellow. The 'User Details' section includes 'First Name', 'Last Name', 'Email Address', and 'Phone Number'. The 'Shared Key' section includes 'Shared Key', 'Confirm Key', 'Key Expiration', and 'Number of Uses'. The 'Privileges' section includes 'Download', 'Print', and 'View'. The footer indicates '© 2 Twelve Solutions - Powered by Lato'.

Complete all mandatory fields and click Create.

SHARED USER  
Create New Shared User

Shared User Email

User Details

First Name: Justin, Last Name: CONE, Email Address: jdccone04@gmail.com, Phone Number: 8885551234

Address Information

Street Address: 123 Main Street, City: Anywhere, State: Delaware, Zip: 12345

Shared Key

Shared Key: , Confirm Key:

Key Expiration

default\_expire,  Number of days: 1

Privileges

Download: , Print: , View:

CREATE RESET

## 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.

VIEW ALL

Your Shared Users

ADD SHARED USER

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	jdccone04@yahoo.com	05/26/2021	05/27/2021	123 Hancock Lane Anywhere, DE 12345	8885551234	✓	✗	✗	✗	👁️ 🖨️ 📄 🔒 📧

https://betamaestro.e3lab.solutions/settings

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## Actions

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

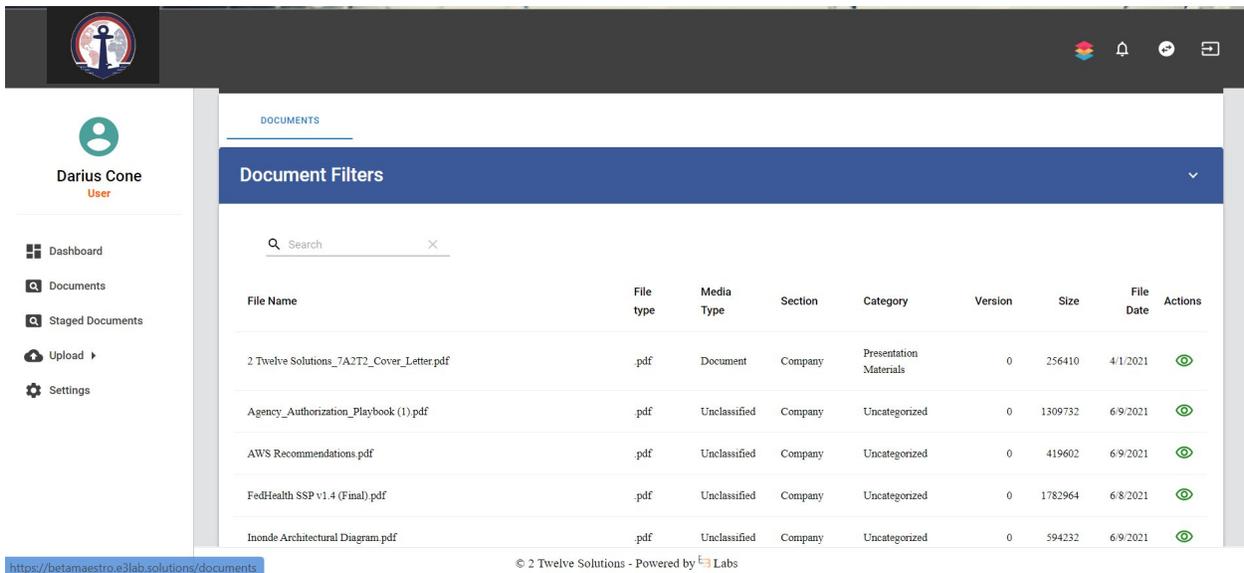
Clicking on the  change access key will provide you with the option to change shared key information as seen in the diagram below.

### Access Key Change

Please Enter a shared key

Confirm Shared Key is Required

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



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

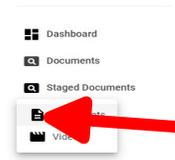
Upon successful log on, the shared user will be transported to the Dashboard.



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

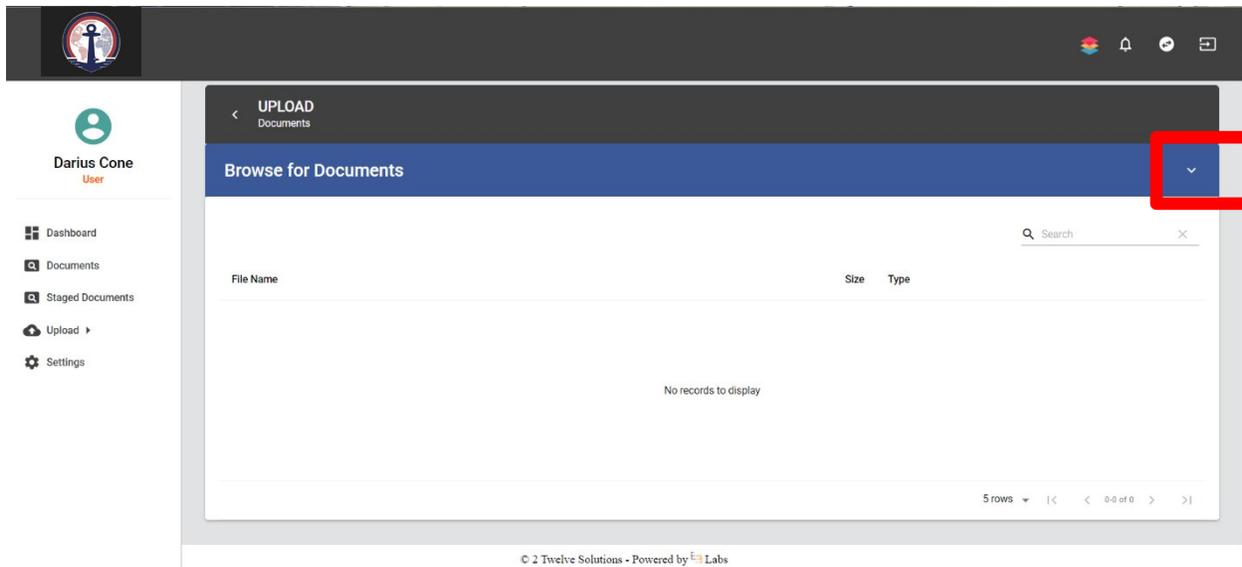
- Total viewable documents
- ORE user who invited the shared user
- Account expiration.
- Access granted and expiration dates

## Uploading Documents

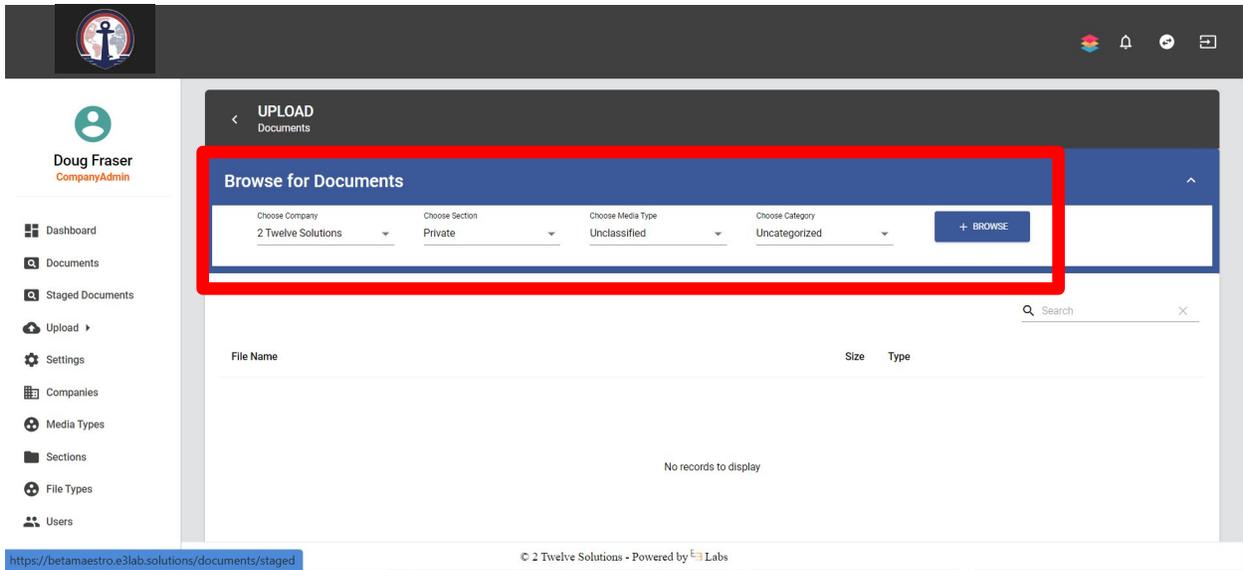


Select Upload and a Documents and Videos option will be available.

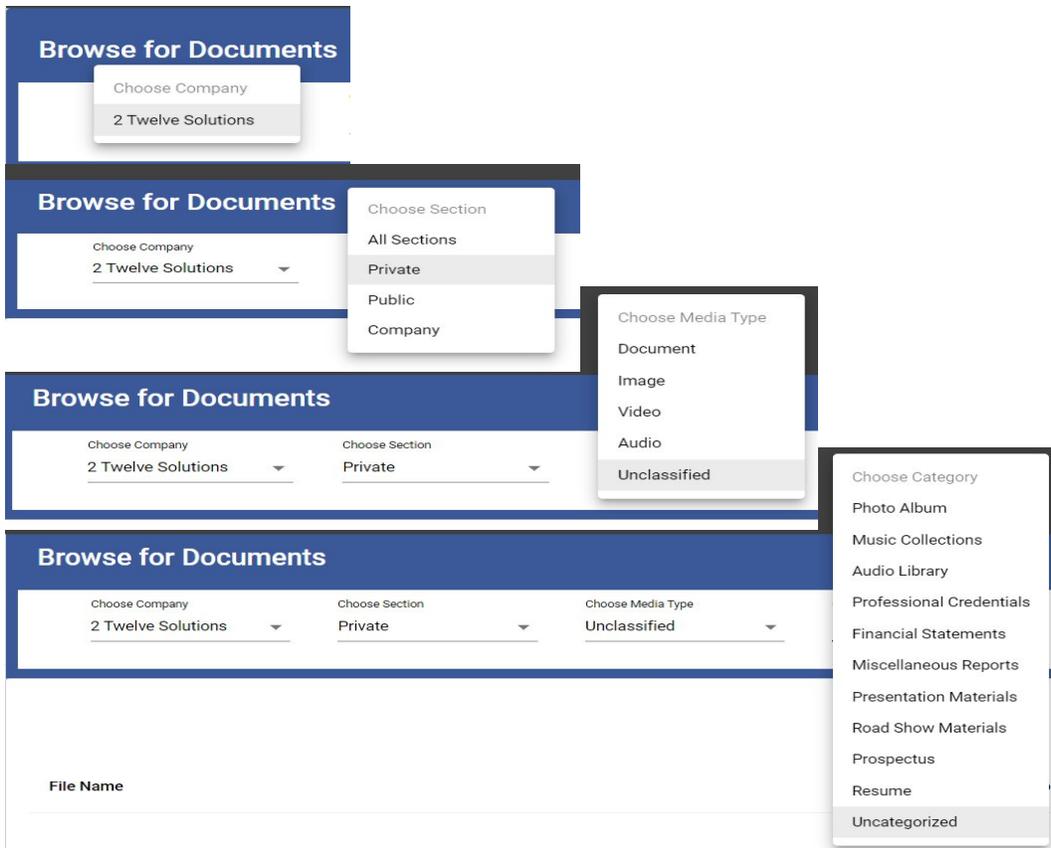
Select Documents and the UPLOAD documents menu will appear. Click on the arrow highlighted in the diagram below to expand Browse for Documents.



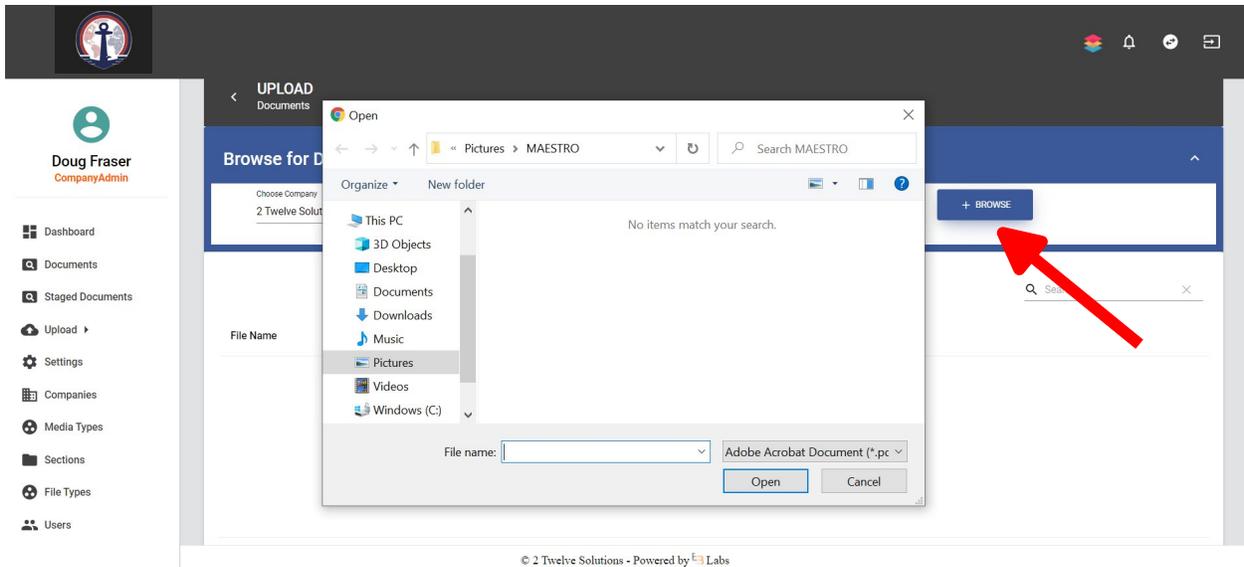
Each field must be completed before a document is uploaded.



Provide the information for each category then click Browse.

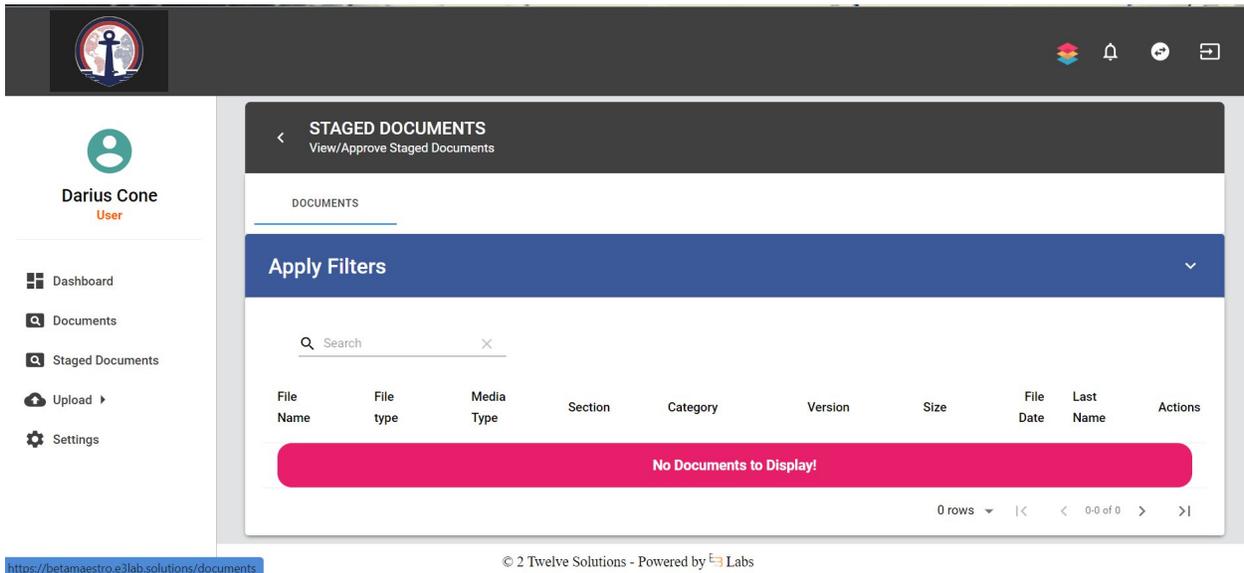


A window for selecting a file will open, please select a file then click open.



## 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.



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

DOCUMENTS

Document Filters

Search

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

To view specific document, click on the icon to the left of the document. For example, to read “Agency\_Authorization\_Playbook,” click on the highlighted icon below.

DOCUMENTS

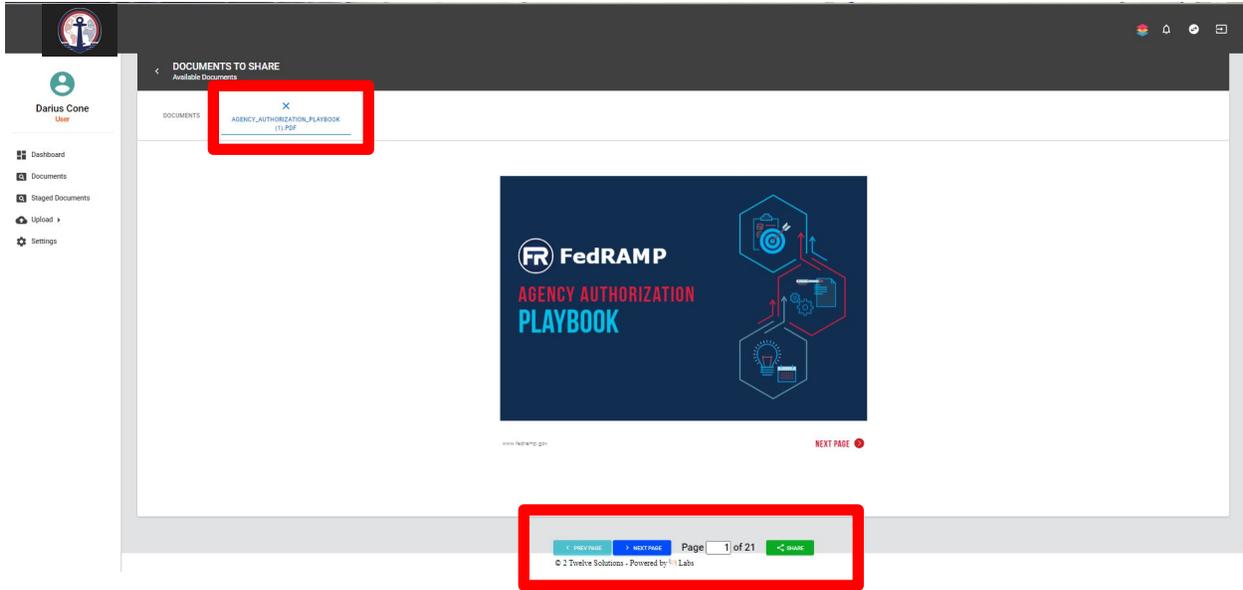
Document Filters

Search

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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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.

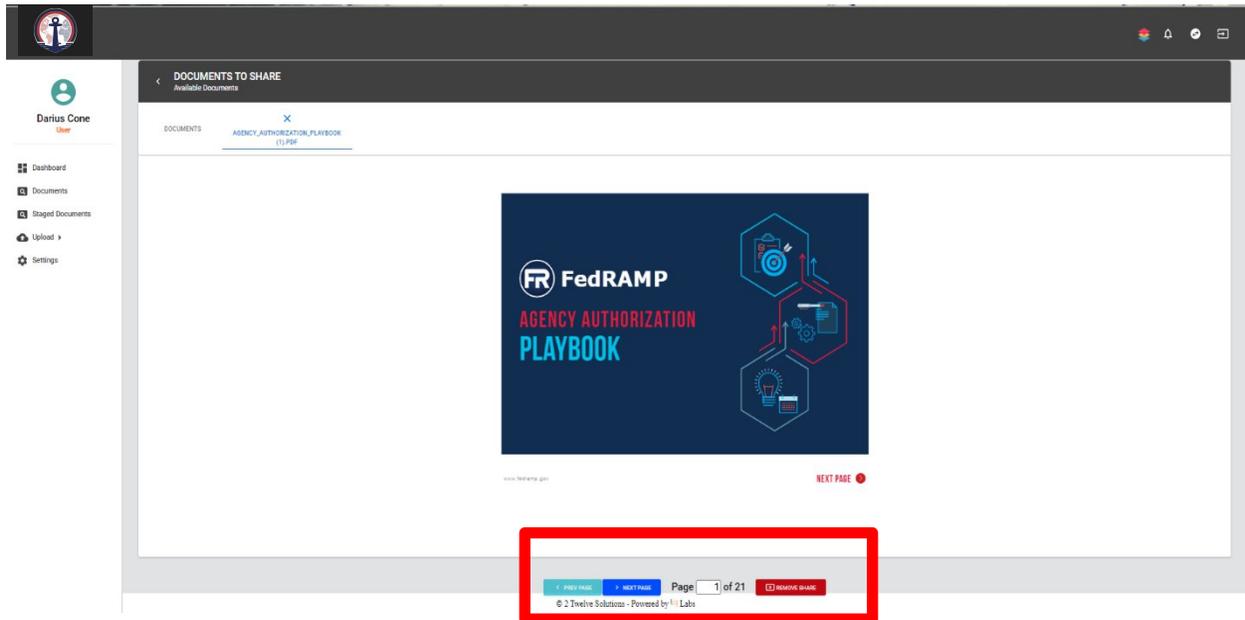
To go back to previous document list, click on the “X” highlighted in the upper left box in the graphic above, or click on the options in the left menu.

## Viewing Shared Documents

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

File Name	File type	Media Type	Section	Category	Version	Size	File Date	Actions
2 Twelve Solutions_JA2T2_Cover_Letter.pdf	.pdf	Document	Company	Presentation Materials	0	256410	4/1/2021	
Agency_Authorization_Playbook (1).pdf	.pdf	Unclassified	Company	Uncategorized	0	1309732	6/9/20	
AWS Recommendations.pdf	.pdf	Unclassified	Company	Uncategorized	0	419602	6/9/20	
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 - 02/27/2018.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	3963229	6/14/2021	
I29.pdf	.pdf	Unclassified	Company	Uncategorized	0	4522024	5/18/2021	

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.

