



**US Navy
PEO Digital**

**Orchestrated Repository for Enterprise
Document Upload Guide**

24 July 2023

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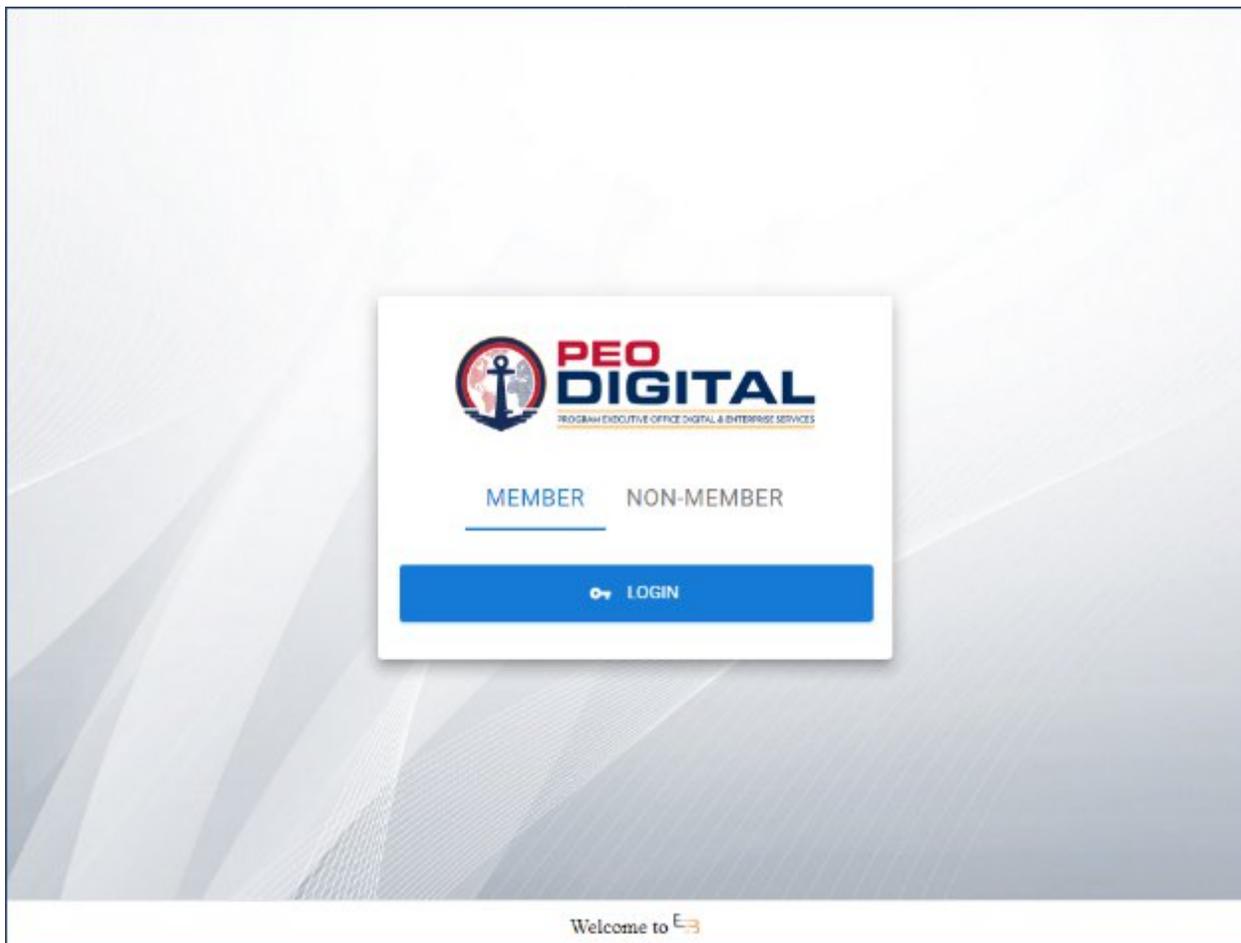
Logging In

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



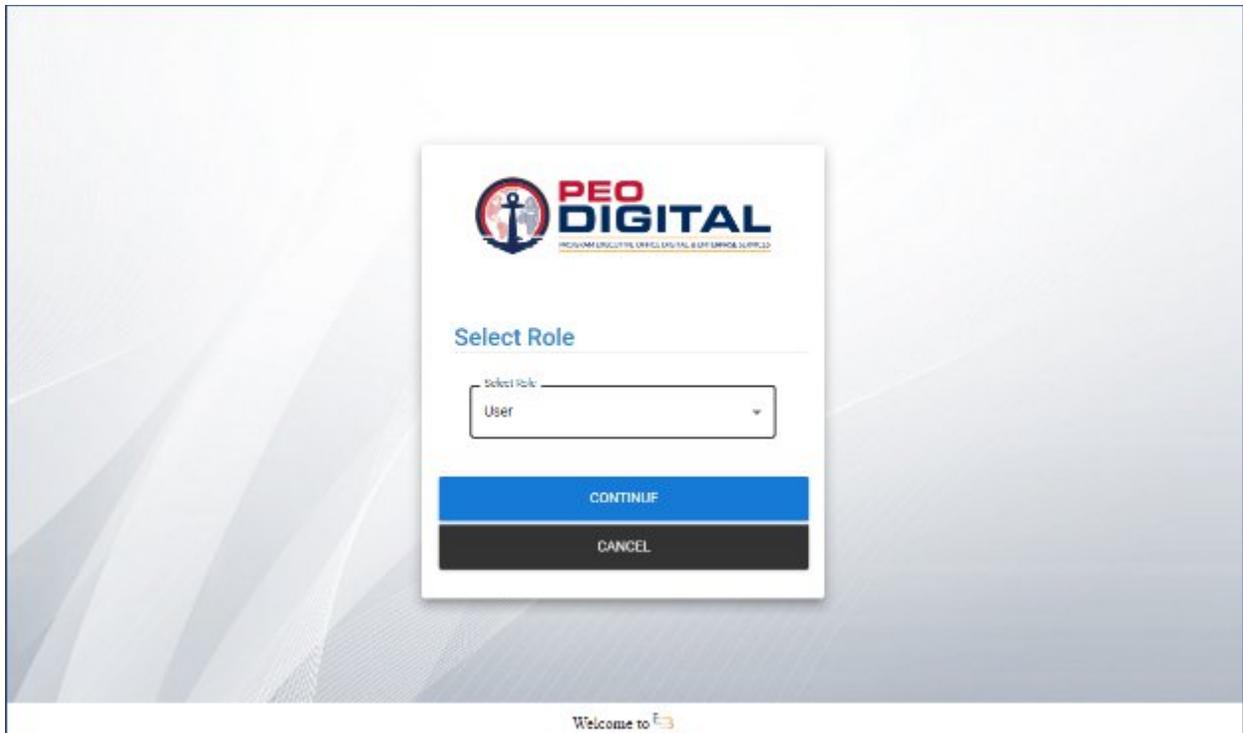
Enter your ORE username and password and click the “Sign In” button. Please contact your ORE PoC if you do not yet have one or do not know it.

Uploading a Document

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

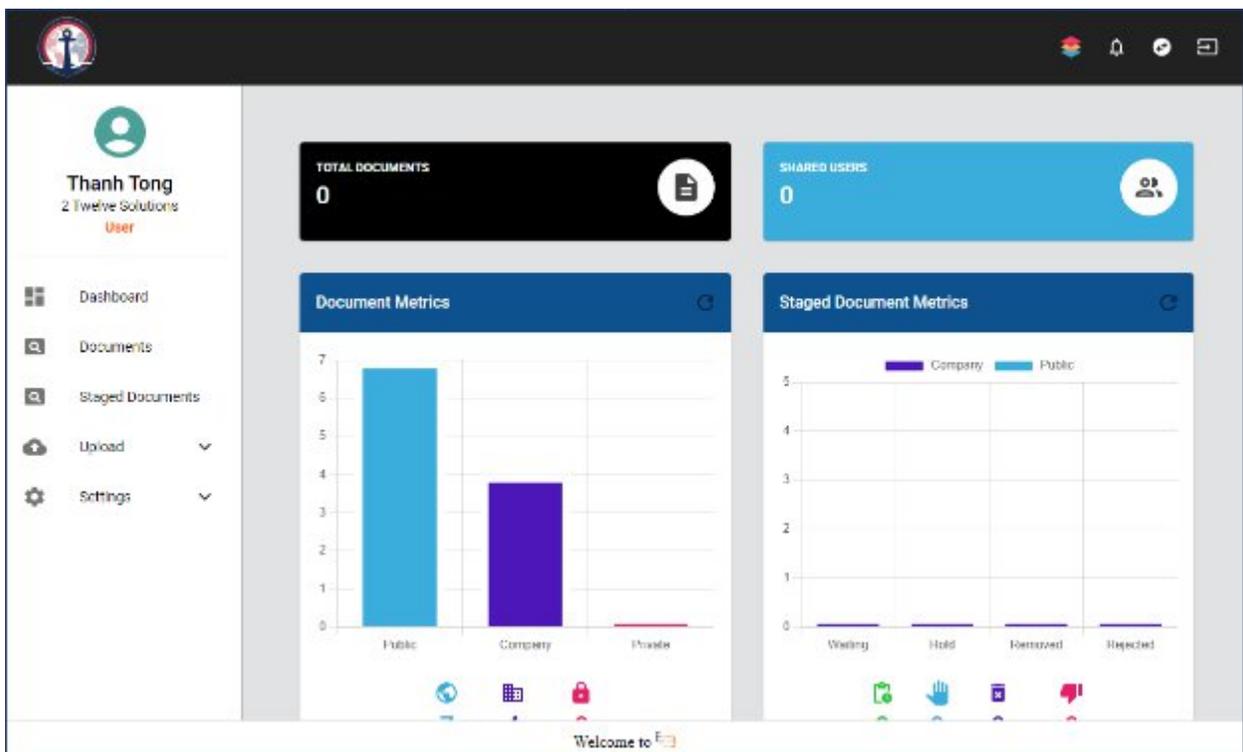
Select User then click continue:

Figure 3 Select Role



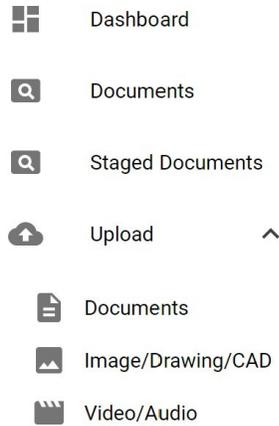
Then Select Upload as shown below

Figure 4 Upload Option



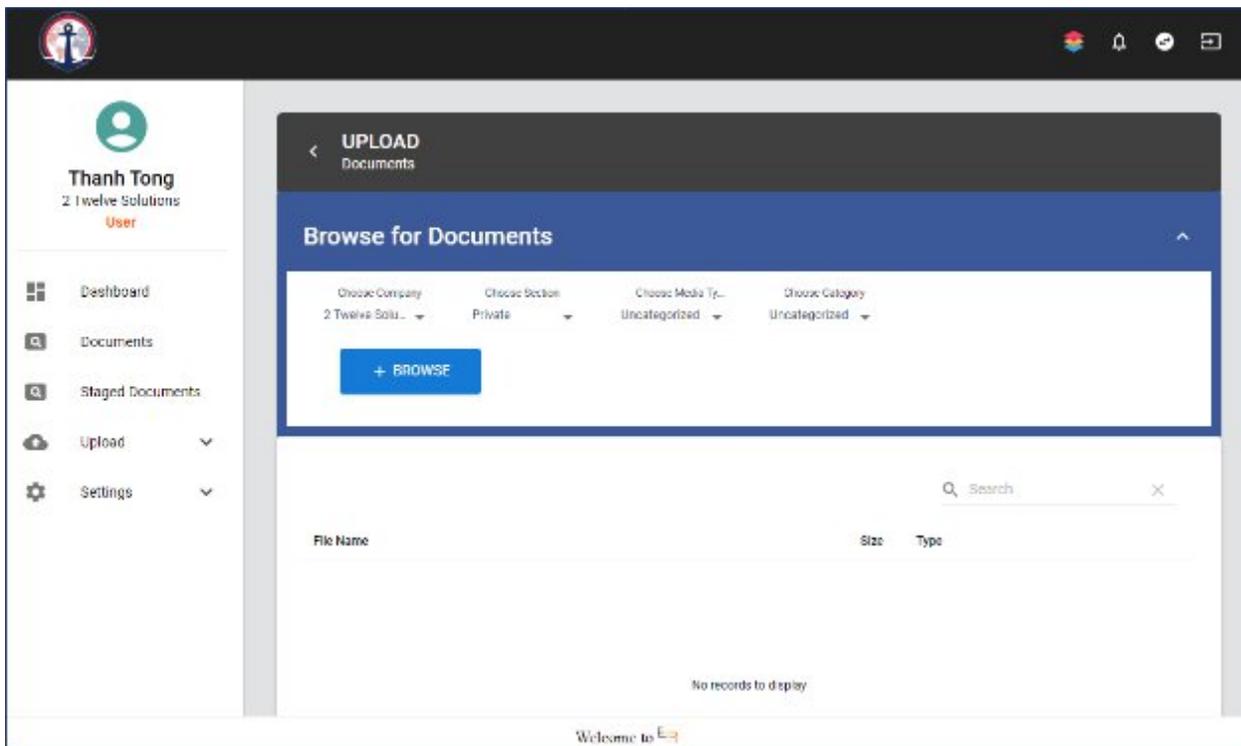
Select the Documents or Video/Audio option to begin uploading it.

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



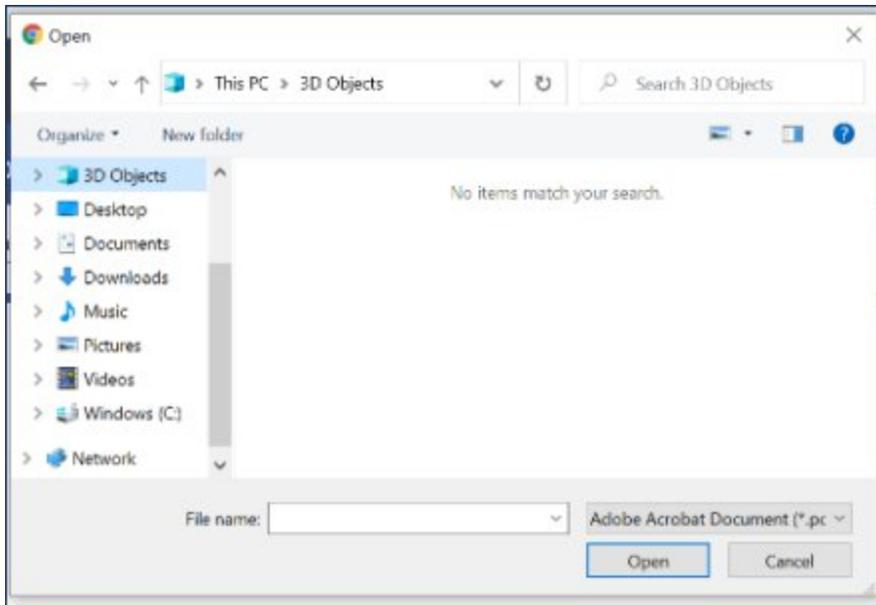
Enter applicable document or video/audio information into the drop down fields in the form below, then click Browse to select a file to upload.

Figure 6 Upload Entry



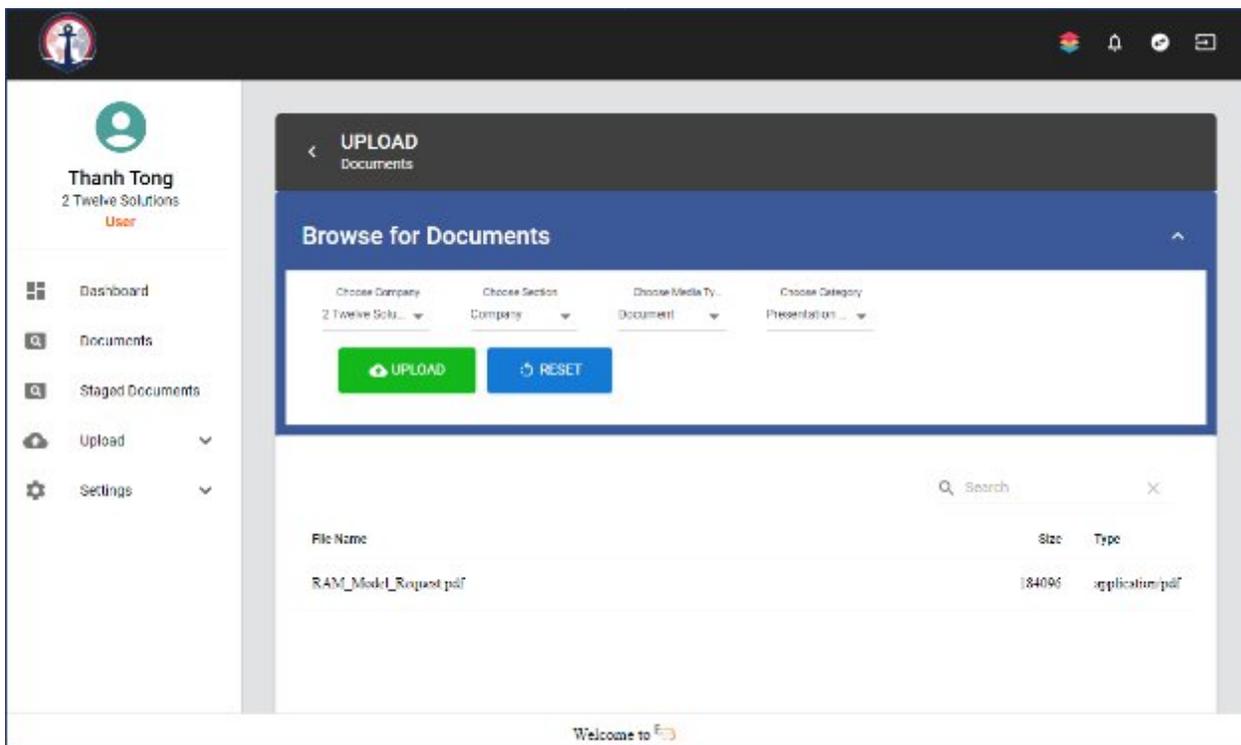
A window will open that will allow selection of one or more file(s) to upload.

Figure 7 File Upload Window



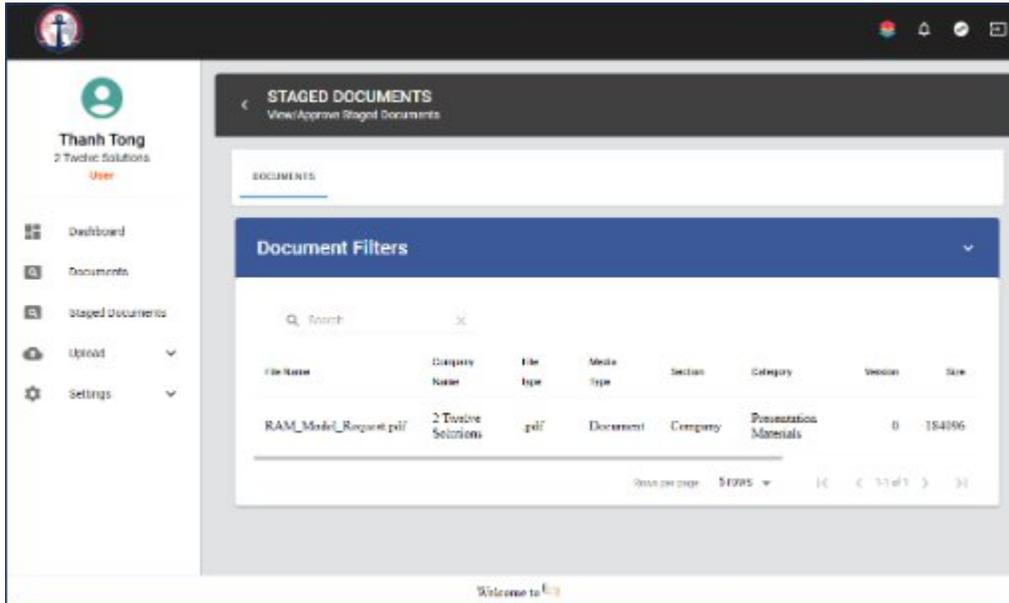
After selection of the file(s), press the green Upload button to complete the process. Reset will allow a user to reset the process, for instance uploading an incorrect file for upload.

Figure 8 Upload Submit



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



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

