US Navy

PEO Digital

Orchestrated Repository for Enterprise Shared User Creation Guide

24 July 2023

2 TWELVE Solutions
241 18th Street, Suite 203
Arlington, VA 22202
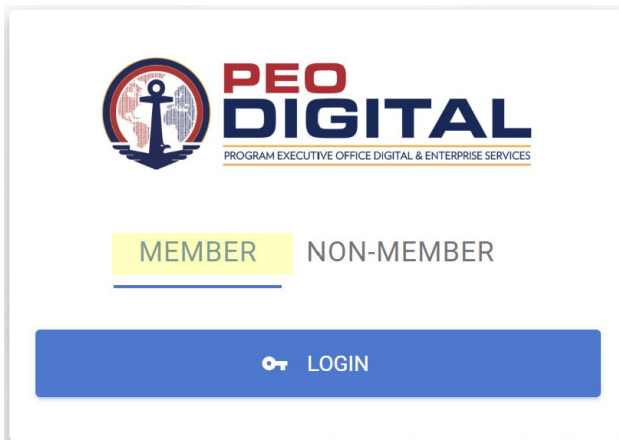
Table of Contents

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. Shared users will logon using the "non-member" option.
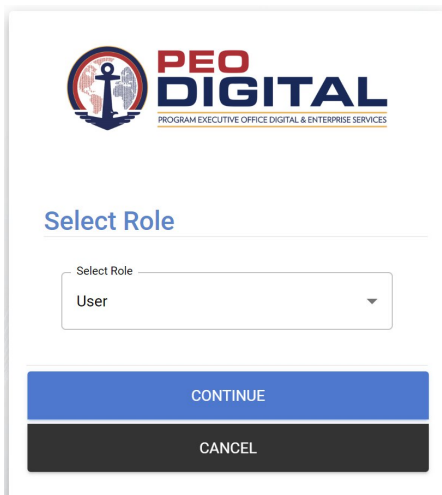
Provide email address and password and click "login"

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

After selecting the role of User, access to the User dashboard is available. The user dashboard displays the key information available, including:

- Total documents

- Shared users

- Document Metrics

- Documents added in the last 7 days

- Top 6 viewed documents

- Latest documents

- 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.
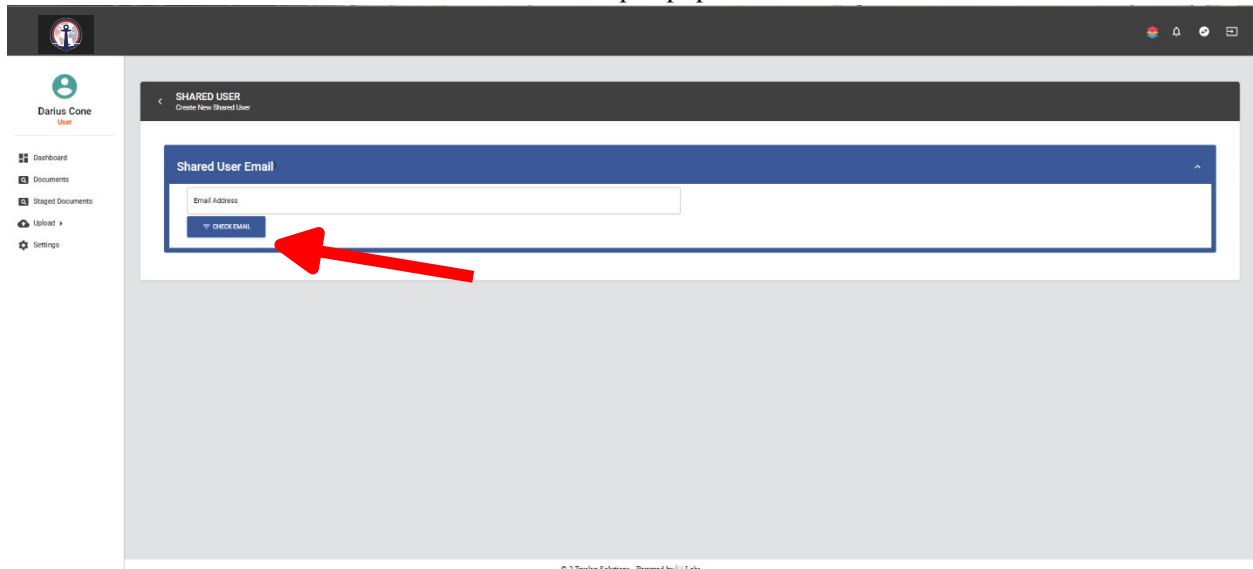
Shared User (Landing Page)

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 pre-populate the email field. Click check email.

Add User Details (includes adding an email address, unless performed in the step above), Address Information, Shared Key (password), Key Encryption and Privileges. Mandatory input fields are highlighted below.

Complete all mandatory fields and click Create.
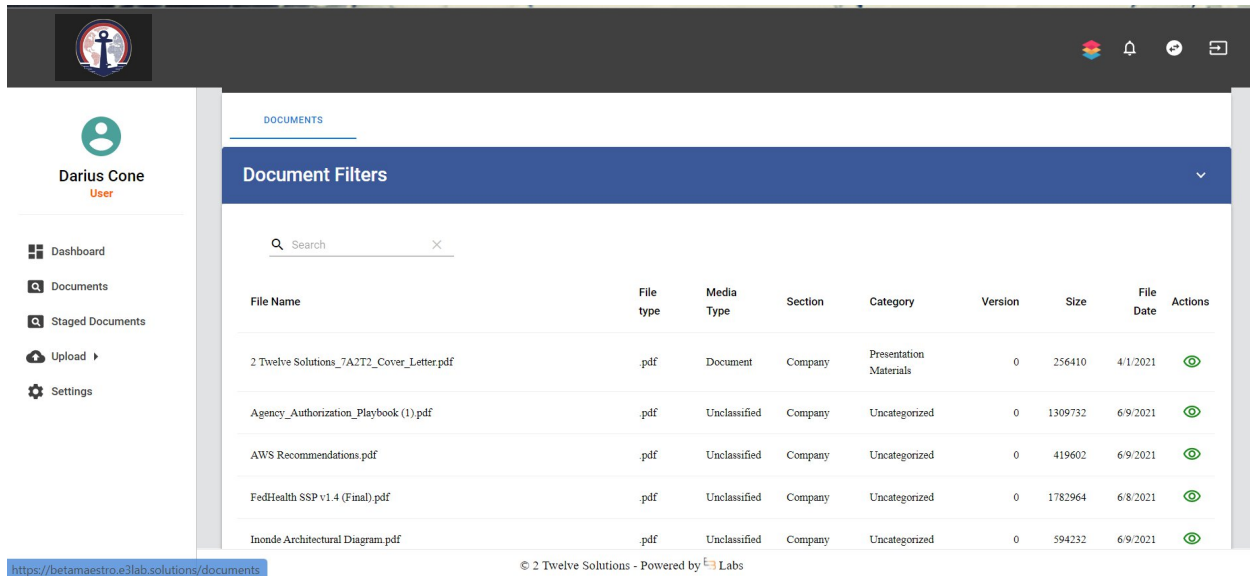
New Shared User information will be displayed in Your Shared Users section. There are currently two shared users, with the recently added shared user information highlighted in yellow. Delegation of privileges are determined when adding a shared user. Viewing (read-only) is available for shared users.

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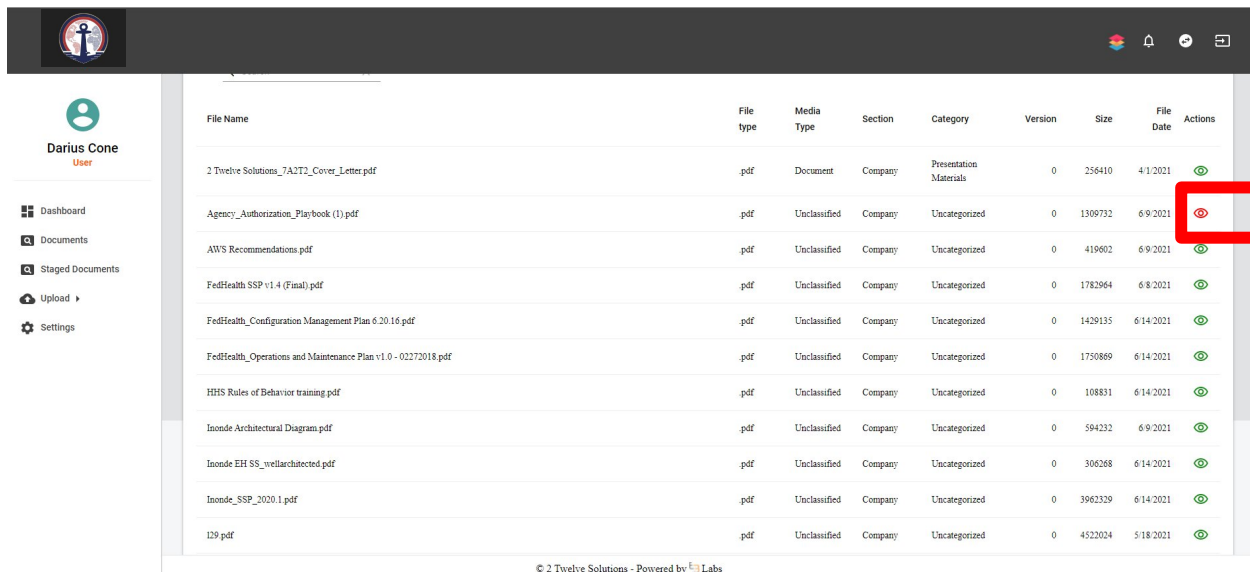
The shared document will be highlighted with a red which confirms the document is accessible and viewable to a shared user.