



**US Navy**  
**PEO Digital**  
**Orchestrated Repository for Enterprise**  
**Shared User Creation Guide**

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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.**

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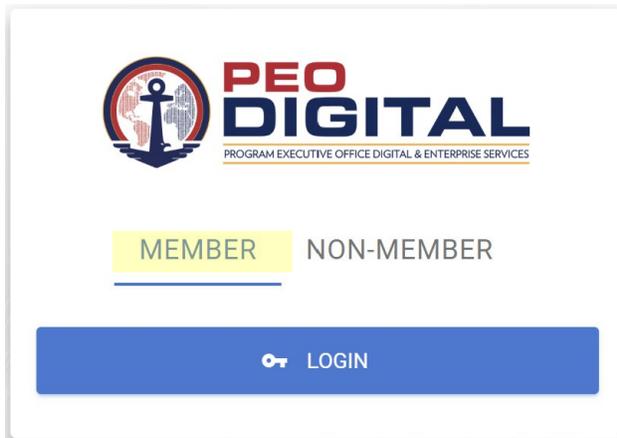
## Logging in

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. Shared users will logon using the “non-member” option.

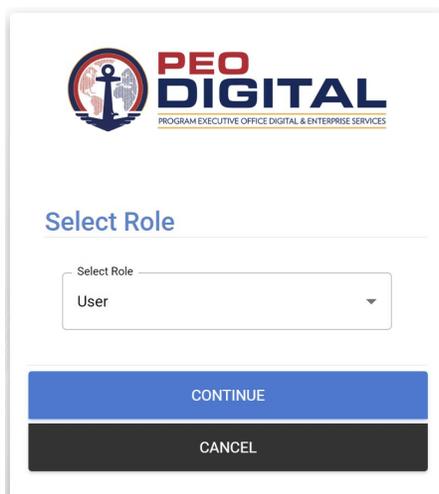
Provide email address and password and click “login”



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

# 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.

The screenshot displays the ORE User Dashboard with the following sections:

- Document Metrics:** A line chart showing metrics for 'Views', 'Comments', and 'Shares' over time.
- Documents Added in the Last 7 Days:** A message indicating that there have been no documents added in the last 7 days.
- Top 6 Viewed Documents:** A list of documents with columns for Document, Views, Date, Company, and Action.
- Latest Documents:** A table of documents with columns for Document, Views, Date, Company, and Action.
- Your Shared Users:** A table of shared users with columns for User, Email, Date Added, Date Expires, Address, Phone, View, Edit, Deactivate, Assign, and Actions. A red box highlights the 'Add Shared User' button in the top right corner of this section.

User	Email	Date Added	Date Expires	Address	Phone	View	Edit	Deactivate	Assign	Actions
Darick Dine	darickd@epam.com	08-28-2021	08-26-2021	1224 Veterans Lane Arlington VA 22201	888881234	✓	✗	✗	✗	👤
Tim Dine	timdine@epam.com	08-26-2021	08-27-2021	1224 Veterans Lane Arlington VA 22201	888881234	✓	✗	✗	✗	👤

## 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.

SHARED USER  
Create New Shared User

Shared User Email

Email Address

CHECK EMAIL

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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.

SHARED USER  
Create New Shared User

Shared User Email

Email Address

CHECK EMAIL

Users Details

First Name  
First Name is Required

Last Name  
Last Name is Required

Email Address  
Email is Required

Phone Number  
Phone is Required

Address Information

Street Address  
Street Address is Required

City  
City is Required

Select State

Zip  
Zip is Required

Shared Key

Shared Key  
Shared Key is Required

Confirm Key  
Confirm Shared Key is Required

Key Expiration

Number of Days

Privileges

Download

Print

View

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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: 888551234

**Address Information**

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

**Shared Key**

Shared Key: \_\_\_\_\_, Confirm Key: \_\_\_\_\_

**Key Expiration**

does\_not\_expire  
 Number of days: 1

**Privileges**

Download:   
Print:   
View:

**CREATE** **RESET**

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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.

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	888551234	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Test One	jdccone04@yahoo.com	05/26/2021	05/27/2021	123 Hancock Lane Anywhere, DE 12345	888551234	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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

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## 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 a user interface for a document management system. On the left is a sidebar with the user's name 'Darius Cone' and a list of navigation options: Dashboard, Documents, Staged Documents, Upload, and Settings. The main area is titled 'DOCUMENTS' and contains a 'Document Filters' section with a search bar. Below this is a table of documents. The first document, '2 Twelve Solutions\_7A2T2\_Cover\_Letter.pdf', has a red eye icon in the 'Actions' column, indicating it is accessible to a shared user. The footer shows the URL 'https://betamaestro.e3lab.solutions/documents' and the text '© 2 Twelve Solutions - Powered by E3 Labs'.

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	

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

This screenshot is similar to the one above but shows a larger list of documents. The document 'Agency\_Authorization\_Playbook (1).pdf' has a red eye icon in the 'Actions' column, which is highlighted by a red rectangular box. The footer shows the text '© 2 Twelve Solutions - Powered by E3 Labs'.

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	