



Orchestrated Repository for Enterprise Document Upload Guide

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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:

Click the “LOGIN” button.

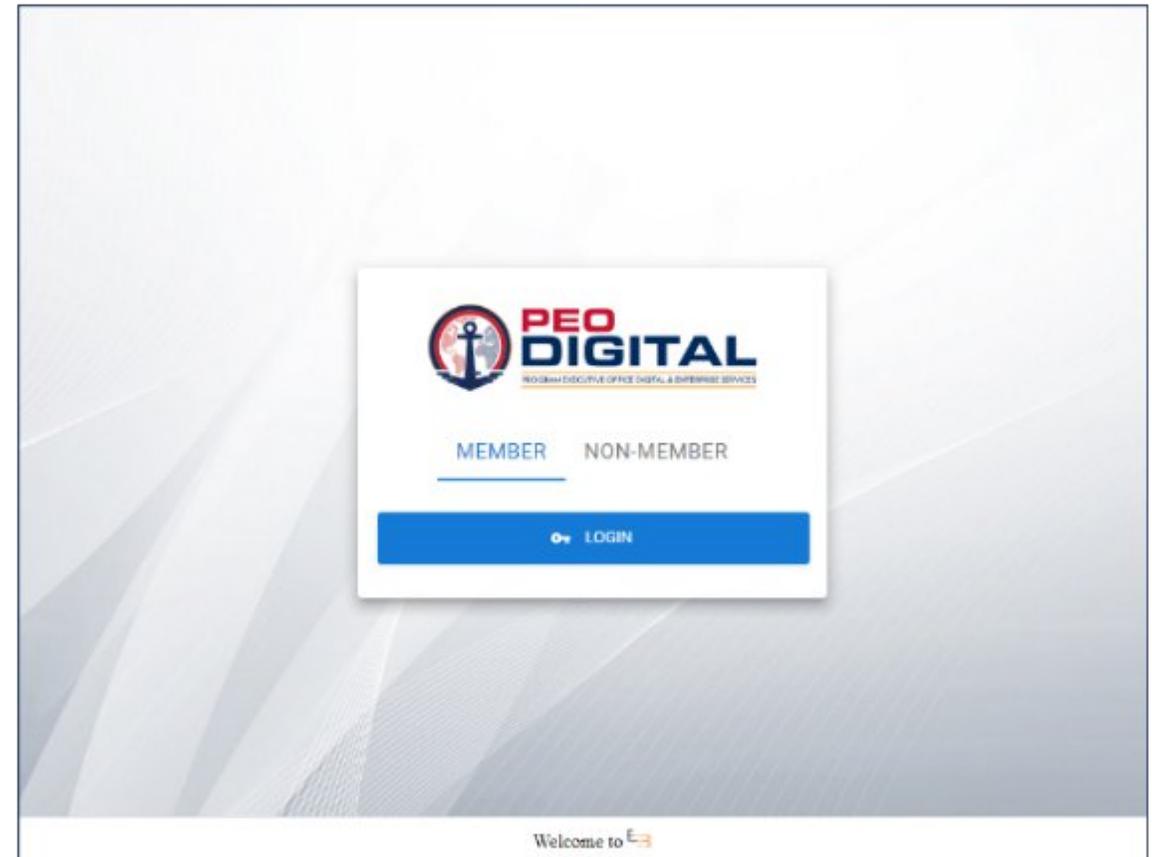


Figure 1: ORE Welcome Screen

Logging In (Cont.)

You will be presented with the login screen if you are not already signed in as shown in the figure:

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.



The screenshot shows the ORE login page. At the top left is the logo for PEO DIGITAL, which includes a stylized anchor and the text "PEO DIGITAL PROGRAM EXECUTIVE OFFICE DIGITAL & ENTERPRISE SERVICES". Below the logo is the heading "Sign in to ORE". Underneath, there is a section titled "Or Login with username and password" with two input fields: "Username or email" and "Password". A blue "Sign In" button is positioned below these fields. At the bottom left, there is a link for "New user? Register". On the right side of the page, there is a disclaimer and a list of terms of use. The disclaimer states: "You are accessing a U.S. Government information system, which includes (1) the computer, (2) the computer network, (3) all computers connected to this network and (4) all devices and storage media attached to this network or to a computer on this network. This information system is provided for U.S. Government-authorized use only. Unauthorized or improper use or access of this system may result in disciplinary action, as well as civil and criminal penalties." The terms of use section states: "By using this information system, you understand and consent to the following:" followed by three bullet points: "• You have no reasonable expectation of privacy when you use this information system; this includes any communications or data transmitted, stored on, originated from or directed to this information system, at any time and for any lawful government purpose, the government may monitor, intercept, search and seize any communication or data (including stored on, originated from or directed to or from this information system);", "• The government may disclose or use any communications or data transmitted, stored on, originated from or directed to or from this information system for any lawful government purpose.", and "• You are NOT authorized to process classified information on this information system."

Figure 2: ORE Login Page

Uploading a Document

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

Select User then click continue:

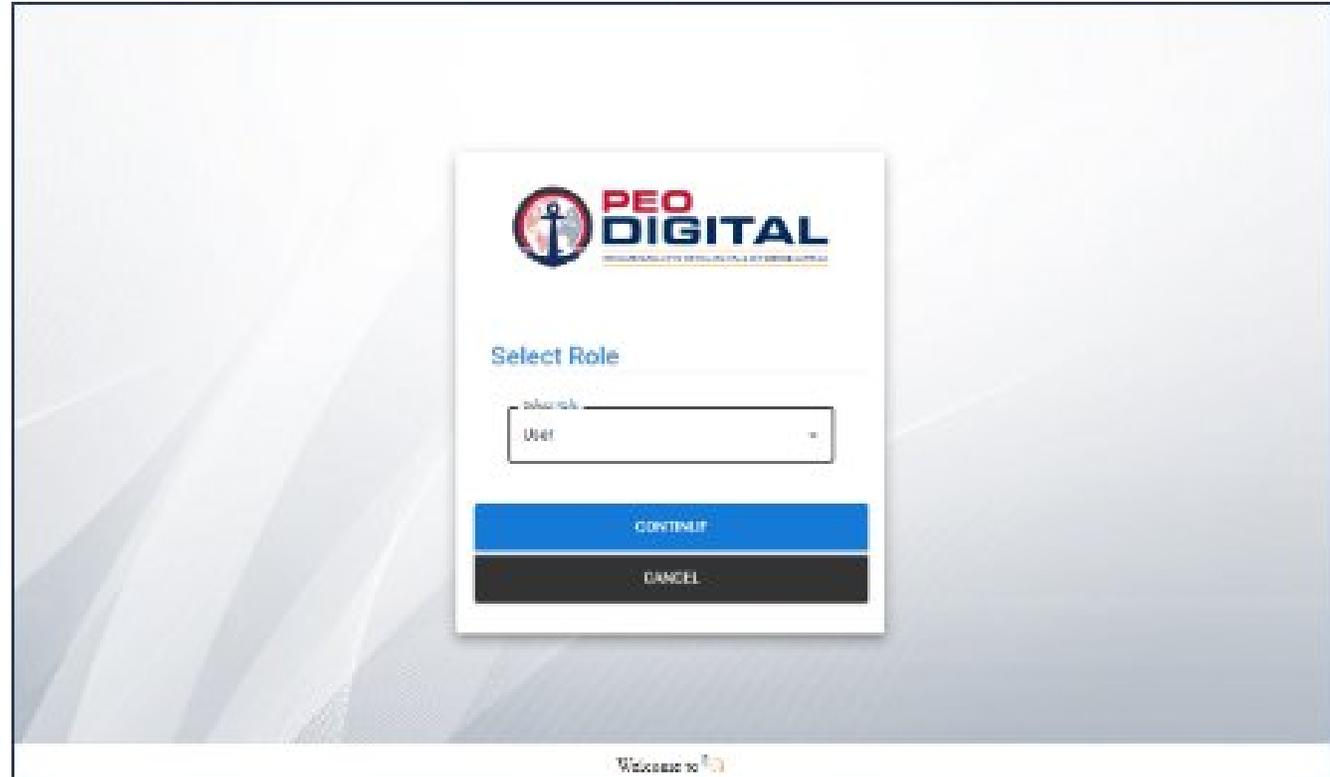


Figure 3: Select Role

Uploading a Document (Cont.)

Then select Upload as shown in figure 4.

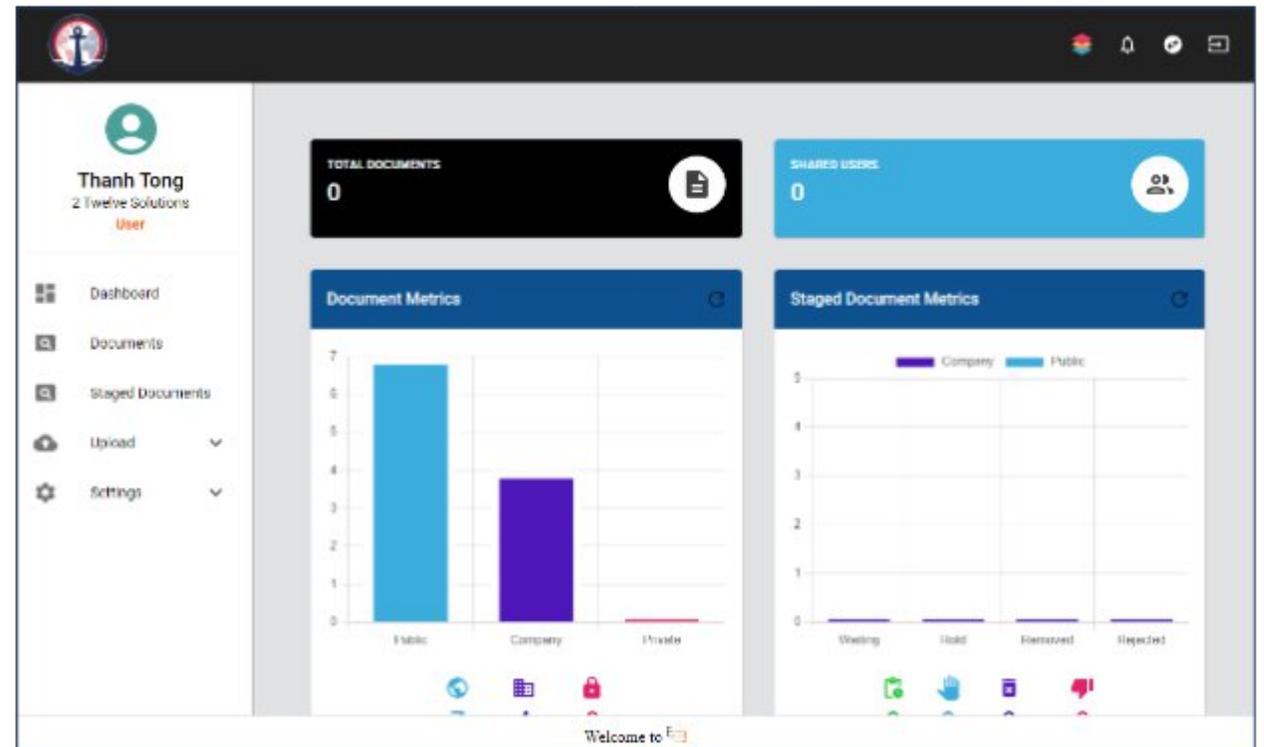


Figure 4: Upload Option

Uploading a Document (Cont.)

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

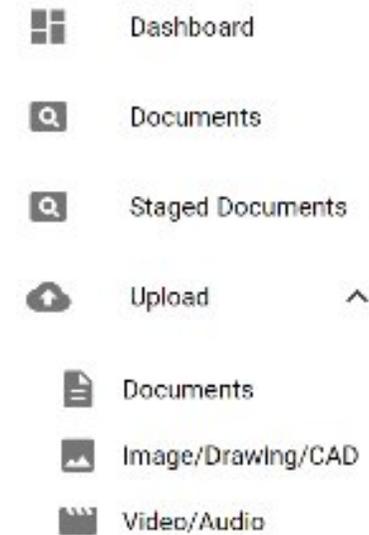


Figure 5: Upload Document, Video/Audio, or Image/Drawing/CAD option

Uploading a Document (Cont.)

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.

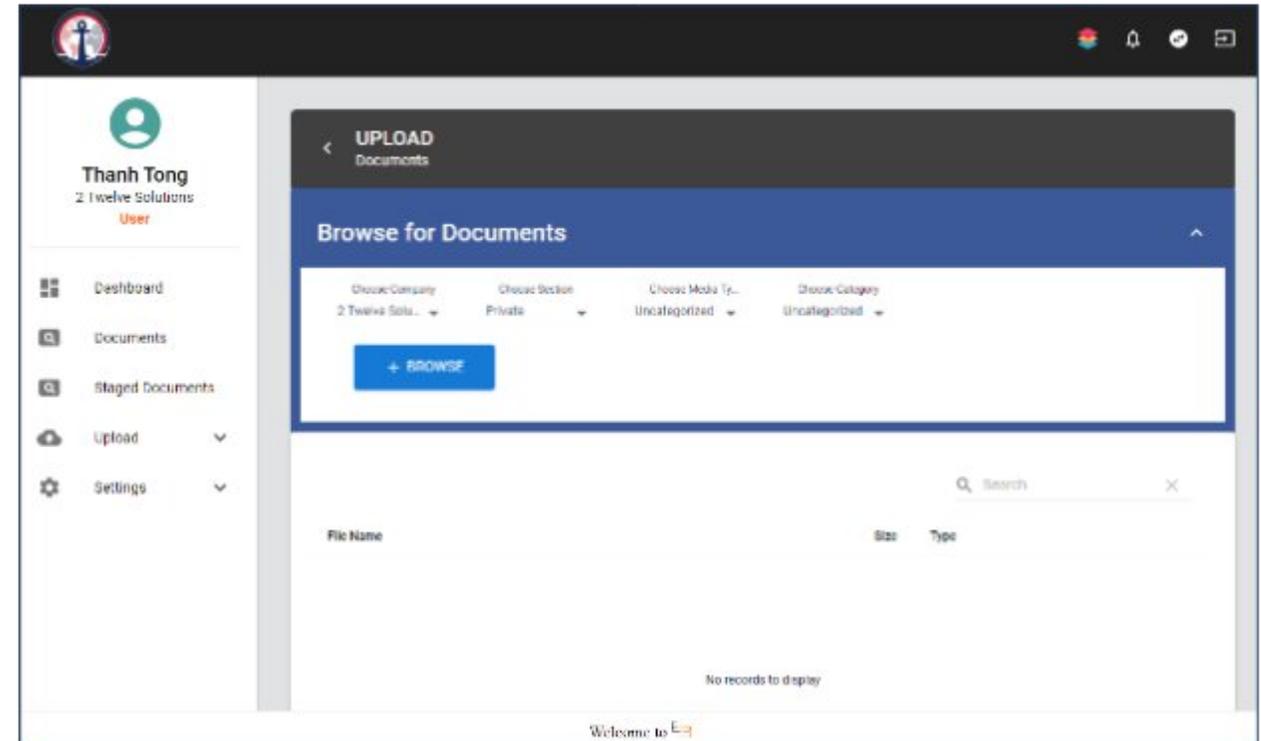


Figure 6: Upload Entry

Uploading a Document (Cont.)

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

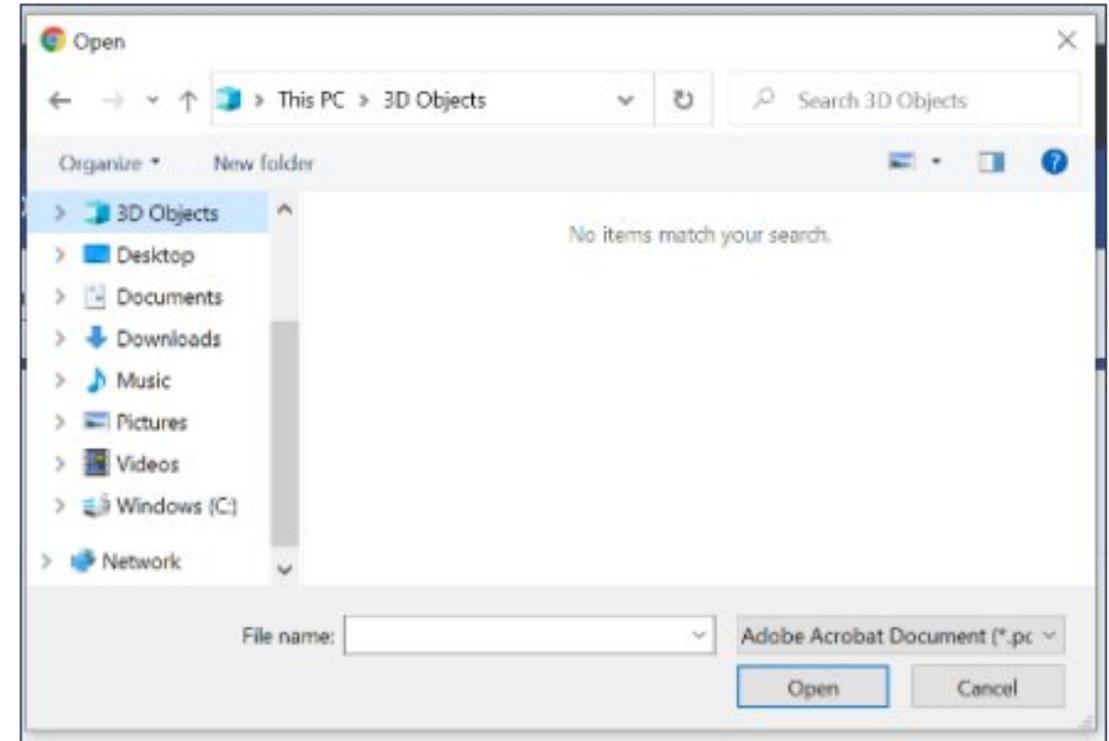


Figure 7: File Upload Window

Uploading a Document (Cont.)

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.

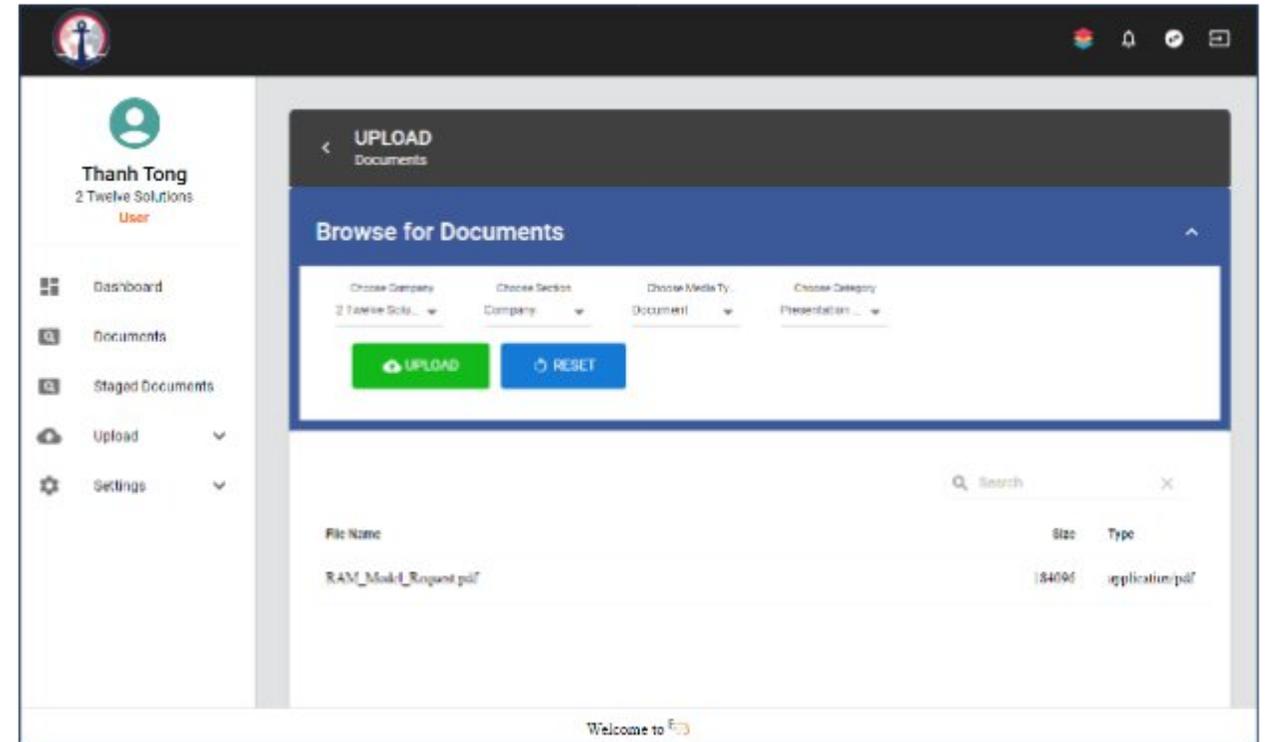
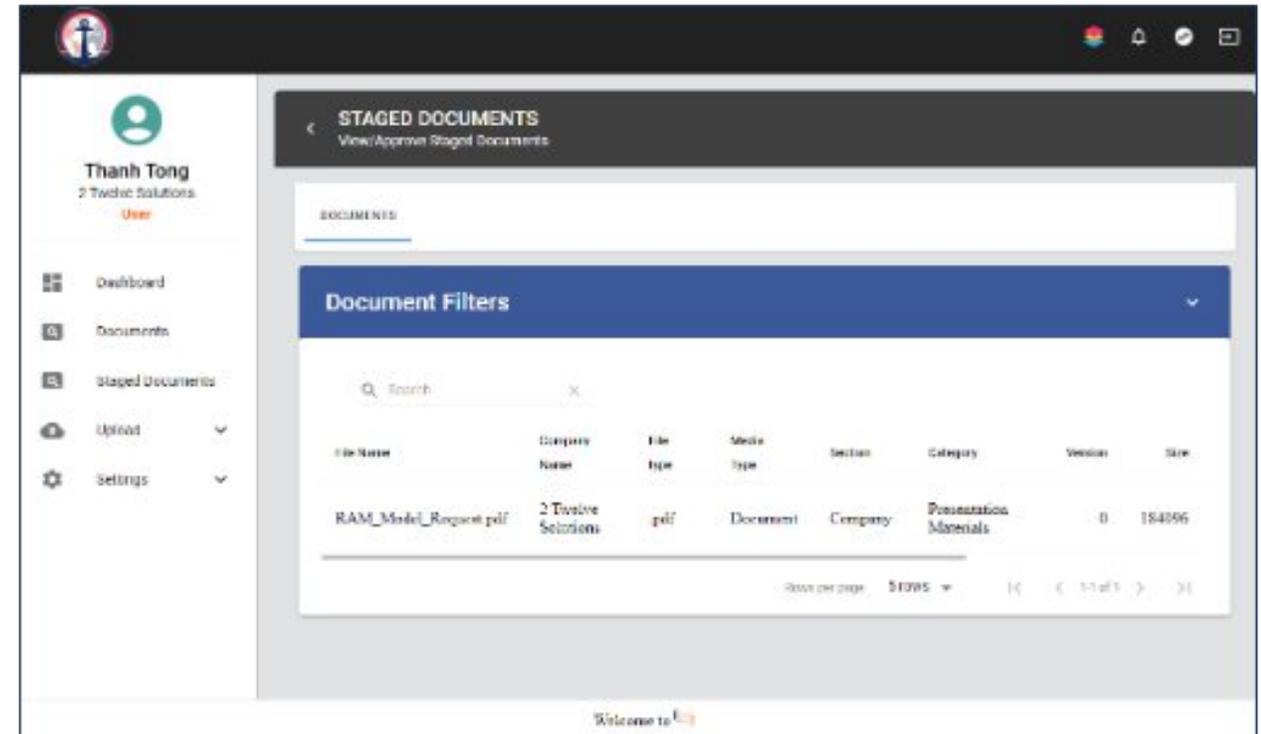


Figure 8: Upload Submit

Uploading a Document (Cont.)

The newly uploaded file will now be present in the “Staging Documents” tab, pending approval before being moved to the Documents category.



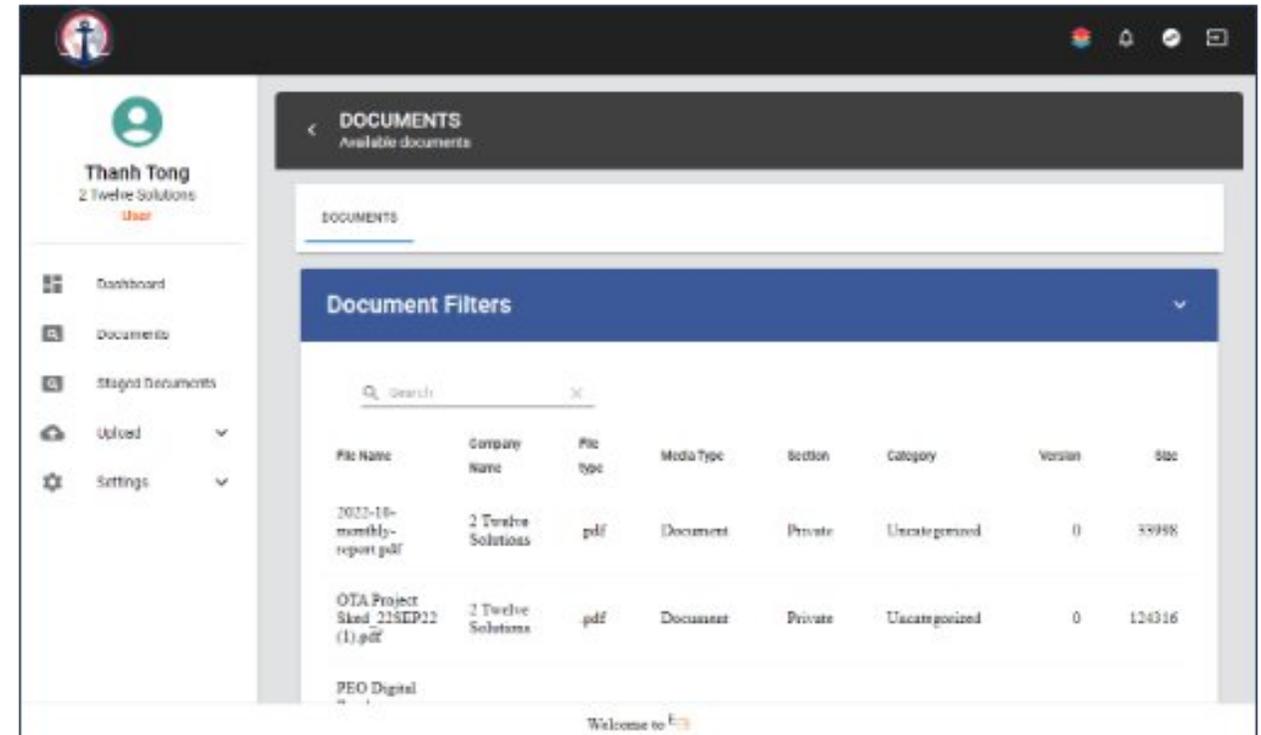
The screenshot displays a web application interface for managing documents. The main heading is "STAGED DOCUMENTS" with a sub-heading "View/Approve Staged Documents". Below this is a "DOCUMENTS" section with a "Document Filters" dropdown menu. A search bar is present with the text "Search" and a clear button "X". A table lists the staged documents with the following columns: File Name, Company Name, File Type, Media Type, Section, Category, Version, and Size. One document is listed: "RAM_Model_Request.pdf" from "2 Twelve Solutions" with a file type of "pdf", media type of "Document", section of "Company", category of "Presentation Materials", version of "0", and size of "184056". At the bottom of the table, there is a pagination control showing "Rows per page: 5 Rows" and navigation arrows. The user profile "Thanh Tong" is visible in the top left, and a "Welcome to" message is at the bottom.

File Name	Company Name	File Type	Media Type	Section	Category	Version	Size
RAM_Model_Request.pdf	2 Twelve Solutions	pdf	Document	Company	Presentation Materials	0	184056

Figure 9: Staged Documents

Uploading a Document (Cont.)

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.



The screenshot displays the 'DOCUMENTS' 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 'DOCUMENTS' header with a sub-header 'Available documents'. Below this is a 'Document Filters' section with a search bar. A table lists the following documents:

File Name	Company Name	File type	Media Type	Section	Category	Version	Size
2022-10-monthly-report.pdf	2 Twelve Solutions	pdf	Document	Private	Uncategorized	0	33948
OTA Project Sled_21SEP22 (1).pdf	2 Twelve Solutions	pdf	Document	Private	Uncategorized	0	124316
PEO Digital							

At the bottom of the interface, there is a 'Welcome to' message.

Figure 10: Documents