



Orchestrated Repository for Enterprise Member User Guide

07/25/2023

Overview

Logging in

Select Role (Landing Page)

ORE User Dashboard

Top Menu

Side Menu

Account Details

Documents

Staged Documents

Upload

Settings (Manage User Settings)

Overview (Cont.)

Adding a Shared User

Shared User (Landing Page)

Your Shared User Display

Actions

Shared User Home Screen Dashboard

Uploading Documents

Viewing Documents

Viewing Shared Documents

Signing Out

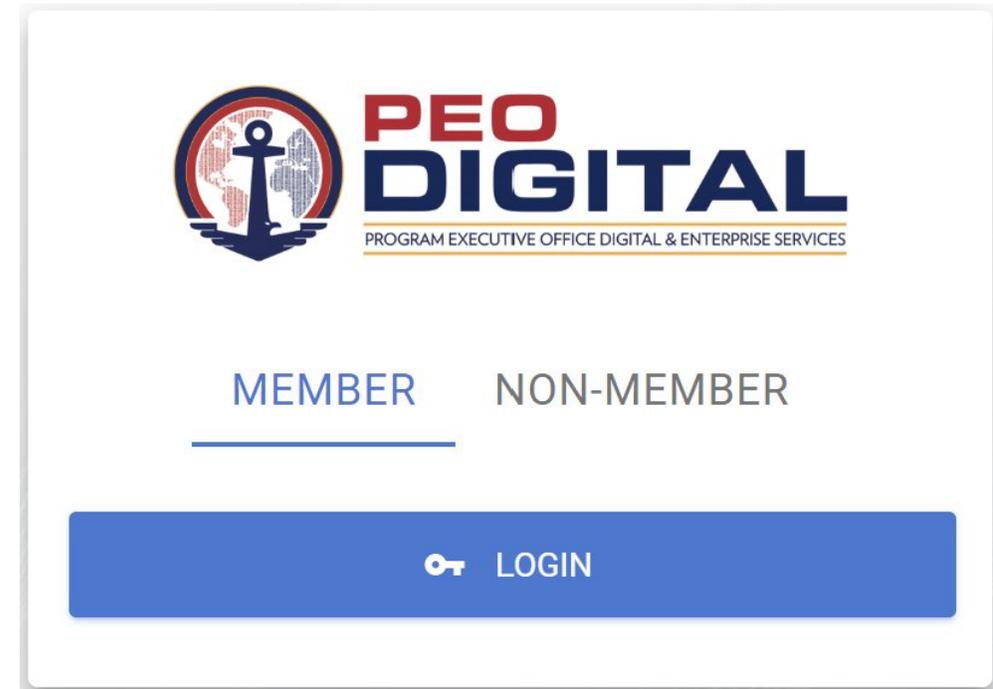
Logging In

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.

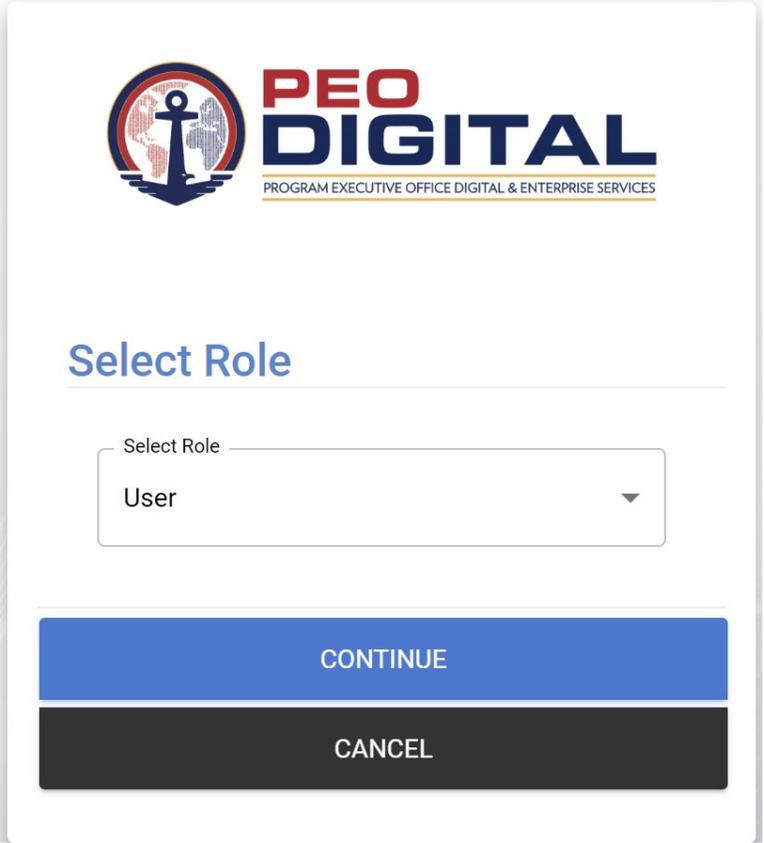
Ensure that the “member” tab is clicked before providing logon information.

Provide email address and password and click “login”.



Select Role (Landing Page)

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



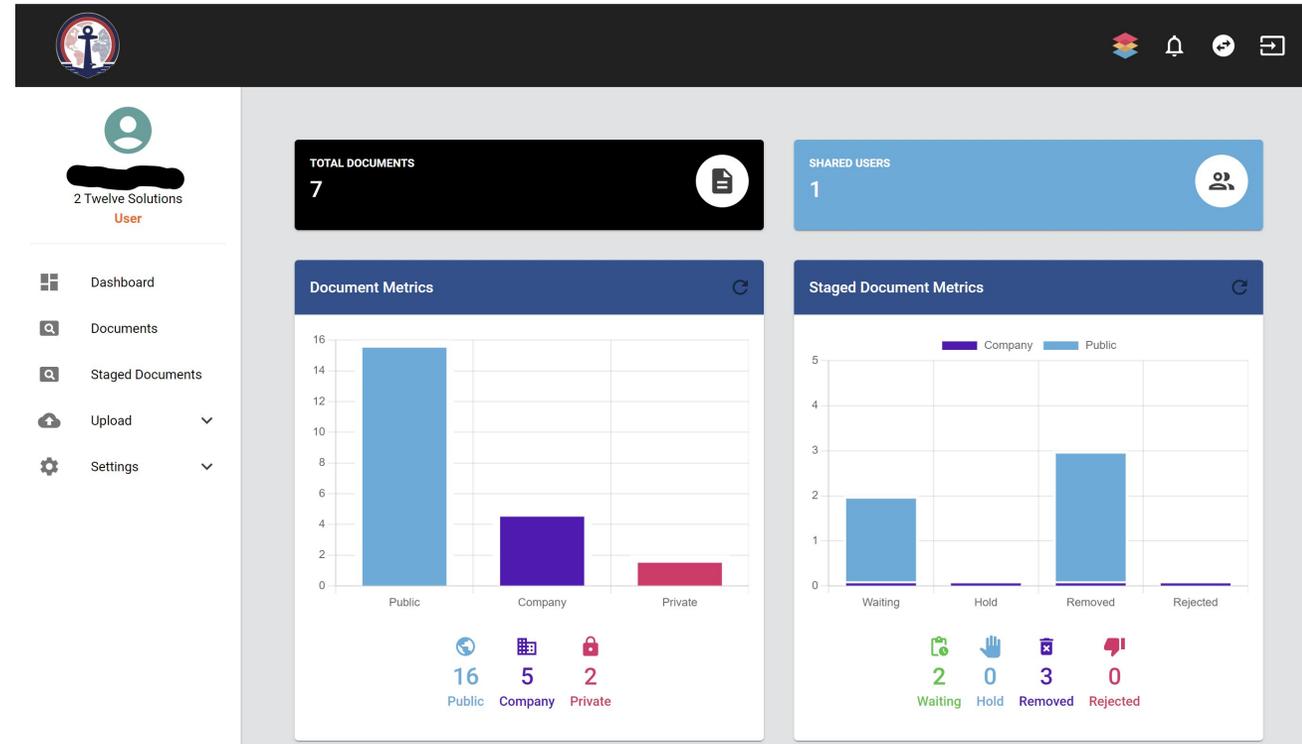
The screenshot shows the PEO Digital landing page. At the top left is the PEO Digital logo, which includes a globe icon with an anchor and the text "PEO DIGITAL" and "PROGRAM EXECUTIVE OFFICE DIGITAL & ENTERPRISE SERVICES". Below the logo is the heading "Select Role". Underneath the heading is a dropdown 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

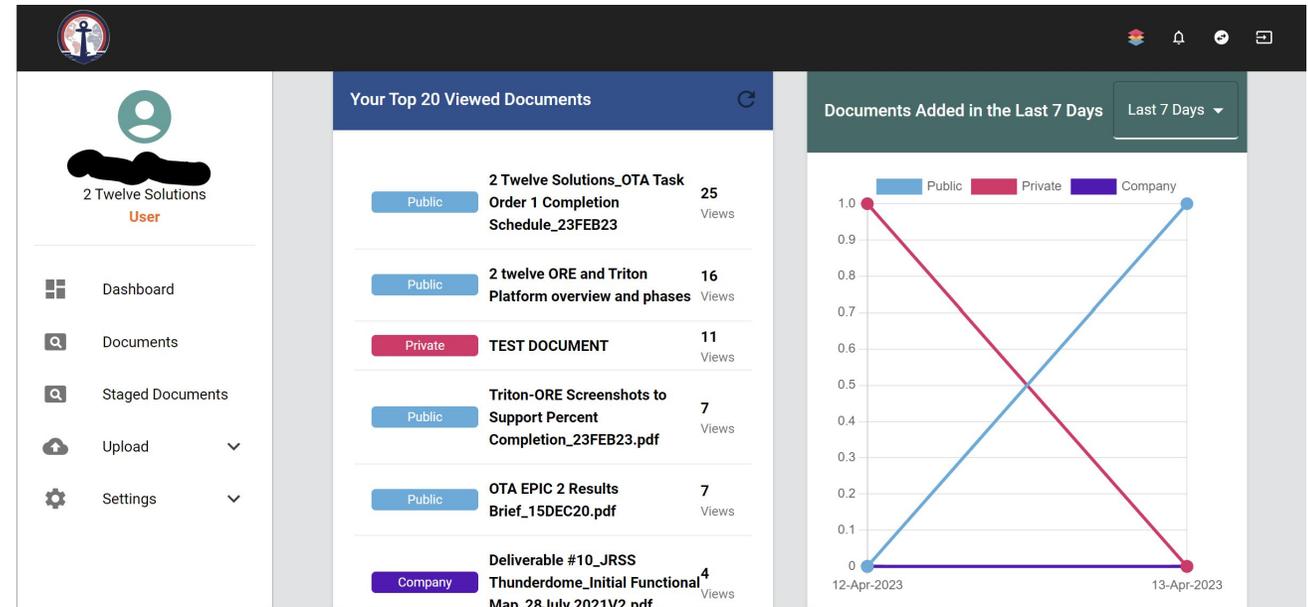


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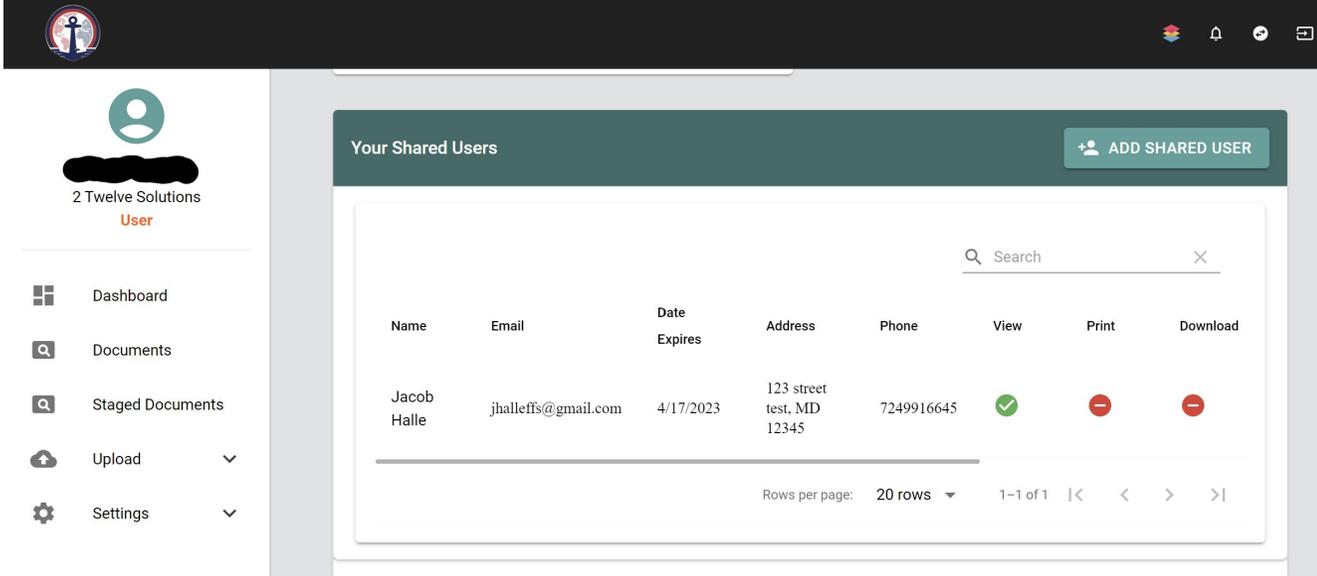


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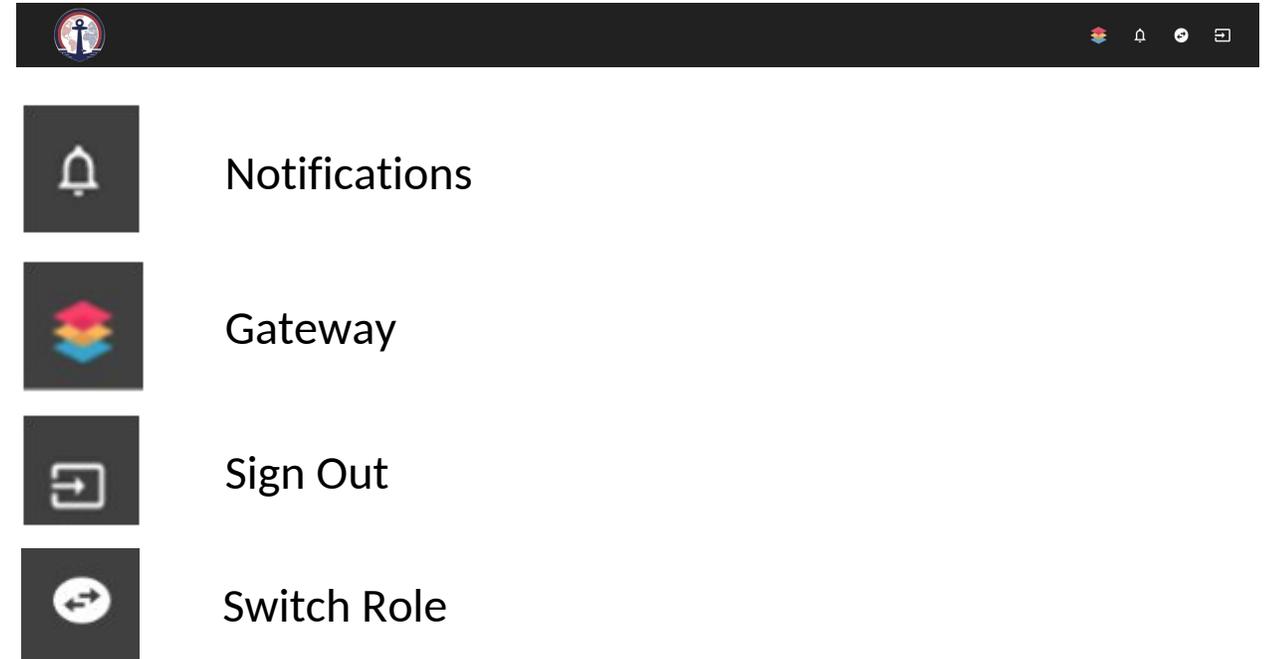
The screenshot displays the ORE User Dashboard interface. On the left is a sidebar menu with the following items: Dashboard, Documents, Staged Documents, Upload, and Settings. The main content area is titled 'Your Shared Users' and includes an 'ADD SHARED USER' button. Below the title is a search bar and a table with the following data:

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

At the bottom of the table, there is a pagination control showing 'Rows per page: 20 rows' and '1-1 of 1'.

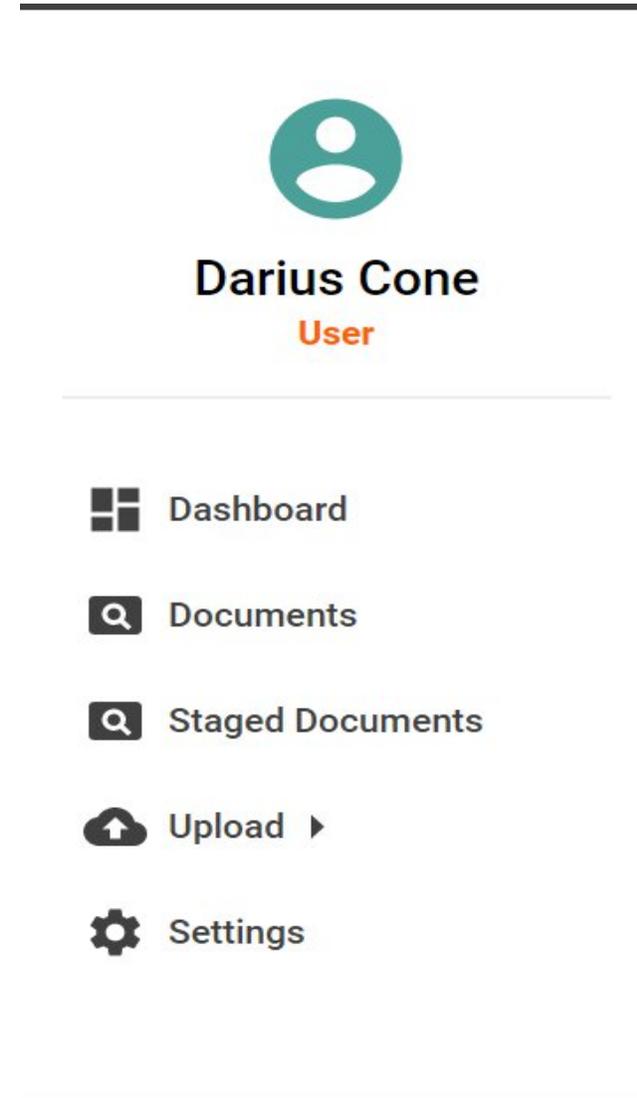
Top Menu

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



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.



ACCOUNT DETAILS
View/Edit Account Details

Darius Cone
User
Arlington, VA

Profile Completeness: 100%

[CHANGE PASSWORD](#)

Profile
Update your profile information

First Name: Last Name:

Email Address: Phone Number:

Street Address:

City: Select State:

Zip:

[SAVE DETAILS](#) [RESET](#)

Documents

The documents landing page provides a view of all uploading documents into the ORE system.

The screenshot displays the 'DOCUMENTS' section of the application. It includes a search bar and a table of documents. The table has the following columns: File Name, File type, Media Type, Section, Category, Version, Size, File Date, and Actions. The data rows are as follows:

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	

Footer information: <https://betamaestro.e3lab.solutions/documents> © 2 Twelve Solutions - Powered by LAB

Staged Documents

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

The screenshot displays the 'STAGED DOCUMENTS' section of a web application. On the left is a sidebar with a user profile for 'Darius Cone' and navigation links for Dashboard, Documents, Staged Documents, Upload, and Settings. The main area has a dark header with a back arrow and the title 'STAGED DOCUMENTS' with a subtitle 'View/Approve Staged Documents'. Below this is a 'DOCUMENTS' section with an 'Apply Filters' button. A search bar is present above a table. The table has columns: File Name, File type, Media Type, Section, Category, Version, Size, File Date, Last Name, and Actions. A pink banner across the table reads 'No Documents to Display!'. At the bottom right of the table area, it shows '0 rows' and pagination controls. The footer of the page includes the URL 'https://betamaestro.e3lab.solutions/documents' and the copyright notice '© 2 Twelve Solutions - Powered by LAB'.

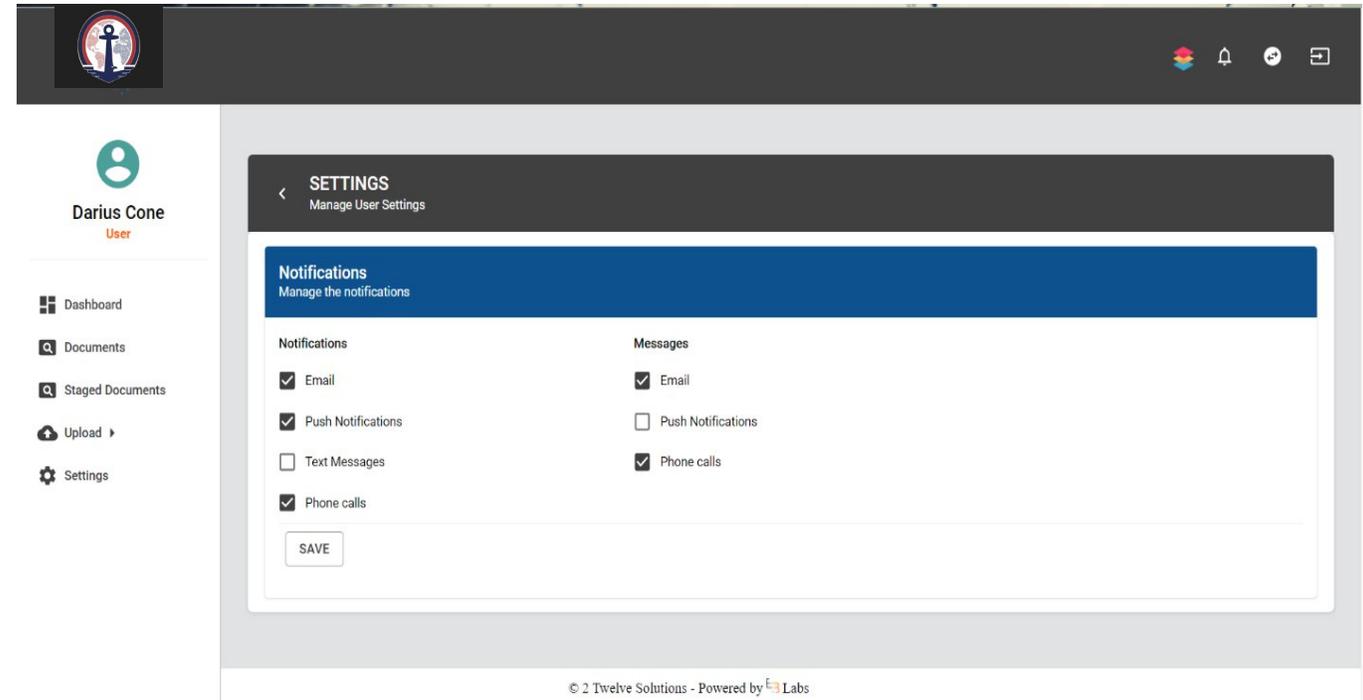
Upload

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

-  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.



The screenshot displays a user interface for managing user settings. The top navigation bar includes a user profile icon, a notification bell, and other utility icons. The main content area is titled 'SETTINGS' and 'Manage User Settings'. It features a sidebar with navigation options: Dashboard, Documents, Staged Documents, Upload, and Settings. The 'Settings' section is active, showing a 'Notifications' section with a 'Manage the notifications' header. Below this, there are two columns of settings: 'Notifications' and 'Messages'. The 'Notifications' column has checkboxes for Email (checked), Push Notifications (checked), Text Messages (unchecked), and Phone calls (checked). The 'Messages' column has checkboxes for Email (checked), Push Notifications (unchecked), and Phone calls (checked). A 'SAVE' button is located at the bottom of the settings area. The footer of the page reads '© 2 Twelve Solutions - Powered by LAB'.

Notifications	Messages
<input checked="" type="checkbox"/> Email	<input checked="" type="checkbox"/> Email
<input checked="" type="checkbox"/> Push Notifications	<input type="checkbox"/> Push Notifications
<input type="checkbox"/> Text Messages	<input checked="" type="checkbox"/> Phone calls
<input checked="" type="checkbox"/> Phone calls	

Adding a Shared User

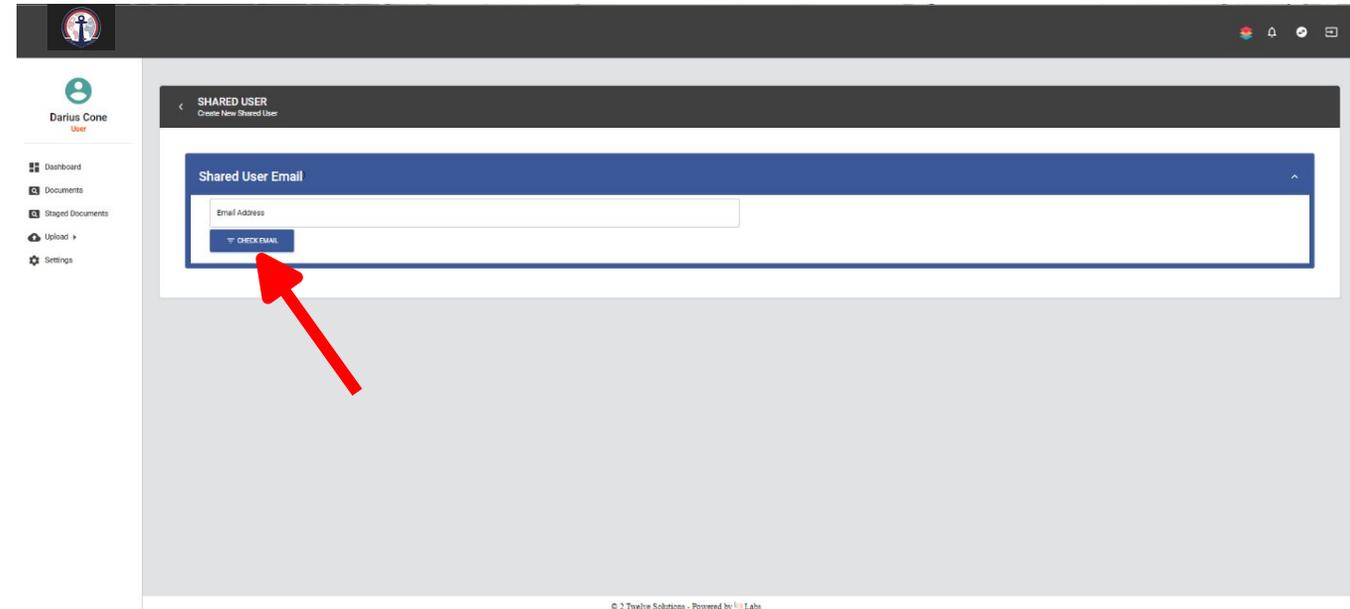
In Your Shared Users section (red box), look for the Add Shared User option shown by the red arrow. Click the Add Shared User option and continue.

The screenshot displays the 2twelve dashboard interface. At the bottom, the 'Your Shared Users' section is highlighted with a red box. Within this section, a table lists existing users, and a red arrow points to the 'ADD SHARED USER' button in the top right corner of the table area.

User	Email	Date Added	Date Expires	Address	Phone	View	Print	Download	Access	Actions
Dariusz Duda	dduda@pml.com	08/26/2021	08/26/2021	124 Marysville Lane Anytown, NE 68101	8888881234	✓	✗	✗	✗	✗
Ted Duda	tedduda@pml.com	08/26/2021	08/27/2021	123 Marysville Lane Anytown, NE 68101	8888881234	✓	✗	✗	✗	✗

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 without populating the email field or a user could enter an email address to populate the email field. Click check email.



Shared User (Landing Page) (Cont.)

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.

SHARED USER
Create New Shared User

Shared User Email

Email Address

Click here to select email

User Details

First Name Last Name

Email Address Phone Number

Email is Required Phone is Required

Address Information

City Select State

City is Required State is Required

Shared Key

Shared Key Confirm Key

Please Enter a shared key Confirm Shared Key is Required

Key Expiration

Disable Key

Number of Days

1

Privileges

Download

Print

View

© 2Twelve Solutions - Powered by LAB

Shared User (Landing Page) (Cont.)

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: jdone04@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:
 does_not_expire
 Number of days: 1

Privileges

Download:
Print:
View:

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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

The screenshot shows a web interface for managing shared users. On the left is a sidebar with navigation options: Dashboard, Documents, Staged Documents, Upload, and Settings. The main content area is titled 'Your Shared Users' and contains a table with the following data:

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	jdcone04@yahoo.com	05/26/2021	05/27/2021	123 Mancock Lane Anywhere, DE 12345	8885551234	✓	✗	✗	✗	🔑 📄

At the bottom of the interface, there is a URL <https://betamaestro.e3lab.solutions/settings> and a copyright notice: © 2 Twelve Solutions - Powered by LAB.

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:



Access Key Change

Please Enter a shared key

Confirm Shared Key is Required

Actions (Cont.)

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



The screenshot shows a user interface for a document management system. At the top, there is a user profile for 'Darius Cone' with a 'User' role. A sidebar on the left contains navigation options: Dashboard, Documents, Staged Documents, Upload, and Settings. The main content area is titled 'DOCUMENTS' and features a 'Document Filters' section with a search bar. Below this is a table listing documents with columns for File Name, File type, Media Type, Section, Category, Version, Size, File Date, and Actions. Each document entry has a green circular icon with a plus sign in the Actions column.

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	

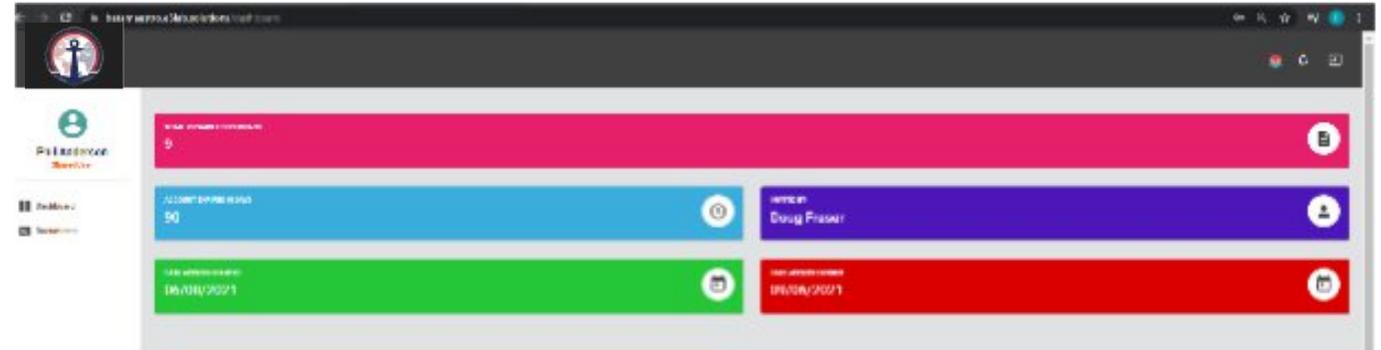
https://betamaestro.e3lab.solutions/documents © 2 Twelve Solutions - Powered by LAB

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 to expand Browse for Documents.

Each field must be completed before a document is uploaded.

The screenshot displays the 2twelve application interface. On the left is a sidebar with a user profile for 'Darius Cone' and a navigation menu including Dashboard, Documents, Staged Documents, Upload, and Settings. The main content area is titled 'UPLOAD Documents' and features a 'Browse for Documents' section. A red box highlights a downward-pointing arrow in the top right corner of the 'Browse for Documents' header, indicating that this menu is expandable. Below the header is a table with columns for 'File Name', 'Size', and 'Type'. The table is currently empty, displaying 'No records to display'. At the bottom right of the table, there is a pagination control showing '5 rows' and '0-0 of 0'.

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Uploading Documents (Cont.)

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 to expand Browse for Documents.

Each field must be completed before a document is uploaded.

The screenshot displays the 'UPLOAD Documents' interface. A red box highlights the 'Browse for Documents' section, which includes the following elements:

- Choose Company: 2 Twelve Solutions
- Choose Section: Private
- Choose Media Type: Unclassified
- Choose Category: Uncategorized
- + BROWSE button

Below the filters, there is a search bar and a table with columns for File Name, Size, and Type. The table currently shows 'No records to display'.

The footer of the page includes the URL <https://betamaestro.e3lab.solutions/documents/staged> and the copyright notice © 2 Twelve Solutions - Powered by LAB.

Uploading Documents (Cont.)

Provide the information for each category then click Browse.

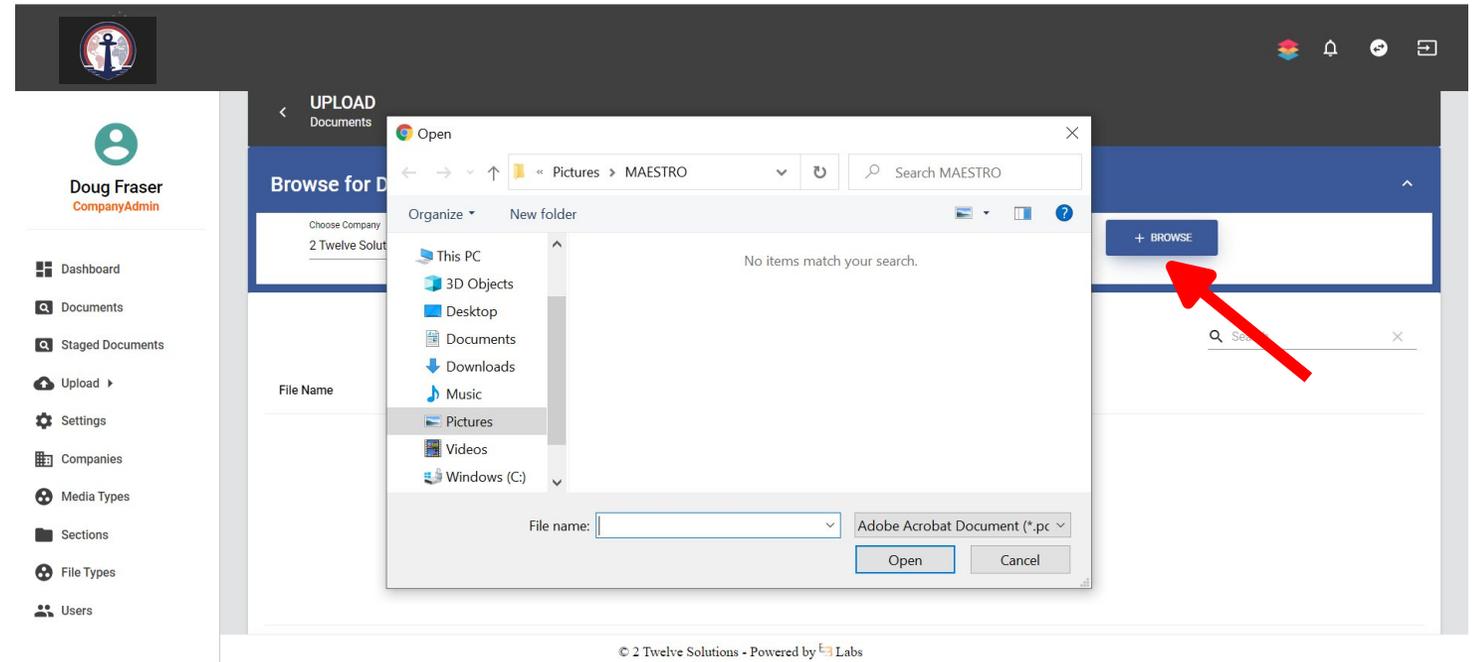
The image shows a sequence of four screenshots of the 'Browse for Documents' form, illustrating the step-by-step selection process:

- Step 1:** The 'Choose Company' dropdown is open, showing '2 Twelve Solutions' as the selected option.
- Step 2:** The 'Choose Section' dropdown is open, showing 'Private' as the selected option.
- Step 3:** The 'Choose Media Type' dropdown is open, showing 'Unclassified' as the selected option.
- Step 4:** The 'Choose Category' dropdown is open, showing 'Uncategorized' as the selected option.

Below the dropdowns, the form includes a 'File Name' input field.

Uploading Documents (Cont.)

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.

The screenshot displays the 'STAGED DOCUMENTS' section of a web application. On the left, a sidebar menu lists 'Dashboard', 'Documents', 'Staged Documents', 'Upload', and 'Settings'. The main area shows a table with the following headers: File Name, File type, Media Type, Section, Category, Version, Size, File Date, Last Name, and Actions. A pink banner across the table reads 'No Documents to Display!'. The footer contains the URL <https://betamaestro.e3lab.solutions/documents> and the text '© 2 Twelve Solutions - Powered by LAB'.

Staged Documents Menu

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

The screenshot shows a web application interface for 'Staged Documents'. On the left is a sidebar with a user profile for 'Darius Cone' and navigation links: Dashboard, Documents, Staged Documents, Upload, and Settings. The main area is titled 'DOCUMENTS' and 'Document Filters'. It features a search bar and a table of documents.

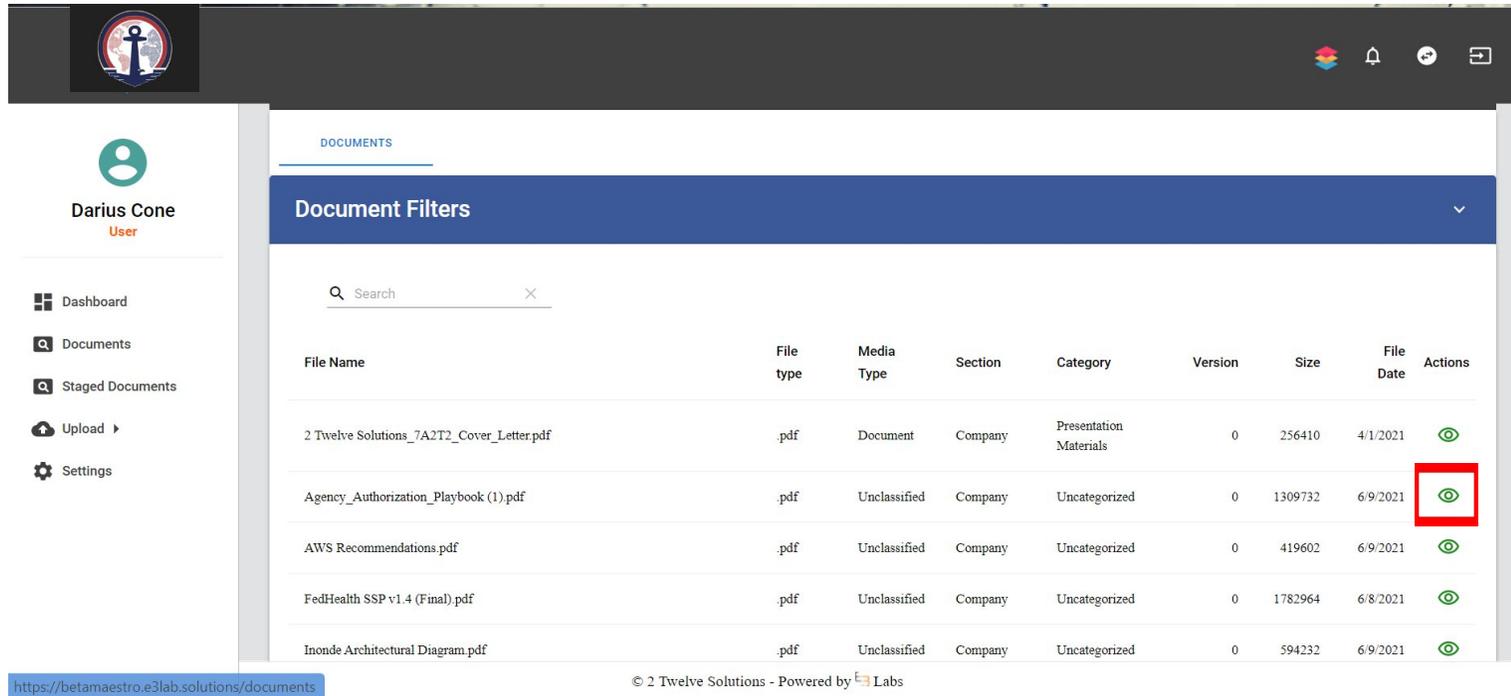
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Inonde Architectural Diagram.pdf	.pdf	Unclassified	Company	Uncategorized	0	594232	6/9/2021	

Footer: <https://betamaestro.e3lab.solutions/documents> © 2 Twelve Solutions - Powered by LAB

Viewing Documents

To view specific document, click on the eye icon to the left of the document. For example, to read “Agency_Authentication_Playbook,” click on the highlighted icon in the diagram:

This will launch the document reader view.



The screenshot displays a web application interface for document management. On the left is a sidebar with a user profile for Darius Cone and navigation options: Dashboard, Documents, Staged Documents, Upload, and Settings. The main content area is titled 'DOCUMENTS' and features a 'Document Filters' section with a search bar. Below this is a table listing documents with columns for File Name, File type, Media Type, Section, Category, Version, Size, File Date, and Actions. The 'Agency_Authorization_Playbook (1).pdf' document is highlighted, and its eye icon in the Actions column is circled in red.

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	
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Inonde Architectural Diagram.pdf	.pdf	Unclassified	Company	Uncategorized	0	594232	6/9/2021	

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

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Viewing Documents (Cont.)

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.

The screenshot displays a web application interface for viewing documents. On the left, a sidebar menu for user 'Darius Cone' includes options for Dashboard, Documents, Staged Documents, Upload, and Settings. The main content area is titled 'DOCUMENTS TO SHARE' and shows a list of documents with a red box highlighting an 'X' icon and the document name 'AGENCY_AUTHORIZATION_PLAYBOOK (1).PDF'. The document viewer displays a PDF titled 'FedRAMP AGENCY AUTHORIZATION PLAYBOOK' with a 'NEXT PAGE' button. At the bottom, a navigation bar contains 'PREV PAGE', 'NEXT PAGE', 'Page 1 of 21', and a 'SHARE' button, all highlighted with a red box. The footer includes the copyright notice '© 2 Twelve Solutions - Powered by LAB'.

Viewing Shared Documents

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

The screenshot shows a user interface for a document management system. On the left, there is a sidebar with a user profile for 'Darius Cone' and a navigation menu including 'Dashboard', 'Documents', 'Staged Documents', 'Upload', and 'Settings'. The main area displays a table of documents with columns for File Name, File type, Media Type, Section, Category, Version, Size, File Date, and Actions. The 'Agency_Authorization_Playbook (1).pdf' row has a red eye icon in the Actions column, which is highlighted with a red box. Other rows have green eye icons. The footer of the interface reads '© 2 Twelve Solutions - Powered by LAB Labs'.

File Name	File type	Media Type	Section	Category	Version	Size	File Date	Actions
2 Twelve Solutions_TA2T2_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	
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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	
l29.pdf	.pdf	Unclassified	Company	Uncategorized	0	4522024	5/18/2021	

Viewing Shared Documents

Also note the remove share option (in red) if a document is no longer to be shared.

The screenshot displays a user interface for viewing shared documents. On the left, a sidebar shows the user profile 'Darius Cone' and navigation options: Dashboard, Documents, Staged Documents, Upload, and Settings. The main content area is titled 'DOCUMENTS TO SHARE' and lists a document 'AGENCY_AUTHORIZATION_PLAYBOOK (1).PDF'. The document preview shows a cover page with the FedRAMP logo and the text 'AGENCY AUTHORIZATION PLAYBOOK'. At the bottom of the preview, there is a 'NEXT PAGE' button. A red box highlights the footer area, which contains navigation controls: 'PREV PAGE', 'NEXT PAGE', 'Page 1 of 21', and a red 'REMOVE SHARE' button. The footer also includes the text '© 2 Twelve Solutions - Powered by LAB'.

Signing Out

Remember to sign out at the end of every session.

