



Orchestrated Repository for Enterprise Shared User Creation Guide

07/25/2023

Overview

Logging in

Select Role (Landing Page)

ORE User Dashboard

Shared User (Landing Page)

Documents (Landing Page)

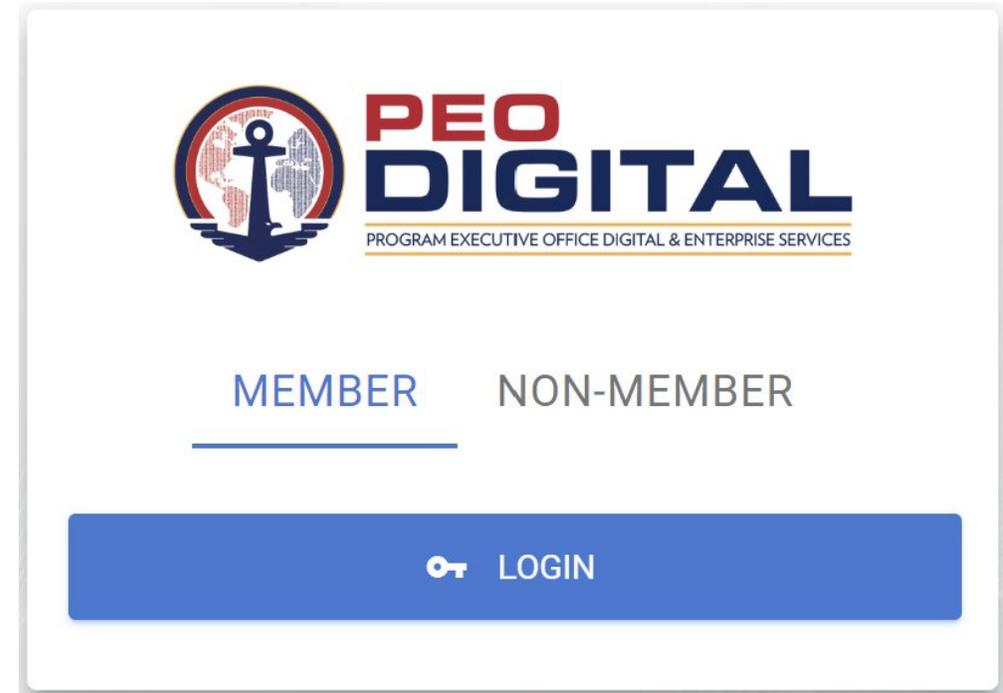
Logging In

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 login information.

Provide email address and password and click “login”.



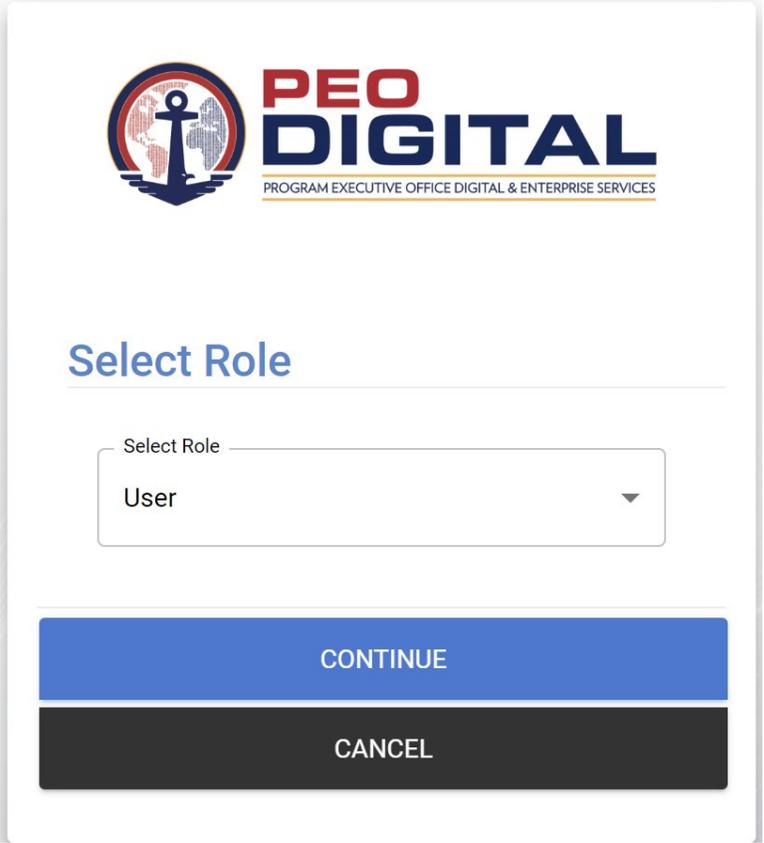
 **PEO
DIGITAL**
PROGRAM EXECUTIVE OFFICE DIGITAL & ENTERPRISE SERVICES

MEMBER NON-MEMBER

 LOGIN

Select Role (Landing Page)

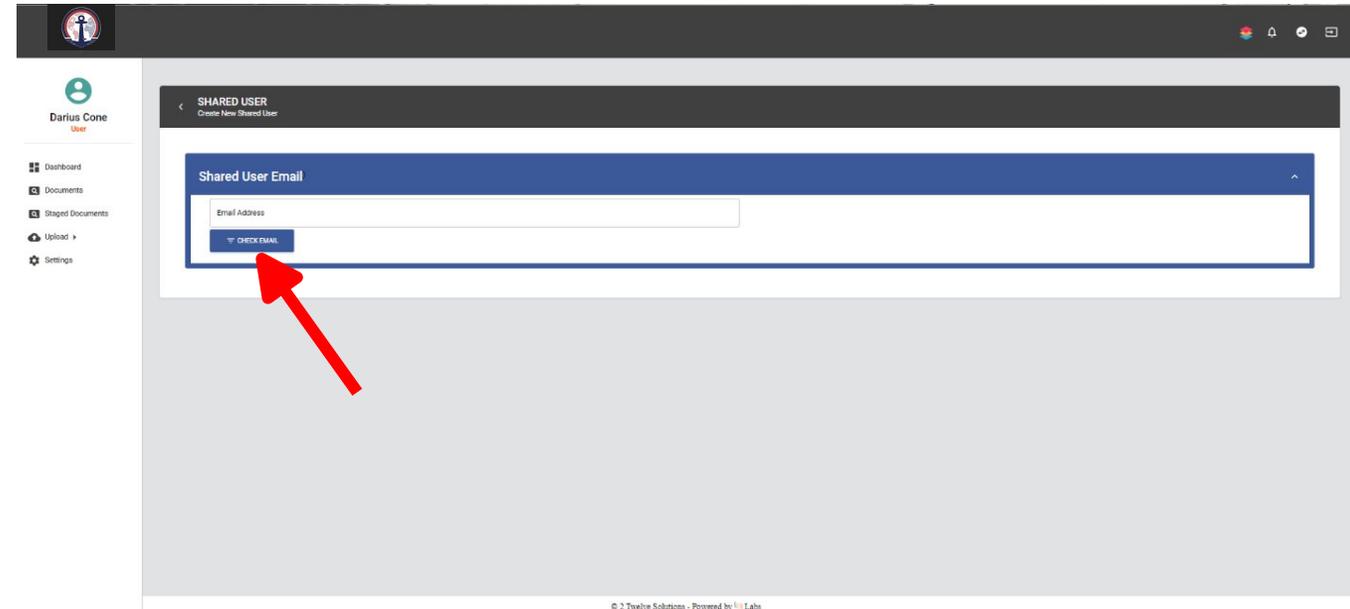
After logging in, you will be presented with the Select Role landing page. Select User then click continue:



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" in red and blue, with "PROGRAM EXECUTIVE OFFICE DIGITAL & ENTERPRISE SERVICES" in smaller text below. The main heading is "Select Role". Below this is a dropdown menu labeled "Select Role" with "User" selected. At the bottom, there are two buttons: a blue "CONTINUE" button and a black "CANCEL" button.

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 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 below.

The screenshot displays the 'SHARED USER' creation interface. The form is organized into several sections:

- Shared User Email:** Contains a highlighted 'Email Address' field with a 'Cancel Email' button below it.
- User Details:** Contains highlighted fields for 'First Name', 'Last Name', 'Email Address', and 'Phone Number'. Red error messages 'Email is Required' and 'Phone is Required' are visible below the respective fields.
- Address Information:** Contains highlighted fields for 'Street Address', 'City', and 'State'. Red error messages 'Street Address is Required' and 'City is Required' are visible below the respective fields.
- Shared Key:** Contains highlighted fields for 'Shared Key' and 'Confirm Key'. Red error messages 'Please Enter a Shared Key' and 'Confirm Shared Key is Required' are visible below the respective fields.
- Key Expiration:** Features a radio button for 'Disable Key Expiration' and a 'Number of Days' field with a value of '1'.
- Privileges:** Includes toggle switches for 'Download', 'Print', and 'View'. The 'View' toggle is currently turned on.

The sidebar on the left shows the user profile 'Darius Cone' and navigation options: Dashboard, Documents, Staged Documents, Upload, and Settings. The footer of the page reads '© 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: [text field]
Confirm Key: [text field]

Key Expiration

does_not_expire
 Number of days: 1

Privileges

Download:
Print:
View:

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CREATE **RESET**

Shared User (Landing Page) (Cont.)

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 displays the 'Your Shared Users' section of a web application. The page features a sidebar with navigation options: Dashboard, Documents, Staged Documents, Upload, and Settings. The main content area shows a table of shared users. The 'Your Shared Users' header is highlighted with a red box. The table contains two rows of data, with the second row highlighted in yellow.

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	✓	✗	✗	✗	🔑 📄

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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 the 'DOCUMENTS' landing page for user 'Darius Cone'. The page features a sidebar with navigation options: Dashboard, Documents, Staged Documents, Upload, and Settings. The main content area displays a 'Document Filters' section with a search bar and a table of documents. The table columns are File Name, File type, Media Type, Section, Category, Version, Size, File Date, and Actions. The table lists five documents, all with a file type of '.pdf' and a version of '0'. The 'Actions' column for each document contains an eye icon, indicating that the user can view the documents but does not have access to them.

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

Documents (Landing Page)(Cont.)

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

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	1759869	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	