



Orchestrated Repository for Enterprise Shared User Guide

07/25/2023

Overview

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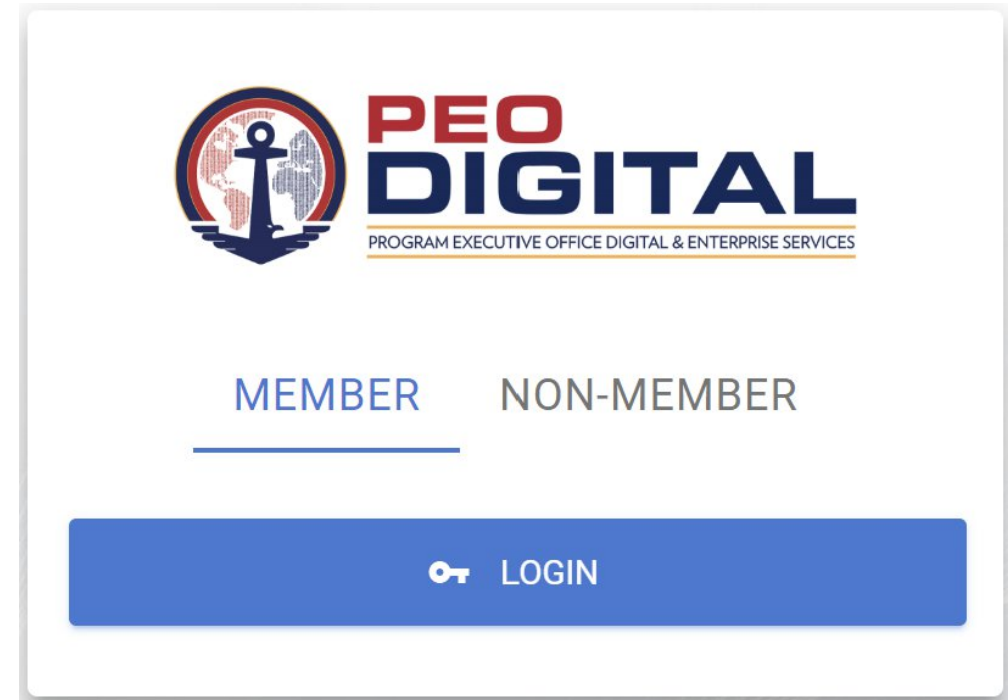
Logging In

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 login information.

Provide email address and password and click “login”.



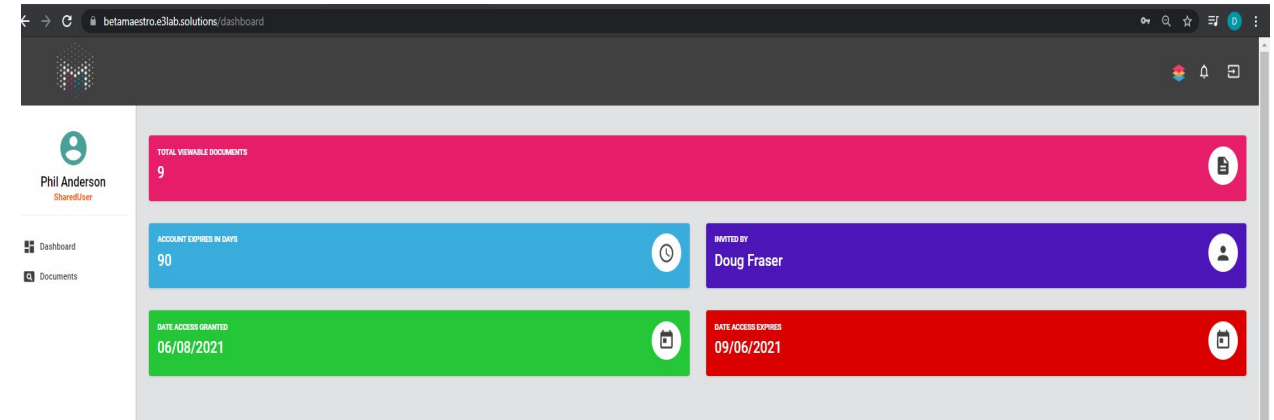
The login form features the PEO Digital logo at the top, which includes a circular emblem with an anchor and a globe, and the text "PEO DIGITAL" with "PROGRAM EXECUTIVE OFFICE DIGITAL & ENTERPRISE SERVICES" below it. Below the logo are two tabs: "MEMBER" (which is selected and underlined) and "NON-MEMBER". At the bottom is a large blue button with a key icon and the text "LOGIN".

Home Screen (Dashboard)

Upon successful log on, the shared user will be transported to the Dashboard.

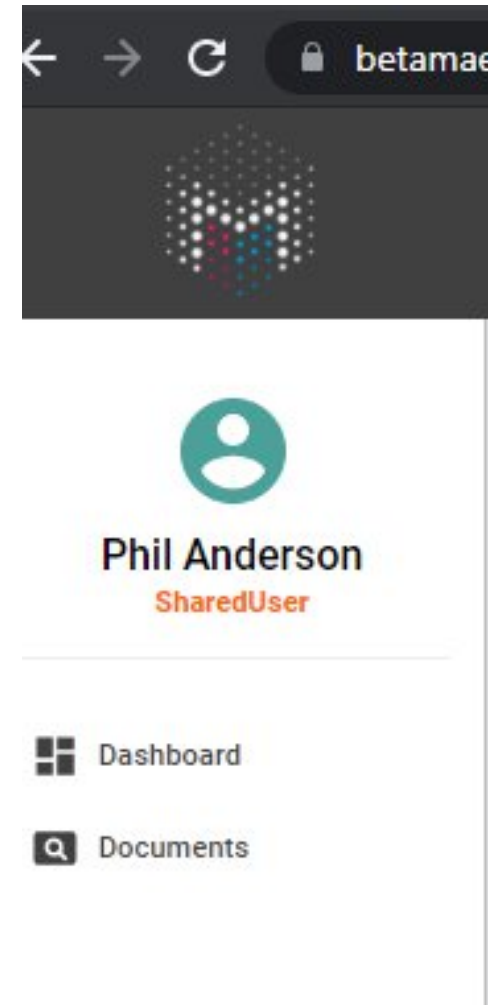
The shared user dashboard displays the key information available, including:

- total viewable documents
- ORE user who invited the shared user
- Account expiration
- Access granted and expiration dates



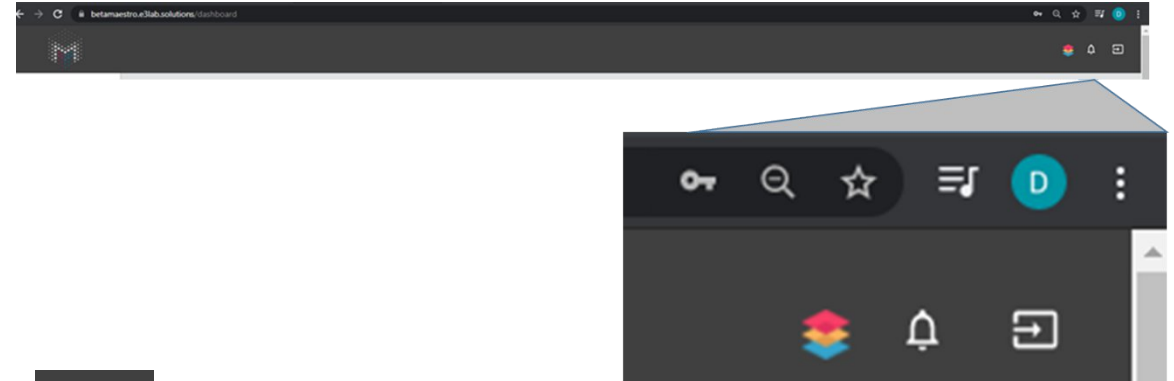
Side Menu

The Side menu offers all of the main pages available to the user. As a shared user, the Dashboard and the Document list are the only options.



Top Menu

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



Notifications



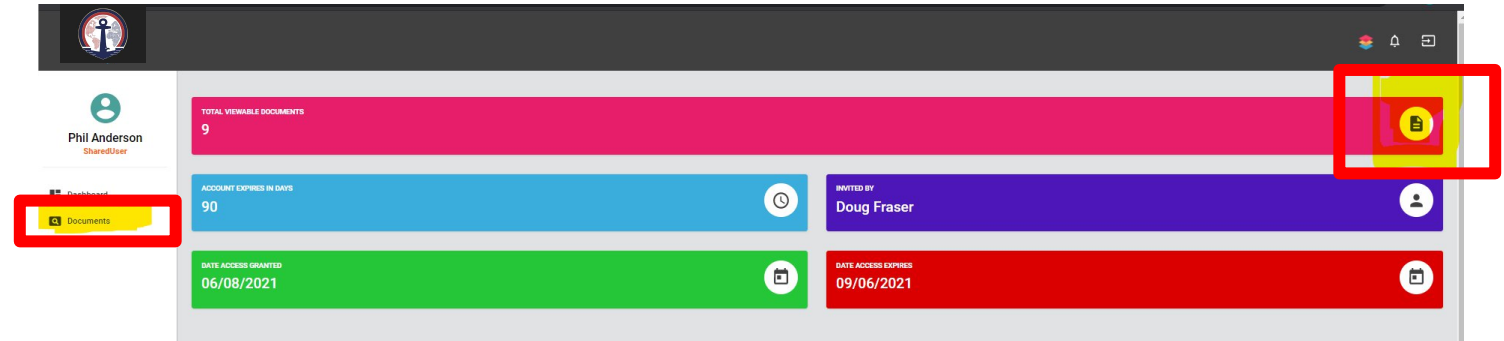
Integrated Applications Gateway



Sign out

Reading Documents

In order to read all documentation shared with the user, first click on the “documents” tab on the left menu or on the far right icon in the “Total Viewable Documents” bar:



Once clicked, the documents page listing the documents will appear.

Reading Documents (Cont.)

To view specific document, click on the eye icon to the left of the document. For example, to read “AWS Recommendations,” click on the highlighted icon below.

This will launch the document reader view:

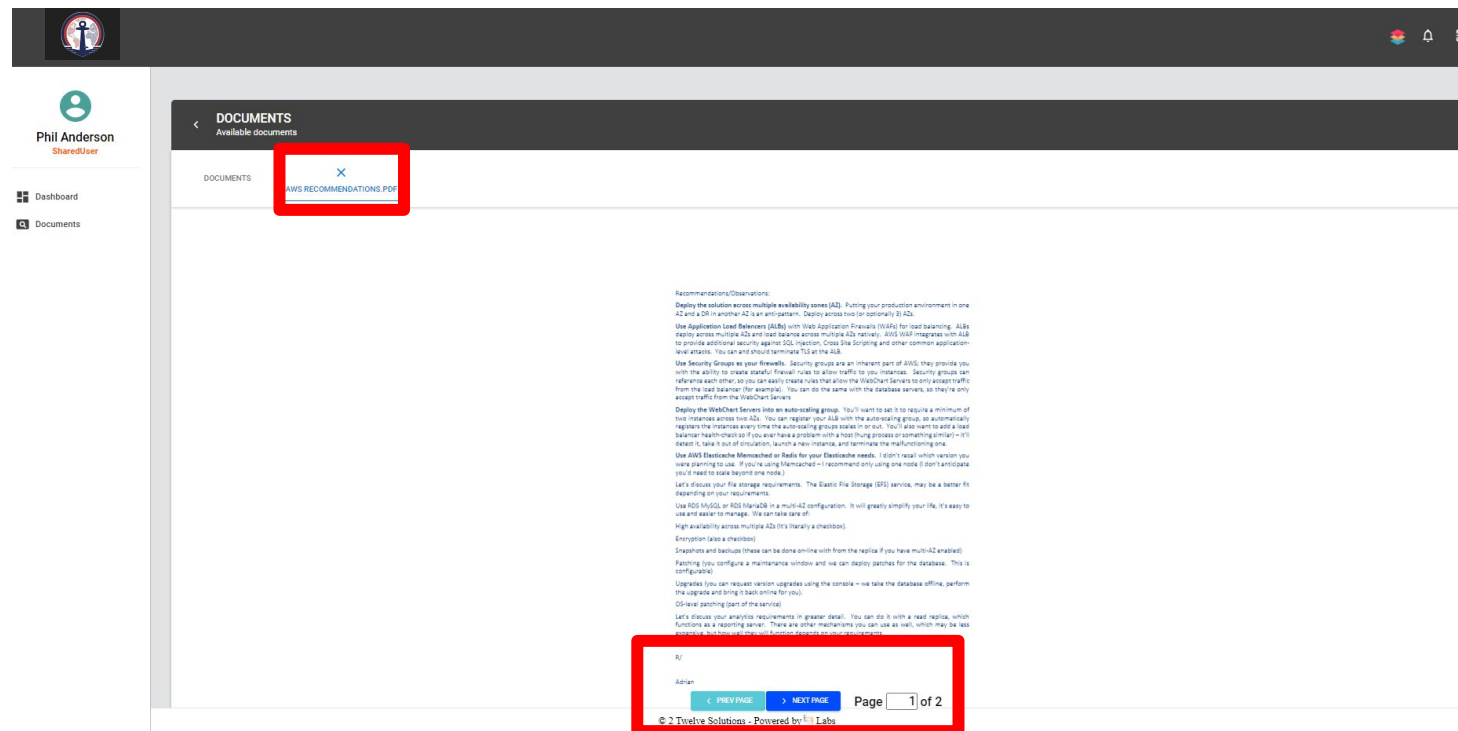
The screenshot shows the 2twelve Documents interface. On the left, a sidebar displays the user profile 'Phil Anderson SharedUser' and navigation links for 'Dashboard' and 'Documents'. The main area is titled 'DOCUMENTS Available documents' and features a 'Document Filters' section with a search bar. Below this is a table listing documents. The document 'AWS Recommendations.pdf' 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	Shared by	Actions
Agency_Authorization_Playbook (1).pdf	pdf	Unclassified	Company	Uncategorized	0	1309732	6/9/2021	Doug Fraser	
AWS Recommendations.pdf	pdf	Unclassified	Company	Uncategorized	0	419602	6/9/2021	Doug Fraser	
FedHealth SSP v1.4 (Final).pdf	pdf	Unclassified	Company	Uncategorized	0	1782964	6/8/2021	Doug Fraser	
Inonde Architectural Diagram.pdf	pdf	Unclassified	Company	Uncategorized	0	594232	6/9/2021	Doug Fraser	
PSC FOH FedHealth ATO Extension Request Memo (Enterprise Health EH ATO) SIGNED v1.7 01172020.pdf	pdf	Unclassified	Company	Uncategorized	0	1134086	6/9/2021	Doug Fraser	
USSS EHR Contract.pdf	pdf	Unclassified	Company	Uncategorized	0	120859	6/9/2021	Doug Fraser	
USSS EHR IRP - Incident Response Plan EHR Draft.pdf	pdf	Unclassified	Company	Uncategorized	0	790471	6/9/2021	Doug Fraser	
USSS EHR SSP - System Security Plan Draft by EHR.pdf	pdf	Unclassified	Company	Uncategorized	0	1217860	6/9/2021	Doug Fraser	
USSS EHR.pdf	pdf	Unclassified	Company	Uncategorized	0	190768	6/9/2021	Doug Fraser	

Reading Documents (Cont.)

To move to the previous or next page, click on the highlighted tabs at the bottom of the viewer page.

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.



Signing Out

Remember to sign out at the end of every session.

