



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.

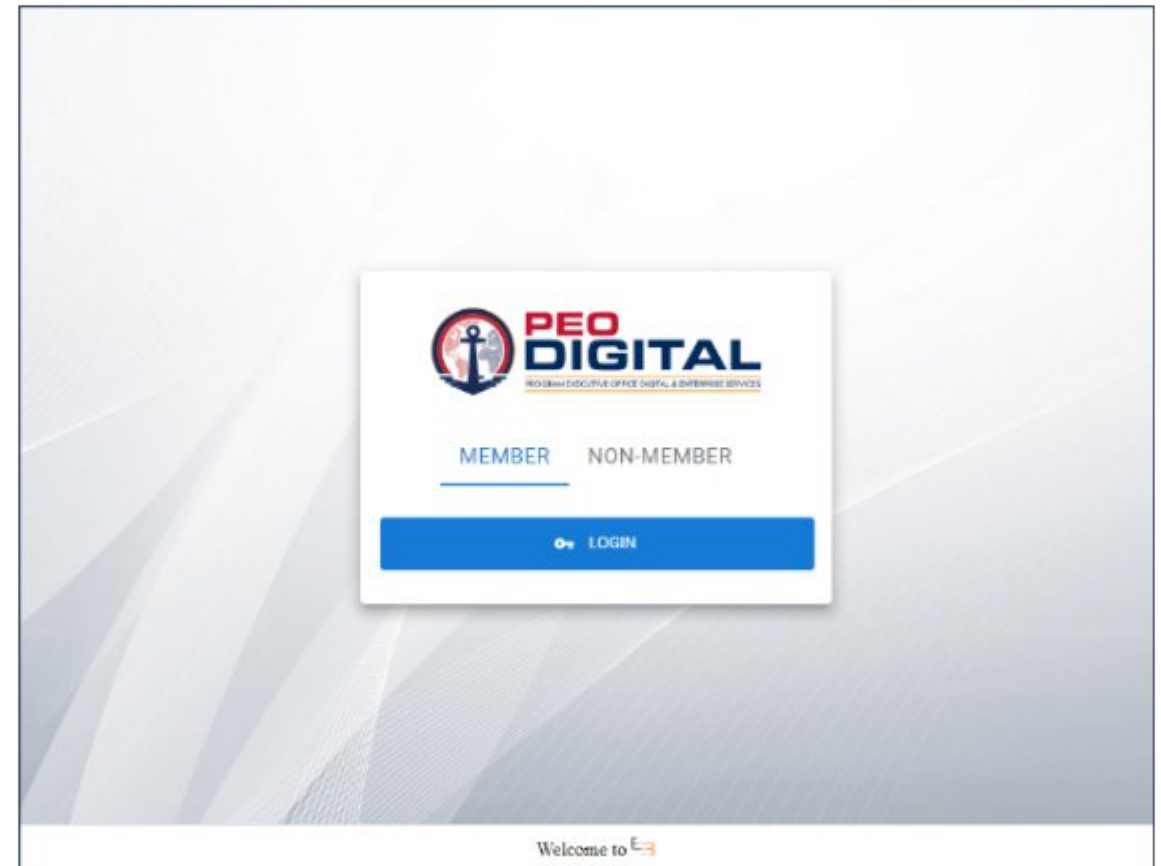


Figure 1: ORE Welcome Screen

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 displays the ORE (Office of Research and Enterprise) login interface. At the top, the logo for PEO DIGITAL is shown, with the text "PROGRAM EXECUTIVE OFFICE DIGITAL & ENTERPRISE SERVICES" underneath. Below the logo, the heading "Sign in to ORE" is centered. The login section is titled "Or Login with username and password" and contains two input fields: "Username or email" and "Password". A blue "Sign In" button is positioned below these fields. To the right of the login fields, there is a block of text regarding system security and a list of terms of use. At the bottom left, there is a link for "New user? Register".

PEO DIGITAL
PROGRAM EXECUTIVE OFFICE DIGITAL & ENTERPRISE SERVICES

Sign in to ORE

Or Login with username and password

Username or email

Password

Sign In

New user? [Register](#)

You are accessing a U.S. Government information system, which includes (1) this computer, (2) this 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.

By using this information system, you understand and consent to the following:

- You have no reasonable expectation of privacy when you use this information system; this includes any communications or data transmitted, stored in, 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 being stored in, originated from or directed to or from this information system.
- The government may disclose or use any communications or data transmitted, stored in, originated from or directed to or from this information system for any lawful government purpose.
- 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:

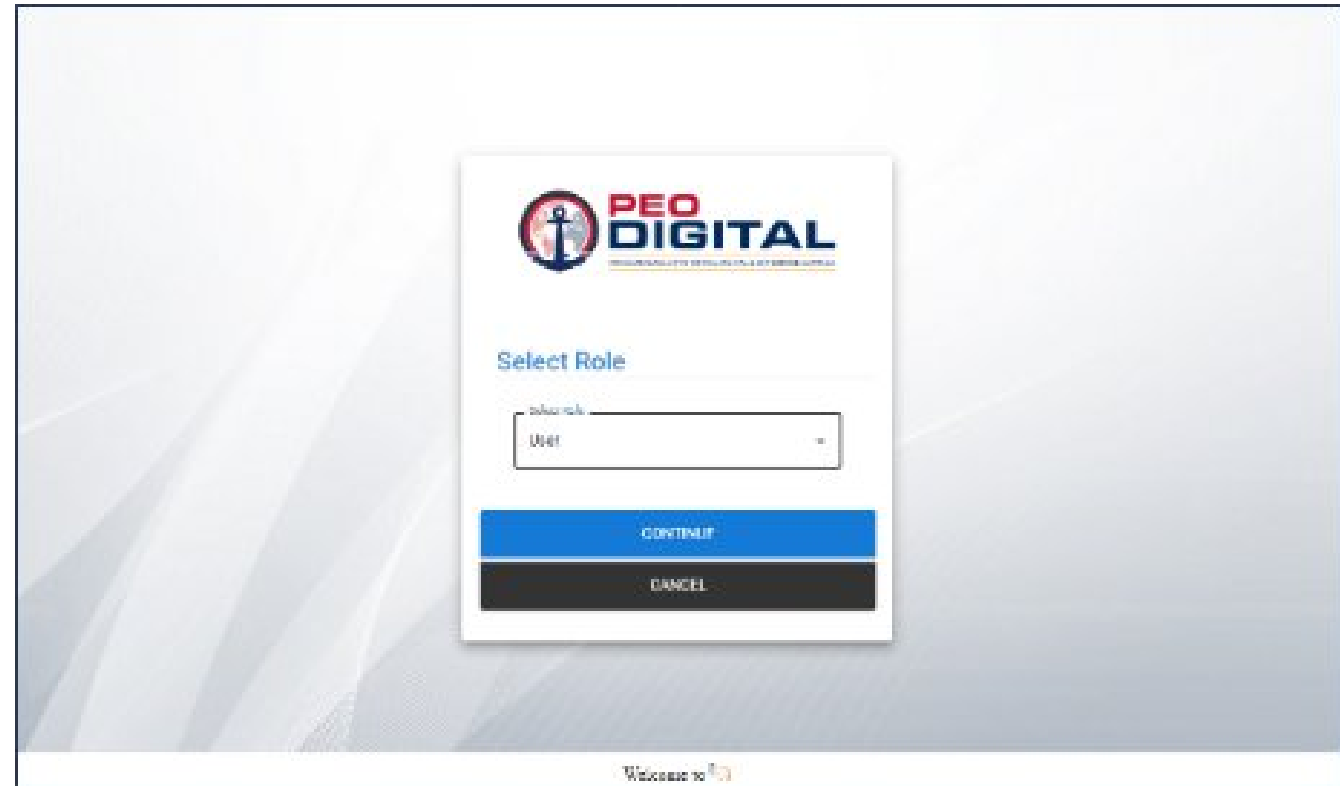


Figure 3: Select Role

Uploading a Document (Cont.)

Then select Upload as shown in figure 4.

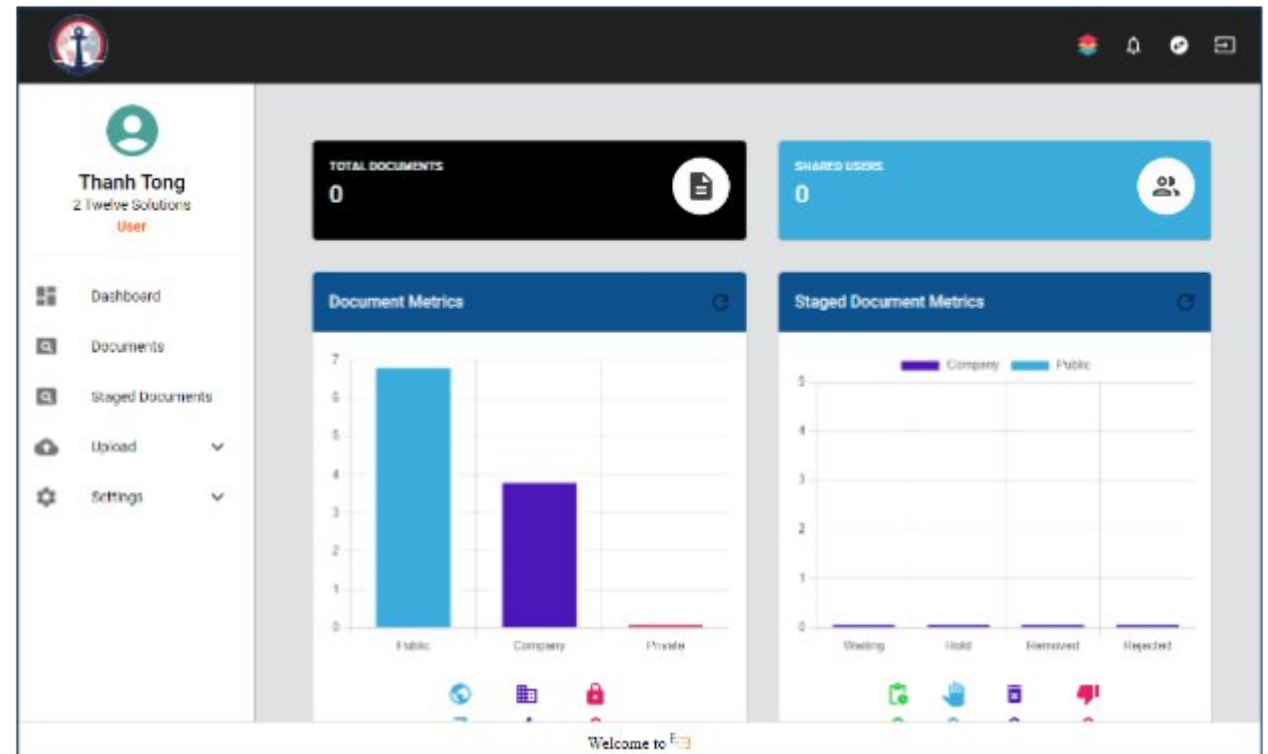


Figure 4: Upload Option

Uploading a Document (Cont.)

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

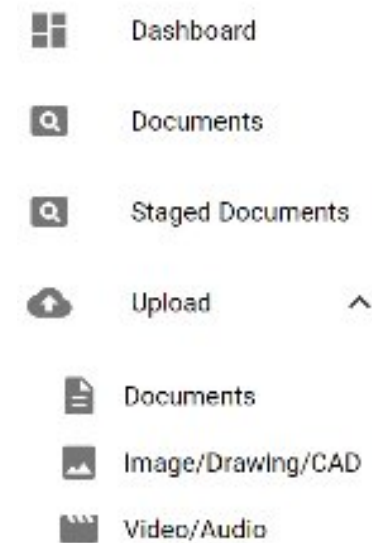
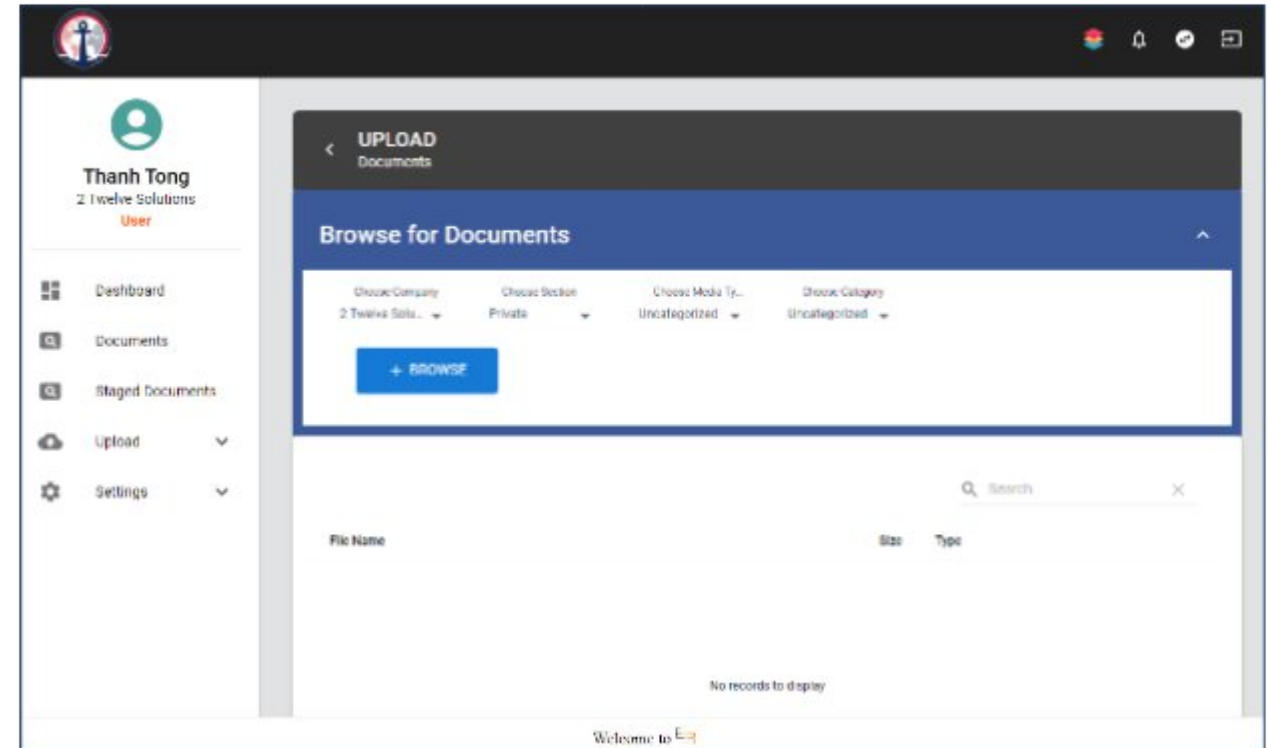


Figure 5: Upload Document, Video/Audio, or Image/Drawing/CAD option

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.



The screenshot shows the 'UPLOAD Documents' interface. On the left is a sidebar with a user profile for 'Thanh Tong' (2 Twelve Solutions User) and a menu with options: Dashboard, Documents, Staged Documents, Upload, and Settings. The main area is titled 'Browse for Documents' and contains four dropdown menus: 'Choose Company' (2 Twelve Solutions), 'Choose Section' (Private), 'Choose Media Type' (Uncategorized), and 'Choose Category' (Uncategorized). Below these is a blue '+ BROWSE' button. A search bar is located above a table with columns 'File Name', 'Size', and 'Type'. The table is currently empty, displaying 'No records to display'. The footer of the interface says 'Welcome to 2twelve'.

Figure 6: Upload Entry

Uploading a Document (Cont.)

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

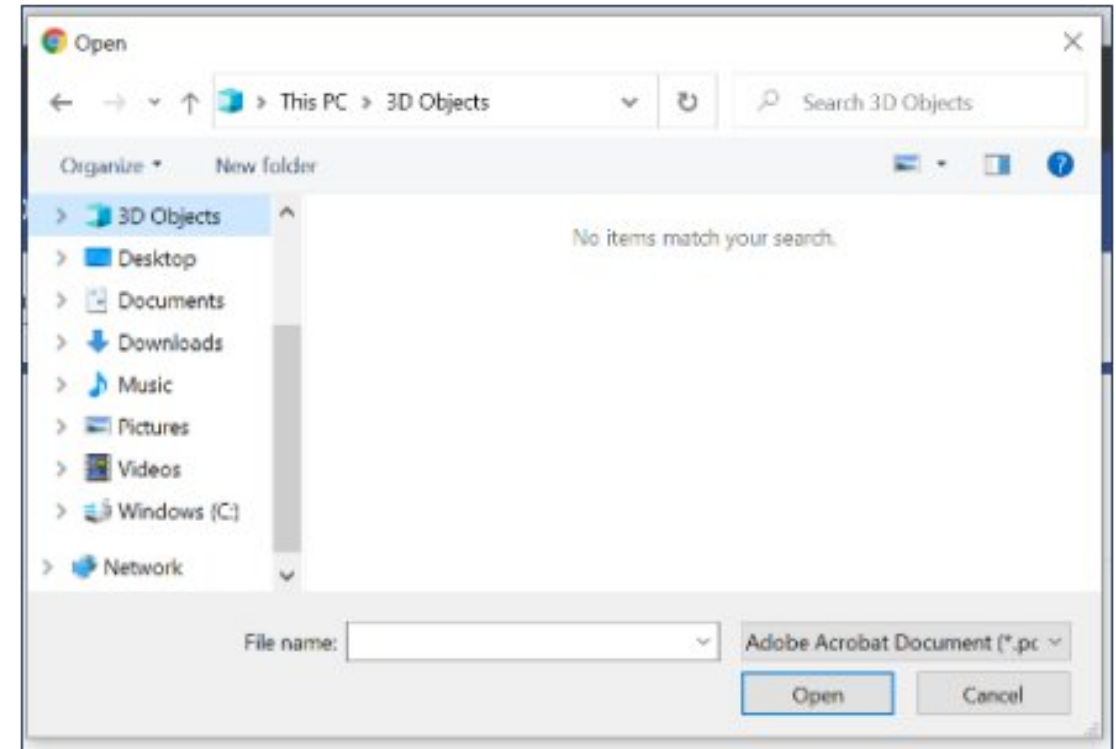


Figure 7: File Upload Window

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.

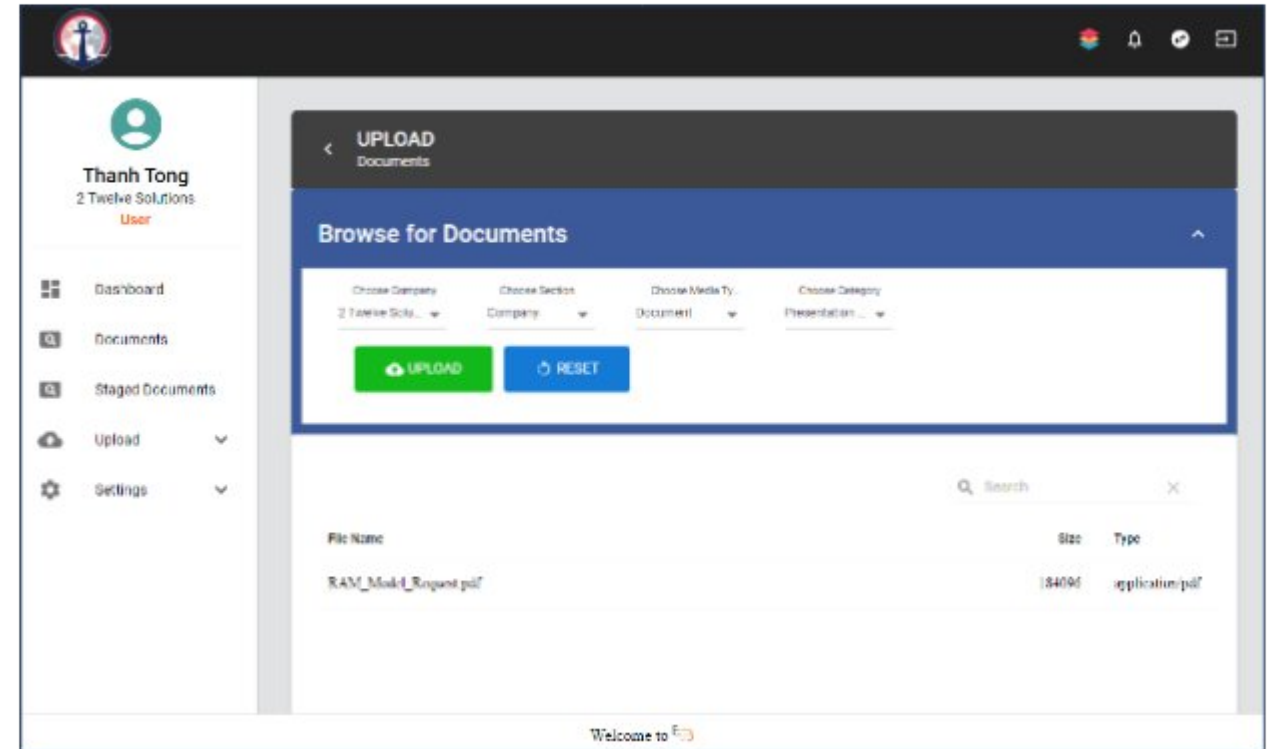


Figure 8: Upload Submit

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.

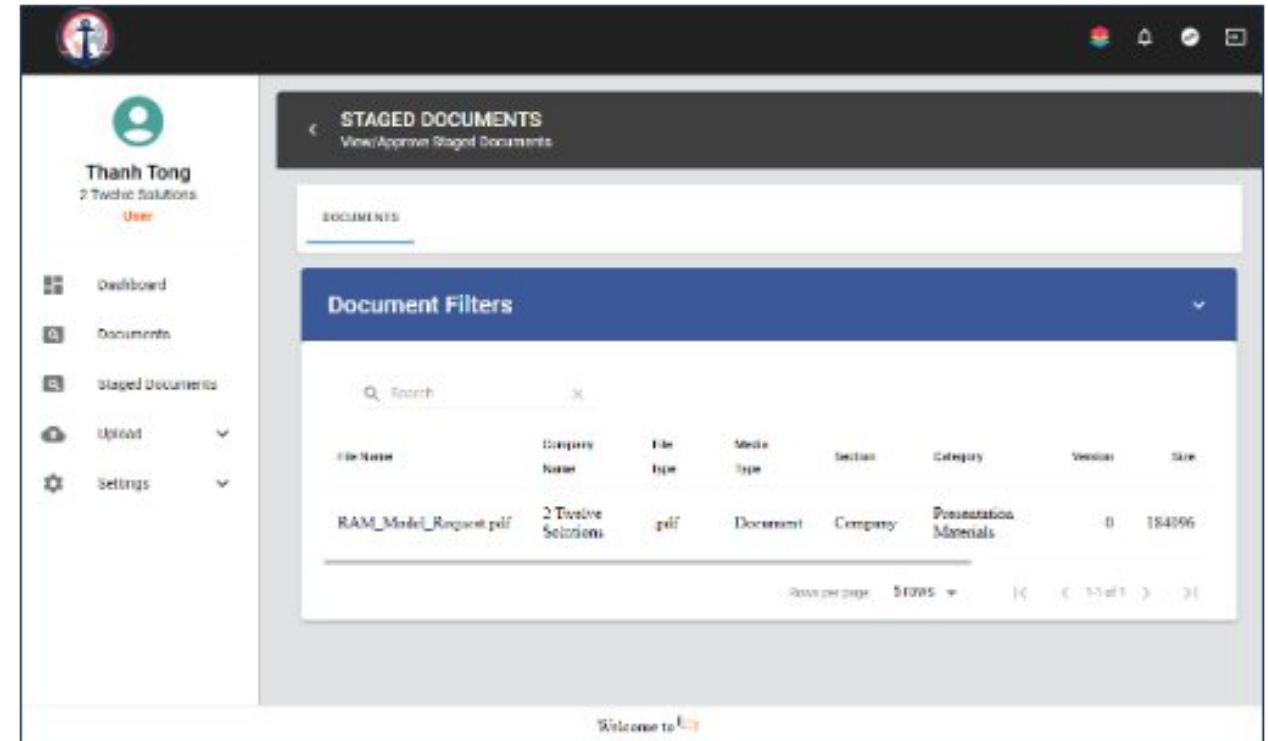


Figure 9: Staged Documents

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.

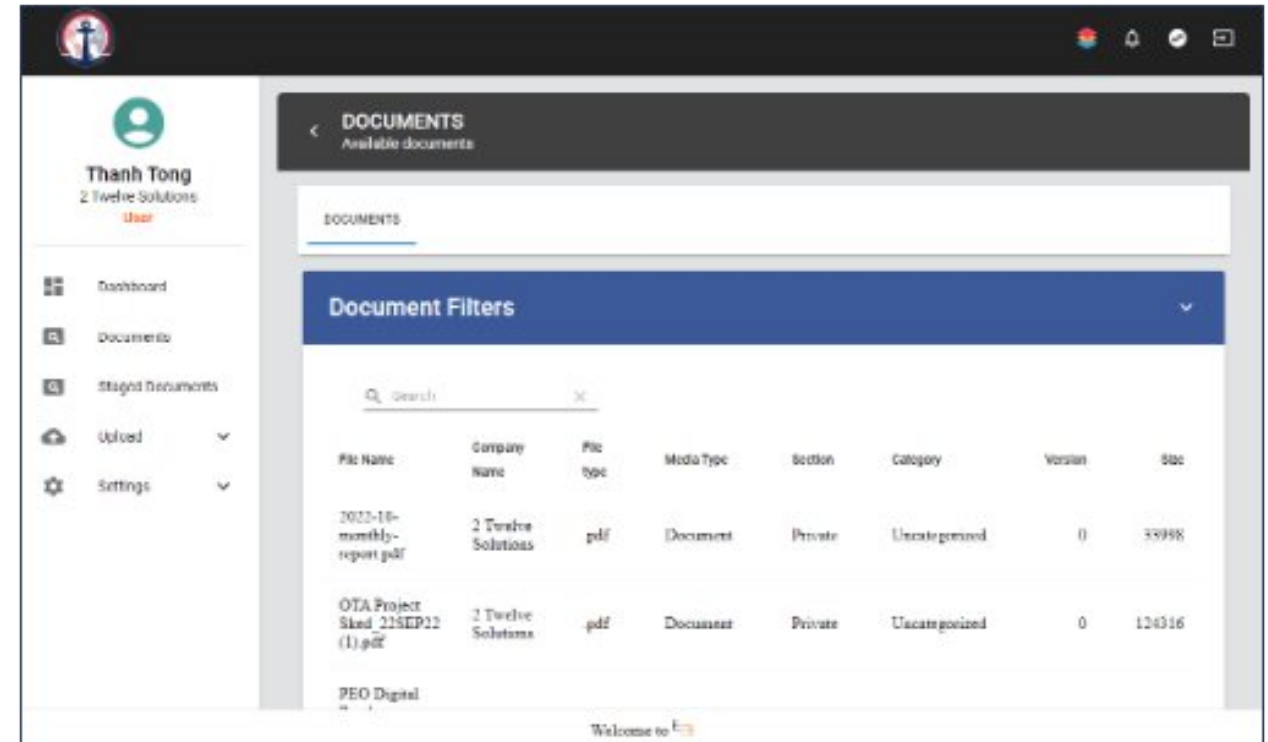


Figure 10: Documents