



**US Navy  
PEO Digital  
Orchestrated Repository for Enterprise  
Member User Guide**

**24 July 2023**

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referred to PEO Digital.**

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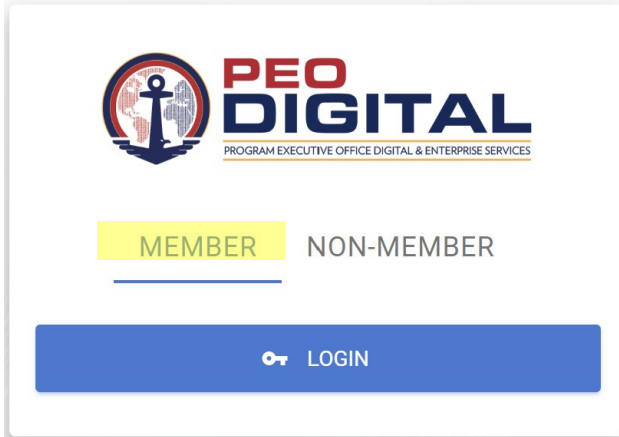
## Logging in

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 logon information.

Provide email address and password and click “login”.

The image shows the login page for PEO Digital. At the top is the PEO Digital logo, which includes a circular icon with an anchor and the text "PEO DIGITAL" in bold, with "PROGRAM EXECUTIVE OFFICE DIGITAL & ENTERPRISE SERVICES" in smaller text below it. Below the logo are two tabs: "MEMBER" (highlighted in yellow) and "NON-MEMBER". At the bottom is a large blue button with a key icon and the text "LOGIN".

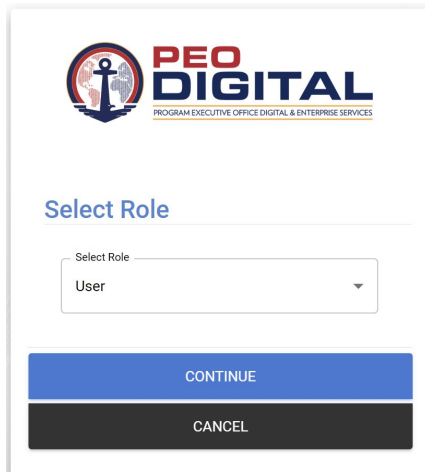
**PEO DIGITAL**  
PROGRAM EXECUTIVE OFFICE DIGITAL & ENTERPRISE SERVICES

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 image shows the "Select Role" landing page. It features the PEO Digital logo at the top. Below the logo is the heading "Select Role". Underneath is a dropdown menu labeled "Select Role" with "User" selected. At the bottom are two buttons: a blue "CONTINUE" button and a black "CANCEL" button.

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

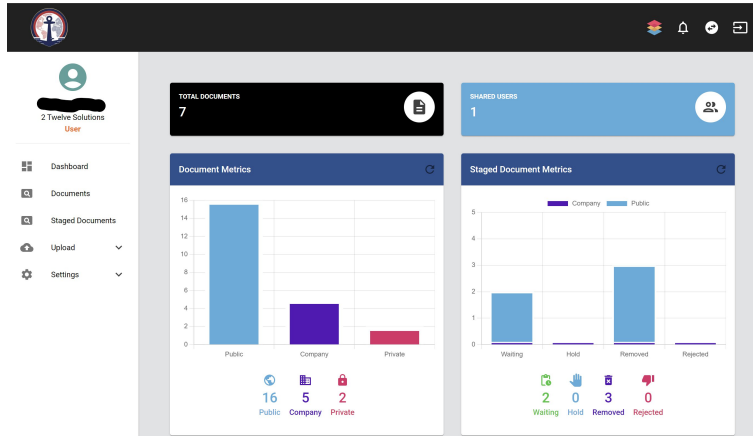
Select Role

Select Role  
User

CONTINUE  
CANCEL

# 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

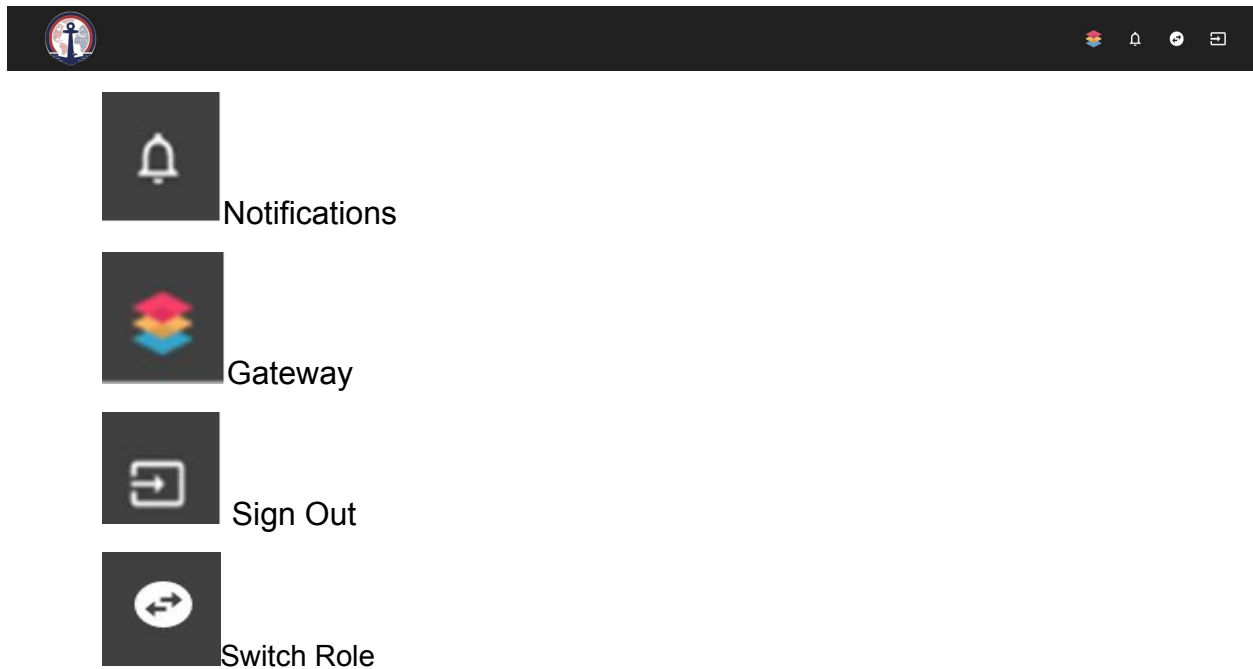


The dashboard displays a table of shared users. The table has columns for Name, Email, Date Expires, Address, Phone, View, Print, and Download. The table shows one user: Jacob Halle.

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

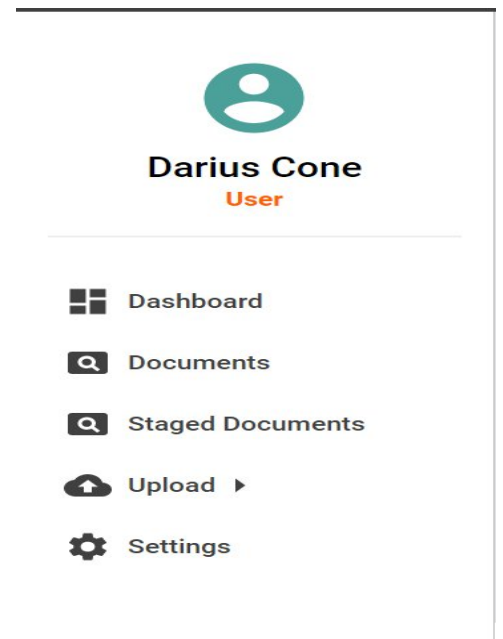
## Top Menu

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




## Side Menu

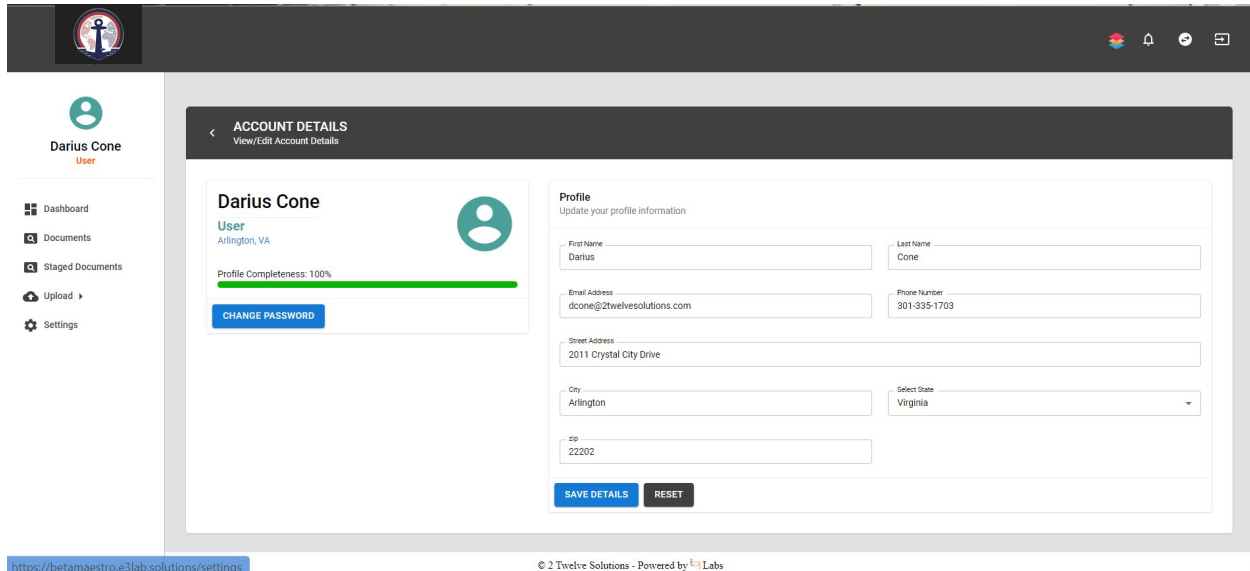
The Side menu offers all the main pages available to the user. As a shared user, the Dashboard and the Document list are the only options.



## Account Details



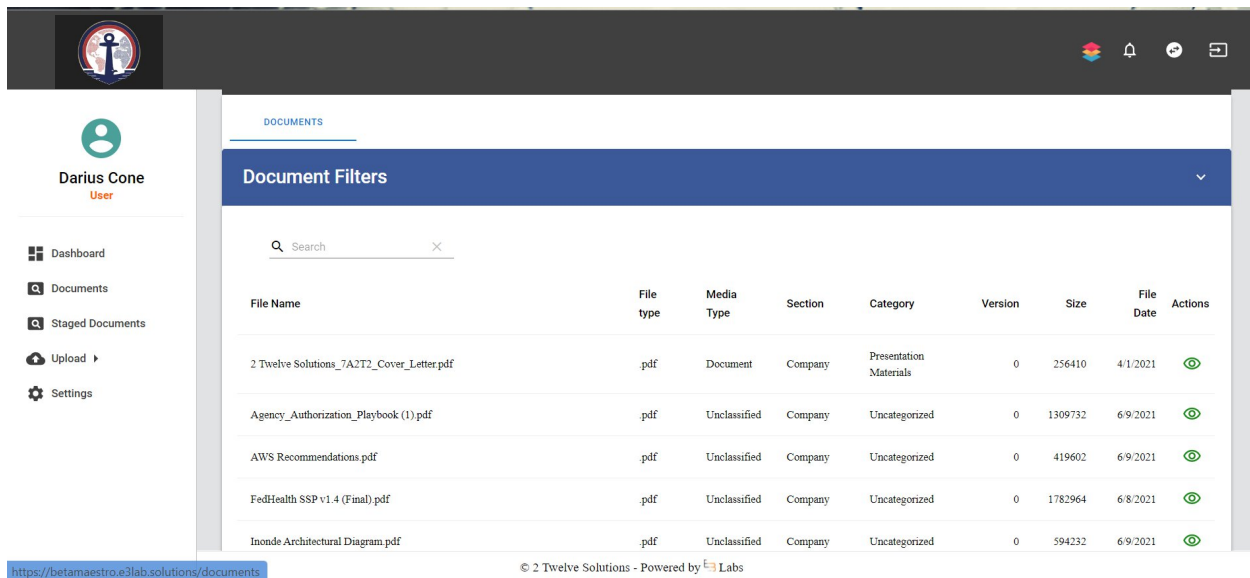
By clicking on the User icon  account details are provided for the user. A user can edit and save details to their profile or reset the whole profile.



The screenshot shows the 'ACCOUNT DETAILS' page. On the left is a sidebar with a user profile card for 'Darius Cone' (User) and a menu with 'Dashboard', 'Documents', 'Staged Documents', 'Upload', and 'Settings'. The main content area has a header 'ACCOUNT DETAILS' with a sub-header 'View/Edit Account Details'. Below this is a profile card showing 'Darius Cone', 'User', 'Arlington, VA', and a 'Profile Completeness: 100%' bar with a 'CHANGE PASSWORD' button. To the right is a 'Profile' form with fields for First Name (Darius), Last Name (Cone), Email Address (dcone@2twelvesolutions.com), Phone Number (301-335-1703), Street Address (2011 Crystal City Drive), City (Arlington), Select State (Virginia), and Zip (22202). There are 'SAVE DETAILS' and 'RESET' buttons at the bottom of the form. The footer shows the URL 'https://betamaestro.e3lab.solutions/settings' and the copyright notice '© 2 Twelve Solutions - Powered by E3 Labs'.

## Documents

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

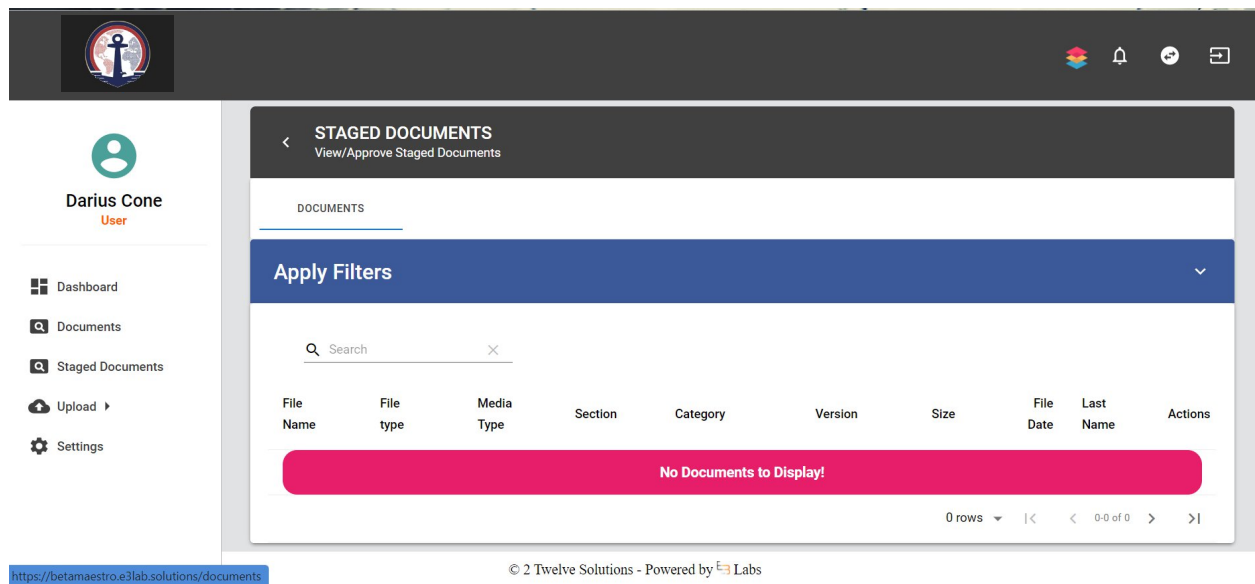


The screenshot shows the 'DOCUMENTS' page. On the left is a sidebar with a user profile card for 'Darius Cone' (User) and a menu with 'Dashboard', 'Documents', 'Staged Documents', 'Upload', and 'Settings'. The main content area has a header 'DOCUMENTS' and a 'Document Filters' section. Below this is a search bar and a table of documents. The table has columns: File Name, File type, Media Type, Section, Category, Version, Size, File Date, and Actions. The table contains five rows of document information. The footer shows the URL 'https://betamaestro.e3lab.solutions/documents' and the copyright notice '© 2 Twelve Solutions - Powered by E3 Labs'.

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	

## Staged Documents

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



## Upload



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



Dashboard



Documents



Staged Documents



Upload



Documents



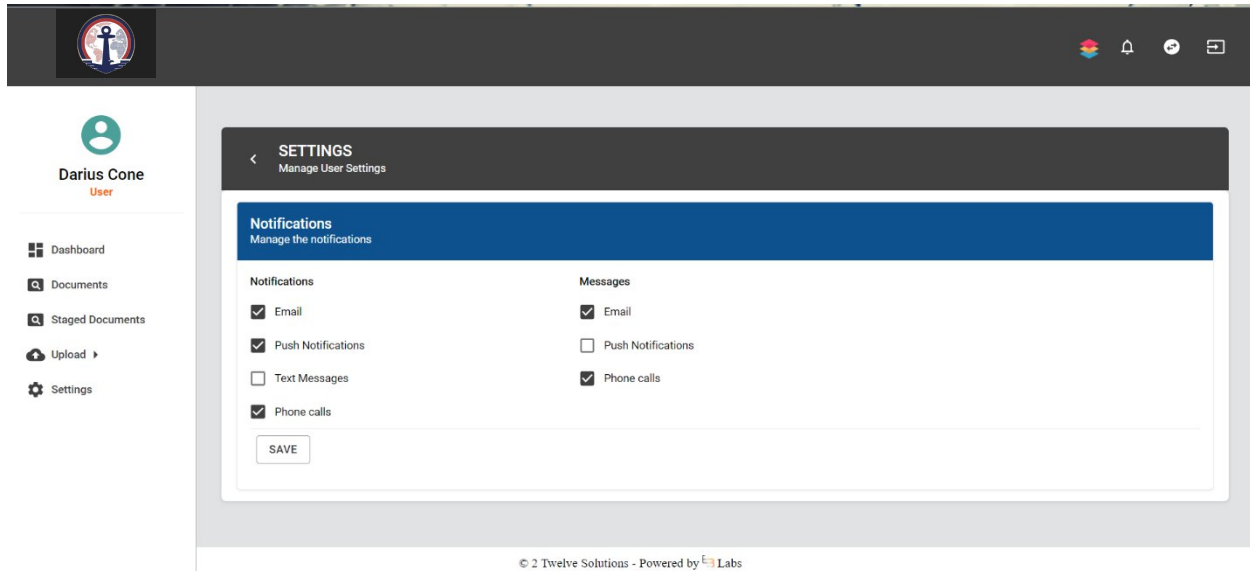
Image/Drawing/CAD



Video/Audio

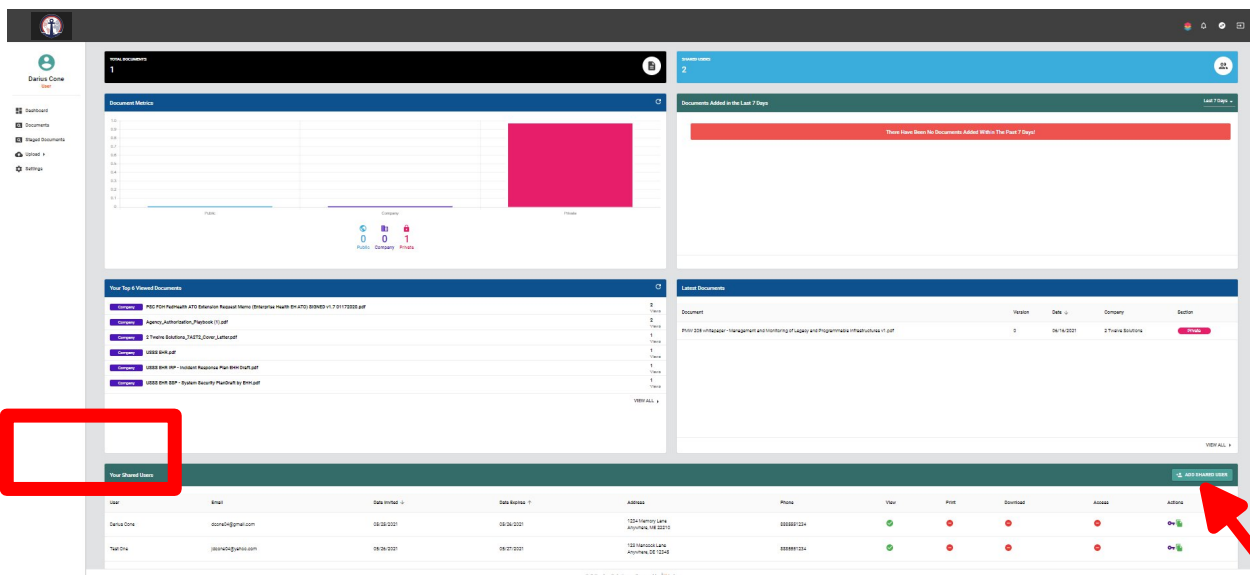
## Settings (Manage User Settings)

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.



## Adding a Shared User

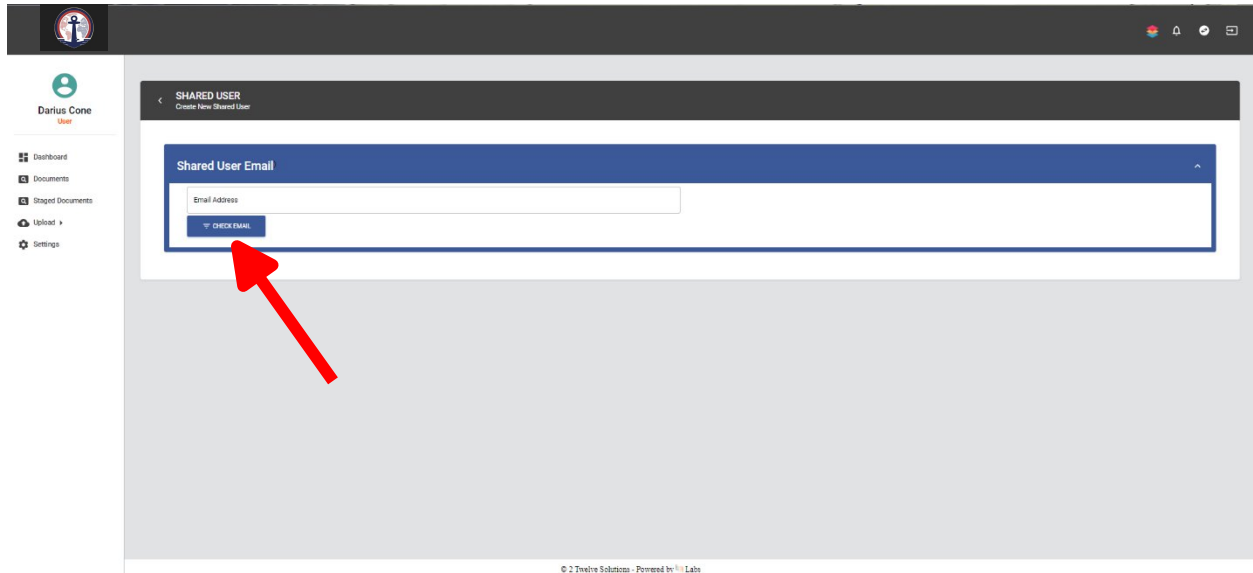
In Your Shared Users section (red box), look for the Add Shared User option shown by the red arrow. Click the Add Shared User option and continue.





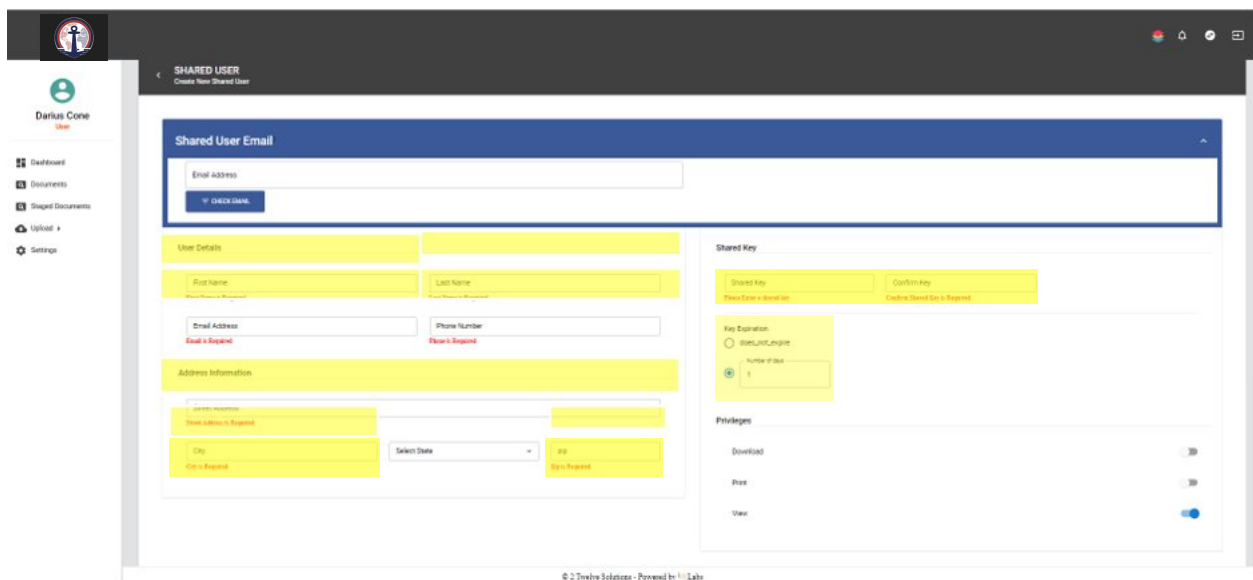
## Shared User (Landing Page)

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.



The screenshot shows the 'SHARED USER' landing page with the sub-header 'Create New Shared User'. A sidebar on the left contains navigation links: Dashboard, Documents, Staged Documents, Upload, and Settings. The main content area features a 'Shared User Email' form with an 'Email Address' input field and a 'CHECK EMAIL' button. A red arrow points to the 'CHECK EMAIL' button. The footer text reads '© 2 Twelve Solutions - Powered by Lato'.

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' form with the sub-header 'Create New Shared User'. The form is divided into several sections: 'Shared User Email' (with an email field and 'CHECK EMAIL' button), 'User Details' (with fields for First Name, Last Name, Email Address, and Phone Number), 'Address Information' (with fields for Address, City, and State), 'Shared Key' (with fields for Shared Key, Confirm Key, Key Expiration, and Number of Uses), and 'Privileges' (with checkboxes for Download, Print, and View). Mandatory input fields are highlighted in yellow. The footer text reads '© 2 Twelve Solutions - Powered by Lato'.

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: jdccone04@gmail.com, Phone Number: 8885551234

**Address Information**

Street Address: 123 Main Street  
City: Anywhere, Select State: Delaware, ZIP: 12345

**Shared Key**

Shared Key: , Confirm Key:   
Key Expiration:   
☐ does\_not\_expire  
☒ Number of days: 1

**Privileges**

Download: ☐  
Print: ☐  
View: ☒

[CREATE](#) [RESET](#)

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## 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.


**Your Shared Users** [ADD SHARED USER](#)

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	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<a href="#">View</a> <a href="#">Edit</a>
Test One	jdccone04@yahoo.com	05/26/2021	05/27/2021	123 Hancock Lane Anywhere, DE 12345	8885551234	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<a href="#">View</a> <a href="#">Edit</a>

<https://betamaestro.e3lab.solutions/settings> © 2 Twelve Solutions - Powered by 12 Labs

## 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 below.


### Access Key Change


Please Enter a shared key

Confirm Shared Key is Required

UPDATE

CANCEL

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



Darius Cone  
User

Dashboard

Documents






Staged Documents

Upload


Settings

DOCUMENTS

Document Filters

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

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## Shared User Home Screen Dashboard

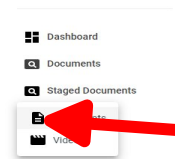
Upon successful log on, the shared user will be transported to the Dashboard.



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

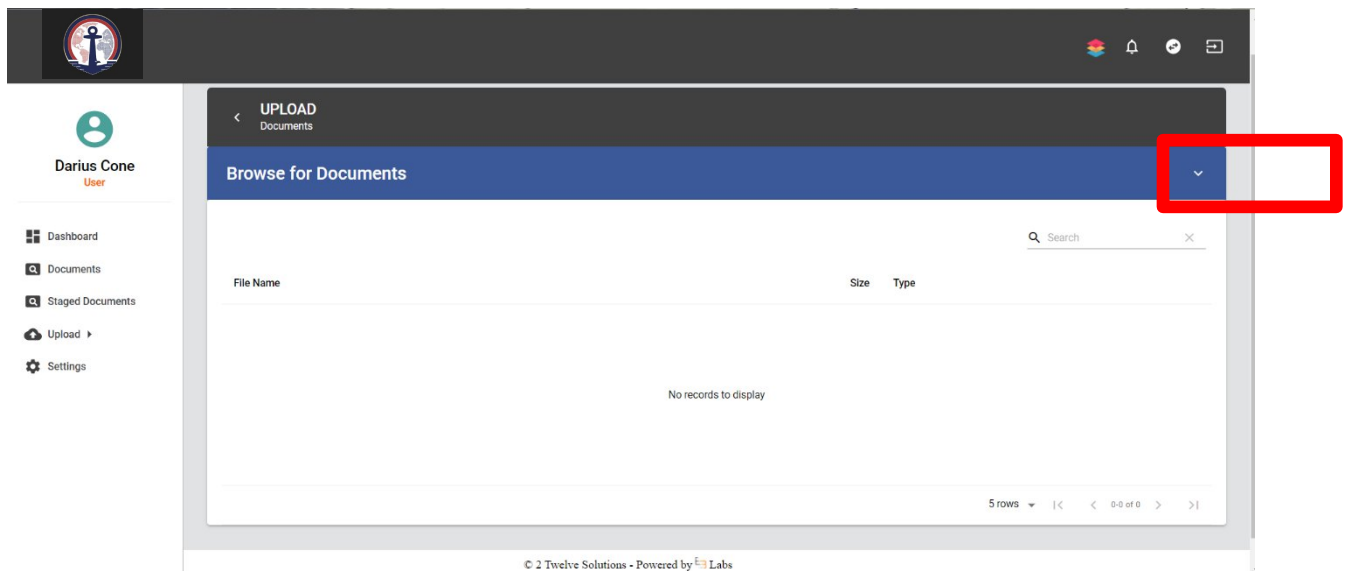
- Total viewable documents
- ORE user who invited the shared user
- Account expiration.
- Access granted and expiration dates

## Uploading Documents

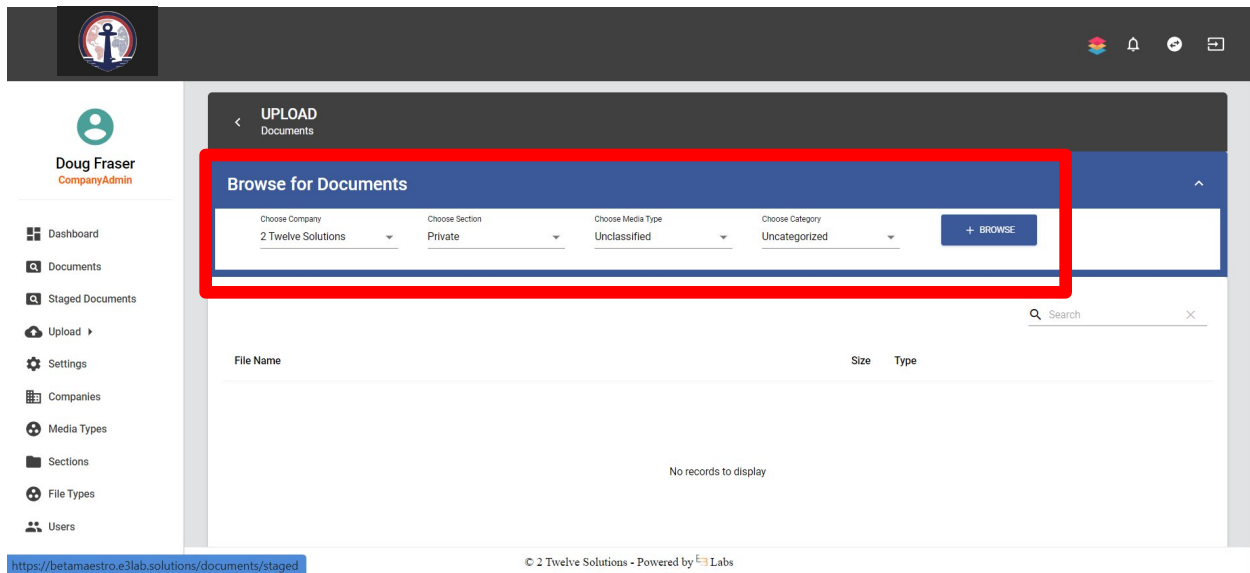


Select Upload and a Documents and Videos option will be available.

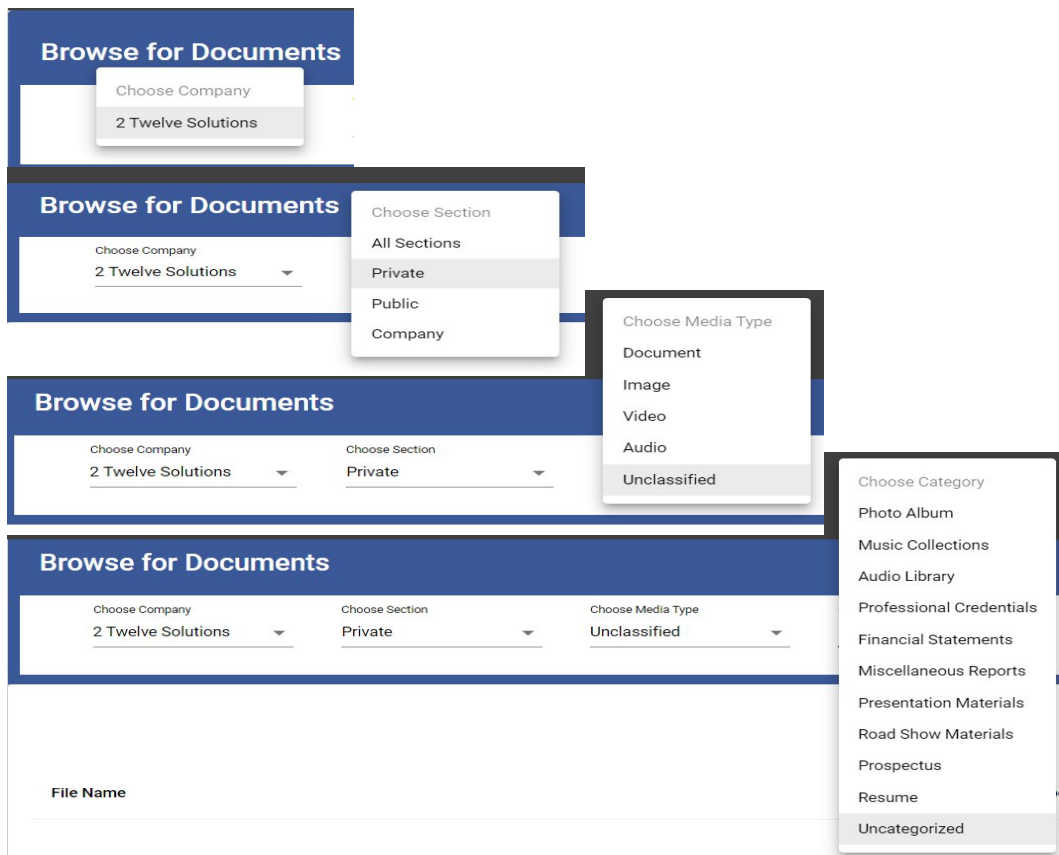
Select Documents and the UPLOAD documents menu will appear. Click on the arrow highlighted in the diagram below to expand Browse for Documents.



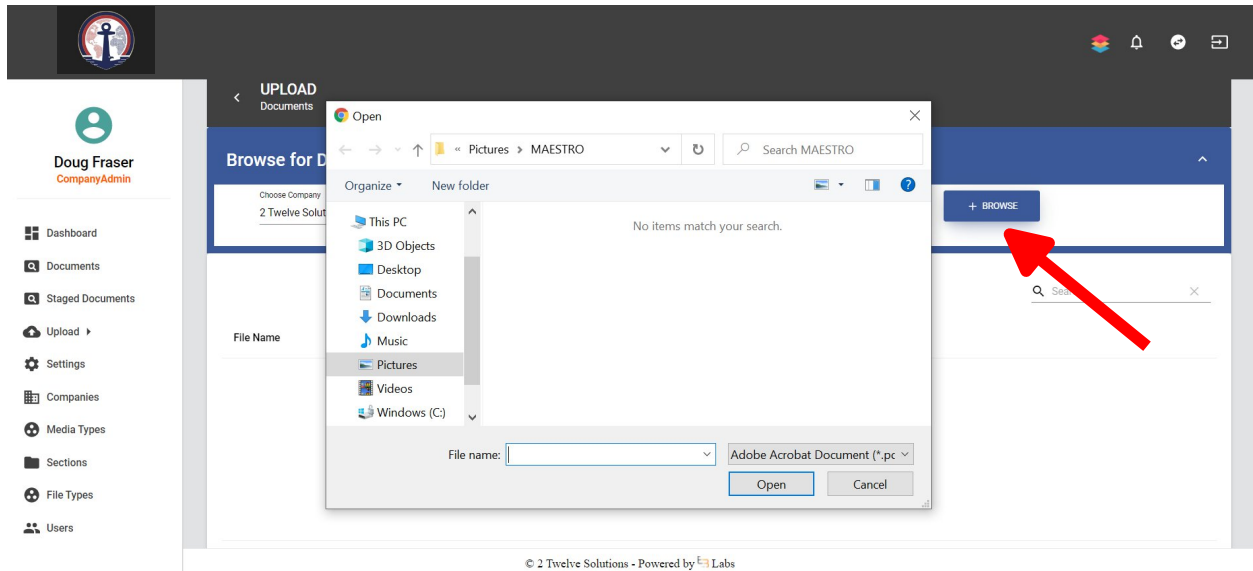
Each field must be completed before a document is uploaded.



Provide the information for each category then click Browse.

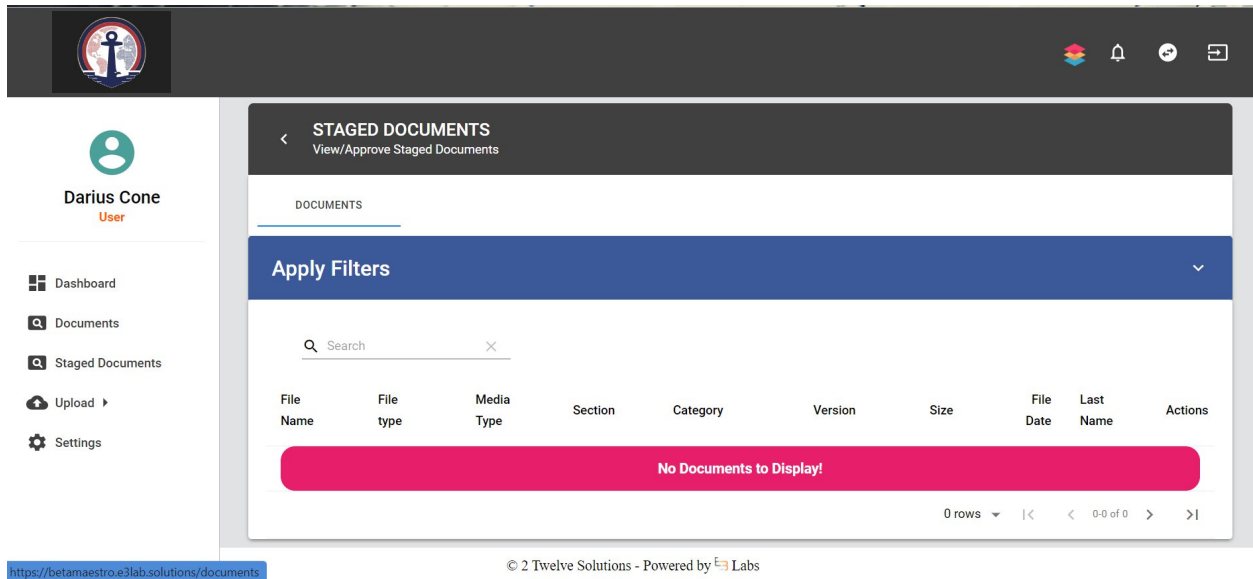


A window for selecting a file will open, please select a file then click open.



## 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.



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

DOCUMENTS

**Document Filters**

Search

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

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## Viewing Documents

To view specific document, click on the icon to the left of the document. For example, to read “Agency\_Authorization\_Playbook,” click on the highlighted icon below.

DOCUMENTS

**Document Filters**

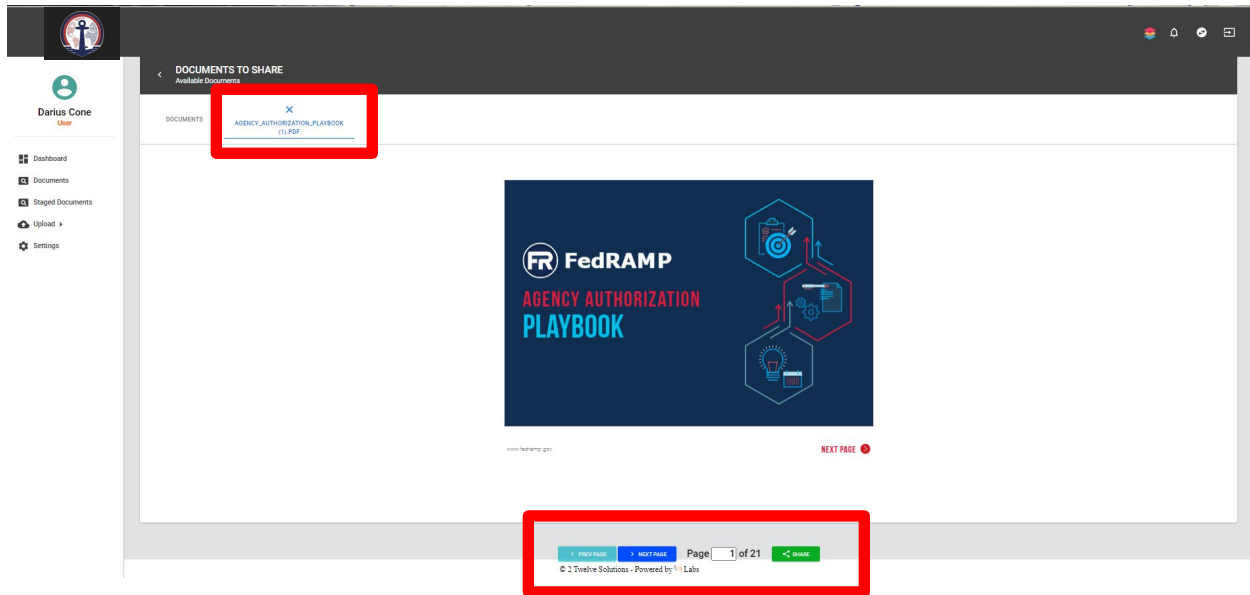
Search

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

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This will launch the document reader view.














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.

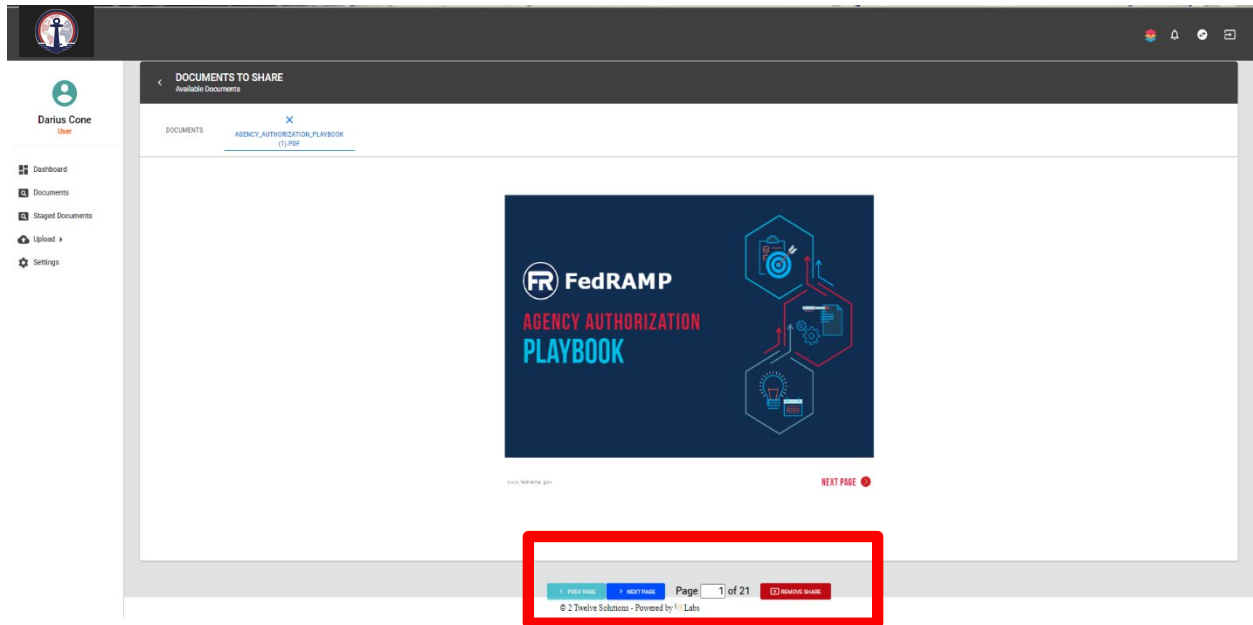
## Viewing Shared Documents

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

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 - 02/27/2018.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	3963229	6/14/2021	
I29.pdf	pdf	Unclassified	Company	Uncategorized	0	4522024	5/18/2021	



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



## Signing Out

Remember to sign out at the end of every session.

