



**US Navy
PEO Digital
Orchestrated Repository for Enterprise
Document Upload Guide**

24 July 2023

**2 TWELVE Solutions
241 18th Street, Suite 203
Arlington, VA 22202**

www.2TWELVEsolutions.com

**DISTRIBUTION E. Distribution authorized to DoD components only (Proprietary Information).
Date of determination is the date of the cover page. Other request for this document shall be
referred to PEO Digital.**

Table of Contents

Logging In.....	3
Figure 1 ORE Welcome Screen	3
Figure 2 ORE Login Page	3
Uploading a Document.....	4
Figure 3 Select Role.....	4
Figure 4 Upload Option.....	5
Figure 5 Upload Document, Video/Audio, or Image/Drawing/CAD Option	6
Figure 6 Upload Entry.....	6
Figure 7 File Upload Window.....	6
Figure 8 Upload Submit.....	7
Figure 9 Staged Documents.....	8
Figure 10 Documents.....	8

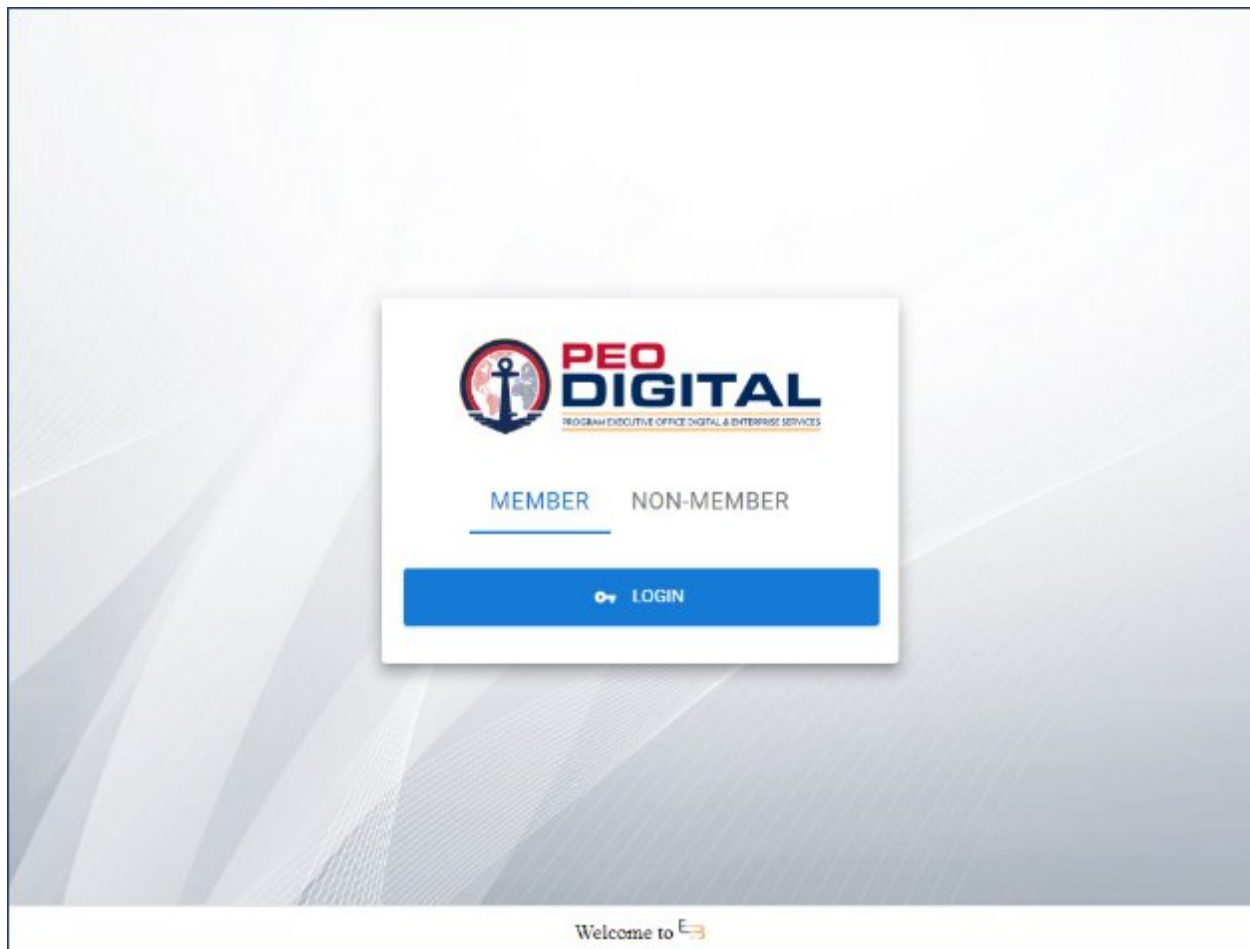
Logging In

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 below:

Figure 1 ORE Welcome Screen



Click the “LOGIN” button

You will be presented with the login screen if you are not already signed in as shown in the figure below:

Figure 2 ORE Login Page



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 transiting, stored on, 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 transiting, stored on, originated from or directed to or from this information system.
- The government may disclose or use any communications or data transiting, stored on, 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.

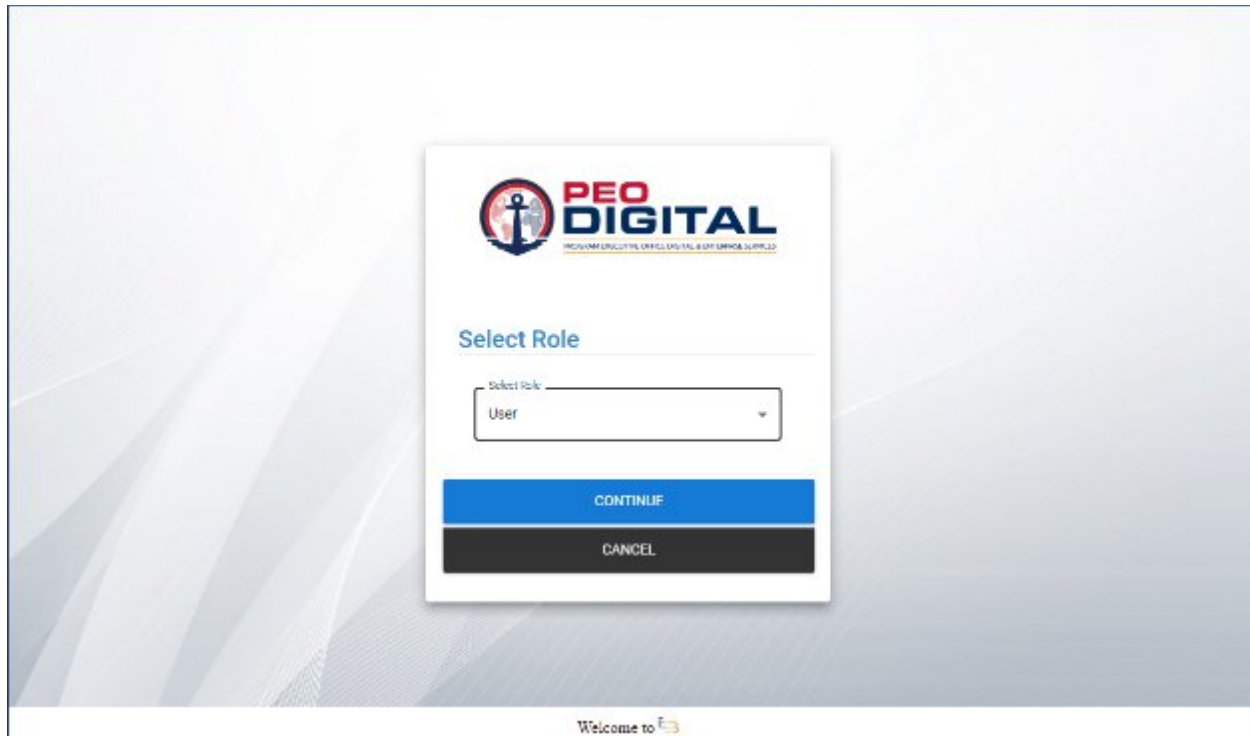
Enter your ORE username and password and click the “Sign In” button. Please contact your ORE PoC if you do not yet have one or do not know it.

Uploading a Document

After logging in, you will be presented with the Select Role landing page.

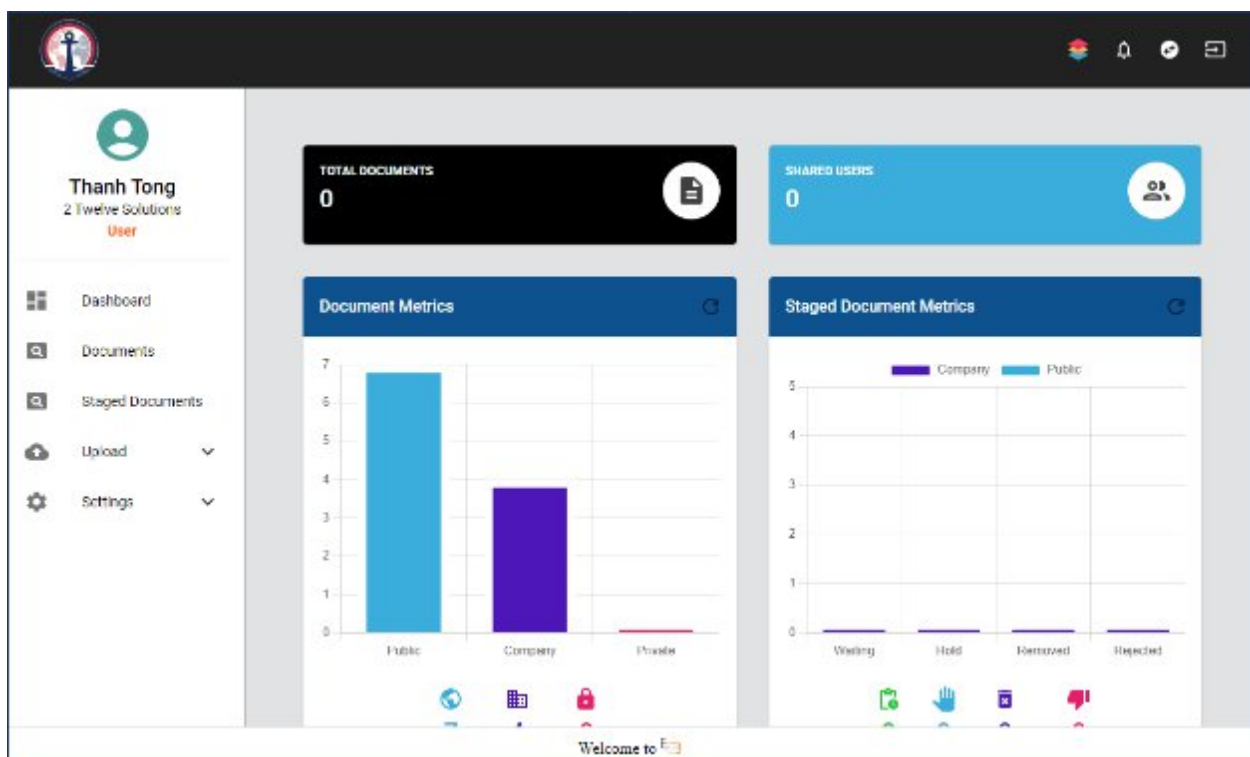
Select User then click continue:

Figure 3 Select Role



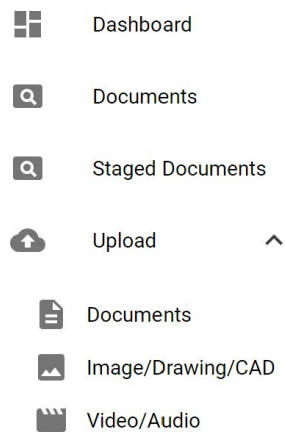
Then Select Upload as shown below

Figure 4 Upload Option



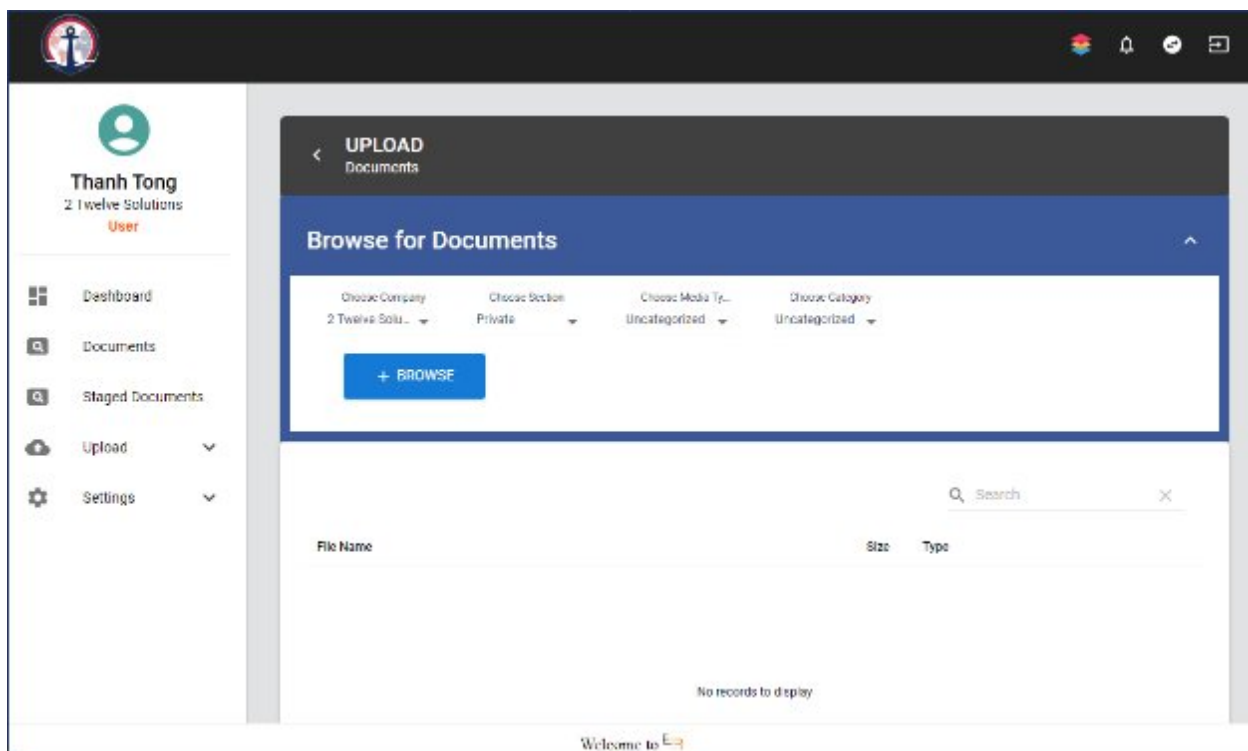
Select the Documents or Video/Audio option to begin uploading it.

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



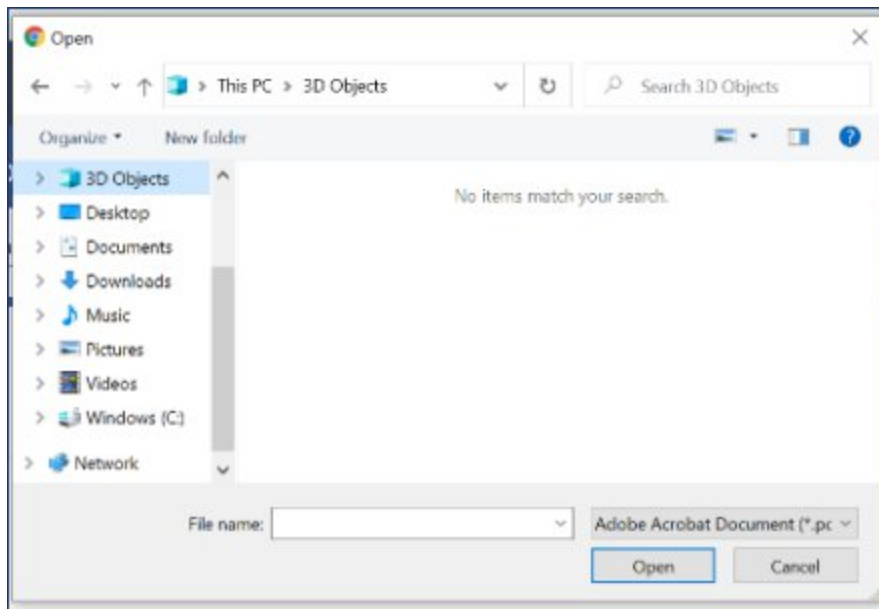
Enter applicable document or video/audio information into the drop down fields in the form below, then click Browse to select a file to upload.

Figure 6 Upload Entry



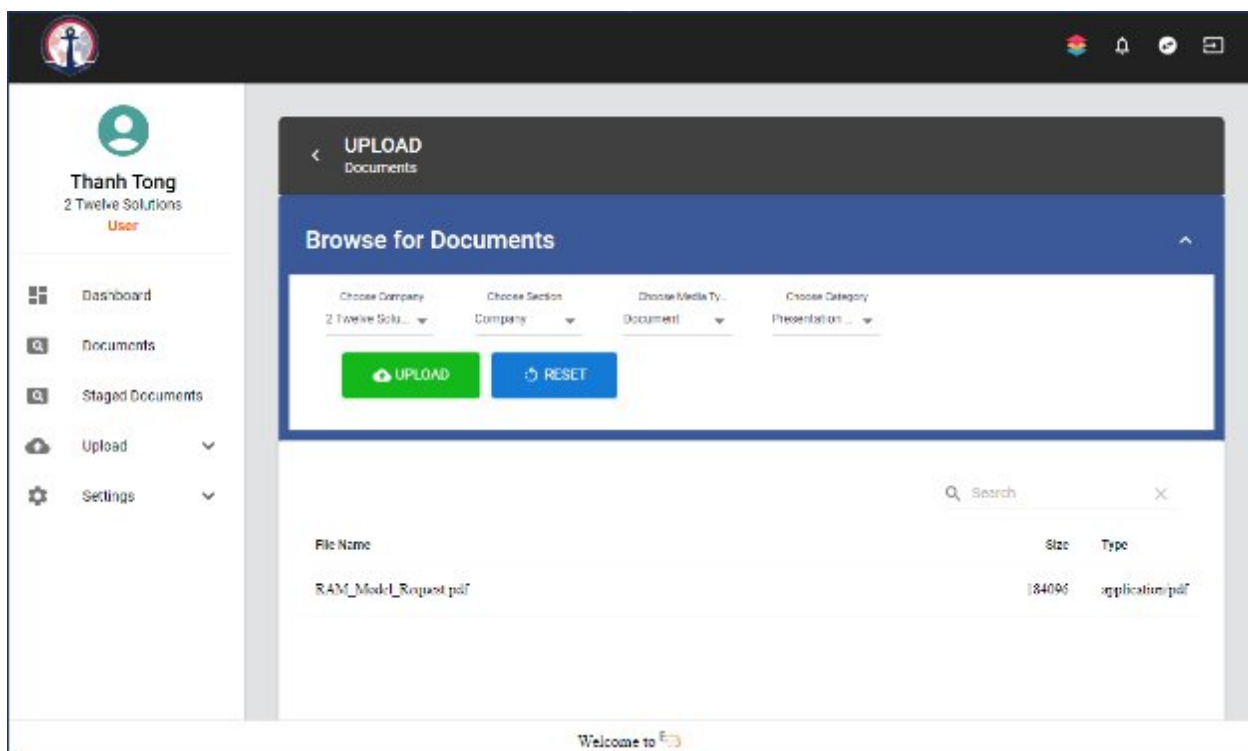
A window will open that will allow selection of one or more file(s) to upload.

Figure 7 File Upload Window



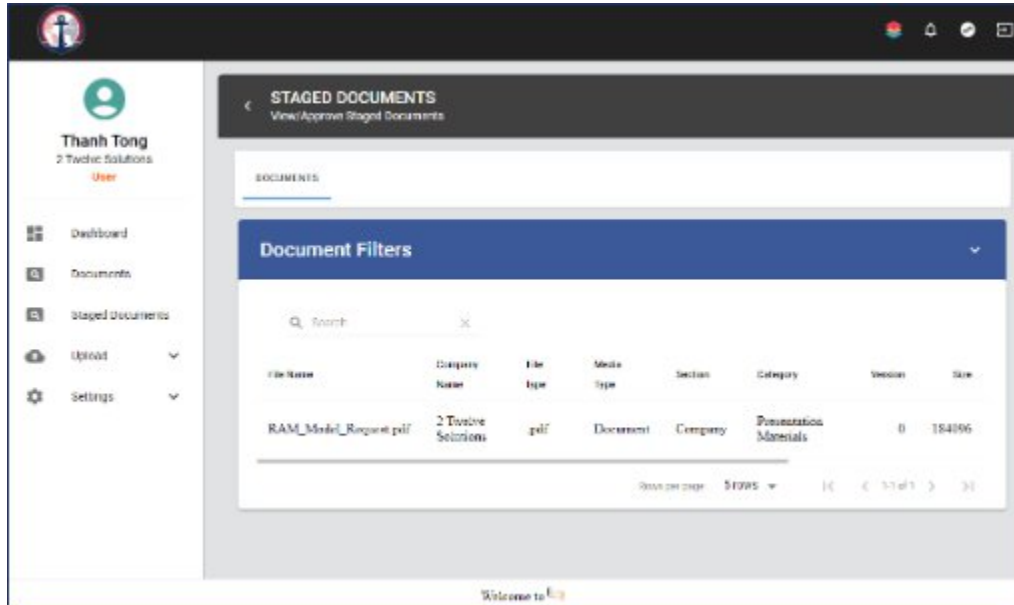
After selection of the file(s), press the green Upload button to complete the process. Reset will allow a user to reset the process, for instance uploading an incorrect file for upload.

Figure 8 Upload Submit



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



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

