



US Navy
PEO Digital
Orchestrated Repository for Enterprise
Shared User Creation Guide

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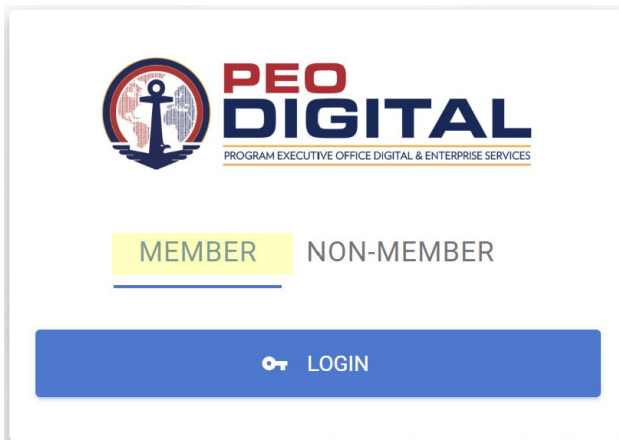
Logging in

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. Shared users will logon using the “non-member” option.

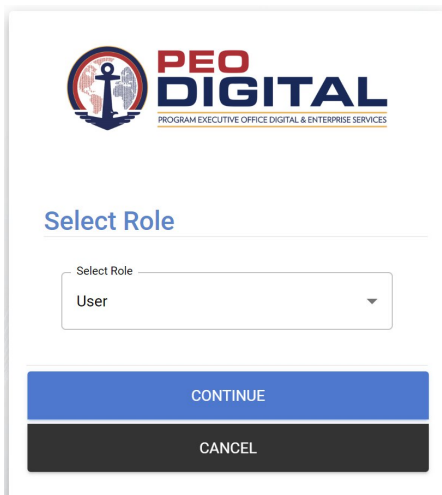
Provide email address and password and click “login”



The login page features the PEO Digital logo at the top, which includes a circular icon with a stylized anchor and the text "PEO DIGITAL" and "PROGRAM EXECUTIVE OFFICE DIGITAL & ENTERPRISE SERVICES". Below the logo, there are two tabs: "MEMBER" (highlighted in yellow) and "NON-MEMBER". At the bottom, there is a blue button with a key icon and the text "LOGIN".

Select Role (Landing Page)

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



The Select Role page features the PEO Digital logo at the top. Below the logo, the heading "Select Role" is displayed. Underneath, there 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.

ORE User Dashboard

After selecting the role of User, access to the User dashboard is available. The user dashboard displays the key information available, including:

- Total documents
- Shared users
- Document Metrics
- Documents added in the last 7 days
- Top 6 viewed documents
- Latest documents
- Your shared users

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

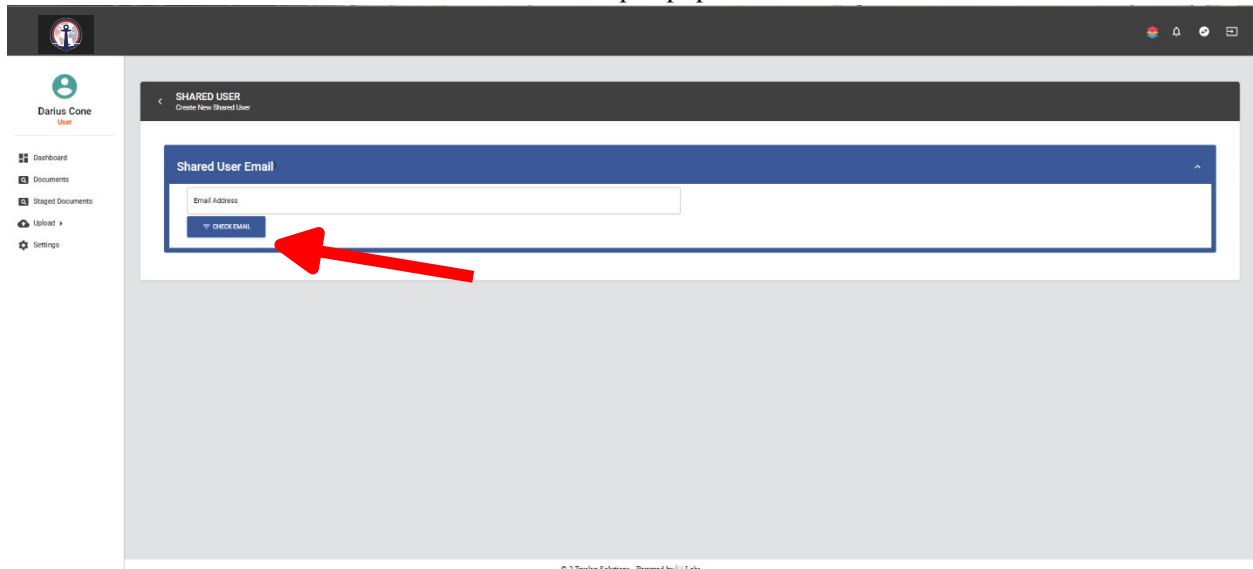
The screenshot displays the ORE User Dashboard interface. The dashboard is divided into several sections:

- Document Metrics:** A chart showing metrics for Total, Company, and Private documents.
- Documents Added in the Last 7 Days:** A section indicating that there have been no documents added in the last 7 days.
- Top 6 Viewed Documents:** A list of the top 6 viewed documents, including titles like "PHE-PHE Pathways ATO Extension Request Memo (Strategic Health IT ATO) 010000-017-01010000.pdf".
- Latest Documents:** A table of the latest documents, including titles like "PHE-PHE Pathways ATO Extension Request Memo (Strategic Health IT ATO) 010000-017-01010000.pdf".
- Your Shared Users:** A section highlighted with a red box, containing a table of shared users. A red arrow points to the "Add Shared User" button in the top right corner of this section.

User	Email	Date Added	Date Expires	Address	Phone	View	Phone	Download	Assign	Actions
Daniel Cline	danielc@ore.com	08/26/2021	08/26/2021	1234 Main St Anytown, CA 90210	555-555-1234	✓	✗	✗	✗	✗
John Doe	john.doe@ore.com	08/26/2021	08/27/2021	123 Main St Anytown, CA 90210	555-555-1234	✓	✗	✗	✗	✗

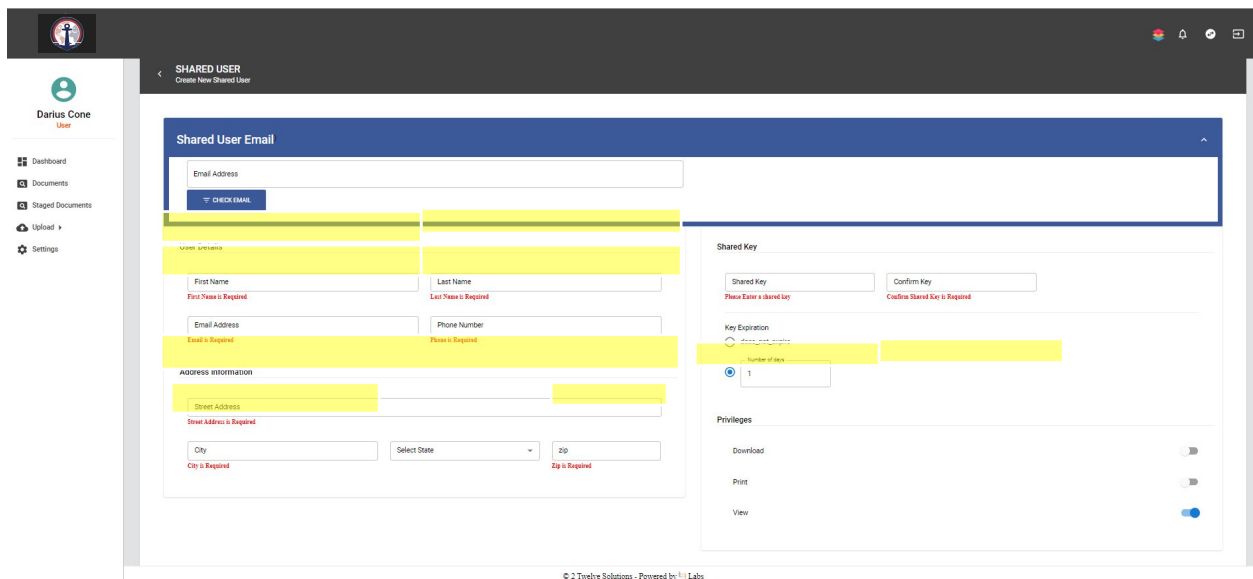
Shared User (Landing Page)

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 pre-populate the email field. Click check email.



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

Add User Details (includes adding an email address, unless performed in the step above), Address Information, Shared Key (password), Key Encryption and Privileges. Mandatory input fields are highlighted below.



The screenshot shows the 'SHARED USER' form with the sub-header 'Create New Shared User'. The form is divided into several sections: 'Shared User Email' (with 'Email Address' and 'CHECK EMAIL' button), 'User Information' (with 'First Name', 'Last Name', 'Email Address', and 'Phone Number' fields), 'ADDRESS INFORMATION' (with 'Street Address', 'City', 'State', and 'Zip' fields), 'Shared Key' (with 'Shared Key' and 'Confirm Key' fields), 'Key Expiration' (with a 'Number of Days' field), and 'Privileges' (with 'Download', 'Print', and 'View' toggle switches). Mandatory input fields are highlighted in yellow. The footer text reads '© 2 Twelve Solutions - Powered by Labs'.

Complete all mandatory fields and click Create.

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, State: Delaware, Zip: 12345

Shared Key

Shared Key: , Confirm Key:

Key Expiration

☐ does_not_expire, ☒ Number of days: 1

Privileges

Download: ☐, Print: ☐, View: ☒

CREATE

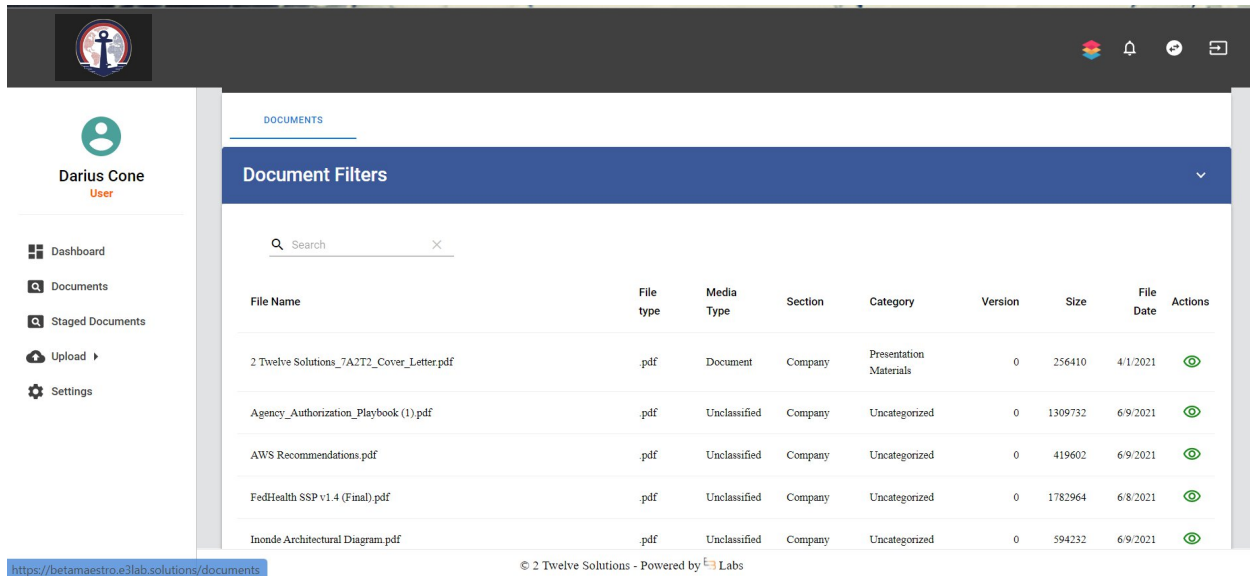
New Shared User information will be displayed in Your Shared Users section. There are currently two shared users, with the recently added shared user information highlighted in yellow. Delegation of privileges are determined when adding a shared user. Viewing (read-only) is available for shared users.

Your Shared Users

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"/>	<input checked="" type="checkbox"/>
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"/>	<input checked="" type="checkbox"/>

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.



DOCUMENTS


Document Filters

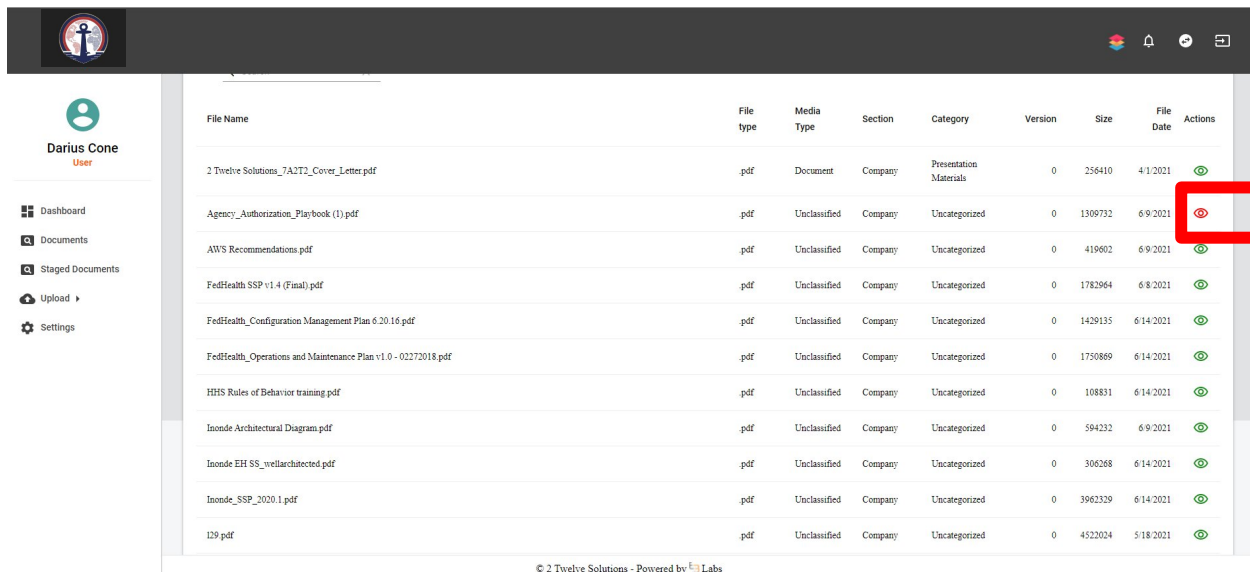
Search

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



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	
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	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_vellarchitectd.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	

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