



Vela Portal Application User Guide

Omega World travel

3102 Omega Office Park

Fairfax, VA 22021

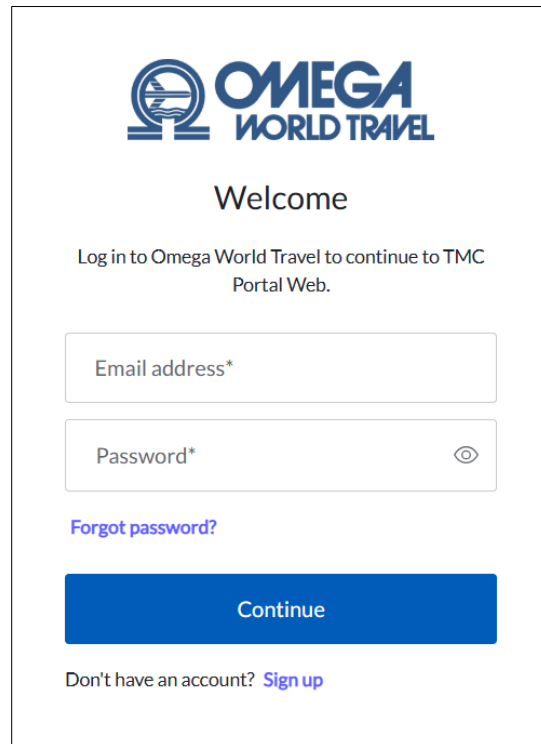
Phone: +1 888-380-9872

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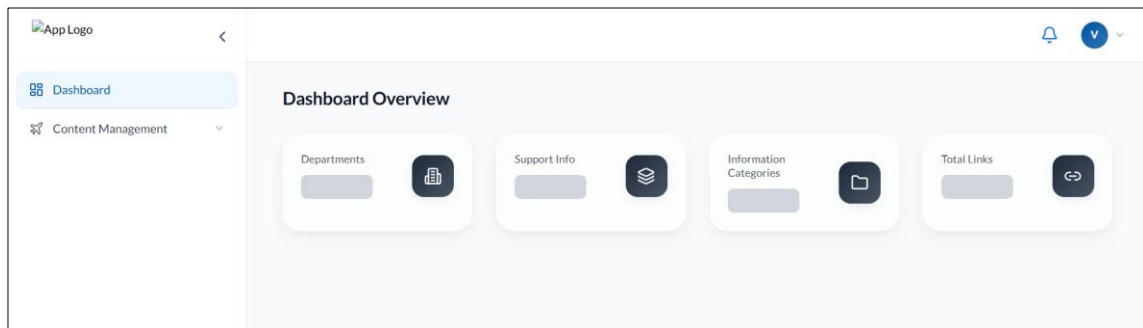
Login page

- First -Time Users: Please enter your approved valid email address and a new password to sign up.
- Existing Users: Please log in using your valid email address and password.



The login page features the Omega World Travel logo at the top, which consists of a circular emblem with a globe and the text "OMEGA WORLD TRAVEL". Below the logo, the word "Welcome" is centered. A message states: "Log in to Omega World Travel to continue to TMC Portal Web." There are two input fields: "Email address*" and "Password*", with a toggle icon for password visibility. A link "Forgot password?" is positioned below the password field. A large blue "Continue" button is centered below the inputs. At the bottom, a link "Don't have an account? Sign up" is displayed.

Once logged in, you will be redirected directly to your dashboard.

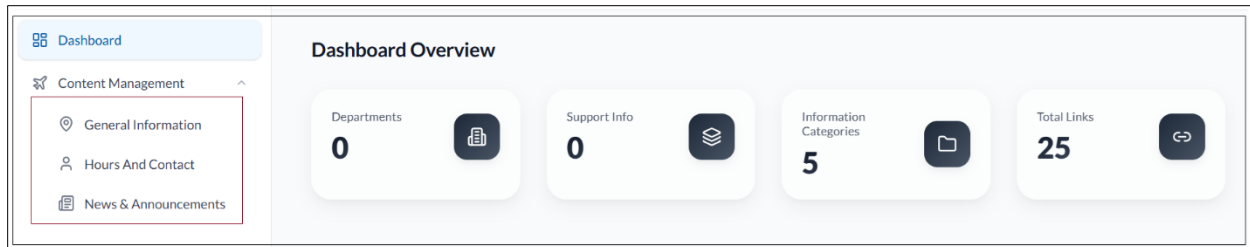


To help you proceed, please find the relevant steps and menu structure below:

Content Management Menu

This menu contains three submenus:

1. General Information
2. Hours and Contact
3. News and Announcements

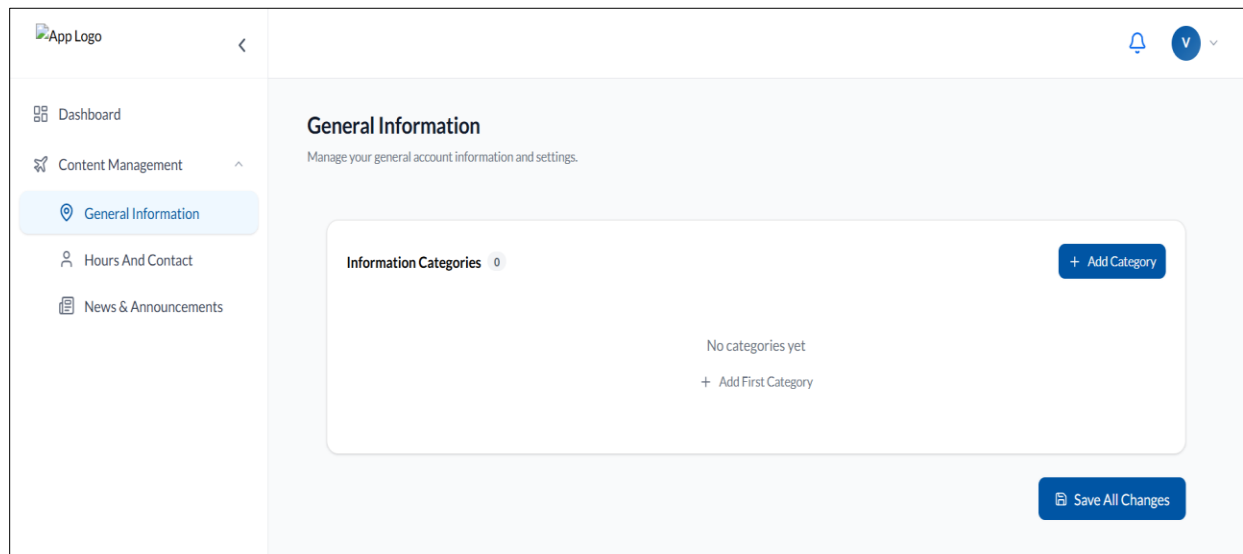


Under the **General Information** submenu, the following sections are listed:

1. Passport Information
2. State Department
3. TSA Information
4. Per Diem Rates
5. Government Travel Sites



Under General Information, we can create a new category and add the title, description, icons, links, and updates.



App Logo

Dashboard

Content Management

General Information

Hours And Contact

News & Announcements

General Information

Manage your general account information and settings.

Information Categories 1

+ Add Category

✓ Category 1

Title

Description

Icon

Heart

Links (1)

+ Add Link

Link 1

Link Title

URL

Delete

Updates (1)

+ Add Update

INFO:

Update Text

Type

Info

Delete

Delete Category

Save All Changes

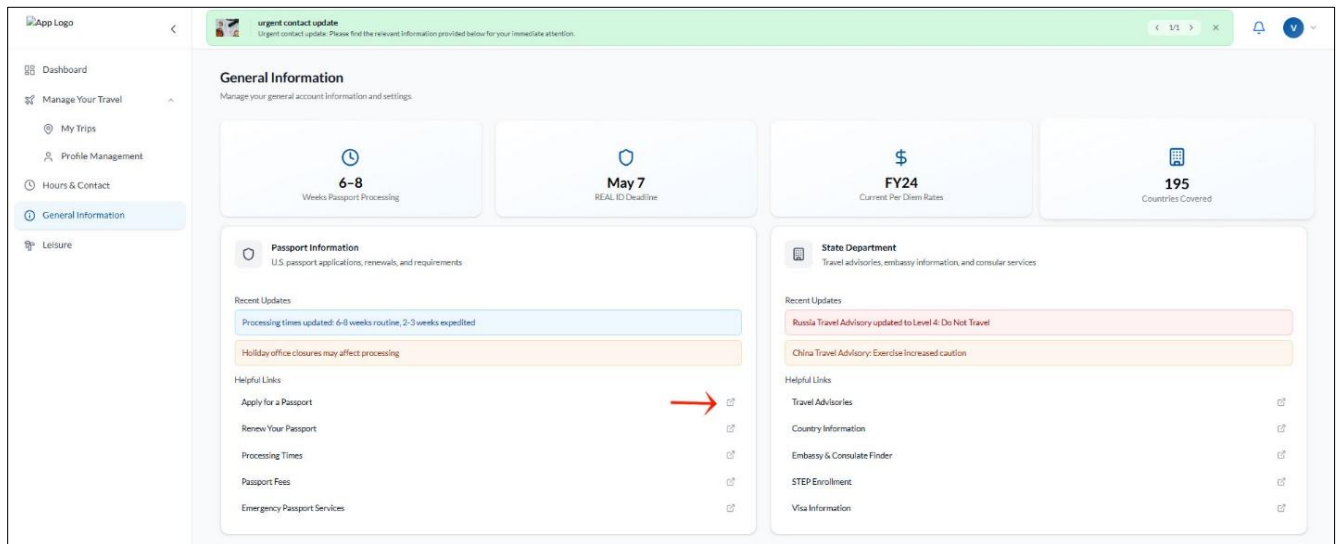
After adding the information, **save all changes to store it.**

After saving the changes, the user application will display it like this.

The screenshot displays the 'General Information' page of the Portal Application. The page is titled 'General Information' and includes a sub-header 'Manage your general account information and settings.' The page is organized into several sections:

- General Information Summary:** Four cards at the top showing key metrics: '6-8 Weeks Passport Processing', 'May 7 REAL ID Deadline', 'FY24 Current Per Diem Rates', and '195 Countries Covered'.
- Passport Information:** A section for U.S. passport applications, renewals, and requirements. It includes 'Recent Updates' (Processing times updated: 4-8 weeks routine, 2-3 weeks expedited; Holiday office closures may affect processing) and 'Helpful Links' (Apply for a Passport, Renew Your Passport, Processing Times, Passport Fees, Emergency Passport Services).
- State Department:** A section for travel advisories, embassy information, and consular services. It includes 'Recent Updates' (Russia Travel Advisory updated to Level 4: Do Not Travel; China Travel Advisory: Exercise increased caution) and 'Helpful Links' (Travel Advisories, Country Information, Embassy & Consulate Finder, STEP Enrollment, Visa Information).
- TSA Information:** A section for airport security, prohibited items, and travel procedures. It includes 'Recent Updates' (REAL ID required starting May 7, 2025; 5-1-1 liquid rule still in effect for carry-on bags) and 'Helpful Links' (What Can I Bring?, TSA PreCheck®, REAL ID, Checkpoint Wait Times, Special Assistance).
- Per Diem Rates:** A section for federal per diem rates for domestic and international travel. It includes 'Recent Updates' (FY2024 per diem rates now in effect; High-cost areas may require additional documentation) and 'Helpful Links' (U.S. Per Diem Rates, International Per Diem, Lodging Rate Lookup, Per Diem Calculator, FY2024 Rate Changes).
- Government Travel Sites:** A section for official government resources for business and leisure travel. It includes 'Recent Updates' (New CityPairs contracts effective October 1; FedRooms expanded to include more hotel brands) and 'Helpful Links' (FedRooms (Government Hotel Program), CityPairs (Government Airfare), U.S. Government Car Rental, Federal Travel Regulation (FTR), Government Travel Charge Card).
- Important Travel Notice:** A section at the bottom with a warning icon and text: 'These links lead to official U.S. government websites. Always verify information directly from these sources for the most current requirements and procedures. Note: Information is subject to change. Check official sources before making travel decisions or bookings.'

On click on this icon, it will redirect to the configured website links.



Hours and Contact

Once we click Hours and Contact, we can see the metric cards, departments, holidays, and emergency notices.

App Logo

Dashboard

Content Management

General Information

Hours And Contact

News & Announcements

Hours of Operation & Contact Information

Manage support configurations

Support Info 3

Support test

Contact Support

Emergency Support test

Departments 0

+ Add

No items yet

+ Add First Item

Holidays 0

+ Add

No items yet

+ Add First Item

Emergency Notice

Notice Text

Emergency Phone

Save All

After clicking *Add Item*, fill in the details to update the field and then click *Save All*. The changes will be reflected in the user application.

The screenshot displays a web application interface for managing support configurations. On the left is a sidebar menu with the following items: 'Dashboard', 'Content Management', 'General Information', 'Hours And Contact' (which is highlighted), and 'News & Announcements'. The main content area is titled 'Hours of Operation & Contact Information' with a subtitle 'Manage support configurations'. It contains four distinct sections: 1. 'Support Info' (3 items): Includes a 'Support test' card with fields for 'Title' (filled with 'Support test'), 'Operating Hours' (filled with 'Extended Hours (Mon-Fri, 8 AM - 8 PM)'), and 'Meeting Link (Zoom/Chat)' (filled with 'https://vela.portal.owt.net/portalManagement/hours&contact'). Below this are 'Contact Support' and 'Emergency Support test' cards. 2. 'Departments' (1 item): Includes a '+ Add' button and a 'Departments 1' card with fields for 'Department Name', 'Description', 'Operating Hours' (a dropdown menu), 'Phone', and 'Email'. A red 'Delete' button is at the bottom right of the card. 3. 'Holidays' (1 item): Includes a '+ Add' button and a 'Holidays 1' card with fields for 'Holiday Name' and 'Date' (a date picker). A red 'Delete' button is at the bottom right of the card. 4. 'Emergency Notice': Includes a large text area for 'Notice Text' and a text field for 'Emergency Phone'. A blue 'Save All' button is located at the bottom right of the entire form area.

After saving the changes, the user application will display as below.

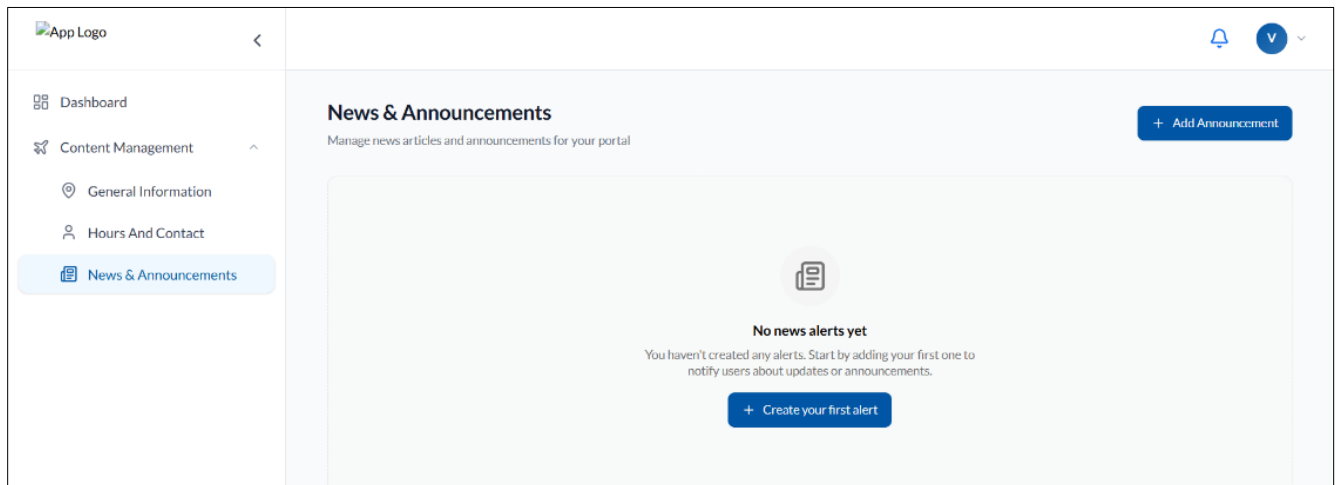
The screenshot displays the 'Hours of Operation & Contact Information' page in a web application. The sidebar on the left contains the following navigation links: Dashboard, Manage Your Travel, My Trips, Profile Management, Hours & Contact (highlighted), General Information, and Leisure. The main content area is titled 'Hours of Operation & Contact Information' and includes a sub-header 'Stay informed about our support availability and how to reach us.' Below this, there are three cards for 'Support test', 'Chat Support', and 'Emergency Support test'. The 'Support test' card has an 'Open Now' button and a 'Contact us' button. The 'Chat Support' card has an 'Open Now' button and a 'Chat with us' button. The 'Emergency Support test' card has a 'Closed' status and a 'Contact us' button. Below these cards is a 'Department Directory' section with a table of contact information for various departments. The table includes columns for the department name, description, hours of operation, phone number, and email address. The departments listed are Main Support, Emergency Support, Corporate Travel, Leisure Travel, Group Travel, and Billing & Accounts. Each department's status is marked as 'Closed'. Below the directory is a 'Holiday Schedule' section with a table showing the holiday schedule for the 'New year' on '2026-01-01'. At the bottom, there is an 'Emergency Notice' section with a yellow background, stating 'During Holidays please call to this number: +1 800 555-0175.'

Department	Description	Hours of Operation	Phone Number	Email Address
Main Support	General inquiries, refunds, and travel assistance	Mon-Fri, 9 AM - 5 PM	+1 800 555 0133	support@travelco.com
Emergency Support	Travel emergencies, flight disruptions, urgent assistance	Mon-Fri, 9 AM - 5 PM	+1 800 555 0191	emergency@travelco.com
Corporate Travel	Business travel management and account services	Mon-Fri, 8 AM - 8 PM	+1 800 555-0175	corporate@travelco.com
Leisure Travel	Vacation packages, individual and leisure travel	Mon-Fri, 9 AM - 5 PM	+1 800 555-0176	leisure@travelco.com
Group Travel	Group reservations, event coordination, and special requests	Mon-Fri, 9 AM - 5 PM	+1 800 555 0177	groups@travelco.com
Billing & Accounts	Payment inquiries, invoices, and account management	Mon-Fri, 9 AM - 5 PM	+1 800 555-0178	billing@travelco.com

Holiday	Date
New year	2026-01-01

Emergency Notice
During Holidays please call to this number: [+1 800 555-0175](tel:+18005550175).

News & Announcement




After clicking 'Add New,' fill in the required data, then click 'Publish,' 'Banner,' and 'Add News' to the announcement.

The screenshot shows the 'News & Announcements' form. The sidebar is the same as in the previous image. The main area has a header 'News & Announcements' with a subtitle 'Manage news articles and announcements for your portal'. Below this is a form with the following fields: 'Title' (text input), 'Content' (text area), 'Summary' (text input), 'Image URL' (text input), 'Category' (dropdown menu), 'Tags' (dropdown menu), 'Published' (checkbox), and 'Banner' (checkbox). There is a 'Back to List' link at the top left of the form and an 'Add News' button at the bottom right.

News & Announcements

Manage news articles and announcements for your portal





urgent contact update

Updates

Urgent contact update: Please find the relevant information provided below for your immediate attention.

Published

Banner



After saving, the user application will display it like this.



urgent contact update

Urgent contact update: Please find the relevant information provided below for your immediate attention.

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