Vela Portal Application
User Guide

Omega World travel

3102 Omega Office Park

Fairfax, VA 22021
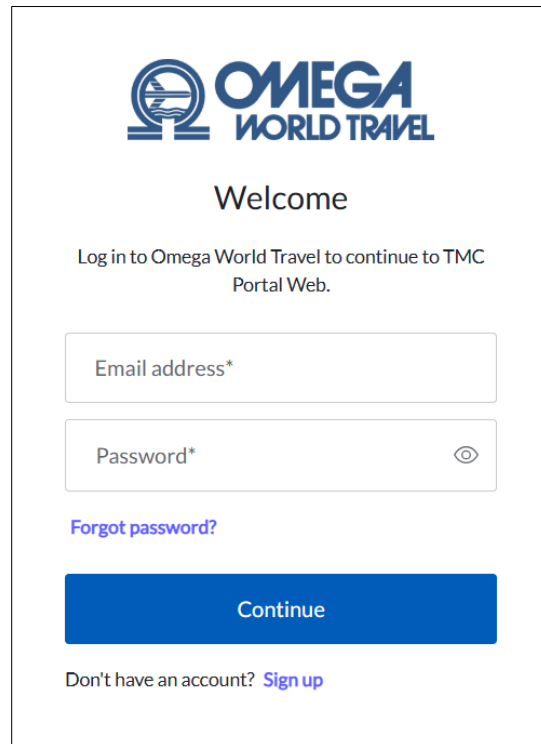
Phone: +1 888-380-9872
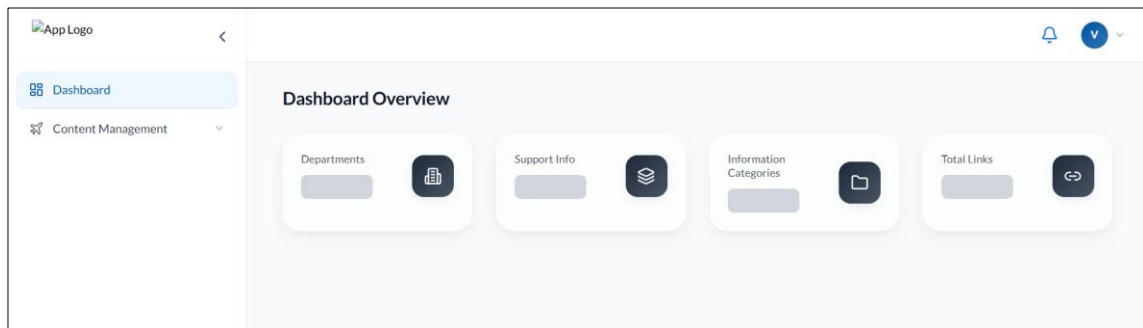
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Login page

- 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.

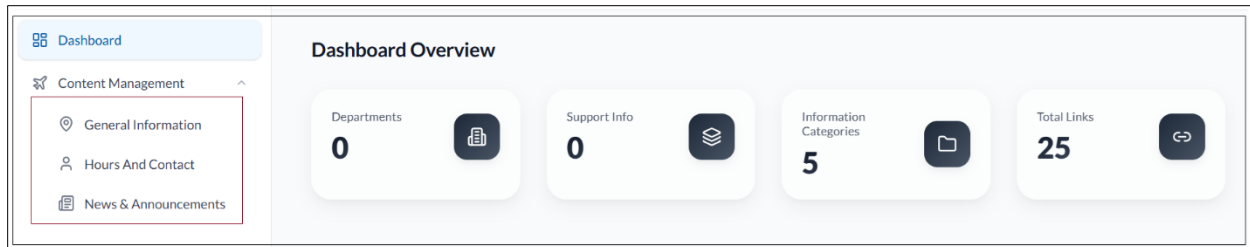Once logged in, you will be redirected directly to your dashboard.

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
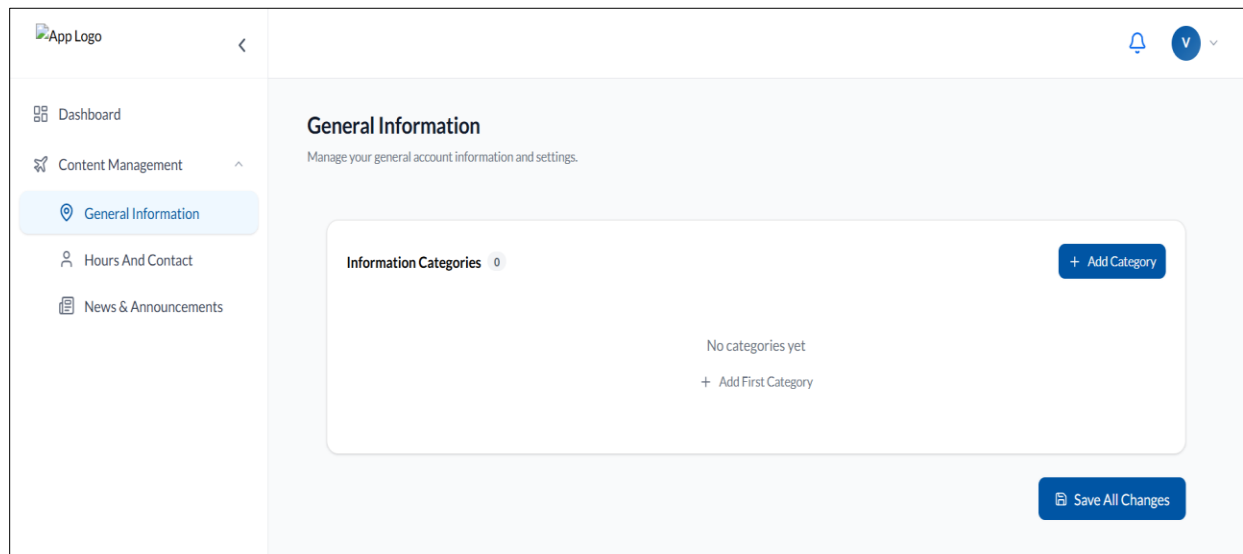3. News and Announcements

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.

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

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

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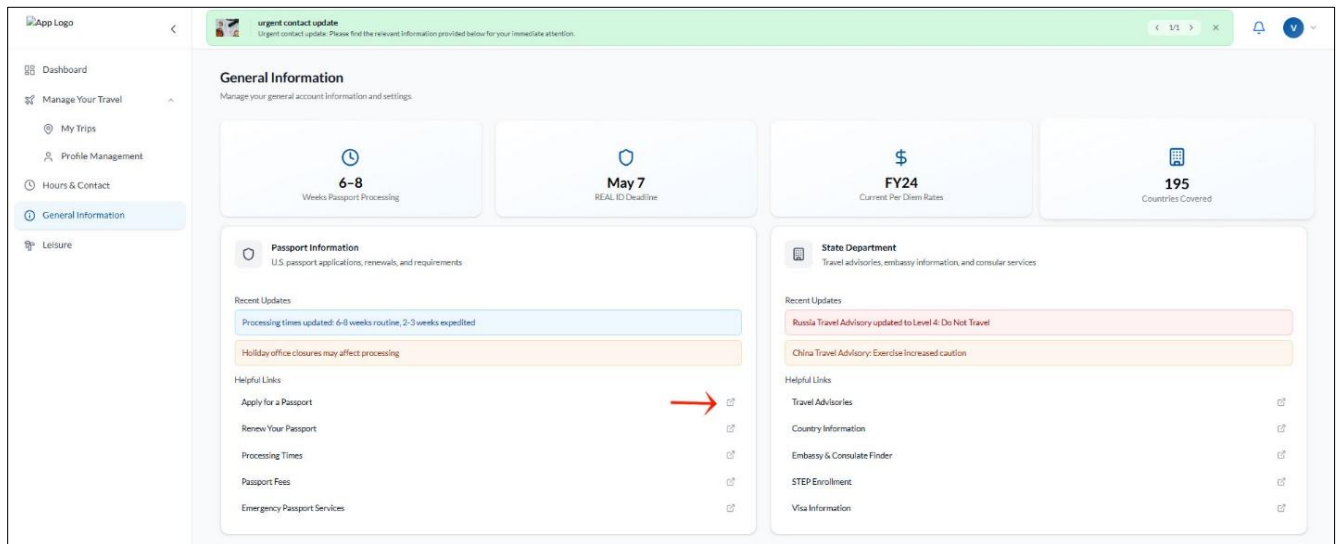
Hours and Contact

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

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.

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

News & Announcement

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

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