

vela video library

What type of videos do you want to view? (Click one)

Short “How To” Videos



Vela 101 for New Staff



“How to...”: Short, Topic-Specific Videos

These videos are short and sweet but incredibly helpful for learning how to complete specific tasks in Vela. Each bullet point is a video link.

My Account

- [How to Change Your Password](#)
- [Add Two Factor Authentication](#)
- [Edit User Settings](#)
- [How to Update Your Account Image](#)
- [How to Logout of Vela](#)

Dashboard

- [What's the Main Dashboard?](#)
- [How to Search for an Existing Client](#)
- [How to Add Clients to Groups](#)
- [How to Track a Group Service Provided to Multiple Clients](#)
- [How to Add Shift Notes](#)

Enrollments

- [How to Create a New Enrollment for a Client](#)
- [How to Exit a Survivor from a Program](#)
- [Provide an Update to Enrollment Details](#)
- [How to Delete Enrollment Exit Information](#)

Services and Hotlines

- [Add a Service to a Client](#)
- [Create a New Hotline Call](#)
- [Multiple Incidents/Victimizations](#)

Time Tracker

- [How to use the Calendar](#)
- [How to Add a New Activity](#)
- [How to Generate a Staff Timesheet](#)

Staff Management

- [How to add a New Staff/Volunteer](#)
- [How to Reset a Staff's Password](#)
- [How to Add New Grant Sources to Staff](#)

Reports

- [How to Run a Pre-Built Report](#)
- [How to Run a Flex Report](#)

Form Manager

- [How to Create a Custom Form](#)
- [How to Design a Custom Form](#)
- [Conditional Form Logic](#)
- [Grid Questions](#)

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Vela 101: New Staff Onboarding

Whether you are new to your organization or need a refresher, these videos will help you master Vela basics.

● **NOTE:** If you need a **training certificate for documentation purposes**, please **register for our Vela New Staff Onboarding** e-learning module. The certificate is only available when the videos are completed as part of the full module.

- To register and complete the self-paced onboarding module (which includes all videos and issues a certificate upon completion), [click here](#).
- To register to view the Form Manager webinar recording (and receive a completion certificate), [click here](#).

If you prefer to view the videos individually without registering (and do not need a certificate), click the links below:

- [Intro to Vela and Element74](#)
- [Vela Basics: Navigating, Clients, Services, and Hotlines](#)
- [Vela Basics: Activities and Timesheets](#)
- [Vela Basics: Reporting Overview](#)
- [Form Manager Webinar Recording](#)