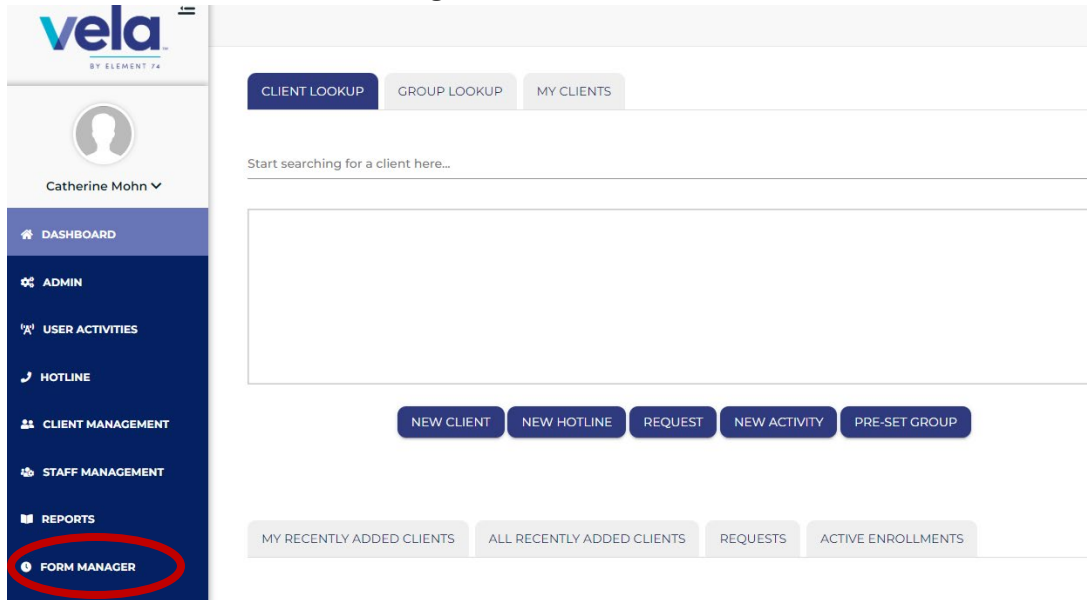# How to edit a previously submitted report in Vela

1. Click on the Form Manager side bar button

2. "View Forms" under sub grantee reporting

SUB GRANTEE REPORTING

6

VIEW FORMS

3. Under the form you want to edit, click "View Submissions"

VOCA / Enhanced Services

SUBMIT RESPONSE
SUMMARY VIEW SUBMISSIONS
VIEW FORM DASHBOARD

4. The list will show each report you have submitted for the selected form. Locate the submission you want to edit, click on the "options" drop down menu, and select "edit".