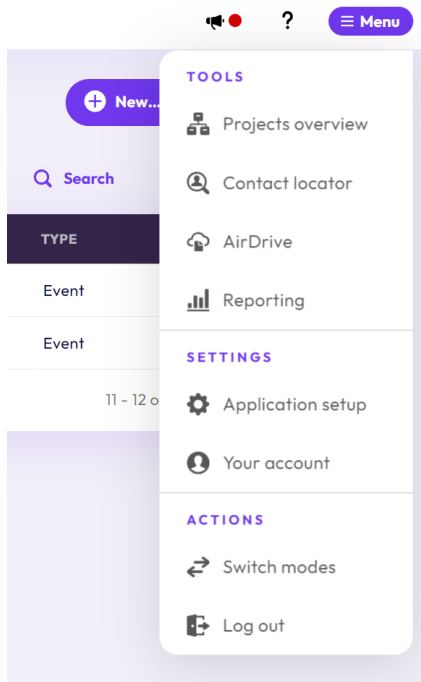


# Projects Overview

Last Modified on 10/16/2024 12:27 am EDT



The new-look EventsAir Version 16 has arrived! If your version of EventsAir hasn't yet been updated, you may see something more like the below.



Project /Projects Overview is a global view of all projects going across all of your events in a grid view.

You have two main filters:

- **All Tasks** – shows all tasks across all of your teammates
- **My Outstanding Tasks** – shows just the outstanding tasks that are assigned to you

You also have a Project Overview Filter, where you can filter by different criteria such as event name, start date and much more.

## Grid View details

In Grid View, you can see details about each task broken down by:

- **Rank** – [you can assign rank numbers in the left hand column]
- **Events** – the different events in your build of EventsAir
- **Team Members** – click the Plus symbol to expand the list to display individual team members and their assigned tasks
- **Project Indicators** – the columns that read Status, Progress, Start, End and Note are the same as shown in the specific event's Project List
- **Custom Fields** – if you have custom fields assigned to a specific event, you can see and edit those fields from this view
- **Email Reminders** – if checked, your team members will get email reminders for this task
- **Milestone** – if checked, then milestones are recorded for this task
- **Milestone Alert, Level and Message** – If Milestone Alert is checked, an alert is generated. You can also set the Alert Level and Alert Message if needed.

You can click on any element of a task and change items such as team member names, status, progress, start/end ends and notes.

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