Project Overview

Project is a a global view of all projects going across all of your events. You have two primary views of your project assignments:

- **Grid View** - displays all assigned tasks by event
- **Gantt View** - displays a Gantt view of all tasks for all events

You have two primary filters you can view:

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

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

Grid View

In Grid View, you are able to view details about each task broken down by:

- **Rank** - you can assign rank numbers in the left hand column
- **Events** - these are the different events in your build of EventsAir
- **Team Members** - Clicking on the Plus symbol will expand the listing to display individual team members and 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 view and edit those fields from this view
- **Email Reminders** - if checked, then your team members will receive email reminders for the current task you are viewing
- **Milestone** - if checked, then milestones are recorded for the current task you are viewing
- **Milestone Alert, Level and Message** - If Milestone Alert is checked, than an alerted is generated. You can also set the Alert Level and Alert Message if needed.

Grid View is fully interactive, so you are able to click on any element of a task and change items such as team member names, status, progress, start/end ends and notes.

Gantt View

In Gantt View, you will view all global project data in view that is the same as the Project View for a specific event. You can view projects, tasks and subtasks, along with a Gantt Chart and all standard project metrics.

In Gantt View you are able to easily:

- Add Tasks
- Add Projects
- Edit, Clone and Delete
- Click on a task or project to view or change details