User Tools (icons on the top right)

In the top right hand corner of each EventsAir panel, you will see a row of icons. These icons provide you with different tools that you can access from any part of the EventsAir platform.

These icons are:

	Project Overview – this shows a global list of all your projects across all your events, showing either all team members' tasks or just your assigned tasks.
	Contact Locator – this global search tool lets you find specific records, looking through all events, past events only or current events only.
	AIRDrive – this is a global cloud storage facility for images, documents and any other files you need stored during your event (including attendee and presenter uploads).
	Update User Account – this tool allows you to quickly change user details and passwords when needed.
	Help or Learn – selecting **Help** will take you to useful articles. The **Learn** option links you to the **Fast Track Education Platform**.
	Log Out – logs you out of EventsAir.