







User Tools (icons on the top right)

Last Modified on 03/22/2023 12:23 am EDT

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 view displays a global view of all your projects across all of your events, displayed across all of your team members tasks or a view of just your assigned tasks.
	Contact Locator - this global search function lets you search for contacts across 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 may use during your event.
	Update User Account - this tools allows you to quickly change your user details and change your password 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 - this option lets you log out of EventsAir.