# User Tools (global tools menu)

In the top right hand corner of each EventsAir panel, you can access Global Tools. You can access these from any part of the EventsAir platform.

**In Version 16 onward, these are under "Menu".**
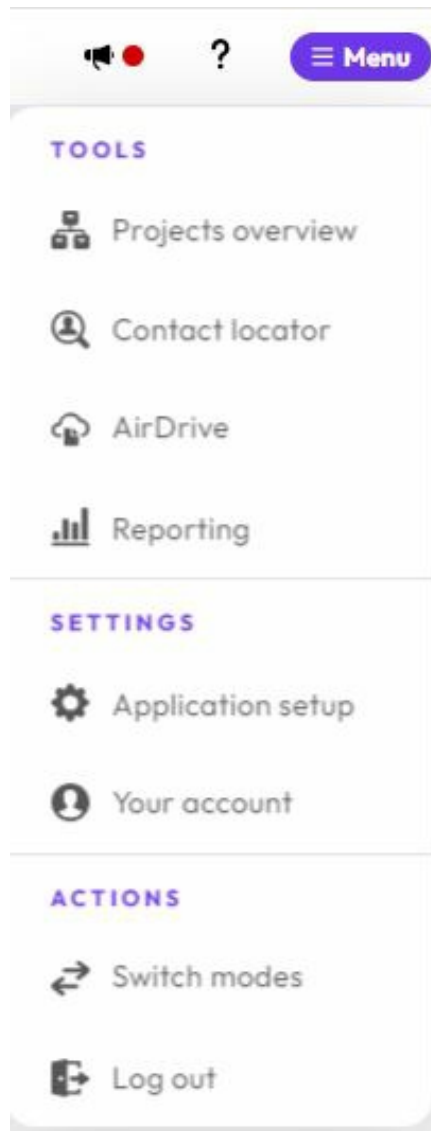


In Version 16 onwards, the "Switch Modes" tool is how you change to **Sandbox** or **Certification** mode.

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.

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|---|---|
| | **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** – lets you change your details and password. |
| | **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. |