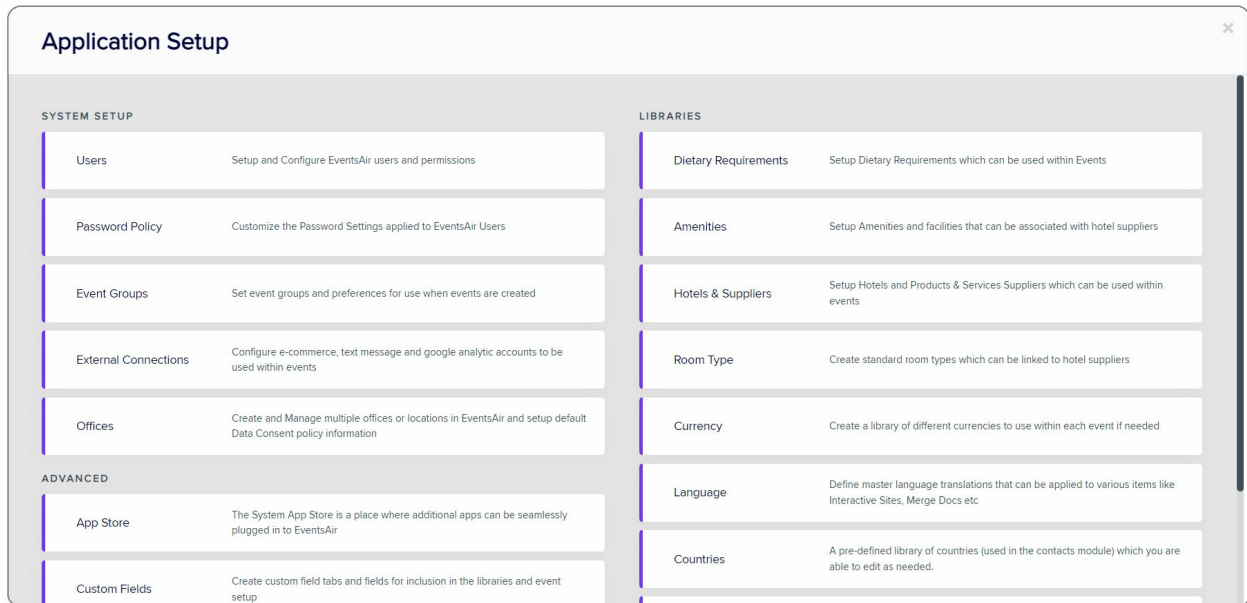


Application Setup

Last Modified on 10/16/2024 5:14 am EDT



EventsAir Settings can be accessed by clicking on the **Application Setup** button, in the top right of the **Event Selection** screen.

In **Version 16 and upwards**, this is under the **Global Tools** menu (**Menu** button, top right).

This panel gives you access to setting up and managing the following (**select a link to read more about each one**):

- **Application Setup – System Setup**
Manage EventsAir **users** (permissions and passwords); **password policy**; **event groups** (for categorizing your events); **external connections, including e-commerce (payment gateways)**, text gateways, Google Analytic accounts, and Custom Attendee Apps branding; and **Offices** (where you have multiple teams/locations – extra fee for this tool).
- **Application Setup – Advanced Setup** – manage advanced settings for special App Store functions, Custom Fields and Password Preferences.
- **Application Setup – Libraries** – manage various libraries for Amenities, Hotels, Suppliers, Room Types, Currencies, Languages, Ports and Carriers.