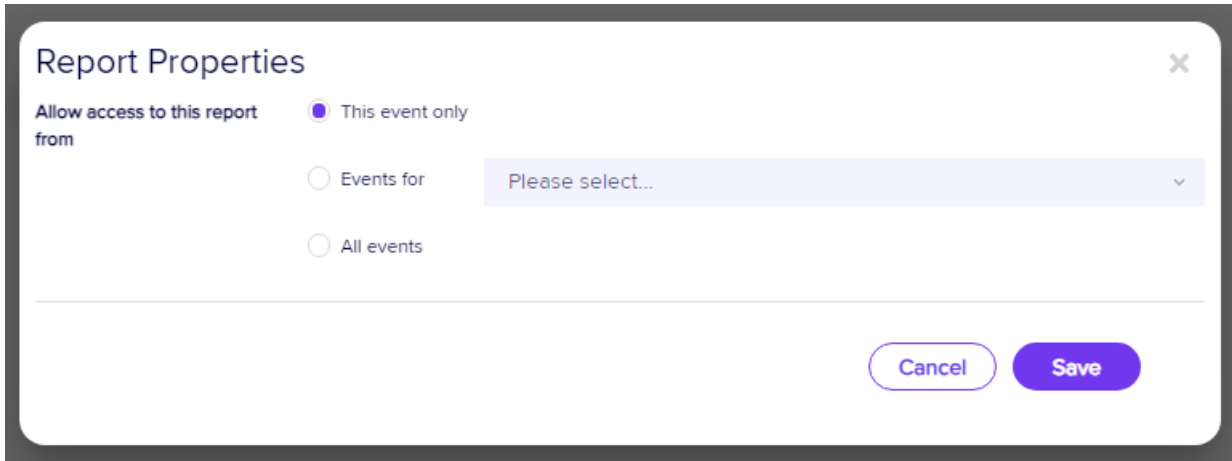


How do I make my reports available in other events?

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When you copy a report, you need to set the properties of the report – such as who can access the report.



1. **"This event only"** is the default access setting. (Report can't be accessed from anywhere else).
2. **"Events for..."** lets you choose an office from the dropdown, if your EventsAir account has many users in different offices, but you only want the report available in one.
3. **"All events"** makes the report available in all events inside your EventsAir build (and from all your offices, if you have multiple offices set up).

To edit these properties later, select the three lines beside your report and you'll get the same properties window. (You'll only see these three lines when it's a report you created/copied, not a default.)

