

Navigate the Global & Project Menus

Summary

The Global and Project Menus in BuilderPal provide quick access to key features and tools. The Global Menu handles account-wide navigation, while the Project Menu focuses on project-specific actions, helping users switch contexts efficiently.

How It Helps

These menus streamline workflow by centralizing access to essential areas like account settings, projects, notifications, and office tools, reducing time spent searching and improving productivity across roles.

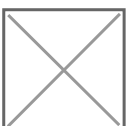
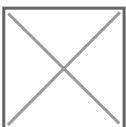
How It Works

The Global Menu appears on every page and includes links to your account, projects list, notifications, company back office, and support. The Project Menu, available within a project, offers direct links to dashboards, schedules, actions, documents, time tracking, and chats. Hover or click icons to expand sub-options.

When to Use

Use the Global Menu for company-level tasks like managing teams or viewing all projects. Switch to the Project Menu for focused work on a specific project, such as updating schedules or assigning actions.

Screenshots



Next Steps

Once familiar with navigation, explore creating your first project or managing notifications to get started with core features.

FAQ

Q: How do I access the Global Menu from anywhere in the app?

A: The Global Menu is always visible in the top navigation bar. Click the profile icon or menu button

to expand it and select options like "My Account" or "Projects."

Q: What if the Project Menu isn't showing?

A: Ensure you're inside a specific project view. If not, navigate to a project from the Global Menu first. If issues persist, check your role permissions in account settings.

Q: Can I customize the menus?

A: Menus are standardized for consistency, but you can adjust preferences like notifications in your account settings to influence what appears in quick access areas.

Q: How do menus differ on mobile?

A: On mobile, the menu appears as tabs at the bottom of the screen for space efficiency, but functionality remains the same—tap to expand and navigate.

Related Articles

- [Manage Your Account Settings](#)
- [Navigate & Organize Your Projects](#)
- [Project Setup & Management](#)
- [Roles & Permissions Overview](#)

Revision #1

Created 14 November 2025 20:50:03 by Gabe

Updated 14 November 2025 20:50:33 by Gabe