

Adjusting Colours

Summary

This tutorial shows you how to change the color tag of any project so you can quickly identify and organize projects by color in your Projects list.

Prerequisites

- **Role or permission needed:**
Admin (GC), Admin (SUB), Admin (SHORTCUT), Team Project Manager, or Team Business Manager
 - **Any setup required:**
Log in to BuilderPal and open a project
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Steps

1. Open the Schedule in your Project

- **Instruction:** Inside any project, click the **Schedule** option in the left panel of the project.
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2. Change the Color

- **Instruction:** Click the gears icon at the top to access the **Color** dropdown and select the color you want to apply to any project.
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3. Save the Change

- **Instruction:** Click **Save** at the top-right of the settings window.
 - **Screenshot:** Only if not obvious.
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Confirmation

“You’ll know it worked when the new color appears next to the project name in your main Projects list.”

Tips

- **Pro tip:** Use consistent colors (for example, red = urgent, blue = commercial, green = internal) across all projects to make scanning easier.
 - **Shortcut:** When available, change project colors directly from the Projects list using quick-edit options.
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Related Articles

- [Project Settings Reference](#)
 - [Edit Project Details](#)
 - [Organize Your Projects](#)
 - [Learn the Project Dashboard](#)
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