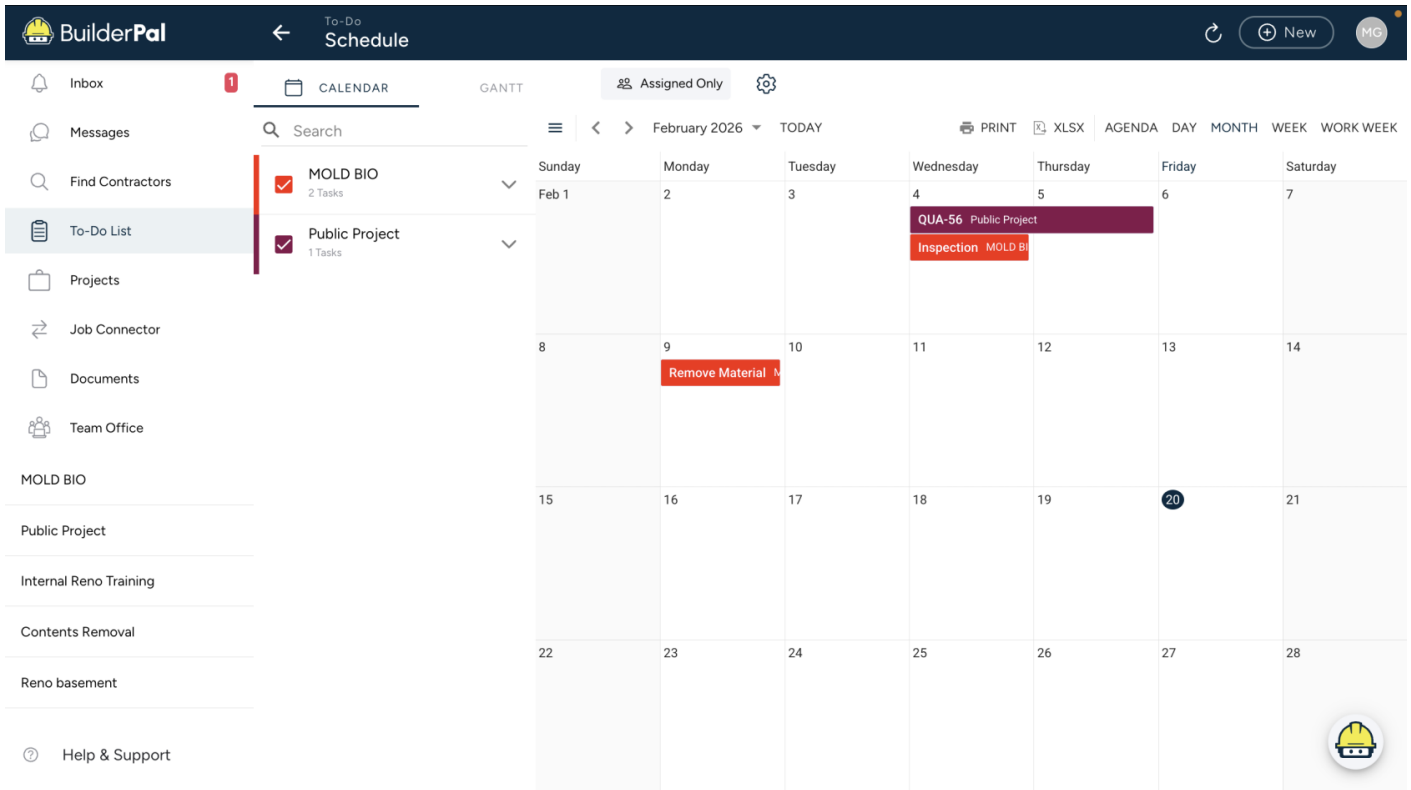


# Master Schedule

## Summary

The Master Schedule (also called the Global Calendar) in BuilderPal displays every task, deadline, and scheduled item across all projects you have access to in one company-wide calendar view. It gives managers and admins a complete overview of workload, timelines, and progress without opening individual projects.



## How It Works

- **Key parts:**

Displays tasks from all accessible projects with project color coding, due dates, status indicators, and filters.

- **Real-world example:**

A Project Manager opens the Master Schedule and sees three projects with major deadlines in the same week, allowing them to rebalance crews or adjust timelines before issues arise.

## When to Use

- Daily or weekly workload planning
- Resource allocation and crew scheduling
- Identifying conflicts across projects
- Preparing for team or client meetings
- Exporting a company-wide schedule

## Next Steps

- Open the **Master Schedule** from the left sidebar.
- Turn **Assigned Only** off to see the full company-wide view.
- Apply filters (status, date range, project) to focus on what matters most.

## Related Articles

- [Learn the Project Dashboard](#)
  - [Personal Calendars Overview](#)
  - [Managing Project Tasks](#)
  - [Project Access Explained](#)
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