

# 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.

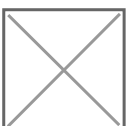
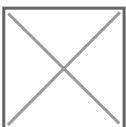
## How It Works

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](#)

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Revision #1

Created 16 November 2025 17:10:36 by Gabe

Updated 16 November 2025 17:10:46 by Gabe