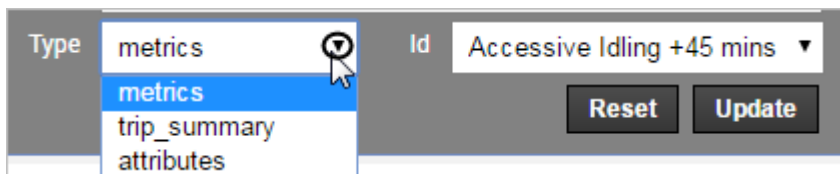


The Manage Colors page allows you to create and save custom color scales that you can apply to **metrics**, **attributes**, or trip summary identifiers within areas of the portal (e.g., the **Utilization Rollup dashlet**).

## ► To add/edit new color scale:

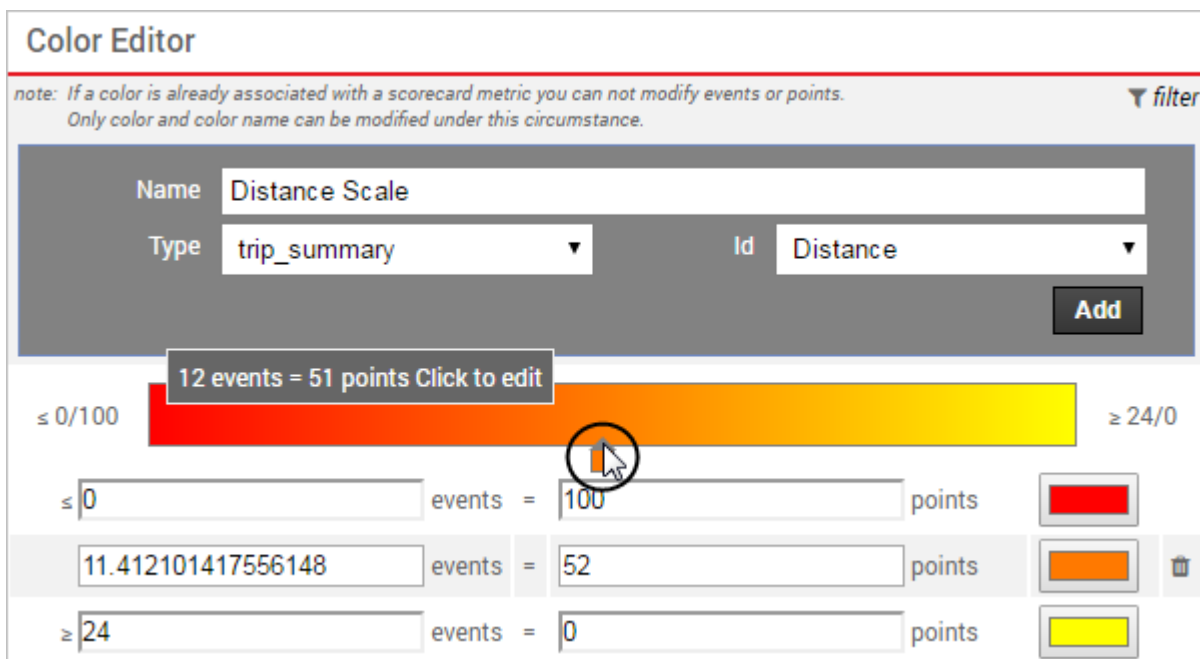
1. From the **Utilization Rollup dashlet**, click **Edit** (.
2. Click **Create New Scale**.

The Manage Colors page appears. The Color Editor loads the last item that was added to the dashlet (attribute, metric, or trip summary identifier). If you want to define a color scale for a different item, choose from the **Type** drop-down and then the **Id** drop-down. Or, choose **Edit** from the Color List, which displays attributes, metrics, or trip summary identifiers that currently have a color scale defined.



The screenshot shows a form with two dropdown menus. The first dropdown is labeled 'Type' and has four options: 'metrics', 'metrics', 'trip\_summary', and 'attributes'. The second dropdown is labeled 'Id' and has one option: 'Accessive Idling +45 mins'. Below the dropdowns are two buttons: 'Reset' and 'Update'.

1. Add a **Name** for the color scale.
2. Adjust the minimum and maximum range values. If you want to add another point in the range, click the scale.



The screenshot shows the 'Color Editor' interface. At the top, there is a note: 'If a color is already associated with a scorecard metric you can not modify events or points. Only color and color name can be modified under this circumstance.' Below the note, there is a form with the following fields: 'Name' (Distance Scale), 'Type' (trip\_summary), and 'Id' (Distance). There is an 'Add' button. Below the form, there is a color scale bar with a gradient from red to yellow. The bar is labeled '12 events = 51 points Click to edit'. Below the bar, there are three rows of input fields for events and points, each with a corresponding color swatch. The first row is for the minimum value (≤ 0/100) and the maximum value (≥ 24/0). The second row is for an intermediate value (11.412101417556148 events = 52 points). The third row is for the maximum value (≥ 24 events = 0 points). There is a trash icon next to the second row.



**Note.** If you're editing a color scale that is already associated with a **scorecard** metric, you cannot modify events or points. In that case, you can modify only the color(s) on the existing point(s) and color names.

3. Click the color boxes to open a color picker and choose a new one as needed.



**Note.** If you make a mistake and want to revert back to what the scale was (name) prior to the last save, click **Reset**. Changes to colors and points are not currently reset.

4. When finished, click **Update**.