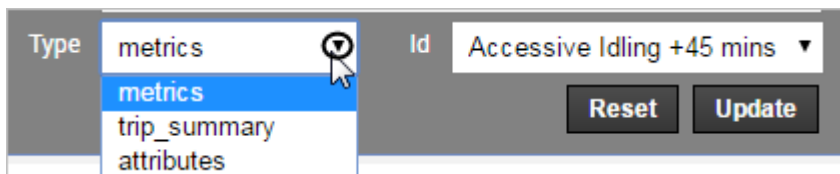


The Manage Colors page allows you to create and save custom color scales that you can apply to **metrics**, **attributes**, or trip summary identifiers within areas of the portal (e.g., the **Utilization Rollup dashlet**).

► To add/edit new color scale:

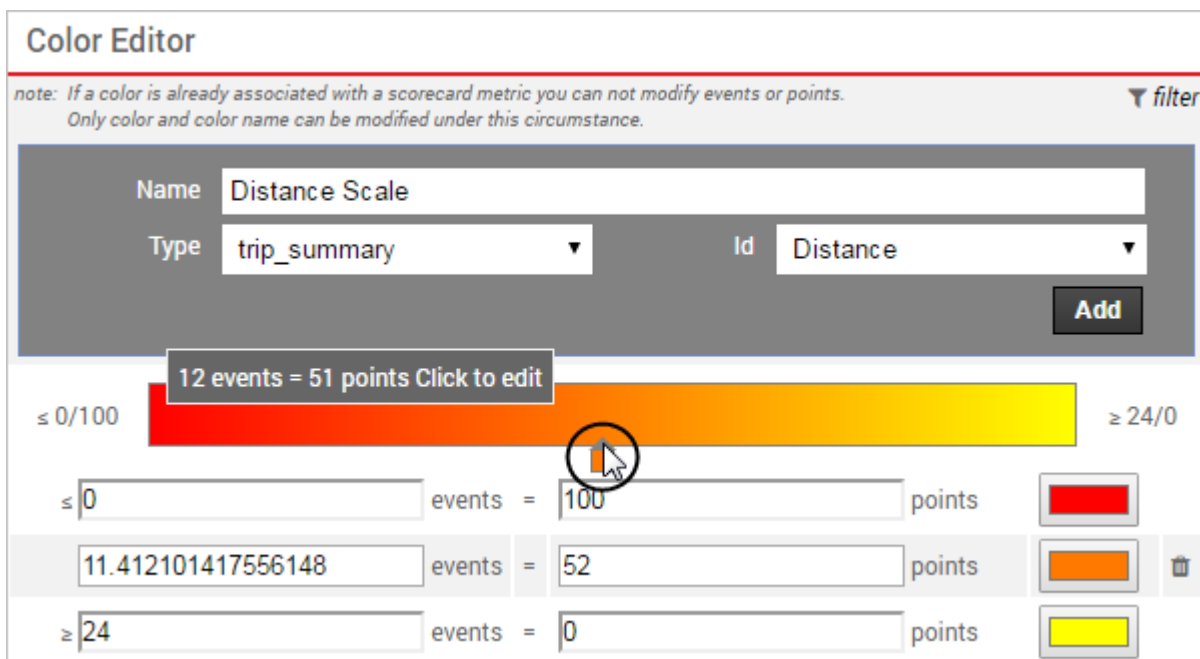
1. From the **Utilization Rollup dashlet**, click **Edit** (.
2. Click **Create New Scale**.

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 the 'Type' dropdown menu open with options: 'metrics', 'metrics' (highlighted), 'trip_summary', and 'attributes'. The 'Id' dropdown shows 'Accessive Idling +45 mins'. There are 'Reset' and 'Update' buttons.

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's 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 this, the 'Name' field is 'Distance Scale', 'Type' is 'trip_summary', and 'Id' is 'Distance'. There's an 'Add' button. Below the form, there's a color scale bar with a tooltip '12 events = 51 points Click to edit'. The scale ranges from '≤ 0/100' to '≥ 24/0'. Below the bar, there are three rows of input fields for events and points, each with a color swatch. The first row has '≤ 0' events and '100' points with a red swatch. The second row has '11.412101417556148' events and '52' points with an orange swatch. The third row has '≥ 24' events and '0' points with a yellow swatch. There's 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**.