Resources

Guides for Merlin Project Express

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This guide shows you how to create and use assignments in Merlin Project Express.

**What are resources**

Merlin Project Express offers the following resource types:

- **Person** (involved in the project actively or inactively)
- **Material**
- **Company**
- **Equipment**

The default resource type is **Person**.
Creating resources

The Resources icon contains a pop-up window.

You can quickly create new resources in your project by clicking New Resource in the pop-up window.

To display the resources view click the pop-up window.
Using resources pop-up

The resources pop-up is perfect for gaining a quick overview of project resources and switching quickly to the resources view.

The resources pop-up can be used as a separate window. Move the window down with the mouse pointer.

💡 You can quickly show or hide the resources pop-up as a separate window using the F4 key or via the Window menu item.
Creating assignments

Move a resource from the Resource Pool to an activity, group, or milestone. An assignment is created automatically.

A resource assigned to an activity is called an assignment. This resource works on the activity assigned to it in the project.

The assignments are identifiable by the white triangle. Multiple assignments can be created for an activity and these share the work automatically.

For selected activities in a view, the Assign option appears in the Resource Pool. This allows you to add additional resources as assignments to the activity quickly by marking the check box.
If the checkmark is removed, the assigned resource is also removed from the activity.

You can create new assignments for the selected activities automatically using the Insert → Assignment menu item or the corresponding shortcut option + cmd + A.