



Traits column

Guides for Merlin Project Express

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Traits column - as of November 2020

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Trait column icons

The **Traits** column contains various icons.

# ▲	Traits	Title
0	!!! 📁 ⌚ → 📎 ✎	▼ New Project
1	!!! ⌚ → 📅	New Activity
2	!!! ⌚ →	New Activity



These icons result from different entries already made by the user in the project.

Icon	Name	Meaning	Note
	Project	Row #0 is the project row and is always marked with this icon.	When projects are collapsed, the sub-projects are marked using this icon.
	Attachment	This icon indicates that an activity includes one or more attachments.	Groups, milestones, and assignments also support attachments.
	Alignment »ASAP«	An activity, group, or milestone is aligned with an early start.	This icon is only displayed with backward-planned projects. In a forward-planned project, all activities, groups, and milestones are assigned ASAP starts automatically.
	Alignment »ALAP«	If an activity, group or milestone in a forward-planned project is aligned with a late start, this icon appears.	
	Ellipsis	This icon indicates that further information is available in the Traits column, but not all of it is visible.	Change the column width to display all the icons.
	Calendar	This icon indicates that the activity has a specified calendar.	The selected calendar is shown in the »Advanced« options of the »Plan« tab in the inspector.

Icon	Name	Meaning	Note
	Date	This icon indicates that the activity has a fixed date.	Use the »Plan« tab in the inspector to see any activity start or end dates entered.
	Note	This icon indicates this item has a note.	Click on the icon, it opens the »Notes« tab in the inspector.
	Resource Pool	This icon means that the resource comes from a resource pool.	
	Comments	This icon indicates that this item includes one or more comments.	NOTE: Comments are accessible only in Merlin Project .
	Unread Comments	This icon indicates that this item includes one or more unread comments.	NOTE: Comments are accessible only in Merlin Project .

Planning conflicts

If logical problems occur during planning, planning conflict symbols appear in the **Traits** column.

Icon	Name	Meaning	Note
	Planning conflict (<i>weak</i>)	This icon indicates that the activity has at least one weak planning conflict.	Click the icon. A »Notifications« window will open with a list of all planning conflicts in the project together with further information.
	Planning conflict (<i>strong</i>)	This icon indicates that the activity has at least one strong planning conflict.	In contrast to a weak conflict, a strong planning conflict prevents planning. This could be because the activity commences before the project starts. This issue will need to be resolved.