



Time scale

Guides for Merlin Project Express

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Time scale - as of December 2018

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This guide provides basic information on using **time scales** in Merlin Project Express.

What is the time scale

The **time scale** is the display of time in the Gantt chart. The default time scale contains two **rows**, the upper and the lower one.

In the time scale Inspector, you can make a range of adjustments to the time units and other options.

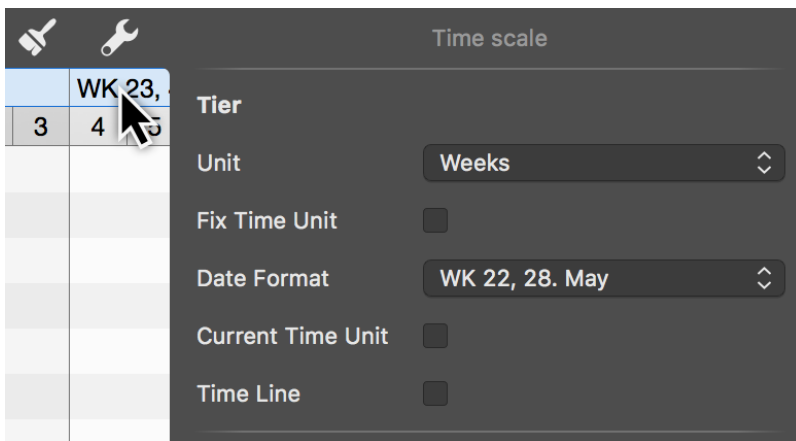
Time scale Inspector

Click a row in the **time scale** to open the corresponding Inspector.

There you will find a range of options for adjusting the clicked time scale and settings for the **Date Range** and **Non-working Time**.

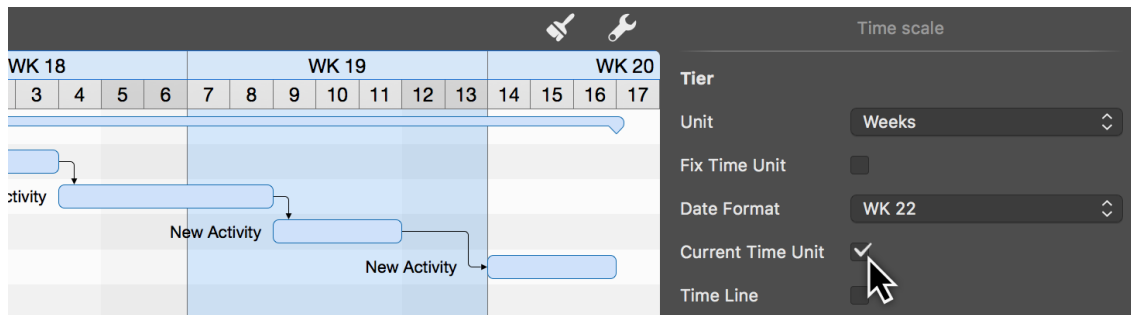


For more information on the **Date Range** and **Notes** options, refer to the guides of the same name.



The selected time scale is shaded blue. The **Unit**, **Fix Time Unit**, and **Date Format** options only apply to this selected scale.

Current Time Unit

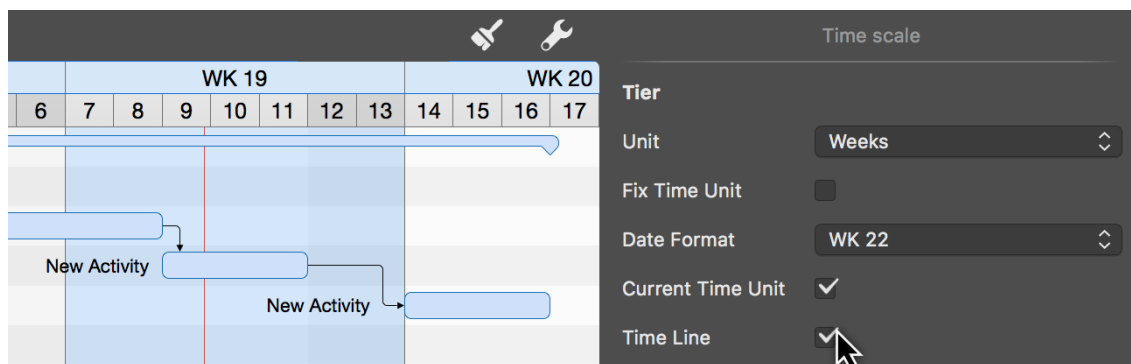


If you tick the checkbox next to **Current Time Unit**, the current time unit will be shaded in **blue** automatically in the Gantt chart. This allows you to find the current time period in the project quickly.



The current time unit is fixed with the **Fix Time Unit** option and remains unchanged even when zooming the view.

Time line



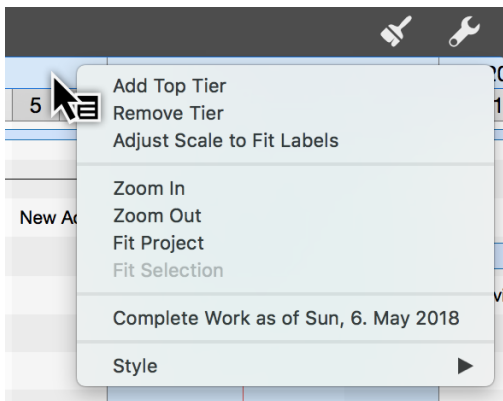
Like the **Current Time Unit**, the **Time Line** is a vertical marking in the Gantt chart, only much more accurate.

If you tick the checkbox for this option, the current time appears as a **thin red line** in the project.

The red **Time Line** is updated automatically with the **actual time**.

Time scale context menu

Secondary-click the **time scale** to display the context menu.



Add Top Tier

Up to two further rows can be added to the time scale using the **Add Top Tier** option.

Remove Tier

The **Remove Tier** option lets you remove the selected tier from the time scale.



The time scale can include up to four tiers. The minimum is one tier.

Adjust Scale to Fit Labels

The **Adjust Scale to Fit Labels** option adjusts the width of all active time scale columns automatically.

The available space on the time scale is set automatically to the best width.

Zooming in and out

The time scale is enlarged or reduced according to the selection.

The content of the time scale grow or shrink with it. The time units are adjusted automatically as required.

Fit Project

The **Fit Project** option adapts the time scale to the project.

The entire project is zoomed into until it fits into the visible area. The time scale grows automatically with it.

Fit Selection

The **Fit Selection** option adapts the time scale to the activities selected in the project.

The selection is zoomed into until it fits into the visible area. The time scale grows or shrinks automatically with it.



At least one activity, group, or milestone must be selected in the project for this option to be active.

Complete Work as of

The **Complete Work as of** sets all activities contained in the project to the status **Completed** up to the date clicked in the time scale.

This makes it easy to determine the progress of the project just by clicking.

Style

The **Style** option changes the graphical appearance of the time scale.



For more information on style options, see the **Styles and contents** guide.