

Calendar and working times

Guides for Merlin Project Express

© 2018 - ProjectWizards GmbH

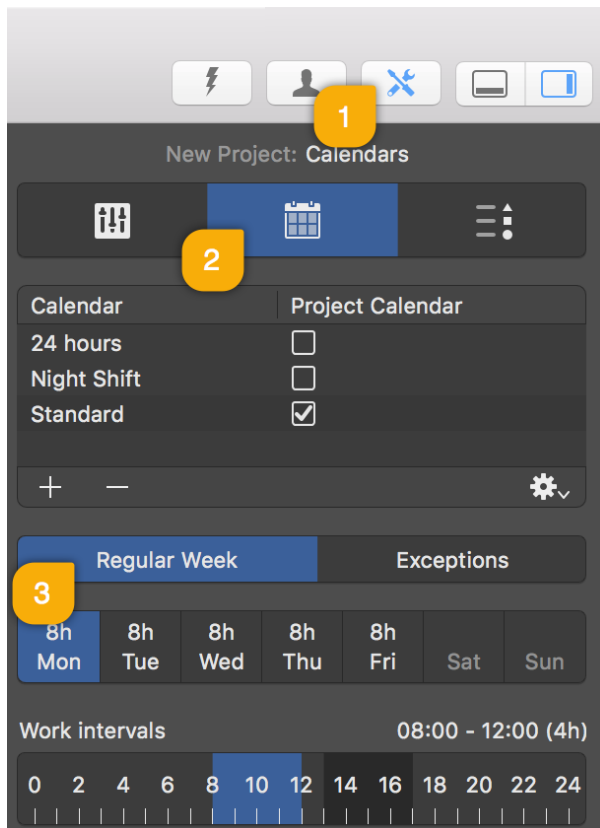
Calendar and working times - as of December 2018

Regular project working times	1
Project exceptions	2
Importing and exporting exceptions	3
Working times for resources	4

In Merlin Project Express **calendars** define **working time** and **exceptions** for the whole project and for individual **resources**. The **calendars** control the work for **regular weeks** and **exceptions** such as **vacation**, **holidays**, or **extra working** time in the project.

Regular project working times

Click the **Project Settings** icon (1) or **File** → **Project Settings**. The corresponding keyboard shortcut is **cmd + ; (semicolon)**.

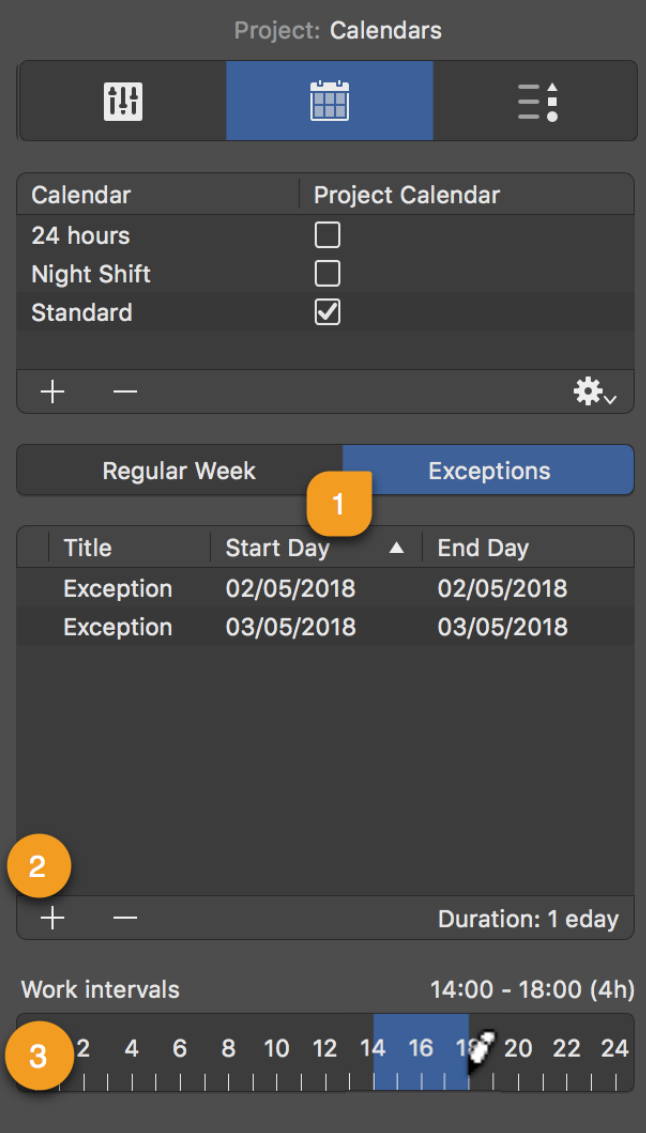


Then click the **Calendars** tab (2). This contains the list with different calendars and the active **Project Calendar**. It is identifiable by the marked checkbox.

Each **calendar** has two setting options for the **regular week** and for the **exceptions** (3).

Project exceptions

By clicking **Exceptions** (1) you can set single days or time phases as exceptions for **free time** and **extra working time** in the active calendar.



The screenshot shows the 'Project: Calendars' interface. At the top, there are three icons: a list view, a calendar view (selected), and a settings icon. Below this is a 'Calendar' section with a 'Project Calendar' header and three options: '24 hours' (unchecked), 'Night Shift' (unchecked), and 'Standard' (checked). Below the calendar options are '+' and '-' icons and a gear icon. The 'Exceptions' tab is selected, indicated by a blue bar and a '1' in an orange circle. Below the tab is a table with columns 'Title', 'Start Day', and 'End Day'. The table contains two rows: 'Exception' with '02/05/2018' and '02/05/2018', and 'Exception' with '03/05/2018' and '03/05/2018'. Below the table is a '+' icon, a '-' icon, and 'Duration: 1 eday'. At the bottom is a 'Work intervals' section with a range of '14:00 - 18:00 (4h)'. Below this is a horizontal bar with a scale from 0 to 24. A blue bar highlights the interval from 14 to 18, and a mouse cursor is over it. A '3' in an orange circle is next to the bar.

Title	Start Day	End Day
Exception	02/05/2018	02/05/2018
Exception	03/05/2018	03/05/2018

New exceptions are created by clicking the **plus** (2) icon. Each exception can be customized with the following information:

- *Title*
- *Start Day*
- *End Day*

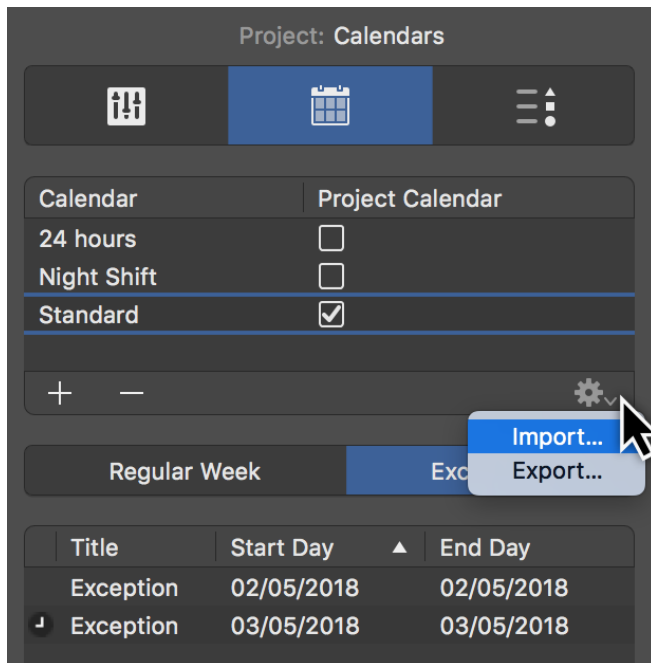
By default, new exceptions are defined as **non-working hours**.

These times are only active as **additional working times** (*outside regular working time*) when times are added in the **Work intervals** bar (3).



Exceptions with **extra working time** have a **clock icon** in the list.

Importing and exporting exceptions

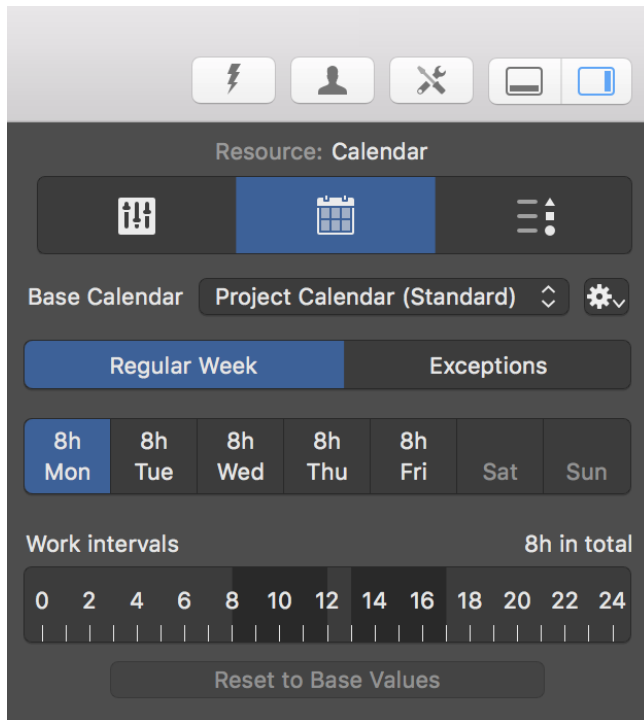


Click the **gear icon** followed by the **Import** option. This adds exceptions to the calendar as **ics** files. This is how you can enter vacations, for example, as exceptions in the project.

Click the **gear icon** followed by the **Export** option to create an **ics** file with all the project exceptions. You can then import these exceptions into another project.

Working times for resources

Configure the options for regular working time and resource exceptions in the same way as for the project. To do this, select a resource and click the **Calendar** tab in the Inspector.



The project calendar is used automatically as the **base calendar** for the **resource calendar**. If you make changes to the resource calendar, these settings take priority for the **resource calendar**.

Use the **base calendar** drop-down menu to select a base calendar for the active resource.

If you click **Reset to Base Values**, the settings from the project calendar are used for the resource.