



# Calendar and working times

Guides for Merlin Project Express

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## Calendar and working times - as of February 2021

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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.

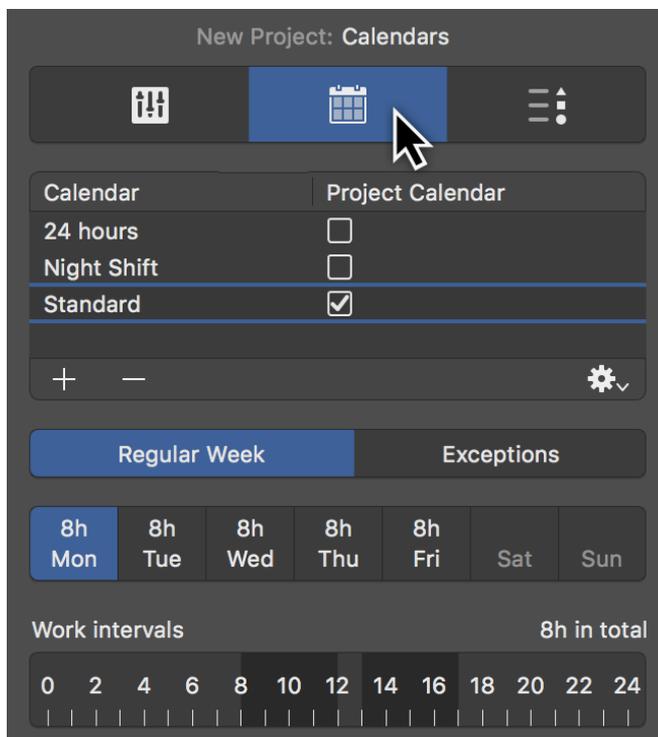
Click the **Project Settings** icon (1) or **File** → **Project Settings**. The corresponding keyboard shortcut is **cmd + ; (semicolon)**.

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).

## Regular Week

In the **Regular Week** section you can manage the regular work intervals per week day. Just select the Calendar you want to manage, select the various week days and edit its regular **Work intervals** as desired.



## 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.

Project: Calendars

Calendar | Project Calendar

24 hours	<input type="checkbox"/>
Night Shift	<input type="checkbox"/>
Standard	<input checked="" type="checkbox"/>

+ - ⚙️

Regular Week | **Exceptions** (1)

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

+ - Duration: 1 eday (2)

Work intervals 14:00 - 18:00 (4h)

(3) 2 4 6 8 10 12 14 16 18 20 22 24

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).

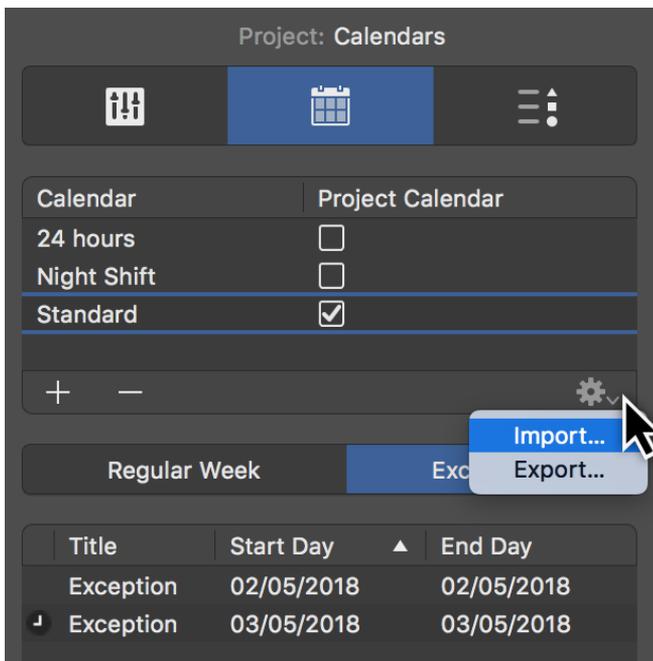


Exceptions with **Work intervals** show a **clock icon** in the list.

## Import / Export Calendars

Use **Export** option, to export a configured calendar from a project to be able to import in another Merlin Project Express document. The exported file will include the Calendar's **name**, **Regular Week** and **Exceptions**.

Use **Import** option, to import a Merlin Project Express calendar you've previously exported, or to insert **Exceptions** in your existing project out of an **ics** calendar file.

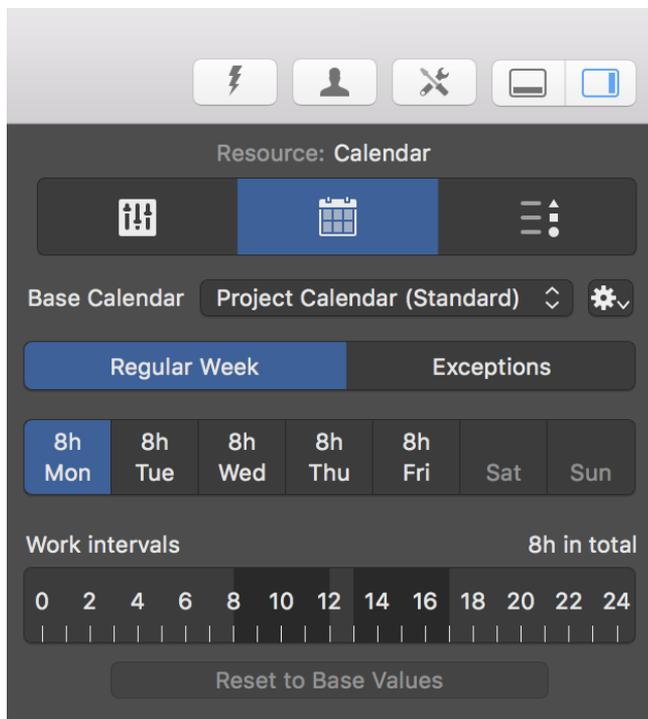


Importing an **ics** calendar file, imports all day events as **Exceptions** into the project.

## Working times for resources

You can configure the [Regular Week](#) and [Exceptions](#) of the working times for your [\[Resources\]](#) in the same way as for the project [\[Calendars\]](#).

Just select a Resource row in the [\[Resources\]](#) view, and click the **Calendar** tab in the Inspector.



Resource calendars are per default based on the project calendar.

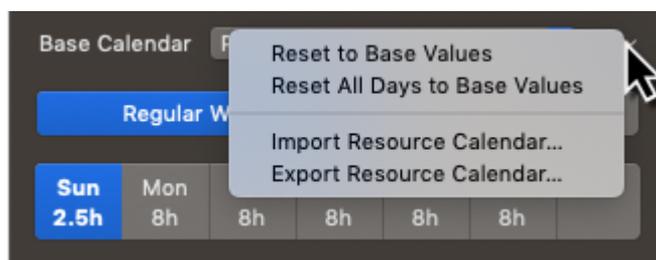
Use the **Base Calendar** drop-down menu to select another project calendar for the active resource if needed.

If you make changes to the resource calendar, these settings will take priority over the selected **Base Calendar**.

You can **Reset to Base Values** and remove changes from the resource calendar for the individual days.

### Additional options

The **Calendar** tab in the Resource Inspector offers some more options:



- **Reset to Base Values** - resets changes for individual days
- **Reset All Days to Base Values** - resets all changes for all days
- **Import Resource Calendar...** - imports Merlin Project Express calendars or **ics** calendar files as Exceptions.
- **Export Resource Calendar...** - exports Merlin Project Express calendars