



Download, Test & Subscribe

Guides for Merlin Project

© 2021 - ProjectWizards GmbH

Download, Test & Subscribe - as of January 2021

Help and support	1
System requirements	2
Installation and trial period	2
30-day trial	2
Subscription	3
Subscribe Now...	4
Manage Existing Subscription	7
Cancel Subscription	9
Central License Management	9
Extend Subscription	9
Activate Team Device	11
Deactivate Device	11
Payment Information	13
Multi User Subscriptions	14

Note for Merlin Project Express users



This guide is for Merlin Project.

If you want to use Merlin Project Express, the little brother of Merlin Project offering a basic key features set, download the app from the [Mac App Store](#).

Welcome!

Thank you for using **Merlin Project**; the latest version of the leading project-management software.

All the guides can be found on our website under the [Support > Manuals](#) section.

The individual guides include explanations, references, and examples. This ensures you can get to know the operating principle and what the program can do quickly and easily.

Help and support

Use the built-in help in the **Help** menu.



For further help and support, please visit the Support section on our website: www.projectwizards.net or email our support team support@projectwizards.net.

System requirements

Merlin Project requires an *Apple Mac with Intel processor* and *macOS 10.13* as a minimum.

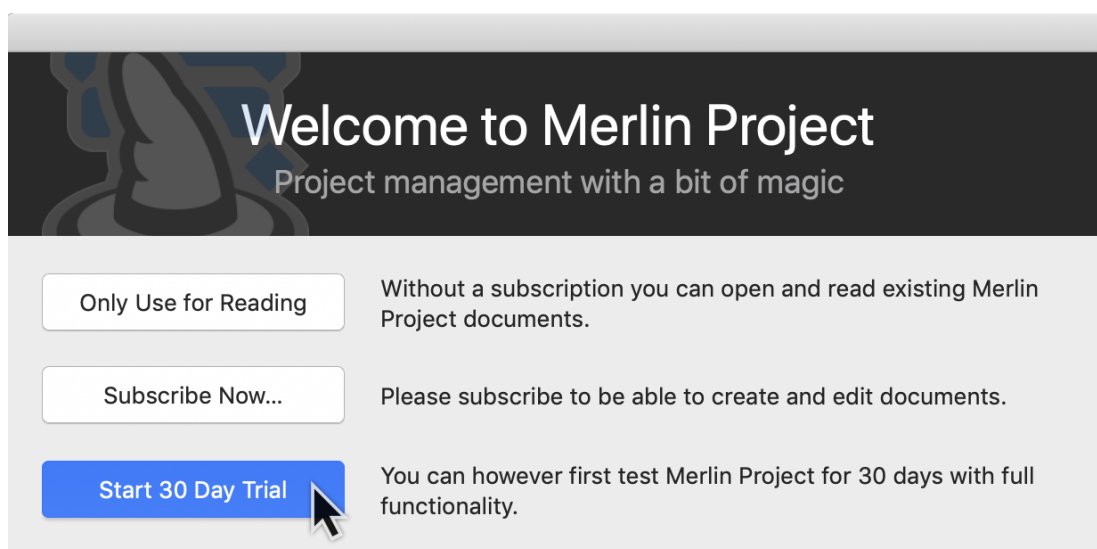
Installation and trial period

Visit [our website](#). This is where you will find all our products and further information.

Click [Merlin Project](#).

30-day trial

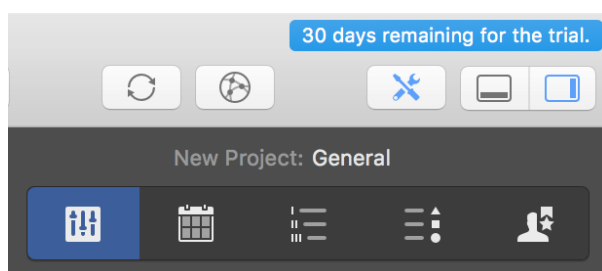
Try Merlin Project for free and without restriction. The first time the program is started, the following message will appear.



Click **Start 30 Day Trial** for your free 30-day demo.

The trial period allows you to test Merlin Project in full for **30 days** starting from when you first launch the program.

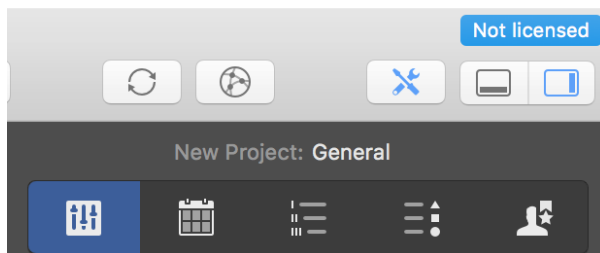
During your 30-day trial period a notification will be displayed on the top right of the program window. This tells you how many days remain of the trial period.



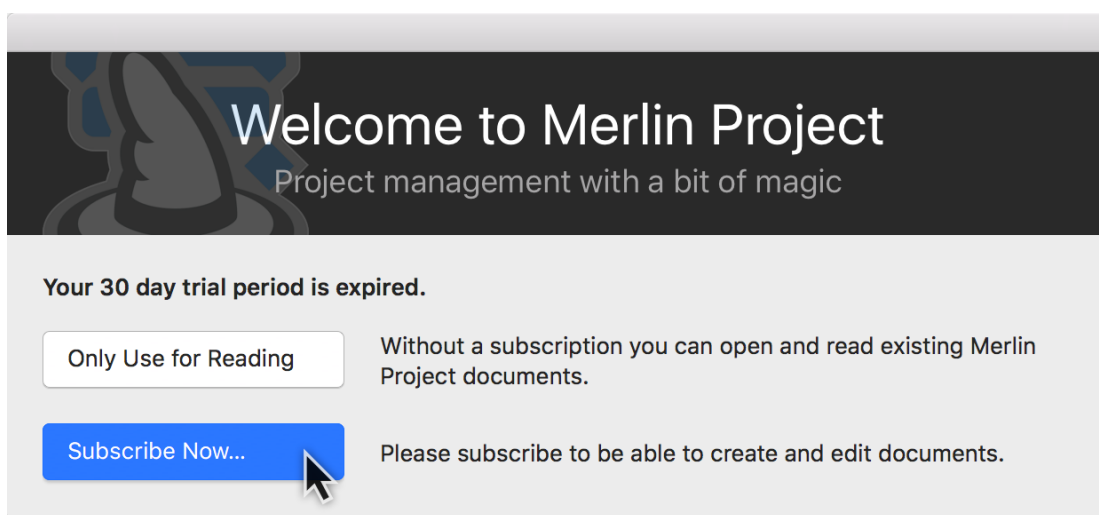
At the end of the trial period you'll still be able to open and view project files, although you won't be able to edit them. A subscription is required to edit projects again.

Subscription

If you start Merlin Project after the trial period, a ***Not licensed*** message will appear in the upper right corner of the main window.



If you click ***Not licensed***, the following window will appear.



Click on ***Subscribe Now...*** to be able to create and edit documents.

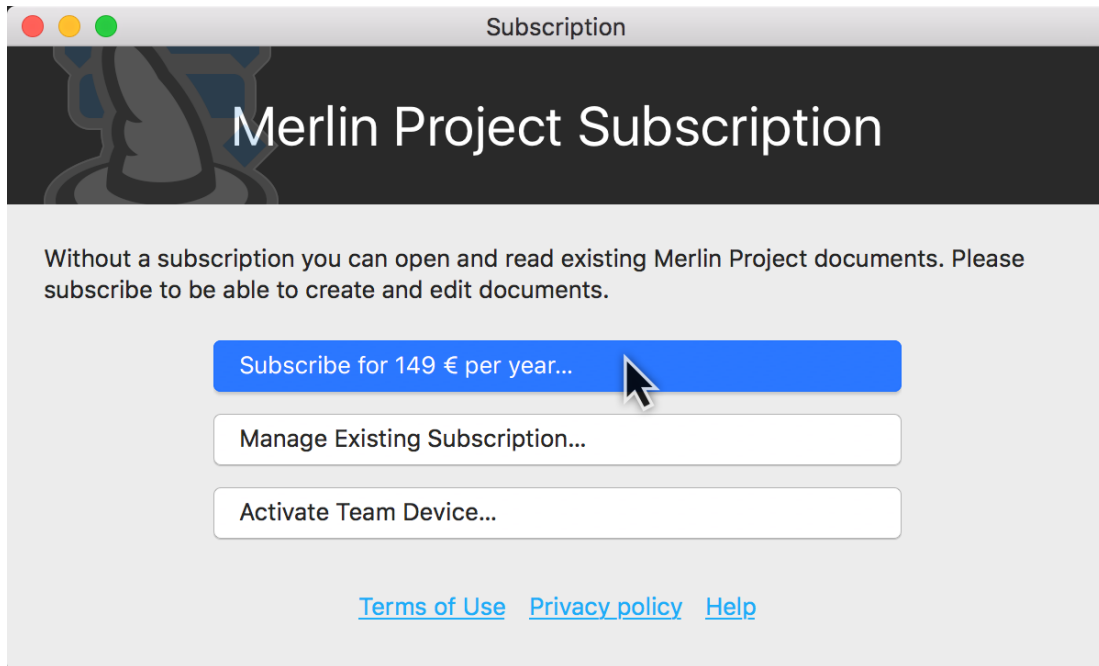
Click ***Only Use for Reading***, to use the application to open and read existing Merlin Project documents.



The ***Only Use for Reading*** option **does not allow opening** files of third party formats or the use of templates.

Subscribe Now...

While your Merlin Project from our Website runs on trial mode, it will offer following options:




Volume discounts and central license management are only available if the software was downloaded from our website and not from the Mac App Store.



Should you have an existing subscription, click on ***Manage Existing Subscription...*** and enter your email and password credentials. If you know your license number click on ***Activate This Device...***

To start a new subscription, click ***Subscribe for ...*** .



Subscribe to Merlin Project

Country: Germany

ZIP code:

Number of users:

Coupon code:

Total: 149 € per year

VAT/Tax: 19 % included ?

The subscription will renew automatically and may be cancelled any time.

You can activate up to 2 personal devices. Merlin Project can however not be used for editing documents on multiple devices simultaneously.

1. Select your **Country** from the drop-down menu.
2. Enter your **Zip code**.
3. Enter the **Number of simultaneous users**.
4. If you have a **Coupon code**, enter it in that field.
5. Click **Subscribe**.

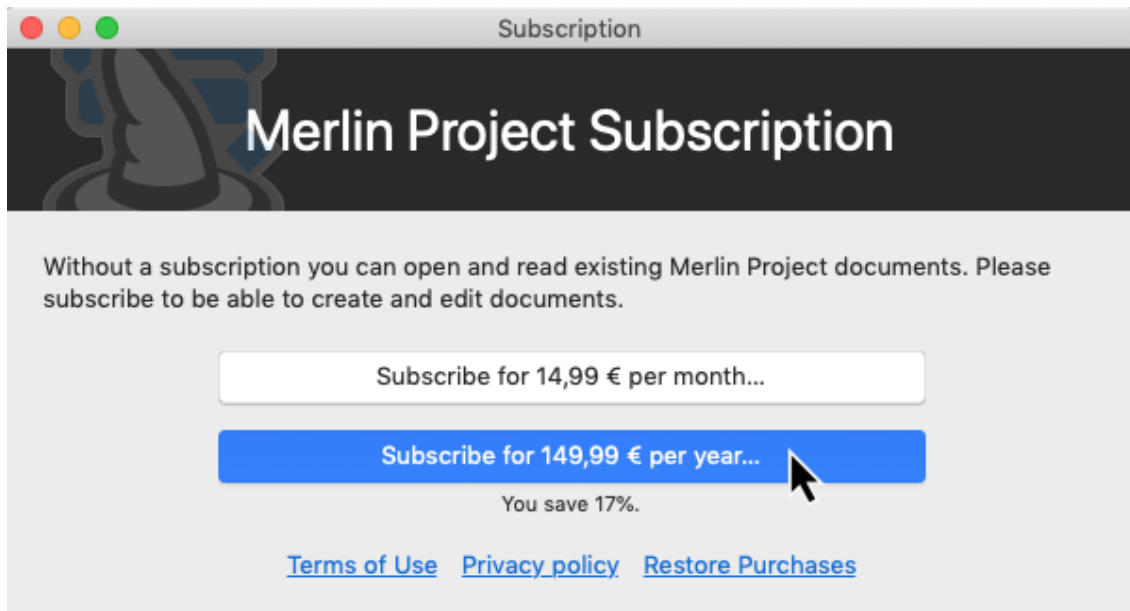
Then enter a valid email address and set a password for the subscription credentials.



You'll need your subscription credentials (email address and password) if you want to activate your Merlin Project subscription on another Mac. Please keep these details safe. And be sure to use an email address to which you have access.

You downloaded the app from the App Store?

While your Merlin Project from the App Store runs on trial mode, it will offer following options:



Volume discounts and central license management are only available if the software was downloaded from our website and not from the Mac App Store.

Click the ***Subscribe for...*** button for the desired subscription payment interval. Your subscription will be billed as an in-app purchase by the [App Store](#) and will follow the standard procedures of Apple.

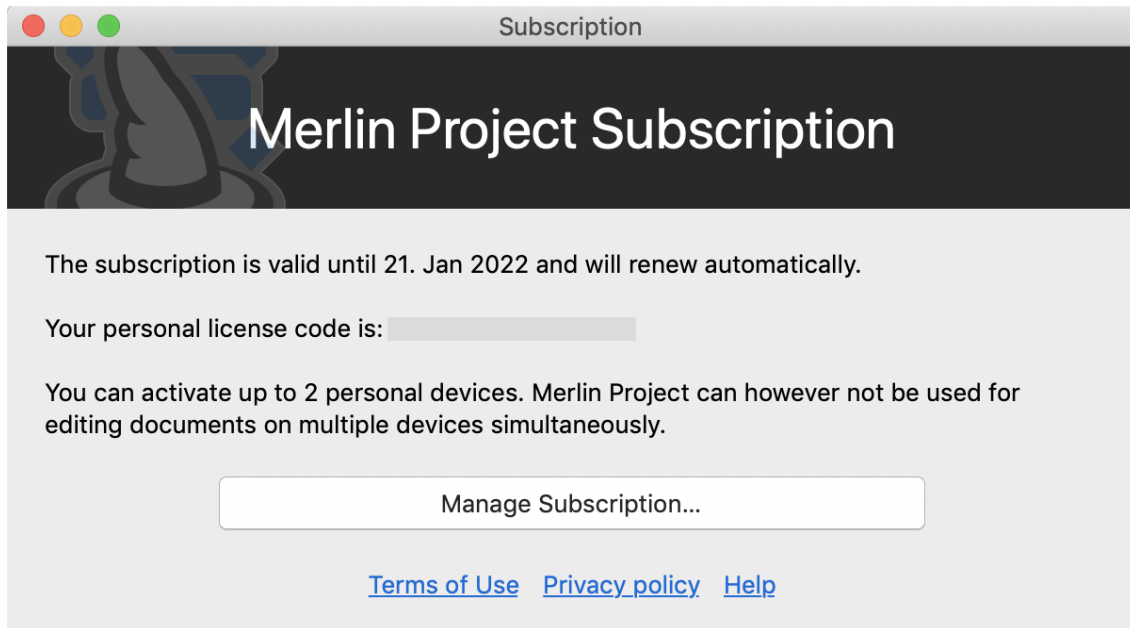


Should you need to restore your in-app purchase, click the **Restore Purchases** button.

Manage Existing Subscription

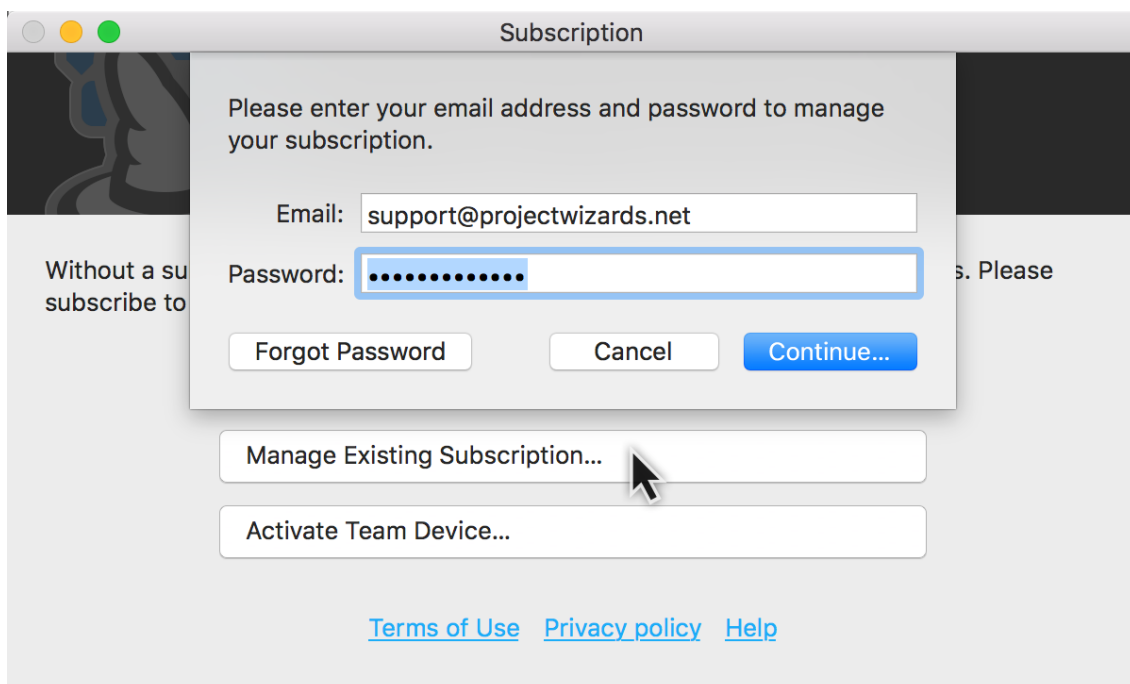
You can manage your existing subscription in the **Merlin Project** > **Subscription** panel.

By a subscription which is activated on the current macOS device...



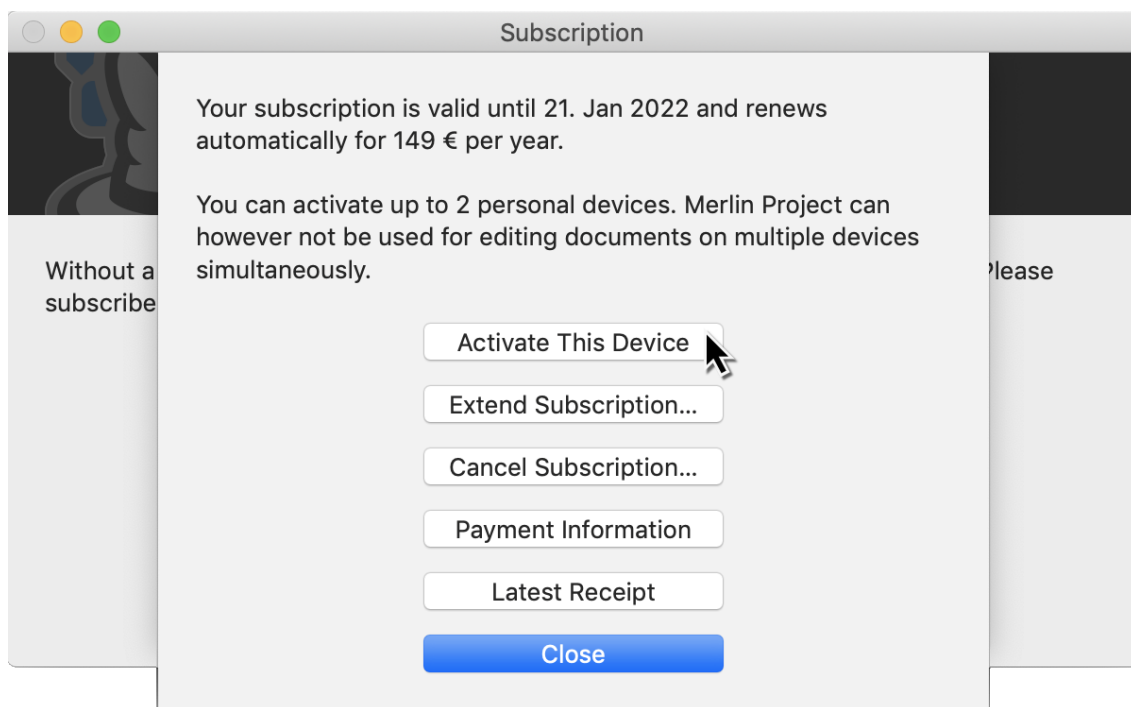
...click **Manage Subscription...** for further information.

By a subscription which hadn't been activated on this macOS device...



...click **Manage Existing Subscription...** for further information.

Enter the **Email** and **Password** for your subscription and click **Continue....**



- [Activate This Device](#)
- [Extend Subscription...](#) (and purchase licenses for additional users within the active subscription)
- [Cancel Subscription...](#)
- [Payment Information...](#)
- **Latest Receipt**

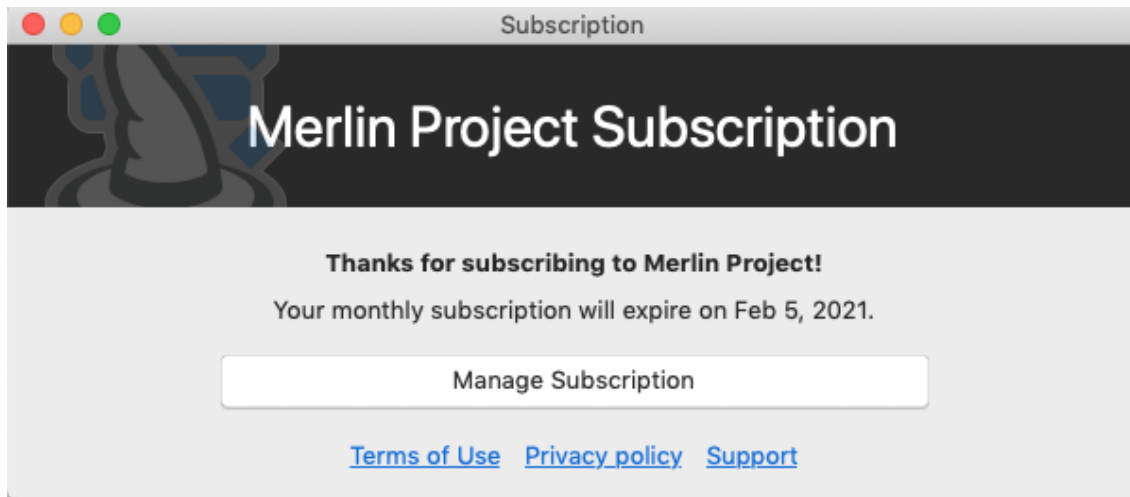


Those options are only available if you downloaded Merlin Project from our Website.

Click on **Close** to close the dialog without making a selection.

[You downloaded the app from the App Store?](#)

Once subscribed, the dialogue changes as follows:



Click **Manage Subscription**, you'll be redirected to the App Store, where you can view the settings for your subscription on the App Store.

Cancel Subscription

To cancel a subscription, go to **Merlin Project > Subscription**.

Click **Manage Existing Subscription**. Enter the **Email** and **Password** for your subscription and click **Continue....** Now click **Cancel Subscription....**



For Multi User Subscription licenses, please use the [Additional Options](#) of the [Central License Management...](#)

You downloaded the app from the App Store?

Click **Manage Subscription**. You'll be redirected to the App Store where you can cancel your running subscription.

Central License Management

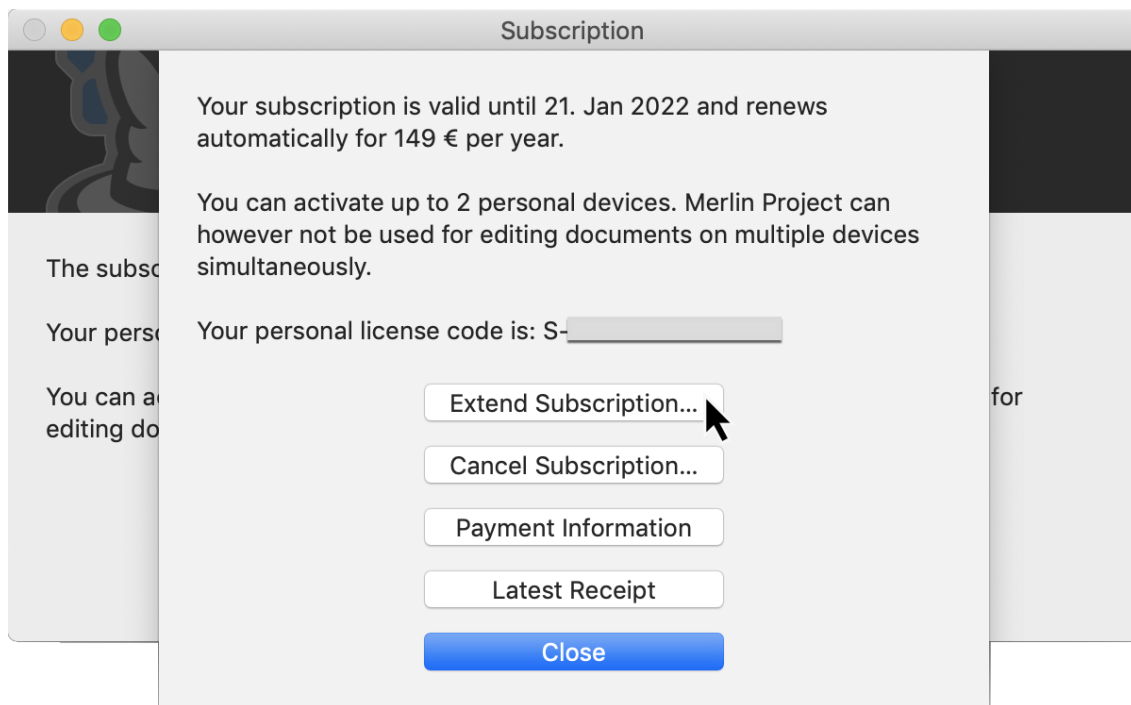
The **Central License Management** options are only available if you downloaded Merlin Project from our Website.

Extend Subscription

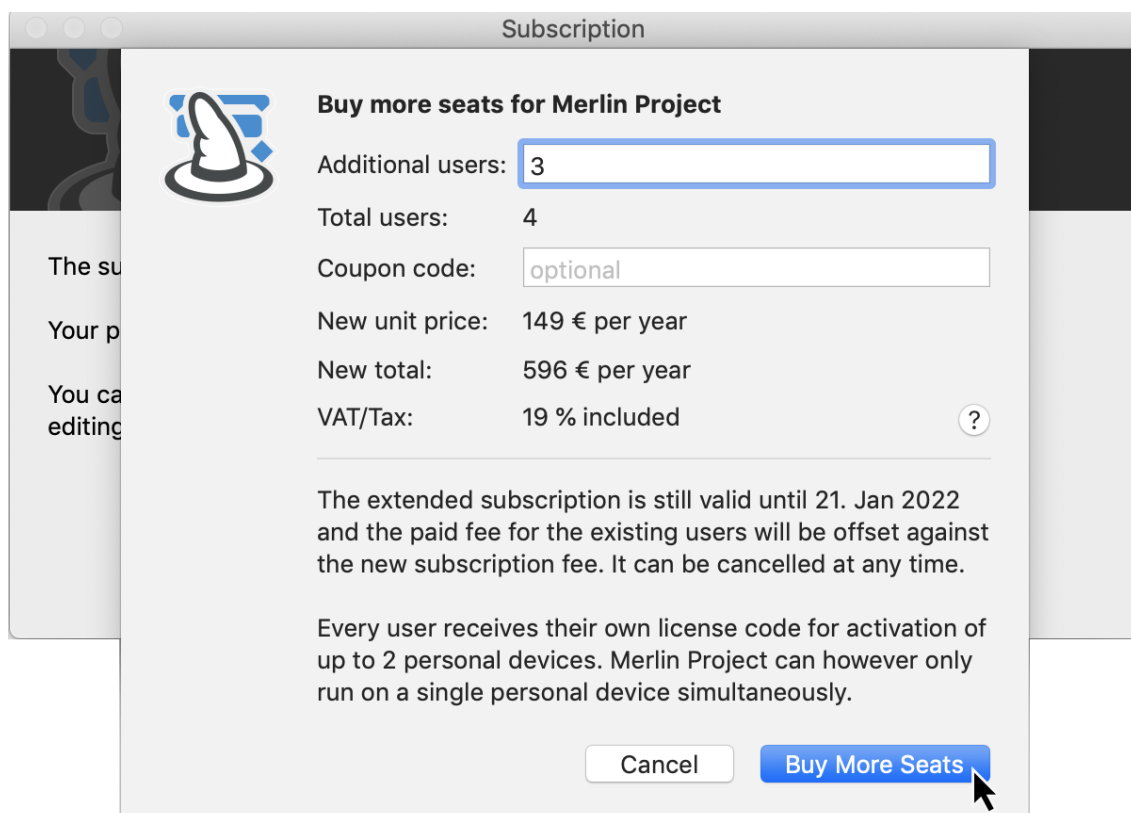


This option is only available if you downloaded Merlin Project from our Website.

To extend the amount of users in your single user subscription, enter the **Manage Existing Subscription** settings and click on **Extend Subscription**.



In the following dialog, select the desired amount of additional users.

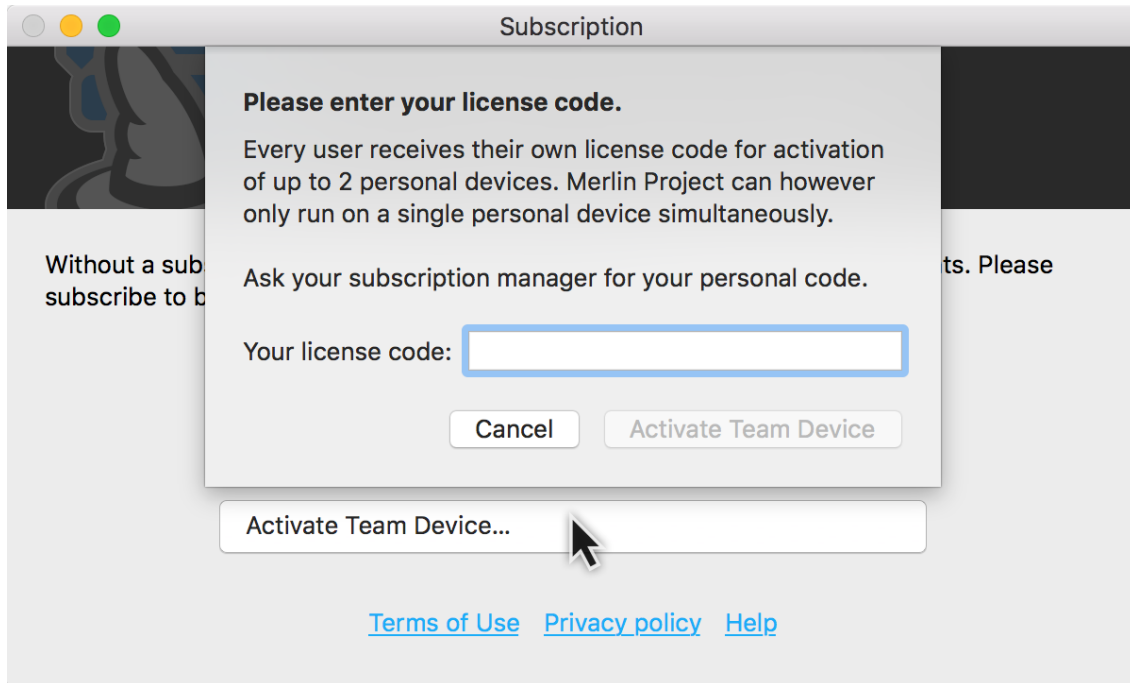


Activate Team Device



This option is only available if you downloaded Merlin Project from our Website.

For subscriptions with more than one user licenses ([Multi User Subscriptions](#)), call from the menu **Merlin Project > Subscription** and click on **Activate Team Device**.



Enter a valid **license code** for this team device to use.



You may also use this option if you want to activate your subscription on another macOS device without entering your email and password credentials when knowing your license number.

When administering a Multi User Subscription, [read here](#) how to share a license code with your team members.

Deactivate Device



This option is only available if you downloaded Merlin Project from our Website.

To deactivate a specific mac from a running subscription, go to **Merlin Project > Subscription**.



Press and hold the **alt** key. The **Manage Existing Subscription** button will change to **Deactivate Device**. Click on **Deactivate Device**.



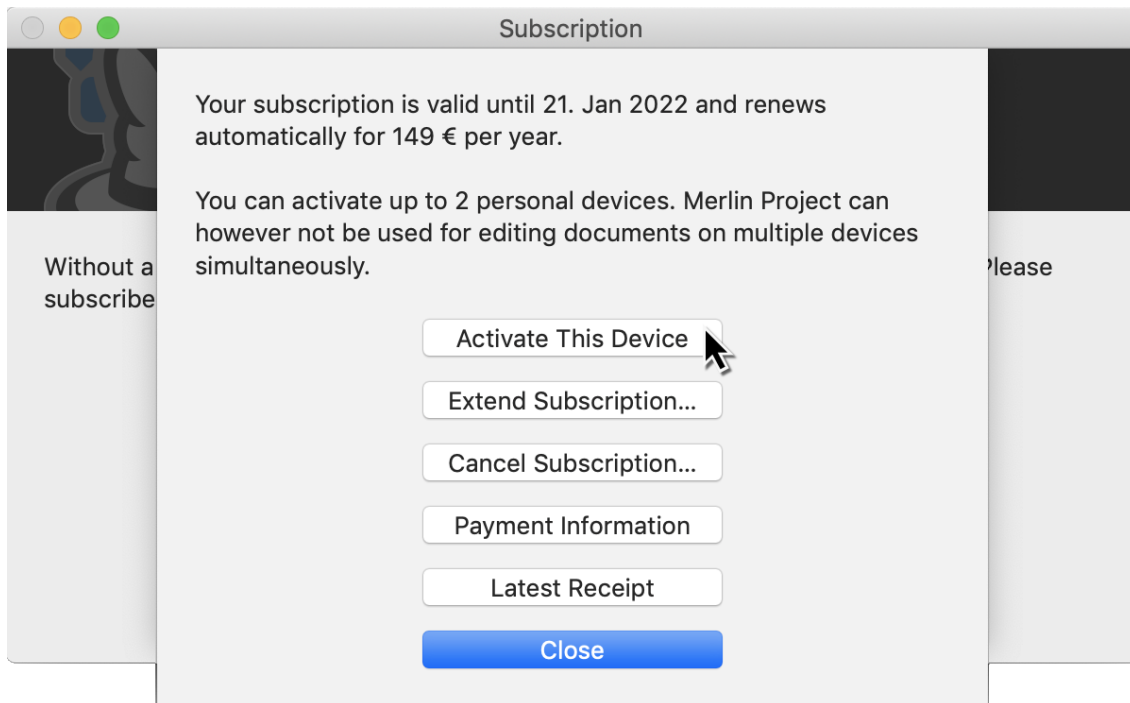
This option does not cancel the subscription, it only frees a device where the subscription had been activated.

Activate This Device



This option is only available if you downloaded Merlin Project from our Website.

Do you have a single user license on one device and need to use it on a second mac? Open Merlin Project on the second mac and call **Merlin Project > Subscription**. Click **Manage Existing Subscription**. Enter the **Email** and **Password** for your subscription and click **Continue....** Now click **Activate this device....**



Use the option **Activate this device** if you clicked on **Deactivate Device** by mistake.

Payment Information



This option is only available if you downloaded Merlin Project from our Website.

Your payment information has been stored for recurring payment at the time of subscription. To update this information, e.g. if your credit card has expired in the meantime, go to **Merlin Project > Subscription** panel.

- Click onto **Manage Existing Subscription**
- and in the following window on **Payment Information**
- Enter the login data you defined as you subscribed the app

You will be forwarded to our billing partner Paddle where you can enter your credit card details for the next payment.

When you complete your changes, Paddle will confirm the successful update of your payment data.

Multi User Subscriptions



This option is only available if you downloaded Merlin Project from our Website.

To manage a multi user subscription, enter the **Manage Existing Subscription** dialogue.

Your subscription comprises 4 users. It is valid until 21. Jan 2022 and renews automatically for 596 € per year.

Every user receives their own license code for activation of up to 2 personal devices. Merlin Project can however only run on a single personal device simultaneously.

License Code	Name	Email	Status	Devices	Activated for this device
S- [input type="text"]	John Doe	john.doe@test.com	Active	1	<input checked="" type="checkbox"/>
S- [input type="text"]			Active	1	<input type="checkbox"/>
S- [input type="text"]	Peter Smith	p.smith@bla.com	Active	0	<input type="checkbox"/>
S- [input type="text"]			Active	0	<input type="checkbox"/>

+ [share icon] [refresh icon]

Payment Information Latest Receipt Close

The dialogue lists all purchased licences and their individual information:

- License Code
- Name
- Email
- Status
- Devices
- Activated for this device

Name and **email** is optional information which you can fill in to easily identify the user of an individual license code.

Status shows if a license is still active or canceled.

Devices shows the amount of devices on which the individual license code was entered.

A checkbox in the **Activated for this device** column indicates that a license had been activated on this mac.

Your subscription comprises 4 users. It is valid until 21. Jan 2022 and renews automatically for 596 € per year.

Every user receives their own license code for activation of up to 2 personal devices. Merlin Project can however only run on a single personal device simultaneously.

License Code	Name	Email	Status	Devices	Activated for this device
S- [redacted]	John Doe	john.doe@test.com	Active	1	<input checked="" type="checkbox"/>
S- [redacted]			Active	1	<input type="checkbox"/>
S- [redacted]	Peter Smith	p.smith@bla.com	Active	0	<input type="checkbox"/>
S- [redacted]			Active	0	<input type="checkbox"/>

+

Payment Information Latest Receipt Close

Extend Multi User Subscriptions



This option is only available if you downloaded Merlin Project from our Website.

In the bottom left corner of the list you'll find a '+' icon. Click there to purchase further licenses for your subscription.

In the following dialog, select the desired amount of licenses for additional users.

Your subscription comprises 4 users. It is valid until 21. Jan 2022 and renews automatically for 596 € per year.

Every user receives their own license code for activation of up to 2 personal devices. Merlin Project can however only run on a single personal device simultaneously.

Buy more seats for Merlin Project

Additional users:

Total users: 5

Coupon code:

New unit price: 149 € per year

New total: 745 € per year

VAT/Tax: 19 % included

The extended subscription is still valid until 21. Jan 2022 and the paid fee for the existing users will be offset against the new subscription fee. It can be cancelled at any time.

You can activate up to 2 personal devices. Merlin Project can however not be used for editing documents on multiple devices simultaneously.

Cancel Buy More Seats

Further Options

In the bottom right corner of the list, you'll find two icons:

- Share (to forward a specific license to your users)
- (...) button (for **Additional Options**)

Send Multi User Subscription Licenses

To forward license codes to your users, use the **Share** option.

Your subscription comprises 4 users. It is valid until 21. Jan 2022 and renews automatically for 596 € per year.

Every user receives their own license code for activation of up to 2 personal devices. Merlin Project can however only run on a single personal device simultaneously.

License Code	Name	Email	Status	Devices	Activated for this device
S- [redacted]	John Doe	john.doe@test.com	Active	1	<input checked="" type="checkbox"/>
S- [redacted]			Active	1	<input type="checkbox"/>
S- [redacted]	Peter Smith	p.smith@bla.com	Active	0	<input type="checkbox"/>
S- [redacted]			Active	0	<input type="checkbox"/>

+ [redacted]

Payment Information Latest Receipt

Mail Messages Notes Reminders Close

Select first one or more licenses from the list. Click the **Share** icon and select one of the offered options:

- Mail
- Messages
- Notes
- Reminders

Choose **Mail** or **Messages** to send the license code to the various users by those services. The users can then apply this information to [activate their team device](#).

Choose **Notes** to save all related information of the selected license(s) to the Notes.app.


Additional Options

For additional options regarding your multi user subscriptions, use the (...) icon.

Your subscription comprises 4 users. It is valid until 21. Jan 2022 and renews automatically for 596 € per year.

Every user receives their own license code for activation of up to 2 personal devices. Merlin Project can however only run on a single personal device simultaneously.

License Code	Name	Email	Status	Devices	Activated for this device
S-	John Doe	john.doe@test.com	Active	1	<input checked="" type="checkbox"/>
S-			Active	1	<input type="checkbox"/>
S-	Peter Smith	p.smith@bla.com	Active	0	<input type="checkbox"/>
S-			Active	0	<input type="checkbox"/>

+ 

Payment Information Latest Receipt

- Copy
- Reset 2 License Codes...
- Cancel Subscription for 2 Users...
- Logout

Select first one or more licenses from the list. Click the (...) icon and select one of the offered options:

- Copy
- Reset n License Codes...
- Cancel Subscription for n Users...
- Logout

To **copy** all related information of the selected license(s) to the clipboard, use this option.

Use the option **Reset n License Codes...** to free a license which you gave to a user who is no longer by the company. You can forward afterwards the new generated license code for the free license to another user.

To **Cancel Subscription for n Users** use this option.

If you like to manage another subscription account, select **Logout** to be able to login again.