



First steps in the project

Guides for Merlin Project

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First steps in the project - as of June 2018

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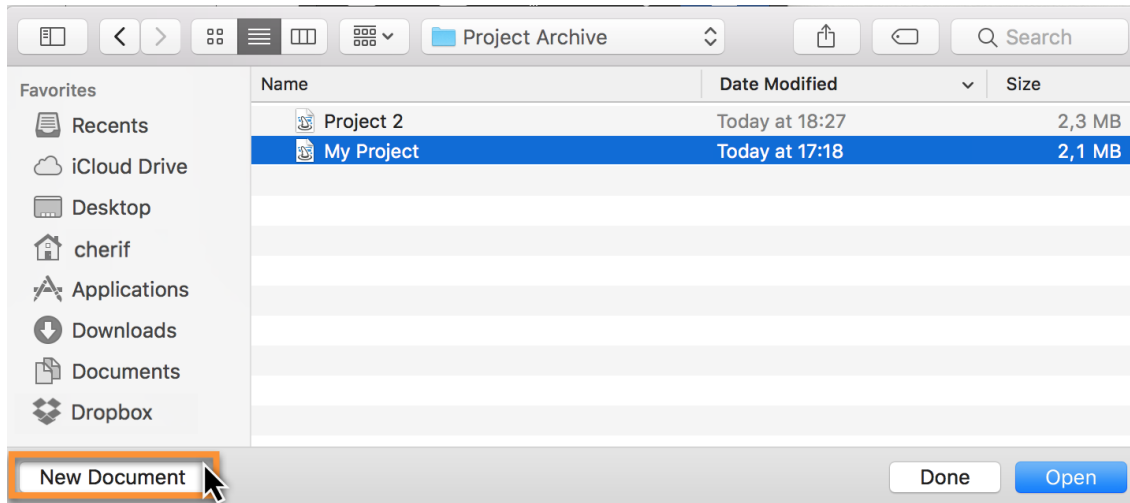
First steps in the project

The following instructions will help you get started in the project.

Open new project

When Merlin Project is started, a window opens in which existing projects can be selected and opened.

A new project is created with a mouse click on the button ***New Document***.



New projects can also be created via the menu **File > New** or with the keyboard shortcut **cmd + N**.

Open existing project

An already existing project is started with a mouse click on the button ***Open***.



As an alternative to opening existing projects, the menu **File > Open** or the keyboard shortcut **cmd + O** is available.

Name project

Name your project. To do this, double-click ***New Project*** in line #0 of the structure and assign a new title for your project.

#	Traits	Title	Given Work	WK 17, 23. A				
				27	28	29	30	1
0		New Project	1 day ?	New Project				

Project inspector

With a mouse click on the *line #0* (The Project) the Inspector appears, which contains a number of options for the selected project. Here you can also change the title and start date of the project.



Each inspector has several tabs with additional options. If you select components, as in this case the *line #0*, the appropriate inspector always appears.

Activity: Plan

Clipboard icon, Link icon, List icon, Percentage icon, List icon, Edit icon

▶ Title: New Project

▶ Work: 1 day ?

Duration: []

Milestone:

Start: Earliest

Earliest: 30. April 2018 at 00:00

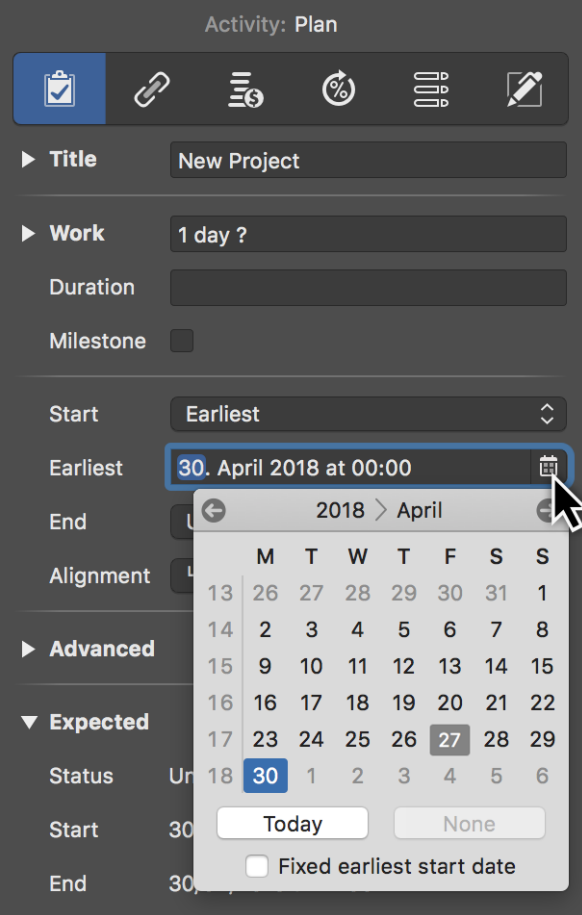
End: Unrestricted

Alignment: ↪ ASAP

▶ Advanced

Start date

In the Inspector, click the **Calendar icon** in the **Start > Earliest** field. Use the calendar to determine the earliest planned start for the project.

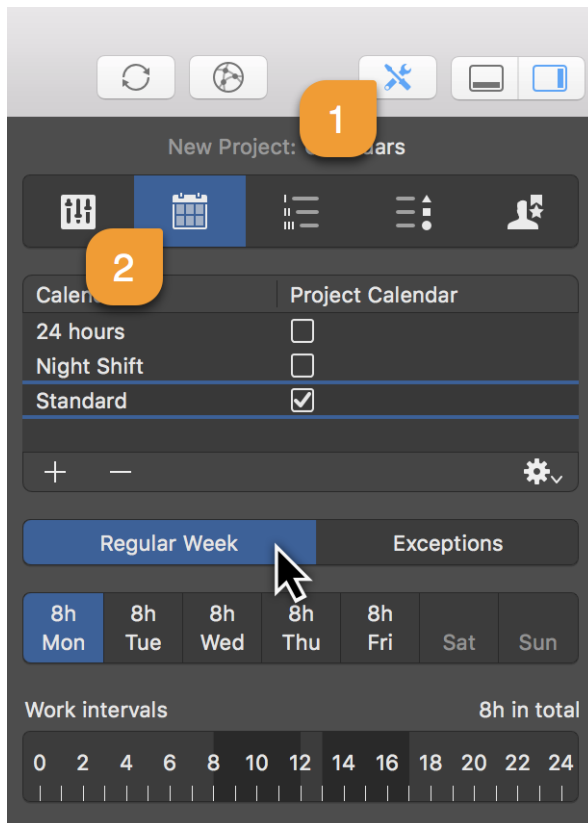


The screenshot shows the 'Activity: Plan' inspector for a project titled 'New Project'. The 'Start' field is set to 'Earliest'. The 'Earliest' field is highlighted with a blue border and contains the text '30. April 2018 at 00:00'. A calendar popup is open over this field, showing the month of April 2018. The date '30' is selected. The calendar has a header '2018 > April' and a grid of days. Below the grid are buttons for 'Today' and 'None', and a checkbox for 'Fixed earliest start date' which is currently unchecked.

	M	T	W	T	F	S	S
13	26	27	28	29	30	31	1
14	2	3	4	5	6	7	8
15	9	10	11	12	13	14	15
16	16	17	18	19	20	21	22
17	23	24	25	26	27	28	29
18	30	1	2	3	4	5	6

Regular working hours

The working times are defined in the settings for the respective project. Click on the **Settings** icon (1) and then on the **Calendars** tab (2).



The inspector shown here contains **calendars** for the **regular week** and **exceptions**, such as *holidays* and *extra working hours*.

Click on the **Regular Week** tab:

The **Standard** calendar is active (check mark set). Further calendars are available in the list and can be defined as calendars for the project.



With a mouse click on **Plus** and **Minus** you can create new calendars or delete existing calendars.

Click one or more (while holding down the **cmd** key) **weekdays** and then click the **work intervals** to change the calendar settings.



The calendar settings have a direct influence on the project planning and the working time in the active project.

The exceptions work according to the same principle. Read more about this in the **Non-working time** manual.