



Creating links

Guides for Merlin Project

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Creating links - as of November 2018

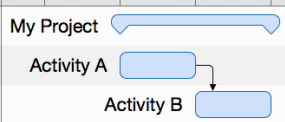
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This guide shows you how to create dependencies in Merlin Project.

Why link

The aim of linking content in a project is to define the sequence in which the activities are worked through logically.

#	▲	Traits	Title	Successors	Predecessors	Week 1			
						14	15	16	17
0	☰	🕒	▼ My Project						
1			Activity A	2					
2			Activity B		1				



Example: Only when **Activity A** is completed can **Activity B** begin. Activity A is the predecessor of Activity B, which is its successor.

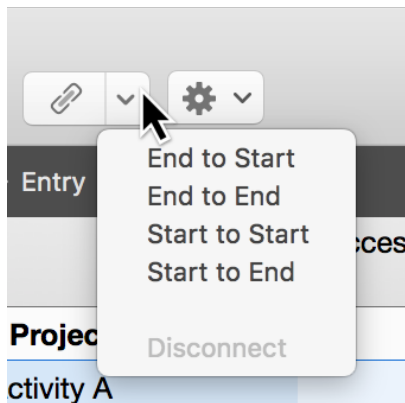
Creating links

You can link project activities. When linking, dependencies are created that define a logical sequence.

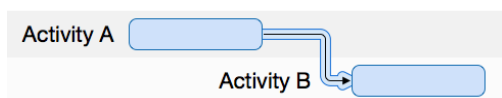
Select at least two activities that you want to link together.



On the toolbar you will find the **Link** button. If you click the **arrow** to the right of the **Link** icon, the available link types and the option to **separate** existing links appear.



Click the **Link** icon or use the keyboard shortcut **ctrl + cmd + L** for the **End to Start** dependency type. The two activities are now linked with an **arrow**.

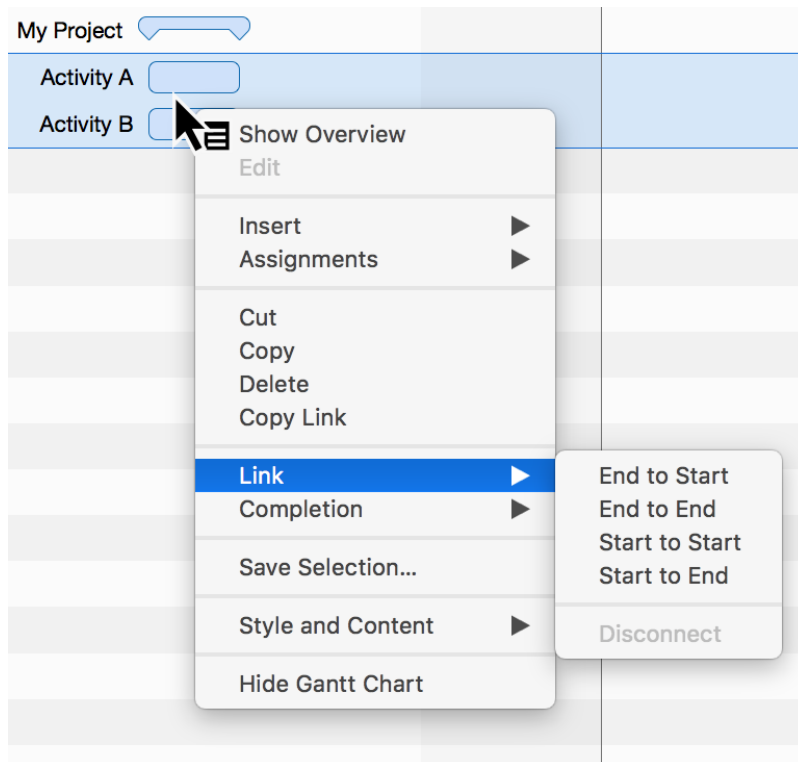


Alternatives

All roads lead to Rome, including the various possibilities for creating links.

Menu and context menu

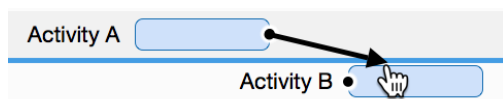
In the **Structure** → **Link** menu item you will find the same options.



Secondary-clicking selected content will display the **context menu**. This contains the **dependency** option with the four **dependency types**.

Linking using the mouse

You can also link activities in the Gantt chart using your mouse. Press and hold the **alt** button while hovering the mouse pointer over an activity bar or milestone.



A small **black dot** appears on the activity. While holding down the **alt** key, move the mouse to another activity (successor).

The dependency will be created as soon as you release the mouse button.

Linking with columns

In the **Predecessor** or **Successor** columns, you can see the predecessor or successor **activity numbers** (#).

#	Traits	Title	Predecessors	Successors
0	☰ ☹	▼ New Project		
1		New Activity		
2		New Activity		
3		New Activity		

Enter an activity number in the **Predecessor** or **Successor** columns, to create a dependency of the current activity row to that number.



The **Successor** column is not activated by default.

Disconnecting links

To disconnect links, click a link line and press the **delete** key.

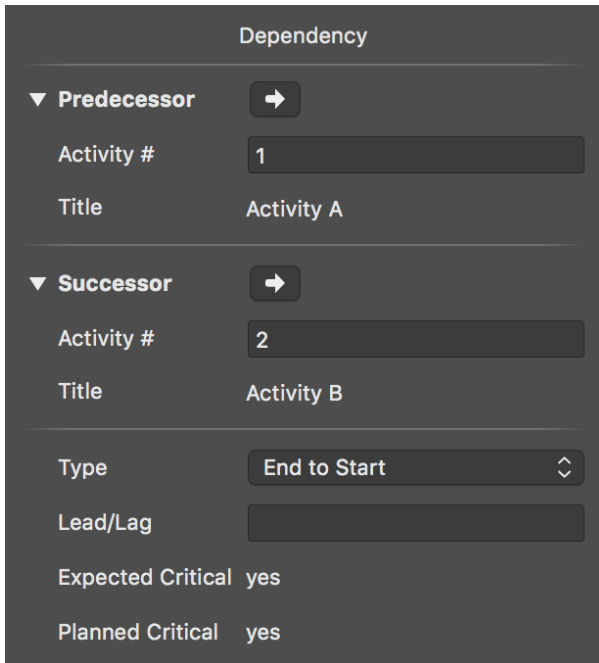


If you need to delete several links, select all activities and use the **Disconnect** option in one of the **Link** menus.

Dependency Inspector

If you select a link, the **Dependency** inspector appears.

The options contained in the Dependency inspector are responsible for the **dependency** of linked activities, groups, and milestones.



The screenshot shows a dark-themed 'Dependency' inspector window. It is divided into sections for 'Predecessor' and 'Successor'. The 'Predecessor' section includes a dropdown arrow, a field for 'Activity #' containing '1', and a field for 'Title' containing 'Activity A'. The 'Successor' section includes a dropdown arrow, a field for 'Activity #' containing '2', and a field for 'Title' containing 'Activity B'. Below these sections are fields for 'Type' (set to 'End to Start'), 'Lead/Lag', 'Expected Critical' (set to 'yes'), and 'Planned Critical' (set to 'yes').

Here you can modify the predecessors and successors, and find them quickly in the project by clicking the **arrow**.

In the **Type** drop-down menu, you can select the **dependency types**. This lets you change the current dependency:

- **End to Start**
- **End to End**
- **Start to Start**
- **Start to End**

Lead/Lag in links

Click a **link line** to access the **Dependency** inspector.



Enter a time unit in the **Lead/Lag** field to lengthen the dependency between the linked activities.

If you enter a **negative** value, the dependency and the linked activity will move back along the timeline according to the entered lag value. For example, enter **-2 days** in the **Lead/Lag** field.



Lead/Lag can be entered manually in the **Predecessor** or **Successor** columns.

#	Traits	Title	Predecessors	Successors
0	📅🕒	▼ My Project		
1		Activity A		5ES+2 days
2		Activity B		
3	🕒	Activity C		
4	🕒	Activity D		
5	🕒	Activity E	1ES+2 days	

Example: If you enter the value **5ES+2 days** in the **Successor** column for an activity, an **End to Start** dependency will be created with the **Activity #5** and a lead/lag of **2 days**.

At the same time, the **Activity #5** will be also linked to **Activity #1** by a lead/lag of **2 days**. Its **Predecessor** column will show then: **1ES+2 days**