Creating links

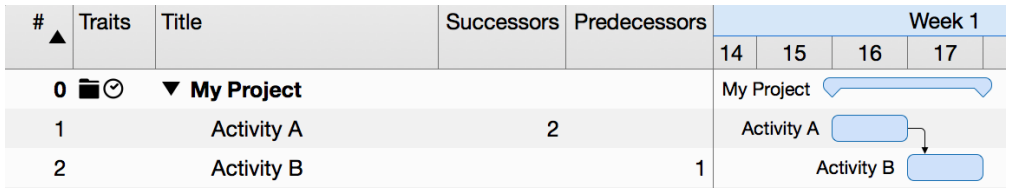
Guides for Merlin Project

Creating links - as of November 2020

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.



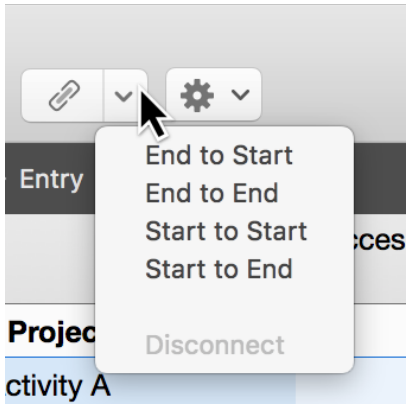
Example: Only when **Activity A** is completed can **Activity B** begin. Activity A is the predecessor of Activity B, which is its successor.

Creating links

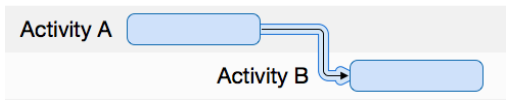
You can link project activities. When linking, dependencies are created that define a logical sequence.

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**.

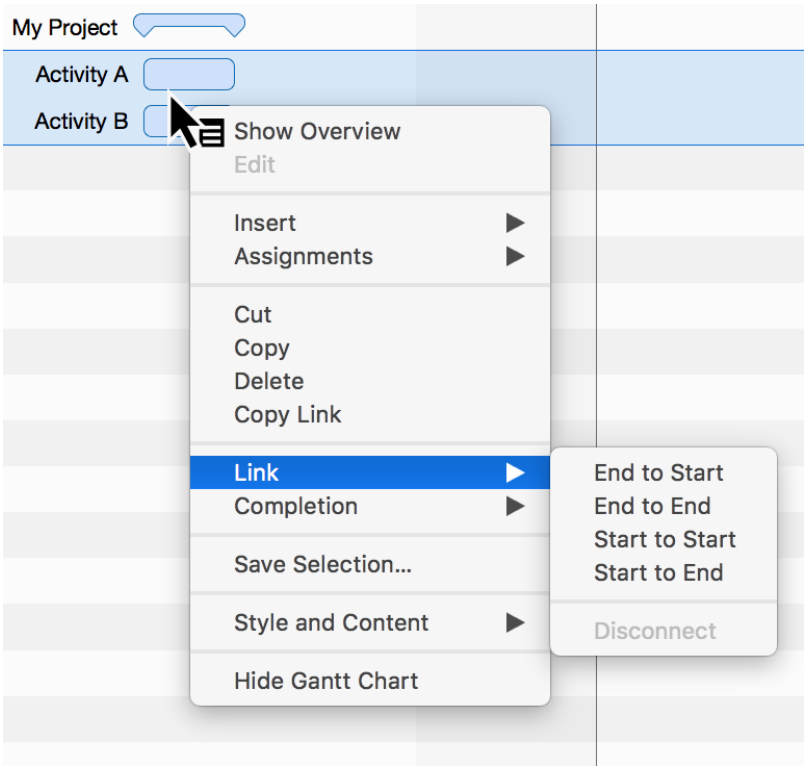


Alternatives

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

Menu and context menu

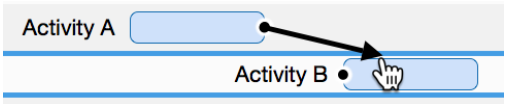
In the **Structure** → **Link** menu item you will find the same options.



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.

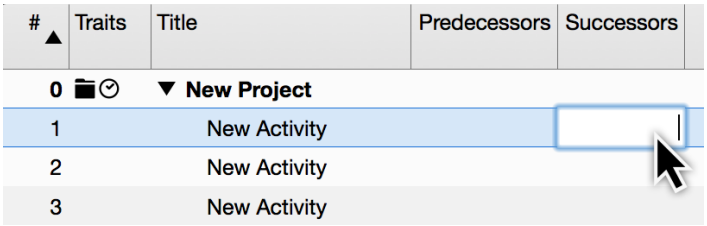


A small **black dot** appears on the activity. While holding down the **alt** key, move the mouse to another activity (successor).

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** (#).

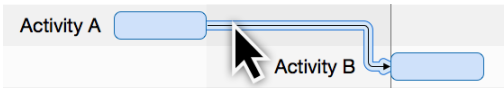


Enter an activity number in the ***Predecessor*** or ***Successor*** columns, to create a dependency of the current activity row to that number.

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

Disconnecting links

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

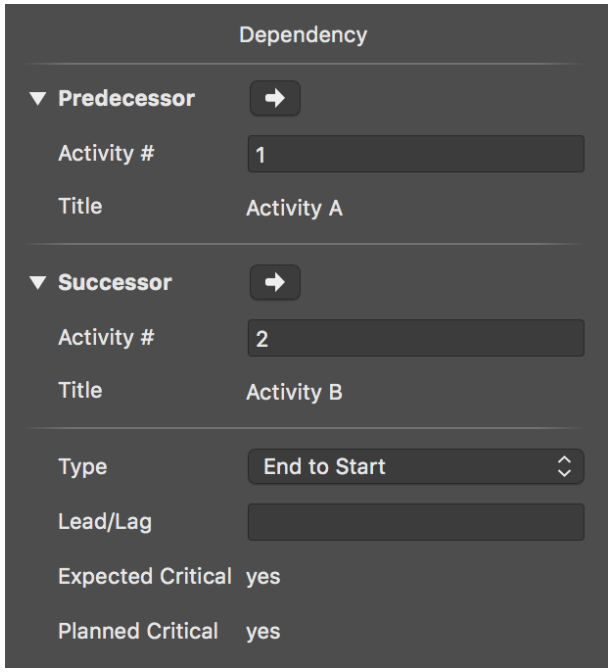


If you need to delete several links, select all activities and use the **Disconnect** option in one of the **Link** menus.

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.



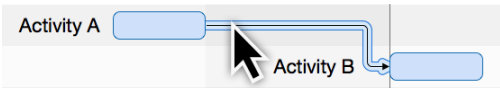
Here you can modify the predecessors and successors, and find them quickly in the project by clicking the **arrow**.

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

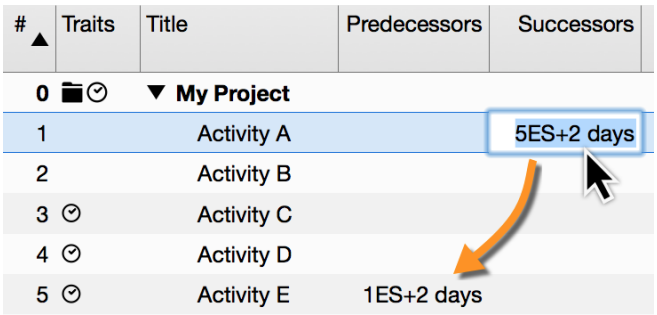
Click a **link line** to access the **Dependency** inspector.



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.



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***