## Resources - as of June 2018

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Resources

This tutorial shows you how to use in Merlin Project and use them for assignments.

What are resources

In Merlin Project the following resource types are possible:

- **Person** (active or inactive in the project)
- **Material**
- **Company**
- **Equipment**

The default resource type is the resource **person**.

Create resources

The Resources icon contains a Pop-Up window called Resource.

In the Resource Source, new resources can be quickly created in the project with a mouse click on New Resource.

With a mouse click on Resource View the Resource View is displayed.
Use resource well

The **Resource Well** is suitable for a quick overview of existing resources in the project and a quick switch to the **Resource View**.

The **Resource Well** can be used as a separate window. Move the window down with the mouse pointer.

![Resource Well diagram](image)

With the **F4** key or via the **Window** menu, the **Resource** is quickly shown and hidden as a separate window.

Create assignments

Move a **resource** from the **resource** to an activity, group or milestone. An **assignment** is
A resource assigned to the activity is called assignment. This resource does the work on the activity assigned to it in the project.

The assignments are indicated by the white triangle. Multiple assignments can be created for an activity. They automatically share the work.

For selected activities in a view, the option Assign appears in the Resource. This allows you to quickly add additional resources as assignments to the activity by checking the box.
If the check mark is removed, the **assigned resource** is also removed from the activity.

Via the menu **Insert → Assignment** or the corresponding shortcut **alt + cmd + A** you can automatically create new assignments for the selected activities.

**Library**

Use the **Library** (1) to use existing contacts as resources in the project.

The folders **Contacts** and **Outlook Contacts** (only appears if Outlook is installed on your Mac) are automatically filled with content from the applications **Contacts** and **Outlook**.

(2) Move contacts from the library by dragging the mouse pointer over activities, milestones or groups. These contacts are automatically added to the project as resources and assigned to the activities.
The Contacts.app can be used, just like the Library, to add existing contacts, and thus to create new resources in the project.