Views
Guides for Merlin Project

© 2018 - ProjectWizards GmbH
## Views - as of June 2018

<table>
<thead>
<tr>
<th>View</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Views</td>
<td>1</td>
</tr>
<tr>
<td>Select views</td>
<td>1</td>
</tr>
<tr>
<td>Work Breakdown</td>
<td>3</td>
</tr>
<tr>
<td>Network</td>
<td>4</td>
</tr>
<tr>
<td>Procedure</td>
<td>4</td>
</tr>
<tr>
<td>Kanban / Kanban Compact</td>
<td>6</td>
</tr>
<tr>
<td>Mind Map</td>
<td>6</td>
</tr>
<tr>
<td>Organization Chart</td>
<td>7</td>
</tr>
<tr>
<td>Resources</td>
<td>8</td>
</tr>
<tr>
<td>Assignments</td>
<td>9</td>
</tr>
<tr>
<td>Report</td>
<td>11</td>
</tr>
<tr>
<td>Attachments</td>
<td>12</td>
</tr>
</tbody>
</table>
**Note for Merlin Project Express users**

The following functions can only be found in Merlin Project.

**Views**

In Merlin Project there are several views for viewing the project.

The views allow different graphical representations with different project concepts and thus help in planning different projects.

The views include the classic structure plan, the network plan or the Kanban board.

Further views for resources, assignments as well as reports and appendices exist in the respective project.

**Select views**

Click with the mouse on a view in the upper left corner to use the selection list.

Click on **Work Breakdown** for the selection list of all views.

Click on **Enter** to see all built-in **Work Breakdown** views.
The option *Edit* allows you to modify existing views and saves the changes as new, custom views for selection.

The option *Publish changes* releases views edited by the user and thus changed views for other users.
Work Breakdown

The view **Work Breakdown** belongs to the classic view and contains the following information in an **outline** and **Gantt chart** representation:

- Entry
- Budgeting
- Cost Expectation
- Cost Planning
- Earned Value
- Milestones
- Notes
- Plan/Actual Comparison (Costs)
- Plan/Actual Comparison (Time)
- Progress
- Resource Leveling
- Schedule
- Status Compact
- Work Distribution

You create further views with the option **Edit**. In the window **Edit** you have the **built-in** views, with a mouse click on the **Plus** you create new views.
Network

The view *Netplan* offers various graphical plan views for selection:

- Flow
- Kanban
- Kanban Compact
- Mind Map
- Organizational Chart
- Organizational Chart with Status
- PERT
- Phases
- Status Compact

You can create additional views using the option *Edit*. The existing views are displayed in the window, click on the plus symbol to create new views.

Procedure

The view *Procedure* contains the logical connections and the structure of the project in the form of a *network*. 
You can adjust the network display graphically in the Display options (1) using the Layout drop-down menu (2). The Inspector contains additional options for displaying the network.
Kanban / Kanban Compact

The view **Kanban** is intended for agile project management and offers a variety of possible applications.

The **Kanban Compact** view is a slim variant of the **Kanban** view.

More about **Kanban** can be found in the manual of the same name.

Mind Map

The view **Mind-Map** is suitable for the graphical representation of projects. The layout of the mind map can be changed and graphically adapted in the “Display options”. Click on the symbol shown.

Further options for displaying the mind map can be edited with the Inspector **Display Options**. To do this, click on the **spanner** symbol.
Organization Chart

The view *Organigram* in the network is suitable for hierarchical display of different projects.

The layout of the organization chart can be changed and graphically adapted in the **Display options**. Click on the **spanner**.

![Organization Chart Diagram](image.png)
Resources

The view **Resources** contains all resources involved and assigned in the project. This gives you an overview of the resources available in the project.

**Resources** can be viewed in the four following views:

- **Work**
- **Entry**
- **Costs**
- **Earned Value**
Assignments

The Assignments view contains all resources assigned in the project. The diagram shows utilization values for each resource for each day.

This allows you to quickly monitor the utilization (shown in red) of individual assignments and identify any overloads and correct them if necessary.

The available views for the assignments are:

- Cost Expectation
- Cost Planning
- Work Distribution
- Plan/Actual Comparison (Costs)
- Plan/Actual Comparison (Time)
- Progress
- Resource Leveling
- Schedule
- Work Distribution
With the views you control the assigned resources in the project according to different aspects, for example according to the cost expectations.
The view **Report** allows you to create reports from different view modules. Here you can combine all views to report the required information from the project.

More information about **reports** can be found in the manual of the same name.
## Attachments

The view **Attachments** provides an overview of **all attachments** in the project.

<table>
<thead>
<tr>
<th>Title</th>
<th>Attached to</th>
<th>Status</th>
<th>Planned</th>
<th>Type</th>
<th>Base Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Post-production &gt; Project Retrospective</td>
<td>Comment</td>
<td>$0.00</td>
<td>Information</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Site Production &gt; Client Review</td>
<td>Comment</td>
<td>$0.00</td>
<td>Risk</td>
<td></td>
<td></td>
</tr>
<tr>
<td>New website &gt; Post-production</td>
<td>Comment</td>
<td>$0.00</td>
<td>Information</td>
<td></td>
<td></td>
</tr>
<tr>
<td>New website &gt; Project Start</td>
<td>Comment</td>
<td>$0.00</td>
<td>Information</td>
<td></td>
<td></td>
</tr>
<tr>
<td>New website &gt; Production</td>
<td>Comment</td>
<td>$0.00</td>
<td>Information</td>
<td></td>
<td></td>
</tr>
<tr>
<td>New website &gt; Pre-production</td>
<td>Comment</td>
<td>$0.00</td>
<td>Information</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pre-production &gt; User Scenarios</td>
<td>Comment</td>
<td>$0.00</td>
<td>Information</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Using the drop-down menu, the **attachments** can be listed by type in the view:

- **Checklists**
- **Events**
- **Files**
- **Information**
- **Issues**
- **Risks**

More information about **attachments** can be found in the instructions of the same name.