



Traits column

Guides for Merlin Project

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Traits column - as of November 2020

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Trait column icons

The **Traits** column contains various icons.

| # ▲ | Traits | Title |
|-----|-----------------|----------------------|
| 0 | !!! 📁 ⌚ → 📎 ✎ | ▼ New Project |
| 1 | !!! ⌚ → 📅 | New Activity |
| 2 | !!! ⌚ → | New Activity |

These icons result from different entries already made by the user in the project.

| Icon | Name | Meaning | Note |
|---|-------------------------|--|--|
|  | Project | Row #0 is the project row and is always marked with this icon. | When projects are collapsed, the sub-projects are marked using this icon. |
|  | Attachment | This icon indicates that an activity includes one or more attachments. | Groups, milestones, and assignments also support attachments. |
|  | Alignment »ASAP« | An activity, group, or milestone is aligned with an early start. | This icon is only displayed with backward-planned projects. In a forward-planned project, all activities, groups, and milestones are assigned ASAP starts automatically. |
|  | Alignment »ALAP« | If an activity, group or milestone in a forward-planned project is aligned with a late start, this icon appears. | |
|  | Ellipsis | This icon indicates that further information is available in the Traits column, but not all of it is visible. | Change the column width to display all the icons. |
|  | Calendar | This icon indicates that the activity has a specified calendar. | The selected calendar is shown in the »Advanced« options of the »Plan« tab in the inspector. |

| Icon | Name | Meaning | Note |
|---|------------------------|--|---|
|  | Date | This icon indicates that the activity has a fixed date. | Use the »Plan« tab in the inspector to see any activity start or end dates entered. |
|  | Note | This icon indicates this item has a note. | Click on the icon, it opens the »Notes« tab in the inspector. |
|  | Resource Pool | This icon means that the resource comes from a resource pool. | |
|  | Comments | This icon indicates that this item includes one or more comments. | Click on the icon, it opens the tab for comments in the Inspector. |
|  | Unread Comments | This icon indicates that this item includes one or more unread comments. | Click on the icon, it opens the tab for comments in the Inspector. |

Planning conflicts

If logical problems occur during planning, planning conflict symbols appear in the **Traits** column.

| Icon | Name | Meaning | Note |
|---|--|--|--|
|  | Planning conflict (<i>weak</i>) | This icon indicates that the activity has at least one weak planning conflict. | Click the icon. A »Notifications« window will open with a list of all planning conflicts in the project together with further information. |
|  | Planning conflict (<i>strong</i>) | This icon indicates that the activity has at least one strong planning conflict. | In contrast to a weak conflict, a strong planning conflict prevents planning. This could be because the activity commences before the project starts. This issue will need to be resolved. |