Time scale

Guides for Merlin Project

Time scale - as of June 2018

Time scale

In this manual you will find basic information about using the **time scale** in Merlin Project.

What is the time scale

The **time scale** is the display of time in the bar chart. The standard time scale contains two **rows**, the upper and the lower one.

In the Inspector for the time scale, different adjustments for the time units and other options can be determined.
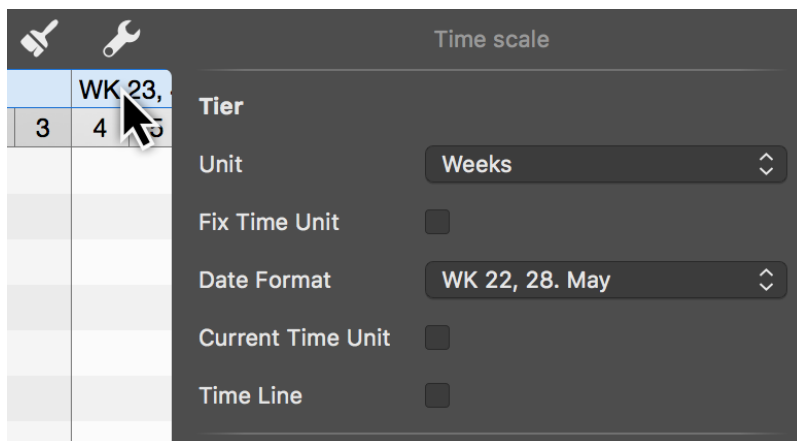
Time scale inspector

Click on a line in the **time scale**, the corresponding inspector opens.

It contains a series of options for adjusting the clicked time scale as well as settings for the **time range** and the **non-working times**.
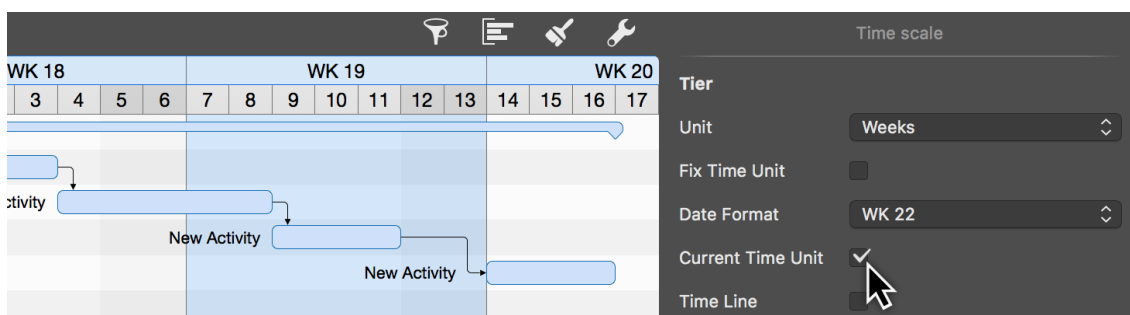

For more information on the **Time range** and **Notes** options, refer to the instructions of the same name.

The selected time scale is coloured blue. The options *Unit*, *Fix* and *Date_format* are only valid for this selected scale.
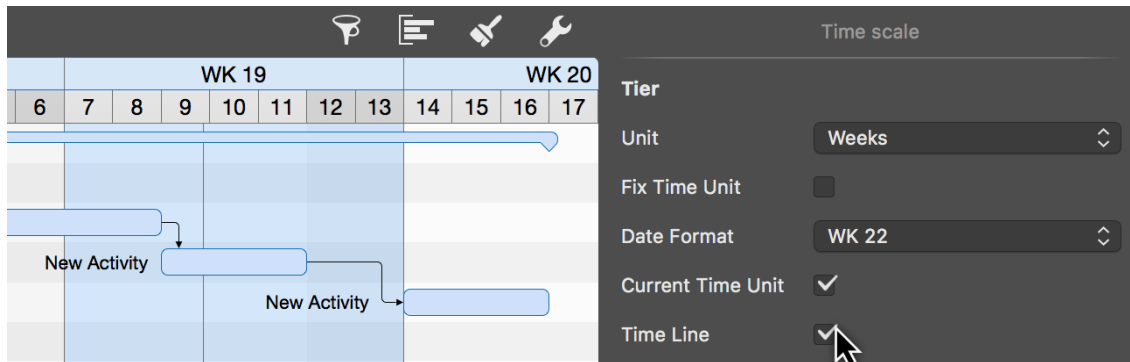
Current unit

If you check **Current unit**, the current time unit **blue** is automatically displayed in Gantt. This allows you to quickly find the current period in the project.

> The current unit is set with the option **fix time unit** and remains unchanged even when zooming the view.
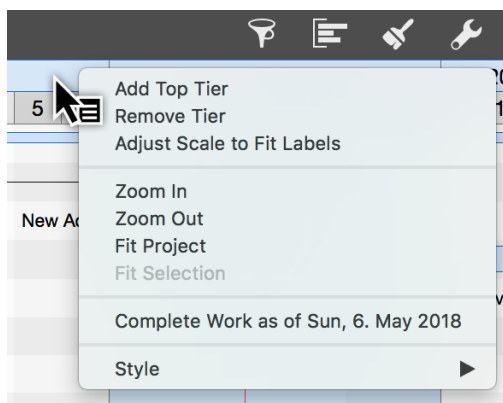
Timeline

Like the **current unit**, the **timeline** is a vertical marker on the Gantt chart only much more accurate.

If you check this option, the current time appears as a **thin red line** in the project.

The red **time line** is automatically updated with the **actual time**.

Time scale contextual menu

With a secondary mouse click on the **time scale** the contextual menu appears.

New top row

Up to two more rows can be added to the time scale using the **New Top Row** option.

Remove row

With the option **Remove row** the selected row can be deleted from the time scale.

The time scale can be equipped with a maximum of four rows. The minimum is one row.

Adapt scaling to text

The option **adapt scaling to text** allows the automatic adjustment of the width of all active time scale columns.

The available space on the time scale is automatically set to the optimum width.

Zoom in and out

The time scale is enlarged or reduced according to the selection.

The contents of the time scale grow or shrink with it. The time units are automatically adjusted as required.

Adapt to project

With the option **Customize to project** the time scale is adapted to the project.

The entire project is zoomed until it fits into the visible area. The time scale grows automatically with it.

Adapt to selection

With the option **Customize to selection** the time scale is adapted to the activities selected in the project.

The selection is zoomed until it fits into the visible area. The time scale grows or shrinks automatically with it.

At least one activity, group or milestone must be selected in the project for this option to be active.

Completed work until

The option **Complete work to** sets all activities contained in the project to the status **Completed**, up to the date clicked in the time scale.

This makes it easy to determine the progress of the project with a mouse click.

Style

The **Style** option changes the graphical appearance of the time scale.

For more information on style options, see the **styles and content** guide.