

Date range

Guides for Merlin Project

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Date range - as of November 2020

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Note for Merlin Project Express users



The following functions can only be found in [Merlin Project](#).

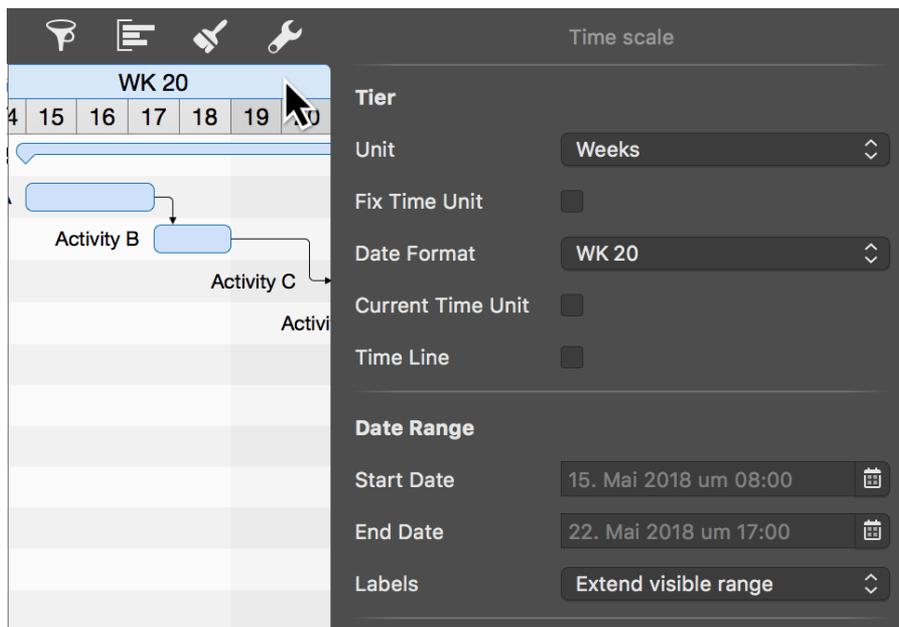
The **Date range** option contains settings to restrict the visible date range in the project.

This is especially handy with large projects. Time phases in the past can be hidden. The focus is placed on the visible date range.

Restrict Date range

The date range is set in the **Time scale** Inspector.

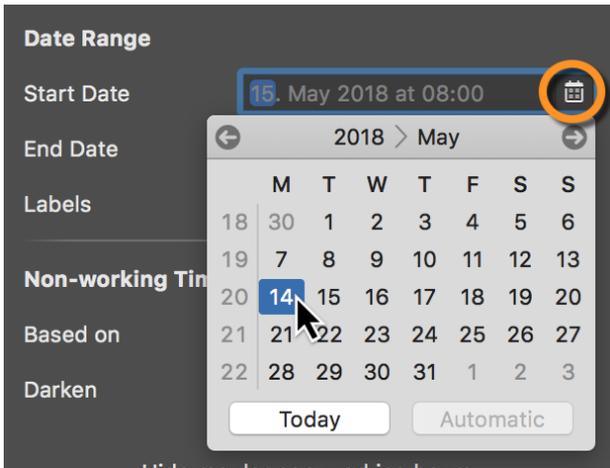
Click the time scale. The Inspector will appear. This contains the **Date Range** options.



Enter the desired **start** and **end date** for how you want the date range displayed. To do this, click the calendar icon and the desired date.



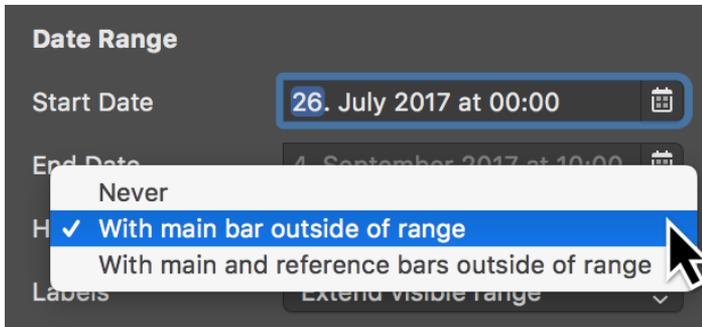
If you leave the **end date** blank, the end of the project is adopted automatically as the **end date** for the end of the date range.



Once you've set the date range, the project displays the specified time period automatically. A **blue bar** above the Gantt chart (1) indicates the activated date range.

Hiding rows

Another option appears in the Inspector that lets you control the display of hidden rows in the outline.



You have three options to choose from:

- **Never**
- **With main bar out of range** (*default*)
- **With main and reference bar outside of range**

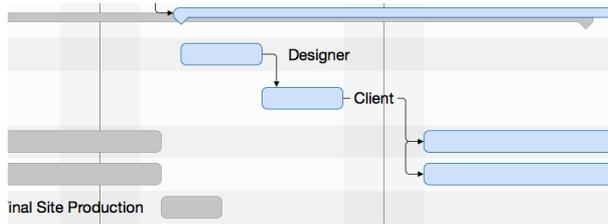
Never shows all rows, including those rows with link lines that are in the date range, but the corresponding activity bars are not visible in the date range.

With main bar outside of range refers to all rows containing an activity bar, but which are not in the date range.

With main and reference bars outside of range means all rows containing an **activity bar** and a **reference bar**, but which are not in the date range.

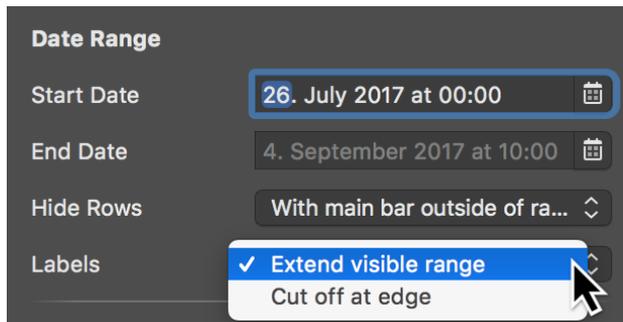


Reference bars are the grey bars that represent the originally planned state of the activity. They can be controlled in the **View Options** using the **Secondary** option.



Labels

The **Labels** drop-down menu contains settings for controlling the display of labels in the activated date range.



The default option **Extend visible range** displays the labels in full.

The **Cut off at edge** option cuts off the labels at the edge of the date range.