



# Calendar and Working Hours

Instructions for Merlin Project

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## Calendar and Working Hours - Status June 2018

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## Note for Merlin Project Express users



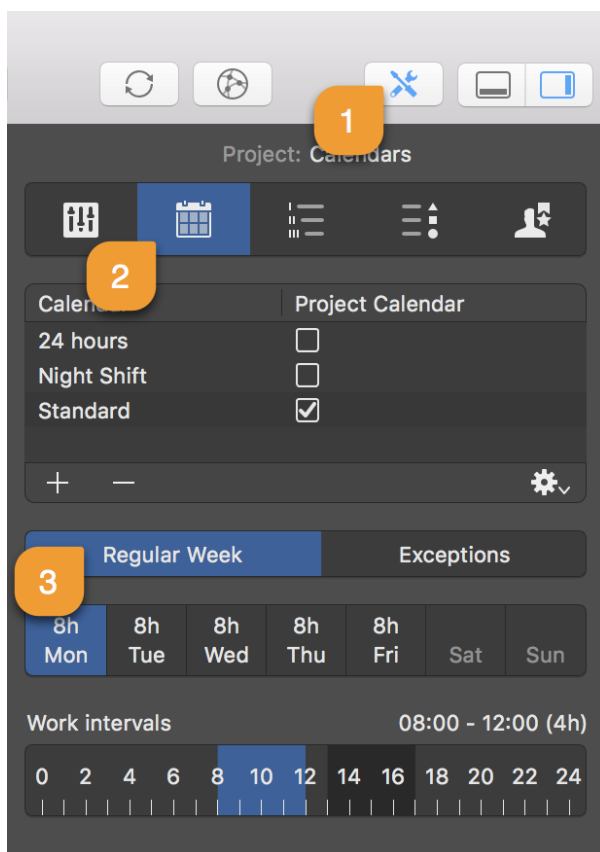
The following functions can only be found in [Merlin Project](#).

## Calendar and Working Hours

In Merlin Project **calendar** define **working hours** and **exceptions** for the whole project and for individual **resources**. The **calendars** control the work for **regular weeks** and **exceptions** such as **holidays**, **holidays** or \*special work in the project.

### Regular working time in the project

Click on the symbol **Project settings** (1) or select in the menu **Storage** → **Project settings**. The corresponding keyboard shortcut is **cmd + ; (semicolon)**.



Then click on the **Calendar** tab (2). This contains the list with different calendars and the active **Project Calendar**. Recognizable by the checkmark.

Each **calendar** has two setting options for the **regular week** and for the **exceptions** (3).

## Exceptions in the project

With a mouse click on **Exceptions** (1) you can define single days or time periods as exceptions for **leisure** and **extra working time** in the active calendar.

Project: Calendars

Calendar Project Calendar

24 hours

Night Shift

Standard

+ - ⚙️

Regular Week Exceptions

Title	Start Day ▲	End Day
Exception	02/05/2018	02/05/2018
Exception	03/05/2018	03/05/2018

+ - Duration: 1 eday

Work intervals 14:00 - 18:00 (4h)

3 2 4 6 8 10 12 14 16 18 20 22 24

New exceptions are created with a mouse click on **Plus** (2). Each exception can be customized with the following information:

- *Title*
- *Start day*
- *Endday*

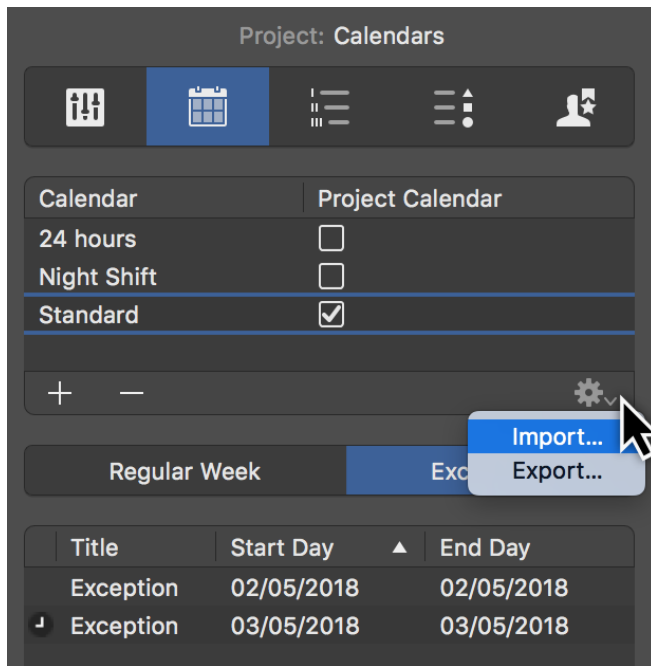
By default, new exceptions are defined as **non-working hours**.

These times are only active as **additional working times** (*outside regular working time*) when times are added in the **working intervals** bar (3).



Exceptions with **extra working time** have a **clock symbol** in the list.

## Import and export exceptions



Click on the **gear symbol** and the option **Import**. This adds exceptions to the calendar as **ics** files. For example, holidays are entered as exceptions in the project.

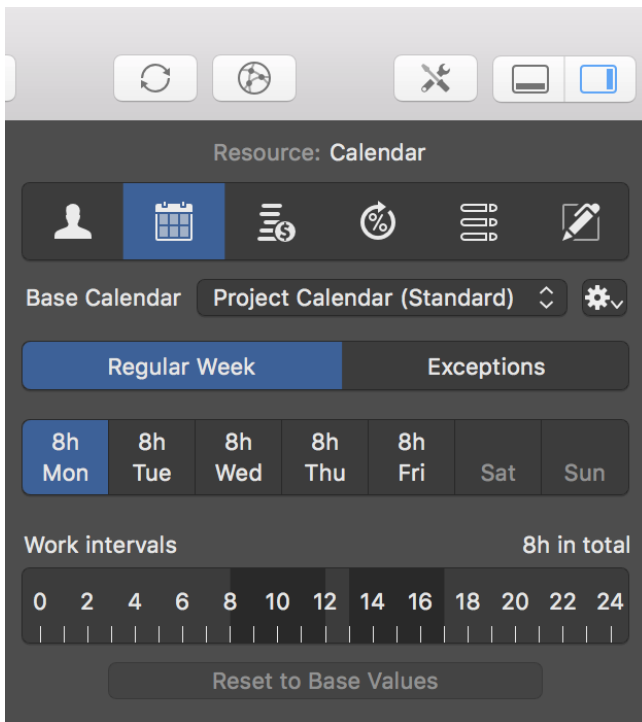


On the website [iHolidays](http://iHolidays) you can find holidays for the individual federal states for free download.

Click on the **gear symbol** and the **Export** option to create an **ics** file with all exceptions from the project. These exceptions can be imported into another project.

## Working times for resources

The options for the regular working time and the exceptions of a resource must be set in the same way as for the project. To do this, select a resource and click on the **Calendar** tab in the Inspector.



For the **Resource Calendar**, the **Project Calendar** is automatically used as **Basic Calendar**. If changes have been made to the resource calendar, these settings apply primarily to the *resource calendar*.

Use the **Basic Calendar** drop-down menu to define a base calendar for the active resource.

If you click **Reset to Base Values**, the settings from the project calendar are used for the resource.