



# Calendar and working times

Guides for Merlin Project

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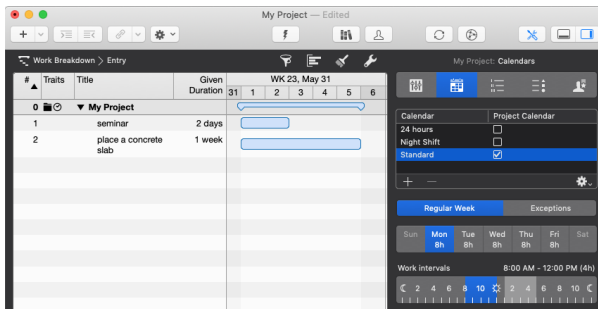
## Calendar and working times - as of November 2020

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In Merlin Project **calendars** define **working time** and **exceptions** for the whole project and for individual **resources**. The **calendars** control the work for **regular weeks** and **exceptions** such as **vacation, holidays,** or **extra working** time in the project.

## Regular project working times

Click the **Project Settings** icon (1) or **File** → **Project Settings**. The corresponding keyboard shortcut is **cmd + ; (semicolon)**.



Then click the **Calendars** tab (2). This contains the list with different calendars and the active **Project Calendar**. It is identifiable by the marked checkbox.

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

## Project exceptions

By clicking **Exceptions** (1) you can set single days or time phases as exceptions for **free time** and **extra working time** in the active calendar.

Project: Calendars

Calendar | Project Calendar

24 hours

Night Shift

Standard

+ - ⚙️

Regular Week | **Exceptions** (1)

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

+ - Duration: 1 eday (2)

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

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

New exceptions are created by clicking the **plus** (2) icon. Each exception can be customized with the following information:

- *Title*
- *Start Day*
- *End Day*

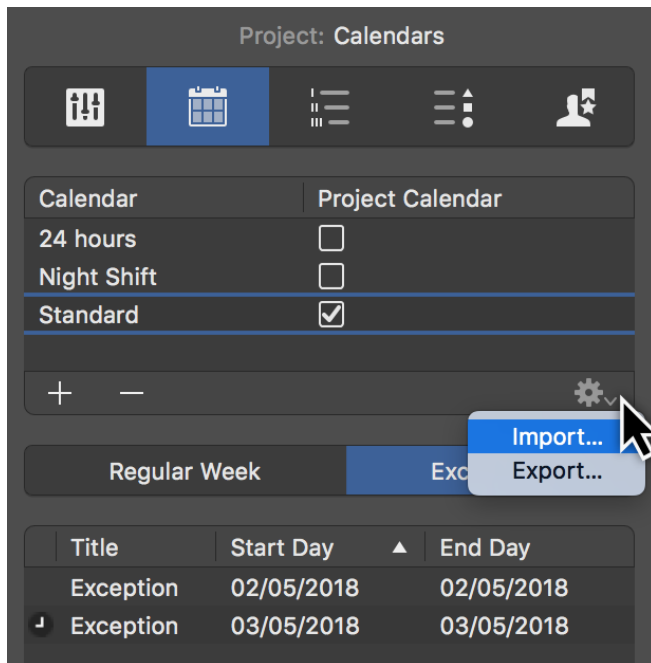
By default, new exceptions are defined as **non-working hours**.

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



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

## Importing and exporting exceptions

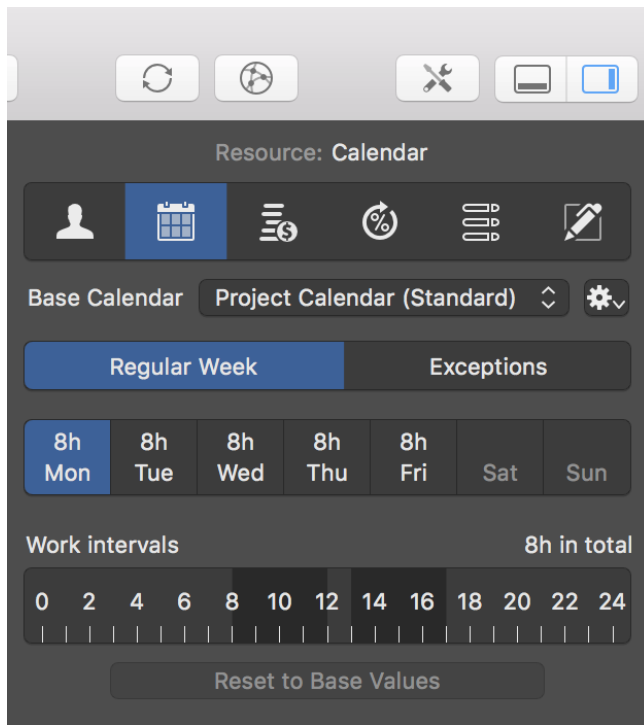


Click the **gear icon** followed by the **Import** option. This adds exceptions to the calendar as **ics** files. This is how you can enter vacations, for example, as exceptions in the project.

Click the **gear icon** followed by the **Export** option to create an **ics** file with all the project exceptions. You can then import these exceptions into another project.

## Working times for resources

Configure the options for regular working time and resource exceptions in the same way as for the project. To do this, select a resource and click the **Calendar** tab in the Inspector.



The project calendar is used automatically as the **base calendar** for the **resource calendar**. If you make changes to the resource calendar, these settings take priority for the **resource calendar**.

Use the **base calendar** drop-down menu to select 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.