

***Project*Wizards**

MERLIN IPHONE

The quick guide
to mobile project management.



INTRODUCTION



Welcome to the quick guide to Merlin iPhone.

Thank you for choosing the leading software solution for project management on Macs. This document will help you to become acquainted with Merlin iPhones basic functions.

System requirements

To run Merlin iPhone you will at least need an Apple iPhone, iPod touch or iPad. Merlin 2.7 is needed to publish projects. For the use with Merlin Server you need the optional iPhone service. At least iOS 3.1.3 is needed for the iPhone and iPod touch and iOS 3.2 for iPad.

Demo mode

The demo mode gives you the possibility to test Merlin iPhone sharing for 15 minutes period of time. All functions of the full version are activated for projects with up to 40 activities.

HELP AND SUPPORT



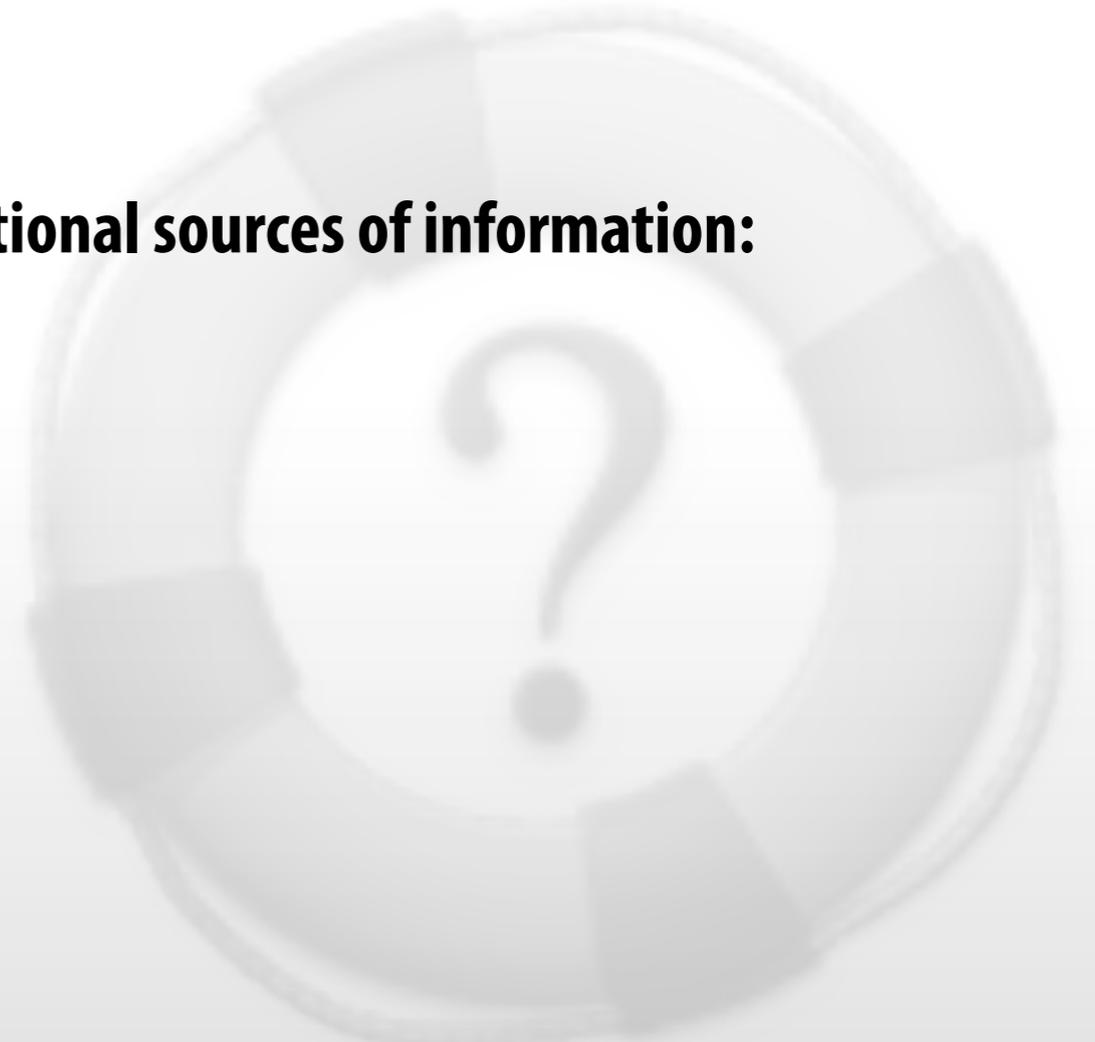
For further help and support please visit our website:

- ▶ www.projectwizards.net

Besides, we would like to draw your attention to additional sources of information:

- ▶ Merlin 2 help
- ▶ Google groups (in English and German)

Or aks our support team:
support@projectwizards.net

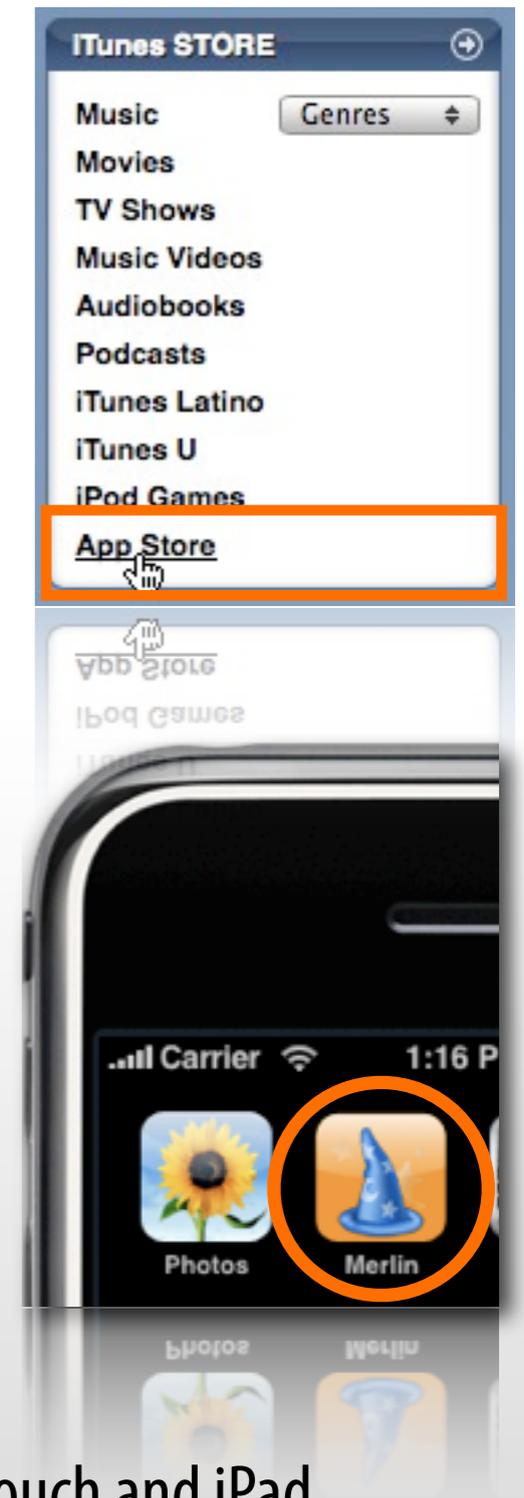


LOADING MERLIN IPHONE

There are two ways how to bring Merlin iPhone on your iPhone, iPod touch or iPad* devices.

(1) **Free from iTunes:** Start iTunes and open the App Store. Search in the App Store for "Merlin" and then download the application. You need a valid iTunes Store account. At the next connection of the iPhone with iTunes the app can be synced.

(2) **Directly over the Device:** Open the App Store on your Device. Search for "Merlin" and install it. You need a valid iTunes Store account. Merlin app will appear instantly on your iPhone



* Because of space issues we will drop in the further text the naming of the iPod touch and iPad.

THE FIRST STEPS

After the installation Merlin iPhone can be started from your device. **Now you need a project:** you should know at least one already published project to work with.

The following information will appear on the screen. Tap on "Add" to build up a connection to a server. Projects can be published with Merlin 2.7 or over Merlin Server with an installed optional iPhone service.

After adding a shared project in Merlin iPhone it can be viewed offline. A connection will be established to the server as changes are made or by pressing the reload button.



BUILD UP A CONNECTION

(1) Start the Merlin app on your iPhone

(2) Tap the "+" in the upper right corner to open the "Server" panel.

Tap the "+" (3) to add a new server to the list. Bonjour (4) shows automatically all servers publishing from the local network. All listed servers will show up with the network symbol (5).

(6) In the panel "New Server" you can add the information needed to connect to the server. The address, port and the name.

Tap on "Done" to save the new server, it will now appear in the server list.



OPENING PROJECTS

Start Merlin on your iPhone.

Tap the "+" in the upper right corner to open the "Server" panel. Choose a server from the list you want to connect to. Merlin starts to connect to the server. The connection speed can vary depending on the connection you use. With the "x" button you can cancel the connection if needed.

After a successful connection Merlin will show all published project files on the connected server. Choose one to work with.



WORKING WITH PROJECTS

After choosing a project it will be loaded on the iPhone and it can be controlled from this panel.

The following objects can be accessed from this panel:

- (1) **Activities**
- (2) **Resources**
- (3) **Elements**

To open the Inspector for the selected project tap the button in the upper right corner (A). With the button in the lower left corner (4) you can reload the project. The iPhone connects to the published project file only if there will be changes or you tap the reload button. Otherwise the project will be for viewing offline.



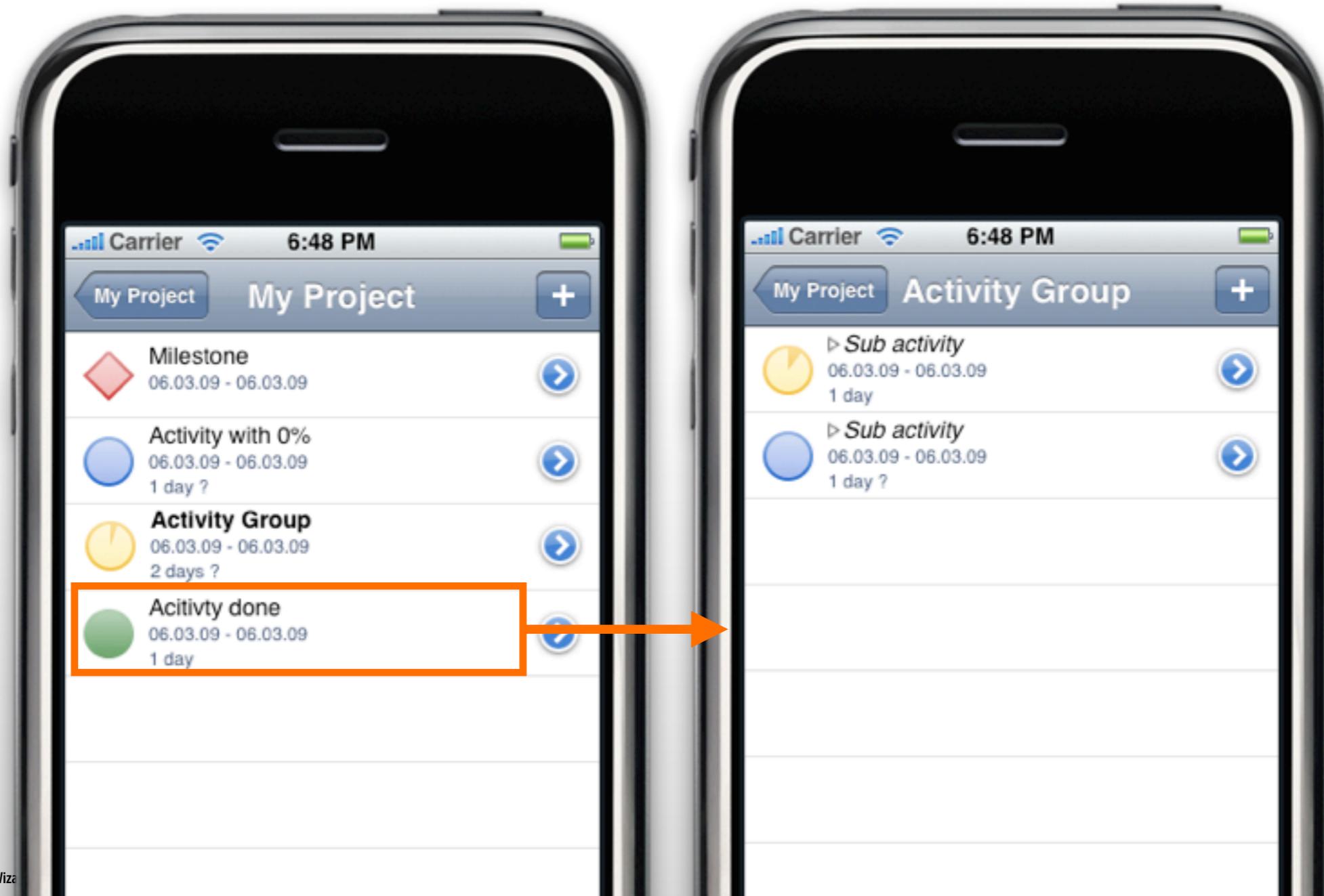
WORKING WITH ACTIVITIES

Tapping the button "Activities" shows the activities, activity groups and milestone of the published project. The symbols show the completion and also the status with the colors green, yellow and red. Activities, groups are showed as pie charts and milestones as diamonds. New activities and milestones can be added with a tap on the "+" button.



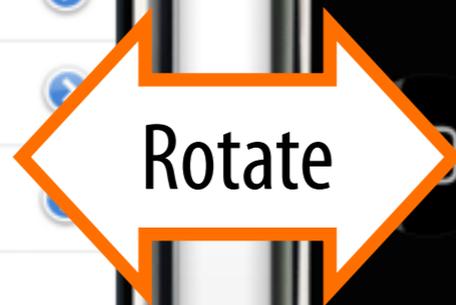
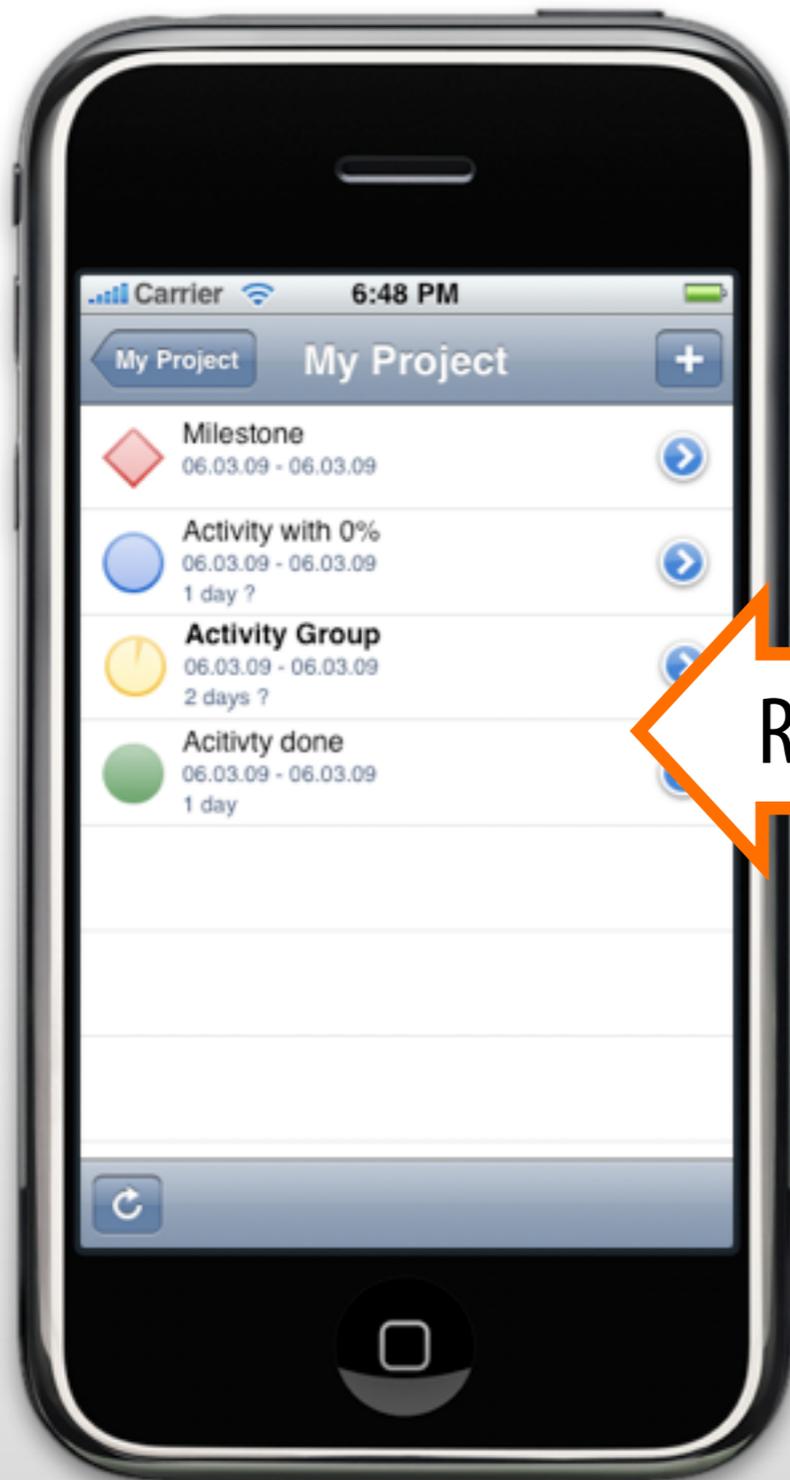
WORKING WITH GROUPS

Activity groups are written in bold letters. Tapping on a group opens the sub-activities contained in that group. With the "+" new sub-activities can be added to the group.



THE GANTT CHART

If you rotate the iPhone in an activity view, the Gantt chart will be displayed on your screen. The same happens with activity groups.



Rotating the screen back to the portrait format brings the activity view back.

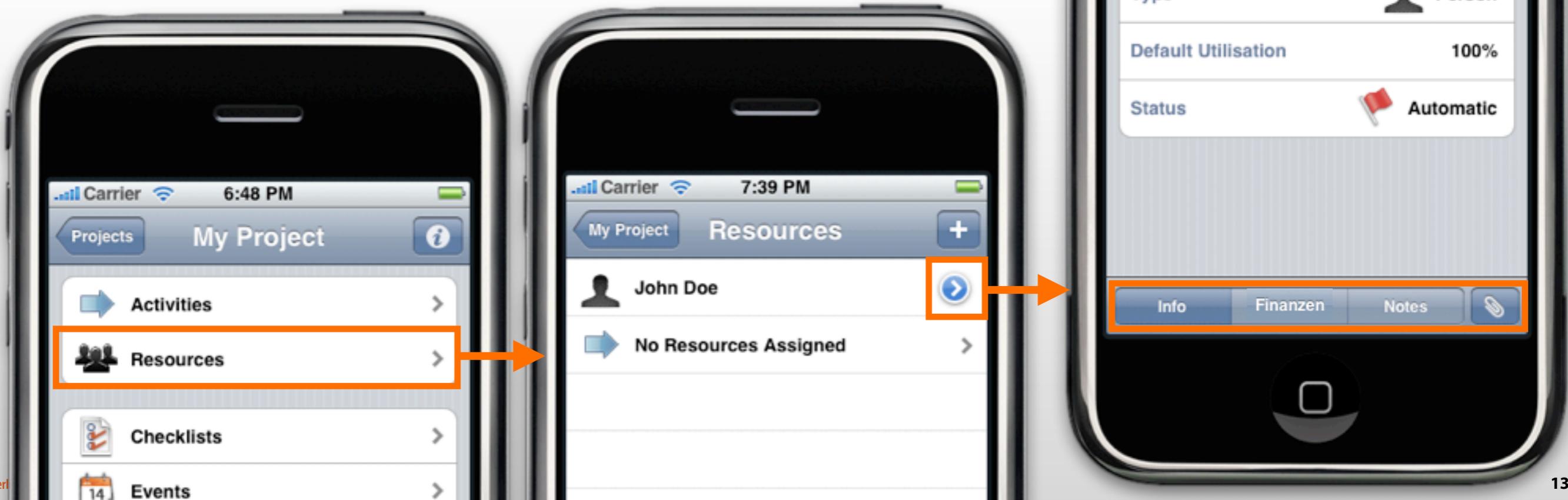
WORKING WITH THE INSPECTOR

To open the inspector for an object tap on the corresponding blue icon. In the view modus (1) the inspector can be browsed for information. There are three tabs "Info", "Finances", "Notes" and the additional "Elements" button in the lower corner of the inspektor. To switch to the edit modus (2), just tap the "Edit" button. Now all information can be changed. To do so, the iPhone must build a connection to the server, is this not possible. you will be only able to work in the view modus (1).



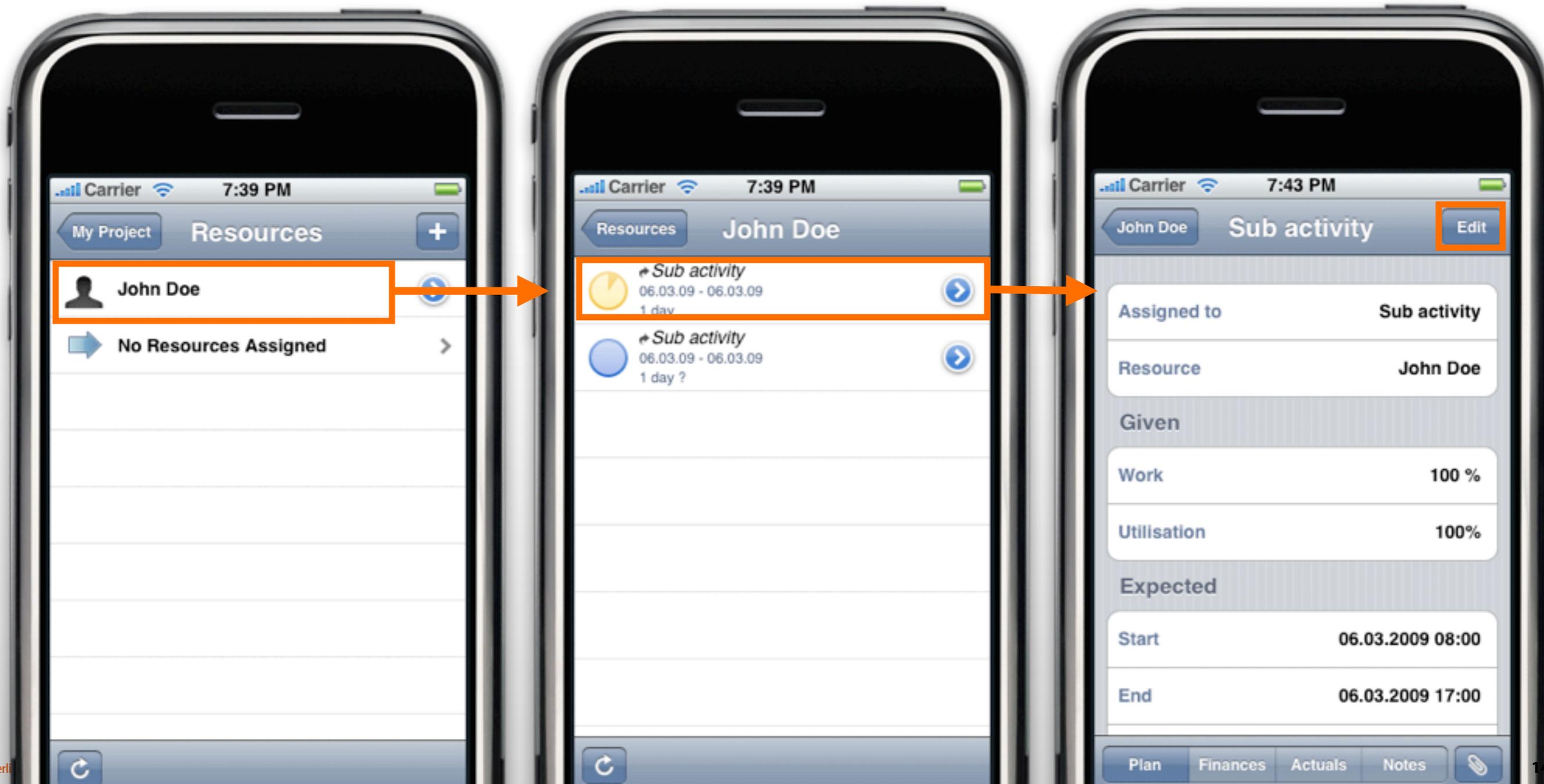
WORKING WITH RESOURCES

All resources contained in the project can be viewed by tapping on "Resources". In the resources list you can open the inspector for a resource by its corresponding blue icon. There are three tabs "Info", "Finances", "Notes" and the additional "Elements" button in the lower corner of the inspektor. To change information concerning the resource tap the "Edit" button. To do so, there must be a connection to the server sharing the project.



WORKING WITH ASSIGNMENTS

Tapping a resource opens all assigned activities to it. With the blue icon the inspector for these assignment opens. To edit them just tap on the "Edit" button.



WORKING WITH ELEMENTS

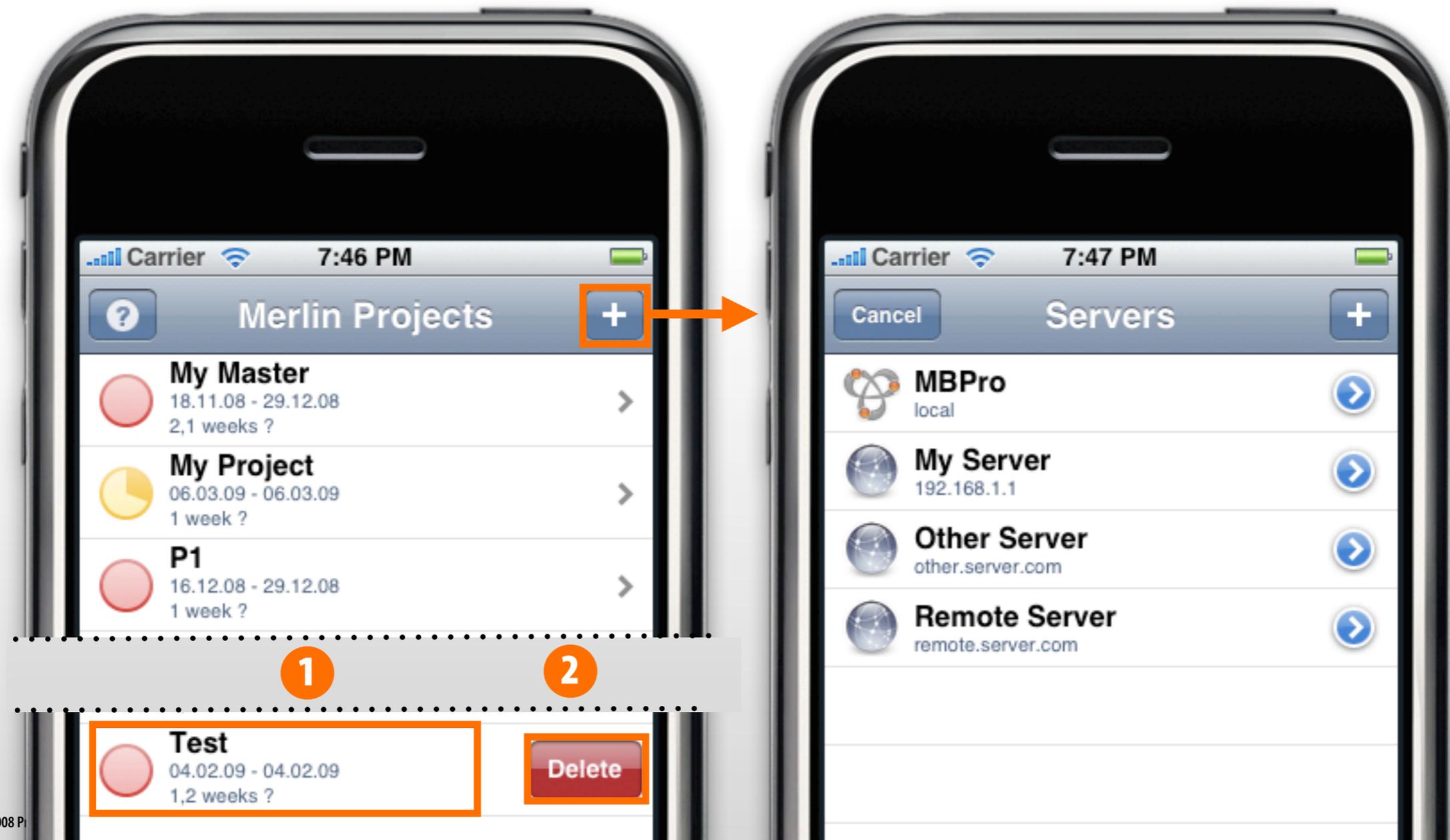
Choosing an element shows a listing of all element of this kind in a element panel. New elements can be added by tapping the "+". A tap on the element itself opens the inspector. The "Edit" button lets you change the information for the selected element in the inspector.



THE PROJECT LIST

All published projects you have opened with Merlin iPhone are listed here. This helps you to work with the projects you use often. The projects can be deleted from the list by sliding with the finger over it (1) and tapping on the "Delete" button (2).

The "+" can open new projectes from servers contained in the server list.



THE SERVER LIST

The server list contains all added and used servers. If available also servers from the local network which are found automatically with Bonjour (1). New Servers can be added with the "+". Already available servers from the list can be changed with the blue icon (2). To delete a server from the list slide over it with the finger (3) and tap on the "Delete" button (4).



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