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*Note: features mentioned in this newsletter are available in V4.2.4429*

## Microsoft Office 2010 Advisory





If you have upgraded, or are thinking about upgrading, to Microsoft Office 2010, please be aware that the upgrade resets all security defaults to the highest level and blocks the advisory that macros were disabled. This is a Microsoft directive; however, it affects the Microsoft Excel workbooks used in sfPMS: **CoBRA**, **Executive Dashboard supplemental** workbooks, **Period Distribution**, **BFA and BFA supplemental** workbooks, **SOV and SOV supplemental** workbooks, **PAPTs** containing recorded macros or VFA code with or without valid certificates, and **Spitfire Item Templates (Via Excel)** if they contain any VBA code or recorded macros.

Some setup is required before you can use these workbooks with Microsoft Office 2010. See [KBA-01519](#) for instructions.

## Feature Spotlight: Update Notification

sfPMS V4.2 now provides two ways to inform system administrators (and others with the **SYS | Notify User if an update is available** role capability) that an updated build is available.

First, when an update is available, the  icon that appears on the System Information page is replaced by the animated icon . Clicking the icon will display build information, as usual. The icon serves as an indication that a new build is available through ICTool.

SYSTEM INFORMATION				
SFPMS VERSION	4.2.4421.37890 			
Name	Version	Released	Notes	
v4.2 General Release	4.2.4421.37890	Feb 8 2012 21:03	Running Now	
v4.2 Stable Release	4.2.4421.37890	Feb 8 2012 21:03	Running Now	
v4.2 Release Candidate	4.2.4422.32837	Feb 9 2012 18:15	Updates	

Second, when a new build is available, a special alert appears in the Watchdog Alerts part.

WATCHDOG ALERTS 				
Description	Generated	Project Name	Source	
 <b>System Update Available!</b> 	2/10/2012		SYSTEM	
<p>- v4.2 General Release 4.2.4421.37890 has been available since Feb 8 2012 21:03</p> <p>- v4.2 Stable Release 4.2.4421.37890 has been available since Feb 8 2012 21:03</p> <p>- v4.2 Release Candidate 4.2.4422.32837 has been available since Feb 9 2012 18:15</p> <p>Release notes can be accessed using System Information on the Admin dashboard.</p>				

### Notes:

- Your system must be up more than 15 minutes before the alert is sent.
- If the system is sending Email Service Is Delayed alerts, this system update alert will not be sent until the email service issue is resolved.

# You Asked For It, You Got It: Submittal Date Workflows

**Request:** Is there a way to automatically set Submittal Items' Requested dates and Submittal Package Items' Submitted dates to the current date?

A new ATC: SET parameter allows you to set Item date fields to the current date through a workflow script:

ATC: SET @.Requested= NOW () or  
ATC: SET @.Submitted= NOW ()

sfPMS V4.2 distributes two predefined workflows that include this workflow script at Seq 2. After the dates in question are filled out, the document is routed to the Source Contact.

### Submittal:

The screenshot shows the configuration for the "Submittal Workflow with Dates" route. The workflow table has the following data:

Seq. No.	User/Role	Description	Access Level	Default Status	Default Note	Due In	w/ Transmittal	At Source Contact
2	Spitfire		View	Pending			X	X
3	Doc Source Contact		View	Pending			X	✓
4	Doc Entered By		View	Pending			X	X

The popEdit window shows the following ATC script:

```
ATC: FOREACH DocItem BY DocItemNumber  
ATC: SET @.Requested= NOW()  
ATC: ENDLLOOP
```

### Submittal Package:

The screenshot shows the configuration for the "Submittal Package Workflow with Dates" route. The workflow table has the following data:

Seq. No.	User/Role	Description	Access Level	Default Status	Default Note	Due In	w/ Transmittal	At Source Contact
2	Spitfire		View	Pending			X	X
3	Architect		Collaborate	Pending			X	X
4	Doc Entered By		View	Pending			X	X

The popEdit window shows the following ATC script:

```
ATC: FOREACH DocItem BY DocItemNumber  
ATC: SET @.Submitted= NOW()  
ATC: ENDLLOOP
```

## Feature Spotlight: Attachment Incl Column

Starting with V4.2, the Incl column on a document's Attachment tab offers a new drop-down of choices that indicate how an attached file is to be treated when routed via email or fax.


Attachments		Route Detail				
Name	Size	Note	Item	Incl		
Commitment 32 Ton Chiller/Evaporator.doc				PDF		
HVAC spec	27KB	po, HVAC,		Native		

- **Not Sent:** do not send this file.
- **Native:** send the file in its original native application format.
- **PDF:** send the file as a PDF file.  
**Note:** This option works only for .XLS, .XLSX, .DOC, .DOCX, .PDF, .JPG, .TIF, .PNG, and .GIF files.
- **Assemble:** send this file as part of one PDF file. Spitfire assembles all files that are designated "Assembled" into the one file, placing image files 3 to a page.  
**Note:** This option works only for .XLS, .XLSX, .DOC, .DOCX, .PDF, .JPG, .TIF, .PNG, and .GIF files.

"Assembled" files are assembled to appear in the order that they appear on the Attachments grid. You can change the order of files in two ways:

- Click on the arrows in the Seq column to move a file up or down.

Attachments		Route Detail				
Name	Size	Note	Item	Incl	Seq	
DSCN2031.JPG - 0001	844KB	First floor restroom near entrance		Assemble	↑ ↓	
DSCN2036.JPG - 0001	822KB	Third floor lighting		Assemble	↑ ↓	

- Click  (which is a toggle) at the bottom of the Seq column, then use numbers to indicate order.

Attachments		Route Detail				
Name	Size	Note	Item	Incl	Seq	
DSCN2031.JPG - 0001	844KB	First floor restroom near entrance		Assemble	45	
DSCN2036.JPG - 0001	822KB	Third floor lighting		Assemble	40	

In the example above, the file with a Seq of 40 will appear before the file with a Seq of 45.

You can set defaults for the Incl field on a Doc type through the **FileCatalogConfig | AttachMode** rule. You can also set defaults for specific file types on a Doc type through the **FileCatalogConfig | AttachMode:ext** rule.

FileCatalogConfig	DocTypeKey	String	Allow customization of handled?
RULE ENTRIES			
RULE NAME	Att	DOC TYPE	<input checked="" type="checkbox"/>
	<input type="checkbox"/> WARNINGS ONLY		<input checked="" type="checkbox"/>
ApproveWithDoc	Rule	Filter Value	Result Value
	AttachMode	Daily Field Report	Assembled
	AttachMode:docx	Daily Field Report	Native

## Have You Read?

The following guide and technical white paper have been created for sfPMS V4.2.

[Focus on the Manage Dashboard](#)

TWP: [ATC Scripts and Automatic Workflow](#)

The following articles have been added to the Knowledgebase:

[KBA-01516](#) – Automatically setting dates on Submittal Items

[KBA-01517](#) – Overview of the NextDocFlow rules

[KBA-01518](#) – Overview of the RouteResponselsYes rules

[KBA-01519](#) – Office 2010 security impacts all Excel workbooks containing VFA code



## Contact Us

84 Business Park Drive, Suite 111,  
Armonk, NY, 10504

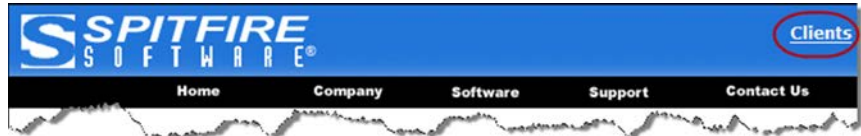
Phone: 888-287-4603  
Fax: 888-287-4603

Support:  
[support@spitfiremanagement.com](mailto:support@spitfiremanagement.com)

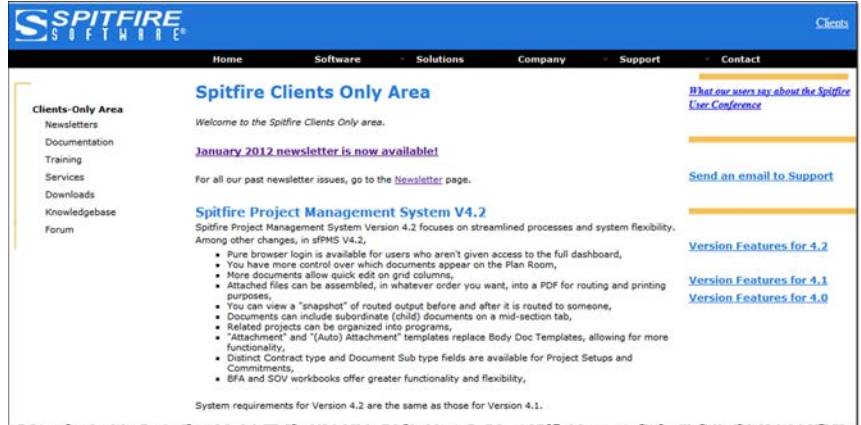
Training:  
[training@spitfiremanagement.com](mailto:training@spitfiremanagement.com)

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## Your Clients Area



The Clients area on our website includes links to our [documentation](#), our [Knowledgebase](#), our [forum](#), our [downloads](#), and a list of what's new in versions [4.0](#), [4.1](#) and [4.2](#):



You will need your login and password to get to the Clients area. If you need or have forgotten your login and password, contact [support@spitfiremanagement.com](mailto:support@spitfiremanagement.com).

## Training Classes

Spitfire offers training classes at various levels, such as **214-Intro to Budgeting** and **260-Processing Bid Packages**, to help you better learn the Spitfire Project Management System (sfPMS). Training class descriptions and schedules are available from the Clients area of our [website](#).

MARCH				
Monday	Tuesday	Wednesday	Thursday	Friday
			1	2
5 <a href="#">101-Basic Navigation</a> 1:00-2:30	6 <a href="#">201-Documents, Items and Routes</a> 1:00-2:30	7 <a href="#">205-Commitments and Related Info</a> 1:00-2:30	8 <a href="#">210-Catalog and Files</a> 1:00-2:30	9
12	13 <a href="#">214-Intro to Budgeting</a> 1:00-2:30	14	15 <a href="#">270-Project Change Orders</a> 1:00-2:30	16 <a href="#">216-Intro to SOV Billing</a> 1:00-2:30
19	20 <a href="#">260-Processing Bid Packages</a> 1:00-2:30	21 <a href="#">440-Compliance Setup</a> 1:00-2:30	22 <a href="#">430-Spitfire Item Templates (for Via Excel)</a> 1:00-2:30	23
26	27 <a href="#">220-Intro to Doc Templates</a> 1:00-2:30	28 <a href="#">225-More Doc Templates</a> 1:00-2:30	29	30

Please note **our cancellation policy**: to avoid cancellation charges, your class registration must be cancelled or rescheduled at least one full business day prior to the class.