SPITFIRE SOFTWARE®

In This Issue

Note: features mentioned in this newsletter are available in V4.4.4468

Did You Know?

Spitfire is on Facebook, Google+ and Twitter. If you use these social media services, you can find us there! If you LIKE us on Facebook, include us in one of your Google+ circles and/or follow us on Twitter, you'll get our postings and announcements.

To find us on Facebook and/or Google+, search for
Spitfire Project Management System
To find us on Twitter, search for **sfPMS**

You can also click the buttons on the bottom of our website.

Follow @sfPMS

New Offering: Training Videos

In order to offer you one more way to learn sfPMS, we are creating a library of short training videos, available for free 24/7 from the client area of our website. A few videos are available now; others will be added in the weeks and months to come. These videos can provide review to those who attend a live web-based training class and can bring a new employee up to speed before learning the specifics of a customized site system.

Training Video Library

Aside from, and corresponding with, our live training, we offer a series of training videos that can be accessed 24/7. These videos are particularly useful for those who need to refresh their memory about a specific topic, or for new employees at companies that are already using the Spitfire Project Management System and who need general instruction before learning the specifics at their site.

There is no limit to how many people can access or view any video at one time, nor is there a limit to how many times any video can be viewed. Click on a header tab below to select a video in that series.

Basic Navigation Series [Foundation]
This series is a must for anyone who has not yet used or seen the Spitfire Project Management System (sfPMS).

- **101A - Basic Navigation Part 1,** [6:08 min]
  How to log in to Spitfire, change your password and access written documentation.

- **101B - Basic Navigation Part 2,** [2:56 min]
  An introduction to the Watchdog Alerts part of the Home Dashboard.

- **101C - Basic Navigation Part 3,** [6:59 min]
  An introduction to the Inbox and to Spitfire documents, and how to open a document and remove it from the Inbox.

- **101D - Basic Navigation Part 4,** [9:21 min]
  How to get to a Project Dashboard and create a new document. Also, an introduction to fields (look-ups, drop-downs and dates) and popEdit.

- **101E - Basic Navigation Part 5,** [5:25 min]
  An introduction to the Add Files tool and how to attach files to a document. Also, how to log out.

- **101F - Basic Navigation Part 6,** [7:29 min]
  How to create a new Project Setup document from the Home Dashboard and an introduction to the Addr, Dates and Items tabs.

- **101G - Basic Navigation Part 7,** [7:14 min]
  An introduction to the Team Contact part of the Project Dashboard including how to add new team members to the project.

- **101H - Basic Navigation Part 8,** [7:11 min]
  An introduction to the parts of the Project Dashboard: Conditions, Remarks, Photo, KPI, Cost Analysis Details and Files.

Documents, Items and Route Series [Foundation]

As these videos are phased in, corresponding scheduled classes will be phased out. We will continue to offer the live, web-based training classes by appointment only. If you have any questions, please contact training@spitfiremanagement.com.

Feature Spotlight: Viewable Routed Content

When a document is routed to someone via email, the routee gets any printouts created from templates as well as files that have been attached to the document (and marked for inclusion in the email). This is considered the "routed content" to that person. sfPMS V4.2 allows this routed content to be previewed, viewed, and post viewed.
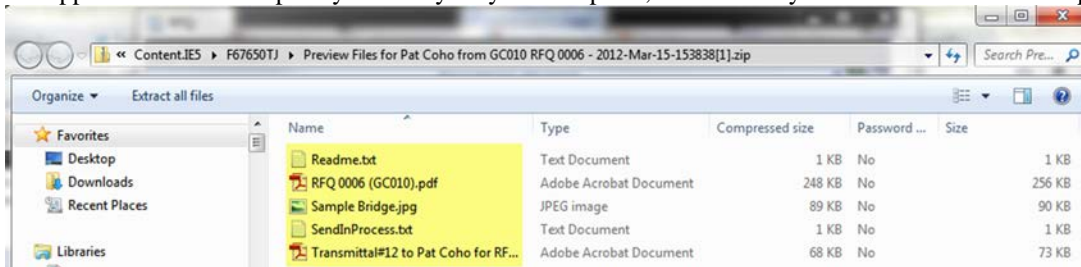
Preview

If you want to see exactly what is being sent to the next routee, click 🎬 on the route row. **Note**: you must have the new **DOC | Can preview output** role capability.
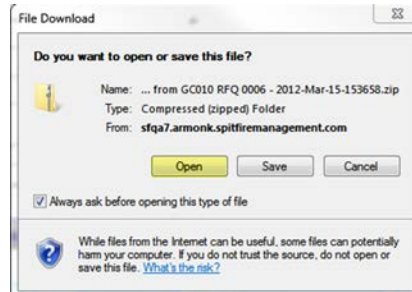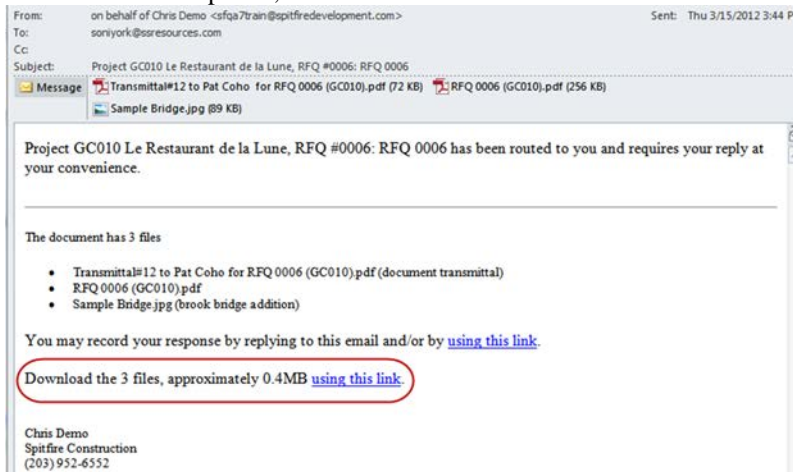
The files will appear listed in a temporary directory on your computer, from where you can double-click and open them.

These are the exact files in the exact format that will be routed via email to the person.

View

When the routee receives the email from Spitfire, he or she can use the Download Wizard from a link to get to the files.

Post View

After the document has been routed to a person, you can click 🎬 to see what exactly what was routed. This routed content will not change over time, even if newer versions of any of the files are uploaded into the Catalog. You will always be able to tell exactly what was sent to the routee at that time.

You Asked For It, You Got It: Better Bid Package Workflow

Request: Before we send out RFQs to vendors, we send out an Invitation to Bid to determine interest. Is there an easy way to send RFQs to those vendors who have responded positively to our Invitation to Bid?

Yes, in sfPMS V4.2, the ✏️ icon at the bottom of the Bid Package Doc type allows you to attach one or more Invitation to Bid documents to a particular Bid Package. Once a Bid Package has an attached Invitation to Bid, and once vendors have responded to the Invitation to Bid (through the Rsp field on the route row), the RFQ tab on the Bid Package offers the new ITB icon as a way to easily create RFQs for the vendors who have responded in the affirmative to the Invitation to Bid.
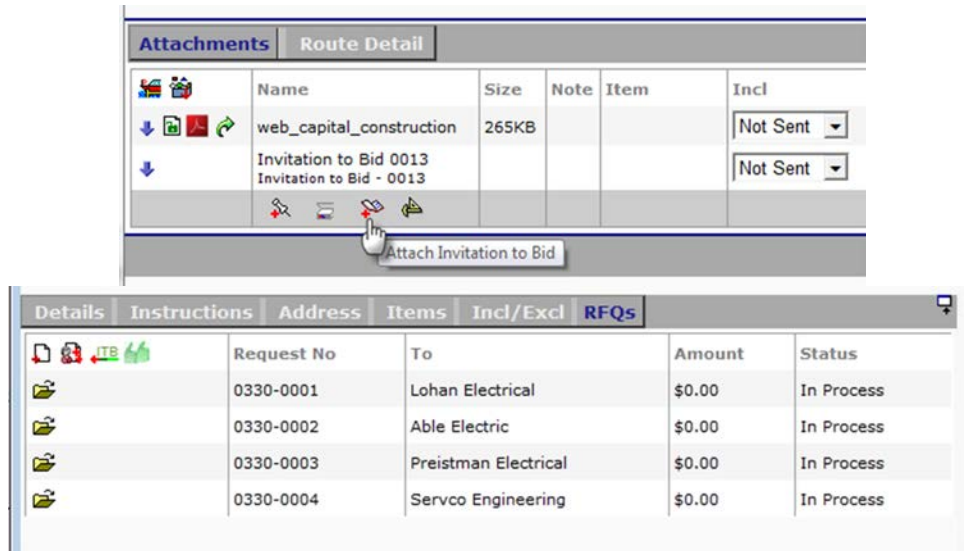
This workflow uses some "behind the scenes" setup, which is distributed by default in sfPMS V4.2.

- The **DocTypeConfig | ExpressDocAttach** rule for Bid Package is set to Invitation to Bid:

- The new **RouteResponseIsYes | WB** rule for Invitation to Bid is set to ✔ and
- The **WB** code (for Will Bid) is included in the Invitation to Bid's **ResponseCode** code set:

Have You Read?

The following guides have been updated for sfPMS V4.2 since March 1.

The Overview Guide

Focus on System Administration

The following articles have recently been added to the Knowledgebase:

KBA-01520 – Disable Route Via Fax

KBA-01521 – Overview of the DocFormula Rule Group

KBA-01522 – MODI-OCR and Office 2010

KBA-01523 – Using saved RDP credentials on Windows 7 for hosts with non-fully verified identities

Contact Us

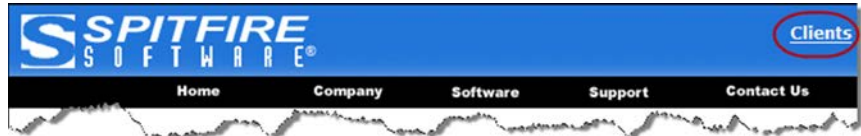**84 Business Park Drive, Suite 111, Armonk, NY, 10504**

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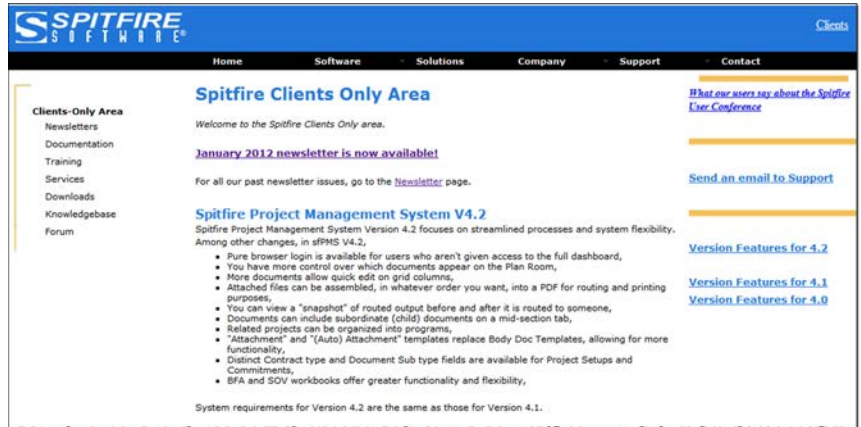Fax: 888-287-4603

Support:
support@spitfiremanagement.com

Training:
training@spitfiremanagement.com

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.

Training Classes

We are phasing out our scheduled training classes, although our training classes will continue to be available by appointment for those who request them. Training class descriptions and a list of training videos are available from the Clients area of our website. The remaining scheduled classes are as follows:

APRIL				
Monday	**Tuesday**	**Wednesday**	**Thursday**	**Friday**
2	3	4	5	6
9	10	11 214-Intro to Budgeting *1:00-2:30*	12	13 216-Intro to SOV Billing *1:00-2:30*
16	17 210-Catalog and Files *1:00-2:30*	18 260-Processing Bid Packages *1:00-2:30*	19 270-Project Change Orders *1:00-2:30*	20
23	24 430-Spitfire Item Templates (for Via Excel) *1:00-2:30*	25	26 220-Intro to Doc Templates *1:00-2:30*	27 225-More Doc Templates *1:00-2:30*
30	30 440-Compliance Setup *1:00-2:30*			

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.