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Note*: features mentioned in this newsletter are available in V4.2.4497*

Keep Up with the Latest

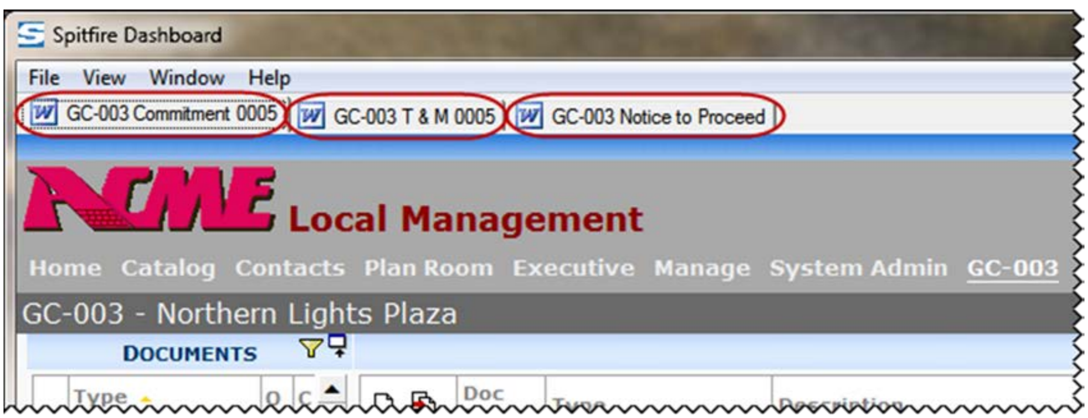
Remember that Spitfire is on Facebook, Google+ and Twitter. If you use these social media services, you should look for us. If you LIKE us on Facebook, include us in one of your Google+ circles and/or follow us on Twitter, **you'll get our postings and announcements.**

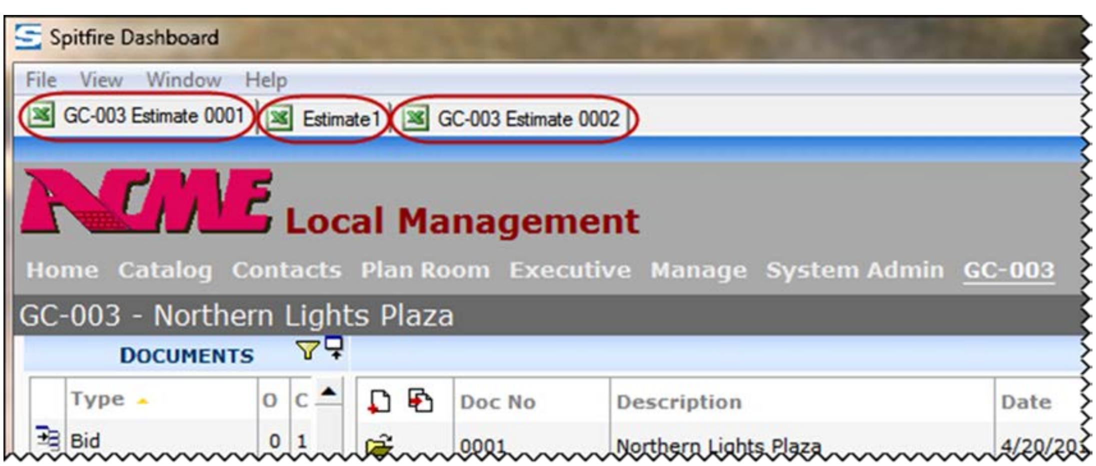
To find us on Facebook and/or Google+, search for
Spitfire Project Management System
To find us on Twitter, search for **sfPMS**

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

Feature Spotlight: Microsoft Word/Excel File Tabs

Because you can open more than one Microsoft Word or Microsoft Excel file while you are working in sfPMS, tabs appear on the dashboard for each file opened. They serve as a reminder that you have the files open. When you close a file, the corresponding tab goes away.



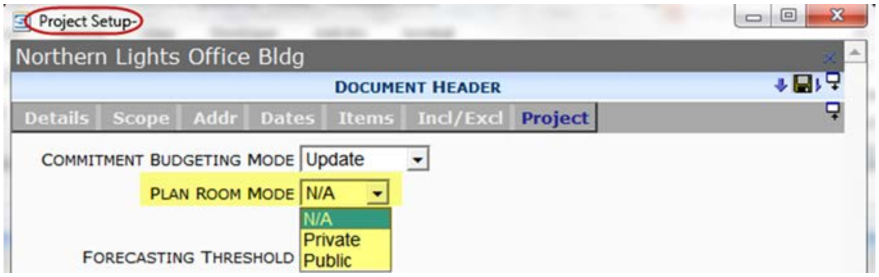


Spitfire Q&A: Documents in the Plan Room

Q: What factors affect whether or not a document appears in the Plan Room, in V4.2?

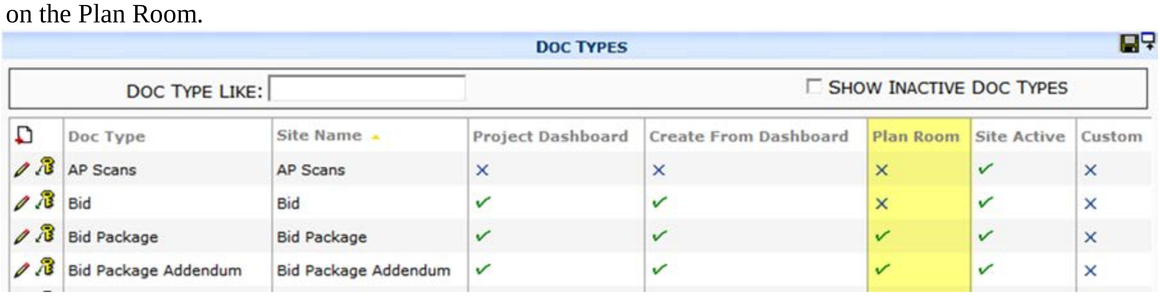
A: In sfPMS V4.2, in order for a document to appear in the Plan Room Dashboard, it must meet the following criteria:

Project Setup
Which projects are allowed to appear on the Plan Room is determined by the Plan Room Mode option on the Project Setup's Project tab.



- **N/A** means that no documents or files for this project will appear on the Plan Room. The project itself will not appear on the Project drop-down filter on the Plan Room.
- **Private** means that documents and files for the project can appear on the Plan Room (if other conditions are met) only for those users who have role-based access to the specific project. In addition, the project itself will appear on the Plan Room filter only for those who have access to the project.
- **Public** means that documents and files for the project as well as the project itself will appear on the Plan Room for all who have access to the Plan Room.

Doc Type
Only those documents of a Doc type that has been specifically set up for the Plan Room through the Doc Types tool can appear on the Plan Room.

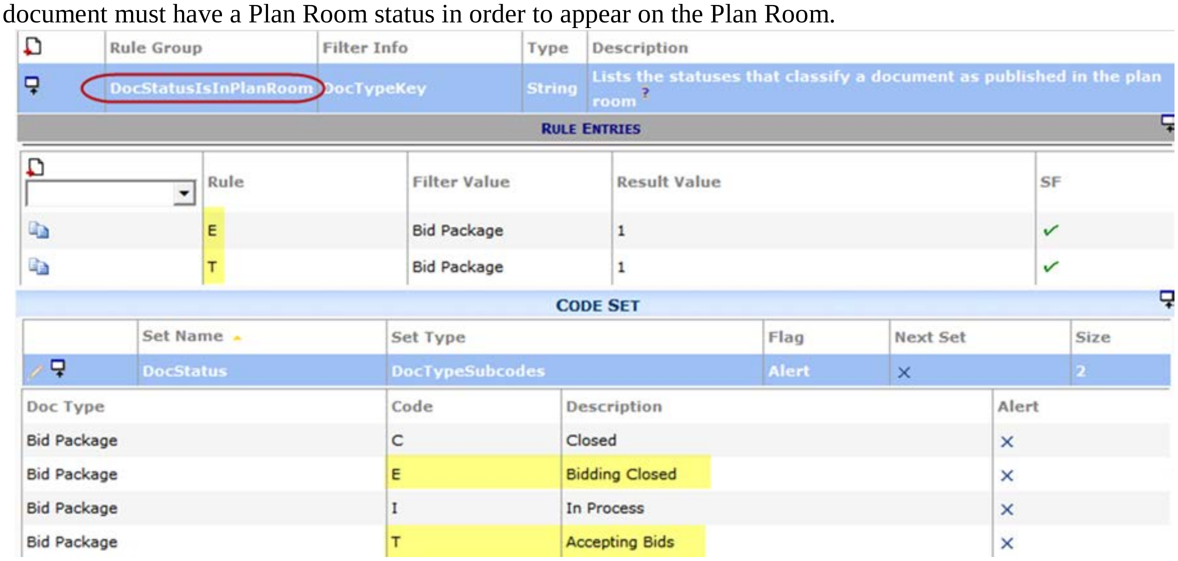


DOC TYPES

DOC TYPE LIKE: SHOW INACTIVE DOC TYPES

Doc Type	Site Name	Project Dashboard	Create From Dashboard	Plan Room	Site Active	Custom
AP Scans	AP Scans	×	×	×	✓	×
Bid	Bid	✓	✓	×	✓	×
Bid Package	Bid Package	✓	✓	✓	✓	×
Bid Package Addendum	Bid Package Addendum	✓	✓	✓	✓	×

Doc Status
Only statuses identified through a DocStatusIsInPlanRoom rule allow documents to actually appear on the Plan Room. Each document must have a Plan Room status in order to appear on the Plan Room.



Rule Group	Filter Info	Type	Description
DocStatusIsInPlanRoom	DocTypeKey	String	Lists the statuses that classify a document as published in the plan room

RULE ENTRIES

Rule	Filter Value	Result Value	SF
E	Bid Package	1	✓
T	Bid Package	1	✓

CODE SET

Set Name	Set Type	Flag	Next Set	Size
DocStatus	DocTypeSubcodes	Alert	×	2

Doc Type	Code	Description	Alert
Bid Package	C	Closed	×
Bid Package	E	Bidding Closed	×
Bid Package	I	In Process	×
Bid Package	T	Accepting Bids	×

Before You Contact Support

Research

We pride ourselves on the quality of our support, but first, please try to resolve your problem by:

- Contacting your Spitfire Administrator to see if your in-house Spitfire experts already have the knowledge to help you.
- Checking out the Help menu in your Spitfire application. The Help menu provides you with access to
    - The Spitfire Focus Guides
    - The Spitfire White Papers (TWPs)
    - The Spitfire Knowledge Base articles (KBAs)

  These resources provide an extensive library of Spitfire knowledge that will often solve your problem if you take the time to search through and read them.

- Looking through our new Video Training Library, which is located in the Client Area of our website. The Video Training Library is growing every day and has hours of 2 – 10 minute videos for you to view. You need your (or your company's) login and password to access these videos. Contact your Spitfire Administrator for the login and password.

Get a Quote for Custom Work

For consulting work to develop custom reports or custom work, please contact Steve Powers (spowers@spitfiremanagement.com) for quotes on your custom work.

Know Your Responsibilities

Please remember that Spitfire Technical Support is here to help you with your Spitfire Project Management System, but you do have responsibility for maintaining your software and your IT environment. Here are a few items that are your responsibility:

- Making sure that you have a SQL Server Maintenance Plan in place to back up your database on a daily basis. A good backup plan is well worth the effort when the unexpected happens. And don't forget to back up your program files.
- Making sure you have the up-to-date tax files for your location if you have an in-house Payroll system. Spitfire is happy to help, but it is your responsibility to keep track of the tax codes that are in your system and check that they are accurate.
- Checking that IT Updates to your computer environment (Windows updates, anti-virus programs, application updates or upgrades, etc.) do not disrupt your Spitfire Software. Please remember that Spitfire integrates with SQL Server, SQL Server Reporting Services, IIS, SMTP and your Exchange Server, and for some users, Microsoft Dynamics SL, Fax software, and/or AutoVue.
- Checking that you have adequate resources, both for storage and memory, to handle your growing needs as your data grows and you add users to your Spitfire System.
- Maintaining your workstations and understanding that Microsoft Office updates may require additional setup for trust as Microsoft continues to add security to its products.

Have You Read?

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

Focus on Files, Attachments and the Catalog Dashboard

TWP: *Setup for Spitfire's Plan Room*

How to Use the Plan Room (from a public login)

How to Use the Plan Room (from a vendor login)

The following articles have recently been added to the Knowledgebase:

KBA-01524 – User Save Columns in the BFA Workbook

KBA-01525 – Division Filter on Reports

Contact Us

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Support:
support@spitfiremanagement.com

Training:
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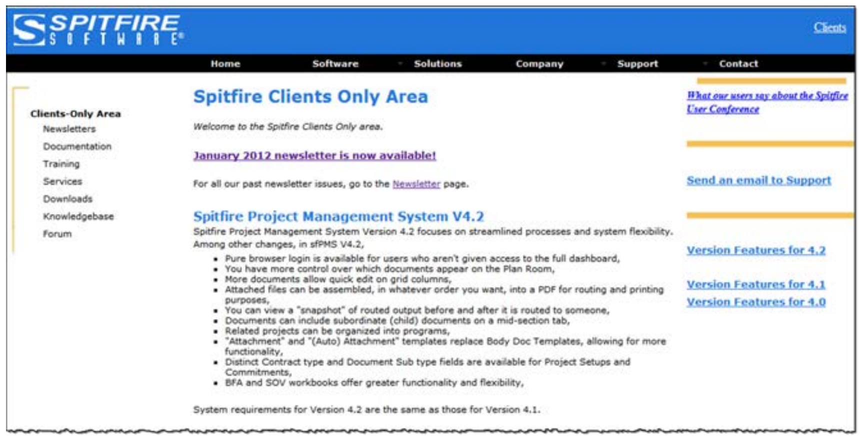
Your Clients Area

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.

Training Classes and Videos

We offer live training classes by appointment for those who request them. Training class descriptions are available from the Clients area of our website.

We also offer training videos from the client area of our website for those who want to review various topics.